

---

## MEMORANDUM

---

**DATE:** March 4, 2008  
**SUBJECT:** Ordinance Amendment regarding the Council Meeting schedule  
**AFFECTED COUNCIL DISTRICTS:** Citywide  
**STAFF REPORT BY:** Lehua Weaver

---

This is a housekeeping item to update the section of the Salt Lake City Code, which outlines the Council's regular meeting schedule.

In addition to the City Code, an annual notice is also placed in the newspaper with meeting times and frequency throughout each month of the year.

The Council is still able to make variations as necessary to accommodate topics and schedules, but this establishes the general time and format.

---

## MEMORANDUM

---

**DATE:** March 4, 2008  
**SUBJECT:** Ordinance Amendment regarding the Council Meeting schedule  
**AFFECTED COUNCIL DISTRICTS:** Citywide  
**STAFF REPORT BY:** Lehua Weaver

---

This is a housekeeping item to update the section of the Salt Lake City Code, which outlines the Council's regular meeting schedule.

In addition to the City Code, an annual notice is also placed in the newspaper with meeting times and frequency throughout each month of the year.

The Council is still able to make variations as necessary to accommodate topics and schedules, but this establishes the general time and format.

SALT LAKE CITY ORDINANCE  
No. \_\_\_\_\_ of 2008  
(Amending Section 2.06.040 Relating to Meeting Schedules, Agendas and Minutes)

AN ORDINANCE AMENDING SECTION 2.06.040, *SALT LAKE CITY CODE*,  
RELATING TO MEETING SCHEDULES, AGENDAS AND MINUTES FOR CITY  
COUNCIL.

WHEREAS, the Salt Lake City Council wishes to amend its annual meeting schedule;

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

SECTION 1. That Section 2.06.040, *Salt Lake City Code*, pertaining to Meeting Schedules, Agendas and Minutes, be and the same hereby is, amended to read as follows:

**2.06.040 Meeting Schedules, Agendas And Minutes:**

A. The city recorder will publish in a newspaper of general circulation in the city the annual meeting schedule of the city council, stating the date, time and place of such regular meetings. The publication shall be made at least once each calendar year before May 15 and within thirty (30) calendar days following a change thereof. The schedule shall include the following meetings:

1. Council Briefing Sessions: On the first, second, and third Tuesdays of each month, at three o'clock (3:00) P.M. in the city council offices, city hall; however, it is anticipated that such meeting will not be scheduled on the third, fourth or fifth Tuesday of the months of June, July, August and December. The Council may occasionally meet at this time as the Board of Directors for the Redevelopment Agency of Salt Lake City pursuant to its By-laws. It is anticipated

that this will be on the second Tuesday of each month. On such days, the Council briefing session will commence after the termination of the meeting as the Board of Directors.

2. Regular Council Meetings:

a. On the first, second and third Tuesdays of each month, at seven o'clock (7:00) P.M. in the city council chambers, third floor, city hall; however, it is anticipated that such meetings will not be scheduled on the third, fourth or fifth Tuesday of the months of June, August and December.

b. Actual meetings of the city council may occasionally vary from the foregoing schedule, as circumstances require.

B. In addition to the foregoing notice, the council shall cause an agenda to be prepared for each regular or special meeting of the council, which agenda shall be reasonably specific and sufficient to identify the matters to be considered by the council; it shall also state the date, time and place of the meeting. A copy of such agenda shall be posted in the office of the city recorder and a copy given to a local media correspondent or posted in the press room located in the city hall, not less than twenty four (24) hours before such special or regular meeting. Notices of emergency meetings shall be given in the best practicable manner, under the circumstances, to the public and a member of the local news media.

C. Minutes shall be kept of all open or closed meetings and shall contain a record of those matters required by the Utah open and public meetings act or its successor. The minutes shall be public records, filed with the city recorder and required to be kept by

state law and shall be recorded and available for public inspection, within a reasonable time after the conclusion of such meeting(s).

SECTION 2. This ordinance shall take effect immediately upon the date of its first publication.

Passed by the City Council of Salt Lake City, Utah this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
CHAIRPERSON

ATTEST:

\_\_\_\_\_  
CHIEF DEPUTY CITY RECORDER

Transmitted to Mayor on \_\_\_\_\_.

Mayor's Action: \_\_\_\_\_ Approved. \_\_\_\_\_ Vetoed.

\_\_\_\_\_  
MAYOR

ATTEST:

APPROVED AS TO FORM  
Salt Lake City Attorney's Office  
Date 2-22-08  
By [Signature]

\_\_\_\_\_  
CHIEF DEPUTY CITY RECORDER

(SEAL)

Bill No. \_\_\_\_\_ of 2008.  
Published: \_\_\_\_\_.