

# City Council Announcements

## September 29, 2009

### **A. Information Needed by Council Staff**

1. Attached are discussion points for Council Members regarding policy and subcommittee assignments.

**Please provide your feedback to Cindy Gust Jenson or Lehua Weaver.**

## **Policy direction needed – Council Subcommittees & Membership Assignments**

### **CURRENT SECTION OF THE COUNCIL POLICY MANUAL:**

#### **C.18 COUNCIL SUBCOMMITTEES (8/08)**

- a. The Council has identified five primary priority areas on which to focus (established in January 2008). In line with these priorities, the Council has established the following standing subcommittees: “Planning”, “Transportation & Mobility”, “Environmental Issues”, “Small Business & Neighborhood Development Issues”, and “Public Safety & Emergency Management”.
- b. The active subcommittees also include the following for recurring issues: “Budget & Finance”, “Governmental Relations”, and “Downtown”.
- c. At least one Council staff member will provide policy support and one front office staff person will provide additional support services as needed. Subcommittees are created to facilitate discussion, draft policies, provide feedback to Administrative staff or outside groups on current events or upcoming proposals, and make recommendations to the full Council for its consideration. \*\* see options below for additional clarification in this section \*\*
- d. Various Ad Hoc or temporary subcommittees may also be established, for example: “The Leonardo”, “Naming Opportunities”, “Rocky Mountain Power”, and “Sports Complex” Ad Hoc Subcommittees. In the past others have included the 2002 Olympics, business licensing, housing, and performance measures.

### **OPTIONS FOR POLICY CLARIFICATIONS / ADDITIONS:**

#### Equity in Subcommittee Assignments:

1. Consider setting a minimum number of subcommittees each Council Member will have the opportunity on which to serve.
2. Consider setting a maximum number of subcommittees each Council Member will have the opportunity on which to serve.
3. Assure that each Council Member has the opportunity to chair one subcommittee.
4. Consider rotating membership every year or every two years; consider the impact on continuity; consider rotating on a staggered basis; consider impact of annual change due to newly elected chair and vice chair.
5. Consider establishing three subcommittees that are “core” to the Council and assure that each Council Member has a seat on one of the subcommittees. (9 slots will afford each Member one slot and 2 members a second slot)
6. Discuss how to identify chairs of the 3 core subcommittees.
7. Consider dividing Members as evenly as possible among the remaining 4 subcommittees.
8. Consider not including the committees specific to leadership in the division of committee membership (Downtown, Governmental).
9. Firmly identify the number of representatives and the make-up of the City’s representation on the Utah League Legislative Policy Committee.
10. Consider whether seniority should be a factor in committee assignments or selection of chairs.

11. Consider whether district number should be factored in to the replacement in order to project rotation in to the future without knowing who will be in office (similar to the schedule for rotation of conducting Council Meetings.)
12. Currently the Chair is charged with making subcommittee assignments. Determine whether the Council would like to formalize / establish criteria for that, or whether the Council wishes to establish some other means of identifying subcommittees.
13. Consider whether the practice of attempting to include divergent views on subcommittees and / or ad-hoc committees adds value.

#### Subcommittee Workloads:

14. Consider capping the number of on-going subcommittees at 7 in order to balance staff resources among subcommittee work, Council priorities, constituent duties, budget analysis and policy analysis necessitated by transmittals.
15. Consider how to better balance workload of subcommittees.
  - a. Allow a majority of the subcommittee determine work items, or
  - b. Allow the full Council to review subcommittee work items, and straw poll interest of the Council in workload.

#### Membership & Alternates:

16. Consider capping membership on subcommittees to three Council Members (some currently have four members – Transportation).
17. Consider identifying additional protocol for the Council Members identified as alternates on subcommittees; or consider value of having alternates.
  - a. Alternates to attend subcommittee meetings when one of the standing members is unable to attend a meeting, or
  - b. Alternates to participate in subcommittee meetings as desired, or
  - c. \_\_\_\_\_ (other)

#### Non-member interaction with Subcommittees:

18. Consider identifying procedure for Council Members (alternates or not) to bring an issue to a subcommittee on which they are not a member.
  - a. Review with the Chair of the subcommittee for time to be scheduled, or
  - b. Send email to full subcommittee for their review and indication of interest, or
  - c. \_\_\_\_\_ (other)
19. Consider identifying a policy regarding Council Members' attendance at subcommittee meetings on which they are not a member.
20. Consider scheduling a recurring time of the work session for each of the subcommittees (similar to the current interaction with the Boards & Commissions) with the full Council to update status and discuss other items of interest.
  - a. Biannual basis – retreat plus one other time, or
  - b. Annually at the retreat