



WHITE CITY COUNCIL MEETING AGENDA

October 2, 2025

6:00 PM

White City Water Improvement District
999 E Galena Drive, White City 84094

PUBLIC NOTICE IS HEREBY GIVEN that the White City Council will hold a regular meeting on the **2nd day of October 2025** at the White City Water Improvement District, 999 E Galena Drive, White City, Utah as follows:

This meeting will be held at the anchor location and electronically for members of the staff and/or public that cannot attend. Those interested in attending electronically should follow the information noted at the end of this agenda. **Portions of the meetings may be closed for reasons allowed by statute. Motions relating to any of the items listed below, including final action, may be taken.

6:00 p.m. – WORKSHOP

- 1. Public Comments -- (*Limited to 3 minutes per person*)** Any person wishing to comment on any item not otherwise scheduled for a public hearing on the agenda may address the Council at this point by coming to the table and giving their name for the record. ***Comments should be limited to not more than three (3) minutes unless additional time is authorized by the Governing Body.***
- 2. Discussion/Clarification of Agenda Items**
- 3. Pavement Management Presentation [*Steven Kuhlmeier, P.E.*]**
- 4. Discuss Code Enforcement [*Mike Milne, Code Enforcement Supervisor*]**
- 5. Discuss future agenda items**
- 6. Close Workshop Meeting**

BUSINESS MEETING

- 1. Welcome and Determine Quorum**
- 2. Financial Report [*Dave Sanderson, Financial Manager*]**
- 3. Unified Fire Authority Report [*Chief Ken Aldridge*]**
3.1 Sandy City Fire Quarterly Report [*Deputy Chief Mike Bullock*]
- 4. Unified Police Department Report [*Detective Josh Smith, Chief April Morse*]**
- 5. ACTION ITEM**
5.1 Approve Minutes of September 4, 2025 [*Rori Andreason, City Administrator*]
- 6. ACTION/DISCUSSION ITEMS**
6.1 Discussion and Possible Action regarding Citizen Request for Benches on Gulley Bridge [*Mayor Paulina Flint*]

6.2 Discussion regarding the South Salt Lake Valley Mosquito Abatement Proposed Tax Increase *[Council Member Linda Price]*

6.3 Presentation of Examples on Social Media and Code of Conduct of Public Officials *[Paul Ashton, Attorney]*

7. **COUNCIL REPORTS**

7.1 Greater Salt Lake Municipal Services District/Council of Governments *[Mayor Paulina Flint]*

7.2 Unified Fire Authority/Unified Fire Service Area *[Council Member Tyler Huish]*

7.3 Mosquito Abatement/Salt Lake County Animal Control *[Council Member Linda Price]*

7.4 Unified Police Department/SLVLESA *[Council Member Phillip Cardenaz]*

7.5 Wasatch Front Waste & Recycling District *[Council Member Greg Shelton]*

8. **CLOSED SESSIONS IF NEEDED AS ALLOWED UNDER UTAH CODE ANN. 52-4-205)**

8.1 Discussion of the Character, Professional Competence or Physical or Mental Health of an Individual.

8.2 Strategy sessions to discuss pending or reasonably imminent litigation.

8.3 Strategy sessions to discuss the purchase, exchange, or lease of real property.

8.4 Discussion regarding deployment of security personnel,

8.5 Other lawful purposes as listing in Utah Code 52-4-205

9. **ADJOURN**

ZOOM MEETING

Topic: White City Council Meeting

Time: Oct 2, 2025 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81320419869?pwd=EqvEp54DFsJl3BLRoZ2vJUDkaCPMuz.1>

View meeting insights with Zoom AI Companion

<https://us06web.zoom.us/launch/edl?muid=121b6d7a-53fb-410c-afdd-55d24013669c>

Meeting ID: 813 2041 9869

Passcode: 143661

Upon request with three (3) working days' notice, the Greater Salt Lake Municipal Services District, in support of White City, will make reasonable accommodation for participation in the meeting. To request assistance, please call (385) 468-6703 – TTY 711.

A copy of the foregoing agenda was posted at the following locations on the date posted below: White City website at whitecity.utah.gov and the State Public Notice Website at <http://pmn.utah.gov> . Pursuant to State Law and White City Ordinance, Councilmembers may participate electronically. Pursuant to Utah Code Ann. § 52-4-205, Parts of Meetings may be Closed for Reasons Allowed by Statute.

POSTED: September 29, 2025



PUBLIC WORKS
OPERATIONS

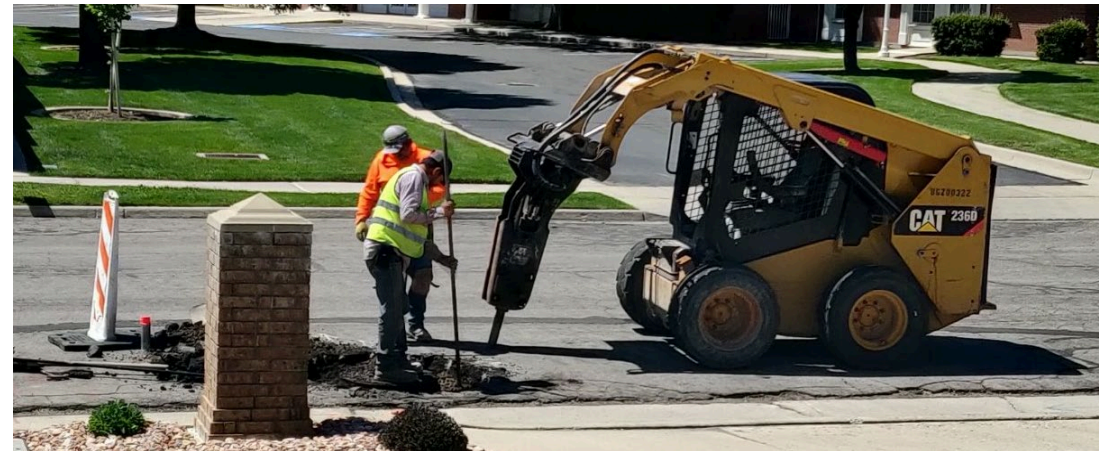
White City Pavement Management

August 2025



Public Works Operations Provides the Following Services:

- Road inspections (3-year rotation)
- Data management
- Mill and overlays of asphalt surface (2")
- Repairs
 - Potholes
 - Crack sealing
 - Mastic patch
 - Asphalt patch
- Micropave (contracted)
- Slurry seals (contracted)



SL SALT LAKE COUNTY
PUBLIC WORKS
OPERATIONS

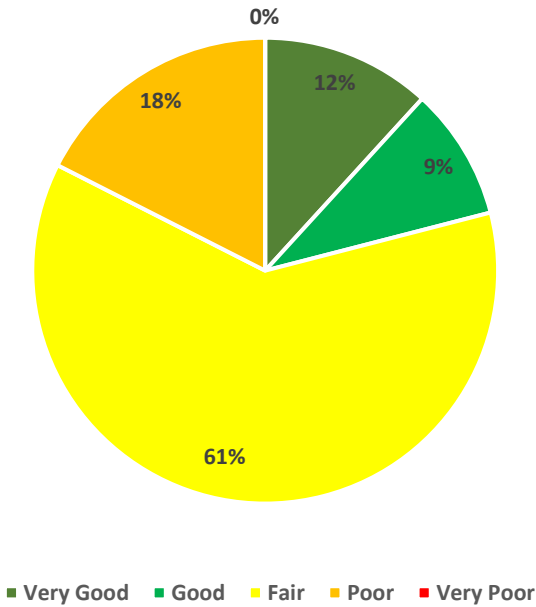


Pavement Preservation

	Very Good	Good	Fair	Poor	Very Poor	Total
Centerline Condition	12%	9%	61%	18%	0%	100%
Centerline Miles	2.06	1.43	11.34	3.32	0	18.15
Area Square Feet	338,531	264,509	1,767,413	503,502	0	15,919,708

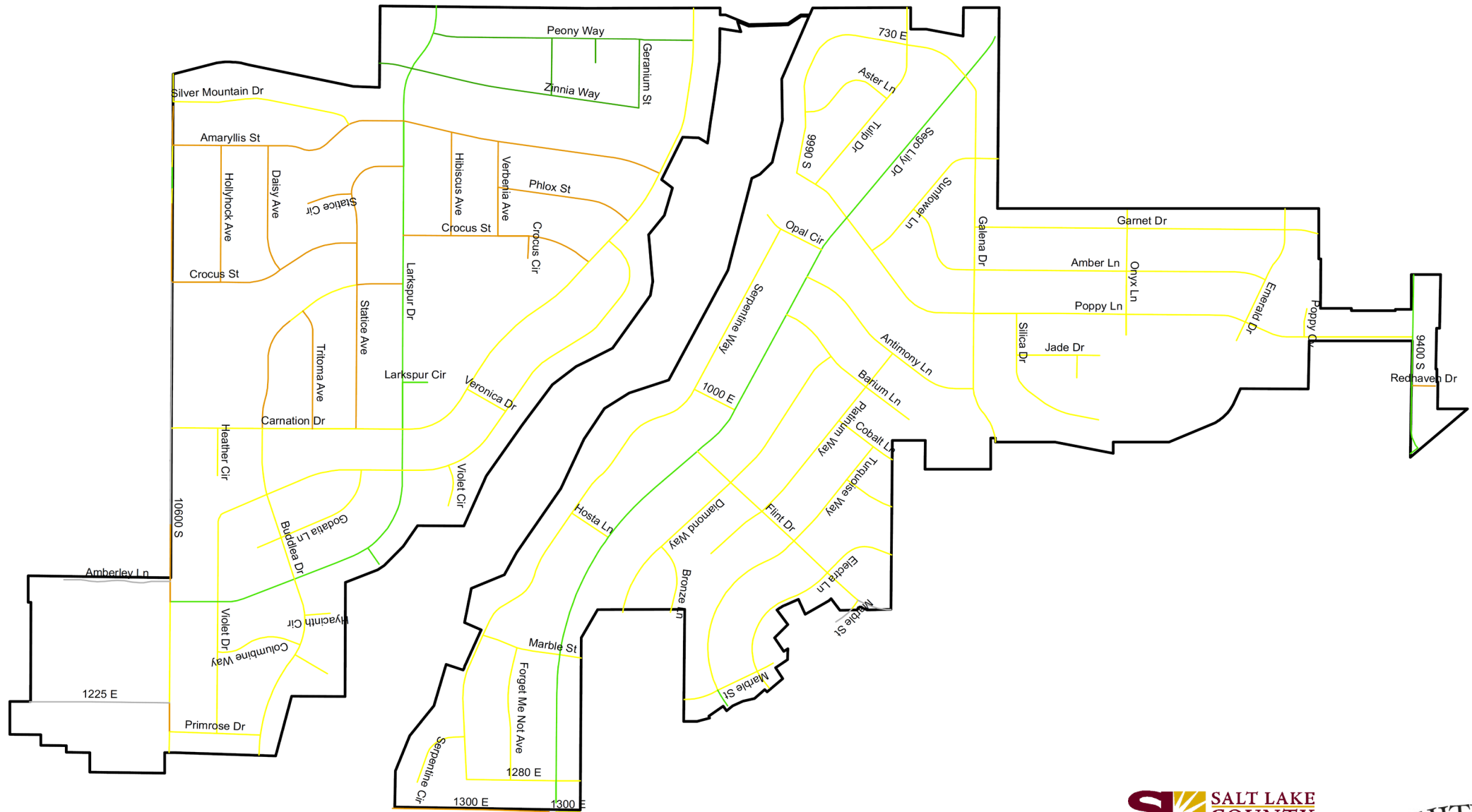
Average Road Segment OCI = 73.1

White City Pavement Condition



White City Current Condition





White City Current Condition



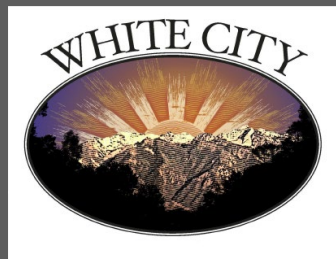
Budget Forecast Assumptions:

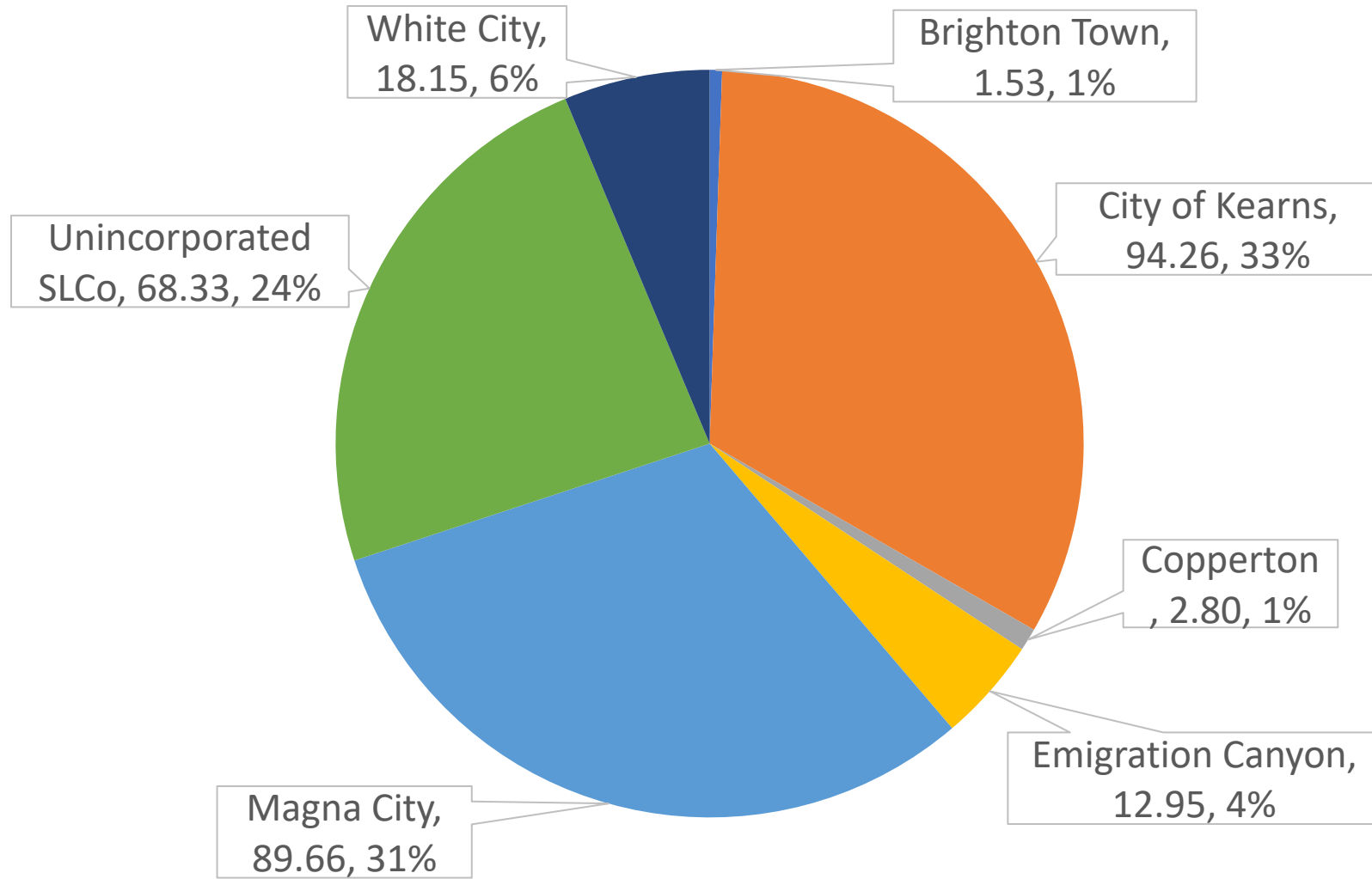
- Does not consider concrete improvements, asphalt maintenance only.
- Class B&C road fund allocations to jurisdiction set at 2024 allocations plus 3% annual growth (avg. statewide from past 5-yrs)
- Linear deterioration rate of asphalt vs. 20-yr service life
- Construction inflation of 6.5%
- Engineering reconstruction projects available every ~ 6 years up to approximately ~50,000 SF.
- Overlay available every ~ 3 years up to 135,000 SF of



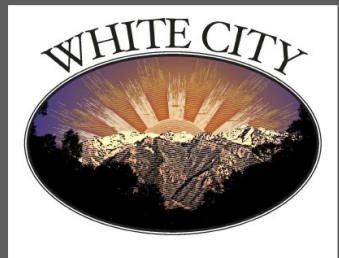
2025-2045 Budget Forecast

SL SALT LAKE
COUNTY
PUBLIC WORKS
OPERATIONS





GSLMSD Road Miles (July 2025)



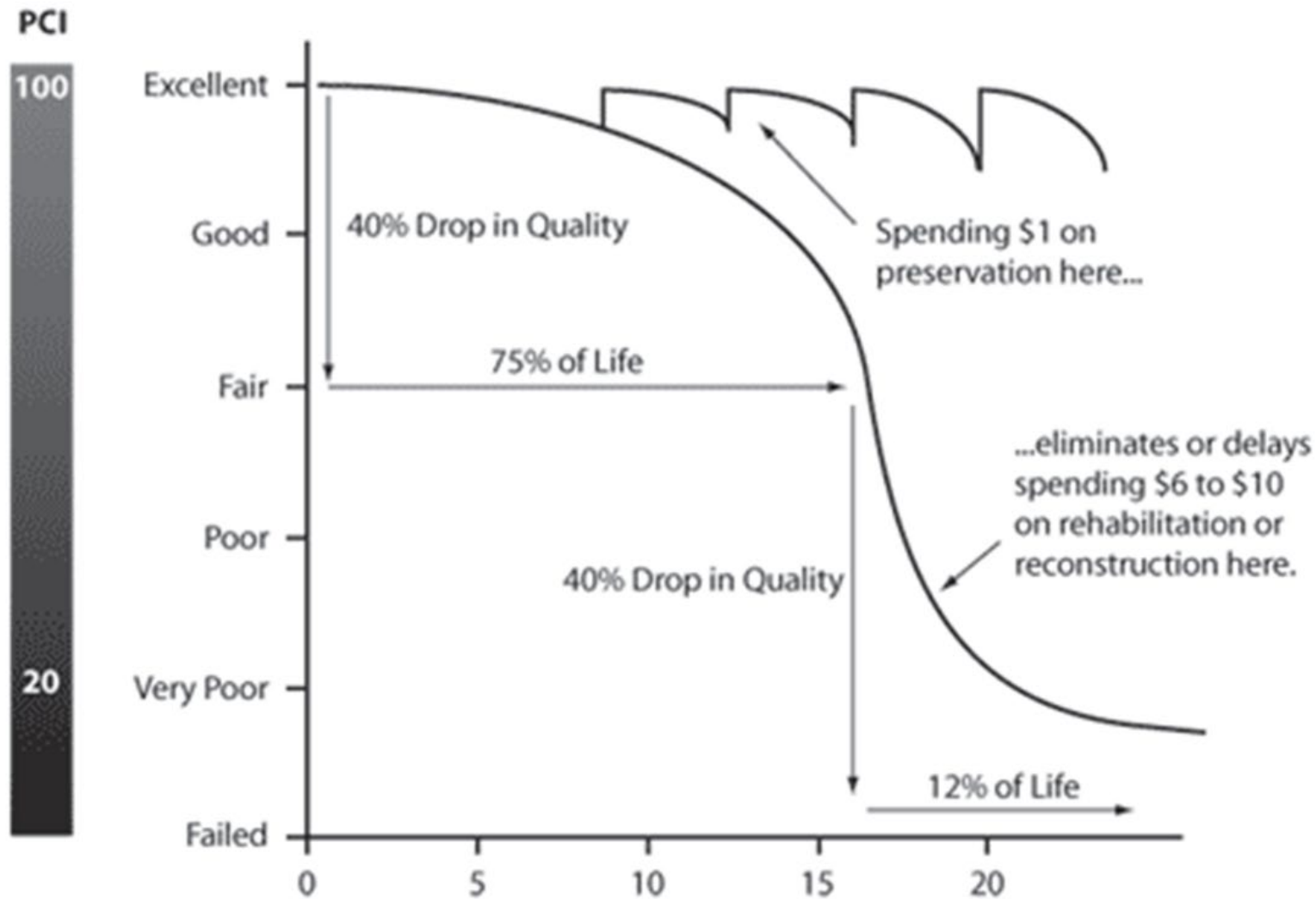
Treatment Type	Minimum (yrs)	Average (yrs)	Maximum (yrs)
Thin (< 2.5-inch) Hot-Mix Asphalt (HMA) Overlay	2	8	12
Thick (≥ 2.5-inch) HMA Overlay	6	10	17
Single Chip Seal	1	6	12
Double Chip Seal	4	9	15
Thin (< 2.5-inch) Mill and Fill	4	8	20
Thick (≥ 2.5-inch) Mill and Fill	6	10	17
Cold-In-Place HMA Recycling	5	10	20
Crack Sealing	2	3	10
Microsurfacing	4	6	10

Source: Federal Highway Administration. (2017). *Pavement performance measures and forecasting and the effects of maintenance and rehabilitation strategy on treatment effectiveness (Revised)* (FHWA-HRT-17-095). U.S. Department of Transportation.

<https://www.fhwa.dot.gov/publications/research/infrastructure/pavements/ltp/17095/003.cfm>

Treatment Performance

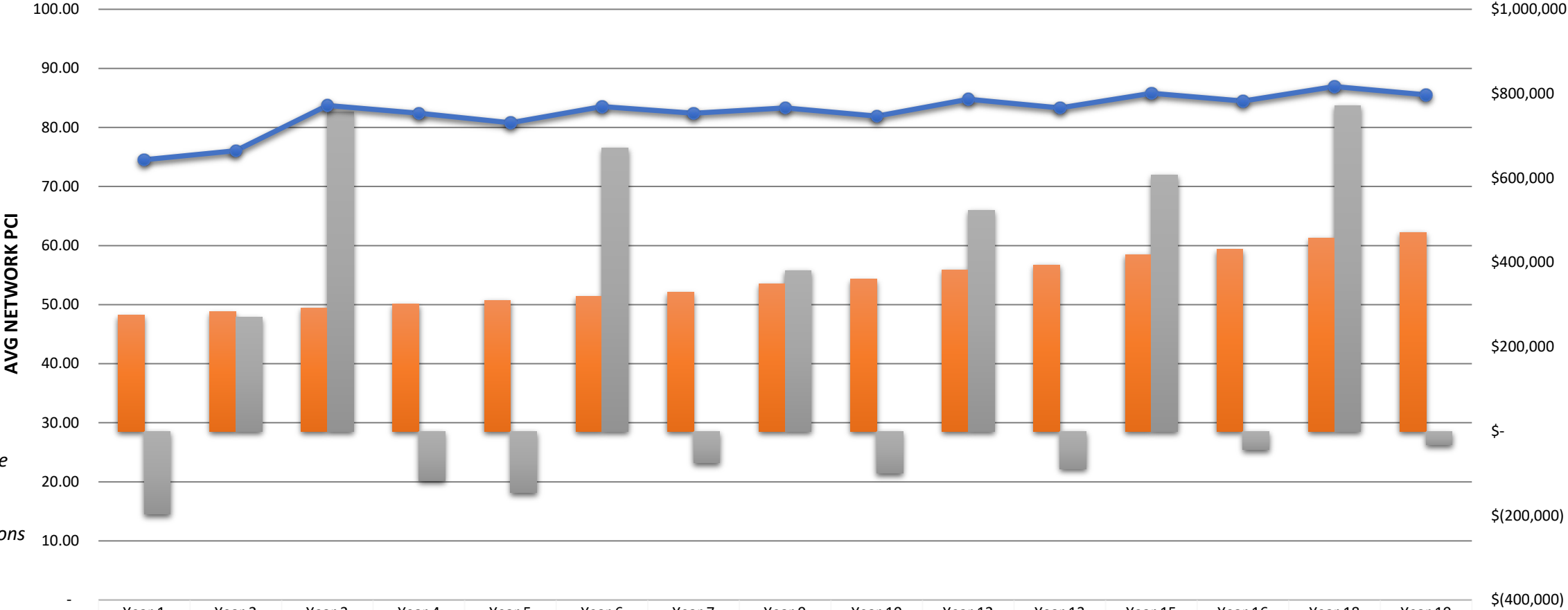




Pavement Preservation



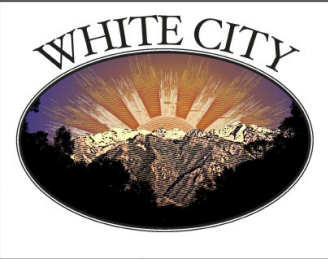
Average PCI vs Budget



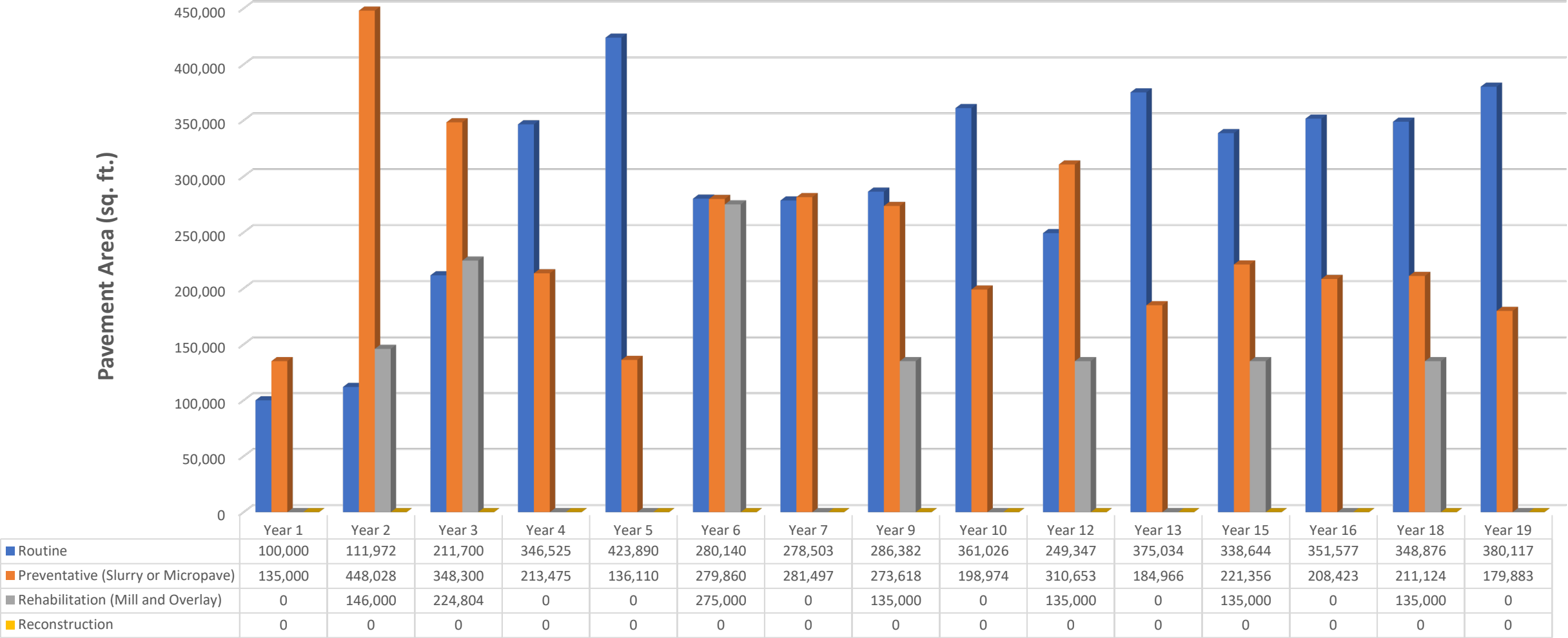
**All of B&C road fund allocations may not be available for asphalt treatment. Other maintenance obligations may exist.*

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 9	Year 10	Year 12	Year 13	Year 15	Year 16	Year 18	Year 19
B & C Funding	\$275,000	\$283,367	\$291,988	\$300,871	\$310,025	\$319,457	\$329,176	\$349,510	\$360,143	\$382,390	\$394,024	\$418,364	\$431,092	\$457,722	\$471,648
Supplemental Funding Needed	\$(196,550)	\$269,761	\$757,243	\$(116,886)	\$(145,929)	\$671,877	\$(75,169)	\$381,266	\$(99,862)	\$524,043	\$(89,160)	\$607,556	\$(43,528)	\$771,987	\$(31,861)
Average PCI	74.53	76.05	83.73	82.40	80.80	83.52	82.42	83.29	81.90	84.76	83.31	85.78	84.47	86.92	85.51

2025-2045 Budget Forecast



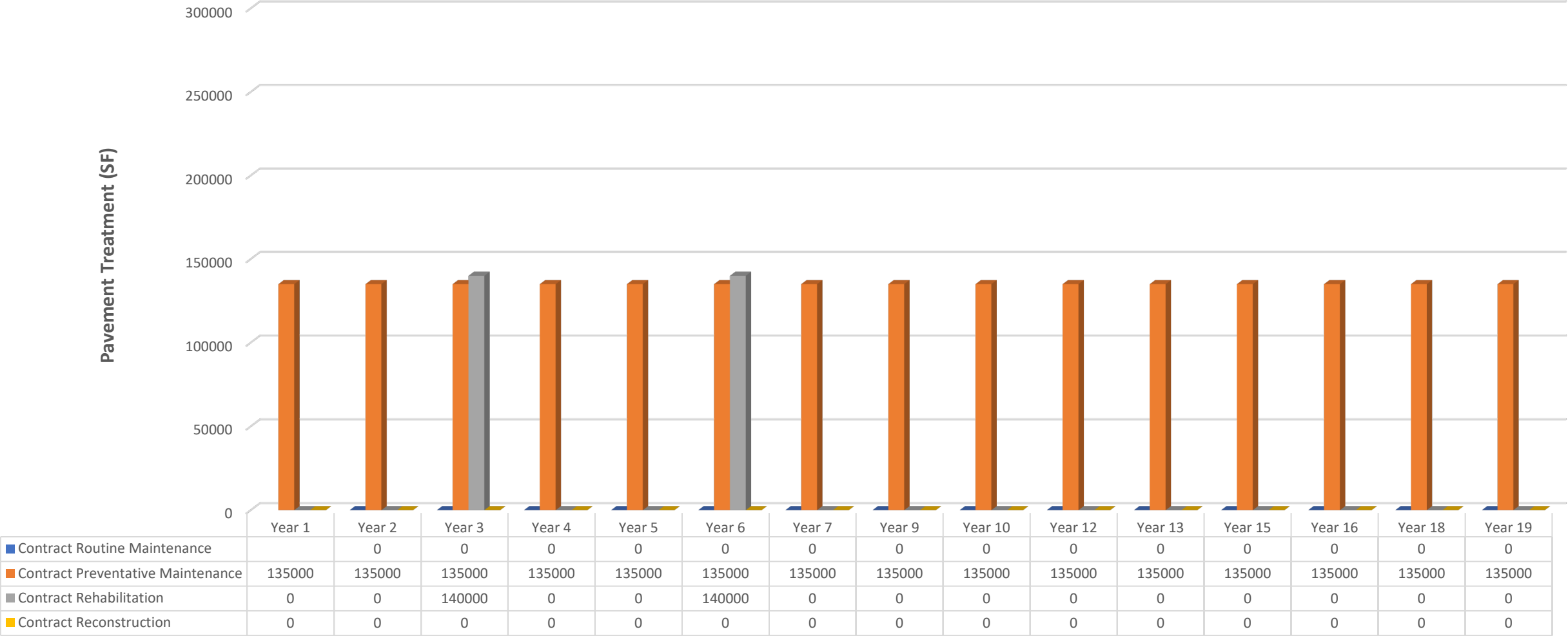
Pavement Treatment Area by Type(sq. ft.)



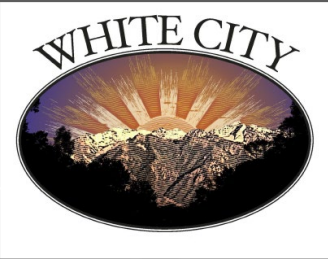
2025-2045 Budget Forecast



Supplemental Pavement Maintenance by Type

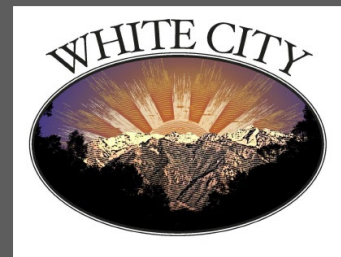


2025-2045 Budget Forecast



- Supplemental mill & overlay until network achieves average PCI of 80 or “good” condition in 3 years. After 6 years, maintained through 20-year period within Operations current level of service (for overlays)
- Equilibrium of “good” condition achieved with approx. 1/5th of road network receiving maintenance each year
- Supplemental preventative maintenance suggested beyond Operations current level of service by approx. 30% through the entire 20 years.

Model Takeaways



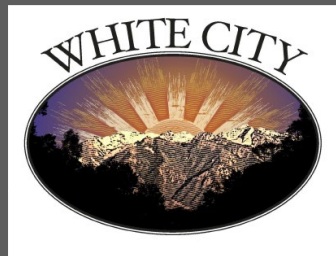
Interactive Web Map:

- Provide current pavement condition index (composite of 3-year data)
- Show planned Operations performed/managed:
 - Mill and Overlays (Red)
 - Micropave (Purple)
 - Slurry Seals (Blue)
- Includes recommended capital projects for MSD Engineering
 - Proposed (Orange)
 - Known funded capital projects (Green)

Link: [Operations Pavement Management Plan](#)

FY26-FY28 Pavement Plan

SL SALT LAKE
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QUESTIONS?



SL SALT LAKE COUNTY
PUBLIC WORKS
OPERATIONS



White City > General Fund

Budget Report Yearly

16.67%

8/31/2025

	Actual to 8/31/2025	FY 2026 Budget	Projected	16.7% %
Revenues				
Sales tax	150,000	1,000,000	1,000,000	15%
Franchise tax	250	-	-	#DIV/0!
Transportation sales tax	15,000	90,000	90,000	17%
Class C road funds	50,000	240,000	240,000	21%
Business licenses	150	2,500	2,500	6%
Building permits	3,634	25,000	25,000	15%
Other permits	100	-	100	#DIV/0!
Zoning-land use permits	-	-	-	100%
Grants care funds	-	-	-	100%
ARPA funding	-	-	-	#DIV/0!
Engineering services	8,425	2,000	10,000	421%
Planning services	-	-	-	#DIV/0!
Code enforcement fines	-	-	-	#DIV/0!
Justice court fines	8,178	30,000	30,000	27%
Miscellaneous	-	-	-	100%
Interest earnings	2,604	42,000	42,000	100%
Transfers in	543,339	543,339	543,339	100%
Total Revenues	\$ 781,680	\$ 1,974,839	\$ 1,982,939	40%
Expenses - Administration				
Wages	13,750	82,500	82,500	40%
Employee Benefits	1,052	9,000	9,000	100%
Awards, Promotions & Meals	-	10,070	10,070	100%
Subscriptions/Memberships	3,092	-	3,500	17%
Printing/Publications/Advertising	2,113	15,000	15,000	12%
Office expense and supplies	2	1,500	1,500	100%
Attorney-civil	12,000	82,000	82,000	#DIV/0!
Attorney- land use	-	15,000	15,000	14%
Training and seminars	-	7,070	7,070	0%
Web page development/maint	-	24,452	24,452	15%
Software streaming	1,600	2,000	2,000	0%
Payroll processing fees	67	1,000	1,000	0%
Communications	-	21,900	21,900	0%
Contributions/special events	-	53,000	53,000	80%
Credit card and bank expenses	-	-	-	7%
Insurance	9,113	17,250	17,250	0%
Workers comp insurance	833	1,200	1,200	0%
Postage	648	8,000	8,000	#DIV/0!
Professional & technical	9,500	144,900	144,900	53%
Election support services	500	39,497	39,497	69%
SL (Client) County support services	-	-	-	8%
ARPA expense	-	-	-	7%
Justice Court remediation -UPD	-	-	-	100%
Rent	-	3,000	3,000	#DIV/0!
Non classified expenses	-	5,000	5,000	#DIV/0!
Total Administration	\$ 54,270	\$ 543,339	\$ 546,839	10%
Transfer to General fund	238,341	1,431,500	1,431,500	17%
Transfer to Capital projects	-	-	-	0%
Total Transfers	\$ 238,341	\$ 1,431,500	\$ 1,431,500	17%
Total Expenses	\$ 292,611	\$ 1,974,839	\$ 1,978,339	15%
Surplus/Deficit	\$ 489,069	\$ -	\$ 4,600	

White City > Designated Fund
Budget Report Yearly

16.67%

8/31/2025

Revenues

	Actual to 8/31/2025	FY 2025 Budget	Projected	16.7% %
Municipal Telephone franchise tax	2,000	9,600	9,600	100%
Municipal electric franchise tax	40,359	108,000	108,000	100%
Natural gas franchise tax	7,589	108,000	108,000	100%
Google Franchise	-	12,000	12,000	100%
ARPA funding	-	-	-	100%
Miscellaneous	-	-	-	100%
Interest earnings	1,173	9,000	9,000	100%
Transfers in	-	-	-	100%
Total Revenues	\$ 51,121	\$ 246,600	\$ 246,600	100%

Expenses - Designated fund

ARPA expense	-	-	-	100%
Reserves	-	246,600	246,600	0%
Total Administration	\$ -	\$ 246,600	\$ 246,600	100%

Surplus/Deficit

\$ 51,121	\$ -	\$ -
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Liquor Fund
Budget Report Yearly

16.67%

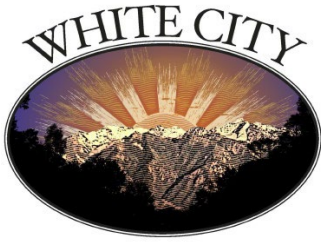
8/31/2025

Revenues

	Actual to 8/31/2025	FY 2026 Budget	Projected	16.7% %
State Liquor Allotment	-	5,000	5,000	100%
Miscellaneous	-	-	-	100%
Interest earnings	-	-	-	100%
Transfers in	-	-	-	100%
Total Revenues	\$ -	\$ 5,000	\$ 5,000	100%

Expenses - Administration

Beer expenses	-	5,000	5,000	100%
Non classified expenses	-	-	-	0%
Total Administration	\$ -	\$ 5,000	\$ 5,000	100%



WHITE CITY
COUNCIL MEETING MINUTES
September 4, 2025
WHITE CITY WATER IMPROVEMENT DISTRICT
999 E GALENA DRIVE, WHITE CITY, UTAH 84094

Mayor: Mayor Paulina Flint

City Council: Council Member Greg Shelton
Council Member Linda Price
Council Member Phillip Cardenaz
Council Member Tyler Huish

Staff: Paul Ashton, Attorney; Dave Sanderson, Financial Manager; Diana Baun, MSD Clerk; Daniel Torres, Economic Development Manager; Chad Anderson, Engineer; Chief Ken Aldridge, UFA; Chief Mike Bullock, Sandy Deputy Fire Chief; Chief April Morse, UPD; and Chief Jason Mazuran.

6:00 PM – Workshop

Mayor Flint called the workshop meeting to order at 6:00 PM and confirmed that all Council Members were present.

1. PUBLIC COMMENTS

There were no public comments.

2. DISCUSSION/CLARIFICATION OF AGENDA ITEMS

No items were discussed.

3. UPDATE FROM DADU COMMITTEE

Council Member Linda Price said the DADU Committee met a few weeks ago and discussed the Moderate Income Housing Report with the new Long Range Planner. The Moderate Income Housing Report was submitted on August 1st as required by state law. The committee reviewed all of the items listed in the report and did not think any of the items would be objectionable. They are still waiting to hear back on the report. Another meeting will be scheduled to continue the discussion on the Moderate Income Housing Report and the Detached Accessory Dwelling Units (DADU).

Council Member Tyler Huish explained that the state requires review of the Moderate Income

Housing Report, which is why they discussed this issue and wanted to show progress on the five categories listed in the report. He said Rori Andreason and Daniel Torres will be working on creating a page on the city website for Committee regarding DADU's for interaction with the public. Daniel and Danellie will be working to schedule times with the White City Water Improvement District and the Sandy Sewer Improvement District to get their input and feedback on any potential concerns if DADU's were to be considered. They're also going to look at past population versus current population to see if there's a similar amount of people that DADU's might bring into the city. That might be a challenge because they will have to narrow it down to the current White City boundaries census data that would not have been the same 20 years ago.

Mayor Flint asked where we stand according to the issues discussed with the state legislature.

Council Member Price said none of the issues have made much progress such as the one that would enable seniors to stay in their homes or to establish a over 55 community or facility, which cannot be done right now because there's no property available. That's why they need to review the five categories to make sure they are still viable. The committee is waiting to hear back from the State to see if they have any objections to what the report stated.

Council Member Huish said one of the categories included creating or allowing for reduced regulations related to internal or detached ADU's. He said they can show progress since the city is allowing internal ADU's; however, they may come back and say the city hasn't reduced any regulations around it so that is a concern. Another category was the rehabilitation or expansion of infrastructure to facilitate construction of moderate income housing. He said they submitted Sego Lily Drive and some other sidewalk projects to show evidence of progression. Another category was to find tax incentives to promote construction of moderate income housing as a city or as partners. That was one where there wasn't any progress. Another category was to amend land use regulations to allow for single room occupancy, which falls outside of DADU but the city may need to consider it again as a Council. The last one is moderate income housing projects for disabled or senior residents and that's where DADU's could possibly help.

Council Member Price said the Committee agreed that once they get the results back from this report, they will meet again and proceed from there.

5. DISCUSSION OF FUTURE AGENDA ITEMS

There was no discussion on this issue.

Mayor Flint closed the workshop meeting.

BUSINESS MEETING

1. Welcome and Determine Quorum

Mayor Flint stated a quorum was present allowing the meeting to proceed.

2. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Dave Sanderson said the MSD sent out financial information to the Council, but he likes to put it in his own format. This financial report was only for July 2025. He reviewed the sales tax estimation since actuals won't show up until September. Everything is normal. He reviewed the MET fund and Liquor fund.

Council Member Shelton, seconded by Council Member Cardenaz, motioned to accept the financial report. The motion passed by unanimous vote.

3. UNIFIED FIRE AUTHORITY REPORT

Chief Bartlet filling in for Chief Ken Aldridge discussed HB 48, which is the Wildland Urban Interface (WUI) legislation that was passed in the last session. The city needs to adopt the WUI Code by January 1, 2026, if it has not already been adopted. The second thing to do in the community is to identify a map where the WUI code will be enforced, which would include areas the city would consider to be at-risk for fires or wildfires. The State Bureau of Fire and State Lands has created a map to assist with identifying areas they consider to be at-risk. He explained the scoring mechanism for the areas with a 10 being high risk and 1 being very little risk. He said the State is recommending that anything at a 5 or above be included in the city's map identifying the areas where the WUI code is enforced. The goal of this legislation is to reduce risk, create responsibility for homeowners and property owners, and also support them in trying to mitigate risk in those areas. There will also be fees assessed to property owners in those areas. The state is still working on what those fees will be.

Mayor Flint said the biggest issue the city has is with Dimple Dell Park. The homes that back it are in White City; however, once you cross over the fence, the park is Sandy City. The city has no open areas for development so who has the legal liability of the property. She said Salt Lake County owns the park.

Chief Bartlet said Salt Lake County and Sandy City would be entities the city would want to work with in developing a map.

Mayor Flint said she does not want to see White City residents being assessed a fee of tax for something that's not in White City.

Chief Bartlet said if a resident borders a wild land urban interface area, the state may look at that as an area that is at-risk that would fall into this category. However, that is something the state is still working out. He said the state is still deciding what that money will be spent on.

Mayor Flint said some time ago; the suggestion was made to install fire hydrants along Dimple Dell Park. She said that would be a better option rather than assessing fees.

Chief Bartlet said the maps UFA currently have identify whether your community has passed or agreed to follow the WUI code.

Paul Ashton said he was told that UFSA was going to come up with a preliminary map and not to worry about making the map until then.

Chief Bartlet said UFA has the map the state has put together with the number designations as to what they have determined to be at-risk areas.

Council Member Huish said he was told there would be a template created by UFA to adopt the Wildland Urban Interface Code.

Chief Bartlet said a template is available and can be sent to the city.

Mayor Flint said the scoring mechanism is the old ISO ratings. She said if a resident borders the park owned by Salt Lake County, Salt Lake County should be paying the fee, not the resident.

Chief Bartlet said their concern is for all the community members and the difficulty they may face. He said their hope is that these measures will mitigate risk and homeowners are able to participate and do some things that would allow them to be able to protect structures. He said unfortunately, they are seeing fires within the state start as a wildfire and transition to a structure fire. Their hope is working along side the state, counties, and municipalities, that they can work in an effort to make sure nobody's uninsured and things are done to protect property and reduce risk.

Chief Mike Bullock said Sandy City is working with Salt Lake County and UFA regarding Dimple Dell Park to do a lot of mitigation work and planning to reduce a lot of that risk. Their wildland division is working hard to identify those key areas.

Mayor Flint said Salt Lake County owns every inch of that park and should be paying for the fees.

Chief Bullock said Sandy City is working on programs that may allow them to send out a QR code to residents in Sandy and White City where the residents can go in and add information about their home along with pictures to help identify these areas. He said they are taking the mitigation and pre-planning very seriously right now to try and avoid some of these fires from happening.

Mayor Flint said the call volume reports are not being sent to White City.

Chief Bullock said he would make sure the reports were sent. He also discussed the Ready, Set, Go program that he would send over that is a federal wildland fire safety program that is a great

resource for residents.

4. UNIFIED POLICE DEPARTMENT REPORT

Detective Josh Smith updated the Council on the recent tire deflation incident. He said they are finally ready to file all of the charges with all of the cases they had. There was a lot of work put in by himself and many other officers involved. He said it's a long ongoing process but they are ready to file the charges with the District Attorney's office to put some closure to the case.

Detective Smith said the call volume for August was higher than the normal 30 cases with a call volume in the mid 50's. He said there were public peace calls, which include harassment, mental health and suspicious activity. During the month of August, it was mostly suspicious activity calls. There were a lot of people calling in on things that just didn't look right, which they would rather have and have it documented than nobody saying anything and then there's an outbreak in crime. With these calls, they can go back and compare them to crimes that come in and possibly identify suspects. Other calls included public order, which includes missing persons, civil cases, welfare checks, and police assists. He said this community cares and have family members that care about this community so they call for welfare checks. For the most part in looking at all the cases, they are not going to the same address over and over. A trend to keep in mind in many communities is there are a lot of reporting of criminal activity on social media outlets, but unfortunately not being reported to the police. He encouraged the residents to call if they see something suspicious.

Chief Morse said Lt. Malone retired on August 15th and Lt. Rich Wilson has been selected as the next precinct Lieutenant for the Midvale Precinct. She invited him to introduce himself to the Mayor and Council.

Lt. Rich Wilson said he's excited to be here in the Midvale Precinct. He discussed his extensive background and said he provided a drone demonstration to the city within the last year.

4.1 Division Commanders Award for UPD Members

Chief Morse said she wanted to recognize the officers involved in the tire deflation case. She said not only did they have patrol officers that were instrumental in this case but a lot of detectives did a lot of hard work. They had three members from their forensic unit that provided analysis that was the key to apprehending the suspect. Sgt. Race, UPD PIO, who was immediately warning the community and getting information out to the community. She said officers actually parked their cars and walked the roads to find the devices. Chief Morse read the certificate presented to officers involved in the resolution of this case. She said they will receive the certificate and Division Commanders Award pin.

The Council expressed their appreciation for the hard work on this case.

5. WASATCH FRONT WASTE AND RECYCLING DISTRICT REPORT AND INTRODUCTION OF EVAN TYRRELL, WFWRD GENERAL MANAGER

Pam Roberts reviewed the succession planning their team had gone through over the last month. She said last May she announced to her leadership board her plans to retire in September. The leadership retreat started shifting towards building a team and right now the leadership team has great synergy going, communication improved, along with accountability and consistency. She introduced Evan Tyrrell who was appointed by the Board last Monday to serve as General Manager for the Wasatch Front Waste and Recycling District. Evan Tyrrell introduced himself and said he is excited to lead the Wasatch Front Waste and Recycling District. He expressed his appreciation for Pam Roberts in assisting him with this transition.

Mayor Flint and the Council expressed sincere appreciation for Pam Roberts and her service to White City.

Pam Roberts reviewed the following information with the Council:

Sustaining WFWRD Services with the 2025 Fee Increase

Over the past five years, the District experienced 40% increased costs (\$6,000,000) related to needed salary market adjustments and pay for work experience to boost recruitment/retention especially Commercial Drivers License (CDL) drivers. Other increases relate to truck maintenance up 47%, replacement truck purchase price up 35%, fuel up 65% and garbage tip fees up 8%.

Knowing this, and with the advice from the financial advisory team at Zions, the WFWRD Board approved a \$6.50 per month fee increase for 2025 (33%) to sustain services. The monthly fee is now \$26.00 per mo./\$78 per qtr./\$312 annual for the following services:

- Weekly curbside garbage and recycling collections.
- Seasonal Container Reservation Program (SCRIP) with the goal of at least 60 container deliveries per day. (Mid-April through September)
- Can Repair and Replacement within 5 to 7 business days.
- In-House - Local Customer Service.
- Seasonal Services: Central leaf bag collections and curbside Christmas tree collections.
- Landfill Vouchers for a residential truck, car, or trailer loads.
- Central glass collections.

Fee History: The last fee increase was implemented in 2023 after five years since our previous fee increase. **Hindsight:** Waiting five years was too long and \$2.50 wasn't enough. We lost the time value of money.

- 2023: \$2.50 per home/month increase to \$19.50 per mo./\$58.50 per qtr./\$234 annual.
- 2018: \$2.25 per month, to \$17.00 per mo./\$51 per qtr./\$204 annual.

- 2014: \$2.00 per month, from \$12.75 to \$14.75.
- 2011: \$1.75 per month, from \$11.00 per month.

Financial Stewardship to Reduce Costs

Operations and Staff Changes to Reduce Costs and Prolong Fee Increases:

- **Leaf Bag and Trailer Services:** We changed the type of equipment for trailers and saved \$68,000 on light duty truck replacements by downsizing to one-ton pick-ups. We will also keep one aging pickup rather than replace and save another \$68,000. (\$136,000 saved in 2025) Estimated annual replacement savings \$7,000.
- **“Go-backs”:** WFWRD receives reports from residents stating that their can was missed on their collection day. There are high costs associated with going back at \$25.00 per mile.
 - We conducted two separate 2-week tests in 2024 to verify through dash camera footage if we missed cans, or if resident(s) didn’t have their cans out, or they set their cans out after our driver has gone by. Findings: **46% were false** while 54% of the reports were valid.
 - Our customer service representatives review dash cam footage to verify missed pick-ups. We go-back on the go-back scheduled day if we missed the can. If we did not miss, customer education follows to reduce false reports in the future. We also remind residents to have cans out by 7:00 a.m. on collection day.
 - The results for January through June 2025 is \$47,399 in reduced costs. Our goal is to save \$150,000 in 2025 by reducing unnecessary go-backs.
- **2025 Residential Collection Truck Replacements:** The Board voted to save \$400,000 on capital purchases by ordering diesel side load trucks versus Compressed Natural Gas (CNG). (\$400,00 per truck vs. \$450,000). Projections show that diesel trucks will have a higher resale value than CNG due to lack of infrastructure for CNG.
- **Personnel Changes and “Right Sizing” Resources:**
 - 2025, we reduced three positions, and we are absorbing workloads for a savings of over \$200,000.
 - Reclassified the Controller/Treasurer position as an Accountant II/Treasurer, which fits more within our business model. There will be money saved by a reduced salary range.
 - A veteran supervisor retired in May, and our operations team has committed to absorbing the workload.

- The absorbed workload is related to the changes with the SCRP program. The containers being delivered to resident's driveways and not having to clean-up debris on the streets. We reduced from five supervisors to four with an estimated savings of \$120,000 annually.

White City Jan – Jul 2025 Diversion Rate and Tonnages

- Curbside Green Waste: Approximately 27 tons diverted (177 Subscribers) 0.21 tons of Christmas trees collected in January
 - Curbside Refuse (Garbage): 1,207 tons generated and collected for a cost of \$37.00 per ton.
 - Curbside Recycling: 218 tons diverted
 - Glass: No cost for processing.
 - 22 Curbside subscribers diverted 5 tons.
 - Central site: 4.1 tons.
 - 0.9 total tons diverted.
- The 1,826 homes in White City are 2% of the approximately 86,407 homes in the District boundaries.
 - Residents of White City diverted 17% of waste away from the landfill and District-wide was 19% diversion.
 - Average disposal fee for garbage = \$37.00 per ton. (Only SL Valley Transfer Station)
 - Average processing fee for White City recycling = \$42.00 per ton. (\$2 more than 2024)
 - Processing for green curbside = \$17.00 per ton. This will increase in 2025 to \$20.00 per ton.

Seasonal Container Reservation Program (SCRP)

The 2025 SCRP season marks the sixth year of the reservation program. With this model, we service between 8-10% of the homes in our cities and towns.

SCRP services run mid-April through September:

- We started the season in Murray & Holladay and are moving clockwise throughout the District.
- White City service dates ran from May 28th to May 30th (3 delivery days - 65 containers per day)
-

Reservations opened in phases:

- Early-bird - Access for those on last year's cancellation waitlist and didn't receive a container.
- Early Access - For those who didn't participate in the program at all last year.
- General Reservations - for those who received a container last year, and there is still availability.

White City SCRP Stats

2025: 195 out of the 305 requested reservations were delivered during SCRP services. We collected and hauled 136 tons of bulky waste and paid \$5,669.00.

2024: WFWRD delivered 179 containers out of the 272 requested. We collected, hauled and paid the tipping fees of \$7,346.00 for 162 tons of bulky waste including bulky waste.

6. ACTION ITEMS

6.1 Approve Minutes of August June 5 and June 12, 2025

Council Member Huish, seconded by Council Member Shelton, motioned to accept the minutes of August 7, 2025. The motion passed by unanimous vote.

7. DISCUSSION ITEMS

7.1 DISCUSSION REGARDING SOCIAL MEDIA AND CODE OF CONDUCT OF PUBLIC OFFICIALS

Paul Ashton discussed a case that came out of the Supreme Court case of Matthews vs. the County on August 14, 2025. It's a significant case because it deals with social media, defamation and liable. For years, many thought that anything on social media was not liable to the laws. The Utah Supreme Court has said no, it is subject to liable laws. He said this comes up periodically, especially around elections, and the court wanted to set the guidelines in this regard. He discussed the validity of the information on Facebook and the fact that you cannot win trial by Facebook. However the Court has now said you cannot rely on the fact that it was just on social media to get out of your claim. People can sue you and if they can prove the elements of cause of action they can sue for; however, it's not automatic. This raises concerns for city attorneys causing many cities to adopt codes of conduct for public officials which goes beyond the rules of ethics to protect members of councils and cities themselves. Different cities have adopted a code of conduct. All the rest are subject to ethics provisions in the Utah code. The codes of conduct are basically common sense, you treat everyone with respect, you don't disparage each other when in meetings, act with decorum. He said he wants the public officials to protect themselves and protect the city. If you're going on Facebook, emphasize you're speaking as yourself not a public official or as the Council because that opens you and the city up for liability. He said he would send out copies of Codes of Conduct from other cities for the council to review in preparation of creating a Code of Conduct for White City. He said Titles 1 and 2, which talk about the roles of the Mayor and Council, how agendas are created etc., need to be redone in the Municipal Code prior to January 2026.

Mr. Ashton said it is a difficult issue because everyone's entitled to their first amendment right to express your views; however, it's important that you state that it's your own personal opinion and you are not speaking as a council or for the city. He asked the Council for approval to send copies of other entities' public officials code of conduct for the Council to review in preparation of creating a code of conduct for White City.

Council Member Shelton, seconded by Council Cardenaz motioned to instruct staff to bring back to the Council a proposed Code of Conduct. The motion passed unanimously.

7.2 DISCUSSION REGARDING SECURITY OF BIG BEAR PARK

Paul Ashton said Salt Lake County Parks and Rec have asked him for input as to security of the Big Bear Park. He said they determined they had not changed out the keys for the park in multiple years so they are going to change out the keys. He said the determination of who needs access to the keys needs to be decided. There has been concern from some regarding cameras being in the park from private residences. He said the city should decide what type of cameras they want in the park and have them maintained. Otherwise, some parents of minors do not like people having cameras in the park.

Council Member Shelton asked if that is something that can be regulated?

Paul Ashton said the city can set a policy for the Salt Lake County Parks and Rec to follow. He said the MSD received a grant to look at parks in White City, Magna, Copperton, and Kearns, but that's an analysis of trees, park equipment, etc. He said other cities like Salt Lake City have regulations on their parks that he will review in preparation for creating a policy for the Big Bear Park.

Mayor Flint said the park is insured by the Utah Local Governments Trust. Salt Lake County Parks and Rec will be meeting with the Trust to see what is required of them for maintenance of the park. She said there is a difference between private people putting a camera on the fence with audio that observes everything in the park and cameras in the park the police monitor for crime.

Paul Ashton said Salt Lake County Parks and Rec contacted him regarding what the policy of the park is.

Council member Price said Big Bear Park has people on e-bikes that are dangerous.

Paul Ashton said he would start working on a policy for the park.

8. COUNCIL REPORTS

8.1 Greater Salt Lake Municipal Services District/Council of Governments

Mayor Flint said Salt Lake County Operations has a pavement management plan they want to present to the Council at the next meeting. She said the MSD also approved a Master Professional Services Agreement with 17 or 18 different engineering companies with various disciplines for the MSD. They have engineers but there's a lot of projects and jobs that have to be done. She said the engineering firms are pre-qualified for upcoming projects of all the cities within the MSD.

Mayor Flint said one of the other items was a task order with Salt Lake County, Cottonwood Heights, and the MSD for unincorporated sidewalks with an interlocal agreement because there are still a lot of unincorporated areas in the Sandy and Cottonwood Heights areas. There was a change order for a Kearns project for the West Bridge.

Mayor Flint said there was an IT report given that was really amazing. The new IT Manager had a checklist of items required of IT and there was only one item that wasn't checked off, which was project portfolio management. So, the MSD came up with an answer to that which is a program called Opengov that tracks the projects from start to finish. A contractor can also invoice the MSD for a project they are working on through Opengov.

Mayor Flint said there are other cities in the state that are looking at the MSD for guidance and possibly looking at contracting with the MSD for services. The contracts will have to be written to make sure they don't take away from the MSD entities' funding. The MSD is becoming widely known for their proficiency and ability to do an amazing job. Granite City is forming and gave a report with a petition. Representative Teuscher passed legislation for them to incorporate without having contiguous boundaries. She said they also want to be part of the MSD for their services.

8.2 Unified Fire Authority/Unified Fire Service Area

Council Member Huish said there was no official meeting for business due to a problem with the agenda getting posted. So, they reviewed financials but didn't take any actions.

8.3 Mosquito Abatement/Salt Lake County Animal Control

Council Member Price said the West Nile Virus is in full swing. Most of the issues in Utah have been in Utah County. Salt Lake County has 11 pools of West Nile in the south valley. Each city is notified if there is a pool in their city. She said she is waiting for official word from the Health department but they want us to put on the website to use their repellent, wear long sleeves and long pants. There have not been any human cases this year but there is an increase in the pools. She said they have not done a lot of fogging in areas due to the winds. They are very restricted as to when fogging can be done, and the wind is a big factor. They have also had positive cases of the St. Louis Encephalitis, which does not affect humans, but it does affect horses. There are sizable horse properties in White City, so those residents have been made aware of this. Their treatment of areas is down a bit due to the dry weather.

Council Member Price said there was no meeting with Animal Control; however, the Spaygetti and No Balls fundraising event will take place this year on October 10th. The White City Community Council does participate by putting together a basket that is auctioned off at that event.

Council Member Shelton said he had not been notified of the St. Louis Encephalitis and did not think his neighbors had either. He suggested sending emails to those residents once the information is received.

8.4 Unified Police Department/SLVLESA

Council Member Cardenaz said the UPD Citizens Academy is occurring this year which he is participating in. He said there was discussion regarding benefits for individuals who had not previously taken benefits. If they were to allowed to now take those benefits, it would open UPD up to more liability so it was not approved. He said the meetings regarding Districts and who pays for what should be wrapping up soon. He said they are trying to set up the last two meetings with the facilitator and Salt Lake County, the Sheriff's Law Enforcement Bureau, UPD and also the city attorney's and board members. He said he is hopeful that some kind of agreement is met at those meetings.

Council Member Cardenaz said the SLVLESA meeting was the quickest meeting ever, so they are discussing whether to only have the meetings as-needed rather than every month.

8.5 Wasatch Front Waste & Recycling District

Council Member Shelton said similar to the MSD, the Wasatch Front Waste and Recycling District was also contacted by other entities in regard to the services they provide. He said they've seen private providers just not providing the same level of services as WFWRD. He said he told a story about his wife forgetting to put the garbage can out and saw the truck come by. She quickly grabbed the can and rolled it out to the street. The WFWRD driver quickly backed up and dumped the can. He said that was so impressive and he wanted the WFWRD staff to know how much they are appreciated.

9. Closed Sessions if Needed as Allowed Under Utah Code Ann. §52-4-205

No closed session was needed.

10. Adjourn

Council Member Huish, seconded by Council Member Shelton, motioned to adjourn. The motion passed unanimously.

Mayor Flint declared the meeting adjourned at 7:56 p.m.

Rori L. Andreason, City Recorder
Approved this 2nd day of October 2025.

Social Media Guidelines for City Council Members in Utah

This document outlines the permitted and prohibited activities for city council members in Utah when using social media, based on relevant state statutes and policies.

Permitted Activities on Social Media

1. Communicate with constituents about city business, upcoming meetings, and policy positions.
2. Share public information and updates from official city sources.
3. Express personal opinions, as long as it is clear they are not speaking on behalf of the city.
4. Engage in respectful dialogue with the public, provided it complies with open meeting laws and ethical standards.

Prohibited or Restricted Activities

According to the Utah Public Officers' and Employees' Ethics Act and the Municipal Officers' and Employees' Ethics Act, council members must avoid:

1. Using their position for personal gain: Council members may not use their office to secure special privileges or economic benefits for themselves or others.
2. Improper disclosure of information: Sharing private, controlled, or protected information obtained through their official role is prohibited.
3. Accepting gifts or compensation: Council members cannot accept gifts or compensation that could influence their official duties, unless publicly disclosed and within legal limits.
4. Blocking or deleting comments on official pages: If a council member uses a social media account for official purposes, it may be considered a public forum. Blocking users or deleting critical comments could violate First Amendment rights.
5. Failing to archive public records: Posts related to city business are considered public records under GRAMA (Government Records Access and Management Act) and must be archived.
6. Engaging in political activity: Using official accounts for campaigning or political advocacy is restricted under the Political Activities of Public Entities Act.

Additional Considerations

1. Personal vs. Official Accounts: If a council member uses a personal account for city business, it may still be subject to public records laws and legal scrutiny.
2. GRAMA Compliance: Cities may require elected officials to allow archiving software access to their accounts or use city-managed accounts for transparency.

References

[1] **Utah Code Title 10, Chapter 3, Part 13** – Municipal Officers' and Employees' Ethics Act:

https://le.utah.gov/xcode/Title10/Chapter3/C10-3-P13_1800010118000101.pdf

[2] **Utah Code Title 67, Chapter 16** – Public Officers' and Employees' Ethics Act:

https://le.utah.gov/xcode/Title67/Chapter16/C67-16_1800010118000101.pdf

[3] **Utah.gov Social Media Policy for Elected Officials – City of Clearfield:**

<https://www.utah.gov/pmn/files/1027113.pdf>

CITY COMMITTEE MEMBER CODE OF CONDUCT

Purpose

The purpose of this Code of Conduct is to establish clear expectations for residents serving on committees of White City. Committee members are entrusted with representing the community, providing informed advice to the City, and conducting themselves in a manner that maintains public trust and reflects positively on the City.

1. Role and Scope of Authority

1. Except for the Planning Commission, all City committees are *advisory only*.
2. Advisory committees do not have decision-making authority; their role is to review issues, gather community input, and provide recommendations to the City.
3. Committee members must respect the boundaries of their role and avoid making commitments, statements, or representations on behalf of the City unless specifically authorized.

2. Representation of the Agency

1. Committee members when serving as representatives of the City are expected to act in the best interest of the community as a whole.
2. Members should:
 - Conduct themselves with professionalism, respect, and courtesy toward fellow members, City staff, the public, and elected officials.
 - Be mindful that public comments—whether in meetings, public forums, on social media, or in other settings—may be perceived as statements on behalf of the City.
3. Members must clearly distinguish personal opinions from official committee or City positions.

3. Meeting Conduct

1. Attend meetings regularly and arrive prepared, having reviewed relevant materials.
2. Participate actively, listen respectfully, and allow others to speak without interruption.
3. Avoid personal attacks, inflammatory remarks, or disruptive behavior.

4. Communication & Public Interaction

1. Sensitive or confidential information shared during committee service must not be disclosed without authorization.
2. Members should direct media inquiries or questions from the public regarding official City positions to the appropriate City staff or spokesperson.

5. Conflicts of Interest

1. Members must disclose any personal or financial interest that could influence, or appear to influence, their actions or recommendations.
2. Members should recuse themselves from discussions or votes where such a conflict exists.

6. Compliance with Laws and Policies

1. Members must comply with all applicable federal, state, and local laws, including Utah's Open and Public Meetings Act (OPMA) and the Government Records Access and Management Act (GRAMA).
2. Members must follow all applicable City policies, including meeting procedures and record-keeping requirements.

7. Removal from Committee

1. The City reserves the right to remove a committee member for:
 - Persistent unexcused absences
 - Violation of this Code of Conduct
 - Unprofessional conduct, including disrespectful or harmful public communication
 - Breach of confidentiality
 - Failure to comply with applicable laws or policies
2. Removal decisions will be made by the City Council upon recommendation of the Mayor, City Administrator or other City staff, in accordance with City policy.



MIDVALE CITY COUNCIL RULES OF ORDER AND PROCEDURE

Amended by Resolution No. 2019-R-10
March 19, 2019

SECTION 1

COUNCIL ASPIRATIONAL VALUES AND GOALS

1.1 COUNCIL VALUES GOVERNING ITS DECISION-MAKING PROCESS

1. **Leadership Values.** The City Council declares that it is committed to employing core values in the City's decision-making process and operational activities. It is intended that these values will be reflected in actions among Council Members and City staff and include the following:
 - a. City Team Leadership. Each Council Member will be committed to the success of the City and to providing responsible, efficient, and cost-effective governance and services to the public. They will do so by cooperatively making informed choices in establishing the municipal budget and in setting public policy.
 - b. Mutual Respect. Individuals in the City's Legislative and Administrative branches of government will care about and have respect for each other as persons. Notwithstanding differences of opinion, each City official is expected to be cognizant of and have respect for staff and citizens. All shall be treated with courtesy. Thus, each Council Member, the Mayor, and the City Manager are expected to:
 - i. refrain from making threats or uttering disparaging personal remarks in public meetings, to the news media, or at other times, even when provoked;
 - ii. show courtesy by addressing problems directly with the individual involved, before taking the matter to the Council as a whole or uttering public statements;
 - iii. seriously consider each comment or concern that comes before the Council and follow the Council Rules of Order and Procedures in good faith so they can be addressed in a fair, open, and timely fashion;
 - iv. retain and use a sense of humor appropriately, but not over use it;
 - v. focus attention on what can be accomplished and constructively work to build the community and individuals;
 - vi. respect the City's Administrative procedures and chains-of-command, including addressing problems related to Administrative department heads and staff directly with the City Manager or (alternatively) to the Council as a whole, when appropriate; and

- vii. work to resolve differences between individuals with tact and sensitivity, recognizing the value of individuals and treating each person with respect.
- c. Responsive Governance. The Council believes that the best government is one that is close to the people, is responsive to their needs, and acknowledges that it is accountable to the electorate.
- d. Innovation, Ethics and Efficiency. The City's objective at all times is to take courageous and proactive action to: (a) stay on the leading edge of technology and management theory; and (b) be a well-run, efficiently managed, and innovative City where policies and decisions are undertaken in a fiscally sound and ethically responsible manner.

1.2 CITY COUNCIL GOALS

1. **Goals.** The City aspires to be efficient and accessible to the public it serves. It seeks to do so, among other means, by employing the following principles:
 - a. Accessible Government. The City's goal is to promote government accessibility to all citizens, in all its proceedings, by openness and transparent public processing, including: (a) encouraging interaction with elected officials and administrative staff in a logical and effective manner; (b) promoting quantifiable analysis and account of government performance for public view; (c) promoting electronic communications to enhance the public's ability to participate in an observe government processes; and (d) encouraging citizens and interested parties to exercise their right to petition their government for redress or change, and providing appropriate avenues for them to be heard and have their views considered impartially.
 - b. Effective Government. The City's goal is to be innovative in achieving effectiveness and efficiency in all its operations by: (a) making it a City standard to be proactive in identifying and resolving problems; (b) rendering reason-based decisions and employing professional advice, citizen input, and verifiable information; and (c) funding and encouraging active participation in training for staff, elected, and appointed officials.
 - c. Cooperative Government. The City's goal is to be a state leader and advance good government and public service through cooperative interactions with others, including: (a) providing leadership and service in regional, state, and national programs, councils, organizations, and meetings; (b) fostering positive relationships between the City, business, government, and other service-oriented entities to improve economic conditions and the quality of life in the City; and (c) receiving and soliciting citizen participation in the City's decision-making process.

- d. Responsible Government. The City's goal is to provide necessary public services but be frugal with public resources. The City will seek to be supportive and proactive and to function with the highest ethical standards by: (a) being fiscally conservative in the expenditure of taxpayer resources; (b) acting and requiring the highest standards of ethical conduct at all levels of City government; (c) establishing high standards of accountability and employee performance, which includes exposing and correcting unproductive or inappropriate activities at all levels of City government; and (d) meeting with the Planning to discuss the Council's vision and purpose and to receive reports regarding the needs, accomplishments, and goals of that reporting body.

SECTION 2

COUNCIL INTERNAL POLICIES

2.1 MEALS/REFRESHMENTS AT CITY COUNCIL MEETINGS

1. **Meals and Refreshments.** The Council may provide meals and/or refreshments for the Council Members and City staff during City Council meetings, retreats, strategic planning sessions, meetings with dignitaries for City business-related purposes, or similar events. To do so, the Mayor shall request the City Manager to make appropriate arrangements, provided that appropriated funds are available for that purpose.
2. **Funding.** Refreshments will be purchased only for the functions listed above and will be purchased within appropriated funding levels in the most effective manner possible.
3. **Staff.** As a courtesy, food at Council meetings may be provided for department heads. If additional food is available, others may be invited by the Council to receive food/refreshments.
4. **Use of Surplus.** If the City Manager wishes to have the Council authorize extra food for others in an emergency or for special occasions, he/she may make request of the Council provided that the expenditure has a bona fide public purpose and appropriated funds are available.

2.2 COUNCIL OFFICE TRAVEL

1. **Conferences/Conventions.** Any Council Member may travel to conferences and conventions on City business.
2. **Budgeting.** The Council currently budgets for travel by asking each Council Member, at the beginning of the budget formulation process, which conferences/activities

he/she desires to attend. Based on this information, the City Manager will prepare cost estimates for including in the Council travel budget.

3. **Council Approval Required; City Manager Duties.** When a Council Member expresses interest in travel to a conference, convention, or seminar, the City Manager will notify the Council of a proposal by a Council Member to travel. If the Council is opposed to the proposed travel or if appropriated funds are not available, the trip will not be scheduled. If approved, the City Manager will arrange for the travel.

2.3 LEGISLATIVE ACTION ITEMS

1. **Council Initiatives.** Council Members may initiate legislation, rather than simply reacting to proposals from the Administration. This policy includes land-use and zoning issues. However, these matters usually require review or a factual development and recommendation by the Administration and the Planning Commission.
2. **Process of Development.** An individual Council Member who wishes to initiate legislation is encouraged to talk to the City Manager about the goal of the contemplated legislation and how the Council Member would like to achieve that objective. The City Manager will put the requested legislation on the Council's agenda as a discussion item as expeditiously as possible.
3. **Council Vote Required.** Prior to the use of staff time on Council Member-initiated legislation, a vote of the Council is required. Only two affirmative votes from Council Members are necessary for the Council to direct the City Manager how to proceed with the Council Member-initiated legislation .
4. **Preparation of Legislative Item.** Upon approval of the Council, the City Manager will oversee the preparation of the Council Member-initiated legislation and will place the appropriate legislative item (such as an ordinance or resolution) on the Council's agenda as expeditiously as possible.

2.4 PARTICIPATION ON CITY BOARDS AND COMMISSIONS

1. **Service Limited to Ex-Officio Capacity.** Council Members may not serve on any City appointed boards or commissions unless authorized in their ex-officio capacity.
2. **Non-City Committee Service.** Council Members are free to participate on non-City appointed boards. However, the following conditions apply:
 - a. Each Council Member shall submit, in writing, to the City Council a list of all non-City appointed boards on which that Council Member sits.
 - b. When issues arise before the Council that directly or indirectly affect an organization on whose board a Council Member sits, that Council Member

must declare a conflict of interest and abstain from both the debate and the vote.

2.5 SPEAKING TO THE PUBLIC OR MEDIA.

1. **Council Spokesperson.** The Mayor is the official spokesperson for the Council on items that the Council has voted on. As spokesperson, the Mayor speaks for the majority of the Council. When the Council has not voted on an item, there is no spokesperson for the Council and no one is authorized to speak on behalf of the Council.
2. **Individual Capacity.** The Mayor and Council Members may speak to the public or media in their individual capacity as Mayor or Council Member. When doing so, they must make it clear that the opinions presented are their own and they are speaking on their own behalf, rather than on behalf of the Council. The Mayor and Council Members should be careful to say “I” rather than “we” in such communications.

SECTION 3

COUNCIL MEETINGS

3.1 CITY COUNCIL MEETING SCHEDULE

1. **Regular Meetings.** The Council holds, at minimum, one regular Council meeting per month to approve City business items. Generally, two regular meetings will be held on the first and third Tuesdays of the month.
2. **Workshop Meetings.** The Council may schedule workshop meetings as necessary. Typically, City business items will not be presented to the Council for approval during workshop meetings. If a special need arises to consider a business item for approval before a regular Council meeting has been scheduled, the Council may consider the item for approval if the City Recorder has properly noticed and disclosed that a business item will be considered for approval by the City Council in compliance with the Utah Open and Public Meetings Act.
3. **Special Meetings.** The Mayor or two Council Members may order the convening of a special meeting of the Council (see Utah Code Ann. §10-3-502(2)). A special meeting must be noticed in compliance with the Utah Open and Public Meetings Act.
4. **Emergency Meetings.** An emergency meeting may only be with the majority approval of the Council (see Utah Code Ann. §52-4-202(5)(b)). An emergency meeting must be noticed in compliance with the Utah Open and Public Meetings Act.
3. **Notice.** The City Recorder is responsible for posting agendas and providing notice of all Council meetings, as provided by State law.

3.2 COUNCIL MEETING AGENDAS AND PAPERWORK

1. **Written Agenda.** The City Recorder, under the direction of the City Manager, is responsible for creating a written agenda for each Council meeting.
2. **Agenda Items.** Items may be placed on Council agendas by the City Manager, the Mayor, individual Council Members, and staff. Requests will be made by:
 - a. Submittal to Recorder. Requests to be placed on a Council meeting agenda and supporting documents should be delivered to the City Recorder at least five days before the scheduled Council meeting at 10 a.m.
 - b. Materials for Agenda Item. All items submitted for Council action should include the following:
 - i. Ordinance, Resolution, or Other Action Item. The action item being considered by the Council should be provided in the appropriate written form. For example, an ordinance being considered for Council approval must be properly formatted as an ordinance and assigned an ordinance number by the City Recorder.
 - ii. Agenda Summary. A written report that outlines the subject matter, fiscal impact, and recommendation in a form approved by the City Manager for matters requiring approval by majority vote of the Council.
 - iii. Supporting Documents. All background material appropriate to an agenda item should be included with the request to have a matter placed on the Council agenda.
 - iv. City Attorney Approvals. Some documents require the City Attorney's approval "as to form" before they can be executed including, but not limited to, interlocal cooperation agreements, franchise agreements, and similar contracts. If the City Attorney's approval is necessary, such approval must be received prior to the submission of the documents to the City Recorder.
 - c. Consent Items on Council Agenda. If the agenda item is likely non-controversial and is of a routine or ongoing nature, it will be placed on the formal Council meeting "Consent" agenda for action at the soonest possible date. Consent agenda items include but are not limited to: Resolutions for appointments and reappointments to City boards; Resolutions for appointment of administrative executive-level employees; Resolutions authorizing signature of non-controversial agreements; and other non-controversial items requiring a majority vote of the Council. If a Council Member has a question concerning a Council calendar item, they should talk

to the City Manager prior to the meeting, if practical, rather than have the item pulled for discussion during the meeting.

- d. Business Items on Council Agenda. If agenda items are not routine, the item will be placed on the formal Council meeting as either a discussion or an action item in the agenda. The City Manager shall determine which items are to appear as business items. Generally, an item should be placed on the Council agenda as a discussion item in a previous meeting prior to being placed on the Council agenda as an action item for approval of the Council.
- e. Public Comments. Each agenda for a regularly scheduled Council meeting will allow time for public comments. Any person desiring to address the Council will be permitted to speak, subject to legal constraints and the other applicable provisions of these Rules, including but not limited to 3.6 and 3.8.

3.3 RESOLUTIONS OF EMPLOYEE RECOGNITION

- 1. **Resolutions of Employee Recognition.** Resolutions of Employee Recognition are placed on the Council agenda at the request of the City Manager.
- 2. **Letter.** The City Manager will draft a letter to be signed by the Mayor and Council Members congratulating the employee, department, or division
- 3. **Council Meeting.** As appropriate, the City Manager may request time on the Council Agenda to permit the Mayor, on behalf of the Mayor and the Council Members, to present or announce the award during a Council meeting.
- 4. **No Discussion or Vote.** Resolutions of Employee Recognition are ceremonial and do not require a discussion or vote by the Council.

3.4 CLOSED MEETINGS

- 1. **Closed Meeting Standards.** Utah Law requires that every meeting of a legislative body remain open to the public unless it is lawfully closed. Utah Code Ann. §52-4-204 provides that a closed meeting may be held upon the affirmative vote of two-thirds of the Council, provided that a quorum is present. No ordinance, resolution, rule, regulation, contract, or appointment can be approved in a closed meeting. The reason(s) for holding a closed meeting and the vote of each Council Member, by name, either for or against the proposition to hold such a meeting shall be entered in the minutes of the meeting. Subject to Utah Code Ann. §52-4-205, a closed meeting may be held for any of the following purposes:
 - a. Discussion of the character, professional competence, or physical or mental health of an individual; however, the Council may not interview a person to fill an elected position or discuss filling a midterm vacancy or temporary absence in a closed meeting;

- b. strategy sessions to discuss collective bargaining;
 - c. strategy sessions to discuss pending or reasonably imminent litigation;
 - d. strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms;
 - e. strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
 - i. public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction on the best possible terms;
 - ii. the public body previously gave public notice that the property would be offered for sale; and
 - iii. the terms of the sale are publicly disclosed before the public body approves the sale;
 - f. discussion regarding deployment of security personnel, devices, or systems;
 - g. investigative proceedings regarding allegations of criminal misconduct.
2. **Records or Minutes Required.** Utah Code Ann. §52-4-206 defines the record of closed meetings and how they must be kept. This section states that if a public body closes a meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, the person presiding must sign a sworn statement affirming that the meeting was closed for one of these sole purposes. If a public body closes a meeting for any other purpose, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portion of the meeting.
3. **Confidentiality Required.** It is imperative that all closed meeting discussions remain completely confidential. No Council Member shall disclose confidential information acquired by reason of the officer's official position or use such information for the officer's or another's private gain or benefit. Any person violating this duty of non-disclosure may be subject to criminal sanctions.
4. **Notice.** Notice of a closed meeting must be in a Council agenda, duly posted and publicized. This notice must, usually, be given 24 hours before a scheduled meeting.

However, emergency meetings may be held as provided and controlled by Utah Code Ann. §52-4-202(5).

3.5 TREATMENT OF INFORMATION

1. **Access to Information.** The Council recognizes two constitutional rights: (a) the public's right of access to information concerning the public's business; and (b) the right of privacy in relation to personal data gathered by governmental entities. The Council also recognizes a public policy interest in restricting access to certain records for the public good. The Council, therefore, follows Utah's Government Records Access and Management Act as adopted by Chapter 2 of Title 63G of the Utah Code, as amended.
2. **Public Information.** The Council recognizes that information in City records are public unless expressly provided by law. This generally includes information such as meeting agendas and minutes, ordinances, resolutions, final reports, and official records of the City.
3. **Private, Controlled, or Protected Information.** The Council may access or be given information that is considered private, controlled, or protected under the Government Records Access and Management Act. Such information should be in confidence. While the City Manager and staff will do their best in notifying the Council if information is private, controlled, or protected, Council Members should consult with the City Attorney in determining the classification of information.
4. **Legal Counsel.** All correspondence, including, but not limited to, letters, emails, and memoranda, from legal counsel—whether from the City's legal department or outside legal counsel retained by the City—should be kept confidential in order to maintain the attorney-client privilege. Failure to keep this information confidential may result in the waiver of this privilege.
5. **Information Requests.** Requests for City information should be forwarded to the City Recorder to ensure compliance with Utah's Government Records Access and Management Act.

3.6 ELECTRONIC COUNCIL MEETINGS

1. **Conditions.** Utah Code Ann. §52-4-207 authorizes the Council to hold meetings electronically. An electronic meeting is defined as a public meeting convened or conducted by means of electronic communications. In order to participate, Council Members must have the ability to communicate with all other participating Council Members, either verbally or electronically, so that each participating Council Member can hear or see the communication. Public hearings are allowed as part of the electronic meeting. However, as with any public meeting, electronic meetings must be properly noticed in compliance with the Open and Public Meetings Act.

2. **Limitations.** When the Council elects to hold an electronic meeting:
- a. the meeting will be held with a quorum physically present at the same physical location;
 - b. the meeting will be called only for a declared City emergency, to accommodate Council Members who are traveling outside the City on official City business, or other unique circumstances that make such a meeting in the public interest;
 - c. the meeting will be held within Midvale City Hall, or, if necessary, at the Emergency Operations Center of the Unified Fire Authority or a facility that allows the public to attend, monitor, and participate in open portions of the meeting;
 - d. audio equipment will be used so that comments of each Council Member participating electronically will be audible to those attending the meeting;
 - e. in the event of an emergency, reasonable efforts will be made to notify and accommodate Council Members who are traveling outside the City so that they can participate in such a meeting; and
 - f. public notice of the meeting will provide notice that the meeting will be held electronically, identify the anchor location of the meeting, and comply with all the requirements under Utah Code Ann. §52-4-207(3).

3.7 PUBLIC COMMENTS AT COUNCIL MEETINGS

1. **Public Comment.** During the public comment portion of Council meetings, members of the audience will be permitted to address the Council concerning any matter if it pertains to City business or a matter over which the Council has jurisdiction, time permitting. However, if the matter to be discussed is the subject of a public hearing, the individual will be required to speak when that hearing is conducted and public comments are received. Audience members addressing the Council and/or Mayor will be called forward to the podium by the presiding officer of the Council meeting. Each speaker is required to speak into the microphone at the podium, clearly state their name, and indicate if they are a resident of Midvale City. The Council will allow three minutes to address the Council, unless the Council, allocates more time in a content-neutral and uniform manner.
2. **Groups.** At the beginning of the formal Council meeting, those wishing to comment will be called forward to the podium. The presiding officer may take a poll of those wishing to speak for or against an issue in determining how many individuals or spokespersons to accommodate. When groups are going to speak to the same issue, the presiding officer may request a spokesperson or spokespersons to represent that

position as an aid and to facilitate the efficient and effective use of the limited time available at the meeting.

3. **Order of Comments.** The order of comments shall be at the sole discretion of the presiding officer; however, the presiding officer should give preference to those persons who have requested in writing, before the commencement of the meeting, to be heard or on the agenda. At that time, the Council may direct the City Manager to assist the individual on the issue, which may include future formal action by the Council. Individuals may also supplement their comments by providing documents or supplementing their oral statements by filing written comments.
3. **Address and Phone Numbers.** In order to permit follow-up by City staff, the presiding officer may request the person addressing the Council to provide his/her address and phone number in writing to a staff member.
4. **Written Supplementary Information.** Due to the limitation on the time available for an oral presentation, any person wishing to communicate is encouraged to submit any written materials or comments to the Council by submitting them through the City Recorder either before or at the time of the meeting he or she participates in.

3.8 COMMUNICATION DEVICES

1. **Duty to Disengage Electronic Equipment.** Persons attending Council meeting are to refrain from using and must turn off or silence all audible features of cellular telephones, audible pagers, or other communication devices while meetings are in session.
2. **Removal for Violation.** A person who violates these provisions is disorderly and may be expelled from the meeting upon a two-thirds majority vote of the Council, pursuant to Utah Code Ann. §10-3-608.

3.9 REMOVAL OF DISORDERLY PERSONS

Persons who exceed the time or are otherwise disorderly, including Council Members, may be expelled by the Council upon a two-thirds majority vote, as provided in Utah Code Ann. §10-3-608. However, nothing herein shall limit or preclude a person from being arrested, cited, or otherwise subject to police action for a violation of other applicable law.

3.10 GENERAL PROCEDURES

1. **Modified Roberts Rules.** Roberts Rules were developed for large-scale legislative bodies. A scaled-down and modified version is more appropriate for a City Council comprised of six members. Thus, the Council adopts a simplified parliamentary procedure, as follows:

- a. **Mayor.** The Mayor is the Presiding Officer and acts as Chair at Council meetings.
- b. **Mayor Pro-Tempore.** In the absence or incapacity of the Mayor, the Mayor Pro-Tempore serves as Presiding Officer. The Mayor Pro-Tempore maintains his/her ability to vote as a Council Member. The Mayor Pro-Tempore does not receive the Mayor's authority to vote in the event of a tie vote of the Council under Utah Code Ann. §10-3b-302(1)(b)(i).
- c. **Seating.** The Mayor, with the approval of individual Council Members, shall establish other seating arrangements for regular Council meetings.
- d. **Limit Disruptive Behavior.** Persons demonstrating rude, boisterous, or profane behavior will be called to order by the Mayor. When faced with continued rude, boisterous, or profane behavior any member of the Council may call a recess, request a vote on removing such disorderly person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action as permitted by law.
- e. **Public Demonstrations Inappropriate.** Applause, booing, or other similar behavior from individuals during meetings is discouraged and, if persistent, may constitute disruptive behavior or render an individual a disorderly person, subject to removal and other lawful sanctions.
- f. **Values of Respect.** The City Council recognizes the importance of approaching the public's business in an environment of personal respect. The public's business should be conducted on a basis of considering policy and advancing the best interests of the community, while protecting individual rights and property. As such, Council Members should focus discussions on policy matter and avoid personal criticism. Polite and reasoned discourse should be observed, while following and observing proper rules of procedure.
- g. **Enforcement of Order.** The City Manager or his/her designee is the Sergeant-at-Arms. Any Council Member may request the Mayor to enforce the rules of protocol and move to limit or end disruptive behavior or remove disorderly persons, consistent with law.

3.11 VOTING PROCEDURES

- 1. **Obligation to Vote.** Unless prohibited by law, each Council Member is to vote when present.
- 2. **Discussion.** Prior to any action that requires a roll call vote of each Council Member, the Presiding Officer must allow Council Members to discuss the action prior to the roll call. Each Council Member has the option of speaking on the action at least once, if they so choose.

3. **How Vote Taken.** Each ordinance, resolution, action which creates a liability against the City, expends City funds, or directs the City Manager, and other cases at the request of any Member of the Council, shall be acted upon by a roll call vote of each Council Member, by a vote in the affirmative or negative. Every resolution or ordinance shall be in writing before the vote is taken and no ordinance, resolution, or motion shall be passed or become effective, without an affirmative majority vote of the quorum, including: (1) not less than the minimum votes required by §10-3-507 of the Utah Code, as amended or its successor provision; or (2) a super majority vote, if mandated by applicable State law.
4. **Abstention.** If a seated Council Member abstains and refuses to vote, the abstention will be counted as a “no” vote.
5. **Tie Vote.** In the event of a tie vote of the Council Members present at a Council meeting, the Mayor may vote as a member of the Council. In the event that the Mayor is authorized to vote on the issue and there is a tie vote, the tie vote will be considered a vote that has failed
6. **General Consensus.** Matters not requiring a “roll call” vote may be acted upon by the Presiding Officer declaring a general consensus in his/her discretion provided there is no negative vote or objection by a Council Member. Alternatively, the Presiding Officer may call for a collective vote of the Council as an affirmative or negative vote.
7. **Recording.** All action and votes of the Council shall be recorded by the City Recorder.
8. **Conflicts of Interest.** If a Council Member has a conflict of interest under State or City law, that Council Member must declare that conflict and excuse him/herself from the dais. The conflicted Council Member may not lobby, vote, or address the matter with Council Members or staff.



South Salt Lake City Council

Code of Conduct

As elected representatives, Council Member conduct is of utmost importance. Each Council Member is expected to and is relied upon to represent the City and the Council Member's community with dignity and respect. The expectations set out below are not an exhaustive list of all considerations.

(a) Established Role:

- (1) As elected representatives of the Council and as stewards of City resources, Council Members are charged with finding common ground and working toward the best interests of the City as a whole.
- (2) All members of the City Council have equal voting power and have committed to serve in the role of an elected official. All members of the body shall be treated with equal respect.
- (3) Upon taking the oath of office, Council Members are provided the code of conduct and are asked to sign and abide by the Model of Excellence Member Statement (see Appendix A), and file it with the City Recorder's office as a public record.

(b) Overview of Standards of Responsibility

All Council Members shall:

- (1) Participate fully in City Council meetings and other public forums while demonstrating respect, consideration, and courtesy to their colleagues on the Council, the public, and City staff. It is not acceptable to show antagonism or hostility, lie or mislead, speak recklessly, spread rumors, or unnecessarily stir up divisiveness or controversy.
- (2) Plan to attend and prepare in advance of Council meetings in order to be familiar with issues on the agenda. As outlined in these rules, fines may be imposed in the event of excessive absences.
- (3) Practice fiscal responsibility with public funds.
- (4) Be attentive and act efficiently during public meetings. The actions of each Council Member shall not cause disruption or detract from the focus of the meeting either through conversations with other Council Member or attendees when not recognized as the speaker, use of electronic devices for personal reasons during the meeting, or any other behavior that could distract from the meeting's purpose of conducting the business of the City.
- (5) Serve as a model of civility to the community.
- (6) When required to perform the functions of a Council Member, either in a public meeting or otherwise, no Council Member shall be under the influence of any substance that has the effect of impairing that Council Member's ability to perform their required duties.
- (7) Instill public confidence in the City through an engaged approach.

- (8) Demonstrate honesty and integrity.
- (9) If committing to a meeting or activity, make the best effort to attend.
- (10) Recognize the role of the Mayor as the official spokesperson of the City administrative positions, while the Council Chair/Vice Chair speak on behalf of the Council as a public body, and individual Council Members speak only in an individual capacity.
- (11) Abide by these rules and sign and abide by the South Salt Lake City Council Code of Conduct.

(c) Ethics

Council Members are expected to comply with State law and City code and policy, including ethical requirements. If a Council Member has a conflict of interest under applicable law or policy and if the Council holds a closed session as permitted by Utah law, the conflicted Council Member may be excluded from participation in that closed session in the Council Chair's reasonable discretion, or that of the authorized conducting Council Member for that meeting.

(d) Conduct Guidance

(1) Council Member Conduct with Colleagues

- i. Practice civility and professionalism in discussions and debate.
- ii. In public meetings use formal titles, honor the role of the Council Chair in maintaining order and recognition of the selected speaker, and avoid personal commentary.
- iii. Council Members should avoid engaging in private discourse or committing any other act which may tend to distract the attention of the Council or the audience from business before the Council, or which might interfere with any person's right to be heard after recognition by the Conducting Council Member.
- iv. Be aware of the potential public disclosure of written notes, voicemail messages, email, text messages, or social media posts and comments. Social media platforms should be used in a positive and respectful manner free from personal attacks or threats.
- v. Robust legislative debates and differences of opinion will occur and should center on policy, actions, and ideas; Members of the Council shall avoid personal attacks and restrict comments to issues before the body.
- vi. Council Members should respect the personal and work life of other Council Members and should refrain from showing up at fellow Council Member's homes or places of work uninvited.
- vii. Violations of Decorum or Conduct of Council Members shall be resolved as outlined below at the direction of the Council Chair.

(2) Council Member Conduct with City Staff

- i. The Mayor's role is to direct the administration. Council Members are prohibited by State law from directing City staff or functions.
- ii. Treat all City employees as professionals.

- iii. Limit communications with Staff to business hours and schedule meetings in advance, unless absolutely necessary.
- iv. Keep in mind the professional boundary necessary to allow City employees to complete tasks associated directly with their employment.
- v. Avoid romantic or sexual relationships with any City employee. Any such relationship should be disclosed to the Council Chair and the City Attorney. In the case of a relationship by the Chair, disclosure should be made to the Vice Chair as well. Council Members engaging in these types of relationships must recuse themselves from any actions impacting the City employee's direct responsibilities.
- vi. Recognize the power dynamic as an elected official. Council Members, by virtue of their position, have power over staff members' livelihood and should be cognizant to not take advantage of that power dynamic.
- vii. Recognize the training and experience of City staff members, which makes those staff members experts on certain topics.
- viii. Do not solicit political support from City staff during business hours or on City property.
- ix. Do not use City staff for unauthorized purposes such as personal tasks, social events not attended on behalf of the Council, or work to benefit the Council Member or the Council Member's family personally.
- x. Do not use City resources to prepare or publish controversial positions. Controversial positions include those that: a) attack or criticize other Council Members or the Mayor, b) address an issue which is being discussed by candidates opposing an incumbent Council Member during an election year, c) address an issue which is an integral part of an incumbent Council Member's platform for elected office during an election year, or d) address sensitive subjects on which Council Members are sharply divided.

(3) In Public Meetings

- i. Be welcoming to speakers and treat them with respect.
- ii. Actively listen to presenters and commenters with an open mind. Avoid debate and argument with the public during meetings.
- iii. Demonstrate effective problem-solving approaches.
- iv. Strive to be succinct and keep comments and debate relative to topics discussed.
- v. Be fair and equitable in allocating public hearing time to individual speakers.
- vi. Disagreements with the public will occur. Comments and questions should center on policy, ideas, and actions. Refrain from criticizing an individual person.
- vii. Follow the Council's rules of procedure in conducting public meetings.

(4) Council Conduct while Traveling on City Business (travel paid with taxpayer funds)

- i. Taxpayer funds are paying for Council Member travel, conferences, seminars, and meetings to benefit the City through the Council Member's enrichment and opportunity.

- ii. When registering for an event that requires travel, strive to participate in the event to make the most of the available opportunities.
- iii. Be professional and act according to the setting of the activity.
- iv. When traveling, be mindful of the following considerations:
 - a) You are a representative of the City's elected leaders through the duration of the travel.
 - b) Comments or positions may be attributed to you or the City.
 - c) Consuming alcohol or other substances may impair your ability to remain professional or to conduct yourself to these standards.

(5) Council Conduct in Other Public and Professional Settings

- i. As an individual of a deliberative body, do not make promises or assurances on behalf of the Council, any City board, any City commission, or the City.
- ii. Refrain from sharing unfavorable personal commentary or personal opinions of your Council colleagues as individuals.
- iii. In dealing with other public agencies or state legislative meetings, be clear in communications that you are either leadership representing the City or are there representing your personal interests.
- iv. When attending a City board or commission meeting, state explicitly whether you are attending as a Council member or are providing your personal opinions.
- v. With the media, choose words carefully and best practice is never to go "off the record."

(e) Compliance and Enforcement

This Code of Conduct expresses the standards of ethical conduct expected of Council Members. Council Members are responsible for assuring that the public can continue to have full confidence in the integrity of government. Council Members have the additional responsibility to intervene when actions of other members appear to be in violation of this Code of Conduct are brought to their attention.

- (1) If a Council Member violates this Code of Conduct, the following steps should be taken as appropriate. These steps are not all required; however, the alleged offending Council Member should be given notice prior to any public Council discussions. At any step in this process, if the Chair is the individual whose actions are being challenged, then the matter should be referred to the Vice Chair. Council Members are encouraged to discuss any concerns or questions with the City Attorney at any time.
 - i. A Council Member who believes that a violation has occurred should first discuss the potential violation with the other Council Member. If such discussion is not appropriate for any reason, the concerned Council Member should talk directly to the Council Chair.
 - a) If a potential violation becomes known to City staff, the concerned City staff member should bring the concern to the Mayor who shall then communicate the concern to the Chair or Vice Chair.

- ii. If the offense is significant, not resolved by discussion, or the concerned Council Member can't discuss the matter with the other Council Chair. The Council Chair should discuss the matter with the offending Council Member in private. If the matter is significant or continues to be unresolved, the Council Chair should discuss it with the Mayor and City Attorney.
- iii. It is the responsibility of the Chair to bring the matter to the entire Council if a Council Member's behavior warrants sanctions under this Code. If no action is taken by the Chair, the alleged violation can be brought up with the full Council in a public meeting as a point of personal privilege or as an agenda item. Prior to any discussion with Council, the Chair or other Council Member should provide written notice to the offending Council Member of the alleged violation.
- iv. The majority of the Council may call for an investigation of member conduct. Should the City Attorney believe an investigation is warranted, they shall confer with the Council in a closed meeting. The Council may ask the City Attorney to investigate the allegations and report the findings. The City Attorney may designate an outside investigator to investigate any allegations where appropriate.
- v. It shall be the Council's responsibility to determine the next appropriate action. Any such action taken by the Council, with the exception of a determination to "take no further action," shall be conducted at a noticed public meeting, which may be closed if appropriate pursuant to Utah law, and shall require a 2/3 vote of Council Members.

Any such closed meeting for violations of this Code of Conduct may exclude the offending Council Member in the Council Chair's reasonable discretion, or that of the authorized Council Member conducting the meeting.

- a) The Council may find that no further action is warranted.
- b) If the Council determines that sanctions are appropriate, the Council action imposing sanctions should specify the length of time for which those sanctions will be in place. Actions taken by the Council may include one or more of the following:
 - 1. Discussing and counseling the individual on the violation;
 - 2. Placing the matter on a future public meeting agenda to consider sanctions;
 - 3. Censuring the offending Council Member in a Council meeting and/or in writing;
 - 4. Suspending the offending Council Member from writing the Council Corner message in the City Newsletter;
 - 5. Suspending the offending Council Member from placing items on the Council agenda;
 - 6. Suspending the offending Council Member from conducting formal meetings;
 - 7. Suspending the offending Council Member from City or Council related travel;

8. Removing the offending Council Member from leadership or committee roles;
 9. Requiring the offending member to participate in Council Meetings remotely; and
 10. Requesting that the offending Council Member resign their Council position.
- (2) A Council Member's conduct may create legal liability on the part of the City, and it is not the Council member's role to determine whether the potential for liability is acceptable. The City Attorney may advise taking additional actions not included in this Code of Conduct to minimize legal liability for the City. If there is legal action taken naming the City and/or a Council Member, a Council member may be entitled to indemnification by the City for actions taken within the role of Council Member. However, Council Member actions taken outside of the role as Council Member may result in personal liability. The City Attorney is the attorney for the City and the elected officials on all matters related to public business.

(f) Implementation

As an expression of the standards of conduct for Council Members expected by the City, this Code of Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this document must be included in the regular orientations for Council Members. Council Members entering office shall sign the attached Model of Excellence statement affirming that the Council member read and understood Code of Conduct. This Code of Conduct is in effect regardless of a Council Member's execution of the Model of Excellence Member Statement. The City Attorney's office or designee will provide annual training to the Council on this Code.



Appendix A

MODEL OF EXCELLENCE MEMBER STATEMENT

As a member of the South Salt Lake City Council, I understand I am held to a higher standard by the public, and I agree to uphold the Code of Conduct for the City Council and conduct myself by the following model of excellence.

I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City employees, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid illegal and reckless behavior whether in private or public life, while serving as an elected official for the City of South Salt Lake;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the City of South Salt Lake; and
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the South Salt Lake City Code of Conduct for the South Salt Lake City Council and agree to abide by such Code.

Signature

Date



Appendix B

CHECKLIST FOR SELF-MONITORING CONDUCT

- ✓ Will my decision/statement/action violate the trust, rights, or good will of others?
- ✓ If I have to justify my conduct in public tomorrow, will I do so with confidence that I acted according to our Code of Conduct?
- ✓ How would my conduct be evaluated by people whose integrity and character I respect?
- ✓ Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Will it harm their reputation?
- ✓ Is my conduct fair? If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- ✓ Does my conduct give others reason to trust or distrust me?
- ✓ Can I take legitimate pride in the way I conduct myself and the example I set?
- ✓ Do I listen and understand the views of others?
- ✓ Do I question different points of view in a constructive manner?
- ✓ Do I work to resolve differences and come to mutual agreement?
- ✓ Do I support others and show respect for their ideas?
- ✓ Will my conduct cause public embarrassment to someone else, the City Council, my community, or the City overall?