

City Council Priorities / Staff Direction needed

In an email sent at the beginning of September, staff provided a list of anticipated agenda items and staff work from September through December (with a few January suggestions). This list is included below again so that we can all see whether we are on the same page, and so that the Council can direct staff as needed.

In addition to this list of more immediate items, staff has attached the comprehensive list of pending projects and priorities. This is divided into three sections: 1) Items on the immediate horizon, 2) Items that have been established as a Council priority, and 3) all other pending projects and tasks. This is the full list, which includes roughly 175 items.

Neither the list below, nor the comprehensive list includes 10 or so transmittals from the Administration that we have not yet been able to schedule.

As mentioned in the email, Carlton has authorized us to get some extra assistance from seasonal employees.

For many of the items below our staff is included in meetings with the Administration on an ongoing (sometimes weekly) basis.

For those that we aren't 100 percent sure we will receive by the end of the year I have added an *.

The Council may wish to identify items that could be removed from the list or provide specific direction to staff.

1. North Temple (multiple meetings per week)
 - a. Viaduct
 - b. Boulevard
 - c. Airport
 - d. Funding for viaduct and boulevard, including possible bonding
 - e. Public Utilities involvement – potential for bonding re: Storm Water Fund
2. Public Safety Building (weekly meetings)
 - a. Small group meetings soon to update Council on status of coordination with other entities?
 - b. Staff attending education this week.
 - c. Staff assisting with public information
 - d. Chair requested by Mayor's Office to participate in get out the vote spot
3. Liquor
 - a. Survey
 - b. Downtown Focus Group
 - c. Neighborhood Focus Groups

- d. The Jam (2 parts)
 - e. Downtown changes
 - f. Neighborhood changes
 - g. Housekeeping document
- 4. Good Landlord (significant work remaining; buy-in from Administration needed)
- 5. Demolition Ordinance, including addressing structures in National but not Local Historic Districts
- 6. Ground Transportation (Taxis, etc. including funding component for enforcement and a number of ordinance changes)
- 7. Conflict of Interest
 - a. Daily contact with Council Members on specifics
 - b. Regular coordination with legal counsel
 - c. Council staff doing some of research for attorney
- 8. Loud Party Ordinance
- 9. Ambulance contract (Expires at year end. Regular meetings, significant research and analysis. Significant budget issue.)
- 10. Health Fact Finding – scheduled for September
- 11. Parks Board ordinance
- 12. Historic Preservation
 - a. City-wide preservation plan (first briefing September 8). Process to follow.
 - b. Economic Hardship Ordinance*
 - c. Guidelines for businesses in Historic Districts*
 - d. Existing Historic District Boundary Adjustments (housekeeping)*
 - e. Work with Mayor to identify policy priorities on Historic Preservation re: additional staff
- 13. Council policy updates – subcommittee membership; public communication during election cycles.
- 14. Library resolution re: public process for community library funding
- 15. 800 South community planning process re: traffic / CIP
- 16. Library budget opening
- 17. City budget opening, including potential for mid-year budget cuts

18. Urban chicken ordinance
19. Urban bee keeping ordinance
20. Non-Discrimination * (Administration indicates intention to forward soon)
21. Sports Complex (one piece September 8)
22. Follow-up policy discussion on use of CIP / CDBG and other funding resources in various areas of the City.
23. Emergency preparation – ongoing – working on significant projects with the Administration to prepare Council and be sure you have adequate information available to you in an emergency.
24. Sidewalk snow removal ordinance revisions.
25. Address complaints about lack of fee exemption for community councils for traffic mitigation / street closures for block parties. (They are exempt from special events fee. This appears to be an oversight during the budget.)
26. Training session for community council chairs (and possibly others) and luncheon for community council chairs.
27. Police Civilian Review Board minor ordinance revisions.
28. Honorary Naming ordinance and 2 requests from Council Members to name parks.

We will be planning the induction and a dinner for the outgoing Council Member(s?) (with the assistance of Janne Nielson). We will need to update our orientation manual and our budget history documents. We will also be orienting the incoming Council Member(s) in November and December.

All of the above is in addition to the regular subcommittee meetings:

- Planning (2x month)
- Environmental (monthly)
- Transportation (monthly)
- Budget and Finance (monthly)
- Government Relations / Legislative (monthly)
- Emergency (monthly)

And the new one: Neighborhood Development / Small Business

As staff we are hoping that you won't mind pushing the fact finding nights for bicycle / mobility as well as arts and culture in to January.

Staff may receive the Northwest Quadrant Masterplan transmittal in the next two or three months.

We have been asked by the Administration to set up a few community meetings for the Public Facilities bond.

Staff has been invited to work with the Administration on the special events policy but we have not spent much time on this yet.

We are attending meetings to remain in the loop on the significant funding issue with the State Retirement program.

Thanks in advance for your assistance. Your feedback will be VERY much appreciated. We really need your guidance so that we are not inadvertently working on things that are not important to you.

	Title	Category	Primary Staff Assigned	Subcommittee
ITEMS ON THE IMMEDIATE HORIZON				
1	Public Safety Building follow-up	Council Established Priority;#Project Requiring Significant Staff Time	Jennifer Bruno	Budget/Finance
2	Manuals - update orientation and policy manuals for newly elected Council Member(s)	Basic Staff Workload	Jan Aramaki;#Lehua Weaver	
3	Subcommittee Membership - policy amendments	Project Requiring Significant Staff Time;#Basic Staff Workload	Lehua Weaver	
4	800 South / Sunnyside Walkability (consider shifting funds to Administration?)	Council Established Priority;#Project Requiring Significant Staff Time	Jennifer Bruno;#Quin Card;#Nick Tarbet	Transportation
5	Ambulance	Council Established Priority;#Project Requiring Significant Staff Time;#Basic Staff Workload;#Anticipated Project	Jennifer Bruno	Budget/Finance
6	Bees - urban bee keeping ordinance	Council Established Priority;#Project Requiring Significant Staff Time	Quin Card	
7	Budget - budget amendments, including potential for mid-year budget cuts	Basic Staff Workload;#Anticipated Project	Jennifer Bruno;#Karen Halladay;#Sylvia Richards;#Lehua Weaver	Budget/Finance
8	Budget - follow-up discussion on use of CIP / CDBG and other funding resources in various areas of the City; eastside / westside CIP projects	Council Project - less than majority;#Project Requiring Significant Staff Time;#Value Added Project;#Basic Staff Workload	Jennifer Bruno	
9	Community Councils - fee exemptions for block party events (transportation fee), special events (attach)	Council Project - less than majority		
10	Condo Conversions zoning text changes, including parking	Council Project - less than majority;#Project Requiring Significant Staff Time	Janice Jardine	Planning
11	Conflict of Interest	Council Established Priority;#Project Requiring Significant Staff Time	Karen Halladay;#Russell Weeks	
12	Demolition Ordinance	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine;#Nick Tarbet	Planning
13	Good Landlord	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine;#Nick Tarbet	Planning
14	Ground Transportation / Taxis	Project Requiring Significant Staff Time	Russell Weeks	Transportation
15	Historic - Citywide Preservation Plan	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine	
16	Library - Budget Opening	Anticipated Project	Russell Weeks	
17	Library - resolution re: public process for community library funding	Council Established Priority	Russell Weeks	
18	Liquor - city code relating to definitions for private clubs to amend so it conforms to state law	Council Established Priority;#Project Requiring Significant Staff Time	Gail Meakins	
19	Liquor Reform / Alcohol - downtown and citywide	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine;#Gail Meakins;#Nick Tarbet;#Russell Weeks	
20	Loud Party Ordinance	Project Requiring Significant Staff Time;#Basic Staff Workload	Russell Weeks	
21	Naming Opportunities policy, ordinance revisions	Council Project - less than majority;#Project Requiring Significant Staff Time	Karen Halladay	Ad-Hoc (ONLY Fill In Option)
22	Non-discrimination Ordinance (when forwarded by Administration)	Project Requiring Significant Staff Time;#Anticipated Project		
23	North Temple Blvd	Project Requiring Significant Staff Time	Jennifer Bruno;#Janice Jardine;#Nick Tarbet;#Russell Weeks	Budget/Finance
24	North Temple Viaduct	Project Requiring Significant Staff Time	Jennifer Bruno;#Russell Weeks	Budget/Finance
25	Northwest Quadrant Master Plan	Council Established Priority	Janice Jardine	Planning
26	Panhandling / Commercial Solicitation	Project Requiring Significant Staff Time;#Anticipated Project	Russell Weeks	
27	Parks, Trails, Urban Forestry Board	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine	

	Title	Category	Primary Staff Assigned	Subcommittee
28	Police Civilian Review Board Ordinance Revision	Council Project - less than majority;#Basic Staff Workload	Karen Halladay	
29	Public Record requirements for Council Members' email communications	Value Added Project;#Basic Staff Workload	Lehua Weaver;#Russell Weeks	
30	Sidewalk Snow Removal Ordinance Revisions	Council Established Priority	Nick Tarbet;#Russell Weeks	
31	Training sessions for community council chairs (and others), luncheon	Council Project - less than majority;#Project Requiring Significant Staff Time	Jan Aramaki	
32	Emergency Preparation - City Council Office preparations for staff; policies; materials	Council Established Priority;#Value Added Project;#Basic Staff Workload	Quin Card	Emergency Preparedness
33	Emergency Preparation - Council Office coordination with Administration; policies;	Council Established Priority;#Value Added Project;#Basic Staff Workload	Quin Card	Emergency Preparedness
34	Emergency Preparation - District specific prep / awareness	Council Established Priority;#Project Requiring Significant Staff Time;#Value Added Project;#Basic Staff Workload	Quin Card	Emergency Preparedness
35	Emergency Preparation - Joint Information Services liaison to the Administration	Council Established Priority;#Value Added Project;#Anticipated Project	Jan Aramaki	Emergency Preparedness
36	Emergency Preparation - Phone Conference and meeting policy in Emergencies	Basic Staff Workload	Quin Card;#Cindy Lou Trishman	
37	Emergency Preparation Subcommittee	Council Established Priority;#Basic Staff Workload	Quin Card	Emergency Preparedness
38	Legislative Breakfast	Council Established Priority;#Project Requiring Significant Staff Time;#Value Added Project;#Basic Staff Workload	Russell Weeks	Governmental Relations
39	Induction Ceremony / Transition for new Council Members	Basic Staff Workload	Jan Aramaki;#Janne Nielson	
40	Downtown Alliance - process CBID renewal	Basic Staff Workload	Russell Weeks	
41	Neighborhood Packets	Council Project - less than majority;#Basic Liaison Workload	Gail Meakins;#Nick Tarbet	

	Title	Category	Primary Staff Assigned	Subcommittee
COUNCIL ESTABLISHED PRIORITIES				
42	1300 East - reconstruction and improvements	Council Established Priority;#Project Requiring Significant Staff Time;#Basic Liaison Workload	Nick Tarbet;#Cindy Lou Trishman	
43	Bicycle / Transportation projects - progress of road striping, bike rack installation, etc.	Council Established Priority	Russell Weeks	Transportation
44	Budget & Finance Subcommittee	Council Established Priority;#Basic Staff Workload	Karen Halladay	Budget/Finance
45	Business License Fees (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Jennifer Bruno;#Sylvia Richards	Budget/Finance
46	Cemetery Master Plan	Council Established Priority;#Anticipated Project	Karen Halladay	Budget/Finance
47	CIP 10 year plan / yearly review	Council Established Priority;#Project Requiring Significant Staff Time	Jennifer Bruno	Budget/Finance
48	Citywide Collection strategy (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Sylvia Richards	Budget/Finance
49	Commercial Nodes	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine;#Gail Meakins;#Nick Tarbet	
50	Communication Efforts - coordinate "fast facts" sheets with Council / staff for distribution on agenda items	Council Established Priority;#Project Requiring Significant Staff Time;#Basic Staff Workload	Jan Aramaki	Communications
51	Communication Efforts - notifications, press releases to the public on items of interest	Council Established Priority;#Basic Staff Workload	Jan Aramaki	Communications

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52	Communications Subcommittee	Council Established Priority;#Basic Staff Workload	Jan Aramaki;#Karen Halladay;#Cindy Lou Trishman;#Russell Weeks	
53	Compatible Residential Infill zoning issues	Council Established Priority;#Project Requiring Significant Staff Time;#Anticipated Project	Janice Jardine	Planning
54	Door-to-door Solicitation (attach)	Council Established Priority;#Project Requiring Significant Staff Time	Nick Tarbet	
55	Environmental Initiatives Strategy (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Lehua Weaver	Environmental
56	Facilities Charge on Spring Mobile Tickets (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Karen Halladay	Budget/Finance
57	Fleet Usage Replacement (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Karen Halladay	Budget/Finance
58	Ground Transportation (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Sylvia Richards;#Russell Weeks	Transportation
59	Historic Surveys - Gilmer Park, Liberty Wells, Sugar House, University	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine	Planning
60	Impact Fee update	Council Established Priority;#Project Requiring Significant Staff Time	Jennifer Bruno	Budget/Finance
61	Legislative Issues	Council Established Priority;#Project Requiring Significant Staff Time;#Value Added Project;#Basic Staff Workload	Jennifer Bruno;#Russell Weeks	Governmental Relations
62	Library Budget	Council Established Priority;#Project Requiring Significant Staff Time;#Basic Staff Workload	Russell Weeks	Budget/Finance
63	Meth Contamination Legislative Action	Council Established Priority;#Project Requiring Significant Staff Time	Lehua Weaver	
64	Neighborhood Businesses - Formula Free / form based design guidelines and small neighborhood business zones	Council Established Priority;#Project Requiring Significant Staff Time	Janice Jardine	Planning
65	Neighborhood Development Subcommittee	Council Established Priority;#Basic Staff Workload	Russell Weeks	Neighborhood Development
66	Public Utilities - performing Riparian Corridor Study of canyon streams	Council Established Priority	Janice Jardine	
67	Resolution re: public benefit of donating unclaimed bicycles	Council Established Priority	Gail Meakins	
68	Special Events - grant program & criteria	Council Established Priority;#Project Requiring Significant Staff Time	Karen Halladay;#Sylvia Richards	Budget/Finance
69	Special Events - grant program & criteria (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Jennifer Bruno;#Karen Halladay	Budget/Finance
70	Street Cars / Trolley	Council Established Priority	Russell Weeks	Transportation
71	Study - Fleet study / audit: fleet usage, conservation	Council Established Priority;#Project Requiring Significant Staff Time;#Basic Staff Workload	Karen Halladay	Transportation
72	Sustainability Division - business plan, waste reduction efforts, recycling expansion, waste collection expansion.	Council Established Priority;#Value Added Project;#Anticipated Project	Karen Halladay;#Lehua Weaver	Budget/Finance
73	The Leonardo - bonding, project	Council Established Priority;#Basic Staff Workload	Karen Halladay	Ad-Hoc (ONLY Fill In Option)
74	Transaction Fees (budget interim study)	Council Established Priority;#Project Requiring Significant Staff Time	Jennifer Bruno;#Sylvia Richards	Budget/Finance

	Title	Category	Primary Staff Assigned	Subcommittee
OTHER PROJECTS - LISTED IN ALPHABETICAL ORDER				
75	Chickens - urban chicken-keeping ordinance	Project Requiring Significant Staff Time	Gail Meakins	
76	Compatibility of Church Facilities in Neighborhoods	Council Project - less than majority	Cindy Lou Trishman	
77	STD Stakeholder Meeting	Council Project - less than majority	Cindy Lou Trishman	
78	Impact Fees - appeal hearing	Anticipated Project	Jennifer Bruno	
79	STD Summit Meeting	Council Project - less than majority	Cindy Lou Trishman	

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80	Accela User Group	Basic Staff Workload	Cindy Lou Trishman	
81	Advertising on bus shelters	Council Project - less than majority	Russell Weeks	
82	Airport Expansion / Long Term Master Plan	Basic Staff Workload;#Anticipated Project	Russell Weeks	Budget/Finance
83	Animal Services - animal code revisions	Council Project - less than majority;#Project Requiring Significant Staff Time;#Anticipated Project	Jan Aramaki	
84	Animal Services - liaison with Animal Control	Basic Staff Workload	Jan Aramaki	
85	Animal Services - vicious dogs	Project Requiring Significant Staff Time;#Anticipated Project	Jan Aramaki	
86	Anit-Idling Legislative Action	Council Project - less than majority	Jennifer Bruno	Environmental
87	Anti-Drive Thru Legislative Action	Council Project - less than majority	Jennifer Bruno	Environmental
88	Benefits Committee Meeting	Basic Staff Workload	Sylvia Richards	
89	Bike Summit / Fact Finding Night	Project Requiring Significant Staff Time	Janice Jardine;#Nick Tarbet;#Russell Weeks	Transportation
90	Bike Summit 2010	Council Project - less than majority	Nick Tarbet	Transportation
91	Blueprint Jordan River	Basic Staff Workload	Janice Jardine	
92	Budget - annual process	Basic Staff Workload	Jennifer Bruno;#Karen Halladay;#Sylvia Richards;#Lehua Weaver	
93	Budget - City budgeting seminar	Value Added Project;#Basic Staff Workload		
94	Budget - five year budget strategy (Administrative project) (attach)	Council Project - less than majority;#Value Added Project;#Basic Staff Workload;#Anticipated Project	Jennifer Bruno	Budget/Finance
95	Budget - Labor Bargaining	Basic Staff Workload	Sylvia Richards	Budget/Finance
96	Budget - Truth in Taxation related tasks	Basic Staff Workload	Jennifer Bruno	Budget/Finance
97	Budget Amendments	Basic Staff Workload	Jennifer Bruno;#Karen Halladay;#Sylvia Richards;#Lehua Weaver	
98	Budget Histories	Basic Staff Workload	Jennifer Bruno;#Karen Halladay;#Sylvia Richards;#Lehua Weaver	
99	Calories on menu	Council Project - less than majority	Cindy Lou Trishman	
100	Capital Asset Management - citywide strategy (Administrative Project)	Value Added Project;#Anticipated Project	Jennifer Bruno	Budget/Finance
101	Cell phone policy for staff members	Basic Staff Workload	Jan Aramaki	
102	Census Complete Count Government Committee	Project Requiring Significant Staff Time	Gail Meakins	
103	Citizen Compensation Advisory Committee	Basic Staff Workload	Sylvia Richards	
104	City Creek Fire Suppression plans	Project Requiring Significant Staff Time	Quin Card;#Lehua Weaver	
105	City Emergency Preparation Projects	Basic Staff Workload	Quin Card	Emergency Preparedness
106	Community Council - recognition ordinance amendments	Basic Liaison Workload;#Anticipated Project	Jan Aramaki	
107	Complete Streets	Council Project - less than majority	Russell Weeks	Transportation
108	Coordinate Projects / Workload with Liaisons and Front Office workgroups	Basic Staff Workload	Jan Aramaki	
109	CORE Program (community restoration projects for youth)	Basic Liaison Workload	Quin Card	
110	Council Policy Amendments	Basic Staff Workload	Lehua Weaver	

	Title	Category	Primary Staff Assigned	Subcommittee
111	County Council of Governments (COG)	Basic Staff Workload	Janice Jardine;#Nick Tarbet	
112	D3 Chairs Monthly Meeting	Basic Liaison Workload	Quin Card	
113	District Communication efforts - newsletters, door hangers, etc.	Basic Liaison Workload	Quin Card;#Sylvia Richards;#Nick Tarbet;#Cindy Lou Trishman	
114	District Communication efforts - weekly / bi-weekly email to distribution lists	Basic Liaison Workload	Quin Card;#Sylvia Richards;#Nick Tarbet;#Cindy Lou Trishman	
116	Downtown Cultural District planning	Council Project - less than majority;#Project Requiring Significant Staff Time;#Anticipated Project	Russell Weeks	Downtown
117	Energy Audit ESCO (Administrative Project)	Basic Staff Workload;#Anticipated Project	Jennifer Bruno	Environmental
118	Fraternity / Sorority Issues	Project Requiring Significant Staff Time	Russell Weeks	
119	Front Office Training	Basic Staff Workload	Cindy Lou Trishman	
120	Garfield School - disposition, options	Council Project - less than majority	Quin Card	
121	Golf CIP needs	Basic Staff Workload	Karen Halladay	Budget/Finance
122	Historic - Economic Hardship ordinance	Council Project - less than majority	Janice Jardine	Planning
123	Historic Guidelines for Businesses	Council Project - less than majority	Janice Jardine	
124	Homeless Service Facilities -- location	Project Requiring Significant Staff Time	Janice Jardine;#Nick Tarbet	
125	Housing Policy	Council Project - less than majority	Janice Jardine	Planning
126	Hummingbird program for Front Office	Basic Staff Workload	Cindy Lou Trishman	
127	Hummingbird program for Transmittals	Basic Staff Workload	Cindy Lou Trishman	
128	Inclusionary zoning (limit / allow additional height related to affordable housing)	Council Project - less than majority	Janice Jardine	Planning
129	Landscape requirements during demolition - residential areas	Council Project - less than majority		
130	LEED ordinance (Administrative Project)	Project Requiring Significant Staff Time;#Anticipated Project	Jennifer Bruno;#Janice Jardine	Environmental
131	Library - Branch Development, expansion, financing	Project Requiring Significant Staff Time	Sylvia Richards;#Russell Weeks	Budget/Finance
132	Main Street 200-300 South nuisance issues	Basic Liaison Workload	Nick Tarbet	
133	Mandated Recycling	Council Project - less than majority	Jennifer Bruno	
134	Master Plans - updates to format / re-work process	Anticipated Project	Janice Jardine	Planning
135	Military Utility Abatement Program (attach)	Council Project - less than majority	Cindy Lou Trishman;#Lehua Weaver	
136	Miller Park Research	Council Project - less than majority	Quin Card	
137	Mobile Vending / Neighborhood Vending	Project Requiring Significant Staff Time	Cindy Lou Trishman	Neighborhood Development
138	Natural Gas Fuel - expanding availability at gas stations for vehicles	Council Project - less than majority	Jennifer Bruno	Environmental

	Title	Category	Primary Staff Assigned	Subcommittee
139	Neighborhood Business zoning - CB / CN, street corner non-complying properties	Council Project - less than majority;#Project Requiring Significant Staff Time	Janice Jardine	
140	Neighborhood Commercial Survey (administration taking lead) (consider moving funding to Administration?)	Council Project - less than majority	Nick Tarbet	
141	New Council website design	Basic Staff Workload	Jan Aramaki;#Cindy Lou Trishman	
142	Noise violations - trash pick-up times	Council Project - less than majority;#Basic Liaison Workload	Nick Tarbet	
143	Open Space Park - Ron Heaps	Council Project - less than majority	Janice Jardine	
144	Parking in Downtown	Council Project - less than majority		Transportation
145	Parley's Historic Nature Park - management plan process	Council Project - less than majority;#Project Requiring Significant Staff Time;#Anticipated Project	Jan Aramaki	
146	Pioneer Park	Council Project - less than majority	Jennifer Bruno	
147	Private Streets Policy	Project Requiring Significant Staff Time	Jennifer Bruno	
148	Property Management - City Property Management practices	Value Added Project;#Basic Staff Workload	Jennifer Bruno	Budget/Finance
149	Property Management - Property Acquisition - City Offices space needs assessment	Project Requiring Significant Staff Time;#Basic Staff Workload	Jennifer Bruno	Budget/Finance
150	Public Market	Council Project - less than majority;#Anticipated Project	Russell Weeks	Downtown
151	Public Utilities - proposed water / sewer insurance program for city residents	Council Project - less than majority	Lehua Weaver	Budget/Finance
152	Public Utilities - rate study	Project Requiring Significant Staff Time;#Value Added Project;#Basic Staff Workload	Lehua Weaver	Budget/Finance
153	Public Utilities Advisory Committee	Basic Staff Workload	Lehua Weaver	Budget/Finance
154	Quality Growth Commission	Basic Staff Workload	Quin Card;#Janice Jardine	
155	Recycling Legislative Action	Council Project - less than majority	Jennifer Bruno	Environmental
156	Red curbs - allowing residents to paint	Council Project - less than majority		
157	Revise Transportation Section of the City Council Manual	Basic Staff Workload	Russell Weeks	Transportation
158	Revolving Loan Fund changes	Anticipated Project	Jennifer Bruno	
159	Sidewalk Sales	Council Project - less than majority		
160	Small Business Assistance / Resource Center	Council Project - less than majority	Russell Weeks	Small Business Issues
161	Special Assessment Areas - policy work	Basic Staff Workload;#Anticipated Project	Jan Aramaki	Budget/Finance
162	Sports / Soccer regional complex	Project Requiring Significant Staff Time	Jennifer Bruno	Sports Complex Ad Hoc Committee
163	Staffing Document refinement (Administrative Project)	Value Added Project;#Basic Staff Workload;#Anticipated Project	Sylvia Richards	Budget/Finance
164	State Retirement System	Project Requiring Significant Staff Time;#Basic Staff Workload	Karen Halladay;#Sylvia Richards	Budget/Finance
165	Study - Human Resources	Basic Staff Workload	Sylvia Richards	
166	Sugar House Transit Corridor	Council Project - less than majority;#Project Requiring Significant Staff Time	Russell Weeks	Transportation
167	Super CAT liaison to the Administration	Basic Liaison Workload	Jan Aramaki	
168	Sustainability Division	Basic Staff Workload;#Anticipated Project	Karen Halladay	

	Title	Category	Primary Staff Assigned	Subcommittee
169	Tracking Council Staff Projects / Assignments / Priorities	Council Project - less than majority;#Project Requiring Significant Staff Time;#Value Added Project;#Basic Staff Workload	Cindy Lou Trishman;#Lehua Weaver	
170	Transit Oriented Development Discussion	Council Project - less than majority	Janice Jardine	Planning
171	Transparency Initiative	Value Added Project	Jan Aramaki;#Sylvia Richards;#Cindy Lou Trishman	
172	Transparency Internal Working group	Value Added Project;#Basic Staff Workload	Jan Aramaki;#Sylvia Richards	
173	Underground Power Lines	Council Project - less than majority	Nick Tarbet	
174	Wasatch Hollow Open Space	Council Project - less than majority	Quin Card	
175	Yalecrest Preservation	Council Project - less than majority;#Project Requiring Significant Staff Time	Janice Jardine	Planning

Policy direction needed -- Use of City Resources near election dates

Council Members,

As the Council has become more active over the years there has been concern on the part of Council Members as to how to keep communication and interaction with constituents flowing throughout the term. Staff needs your additional policy guidance on how to handle mailing, setting up public meetings and staffing for meetings for Council Members who are up for election.

There have been numerous situations arise where staff has not been 100 percent sure on how to handle things. Staff would like to meet Council Members' needs while keeping within policy parameters.

Some of the questions are resolved but it would really help staff to get some feedback for the future. The Council may want to add some clarification to the policies, or to change them entirely.

Background:

Right now the Council's written policy for mailings is fashioned after the Congressional policy but is less strict in terms of time frame for mailings (our policy is 10 weeks [70 days]; the US Senate is 60 days and the House is 90 days.) In practice staff has used the same time frame (10 weeks) for town meetings but this is not in written policy. The time frame for meetings and mailings is the same for Congressional candidates.

Council policy is more stringent in terms of numbers that can be mailed to during the election cycle using government resources. Council policy allows for up to 25 pieces to be mailed before the Council Members' communications budget is charged for a 'mass mailing'. The Senate and House Members may mail up to 500 to their districts. While Congressmen and women can mail the same piece of information to up to 500 people during the period before the election, the mailer cannot invite people to a community meeting that is arranged and staffed using government resources.

It is clear from both the Congressional policies and the Council policies that elected officials can elect to hold meetings with individual constituents and small groups of constituents who have directly approached the elected official about an issue that is before the body, is on-going in the community, etc. Basically in Congress, it is staff's understanding that if a meeting would typically be held at the government office, is specific in topic and involves a request by the constituents the meeting is okay. Everything else is handled as a campaign matter during the 60 or 90 day period.

In the Council Office, staff has typically not arranged for any off-site meetings during this election period since the policy was established. Any meetings have just been upon citizen

request on specific issues and held in the Council Office. Examples include neighborhood problems, current zoning issues, agenda items, meetings with consultants, etc.

GENERAL OPTIONS FOR POLICY CLARIFICATIONS / ADDITIONS:

- Differences based on “hosting” or “co-hosting”
- Guidelines for ‘sponsoring’ or financially contributing to the event; use of communication budget funds
- Guidelines based on the size of the meeting
- Guidelines based on who initiated the request
- Guidelines based on location of the meeting
- Guidelines on the use of resources for the meeting and preparation – For each of the questions below could you give us guidance on whether staff support be provided in terms of preparing and printing a letter or flier, and mailing the meeting notice; arranging for City department representatives to attend; arranging a location, etc.?
- Clarification on split between use of ‘campaign’ resources or ‘city’ resources. Could you clarify whether it would be appropriate in any of the below situations for a Council Member to provide mailing and staff resources from campaign funds during the 10 week period before the election and request either City Administrative or Legislative staff attendance?

Questions / Scenarios to consider in evaluating whether to continue / clarify or eliminate the policy:

- a) Could a Council Member join other elected officials (State, School District) to host a community stakeholder meeting for 25-35 community leaders?
- b) Could a Council Member join other elected officials (State, School District) to host a public event where over 100 people would be invited to discuss a particular community topic?
- c) Could a Council Member arrange a neighborhood meeting with 25 – 35 residents invited to educate them on filling out CIP applications (Deadline is in November)?
- d) Could a Council Member help sponsor a community event arranged by another organization during the 10 weeks before an election?
- e) Could a Council Member host a community meeting with 50 / 100 / 200 / 300 / 400 / 500 invitations mailed on a topic that is about to be discussed in the City?

- f) Is there - or should there be - a difference in how Council rules would apply if the Council Member doesn't have a primary election or if the candidate is running unopposed? The Congressional rules apply to all candidates up for re-election but the City rules have been silent with the exception of the 10 week before the primary rule.
- g) If a Council Member would like to host a meeting would it be acceptable for the Council staff to prepare a flier that is distributed door-to-door by the Council Member or volunteers arranged by the Council Member?
- h) Can a Council Member up for election pay for the preparation and mailing of fliers through their communications budget without his / her name being on the mailing?
- i) Can a Council Member up for election assist in sponsoring a community event by contributing communications funds during the 10 week period before an election?
- j) May a Council Member running for re-election provide reimbursement funds to an organization hosting an event in their district, for the cost of printing and distributing flyers during the black-out period?
- k) May a Council Member make a donation or pay the fee for a room rental at the location where a different organization is hosting an event?
- l) May a Council Member pay City permit fees for local activities/events held in their district during the black-out period, e.g., block party permit, special events permit, etc?