

SANDY CITY COUNCIL

# Policy Booklet

2024



Updated: May, 2024

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Council Roles and Responsibilities

# **ATTENDANCE**

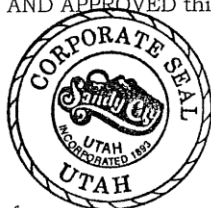
Sandy City Council  
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**RESOLUTION #00 – 84 C**  
**A RESOLUTION AMENDING GUIDELINES FOR ATTENDANCE OF CITY COUNCIL MEMBERS**

BE IT RESOLVED by the City Council of Sandy City, Utah that the guidelines for attendance of City Council members previously adopted by the City Council under Resolution #00-22 C be and hereby are amended so that such policy shall have the following provisions:

1. When a Council member is absent from a regular Council meeting, but is attending a function authorized by the Council, or is dealing with a death in the immediate family (as defined by the Sandy City Employee Handbook), that absence shall be excused and shall not be counted as an "absence" for the purposes of this policy.
2. A Council member may miss as many as six (6) Council meetings during a calendar year and still received compensation for the meetings missed. If a Council member shall miss more than six (6) meetings in a calendar year, the Council member shall not receive compensation for those meetings missed.
3. Any member of the Council having more than six (6) absences during the calendar year may present to the remainder of the Council, justification as to why the particular Council member should be compensated for meetings missed in excess of six (6) per year and the Council may make such determinations as it deems appropriate with each individual situation.
4. A Council member who is not present for half of the Council meeting or more shall be deemed to have been absent from the meeting. (Council Meeting consists of the Executive Session and formal meeting session).

PASSED AND APPROVED this 26<sup>th</sup> day of September, 2000.



*Dennis B. Tenney*  
Dennis B. Tenney, Chairman  
Sandy City Council

ATTEST:

*Deanne A. Audrey*  
City Recorder

RECORDED this 27<sup>th</sup> day of September, 2000.

Council Roles and Responsibilities

# **LEGISLATIVE POLICY**

## Sandy City Council Legislative Policies and

**SUBJECT:** Sandy City Council Legislative Process

**PURPOSE:** This policy is intended to guide the process by which Council Members introduce new legislative proposals i.e. policy changes, ordinances, resolutions, special recognitions, etc.

### **PROCESS:**

**Step 1:** (Optional) Council Member works with Administration (as authorized by the Mayor), Council Office staff, and/or constituent(s) to develop a proposal. The Council Member is the Sponsor of the legislation.

**Step 2:** First Reading. The Sponsor introduces the proposal to the City Council as an informational item.. The City Council evaluates the proposal, asks questions, and makes recommendations to the Sponsor. No formal or substantive votes (to adopt/amend/reject, etc.) are taken on informational items The First Reading Schedule is determined by the Chair.

**Step 3:** The Sponsor considers the Council's evaluation and incorporates amendments as she/he determines appropriate. The sponsor may:

- Drop the proposal.
- Continue working on the proposal with Administration (as authorized by the Mayor), Council Office staff, and/or constituent(s).
- Bring the proposal back to a subsequent meeting as an informational item for additional Council evaluation.
- Request the Chair schedule the proposal as a voting item for a Second Reading and a potential vote.

**Step 4:** Second Reading. If the Sponsor chooses to proceed, the proposal is scheduled for a vote in a council meeting. All proposals on Second Reading will be opened to public comment. The Second Reading schedule is determined by the Chair. The Council may:

- Adopt, reject, amend, table, continue, reschedule, remand for additional analysis, or take any other action on the proposal deemed necessary by majority vote of the membership of the Council (four votes).

### **PROCEDURAL CONSIDERATIONS:**

A proposal may be rescheduled for Second Reading until the Council takes final action on the proposal.

Each time a Council Member's legislative proposal appears on an agenda, the Council Office staff shall note in the agenda item title whether the proposal is on a First or Second Reading. The Council Office staff shall make every effort to consistently identify the Sponsor of a proposal and digitally link all versions of a proposal within the agenda management system.

Adopted: March 9, 2021

Amended: May 7, 2024

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# **ELECTION OF COUNCIL OFFICERS**



Sandy City Council  
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**SUBJECT: Election of Council Officers**

**BACKGROUND:**

State law requires the City Council to elect one of its members as Council Chair. Specifically, Utah Code Annotated Section 10-3b-203(1)(a)(iv) says:

“The council in a municipality operating under a council-mayor form of government shall elect one of its members to be chair of the council.”

**POLICY:**

1. The Election of Council Officers policy adopted on January 13, 2009, as amended on March 31, 2015 and August 18, 2015 is hereby repealed.
2. Unless the City Council changes this policy by majority vote regarding the term, manner of election, or other conditions influencing the election of its officers, the City Council Chair and Vice Chair will serve approximately six-month terms. The City Council shall conduct an election for its officers by ballot vote on the first regularly scheduled meetings in January and July.
3. The election for the Chair will be conducted first followed by the election for the Vice Chair.
4. A majority vote of the entire membership of the Council (four affirmative votes) is required for election of the Chair and Vice Chair regardless of absences or abstentions.
5. If, after three ballots at the regularly scheduled semi-annual election for the Chair or Vice Chair, no Council Member receives a majority vote, the incumbent will continue to serve as Chair or Vice Chair. A new election will be held at the next regularly scheduled meeting of the City Council. No more than three ballots for Chair will be taken at any one Council meeting. A Council Member who receives a majority vote for the office of Chair shall assume the role and responsibility of Chair immediately at the meeting in which the election occurred and shall serve the term described in Section 2.
6. The Chair and Vice Chair may be reelected for one consecutive term upon a majority vote of the Council. A council member may not serve more than two consecutive terms.
7. The Vice-Chair will chair the Council meetings in the absence of the Chair. There is no presumption that the Vice-Chair will serve as the next Chair.

History:

Original Adoption: November 15, 2017

Revision: June 13, 2017

Revision: January 21, 2020

Council Roles and Responsibilities

# **ROLE OF CHAIR**

**Sandy City Council**  
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**SUBJECT: Roles and Responsibilities of the Chair**

**BACKGROUND:**

As of July 28, 2015 the roles and responsibilities of the City Council Chair were enumerated in the Council's policy on the Election of Council Officers. The responsibilities were listed as follows:

- Chair meetings
- Sign official documents and critical correspondence
- Represent official positions taken by the Council
- Formally supervise the Director of the Council Office

The Council discussed the roles and responsibilities on April 14, 2015 and again on July 14, 2015 and desired to clarify the roles of the Chair for the public, staff and future Council Members.

**POLICY:**

The primary role of the Chair is to serve the City Council as a facilitator, helping the Council understand common objectives and assisting the Council in planning how to achieve these objectives. Specific responsibilities include:

**AGENDA**

- The Chair is responsible for setting and scheduling the weekly City Council agenda with due deference to the opinions and requests of fellow Council Members. Requests from Council Members should follow adopted legislative procedures.

**CHAIRING MEETINGS**

- Once an agenda is published, the Chair should not delete items from the agenda. Should an item on a posted agenda no longer require Council action, the Chair should request that the Council amend the agenda by tabling the item through majority vote.
- The Chair retains the discretion to add items to the agenda after publication, consistent with the provisions of the Open and Public Meetings Act.
- The Chair's role is primarily organizational and does not bestow any special privileges of debate.
- The Chair should help balance debate by granting the floor to Council Members in a manner that alternates between arguments in favor and arguments against a proposition.
- 

**SUPERVISION**

- The Chair is the immediate supervisor of the Council Office Director. The Chair's supervision of the Council Office Director includes scheduling time off, office operations and expenditures. Performance review shall be done by the entire Council in closed session. The Council does not conduct performance reviews for Council Office staff other than the Council Office Director.

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- The Chair does not supervise any other Council Office staff.

**REPRESENTATION**

- The Council Chair should adhere to the Council Media Policy and should be the “public face” of the Council when available. Media requests for comments from the City Council should be directed to the Chair unless a specific Council Member is requested.

History:

Adopted: August 18, 2015

Amended: May 7, 2024

Council Roles and Responsibilities

# **COUNCIL MEMBER COMPENSATION**

Sandy City Council  
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**SUBJECT: Council Member Compensation**

**BACKGROUND:**

Per §22-1-3 of the Sandy City Municipal Code, the Council is a part-time legislative body. Council meetings generally occur once per week for an average of 3-5 hours each. However, additional work occurs outside of Council meetings in the form of research, meetings, committee assignments, constituent services, and agenda packet review. For these reasons, actual hours worked varies across the membership of the Council depending on the issues under consideration at the time.

As of May 1, 2024 Council Members are deemed to have worked 6 hours per week. The Chair is allotted an extra 3 hours per week. The hourly rate varies as some Members have not accepted previous city-wide compensation plan increases. The starting hourly rate for a newly elected member of the council, as described herein, shall be calculated by the Human Resources Department as described herein.

**POLICY:**

1. The starting hourly rate for a newly elected member of the City Council shall be the average hourly rate of all incumbent members of the council. This rate shall be calculated by the Human Resources Department.
  
2. Stipend rates shall be adjusted according to the city-wide increases or decreases in the annual compensation plan. Council Members have the option of participating in City provided medical insurance, dental insurance, retirement plans, and deferred compensation as described in the Sandy City Employee Handbook. Not all City Council Members exercise the option to elect some or all of the offered benefits.

History:

Adopted: March 8, 2016

Amended: May 7, 2024

Council Roles and Responsibilities

# **COMMITTEE APPOINTMENTS**

**LEGISLATIVE POLICIES AND PROCEDURES**

Orig. Issue Date: 1-12-87 Page \_1 of 2

Revision # 1 Date: May 7, 2024

Chairman Approved: 10 Feb 87

**SUBJECT: COMMITTEE APPOINTMENTS PROCEDURE**

**BACKGROUND:**

Sandy City Corporation has a number of Citizen Advisory and other Special Committees whose purposes and responsibilities are to advise elected officials on a variety of issues important to Sandy City Government. Vacancies often occur in these committees, and it has been confusing in the past as how to most efficiently effect the naming of replacements most efficiently. It is the wish of the individuals interested in serving on citizen committees be aware of the following procedures which will be used in naming replacements when vacancies occur.

**POLICY:**

The City Council would appreciate adherence to the following procedures when vacancies occur on Citizen Committees:

1. The City Council shall adhere to *The Sandy City Policy and Procedural Guide for the Appointment of Citizens, Staff, and Elected Officials to Serve on Special Committees* when making appointments to Special Committees.
2. Individuals who wish to terminate their committee participation should advise staff in writing.
3. Staff assigned to the Citizen Committee will then advise the City Council Committee Liaison's by written memorandum.
4. City Council Liaison's will advise the affected departmental staff, through the Council office, of persons who the Council wishes to be considered for the vacancy; with an invitation to committee members to name their recommended individuals.
5. Departmental and/or Council Office Staff will then notify interested persons of vacancies and to apply for membership on the committee.
  - a. Staff should then screen the applicants and write a memorandum of recommendation to the Council outlining, at minimum, the following:



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- i. Individual's name, address, quadrant in which they reside, telephone number, their profession or occupation, the committee or committees which they are interested in participating with, an indication as to whether they would accept appointment on other committees within the City. Lastly, comments or justification from the individual as to why they wish to participate on that committee or committees, and the talents, strengths, abilities, or insights that they would bring to that particular committee. The memorandum should then be directed to the City Council via the Council Office.
6. The Council Chairperson will then schedule time at a City Council Planning meeting for the applicant(s) to interview with the City Council. The assigned staff support person for the committee involved, or any other interested persons would be welcome to attend that interview session with the City Council.
7. After the City Council has had an opportunity to interview the applicant or applicants, an immediate decision will be made as to naming the successor(s) for any vacancy available.
8. A formal City Council resolution will then be passed to effect the naming of the individual to the committee or committees involved.
9. The assigned staff support person will be given formal notification of the appointment and will be responsible for notification of the new committee member or reappointment of an existing individual.

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Council Roles and Responsibilities

**CITIZEN  
RECOGNITION**

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Original Approval Date: March 17, 2015

Date Council Approved: May 7, 2024

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**SUBJECT:** Initiation of Citizen Recognition

**BACKGROUND:** The City Council recognizes citizens for community service. From time to time, the Council has recognized outstanding members of the community by different means including resolutions of appreciation, proclamations, and commemorative plaques.

**POLICY:** City Council Members are encouraged to seek out and nominate individuals for recognition by the City Council. In order to manage costs and ensure equitable and objective decision making, Council Members should submit the name of the individual, the reason for award, and the recommended type of award to the Council during Other Council Business before ordering awards or placing the item on the Council agenda. With the assistance of the Council Office staff, nominations should be submitted in writing so the Council can discuss the potential award without prematurely disclosing the name of the honoree.

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**DATE:** [Click here to enter a date.](#)

**COUNCIL MEMBER:**

- Mecham
- Stroud
- Robinson
- Dekeyzer
- Houseman
- D'Sousa
- Sharkey

**NAME OF HONOREE:**

**REASON FOR RECOGNITION:**

**TYPE OF RECOGNITION:**

- Citizen of Merit
- Other

**LEVEL OF RECOGNITION:**

- Resolution of Appreciation
- Proclamation
- Small Plaque
- Large Plaque
- Other

Council Roles and Responsibilities

# **ADVISE AND CONSENT**

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**SUBJECT: Advice and Consent for Mayoral Appointments**

**BACKGROUND:** Utah Code Annotated 10-3b-202 and Sandy City Administrative Code 6-2-3 requires the Mayor to appoint, with the City Council's advice and consent, a qualified person for each of the following positions: chief administrative officer, recorder, treasurer, engineer, and city attorney. The Sandy City Administrative Code also requires the Mayor to appoint with the City Council's advice and consent, each department head of the City, each statutory officer of the City, and each member of a statutory commission, board or committee of the City. Other areas of the Administrative Code require the City Council's consent on positions including members of the Planning Commission, Board of Adjustment, Human Resources Director, the hearing officer for reasonable accommodation requests, and Arts Guild Board of Trustees.

**POLICY:**

1. Each qualified candidate for a City position requiring the Council's advice and consent must pass a criminal background check.
2. Qualified candidates for paid staff positions or contract employees must provide a current and complete resume to the City Council Office. Candidates for volunteer (non-paid) positions may provide a statement detailing their interest and qualifications for the position in lieu of complete resume.
3. Generally, the City Council will schedule time on a public meeting agenda to conduct a formal interview with the candidate as an informational report.
4. Following a formal interview, the Council may also convene a closed session to discuss the character, competency, physical or mental health of an individual before voting whether or not to provide its advice and consent.
5. Consideration of a resolution providing the Council's advice and consent shall generally occur at the next council meeting following the formal interview of the candidate.
6. Wages and benefits for appointed positions must be disclosed to the City Council by the Administration prior to the City Council interview and vote.
7. The reappointment of persons who have already been through the advice and consent process generally do not require a second interview.

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History:

Approved: April 3, 2018

Amended: May 7, 2024

Council Roles and Responsibilities

# **COMPENSATION**



**Sandy City Council**  
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**SUBJECT: Sandy City Council Policy on Compensation**

**BACKGROUND:**

Sandy City recognizes the vital role its employees play in carrying out the mission and goals of the City to deliver high quality services to its residents in a cost-effective manner.

It is the policy of the Sandy City Council to establish a compensation plan to attract and retain highly skilled and talented employees in all positions, to motivate these employees to perform well, and to create inducements both through basic compensation and fringe benefits for these employees to remain with Sandy City for productive periods of service.

The City Council considers these factors as key to the success of the compensation plan:

- Competitiveness in the job market (comparison cities)
- Reward for individual performance and growth
- Recognition of the quality of life needs of employees
- Fairness and equity in practice and in perception
- Administrative policies and procedures based on principles of transparency, consistency and objectivity
- Recognition of fiscal constraints and taxpayer burden
- Use of quantifiable, objective measures to evaluate the success of the plan

**POLICY:**

To provide a sound framework for addressing these key factors, it is the policy of the City Council that the Sandy City employee compensation plan be established within this framework:

- ✓ Salary ranges, which are internally equitable and competitive in the job market and are structured utilizing a system of continuing job evaluation and periodic surveys of the entities on the comparison group. When compared to the comparison group average, Sandy City city-wide and individual pay band minimum pay and maximum pay should be at or near 100 percent.
- ✓ Merit pay programs, structured utilizing performance evaluations, which reward superior employee performance, employee growth and development, and uniquely valuable service. Merit pay programs should not be based solely on longevity or time in position.
- ✓ Fringe benefit programs that are of value to employees, enhance job satisfaction, are consistent with the best interest of the public and the city, and are comparable to those provided by the comparison group entities. Encourage employee contributions toward benefit programs to reduce the cost.
- ✓ Work-life programs and policies, such as training and skill development

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opportunities, paid leave, health and wellness programs, and access to alternative work arrangements.

- ✓ Judicious use of allowances for expenditures such as cell phone plans, uniforms, tools and automobile operating expenses.
- ✓ Utilization of measures, such as internal and external turnover statistics, exit interviews, and employee surveys. Post separation surveys performed by third parties may also be conducted.
- ✓ Compliance with applicable federal, state and local employment laws.
- ✓ Approval annually by the City Council, and adoption by resolution.

History:

Adopted: May 26, 2015

Council Meetings

# **RULES AND PROCEDURES**

**Sandy City Council**  
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**SUBJECT: Rules of Procedure**

**BACKGROUND:**

State law § 10-3-606 requires the City Council to adopt rules of order and procedure governing and prescribing:

- a) parliamentary order and procedure;
- b) ethical behavior; and
- c) civil discourse.

The City Council is further required to:

- a) conduct public meetings in accordance with the adopted rules of order and procedure;
- b) make the rules of order and procedure available to the public; at each meeting of the municipal legislative body; and on the City website.

**POLICY:**

1. The “Sandy City Guidelines, Conduct of Official Council Meetings” adopted via Resolution #07-66C are hereby repealed.
2. Sandy City Council Rules of Procedure amended and re-adopted on February 27, 2024
3. The Sandy City Council Rules of Order and Procedure are described as follows:

Parliamentary Order and Procedure, Ethical Behavior, and Civil Discourse

1. Standard Order of Business

- a) The standard order of business for regularly scheduled meetings of the City Council is as follows. The City Council may vote to amend the standard order of business from time to time based on the actual content of each meeting. The Council will not entertain new items after 11 PM unless agreed to by a majority of the Members.
- b) Dependent on the annual meeting schedule, the City Council generally meets each Tuesday at 5:15 PM.
- c) All resolutions and ordinances shall be presented to the council during at least two separate council meetings. At the first meeting the resolution or ordinance shall be presented as a non-voting informational item. At the second meeting the resolution or ordinance shall be presented as either a consent calendar, public hearing, or council voting item.

**5:15 PM Council Meeting**

## Opening Remarks/Prayer/Pledge of Allegiance

A. Council Meeting Items (at the discretion of the Chairperson, the order of items within this category may be altered from time to time to accommodate presenters and other special circumstances).

1. Special Recognition
2. Informational Items (briefings, training opportunities, discussion items, first readings, etc.)
3. Consent Calendar
4. Public Hearings (The Council will accept written and oral citizen comment on each public hearing item according to the procedure described in paragraph B below\_
5. Council Voting items (The Council will accept written and oral citizen comment on each council voting item according to the procedure described in paragraph B below)

## B. Citizen Comment

1. Introduction. The City Council welcomes written and oral citizen comment on any City subjects at regular meetings. Oral comment will be taken:
  - During the General Citizen Comment Period. Oral public comment will be taken on city subjects, including council informational and voting items listed on the meeting agenda.
  - During Public Hearings. Oral public comment on a public hearing item shall be held until the public hearing is opened.
  - During council voting items. Oral comment on every council voting item shall be accepted during the general citizen comment period and during a separate comment period for each council voting item.
2. Start times:
  - The General Citizen Comment period will begin no earlier than 6:00 PM. The Council will aim to open the oral General Citizen Comment Period at 6:00 PM, or at the next available transition between agenda items thereafter.
  - The Council will open oral public comment on each public hearing item and each council voting item when those items are called.
3. Speakers may comment in-person or remotely. Each speaker is allowed three minutes to address the Council. The Chair may extend the time for Citizen Comment at his or her discretion. Commenters are requested to provide their city of residence to the Council for the public record.
4. Citizen comments made during public hearings and council voting items shall comply with the City Council policy entitled Public Hearings, Council Voting Items, and Citizen Comments.
5. The Council welcomes written comments. Citizens may submit a written comment on City subjects to the Council by emailing [CitizenComment@sandy.utah.gov](mailto:CitizenComment@sandy.utah.gov).

C. Standing Reports (not timed certain)

- a) Agenda Planning Calendar Review & Council Director Report
- b) Council Member Business
- c) Mayor's Report
- d) Chief Administrative Officer Report
- e) Other Standing Reports as needed

d) Council Member Business, the Mayor's report, and the Chief Administrative Officer's report are informational in nature. These reports may include such items as updates from committee meetings, summaries of significant City events, recognition proposals, and recommendations for future discussion items. No action except discussion can occur on such an item at the meeting in which it is introduced; it must be added to a future agenda as a voting item before formal Council action can occur.

e) The Council may deviate from the standard order of business as necessary.

f) Items not completed during the Council Meeting portion of the agenda should be rescheduled at the next available Council Meeting as appropriate.

2. Motions

Main Motion

- a) A motion is a formal proposal by a Member of the City Council, in a meeting, that the Council take certain action.
- b) After a motion has been seconded, another Member of the Council may offer a friendly amendment to the original motion maker which he or she, together with the seconder of the motion, may accept or reject. Friendly amendments are informal and are not counted toward motions to amend.

Motion to Amend

- c) A motion to amend which has been seconded and receives a majority vote of the Members present amends the main motion.
  - i. A Motion to Amend must be germane. Any amendment proposed must in some way involve the same question raised by the motion it amends.

As such, motions to amend should insert and/or strikeout wording of the original motion. Motions to amend may not be the negation of the main motion.

- ii. The Chair will rule whether or not a Motion to Amend is germane to the main motion.
- d) To retain clarity of debate, the main motion should only be amended no more than two times.
- e) A motion which has been seconded (amended or otherwise) and is the subject of debate must be dispensed with before a new motion can be considered. There are no “substitute motions” which unilaterally shift debate away from the main motion.

#### Motion to Reconsider

- f) After a main motion has been dispensed with, a Motion to Reconsider may be offered at the same meeting in which the motion suggested to be reconsidered occurred. However, the Motion to Reconsider may only be offered by a Member who voted on the winning side, whether in the affirmative or negative. A second to the Motion to Reconsider may be offered by any Member. In the event of a tie vote, any member may offer a Motion to Reconsider. The Motion to Reconsider brings up the item at the same meeting in which the vote to be reconsidered occurred.

#### Renewal of Motions

- g) If properly placed on the Council Meeting agenda, any Member may Motion to Rescind or Amend an action of the Council.

### 3. Debate

- a) It is recommended that formal titles such as “Mr./Madam Chair” be utilized to encourage a professional, courteous and orderly atmosphere.
- b) No motion shall be debated until it has been seconded by another Member of the City Council. A motion dies for lack of a second from another Member of the Council.
- c) For clarity, after a motion has been seconded, the Chair should restate the motion or cause it to be displayed in writing for the Members of the Council and the public.
- d) The Chair should ensure that each Council Member who desires to speak

has opportunity to do so.

- e) Members should refrain from speaking until being recognized by the Chair.

#### Call the Previous Question or “Calling the Question”

- f) Any Member may make a Motion for the Previous Question during debate (commonly called “calling the question”). A Motion for the Previous Question is a proposal to end debate on the main motion. It requires a second and must be adopted by a majority of Members present. The Motion for the Previous Question is not debatable. A vote on the Previous Question does not decide the main motion. It decides whether or not debate on the main motion should cease.

#### Appeal

- g) Any Member may raise a Point of Order without having first been recognized by the Chair in order to seek clarification on a parliamentary question. The Chair will rule on the Point of Order.
  - i. Rulings of the Chair may be appealed to the City Council as a whole. A majority vote of the City Council may override a ruling of the Chair.

#### Pause in Council Proceedings

- h) The Chair may allow the Council to stand at ease for a brief pause if necessary during debate.

#### 4. Quorum

- a) A quorum of the City Council is required to conduct business. A quorum is four Members.

#### 5. Voting

- a) Voting shall be in the form of “yes” or “aye,” “no” or “nay,” and “abstain.” The names of those voting for, against, or abstaining shall be entered in the Council minutes.
- b) No Council Members shall vote unless physically present or participating through electronic means pursuant to Utah Code Annotated § 52-4-207. Proxy votes are not allowed.



## Types of Voting

- c) A roll call vote is required for all ordinances and may occur for other votes. “Roll call” means that each Council Member participating verbally gives his or her vote when called upon to vote. Any Member has the discretion to call for a roll call vote.
- d) If a roll call vote is not required, a voice vote may occur. A voice vote is the request of the Chair such as, “All in favor,” and/or “All opposed” where the Council Members simultaneously state their vote on an item.

## Number of Votes Required to Pass an Item

- e) The minimum number of votes required to pass an ordinance or resolution, or to take any action by the Council, unless otherwise prescribed by law, is a majority of the entire membership of the Council, without regard to vacancy or absences, namely four votes.
  - i. Notwithstanding this provision, a Council meeting may be adjourned to a specific time if the majority vote is less than four votes.
- f) An expression of “abstain” during voting shall not be considered as an affirmative or negative vote. For purposes of a Motion to Reconsider, an “abstain” vote does not grant standing. In other words, a Council Member who abstains on a question or is absent when the vote on a question is taken may not move to reconsider the question.
- g) In the case of a tie vote, the motion shall fail.

## Explanation of Vote or Conflict

- h) A Council Member desiring to explain his or her vote should do so prior to the call of the roll or voice vote.
- i) Any Council Member who has an immediate or direct financial interest in any item pending before the Council shall disclose this fact to the Council at the time the item is called. Members declaring such an interest should leave the room during the discussion and abstain from voting on that item.
- j) Custom should not conflict with adopted Rules of Order and Procedure. To the extent that custom conflicts with adopted Rules, the Rules shall supersede until amended to reflect customary practice.

6. Amending the Rules

- a) If previous notice is given, namely a specific amendment or set of amendments to the Rules of Order and Procedure is placed on the regular Council Meeting agenda in advance, a majority vote of Members of the City Council is required to modify the Rules of Order and Procedure.
  - i. If the Rules of Order and Procedure have not been explicitly placed on the Council Meeting agenda for discussion, a two-thirds majority of the Council Members present may suspend or modify the Rules in order to accomplish a specific action.
- b) In the event that any provision herein conflicts with state law, state law supersedes.

7. Biennial Training on and Review of the Rules of Procedure

- a) The City Council shall receive training on and review its Rules of Procedure, each evenly numbered calendar year no later than the last regularly scheduled Council Meeting in February.

8. A Link to each video or audio recording of every City Council meeting shall be published on the appropriate city council social media sites.

History:

Original Approval: March 29, 2016

Revision: February 19, 2019

Last Revision: 1-21-20

Last Revision: 9-1-20

Last Revision: 3-9-21

Last Revision: 2-15-22

Last revision: 2-21-23

Last revision: 2-27-24

Last revision: 5-7-24



Council Meetings

# **AGENDA**

## **SUBJECT: Sandy City Council Agenda Policy**

### **BACKGROUND:**

This policy establishes the process and procedures for preparing and submitting issues or items for consideration by the City Council. The City Council usually meets weekly on Tuesday evenings. The schedule of City Council meetings is posted on the Utah Public Notice website.

The process and procedures put forth in this policy apply to agendas for all meetings. This policy is divided into two sections. The first section provides a brief overview of the agenda building process. The second section outlines the requirements and procedures for preparing and submitting issues or items for consideration by the City Council.

Departments and other parties will prepare items for submission using these guidelines. Submissions are to be made electronically in a set of pdf documents. Handing out materials at the meeting is discouraged.

### **POLICY:**

#### **Agenda Building Process**

Agendas are generally published four (4) days in advance of the meeting (Friday at 10:00 AM).

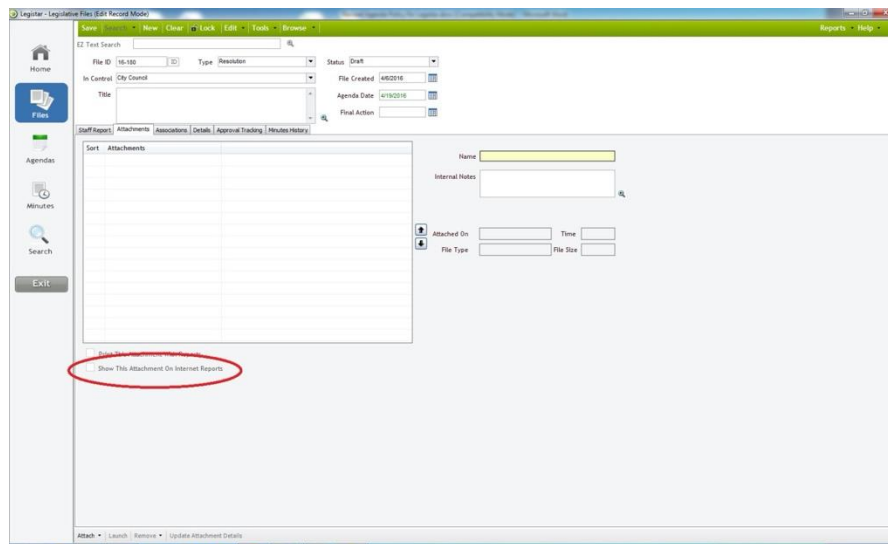
- Six (6) days prior (Wednesday) to the desired consideration meeting date the preliminary agenda for the meeting will be established during the weekly agenda planning meeting.
- Five (5) days prior (Thursday 5:00 pm) to the desired consideration meeting date complete agenda items must be entered into Legistar including the staff report and relevant attachments. The contents of the item will vary depending on the nature of the item and the action being requested.
- Four (4) days prior (Friday noon) the final agenda is established and published. Agenda packets are distributed to individual members of the City Council and made available to the public.
- Each agenda item on the published agenda will be considered on the published meeting date unless a formal request is made for the item to be tabled or continued. This request must be made in writing. However, if circumstances require the presenter may make the request for tabling or continuing verbally at the scheduled meeting but is required to submit a formal request for the tabling or continuation by noon the following day. Items

noticed for a public hearing may still be accorded a public hearing prior to the item being tabled or continued.

### Preparing and Submitting Agenda Packets

These general requirements should guide the preparation of agenda packets:

- Complete agenda items must be entered in Legistar five (5) days prior (Thursday 5:00 pm) to the desired consideration meeting date. The agenda item must be complete, including the staff report and relevant attachments before it will be accepted for review.
- If any attachments are not to be posted for public access, submit the document to the Council Office separately and indicate it is only for distribution to members of the City Council, or ensure that the “Show This Attachment On Internet Reports” box is UNCHECKED in the Legistar Attachments tab:



- Departments are responsible for complying with public notice requirements. A copy of the notice must be attached to the agenda item in Legistar.
- All agreements, ordinances, resolutions and other legal documents must be reviewed and approved by the city attorney, or specific written notice given by the city attorney to the Council that such a review is unnecessary.
- Any and all materials that will be presented to the Council during any agenda item shall be attached to the agenda item in Legistar prior to agenda publication.

History:

Original Approval: August 18, 2015

Revision: April 26, 2016

Revision: May 7, 2024

# Council Meetings



**PUBLIC  
HEARINGS,  
COUNCIL  
VOTING ITEMS,  
AND CITIZEN  
COMMENTS**

**SUBJECT: Public Hearings, Council Voting Items, and the process for Citizen Comments during those items.**

**BACKGROUND:**

State law requires that certain decisions before the City Council must be made after a public hearing on the matter is conducted. This policy is intended as a guide to the Council, staff and the public for how those hearings are conducted. The Council may, by a vote of a majority of Members present, adjust, amend or overturn any policy.

The City of Sandy is a local government entity which operates under the council-mayor form of government. The powers of the council-mayor form of government are vested in two separate, independent, and equal branches of municipal government consisting of a mayor (commonly referred to as the “executive” branch) and the city council (commonly referred to as the “legislative” branch).

Generally, the role of the City Council is to formulate and decide the policy direction and governing philosophy of the city. The legislative decisions of a City Council are given great deference by the courts and will generally be upheld as long as those decisions are based upon a rational reason. Public sentiment, preferences and opinion of individual City Council Members, scientific data, facts and circumstances surrounding a decision, professional opinions and advice, and any number of factors may, at the option of or in the sole discretion of the City Council, be considered by the City Council in its legislative decision-making process. In legislative decision-making, the adage “reasonable minds may differ” has meaning and is respected by the courts when reviewing a City Council decision. In legal terminology, unless a decision of the City Council is found by a court to be arbitrary, capricious or illegal, a court will uphold the decision of the City Council even if there are good reasons for making a contrary or alternative decision. Arbitrary and capricious means a decision without reasonable grounds. Illegal refers to decisions which are inconsistent with or contrary to a statute, ordinance, or court ruling.

**POLICY:**

A. General Public Hearing and Council Voting Item Procedure

1. City staff presents the published agenda item and provides an overview and/or recommendation on the public hearing or council voting item.
2. For a public hearing that pertains to a land use, budgetary or other decision for a specific project, the project representative will have the opportunity to provide information about the project.
3. Council Members may offer comments or ask questions of the staff and/or the project representative.

4. Public comment is taken on each public hearing or council voting item.
  - a. Each member of the public desiring to address the City Council is allowed to speak for no more than 3 minutes on City subjects unless the time to speak is extended by the Chairperson or a majority vote of the Council.
  - a. It is not beneficial to repeat the same points already made by previous speakers.
  - b. Any person desiring to address the Council a second time must wait until all others have spoken before being allowed to speak a second time on the same issue and shall speak only to provide the Council new information.
  - c. The City Council Chair may not limit the total time allowed for public comment, any limitations shall require a majority vote of the Council
  - d. The City Council Chair may ask each member of the public who desires to speak to form a line behind the first speaker. If no one is in line the chair may close citizen comment. In order to ensure an orderly and thorough discussion, and to maintain a complete record of proceedings, the City Council requires each person desiring to address the Council to complete a speaker card (unless otherwise specified during the meeting).
  - e. citizen comments are directed to the Council, and persons will refrain from talking to or approaching staff and/or the project representative while they are presenting information to the Council.
  - f. Those interested in submitting a petition, handout, or other form of written comment on a particular agenda item should contact the Council Office for information on submission dates and deadlines. Written comments intended for the Council during a meeting should be provided to the Council Office staff for distribution to the Council Members.
  - g. Council Members may ask clarifying questions during citizen comment. However, the intent of a public hearing and citizen comment is to receive comment from the public. It is not a forum in which the public should expect an interactive question and answer exercise between the public and the Council or a project representative. A member of the public may pose a question which the Council, in its sole discretion, may choose to answer, or ask staff or a project representative to answer, at the close of the public hearing or comment period.
5. Citizen comment is closed. Council Members may ask questions of or offer comments to staff and/or the project representative. This initial response period is meant for

clarification, not deliberation. Unless a Council Member requests further information from a member of the public who has previously addressed the Council, there is no further citizen comment.

6. The City Council deliberates and takes appropriate action. The Council may act on an item at the meeting in which the public hearing or council voting item was held, may defer the vote to a later meeting, or may choose to take no action.

B. Comments on items scheduled for public hearing will not be accepted during the General Citizen Comments portion of the meeting, but only when that public hearing is opened for citizen comment by the Chair. Comments on Council voting items or any other city business not scheduled for public hearing may be offered during the General Citizen Comments portion of the meeting.

C. Civil Discourse

1. All persons should avoid undermining the integrity or dignity of others in the meeting. Clapping, booing, cheering or other vocal signs of support or opposition to the proposal is not permitted.
2. Persons should refrain from leaving their seats, making any noise or disturbance, or interfering or interruption the Council or staff while the Council is in session.
3. Persons not following these guidelines may be asked, after a two-thirds majority vote of the Council, to leave the meeting or building for the remainder of the meeting. Any person not honoring the request of the Chair to leave the meeting may be escorted from the meeting by law enforcement and may be deemed guilty of disturbing an official meeting in violation of the Revised Ordinances of Sandy City or the Utah State Code and would be guilty of a Class B Misdemeanor. Disruptive behavior by a person may also result in prosecution for disorderly conduct and/or obstruction government operations under any number of provisions of the Utah Code, depending upon the specific behavior of an individual.

D. Petitions

1. A petition is a request of the City Council to take or refrain from some action signed by multiple individuals. Unless otherwise provided by law, a petition does not obligate or bind the City Council. The City Council does not prescribe the form that a petition must take.

History:

Adopted March 14, 2017

Amended September 1, 2020

Amended May 7, 2024

Council Meetings

# **ELECTRONIC MEETINGS**

**SUBJECT: Electronic Meetings**

**BACKGROUND:**

Utah Code Annotated 52-4-207 authorizes the Sandy City Council to conduct electronic meetings if the Council adopts a legislative resolution, rule, or ordinance governing the use of electronic meetings.

The purpose of this policy is to: 1) guide the establishment of electronic meetings of the City Council, and 2) establish the parameters for remote, electronic participation of a Council Member in a Council Meeting.

**POLICY:**

**A. Electronic Meetings of the City Council**

1. The City Council may hold an electronic meeting when a majority of Council Members cannot be physically present at City Hall or other designated meeting location.
2. In accordance with Utah Code Section 52-4-207, when the City Council conducts an electronic meeting, it shall
  - a. Give public notice of the meeting:
    - i. in accordance with Section 52-4-202; and
    - ii. post written notice at the anchor location.
  - b. The City Council Office or responsible staff shall also provide:
    - i. Notice of the electronic meeting to the City Council Members at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including, but not limited to, the determination that a quorum is present; and
    - ii. City Council members participating in a City Council meeting either in-person or via electronic means shall be counted as present for purposes of determining whether a quorum is present at the meeting.
    - iii. A description of how the Members will be connected to the electronic meeting

- c. In accordance with Utah Code Section 52-4-207(4-5), unless a determination is made that maintaining an anchor location presents substantial risk to the health or safety of those present, at least one anchor location must be established where interested persons and the public may attend and monitor the open portions of the meeting, and if applicable, participate in a public hearing.

**B. Remote participation of a Council Member in a City Council meeting**

1. Council Members should notify the Chair and the Council Office staff of their need to participate remotely in a meeting with as much advanced notice as possible in order for technical arrangements to be made allowing their participation.
  - i. Video conferencing through Zoom is the preferred method of remote participation.
    - a. When video conferencing is not feasible, a telephone connection may be established.
2. The Council Chair may restrict the number of remote connections for away members of the Council that are allowed for an electronic meeting based on available equipment capability. Connections will be provided on a first notified, first served basis.
3. If the City Council is conducting an electronic meeting, the Council shall take all votes by roll call unless a vote is unanimous.
4. The Council may establish other procedures, limitations, or conditions governing electronic meetings not in conflict with State statute.

History:

Revision: September 6, 2022

Amended: May 7, 2024





Council Meetings

# **APPROVAL OF MINUTES**

Original Approval Date: April 27, 2010

Revision:

Chapter:

Section:

Date Council Approved: April 27, 2010

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**SUBJECT: Approval of Council Meeting Minutes**

**BACKGROUND:**

- Utah Code Annotated 52-4-203-(4)(d) requires that the Sandy City Council formally adopt procedures for the approval of written minutes of meetings.

**POLICY:**

- It will be the policy of the Council that written minutes of Council meetings will normally be presented to and approved by the Council within three (3) calendar weeks at a regular Council meeting; but in no case longer than thirty (30) days. In some cases, exigent circumstances i.e., staff illness, length and complexity of meeting records, interruptions of the Council's regular weekly meeting schedule, may preclude the normal approval time frame.

Other

# **PUBLIC SAFETY STAFFING REPORT**

## **SANDY CITY COUNCIL POLICY REQUIRING QUARTERLY REPORTING ON PUBLIC SAFETY PERSONNEL AND STAFFING**

### **PURPOSE**

For the City Council to be appropriately apprised of and prepared to make timely and necessary budgetary decisions, as related to public safety in Sandy City, it is necessary that each Council Member has both the most current information and a historical perspective of public safety needs, personnel, and staffing.

### **PROCESS**

The Council shall request, and if necessary, require by ordinance, that Sandy City Administration provide a physical written report regarding Sandy City Public Safety Personnel and staffing on a quarterly basis. Henceforth this report shall be referred to as the “Public Safety Staffing Report” or PSSR. The PSSR shall:

1. Include quarterly data from the following date ranges:
  - a. Quarter 1: July 1 – September 30
  - b. Quarter 2: October 1 – December 31
  - c. Quarter 3: January 1 – March 31
  - d. Quarter 4: April 1 – June 30
2. Be deidentified.
3. Be formatted in the same, or a very similar, fashion each quarter.
4. Be provided to the Council through the City Council Executive Director in a digital format no later than 15 business days following the final day of each quarter.
5. Be delineated by department and shall include the Police Department and the Fire Department.
6. Be delineated by “sworn” and “non-sworn” within each department.

The PSSR shall include the following, department-wide, data:

1. New hires, to include the rank and step.
2. Terminations, to include the rank and step.
3. Retirements, to include the rank and step.
4. Promotions, to include the original and the new rank and step.
5. The total hours of mandatory overtime worked by public safety personnel.
6. The total hours of voluntary overtime worked by public safety personnel.
7. Median years of experience.
8. Total vacancies.
9. Vacancy rate.
10. Any additional data that City Administration finds pertinent.

Other

# **LONG TERM FINANCIAL PLAN**

**SUBJECT: Long Term Financial Plan**

**BACKGROUND:**

Sandy City adopts a number of master plans dealing with land use issues. These master plans anticipate the City's growth, land use and infrastructure for a number of years into the future, generally 5 years or more. Annually, the City adopts operating and capital improvement budgets. These budgets look into the future just 1 year and 3 years, respectively. The City operates in a fluid economic environment and can experience fluctuating revenues. These fluctuating revenues make budgeting for and funding of city operations more challenging and less certain.

**POLICY:**

1. City Administration shall adopt Long Term Financial Plan, which shall in essence become budget and financial master plan.
  - a. The Plan should be similar in structure and content to the current budget book, and provide additional information on assumptions, policy considerations, potential alternative scenarios, and funding opportunities.
2. City Administration shall review the Plan with the City Council at least annually, preferably during the time between the closing of the prior year's books and the commencement of the next year's budget.

History:

Adopted: September 29, 2015

Other

# **MEDIA**



Original Approval Date: March 17, 2015

Revision: N/A

Chapter:

Section:

Date Council Approved: March 17, 2015

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**SUBJECT: Council Media Policy**

**BACKGROUND:**

Council Members are independently elected officials, and the City Council as a whole is an independently elected branch of City government. The City Council strives to maintain and cultivate a collaborative relationship with the Mayor and Administration. Occasionally, items before the City Council become subject to media interest. This policy is intended as a guide to Council Members and Council Office staff in handling requests from media representatives. In the areas of mass communication and media relations, it is important for Sandy City to “speak” with a unified voice to the greatest extent feasible.

**POLICY:**

1. The City Council encourages open, responsive, and productive media relations.
2. The City Council respects the right and responsibility of independently elected officials to respond independently to media requests.
3. Requests from media representatives to speak with a specific Council Member shall be referred to the Council Member requested. City Council Members retain the discretion to personally respond to media requests or delegate the response to the appropriate staff representative. When engaging the media as an individual, Council Members should make clear that their views and opinions do not represent the views and opinions of the entire Council.
4. Requests from media representatives for general information about the City Council, its actions or policies shall be referred to the Council Chair. The Council Chair retains the discretion to personally respond on behalf of the City Council or delegate the response to the appropriate staff representative.
5. In order to ensure timely, complete and accurate responses to media requests and maintain unanimity where feasible, Council Members and/or the Council Chair on behalf of the Council are strongly encouraged to consult with Communications staff, and/or

Council Office staff before offering a response to a media request.

6. Elected officials retain their First Amendment rights. As independently elected officials, City Council Members have the discretion to proactively contact media organizations or utilize social media. When engaging the public via traditional or social media, Council Members are strongly encouraged to first consult with the Communications and Council Office staff, and offer content which facilitates constructive, meaningful public awareness and debate.
7. This policy is internal to the City Council and is not intended to infringe or restrict the Mayor's communication policies. Citizens often contact the City Council about Sandy City issues they learn about through various media outlets. In order to be as responsive to residents and up-to-date as possible the City Council appreciates appropriate opportunities for advanced consultation in Sandy City sponsored media events or other information releases.

Other

# **NON-EMPLOYEE TRANSPORTATION**

Original Approval Date: September 29, 2015

Date Council Approved: May 7, 2024

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**SUBJECT: Non-employee travel on City Council site-visits and tours**

**BACKGROUND:**

Occasionally the City Council schedules a project site visit traveling tour in place of or in addition to the regular Tuesday evening City Council meetings. The Open and Public Meetings Act, specifically Section 52-4-201(2)(b)(ii), describes the public noticing procedure for a site visit or a traveling tour. The purpose of project site visits or traveling tours is to provide information to the Council on pending projects, update the Council on previously approved projects, or educate the Council on the functions and challenges of City departments. In most instances the City Council, Administration, and staff will ride together in a City owned bus.

Traditionally, non-employees have not been allowed to ride on the City bus during a City Council project site visit or travelling tour. In the event of an accident while traveling, the exposure to the City for personal injury differs with non-employees than with Members of the City Council and staff. Non-employees are not covered under the worker's compensation laws as are Members of the City Council and staff, which limit the remedies a City employee would have against the City. Waivers of liability can be utilized, but the exposure to the City is still greater with non-employees. Notwithstanding the differing exposure, the decision to allow a non-employee in City vehicles is left to each department if doing so serves the business interests of the department.

The inclusion of non-employees on the City Council bus tours raises an issue about the limited seating capacity. It is conceivable that the number of non-employee requests to ride with the City Council may exceed the number of available seats on the bus.

**POLICY:**

1. Unless closed pursuant to Utah Code Section 52-4-205 meetings of the City Council that include a site visit or travelling tour are open to the public. As such, to the greatest practicable extent a list of addresses or a description of tour stops, and the estimated times the City Council will be at each stop, will be made available as part of the published agenda so that interested persons may attend by arranging for their own transportation.
2. Generally, non-employees are not allowed to ride on the bus or other City owned vehicle during a City Council project site visit or travelling tour.

3. The City Council Chair may grant an exception to this policy if:
  - b. A request from a non-employee to ride along with the City Council serves the business interest of the City (i.e. the non-employee can provide specific information about a project, or is involved directly in an issue to be highlighted on the tour) and;
  - c. The request to ride along is made at least 24 hours in advance of the scheduled tour.
4. Should the Chair choose to grant an exception as previously outlined, he or she will do so on a “first come, first served” basis according to the number of available seats on the bus or other vehicles utilized for the site visit or travelling tour.
5. Non-employees allowed to ride along during a City Council site visit or travelling tour must sign a waiver a liability approved by the Sandy City Risk Management Department.
6. City Council Members shall not engage in council-wide deliberation, or in any behavior that would violate the Open and Public Meetings Act while participating in the site-visit or tour.

Other

**OUTSIDE LEGAL**

**SUBJECT: Outside Legal Services**

**BACKGROUND:**

The City Council has contracted for legal services which requires a Council designee to administer the terms of the contract and give direction regarding legal services. This policy informs the roles and responsibilities of the Council's designee.

**POLICY:**

**Chair**

Outside legal counsel (Council Attorney) contract shall be signed by the Council Chair. The Chair may act as the designee in the absence of the Vice Chair.

**Vice Chair:**

The Vice Chair will be the designee to the Council Attorney.

**Individual Council members:**

Any council member may contact our Council Attorney for legal advice on Council related business or Sandy City business.

Any work product or legal advice produced from our Council Attorney, for any Council Member, shall be shared and produced to the Executive Director.

All Council Members will be considerate of budget constraints.

**Executive Director:**

Council Office staff may request the assistance of the Council Attorney.

**History:**

Adopted: June 11, 2019

Amended: May 7, 2024

Other

# **INVESTMENTS**



Original Approval Date: New Policy

Revision:

Chapter:

Section:

Date Council Approved: September 29, 2015

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**SUBJECT: Investment of reserve fund balance monies**

**BACKGROUND:**

Sandy City operates a General Fund and other funds which carry reserve balances. Under the State Money Management Act (Title 51, Chapter 7), the City has some latitude in the investment activities associated with these fund balance monies, and desires to earn and appropriate rate of return on the invested fund balance monies.

**POLICY:**

1. City Administration shall adopt an investment policy to guide its investment activities.
2. The policy should at a minimum address the process for selecting or removing a Certified Investment Advisor; the criteria for the selection of investment funds or other investment vehicles; the criteria for determining whether a particular investment is appropriate for a particular City fund; the criteria for determining the allocation of fund balance monies to various investments, and the criteria for determining when monies may be moved into or out of various investments.
3. City Administration shall, on at least an annual basis, report to the City Council on investment activities undertaken, earned rates of return and such other information as may be useful for the City Council.

Other

**PERIODIC  
ADMINISTRATIVE  
MANAGEMENT  
STUDIES**

## **SUBJECT: SANDY CITY COUNCIL POLICY OUTLINING AND REQUIRING PERIODIC ADMINISTRATIVE MANAGEMENT STUDIES**

### **PURPOSE**

For the City Council to be appropriately informed that each department has adequate resources, organizational structure, and staffing levels it is essential the Council uses its powers, as outlined in Utah Code 10-3b-203, to periodically review municipal administration. In order to properly review municipal administration and to make prudent decisions related to appropriations and legislative policy the Council shall involve a third-party subject matter expert to perform periodic administrative management studies of each department.

### **PROCESS**

Periodically the Sandy City Council office shall issue a Request for Proposal (RFP) to identify and hire a professional consultant to conduct administrative management studies. The process for this policy shall be as follows:

1. Within 90 days of the adoption of this policy, and then again, every 10 years beginning in January of 2030, the Council shall adopt a ten-year Management Study Schedule outlining which five City Departments and/or divisions will be studied that decade. This schedule is meant to inform and prepare departments and divisions for their individual Management Study.
2. Each even numbered fiscal year beginning in FY 2024 the Council shall appropriate no less than \$50,000 within the City Council Office budget to be used towards professional services related to these management studies. Over two fiscal years this amount shall be sufficient to cover the expenses associated with this policy. In some instances, additional funding may be required.
3. In the year of any particular department's management study the City Council Executive Director shall work closely with the City Council, the Administration, and the department's leadership to draft an RFP ensuring that:
  - a. The RFP and study addresses information that is relevant and important to the City Council
  - b. The RFP and study are relevant to the department's needs and concerns.
  - c. The department can provide the necessary time, personnel, and information for the study.
4. No later than September 30<sup>th</sup> of each even numbered fiscal year, the City Council Executive Director shall issue an RFP for a management study of the appropriate department, as dictated within the Management Study Schedule. In compliance with all City purchasing procedures the Joint Review Team (as organized through this Policy) shall award a contract.
  - a. A qualified applicant shall be a subject matter expert and is responsible for:
    - i. Meeting all requirements as described within the RFP, designing the study, conducting interviews and surveys, reviewing best practices, analyzing departmental data, and making recommendations.

- ii. Providing a comprehensive report of the study to the Council, City Administration, the Department being studied, and the public.
- 5. Joint Review Team
  - a. The Joint Review Team shall be made up of 12 individuals: Seven City Council Members, The City Council Executive Director and Assistant Director, The Chief Administrative Officer, and the Department/Division Director and Assistant Director of the Department/Division being studied.
  - b. Each member of the Joint Review Team shall review each application sending their top 3 applicants to the City Council Executive Director.
  - c. Each applicant that is included in the top 3 of a simple majority of the Joint Review Team shall be interviewed by the Joint Review Team.
    - i. The Joint Review Team shall be divided into three groups (4 to each group).
    - ii. Each group shall interview all selected applicants.
    - iii. Following each interview every applicant shall be scored according to a process determined at the time the RFP is issued.
    - iv. The applicant with the highest score shall be awarded the contract.

#### OUTCOME

The management study reports will be used by both the City Council, the Administration, and the department to provide information and context for ensuing organizational planning, personnel decisions, and budget requests. In addition to the benefits provided to each department, elected officials, and city leadership, Sandy residents will benefit from enhanced trust that each city department is being effective and efficient with their tax dollars.

Adopted: May 30, 2023

Amended: NA

Other

# **Biennial Review of Council Policies**

**SUBJECT: Biennial Review of Council Policies**

**BACKGROUND:**

The Sandy City Council policy booklet contains relevant policies and procedures for the operation of the Council. To keep them current and have proper clarity the Council shall review them at least once every two years. The review will ensure policies contain the most up to date language and reflect the workflow of the City Council.

**POLICY:**

1. The Sandy City Council staff shall review and present any updates or modifications to the policy booklet once every two years.