



THE CITY OF WEST JORDAN CITY COUNCIL MEETING November 15, 2023

Thomas M. Rees Justice Center
8040 S Redwood Road
West Jordan, UT 84088

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CITY COUNCIL MEETING 6:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **SPECIAL RECOGNITION**
 - a. Oath of Office of the West Jordan Youth Council

4. **PUBLIC COMMENT**

Comments should be directed to the Council Chair and commenters should not expect any debate with or responses from the City Council, Mayor, or City Staff. However, as a point of personal privilege Council Members, the Mayor, and Staff may respond to public comments if recognized by the Council Chair. Members of the City Council strive to create a respectful and professional decorum during Council Meetings so that the meeting can be conducted in an orderly, efficient, effective, and dignified manner. It is our desire that each person attending a City Council meeting feel safe, respected, and comfortable participating in their government. We hope that commenters will have that same goal and strive to do their best to keep comments respectful, professional, and free from profanity, personal attacks, and indecency. When addressing the Council, please provide your full name and limit your remarks to three (3) minutes. Written comments may be submitted if a citizen does not wish to speak.

5. **REPORTS TO COUNCIL**

- a. City Council Reports
- b. Council Office Report
- c. Mayor's Report
- d. City Administrator's Report

6. BUSINESS ITEMS

- a. Re-Certification of the West Jordan Justice Court

7. CONSENT ITEMS

Routine items on the Consent Agenda not requiring public discussion by the City Council or which have been discussed previously may be adopted by one single motion. A Council member may request to remove an item from the consent agenda for individual discussion and consideration.

- a. Approve Meeting Minutes
 - October 18, 2023 – Committee of the Whole Meeting
 - October 25, 2023 – Regular City Council Meeting
- b. Resolution No. 23-068 amending Council Policies and Procedures on Seniority and other associated references.

8. COUNCIL MEETING WRAP UP

- a. City Council Remarks
- b. Council Administrative Items

9. ADJOURN

UPCOMING CITY COUNCIL MEETINGS

- Wednesday, November 29, 2023 – Special City Council Meeting – 6:00p
- Wednesday, December 6, 2023 – Board of Canvassers Meeting – 6:00p
- Wednesday, December 6, 2023 – Regular City Council Meeting – 6:00p
- Wednesday, December 20, 2023 – Regular City Council Meeting – 6:00p

Interested parties may contact the Council PRIOR to the meeting in one of the following ways: *(your comment will not be part of the meeting but will be provided to all members of the entire City Council)*

- *Call the 24-hour Public Comment Line PRIOR to the meeting and leave a message: (801)*

569-5052. Please include your name and phone number.

- Send an email to councilcomments@westjordan.utah.gov. Please include your name and phone number.

You can follow the City Council on Twitter @WJCityCouncil and on Facebook @WestJordanCityCouncil

In accordance with the Americans with Disabilities Act, the City of West Jordan will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the West Jordan City Council Office at 801-569-5017, providing at least three working days' advance notice of the meeting.

ELECTRONIC PARTICIPATION

One or more council members may participate electronically in this meeting using online video conferencing technology per Utah Code (§52-4-207) and West Jordan City Ordinance 1-13-1-E. Members' participation via electronic communication will be broadcast and amplified so other Council Members and all other persons present in the Council Chambers will be able to hear or see the communication.

INTELLECTUAL PROPERTY PERMISSION NOTICE

By attending this meeting/event, you consent to the use of your photograph, voice, likeness, and image in broadcasts of this meeting/event, and in subsequent productions drawn from video or audio recordings of this meeting/event, in the sole and absolute discretion of the City of West Jordan. The city retains copyright for all video and audio recordings. Video and audio recordings may not be modified, manipulated, or distributed in any way without the express written consent of the City's Chief Executive Officer.

CERTIFICATE OF POSTING

I certify that the foregoing agenda was posted at the principal office of the public body, on the Utah Public Notice website <https://www.utah.gov/pmnl/>, on West Jordan City's website <https://westjordan.primegov.com/public/portal>, and notification was sent to the Salt Lake Tribune, Deseret News, and the West Jordan Journal.

Please note: agenda items are subject to change and may be reordered or tabled in order to accommodate the needs of the City Council, staff, and the public.

Posted and dated November 9, 2023 Cindy M. Quick, MMC, Council Office Clerk



REQUEST FOR COUNCIL ACTION

Action: Need Council to take action

Meeting Date Requested : 11/15/2023

Presenter: Korban Lee

Deadline of item : 12/15/2023

Applicant: Korban Lee

Department Sponsor: Administration

Agenda Type: CONSENT ITEMS

Presentation Time: 0 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Re-Certification of the West Jordan Justice Court

2. EXECUTIVE SUMMARY

State statute requires that municipal justice courts be re-certified by the Utah Judicial Council every four years. The current West Jordan Justice Court certification expires on January 31, 2024. In order to be re-certified, the Utah Judicial Council requires that the West Jordan City Council approve a resolution requesting recertification by the Justice Courts Standards Committee and the Utah Judicial Council and affirm the City's commitment to the requirements of a Justice Court established by the Judicial Council.

3. TIME SENSITIVITY / URGENCY

The current certification of the West Jordan Justice Court expires on January 31, 2024. In order to complete the re-certification process with the Judicial Council prior to this expiration, the application for re-certification by the City of West Jordan must be received by the Administrative Office of the Courts prior to December 15, 2023.

4. FISCAL NOTE

No additional funding is needed as part of this resolution. However, this resolution does affirm the City's commitment to the continued funding and operation of the Justice Court.

5. PLANNING COMMISSION RECOMMENDATION

N/A

6. STAFF ANALYSIS

N/A

7. MOTION RECOMMENDED

Move to approve resolution 23-067, a resolution requesting the re-certification of the West Jordan City Municipal Justice Court.

8. MAYOR RECOMMENDATION

Resolution recommended for approval.

9. PACKET ATTACHMENT(S)

Resolution

10. OTHER INFORMATION

1
2
3
4 THE CITY OF WEST JORDAN, UTAH
5 A Municipal Corporation
6

7 **RESOLUTION NO. 23-067**
8

9 **A RESOLUTION REQUESTING THE RECERTIFICATION OF THE WEST JORDAN**
10 **CITY MUNICIPAL JUSTICE COURT**
11

12 WHEREAS, Utah Code § 78A-7-103 requires that Justice Courts be recertified at the end of
13 each four year term; and
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15 WHEREAS, the present term of the West Jordan City Municipal Justice Court ("Court") expires
16 on the 31st day of January, 2024; and
17

18 WHEREAS, the City Council of West Jordan City ("City Council") has received an opinion letter
19 from Josh Chandler, City Attorney, which sets forth the requirements for the operation of a
20 municipal justice court and the feasibility of continuing to maintain the same; and
21

22 WHEREAS, the City Council has determined that it is in the best interests of West Jordan City
23 to continue to provide for a municipal justice court.
24

25 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST JORDAN,
26 UTAH:
27

28 Section 1. The City Council hereby requests recertification of the West Jordan Justice
29 Court by the Justice Courts Standards Committee and the Utah Judicial
30 Council
31

32 Section 2. The City Council hereby affirms its commitment to the requirements set
33 forth by the Judicial Council for continued operation of the Court for the
34 next four-year term of the court, except as to any requirements waived by
35 the Utah Judicial Council
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37 Section 3. This Resolution shall take effect immediately upon passage.
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39 ADOPTED by the City Council of the City of West Jordan, Utah, this ____ day of ____ 2023.
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41 *(Continued on the following pages)*
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CITY OF WEST JORDAN

By: _____
Christopher McConnehey
Council Chair

ATTEST:

Cindy M. Quick, MMC
Council Office Clerk

- Voting by the City Council**
- Council Chair Christopher McConnehey
 - Council Vice Chair Pamela Bloom
 - Council Member Kelvin Green
 - Council Member Zach Jacob
 - Council Member David Pack
 - Council Member Kayleen Whitelock

"YES"	"NO"
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐



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Assistant City Attorney
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Edward A. Berkovich
Senior Assistant City Prosecutor
Stefanie Merrill-Hansen
Assistant City Prosecutor
Sterling Corbett
Assistant City Prosecutor

November 9, 2023

West Jordan City Council
8000 South Redwood Road
West Jordan, Utah 84088

Re: Justice Court Recertification

Dear City Council:

As part of the recertification of the West Jordan City Justice Court (the "Court"), the Utah Code of Judicial Administration requires that I provide a written opinion to you setting out the requirements for the operation of the Court and opining upon the feasibility of the City maintaining a municipal justice court. I have attached a complete copy of the Application for Recertification of Existing Justice Courts, which includes the requirements.

Judge Ronald E. Kunz has certified that the West Jordan Justice Court meets the operational standards for recertification. I believe, (i) based on reports from the Court relative to its operation, (ii) based on other information I have received concerning the Court from the City Administration, and (iii) my own observations, that it is feasible to continue to maintain the West Jordan City Justice Court.

Respectfully,

Joshua D. Chandler
West Jordan City Attorney

Attachment: Application for Recertification of Existing Justice Courts, October 2023

cc: Dirk Burton, Mayor
Korban Lee, City Manager
File

**APPLICATION
FOR RECERTIFICATION
OF EXISTING JUSTICE COURTS**



OCTOBER 2023

INSTRUCTIONS TO APPLICANT FOR RECERTIFICATION

As part of the recertification process, each entity should carefully review all requirements for the operation of justice courts. ***These requirements now include changes to Appendix B of the Code of Judicial Administration which took effect on May 1, 2023.***

In order to aid governing bodies in obtaining the necessary information regarding the continuing obligations of an entity with respect to the operation of the justice court, the governing body of each entity must request and review a written opinion from its attorney advising the entity of all requirements for the operation of a justice court, and the feasibility of maintaining a justice court. ***This opinion must address all requirements for operating a justice court, including those which took effect earlier this year.*** In addition, prior to submission of this application, each entity must duly pass a resolution requesting recertification. The resolution must also affirm that the entity is willing to meet all requirements for, and operation of, the court during the period of certification. ***A copy of the attorney's opinion and the resolution must accompany the application.*** Please use the checklist on page 24 of this packet.

(1) Statutory Requirements. Statutes of the State of Utah require that certain standards be met in the operation of a justice court. These statutory requirements include:

(1)(A) All official court business shall be conducted in a courtroom or an office located in a public facility which is conducive and appropriate to the administration of justice (Section 78A-7-213).

(1)(B) Each court shall be open and judicial business shall be transacted every day as provided by law (Section 78A-7-213), although the judge is not required to be present during all hours that the court is open.

(1)(C) The hours that the court will be open shall be posted conspicuously at the court and in local public buildings (Section 78A-7-213).

(1)(D) The judge and the clerk of the court shall attend the court at regularly scheduled times (Section 78A-7-213).

(1)(E) The entity operating the justice court shall provide and compensate a judge and clerical personnel to conduct the business of the court (Section 78A-7-206).

(1)(F) The entity operating a justice court shall assume the expenses of travel, meals, and lodging for the judge of that court to attend required judicial education and training (Section 78A-7-205).

(1)(G) The entity operating a justice court shall assume the cost of travel and training expenses of clerical personnel at training sessions conducted by the Judicial Council (Section 78A-7-103).

(1)(H) The entity operating the justice court shall provide a sufficient staff of public prosecutors to attend the court and perform the duties of prosecution (Section 78A-7-103).

(1)(I) The entity operating the court shall provide adequate funding for attorneys where persons are indigent as provided by law (Section 78A-7-103).

(1)(J) The entity operating the court shall provide sufficient local law enforcement officers to attend court when required and provide security for the court (Section 78A-7-103).

(1)(K) Witness and jury fees as required by law shall be paid by the entity which operates the court (Sections 10-7-76 and 17-50-319).

(1)(L) Any fine, surcharge, or assessment which is payable to the State shall be forwarded to the State as required by law (Sections 78A-7-120 and 78A-7-121).

(1)(M) Every entity operating a court shall pay the judge of that court a fixed compensation, within the range provided by statute (Section 78A-7-206).

(1)(N) Court shall be held within the jurisdiction of the court, except as provided by law (Section 78A-7-212).

(1)(O) The entity operating the court shall provide and keep current for the court a copy of the Utah Code, the Utah Court Rules Annotated, the justice court manual published by the state court administrator, the county, city, or town ordinances as appropriate, and other legal reference materials as determined to be necessary by the judge (Section 78A-7-103).

(1)(P) All required reports and audits shall be filed as required by law or by rule of the Judicial Council (Section 78A-7-215).

(1)(Q) All justice courts shall use a common case management system and disposition reporting system as specified by the Judicial Council (Section 78A-7-213).

(2) Judicial Council Minimum Requirements. In addition to those requirements which are directly imposed by statute, the Judicial Council has established additional requirements for the creation and ongoing certification of justice courts, as follows:

(2)(A) A clerk shall be available for at least one hour each day that the court is required to be open and during court hearings, as required by the judge. These hours shall be posted on the court's website.

(2)(B) The judge shall be available to conduct court business as needed, performing all duties required and exercising ultimate responsibility for the administration of justice as an independent branch of government.

(2)(C) All court hearings shall be conducted in a designated courtroom, including remote transmission, as permitted by the Judicial Council, or in another location authorized by the Presiding Judge.

(2)(D) The minimum furnishings for a courtroom shall include: a desk and chair for the judge (on a riser at least six inches above the well), a desk and chair for the court clerk, chairs for witnesses, separate tables and appropriate chairs for plaintiffs and

defendants, a Utah State flag, a United States flag, a separate area and chairs for at least four jurors, a separate area with appropriate seating for the public, an appropriate room for jury deliberations, and an appropriate area or room for victims and witnesses, which is separate from the public, as well as a judicial robe, a gavel, and necessary forms and supplies.

- (2)(E) Office space for the judge and clerk shall be appropriate. (Under certain circumstances this space may be shared, but if shared, the judge and clerk must have priority to use the space whenever needed.) The office space shall include a desk for the judge and a desk for the clerk, secure filing cabinets for the judge and the clerk, a telephone for the judge and a telephone for the clerk, appropriate office supplies to conduct court business, a cash register or secured cash box for each clerk performing cashiering duties, a computer with word processing software, and access to a scanner and copy machine.
- (2)(F) The court shall provide interpreters as required by Rule 3-306.04 of the Code of Judicial Administration.
- (2)(G) The entity shall have at least one peace officer (which may be contracted).
- (2)(H) A current court security plan shall be submitted for approval as required by Rule 3-414 of the Code of Judicial Administration.
- (2)(I) Each court shall have at least one computer with access to the internet, and appropriate software and security/encryption technology to allow for electronic reporting and access to the Driver License Division and the Bureau of Criminal Identification, as defined by the reporting and retrieval standards promulgated by the Department of Public Safety.
- (2)(J) Each court shall report required case disposition information to the DLD, BCI and the Administrative Office of the Courts electronically, as described in Section (2)(I) above.
- (2)(K) Clerks' education hours shall be reported to the Administrative Office of the Courts on an annual basis.
- (2)(L) The appointment of the clerk(s) assigned to serve the court shall be subject to the judge's approval, who may participate in the interview and personnel evaluation process for the clerk(s) at his or her discretion.
- (2)(M) Court staff shall be certified as contemplated by Rule 3-303 of the Code of Judicial Administration.
- (2)(N) Any interlocal agreement relating to court operations, as amended to date, shall be provided to the Justice Court Administrator.
- (2)(O) The court shall accept credit and debit cards through a system that integrates with CORIS.

(2)(P) The court shall have access to UCJIS.

(2)(Q) An audio recording system shall maintain a digital recording of all court proceedings (78A-7-103).

(2)(Q)(i) For Class I and Class II justice courts, the system must:

- (a) be a stand-alone unit that records and audibly plays back the recording;
- (b) index, back-up and archive the recording and enable the record to be retrieved;
- (c) have at least four recording channels;
- (d) have a one step “on” and “off” recording function;
- (e) have conference monitoring of recorded audio;
- (f) have external record archiving from the unit with local access;
- (g) be capable of being integrated with the courts public address system; and

(2)(Q)(ii) For Class III and Class IV justice courts, the system must, at a minimum:

- (a) be a stand-alone unit that records and audibly plays back the recording;
- (b) index, back-up and archive the recording and enable the record to be retrieved; and
- (c) have at least two recording channels.

(2)(Q)(iii) The Board of Justice Court Judges may create a list of products that meet these criteria.

In establishing minimum requirements, the Judicial Council has determined that justice courts with higher case filings require greater support services. To accommodate the great differences in judicial activity among justice courts throughout the state, the Council has divided courts into four classes based upon the average monthly cases filed in that court. Minimum standards have been set for each classification.

Courts which have an average of fewer than 61 cases filed each month are classified as Class IV Courts. The minimum requirements for a Class IV Court are set forth above. These requirements include both the statutory requirements and requirements promulgated by the Judicial Council, and are sometimes hereinafter referred to as “base requirements.”

Courts which have an average of more than 60 but fewer than 201 cases filed each month are classified as Class III Courts. In addition to the base requirements, a Class III Court must be open more hours each week (see Class III minimum requirements below), and court must be scheduled at least twice per month.

Courts which have an average of more than 200 but fewer than 501 cases filed each month are classified as Class II Courts. In addition to the base requirements, Class II Courts are required to be open additional hours (see Class II minimum requirements below), the courtroom configuration is required to be permanent (although the courtroom may be used by another entity when the court is not in session), court must be scheduled at least weekly, the judge must be

provided an appropriate office (chambers) for his or her own use, clerical space may not be shared, at least one full-time clerk must be provided (see Class II minimum requirements below), and the courtroom, judge's chambers and clerk's office must be in the same building.

Courts which have an average monthly filing of more than 500 cases are classified as Class I Courts. Class I Courts are considered to be full-time courts. In addition to the base requirements, a Class I Court must have a full-time judge, at least three full-time clerks, at least one of whom is available during regular business hours, it must have a courtroom which is dedicated for the exclusive use as a court and meets the master plan guideline adopted by the Judicial Council, and the judge's chambers and clerk's office cannot be shared by another entity.

The State Legislature has provided that any justice court that continues to meet the minimum requirements for its class is entitled to be recertified. The Judicial Council also has authority to waive any minimum requirement which has not been specifically imposed by the legislature (i.e. requirements (1)(A)-(1)(Q) above). Waiver is at the discretion of the Judicial Council and will be based upon a demonstrated need for a court to conduct judicial business and upon public convenience. Any waiver will generally be for the entire term of the certification. A waiver must be obtained through the Judicial Council each time a court is recertified, and the fact that a waiver has been previously granted will not be determinative on the issue of waiver for any successive application.

There is a great diversity in the needs of the justice courts. The needs of a particular court are affected by the type of cases filed (some courts have a high percentage of traffic matters, while others handle significant numbers of criminal and small claims matters), the location of the court, the number of law enforcement agencies served, the policies and procedures followed by each judge with respect to the operation of the court, and many other factors. Clerical resources and judicial time are particularly sensitive to local conditions. In order to adequately function, it is anticipated that some courts will exceed minimum requirements for clerical resources and judicial time. Similarly, the particular circumstances of a court may allow it to operate efficiently with less than the minimum requirements in the above areas; in such circumstances a waiver may be requested.

The statute also provides that the Judicial Council may grant an extension of time for any requirement which is not specifically required by statute. An extension may be granted at the discretion of the Judicial Council where individual circumstances temporarily prevent the entity from meeting a minimum requirement. An extension will be for a specific period of time and the certification of the court will terminate at the end of the extension period. In order for the court to continue to operate beyond the extension period, the court must be certified as meeting all requirements, obtain an additional extension, or obtain a waiver as provided above.

Applications for existing courts for recertification must be accompanied by an affidavit of the judge, on a form approved by the Judicial Council, certifying that the operational standards for the court have been met. Any exceptions to compliance with the minimum requirements or operational standards shall be noted on the above form. In addition, individual justice court judges must meet with the governing body of the entity which created the court at least once a year to review the budget of the court, review compliance with the requirements and operational standards of the court, and discuss other items of common concern and shall certify that this meeting has been held, and that the operational standards for the court have been met during the prior year.

Upon submission of an application, the Board of Justice Court Judges will conduct an appropriate independent investigation and notify the entity of its initial recommendations, whether in favor or against certification. If the Board intends to recommend against certification, it shall specify the minimum requirements that have not been met. The entity may then present additional information to the Board, request an extension, or request a waiver. After making an appropriate investigation based upon any additional information or request made by the entity, the Board will then submit its recommendations to the Judicial Council. The recommendations shall specify whether or not a waiver or extension should be granted, if either has been requested. If the recommendation is against recertification, or against waiver, or against extension, the entity may request that it be allowed to make an appearance before the Judicial Council. Any request to appear before the Judicial Council must be filed within 15 days of notification of the Board's recommendations.

If you have any questions concerning this application, please contact James Peters, Justice Court Administrator, by calling (801) 578-3824 or emailing jamesp@utcourts.gov.

OPERATIONAL STANDARDS

The following standards are intended to be applied in the recertification review by the Board of Justice Court Judges as operational standards. The justice courts are classified into four classes, based upon case filings. The case filing information is expressed in terms of filings per month, but courts will be classified on the basis of average monthly filings over a period of at least one year.

The classification of a court is determined at creation and is subject to review and possible reclassification twice per year. While the standards for some areas of court operation are uniform for all classifications of justice court, other standards are developed on a continuum, reflecting the difference in the time needed to competently manage caseloads at different levels.

Waiver or extension of any requirement promulgated by the Judicial Council may be obtained at the discretion of the Judicial Council based upon the need for a court. Considerations for waiver or extension will be made on a case by case basis in consideration of, among other things, public convenience and proximity to other courts.

CLASS I

MINIMUM REQUIREMENTS [Note that the following are **minimum** requirements. In order to adequately function as a Class I Court, it may be necessary for your court to exceed the minimum requirements.]

- FILINGS:

501 or more citations or cases filed per month

- HOURS:

Court Open: Full time

Judge: Full time

- FACILITY:

Dedicated Courtroom (with juror deliberation room)

Judge's Chambers

Clerk Office

Co-located in the same facility

(Meet the Master Plan Guidelines adopted by the Judicial Council)

- CLERICAL RESOURCES:

At least three full-time clerks

- PROSECUTION:

Prosecutor to screen cases and represent the county or municipality at trial.

- INDIGENT DEFENSE:

The municipality or county provides adequate funding to provide indigent defense counsel for any defendant who requests representation and qualifies.

- LEGAL RESOURCES:

The following must be available and kept current:

- a. Utah Code
- b. Local ordinances
- c. Justice Court Manual
- d. Other legal resources as required under 78A-7-103.

- LAW ENFORCEMENT:

The local government creating the court must have at least one employed or contracted peace officer.

- BAILIFF:

The local government creating the court must provide a sworn law enforcement officer to attend court when required and provide security for the court.

- SECURITY PLAN:

A court security plan must be submitted for approval consistent with Rule 3-414 of the Code of Judicial Administration.

- JURY/ WITNESS FEES:

Local government is responsible for payment of statutory juror and witness fees.

- EDUCATION:

Local government is responsible for cost of attendance at Judicial Council mandated training (at least 30 hours per year for the judge and certification requirements for clerks).

- REPORTING:

All reports and audits shall be made and timely filed as provided by law or by rule of Judicial Council. Reports to the Driver License Division and the Bureau of Criminal Identification must be made electronically (via the internet).

CLASS II

MINIMUM REQUIREMENTS [Note that the following are **minimum** requirements. In order to adequately function as a Class II Court, it may be necessary for your court to exceed the minimum requirements.]

- FILINGS:

201 to 500 citations or cases a month.

- HOURS:

Court Open:

201-300 filings At least 4 hours per day

301-400 filings At least 5 hours per day

401-500 filings At least 6 hours per day

Judge available when needed. Trial calendar set at least weekly.

- FACILITY:

Courtroom (configuration is permanent but may be shared)

Judge's Office

Clerk Office

(Courtroom and office must be co-located in the same building)

- CLERICAL RESOURCES:

201-275 filings At least one full-time clerk

276-350 filings 1.5 FTEs

351-425 filings 2.0 FTEs

426-500 filings 2.5 FTEs

- PROSECUTION:

Prosecutor to screen cases and represent the county or municipality at trial.

- INDIGENT DEFENSE:

The municipality or county provides adequate funding to provide indigent defense counsel for any defendant who requests representation and qualifies.

- LEGAL RESOURCES:

The following must be available and kept current:

a. Utah Code

b. Local ordinances

c. Justice Court Manual

d. Other legal resources as required under 78A-7-103

- LAW ENFORCEMENT:

The local government creating the court must have at least one employed or contracted peace officer.

- BAILIFF:

The local government creating the court must provide a sworn law enforcement officer to attend court when required and provide security for the court.

- SECURITY PLAN:

A court security plan must be submitted for approval consistent with Rule 3-414 of the Code of Judicial Administration.

- JURY/ WITNESS FEES:

Local government is responsible for payment of statutory juror and witness fees.

- EDUCATION:

Local government is responsible for costs of attendance at Judicial Council mandated training (at least 30 hours per year for the judge and certification requirements for clerks).

- REPORTING:

All reports and audits shall be made and timely filed as provided by law or by rule of Judicial Council. Reports to the Driver License Division and the Bureau of Criminal Identification must be made electronically, via the internet.

CLASS III

MINIMUM REQUIREMENTS [Note that the following are **minimum** requirements. In order to adequately function as a Class III Court, it may be necessary for your court to exceed the minimum requirements.]

- FILINGS:

61-200 citations or cases per month

- HOURS:

Court Open

61-150 filings At least 2 hours a day

151-200 filings At least 3 hours a day

Judge available as needed. Trial calendar set at least twice per month.

- FACILITY:

Courtroom (access to public facility for trials, arraignments, etc.)

Judge's /clerk office

(Meets minimum requirements)

- CLERICAL RESOURCES:

At least one clerk required to be available daily during the scheduled hours of court operation and during court sessions as needed.

- PROSECUTION:

Prosecutor to screen cases and represent the county or municipality at trial.

- INDIGENT DEFENSE:

The municipality or county provides adequate funding to provide indigent defense counsel for any defendant who requests representation and qualifies.

- LEGAL RESOURCES:

The following must be available and kept current:

a. Utah Code

b. Local ordinances

c. Justice Court Manual

d. Other legal resources as required under 78A-7-103

- **LAW ENFORCEMENT:**

The local government creating the court must have at least one employed or contracted peace officer.

- **BAILIFF:**

The local government creating the court must provide a sworn law enforcement officer to attend court when required and provide security for the court.

- **SECURITY PLAN:**

A court security plan must be submitted for approval consistent with Rule 3-414 of the Code of Judicial Administration.

- **JURY/ WITNESS FEES:**

Local government is responsible for payment of statutory juror and witness fees.

- **EDUCATION:**

Local government is responsible for costs of attendance at Judicial Council mandated training (at least 30 hours each year for the judge and certification requirements for clerks).

- **REPORTING:**

All reports and audits shall be made and timely filed as provided by law or by rule of Judicial Council. Reports to the Driver License Division and the Bureau of Criminal Identification must be made electronically, via the internet.

CLASS IV

MINIMUM REQUIREMENTS [Note that the following are **minimum** requirements. In order to adequately function as a Class IV Court, it may be necessary for your court to exceed the minimum requirements.]

- **FILINGS:**

0-60 citations and/or cases per month

- **HOURS:**

Court open at least one hour per day. Judge available as needed and trial calendar set at least monthly.

- **FACILITY:**

Courtroom (access to public facility for trials, arraignments, etc.)
Judge's/clerk office (can be a shared resource but court has priority when needed.)
(Meets minimum requirements)

- **CLERICAL RESOURCES:**

At least one clerk required to be available daily during the scheduled hours of court operation and during court sessions as needed.

- PROSECUTION:

Prosecutor to screen cases and represent the county or municipality at trial.

- INDIGENT DEFENSE:

The municipality or county provides adequate funding to provide indigent defense counsel for any defendant who requests representation and qualifies.

- LEGAL RESOURCES:

The following must be available and kept current:

- a. Utah Code
- b. Local ordinances
- c. Justice Court Manual
- d. Other legal resources as required under 78A-7-103

- LAW ENFORCEMENT:

The local government creating the court must have at least one employed or contracted peace officer.

- BAILIFF:

The local government creating the court must provide a sworn law enforcement officer to attend court when required and provide security for the court.

- SECURITY PLAN:

A court security plan must be submitted for approval consistent with Rule 3-414 of the Code of Judicial Administration.

- JURY/ WITNESS FEES:

Local government is responsible for payment of statutory juror and witness fees.

- EDUCATION:

Local government is responsible for costs of attendance at Judicial Council mandated training (at least 30 hours each year for the judge and certification requirements for clerks).

- REPORTING:

All reports and audits shall be made and timely filed as provided by law or by rule of Judicial Council. Reports to the Driver License Division and the Bureau of Criminal Identification must be made electronically, via the internet.

MINIMUM STANDARDS FOR THE COURTROOM AND OFFICE

Utah Justice Courts handle a very high volume of cases. With this magnitude of cases, it is likely that any contact an average citizen will have with the Utah Judicial System will be through the justice courts. In many instances, this contact will be a citizen's only impression of Utah's system of justice and, even in minor cases, is likely to leave a lasting impression. Regardless of the gravity of a matter before the court, citizens take their appearances as a defendant, witness or juror very seriously and form judgments on the entire judicial system on the basis of their personal experience. As such, it is essential that justice courts convey a sense of justice, dignity and concern for the citizens who interact with them. The facilities which house the courts play an instrumental role in forming these opinions and it is incumbent upon the judicial system to provide appropriately appointed forums in both the largest urban courts and the smallest rural communities.

The following space standards recommend courtroom designs that promote these goals. The courtroom sizes and support staff space are intended to allow for the expeditious administration of justice. They also allow for growth in judicial workloads and unforeseen changes in practice and procedure. In general terms, there are great similarities between the higher courts and justice courts in courtroom configuration and space dynamics. For example, the principles of bench elevation sight lines, witness-jury-judge proximity, and spectator-well orientation are all consistent between courts. Therefore, most of the design recommendations suggested for district courts apply to justice courts. The following discussion emphasizes these similarities and notes exceptions due to statutory and procedural differences as well as resource limitations.

- GENERAL COURTROOM DESIGN:

As stated above, justice court courtrooms should convey the same impressions of dignity, justice, and authority as those serving a court of higher jurisdiction. The appearance of the courtroom should reflect the fact that they are forums for justice. In applying design principles of the higher court to justice courts, the absence of court reporters and full-time bailiffs should be noted. Therefore, the following guidelines are presented in areas that are materially affected by the unique nature of the justice courts.

1. Courtrooms should be at least 1,300 square feet in Class I jurisdictions, 1,100 square feet in Class II jurisdictions and 800 square feet in Class III and Class IV jurisdictions. Walls and ceilings should have appropriate finishes and the well should be illuminated to prevent reading eye strain. The room should be sound insulated from outside noise. All courtrooms should be fully carpeted and adequate ventilation and temperature controls should be installed.
2. The judge's bench should be elevated at least one riser (six inches) above the well floor level. As in the district court, judges' benches should be elevated above the eye level of persons who approach the bench, usually three risers (18 inches). It is recognized however, those low ceiling heights in some justice courts do not allow for three-riser elevation. Benches elevated 18 inches or more in smaller courts can bring the judge too close to the ceiling when standing and puts the bench out of proportion to the room size. One riser should be the minimum standard and additional elevation is desirable as the dimensions of the room permit. Sufficient

space should be provided on the bench for limited file and personal storage and the necessary audio/visual and technology systems to facilitate court proceedings. A concealed duress alarm should be located at the bench in case of emergencies. Other space design considerations may be considered and implemented as necessary to facilitate court proceedings.

3. The witness box should be placed adjacent to the judge's bench. All courtroom participants must have a clear line of sight to the witness box. The box should be large enough to accommodate two people and be enclosed on two to three sides, depending on the entry location. The height of the witness box should shield the witness only from the waist down so that all non-verbal gestures can be easily viewed.
4. The jury box should be placed near the witness box and also have a clear line of sight to all participants. The standard jury box should accommodate five jurors. This will accommodate four jurors with an option for an alternate juror and space for a disabled juror. The jury box should consist of a single row of stationary swivel seats.

The jurors themselves should be in view of the court as well as the spectators to ensure the perception of an open and public trial. However, the jury box should be sufficiently distanced from the spectator area to inhibit any physical or verbal contact. Seven feet from the center of the first juror's chair to the bar is adequate. This leaves an additional two to three feet from the edge of the bar to the center of the nearest spectator's seat.

A "modesty rail" should be placed in front of the jurors with enough depth to rest documents and files.

A clerk's station should be provided by the judge's bench opposite from the witness stand. This will accommodate different in-courtroom practices and procedures. It should also have storage and required technology systems and controls to facilitate court proceedings. The clerk's station should be located to facilitate conversation between the clerk and the judge from the judge's bench.

5. Tables for the defense and prosecution should be provided to comfortably seat three persons each. The tables' distance from each other, the spectators, and the jury should be such that private conversations cannot be overheard. This usually requires at least five feet between tables and eight feet from the nearest juror or spectator.
6. Judge's chambers should be at least 120-160 square feet with direct access to the judge's bench and to the clerk's area. Chambers should be equipped with adequate shelving for law texts, a desk and chair for the judge and visitor seating for small meetings or conferences.

7. A jury room no smaller than 150 square feet should be integrated into each justice court. This space can serve as a conference room for attorneys and clients or as flexible space when not in use by a jury. A table and chairs should be provided and a telephone outlet should be installed for conference use. A toilet room should be conveniently available to the conference room and a drinking fountain should be in close proximity.

The Clerk's area should include a reception area for visitors and a counter to receive people with business before the court. The reception area should be no less than 150 square feet and the counter space should comprise 60 square feet (e.g. a seven-foot counter with a depth of three feet and approximately three feet of open area on each side).

A restroom for the public and a separate restroom for the judge, staff and jurors should be provided.

Clerical staff should be afforded 75 square feet per person to accommodate a desk, chair, computer and other equipment and perimeter space. Staff space should be open landscape type. A small storage and print/copier area should also be provided.

- CLERICAL/SUPPORT SPACE:

The clerical and support space listed in the general court standards can also be applied to the justice courts. Actual justice court staff will vary widely depending on location, workload and county support.

COURT CERTIFICATION AFFIDAVIT

Justice Court: _____

Judge: _____

Address: _____

Telephone: _____

Court's Website: _____

Level of Court (Circle one): I II III IV

Average Case Filings Per Month: _____

Daily Court Hours: _____

Number of Full-time Clerks: _____

Hours Worked Per Week Per Clerk: _____

Number of Part-time Clerks: _____

Hours Worked Per Week Per Clerk: _____

This form is divided into two parts. Section I contains those requirements that are statutory and cannot be waived. Section II contains minimum requirements established by the Judicial Council, and those requirements may be waived pursuant to the procedure set forth in the Instructions to Applicant included with this Application for Recertification.

Comes now Judge _____,

Justice Court Judge for _____,

and, except as specifically noted below, certifies as follows:

SECTION I

**THE FOLLOWING ITEMS ARE STATUTORY AND CANNOT BE WAIVED.
CERTIFICATION WILL NOT BE GRANTED UNLESS EACH REQUIREMENT IS
MET.**

Please indicate **Yes or No** to each of the following:

1. All official court business is conducted in a public facility. _____
2. Court is open daily. _____
3. The hours of court operation are posted conspicuously. _____
4. The judge and the clerk attend court at regularly scheduled times based on the level of the court. _____
5. The judge is compensated at a fixed rate, within the statutory range. _____
6. The responsible governmental entity provides and compensates sufficient clerical personnel necessary to conduct the business of the court. _____
7. The responsible governmental entity assumes the expenses of the travel of the judge for purposes of required judicial education. _____
8. The responsible governmental entity assumes the expenses of the travel of each clerk for the purposes of attending training sessions conducted by the Judicial Council. _____
9. The responsible governmental entity provides the Court with:
 - a. Sufficient prosecutorial support _____
 - b. Funding for attorneys for indigent defendants, as appropriate _____
 - c. Sufficient local law enforcement officers to attend court as provided by statute _____
 - d. Security for the court as provided by statute _____
 - e. Witness and juror fees _____
 - f. Appropriate copies of the Utah Code, the Justice Court Manual, state laws affecting local governments, local ordinances and other necessary legal reference materials _____
10. Fines, surcharges and assessments which are payable to the state are forwarded as required by law. _____

11. Court is held within the jurisdiction of the court, except as provided by law (78A-7-212).

12. All required reports and audits are filed as required by law or Rule of the Judicial Council.

13. A record of all court proceedings is maintained by an appropriate digital recording system.

SECTION II

Section II contains minimum requirements established by the Judicial Council, and those requirements may be waived or an extension granted pursuant to the procedure set forth in the Instructions to Applicant included with this Application for Recertification.

Please indicate **YES or NO** to each of the following:

1. A clerk is available each day to conduct court business, including hearings as required by the judge, for the number of hours required for the classification of the court. _____
2. Hours during which a clerk is available are posted on the court's website. _____
3. The judge is available to conduct court business as needed. _____
4. The judge performs all duties required and exercises ultimate responsibility for the administration of justice as an independent branch of government. _____
5. All court hearings are conducted in a designated courtroom, by remote transmission, or in another location authorized by the Presiding Judge. _____
3. Minimum furnishings in the courtroom include:
 - a. Desk and chair for the judge _____
 - b. A six-inch riser _____
 - c. Desk and chair for the court clerk _____
 - d. Chairs for witnesses _____
 - e. Separate tables and appropriate chairs for plaintiffs and defendants _____
 - f. A new Utah State flag that will be on display no later than March 9, 2024 _____
 - g. A United States flag _____
 - h. A separate area and chairs for at least four jurors _____
 - i. A separate area with appropriate seating for the public _____
 - j. An appropriate room for jury deliberations _____
 - k. An appropriate area or room for victims and witnesses which is separate from the public _____
 - l. A judicial robe _____

- m. A gavel _____
 - p. Necessary forms and supplies _____
 - q. Office space for the judge _____
 - r. Office space for the court clerk _____
 - s. Secure filing cabinets _____
 - t. Appropriate office supplies _____
 - u. A cash register or secured cash box for each clerk performing cashiering duties _____
 - v. At least one computer with word processing software and internet access _____
 - w. Access to a scanner and copy machine _____
- 4. The court shall provide interpreters as required by Rule 3-306.04 of the Code of Judicial Administration. _____
 - 5. Does the applicant have a law enforcement department? _____
 - 6. If the applicant does not have a law enforcement department, identify the law enforcement agency which will provide law enforcement services for the applicant: _____

 - 7. A court security plan has been submitted for approval as required by Rule 3-414 of the Code of Judicial Administration. _____
 - 8. The court electronically reports to the Driver License Division, the Bureau of Criminal Identification and the Administrative Office of the Courts as required. _____
 - 9. Clerks' education hours shall be reported to the Administrative Office of the Courts on an annual basis. _____
 - 10. The appointment of the clerk(s) assigned to serve the court are subject to the judge's approval, who may participate in the interview and personnel evaluation process for the clerk(s) at his or her discretion. _____
 - 11. Court staff are current with all certification requirements required by the Board of Justice Court Judges from the month after starting with the court through September 30, 2023.

12. Any interlocal agreement relating to court operations shall be submitted to the Administrative Office of the Court with the city's application for recertification. _____
13. The court accepts credit and debit cards through a system that integrates with CORIS. _____
14. The court has access to UCJIS. _____
15. An audio recording system that complies with the description below maintains a digital recording of all court proceedings. _____

For Class I and Class II justice courts, the system must:

- Be a stand-alone unit that records and audibly plays back the recording;
- Index, back-up and archive the recording and enable the record to be retrieved;
- Have at least four recording channels;
- Have a one-step "on" and "off" recording function;
- Have conference monitoring of recorded audio;
- Have external record archiving from the unit with local access; and
- Be capable of being integrated with the court's public address system.

For Class III and Class IV justice courts, the system must, at a minimum:

- Be a stand-alone unit that records and audibly plays back the recording;
- Index, back up and archive the recording and enable the record to be retrieved; and
- Have at least two recording channels.

16. If the court is a **Class I** court:
 - a. Judge is employed on a full-time basis _____
 - b. Dedicated courtroom which meets the master plan guidelines adopted by the Judicial Council _____
 - c. Court has a jury deliberation room _____
 - d. Judge's chambers, clerk's office, and courtroom are in the same building _____
 - e. Judge has his or her own private chambers _____
 - f. Clerk's office is separate from any other entity _____
 - g. Court is open during normal business hours _____

17. If the court is a **Class II** court:
- a. Court is open (check one)
 - ____ 201-300 average monthly filings: at least 4 hours/day
 - ____ 301-400 average monthly filings: at least 5 hours/day
 - ____ 401-500 average monthly filings: at least 6 hours/day
 - b. Trial calendar is set at least weekly ____
 - c. Courtroom configuration is permanent ____
 - d. Courtroom, judge's chambers, and clerk's office are within the same building ____
 - e. Judge has his or her own private chambers ____
18. If the court is a **Class III** court:
- a. Trial calendar is set at least twice per month ____
 - b. Court is opened (check one):
 - ____ 61-150 average monthly filings: at least 2 hours/day
 - ____ 151-200 average monthly filings: at least 3 hours/day
19. If the court is a **Class IV** court:
- a. Trial calendar is set at least monthly ____
 - b. Court is open at least 1 hour per day ____
20. **If you have responded with a "no" to any item in Section II above, you must request a waiver or extension below and justify that request.** If waiver or extension of any requirement is requested, please specify each requirement and indicate factors which demonstrate a need for the waiver or extension. For any requested extension, please include the requested extension period. (To receive a waiver or extension of any requirement, the information requested in this section must be provided. Remember that statutory requirements cannot be waived or extended).

I am familiar with the minimum operational standards for this court, and except as noted above, those standards are currently met or exceeded. During the current term of the court, I have met with the appropriate governing body of the city to review the budget of the court, review compliance with the minimum requirements and operational standards, and discuss other items of common concern.

DATED this _____ day of _____, 2023.

Justice Court Judge

I declare under criminal penalty of the State of Utah that the foregoing is true and correct.

Executed on this _____ day of _____, 2023.

C H E C K L I S T

Please be sure that your application for recertification includes each of the following:

1. ____ Court Certification Affidavit completed and signed by the judge.
2. ____ A copy of a written opinion from the city or county attorney (as appropriate), directed to the appropriate sponsoring governmental entity, advising that entity of all requirements for the operation of the justice court and the feasibility of maintaining the court.
3. ____ A copy of a duly passed resolution of the sponsoring governmental entity that
 - a. requests recertification of the court, and
 - b. affirms that the entity is willing to meet all requirements for the operation of the court during the period of certification.
4. ____ A copy of your court security plan, as required by Rule 3-414 of the Code of Judicial Administration.
5. ____ A copy of any interlocal agreement(s) relating to court operations, as amended to date.

**ALL OF THESE DOCUMENTS MUST BE RECEIVED BY THE ADMINISTRATIVE
OFFICE OF THE COURTS BY:
DECEMBER 15, 2023.**

Board of Justice Court Judges
Attention: James M. Peters
Administrative Office of the Courts
P. O. Box 140241
Salt Lake City, Utah 84114-0241
jamesp@utcourts.gov

SAMPLE RESOLUTION

A RESOLUTION REQUESTING THE RECERTIFICATION OF
THE _____ JUSTICE COURT

WHEREAS, the provisions of U.C.A. 78A-7-103 require that Justice Courts be recertified at the end of each four-year term; and

WHEREAS, the term of the present Court shall expire on the 31st day of January 2024; and

WHEREAS, the members of the _____ City Council have received an opinion letter from _____, City Attorney, which sets forth the requirements for the operation of a Justice Court and feasibility of continuing to maintain the same; and

WHEREAS, the members of the _____ City Council have determined that it is to the best interests of _____ Municipality to continue to provide for a Justice Court.

BE IT RESOLVED, the _____ (name of Council or Board) hereby requests recertification of the _____ Justice Court by the Board of Justice Court Judges and the Utah Judicial Council.

BE IT FURTHER RESOLVED, the _____ (name of Council or Board) of Municipality hereby affirm their willingness to continue to meet all requirements set forth by the Judicial Council for continued operation of the _____ Justice Court for the next four-year term of court, except as to any requirements waived by the Utah Judicial Council.

APPROVED and signed this _____ day of _____, 2023.

Municipality

by _____

(Title)

ATTEST: _____



MINUTES OF THE CITY OF WEST JORDAN
COMMITTEE OF THE WHOLE
Wednesday, October 18, 2023 – 6:00 pm
Waiting Formal Approval

Thomas M. Rees Justice Center
8040 S Redwood Road • West Jordan, UT 84088

1. CALL TO ORDER

COUNCIL: Chair Chris McConnehey, Vice Chair Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

STAFF: Council Office Director Alan Anderson, Mayor Dirk Burton, Assistant City Administrator Jamie Davidson, City Administrator Korban Lee, Senior Planner Ray McCandless, Assistant City Attorney Duncan Murray, Attendee Warren Hallmark

Chair McConnehey called the meeting to order at 6:00 pm

2. DISCUSSION TOPICS

- a. ***Copper Rim – Preliminary Development Plan / Master Development Agreement Amendment; a petition by Matt Dean/C.W. Land Co. requesting a major variation to the Preliminary Master Development Plan for Copper Rim at approximately 7516 South Copper Rim Drive by (1) removing the requirement for 204 age-restricted senior housing units in Phase 9 and replacing it with 133 market-rate multi-family residential townhomes, (2) changing the location and classification of Phase 9 road from a Public Road to Private Driveways, and (3) reconfiguring phase boundaries, relocating lots, changing street connections, removing private alleys, and making other revisions to the adopted Preliminary Development Plan.***

Senior Planner Ray McCandless explained proposed amendments to the Copper Rim Preliminary Development Plan and Master Development Agreement and answered questions from the Council.

Council Member Green commented that four-story residential buildings were not allowed by ordinance and asked how the proposed change from 204 senior housing units to 133 multi-family townhomes would be in the best interest of the city. Council Member Jacob liked the lower density. Council Member Worthen expressed the opinion that West Jordan needed senior housing options and she did not want to cut out the senior housing. Council Member Green asked for the final density of the development. He was willing to look at modifying the ordinance, but not as proposed. He felt the proposal was premature because it did not take into consideration how the PC Zone was written.

Responding to a question from Vice Chair Bloom, Matt Dean with C.W. Land said they had looked at several economic analyses and found that an age-restricted project would not work at the subject location. The current proposal was to do something different and

avoid a failed project. Mr. Dean said the proposed townhome product had been successful in the market. Vice Chair Bloom expressed the opinion that 14-foot-wide driveways would not work. Mr. Dean responded that Daybreak successfully delivered 12-foot-wide driveways. He said the 204 age-restricted units had been planned as rentals, and the 133 townhomes were proposed to be owned.

Council Member Whitelock was opposed to removing the senior housing overlay, and not interested in changing the balanced housing ordinance. She felt the proposed change would lower the number of units but increase the number of vehicles. She was not comfortable approving the current proposal.

Chair McConnehey was hesitant to remove the senior housing overlay and would not want to set a precedent that would undermine the balanced housing overlay in the future. He appreciated the reduction in units with the proposed housing change and preferred adding additional green space. Chair McConnehey appreciated the direction of the proposal and wanted to hear more. He asked why the applicant felt the proposal was an improvement over the original Development Plan, why the relocation of units was not a concern, and why standard lots would be less costly for homeowners to maintain. Mr. Dean suggested the proposal was an improvement in the reduction of overall units and amount of open space, and said alleys were less costly for a homeowner's association to maintain.

Mr. McCandless reported that phasing lines did not work the further they got into the project and the currently proposed phasing lines offered two points of access for looping of roads for each phase. He said original lot widths were found to be incorrect in northern Copper Rim, requiring a shift in lot lines.

Council Member Pack spoke of trying to find a balance between low density, decent price points, and senior housing opportunities. He appreciated the proposed reduction in density but would be hesitant to completely remove the senior housing overlay. Council Member Pack expressed interest in hearing more about the commercial phase. Mr. Dean repeated that they had looked at the senior housing component for the last year, and found it would not work. He said C.W. Land had also analyzed the possibility of small detached housing units, and found the 50-55 units possible would not create the necessary critical mass for the economics to work. Council Member Whitelock said the Council already gave the applicant a big concession in the form of reduced commercial.

Council Member Jacob liked the reduced density, and believed the proposed residential would provide as good a buffer to the higher density across 7000 South as the originally proposed senior housing. He did not believe it was the Council's responsibility to dictate the price of homes developed. He asked about future plans for 7000 South, and made suggestions for concessions in the form of increased road width. Vice Chair Bloom said she would have liked to see statistics backing the decision to move away from the senior housing.

Council Member Green wondered if residents of the proposed townhome product would find it easier to park on 7000 South than in the parking lot, as he had observed at Echo

Ridge, and suggested open space should be increased with the decrease in residential units. He did not want to modify the balanced housing ordinance and could not yet see that the proposal would be in the City's best interest. Council Member Jacob said he liked the proposed ordinance amendment but would remove language referring to "best interest of the city".

Chair McConnehey spoke of changes since the Copper Rim development was first considered and discussed. He would be willing to discuss the possibility of modifying the balanced housing ordinance to make townhomes exempt from the PC Zone and perhaps the PRD Zones. Chair McConnehey mentioned unique townhome options that could become a draw for the development. Council Member Green was looking for more creativity to create the best possible development. Chair McConnehey was interested in providing parking that would not encourage residents to park on public streets.

Council Member Pack wanted to see something offered for seniors and young families with different price points. Mr. Dean expressed confidence that the proposed townhome product would attract a wide range of buyer types.

The Council and staff discussed the proposal to shift site access from 7000 South to Copper Rim Drive via a private street in Phase 9. Mr. McCandless explained staff concerns regarding the proposed public street connection between Phase 8 and Falcon Ridge Elementary. Mr. Dean discussed the proposal with the Council.

Council Member Green moved to vote whether or not Council Members supported the proposal to replace 204 senior dwelling units with 133 market-rate townhomes as presented in the agenda packet. Council Member Whitelock seconded the motion.

Council Members Worthen, Whitelock, Green, McConnehey, and Bloom did not support the proposal as presented. Council Members Bloom and Pack requested further discussion. Council Member Jacob expressed support for the proposal as presented.

Chair McConnehey asked if Council Members would be willing to discuss adding townhomes as an exempt housing type for the PC Zone. Five Council Members indicated they were in favor, with two opposed.

b. Discussion of Transportation Projects

East/West Connectivity/9000 South – Assistant City Administrator Jamie Davidson noted that transportation was at the forefront of citizen concerns in relation to sustainability and livability in the city and emphasized that staff took the responsibility seriously. Public Works Director Brian Clegg provided an update regarding transportation planning relative to 9000 South and east/west connectivity. He emphasized that decisions would be made following an environmental impact study process with public feedback opportunities.

Council Member Green asked why the Council was receiving the presentation, since decisions for such a project were the responsibility of the Executive Branch. He

commented that if UDOT wanted a road to go through, it would go through whether the City wanted it or not unless the City could offer a good alternative. Council Member Worthen noted that it was the Council's job to listen to and have conversations with the residents. Assistant City Administrator Davidson reported that the City was in the business of building neighborhoods and make them thrive. In contrast, UDOT was in the business of building roads. He explained that the intent of the presentation was to prepare those present for future conversations with UDOT regarding transportation planning, to help positively affect the outcome since the City and UDOT had different focuses. Chair McConnehey noted that residents had recently reached out to Council regarding plans to realign 9000 South from 6100 West to U111.

The Council and staff discussed development and transportation plans and needs. Council Member Jacob questioned how the current alignment of 9000 South had taken place, however he understood that plans change over time, and master plans were not always followed. Council Member Green expressed the opinion that the established process needed to play out without premature Council involvement. Chair McConnehey believed it was important for the Council to be aware of what was happening. Council Member Jacob expressed a desire to look at the situation with a fresh view and decide what would be best for moving forward. Council Member Worthen encouraged individuals to keep suggesting ideas to improve safety moving forward.

Transportation Utility Fee – City Administrator Korban Lee explained that most cities subsidized maintenance of roads through the general fund. Eleven or twelve years ago, a couple cities in the State implemented a Transportation Utility Fee, a monthly fee on homes and commercial properties to assist with the cost of maintaining roads. The legality was subsequently debated in court, and the Utah Supreme Court determined the Transportation Utility Fee to be a tool that cities could use. Mr. Lee asked the Council to keep the Transportation Utility Fee in mind as a possible tool to use in the future, and commented the issue may be discussed by the Legislature during the next session. Vice Chair Bloom thanked Mr. Lee for keeping the Council informed.

c. Discussion of Council Rules related to Council Seniority

Chair McConnehey explained Council seniority was currently defined by length of consecutive years served. He felt the definition was no longer pertinent due to changes in Council Rules, and suggested the definition could be changed or removed. Council Member Whitelock was not comfortable altering the language but would be comfortable removing the definition. Council Member Green expressed a desire to remove the definition. Council Member Pack was willing to continue the conversation if seniority mattered to Council seating on the dais, in light of the potential need to fill a vacancy in coming months. Council Member Jacob said he believed seniority needed to be spelled out if seniority mattered. Chair McConnehey stated seniority did not affect Council seating, and the definition did not drive any action. Responding to a question from Chair McConnehey, Council Members did not appear to object to including deletion of the definition on a future agenda.

3. AMINISTRATIVE ITEMS

Council Member Jacob shared thoughts and ideas from a recent ChamberWest retreat: foster an environment where it was okay to disagree; silence was consent; and establish a spokesperson and abide by decisions of the body.

Council Member Pack reported he had seen a notice from Copper Hills High School that applications were being accepted for the City Youth Council.

4. ADJOURN

Council Member Green moved to adjourn the Committee of the Whole meeting. Chair McConnehey seconded the motion, which passed by unanimous vote (6-0). Council Member Worthen had stepped away from the meeting.

I certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on October 18, 2023. This document constitutes the official minutes for the West Jordan Committee of the Whole meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this ____ day of ____ 2023



**MINUTES OF THE CITY OF WEST JORDAN
CITY COUNCIL MEETING
Wednesday, October 25, 2023 – 6:00 pm
Waiting Formal Approval**

Thomas M. Rees Justice Center
8040 S Redwood Road • West Jordan, UT 84088

1. CALL TO ORDER

COUNCIL: Chair Chris McConnehey, Vice Chair Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

STAFF: Council Office Director Alan Anderson, Community Engagement & Government Affairs Director Tauni Barker, Public Works Director Brian Clegg, Public Utilities Director Greg Davenport, Assistant City Administrator Jamie Davidson, Associate Planner Lisa Elgin, Community Development Director Scott Langford, City Administrator Korban Lee, Fire Chief Derek Maxfield, Council Office Clerk Cindy Quick, Public Services Director Cory Fralick, Attendee Warren Hallmark

Chair McConnehey called the meeting to order at 6:00 pm

2. PLEDGE OF ALLEGIANCE

Rob Bennett led participants in the Pledge of Allegiance.

3. SPECIAL RECOGNITION

Chair McConnehey announced a change in the order of special recognition items to recognize Council Member Worthen first.

b. Outgoing District 2 Council Member Recognition

Council Office Director Alan Anderson took the opportunity to recognize Council Member Melissa Worthen for her service on the City Council for the past four years. Mr. Anderson presented Council Member Worthen with tokens of appreciation. He felt she would be deeply missed and wished her the best in her new adventures. Fire Chief Derek Maxfield expressed appreciation for Council Member Worthen's support and friendship.

a. West Jordan Fire Department Badge Pinning

Chief Maxfield supervised a badge pinning ceremony for recently promoted officers Captain Jesse McKenna, Captain Danny Gates, Captain Josh Kapinski, and Engineer Jason Maughn, and new officers Gavin Pate, Gavin Jourie, Joshua Mulavy, and Ben Hershey. He recognized Brian Ottley for recently completing a Supervising Fire Officer designation. The Council took the opportunity to congratulate the officers and take photographs.

At 6:15 pm, Council Member Green moved for a 5-minute recess. Council Member Whitelock seconded the motion, which passed by unanimous vote (7-0).

The meeting reconvened at 6:20 pm

4. PUBLIC COMMENT

Chair McConnehey opened the public comment period at 6:20 pm

Comments:

Cindy Leach, West Jordan resident, speaking on behalf of neighbors and residents of 8230 South, voiced concern with a noticeable increase in traffic due to the closure of 1300 West. She said drivers were ignoring signs placed blocking the road to through traffic. She thanked the Mayor for his help and believed that full-size diesel and flatbed trucks did not belong on their neighborhood road. She asked that something more be done.

Ellen Hills, West Jordan resident, thanked the Mayor and City Engineer for their help so far with 8230 South. It was her understanding that the 1300 West project would not be completed until March of 2024 at the earliest and spoke of the impact of the trucks using the road. Ms. Hill asked the City to make a plan now for what would be done to address the issue.

Rob Pope, West Jordan resident, received a citation from West Jordan City regarding trees out of compliance. He expressed the opinion that cutting trees to 14 feet above the curb and 8 feet above the sidewalk made them look ridiculous, and requested that the Council put the ordinance back the way it was. Mr. Pope noted of trees at City Hall that were out of compliance and believed a \$900 fine was ridiculous. He felt the City had bigger and better things to worry about.

Scott Bell, West Jordan resident, believed the long-term viability of the City would largely come down to water management. He wanted to xeriscape his front yard next year, spoke of a free chip drop program available, and asked the City to consider providing dumpsters on demand for disposal of sod.

Ann Marie Barrett, Manager of Bingham Creek Library, spoke of recent and upcoming library activities and events.

Scott Howell with Peterson Development reported on the Home Depot grand opening in West Jordan that evening. He expressed appreciation for the service and leadership of the Council.

Rob Bennett, West Jordan resident, said he was grateful to live in West Jordan City, where people were willing to work together to find solutions to problems. He thanked Council Member Worthen for her service on the Council.

Jake McNinch, West Jordan resident, expressed opposition to the Peterson Homes high density development. Mr. McNinch expressed the opinion that the Peterson Development was not financially feasible, and was not an optimal use of the land. He said the Planning Commission unanimously recommended against the plan, and reminded the Council that 2023 was an election year.

Cassie Jones said she seconded Mr. McNinch's comments on behalf of her neighborhood, and was opposed to the Peterson Development project.

Chair McConnehey closed public comment at 6:48 pm

5. REPORTS TO COUNCIL

a. City Council Reports

Council Member Whitelock gave a shout-out to West Jordan Fire Department for a recent Chili Cook-off in support of burn patients. She informed Council of a new vernacular for 'attainable housing for first time home buyers.' She noted that there were currently 165,000 entitled units across the state, which seemed to exceed the perceived demand. She highlighted that 67.2% of cities in the State had recently updated their general plans or were currently in the process. She mentioned a recent state audit of the Intermountain Power Authority and suggested the potential of similar audit's for city interlocal agreements.

Council Member Green enjoyed the energy and enthusiasm at the Home Depot grand opening, and thanked City staff for their part in bringing a second Home Depot to West Jordan.

Council Member Jacob agreed that the Home Depot opening was a great event and was impressed with the success of the event as well.

Council Member Pack left the meeting at 6:54 pm

Council Member Worthen said there were cupcakes at the back of the room, and encouraged those in attendance to take one.

b. Council Office Report

Warren Hallmark provided an update on the Youth Council application process, and reported the first Youth Council meeting was scheduled for November 14, 2023.

c. Mayor's Report

Mayor Burton gave several updates: a new trail system to access Hayden Peak Elementary School, Truck Ranch Development was moving forward, a recent success for WJ Cultural Arts Society, the opening of a new restaurant, Churros & Crepes, and First Friday Concerts will continue.

Council Member Pack returned at 6:57 pm

d. City Administrator's Report

Public Works Director Brian Clegg reported that 1300 West was expected to be open by the end of November. Mr. Clegg answered questions from the Council, and explained staff would work on directing large trucks away from neighborhood roads. Public Utilities Director Greg Davenport provided an update on the Zone 6 water tank site, and a Leland Drive water line project.

6. PUBLIC HEARINGS

- a. Resolution No. 23-056 approving a substantial amendment to the Community Development Block Grant Program Year 2023 Annual Action Plan for transfer of funds from the Housing Rehabilitation Loan Program and Contingency to the Low-to Moderate-Income Neighborhood Infrastructure Program and authorizing the Mayor to sign associated agreements**

Associate Planner Lisa Elgin reported that staff identified three projects (Camelot Park, Country Squire Park, and Executive Drive Storm Drain Project) for use of 2023 Community Development Block Grant (CDBG) funds.

Chair McConnehey opened a public hearing at 7:12 pm

Comments:

None

Chair McConnehey closed the public hearing at 7:12 pm

MOTION: Council Member Green moved to APPROVE Resolution No. 23-056 approving a substantial amendment to the Community Development Block Grant Program Year 2023 Annual Action Plan for transfer of funds from the Housing Rehabilitation Loan Program and Contingency to the Low- to Moderate-Income Neighborhood Infrastructure Program and authorizing the Mayor to sign associated agreements. Council Member Worthen seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

NO:

ABSENT:

The motion passed 7-0.

- b. Resolution No. 23-057 authorizing the Mayor to sign the Edward Byrne Justice Assistance Grant Program Certification and Assurances for \$42,071**

Senior Management Analyst Jeremy Olsen oriented the Council with the Edward Byrne Justice Assistance Grant Program and the \$42,071 received for the Police Department mental health and wellness program. He noted that the City would have one year to spend the funds.

Chair McConnehey opened a public hearing at 7:15 pm

Comments:

None

Chair McConnehey closed the public hearing at 7:15 pm

Council Members Whitelock and Worthen thanked staff for pursuing grants to supplement what could be done for City employees.

MOTION: Council Member Green moved to APPROVE Resolution No. 23-057 authorizing the Mayor to sign the Edward Byrne Justice Assistance Grant Program Certification and Assurances for \$42,071.
Council Member Worthen seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

NO:

ABSENT:

The motion passed 7-0.

c. Resolution No. 23-058 authorizing the Mayor to sign the Edward Byrne Justice Assistance Grant Program Certification and Assurances for \$43,375

Mr. Olsen oriented the Council with grant funds awarded for the purchase of mobile defibrillators for the Police Department.

Chair McConnehey opened a public hearing at 7:20 pm

Comments:

None

Chair McConnehey closed the public hearing at 7:21 pm

MOTION: Council Member Worthen moved to APPROVE Resolution No. 23-058 authorizing the mayor to sign the Edward Byrne Justice Assistance Grant Program Certification and Assurances for \$43,375.
Council Member Green seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

NO:

ABSENT:

The motion passed 7-0.

d. Ordinance No. 23-38 amending West Jordan City Streetlighting Design and Construction Standards Section 16500 by adding an additional commercial streetlight; K118 Washington – LED by King Luminaire

Public Services Director Cory Fralick showed an image of the commercial streetlight style proposed for addition to the Streetlighting Design and Construction Standards, and explained the City had experienced availability issues and significant price increases with streetlights.

Responding to a question from Council Member Whitelock, Mr. Clegg said the allowed hours for street work were 7:00 am to 10:00 pm and it was noted that the hours were listed differently in the packet. Staff explained that the City contracted with licensed electricians.

Chair McConnehey opened a public hearing at 7:26 pm

Comments:

None

Chair McConnehey closed the public hearing at 7:27 pm

Chair McConnehey thanked staff for bringing a proposal to save money to the Council.

MOTION: Council Member Whitelock moved to APPROVE Ordinance No. 23-38 amending West Jordan City Streetlighting Design and Construction Standards Section 16500 by adding an additional commercial streetlight; K118 Washington – LED by King Luminaire. Council Member Worthen seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

NO:

ABSENT:

The motion passed 7-0.

e. Ordinance No. 23-37 amending City Code to add Section 9-4-4 Sanitary Sewer Pumping and Lift Stations

Utilities Manager Greg Davenport reported that City Council directed staff to prepare an amendment to add City lift station standards to City Code. He presented the drafted amendment, and noted the Planning Commission reviewed the language and forwarded a positive recommendation. Mr. Davenport answered questions from the Council, and clarified the City did not currently have any public lift stations. He believed every property in the City could be serviced by a gravity system.

Responding to a question from Council Member Jacob, Mr. Davenport said the City did have one private lift station, owned by an HOA. The proposed language would not prohibit a private lift station, but a developer would have to demonstrate to the City there was no other possible way to install a sewer system.

Chair McConnehey opened a public hearing at 7:37 pm

Comments:

None

Chair McConnehey closed the public hearing at 7:37 pm

MOTION: Council Member Green moved to APPROVE Ordinance No. 23-37 amending City Code to add Section 9-4-4 Sanitary Sewer Pumping and Lift Stations.

Council Member Worthen seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

NO:

ABSENT:

The motion passed 7-0.

7. BUSINESS ITEMS

a. Resolution No. 23-064 setting the date, time, and place and application dates to fill a mid-term vacancy for West Jordan City Council District 2

Council Office Director Alan Anderson explained Utah State Election Code for filling a vacant Council seat. The Council discussed State requirements. A majority of the Council indicated support for beginning to accept applications on November 1, 2023, and ending on November 17, with interviews and Council discussion on November 29, 2023.

MOTION: Council Member Green moved to APPROVE Resolution No. 23-064 setting the dates for applications beginning November 1 and ending November 17, 2023 at 5:00 pm, setting the date to fill the vacancy for West Jordan City Council District 2 on November 29, 2023 at 6:00 pm at the Thomas M. Rees Justice Center Community Room at 8040 S Redwood Road.

Council Member Jacob seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock

NO: Pamela Bloom

ABSTAIN: Melissa Worthen

ABSENT:

The motion passed 5-1.

8. CONSENT ITEMS

a. Approve Meeting Minutes

- October 11, 2023 – Regular City Council meeting

MOTION: Council Member Green moved to APPROVE the consent agenda.

Council Member Whitelock seconded the motion.

The vote was recorded as follows:

YES: Chris McConnehey, Pamela Bloom, Kelvin Green, Zach Jacob, David Pack, Kayleen Whitelock, Melissa Worthen

NO:

ABSENT:

The motion passed 7-0.

9. COUNCIL MEETING WRAP UP

a. City Council Remarks

Council Member Whitelock –

- Gave a shout-out to Council Member Worthen for her service and was saddened she needed to leave the Council early. She wished her well in her transition to a new state.
- She also offered appreciation to staff and inquired why Vice Chair Bloom voted in opposition for the motion on 7a.

Council Member Green –

- Encouraged residents to participate in Witches Night Out at Gardner Village. He suggested the City work with UTA to establish a free faire zone or help with trolley busses to increase pedestrian safety in the area.
- He was sad to say goodbye to Council Member Worthen, expressed appreciation for her service to the city, and wished her the best of luck.

Council Member Jacob –

- Spoke of a recent conversation with the CEO of O2 Utah about the Community Renewable Energy Program, and expressed a desire to bring the conversation back up and find out what options were available.
- He also wished Council Member Worthen well and hoped she enjoys Colorado.

Vice Chair Bloom –

- Thanked Council Member Worthen for her friendship noting that she would be deeply missed.

Council Member Pack –

- appreciated Council Member Worthen's enthusiasm and zeal in serving the City and said West Jordan's loss was Colorado's gain. He wished her the best in her move.

Chair McConnehey –

- Thanked Council Member Worthen for her service and said there were few people who worked behind the scenes with as much energy and enthusiasm as she did. He expressed appreciation, and said she had done a large amount of good for a good many people.

b. Council Administrative Items

None

c. Outgoing District 2 Council member Closing Remarks

Council Member Melissa Worthen thanked those who supported her and allowed her to have a voice on the Council. She spoke of differences between growing up in New England and living in Utah. She appreciated the opportunity to contribute in her own way and create new connections. Her passion had been to be a positive voice by offering “shout outs” to express appreciation for residents and staff who truly make a difference in the City of West Jordan. She encouraged the Council to continue recognizing efforts and to always end each meeting on a positive note and publicize the positive in the community.

10. ADJOURN

Council Member Worthen moved to adjourn the meeting. Council Member Green seconded the motion. The motion passed by majority vote (5-1), with Chair McConnehey opposed and Council Member Worthen abstaining.

The meeting adjourned at 8:32 pm

I hereby certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on October 25, 2023. This document constitutes the official minutes for the West Jordan City Council Meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this ____ day of ____ 2023



REQUEST FOR COUNCIL ACTION

Action: Need Council to take action

Meeting Date Requested : 11/15/2023

Presenter: Alan Anderson

Deadline of item : 12/20/2023

Applicant:

Department Sponsor: Council Office

Agenda Type: BUSINESS ITEMS

Presentation Time: 5 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Resolution No. 23-068 amending Council Policies and Procedures on Seniority and other associated references.

2. EXECUTIVE SUMMARY

At the October 18, 2023 Committee of the Whole work session, the council discussed making amendments to Council Rules and Procedures related to the removal of references for seniority. The council directed staff to make the amendments and to bring them back for review and potential adoption.

Changes include:

- Heading changes related to the removal. (Page 19)
- Removal of Section 104 on Seniority. (page 21)
- Renumbering around the deleted section. (Page 21)
- Clarifying Dais seating for ease of implementation as seniority was used by staff to make seating arrangements. (Page 13)

3. TIME SENSITIVITY / URGENCY

The Council Office desires these changes to be adopted before the last meeting of 2023 in preparation for January seating of a new council, council chair and council vice-chair.

4. FISCAL NOTE

There is no impact to the budget.

5. PLANNING COMMISSION RECOMMENDATION

N/A

6. STAFF ANALYSIS

Staff has made the amendments as requested.

7. MOTION RECOMMENDED

"I move to approve/deny Resolution No. 23-068 amending Council Policies and Procedures on Seniority and associated references."

8. MAYOR RECOMMENDATION

N/A

9. PACKET ATTACHMENT(S)

10. OTHER INFORMATION

Minutes from 10-18-23 Committee of the Whole meeting

THE CITY OF WEST JORDAN, UTAH

RESOLUTION NO. 23-068

A RESOLUTION AMENDING COUNCIL RULES AND PROCEDURES

WHEREAS, pursuant to Utah Code § 10-3-606 municipalities are required to adopt rules of procedure; and

WHEREAS, there currently exists a set of *Council Rules, Policies and Procedures*; and

WHEREAS, the current West Jordan City Council desires to establish an orderly way to conduct business; and

WHEREAS, the West Jordan City Council desires to amend the *Council Rules, Policies and Procedures* that solidify an orderly process;

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN CITY, UTAH AS FOLLOWS:

Section 1. The West Jordan City Council *Council Rules, Policies and Procedures* is hereby amended as set forth in Exhibit A attached hereto.

Section 2. This Resolution shall take effect immediately upon passage.

Passed and adopted by the City Council of West Jordan, Utah, this _____ day of _____ 2023.

CITY OF WEST JORDAN:

By: _____
Christopher McConnehey
Council Chair

ATTEST:

Cindy M. Quick, MMC
Council Office Clerk

Voting by the City Council

Council Chair Christopher McConnehey
Council Vice Chair Pamela Bloom
Council Member Kelvin Green
Council Member Zach Jacob
Council Member David Pack
Council Member Kayleen Whitelock

"YES"

"NO"

☐☐☐☐☐☐☐☐☐☐☐☐



COUNCIL RULES

CITY OF WEST JORDAN

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RULE AUTHORITY

(1) These Council Rules consist of the rules regulating the business of the Council and the conduct of its members, staff, and committees as provided in West Jordan City Code §[1-6-8](#).

(2) Should there be an inconsistency between Council Rules and the West Jordan City Code, the West Jordan City Code prevails. However, in the case that West Jordan City Code is inconsistent with Utah State Code, then Utah State Code prevails. The City of West Jordan is a political subdivision of the State of Utah as outlined in Utah State Code §[10-1-201](#).

(3) Council Rules may be suspended in regular meetings, special meetings, or Committee of the Whole meetings by a 2/3 vote of the body pursuant to West Jordan City Code §[1-6-8](#)(B)

(4) The City Council adopts a modified version of Robert's Rules using "Robert's Rules of Order - In Brief Updated 3rd Edition."

TITLE 1: COUNCIL MEETING PROCEDURES

CHAPTER 1: COUNCIL MEETINGS

PART 1 TYPES OF MEETINGS

SECTION 101 REGULAR COUNCIL MEETINGS

(1) Regular and Special Council Meetings are outlined in Utah Code §[10-3-502\(1\)](#) and the City Council will comply with state law.

(2) The City Council shall hold at minimum, one regular Council Meeting per month as outlined in Utah Code §[10-3-502\(1\)\(b\)](#) and West Jordan City Code §[1-13-1\(A\)](#).

(3) Actions taken during a Council Meeting may include:

(a) approving an item;

(b) rejecting an item by an explicit motion to reject, or as the result of a failed motion to approve;

(c) continuing an item to a future specified date;

(d) moving an item to an unspecified date after:

(i) considering the validity of the current legal notice; and

(ii) checking with staff to determine whether there may be other consequences to moving an item to an unspecified date;

(e) referring an item back to a Committee of the Whole, Council Subcommittee, or an Ad Hoc Committee; and

(f) referring an item back to Council Staff or Administrative Staff with a designated “report back to Council” date that either:

(i) grants Council Staff an adequate amount of time to research the item and provide relevant solutions or data, if the issue is referred back to Council Staff; or

(ii) is congruent with a timeline assigned by the Administrative branch, if the issue is referred to the Administrative branch and the Administrative branch is willing to assign staff members to the issue.

(4) Council Meetings are subject to the rules defined in Part 2, Meeting Procedures.

SECTION 102 SCHEDULING OF MEETINGS

(1) The Council shall meet in accordance with West Jordan City Code [§1-13-1](#)

(2) With the assistance of Council Staff, the Council will create a calendar of when meetings will occur prior to the new year in accordance with Utah Code [§52-4-202](#)(2)(a) and Utah Code [§10-3-502](#).

(3) The calendar shall also feature holidays, relevant conferences, and when the Utah State Legislature legislative session commences and concludes.

(4) The Council shall also schedule Committee of the Whole Meetings, any annual budget and policy retreats, and meetings that relate to budgeting processes.

SECTION 103 SPECIAL MEETINGS OF THE COUNCIL

(1) Special Meetings of the Council may be ordered by any two Council Members or the Mayor, as outlined in Utah Code [§10-3-502](#)(2).

(2) Special Meetings of the Council are subject to the rules defined in Part 2, Meeting Procedures.

SECTION 104 COMMITTEE OF THE WHOLE MEETINGS

(1) Committee of the Whole Meetings are a less formal avenue for discussion among Council Members, the Mayor, and City Staff and are therefore not subject to Part 2, Meeting Procedures.

(2) A Committee of the Whole Meeting shall not be considered a “regular Council meeting” as defined in Utah Code [§10-3-502](#)(1).

(3) A Committee of the Whole Meeting shall not be considered a “special meeting of the council” as defined in Utah Code [§10-3-502](#)(2).

(4) Dates of Committee of the Whole Meetings will be held at dates and times set by the body of the City Council.

(5) Committee of the Whole Meetings inclusive of elected officials from other governing bodies will be scheduled by Council Leadership.

(6) Committee of the Whole Meetings shall be legally noticed and must list all topics proposed for discussion and action on a formal agenda.

(7) In a Committee of the Whole Meeting, the Council may complete the following procedural items:

(a) move an item forward to a future Council Meeting for consideration and possible final action;

(b) keep an item on the agenda or continue an item for a future Committee of the Whole Meeting;

(c) refer an item, if appropriate, to the Planning Commission for further review;

(d) refer an item to a Council Subcommittee for study, usually with a specific report date;

(e) table an item indefinitely; or

(f) make requests of Council Staff, Administrative Staff, or the Mayor for information by way of four agreeing Council Members.

SECTION 105 COUNCIL SUBCOMMITTEE MEETINGS

(1) Council Subcommittees are formed under the procedures designated in West Jordan City Code [§1-6-13\(B\)\(2\)](#) and governed under Council Policies and Procedures.

(2) The rules within this Section are intended to serve as policies to help administer Subsection (2).

(3) Council subcommittees MAY:

(a) conduct policy reviews;

(b) serve as discussion arms for the Council to assist the Council in examining issues that may come before it in greater depth and detail;

(c) develop recommendations for consideration by the full Council body;

(d) allow for flexibility in discussions and in-depth review;

(e) enhance communication between the Council and City staff at the early phase of the development of significant items affecting public policy questions: and

(f) obtain early feedback from members of the Council on issues affecting public policy before their presentation, as necessary, to the full Council.

(4) Council subcommittees SHALL NOT:

(a) speak on behalf of the entire Council;

(b) prevent an item from coming before the full Council body; nor

(c) make decisions that bind the City, the City Council, or the Mayor.

(5) City Council Standing Committees are designated under West Jordan City Code [§1-6-13\(B\)\(2\)](#).

(6) Any two members of the Council Subcommittee may call for a subcommittee meeting.

PART 2 MEETING PROCEDURES

SECTION 201 MODIFIED ROBERTS RULES AND DISCUSSION RULES

(1) The Council has adopted the simplified parliamentary procedures shown in the Robert's Rule Section of this document.

(2) Under these simplified rules:

(a) the Council Chair is the presiding officer;

(i) if the Council Chair is incapable or absent, then the Council Vice Chair shall become the presiding officer;

(ii) if the Council Chair and Council Vice Chair are anticipated to be unable to preside, arrangements may be made in advance for another council member to serve as acting chair for the meeting—the appointed acting chair may call the meeting to order and conduct until an acting chair has been appointed for the duration of the meeting; or

(ii) if the Council Chair and Council Vice Chair are incapable or absent and no acting chair was appointed prior to the meeting, the Council Members present shall appoint an acting chair for the meeting—the most senior present member of the council may call the meeting to order and conduct until an acting chair has been appointed for the duration of the meeting.

(b) the Council Office Director, or a Council Member designated by the Council by a majority vote, is the parliamentarian;

(c) Council Members who have not spoken on a particular issue may be prioritized over those who have already spoken on the issue.

(d) The Council member who made a motion has priority to speak first on the issue.

(3) The parliamentarian may:

(a) at the request of the presiding officer;

(i) help respond to points of order and parliamentary inquiries; and

(ii) give an explanation of the rules directly to the assembly.

(b) call the attention of the presiding officer to something if it has been accomplished out of order.

(4) Other actions that may be accomplished by Council Members as part of meeting procedures include:

(a) obtaining the floor by gaining recognition from the presiding officer, which allows the Council Member to:

(i) give comments or ask questions to fellow members of the Council, Council Staff, or Administrative Staff on the issue before the Council; and

(ii) undertake Subsection (5)(a)(i) without cross-exchanges occurring between Council Members and members of the public; unless:

(A) a point of order is appropriate;

(B) personal privilege is in order; or

(C) recognition is withdrawn by the presiding officer.

(b) having the opportunity to speak once on a topic before another Council Member is granted the opportunity to speak on a topic for the second time;

(c) postponing a matter with a motion and vote of the body to postpone the matter indefinitely or to a time and date certain;

(d) refusing to state reasons for a dissenting vote, known as a right to protest; or

(e) voting as described in Section 202 of this Part.

(5) Speakers should appropriately gain recognition from the chair before addressing the Council.

SECTION 202 VOTING PROCEDURES

(1) On matters requiring a vote from the Council Body, the presiding officer will call for the vote, and present Council Members may:

(a) cast an affirmative vote;

(b) cast a negative vote; or

(c) abstain from voting.

(2) Each ordinance, resolution, or action that would create a liability against the City, or upon the request of any Council Member, shall be acted upon by a verbal roll call vote of each Council Member.

(3) Every resolution or ordinance shall be in writing before the vote is taken and the number of required votes to approve or reject every ordinance or resolution shall be established by state law, including:

(a) not less than the minimum votes required by Utah Code §[10-3-507](#) as amended or its successor provision; or

(b) a super majority vote, if mandated by State law.

(4) Matters not requiring a “roll call” vote may be acted upon by the presiding officer declaring a consensus, in his/her discretion unless the vote occurs electronically and one of those votes is negative, in which case a roll call vote will be performed.

(5) The presiding officer may call for a collective vote of the Council, as affirmative or negative vote.

(6) A tie vote is equivalent to a vote that has failed except for procedural motions which are determined by the chair or in Section 3.

(7) All actions and votes of the Council shall be recorded by Council Staff or by an Executive staff member approved by the Mayor or Chief Administrative Officer upon request from the Council Office Director.

SECTION 203 RECONSIDERATION

(1) For an action of the Council to be reconsidered, a motion for reconsideration shall be made in a regular council meeting by:

(a) a member of the prevailing majority, within two regular meetings of the original action: or,

(b) a member who was absent during the Council Meeting where the original action was taken at the first regular meeting when the member is again present.

(2) A council action may also be reconsidered if the Council, by an affirmative majority vote in a regular council meeting, determines that significant new information has arisen within one (1) year of the original decision that warrants reevaluation of the original action.

(3) If a motion for reconsideration was properly made and passed by a majority vote of the City Council as set forth in Paragraphs (1) or (2) above, any member of the Council may make a motion seeking an alternate outcome of the action being reconsidered. If such a motion fails, the original action shall remain in place.

SECTION 204 CONFLICTS OF INTEREST

- (1) If a Council Member has a conflict of interest as defined in State or City law, that Council Member shall disclose the conflict consistent with Utah Code §[10-3-1301, et seq.](#), Municipal Officers' and Employees' Ethics Act, which is considered the minimum standard for conflicts of interest.
- (2) Council Members should abstain from voting on a matter and avoid participating in the discussion of any item before the Council for which their participation may violate the Municipal Officers' and Employees' Ethics Act or the ethics requirements in City Code.
- (3) The conflicted Council Member shall not knowingly influence, lobby, or address the matter with Council Members or staff before disclosing the conflict.

SECTION 205 PUBLIC COMMENT

- (1) Interested persons who desire to address comments to the Council during public comment periods may be recognized by the presiding officer, either through a pre-submitted "request to speak" form, through the raise of hand, or approaching the podium.
- (2) Each speaker shall use a microphone when available and within their comments clearly state their name and city of residence.
- (3) The Council may allow up to three (3) minutes for each person who addresses the Council. Reducing time for an individual to address the council may be done by a vote of the council.
- (4) If the Council Chair deems a person will be speaking as a representative of a group, the Council Chair may allow up to five (5) minutes to address the City Council on behalf of the group.
- (5) With the vote of the majority of the City Council, the Council Chair may set a cumulative time limit for public comment before or during the public comment period. Reducing time for public comment or closing public comment periods while there are still members of the public wishing to speak requires a vote of the majority of the present council members.

SECTION 206 REMOVAL DUE TO DISORDERLY CONDUCT

- (1) Individuals who exceed the time allotted for public comment as defined in Section 205 of this chapter or are otherwise disorderly may be expelled by the Council upon a two-thirds majority vote, as provided in Utah Code §[10-3-608](#).
- (2) These rules do not limit or preclude an individual from being arrested, cited, or subject to police action for a violation of law.
- (3) Applause, booing, or other similar rude, boisterous, or profane behavior that disrupts the Council meeting from individuals during the meeting when they are not recognized by the presiding officer is out of order and may constitute disruptive behavior or render an individual a disorderly person and subject to removal and other lawful sanctions.

(4) Individuals that are not recognized by the presiding officer who applaud, boo or engage in rude, boisterous, or profane behavior that disrupts the Council meeting will be called to order by the Council Chair and the Council Chair or another Council Member may call a recess, request a vote on removing such disorderly person(s) from the Council Chambers, adjourn the meeting, or take such other action as permitted by law.

(5) The Police Chief or his/her designee is the Sergeant-at-Arms.

SECTION 207 NON-VOTING ITEMS

(1) Non-voting items are agenda items that usually do not end with a vote; rather the Council will move on to the next item.

(2) However, Council Members may make motions that require a vote, such as requesting an item be studied in further depth, limiting debate, or limiting comment.

(3) Non-voting items include:

- (a) Call to Order;
- (b) Pledge of Allegiance;
- (c) Special Recognitions;
- (d) Public Comment; and
- (e) Reports from Mayor, CAO, Council Members, etc.

SECTION 208 VOTING ITEMS

(1) Voting items are agenda items that usually end with a vote to approve or deny an action listed on the agenda.

(2) However, Council Members may make other motions, such as a motion to table the item or postpone voting on an item to a future date.

(3) Voting items include:

- (a) Public Hearings;
- (b) Business Items; and
- (c) Consent Items.

SECTION 209 INFORMATIONAL ITEMS

(1) Informational items are agenda items that help the Council and the public prepare for future agenda items and may not be addressed directly within a Council Meeting.

(2) Informational items also help the Council and public keep track of topics that have been discussed and may be returning to the agenda.

(3) Informational items include (but are not limited to):

- (a) New Business Items;
- (b) Unfinished Business; and
- (c) Upcoming City Council Meetings; and/or
- (d) Administrative Items.

PART 3 MEETING LOGISTICS

SECTION 301 ATTENDANCE OF MEMBERS

(1) Council Members are expected to attend all regularly scheduled City Council meetings, Committee of the Whole Meetings, and any Special meetings as reasonably practicable. In person attendance of Council Members at such meetings is preferred. Remote/electronic attendance is encouraged when a Council Member's in person attendance is not feasible.

(2) Anticipated absences shall be communicated to the Council Office Director and Council Chair in advance or as soon as a Council Member recognizes they have a conflict.

(3) In order to participate remotely/electronically in a meeting, a Council Member shall attempt to provide advance notice to the Council Chair and the Council Director (or the Council Director's designee) at least 24-hours prior to the meeting.

(4) A quorum of the city council for OPMA purposes is defined as four or more members participating in a meeting, whether in person, electronic, or a combination of both.

(a) Council members attending in person are visually seen entering and exiting the meeting and their attendance can be noted by the Council Clerk for minutes.

(b) Council member(s) attending electronically shall remain active participants in the meeting. If a Council Member attending electronically must step away, either momentarily or for the duration of the meeting, the Council Clerk and Council Chair must be immediately notified both upon the Council Member's exit and re-entry.

(c) Council Members participating electronically, are encouraged to leave their cameras on.

(d) If technical or environmental issues prevent a Council Member from maintaining their camera on, Council Members are permitted to turn off their camera but should remain an active participant in the meeting and notify the Council Chair and Council Office Director of the issue.

(5) If the Council Chair is participating remotely/electronically, but four (4) or more Council Members are present at an anchor location, the presiding officer defined in West Jordan City Code §§[1-6-10](#)(F) and (G) shall Chair the meeting.

(6) In the event the Council Chair and Vice Chair are not present at the anchor location where four (4) or more Council Members are present, the presiding officer defined in West Jordan City Code §§[1-6-10](#)(F) and (G) shall Chair the meeting for convenience of facilitating the meeting.

SECTION 302 SEATING

(1) The Council Chair is traditionally seated in the center position on the dais for convenience in facilitating the meeting.

(2) The Council Vice Chair is traditionally seated immediately next to the Council Chair for convenience in facilitating the meeting.

(3) The Council Office Director, with ~~the approval~~[the consultation](#) of individual Council Members, may establish and maintain seating arrangements for the other Council members.

SECTION 303 SIGNING DOCUMENTS

(1) The Council Chair shall sign all ordinances, resolutions, contracts, and other documents adopted by the City Council requiring an official signature.

(2) If the Council Chair is unavailable, the Vice Chair may sign documents listed in Subsection (1).

(3) If the Council Chair and Vice Chair are unavailable, any willing Council Member who was present at the Council meeting where the City Council adopted the ordinance, resolution, contract, or other document may sign on behalf of the City Council.

SECTION 304 COMMUNICATION DEVICES

(1) Individuals attending a Council Meeting or Committee of the Whole shall turn off audible notification features of electronic devices while meetings are in session.

(2) Pursuant to Utah Code §[10-3-608](#), an individual who violates these provisions shall be considered as disorderly and may be removed from the meeting upon a two-thirds majority vote of the Council present.

SECTION 305 ELECTRONIC MEETINGS

(1) Utah State Code §[52-4-207](#) and West Jordan City Code §[1-13-1](#) authorizes the City Council to hold meetings electronically when properly noticed.

(2) To participate in electronic meetings, or participate electronically in a meeting, Council Members must be able to:

- (a) simultaneously and openly communicate with all other members; and
- (b) hear communication from fellow Council Members, Council Staff, Administrative Staff, and members of the Public.

SECTION 306 CLOSED MEETINGS

- (1) Under Utah Code [§52-4-201](#), state law requires that every meeting of a municipal legislative body remain open to the public unless it is lawfully closed.
- (2) No ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting.
- (3) The reasons for holding a closed meeting and the vote, either for or against the proposition to close a meeting, must be cast by roll call vote of each Council Member and be entered in the meeting minutes.
- (4) A meeting may only be closed for one of the reasons listed in Utah Code [§52-4-205](#).
- (5) The City will keep records of closed meetings in the manner required by Utah Code [§52-4-206](#).
- (6) If the Council closes a meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, the person presiding over the closed meeting must sign a sworn statement affirming that the meeting was closed for one of these sole purposes and an audio recording is not made.
- (7) If the Council closes a meeting for any other purpose, the Council shall either audio record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portion of the meeting.
- (8) Closed meeting discussions are considered a protected record under Utah Code [§63G-2-305](#), must remain confidential and not be disclosed.
- (9) Council Members or attendees shall NOT disclose confidential information or use such information for the attendee's or another's gain or benefit.
- (10) Any person who knowingly or intentionally violates the duty of nondisclosure or knowingly and intentionally helps or advises another to violate the duty of nondisclosure is guilty of a class B misdemeanor under Utah Code [§52-4-305](#).

SECTION 307 COUNCIL MEETING AGENDAS

- (1) Council Meeting agendas are developed from a variety of sources including but not limited to:
 - (a) the interest of the Council body;
 - (b) individual Council Member interest, with a second sponsoring Council Member;
 - (c) third-party applications requiring Council approval;

(d) needs of the administrative body; and

(e) collaborative efforts between administration and the Council body.

(2) The Meeting Agenda may have, but is not limited to the following items:

(a) Non-Voting Items;

(b) Call to Order;

(c) Pledge of Allegiance;

(d) Special Recognitions;

(e) Public Comment;

(f) Reports from Mayor, CAO, Council Members, etc;

(g) Public Hearings;

(h) Business Items;

(i) Consent Items;

(j) City Council Reports/Remarks;

(k) Administrative Items;

(l) New Business;

(m) Unfinished Business; and

(n) Closed Meetings.

(3) The process for Agenda organization, creation, and publication follows the procedures outlined in Title 2, Council Office Procedures.

SECTION 308 PUBLIC HEARINGS

(1) The West Jordan City Council encourages input from the public.

(2) Utah law and West Jordan City Code requires public hearings even when it may be viewed as unnecessary, expensive, or imposing an unreasonable delay.

(3) As a general rule, a public hearing in front of the council is required for every land use regulation, general plan related issue, budgetary issues, and most recommendations from the Planning Commission; these mandatory hearings include, but are not limited to:

(a) zoning changes, see Utah Code [§10-9a-205](#);

- (b) General Plan approval or modification, see Utah Code §[10-9a-404](#);
- (c) subdivision ordinance amendments, see Utah Code §[10-9a-205](#);
- (d) municipal disconnections, see Utah Code §[10-2-502.5](#);
- (e) annexations; see Utah Code §[10-2-415](#);
- (f) bonds, see Utah Code §[11-14-318](#);
- (g) Community Development projects, see Utah Code §[17C-4-102](#);
- (h) adoption of the annual budget, or any subsequent changes to the budget, see Utah Code §[10-6-113,114](#);
- (i) renaming of City streets, see West Jordan Code §[7-5-2](#); and
- (j) fee waivers, see West Jordan City Code §[7-5-3](#) and Utah Code §[17B-1-643](#).

(4) Procedures for public hearings can be found in Section 309 of this Part.

(5) After a public hearing is held, the City Council may take action in the same meeting, continue the item to a future Council agenda for further consideration, or postpone the ordinance relating to the public hearing indefinitely or to a certain time as determined by vote of the City Council.

(6) City Staff will properly publish and mail all Public Hearing Notices as provided in the respective Utah Code and/or the City Code sections relating to the topic of the public hearing.

SECTION 309 PUBLIC HEARING PROCESS

(1) The Council Chair or acting chair shall make efforts to ensure public hearings are conducted in an efficient and orderly manner.

(2) Notwithstanding the outline provided below, the Chair, or the Council by majority vote, retains the right to modify and adapt the public hearing as necessary to the extent there is still compliance with Utah Code §[10-9a-205](#) and West Jordan City Code §[15-3-10](#).

(3) The preferred process for conducting the public hearing is as follows:

(a) the applicant or their designee may address the Council when applicable, and:

(i) the length of time for the Applicant to address the Council may be limited to a time frame determined by the Chair;

(ii) the Applicant may not add information that was not included in the packet provided to the Council;

(iii) the Applicant may not be permitted to assume a “presenter” role; however, they may be permitted to speak, should the applicant be presenting electronically;

(iv) the Applicant generally will not be permitted to share their screen whether participating electrically or at an anchor location;

(v) the Applicant's slide deck, if any, shall be shared to the Council Office prior to the meeting to allow for publication with the agenda;

(b) staff may provide a short follow up analysis regarding the project, if applicable;

(c) the Council may ask clarifying questions of staff or the applicant;

(d) the Public Hearing shall be opened for public comment;

(e) public comment shall be received in an orderly fashion from members of the public wishing to address the Council regarding the subject of the public hearing;

(f) the public hearing shall be closed;

(g) the Council may provide the applicant a final opportunity to address the Council for a duration specified by the Council Chair to respond to items raised during the Public Hearing;

(h) the Chair may summarize questions for the Applicant to aid in focus and clarity, but this should not be considered extra presentation time for the Applicant;

(i) the Council may deliberate the proposed request without input from the applicant, public, or staff; and

(j) the Council may vote to approve or deny the matter, postpone the matter, to receive additional information, or take another allowable action.

(4) If the presiding officer determines that a large number of persons wish to speak on a single issue the presiding officer may:

(a) take a poll of those wishing to speak for or against an issue, in determining how many individuals or spokespersons to accommodate;

(b) may alternate a pro speaker with a con speaker.

(c) request a spokesperson(s) to represent groups of interested citizens to facilitate the efficient and effective use of the limited time available at the meeting; and

(d) request audience members to submit written materials or comments through the Council Office, either before or at the time of the meeting at which the subject matter will be addressed.

(5) If written comments or supplementary materials are submitted during a public hearing, the Council may postpone consideration of the agenda item pending an opportunity to review the written submissions.

CHAPTER 2: COUNCIL TO PUBLIC COMMUNICATION

SECTION 101 COMMUNICATING WITH RESIDENTS

(1) When residents contact Council Members for assistance on an issue outside the Council Member's Council district or because the Council Member is elected "at large", the Council Member may:

- (a) refer the constituent to the Council Member who represents the resident's district;
- (b) choose to assist the constituent and give a courtesy notification to the Council Member who represents the constituent, as soon as is reasonably possible;
- (c) refer the constituent to the appropriate City Department for further assistance; and/or
- (d) inform the Council Office Director of the issue for follow up or coordination of assignments, when appropriate.

(2) Emails sent to the "council comments" email address will receive a response from council staff indicating that:

- (a) the whole Council Body has received their email; and
- (b) that Council Members may choose to respond to their email individually;
- (c) include pertinent information as necessary; and
- (d) additional information from other departments has been requested, if applicable.

(3) Council Staff will blind carbon copy the Council body on the email response.

(4) Council Members do not need to wait for the staff response listed in Subsection (2) before responding to "council comment" emails in a manner that complies with Subsection (1).

(5) Council Members do not need to wait for the staff response before responding to "council comment" voicemails.

(6) Council Members may also choose to interact with residents on various social media platforms and channels, but should:

- (a) emphasize that their opinions are not reflective of the City or Council Body as a whole; and

(b) help direct residents to City resources that could be helpful on various issues.

(7) Policies regarding the City Council social media accounts may be found under Title 2, Section 105 of these rules.

SECTION 102 COMMUNICATING WITH PRESS

(1) The Council Chair is the official spokesperson for the City Council on items the Council has voted on and represents the Council to the news media for legislative matters.

(2) Individual Council Members may meet with media representatives or media editorial boards; however, individual Council Members who meet with media representatives or media editorial boards shall make it clear that the opinions presented are their own by indicating that they are speaking on their own behalf, rather than on behalf of the City or the full Council body.

(3) When a media representative contacts the Council to request an interview with a Council Member on an issue that relates to the entire Council, the media representative should be directed to the Council Chair unless the Chair is unavailable then the media representative will be directed to:

(a) the Vice Chair; or

(b) if the Vice Chair is unavailable, the next senior Council Member by terms served.

(4) Council Staff may prepare material and information to assist Council Members with media requests pertaining to City and legislative issues.

CHAPTER 3: ELECTIONS, COUNCIL TRANSITION, OATH OF OFFICE, ~~SENIORITY~~, SUBCOMMITTEE POWERS

SECTION 101 ELECTIONS

(1) To assure appropriate separation between Council staff and Council Member campaigns, during municipal elections, the Council staff shall remain removed from the municipal election process.

(2) Council staff shall refer calls and emails about the election directly to the City Election Officer unless information is readily available to immediately answer the request.

(3) Calls or emails relating to specific campaign events will be forwarded to the candidate or the candidate's designee.

(4) Council staff shall not engage in any election West Jordan City municipal election campaign related activities while fulfilling their duties as a city employee.

(5) Council Staff may participate in new candidate orientation training under the direction of the City Election Officer.

SECTION 102 COUNCIL TRANSITION PHASE

(1) The period between the November Board of Canvass meeting and the first Monday of January is considered to be the "Council Transition Phase."

(2) During the Council Transition Phase, the Council Member(s)-Elect shall:

(a) be contacted and welcomed by the Council Chair and/or Council Office Director on the first business day following the Board of Canvass meeting;

(b) be invited, as an observer, to attend:

(i) all regular Council Meetings; and

(ii) Committee of the Whole meetings.

(c) receive agenda transmittals and related agenda documents from Council Staff;

(d) receive copies of routine mail and other materials sent to the Council body from Council Staff;

(e) prior to the first scheduled meeting in January, receive technology to assist in their duties as a Council Member; and

(f) attend a Council Member-elect training hosted by Council Staff and up to three (3) Council Members prior to January.

(3) Council Staff will be available to Council Member(s)-elect for assistance with various intermediary tasks, such as drafting a council members biography, providing and collecting needed personnel forms, scheduling orientation meetings as requested, scheduling photography sessions and ordering any needed supplies.

(4) During the Council Transition Phase, the out-going Council Member(s) shall:

(a) prior to noon on the day of the Oath of Office Ceremony, deliver any City-owned equipment to the Council Office Director, including:

(i) computers and any City-purchased peripherals and accessories;

(ii) printers;

(iii) software;

(iv) cell phones;

(v) office keys;

(vi) desk keys; and

(vii) official City identification (badges, etc); and

(b) no longer be eligible to participate in Council travel between the time of the Board of Canvass meeting and the Oath of Office ceremony unless:

(i) the Council Member secures consent by a majority vote of the City Council in a public meeting, before requesting travel arrangements; or

(ii) the Council Member is attending final sessions of external committee meetings on which the Council Member was the sole Council Member who actively participated while in office or for other good cause shown.

(5) Outgoing Council Members may be recognized in December prior to their term ending.

SECTION 103 OATH OF OFFICE

(1) The Oath of Office Ceremony shall be coordinated with the Council Office Director and City Election Officer in January after an election year.

(2) Regardless of when the Oath of Office Ceremony is held, the newly elected officials term officially begins at noon on the first Monday in January following an election per Utah Code §[10-3-201](#)(2).

(3) The Oath of Office shall be administered to those elected in alphabetical order. Following the administration of the oath of office to newly elected council members, the oath of office shall be administered to the mayor.

~~SECTION 104 SENIORITY~~

~~(1) Council Member seniority shall be established by length of consecutive years served.~~

~~(2) If Council Members participated in the Oath of Office for the first time at the same Oath of Office ceremony, the Council Member who participated in the Oath of Office first, has higher seniority.~~

SECTION ~~105-104~~ COUNCIL CHAIR AND COUNCIL VICE-CHAIR ELECTION

(1) Annual election of the Council Chair and Vice-Chair shall follow the procedure set out in West Jordan City Code §[1-6-9](#).

(2) The process of removing the Council Chair or Vice-Chair prior to their conclusion of their 1-year term is defined in West Jordan City Code §[1-6-9](#).

SECTION ~~106-105~~ FILLING A VACANCY ON THE CITY COUNCIL

(1) If any vacancy occurs on the City Council, the process prescribed in Utah Code §[20A-1-510](#), or its successor provisions, shall be followed.

SECTION ~~107-106~~ ESTABLISHMENT OF SUBCOMMITTEES

(1) The following committees have been established by the city council:

(a) Committee on Utility Rates and Enterprise Funds;

(b) Committee on Mayoral Appointments;

(c) Committee on Budget and Audit;

(d) Committee for General Plan;

(e) Committee on Council Rules; and

(f) Committee on Land Use.

(2) Temporary committees may be created for individual projects or purposes.

TITLE 2: COUNCIL OFFICE PROCEDURES

CHAPTER 1: COUNCIL AND STAFF COMMUNICATION

SECTION 101 COUNCIL TO COUNCIL STAFF COMMUNICATION

- (1) Because City Council policy is implemented through professional staff, it is critical that the relationship between Council and staff be well understood by all parties so City policies and programs may be implemented successfully.
- (2) Two (2) Council Members may direct the Council Office Director to investigate policy or budget issues and assist the Council in matters that fall within the scope of the Council's powers; however, if the issue or matter will place a burden on Council Staff that is greater than sixty (60) minutes, the Council Office Director may request that the direction be given by four (4) Council Members.
- (3) Direction given pursuant to Subsection (2) should not be interpreted as a favorable official vote on the issue or matter of interest; rather, an expression of support in expending Council staff resources.
- (4) Council Members shall avoid directing members of Council Staff under the Council Office Director, as it is the Council Office Director's charge to supervise members of Council Staff.
- (5) The Council may make requests to department heads but cannot direct department heads per Utah Code §[10-3b-203\(1\)\(c\)](#). Council Member should include the mayor, CAO, and council office director as a CC in any email request.

SECTION 102 COUNCIL STAFF TO COUNCIL COMMUNICATION

- (1) Council Staff shall update the Council on upcoming events via calendar invitation.
- (2) Council Staff shall send an email to the Council when agendas have been posted to Agenda Management System.
- (3) Council Staff shall update the Council on significant City issues in a timely manner.

SECTION 103 COUNCIL TO COUNCIL COMMUNICATION

- (1) Council Members are encouraged to reach out to one another on a variety of issues; however, Council Members should not create email, text chains, or meetings with more than three (3) Council Members, as four (4) Council Members constitutes a quorum.

(2) If a Council Member emails the entire Council Body, the message should be sent to the Council Members via Blind Carbon Copy.

(3) Council Members should avoid group texting the Council in its entirety, if the Council needs to be alerted of something by text, the Council Member wishing to convey a message should specify within the text that the update is informational only and that any response or question should not be raised in the group text does not necessitate a response.

(4) When required, the council staff shall publish a "Notice of Potential Quorum".

SECTION 104 STAFF COMMUNICATION ON BEHALF OF COUNCIL

(1) The Council Director, or a staff member under the direction of the Council Director, will prepare messages on behalf of the Council for:

- (a) the West Jordan employee newsletter;
- (b) the Council's various social media platforms;
- (c) responses to constituents; and
- (d) other communication requested by four (4) or more members of the Council.

(2) Communications that require some sort of Council approval include communications that require an expenditure of the Council's budget or communications requested by four (4) or more members of the Council.

SECTION 105 COUNCIL SOCIAL MEDIA POLICIES

(1) The Council will operate and maintain social media accounts on the following platforms:

- (a) Facebook;
- (b) Twitter; and
- (c) Instagram.

(2) The West Jordan City Council official social media accounts will be "public" and generally open for engagement by other users so long as the engagement is in compliance with the community standards of the respective platforms on which the account is operating.

(3) The social media accounts of the Council may "follow" all current council members who have an account on the platform, if applicable.

(4) The Council social media pages will not:

(a) promote campaign materials or campaign events of current or prospective Council Members; nor

(b) promote opinions of individual Council Members on political topics.

(5) Council Members may share posts from the Council's and the City's social media pages.

(6) The Council Social Media pages may follow present Council Members and may follow former Council Members; however, the Council social media pages will not "like" any campaign content or personal opinions of Council Members, as the page represents the Council Body as a whole.

SECTION 106 EVENTS AND INVITATIONS

(1) Should the Council Body receive a single piece of mail addressed to the entire Council, the Council Office shall scan the piece of mail and email it to the Council Body.

(2) Council Office staff shall also share other events Council Members may be interested in attending or find beneficial to completing their charge as the legislative body of the City.

SECTION 107 SERVICE OF LEGAL DOCUMENTS

(1) Each Council Member will refer service of all legal documents to the City Attorney's Office.

CHAPTER 2: COUNCIL TRAVEL, RETREAT, PHOTOGRAPHY, AND BENEFITS AND COMPENSATION

SECTION 101 COUNCIL TRAVEL

(1) Subject to budget availability, Council Members are invited to travel to the following conferences and conventions related to City business:

(a) National League of Cities – City Summit and Congressional City Conference;

(b) Utah League of Cities and Towns; Annual Meeting; and

(c) Utah League of Cities and Towns, Mid-Year Meeting.

(2) Council Staff will ask each Council Member during the annual budget process which conferences they intend to attend.

(3) Once Council members have indicated which conferences they intend to attend, The Council Staff will then prepare conference cost and travel estimates for inclusion in the Council Office travel budget.

(4) Should a Council Member want to attend a conference, convention or seminar not listed in Subsection (1), Council Staff will prepare a notice on a Council agenda for Council consideration.

(5) If the Council:

- (a) rejects the proposed travel outlined in Subsection (4), or if appropriated funds are not available, the trip will not be scheduled, and the Council Member may attend at their own expense; or
- (b) approves the proposed travel outlined in Subsection (4), the Council Staff or the Council Member may arrange for the travel.

SECTION 102 COUNCIL RETREAT

(1) The Council may schedule a strategic planning retreat each year and include the executive branch and other personnel, as needed, to discuss:

- (a) policy;
- (b) goals;
- (c) annual planning of agenda items;
- (d) the City's budget; and
- (e) other issues of mutual interest and concern.

(2) During Council retreat, the Council should also review progress on past goals as they focus on future goals.

SECTION 103 COUNCIL PHOTOS

(1) The Council will be photographed as a Body up to twice per election cycle, once right after the Oath of Office, and again during the following summer.

(2) Council Members should also be photographed as individuals once every two years.

(3) Council Members may use their individual digital photograph(s) for personal use.

SECTION 104 COUNCIL BENEFITS AND COMPENSATION

(1) Per West Jordan Code §[1-4-1](#), Council Members will receive their compensation in the form of salary as set by the Council and designated in the annual budget and may opt into any benefits provided to fulltime employees.

(2) "Benefits" includes employment benefits relating to retirement and health insurance and phone allowance.

(3) Council Members may also receive in-kind benefits as defined in West Jordan City Code §[1-4-3](#).

CHAPTER 3: SETTING AGENDAS FOR COUNCIL MEETINGS

SECTION 101 AGENDA PUBLICATION

- (1) Agendas and revised agendas for regular council meetings shall be posted at least 24 hours in advance to meet Utah State Code [§52-4-202](#).
- (2) Council Staff will aim to publish regular meeting agendas the Thursday prior to a scheduled Council Meeting date as defined in Title 1, Chapter 1, Part 1, Section 102, Scheduling of Meetings.

SECTION 102 SUBMITTING AGENDA ITEMS

- (1) Executive and Council Staff shall use an agenda management system to organize materials and assemble item packets for Council Meeting agendas.
- (2) A packet should include a Request for Council Action form, which serves as the transmittal form for the packet.
- (3) A completed Request for Council Action form should include:
 - (a) requested meeting date;
 - (b) item deadline, if applicable;
 - (c) presenter;
 - (d) department sponsor;
 - (e) where the item falls on the agenda;
 - (f) type of action requested of the council;
 - (g) time requested;
 - (h) agenda subject;
 - (i) executive summary;
 - (j) time sensitivity;
 - (k) fiscal note; if applicable;
 - (l) department analysis;
 - (m) planning commission recommendation; if applicable;
 - (n) motion recommended;
 - (o) mayor recommendation; if applicable;

- (p) a list of exceptions requested by the Applicant;
- (q) a list of the packet attachments; if applicable; and
- (r) other information, if applicable.

(4) Originators of materials are responsible for supervising their packet through the workflow designated by the Council Office staff, which includes the following steps in order;

- (a) review and consent by the originator's department head;
- (b) review and consent by the City Attorney's office;
- (c) review and consent by the Mayor or Chief Administrative Officer; and
- (d) review and consent by the Council Office.

(5) In order for an item to be eligible for placement on a regular council meeting or committee of the whole agenda by Council Leadership, the packet must be considered sufficient and have undergone the process described in Subsection (2) by 5 p.m. Mountain Standard Time on the Wednesday two weeks prior to the scheduled meeting.

(6) The Council Body may alter the timeline for submission by voting to suspend the rules in a public meeting.

(7) Under West Jordan City Code [§1-6-10](#), the Council Chair, in consultation with council vice-chair, shall set the agenda for and conduct all meetings of the council as a whole, subject to council rules.

SECTION 103 REMOVAL OF AGENDA ITEM

(1) Agenda items may be considered by the Council Chair and Vice Chair for addition or removal to any regular Council Meeting as long as Council Staff has time to post the revised agenda according to Utah State Code [§52-4-202](#); however, if the requestor of the item removal is:

- (a) a Council Member who sponsored the item, removal of the item must be approved by the Council Chair after consultation with the vice-chair, or four Council Members;
- (b) an administrative staff member who is responsible for the item, removal of the item must be approved by the Council Chair, or four Council Members; or
- (c) an applicant who generated the item, removal of the item must be approved by the Council Chair after consultation with the Vice-Chair and must be before public hearing notices have been sent.

(2) If an agenda item was removed by request of an applicant prior to public notices being sent, the applicant must provide a new prospective Council Meeting date in which they would like to be heard.

(3) Should an applicant request a public hearing be removed from an agenda after public notices have been sent the Council may:

- (a) still hold the noticed public hearing;
- (b) take formal action after holding the scheduled public hearing;
- (c) continue the public hearing to a future date; or
- (d) take other action allowed under city or state code.

(4) Should the applicant refuse to request a new date, the application will be considered withdrawn.

SECTION 104 CEREMONIAL RESOLUTIONS

- (1) Resolutions of support, appreciation or recognition may be placed on the Council agenda at the request of the mayor or any two Council Members with the approval of Council Leadership.
- (2) The Council was not elected to represent West Jordan residents on national and international matters and discourages resolutions that distract from the non-partisan, local control of West Jordan governance by the City Council.
- (3) Resolutions considered to be extremely controversial (such as a censure of an individual) or outside the political oversight of the city council may require support of four members of the council to be considered for addition to an agenda.
- (4) Resolutions shall go through the process defined in Section 302 of this Title.
- (5) If a non-City organization requests that a resolution or ordinance be placed on the Council agenda, the Council Staff will notify members of the city council of the organization's request for a Council sponsor.

CHAPTER 4: SETTING AGENDAS FOR OTHER MEETINGS

SECTION 101 COMMITTEE OF THE WHOLE AGENDAS

- (1) Administrative and Council Staff shall use an agenda management system to organize materials and assemble item packets for Committee of the Whole Agendas.
- (2) A packet should include a Request for Council Action form, which should include the information outlined in Section 302 of this Title.
- (3) Under West Jordan City Code [§1-6-10](#), the Council Chair, in consultation with council vice-chair, shall set the agenda for and conduct all meetings of the council as a whole, subject to council rules.

SECTION 102 SPECIAL COUNCIL MEETING AGENDAS

- (1) The Special Council meeting agenda shall be set by and conducted by the members of the Council who called the special meeting, unless the meeting was called by the Mayor.

(2) If the Special Council Meeting was called by the Mayor, the Mayor shall set the agenda; however, the Council Chair, or the Chair's designee shall chair the special meeting.

(3) Administrative and Council Staff shall use an agenda management system to organize materials for special council meeting agendas; however, staff is not subject to creating an RCA or timelines specified in Section 302 of this Title.

SECTION 103 COUNCIL SUBCOMMITTEE AGENDA

(1) Administrative and Council Staff should use an agenda management system to organize materials for subcommittee agendas; however, staff is not subject to creating an RCA or timelines specified in Section 302 of this Title.

(2) The Council Subcommittee Chair shall, in consultation with subcommittee vice-chair, set the agenda for and conduct the subcommittee meeting unless the provisions in Subsection (3) are met.

(3) If the vice-chair and other subcommittee member call for the meeting, then the vice-chair, in consultation with the other subcommittee member, shall set the agenda for and conduct the subcommittee meeting.

ROBERT'S RULES

GUIDING PRINCIPLES:



Everyone has the right to participate in discussion if they wish, before anyone may speak a second time



Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker



Only one topic can be discussed at a time

MOTION:

A motion is the topic under discussion.

After being recognized by the Council Chair any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered.

Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed).

The person who made the motion usually has priority to speak to the motion first.

I WANT TO:

CHANGE SOME OF THE WORDING IN A MOTION UNDER DISCUSSION

After recognition by the Council Chair, **move to amend** by

- adding words,
- striking words or
- striking and inserting words.

REWORD A MOTION BEYOND SIMPLE WORD CHANGES

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

SUGGEST THAT THE AGENDA ITEM RECEIVE MORE STUDY AND/OR INVESTIGATION

Move to refer to an existing council subcommittee, group of staff members, or Council staff. Try to be specific as to the charge to the group you are sending it too. It is also helpful to add a realistic timeframe in which you would like the group to report.

SPEND MORE TIME PERSONALLY TO STUDY THE PROPOSAL BEING DISCUSSED

Move to postpone to a definite time or date.

ONLY SPEND A CERTAIN AMOUNT OF TIME DISCUSSING AN ITEM OR WANT TO PROPOSE A TIME TO END DEBATE

Move to limit debate to a set period of time or to a set number of speakers. This requires a *two-thirds majority vote*.

END THE DISCUSSION

Move to close the debate. Also referred to as **calling the question**. This cuts off discussion and brings the assembly to a vote on the pending question only. *Requires a two-thirds majority vote.*

POSTPONE A MOTION UNTIL SOME LATER TIME

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it. *TABLING AND POSTPONING ARE DIFFERENT MOTIONS.*

BRING A DISCUSSION THAT HAS DRIFTED AWAY FROM THE AGENDA ITEM BACK TO THE ITEM

"Call for orders of the day."

TO TAKE A SHORT BREAK

Move to recess for a set period of time.

END THE MEETING

Move to adjourn.

ENSURE THAT THE COUNCIL CHAIR ANNOUNCED THE RESULTS OF A VOTE CORRECTLY

Without being recognized, call for a "division of the house." A roll call vote will then be taken.

CLARIFICATION ABOUT A PROCEDURE BEING USED BECAUSE I AM CONFUSED

Without recognition, call for "**Point of Information**" or "**Point of Parliamentary Inquiry**." The chair of the council will ask you to state your question and will attempt to clarify the situation and may use the council parliamentarian for assistance.

TO CHANGE YOUR MIND ABOUT SOMETHING THAT WAS VOTED ON EARLIER IN THE MEETING FOR WHICH I WAS ON THE WINNING SIDE

Move to reconsider. See Title 1, Part 2, Section 203 of these Council Rules.

TO BRING SOMETHING URGENT THAT DOES NOT RELATE TO THE AGENDA TO EVERYONE'S ATTENTION

Motions of personal privilege are meant to be URGENT, this motion is not for giving one's opinion that isn't related to the ongoing debate or agenda item.

DO NOT MISUSE POINT OF PERSONAL PRIVILEGE OR GENERAL PRIVILEGE

Examples:

Council Member: Council Chair, I rise to a Point of Personal Privilege.

Chair: State your point

Council Member: I'm finding it difficult to hear the B clearly. Would everyone please lean into their microphone, so that I will know what is being said?

Council Member: Council Chair, I rise to a Point of General Privilege.

Chair: State your point

Council Member: It's really hot in chambers, can we request staff to turn on the air conditioning?

BRING ATTENTION TO THE CHAIR THAT THE RULES ARE BEING VIOLATED

Point of order, state what rule you think is being broken.

YOU MAY INTERRUPT A SPEAKER FOR THESE REASONS ONLY:

- (1) to get information about business –**point of information**
- (2) to get information about rules– **parliamentary inquiry**
- (3) if you can't hear, safety reasons, comfort, etc. –**question of privilege**
- (4) if you see a breach of the rules –**point of order**
- (5) if you disagree with the Council Chair's ruling –**appeal**

MOTIONS SUMMARIZED, BLUE IS REQUIRED

	Must be recognized by Chair	Must be seconded	Open for discussion	Can be amended	Vote count required to pass	May be reconsidered or rescinded
Main motion	Y	Y	Y	Y	Majority	Y
Amend motion	Y	Y	Y		Majority	Y
Kill a motion	Y	Y			Majority	Y
Limit debate	Y	Y		Y	2/3	Y
Close discussion	Y	Y			Majority	Y
Recess	Y	Y		Y	Majority	
Adjourn	Y	Y			Majority	
Take Agenda Item Out of Order	Y	Y			Majority	
Withdraw a Motion ¹	Y	Y			No opposition of the body	
Refer to staff/committee	Y	Y	Y	Y	Majority	
Postpone to a later date/time	Y	Y	Y	Y	Majority	Y
Table ²	Y	Y			Majority	
Postpone indefinitely ³	Y	Y	Y	Y	Majority	Y
Point of order ⁴						
Point of information ⁴						
Parliamentary inquiry ⁴						
Question of privilege ⁴						
Appeal ⁴						

1 = If a motion has been seconded, in order to withdraw the motion requires no opposition of the body.

2 = **Motion to table** is for later in same meeting (1 item must be heard prior) or following meeting. If not heard by the following meeting, the item dies. (See motion to postpone)

3 = **Motion to Postpone Indefinitely** means the item is dead.

4 = These are the only motions that can interrupt a speaker.

WHAT TO EXPECT AT COUNCIL MEETING

Welcome to Council Meeting! This is your guide to navigating this meeting as a member of the public. Within this document is a description of how to find agendas, what each section of the agenda looks like during the public meeting, a review on how to give effective public comments, and a “I want to...” section, which includes common scenarios as to why you may be interested in attending a council meeting and how you can best achieve your goals. The city council follows a modified version of Robert’s Rule of Order.

I WANT TO:

SPEAK OUT ON AN ITEM THAT I RECEIVED A PUBLIC HEARING NOTICE FOR DURING A COUNCIL MEETING

You will want to wait until that item comes up the agenda. Typically, the Council we receive a short presentation from staff or the applicant, then the chair will open the public hearing. This is when you should give your comment, NOT during “Public Comment” which is the time to address agenda items that do not have an associated public hearing to them or for any other issue.

SPEAK OUT ON AN ISSUE OF CONCERN THAT IS NOT ON THE AGENDA

The “Public Comment” portion of the meeting is when you would bring up this concern. Remember, you only have three minutes!

GIVE COUNCIL MEMBERS A HANDOUT WITH INFORMATION

You can email this handout prior to the meeting by emailing councilcomments@westjordan.utah.gov, which automatically forwards your email to all of the Council Members, OR you may approach a member of Council Staff prior to the meeting and ask that your document be distributed to the Council. Do not approach the Council before, during, or after your public comment, as this disrupts the flow of Council Meeting.

ASK THE COUNCIL BODY A SERIES OF QUESTIONS

Council Members are not supposed to respond to questions from the public during public comment, as it interrupts the speaker’s three-minute limit and is unfair toward others who may have questions. You may ask rhetorical questions, but if you are seeking answers to your questions, it is more appropriate to email the Council or schedule a visit with individual Council Members. City Staff members may also answer questions.

REPRESENT A GROUP DURING COUNCIL MEETING

Before beginning your comment, ask the Council Chair, “May I have five minutes, as I am representing INSERT GROUP NAME HERE.” The Chair will then grant you more time if the Chair deems it appropriate.

SEE A COMMUNITY ISSUE AS FUTURE AGENDA ITEM OR COMMITTEE OF THE WHOLE ITEM

Agenda items need two interested Council Members before the item may be submitted to Council Leadership for selection. It is often beneficial to contact your district council member first, followed by any at-large council members.



COUNCIL RULES

CITY OF WEST JORDAN

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RULE AUTHORITY

(1) These Council Rules consist of the rules regulating the business of the Council and the conduct of its members, staff, and committees as provided in West Jordan City Code §[1-6-8](#).

(2) Should there be an inconsistency between Council Rules and the West Jordan City Code, the West Jordan City Code prevails. However, in the case that West Jordan City Code is inconsistent with Utah State Code, then Utah State Code prevails. The City of West Jordan is a political subdivision of the State of Utah as outlined in Utah State Code §[10-1-201](#).

(3) Council Rules may be suspended in regular meetings, special meetings, or Committee of the Whole meetings by a 2/3 vote of the body pursuant to West Jordan City Code §[1-6-8](#)(B)

(4) The City Council adopts a modified version of Robert's Rules using "Robert's Rules of Order - In Brief Updated 3rd Edition."

TITLE 1: COUNCIL MEETING PROCEDURES

CHAPTER 1: COUNCIL MEETINGS

PART 1 TYPES OF MEETINGS

SECTION 101 REGULAR COUNCIL MEETINGS

(1) Regular and Special Council Meetings are outlined in Utah Code §[10-3-502\(1\)](#) and the City Council will comply with state law.

(2) The City Council shall hold at minimum, one regular Council Meeting per month as outlined in Utah Code §[10-3-502\(1\)\(b\)](#) and West Jordan City Code §[1-13-1\(A\)](#).

(3) Actions taken during a Council Meeting may include:

(a) approving an item;

(b) rejecting an item by an explicit motion to reject, or as the result of a failed motion to approve;

(c) continuing an item to a future specified date;

(d) moving an item to an unspecified date after:

(i) considering the validity of the current legal notice; and

(ii) checking with staff to determine whether there may be other consequences to moving an item to an unspecified date;

(e) referring an item back to a Committee of the Whole, Council Subcommittee, or an Ad Hoc Committee; and

(f) referring an item back to Council Staff or Administrative Staff with a designated “report back to Council” date that either:

(i) grants Council Staff an adequate amount of time to research the item and provide relevant solutions or data, if the issue is referred back to Council Staff; or

(ii) is congruent with a timeline assigned by the Administrative branch, if the issue is referred to the Administrative branch and the Administrative branch is willing to assign staff members to the issue.

(4) Council Meetings are subject to the rules defined in Part 2, Meeting Procedures.

SECTION 102 SCHEDULING OF MEETINGS

(1) The Council shall meet in accordance with West Jordan City Code [§1-13-1](#)

(2) With the assistance of Council Staff, the Council will create a calendar of when meetings will occur prior to the new year in accordance with Utah Code [§52-4-202](#)(2)(a) and Utah Code [§10-3-502](#).

(3) The calendar shall also feature holidays, relevant conferences, and when the Utah State Legislature legislative session commences and concludes.

(4) The Council shall also schedule Committee of the Whole Meetings, any annual budget and policy retreats, and meetings that relate to budgeting processes.

SECTION 103 SPECIAL MEETINGS OF THE COUNCIL

(1) Special Meetings of the Council may be ordered by any two Council Members or the Mayor, as outlined in Utah Code [§10-3-502](#)(2).

(2) Special Meetings of the Council are subject to the rules defined in Part 2, Meeting Procedures.

SECTION 104 COMMITTEE OF THE WHOLE MEETINGS

(1) Committee of the Whole Meetings are a less formal avenue for discussion among Council Members, the Mayor, and City Staff and are therefore not subject to Part 2, Meeting Procedures.

(2) A Committee of the Whole Meeting shall not be considered a “regular Council meeting” as defined in Utah Code [§10-3-502](#)(1).

(3) A Committee of the Whole Meeting shall not be considered a “special meeting of the council” as defined in Utah Code [§10-3-502](#)(2).

(4) Dates of Committee of the Whole Meetings will be held at dates and times set by the body of the City Council.

(5) Committee of the Whole Meetings inclusive of elected officials from other governing bodies will be scheduled by Council Leadership.

(6) Committee of the Whole Meetings shall be legally noticed and must list all topics proposed for discussion and action on a formal agenda.

(7) In a Committee of the Whole Meeting, the Council may complete the following procedural items:

(a) move an item forward to a future Council Meeting for consideration and possible final action;

(b) keep an item on the agenda or continue an item for a future Committee of the Whole Meeting;

(c) refer an item, if appropriate, to the Planning Commission for further review;

(d) refer an item to a Council Subcommittee for study, usually with a specific report date;

(e) table an item indefinitely; or

(f) make requests of Council Staff, Administrative Staff, or the Mayor for information by way of four agreeing Council Members.

SECTION 105 COUNCIL SUBCOMMITTEE MEETINGS

(1) Council Subcommittees are formed under the procedures designated in West Jordan City Code [§1-6-13\(B\)\(2\)](#) and governed under Council Policies and Procedures.

(2) The rules within this Section are intended to serve as policies to help administer Subsection (2).

(3) Council subcommittees MAY:

(a) conduct policy reviews;

(b) serve as discussion arms for the Council to assist the Council in examining issues that may come before it in greater depth and detail;

(c) develop recommendations for consideration by the full Council body;

(d) allow for flexibility in discussions and in-depth review;

(e) enhance communication between the Council and City staff at the early phase of the development of significant items affecting public policy questions: and

(f) obtain early feedback from members of the Council on issues affecting public policy before their presentation, as necessary, to the full Council.

(4) Council subcommittees SHALL NOT:

(a) speak on behalf of the entire Council;

(b) prevent an item from coming before the full Council body; nor

(c) make decisions that bind the City, the City Council, or the Mayor.

(5) City Council Standing Committees are designated under West Jordan City Code [§1-6-13\(B\)\(2\)](#).

(6) Any two members of the Council Subcommittee may call for a subcommittee meeting.

PART 2 MEETING PROCEDURES

SECTION 201 MODIFIED ROBERTS RULES AND DISCUSSION RULES

(1) The Council has adopted the simplified parliamentary procedures shown in the Robert's Rule Section of this document.

(2) Under these simplified rules:

(a) the Council Chair is the presiding officer;

(i) if the Council Chair is incapable or absent, then the Council Vice Chair shall become the presiding officer;

(ii) if the Council Chair and Council Vice Chair are anticipated to be unable to preside, arrangements may be made in advance for another council member to serve as acting chair for the meeting—the appointed acting chair may call the meeting to order and conduct until an acting chair has been appointed for the duration of the meeting; or

(ii) if the Council Chair and Council Vice Chair are incapable or absent and no acting chair was appointed prior to the meeting, the Council Members present shall appoint an acting chair for the meeting—the most senior present member of the council may call the meeting to order and conduct until an acting chair has been appointed for the duration of the meeting.

(b) the Council Office Director, or a Council Member designated by the Council by a majority vote, is the parliamentarian;

(c) Council Members who have not spoken on a particular issue may be prioritized over those who have already spoken on the issue.

(d) The Council member who made a motion has priority to speak first on the issue.

(3) The parliamentarian may:

(a) at the request of the presiding officer;

(i) help respond to points of order and parliamentary inquiries; and

(ii) give an explanation of the rules directly to the assembly.

(b) call the attention of the presiding officer to something if it has been accomplished out of order.

(4) Other actions that may be accomplished by Council Members as part of meeting procedures include:

(a) obtaining the floor by gaining recognition from the presiding officer, which allows the Council Member to:

(i) give comments or ask questions to fellow members of the Council, Council Staff, or Administrative Staff on the issue before the Council; and

(ii) undertake Subsection (5)(a)(i) without cross-exchanges occurring between Council Members and members of the public; unless:

(A) a point of order is appropriate;

(B) personal privilege is in order; or

(C) recognition is withdrawn by the presiding officer.

(b) having the opportunity to speak once on a topic before another Council Member is granted the opportunity to speak on a topic for the second time;

(c) postponing a matter with a motion and vote of the body to postpone the matter indefinitely or to a time and date certain;

(d) refusing to state reasons for a dissenting vote, known as a right to protest; or

(e) voting as described in Section 202 of this Part.

(5) Speakers should appropriately gain recognition from the chair before addressing the Council.

SECTION 202 VOTING PROCEDURES

(1) On matters requiring a vote from the Council Body, the presiding officer will call for the vote, and present Council Members may:

- (a) cast an affirmative vote;
- (b) cast a negative vote; or
- (c) abstain from voting.

(2) Each ordinance, resolution, or action that would create a liability against the City, or upon the request of any Council Member, shall be acted upon by a verbal roll call vote of each Council Member.

(3) Every resolution or ordinance shall be in writing before the vote is taken and the number of required votes to approve or reject every ordinance or resolution shall be established by state law, including:

- (a) not less than the minimum votes required by Utah Code §[10-3-507](#) as amended or its successor provision; or
- (b) a super majority vote, if mandated by State law.

(4) Matters not requiring a “roll call” vote may be acted upon by the presiding officer declaring a consensus, in his/her discretion unless the vote occurs electronically and one of those votes is negative, in which case a roll call vote will be performed.

(5) The presiding officer may call for a collective vote of the Council, as affirmative or negative vote.

(6) A tie vote is equivalent to a vote that has failed except for procedural motions which are determined by the chair or in Section 3.

(7) All actions and votes of the Council shall be recorded by Council Staff or by an Executive staff member approved by the Mayor or Chief Administrative Officer upon request from the Council Office Director.

SECTION 203 RECONSIDERATION

(1) For an action of the Council to be reconsidered, a motion for reconsideration shall be made in a regular council meeting by:

- (a) a member of the prevailing majority, within two regular meetings of the original action: or,
- (b) a member who was absent during the Council Meeting where the original action was taken at the first regular meeting when the member is again present.

(2) A council action may also be reconsidered if the Council, by an affirmative majority vote in a regular council meeting, determines that significant new information has arisen within one (1) year of the original decision that warrants reevaluation of the original action.

(3) If a motion for reconsideration was properly made and passed by a majority vote of the City Council as set forth in Paragraphs (1) or (2) above, any member of the Council may make a motion seeking an alternate outcome of the action being reconsidered. If such a motion fails, the original action shall remain in place.

SECTION 204 CONFLICTS OF INTEREST

- (1) If a Council Member has a conflict of interest as defined in State or City law, that Council Member shall disclose the conflict consistent with Utah Code §[10-3-1301, et seq.](#), Municipal Officers' and Employees' Ethics Act, which is considered the minimum standard for conflicts of interest.
- (2) Council Members should abstain from voting on a matter and avoid participating in the discussion of any item before the Council for which their participation may violate the Municipal Officers' and Employees' Ethics Act or the ethics requirements in City Code.
- (3) The conflicted Council Member shall not knowingly influence, lobby, or address the matter with Council Members or staff before disclosing the conflict.

SECTION 205 PUBLIC COMMENT

- (1) Interested persons who desire to address comments to the Council during public comment periods may be recognized by the presiding officer, either through a pre-submitted "request to speak" form, through the raise of hand, or approaching the podium.
- (2) Each speaker shall use a microphone when available and within their comments clearly state their name and city of residence.
- (3) The Council may allow up to three (3) minutes for each person who addresses the Council. Reducing time for an individual to address the council may be done by a vote of the council.
- (4) If the Council Chair deems a person will be speaking as a representative of a group, the Council Chair may allow up to five (5) minutes to address the City Council on behalf of the group.
- (5) With the vote of the majority of the City Council, the Council Chair may set a cumulative time limit for public comment before or during the public comment period. Reducing time for public comment or closing public comment periods while there are still members of the public wishing to speak requires a vote of the majority of the present council members.

SECTION 206 REMOVAL DUE TO DISORDERLY CONDUCT

- (1) Individuals who exceed the time allotted for public comment as defined in Section 205 of this chapter or are otherwise disorderly may be expelled by the Council upon a two-thirds majority vote, as provided in Utah Code §[10-3-608](#).
- (2) These rules do not limit or preclude an individual from being arrested, cited, or subject to police action for a violation of law.
- (3) Applause, booing, or other similar rude, boisterous, or profane behavior that disrupts the Council meeting from individuals during the meeting when they are not recognized by the presiding officer is out of order and may constitute disruptive behavior or render an individual a disorderly person and subject to removal and other lawful sanctions.

(4) Individuals that are not recognized by the presiding officer who applaud, boo or engage in rude, boisterous, or profane behavior that disrupts the Council meeting will be called to order by the Council Chair and the Council Chair or another Council Member may call a recess, request a vote on removing such disorderly person(s) from the Council Chambers, adjourn the meeting, or take such other action as permitted by law.

(5) The Police Chief or his/her designee is the Sergeant-at-Arms.

SECTION 207 NON-VOTING ITEMS

(1) Non-voting items are agenda items that usually do not end with a vote; rather the Council will move on to the next item.

(2) However, Council Members may make motions that require a vote, such as requesting an item be studied in further depth, limiting debate, or limiting comment.

(3) Non-voting items include:

- (a) Call to Order;
- (b) Pledge of Allegiance;
- (c) Special Recognitions;
- (d) Public Comment; and
- (e) Reports from Mayor, CAO, Council Members, etc.

SECTION 208 VOTING ITEMS

(1) Voting items are agenda items that usually end with a vote to approve or deny an action listed on the agenda.

(2) However, Council Members may make other motions, such as a motion to table the item or postpone voting on an item to a future date.

(3) Voting items include:

- (a) Public Hearings;
- (b) Business Items; and
- (c) Consent Items.

SECTION 209 INFORMATIONAL ITEMS

(1) Informational items are agenda items that help the Council and the public prepare for future agenda items and may not be addressed directly within a Council Meeting.

(2) Informational items also help the Council and public keep track of topics that have been discussed and may be returning to the agenda.

(3) Informational items include (but are not limited to):

- (a) New Business Items;
- (b) Unfinished Business; and
- (c) Upcoming City Council Meetings; and/or
- (d) Administrative Items.

PART 3 MEETING LOGISTICS

SECTION 301 ATTENDANCE OF MEMBERS

(1) Council Members are expected to attend all regularly scheduled City Council meetings, Committee of the Whole Meetings, and any Special meetings as reasonably practicable. In person attendance of Council Members at such meetings is preferred. Remote/electronic attendance is encouraged when a Council Member's in person attendance is not feasible.

(2) Anticipated absences shall be communicated to the Council Office Director and Council Chair in advance or as soon as a Council Member recognizes they have a conflict.

(3) In order to participate remotely/electronically in a meeting, a Council Member shall attempt to provide advance notice to the Council Chair and the Council Director (or the Council Director's designee) at least 24-hours prior to the meeting.

(4) A quorum of the city council for OPMA purposes is defined as four or more members participating in a meeting, whether in person, electronic, or a combination of both.

(a) Council members attending in person are visually seen entering and exiting the meeting and their attendance can be noted by the Council Clerk for minutes.

(b) Council member(s) attending electronically shall remain active participants in the meeting. If a Council Member attending electronically must step away, either momentarily or for the duration of the meeting, the Council Clerk and Council Chair must be immediately notified both upon the Council Member's exit and re-entry.

(c) Council Members participating electronically, are encouraged to leave their cameras on.

(d) If technical or environmental issues prevent a Council Member from maintaining their camera on, Council Members are permitted to turn off their camera but should remain an active participant in the meeting and notify the Council Chair and Council Office Director of the issue.

(5) If the Council Chair is participating remotely/electronically, but four (4) or more Council Members are present at an anchor location, the presiding officer defined in West Jordan City Code §§[1-6-10](#)(F) and (G) shall Chair the meeting.

(6) In the event the Council Chair and Vice Chair are not present at the anchor location where four (4) or more Council Members are present, the presiding officer defined in West Jordan City Code §§[1-6-10](#)(F) and (G) shall Chair the meeting for convenience of facilitating the meeting.

SECTION 302 SEATING

(1) The Council Chair is traditionally seated in the center position on the dais for convenience in facilitating the meeting.

(2) The Council Vice Chair is traditionally seated immediately next to the Council Chair for convenience in facilitating the meeting.

(3) The Council Office Director, with the consultation of individual Council Members, may establish and maintain seating arrangements for the other Council members.

SECTION 303 SIGNING DOCUMENTS

(1) The Council Chair shall sign all ordinances, resolutions, contracts, and other documents adopted by the City Council requiring an official signature.

(2) If the Council Chair is unavailable, the Vice Chair may sign documents listed in Subsection (1).

(3) If the Council Chair and Vice Chair are unavailable, any willing Council Member who was present at the Council meeting where the City Council adopted the ordinance, resolution, contract, or other document may sign on behalf of the City Council.

SECTION 304 COMMUNICATION DEVICES

(1) Individuals attending a Council Meeting or Committee of the Whole shall turn off audible notification features of electronic devices while meetings are in session.

(2) Pursuant to Utah Code §[10-3-608](#), an individual who violates these provisions shall be considered as disorderly and may be removed from the meeting upon a two-thirds majority vote of the Council present.

SECTION 305 ELECTRONIC MEETINGS

(1) Utah State Code §[52-4-207](#) and West Jordan City Code §[1-13-1](#) authorizes the City Council to hold meetings electronically when properly noticed.

(2) To participate in electronic meetings, or participate electronically in a meeting, Council Members must be able to:

- (a) simultaneously and openly communicate with all other members; and
- (b) hear communication from fellow Council Members, Council Staff, Administrative Staff, and members of the Public.

SECTION 306 CLOSED MEETINGS

- (1) Under Utah Code [§52-4-201](#), state law requires that every meeting of a municipal legislative body remain open to the public unless it is lawfully closed.
- (2) No ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting.
- (3) The reasons for holding a closed meeting and the vote, either for or against the proposition to close a meeting, must be cast by roll call vote of each Council Member and be entered in the meeting minutes.
- (4) A meeting may only be closed for one of the reasons listed in Utah Code [§52-4-205](#).
- (5) The City will keep records of closed meetings in the manner required by Utah Code [§52-4-206](#).
- (6) If the Council closes a meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, the person presiding over the closed meeting must sign a sworn statement affirming that the meeting was closed for one of these sole purposes and an audio recording is not made.
- (7) If the Council closes a meeting for any other purpose, the Council shall either audio record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portion of the meeting.
- (8) Closed meeting discussions are considered a protected record under Utah Code [§63G-2-305](#), must remain confidential and not be disclosed.
- (9) Council Members or attendees shall NOT disclose confidential information or use such information for the attendee's or another's gain or benefit.
- (10) Any person who knowingly or intentionally violates the duty of nondisclosure or knowingly and intentionally helps or advises another to violate the duty of nondisclosure is guilty of a class B misdemeanor under Utah Code [§52-4-305](#).

SECTION 307 COUNCIL MEETING AGENDAS

- (1) Council Meeting agendas are developed from a variety of sources including but not limited to:
 - (a) the interest of the Council body;
 - (b) individual Council Member interest, with a second sponsoring Council Member;
 - (c) third-party applications requiring Council approval;

(d) needs of the administrative body; and

(e) collaborative efforts between administration and the Council body.

(2) The Meeting Agenda may have, but is not limited to the following items:

(a) Non-Voting Items;

(b) Call to Order;

(c) Pledge of Allegiance;

(d) Special Recognitions;

(e) Public Comment;

(f) Reports from Mayor, CAO, Council Members, etc;

(g) Public Hearings;

(h) Business Items;

(i) Consent Items;

(j) City Council Reports/Remarks;

(k) Administrative Items;

(l) New Business;

(m) Unfinished Business; and

(n) Closed Meetings.

(3) The process for Agenda organization, creation, and publication follows the procedures outlined in Title 2, Council Office Procedures.

SECTION 308 PUBLIC HEARINGS

(1) The West Jordan City Council encourages input from the public.

(2) Utah law and West Jordan City Code requires public hearings even when it may be viewed as unnecessary, expensive, or imposing an unreasonable delay.

(3) As a general rule, a public hearing in front of the council is required for every land use regulation, general plan related issue, budgetary issues, and most recommendations from the Planning Commission; these mandatory hearings include, but are not limited to:

(a) zoning changes, see Utah Code [§10-9a-205](#);

- (b) General Plan approval or modification, see Utah Code §[10-9a-404](#);
- (c) subdivision ordinance amendments, see Utah Code §[10-9a-205](#);
- (d) municipal disconnections, see Utah Code §[10-2-502.5](#);
- (e) annexations; see Utah Code §[10-2-415](#);
- (f) bonds, see Utah Code §[11-14-318](#);
- (g) Community Development projects, see Utah Code §[17C-4-102](#);
- (h) adoption of the annual budget, or any subsequent changes to the budget, see Utah Code §[10-6-113,114](#);
- (i) renaming of City streets, see West Jordan Code §[7-5-2](#); and
- (j) fee waivers, see West Jordan City Code §[7-5-3](#) and Utah Code §[17B-1-643](#).

(4) Procedures for public hearings can be found in Section 309 of this Part.

(5) After a public hearing is held, the City Council may take action in the same meeting, continue the item to a future Council agenda for further consideration, or postpone the ordinance relating to the public hearing indefinitely or to a certain time as determined by vote of the City Council.

(6) City Staff will properly publish and mail all Public Hearing Notices as provided in the respective Utah Code and/or the City Code sections relating to the topic of the public hearing.

SECTION 309 PUBLIC HEARING PROCESS

(1) The Council Chair or acting chair shall make efforts to ensure public hearings are conducted in an efficient and orderly manner.

(2) Notwithstanding the outline provided below, the Chair, or the Council by majority vote, retains the right to modify and adapt the public hearing as necessary to the extent there is still compliance with Utah Code §[10-9a-205](#) and West Jordan City Code §[15-3-10](#).

(3) The preferred process for conducting the public hearing is as follows:

(a) the applicant or their designee may address the Council when applicable, and:

(i) the length of time for the Applicant to address the Council may be limited to a time frame determined by the Chair;

(ii) the Applicant may not add information that was not included in the packet provided to the Council;

(iii) the Applicant may not be permitted to assume a “presenter” role; however, they may be permitted to speak, should the applicant be presenting electronically;

(iv) the Applicant generally will not be permitted to share their screen whether participating electrically or at an anchor location;

(v) the Applicant's slide deck, if any, shall be shared to the Council Office prior to the meeting to allow for publication with the agenda;

(b) staff may provide a short follow up analysis regarding the project, if applicable;

(c) the Council may ask clarifying questions of staff or the applicant;

(d) the Public Hearing shall be opened for public comment;

(e) public comment shall be received in an orderly fashion from members of the public wishing to address the Council regarding the subject of the public hearing;

(f) the public hearing shall be closed;

(g) the Council may provide the applicant a final opportunity to address the Council for a duration specified by the Council Chair to respond to items raised during the Public Hearing;

(h) the Chair may summarize questions for the Applicant to aid in focus and clarity, but this should not be considered extra presentation time for the Applicant;

(i) the Council may deliberate the proposed request without input from the applicant, public, or staff; and

(j) the Council may vote to approve or deny the matter, postpone the matter, to receive additional information, or take another allowable action.

(4) If the presiding officer determines that a large number of persons wish to speak on a single issue the presiding officer may:

(a) take a poll of those wishing to speak for or against an issue, in determining how many individuals or spokespersons to accommodate;

(b) may alternate a pro speaker with a con speaker.

(c) request a spokesperson(s) to represent groups of interested citizens to facilitate the efficient and effective use of the limited time available at the meeting; and

(d) request audience members to submit written materials or comments through the Council Office, either before or at the time of the meeting at which the subject matter will be addressed.

(5) If written comments or supplementary materials are submitted during a public hearing, the Council may postpone consideration of the agenda item pending an opportunity to review the written submissions.

CHAPTER 2: COUNCIL TO PUBLIC COMMUNICATION

SECTION 101 COMMUNICATING WITH RESIDENTS

(1) When residents contact Council Members for assistance on an issue outside the Council Member's Council district or because the Council Member is elected "at large", the Council Member may:

- (a) refer the constituent to the Council Member who represents the resident's district;
- (b) choose to assist the constituent and give a courtesy notification to the Council Member who represents the constituent, as soon as is reasonably possible;
- (c) refer the constituent to the appropriate City Department for further assistance; and/or
- (d) inform the Council Office Director of the issue for follow up or coordination of assignments, when appropriate.

(2) Emails sent to the "council comments" email address will receive a response from council staff indicating that:

- (a) the whole Council Body has received their email; and
- (b) that Council Members may choose to respond to their email individually;
- (c) include pertinent information as necessary; and
- (d) additional information from other departments has been requested, if applicable.

(3) Council Staff will blind carbon copy the Council body on the email response.

(4) Council Members do not need to wait for the staff response listed in Subsection (2) before responding to "council comment" emails in a manner that complies with Subsection (1).

(5) Council Members do not need to wait for the staff response before responding to "council comment" voicemails.

(6) Council Members may also choose to interact with residents on various social media platforms and channels, but should:

- (a) emphasize that their opinions are not reflective of the City or Council Body as a whole; and

(b) help direct residents to City resources that could be helpful on various issues.

(7) Policies regarding the City Council social media accounts may be found under Title 2, Section 105 of these rules.

SECTION 102 COMMUNICATING WITH PRESS

(1) The Council Chair is the official spokesperson for the City Council on items the Council has voted on and represents the Council to the news media for legislative matters.

(2) Individual Council Members may meet with media representatives or media editorial boards; however, individual Council Members who meet with media representatives or media editorial boards shall make it clear that the opinions presented are their own by indicating that they are speaking on their own behalf, rather than on behalf of the City or the full Council body.

(3) When a media representative contacts the Council to request an interview with a Council Member on an issue that relates to the entire Council, the media representative should be directed to the Council Chair unless the Chair is unavailable then the media representative will be directed to:

(a) the Vice Chair; or

(b) if the Vice Chair is unavailable, the next senior Council Member by terms served.

(4) Council Staff may prepare material and information to assist Council Members with media requests pertaining to City and legislative issues.

CHAPTER 3: ELECTIONS, COUNCIL TRANSITION, OATH OF OFFICE, SUBCOMMITTEE POWERS

SECTION 101 ELECTIONS

(1) To assure appropriate separation between Council staff and Council Member campaigns, during municipal elections, the Council staff shall remain removed from the municipal election process.

(2) Council staff shall refer calls and emails about the election directly to the City Election Officer unless information is readily available to immediately answer the request.

(3) Calls or emails relating to specific campaign events will be forwarded to the candidate or the candidate's designee.

(4) Council staff shall not engage in any election West Jordan City municipal election campaign related activities while fulfilling their duties as a city employee.

(5) Council Staff may participate in new candidate orientation training under the direction of the City Election Officer.

SECTION 102 COUNCIL TRANSITION PHASE

(1) The period between the November Board of Canvass meeting and the first Monday of January is considered to be the "Council Transition Phase."

(2) During the Council Transition Phase, the Council Member(s)-Elect shall:

(a) be contacted and welcomed by the Council Chair and/or Council Office Director on the first business day following the Board of Canvass meeting;

(b) be invited, as an observer, to attend:

(i) all regular Council Meetings; and

(ii) Committee of the Whole meetings.

(c) receive agenda transmittals and related agenda documents from Council Staff;

(d) receive copies of routine mail and other materials sent to the Council body from Council Staff;

(e) prior to the first scheduled meeting in January, receive technology to assist in their duties as a Council Member; and

(f) attend a Council Member-elect training hosted by Council Staff and up to three (3) Council Members prior to January.

(3) Council Staff will be available to Council Member(s)-elect for assistance with various intermediary tasks, such as drafting a council members biography, providing and collecting needed personnel forms, scheduling orientation meetings as requested, scheduling photography sessions and ordering any needed supplies.

(4) During the Council Transition Phase, the out-going Council Member(s) shall:

(a) prior to noon on the day of the Oath of Office Ceremony, deliver any City-owned equipment to the Council Office Director, including:

(i) computers and any City-purchased peripherals and accessories;

(ii) printers;

(iii) software;

(iv) cell phones;

(v) office keys;

(vi) desk keys; and

(vii) official City identification (badges, etc); and

(b) no longer be eligible to participate in Council travel between the time of the Board of Canvass meeting and the Oath of Office ceremony unless:

(i) the Council Member secures consent by a majority vote of the City Council in a public meeting, before requesting travel arrangements; or

(ii) the Council Member is attending final sessions of external committee meetings on which the Council Member was the sole Council Member who actively participated while in office or for other good cause shown.

(5) Outgoing Council Members may be recognized in December prior to their term ending.

SECTION 103 OATH OF OFFICE

(1) The Oath of Office Ceremony shall be coordinated with the Council Office Director and City Election Officer in January after an election year.

(2) Regardless of when the Oath of Office Ceremony is held, the newly elected officials term officially begins at noon on the first Monday in January following an election per Utah Code §[10-3-201](#)(2).

(3) The Oath of Office shall be administered to those elected in alphabetical order. Following the administration of the oath of office to newly elected council members, the oath of office shall be administered to the mayor.

SECTION 104 COUNCIL CHAIR AND COUNCIL VICE-CHAIR ELECTION

(1) Annual election of the Council Chair and Vice-Chair shall follow the procedure set out in West Jordan City Code §[1-6-9](#).

(2) The process of removing the Council Chair or Vice-Chair prior to their conclusion of their 1-year term is defined in West Jordan City Code §[1-6-9](#).

SECTION 105 FILLING A VACANCY ON THE CITY COUNCIL

(1) If any vacancy occurs on the City Council, the process prescribed in Utah Code §[20A-1-510](#), or its successor provisions, shall be followed.

SECTION 106 ESTABLISHMENT OF SUBCOMMITTEES

(1) The following committees have been established by the city council:

(a) Committee on Utility Rates and Enterprise Funds;

(b) Committee on Mayoral Appointments;

(c) Committee on Budget and Audit;

- (d) Committee for General Plan;
 - (e) Committee on Council Rules; and
 - (f) Committee on Land Use.
- (2) Temporary committees may be created for individual projects or purposes.

DRAFT

TITLE 2: COUNCIL OFFICE PROCEDURES

CHAPTER 1: COUNCIL AND STAFF COMMUNICATION

SECTION 101 COUNCIL TO COUNCIL STAFF COMMUNICATION

(1) Because City Council policy is implemented through professional staff, it is critical that the relationship between Council and staff be well understood by all parties so City policies and programs may be implemented successfully.

(2) Two (2) Council Members may direct the Council Office Director to investigate policy or budget issues and assist the Council in matters that fall within the scope of the Council's powers; however, if the issue or matter will place a burden on Council Staff that is greater than sixty (60) minutes, the Council Office Director may request that the direction be given by four (4) Council Members.

(3) Direction given pursuant to Subsection (2) should not be interpreted as a favorable official vote on the issue or matter of interest; rather, an expression of support in expending Council staff resources.

(4) Council Members shall avoid directing members of Council Staff under the Council Office Director, as it is the Council Office Director's charge to supervise members of Council Staff.

(5) The Council may make requests to department heads but cannot direct department heads per Utah Code §[10-3b-203\(1\)\(c\)](#). Council Member should include the mayor, CAO, and council office director as a CC in any email request.

SECTION 102 COUNCIL STAFF TO COUNCIL COMMUNICATION

(1) Council Staff shall update the Council on upcoming events via calendar invitation.

(2) Council Staff shall send an email to the Council when agendas have been posted to Agenda Management System.

(3) Council Staff shall update the Council on significant City issues in a timely manner.

SECTION 103 COUNCIL TO COUNCIL COMMUNICATION

(1) Council Members are encouraged to reach out to one another on a variety of issues; however, Council Members should not create email, text chains, or meetings with more than three (3) Council Members, as four (4) Council Members constitutes a quorum.

(2) If a Council Member emails the entire Council Body, the message should be sent to the Council Members via Blind Carbon Copy.

(3) Council Members should avoid group texting the Council in its entirety, if the Council needs to be alerted of something by text, the Council Member wishing to convey a message should specify within the text that the update is informational only and that any response or question should not be raised in the group text does not necessitate a response.

(4) When required, the council staff shall publish a "Notice of Potential Quorum".

SECTION 104 STAFF COMMUNICATION ON BEHALF OF COUNCIL

(1) The Council Director, or a staff member under the direction of the Council Director, will prepare messages on behalf of the Council for:

- (a) the West Jordan employee newsletter;
- (b) the Council's various social media platforms;
- (c) responses to constituents; and
- (d) other communication requested by four (4) or more members of the Council.

(2) Communications that require some sort of Council approval include communications that require an expenditure of the Council's budget or communications requested by four (4) or more members of the Council.

SECTION 105 COUNCIL SOCIAL MEDIA POLICIES

(1) The Council will operate and maintain social media accounts on the following platforms:

- (a) Facebook;
- (b) Twitter; and
- (c) Instagram.

(2) The West Jordan City Council official social media accounts will be "public" and generally open for engagement by other users so long as the engagement is in compliance with the community standards of the respective platforms on which the account is operating.

(3) The social media accounts of the Council may "follow" all current council members who have an account on the platform, if applicable.

(4) The Council social media pages will not:

(a) promote campaign materials or campaign events of current or prospective Council Members; nor

(b) promote opinions of individual Council Members on political topics.

(5) Council Members may share posts from the Council's and the City's social media pages.

(6) The Council Social Media pages may follow present Council Members and may follow former Council Members; however, the Council social media pages will not "like" any campaign content or personal opinions of Council Members, as the page represents the Council Body as a whole.

SECTION 106 EVENTS AND INVITATIONS

(1) Should the Council Body receive a single piece of mail addressed to the entire Council, the Council Office shall scan the piece of mail and email it to the Council Body.

(2) Council Office staff shall also share other events Council Members may be interested in attending or find beneficial to completing their charge as the legislative body of the City.

SECTION 107 SERVICE OF LEGAL DOCUMENTS

(1) Each Council Member will refer service of all legal documents to the City Attorney's Office.

CHAPTER 2: COUNCIL TRAVEL, RETREAT, PHOTOGRAPHY, AND BENEFITS AND COMPENSATION

SECTION 101 COUNCIL TRAVEL

(1) Subject to budget availability, Council Members are invited to travel to the following conferences and conventions related to City business:

(a) National League of Cities – City Summit and Congressional City Conference;

(b) Utah League of Cities and Towns; Annual Meeting; and

(c) Utah League of Cities and Towns, Mid-Year Meeting.

(2) Council Staff will ask each Council Member during the annual budget process which conferences they intend to attend.

(3) Once Council members have indicated which conferences they intend to attend, The Council Staff will then prepare conference cost and travel estimates for inclusion in the Council Office travel budget.

(4) Should a Council Member want to attend a conference, convention or seminar not listed in Subsection (1), Council Staff will prepare a notice on a Council agenda for Council consideration.

(5) If the Council:

- (a) rejects the proposed travel outlined in Subsection (4), or if appropriated funds are not available, the trip will not be scheduled, and the Council Member may attend at their own expense; or
- (b) approves the proposed travel outlined in Subsection (4), the Council Staff or the Council Member may arrange for the travel.

SECTION 102 COUNCIL RETREAT

(1) The Council may schedule a strategic planning retreat each year and include the executive branch and other personnel, as needed, to discuss:

- (a) policy;
- (b) goals;
- (c) annual planning of agenda items;
- (d) the City's budget; and
- (e) other issues of mutual interest and concern.

(2) During Council retreat, the Council should also review progress on past goals as they focus on future goals.

SECTION 103 COUNCIL PHOTOS

(1) The Council will be photographed as a Body up to twice per election cycle, once right after the Oath of Office, and again during the following summer.

(2) Council Members should also be photographed as individuals once every two years.

(3) Council Members may use their individual digital photograph(s) for personal use.

SECTION 104 COUNCIL BENEFITS AND COMPENSATION

(1) Per West Jordan Code §[1-4-1](#), Council Members will receive their compensation in the form of salary as set by the Council and designated in the annual budget and may opt into any benefits provided to fulltime employees.

(2) "Benefits" includes employment benefits relating to retirement and health insurance and phone allowance.

(3) Council Members may also receive in-kind benefits as defined in West Jordan City Code §[1-4-3](#).

CHAPTER 3: SETTING AGENDAS FOR COUNCIL MEETINGS

SECTION 101 AGENDA PUBLICATION

- (1) Agendas and revised agendas for regular council meetings shall be posted at least 24 hours in advance to meet Utah State Code [§52-4-202](#).
- (2) Council Staff will aim to publish regular meeting agendas the Thursday prior to a scheduled Council Meeting date as defined in Title 1, Chapter 1, Part 1, Section 102, Scheduling of Meetings.

SECTION 102 SUBMITTING AGENDA ITEMS

- (1) Executive and Council Staff shall use an agenda management system to organize materials and assemble item packets for Council Meeting agendas.
- (2) A packet should include a Request for Council Action form, which serves as the transmittal form for the packet.
- (3) A completed Request for Council Action form should include:
 - (a) requested meeting date;
 - (b) item deadline, if applicable;
 - (c) presenter;
 - (d) department sponsor;
 - (e) where the item falls on the agenda;
 - (f) type of action requested of the council;
 - (g) time requested;
 - (h) agenda subject;
 - (i) executive summary;
 - (j) time sensitivity;
 - (k) fiscal note; if applicable;
 - (l) department analysis;
 - (m) planning commission recommendation; if applicable;
 - (n) motion recommended;
 - (o) mayor recommendation; if applicable;

- (p) a list of exceptions requested by the Applicant;
- (q) a list of the packet attachments; if applicable; and
- (r) other information, if applicable.

(4) Originators of materials are responsible for supervising their packet through the workflow designated by the Council Office staff, which includes the following steps in order;

- (a) review and consent by the originator's department head;
- (b) review and consent by the City Attorney's office;
- (c) review and consent by the Mayor or Chief Administrative Officer; and
- (d) review and consent by the Council Office.

(5) In order for an item to be eligible for placement on a regular council meeting or committee of the whole agenda by Council Leadership, the packet must be considered sufficient and have undergone the process described in Subsection (2) by 5 p.m. Mountain Standard Time on the Wednesday two weeks prior to the scheduled meeting.

(6) The Council Body may alter the timeline for submission by voting to suspend the rules in a public meeting.

(7) Under West Jordan City Code [§1-6-10](#), the Council Chair, in consultation with council vice-chair, shall set the agenda for and conduct all meetings of the council as a whole, subject to council rules.

SECTION 103 REMOVAL OF AGENDA ITEM

(1) Agenda items may be considered by the Council Chair and Vice Chair for addition or removal to any regular Council Meeting as long as Council Staff has time to post the revised agenda according to Utah State Code [§52-4-202](#); however, if the requestor of the item removal is:

- (a) a Council Member who sponsored the item, removal of the item must be approved by the Council Chair after consultation with the vice-chair, or four Council Members;
- (b) an administrative staff member who is responsible for the item, removal of the item must be approved by the Council Chair, or four Council Members; or
- (c) an applicant who generated the item, removal of the item must be approved by the Council Chair after consultation with the Vice-Chair and must be before public hearing notices have been sent.

(2) If an agenda item was removed by request of an applicant prior to public notices being sent, the applicant must provide a new prospective Council Meeting date in which they would like to be heard.

(3) Should an applicant request a public hearing be removed from an agenda after public notices have been sent the Council may:

- (a) still hold the noticed public hearing;
- (b) take formal action after holding the scheduled public hearing;
- (c) continue the public hearing to a future date; or
- (d) take other action allowed under city or state code.

(4) Should the applicant refuse to request a new date, the application will be considered withdrawn.

SECTION 104 CEREMONIAL RESOLUTIONS

- (1) Resolutions of support, appreciation or recognition may be placed on the Council agenda at the request of the mayor or any two Council Members with the approval of Council Leadership.
- (2) The Council was not elected to represent West Jordan residents on national and international matters and discourages resolutions that distract from the non-partisan, local control of West Jordan governance by the City Council.
- (3) Resolutions considered to be extremely controversial (such as a censure of an individual) or outside the political oversight of the city council may require support of four members of the council to be considered for addition to an agenda.
- (4) Resolutions shall go through the process defined in Section 302 of this Title.
- (5) If a non-City organization requests that a resolution or ordinance be placed on the Council agenda, the Council Staff will notify members of the city council of the organization's request for a Council sponsor.

CHAPTER 4: SETTING AGENDAS FOR OTHER MEETINGS

SECTION 101 COMMITTEE OF THE WHOLE AGENDAS

- (1) Administrative and Council Staff shall use an agenda management system to organize materials and assemble item packets for Committee of the Whole Agendas.
- (2) A packet should include a Request for Council Action form, which should include the information outlined in Section 302 of this Title.
- (3) Under West Jordan City Code [§1-6-10](#), the Council Chair, in consultation with council vice-chair, shall set the agenda for and conduct all meetings of the council as a whole, subject to council rules.

SECTION 102 SPECIAL COUNCIL MEETING AGENDAS

- (1) The Special Council meeting agenda shall be set by and conducted by the members of the Council who called the special meeting, unless the meeting was called by the Mayor.

(2) If the Special Council Meeting was called by the Mayor, the Mayor shall set the agenda; however, the Council Chair, or the Chair's designee shall chair the special meeting.

(3) Administrative and Council Staff shall use an agenda management system to organize materials for special council meeting agendas; however, staff is not subject to creating an RCA or timelines specified in Section 302 of this Title.

SECTION 103 COUNCIL SUBCOMMITTEE AGENDA

(1) Administrative and Council Staff should use an agenda management system to organize materials for subcommittee agendas; however, staff is not subject to creating an RCA or timelines specified in Section 302 of this Title.

(2) The Council Subcommittee Chair shall, in consultation with subcommittee vice-chair, set the agenda for and conduct the subcommittee meeting unless the provisions in Subsection (3) are met.

(3) If the vice-chair and other subcommittee member call for the meeting, then the vice-chair, in consultation with the other subcommittee member, shall set the agenda for and conduct the subcommittee meeting.

ROBERT'S RULES

GUIDING PRINCIPLES:



Everyone has the right to participate in discussion if they wish, before anyone may speak a second time



Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker



Only one topic can be discussed at a time

MOTION:

A motion is the topic under discussion.

After being recognized by the Council Chair any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered.

Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed).

The person who made the motion usually has priority to speak to the motion first.

I WANT TO:

CHANGE SOME OF THE WORDING IN A MOTION UNDER DISCUSSION

After recognition by the Council Chair, **move to amend** by

- adding words,
- striking words or
- striking and inserting words.

REWORD A MOTION BEYOND SIMPLE WORD CHANGES

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

SUGGEST THAT THE AGENDA ITEM RECEIVE MORE STUDY AND/OR INVESTIGATION

Move to refer to an existing council subcommittee, group of staff members, or Council staff. Try to be specific as to the charge to the group you are sending it too. It is also helpful to add a realistic timeframe in which you would like the group to report.

SPEND MORE TIME PERSONALLY TO STUDY THE PROPOSAL BEING DISCUSSED

Move to postpone to a definite time or date.

ONLY SPEND A CERTAIN AMOUNT OF TIME DISCUSSING AN ITEM OR WANT TO PROPOSE A TIME TO END DEBATE

Move to limit debate to a set period of time or to a set number of speakers. This requires a *two-thirds majority vote*.

END THE DISCUSSION

Move to close the debate. Also referred to as **calling the question**. This cuts off discussion and brings the assembly to a vote on the pending question only. *Requires a two-thirds majority vote.*

POSTPONE A MOTION UNTIL SOME LATER TIME

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it. *TABLING AND POSTPONING ARE DIFFERENT MOTIONS.*

BRING A DISCUSSION THAT HAS DRIFTED AWAY FROM THE AGENDA ITEM BACK TO THE ITEM

"Call for orders of the day."

TO TAKE A SHORT BREAK

Move to recess for a set period of time.

END THE MEETING

Move to adjourn.

ENSURE THAT THE COUNCIL CHAIR ANNOUNCED THE RESULTS OF A VOTE CORRECTLY

Without being recognized, call for a "division of the house." A roll call vote will then be taken.

CLARIFICATION ABOUT A PROCEDURE BEING USED BECAUSE I AM CONFUSED

Without recognition, call for "**Point of Information**" or "**Point of Parliamentary Inquiry**." The chair of the council will ask you to state your question and will attempt to clarify the situation and may use the council parliamentarian for assistance.

TO CHANGE YOUR MIND ABOUT SOMETHING THAT WAS VOTED ON EARLIER IN THE MEETING FOR WHICH I WAS ON THE WINNING SIDE

Move to reconsider. See Title 1, Part 2, Section 203 of these Council Rules.

TO BRING SOMETHING URGENT THAT DOES NOT RELATE TO THE AGENDA TO EVERYONE'S ATTENTION

Motions of personal privilege are meant to be URGENT, this motion is not for giving one's opinion that isn't related to the ongoing debate or agenda item.

DO NOT MISUSE POINT OF PERSONAL PRIVILEGE OR GENERAL PRIVILEGE

Examples:

Council Member: Council Chair, I rise to a Point of Personal Privilege.

Chair: State your point

Council Member: I'm finding it difficult to hear the B clearly. Would everyone please lean into their microphone, so that I will know what is being said?

Council Member: Council Chair, I rise to a Point of General Privilege.

Chair: State your point

Council Member: It's really hot in chambers, can we request staff to turn on the air conditioning?

BRING ATTENTION TO THE CHAIR THAT THE RULES ARE BEING VIOLATED

Point of order, state what rule you think is being broken.

YOU MAY INTERRUPT A SPEAKER FOR THESE REASONS ONLY:

- (1) to get information about business –**point of information**
- (2) to get information about rules– **parliamentary inquiry**
- (3) if you can't hear, safety reasons, comfort, etc. –**question of privilege**
- (4) if you see a breach of the rules –**point of order**
- (5) if you disagree with the Council Chair's ruling –**appeal**

MOTIONS SUMMARIZED, BLUE IS REQUIRED

	Must be recognized by Chair	Must be seconded	Open for discussion	Can be amended	Vote count required to pass	May be reconsidered or rescinded
Main motion	Y	Y	Y	Y	Majority	Y
Amend motion	Y	Y	Y		Majority	Y
Kill a motion	Y	Y			Majority	Y
Limit debate	Y	Y		Y	2/3	Y
Close discussion	Y	Y			Majority	Y
Recess	Y	Y		Y	Majority	
Adjourn	Y	Y			Majority	
Take Agenda Item Out of Order	Y	Y			Majority	
Withdraw a Motion ¹	Y	Y			No opposition of the body	
Refer to staff/committee	Y	Y	Y	Y	Majority	
Postpone to a later date/time	Y	Y	Y	Y	Majority	Y
Table ²	Y	Y			Majority	
Postpone indefinitely ³	Y	Y	Y	Y	Majority	Y
Point of order ⁴						
Point of information ⁴						
Parliamentary inquiry ⁴						
Question of privilege ⁴						
Appeal ⁴						

1 = If a motion has been seconded, in order to withdraw the motion requires no opposition of the body.

2 = **Motion to table** is for later in same meeting (1 item must be heard prior) or following meeting. If not heard by the following meeting, the item dies. (See motion to postpone)

3 = **Motion to Postpone Indefinitely** means the item is dead.

4 = These are the only motions that can interrupt a speaker.

WHAT TO EXPECT AT COUNCIL MEETING

Welcome to Council Meeting! This is your guide to navigating this meeting as a member of the public. Within this document is a description of how to find agendas, what each section of the agenda looks like during the public meeting, a review on how to give effective public comments, and a “I want to...” section, which includes common scenarios as to why you may be interested in attending a council meeting and how you can best achieve your goals. The city council follows a modified version of Robert’s Rule of Order.

I WANT TO:

SPEAK OUT ON AN ITEM THAT I RECEIVED A PUBLIC HEARING NOTICE FOR DURING A COUNCIL MEETING

You will want to wait until that item comes up the agenda. Typically, the Council we receive a short presentation from staff or the applicant, then the chair will open the public hearing. This is when you should give your comment, NOT during “Public Comment” which is the time to address agenda items that do not have an associated public hearing to them or for any other issue.

SPEAK OUT ON AN ISSUE OF CONCERN THAT IS NOT ON THE AGENDA

The “Public Comment” portion of the meeting is when you would bring up this concern. Remember, you only have three minutes!

GIVE COUNCIL MEMBERS A HANDOUT WITH INFORMATION

You can email this handout prior to the meeting by emailing councilcomments@westjordan.utah.gov, which automatically forwards your email to all of the Council Members, OR you may approach a member of Council Staff prior to the meeting and ask that your document be distributed to the Council. Do not approach the Council before, during, or after your public comment, as this disrupts the flow of Council Meeting.

ASK THE COUNCIL BODY A SERIES OF QUESTIONS

Council Members are not supposed to respond to questions from the public during public comment, as it interrupts the speaker’s three-minute limit and is unfair toward others who may have questions. You may ask rhetorical questions, but if you are seeking answers to your questions, it is more appropriate to email the Council or schedule a visit with individual Council Members. City Staff members may also answer questions.

REPRESENT A GROUP DURING COUNCIL MEETING

Before beginning your comment, ask the Council Chair, “May I have five minutes, as I am representing INSERT GROUP NAME HERE.” The Chair will then grant you more time if the Chair deems it appropriate.

SEE A COMMUNITY ISSUE AS FUTURE AGENDA ITEM OR COMMITTEE OF THE WHOLE ITEM

Agenda items need two interested Council Members before the item may be submitted to Council Leadership for selection. It is often beneficial to contact your district council member first, followed by any at-large council members.