
SALT LAKE CITY COUNCIL MEMORANDUM

DATE: November 6, 2008
SUBJECT: Council Project & Priorities Status / Updates
STAFF REPORT BY: Cindy Gust-Jenson, Executive Director

Since the Council's last group discussions regarding project priorities, a lot of work has been completed and new projects have emerged. The new items have been either forwarded by the Administration or proposed by one or more Council Members. With the amount of activity, progress and change, we want to take an opportunity to be sure that we are being responsive to the Council's long-term requests and expectations, as well as to the pressing short term items that also need to be processed. It will help to synchronize with you to make sure we are focusing where necessary.

As we refine our focus areas, the Council should be aware of a number of factors that have changed since the initial priorities were established:

1. As of July 1 we have fewer staffing resources.
 - a. Two of the full time positions were reduced to part time.
 - b. One of the positions in the office has remained vacant for the months of July, September and October to allow us to capture budget savings.
 - c. With the mid-year budget revisions the position that has been vacant to date will remain vacant for the remainder of the year if the Council determines that the recommended cut is necessary.
2. We have previously had access to consulting and audit funds that are no longer available.
 - a. The cost of the City's annual financial audit has gone up significantly over the years. This has eaten away at the Council's flexibility on other audits and consulting projects. The dollar amount that the Council needed to move to non-departmental this year was more significant than the dollars previously dedicated to the annual financial audit.
 - b. The Riparian Corridor, Conditional Use and Parking consulting projects continued in to this fiscal year. As such, the very limited funds that may have been available for consulting were devoted to completing this project.
 - c. The above issues effectively eliminate the opportunity for consulting.
3. We need to work with the Planning Division closely on understanding the priorities that they are working on. Their resources are limited as well, and if we can further focus Council requests we may have more success at moving issues forward.

Many of the issues that staff has been working on over the past nine months are indicative of the Council's more proactive and comprehensive approach to policy work. For example, some of the large issues have included:

- updates to the conditional use process,
- riparian overlay corridor,
- parking requirements,
- changes related to quality of life issues – including good landlord program, amendments to ground transportation regulations,
- inclusion and fostering of small businesses,
- emergency & disaster preparation – including several work session briefings,
- early review of revenue numbers – including a clarity during annual budget work about the future impact of decisions and recommendations,
- naming ordinance,
- overall significant expansion of public notice procedures. (Please see attachment: *Communication Outreach Progress Report* for more information on the expansion of public notice.)
- Additionally, in response to City Council direction, staff organized the Economic Development Night, which was held on October 21, and a follow-up work session is currently scheduled for November 13.

The primary attachment is a chart listing: a) items that have been established as 'agreed-upon' priorities, plus b) new issues that have come up and are included in staff's workload. A status of each item has also been provided. Items highlighted in gray indicate those which will utilize a higher amount of staff time to complete. It should be noted that the list does not provide a comprehensive list of legislative action items nor legislative intent statements. It also does not include a full list of all of the transmittals that have been advanced by the Administration or that have been identified as potential action items in Council-commissioned audits.

Tasks which are considered a 'basic' workload are not listed on the prioritized list, but have also been satisfied while tackling the prioritized tasks. "Basic" workload items are provided on the attachment marked "*Basic Workload*".

The intent of this report is initially to update the Council on the level of activity and the projects on which staff has been focused. However, it is anticipated that the Council may wish to indicate a preference on priority items – either already included on the list or not.

Attachment: Basic Workload

1. Constituent issue follow-up, including that which is complicated / pressing / requires significant coordination with the Administration. i.e., constituents who are not satisfied with Administrative response, coordination among departments, legal concerns, chronic problems. (Affects analyst, liaisons, scheduling.)
2. Individual Council Member meetings, projects and research that are urgent. (Affects analysts, liaisons, scheduling.)
3. Council communication with citizens:
 - a. District or special community meetings
 - b. Responses to citizens as a result of “Council Comment” e-mails, letters, e-mails to Council Members, phone calls, constituent drop-ins, follow-up from community meetings.
 - c. Regular District Meetings
 - d. Special Community Meetings
 - e. Large newsletters, Public Utility inserts, Single-sheet mailers, post cards, etc.
 - f. Web announcements
 - g. Press releases
 - h. Web pages
 - i. Group e-mail informational mailings
 - j. Mass mailings (25 or more), letters, post cards or e-mailings to individuals or groups
 - k. Create mailing databases and databases consisting of individuals from petitions or meetings
4. Subcommittee meetings and follow-up work.
5. Attendance at other meetings on issues to which staff members are assigned and/or as constituent liaison
6. Staff Reports on issues, including those with have a definite time line but where new information becomes available, or significant concerns are raised by City Council Members or the general public (hearing date has been set, Council desires quick action, significant public interest generates telephone calls, letters and e-mail expressing opinions and requesting information, etc.). (Affects analyst, other staff)
7. Front Office interface with public and processing of information delivered to the office – daily mail, transmitted agenda paperwork, phone calls, visitors, regular and council meeting preparations, scheduling, accounts payable.

8. Council Meeting Agenda and related packet preparation – tracking agenda items, draft and final agenda preparation, copies, scanning, compiling hard copy packets, posting e-packet to the web, and posting e-packets for Council Members.
9. Unanticipated special events with short turn-around time. i.e., fact finding meetings, tours, pressing issues, significant television broadcasts, and media coverage. (affects all staff)
10. Pressing issues, problems, projects with time line outside of the Council's control. (affects all staff)
 - a. Pressing public policy / political situations. i.e., COG, Legislature, Administration, Council or community generated issues, issues for which new public information becomes available that necessitates additional consideration and public communication.
 - b. Requests for expedited agenda times (to meet state or federal requirements, in order for construction to proceed, due to long Administrative processing time, to correct errors, to address timely community or legislative issues, to consider or reconsider based upon new information, etc.)
 - c. Changes to ordinances (requested by City Attorney, Bond Counsel, Administration, Council) after packets have been distributed.
11. Audit / study coordination and management, where audit or study has been approved by full Council. (Request for Proposal writing, development of scope, coordination with Purchasing Division, responses to potential bidders, selection process, study management, etc.)
12. Analysis and report-writing for agenda issues that do not have a deadline and about which Council Members have not expressed significant interest.
13. Follow-up, research and staff work on policy issues from budget for next budget. (This must move up in priority in the months of January, February, March and April if the staff has not had the opportunity to complete the work in July – December due to other priorities.)
14. Research and staff work on Council initiatives identified at annual retreat. (mostly included on the prioritized list)
15. Research on ideas raised by individual Council Members; Legislative Action preparation where it is necessary to hold meetings and conduct research.
16. Election year transition, including Induction ceremony (affects a majority of staff for four months).
17. Involvement with Utah League of Cities and Towns beyond basic.

Communication Outreach Progress Report from Council Staff

- Council staff collaborated with the City Recorder's Office and Deseret News staff to revise the language used in City Council Public Hearing notices for the purpose of enhancing the chances the public will more visibly identify a City Council Public Hearing notice.
- Expanded the ease of signing up to receive City Council agendas and periodic updates sent by Council Members.
- Currently, City Council liaisons assist four Council Members in sending out a "periodic" update to constituents on district and/or city-wide issues and provide information that may be of interest to their constituents through the City's listserv. (This tool is available to all Council Members.)
- Council staff collaborated to develop rules of decorum in the Council Chambers and an information sheet for the public to know how to submit comments to the City Council during a public hearing or during public comment – information sheets are available at the Chamber door for the public attending public hearings; the contact options are included with notices of public meetings.
- Council staff is taking a more proactive approach in taking photos of Council Members at community events, district presentations, town meetings, visits with international visitors, presentations of ceremonial resolutions, etc. Photos are then published on Council Members' web pages.
- Council staff has been actively taping announcements regarding upcoming City Council public hearings for viewers/listeners of SLCTV. Announcements are broadcasted within one week in advance of public hearings. Audio tapings are also published on the Council's webpage.
- Council staff collaborated with City's webmaster to enhance/improve each City Council Members' web page. The individual Council web pages are continuously updated as needed on a weekly basis with information provided by Council Members, such as with Council Members' statements/positions, updates on issues, etc. This is an ongoing effort.
- Council Members' business cards that required updating were reprinted and distributed to Council Members.

- In the past, ordinance proposals were only posted on the City Council's agenda web page; however, city issues that have a high level of interest from constituents have been provided on the Council's front web page; such as:
 - a) Upcoming public hearings
 - b) Shared/Alternative/off-Street parking ordinance, Riparian Corridor overlay district, conditional use etc.
- Public has been provided expanded opportunities to submit comments to the City Council on any given city issue – Council staff collaborated with City's webmaster to design an electronic public comment form that can be accessed through the City Council's website that automatically files individual comments according to issue into a database. On controversial issues, Council staff provides the City Council with a spreadsheet showing a compilation of comments with the intent to reduce the number of emails received in Council Members' inboxes, while still providing a comprehensive list of public comment.
- On a quarterly basis, Council staff is actively working with vendor who designs and publishes the SLC News to provide Salt Lake City residents with information on upcoming issues that will be discussed by the City Council.
- All City Council meetings are regularly being taped for SLCTV and all tapings are available via the internet.
- All Council Meeting paperwork is available on the internet and is linked to the agenda topic. Paperwork is bookmarked according to source of information for ease of use.
- Council staff works with members of the public who do not have computer access to provide copies of requested materials free of charge. DVDs or audio disks of Council Meetings are also made available upon request.
- Council staff works together to identify interested parties on specific issues and provides written notification on upcoming briefing and action items. This effort has been expanded ten-fold in recent months.
- Continuous efforts will be made to expand notification by building an email distribution list to invite the public to attend Council meetings. For example, an extensive email distribution list was compiled to notify board and commission members, Downtown Alliance, Chamber officials, Community Council Chairs, and other interested parties to attend the downtown economic fact finding meeting.
- Council staff plans to work with the Mayor's Office to see if information about Council public hearings can be included as part of their community council mailings.

Category	Item Description	Status	Notes	Staff
Planning	CB / CN - small neighborhood business zoning, street corner non-complying properties (Council Member Garrott initiative)	Pending	Has been reviewed by subcommittee	
Planning	Compatible Residential Infill Zoning Issues	Pending	Subcommittee addressing policy issues; has indicated may be an issue for outside counsel	Janice
Planning	Conditional Building & Site Design Review	Pending	received paperwork; need further coordination with the Admin in relation to other conditional use projects	
Planning	Conditional Use zoning project - numerous follow-up items	Pending	Administration has sought direction from the Planning Commission	Janice
Planning	Condo conversions zoning text changes, including parking	Pending	Subcommittee briefed; Admin working on; may be partially addressed by rental licensing	Janice
Planning	Conservation District - Citywide Preservation Plan	Pending	Report requested of the Administration	Janice
Planning	Historic Survey - Gilmer Park	Pending	Historic survey has been completed, and there will be a presentation on October 10 to the East Central CC	Janice
Planning	Historic Survey - Liberty Wells	Pending	No recent activity	Janice
Planning	Historic Survey - Sugar House	Pending	No recent activity	Janice
Planning	Historic Survey - University	Pending	No recent activity	Janice
Planning	Density Bonus options - transfer of development rights	Pending		Janice
Planning	Design Guidelines follow-up	Pending	Administration	Janice
Planning	Formula Free / form based design guidelines and small neighborhood business zones	Pending	Awaiting Administration transmittal; Council Member Garrott would like discussion in corner business nodes	Janice
Planning	Garfield School	Pending	Options being evaluated	Jennifer, Janice, Quin
Planning	Housing Policy	Pending	Admin currently reviewing and will submit revisions based on Council's last draft.	Janice
Planning	Inclusionary zoning (limit / allow additional height related to affordable housing)	Pending		Janice
Planning	Master Plans - updates to format / re-work process	Pending	In Administration	Janice
Planning	Timing of rezoning petitions	Pending	Included in the systems issues in the Planning audit	Janice
Planning	Underground power lines	Pending	Mayor, Council effort to identify options - collaborative effort with Admin to mitigate impact. Long Term Issues.	Janice
Planning	Wal Mart	Pending	District Meeting held on April 22; Petition reviewed by Planning Commission in September; next step is Council transmittal.	Janice, Cindy Lou
Planning	Non-conforming / non-complying refinement	Pending		Janice
Planning	Staker property	Pending	No recent activity	Janice
Small Business Related Items:				
Completed Items:				
Small Business	Small Business parking regulations in residential neighborhood areas	Complete		Janice, Russell
Small Business	Temporary Sign Regulations	Complete		Russell
Pending Items:				
Small Business	Changes to the City's Loan Program	Pending	In Subcommittee	Jennifer
Small Business	Recognizing small business community as a 'community of interest' similar to community councils	Pending	In Subcommittee; ongoing efforts to include businesses early in the process	Russell
Small Business	Best Practices Survey (Council Member Love)	Pending		Russell
Transportation Related Items:				
Completed Items:				
Transportation	Airport Light Rail - agreement / preferred route along 400 West	Complete		Russell
Transportation	Amendments re: buses crossing bicycle lanes	Complete		Russell
Transportation	Alternative Transportation meetings with the Community	Complete	Meetings complete; possible legislative action may be pursued	Nick
Transportation	Sugar House Transit Corridor Study	Complete	1st Phase complete	Russell
Transportation	1300 East - review Phase 1	Complete		Liaisons
In Progress Items:				
Transportation	Airport Light Rail - detailed route info; N Temple viaduct / airport alignment/ etc.	In Progress	Funding is a significant issue	Russell
Transportation	Bicycle Summit - Committee work on multi-use streetscapes (complete street ordinance) (Council Member Garrott)	In Progress	Intern is working with Administrative and Council staff to organize	Russell, Nick
Transportation	Downtown Transportation Plan "Downtown in Motion"	In Progress	Briefed October 7, Public Hearing November 6	Russell
Transportation	Ground Transportation related items / Taxi Regulations	In Progress	Various recent ordinances adopted; pending legislative action re: alternative fuels; other issues in subcommittee. Council briefing pending.	Russell
Transportation	Sugar House Transit Corridor	In Progress	Council adopted a joint resolution re: alternatives analysis July 2008; Pending in subcommittee	Russell
Transportation	1300 East - Phase 2, recommendations to implement Phase 1	In Progress	4-District Town Meeting on October 30	Liaisons
Transportation	Transit Oriented Development Discussion	In Progress	Initial Council presentation held. RDA and CED to provide follow-up. (also listed under "Planning")	Janice, Russell, Jennifer
Transportation	800 North Bridge	In Progress	Meeting between Council Members, community, UDOT on November 12	Quin, Russell
Transportation	800 South bulb outs / median	In Progress	Initial CIP funding appropriated. Mark Fenton, consultant, may be retained to manage a community process. Notification of community on bulb outs is next step.	Nick, Jennifer, Gail
Pending Items:				
Transportation	South Davis County Transit Study	Pending		Russell
Transportation	Street Car connections to Downtown	Pending	CED is lead.	Russell
Ad Hoc / Comprehensive / Ongoing / Other Items				
Ad Hoc Items:				
Leonardo Ad Hoc	Leonardo Ad Hoc Subcommittee		Council staff completed a history / timeline used in Administration's review. Mayor is currently working with Leonardo.	Karen
Naming Opportunities Ad Hoc	Naming Opportunities Ad Hoc Subcommittee		Second revision of the draft ordinance is complete, and will be forwarded to the Council in November. 2 resolutions adopted.	Karen
Sports Complex Ad Hoc	Sports Complex Ad Hoc Subcommittee			Karen
Completed Items:				
Other Items	New Council Members / transition	Complete		
Other Items	Update ordinance relating to Council Meeting dates & times	Complete		Lehua
In Progress Items:				
Comprehensive	Economic Development Nights	In Progress	1st Round held October 21, 2nd scheduled for November 13	Russell
Ongoing	Annual Budget - Budget Amendments	In Progress	Budget Amendment No. 1 hearing October 14; discussion to include potential cuts	Jennifer, Sylvia, Karen, Leahua
Other Items	Civilian Review Board Ordinance	In Progress	Council Member Garrott has requested support for some amendments	Karen
Other Items	Council Events / District Communication tasks	In Progress	Periodic emails being completed for Districts 1, 4, 7 Recently completed newsletters: District 1 in June; D3 in July 2008; D5 in June; D6 neighborhood meeting in Aug; D2 Night Out Against Crime in Aug; D7 in Feb and Sept Upcoming Newsletters: District 2, 4, 6 in Nov. Joint Open House (D4, D5, D6, and D7): October 30, 2008 Upcoming Town Meetings: D1 (likely January), D7 (likely in the Spring)	Liaisons
Ongoing	Labor Bargaining Resolution	In Progress	Admin providing quarterly update on resolution	Karen
Other Items	Repeal of boiler operator ordinance	In Progress		Russell
Pending Items:				
Other Items	Animal Control - revisions to code	Pending	Not listed as full council priority; significant public interest and controversy	Jan
Other Items	Boom Box regulations	Pending	Awaiting Administrative Transmittal	Russell
Other Items	Film Industry use of fire hydrants	Pending	Council staff will complete as time becomes available	Lehua
Other Items	Fisher Mansion	Pending	Administration	
Other Items	Parties, Gatherings, Events "Party Ordinance"	Pending	Received paperwork, but Administration requested to review again.	Russell
Other Items	Street Lighting Master Plan	Pending	In Administration	Jan A.
Other Items	Street Racing regulations	Pending	Awaiting Administrative Transmittal	Russell
Other Items	Tracy Aviary	Pending	Ongoing support approved	

Category	Item Description	Status	Notes	Staff
Budget & Finance Related Items				
Completed Items:				
Budget	Annual Budget for FY08-09	Complete		Jennifer, Sylvia, Karen, Lehua
Budget	Annual Budget - CIP	Complete	Scheduled on September work sessions	Jennifer
Budget	Justice Court - study	Complete		Sylvia
In Progress Items:				
Budget	Annual Budget - Budget Histories / Fund Summaries	In Progress	To be done in time for next annual cycle	Jennifer, Sylvia, Karen, Lehua
Budget	Animal Control - budget negotiations	In Progress	In Administration; discussions during subcommittee meetings	Karen, Jan
Budget	Fleet Facility	In Progress	Possible meetings with Council Members in small groups	Karen
Budget	Library Use Agreement (boiler plant costs)	In Progress	To be briefed in December	Russell
Budget	Public Utilities Rate Study (5-year review)	In Progress	Study underway, community group established and working with consultant and Public Utilities staff	Lehua
Budget	Study - Human Resources	In Progress	Audit awarded in July 2008; appropriation from fund balance needed in 1st budget amendment	Sylvia
Pending Items:				
Budget	Airport Expansion / Long Term Master Plan	Pending		Russell
Budget	Cemetery Master Plan	Pending	Scope and cost being evaluated	Karen
Budget	Golf CIP needs	Pending	In Subcommittee	Karen
Budget	Justice Court - next steps	Pending	Small group meetings available to the Council Members	Sylvia
Budget	Proposed water / sewer insurance program available for city residents	Pending	Outside group has met with several council members; several council members are requesting feedback from Administration; and possible subcommittee assignment (Budget / Environmental ?)	Lehua
Budget	Study - Fleet Study / Audit - fleet usage, conservation	Pending	Admin is including in the water rates study	
Budget	Audit Scope - Parking enforcement	Pending	Administration working on possible scope; included in Budget Legislative Intent; Fleet Fund to pay	Karen
Budget	Expanded Salt Lake Solutions collaboration on Pioneer Park capital improvement projects	Pending	At the Administration's suggestion, Council is waiting	
Budget	Expanded Salt Lake Solutions collaboration on Pioneer Park capital improvement projects	Pending	Staff to coordinate with Salt Lake Solutions staff, Michelle Straube	Jennifer, Nick
Downtown related items				
Pending Items:				
Downtown	Downtown Cultural District Planning	Pending	Meetings ongoing; in subcommittee	Russell, Jennifer
Downtown	Parking Plans	Pending	Implementation of a Downtown Parking Authority, implementation of parking meters that operate by credit cards	Russell
Downtown	Potential Revisions re: location of private clubs and taverns	Pending	Awaiting Administration transmittal; in subcommittee. (Received one transmittal. This relates to Land Use issues as well as downtown.)	Russell
Downtown	Alcohol Regulations	Pending	Awaiting Administrative Transmittal	Russell
Downtown	Public Market	Pending	Administration / Downtown Alliance driving	Russell
Public Safety & Emergency Management related items				
Completed Items:				
Emergency Preparedness	Assured succession of power is with elected officials	Complete		
Emergency Preparedness	Briefing from the American Red Cross on the "State of the Community"	Complete		
In Progress Items:				
Emergency Preparedness	Emergency Preparation - City Council	In Progress	Subcommittee briefing received on CERT; conducted emergency radio tests; emergency kits & food storage has been purchased; Council Emergency Policy created. In subcommittee for meetings with the Admin for ongoing work and coordination	Quin, Jennifer
Emergency Preparedness	Emergency Preparedness - Citywide	In Progress	Admin further developing CERT program with new staff and budget changes; Admin also searching for a new Emergency Management Director	Quin, Jennifer
Emergency Preparedness	Briefing from the United Way on the "State of the Community"	In Progress		
Emergency Preparedness	Public Safety Facilities	In Progress	Options being evaluated.	Jennifer
Environmental Related Items				
Completed Items:				
Environmental	New Office of Sustainability	Complete	Subcommittee discussed new division with the Administration, including staff, goals, etc.	
In Progress Items:				
Environmental	Recycling Goals	In Progress	Subcommittee discussed current program / sites; continuing to discuss future recycling goals, including recycling zone, program changes / enhancements, markets	Jennifer
Environmental	Sustainable Code rewrite project	In Progress	In Administration; continuing discussions with subcommittee	Jennifer
Pending Items:				
Environmental	Natural Gas fuel	Pending	1. Questar briefed subcommittee, and is issuing an RFP for a private partner with NG fueling stations; will continue to keep subcommittee in loop 2. use of NG in city's fleet - follow-up with fleet division for fuel usage; possible inclusion in fleet usage audit	Jennifer
Environmental	Environmental Night on Council Work Session	Pending	In subcommittee to discuss	Jennifer
Environmental	Underground power lines / Environmental opportunities for power demand reduction (zero-net demand)	Pending	Subcommittee interested in effort to reduce energy demand. Legislative issue regarding requirements to meet peak demand.	Janice
Governmental Relations related items:				
In Progress Items:				
Governmental Relations	Legislative Issues	In Progress	Since Legislative Session, Subcommittee has met with Administration re: 'next year's legislative agenda'	Russell, Jennifer
Governmental Relations	School District semi-annual meetings	In Progress		Jan A.
Governmental Relations	Meetings with the County Council Chair / Vice Chair	In Progress		
Planning Related Items				
Completed Items:				
Planning	City Creek - Council actions on land use petitions	Complete	(Staff to schedule periodic reports)	Russell, Janice, Jennifer
Planning	Conditional Use - 180 Day process	Complete		
Planning	Planning Audit	Complete	Administration working through key issues raised; funding issues still to be considered.	
Planning	Riparian Corridor - 180 Day process	Complete	State legislative issues being raised and addressed	
Planning	Study - Foothill, Hillside, Slope Areas	Complete	Study Complete; next step: follow-up to develop ordinance is needed; need to determine priority for the Admin; need to determine whether funding is available. Land use code recommended changes being addressed thru the Administration's sustainability code project.	Janice
In Progress Items:				
Planning	Foothill Drive Corridor Study	In Progress	Briefing scheduled in November	Janice
Planning	Historic Parks - zoning text change	In Progress		Janice
Planning	Legislative Action re: check cashing businesses ("Payday Lending")	In Progress	In Administration	Russell
Planning	Legislative Action re: meth contamination and clean-up regulations	In Progress	Council Member Love is working with the Admin to develop a process and then the Attorney's Office will develop an ordinance	Lehua
Planning	Neighborhood Quality of Life Issues (rental units, nuisance issues, absentee landlords)	In Progress	In Subcommittee; outside counsel addressing; joint effort with Admin	Janice, Neil
Planning	Northwest Quadrant	In Progress	Fact Finding / Tour to be rescheduled for Spring or thru regular process with Administration	Janice
Planning	Private Streets	In Progress	Committee reviewing / council staff on committee	Jennifer
Planning	Transit Oriented Development Discussion	In Progress	(also listed under "Transportation")	Janice, Russell, Jennifer
Planning	Utility boxes in public way	In Progress	1st Round re: commercial / industrial district completed; Round 2 re: residential is pending Admin work	
Planning	Economic Hardship	In Progress		Janice
Pending Items:				
Planning	Demolition Ordinance / regulations	Pending	Staff to meet with Council Member Simonsen. Proposed issues and next steps to be reviewed by subcommittee.	Janice