

City Council Announcements

October 13, 2009

A. Information Needed by Council Staff

1. Attached are various housekeeping policy amendments.

Does the full Council have comments regarding the proposed amendments?

2. Provided the new process the Council utilizes to approve grant funding within the Consent Agenda, an outline of the grant applications is below. The details of each grant are also attached. If you have any objections, please speak with a member of staff.

Grant Reference Title	Grant Amount	Grant Program
Violence Against Women Formula Grant	\$19,698.61	
FY 2009 State of Utah JAG- ARRA Stimulus Competitive Program for Local Government	\$25,000.00	

SALT LAKE CITY COUNCIL MEMORANDUM

DATE: OCTOBER 13, 2009
SUBJECT: HOUSEKEEPING AMENDMENTS TO THE COUNCIL POLICY MANUAL
& ADDING FOCUS GROUP PROCESS SECTION

STAFF REPORT BY: LEHUA WEAVER

Below are various housekeeping policy amendments based on: a) previous discussions by the Council; b) technology-related updates (fax vs. email, digital pictures vs. negatives); or c) updates due to packet preparation changes.

There is also a proposed addition related to the "Focus Group Process".

The document is several pages, because the entire section of an affected policy amendment was included for the Council's reference.

Affected Sections – housekeeping changes:

- 1) Dining Expenses (minor updates based on retreat discussion)
- 2) Computers & Internet Service (minor updates based on current practice)
- 3) Various updates based on changing the agenda paperwork deadlines and packet days:
 - a) C.4 City Council Meeting Schedule
 - b) C.6 Council Meeting Agendas and Paperwork
- 4) Transition for the Council Office following Municipal Elections (adopted by the Council last year prior to the General Election season)
- 5) Various updates based for electronic developments (email instead of fax, digital pictures instead of film, etc.)
 - a) Council Chair Correspondence (email use)
 - b) Photography for Official Purposes and Newsletters (add digital pictures, and use on the websites)

NEW Section:

- 6) New section re: Focus Group process

(This was discussed at the Council retreat.)

1) A.37 DINING EXPENSES

a. When Council Members are invited to attend a breakfast, luncheon or dinner that requires a fee to be paid, the expense is paid via the Council Office budget when the cost is for the meal only. If the cost is higher than an amount commonly charged for a meal, as in a fundraising event which includes a meal, the Council Office will initially pay the entire amount.

However, the Council Office budget will ultimately cover only that portion of the expense that is for the meal (up to a maximum of ~~\$15~~\$30 for a luncheon and ~~\$30~~ \$50 for a dinner). The Council Member is responsible to reimburse the Council Office for any amount beyond the meal expense.

b. The events which qualify for the costs to be partially or wholly covered are those which are related to city business, for example, held by organizations of which the City is a member.

c. Council Members may request a working lunch with Council staff members. In these instances, the Council Office will reimburse staff for lunch expenses. Council staff may make a meal allowance request via payroll for \$8.00 or submit receipt for direct reimbursement of their portion of the meal.

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

2) A.48 COMPUTERS & INTERNET SERVICE

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.

(Note: some staff members are currently paying personally for some office related internet and cell phone usage. Where afterhours access is a job requirement, is the Council supportive of establishing a reimbursement or allowance policy?)

3) Various updates based on changing the agenda paperwork deadlines and packet days:

C.4 CITY COUNCIL MEETING SCHEDULE (03/03)

a. The City Council holds three regular Council meetings per month except in June, July, August, and December. ~~Such regular meetings will be held on the first three Tuesdays of the month.~~ The City Council convenes on the first three Tuesdays of the month, except during July, August, and December, and as other modifications are needed based on schedule conflicts. ~~on the first and third Thursdays of the month following the first Tuesday of the month, when needed, in a Work Session, except in June, July, August, and December.~~

b. Council district meetings shall be held each year as requested by Council Members. Upon request of Council Members, and through the appropriate administrative channels, representatives from the administration can be invited to attend district meetings. Council Members may utilize their communication budget as described in policy A.19.

C.6 COUNCIL MEETING AGENDAS AND PAPERWORK (4/08)

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 ~~approximately one-half hour~~ "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.11 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.

c. Citizen Requests: When requesting time to address the City Council concerning an issue, citizens will be asked to fill out a Council comment card prior to the Council meeting stating the subject on which they wish to comment. At the beginning of the formal Council meeting, those wishing to comment will be called forward to the podium. The citizen is allowed two minutes to address the Council. At that time, the Council may direct staff to assist the citizen on the issue which could include future formal action by the Council, or, the Council may direct the citizen to the proper administrative department. Citizens also have the option of writing a letter to Council Members outlining their issue(s). Following receipt of the letter, all Council Members will receive copies and a Council staff member will be assigned to respond.

d. Regular Council Meeting Agendas: Many items placed on Council agendas are forwarded to the Council Office by the Administration. The Council Office will accept agenda paperwork directly from the Mayor's office, the director of Community & Economic Development and the director of Management Services. All other paperwork from other City departments must be coordinated through one of these departments. City Administrative departments are required to submit requests for Council action according to the following guidelines:

1. Council staff must receive all paperwork for agenda items two weeks prior to the Council meeting for which the item is scheduled. (Tuesdays by 5:00 p.m.) ~~required for a Tuesday Council meeting no later than 5:00 p.m. on the preceding Tuesday. If staff knows that the materials are being prepared and will arrive in the Council Office no later than the preceding Wednesday at 12:00 noon, Council staff will accept a single copy by 5:00 p.m. on the preceding Tuesday. This~~Any exceptions must be prearranged with Council staff.

2. All items submitted and requesting Council action on regular Council meeting agendas must include the following:

a) Date.

b) A cover memo or letter addressed to the Council Chair which includes the following information:

- Subject: brief statement of the subject matter.
- Recommendation: brief paragraph stating the departmental recommendation for Council action.
- Funding: this should include the amount involved, the source of funds, whether the expense was included in the department's annual budget and a brief statement of the financial impact.
- Background and Discussion: a thorough explanation of the origin of the issue, an analysis of the current situation, alternatives to the recommendation which were considered, and reasoning behind the recommendation.
- Contact: the letter should be signed by the department head and give a departmental contact person.

c) Legislative Document: Either an ordinance or a resolution. All legal items such as interlocal cooperation agreements, budget documents, resolutions, ordinances, and any other necessary items must be reviewed and approved as to form by the City Attorney.

d) All background material appropriate to the issue. (Example: interlocal cooperation agreement resolutions should also have the agreement attached.)

3. The Administration is to provide 24-8 copies of the above information to the Council Office for non-budget related items, and 12 copies for budget related paperwork.

4. The Council may request a Work Session briefing on an item being submitted for the regular Council agenda. An optional briefing on budget amendments shall be included in the schedule by Council staff.

5. Executive Director and Council staff will review proposed agenda paperwork to determine if Council Members can easily obtain a complete understanding of the issue by reading the cover letter. The Council Office will review paperwork as it relates to policy consideration, clarity, appropriate delineation of pertinent facts, identification of possible alternatives and a precise recommendation for Council action.

a) If the agenda item is routine, it will be placed on the formal Council meeting Consent agenda for action at the soonest possible date. Consent agenda items will not require staff reports by the Council Office staff. These items are of a routine or ongoing nature and the Administration's paperwork should provide sufficient detail and information. Routine Consent agenda items shall include, but not be limited to: appointments and reappointments to City boards; appointment of Administrative executive-level employees; setting dates for public hearings; authorizing signature of interlocal agreements; amending special improvement districts; authorizing telecommunication agreements.

b) If agenda items are not routine, the item will be placed on the Work Session agenda.

c) When non-routine agenda items are of a controversial or politically sensitive nature, the Executive Director will discuss the items with the Council Chair before the item is scheduled for a Council agenda.

d) If the agenda item requires staff work by Council Office analysts, it will be forwarded to appropriate staff member for review and recommendation prior to tentative scheduling. Once a plan of action on the agenda item has been established by Council staff (this determination is to be completed within 24 hours of receipt of the agenda item), the item will be scheduled on the formal Council meeting agenda for action at the soonest possible date.

e) Once the item has been tentatively scheduled, Council Office analysts shall (1) confirm that proper notice has been sent to affected parties; (2) attempt to determine if the proposed ordinance has the support of the affected parties; (3) attempt to gain an understanding of concerns raised by affected parties; (4) ensure that the legislative document (ordinance or resolution) has received approval by the City Attorney's Office; (5) ensure that all supporting documentation matches with regard to the facts; and (6) conduct necessary research in order to prepare a factual, accurate staff report for the Council Members.

f) Staff reports prepared by Council Office analysts shall be prepared in a standard format. This format will be reviewed periodically and approved by the City Council.

6. Emergency Agenda Items: Addenda will only be added to the Council agenda for emergency items. Such items must be approved by the Executive Director in consultation with the Council Chair and satisfy one or more of the following criteria:

a) The item requires action, which, if postponed to the next regularly scheduled Council meeting, would adversely affect the safety and welfare of the residents of Salt Lake City.

b) The item requires action, which, if postponed to the next regularly scheduled Council meeting, would adversely affect the finances of Salt Lake City or a private party.

c) The item requires action, which if postponed to the next regularly scheduled Council meeting, would adversely affect the relationship between City, County, State, and Federal governments.

d) The above criteria notwithstanding, only those items which meet the general criteria of being complete and in proper form shall be considered.

7. Council Members: Individual Council Members may request that an item be placed on either the Council informal discussion session agenda or the Council's formal agenda. Council Members should request time on the agenda through the Executive Director to ensure that all necessary information is available for scheduling in accordance with the Utah Open Meetings Act and to facilitate useful discussion.

a) The Council Chairperson has final approval authority on any and all Council agendas, and may deem it necessary to postpone an agenda item until a later date for reasons of insufficient time or information.

b) Agenda items will not be delayed due to the absence of a Council Member.

c) Limitations on the Chair's authority regarding agenda scheduling:

1) If the Council has agreed (agreement shall constitute discussion in a formal meeting with majority consent either through a straw poll or acceptance on a consensus basis) to a schedule for handling a particular issue, its decision is binding. Any change shall be considered by the full body in a Work Session or in a formal City Council meeting.

2) The Chair may not expedite issues that have not: (a) been through the full administrative process; (b) been provided to the Council staff at least seven days prior to the Council meeting so that a staff report can be prepared; or, (c) if items (a) and (b) cannot be met, the Chair may direct staff to list the item on a tentative basis, along with a motion to suspend the rules and consider the item without the usual administrative process and Council staff review.

(This section has been reviewed and approved by Council Members previously, and is INCLUDED AT THIS TIME FOR FORMAL ACCEPTANCE BY THE COUNCIL.)

4) A.2 TRANSITION FOR COUNCIL OFFICE FOLLOWING MUNICIPAL ELECTIONS (REVISED 10/07)

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 no later than 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 public 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.

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.

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.

5) Various updates based for electronic developments (email instead of fax, digital pictures instead of film, etc.)

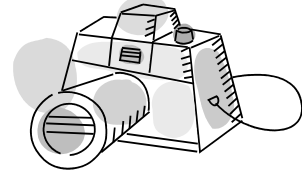
A.8 COUNCIL CHAIR CORRESPONDENCE (9/99)

- a. The Council Office will respond to all correspondence in a timely manner. Correspondence anonymously sent to the Council Office will obviously not be responded to. Letters not addressed directly to Council Members, but on which Council Members are included as a "cc" will be responded to at the request of the Council Member.
- b. When the Council Office receives correspondence addressed to all Council Members, Staff Assistant will make copies scan in the item and email it out to ~~for~~ all Council Members, Executive Director and relevant staff members. Correspondence addressed to all Council Members will be responded to by the Council Chair or by the Council Member in whose district the citizen resides or the problem exists.
- c. A Council staff member will be assigned to draft a response from the Chair. If the correspondence relates to a particular Council district, staff shall contact that Council Member to determine his/her position on the topic.
- d. After drafting a response letter from the Chair, Council staff will include a draft response with the announcements. Following the Council's discussion of the draft, staff will amend the response as necessary and finalize for signature. If a response is needed quickly, staff will fax-email the draft to Council Members and follow-up with a phone call if needed. Staff will ~~and~~ request a telephone or email response from all Council Members, or place the initial correspondence and proposed response on each Council Member's chair at the Work Session table for discussion during-on the night of a Council or Work Session meeting.
- e. If the Council Office receives correspondence regarding the City's annual operating budget before the budget is finalized and adopted, Council staff will send a reply explaining that the comments

will be considered during the public hearing in which the budget will be considered. If comments are received after the budget is adopted, the process outlined above will be followed.

A.18 PHOTOGRAPHY FOR OFFICIAL PURPOSES AND NEWSLETTERS & WEBSITES

- a. An official photograph shall be taken when a Council Member is elected to office. The photographs are for official use, and are to be used throughout the Council Member's term of office.
- b. Official photographs:
 1. Upon election, Council staff will arrange for the Council Member to have his/her photo taken by a professional photographer.
 2. Council staff will maintain an ample supply of small black and white photographs for official use and in response to requests from other organizations related to the performance of Council functions. The Council staff will also be responsible to have framed one 8"x10" photograph of each Council Member for display in the Council Conference Room.
 3. If a Council Member wishes to use his/her photograph(s) for personal purposes, he/she must purchase any such photo(s) directly from the photographer. If required by the Council Member, the Council Office staff will phone the photographer and authorize the photographer to sell the photos to the individual Council Member. The Council staff may not order or purchase any photographs on behalf of a Council Member for that Council Members' personal use.
- c. Photographs will be taken by the staff of the City Council for use in Council Member newsletters. The City Council staff is not authorized to take photographs for use in Council Member political campaigns or for personal use.
- d. Photographs for Newsletters & Websites:
 1. If a Council Member wishes to have photos taken for newsletter and website use, he/she should contact the Constituent Liaison and make the request. Council Members may/should make requests throughout the year in anticipation of newsletter production. It is understood and expected that Council Members will not always elect to use all photos requested. Council Members should feel free to request an ample number of photos to ensure an adequate supply from which they can select at newsletter production time.
 2. Staff will also make an effort to anticipate Council Member newsletter needs and may take photos besides those requested.
 3. If Council Members wish to have photos taken for campaign or personal use, they must utilize outside volunteer or professional services. If Council Members wish to use newsletters photos taken by staff ~~in anticipation of newsletter use~~ for other purposes, the Council Member may either borrow the negative(s) and have a duplicate photo(s) made use a digital copy to have prints made, or reimburse the City for the cost of a duplicate or original photo. Council Members should keep this to a minimum to avoid any appearance of using City staff and resources for personal purposes.



6) New section re: Focus Group process

A. FOCUS GROUP PROCESS

- a. The focus group is a tool to be used in addition to the regular public process. It expands input and helps identify potential issues, opportunities, and options.
- b. The number of members of a focus group must be limited in order to allow for the reasonable functioning of the group. By design, it is not large enough to be a representative sample. Every attempt is made to balance the interests of the group although it is impossible for every community council to be represented. By the nature of focus groups it does not work to have self-selected observers.
- c. Unless a majority of the Council is present during a focus group meeting, or a broader invitation is extended by the Council, the groups are not considered open public meetings.
- d. The public is free to provide their input on City issues through all of the regular channels, such as email, telephone call, letters, personal conversations, comments at public hearings, and participation in Community Council meetings.

Grant Submission Update Memo

TO: Bruno, Jennifer; Chamness, Gina; Collins, Sherrie; Everitt, David; Gust-Jenson, Cindy; Halladay, Karen; McAdams, Ben; Richards, Sylvia; Weaver, Lehua

FROM: Grant Acquisition Team

DATE: 10/8/2009

SUBJECT: Violence Against Women Formula Grant

FUNDING AGENCY: State of Utah, Office of Crime Victim Reparations

REQUESTED AMOUNT: \$19,698.61

DEPARTMENT APPLYING: Police

COLLABORATING AGENCIES:

DATE SUBMITTED: July 17, 2009

SPECIFICS:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Training | <input checked="" type="checkbox"/> Supplies | <input type="checkbox"/> Equipment |
| <input checked="" type="checkbox"/> Personnel: | | |
| <input checked="" type="checkbox"/> Existing | <input type="checkbox"/> New | <input type="checkbox"/> Overtime |
| <input checked="" type="checkbox"/> Match Required | <input checked="" type="checkbox"/> In Kind | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Cash "Buy Money" for narcotics detectives | | |
| <input type="checkbox"/> Computer Software Development | <input type="checkbox"/> In House | <input type="checkbox"/> Contract Services |
| <input type="checkbox"/> New Program (City not performing function now) | | |

GRANT DETAILS:

This is funding that we receive every year from the State for the purpose of funding a .5 FTE as a Victim Advocate in our Domestic Violence Unit. Additionally, the Victim Advocate will receive training at the Utah Domestic Violence Conference, and we will receive \$200 for emergency supplies for victims of domestic violence.

The required match is through in kind services (salary of the supervisor).

Grant Submission Update Memo

TO: Bruno, Jennifer; Chamness, Gina; Collins, Sherrie; Everitt, David; Gust-Jenson, Cindy; Halladay, Karen; McAdams, Ben; Richards, Sylvia; Weaver, Lehua

FROM: Grant Acquisition Team

DATE: 10/8/2009

SUBJECT: FY 2009 State of Utah JAG-ARRA Stimulus Competitive Program for Local Government

FUNDING AGENCY: Utah Commission on Criminal and Juvenile Justice

REQUESTED AMOUNT: \$25,000

DEPARTMENT APPLYING: Police Department

COLLABORATING AGENCIES:

DATE SUBMITTED: July 7, 2009

SPECIFICS:

- ☐ Training ☐ Supplies ☒ Equipment
- ☐ Personnel:
- ☐ Existing ☐ New ☐ Overtime ☐ Requires Funding After Grant
- ☐ Match Required ☐ In Kind ☐ Cash
- ☐ Cash "Buy Money" for narcotics detectives
- ☐ Computer Software Development ☐ In House ☐ Contract Services
- ☐ New Program (City not performing function now)

GRANT DETAILS:

If awarded, the police department will use the State's stimulus funds to enhance our Federal 2009 JAG annual funds in purchasing five additional in-car citation or E-Ticketing devices for patrol officers. Through the federal JAG funds, we are scheduled to purchase approximately 75 devices for \$389,984. This grant will add five more for a total of 80 of the needed 250 devices. The devices will be assigned first to traffic assigned officers, then to patrol, until all field officers are equipped. We will continue to seek grant funding for the devices until we are fully equipped.

These devices will save valuable clerk time in filling and submitting forms for the records office and the courts.