

Constituent Liaison Time Study

	Annual Hours	Weekly Hours
<b>Total number of hours available per year</b>	<b>2,080</b>	<b>40.0</b>
<b>Required Employee Benefits (reducing available hours)</b>		
Leave, including vacation, personal and funeral	120	
Training	24	
Breaks (not usually taken, but legally allowed )	130	two-15 min. breaks per day
<b>Subtotal of Benefits</b>	<b>274</b>	<b>5.3 average weekly hours</b>
<b>Staffing model based on .5 FTE per District</b>	<b>1,040</b>	<b>20.0</b>
<b>Hours Available per District after Employee Benefits</b>	<b>903</b>	<b>17.4</b>

**Constituent Liaison Duties - Per District**

<b>Meetings &amp; Basic Services factored Per District</b>		
<b>Staff / Coordinating Meetings</b>		
Full staff meeting	52	1.0 (2 hours per week, 1 hour per 1/2 FTE)
Coordinating meeting with Liaisons	9	approx. 1.5 hours for each liaison / month to coordinate schedules, issues, etc.
<b>Basic Constituent Liaison Services</b>		
Converse & assist Constituents with District issues (via phone, email, letter, etc.)	104	2.0
Submit issues to the Administration for information / response, follow-up with Administration, log items into the Portal for tracking	325	6.3 1.25 hours per day per district
Coordinate with staff / Executive Director on unusual, difficult, controversial issues	26	0.5
Respond to and follow-up with constituents through phone calls, emails, letters, etc.	140	2.7 some districts rely more heavily on return phone calls and others on letters of response and follow-up
Contacting Council Members via email / phone for follow-up and check-in (on Constituent initiated issues, Board & Commission agenda items, watch log items, scheduling as necessary, etc.)	65	1.3 low average estimate
Attending meetings regarding District issues and related follow-up	94	1.8
<b>Subtotal of Meetings &amp; Basic Services</b>	<b>815</b>	<b>15.7 average weekly hours</b>

<b>Hours Available per District after Meetings &amp; Basic Services</b>	<b>88</b>	<b>1.7</b>
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<b>Additional District-related tasks which vary in frequency</b>		
Attending CAT meetings (2 hour per week per district)	104	2.0 includes travel time
Follow-up and monitor items based on Council Member's interests	42	0.8 This serves as a good average, but the amount really varies by Council District and Council Member
<b>Subtotal of Additional District-related tasks</b>	<b>146</b>	<b>2.8 average weekly hours</b>

<b>Outreach Events &amp; Publications</b>		
Preparation for each District Outreach Meeting (site, agenda coordination, tour prep, catering arrangements, invitations, and follow-up Thank you letters, etc.)	22	
Full newsletter or utility insert - layout and article prep / coordination, printing, etc.	12	
<b>Subtotal of Outreach Events &amp; Basic Services</b>	<b>34</b>	<b>0.7 average weekly hours</b>

<b>Total of Recurring / Regular District-related Tasks:</b>	<b>995</b>	<b>19.1</b>
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<b>Number of Extra Hours available after regular Tasks (deficit)</b>	<b>(92)</b>	<b>(1.8)</b>
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<b>Other Tasks and related estimate of hours involved - interest and request varies by District &amp; Council Member</b>		
Community Meeting, including postcard mailing	22	
Postcard layout & printing coordination / or larger mail merge to constituents on a particular issue	8	
Monitor Council Member's email boxes	208	4.0
Compile and draft information to be sent through Distribution Email lists	104	2.0
Other Outreach projects (magnets, booklets, etc.)	25	0.5
Prepare talking points for events	2	
Maintain website(s), update biographies, etc.	20	0.4
Coverage of more than 2 districts not accounted for		
Transition Related Events	160	Induction Ceremony, Outgoing Reception, Orientation Tasks
Monitoring other staff-related email other than noted above	78	1.5

\*\*This chart does not include that during the Annual Budget process, .5 of a liaison's time is dedicated to the Budget. This equates to 140 hours for the 7-week time.

1	Planning - City Creek Downtown Development (Subcommittee) i. Partial Street Closures ii. Pedestrian "Skywalk" iii. Periodic status reports for the Council	Council ranked priority	
2	Planning - Northwest Quadrant Master Plan i. Follow-up briefing to respond to issues raised: a. Clarification on what would be allowed under current zoning b. Clarification on the City's options to retain as open space c. Clarification on other issues as identified by Council Members ii. Consideration of resolution iii. Emphasis on sustainability, environmental sensitivity, walkability, secondary water use, etc.	Council ranked priority	
3	Emergency Preparedness i. Schedule fact finding briefing to include City Departments as well as interested community organizations, such as School District, Envision Utah, etc. ii. Continue Quarterly updates from the Administration (schedule for January ?) iii. Council Office preparation tasks iv. Community / neighborhood / individual preparedness a. Evaluate whether to do a brochure for each Council District b. Community tabletop exercises organized in Council Districts	Council ranked priority	
4	Council / Election Transition i. Outgoing Council Member(s) reception ii. Induction Ceremony iii. Update Orientation Manual iv. Update budget histories v. Orientation meetings for incoming Council Members	Council ranked priority	
5	Soccer Complex (pending receipt of information from the Administration) i. Ordinance to establish Board ii. Funding Issues iii. Responses to location issues raised iv. Opportunities for cooperation with other local governments?	Council ranked priority	
6	The Leonardo i. Bond ii. Business Plan Review iii. Budget iv. Funding	Council ranked priority	
7	Trax Line to Airport (Subcommittee) i. 400 West / 600 West alignment ii. Intermodal Hub issues iii. Airport Master Plan coordination iv. Timing of interlocal	Council ranked priority / "Project in Process"	
8	800 South Power Lines i. Consulting resources through City Engineering ii. Respond to Utah Power within 30 days iii. Establish draft policy re: underground power lines	Council ranked priority	
9	Airport Expansion / Long Term Master Plan	Council ranked priority	
10	Planning - Anticipated Transmittals from the Planning Division i. North Temple / Redwood Road project alley closures ii. Stream Setbacks iii. Changes to the Conditional Use process a. Legal Review b. Follow-up on moratorium c. Ordinance changes re: specific criteria iv. Refinements and updates to the Infill process v. Historic and Conservation Districts a. Sugar House b. Gilmer Park c. University d. Liberty Wells e. Citywide review	Council ranked priority	
11	Police - Public Safety Building i. Locations ii. Bond Election	Council ranked priority	
12	Animal Control - Parley's Historic Nature Park Off Leash -committee: i. Provide Committee's work product to the Council and discuss how to approach ii. Next steps iii. Funding	Council ranked priority	
13	Downtown Circulator	Council ranked priority	
14	Party Ordinance a. Enforcement b. Prosecution c. Report on level of use d. Administration's recommended changes	Council ranked priority	
15	Planning - Master Plans i. Uniform format ii. Council findings when changes are made iii. Complication of the City's zoning ordinance iv. Always taken into consideration with zoning change approvals v. Maps too specific? (number of RMF-35 vs. RMF-45 changes requested recently) vi. Consultant? vii. Role of RDA in implementation	Council ranked priority	
16	Street Lighting - citywide plan adoption / Liberty Wells neighborhood requests	Council ranked priority	
17	Council Events - District Communication tasks i. District Outreach meetings ii. Newsletters and other mailings	Council ranked priority	
18	Justice Court Audit - i. Weighted Case Load study ii. Expanded Court study iii. Administration's suggestions for funding options iv. Policy discussion on role of court v. Small group meetings with Council Members	Council ranked priority	
19	Planning - Foothill Drive Corridor study a. Foothill Place Apartments b. Wal-Mart proposal - meeting of property owners? c. Foothill Boulevard - Transportation / Land Use / East Bench Master Plan - Small Area Plan	Council ranked priority / "Project in Process"	

20	Tracy Aviary	Council ranked priority	
21	Studies / Reviews in process 1. Foothill, Hillside, Slope Areas Study – review of City zoning regulations and development standards 2. Leonardo 3. Planning 4. Downtown Transportation Master Plan 5. Downtown Plan revisions from the Planning Division 6. Sugar House Transit Corridor Alternatives Analysis	"Projects in Process"	
22	Scopes that need to be drafted 1. Human Resources / Compensation employee recruitment and retention, Retirement issue 2. Parking Enforcement 3. Underground Power	"Projects in Process"	
23	Legal Issues under Review 1. Absentee Landlords 2. Neighborhood Quality of Life issues	"Projects in Process"	
24	Agenda Issues 1. Planning Commission Appointments 2. Air Liquide (expedite) 3. Utility boxes in public way 4. LEED incentives 5. Justice Court recertification 6. Staker / Open Space issues 7. Liquor Amendments 8. RMU- Private Club request 9. Revised Taxicab regulations 10. Other?	"Projects in Process"	
25	Regular Inquiries and Follow-Up 1. Library / City relationship 2. Justice Court audit follow-up 3. Wal-Mart 4. Granite Block 5. Complaints about Board Processes, Interpretations of ordinances (in addition to "infill" already listed) 6. Consistency in application of City Ordinances 7. Taxicab contract request for proposals	"Projects in Process"	
26	Legislative Issues 1. School District 2. Pedestrian Safety 3. League 4. Water 5. Board of Equalization revisions for special improvement districts 6. Other?	"Projects in Process"	
27	Light Rail Subcommittee (formerly Intermodal Hub)	Subcommittee	Meeting Regularly
28	School District Subcommittee	Subcommittee	Meeting Regularly
29	Taxi / Ground Transportation Subcommittee	Subcommittee	Ongoing
30	Audit Subcommittee	Subcommittee	Ongoing / As Needed
31	Energy Efficiency / Sustainability Subcommittee	Subcommittee	As Needed
32	Housing Subcommittee	Subcommittee	As Needed
33	Infill Subcommittee	Subcommittee	As Needed
34	Private Streets Subcommittee	Subcommittee	As Needed
35	Public Utilities Subcommittee	Subcommittee	As Needed
36	Small Business Subcommittee	Subcommittee	As Needed
37	Transit Corridor Subcommittee	Subcommittee	Schedule Meeting for January
38	Legislative Action response to Meth / Drug Contamination	Council previous vote or support	
39	Planning - Legislative Action re: absentee landlords / nuisance issues (Youth hostel) a. research on previous Legislative Action re: amortizing non-conforming use - boarding house b. expanding definition of nuisance c. award of costs & attorney fees (state code 78-38-16) d. schedule a meeting with Ed and Melanie	Council previous vote or support	
40	Legislative Action re: Limiting the number of check-cashing businesses	Council previous vote or support	
41	Planning - Building Permit Processing times / resources issues	Council previous vote or support	
42	Planning - Historic District Legislative Action - specific action items - we could schedule an update once Planning gets fully staffed or we could carve out time for Council staff review (Note: citywide preservation plan)	Council previous vote or support	