

City Council Announcements

December 4, 2007

A. Information Needed by Council Staff

1. The City has received a request from the Salt Lake Legal Defender Association for a mid-year budget amendment in the amount of \$15,295 for the remainder of the current fiscal year. (A full year's cost is \$49,000, which will be included in their request during the next annual budget process.)

According to John Hill, Director of the Salt Lake Legal Defender Association, three of their nine funded attorneys accepted employment offers recently from other firms offering more competitive salary and benefit packages. Mr. Hill indicates the loss of three employees has created a serious morale issue, affecting the stability and retention of their staff.

In order to be more competitive, Mr. Hill requests additional funding which would position the attorneys' salaries in his office to be comparable with the salaries offered by the Salt Lake City Prosecutor and Salt Lake County District Attorney offices. Mr. Hill is requesting to increase the base salaries of the attorneys ranging from \$45,000-\$47,000 annually to \$51,000 annually.

\$ 24,500	Brings 9 attorney salaries ranging from \$45,000-\$47,000 to \$51,000 annually
<u>\$ 2,295</u>	FICA
\$ 26,795	
<u>- 11,500</u>	Subtract surplus of \$1,500 plus \$10,000 (other available funds)
\$15,295	

Attached is additional information from the Salt Lake Legal Defender Association.

Does the Council wish to add this request to the current budget opening?

2. Could the Council please review the attached Council Policy Manual amendments and provide feedback to the staff. The Council Policy Manual will be updated accordingly and distributed to Council Members and Council Members-elect.

NOV 27 2007

SALT LAKE LEGAL DEFENDER ASSOCIATION

Established in 1965

Director

F. John Hill

Chair

D. Gilbert Athay

Vice Chair

Ronald Coleman

Past Chair

George W. Latimer

Robert Van Sciver

Jimi Mitsunaga

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November 27, 2007

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Mayor Ross C. Anderson
451 South State Street
Salt Lake City, UT 84111

Dear Mayor Anderson:

The purpose of this letter is to request mid-year funding in the amount of \$15,295.00 (See attached Exhibit). The basis and reason for this request could not have been foreseen until recent events unfolded within the past few days.

This office has lost three of our nine funded attorneys within the past three weeks to firms offering salaries and benefit compensation far greater than we currently offer. Two of the three attorneys submitted their notices within the past 24 hours of the writing of this letter. This recent event has produced a substantial moral issue threatening the retention and stability of our remaining staff. Although we do not expect to match the salaries offered, we must, at a minimum, be in close proximity with comparable salaries in the Salt Lake City Prosecutor and Salt Lake County District Attorney offices. Both offices are or will be hiring entry level attorneys at or about the \$51,000 level the beginning of 2008.

We are currently starting all entry level attorneys at \$45,000 with a \$2,000 increase on their first anniversary date. The request contained in Exhibit I would raise our entry level by \$6,000 to \$51,000 annually. The total personnel cost after deducting a recoupment increase in the amount of \$10,000 for the partial fiscal year, January 1, 2008 and June 30, 2008, would be \$15,295.

This office has always maintained a policy of requesting only the funds necessary to provide a diligent and competent defense. The requested monies would be critical to maintain and staff our funded positions to meet our constitutional and ethical obligations and our contractual responsibilities to Salt Lake City Corporation.

Sincerely,



F. John Hill, Director
Salt Lake Legal Defender Association

Attachment

cc: Dave L. Buhler
Carlton Christensen
K. Eric Jergensen
Jill Remington Love
Nancy Saxton
Soren Simonsen
Van Turner

AMENDED EXHIBIT I
SALT LAKE LEGAL DEFENDER ASSOCIATION
SALT LAKE CITY MISDEMEANOR BUDGET
JULY 2007 THROUGH JUNE 2008

PERSONNEL:

		BASE SALARY INCREASE	INCREASE 1-1-08 6-30-08
Trial Counsel	\$ 47,000	4,000	2,000
Trial Counsel	47,000	4,000	2,000
Trial Counsel	46,000	5,000	2,500
Trial Counsel	45,000	6,000	3,000
Trial Counsel	45,000	6,000	3,000
Trial Counsel	45,000	6,000	3,000
Trial Counsel	45,000	6,000	3,000
Trial Counsel	45,000	6,000	3,000
Trial Counsel	45,000	6,000	3,000
Legal Secretary	29,000	0	0
Legal Secretary	27,000	0	0
Legal Secretary	27,000	0	0
Part-Time Law Clerk	<u>3,000</u>	<u> </u>	<u> </u>
TOTAL	\$496,000	\$49,000	\$24,500
AMENDED TOTAL	\$520,500		

BENEFITS:

Bar Fees	\$ 1,760	
Employees FICA	37,944	\$ 2,295
Group Insurance	71,778	
Professional Insurance	3,143	
State Unemployment	1,692	
Workman's Compensation	1,200	
401-K	<u>14,696</u>	
TOTAL	\$132,213	
AMENDED TOTAL	\$134,508	

TOTAL PERSONNEL AND BENEFITS: \$655,008.00

OPERATING SUPPLIES AND EQUIPMENT:

Accountant Services	\$ 1,736
Insurance	2,220
Library	3,960
Litigation	2,750
NLADA Dues	596
Maintenance	330
Office Equipment	5,280
Office Supplies	10,283
Rent	42,925
Telephone	1,664
Training	1,485
Vehicle	<u>220</u>
TOTAL	\$73,449

TOTAL BUDGET: \$728,457.00

OTHER PROPOSED REVENUE:

Surplus 2006-2007	\$ 6,500*
Recoupment from 2006-07	\$17,000**
Interest Income	<u>3,500</u>
TOTAL	\$27,000

TOTAL REQUIRED FROM SALT LAKE CITY: \$701,457.00

REQUESTED AMENDED AMOUNT: \$ 15,295.00

*\$1,500 Additional Surplus 2006-07

**\$10,000 Additional Recoupment 2006-07

DRAFT

Council Policy Manual Amendments for Council Review

December 4, 2007 – Council Announcements

Based upon the Council's discussions during October regarding priorities and staff workload, various sections of the Council Member Policy Manual need to be updated.

The topics include:

1. **Working outside one's district.**
(Section A.15 *Working on Issues Outside Own Council District*)
2. **Fundraising / adding personal funds to communication budget(s)**
(Sections A.13 *Newsletters*, A.40 *Council District Communication Budget*, and *New* Section A.45 *Solicitation for Funding from Private Parties*)
3. **Projects / New Priorities / Evaluation of Staff Workload**
(Sections A.8 *Election of the Chairperson and Vice Chairperson*, A.9 *Legislative Action Items*, A.16 *Staff Assignments from Council Members*, A.32 *Initiating Budget or Policy Issues and Projects*, A.39 *Announcements*, *New* Section A.44 *Constituent Liaison Services*, and C.6 *Council Meeting Agendas and Paperwork*)
 - a. Establishing significant projects as a Council priority / Announcement process / Impact on Legislative Actions
 - b. Confirm support of Council for significant use of staff time – change from 40-hours to 30-hours of staff time to trigger 'check-in' with the full Council.
 - c. *New* Section regarding constituent liaison services, dedication of staff time per district, etc.

There are also a few other sections that have already been reviewed and/or approved by the Council, and can be revised as long as the manual is open for amendments. These are listed at the end of the document.

The affected Sections are listed below in revision format with related proposed changes for your review.

A.8 ELECTION OF THE CHAIRPERSON AND VICE CHAIRPERSON (12/07)

a. The Salt Lake City Council shall select one of its Members as Chairperson, on an annual basis, to sign documents, represent the position of the Council to the media and the administration, and oversee the management of the Office of the City Council including monitoring and guiding the Council priorities, and assistance in staff work load evaluation, pursuant to Rule 1 of the Salt Lake City Council Rules of Procedure. The Salt Lake City Council will also select one of its Members as Vice Chairperson, on an annual basis, to act as backup to the Chairperson in the event that the Chairperson is unavailable for any reason.

(Please note: Items 'b' through 'h' are not included, because no changes are proposed.)

A.9 LEGISLATIVE ACTION ITEMS (12/07)

a. Council Members may initiate legislation, rather than simply reacting to proposals from the administration. This policy is usually applied to land use and zoning issues which require review or development by the administration (e.g., Planning Commission), but may be applied in other areas as well.

b. Members wishing to initiate legislation should talk to the Executive Director about the goal of the legislation and how the Member would like to achieve that goal. Steps to obtain Council support will include:

1. Drafting a description for use on the Councils' Meeting Announcements, so that the requesting Council Member may obtain a majority of Council Members in support of the issue prior to expending extensive staff time in research and Legislative Action preparation.

2. If a quorum of the Council is supportive of pursuing the topic, staff time will be assigned to researching and drafting a memo for the Council Member sponsoring the Legislative Action.

3. Once this work has been completed, the issue will be placed on a Council Work Session agenda for a follow-up briefing with the full Council, and to request support for placing the item on the formal agenda for a vote to forward the issue to the Administration (or other needed action). As noted in the Council Policy Manual Section C.6 Council Meeting Agendas and Paperwork.

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A.13 NEWSLETTERS (12/07)

Note: Due to the 2007 change in filing deadlines for City Council, the Council has noted the need to revise the timing outlined in this policy. This can be scheduled for review in January.

a. Based on availability of Communication Budget funds, Council Members may elect to mail a newsletter to their District residents. Typical sizes include an 11 1/2" X14" 4-page newsletter, or 8 1/2" X 11" or 8 1/2" x 14" double-sided news sheet, which can either be mailed directly, or included in public utilities mailings as space is available. (Please refer to Section A.40 Council District Communication Budget.)

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b. In order to avoid having Council newsletters perceived by the general public and others as a political tool for reelection, certain guidelines will be followed in article content and selection and timing of publication.

c. Articles which attack or criticize other Council Members or the Mayor are to be avoided.

d. Articles addressing an issue which is being discussed by candidates opposing an incumbent Council Member are to be avoided during the year of the election.

e. Articles addressing issues which are an integral part of an incumbent Council Member's reelection campaign platform are to be avoided during the year of the election.

f. Articles addressing sensitive subjects on which Council Members are sharply divided are to be avoided.

g. In developing a policy for newsletters published for members of the U.S. Congress, a rule has been established that a name or picture of the Congress member should not appear more than six times on a page with the dimensions of 11 1/2 by 14 inches, the size of the Council's newsletter. This restriction includes personal pronoun references such as I, he, she, his or her. Other pronouns such as we and they are permitted. This restriction is applied in an effort to avoid the appearance of taxpayers' dollars funding blatantly political and self-aggrandizing material. Using the U.S. Congress guidelines, Council newsletters should not contain more than six personal references and/or personal photographs per page. Exceeding the limit of six personal references per page should be avoided, but a limit of eight personal references a page is warranted if personal references on another page are reduced by two.

h. Using the U.S. Congress once again as a guide, Council Members who are up for reelection should not mail out Council newsletters any later than ten weeks before a primary election. There are fewer than ten weeks between Utah municipal primary and general elections

and therefore no Council Member up for election should mail out a newsletter between the primary and general elections.

i. If there is a conflict regarding this policy, a Council Member will have the option of asking the Chair and Vice Chair, or the entire Council, to review and resolve the conflict in question.

A.15 WORKING ON ISSUES OUTSIDE OWN COUNCIL DISTRICT (12/07)

a. Due to Council Members' roles as elected officials, constituents commonly contact Council Members to request their assistance in resolving issues and problems.

b. There are instances when constituents contact a Council Member for assistance on an issue outside the Council Member's council district.

1. When a Council Member is asked to assist a constituent on an issue outside that Council Member's district, the Member has two options:

i. refer the constituent to the Council Member who represents the constituent; or

ii. choose to assist the constituent and give a courtesy notification to the Council

Member whose district the issue relates to as soon as is reasonably possible.

c. There are also instances when a Council Member will be contacted by members of the community (including, but not limited to, residents, developers, business owners) regarding a project outside their district that will be coming before the Council for consideration.

1. In this situation, the Council Member has justification to meet individually or in small groups with the business person, and will extend a courtesy notification to the Council Member in whose district the project is located.

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A.16 STAFF ASSIGNMENTS FROM COUNCIL MEMBERS (Also see Section A.32 Initiating Budget or Policy Issues and Projects) (12/07)

a. The Executive Director is responsible for monitoring the quantity and quality of work produced by the City Council office, establishing appropriate priorities, and allocating the work load among staff, with the assistance of the Chair and Vice Chair, as needed.

b. Small requests for staff assistance (requiring less than 60 minutes staff time) are appropriately communicated directly from Council Members to staff. Staff members are responsible to report all assignments received directly from Council Members to the Executive Director.

c. Member requests for staff assistance requiring more staff time than 60 minutes should be directed to the Executive Director, who will then assign staff based on the following guidelines:

1. Regular agenda items, constituent responses and priorities of the full Council will take precedence over these requests.

2. Projects requiring more than 30-hours of staff time will be placed on the Council's Meeting Announcements to provide the full Council notification of the scope of the project, and to request approval that a bulk amount of staff time will be assigned.

d. For projects which a Member wishes to be a priority of the full Council, the item should be placed on the Council's Meeting Announcements, as per the Policy Manual Section A.39 Announcements.

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A.32 INITIATING BUDGET OR POLICY ISSUES AND PROJECTS (12/07)

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a. It is common for topics to become a budget or policy priority for a Council Member at any given time.

b. The Council Member may wish to pursue the issue individually or seek support from the full Council. (For information on use of staff time, please see Section A.16 Staff Assignments from Council Members)

c. For items that require involvement by members of the Administration, Council Members may include the Administration using a variety of methods:

1. via the legislative action process on a regular Council agenda*;
2. by meeting with the Mayor and/or City Department Directors and encouraging them to incorporate the idea into the Administration's budget or policy plans;
3. by writing a letter to the Mayor;
4. by requesting that the Chair write a letter to the Mayor (in accordance with the Chair correspondence policy);

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d. For items which the Council Member wishes to seek the support of the full Council, the Council Member may use the following methods:

1. place the issue on the Council's Announcements** to urge the Council to either a) make the issue a priority, or b) support the use of staff time to research the issue and prepare a legislative action memo*;

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2. by requesting Council staff to research the issue, with the understanding that regular agenda items, constituent responses and priorities of the full Council will take precedence over this research (subject to the policy in Policy Manual Section A.16 that limits staff work to 30 hours, per assignment by the Executive Director, etc.).

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*For information on the Legislative Action process, please see Policy Manual Section A.9 Legislative Action Items

**For information on the Council Announcements, please see Policy Manual Section A.39 Announcements

A.39 ANNOUNCEMENTS (12/07)

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a. Announcements were originally designed as a communication tool between Council staff and Council Members, to be used for issues that require input from all Council Members or for matters on which all Council members are to be notified. Announcements have since expanded in their use to provide an opportunity for Council Members to request Council support on a project needing 30-hours or more of staff time, items for which a Member would like the Council to establish as a "full-Council priority," and items for which a Member would like to pursue as a Legislative Action Item. (Support would be sufficient if a quorum of the Council agrees with pursuing the issue or project.)

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b. Council staff prepare announcements to be distributed with Council agenda packets.

c. For staff Announcement items, the topics are typically categorized into the following sections: Decisions, Feedback and Information Needed by Staff; Council Office Policies; For Your Information; Meetings.

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d. For Council Member Announcement items, information should be provided to staff no later than Thursday afternoon to allow time for the Announcement to be drafted and included with other meeting packet materials. The Council Member may wish to discuss the issue directly with the Executive Director or his/her constituent liaison.

A.40 COUNCIL DISTRICT COMMUNICATION BUDGET (12/07)

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a. Each Council district will have a communication budget to be used by the Council Member for communicating with constituents within his/her district. Funds in the district communication budget will be expended at the Council Member's discretion and may include, but not be limited to, district meetings, newsletters, postcards, mass mailings, flyers, refreshments, lunch meetings, etc. Liaisons will track all district expenses during the calendar year and offset Council Members' budgets accordingly. District mailings of 25 pieces or more will also be tracked, with one exception. Mailings relating to citywide issues which are distributed to all Council districts will not be counted as a district expense.

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b. Each district's communication budget will total approximately \$3,700 per calendar year. This amount can be amended annually by a vote of the full Council.

c. Council Members may not supplement their communication budget balances through personal contributions nor through independent fundraising so that the amount available to each Council Member remains equal.

1. If a project, which is usually funded from these communication budgets, such as a district-wide mailing, is more expensive than the available funds (such as booklets, multi-part mailing, etc.), the Council Member may either use carryover funds (as described below) or may petition the full Council to consider the project for each Council District and identify alternate funding. (An example may be the District wide Emergency Booklet mailing.)

2. For fundraising efforts related to other projects, such as Capital Improvement Projects, please see Policy Manual Section A45. Solicitation of Funding from Private Parties.

d. Council staff will provide a quarterly accounting to each Council Member on the status of funds in the district's communication budget. If a district's communication budget is fully expended prior to the end of the calendar year, it will remain at a zero balance until the beginning of the next calendar year. If a district's communication budget is not fully expended by the end of the calendar year, and the Council Member is continuing in office, the Council Member may choose to spend remaining funds in the first six months of the next calendar year or allow remaining funds to go toward capital needs of the Council Office.

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NEW SECTION A.44 CONSTITUENT LIAISON SERVICES (12/07)

a. The staffing model for the Council Office is a centralized staffing model with an overall average of one-half (1/2) of an FTE allocated to each Council District. The hours available do not equate to 20 hours per week given leave time, staff meeting time, training time, and back-up assistance shared between districts. The level of work in each district will vary at times based on the issues within the district, and the amount of work will at times require the assistance of other staff members (liaisons, analysts, front office staff, etc.) to address or research the issue(s) or event(s), and handle the necessary workload.

b. Each Council District will have a staff person identified as its primary Constituent Liaison and another staff person as its back-up liaison, to ensure consistency in coverage and level of service.

c. This work group is relied upon by the Council to perform some central functions, such as coordination / back-up for Outreach Meetings, the Induction and transition related events, and they also serve as back-up on major City-wide issues with significant constituent components.

d. The basic level of services provided by a Constituent Liaison to the Council Member include:

i. assist constituents with concerns, inquiries or questions related to District issues (received via phone, email, letter, etc.)

ii. submit issues to the Administration for information & response, follow-up with the Administration, record items into a database for tracking purposes

iii. coordinate with staff / Executive Director on unusual, difficult, and controversial items

iv. respond to and follow-up with constituents through phone calls, emails, letters, etc. (per Council Member preference)

v. contact Council Members for follow-up and check-in on District-related issues (including, but not limited to, constituent issues, Board & Commission agenda items, Police watch log items, scheduling as necessary)

vi. Join Council Members at meetings regarding District issues, provide support and related follow-up

e. Additional District-related tasks, which vary in frequency and may be based upon available time and/or communication budget funds may include:

i. coordinate and prepare for Council District Town Meetings and Outreach Neighborhood Meetings

ii. preparation of newsletters / district mailings (see Council Policy Section A.39 on Newsletters)

iii. other outreach projects (including, but not limited to, magnets, booklets, etc.)

iv. compile and draft information to be sent through email distribution lists

v. follow-up and monitor items / issues based on Council Member interests

- vi. [attend CAT meetings](#)
- vii. [maintain District websites](#)
- viii. [Council Member biography updates](#)

Please note the following section was drafted based upon the existing Administrative Policy and responses we have received from the Attorney's Office to various Council inquiries.

***NEW SECTION* A.45 SOLICITATION OF FUNDING FROM PRIVATE PARTIES**

(12/07)

- a. [All requests for donations from Council Members which may benefit a capital improvement project located within a City Council district must first be reviewed by the Council Chair and Vice-Chair, or Council majority.](#)
- b. [The Council Chair and Vice-Chair \(or Council majority\) may set reasonable conditions on such solicitations to prevent conflicts of interest, inappropriate treatment, or undue influence being given to donors.](#)
- c. [If the requesting Council Member disagrees with the opinion of the Chair and Vice Chair, the Council Member may request review from the full Council.](#)
- d. [Donors may not receive any benefit, privilege, or loss as a result of any donation \(or penalty if no donation is made\).](#)
- e. [If, after receiving a donation for a project within a particular district, the Council is approached by the donor for Council approval or action, the Council Member who requested the donation shall recuse him/herself to avoid the appearance of impropriety.](#)
- f. [Donations received will follow the established accounting procedures for donations received by the City.](#)
- g. [City Council Members **may / may not** use City Council letterhead for their capital project funding requests.](#)
- h. [Due to the need to be equitable to all Council Members, Council staff may not solicit donations from any person or entity, nor shall Council staff have direct contact with contributors, except to follow-up with logistical or accounting information once a donation has been secured. Council staff may obtain contacts and mailing list data, prepare letters, and send out mailings at the request of Council Members.](#)

[\(Please also see Policy Manual Section A.40 Council District Communication Budget.\)](#)

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The amendments below are other miscellaneous and housekeeping items for the Council's consideration. They include revisions to the following sections:

- A.29 Transition for Council Office following Municipal Elections
- A.42 Computers & Internet Service
- C.6 Council Meeting Agendas and Paperwork

A.29 TRANSITION FOR COUNCIL OFFICE FOLLOWING MUNICIPAL ELECTIONS
(revised 12/07)

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- a. There is a period of approximately eight weeks from the November elections until the first Monday of January when Council Members begin serving their term of office. This period is considered a transition phase for the Council Office. In order to avoid confusion regarding the roles of Council Members, Council Members-Elect and Council staff, the following policy shall apply:

1. The Council Executive Director, Chair and/or Vice Chair will contact Council Member(s)-Elect on the Wednesday following a municipal election.

2. Council Member(s)-Elect shall be invited to attend the annual Legislative Reception, all regular Council meetings, Work Sessions, Executive Sessions and any other official Council functions.

3. Council Member(s)-Elect are encouraged to meet with officials in the Administration prior to taking the oath of office, if they so desire. Upon request, Council staff will make arrangements for convenient meeting times.

4. City-related travel opportunities will become available to Council Member(s)-Elect following the Induction Ceremony. In order to ensure that Salt Lake City residents receive maximum value for funds invested in conference travel, Council Members who did not seek or did not win re-election are not eligible to travel between the time of the primary election and the Induction Ceremony. Exceptions can be made by the Council; for example, to allow a Council Member to attend final sessions of committee meetings on which the Council Member was the sole Council Member who actively participated while in office. Another example would be if the outgoing Council Member were the only Member available to act as the representative of the Salt Lake City Council at an out-of-town function. A Council Member who is leaving office and requesting travel following a primary or general election must secure the consent of the full Council prior to requesting that staff initiate travel arrangements.

5. Availability of Council staff for Council Member(s)-Elect

i. Council staff will be available to Council Member(s)-Elect for assistance with various intermediary tasks, such as drafting a Council Member biography, providing and collecting needed personnel forms, scheduling orientation meetings as requested, scheduling photography sessions, arranging for parking accommodations, and ordering supplies.

ii. If a citizen complaint is submitted by Council Member(s)-Elect, those issues will be handled and processed as any other constituent issue received by the Council Office. The current or outgoing Council Member will be notified about the issue by Council staff.

iii. Issues or assignments which may take more staff time, including but not limited to policy work, requested by Council Member(s)-Elect shall be directed to the Executive Director, and to the Chair and Vice-Chair as needed.

6. When preparing agenda packets for regular Council meetings and Work Sessions, Council staff will prepare an agenda packet for Council Members and Council Member(s)-Elect. Agenda packets for regular Council meetings will be delivered on Friday afternoons to the homes of the Council Members and Council Member(s)-Elect. Agenda packets for Work Sessions will be available in the Council Office on Tuesday afternoon prior to Thursday Work Sessions.

7. Council staff will provide Council Member(s)-Elect with copies of routine mail that is sent to all Council Members, i.e., public meeting notices, community council agendas, information from the Administration, newspaper articles, etc.

8. Following the municipal election, Council Member(s)-Elect will be provided with parking stickers for use at the City & County Building. The parking stickers will entitle Council Member(s)-Elect to park in the Council parking spaces, which are located on the northeast side of the City & County Building. Council Member(s)-Elect may park in this area at times other than just prior to and during official Council meetings. During official Council meeting times, Council Member(s)-Elect may park in areas surrounding the Council parking slots.

9. Council Member office space

i. In the event that a cubicle will be vacated by an outgoing Council Member, Council staff will first ask the Council Members remaining in office if they would like to retain their current office space or move to a different cubicle.

ii. Council Member(s) leaving office will remove any personal belongings or mementos from the Council Office by 5:00 p.m. on December 31st of the election year. Council staff will check Council Member(s) office cubicle(s) the morning of the Induction Ceremony. Any personal belongings of Council Member(s) leaving office will be stored safely in a box.

Deleted: . 5. Council staff will offer the same level of allegiance to current, incoming and outgoing Council Members. Council Member(s)-Elect may expect Council staff assistance to draft a Council Member biography, provide appropriate personnel forms, schedule orientation meetings, schedule photography sessions, arrange for parking accommodations and order supplies. Any other task that requires Council staff assistance shall be directed to the Executive Director. Council Member(s)-Elect may not expect Council staff to perform work on any policy-related matters. ¶

6. Council staff assignments for response to citizen complaints will be ranked and assigned according to urgency of request and expertise of individual Council staff members. Requests will not be ranked according to status of Council Member, i.e., current member, incoming member or member whose term of office is ending.¶

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iii. Office cubicles will be available for newly-elected Council Member(s) no later than noon on the day of the Induction Ceremony. It is acceptable for Council Member(s)-Elect to move personal belongings into an office cubicle prior to the Induction Ceremony, if the cubicle is vacant. Council staff will arrange for secure storage space for incoming Members if requested.

10. Council Member(s) leaving office will deliver any City-owned equipment to Executive Director no later than noon on the day of the Induction Ceremony. City-owned property will include, but may not be limited to, laptop computers, printers, software, cell phones, office keys, desk keys, City identification, etc.

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11. Council staff will request IMS to set-up computers for use by new Council Member(s). IMS will also be requested to provide any computer-related assistance and training for new Council Member(s). Council staff will make every effort to have laptop computers ready for use by new Council Member(s) during the first week of January. The Council staff is authorized to begin the process prior to the Induction.

Deleted: Following the Induction Ceremony and upon receipt of the outgoing Council Member(s)' City-owned property, Council staff will contact a representative of the City's Information Management Services (IMS) Division.

(This confirms current practice established previously by the Council.)

A.42 COMPUTERS & INTERNET SERVICE (12/07)

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a. Upon request, Council Members can receive a City-owned computer and printer for use in the Council Office or other location to be used for City business. Alternatively, Council Members may choose to use their personal computer and printer on which City-owned software can be installed.

b. If Council Members prefer to use their personal computer and printer for City business, the Council Office will compensate them \$500 per year for this use. Council Members will receive a reimbursement of \$19.23 in each paycheck.

c. Any City-owned software installed on a personal computer will be removed when the Council Member leaves office.

d. The Council Office will reimburse a Council Member for their at-home internet service, up to \$50 per month.

C.6 COUNCIL MEETING AGENDAS AND PAPERWORK (12/07)

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a. The Salt Lake City Council shall allow the citizens of Salt Lake City access to the legislative body by scheduling their requests for time and action in a timely and legal manner.

b. Work Sessions: Prior to each regularly scheduled Council meeting, there will be a "Work Session" meeting devoted to updating or briefing the Council Members on the requests and Administrative Transmittals before the Council for consideration. In addition to the regular briefing items, the Executive Director will be listed on the work session agenda and may use this time to update the Council Members on announcement items (as defined in Policy Manual Section A.39 Announcements), agenda items, as well as items of mutual interest and concern. This gives Council Members an opportunity to discuss the items as a group, effectively use Council Members' time during Council meetings and helps to ensure a uniform understanding of information. The Executive Director will first provide a brief list of items to the Council Members. Work Sessions may also be used for members of the Administration to update the Council. For example, legislative briefings during the annual legislative session. It is also appropriate for Council Members to conduct interviews during Work Sessions of audit firms, potential appointed City employees and potential City board appointees.

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(Please note: The rest of this section is not included, because no changes are proposed.)