

**MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS**  
**BOARD OF DIRECTORS MEETING**  
HILTON GARDEN INN  
1731 S CONVENTION CENTER DRIVE, ST. GEORGE, UT 84790  
**WEDNESDAY, APRIL 6, 2016**  
**4:00 PM**

**CONDUCTING:** ULCT Board of Directors President, Council Member Lynn Pace, Holladay.

**EXECUTIVE BOARD**

Council Member Lynn Pace, President, City of Holladay  
Mayor Steve Hiatt, 1st Vice President, Kaysville  
Council Member Beth Holbrook, 2<sup>nd</sup> VP, Bountiful  
Mayor JoAnn Seghini, Treasurer, Midvale  
Mayor John Curtis, Immediate Past President, Provo

**BOARD OF DIRECTORS**

Council Member Margie Anderson, Ephraim City  
Mayor Dean Baker, Naples  
Council Member Andy Beerman, Park City  
Mayor Bryan Cox, Hyde Park City  
Mayor Ted Eyre, Murray City  
Mayor Carmen Freeman, Herriman  
Council Member Mike Mendenhall, Spanish Fork  
Mayor Dave Sakrison, Moab

**EX-OFFICIO MEMBERS**

JJ Allen, Clearfield, UCMA  
David Church, Legal Counsel  
Leigh Ann Warnock, Ephraim, UMCA VP

**ULCT STAFF**

Kenneth Bullock, Executive Director  
Cameron Diehl, Director of Legislative Affairs  
Michelle Reilly, Director of Administrative Services  
Susan Wood, Director of Communications and Training  
Brandon Smith, Legislative Research Analyst  
Meg Ryan, Planning Consultant  
Nick Jarvis, Director of Research and Technology  
Krysten Olson, Executive Assistant  
Peter Lara, Editor/Videographer  
Roger Tew, Senior Policy Analyst

**WELCOME AND INTRODUCTIONS**

President Lynn Pace called the meeting to order at 4:07 p.m. President Pace asked attendees to introduce themselves.

## REVIEW AND APPROVAL OF MINUTES

The Board reviewed the January 27, 2016 ULCT Board Meeting Minutes.

***Board Member Freeman moved to approve the minutes of the January 27, 2016 ULCT Board Meeting as presented. Board Member Baker seconded the motion. The vote was unanimous. The motion carried.***

The Board reviewed the March 15, 2016 ULCT Executive Meeting Minutes.

***Vice President Hiatt moved to approve the minutes of the March 15, 2016 ULCT Executive Meeting as presented. Board Member Baker seconded the motion. The vote was unanimous. The motion carried.***

## PERSONNEL & POLICIES

Director Ken Bullock began the discussion regarding personnel. He commented that as Lincoln Shurtz had outside clients, it put him in an awkward position as a lobbyist with the league. When Cameron was appointed in his place, one of the commitments made was there would be no outside clients. Compensation was adjusted accordingly. Ken reported he has been working with Karen in SLC and with Salt Lake County regarding a preeminent HR person. New job descriptions were created and a number plugged into the budget, though nothing was formalized. That will occur in the June Board Meeting. There have been some significant adjustments made in salaries. Job descriptions are available for review if desired.

Executive Assistant Krysten Olson pointed out the League, just like municipalities, must comply with GRAMA in taking minutes at Legislative Policy and other meetings. Krysten has been working part-time over the years and has started to fill that role. Additional costs will be incurred associated with compliance issues.

David Church entered the meeting at 5:00 p.m. and addressed the Board regarding a Telecommunications Voting Policy. A policy must be adopted creating requirements for electronic meetings. David has written a resolution for the Board to adopt a policy. The Board discussed other options that could be considered including:

- No electronic meetings
- Advance approval by the Board if a member will attend electronically, requiring an approved process
- Quorum requirements at Anchor location

As written, the policy allows a meeting to be held with 100% electronic attendance providing there is sufficient equipment at the anchor location to ensure everyone can be heard and the public can hear. If adopted, any member would be required to give 3 days' notice prior to the meeting, complying with State statute, allowing time for staff to make sure adequate equipment is set up. No caveat has been included for emergencies. It was suggested language be explored to allow for emergency situations subject to reasonable notice and availability. It may also be in

the best interest of the League to allow a complete electronic meeting if an emergency topic arose.

Mayor Hiatt commented Board Members come from all over the state; however, the benefits of an in-person discussion far outweigh frequent electronic meetings. President Pace said he prefers a physical quorum be present, allowing people to participate remotely, but no more than once a year.

The Board discussed changing the language to include “subject to availability of equipment or 24 hour notice.”

***Board Member Freeman moved to approve the Telecommunications Voting Policy with a change in language to replace “3 days’ notice” to “24 hour notice subject to availability of equipment,” and an addition to paragraph 3 section 2 requiring a quorum be present at the anchor location.” Board Member Baker seconded the motion. The vote was unanimous. The motion carried.***

David Church left the meeting for another commitment.

## **CONFERENCE REPORT**

Susan Wood presented a printed program for the 2016 Mid-year Convention. She feels wonderful things are in the offering for the conference, and announced Road School is coming up and the schedule is available online. She thanked all those who offered to introduce presenters at workshops.

Krysten Olson reviewed the Parks Program for the Board. She announced a tour of the Tuacahn Theater and the Dove Center. Both offer help to those with domestic violence issues. They have housing available with one shared kitchen for people to use until they can leave, and they are sent away with food, towels, etc. They work closely with the homeless shelter. There are 25 women signed up for the partners program this year at the Dove Center.

Ken Bullock reported Representative Gibson, Mrs. Gale Miller, and Lt. Governor Cox are going to be speaking on homelessness. There will also be a mobile tour offered to Switch Point, to see how St. George is dealing with their homeless issues.

## **MEDIA & COMMUNICATIONS**

Susan Wood spoke about a new program called “Beyond the Badge” with the cooperation of Chiefs of Police, the Lt. Governor’s office and KSL Radio. Making life better beyond the badge is a program to honor these law enforcement people and will be hosted by Amanda Dixson. The program is almost ready to launch. The goal is to improve morale in Police Departments and decrease turnover and improve media coverage. KSL is ready to launch, we are just waiting for a promised generous offer to come through from a local sponsor.

Ken Bullock commented some communities have a difficult time filling public safety positions. The League has been asked to think of ways to deal with retirement, salary and the morale component. “The Nephi News has viewed Luau, and we are pleased to announce we have funding again to refine it and make it more user friendly.” Mayor issues have been added and we are taking requests for ideas or topics. The site includes newly elected officials training, powers and duties, open and public meetings and other trainings used by municipalities.

Meg Ryan informed the Board of the continuation of production of the “Making Life Better” series. It includes stories of what local governments are doing, including water stories, sewer issues, street maintenance, emergency services, and other things that make life better for a community.

### **ULCT LEGISLATIVE EFFORTS “2016: WHERE WE’VE BEEN, AND WHERE WE’RE GOING”**

Cameron Diehl reported that success at the capitol is a collective effort. His goal for this conference is to try not to inundate attendees with what happened, but report high level changes, the themes of the session, and where we see those things going. All workshops are intended to go into more detail. We will be talking about transparency and disruptive innovation. Online purchases impacting tax revenues, short-term rentals, and other issues will be discussed and he intends to lead a conversation about how we can adapt to these issues. We will let you know what your attorneys need to know to comply with these changes.

Brandon Smith reported it was requested an e-mail go out with a link to the bills by icon. He showed where that has been added to the website and said all the bills highlighted in green were passed. It will detail whether an action is required. If you click on the bill it will break it down with all information about the bill included. There will be links to the state website. Bills that didn’t pass are also included along with LPC minutes and agendas and all the daily e-mails during the session. It is an excellent tool for councils, staff and city attorneys.

Board Member Hiatt commented on the process, hoping the Board realizes what an asset we have in the league. Other industries have to figure these things out on their own and they have no idea what is going on. “We get used to having people watch our backs, but it is appreciated.” Cameron was thanked as having done an excellent job.

### **ULCT RESEARCH**

Nick Jarvis passed out handouts on the Utah Local Law Enforcement Survey: Executive Summary, 2016 City Cluster Analysis report.

Nick talked about major research projects. 37 communities have moved into new clusters. New communities have been added and one lost. The state continues to grow rapidly, but only in certain areas. Some of the residential transitioning from 2007 have moved to more solid categories such as high income.

The Utah Local Law Enforcement Survey has been sent to all local jurisdictions. There has been a response rate of a little over 50%. 2/3 of agencies are using body cams. 90% of those not using them want to use them. 60% of officers leaving agencies are within 6 years of service. They are moving around a lot more or leaving the profession altogether. The survey had some post exit interviews. Reasons given for departure were mostly because of financial reasons.

## **ACTIVE & HEALTHY COMMUNITIES GRANT UPDATE**

Nick Jarvis put together a selection committee to update the list of AHCG applicants. There are currently 21 applicants, two of which are from the same city. Some are for health programs, others to connect an existing park with a trail, and one is to build pickle ball courts. Four cities will be selected to receive funds over the next three years. There is \$900,000 in grant funds for three years.

## **MARCH FINANCIAL REPORT**

Mayor JoAnn Seghini, ULCT Treasurer, reported on the budget for this year. We are currently at 66% budget expenses. 73% anticipated budget. Expenses are 67% of fiscal year. Other expenses are at 66% and percentages for each sub-group are included. It shows by-line items and what has been spent in each area. Dues calculations and how they were calculated based on population, assessed property value, and sales tax revenue. She is currently working on the outstanding balance for dues around the state, in the amount of \$6,300. The proposed budget for next year goes up by \$85,000. The same rate being applied to this year's numbers.

Lynn commented since all cities are going through the budget process, we need to give them a projected dues number. We can recommend approval as drafted or ratchet down the rate to the same amount as last year.

***Board Member Steve Hiatt moved to approve the March Financial Statements as presented. Board Member Beerman seconded the motion. The vote was unanimous. The motion carried.***

## **2016-2017 TENTATIVE BUDGET**

Mayor JoAnn Seghini, ULCT Treasurer, reported board members were assigned certain cities and towns to try to get payment of dues.

## **OTHER BUSINESS**

Council Member Lynn Pace, ULCT President, Ken Bullock

League appointments (vacancies, new appointments and appointment process)

Staff has been selecting and making League appointments. It was pointed out David Church had said that should be brought to the Board for ratification. Ken Bullock

commented boards in the past have asked him to take care of those appointments making sure all criteria are met. President Pace said he would like to continue the discussion at a later time when David Church can be present.

#### Discussion regarding League Treasurer Position

Mayor Seghini has been performing double duty in doing treasurer work for the League. She has done a wonderful job, but would like to anticipate a transition before she leaves giving the new person time to be trained. Bylaws talk about someone filling the position living within 30 miles. It was suggested someone other than an elected official fill the position making it a paid position, as the organization is much larger than when organized and a level of expertise is needed beyond what an elected official is qualified to do. The Board was asked to think about the issue for discussion at a later meeting so there is time for overlap and cross-training between Mayor Seghini and the new person.

#### Discussion of long term goals and priorities

Two concerns:

- Internet sales tax
- Truth in Taxation policy

The Truth in Taxation policy requires us, if we try to keep growth in property values, to say we are raising taxes. We are not raising dues; we are letting the formula generate more money. We can do that with property taxes. We would like the Board to continue to think about that in anticipation to coming back to our resolutions meeting in the fall where the Board can say we have identified these priorities.

#### Report from Executive Committee

On March 15<sup>th</sup> the committee met and dealt with the audit which was approved. There was a significant item described as bad debt, unpaid dues from prior years or vendors who came and didn't pay registration. Some were pledges that didn't actually come through. The auditors were called back for recommendations and they said they recommended we not allow registration for conference or exhibitors until they pay their dues. They also recommended we switch to an accrual cash accounting method for donations. Until cash comes in the door, it isn't entered into the budget.

Mayor Curtis took the lead in a board initiated performance review. We would like to follow up with him and see how that was done.

The next meeting will be held at the end of June, usually the last Friday of the last week of June. It will most likely be held on June 24<sup>th</sup> at noon at the League offices.

## **ADJOURN**

*There being no further discussion, Board Member Eyre moved the meeting adjourn. The motion was seconded by Board Member Curtis. The vote was unanimous. The motion carried.*