

Legislative Intent for 2024

1. Financial Transparency for County Mass Mailings

It is the intent of the Salt Lake County Council to ensure full public transparency on the use of taxpayer-funded mailers and materials to prevent misuse for political purposes and promote fiscal responsibility. Mass mailings are defined as the same piece or substantially identical pieces of mail sent to more than 500 people within any 30-day period. During the budget process, all elected officials must disclose the following information to the council within their operating budget request or during their budget workshop presentation:

1. A list of mass mailings that occurred in the prior budget year with a copy of the mailed piece, a description and number of people on the mailing list, and the total cost for design, printing, and postage.

2. A list of anticipated mass mailings in the upcoming budget year, including a description of the mail piece, mailing list, and anticipated costs for design, printing, and postage

Added October 29th, 2024

2. Priorities for County Facilities and Operations in the 2025 Budget

It is the legislative intent of the Salt Lake County Council to prioritize funding in the 2025 budget for a comprehensive study concerning maintenance, repair and replacement plans and procedures for county facilities and operations. The purpose of the study should be to realize greater efficiencies in the organization and delivery of facilities services throughout Salt Lake County government. Topics for the study should include, but are not limited to:

- the feasibility and desirability of greater consolidation and centralization of capital improvements and maintenance,
- a financial analysis to identify and dedicate potential revenue sources for this purpose,
- best practices for assigning maintenance and capital improvements costs to departments and/or managing maintenance and capital improvement costs countywide,
- best practices of mitigating budgetary conflicts between maintenance and program/departmental needs,
- the reduction and elimination of potential inefficiencies or redundancies, and

- recommendations for continued development and implementation of recommended changes.

The study should be designed to assist the Council in identifying budget priorities consistent with Salt Lake County Ordinance § 2.90.030, “Capital Budgeting,” as well as recommendations for updates to relevant countywide policy, including Countywide Policy 1102, “Capital Project Planning Approval and Administration.”

Added October 1st, 2024

3. Policy Objectives for the Justice Accountability Center

It is the legislative intent of the Salt Lake County Council to provide the following policy objectives concerning the purpose and operations of a future Justice Accountability Center, should the voters of Salt Lake County approve a general obligation bond in the 2024 election authorizing the County to issue bonds that pay for the construction of such a facility.

1) The primary purpose of a future Justice Accountability Center shall be to reduce crime by placing eligible individuals – primarily low-risk repeat offenders – in a lower-security

correctional facility designed to promote public safety, implement sanctions, and reduce recidivism through intensive rehabilitation services.

2) Intensive rehabilitation services are understood to include the following:

- Traditional services, protocols, and tools used by the criminal justice system.
- Services based on Principles of Effective Intervention (PEI), including risk, need, responsivity, and treatment.
- Evidence-based treatment practices including actuarial risk/needs assessments, targeted interventions that prioritize supervision and treatment resources for higher risk offenders, comprehensive mental health and substance use treatment, cognitive behavioral therapies, skill training with directed practice, job placement, connection to housing opportunities, and ongoing support in natural communities.
- Intermediate sanctions including the practice of revocation (incarceration) for misbehavior, or a determination made by a sentencing court, Board of Parole, or local supervisory authority that the purposes of placement are not being served.

3) The Justice Accountability Center’s operations shall be structured to measure relevant

processes and practices sufficient that the County’s policymakers receive necessary feedback on achievement of policy outcomes and goals.

Added August 13th, 2024

4. Council Staff Legislative Intent

It is the legislative intent of the Salt Lake County Council to establish and clarify the following requirements concerning the ongoing funding of certain appointed Council staff positions in the Council’s budget:

1) The Council intends to continue the longstanding practice of allowing each Councilmember to select one full-time Senior Policy Advisor, or part-time equivalent. The Council intends to prepare an office budget that provides an equitable distribution of personnel funding (including paid benefits) for the Council’s Senior Policy Advisors, assigning one Senior Policy Advisor for each individual Council office. While individual Councilmembers are responsible for selecting and supervising their assigned Senior Policy Advisors, the entire Council must approve positions and personnel funding for each assigned Senior Policy Advisor position each year as a part of the annual budget process.

2) Consistent with the Council’s Internal Policy on Council Staff, all full-time Senior Policy Advisors are required to work 80 hours per pay period and are responsible for complying with all other generally applicable standards of conduct. Councilmembers who allow their assigned

Senior Policy Advisor to work less hours than the required 80 hours per pay period should adjust the salary paid to that Senior Policy Advisor to reflect the actual number of hours worked.

3) The Council’s allocation of one full-time Senior Policy Advisor or part-time equivalent for each Council office is based upon the expectation that the assigned Senior Policy Advisors will comply with the Council’s Internal Policy on Council Staff, including the requirement to maintain a consistent presence in the Council office on Tuesdays, Thursdays, and at least one other day of the week, as well as in-person attendance at staff meetings at least 80% of the time.

Added June 25th, 2024

5. Contract & Procurement Ordinances and Policies Review

It is the legislative intent of the Salt Lake County Council to prioritize review of the County’s ordinances and policies relating to contracts and procurement as part of the process described by the Council’s legislative intent concerning “Regular Ordinance Revision,” approved October 26, 2021. Council staff shall work with the District Attorney’s office, County Administrative Services departments including Contract & Procurement and IT, and any other appropriate stakeholders to suggest updates and revisions for Salt Lake County Code of Ordinances,

Chapters 3.15 through 3.28, as well as Salt Lake Countywide Policies 7010, 7020, 7021, and 730. Proposed amendments shall streamline and update the County’s approach to procuring goods and services necessary for county government, while embracing core values of efficiency, effectiveness, fairness, competition, and maximizing value to taxpayers and residents. Council staff shall provide regular updates to the Council, with a goal of presenting revised ordinances and policies for Council consideration during the next six months.

Added June 18th, 2024

6. 2024 Council Review for Policy 1200 on Contributions

It is the intent of the council to evaluate, later this year, whether contributions are the best method to disburse funds to non-profits. At a meeting in July or August the council will hear this item and determine if we should keep Policy 1200 intact, or if we should do away with the policy in favor of a procurement process to request goods or services involving nonprofit entities. Specific directives on services provided and documentation showing how funds are spent should be part of that process.

Added April 23rd, 2024

7. Salt Lake County Proclamations’ Process

It is the legislative intent of the Salt Lake County Council to establish the following process for memorials issued in the form of a proclamation:

1) Memorials in the form of a proclamation (whether or not formatted as a so-called “ceremonial resolution”) may be proposed for inclusion on a Council agenda by individual Councilmembers and adopted by the Council consistent with Salt Lake County Ordinance, including §§ 2.04.140 and 2.04.160.C. Such matters should be scheduled near the end of the Council agenda and may be read and presented in the Council Chambers.

2) Proclamations that commend persons or groups for notable activities and achievements, or which honor cultural events and occasions, should be prepared with signature lines for each individual Councilmember, and should be circulated for Council review no later than noon on the Friday prior to the date of the regular Council meeting that the proclamation will be adopted. Individual Councilmembers may choose to opt out of signing the proclamation. Such proclamations should be understood as being sponsored by the entire Council, subject to the exclusion of any Councilmembers who specifically opt out of sponsorship. Legal review of such proclamations is not required.

- 3) The Council may adopt a proclamation by reading or presenting the proclamation, and a roll call vote of the Council is not required for adoption. Proclamations should be recorded in the Council's minutes, but otherwise do not have a legal effect.
- 4) The Council and Mayor may jointly issue proclamations where appropriate and agreed upon.
- 5) Council statements concerning substantive policy matters, or matters likely to elicit discussion and debate, are better adapted as Council resolutions as described by Salt Lake County Code of Ordinances § 2.04.160.B, and Councilmembers are encouraged to propose such statements of policy as Council resolutions rather than as proclamations.

Added March 5th, 2024

8. Policy Changes for Salt Lake County Contributions

It is the legislative intent of the Salt Lake County Council to establish the following requirements for appropriations in the form of contributions made to nonprofit entities in the 2024 budget:

- 1) Contributions that are funded by the Council in the 2024 budget shall be set aside and may only be released to nonprofit entities following the Council's approval of revisions to *Countywide Policy 1200: Contributions, In-Kind Assistance, and Fee Waivers*. These revisions, which should clarify and resolve the policy issues identified in a recent countywide audit of contributions, shall be considered by the Council on or before February 2024.
- 2) All nonprofit entities receiving contributions from Salt Lake County shall comply with the requirements in Salt Lake Countywide Policy 1200, as may be amended, prior to the disbursement of funds by the County. These requirements may include submitting a written application for the contribution, agreeing to file a disbursement of funds report for contributions in excess of \$2,500, and agreeing to submit to an audit if requested.
- 3) Consistent with Salt Lake County Ordinance § 3.28.010, for all contributions in excess of \$50,000, the County shall enter into a written agreement with the nonprofit entity in a manner reviewed and advised by the District Attorney prior to the disbursement of funds by the County. Such agreements should protect the County's financial and legal interests and oblige the nonprofit entity to comply with all applicable legal and reporting requirements.

Added November 21st, 2023

9. Contra Accounts for the 2024 Budget

It is the intent of the county council to adopt the 3% personnel contra account and the 2 percent operations contra account as proposed in the mayor's 2024 budget, but without the hiring freeze. Departments and independent elected officials will have the flexibility to hire positions as they

become vacant but will be held accountable during the mid-year budget for maintaining the contra account levels. If they cannot maintain the contra account levels, they may be given flexibility if their FTE counts and their personnel budgets remain the same as was in effect on January 1, 2024. The council will be evaluating the contra accounts between now and June.

Added November 21st, 2023

10. Funding Criteria for SLCo Community Councils

It is the legislative intent of the Salt Lake County Council to establish the following additional criteria for evaluating funding requests from recognized community councils in the unincorporated county:

- 1) Consistent with County ordinance, requests for contributions by a community council should be made in writing to the Council, with a copy to the Mayor, prior to September 1st of each year so that they might be considered as a part of the County's budget process, as well as the budget process for the Greater Salt Lake Municipal Services District. A link to the funding application will be provided to each community council.
- 2) As a part of the community council's funding request, it should provide a copy of its most recently approved budget, which shall contain all of the following information: statements from all applicable bank accounts maintained by the community council; a proposal describing in detail how the community council intends to spend contributions received from Salt Lake County for public purposes; documentation that the budget was reviewed and approved by the community council's designated budgetary authority; and, within ninety days following the close of the community council's fiscal period, a detailed financial statement setting out community council revenues and expenditures during that fiscal period.
- 3) Council staff designated to serve as a liaison to recognized community councils will coordinate with recognized community councils to appear before the County Council during the month of September for the purpose of receiving funding requests and discussing priorities from each community council.

Added August 29, 2023

11. Schedules and Timing for Weekly Council Meetings

It is the legislative intent of the Council that, consistent with County ordinance and to the extent practical, its regular Council meetings shall be held at 2:00 pm, or at another time so designated in the meeting agenda as the Council's business requires, and conclude prior to 5:00 pm, with the

opportunity for public hearings and other forms of public comment during the traditional 4:00 PM hour. The Council Chair should endeavor to schedule any regular Council meetings

beginning at any hour different than 2:00 PM accordingly. Also, that the Board of Equalization and the relevant stakeholders meet with the Chair and work on a time that works best.

Added June 6, 2023

12. Evaluation of Affordable Housing in TIF Project Areas

It is the legislative intent of the Salt Lake County Council to better evaluate housing displacement and prior affordable housing set-asides as it considers the County's participation in tax increment financing (TIF) project areas. Salt Lake County Policy 1155 provides that housing affordability is a favorable consideration for Salt Lake County participation in a TIF project area. The Council requests that municipal agencies, as part of future TIF project proposals, provide the following housing affordability elements

1. Documenting historical efforts (successes and shortcomings) by the relevant municipal entity to finance affordable housing initiatives for county residents with TIF resources.
2. Reviewing potential displacement of lower-income residents that may occur within a proposed project area; and
3. Reviewing any appropriate steps that the proposing agency and/or its contractual partners intend to take to mitigate the effects of such displacement.
4. Such information should be part of the County's TIF review process and included in the proposals and briefings that are provided to the Council.

Added March 29, 2022

13. Compensation Philosophy and Pay-for-Performance

A) It is the intent of the Council to support a strategic shift in Salt Lake County's compensation philosophy. The new Human Resources (HR) Director shall coordinate with each of the independent elective offices, the Mayor's Office, and the County Council in this development. Formation of a transition committee, made up of stakeholders working to gather employee input and relevant data, will ensure thoughtful implementation of this transition. There are specific actions required for success in this shift (*note*: several of the following items have previously been included in the Council's legislative intent):

1. An accurate, statistically valid *Salary Survey* shall be completed for all County positions. Subsequently, a plan shall be developed to equate the positions' salaries to their relevant markets.

2. A policy for proper management of the salary advancement within each grade shall be developed, which details adjustments for inflation (moving the bottom end of the grade) and a salary survey (moving the top end).
3. A revised methodology for evaluating employee performance shall be developed.
4. That process should focus on rewarding higher performance and include the ability to create personal development plans. The goal is to incentivize and reward high employee performance and improvement. HR will work with each of the departments and agencies to develop an appropriate evaluation and employee development form that meets the county's needs and that ties to the metrics of each department and agency.
5. Career development opportunities shall be available to all county employees, through training programs and other leadership development programs. This will bring high performing employees to market in a timely fashion and, as a result, reduce County turnover to other public sector employers along the Wasatch front.
6. There shall be a substantive inquiry into each of the different departments and agencies in the county to review their missions, visions and values, and the metrics utilized to measure and verify employee success. Further, an analysis of how departments and agencies verify their findings and translate those metrics to accurate job and position descriptions must occur. Evaluating performance-review metrics will help assure that employees are receiving a fair review of their performance.
7. There shall be ongoing development and training on the proper way to administer and manage this type of pay-for-performance process so that it is fair and consistent across the county.
8. Finally, HR shall thoroughly examine assessment methods that allow for assessment of employees *and* managers – from the top down and the bottom up.

The County Council will work with HR, committees that currently deal with employee rewards, and other entities to build a program and revise County policy, as needed, in order to effectuate these changes in a systematic, rational, and fair manner throughout the county.

Added December 7, 2021

B) It is the intent of the Council to support a new performance pay plan that would incentivize and reward high employee performance. It is the Council's intent to revise policy to no longer provide an across-the-board merit adjustment to all employees who scored 3 or higher on their performance evaluation. The County Council will only provide funding for merit increases in the 2023 budget to those departments and offices that can adequately demonstrate a pay for performance methodology that distributes increases to employees based upon their performance evaluations, and which rewards higher performing employees with greater merit increases. The County Council will work with Human Resources to build a program and revise HR policy, as needed, in order to effectuate these changes in a systematic, rational, and fair manner throughout the County. Other compensation measures will also be examined as the County looks for the best way to attract and retain hard working employees.

Added November 16, 2021

C) It is the intent of the Council to research and review broad opportunities for employee compensation. The Council's intent in this review is to improve compensation for employees in areas other than salary. As part of that review, the Council proposes the following:

- Council staff should work closely with Human Resources and the Mayor's office to organize this research and review.
- When appropriate, Council staff, Human Resources, and the Mayor's office should bring forward information and their findings to the Council for a discussion on the benefits and the drawbacks of different types of compensation.
- Council staff is directed to include the following as areas to explore:
 - Impact of a 401K match per percentage point
 - Budgetary impact of a student loan reimbursement program and eligibility criteria
 - Differentials between Tier I and Tier II employees, to see if certain benefits should be applied uniformly to all employees
 - What compensation practices best serve the County at varying levels between Tier I, Tier II, and sworn employees.

Added October 12, 2021

14. Regular Ordinance Revision

It is the intent of the Council to conduct a regular, systematic review of existing Salt Lake County Ordinance and Countywide Policies. The purpose of this review is to better align ordinance and policy review with the current functions and aspirations of County government. As a part of this review, the Council proposes the following:

- At least monthly, the Council will dedicate time at its Council Work Session meetings for the legislative consideration of updates and revisions to County Ordinance and Policy.
- The Council will select sections of the County Ordinance or Policy for review and discussion, and provide direction to Council staff, the District Attorney's office, and other necessary and appropriate County stakeholders.
- Council staff and the District Attorney's office should prepare revisions to County Ordinance and Policy consistent with Council direction for future legislative consideration and action.
- County departments and offices, as well as independent elected officials, are encouraged to recommend matters for Council consideration through the Mayor's steering committee process.

Added October 26, 2021

15. Biennial Review of Board Appointments for the Salt Lake County Council

It is the legislative intent of the Salt Lake County Council to conduct a review of the board appointments and the associated process for determining Council representation on boards in January of every other year.

Added January 12, 2021

16. Agenda Preparation Process for the Salt Lake County Council

It is the legislative intent of the Salt Lake County Council to adopt the following procedures concerning the preparation and publication of Council meeting agendas:

- Consistent with the Optional Plan for Salt Lake County Government and Salt Lake County Ordinance, it is the responsibility of the Council Chair to set the agendas for Council meetings.
- Council central staff shall assist the Chair in preparing and publishing the agendas for Council meetings, with the Council Communications and Administrative Coordinator having primary responsibility for assisting the Chair in this task. At the further direction of the Executive Committee and Council, central staff shall implement all administrative steps necessary to accommodate these responsibilities, including any appropriate modifications of central staff job titles, job descriptions, compensation, and development of written internal practices to ensure consistency and help improve efficiency.
- The proposed agenda items should be submitted in Granicus before 3:00 pm on the Wednesday prior to the next scheduled Tuesday meeting of the Council. The Council Communications and Administrative Coordinator shall receive proposed items in Granicus and organize them in draft agenda form for review by the Chair. Proposed items shall be properly formatted and agenda ready, including necessary District Attorney approval as to form and legality. Items that are untimely or that are not agenda ready may be deferred to the next regularly scheduled Council meeting. Allowances will be made for matters referred by two or more Councilmembers, emergencies, exigencies approved by the Chair, matters prepared by outside legal counsel, or other contingencies. Supporting documents, PowerPoint presentations, and any revised documents should be uploaded to Granicus or otherwise provided to Council staff by 5:00 pm on Thursday.
- After receiving matters from Councilmembers, the Mayor, and other elected officials, Council central staff shall prepare Council agendas for Chair review and approval consistent with County ordinance. Council central staff shall cause final agendas to be properly noticed and published consistent with Utah law.

Added February 11, 2020

