

## ROLE OF A COUNCIL MEMBER



### Responsibilities

The Kaysville City Council serves as the City's legislative body and is responsible for establishing laws and policies, approving the City's General Plan, adopting the City's budgets, determining which services to provide and at what level, setting tax and fee rates, providing oversight of city operations, passing resolutions, and responding to the needs of residents

Council Members' statutory duties are to be performed almost exclusively as a group. For example, policies and the exercise of City powers must be determined by the Council as a whole, not by individual members.

### Expectations and Personal Commitment

- To perform effectively as a Mayor or Council Member, it is important to manage your time wisely. The average **weekly time commitment is approximately 10 to 20 hours** for Council-related responsibilities.
- Council Members are expected to attend **all scheduled meetings**. Active participation in these meetings is their most important responsibility.
  - The City Council meets the **1st and 3rd Thursdays** of each month. Regular Meetings begin at 7:00 p.m. A City Council "Q&A" is held prior to each meeting at 6:30 p.m. (unless otherwise noted) to allow residents to speak with the Council one-on-one.
  - In addition to regular meetings, numerous informal meetings and work sessions are held to address special issues or concerns.
- If a Council Member is unable to attend a meeting, they must notify the Mayor and/or City Manager as soon as possible. A member may be excused with the consent of the Mayor or City Manager.
- Council Members are expected to **serve as liaisons** to one or more City commissions, committees, departments, and/or other organizations as appointed.
- Council Members are also expected to attend **City events** to show support for the community and stay engaged with residents.
- Ongoing **training opportunities** will take place throughout the year, some of which may require travel. Council Members are expected to attend these sessions. Participation in conferences, conventions, and webinars is encouraged, as they offer valuable and up-to-date information on key issues in local government.

## **Redevelopment Agency and Municipal Building Authority**

The Council also serves as the Board for both the **Redevelopment Agency (RDA)** and the **Municipal Building Authority (MBA)**. These agencies were created under state law to assist with development, redevelopment, and financing projects within the City. In each of these roles, the Council aims to foster mutual understanding of issues, concerns, and proposals.

RDA and MBA meetings are held as needed, typically following City Council meetings.

## **Elected Officials – Best Practices**

- **Respect:** Show respect for fellow Council Members, city staff, the community, the press, and the legislative process.
- **City Manager:** Build a strong relationship with the City Manager and meet periodically. The City Manager can be a key partner in achieving your goals.
- **Mayor:** Communicate regularly with the Mayor to share your ideas or concerns. The Mayor works closely with the City Manager to guide Council goals, prepare for issues, and manage Council meetings more effectively.
- **Council vs. Staff:** The day-to-day work of the City is carried out by staff, not by the Council. The Council's role is to set clear policies and goals, enabling staff to be effective partners.
- **Team Effort:** Understand and appreciate the strengths, styles, and roles of your fellow Council Members. Mutual respect and willingness to compromise are key.
- **Ethics:** Be familiar with ethics laws and maintain a strong sense of personal and public integrity. Always prioritize the community's best interest.
- **Controversial Topics:** Even in heated debates or on divisive issues, Council deliberations should remain professional and businesslike.
- **Sensitive Matters:** Confidential or sensitive issues should be discussed in person or by phone whenever possible. *Be mindful that written communication, including emails and text messages, may be subject to GRAMA (Government Records Access and Management Act) requests.*

## **Ethics**

The Municipal Officers' and Employees' Ethics Act establishes standards of conduct for elected and appointed officials in Utah. The full text can be found in the [Utah Code, Sections 10-3-1301 through 10-3-1313.](#)