

## REQUEST FOR COUNCIL ACTION

**SUBJECT:** Approve the 2020 Annual Meeting Schedule for the West Jordan City Council and Planning Commission.

**SUMMARY:** Utah's Open and Public Meetings Act (UCA §52-4-102) requires the City and its entities publish 'public notice' at least once each year, of the Annual Meeting Schedule of the West Jordan City Council and the West Jordan Planning Commission.

**FISCAL AND/OR ASSET IMPACT:** There is no anticipated fiscal and/or asset impact to the budget.

### STAFF RECOMMENDATION:

Staff recommends approval of a Resolution setting the 2020 Annual Meeting schedule for the West Jordan City Council and Planning Commission.

### MOTION RECOMMENDED:

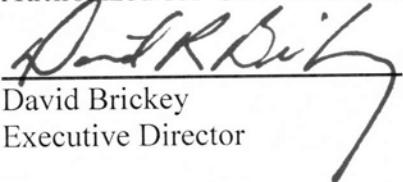
"I move to approve Resolution 19-100 setting the 2020 Annual Meeting schedule for the West Jordan City Council and Planning Commission."

Roll Call vote required

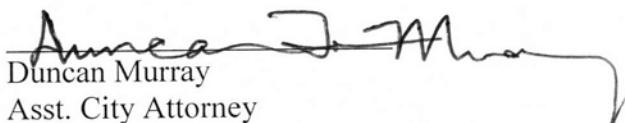
Prepared and to be presented by:

  
Jamie Brooks  
Interim City Clerk

Authorized for Council Consideration:

  
David Brickey  
Executive Director

Reviewed as to Legal Sufficiency by:

  
Duncan Murray  
Asst. City Attorney

## **BACKGROUND DISCUSSION:**

The attached Resolution has been prepared to designate the Annual meeting schedule for the City of West Jordan Redevelopment Agency that deals with the public's business. If adopted by the Board of Directors, the Interim Board Clerk is directed and authorized to publish a copy of the approved Annual Meeting Schedule at the principal office of the public body, on the City's website, Utah's Public Notice website and at least one time in the "legal notices" section of the Salt Lake Tribune newspaper.

Some comments made by various Council Members are as follows:

- It would be preferable to have the strategic planning session on a Monday or a Tuesday
- It would be preferable to have the strategic planning session on two consecutive Fridays, the second Friday designed for staff to provide a response to Council direction provided on the first Friday
- April 8-10, 2020 is a break for the Jordan School District and also just before Easter. Some councilmembers may have travel plans.
- The July 22, 2020 meeting has already been moved to the following Wednesday (July 29, 2019) so as to reduce the potential for conflict with Pioneer Day
- There has been a suggestion to have a council meeting **every** Wednesday—workshop one week, regular meeting the next, etc.

**NOTICE OF THE  
2020 ANNUAL MEETING SCHEDULE  
OF THE CITY COUNCIL  
CITY OF WEST JORDAN, UTAH**

PUBLIC NOTICE is hereby given that the Annual Meeting Schedule for the West Jordan City Council for 2020 shall be as follows:

COUNCIL MEETINGS are typically scheduled for the second and fourth Wednesday of each month at 5:30 p.m., in the City Council Chambers, West Jordan City Hall, 8000 South Redwood Road, 3<sup>rd</sup> Floor, West Jordan, Utah.

All meetings of the City Council are open to the public unless closed pursuant to the applicable provisions of Utah's Open and Public Meetings Act. As a general rule, a written agenda of each open meeting will be posted in the lobby of City Hall by 5:00 p.m. on the Friday preceding such meeting, but no later than 24 hours before the meeting (except in the event of an emergency). A copy of the agenda shall be provided to at least one newspaper of general circulation within the City or to a local media correspondent.

At the discretion of the City Council, they may by motion, cancel, or change the time of any scheduled meetings, as they deem necessary.

Meetings in addition to those specified herein will be held, as circumstances require. Appropriate notice will be given for such meetings.

Scheduled dates for the 2020 City Council Meetings are as follows:

January 8, 2020	July 8, 2020
January 22, 2020	July 29, 2020 (5 <sup>th</sup> Wednesday)
January 24, 2020 – Strategic Planning	August 12, 2020
January 29, 2019 – Council & Planning Workshop	August 26, 2020
February 12, 2020	
February 26, 2020	September 9, 2020
March 11, 2020	September 30, 2020 (5 <sup>th</sup> Wednesday)
March 25, 2020	October 14, 2020
April 8, 2020	October 28, 2020
April 15, 2020 (3 <sup>rd</sup> Wednesday)	November 4, 2020 (1 <sup>st</sup> Wednesday)
April 29, 2020 (Council & Planning Workshop)	November 18, 2020 (3 <sup>rd</sup> Wednesday)
May 13, 2020	December 2, 2020 (1 <sup>st</sup> Wednesday)
May 27, 2020	December 16, 2020 (3rd Wednesday)
June 10, 2020	
June 24, 2020	

Published this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Jamie Brooks, CMC  
Interim City Clerk

**NOTICE OF THE  
2020 ANNUAL MEETING SCHEDULE  
OF THE PLANNING COMMISSION  
CITY OF WEST JORDAN, UTAH**

PUBLIC NOTICE is hereby given that the Annual Meeting Schedule for the Planning Commission of West Jordan City for 2020 shall be as follows:

PLANNING COMMISSION MEETINGS are typically scheduled for the first and third Tuesday of each month at 6:00 p.m., in the City Council Chambers, West Jordan City Hall, 8000 South Redwood Road, 3rd Floor, West Jordan, Utah. A pre-meeting is usually scheduled to begin at 5:30 p.m. (or later) prior to the business meeting.

All meetings of the Planning Commission are open to the public. A written agenda of each open meeting will be posted in the lobby of City Hall no later than 5:00 p.m. on the Friday preceding such meeting, and a copy of the agenda shall be provided to at least one newspaper of general circulation within the City or to a local media correspondent.

At the discretion of the Planning Commission members, they may by motion, cancel or change the time of any scheduled meetings as they deem necessary.

Meetings in addition to those specified herein will be held as circumstances require. Appropriate notice will be given for such meetings.

Scheduled meeting dates for Planning Commission Meetings are as follows:

January 7, 2020	July 7, 2020
January 21, 2020	July 21, 2020
February 4, 2020	August 4, 2020
February 18, 2020	August 18, 2020
March 3, 2020	September 1, 2020
March 17, 2020	September 15, 2020
April 7, 2020	October 6, 2020
April 21, 2020	October 20, 2020
May 5, 2020	November 17, 2020
May 19, 2020	December 1, 2020
June 2, 2020	December 15, 2020
June 16, 2020	

Published this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Jamie Brooks, CMC  
Interim City Clerk

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## THE REDEVELOPMENT AGENCY OF THE CITY OF WEST JORDAN 2020 ANNUAL MEETING SCHEDULE

**Meetings of the Board of Trustees of the Redevelopment Agency of the City of West Jordan.** The City Council, acting in its capacity as the Board of Trustees of the Redevelopment Agency of the City of West Jordan, will usually meet on Wednesdays, in conjunction with meetings of the City Council, as needed and for which public notice shall be given.

**Location of Meetings.** All meetings described above, except those meetings for which notice is given that the meeting will be held at a different location, will be held at City Hall, 8000 South Redwood Road, West Jordan, Utah.

Published this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Jamie Brooks, CMC  
Interim City Clerk

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## THE MUNICIPAL BUILDING AUTHORITY OF THE CITY OF WEST JORDAN 2020 ANNUAL MEETING SCHEDULE

**Meetings of the Board of Trustees of the Municipal Building Authority of the City of West Jordan.** The City Council, acting in its capacity as the Board of Trustees of the Municipal Building Authority of the City of West Jordan, will usually meet on Wednesdays, in conjunction with meetings of the City Council, as needed and for which public notice shall be given.

**Location of Meetings.** All meetings described above, except those for which notice is given that the meeting will be held at a different location, will be held at City Hall, 8000 South Redwood Road, West Jordan, Utah.

Published this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Jamie Brooks, CMC  
Interim City Clerk

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## THE WEST JORDAN FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT 2020 ANNUAL MEETING SCHEDULE

**Meetings of the Board of Trustees of the West Jordan Fairway Estates Special Service Recreation District.** The City Council, acting in its capacity as the Board of Trustees of the West Jordan Fairway Estates Special Service Recreation District, will meet on Wednesdays, when deemed necessary, in conjunction with meetings of the City Council, as needed and for which public notice shall be given.

**Location of Meetings.** All meetings described above, except those meetings for which notice is given that the meeting will be held at a different location, will be held at City Hall, 8000 South Redwood Road, West Jordan, Utah.

Published this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Jamie Brooks, CMC  
Interim City Clerk

THE CITY OF WEST JORDAN, UTAH  
2020 ANNUAL MEETING SCHEDULE  
FOR BOARDS, COMMISSIONS AND COMMITTEES

**Meetings of The Board of Adjustment.** The Board of Adjustment will usually meet on the second Tuesday of each month at 6:00 p.m., on an as-needed basis.

**Meetings of other Boards, Commissions and Committees.** Design Review Committee, Healthy West Jordan Committee, Parks and Open Land Committee, Sustainability Committee, West Jordan Events Committee, and Western Stampede Committee will meet as needed.

**Location of Meetings.** All meetings described above, except those meetings for which notice is given that the meeting will be held at a different location, will be held at City Hall, 8000 South Redwood Road, West Jordan, Utah.

Published this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Jamie Brooks, CMC  
Interim City Clerk

DRAFT

THE CITY OF WEST JORDAN, UTAH

A Municipal Corporation

RESOLUTION 19-208

A RESOLUTION ADOPTING THE 2020 MEETING SCHEDULE FOR MEETINGS OF THE WEST JORDAN CITY COUNCIL, PLANNING COMMISSION, AND OTHER CITY BOARDS AND COMMITTEES

**WHEREAS**, Utah Code Annotated 52-4-202 requires that the City Council give notice once a year of its annual meeting schedule; and

**WHEREAS**, the City Council wishes to establish the meeting schedule for the meetings of the City Council, Planning Commission, and other City boards and committees,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH:**

Section 1- The City Council hereby adopts the 2020 Annual Meeting Schedules as listed below and attached for the City Council, Planning Commission and other City boards and committees.

**Meetings of the City Council:** The City of West Jordan City Council will hold their meetings as outlined in the West Jordan Municipal Code (specific dates attached).

**Meetings of the Planning Commission:** The Planning Commission will usually meet on the first and third Tuesday of each month with a pre-meeting at 5:30 p.m. and 6:00 p.m. for the business meeting, except on those dates where the meeting is canceled. Special meetings may be held at such times and locations as designated by the Planning and Zoning Commission or the City Council and for which public notice shall be given. (Specific dates attached).

**Meetings of the Board of Adjustment:** The Board of Adjustment will typically meet on the second Tuesday of each month at 6:00 p.m. as needed.

**Meetings of other Boards, Commissions and Committees:** The Airport Advisory Board, the Design Review Committee, General Plan Committee, Healthy West Jordan Committee, LEPC Committee, Parks and Open Land Committee, Sustainability Committee, West Jordan Events Committee, Western Stampede Committee will meet as needed.

**Location of Meetings:** All meetings described above, except those meetings for which notice is given that the meeting will be held at a different location, will be held at West Jordan City Hall at 8000 South Redwood Road, West Jordan, Utah. Council meetings may be held at other locations as necessary and as lawfully designated by the City Council.

Section 2- The Interim City Clerk is directed and authorized to publish a copy of the foregoing Annual Meeting Schedules 1) at the principal office of the public body; 2) on the West Jordan City Website; 3) on the Utah Public Notice Website; and 4) at least one time in the "legal notices" section of the *Salt Lake Tribune* newspaper.

SECTION 3: This Resolution shall take effect immediately.

Adopted by the City Council of West Jordan, Utah, this 4<sup>th</sup> day of December 2020.

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JIM RIDING  
Mayor

ATTEST:

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JAMIE BROOKS, CMC  
Interim City Clerk

Voting by the City Council:	"YES"	"NO"
Councilmember Anderson	_____	_____
Councilmember Burton	_____	_____
Councilmember Jacob	_____	_____
Councilmember Lamb	_____	_____
Councilmember McConnehey	_____	_____
Councilmember Whitelock	_____	_____
Mayor Riding	_____	_____