
SALT LAKE CITY COUNCIL STAFF REPORT

DATE: November 7, 2006

SUBJECT: Adoption of a proposed ordinance combining the functions of the Capital Improvement Program (CIP) and Community Development Advisory Committee (CDAC) boards, into one citizen advisory board, to be named the Capital Improvement Programs Advisory Board (CDCIPAB).

STAFF REPORT BY: Jennifer Bruno, Policy Analyst

AFFECTED COUNCIL DISTRICTS: City-wide

**ADMINISTRATIVE DEPT:
AND CONTACT PERSON:** Housing and Neighborhood Development
LuAnn Clark, Director

KEY ELEMENTS:

- A. During the FY 2005 budget process the Council adopted the following legislative intent statement regarding Boards and Commissions:
- “It is the intent of the City Council that the Administration would continue to review all City boards and commissions that are not mandated by State Statute to determine where Administrative staff efficiencies can be obtained by combining boards that perform similar tasks, by identifying more effective means for public input where that potential exists, or by eliminating boards that may no longer serve their original purpose.”
- B. The Administration has studied the issue and has drafted an ordinance for Council consideration that combines the duties of the CIP and CDAC boards. The ordinance *amends* the section of the Salt Lake City code that creates the CIP board, and *repeals* the section of the Salt Lake City code that creates the CDAC board. The ordinance contains the following amendments:
1. The new board will be called the “Community Development and Capital Improvement Programs Advisory Board” (CDCIPAB).
 2. The purpose statement and responsibilities statements are expanded to include references to allocation of community development grants (to cover the function of the former CDAC board).
 3. Members are given a 10 day deadline with which to sign the “oath of office” and file it with the City Recorder’s office. Note: This deadline is included in the CDAC ordinance (which is proposed to be repealed) and is included in the *amended* ordinance to make all functions consistent.
 4. The CIP Board ordinance *and* the proposed amended ordinance require 9-11 members. The CDAC Board ordinance, proposed to be repealed requires 15 members.
 5. Of the 9-11 members of the board, in addition to the existing requirement that each council district be represented, “the Mayor should include representatives of low and moderate income, ethnic minorities, persons with disabilities, elderly persons, female-headed households...” Note: This statement is included in the CDAC

ordinance (which is proposed to be repealed) and is included in the *amended* ordinance to make all functions consistent.

6. The final proceedings will be available for public inspection in the City Recorder's office.
7. A sentence referencing the recording of each members' yea or nay votes was eliminated. Instead, the final vote on the overall budget recommendations will be recorded, and not the yea or nay votes on each specific project.
8. A sunset section is added, stating that if the CDBG funds are no longer being appropriated by the US Department of Housing and Urban Development, the board shall cease to function in an advisory role for the community development program, but will continue to function with regard to the role of advisory board to the Capital Improvement Program.

C. The Administration states in the transmittal, that the key impetus for combining these two boards was a desire to evaluate projects based on the overall picture of the capital improvement 10 year plan, which includes both CDBG and CIP as funding sources. With two different boards evaluating projects, continuity is not easily guaranteed, and it is more difficult for both boards to see the overall "capital projects" picture.

D. Currently, CDAC has 7 members with 8 vacancies (total of 15 members per the ordinance). The CIP Board currently has 8 members with 3 vacancies (total of 11 members per ordinance). The proposed "Community Development and Capital Improvement Programs Advisory Board" (CDCIPAB) would have 9-11 members.

1. HAND staff polled existing members from both boards regarding their interest in serving on a combined board. 11 of the 15 existing members expressed an interest in serving, with one non-response. Of these 11 who expressed an interest, the following would be the breakdown by Council District:
2. Should the Council forward the interviewee from November 7th to the consent agenda, there would be 12 individuals interested in serving on the combined board. See **item J** for a further explanation of how HAND staff would handle who would be recommended to the Mayor and ultimately to the Council.

District 1	1
District 2	2
District 3	4
District 4	1
District 5	0 *
District 6	1
District 7	2

* Council interviewee on November 7th is from District 5

- E. CDAC usually begins its review of applications in October and makes final recommendations to the Mayor by the end of January. The CIP Board usually begins its review of applications in January and makes final recommendations to the Mayor by March.
1. Thus the functions of the proposed board would have an overlap of duties in January.
 2. HAND staff will discuss options and solutions with the board should the Council adopt the proposed ordinance.



- F. The Administration has experienced some difficulty in obtaining a quorum at all CIP Board meetings, due to the unusual schedule and short time period for meetings. The Administration communicates in the transmittal that combining boards will create a more regular meeting schedule from October through March, and that will likely alleviate some of these problems.
 - G. The idea of combining boards was discussed with all current members of both the CIP Board and CDAC, and positive responses were received. The board members voiced the opinion that having a broader understanding of the general capital projects needs of the entire City would be most beneficial to their decision-making, particularly with the recent adoption of the 10 Year Capital Plan. Little concern was raised over the increase in number of meetings for whoever is on the consolidated board, should the Council adopt the proposed ordinance.
 - H. While the efficiency and effectiveness of the boards will be improved by combining the boards, staff time will not be substantially reduced. Because of the guidelines and time-consuming procedures required by HUD for the federal grant process, a full time position is required. The CIP coordinator facilitates the CIP process (which is much simpler than the federal process) half of the time, and spends the other half of the time on non-federal grants that the City receives for programs and projects. Therefore, staffing demands will stay the same, regardless of the combination of the boards.
 - I. Should the Council adopt the proposed ordinance, HAND staff would meet with the current chairs of CDAC and the CIP Board to determine criteria that would be used to determine who would be asked to continue on the consolidated board. The Chairs will then make their recommendations to the Mayor based on these criteria for his review. The Mayor will then submit his recommendations to the City Council for review and consideration.
- C: Rocky Fluhart, Sam Guevara, DJ Baxter, LuAnn Clark, Sherrie Collins, Rick Graham, LeRoy Hooton, Tim Harpst, Kevin Young, Max Peterson, Louis Zunguze, Chris Shoop, Barry Esham, Marge Harvey, Jan Aramaki, Veronica Wilson, Sylvia Richards, Janice Jardine

A. LOUIS ZUNGUZE
DIRECTOR
BRENT B. WILDE
DEPUTY DIRECTOR

SALT LAKE CITY CORPORATION
DEPT. OF COMMUNITY DEVELOPMENT
OFFICE OF THE DIRECTOR

ROSS C. "ROCKY" ANDERSON
MAYOR

CITY COUNCIL TRANSMITTAL

TO: Rocky J. Fluhart, Chief Administrative Officer  **DATE:** September 27, 2006
FROM: Louis Zunguze, Community Development Director 
SUBJECT: Community Development and Capital Improvement Programs Advisory Board Ordinance

STAFF CONTACTS: LuAnn Clark, Housing & Neighborhood Development Director, at 535-6136 or luann.clark@slc.gov

ACTION REQUIRED: Adoption of Proposed Ordinance Amending Chapter 2.33, Salt Lake City Code and repealing Chapter 2.41, Salt Lake City Code by City Council

DOCUMENT TYPE: Ordinance

BUDGET IMPACT: None

DISCUSSION:

Issue Origin: During the 2004-2005 budget process the City Council adopted the following Legislative Intent Statement regarding Boards and Commissions:

It is the intent of the City Council that the Administration would continue to review all City boards and commissions that are not mandated by State Statute to determine where Administrative staff efficiencies can be obtained by combining boards that perform similar tasks, by identifying more effective means for public input where that potential exists, or by eliminating boards that may no longer serve their original purpose.

Two of the Boards that have been reviewed by the Community Development Department (CD) are the Capital Improvement Program (CIP) and the Community Development Advisory Committee (CDAC) Boards.

Analysis: The CIP and CDAC Boards are advisory boards that provide the Mayor and the City Council with funding recommendations pertaining to the City's Community Development Block Grant Program (CDBG) and the Capital Improvement Program. Each Board reviews the capital improvement applications submitted by City Departments, organizations and private citizens.

The CIP Board, consisting of 11 members, reviews applications requesting general fund, impact fee and Class "C" funds and the CDAC Board, consisting of 15 members, reviews the CDBG applications.

A combined board would allow one Board to review and evaluate all of the capital improvement applications regardless of the funding source. With the adoption of the fiscally constrained capital improvement ten-year plan, which both boards will use during the evaluation of projects, it seemed an appropriate time to request that the boards be combined. This new board would have 11 members, the same number as required in the CIP ordinance. The proposed board would have representation from each Council District, and the rest of the members would include representatives from low and moderate income groups, ethnic minorities, persons with disabilities, elderly persons, female-headed households and persons who represent business or commercial interests in the City. To accomplish this a new ordinance is required. The proposed ordinance combines the requirements in the current ordinances pertaining to the representatives for both existing boards.

Both boards are currently facilitated by staff from the Housing and Neighborhood Development Division (HAND) of the CD Department. These boards are fairly unique because they do not meet on a regular monthly schedule throughout the year like most of the other boards in the City. Typically, CDAC begins its review of applications in October and makes final recommendations to the Mayor by the end of January. The CIP Board usually starts their review in January with final recommendations to the Mayor in March. These schedules do overlap in January and the HAND staff will discuss options and possible solutions with the board, if the City Council adopts the proposed ordinance. Due to the unusual schedule and the short period of time for meetings it has become more difficult to maintain CIP board members from year to year or to have a quorum at all meetings. The combination of the boards may alleviate some of the difficulties because board members will meet on a more regular basis from October to March.

Although each board has staff assigned to facilitate the application process, eligibility review, public process and, reporting requirements, combining the boards will not eliminate or reduce the staff time needed to perform the work associated with each board. The guidelines and procedures required by the Department of Housing and Urban Development (HUD) for the federal grant process are very time consuming, specific and more restrictive than what is required of the CIP process. A full time position, the Community Development Planner, is assigned to perform these duties for CDAC. The CIP Coordinator facilitates the CIP process half time and spends the rest of her time on the other non-HUD grants the City receives for programs and/or projects. The Director of HAND also attends all board meetings, as well as other staff members when needed. Therefore, while combining the boards will improve efficiency of the processes and enable Board members to have a comprehensive view of project proposals, staff time will not be substantially reduced.

As part of analyzing this change, the HAND Director discussed the idea with the boards and received positive input from all members regarding the possibility of combining the boards. The board members thought that combining the boards would give them a broader understanding of the general CIP needs of the entire City. They also thought that reviewing all CIP applications would be helpful to them in making recommendations for funding, especially with the adoption

of the ten year plan. The number of meetings would increase substantially for CIP Board members, while the CDAC Board would see a slight increase.

Recommendations: The CD Department is recommending that the CDAC and CIP Boards be combined into a new board called the Community Development and Capital Improvement Programs Advisory Board (CDCIPAB).

If the Council adopts the proposed ordinance, HAND is recommending that we contact each board member and see if he/she is interested in serving on the new combined board. The HAND staff will then meet with the current Chairs of CDAC and CIP to discuss the criteria that will be used to determine who will be asked to continue on the Board. The Chairs will need to make sure that the City has representation from each City Council District, board diversity as outlined in the ordinance, and that the members are available to attend and participate from October through March. After the Chairs have made their recommendations, potential board members will be submitted to the Mayor for his review. The Mayor will then submit his recommendations to the City Council for review and consideration.

PUBLIC PROCESS: The amendment to the Ordinance requires no public process other than Council adoption.

RELEVANT ORDINANCES: New ordinance amending Chapter 2.33 and repealing Chapter 2.41 of the Salt Lake City Code. The attached ordinance has been reviewed and approved by the City Attorney's Office. The Attorney recommended that we amend Chapter 2.33, that establishes the CIP Board and then add in the pertinent information from Chapter 2.41 that establishes CDAC. The Ordinance also repeals Chapter 2.41.

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Attachment A
Proposed Ordinance

SALT LAKE CITY ORDINANCE
No. _____ of 2006
(Community Development and Capital Improvement
Programs Advisory Board)

AN ORDINANCE AMENDING CHAPTER 2.33, *SALT LAKE CITY CODE*,
RELATING TO CAPITAL IMPROVEMENT PROGRAMS CITIZEN BOARD AND
REPEALING CHAPTER 2.41, *SALT LAKE CITY CODE*, RELATING TO COMMUNITY
DEVELOPMENT ADVISORY COMMITTEE.

Be it ordained by the City Council of Salt Lake City, Utah:

SECTION 1. That Chapter 2.33, *Salt Lake City Code*, pertaining to Capital Improvement Programs Advisory Board be, and the same hereby is, amended to read as follows:

Chapter 2.33

**COMMUNITY DEVELOPMENT AND CAPITAL IMPROVEMENT
PROGRAMS ADVISORY BOARD**

2.33.010 Definitions.

For the purpose of this chapter the following words shall have the meaning as given in this section:

- A. "Board" means the Community Development and Capital Improvement Programs Advisory Board created under this chapter.
- B. "City" means and refers to Salt Lake City, a municipal corporation of the state of Utah.
- C. "Council" means the Salt Lake City council.
- D. "Mayor" means the duly elected or appointed and qualified mayor of the city.
- E. "Member" means a person appointed by the mayor who is duly qualified and acting as a member of the board.
- F. "Person" means an individual.

2.33.020 Board created.

There is created the board, which body shall consist of not less than nine members nor more than eleven members who reside in the city.

2.33.030 Purpose.

The purpose of the board is to provide citizens with an ample opportunity to participate, in an advisory role, in the city's planning, assessment and allocation of its community development grants and capital improvement programs. Although board members serve in an advisory role only, their involvement is necessary in obtaining the opinions of persons who live and/or work in various neighborhoods to aid the city in identifying the needs within those areas and the programs and projects to be completed as part of the city's community development and capital improvement programs.

2.33.040 Appointment – Oath of Office.

A. All appointments of board members shall be made by the mayor, with the advice and consent of the city council. In making initial appointments, the mayor shall designate three members to serve one year, four members to serve two years, and four members to serve three years. Thereafter, all appointments shall be made for a three-year term. Each member's term of office shall expire on the applicable first Monday in June. Each member shall perform service on a voluntary basis without compensation and on such basis shall be immune from liability with respect to any decision or action taken during the course of these services, as provided by Utah Code Annotated, Section 63-30b-1, et seq. (1953) as amended, or successor sections. Members shall sign the oath of office required by law to be signed by City officials and file the same in the office of the City Recorder. Every member who shall fail within ten (10) days after notification of his or her appointment to file with the City Recorder his or her oath of office to perform faithfully, honestly and impartially the duties of the office, shall be deemed to have refused such appointment, and thereupon another person shall be appointed in the manner prescribed in this Chapter, or its successor. Vacancies occurring in the membership of the board shall be filled by appointment by the mayor with the advice and consent of the council for the unexpired term.

B. Of the appointments to be made by the mayor, at least one member shall be appointed from each council district. In making such appointments and those of the remaining members of the board, the Mayor should include representatives of low and moderate income, ethnic minorities, persons with disabilities, elderly persons, female-headed households and persons who represent business or commercial interests of the city.

2.33.050 Removal from office.

Any member may be removed from office by the mayor prior to the normal expiration of the term for which such member was appointed.

2.33.060 Members' ethics.

Members shall be subject to and bound by the provisions of the city's conflict of interest ordinance, Chapter 2.44 of this code. Any violations of the provisions of said act shall be grounds for removal from office.

2.33.070 Eligibility for membership.

A person, to be eligible to be appointed as a member of the board, shall meet the following prerequisites:

- A. Be at least eighteen years of age;
- B. Be a resident of the city.

2.33.080 Meetings.

The board shall convene meetings as needed throughout the year. The board shall hold its meetings in compliance with the Utah Open and Public Meetings Act and shall be held in a public place. Six members of the board shall constitute a quorum for the transaction of business. The board shall cause a written record of its final proceedings to be available for public inspection in the office of the city recorder. The board shall adopt a system of rules and procedure under which its meetings are to be held. The board may suspend the rules of procedure by unanimous vote of the members of the board who are present at the meeting. The board shall not suspend the rules of procedure beyond the duration of the meeting at which the suspension of rules occurs.

2.33.090 Election of officers.

Each year the board, at its first regular meeting, shall select one of its members as chairperson and another of its members as vice-chairperson, who shall assume the duties of the chairperson during the absence or disability of the chairperson

2.33.100 Subcommittees.

The board may designate such subcommittees or committees as it desires to study, consider and make recommendations on matters which are presented to the board.

2.33.110 Responsibilities.

The board shall have the following responsibilities:

- A. To serve solely in an advisory role on decisions relating to the city's community development grants and capital improvement programs;

- B. To coordinate with the housing and neighborhood development division of the City on review and evaluation of current strategic plans, goals and policies of the community development and capital improvement programs;
- C. To review all eligible annual project proposals submitted by various individuals, neighborhood groups, community organizations and city departments, and make recommendations to the mayor on such request for funds;
- D. To discuss program and project monitoring information prepared by the city to ensure that the projects are implemented as planned;
- E. To assure that the community development grants and capital improvement program goals are consistent with the strategic plans and goals of the city;
- F. To evaluate the overall effectiveness of the community development and capital improvement program activities;
- G. To be responsible for establishing and maintaining communications with the Salt Lake City community councils

2.33.120 Attorney.

Any legal advice or assistance desired shall be obtained only from the office of the city attorney.

2.33.130 Board actions shall not bind the mayor or city council.

The recommendations of the board shall not be deemed to bind the mayor and the city council in their determinations. Nothing in this chapter shall be construed to be a delegation of the mayor's and the city council's responsibility and authority regarding the community development grants or capital improvement programs.

2.33.140 Sunset:

Should the Community Development Grants Program and funds being appropriated by the US Department of Housing and Urban Development terminate, the board shall cease to function in an advisory role for the community development program, but it shall continue to function as provided herein with regard to the role of the board under the capital improvement program.

Section 2. That Chapter 2.41, *Salt Lake City Code*, pertaining to Community Development Advisory Committee be, and the same hereby is, repealed.

SECTION 3. This ordinance shall take effect immediately upon the date of its first publication.

Passed by the City Council of Salt Lake City, Utah this _____ day of _____, 2006.

CHAIRPERSON

ATTEST:

CHIEF DEPUTY CITY RECORDER

Transmitted to Mayor on _____.

Mayor's Action: _____ Approved. _____ Vetoed.

MAYOR

ATTEST:

CHIEF DEPUTY CITY RECORDER

APPROVED AS TO FORM
Salt Lake City Attorney's Office
Date 8/17/2006
By [Signature]

(SEAL)

Bill No. _____ of 2006.
Published: _____.

Attachment B
Legislative Ordinance

SALT LAKE CITY ORDINANCE
No. _____ of 2006
(Community Development and Capital Improvement
Programs Advisory Board)

AN ORDINANCE AMENDING CHAPTER 2.33, *SALT LAKE CITY CODE*,
RELATING TO CAPITAL IMPROVEMENT PROGRAMS CITIZEN BOARD AND
REPEALING CHAPTER 2.41, *SALT LAKE CITY CODE*, RELATING TO COMMUNITY
DEVELOPMENT ADVISORY COMMITTEE.

Be it ordained by the City Council of Salt Lake City, Utah:

SECTION 1. That Chapter 2.33, *Salt Lake City Code*, pertaining to Capital Improvement
Programs Advisory Board be, and the same hereby is, amended to read as follows:

Chapter 2.33

**COMMUNITY DEVELOPMENT AND CAPITAL IMPROVEMENT
PROGRAMS CITIZEN ADVISORY BOARD**

2.33.010 Definitions.

For the purpose of this chapter the following words shall have the meaning as given in this
section:

- A. "Board" means the Community Development and Capital Improvement Programs ~~Citizen~~
Advisory Board created under this chapter.
- B. "City" means and refers to Salt Lake City, a municipal corporation of the state of Utah.
- C. "Council" means the Salt Lake City council.
- D. "Mayor" means the duly elected or appointed and qualified mayor of the city.
- E. "Member" means a person appointed by the mayor who is duly qualified and acting as a
member of the board.
- F. "Person" means an individual.

2.33.020 Board created.

There is created the board, which body shall consist of not less than nine members nor more than eleven members who reside in the city.

2.33.030 Purpose.

The purpose of the board is to provide citizens with an ample opportunity to participate, in an advisory role, in the city's planning, assessment and allocation of its community development grants and capital improvement programs. Although board members serve in an advisory role only, their involvement is necessary in obtaining the opinions of persons who live and/or work in various neighborhoods to aid the city in identifying the needs within those areas and the programs and projects to be completed as part of the city's community development and capital improvement programs.

2.33.040 Appointment – Oath of Office.

A. All appointments of board members shall be made by the mayor, with the advice and consent of the city council. In making initial appointments, the mayor shall designate three members to serve one year, four members to serve two years, and four members to serve three years. Thereafter, all appointments shall be made for a three-year term. Each member's term of office shall expire on the applicable first Monday in June. Each member shall perform service on a voluntary basis without compensation and on such basis shall be immune from liability with respect to any decision or action taken during the course of these services, as provided by Utah Code Annotated, Section 63-30b-1, et seq. (1953) as amended, or successor sections. Members shall sign the oath of office required by law to be signed by City officials and file the same in the office of the City Recorder. Every member who shall fail within ten (10) days after notification of his or her appointment to file with the City Recorder his or her oath of office to perform faithfully, honestly and impartially the duties of the office, shall be deemed to have refused such appointment, and thereupon another person shall be appointed in the manner prescribed in this Chapter, or its successor. Vacancies occurring in the membership of the board shall be filled by appointment by the mayor with the advice and consent of the council for the unexpired term.

B. Of the appointments to be made by the mayor, at least one member shall be appointed from each council district. In making such appointments and those of , with the remaining members of the board, the Mayor should include representatives of low and moderate income, ethnic minorities, persons with disabilities, elderly persons, female-headed households and being persons who represent business or commercial interests of the city.

2.33.050 Removal from office.

Any member may be removed from office by the mayor prior to the normal expiration of the term for which such member was appointed.

2.33.060 Members' ethics.

Members shall be subject to and bound by the provisions of the city's conflict of interest ordinance, Chapter 2.44 of this code. Any violations of the provisions of said act shall be grounds for removal from office.

2.33.070 Eligibility for membership.

A person, to be eligible to be appointed as a member of the board, shall meet the following prerequisites:

- A. Be at least eighteen years of age;
- B. Be a resident of the city.

2.33.080 Meetings.

The board shall convene ~~regular meetings~~ as needed throughout the year. The board shall hold its meetings in compliance with the Utah Open and Public Meetings Act. ~~Special meetings may be ordered by a majority of the board, the chairperson or the mayor. The order for a special meeting must be signed by a member calling such meeting and, unless waived in writing, each member not joining in the order for such special meeting must be given not less than three hours' notice. Such notice shall be served personally or left at the member's residence or business office. Meetings shall~~ and shall be held in a public place as may be designated by the board. Six members of the board shall constitute a quorum for the transaction of business. The board shall cause a written record of its final proceedings to be available for public inspection in the office of the city recorder. ~~The board shall record the yea and nay votes of the board members on any action taken by it.~~ The board shall adopt a system of rules and procedure under which its meetings are to be held. The board may suspend the rules of procedure by unanimous vote of the members of the board who are present at the meeting. The board shall not suspend the rules of procedure beyond the duration of the meeting at which the suspension of rules occurs.

2.33.090 Election of officers.

Each year the board, at its first regular meeting, shall select one of its members as chairperson and another of its members as vice-chairperson, who shall assume the duties of the chairperson during the absence or disability of the chairperson

2.33.100 Subcommittees.

The board may designate such subcommittees or committees as it desires to study, consider and make recommendations on matters which are presented to the board.

2.33.110 Responsibilities.

The board shall have the following responsibilities:

- A. To serve solely in an advisory role on decisions relating to the city's community development grants and capital improvement programs;
- B. To coordinate with the ~~capital planning and programming~~ housing and neighborhood development division of the City on review and evaluation of current strategic plans, goals and policies of the community development and capital improvement programs;
- C. To review all eligible annual ~~and slippage or contingency~~ project proposals submitted by various individuals, neighborhood groups, community organizations and city departments, and make recommendations to the mayor on such request for funds;
- D. To discuss program and project monitoring information prepared by the city to ensure that the projects are implemented as planned;
- E. To assure that the community development grants and capital improvement program goals are consistent with the strategic plans and goals of the city;
- F. To evaluate the overall effectiveness of the community development and capital improvement program activities;
- G. To be responsible for establishing and maintaining communications with the Salt Lake City community councils

2.33.120 Attorney.

Any legal advice or assistance desired shall be obtained only from the office of the city attorney.

2.33.130 Board actions shall not bind the mayor or city council.

The recommendations of the board shall not be deemed to bind the mayor and the city council in their determinations. Nothing in this chapter shall be construed to be a delegation of the mayor's and the city council's responsibility and authority regarding the community development grants or capital improvement programs.

2.33.140 Sunset:

Should the Community development grants program and funds being appropriated by the US Department of Housing and Urban Development terminate, the board shall cease to function in an advisory role for the community development program, but it shall continue to function as provided herein with regard to the role of the board under the capital improvement program.

Section 2. That Chapter 2.41, *Salt Lake City Code*, pertaining to Community Development Advisory Committee be, and the same hereby is, repealed.

Chapter 2.41
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

2.41.010 — Definitions:

For the purpose of this Chapter the following words shall have the meanings as given herein:

A. — "Committee" means the Salt Lake City Community Development Advisory Committee created under this Chapter.

B. — "Council" means the Salt Lake City Council.

C. — "City" means and refers to Salt Lake City Corporation, a municipal corporation of the State of Utah.

D. — "Mayor" means the duly elected or appointed and qualified Mayor of the City.

E. — "Member" means a person appointed by the Mayor who is duly qualified and acting as a member of the committee.

F. — "Person" means an individual. (Ord. 61-87 § 1, 1987; prior code § 25-30A-1)

2.41.020 — Committee Created:

There is created the Salt Lake City Community Development Advisory Committee, hereinafter "Committee", which body shall consist of fifteen (15) members who reside in Salt Lake City. (Ord. 61-87 § 1, 1987; prior code § 25-30A-2)

2.41.030 — Purpose:

The purpose of the Committee is to provide citizens with an ample opportunity to participate, in an advisory role, in the City's planning and assessment of its community development program. Although members of the Committee serve only in an advisory role, their involvement is necessary in order to obtain the opinions of those people who live and work in various neighborhoods to aid the City in identifying the needs within those areas, and projects to be completed with the City's community development funds. (Ord. 61-87 § 1, 1987; prior code § 25-30A-3)

2.41.040 — Appointment Oath Of Office:

A. — All appointments of members of the Committee shall be made by the Mayor with the advice and consent of the City Council. In making initial appointments, the Mayor shall, with the advice and consent of the Council, designate five (5) members to serve one year, five (5) to serve two (2) years, and five (5) to serve three (3) years. Thereafter all appointments shall be made for a three (3) year term. Each member's term of office shall expire on the applicable first Monday in July. Each member shall perform service on a voluntary basis without compensation and on such basis shall be immune from liability with respect to any decision or action taken during the course of these services, as provided by Utah Code Annotated, section 63-3-1 et seq., (1953) as amended, or successor sections. Members shall sign the oath of office required by law to be signed by City officials and file the same in the office of the City Recorder. Every member who shall fail within ten (10) days after notification of his or her appointment to file with the City Recorder his or her oath of office to perform faithfully, honestly and impartially the duties of the office, shall be deemed to have refused such appointment, and thereupon another person shall be

appointed in the manner prescribed in this Chapter, or its successor. Vacancies occurring in the membership of the Board shall be filled by appointment by the Mayor with the advice and consent of the Council for the expired term.

B. Of the appointments to be made by the Mayor, at least one member shall be appointed from each Council district. In making such appointments the Mayor will take into consideration the demographic composition of the City and should include representatives of low and moderate income, ethnic minorities, handicapped and elderly persons as well as female-headed households. (Ord. 95-90 § 8, 1990; Ord. 87-87 § 1, 1987; Ord. 61-87 § 1, 1987; prior code § 25-30A-4)

2.41.050 — Removal From Office:

Any member may be removed from office by the Mayor prior to the normal expiration of the term for which such member was appointed. (Ord. 61-87 § 1, 1987; prior code § 25-30A-5)

2.41.060 — Members' Ethics:

Members shall be subject to and bound by the provisions of the City's Conflict of Interest Ordinance, Chapter 2.44 of this Title, or its successor. Any violations of the provisions of said act shall be grounds for removal from office. (Ord. 61-87 § 1, 1987; prior code § 25-30A-6)

2.41.070 — Eligibility For Membership:

A person, to be eligible to be appointed as a member of the Committee, shall meet the following prerequisites:

A. Be at least eighteen (18) years of age;

B. Be a resident of the City. (Ord. 61-87 § 1, 1987; prior code § 25-30A-7)

2.41.080 — Meetings:

The Committee shall convene meetings as needed throughout the year. The Committee shall hold its meetings in compliance with the Utah Open and Public Meetings Act. Special meetings may be ordered by a majority of the Committee, the chairperson, or the Mayor. The order for a special meeting must be signed by a member calling such meeting and, unless waived in writing, each member not joining in the order for such special meeting must be given not less than three (3) hours' notice. Such notice shall be served personally or left at the member's residence or business office. Meetings shall be held at such public place as may be designated by the Committee. A majority of the Committee members in attendance at a meeting shall constitute a quorum for the transaction of business. The Committee shall cause a written record of its proceedings to be available for public inspection in the office of the City Recorder. The Committee shall record the ye and nay votes of the Committee members on any action taken by it. The Committee shall adopt a system of rules and procedure under which its meetings are to be held. The Committee may suspend the rules of procedure by unanimous vote of the members of the Committee who are present at the meeting. The Committee shall not suspend the rules of procedure beyond the duration of the meeting at which the suspension of rules occurs. (Ord. 55-00 § 1, 2000; Ord. 61-87 § 1, 1987; prior code § 25-30A-8)

2.41.090 — Election Of Officers:

~~Each year the Committee, at its first regular meeting, shall select one of its members as chairperson and another of its members as vice chairperson, who shall assume the duties of the chairperson during the absence or disability of the chairperson. (Ord. 55-00 § 2, 2000; Ord. 61-87 § 1, 1987; prior code § 25-30A-9)~~

~~2.41.100 — Subcommittees:~~

~~The Committee may designate such subcommittee or committees as it desires to study, consider and make recommendations on matters which are presented to the Committee. (Ord. 61-87 § 1, 1987; prior code § 25-30A-10)~~

~~2.41.110 — Responsibilities:~~

~~The Committee shall have the following responsibilities:~~

- ~~A. — To serve solely in an advisory role on decisions relating to the City's community development block grant programs;~~
- ~~B. — To coordinate with the housing and neighborhood development division of the City on review and evaluation planning for community development target areas, and review of current goals and policies of the community development program;~~
- ~~C. — To review all eligible annual project proposals submitted by various individuals, neighborhood groups, community organizations and City departments, and make recommendations to the Mayor on such request for funds;~~
- ~~D. — To discuss program and project monitoring information prepared by the City to ensure that the projects are implemented as planned;~~
- ~~E. — To assure that community development block grant goals are consistent with the housing plan of the City;~~
- ~~F. — To evaluate the overall effectiveness of the community development block grant program activities;~~
- ~~G. — To be responsible for establishing and maintaining communications with the Salt Lake City community councils. (Ord. 55-00 § 3, 2000; Ord. 61-87 § 1, 1987; prior code § 25-30A-11)~~

~~2.41.120 — Attorney:~~

~~Any legal advice or assistance desired shall be obtained only from the office of the City Attorney. (Ord. 61-87 § 1, 1987; prior code § 25-30A-12)~~

~~2.41.130 — Sunset:~~

~~The Committee established hereby and this Chapter, or its successor, shall terminate and cease to be effective upon the termination of Federal community block grant money being appropriated, and those funds previously paid to the City heretofore are used up. (Ord. 61-87 § 1, 1987; prior code § 25-30A-13)~~

SECTION 3. This ordinance shall take effect immediately upon the date of its first publication.

Passed by the City Council of Salt Lake City, Utah this _____ day of _____,

2006.

CHAIRPERSON

ATTEST:

CHIEF DEPUTY CITY RECORDER

Transmitted to Mayor on _____.

Mayor's Action: _____ Approved. _____ Vetoed.

MAYOR

ATTEST:

CHIEF DEPUTY CITY RECORDER

(SEAL)

Bill No. _____ of 2006.

Published: _____.