

THE CITY OF WEST JORDAN, UTAH

**ORDINANCE NO. 24-04**

**AN ORDINANCE AMENDING THE 2009 WEST JORDAN CITY CODE,  
TITLE 1 CHAPTER 8 REGARDING MUNICIPAL ADMINISTRATION,  
INCLUDING DEPARTMENTS**

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 a certain section of the City Code, regarding and related to municipal administration including departments (“**proposed City Code amendments**”); and

WHEREAS, the City Council held a public meeting on April 10, 2024, regarding the proposed City Code amendments; 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 8 is amended to read as shown on Attachment 1 to this Ordinance.

**Section 2. Severability.** If any provision of this Ordinance is declared to be invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.


**Section 3. Effective Date.** This Ordinance shall become effective immediately upon posting or publication as provided by 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 10<sup>TH</sup> DAY OF APRIL 2024.

CITY OF WEST JORDAN

By:   
\_\_\_\_\_  
Zach Jacob  
Council Chair

ATTEST:

   
\_\_\_\_\_  
Cindy M. Quick, MMC  
Council Office Clerk

*(continued on the next page)*


**Voting by the City Council**

**"YES"      "NO"**

Council Chair Zach Jacob	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council 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	~ absent ~	
Council Member Kayleen Whitelock	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**PRESENTED TO THE MAYOR BY THE CITY COUNCIL ON APRIL 15, 2024**

Mayor's Action:   X   Approve        Dirk Burton   Veto

By:         Apr 17, 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. 24-04.

       The Mayor vetoed Ordinance No. 24-04 on \_\_\_\_\_ and the City Council timely overrode the veto of the Mayor by a vote of \_\_\_\_\_ to \_\_\_\_\_.

       Ordinance No. 24-04 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 19th day of April 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.

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Tangee Sloan, CMC  
City Recorder

*(Attachment on the following page)*

## Attachment 1

### [Attachment to ORDINANCE NO. 24-04

#### AN ORDINANCE AMENDING THE 2009 WEST JORDAN CITY CODE TITLE 1 CHAPTER 8

##### **1-8-1: DEPARTMENTS ESTABLISHED:**

The city's administrative organization consists of departments, offices, divisions, and bureaus. Each department has duties, functions, and responsibilities established herein and as assigned by the mayor. Each department may be organized by the mayor to carry out its functions.:

**A. Legal Department:** The functions of the legal department are as follows:

1. Oversee all legal matters pertaining to the city;
2. Serve as chief legal advisor to the mayor and the city council. The executive and legislative branches of government shall enjoy equal and independent access to the services of the office of the city attorney with reference to their respective functions and duties;
3. Oversee all civil litigation in which the city is a party; and  
Prosecute violations of city ordinances and state law.

**B. Community Development:** The functions of the community development department are as follows:

1. Land use planning;
2. Building and housing permits; and
3. Assist in capital asset management.

**C. Fire Department:** The fire department seeks to prevent and suppress fires and other life threatening or property endangering situations, through measures including, but not limited to:

1. The development and administration of public education and fire prevention programs;
2. Enforce laws pertaining to fire prevention, including fire and safety inspections of buildings and proposed building plans;
3. Fire rescue and emergency medical and other emergency services;
4. Post investigation of fires for possible arson; and
5. Provide technical support and assist in the development of various applicable rates and impact fees.

**D. Police Department:** The police department enforces the laws within the City of West Jordan. The designated functions are as follows:

1. Preserve the public peace;
2. Suppress criminal activity;
3. Detect and arrest criminal offenders;
4. Protect the rights of persons and property;
5. Regulate and controlling motorized and pedestrian traffic;
6. Provide and maintain police records; and
7. Provide technical support and assist in the development of various applicable rates and impact fees.

**E. Public Works Department:** The public works department ensures that the city maintains the necessary infrastructure for residents and businesses. The designated functions are as follows:

1. Perform street construction, maintenance, and snow removal;
2. Maintain street signs;
3. Transportation engineering;
4. Provide technical support and assist in the development of various applicable rates and impact fees;
5. Ensure that residential refuse is collected and disposed of on a routine basis;
6. Administer contracts for public works projects; and
7. Design and develop applicable city projects and infrastructure master plans.

**F. Administrative Services Department:**

1. The administrative services department serves as the finance department for the city. The designated functions are as follows:
  - a. Perform all accounting functions for the city;
  - b. Prepare the city's annual budget and fee schedule, and prepare any necessary budget or fee schedule adjustments;
  - c. Supervise and administer the procurement of goods and services for the city;
  - d. Administer the city's payroll; and
  - e. Provide technical support and assist in the development of various applicable rates and impact fees.
2. City Treasurer: The position of city treasurer is housed and supervised by the Administrative Services Department. The city treasurer functions are:
  - a. The timely collection and disposition of city revenues;
  - b. Keep an accurate and detailed account of all matters within the treasurer's charge as provided in the uniform fiscal procedures act or any successor statutes; and
  - c. Perform all other duties required by law.

**G. Public Utilities Department:** The functions of the public utilities department are as follows:

1. Review and process subdivision and private development plans and inspect all public utility improvements;
2. Provide technical support and assist in the development of various utility and impact fee rates, including those for culinary water, wastewater and stormwater;
3. Develop standard city utility construction specifications;
4. Supply and distribute culinary water to the public and maintain culinary water, sanitary sewer, and storm water lines, including coordinating and developing storm water reports and compliance measures for the city pollution discharge elimination system (UPDES) permit, dealing with the city overall administration of compliance efforts;
5. Administer contracts for public utilities (culinary water, sanitary sewer, and storm water) projects; and
6. Design and develop applicable city projects and infrastructure master plans.

**H. Public Services Department:** The functions of the public services department are as follows:

1. Manage and maintain city parks, trails, cemeteries, and urban forestry;
2. Administer contracts for public services projects;
3. Design and developing applicable city infrastructure master plans; and

4. Provide technical support and assist in the development of various applicable rates and impact fees.

## **I. Special Functions, Positions, And Divisions:**

1. List of Special Functions, Positions, and Divisions: The following special functions and positions are created and may be funded by the city council in the annual budget. The city council is not required to fund all listed special functions, positions, and divisions.

- a. City Recorder;
- b. Passport processing;
- c. Economic development/redevelopment;
- d. Information technology;
- e. GIS (geographical information systems);
- f. Human resources and employee benefits;
- g. Risk management;
- h. Emergency management/preparation;
- i. Public information/communications, including social media;
- j. Special events;
- k. Staff support for committees;
- l. Public arts;
- m. Facilities management;
- n. Fleet management;
- o. Code enforcement;
- p. Business licensing and regulation and rental licensing;
- q. Grants, including community development block grants;
- r. Animal control;
- s. Parking enforcement;
- t. Crossing guards;
- u. Victim advocates (victim assistance);
- v. Real property administration;
- w. Contract/lease administration;
- x. City electrician;
- y. City Engineer;
- z. Streetlights;

aa. Street walls and Streetscapes; and

bb. Recreation.

2. Placement Of Special Functions, Positions, And Divisions: The mayor may change the placement of any special function, position, or division without the need for council approval, as long as notice is provided to the council and the change is fully funded by the current budget. City administration may organizationally place any given special function or position:

a. In a department identified in the city code;

b. In a special department;

c. As, or as part of, an independent division;

d. In the mayor's office; or

e. In some combination thereof.

3. Creation Of Special Departments: The mayor may recommend special departments by rearranging currently funded divisions , departments, special functions, or positions. Each special department shall be identified in the organizational chart of the annual city budget. Council approval is required to create a new special department.

# Ordinance No. 24-04 Amd WJCC Title 1, Chapter 8 Municipal Administration

Final Audit Report


2024-04-19

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