



COUNCIL STAFF REPORT

CITY COUNCIL *of* SALT LAKE CITY

TO: City Council Members

FROM: Nick Tarbet, Policy Analyst

DATE: May 6, 2025

RE: Policy Manual Update: Legislative
Subcommittee and ULCT Legislative Policy
Committee Membership

PROJECT TIMELINE:

Briefing: May 6, 2025

Set Date: N/A

Public Hearing: N/A

Potential Action: TBD

ISSUE AT-A-GLANCE

There are two main committees that Council Members participate on to provide feedback and policy direction on state legislative affairs; internal to the City, the Legislative Subcommittee (LSC) and, external to the City, the Legislative Policy Committee (LPC) of the Utah League of Cities and Towns (ULCT).

Both committees require significant time commitments from Council Members, especially during the state legislative session, January-early March of each year. For the Council to give timely policy directions, prioritizing attendance and participation in these meetings is essential to the ultimate success of the City's legislative strategy.

Over the past years there have been many different iterations for the membership of the LSC and length of term and voting representation for the UCLT LPC. In addition to the Council's voting spot, if a Council Member is serving on the ULCT Board, they have a vote. The Mayor's Office and the Legislative Affairs Director also each have one vote. *Staff note: the ULCT LPC is an open and public meeting, and any Council Member can attend. However, the Council has one voting spot.*

Staff have been asked to propose some new options for the Council to consider and officially adopt as policy.

Legislative Subcommittee

Three members of the Council participate in the Legislative Subcommittee. The purpose of the Legislative Subcommittee is to provide policy guidance to City staff regarding legislation. They are also occasionally asked to speak on behalf of the Council about legislative concerns and questions. It is helpful for Council Members to share information they receive pertaining legislation that impacts the city with one another. Sharing that info, especially with LSC members, helps everyone have a clearer understanding of the legislative session, especially as proposals are evolving. When speaking with Legislators or others about legislative issue, to maintain a singular city voice, Council Members should make it clear they are not speaking on behalf of the city and will relay information to the LSC members. LSC members will also do their best to keep non-LSC Council Members informed and updated on legislative issues. In recent years, the Legislative Affairs Division has offered small group meetings to help keep non-LSC members up to speed on issues.

Serving on the LSC is a significant time commitment. Subcommittee members must be available for weekly meetings and coordination during the Utah Legislature's session. During the interim there are monthly meetings to keep Council Members in the loop on legislative issues.

In recent years the membership for the LSC included the Council Chair, the CRA Chair and the immediate past Council Chair. This was done to maintain some continuity between the annual sessions.

Current Term / Membership

- Calendar Year (*continuity maintained with immediate past Chair*)
 - Term
 - Calendar year: January - December
 - Membership
 - Chair, CRA Chair, Immediate past Chair
 - (*Post session, current Council Vice Chair has replaced Immediate Past chair*)

Proposed Alternatives

- #1 - Calendar Year
 - Term
 - Calendar year: January -December
 - Membership
 - Chair, Vice Chair, CRA Chair
- #2 - Interim Period to Next Session
 - Term
 - Jan-March: Council/CRA Chairs, immediate past Chair
 - March – Dec: Council Vice Chair replaces the immediate past Chair (*continuity maintained with Vice-Chair potentially becoming Chair the following year. Please note, it is not guaranteed a Vice-Chair becomes Chair the following year*).
 - Membership
 - Chair
 - CRA-Chair
 - Immediate past Chair January-March / Vice-Chair March-December (interim)

Legislative Policy Committee

Each city and town in the State may have three voting members from their city to participate on the ULCT LPC. Either the mayor, council members, or senior staff would participate. The LPC provides legislative policy guidance to league staff who then use that feedback in negotiations with the state and other stakeholders on legislation. LPC responsibilities consist of weekly meetings during the legislative session and about one meeting per month during the interim (the time between the annual legislative sessions). Consistent representation and attendance have become a priority for the Council in recent years. *Staff note: the ULCT LPC is an open and public meeting, and any Council Member can attend. However, the Council has one voting spot.*

Currently Salt Lake City has four voting seats on the LPC due to Council Member Dugan serving on the ULCT Board.

There are some ways to balance the options, depending on what the Council would like to prioritize. The Council may want to weigh:

- There is some benefit for members of the LSC to serve on LPC to ensure they are hearing all the relevant legislative discussions.
- There is also a benefit to spreading the seats to more members, depending on availability and interest, so that the burden of so many meetings is spread out to more Council Members.
- There may be a benefit to coordinating attendance based on District or topic interest, depending on what is being debated at the Legislature.

In recent years the Council has assigned representation on the committees in both ways. The key to any of the proposed options is to ensure good communication and coordination among the Council Members.

Existing Representation on ULCT LPC

1. Council Seat – Council Member Petro
2. Mayor’s Office – Rahel Otto
3. Legislative Affairs Director – Angela Price
4. Council Member Dugan (Board Seat)

The Council may also wish to consider establishing a policy for the length of time a Council Member can serve as a voting member on the LPC or require an annual discussion to consider changing or extending Council LPC representation.

Potential Policy

Each year the Council will review the City’s voting spot on the Utah League of Cities and Towns Legislative Policy Committee. The Council may choose to either extend the term of the current Council Member voting spot or appoint a new Council Member to vote on the LPC.

Policy Questions

1. Does the Council wish to amend the policy for membership of the Legislative Subcommittee?
2. Does the Council wish to establish a policy for membership of the ULCT LPC?