

## WILLARD CITY ORDINANCE 2026 - 05

### **AN ORDINANCE AMENDING CHAPTER 2.08 CITY MANAGER OF THE WILLARD CITY MUNICIPAL CODE; AND PROVIDING AN EFFECTIVE DATE FOR THESE CHANGES.**

#### **Section 1 – Recitals**

**WHEREAS**, the City of Willard (“City”) is a municipal corporation duly organized and existing under the laws of Utah; and

**WHEREAS**, the City Council finds that in conformance with UC §10-3-702, the governing body of the City may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, conduct, or condition authorized by the laws of the State of Utah or any other provision of law; and,

**WHEREAS**, the City has previously adopted and promulgated City ordinances and rules; and

**WHEREAS**, the City Council recognizes the need to periodically review and update City ordinances; and

**WHEREAS**, the City Council finds that certain changes to the Willard City Municipal Code in regards to Chapter 2.08 City Manager should be made for clarification purposes, including amendments to the language in Chapter 2.08; and

**WHEREAS**, the City Council finds that the public convenience and necessity, public safety, health, and welfare are at issue in this matter and requires action by the City as noted above;

**NOW THEREFORE**, be it ordained by the City Council of Willard City, in the State of Utah, that the following portions of the Willard City Municipal Code be, and the same is, changed and amended as follows:

#### **SECTION 2: AMENDMENTS**

- a. The language of Chapter 2.08 City Manager shall be amended as found in red on the attached Exhibit “A”.**

The forgoing Recitals are fully incorporated herein.

**SECTION 3: PRIOR ORDINANCES AND RESOLUTIONS** That the above changes, where they may have been taken from prior City Ordinances and Resolutions, are listed here for centralization and convenience; and that the body and substance of those prior Ordinances and Resolutions, with their specific provisions, where not otherwise in conflict with this Ordinance, are reaffirmed and readopted.

**SECTION 4: REPEALER OF CLAUSE** All orders, ordinances, and resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts thereof, which conflict with this Ordinance are, for such conflict, repealed, except that this

repeal will not be construed to revive any act, order, or resolution, or part.

**SECTION 5: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be held or declared to be unconstitutional, invalid, inoperative, or unenforceable to any extent whatsoever, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional, invalid, inoperative, or unenforceable.

**SECTION 6: DIRECTION** Willard City Staff is hereby authorized to make non-substantive clerical corrections to formatting, numbering, and internal references in this ordinance for publication and codification purposes, provided such corrections do not alter the intent or effect of the adopted language.

**SECTION 7: EFFECTIVE DATE** This Ordinance shall be effective as of the date of signing and after being published or posted as required by law.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Jacob Bodily	_____	_____	_____	_____
Rod Mund	_____	_____	_____	_____
Mike Braegger	_____	_____	_____	_____
Rex Christensen	_____	_____	_____	_____
Jordon Husley	_____	_____	_____	_____

**WILLARD CITY**

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Travis Mote  
Willard City Mayor

ATTEST:

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Diana Mund, Willard City Recorder

**RECORDER'S CERTIFICATION**

STATE OF UTAH )  
: ss.  
County of Box Elder )

I, Diana Mund, the City Recorder of Willard City, Utah, in compliance with UCA §10-3-713 and UCA §10-3-714 do hereby certify that the above and foregoing is a full and correct copy of "**AN ORDINANCE AMENDING CHAPTER 2.08 CITY MANAGER OF THE WILLARD CITY MUNICIPAL CODE; AND PROVIDING AN EFFECTIVE DATE FOR THESE CHANGES.**" adopted and passed by the City Council of Willard City, Utah, at a regular meeting thereof on \_\_\_\_\_, 2026 which appears of record in my office, with the date of posting or publication being \_\_\_\_\_, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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Diana Mund  
City Recorder

## **EXHIBIT “A”**

**Exhibit Attached to Ordinance 2026-05**

**AMENDMENT TO CHAPTER 2.08 CITY MANAGER OF THE WILLARD CITY  
MUNICIPAL CODE**

## **2.08 City Manager**

### **2.08.010 Office Created**

### **2.08.020 Appointment And Dismissal**

### **2.08.030 Eligibility Of Council Members**

### **2.08.040 Powers And Duties**

#### **2.08.010 Office Created**

The Office of City Manager is hereby created and established, who shall be known as the Willard City Manager.

#### **2.08.020 Appointment And Dismissal**

The Willard City Manager shall be appointed by the governing body, Mayor and City Council, and may be removed from this position by the governing body, Mayor and City Council, in accordance with Utah Code § 10-3b-303.

#### **2.08.030 Eligibility Of Council Members**

No member of the City Council or Mayor shall be eligible for appointment as City Manager during their term of office and until at least one (1) year has elapsed after such Council Member or Mayor shall have ceased to be a member of the City Council or ceased to be Mayor.

#### **2.08.040 Powers And Duties**

The City Manager shall at all times be under the control and supervision of the Mayor, and shall administer the day-to-day operations of the City and its services according to the policies and programs established by the City Council. The following duties and the authority to perform them are hereby delegated to the City Manager.

1. Appoint and Remove Employees. The City Manager shall, under the direction of the Mayor as outlined in the Willard City Personnel Manual, have the authority to appoint, employ, and remove employees as provided herein. The City Manager shall also be responsible for reviewing the status and performance of any personnel being considered for promotion in and discharge, transfer, or demotion from appointment or employment with the City. The City Manager shall also perform annual performance evaluations of all appointed officials and employees, except for the City Chief of Police and City Fire Chief, which shall be performed by the Mayor.
2. Authority Over Employees and Volunteers. It shall be the duty of the City Manager, and they shall have the authority, to control, order, and give direction to all heads of departments and to subordinate officers, and employees, and volunteers of the City under the City Manager's jurisdiction through their City's department heads.
3. Personnel Director. The City Manager shall be the personnel director, and as such shall be responsible for implementing and enforcing the personnel policies and procedures of the City.
4. Administrative Reorganization of Offices. It shall be the duty and responsibility of the City Manager to conduct studies and affect such administrative reorganization of offices, positions, or units under their direction and may be indicated in the interest of efficient, effective, and economical conduct of the City's business.

5. Ordinances. The City Manager shall recommend to the Mayor and City Council for adoption of such measures and ordinances as they~~he~~ deems necessary.
6. Attendance At Council Meetings. It shall be the duty of the City Manager to attend all meetings of the City Council, unless at the City Manager'shis request they~~he~~ are~~is~~ excused therefrom by the Mayor or the City Council, except when their removal as City Manager is under consideration.
7. Financial Reports. It shall be the duty of the City Manager to keep the Mayor and City Council at all times fully advised as to the financial condition and needs of the City.
8. Budget. It shall be the duty of the City Manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the Mayor and City Council for its approval.
9. Review Contracts. The City Manager shall review and make recommendations to the Mayor and City Council concerning all proposed contracts to which the City may be a party, and shall see that the terms of any contract to which the City is a party are fully performed by all parties thereto.
10. Propose Plans and Programs. The City Manager shall propose plans and programs concerning the development, operation<sub>2</sub> and needs of the City and submit such plans to the Mayor and City Council for consideration.
11. Implement Policy. The City Manager shall implement all policy changes and directives of the Mayor and the City Council through regularly scheduled staff meetings.
12. Management Control. The City Manager shall set performance standards and exercise managerial control to ensure that the City government is functioning in the most efficient and effective manner.
13. Organization. The City Manager shall recommend creation and organization of all necessary departments, divisions, bureaus<sub>2</sub> and offices necessary for the government of the City to the Mayor and the City Council for consideration and implementation.
14. Additional Duties. The City Manager shall have such other powers and shall perform such other duties and obligations as may be required of him or her by State law or by ordinance, resolution, or policy of the City Council.