

Additional Announcements

February 8, 2005

A. Decisions, Feedback & Information needed by staff

1. Division briefings – At the February 3rd work session, the Council discussed possible division briefings. Council Members reviewed questions suggested by staff and requested that the questions be narrowed to a fewer number. At the work session, Council Members indicated certain divisions or functions for briefings. Attached are the revised questions and tentative schedule for briefings. Do Council Members have revisions to the questions or to the schedule?
2. Fire audit – The audit scope for the Council's audit of the Fire Department included ambulance services. The audit report will contain a chapter on emergency medical services including some specific recommendations relating to an RFP on ambulance services. The consultant has committed to provide a draft report to the council office and to the fire chief on February 18th. Since the Administration has already issued the ambulance RFP, the Council Audit Subcommittee requested that staff draft a letter for the Council's consideration encouraging the Mayor to consider the draft audit recommendations in the RFP. Do Council Members approve of a letter to the Mayor? Do Council Members have revisions to the attached draft letter?
3. Cooperation with School District to encourage reading – Board Members will contact Council Members to consider doing a project or event in each district to encourage children to read.

INDIVIDUAL DIVISION BRIEFINGS

Items to be discussed:

(Provided written material in advance to the extent possible)

- A. A list of functions / services performed by the Division and an organizational chart, including the number of FTE's.
- B. Information on any service level measurements available (for example, x number of permits were issued last year, a 2 percent increase / decrease over the previous year).
- C. Responses to the following questions:
 1. What successes has your Division achieved in the recent past, and what successes do you see in the near future?
 2. What are the most significant challenges the Division will face in the near future?
 3. Have the services provided by the Division increased / decreased or remained the same over the past 2 or 3 years and do you anticipate that service levels will increase, decrease or remain the same in the near future?
 4. Are there service level improvements that could be made in your Division with a minimal investment of funding or are there functions where additional resources may be needed in order to maintain current service levels?

Division/functions to be scheduled for briefings:

(with possible briefing dates)

- | | |
|---------------------------------------|------------------------|
| 1. Recorder's Office | February 17 (Thursday) |
| 2. Treasurer's Office | February 17 (Thursday) |
| 3. Environmental | February 17 (Thursday) |
| 4. Police Operations Bureau | March 1 (Tuesday) |
| 5. Community Affairs | March 8 (Tuesday) |
| 6. Information Management Services | March 15 (Tuesday) |
| 7. Building & Licensing | March 17 (Thursday) |
| 8. Housing & Neighborhood Development | March 17 (Thursday) |
| 9. Planning | March 17 (Thursday) |
| 10. Transportation | March 17 (Thursday) |
| 11. Parks | April 7 (Thursday) |
| 12. Streets | April 7 (Thursday) |
| 13. Youth & Family | April 7 (Thursday) |

February 8, 2005

Mayor Ross C. Anderson
451 South State Street, Room 306
Salt Lake City, Utah 84111

Dear Mayor Anderson:

Some months ago, the City Council contracted with a public safety consulting firm, TriData Corporation, to conduct a management audit of the City's Fire Department. The audit field work has been completed, and a draft audit report should be available to the fire chief by February 18th. Ambulance service was included in the audit scope, and there will be a chapter in the consultant's report on emergency medical services.

We understand that a request for proposals (RFP) for ambulance services was issued in January with a March 16th due date. Since there may be specific audit recommendations relating to ambulance services that may relate to the RFP, we request that the consultant's audit report be taken into account. We encourage you to consider the audit recommendations and evaluate whether it is in the City's best interest to revise the RFP or place it on hold until the audit findings and recommendations relating to emergency medical services are issued and can be fully reviewed and considered.

Chief Query has been very receptive of the Council's audit as he strives to ensure that the department is consistent with the latest thinking regarding fire suppression/prevention and emergency medical services. It is our hope that this study may help the City to continue to provide outstanding services for the City's residents and visitors.

Sincerely,

Dale J. Lambert, Chair
Salt Lake City Council

DJL/gm

cc: Council Members
Chief Charles Query