



REQUEST FOR COUNCIL ACTION

Presenter: Alan Anderson

Meeting Date Requested: 11/4/2020

Department: City Council

Date Final Action Required: 11/4/2020

Meeting Type: ☐ Work Session ☐ Public Hearing ☒ Business Item ☐ Other:

Action Requested: ☒ Provide Information ☐ Request Feedback ☒ Decision ☐ Other:

Time Requested: Total Time: 5 (Presentation Time: 1 Council Discussion: 4)

Approval Signatures

Submitter: 

Dept. Head: _____

Reviewed as to Form:  Duncan Murray Oct 30, 2020 13:05 MDT

Executive: _____

Council Office: 

Council Committee: _____

(**Please note: when completing for New Business item, only lines 1-5 are required)

1. **AGENDA SUBJECT** *(subject as it should appear on the formal agenda)*
Discussion and feedback on the proposed 2021 City Council Calendar and events.
2. **PURPOSE FOR COUNCIL TIME** *(what specifically is needed from the council, i.e. specific questions to be answered)*
To receive council feedback and instruction on setting the 2021 City Council meeting dates and bringing them before the council at the next meeting for adoption.
3. **SUMMARY** *(provide a brief synopsis of the of the issue)*
By law ([10-3-502](#)), the city council needs to publish the city council meeting dates prior to the new year. This provides transparency to the public in knowing when the city council calendars its meeting.
4. **TIME SENSITIVITY / URGENCY** *(explain any deadlines and the impact of those deadlines)*
Council leadership would like to present the calendar for potential adoption by the council at the meeting on November 4, 2020
5. **BUDGET IMPACT** *(provide estimated cost and source of funding)*
Necessary funds are budgeted each year to support the council meeting calendar.
6. **STAFF RECOMMENDATION**
Council office staff has no recommendations and is seeking feedback from the Council. State law and city code requires a minimum of one meeting per month. Council Rules 3.03 permits the Council to hold additional meetings as appropriate.
7. **PLANNING COMMISSION RECOMMENDATION** *(if applicable)*
N/A

8. MOTION RECOMMENDED *(if applicable)*

Not applicable at this time.

9. MAYOR RECOMMENDATION *(if applicable)*

N/A

10. PACKET ATTACHMENT(S) *(if larger than 25 mb, embed electronically)*

UCA [10-3-502](#) (embedded)

WJCC [1-13-1](#) (embedded)

Ordinance No. 20-43

Proposed Annual Meeting Schedule for 2021

Council Policies and Procedures Section 3.03

11. OTHER INFORMATION *(if applicable)*

1
2 **THE CITY OF WEST JORDAN, UTAH**

3
4 **ORDINANCE NO. 20-43**

5
6 **AN ORDINANCE ADOPTING THE 2021 ANNUAL MEETING**
7 **SCHEDULE FOR MEETINGS OF THE WEST JORDAN CITY**
8 **COUNCIL, PLANNING COMMISSION AND OTHER CITY**
9 **BOARDS AND COMMITTEES**

10
11 WHEREAS, per Utah Code Annotated 10-3-502 (1), the City Council shall by ordinance
12 prescribe the time and place for holding its regular meeting and the Council shall hold a regular
13 meeting at least once each month; and

14 WHEREAS, per Utah Code Annotated 52-4-202 the Utah State Legislature has further
15 required public bodies which hold regular meetings scheduled in advance over the course of a year
16 to give public notice of the annual meeting schedule, and to include the date, time and place of
17 such meetings; and

18 WHEREAS, per West Jordan City Code 1-13-1 the City Council shall also set the meeting
19 schedules of other City bodies that hold regular meetings over the course of a year; and

20
21 WHEREAS, the City Council has deemed it appropriate to establish an annual meeting
22 schedule for the year 2021 for meetings of the City Council, and other City Council Boards and
23 Committees,

24
25 NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
26 WEST JORDAN, UTAH AS FOLLOWS:

27 Section 1. The City Council hereby adopts the 2021 Annual Meeting Schedules as listed
28 below and attached for the City Council, and other City Council Boards, and Committees.

29
30 Meetings of the City Council: Regular meetings of the City of West Jordan City Council are
31 generally held on the second and fourth Wednesdays of each month with a Work Session beginning
32 at 5:30 pm and Regular Session beginning at 7:00 pm. Special meetings may be held at such times
33 and locations as designated by the City Council and for which public notice shall be given. (see
34 specific dates attached). Meetings may be cancelled due to holidays or lack of agenda items.

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36 Location of Meetings: All meetings described above, except those for which notice is given
37 otherwise, will be held at West Jordan City Hall at 8000 South Redwood Road, West Jordan, UT
38 84088. Meetings may be held at other locations as necessary and as lawfully designated by the
39 City Council, or other City Council Boards, and Committees.

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Section 2. The City Recorder or designee is directed and authorized to publish a copy of the attached Annual Meeting Schedules 1) at the principal office of the public body; 2) on the Utah Public Notice website; 3) on the West Jordan City website; and 4) by providing notice to newspaper or local media correspondent.

Section 3. Effective Date. This Ordinance shall become effective immediately upon posting or publication as provided by law if any of the following occur:

- a. The Mayor signs the ordinance as provided by law; or
- b. The Mayor vetoes the ordinance as provided by law and at the City Council's next meeting following the Mayor's veto the City Council passes the ordinance over the Mayor's veto by an affirmative vote of at least five (5) City Council members; or
- c. The Mayor fails to sign the ordinance within fifteen (15) days after the City Council presents the ordinance to the Mayor.

PASSED BY THE CITY COUNCIL OF WEST JORDAN, UTAH, THIS 4th DAY OF NOVEMBER 2020.

CITY OF WEST JORDAN

By: _____
Christopher McConnehey
Council Chair

ATTEST:

Cindy M. Quick, MMC
Council Office Clerk

Voting by the City Council

"YES"

"NO"

Council Member Kelvin Green

☐☐

Council Member Zach Jacob

☐☐

Council Member Chad R. Lamb

☐☐

Council Chair Chris McConnehey

☐☐

Council Member David Pack

☐☐

Council Member Kayleen Whitelock

☐☐

Council Member Melissa Worthen

☐☐

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PRESENTED BY THE CITY COUNCIL TO THE MAYOR ON _____.

Mayor's Action: _____ Approve _____ Veto

By: _____
 Dirk Burton, Mayor Date

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85 ATTEST:

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88 _____

89 Tangee Sloan

90 City Recorder

STATEMENT OF APPROVAL OR PASSAGE (check one)

_____ The City Council passed Ordinance 20-43 with the approval of the Mayor.

_____ The City Council passed Ordinance 20-43 on _____ (date) over the veto
of the Mayor by a vote of _____ to _____.

_____ Ordinance 20-43 became effective without the approval or disapproval of the Mayor.

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93 _____

94 Tangee Sloan

95 City Recorder

CERTIFICATE OF PUBLICATION

I, Tangee Sloan, certify that I am the City Recorder of the City of West Jordan, Utah, and that the
foregoing ordinance was published in the Legal Section, of the Salt Lake Tribune, on the _____
day of _____, 20____ pursuant to Utah Code Annotated, 10-3-711.

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97 _____

98 Tangee Sloan

99 City Recorder

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Attachment 1

[to ORDINANCE NO. 20-43

AN ORDINANCE ADOPTING THE 2021 ANNUAL MEETING SCHEDULE FOR
MEETINGS OF THE WEST JORDAN CITY COUNCIL, PLANNING COMMISSION
AND OTHER CITY BOARDS AND COMMITTEES]

NOTICE OF THE 2021 ANNUAL MEETING SCHEDULE
OF THE CITY OF WEST JORDAN
CITY COUNCIL, AND OTHER CITY COUNCIL BOARDS AND COMMITTEES

**NOTICE OF THE
2021 ANNUAL MEETING SCHEDULE
OF THE CITY COUNCIL
CITY OF WEST JORDAN, UTAH
*PROPOSED***

PUBLIC NOTICE is hereby given that the Annual Meeting Schedule for the West Jordan City Council for 2021 shall be as follows:

COUNCIL MEETINGS are typically scheduled for the second and fourth Wednesday of each month. Work Sessions will begin at 5:30 p.m. with the Regular meeting beginning at 7:00 pm, in the City Council Chambers, West Jordan City Hall, 8000 South Redwood Road, 3rd 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 pm 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 2021 City Council Meetings are as follows:

Council Meeting	Date
January	13 and 27
February	10 and 24
March	10 and 24
March – Joint CC/PC meeting	30
April	14 and 28
May	12 and 26
June	9 and 23
July	14 and 28
August	11 and 25
August – Joint CC/PC meeting	31
September	8 and 22
October	13 and 27
November	3 and 17
December	1 and 15

**THE MUNICIPAL BUILDING AUTHORITY OF THE CITY OF WEST JORDAN
2021 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, 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 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.

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**THE REDEVELOPMENT AGENCY OF THE CITY OF WEST JORDAN
2021 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, 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 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.

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**THE WEST JORDAN FAIRWAY ESTATES SPECIAL SERVICE RECREATION DISTRICT
2021 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.

Council Policies and Procedures

Article III. COUNCIL MEETINGS

Section 3.01 EARLY NOTIFICATION TO COUNCIL MEMBERS

(a) Future Issue Identification/Notice.

Council Members will be made aware items to be discussed on future Council agendas, as early and as thoroughly as reasonably possible. Council Members should have adequate time and notice on issues coming before the Council.

(b) Three Month Tentative Calendar.

The Council Staff should provide a tentative calendar, which lists all available agenda information and includes public hearings and regular Council Meetings. Calendars will be prepared at least monthly and will list meetings dates for the upcoming next three months.

Section 3.02 ATTENDANCE OF MEMBERS

The attendance of Council Members at regularly scheduled Council meetings is encouraged. Absences will occasionally occur as a result of unavoidable circumstances.

1. Anticipated absences shall be communicated to the Council Director and Council Chair as soon as it is known when Council Members cannot attend.
2. If a Council Member anticipates being absent for two or more consecutive regular Council meetings, the Council Member shall so advise the Council Director, who shall place the information on the calendar. (Res. No. 13-37, 03-27-2013)

Section 3.03 CITY COUNCIL MEETING SCHEDULE

(a) Regular Meetings.

The City Council holds two regular Council meetings per month. Regular meetings are typically held on the second and fourth Wednesdays of the month. Other meetings may be added as appropriate. (Res. No. 09-124, 08-25-2009)

(b) Special/Emergency Meetings.

Special or emergency meetings may be called as provided by Utah law.

5a - Annual Meeting Schedule 2021

Final Audit Report

2020-10-30

Created:	2020-10-30
By:	Cindy Quick (Cindy.quick@westjordan.utah.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATCfdSpUWWYRTsh7ciMb0YYy9_nU84WGM

"5a - Annual Meeting Schedule 2021" History

-  Document created by Cindy Quick (Cindy.quick@westjordan.utah.gov)
2020-10-30 - 4:40:38 PM GMT- IP address: 207.225.200.66
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-  Email viewed by Alan Anderson (alan.anderson@westjordan.utah.gov)
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-  Cindy Quick (Cindy.quick@westjordan.utah.gov) replaced signer Duncan Murray (duncan.murray@westjordan.utah.gov) with Duncan Murray (duncan.murray@westjordan.utah.gov)
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Signature Date: 2020-10-30 - 7:07:42 PM GMT - Time Source: server- IP address: 107.77.229.8

 Agreement completed.

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