



Sandy City, Utah

10000 Centennial Parkway
Sandy, UT 84070
Phone: 801-568-7141

Meeting Agenda

City Council

Brooke Christensen, District 1
Maren Barker, District 2
Kristin Coleman-Nicholl, District 3
Chris McCandless, District 4
Steve Fairbanks, At-large
Linda Martinez Saville, At-large
Zach Robinson, At-large

Tuesday, January 22, 2019

5:15 PM

Council Chambers

Web address to view complete packet: <http://sandyutah.legistar.com>

The Sandy City Council has adopted Rules of Procedure which are available at the rear of the Council Chambers and online at: <https://sandy.utah.gov/government/city-council/procedure-guidelines>. Public comment will be taken on all voting items. Each speaker is allowed one minute per voting item, except for noticed Public Hearings in which case each speaker is allowed three minutes. The Citizen Comment sections of the meeting are for issues not listed on the agenda. Each speaker is allowed three minutes to address the Council during Citizen Comments. If a citizen is unable to attend a meeting in person, he or she may provide written comments to the City Council Executive Director by 3:00 PM the day of the Council Meeting to have those comments distributed to the City Council and have them read into the record at the appropriate time.

In compliance with the Americans with Disabilities Act, reasonable accommodations for individuals with disabilities will be provided upon request. For assistance, please call (801) 568-7141.

4:30 Dinner

5:15 Council Meeting

Roll Call

Per Utah Code Annotated 52-4-207 and City Council policy, Council Members Barker and Fairbanks may be participating in the January 22, 2019 Council Meeting via telephone.

Non-voting Items

Agenda Planning Calendar Review & Council Office Director's Report

Council Member Business

Mayor's Report

CAO Report

Legislative Report

Citizen Comments

Voting Items

Council Items

1. [19-021](#) Council Member Fairbanks proposing a change to the Sandy Legislative Code

Attachments: [Utah Code 10-3-502](#)
[Title 22 - Legislative Code Changes](#)

2. [19-020](#) Council Member Nicholl recommending the Council consider adopting a policy requiring quarterly reporting for public safety staffing.

Attachments: [Public Safety Quarterly Reporting Policy_DRAFT](#)

7:00 Time Certain Items and Public Hearings

Prayer / Pledge of Allegiance

Citizen Comments

Adjournment



Staff Report

File #: 19-021, **Version:** 1

Date: 1/22/2019

Agenda Item Title:

Council Member Fairbanks proposing a change to the Sandy Legislative Code

Presenter: Steve Fairbanks

Description/Background:

Utah Code 10-3-502 requires that "The council of each municipality shall: hold a regular meeting at least once each month."

Sandy Code 22-1-3 requires that the council "meet not less than twice monthly."

Council Member Fairbanks proposes that the current requirement in Sandy Code 22-1-3 be altered to align with Utah Code 10-3-502. Doing so will not change the current meeting schedule of the Council, nor will it prevent meeting each Tuesday as is the standard practice within the City. It will allow the Council to cancel meetings in the rare situation when there is no business to be discussed but a meeting must be held regardless, in order to adhere to our local code. An example of this occurred this past December 11, 2018 when the Council was required to use valuable City resources and staff time to hold a Council meeting with no business on the agenda.

Recommended Action and/or Suggested Motion:

Motion to Direct staff to bring back an ordinance adopting the changes recommended by Council Member Fairbanks.

10-3-502 Regular and special council meetings.

- (1) The council of each municipality shall:
 - (a) by ordinance prescribe the time and place for holding its regular meeting, subject to Subsection (1)(b); and
 - (b) hold a regular meeting at least once each month.
- (2)
 - (a) The mayor of a municipality or two council members may order the convening of a special meeting of the council.
 - (b) Each order convening a special meeting of the council shall:
 - (i) be entered in the minutes of the council; and
 - (ii) provide at least three hours' notice of the special meeting.
 - (c) The municipal recorder or clerk shall serve notice of the special meeting on each council member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode.
 - (d) The personal appearance by a council member at a special meeting of the council constitutes a waiver of the notice required under Subsection (2)(c).

Amended by Chapter 19, 2008 General Session

TITLE 22

LEGISLATIVE CODE

Chapter 1 CITY COUNCIL

22-1-1. Council Terms and Districts.

- (a) The Sandy City Council shall be composed of seven (7) members, four (4) of whom shall be elected from Council districts and three (3) of whom shall be elected at large. The Council districts shall be adjusted from time to time in accordance with the laws of the State of Utah and in such manner as may be necessary to assure substantially equal population within each district. One nonpartisan candidate shall be elected to fill each of the seven (7) positions on the Sandy City Council. Council members elected shall initially serve, under the provisions of the Council/Mayor form of government, as follows:
- (1) A Council member, serving at the time of the adoption of the Council/Mayor form of government, shall serve the remainder of the elected term as an at-large member of the Council.
 - (2) Two (2) members of the Council shall be elected at-large for four year terms.
 - (3) A Council member, serving at the time of the adoption of the Council/Mayor form of government, shall serve the remainder of the elected term as a representative of Council District #1.
 - (4) One Council member shall be elected from Council District #3 to serve a two-year term.
 - (5) One Council member shall be elected from Council Districts #2 and #4 to serve four year terms. However, after the initial terms shall have been completed, all subsequent terms shall be for four years. The seven (7) member Council shall exercise the legislative powers within Sandy City.
- (b) The legislative or Council districts of Sandy City shall be set forth upon a map retained in the possession of the City Recorder, which map is specifically made a part of this ordinance. The said map indicating Council districts may be amended from time to time in accordance with the laws of the State of Utah by resolution of the City Council in order to maintain districts of substantially equal population.

22-1-2. Council Powers.

The Council shall exercise the legislative powers of City government, including the adoption of ordinances, setting appropriate tax levies, adopting the City budget, and establishing water and garbage service rates, and other general tax and service rates. It may also review and monitor the municipal administration, conduct public hearings and perform all other duties and responsibilities authorized or required by State law. The Council shall give the Mayor its advice and consent in appointments to the Planning Commission and Board of Adjustment. The Council hereby grants to the Mayor its advice and consent to all removals, firings, discharges and other disciplinary actions he may undertake regarding executive branch personnel, including department heads. Said mayoral actions regarding supervisory actions or discharging executive department personnel shall be done consistently with due process and other applicable constitutional and statutory principles but need not include additional or separate advice and consent of the Council.

22-1-3. Meetings of Council.

- (a) ~~The Council shall meet not less than required under U.C.A. 1953, § 10-3-502. The Council is a part time legislative body but shall meet not less than twice monthly.~~ The Council shall by ordinance establish a regular meeting schedule.
- (b) Special meetings may be called either by order of the chairperson of the Council, by a majority of the Council members or by the Mayor. The order signed by the party calling the meeting shall be filed with the City Recorder and entered in the minutes of the Council. Notice of said special meeting shall be given to all Council members and the Mayor, who have not joined in said order, not less than 48 hours before said special meeting. Said notice shall be served personally or a copy thereof deposited at the said Council member's or Mayor's place of abode, either by leaving it with a person of suitable age and discretion or affixing a copy thereof to the front door, such action to be by the City Recorder or his or her designee.
- (c) Emergency meetings of the Council may be called by order of the Mayor or a majority of the Council members to consider unforeseen matters of an emergency or urgent nature. Such meetings may be held without any specific advance notice, but shall be had at a time so as to give the Mayor and all Council members the most opportunity to be present, considering the circumstances requiring the emergency meeting. Notice of said meeting shall be attempted to be given the Mayor and each Council member not joining in the said order by the best practical means under the circumstances.
- (d) All official meetings of the Council shall be open to the public as required by the Utah Open and Public Meetings Act or its successor, provided however, that executive sessions may be closed by a 2/3 majority vote of the Council members present at an open meeting, for discussions of appropriate matters, under the Utah Open and Public Meetings Act or its successor. No final decisions shall be made in closed meetings, except as allowed by State law.

22-1-4. Meeting Schedules, Agendas and Minutes.

- (a) The City Recorder shall give public notice of at least once each year of the annual meetings schedule of the City Council in a manner as provided by the

Utah Open Public Meetings Act or its successor.

- (b) In addition to the foregoing notice, the Recorder or Council staff shall prepare an agenda for each regular meeting of the Council, which is reasonably specific so as to identify the matters to be considered by the Council and which states the date, time and place of the meeting. Such agenda shall be posted not less than 24 hours before the scheduled regular or special meeting. Such posting shall be done by placing a copy of said agenda at the principal office of the City Council and a copy of such agenda given to a local media of general circulation in the geographic area of Sandy City. Notices of emergency meetings shall be given in the best practicable manner, under the circumstances.
- (c) Minutes shall be kept of all open or closed meetings, and shall contain the information required by the Utah Open and Public Meetings Act or its successor. All such minutes shall be public records, filed with the City Recorder and available for public inspection, within a reasonable time after the conclusion of said meeting(s).

22-1-5. Council Organization and Rules.

The Council shall elect a chairperson from its number and shall determine its order, rules, procedure and organization from time to time as it deems prudent and appropriate.

22-1-6. Council Vacancies.

In the event of a vacancy in the Council, the Council shall, within 30 days of the occurrence and declaration of such vacancy, by majority vote of the remaining Council members, appoint a qualified elector of the City to fill the unexpired term as created by the occurrence of such vacancy. The Council member who shall be appointed to fill such vacancy shall serve with all of the rights and powers of a duly elected Council member. A vacancy shall be declared by the Council if a Council member shall die, resign, terminate legal domicile within the corporate limits of Sandy City or, if chosen from a Council district, within the appropriate Council district boundaries or be judicially removed from office.

22-1-7. Staff and Support Personnel.

Subject to the limitations and requirements of applicable budget appropriations, the City Council may appoint and remove such assistants and support staff as may be necessary to perform such functions and duties as may be assigned to them by the City Council.



Staff Report

File #: 19-020, **Version:** 1

Date: 1/22/2019

Agenda Item Title:

Council Member Nicholl recommending the Council consider adopting a policy requiring quarterly reporting for public safety staffing.

Presenter: Council Member Kris Nicholl

Description/Background:

This budget year the Council decided that the City would make a significant investment in our public safety personnel. As such, the attached draft policy would require administration to provide the Council with a quarterly report detailing the current state of Sandy public safety staffing. Similarly to the quarterly budget reports provided to the Council by Administration this tool will assist the Council in making future budgetary decisions with a full understanding of both current and historical public safety staffing needs.

Further action to be taken:

This is a policy idea, and Council Member Nicholl is soliciting feedback and recommendations from the Council. Should the Council decided this is a policy that they are interested in, Council Member Nicholl will place the item on a future agenda for adoption.

Recommended Action and/or Suggested Motion:

Motion to support the development of a policy for quarterly reporting on public safety staffing, and a request for staff to place the item on a future agenda.

EXHIBIT A

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 require Sandy City Administration to 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 formatted in the same, or a very similar, fashion each quarter.
3. Be provided to the Council through the City Council Executive Director in a digital format no later than 14 days following the final day of each quarter.
4. Be delineated by department and shall include the Police Department and the Fire Department.
5. 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 number of public safety personnel placed on mandatory or medical leave, to include the total number of hours.
6. The total hours of mandatory overtime worked by public safety personnel.
7. The total hours of voluntary overtime worked by public safety personnel.
8. Median years of experience.
9. Total vacancies.
10. Vacancy rate.
11. Any additional data that City Administration finds pertinent.