



CITY COUNCIL STUDY SESSION AGENDA
Executive Conference Room
Tuesday, July 21, 2015
4:00 PM

Notice is hereby given that the South Jordan City Council will hold a Study Session on **Tuesday, July 21, 2015** in the Executive Conference Room, 1600 W. Towne Center Drive, South Jordan, Utah. Persons with disabilities who may need assistance should contact the City Manager at 801-254-3742 at least 24 hours prior to this meeting. An executive session may be held at the end of the meeting, if needed. The Study Session will begin at 4:00 PM and the Agenda will be as follows:

STUDY SESSION – 4:00 PM

- 4:00 p.m. A. Invocation: *By Councilman Don Shelton*
- 4:05 p.m. B. Discussion Item: South Jordan Plaza Fountain. (*By Mayor Alvord*)
- 4:30 p.m. C. Staff Item: Bulk Waste Pick-Up Program. (*By Public Works Director, Jason Rasmussen*)
- 5:00 p.m. Dinner Break
- 5:15 p.m. D. Discussion Item: Resolution R2013-53, Procedural Guide for the Recruitment and Appointment of Citizens to serve on City Advisory Boards/Committees. (*CM Whatcott*)

ADJOURNMENT

CERTIFICATE OF POSTING

STATE OF UTAH)
 :§
COUNTY OF SALT LAKE)

I, Anna M. West, the duly appointed and qualified City Recorder of South Jordan City, Utah, certify that the foregoing City Council Agenda was emailed to at least one newspaper of general circulation within the geographic jurisdiction of the public body. The agenda was also posted at the principal office of the public body and also posted on the Utah State Public Notice Website <http://www.utah.gov/pmn/index.html> and on South Jordan City's website at www.sjc.utah.gov . Dated and posted this 17th day of July, 2015.

Anna M. West
Anna M. West, City Recorder

RESOLUTION R2013-53

A RESOLUTION AMENDING THE PROCEDURAL GUIDE FOR THE RECRUITMENT AND APPOINTMENT OF CITIZENS TO SERVE ON CITY ADVISORY BOARDS/COMMITTEES

WHEREAS, the South Jordan City Municipal Code provides for the creation of boards, committees, commissions, and task forces ("Boards/Committees"); and

WHEREAS, the Policy & Procedural Guide for the Recruitment and Appointment of Citizens to Serve on City Advisory Boards/Committees governs the creation and operation of such Boards/Committees; and

WHEREAS, South Jordan City benefits from the familiarity, experience and knowledge of South Jordan City that individuals serving on Boards/Committees offer; and

WHEREAS, the adoption of proposed amendments to the Policy & Procedural Guide for the Recruitment and Appointment of Citizens to Serve on City Advisory Boards/Committees will support the best interests of the City and will promote the value and effectiveness of City Boards/Committees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SOUTH JORDAN CITY, STATE OF UTAH:

Section 1. Amendment & Renaming. The South Jordan City Council hereby amends the Policy & Procedural Guide for the Recruitment and Appointment of Citizens to Serve on City Advisory Boards/Committees as noted in Exhibit A and renames such Guide as the "Policy & Procedural Guide for City Council Created Boards/Committees".

Section 2. Severability. If any section, clause or portion of this Resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect.

Section 3. Effective Date. This Resolution shall become effective immediately upon passage.

ADOPTED BY THE CITY COUNCIL OF SOUTH JORDAN CITY, STATE OF UTAH, THIS 3RD DAY OF September, 2013, BY THE FOLLOWING VOTE:

Table with 5 columns: Name, YES, NO, ABSTAIN, ABSENT. Rows include Mark Seethaler, Chuck Newton, Brian C. Butters, Steve Barnes, and Larry Short.

Mayor: Scott L. Osborne, Mayor

ATTEST: City Recorder



Approved as to form: City Attorney

Exhibit A
(to Resolution R2013-53)

**POLICY & PROCEDURAL GUIDE FOR
CITY COUNCIL CREATED BOARDS/COMMITTEES**

- 1) **TITLE:** *Policy & Procedural Guide for City Council Created Boards/Committees* (“Guide”)
- 2) **PURPOSE & APPLICABILITY:** The South Jordan City municipal code (“Code”) provides for the creation of boards, commissions, committees, and task forces (“Boards/Committees”) by the City Council.
 - a) This Guide governs the creation of, appointments to, and governance of, all City Council Board/Committees unless otherwise provided by law or by resolution of the City Council creating a given Board/Committee.
 - b) Specifically this Guide:
 - i) Outlines the method by which the City Council:
 - (1) creates Boards/Committees;
 - (2) makes assessment of member and potential member qualifications; and
 - (3) makes appointments to Boards/Committees.
 - ii) Describes duties, establishes minimum requirements for service, and sets terms for service; and
 - iii) Provides written policies and procedures detailing the purpose, function, and operation of said Boards/Committees;
- 3) **AUTHORITY:** This Guide is enacted pursuant to Chapter 2.76 “*BOARDS, COMMISSIONS, COMMITTEE, AND TASK FORCES*” of the South Jordan City Municipal Code.
- 4) **DEFINITIONS:** The following terms and definitions apply:
 - a) **Board/Committee:** A board, commission, committee, or task force created by the City Council pursuant to Chapter 2.76 “*BOARDS, COMMISSIONS, COMMITTEE, AND TASK FORCES*” of the South Jordan City Municipal Code.
 - b) **City Council:** The governing body of the City, which is composed of five (5) voting members and one (1) non-voting member (the Mayor, who may vote in the case of a tie).
 - c) **Member:** An individual appointed by the City Council to serve on a Board/Committee.
 - d) **Participant:** An individual authorized to participate in a limited way in the work of a Board/Committee, as authorized by the Board/Committee.
 - e) **Staff Liaison:** A full-time City employee appointed by the City Manager to assist a Board/Committee in its work.
 - f) **Term:** The duration of a Board/Committee member appointment.
- 5) **RESPONSIBILITIES FOR BOARDS/COMMITTEES:** The City Council, the City Manager, the City Recorder, and the City staff shall have the following responsibilities relative to Boards/Committees:

- a) **City Council:** By resolution, the City Council may establish Boards/Committees.
- i) Recruiting: The City Council shall recruit and ask selected citizens whose talents, expertise, attitude, and willingness to serve, shall best serve the interest of the City.
 - ii) Six Members per Board/Committee; Appointment by Each Councilmember: Unless otherwise provided upon the creation of a specific Board/Committee, each individual member of the City Council shall bear responsibility for the appointment of one Member to serve on each designated Board/Committee. In those cases where there exists a requirement for more than six (6) Members for service on a Board/Committee, the balance of Members to serve shall be appointed by vote of the City Council.
 - iii) Timely Appointments and Review: City Council members shall be responsible to make timely appointments to Boards/Committees and monitor Board/Committee progress as assigned by vote of the City Council.
 - iv) Ad hoc Board/Committee: The City Council, on occasion, may create temporary or ad hoc Boards/Committees which shall exist on a temporary basis for a limited purpose.
 - v) Councilmember Participation on Board/Committee: City Council members may accept assignment to serve in an ex-officio capacity on any Board/Committee by vote of the City Council.
- b) **City Manager:**
- i) Board/Committee Staff: The City Manager's Office shall provide and coordinate all staff activities for the Boards/Committees.
 - ii) City Manager as Member of Boards/Committees: The City Manager may serve as a designated member of a Board/Committee, and if not a designated member, may be present or represented at all Board/Committee meetings by a Staff Liaison who shall be appointed by the City Manager and report to the City Manager through the Staff Member's Department Head.
 - iii) Interpretation of Guide and Board/Committee Functions: The City Manager shall provide information and interpretation on the role of Members and Participants, appointment procedures, and other questions which may arise relative to the conduct of Boards/Committees, unless otherwise provided by the City Council.
- c) **City Recorder:** The City Recorder shall coordinate Member activities, communications Boards/Committees to and from the Mayor and City Council, and citizens, as well as Board/Committee appointments and shall be responsible for the following:
- i) Depository of Board/Committee Records: Serve as the depository for all official "Board/Committee" minutes, and other records as required;
 - ii) Directory of Appointments and Members: Maintain a directory of:
 - (a) elected and appointed official assignments relative to Boards/Committees, and
 - (b) Members of all Boards/Committees;
 - iii) Schedule of Appointments: Monitor the participation of Members, make known to the City Council when Member appointments are due to expire, and initiate efforts to solicit applications for Board/Committee membership;
 - iv) Guide: Maintain the Guide; and

- v) File of Applications: Maintain for a period of one year following receipt, applications for Board/Committee service for review of the City Council. The City shall, through the publication of the Guide and by other means, communicate to the public the need for citizen participation on our Boards/Committees.
- d) **Staff Liaison**: As appointed by the City Manager, Staff Liaisons shall assist their assigned Board/Committee in the following ways:
- i) Agendas: Assist the Board/Committee Chair in developing meeting agendas;
 - ii) Communication: Inform Members of Meeting and other relevant communications and items of special interest; draft letter, memoranda, and other items of communication as requested by the Board/Committee, City Council, or City Manager;
 - iii) Monitor: Monitor the work of Boards/Committees to ensure such work complements community goals and purposes envisioned by the City Council and City Manager;
 - iv) Information: Provide information, research, background, and analysis on issues under consideration by the Board/Committee;
 - v) Technical Assistance and Other Staff Support: Provide technical assistance and other staff support as reasonably requested by the Board/Committee; and
 - vi) Volunteer Status of Members and Participants: Assure Members and Participants are formalized as City “volunteers” pursuant to State law and City policy.

6) **MEMBER QUALIFICATIONS, APPOINTMENT, AND RESPONSIBILITIES:**

- a) **Residency**: Except as otherwise authorized by Utah law or by vote of the City Council, a person filing an application for a position on a Board/Committee shall meet the following requirements:
- i) Residency Prior to Appointment: Have been a resident of South Jordan City for 12 consecutive months immediately before the date of appointment, or if living in an area annexed into the City within the preceding twelve-month period prior to the Member’s appointment, have lived for at least 12 consecutive months before the date of appointment within the annexed area; and
 - ii) Residency During Term of Service: Maintain primary residency in the City for the period of service on a Board/Committee.
- b) **One Appointment per Member**: It would not be appropriate for one person to serve on more than one Board/Committee at a time, unless that Board/Committee falls under the description of a temporary or an ad hoc Board/Committee.
- c) **Vacancies**: Board/Committee vacancies shall be filled in the same manner as the original appointment and shall serve to complete the unfulfilled term of service.
- d) **Term**: Appointments shall be for a term of two years except as superseded by local, state, or federal law. Initial appointments to a Committee/Board shall be staggered so that three Members shall be appointed to serve an initial one (1) year term and the remaining three Members shall be appointed to serve an initial two (2) year term. Appointments to vacant positions shall complete the term of the individual for which they have been appointed.

- e) **Financial Disclosure & Conflict of Interest:** Annual financial disclosure and conflict of interest statements, as required by law, shall be required by Members and Participants except as declared exempt by said law.
 - f) **Volunteer Status:** Members shall serve on a volunteer basis without compensation and shall be considered “volunteers” as provided by State law.
 - g) **Absence by Member:** Upon failure of a Member to attend three consecutive meetings, or for other reasons of appropriate cause, the Board/Committee and/or Staff Liaison may recommend that the City Council terminate that appointment and declare the position vacant.
 - h) **Code of Ethics:** Members shall be subject to the South Jordan City “Code of Ethics” as well as applicable policies and law governing conduct of public officials, employees, and volunteers.
 - i) **Compensation; Reimbursement for Expenses:** Neither shall Members receive compensation for their services but may be reimbursed for reasonable expenses incurred in the performance of their duties. All such reimbursements shall be approved by the full Board/Committee and by the Staff liaison.
- 7) **Participants on a Board/Committee:** Participants may serve in a limited capacity only as specifically authorized by majority vote of the Board/Committee. Voting powers on a Board/Committee shall only be vested in Members appointed by the City Council. Participants shall be considered “volunteers” pursuant to State law. Participants shall be subject to the same laws, policies, and expectations of conduct as are the Members and shall have only those rights of participation as expressly outlined by a majority vote of the Board/Committee unless otherwise expressly provided by the City Council or by the City Manager.
- 8) **BOARD/COMMITTEE GOVERNANCE:**
- a) **Officers:** The officers of any Board/Committee shall consist of a Chair, Vice Chair, and Secretary/Treasurer, who shall be elected by the board (not membership), and who shall serve at the pleasure of the Board/Committee membership.
 - b) **Term:** The Chair, Vice-Chair, and Secretary/Treasurer shall not serve more than two consecutive one (1) year terms before rotation of service to other Members, except as superseded by the Board/Committee by-laws or by applicable law.
 - c) **Officer Responsibilities:**
 - i) Chair. The Chair shall have general supervisory and directional powers over the Board/Committee. The Chair shall preside at all Board/Committee meetings and set committee agendas. Any member of the Board may request that an item be added to the committee agenda upon majority vote of the Board. The Chair shall also be the spokesperson for the Board/Committee, unless delegated to another Member. Additional duties and responsibilities of the Chair include, but are not limited to the following:
 - (a) Conduct meetings; ensure meetings begin and end on time;
 - (b) Plan meeting agendas in cooperation with the Staff Liaison;
 - (c) Encourage full participation by all Members;
 - (d) Assure Members and Participants receive annual training as required by this Guide;
 - (e) Serve as the Board/Committee primary contact to the City Council;
 - (f) Make recommendations and give reports to the City Council or City Manager for appointments and reappointment to the Board/Committee;
 - (g) Make Board/Committee presentations as requested by the City Council or the City Manager.

- ii) Vice Chair Responsibilities: The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- d) **Open Meetings and Rules of Order**: All Board/Committee meetings are subject to the "Open Meetings" law as governed by Utah law. Boards/Committees should generally follow Robert's Rules of Order.
- e) **Scheduling Meetings**: Meetings of each Board/Committee may be called by the following:
 - i) the Chairman;
 - ii) a majority of the Members;
 - iii) the Mayor or the City Council; or
 - iv) the City Manager or assigned Staff Liaison
- f) **Members and Participants neither Agents nor Representatives of the City**: Neither shall a Board/Committee nor shall its Members or Participants have authority to either represent, act, or negotiate on behalf of the City, or to commit City funds for any purpose unless expressly authorized by the City Council.
- g) **Change of City Staff Liaison**: Boards/Committees may request, through the Office of the City Manager, a change in assigned Staff Liaison for cause.
- h) **Financial Matters; Quarterly Reporting**: A Board/Committee shall be required to submit quarterly financial statements in support of all revenues received and expended. Each Board/Committee shall be required to make an annual accounting of all funds received by the City and shall submit to the City any such request for new funding as directed by the City. Each Board/Committee shall be subject to a audit to be conducted by the City Finance Division or by an outside independent auditor as determined by the City. Any and all checking accounts must be authorized by the City. Such accounts shall require two signatures to access funds. Authorized signatures shall include the Chairman, Vice-Chairman, Treasurer and as a back-up, the City Treasurer. Board/Committee appointees shall be required to attend training annually for the purpose of training in operational procedures and financial accounting and budgeting. Training shall be conducted during the first quarter of each calendar year.
- i) **Assets**: All assets of each Board/Committee shall be deemed as belonging to the people of South Jordan City with the City as the final custodial of all assets. An inventory of all assets in excess of \$100.00 value shall be maintained by each Board/Committee with such inventory available for inspection by the City as deemed appropriate. Each Board/Committee may use such assets as determined by the governing Board only for the purposes as defined for which the Board/Committee exist. No such assets shall be used for personal gain or benefit or for use out side of the scope of purpose and public benefit. The City shall reserve the right to make such determination based on recommendations from the Board/Committee.

Legislative History:

<i>Initially Adopted:</i>	1/10/01
<i>Amended:</i>	5/20/03
<i>Amended:</i>	3/01/05
<i>Amended:</i>	4/18/06
<i>Last Amended:</i>	_____