

THE CITY OF WEST JORDAN, UTAH
A Municipal Corporation

ORDINANCE NO. 24-27

**AN ORDINANCE AMENDING THE 2009 WEST JORDAN CITY CODE
(FOR TITLE 1 ADMINISTRATION, CHAPTER 7)**

WHEREAS, the City of West Jordan (“City”) adopted West Jordan City Code (“City Code”) in 2009; and

WHEREAS, the City Council of the City (“City Council”) desires to amend and repeal certain sections of the City Code, regarding and related to Title 1- Administration; and


WHEREAS, the City Council finds it to be in the best interest of the public health, safety, and welfare of the residents of the City to adopt the following proposed City Code amendments.

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

- Section 1.** Amendment of Code Provisions. City Code Title 1, Chapter 7 and Chapter 7 Article A are hereby amended as shown in Exhibit A.
- Section 2.** Severability. If any section, part, or provision of this Ordinance is held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all other sections, parts, and provisions shall be severable.
- Section 3.** Effective Date. This Ordinance shall become effect immediately upon posting or publication as provided as law and upon (i) the Mayor signing the Ordinance, (ii) the City Council duly overriding the veto of the Mayor as provided by law, or (iii) the Mayor failing to sign or veto the Ordinance within fifteen (15) days after the City Council presents the Ordinance to the Mayor.



PASSED BY THE CITY COUNCIL OF THE CITY OF WEST JORDAN, UTAH, THIS 26th DAY OF JUNE 2024.

CITY OF WEST JORDAN

By: 

Zach Jacob
Council Chair

ATTEST:

Cindy M. Quick, MMC
Council Office Clerk

(continued on the following page)


Voting by the City Council

"YES" "NO"

Chair Zach Jacob	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice Chair Chad Lamb	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Bob Bedore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Pamela Bloom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kelvin Green	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kent Shelton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Kayleen Whitelock	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRESENTED TO THE MAYOR BY THE CITY COUNCIL ON JULY 3, 2024.

Mayor's Action: X Approve _____ Veto

By:  Jul 5, 2024
Mayor Dirk Burton _____
Date

ATTEST:

 
Tangee Sloan, CMC
City Recorder

STATEMENT OF APPROVAL/PASSAGE (check one)

 X The Mayor approved and signed Ordinance No. 24-27.

_____ The Mayor vetoed Ordinance No. 24-27 on _____ and the City Council timely overrode the veto of the Mayor by a vote of _____ to _____.

_____ Ordinance No. 24-27 became effective by operation of law without the Mayor's approval or disapproval.

 
Tangee Sloan, CMC
City Recorder

CERTIFICATE OF PUBLICATION

I, Tangee Sloan, certify that I am the City Recorder of the City of West Jordan, Utah, and that a short summary of the foregoing ordinance was published on the Utah Public Notice Website on the 8th day of July , 2024. The fully executed copy of the ordinance is retained in the Office of the City Recorder pursuant to Utah Code Annotated, 10-3-711.

 
Tangee Sloan, CMC
City Recorder

**Attachment 1 to
ORDINANCE NO. 24-27
AN ORDINANCE AMENDING THE 2009 WEST JORDAN CITY CODE
(FOR TITLE 1 ADMINISTRATION, CHAPTER 7)**

1-7-4: DUTIES OF THE MAYOR:

The duties of the mayor are as follows:

A. Exercise executive and administrative powers and perform or supervise the performance of the executive and administrative duties and functions of the city, and shall:

1. Directly supervise, unless the mayor delegates, the staff in the mayor's office, including the city administrator; and

2. Indirectly supervise other city departments, divisions, and employees through the city administrator.

B. Keep the peace and enforce the laws of the city.

C. Execute city policies.

D. Appoint qualified persons to positions, boards, commissions, and committees..

E. Provide to the council, at intervals provided by ordinance, resolution, or council rule, a written report to the council setting forth:

1. The amount of budget appropriations, including delivering the tentative annual budget to the city council as early as practicable each year. An organization chart depicting all departments and divisions shall be submitted with the annual budget.;

2. Total disbursements from the appropriations;

3. The amount of indebtedness incurred or contracted against each appropriation, including disbursements and indebtedness incurred and not paid; and

4. The dollar amount and percentage of the appropriations encumbered.

F. Report to the council the condition and needs of the city.

G. Report to the council any release granted under subsection 1-7-5(L).

H. If the mayor remits a fine or forfeiture under subsection 1-7-5(J), report the remittance to the council at the council's next regular meeting after the remittance.

I. Maintain a list of appointed at-will employee positions and the employees appointed to them, and submit the list to the council semi-annually.

J. Perform emergency duties, according to section 1-7-7, and each other duty prescribed by statute or required by a city ordinance that is not inconsistent with city or state law.

K. Cooperate with council investigative committees.

L. The mayor shall appoint a chief administrative officer (CAO) with the advice and consent of the city council. The CAO shall be appointed on the basis of demonstrated ability. Experience in the field of local government is required. The Duties of the CAO are as set forth in Chapter 7 Article A.

(Ord. 19-37, 11-13-2019, Effective at 12 noon on January 6, 2020; amd. Ord. 21-04, 2-10-2021; Ord. 21-37, 11-16-2021; Ord. 24-27, 06-26-2024)

(Article A - on the following page)

ARTICLE A. CHIEF ADMINISTRATIVE OFFICER

1-7A-1: DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER:

- A. The Chief Administrative Officer (CAO) shall exercise such duties as the mayor prescribes which are consistent with city ordinances and state law.
- B. Powers And Duties Of City Administrator: The city administrator's powers and duties shall include, but are not limited to:
 - 1. Administering, supervising, and exercising control over all executive branch departments and divisions of the city, including supervising all department directors;
 - 2. Recommending to the mayor the hiring, disciplining or termination of department directors, statutory officers and other at-will employees appointed by the mayor;
 - 3. Hiring, disciplining, and terminating all other executive branch employees;
 - 4. Conducting performance evaluations and pay adjustments as prescribed by the code;
 - 5. Supervising the administration and enforcement of all laws, including this code, as they affect the executive branch departments and divisions;
 - 6. Executing the policies affecting the departments that are adopted by the city council;
 - 7. Issuing rules, regulations, and procedures applicable to all city operations and employees which are not in conflict with the laws of the state or this code;
 - 8. Subject to state statute and council rules, attending all open city council meetings (and closed meetings, if invited by the council) with the right to take part in all discussions as requested by the council;
 - 9. Establishing procedures, consistent with law and approved by the mayor, for the purchase of materials or services and otherwise authorizing expenditures of funds in executive branch departments on behalf of the city;
 - 10. Approving and executing contracts;
 - 11. Cooperating with, and instructing city employees to cooperate with, city council investigative committees; and
 - 12. Performing such other duties as directed by the mayor or permitted by law.
- C. Assistant City Administrator: Subject to budget constraints, the mayor may appoint one or more assistant city administrators, after a recommendation from the city administrator, to exercise such duties as the city administrator shall prescribe which are consistent with state law.
 - 1. An assistant city administrator shall be appointed on the basis of demonstrated ability and prior experience in the field of local government administration, together with such other qualifications as may be prescribed by the city administrator.






Ordinance No. 24-27 Amd Title 1 Admin Chapter 7 Mayor and CAO Duties


Final Audit Report


2024-07-08


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