

City Council Announcements

August 10, 2010

A. Information Needed by Council Staff

1. Letter to Vest Pocket Coalition

Attached is a draft letter from the City Council Chair thanking the Vest Pocket Coalition for its work to help the City develop its matching grant program and for its continued efforts to help small businesses become a sustainable economic resource.

Does the Council approve the draft letter?

2. Staff Cell Phone Use and Reimbursement

Following up on previous discussion regarding staff cell phone reimbursements, attached is a policy for the Council's review.

Is the Council comfortable with moving forward with the proposed language?

3. Follow-up to Council's Retreat Discussion

As a follow-up to the Council's retreat discussion, staff has prepared a list of questions for the Council's review and feedback to help prepare for the Policy Discussion on the 17th. (See attached.)

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August xx, 2010

Judy Reese
President
Vest Pocket Coalition
P.O. Box 521908
Salt Lake City, Utah
84152-1908

Dear Ms. Reese:

The Salt Lake City Council would like to thank the Vest Pocket Coalition for its work to help the City develop its matching grant program and for its continued efforts to help small businesses become a sustainable economic resource.

As you know, the City has awarded five matching grants under its 2010 Neighborhood Business District Program. Grants were awarded to the Broadway Merchant Association, the Euclid Area Neighborhood Business Coalition, the Sugar House Merchants Association, the 9th and 9th Business District, and the 15th and 15th Neighborhood Business District.

The locations of the businesses districts testify to the integral part businesses play in the lives of Salt Lake City neighborhoods.

The Vest Pocket Coalition was instrumental in helping organize and participate in the Neighborhood Business Conference in January. The matching grants are the result of that conference and the Coalition's advocacy of them.

The City Council appreciates the Coalition's active involvement in making small businesses a vital part of Salt Lake City.

Sincerely,

JT Martin
Chair, Salt Lake City Council

Cc: City Council Members
Mayor Ralph Becker
Cindy Gust-Jenson
Frank Gray
Robert Farrington
Mike Akerlow

A. _____ STAFF ELECTRONIC REIMBURSEMENTS – CELL PHONE, EMAIL, INTERNET

1. Each member of the Council staff requires a PDA in order to perform his/her duties during normal business hours and be accessible during an emergency event.
2. With approval of the Executive Director, each staff member will obtain a personal cellular access (voice and data) plan and cellular phone and will receive an allowance or reimbursement for related costs.
 - a. An allowance can be automatically added to staff members' paycheck. (This would increase taxable income.)
 - b. Alternatively, a reimbursement could be issued. This would necessitate the staff member submitting cell phone bills for a separate (not automatic) reimbursement to be processed. (This would not increase taxable income.)
 - c. The amount covered by the Council office in either scenario would be based on a percentage or range determined by the estimated amount of business use required. (To be determined by the Executive Director in collaboration with the Chair and Vice Chair.)
 - d. An allowance or reimbursement may also be provided toward the purchase of the cellular / PDA device.
3. Required business use includes normal business hours availability and accessibility, and also includes anticipated access during an emergency event.
 - a. It is necessary for staff members to be reachable and have access to emails and texts during an emergency event for distributing information and coordinating legislative branch information sharing and response efforts.
 - b. Providing tools for staff members to access the City's network during an emergency event increases a staff member's ability to respond remotely and increases availability.
4. The cellular telephone shall be owned by the employee and may be used for personal business. The approved allowance or reimbursement amount must be based on business requirements.
5. The employee may, at their own expense, elect to purchase additional service(s).
6. To accommodate those staff members who have already signed up for personal communication devices and paid for them at their own expense in order to provide more responsive support to Council Members and fellow staff members, the Council Director will consider reimbursement of past personal expenditures (not to exceed 6-months). This would cover costs for personal communications devices and related service fees use for City business.
7. Remote access and home internet
 - a. To further increase staff member access and response during emergency events, some staff members will begin to use a city-issued laptop in place of a desktop for remote access.
 - b. An allowance or reimbursement will also be provided for staff members for remote internet access via tethering, air cards, or home internet service.
8. Specific percentages or ranges paid for by the Council Office will be determined based on an average scale to provide adequate coverage to staff members. The Executive Director, in collaboration with the Chair and Vice Chair, will review the amounts regularly based on business use levels and current plan pricing.

MEMORANDUM

To: City Council Members
Date: August 10, 2010
SUBJECT: FOLLOW-UP TO THE COUNCIL'S JULY 30TH RETREAT
From: Cindy Gust-Jenson, Executive Director

Based on the Council's discussion at the retreat, here is an outline of how staff is progressing, and some questions to make sure that we're moving in the right direction.

I. New "Policy Discussion" format – confirming Staff's understanding of Council direction

- A. Hold in conjunction with each regular Council Meeting, but not on RDA meeting nights.
- B. Begin the meetings at 2:00 p.m. and allow approximately 1 to 1 ½ hours for the discussion.
- C. New format would allow for:
 - 1. Forum for the full Council to discuss the new Council Established Priorities (as discussed at the retreat, and refined here and on August 17), and provide direction and feedback to staff.
 - 2. Forum for Council Members to introduce new policy items of interest, receive Council Member feedback, and determine level of Council support.

D. QUESTIONS:

- 1. Does the Council wish to start the regular Work Session briefing items at a time certain? (3 or 3:30?)
- 2. Will the regular Work Session agenda begin with the announcements, as discussed at the retreat?
- 3. Follow-up to Public Comments – there were some options mentioned about how the Council would like to handle Public Comment follow-up. Could the Council identify whether members will inform staff of follow-up items, or whether there is a desire to have a more formal process established?
- 4. Format for discussing the newly adopted Council Established Priority items –
 - a. Staff could provide a report on the progress
 - b. Council provides direction / feedback as needed
- 5. Format for bringing up new items - For the Council's "New Policy Items" section – how would the Council like this structured, if at all? Based on other examples to provide equal opportunity for each Council Member, following is a staff suggestion on how to structure the discussion:
 - a. Allow five minutes for each Council Member to introduce new topic(s) to the Council and see if there is support for further discussion.
 - b. The 5 minute discussion could be truly introductory, not intended to be the full discussion – just to identify support and interest.
 - i. If there is support, the item could be on a future announcement or work session briefing for a more in depth conversation.

- ii. A straw poll could include whether the Council supports the general idea or specifics, whether the Council wants additional conversation or just move forward with the exact idea, and / or whether staff should prepare a memo, whether it is a Council staff project or to be forwarded to the Administration, whether the topic is or is not a higher priority than established priority items, etc.
 - c. Have a pre-defined straw poll question to be considered at the end of every 5 minute period. *“Do you support the addition of _____ to the Council’s priority list? If so, is it a higher or lower priority than those currently on the list?”*
 - d. Other options??? _____
6. For the items that are upcoming or continuing, there seemed to be different understandings of whether those items will still be processed (because they are close to be finished) or whether they are not a priority and staff should direct their time to other items. **The Council may wish to take a straw poll on where each of these items fall in the priority ranking. In addition, the Council may wish to indicate if action should be delayed on any of the items.**

(Working Group Items – other than Ground Transportation, which had 4 orange dots; Northwest Quadrant which the Council indicated would not be considered this year; and alcohol which the Council decided would be held and be evaluated with the small neighborhood business work)

- a. Neighborhood Based Organizations – received 3 orange dots (***Did the full Council anticipate that this would be grouped with “Communication” items?***)
- b. Historic Preservation – received 2 orange dots (***Does the Council want a “Working Group” meeting set up to discuss this item?***)
- c. Ethics – 0 orange dots (***There is a “Working Group” meeting set up for Ethics on August 17 – does the Council want that meeting to take place?***)

(Other upcoming / continuing items):

- d. North Temple – SAA & zoning related items
- e. Westmoreland Place Historic District
- f. Yalecrest Historic tools & options
- g. Public Safety Building bonding, budgeting, planning, etc.
- h. Regional Sports Complex (Set for August 17 Work Session)
 - i. bonding, budgeting, planning, etc.
 - ii. Restoration Plan
- i. Interlocal agreement – Jordan River Commission
- j. Sidewalk snow removal ordinance revisions
- k. Demolition ordinance
- l. Emergency Response preparations
- m. Collections – implementation of plan
- n. Library branches – coordination with Library and Administration
- o. Parking meters – automation

- p. Parley's Historic Nature Park Management Plan (Set for August 17 Work Session)
 - q. Open Space policy discussion – sale of open space (Set for August 17 Work Session)
 - r. Amendments to the Open Space Lands Program ordinance – Council & Admin changes
 - s. Pending Open Space projects (Riverview)
 - t. Golf Capital Projects
 - u. Sustainability Code revisions – possibly in multiple phases
 - v. Conditional Use Text Amendments
 - w. Zoning District Purpose Statements changes
 - x. Police – Liberty Precinct and Evidence Storage Facilities
 - y. Old Fleet Facility – property disposition
 - z. Budget Related Items
 - i. Ordinance amendments related to the annual budget – collections, fire false alarm, etc.
 - ii. Budget Interim Studies & Legislative Intentions – responses & reports from Administration
 - iii. Budget Amendments
 - iv. Budget Oversight issues
7. The Council mentioned some overarching policy categories for grouping items – “Mobility”, “Communication,” etc. Does the Council want to confirm the names for those categories?
8. Some of the items on the Council's previous established priorities (big blue sheets) could be grouped with the broader policy categories discussed at the retreat. However, not all of them had four or more ‘votes’ at the retreat. The “blue list” is attached for the Council's review. Do you want to include any of those in the new groupings? If so, could the Council straw poll those items?

II. **Ranking List** – For the Council's information, following are the items in order of the number of ‘dots’ they received. (We understand that some of these items may be grouped under an ‘umbrella’ category. Staff will come back to the Council on the 17th with a more polished list of those items and how the specific priorities might be structured.)

- A. 10-Year CIP Plan – 6 dots
- B. Street Cars / Trolley – 5 dots (may be grouped under “Mobility”?)
- C. Process of Public Engagement – 5 dots (may be grouped under “Communications”?)
- D. Neighborhoods – Commercial – small neighborhood business zoning classifications – 4 dots (Alcohol may be processed under this priority?)
- E. Traffic Calming – speed limits, stop signs – 4 dots (may be grouped under “Mobility”?)
- F. Ground Transportation – 4 dots (may be grouped under “Mobility”?)
- G. Bicycle / Transportation projects – progress of road striping, bike rack, bus – 3 dots (may be grouped under “Mobility”?)
- H. Landlord / Tenant Initiative – 3 dots
- I. Glendale Library – 3 dots
- J. Neighborhood Based Organizations – 3 dots (may be grouped under “Communications”?)
- K. Demolition Ordinance – 3 dots

- L. Historic Preservation Plan – 2 dots
- M. Electric Vehicles / Electric Plug-in Vehicles – 1 dot (may be grouped under “Mobility”?)
- N. Animal Control – Full / Complete ordinance amendments – 1 dot
- O. Northwest Quadrant Master Plan – 1 dot (Council indicated that this would not be considered this year.)
- P. Mobile Vending – 1 dot

III. Upcoming for August 17 –

- A. Potential Grouping of items under the broader policy priorities. (For example, as discussed at the retreat, under Mobility the Council may wish to group: Traffic Calming, Bicycle / Transportation projects, Electric Vehicles, etc.)
- B. For each of the items above, staff is preparing a template for the Council’s review on how established priorities might be tracked – so that the Council has some information on each item about what is actionable, resources necessary, estimated timeline, etc.
- C. Confirmation of the direction the Council provides above.