

# City Council Announcements

## September 9, 2008

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

1. ROUND 4: Council Priorities & Projects – establishing new items  
(See attached)
2. Council Member Garrott would like to follow up on previous Council discussions with regards to the allocation of proceeds from the sale of the Kiwanis-Felt Building to the Central Community Recreation Center renovation. Is the Council comfortable with moving ahead during the next budget opening, recognizing there will be a future transaction with the RDA, and with the understanding that funds are needed now to move forward on the recreation center renovation? (Funds could be allocated from the surplus land account or from the fund balance of the General Fund.) Would the Council like to move forward at this time?

### **B. For Your Information**

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# SALT LAKE CITY COUNCIL MEMORANDUM

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**DATE:** September 9, 2008  
**SUBJECT:** **ROUND 4: Evaluating and Scheduling Staff Resources**  
**STAFF REPORT BY:** Lehua Weaver

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Below is a fourth proposed amendment to a section of the Council Policy Manual. As a reminder, these amendments are based on various Council discussions ranging back to this year's retreat and to last year. In an effort to present the various amendment items as simply as possible, staff has listed a brief description or history and our understanding of the amendment needed. The specific language edits are also provided.

## **Amendment Item 4: Evaluating and Scheduling Staff Resources**

### Issue:

In order to adequately respond to and plan for the Council's priorities and other staff work, a few amendments were proposed to clarify the handling of staff assignments and evaluation of staff resources.

### Suggested Language Amendments – affected Sections:

- **\*New\*** Section A.44 *Constituent Liaison Services*
- A.16 *Staff Assignments from Council Members*
- A.8 *Election of the Chairperson and Vice Chairperson*

### **NEW SECTION\* A.44 CONSTITUENT LIAISON SERVICES (1/08)**

a. The staffing model for the Council Office is a centralized staffing model with an overall average of one-half (1/2) of an FTE allocated to each Council District. The hours available do not equate to 20 hours per week given leave time, staff meeting time, training time, and back-up assistance shared between districts. The level of work in each district will vary at times based on the issues within the district, and the amount of work will at times require the assistance of other staff members (liaisons, analysts, front office staff, etc.) to address or research the issue(s) or event(s), and handle the necessary workload.

b. Each Council District will have a staff person identified as its primary Constituent Liaison and another staff person as its back-up liaison, to ensure consistency in coverage and level of service.

c. This work group is relied upon by the Council to perform some central functions, such as coordination / back-up for Outreach Meetings, the Induction and transition related events, and they also serve as back-up on major City-wide issues with significant constituent components.

d. The basic level of services provided by a Constituent Liaison to the Council Member include:

- i. assist constituents with concerns, inquiries or questions related to District issues (received via phone, email, letter, etc.)
- ii. submit issues to the Administration for information & response, follow-up with the Administration, record items into a database for tracking purposes
- iii. coordinate with staff / Executive Director on unusual, difficult, and controversial items
- iv. respond to and follow-up with constituents through phone calls, emails, letters, etc. (per Council Member preference)
- v. contact Council Members for follow-up and check-in on District-related issues (including, but not limited to, constituent issues, Board & Commission agenda items, Police watch log items, scheduling as necessary)
- vi. Join Council Members at meetings regarding District issues, provide support and related follow-up
- e. Additional District-related tasks, which vary in frequency and may be based upon available time and/or communication budget funds may include:
  - i. coordinate and prepare for Council District Town Meetings and Outreach Neighborhood Meetings
  - ii. preparation of newsletters / district mailings (see Council Policy Section A.39 on Newsletters)
  - iii. other outreach projects (including, but not limited to, magnets, booklets, etc.)
  - iv. compile and draft information to be sent through email distribution lists
  - v. follow-up and monitor items / issues based on Council Member interests
  - vi. attend CAT meetings
  - vii. maintain District websites
  - viii. Council Member biography updates

**A.16 STAFF ASSIGNMENTS FROM COUNCIL MEMBERS** (Also see [Section A.32 Initiating Budget or Policy Issues and Projects](#)) (4/08)

- a. The Executive Director is responsible for monitoring the quantity and quality of work produced by the City Council office, establishing appropriate priorities, and allocating the work load among staff, with the assistance of the Chair and Vice Chair, as needed.
- b. Small requests for staff assistance (requiring less than 60 minutes staff time) are appropriately communicated directly from Council Members to staff. Staff members are responsible to report all assignments received directly from Council Members to the Executive Director.
- c. Member requests for staff assistance requiring more staff time than 60 minutes should be directed to the Executive Director, who will then assign staff based on the following guidelines:
  - 1. Regular agenda items, constituent responses and priorities of the full Council will take precedence over these requests.
  - 2. Projects requiring more than 30-hours of staff time will be placed on the Council's Meeting Announcements to provide the full Council notification of the scope of the project, and to request approval that a bulk amount of staff time will be assigned.
- d. For projects which a Member wishes to be a priority of the full Council, the item should be placed on the Council's Meeting Announcements, as per the Policy Manual Section A.39 Announcements.

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**A.8 ELECTION OF THE CHAIRPERSON AND VICE CHAIRPERSON** (4/08)

- a. The Salt Lake City Council shall select one of its Members as Chairperson, on an annual basis, to sign documents, represent the position of the Council to the media and the administration, and oversee the management of the Office of the City Council including monitoring and guiding the Council priorities, and assistance in staff work load

| [evaluation](#), pursuant to Rule 1 of the Salt Lake City Council Rules of Procedure. The Salt Lake City Council will also select one of its Members as Vice Chairperson, on an annual basis, to act as backup to the Chairperson in the event that the Chairperson is unavailable for any reason.

*(Please note: Items 'b' through 'h' are not included, because no changes are proposed.)*