



THE CITY OF WEST JORDAN COMMITTEE OF THE WHOLE August 21, 2024

8000 S Redwood Road, 3rd Floor
West Jordan, UT 84088

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WORK SESSION 6:00 pm

1. CALL TO ORDER

2. DISCUSSION TOPICS

- a. Discussion of Election Code Text Amendments, Campaign Finance Reports, and Prohibition of the Use of the City Logo (West Jordan Title 1-15-2; 1-15-4; 1-15-8; 1-15-9)
- b. Municipal Alternate Voting Methods Pilot Project (also referred to as rank choice voting) for the 2025 Election (three at-large seats)
- c. Discussion on Adjustments to At-large Council Seats and Council Districts.
- d. Discussion on Amendments to Election of Chair and Vice-Chair Title 1-6-9
- e. Discussion on Proposed 2025 Annual Meeting Schedule for City Council and Agency Boards
- f. Discussion on Adjustments to Council Compensation.

3. ADMINISTRATIVE ITEMS

Topics not included on the agenda, brought up for discussion to address matters of importance or items needing prompt attention. Final action on these topics will not be taken at this meeting.

4. ADJOURN

UPCOMING CITY COUNCIL MEETINGS

- Tuesday, August 27, 2024 – Special City Council Meeting – 6:00p
- Wednesday, September 11, 2024 – Regular City Council Meeting – 6:00p
- Wednesday, September 18, 2024 – Committee of the Whole Meeting – 6:00p
- Wednesday, September 25, 2024 – 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.

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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 Code 1-13-1-E. Participation will be broadcast and amplified so all persons present in the meeting will be able to hear or see the communication.

INTELLECTUAL PROPERTY PERMISSION NOTICE

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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/pmn/>, on West Jordan City's website <https://westjordan.primegov.com/public/portal>, and notification was sent to the Salt Lake Tribune, Deseret News, and 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 August 15, 2024 Cindy M. Quick, MMC, Council Office Clerk



REQUEST FOR COUNCIL ACTION

Action: Provide information to Council

Meeting Date Requested : 08/21/2024

Presenter: Tangee Sloan

Deadline of item :

Applicant:

Department Sponsor: Recorder - Elections

Agenda Type: DISCUSSION TOPICS

Presentation Time: 15 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Discussion of Election Code Text Amendments; Campaign Finance Reports, and Prohibition of the Use of the City Logo (West Jordan Title 1-15-2; 1-15-4; 1-15-8; 1-15-9)

2. EXECUTIVE SUMMARY

Council is being asked to consider changes to City Code. Sections, 1-15-2, 1-15-4, 1-15-8 and 1-15-9. Qualifications for Office, Disclosure Campaign Contributions and Expenditures, Prohibition of the Use of The City Logo in Municipal Elections, and Compliance with Utah Election Laws, including the following:

- Qualifications for Office, including forms and processes;
- Uniform fee for City Council candidates, Mayoral candidates, and failure to file campaign finance reports;
- Prohibition of the use of the City Logo in Municipal Elections; and
- Deletion of redundant numbering and other stylistic changes.

3. TIME SENSITIVITY / URGENCY

Suggested Text Amendment changes should be made prior to January 2025.

4. FISCAL NOTE

Changes to city code; no anticipated fiscal impacts.

5. MOTION RECOMMENDED

N/A

6. MAYOR RECOMMENDATION

N/A

**City Code Text Amendment (Sections 1-15-2, 1-15-4, 1-15-8, and 1-15-9) for
Campaign Finance Reports and Prohibition of the Use of the City Logo**

1-15-2: QUALIFICATIONS FOR OFFICE:

A. Qualifications For All Candidates:

1. A candidate must be a registered voter who has resided within the city for a period of twelve ~~(12)~~ consecutive months immediately preceding the date of the general election.

a. In case of an annexation, any person who has resided within the territory annexed for the prescribed twelve ~~(12)~~-month period is deemed to meet the residence requirement for candidacy.

2. Candidates to be voted for at all municipal elections in the city shall be elected in ~~an~~-a nonpartisan election administered consistent with Utah Code ~~Ann.~~-title 20A, chapter 5, with amendments and modifications as are appropriate for a municipal election.

3. At the time of filing a declaration of candidacy with the city recorder, using the form provided by the city recorder, each candidate shall pay to the city recorder the filing fee in the consolidated fee schedule (approved by the city council).

a. Each declaration of candidacy shall be filed with the city recorder by 5:00:00 p.m. on the last day of the posted filing period. The city recorder shall not accept any declaration of candidacy filed after the end of the filing period (at 5:00:01 p.m. or after on the last day of the posted filing period).

4. Any candidate who failed to file any past due campaign finance report or reports with the city recorder, shall complete all the requirements of subsection 1-15-4G before filing a declaration of candidacy with the city recorder.

B. Qualifications For Mayor: There are no additional qualifications for mayor other than those ~~the requirements~~ listed in subsection A.

C. Qualifications For City Council:

1. Election To Council Seats:

a. Three ~~(3)~~ city council members shall be elected in a city wide at-large election. All registered voters residing in the city may vote for at-large city council candidates. The at-large council members must be qualified electors residing in the city. The three ~~(3)~~ at-large council member seats shall be filled by the three ~~(3)~~ candidates receiving the highest, second highest, and third highest number of votes in the election in which all candidates are running against all other candidates for the at large seats.

b. Four ~~(4)~~ city council members shall be elected from council districts that are substantially equal in population. To vote for a "districted" council candidate, a registered voter must be a resident of the council district for which the candidate is running. To be elected from a council district, the candidate must be a qualified elector residing in the council district for which they are running at the time of declaration of candidacy and through the completion of the elected

term. If the candidate for a districted council seat ceases to be a qualified elector residing in council district he is running for before the primary or general election, the city recorder shall inform the appropriate election official that the candidate has been disqualified. The election official shall thereafter: (i) remove the candidate's name from the ballot if practicable by blacking out the candidate's name before the ballots are delivered to voters or (ii) if removing the candidate's name is not possible, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted, and (iii) not count any votes for the disqualified candidate.

c. A candidate's name may not appear on the ballot for more than one City elected office in the same election.

D. Time Of Elections:

1. The three ~~(3)~~-at-large council seats shall be elected for four ~~(4)~~-year terms of office during the regular municipal election in November 2021, and each fourth year thereafter.

2. The four ~~(4)~~-districted council seats and the mayor shall be elected for four ~~(4)~~-year terms of office during the regular municipal election in November 2019, and each fourth year thereafter.

E. Council District Boundaries:

1. The boundaries of the council districts shall be adopted by resolution in a city council meeting.

2. Within six ~~(6)~~-months after the Legislature completes its decennial redistricting process, or when otherwise required by Utah Code, the city recorder shall submit for city council approval council district boundaries to be realigned, if necessary.

a. The city council shall designate, by resolution, council districts that are substantially equal in population for the districted council members to be elected from.

b. The boundaries of the council districts shall not be changed frivolously or arbitrarily, but only for the purpose of assuring that the council districts are contiguous, compact, and substantially equal in population.

F. Term Of Office: The mayor and members of the city council, unless otherwise set forth by law, shall begin their terms of office at 12 noon on the first Monday in January following their election.

G. Primary Election: If the number of candidates for a specific elected office exceeds twice the number of individuals needed to fill the office, the city will hold a Primary Election in accordance with Utah Code ~~Ann.~~-section 20A-9-404 to reduce the candidate field for the General Election to two ~~(2)~~-times the number of individuals needed to fill the elected office. The candidates with the highest vote totals shall move forward to the General Election. If there are fewer than two ~~(2)~~-times the number of candidates for a specific elected office, a Primary Election shall not be held for that elected office. (Ord. 20-44, 12-2-2020; amd. Ord. 21-44, 11-16-2021; Ord. 23-13, 3-8-2023)

76

77 1-15-4: DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES:

78 A. Disclosure Duty: Each candidate for elected municipal office shall report financial
79 contributions and expenditures in full compliance with this code, Utah Code ~~Ann.~~ section 10-3-
80 208, and title 20A, chapter 11, or its successor provisions. If the city adopts stricter disclosure
81 requirements than Utah Code the disclosure requirements of this chapter shall apply.

82 B. Report Filing: The filings required by this section shall be made with the city recorder. The
83 statements so filed shall be public records.

84 C. Campaign Finance Reports:

85 1. Campaign finance reports shall detail accurately and completely the information required
86 concerning contributions and expenditures.

87 2. Campaign finance reports shall identify the amount of each contribution, regardless of
88 amount, and the name of the contributor, if known. The monetary value of in-kind contributions
89 should be estimated.

90 3. Campaign finance reports shall identify each expenditure, regardless of amount, and the
91 name of the recipient of the expenditure.

92 4. Campaign finance reports shall identify any anonymous donations. Campaign finance
93 reports must include a statement of the date of transfer to state, county, city, or a non-profit
94 501(c)(3) organization and identify the organization funds were transferred to on any anonymous
95 contributions greater than fifty dollars (~~\$50.00~~) as an expenditure.

96 D. Current Elected Officials: Current elected officials must submit an updated campaign
97 finance report no later than April 1 each year in office to disclose campaign contributions and
98 expenditures made or received since the immediately prior reporting period.

99 E. Campaign finance reports shall include a statement certifying that all contributions and
100 expenditures not previously reported have been reported.

101 F. City Recorder Notifications:

102 1. The city recorder shall notify each candidate for municipal office upon declaration of
103 candidacy and again fourteen (~~14~~) days before each municipal election, of the provisions of this
104 section and Utah law that govern disclosure of contributions, expenditures, and the penalties for
105 failing to file a campaign finance report, including the statutory provisions that require the
106 removal of the candidate's name from the ballot for failure to file required campaign finance
107 reports.

108 2. The city recorder shall notify all elected officials of their obligation to file an annual
109 updated campaign finance report by April 1 as required by this section and the penalties for failing
110 to do so at least fourteen (~~14~~) days but no more than ~~twenty-one (21)~~ twenty-one days before such
111 campaign finance report is due.

112

G. Failure to File Campaign Finance Reports: A candidate who is at least thirty calendar days late in filing any campaign finance report or reports with the city recorder is not qualified to file any declaration of candidacy with the city recorder pursuant to section 1-15-2 until all the late or unfiled campaign finance reports have been filed with and accepted (as being in compliance) by the city recorder. (Ord. 20-44, 12-2-2020; amd. Ord. 23-13, 3-8-2023)

1-15-8: PROHIBITION OF THE USE OF THE CITY LOGO IN MUNICIPAL ELECTIONS:

A. A candidate or other “person”, as defined in section 1-15-1, may not use any version or portion of the city logo in, or in the background of or in an attachment to, any election or campaign material of any type or medium (including, but not limited to, printed, digital or electronic, etc.).

1-15-9: COMPLIANCE WITH UTAH ELECTION LAWS:

A. A candidate or other “person”, as defined in section 1-15-1, shall fully comply with all the relevant requirements of the election laws in the Utah Code, including, but not limited to, title 20A and any section cited in the declaration of candidacy form.

ELECTION TEXT AMENDMENTS

Tangee Sloan, City Recorder and Elections Officer

COUNCIL WORK SESSION

AUGUST 21, 2024



ELECTION TEXT AMENDMENTS

1. Standardize elected official filing fee
2. Failure to file campaign finance reports
3. Prohibit the use of the City logo
4. Deletion of redundant numbering and other stylistic changes
5. Update language and format for consistency
6. Compliance with Utah Election Laws

PROPOSAL: ELECTION FILING FEE

REQUEST: Standard filing fee: \$50

Reasons to support: Intended to offset the costs associated with the election, consistent fee structure ensures all candidates are contributing equally

Filing Fee - At the time of filing a declaration of candidacy with the city recorder, each candidate shall pay to the city recorder the filing fee in the consolidated fee schedule

West Jordan City Municipal Code 1-15-2

PROPOSAL: FAILURE TO FILE

REQUEST: A candidate who is at least thirty (30) calendar days late in filing any campaign finance report with the city recorder is not qualified to file any declaration of candidacy until all finance reports have been filed and accepted by the city recorder.

Reasons to support: Accountability, transparency, compliance, fairness, administrative efficiency

Failure to File Campaign Finance Reports

West Jordan City Municipal Code 1-15-4

PROPOSAL: PROHIBIT USE OF CITY LOGO

REQUEST: Prohibit the use of the city logo

Reason to support: City logo is not used for political advantage, maintains the integrity and neutrality of municipal symbols, ensures all candidates have equal opportunities without leveraging city resources

“Prohibition of the use of City Log ”

West Jordan City Municipal Code 1-15-8

OTHER ELECTION CODE AMENDMENTS

- 4. Deletion of redundant numbering and other stylistic changes
- 5. Update language and formatting for consistency
- 6. Compliance with Utah Election Laws

DISCUSSION AND GUIDANCE



REQUEST FOR COUNCIL ACTION

Action: Provide information to Council

Meeting Date Requested : 08/21/2024

Presenter: Tangee Sloan

Deadline of item :

Applicant:

Department Sponsor: Recorder

Agenda Type: DISCUSSION TOPICS

Presentation Time: 15 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Municipal Alternate Voting Methods Pilot Project (also referred to as rank choice voting) for the 2025 Election (three at-large seats)

2. EXECUTIVE SUMMARY

The purpose of this agenda item is to provide the Council with information about participating in the Municipal Alternate Voting Methods Pilot Project (also referred to as rank choice voting) sponsored by the Lieutenant Governor's Office and determine whether the City will be participating in the Project in the next election (November 2025). This is the last year of the Pilot Project.

As we approach the next election season, it is the responsibility of the City's Election Officer to provide the City Council with the option of participating in the Municipal Alternate Voting Methods Pilot Project.

Utah State Code 20A-4-602 requires any municipality that decides to opt into the Pilot Project, to provide notice to the Lieutenant Governor's Office and Salt Lake County Clerk's Office of their intent prior to May 1st.

As the Election Officer, I am requesting this decision be made early enough to allow for public education of rank choice voting should the Council decide to participate in the Pilot Project.

3. TIME SENSITIVITY / URGENCY

City Council must vote and pass a resolution to participate and provide written notice of intent to the Lieutenant Governor's Office prior to May 1, 2025. (20A-4-602)

4. FISCAL NOTE

The cost of the 2023 traditional election for four council district seats and a mayoral seat (including both a primary and general election) was \$220,995. If the City had opted into the Pilot Project and utilized rank choice voting, the need for a primary would have been eliminated and the cost would have been \$164,238.

Using the 2023 election as a baseline, the cost estimate for the 2025 traditional election **with** a primary is between \$165,000 - \$200,000.

If the City were to opt into the Pilot Project, the estimated cost is between \$125,000 - \$150,000 + additional costs to educate the public.

The cost estimate variance is due to the unknown participation of cities in rank choice voting.

5. PLANNING COMMISSION RECOMMENDATION

N/A

6. STAFF ANALYSIS

N/A

7. MOTION RECOMMENDED

N/A

8. MAYOR RECOMMENDATION

N/A

9. PACKET ATTACHMENT(S)

Presentation

10. OTHER INFORMATION

West Jordan Committee of the Whole Meeting

Council Staff Review



Item Name: Municipal Alternate Voting Methods Pilot Project

Department: Recorder's Office

Action Needed: Discussion Item; Input requested from Council

ITEM SUMMARY

What is being asked of the council

The Council is being asked to consider the option of participating in the Municipal Alternate Voting Methods Pilot Project for the November 2025 election.

POSSIBLE COUNCIL DIRECTION

Council may choose to:

1. Move the item forward to a future Council Meeting for consideration and possible final action;
2. Continue the item for to a future Committee of the Whole meeting;
3. As applicable, refer the item to the Planning Commission, a Council Subcommittee, or an Ad Hoc Committee;
4. Table the item indefinitely;
5. Make requests of Council Staff, Administrative Staff, or the Mayor for information by way of four agreeing Council Members.

BACKGROUND & TIMELINE

The city's Election Officer (Tangee Sloan) would need to notify both the Lieutenant Governor's Office and the Salt Lake County Clerk's Office by May 1, 2025, should West Jordan opt-in to the Pilot Project.

Council has discussed Ranked Choice Voting previously (links for agenda/recordings, minutes found within the packet):

- [December 2, 2020 – Committee of the Whole Meeting](#)
- [January 27, 2021 – Committee of the Whole Meeting](#)
- [August 24, 2022 – Committee of the Whole Meeting](#)

COUNCIL OFFICE ANALYSIS

In 2018, the Utah legislature passed HB 35 that established a pilot program in which cities can use ranked choice voting (RCV). The bill passed 22-0 in the Senate, 67-3 in the House, and then-Governor Herbert signed it into law in March 2018.

Ranked choice voting (also known as instant runoff voting) has voters rank their choices first, second, third, and so on. If someone wins over 50% during the first round, they are the winner. However, should no candidate cross the 50% threshold, the last place finisher is eliminated, and that candidate's supporters are reallocated to the next

West Jordan Committee of the Whole Meeting

Council Staff Review



backup choice. This process is repeated, round by round, until someone wins over 50% of the votes. For a good example with graphics, [click here](#).

As noted within the RCA, the program is only available in odd year election cycles, thus the next opportunity being November 2025.

In 2023, 12 Utah cities utilized RCV in their elections (in no particular order):

- Salt Lake City
- Vineyard
- Heber City
- Midvale
- Genola
- Kearns
- Lehi
- Magna
- Millcreek
- Payson
- South Salt Lake
- Woodland Hills

[Follow this link for a summary of where RCV came into play with SLC, Vineyard, Heber City, and Midvale 2023 elections.](#)

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This Council Staff Review (CSR) has been created to complement the existing Request for Council Action (RCA) form submitted for the respective item.

While appropriate details may be repeated or referenced within a CSR, please refer to the RCA for department staff analysis and reporting, Planning Commission and/or Mayoral recommendations, fiscal impact, and other helpful information, as appropriate.

PLANNING FOR THE 2025 ELECTION

Tangee Sloan, City Recorder and Elections Officer

COUNCIL WORK SESSION

AUGUST 21, 2024



PURPOSE

Responsibility as the Elections Officer to ask the legislative body if in the 2025 election the City would like to participate in the:

Municipal Alternative Voting Methods Pilot Program

Also known as 'rank choice voting' or 'instant runoff voting'

Sponsored by the Lt Governor's Office

Codified in USC 20A-4-602

WHY NOW?

If the City were to decide to opt in, the City's election office will need time and financial resources to educate the residents on this method of voting.

Timely decision-making will support planning and implementation.

LT GOVERNOR'S PILOT PROJECT

Municipal Alternate Voting Methods Pilot Project

Began: January 1, 2019

Ends: January 1, 2026

Only available in odd-numbered years

2025 is the last election year for the program

Participation is optional

REQUIREMENTS AND TIMELINE

Responsibility

City's Election Officer to present the option of participation

Legal Requirement

May 1, 2025 – Deadline to notify of intent to participate or withdraw from participation

COST ANALYSIS (2023 ELECTION DATA)

Traditional Election

Cost: \$220,995

Primary and general elections for
4 council seats and a mayoral
seat

Rank Choice Voting (Estimated):

Cost: \$164,238

Savings from no primary
election

COST ANALYSIS (2025 ESTIMATE)

Traditional Election

Estimate: \$165,000 - \$200,000

Primary and general election for 3 council seats.

Rank Choice Voting (Estimated):

Estimate: \$125,000 - \$150,000

Additional costs for public education

DISCUSSION AND GUIDANCE

Chair McConnehey said he believed much of the existing process should be removed from Code and processed administratively through the Mayor's Office. Council Member Whitelock said it did not make sense to make people jump through hoops to donate something nice to the City, and agreed the process should be simplified. Council Member Green said he believed the posthumous requirement was unnecessary, and said he agreed with making a majority of the process administrative. He spoke in favor of having an established form and cost, with the City facilitating purchase and installation. Council Member Pack spoke in favor of consistency and simplifying the process. He said he agreed an application fee was not necessary.

Council Member Whitelock suggested memorial donations below a certain monetary value did not need to involve the City Council. Council Member Green said he believed naming of a park or building needed to be by resolution of the City Council but agreed that donations below a certain monetary value should not need Council approval.

City Attorney Robert Wall pointed out that the existing ordinance was written under the previous form of government. He advised the Council to think about the extent to which they wanted the Mayor to have the decision-making authority in that context, and what they would represent as the City's message. He suggested the Council had provided enough feedback for Staff to put together a first draft. Chair McConnehey suggested scheduling another discussion to provide further direction before beginning a revision. Council Member Green suggested adding naming rights for City buildings/facilities to the discussion.

Chair McConnehey thanked Mr. Clegg for bringing the discussion to the Council.

B. Ranked Choice Voting

Council Office Director Alan R. Anderson explained that the West Jordan City Council adopted Resolution No. 18-211 on December 12, 2018 to participate in a ranked-choice voting pilot program with the expectation of possible increased voter turnout, possible increased civility among candidates, and elimination of a primary election. The City Council rescinded the decision with Resolution No. 19-62 on March 13, 2019, following news that Salt Lake County would not be able to provide ranked-choice voting services, and considering the upcoming change in form of government. Mr. Anderson provided an update on 2019 Legislative actions regarding instant-runoff voting/ranked-choice voting and reported that cities must adopt or withdraw from the option by April 15. Participation would move the candidate filing deadline from June to August, and no primary election would be held. He reported that Salt Lake County indicated they would now be able to provide ranked-choice voting services, spoke of potential costs that might offset some of the savings from not holding a primary election, and said Staff recommended budgeting the same amount as traditionally budgeted for elections.

Council Member Jacob commented that ranked-choice voting was used at both State and County Republican Conventions in 2020 and appeared to go smoothly. He said the result was a candidate that had more buy-in from more people and expressed support for participating in ranked-choice voting with community education efforts.

Council Member Pack agreed with the need for voter education whenever something new was tried. He thanked Mr. Anderson for the presentation and said it would be nice to study what had been done in other areas to anticipate and be ready for any possible issues.

Chair McConnehey said he spent time in Australia during a ranked-choice voting election. He said he was not opposed to trying the method, emphasized the need for substantial outreach/education, and said he did

not expect the City to realize significant cost savings. Chair McConnehey suggested no more than three or four candidates on a ballot.

Council Member Green said he was intrigued by ranked-choice voting. He pointed out that three Council seats were up for election in November 2021. He spoke of the need for voter education, and said he hoped the costs would be similar to election costs in past years. Council Member Green said he would prefer to have West Jordan out front on this issue, especially if the Legislature decided to apply pressure. Council Member Pack said it seemed to him that the method would eliminate the need for mud-slinging between candidates. He said he agreed with the idea of being proactive and out front on the issue.

Chair McConnehey said there were many more details to understand. Council Member Worthen said she would be interested in further information from Staff and further discussion. Mr. Anderson said he would bring the issue back with more information.

C. New Business

The Council reviewed a list of new business items expected to appear on future meeting agendas.

a. 2021 Executive Committee Re-Appointments [Dirk Burton, Mayor]

The Mayor and Council discussed 2021 Executive Committee Re-Appointments, and the current limit on the number of terms a citizen was allowed to serve on the Planning Commission.

b. Request to vacate the entirety of 6300 West Street, 9350 South Street, and 6370 West Street of the Dannon Way Industrial Park subdivision plat recorded January 2, 2019. [Larry Gardner, City Planner/Zoning Administrator]

Community Development Director Scott Langford reported regarding a request to vacate the entirety of 6300 West Street, 9350 South Street, and 6370 West Street of the Dannon Way Industrial Park subdivision. The vacation was a simple adjustment of lines on a map there was no development or underground utilities that needed adjusting.

c. Ordinance No. 20-47 amending Title 2, Chapter 1, Section 1 regarding Executive Branch Committees [Korban Lee, Chief Administrative Officer/Kelvin Green, City Council Chair]

Chief Administrative Officer Korban Lee briefly reported regarding an amendment to Executive Branch Committees. The amendment would clarify that internal executive branch committees comprised of City employees are not subject to Title 2, but rather governed by the Mayor as a matter of City operations. Providing the Mayor with the express authority to create internal employee committees will increase government efficiency.

Chair McConnehey adjourned the work session at 6:47 p.m.

I, Cindy Quick, hereby certify that the foregoing minutes represent an overview of what occurred at the meeting held on December 2, 2020. This document constitutes the official minutes for the West Jordan City Council Meeting.

Cindy M. Quick, MMC
Council Office Clerk

Approved this 16th day of December 2020



MINUTES OF THE CITY OF WEST JORDAN CITY COUNCIL WORK SESSION

Wednesday, January 27, 2021 - 5:30 p.m.
Approved February 10, 2021

This meeting was held electronically via Zoom and streamed on West Jordan's YouTube channel
base location at City Hall 8000 S Redwood Road • West Jordan, UT 84088

COUNCIL: Chair Zach Jacob, Vice-Chair Kelvin Green, Chad Lamb, Christopher McConnehey, David Pack, Kayleen Whitelock, and Melissa Worthen

STAFF: IT Director Robert Allred, Council Office Director Alan R. Anderson, Director, Community Engagement & Government Affairs Tauni Barker, Mayor Dirk Burton, Public Works Director Brian Clegg, City Planner Larry Gardner, Community Development Director Scott Langford, Chief Administrative Officer Korban Lee, IT Administrative Assistant Rachel MacKay, Fire Chief Derek Maxfield, Assistant City Attorney Duncan Murray, Economic Development Director Chris Pengra, Assistant City Attorney David Quealy, Council Office Clerk Cindy Quick City Recorder Tangee Sloan, Administrative Services Director Danyce Steck, and City Attorney Robert Wall

PUBLIC: Alexandra Eframo and Justin Adams

CALL TO ORDER

Council Chair Jacob called the work session to order at 5:30 p.m. and read a Notice of Declaration regarding electronic meetings without an anchor location due to COVID-19, dated January 8, 2021, and effective for 30 days.

A. Ranked Choice Voting

City Recorder Tangee Sloan explained ranked choice voting, and shared advantages and drawbacks of the option for ranked choice voting. She showed a timeline for the 2021 election cycle, with a general election on November 2, 2021. Ms. Sloan said Salt Lake County Clerk Sherri Swenson committed to announcing whether her office would facilitate ranked choice voting in mid-March and explained some of the concerns at the County level. She said there was currently a bill before the Legislature that would block a municipality from contracting with another county for election servicing. Ms. Sloan stated that to manage a ranked choice voter campaign similar to what was employed in other cities, the City would need to budget approximately \$30,000, and would need to increase staff in the Recorder's Office to manage the election process, education, and in-bound election calls.

Staff answered questions from the Council. Council Member Worthen expressed concern with the estimated cost of voter education. Council Member Green responded that education costs would be offset by the cost savings in not hosting a primary election. Council Member Green wanted to postpone the council decision until decisions were made by the Legislature and emphasized the importance of citizen confidence in the election process. Council Office Director Alan R. Anderson confirmed that funds budgeted for a primary election could be reallocated for public education and outreach.

Assistant City Attorney David Quealy commented that in the 2021 West Jordan election, the top three vote-getters would win the at-large Council seats. He said the difference or impact of ranked choice voting may be felt more in a district seat election year. Council Chair Jacob said he liked the idea of ranked choice voting for an election that would have one clear winner but said he did not understand how ranked choice voting would work for an election with multiple winners. He suggested choosing a traditional

election format for 2021, with the possibility of trying ranked choice voting in two years depending on what the Legislature and County decided. Council Member Pack agreed that perhaps 2021 was not the best time to pursue ranked choice voting.

Council Member Lamb left the work session at 6:05 p.m., and returned at 6:07 p.m.

Council Chair Jacob asked if any Council Members were interested in pursuing ranked choice voting for the 2021 election cycle and did not receive an affirmative response. Consequently, the City would move forward with a traditional election format in 2021.

B. *Accessory Dwelling Units*

Council Office Director Alan R. Anderson outlined Council and Planning Commission discussions and direction regarding accessory dwelling units (ADUs) in the past two years. Following direction from the Council given December 16, 2020, a survey regarding ADUs was posted to the City Facebook page on December 22, 2020 and January 12, 2021.

Mr. Anderson shared **community survey** responses from the 2019 and the January 12, 2021 surveys, with the following summary:

- Resident support for ADUs
- Resident support for both attached and detached ADUs
- Resident support that owner live on-site

The Council and Staff reviewed results of the **Planning Commission/City Council joint survey** conducted at the April 29, 2020 work session, with the following summary of majority responses:

- Support for ADUs in all single-family zones
- Support for one ADU per parcel
- Not limited to lot size (previously 40,000 sq ft lots+)
- Owner not required to live on-site (different from community survey response)
- Support for off-street parking requirements
- Support for permanent foundation requirement

Council Chair Jacob said he hoped the Council had feedback and clear direction for Staff regarding the proposed ordinance included in the agenda packet. He commented that the Council did not know what the State would eventually decide regarding ADUs, and said he wanted the City Council to proceed with providing direction for the City of West Jordan.

Council Member Green believed it made sense to wait until the Legislative Session closed so that Legislative decisions could be considered. He said he wanted to separate internal and external ADUs in the ordinance, adding that he was okay with internal ADUs in any residential zone, but believed external ADUs should be limited to R-1-10 or greater because of potential parking issues.

Council Member Whitelock believed, based on feedback from the community, that ADU policy should protect the current feel of existing neighborhoods, that a separate entrance should be required for internal ADUs, and that two off-street parking spots should be required if an ADU had more than one bedroom. She said she felt strongly that policy should ensure sufficient land for an external ADU and felt strongly that one of the units should be owner-occupied. She questioned how home businesses would be monitored and regulations enforced.



MINUTES OF THE CITY OF WEST JORDAN COMMITTEE OF THE WHOLE MEETING

Wednesday, August 24, 2022 - 5:30 pm

Approved September 14, 2022

West Jordan City Council Chambers
8040 S Redwood Road • West Jordan, UT 84088

COUNCIL: Chris McConnehey, Zach Jacob, Melissa Worthen, Kelvin Green, Pamela Bloom, Kayleen Whitelock, David Pack (*arrived at 5:33 pm*)

STAFF: Council Office Director Alan Anderson, Council Office Clerk Cindy Quick, Mayor Dirk Burton, Public Works Director Brian Clegg, Senior PC Specialist Rodney Glore, Community Development Director Scott Langford, City Administrator Korban Lee, IT Administrative Assistant Rachel Mackay, Economic Development Director Chris Pengra, Assistant City Attorney Dave Quealy, Administrative Services Director Danyce Steck, City Recorder Tangee Sloan

1. CALL TO ORDER

Chair Whitelock called the work session to order at 5:30 pm

2. DISCUSSION TOPICS

a. **2023 Election Discussion: Ranked Choice Voting, Annual financial disclosure for elected officials and candidates, Council district and precinct boundary adjustment update**

Ranked Choice Voting – City Recorder Tangee Sloan explained that each year through 2026, the Elections Officer must inform the County whether the City wanted to opt into Ranked Choice Voting in any election. She asked if the Council wished to discuss the Ranked Choice Voting option for the November 2023 election. A majority of the Council indicated a desire to learn more about the option.

Council Member Pack arrived at 5:33 pm

Ms. Sloan proposed voter education efforts during Winter 2022, with the City notifying the County of the decision to opt in or opt out in April 2023. West Jordan City opted out of the Ranked Choice Voting Pilot Program in 2019 and 2021. Twenty-three cities participated in the Pilot Program in 2021 (nine in Salt Lake County). Ms. Sloan said costs for 2021 had been under-estimated and were expected to increase for the next election.

Ms. Sloan shared feedback from Sandy City regarding ranked choice voting for the 2021 election.

- Pros: shorter campaign time; less expensive
- Cons: voter confusion; citizens overwhelmed by number of candidates; over 4,000 exhausted ballots out of 21,000 (winner did not necessarily receive the majority of all votes); too long to declare a winner in a close race

Ms. Sloan defined an “exhausted ballot” as a ballot that was not filled out correctly. She shared the following feedback from Draper City.

- Pros: shorter campaign time; less expensive; no primary; some residents loved it
- Cons: no way for a hand recount; voter education; ballots not counted if filled out incorrectly; residents were not part of the decision; City Recorder is supposed to confirm each round was done correctly

Ms. Sloan wanted sufficient time for voter education. Staff answered questions from the Council. Vice Chair Green stated a resolution would be required for the City to formally opt-in, and City ordinance requiring a primary election would need to be amended. Council Member Pack asked if the option could be placed on the next ballot. Chair Whitelock said she would not be in favor of placing the question on the next ballot because West Jordan had no other issues requiring an election.

Chair Whitelock and Council Members Worthen, Pack, and McConnehey said they were not in favor of participating in ranked choice voting at that time. Council Member Jacob said he was in favor of continuing down the road. Vice Chair Green stated he was 100% opposed. Council Member Bloom said she was 100% in favor.

Chair Whitelock said she believed some level of voter education could occur even if the Council did not choose to participate that year. City Administrator Korban Lee said staff were preparing a citizen survey that would go out in 2022 and asked if the Council would want a question about ranked choice voting included in the survey. A majority of the Council indicated support for including a question on the citizen survey.

Annual Financial Disclosures – Current elected officials were required to submit an updated campaign finance report no later than June 1st of each year they held office to disclose campaign contributions and expenditures made or received since the immediate prior reporting period. Ms. Sloan explained the request to change the submission deadline from June 1st to May 15th to provide the Recorder’s Office time for processing and reviewing disclosures. Chair Whitelock expressed support. Vice Chair Green commented that the ordinance would need to be amended.

Council District and Precinct Boundaries Update – In April of 2022, the Council passed Resolution No. 22-011, equalizing districts based on population. The Resolution was sent to the Salt Lake County Clerk’s Office to update precincts within the districts. Ms. Sloan reported that precincts would be updated after the County election in November 2022.

b. Chamber of Commerce Service Agreement Discussion

Economic Development Director Chris Pengra commented that there seemed to be general consensus to continue the current relationship between West Jordan and ChamberWest. He explained proposed amendments to the Chamber of Commerce Service Agreement, including a provision previously recommended by the Council to allow the Chamber to use municipal facilities at no charge without the Council needing to approve a fee waiver.



REQUEST FOR COUNCIL ACTION

Action: Request feedback from Council

Meeting Date Requested : 08/21/2024

Presenter: Councilmembers Jacob & Green

Deadline of item :

Applicant:

Department Sponsor: Council Office

Agenda Type: DISCUSSION TOPICS

Presentation Time: 45 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Discussion on adjustments to At-large council seats and council districts.

2. EXECUTIVE SUMMARY

Council Members are being asked to discuss the following topics:

1. Changing the At-large seats from a group race to individual races. For example: At-Large Seat A, At-Large Seat B, At-Large Seat C.
2. Changing from 4 Districts with 3 At-Large to 5 Districts and 2 At-Large, including staggering the At-Large races to alternating election cycles.

Changing At-Large seats:

City Code [1-15-2](#) defines the current makeup of the city council and would need to be amended for any changes desired by the council. If completed by January 2025, it is probable to be effective for the upcoming At-large elections. Any action would not affect current At-Large council members, however, should they choose to run again in 2025, they would need to file for a specific seat. There may additional code amendments required based on council direction.

Changing the Makeup of the council and alternating election cycles of the At-large seats.

Again, City Code [1-15-2](#) would need to be amended reflecting council consensus if changing to 5 District and 2 At-large Districts.

Further, State law has some requirements that need to be considered.

- Election of At-large council members is defined in State code UCA [10-3-205.5](#).
- Council elections must be “half-and-half” meaning 4 members in one election cycle and 3 in the other election cycle.

Setting up a 5th district or changing the sequencing of the current or future makeup could be:

- The statute allows for a city, by ordinance, to establish the particulars and details of the sequence of changing from 4 districts and 3 at-large to 5 districts and 2 at-large seats.

One possible sequencing or transition plan, which could be adopted by ordinance as follows:

- Transition/Sequencing Cycles:
 - 2025 – Elect at-large A for a 4-year term and 2 at-large (B and C) for 2-year terms;
 - 2027 – Elect mayor for a 4-year term, at-large B for a 4-year term, districts 1 and 2 for 4-year terms, and districts 3, 4, and 5 for 2-year terms;

- New Election Cycles:
 - 2029 – elect at-large A for a 4-year term and districts 3, 4, and 5 for 4-year terms; and
 - 2031 – elect mayor for a 4-year term, at-large B for a 4-year term, districts 1 and 2 for 4-year terms;

It would be strongly recommended that any proposed ordinance include the sequencing or transition plan.

3. TIME SENSITIVITY / URGENCY

At-large seats are up for election in 2025. Filing period is in early June 2025. Many potential candidates begin campaigning at the beginning of the year so the desire would be to have any code amendments in place prior to February 2025.

4. FISCAL NOTE

There should be minimal impact to the budget as the council members receive the same compensation regardless of the makeup of At-Large A, B, C or 5 Districts with 2 At-large.

5. STAFF ANALYSIS

At-Large council seat amendments have been discussed previously by council (link below, minutes in packet):

[September 28, 2022 – Committee of the Whole Meeting](#)

Below is a list of neighboring/comparable cities and their respective council makeup:

City	Council Size	# of Districts	At-Large Seats	Individual AL seats?
Ogden	7	4	3	Yes – A, B, C
Orem	6*	0	6	No
Provo	7	5	2	Yes – I, II
Sandy	7	4	3	Yes and No**
South Jordan	5*	5	0	n/a
Taylorsville	5*	5	0	n/a
West Valley	6*	4	2	Yes

* Council/Manager form of government

** Sandy has two At-large seats elected in the same year (top two from pool), with a third individual seat in the opposite cycle.

Redistricting

As required by state code, cities must redistrict every 10 years as to ensure each district is substantially equal in population, thus promoting equal representation. The last redistricting process in West Jordan occurred in 2022, as a result of the 2020 U.S. Census. This is discussed by the recorder's office in the [August 24, 2022 Committee of the Whole Meeting](#), minutes for which are available in the packet.

General requirements to redistricting:

- City Council districts must be substantially equal in population

- Districts may not bisect voting precincts established by Salt Lake County
- Districts must be contiguous and reasonably compact
- City Council Members must remain in their respective district(s)

Redistricting, if pursued, would not take effect until at least 2027.

6. PROCEDURAL MOTIONS

Option: *“Refer to a future Committee of the Whole for further discussion based on the feedback from the council.”*

Option *“Table this item”*

Option *“Refer to staff to draft proposed language based on the direction of the body.”*

7. MAYOR RECOMMENDATION

Not applicable at this time.

8. OTHER INFORMATION

May include Utah State Code references-website links-comparable information from other cities, etc.

1-15-2: QUALIFICATIONS FOR OFFICE:

A. Qualifications For All Candidates:

1. A candidate must be a registered voter who has resided within the city for a period of twelve (12) consecutive months immediately preceding the date of the general election.

a. In case of an annexation, any person who has resided within the territory annexed for the prescribed twelve (12) month period is deemed to meet the residence requirement for candidacy.

2. Candidates to be voted for at all municipal elections in the city shall be elected in an election administered consistent with Utah Code Ann. title 20A, chapter 5, with amendments and modifications as are appropriate for a municipal election.

B. Qualifications For Mayor: There are no additional qualifications for mayor other than the requirements listed in subsection A.

C. Qualifications For City Council:

1. Election To Council Seats:

a. Three (3) city council members shall be elected in a city wide at-large election. All registered voters residing in the city may vote for at-large city council candidates. The at-large council members must be qualified electors residing in the city. The three (3) at-large council member seats shall be filled by the three (3) candidates receiving the highest, second highest, and third highest number of votes in the election in which all candidates are running against all other candidates for the at large seats.

b. Four (4) city council members shall be elected from council districts that are substantially equal in population. To vote for a "districted" council candidate, a registered voter must be a resident of the council district for which the candidate is running. To be elected from a council district, the candidate must be a qualified elector residing in the council district for which they are running at the time of declaration of candidacy and through the completion of the elected term. If the candidate for a districted council seat ceases to be a qualified elector residing in council district he is running for before the primary or general election, the city recorder shall inform the appropriate election official that the candidate has been disqualified. The election official shall thereafter: (i) remove the candidate's name from the ballot if practicable by blacking out the candidate's name before the ballots are delivered to voters or (ii) if removing the candidates name is not possible, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted, and (iii) not count any votes for the disqualified candidate.

c. A candidate's name may not appear on the ballot for more than one City elected office in the same election.

D. Time Of Elections:

1. The three (3) at-large council seats shall be elected for four (4) year terms of office during the regular municipal election in November 2021, and each fourth year thereafter.

2. The four (4) districted council seats and the mayor shall be elected for four (4) year terms of office during the regular municipal election in November 2019, and each fourth year thereafter.

E. Council District Boundaries:

1. The boundaries of the council districts shall be adopted by resolution in a city council meeting.

2. Within six (6) months after the Legislature completes its decennial redistricting process, or when otherwise required by Utah Code, the city recorder shall submit for city council approval council district boundaries to be realigned, if necessary.

a. The city council shall designate, by resolution, council districts that are substantially equal in population for the districted council members to be elected from.

b. The boundaries of the council districts shall not be changed frivolously or arbitrarily, but only for the purpose of assuring that the council districts are contiguous, compact, and substantially equal in population.

F. Term Of Office: The mayor and members of the city council, unless otherwise set forth by law, shall begin their terms of office at 12 noon on the first Monday in January following their election.

G. Primary Election: If the number of candidates for a specific elected office exceeds twice the number of individuals needed to fill the office, the city will hold a Primary Election in accordance with Utah Code Ann. section 20A-9-404 to reduce the candidate field for the General Election to two (2) times the number of individuals needed to fill the elected office. The candidates with the highest vote totals shall move forward to the General Election. If there are fewer than two (2) times the number of candidates for a specific elected office, a Primary Election shall not be held for that elected office. (Ord. 20-44, 12-2-2020; amd. Ord. 21-44, 11-16-2021; Ord. 23-13, 3-8-2023)

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Chair Whitelock and Council Members Worthen, Pack, and McConnehey said they were not in favor of participating in ranked choice voting at that time. Council Member Jacob said he was in favor of continuing down the road. Vice Chair Green stated he was 100% opposed. Council Member Bloom said she was 100% in favor.

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Economic Development Director Chris Pengra commented that there seemed to be general consensus to continue the current relationship between West Jordan and ChamberWest. He explained proposed amendments to the Chamber of Commerce Service Agreement, including a provision previously recommended by the Council to allow the Chamber to use municipal facilities at no charge without the Council needing to approve a fee waiver.



MINUTES OF THE CITY OF WEST JORDAN COMMITTEE OF THE WHOLE

Wednesday, September 28, 2022 – 5:30 pm
Approved October 12, 2022

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

COUNCIL:

Vice Chair Kelvin Green, Chris McConnehey, Zach Jacob, David Pack, and Pamela Bloom

STAFF:

Council Office Director Alan Anderson, Council Office Clerk Cindy Quick, Policy Analyst Cassidy Hansen, City Administrator Korban Lee, Mayor Dirk Burton, City Attorney Rob Wall, Administrative Services Director Danyce Steck, Public Services Director Isaac Astill, Community Engagement & Government Affairs Director Tauni Barker, Public Utilities Director Greg Davenport, Associate Planner Lisa Elgin, City Planner / Zoning Administrator Larry Gardner, IT Administrative Assistant Rachel Mackay, Assistant City Attorney Duncan Murray, Economic Development Director Chris Pengra, Deputy Police Chief Jeremy Robertson, City Recorder Tangee Sloan

1. CALL TO ORDER

Vice Chair Green called the Committee of the Whole to order at 5:33 pm. He noted that Council Member Bloom was present remotely via Zoom, and Council Members Whitelock and Worthen were excused. He explained that there must be four votes in favor to pass any resolution, ordinance, or formal action. Procedural votes were approved by simple majority.

2. DISCUSSION TOPICS

a. Discussion Regarding At-Large Council Seat Amendments

Council Office Director Alan Anderson said the Council requested that staff research at-large council seat elections. Currently, for at-large council seats in West Jordan, the top three candidates were selected. He explained that in Salt Lake County, the at-large seats were designated as A, B, or C, and candidates ran for a specific at-large seat. Mr. Anderson advised the Council to keep in mind the financial impacts a change would have. City Recorder/Elections Administrator Tangee Sloan showed costs to the City of the last at-large election, and estimated that a change to designated at-large seats would increase the cost for each seat by 1%-5%. She commented that there would be a new County Clerk, and possibly a new interlocal agreement and contract. Ms. Sloan said the Council would be presented with the ranked choice voting question every year through 2025, and said ranked choice voting would also involve a cost increase.

Mr. Anderson outlined the following pros and cons of the current limited voting method (multi-winner), and the designated plurality method.

Limited Voting (Multi-winner)	
Pros	Cons
No re-education of public	May require a primary election if there are 7+ candidates
Encourages civility between candidates	May target weakest incumbent instead of holding all incumbents responsible
Semi-proportional, meaning more responsive to selections than “winner-takes-all”	Candidates can target certain demographic groups and may not need to campaign city-wide
Designated Plurality	
Pros	Cons
Low re-education, as this is how residents vote for other elected positions.	Some seats may go uncontested due to a strong incumbent.
Requires more city-wide outreach and campaigning by candidates.	Candidates may wait to file until the last minute to see which incumbents are running for each seat, which could put pressure on staff.
	May require a primary for certain seats, but not for others.
	More targeting against candidates.
	“winner-takes-all” instead of “semi-proportional”

Responding to a question from Vice Chair Green, Ms. Sloan noted anticipation of voter confusion with the designated plurality method. Administrative Services Director Danyce Steck shared election costs of previous years.

Council Member Jacob commented that Salt Lake County staggered the at-large seat elections so they were not all in the same year, with six-year terms. He said he believed city councils were required by the State to have four-year terms. He said he would prefer at-large elections to be staggered, and suggested two at-large seats and five district seats. Council Member Jacob expressed concern that with three designated at-large seats open in the same election, potential candidates would file to run for the designated seat with the “weakest” candidates. Ms. Sloan said she had the same concern.

Council Member Pack said there were pros and cons for both methods and said he did not see an inherent clear advantage to changing. Council Member Bloom expressed agreement, and said she was not in favor of changing to designated at-large seats.

Council Member McConnehey said he felt the current method treated the at-large seats

different than the district seats. He said he did not see selecting who to run against as a problem or a detriment. Council Member McConnehey expressed the opinion that the current method may discourage some individuals from running out of a desire to not take votes away from specific incumbents. He said he would like to see all seats treated equally, and said he would prefer to move to designated at-large seats.

Vice Chair Green said he agreed with Council Member McConnehey. He commented that the current Council had rejected ranked choice voting multiple times, but the current at-large election method was as close as you could get to ranked choice voting. Vice Chair Green expressed the opinion that with the current method of at-large voting, candidates were not able to focus on the issues. He spoke of possible collusion with the current method. Council Member Jacob said he believed the same thing could happen with designated at-large elections. Council Member Bloom said she agreed with Council Member Jacob and said she did not see a change to designated at-large seats drastically changing how individuals campaigned.

Responding to a question from Council Member Pack, Council Member Bloom stated she would not have campaigned differently if the previous election had been for designated at-large Council seats. Council Member McConnehey said he would have approached a designated at-large election differently as a voter and said he did not believe the current method was as reflective of the will of the people. Vice Chair Green said he agreed, and compared the current method to a popularity contest. Vice Chair Green said he would have campaigned differently with designated at-large seats.

Council Member McConnehey left the dais at 6:07 pm, and returned at 6:09 pm

Ms. Sloan repeated that she believed the proposed change would be confusing to the public. Council Member Jacob said he did not like the idea of ranked choice voting for multiple-winner seats.

Council Member McConnehey said the biggest reason he would like to see the seats broken out individually was to give the voters recourse to hold their elected officials responsible and accountable.

Council Member Jacob suggested the Council needed to research the legality of designating current at-large Council seats as A, B, and C, and the legality of dictating an incumbent could not run for a different at-large seat. Council Member McConnehey asked why the Council would want to limit which specific at-large seat an incumbent could campaign for.

Council Member McConnehey said if changes were made, he would want to change the one-year district residency requirement for district seats to one-year residency in the City. Council Member Jacob said he believed the district residency requirement was State law.



REQUEST FOR COUNCIL ACTION

Action: Request feedback from Council

Meeting Date Requested : 08/21/2024

Presenter: Kent Shelton/Bob Bedore

Deadline of item : 01/01/2025

Applicant:

Department Sponsor: Council Office

Agenda Type: DISCUSSION TOPICS

Presentation Time: 15 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Discussion on amendments to election of chair and vice-chair Title 1-6-9

2. EXECUTIVE SUMMARY

Council is being asked to consider the following amendments:

1. Change the terms to six months, allowing more council members to serve as chair and vice-chair. By city code, 1-6-10, the chair runs the meeting, sets the agenda, and signs documents.
2. Several months ago, the council removed seniority from its council rules and any council member should be able to serve as chair and vice-chair regardless of how long they may have served on the council.
3. Make the election simpler by using paper ballots and electing the chair and vice-chair at the same time.

The election of chair and vice-chair should be a relatively painless endeavor serving the residents of the West Jordan.

3. TIME SENSITIVITY / URGENCY

The hope is to have the changes adopted prior to January 2025 so they can be in effect to elect the next chair and vice chair.

4. FISCAL NOTE

There is no impact to the budget

5. STAFF ANALYSIS

Staff has no recommendations as this fall under the purview of the city council and their self-governance. State law only requires the council elect a chair and city code requires the council have a chair and vice-chair. The proposed amendments as drafted meet those two requirements.

As for the elections, it is proposed to vote for chair and vice-chair at the same time. The rules on elections is quite simple.

- A paper ballot with nominees is provided to council members.
- Use "1" to vote for chair and "2" to vote for vice-chair
- Always have at least two candidates until 4 votes are received
- Lowest votes received in a round eliminate the candidate from the future round
- If those with the lowest votes are tied AND elimination of the two only leaves one candidate and that candidate did not receive 4 votes, then a tie breaker of the lowest recipients is held.

- Candidate who receives four or more "1" votes is chair and the candidate who receives four or more "2" votes is vice-chair.

6. MOTION RECOMMENDED

Procedural motion: *Refer to the city council for action with any additional amendments or substitutions that a majority of the council agrees to prior to January 1, 2025.*

7. OTHER INFORMATION

Utah Code Ann. Section 10-3b-203(1)(a)(iv), states, "[shall:] **elect** one of its members to be chair of the council."

City	Term	Restrictions	Nominations	Ballot
Provo	1-year	2-term max	Formal nominations	Paper
Murray	1-year	2-term max	Formal nominations	Paper
Ogden	1-year	2-term max	Formal nominations	Paper
Sandy	6-months	None at present	No nominations	Paper

1-6-9: ELECTION OF COUNCIL CHAIR AND COUNCIL VICE-CHAIR:

A. The ~~officers of the Council~~ council officers shall be a council chair and a council vice-chair.

B. At Council officers are elected at the first regular council meeting ~~of each calendar year in January and July, (or after an officer vacancy occurs), or as soon thereafter as is practicable.;~~ The council shall elect one of its members to be council chair, and one of its members to be council vice-chair.

1. The council chair and vice-chair cannot be the same individual.

C. Council officer terms are six months in length and run from the first regular meeting in January to the first regular meeting in July; and the first regular meeting in July to the first regular meeting in January of the following year. No council member shall serve as council chair for more than two consecutive terms. There is no term limit for the position of council vice-chair.

~~1. The council shall elect one (1) of its members to be council chair and another one (1) of its members to be council vice-chair, each for a one-calendar year term;~~

2. Sitting council officers continue serving in their elected capacities ~~Officers "hold-over"~~ until their replacements are elected; and

~~3. The acting council chair at the beginning of the meeting shall be the council chair from the prior calendar year or, in the alternative, the council vice-chair from the prior calendar year; otherwise, a council member temporarily appointed for this purpose by a motion approved by a majority vote of the Council.~~

D. All council members present at the meeting are eligible to be candidates for council chair or council vice-chair, subject to the following provisions: All members of the city council are eligible to be nominated to serve as Council Chair or Vice-Chair. Prior election to the office of Vice-chair does not mandate succession to the office of Council Chair.

~~1. A council member may only serve as council chair or acting council chair for two (2) consecutive calendar years (and may not serve again without a break of one (1) calendar year), except as provided in subsection D.1.d.;~~

~~2. One hundred eighty (180) days or more of a calendar year counts as one (1) calendar year and less than one hundred eighty (180) days of a calendar year counts as zero (0) calendar years;~~

~~3. There are no term limits for serving as council vice-chair; and~~

~~4. Election as council vice-chair does not mandate succession to the Office of Council Chair.~~

~~E. At the council meeting described above~~ Elections shall proceed as follows:

37 — 1. The acting council chair shall, in the following order and in a manner materially
38 similar to the following:

39 — a. Ask all the council members present, at the same time, to declare if they choose to
40 be considered for the position of council chair;

41 — b. State that the declarations are closed and restate the names of those who are
42 declared as candidates and those who are not candidates, and provide an opportunity for
43 candidates to withdraw; and then restate the names of the candidates one more time;

44 — c. If there is only one (1) candidate, entertain a council member making a motion to
45 elect this candidate as council chair, and comply with the procedures of subsection D.3. if
46 the candidate receives a "majority vote" of the council (at least four (4) votes);

47 — d. If there are no candidates, and a council member who could not be a candidate due
48 to the term limits provision of subsection C.1. declares his/her desire to be elected as
49 council chair, entertain a council member making a motion to elect this council member as
50 council chair, and comply with the procedures of subsection D.3. if the council member
51 receives a majority vote; otherwise, the council chair and council vice-chair from the last
52 calendar year shall continue to hold over or, in the event of an officer vacancy, be replaced
53 by an acting council chair or acting council vice-chair temporarily appointed by an
54 approved motion until an election is held pursuant to this section resulting in the election
55 of a new council chair and council vice-chair;

56 — e. If there are two (2) or more candidates, direct the council office director to deliver
57 a "closed ballot" (which may be in paper, electronic, or other form) to each council
58 member, so that each council member may indicate on the closed ballot the candidate for
59 whom the council member's vote is cast or that the council member abstains;

60 — f. Direct the council office director to tally the closed ballot votes and to announce the
61 number of votes for each candidate (in a manner that does not disclose which council
62 members voted for which candidates);

63 — g. Utilize the "run-off" procedures in subsection D.2., if necessary;

64 — h. Declare the candidate receiving a majority vote to be duly elected as the council
65 chair and comply with the procedures of subsection D.3.; and

66 — i. If no candidate has received a majority vote after these actions (due to an absent
67 council member, an abstaining vote, or otherwise), continue to be acting council chair for
68 the rest of the council meeting and the next council meeting, at which time this process
69 shall be repeated.

70 — 2. If no candidate received a majority vote as a result of the initial voting process and at
71 least three (3) candidates received at least one (1) vote each, the two (2) candidates with
72 the highest number of votes shall be immediately voted upon in a "run-off," using the same
73 type of closed ballot vote. A coin or a 6-sided die may be used, at the direction of the acting
74 council chair, to immediately reduce the number of candidates to two (2), in the event of a

tie preventing the occurrence of only two (2) final candidates. See the following two (2) examples:

— a. Example A: In the initial vote, there are three (3) candidates and the votes cast are three (3) for council member A, two (2) for council member B, and two (2) for council member C. Council member A is automatically in the run-off vote and the tie between the other two (2) candidates is broken by a coin toss in favor of council member C. A run-off vote is then held, and council member A is elected by four (4) votes (compared to three (3) votes for council member C); and

— b. Example B: In the initial vote, there are three (3) candidates and the votes cast are two (2) for council member A, two (2) for council member B, and two (2) for council member C, with one (1) council member absent. The acting council chair declares that a six (6)-sided die will be used to break the tie, with council member A to be eliminated if a one (1) or two (2) is rolled, with council member B to be eliminated if a three (3) or four (4) is rolled, and with council member C to be eliminated if a five (5) or six (6) is rolled. The tie is broken by a roll of four (4), thus eliminating council member B and allowing for a run-off vote between the other two (2) candidates. Council member C is then elected by four (4) votes (compared to two (2) votes for council member A).

— 3. If a council chair was elected:

— a. The newly elected council chair may immediately act as council chair for the remainder of the meeting;

— b. The election of the council vice-chair shall then be immediately held using the process described above, except that the council member elected as council chair shall not be eligible to be a candidate for council vice-chair; if a council chair was not elected, an election for council vice-chair shall not be held; and

1. The Council Chair or acting Council Chair shall first receive nominations for the office of council chair and vice-chair.

a. A paper ballot with the names of nominees for chair and vice-chair shall be distributed to all members of the city council by a member of the council office staff;

b. Council members shall rank their preference for the Council Chair and Council Vice Chair by placing a "1" by their choice for Chair, and a "2" by their choice for Vice Chair.

c. The Council Office Director shall tabulate the tally in the following manner:

i. First Round:

1. Tabulate the first-round votes. If a nominee receives four or more "1" votes, they become the Council Chair.

2. If a nominee receives four or more "2" votes, they become the Council Vice Chair

3. If no candidate receives four or more votes, the candidate(s) with the lowest number of votes is removed from the ballot and does

not advance to any subsequent rounds. Multiple nominees may be removed in the case of a tie. In no case shall there be less than two candidates on the ballot to advance to the next round.

4. If a tiebreaker is necessary, the tie shall be broken by a coin flip. The candidate with the most “1” votes or “2” votes will call heads or tails. In case of a tie in “1” votes or “2” votes, the Council Officer Director shall assign heads and tails randomly.

5. This process shall repeat for as many rounds as necessary until a Chair and Vice Chair are selected.

ii. Second Round:

1. Updated ballots are reissued reflecting all candidates except for those who have been removed.

2. Tabulate the second-round votes. If a nominee receives four or more “1” votes, they become Council Chair.

3. If a nominee receives four or more “2” votes, they become the Council Vice Chair.

4. After the second round, a nominee with the lowest number of votes is removed from the ballot and does not advance to any subsequent rounds. Multiple nominees may be removed in the case of a tie. In no case shall there be less than two candidates on the ballot to advance to the next round.

5. If a tiebreaker is necessary, the tie shall be broken by a coin flip. The candidate with the most “1” votes or “2” votes will call heads or tails. In case of a tie in “1” votes or “2” votes, the Council Officer Director shall assign heads and tails randomly.

6. This process shall repeat for as many rounds as necessary until a Chair and Vice Chair are selected.

c. ~~A resolution shall be voted upon by the city council to certify that the results~~ Results of the election for council chair ~~{and council vice-chair, if applicable}~~ shall be certified by way of resolution as voted upon by the city council. Said resolution shall state that the results are accurate and that the process complied with state law, city code, and any other applicable rules and policies.

~~EF.~~ The Council council, by resolution in a public meeting, may terminate the term of the council chair or council vice-chair and may proceed to fill ~~(by election)~~ the vacancy for the remainder of the calendar year term, as set forth herein. The Council council may likewise fill ~~(by election)~~ an officer vacancy that occurs due to change of residence, resignation, or any other reason, for the remainder of the calendar year, as set forth herein.

~~FG.~~ No additional oath of office or ceremony is required for the council chair or council vice-chair.

153 ~~G~~H. The council chair shall occupy the center seat on the dais. ~~Any~~ acting council chair
154 may continue to occupy the~~ir~~ regularly assigned seat.
155
156 (Ord. 19-32, 10-23-2019, Effective at 12 noon on January 6, 2020; amd. Ord. 20-27, 8-26-
157 2020; Ord. 21-06, 3-24-2021)

1-6-9: ELECTION OF COUNCIL CHAIR AND COUNCIL VICE-CHAIR:

A. The council officers are council chair and a council vice-chair.

B. Council officers are elected at the first regular council meeting in January and July, or after an officer vacancy occurs, or as soon as practicable. The council shall elect one of its members to be council chair, and one of its members to be council vice-chair.

1. The council chair and vice-chair cannot be the same individual.

C. Council officer terms are six months in length and run from the first regular meeting in January to the first regular meeting in July; and the first regular meeting in July to the first regular meeting in January of the following year. No council member shall serve as council chair for more than two consecutive terms. There is no term limit for the position of council vice-chair.

2. Sitting council officers continue serving in their elected capacities until their replacements are elected; and

D. All members of the city council are eligible to be nominated to serve as Council Chair or Vice-Chair. Prior election to the office of Vice-chair does not mandate succession to the office of Council Chair.

E. Elections shall proceed as follows:

1. The Council Chair or acting Council Chair shall first receive nominations for the office of council chair and vice-chair.

a. A paper ballot with the names of nominees for chair and vice-chair shall be distributed to all members of the city council by a member of the council office staff;

b. Council members shall rank their preference for the Council Chair and Council Vice Chair by placing a "1" by their choice for Chair, and a "2" by their choice for Vice Chair.

c. The Council Office Director shall tabulate the tally in the following manner:

i. First Round:

1. Tabulate the first-round votes. If a nominee receives four or more "1" votes, they become the Council Chair.

2. If a nominee receives four or more "2" votes, they become the Council Vice Chair

3. If no candidate receives four or more votes, the candidate(s) with the lowest number of votes is removed from the ballot and does not advance to any subsequent rounds. Multiple nominees may be removed in the case of a tie. In no case shall there be less than two candidates on the ballot to advance to the next round.

- 38 4. If a tiebreaker is necessary, the tie shall be broken by a coin flip.
39 The candidate with the most "1" votes or "2" votes will call heads
40 or tails. In case of a tie in "1" votes or "2" votes, the Council
41 Officer Director shall assign heads and tails randomly.
- 42 5. This process shall repeat for as many rounds as necessary until a
43 Chair and Vice Chair are selected.

44 ii. Second Round:

- 45 1. Updated ballots are reissued reflecting all candidates except for
46 those who have been removed.
- 47 2. Tabulate the second-round votes. If a nominee receives four or
48 more "1" votes, they become Council Chair.
- 49 3. If a nominee receives four or more "2" votes, they become the
50 Council Vice Chair.
- 51 4. After the second round, a nominee with the lowest number of
52 votes is removed from the ballot and does not advance to any
53 subsequent rounds. Multiple nominees may be removed in the
54 case of a tie. In no case shall there be less than two candidates
55 on the ballot to advance to the next round.
- 56 5. If a tiebreaker is necessary, the tie shall be broken by a coin flip.
57 The candidate with the most "1" votes or "2" votes will call heads
58 or tails. In case of a tie in "1" votes or "2" votes, the Council
59 Officer Director shall assign heads and tails randomly.
- 60 6. This process shall repeat for as many rounds as necessary until a
61 Chair and Vice Chair are selected.

62 c. Results of the election for council chair and council vice-chair, shall be certified by
63 way of resolution as voted upon by the city council. Said resolution shall state that the results
64 are accurate and that the process complied with state law, city code, and any other applicable
65 rules and policies.

66 F. The council, by resolution in a public meeting, may terminate the term of the council chair
67 or council vice-chair and may proceed to fill the vacancy for the remainder of the term, as set
68 forth herein. The council may likewise fill a vacancy that occurs due to change of residence,
69 resignation, or any other reason, for the remainder of the calendar year, as set forth herein.

70 G. No additional oath of office or ceremony is required for the council chair or council vice-
71 chair.

72 H. The council chair shall occupy the center seat on the dais. An acting council chair may
73 continue to occupy their regularly assigned seat.

74
75 (Ord. 19-32, 10-23-2019, Effective at 12 noon on January 6, 2020; amd. Ord. 20-27, 8-26-2020;
76 Ord. 21-06, 3-24-2021)

1-6-10: POWERS OF COUNCIL CHAIR:

A. The council chair or the meeting's acting council chair shall sign all ordinances, resolutions, and correspondence, on behalf of the council as a whole. The council chair or council chair's designee shall also sign all other necessary documents on behalf of the council as a whole which are not otherwise specifically delegated to someone other than the council chair by this chapter or by law.

B. The council chair shall oversee time off requests and the annual review of the council office director.

C. Subject to the other provisions of this code and the council rules, the council chair may delegate responsibilities to the council office director, the council vice-chair, or another council member.

D. The council chair, in consultation with the council vice-chair, shall set the agenda for and conduct all meetings of the council as a whole, subject to council rules.

E. In the absence of the council chair, or upon the council chair's inability to function or at the council chair's direct request, the council vice-chair shall be acting council chair and shall have and exercise all the powers and authority of the council chair.

F. In the event of the absence of the council chair and council vice-chair, the council may appoint an acting council chair for a meeting. The acting council chair shall be determined by drawing lots. (Ord. 19-32, 10-23-2019, Effective at 12 noon on January 6, 2020; amd. Ord. 20-27, 8-26-2020; Ord. 24-11, 3-13-2024)

ITEM 6: ELECTION PROCESS

EXAMPLE:

- a. 5 Councilmembers are nominated to run for Council Chair & Vice-Chair
- Orient Express
 - City of Los Angeles
 - Heber Creeper
 - Acela Express
 - California Zephyr

EXAMPLE:

- a. Each round, council votes with a “1” for chair and a “2” for vice-chair.
- b. Must have 2 candidates per round.
- c. Lowest total vote count “column 1” and “column 2” is eliminated.
- d. If lowest votes are tied, then a tiebreaker occurs if it leaves less than 2 candidates to advance.

EXAMPLE: ROUND 1 VOTING

Candidate	"1"	"2"
Orient Express	Orient Express	California Zephyr
City of Los Angeles	City of Los Angeles	Heber Creeper
Heber Creeper	Heber Creeper	Orient Express
Acela Express	Acela Express	California Zephyr
California Zephyr	California Zephyr	Heber Creeper
Non-Candidate A	Heber Creeper	Orient Express
Non-Candidate B	City of Los Angeles	Orient Express

Assumption is each candidate will vote for themselves as chair.

EXAMPLE: ROUND 1 RESULTS

Candidate	"1"	"2"
Orient Express	Orient Express	California Zephyr
City of Los Angeles	City of Los Angeles	Heber Creeper
Heber Creeper	Heber Creeper	Orient Express
Acela Express	Acela Express	California Zephyr
California Zephyr	California Zephyr	Heber Creeper
Non-Candidate A	Heber Creeper	Orient Express
Non-Candidate B	City of Los Angeles	Orient Express

Orient Express = 4
 City of LA = 2
 Heber Creeper = 4
 Acela Express = 1
 Cali Zephyr = 3

Acela Express is eliminated

- No candidate received four votes for position "1" or "2". A second round must be conducted.
- Acela Express only received one vote. That candidate is the lowest vote recipient and is removed from further rounds.

EXAMPLE: ROUND 2 VOTING

Candidate	"1"	"2"
Orient Express	Orient Express	California Zephyr
City of Los Angeles	City of Los Angeles	Heber Creeper
Heber Creeper	Heber Creeper	Orient Express
Non-Candidate C	Heber Creeper	Orient Express
California Zephyr	California Zephyr	Heber Creeper
Non-Candidate A	Heber Creeper	Orient Express
Non-Candidate B	City of Los Angeles	Orient Express

Assumption is each candidate will vote for themselves as chair.

EXAMPLE: ROUND 2 RESULTS

Candidate	"1"	"2"
Orient Express (VC)	Orient Express	California Zephyr
City of Los Angeles	City of Los Angeles	Heber Creeper
Heber Creeper	Heber Creeper	Orient Express
Non-Candidate C	Heber Creeper	Orient Express
California Zephyr	California Zephyr	Heber Creeper
Non-Candidate A	Heber Creeper	Orient Express
Non-Candidate B	City of Los Angeles	Orient Express

Orient Express = 5

City of LA = 2

Heber Creeper = 5

Cali Zephyr = 2

* City of LA and Cali Zephyr would be eliminated but are tied and must have 2 to proceed.

* Orient Express has 4 VC votes and is vice chair

- City of Los Angeles and California Zephyr received two votes each. As the lowest recipients they would normally be removed from further rounds. However, there cannot be less than two candidates per round, thus we follow the tie breaker provisions
- Orient Express is elected as Vice-Chair with four votes.

EXAMPLE: TIEBREAKER

a. Tiebreaker:

- Between City of Los Angeles and California Zephyr
- Both received 2 votes in the 2nd round which are tied for the lowest
- Code says there must be 2 candidates for each round. Orient Express is the Vice-Chair leaving Heber Creeper as the only candidate for chair.
- As it is a tie, Council Office Director pulls a name out of a hat or basket and assigns the name to a flip of the coin. The other name is the other side of the coin.
- California Zephyr is heads and City of Los Angeles is tails. The coin flips lands on heads
- California Zephyr remains in the next round against Heber Creeper. The City of Los Angeles is eliminated.

EXAMPLE: ROUND 3 VOTING

Candidate	"1"
Orient Express (VC)	Heber Creeper
Non-Candidate D	California Zephyr
Heber Creeper	Heber Creeper
Non-Candidate C	Heber Creeper
California Zephyr	California Zephyr
Non-Candidate A	Heber Creeper
Non-Candidate B	California Zephyr

EXAMPLE: ROUND 3 RESULTS

Candidate	"1"
Orient Express*	Heber Creeper
Non-Candidate D	California Zephyr
Heber Creeper	Heber Creeper
Non-Candidate C	Heber Creeper
California Zephyr	California Zephyr
Non-Candidate A	Heber Creeper
Non-Candidate B	California Zephyr

* Can't vote for themselves as chair as they are elected vice-chair.

- Heber Creeper is elected as Chair in Round 3
- Orient Express is elected as Vice-Chair in Round 2

ITEM 6: ELECTION PROCESS

Questions?



REQUEST FOR COUNCIL ACTION

Action: Request feedback from Council

Meeting Date Requested : 08/21/2024

Presenter: Alan Anderson

Deadline of item : 12/20/2024

Applicant:

Department Sponsor: Council Office

Agenda Type: DISCUSSION TOPICS

Presentation Time: 10 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Discussion on proposed 2025 Annual Meeting Schedule for City Council and Agency Boards

2. EXECUTIVE SUMMARY

Over the prior 20 years, the City Council has met on various days of the week and has met 3 meetings per month, and 2 meetings per month, and in 2023, the council chose to have two meetings per month as “City Council Meetings” and one meeting per month as “Committee of the Whole” work session meetings. Typically, these meetings have been held on the 2nd and 4th Wednesday for City Council meetings in January to October and the 1st & 3rd Wednesday in November and December due to the holidays. Committee of the Whole work sessions have typically been held on the 3rd Wednesday in January to October and then 2nd Wednesday in November. The staff have not included a Committee of the Whole work session in December or if it competes with the ULCT conferences.

Under Robert’s Rules, which the council has adopted by Ordinance and in Council Rules, discussions with staff and in-depth discussions among council members and staff are performed under Committee of the Whole meetings which are less formal and allow open discussion and open exchange of ideas and thoughts on various topics. This assists in the wise and efficient use of staff time as staff can spend its resources on what the majority of the council can agree on.

The current city code requires Land Use proposals to come to a Committee of the Whole after the pre-app meeting. Proposed code amendments, various reports would also occur in a Committee of the Whole meeting where council members can discuss the various merits of each agenda item and make sure the desired policy of the body has been agreed to and can be reflected in a future code amendment.

Regular Council meetings are not “work session” format, follow the more formal Robert’s Rules for motions, referrals, etc., and are primarily a meeting to act on items that are before the body including Public Hearings and Public Comment.

The staff has provided a continuation of the 2024 meeting calendar for the council to approve. If the council desires to modify this substantially, staff recommends further refinement in a Committee of the Whole meeting. State law requires at least one city council meeting per month.

Council Rules Section 3.03 states that the council holds two regular meetings per month and may hold additional meetings as appropriate.

In 2024, there has been a high demand for council time in Committee of the Whole work sessions and items have been placed on agendas 3 and 4 months in advance due to the amount of topics being discussed by council.

Agency boards will meet as needed other than the RDA Board has requested to meet more frequently and can be discussed as well alongside council meetings.

3. TIME SENSITIVITY / URGENCY

Must be adopted annually by state law UCA 52-4-202(2)(a); "In addition to the requirements under Subsection (1), a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule as provided in this section."

(b) "The public notice under subsection (2)(a) shall specify the date, time, and place of the scheduled meeting."

The discussion now will allow Council Staff to prepare documents required to calendar the 2025 meetings publicly and the agenda management system. It is anticipated that the item will come back to a council meeting in September or early October for adoption by the council with any direction provided by the council.

4. FISCAL NOTE

All City Council, Council Subcommittees, and Committee of the Whole meetings are already planned and budgeted for each year.

5. STAFF ANALYSIS

Council Staff has provided two calendars, the "3-meeting" schedule with 2 city council meetings and 1 Committee of the Whole meetings as used in 2023 and 2024 and a modified calendar of 2 meetings per month with a Committee of the Whole meeting in the afternoon and city council in the evening. UCA 10-3-502 requires the calendar to be adopted by Ordinance. There is also an opportunity to discuss days of the week as the County and State law place Truth in Taxation hearings on Tuesday and the Board of Canvass in election years will always be on a Tuesday.

Council work sessions are generally 3-4 hours per month under the current schedule. Staff suggests allocating a similar block of time each month, or a little more time, to accommodate thorough council discussions on important policy and budget topics. This is regardless of one meeting or multiple meetings per month. The schedules below are only for reference and the staff is making no recommendation to a calendar nor day of the week.

City	City Council Date	Notes	Worksession	Regular Meeting
Ogden City	1 st & 3 rd Tuesday	RDA scheduled each 2 nd Tuesday. Separate work session and Council meeting	3:00 p.m.	6:00 p.m.
Provo City	2 nd & 4 th Tuesday	Additional work meetings in May & June for budget.	Starts between Noon & 4:00	5:30 p.m.

		Separate work session and Council meeting	depending on # of topics	
Sandy City	Weekly on Tuesday	No separate work sessions, however, the council has 1 st and 2 nd readings of topics to be discussed and adopted at future council meetings.	1 st and 2 nd readings prior to council action.	5:15pm
South Jordan City	1 st & 3 rd Tuesday	Separate work session and Council meeting.	4:30 p.m.	6:30 p.m.
Salt Lake City	1 st , 2 nd , and 3 rd Tuesday and includes RDA meetings as needed	Separate work session and Council meeting. Has Thursday Work sessions for Budget work in June and July.	2:00 p.m.	7:00 p.m.
West Valley City	1 st , 2 nd , 3 rd and 4 th Tuesday	Separate study session (work session) and meet weekly. Cancel meetings if not agenda items, or holidays, city events, etc.	4:30 p.m. (calls it a Study Session)	6:30 p.m.
West Jordan	2 nd , 3 rd and 4 th Wednesday*	2 nd & 4 th are Regular Council meetings, 3 rd week is Committee of the Whole. *Schedule changes in November & December for holidays.	6:00 p.m. on 3 rd Wednesday	6:00 p.m. on 2 nd & 4 th Wednesday

6. PROCEDURAL MOTIONS RECOMMENDED

- *Refer to a future city council meeting for future action with meeting dates on <day of week> with Committee of the Whole beginning at <time> and Council Meeting beginning at <time>*
- *Refer to the next Committee of the Whole for further discussion*
- *Tabling the item is not recommended as the council must adopt an annual meeting calendar.*

2025 Calendar – Option A (2023/2024 Current Calendar)

January 2025

Session starts

Legis/Exec Retreat

S	T	W	T	F	S
		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

February 2025

NLC Congressional City Conference (DC) Mar 10-12

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2025

Session ends

S	T	W	T	F	S
					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

April 2025

ULCT Apr 16-18 (tent.)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Budget to Council

S	T	W	T	F	S
			1	2	3
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

June 2025

Budget Approval deadline

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 2025

Stampede Jul 3, 4, & 5 (tent.)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

Brd of Canvass

S	M	T	W	T	F	S
31						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 2025

ULCT Sept. (tent.)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

NLC/City Summit Nov.

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Brd of Canvass

S	T	W	T	F	S
					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

December 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2025 Calendar – Option B (3:00p COTW :: 6:30p CC)

January 2025

Legis/Exec Retreat

Session starts

S	T	W	T	F	S
		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

February 2025

NLC Congressional City Conference (DC) Mar 10-12

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2025

Session ends

T	W	T	F	S
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29		

April 2025

ULCT Apr 16-18 (tent.)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Budget to Council

T	W	T	F	S
		1	2	3
4	5	6	7	8
9	10	11	12	13
14	15	16	17	18
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June 2025

Budget Approval deadline

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July 2025

Stampede Jul 3, 4, & 5 (tent.)

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August 2025

Brd of Canvass

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September 2025

ULCT Sept. (tent.)

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October 2025

NLC/City Summit Nov.

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2025 Calendar – Redevelopment Agency Board

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Legis/Exec
Retreat

February 2025

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City Conference
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March 2025

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ULCT
Apr 16-
18
(tent.)

May 2025

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Budget
to
Council

June 2025

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Budget
Approval
deadline

July 2025

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Stampede
Jul 3, 4, &
5 (tent.)

August 2025

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Brd of
Canvass

September 2025

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ULCT
Sept.
(tent.)

October 2025

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NLC/City
Summit
Nov.

November 2025

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Brd of
Canvass

December 2023

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REQUEST FOR COUNCIL ACTION

Action: Request feedback from Council

Meeting Date Requested : 08/21/2024

Presenter: Chad Lamb / Zach Jacob

Deadline of item :

Applicant:

Department Sponsor: Council Office

Agenda Type: DISCUSSION TOPICS

Presentation Time: 20 Minutes

(Council may elect to provide more or less time)

1. AGENDA SUBJECT

Discussion on adjustments to Council Compensation.

2. EXECUTIVE SUMMARY

Council is being asked to discuss the potential revision of West Jordan City Code 1-4-1, regarding City Council Compensation, to reflect that council members are each paid 20% of the mayor's annual salary.

3. TIME SENSITIVITY / URGENCY

Prefer to have complete prior to January 1, 2025.

4. FISCAL NOTE

Would have changes to Council Office Budget depending on council direction. Source of funds would be ongoing revenue funds.

5. STAFF ANALYSIS

As established by the FY2025 annual budget, the mayor's established salary is \$124,000. A council member's salary is \$18,000, or 14.5% of the mayor's salary.

Using the aforementioned data, 20% of the mayor's salary would establish a compensation of \$24,800 per council member, a 38% increase from the previous amount of \$18,000.

Neighboring/Comparable Cities (by population, +/- ~20k people), with most recent information for each:

City	Council Salary	Source
Ogden	\$24,106	Ogden FY24 Budget
Orem	\$16,135	Orem FY25 Budget
Provo	\$21,000	Provo Elected Officials Comp Commission, 2021
Sandy	\$24,333*	Statewide review of Council Member Salaries
S. Jordan	\$16,514	Statewide review of Council Member Salaries
Taylorsville	\$12,650	Taylorsville code (as of 2008)
West Valley	\$21,580	Statewide review of Council Member Salaries

*Sandy's FY2025 Budget specifies "The Mayor and City Council members' compensation shall be

adjusted annually on July 1 by an amount equivalent to the average pay increase to city employees.”

As established by West Jordan City Code 1-4-1, any increase in council compensation would need to be adopted via ordinance, after a public hearing.

Council compensation was previously discussed on the following dates (click hyperlink for recordings, minutes are located within this packet):

- [August 11, 2021 \(CC Meeting\) - Ordinance No. 21-36](#)
- [December 15, 2021 \(COTW Meeting\) - Discussion Item](#)
- [August 10, 2022 \(CC Meeting\) - Ordinance No. 22-42](#)

There is no additional CSR report, as this item is initiated by the City Council and the RCA written by the Council Office.

6. MOTION RECOMMENDED

No motion at this time.

7. MAYOR RECOMMENDATION

N/A

1-4-1: CITY COUNCIL COMPENSATION:

A. Each member of the city council shall be paid through the city's regular payroll system at a minimum of once a month, in an amount set forth in the compensation schedule or salary table adopted with the annual budget and pursuant to Utah Code 10-3-818 or successor provisions.

B. Each member of the city council may opt into any benefit provided to full-time employees as adopted in the annual budget.

C. Increase In Council Compensation: Any increase in council compensation shall be approved in a compensation schedule or salary table adopted by the city council by ordinance, after a public hearing, in a manner consistent with all other relevant requirements of this code and Utah Code 10-3-818 or successor provisions. (Ord. 22-42, 8-10-2022; amd. Ord. 24-11, 3-13-2024)

Effective 5/1/2024

10-3-818 Salaries in municipalities -- Notice.

- (1) The elective and statutory officers of municipalities shall receive the compensation for their services that the governing body fixes by ordinance adopting compensation or compensation schedules enacted after public hearing.
- (2)
 - (a) As used in this Subsection (2):
 - (i) "Compensation" means:
 - (A) salary, including salary paid under a contract;
 - (B) a budgeted bonus or budgeted incentive pay;
 - (C) a vehicle allowance; and
 - (D) deferred salary.
 - (ii) "Compensation increase" means an increase in any item of compensation listed in Subsection (2)(a)(i).
 - (iii) "Executive municipal officer" means:
 - (A) the city or town manager or chief administrative officer;
 - (B) the assistant city or town manager or assistant city or town chief administrative officer;
 - (C) the city or town attorney;
 - (D) an individual who is the head or chief of a city or town department or division; or
 - (E) an individual who is the chief assistant or deputy of an individual described in Subsection (2)(a)(iii)(D).
 - (b) Before a governing body may adopt a final budget or a final amended budget that includes a compensation increase for an executive municipal officer, the governing body shall:
 - (i) hold a public hearing on the compensation increase; and
 - (ii) publish notice of the time, place, and purpose of the public hearing:
 - (A) for at least seven days before the date of the public hearing; and
 - (B) as a class A notice under Section 63G-30-102.
 - (c) A public hearing under Subsection (2)(b)(i):
 - (i) shall be held separate from any other public hearing; and
 - (ii) may be held the same day as another public hearing, including immediately before or after the other public hearing.

Amended by Chapter 475, 2024 General Session

used for active recreation. He said he believed the City needed to lead the way in showing how to deal with localscapes. Council Member Whitelock said she approved of the local scape method but wanted to avoid too many rock beds with few plants in them. Council Member Worthen said she agreed with localscaping, and suggested turf could be removed from areas of Teton Estates Park. Council Chair Jacob emphasized that local scaping could look good without using native grasses.

Mr. Lee said staff were working with the Jordan Valley Water Conservancy District to take advantage of available grants. He commented that localscaping would require more staff time than turf.

7. BUSINESS ITEMS

a. Amending City Code Section 1-6-4 City Council Compensation

On February 24, 2021, the City Council repealed the City Ethics Ordinance 1-11A-18 in order to implement the State Ethics Act. Council Office Director Alan Anderson explained that Section 1-6-4 currently referred to the repealed section. He recommended the Council adopt Ordinance No. 21-36 to remove reference to repealed code.

Vice Chair Green said he would prefer to have council compensation tied to a percentage of the mayor's salary. He said he believed the Council needed to remove reference to 1-11A-18 but should schedule further discussion of council compensation on a future agenda. Council Member Pack said he agreed with Vice Chair Green's suggestion to tie council compensation to the mayor's salary. He expressed the opinion the issue should be addressed sooner rather than later, with a council compensation increase not effective until after a future election.

Mr. Anderson clarified the proposed ordinance would clean up City Code, not change Council Member compensation. Council Chair Jacob expressed support for a council compensation increase not taking effect until after an election.

MOTION: Council Member Worthen moved to approve Ordinance No. 21-36 amending the 2009 West Jordan City Code Section 1-6-4 Compensation of Members of the City Council.

Vice Chair Green seconded the motion.

The vote was recorded as follows:

Council Chair Jacob	Yes
Vice Chair Green	Yes
Council Member Lamb	Yes
Council Member McConnehey	Yes
Council Member Pack	Yes
Council Member Whitelock	Yes
Council Member Worthen	Yes

The motion passed 7-0

8. CONSENT ITEMS

a. Approve Meeting Minutes

- ***July 28, 2021 – Work Session and Regular City Council Meeting***

**MOTION: Vice Chair Green moved to approve Consent item 8a as listed.
Council Member Whitelock seconded the motion.**

The vote was recorded as follows:

Council Chair Jacob	Yes
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MINUTES OF THE CITY OF WEST JORDAN CITY COUNCIL WORK SESSION

Wednesday, December 15, 2021 - 5:30 pm
Approved January 12, 2022

West Jordan City Council Chambers • 8000 S Redwood Road • West Jordan, UT 84088

COUNCIL: Chair Zach Jacob, Vice-Chair Kelvin Green, Chad Lamb, Christopher McConnehey, David Pack, Kayleen Whitelock, and Melissa Worthen

STAFF: Council Office Director Alan R. Anderson, Public Services Director Isaac Astill, Mayor Dirk Burton, Public Works Director Brian Clegg, City Planner/Zoning Administrator Larry Gardner, Policy Analyst & Public Liaison Cassidy Hansen, Community Development Director Scott Langford, City Administrator Korban Lee, IT Administrative Assistant Rachel MacKay, Fire Chief Derek Maxfield, Senior Planner Ray McCandless, Assistant City Attorney Duncan Murray, Economic Development Director Chris Pengra, Council Office Clerk Cindy Quick, Deputy Police Chief Jeremy Robertson, Volunteer Events Service Coordinator Lynze Twede, Administrative Services Director Danyce Steck, and City Attorney Robert Wall

CALL TO ORDER

Chair Jacob called the work session to order at 5:30 pm

A. Council Compensation

Council Member Pack said City Council compensation was last adjusted in 2015. Since then, the City changed its form of government and defined a process to review the Mayoral compensation every four years. Council Member Pack spoke of a desire to take politics out of public service as much as possible and spoke in favor of regular incremental increases over occasional bigger increases. He said he did not suggest an increase in Council compensation at that time but did suggest putting a policy in place to ensure a regular review of Council compensation.

Council Office Director Alan R. Anderson reviewed State Code and West Jordan City Code regarding compensation for elected officials with the Council. A change in Council compensation would require a public hearing and adoption by ordinance. Policy Analyst/Public Liaison Cassidy Hansen listed the following options for the Council:

- Do nothing
- Adopt a schedule for Council compensation review
- Create a way in which compensation is reviewed (i.e., by the Council or a citizen-appointed commission)
- Establish when the implementation of compensation increases take effect
- Revise City Code to better reflect requirements of Utah Code (i.e., directly mention the requisite public hearing and that an ordinance must be used to adopt any compensation changes)

Ms. Hansen mentioned that Provo City had a citizen commission that reviewed elected-official compensation. She said an increase in Council compensation could be adopted by ordinance with adoption of the annual budget but suggested a separate public hearing and ordinance would be

more transparent to the public. Ms. Hansen commented the Council received benefits outside of monetary compensation.

Mr. Anderson shared a comparison of Council compensation in other northern Utah cities, including population and median household income data. Mr. Hansen said the approximate total cost to the City for Council compensation was calculated by multiplying the current or proposed annual salary by 1.22301 (taxes + retirement), added to \$23,000 (max health benefit).

Chair Jacob asked the Council to think of the discussion as a policy discussion. Council Member Worthen said she did not believe monetary compensation was the only draw for potential Council Members. Vice Chair Green said Salt Lake City had a policy that the Council received 25% of the Mayor's salary and commented that the Salt Lake City Council had meetings during the day. Council Member Worthen said she was not aware Council Members received compensation when she decided to run for office. Council Member Whitelock said she did not want citizens running for office because of the compensation. She said she was fine with the State Code.

Vice Chair Green said he liked the policy adopted by Draper City, with no health insurance, no retirement, and a fixed compensation rate. Council Member Whitelock suggested a review could be calendared and discussed every other year, in the off-election year. Vice Chair Green pointed out that ordinance required a review of the Mayor's salary every four years.

Chair Jacob said he understood Council Member Pack suggested the Council establish a policy so that Council compensation was not a controversial topic. Council Member Lamb said he had never thought about getting a raise while serving on the Council and had never thought that an increase in compensation needed to be discussed. He spoke of the number of meetings Council Members attended. Council Member Lamb said he was not concerned about what future Council Members would be paid, and suggested future Councils discuss the issue when it needed to be discussed.

Council Member McConnehey said he would be in favor of doing nothing or agreeing to a flat figure as suggested by Vice Chair Green. He said he believed the role of the City Council was different from the role of the Mayor. Council Member McConnehey said he thought the Council was compensated fine for what they were asked to do and said he would not want to schedule regular discussions of Council compensation. He said he would not want someone running in an election to represent the community for a paycheck and suggested a cost-of-living adjustment would not apply to the Council. Vice Chair Green and Council Member Worthen said they agreed.

Chair Jacob stated a majority of the Council appeared in favor of the status quo. Council Member Pack repeated it was his opinion that a long-term policy would be beneficial.

B. General Plan Update

Council Office Director Alan R. Anderson provided an update on the General Plan Committee. He said a rough draft of the General Plan update should be ready for Planning Commission review in the first half of 2022, with a draft for Council review by early summer. Vice Chair Green suggested scheduling a couple of townhall meetings for citizen input prior to Council review.

Council Member Whitelock said she was surprised by the General Plan Committee's desire for Redwood Road to be walkable. Mr. Anderson said the General Plan Committee had also talked about Redwood Road being a main view of the City and discussed dressing Redwood Road up a bit.

Yes: Chris McConnehey, Zach Jacob, Melissa Worthen, David Pack, Pamela Bloom, Kayleen Whitelock
No: Kelvin Green
Absent:
The motion passed 6-1.

b. Ordinance No. 22-38 adopting the City's Annual Budget for Fiscal Year 2023.

Administrative Services Director Danyce Steck presented the FY 2023 Final Budget.

Vice Chair Green said there were things in the budget he believed could be improved, but at the end of the day the budget was close to where it needed to be. He said he believed the Council needed to establish specific metrics and standards over the next year to provide better perspective. He expressed confidence in the West Jordan Police and Fire Departments. Vice Chair Green said he would vote in favor of the FY 2023 Final Budget. Council Member Jacob said he believed the budget represented a good compromise, and he would vote in favor.

Council Member McConnehey expressed the opinion that the proposed Final Budget was better than the budget presented to the Council several months earlier and said he would vote in favor. He thanked everyone involved in the budget process. Council Member McConnehey and Chair McConnehey thanked the residents in attendance for staying through the meeting.

Council Member Worthen left the dais at 9:16 pm, and returned at 9:17 pm

MOTION: Council Member McConnehey moved to APPROVE Ordinance No. 22-38 adopting the City's Annual Budget for Fiscal Year 2023. Council Member Whitelock seconded the motion.

The vote was recorded as follows:

Yes: Chris McConnehey, Zach Jacob, Melissa Worthen, David Pack, Kelvin Green, Pamela Bloom, Kayleen Whitelock
No:
Absent:
The motion passed 7-0.

c. Ordinance No. 22-42 amending West Jordan Municipal Code by creating Title 1-4 - Elected Official Compensation and deleting Title 1-6-4 and 1-7-2 and consolidating in new section.

Council Office Director Alan R. Anderson oriented the Council with proposed Title 1-4 regarding "Elected Official Compensation" and explained proposed consolidation of

language. Mr. Anderson reviewed proposed elected official in-kind benefits, consistent with State law, with the Council, and answered questions.

Council Member Pack said he had found the allowance to be a lot of work to use. Mr. Anderson responded that each Council Member could choose whether or not to use the allowance. Any monetary value assigned to in-kind benefits would be considered taxable income.

Responding to a question from Council Member McConnehey, Vice Chair Green explained that the IRS did not tax meals provided prior to council meetings. Ms. Steck added that meals prior to council meetings were deemed de minimis. Meals in conjunction with ticketed events were considered part of the in-kind benefit and were considered taxable income.

Council Member McConnehey commented there were many volunteers involved in the Western Stampede and said he had hoped to see something in the language supporting use of non-revenue seats for the many volunteers. Vice Chair Green responded that the proposed ordinance was only directed at elected officials. All committee members and volunteers fell under mayoral policy. Council Member McConnehey said he would support mayoral policy that would recognize the effort of volunteers. Chair Whitelock expressed agreement.

Council Member McConnehey asked if it would be more efficient to call out the \$750 per Council Member in the budget with Council Compensation. Vice Chair Green suggested striking the sentence: "The annual budgeted amount adopted for each Elected Official cannot exceed \$750.00."

MOTION: Vice Chair Green moved to APPROVE Ordinance No. 22-42 amending West Jordan Municipal Code by creating Title 1-4 -Elected Official Compensation and deleting Title 1-6-4 and 1-7-2 and consolidating in a new section, striking words in lines 71 and 72: "The annual budgeted amount adopted for each Elected Official cannot exceed seven-hundred fifty dollars (\$750.00)". Council Member McConnehey seconded the motion.

The vote was recorded as follows:

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

No:

Absent:

The motion passed 7-0.

Mr. Anderson stated a budget amendment would be presented to the Council at a future meeting.