

COUNCIL TRANSMITTAL

TO: David Everitt
Chief of Staff

FROM: Kay Christensen
Senior Policy Analyst

DATE: May 5, 2009

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

STAFF CONTACT: Kay Christensen
535-7677

The Administration is forwarding to the City Council the semiannual response to the City Council's Adopted Legislative Intent Statements for Fiscal Year 2009. The transmittal also includes the Administration's response to open Legislative Intent Statements from previous years. In an effort to streamline the process associated with responding to the Council's list of Legislative Intents, the Administration has not included responses on several Intents that have been completed or for which there will be nothing new to report, as explained in a previous Legislative Intent report.

If the Council wishes to continue to receive responses to starred items, please let us know and we will continue to do so.

This response covers the period to the end of the April, 2009.

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

Salt Lake City Council Legislative Intent Statements

Administration Responses

Fiscal Year 2008-09

2009-1: Storm Water Education

It is the intent of the City Council that the Department of Public Utilities propose additional education efforts to inform the public about illegal dumping in storm drains. Additional efforts could include, but are not limited to, increasing signage in neighborhoods and recommendations to adjust fines.

Administration Response

A flyer on storm water was sent to all customers with the billing during March 2009. Classroom presentations on storm water are being offered. The Salt Lake City web page is being updated with additional storm water information. Earth Day and Water Week storm water events are scheduled (April, May 09). Industrial training on storm water is being planned for this summer. A Water Quality Fair at the Zoo is scheduled for May 13-14, 2009. Public Utilities has set a goal of two storm water demonstrations per month for this year. Public Utilities contributes financially to the Salt Lake County Storm Water Coalition for educational outreach. As part of that effort, new commercials are being prepared and will be shown in movie theaters before block buster movies. These clips will be posted to the web. Storm water training for City personnel, targeting fleet, parks, streets and utilities is being planned. Labeling the storm drain inlets will continue. These signs can be installed as projects by Boy Scout troops, or as Eagle Scout projects. The Department of Public Utilities is always looking for additional educational opportunities and welcomes suggestions.

2009-2: Parking Meter Upgrade to Accept Credit Cards

It is the intent of the City Council that the Administration move toward replacing coin parking meters with units that accept credit card payments as soon as possible.

Administration Response

This is an issue that affects the Treasurer, Police, City Courts, Public Services Parking Enforcement and Maintenance, Transportation, Downtown Alliance Token Program and other organizations. A committee of city staff and representatives of the Downtown Alliance has been created. The committee has developed a list of issues that need to be addressed. It has also developed an RFP for a consultant to assist the committee in evaluating the features of such equipment with respect to the issues and preparing a recommendation for implementation. The RFP is out to bid. Consultant interviews and selection will be done in May.

2009-3: Fleet Fueling Stations Evaluation

It is the intent of the City Council that the Administration review the possibility of closing one or more of the Fleet Fund's fueling stations, as a potential cost saving measure. The analysis should consider cost/savings implications, operational efficiency opportunities, and emergency preparedness strategies and implications.

Administration Response

The Administration believes that operational efficiencies and emergency preparedness aspects from retaining each fuel site justifies the minimal, direct maintenance costs for each site. Closure of any site would result in additional mileage and fuel usage, contrary to green/sustainability initiatives. Other efforts are being made to reduce fuel usage during every-day work activities. An audit by an outside, independent consultant is currently being conducted that should address this issue.

2009-4: Fuel Usage Reduction

It is the intent of the City Council that the Administration develop a plan for reducing fuel usage in city-owned vehicles and explore the use of alternative fuel vehicles, so that if fuel prices continue to rise, increases to the fuel budgets can be minimized or even reduced. This may include establishing an incentive program with the \$15,000 in one-time funds approved by the Council.

Administration Response

An audit by an outside, independent consultant is currently being conducted that will address this issue. In the meantime, the Public Services Department/Fleet will continue to encourage and consult with all City programs on known fuel-reduction strategies. Furthermore, the Police Department has purchased some hybrid vehicles for detectives and the Chief.

2009-5: Fire Vehicles

It is the intent of the City Council that the Administration report to the Council regarding how a more fuel efficient vehicle could be used on medical calls with the current staffing and operational models.

Administration Response

The Fire Department continues to work with Southwest Ambulance to provide a response method for its lowest level (Alpha) Emergency Medical System (EMS) calls and is studying alternatives methods for providing EMS service.

2009-6: Youth Programs

It is the intent of the City Council to encourage the Administration to maintain the high quality of current Youth Programs, and to continue the types of programming currently available.

Administration Response

YouthCity currently provides quality out of school time programming for youth living in Salt Lake City. The Mayor's Education Partnership Coordinator is in the process of conducting an assessment to determine if there are more cost-effective methods to provide the same level and types of programming.

2009-7: Youth Program Pricing & Fee Schedule

It is the intent of the City Council that the Administration continue in their efforts to develop a fee schedule for the City's Youth Programs. Non-city resident fees should be reflective of full operating costs. City resident fees should consider full operating costs, and also allow for an opportunity to apply for fee reductions based a "defined" financial need.

Administration Response

The Administration has presented a modified fee scale that reflects full fees for families living outside City boundaries and provides fee reductions for families with financial need. During a Council review, several issues were raised that require the Administration to conduct additional research. The Administration will resubmit the fee proposal when the research is concluded.

2009-8: Cemetery Budget

It is the intent of the City Council that the cemetery master plan and financial report include an evaluation of appropriate fees (taking into account inflation). In addition, the Administration and the City Council should evaluate and discuss on-going cemetery needs and how to fund them.

Administration Response

Phase I of the Cemetery Master Plan is complete and gives some recommendations for decisions at the cemetery. The Department has also put forward a request for additional funding that will complete the study as proposed by the consultant. Funding was not available to complete the entire study and analysis of the needs and cost projections for cemetery operations.

2009-9: Staffing Document Information

It is the intent of the City Council that the Administration continue to refine its approach to providing information to the City Council regarding the City's staffing document, including:

- a) An annual itemization of trust or grant-funded positions, seasonal, part-time, and vacant positions in a format workable for the Administration. For example, an attachment or chart included with the staffing document.
- b) Additional detail added to the staffing document summary, including consolidated information listing the various types of positions from the staffing document and attachments. It is also the Council's intent that the Administration provide a quarterly update to the Council, including reclassifications or staffing changes with a budget impact, as well as bonuses.

Further, the staffing document is understood to be a snap-shot in time of current position levels as a benchmark with the understanding that the Administration has the authority under ordinance to adjust positions.

As in the past, the Council would request a list of the vacant positions.

Administration Response

The Administration will provide quarterly updates to the staffing document approximately 15 days after the end of each quarter. The Administration will include information on grant funded, seasonal, part-time and vacant positions as part of staffing document prepared for the FY 2009-10 budget.

2009-10: Public Art Maintenance

It is the intent of the City Council to have the Administration develop a financial plan to handle the on-going repair and maintenance of the City's Public Art Collection.

Administration Response

The Arts Council has engaged an arts professional to inspect and prepare condition reports for over forty artworks in the City's public art collection. Based on the inspections and condition reports, the public art program has set up a priority list for public art maintenance and repairs, determined by both need and budget. Additional small repairs have been made. At the same time, the public art program is going through a similar process for artwork funded through the Redevelopment Agency.

Ongoing Legislative Intent Statements

2008-3: Open Space Maintenance

It is the intent of the Council that the Administration hire (through attrition) a parks maintenance employee or supervisor that has expertise in the maintenance and care of natural open space and vegetative areas, and identify any opportunity to coordinate with Public Utilities.

Administration Response

The Parks Division is currently working with the Open Space Advisory Board and Public Utilities Department to develop an open space management/maintenance plan for the Parks Division. The Public Utilities Department has a plan in place and the Open Space Advisory Board is currently working on its plan.

2008-4: City Master Plans

It is the intent of the Council that the Administration brief the Council regarding the status of the City's Master Plans, as well as options for a city-wide general plan (CD).

Administration Response

The Downtown Master Plan update – The Administration is developing a revised approach to the Downtown Master Plan and a new timetable for plan development. This plan has been placed on hold as efforts have been transferred to preparing a draft of the North Temple Master Plan by the end of 2009. A charette to begin the planning process is scheduled in the neighborhood for June 18th.

Northwest Quadrant Master Plan – The final draft is ready, meetings are being scheduled. Anticipated adoption is Spring 2009.

Historic Preservation Master Plan – The Historic Landmarks Commission has taken action to recommend adoption of the Preservation Plan to the Planning Commission and City Council. A briefing on the Plan is scheduled for the Planning Commission on May 13th and the public hearing will then be scheduled. Once the Planning Commission has determined their recommendation, it will be forwarded to the Council.

The West Salt Lake Plan – As a result of planner workload and other priorities on plans and zoning amendments, this plan is still on hold.

Euclid Small Area Plan – The Plan has been revived with a public meeting in March and another is scheduled for May 7th. Once the community is comfortable with the recommendations, it will be forwarded to the Planning Commission for their consideration.

Westminster Small Area Plan – This plan is being worked on by the Planning Staff and it will eventually move toward community meetings.

Zoning Amendments – Although not a master plan, the Planning Division has committed a great deal of time rewriting major sections of the ordinance. As part of that process, the staff is working with a task force comprised of community council, businesses, and other representatives that had been suggested by the City Council.

The Planning Commission has identified a priority list for other plans that can be presented to the City Council for further review and prioritization.

Discussions are ongoing relative to creation of a City-wide General Plan. With the present workload it has been delayed.

2008-6: Golf Update

It is the intent of the City Council that the Golf Fund Manager provide a mid-year update on the status of deferred capital project needs.

Administration Response

The Golf Division has met with Administration, the City Council Budget & Finance Subcommittee, and individual City Council Members with golf courses in their districts to discuss a funding proposal to complete golf course irrigation improvements and other long-deferred capital projects totaling \$20M. In April 2009, the Administration directed the Golf Manager to complete the due diligence process necessary to develop recommendations relative to each of the potential funding sources, and then report back to the Administration and City Council in September 2009. Potential funding sources that will be investigated include the transfer of surplus real estate to the General Fund, the disposition of surplus real estate, a partnership with the University of Utah, a partnership with the Utah Golf Association and the Utah PGA, partnerships with our existing clubhouse food and beverage concessionaires, a private and corporate donor program, the Energy Performance Contract program for irrigation projects, and bonding.

2008-7: 15% Fund Balance

It is the intent of the City Council that the Administration identify a process to restore fund balance to 15% of general fund revenue as reserves for unforeseen events or emergencies, and establish 15% of fund balance as a target for the minimum amount allowable (rather than the previous 10%).

Administration Response

Given current economic conditions, the Administration is committed to maintaining a fund balance of no less than 10%. As economic conditions improve, a revised target of 15% will be considered.

00-3: 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.

Administration Response

The Council has set up an Emergency Response Subcommittee and that Committee has been briefed on emergency preparedness. The Administration will continue to brief the Council on a regular basis. Council members have been briefed on the City's 18-month plan to develop and restore the City's emergency response capabilities.

00-6. 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.

Administration Response

The Fire Department's Task Performance Test (TPT) is now a multi-year program that is accepted and established.

The Police Department obtained a validated test which was administered to recruit candidates in October 2008. Every candidate regardless of their physical condition passed the test. As a result, the validity and practicality of the test was called into question. We are currently working with the contracted vendor to redesign the test. Due to difficulty with the vendor, completion and implementation date is unknown at this time.

00-9. 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.

Administrative Response

Updated costs related to take-home vehicles will be provided in conjunction with the pending fleet audit. In the Police Department, take home vehicle charges and changes continue to be monitored and managed on a weekly basis.

00-11. 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.

Administration Response

A Summary of Violations addressed for 2008 is being compiled. Because of the ongoing Accela implementation, data from two systems must be integrated manually into a single report. Please note that the Summary of Violations differs from nuisance cases, which are tracked and handled by the Attorney's Office.

00-12: 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.

Administrative Response

The irrigation system funding was requested for the 08-09 year but not approved. The Public Services Department has inventoried irrigation systems based on age and has identified a priority list. This initiative has been included as a potential component of an energy-performance audit (ESCO) and the City is currently reviewing proposals. The Department has submitted two replacement irrigation system projects in the FY08-09 CDBG and CIP application processes.

00-15: 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.

Administration Response

Past practice was to have officers deploy the speed boards before their shifts and then have an on-duty officer bring them back in. This program has been suspended due to budget cutbacks for the remainder of FY09. The Police Department would be supportive of moving this function out of the Department and civilianizing the entire process.

00-16: 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.

Administration Response

RDA staff and City Council staff work closely together and share information as necessary.

00-19: 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.

Administration Response

The Fire Department has worked within the guidelines of the Fair Labor Standards Act to maintain four handed staffing without the payment of time and one half. The Department has also hired all of the additional positions awarded in the last budget process and is beginning to see the benefit of the additional personnel through a reduction in staffing shortages. The Department continues to monitor its personnel budget to ensure that it will come in under budget. The Department works cooperatively with Local 1645 to limit the use of overtime to the extent possible. This is an ongoing process.

00-20: 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.

Administration Response

The Administration will work to provide responsive and informative reports in a timely fashion.

Discontinued Legislative Intents

* In an effort to streamline the process associated with responding to the Council's list of legislative intents, the Administration has not included responses on the starred items below as explained in the previous legislative intent report. If the Council wishes to continue to receive responses to starred items, please let us know and we will continue to do so.

2008-1: Fleet Replacement Schedule*

It is the intent of the City Council that the Administration update the fleet replacement analysis to determine optimal replacement schedules considering budget restraints and provide a written midyear report to the City Council which includes recommendations to lower overall costs to the City. This report could result in the Council contracting for an independent analysis.

2008-2: Fleet Decreases*

It is the intent of the City Council that the Administration continue to analyze options for decreasing the City's vehicle fleet including greater use of mass transit, car sharing (such as Flexcar) and bicycles.

2008-5: CIP Sustainability*

It is the intent of the City Council that the Administration evaluate each CIP project for possible sustainability enhancements, including components that would meet LEED or other guidelines, increase the environmental and water efficiencies.

2008-8: Police FTE's*

It is the intent of the City Council that the 10 FTE police officer positions that the Council added to the staffing document for early-hiring remain unfunded from year to year unless the Council later funds one or more of these positions.

Administration Response (Chief Burbank wished to respond to this item even though it is discontinued)

The Fiscal Year 2008-09 base budget included FTEs for the 10 positions, but no funding. The Department hired to full strength in July 2008 with a class of 20. The Department is currently down 23 positions. The Department planned to hire to full strength in January 2009 with a class of 13 recruits. However, the class was delayed due to budget constraints. It is the Department's intent to hire to full strength in July 2009.

2008-9: Fire Dispatch Positions*

It is the intent of the City Council that the 4 fire dispatcher positions that the Council added for early hire be temporary positions for FY 2007-08.

2008-10: Tracy Aviary Appropriation*

It is the intent of the City Council that the \$500,000 appropriation for the Tracy Aviary continue in future years, and the Council urges the Administration to include this appropriation in future recommended annual budgets.

2008-11: Library Parking*

It is the intent of the City Council that the Library would increase the free parking from 30-minutes to one hour beginning July 1, 2007.

00-1: 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.

00-2: 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.

00-4: 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.

00-5: 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.

00-7: 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.

00-8: 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.

00-10. 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 systems using the fiscal year 2006-07 appropriation.

00-13: 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.

00-14: 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.

00-17: 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 Department 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.

00-18: 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.