

**Ordinance No. 23-23**

**AN ORDINANCE AMENDING THE REVISED ORDINANCES OF SANDY CITY TITLE 3 “LEGISLATIVE CODE;” ALSO PROVIDING A SAVING CLAUSE FOR THE ORDINANCE AND AN EFFECTIVE DATE.**

WHEREAS, the Council desires to amend the Revised Ordinances of Sandy City Title 3, “Legislative Code”; and

WHEREAS, the revision is necessary in order to formalize equitable participation, by city officials from both the executive and legislative branches, in events; and

WHEREAS, the Council intends to further outline the processes and procedures surrounding ethical and equitable participation in events through the development of a procedural guide to be considered by the Council at a future date.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SANDY CITY AS FOLLOWS:

1. Amendment. The Revised Ordinances of Sandy City Title 3, “Legislative Code,” shall be amended as set forth in Exhibit “A” which is attached to and incorporated in this ordinance. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or of the Code hereby adopted are hereby repealed.
2. Direction. While jointly producing the procedural guide, outlined in this Ordinance, the Council requests that the Chief Administrative Officer (or his appointee) and the Council Executive Director (or his appointee) reference the Synopsis for Policy on Participation in Events included as Exhibit “B,” which is attached to this ordinance. Staff shall provide the Council with a procedural guide for formal council consideration no later than March 19, 2024.
3. Severable. The provisions of this ordinance shall be severable; and if any provision thereof, or the application of such provision under any circumstances is held invalid, it shall not affect any other provision of this ordinance, or the application in a different circumstance.
4. Effective. This ordinance shall become effective upon publication of a summary thereof and the City Recorder is hereby directed to publish such summary as soon as practically possible.

PASSED AND APPROVED by the Sandy City Council on December 19, 2023.

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Brooke D'Sousa, Chair  
Sandy City Council

PRESENTED to the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Monica Zoltanski, Mayor  
Sandy City

ATTEST:

\_\_\_\_\_  
Wendy Downs, City Recorder  
Sandy City

RECORDED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

SUMMARY PUBLISHED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

# **Exhibit A**

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### **Sec. 3-1-9. Equitable Participation in Events by City Officials**

- (a) *Purpose.* To ensure equitable access to events by city officials of both the Executive and Legislative branches of Sandy government.
- (b) *Applicability.* Unless otherwise provided by State law or Federal law code this Section shall apply to all social or professional gatherings that:
  - (1) the city, or the Redevelopment Agency, has been invited to attend or has negotiated attendance by advanced written agreement; and
  - (2) have limited opportunities for attendance.
- (c) *Exceptions.* Non-contractual invitations to participate in events that request the attendance of a specific individual or officer of the city, or a specific city department shall remain in the hands of that individual officer or department. It is that individual officer or department's prerogative to grant that invitation to a different individual officer or department.
- (d) *Policy.* In accordance with the procedural guide created by this section, any invitations, tickets, seats, or other opportunities to attend and/or participate in any event extended to the city whether by invite, advanced agreement, or other contract, shall be divided equally between the executive and legislative branches.
- (e) *Procedural Guide.* The City Council shall adopt a procedural guide entitled "Policies and Procedures for participation in events by City Officials."

## **Exhibit B**

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## SYNOPSIS FOR POLICY ON ETHICAL AND EQUITABLE PARTICIPATION IN EVENTS

### DEFINITIONS

For the purposes of the procedural guide:

**The city** includes the executive and legislative branches of Sandy government as well as the Redevelopment Agency.

An **event** is any social or professional gathering that (1) the City has been invited to; and (2) has limited opportunities for attendance.

An **officer of the city** or **city officer** includes any elected or appointed employee of Sandy City.

### PURPOSE OF THE ORDINANCE

To formalize the intent that both the executive and legislative branches of Sandy City government have equal opportunity to attend and participate in events.

Events offer a unique opportunity for Sandy Elected Officials and Staff to form and maintain relationships with residents, fellow elected and appointed officials from other jurisdictions, community business partners, and other community leaders.

### BACKGROUND

Sandy City often receives invitations from entities outside of Sandy City Government to participate in events. Furthermore, Sandy City occasionally negotiates, by contract or otherwise, participation or attendance of city officers in various events. Historically the use of these invitations, tickets, has been for the benefit of both branches. At times these opportunities have strayed from that historical standard which has led to inequity and may negatively impact both the executive and legislative branch's ability to effectively carry out their individual roles and responsibilities.

### PROCESS

This process is intended to ensure that any invitations, tickets, seats, tables, or other opportunities to attend and/or participate in any event whether by invite, advanced agreement, or contract be divided equally between the executive and legislative branches of Sandy City Government.

When any contract is executed by the City that includes events or when either branch receives an advanced invitation to participate in an event as a representative of Sandy City, the invitee will contact the other branch as soon as is reasonably practicable and make them aware of said event. The Chief Administrative Officer shall select the appropriate contact person(s) for the executive branch and the City Council Executive Director shall select the appropriate contact person(s) for the legislative branch.

In any instance when participation in an event cannot be split evenly between the executive and legislative branches due to an odd number of available invitations, the remaining invitation shall be allocated to either branch by the flip of a coin.

In any instance where an event occurs multiple times throughout the calendar year as a series of events, one or more representatives of the legislative branch and one or more representatives of the executive branch shall convene a meeting, at least once per year, to negotiate how that series of events will be evenly divided between the two branches. The negotiated agreement shall be written down and made available to the Mayor and City Council.

Any contract or other written agreement that includes participation of city officers in events shall henceforth require an equal division of invitations between the executive and legislative branches of Sandy City Government.

#### EXCEPTIONS

Non-contractual invitations to participate in events that request the attendance of a specific officer of the city, or a specific city department shall remain in the hands of that officer or department. It is that officer or department's prerogative to grant that invitation to a different officer or department.