

August 20, 2015

Don Rees  
10674 South 1055 West  
South Jordan, Utah 84095

Dear Mr. Rees,

Enclosed is a packet of information given to all new appointed members of South Jordan City Council, Boards, Committees and Commissions. This information will assist you in your new role on the **Historical Committee**.

- Your Appointment Letter  
(to be signed and returned to the City Recorder's Officer)
- Current list of **Historical Committee** members
- Policy Governing Advisory Boards/Committees
- City of South Jordan Purchasing Procedural Guide
- City of South Jordan Code of Ethics
- City of South Jordan Model of Excellence Member Statement  
(This form needs to be signed and returned to the City Recorder's Office)
- Return envelope  
(return signed appointment letter & Model of Excellence Statement to the City Recorder's Office)

Please let me know if there are any questions you have regarding the packet contents.

Respectfully,

Anna M. West, CMC  
City Recorder

August 20, 2015

Don Rees  
10674 South 1055 West  
South Jordan, Utah 84095

Re: Appointment to the **Historical Committee**

Dear Don,

We are pleased to advise you of your appointment to the Historical Committee which was approved by City Council on Tuesday, August 18, 2015.

This appointment complies with Policy and Procedures set forth on July 7, 2015 by Ordinance 2015-11.

To register your acceptance of this appointment, please sign below and return this notice to:

South Jordan City Hall  
Attn: City Recorder  
1600 W. Towne Center Drive  
South Jordan, UT 84095-8265

I, Don Rees, do hereby accept the appointment to the **Historical Committee**, as described above.

X \_\_\_\_\_  
Signature of Acceptance

Thank you for all that you do in support of our community.

Sincerely,

Anna M. West, CMC  
City Recorder

Cc: Mayor, David Alvord  
City Council Members  
City Manager  
City Staff Liaison

**City of South Jordan**  
**Purchasing Procedural Guide**  
(For City Advisory Boards & Committee Use)

- 1.01 This manual is designed to standardize methodology of buying practices and facilitate understanding of purchasing procedures utilized by the City of South Jordan. The policy statements contained in this manual represent the basic intentions and goals of the City.
- 1.02 It is the responsibility of all who have been delegated the authority to commit City funds through the purchasing function to adhere to City policies as contained in this manual.
- 1.03 This manual has been prepared to provide information and direction to the various department and division (and committees) of the City. Its primary purpose is to communicate policies and give guidance to Personnel assigned to the purchasing function, and other with purchasing authority.

Note: These policies and guidelines shall be followed by any committee which:

- a. Expends City Funds for purchasing of any commodity or service; and/or
  - b. Uses the City Tax Exempt Number for the purchase of any commodity or service regardless of the funding source.
- 2.01 The purchasing policies of the City of South Jordan are established by the City Council and are confirmed in the South Jordan City Municipal Code. (Staff is charged with assuring compliance with said policies).
  - 2.02 Purchasing for the requirements and operation of using departments, divisions, (committees) are to be made through a centralized purchasing concept.
  - 2.04 In accordance with Resolution 2000-21 of the South Jordan City Municipal Code, the Purchasing Division is hereby delegated as the City Council's designee to carry out the rules, regulations, and necessary procedures to adhere to these policies.
  - 3.03 Under the provisions of Resolution No. 2000-21 the City Manager is the purchasing agent for the City. (Authority is authorized to appropriate designees as determined by the City Manager). (All purchasing by committees shall be exercised via the assigned staff liaison that will coordinate purchases with the Purchasing Agent of the City).
  - 3.04 Departments, Divisions (committees) shall submit requests to purchase commodities to the Purchasing Agent (assigned staff liaison in the event of committee needs), on purchase requisition forms or by other means as may be prescribed by the Purchasing Office. The Division Head's signature, or the signature of his/her designated representative, on the requisition indicates that the requisition has been coordinated and approved within the Division as necessary, that the quantities, item descriptions and specifications describe the

minimum needs of the (requesting party), and that the Purchasing Agent is authorized to acquire the commodities as requested.

- 3.05 Purchases of commodities shall be made only by purchase orders. Except as otherwise provided in this manual, no purchase order shall be issued unless appropriate purchasing procedures have been followed.
- 5.03 Division Heads (committees) and persons occupying a comparable position shall acquire commodities in accordance with this policy. The Purchasing Division shall be responsible for management of the City's purchasing system.
- 5.04 The Purchasing Division shall perform duties of Purchasing Agent and shall monitor all purchasing actions for compliance with the City's Purchasing Procedural Guide, other applicable laws and administrative procedures.
- 11.02 Purchase requisitions should be prepared sufficiently in advance of the need, and scheduled on the basis that you allow the Purchasing Division time to secure competition and place the order, and the vendor time to deliver. Failure to do so may create an emergency, cause an undue amount of expediting, and the material may not be on hand when needed.

The Division Head, Supervisor, or duly authorized person, authorizes, prepares, and signs the purchase requisition. (In the event of committee request, the committee chairperson or designee may prepare the purchase requisition and approve the use of committee funding, but must also have the signature of the assigned staff liaison.)

- 12.02 Purchase orders shall be issued only upon a requisition signed by authorized personnel. The using Divisions (committees) shall not enter into negotiations with any vendor for the purchase of materials, supplies, equipment, or service.
- 15.01 An invoice is the vendor's statement of his/her charges against the City for materials or services rendered. These invoices are based upon the purchase order.
- 15.03 All invoices should be sent by the Vendor directly to the Accounting Division (City Finance Department). Upon completion of delivery and acceptance of material or service, the Division will immediately forward the receiving report to the Accounting Office. (Only authorized personnel may sign for materials or services delivered or received.)
- 15.04 Petty cash purchases are used to buy items not stocked in central stores and (which) will not exceed \$100.00. (Committees may utilize a petty cash fund as approved by the City in advance.) (Committees may also submit receipts for small petty cash outlays for reimbursement.) (All such expenditures must be approved by the Committee Chairperson or designee and the assigned staff liaison.)



## CODE OF ETHICS

For members of South Jordan City Council, Boards, Committees  
and Commissions Adopted by the South Jordan City Council

### **Preamble:**

**The Citizens and businesses of South Jordan City are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence and trust. In keeping with South Jordan City's Commitment to Excellence, the effective functioning of the government, therefore requires, that:**

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the South Jordan City Council has adopted a Code of Ethics for members of the City Council and of the City's boards, committees and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

### **1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of South Jordan and not for any private or personal interest, and they will assure fair and equal treatment to all persons, claims and transactions coming before the South Jordan City Council, boards, committees and commissions

### **2. Comply with the Law**

Members shall comply with the laws of the nation, the State of Utah and the City of South Jordan in the performance of their public duties. These laws include, but are not limited to: the United States and Utah Constitutions; the South Jordan City Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City policies and procedures.

### **3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards, committees and commissions, the staff or public.

### **4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order as established by the City Council, board, committees and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City Staff.

### **5. Conduct of Public Meetings**

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

### **6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

### **7. Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council, boards, committees and commissions, which they may have received from sources outside of the public decision-making process. Ex parte communication with developers or others having a financial interest in the City is deemed inappropriate.

### **8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence governmental decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with law, members shall disclose investments, interest in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

### **9. Gifts and Favors**

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting gifts, favors or promises for future benefits, which might compromise their independence of judgment or action or give the appearance of being compromised.

#### **10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

#### **11. Use of Public Resources**

Members shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

#### **12. Representation of Private Interests**

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interest of third parties before the Council or any board, committee, commission or proceeding of the City, nor shall members of boards, commissions appear before their own bodies or before the Council on behalf of the private interest of third parties on matters related to the areas of service of their bodies.

#### **13. Advocacy**

Members shall represent the official policies or positions of the City Council, board, committee or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members should explicitly state that they do not represent their body or South Jordan City, nor will they allow the inference that they do.

#### **14. Policy Role of Members**

Members shall respect and adhere to the Council-manager structure as adopted by ordinance of the South Jordan City government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, committees and commissions, and City staff.

#### **15. Independence of Boards, Committees and Commissions**

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee and commission proceedings.

## **16. Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealing with City employees to in no way create the perception of inappropriate direction to staff.

## **17. Implementation**

As an expression of the standards of conduct for members expected by the City, the South Jordan City Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientation for candidates for City Council, applicants to board, committee and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the South Jordan City Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council, boards, committees, and commissions, and the City Council shall consider recommendations from boards and commissions, and the staff to update it as necessary.

## **18. Compliance and Enforcement**

The South Jordan City Code of Ethics expresses standards for ethical conduct expected for members of the South Jordan City Council, boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees, and commissions and the Mayor, have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment.



## MODEL OF EXCELLENCE

South Jordan City Council, Boards, Committees, and Commissions

### MEMBER STATEMENT

As a member of the South Jordan City Council or of a South Jordan committee, board or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the City, and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefits;
- Avoid and discourage conduct, which is divisive or harmful to the best interests of South Jordan;
- Treat all people with whom I come in contact, in the way I wish to be treated;

I affirm that I have read and understood the South Jordan City Code of Ethics.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Council, Board, Committee, or Commission: **Historical Committee**