

# **Salt Lake City Council Member Policy Manual**



*Red text indicates a policy is pending the formal update process*

#### **A. Council Office Internal Policies:**

1. Council Staff Role During Municipal Elections (09/2004)
2. Transition for Council Office Following Municipal Elections (12/2007)
3. Induction Ceremony (11/2003) **pending update**
4. Council Member Compensation **pending update**
5. Assignment of Office Space
6. Filling a Vacancy on the City Council (12/2018) (approved via announcement; pending formal adoption)
7. Election of the Chairperson and Vice Chairperson (10/2013) **pending update**
8. Council Chair Correspondence (10/2009)
9. Announcements (5/2012)
10. Staff Assignments from Council Members (5/2012)
11. Initiating Policy Issues & Projects – Planning, Budget, and Other Priorities (5/2012)
12. Preparation of Staff Reports and Audits
13. Council Retreat (10/2013)
14. Participation on City Boards and Commissions **pending update**
15. Representation on Community Task Forces
16. Petition Filing Fees (9/1998)
17. Photography for Official Purposes, Newsletters, and websites (10/2009)
18. Council District Communication Budget (2/2016) **pending update**
19. Newsletters (4/2019) **pending update**
20. News Media (10/1998)
21. Public Announcements Regarding Policy Items (9/2008)
22. Working on Issues Outside Own Council District (8/2008)
23. Research and Information Gathering for Budget
24. General Budget Policy
25. Capital and Debt Management (1/2004) **pending update**
26. Grant Funding Criteria (10/2001)
27. Private Activity Bond Criteria (9/2003) **pending update**
28. Roles During Collective Bargaining Process (10/2013)
29. Expenditure Requests
30. Solicitation of Funding from Private Parties (7/2008)
31. Staff Relationship with Redevelopment Agency
32. Staff Attendance at Night Meetings
33. Council Office Meal Allowance
34. Meals/Refreshments at City Council Meetings
35. Refreshments for Individual Council Member Meetings
36. Dining Expenses (12/2015) **pending update**
37. Catering for Dignitaries and Business Events
38. Council Office Travel (11/2001) **pending update**
39. Information and Record Requests (11/2003)
40. Informal Personnel Policies (11/2001) **pending update**
41. Hiring Practices
42. Constituent Liaison Services (12/2013)
43. Focus Group Process (10/2009)

44. Constituent Complaints
45. Service of Legal Documents (9/1998)
47. Council Member Travel Expenses (04/2019)
48. City Electronic Devices and Services (03/2019)
- 49.
- 50.
51. Social Media Management Policy (07/2019)
52. Social Media Terms of Use (07/2019)

#### **A.1 COUNCIL STAFF ROLE DURING MUNICIPAL ELECTIONS (9/2004)**

- a. To assure appropriate separation between Council staff and Council Member campaigns, during Salt Lake City municipal elections, the Council staff shall remain completely removed from the municipal election process. Staff shall arrange meetings for Council Members that are directly related to City or Council district issues. All phone calls, letters or announcements regarding candidate events or meetings will be referred to the Council Member. If Council Members do not wish to have campaign calls referred directly to them, they can provide a name and phone number of a campaign contact.
- b. The Council staff shall not have any involvement in the municipal election or re-election process of Salt Lake City; answer phone inquiries regarding the elections (these calls are transferred to the City Recorder); show support for any municipal candidate; type, copy, fax, telephone or email any campaign or election-related materials; state candidates' views; arrange community meetings relating to campaigns or elections; work outside the standard complaint resolution process to get a quick response as a campaign favor; arrange meetings or luncheons that are personal, campaign, election or fund raising in nature; obtain mailing lists or information intended for campaign use; respond to press inquiries regarding the elections.

#### **A.2 TRANSITION FOR COUNCIL OFFICE FOLLOWING MUNICIPAL ELECTIONS (12/2007)**

- a. There is a period of approximately eight weeks from the November elections until the first Monday of January when Council Members begin serving their term of office. This period is considered a transition phase for the Council Office. In order to avoid confusion regarding the roles of Council Members, Council Members-Elect and Council staff, the following policy shall apply:
  1. The Council Executive Director, Chair and/or Vice Chair will contact Council Member(s)-Elect on the Wednesday following a municipal election.
  2. Council Member(s)-Elect shall be invited to attend the annual Legislative Reception, all regular Council meetings, Work Sessions, and any other official Council functions.
  3. Council Member(s)-Elect are encouraged to meet with officials in the Administration prior to taking the oath of office, if they so desire. Upon request, Council staff will make arrangements for convenient meeting times.
  4. City-related travel opportunities will become available to Council Member(s)-Elect following the Induction Ceremony. In order to ensure that Salt Lake City residents

receive maximum value for funds invested in conference travel, Council Members who did not seek or did not win re-election are not eligible to travel between the time of the primary election and the Induction Ceremony. Exceptions can be made by the Council; for example, to allow a Council Member to attend final sessions of committee meetings on which the Council Member was the sole Council Member who actively participated while in office. Another example would be if the outgoing Council Member were the only Member available to act as the representative of the Salt Lake City Council at an out-of-town function. A Council Member who is leaving office and requesting travel following a primary or general election must secure the consent of the full Council prior to requesting that staff initiate travel arrangements.

5. Availability of Council staff for Council Member(s)-Elect
  - A. Council staff will be available to Council Member(s)-Elect for assistance with various intermediary tasks, such as drafting a Council Member biography, providing and collecting needed personnel forms, scheduling orientation meetings as requested, scheduling photography sessions, arranging for parking accommodations, and ordering supplies.
  - B. If a citizen complaint is submitted by Council Member(s)-Elect, those issues will be handled and processed as any other constituent issue received by the Council Office. The current or outgoing Council Member will be notified about the issue by Council staff.
  - C. Issues or assignments which may take more staff time, including but not limited to policy work, requested by Council Member(s)-Elect shall be directed to the Executive Director, and to the Chair and Vice-Chair as needed.
6. When preparing agenda packets for regular Council meetings and Work Sessions, Council staff will prepare an agenda packet for Council Members and Council Member(s)-Elect. Agenda packets for regular Council meetings will be provided electronically at least 24-hours in advance of Council Meetings.
7. Council staff will provide Council Member(s)-Elect with copies of routine mail that is sent to all Council Members, i.e., public meeting notices, community council agendas, information from the Administration, newspaper articles, etc.
8. Following the municipal election, Council Member(s)-Elect will be provided with parking stickers for use at the City & County Building. The parking stickers will entitle Council Member(s)-Elect to park in the Council parking spaces at times other than just prior to and during official Council Meetings. The spaces are located on the northeast side of the City & County Building. During official Council meeting times, Council Member(s)-Elect may park in public parking areas surrounding the Council parking slots.
9. Council Member Office Space:
  - A. In the event that a cubicle will be vacated by an outgoing Council Member, Council staff will first ask the Council Members remaining in office if they would like to retain their current office space or move to a different cubicle.
  - B. Council Member(s) leaving office will remove any personal belongings or mementos from the Council Office by 5:00 p.m. of the business day preceding the Induction Ceremony. Council staff will check Council Member(s) office cubicle(s) the morning

- of the Induction Ceremony. Any personal belongings of Council Member(s) leaving office will be stored safely in a box.
- C. Office cubicles will be available for newly-elected Council Member(s) no later than noon on the day of the Induction Ceremony. It is acceptable for Council Member(s)-Elect to move personal belongings into an office cubicle prior to the Induction Ceremony, if the cubicle is vacant. Council staff will arrange for secure storage space for incoming Members if requested.
10. Council Member(s) leaving office will deliver any City-owned equipment to Executive Director no later than noon on the day of the Induction Ceremony. City-owned property will include, but may not be limited to, laptop computers, printers, software, cell phones, office keys, desk keys, City identification, etc.
11. Council staff will request IMS to set-up computers for use by new Council Member(s). IMS will also be requested to provide any computer-related assistance and training for new Council Member(s). Council staff will make every effort to have laptop computers ready for use by new Council Member(s) during the first week of January. The Council staff is authorized to begin the process prior to the Induction.

### **A.3 INDUCTION CEREMONY (11/2003) (pending update)**

- a. The City Council Office, in conjunction with the Mayor's Office, sponsors and makes arrangements for an induction ceremony for newly-elected Council Members and the Mayor the January following November elections.
- b. The Council Staff shall make all arrangements for the ceremony including the following responsibilities:
1. Invitations: Invitations to the Oath of Office ceremony will be sent to special invitees at the request of the Mayor and Council Members. City department heads, civic, community council, business and religious leaders will also be invited. Invitations should be sent three weeks in advance of the ceremony.
  2. Announcements: Announcements outlining the ceremony program will be prepared and distributed at the ceremony to attendants. The agenda should consist of: a flag ceremony, a welcome, the oath administered by the City Recorder or other designee to Council Members and Mayor, comments from newly-elected officials, adjournment.
  3. Tables and chairs: Arrangements for the number and set-up of tables and chairs, and date and time of set-up will be sent to Support Services several weeks in advance of the ceremony.
  4. Catering: A letter or Request for Proposal (RFP) for catering services for the January ceremony should be prepared and sent in October or November. The Council Office sends letters to different catering companies. The Council Office then coordinates with the selected caterer on table arrangements, time, etc.
  5. Financing: The funding for the Ceremony is generally appropriated to the Non-Departmental budget.
- c. The focus of the Induction Ceremony shall be on the Council Members-Elect who are being sworn into office. The City Council seeks to appropriately recognize both Council Members who are leaving office and Council Members-Elect who are about to be sworn into office.

- d. Recognition of outgoing Council Members shall take place prior to the Induction Ceremony during the month of December. Time for this recognition shall not be scheduled in conjunction with the Induction Ceremony. Presentations of awards and/or gifts of recognition or mementos, comments from outgoing Council Members and/or Council Members remaining in office, and comments from the Mayor are appropriate at that time. Council Members shall have the opportunity to invite their family members to attend.
  1. Recognition and honoring of outgoing Council Members may take place at a meeting or social function in conjunction with the last Council Meeting of the year, or at another time designated by the body.
  2. At the beginning of the Induction Ceremony, outgoing Council Members will be invited to sit in their regular seats at the dais until the completion of the pledge of allegiance and the welcome.
  3. The Chair will ask outgoing Council Members to leave the dais together and take their reserved seats in the audience. The Chair will invite Council Members-Elect in order of Council district to stand at the podium to receive the Oath of Office, at which time the Council Member will take his/her seat at the dais. The program will continue as outlined.
  4. Outgoing Council Members shall notify staff in advance of the ceremony if a second seat should be reserved for a spouse or guest.

#### **A.4 COUNCIL MEMBER COMPENSATION (pending update)**

- a. Council Members will receive their compensation in the form of salary and benefits, in a manner similar to a full-time City employee.
- b. Council Members participate in the City's group health insurance plan and basic term life insurance program at no cost to the Member. Council Members may purchase dental coverage or other health benefits, including coverage for spouse or family.
- c. Council Members are not eligible to participate in the City's retirement program, nor receive an automobile allowance, mileage reimbursement or meal reimbursement.

#### **A.5 ASSIGNMENT OF OFFICE SPACE**

- a. Council office space is assigned to both Members and staff on the basis of seniority, with the exception of the Executive Director who is assigned office space based on the need for privacy and meeting area.
- b. When office space becomes available due to elections, moving the office to another building, or staff turnover, the most senior Council Members or staff are given first choice of available office space.

#### **A.6 FILLING A VACANCY ON THE CITY COUNCIL (12/2018) (approved via announcement; pending formal adoption)**

- a. Except as otherwise provided in subsection (j), whenever a vacancy occurs on the Council, a new Council Member will be appointed by the Council within thirty days to hold the position until the next **first Monday in January, following the** municipal election, as stipulated by

State Law. It is also the policy of the City Council to make generally known the procedures outlined below to all those interested in applying for appointment to the Council.

- b. Minimum requirements for appointment: All applicants must meet the requirements for qualification for public office as specified by State law and City ordinance. **The City Recorder** ~~Council staff~~, in collaboration with the City Attorney, is responsible to screen candidates' eligibility.
- c. Within one week of the vacancy, the Executive Director in concert with the City Recorder shall give public notice of the vacancy in keeping with State law and City ordinances. Such notice shall:
  1. identify the date, time and place of the meeting where the vacancy will be filled;
  2. request ~~résumés and/or letters of interest~~ **applications** and summary of qualifications (hereafter referred to as an "application") from residents of the affected district who are interested in being appointed to fill the vacancy;
  3. state the date of the vacancy and that applications must be submitted **no later than** 14 calendar days following the vacancy; and
  4. state that applications must be submitted to the **City Recorder's Office** ~~Executive Director of the Council~~. ~~Such notice shall be given at least 14 calendar days before the Council meets to make its final selection of the person to fill the vacant Council seat. The deadline for receipt of applications will be 14 calendar days following the vacancy.~~
- d. ~~Applications: The City Council requests the following be submitted to the Executive Director of the Council as the minimum information necessary in an application to qualify as an indication of interest:~~
  1. Name
  2. Street address
  3. Phone number(s)
  4. Occupation (optional – for press information)
- d. On the day following the application deadline, copies of the qualifying applications, ~~along with all related letters of recommendation~~ received to that date, will be distributed to the Council Members.
- f. ~~During the week following distribution of applicant information, Council Members may hold one or more small group meetings to become better acquainted with the applicants, and to allow applicants to ask questions pertaining to the role of Council Member. As those meetings are for informal exposure only, No formal interviewing will take place at those meetings.~~
- g. ~~Immediately following the informational meetings, the Council will meet in an open meeting to narrow the field of applicants to a maximum of ten finalists to be interviewed individually. Procedure for discussion concerning applicants is as follows (see State Code 52-4-205(3):~~
  1. ~~Indicate intent to speak in favor of candidate(s). The Chairperson calls out the names of the applicants alphabetically. After each name, Members may voice their intent to speak in favor of the candidate. "Intent to speak in favor" can be a statement that the applicant appears to be qualified, or it can be a statement of support of only that candidate or a reference to the fact that the Member is acquainted with the applicant in another environment. A Council Member may speak in favor of as many candidates as desired. If no Member speaks in favor of a candidate, that candidate is automatically eliminated from consideration.~~

2. ~~Council Members speak in favor of the candidate(s) for whom an “intent to speak in favor of” was signaled. The Chairperson calls the names alphabetically of favored for whom an intent to speak in favor has been signaled candidates and the Council Member(s) who indicated an intent to speak for the candidate does (do) so. No negative comment or other discussion of the candidate is accepted until the entire list of persons has been completed.~~
3. ~~Further elimination of candidates from consideration. Step (1) is repeated.~~
4. ~~Open discussion of candidates. Members candidly discuss the candidates, sharing their personal reactions and feelings about any aspect, positive or negative, of the candidates’ qualifications and ability to perform. Discussion continues until Members have had an opportunity to voice anything they wish to say about any candidate.~~
5. ~~Narrowing to ten finalists. The above outlined procedures are repeated until the field of applicants has been narrowed to no more than ten finalists.~~
6. ~~The Executive Director of the City Council notifies the finalists of the date, time and place of their interview.~~
7. ~~Finalists are interviewed during an open meeting as soon as possible. However, if the Council desires to question any applicant regarding his or her character, professional competence, or physical or mental health, the Council may, in its discretion, ask such questions of the applicant in an executive session. In an executive session, an informal selection process follows the interviews according to the procedures outlined above for selection of the finalists.~~
- h. It is recommended that the ability of each of the Council Members to work with an applicant be taken into consideration. Council Members are advised to consider the degree of comfort with each applicant’s personal style, abilities, and goals.
- i. The Executive Director of the City Council informs the **applicants** of the date, time, and place the vote will take place for final selection of the person to fill the vacant Council seat.
- j. ~~During the next regular~~ **At the same Council meeting or at a subsequent meeting following the interviews, within the 30 day deadline** ~~or in a special Council meeting called in order to meet the thirty day deadline imposed by State law,~~ the Council selects, by a majority vote, the person to fill the vacancy. Such person shall be sworn in by the City Recorder.
- k. If, for any reason, the Council does not fill the vacancy within thirty days after the vacancy occurs,
  1. The Council shall, **by vote fill the vacancy from** the names that have been submitted.
  2. The two applicants receiving the highest number of votes of the Council shall appear before the Council and the Council shall vote again.
  3. If neither applicant receives a majority vote of the Council at that time, the vacancy shall be filled by lot in the presence of the Council.
- l. Public information: All information concerning applicants for appointment will be made available to the press and the general public. ~~in an attempt to facilitate public input prior to the final selection. In response to this policy, the file containing applications and the letters of recommendation for all applicants will be open to the press and general public.~~ In addition, Council staff **the City Recorder** will prepare a list of applicant names, phone numbers, and occupations following the deadline for application. ~~and a list of the finalists will be made available as soon as possible after their selection.~~
- m. A vacancy on the Council shall be filled by appointment, followed by an election to fill a two-year term, if:



1. the vacancy occurs, ~~or a letter of resignation is received by the Mayor~~, at least 14 calendar days before the deadline for filing for election in an odd- numbered year; and
  2. two years of the vacated term will remain after the first Monday of January following the next municipal election.
- n. In appointing an interim replacement, the Council shall comply with the notice requirements set forth above **and in an open meeting, interview each person whose name was submitted for consideration and meets the qualifications for office.**

#### **A.7 ELECTION OF THE CHAIRPERSON AND VICE CHAIRPERSON (10/2013)** (pending update)

- 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.
- b. Declaration of Candidacy and Voting Procedure:
  1. At the first Work Session in January each year, the Council Members shall elect one Member as Chairperson and one Member as Vice Chairperson.
    - A. During the Work Session, Council Members interested in serving as Chairperson or Vice Chairperson shall declare their candidacy.
    - B. If necessary, following the declaration, Council Member(s) may take no more than two minutes to explain their interest in serving as Chairperson.
  2. The election shall be by written ballot, with the Executive Director announcing each Council Member's name and their vote for the record.
  3. Separate ballots shall be held for Chairperson and Vice Chairperson positions.
  4. Election shall require a majority of four votes.
  5. This action shall be ratified at the first formal Council meeting in January.
- c. The Chairperson and Vice Chairperson shall serve from the date the action is ratified until the ratification of new officers occurs in the following year.
- d. The Chairperson from the calendar year prior to the Work Session vote will conduct at the Induction Ceremony and any other official Council meetings until the vote is ratified for the incoming Chair. If the prior year's Chairperson is scheduled to leave office at the end of the calendar year in which he or she is serving as Chairperson, or is not available for any reason, the Vice Chairperson will conduct all official Council meetings. If the prior year's Vice Chairperson is scheduled to leave office at the end of the calendar year in which he or she is serving as Vice Chairperson, or is not available for any reason, all official Council meetings will be conducted by the continuing Council Member who has the greatest seniority of the Council. If more than one Council Member has an identical amount of seniority, those Council Members will flip a coin to determine who will conduct at official Council meetings until the votes for incoming Chairperson and Vice Chairperson can be ratified.

- e. In the event of a vacancy in the position of Chairperson, the Vice Chairperson shall become Chairperson and shall serve the remainder of the term. A vacancy in the position of Vice Chairperson shall be filled by election in the manner prescribed in this rule.
- f. Eligibility: All Council Members who will be in office during the subject year shall be eligible to serve as the Council Chairperson, with the exception of the Member who is serving as Council Chairperson at the time of election. All Members are eligible to serve as the Council Vice Chairperson.

#### **A.8 COUNCIL CHAIR CORRESPONDENCE (10/2009)**

- a. The Council Office will respond to all correspondence in a timely manner. Correspondence anonymously sent to the Council Office will obviously not be responded to. Letters not addressed directly to Council Members, but on which Council Members are included as a “cc” will be responded to at the request of the Council Member.
- b. When the Council Office receives correspondence addressed to all Council Members, Staff Assistant will scan in the item and email it out to all Council Members, Executive Director and relevant staff members. Correspondence addressed to all Council Members will be responded to by the Council Chair or by the Council Member in whose district the citizen resides or the problem exists.
- c. A Council staff member will be assigned to draft a response from the Chair. If the correspondence relates to a particular Council district, staff shall contact that Council Member to determine his/her position on the topic.
- d. After drafting a response letter from the Chair, Council staff will include a draft response with the announcements or will provide the draft to Council Members via email. Following the Council’s discussion of the draft, staff will amend the response as necessary and finalize for signature. Staff will request a telephone or email response from all Council Members, or place the initial correspondence and proposed response at each Council Member’s place at the Work Session table for discussion on the night of a Council or Work Session meeting.
- e. If the Council Office receives correspondence regarding the City’s annual operating budget before the budget is finalized and adopted, Council staff will send a reply explaining that the comments will be considered during the public hearing in which the budget will be considered. If comments are received after the budget is adopted, the process outlined above will be followed.

#### **A.9 ANNOUNCEMENTS (5/2012)**

- a. Announcements were originally designed as a communication tool between Council staff and Council Members to be used for issues that require input from all Council Members or for matters on which all Council Members are to be notified. Announcements have since expanded in their use to provide an opportunity for Council Members to request Council support on a project needing 30-hours or more of staff time, items for which a Member would like the Council to establish as a “full-Council priority,” and items for which a Member would like to pursue a Legislative Action Item. (Support would be sufficient if a quorum of the Council agrees with pursuing the issue or project.)

- b. Council staff prepare announcements to be distributed with Council agenda packets and/or on Council meeting days.
- c. For staff Announcement items, the topics are typically categorized into the following sections: Decisions, Feedback and Information Needed by Staff; Council Office Policies; For Your Information; Meetings.
- d. For Council Member Announcement items, information should be provided to staff Thursday morning to allow time for the Announcement to be included with other meeting packet materials. The Council Member may wish to discuss the issue directly with the Executive Director or his/her constituent liaison.

#### **A.10 STAFF ASSIGNMENTS FROM COUNCIL MEMBERS (5/2012)**

**(Also see Section A.11 Initiating Budget or Policy Issues and Projects)**

- 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.9 Announcements, or discussed during a Council retreat.

#### **A.11 INITIATING POLICY ISSUES & PROJECTS – PLANNING, BUDGET AND OTHER PRIORITIES (5/2012)**

- a. Any individual Council Member or group of Council Members may initiate legislation or budget ideas.
- b. Planning / Land Use / Zoning initiatives:
  - 1. Initiating Legislation related to land use can be either done in conjunction with a specific Administrative request before the Council or can be initiated independently by a Council Member by requesting that staff prepare a petition\*, to the Administration in the form of a memorandum.
    - A. For items that are District-specific, a Council Member would gain support from a co-sponsor to initiate an item.

- B. For items that have a Citywide impact, a Council Member would gain support from two co-sponsors on the Council (for a total of three supporting Council Members) to move an item ahead.
2. Depending on the scope of work involved, a Council Member may choose from a variety of resources for initiating legislation:
  - A. work directly with the Administration to fully outline the desired outcome and start the process; work with Council staff, requesting less than 30-hours of work by Council staff (analyst, liaison, or legal);
  - B. placing the item on the announcements to gain other Council Members' support for Council for more than 30-hours of staff time to be used toward the item (see Section A.10 for more information);
  - C. propose the idea to the Council during a scheduled briefing on a related topic;
  - D. utilizing outside volunteer resources;
  - E. hire an outside consultant (if this required an office expenditure, majority support from the Council would be needed);
  - F. Council Members are free to work with the Administration to gain their support to prioritize the work;
- c. In general, land use petitions should be evaluated on:
  1. Whether the petition would benefit the wider community rather than the individual interests of a property owner.
  2. Expediting of requests should obtain majority support of the Council.
    - A. \*In accordance with State Code related to land use, some land use and zoning items may require processing by the Planning Division and review by the Planning Commission. This will occur even when Council staff or other internal resources have been used to prepare an actionable proposal. If the Council Member's initiative requires a petition to be filed with the Planning Division, those steps will follow the process as outlined in Salt Lake City Code.
- d. Budget Initiatives:
  1. Initiating budget related legislation is different than land use and Planning items, because of the Council's budget authority.
    - A. Ideas or requests can be researched and developed with Council staff and can be initiated at any time of year. Items that require an amendment to the budget can be included in budget amendments throughout the year or the annual budget process. Raising recommendations during the budget process is encouraged in order to enhance the Council's ability to consider recommendations in context with the City's overall budget needs.
    - B. Council Members may wish to coordinate with the Administration for some budget related projects. To do this, individual Council Members may send a letter to the Administration to share a proposal or request.
    - C. Council Members may also propose a Legislative Intent Statement, which is a statement of the Council's intent on a budget-related item, and is adopted in a formal meeting. A collection of Legislative Intent Statements is identified and adopted

during the annual budget process, and may also be added to budget amendment motions.

For information on the Council Announcements, please see Policy Manual Section

#### **A.12 PREPARATION OF STAFF REPORTS AND AUDITS**

- a. In keeping with professional standards relating to internal auditing and legislative staff work, Council staff is free to share draft copies of staff reports, audits and similar documents with the affected department heads and/or designees in the Administration in order to help ensure accuracy, to identify issues of concern, and, as a courtesy, to inform them of significant issues.
- b. If, for some reason, a Council Member wishes to keep a report confidential until the placement of the issue on the Council meeting agenda and/or until the entire Council receives the information, the Council Member should let the Executive Director know in advance. The staff will then follow the procedures outlined in the Council Office Research and Information Gathering for Budget policy.

#### **A.13 COUNCIL RETREAT (10/2013)**

- a. At the discretion of the Council, the Council Members may schedule one or more retreats per year to discuss policy issues, priorities, or other issues of interest to the Council.

#### **A.14 PARTICIPATION ON CITY BOARDS AND COMMISSIONS (pending update)**

- a. Council Members shall not serve on any City appointed boards or commissions except in an ex-officio capacity.
- b. Council Members are free to participate on non-City appointed boards where those organizations interact with City government on a policy, procedural, or financial basis under the following conditions:
  1. Every January each Council Member shall submit, in writing, to the Chairperson of the Council a list of all boards on which that Council Member sits where the organization interacts on any policy, procedural, or financial basis with Salt Lake City Corporation
  2. Council Members appointed to boards or commissions during the year shall report their appointment in writing to the Chairperson within 30 days.
  3. When issues arise before the Council that directly or indirectly affect an organization on whose board a Council Member sits, that Council Member will declare a conflict of interest and abstain from both the debate and the vote.
- c. Council Members may participate on all non-City appointed boards where those organizations do not interact in any way with City government. Council Members do not need to make any declaration of their participation on such boards unless an issue arises before the Council that directly or indirectly affects an organization on whose board a Council Member sits, that Council Member will declare a conflict of interest and abstain from both the debate and the vote.

#### **A.15 REPRESENTATION ON COMMUNITY TASK FORCES**

- a. Requests for Council representation on community task forces and boards are brought before the Council for consensus selection. (Examples include the Council of Governments, Salt Palace Task Force, Courts Complex Committee, County task forces, etc.)
- b. When the Council Office receives a request for Council representation, the request will be brought before the Council.
- c. The Chair or staff will determine with the requesting group whether a single Member or, if interested, more than one Member could serve.
- d. After determining the number of available slots, Council Members will be informed of the opening(s) at a Council briefing session or a Work Session.
- e. When possible, all Council Members will be informed of the available position(s) prior to its discussion at the briefing session or Work Session, in order to allow Members time to consider their interest and availability.
- f. If the number of interested Council Members exceeds that number of available slots, Council representation will be determined either by vote of the body, consensus or by the flip of a coin.
- g. Should the timing of a request for representation and the next meeting of a group be such that the Council cannot consider the item in a meeting or cannot be contacted with reasonable effort, the Chair will request a Member to attend on an interim basis. At the next available opportunity, the above process will be followed to fill the slot(s).
- h. Members representing the Council on task forces, commissions or boards are encouraged to provide periodic written updates for the Council, with the assistance of staff, and to inform the Council of significant developments.
- i. If individuals are asked directly by the Mayor or outside groups to serve and represent the Council, they are requested to make the remaining Council Members aware of the invitation.
- j. Council Members serving on outside task forces, commissions or boards are encouraged to clarify that the entire Council must consider issues before official positions can be expressed or action taken.

#### **A.16 PETITION FILING FEES (9/1998)**

- a. Council Members will not sponsor legislative action items or petitions to the Administration in order to allow citizens to avoid paying a required filing fee.

#### **A.17 PHOTOGRAPHY FOR OFFICIAL PURPOSES AND NEWSLETTERS & WEBSITES (10/2009)**

- a. An official photograph shall be taken when a Council Member is elected to office. The photographs are for official use, and are to be used throughout the Council Member's term of office.
- b. Official photographs:
  1. Upon election, Council staff will arrange for the Council Member to have his/her photo taken by a professional photographer.
  2. Council staff will maintain an ample supply of photographs for official use and in response to requests from other organizations related to the performance of Council

functions. The Council staff will also be responsible to have framed one 8"x10" photograph of each Council Member for display in the Council Conference Room.

3. If a Council Member wishes to use his/her photograph(s) for personal purposes, he/she must purchase any such photo(s) directly from the photographer. If requested by the Council Member, the Council Office staff will contact the photographer and authorize the photographer to sell the photos to the individual Council Member. The Council staff may not order or purchase any photographs on behalf of a Council Member for that Council Member's personal use.
- c. Photographs will be taken by the staff of the City Council for use in Council Member newsletters. The City Council staff is not authorized to take photographs for use in Council Member political campaigns.
- d. Photographs for Newsletters & Websites:
  1. If a Council Member wishes to have photos taken for newsletter or website use, he/she should contact the Constituent Liaison and make the request. Council Members may/should make requests throughout the year in anticipation of newsletter production. It is understood and expected that Council Members will not always elect to use all photos requested. Council Members should feel free to request an ample number of photos to ensure an adequate supply from which they can select at newsletter production time.
  2. Staff will also make an effort to anticipate Council Member newsletter needs and may take photos besides those requested.
  3. If Council Members wish to have photos taken for campaign or personal use, they must utilize outside volunteer or professional services.

#### **A.18 COUNCIL DISTRICT COMMUNICATION BUDGET (2/2016) (pending update)**

- a. Each Council district will have a communication budget to be used by the Council Member for communicating with constituents within his/her district. Funds in the district communication budget will be expended at the Council Member's discretion and may include, but not be limited to:
  1. District meetings
  2. Newsletters, postcards, mass mailings, flyers (District mailings of 25 pieces or more will also be tracked, with one exception. Mailings relating to citywide issues which are distributed to all Council districts will not be counted as a district expense.)
  3. Refreshments, lunch meetings with constituents, etc.
  4. Community building activities: activities sponsored by city- associated agencies including community councils, county government, non-profit agencies, or community organizers working within the community to provide a non-political event open and free to the residents of the specified council district.
    - A. For events organized or hosted outside the Council Office the funding limit is not to exceed \$500 per event, and requires inclusion of the Salt Lake City logo on sponsor-related material.
    - B. For events organized or hosted by the Council Member, there would be no limit other than the funds available in the communication budget.

- b. Each district's communication budget will total \$6,200 per calendar year to coincide with terms of office as new Council Members are elected. This amount can be amended annually by a vote of the full Council. Liaisons will track all district expenses during the calendar year and offset Council Members' budgets accordingly.
- c. Council Members may not supplement their communication budget balances through personal contributions nor through independent fundraising so that the amount available to each Council Member remains equal.
- d. If a project, which is usually funded from these communication budgets, such as a district-wide mailing, is more expensive than the available funds (such as booklets, multi-part mailing, etc.), the Council Member may either use carryover funds (as described below) or may petition the full Council to consider the project for each Council District and identify alternate funding. (An example may be a City-wide Emergency Booklet mailing.)
  1. For fundraising efforts related to other projects, such as Capital Improvement Projects, please see Policy Manual Section A31. Solicitation of Funding from Private Parties.
- e. Accounting and carryover of communication budgets
  1. Council staff will provide a quarterly accounting to each Council Member on the status of funds in the district's communication budget.
  2. If a district's communication budget is fully expended prior to the end of the calendar year, it will remain at a zero balance until the beginning of the next calendar year.
  3. If a district's communication budget is not fully expended by the end of the calendar year, and the Council Member is continuing in office, the remaining budget amount will automatically be carried over and available to the Council Member in the first six months of the next calendar year or allow remaining funds to go toward capital needs of the Council Office.
  4. If the Council Member is not able to utilize the amount carried over by June 30 and has a project in mind or started, the Council Member may include a request on Budget Amendment No. 1 to re-allocate that funding to the Council Office for the district communication budget.
    - A. Staff will work with Council Members in advance of June 30 to plan for the use of carried over funds.
    - B. The Budget Amendment request should provide information to the Council on how and when the funds will be used.
    - C. The reallocated funds will expire at the end of the calendar year.
    - D. The funds to be re-allocated should be related to the cost of the pending project and shall not exceed one typical year's district communication budget.
    - E. The Council may elect to give preliminary approval informally in the Announcements section of a Council Meeting, and follow-up with formal Budget Amendment approval. The project may move ahead once preliminary approval is granted.
- f. For Council Members going out of office, all use of the district communication budget should be completed entirely by December 31. Any remaining funds in the communication budgets at the end of a Council Member's term will not be carried over to the incoming Council Member since the new communication budget starts in January of each year. To help assure a smooth transition and to recognize the degree to which staff resources need to be



focused on the Induction, under no circumstances should a mailing or distribution of materials take place after January 1 of the year end for an outgoing Council Member unless the City Council grants an exception in advance and the incoming Council Member is notified as a courtesy.

**A.19 NEWSLETTERS (04/2019) (pending update)**

- a. Based on availability of Communication Budget funds, Council Members may elect to mail a newsletter to their District residents. Typical sizes include an 11" X 17" 4-page newsletter, or 8 1/2" X 11" or 8 1/2" X 14" double-sided news sheet, which can either be mailed directly, or included in public utilities mailings as space is available. (Please refer to Section A.18 Council District Communication Budget.)  
Council staff will endeavor to obtain one slot for Public Utilities inserts for each Council Member per year. If fewer or more slots are available, distribution will be determined by the Council.
- b. In order to avoid having Council newsletters perceived by the general public and others as a political tool for those campaigning for elected office, certain guidelines will be followed in article content and selection and timing of publication.
  1. Articles which attack or criticize other Council Members or the Mayor are to be avoided.
  2. Articles addressing an issue which is being discussed by candidates opposing an incumbent Council Member are to be avoided during the year of the election.
  3. Articles addressing issues which are an integral part of an incumbent Council Member's platform for elected office are to be avoided during the year of the election.
  4. Articles addressing sensitive subjects on which Council Members are sharply divided are to be avoided.
- c. In developing a policy for newsletters published for members of the U.S. Congress, a rule has been established that a name or picture of the Congress member should not appear more than eight times on a page with the dimensions of 8 1/2" x 11", the size of the Council's newsletter. This restriction includes personal pronoun references such as I, my, and mine. This restriction also includes the pronouns he, she, his, and her if an article is written in the third person and refers to the Council Member. Other pronouns such as we and they are permitted. This restriction is applied in an effort to avoid the appearance of taxpayers' dollars funding blatantly political and self-aggrandizing material. Using the U.S. Congress guidelines, Council newsletters should not contain more than eight personal references and/or personal photographs per page.
- d. Using the U.S. Congress once again as a guide, Council Members who are campaigning for an elected office should not mail out Council newsletters any later than 90 days before a primary election. There are fewer than 90 days between Utah municipal primary and general elections and therefore no Council Member campaigning for elected office should mail out a newsletter between the primary and general elections.

- e. If there is a conflict regarding this policy, a Council Member will have the option of asking the Chair and Vice Chair, or the entire Council, to review and resolve the conflict in question.

#### **A.20 NEWS MEDIA (10/1998)**

- a. The Council Chairperson is the official spokesperson for the City Council. As such, the Chair is responsible for representing the Council to the news media. Individual Council Members may meet with media representatives or media editorial boards. When doing so, they shall make it clear that the opinions presented are their own, indicate they are speaking on their own behalf rather than on behalf of the full Council, and be careful to say “I” versus “we” when stating opinions.
- b. Press releases are a common form of communication with the media.
- c. It is appropriate for Council staff to prepare press releases:
  - 1. quoting the Chair on issues relating to the City Council as a group or providing general information regarding public hearings or other public meetings that the City Council will hold.
  - 2. for a Council Member to announce a public event/meeting occurring in that Member's district.
  - 3. for a Council Member who serves on a special committee (such as the National League of Cities and Towns) to announce the committee's findings or activities. However, the press release cannot be contrary to the official position held by the City Council as a group and cannot represent the entire City Council.
- d. It is not appropriate for Council staff to prepare press releases regarding a Council Member's campaign, events relating to a campaign, or for any reelection purposes.
- e. When a representative of the media contacts the Council Office to request an interview with a Council Member on an issue that relates to the entire Council, the following will apply:
  - 1. The interview request shall be directed to the Council Chair.
  - 2. If the Council Chair is not available for the interview, the request shall be referred to the Vice Chair.
  - 3. If the Vice Chair is not available, the request is then referred to the remaining Council Members.
  - 4. If a Council Member other than the Chair or Vice Chair agrees to the media's interview request, that Council Member must clarify that he/she is not speaking on behalf of the entire Council; the opinions/views stated are that Council Member's only.
- f. There are times when a media representative contacts the Council Office to request an interview with a specific Council Member. If the Council Member agrees to the interview, the Council Member must clarify that he/she is not speaking on behalf of the entire Council; the opinions and views stated relate only to that Council Member's district.
- g. It is not appropriate to request Council staff to arrange media interviews and/or prepare materials for the media in circumstances other than those listed above.
- h. It is not appropriate to request Council staff to arrange press conferences unless directed to do so by the Council Chair, with the support of the Council and the Executive Director.

- i. All communication with the media must follow these guidelines.

#### **A.21 PUBLIC ANNOUNCEMENTS REGARDING POLICY ITEMS (9/2008)**

- a. As a professional courtesy to fellow Council Members, and because Council Members may receive inquiries from the press and / or public, Council Members are encouraged to make peers aware of public announcements on items related directly or indirectly to the City Council.
- b. This courtesy would not necessarily relate to campaign or election related announcements.

#### **A.22 WORKING ON ISSUES OUTSIDE OWN COUNCIL DISTRICT (8/2008)**

- a. Due to Council Members' roles as elected officials, constituents commonly contact Council Members to request their assistance in resolving issues and problems.
- b. There are instances when constituents contact a Council Member for assistance on an issue outside the Council Member's council district. When a Council Member is asked to assist a constituent on an issue outside that Council Member's district, the Member has two options:
  1. refer the constituent to the Council Member who represents the constituent; or
  2. choose to assist the constituent and give a courtesy notification to the Council Member whose district the issue relates to as soon as is reasonably possible.
- c. There are also instances when a Council Member will be contacted by members of the community (including, but not limited to, residents, developers, business owners) regarding a project outside their district that will be coming before the Council for consideration.
  1. In this situation, the Council Member has justification to meet individually or in small groups with the business person, and will extend a courtesy notification to the Council Member in whose district the project is located.

#### **A.23 RESEARCH AND INFORMATION GATHERING FOR BUDGET**

- a. Individual Council Members may request staff to research and gather information on any topic related to the budget.
- b. Information gathered for one Council Member will not be released to other Council Members or to the Administration without the Council Member's permission.
- c. At the time of the request, staff will ask the Council Member if he/she would like the information gathered from written resources (budgets, reports, etc.) available immediately to the staff, or if he/she would like additional information to be gathered from the related department(s).
- d. If information from the department is desired by the Member, the staff will notify the department head or his/her designee and request the information. Staff may ask the department to review their written summary of the information to ensure accuracy.
- e. The information will then be given to the Council Member who requested it. Copies of the information will be furnished to the entire Council only at the request of and upon approval of the requesting Council Member.

- f. When Council Members ask staff to write motions based upon information gathered, it is customary to share the motions in writing with the full Council, upon approval of the requesting Council Member.

#### **A.24 GENERAL BUDGET POLICY**

- a. When possible, Capital Improvement Projects are not delayed nor eliminated in order to balance the budget. The Council also avoids using one time revenues to balance the budget.

#### **A.25 CAPITAL AND DEBT MANAGEMENT (1/2004) (pending update)**

On December 14, 1999, the Council adopted a resolution relating to capital and debt management policies. The resolution states:

**THEREFORE, BE IT RESOLVED by the City**

**Council of Salt Lake City, Utah:**

That the City Council has determined that the following capital and debt management policies shall guide the Council as they continue to address the deferred and long-term infrastructure needs within Salt Lake City:

#### **Capital Policies**

1. The Council intends to define a capital project as follows: “Capital improvements involve the construction, purchase or renovation of buildings, parks, streets or other physical structures. A capital improvement must have a useful life of five or more years. A capital project must also have a cost of \$50,000 or more unless its significant functionality can be demonstrated to warrant its inclusion as a capital project. A capital improvement is not a recurring capital outlay item (such as a motor vehicle or a fire engine) or a maintenance expense (such as fixing a leaking roof or painting park benches). Acquisition of equipment is not a capital project unless it is an integral part of the cost of a capital project.”
2. The Council requests that the Mayor’s Recommended Annual Capital Budget be developed based upon the Five-Year Capital Plan and be submitted to the City Council for tentative approval no later than March 1 of each fiscal year.
3. The Council requests that the Administration prepare multi-year revenue and expenditure forecasts which correspond to the capital program period as well as an analysis of the City’s financial condition and capacity to finance future capital projects, and present this information to the Council with the presentation of each biennial budget.
4. The Council intends that no less than nine percent of ongoing General Fund revenues be invested annually in the Capital Improvement Fund.
5. The Council requests that the Administration submit an updated proposed five-year capital improvement plan to the Council along with the Mayor’s Recommended Budget.

6. The Council intends that the City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
7. The Council intends to give priority consideration to projects which preserve and protect the health and safety of the community, are mandated by the state and/or federal government, provide for the renovation of existing facilities, resulting in a preservation of the community's prior investment, result in decreased operating costs or other significant cost savings, or improve the environmental quality of the City and its neighborhoods.
8. The Council intends to give fair consideration to projects where there is an opportunity to coordinate with other agencies, establish a public/private partnership, or secure grant funding, all other considerations being equal.
9. The Council intends to follow a guideline of approving construction funding for a capital project in the fiscal year immediately following the project's design wherever possible.
10. The Council intends that all capital projects be evaluated and prioritized by the CIP Citizen Advisory Board.
11. The Council does not intend to fund any project that has not been included in the Five-Year Capital Plan for at least one year prior to proposed funding, unless extenuating circumstances are adequately identified.
12. The Council requests that any change order to any capital improvement project which equals or exceeds twenty percent of the approved project budget be brought to the Council for review in a formal budget amendment.
13. The Council requests that the Administration submit a budget amendment request to the Council no later than September 1 each year identifying those Capital Improvement Program Fund accounts where the project has been completed and a project balance remains. It is the Council's intent that all account balances from closed projects be recaptured and placed in the CIP Contingency Account for the remainder of the fiscal year, at which point any remaining amounts will be transferred to augment the following fiscal year's General Fund ongoing allocation.

### **Debt Management Policies**

1. The Council intends to utilize long-term borrowing only for capital improvement projects that are included in the City's 5-Year Capital Program and 20-Year Capital Inventory of Needs, or in order to take advantage of opportunities to restructure or refund current debt.
2. The Council requests that the Administration provide an analysis of the City's debt capacity, and how each proposal meets the Council's debt policies, prior to proposing any projects for debt financing. This analysis should include the effect of the bond issue on the City's debt ratios.
3. The Council requests that, when borrowing is recommended by the Administration, the source of funds to cover the debt service requirements be identified.
4. The Council requests that the Administration provide an analysis of the effect of any proposed bond issue on the City's ability to finance future projects of equal or higher priority.

5. The Council requests that the Administration analyze the impact of debt-financed capital projects on the City's operating budget and coordinate this analysis with the budget development process.
6. The Council requests that the Administration provide a statement from the City's financial advisor that each proposed bond issue appears feasible for bond financing as proposed, including an indication of requirements or circumstances that the Council should be aware of when considering the proposed bond issue.
7. The Council does not intend to issue debt that would cause the City's debt ratio benchmarks to exceed moderate ranges as indicated by the municipal bond rating industry.
8. The Council does not intend to issue debt if such debt will damage the City's current AAA general obligation bond rating or cause the City's lease revenue bond ratings to fall below current ratings.
9. The Council requests that the Administration fully disclose and the Council intends to consider the impact of all debt that has a net negative fiscal impact on the City's operating budget.
10. The Council requests that the Administration structure debt service payments in level amounts over the useful life of the issue unless anticipated revenues dictate otherwise or if the useful life of the financed project(s) suggests a different maturity schedule.

#### **A.26 GRANT FUNDING CRITERIA AND SUMMARY SHEET QUESTIONS (10/2001)**

- a. The Council has requested each grant funding appropriation request relate to one or more of the following Council-developed grant criteria:
  1. In some cases, the General Fund or an Enterprise Fund of the City will use grant funding for projects or programs that have been identified by the Council for future funding. The General Fund or Enterprise Fund will provide funding once grant funding becomes unavailable.
  2. Grant funding will be used when the use of the grant money will result in long-term financial savings or operating efficiencies.
  3. Grant funding will allow the City to build internal capacity to continue the service in the future.
- b. The Council would also like specific information relating to grant appropriation requests. If the Administration wishes to have the Council consider a grant funding request, either at the time of budget adoption or during a budget opening, the Administration is expected to include with its official paperwork a summary sheet that:
  1. Shows how the grant relates to one or more of the grant criteria and,
  2. Answers each of the following questions:
    - A. Will this grant fund employee positions?
    - B. What programs are funded with this grant and what are the performance measures of each program?

#### **A.27 PRIVATE ACTIVITY BOND CRITERIA (09/2003) (pending update)**

On December 13, 2001, the Council adopted a resolution relating to review criteria for private activity bonds and related matters. The Council updated the criteria on July 8, 2003.

Salt Lake City is authorized pursuant to the provisions of the Utah

Industrial Facilities and Development Act, Title 11, Chapter 17, Utah Code Annotated 1953, as amended (the “Act”), to issue its revenue bonds to finance, for the benefit of a private entity (“Private Entity”), the costs of any “project” (as defined in the Act) constructed by that private entity within the boundaries of the City.

Revenue bond financing under the Act may qualify for tax-exempt status under the Internal Revenue Code, and provide other significant benefits on the private entity owning the project. Revenue bonds issued under the Act do not constitute or impose upon the City any financial obligation or liability.

Salt Lake City wishes to encourage the location of new or expanded facilities within the City, of the type and nature described in the Act, for the purpose of facilitating business development, increasing the tax base, improving employment opportunities and achieving the other public purposes enumerated in the Act.

**The City Council establishes the following criteria for considering applications for revenue bond financing under the Act as follows:**

- a. Credit Enhancement. All publicly offered revenue bonds issued by the City on behalf of a Private Entity under the Act shall be credit enhanced by either a bond insurance policy issued by a ‘AAA’- rated municipal bond insurer, or by a direct-pay-letter-of-credit from a financial institution with at least a ‘AA’ rating. Evidence of the availability of such bond insurance or letter-of-credit shall be provided to the City prior to the adoption of the final bond resolution. In the case where the proposed bonds are to be sold on a private placement basis to a sophisticated investor or group of sophisticated investors (a “Sophisticated Investor”), the City’s credit enhancement requirement will be waived once the City has received written confirmation from a Sophisticated Investor that it understands the risks associated with this type of investment and that under no circumstance will non-payment or a default on the bonds constitute or impose upon the City any financial obligation or liability.
- b. Fee Schedule. A fee shall be payable to the City by the corporate entity on whose behalf the revenue bonds are to be issued, which fee shall be calculated as follows:
  1. Payable to the City at the time of application: non-refundable \$1,000 for a new issue, or \$500 for a refunding issue; and
  2. Payable to the City at Closing, \$7,500 plus .15% of the principal face amount of the bonds for the first \$5,000,000, .10% for the second \$5,000,000, .075% for the third \$5,000,000, and .05% for the fourth \$5,000,000 principal face amount of the bonds; provided that the minimum fee for any issue shall be \$15,000, and a maximum fee for any issue shall be \$25,000.
    - A. Payable to the City’s Financial Advisor at Closing: \$1.75 per \$1,000 par amount of the bonds, with a minimum of \$7,500, for financial advisory services associated with

- the issuance of the proposed bonds. Should the proposed bond issue not close for any reason, the Private Entity would owe nothing to the City's Financial Advisor.
- c. The applicant shall address each of the following to the satisfaction of the City Council:
    1. Will the project have a positive economic impact on the community?
    2. What social and physical benefits will be realized by the City?
    3. How many new jobs will be created, at what levels, and at what percentage of the applicant's total payroll will they comprise?
    4. Does the project contribute to the development of underutilized property in the City?
    5. Does the project serve unmet needs of City residents?
    6. Does the project generate synergies for the development of surrounding properties?
    7. What is the current vitality of the proposed applicant and what impact will the proposed expansion have on the applicant?
    8. Does the direct pay letter of credit ensure terms and conditions that are acceptable to the City?
    9. Has the applicant's financial performance remained relatively stable for the past three years?
    10. Has the applicant clearly identified the sources and uses of funds?
    11. Does the applicant's finance plan identify how the bond will be repaid?

#### **A.28 ROLES DURING COLLECTIVE BARGAINING PROCESS (10/2013)**

- a. The following roles of the executive branch and legislative branch shall be followed during the City's collective bargaining process:
  1. Executive Branch:
    - A. Direct the City's negotiation process with the various Certified Bargaining Units.
    - B. Brief the City Council on revenue projections and the budget impact of employee compensation.
    - C. Provide periodic updates to the City Council as to the status of contract negotiations and anticipated economic impact.
    - D. Notify the City Council if the proposed negotiated agreements exceed Council funding approvals.
    - E. Provide a briefing to the City Council on the total compensation package at the end of negotiations.
    - F. Forward the negotiated Memorandum of Understanding to the City Council for approval and adoption.
    - G. Maintain the confidentiality of information received during the collective bargaining process.
  2. Legislative Branch:
    - A. Provide the Mayor with a tentative commitment regarding what employee compensation and benefit package the City
    - B. Council will be willing to fund.
    - C. By majority vote, approve the Memorandum of Understanding submitted by the Mayor at the conclusion of negotiations.



- D. Enact necessary ordinances or other necessary changes required to implement said Memorandum of Understanding by general legislation.
- E. Act to appropriate necessary funds required to implement the full provisions of the Memorandum of Understanding which include funding for each year of its existence.
- F. In the event that Memorandum of Understanding is not negotiated by budget adoption, implement compensation plan(s) for the appropriate employee unit.
- G. Maintain the confidentiality of information received during the collective bargaining process.
- H. Refer all inquiries from the media and public to the Executive Branch.

### **A.29 EXPENDITURE REQUESTS**

- a. The City Council shall utilize the purchasing and accounts payable systems of the City Administration. Further, the City Council follows the guidelines set forth by the City Administration in processing requests for payment and reimbursement. The City Council ensures that all requests for purchases and payment meet these guidelines and are within budget prior to receipt of the service or materials desired.
- b. All requests for purchases or services will be approved by the Executive Director and/or the City Council Chairperson prior to obligation of funds.
- c. Following receipt of the materials or services, an invoice will be submitted to the Council Staff Assistant who will process the payment request in accordance with City Administrative Policies.
- d. Responsibilities:
  - 1. Executive Director: Prior to contacting a vendor or service provider, the Executive Director must approve the purchase to ensure that funds are available. Executive Director is also responsible for reviewing requests to verify that the expenditure is an appropriate use of public funds.
  - 2. Staff Assistant: Following the direction of the Executive Director, the Staff Assistant will oversee the request for purchase and services, using the most cost effective method to ensure responsible expending of public funds. The Staff Assistant will also ensure that all expenditures are within budgeted amounts.

### **A.30 SOLICITATION OF FUNDING FROM PRIVATE PARTIES (7/2008)**

- a. All requests for donations from Council Members which may benefit a capital improvement project located within a City Council district must first be reviewed by the Council Chair and Vice-Chair, or Council majority.
- b. The Council Chair and Vice-Chair (or Council majority) may set reasonable conditions on such solicitations to prevent conflicts of interest, inappropriate treatment, or undue influence being given to donors.

- c. If the requesting Council Member disagrees with the opinion of the Chair and Vice Chair, the Council Member may request review from the full Council.
- d. Donors may not receive any benefit, privilege, or loss as a result of any donation (or penalty if no donation is made).
- e. If, after receiving a donation for a project within a particular district, the Council is approached by the donor for Council approval or action, the Council Member who requested the donation shall recuse him/herself to avoid the appearance of impropriety.
- f. Donations received will follow the established accounting procedures for donations received by the City.
- g. City Council Members may use City Council letterhead for their capital project funding requests, provided the project is either a City project, affects the Council Member's District, or has received Council approval.
- h. Due to the need to be equitable to all Council Members, Council staff may not solicit donations from any person or entity, nor shall Council staff have direct contact with contributors, except to follow-up with logistical or accounting information once a donation has been secured. Council staff may obtain contacts and mailing list data, prepare letters, and send out mailings at the request of Council Members.
- i. (Please also see Policy Manual Section A.40 Council District Communication Budget.)

### **A.31 STAFF RELATIONSHIP WITH REDEVELOPMENT AGENCY**

- a. The Policy Analyst serves as the primary Council contact with the Redevelopment Agency (RDA) on policy issues.
- b. As primary contact for the Council with the RDA, the Policy Analyst.
  - 1. Attends monthly RDA and Redevelopment Agency Committee meetings.
  - 2. Receives and reviews information, agendas, and other materials distributed and discussed at Redevelopment Agency meetings.
  - 3. Coordinates with RDA and Planning staff.
  - 4. Reviews RDA issues further at the request of Council Members.
  - 5. Tracks and reports the time spent on RDA issues to the Council timekeeper.

### **A.32 STAFF ATTENDANCE AT NIGHT MEETINGS**

- a. The Executive Director is expected to attend all regularly scheduled City Council meetings. The Executive Director may designate the Deputy Director or other senior staff member to attend in the Executive Director's stead. Other staff are expected to attend all regularly scheduled Council meetings when an issue for which they are responsible appears on the agenda.
- b. Because City Council staff is expected to attend many Council meetings at night, they are only rarely expected to attend other night meetings. Council Member requests for staff support at night meetings other than Council meetings should be directed to the Executive Director.

**A.33 COUNCIL OFFICE MEAL ALLOWANCE**

- a. Meals are provided for Council Meeting nights. As appointed employees, Council staff members are not eligible for the City's meal allowance program.

**A.34 MEALS/REFRESHMENTS AT CITY COUNCIL MEETINGS**

- a. Meals and refreshments are to be provided for City meetings in a cost- effective manner.

**A.35 REFRESHMENTS FOR INDIVIDUAL COUNCIL MEMBER MEETINGS**

- a. Council Members may be reimbursed for themselves and invited guests for appropriate food or refreshments provided during bona fide business meetings held primarily for the purpose of serving a specific municipal interest.
- b. Such reimbursements shall be modest but appropriate considering the nature of the event and number of invited guests. Council Members will be discerning and penurious in exercising this discretion and do so on an exception basis, where bona fide business, financial or policy interests of the City are advanced by the provision of the refreshments. All reimbursements shall be subject to available funding in the Council Office budget.

**A.36 DINING EXPENSES (12/2015) (pending update)**

- a. When Council Members are invited to attend a ticketed event that requires a fee to be paid, the expense is paid via the Council Office budget when the cost is for the meal only. If the cost is higher than an amount commonly charged for a meal, as in a fundraising event which includes a meal, the Council Office will initially pay the entire amount. However, the Council Office budget will ultimately cover only that portion of the expense that is for the meal (up to a maximum of \$150). The Council Member is responsible to reimburse the Council Office for any amount beyond the meal expense.
- b. Events which qualify for the costs to be partially or wholly covered are those which are related to City business, for example, held by organizations of which the City is a member.
- c. Council Members may request a working lunch with Council staff members. In these instances, the Council Office will cover the cost of the meal.
- d. Council sponsored tables at ticketed events to be discussed in 2016.

**A.37 CATERING FOR DIGNITARIES AND BUSINESS EVENTS**

- a. When there exists a demonstrable public purpose in entertaining dignitaries for economic development or other public purposes, such events shall first be approved by the majority of the Council and coordinated through a Council Office Staff Assistant.
- b. All such entertainment, meal or refreshment expense for these events shall be incurred with the object to limit the expenditure of public resources and still achieve the public purpose of

the event. To the extent practicable, efforts shall be made to minimize the use of public money for such purposes.

### **A.38 COUNCIL OFFICE TRAVEL (11/2001) (pending update)**

- a. Any or all Council Members may travel to conferences and conventions related to City business.
- b. The Council currently budgets for a standard amount for travel. Pre- authorized conventions are:
  1. National League of Cities; Washington, D.C.
  2. National League of Cities; location rotates (Salt Lake City in 2002)
  3. Utah League of Cities and Towns, Mid-Year Convention; St. George
- c. Members may decide to attend other conferences and conventions related to City business.
- d. When a Council Member expresses interest in traveling to a conference, convention or seminar, beyond the pre-authorized opportunities, Council staff will prepare a notice for the announcements. If the Council Members present during review of the announcement concur with the proposed travel, Council staff will finalize travel plans. If the Council Members are opposed to the proposed travel, the trip is not scheduled.
- e. Since the Council is committed to a well-trained professional staff, the Council budgeted for one conference approximately every other year per professional staff person within existing budgetary constraints, as work schedules allow and with approval of the Executive Director. Special circumstances for professional required education will be considered by the Director.

### **A.39 INFORMATION AND RECORD REQUESTS (11/2003)**

- a. In 1994 the Council adopted a Government Records Access and Management Act (GRAMA) ordinance relating to providing access, upon request, to City records which are defined by law as open to the public.
- b. It is common for people to request information, records and documents directly from the Council Office via telephone or in person.
- c. When a verbal information request is made of a Council staff member, the staff member may respond to the request from the staff member's known information on the subject matter.
- d. When a verbal request for a record or document is made of a Council staff member, the staff member has the following options:
  1. If the requested document is of an obvious public nature (i.e., Council/Work Session agendas, Council Member biographies, Council information sheet), the staff member may provide a copy to the requesting party.
  2. For requests of records and documents relating to Salt Lake City that require a signature for official approval (i.e., ordinances, minutes of meetings, interlocal agreements), the requesting party is to be referred to the City Recorder for an official copy.
  3. For requests of any other record or document, the staff member shall explain to the requesting party that in order to ensure accuracy, to ensure that the focus of the Council staff is not diverted by extensive record searches to any significant extent, the request

must be approved before the record or document is released. The staff member shall then notify the Executive Director or Deputy Director of the request and the Executive Director or Deputy Director will decide how to proceed with the record or document request. Depending on the nature of the request, the Executive Director or Deputy Director may inform the staff member that the requesting party:

- A. be given the record as soon as possible;
- B. submit a written request detailing the records or documents being requested;
- C. contact the City Recorder to obtain copies of the requested records or documents; or
- D. contact the City Attorney.

*Please Note: In October 2002 Salt Lake City Corporation formulated the following policy regarding electronic mail:*

*“All electronic documents produced by City employees are the property of the citizens of the State of Utah and must not be deleted randomly. All documents created in the course of City business that fall under the category of program, policy, or decision-making must be saved by the creator.”*

#### **A.40 INFORMAL PERSONNEL POLICIES (11/2001) (pending update)**

- a. In past years, the Council Office has generally followed many of the basic personnel policies set by the Administration, but has retained the power to add or alter any policy in order to more fittingly accommodate the specific needs of the Council Members and Council staff. The following internal administrative policies represent instances which deviate from the Administration's precedent and apply to all Council staff members. On all personnel issues not specifically addressed in this section, the Council Office generally adheres to the City's annual Unclassified Employees series compensation plans. As with all Council policies, the policies relating to personnel are subject to change by the Council without notice. It should be noted that all council staff members are appointed employees; they do not have merit status.
- b. The Council Office has a number of informal policies which have been strictly adhered to in the past:
  1. Compensatory Time:
    - A. All compensatory time must be preauthorized by the Executive Director and will be the exception rather than the rule.
    - B. Professional level staff will be expected to put in the number of hours necessary to perform their jobs, a minimum of 40 hours per week.
    - C. Professional level staff are expected to attend Council meetings when an issue for which they are responsible is on the agenda.
  2. Promotion: It is the policy of the City Council to promote from within the Office whenever possible. Promotions will be contingent on sustained “above satisfactory” performance in current position and ability of the candidate to fulfill the minimum qualifications of the promotion position.

3. **Grievance:** It is the policy of the City Council Office that the Executive Director will treat employees equitably. If an employee feels he/she has been treated inequitably, the employee will first discuss the grievance with the Executive Director. If the problem is not resolved, the Executive Director and the employee will meet with the Chairperson. If the problem remains unresolved, the employee may appeal to the Council to discuss the problem in executive session, with both employee and Executive Director present. Both the Executive Director and the employee agree to abide by the decision made by the Council. Each step of this grievance procedure must be completed before the employee or Executive Director can advance to the next step.
4. **Executive Director Compensation:** The Executive Director comes under the City's Executive Pay Plan and will be subject to the provisions identified in the plan. The Executive Director corresponds with a Department Director in the executive branch and thus is covered under the Executive Benefit Plan.
5. **Discipline:**
  - A. The Executive Director will be responsible for any required disciplinary action for Council Office staff and will notify the Council Chair of any such actions. The Chairperson of the Council will be responsible for discipline of the Executive Director.
  - B. Disciplinary actions may result from the following:
    - i. Failure to meet goals identified in performance plan.
    - ii. Failure to successfully perform routine staff tasks.
    - iii. Disrespectful interaction with Council Members or staff members.
    - iv. Unapproved absence from work.
    - v. Insubordination.
  - C. Disciplinary action will, except for extraordinary circumstances, follow the steps below:
    - i. Verbal warning and counseling documented in the Council Office personnel file.
    - ii. Written warning documented in both the Council Office personnel files and in the official personnel file maintained by the Office of Human Resource Management.
    - iii. Suspension or termination.
6. **Equal Employment Opportunity:** It is the intent of the City Council Office to comply with both the spirit and letter of all equal employment opportunity laws and regulations. The Council Office will not discriminate regarding hiring, firing, promotion, salary, or other terms and conditions of employment on the basis of race, creed, color, religion, national origin, sex, age, or handicap status.
7. **Political Activities:** It is critical that City Council Office staff maintain strict political neutrality in the performance of their duties. In order to ensure neutrality, the following policies are enforced:
  - A. City Council staff will not participate, in any way, in any Salt Lake City municipal elections--Council and Mayoral races. Staff will not participate in campaign activities or provide monetary contributions.
  - B. The Executive Director will be responsible for working with the Council to clarify the appropriate staff role during Council campaigns.

#### **A.41 HIRING PRACTICES**

- a. Staff shall be hired on the basis of qualifications to perform the duties of an advertised vacancy. Qualifications will include, but may not be limited to, education, relevant work experience, communication skills, interpersonal skills, political sensitivity, ability to maintain absolute political neutrality, and understanding of the role of City Council Staff. Partisan politics will not be the basis for selection of Council Office positions.
- b. The Council Office will ordinarily use the City's recruitment and preliminary screening mechanisms. Because of the uniqueness of some Council Office positions, the Council may choose, on occasion, to conduct its own recruitment and screening. On those occasions the Council Office will notify the City's Office of Human Resource Management of its intent to conduct its own recruitment and screening.
- c. Executive Director:
  1. The Executive Director will be hired by majority vote of the Council.
  2. During the hiring process Council Members will make it known to the rest of the Council if they have either personal or professional relationships with any of the applicants.
  3. Performance evaluations and salary actions for the Executive Director shall be acted upon by the City Council
- d. Other Staff Members:
  1. The Council Office Executive Director will hire the Council Office staff.
  2. Recruitment shall be conducted according to established Council Office policies:
  3. The name of the person selected by the Executive Director shall be submitted for final review by the Council Members prior to finalization of hiring.
  4. During the hiring process the Executive Director will ascertain whether applicants have either personal or professional relationships with any Council Members.
  5. The Executive Director shall be responsible for performance evaluations, disciplinary actions, supervision and will take appropriate action when necessary.
- e. Responsibilities:
  1. Council Executive Director: Ensures that the City Council Office's hiring practices conform to City policy and State and Federal regulations.
  2. Council Chairperson: Oversees the recruitment by the Executive Director of Council Office Staff. Works with the Office of Human Resource Management in the recruitment of the Council Office Executive Director.
  3. Office of Human Resource Management: Upon request of Council Office, aids Council Office in advertising positions and screening applicants for minimum qualifications.

#### **A.42 CONSTITUENT LIAISON SERVICES (12/2013)**

- 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 other Liaisons will serve as its back-up, 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. Council Members receive the following types of services and support from the Constituent Liaisons:
  1. Constituent Services
    - A. Liaisons will assist Council members with constituent service requests: nuisance issues – weeds, junk in yard, zoning, snow removal, potholes, sidewalk repair, water, etc.
    - B. Check-in with Council Members on issues.
    - C. Coordinate with the administration for response/resolution.
    - D. Resolve with constituent with an email or phone call response.
    - E. Coordinate with Executive Director on unusual, difficult and controversial issues.
    - F. These items are tracked in the district portal.
  2. Research / Memos
    - A. Requesting support for legislative action items, and subsequent applications for the City petition process.
    - B. District Specific Council Member Outreach Projects (examples: Neighborhood Champion Award, Neighborhood Resource cards/magnets, Neighborhood Cleanup Kits).
    - C. Update Council Members on district specific items relating to Board/Commission agendas, Police watch log, etc.
    - D. Track communications budget. Give quarterly updates.
    - E. Follow-up and monitor items/issues based on Council member interests.
  3. Print
    - A. Mailings of letters or postcards on issues of interest to the Council Member.
    - B. Letters to constituents.
    - C. Letters of recommendation/congratulations/condolences.
    - D. Annual District newsletter in the Public Utilities mailing and/or district wide mailings.
    - E. Fliers to announce meetings or providing information on City services.
    - F. Draft Resolutions (upon receiving support of the Council).
    - G. Biographies.
  4. Meetings
    - A. Accompany Council Members to meetings with administration, constituents, etc.
      - i. May also attend some meetings on behalf of the Council Member.



- ii. Provide support and related follow-up.
  - iii. Can be in the office or offsite.
- B. Town meetings in the district.
- C. Quarterly or periodic meetings for district community council chairs to meet with the Council Member.
- D. Attend Community Action Team (CAT) meetings.
- 5. Digital Communication
  - A. District Website maintenance.
  - B. Compile and draft information for district periodic email updates
    - i. Council business, issues of interest, events, upcoming meetings, City hearings, etc.
  - C. Video tapings – can be used as informational for constituents.
  - D. Photo Galleries.
- 6. Press Relations (Coordinate with Communications Team)
  - A. Talking points.
  - B. Press releases.
  - C. Social media (Council as a whole).
  - D. Coordinate interviews, press conferences.

#### **A.43 FOCUS GROUP PROCESS (established 10/2009)**

- a. The focus group is a tool to be used in addition to the regular public process. It expands input and helps identify potential issues, opportunities, and options.
- b. The number of members of a focus group must be limited in order to allow for the reasonable functioning of the group. By design, it is not large enough to be a representative sample. Every attempt is made to balance the interests of the group although it is impossible for every community council to be represented. By the nature of focus groups it does not work to have self-selected observers or participants.
- c. Unless a majority of the Council is present during a focus group meeting, or a broader invitation is extended by the Council, the groups are not considered open public meetings.
- d. The public is free to provide their input on City issues through all of the regular channels, such as email, telephone call, letters, personal conversations, comments at public hearings, and participation in Community Council meetings.

#### **A.44 CONSTITUENT COMPLAINTS**

- a. Salt Lake City Council shall respond in an efficient and timely manner to all requests for service or problem resolution submitted by constituents. Initial contact with the constituent will be made by Council staff within twenty-four hours of receipt of the request.

#### **A.45 SERVICE OF LEGAL DOCUMENTS (9/1998)**

- a. Council staff will refer service of all legal documents to the City Attorney's Office.

**A.47 COUNCIL MEMBER TRAVEL EXPENSES (04/2019)**

The Council Office follows the City's travel policy found in [Section 2.01.02, Salt Lake City Policies](#)

- a. Upon consent of the Council, Members may travel to conferences, conventions or seminars at the expense of the Council Office. When traveling on City-related business, Council Members will receive City funds in advance of departure to compensate the cost of per diem expenses such as airfare, hotel, meals, mileage, transportation and other relevant expenses. The City follows government guidelines in providing a per diem.
- b. When a Council Member attends a conference, convention or seminar that relates to his or her Council Member duties, the Council Office will pay the Council Member's registration or attendance fees in advance and in compliance with the seminar's registration deadline. Council Members are encouraged to provide Council staff with travel information in a timely manner so that travel arrangements can be secured in advance of registration, airline and hotel deadlines. A "timely manner" means in advance of the seminar's registration deadline, at least two weeks in advance of airline departure date, and in advance of the hotel's deadline for registration.
- c. After travel plans are finalized, Council Members may request changes to the travel itinerary or may request cancellation of all travel plans. Any funds advanced to Council Members for travel will be returned if the travel is canceled, but the Council does not go beyond typical business travel policy to require personal payment of cancellation fees or increased costs. It is anticipated cost savings associated with continued encouragement of early registration will offset additional charges resulting from any unusual circumstance where changes need to be made. Should an unusual circumstance arise that is not easily addressed using the City policy, it will be referred to the full Council for resolution.

**A.48 CITY ELECTRONIC DEVICES AND SERVICES (03/2019)**

- a. Council Members and Council Members-Elect may opt to use a variety of devices in carrying out their duties as elected officials, including but not limited to:
  1. Emails
  2. Appointments and opportunities to attend events as an elected official
  3. Document preparation and editing
  4. Agenda packet material review and preparation (may involve note taking)
  5. Text, email or phone availability for coordination and receipt of information
  6. Research
  7. Any functions that could be necessary in the event of an emergency
- b. Device options provided by the City include: computer (desktop or laptop), tablet, and cell phone.
- c. Ownership Options
  1. If personal devices are used instead of City-provided devices, the Council Member has the option to receive an allowance. Appropriate City software will be installed on personal devices.
  2. Any City-owned software installed on a personal device will be removed or disabled at the discretion of IMS when the Council Member leaves office.

3. City-owned devices shall be returned to the Council Office upon leaving the position of elected official or receiving an upgrade. City-owned devices can be purchased with a prorated cost determined by IMS based on the original date of purchase and last day of employment.
- d. Service Options: To increase communication access, Council Members and Council Members-Elect can request services including: (*see reimbursement/allowances section e.*)
  - A. Home internet access
  - B. Data plan for tablet
  - C. MiFi
  - D. Phone plan with unlimited data
- e. Reimbursements and Allowances:
  1. If a Council Member uses their own personal plan, a recurring monthly allowance will be established in keeping with Citywide policy, and shall be reviewed regularly.
  2. There may be reasons to process a reimbursement rather than allowance, in which case a Council Member can submit a receipt or invoice for reimbursement. Reimbursements shall follow City accounting policy with documentation of payment to accompany the reimbursement request.
  3. If the City arranges for the service plan the bill will be paid directly by the City.
- f. In evaluating device and service options, Council Members may consider the following:
  1. GRAMA considerations – including open meetings law, accessibility to information required to be searched
  2. Cost and effective use of taxpayer resources
  3. Portability, ease of use at home, while traveling, and during Council Meetings.
  4. Part-time nature of the Council Member position and the need to be available for City Administration and Council Staff to reach Council Members at all times.
  5. Access options during an emergency situation

#### **A.51 SOCIAL MEDIA MANAGEMENT POLICY (July 2019)**

The Council Office uses popular social media platforms to augment other communication methods, promote programs and initiatives, provide residents with additional information, complement and integrate other media for wider message distribution, and connect residents with programs or other service providers. This policy establishes guidelines for the management of the Council Office's social media accounts.

##### **a. Application**

This policy applies in circumstances where the social media account is owned or controlled by the Council Office. In addition, this policy applies where a Council Member uses a social media account to conduct any City business, even if conducting City business is not the sole purpose of the account.

b. Training

Each person involved in the City Council's social media efforts must have a clear understanding of this policy. The Council's Communications Team and the City Attorney's office will work together to offer trainings, as needed, for those authorized to engage in social media use on behalf of the Council Office.

c. Management

The Communications Team shall maintain an organization structure addressing the following elements:

- i. Assignment of roles and responsibilities for those who create and manage social media;
- ii. Designation of centralized control to oversee the management and use of social media and to coordinate policy updates;
- iii. Internal training protocol for social media posters consistent with this policy.

d. Creation and/or approval of social media accounts

The Communications Team shall maintain a social media template, which may include requirements to:

- i. Describe the account as "official" in the social media platform account bio;
- ii. Incorporate the Social Media Terms of Use (Refer to Policy Section A.52 - Social Media Terms of Use) in the social media platform account bio or "terms of use" section;
- iii. Provide links to official and relevant sections of the City's website;
- iv. Review of all account names and designs by the Communications Team.

e. Violations of the Social Media Terms of Use (Policy Section A.52)

The Council Office will review and address violations of the Social Media Terms of Use as follows:

- i. Communications Team Managed Accounts
  1. Protocol for hiding comments/materials
    - a. When the Communications Team determines a user has violated the Social Media Terms of Use, the Communications Team will contact the social media user through direct messaging or other available means, describe the violation, and request voluntary removal or edit of the material or comment(s).
    - b. If the user fails to voluntarily remove or edit the material or comment(s), the Communications Team may hide the comment or material.

- c. Before hiding the comment or material, a copy must be retained by the Communications Team (for example, through a screen shot).
    - d. If the comment or material is hidden, the Communications Team must notify the user through a direct message or other available means that the user may appeal the decision to [CCcommunicationsgroup@slcgov.com](mailto:CCcommunicationsgroup@slcgov.com) within five business days.
    - e. The appeal request shall be decided by the Chair and Vice Chair.
    - f. The Communications Team will notify the social media user once the appeal request is reviewed and a determination is made.
  2. Protocol for deleting comments or blocking a user
    - a. Where the Communications Team determines that a user has repeatedly violated the Social Media Terms of Use, the Communications Team will contact the social media user through direct messaging or other available means, describe the violation, and request voluntary removal or edit of the material or comment(s).
    - b. If the user fails to voluntarily remove or edit the material or comment(s), the Communications Team may delete the comment or material; in addition, the Communications Team may block the user.
    - c. Before deleting the comment or material a copy must be retained by the Communications Team (for example, through a screen shot).
    - d. If the comment or material is deleted or the user is blocked, the Communications Team must notify the social media user through a direct message or other available means that the user may appeal the decision to [CCcommunicationsgroup@slcgov.com](mailto:CCcommunicationsgroup@slcgov.com) within five business days.
    - e. The appeal request shall be decided by the Chair and Vice Chair.
    - f. The Communications Team will notify the social media user once the appeal request is reviewed and a determination is made.
    - g. After the expiration of two years from the date a user has been blocked from a social media account, the user may submit a written request to the Communications Team to unblock the user.
- ii. Council Members' Managed Accounts
  1. Protocol for hiding comments/materials
    - a. When a Council Member determines a user has violated the Social Media Terms of Use, the Council Member will contact the social media user through direct messaging or other available means, describe the violation, and request voluntary removal or edit of the material or comment(s).
    - b. If the user fails to voluntarily remove or edit the material or comment(s), the Council Member may hide the comment(s).
    - c. Before hiding the comment or material, a copy retained by the Council Member (for example, through a screen shot).

- d. If the comment or material is hidden, the Council Member must notify the user through a direct message or other available means that the user may appeal the decision to [CCcommunicationsgroup@slcgov.com](mailto:CCcommunicationsgroup@slcgov.com) within five business days.,
  - e. The appeal request shall be decided by the Chair and Vice Chair.
  - f. The Council Member will notify the social media user once the appeal request is reviewed and a determination is made.
2. Protocol for deleting comments or blocking a user
- a. Where the Council Member determines that a user has repeatedly violated the Social Media Terms of Use, the Council Member will contact the social media user through direct messaging or other available means, describe the violation, and request voluntary removal or edit of the material or comment(s).
  - b. If the user fails to voluntarily remove or edit the material or comment(s), the Council Member may delete the comment or material; in addition, the Council Member may block the user.
  - c. Before deleting the comment or material, a copy of comment or material must be retained by the Council Member (for example, through a screen shot).
  - d. If the comment or material is deleted or the user is blocked, the Council Member must notify the user through a direct message or other available means that the user may appeal the decision to [CCcommunicationsgroup@slcgov.com](mailto:CCcommunicationsgroup@slcgov.com) within five business days.
  - e. The appeal request will be decided by Chair or Vice Chair – or in the event that the account in question is the Chair or Vice Chair, the other member plus the next most senior member on the Council, or other at their discretion).
  - f. The Council Member will notify the user once the appeal request is reviewed and a determination is made.
  - g. After the expiration of two years from the date a user has been blocked from a social media account, the user may submit a written request to the Communications Team to unblock the user.

f. Records

The City Council must preserve records for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Any removal or deletion of comments or posts by the public must be considered public records and must be preserved pursuant to GRAMA. The City Council must also work with the City Recorder to ensure the records are properly retained.

g. Security

The City Council should take all necessary steps to follow directions from City IMS to ensure that social media accounts are secure from accidental or intentional attacks. Passwords should be adequately complex to prevent cyberattacks. Passwords should not be sent through email. If a cyberattack is suspected, the Council Office should immediately contact IMS.

h. Notice

Residents may choose to report an issue, request a City service, or seek more information regarding a City program via social media channels. However, such use should be discouraged. Social media managers should take steps to identify such requests and notify the social media user that such requests should be directed through the City's website or other preferred contact method.

## A.52 Social Media Terms of Use (July 2019)

*Internal note: When posting the following Terms of use on other social media accounts managed by Council Members, “the City” or “City Council” shall be replaced as appropriate by the Council Member’s name.*

- a. Any individual accessing or using this social media account (the “User”) accepts, without limitation, the following terms of use (“Terms”). The City maintains the right to modify these Terms without notice. Any change is effective upon posting to this account.
- b. A User is also subject to any terms of use of the social media platform provider (“Provider”). The City Council has no control over a Provider’s terms of use, content, commercial advertisements or other postings produced by the Provider that may appear on this account page as part of the Provider’s environment.
- c. Comment Policy  
Posted content (comments, photos, links, or other material, referred to hereafter as “Comments”) must relate to discussion of City programs, services, projects, issues, events, or activities. Comments posted on this account will not be edited by the City Council. Comments that do not relate to the City Council business may be hidden or removed, including specifically, Comments that:
  - Promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, sexual orientation, or gender identity;
  - Include slanderous, or defamatory attacks; threatening, harassing, or profane language; obscene or sexual content or links to obscene or sexual content;
  - Solicit commerce or advertisements including promotions or endorsements;
  - Promote or conduct illegal activity;
  - Are spam that include links to external online sites;
  - Violate a legal ownership interest of any person, including improper use of a trademark or copyrighted material; or
  - May compromise the safety or security of the public or public systems.
- d. Comments are the opinion of the User and do not necessarily reflect the opinion or policy of the City, its officers, employees, or agents.
- e. Comments may be a public record subject to public disclosure under the Utah Government Records and Access Management Act (“GRAMA”).
- f. Comments made on this page do not constitute a legal or official notice or comment to Salt Lake City and will not be regarded as a request for service.
- g. Comments requesting for copies of a public record will not be considered. A public record request can be made here: [GRAMA request](#)



- h. This account may contain links to websites not owned or controlled by the City Council. The City Council is not responsible for content that appears on these websites and provides links as a convenience only.
- i. The City Council reserves the right to hide, remove, mute, or delete information posted by a User who violates these Terms, or report the User to the Provider for a violation of the Provider's terms of use. Repeated or egregious violations of these Terms may result in denial of access to this Account. Such actions will be taken pursuant to the Social Media Management Policy.
- j. Copyright Policy

Information and materials produced by the City Council and posted on this page are City property. The City Council retains the copyright to all text, graphic images, and other content produced by the City Council. A User may, without obligation to the City, view, copy, link to, or distribute information found here if for non-commercial use, unless otherwise stated. However, the City Council makes no warranty that information on this web page is free of copyright claims or other restrictions on free use. Commercial use is prohibited.

- k. Disclaimers

The City Council does not guarantee that Comments are monitored regularly, and therefore, Users should not use this account to contact or provide notice to the City about dangerous conditions on public property. If a dangerous condition exists, please contact the police department, fire department, public utilities, or other relevant City department. The City Council does not guarantee the completeness or accuracy of any information posted on this account. The City Council may suspend or discontinue this social media account at any time.

The information posted is provided on an "as is" basis and the User assumes the risk of use or reliance on such information. The City Council, its officers, employees, or agents are not liable for any injury or damages resulting from viewing, distributing, or copying materials on this account, including without limitation, liability for indirect, special, incidental, or consequential damages.

#### Contact Us

Questions about these policies may be directed to [CCcommunicationsgroup@slcgov.com](mailto:CCcommunicationsgroup@slcgov.com).

**B. Audits and Reviews:**

1. Protocol for Selection of City's Financial Auditors
2. Council Management Reviews (pending review)
3. Role of Project Steering Committee during City Council Management Reviews
4. Council Interaction with Candidate Consulting Firms
5. Legislative Audits by Council Audit Staff

**B.1 PROTOCOL FOR SELECTION OF CITY'S FINANCIAL AUDITORS**

- a. The following protocol for selection of the City's financial auditors has been officially adopted by the Council in Resolution Number 5 of 1989 and revised in 2001 to include regional or local firms or national firms without a local office.
  1. The bid process will be competitive.
  2. The audit firm can be national, regional or local in stature and does not need to have a local office.
  3. The contract term will be for three years with a two year optional extension; the extension is at the sole discretion of the Council.

**B.2 COUNCIL MANAGEMENT REVIEWS (pending review)**

The Salt Lake City Council shall exercise its oversight role of the City administration by conducting independent management and operational reviews of City departments. Departments or functions will be reviewed each year depending on the availability of funds. The review(s) will be conducted by a management and consulting firm selected by the Council.

- a. Selection of a management and consulting firm will be a formal process.
- b. The Council Deputy Director will serve as the Project Director; coordinate the work of the consultants; provide staff support to the project steering committee; and coordinate with the City Purchasing Department for award of the contract.
- c. If necessary, the Council will interview the recommended firms during a Work Session. The Council will hear proposals from finalist firms and will hold a discussion prior to making a final selection. The selection is based on which firm receives the highest numerical ranking. Each firm will be asked the same questions which are noted in the evaluation sheet.

**B.3 ROLE OF PROJECT STEERING COMMITTEE DURING CITY COUNCIL MANAGEMENT REVIEWS**

- a. When independent consultants are hired to conduct management reviews of City departments, a Project Steering Committee will be appointed to oversee the review.
- b. Responsibilities:
  1. The Project Steering Committee provides advice to the Project Director in drafting the Request for Proposal to ensure that the scope adequately addresses all relevant issues.
  2. The Project Steering Committee reviews all proposals using a point ranking evaluation system. The Committee recommends to the Council which firms should be interviewed. The Project Director will provide the Project Steering Committee with evaluation criteria and scoring guidelines after receiving input from Committee members.

3. The Project Steering Committee meets with the consultants periodically throughout the review process. Once the consultants have conducted entrance interviews and preliminary field work, they report to the Steering Committee regarding the issues which they intend to research and evaluate further. At this point, it is the responsibility of the Committee to reach consensus that all essential issues have been identified by the consultants for further research and inclusion in the final report. It must be understood by the Committee and the department being reviewed that issues not raised by either the consultants or the Project Steering Committee will not appear in the final report.
4. It is the responsibility of the Project Steering Committee to raise concerns regarding the review process and procedures being employed during the periodic meetings held as the review progresses. It is not appropriate to criticize the credibility of the process or procedures after the field work has been completed.
5. Once the preliminary draft of the report is prepared, it is the responsibility of the Project Steering Committee to point out factual errors in the preliminary report. The Project Steering Committee cannot dictate the conclusions of the review report.

#### **B.4 COUNCIL INTERACTION WITH CANDIDATE CONSULTING FIRMS**

- a. The following measures should be followed to ensure that all consulting firms bidding in response to a City Request for Proposal receive unbiased and equal evaluation:
  1. Since the Council serves as the final selection committee for Council-initiated projects, Council Members shall avoid discussing the review and/or related information with any consulting firm. Because of City purchasing requirements, any advance contact with the Council will jeopardize the firm's eligibility.
  2. If contacted by a candidate consulting firm, Council Members shall refer all inquiries to the Council staff member, who serves as the Project Director of the Council's management reviews.

#### **B5. LEGISLATIVE AUDITS BY COUNCIL AUDIT STAFF**

- a. The Salt Lake City Council may exercise its oversight role of the City Administration by conducting program results and operational audits of City departments using Council staff in addition to hiring consultant advisors.
- b. The following protocol for assigning audits shall be followed:
  1. Suggestions for audits can be made by Council Members, Council staff, City employees, or the public to the Council Executive Director, Deputy Director or member of the Council staff.
  2. Council staff shall prepare a written suggested audit scope after conducting a preliminary assessment of the audit area. This assessment shall take no more than three hours.
  3. Suggestions for audits (including written scope and projected audit hours) shall be presented to the Council Chair and Vice Chair.
  4. The Council Chair and Vice Chair shall review audit suggestions and determine priorities.

- A. Because there is a practical limitation to auditing all functions on a routine periodic basis, the Council Chair and Vice Chair shall determine those potential audit assignments to present to the Council as a whole for consideration.
  - B. The Council Chair and Vice Chair can request Council staff do more preliminary work to determine the extent of the concerns.
  - C. The Council Chair and Vice Chair may refer suggestions for audits to the Administration for their consideration to assign an administrative audit or review.
  - D. The Council Chair and Vice Chair shall determine whether each potential assignment is for a full audit or a limited survey review. (A survey review is performed by interviewing appropriate officials and reviewing selected records to investigate smaller concerns or to determine whether expanding the scope to a full audit is necessary. The results of a survey review are conveyed in a memorandum rather than an audit report. The memoranda does not usually contain an official response from the Administration. A survey review does not necessarily follow all audit standards nor is it always supported by complete working papers.)
  - E. Suggestions for audits that the Council Audit Subcommittee designates as priority assignments shall be placed on the Council's Work Session agenda for discussion.
  - F. Suggestions for audits that are not placed on the agenda by the Council Chair and Vice Chair can be placed on the agenda by an individual Council Member in order to appeal the decision of the Council Chair and Vice Chair.
5. By a majority straw poll, the Council shall place selected audit priorities on the agenda of a general Council meeting for formal vote.
6. The Council Chair and Vice Chair shall prioritize audit assignments.
- c. The Administration may be invited to participate in an audit steering committee for each major audit.
- 1. The steering committee should include:
    - A. Council Executive Director or Deputy Director,
    - B. Council staff member participating in the audit assignment,
    - C. Appropriate employees designated by the Administration.
  - 2. The steering committee may participate in the following:
    - A. Opening conference to discuss the scope, audit approach and areas of concern.
    - B. Interim conferences, if necessary, to discuss audit progress and any matters needing immediate attention to permit the Administration to take corrective action before the final report is completed. (Such concerns would be conveyed to the City Council.)
    - C. End-of-field-work conference to discuss preliminary audit results and discuss possible options for corrective actions.
    - D. Closing conference to review a working copy of the preliminary report.
- d. Auditors shall follow generally accepted government auditing standards as appropriate and applicable.
- 1. Council auditors shall conduct audits using due professional care.
  - 2. Council auditors shall maintain an independent attitude.
  - 3. Council auditors shall coordinate with other City auditors when appropriate (internal and external).

4. Council auditors shall do audit testing in accordance with a written audit program prepared for each audit.
  5. Council auditors shall develop comments and recommendations using the five elements: Condition, criteria, cause, effect, and recommendation.
  6. Council auditors shall consider materiality and significance in deciding whether a matter requires disclosure in an audit report.
  7. Council auditors shall maintain set standards and techniques to be used in preparing working papers and/or draft reports that support the work performed and reports issued.
    - A. Working papers and/or draft reports shall be maintained in the City Council Office until two years from the date the audit report was issued.
    - B. Working papers and/or draft reports may be maintained in an electronic format.
    - C. Working papers and/or draft reports shall be made available for review by Council Members.
    - D. Others requesting access to audit working papers and/ or draft reports shall do so in writing. All public requests for access to audit working papers and/or draft reports shall be referred to the Council. Requests will be placed on a formal Council agenda. The Council will vote to determine if the requested audit working papers and/or draft reports may be released. Audit working papers and/or draft reports will not be released to the public unless the Council votes to do so during a formal Council meeting. The requests will be handled in accordance with the Government Records Act.
  8. In keeping with professional standards relating to auditing, draft reports shall be shared with the Administration in order to help ensure accuracy, to identify issues of concern, and, as a courtesy, to inform them of significant issues.
  9. Council auditors shall give responsible officials the opportunity to include (in the final audit report) the pertinent views concerning the auditors' finding, conclusions and recommendations, corrective action planned or underway, or differing points of view.
  10. Council auditors shall consult the City Attorney and the City Council Chair and Vice Chair immediately upon suspicion of misconduct, fraud, or other illegal acts. Additional audit work in the area shall be suspended upon the request of the City Attorney until any investigative legal actions are completed.
  11. Council auditors shall report to the City Attorney and the City Council Chair and Vice Chair any sensitive personnel actions disclosed by an audit. The detailed issues of such sensitive items shall not be contained in audit reports.
  12. Council auditors shall follow up on prior comments and recommendations and track the status of actions.
- e. Audit reports shall be issued promptly so as to make the information available for timely use by Council officials and the Administration.
1. Draft audit reports shall be presented to the Council Chair and Vice Chair for review and comment. Depending on the audit results, additional audit work can be assigned by the Council Chair and Vice Chair to expand audit scopes.
  2. Final audit reports are to be submitted to the City Council, Mayor and appropriate officials of the areas audited. Reports shall be made available to the public.

**C. Meetings:**

1. Early Notification to Council Members
2. Presiding Officer Notification (11/2001)
3. Attendance of Members
4. City Council Meeting Schedule (10/2009)
5. Lobbying During Official Council Meetings
6. Council Role in Open Government, Meeting Agenda Development: Paperwork and Scheduling and Council Meeting Outline (12/2019)
7. Resolutions of Support, Appreciation, Recognition
8. Resolutions Outside the Council's Sphere of Responsibility (10/2003)
9. Public Hearings and Notification (11/2001)
10. Council Meeting Procedure on Reviewing Petitions (3/2009) (pending update)
11. Courtesy Notification (pending update)
12. ~~Work Session Agendas and Paperwork~~
13. Work Session Executive Sessions (pending update)
14. Work Session and Other Informal Minutes
15. Electronic Council Meetings (9/1998) (pending update)
16. Comments at Council Meetings (11/2004)
17. Communication Devices (2/1999)
18. Legislative Subcommittee (8/2008) (pending update)
19. State of the City Address (1/2000)
20. Council Sponsorship of Administrative Transmittals and Other Briefing Items (12/2013)
21. Filming, Photography, and Recording at City Council Meetings (03/2010)

**C.1 EARLY NOTIFICATION TO COUNCIL MEMBERS**

- a. Council staff shall make Council Members aware of issues which will be discussed on future Council agendas as early and as thoroughly as possible. It is important that Council Members have adequate time and notice on issues coming before the Council.
- b. Council staff will provide a tentative calendar which lists all available agenda information including Work Session agendas, public hearings and regular Council Meetings.
- c. A Staff Assistant is responsible for compiling the list of upcoming Council and Work Session meeting dates and issues and distributing to Council Members.

**C.2 PRESIDING OFFICER ROTATION (11/201)**

- a. As adopted in the Rules of Procedure, each Council Member shall preside at regular Council meetings; the Council Chair presides at all Work Sessions. The responsibility for presiding shall be rotated from one Council Member to another.
- b. Rotation shall occur with the first meeting of each month.
- c. Rotation shall be as follows:
  1. January - Chairperson of the Council
  2. February – November Each Member in succession by district number
  3. December - Chairperson of the Council
- d. The rotation according to district number shall be continuous from year to year with the presiding Council Member of the February meetings being the Council Member representing

that district whose number falls immediately after the district number of the presiding Council Member for the preceding November.

- e. The presiding officer rotation schedule (listed by district number) is as follows:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
January	Chair	Chair	Chair	Chair
February	7	3	6	2
March 6	1	4	7	3
April 7	2	5	1	4
May 1	3	6	2	5
June 2	4	7	3	6
July 3	5	1	4	7
August 4	6	2	5	1
September	7	3	6	2
October	1	4	7	3
November	2	5	1	4
December	Chair	Chair	Chair	Chair

### **C.3 ATTENDANCE OF MEMBERS**

- a. The attendance of Council Members at regularly scheduled Tuesday Council meetings is encouraged while still providing for absences which occur as a result of unavoidable circumstances. This policy is pursuant to Rule 5 of the Salt Lake City Council Rules of Procedure.
- b. If any Council Member is absent for more than three regularly scheduled Tuesday Council meetings during a calendar year, \$50.00 shall be deducted from his/her paycheck for each meeting missed beginning with the fourth absence. An absence that is the result of official City business will not be counted under this rule.
- c. This attendance policy applies to regular Council meetings only. This policy does not apply to Work Sessions.

### **C.4 CITY COUNCIL MEETING SCHEDULE (10/2009)**

- a. The City Council holds three regular Council meetings per month except in June, July, August, and December. The City Council convenes on the first three Tuesdays of the month, except during July, August, and December, and as other modifications are needed based on schedule conflicts.
- b. Council district meetings shall be held each year as requested by Council Members. Upon request of Council Members, and through the appropriate administrative channels, representatives from the administration can be invited to attend district meetings. Council Members may utilize their communication budget as described in the “Council District Communication Budget” section of Chapter A.

## C.5 LOBBYING DURING OFFICIAL COUNCIL MEETINGS

- a. Lobbying is not permitted during official Council meetings, including weekly Council meetings, Work Sessions, and district meetings. Only the Mayor, Council Members, Council staff and persons invited by said individuals may approach the table/rostrum during official meetings.

## C.6 COUNCIL ROLE IN OPEN GOVERNMENT MEETING AGENDA DEVELOPMENT: PAPERWORK and SCHEDULING AND COUNCIL MEETING OUTLINE (12/2019)

*Purple text displays content in policy manual but not in ordinance*

- a. Council Process for Open Government and Transparency.  
The Council shall set policy, adopt ordinances including an annual budget, provide oversight of the City Administration, maintain a clear and accurate public record of Council process and decisions, and encourage public engagement. *Engaging the public in these processes creates a dynamic, collaborative democratic process and further upholds the Open Government and Transparency efforts of Salt Lake City Government offices.*

*For the public to proactively participate in City issues, transparency efforts are intentional and necessary to be at the forefront and throughout all processes. The public must be able to find and easily access complete proposals, understand budget and program recommendations, and be given an opportunity to engage in the process early and often.*

- b. Council Meeting Agenda Development:  
Council Meeting agendas are developed from a variety of sources, including but not limited to Council interest, individual Council Member interest, Council office work with outside resources and administrative transmittals. Any requirement listed in City code section 2.06.035 may be waived by the Council chair or a majority of the council when either determines the waiver would be in the best interest of the City. *This policy is concurrent in practices outlined in City Code 2.06.035.*
  1. *Individual Council Members may ask to have an item placed on a Council meeting agenda. Council Members may request time on the agenda in writing to the executive director to ensure all necessary information is available for scheduling in accordance with the Utah Open Meetings Act and to facilitate discussion.*
  2. *During the agenda development process, Council staff shall endeavor to:*
    - A. *Confirm that proper notice has been sent to affected parties, including the petitioner, and known members of the public who may be interested in the topic.*
    - B. *On major issues, public outreach may include identifying an appropriate scope for the item and coordinating with the Council Communication team. Outreach may include open houses, community council meeting attendance, social media communication, emails, and other communication resources further upholding the Open Government Standard practices.*
    - C. *Attempt to gain an understanding of concerns raised by affected parties.*
    - D. *Identify long term impacts on City finances and policy opportunities*
    - E. *Review for cost savings and collaboration with other governmental entities*



- F. Identify potential precedent setting and equity for potential similar situations
  - G. Ensure the currently proposed Legislative document (ordinance or resolution) has been approved as to form by the City Attorney's office;
  - H. Ensure supporting documentation is clear and consistent, and provides all known facts, including proper review by other relevant City departments.
  - I. Conduct research necessary to prepare a factual, accurate staff report for the Council Members.
  - J. Prepare staff reports in a standard format. This format will be reviewed periodically and approved by the City Council.
  - K. Ensure that the city attorney and finance department have a working knowledge of the issue and that legal and financial issues are clearly disclosed.
- c. Administration Transmittals:
1. The City Administration shall forward transmittals to the Council as they are completed. The Council and staff have deadlines and processes to most efficiently use the time between receiving recommendations and publishing agenda material. The transmittals shall be forwarded no later than noon two weeks before the Council meeting for which the item is suggested to be scheduled. This allowance of time enhances the opportunity for scheduling consideration and will allow time for community engagement, focused analysis, and opportunities for inclusive discussion. There is no guarantee that a transmittal will be scheduled at the suggested or desired time.
  2. City Administration transmittals must articulate the mayor's formal recommendation to the Council. Transmittals may also include potential options for the Council's consideration. In cases when the City Administration is forwarding a recommendation of another person or entity (such as the planning commission, a state agency, or an outside consultant commissioned by the City) and the mayor wishes to provide a different recommendation, the mayor may articulate the City Administration's position in a letter included in the transmittal.
  3. The City Administration shall submit paperwork for Council consideration and agenda placement in a single transmittal format from the mayor's office. Any exceptions to the noon, two-week timeline must be prearranged in writing with the Council executive director who shall seek the consent of the Council chair for any unusual or controversial situations.
  4. All items submitted for Council consideration on any Council meeting agenda must include complete and relevant information. The transmittal must contain a level of detail sufficient to provide the public and the Council with adequate information to understand the issue, the requested actions, policy and budget impact, and long-term consequences of non-action or action.
  5. A transmittal to the Council office is the mayor's formal and official recommendation to the Council. The Council considers the signatures included in the transmittal cover sheet as a confirmation that the signatory has vetted the material before forwarding the content to the Council.

6. Concurrently with the transmittal process, the City Administration shall submit paper copies noted “approved as to form” for any proposed ordinances or resolutions to the city recorder’s office as part of the formal public record.
7. Transmittals must include the following:
  - A. The date the transmittal was sent to the Council;
  - B. The signature of a member of the mayor’s office staff;
  - C. The signature of the relevant department director or designee;
  - D. The subject of the transmittal;
  - E. The name of the City Administration’s contact person with whom Council staff may correspond;
  - F. The type of document being transmitted;
  - G. The mayor’s recommendation about the document being transmitted;
  - H. If applicable, the planning commission’s recommendation about the document being transmitted;
  - I. The budget impact;
  - J. Background and discussion information, including timeline considerations; (see description in subsection c.4)
  - K. Any exhibits to the transmittal, including documentation describing the public notice and engagement process undertaken by the City Administration, including any objections received from persons affected by the proposal or the general public.
8. Upon receipt of the transmittal, Council staff shall promptly share the information with Council members and place it in a queue for staff to schedule for analysis. [The public and Council Members have access to the official communication from the Administration once it is received in the Council office. Council Members can reference the material for answers to basic questions from constituents and develop their own questions.](#)
9. Council staff shall review transmittal paperwork and may ask clarifying questions to the City Administration in advance of the scheduling process. [Council staff shall review transmittal paperwork in context with Council priorities, related Council policy positions, Council’s fiduciary oversight role and appropriate delineation of pertinent facts, in addition to potential public engagement opportunities. Council staff are assigned to review and prepare possible alternatives and a recommendation for Council action.](#)
10. If Council staff identifies incomplete, inconsistent, or inaccurate information in the transmittal, it shall communicate any revisions or corrections to the City Administration and its review until the City Administration provides accurate or updated information, even if the suspension would delay the schedule and the public process.
11. If the City Administration makes any official changes to the transmittal material, the transmittal shall be amended or updated by the mayor’s office through the Council agenda software, with an email alert to Council staff of the updated material. [The integrity of the Administration’s transmittal is preserved if only the Mayor’s Office can amend the documents.](#)
12. If the transmittal involves a matter that has a deadline for action, the City Administration shall provide to the Council office documentation and complete information about the nature and reason for the deadline.

13. Council staff shall wait for complete and correct information to be verified if Council staff finds that initially provided information is inaccurate. Council staff is also accountable to ensure a complete, public record is available for each item transmitted for action. As time allows and to verify accuracy of Council staff's understanding, Council staff may elect to share draft reports with the Administration before finalizing the report for Council agenda packets.
  14. The City Administration shall endeavor to provide clear, concise, complete, and accurate information in transmittals. The level of detail included in the transmittals must provide the public and the Council with adequate information to understand the issue, the requested actions, policy and budget impact, and long-term consequences of non-action or action.
- d. Agenda Scheduling – Administrative Items:
1. For items the City Administration suggests scheduling for a particular Council meeting, the City Administration shall:
    - A. Make advance arrangements in writing with Council staff
    - B. Ensure the paperwork is reviewed in detail by the relevant department director, deputy director(s), and the mayor's office in advance;
    - C. Respond promptly and thoroughly in writing to a Council member's or Council staff member's questions or requests for clarification; and
    - D. Ensure the city attorney and finance department have a working knowledge of the issue, have been consulted and their feedback is reflected in the transmittal. Any legal and financial issues shall be clearly disclosed and addressed in the transmittal. If the issues raised by either department are not address in the complete transmittal, the omission shall also be disclosed.
- e. Informal Updates:  
The City Administration may provide to the Council informal informational updates, particularly on large or significant items. Those updates may be completed as often as needed in a letter, memorandum, or email format. The Council may elect to schedule a briefing on any of the provided informal updates. Nevertheless, informal updates are not a substitute for a complete, fully-vetted transmittal.
- f. Closed Meeting Material:  
Information provided for closed Council meetings must be provided to the Council by the mayor's office after being vetted by the city attorney. Closed meeting material shall be provided no later than noon on the Thursday immediately before the scheduled closed meeting. The City Administration may seek feedback from Council members in closed meetings. Access to full and complete information will aid the Council in their ability to provide feedback. Confidentiality is protected under Utah law and may not be used as a reason not to provide written materials.
- g. Agenda authority of Council Chair:  
The Council chair shall determine the Council meeting agendas. Council staff may provide a draft Council meeting agenda for the chair's consideration. The Council's executive director will discuss controversial or politically sensitive items with the

Council chair before tentatively listing them on the Council agenda. After the Council meeting agenda is finalized, a copy is sent to the city recorder for noticing.

1. The Council has established exceptions to the Chair's individual authority with the agenda.
    - A. Agenda items are generally not delayed due to the absence of a Council Member; however, the Chair and full Council may consider an exception upon request.
      - i. Limitations on the Chair's authority regarding agenda scheduling:
        - (a) If a majority of the Council members have agreed following discussion in a work session or formal meeting to a schedule for handling a particular issue, its decision is binding. Any change shall be considered by the Council in a work session or formal meeting.
        - (b) The Chair may expedite issues other than issues that have not: (i) been through the full Council or City Administration process; or (ii) been provided to Council staff by noon at least 14 days before the Council meeting to ensure that a factual, informative Council staff report can be prepared. If items (i) and (ii) cannot be accomplished, the Council chair may direct Council staff to list an urgent item on a tentative basis, along with a motion to suspend the normal rules and consider the item without the usual City Administration process and/or Council staff review.
- h. Council Meeting Outline:  
Council meetings may involve separate agendas for the work session and the formal meeting.
1. The Work Session meeting affords Council Members an opportunity to ensure a uniform receipt of information and to discuss items as a group, providing a more effective use of the Council Members' time. The work session meeting agenda may include:
    - A. Updating or briefing Council members on agenda requests and City Administration transmittals before the Council for consideration;
    - B. Providing opportunities for Council members to discuss public policy and budget initiatives and policies;
    - C. The Council's executive director updating Council members about announcement items, agenda items, and other items of mutual interest and concern;
    - D. City Administration updates to the Council, for example, legislative briefings during the annual state legislative session;
    - E. Council members interviews of audit firms, potential appointed City employees, and potential appointees to City boards and commissions; and
    - F. Receiving information about issues not directly related to City government, but that have a fiscal or policy link to the City. Groups invited may include the Housing Authority, Downtown Alliance, Health Department, County Officials, etc. Outside organizations may not use work sessions to lobby for City funds.
  2. Council staff shall send the agenda to the mayor's office at least 48 hours in advance of the meeting to enable the mayor's office to notify and confirm City Administration

attendance and presentation at the scheduled meeting. The mayor's office shall provide to Council members a list of City Administration staff authorized to present on each topic as part of the transmittal at least 24 hours before the scheduled Council meeting.

The Formal meeting gives the Council an opportunity to take action on proposals, to enhance community awareness, and to provide participation opportunities within the City democratic process while supporting Open Government efforts.

3. The Formal meeting agenda may include:
  - A. Opening Ceremony:
    - i. Pledge of Allegiance
    - ii. Approval of minutes
    - iii. Resolutions
    - iv. Special recognitions
  - B. Scheduled Public Hearings: Public hearings about matters for which the Council would like to receive public input, including hearings requiring legal advertisement under state law. Typically, the Council delays action until a later meeting;
  - C. Potential Action Items: To emphasize the importance of public hearings, decisions on issues involving public hearings are commonly made one week after the public hearing under the "Potential Action" section of the agenda. Delaying a decision by one week provides additional opportunity for the public to submit written comment and allows the Council more time to consider all comments before taking action.
  - D. Comments:
    - i. Questions to the Mayor
    - ii. Public comments to the Council. Persons who desire to address the City Council concerning an issue not scheduled for public hearing, must fill out a comment card, complete the steps for public comment (two-minute comment period) and follow the Council's standards of conduct.
  - E. New Business: Includes matters that appear for the first time on a Council agenda even if a briefing takes places on the same date. New business items not designated as urgent or requiring immediate action, may be referred by motion or without objection to a future council agenda for further action. If the Council chooses to act on a matter of new business, it may suspend its rules and take action. Council Member's may request deferral of an item in the New Business section.
  - F. Unfinished Business: Matters that have received an introduction or briefing in a work session or formal meeting on the same date or on a previous date. All items under unfinished business are subject to further discussion.
  - G. Consent: Consent agenda matters are scheduled for action at the soonest possible date and typically do not require reports by the Council office staff because those matters are generally ongoing in nature or related to housekeeping items. Generally, the Administration's completed, accurate paperwork can provide sufficient detail and information. Routine Consent

agenda items include appointments and reappointments to City boards and commissions; confirming dates for public hearings; authorizing the signature of interlocal agreements; amending special assessment areas; and authorizing telecommunication agreements.

i. Mayor Attendance at Council Meetings

Utah Code section 10-3b-202(1)(d)(vii) states that the Mayor may “attend each Council meeting, take part in Council meeting discussions, and freely give advice to the Council.” A member of the Mayor’s senior staff may attend a Council meeting in place of the Mayor. If the senior staff member provides comments or advice, they must clearly state whether they are exercising authority on behalf of the Mayor and whether they have been authorized to speak for the Mayor. The Mayor or official designee will be recognized by the presiding officer of the meeting in the same manner that Council members are recognized for discussion.

j. Council Agenda Addenda Matters

Addenda will be added to the Council agenda for unforeseen, emergency matters, or to correct clerical errors. Such matters must be approved by the Council chair in consultation with the Council’s executive director, and may satisfy one or more of the following criteria:

1. The matter requires action that, if postponed to the next regularly scheduled Council meeting, would adversely affect:
  - A. the safety and welfare of the residents of Salt Lake City;
  - B. the finances of the City, an organization, a private person or a governmental entity;
  - C. the relationship between the City and Salt Lake County, the State of Utah, or the federal government.
2. The above criteria notwithstanding, the Council may consider only those matters that meet the general criteria of being complete and in proper form.

**C.7 RESOLUTIONS OF SUPPORT, APPRECIATION, RECOGNITION**

- a. Resolutions of support, appreciation or recognition are placed on the Council agenda at the request of one or more Council Members (as with all agenda items) and/or when:
1. On controversial issues, a majority of the Council agrees after being polled by Council staff, that the item should be placed on the agenda.
  2. The Administration requests that a noncontroversial item be placed on the agenda and the Council Chair approves the request.
  3. If a Council Member wishes to have a resolution placed on the Council agenda, the procedures will be as follows:
  4. Council staff will coordinate preparation of the resolution.
  5. Council staff will ask in advance if photos of the presentation are desired by the Council Member for use in his/her district newsletter. If photos are desired, Council staff will ensure that the proper equipment and supplies are available and will take the photos.

6. If the resolution could be controversial, as a courtesy the staff will make the other Council Members aware in advance that the item is going to be placed on the agenda at the request of a Council Member.
  7. If the resolution is routine, it will be prepared and placed on the agenda without advance notification to other Council Members. As with all agenda items, a copy of the resolution and background information will be included in the agenda packet that is delivered to Council Members in advance of regular Council meetings.
  8. Council staff will make the arrangements for the group or individual to be in attendance at the meeting at which the resolution will be presented.
- b. If the Administration or an organization contacts the Council Office and requests that a resolution be placed on the Council agenda, the procedures will be as follows:
1. If it is non-controversial, Council staff will inform the Council Chair of the request and ask approval from the Chair to place the item on the agenda.
  2. If the item could be controversial, Council staff will poll the Council Members and determine if a majority of the Council support having the item on the agenda and/or if one Council Member wishes to request that the item be placed on the agenda.
- c. When the resolution request is to recognize a City employee, department or division for achievement, rather than prepare a resolution Council staff will offer to:
1. write a letter from the Council Chair on behalf of the Council congratulating the employee, department or division, or
  2. allow the Mayor to present or announce the award during a Council meeting.

#### **C.8 RESOLUTIONS OUTSIDE THE CITY COUNCIL'S SPHERE OF RESPONSIBILITY (10/2003)**

In response to a reporter's inquiry regarding the City Council's response to requests to adopt a resolution opposing the Patriot Act, Council staff at the Council Chair's request sent the reporter a City Council statement read by Council Member Dale Lambert on March 11, 2003.

The Salt Lake City Council has made it a practice to decline to pass resolutions on issues outside our sphere of responsibilities even though we are often called to do so. We were not elected to represent the citizens of Salt Lake on national and international matters, nor were we elected to make formal public pronouncements for the City on issues clearly outside of our responsibilities. To undertake such activities in contradiction of our general policy would undermine the essential non-partisan nature of this body, and distract us from the work we were elected to do. We think it would set an unwise precedent for a Council to become a tool for advancing partisan ideological causes, even on important national issues. The statement further noted that:

- a. If the Council elected to make an exception to this general policy, it would do so only if there were a broad consensus of opinion.
- b. Council Members, like all citizens, are free to speak out on these issues as individual citizens, but the Council elects not to make a formal pronouncement purporting to state the position of Salt Lake City residents.

#### **C.9 PUBLIC HEARINGS AND NOTIFICATION (11/2001)**

- a. The Salt Lake City Council encourages input from the public on major issues impacting the funding and future of Salt Lake by holding public hearings and providing ample, widespread notification to those residents impacted by their decisions. Mandatory hearings as prescribed through State statute include annexations, special assessment areas, street / alley closures or vacations and zoning changes.

#### **C.10 COUNCIL MEETING PROCEDURE ON REVIEWING PETITIONS (3/2009) (pending update)**

- a. Briefing Format:

1. Council staff is asked by the Chair whether there is new information. (At the discretion of the Council, the staff may be asked to review the 'matters at issue' related to the petition.)
2. Administrative staff is asked to provide 2-3 minutes of context /background for the benefit of the audience (TV / Web / those attending)
3. Petitioner is invited to the table to make a presentation lasting no longer than 5 minutes.
4. The Council Members have the opportunity to ask questions of the Petitioner, the Planning staff and the Council staff. All parties are asked to keep their answers brief and directly on point.
5. At this point the petitioner will be excused from the table but asked to remain available in the audience if there are additional follow-up questions.
6. Follow-up briefings on a given petition will be an opportunity for the Council to ask questions of the Administrative staff and the Council staff.

- b. Formal Council Meeting:

1. At the Public hearing all individuals, including the petitioner, will be limited to 2 minutes. (Please refer to the “Comments at Council Meetings” Section, C.16, of the Policy Manual for further information on Public Comments during a Formal Council Meeting.)
2. Additional written material
3. Written material received in advance of the hearing date will be transmitted to the Council by staff electronically or in hardcopy form.
4. If the petitioner / speaker provides hard copies at the time of the Public Hearing, they will be distributed by staff to the Council at that time.
5. All written material, whether electronic or hard copy, is considered part of the public record.
6. Voting:
  - A. As a general rule, the Council will wait until the next meeting immediately following the public hearing to vote, unless a timeline is otherwise identified.
  - B. Written comment will be accepted between the time of the hearing and the vote and distributed electronically unless hard copies are provided.
  - C. On the night of the scheduled vote, for items which Public Hearings have already been held, the Council will hold the vote in a new section of the formal agenda titled “Public Hearing Action Items” immediately following the regular Public Hearing section of the agenda.



**C.11 COURTESY NOTIFICATION (11/2015) (pending update)**

- a. The citizens of Salt Lake City shall be notified of public hearings concerning pending actions affecting them above and beyond those required by either State statute or City ordinance. ~~The Council has agreed that the following schedule should be followed when developing mailing lists for courtesy notification.~~ The Council may, from time to time, order additional notices to be mailed out. When the Council so directs, Council staff may take responsibility for the development of a new mailing list and oversee such a mailing.

**C.12 ~~WORK SESSION AGENDAS AND PAPERWORK~~ Section combined into C.6****C.13 WORK SESSION EXECUTIVE SESSIONS (pending update)**

- a. Utah law requires that every meeting of a legislative body remain open to the public. There are times, however, when the City Council enters into an executive session, or closed meeting. This is commonly done as part of a Work Session. According to Utah Code Annotated, Section 52-4-4, a closed meeting “may be held upon the affirmative vote of two-thirds of the members of the public body . . . provided a quorum is present. No ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting.” The reason or reasons for holding a closed meeting and the vote, either for or against the proposition to hold such a meeting, cast by each member by name, shall be entered on the minutes of the meeting.” Utah law allows a closed meeting to be held for any of the following purposes:
1. discussion of the character, professional competence, or physical or mental health of an individual;
  2. strategy sessions to discuss collective bargaining;
  3. strategy sessions to discuss pending or reasonably imminent litigation; or
  4. strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms;
  5. strategy sessions to discuss the sale of real property when:
    - A. public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms;
    - B. the public body had previously given public notice that the property would be offered for sale; and
    - C. the terms of the sale are publicly disclosed before the public body approves the sale;
  6. discussion regarding deployment of security personnel, devices, or systems; and
  7. investigative proceedings regarding allegations of criminal misconduct.
- b. Prior to entering into executive session, the Council Chair will announce the applicable purpose for holding the executive session.

- c. Legislative bodies must keep tape recordings or detailed written minutes of closed meetings. Tape recordings and written minutes of closed meetings are protected records under Utah's Government Records Access and Management Act (GRAMA). Tape recordings and written minutes of closed meetings are subject to disclosure only after a court review.
- d. Utah Code Annotated, Section 52-4-7.5, defines the record of closed meetings. This section states: "If a public body closes a meeting to discuss the character, professional competence, or physical or mental health of an individual ... or to discuss the deployment of security personnel, devices, or systems, the person presiding" must sign a sworn statement affirming that the meeting was closed for one of these sole purposes. If a public body closes a meeting for any other purpose, "the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portion of the meeting."
- e. It is imperative that all closed meeting discussions remain completely confidential. Section 2.44.040 of the Salt Lake City Code states in part: No elected officer shall disclose confidential information acquired by reason of the officer's official position or use such information for the officer's or another's private gain or benefit. Additionally, the Utah Code states that any person who violates GRAMA provisions is subject to criminal penalties.
- f. Council Members are to be notified a minimum of 24 hours in advance of any scheduled executive session. If the Administration is making the request for the executive session, they are to meet with the Executive Director a minimum of two business days in advance to review in detail the content of the executive session.
- g. Information provided to the Council for executive session may include:
  - 1. the reason why the item qualifies for executive session;
  - 2. potential budget impacts of the item to be discussed;
  - 3. potential policy impact of the item to be discussed; and
  - 4. relevant time lines or deadlines that make it necessary for the Council to hold the executive session at a particular time.

#### **C.14 WORK SESSION AND OTHER INFORMAL MINUTES**

- a. The City Council shall provide resources to the City Recorder's Office which allow that office to prepare the minutes of the Work Sessions, Retreats, and other meetings as requested.
- b. The minutes of the above listed meetings are expected to be less formal than those prepared by the Recorder's Office for the Council Meetings at which official action is taken.
- c. Preparation of the minutes will be under the Direction of the City Recorder. It is the Council's understanding that minutes prepared by the Recorder's Office will generally include:
  - 1. Time, date and location of the meeting.
  - 2. List of Council Members, Council staff and City officials attending and participating in the meeting.
  - 3. Headings of each topic discussed.
  - 4. Brief summary of the discussion, and a summary of any conclusions reached by the Council.

5. Any requests for information made by the Council or the Administration, the Council staff or outside entities.
6. Any deadlines stated, by either the Council or the party giving the briefing.

**C.15 ELECTRONIC COUNCIL MEETINGS (9/1998) (pending update)**

- a. House Bill 162 adopted during the 1997 legislative session authorizes public bodies to hold meetings electronically. The bill defines an electronic meeting as “a public meeting convened or conducted by means of a telephonic, telecommunications or computer conference.” The bill states that in order to participate, members of the public body must have “the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or see the communication.” Under H.B. 162, public hearings are allowed as part of the electronic meeting. As with any public meeting, electronic meetings must be properly noticed in compliance with the Open Meetings Act.
- b. For those instances when the Council elects to hold an electronic meeting:
  1. the meeting will be held with a quorum (4 members) physically present;
  2. the meeting will be called only for a declared City emergency or to accommodate Council Members who are traveling outside the City on official City business;
  3. the meeting will be held within Salt Lake City limits at a facility that allows the public to attend, monitor and participate in open portions of the meeting;
  4. comments of Council Members participating electronically will be audible to the public;
  5. maximum effort shall be made to notify and accommodate Council Members who are traveling outside the City on official City business.

**C.16 COMMENTS AT COUNCIL MEETINGS (11/2004)**

- a. During the Comments portion of Council meetings, members of the audience are encouraged to address the Council and/or Mayor concerning any item pertaining to City business. Audience members addressing the Council and/or Mayor are required to speak into the microphone at the podium, clearly state their name and indicate if they are a resident of Salt Lake City. The Council will allow two minutes for the requestor to address the Council. For individuals who are speech- impaired, the time frame will be extended from two minutes to four minutes per person. The same consideration will be given to individuals using speech interpreters.

**C.17 COMMUNICATION DEVICES (2/1999)**

- a. Persons attending Council meetings or Work Sessions are to refrain from using cellular telephones, audible pagers or other communication devices in Room 315 or Room 326 while meetings are in session.

**C.18 LEGISLATIVE SUBCOMMITTEE (12/2015) (pending update)**

- a. A subcommittee of the City Council shall serve as a point of contact for the Administration and City's Legislative staff members. The subcommittee shall be available for meetings and coordination prior to and during the Utah Legislature's session. Information and updates will be reported back to the full Council during a briefing during the Work Session, which is normally included throughout the legislative session.
- b. The subcommittee shall be made up of the respective City Council and RDA Board chairs, plus a third Council Member elected by the Council.
- c. If any of the subcommittee members defer serving, another Council Member will be appointed with the advice and consent of the rest of the Council.
- d. The term of the Legislative Subcommittee runs annually from April through the March adjournment of the Utah Legislature.
- e. The Legislative Subcommittee, since it is not a quorum of the City Council, is not entitled to make decisions for the City Council, but is available to work with the Administration to identify options and positions consistent with past Council positions.
- f. Recognizing that the State Legislative process shifts rapidly, the Legislative Subcommittee will make every effort to inform the full Council of significant changes that are inconsistent with previous policy direction the Council has given.
- g. **During the legislative session when topics of interest to the City Council quickly evolve, the City Council Chair may delegate authority to speak on behalf of the City Council to a member of the Council Legislative Subcommittee. (If the Council Chair is unavailable, the Council Vice Chair may delegate this authority.) Council staff will attempt to contact Council Members to inform them of this delegation of authority and receive their input which will be forwarded to the Legislative Subcommittee.**

#### **C.19 STATE OF THE CITY ADDRESS (1/2000)**

- a. Salt Lake City Code, Section 2.04.010, states that the Mayor will prepare and submit to the Council "a state of the city report during January of each year."
- b. As a courtesy, the Council will not agenda questions to the Mayor from the City Council on the night the Mayor presents the State of the City address.

#### **C.20 COUNCIL SPONSORSHIP OF ADMINISTRATIVE TRANSMITTALS AND OTHER BRIEFING ITEMS (12/2013)**

- a. When setting a Council meeting agenda, the Council Chair and Vice Chair shall review Administrative paperwork ("Transmittals") to confirm that a Council Member has been identified as a sponsor.
- b. A Council "Sponsor" shall be defined as a Council Member who has agreed with the Administration to support or champion a pending transmittal or request, be available to review the proposal and ask questions prior to transmittal, identify potential policy questions, etc.
- c. Council Members may volunteer to serve as sponsors for items.

- d. Once a Council Member has agreed with the Administration to serve as sponsor, or volunteered to serve as sponsor, he/she has or does not have the prerogative to determine whether others may volunteer to serve as co-sponsors.
- e. For informational briefings, or items that are initiated within the Council Office, a Council Member shall also be identified as a sponsor of the item.
- f. Existence of a Council sponsor will also aid in identifying support level and priority when the Council Chair is reviewing the number of items being considered by the Council.
- g. Items that have a majority of Council Members in support will take precedence over other pending items.
- h. The Chair may elect not to schedule items that do not have a Council sponsor.
- i. Council staff will review with the Chair and Vice Chair for scheduling any update / informational briefing items that will prepare the Council for future action, but may not yet have a Council sponsor.
- j. Exceptions to the requirement for a Council sponsor to be identified:
  - 1. Legally required action
  - 2. Land Use petitions
  - 3. Budget related items
  - 4. Board appointments

#### **C.21 FILMING, PHOTOGRAPHY AND RECORDINGS AT CITY COUNCIL MEETINGS (3/2010)**

- a. Salt Lake City's Information Management Services Division (IMS) films the open portions of City Council meetings. The footage is available to the public on line at the Salt Lake City web site. It is considered public information. The public may also request a copy on disk.
- b. Filming and pictures taken of Council proceedings by individual members of the public or by organizations is allowed within the following limitations:
- c. The use of cameras and recording devices shall be allowed in a manner designed to address the free expression rights, security, visual sight lines and comfort of other meeting attendees.
  - 1. In order to avoid distracting, intimidating or creating a potential safety concern to persons speaking at the podium, all members of the public must remain behind the audience podium and no closer than the front row.
  - 2. Cameras may not be set up on tripods or stands, unless within the designated area for tripods or stands, as tripods or stands may create a tripping hazard for other meeting attendees.
  - 3. Under no circumstances may a camera be set up or filming, photography, or recording performed in a manner that blocks an aisle or doorway.
  - 4. Credentialed news media personnel working on a news assignment may set up tripods, stands, and other recording equipment within the designated area for credentialed media or the designated area for the general public.
  - 5. Designated Areas will be established in consultation with the City Police Department representative.
  - 6. Other requests for video, photographs and / or audio recordings that can be lifted from film will likely be referred to the City's IMS Division.
  - 7. Failure to follow these procedures may result in removal from the meeting.





**D. Interaction with the Administration**

1. Board and Commission Appointments; Advice & Consent (9/1998) (pending update)
2. Appointments to the Metropolitan Water Board
3. Legislative / Executive Communications
4. Labor Relations
5. {Left blank}
6. Mayor / Council Relocation Policy Protocol
7. Sister City Relationship
8. Council Policy regarding Community Match Agreements
9. Council Policy Statement regarding Downtown Economic Development

**D.1 BOARD AND COMMISSION APPOINTMENTS; ADVICE AND CONSENT (revised 9/1998)**

- a. Boards and commissions should represent a cross-section of the City.
- b. The Council implements its policy by using its advice and consent power. To ensure that a cross-section is represented, the following criteria are applied:
  1. Individuals should be appointed to only two consecutive terms or eight years, whichever is greater. A term is construed to mean a full term as outlined by ordinance. Any portion of a term that exceeds one half of the term outlined in ordinance is considered a full term.
  2. Individuals should serve on only one board or commission at a time, thus allowing more people to serve on boards.
  3. Boards should have representatives from all geographic areas of the City.
  4. Individuals who have not been involved in City government should be encouraged to participate through appointment to boards and commissions.
  5. Equal opportunity principles should be recognized in appointments.
  6. Unless there is an exception provided in ordinance, appointees should be City residents.
  7. Employees of Salt Lake City Corporation, whether merit or appointed, are not considered for membership on advisory boards in Salt Lake City. The only exception is the Salt Lake City Housing Authority and the Board for the Performing Arts Theater. Spouses and family members of Salt Lake City Corporation employees may be considered for boards advisory to the City when the board is not advisory to the employee's department or job responsibilities.

**D.2 APPOINTMENTS TO THE METROPOLITAN WATER BOARD {needs updating with new state requirements}**

- a. The City Council shall consider nominees for membership on the Metropolitan Water Board in advance of actual vacancies on the Board to facilitate a transition and training period for newly-elected Board members.
  1. Nominees shall submit the standard City background and financial disclosure forms to the City Council for consideration.
  2. Nominees can be referred by any source including the Metropolitan Water District Board, individual Council Members, etc.



3. As with the established board and commission appointment process, background information on nominees will be given to Council Members before placement on the agenda.
4. Once the Council has had an opportunity to review the background information, the nomination will be placed on the agenda, unless a majority of the Council voices objection.

### **D.3 LEGISLATIVE/EXECUTIVE COMMUNICATIONS**

- a. The Salt Lake City Council conforms to the guidelines for inter-governmental communication as set forth in the letter from Mayor Palmer DePaulis dated February 10, 1988. The intent of the guidelines is to provide the Council access to information and provide administrative assistance in resolving problems, yet minimize unintended influence of Council Members over administrative matters.
- b. Minor Matters: When the information or action requested is minor, requiring minimal staff time or information available to the general public, the Council Member or staff will direct the request to the affected department head.
- c. Significant Matters: When the information or action requested is significant, requiring considerable staff time or deals with a sensitive issue, the Council, as a whole, will submit the request in writing, signed by the Council Chairperson, to the Mayor.
- d. Responsibilities:
  1. Council Members: Responsible for contacting the impacted department head or to route the request through the Chairperson of the Council for submission to the Mayor.
  2. Council Chairperson: Responsible for receiving requests for significant actions from Council Members and presenting them to the rest of the Council. If the Council, by majority opinion, chooses to forward the request to the Mayor, the Chairperson will sign the letter requesting the information or action.
  3. Executive Director: Responsible for tracking the requests forwarded to the departments and the Mayor's Office. The Executive Director will advise the Council Members on whether or not a request constitutes a minor or a significant matter, and will act as a contact person on any and all issues for the Council Members and the Administration. The Executive Director is also responsible for drafting correspondence requesting information, action or follow-up on the same.

### **D.4 LABOR RELATIONS**

- a. The City Council staff shall document specific policies related to labor relations which the Council supports. The City Council will also review these policies each year in December.
- b. Definitions:
  1. Certified Employee Organization: A bargaining unit established under the Collective Bargaining Resolution Section 7 that is authorized to represent employees in the negotiation process.
  2. Executive Session: Closed door meeting of the City Council, without the right of the public to be present, pursuant to the Open Meetings Act.

3. Memorandum of Understanding (MOU): The jointly prepared, written agreement of the representatives of the City and the certified employee organization which constitutes a mutual recommendation jointly submitted to the Mayor by May 20th of each year. The MOU is not binding upon the parties until: a majority of the members of the certified employee organization, in attendance at the ratification meeting, has ratified it by a majority vote; the City Council has approved it by majority vote, enacted the necessary ordinances or other changes required to implement it by general legislation, and appropriated the necessary funds required to implement the full provisions of the MOU.
  4. Negotiation: The performance of duly authorized management representatives of the Administration and duly authorized representatives of a certified employee organization of their mutual obligation to meet at reasonable times and confer in good faith (within a reasonable length of time in order to freely exchange information, opinion, and proposals on matters normally part of the bargaining process) with respect to wages, hours and other terms and conditions of employment. This includes the mutual obligation to execute a written document incorporating any agreement reached.
  5. Nonunion, non represented employees: Groups of employees not represented by a certified organization such as the employees in the 300 and 600 professional/paraprofessional series, and executive level employees.
  6. Terms and conditions of employment: Wages, salaries, working conditions, hours or benefits, except as specifically modified.
- c. Policies:
1. Indicators of Financial Condition: The Council supports the preparation of various indicators of financial condition to determine trends in both environmental factors outside of the City (i.e., cost-of-living index) and in financial factors internal to the City (i.e., revenues, expenditures, debt structures, etc.). The Council further encourages the preparation of these indicators on an annual basis with presentation and discussion focused on them during the Mayor/Council winter budget retreat.
  2. Staggered Contracts: The Council supports the adoption of staggered contracts/agreements so that all contracts/agreements are not negotiated during the same fiscal year.
  3. Multi-Year Contracts: The Council supports the adoption of multi-year contracts/agreements so that they may remain in effect for more than one fiscal year.
  4. Total Costing of Fringe Benefits: The Council supports the total costing of all fringe benefits to ensure that a true total compensation cost is considered during the City's negotiation process. The Council supports the preparation of a written description of all fringe benefits along with cost information for each City employee so that they will know exactly how much their total compensation package is worth.
  5. Cafeteria of Benefits Plan: The Council supports the continuation of a cafeteria style of benefits plan which, within a fixed level of subsidy by the City, allows employees a variety of choices to meet their individual needs. The Council supports a plan which offers expense reimbursement for dependent care and other tax savings programs as provided under the Internal Revenue Service Code Section 125 as well as conventional benefit options in lieu of health care coverage (with restrictions to ensure that sufficient

levels of protection are ensured). The Council supports a plan which allows employees to enrich benefits or maintain certain levels of benefits by assuming resultant costs themselves which might exceed funding levels available through the City.

6. **Commuter Vehicle Fee:** The Council intends that commuter vehicle fees are a non-negotiable item during the labor negotiation process.
7. **Compensation Based on Recommendations of the Citizens' Compensation Advisory Committee and on the Consumer Price Index:** The Council intends to review compensation recommendations made by the Citizens' Compensation Advisory Committee (CCAC) and would like the Administration to provide information detailing the area(s) wherein the Administration may be recommending a different approach than that recommended by the CCAC. When the Administration's approach is not consistent with CCAC recommendation, the Council would like a letter from the CCAC chair detailing the CCAC's opinion and position. Further, the Council supports the philosophy that salary adjustments should be based on the Consumer Price Index in years that salary surveys are not conducted.
8. **Salary Surveys and Market Analysis Should Be Consistent:** The Council intends that the cities surveyed for market analysis be the same for different employee groups, thereby maintaining equity between different City employee classifications and ensuring that all employees are compensated at levels consistent with CCAC recommendations.
9. **Total Costing of the Full Compensation Package Presented for the Fiscal Year, Including Those Portions That Aren't Budgeted, But Rather, Will Be Absorbed Within Departmental Budgets:** The Council would like to know the total amount included for compensation adjustments each year, including the amount that departments may be asked to absorb.

#### **D.6 MAYOR/COUNCIL RELOCATION POLICY PROTOCOL**

- a. As of the printing of this manual, the Council had not yet adopted a protocol policy. A copy will be provided upon adoption.

#### **D.7 SISTER CITY RELATIONSHIPS**

- a. Salt Lake City has established Sister City relationships with several cities in other countries. It is common for the City to receive requests from individuals or community groups interested in establishing a Sister City relationship with Salt Lake City.
- b. There are limited financial resources and personnel available for Salt Lake City to invest in Sister City relationships. Therefore, the Council is committed to establishing those Sister City relationships that do not require the City to fund the relationship or provide staff support.
- c. The City follows the process and relationship guidelines outlined in City Code pertaining to Sister Cities.

#### **D.8 COUNCIL POLICY REGARDING COMMUNITY MATCH AGREEMENTS**

- a. The City Council acknowledges the value of entering into agreements with community groups and seeks to identify and facilitate opportunities to share in the funding responsibility for joint projects within Salt Lake City. Such agreements benefit the community, the residents, as well as Salt Lake City government. For example, in November 2003, the citizens of Salt Lake City, at a bond election, authorized the issuance of a general obligation bond to retrofit and renovate the City-owned former main library building. Salt Lake City and the Library Square Foundation for Art, Culture, and Science (the “Foundation”) will share the funding responsibility for the Leonardo at Library Square. (Other examples include Friends of Liberty Park Tennis and Friends of Memory Grove.)
- b. In order to ensure clarity, it is the Council’s policy to request that community groups and private individuals enter into a formal written agreement with the City in order to define the specific details of each agreement and the responsibilities of each party, such as:
  1. Identify the participating community organization or private entity (ie: community council, neighborhood group, private individual);
  2. Identify the location and scope of the project;
  3. Identify the time frame for when the matching contributions are due;
  4. Identify the type of match contribution that is necessary (funding, supplies, equipment);
  5. If a bond is issued, the agreement will define which funds raised by the organization or entity qualify as Bond matching funds;
  6. Define criteria for qualifying matching funds;
  7. Define funds that do not qualify for matching funds;
  8. Depending on the time frame, require monthly or quarterly reports identifying the total funds and pledges raised to date which meet matching fund criteria, identified in advance;
  9. Identify what level of matching funds will allow the City will proceed with the project;
  10. The City Council may wish to specify whether City funds or funds obtained by City personnel can be used as matching funds. (For example, RDA, CDBG, CIP, Airport, Public Utilities, Community Improvement and Outreach Grant Program, grant applications completed by City personnel, etc. may or may not be used to serve as the community or private entity’s portion of the project.)
  11. Define the terms of agreement including any conditions or requirements as defined by Salt Lake City or by the community group or private entity.

#### **D.9 COUNCIL POLICY STATEMENT REGARDING DOWNTOWN ECONOMIC DEVELOPMENT**

The following statement was adopted by the City Council in January of 2003:

##### **INTRODUCTION**

Salt Lake City Council Policy Statement on

The Future Economic Development of Downtown

By most objective measures, downtown Salt Lake City is healthy and doing well. Yet, even though there is much “good news” about downtown, City leaders and residents share a concern about its future.

At the beginning of 2002, the City Council named the future of downtown, and in particular, Main Street, as its top policy priority for the year. While downtown is much more than Main Street, Main Street is at the center — it is the heart — of downtown.

The challenge facing Salt Lake City policymakers as we move forward after hosting the Olympics and into the 21st Century is how to build upon downtown’s many strengths, and further enhance the vibrancy and vitality of the downtown.

The City Council’s role is to provide policy direction and to ensure that its efforts support the City’s policy goals. The Council’s tools are its authority to allocate city resources, including those of the Redevelopment Agency; to make zoning decisions; and to adopt ordinances.

To help focus on how the Council could best fulfill its responsibilities, it held hearings in March and April. Over one hundred citizens including representatives from various interest groups, provided comments and suggestions. A draft policy statement was circulated in November, and a Public Hearing was held on December 3. Council members have also, throughout the year, individually and in small groups, had many meetings with downtown stakeholders and citizens to deepen their understanding of the issues and forces shaping downtown.

As a result, the City Council’s overarching policy regarding downtown is this: The City Council recognizes that Main Street is the core of our downtown commercial, tourist, and convention activity. To encourage the relocation of retail or other commercial businesses or other key “anchors” away from Main Street will undermine these activities to the long-term detriment of downtown, including the Gateway and other developments. The continued vitality of Main Street is essential to the economic and cultural health of our great city.

Downtown, defined generally as the area from Temple Square on the north, to The Gateway on the West, to Trolley Square on the east, to the hotel district along the 600 South Street entrance to the city from Interstate 15, is important to Salt Lake City residents for a variety of reasons. Historically it has been the business, financial, retail, and government center of the City, County, region, state, and in many ways the entire Intermountain West.

The health and vitality of Salt Lake City’s downtown is important to city residents and people throughout the region. Business and commerce; institutional uses; local government and related public facilities; arts, culture and entertainment; tourism, and housing are all vital to the health of Salt Lake City’s downtown.

A brief listing of the downtown’s strengths shows what downtown Salt Lake City means to Utah:

a. Business and Commerce

1. Salt Lake City is Utah's commercial and financial center.
  - A. The Central Business District within the downtown contains 28.8 percent of the total square footage of office space in Salt Lake County. When office space on the CBD's periphery is included the figure rises to 42.8 percent.
  - B. Downtown Salt Lake City contains the corporate offices of the two largest banks in Utah, and 10 commercial banks operate in the Central Business District.
2. Retail Services
  - A. Although it contains 10 to 15 percent of the total space leased for retail in Salt Lake County, Salt Lake City's downtown is perhaps the only downtown in the nation to have four destination malls within its borders: The Gateway, the Crossroads Plaza, the ZCMI Center and Trolley Square.
  - B. Salt Lake City's downtown workforce grew by nearly 25 percent to 61,000 people between 1990 and 2001, leaving a significant daytime population to support retail services.
  - C. According to a May 2002 survey conducted by the Downtown Alliance, 32 percent of Salt Lake County's population said they had visited the downtown "within the past week" to dine, shop, or seek entertainment.
3. Institutional
  - A. As Utah's capital, Salt Lake City is the seat of state government including state and local courts, and the local presence of the Federal Government.
  - B. Near downtown are the State Capitol and the University of Utah, providing further opportunities to attract people to the core of the city.
  - C. As the World Headquarters of the Church of Jesus Christ of Latter-day Saints, Salt Lake City's downtown is a magnet to members of that faith worldwide, as well as a draw to tourists from throughout the world. Temple Square and other LDS sites downtown including the world-renowned Family History Center draw more than five million visitors per year.
  - D. Downtown is also home to several religious communities including the Roman Catholic and Episcopal dioceses, a number of historic churches — the Cathedral of The Madeleine, the Cathedral Church of St. Mark, the Holy Trinity Greek Orthodox Church, the historic First Presbyterian and First United Methodist churches, and the Buddhist Temple, each of which attracts people to the downtown area.
4. Local Government and Related Public Facilities
  - A. Maintaining Salt Lake City's downtown has been a major concern of city government for decades.
  - B. Since 1975 the City's Redevelopment Agency has allocated a substantial amount for downtown public improvements, land purchases and sales, and loans to businesses to renovate buildings.
  - C. Salt Lake City voters approved bond issues of \$30 million and up to \$84 million respectively to renovate the City & County Building and build a new main library and public plaza.

- D. Salt Lake City elected officials also have been instrumental in encouraging the construction of the state's only operating light rail lines, and the location of the State Courts Complex in the Scott M. Matheson Courthouse.
5. Arts / Culture / Entertainment
- A. Downtown remains the focal point of arts, culture and entertainment in Utah.
- B. It is the home of Utah's premier performing arts organizations and Utah's only major league sports franchise.
- C. The Capitol Theater, Abravenel Hall, and the Delta Center serve as venues for a wide variety of special events. The Days of '47 parade, the Utah Arts Festival and the New Year's Eve First Night celebration identify Salt Lake City as a core activity center for the region.
6. Tourism
- A. Downtown is the focal point of Utah's convention business.
- B. It is home to the Salt Palace Convention Center and more than 5,000 hotel rooms.
- C. In terms of square footage, downtown contains 67 percent of the top meeting space in Utah. It contains the two top facilities for meeting space, three of the state's top five facilities for meeting space, and five of the state's top ten facilities for meeting space.
- D. Salt Lake City also attracts ski visitors from out of state to stay in downtown hotels while enjoying several world-class resorts within a one-hour drive of downtown.
7. Housing
- A. Downtown living is on the rise in Salt Lake City, and housing is an increasingly important component of downtown.
- B. Partly due to the concerted efforts of the City Redevelopment Agency, housing stock in downtown has increased substantially during the past decade, to where it is now estimated that 4,500 residents live in the downtown's core.
- C. Downtown is bordered on the east by a neighborhood that has the highest density of any neighborhood in the state and on the west by a neighborhood that is projected to ultimately be the home of 13,000 residents.
- D. Downtown is not in decline. According to a recent economic study conducted by the University of Utah's Bureau of Business and Economic Research for the Downtown Alliance, in the 1990's every major economic indicator for downtown has been positive, including:
- i. 24% increase – 12,000 more employees – working in the CBD
  - ii. 69% increase in housing units
  - iii. 30% increase in office square footage, with the lowest vacancy rates in a decade
  - iv. 45% increase in retail square footage
  - v. 54% increase in wages
  - vi. 35% increase in commercial bank deposits
  - vii. 25 new restaurants and 15 new private clubs
  - viii. 6% increase in retail sales
8. The only major indicator that has been a disappointment, however, is one that is among the most visible — retail sales. While retail sales increased a slight 6% from 1990 to 2001, sales peaked in 1996, and then declined by 21%. The loss of retail business from

downtown to the suburbs and other retail outlets such as the Internet, coupled with the empty storefronts of South Main Street have led policymakers, the news media, and citizens to be concerned about the viability and vibrancy of Main Street.

9. To further focus and shape City policies to enhance the success of downtown and Main Street, the City Council adopts these statements of principle:

A. City's Leadership Role

- i. The City can and should be a vigorous advocate of downtown, encouraging business investment, working to retain as well as attract businesses to downtown, and making it easy to do business in the City. The City's advocacy should include being proactive to make businesses feel welcome in and a part of Salt Lake City.
- ii. The City Council recognizes that many decisions affecting the fate of downtown must be made by the private sector. There is much City government can and should do to encourage a healthy downtown. And yet it must be remembered that the City, through the tools available to it, is a catalyst and coordinator, not a wealth-creator in and of itself.
- iii. City government should provide focus and leadership to encourage and support private efforts leading to downtown investment. It should make sure that its roles — including but not limited to infrastructure, business licensing, regulation, zoning and code enforcement and public safety — are done efficiently, effectively, and in a way that encourages rather than discourages private investment.
- iv. The City should encourage and facilitate communication and cooperation among the various private and public interests who have a stake in downtown, such as the Downtown Alliance, the Salt Lake Chamber of Commerce, the Economic Development Corporation of Utah, the Downtown Merchants Association, the Salt Lake Convention and Visitors Bureau, and County, State and Federal governments.
- v. The City should leverage its resources as much as possible by encouraging, utilizing, and not duplicating, the services of private non-profit organizations including the Downtown Alliance, the Salt Lake Chamber of Commerce, and the Economic Development Corporation of Utah, in furthering the City's goals for downtown.

B. Build Upon Downtown's Strengths and Uniqueness

- i. People will come downtown when it provides an experience or opportunity they can't find in their own neighborhoods. Salt Lake City must distinguish itself from the suburbs by building upon what is unique to downtown — things that cannot be experienced anywhere else.
- ii. The City Council supports a greater emphasis on leveraging historic preservation as an economic development tool by working more closely with the Utah Heritage Foundation to find opportunities to use Salt Lake City's historic buildings in new and exciting ways, for office, cultural, retail, and institutional uses.
- iii. Despite numerous efforts to promote downtown, for too long Salt Lake City too often has assumed that downtown will attract people just because it exists. The



time is long past when people will come to downtown because it is the only place to shop, eat at a restaurant, or see a movie. The City Council encourages greater efforts to market downtown to people where downtown is geographically the closest retail shopping area. Marketing campaigns should target Salt Lake City residents, the daytime population, particularly office workers, University of Utah employees and students, visitors, and the suburban population, particularly residents of South Davis County.

- iv. The City Council supports encouraging the Downtown Alliance and Downtown Merchants associations to promote joint marketing opportunities, such as seeing the Utah Symphony and enjoying a dinner or staying the night in downtown hotels. The Council supports marketing campaigns targeting University of Utah employees and students to come downtown for restaurants, entertainment and shopping and to our own residents who shop in suburbs rather than coming downtown.
  - v. The City Council supports the development of other anchors to Main Street, in addition to retail, that will attract people to the City's core. Anchors could include museums, a Broadway-style theater, Olympic legacy or other similar attractions that would provide unique "draws" to downtown.
- C. Take the long view rather than focusing on quick fixes
- i. While there are some immediate steps that should be taken during the next one to three years, City policy-makers must resist the temptation to think short-term and instead take a long-range view of how decisions now will impact the City five, ten, even twenty years into the future.
  - ii. The City Council believes that the elements of sound development and marketing strategies for the downtown already exist in available plans and studies. The Council believes that the time for additional plans and studies have past, and the time for implementing a coherent, rational, and achievable program is now.
  - iii. The City Council urges the Mayor and his administration to fashion an implementation program based on existing plans and strategies and carry out the implementation.
  - iv. To keep the City Council and general public involved and informed of specific program steps taken and tied to long-term priorities with measurable benchmarks, the City Council supports having the Administration provide updates to the Council and the public on the program's implementation. Regularly, the Administration should share, on a confidential basis as needed, its efforts with a subcommittee of the Council that will include representatives of Council and Redevelopment Agency leadership.
- D. Support All facets of Downtown Development
- i. Too often the focus on downtown is on just one aspect of downtown – such as nightlife or retail – while failing to recognize that a successful downtown is made of several important elements.

- E. Each element is important in its own right, but, like an ecosystem, the success of each is intertwined and interdependent. These elements can be summarized as follows and measured by the criteria listed under each section:
- i. Business center, providing the premier location for a variety of businesses, in particular, local, regional, and where possible national headquarters.
    - (a) Indicators of success include:
      - a. Square footage and type of office space in the downtown inventory
      - b. The vacancy rate
      - c. The number and size of “headquarters” located in the downtown.
      - d. New businesses relocating to the Central Business District.
      - e. Existing businesses expanding at their present locations in the Central Business District.
      - f. Existing businesses renewing their leases.
      - g. Retail, supporting the retail needs of daytime population and drawing people to the downtown.
    - (b) Indicators of success include:
      - a. Number of jobs generated
      - b. Square footage of retail
      - c. Total retail sales and retail sales per square foot at each of the major retail destinations.
      - d. Sales tax revenue generated.
  - ii. Institutional Center
    - (a) Indicators of success include:
      - a. Increased presence of county, state and federal offices
      - b. Presence of educational facilities available to the public
  - iii. Local government and related public facilities
    - (a) Indicators of success include:
      - a. Well-maintained public infrastructure
      - b. Continued development of efficient public transportation systems with easy access to homes and businesses and connected to a wider area
  - iv. Arts, culture, entertainment and nightlife, providing unique entertainment and cultural opportunities for residents throughout the region and visitors
    - (a) Indicators of success include:
      - (i) Sales generated
      - (ii) Number of nights of entertainment offerings
      - (iii) Location of new entertainment and cultural facilities including theater for Broadway productions and museums
    - (v) Tourism including convention visitors
      - (a) Indicators of success include:
        - (i) Convention bookings
        - (ii) Hotel occupancy rate
      - (vi) Housing — available at all ranges of income levels — will further enhance the livability and vibrancy of downtown

- (a) Indicators of success include:
  - (i) The number of housing units
  - (ii) Vacancy rates
  - (iii) Population
  - (iv) The mix of market rate, middle income, affordable and low income housing units

## FIRST STEPS

Based on the quantity and quality of public input the City Council has received resulting from its focus on Main Street and Downtown, the Council suggests the following areas be considered immediately relating to the seven elements of a successful downtown:

### a. Business Center

1. Administration should identify major corporate presences in downtown, ascertain their satisfaction, and make appropriate efforts to ensure that they will remain downtown and not relocate to the suburbs.
2. Administration, in cooperation with EDCU, should target businesses to locate corporate or regional headquarters downtown.
3. The City should encourage greater cooperation between the Salt Lake Chamber of Commerce, Downtown Alliance, and EDCU.
4. The Administration should meet with major landowners of property fronting Main Street between 600 South and South Temple, to ascertain plans for development and to encourage appropriate development as supported by market conditions.
5. The City should endorse legislation to be presented to the Utah Legislature extending historic preservation tax credits – that currently exist only for residential properties – to commercial properties.
6. The City should utilize the assistance of the Utah Heritage Foundation in identifying key vacant or underutilized historic buildings and all financial incentives available to encourage appropriate development as supported by market conditions.
7. The City should strongly consider encouraging legislation to extend the expiration date of the Central Business Redevelopment District to enable the City to continue to use RDA tools in the future to bolster the center of downtown.

### b. Retail

1. The City should continue to support and encourage retail on Main Street, with complimentary retail at The Gateway, Trolley Square, and in East Downtown in an effort to generate economic growth in the broader downtown area.
2. The City and RDA, in conjunction with local businesses and landowners, should actively promote and market our downtown's opportunities to national, regional and local retailers, using existing plans and studies to identify and recruit potential retailers for the downtown area.
3. Perceived parking problems continue to be a major obstacle to retail activity downtown. The City should continue to support the Parking Token initiative of the Downtown

Alliance, but also look at more aggressive marketing of existing downtown parking to Salt Lake residents. Such marketing efforts could include advertising the availability of parking but also the advantages of covered parking at a mall versus parking in a flat parking lot in the elements of sun and snow. Marketing efforts also should dispel misperceptions that no parking is available downtown.

4. The City should also consider additional free parking downtown, such as that provided on a pilot basis on 300 South. The cost-benefit of parking meters should be studied.
  5. The UTA Free Fare zone should be advertised by the City and downtown merchants. The UTA, the City, and downtown merchants should evaluate and implement ways, including small buses and possible expansion of the Free Fare Zone, to link the Gateway, Main Street, the future Intermodal Hub, and Trolley Square in such a fashion as to make movement around the downtown simple and easy for any visitor.
  6. The City should encourage and support the owners of the ZCMI Center and Crossroads Plaza in undertaking significant renovations and upgrading of both mall properties including making the retail spaces more accessible to the streets.
  7. RDA dollars should go toward supporting additional retail in all the CBD with a primary focus on filling vacant Main Street locations.
  8. The Downtown Alliance and Downtown Merchants Association should be encouraged to develop more joint marketing opportunities with conventions being hosted in downtown to attract more tourists to stores and restaurants.
  9. Given the proximity to downtown of communities in South Davis County, those communities should be targeted in a special marketing campaign. Emphasis should be on helping Davis County residents feel welcomed to and appreciated by Salt Lake City.
  10. Efforts to make Main Street more pedestrian friendly should continue by creating elements that generate interest along the length of Main Street. Elements could include public art, window decorations and benches where people can relax.
  11. 100, 200, and 300 South streets, along with South Temple Street, are important links between Main Street and West Temple Street, where much of the convention and tourist traffic flows. Efforts should continue to be made to make these links as inviting as possible to pedestrians.
- c. Institutional Center
1. The City should meet with the State Building Board and/or its executive director to find opportunities to work together to enhance state offices or locating state cultural centers downtown.
  2. The City should meet with officials of the University of Utah to find areas where the City and University can work together to locate functions that attract people and activities downtown, including classrooms, museums and galleries.
  3. The City should meet with officials of Salt Lake Community College to ascertain the success of their downtown classroom building and to see if there is anything the City can do to aid its success.
  4. The City should meet with officials of the LDS Church to ascertain any plans for expansion of office space, use of properties (such as State Street and First South) in the downtown area.

- d. Local government and related public facilities
  1. The City Council will continue to support making downtown more friendly to pedestrians, the disabled, and bicyclists.
  2. The City should pursue ways to move the future construction of a light-rail connection to Salt Lake City International Airport – including completion of the downtown light-rail loop – further up the list of projects on the Wasatch Front Regional Council’s long-range transportation plan.
  3. The City Council is committed to support the installation of Olympic legacy memorabilia in a prominent location downtown.
- e. Arts, Culture, entertainment, and nightlife
  1. The City should focus on offering several successful events, such as “First Night,” rather than putting efforts into weekly activities that are less likely to be successful.
  2. The City should consider current alcohol policies and monitor any changes in state laws that may be proposed in 2003.
  3. In partnership with Salt Lake County – the owner of downtown arts facilities – consider the feasibility and advisability of constructing a Broadway-style theater on or near Main Street, capable of presenting full- scale productions.
  4. The City Council will support marketing efforts to dispel misperceptions that “there’s nothing to do” downtown.
- f. Tourism
  1. The City should support a feasibility study regarding further expansion of the Salt Palace to keep Salt Lake City competitive in attracting conventions.
  2. The City should cooperate with the Salt Lake Convention and Visitors Bureau and the Utah Travel Council in attracting convention business and tourists to Salt Lake City.
- g. Housing
  1. The City should continue to encourage downtown housing for a full spectrum of income levels throughout the downtown area.
  2. The City should conduct an inventory of land within two blocks of the new main library that could be used for housing sites and study the feasibility of purchasing the sites for housing uses.
  3. The City should explore ways to protect further multifamily housing units on 300 East Street between South Temple and 400 South streets and encourage in-fill development of multifamily housing along 300 East Street.
  4. The City should encourage retail services, especially grocery stores, necessary to support an increased residential population as well as services that cater to downtown workers.

## Notes

Except where noted, all factual statements were taken from the Downtown Alliance’s Economic Change in Salt Lake City’s Central Business District – 1991 to 2001 prepared by James A. Wood of the University of Utah’s Bureau of Economic and Business Research.

**Noted exceptions follow:**

- a) Collier's CRG.
- b) City Council staff estimate. The Economic Change in Salt Lake City's Central Business District – 1991 to 2001 study defined the Central Business District's borders as North Temple, 300 East, 500 South and 500 West streets. The borders do not appear to include hotels between 500 South and 600 South streets including the 850 rooms in the Little America Hotel or the 775 rooms in the Grand America Hotel. Other hotels south of 500 South Street contain at least 375 rooms.
- c) The Enterprise lists.
- d) Creating an Urban Neighborhood: Gateway District Land Use & Development Master Plan adopted by the Salt Lake City Council on August 11, 1998.

## E. Land Use

1. Alley Closure (section under review)
2. Street Closure
3. Converting Homes to Businesses
4. Maintaining a Residential Base
5. Land Use Appeals
6. Real Property Conveyances
7. Growth in Salt Lake City
8. Housing Policy
9. Annexations
10. Community Land Use Master Plans

### E.1 ALLEY CLOSURE (revised 12/2003) (This section under review)

The Salt Lake City Council supports the legal disposition of Salt Lake City's real property interests, all or in part, with regard to alleys subject to the substantive and procedural criteria which follow. (See Salt Lake City Code Chapter 14.52)

- a. Modes of Disposition. The City may dispose of its entire legal interest in an alley by closure and sale or by vacation. It may dispose of less than its entire legal interest by, for example, revocable permit, license or joint use agreement (hereinafter referred to as "partial disposition").
- b. Policy Considerations for Closure and Sale, Vacation, or Partial Disposition. The City will not consider disposing entirely or partially of its interest in an alley unless it receives a petition in writing which positively demonstrates that the disposition satisfies at least one of the following policy considerations.
  1. Lack of Use. The City's legal interest in the property, for example, appears of record or is reflected on an applicable plat, but in fact it is evident from inspection that the alley does not exist.
    - A. Public Safety. The property is contributing to crime, or unlawful activity or unsafe conditions.
    - B. Urban Design. The property does not serve as a positive urban design element.
    - C. Community Purpose. The petitioners are proposing restricting the general public from use in favor of a community use such as a community play area or garden.
- c. Processing Petitions. There will be three phases for processing petitions under this section involving, respectively, the City Administration, the City Planning Commission, and the City Council.
  1. Threshold Determination. The City Administration will determine whether or not the petition meets the following requirements:
    - A. procedural: The petition must:
      - i. bear the signatures of no less than 80% of neighbors owning a fee simple interest in a property which abuts the subject property;
      - ii. affirm that written notice has been given to all fee simple owners of property within and contiguous with the block or blocks within which the subject property is located;

- iii. provide documentation that the proposal has been reviewed by the appropriate Community Council or Neighborhood organization;
  - iv. show that the necessary City processing fee has been paid.
- B. Substantive: If the petition meets the procedural requirements, the Administration will determine that:
- i. The City Police and Fire Departments and the City Transportation Division and all other relevant City Departments and Divisions have no objection to the disposition of the property;
  - ii. The petition meets at least one of the policy considerations stated in B of this section;
  - iii. The petition must not deny sole access or required off- street parking to any property.
    - (a) The petition will not result in any property being land locked; and
    - (b) The disposition will not result in a use which is otherwise contrary to the policies of the City, for example,
    - (c) Applicable master plans and other adopted statements of policy which address, but are not limited to, mid-block walkways, pedestrian paths, trails, and alternative transportation uses.
2. City Administration.
- A. the Administration will deny the petition if it does not meet the requirements stated in B 1 of this section; or
  - B. The Administration:
    - i. may for appropriate consideration, grant a partial disposition if the petition meets the requirements stated in B 1 of this section; or
    - ii. If it concludes that vacation or closure and sale is the appropriate disposition, refer the petition to the Planning Commission for review and recommendation to the City Council for final consideration.
  - C. City Council. The City Council will consider petitions for vacation or closure and sale which have been referred to it by the Administration as required by law. In addition to the consideration set forth above, the City Council:
    - i. will not act favorably on a petition if an opposing abutting property owner intends to build a garage requiring access from the property, has made application for a building permit any time before the Council acts favorably on the petition, and completes construction within 12 months of issuance of the building permit;
    - ii. is more likely to act favorably on a petition for disposition of an entire property rather than a small segment of it;
    - iii. will be sensitive to potential uses of the property for rear access to residences and for accessory uses;
    - iv. will follow the requirements of applicable law with regard to any requirement for consideration; and
    - v. in the case of a property in a non-residential area, require payment of fair market value based on the value added to abutting properties by the disposed City property and the current use of the abutting property or its proposed new use.



**E.2 STREET CLOSURE**

- a. It is the policy of the Council to close public streets and sell the underlying property. The Council does not close streets when that action would deny all access to other property.
- b. The general policy when closing a street is to obtain fair market value for the land, whether the abutting property is residential or commercial.
- c. There are instances where the City has negotiated with private parties to allow the parties to make public improvements in lieu of a cash payment. These issues are considered on a case-by-case basis by the Council and the Administration.
- d. There should be sufficient public policy reasons that justify the sale and/or closure of a public street, and it should be sufficiently demonstrated by the petitioner that the sale and/or closure of the street will accomplish the stated public policy reasons. (3/99)
- e. The City Council should determine whether the stated public policy reasons outweigh alternatives to the sale or closure of the street. (3/99)

**E.3 CONVERTING HOMES TO BUSINESS**

- a. The Salt Lake City Council supports avoiding conversion of homes to business use. This policy is a corollary to the policy of maintaining the Council Member Policy Manual residential population base of the City. “If it looks like a house, it is a house.”
- b. In zoning cases involving structures that were originally built as single family homes, the Council has operated under the assumption that property which was built as residential should be zoned residential.

**E.4 MAINTAINING A RESIDENTIAL BASE**

- a. The Council supports using its zoning power to maintain the residential population base within the City, and to encourage population expansion. This policy is more fully developed in the section entitled, “Land Use”.

**E.5 LAND USE APPEALS (8/1998)**

- a. On November 5, 1996, the Council adopted an ordinance regarding land use appeals. The Land Use Appeals Board was created to hear and decide appeals of decisions made by the Planning Commission and Historic Landmark Commission. Any party aggrieved by a decision of either commission may file an appeal with the Land Use Appeals Board.

**E.6 REAL PROPERTY CONVEYANCES**

- a. Per City ordinance, any real property of the City and any legal interest therein shall not be sold, traded, leased or otherwise conveyed or encumbered until notice of the proposed action has been delivered to the City Council.
- b. The Council Members will review proposed real property conveyances during the Consent section of regular Council meetings.

- c. The Council may request a public hearing be held for any proposed real property conveyance. If a public hearing is requested, Council staff will immediately notify the Property Management Division. If a public hearing is not requested, the Council Chair will sign the notification paperwork. The Recorder will return the signed paperwork to the Property Management Division.
- d. Processing of significant parcels of land follow additional steps as outlined in City Code.

#### **E.7 GROWTH IN SALT LAKE CITY (10/1999)**

It is the policy of the Salt Lake City Council that growth in Salt Lake City will be deemed the most desirable if it meets the following criteria:

- a. is aesthetically pleasing;
- b. contributes to a livable community environment;
- c. yields no negative net fiscal impact unless an overriding public purpose is served;
- d. forestalls negative impacts associated with inactivity.

#### **E.8 HOUSING POLICY**

- a. The City Council adopted the following Housing Policy in 2012 and has included it as one of the 10 Council Philosophy Statements.

#### **Salt Lake City's Comprehensive Housing Policy**

##### **Introduction:**

As the largest city in Utah and the economic hub of the state, Salt Lake City faces significant housing and population issues. Precipitous increases in land values over the last decade, volatile financial and lending conditions, and escalating construction costs are some of the factors that create barriers to the development of affordable housing. At the same time, a renewed interest in walkable neighborhood commercial centers, increased residential development downtown, and an emphasis on dense, transit-oriented residential projects throughout Salt Lake City offer opportunities for policymakers to capitalize upon as they seek to provide a range of housing choices to meet the desires and needs of residents.

Demographics in the United States are rapidly changing, and Salt Lake City is no exception. Populations are aging, minority communities are growing, and there are more single-parent households and households without children. These seismic shifts require changes in Salt Lake City's housing policies to effectively address today's realities.

##### **Purpose**

- a. By establishing the Salt Lake City Housing Policy, the Mayor and City Council seek to:
  1. Foster and celebrate the urban residential tradition;
  2. Respect the character and charm of predominantly residential districts, including those with historic character and qualities, while also providing opportunities for the provision of local goods and services easily accessed by neighborhoods;

3. Promote a diverse and balanced community by ensuring that a wide range of housing types and choices exist for all income levels, age groups, and types of households;
  4. Develop new housing opportunities throughout the City;
  5. Ensure that affordable housing is available in all neighborhoods and not concentrated in a few areas of the City;
  6. Emphasize the value of transit-oriented development, transit accessibility and proximity to services;
  7. Recognize that residents, business owners, and local government all have a role to play in creating and sustaining healthy neighborhoods;
  8. Create an appropriate balance of rental and ownership opportunities in neighborhoods without jeopardizing an adequate supply of affordable housing; and
  9. Strongly incentivize or require the use of green building techniques and sustainability practices in public and private housing developments.
- b. The Mayor and City Council expect this Housing Policy to be considered whenever the City Administration engages in the following activities:
1. City and Redevelopment Agency funding assistance
  2. Zoning and land use planning
  3. Master planning of neighborhoods
  4. The creation of economic development incentives
- c. The Housing Policy is a combination of 13 Policy Statements that are detailed below.
1. Policy Statements
    - A. New Development
      - i. New housing development in Salt Lake City should meet the following criteria:
        - (a) Be consistent with requirements of the Federal Americans with Disabilities Act, Fair Housing Amendments Act (FHAA), Section 504 of the Rehabilitation Act and the International Building Code.
        - (b) Encourage for sale and rental mixed-use and mixed-income projects in areas with established transportation, public infrastructure, and related public services. Encourage mixed-use projects to include some affordable housing units.
        - (c) Encourage single-family infill housing, in single-family neighborhoods, to attract middle-income families where appropriate:
        - (d) Require architectural designs that are contextually compatible with the surrounding structures and overall fabric of the neighborhood. These designs should:
          - a. Preserve and incorporate open space, even minimal amounts.
          - b. Interface well with public spaces.
          - c. Incorporate energy efficient technologies and design.
          - d. Create quality living environments.
        - (e) Provide for realistic parking needs in the least intrusive manner possible in single family neighborhoods.
        - (f) Provide aesthetically pleasing and attractive public spaces, such as designated common areas, community centers, community parks, trail networks, bikeways, resident gathering places, and resident/community gardens.
      - ii. Action items:

- (a) Ensure better compatibility with existing neighborhoods for new infill development.
- (b) Review the residential and mixed-use zoning regulations for redundancy and consistency to ensure they accurately reflect this policy.
- (c) Revise the permitted and conditional use tables to reflect a stronger emphasis on mixed-use development and to limit or prohibit uses that are incompatible with the neighborhood.
- (d) Consider developing design standards for buildings in residential and mixed-use zones.
- (e) Establish, strengthen and enforce City ordinances mitigating the loss of affordable housing due to development of higher end housing and other facilities.

#### B. Affordable Housing

- i. Provide affordable housing and homeownership opportunities for residents who make 80% or less of the area median income in Salt Lake City. The City should strive to ensure that affordable housing is available for purchase in Salt Lake City.
- ii. Provide affordable rental housing in Salt Lake City for residents who make 80% or less of the area median income. The City should strive to ensure that affordable rental housing is available in Salt Lake City.
- iii. A primary purpose of Salt Lake City's Housing Policy is to foster a diverse and balanced community with housing that offers a wide range of choices for all income levels. Accordingly, affordable housing should be available in all neighborhoods and not concentrated in a few areas of the City.
- iv. Encouraging a variety of low, medium and high density housing developments for all income levels will help to enhance, maintain and sustain livable, viable neighborhoods.
- v. The Council and Mayor recognize that there is a segment of the City's population whose income level and other circumstances may make it difficult to qualify for established housing programs. The City should address housing for this population.
- vi. The City, through the Redevelopment Agency (RDA), the Housing and Neighborhood Development division, the Housing Authority of Salt Lake City and successful housing development nonprofit organizations should provide examples of how affordable housing can be built or rehabilitated.
- vii. Action items:
  - (a) Analyze the impacts of fees and current zoning on affordable housing.
  - (b) Develop an incentive program for housing developers to provide a percentage of affordable housing as part of their overall development.
  - (c) Preserve and expand, as appropriate, the amount of subsidized and Section 8 housing in the City.
  - (d) Continue to provide funding for homeownership and affordable rental housing projects with federal funds and housing trust funds.
  - (e) Investigate inclusionary zoning practices which encourage development of affordable housing.

#### C. Housing Stock Preservation and Rehabilitation

- i. The City should support the preservation, rehabilitation, and adaptive reuse of existing housing stock to the most practical degree possible.
  - ii. Action items:
    - (a) Adequately fund the City's apartment inspection program to promote housing safety and quality
    - (b) Adequately fund programs that assist home and apartment owners in rehabilitating and maintaining housing units.
    - (c) Support reinvestment in existing urban and inner suburban areas.
- D. Transit-Oriented Development
- i. The City should support transit-oriented development as well as adequate, reliable public transportation so that residents may easily access employment, goods and services, and housing.
  - ii. The City should support housing densities, mixed-use and mixed-income projects, parking policies, and pedestrian-oriented urban designs that encourage walking and the use of alternative and public transportation.
  - iii. Action Items:
    - (a) Review the residential and mixed-use zoning regulations for redundancy and consistency to ensure they accurately reflect this policy.
    - (b) Continue to review the permitted and conditional use tables to reflect a stronger emphasis on mixed-use and mixed-income development on an on-going basis.
- E. Zoning
- i. The City should evolve its zoning regulations to effectively address the City's changing housing needs. While the City supports mixed-use development, it also recognizes that there are some zones that are not conducive to residential development.
  - ii. Action items:
    - (a) Allow for higher densities and building height, in the form of density bonuses, in affordable multi-family, mixed-income and mixed-use housing developments if the developer incorporates features to minimize potential negative impacts such as buffer landscaping, usable open space, on-site amenities, support services, preservation of existing structures, and underground vehicle parking.
    - (b) Provide opportunities for the development of newly adopted residential densities.
    - (c) Allow neighborhood anchor areas or commercial uses that enhance the function of residential neighborhoods and/or are compatible with residential activity.
    - (d) Allow the flexible application of zoning standards to encourage innovation and creative problem solving in new developments.
    - (e) Research and adopt an ordinance to allow the Director of Community and Economic Development or the Planning Director the authority to administratively modify zoning requirements up to 10% when specific criteria have been met.
    - (f) Research inclusionary zoning options that encourage and enhance mixed-use and mixed-income development and rehabilitation.

#### F. Permitting

- i. The City should review and evaluate the impacts of the building permitting process on proposed residential development.
- ii. Action items:
  - (a) Provide expedited plan review for projects designed as sustainable, high performance buildings, including designs that impact neighborhoods in a positive manner and meets the Mayor's Executive Order, Expedited Plan Review for New Construction and Major Renovation Projects that Meet Certain Sustainable Building Criteria, dated August 22, 2008.
  - (b) Complete the City's One Stop Shop initiative, which will streamline the permitting process for development and provide seamless customer service at the City and County Building for development related customers. The goal remains co-location of staff responsible for core plan review, thus creating a true One-Stop-Shop for development-related customers. To accomplish this level of customer service, a representative from each of the six groups conducting plan review must be represented in Room 215 at the City and County Building. Space issues and staffing levels must be resolved to realize this goal. Electronic plan review and digitized submittals/records will aid toward this accomplishment.

#### G. Downtown Housing

- i. Permanent residences in downtown Salt Lake City are a critical part of creating a vibrant, safe, and sustainable Capital City. The urban core should be considered a neighborhood for purposes of housing planning, and the City should expect housing to be available to all income levels downtown.
- ii. Action Items:
  - (a) Conduct an inventory and zoning review of land within the Downtown that could be used for housing sites, and study the feasibility of developing the sites for housing uses.
  - (b) Explore options for protecting multi-family housing units east of 200 East between South Temple and 400 South and encourage infill development housing east of 200 East.
  - (c) Permit and encourage retail support services that promote increased residential population and support downtown workers.
  - (d) Continue pursuit of official City commitment to provide more single room only (SRO) housing to complete spectrum of housing needs.

#### H. Homeless, Transitional and Special Needs

- i. The provision of temporary and permanent housing options for those who have no other option is a fundamental responsibility of government in modern day society. The City will work with Salt Lake County, the State of Utah, and community partners to assist in providing temporary and permanent housing options to city residents.
- ii. Action Items:
  - (a) Collaborate with the providers of homeless services, neighborhood residents and business owners to create an environment to ensure that a mix of income populations can live, work, flourish together while still providing services to those in need.

- (b) Utilize the efforts of the “Long Range Planning for Sheltering Needs of Homeless Persons Committee” in implementing the Countywide ten-year plan to end chronic homelessness.
  - (c) Continue to support the development of scattered site affordable housing projects with appropriate case management as needed.
  - (d) Include temporary dwellings, excluding tents, in the definition of transitional housing.
- I. Historic Preservation
- i. The City should preserve valued historic structures designated as significant to the cultural or architectural heritage of the City based on an up-to-date historic resource survey.
  - ii. Action Items:
    - (a) Complete a City-wide historic resource survey.
    - (b) Develop a Preservation Plan.
    - (c) Reevaluate infill ordinances and revise them accordingly.
- J. Funding Mechanisms
- i. Housing development is funded through a combination of private and public funds. The City should continue to use best practices to efficiently fund the development of a variety of housing.
  - ii. Action items:
    - (a) Increase the housing stock through non-profit and/or for profit partnerships.
    - (b) Maintain the Salt Lake City Community Housing Plan that outlines annual sources and uses of funds for housing and housing programs.
    - (c) Maintain public reviews and input relating to use of City housing monies through the City’s Housing Trust Fund Advisory Board, Redevelopment Advisory Committee and the Redevelopment Agency Board.
    - (d) Establish a permanent funding source for the Housing Trust Fund. Examine options for increasing City resources available to assist in affordable housing development.
    - (e) Evaluate opportunities to efficiently deliver housing services among service providers.
    - (f) Fund projects that create quality living environments.
- K. Marketing and Education on Housing in Salt Lake City
- i. Residents, developers, government, and social service providers all play a role in educating the public (and each other) about the availability of housing types and the gaps in the housing spectrum. The City can take the lead to ensure that accurate information is conveyed to all stakeholders.
  - ii. Action Items:
    - (a) Develop educational programs for developers, community councils, and the public to dispel myths and stereotypes about high density and affordable housing. Topics to be covered in these programs include: density, accessibility and visit-ability design concepts; affordable housing; and home buyer issues for developers.
    - (b) Develop public/private partnerships to market housing and educate the public on housing issues.

- (c) Invest in marketing programs to highlight Salt Lake City's housing strengths and opportunities.
  - (d) Utilize market research for the development of aggressive public marketing campaigns to entice area residents to live in Salt Lake City; and to provide guidance for the City, the Redevelopment Agency and the development community in their efforts to develop housing within the city.
  - (e) Prepare educational information to distribute to the public regarding when a building permit is required.
  - (f) Continue the development advisory forum that brings together all stakeholders in the development process, including applicants, Housing, Planning, Building, Fire, Engineering, Public Utilities and Transportation Divisions.
    - a. Review new/proposed programs and processes.
    - b. Offer presentations from specific City department/divisions that may affect the industry and stakeholders.
    - c. Provide training in current best practices.
    - d. Review changes and additions to city processes that regulate and control development of the built environment.
    - e. Include question and answer dialogues.
- L. Growth Targets
- i. Salt Lake City's goals for growth are predicated upon the orderly development of additional housing. Accordingly, the City's housing policies must be consistent with overall growth goals.
  - ii. Action items:
    - (a) Develop and maintain a citywide plan for attracting population growth in Salt Lake City.
    - (b) Set and achieve 5-, 10-, and 20-year growth targets that will help maintain the City's status as Utah's largest city. The City should use all available tools to achieve these growth targets including zoning, permitting, marketing, fees and incentives.
    - (c) Set growth targets for different housing types.
- M. City Funded Projects
- i. The preservation and creation of affordable housing are high priorities. The City will continue to provide financial assistance to projects that meet the goals of the Housing Policy.
    - (a) Requests for City funding will be evaluated based on their consistency with this Housing Policy.

## **E.9 ANNEXATIONS (2/2000)**

Based upon the Council's discussions regarding desirable growth and Foothill slope issues, the Council has established a list of standard review questions for all annexations. The list includes:

- a. Location Specific Questions:
  1. To what extent are utilities available for this location? Will this development pay all costs of extending water and sewer utilities?
  2. Are there police and fire-related issues relating to extending development to this area?



3. Are there issues relating to the delivery of other City services (i.e., snow removal, trash removal)?
  4. Are there issues relating to the School District (i.e., school bus access)?
  5. Is this proposal in keeping with the Master Plan?
  6. How many lots will be developed?
  7. Will the development meet the City's existing and proposed slope ordinance?
  8. Will any special exceptions be necessary in order to allow for development on the property (i.e., planned unit development)?
- b. Desirable Growth Policy Questions:
1. What is the net fiscal impact to the City if this property were to be annexed?
  2. If it yields a net negative fiscal impact, is there an overriding public purpose being served?
  3. Does this action forestall negative impacts associated with inactivity?
  4. Is it likely that the development will be aesthetically pleasing?
  5. Does the development contribute to a livable community environment?

#### **E.10 COMMUNITY LAND USE MASTER PLANS (4/2005)**

It is the intent of the City Council that the subjects to be addressed in Master Plans include some or all, but not more than the following:

- a. Land Use and Zoning
- b. Open Space and Parks
- c. Housing
- d. Transportation - automobile, parking, bicycle, pedestrian, and mass transit
- e. Commercial, Retail, Institutional, and Industrial
- f. Historic, Architectural, and Landscape Resources
- g. Arts and Culture
- h. Sports, Recreation, and Leisure

It is further the intent of the Council that community land use Master Plans will not purport to bind the City for future significant financial expenditures.

It is further the intent of the Council that, given community land use Master Plans are developed based on specific geographic areas within the

For additional information and history regarding planning issues, please refer to the Orientation Manual.

## **F. Transportation**

1. Citywide Transportation Philosophy
2. Rail-related Mass Transit Policies
3. I-15 Access
4. Commuter Traffic
5. Traffic Calming Funds

The Council adopted a Philosophy Statement related to Transportation, in combination with the following Policy Manual, to provide guidance in addressing Transportation in Salt Lake City.

### **F.1 CITYWIDE TRANSPORTATION PHILOSOPHY**

- a. The Council fully supports changing the focus of transportation discussions from moving cars to moving people. The Council strongly supports and encourages the Administration's efforts to look for all alternatives which will allow Salt Lake City's neighborhoods to be preserved and to flourish. The Council:
  1. considers neighborhoods, residential and commercial, as the building blocks of the community;
  2. encourages the preservation and enhancement of living environments, particularly the Downtown area;
  3. discourages through traffic on streets, other than arterial streets, in residential neighborhoods;
  4. will focus on ways to transport people to their desired destinations, not on moving motorized vehicles at the expense of neighborhoods;
  5. will make and support transportation decisions that increase the quality of life in the City, not necessarily the quantity of development;
  6. supports the creation of a series of linkages (provisions and incentives) to foster appropriate growth in currently defined growth centers;
  7. supports more public-private partnerships in which all who benefit from capital improvements participate in funding those improvements;
  8. supports considering the impacts on neighborhoods on at least an equal basis with the impacts on transportation systems in the transportation master plan and related planning; and,
  9. will give all neighborhoods equal consideration in transportation decisions.

### **F.2 RAIL-RELATED MASS TRANSIT POLICIES (11/2001)**

- a. The City Council supports the future expansion of a mass transit system involving the following components: light rail, commuter rail, and buses operated by the Utah Transit Authority and an intermodal hub located at 200 South 600 West.
- b. City Council support of the expansion of the mass transit system and the intermodal hub is contingent upon the Utah Transit Authority's ability to secure federal financing for the system and the intermodal hub. The City Council acknowledges the responsibilities of UTA

and the City outlined in the Interlocal Cooperative Agreement for the Gateway Intermodal Terminal signed on August 25, 1999.

- c. In particular, the City Council supports expansion of the Main Street to University light rail line to the full extent portrayed in the Airport to University West-East Light Rail Project Final Environmental Impact Statement published by the Wasatch Front Regional Council in March 1999. The expansion includes:
  1. Completion of the east end of the line to the University of Utah Health Sciences Center.
  2. Completion of the west end of the line to the Salt Lake City International Airport along the West-East corridor described in the impact statement.
  3. Completion of the circulation loop in downtown Salt Lake City described in the impact statement. The Council notes that the Salt Lake City Intermodal Center Final Environmental Assessment published by the Wasatch Front Regional Council on September 1, 1998, supports a light rail connection from the Intermodal Hub to a light rail circulation loop.
  4. Potential future expansion of the West-East line to the International Center on the west end and the recommended alternative – Alternative 2 – on the east end. Alternative 2 would follow the existing Wasatch Boulevard south to Foothill Drive. On Foothill Drive the alignment would be located along the east side of the street and proceed in a southeast direction to Sunnyside Avenue. At the location, the extension would be constructed in the middle of Sunnyside Avenue and would provide service to the east, terminating in This Is the Place State Park and Hogle Zoo area. Two transit centers with stations and parking lots are proposed at Foothill Drive and near Hogle Zoo.
- d. The City Council supports construction of a commuter rail line from Brigham City to Payson.
- e. The City Council supports the Utah Transit Authority's purchase of rights of way for construction of the commuter rail line, including the right of way to a spur line to the Sugar House area that may be used in the future to expand the light rail system.
- f. The City Council supports UTA's efforts to connect the commuter rail line to the Intermodal Hub at 600 West 200 South and looks forward to discussing UTA financial participation in extending railroad track necessary for the connection.

### **F.3 I-15 ACCESS (revised 10/1999)**

- a. On December 6, 1994, the City Council adopted its policy regarding I-15 access; this is commonly referred to as the 400 South Option. This Option includes a 400 South general purpose off-ramp, no off-ramp at North Temple, 300 West and 400 West to have two-way traffic, and an off-ramp from 600 North to 400 West. The recommendation includes the following conditions:
  1. Immediately following the opening of the light rail first phase, the second phase of light rail connecting the Central Business District will begin.
  2. If consolidation of the west downtown railroad lines takes place, then planned freeway viaducts should be shortened to allow for enhanced urban design gateway option.

3. In the event that light rail transit proposals are removed from the I-15 corridor study, the City shall withdraw its support for all other options and transportation improvements.
  4. As part of the citywide transportation master plan and the downtown circulation study, the City will plan and implement any and all traffic restrictions and urban design elements necessary to mitigate the impact of commuter traffic on the City's residential neighborhoods.
  5. Future high occupancy vehicle ramps to and from the north shall not be located at 200 South or at 400 South.
- b. On May 12, 1998, the Council adopted a motion regarding the proposed intermodal hub site. The motion states that the Council supports the location of an intermodal transportation facility at 600 West and 200 South Streets with the following conditions and understandings;
1. that future regional commuter rail alignments along 500 West and 200 South streets be preserved for enhanced regional commuter rail operations and that public utilities in those corridors be located to minimize obstructions;
  2. that the Gateway Master Plan and the design of the facility at 600 West and 200 South streets be flexible to accommodate future regional commuter rail technologies;
  3. that, to maximize present and future regional commuter rail connections, pedestrian corridors between the Union Pacific Depot and 500 West street, and the Rio Grande Depot and the 600 West intermodal facility be preserved and enhanced within future development plans;
    - A. that a light-rail extension to the 600 West 200 South location be in place when regional commuter rail operations begin;
    - B. that a public involvement and design review program be instituted to address station design at the 600 West site and the relationship of the station with the Rio Grande Depot;
    - C. that the City Council supports the development of a transit system (including commuter rail on a dedicated corridor) that would operate for extended hours, seven days a week with frequent service. Transfers within the system should be as seamless and convenient as possible;
    - D. that it is the City Council's intent to have the Union Pacific and Rio Grande Depots preserved and utilized in adaptive reuses;
    - E. that an independent transportation engineering firm be retained to address the issue of whether or not a commuter rail station is technically possible west of the Union Pacific Depot and north of 100 South street, assuming the use of current commuter rail technology, rails running along the surface, and connection with the 600 West 200 South station.

#### **F.4 COMMUTER TRAFFIC (12/1999)**

On December 7, 1999 the Council and Mayor adopted a joint resolution that contained policy statements relating to commuter traffic for the areas served by the Capitol Hill Neighborhood Council and the Greater Avenues Community Council. The policy statements are:

#### **Capitol Hill and Avenues**

**Joint Statement on Commuter Traffic**

- a. The Capitol Hill and Avenues Districts maintain strong residential neighborhoods important to the culture, history and success of Salt Lake City and Utah. Over the past ten years, the City's Administration has focused tremendous energy into economic development and increased urban density. Unfortunately, it has resulted in an explosion of commuter traffic through these neighborhoods without the necessary provision for better alternatives. Today, cut through traffic is the single greatest threat to quality of life and the stability of the neighborhoods.
- b. The Capitol Hill and Avenues communities are united in their desire and willingness to fight for the preservation of Salt Lake City's valued neighborhoods from the long-term, devastating effects of mismanaged commuter traffic. Together, the people of these districts request the City Administration to adopt as a top priority a plan to manage the commuter traffic and its impact on the Capitol Hill and Avenues areas by:
  1. Encouraging commuters from the north to use the 100 and 400 South ramps to I-15 as preferred routes. Directing and educating commuters to these alternative access points must begin now as decisions regarding new signage and public relations campaigns are being made.
  2. Equalizing commuter traffic between several available city and state routes proportionate to street width and capacity. All commuter routes into the city from the north will have at least the same amount of travel time with no route having the undue burden of being a faster route.
  3. Ensuring future north/south alternative transportation options through appropriate land use planning now. Commuter rail and park and ride lots must be part of a long term solution to the increasing commuter traffic.
- c. Both the Capitol Hill and Avenues Districts request the City Administration to present a plan with viable solutions, keeping in mind the following parameters:
  1. All area residents have safe access and use of the streets in their neighborhoods
  2. The residential character and quality of the streets be maintained by alternatives other than traffic signals;
  3. When new problems for some are created by solving the overall problem, find mitigating solutions;
  4. Solutions must be found without the widening of streets, demolition of homes, or removal of street trees.

**F.5 TRAFFIC CALMING FUNDS**

- a. Over the years, the Council and Administration have handled traffic calming options differently, and though a program was funded and available for years, the City moved away from some of the standard calming techniques that had been used. Often, calming traffic speeds on one street would divert traffic to other nearby streets.
- b. Currently, in the 2013-14 budget, there is some funding available to test mobile calming devices, such as planters that can be placed in the street, to see if a more inexpensive and

temporary tool would achieve goals to calm traffic, while allowing the City to respond to concerns and rotating locations.

For additional history and background regarding Transportation issues, please refer to the Council Orientation Manual.