



# Sandy City, Utah

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

## Meeting Agenda

### City Council

*Brooke Christensen, District 1*  
*Alison Stroud, District 2*  
*Kristin Coleman-Nicholl, District 3*  
*Monica Zoltanski, District 4*  
*Marci Houseman, At-large*  
*Zach Robinson, At-large*  
*Cyndi Sharkey, At-large*

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**Tuesday, January 21, 2020**

**5:15 PM**

**Council Chambers**

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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 three minutes per voting item. 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 Member Houseman may be participating in the January 21, 2020 City Council meeting via telephone and/or video conference.

Prayer / Pledge of Allegiance

#### **Non-voting Items**

Agenda Planning Calendar Review & Council Office Director's Report

Council Member Business

Mayor's Report

CAO Report

## Citizen Comments

### Voting Items

#### Consent Calendar

1.     [20-029](#)           Approval of the January 7, 2020 Minutes.  
  
      Attachments:     [January 7, 2020 Minutes](#)
  
2.     [20-031](#)           Council Members Christensen and Houseman requesting that the Council consider changing their appointment to the Senior Center Advisory Council  
  
      Attachments:     [Memo](#)  
                              [2020 Council Liaison Appointments\\_Final](#)
  
3.     [20-024](#)           Council Member Robinson recommending the Council adopt revisions to the policy on the Election of Council Officers.  
  
      Attachments:     [Current Election of Council Officers Policy](#)  
                              [Council Member Robinson Amendments](#)
  
4.     [20-026](#)           City Council Office recommending adoption of the amended "Exhibit A" attached to Resolution 20-01C, 2020 Proposed Annual Meeting Schedule.  
  
      Attachments:     [Resolution 20-01 C](#)  
                              [Amended 2020 Annual Meeting Schedule](#)

#### Council Items

5.     [20-023](#)           Council Member Christensen recommending the City Council appoint Rian Weaver as a regular member of the Historic Committee  
  
      Attachments:     [Resolution 20-03C](#)  
                              [Rian Weaver Letter of Interest](#)
  
6.     [20-025](#)           Council Office presenting the City Council Policy Manual, recommending amendments, and seeking Council direction for additional changes.  
  
      Attachments:     [Council Policies.pdf](#)  
                              [Staff Presentation.pdf](#)  
                              [Executive Director Memo on Rules of Procedure.docx](#)

7.     [20-014](#)           Council Member Zoltanski recommending the Council adopt amendments to the Council Rules of Procedure establishing Citizen Comments no earlier than 6:00 PM.

**Attachments:**     [Memo from Council Member Zoltanski.docx](#)  
                          [Proposed Amendments for Citizen Comments.pdf](#)  
                          [Public Comment Stephanie Dickey](#)

8.     [20-030](#)           Possible Closed Session to discuss the purchase, exchange, or lease of real property.

## **6:00 Time Certain Items and Public Hearings**

### Time Certain Items

9.     [20-027](#)           Council Member Robinson recommending that the Mayor and Council adopt Resolution 20-04C, the Sandy City clean air initiative, idle free restrictions, and proclamation of idle free week

**Attachments:**     [20-04C](#)

10.    [20-022](#)           Council office recommending that the Council receive a presentaion about the Sister City Program

11.    [20-020](#)           Human Resources Department recommending that the City Council receive a presentation and update on the 2019 employee survey

**Attachments:**     [Sandy City 2019 Engagement Survey Results\\_City Council](#)

## **Adjournment**



# Sandy City, Utah

10000 Centennial Parkway  
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Phone: 801-568-7141

## Staff Report

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**File #:** 20-029, **Version:** 1

**Date:** 1/21/2020

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Approval of the January 7, 2020 Minutes.

Motion to approve the minutes as presented.



# Sandy City, Utah

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

## Meeting Minutes

### City Council

*Brooke Christensen, District 1*  
*Alison Stroud, District 2*  
*Kristin Coleman-Nicholl, District 3*  
*Monica Zoltanski, District 4*  
*Marci Houseman, At-large*  
*Zach Robinson, At-large*  
*Cyndi Sharkey, At-large*

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Tuesday, January 7, 2020

5:15 PM

Council Chambers

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### 5:15 Council Meeting

#### Roll Call

Council Office Director Michael Applegarth  
Council Office Analyst Dustin Fratto

#### **Administration:**

Mayor Kurt Bradburn  
CAO Matthew Huish  
Deputy to the Mayor Evelyn Everton  
Deputy Chief Administrative Officer Kim Bell  
Economic Development Director Nick Duerksen  
City Attorney Bob Thompson  
Community Development Director James Sorensen  
Administrative Services Director Brian Kelley  
Fire Chief Bruce Cline  
Police Chief William O'Neal  
Parks & Recreation Director Scott Earl  
Public Utilities Director Tom Ward  
Public Works Director Mike Gladbach

**Present:** 7 - Council Member Brooke Christensen  
Council Member Kristin Coleman-Nicholl  
Council Member Zach Robinson  
Marci Houseman  
Alison Stroud  
Cyndi Sharkey  
Monica Zoltanski

#### Prayer / Pledge of Allegiance

Chair Kris Coleman Nicholl welcomed all those in attendance.

Council Member Brooke Christensen offered the opening prayer.

Public Works Director Mike Gladbach led the audience in the pledge.

The Council agreed to take item #3 next; Election of Chair and Vice Chair.

## Non-voting Items

### Agenda Planning Calendar Review & Council Office Director's Report

Mike Applegarth reviewed upcoming items on the Agenda Planning Calendar. He reminded members of the Council photo scheduled next week at 4:00 p.m.

### Council Member Business

Council Member Brooke Christensen presented the last update on the water issue. She expressed appreciation to the Administration for their professionalism in handling a complicated issue.

Council Member Monica Zoltanski expressed appreciation to Staff for the "great" Swearing In Ceremony. She thanked friends, and the Community for their support. She encouraged residents to support and contribute to the South Valley Food Bank, located at the Adventure Church in Draper. Donations are accepted each Wednesday.

### Mayor's Report

Mayor Bradburn welcomed the new Council Members. He asked to be excused to attend a kid's basketball game.

### CAO Report

Matt Huish welcomed the new Council members. He reported on a tragic accident that occurred Christmas Eve on Wasatch Boulevard. A neighbor, who was an MD, ran to the scene to help. He commented to Mr. Huish that he had never been so impressed and inspired by the level and competency of the Police and Fire Departments. They took command of the situation with total confidence in what they were doing.

He invited Police Chief O'Neal to report on the Dimple Dell Park Police Officers, and Planning Director James Sorensen to report on a code enforcement issue.

Chief O'Neal highlighted the responsibilities of the Dimple Dell Park Police Officers. He reported on the efforts taken to rescue a woman who was throw from her horse. The officers work together with the Sandy Fire Department.

Monica Zoltanski commented on the need for officers in the park; along with placement of additional land markers on trails to help residents better identify locations.

James Sorensen presented a follow-up on a code enforcement issue on Borg Drive. He explained the process that was followed which involved all city departments working together to identify the issues. The City Prosecutor worked efficiently to get this case before the courts. A follow-up will be presented to the Council after the hearing.

James Sorensen also reported on a vacant home located at approximately 7500 south 700 east. The home was destroyed by a fire caused by transients. The City worked with the Health Department; and the home has since been abated.

Council Member Zach Robinson asked what was going to happen on the property.

James Sorensen reported that the property owner paid for the abatement. There are plans to build on the property.

## Citizen Comments

Paul Godot congratulated the newly elected council members. He asked the Council to always consider that the primary principal should be based on the rule of law. He encourage the Council to educate one another. It might be more palatable to pass legislation when they themselves understand facts and consequences.

Steve Van Maren expressed "congrats" to the new Council members on their appointments. He spoke of a County rezone that will impact Sandy Suburban, Public Works, and a building on the corner of 7th West and 90th South. This is a rezone of the fur breeders property housing a temporary concrete plant. A public hearing will be held at the County next Wednesday at 8:00 a.m. if any of the Council would like to attend.

## Information Items

## Voting Items

### Consent Calendar

#### Approval of the Consent Calendar

**A motion was made by Zach Robinson seconded by Brooke Christensen to approve the Consent Calendar. The motion carried by a unanimous voice vote in favor.**

1. **20-008** Approval of the December 10, 2019 Minutes.

**Attachments:** December 10, 2019 Minutes

**Item approved.**

2. [20-009](#) Approval of the December 17, 2019 Minutes.

**Attachments:** [December 17, 2019 Minutes](#)

**Item approved.**

## Council Items

3. [20-002](#) City Council Office recommending the Council elect a Chair and Vice Chair.

**Sponsors:** City Council

Council Member Kris Coleman Nicholl was nominated (by ballot vote) to serve as the Chair for the upcoming 6 months with a term ending June 30, 2020.

Council Member Zach Robinson was nominated (by ballot vote) to serve as the Vice Chair for the upcoming 6 months with a term ending June 30, 2020.

4. [20-003](#) City Council Office recommending annually required Open and Public Meeting Act training.

**Sponsors:** City Council

**Attachments:** [Link to State Auditor training](#)  
[David Church Discussion](#)

Mike Applegarth introduced the open and public meetings act training. A video presentation was shown to the Council.

5. [19-404](#) City Council Office recommending the City Council adopt the 2020 annual meeting schedule.

**Sponsors:** City Council

**Attachments:** [Resolution 20-01 C](#)  
[Exhibit A - Proposed Annual Meeting Schedule.pdf](#)  
[Council Meeting Schedules.xlsx](#)

Mike Applegarth introduced and explained the annual meeting schedule.

**A motion was made by Brooke Christensen seconded by Cyndi Sharkey to approve Resolution #20-01C adopting the 2020 Annual Meeting Schedule... The motion carried by the following vote:**

**Yes:** 7 - Brooke Christensen  
Kristin Coleman-Nicholl  
Zach Robinson  
Marci Houseman  
Alison Stroud  
Cyndi Sharkey  
Monica Zoltanski

6. [20-004](#) City Council Office recommending the Council appoint Council Members to serve as liaisons to various external organizations and special committees.

**Attachments:** [2020 Council Liaison Appointments](#)

Mike Applegarth introduced the appointments to the various boards and commissions.

The Council discussed and made their recommended appointments.

**Marci Houseman made a motion seconded by Zach Robinson to adopt Resolution 20-02, Sandy City Council Committee Liaison Assignments....the motion carried by the following vote:**

**Yes:** 7 - Brooke Christensen  
Kristin Coleman-Nicholl  
Zach Robinson  
Marci Houseman  
Alison Stroud  
Cyndi Sharkey  
Monica Zoltanski

7. [20-005](#) Council Member Robinson recommending the Council adopt revisions to the policy on the Election of Council Officers.

**Sponsors:** City Council

**Attachments:** [Current Election of Council Officers Policy](#)  
[Council Member Robinson Amendments](#)

Council Member Zach Robinson recommended that the Council adopt revisions to the policy on the Election of Council Officers.

Council discussion followed.

**Zach Robinson made a motion seconded by Kris Coleman Nicholl to accept the Council Policy to adopt revisions to the Election of Council Officers as is; and to include this item on the next Consent calendar for adoption...the motion carried by the following vote:**

**Yes:** 7 - Brooke Christensen  
Kristin Coleman-Nicholl  
Zach Robinson  
Marci Houseman  
Alison Stroud  
Cyndi Sharkey  
Monica Zoltanski

8. [20-006](#) Council Member Zoltanski proposing an amendment to the Council Rules of Procedure establishing Citizen Comments as timed certain for 7:00 PM.

**Sponsors:** City Council

**Attachments:** [Memo from Council Member Zoltanski.docx](#)  
[Proposed Amendment for Citizen Comment.docx](#)  
[Council Meeting Schedules Comparison](#)

Monica Zoltanski introduced her proposal for time certain public comments on the Council agenda to be set for 7:00 p.m.

Public Comment:

Sandra Haak- spoke in favor of Ms. Zoltanski's proposal, and suggested perhaps 6:30 p.m.

Steve Van Maren- felt public comments would be needed before the consent agenda. He questioned the semantics of Section 2; and asked Mr. Applegarth if he had reviewed the section along with parliamentary procedures. He was mostly concerned that there was nothing in the policy on how a citizen makes a public comment; and whether you take comments on all voting items. He felt all voting items should be deferred till after 6:00 p.m.

Jodi Monico- felt the Council should provide an atmosphere where comments are received respectfully and safely. A later public comment time would make it easier and more convenient for residents.

Jake Weidrick- 9754 S. 1210 E., spoke in favor of a later citizen comments time,

somewhere between 6:00-6:30 p.m.

Mike Applegarth read an e-mail into the record from Jessica Davies. She discouraged the early time for public comments, and suggested sometime after 6:00 p.m.

Public comments were closed.

A lengthy discussion followed with each individual council member weighing in.

Zach Robinson asked Mike Applegarth to look into and address the Work Session for next week's meeting.

**Monica Zoltanski made a motion in order to promote civic engagement and encourage public discourse in our decisions that impact the day to day lives of our residents, I propose amending the time certain start for public comment to 7:00 p.m. to encourage personal participation in the public process and to encourage personnel attendance in meetings through social media, on line, and phone calls, and to make it convenient for the residents...motion died for lack of a second.**

**Motion#2**

**Monica Zoltanski made a motion seconded Zach Robinson to start with a time certain for public comment or a time no sooner than a certain time, and to bring back at next week's Council meeting for consideration along with other changes to the process that could also be considered at that time....**

**Discussion on the motion followed.**

**Monica Zoltanski amended the motion, seconded by Zach Robinson, to bring back a proposed amendment to the Council Rules of Procedure for consideration...the motion carried by the following vote:**

**Yes:** 7 - Alison Stroud  
Kristin Coleman-Nicholl  
Zach Robinson  
Monica Zoltanski  
Marci Houseman  
Cyndi Sharkey  
Brooke Christensen

## **6:00 Time Certain Items**

### **Special Recognition**

**9. [20-007](#) Resolution for School Board Recognition Month.**

**Sponsors:** City Council

**Attachments:** [School Board Recognition Month.doc](#)

Council Member Alison Stroud invited Canyon School Board of Education President Nancy Tingey and Canyon School District Public Engagement Coordinator Susan Edwards to come forward. Alison read a resolution into the record recognizing January as School Board Recognition Month. The Council joined together for a photo

Nancy Tingey expressed appreciation to the Council and Mayor for the recognition. They look forward to working with the Council and "to serve our shared contingency".

## Adjournment

The meeting adjourned at approximately 7:30 p.m. by Council Member Brooke Christensen seconded by Council Member Zach Robinson. The next scheduled meeting of the City Council is Tuesday, January 14, 2020, at 5:15 p.m.

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Kris Coleman Nicholl, Chair  
Sandy City Council

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Pam Lehman  
Meeting Clerk



## Staff Report

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**File #:** 20-031, **Version:** 1

**Date:** 1/21/2020

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**Agenda Item Title:**

Council Members Christensen and Houseman requesting that the Council consider changing their appointment to the Senior Center Advisory Council

**Presenter:** Brooke Christensen

**Recommended Action and/or Suggested Motion:**

Motion to amend resolution 20-02C and appoint Council Member Houseman as the Council liaison to the Senior Center Advisory Council



# Sandy City Council Office

10000 South Centennial  
Parkway Suite 231  
Sandy, UT 84070  
O | 801-568-7141  
[Sandy.Utah.Gov](http://Sandy.Utah.Gov)

## Memorandum

January 21, 2020

To: All City Council Members

Cc: Mike Applegarth, Council Office Director

From: Council Member Brooke Christensen, District 1  
Council Member Marci Houseman, At-large

Subject: Council Liaison to the Senior Center Advisory Council

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As you may recall, on January 7th, Council Member Christensen volunteered to serve as the council liaison to the Senior Center Advisory Council. Since then, the two of us have had conversations regarding the appointment. After our discussions we've both determined that Council Member Houseman is in a better position to serve on the Advisory Council. With that, we ask that the Council consider appointing Council Member Houseman as our liaison to the Senior Center Advisory Council for the remainder of the calendar year.

**Resolution #20-02C  
Sandy City Council  
Committee Liaison Assignments**

**BE IT RESOLVED** by the City Council of Sandy City, Utah, that the following Council members be appointed to serve on the following Committees, Boards, and Commissions, as indicated in attachments A and B for a term beginning January 7, 2020 and ending when otherwise amended by action of the City Council.

**PASSED AND ADOPTED THIS 7<sup>TH</sup> DAY OF JANUARY 2020**

\_\_\_\_\_  
**Kris Nicholl, Council Chair  
Sandy City Council**

**ATTEST:**

\_\_\_\_\_  
**City Recorder**

**RECORDED this \_\_\_\_\_ day of \_\_\_\_\_, 2020**

**ATTACHMENT A**  
**External Committees**

<b>COMMITTEE</b>	<b>DESCRIPTION</b>	<b>MEETING DATE, TIME, &amp; LOCATION</b>	<b>CONTACT PERSON</b>	<b>2019 (CURRENT) APPOINTMENT</b>	<b>2020 (NEW) APPOINTMENT</b>
The Orchestra & Chorus of Sandy City	1-year term, voting status unknown. Not subject to OPMA.  Mountain West Ballet/American West Symphony have liaison who reports to the Arts Guild. Council member gets information from organizations without attending additional meetings.	1 <sup>st</sup> Tuesday of each month  Meet at 1265 E. Fort Union Blvd. Suite 150	Contact Mountain West Ballet Kate Johnson <a href="mailto:k8may@gmail.com">k8may@gmail.com</a>	Zach Robinson	Zach Robinson
Association of Municipal Governments	1-year term, non-voting liaison. Not subject to OPMA.	2 <sup>nd</sup> Tuesday of each month at 12:00 PM  Meet at Murray City Hall Council Conference Room.	Erika Fihaki <a href="mailto:efihaki@slco.org">efihaki@slco.org</a>	Zach Robinson  Kris Nicholl (Alternate)	Kris Nicholl  Cyndi Sharkey (Alternate)
Chamber of Commerce Board	1-year term, non-voting liaison. Not subject to OPMA.	3 <sup>rd</sup> Wednesday of each month at 7:30 AM Conference Room 8 <sup>th</sup> Floor  Meet at the South Valley Chamber of Commerce offices	Erica Bohl <a href="mailto:Erica@southvalleychamber.com">Erica@southvalleychamber.com</a>	Brooke Christensen	Brooke Christensen  Monica Zoltanski (Alternate)

**ATTACHMENT A**  
**External Committees**

Council of Governments (COG)	1-year term, voting status unknown. Complies with OPMA.	3rd Thursday of each month at 2:30 PM (quarterly)  USU Extension Services Room County Government Center S1-950	Ryan Perry <a href="mailto:rperry@slco.org">rperry@slco.org</a>  Erika Fihaki Administrative Support <a href="mailto:efihaki@slco.org">efihaki@slco.org</a>	Kris Nicholl  Steve Fairbanks (Alternate)  Chris McCandless (Alternate)	Kris Nicholl  Cyndi Sharkey (Alternate)
Jordan River Commission	1-year term, voting member. Complies with OPMA.  Develop a publicly supported vision for the future of the entire Jordan River corridor.	1 <sup>st</sup> Thursday of each month at 9:00 AM  Meet at Taylorsville City Hall	Soren Simonsen <a href="mailto:sorensimonsen@utah.gov">sorensimonsen@utah.gov</a>  Aimee Horman <a href="mailto:ahorman@utah.gov">ahorman@utah.gov</a>	Brooke Christensen  Vacant (Alternate)	Cyndi Sharkey  Marci Houseman (Alternate)
Salt Lake County Convention Facilities Advisory Board	1-year term, voting member. Complies with OPMA.	Meet quarterly  Meet at the Salt Palace	Morgan Taylor <a href="mailto:Morgan.g@saltpalace.com">Morgan.g@saltpalace.com</a>	Zach Robinson	Kris Nicholl
Sandy Club Board of Directors	1-year term. Liaison non-voting member. Not subject to OPMA.	2 <sup>nd</sup> Thursday of each month at 12:00 PM  Meet at the Sandy Club (450 E 8680 S)	Shalome Orton	Linda Martinez Saville	Marci Houseman
Senior Center Advisory Council	1-year term, non-voting liaison. Compliance unknown.	3 <sup>rd</sup> Wednesday of each month from 1-2 PM  Meet at the Sandy	Kevin Bybee <a href="mailto:kbybee@sandy.utah.gov">kbybee@sandy.utah.gov</a>	Linda Martinez Saville	Brooke Christensen

ATTACHMENT A  
External Committees

	This Advisory Council was established as a requirement of an agreement between Sandy/Salt Lake County to provide input into programs issues, budget, etc. (not including city budget). The Council includes a President, Vice President, Secretary, Treasurer, eight members and community representatives (non-voting members) from Sandy City, Ata View Hospital.	Senior Center 9310 1300 E			
ULCT Legislative Policy	1-year term, for each of 3 voting members (divided between legislative and executive branches; 1 appointed by Mayor, 2 appointed by Council). Complies with OPMA.	12:00 PM each Monday during the legislative session. And once monthly thereafter.  Meet at the Capitol in the House Office Building Room W030.	Cameron Diehl <a href="mailto:cdiehl@ulct.org">cdiehl@ulct.org</a>	Brooke Christensen  Council Appt. 2 (Vacant)	Cyndi Sharkey  Monica Zoltanski
Waste Management & Recycling District	1-year term, voting member. Complies with OPMA.	4 <sup>th</sup> Monday of each month at 9:00 AM	Anthony Adams 385-468-6332 <a href="mailto:aadams@wasatchfront">aadams@wasatchfront</a>	Kris Nicholl	Kris Nicholl

ATTACHMENT A  
External Committees

		Meet at SLCo Public Works Building (604 West 6960 South)	<a href="http://waste.org">waste.org</a>		
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**ATTACHMENT B**  
**Special Committees**

<b>COMMITTEE</b>	<b>DESCRIPTION</b>	<b>MEETING DATE, TIME, &amp; LOCATION</b>	<b>CONTACT PERSON</b>	<b>2019 (CURRENT) APPOINTMENT</b>	<b>2020 (NEW) APPOINTMENT</b>
Arts Guild	1-year term, non-voting liaison member.	1 <sup>st</sup> Wednesday of each month at 6:30 PM  Meet in Mayor's Conference Room	Charlotte Jordan <a href="mailto:charlottejordan@gmail.com">charlottejordan@gmail.com</a>  Mearle Marsh <a href="mailto:mmarsh@sandy.utah.gov">mmarsh@sandy.utah.gov</a>	Zach Robinson	Alison Stroud
Community Development Block Grant	1-year term, non-voting liaison member.  Residents appointed by the City Council/Mayor review applications for funding each year, based on needs, provides recommendations to City Council on how to utilize the annual CDBG funding	3 <sup>rd</sup> Wednesday of each month at 5:00 PM  Meet in the CD Conference Room	Jake Warner <a href="mailto:jwarner@sandy.utah.gov">jwarner@sandy.utah.gov</a>	Brooke Christensen  Kris Coleman-Nicholl	Brooke Christensen  Zach Robinson
Historic Committee	1-year term, non-voting liaison member.  Three main goals 1) encourage retention of visual and historic integrity of the Historic District/other resources/areas in Sandy City. 2) Protect property values. 3) Implementation of the Historic Sandy Master Plan	1st Wednesday of each month at 5:00 PM  Meet in the CD Conference Room	Wade Sanner <a href="mailto:wsanner@sandy.utah.gov">wsanner@sandy.utah.gov</a>	Brooke Christensen  Linda Martinez Saville (Alternate)	Brooke Christensen  Alison Stroud (Alternate)

**ATTACHMENT B**  
**Special Committees**

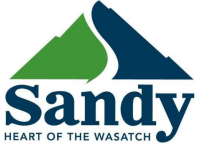
Public Utilities Advisory Board	<p>1-year term, non-voting liaison member.</p> <p>Review operations of the Public Utilities Department/all capital projects being built/ water production that is occurring in the City/department's finance reports. Board reviews in detail PU proposed budget or approval/recommends it to the Council. The Committee discusses various issues associated with the relationship between Metropolitan District of Salt Lake/Sandy.</p>	<p>3<sup>rd</sup> Thursday of each month at 7:00 AM</p> <p>Meet in the Public Utilities Conference Room</p>	<p>Tom Ward <a href="mailto:tward@sandy.utah.gov">tward@sandy.utah.gov</a></p> <p>Geneal Fox <a href="mailto:gfox@sandy.utah.gov">gfox@sandy.utah.gov</a></p>	<p>Steve Fairbanks</p> <p>Maren Barker</p>	<p>Cyndi Sharkey</p> <p>Alison Stroud</p>
Civic Center Architectural	<p>1-year term, voting member.</p> <p>Functions as advisory/recommending group to Planning Commission. review/makes recommendation to applicants on architectural designs for new and modified developments within the Central Business District (CBD) Zone 8h accordance with the CBD Zone/Sandy City</p>	<p>Meet as needed.</p> <p>Meet in the CD Conference Room</p>	<p>James Sorensen <a href="mailto:jsorensen@sandy.utah.gov">jsorensen@sandy.utah.gov</a></p>	Kris Nicholl	Kris Nicholl

ATTACHMENT B  
Special Committees

	Architectural Design Standards				
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ATTACHMENT C  
Mayoral Appointments (for Council reference only)

COMMITTEE	DESCRIPTION	MEETING DATE, TIME, & LOCATION	CONTACT PERSON	2019 (CURRENT) APPOINTMENT	2020 (NEW) APPOINTMENT
Hale Centre Theatre Executive Board	1-year term, voting member. Not subject to OPMA. <b>Mayoral Appointment.</b>		Mark Deitlein <a href="mailto:markd@halecentretheatre.org">markd@halecentretheatre.org</a>	Chris McCandless	Brooke Christensen
Central Wasatch Commission	<b>Mayoral Appointment.</b>			Chris McCandless	Marci Houseman
ULCT Legislative Policy	1-year term, for each of 3 voting members (divided between legislative and executive branches; <b>1 appointed by Mayor</b> , 2 appointed by Council). Complies with OPMA.	12:00 PM each Monday during the legislative session. And once monthly thereafter.  Meet at the Capitol in the House Office Building Room W030.	Cameron Diehl <a href="mailto:cdiehl@ulct.org">cdiehl@ulct.org</a>	Evelyn Everton (Mayoral Appointment)	Evelyn Everton (Mayoral Appointment)



## Staff Report

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**File #:** 20-024, **Version:** 1

**Date:** 1/21/2020

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**Agenda Item Title:**

Council Member Robinson recommending the Council adopt revisions to the policy on the Election of Council Officers.

**Presenter:**

Council Member Robinson

**Description/Background:**

**This item was continued from December 10, 2019. The Council heard this item on January 7, 2020.**

Under the Council's current policy, the election of Council officers (Chair and Vice Chair) are to occur no later than the last Tuesday in December and June for a six-month term. When a new Council Member is elected to office he or she takes the oath of office in January and therefore does not vote have a vote in the election of officers.

The attached amendments to the Election of Council Officers policy moves the elections from December to January, and from June to July. This enables new Council Members elected in November to have a vote on the election of officers.

**Fiscal Impact:**

There is no fiscal impact associated with this item.

**Recommended Action and/or Suggested Motion:**

Motion to adopt revisions to the Election of Council Officers policy as included with this agenda item.

# Sandy City Council

## Legislative Policies and Procedures

SUBJECT: Election of Council Chair

### 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. The City Council will elect a Chair by ballot vote no later than the last regularly scheduled meeting in June to commence a six-month term beginning July 1 and ending December 31 the same year. The City Council will also elect a Chair by ballot vote no later than the last regularly scheduled meeting in December to commence a six-month term beginning January 1 and ending June 30 the same year.
3. A majority vote of the entire membership of the Council (four affirmative votes) is required for election of the Chair regardless of absences or abstentions.
4. If, after three ballots at the regularly scheduled semi-annual election for the Chair, no Council Member receives a majority vote, the incumbent will continue to serve as Chair until a subsequent, 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 after July 1 or January 1 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.
5. The 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.
6. The Council shall elect a Vice-Chair by ballot vote. 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. The same voting procedures and requirements outlined in sections 2 through 5 also apply to the office of Vice-Chair.

### History:

Original Adoption: November 15, 2017

Revision: June 13, 2017

Sandy City Council  
Legislative Policies and Procedures

SUBJECT: Election of Council Officers

Deleted: Chair

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.

Deleted: The City Council will elect a Chair by ballot vote no later than the last regularly scheduled meeting in June to commence a six-month term beginning July 1 and ending December 31 the same year. The City Council will also elect a Chair by ballot vote no later than the last regularly scheduled meeting in December to commence a six-month term beginning January 1 and ending June 30 the same year.

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Deleted: The same voting procedures and requirements outlined in sections 2 through 5 also apply to the office of Vice-Chair....

History:

Original Adoption: November 15, 2017  
Revision: June 13, 2017



## Staff Report

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**File #:** 20-026, **Version:** 1

**Date:** 1/21/2020

---

**Agenda Item Title:**

City Council Office recommending adoption of the amended "Exhibit A" attached to Resolution 20-01C, 2020 Proposed Annual Meeting Schedule.

Motion to adopt Resolution 20-01C, 2020 Annual Meeting Schedule with the amended "Exhibit A".

Resolution 20- 01 C

*A RESOLUTION OF THE SANDY CITY COUNCIL*

*ESTABLISHING THE 2020 ANNUAL MEETING SCHEDULE*

WHEREAS, Utah Code Annotated § 52-4-202(2)(a) requires a public body which holds regular meetings that are scheduled in advance over the course of a year to give public notice at least once each year of its annual meeting schedule; and

WHEREAS, Utah Code Annotated §52-4-202(2)(b) requires the public notice of the annual meeting schedule to also specify the date, time, and place of the scheduled meetings.

BE IT THEREFORE RESOLVED, that the Sandy City Council hereby publishes the annual meeting schedule as indicated in Exhibit A to this resolution.

BE IT FURTHER RESOLVED, that unless otherwise indicated in the 24 hours public meeting notice required by Utah Code Annotated §52-4-202(1)(a)(i) due to an offsite meeting location, traveling tour, or resolution amending this annual meeting schedule, in general, Sandy City Council Meetings begin at 5:15 p.m. in the City Council Chambers at Sandy City Hall, 10000 South Centennial Parkway, Sandy, Utah 84070.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_, C,  
Chair, Sandy City Council

ATTEST:

\_\_\_\_\_  
\_ City Recorder

RECORDED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

Exhibit A- 2020 Amended/Proposed Annual Meeting Schedule (proposed cancelations highlighted)

2020 Annual Meeting Schedule		
<b>January</b> 7-Jan-Meeting 14-Jan-Meeting 21-Jan-Meeting 28-Jan-Meeting	<b>May</b> 5-May-Meeting 12-May- Meeting 19-May-Meeting 26-May- Meeting	<b>September</b> 1-Sept-Meeting 8-Sept-Meeting 15-Sept-Meeting 22-Sept-Meeting 29-Sept-Meeting
<b>February</b> 4-Feb-Meeting 11-Feb-Meeting 18-Feb-Meeting 25-Feb-Meeting	<b>June</b> 2-Jun- Meeting 9-Jun-Meeting 16-Jun-Meeting 23-June-Meeting 30-Jun- Meeting	<b>October</b> 6-Oct-Meeting 13-Oct-Meeting 20-Oct-Meeting 27-Oct-Meeting
<b>March</b> 3-Mar-Meeting 10-Mar-Meeting 17-Mar-Meeting 24-Mar-Meeting 31-Mar-Cancel 5 <sup>th</sup> Tuesday	<b>July</b> 7-July-Meeting 14-July-Meeting 21-July-Meeting 28-July-Meeting	<b>November</b> 3-Nov-Meeting 10-Nov- Meeting 17-Nov-Meeting 24-Nov-Cancel Thanksgiving
<b>April</b> 7-Apr- Meeting 14-Apr-Meeting 21-Apr-Meeting 28-Apr-Meeting	<b>August</b> 4-Aug-Canceled Night Out Against Crime 11-Aug-Meeting 18-Aug-Meeting 25-Aug-Meeting	<b>December</b> 1-Dec-Cancel Christmas Social 8-Dec-Meeting 15-Dec-Meeting 22-Dec- Cancel Christmas Holiday 29-Dec- Cancel Christmas Holiday



## Staff Report

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**File #:** 20-023, **Version:** 1

**Date:** 1/21/2020

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**Agenda Item Title:**

Council Member Christensen recommending the City Council appoint Rian Weaver as a regular member of the Historic Committee

**Presenter:** Council Member Christensen

**Recommended Action and/or Suggested Motion:**

Motion to adopt resolution 20-03C appointing Rian Weaver as a regular member of the Historic Committee.

## RESOLUTION #20-03C

### A RESOLUTION APPOINTING **RIAN WEAVER** AS A **REGULAR** MEMBER TO THE SANDY CITY HISTORIC COMMITTEE

BE IT RESOLVED by the City Council in Sandy City, Utah, that Rian Weaver be appointed as a regular member to the Sandy City Historic Committee.

The appointment will be as follows:

to fill a term as a regular member, beginning on January 22, 2020 and ending on December 31, 2021.

PASSED AND APPROVED this \_\_\_\_\_ day of January 2020

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Kris Nicholl, Chair  
Sandy City Council

ATTEST:

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Wendy Downs, City Recorder

RECORDED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

December 13, 2019

## Letter of Interest for Sandy City Historic Committee

To whom it may concern:

I am writing this letter to convey my interest in joining the Sandy City Historic Committee.

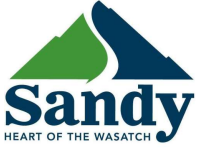
As a lifetime resident of Historic Sandy, I am passionate about making sure Sandy City remains a fantastic place to live, work, and raise a family. I also appreciate and hope to be able to help maintain and expand the unique identity of Historic Sandy.

I grew up in Historic Sandy and my family has strong roots here. After college, I bought the home that my grandparents owned since the early 60s, and I've lived here since then.

Being a member of the committee would be a great opportunity to provide my input on changes and directions to help preserve Historic Sandy, as well as provide direction on its growth for the future.

Thank you,

Rian Weaver



## Staff Report

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**File #:** 20-025, **Version:** 1

**Date:** 1/21/2020

---

**Agenda Item Title:**

Council Office presenting the City Council Policy Manual, recommending amendments, and seeking Council direction for additional changes.

**Presenter:**

Mike Applegarth, Council Office Executive Director

**Description/Background:**

Council policies are intended to facilitate the business of the City Council. The Council adopts, amends, or deletes policies from time to time to suit changing business needs and improve its practice. The "Council Policy Manual" colloquially refers to the collection of all Council policies which are attached to this agenda item. A presentation is also attached containing staff recommendations.

**Further action to be taken:**

Council staff to prepare amendments as directed by the Council.

**Recommended Action and/or Suggested Motion:**

Motion to:

1. Delete certain policies as identified in the staff presentation.
2. Direct staff to bring back policies amendments in a redline format for future consideration.
3. Authorize the commencement of alternating Council Work Session and Business Session meetings.

**Sandy City Council**  
Legislative Policies and Procedures

**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.
4. The Council may also schedule 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. Wages and benefits for appointed positions must be disclosed to the City Council by the Administration prior to the City Council interview and vote.

History:

Approved: April 3, 2018

**Sandy City Council**  
Legislative Policies and Procedures

**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.
- 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.

## Sandy City Council

### Legislative Policies and Procedures

- 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 'Attachments' tab is selected, displaying a table with columns for Sort, Attachments, Name, Internal Notes, Attached On, Time, File Type, and File Size. At the bottom of the Attachments section, there are two checkboxes: 'Print This Attachment Word Report' and 'Show This Attachment On Internet Reports'. The 'Show This Attachment On Internet Reports' checkbox is circled in red, indicating it should be unchecked.

- Departments are responsible for complying with public notice requirements. A copy of the notice must be attached to the agenda item in Legistar.

**Sandy City Council**  
Legislative Policies and Procedures

- 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.

History:

Original Approval: August 18, 2015

Revision: April 26, 2016

**Sandy City Council**  
Legislative Policies and Procedures

Original Approval Date: April 27, 2010

Revision:

Chapter:

Section:

Date Council Approved: April 27, 2010

---

**SUBJECT: Approval of Council Meeting Minutes**

**BACKGROUND:**

1. 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:**

1. 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.

## 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 H. Aubrey*  
City Recorder

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

## Sandy City Council

### Policies and Procedures

Original Approval Date: March 17, 2015

Revision: N/A

Chapter:

Section:

Date Council Approved: March 17, 2015

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**SUBJECT:** Initiation of Citizen Recognition

**BACKGROUND:** The City Council recognizes citizens for community service. On July 21, 2009 the Council discussed a Citizen of Merit award program to recognize good neighbors, and encourage neighborhood awareness and involvement. The Council agreed that the Citizen of Merit award should occur monthly. From time to time, the Council has bestowed the Citizen of Merit award and other forms of recognition 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.

## Citizen Recognition Nomination

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

**COUNCIL MEMBER:**

- ☐ Christensen
- ☐ Barker
- ☐ Coleman-Nicholl
- ☐ McCandless
- ☐ Fairbanks
- ☐ Martinez Saville
- ☐ Robinson

**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

**SANDY CITY COUNCIL**

**LEGISLATIVE POLICIES** Orig. Issue Date: 1-12-87 Page 1 of 2  
**AND PROCEDURES** Revision#      Date:             
Revision#      Date:           

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Title: 11-City Council Chairman Approved:                      -Date: 10 Feb 87  
Chapter: Council Office Dir:                      -- Date: ;  
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**SUBJECT: COMMITTEE APPOINTMENTS PROCEDURE**

**BACKGROUND:**

Sandy City Corporation has a number of Citizen Advisory 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. It is the wish of the City Council that committee support staff with the various City Departments and 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. Individuals who wish to terminate their committee participation should advise staff in writing.
2. Staff assigned to the Citizen Committee will then advise the City Council by written memorandum.
3. City Council 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.
4. Departmental 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:
    1. 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.

5. 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.
6. 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.
7. A formal City Council resolution will then be passed to effect the naming of the individual to the committee or committees involved.

\*\*\*\*\*

8. 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.

XPCMTEAP

**Sandy City Council**  
Legislative Policies and Procedures

**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 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.

**Sandy City Council**  
Legislative Policies and Procedures

- ✓ 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

**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:



- An individual Council Member has an idea to adopt, amend, or repeal a Sandy City policy, ordinance or other legislative rule.



- The Council Member may request assistance from the Council Office staff with initial research, analysis, and drafting of a Legislative Proposal.



- The Council Member puts the Legislative Proposal in writing.



- The Council Member may:
  - 1) Request the Chair to schedule the Legislative Proposal for hearing on the Consent Calendar. Consent Calendar items are ceremonial, non-controversial, and generally do not have a significant fiscal impact.
  - 2) Request the Chair to schedule the Legislative Proposal as a regular Council item.
  - 3) Request the Chair to schedule the proposal for discussion in a work session.

## Sandy City Council Policies and Procedures



- 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.



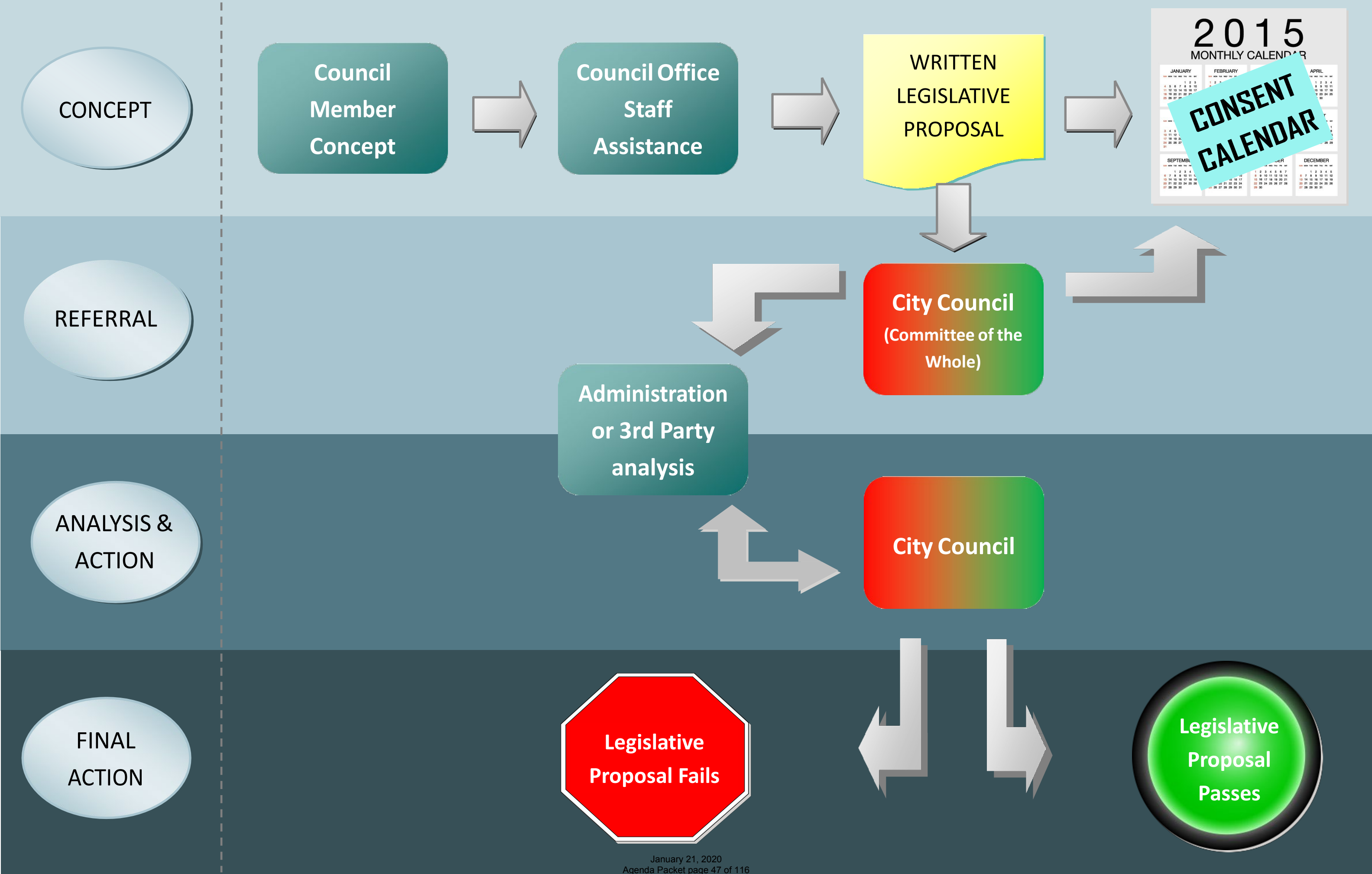
- The Legislative Proposal passes. The Council has approved the Legislative Proposal by vote.

- 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



**Sandy City Council**  
Legislative Policies and Procedures

**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 January 1, 2016 Council Members are deemed to have worked 5.8 hours per week. The Chair is allotted an extra 2.9 hours per week. The Planning Commission and Board of Adjustment liaisons also receive 2.9 hours of compensation for attending the respective meetings. The hourly rate varies as some Members have not accepted previous city-wide compensation plan increases. The maximum hourly rate is currently \$66.10. Little documentation exists to substantiate this practice.

**POLICY:**

1. Council Members not serving as the Chair or as a liaison to either the Planning Commission or Board of Adjustment shall receive a weekly stipend of \$400.00. For Payroll Department purposes, the hourly rate shall be calculated assuming six hours of work per week.
2. The Council Chair shall receive an additional \$200 per week while serving in that capacity. For Payroll Department purposes, the hourly rate shall be calculated assuming nine hours of work per week.
3. The Planning Commission and Board of Adjustment liaisons shall receive an additional \$200 for actual attendance at those meetings. For Payroll Department purposes, the hourly rate shall be calculated assuming nine hours of work per week.
4. Stipend rates shall be adjusted according to the city-wide increases or decreases in the annual compensation plan.
5. 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

**Sandy City Council**  
Legislative Policies and Procedures

**SUBJECT: Election of Council Chair**

**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. The City Council will elect a Chair by ballot vote no later than the last regularly scheduled meeting in June to commence a six-month term beginning July 1 and ending December 31 the same year. The City Council will also elect a Chair by ballot vote no later than the last regularly scheduled meeting in December to commence a six-month term beginning January 1 and ending June 30 the same year.
3. A majority vote of the entire membership of the Council (four affirmative votes) is required for election of the Chair regardless of absences or abstentions.
4. If, after three ballots at the regularly scheduled semi-annual election for the Chair, no Council Member receives a majority vote, the incumbent will continue to serve as Chair until a subsequent, 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 after July 1 or January 1 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.
5. The 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.
6. The Council shall elect a Vice-Chair by ballot vote. 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. The same voting procedures and requirements outlined in sections 2 through 5 also apply to the office of Vice-Chair.

History:

Original Adoption: November 15, 2017

Revision: June 13, 2017

**Sandy City Council**  
Legislative Policies and Procedures

**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 rule or policy 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 the determination that a quorum is present; and
    - ii. A description of how the Members will be connected to the electronic meeting
  - c. At least one anchor location including City Hall 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 possible

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Legislative Policies and Procedures

in order for technical arrangements to be made allowing their participation.

- i. Video conferencing from a mobile platform such as Skype, Facetime, or Google Hangouts 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. The Council may establish other procedures, limitations, or conditions governing electronic meetings not in conflict with State statute.

History:

Revision: June 7, 2016

**Sandy City Council**  
Legislative Policies and Procedures

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.
  - a. 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.
2. 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.

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**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

# Sandy City Council

## Policies and Procedures

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,

## Sandy City Council

### Policies and Procedures

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.

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Legislative Policies and Procedures

Original Approval Date: September 29, 2015

Revision:

Chapter:

Section:

Date Council Approved: September 29, 2015

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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

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vehicle during a City Council project site visit or travelling tour.

3. The City Council Chair may grant an exception to this policy if:
  - a. 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;
  - b. 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.

**Sandy City Council**  
Legislative Policies and Procedures

**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 Member of the City Council may request the physical presence of our Council Attorney at any publicly Noticed City Council Meeting. The Vice Chair will be notified of any such request.

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 all Council Members and 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.

The Council office will distribute all invoices from our Council Attorney when they are received.

**History:**

Adopted: June 11, 2019

## Sandy City Council

### Legislative Policies and Procedures

#### **SUBJECT: Public Hearings**

#### **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 Procedure**

1. City staff provides an overview and/or recommendation on the subject item.
2. If the public hearing 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 the subject item.
  - a. Each member of the public desiring to address the City Council is allowed to speak for no more than 3 minutes on any issue, unless the time to speak is extended by a majority vote of the Council.

- b. It is not beneficial to repeat same points already make by previous speakers.
  - c. 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.
  - d. The City Council Chair may not limit the total time allowed for public comment.
  - e. 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 public comment. In order to ensure an orderly and thorough discussion, and to maintain a complete record of proceedings, the City Council Chair may require each person desiring to address the Council to complete a speaker card.
  - f. Public 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.
  - g. 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.
  - h. Council Members may ask clarifying questions during public comment. However, the intent of a public hearing 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.
5. Public 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 public 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 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 Citizen Comments portion of the meeting, but only when that item is opened for public comment by the Chair. Comments on Council items not scheduled for public hearing may be offered during the 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 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

**Sandy City Council**  
Legislative Policies and Procedures

**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.
- The Council encourages the Chair to schedule adjournment of the 5:15 Work Session by 6:45 PM to allow for a break before the 7:00 PM City Council meeting.

**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 such as the time allowed for comments, interjections or closing remarks.
- 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.
- The Chair may reserve one Tuesday per month for a Council work session.

**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

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Legislative Policies and Procedures

session. The Council does not conduct performance reviews for Council Office staff other than the Council Office Director.

- 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

**Sandy City Council**  
Legislative Policies and Procedures

**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. The Sandy City Council Rules of Order and Procedure are described as follows:

# Sandy City Council

## Rules of Order and Procedure

### **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.

#### **5:15 Council Meeting**

##### **A. Non-voting items**

- 1. Opening Remarks/Prayer/Pledge of Allegiance
- 2. Agenda Planning Calendar Review & Council Director Report
- 3. Council Member Business
- 4. Mayor's Report
- 5. Chief Administrative Officer Report
- 6. Other Standing Reports as needed
- 7. Citizen Comments
- 8. Informational briefings, training opportunities, discussion items, etc.

##### **B. Voting Items**

- 1. Consent Calendar
- 2. Council Items

#### **6:00 PM**

##### **C. Public Hearings and Other Time Certain Items**

- 1. Special Recognition
- 2. Public Hearings
- 3. Other Time Certain Items

- b) 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.
- c) Unless an item has been noticed on the agenda for a time certain, the Council may deviate from the standard order of business.
- d) Items not completed during the Council Meeting portion of the agenda should be rescheduled at the next available Council Meeting as appropriate.
- e) Each speaker is allowed three minutes per voting item. The Citizen Comment sections of the meeting are for issues not listed on the agenda. Each speaker is

## Sandy City Council

### Rules of Order and Procedure

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.

## 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

## Sandy City Council

### Rules of Order and Procedure

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**

## Sandy City Council

### Rules of Order and Procedure

- 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.

## Sandy City Council

### Rules of Order and Procedure

#### **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.

#### **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.

#### History:

Original Approval: March 29, 2016

Last Revision: February 19, 2019

January 21, 2020  
Agenda Packet page 69 of 116

# **COUNCIL POLICY REVIEW**

January 14, 2020

# WHY HAVE POLICY AND PROCEDURE?

- It is a good idea.

“A prime value of parliamentary procedure is that it provides processes through which an organization, large or small, can work out satisfactory solutions to the greatest number of questions in the least amount of time. It can do this whatever detail or complexity may be involved. It makes meetings go smoothly when everyone is in agreement, and allows the group to come to decisions fairly when issues are bitterly contested” (Roberts’s Rules of Order Newly Revised In Brief).

# WHY HAVE POLICY AND PROCEDURE?

It is required by law.

## Utah Code 10-3-606

- (1) As used in this section, “rules of order and procedure” means a set of rules that govern and prescribe in a public meeting:
  - (a) parliamentary order and procedure;
  - (b) ethical behavior; and
  - (c) civil discourse.
- (2) (a) Subject to Subsection (2)(b), a municipal legislative body shall:
  - (i) adopt rules of order and procedure to govern a public meeting of the legislative body;
  - (ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection (2)(a)(i); and
  - (iii) make the rules of order and procedure described in Subsection (2)(a)(i) available to the public
    - (A) at each meeting of the municipal legislative body; and
    - (B) on the municipality’s website, if available.
- (b) Subsection (2)(a) does not affect a municipal legislative body’s duty to comply with Title 52, Chapter, 4, Open and Public Meetings Act.

# WHAT DO COUNCIL POLICIES COVER?

- Rules of Meeting Procedure
- Advice and Consent for Mayoral Appointments
- Agenda Development
- Approval of Minutes
- Attendance
- Citizen Recognition
- Citizen Committee Appointments
- Employee Compensation
- Council Member Compensation
- How Council Members introduce ideas
- Election of Council Officers
- Electronic Meetings
- Investment of Reserve Fund Balances
- Long Term Financial Planning
- Council Media Relations
- Non-employee travel on City Council tours
- Outside Legal Services
- Public Hearings
- Roles and Responsibilities of the Chair

# RECOMMENDATIONS

- Attendance Policy: Delete
- 1987 Committee Policy: Delete (Council has adopted a new policy/procedure)
- Minutes Policy: Amend to update outdated code reference
- Council compensation: Amend to delete reference to PC and BOA liaisons
- Concept Approval Guide. Amend
- Legal Services: Amend
- Public Hearings: Amend to reflect practice/merge w/ Rules of Procedure
- Rules of Procedure: Amend to allow for Council Work Session Meetings

# REQUESTED ACTION

- Identify and bring forward additional Council-initiated recommendations
- Approve deletion extraneous policies.
  - Attendance policy
  - Old committee policy
- Provide feedback on forthcoming recommendations for policy updates/amendments
- Authorize commencement of alternating Work Session and Business Session Council Meetings

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## INTEROFFICE MEMORANDUM

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**TO:** CITY COUNCIL

**FROM:** MIKE APPEGARTH

**SUBJECT:** COUNCIL RULES OF PROCEDURE

**DATE:** JANUARY 16, 2020

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As you know, I am recommending that City Council Meetings include alternating Work Session and Business Sessions. Regardless of how the agenda is structured, both Work and Business Sessions are subject to the Open and Public Meetings Act.

A Work Session is a more informal, intimate meeting of the Council in conference room style. It allows the Council the time and space needed to do a “deep dive” into issues and also receive information on upcoming agenda items.

A Business Session is what most people would colloquially refer to as “Council Meeting.” It includes ceremonial aspects, public interaction, and is generally where the Council will make its final decisions.

This shift in procedure should at some point be reflected in a shift within in your Rules of Procedure.

To be clear, the Rules of Procedure represent one policy among several Council policies. The Rules of Procedure describe the order of meetings and basic parliamentary procedure. State law requires the Council to adopt “rules of order and procedure” governing parliamentary order and procedure, ethical behavior, and civil discourse (UCA 10-3-606).

In order to make this shift successful, I strongly recommend the Council initially consider its Work Sessions as a test case or pilot project. Once the Council experiences the Work Session environment, it will have a better idea of what aspects work, and what aspects do not. If we try to craft policy in the vacuum of experience, the policy will undoubtedly lead to frustration. Negotiating less substantive details such as the label or names of the agendas (i.e. Work Session, Work Meeting, Information Session, Pre-Meeting, Executive Session, etc.), location, start times, technical audio-visual requirements, and public interaction will delay, and in my opinion cripple the effort to create the time and space needed for the Council to work effectively on matters of true substance.

Please, allow our staff to create this time and space for you. We will ensure to meet the requirements of the Open and Public Meetings Act. If the Work Session (or whatever it is called)

ends up being a productive use of the Council's time, we will work with you to identify process improvements agreeable to the majority of Members. Then we look forward to crafting your Rules of Procedure around proven practices.

It is imperative for the Council to understand that Council policies should work for you not constrain you. They should facilitate the business and desired direction of the Council, not impede progress. If any policy no longer serves the interests of the majority, it is the policy that must change, not the Council.

It is also crucial to realize that there are no perfect Rules of Procedure that reflect every contingency, nor any policy that will ever make everyone happy all of the time be they Council Members, staff, or the public. No matter how you craft the agenda, someone will be inconvenienced at some point.

To give you some perspective on how the Rules of Procedure have changed over the years, I have compiled a summary table. As you can see, various Council's have altered their rules to reflect particular direction and practice. The cautionary lesson from this, is that it is all too easy for legislative bodies to get bogged down in details, only to find that they have created an ancillary, unexpected problem.

## **HISTORY**

The following table is a summary of Council actions regarding Rules of Procedure:

<b>Date</b>	<b>Action</b>
6/12/1984	Council adopts "Sandy City Council Rules and Procedures for the Conduct of Council Meetings"
1993	Council readopts "Sandy City Council Rules and Procedures for the Conduct of Council Meetings"
8/14/2007	Council revises and adopts "Sandy Council <i>Guidelines: Conduct of Official Council Meetings</i> "
10/9/2007	Council discusses revisions
10/16/2007	Council discusses revisions
10/30/2007	Council discusses and adopts revisions (Resolution 07-66C)
12/9/2014	Mike Applegarth and Phil Glenn led a discussion that addressed powers and authority of the Council, policy making versus rulemaking authority, and formal versus informal policy making. After the discussion the Council agreed that Mike would be the one to decide which policies and procedures would be best to update.

3/3/2015	Mike Applegarth led a discussion on creating a Parliamentary Procedure for the City Council regarding motions. Mike would eventually like to implement a practice where written motions are on the screen for the Council to view if they decide to amend the motion and change the verbiage.
early 2016	Granicus agenda management implemented. Following implementation, as Chair, Council Member Smith moves "pre-meeting" to Council Chambers. Council begins referring to it as a Work Session. Prayer/Pledge, Standing Reports, Special Recognitions, and Citizen Comments occur post 7 PM. Standing reports later moved to beginning of meeting (5:15 PM).
3/29/2016	Council Member Fairbanks proposes new rules. Council repeals 2007 rules, adopts new rules.
1/3/2017	City Attorney and Council Office provide information on parliamentary procedure in light of Council questions regarding proper motions and actions of the Chair.
1/31/2017	Council Member Nicholl recommends amendments to Rules of Procedure to clarify that the Council will not take new business after 11 PM unless agreed to by a majority vote.
2/28/2017	Council adopts Council Member Nicholl's 11 PM amendment.
3/7/2017	Council Office recommends the Council adopt a policy on public hearings. Council does not adopt.
1/23/2018	Administration proposes moving Council Work Session to Council Overflow area as part of audio-visual upgrades to Council Chamber. Council tables the discussion.
early 2018	As Chair, Council Member Saville deviates from the Rules so the Prayer/Pledge, Special Recognitions, and Citizen Comments happen near the beginning of the meeting (5:15 PM).
5/8/2018	Council Member Christensen proposes amendments to the Rules of Procedure. Pre-7:00 PM voting restriction proposed to be lifted. Items to be distinguished between voting and non-voting items. Citizen Comment proposed to be taken on every voting item. After Council discussion, item to be brought back for further consideration.

6/5/2018	<p>Council Member Christensen's item comes back to Council. It is proposed that the Council continue to start its meeting at 5:15 PM, but not include pre-designated Work Session time. Standing reports and informational items may continue to be scheduled near the top of the meeting, however, there would no longer be a voting restriction before 7:00 PM. For clarification to the Council and the public, items will be identified as voting, non-voting, and public hearing items. Citizen Comments will continue to be held after the Standing Reports, however public involvement will be significantly expanded by allowing comment to each item on the agenda. Comments will be limited to one-minute per speaker unless they are part of a formal public hearing, or during the Citizen Comments portion of the agenda. To accommodate speakers who cannot attend at the beginning of the meeting, a second Citizen Comments section will also be included shortly after 7:00 PM. If a citizen is unable to address the Council in person at anytime during the meeting, he or she may contact the Council Office to provide written comments which will be read into the record at the appropriate time. The Council will continue to adhere to its policy (and state law) by refraining from voting on items not specifically noticed on the agenda introduced in Council Member Business or other Standing Reports. Council adopts amended Rules of Procedure but Prayer/Pledge is retained at 7 PM.</p>
2/19/2019	<p>Council Member Christensen proposes amendments to the Rule of Procedure: Move the Opening Remarks/Prayer/Pledge to the beginning of the meeting at 5:15 PM. Move Public Hearings and Other Time Certain Items from 7:00 PM to 6:00 PM. Allow a public speaker 3 minutes to address voting items instead of 1 minute. Council adopts revised Rules of Procedure.</p>
1/7/2020	<p>Council Member Zoltanski proposes amendment moving Citizen Comments to 7 PM.</p>
1/21/2020	<p>Council Member Zoltanski's amendment up for further consideration.</p>

**Again, I encourage the Council to focus on the overall direction you want to take and not get lost on the details.**



## Staff Report

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**File #:** 20-014, **Version:** 1

**Date:** 1/21/2020

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**Agenda Item Title:**

Council Member Zoltanski recommending the Council adopt amendments to the Council Rules of Procedure establishing Citizen Comments no earlier than 6:00 PM.

**Presenter:**

Council Member Zoltanski

**Description/Background:**

This item was initially introduced on January 7, 2019.

**Fiscal Impact:**

There is no fiscal impact

**Further action to be taken:**

Council staff to publish revised Rules of Procedure.

**Recommended Action and/or Suggested Motion:**

Motion to adopt amendments to the Rules of Procedure as presented.

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**INTEROFFICE MEMORANDUM**

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**TO:** CITY COUNCIL

**FROM:** COUNCIL MEMBER ZOLTANSKI

**SUBJECT:** CITIZEN COMMENT AMENDMENT

**DATE:** JANUARY 14, 2020

**CC:** MIKE APPLGARTH

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Dear Colleagues:

Please find the redline draft for my motion to move the start of the public comment to the first-time certain slot at 6:00 PM.

Since there was interest in adding a written policy on the comment card process, as a housekeeping courtesy I've included a description of our current practice. It is the start time that is the focus of my motion so if the comment process language is not well-taken we can strike it and revisit it later.

Thank you for your valuable feedback.

**Sandy City Council**  
Legislative Policies and Procedures

**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. The Sandy City Council Rules of Order and Procedure are described as follows:

Sandy City Council  
Rules of Order and Procedure

**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.

5:15 Council Meeting

A. Non-voting items

1. Opening Remarks/Prayer/Pledge of Allegiance
2. Agenda Planning Calendar Review & Council Director Report
3. Council Member Business
4. Mayor's Report
5. Chief Administrative Officer Report
6. Other Standing Reports as needed
7. Informational briefings, training opportunities, discussion items, etc.

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B. Voting Items

The Council welcomes citizen comment on any voting item, according to the procedure described in paragraph C(1)(c)-(d) below.

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1. Consent Calendar
2. Council Items

6:00 PM Time Certain Items

C. Public Hearings and Other Time Certain Items

1. Citizen Comments

a). Introduction. The City Council welcomes written and oral citizen comments on any subject at regular meetings, for any item not otherwise listed on that agenda.

b) Start Time. The Citizen Comment period will begin no earlier than 6:00 PM. The Council will aim to start the Citizen Comment period at 6:00 PM or as soon as possible thereafter.

c). Citizen Contact Information. 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 name and contact information to Council staff in order to maintain an accurate record of the meeting.

d). If a citizen is unable to attend a meeting in person, he or she may provide written comments to the City Council Office 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.

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2. Special Recognition

Sandy City Council  
Rules of Order and Procedure

- 3. Public Hearings
- 4. Other Time Certain Items

- b) 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.
- c) Unless an item has been noticed on the agenda for a time certain, the Council may deviate from the standard order of business.
- d) 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.

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Each speaker is allowed three minutes per voting item. 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.¶

**Sandy City Council**  
**Rules of Order and Procedure**

- 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

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**Sandy City Council**  
**Rules of Order and Procedure**

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.

- i) Quorum

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

- j) 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

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**Sandy City Council**  
**Rules of Order and Procedure**

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.

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**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.

**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.

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**History:**

Original Approval: March 29, 2016

Last Revision: February 19, 2019

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Mike Applegarth

1/9/2020 2:26:00 PM

Page 5: [2] Deleted

Mike Applegarth

1/9/2020 2:28:00 PM

1. The Board of Directors shall have the authority to declare dividends on the common stock of the Corporation.

2. The Board of Directors shall have the authority to issue and reissue the Corporation's common stock.

3. The Board of Directors shall have the authority to enter into any contract or agreement that may be deemed to be in the best interests of the Corporation.

## Mike Applegarth

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**From:** Stephanie Dickey <steph\_orr@hotmail.com>  
**Sent:** Monday, January 13, 2020 9:31 PM  
**To:** Mike Applegarth  
**Subject:** Re: Public comment in city council meetings

Hi Mike,

I submitted the following comment to each member of the city council. Could you also make sure it is included with other comments about this agenda item when it comes up again? Thanks for all your help.

Stephanie

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First of all, I want to extend my condolences on the passing of Chief O'Neill. I've met with him a few times and always found him to be personable and willing to listen and find common ground. He will be missed.

I was intrigued by last Tuesday's discussion about changing the time for citizen comments during city council meeting. I'm grateful you had the discussion, but I feel it somewhat missed the point.

I think everyone agrees that better public participation in city council meetings is the goal we're shooting for. If that's the goal, the issue of a specific time for public comment in person at city council meeting isn't really the focus. The focus should be on providing multiple ways for the public to submit comments to the council, and then publicizing those commenting pathways so residents are aware of their options.

This has been a frustration of mine. I work full time, I'm a mom of three busy kids, and I volunteer. When I participate in city council, it's usually watching from home. I have often wondered the best way to submit comments to the council. From what I can see, there is no mention of how to submit comments to the council as part of the public record on the city website or any of the city's social media channels.

Instead of solely focusing on finding a regular council meeting public comment time (though a set comment time is valuable), I think a better idea would be to expand the vision and establish multiple ways of submitting/accepting public comments. Then, please make sure citizens aware of their options by including public comment pathways on the agenda, the website, and social media channels.

I have sent this same comment to the other council members as well, and I hope you'll consider my suggestion while discussing this agenda item again.

Thanks for your service to the city and its residents.

Stephanie Dickey

41 W. Paula Circle

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**From:** Mike Applegarth <mapplegarth@sandy.utah.gov>  
**Sent:** Wednesday, January 8, 2020 11:23 AM



# Sandy City, Utah

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

## Staff Report

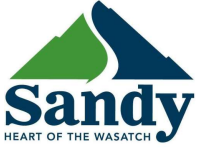
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**File #:** 20-030, **Version:** 1

**Date:** 1/21/2020

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Possible Closed Session to discuss the purchase, exchange, or lease of real property.



## Staff Report

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**File #:** 20-027, **Version:** 1

**Date:** 1/21/2020

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**Agenda Item Title:**

Council Member Robinson recommending that the Mayor and Council adopt Resolution 20-04C, the Sandy City clean air initiative, idle free restrictions, and proclamation of idle free week

**Presenter:** Council Member Zach Robinson

**Description/Background:**

On March 27, 2018 Sandy City passed and approved Ordinance 18-10 which states: "No driver shall allow a vehicles engine to idle on public property or on private property open to the general public within the corporate limits of Sandy City for more than one minute..." Resolution 20-04 refers to Ordinance 18-10 and restates Sandy's commitment to being idle free, establishing the week beginning on the second Monday each January as Idle Free Week in Sandy City.

**Recommended Action and/or Suggested Motion:**

Motion to adopt Resolution 20-04C

RESOLUTION #20-04C

**SANDY CITY CLEAN AIR INITIATIVE, IDLE FREE RESTRICTIONS, AND  
PROCLAMATION OF IDLE FREE WEEK.**

WHEREAS, on March 27, 2018 Sandy City passed and approved Ordinance 18-10 which states: “No driver shall allow a vehicle’s engine to idle on public property or on private property open to the general public within the corporate limits of Sandy City for more than one minute...”; and

WHEREAS, Sandy City acknowledges idling vehicles emit particulate matter that when inhaled, may cause serious health conditions; and

WHEREAS, Sandy City is committed to working with the State of Utah and other Cities in reducing vehicle emissions; and

WHEREAS, Sandy City desires to educate the public to the harmful effects of idling vehicles, and foster collaboration in addressing clean air issues; and

WHEREAS, Sandy City hereby finds this action to be in the best interest of the public’s health, safety and general welfare.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF SANDY CITY AS FOLLOWS:

Section 1. No driver should allow a vehicle’s engine to idle on public property or on private property open to the public within the corporate limits of Sandy City for more than one minute, except in the extenuating situations as defined in the Sandy City Traffic Code.

Section 2. Sandy City will collaborate with all schools, located within the City boundaries, in developing an education program to inform parents of the consequences of idling cars. Idle free zones will be encouraged at all Sandy school locations.

Section 3. Sandy City will use the appropriate public forums to help educate all community members to the harmful effects of idling cars.

Section 4. The Mayor and Council of Sandy City proclaim the week beginning on the second Monday each January as Idle Free Week in Sandy City.

Section 5. This Resolution shall become effective immediately upon its passage.

PASSED AND APPROVED this \_\_\_\_ day of January, 2020.

Resolution 20-04C

Page 1 of 2

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Kurt Bradburn, Mayor  
Sandy City

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Kris Coleman Nicholl, Chair  
Sandy City Council

**ATTEST:**

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Wendy Downs, City Recorder



# Sandy City, Utah

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

## Staff Report

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**File #:** 20-022, **Version:** 1

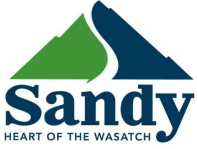
**Date:** 1/21/2020

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**Agenda Item Title:**

Council office recommending that the Council receive a presentaion about the Sister City Program

**Presenter:** Charlotte Jordan



## Staff Report

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**File #:** 20-020, **Version:** 1

**Date:** 1/21/2020

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**Agenda Item Title:**

Human Resources Department recommending that the City Council receive a presentation and update on the 2019 employee survey

**Presenter:** Katrina Frederick and Brandon Young

**Description/Background:**

In November 2019, the City conducted the 2<sup>nd</sup> annual employee survey to measure employee engagement. The survey was sent to all full-time and part-time benefit eligible employees. New Measures has been contracted to administer the survey in order to protect employee confidentiality. Dr. Brandon Young at New Measures will be presenting the results of the 2019 employee survey to the City Council.

**Recommended Action and/or Suggested Motion:**

No action necessary.



# SANDY CITY ENGAGEMENT SURVEY RESULTS

November 2019

Presented by: Dr. Brandon Young | [Brandon@Newmeasures.com](mailto:Brandon@Newmeasures.com)



## AGENDA

01

Overall state of engagement at Sandy City

02

Strengths and opportunities

03

Engagement by demographics

04

Where to focus

05

Key findings

## WHAT IS EMPLOYEE ENGAGEMENT?

A feeling of commitment and enthusiasm for one's work that leads to a willingness to exert discretionary effort.



### ACTIVE COMMITMENT

Employees plan to stay and recommend the organization to others



### PERSONAL SIGNIFICANCE

Employees feel valued and are enthusiastic about their work



### CONFIDENCE IN THE FUTURE

Employees believe in the future of the organization.

## BUSINESS IMPACT

\*TOP QUARTILE TEAMS HAVE:



37% LOWER ABSENTEEISM



25% LOWER TURNOVER



48% FEWER SAFETY INCIDENTS



10% HIGHER CUSTOMER METRICS



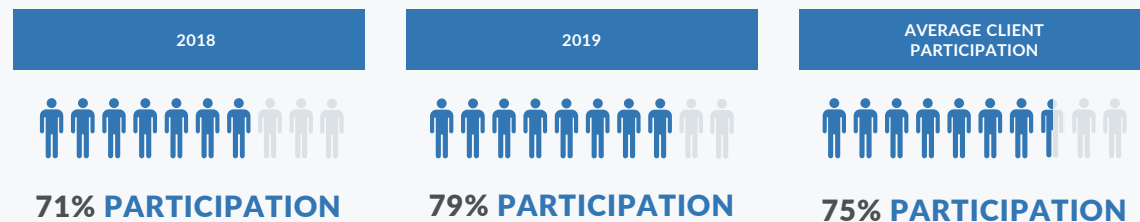
21% HIGHER PRODUCTIVITY



22% HIGHER PROFITABILITY

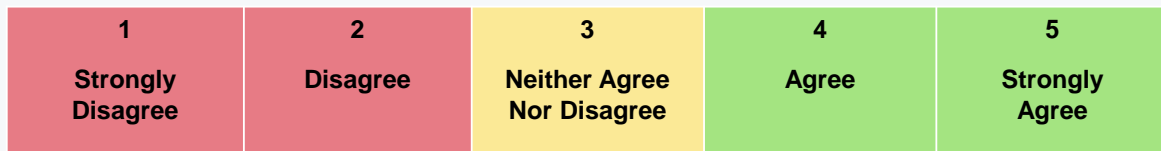
\*Research by the Gallup organization

## 2019 PARTICIPATION INCREASED



**YOU CAN BE 99% CONFIDENT THAT SURVEY SCORES ARE WITHIN +/- 3 POINTS OF WHAT THEY WOULD BE IF EVERYONE TOOK THE SURVEY**

## SURVEY SCALE



**% FAVORABLE**

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## PUBLIC SECTOR BENCHMARK

42

ORGANIZATIONS

281,000

SURVEY RESPONSES

5

YEARS OF DATA

### COMPARISON TO THE BENCHMARK



**6** ITEMS ARE ABOVE THE BENCHMARK



**2** ITEMS ARE BELOW THE BENCHMARK



**0** ITEMS ARE AT THE BENCHMARK

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## ENGAGEMENT INCREASED SIGNIFICANTLY SINCE 2018

**06** Points change or greater

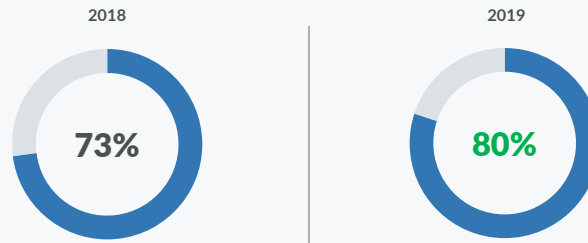
Is statistically significant when comparing between years at the city-wide level

**92nd**  
Percentile

As compared to the Public Sector Benchmark; 42 organizations and 281,000 individual survey responses.

### ENGAGEMENT INDEX

Monitor Engagement Index over time as the best indication of engagement trending



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## START WITH THE END IN MIND: IMPROVE ENGAGEMENT OVER TIME

The engagement index is the single best indicator of engagement.

### PUBLIC SECTOR BENCHMARK

Represents 42 organizations and 281,000 individual survey responses.

Engagement is strong and significantly higher relative to 2018. Employee feel like their **roles have purpose** and are significantly more favorable regarding **intent to stay** and **feeling valued**. While **confidence in achieving career goals** increased significantly, at 68% favorable this may be a relative opportunity for the City.

Name	Responses	Distribution ▾	2018	Benchmark
Engagement Index		<div><div></div><div></div><div></div></div> 80% 12% 7%	+7	-
I feel like my role here has a purpose.	402	<div><div></div><div></div><div></div></div> 90% 7%	+2	+5
I intend to stay at Sandy City for at least the next 12 months.	402	<div><div></div><div></div><div></div></div> 87% 8%	+7	-
I feel valued at work.	402	<div><div></div><div></div><div></div></div> 77% 12% 11%	+10	+11
I am confident I can achieve my career goals at this organization.	400	<div><div></div><div></div><div></div></div> 68% 22% 11%	+8	-

Change of 6 points or greater is statistically significant when comparing between years at the city-wide level

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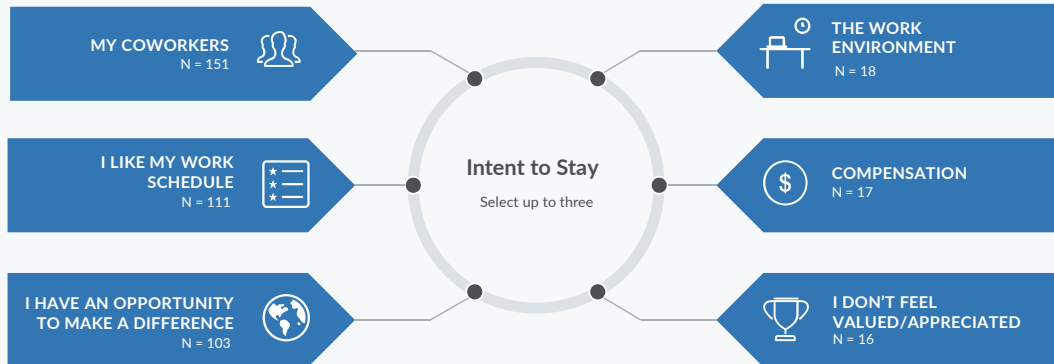
8 ⏪ ⏩

## INTENT TO STAY: FOLLOW-UP

Respondents were asked a follow-up question based on their response to the item, "I intend to stay at Sandy City for at least the next 12 months."

### FAVORABLE RESPONSE (87%; N=346)

What are the most important reasons you continue to work for Sandy City? (select up to 3)



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## BIGGEST CHANGES SINCE 2018

Perceptions toward 15 items increased significantly since 2018. In particular, perceptions toward **City and department leadership** are significantly more favorable. As a likely result, employees feel more **valued**. While perceptions toward **external pay equity** improved significantly, only 57% feel their pay is competitive.

**06** Points or greater

Is statistically significant when comparing between years at the city-wide level

QUESTION	2019	2018	NORM
City leadership contributes to a positive work culture.	76%	+16	--
I feel my pay is competitive relative to those in similar positions at similar organizations.	57%	+15	--
My department senior leadership is open and responsive to ideas from employees.	71%	+14	--
The senior leadership of my department is effective.	75%	+14	--
The leadership of the City supports employees to perform their jobs effectively.	79%	+14	--
City leadership is open and responsive to ideas from employees.	64%	+13	--
I have the opportunity to develop my skills at Sandy City.	77%	+11	+10
I feel valued at work.	77%	+10	+11
My department senior leadership effectively communicates the information I need to know.	68%	+10	--
I feel valued and respected by the leadership of the City.	72%	+9	--



- Department Senior Leadership: your department head, assistant/deputy department head and division managers/command staff
- City Leadership: is the Mayor, Deputy Mayor, the City Manager (CAO), and Deputy City Manager (Deputy CAO)

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## HIGHEST SCORING ITEMS

Similar to 2018, employees feel like their **work is challenging** and their **roles have purpose**. They also perceive **interactions with members of their departments as positive** and feel **coworkers treat each other with respect**. As a likely result, employees intend to stay at the City for at least 12 months. This assertion is supported by follow-up responses to "I intend to stay...." Coworkers and making a difference were among the top three reasons for staying.

Question	Responses	Distribution ▾	2018	Benchmark
My work is challenging and interesting.	400		+1	-
I feel like my role here has a purpose.	402		+2	+5
My interactions with other members of my department are positive.	402		+3	-
I intend to stay at Sandy City for at least the next 12 months.	402		+7	-
My coworkers treat each other with respect.	402		+3	-

Change of 6 points or greater is statistically significant when comparing between years at the city-wide level

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## STRENGTH: MY DEPARTMENT

In addition to **positive** and **respectful interactions** with coworkers, employees feel supervisors set **clear goals and expectations** and **senior departmental leadership is effective**.

Name	Responses	Distribution ▾	2018	Benchmark
▼ My Department			+6	-
My interactions with other members of my department are positive.	402		+3	-
My coworkers treat each other with respect.	402		+3	-
My supervisor sets clear goals and expectations.	401		+4	-3
The senior leadership of my department is effective.	402		+14	-

Change of 6 points or greater is statistically significant when comparing between years at the city-wide level

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## COMMENT THEMES: WHAT DO YOU ENJOY THE MOST ABOUT WORKING FOR THE CITY?

Themes and sample comments



### COWORKERS, POSITIVE ENVIRONMENT

Sample comments

"The people in that I work with in my department and our city administration is awesome"

"Being trusted and valued by both the administration and coworkers is a good feeling."

"The positivity of staff and leadership, as well as the respectful and professional attitudes of my fellow employees."



### LEADERSHIP

Sample comments

"Finally working for a city that it's management cares about its employees and actually shows it. Thanks mayor and your staff."

"Finally feeling valued by City Managers and the mayor for the first time in nearly 20 years. The new City Management has been exactly what this city has needed for YEARS."



### REWARDING & CHALLENGING WORK

Sample comments

"Having a job that is rewarding and fulfilling. To be able to look at things in the city that make measurable differences in residents lives, and knowing I had a part in making those things happen, is very rewarding"

"The "extra" things that the city does that add to the flavor of my job. I love to do things that allow a little variety with the job instead of the mundane day-to-day duties."



### THE BENEFITS

Sample comments

"Sandy has amazing benefits and it is overall an environment of love."

"Health benefits are awesome! The PTO program is SO MUCH BETTER!"



### WORK-LIFE BALANCE, FLEXIBILITY, SCHEDULE

Sample comments

"Flexibility to handle family issues during work hours and the trust of supervisors to get my job done without micromanaging"

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## LOWEST SCORING ITEMS

While perceptions toward each of the following items are significantly more favorable compared to 2018, there is opportunity to improve **two-way communication with City and department leadership**. Additionally, there is opportunity to boost **confidence in achieving career goals**. Lastly, 23% of employees feel their **pay is not competitive** and 21% are neutral toward pay equity.

Items with large percentages of neutral (> 20%) represent areas of opportunity.

Question	Responses	Distribution ▲	2018	Benchmark
I feel my pay is competitive relative to those in similar positions at similar organizations.	402	<div><div>57%</div><div>21%</div><div>23%</div></div>	+15	-
City leadership effectively communicates the information I need to know.	401	<div><div>60%</div><div>32%</div><div>8%</div></div>	+7	-
City leadership is open and responsive to ideas from employees.	402	<div><div>64%</div><div>29%</div><div>7%</div></div>	+13	-
My department senior leadership effectively communicates the information I need to know.	401	<div><div>68%</div><div>17%</div><div>15%</div></div>	+10	-
I am confident I can achieve my career goals at this organization.	400	<div><div>68%</div><div>22%</div><div>11%</div></div>	+8	-

Change of 6 points or greater is statistically significant when comparing between years at the city-wide level

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## COMMENT THEMES: HOW CAN CITY LEADERSHIP HELP IMPROVE YOUR WORK EXPERIENCE?

Themes and sample comments



### MORE OF THE SAME

Sample comments

"Continue with communication, it has been a great step in the right direction."

"I think our city administration does a great job helping our department get what it needs to be successful. The fact that the mayor knows me by name, as well as my wife's, really makes me feel valued here."

"Him going out and doing days with different crews within the city is awesome and really shows the city leadership wants our departments to have great work experiences"



### IMPROVE TECHNOLOGY & TOOLS

Sample comments

"The city is rapidly moving forward with advances in technology. It still takes me 25 minutes to log in to my computer."

"Continue to update equipment and technology, this will really make a difference. It has already."

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### TWO-WAY COMMUNICATION

Sample comments

"The annual survey has been great, our Department head listened to employees and addressed most all concerns. Continue to invite feed back through surveys and employee groups."

"Be seen go out and visit the employees. Let them know you care about them and know their names."

"Continue to have open communication and try to consider all requests when making decisions."



### CROSS DEPARTMENT COLLABORATION

Sample comments

"Departments need to be open and receptive to suggestions to improve all aspects of the city and not protecting their "turf" from outside departments' influence. We need to be more collaborative in decision making and less territorial."

"Help create a culture within the city that helps people feel included in what is going on and give employees opportunities to interact with people from other departments."

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## COMMENT THEMES: WHAT ONE SPECIFIC SUGGESTION DO YOU HAVE TO IMPROVE YOUR WORK?

(MAKE IT MORE EFFICIENT, REDUCE PAIN POINTS, MAKE IT MORE ENJOYABLE, ETC.)?

Themes and sample comments



### TRAINING

Sample comments

"Make newly promoted managers and supervisors take some actual training off site by a third party instructor on how to manage."

"many people in the department feel we don't have the quality time to train or to get the mandatory training done because most of our time and departments emphasis is making sure we accomplish two of the departments other programs that are secondary to our career/jobs. building and fire hydrant inspections are important. we understand the importance of them. but many of us feel that our time is better spent getting good and efficient training(both in house and external)."



### MORE FLEXIBLE WORK OPTIONS

Sample comments

"A 4/10 schedule would be hugely beneficial. I feel it would improve morale, more work could be done more efficiently, and less PTO would be used."

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### IMPROVE TECHNOLOGY & TOOLS

Sample comments

"Either remove the thin client system and go back to desktops, or find a way to allocate more memory and speed to the thin client system. It bogs down and locks up all to frequently, and having to data dump everything every three months is crazy. Just give us more memory. Some in my department run our larger programs on personal laptops because thin client can't handle the software and processing required."



### WORKLOAD

Sample comments

"To keep hiring full time employees vs Seasonal employees To help with our workload you're around."

"The city has done a great job in improving our department this past year, but the thing we have, are, and need to continue to improve is our staffing. I don't have a job where low staffing will make my production slow, in our job low staffing gets people killed."

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## MAYOR'S COMMUNICATIONS

Employees were asked to indicate if they had watched the "Mayor's Minute" videos and/or attended the Mayor's Town Hall Meetings. If they gave a "yes" response to either, they were asked to indicate how valuable they found these communication efforts.

Value Scale: **Green** = % of "Very Valuable" or "Extremely Valuable" responses. **Red** = % of "Not at All Valuable" and "Not so Valuable" responses. **Yellow** = % of "Somewhat Valuable" responses.

### HAVE YOU WATCHED THE "MAYOR'S MINUTE" VIDEOS?

YES

83%

NO

17%

N

VALUE

334

34%

52%

14%

### HAVE YOU ATTENDED THE MAYOR'S EMPLOYEE TOWN HALL MEETINGS?

YES

27%

NO

73%

N

VALUE

105

61%

30%

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## COMMENT THEMES: WHAT SUGGESTIONS DO YOU HAVE TO IMPROVE COMMUNICATION?

Themes and sample comments



### FACE-TIME, FOLLOW-UP/ACCOUNTABILITY

Sample comments

"The town hall meetings seem to go very well, after the meetings not sure what's going on with those ideas ? Not sure if once they look into it the realize its not really possible and then things don't happen or what."

"Communication has gotten better, the mayors videos are a decent resource for information. It would be nice to have the town halls with each department individually, like the brown bag lunch the mayor did a while back."

"The employee town hall meetings should be recorded and made available to all, similar to the Mayor's minute. Many of us can not make these meetings, but would still love to see the information."

"Actually walk through the departments and say hi and get to know the people in the city. Not just the fun departments that you can post on social media."



### TWO-WAY COMMUNICATION

Sample comments

"My direct leadership needs to actually listen to his crew and make decisions based on their suggestions. Most of the time he asks what are needs are then just does what he wants."

"Open communication and brainstorm friendly environments stem from taking ideas seriously, giving credit where credit is due, and helping each other fulfill ideas."

"In terms of communication in my department, if there is a change in procedure, even if we are not directly involved in it, it would still be helpful if that were communicated via email. We still need to know what is happening, especially if we are asked about it on the phone, in court, etc."



### MORE OF THE SAME

Sample comments

"I think we are really doing well in this department in comparison to last year and even before last year. I would just continue doing what you're doing and continue to refine these avenues of communication as changes or suggestions come along."

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# PROGRAMS & COMMUNICATIONS

## TOP PROGRAMS BY PARTICIPATION

Employees were asked to, "Please indicate both whether or not you participated in the following programs in 2019 and rate how valuable each of these programs are to you personally."

Value Scale: **Green** = % "Very Valuable" or "Extremely Valuable" responses. **Red** = % "Not at All Valuable" and "Not so Valuable" responses. **Yellow** = % "Somewhat Valuable" responses.  
Participation Scale: **Green** = % "Yes" responses. **Yellow** = % "No" responses.

PARTICIPATION			VALUE		
Program	N		N		
MAYOR'S HOLIDAY	401	90%	381	90%	
TURKEY/HAM CERTIFICATES	401	89%	374	59%	33%
SAFETY AWARDS	401	82% 18%	362	77%	19%
EMPLOYEE LUNCHEONS	401	76% 24%	369	52%	35% 13%
BRADBURN BUCKS	401	58% 42%	330	37%	41% 22%

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## TOP PROGRAMS BY VALUE

Employees were asked to, "Please indicate both whether or not you participated in the following programs in 2019 and rate how valuable each of these programs are to you personally."

Value Scale: **Green** = % "Very Valuable" or "Extremely Valuable" responses. **Red** = % "Not at All Valuable" and "Not so Valuable" responses. **Yellow** = % "Somewhat Valuable" responses. Participation Scale: **Green** = % "Yes" responses. **Yellow** = % "No" responses.

		VALUE			PARTICIPATION	
Program	N			N		
MAYOR'S HOLIDAY	381	<div><div></div><div></div><div></div><div></div><div></div></div> 90%		401	<div><div></div><div></div><div></div><div></div><div></div></div> 90%	
SAFETY AWARDS	362	<div><div></div><div></div><div></div><div></div><div></div></div> 77%	<div><div></div><div></div><div></div><div></div><div></div></div> 19%	401	<div><div></div><div></div><div></div><div></div><div></div></div> 82%	<div><div></div><div></div><div></div><div></div><div></div></div> 18%
TUITION REIMBURSEMENT (increased to \$2,000 in 2019)	277	<div><div></div><div></div><div></div><div></div><div></div></div> 69%	<div><div></div><div></div><div></div><div></div><div></div></div> 14%	401	<div><div></div><div></div><div></div><div></div><div></div></div> 92%	
LONGEVITY AWARDS	308	<div><div></div><div></div><div></div><div></div><div></div></div> 60%	<div><div></div><div></div><div></div><div></div><div></div></div> 22%	401	<div><div></div><div></div><div></div><div></div><div></div></div> 34%	<div><div></div><div></div><div></div><div></div><div></div></div> 66%
TURKEY/HAM CERTIFICATES	374	<div><div></div><div></div><div></div><div></div><div></div></div> 59%	<div><div></div><div></div><div></div><div></div><div></div></div> 33%	401	<div><div></div><div></div><div></div><div></div><div></div></div> 89%	

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## COMMENT THEMES: PLEASE DESCRIBE ANY SUGGESTIONS FOR NEW EMPLOYEE PROGRAMS OR INCENTIVES THAT WOULD BE OF VALUE TO YOU.

Sample comments



### WELLNESS PROGRAMS/INCENTIVES

Comment

"Provide better information about the wellness reimbursement programs. I feel that they are not familiar to everyone."

"Expand wellness activity reimbursements to \$25 per family member with no limit rather than capping it at \$75. It is more money but it makes more sense to incentivize wellness activities for all family members rather than just for three."



### EASIER ACCESS

Comment

"For those at other City buildings, it makes it hard to participate in some of the events, such as Food Truck Friday, maybe the locations can rotate."

"Need to have more programs that are available to those who work shift work. Even if we are on duty we cannot access many of the programs because we need to stay in our area to protect the citizens."



### BOWLING

Comment

"Bring back bowling, it was something I looked forward too every year"

"Bowling Program was taken away and I feel that was a great way to team build and meet others outside of the work platform."

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## ENGAGEMENT BY DEMOGRAPHICS

### ENGAGEMENT BY DEPARTMENT

Engagement varies widely by department.

Police and Fire engagement increased significantly relative to 2018. What changed for these departments since last year? Is there anything we can learn from them?

There may be an opportunity within:

- Administrative Services
- Public Works
- Justice Court (increased since 2018)

Do these departments share commonalities? Challenges?

What are the highest scoring departments doing differently?

	Responses	2019	2018
<b>City Overall</b>	<b>402</b>	<b>80%</b>	<b>73%</b>
Community Development	27	92%	79%
Fire*	77	91%	71%
City Attorney	12	90%	83%
Administration	18	88%	84%
Parks and Recreation	35	85%	81%
Public Utilities	43	78%	84%
Police*	99	76%	62%
Administrative Services	43	75%	75%
Public Works	34	70%	74%
Justice Court	15	68%	60%

\* Indicates a statistically significant increase from 2018.  
Differences from Overall of 5 or more are highlighted in pink/green.  
Note: It is easier for smaller groups to get "extreme" scores

## WHERE TO FOCUS KEY DRIVER ANALYSIS

### WORK ON KEY DRIVERS FOR THE BIGGEST IMPACT

- ✓ Engagement drivers indicate the items most highly correlated with engagement AND have lower % favorable scores.
- ✓ These are not necessarily the things you aren't doing well; they are the areas that will most improve engagement.

WORK ON KEY DRIVERS...



TO IMPROVE ENGAGEMENT



## ENGAGEMENT DRIVERS



Driver rank order is based on an algorithm that incorporates % favorable and correlation with the Engagement Index. It is suggested that Sandy City focuses in these areas to have the biggest impact on engagement.

		Responses	Distribution	2018
1.	My department senior leadership is open and responsive to ideas from employees.	401	<div><div style="width: 71%;"></div>71%</div>	+14
2.	My department senior leadership effectively communicates the information I need to know.	401	<div><div style="width: 68%;"></div>68%</div>	+10
3.	The senior leadership of my department is effective.	402	<div><div style="width: 75%;"></div>75%</div>	+14
4.	I have the opportunity to develop my skills at Sandy City.	402	<div><div style="width: 77%;"></div>77%</div>	+11
5.	My supervisor sets clear goals and expectations.	401	<div><div style="width: 77%;"></div>77%</div>	+4

Note: Drivers 1, 2, 3, and 4 were also drivers in 2018.

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## KEY DRIVER TOPICS:



## DRIVER TOPIC TWO-WAY COMMUNICATION

Improve two-way communication (encouraging ideas and sharing information) is likely to improve engagement. This is an opportunity for the City and especially within:

- Police
- Public Utilities
- Public Works
- Justice Court

What are the higher scoring departments doing differently? What can the lower scoring departments learn from them?

Do the lower scoring departments face similar challenges regarding two-way communication with department senior leadership?

	Responses	My department senior leadership is open and responsive to ideas from employees.	My department senior leadership effectively communicates the information I need to know.
<b>Sandy City Overall</b>	<b>402</b>	<b>71%</b>	<b>68%</b>
Community Development	27	100%	100%
City Attorney	12	100%	83%
Fire	77	90%	94%
Administration	13	77%	69%
Administrative Services	43	70%	72%
Parks and Recreation	35	63%	71%
Police	99	63%	45%
Public Utilities	43	60%	51%
Justice Court	15	53%	67%
Public Works	34	53%	56%

Differences from Overall of 10 or more are highlighted in pink/green.  
Note: It is easier for smaller groups to get "extreme" scores

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## DRIVER TOPIC SKILL DEVELOPMENT

Skill development is likely to improve engagement. This is an opportunity for the City and especially within:

- Public Works
- Police

What are the higher scoring departments doing differently? What can the lower scoring departments learn from them?

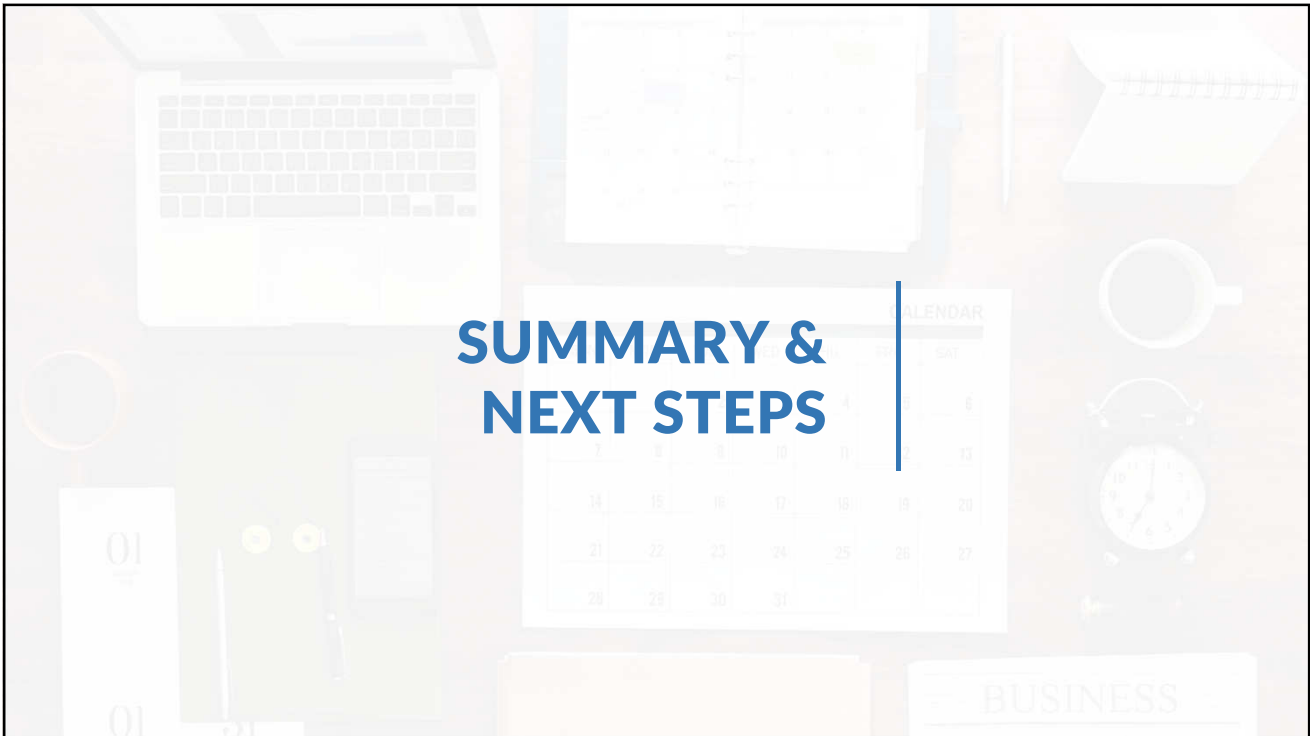
Do the lower scoring departments face similar challenges regarding opportunities for skill development? What obstacles may exist (e.g., time, resources, support)?

	Responses	I have the opportunity to develop my skills at Sandy City.
<b>Sandy City Overall</b>	<b>402</b>	<b>77%</b>
City Attorney	12	92%
Fire	77	87%
Public Utilities	43	84%
Parks and Recreation	35	83%
Justice Court	15	80%
Community Development	27	78%
Administration	13	77%
Administrative Services	43	77%
Police	99	70%
Public Works	34	50%

Differences from Overall of 10 or more are highlighted in pink/green.  
Note: It is easier for smaller groups to get "extreme" scores

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## KEY FINDINGS



### STRENGTHS

ENGAGEMENT IS STRONG AND INCREASED SIGNIFICANTLY SINCE 2018

EMPLOYEES HAVE POSITIVE AND RESPECTFUL INTERACTIONS WITH THEIR COWORKERS

LEADERSHIP IS PERCEIVED MORE FAVORABLY RELATIVE TO 2018



### OPPORTUNITIES

PERCEPTIONS OF EXTERNAL PAY EQUITY, (ALTHOUGH IMPROVED FROM 2018)

PERCEPTIONS OF CAREER/DEVELOPMENT OPPORTUNITIES

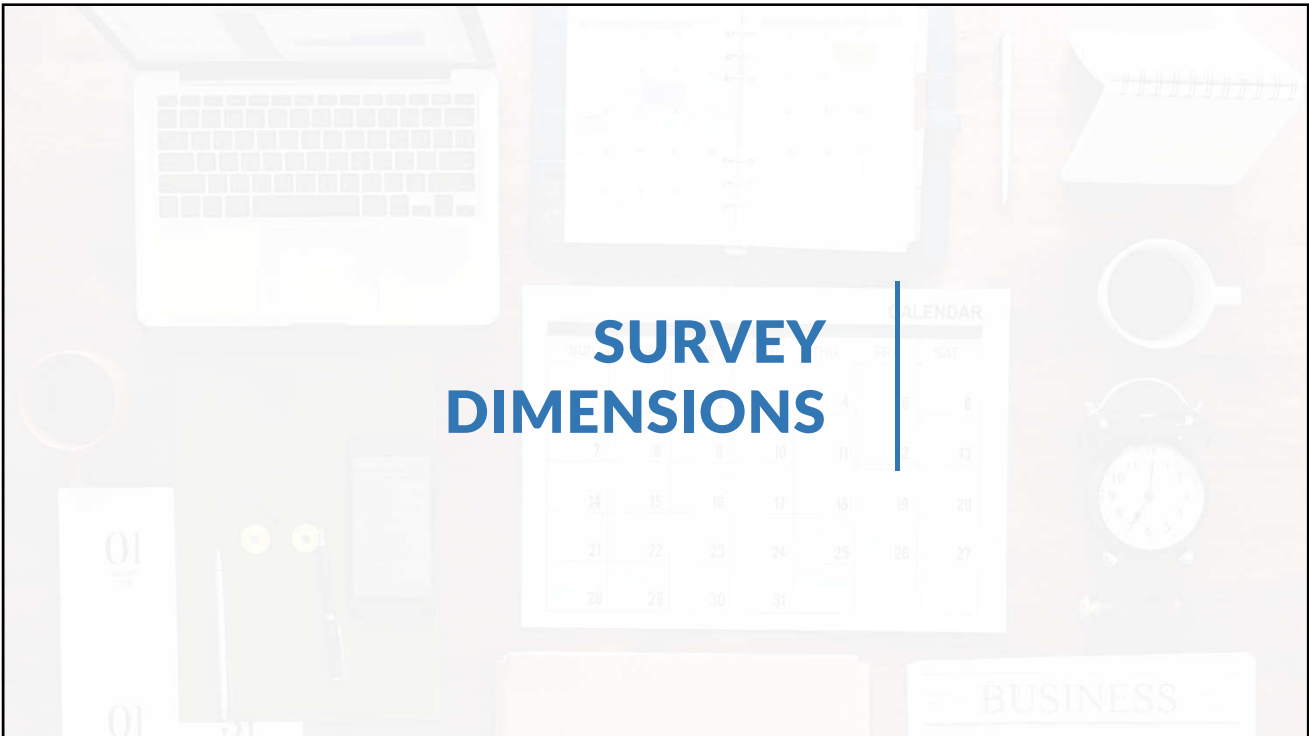
ENGAGEMENT VARIES BY DEPARTMENT



### WHERE TO FOCUS

CONTINUED FOCUS ON TWO-WAY COMMUNICATION

CONTINUED FOCUS ON HELPING EMPLOYEES UNDERSTAND HOW THEY CAN GROW THEIR SKILLS & CAREERS AT THE CITY



## CONDITIONS TO DO BEST WORK

Name	Responses	Distribution	2018	Benchmark
▼ Conditions to do Best Work		<div><div>80%</div><div>13%</div><div>7%</div></div>	+6	-
My work is challenging and interesting.	399	<div><div>90%</div><div>8%</div></div>	+1	-
I am able to effectively manage my current workload.	400	<div><div>82%</div><div>9%</div><div>9%</div></div>	+3	+23
I have the equipment and resources I need to do my current role.	400	<div><div>77%</div><div>13%</div><div>10%</div></div>	+8	+27
I have the opportunity to develop my skills at Sandy City.	401	<div><div>77%</div><div>18%</div></div>	+11	+10
I receive the training I need to do my job well.	401	<div><div>73%</div><div>18%</div><div>8%</div></div>	+6	+18

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## TWO-WAY COMMUNICATION: SUPERVISOR

Name	Responses	Distribution	2018	Benchmark
▼ Two-Way Communication: Supervisor		<div><div>78%</div><div>13%</div><div>9%</div></div>	+3	-
My direct supervisor is open and responsive to ideas from employees.	401	<div><div>79%</div><div>14%</div><div>7%</div></div>	+4	-1
My direct supervisor effectively communicates the information I need to know.	400	<div><div>77%</div><div>12%</div><div>11%</div></div>	+1	-

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## CITY LEADERSHIP

Name	Responses	Distribution	2018	Benchmark
▼ City Leadership		<div><div>76%</div><div>19%</div><div></div></div>	+13	-
The leadership of the City supports employees to perform their jobs effectively.	401	<div><div>79%</div><div>18%</div><div></div></div>	+14	-
City leadership contributes to a positive work culture.	399	<div><div>76%</div><div>18%</div><div></div></div>	+16	-
I feel valued and respected by the leadership of the City.	401	<div><div>72%</div><div>21%</div><div>7%</div></div>	+9	-

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## TWO-WAY COMMUNICATION: DEPARTMENT SENIOR LEADERSHIP

Name	Responses	Distribution	2018	Benchmark
▼ Two-Way Communication: Department Senior Leadership		<div><div>69%</div><div>17%</div><div>14%</div></div>	+12	-
My department senior leadership is open and responsive to ideas from employees.	400	<div><div>71%</div><div>16%</div><div>13%</div></div>	+14	-
My department senior leadership effectively communicates the information I need to know.	400	<div><div>68%</div><div>17%</div><div>16%</div></div>	+10	-

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## TWO-WAY COMMUNICATION: CITY LEADERSHIP

Name	Responses	Distribution	2018	Benchmark
▼ Two-Way Communication: City Leadership		62% 31% 8%	+10	-
City leadership is open and responsive to ideas from employees.	401	64% 29% 7%	+13	-
City leadership effectively communicates the information I need to know.	400	60% 32% 8%	+7	-

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## LOWEST SCORING: PAY & PROGRAMS

Name	Responses	Distribution	2018	Benchmark
▼ Pay & Programs		57% 21% 23%	+15	-
I feel my pay is competitive relative to those in similar positions at similar organizations.	401	57% 21% 23%	+15	-

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