

Announcements

February 15, 2007

A. Information Needed by Staff

- 1. Would Council Members like to schedule individual appointments on Monday, February 19 (this is a City Holiday) to meet with Maureen Riley who is to be scheduled to be interviewed and considered for appointment as the Director of the Salt Lake City Department of Airports on Tuesday February 20 Council Meeting.**
- 2. Upcoming Utah League of Cities and Towns Conferences. ULCT Mid Year Conference,**
April 12-13, 2007 at the Dixie Center in St. George - A full day of this conference covers current municipal issues. The second day is spent reviewing the outcome of the most recent legislative session and its impact on local government. Is anyone interested in going? (Council staff has made reservations at the Hilton Garden Inn St. George 1731 Convention Center Drive.)
- 3. Re: Proposal to reduce the number of meetings from two per week to one per week.**

SCHEDULE OPTIONS:

- Use the first four Tuesdays of the month for meetings.
- Flexible start times - start as late as possible depending on the agenda items. (Using 3 p.m. below by way of example.)
- Retain current schedule.

Potential Test Schedule for March:

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| Tuesday - March 6 | 3:00 p.m.: Briefing 6:30 - 7 p.m.: Dinner 7:00 p.m.: Formal Meeting |
| Thursday - March 8 | No briefing or formal meeting |
| Tuesday - March 13 | 3:00 p.m.: RDA Meeting 6:30 - 7 p.m.: Dinner 7:00 p.m.: Council Briefing or Formal Meeting |
| Thursday - March 15 | No briefing or formal meeting |
| Tuesday - March 20 | 3:00 p.m.: Briefing 6:30 - 7 p.m.: Dinner 7:00 p.m.: Formal Meeting |

Thursday - March 22 No briefing or formal meeting

Tuesday - March 27 District 7 Neighborhood Outreach Work Session meeting
5:00 p.m.: District 7 Tour
6:00 p.m.: Dinner
7:00 p.m.: District 7 Neighborhood Meeting

Notes:

This approach would:

1. Not reduce the number of evening formal meetings per month at which citizen comment is taken and public hearings are held. Three evening meetings per month in January, February, March, April, May, September, October, and November would include public comment. Two evenings per month in June, July, August and December would include public comment.
2. Not necessarily reduce the number of hours City Council Members meet. Rather, it would shift Thursday night business to Tuesday afternoons, providing briefing time during the work day for the convenience of City staff and the business community, and providing a free evening for the City Council Members.
3. Eliminate the opportunity for Council Members to meet with Administrative officials, constituents and business people at 4 p.m. on Tuesday afternoons, and possibly reduce availability for Thursday meetings depending on Council Members' ability to leave their jobs.

Pros:

Reduce number of night meetings for City staff and consultants

1. Planners
2. Recorder's Office
3. Budget staff
4. Council staff
5. City Attorneys

Reduce the number of meetings for which agendas need to be prepared by approximately 17 per year. This would allow staff time to be used in other ways.

1. City Council staff
2. Recorder's Office

Would reduce wait times from up to 4 hours to minutes for staff members who work in the City and County Building.

Indirect benefits - could improve morale by reducing burnout, allowing staff to better plan personal time.

Eliminate waiting time during formal meetings for City staff and the public who are not sure whether their briefing item will be addressed before or after the formal meeting. (This is a particular problem during the budget, when 5 or more individuals may need to wait through the formal meeting.)

For Council Members who are available for lunch meetings, we could place meetings that would otherwise be at 4 p.m. on Tuesday on a weekday at lunch (not necessarily Tuesday, unless prior to the 3 p.m. start time would work for the Council Member).

For Council Members who are not available at lunch, we can continue to schedule meetings at 4 or 4:30 p.m.

Some efficiencies could be applied to Council Members' meetings, such as: a) consider making meetings 30 minutes rather than one hour, as applicable, b) have staff provide an outline to the Council Members in advance for subcommittee meetings, c) schedule conference calls in lieu of attending meetings at the City & County Building, as possible.

Reduce number of evenings Council Members are away from home on City business (with community council meetings and other community activities some Council Members attend evening meetings 3 or more nights per week.)

May make the office of City Council Member more attractive for some potential candidates for office -- could broaden the socio-economic spectrum of candidates that can afford to serve. (List opposite below, unless compensation is adjusted to recognize time away from full-time employment.)

May allow the Council concentrated times to deal with complicated topics that require extended discussion periods. Such as CDBG, CIP, housing Policy.

If Council elected to, it could televise more briefings, since costs would be reduced.

May maximize productivity -- some perceive that productivity is reduced when meetings continue past 9 p.m. (List below as well due to length of the meeting.)

Since many RDA clients are business people downtown, the daytime schedule would likely be good for them.

Cons:

Council Members would need to take more time off without compensation from their full time employment.

Daytime briefing meetings may be less convenient for the general public. While all hearings would be held at the 7 pm meeting, there may be some briefing items that members of the public would like to attend.

Currently many Council Members prefer to hold subcommittee meetings or meetings with constituents on Tuesday or Thursday afternoons. This approach would use one of those afternoons for the briefings and thus eliminate the opportunity for other meetings.

With Council Members taking more time away from their full-time employment on Tuesday afternoons, it may be difficult to also take time away on Thursdays for meetings with constituents, subcommittees, etc.

With one afternoon per week no longer available for outside meetings, Council Members may want to schedule some meetings after office hours. This would offset the benefits achieved by moving the Committee of the Whole meetings to regular office hours.

Length of meetings may reduce productivity (3 p.m. to 9 p.m. or later, for example).

Administrative staff may not be available to attend other necessary meetings related to their responsibilities if they need to attend a Council briefing during work hours.

May make the office of City Council Member less attractive for some potential candidates for office - would reduce the socio-economic spectrum of candidates that can afford to serve unless compensation were adjusted to recognize time away from full-time employment.

Work-day hours available for Council staff to write staff reports and complete other tasks may be reduced.

If the testing of this new schedule continues to April, the second week of April is Spring Break. RDA Chair Carlton Christensen will be out of town for the RDA meeting, and possibly other Council Members too. Therefore, the Council may wish to consider cancelling the meeting during this second week in April.