

## **PROCLAMATION OF LOCAL EMERGENCY**

**WHEREAS**, pursuant to Utah Code Ann. § 53-2a-208 *et seq.*, the Mayor of the City of Bluffdale (“City”) is the Chair of the City Council, which holds all executive and administrative powers that have not otherwise been delegated to the City Manager, and as such has authority to declare a local emergency;

**WHEREAS** this declaration of a local emergency is official recognition that a local emergency exists within the City, provides a legal basis for requesting and obtaining state or federal government disaster assistance, activates the response and recovery aspects of all applicable local disaster emergency plans, and authorizes the furnishing of aid and assistance pursuant thereto;

**WHEREAS** Governor Gary R. Herbert and the State of Utah’s COVID-19 Community Task Force has made recommendations to reduce the spread of COVID-19;

**WHEREAS** the proclamation of a local emergency is consistent with those recommendations; and

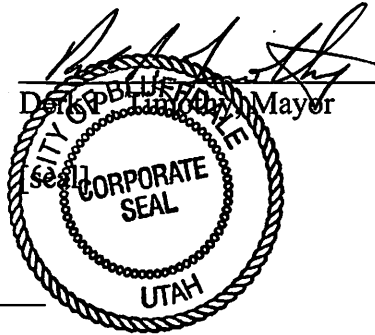
**WHEREAS** the global outbreak of COVID-19 has affected the State of Utah and the City of Bluffdale, which constitutes a condition appropriate for the declaration of a local emergency according to the laws of the State of Utah;

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE CITY OF BLUFFDALE, UTAH, AS FOLLOWS:**

1. Pursuant to Utah Code Ann. § 53-2a-208, I, Mayor Derk P. Timothy, the Chair of the Bluffdale City Council, which holds all executive and administrative authority not otherwise delegated to the City Manager, of the City of Bluffdale, a political subdivision of the State of Utah, do hereby proclaim a Local Emergency exists in the City of Bluffdale, Utah, on this \_\_\_ day of March 2020.
2. The nature of the local emergency is the potential for the widespread transmission of COVID-19 and the consequential risks to the health, safety, and welfare of Bluffdale residents.
3. The area affected or threatened is the entire City of Bluffdale.
4. The condition which caused the emergency is COVID-19.
5. This proclamation shall take effect immediately and be declared to be ongoing for a period of thirty (30) days, or until revoked, whichever is earlier.

6. Pursuant to this Proclamation, the City of Bluffdale adopts the attached Electronic Meeting Policies and Procedures, which shall govern the conduct of electronic public meetings. These policies and procedures will facilitate the efficient and effective administration of government while the City of Bluffdale endeavors to comply with orders and advisory declarations by the President of the United States, the Governor of the State of Utah, and State and County Health Departments. These Electronic Meeting Policies and Procedures shall be ratified by a majority vote of the City Council at its next public meeting. If the City Council does not ratify these Electronic Meeting Policies and Procedures, they shall become null and void at the conclusion of the first public meeting after this Proclamation.
  
7. This Proclamation declaring the local emergency shall be filed promptly with the office of the City Recorder.

ATTEST:



Signed: Gina Miller

Printed Name: GINA MILLER

Title: DEPUTY CITY RECORDER

**ELECTRONIC MEETING  
POLICIES AND PROCEDURES**

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## ELECTRONIC MEETING POLICIES AND PROCEDURES

- I. **Policy:** This shall be known as the City of Bluffdale (the “City”) Electronic Meeting Policy (the “Policy”).
- II. **Electronic Meetings:**
  - A. **General:** A City public meeting (whether City Council, Planning Commission, Appeals and Variance Hearing Officer, Historical Preservation Commission, Bluffdale Arts Advisory Board, or other public body of the City) may be convened and conducted by means of telephonic, telecommunications, or computer conference by satisfying the requirements of Utah Code Ann. § 52-4-207.
  - B. **Participation:** The primary purpose for holding electronic meetings is to enable members of the public body to participate in the meeting electronically. Nevertheless, provision may be made for a member of the public to monitor an open meeting of the public body through electronic means provided that the member of the public so requests in writing at least three days prior to the meeting, and further provided that the City will not be required to acquire any equipment, facilities or expertise which the City does not already possess in order to accommodate the request. Notwithstanding anything to the contrary in this Policy, with the exception of a public hearing, the general public and other interested persons need not be provided an opportunity to participate in, as opposed to attend and monitor, an electronic meeting.
  - C. **Anchor Location:** One or more anchor locations must be established for all electronic meetings. The anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. At least one anchor location for an electronic meeting must be in the building where the public body would normally meet if not holding an electronic meeting. A quorum of the public body need not be present at a single anchor location for an electronic meeting to be held. As few as one member of the public body may be present at the anchor location, as long as all other requirements of this Policy and of Utah Code Ann. § 52-4-207 are satisfied for a meeting to be held as an electronic meeting, provided that the member of the public body who chairs the meeting is physically present at the anchor location. Space and facilities must be provided at the anchor location(s) so that all interested persons may attend and monitor the open portions of the meeting. In addition, if the meeting is a public hearing, space and facilities must be provided at the anchor location(s) so that interested persons and the public may attend, monitor and participate in the hearing. The City may limit the number of attendees of the public at the anchor location during a local, state, or national emergency.
  - D. **Notice:** Not less than 24 hours’ advance public notice, including the agenda, date, time, location, and a description of how the Board Members will be connected to the electronic meeting, will be given for each electronic meeting of the Board by posting a written notice at the principal office of the City (or at the building where the meeting is to be held

if no principal office exists) and providing written or electronic notice to at least one newspaper of general circulation in the City and to a local media correspondent, and by posting the notice on the Utah Public Notice Website created under Utah Code Ann. § 63F-1-701. In addition, the notice must be posted at the anchor location (which may be the principal office of the City) and must be provided to all members of the public body at least 24 hours before the meeting. These notice requirements are minimum requirements and are not to be construed as precluding such additional postings and notifications as may be directed by the Board.

- E. Budget or Logistical Considerations:** The Chair, or the Vice-Chair in the Chair's absence, may determine, based upon budget or logistical considerations, that it is not in the best interest of the City to hold an electronic meeting, in which event the meeting will not be held as an electronic meeting. The Chair, or the Vice-Chair in the Chair's absence, may also restrict the number of separate electronic connections that are allowed for an electronic meeting based on available equipment capacity. The request from a member of the public to participate in a meeting electronically may be denied by the Chair, or Vice-Chair in the Chair's absence, based on budget, public policy or logistical considerations deemed sufficient by the Chair or Vice-Chair.
- F. Conduct of Meeting:** No action may be taken and no business may be conducted at a meeting of the public body unless a quorum, consisting of a simple majority of the voting members of the public body, is present. A member of the public body who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward the required quorum in accordance with Utah Code Ann. § 52-4-207. Any member of the public body participating via electronic means may make, second and vote on all motions and participate in the discussion as though present, except that the member who chairs the meeting must be present at the anchor location. If neither the Chair nor the Vice Chair is physically present at the anchor location (but there is still a quorum) a member of the public body who is physically present at the anchor location will preside over the meeting.