



# Sandy City Council Office

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## MEMORANDUM

January 30, 2024

To: City Council Members

From: Dustin Fratto, Council Office Executive Director

Subject: Staff recommendations regarding updates to the City Council Rules of Order and Procedure

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State Statute (10-3-606) requires the City Council to adopt rules of order and procedure (rules). Additionally, your current rules require that the Council review and readopt the rules at least once per calendar year, by the final business meeting in February. Included with this agenda item, are your current rules. As individual council members you may consider any amendments to these rules over the coming weeks. Any changes will need to be approved by the body and final rules will need to be adopted by the February 20<sup>th</sup> council meeting.

As the Director of the Council Office, I read and review your rules regularly. Based upon that experience as well as the real-world application of the rules that, we've all experienced over previous years I would like to suggest some general changes to the rules for your consideration:

- 1. Combine Work and Business Sessions.** Alternating business and work sessions often results in lost time, increased difficulty in meeting deadlines, and is generally inconvenient. While I recommend that the council maintain the requirement that substantive items come before you in a two-step process during separate meetings (1) Informational item during the first meeting, (2) Voting item during the second meeting; I would like the council to consider doing away with the alternating Work and Business Sessions. I would instead recommend that every meeting be classified as a business session where both informational and voting items may come before the council.
- 2. Replace eComment with the CitizenComment Email.** eComment was implemented during the pandemic and the CitizenComment Email ([citizencomment@sandy.utah.gov](mailto:citizencomment@sandy.utah.gov)) was implemented over a year afterwards. While eComment has not garnered much use, the CitizenComment Email is very popular. The cost of the eComment feature through our agenda management system is \$2,300/Year, while the CitizenComment Email has no additional cost. Due to its limited use and high cost, I recommend that the Council phase out eComment as an option for written comments and instead pivot to the CitizenComment Email as the primary method of collecting written comments. Here is a breakdown of the number and type of formal written comments received by the council over the past two years.

CY 2022:

- eComment: 31 total comments received
- CitizenComment Email (Rolled out late 2022): 56 total comments received

CY 2023:

- eComment: 33 total comments received
- CitizenComment Email (First full year): 354 total comments received