

**Midway City Council
8 August 2018
Work Meeting**

**Ordinance 2018-21 /
Council Meeting
Submission Deadlines**



Memo

Date: 6 June 2018
To: Mayor, City Council and Staff
Cc: File
From: Brad Wilson, City Recorder/Financial Officer
RE: Submission Requests for Council Meetings

Proposed Ordinance 2018-21 would require that any request, to be on a regular city council agenda, be submitted at least two weeks before the meeting. The same deadline would apply to any supporting documentation.

It would also require, whenever possible, that the documentation be provided to the City Council at least five days before the regular meeting.



ORDINANCE 2018-21

AN ORDINANCE AMENDING SECTION 2.02.040 OF THE MIDWAY CITY MUNICIPAL CODE REGARDING REQUIREMENTS FOR THE SUBMISSION OF REQUESTS TO THE CITY COUNCIL

WHEREAS, the Midway City Council desires to amend the Midway City Municipal Code regarding the submission of request to the Council; and

WHEREAS, the proposed amendment would provide enough time for staff and council members to properly review and consider such requests; and

WHEREAS, the proposed amendment would emphasize a fair and impartial process for the submission of such requests; and

WHEREAS, the City Council now desires to amend Section 2.02.040 of the Midway City Municipal Code as set forth herein.

NOW THEREFORE, be it ordained by the City Council of Midway City, Utah, as follows:

Section 1: Section 2.02.040 of the Midway City Municipal Code, Requirements for the Submission of Requests, is amended as follows:

A. The City Council may adopt standard forms for the submission of requests.

B. All request submissions shall be made and supporting documentation provided no later than 5 p.m., ten business days preceding a regular City Council meeting. Submissions that are incomplete as of said deadline shall be cause for the Mayor to withhold the submission from the City Council agenda.

C. The City Recorder and the Planning Director shall verify the completeness of requests and, whenever possible, make staff reports available to the City Council no later than 5 p.m., five days on the Friday preceding a regular City Council meeting.

D. The City Council may adopt a fee schedule for the submission of requests to cover staff review, processing, duplication, notices, and distribution of requests and related documents.

Section 2: This ordinance shall take effect upon publication as required by law.

PASSED AND ADOPTED by the City Council of Midway City, Wasatch County, Utah
this day of , 20 .

	AYE	NAY
Council Member Lisa Christen	_____	_____
Council Member Jeff Drury	_____	_____
Council Member Bob Probst	_____	_____
Council Member JC Simonsen	_____	_____
Council Member Ken Van Wagoner	_____	_____

APPROVED:

Celeste Johnson, Mayor

ATTEST:

Brad Wilson, City Recorder

APPROVED AS TO FORM:

Corbin Gordon, City Attorney

(SEAL)