

Sandy City Council
Policies and Procedures

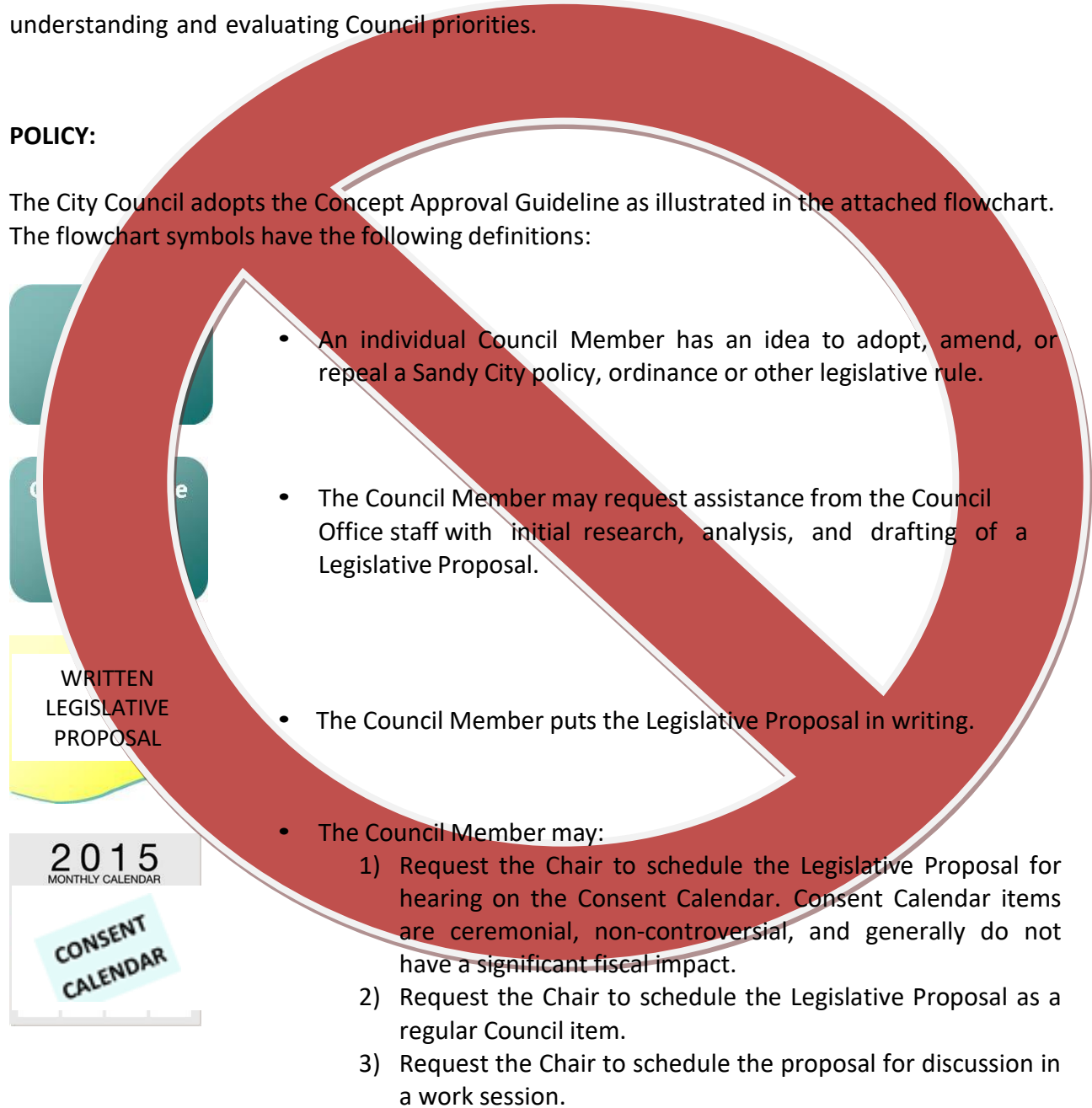
SUBJECT: Concept Approval Guideline

BACKGROUND:

The City Council desires an orderly process for introducing proposals from individual Council Members. A clear process assists the Council and also assists the Administration in understanding and evaluating Council priorities.

POLICY:

The City Council adopts the Concept Approval Guideline as illustrated in the attached flowchart. The flowchart symbols have the following definitions:



Sandy City Council Policies and Procedures

City Council
(Committee of the
Whole)

**Administration
or 3rd Party
analysis**

City Council

**Proposal
Fails**

**Proposal
Passes**

- The Council will initially consider the Legislative Proposal as a Committee of the Whole to determine whether the Legislative Proposal warrants further consideration and use of City resources.
- By vote, the Legislative Proposal may be adopted, amended, or referred for further analysis.

- If the Council determines that the Legislative Proposal warrants further consideration, it may request additional analysis from the Administration.
- The Council may also request analysis from a third party should a majority of the Council by vote determine that a conflict of intention exists between the Council and Administration regarding the Legislative Proposal.
- The analysis may include but is not limited to a fiscal note, affected department evaluation, and/or legal review.

- The Council considers the Legislative Proposal in light of the Administrative or third-party analysis.
- By vote, the Legislative Proposal may be adopted, amended, rejected, or referred for further analysis.
- (If required, the Council schedules a public hearing, complies with notification requirements, and directs final drafting of the ordinance or resolution. The Legislative Proposal may be adopted, amended, rejected, or referred for further analysis as determined by the Council during the formal hearing process)

- The Legislative Proposal fails. The Council has rejected the Legislative Proposal by vote.

- The Legislative Proposal passes. The Council has approved the Legislative Proposal by vote.

- Nothing in this policy shall be construed to prohibit a council member's right to bring previously considered proposals back before the City Council.

History:

Original approval: March 10, 2015

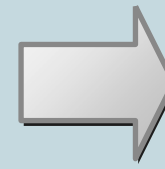
Revised: February 28, 2017

CONCEPT

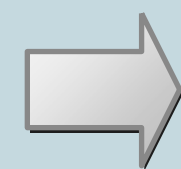
Council Member Concept



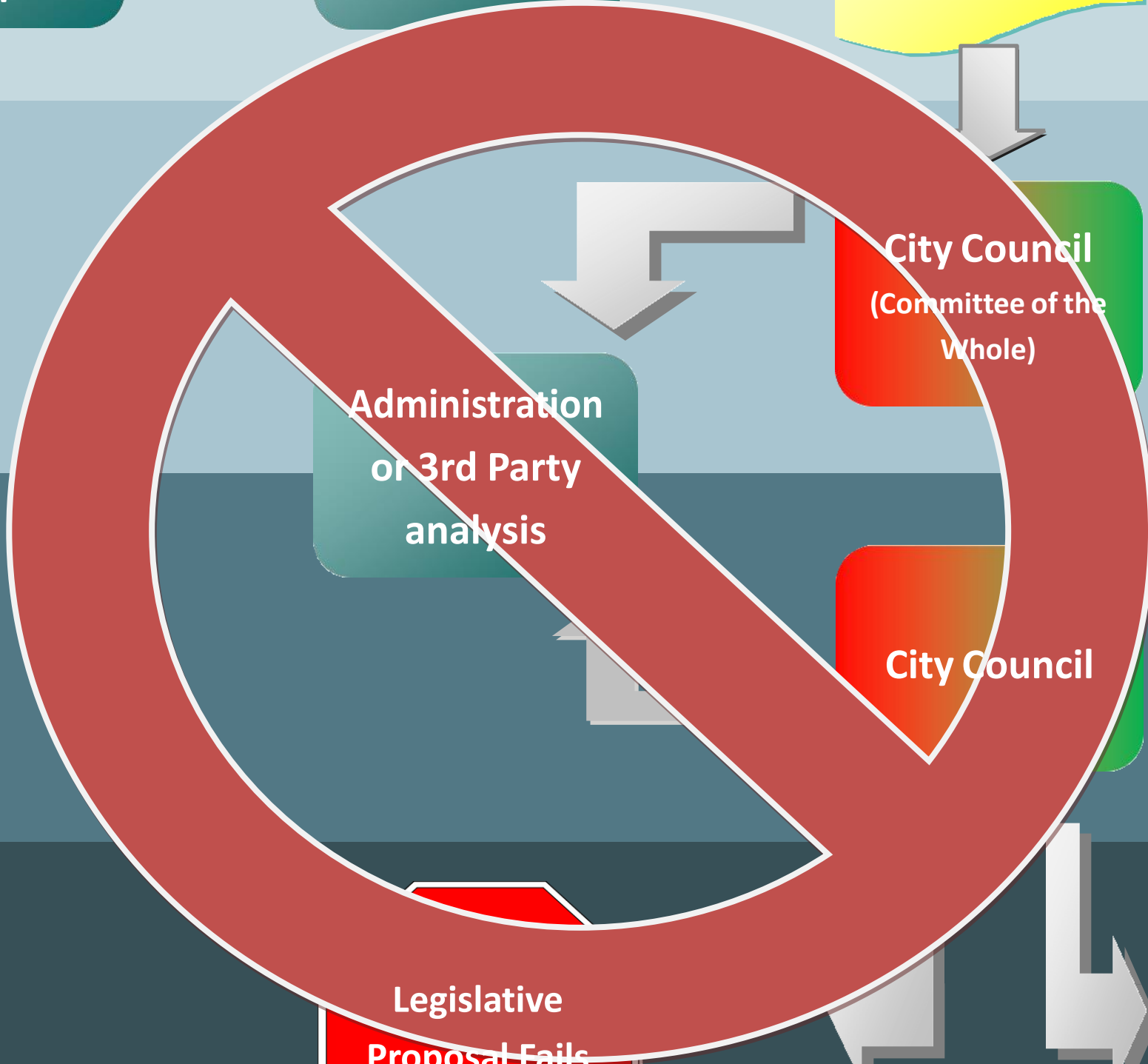
Council Office Staff Assistance



WRITTEN LEGISLATIVE PROPOSAL



REFERRAL



City Council (Committee of the Whole)



Administration of 3rd Party analysis

City Council

ANALYSIS & ACTION

FINAL ACTION

Legislative Proposal Fails

Legislative Proposal Passes