

ROLE OF A COUNCIL MEMBER



Mayor and Council Responsibilities

The Kaysville City Council is the City's legislative body with responsibilities, including:

- Establishing laws and policies.
- Approving City general plans.
- Adopting the City's budget.
- Deciding what services to provide and at what level.
- **Determining tax and fee rates.**
- Providing oversight of city functions.
- Passing resolutions.
- Appointing administrative personnel.
- Appointing members of the boards and commissions.
- Protecting the welfare of the city and its inhabitants.
- Providing community leadership.
- Responding to the needs of citizens.
- Other specific powers as designated by the Mayor.

Council Members' statutory duties are to be performed, almost without exception, by the Council as a whole. As individuals, Council Members have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. The council, however, has complete legislative oversight over all affairs in the city. For example, the Council, not individual members, must formulate policies, and exercise City powers.

As head of the city, the Mayor officially speaks for both the government and the community as a whole. The Mayor is the presiding officer of the City, although many of the day-to-day operations of the city have been delegated by ordinance to the City Manager. The Mayor runs all council meetings, but does not vote except in the case of a tie, and to approve the appointment of the City Manager.

The Mayor usually serves as the city's representative before the Utah Legislature, federal agencies and other local governments. The Mayor often exerts leadership in city affairs. The Mayor usually greets important visitors, gives formal and informal talks, and takes part in public events. Also included in the Mayoral duties are executing official documents, setting council agendas, recommending most City appointments, declaring local emergencies, and working with city Staff on meeting day-to-day goals of Kaysville City.

Council Member Expectations

- It is the duty of each Council Member to attend meetings. The most important single responsibility of a council member is participation at council meetings. If a Council Member is unable to attend a meeting, it is the responsibility of the Council Member to inform the Mayor and/or the City Manager as soon as practical. A Council Member may be excused with their consent.
- Council Members are expected to serve as liaison to one or more Commissions, Committees or Departments within the City, as appointed. Some of these include:
 - Administration Department
 - Community Development Department

- Technology/IT Department
 - Public Safety Departments
 - Parks & Recreation Department
 - Power Department
 - Public Works Department
 - Planning Commission
 - Power Commission
 - Redevelopment Agency
 - Municipal Building Authority
 - Library Endowment Board
 - Kaysville Business Park Architecture Review Committee
 - Historic Preservation Committee
 - Parks & Recreation Advisory Board
 - RAMP Advisory Board
 - Kaysville Youth Council
 - Kaysville Youth Court
 - Kaysville Business Support
 - Economic Development Committee
 - Main Street Redevelopment Committee
 - Wasatch Front Regional Council
 - Chamber of Commerce
 - Legislative Policy Committee
 - Davis Education Foundation
 - USU Botanical Center
 - Davis School District
 - Interfaith Council
 - Utah Department of Transportation
 - Utah Associated Municipal Power Systems (UAMPS)
 - Wasatch Integrated Waste Board
 - Communities that Care Advisory Board
 - Weber Basin Water Conservancy District
- Council Members are expected to make themselves available to attend and support community events, such as:
 - City-Sponsored Community Events
 - Easter Egg Hunt
 - Memorial Day Program
 - Patriotic Devotional
 - 4th of July Parade
 - 4th of July Fireworks
 - Kaysville Fire Department Open House
 - Trunk or Treat
 - Kaysville Gives/Fill the Firetruck
 - Business Support Events
 - City Department Sponsored Events (i.e. Employee lunches when invited)
- Council Members are expected to make themselves available to meet or speak with developers, residents or other members of the community as requested to help answer questions or address concerns. This may include:
 - Property site visits
 - In-person visits
 - Responding to phone calls and emails
- Council Members must be willing to attend ongoing training as offered throughout the year. Elected Officials education and training provides up-to-date information on major issues and concerns relating to local government. A Council Member will benefit from annual conferences, conventions, and webinars. Some of those include:
 - Local Officials Day at the Legislature (January)
 - ULCT Midyear Conference in St. George - 2 days (Spring)
 - ULCT Annual Convention in SLC - 3 days (Fall)

- o NLC Congressional City Conference in Washington, DC - 4 days (Spring)
- o Land Use Trainings
- o Open Meetings Act Training

City Council Meetings

The City Council hold their regular meetings on the 1st and 3rd Thursdays of each month beginning at 7:00 p.m. A Q&A session is held prior to council meetings, typically beginning at 6:30 p.m.

Council Agendas will typically be posted the Friday before regular council meetings. City Council Members are expected to review these agendas prior to the meeting and direct questions to Staff members.

In addition to the regularly scheduled City Council meetings, there are numerous informal meetings, work sessions, closed meetings, emergency meetings and special meetings held to address special issues or problems. Some of our typical meetings, outside of regular council meetings, include:

- o Work session for yearly planning (usually held in January on a Friday)
- o Work session to begin reviewing budget (usually held in April on Friday)
- o Any additional work sessions to continue the review of the budget
- o Truth in Taxation (August)
- o Election Canvass Meetings (August and November)

Redevelopment Agency and Municipal Building Authority

The Council acts also as the Redevelopment Agency Board and the Municipal Building Authority Board. Kaysville City created these agencies according to State law to assist the City in development, redevelopment, and financing of projects. In each of their roles, the Council strives for mutual understanding of issues, concerns, and proposals.

Redevelopment Agency (RDA) meetings and Municipal Building Authority (MBA) meetings are held as needed, prior to the Council Meeting in the City Council Chambers at the Kaysville City Municipal Building.

Elected Officials - Best Practices

- Respect - Show respect for Fellow Council Members, the Community, Staff, Press, and the Legislative Process at all times. Disagreement and debate is positive and expected. An effective Mayor and Council are able to agree to disagree and not take things personally or make things personal.
- City Manager - Encourage a close relationship and meet with your City Manager periodically. Your City Manager can be your greatest asset in reaching your goals.
- Mayor - Meet with the Mayor frequently to discuss your ideas or concerns. The Mayor works closely with the City Manager to move the City Council goals forward, anticipate upcoming issues, and manage the action of the Council meetings. All of this can happen more smoothly if the Mayor understands your concerns.
- Council vs. Staff - City Staff will follow the direction of the Council and not the direction of an individual member. If a Council Member wants to direct Staff to do something, the Council Member should work with the Mayor and City Manager. The Council is responsible for making policy. The Staff works with the Mayor and is responsible for

implementing policy. Elected Officials and Staff should work together to understand the differences and opportunities that each specific role presents.

- Team Effort - Elected Officials should understand that the power and value of a City Council is the collective wisdom of the group. The group as a whole will always make better decisions than any one member. Become an expert at small group decision making. Understand and appreciate each other's styles, strengths, and expertise. Respect each other and understand your roles. Learn to compromise.
- Time-Commitment - Elected Officials should read the packet before meetings. Elected Officials should recognize that the position will require anywhere from 5-20 hours a week attending various events and other meetings. Additional time at conferences and other trainings may require much more time in a given week. Elected Officials should recognize that training is important and make every effort to attend recommended Elected Official training opportunities.
- Ethics - Be solid on laws and rules regarding ethics. Remember your values and why you ran for office or entered into public service. Put the community first in all matters.
- Controversial Topics - Even on very controversial topics with greatly varying opinions, the Council deliberation can be and should be "businesslike" and professional.
- Sensitive Matters - Communications relating to confidential or sensitive matters are best accomplished in person or by phone. Be aware of what information can be subject to a GRAMA (Government Records Access and Management Act) Request, including email and text conversations.

Kaysville City Code of Conduct and Ethics

Kaysville City has its own Code of Conduct for members of the Kaysville City Council, the City's boards, committees and commissions to ensure public confidence in the integrity of local government and its effective, open and fair operation. This code establishes standards that Council Members are expected to follow. Those standards include:

1. Act in the Public Interest
2. Comply with the Law
3. Act Professional
4. Respect the Process and Rules of Order
5. Prepare for Public Issues and Discussion
6. Disclose Conflict of Interest
7. Respect and Adhere to the Role of Members
8. Refrain from Influencing Deliberations of Boards, Committees and Commissions
9. Support a Positive and Constructive Work Place Environment