



CLINTON CITY COUNCIL WORK SESSION AGENDA

2267 N 1500 W Clinton, UT 84015

July 28, 2026

This meeting may be attended electronically by one or more members.

6:00 PM WORK SESSION

1. Discussion on City Council Committee Participation

ADJOURN

**Dated the 21st day of July, 2026
s/Lisa Titensor, Clinton City Recorder**

- *Supporting documentation for this agenda is posted on the Clinton City website at www.clintoncity.com and on the Utah Public Notice Website www.utah.gov/pmn*
- *In compliance with the American with Disabilities Act, individuals needing special accommodation (including auxiliary communicative aids and service) during the meeting should notify Lisa Titensor, City Recorder, at (801) 614-0700 at least 24 hours prior to the meeting.*
- *This meeting may involve electronic communications for some members of this public body. The anchor location for the meeting shall be the Clinton City Council Chambers at 2267 N 1500 W Clinton UT 84015. Elected Officials at remote locations may be connected to the meeting electronically to participate.*
- *Notice is hereby given that by motion of the Clinton City Council, pursuant to Utah State Code Title 52, Chapter 4 sections 204 & 205, the City Council may vote to hold a closed session for any of the purposes identified in that Chapter.*
- *The order of agenda items may change to accommodate the needs of the city council, staff and/or public*

CLINTON CITY COUNCIL STAFF REPORT

2267 N 1500 W, Clinton, UT 84015

MEETING DATE:	July 28, 2026
WORK SESSION	X
PETITIONER(S):	Mayor Dougherty
SUBJECT:	Discussion on City Council Committee Participation

CITY COUNCIL COMMITTEE IDEAS

Communications Committee

Scope & Responsibilities

- **Meeting frequency:** Monthly
- **Composition:** Up to two council members, mayor, communications specialist, city manager.
- **Branding:** Brainstorm and help define Clinton's visual identity along with messaging and consistency standards.
- **Strategy:** Serve as a strategic sounding board to refine formal communication policies and shape major public information campaigns.
- **Website audits:** Partner with the communications specialist to review the city website, identifying navigation bottlenecks and areas needing structural improvement.
- **Content:** Help brainstorm long-term content calendar for website, newsletter, social media, email, etc. Could help draft some content, if asked, to augment limited resources, but day-to-day content creation, execution, and approvals remain the responsibility of staff under the direction of the city manager.

Audit Committee

Scope & Responsibilities

- **Meeting frequency:** Triannually
- **Composition:** Up to two council members and one or two community representatives with financial or governmental accounting expertise. Cannot include staff members who manage finances.
- **Audit review:** Review the proposed annual audit plan. Meet with the independent auditors to review the final financial audit results, internal controls, and significant findings before council adoption.

- **State compliance:** Review the city's annual compliance with the Utah State Auditor's framework (including the Fraud Risk Assessment) and monitor management's implementation of corrected actions.
- **Risk review:** Review policies regarding internal controls and the use of government assets.
- **Boundaries:** Serve as an extra layer of oversight to ensure best practices. No management of daily financial transactions, bookkeeping, or accounting practices, which remain the purview of the city's finance department.

Heritage Days Committee

Scope & Responsibilities

- **Meeting frequency:** Monthly
- **Composition:** Up to two council members, mayor, staff members as assigned by the city manager.
- **Vision:** Help evaluate event alignment with the overall mission and intent of the City Council.
- **Brainstorming:** Generate ideas for structure, programming, themes, and problem solving.
- **Volunteer mobilization:** Help recruit volunteers as needed.

Code Committee

Scope & Responsibilities

- **Meeting frequency:** Monthly
- **Composition:** Up to two council members, mayor, city recorder, code enforcement officer as needed, and department heads as needed depending on particular code section at hand.

- **Code updates:** Systematically review targeted sections of the municipal code to identify areas in need of improvement. Write updates for sections where staff resources are limited and recommend draft language to the City Council.
- **Legislative alignment:** Monitor state legislative updates to ensure local compliance.
- **Enforcement review:** Receive regular status reports from the code enforcement officer to understand how the residents are experiencing the ordinances and whether there are areas that need adjustment. Make recommendations to the city manager or full council as needed regarding alignment with the council's strategic priorities. Management of the enforcement officer remains in the staff chain of command.

Budget Committee

Scope & Responsibilities

- **Meeting frequency:** Monthly
- **Composition:** Up to two council members, mayor, city manager, and relevant department heads as needed. Option for alternating council members based on subject matter, if desired.
- **Line items:** Conduct section-by-section reviews of the city budget.
- **Recommendations:** Evaluate department service levels. Brainstorm opportunities for operational efficiencies and cost reductions. Flag funding gaps. Make recommendations to the City Council, which as a whole retains ultimate responsibility.