

SOUTH JORDAN CITY
CITY COUNCIL SPECIAL STUDY MEETING
Oak Conference Room – 2nd Floor
January 19, 2016

Present: Mayor Pro Tempore Chris Rogers, Council Member Patrick Harris, Council Member Brad Marlor, Council Member Don Shelton, Council Member Tamara Zander, CM Gary Whatcott, City Attorney Ryan Loose, Fire Battalion Chief Clay Miller, Administrative Services Director Dustin Lewis, Police Chief Jeff Carr, Strategic Services Director Don Tingey, Development Services Director Brad Klavano, COS Paul Cunningham, City Commerce Director Brian Preece, Finance Director Sunil Naidu, IS Director John Day, Public Works Director Jason Rasmussen, City Recorder Anna West

Others: Julie Holbrook, Krystal Hansen

Special Study Meeting – 6:30 AM

Council Member Rogers said Mayor Alvord is not here so we need to make a motion to appoint a Mayor Pro Tempore. I would like to nominate myself as Mayor Pro Tempore. Council Member Patrick Harris seconded the motion.

Council Member Brad Marlor said I would like to make a comment. I would like to see that the Mayor Pro Tempore be rotated. When I was on the Council previously we only had only one and that was me for over 7 years. I just think it ought to be rotated especially for Patrick and Tamara who haven't done that.

Council Member Rogers said then I appoint myself Mayor Pro Tempore for the day. Council Member Patrick Harris seconded the motion. Vote was unanimous in favor.

Mayor Pro Tempore Rogers welcomed everyone present.

A. Invocation: *By Councilman Brad Marlor*

Councilman Brad Marlor gave the invocation.

Mayor Pro Tempore Rogers said the purpose and reason we changed this up is to have an opportunity to go over the agenda as the primary focus of our Study Sessions.

B. Review Upcoming Council Agenda (*Calendaring, Topics, Future Agenda ITempores*)

Mayor Pro Tempore Rogers asked if any Council Members had questions on any of the Consent Items.

Mayor Pro Tempore Rogers said I have a question on Resolution R2016-06. He asked if this is similar to other cooperation agreements where we help them out and they help us and there are really no costs associated.

Chief Jeff Carr said yes, that's correct. This is just for major collisions to get the expertise from particular individuals within each department. It's not just with Unified; there are several agencies that participate in this cooperative.

Mayor Pro Tempore Rogers said I do have some questions on Item H. Resident Discussion. Mr. Loose would you mind explaining a bit about this; I know the Mayor put it on the agenda.

City Attorney Ryan Loose said the Council has talked about it before. The Mayor granted him 10 minutes to present the flooding claims he has had. I would recommend that you listen to him and get questions about specifics as in what he brings up as to property but it is potential litigation.

Mayor Pro Tempore Rogers said asking him questions is fine; we don't want to come up with a resolution in front of him.

CM Whatcott said if you go back through the minutes you gave a resolution authorizing the City Manager to negotiate with Mr. Thibeault, which I did. I offered him a settlement of \$10,000 and he was very kind. He has not been very friendly to us over many issues through the years. He just said to me, could I defer that offer for a while and think about it. I said of course. He then called me several weeks ago and said I appreciate the offer but I want to take it back to the Council. I said you realize the Council is the one that offered the settlement amount. He said I just don't think I'm getting a fair shake. He has an 8 minute presentation.

Council Member Harris asked are we offering this as a good will gesture. CM Whatcott said that's correct. Council Member Harris asked what the actual claim damages were. Dustin Lewis said there was a lot of misinformation from the client that needed to be resolved. CM Whatcott said he was asking for \$50,000. He had all sorts of claim items that had nothing to do with the claim. Many items were duplicated and things in his home that were not related to the claim.

Mayor Pro Tempore Rogers asked if this subject could be discussed in the closed session that is planned. I would advise that we keep the presentation brief and keep questions brief without talking about potential resolution because the case is in potential litigation.

City Attorney Loose said you can ask clarifying questions so you know what he is talking about as far as property damage but I wouldn't go into details as to the liability.

Council Member Harris said I would really like to know what the number is that the claims adjustor came up with. City Attorney Loose said we will get that number for you. I was thinking it was close to \$15,000. If we offered that it wouldn't just be a good will gesture that would be making him whole, from a claim adjustor's opinion. City Attorney Loose said whole to him is the damage never happen and that the city takes responsibility and the fault.

CM Whatcott said he never asked for a counter offer or debated the issue with me. He just said I'll think about it and the next call was I want to be on the agenda.

Council Member Harris said just for the record he has called me because he was previously in my ward. I just directed him to Gary.

CM Whatcott said he was denied by his home owners and he then sued them and he lost that case. That is when he came to the City.

Mayor Pro Tempore Rogers asked if any questions on R2016-03 Storm Drain Funds.

CM Whatcott said basically what this is, there were some funds left over from the 3200 West project and we wanted to divert that over to the fire station project. The road behind the fire station needs to be repaired and a storm drain put in it.

Director Klavano said I've got a map I'd like to show you. The project was to install curb, gutter and sidewalk, park strip and some asphalt where it is missing as well as replacing water lines. When the budgets were put together we didn't really look at the storm drainage. The Master Storm Drain Plan has a line to be put in that will connect to 2700 West. We put the storm drain in so we wouldn't have to tear up the road in the near future. We thought the fire station account would have enough money to do that road behind it but when we got the bids it didn't. We would like to transfer the excess road money that is now available here over to that. The excess amount is around \$270,000.

Council Member Shelton said that road is blocked off right now isn't it? Mr. Klavano said yes. Council Member Shelton asked if it will connect all the way to 10th west. Mr. Klavano said yes. It is a public road and will be a public road with right in right out on South Jordan Parkway. UDOT would like to close it off. I have had discussion with them about fire station access and they agreed to leave it open.

Council Member Harris asked if the trucks will be flipping on their sirens right in front of those houses there as they are pulling out.

Fire Battalion Chief Clay Miller said no; the direction leaving the station they will be pulling out on will be 1055 W. so those apparatus will not be facing those residences.

Mayor Pro Tempore Rogers asked about R2016-04. Why the need for the reduction.

Planner David Mann said it has to do with it being an age restricted development. As an age restricted community they don't want to have to go up and down stairs. Getting rid of the stairs they feel is a good selling point having it all on one level.

Mayor Pro Tempore Rogers asked for review of Ordinance 2016-03 Sign Ordinance. I know the older members of the Council have had a lot of input on this. He asked City Attorney Loose to review for those new on the Council.

City Attorney Loose said from the legal standpoint in the past there was inconsistent regulation of it and it is very difficult to catch all of the signs and be consistent. What this essentially does it says if you are in the City right-of-way then you need a city sign or government regulation sign. City signs are reserved for safety, traffic, regulatory signs and not for any others.

Mayor Pro Tempore Rogers said the reason this came up was before your election, we had some concerns in previous elections about signs in public space. We started this project to clarify the sign code and to basically simplify it to commercial and non-commercial signs. The Supreme Court actually confirmed and validated where we were headed. It basically says we are not using the public space for commercial uses.

Mr. Loose said if it's not a safety or regulatory type of reason it shouldn't be in the park strip. He said we have had pretty good success working with Brad's group and issuing sign permits. I think the realtors and others are getting better at knowing that if we find their signs in the wrong

place with an issued permit, we just won't issue it the next time and that is detrimental to their livelihood.

Council Member Zander said I have been hearing a lot of clamor from the real estate crowd. Mr. Loose said we met with them and we worked extensively with Daybreak and developers. They get it; not everybody likes it. As long as it is consistent and they know what the rules are, they are okay with it.

Council Member Zander asked if someone wants to put up a sign that is commercial based they have to ask the property owner? Mr. Loose said correct.

Mayor Pro Tempore Rogers said the only other addition in this ordinance other than the distinction between commercial and non-commercial is the policy that the city is not going to remove signs from other people's property including the government properties unless it is owned, operated, or maintained by the city.

Council Member Marlor asked about signs on moving vehicles and trailers. They are not covered?

Mr. Loose said they are not considered signs; they are considered as part of the vehicle as long as they are parked in a legal place.

Mayor Pro Tempore Rogers said this is really problematic because I have seen so many times where businesses use trucks to circumvent the sign ordinance. Even prominent people in the community do it.

Council Member Marlor asked to make sure the updated sign information is put in the election packets. Everyone needs to be working from the same set of rules.

Mayor Pro Tempore Rogers asked Mr. Loose to put that on as a research item to look into for further discussion.

Mayor Pro Tempore Rogers asked if there are questions regarding the amended budget resolution R2016-02.

Council Member Shelton said on page 3 of the budget is shows the organization chart. He said it just doesn't look right. My questions on the amended budget are virtually all of the adjustments. I would like a little more explanation than its just funds carryover. I think it would actually be better if you do this in the Council Meeting.

COO Sunil Naidu said typically we discuss all of the carryovers in November. With the election and new members coming in and everything else going on we didn't have that discussion. The majority of the dollar amount is carryover. You will see a detailed sheet of exactly the line item is and what they are doing, when it was approved and where they are with the project. That discussion is coming next Tuesday at the budget meeting.

Council Member Shelton asked if it would be possible at the Public Hearing to have a sentence or two on each one of those adjustments clarifying what it is and what is happening so the public is aware.

Mayor Pro Tempore Rogers asked Mr. Naidu to come prepared tonight to talk about the \$100,000 and over ledger line items.

Council Member Marlor said we moved the discussion on performance and PUD's off of agenda a couple weeks ago. I would like to see some discussion on those before we actually vote on them. I thought we were going to do those two weeks ago. I would like to see discussion on them soon. I am not necessarily in favor of high density but there are a few areas where I think we ought to at least consider leaving some of that alone so some projects can be accomplished.

Mayor Pro Tempore Rogers asked CM Whatcott to calendar that discussion on a study session agenda. CM Whatcott said I will see where we can schedule it.

City Attorney Loose said on that note we have discussed some tools that would be legislative not administrative tools and would you be okay with us bringing that as part of this discussion; this is discussion of the overlay zone.

C. Youth Council Discussion – Draft Policies Presented. *(By COS, Paul Cunningham and Administrative Services Director, Dustin Lewis)*

COS Paul Cunningham said let me start by telling you how we got here. Krystal Hansen is here today and we had a great meeting with her about a month ago; Krystal is the Youth Council Advisor. The issue that got us here was what is the correct Oath of Office that should be administered to the members of the Youth Council. I don't know what the current count is, last I heard about 55. We have an unusual model here in South Jordan. The more typical model around the valley and around the state is that you have as many people as there is Council. With a 6 member Council you would have 6 members. Dustin and I were asked by the City Manager to look into this. The Charter has never been approved by the City Council. It is in draft form and we have been working from that as a draft from 2007. We went backwards to find out where the draft came from. It is clear that the League of Cities and Towns originally originated the Youth Council concept and had circulated the draft charter at some point so that charter appears in various forms in a number of cities around the state. This is a statewide program. We started from the charter and then tried to address some issues and wanted to make sure we resolve all issues before we are done. There are a couple of main issues we wanted to address and I will let Dustin tell you where he is on the draft. One issue is a liability question and maybe the most important question. As a city we have to be concerned. If one of them gets hurt performing a service activity, what role are they in while they are driving, what role are they in if there is misconduct between two of the players, and does that put the city at risk. We think that as a general rule as long as we have them properly identified as volunteers, and we have a process for doing that in the city, we solve most of our liability questions. It doesn't stop the problem but it gives us the answer when it happens. This also would help for the advisors to help clarify how we indemnify her and take care of her needs if something happened. If we go through the regular volunteer process they would be covered under our workers compensation. That has not happened with the Youth Council. It would include training, sexual harassment training and there would be an official document printed and Gary signs that as the City Manager. This would be done as a group at their first

meeting of the year. HR comes over, they watch the video, have the discussion and fill out a bunch of paperwork and then they are a volunteer. Then if anything happens we treat it as a workman's comp.

COS Cunningham said there are some issues about how the advisors get selected and how the officers are determined inside that group. The third issue is the education component. When the organization was originally set up it was clear that learning about local government has been as well met as we would like to have done. One suggestion we had was to incorporate the South Jordan University curriculum incorporated into their program. There are some other external training opportunities at the Utah State University that we would like to use.

Krystal said transportation for the Youth Council is an issue. We have taken Trax in the past to the ULCT meetings but that doesn't always work with bad weather. Our kids are usually dressed up in their nice clothes and walking in slush and ice isn't the smartest idea. My husband doesn't want to deal with the liability issue with driving them to and from locations.

City Attorney Loose said if we process everyone through our volunteer program some volunteers are allowed to drive and some are allowed to drive city vehicles. It all depends on the designation we give them and what we allow. That will be up to Dustin running the program to decide is a city vehicle proper or proper to extend that to a personal vehicle and to work all of that out as each event comes up.

Council Member Harris asked if we are pulling their MVR. City Attorney Loose said yes; we always do. He said Dustin's office pulls them annually every person that is authorized to drive. We do it during their birthday month so every month we are doing a whole batch through there.

City Attorney Loose said very rarely are city employees encouraged to drive their own vehicles for city business.

Council Member Zander asked if we have a city vehicle that she could use. City Attorney Loose said that is part of what we are looking into. I hesitate to say yes or no right now until the program is approved.

Ms. Hansen said we have used our own vehicles to transport them in the past. We have had one to two other parent advisors that would also drive. We have another issue that will need to be figured out because we have a lot of our students that will drive and take some of the students with them.

COS Paul Cunningham said this is really a city program and so we need to make sure that we protect the city as well as the volunteers. One other issue that Krystal specifically asked to talk about is the liaison and what the expectations are. We would like to get that established in terms of frequency of attendance and what the role is. We can build that into the charter as well. We would like to see the liaison about once per month.

Mayor Pro Tempore Rogers said I like the idea of the curriculum being tied into the South Jordan University.

Council Member Harris voiced his concern about allowing 16 year old drivers and the potential for opening ourselves up to exposure. We need to have good responsible experienced drivers out there.

Dustin Lewis said we have a lot of research on bylaws. He distributed a draft (Attachment A). He said there is a section on the back that we haven't completed yet; that would be Article VI. General. These are where we will address some of these liability issues and the volunteer process. I also need to have some

additional conversations with the Youth Council and with Krystal as we further define some of the rolls and responsibilities of the officers and offices of the Youth Council. We will write a job description for the Youth Mayor and the Youth Council members and others for each of the offices within the organization will have a formal job description that can be tied back for HR. We have also tried to define membership so they have to be residents of the city and have to be in the 9th, 10th, 11th or 12th grade and must complete an application. Let me know if you have considerations or information you would like to pass on.

Council Member Zander asked Ms. Hansen how many adult volunteers they currently have besides Krystal. Ms. Hansen said there are only three of us. Typically I like to have three or four.

Mayor Pro Tempore Rogers said let's talk a bit about the liaison discussion. I know there was some discussion from Council about rotating it.

Ms. Hansen said I think it is a good idea to do the rotation. Then everyone is aware of what is going on at Youth Council. The members want to learn more about the City. They enjoy the local officials day out and they get to have the experience of how things actually work. Our best meetings are when we do something city wide. We have had a couple Youth Council Members do the South Jordan University and they thoroughly enjoyed it. She said we meet at the Community Center on the 2nd and 4th Thursday each month.

Mayor Pro Tempore Rogers said I like the rotation of the liaison.

Council Member Marlor said I think South Jordan University is important and should be a pre-requisite for being a Youth Mayor or Youth Council member.

Ms. Hansen said we had a meeting with Gary and the Mayor last year and were trying to incorporate that in for this year. I would like to see that happen before next year starts. We have a social in August and that would be a good time for this.

Mr. Lewis said some of our preliminary discussions include the SJU curriculum throughout the year and starting in September it would be their swearing in ceremony and working with the HR documents. October, Administrative Services events and recreation; November, Police Department; December, Fire Department; January, Community Development and Engineering; February, Public Works; March, Administrative Services; April, Economic Development and May, we go to Court. That would take place at the first meeting each month leaving their second meeting open to being in topics and other things they do throughout the year.

COS Cunningham said timewise we are looking to have this all done and back on your agenda before May.

D. Board Appointments. *(By City Manager, Gary Whatcott)*

Mayor Pro Tempore said Patrick has expressed some interest in being on the EDCUtah Board. The ones we still need are on COG. He said it sounded like from Council that they would as many of these as possible to be attended by staff.

CM Whatcott said I go with the Mayor to COG but if they have a vote I can't vote for the Mayor. So that is why there is an alternate for elected official that has to be recognized by the COG as a voting member

for the agency. They meet the 2nd Thursday of the month at 2pm at the County building on 21st South and State.

Council Member Marlor said there are several committees and commissions that weren't there last time I was around. I would like to just generally talk about some of these committees before we start making assignments. I would like to open discussion if this is something we really need to continue. He noted Mulligans as an example. He said do we need to have a Community Center Commission and a Parks Commission when we've got staff that can handle all these different aspects of the city.

Council Member Shelton said the Mulligans Commission was started in an effort to produce a plan that would save Mulligans from the situation it was in. It has served as a Board of Directors; it is a for profit organization.

Mayor Pro Tempore said I see it as coming up with ideas and flushing them out so they are not all coming to the Council. We are still having some elected representative involvement. What I would hate to see happen is that staff works on a particular issue, brings it to the Council and we take them in a completely different direction. They head off a lot of these issues up front by having Council there. Some residents think there should be more residents of the Mulligans Commission. From what I have seen so far the work they have been generating is quite positive. The way it is set up right now we need to replace Council Member Seethaler.

CM Whatcott said I would like to remind you that this Commission doesn't meet any of the commission standards; it is a violation of your ethics conduct as well. If you are going to continue this in the format as in the past you probably need to make some modifications. The idea of some of these committees and commissions is to get the recommendations and thoughts of the constituents. If you want to make a change we need to go back and modify some of the language in some of the documents that allow this to continue in the format that it is.

Mayor Pro Tempore said if the Mulligan's Commission wasn't there we would be spending a lot of time in meetings like this talking about Mulligans. CM Whatcott said if you think about it we don't have a committee that runs our Enterprise Fund for Water, or for the Recreation Center.

Council Member Shelton said there will be a time when we won't need that amount of overview. For now, we have a report coming from Staples Golf which is a contractor we hired to help formulate a General Plan for Mulligan's. The process is having one or two public meetings where they will be vetting different kinds of plans. Part of the advantage of having them is not only their expertise but also they are not part of our political process. The hope is that will reduce some of the emotion and increase the trust level. The report will be coming some time in February and as we get through this my vision is that we will then have a business plan for Mulligans, a marketing plan for Mulligan's and then it will just be implementing those plans and controlling direction. I think we are at a place where maybe the right thing to do is only one Council Member on Mulligan's Commission instead of two. Over time we can figure out how that Commission should continue to operate.

Councilman Harris said I would like the Commission to be done away with because there has been so much conflict with Mulligan's and people had so many different opinions on it.

Council Member Marlor said there are so many different things in the City that we could individually oversee and I don't know that that necessarily resonates with me. I think we probably need to ween ourselves from that commission.

Discussion continued about the Audit Committee. CM Whatcott said the main thing the Audit Committee has done is chosen the auditing firm. We have talked about what things we would like to audit this year with members of the Council that are on there. The Audit Report is viewed by that group but not any more in depth than it coming to City Council and making a report. In my opinion it should always be done in a public meeting.

Council Member Harris asked if the City Council member contributes significantly by being on this committee or is it more of just observing.

CM Whatcott said Chuck had a lot to say about it and he was at one time the original member of it. Mark in the last part was not that significant. Sunil may have a different opinion.

CFO Naidu said the role of the Audit Committee in the past was to just change the auditors.

Council Member Marlor asked why we are doing that when we have staff to do that.

CM Whatcott said I believe personally that all those audit reports should always be done in a public meeting. If there are any residents that want to hear the audit report findings they can hear the discussion. The most involvement they ever had was when we actually changed the auditors.

Council Member Shelton asked how long it has been since the auditors have been changed.

CFO Naidu said we have to change every three years. He said three years is too short. It takes the first year just learning about the city. The second year they are up and running then the third year you kick them out.

CM Whatcott said the original reason the auditors were changed is there was a misperception that the longer you have an auditor the more likely they are not to be doing their job auditing. The reality of it is that the more often you change auditors the more mistakes the auditors make. There is a process of learning every entity, how they process their paperwork, where to look for things, where to find the documents and so there is value in having a longer term relationship than turning them over constantly.

Mayor Pro Tempore Rogers said three years seems pretty short. CFO Naidu said the previous auditors we had about ten years.

Council Member Zander said I think it is a bit of a philosophy point here. Does this Council want to be into micromanaging or do we let staff do their jobs. My opinion is we have good staff and we trust them to do their job and they report back to City Council.

Council Member Marlor said I think it even goes further than that. I think it goes to the point of where we say who is the most capable of doing some of these functions and if we hired very professional experienced people to do some of these things I know they can do a better job than I can. Why would I when we have the people to do it. Then I would like to see their reports so I can see what is going on.

Mayor Pro Tempore said it sounds like we are heading in the direction of disbanding the Audit Committee.

Mayor Pro Tempore said with respect to the Compensation Committee I have found it effective. We have a resident member that is an HR person that helps evaluate compensation issues. Any compensation changes come through the committee and back to this Council. We don't meet that often. He asked COS Cunningham if he thought the committee was useful.

COS Cunningham said yes; we meet about four times per year and we always have something coming up as we are going into the budget and in concerns as to what to expect in the budget. It is a pretty well balanced committee.

Mayor Pro Tempore Rogers said I think we should keep the Compensation Committee, I think it's been working well.

City Attorney Loose said the one thing we need to resolve is the liaison appointment vs. the Council being appointed as members. According to our Boards and Committees Ordinance, that shouldn't happen that way. If you are a voting member you are in direct conflict. I just want you to think about do you need to continue to be voting members of these or are you okay with the liaison role so we can get some consistency so we can draft it.

CM Whatcott said we need to get someone on the WFRC Association of Municipal Councils. That is a committee that is similar to COG but only the Mayors go to COG. This is a Council appointment where all of the Councils in the valley send a representative to. They talk about regional issues. They meet once a month; I don't know the date.

Council Member Shelton said I wouldn't mind being on that but I would need a little relief from some of these others.

Council Member Harris asked which of these do we need a Council Member on and which do we have city staff be on.

City Attorney Loose said some are liaison appointments like the Senior Committee.

Council Member Shelton said my impression with the Senior Committee is that it falls under staff reporting to the senior's what the plans are. It doesn't feel like there is a lot of input coming from the seniors.

CM Whatcott said I wouldn't have these liaisons for you all but I would have them report to the Council in a Council meeting once a quarter. That would be the Seniors Committee, the Art Council, the Historical Committee and maybe eventually Mulligan's.

City Attorney Loose said the Architectural Committee is one Council Member, one Planning Commissioner, and three residents; they meet on projects that are coming up. By code, certain zones are required to go through them. That is one you will need to assign one person. Council Member Marlor said I have been on that one for quite a few years at a time and I am willing to do that. I think a lot of these should be rotated because even though I can bring a lot to this committee I think very one of us can bring something to it.

CM Whatcott said we need someone for the Jordan River Commission.

Council Member Marlor said he would do the Compensation Committee.

Brian Preece said it is okay to have Council members on the Taxing Entity Committee but it is not a requirement for it. Mayor Pro Tempore Rogers said I actually enjoy it but if you think staff can handle that I am find with that as long as we get the report. Mr. Preece said everything that goes through that committee has to come back to the Council anyway. Mayor Pro Tempore Rogers said I would take myself off the TEC Committee and have the TEC be solely staff. Brian and Gary would be the two staff members.

CM Whatcott said the Water Board is a four year appointment made by the governor. We just recently did that back in November. We sent two names and the governor picked Scott Osborne.

Mayor Pro Tempore Rogers said if we are treating all of the other committees the same I think the Historical Committee will understand. If Don is still going to serve on the Art Council then I should still serve on the Historical Committee. Politically for the City I think it is important that someone remains on the Historical Committee.

City Attorney Loose said my office can look at and normalize, because we have some in ordinance and some in resolution, that whole process. Keep the essentials to what they are but normalize it so it is a much clearer and done in a similar way.

CM Whatcott said we will then need someone for the Senior Committee. Mayor Pro Tempore Rogers asked if we could have a staff member do it. CM Whatcott said yes.

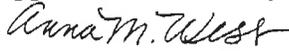
Julie Holbrook asked if that appointment to the Jordan River Commission could be a Planning Commissioner. She said she would like to serve on the Jordan River Commission. CM Whatcott said because there is money involved with that Commission I think it would be best if I served on it.

ADJOURNMENT

Mayor Pro Tempore Rogers made a motion to adjourn. Council Member Harris seconded the motion. The vote was unanimous in favor.

The January 19, 2016 City Council meeting adjourned at 8:30 am

This is a true and correct copy of the January 19, 2016 Council Meeting minutes, which were approved on February 2, 2016.


South Jordan City Recorder

City of South Jordan South Jordan Youth Council Bylaws

Article I: Description and Purpose

Section 1: Name: The name of this organization is the South Jordan Youth Council, hereinafter designated as SJYC.

Section 2: Purpose: The purpose for which the SJYC exists has been defined by the regular City Council of the City of South Jordan, in creating the SJYC, as follows:

There is hereby created and established a Youth Council within the City for the purpose of leadership education and development, providing practical local government knowledge and experience and providing service opportunities for young people to contribute to the benefit of the community.

Article II: General Membership

Section 1: Membership and Qualifications: Members must fulfil certain eligibility requirements, including;

- A. Must reside within the corporate limits of the City of South Jordan
- B. Must be in the Ninth, Tenth, Eleventh, or Twelfth Grade
- C. Must submit a complete application to the SJYC

Section 2: Term of Membership: Membership begins on the first day of September each calendar year for a period of 12 months. Members lose their voting status once new members have been selected and sworn in.

Section 3: Removal: A member of the SJYC may be removed if recommended by the officers and approved by a vote of the SJYC. Grounds for removal may include, but are not limited to; non-participation in meetings and activities, failure to uphold the standards implicit in Article VI, Section 1, violation of (other reasons TBD).

Section 4: Withdrawal: A member may withdraw their membership at any time by submitting a written letter of resignation to the SJYC.

Article III: Meetings

Section 1: Regular Meetings: The SJYC will meet at the South Jordan Community Center on the first and third Thursday of each month at 7:00 p.m., unless the time and location have been altered by the SJYC Mayor and notification given to all members.

Section 2: Special Meetings: Additional meetings may be called by the SJYC Mayor. Also, meetings of various committees may be scheduled as appropriate.

Section 3: Meeting Attendance: Service on the SJYC is a serious commitment. Members are expected to be in attendance at each regular meeting, unless excused by an officer. A minimum of 70% attendance is required to be in good standing of the SJYC. During the term of service, each SJYC is also required to attend two City Council meetings.

Section 4: Conduct of Meetings: Meetings shall be conducted in accordance with Robert's Rules of Order. Robert's Rules of Order may be modified as deemed necessary for the effective conduct of business.

Section 5: Voting and Quorum: Business of the SJYC can be conducted at any meeting where at least half of the members are present. Affirmative votes may be taken by a simple majority of those present. However, removal of a member or officer requires a two-thirds majority of those present.

Article IV: Officers

Section 1: Offices, Officers and Duties: There shall be the following offices and officers of the SJYC:

Youth Mayor: The duties of the Youth Mayor shall include: presiding at all meetings of the SJYC, coordination of all projects and activities that involved the FYCC, preparation of agendas for regular meetings, notifications to officers to contact and inform members of meetings and activities, and overseeing the efforts of the other officers.

To be considered as the Youth Mayor, the candidate should be at least a third year Youth Council and should have previous experience as a Youth Council Member, Recorder, Liaison or Youth Executive Team Member.

Youth Council Member (5): The duties of the Youth Council Members shall include fulfilling the responsibilities of the Youth Mayor on a temporary basis in his or her absence, pass motions or resolutions as necessary by a simple majority vote, and follow through on duties assigned by the Youth Mayor.

To be considered as the Youth Council Member, the candidate should be at least a second year Youth Council member.

Recorder: The duties of the Recorder shall include taking minute and role at each meeting held by the Youth Council and present them for approval at the next general meeting, see that the proper records are kept of the SJYC's activities, keep a record book of all official items and actions, and post notice of all scheduled meetings.

To be considered as the Recorder, the candidate should be at least a second year Youth Council member.

Liaison: The duties of the liaison shall include attending county and state youth council meetings in addition to meetings of the SJYC, and reporting to the Youth Mayor and Council Members the items from such meetings.

To be considered as the Liaison, the candidate should be at least a second year Youth Council member.

Youth Executive Team (10):

To be considered as a Member of the Executive Team, the candidate should be at least a second year Youth Council member.

General Body Member:

Anyone meeting the requirements set forth in Article II, Section 1 may be eligible to participate as a General body Member.

Section 2: Selection of Officers: Officers will be nominated and elected in May. Officers will be nominated and elected by current SJYC members.

Section 3: Term of Office: Officers will serve from the time elected until the time new officers are elected in May of the following year, upon good behavior.

Section 4: Oath of Office: The Youth Mayor, Youth Council Members, and the Youth Executive Team Members shall take the following oath of Office following their election to such positions:

I, (state your name), do solemnly affirm that while I serve as a member of the South Jordan Youth Council, I will uphold the laws of the City of South Jordan, act as an ambassador for the City at all times, and willingly participate in Youth Council sessions, trainings, projects and acts of service. I fully recognize that as member of the Youth Council, I will serve as an example to all, including future Youth Council Candidates. I therefore pledge to serve with care and concern for the reputation of the City of South Jordan, the Youth Council, and its advisors.

Section 5: Vacancies: A vacancy in an unexpired term of office shall be filled by nomination and vote of the SJYC at the next regular meeting.

Section 6: Removal: Any officer may be removed for cause.

Article V: Advisors

Section 1: Duties, Powers, and Obligations: The Youth Council shall have at least one Advisor approved by the City Council, who shall, in addition to having the responsibilities and powers described herein, be involved in the Youth Council in an advisory capacity.

Section 2: City Staff Liaison: The City shall provide a member of its full time staff to serve as a liaison to the Youth Council Advisor for the purposes of coordinating resources.

Section 3: City Council Member Liaison: The City Council shall appoint a member of the Council to serve as a liaison to the Youth Council.

Article VI: General

Section 1: Membership Standards: To be defined

Section 2: