
SALT LAKE CITY COUNCIL STAFF REPORT

DATE: March 6, 2007
SUBJECT: **Mid-Year Update from the Administration on the Status of Open Legislative Intent Statements**
STAFF REPORT BY: Lehua Weaver
CC: Lyn Creswell, Steve Fawcett, Kay Christensen, Gary Mumford, Sylvia Richards, Jennifer Bruno

In keeping with one of the Council's Legislative Intent, the Administration has provided this mid-year status report of the progress on Legislative Intent Statements adopted by the Council during the fiscal year 2006-07 budget process.

Staff has identified the following status categories:

- I. Items the Council may wish to consider keeping open because the intent is not yet satisfied or may be considered ongoing. This would include items which the Administration reports they intend to bring back during the annual budget process as part of the Mayor's Recommended Budget.
- II. Items the Council may wish to consider closing, because there has been some closure or resolution.

Staff has also listed, for the Council's reference,

- III. Items which were proposed to be closed either during last year's mid-year briefing or during the 2006-07 budget process.

STATUS SUMMARY

- I. The Administration has provided an update on their progress for the following items, and the Council may wish to consider **keeping these open**.

(These 'A' items below were adopted by the Council in June 2006.)

A1. Animal Services Contract (*evaluate the cost effectiveness of the SLCPD providing dispatch services for the City's animal service calls, whether the County would be willing to allow the City to do this, and review the County's budget for the dispatch services.*)

Update: 1. The County would be willing to allow the City to take this function over, IF the City were willing to provide the service entirely for the County's service areas, which includes three other cities, the University, and the unincorporated County. 2. The Administration has begun a review of the County's dispatch budget and related request and still has some pending questions. ***Given this information, the Council may wish to discuss whether they would want the City to take over dispatch services of this magnitude, and whether this portion of the intent can be closed.***

A2. Business License Fees (*obtain feedback from the business community regarding the recent cost study and suggested fees.*)

Update: The Administration is working on getting detailed feedback from organizations including the Vest Pocket Coalition and the Business Advisory Board.

A3. Citywide Emergency Preparedness Plan (*quarterly written briefings regarding progress of the City's emergency preparedness.*)

Update: The Administration reports that in addition to the February 8 briefing, written quarterly briefings will follow.

A4. Justice Court (*recommendation as a result of the weighted caseload study and other Administrative changes.*)

Update: The Administration reports that they will provide this information in conjunction with the Mayor's Recommended Budget.

A5. FTZ Warehouse (*consider selling the FTZ Warehouse to offset the land acquisition costs associated with the Fleet Facility and consider selling the old employee clinic building on Redwood Road.*)

Update: The Administration reports that they are "currently studying both options identified, as well as others, as part of its on-going property management responsibilities."

A6. Fitness for Duty (*report on the implementation of the physical fitness requirements for Police and Fire.*)

Update:

1. Fire Department – The Fire Department reports that they have implemented a test of performance skills to fulfill the physical fitness testing requirement. 294 of the 311 sworn members have attempted the test, and of those 294, 248 successfully completed the test. Testing will be conducted again this spring and again in the fall.
2. Police Department – The Police Department has identified a program that could be used for this purpose, however the costs of the medical examinations would be more than \$150,000. There is already a fitness requirement included in the Department's career path program. ***The Council may wish to ask about the Administration's level of commitment to the fitness for duty requirement. The Council may also wish to ask for more information about the \$150,000 cost related to medical examinations.***

A7. Computer Clubhouse at the Unity Center (*provide enough classroom space to house the Computer Clubhouse.*)

Update: The Administration reports the building currently under construction includes the computer clubhouse.

A8. Special Events (*evaluate the current Special Events ordinance and the costs to the City for events.*)

Update: The Administration reports that they are reviewing the information.

A9. Take-home Vehicles (*analyze fleet costs related to take-home vehicles, including any savings identified from implementation of personal use policies.*)

Update: The Administration reports that they will provide this information in conjunction with the Mayor's Recommended Budget.

A10. One-Stop-Shop (*set-up the Project Coordinator position to work with all departments to help achieve the one-stop-shop purpose, provide quarterly reports on the overall functioning of the one-stop-shop.*)

Update: The Administration reports that significant progress is being made and full implementation is planned for the second half of 2007. (More information was provided to the Council during the briefing on February 22.)

(These 'B' items below are carry-over from previous years.)

B1. Nuisance Cases (*provide the Council with periodic reports on the development of nuisance cases.*)

Update: The Administration has been working with the Police Department, Community Development, the Mayor's Office and the Council Office staff to identify nuisance cases that can be carried forward for ongoing action as appropriate.

B2. Irrigation Systems (*identify funding priorities for replacement of systems to maximize water conservation and reduce ongoing costs.*)

Update: The Administration reports that they have completed an inventory and priority listing, and funding option will continue to be reviewed. The cemetery's system will be included with the plan and review being conducted on the cemetery.

B3. Cemetery (*develop a financial and capital plan for the City Cemetery.*)

Update: The Administration reports that they are seeking to obtain a consultant.

B4. Late Fees and Penalties (*explore the consistency of late fees.*)

Update: The Administration reports that they will provide this information in conjunction with the Mayor's Recommended Budget.

B5. Advance Notice of Employee Retirement (*explore possibility of requiring or incentivizing employees to give advance notice of retirement.*)

Update: The Administration reports that are exploring this issue and will provide more information in the 4th quarter.

B6. Deployment of Speed Boards (*explore options for deployment that would avoid taking officers away from regular patrol and/or overtime pay.*)

Update: The Administration reports that they are considering which department is most appropriate to hold responsibility for this task.

B8. Cross-train Inspectors in Community Development (*cross-train inspectors.*)

Update: The Administration reports that they have implemented several incentive programs to encourage inspectors to test for, and to attract inspectors with, multiple certifications. ***The Council may wish to ask for a status on how this is working given the competition with other jurisdictions.***

B9. Overtime within the Police Department (*look for ways to keep within the overtime budget and reduce it if possible.*)

Update: The Administration reports that the major uses of overtime are special events held in the City and police activity, such as warrant service. The Administration also reports that due to the changes within the Police Department organization, some efficiencies will be recognized.

B10. Overtime within the Fire Department (*look for ways to keep within the overtime budget and reduce it if possible, and submit a report about the time spent between straight-time and overtime.*)

Update: The Administration has provided a report to show the split between straight time and overtime staffing costs. This can be found on Page 6 of the Administration's transmittal. ***The Council may wish to note that according to the chart provided, the percentage of overtime in fiscal year 2004 was 10.05%, but has increased to 34.87% for the first half of fiscal year 2007.***

B11. Semiannual Reports on the Status of Legislative Intent Statements and Action Items

Update: The Administration reports that they have provided these reports. The Council should note that these reports include the budget related Legislative Intent Statements, but not a full reporting on the Legislative Action items that the Council adopts at various times throughout the year pertaining to other non-budget related items. The Administration has provided information on Planning related Legislative Action Items.

Fleet Replacement Cycle (*optimal replacement cycle and related funding options*)

Update: this will be discussed again during the coming Budget process.

Grants for Youth Programs (*prepare a plan for when the federal grant money expires*)

Update: Sustainability of Youth Programs is included in the Mayor's goals for 2007.

- II. The Administration has provided an update on their progress for the following items, and the Council may wish to consider **closing these items**.

B7. City Policy Coordination (*coordination with RDA on City Policy and actions taken by the City Council to be reflected in RDA staff reports.*)

Update: The Administration reports that this policy has been implemented.

- III. For the Council's reference, following is a list of items that are considered closed either through last year's mid-year update or because of discussions during last year's annual budget process. *The Council may wish to discuss whether they would like any of the following to remain on the 'open' list.*
1. Junior Golf Passes (*develop a junior golf pass program*) – this was included in the other programs developed during last year's annual budget.
 2. Fire Engineer at the One-Stop Permit Counter – done.
 3. Employee Health Insurance (*evaluate rising health care costs and identify options to help control the costs*) – satisfied by changes to the health insurance program during last year's budget process.
 4. Mounted Patrols in Parks (*explore the option of establishing a horse-mounted patrol*) – discussed with a probable budget during last year's annual budget process and the Council declined to fund.
 5. Funding of Capital Improvement Projects (*analyze the 20-year CIP plan and determine the appropriate ongoing funding level*) – satisfied during the update of the future plan and development of a 10-year plan.
 6. Building Permit Hours of Service (*analyze the possibility of expanding the hours of service to be coordinated with the Treasurer's Office*) – based on response from customers, the existing hours were retained. The Administration indicated that they would continue to monitor.
 7. Traffic calming (*coordinate with work being performed on city streets*) – done.
 8. Boards and Commissions (*review all City Boards and Commissions and see which could be combined*) – The Administration reviewed all possible combinations and have combined the Community Development Advisory Committee and the Capital Improvement Program Board.
 9. Budget Projection (*3-year projection*) – done during last year's budget process and is still a working document that can be updated as needed / requested.
 10. Building License per Employee Fee (*updates to the business license fees, including the per employee fee*) – this was submitted during last year's budget process. The per-employee fee was raised by \$1 from \$10 to \$11 per employee.
 11. Impact Fees (*incentives to develop within the City*) – done in conjunction with the 10-year CIP plan and the adoption of new impact fees.
 12. Plan Review (*contracting with outside agency for plan review*) – Building Services has an existing contract with a firm to provide these services.
 13. Retirement Payouts (*provide list of employees eligible within the next five years and identify method of planning for the liability.*) – The Administration provided a report in September of 2005.
 14. Revolving Loan Fund for Concrete Replacement (*loan fund to assist residents in paying their portion of the 50/50 program*) – The Administration reviewed the process of establishing this type of loan fund and evaluated the types of customers and average costs of the projects and elected not to implement this loan fund.
 15. Fiscal Note on CIP Projects (*include notation about ongoing costs associated with CIP projects*) – done.

16. Public Utilities Meter Readers (*expand meter readers jobs to include recording of other safety concerns they might observe*) – although the devices used by the meter readers have the capability of recording this information, there were many concerns about the readers taking on this additional responsibility.
17. Risk Management administrative costs of enterprise funds (*enterprise funds should pay for the administrative costs related to investigating and processing liability claims*) – done.
18. Stormwater Reimbursement of General Fund costs (*account appropriately for costs related to leaf bags, etc.*) – done.
19. Volunteers (*evaluate where more volunteers could be used*) – done.

COUNCIL TRANSMITTAL

TO: Lyn Creswell
Chief Administrative Officer
Management Services Director



FROM: Steve Fawcett
Deputy Director, Management Services

DATE: February 12, 2007

SUBJECT: Transmittal of Administration Responses to City Council
Legislative Intent Statements

STAFF CONTACT: Kay Christensen
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The Administration is forwarding to the City Council the semiannual response to the Council's Adopted Legislative Intent Statements for Fiscal Year 2006-2007. The transmittal also includes the Administration's response to open Legislative Intent Statements from previous years.

This response covers the period to the end of the 2006 calendar year. The next response is due the first Tuesday in May.

The Administration welcomes further discussion on any of the responses offered in this transmittal.

**ADMINISTRATION RESPONSES TO
SALT LAKE CITY COUNCIL
FISCAL YEAR 2006-07
LEGISLATIVE INTENT STATEMENTS
JANUARY 31, 2007**

A1. Animal Service Contract – It is the intent of the City Council that the Administration explore the cost effectiveness of the Salt Lake Police Department providing dispatch services for the City's animal service calls. This would include providing the cost of additional dispatch personnel, if necessary, the costs associated with reprogramming radios, and allowing County animal service personnel access to the City's CAD system, etc. The Administration should explore the willingness of the County to allow City dispatching of County employees in this limited situation. As an alternative, the Administration could review with Salt Lake County the allocation of dispatch costs to assure that it is accurate.

The Administration has explored the willingness of Salt Lake County to allow City dispatching of Salt Lake County Animal Services employees. Salt Lake County provides animal services to three other cities, the University of Utah and unincorporated Salt Lake County. Salt Lake County is willing to enter into a discussion about the possibility of Salt Lake City Corporation dispatching Animal Services employees provided that the City is willing to dispatch all animal services calls, including those for the County as well as the other contract cities. Salt Lake County does not wish to dispatch Animal Services officers using multiple dispatch services. The Administration will continue to explore this issue over the next quarter.

In addition, the Administration has reviewed the allocation of dispatch costs with Animal Services as well as with the Salt Lake County Sheriff's Office. The Administration has additional questions about the allocation of indirect costs and will continue to explore this issue over the next quarter.

A2. Business License Fees – It is the intent of the City Council that the Administration obtain feedback from the business community including Business Advisory Board and Vest Pocket Coalition regarding the recent cost study and suggested fees. It is also the intent of the City Council that the Administration obtain input from a Council subcommittee in refining a fee schedule.

The Administration is working to get comprehensive feedback from the Business Advisory Board and the Vest Pocket Coalition, and the Administration anticipates having substantial feedback by mid-March 2007.

A3. Citywide Emergency Preparedness Plan – It is the intent of the City Council that the Administration submit quarterly written briefings regarding the status of the City's emergency preparedness efforts and plan, including a description of the trainings being conducted, coordination with other entities, and updates regarding key issues that the emergency management group is addressing.

A presentation and written briefing regarding the City's Emergency Operations Plan was presented at the City Council work session on February 8. Written briefings will follow quarterly.

A4. Justice Court – Once the independent weighted caseload study is completed, it is the intent of the City Council that the Administration provide follow-up information to the Council on the Administration's recommendations as a result of the study and any efforts the Administration is making to improve case-flow management and the overall management of court resources. It is also the intent of the City Council that the Administration provide an assessment of the long-term adequacy of the court facility and identify options for Council consideration.

The independent weighted caseload study performed by the National Center for State Courts (NCSC) has been completed. The Administration will make recommendations to the City Council based on the results of the study as part of the Mayor's Recommended Budget presentation.

A5. FTZ Warehouse – It is the intent of the City Council that the Administration consider selling the FTZ Warehouse in the International Center to help replenish the funds spent to purchase land for a new fleet facility rather than include the purchase price of the land in the bond (less any funds needed for replacement of the minimal storage function). The Administration could also consider selling the old employee clinic building on Redwood Road.

The Administration is currently studying both options identified, as well as others, as part of its on-going property management responsibilities.

A6. Fitness for Duty – It is the intent of the City Council that the Administration provide the Council with a progress report on implementation of the physical fitness requirement for City Fire and Police positions.

Fire Department

The Fire Department has implemented a task performance test (TPT). This test requires firefighters to perform a series of tasks similar to those that might be required at a fire scene. The company the Fire Department worked with to establish this program predicted a 25-35% failure rate for the first testing. Our test results for our first testing process are detailed below:

294 of 311 sworn members have attempted the Task Performance Testing.

- 248 successfully completed the test with an average time of 6:35
- 25 attempted but did not meet the cut of time- the average time was 7:38
- 21 attempted, but did not complete it. The average time before stopping was 7:25
- 11 tested since original testing (results not yet available)
- 1 individual is on light duty
- 1 individual is on short term disability
- 1 individual is on long term disability
- 1 individual is on military leave
- 1 individual submitted a doctor's note
- 1 individual could not successfully pass the vitals requirement after 2 attempts

Since completion of the first round of testing, some minor modifications have been made to ensure accurate testing and prevent injuries. Those changes reduce the number of flights of stairs required to be climbed from five to four. The firefighters will still be required to wear full PPE but will not be required to perform all tasks using air from the bottles; this better simulates current working conditions. The mannequin drag will use the assistance of a strap to prevent risk of back injury.

The firefighters who have not passed the TPT are working with Department sponsored physical fitness coordinators to improve their fitness and prepare them to be fit for duty. The testing process will be conducted again this spring in either April or May depending on the weather and then will be conducted again in the fall.

Police Department

The Police Department and members of the Salt Lake Police Association formed a committee to study a potential physical fitness program for the Department. The Department has identified a program that will meet our specifications and that closely resembles the Fire Department program. The program will require in excess of \$150,000 to cover the costs of medical examinations.

The Department currently has an incentive-based fitness requirement built into the Career Path program. Currently 65% of eligible employees participate in Career Path. Participants' fitness level is tested annually.

A7. Computer Clubhouse at the Unity Center – It is the intent of the City Council that the Unity Center incorporate enough classroom space to house the Computer Clubhouse.

The Sorenson Unity Center is under construction and will include the computer clubhouse.

A8. Special Events – It is the intent of the City Council that the Administration provide information to the Council that will allow the Council to fully evaluate the current Special Events Ordinance including the cost to the City for events, and the charges to the host organizations; the Council recognizes that part of this information has already been provided to the Council.) (Relates to previous years' legislative intent statements.)

Information and analysis have been gathered and are awaiting Administrative review.

A9. Take-home vehicles – It is the intent of the City Council that the Administration provide analysis of fleet costs related to take-home vehicles in conjunction with each year's annual budget presentation. This should include information about potential savings from reduced or more reasonable personal use limits so that the Council can include this information in consideration of the fees and program structure.

Public Services (Fleet) will provide updated fleet-related costs at the time of budget discussions. With regard to personal-use limitations, Fleet will continue to provide any information necessary, as requested by the City Administration as it considers changes to the program.

A10. One-Stop-Shop – In funding the One-Stop-Shop, it is the Council's intent that the Development Project Coordinator position will serve to coordinate with all departments to support the One-Stop-Shop purpose, and that departments will respond in a timely fashion in order to ensure the effective operation of the One-Stop-Shop's service to the public. It is also the intent of the Council that the Administration would provide a quarterly report to address the overall functioning of the One-Stop-Shop, including processing timeframes for different types of projects, a report providing status of projects by associated timelines, and progress on implementation of the GIS programs using this fiscal year 2006-07 appropriation.

Significant progress has been made to fully implement the One-Stop-Shop. Necessary staff have all have been hired and are training for their new positions (Development Review Administrator, Development Review Facilitator, Fire Plan Reviewer, Building Inspector). In addition, data needed for software templates is currently being solicited from involved departments and divisions. Finally, Purchasing is working to finalize contract details for purchase of the software. Discussions with Accela (software

manufacturer) to incorporate the City's needs (templates) into the standard Accela software package are underway. Full implementation is planned for the second half of 2007.

Continuing Legislative Intent Statements

B1. Nuisance Cases – It is the intent of the City Council that the Administration provide the Council with periodic reports on the development of nuisance cases.

The Salt Lake City Prosecutors Office and the City Attorneys Office are working with the Salt Lake City Police Department, the Community Development Department, the Mayor's staff and the Council staff to identify actionable nuisance cases. The effort will result in the creation of an ongoing short list of the most pressing nuisance situations which will be aggressively pursued civilly and/or criminally, as may be appropriate.

B2. Irrigation Systems – It is the intent of the City Council that the Administration inventory city-owned irrigation systems with the purpose of identifying priorities for funding upgrades to conserve water and reduce ongoing costs, and present funding options to the City Council for consideration.

The Parks Division and Golf Division have completed an inventory of their irrigation systems, and priority sites for reconstruction and automation have been identified. Costs for automation are being compiled/ updated. Funding options, including grant opportunities, will continue to be investigated. With regard to the irrigation system at the City Cemetery, Public Services is seeking a consultant to prepare an all-inclusive master plan / guide for the cemetery that will include costs and benefits of completing and/or upgrading the automated irrigation system at the Cemetery.

B3. Cemetery – It is the intent of the City Council that the Administration develop a financial and capital plan for the City Cemetery.

Public Services is seeking to obtain the services of a consultant to prepare an all-inclusive master plan / guide for the Cemetery, including suggestions regarding the irrigation system at the Cemetery.

B4. Late Fees and Penalties – It is the intent of the City Council that the Administration explore the consistency of late penalties, which are sometimes double the normal fee. The Administration could propose ordinance amendments that phase in late fees depending on the number of days late rather than significant penalties for minor delinquent payments.

The Administration will continue to work on this issue. More information should be available in the May report.

B5. Advance Notice of Employee Retirement – It is the intent of the City Council that the Administration explore the possibility of requiring that employees give advance notice of retirement or providing an incentive for employees to give advance notice of retirement.

The Administration will continue to explore this issue and will provide more information during the 4th quarter.

B6. Deployment of Speed Boards – It is the intent of the City Council that the Administration explore options for deployment of speed boards without taking police officers away from police patrol or regular business. It is the Council's preference that deployment not involve overtime.

The Police Department does not believe that the deployment of speed boards should be a responsibility of either the Department or Department employees. The Administration is considering where responsibility should lie for the greatest efficiency and effectiveness and will update the City Council when a decision is made.

B7. City Policy Coordination – 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.

This policy has been implemented.

B8. Cross-train Inspectors in Community Development - 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.

Per state law, multiple certifications and subsequent licensing allows an individual inspector to make multiple inspections on a given site rather than single-certified specialty inspectors, who can only make inspections in their individual specialties. In Fiscal Year 2004/2005, a new program was instituted which provides reimbursement to employees for the cost of testing to obtain technical certifications and the cost of maintenance of certifications of any of the major International Code Council Certificates.

Increasing competition among jurisdictions has hindered efforts to hire and retain inspectors with multiple certifications. In order to encourage combination certifications among current staff, the Division is adding a new incentive program tied to mission critical skills that will reward inspectors with multiple certifications with yearly bonuses of up to 10% of their annual salaries. The incentives will be based on job performance and the acquisition of multiple certifications in a pre-determined hierarchy of technical expertise, culminating in state licensure as a Combination Inspector.

B9. Overtime within the Police Department - 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.

A large portion of Police Department overtime spending is the direct result of special assignments brought about by events occurring within the City. This includes parades, races, marathons, walks, etc. The expenditure of not only capital but personnel resources is significant. It is City policy to encourage such events and so resultant overtime costs will continue.

Another significant contributor to overtime expense is self-generated police activity such as warrant service, hostage/barricade incidents, and narcotics operations.

With recent changes in departmental organization, we anticipate a more efficient deployment of staff resources. This was done in part to address the overtime issue. The Police Department has been closely monitoring overtime expenditures and would be prepared to speak specifically regarding all expenditures.

B10. Overtime within the Fire Department - 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.

Salt Lake City Fire Department
Full Staffing
Straight Time vs. Time and One Half

Dates	Full Staffing		Half Pay		% OT
	Hours	Amount	Hours	Amount	
Jul-03 - Dec-03	19,929	\$398,474.21	2,413	\$24,891.94	12.11%
Jan-04 - Jun-04	8,538	\$167,118.89	449	\$4,554.17	5.25%
FY04 TOTALS	28,466	\$565,593.11	2,861	\$29,446.10	10.05%
Jul-04 - Dec-04	11,229	\$229,870.72	985	\$9,854.17	8.77%
Jan-05 - Jun-05	15,426	\$304,939.58	2,380	\$22,778.89	15.43%
FY05 TOTALS	26,654	\$534,810.30	3,365	\$32,633.06	12.62%
Jul-05 - Dec-05	12,123	\$258,350.43	1,490	\$15,246.71	12.29%
Jan-06 - Jun-06	12,616	\$257,791.88	4,797	\$47,203.63	38.02%
FY06 TOTALS	24,738	\$516,142.32	6,286	\$62,450.34	25.41%
Jul-06 - Dec-06	21,997	\$472,475.30	7,671	\$80,044.53	34.87%
FY07 TOTALS	21,997	\$472,475.30	7,671	\$80,044.53	34.87%
Four Year TOTALS	101,855	\$2,089,021.01	20,183	\$204,574.04	19.81%
Four Year AVERAGE	25,464	\$522,255.25	5,046	\$51,143.51	19.81%

The Fire Department has been able to maintain four-handed staffing on 99% of its crews. The majority of this staffing has been accomplished at straight time through the use of FLSA regulations which allow for employees to work at straight time if they have a break in their work cycle.

B11. Semiannual Reports on the Status of Legislative Intent Statements and Action Items - 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.

Information has been provided to the City Council twice yearly since the inception of this Legislative Intent Statement.