Council Meeting of December 7, 2016

Agenda Item No. 6.b

REQUEST FOR COUNCIL ACTION

SUBJECT: Approve the 2017 Annual Meeting Schedule for the City Council, Planning Commission, and other City Boards and Committees

SUMMARY: State Statute [the Open Meetings Act, Utah Code Annotated, Title 52, Chapter 4] requires the City to provide 'public notice,' at least once each year, of the Annual Meeting Schedule of the City Council, Planning Commission, and other City Boards and Committees.

FISCAL AND/OR ASSET IMPACT: There would not be a fiscal impact

STAFF RECOMMENDATION:

Staff recommends approval of a Resolution setting the 2017 Annual Meeting schedule for the City Council, Planning Commission, and other City Boards and Committees.

MOTION RECOMMENDED:

"I move to approve Resolution 16-180, setting the 2017 Annual Meeting schedule for the City Council, Planning Commission, and other City Boards and Committees."

Roll Call vote required

Prepared by:

Melanie S Briggs, MMC
City Clerk

Recommended by:

Mark R Palesh
City Manager

BACKGROUND DISCUSSION:

State Statute 10-3-502 outlines Meetings, Procedure, and Conduct,"...the council of each municipality shall: (a) by ordinance prescribe the time and place for holding its regular meeting..., and (b) hold a regular meeting at least once each month." During the past year, the City Council has generally held two meetings per month, on the second and fourth Wednesdays; with additional Workshops scheduled when needed.

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

THE CITY OF WEST JORDAN, UTAH

A Municipal Corporation

RESOLUTION NO. 16-180

A RESOLUTION ADOPTING THE 2017 MEETING SCHEDULE FOR MEETINGS OF THE 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 desires 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 2017 Annual Meeting Schedules as listed below and attached as Exhibit A 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, Section 1-13-3. (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 usually meet on the second Tuesday of each month at 6:00 p.m., as needed.

Meetings of other Boards, Commissions and Committees. The Arts Council, Budget Committee, Design Review Committee, General Plan Committee, Healthy West Jordan Committee, Historic Preservation Commission, Parks and Open Land Committee, Sister City Committee, Strategic Planning Advisory Committee, Sustainability Committee, West Jordan Events Committee, West Jordan Youth Committee, Western Stampede Committee, and 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. Council Meetings may be held at other

locations as necessary and as lawfully designated by the City Council.

Section 2. The 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 Utah Public Notice Website, and 3) at least one time in the "legal notices" section of the **Salt Lake Tribune** newspaper. When so published, this public notice of the foregoing meeting schedule shall be deemed to have been given for the calendar year 2017.

Section 3. This Resolution shall take effect immediately.

Adopted by the City Council of West Jordan, Utah, this 7th day of December 2016

KIM V. ROLFE
Mayor

ATTEST:

MELANIE S. BRIGGS, MMC
City Clerk

Voting by the City Council	"AYE"	"NAY"
Alan Anderson	_____	_____
Jeff Haaga	_____	_____
Judy Hansen	_____	_____
Chris McConnehey	_____	_____
Chad Nichols	_____	_____
Ben Southworth	_____	_____
Mayor Kim V. Rolfe	_____	_____

NOTICE OF
2017 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 2017 shall be as follows:

COUNCIL MEETINGS are usually scheduled for the second and fourth Wednesday 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.

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. 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 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 2017 City Council Meetings are as follows:

January 11, 2017
January 25, 2017
January 26-27, 2017 – Strategic Planning
February 8, 2017
February 22, 2017
March 8, 2017
March 22, 2017
April 12, 2017
April 26, 2017
May 10, 2017
May 24, 2017
June 14, 2017
June 28, 2017
July 12, 2017
July 26, 2017
August 9, 2017
August 22, 2017 (4th Tuesday – Canvass Election)
September 13, 2017
September 27, 2017
October 11, 2017
October 25, 2017
November 8, 2017
November 21, 2017 (3rd Tuesday – Canvass Election)
December 6, 2017 (1st Wednesday)
December 20, 2017 (3rd Wednesday)

Dated this 7th day of December 2016
Melanie S. Briggs, MMC
City Clerk

Published in the Salt Lake Tribune, January ____, 2017
Published on the State Public Website, January ____, 2017

NOTICE OF
2017 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 2017 shall be as follows:

PLANNING COMMISSION MEETINGS are usually 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 3, 2017	July 11, 2017
January 17, 2017	
February 7, 2017	August 1, 2017
February 21, 2017	August 15, 2017
March 7, 2017	September 5, 2017
March 21, 2017	September 19, 2017
April 4, 2017	October 3, 2017
April 18, 2017	October 17, 2017
May 2, 2017	November 14, 2017
May 16, 2017	
June 6, 2017	December 5, 2017
June 20, 2017	December 19, 2017

Dated this 7th day of December 2016
Melanie S. Briggs, MMC
City Clerk

Published in the Salt Lake Tribune, January ____, 2017
Published on the State Public Website, January ____, 2017