

# Legislative Intent for 2024

## 1. 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 21<sup>st</sup>, 2023*

## 2. 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 21<sup>st</sup>, 2023*

### **3. 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*

### **4. 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*

## **5. 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*

## **6. Countywide Law Enforcement Reports**

The Salt Lake County Council wants countywide law enforcement spending to be transparent, and we welcome feedback from our cities and police agencies to ensure we are spending taxpayer funds in the manner that is most beneficial to the entire county.

To that end, it is the intent of the council to have council fiscal staff, working in conjunction with the Mayor and Sheriff's fiscal staff, draft a letter at the beginning of each year to all municipalities in the county. This letter will detail the countywide law enforcement services funded by the council in the approved county budget as allowed by the Unified Police Department interlocal agreement. The letter will outline the specific programs/services and the dollar amount for these services. Other detailed information about the program/service may also be included as the Council or Sheriff sees fit.

This letter will also request feedback from municipalities as to whether they need additional information or have comments or questions about the programs/services offered and include contact information for County Council members.

*Added March 8, 2022*

## 7. 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*

## **8. 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.

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*