



Council Policy Training 2026

Attendance



Regular participation is essential to effective governance.

Key Takeaways

- 6 compensated absences per calendar year
- Authorized City business and bereavement are excused
- Missing more than half a meeting counts as an absence
- Council may approve compensation beyond six absences

In Practice

Notify the Chair and Council Office staff early if attendance will be affected.

Legislative Process



A consistent process produces the best policy decisions.

Key Takeaways

- Any Council Member may sponsor legislation
- First Reading is for evaluation and discussion only
- Sponsor can incorporate feedback into their proposal
- Second Reading includes public comment and possible action

In Practice

First and Second Readings provide ample time for Council Members to review and discuss potential legislation.

Election of Council Officers



Leadership rotates through a structured process.

Key Takeaways

- Chair and Vice Chair election held at the first meeting in January and July
- Six-month terms
- Four affirmative votes required
- Two consecutive terms maximum

In Practice

Leadership is earned by Council vote, not succession by the Vice Chair.

Role of the Chair



The Chair facilitates the work of the Council rather than directing it.

Key Takeaways

- Sets the council agenda
- Orchestrates the meetings in an organized and balanced manner
- Supervises Council Office Director
- Represents official Council positions and adheres to the Media Policy

In Practice

The Chair's authority comes from the Council, not above it.

Code of Conduct



Public trust depends on professional conduct.

Key Takeaways

- Act in the public interest
- Respect colleagues, staff and residents
- Compliance with applicable state laws and internal policies
- Respect staff's roles and protect confidential information
- Violations may result in Council discipline

In Practice

Every interaction reflects on the institution. Conduct yourself in a manner that upholds the dignity of the office and the public's trust.

Rules & Procedures



Consistent rules create order and equitable meetings.

Key Takeaways

- Standard order of business to establish meeting procedure
- Council action requires a predictable process
- Parliamentary procedure promotes fairness and clarity
- Defined structure for motions and debate
- Public participation built into process

In Practice

Rules of procedure are designed to protect both majority rule and minority voices.

Agenda



Preparation drives productive meetings.

Key Takeaways

- Agenda Planning establishes the proposed agenda
- Item materials are due by end of day Thursday
- Final agenda is published Friday morning
- All materials that will be presented during a meeting must be attached to the agenda prior to publication

In Practice

A complete agenda packet ensures adequate preparation and prevents surprises.

Public Hearings



Provide meaningful public participation.

Key Takeaways

- Staff presentation first followed by questions
- Public comments generally limited to 3 minutes
- Council may deliberate after public comment closes

In Practice

Public hearing structure encourages listening first, deliberating second, and deciding last.

Media Policy



Communicate clearly and consistently.

Key Takeaways

- Members may speak individually and should make it clear their views are their own
- The current Council Chair generally speaks for Council
- Coordinate with Communications when appropriate or when contacting outside media organizations

In Practice

Separate personal opinions from official Council action or Council positions established by majority vote.

Social Media



Use social media responsibly.

Key Takeaways

- Council staff is solely responsible for the content and maintenance of official Council accounts
- Council accounts encourage public awareness and visibility of Council action
- Individual council members can use personal accounts to share their individual actions
- Designed to build public trust

In Practice

Assume every post could become tomorrow's headline.

Council Member Compensation



Establishes a methodology for compensation.

Key Takeaways

- Current policy needs to be updated for consistency with recent council action
- Policy sets the starting hourly rate for newly elected members
- Establishes how increases to the annual compensation plan affects council member compensation

In Practice

Council member policies should be routinely updated to maintain consistency with City Code and current Council practice.

Compensation Policy



Competitive compensation attracts and retains a qualified workforce

Key Takeaways

- Maintain salaries to be competitive with comparison cities
- Reward performance and employee growth
- Balance employee well being with fiscal health
- Adopt a compensation plan annually

In Practice

Compensation decisions should balance market competitiveness, employee retention and fiscal resources.

Committee Appointments



Guide transparent, consistent, and merit-based appointments

Key Takeaways

- Vacancies are coordinated through Council Staff
- Committee appointments are made by formal Council action
- Adopted process guides nominations, appointments and notifications.

In Practice

Focus on selecting qualified applicants who will effectively represent the community and contribute to the committee's work.

Citizen Recognition



Recognize outstanding service in a fair and consistent manner

Key Takeaways

- Council Members can nominate deserving citizens
- Recognitions discussed and planned prior to awards
- Written submissions maintain consistency

In Practice

Recognition should celebrate meaningful community contributions through a consistent process.

Advice & Consent



Council confirmation complies with statutory authority

Key Takeaways

- Candidates must satisfy qualification requirements
- Council follows a prescribed process including a public interview
- Consent typically occurs at Council Meeting following the interview

In Practice

Allows the Council a meaningful opportunity to evaluate a candidate in a transparent manner.

Electronic Meetings



Remote participation in meetings must comply with state law and council policy

Key Takeaways

- Electronic participation is authorized under Utah law
- Meeting procedures remain consistent whether participation is in person or remote
- Council members participating remotely should provide as much notice as possible
- Votes are taken by roll call unless unanimous

In Practice

When participating remotely work with Council staff to ensure your technology is prepared and working to allow you full participation in the meeting.

Approval of Minutes



Meeting minutes become the official record of the Council

Key Takeaways

- Minutes provide a summary of action
- Council staff takes and reviews minutes for accuracy
- Corrections should be made prior to approval
- Minutes should be approved within 3 calendar weeks

In Practice

Review minutes carefully; they become a permanent historical record.

Public Safety Staffing Report



Insight into staffing levels improves Council oversight.

Key Takeaways

- PSSR provides quarterly “check ins” for critical department staffing levels
- Helps the council to identify trends early
- Information supports good operational and budget decisions
- Provides an understanding of available public safety resources

In Practice

Use staffing reports to understand long term trends rather than focusing on the individual moment in time.

Long-Term Financial Plan



Long term planning supports responsible decision making.

Key Takeaways

- Finance staff considers future revenues and expenditures
- Council reviews projections to identify structural financial challenges
- Financial decisions should consider fiscal years beyond the current one
- Multi-year planning promotes sustainable service levels

In Practice

Major financial decisions should not only be evaluated through this year's budget but for their long term impact on the City's financial outlook.

Non-Employee Transportation



Non-employees generally may not ride in City vehicles during Council tours.

Key Takeaways

- Transportation for non-employees is limited
- That limited use must serve a city purpose
- Liability is a concern when non-employees travel in city vehicles

In Practice

Make sure any transportation involving a non-city employee is authorized and serves a City purpose.

Outside Legal



Outside legal services supplement City legal services.

Key Takeaways

- The City Attorney remains a primary advisor
- Outside counsel should supplement existing services
- Council approval is required before retaining outside legal counsel

In Practice

Outside legal assistance provides expertise or independence that cannot reasonably be provided internally.

Investments



Public funds should be invested safely, prudently and transparently.

Key Takeaways

- Taking care of public funds is the highest priority
- Investment decisions balance risk and return
- Oversight promotes accountability and trust

In Practice

Investment success is measured by protecting public resources.

Administrative Management Studies



Periodic organizational reviews support continuous improvement.

Key Takeaways

- Departmental reviews are a core Council responsibility
- Independent evaluation and information is essential for decision making
- This information is used to guide future policy decisions
- Outside expertise can identify internal blind spots

In Practice

Management studies provide decision making tools, not automatic directives.

Biennial Policy Review



Regular policy review keeps Council procedures current.

Key Takeaways

- Council policies are reviewed every two years
- Policies should reflect current law and practice
- Council members may recommend revisions
- Consistent reviews prevent policies from becoming out of date

In Practice

Treat the Policy Manual as a living document that evolves with the Council's experience, needs and practice.