

Council Meeting of December 4, 2019

Workshop Agenda Item No. 10b

## REQUEST FOR COUNCIL WORKSHOP

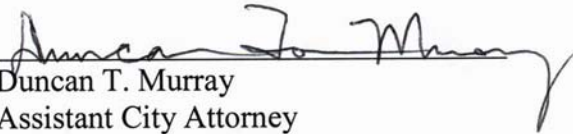
**SUBJECT:** Workshop Discussion regarding an Ordinance Amending 2009 West Jordan Municipal Code Title 2 (Executive Branch Committees and Third Party Entities), Definitions and Chapters 3 to 18 inclusive and other provisions, regarding the change to the Council-Mayor Form of Municipal Government.

**SUMMARY:** This Ordinance would update certain chapters and articles of the **Executive Branch Committees and Third Party Entities Title**, to comply with the change to the Council-Mayor Form of Municipal Government.

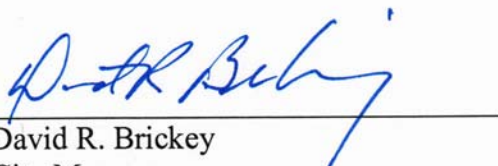
### **WORKSHOP**

**DISCUSSION ONLY:** No action to be taken at this meeting; may be placed on the December 11<sup>th</sup> Council Consent Agenda for action.

**Prepared and Presented by:**

  
Duncan T. Murray  
Assistant City Attorney

**Authorized for Council Consideration:**

  
David R. Brickey  
City Manager

# Legislative

## Title 2 BOARDS, COMMISSIONS, AGENCIES AND THIRD PARTY ENTITIES

### 2-1-3: DEFINITIONS:

ADVICE AND CONSENT: A duty of the city council, pursuant to subsection 1-6-5A3, is to vote on each of the mayor's appointments, made pursuant to subsection 1-7-4D; each vote may either approve or disapprove of a given appointment.

CITY ADMINISTRATION: The mayor and city administrator and the authorized officers and assistants acting on their behalf.

COMMITTEE: Unless otherwise expressly provided, as used in this chapter, the term "committee" includes every executive branch board, commission, agency or committee of the city, either individually or collectively, as the term in context would indicate.

STANDING COMMITTEE (OR EXECUTIVE BRANCH STANDING COMMITTEE): An executive branch committee which is required by state law or by title 2 of this code. The members are appointed by the mayor, with the advice and consent of the city council.

SUPPORT ORGANIZATION: A city-controlled tax exempt entity created to assist the city in raising private funds for the city's public purposes.

TEMPORARY COMMITTEE (OR EXECUTIVE BRANCH TEMPORARY COMMITTEE): An executive branch committee which is not required by state law or by title 2 of this code. It may exist for not more than 365 days, with the members to be appointed by the mayor, without the advice and consent of the city council. All executive branch committees which are not standing committees are temporary committees. (2001 Code § 2-6-103; amd. Ord. 10-08, 2-24-2010; Ord. 19-16, 04-10-2019, Effective at 12 noon on January 6, 2020; Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### 2-2-13: STATUTORY COMMISSION:

The planning commission is required by Utah Code sections 10-9a-301 et seq. ( Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

## Chapter 3

### BOARD OF ADJUSTMENT

### (LAND USE APPEAL AUTHORITY)

#### 2-3-1: CREATED:

#### 2-3-2: POWERS AND DUTIES:

#### 2-3-3: APPOINTMENT OF MEMBERS; ALTERNATE MEMBERS:

#### 2-3-4: TERMS:

#### 2-3-5: REAPPOINTMENT AFTER BREAK IN SERVICE:

#### 2-3-6: REMOVAL:

#### 2-3-7: MEETINGS:

#### 2-3-8: RULES OF PROCEDURE:

#### 2-3-9: MINUTES AND RECORDS; TRANSCRIPTIONS:

#### 2-3-10: STAFF ASSIGNMENTS:

#### 2-3-11: PUBLIC RECORDS; GRAMA:

#### 2-3-12: DECISIONS; EFFECTIVE DATE:

#### 2-3-13: COMPENSATION:

#### 2-3-14: STATUTORY BOARD:

#### 2-3-1: CREATED:

The board of adjustment is a land use appeal authority and standing committee created pursuant to the authority provided in the Utah municipal land use development and management act, and other applicable state and city law. It is organized and governed as provided in this chapter. (2001 Code § 2-6-1501; amd Ord. 19- , - - , Effective at 12 noon on January 6, 2020)

#### 2-3-2: POWERS AND DUTIES:

The board of adjustment shall have those powers and duties as set forth in the Utah municipal land use development and management act, or any successor provision, and city law. These powers and duties include, but are not limited to:

- A. Administrative Decision Appeals: Hearing and deciding petitions for appeals of administrative decisions regarding the application or enforcement of title 13 of this code.
- B. Variances: Hearing and deciding requests for variances from the terms of title 13 of this code, as described in title 13, chapter 7, article H of this code, or any successor provision.
- C. Nonconforming Uses: Obtaining verification or making determinations regarding the legality of a claimed nonconforming use or nonconforming building.
- D. Administer Oaths; Witnesses: The chairperson or, in the absence of the chairperson, the acting chairperson, may administer oaths and compel the attendance of witnesses, as authorized in Utah Code Annotated section 10-9a-701 et seq., or any successor provision, or other applicable provisions of law. (2001 Code § 2-6-1502; amd Ord. 19- , - - , Effective at 12 noon on January 6, 2020)



### **2-3-3: APPOINTMENT OF MEMBERS; ALTERNATE MEMBERS:**

The board of adjustment shall consist of five (5) regular members and one alternate member, appointed by the city manager mayor, with the advice and consent of the city council. Alternate members may serve only in the temporary absence, inability or disqualification of a regular board member, when designated by the city manager mayor or the board chairperson. (2001 Code § 2-6-1503; and Ord. 19-\_\_\_, \_\_\_-\_\_\_, Effective at 12 noon on January 6, 2020)

### **2-3-4: TERMS:**

Members, including alternate members, shall be appointed for a term of five (5) calendar years, and a member may be reappointed to serve an additional term, following the expiration of his/her initial term. However, no member shall be appointed or reappointed to the board if the consecutive term of service on the board would exceed ten (10) calendar years. For the purpose of the ten (10) year limitation, service for part of a year shall be deemed to be service for a full year; further, service rendered on the board to fill the unexpired term of another member shall be included within the ten (10) year limitation calculation. The term of office for a member of the board expires on December 31 on the last year of the expiring term. (2001 Code § 2-6-1504)

### **2-3-5: REAPPOINTMENT AFTER BREAK IN SERVICE:**

A qualified person may be reappointed to the board after serving ten (10) years, plus any additional period permitted under this section, if there is a break in service of not less than one calendar year. (2001 Code § 2-6-1505)

### **2-3-6: REMOVAL:**

Any member of the board may be removed by the city manager mayor, with the advice and consent of the city council, for just or without cause. (2001 Code § 2-6-1506; and Ord. 19-\_\_\_, \_\_\_-\_\_\_, Effective at 12 noon on January 6, 2020)

### **2-3-7: MEETINGS:**

- A. Location: The board of adjustment shall meet at the city hall on the last Wednesday of each month, unless the meeting is canceled. The board of adjustment may meet at such other locations and times as are necessary to accomplish its duties under this chapter.
- B. Quorum; Voting: The concurring vote of three (3) members of the board of adjustment is necessary to make any decision, including a ruling to reverse any order, requirement, decision or determination of any administrative official or agency, or to decide in favor of an appellant. (2001 Code § 2-6-1507)

### **2-3-8: RULES OF PROCEDURE:**

The board may adopt policies and procedures for its own organization, the transaction of business and for conducting its meetings. (2001 Code § 2-6-1509)

### **2-3-9: MINUTES AND RECORDS; TRANSCRIPTIONS:**

The board of adjustment shall keep minutes of its proceedings, showing the vote of each member upon each question. These minutes shall make a record of any absent member and any member who fails to vote, together with all examinations of witnesses and other official actions. The board of adjustment may, but is not required to, shall have its proceedings contemporaneously transcribed by a court reporter or on a tape recorder recorded by an audio recording device. (2001 Code § 2-6-1510; and Ord. 19-\_\_\_, \_\_\_-\_\_\_, Effective at 12 noon on January 6, 2020)

### **2-3-10: STAFF ASSIGNMENTS:**

The city ~~manager~~ administrator may assign such staff to assist the board of adjustment and provide for the efficient functioning of the board. (2001 Code § 2-6-1511; amd Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-3-11: PUBLIC RECORDS; GRAMA:**

All records in the office of the board of adjustment are public records. The board of adjustment shall maintain its records in the office of the board of adjustment and make them available for inspection, in compliance with the government records access and management act, or any successor provision. (2001 Code § 2-6-1512)

### **2-3-12: DECISIONS; EFFECTIVE DATE:**

Decisions of the board of adjustment become effective at the meeting in which the decision is made, unless a different time is designated in the decision or in the board's rules of procedure. (2001 Code § 2-6-1513)

### **2-3-13: COMPENSATION:**

Each member of the board of adjustment shall be compensated ~~in the amount of fifty dollars (\$50.00) per diem~~ for each regularly scheduled and noticed meeting of the board of adjustment actually attended, ~~or such other sum as the city council shall set by ordinance or resolution consistent with the compensation schedule approved with the annual budget~~. The chairperson shall serve without any additional compensation. (2001 Code § 2-6-1514; amd. 2009 Code, Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-3-14: STATUTORY BOARD:**

A land use appeal authority is required by Utah Code sections 10-9a-701 et. seq. (Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)



# **Chapter 4 Title 1 Administration**

## **Chapter 6**

### **ARTICLE C. GENERAL PLAN COMMITTEE**

#### **2-4-1 1-6C-1: CREATED:**

#### **2-4-2 1-6C-2: POWERS AND DUTIES:**

#### **2-4-3 1-6C-3: APPOINTMENT OF VOTING MEMBERS:**

#### **2-4-4 1-6C-4: TERMS; EXPIRATION FOR VOTING MEMBERS:**

#### **2-4-5 1-6C-5: EX OFFICIO MEMBERS:**

#### **2-4-1 1-6C-1: CREATED:**

The ~~General Plan Committee~~ general plan committee is hereby created in order to assist the ~~Planning Commission~~ planning commission and city council in the preparation and adoption of a comprehensive, long range general plan for land use and growth and development. It is organized and governed as provided in this chapter. (2001 Code § 2-6-1601; § 2-4-1, amd Ord. 19-\_\_, -\_\_, -\_\_, Effective at 12 noon on January 6, 2020)

#### **2-4-2 1-6C-2: POWERS AND DUTIES:**

The ~~General Plan Committee~~ general plan committee shall serve as an ad hoc advisory committee to the ~~Planning Commission~~ planning commission and to the ~~City Council~~ city council. The committee shall serve only: when needed to prepare a comprehensive update to the general plan, which shall be submitted to the ~~Planning Commission~~ planning commission within a specified time frame from the date in which the committee is appointed; or when otherwise directed by a resolution of the ~~City Council~~ city council. In preparing its recommendations for a comprehensive update to the general plan, including maps or elements, or when acting pursuant to a resolution of the ~~City Council~~ city council, the ~~General Plan Committee~~ general plan committee shall:

- A. Make reports and recommendations to the ~~Planning Commission~~ planning commission and to the ~~City Council~~ city council, relating to proposed text amendments to the ~~City~~ city general plan.
- B. Review and propose land use map amendments and make recommendations to the ~~Planning Commission~~ planning commission and to the ~~City Council~~ city council, but shall not act upon any applications by the public.
- C. Make reports and recommendations to the master transportation element, the moderate income housing element, and other elements of the general plan, but only if directed to do so by a resolution of the ~~City Council~~ city council. (2001 Code § 2-6-1602; amd. Ord. 18-22, 7-11-2018; § 2-4-2, Ord. 19-\_\_, -\_\_, -\_\_, Effective at 12 noon on January 6, 2020)

### **2-4-3 1-6C-3: APPOINTMENT OF VOTING MEMBERS:**

The ~~City Council~~ city council shall appoint qualified persons to be voting members of the ~~General Plan Committee~~ general plan committee. The committee shall be composed of an odd number of voting members not to exceed fifteen (15) members. (2001 Code § 2-6-1603; amd. Ord. 18-22, 7-11-2018; §2-4-3, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-4-4 1-6C-4: TERMS; EXPIRATION FOR VOTING MEMBERS:**

Each voting committee member shall be appointed for a term of a specified time frame of not more than two (2) years upon appointment by the ~~City Council~~ city council, and may be reappointed. The ~~General Plan Committee~~ general plan committee may be disbanded at any time by resolution of the ~~City Council~~ city council. (2001 Code § 2-6-1604; amd. Ord. 18-22, 7-11-2018; §2-4-4, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-4-5 1-6C-5: EX OFFICIO MEMBERS:**

One member of the ~~Planning Commission~~ planning commission shall be assigned by the ~~Planning Commission~~ planning commission to serve a one calendar year term as a nonvoting ex officio member of the ~~General Plan Committee~~ general plan committee, who shall serve in addition to the other members of the ~~General Plan Committee~~ general plan committee appointed by the ~~City Council~~ city council. ~~One member of the Board of Adjustment shall be assigned by the Board of Adjustment to serve a one calendar year term as a nonvoting member of the General Plan Committee, in addition to the other members of the General Plan Committee appointed by the City Council.~~ The members of the ~~Planning Commission~~ planning commission and of the ~~Board of Adjustment~~ so assigned as ~~an~~ an ex officio members shall not be assigned to serve on the ~~General Plan Committee~~ general plan committee for consecutive one year terms. The ex officio members shall make reports and recommendations relating to the progress of the ~~General Plan Committee~~ general plan committee in making proposed changes to the ~~City~~ city general plan. (2001 Code § 2-6-1605; amd §2-4-5, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

## **Chapter 4**

### **GENERAL PLAN COMMITTEE**

### **PERSONNEL ADVISORY BOARD**

#### **2-4-1: Created:**

#### **2-4-2: Appointment:**

#### **2-4-3: Terms of Office:**

#### **2-4-4: Meetings:**

#### **2-4-5: Responsibility of the Board:**

#### **2-4-6: Statutory Board:**

#### **2-4-1: CREATED:**

There is created and established an executive branch standing committee, to be designated as the "personnel advisory board," hereafter referred to as the "board," consisting of three (3) members. (Ord. 19-\_\_, \_\_-\_\_-2019, Effective at 12 noon on January 6, 2020)



#### **2-4-2: APPOINTMENT:**

- A. The three (3) members of the board are appointed by the mayor, with the advice and consent of the city council.
- B. The members of the board shall be persons with knowledge and experience in the application of public employment principles.
- C. A member of the board may not be employed by the city. (Ord. 19-\_\_, \_\_-\_\_-2019, Effective at 12 noon on January 6, 2020)

#### **2-4-3: TERMS OF OFFICE:**

- A. The members of the board shall serve overlapping terms of three (3) years, not to exceed three (3) consecutive terms.
- B. Vacancies occurring during a term shall be filled for the remainder of the term. (Ord. 19-\_\_, \_\_-\_\_-2019, Effective at 12 noon on January 6, 2020)

#### **2-4-4: MEETINGS:**

- A. The board shall hold regular quarterly (once every three months) meetings at such time and place within the city as shall be designated by the chair of the board. All regular meetings shall be opened to the public unless the meeting is closed, as provided in state law. Notice of meeting agendas shall be posted and noticed, as provided in state law. The board may also hold special meetings as provided in state law.
- B. Two (2) members of the board shall constitute a quorum necessary for carrying on the business of the board. Meetings shall be conducted in accordance with such rules of procedure as shall be adopted by the board.
- C. The board shall keep a written record of all proceedings which shall be kept in the city recorder's office.
- D. Board members shall serve without compensation.
- E. At least two (2) members of the board shall be required to take any action or make any decision. (Ord. 19-\_\_, \_\_-\_\_-2019, Effective at 12 noon on January 6, 2020)

#### **2-4-5: RESPONSIBILITY OF THE BOARD:**

The responsibilities of the board shall be as follows:

- A. To represent the public interest in the improvement of personnel administration in the city;
- B. To advise the city on matters concerning personnel administration, including career service and public safety service rules and regulations;



C. To conduct investigations relating to alleged violations of career service and public safety service rules and regulations;

D. To serve as the appeal board under Utah Code Annotated section 10-3-1106 for discharges, demotions and suspensions of more than two (2) days or sixteen (16) hours according to the standard of review provided in the career service and public safety service rules and regulations, subject to appeal to the Utah court of appeals; and

E. To hear appeals and grievances or other actions as provided in the career service and public safety service rules and regulations which have allegedly resulted in wrongful, adverse action to the employee concerned, except in instances where the right of appeal is prohibited by law, and to certify its findings and recommendations to the city administrator for final action. (Ord. 19-\_\_, \_\_-\_\_-2019, Effective at 12 noon on January 6, 2020)

#### **2-4-6: STATUTORY BOARD:**

The board is a statutory board (appeal board or hearing officer) required by Utah Code Annotated section 10-3-1106. (Ord. 19-\_\_, \_\_-\_\_-2019, Effective at 12 noon on January 6, 2020)

## **Chapter 5 HISTORIC PRESERVATION COMMISSION**

#### **2-5-1: ESTABLISHED:**

#### **2-5-2: APPOINTMENT OF MEMBERS:**

#### **2-5-3: QUALIFICATIONS:**

#### **2-5-4: TERMS:**

#### **2-5-5: POWERS, DUTIES AND RESPONSIBILITIES:**

#### **2-5-6: PROCEDURES AND STANDARDS:**

#### **2-5-7: SUNSET PROVISION:**

#### **2-5-1: ESTABLISHED:**

There is hereby established a historic preservation commission a standing committee established by the city. (2001 Code § 2-6-401; and Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-5-2: APPOINTMENT OF MEMBERS:**

The commission shall consist of an odd number of qualified persons who shall be appointed by the mayor, with the advice and consent of the city council, in a number not less than five (5) nor more than fifteen (15). (2001 Code § 2-6-403; and Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

### 2-5-3: QUALIFICATIONS:

To the extent available in the community, two (2) commission members shall be professionals, as defined by national park service regulations and be from the disciplines of history, archaeology, planning, architecture or architectural history. Each commission member shall be twenty one (21) years of age or older who has a demonstrated interest and competent knowledge in historic preservation. None need be a city resident, but preference shall be given to city residents if choosing between persons who are substantially equal in qualifications. (2001 Code § 2-6-404)

### 2-5-4: TERMS:

Each commission member shall be appointed for three (3) calendar year terms, subject to the provisions of subsection 2-1-4C of this title. (2001 Code § 2-6-405)

### 2-5-5: POWERS, DUTIES AND RESPONSIBILITIES:

The historic preservation commission shall have the following duties, responsibilities and powers:

- A. Survey ~~And~~ and Inventory Community Historic Resources: Conduct or cause to be conducted a survey of the historic, architectural and archaeological resources within the community. The survey shall be compatible with the state inventory of historic and archaeological sites and shall be maintained and open to the public. The survey shall be updated at least every ten (10) years.
- B. Review Proposed Nominations ~~To to~~ National Register ~~Of of~~ Historic Places: Review and comment to the state historic preservation officer regarding all proposed national register nominations for properties, within the boundaries of the city. When the commission considers a national register nomination that is normally evaluated by professions in a specific discipline, but that discipline is not represented on the commission, the commission shall seek expertise in that area of expertise before rendering its decision.
- C. Provide Advice ~~And~~ and Information: Act in an advisory role to other officials and departments of government regarding the identification and protection of local historic and archaeological resources. It shall work toward encouraging and providing the continuing education of ~~citizens~~ residents regarding historic preservation and community history.
- D. Maintenance ~~And~~ and Rehabilitation: Oversee/assist in the maintenance and rehabilitation of city owned historic buildings and sites.
- E. Financial Aid ~~And~~ and Grants: Apply for and administer grants and other financial aid for historic preservation projects in the city.
- F. Enforcement ~~Of of~~ State Historic Preservation Laws: Support the enforcement of all state laws relating to historic preservation, and coordinate with the state historic preservation office as applicable.
- G. Review ~~And~~ and Recommend Nominations ~~Of of~~ City Historic Resources: Pursuant to title 13, chapter 6, article C of this code, review nominations to designate areas within the city as historic areas and historic districts, and nominations to designate any building, structure, object or site to the city historic sites list or the city historic landmark register. Make recommendations regarding all such nominations to the planning commission and city council.
- H. Recommend Development ~~Or or~~ Redevelopment Guidelines: Pursuant to title 13, chapter 6, article C of this code, recommend to the planning commission design guidelines for the development or redevelopment of designated historic resources.



- I. Review **And and** Recommend Removal **Or or** Demolition **Of of** Historic Resources: Pursuant to title 13, chapter 6, article C of this code, review applications to remove historic resources from the city historic sites list or the city historic landmark register and applications to demolish designated historic resources. Make recommendations regarding all such applications to the planning commission and city council.
- J. Review Development Applications: Pursuant to title 13, chapter 6, article C of this code, review applications to reconstruct, restore, rehabilitate, repair, relocate or alter historic buildings or sites and to construct new improvements to and additions within a historic area or district.
- K. Preserve Record **Of of** Historic Resources: Pursuant to title 13, chapter 6, article C of this code, preserve a record of or document any historic area, historic district, landmark site or landmark building that is to be demolished.
- L. Issue Historic Certificates: Pursuant to title 13, chapter 6, article C of this code, issue historic site certificates. (2001 Code § 2-6-402; amd. 2009 Code; **Ord. 19-\_\_, \_\_ - \_\_, Effective at 12 noon on January 6, 2020**)

## **2-5-6: PROCEDURES AND STANDARDS:**

The historic preservation committee shall follow the procedures and apply the standards contained in title 13, chapter 6, article C of this code regarding the:

- A. Designation of historic areas, districts, sites, buildings or landmarks;
- B. Reconstruction, restoration, rehabilitation, repair, relocation or alteration of historic buildings or sites;
- C. Construction of new improvements or additions within a historic area or district;
- D. Removal of historic designations from the city historic sites list or the city historic landmark register; and
- E. Demolition of historic buildings or sites. (2009 Code)

## **2-5-7: SUNSET PROVISION:**

**As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 19-\_\_, \_\_ - \_\_, Effective at 12 noon on January 6, 2020)**

## Chapter 6

# WESTERN STAMPEDE COMMITTEE

### 2-6-1: COMMITTEE ESTABLISHED:

### 2-6-2: THE SUBCOMMITTEES:

### 2-6-3: THE STEERING COMMITTEE:

### 2-6-4: SUNSET PROVISION:

### 2-6-1: COMMITTEE ESTABLISHED:

- A. There is established the Western Stampede committee ("committee"), a standing committee. Its function is to plan, coordinate, execute and sponsor the annual Western Stampede Rodeo and related activities in conjunction with the city's Fourth ~~Of~~ of July celebration, or such other activities specified by city administration and the city council.
- B. The work of the committee will be done largely in the subcommittees.
- C. Membership in the committee results from membership on a subcommittee. All of the members and officers of the subcommittees, and the officers of the steering committee are the members of the committee. (2001 Code § 2-6-501; amd. Ord. 11-02, 1-26-2011; Ord. 19-\_\_\_, \_\_\_-\_\_\_, Effective at 12 noon on January 6, 2020)

### 2-6-2: THE SUBCOMMITTEES:

- A. Subcommittees: The committee's functions will be performed by the following subcommittees:
1. Rodeo Subcommittee: The rodeo subcommittee will organize and manage the rodeo events, including, but not limited to, the rope and chute events, timed events, bucking chute events. The rodeo subcommittee will also organize and manage the back side gates during the rodeo events.
  2. Admissions Subcommittee: The admissions subcommittee will organize and manage the admissions functions, including, but not limited to, ushers, all gates except the back side gates, the box office and security.
  3. Derby Subcommittee: The derby subcommittee will organize and manage the derby events, including, but not limited to, timers, ground officials, inspectors, back side gates during derby events, and wrecker drivers.
  4. Marketing/Public Relations Subcommittee: The marketing/public relations subcommittee will organize and manage all marketing activities, including, but not limited to, website and other technology based marketing and all advertising.
  5. Queen Subcommittee: The queen subcommittee will organize and manage the selection process for the queen of the Western Stampede and her attendants, including, but not limited to, applications process, the judging process, the recruitment of judges, crowning events and recordkeeping to enable fully transparent selections.
  6. Entertainment Subcommittee: The entertainment subcommittee will organize and manage prerodeo and postrodeo entertainment events, including, but not limited to, specialty acts and the mutton busting event.



7. Concessions Subcommittee: The concessions subcommittee will organize and manage all concessions during rodeo, derby and other Western Stampede activities.
  8. Sponsor/Fundraising Subcommittee: The sponsor/fundraising subcommittee will organize and manage sponsor recruitment, hospitality events, benefits and other fundraising activities.
  9. Other Subcommittees: Such other subcommittees as by ordinance are created by the city council.
- B. Budget Limitation: The subcommittees will each be allocated a budget amount by the steering committee from the total Western Stampede Celebration budget approved and appropriated by the city council. No subcommittee may make any acquisition or commitment that would result in exceeding its budget without express written approval of the chair and the secretary/treasurer of the steering committee.
- C. Appointment ~~Of of~~ Subcommittee Members: Members ~~can be~~ are appointed ~~to a subcommittee by either the majority vote of the steering committee or by resolution by the mayor, with the advice and consent~~ of the city council. So far as practical, members of subcommittees shall have staggered terms to enable continuity and institutional memory. ~~The initial organization of the subcommittees upon adoption of this chapter by the city council will be by appointment by the city council.~~
- D. Term ~~Of of~~ Membership:
1. A person may serve up to two (2) consecutive two (2) year terms on any subcommittee. There is no limit on the number of different subcommittees to which a person may be appointed so long as service on any subcommittee is limited to two (2) consecutive terms.
  2. Terms begin on October 1 of each year and committee years run from October 1 to and through September 30.
  3. A member of a subcommittee who has served the maximum of four (4) years will automatically cease and retire as a member of that subcommittee. Such a retiring subcommittee member may seek and be appointed to another subcommittee, and after at least one year of either hiatus or service on another subcommittee, may seek and be appointed to the subcommittee from which the member had previously retired.
  4. A subcommittee member may also resign at any time. A resigned member is ineligible for reappointment to the subcommittee from which the member resigned for a period of one year.
- E. Management ~~Of of~~ Subcommittees:
1. Each subcommittee shall have a chair and a secretary/treasurer. ~~Except for the initial chair appointed by the city council immediately following the adoption and approval of ordinance 11-02, the~~ The chair must have previously served at least one year as a member of the subcommittee.

2. Once the subcommittees are appointed by the ~~city council immediately following the adoption of this chapter~~ mayor and approved by the city council, the subcommittees shall solicit nominations for their chairs and secretary/treasurers from among any of the initially appointed members of any of the subcommittees. After receiving nominations, each subcommittee will select two (2) nominees for each position by majority vote of the subcommittee. These final nominees will be forwarded to the ~~city council~~ mayor for selection of a chair and secretary/treasurer. The same process will take place whenever there is a vacancy in a subcommittee's chair or secretary/treasurer.

3. A subcommittee chair and a subcommittee secretary/treasurer may serve up to two (2) consecutive two (2) year terms.

4. Time spent serving as a chair or secretary/treasurer is in addition to any time served as a member of the subcommittee. For example, a person serving one year as a member of the subcommittee may be nominated and approved as chair of that subcommittee for up to two (2) consecutive two (2) year terms. In that case the person would retire as chair after four (4) years and still have one year of service as a member of the subcommittee. In another example, if a person has served three (3) years as a member of the subcommittee and is then nominated and approved as chair of the subcommittee, a new two (2) year term as chair begins, even though that new term as chair results in that person serving five (5) or more years as a member of the subcommittee.

F. Duties ~~Of~~ of Subcommittee Chair: A subcommittee chair:

1. Is responsible for planning and execution of all tasks and programs assigned to that subcommittee, either in this code or by action of the steering committee or city council administration.

2. Manages the meetings of the subcommittee in an orderly and efficient manner, including supervision of giving notice of subcommittee meetings and supervision of recordkeeping of subcommittee actions and programs. In this regard the chair is responsible for assuring compliance with the Utah open meetings laws and the rules and laws associated with government procurement.

3. Recruits new members to the subcommittee by nomination to ~~either the steering committee or the city council~~ the mayor.

4. Provides leadership and mentoring to the members of the subcommittee.

5. Regularly attends and participates with diligence and energy as a member of the steering committee.

G. Duties ~~Of~~ of Subcommittee Secretary/Treasurer: A subcommittee secretary/treasurer:

1. Gives notice of subcommittee meetings as required by law.

2. Maintains records of the actions and programs of the subcommittee, including accurate minutes of subcommittee meetings.

3. Assures that all members of the subcommittee have completed city volunteer forms and conflict of interest forms annually.

4. Keeps such financial records as are necessary and appropriate under city financial recordkeeping rules and guidelines as required by the activities and assignments of the subcommittee.



5. Will assist the chair in recruiting and mentoring new members of the subcommittee. (2001 Code § 2-6-502; amd. Ord. 11-02, 1-26-2011; Ord. 11-11, 4-27-2011; Ord. 13-21, 5-22-2013; Ord. 19- , - , - , Effective at 12 noon on January 6, 2020)

### 2-6-3: THE STEERING COMMITTEE:

- A. Chairs ~~Of~~ of Subcommittees: The chairs of the subcommittees, meeting together, constitute the steering committee. For this purpose the subcommittee chairs are both officers and members of a subcommittee and members of the steering committee.
- B. Provides Guidance: The steering committee provides overall guidance and management for the activities of all subcommittees, consistent with policy directives from the city council administration.
- C. Nominations ~~For~~ for Secretary/Treasurer, Vacancies ~~In~~ in Subcommittees: The steering committee reviews and approves nominations from subcommittees for the office of subcommittee secretary/treasurer each year and anytime there is a vacancy in that office in any subcommittee.
- D. Supervises Western Stampede Celebration: The steering committee supervises the planning and conduct of all the activities of the Western Stampede Celebration, consistent with policy directives from the city council.
- E. Majority Vote: The steering committee functions by majority vote.
- F. Leadership ~~Of~~ of Steering Committee: The steering committee is led by a chair, chair-elect, chair-emeritus and secretary/treasurer.

1. ~~Initially the city council by resolution shall appoint the chair, chair-elect and secretary/treasurer of the steering committee. These initial appointments shall run until October 1, 2012. Thereafter each~~ Each year the steering committee shall by majority vote nominate and elect a new secretary/treasurer. Selection of a new secretary/treasurer shall take place at the start of each committee year on October 1.

2. The secretary/treasurer of the steering committee shall have served at least one year as a member of the steering committee prior to any election as secretary/treasurer of the steering committee.

3. At the same time as a new secretary/treasurer is nominated and appointed by the mayor (and approved by the city council), the existing chair retires as both chair and as a voting member of the steering committee; provided that this person becomes chair-emeritus and will be an ex officio voting member of the steering committee for a term concurrent with that of the new chair. The existing chair-elect assumes the chair for the coming year, and the previously serving secretary/treasurer becomes the chair-elect for the coming year, and so on.

4. Time spent serving as an officer (chair, chair-elect, chair-emeritus and secretary/treasurer) of the steering committee is in addition to any term(s) of membership on a subcommittee. For example, a person having served a full two (2) year term on a subcommittee and then appointed as secretary/treasurer of the steering committee may serve the next four (4) years in leadership of the steering committee notwithstanding the term limitation otherwise applicable to subcommittee members.

5. A person completing service as an officer on the steering committee, whether by resignation or rotation through the positions, may immediately be appointed by the steering committee or the city council mayor as a member of a subcommittee with all term limitations reset as to such a person.

6. Any vacancies on the steering committee shall be filled in the same manner as provided for the selection of that person elsewhere in this chapter.

G. Duties ~~Of~~ of Steering Committee Chair: The steering committee chair:

1. Provides leadership and service to the steering committee.
2. Manages the meetings of the committee in an orderly and efficient manner, including supervision of giving notice of committee meetings and supervision of recordkeeping of committee actions and programs.
3. Maintains the integrity and order of committee meetings and actions, including following committee rules and the requirements of applicable law.
4. Makes at least a yearly report to the city council administration concerning the actions and accomplishments of the committee and the subcommittees.
5. Supervises the elections of subcommittee officers and the nomination and submittal to the city council mayor of officer nominations to the committee.
6. Has a vote on all matters before the steering committee.
7. Functions as the public presence and voice of the Western Stampede Celebration, guided in all things by the policies and rules of the steering committee.
8. Performs additional duties as assigned by the steering committee or the city council administration.

H. Duties ~~Of~~ of Steering Committee Chair-Elect: A subcommittee chair-elect:

1. Will act as chair of the committee in the absence of the chair.
2. Will assist the chair as assigned.
3. Will assist the secretary/treasurer as needed.
4. Will assist in recruiting and mentoring new members of the subcommittees.
5. Will assist in maintaining committee meetings in an orderly and efficient manner, including maintaining the integrity and order of committee meetings and actions, including following committee rules and the requirements of applicable law.
6. Has a vote on all matters before the steering committee.

I. Duties ~~Of~~ of Steering Committee Secretary/Treasurer: The steering committee secretary/treasurer:

1. Gives notice of committee meetings as required by law.
2. Maintains records of the actions and programs of the subcommittee, including accurate minutes of committee meetings.
3. Assures that all members of the committee and the subcommittees have completed city volunteer forms and conflict of interest forms annually.
4. Keeps such financial records as are necessary and appropriate under city financial recordkeeping rules and guidelines as required by the activities and assignments of the subcommittee.



5. Maintains accurate records of the membership of the committee and the subcommittees.

6. Has a vote on all matters before the steering committee. (2001 Code § 2-6-503; amd. Ord. 11-02, 1-26-2011; Ord. 11-11, 4-27-2011; Ord. 13-21, 5-22-2013; Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-6-4: SUNSET PROVISION:**

As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

## **Chapter 7 SISTER CITY COMMITTEE**

#### **2-7-1: ESTABLISHED:**

#### **2-7-2: DUTIES AND RESPONSIBILITIES:**

#### **2-7-3: SUNSET PROVISION:**

#### **2-7-1: ESTABLISHED:**

A sister city committee is a standing committee established for the purpose of facilitating the city in the participation and advancement of promoting better understanding among the peoples of the world through the international sister city program. (2001 Code § 2-6-801; amd Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-7-2: DUTIES AND RESPONSIBILITIES:**

The sister city committee shall advise city administration and the city council on matters relating to the sister city program with Votkinsk, Russia, and other communities participating in the international sister cities program. The committee shall, as appropriate, prepare a written report to city administration and the city council of its activities. The committee shall act in an advisory capacity to city administration and the city council in all matters pertaining to the sister city program of the city, including, but not limited to: recommending criteria for the selection of future sister cities; evaluating new proposals for new sister cities and making recommendations for city administration and city council approval of such selections and designations; and assisting city administration and the city council in fostering a continuing relationship and a dialogue concerning matters of mutual concern between the people of the city and the people of similar cities of other nations, especially those cities having a sister city designation with the city. (2001 Code § 2-6-802; amd Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-7-3: SUNSET PROVISION:**

As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 19- , - - , Effective at 12 noon on January 6, 2020)

## **Chapter 8 HEALTHY WEST JORDAN COMMITTEE**

### **2-8-1: ESTABLISHED:**

### **2-8-2: DUTIES AND RESPONSIBILITIES:**

### **2-8-3: SUNSET PROVISION:**

### **2-8-1: ESTABLISHED:**

A healthy West Jordan committee a standing committee, was established by ordinance on March 21, 2000, and is continued. (2001 Code § 2-6-901; and Ord. 19- , - - , Effective at 12 noon on January 6, 2020)

### **2-8-2: DUTIES AND RESPONSIBILITIES:**

The healthy West Jordan committee shall coordinate and monitor volunteer programs and activities within the city to advance the city as a place where each resident can live a healthy, productive and prosperous life in a clean and safe environment. Among its responsibilities, the committee shall:

- A. Recommend Policy Changes: Recommend changes in city ordinances, policies and practices, which will address issues such as traffic accidents, crime, disease and other public health issues.
- B. Evaluate Funding Needs: Make nonbinding recommendations to city administration and the city council for the allocation of city funds and personnel to achieve the goals of the committee for a healthier community.
- C. ~~Council~~ Report to City Administration: Meet annually with ~~the city council~~ city administration and report on its workings and recommendations.
- D. Miscellaneous Duties: Perform such other duties or responsibilities consistent with the terms of this chapter, as are assigned by ~~the city council~~ city administration. (2001 Code § 2-6-902; and Ord. 19- , - - , Effective at 12 noon on January 6, 2020)

### **2-8-3: SUNSET PROVISION:**

As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 19- , - - , Effective at 12 noon on January 6, 2020)



## **Chapter 9 RESERVED**

(2001 Code §§ 2-6-1001, 2-6-1002, 2-6-1003, 2-6-1004; amd. 2009 Code; Ord. 10-31, 10-27-2010; Rep. by Ord. 18-33, 10-24-2018)

## **Chapter 10 DESIGN REVIEW COMMITTEE**

### **2-10-1: ESTABLISHED:**

### **2-10-2: DUTIES AND RESPONSIBILITIES:**

### **2-10-3: COMPOSITION:**

### **2-10-4: SUNSET PROVISION:**

### **2-10-1: ESTABLISHED:**

The design review committee a standing committee, was established by ordinance on February 20, 2007. (2001 Code § 2-6-1101; amd Ord. 19-\_\_, \_\_-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-10-2: DUTIES AND RESPONSIBILITIES:**

The design review committee shall perform the following duties:

- A. Review and make recommendations to the planning commission and city council related to site design standards of a site plan, development plan and/or the installation of alternative architectural materials to satisfy the city of design related development requirements within title 13 of this code. The design review committee shall ensure that the proposed development meets the minimum development standards within title 13 of this code, or as previously approved by the city council.
- B. Provide recommendations to the planning commission and city council for modifications to site design criteria, architectural standards and landscape requirements contained within titles 13 and 14 of this code, but only if directed to do so by the city council administration.
- C. Review and make recommendations on development proposals and development plans in the following areas and districts:
  - 1. Planned development zones per section 13-5C-7 of this code.
  - 2. City center zones per subsection 13-5I-3C of this code.
  - 3. West side planning area zoning districts per section 13-5J-10 of this code.

4. Transit station overlay district per section 13-6G-17 of this code.
  5. Public buildings such as fire stations, libraries, park facilities and similar projects.
  6. Commercial zones.
  7. Multiple-family residential zones.
  8. Office zones.
  9. Nonresidential uses within a residential zone.
- D. Review and recommend modifications to the existing site design or architecture and signage for projects located within a planned development zone, city center zone, west side planning area, commercial zone, multiple-family residential zone and/or transit station overlay district, that involve:
1. A change in the primary features of the development site or land as evidenced by increased parking, site design amendments of the adopted development plan, driveway or designated trail realignment, or other similar site design modifications.
  2. The predominant, primary architectural features or materials of existing buildings, such as changes to design elements of exterior walls, building trim, roof shape or composition, detailing, building height or roofline, and parapets. (2001 Code § 2-6-1102; amd. Ord. 11-35, 11-22-2011; Ord. 13-17, 4-24-2013; Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-10-3: COMPOSITION:**

The design review committee shall be composed of five (5) members. All members must be **citizens residents** of the city. At least two (2) members of the committee shall be professionals in the fields of architecture, landscape architecture, urban planning or urban design. Two (2) shall be appointed from the planning commission to serve a one year term with the option of reappointment on a year by year basis for a total of three (3) years. One or more of the planning commissioners may be a professional meeting the criteria of this section. (2001 Code § 2-6-1103; amd. Ord. 15-01, 1-28-2015; Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-10-4: SUNSET PROVISION:**

**As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee.** (Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)



# Chapter 11

## PARKS AND OPEN LANDS COMMITTEE

### 2-11-1: ESTABLISHED:

### 2-11-2: MEMBERSHIP QUALIFICATIONS:

### 2-11-3: DUTIES AND RESPONSIBILITIES:

### 2-11-4: SUNSET PROVISION:

### 2-11-1: ESTABLISHED:

A parks and open lands advisory committee, a standing committee, was established by ordinance on February 11, 1992, and is continued. (2001 Code § 2-6-1201; and Ord. 19-\_\_\_\_, \_\_\_\_-\_\_\_\_, Effective at 12 noon on January 6, 2020)

### 2-11-2: MEMBERSHIP QUALIFICATIONS:

The membership of the committee shall include residents with special interest in programs and the various uses of the city parks and recreation facilities. The city-council mayor shall give consideration to possible appointment of at least one resident from each of the city council districts, if qualified candidates willing to serve are available. (2001 Code § 2-6-1202; and Ord. 19-\_\_\_\_, \_\_\_\_-\_\_\_\_, Effective at 12 noon on January 6, 2020)

### 2-11-3: DUTIES AND RESPONSIBILITIES:

The parks and open lands committee has the following duties and responsibilities and shall:

- A. Recommend Master And and Capital Improvement Plan: Advise the city on matters relating to the West Jordan "Parks, Recreation, Trails And Open Space Handbook", the parks and open spaces capital improvements plan, and the use of any park impact fee. Each year the committee shall identify and recommend priorities for programs; park and open space property acquisition; and park development projects for inclusion in the city budget. These proposed priorities shall be submitted to the city manager administrator and mayor for review and consideration, and possible inclusion in the city-manager's mayor's proposed budget.
- B. Review And and Comment On on Master Plans And and Acquisitions: Comment on proposed neighborhood and community park plans and park master plans to the planning commission and the city council; provided, however, that the location, size and design of park property, land acquisitions and park improvements or developments are the sole responsibility of the city.
- C. Tree Nurturing: Promote ordinances, programs and activities which encourage the pruning and nurturing of trees in the city.
- D. Urban Forestry: Recommend to the city manager administrator an urban forestry program for the city, which encourages the planting and maintenance of trees in the city, which plan shall include a recommendation regarding the types of trees to be planted, preferred locations for plantings and a maintenance program for the trees.
- E. Review And and Inventory Of of Landscaping: Periodically conduct a review and inventory of trees and landscaping in the city.
- F. Coordinate With with Other Bodies: Coordinate with the state forester and other bodies.

- G. Plant **A a** Tree Program: Conduct an annual "plant a tree" day on or near the national Arbor Day celebration and promote other activities which encourage the planting and growth of trees in the city.
- H. Open Space Preservation: Advise and help predetermine where open spaces should exist, and identify the type of lands that are prime candidates for open space land preservation. Also, provide a plan for keeping critical open areas in farming, natural vegetation or other open uses, including the identification of options for leveraging bond money to the maximum extent possible and recommend land acquisition options and parcels for purchase.
- I. Maintenance Program: Advise the city regarding planning for and providing well maintained parks that will serve the city residential, commercial and industrial subdivisions, in order to provide aesthetic relief from wall to wall development.
- J. Public Process **And and** Input: Invite, receive and consider all viewpoints and relay to the city staff, city **manager administrator** or city council. (2001 Code § 2-6-1203; amd. Ord. 13-17, 4-24-2013; Ord. 19-\_\_\_\_, \_\_\_\_-\_\_\_\_, Effective at 12 noon on January 6, 2020)

#### **2-11-4: SUNSET PROVISION:**

As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee.  
(Ord. 19-\_\_\_\_, \_\_\_\_-\_\_\_\_, Effective at 12 noon on January 6, 2020)

## **Chapter 12 SUSTAINABILITY COMMITTEE**

#### **2-12-1: ESTABLISHED:**

#### **2-12-2: PURPOSE, DUTIES AND RESPONSIBILITIES:**

#### **2-12-3: ANNUAL REPORT:**

#### **2-12-4: MISCELLANEOUS DUTIES:**

#### **2-12-5: SUNSET PROVISION:**

#### **2-12-1: ESTABLISHED:**

The sustainability committee is **a standing committee** established effective July 1, 2012. (2001 Code § 2-6-1301; amd. Ord. 10-08, 2-24-2010; Ord. 12-17, 6-27-2012; Ord. 19-\_\_\_\_, \_\_\_\_-\_\_\_\_, Effective at 12 noon on January 6, 2020)

#### **2-12-2: PURPOSE, DUTIES AND RESPONSIBILITIES:**

The purpose, duties and responsibilities of the sustainability committee are as follows:

- A. Study, recommend and help implement solutions that will reduce environmental impacts or costs resulting from city government, city residents, or businesses operating within the city limits in the areas of: energy, water, wastewater, stormwater, solid waste, green waste, recycling, fleet, fuel, air quality, property maintenance or any other area related to environmental sustainability.



- B. Identify sustainability issues.
- C. Analyze potential city sustainability initiatives.
- D. Coordinate with community and industry professionals.
- E. Recommend city and public sustainability policies.
- F. Provide sustainability education to the city and to its citizens residents.
- G. Identify grants and funding sources.
- H. Understand the scope of city services, its expenditures and sources of city revenue.
- I. Review the city manager's mayor's proposed budget each year and to advise and make recommendation to the city council mayor concerning the budget for the coming year.
- J. Act in an advisory role, when requested, to city administration and the city council regarding proposed city revenue raising ideas or proposed city expenditures. (Ord. 12-17, 6-27-2012; amd. Ord. 14-04, 2-12-2014; Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-12-3: ANNUAL REPORT:**

The committee shall meet annually with the city council city administration to report on committee work and make recommendations. (Ord. 12-17, 6-27-2012; amd Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-12-4: MISCELLANEOUS DUTIES:**

The committee may perform such other duties or responsibilities as are assigned by the city council city administration. (2001 Code § 2-6-1302; amd. Ord. 10-08, 2-24-2010; Ord. 12-17, 6-27-2012; Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-12-5: SUNSET PROVISION:**

As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

# **Chapter 13**

## **RESERVED**

### **Title 1**

### **Administration**

### **Chapter 6**

## **ARTICLE B. FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT**

- 2-13-1 1-6B-1: ADMINISTRATIVE CONTROL BOARD ESTABLISHED:**
- 2-13-2 1-6B-2: POWERS OF BOARD:**
- 2-13-3 1-6B-3: APPOINTMENT OF MEMBERS; QUALIFICATIONS:**
- 2-13-4 1-6B-4: TERMS:**
- 2-13-5 1-6B-5: REMOVAL:**
- 2-13-6 1-6B-6: COMPENSATION:**
- 2-13-7 1-6B-7: FISCAL PROCEDURES:**

### **2-13-1 1-6B-1: ADMINISTRATIVE CONTROL BOARD ESTABLISHED:**

The city council shall act as the administrative control board until, pursuant to the authority of Utah Code Annotated section 17D-1-301 et seq., or any successor provision, the city council creates an administrative control board for the fairway estates special service recreation district. (2001 Code § 2-6-1701; amd. 2009 Code; §2-13-1, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-13-2 1-6B-2: POWERS OF BOARD:**

Subject to the requirements and limitations of applicable state law, the administrative control board shall have power to and may:

- A. **Contracts:** Enter into lawful contracts considered desirable by the board to carry out the functions of the recreation district, including, without limitation, contracts concerning the use, operation and maintenance of any facilities of the district and the collection of fees or charges with respect to commodities, services or facilities provided by the district. However, no contract shall extend beyond one year or allow total expenditures to be made by the district in excess of the expected property tax revenues of the district for the tax year in which the expenditures are to be made or incurred.
- B. **Use ~~Of~~ of City Services:** With the city's lawful agreement, utilize any officers, employees, property, equipment, offices or facilities of the city, upon payment of reasonable compensation.



C. Hire Staff: Employ officers, employees and agents for the district and to fix their compensation.

~~D. Levy Property Tax: Levy a tax on the taxable property within the district.~~

~~E. Indebtedness: Issue bonds; issue tax anticipation notes; and incur other forms of indebtedness, which will not be repaid within the budget year of the district or which will exceed the reasonably anticipated revenues of the district for the budget year incurred, and will be payable from property tax assessments.~~

~~F. Eminent Dominance: Exercise powers of eminent domain, as authorized by law.~~

~~G. Elections: Call or hold an election for the authorization of the levy of a tax or the issuance of bonds as provided.~~

~~H. Levy Assessment: Levy lawful assessments for improvements in the district or issue interim warrants or bonds, payable from such assessments.~~

~~I. Board Of Equalization: Appoint a board of equalization, consistent with law.~~

**JD.** Miscellaneous: Do and perform such other activities as are authorized and permitted under state law that will reasonably advance the objectives of the district. (2001 Code § 2-6-1702; amd. §2-13-2, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-13-3 1-6B-3: APPOINTMENT OF MEMBERS; QUALIFICATIONS:**

The administrative control board shall consist of those persons, each of whom shall be over twenty one (21) years of age and be a qualified elector of the district. Each board member shall be appointed by the city council by resolution. (2001 Code § 2-6-1703; amd. §2-13-3, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-13-4 1-6B-4: TERMS:**

Members of the board shall be appointed for four (4) calendar years, and a member may be reappointed to serve an additional term, following the expiration of his/her initial term. However, no member shall be appointed or reappointed to the board, if the time served on the board would exceed eight (8) calendar years. For purpose of the eight (8) year limitation, service for part of a year shall be deemed service for a full year; further, service rendered on the board to fill the unexpired term of another shall be included within the eight (8) year limitation calculation. (2001 Code § 2-6-1704; amd. §2-13-4, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-13-5 1-6B-5: REMOVAL:**

Any member of the fairway estates special recreations district may be removed by the city manager, with the advice and consent of the city council, for just cause. (2001 Code § 2-6-1705; amd. §2-13-5, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-13-6 1-6B-6: COMPENSATION:**

Members of the board shall receive per diem compensation in an amount to be decided by resolution of the city council for each meeting of the board attended. Members of the board shall be paid at least monthly. A member of the board may waive, in writing, his/her right to receive compensation provided for in this section. (2001 Code § 2-6-1706; amd. §2-13-6, Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)



## **2-13-7 1-6B-7: FISCAL PROCEDURES:**

All monies coming into the custody of the district shall be promptly paid over to the city treasurer. Expenditures for district purposes shall be made pursuant to city check, issued by the city **manager administrator** or his/her designee, upon a properly certified written purchase order and in compliance with regular fiscal and budgetary procedures of the city. The board may, for minor purchases properly documented, maintain a petty cash account in conformity with regulations to be promulgated by the city **manager administrator** or his/her designee. (2001 Code § 2-6-1707; amd. §2-13-7, Ord. 19- , - , Effective at 12 noon on January 6, 2020)

## **Chapter 14 CITY SUPPORT OF UNRELATED CHARITABLE OR EDUCATIONAL ENTITIES**

### **2-14-1: RELATIONSHIP TO CITY:**

### **2-14-2: PROPOSALS:**

### **2-14-3: CRITERIA:**

### **2-14-1: RELATIONSHIP TO CITY:**

Unrelated charitable and educational tax exempt service entities may now exist or in the future be formed to provide one or more community services that are included generally in the city's recognized public health and welfare responsibilities. The city may choose, in its absolute discretion, to provide cash or in-kind support to one or more such entities. The city will have no role in the management of such an entity or any control over the activities of such an entity, and the city's support of an organization will not create an agency relationship. (Ord. 10-08, 2-24-2010)

### **2-14-2: PROPOSALS:**

Third party charitable and educational tax exempt service entities may make written proposals for cash funding or in-kind support from the city by filing such written requests with the city **manager administrator**. As permitted by budget parameters and following the requirements and limitations of the Utah code, the city council may from time to time appropriate money grants and/or authorize in-kind support in response to such an application. Any such money or in-kind support shall be used only for the purposes disclosed in the proposal and the authorizing resolution. (Ord. 10-08, 2-24-2010; amd. Ord. 19- , - , Effective at 12 noon on January 6, 2020)

### **2-14-3: CRITERIA:**

Although the city is under no obligation to respond to any proposal for support from a third party charitable or educational service entity, the city publishes the following minimum criteria for any such proposal:

- A. The city finance **division department** shall inspect the system of accounts and other accounting systems and protocols being used by the third party tax exempt service entity for the ability to accurately track receipts and expenditures, and only when and if the finance **division department** is satisfied with such systems will the finance **division department** initial a proposal so indicating.



- B. The proposing entity agrees in writing that the city may audit the books and records of the entity at least once each year with reasonable notice and during normal business hours, and that the officials of the entity will cooperate fully and freely with the city auditors in this regard. If the entity has no formal place of business, such books and records shall be brought to the city's offices for audit.
- C. The proposing entity shall have a track record of successfully employing city resources or the similar resources of other governments to achieve measurable positive results.
- D. The proposing entity shall demonstrate how the requested assistance will further advance established city goals or plans, and shall provide and describe a tracking mechanism to objectively demonstrate the actual advancement of city goals or plans through the use of the requested city resources.
- E. The managing persons of the requesting entity shall have the training and experience needed to effectively and efficiently manage the proposed activities. (Ord. 10-08, 2-24-2010; and Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

## **Chapter 15 RESERVED**

(2001 Code §§ 2-6-301, 2-6-302, 2-6-303, 2-6-304, 2-6-305, 2-6-306, 2-6-307; amd. Ord. 10-29, 10-13-2010; Rep. by Ord. 14-04, 2-12-2014)

## **Chapter 16 WEST JORDAN EVENTS COMMITTEE**

**2-16-1: ESTABLISHED:**

**2-16-2: DUTIES AND RESPONSIBILITIES:**

**2-16-3: STAFF LIAISON:**

**2-16-4: SUNSET PROVISION:**

**2-16-1: ESTABLISHED:**

There is hereby established the West Jordan events committee as a city council an executive branch standing committee. (Ord. 10-08, 2-24-2010; and Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

**2-16-2: DUTIES AND RESPONSIBILITIES:**

The West Jordan events committee shall advise city administration and the city council with respect to special events within the boundaries of the city that are and/or should be scheduled with the assistance and support of the city. The committee will also spearhead and coordinate the origination and delivery of city personnel, financial, and/or public relations assistance for such events. Committee members will provide support and personal service, as needed, in the advancement and execution of city sponsored or city endorsed events. (Ord. 10-08, 2-24-2010; and Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)

### **2-16-3: STAFF LIAISON:**

The city communications or public affairs director shall provide staff support to the committee. (Ord. 10-08, 2-24-2010; and Ord. 19-\_\_, \_\_, \_\_, Effective at 12 noon on January 6, 2020)

### **2-16-4: SUNSET PROVISION:**

As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 19-\_\_, \_\_, \_\_, Effective at 12 noon on January 6, 2020)

## **Chapter 17 WEST JORDAN YOUTH COMMITTEE**

### **2-17-1: ESTABLISHED:**

### **2-17-2: DUTIES AND RESPONSIBILITIES:**

### **2-17-3: MEMBERSHIP:**

### **2-17-4: SUBCOMMITTEES:**

### **2-17-5: PUBLIC FUNDING:**

### **2-17-6: COMPLIANCE:**

### **2-17-7: SUNSET PROVISION:**

### **2-17-1: ESTABLISHED:**

There is hereby established a City Council an executive branch standing committee called the West Jordan Youth Committee youth committee to facilitate better communication with and coordination of the needs and interests of the youth residents of the City city of any age through eighteen (18) years. (Ord. 10-31, 10-27-2010; and Ord. 19-\_\_, \_\_, \_\_, Effective at 12 noon on January 6, 2020)

### **2-17-2: DUTIES AND RESPONSIBILITIES:**

The West Jordan Youth Committee youth committee shall function as an advisory and planning group. Among its responsibilities, the committee shall do the following:

- A. Civic Learning And and Experience: Through interaction with the City Council city administration and the City city staff, the West Jordan Youth Committee youth committee will assist and enable the youth in the City city to better understand the role of Municipal municipal government in Utah and the varied interests of the citizens residents and other stakeholders that need to be understood and addressed by a City city.
- B. Communication: Recommend to the City Council city administration the methods by which the City city can best inform and receive input from the youth of the City city and stay advised of issues affecting this segment of the City city community.
- C. Committee Report: Meet at least semiannually with the City Council city administration to report on the committee's work, identify youth needs in the community, make proposals for City Council city administration consideration, and present feedback on issues concerning the youth of the City city.



- D. Activities: Organize, implement and supervise activities for the youth of the City, and perform other duties consistent with this chapter, as assigned by ~~the City Council~~ city administration. (Ord. 10-31, 10-27-2010; amd. Ord. 11-04, 2-9-2011; Ord. 19- , - - , Effective at 12 noon on January 6, 2020)

### 2-17-3: MEMBERSHIP:

- A. Size ~~Of of~~ Committee: The West Jordan ~~Youth Committee~~ youth committee shall be comprised of up to seven (7) members.
- B. Eligibility ~~For for~~ Membership: The members of the committee shall be appointed by the ~~City Council from nominations generated by the members~~ mayor, with the advice and consent of the City Council city council.
- C. Officers: The officers shall be selected by the committee. (Ord. 10-31, 10-27-2010; amd. Ord. 11-04, 2-9-2011; Ord. 19- , - - , Effective at 12 noon on January 6, 2020)

### 2-17-4: SUBCOMMITTEES:

- A. West Jordan Youth Council: ~~Under Unless organized under the direction of the city council (see section 1-6D-1), then under the direction of the Youth Committee~~ youth committee, there is hereby organized the West Jordan ~~Youth Council~~ youth council.
1. Purpose: This subcommittee is organized to allow its members to obtain direct experience in local government activities and actions. It will accomplish this through interaction with the West Jordan ~~City Council~~ city council.
  2. Membership: This subcommittee can be as large as is determined to be appropriate and manageable by the West Jordan ~~Youth Committee~~ youth committee. Membership is limited to citizens residents of West Jordan City between the ages of fourteen (14) through eighteen (18).
  3. Officers: The officers shall be selected by the subcommittee. The Chair, or another designated member, of the ~~Youth Committee~~ youth committee shall be an ex officio officer of the ~~Youth Council Subcommittee~~ youth council subcommittee.
  4. Activities: The subcommittee may plan and implement its own activities. Any requests for financial or staff assistance from the ~~City~~ city must be made sufficiently in advance so that all issues associated with such a request are explored and resolved in time for the planned activity to proceed or to be reassessed.
- B. West Jordan Youth Sports: Under the direction of the ~~Youth Committee~~ youth committee, there is hereby organized a subcommittee called West Jordan ~~Youth Sports~~ youth sports.
1. Purpose: This subcommittee is organized to coordinate and interface with the various youth sports organizations, leagues, associations and clubs operating in and around West Jordan City and that use West Jordan City sports locales and facilities. The subcommittee will assure that: a) West Jordan City sports facilities are fairly and appropriately used, b) these facilities and locales are enabled to earn revenue at least equal to the costs of maintenance, and c) these facilities and locales provide competitive and recreation sports opportunities for the citizens residents of West Jordan City.
  2. Membership: This subcommittee can be as large as is determined to be appropriate and manageable by the West Jordan ~~Youth Committee~~ youth committee.

3. Officers: The officers shall be selected by the subcommittee. The ~~Secretary~~ ~~secretary~~, or another designated member, of the ~~Youth Committee~~ ~~youth committee~~ shall be an ex officio officer of the ~~Youth Sports Subcommittee~~ ~~youth sports subcommittee~~.

4. Activities: The subcommittee may plan and implement its own activities. Any requests for financial or staff assistance from the ~~City~~ ~~city~~ must be made sufficiently in advance so that all issues associated with such a request are explored and resolved in time for the planned activity to proceed or to be reassessed. (Ord. 10-31, 10-27-2010; amd. Ord. 11-04, 2-9-2011; Ord. 18-33, 10-24-2018; Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-17-5: PUBLIC FUNDING:**

The ~~Youth Committee~~ ~~youth committee~~, and under its direction, a subcommittee, may solicit grants, sponsors and other funding sources to support various events and activities; provided, that all such funds shall be deposited directly with the ~~City Treasurer~~ ~~city treasurer~~ and used only for the project or activity for which the money was solicited. The ~~Youth Committee~~ ~~youth committee~~ shall take steps to recognize and show public appreciation for any such funding support. (Ord. 10-31, 10-27-2010; amd Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-17-6: COMPLIANCE:**

Except as expressly provided in this chapter, the ~~Youth Committee~~ ~~youth committee~~ and each subcommittee shall comply with the provisions generally applicable to ~~City~~ ~~city~~ committees found earlier in this title, including, but not limited to, attendance policies and financial accounting policies. (Ord. 10-31, 10-27-2010; amd Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

#### **2-17-7: SUNSET PROVISION:**

As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)

## **Chapter 18**

### **STRATEGIC PLANNING ADVISORY COMMITTEE**

#### **2-18-1: ESTABLISHED:**

#### **2-18-2: DUTIES AND RESPONSIBILITIES:**

#### **2-18-3: ~~TIME LINE~~; ~~AUTOMATIC SUNSET~~ ~~PROVISION~~:**

#### **2-18-1: ESTABLISHED:**

The strategic planning advisory committee is hereby created as ~~a city council~~ ~~an executive branch~~ ~~standing~~ committee by ordinance. (Ord. 12-02, 1-25-2012; amd Ord. 19-\_\_, \_\_-\_\_-\_\_, Effective at 12 noon on January 6, 2020)



## 2-18-2: DUTIES AND RESPONSIBILITIES:

The strategic planning advisory committee will direct the creation, recordation and adoption of a five (5) year strategic plan for the city. Specifically, the committee will:

- A. Develop methodologies to elicit and analyze **citizen resident** input relevant to city needs, expectations, and perceived challenges. The end product will be a five (5) year forward looking community needs assessment.
- B. Plan and execute surveys and events designed to collect **citizen resident** input.
- C. Synthesize all collected and analyzed data into discreet strategic initiatives to be accomplished to satisfy or remedy the community needs previously determined by the committee.
- D. Work with city staff to establish performance measures associated with each strategic initiative.
- E. Develop a strategic plan time line.
- F. Compose all collected and analyzed data, determined strategic initiatives, and performance measures, and any time line, into a comprehensive city of West Jordan strategic plan and present this plan to **city administration and** the city council for review and adoption. (Ord. 12-02, 1-25-2012; **and Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020**)

## 2-18-3: **TIME LINE; AUTOMATIC SUNSET PROVISION:**

- A. ~~Time Line: The strategic planning advisory committee shall begin its work immediately upon city council appointment of members, and shall manage its work in order to deliver a proposed city of West Jordan strategic plan to the city council for review and approval no later than February 1, 2013. The city council by resolution may extend this date for good cause shown.~~
- B. ~~Automatic Sunset: The ongoing legal existence and authorization for the strategic planning advisory committee shall terminate effective with the city council's final adoption of a city of West Jordan strategic plan as proposed by the committee. If the city council reviews a proposal of the strategic planning advisory committee and concludes not to adopt it, the ongoing legal existence and authorization for the strategic planning advisory committee shall terminate effective with the city council's final decision not to adopt a proposed strategic plan; provided that by resolution the city council may expressly direct the committee to undertake new data gathering activities and new assessment and plan development work preparatory to presenting another proposed strategic plan to the city council. As set forth in section 2-1-25, the existence and authority of this committee shall end on June 30, 2020, unless prior to that date the city council adopts an ordinance reauthorizing this committee. (Ord. 12-02, 1-25-2012; and Ord. 19-\_\_, \_\_-\_\_, Effective at 12 noon on January 6, 2020)~~

# **Title 1 Administration**

## **Chapter 6**

### **ARTICLE D. WEST JORDAN YOUTH COUNCIL**

#### **1-6D-1: WEST JORDAN YOUTH COUNCIL:**

#### **1-6D-1: WEST JORDAN YOUTH COUNCIL:**

The city council may organize, under its direction, a West Jordan youth council, as detailed in section 2-17-4 or otherwise. If the city council does not organize a West Jordan youth council, then a West Jordan youth council may be organized as set forth in section 2-17-4. (Ord. 19-\_\_, - \_\_, Effective at 12 noon on January 6, 2020)