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# MEMORANDUM

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**DATE:** April 7, 2009

**SUBJECT:** Sister City Ordinance Amendments

**STAFF REPORT BY:** Karen Halladay, Budget and Public Policy Analyst

**AFFECTED COUNCIL DISTRICTS:** ALL

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## Recommendation from Administration

In August of 2001, a City ordinance was adopted to govern the Sister City program and to create a Board to oversee the organization. When the first Sister City ordinance was adopted, Salt Lake City had established relationships with six cities from throughout the world. In 2007, the Sister City's Board reviewed and suggested amendments to the ordinance to reflect how the organization actually functions. The proposed amendments and brief information are included in this section. The Administration's key recommendations are as follows:

- **Name Change** - The proposed name for the program is Salt Lake City Sister Cities Board. The 2001 ordinance was named Sister Cities Organization. At the time the ordinance was adopted in 2001, the business model included membership dues being paid by community members and business organizations. The dues-paying membership concept has not been realized. In actuality, Board Members, supportive local community groups, and two coordinators are responsible for maintaining and promoting the Sister City relationships. (According to the coordinators, who are employees of Salt Lake City Corporation, a minimal amount of their time is devoted to supporting the Sister Cities program.) Depending on the activity or event, local businesses and community members contribute in a supporting role.
- **Test Period - Friendship City Status** - The Sister Cities Board is recommending a three-year evaluation period for cities being proposed as a Sister City. According to the Administration, the Board wants to ensure that future relationships will be strong and have a high potential of success.
- **Board Member Terms** - The Sister Cities Board is recommending three year terms without limit to the number of terms served. Board members provide vision, leadership, personal financial resources, and personal contacts/relationships which are important to the success of the Sister City relationship.

## Background

In 1956, President Dwight Eisenhower established the American "Sister Cities" program. Two years later Salt Lake City established its first Sister City relationship with Matsumoto, Japan. Last year, Salt Lake City and Matsumoto celebrated their 50 year relationship. According to the Sister Cities International (SCI) website, "Membership with Sister Cities International is a great way for your community to establish meaningful and lasting global connections. These partnerships allow your community to creatively learn, work, and solve problems through cultural, educational, municipal, business, professional, and technical exchanges and projects." According to the Salt Lake City Sister Cities website, additional benefits of the relationships include respect, understanding, cooperation, humanitarian aid, dignitary visits, economic opportunities, educational exchanges, and cultural understanding with various governments and people.

Typically, requests for a city to be considered for the Sister City program come from members of the public who have a personal connection to a particular city or its people. Salt Lake City receives a steady stream of requests from communities around the world who are interested in forming a Sister City relationship. In an effort to determine which requests have the greatest chance of success, the Board adopted a Friendship City policy. This policy is essentially a three year test or evaluation period to determine whether or not a City being considered should be promoted to a Sister City. Mutual benefits for the Sister Cities, strong community support, a high level of personal and community interest, and financial resources are all considered in the determination of whether or not to promote a Friendship Sister City to a Sister City. In order for a Sister City partnership to be officially recognized, Salt Lake City Council Members and Mayor sign a joint resolution and the appropriate action is

completed by the other city’s government officials. Salt Lake City currently has seven Sister Cities and two Friendship Cities. Torino, Italy was promoted to a Sister City in 2006 after first being a Friendship City. The following table is a current list of Sister and Friendship Cities:

<b>Salt Lake City - Sister Cities</b>			
<b>City</b>	<b>Population</b>	<b>Date Relationship Established</b>	<b>Additional Information</b>
Matsumoto, Japan	210,000	1958	
Quezon City, Philippines	2,200,000	1960	Inactive since 2000
Oruro, Bolivia	200,000	1977	
Keelung, Taiwan (China)	350,000	1979	
Chernivtsi, Ukraine	295,000	1989	
Thurles Town, Ireland	8,000	2000	
Torino, Italy	900,000	2006	Torino was initially adopted as a Friendship City
<b>Salt Lake City – Friendship Cities</b>			
Izhevsk, Russia	650,000	2004	
Trujillo, Peru	860,000	2005	

Salt Lake City provides staff to support the Sister City organization and an annual budget of \$10,000 which is used mainly for hosting Sister City dignitaries and purchasing gifts to exchange at official events. According to those who provide the support to the Sister Cities Board, the effort, commitment, and financial resources needed for a successful Sister City program come from the Board Members and the local community. The Sister City Board is comprised of community members with strong ties and interest in the program. Each Sister City has one Board Member with a voting right. In addition, members-at-large, individuals previously involved with the Sister City program or with international relationships or responsibilities, are appointed by the Mayor with the advice and consent of the City Council. They, too, have voting rights. Representatives for Friendship Cities, which have not been adopted as an official Sister City, do not have voting rights but are welcome and encouraged to attend Board meetings.

Although each of the Sister and Friendship Cities share many common goals, the story of each City’s establishment and evolution varies. The level of involvement may change due to shifting political priorities, changing of city administrations, and government instability, which is currently the case with Oruro, Bolivia. The proposed changes to the ordinance are an effort by City Administration and the Sister Cities Board to protect, strengthen, and provide continuity for the Salt Lake Cities Sister City program into the future.

**Items the Council may wish to consider:**

**Board Member Terms** – The policy of the Council allows individuals to be appointed to Boards and Commissions for only two consecutive terms or eight years, whichever is greater. The amendment to the Sister City ordinance proposes that each member’s term of office shall be for a period of three years with no limit on the number of

terms which can be served. *The Council may wish to consider whether or not to allow an exception to the existing Council Boards and Commissions Appointments policy (Section D.1). Also, the Council may wish to discuss whether or not this policy is in the best interest of the program's ability to continue into the future if new Board Members are not recruited to ensure continuity of the Sister City relationships.*

**Board Member Qualifications** – The Boards and Commissions Appointments policy (Section D.1) states that appointees shall be City residents, unless an exception is provided in the ordinance. The proposed amendment states in 2.82.050 that members shall reside in Salt Lake County or adjoining counties. According to the Administration, Sister City relationships affect and are supported by communities outside of Salt Lake City. In addition, although the supportive communities may not be located directly in Salt Lake City, the foreign City wishing for a Sister City partnership desires establishing the relationship with a recognizable city, such as Salt Lake City. *Does the Council wish to allow an exception to the ordinance which would allow non-City residents to serve on the Sister Cities Board?*

**Quorum of the Board** – The proposed policy states that a majority of members serving on the Board at any given time shall constitute a quorum. *Does the Council wish to consider establishing a quorum which is not less than a certain number? For example, if there are five voting Board members, the current policy would allow a quorum of three voting members.*

**Sister City Board Members – Not Agents of the City** – In Section 2.82.130 of the amended ordinance, Members of the Board Deemed Volunteers, states that Board Members “shall be immune from liability with respect to any decision and action taken in the performance of their duties and responsibilities of the organization...” *Does the Council wish to add that Board Members and others associated with the Sister City program are not considered agents of the City? Note: This may be implied or known by Board Members, but should it be stated nevertheless?*

# SALT LAKE CITY CORPORATION

FRANK B. GRAY  
DIRECTOR

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT  
OFFICE OF THE DIRECTOR

RALPH BECKER  
MAYOR

MARY DE LA MARE-SCHAEFER  
DEPUTY DIRECTOR

ROBERT FARRINGTON, JR.  
DEPUTY DIRECTOR

## CITY COUNCIL TRANSMITTAL



A handwritten signature in blue ink, appearing to read "D. Everitt".

David Everitt, Chief of Staff

Date Received: \_\_\_\_\_

Date Sent to City Council: FEB 16, 2009

**TO:** Salt Lake City Council  
Carlton Christensen, Chair

**DATE:** February 6, 2009

**FROM:** Frank Gray, Community & Economic  
Development Department Director

A handwritten signature in black ink, appearing to read "Frank Gray".

**SUBJECT:** Sister Cities Ordinance Amendment Request

**STAFF CONTACT:** LuAnn Clark, Housing & Neighborhood Development Director, at  
535-6136 or luann.clark@slcgov.com

Sandi Marler, Sister Cities Coordinator, at 535-7269 or  
sandi.marler@slcgov.com

**ACTION REQUIRED:** That the City Council schedule a briefing and hold a public hearing

**DOCUMENT TYPE:** Ordinance

**BUDGET IMPACT:** None

### DISCUSSION:

**Issue Origin:** Although the Salt Lake City sister city program has been in effect for 50 years, the ordinance governing the program and creating the Board for that organization was not adopted until August 2001. The program has been evaluated as it relates to the ordinance, and amendments to the current ordinance have been proposed.

**Analysis:** The updated ordinance contains four major changes, as follows:

1. The original ordinance was drafted with a vision that community members and business organizations would join the organization by paying annual membership dues and that the organization would be guided by a Board of Directors who would be appointed by the Mayor with the advice and consent of the City Council. In reality, it has not evolved in that

direction. All of the work supporting the program is accomplished by the members of the existing board, their support groups in the local community, and the two Salt Lake City Sister Cities Coordinators. Community members and business organizations are playing an active role in the program but not as members who join the committee and/or attend meetings. Therefore, a change to the name from Sister Cities Organization to the Salt Lake City Sister Cities Board is being suggested and also that the ordinance language be amended throughout to support the program as it actually functions, particularly the language dealing with Organization Membership.

2. The Sister Cities Board adopted a policy that all new relationships should be adopted as a friendship city for a three-year evaluation period in order to ensure future relationships will be strong and healthy with a high potential for success. The amended ordinance includes language pertinent to the friendship city policy.
3. Another issue needing to be addressed in the ordinance is the issue of board member terms. This program has been successfully run by a limited number of specific community members who have been largely responsible for this program's success. It is critical to the continued success of this program that those community members remain as the key individuals responsible for the ongoing program activities. The number of people who would be able or willing to replace them is very limited. These key people on the board have established long term international relationships and contacts that are critical to the success of this program. Therefore, we are requesting their terms be established for three-year periods but without term limitations in order to ensure the continued success and viability of this program.
4. Mayor Becker recommended the criteria governing the adoption of new sister city relationships, as adopted earlier by the City Council, be included in the proposed ordinance amendment to ensure compliance with those criteria.

## **PUBLIC PROCESS:**

On August 8, 2007, the Sister Cities Board met to discuss the proposed amendments to the ordinance. A copy of the Board meeting minutes is attached as "Exhibit B". The ordinance amendment request was ready for submittal to the City Council at the end of 2007, but Mayor Becker requested an opportunity to have his administration review the proposed amendment prior to requesting City Council action on this request. Mayor Becker's recommended changes have been incorporated in the amended document.

## **RECOMMENDATIONS:**

### **A. Sister Cities Board Recommendation**

The Sister Cities Board voted unanimously to recommend the ordinance amendments as outlined in the attached "Exhibit A" that have been prepared and stamped by Laura Kirwan of the City Attorney's Office.

**B. Mayor Becker's Recommendation**

Mayor Becker reviewed the proposed amendment and recommended approval of the amendment to the ordinance.

**RELEVANT ORDINANCES:**

Chapter 2.82 Sister Cities Organization

Amendments to the Zoning Ordinance are authorized under Section 21A.50 of the Salt Lake City Zoning Ordinance, as detailed in Section 21A.50.050: "A decision to amend the text of this title or the zoning map by general amendment is a matter committed to the legislative discretion of the City Council and is not controlled by any one standard."

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Attachment A: Amended Ordinance

Attachment B: August 8, 2007 Sister Cities Board Minutes

Attachment C: 2001 Council Adopted Sister Cities Policies

**ATTACHMENT A**  
**Amended Ordinance**



SALT LAKE CITY ORDINANCE

No. \_\_\_\_\_ of 2009

(Amending Chapter 2.82 pertaining to Sister Cities Organization Provisions)

An ordinance amending Chapter 2.82, *Salt Lake City Code*, changing the title of the chapter; providing for the establishment of the Salt Lake City Sister Cities Board to replace the Sister Cities Organization; establishing board membership criteria, operating requirements, and responsibilities; providing for the establishment of board advisory committees; adopting criteria for the proposal of new Sister City and Friendship City relations; adding definitions related to the proposed amendments; and other technical corrections.

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

SECTION 1. That Chapter 2.82, *Salt Lake City Code*, pertaining to the Salt Lake City Sister Cities Board is amended to read as follows:

Chapter 2.82

SALT LAKE CITY SISTER CITIES BOARD

2.82.010 Definitions:

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

- A. "Advisory Committee" means an advisory committee of the board as defined at section 2,82.090 of this chapter.
- B. "Board" means the Salt Lake City Sister Cities Board created under this chapter.
- C. "Council" means the Salt Lake City Council.
- D. "City" means and refers to Salt Lake City Corporation, a municipal corporation of the state of Utah.
- E. "Friendship City" means a city, from another country, being considered as a potential sister city with Salt Lake City.
- F. "Mayor" means the duly elected or appointed and qualified mayor of the city.
- G. "Member" means a member of the Salt Lake City Sister Cities Board.

H. "Program" means the Salt Lake City Sister Cities program which includes all of Salt Lake City's sister city and friendship city relationships.

I. "Sister City" means a partnership between Salt Lake City and another city, from another country, that has been officially established by the appropriate government officials of the other city and by a joint resolution of the mayor and the council.

2.82.020 Board Created:

There is created the Salt Lake City Sister Cities Board, which shall consist of persons and entities who are willing to promote the purposes of the Program and to comply with its rules and regulations.

2.82.030 Purpose:

The purpose of the Salt Lake City Sister Cities Board is to promote peace and unite local and global communities through friendship, economic opportunities and cultural and educational exchange, particularly as between Salt Lake City and selected cities in other countries.

2.82.040 Board Members' Ethics:

Board 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 the organization.

2.82.050 Membership:

To be eligible to be appointed as a member of the board a person must be at least 18 years of age and reside in Salt Lake County or adjoining counties.

2.82.060 Appointment and Terms:

A. All appointments of members of the board shall be made by the mayor with the advice and consent of the council. Each member's term of office shall be for a period of three years and

shall expire on the applicable first Monday in July. Members may be allowed to serve an unlimited number of terms in order to ensure continuity of service and to protect the vitality and stability of the sister city relationships upon agreement by the mayor with the advice and consent of the council as each term expires. Vacancies occurring on the board shall be filled by appointment by the mayor with the advice and consent of the council for the expired term.

B. 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 63-30-1 et seq., (1953) as amended, or successor sections.

C. The mayor may remove any member, prior to the normal expiration of the term for which such member was appointed, for misconduct or neglect of duty.

#### 2.82.070 Meetings and Board Quorum:

The board shall hold its meetings in compliance with the Utah open and public meetings act. The annual meeting shall be held during the first quarter of each calendar year. The board shall then convene meetings as needed throughout the year. Special meetings may be ordered by a majority of the board, the chairperson, or the mayor. The board shall cause a record of its proceedings to be available for public inspection, including the ye and nay votes of the board on any action taken by it. The board shall adopt a system of rules and procedure under which its meetings are to be held. A majority of members serving on the board at any given time shall constitute a quorum.

#### 2.82.080 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. The chairperson and vice chairperson shall serve two-year terms with the potential to serve for additional consecutive two-year terms if approved by the board.

The city shall provide staff support to the organization, which shall encompass secretarial and treasurer responsibilities in order to ensure that meeting minutes are properly recorded and that funds contributed to the organization by the city are administered according to city laws and regulations. Budget oversight shall be the responsibility of the board and the city staff.

#### 2.82.090 Advisory Committees:

The board may designate such advisory committees as it desires to study, consider and make recommendations on matters that are presented to the board. Board members and their designees will be allowed to serve on advisory committees.

#### 2.82.100 Review of Action - Powers of the Mayor:

All actions taken by the board shall constitute recommendations to the mayor and shall not constitute official action. The mayor shall have the power to review, ratify, modify or disregard any recommendation submitted by the board, or refer the matter to the city council, if appropriate. No action shall be implemented until the board is notified that it has been ratified by the mayor, or, if referred to the council, that the council has adopted a resolution or an ordinance implementing the recommendation of the board, or that the recommendation was modified and adopted by the mayor or council, as appropriate, and in such event it shall be implemented as modified.

#### 2.82.110 Responsibilities:

The board shall have the following responsibilities:

- A. To serve in an advisory role to the mayor on the sister cities program;

- B. To coordinate with the mayor and the city council to implement the goals and objectives of the sister cities program;
- C. To review all requests for sister city and friendship city partnerships and make recommendations to the mayor.
- D. To provide an annual report to the mayor outlining activities and budgetary issues; and
- E. To review all requests for sister city partnerships and make recommendations to the mayor.

#### 2.82.120 Relationship Criteria

- A. Individuals or organizations proposing new relationships must be local residents or organizations in the Salt Lake Valley with sufficient community-based support to accomplish the objectives of the relationship;
- B. Individuals or organizations proposing new relationships must demonstrate that there is a significant amount of community interest in and support for the relationship;
- C. Individuals or organizations proposing new relationships must demonstrate a track record of involvement in the community;
- D. Individuals or organizations proposing new relationships must identify assets and resources within the community that will foster community building between Salt Lake City and the proposed Sister City; and
- E. Individuals or organizations proposing new relationships must be prepared to provide the financial and staff support necessary to establish and maintain the relationship.

#### 2.82.130 Members Of The Board Deemed Volunteers:

Members of the board shall perform their services on the board without pay or other compensation, except expenses actually and reasonably incurred as approved by the City.. Board

members shall be deemed volunteers as defined in section 67-20-1 et seq., of the Utah Code Annotated, and successor sections, and as such shall be immune from any liability with respect to any decision and action taken in the performance of their duties and responsibilities on the organization as provided by section 63G-7-101 et seq., of the Utah Code Annotated, and successor sections

2.82.140 Attorney:

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

SECTION 2. This ordinance takes effect upon publication.

Passed by the City Council of Salt Lake City, Utah this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
CHAIRPERSON

ATTEST:

\_\_\_\_\_  
CITY RECORDER

Transmitted to Mayor on \_\_\_\_\_.  
Mayor's Action: \_\_\_\_\_ Approved. \_\_\_\_\_ Vetoed.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF DEPUTY CITY RECORDER

(SEAL)

Bill No. \_\_\_\_\_ of 2009.  
Published: \_\_\_\_\_.

HB\_ATT#6738

APPROVED AS TO FORM  
Salt Lake City Attorney's Office  
Date 10/09/09  
By [Signature]

SALT LAKE CITY ORDINANCE

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2.82.010 Definitions:

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A. "Advisory Committee" means an advisory committee of the board as defined at section 2.82.090 of this chapter.

B. "Board" means the Salt Lake City ~~s~~Sister ~~e~~Cities Board~~organization~~ board of directors created under this chapter.

CB. "Council" means the Salt Lake City ~~e~~Council.

DE. "City" means and refers to Salt Lake City Corporation, a municipal corporation of the state of Utah.

D. ~~"Director"~~ means a person appointed by the mayor who is duly qualified and acting as a member of the board.

E. "Friendship City" means a city, from another country, being considered as a potential sister city with Salt Lake City.

~~E. "Advisory committee" means the advisory committee of the organization as defined at section 2.82.110 of this chapter.~~

F. "Mayor" means the duly elected or appointed and qualified mayor of the city.

G. "Member" means a member of the Salt Lake City ~~s~~Sister ~~Cities~~ Boardorganization.

H. "Program" means the Salt Lake City Sister Cities program which includes all of Salt Lake City's sister city and friendship city relationships.

I. "Sister City" means a partnership between Salt Lake City and another city, from another country, that has been officially established by the appropriate government officials of the other city and by a joint resolution of the mayor and the council.

~~H. "Organization" means the Salt Lake City sister cities organization, of which the board is the governing body.~~

~~I. "Person" means an individual. (Ord. 58-01 § 1, 2001)~~

#### 2.82.020 ~~Organization~~Board Created:

There is created the Salt Lake City ~~s~~Sister ~~e~~Cities Boardorganization, which shall consist of all persons and entities who are willing to promote the purposes of the Programorganization and to comply with its rules and regulations.

#### 2.82.030 Purpose:

The purpose of the Salt Lake City ~~s~~Sister ~~e~~Cities Boardorganization is to promote peace and unite local and global communities through friendship, economic opportunities and cultural and educational exchange, particularly as between Salt Lake City and selected cities in other countries.



2.82.040 Board Members' Ethics:

Board 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 the organization.

2.82.050 ~~Organization Membership:~~

To be eligible to be appointed as a member of the board a person must be at least 18 years of age and reside in Salt Lake County or adjoining counties.

A. ~~Individuals: Membership in the organization shall be open to any person willing to promote the objectives of the organization and to follow the organization's rules and regulations.~~

B. ~~Entities: Membership in the organization shall be open to any entity willing to promote the objectives of the organization and to follow the organization's rules and regulations. Each entity shall have the right to one vote on organization issues requiring a vote.~~

C. ~~Nonvoting: Membership in the organization shall be open to any nonvoting individual willing to promote the objectives of the organization and to follow the organization's rules and regulations.~~

D. ~~Proxy Votes: No voting by proxy shall be allowed.~~

E. ~~Terms: Each voting membership term shall be for a period of one year. There shall be no limit to the number of years an individual or entity may be a member of the organization, provided annual dues are paid if the member desires voting rights, and the member follows the rules and regulations of the organization.~~

F. ~~Removal: Any member may be removed from the organization by the advisory committee for cause, prior to the normal expiration of the term of membership. Members may~~

~~appeal the decision to remove to the board of directors. The decision of the board of directors shall be final. (Ord. 58-01 § 1, 2001)~~

2.82.060 Appointment and Terms~~Board Created:~~

A. All appointments of members of the board shall be made by the mayor with the advice and consent of the council. Each member's term of office shall be for a period of three years and shall expire on the applicable first Monday in July. Members may be allowed to serve an unlimited number of terms in order to ensure continuity of service and to protect the vitality and stability of the sister city relationships upon agreement by the mayor with the advice and consent of the council as each term expires. Vacancies occurring on the board shall be filled by appointment by the mayor with the advice and consent of the council for the expired term.

B. 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 63-30-1 et seq., (1953) as amended, or successor sections.

C. The mayor may remove any member, prior to the normal expiration of the term for which such member was appointed, for misconduct or neglect of duty.

~~There is created the Salt Lake City sister cities board, hereinafter "Board", which body shall consist of fifteen (15) members who reside in Salt Lake County. (Ord. 58-01 § 1, 2001)~~

2.82.070 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 (18) years of age;~~

B. ~~Be a resident of Salt Lake County. (Ord. 58-01 § 1, 2001)~~

~~2.82.080 Appointment Oath Of Office:~~

~~A. All appointments of members of the board 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) directors to serve one year, five (5) to serve two (2) years, and five (5) to serve three (3) years. Each director's term of office shall expire on the applicable first Monday in July. Each director 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 63-30-1 et seq., (1953) as amended, or successor sections. Directors 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 director 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. The mayor may remove any director, prior to the normal expiration of the term for which such member was appointed, for misconduct or neglect of duty. Any director with three (3) unexcused absences in one calendar year shall forfeit membership of the board. (Ord. 58-01 § 1, 2001)~~

~~2.82.07090 Meetings and Board Quorum:~~

~~The board shall hold its meetings in compliance with the Utah open and public meetings act. The annual meeting shall be held during the first quarterforty five (45) days of each calendar year.~~

The board shall then convene meetings as needed throughout the year. Special meetings may be ordered by a majority of the board, the ~~chairperson~~president, or the mayor. ~~The order for a special meeting must be signed by a director calling such meeting and, unless waived in writing, each director not joining in the order for such special meeting must be given not less than three (3) hours' notice not more than thirty (30) days and not less than five (5) days prior to each meeting. Attendance at the meeting constitutes waiver of notice. Such notice shall be served personally or left at the director's residence or business office. Meetings shall be held at such public place as may be designated by the board. The board shall cause a record of its proceedings to be available for public inspection, including~~ The board shall cause a written record of its 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. (Ord. 58-01 § 1, 2001)~~ A majority of members serving on the board at any given time shall constitute a quorum.

2.82.080100 Election of Officers:

Each year the board, at its first regular meeting, shall select one of its members as ~~chairperson~~president and another of its members as vice ~~chairperson~~president, who shall assume the duties of the ~~chairperson~~president during the absence or disability of the ~~chairperson~~president. The chairperson and vice chairperson shall serve two-year terms with the potential to serve for additional consecutive two-year terms if approved by the board.

The city shall provide staff support to the organization, which ~~shall may include assistance with~~ encompass secretarial and treasurer responsibilities in order to ensure that meeting minutes are properly recorded and that funds contributed to the organization by the city are administered according to city laws and regulations. Budget oversight shall be the responsibility of the board and the city staff.

2.82.090+10 Advisory Committees:

The board may designate such advisory committees ~~or subcommittees~~ as it desires to study, consider and make recommendations on matters that are presented to the board. Board members and their designees will be allowed to serve on advisory committees. ~~Such committees shall include, but need not be limited to, an advisory committee. The advisory committee shall be established by a majority of the board of directors and shall be comprised of each of the officers and one representative from each sister city subcommittee. The board may appoint additional members to the advisory committee as deemed necessary by the board~~

2.82.10020 Review of Action - Powers of the Mayor:

All actions taken by the board shall constitute recommendations to the mayor and shall not constitute official action. The mayor shall have the power to review, ratify, modify or disregard any recommendation submitted by the board, or refer the matter to the city council, if appropriate. No action shall be implemented until the board is notified ~~in writing~~ that it has been ratified by the mayor, or, if referred to the council, that the council has adopted a resolution or an ordinance implementing the recommendation of the board, or that the recommendation was modified and adopted by the mayor or council, as appropriate, and in such event it shall be implemented as modified.

2.82.11030 Responsibilities:

The board shall have the following responsibilities:

- A. To serve in an advisory role to the mayor on the sister cities program;
- B. To coordinate with the mayor and the city council to implement the goals and objectives of the sister cities program;
- C. To review all requests for sister city and friendship city partnerships and make recommendations to the mayor.~~To make budget recommendations to the mayor and to oversee all budget transactions;~~
- D. To provide an annual report to the mayor outlining activities and budgetary issues; and
- E. To review all requests for sister city partnerships and make recommendations to the mayor.

2.82.120 Relationship Criteria

- A. Individuals or organizations proposing new relationships must be local residents or organizations in the Salt Lake Valley with sufficient community-based support to accomplish the objectives of the relationship;
- B. Individuals or organizations proposing new relationships must demonstrate that there is a significant amount of community interest in and support for the relationship;
- C. Individuals or organizations proposing new relationships must demonstrate a track record of involvement in the community;
- D. Individuals or organizations proposing new relationships must identify assets and resources within the community that will foster community building between Salt Lake City and the proposed Sister City; and
- E. Individuals or organizations proposing new relationships must be prepared to provide the financial and staff support necessary to establish and maintain the relationship.

2.82.13040 Members Of The ~~Board Organization~~ Deemed Volunteers:

Members of the ~~board organization~~ shall perform their services on the ~~board organization~~ without pay or other compensation, except expenses actually and reasonably incurred as approved by the ~~City mayor and the city council~~. Board members shall be deemed volunteers as defined in section 67-20-1 et seq., of the Utah Code Annotated, and successor sections, and as such shall be immune from any liability with respect to any decision and action taken in the performance of their duties and responsibilities on the organization as provided by section ~~63-30b-1~~ 63G-7-101 et seq., of the Utah Code Annotated, and successor sections.

2.82.14050 Attorney:

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

SECTION 2. This ordinance takes effect upon publication.

Passed by the City Council of Salt Lake City, Utah this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
CHAIRPERSON

ATTEST:

\_\_\_\_\_  
CITY RECORDER

Transmitted to Mayor on \_\_\_\_\_.  
Mayor's Action: \_\_\_\_\_ Approved. \_\_\_\_\_ Vetoed.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF DEPUTY CITY RECORDER

(SEAL)

Bill No. \_\_\_\_\_ of 2009.

Published: \_\_\_\_\_.

| HB\_ATTYS-#6738



**ATTACHMENT B**  
**August 8, 2007 Minutes**

**SISTER CITIES BOARD MEETING  
Minutes of August 8, 2007**

In attendance were Board Members Geoffrey Brugger, Anne Erickson, Etsuko Freeman, Rosemary Holt, Karen Wiley and Jinger Laguardia. Sandi Marler, Sister Cities Coordinator was also present. Board Members Margaret Yee, Patrick Carley, Sergey Zhuplatov, Nia Sherar, Nicole Gallo and Jorge Arce-Larreta were excused. Sara Richardson, Sister Cities Coordinator, was also excused.

**Amendments to Sister Cities Ordinance, Policies and Procedures and By-Laws:**

Following a review of changes suggested by the City Attorney on the proposed ordinance amendment and a recommendation to include the wording "accepted by the Board since its inception" in the definition of 'Sister City', the Board voted unanimously to approve the ordinance amendment and requested the staff submit it to the Mayor and the City Council.

Following a review of the revised Policies and Procedures and By-Laws, revised to include the ordinance amendment changes, the Board voted unanimously to approve the amendments to both documents. Anne Erickson requested an opportunity to make grammatical corrections to the documents. Sandi Marler agreed to send the document to her via electronic transmission.

**Sister Cities Proposed Budget for 2007-08:**

The Board voted unanimously to approve the budget for 2007-08 as reflected below subject to a presentation on the proposed Sister Cities Banner to the Board for its approval and that quarterly reports on the budget are presented to the Board for their review.

Matsumoto 50 <sup>th</sup> Anniversary banquet deposit	\$3,000
Matsumoto Delegation events	750
Keelung Delegation events	750
Gifts	1,500
Sister Cities International Day	250
Izhevsk Delegation events	750
Chernivtsi Delegation events	750
Thurles Town Delegation events	750
Torino Delegation events	750
Miscellaneous	750
Sister Cities Banner      (\$400)	
TOTAL:	\$10,000

The Board unanimously agreed that the budget for 2008-09 would also include a \$3,000 set aside for the remainder of the Matsumoto 50<sup>th</sup> Anniversary banquet and that the \$3,000 would then be incorporated into the overall budget for the program in the following budgets. The Board also requested a meeting be held each May to review the past year's budget and review the proposed budget for the upcoming fiscal year.

The next meeting was scheduled for Thursday, October 11, 2007 at 2:00 p.m. in Room 126.

**ATTACHMENT C**  
**2001 Council Adopted Policies**

## **POLICY ADOPTED BY SALT LAKE CITY COUNCIL ON 1/4/01**

### **SISTER CITY RELATIONSHIPS**

1. Salt Lake City has established Sister City relationships with several cities in other countries. It is common for the City to receive requests from individuals or community groups interested in establishing a Sister City relationship with Salt Lake City.
2. There are limited financial resources and personnel available for Salt Lake City to invest in Sister City relationships. Therefore, the Council is committed to establishing those Sister City relationships that do not require the City to fund the relationship or provide staff support.
3. The Council requests that the individuals or community groups proposing the new Sister City relationship:
  - a. be local residents or organizations in the Salt Lake Valley with sufficient community-based support to accomplish the objectives of the relationship;
  - b. demonstrate that there is a significant amount of community interest in and support for the relationship;
  - c. demonstrate a track record of involvement in the community;
  - d. identify assets and resources within the community that will foster community building between Salt Lake City and the proposed Sister City; and
  - e. be prepared to provide the financial and staff support necessary to establish and maintain the relationship.
4. Sister City relationships will be established by joint resolution of the City Council and Mayor. Establishing the relationship means that City elected officials or their designees will:
  - a. attend functions hosted by local organizations in honor of the Sister City guests;
  - b. present welcoming gifts to visiting dignitaries;
  - c. arrange for tours of the City & County Building;
  - d. provide information about Salt Lake City; and
  - e. provide protocol services such as welcoming letters from elected officials, letters of introduction, resolutions to recognize events, etc.
5. Salt Lake City will not fund travel for visits to Sister Cities for non-employees. Any travel for council members or staff to be paid for from city funds will require the approval of the full council.
6. Salt Lake City will not arrange special events, transportation, host families; or provide funding.