

# City Council Announcements

## April 22, 2008

### A. Information Needed by Council Staff

1. Consider amendments to the Council Policy Manual (Amendment Item 1: Working Outside One's own Council District) (see below).

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## SALT LAKE CITY COUNCIL MEMORANDUM

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**DATE:** APRIL 8, 2008  
**SUBJECT:** ROUND 1: AMENDMENTS TO THE COUNCIL POLICY MANUAL FOR REVIEW AND APPROVAL  
**STAFF REPORT BY:** LEHUA WEAVER

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Based on various Council discussions ranging back to last year, several amendments to sections of the Salt Lake City Council Policy Manual have been identified. In an effort to present the various amendment items as simply as possible, staff has listed a brief description or history and our understanding of the amendment needed. The specific language edits are also provided.

### **Amendment Item 1: "Working outside one's own district"**

#### Issue:

1. During a mid-year retreat with the full Council last October, the Council confirmed their intent that when a Council Member is approached regarding an issue in another's district, the approached Council Member may either refer the constituent to the Council Member representing the issue-area, or assist the constituent and keep the other Council Member notified.
2. The Council also discussed extending the same notification courtesy to fellow Council Members when meeting requests are made on issues pending Council consideration.

#### Suggested Language Amendment:

##### **A.15 WORKING ON ISSUES OUTSIDE OWN COUNCIL DISTRICT (4/08)**

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

1. refer the constituent to the Council Member who represents the constituent; or
2. 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.