

RICHMOND CITY CORPORATION
ORDINANCE 2004-5

WHEREAS the *Code of Revised Ordinances of Richmond* (1975, adopted 1976) sets forth the general policy by which Richmond City is governed, and

WHEREAS the natural passage of time brings about the need to periodically up-date and modify the contents of said ordinances,

NOW THEREFORE the City Council of Richmond City, County of Cache, State of Utah, hereby adopts, passes, and publishes the following:

AN ORDINANCE TO MODIFY AND UP-DATE TITLE 3-000,
CHAPTER 3-300, PART 3-352 AND PART 3-353 OF THE CODE OF
REVISED ORDINANCES OF RICHMOND (1975, ADOPTED 1976).

1. Parts 3-352 and 3-353 of Title 3-000, Chapter 3-300 of the *Code of Revised Ordinances of Richmond* (1975, adopted 1976) as currently written are hereby declared historic.
2. Parts 3-352 and 3-353 of Title 3-000, Chapter 3-300 of the *Code of Revised Ordinances of Richmond* (1975, adopted 1976) will now read as follows:

3-352. AGENDA. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Richmond City Council shall be delivered to the Recorder or other designated member of the Richmond City administration no later than four working days prior to the City Council meeting in which the material shall be presented. The designated member of the City administrative department shall then arrange a list of such matters according to the order of business and furnish each member of the governing body, the City Recorder, the City Treasurer, and the City Attorney (when appropriate) a copy of the agenda as far in advance of the scheduled meeting as possible, and in no case less than 48 hours prior to said scheduled meeting. Further, copies of said agenda shall be posted in at least three publically accessible locations within Richmond City at least 48 hours prior to the meeting, and will be published in the local news media in keeping with said local news media policy. Only matters appearing on the agenda shall be presented to the governing body during the course of the official meeting with the sole exception of unforeseen matters of an emergency nature. Should such an event occur, the governing body may, by motion, waive the requirements of this section; however, the term "emergency nature" shall apply only to events, actions, or conditions that could place the health and well-being of Richmond citizens in jeopardy. Participation in the welcoming ceremony shall be open to all on a non-discriminatory basis with scheduling preference being given to Richmond citizens. Individuals desiring to participate in the welcoming ceremony should write a letter to the Richmond City Recorder or other designated member of the Richmond City administration at least one month in advance of the meeting in which they desire to participate, and provide at least one alternate meeting date. The letter should indicate a point of contact for arrangements and a brief description of the proposed welcoming ceremony. The content of the proposed welcoming ceremony shall not serve as the basis for denying the right to present an welcoming ceremony, unless such content violates any applicable law, ordinance, regulation, statute, etc. The welcoming ceremony, including the Pledge of Allegiance, shall not exceed three minutes. The welcoming ceremony shall not be used for the purpose of public input on a particular city issue, shall not be specific to any specific agenda item, nor shall it be applicable to any political

issue. The welcoming ceremony is designed to be positive, encouraging, and uplifting, it may or may not include prayer, or non-secular comments appropriate for public gatherings. Should no specific welcoming ceremony be scheduled for a meeting, the mayor (or in the mayor's absence, the designated member of the City Council serving as chair for that meeting) may ask for individuals present to participate, as appropriate, in conducting/performing a welcoming ceremony conforming to this ordinance.

3-353. ORDER OF BUSINESS.

A. At the time and place set for each meeting of the Richmond City Council, the business of Richmond City shall be taken up for consideration and disposition in the following order unless otherwise provided by motion of the Richmond City Council:

1. Pledge of Allegiance and Welcome.
2. Reading and approval of previous meetings minutes.
3. Petitions, remonstrances and communications.
4. Public hearings, if appropriate.
5. Introduction, discussion, and adoption of ordinances and/or resolutions.
6. Continuation of old business if applicable.
7. New business items.
8. Reports - Departmental, Administrative, Council, and Mayor.
9. Approval of appropriations.
10. Schedule of agenda items for next meeting, as known.
11. Adjournment.

B. The Richmond City Council may by motion change, amend, or delete an agenda item provided for in this section.

ADOPTED AND PASSED by the Richmond City Council this 20th day of April, 2004.

Kip E. Panter
Mayor

ATTEST:

Boyd A. Lewis
Recorder

Posting Date: April 21, 2004

CERTIFICATE OF DUE POSTING

I, BOYD A. LEWIS, City Recorder of Richmond, Cache County, Utah, do hereby certify that on the 21st day of April, 2004, in the City of Richmond, County of Cache, State of Utah, was posted the foregoing Ordinance 2004-5 in a likely manner, a copy of which is hereunto attached, in each of the three most public places in the said City of Richmond, to wit:

1. Richmond City Office.
2. Richmond Public Library.
3. Richmond City Post Office.

WITNESS my hand this 21st day of April, 2004.

Boyd A. Lewis
Richmond City Recorder