

## Mayor's Office: Council Agenda Item Request Form

*This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.*

Date Received  
(office use)

1 May 2017

Date of Request	1 May 2017
Requesting Staff Member	Erin Litvack
Requested Council Date	9 May 2017
Topic/Discussion Title	Executive Branch Meetings Ordinance
Description	The Salt Lake County Steering Committee recently approved changes to this ordinance and requested it be sent to the Council for final approval. The changes include adding an additional executive branch meeting option for elected officials, and clarifying a section regarding the Steering Committee that was contradictory.
Requested Action <sup>1</sup>	Approval
Presenter(s)	Erin Litvack
Time Needed <sup>2</sup>	< 5 minutes
Time Sensitive <sup>3</sup>	n/a
Specific Time(s) <sup>4</sup>	n/a
Contact Name & Phone	Erin Litvack x87005
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



<sup>1</sup> What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.

## SALT LAKE COUNTY ORDINANCE

ORDINANCE NO. \_\_\_\_\_, 2017

### EXECUTIVE BRANCH MEETINGS

AN ORDINANCE ADDRESSING THE STEERING AND ELECTED OFFICIALS' MEETINGS OF THE EXECUTIVE BRANCH; ENACTING CHAPTER 2.13 OF THE SALT LAKE COUNTY CODE OF ORDINANCES, 2001, ENTITLED "THE EXECUTIVE BRANCH ELECTED OFFICIALS' MEETING," TO CREATE THE EXECUTIVE BRANCH ELECTED OFFICIALS' COMMITTEE OF SALT LAKE COUNTY, AND ESTABLISH THE MAYOR AS CHAIR, ESTABLISH THE COUNTY EXECUTIVE BRANCH ELECTED OFFICIALS AS MEMBERS, SET THE DATES AND LOCATIONS OF THE COMMITTEE MEETINGS, AND ESTABLISH THE POWERS AND FUNCTIONS OF THE COMMITTEE; AMENDING CHAPTER 2.36 OF THE SALT LAKE COUNTY CODE OF ORDINANCES 2001, ENTITLED "STEERING COMMITTEE," TO CHANGE THE MEMBERSHIP OF THE COMMITTEE, CHANGE THE MEETING SCHEDULE, AND ELIMINATE REFERENCES TO SPECIFIC SUBCOMMITTEES; AND TO MAKE OTHER RELATED CHANGES.

The County Legislative Body for Salt Lake County ordains as follows:

SECTION I. The amendments made herein are designated by underlining the new substituted words. Words being delete are designated by brackets and interlineations.

SECTION II. Chapter 2.13 of the Salt Lake County Code of Ordinances, 2001, is hereby enacted to read as follows:

#### Chapter 2.13 - EXECUTIVE BRANCH ELECTED OFFICIALS' MEETING

**Sections:**     2.13.010 - Membership—Chair.  
                      2.13.020 - Meetings.  
                      2.13.030 - Powers and duties.

2.13.010 - Membership—Chair.

The Executive Branch Elected Officials' Committee shall be established as a standing committee and shall serve as an advisory body to the mayor and council. The committee shall be comprised of each executive branch elected officer. The committee shall be chaired by the mayor. The mayor shall prepare and distribute agendas for all meetings and shall preside at such meetings. The mayor, assessor, auditor, clerk, district attorney, recorder, sheriff, surveyor and treasurer shall be the only voting members of the committee. A chief deputy may attend the meeting in place of the elected executive officer, but may not vote unless the chief deputy has taken over and discharges the duties of an elected official who is absent or disabled. The mayor is empowered to enlist staff support as required and as determined appropriate by the mayor.

2.13.020 - Meetings.

The committee shall meet quarterly at the Government Center Building. Special meetings may be requested by any member or convened or canceled by the mayor as necessary.

2.13.030 - Powers and duties.

- A. The committee shall serve as the advisory and coordinating arm of the executive branch on all matter of policy impacting the executive branch.
- B. Items referred by the committee for discussion may be forwarded to the council with a recommendation.

SECTION III. Chapter 2.36 of the Salt Lake County Code of Ordinances is hereby amended to read as follows:

Chapter 2.36 - STEERING COMMITTEE

- Sections:
- 2.36.010 - Membership—Chair.
  - 2.36.020 - Meetings.
  - 2.36.030 - Powers and duties.
  - 2.36.040 - Subcommittees.

#### 2.36.010 - Membership—Chair.

Steering shall be established as a standing committee under the office of the mayor and shall serve as an advisory body to the mayor and council. Steering shall be comprised of one voting representative from each of the departments, each executive branch elected office, the ~~[personnel]~~ human resources director, ~~[the county tax administrator,]~~ and such other ex officio members as the chair deems necessary to conduct current business. The committee shall be chaired by the mayor or designee. The chair shall prepare and distribute agendas for all meetings and shall preside at such meetings. The chair shall be a voting member of steering. The chair is empowered to enlist staff support as required and as determined appropriate to the chair.

#### 2.36.020 - Meetings.

Steering shall meet ~~[on the second and fourth Monday of each month]~~ monthly at the Government Center Building. Special meetings may be requested by any member or convened or canceled by the chair as necessary.

#### 2.36.030 - Powers and duties.

- A. Steering shall serve as the advisory, investigative and coordinating arm of the ~~[mayor]~~ executive branch on transactions relating to plans, goals, grants, contracts, proposed ordinances and policies, property and other matters.
- B. Matters involving such transactions which affect more than one department or elected office of county government shall be referred by the mayor, elected officials or department directors to steering for its consideration and recommendation. Items referred for discussion will be forwarded to the mayor or council with a recommendation.

2.36.040 - Subcommittees.

~~[The following subcommittees shall be considered working committees of steering and shall be convened as needed: Information services steering and its subcommittees, personnel benefits advisory committee, government record access management policy administration committee, electronic communications coordination board and fund management committee. Steering may assign specific subjects or special projects to the working committees.]~~ Advisory subcommittees shall be considered working committees of steering and shall be convened as needed. Additional special-purpose or special project committees may be established and dissolved as necessary.

SECTION IV. This ordinance shall become effective fifteen (15) days after its passage and upon at least one publication of the ordinance or a summary thereof in a newspaper published and having general circulation in Salt Lake County.

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

SALT LAKE COUNTY COUNCIL

By: \_\_\_\_\_

STEVEN DEBRY, Chair

ATTEST:

\_\_\_\_\_  
Sherri Swensen  
Salt Lake County Clerk

Approved as to form and legality



Deputy District Attorney

Date: 4.21.17

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____
Council Member Winder voting	_____

Vetoed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

By: \_\_\_\_\_

Mayor Ben McAdams or Designee

(Complete as Applicable)

Veto Override: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Ordinance Published in Newspaper: Date \_\_\_\_\_

Effective Date of Ordinance: \_\_\_\_\_

SUMMARY OF  
SALT LAKE COUNTY ORDINANCE NO. \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, 2016, the County Council of Salt Lake County adopted Ordinance No. \_\_\_\_\_, which addresses the steering and elected officials' meetings of the executive branch; enacting Chapter 2.13 of the Salt Lake County Code of Ordinances, 2001, entitled "The Executive Branch Elected Officials' Meeting," to create the Executive Branch Elected Officials' Committee of Salt Lake County, and establish the mayor as chair, establish the county executive branch elected officials as members, set the dates and locations of the committee meetings, and establish the powers and functions of the committee; amending Chapter 2.36 of the Salt Lake County Code of Ordinances 2001, entitled "Steering Committee," to change the membership of the committee, change the meeting schedule, and eliminate references to specific subcommittees; and to make other related changes.

SALT LAKE COUNTY COUNCIL


By: \_\_\_\_\_

STEVEN DEBRY, Council Chair

ATTEST:

\_\_\_\_\_  
Sherri Swensen  
Salt Lake County Clerk

Approved as to form and legality

  
\_\_\_\_\_  
Deputy District Attorney

Date: 4-4-17

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____
Council Member Winder voting	_____

A complete copy of Ordinance No. \_\_\_\_\_ is available in the office of the Salt Lake County Clerk, 2001 South State Street, N2-700, Salt Lake City, Utah.