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# M E M O R A N D U M

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TO: Fellow City Council Members  
FROM: JT Martin, Council Chair  
DATE: February 4, 2010  
SUBJECT: **Follow-up to Retreat Discussion  
Policies & Priorities for February - April 2010**  
CC: City Council Staff, David Everitt

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As we discussed at our retreat, we are moving ahead with establishing Council Working Groups. These Groups are created to focus on the Council's significant current and upcoming policy projects.

It seemed as though most of us agreed on the goal of these Working Groups: to improve the collective process of these major issues that come before us. A prepared and effective process is as much to our benefit, as to the residents of our City - so that their input and participation is meaningful and helpful to our processing of the issues.

As I think of the items coming to us most immediately - Northwest Quadrant, Alcohol, Historic Preservation, Ground Transportation, and Neighborhood Organizations - I think of our residents who care about these issues, and how we can help make their involvement a success.

Having said all of this, if we look back at our experience with the Regional Sports Complex, I think we can each come up with ways to improve the process. The biggest improvements that come to mind are for us to:

- a. Make thorough, balanced & accurate information available early on.
- b. Identify and involve interested parties, stakeholders, and experts.
- c. Establish the process & timeline for hearings and the timing of the vote.
- d. Clearly establish what the Council's specific role is; what the Council can and cannot do.
- e. Take advantage of competing view points from the Council Members and the public to address the full scope of the issue and identify possible resolution(s).
- f. Link broader budget & policy issues to more comprehensively evaluate issues.

If the Working Groups' charge is to implement these improvements, then we can all benefit from the smoother experience. We have attached a better explanation of how this might look through Working Group purpose statements, policies and tools. I am interested in your suggestions to continue improving this process.

Time is short for this work before the annual budget process begins in full force. We have received the transmittals for Northwest Quadrant and the Historic Preservation Plan, and the

other items are in various stages of progress. Our staff is working away at these items and is ready to assist us in tackling these important issues.

Jill and I will continue to work closely with Cindy to support these priorities and attend to the numerous other items on our plates. We will need your help through feedback to us.

We each have a vital role in this endeavor - the staff is also looking to each of us to get Working Group meetings scheduled, provide clear direction, identify action items, and move these items forward.

I look forward to reconvening in July for a mid-year retreat, and expect that we will all feel a sense of accomplishment from this process and what we have been able to achieve.

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*Attachments:*

- 1. Working Group members and staff assignments. (The Group composition was emailed out earlier this week. The list is attached again with staff assignments included.)*
- 2. Working Group Purpose Statements & Guiding Policies*
- 3. Working Group Tools & Options*

## 2010 Working Groups Salt Lake City Council

### **1. NORTHWEST QUADRANT**

Members: Carlton, Stan, Søren  
Chair: Stan  
Staff: Janice is lead, Nick is back-up.

### **2. HISTORIC PRESERVATION PLAN**

Members: Luke, Jill, Søren  
Chair: Luke  
Staff: Janice is lead, Nick is back-up.

### **3. GROUND TRANSPORTATION**

Members: Carlton, Luke, JT  
Chair: Carlton  
Staff: Russell is lead, Quin is back-up.

### **4. NEIGHBORHOOD ORGANIZATIONS**

Members: Van, Stan, JT  
Chair: JT  
Staff: Jan A. is lead, Karen is back-up.

### **5. ALCOHOL**

Members: Van, Stan, Luke  
Chair: Van  
Staff: Russell is lead, Sylvia is back-up.

### **6. ETHICS**

Members: Carlton, Jill, Søren  
Chair: Søren  
Staff: Karen is lead, Cindy Lou is back-up.

### **Additional Staff Support:**

Logistics: Liat, Mellisa

Web: Cindy Lou, Jan

Fast Facts: Preparation – Working Group staff members; Council Review - Karen



# 2010 Working Groups Salt Lake City Council

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## Purpose Statements / Guiding Policies

### *Working Group Purpose:*

- To help enhance the full Council's conversation.
  - Identify issues; what the Council should be aware of before they vote
  - Identify information that is lacking and possible points of confusion
  - Identify potential unintended consequences, or budget / policy impacts
  - Identify interest groups and experts
  - Identify stakeholders and groups that should be notified and/or who can help "get the word out"
  - Review the steps already taken by Administrative departments in preparing the item to come to the Council
  - Develop a communication strategy, including identifying approaches to communicate with the public
- Not to arrive at a recommendation for the Council
- Not necessarily to generate any work products. Staff could prepare a simple bullet point proposal to the full Council on strategy and groups to be included, etc. based upon the Working Group efforts.

### *Working Group Policies:*

- The Working Groups are not intended to make commitments on behalf of the Council or to represent the full Council in expressing views or in advising the Administration.
- The Working Groups are not intended to arrive at a recommendation for the Council.
- The role of the Group Chair is to guide discussion and help facilitate progress.
- The Working Group meetings are not considered open to the public. There are times when the Administration or others may be invited, with consensus from all three group members.
- Working Group meetings will be canceled if all three members are not able to attend, unless a compelling reason exists to hold the meeting.

## **Tools/Ideas**

- Formalized 30-day comment period
- “Balancing” exercise (designed to identify and weigh the competing interests on an issue)
- Design a continuum of options (establish the opposing sides of the issue, and create a scale from 1 to 10 for people to rank their position. Voting Devices.)
- Voting Devices
- Fact - Finding Night(s)
- Series of “Public Education Sessions” throughout the City on different nights
  - 4 or 5 Nights over several weeks - on rotating weeknights at different locations:
    - Fairpark or Day Riverside?
    - East High
    - Highland
    - Main Library Branch
    - Unity Center
  - 3 Sessions in 1 Night: Northwest Quadrant, Alcohol, Historic Preservation
    - 6:00 – 6:45 p.m. Session 1
    - 7:00 – 7:45 p.m. Session 2
    - 8:00 – 8:45 p.m. Session 3
    - Rotate the order of the issues on the different nights
  - All notices include all meeting nights.
  - Begin with a presentation based on issues flushed out by the Working Group
  - Option of using the voting devices
  - Filmed and broadcast on Channel 17
  - Make information available from Working Groups on the other issues (Ground Transportation, Neighborhood Organizations, etc.)
  - Provide a variety of ways for attendees to submit comments, such as:
    - Computer stations for email submittal
    - Writing stations for comment cards
    - Video or audio recording of comments / questions

### **Additional Options / Questions for the Council:**

1. Should these be focused on education or on input? (Allow for extended Q&A, hold comment period, etc.)
2. Should the Council attend or not?
3. Other suggestions?