

Sandy City Council

Legislative Policies and Procedures

Original Approval Date: August 18, 2015

Revision: April 26, 2016

Chapter:

Section:

Date Council Approved:

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. An informal planning/work meeting begins at 5:15 pm, and is followed by a formal action meeting which begins at 7:00 pm. The schedule of City Council meetings is posted on the Utah Public Notice website at: <http://www.utah.gov/pmn/index.html>.

The process and procedures put forth in this policy apply to agendas for both 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 built 2 weeks, or 1 meeting, in advance.

- Twelve (12) 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.
- Eleven (11) days prior (Friday) to the desired consideration meeting date the Chair receives the Legistar pending items report.
- Seven (7) days prior (Tuesday) to the desired consideration meeting date the agenda items will be reviewed by the Council office staff and the Chair. If additions or revisions to an agenda item are requested, the Council office will notify the department or party submitting the item.
- Six (6) days prior (Wednesday) to the desired consideration meeting date the preliminary agenda for the meeting will be established.

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- Five (5) days prior (Thursday 5:00 pm) to the desired consideration meeting date the revised agenda items are due with all changes included in Legistar.
- 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.
- The item will be considered on the desired meeting date unless a formal request is made for the item to be withdrawn from the agenda. This request must be made in writing. However, if circumstances require the presenter may make the request for withdrawal verbally at the scheduled hearing but is required to submit a formal request for the withdrawal 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 twelve (12) 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:

The screenshot shows the Legistar Legislative Files (Edit Record Mode) interface. The main content area is titled "Attachments" and contains a table with columns for Name, Internal Notes, Attached On, Time, File Type, and File Size. Below the table, there is a checkbox labeled "Show This Attachment On Internet Reports" which is circled in red. The interface also includes a sidebar with navigation options like Home, Files, Agendas, Minutes, Search, and Exit.

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- 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.