

**UTAH LEAGUE OF CITIES & TOWNS BOARD OF DIRECTORS MEETING**  
**50 South 600 East, Suite 150**  
**Salt Lake City, UT 84102**  
**Friday, June 26, 2015**  
**11:00 a.m.**

**1. Review and Approval of Minutes April 8, 2015 – President John Curtis**

ACTION: Review & Approval  
HANDOUT: April 8 Minutes

**2. Discussion of the Orange Splot Project – Lt. Gov. Spencer Cox, Ken Bullock, Glenn Price**

ACTION: For Discussion  
HANDOUT: The Big Orange Splot Book

**3. Convention & Training**

- Conference Surveys – Brandon Smith
- Annual Convention Agenda – Susan Wood
- Land Use Training Report – Meg Ryan

ACTION: For Discussion – Action if Board deems appropriate  
HANDOUTS: Survey Report for Spring Conferences, Preliminary Annual Convention Agenda,  
Land Use Training Report

**4. Board of Directors Nominations at Annual – Nick Jarvis**

- Nominations Committee
- Nominations to serve on the Board of Directors 2015-2016

ACTION: For Discussion – Action if Board deems appropriate  
HANDOUTS: Board Nominations Newsletter & Application

**5. Legislative – Cameron Diehl, Jodi Hoffman, Nick Jarvis, Roger Tew, Brandon Smith**

- Transportation: HB 362 Outreach
- 2016 Issues
- USU-ULCT Partnership

ACTION: For Discussion – Action if Board deems appropriate  
HANDOUT: Legislative Presentation

**6. ULCT Year End Financial Report – Michelle Reilly**

- Review of Yearend Projections with Budget Amendments

ACTION: Review & Approval of Budget Amendments  
HANDOUTS: YE Projections and Budget Amendments

**7. 2014-2015 Final Budget Approval – Ken Bullock, Michelle Reilly**

ACTION: Review and Approval  
HANDOUT: FY 2015-2016 Proposed Budget

**8. Other Business**

UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING  
Dixie Center  
St. George, Utah 84790  
Wednesday, April 8, 2014  
4:30 P.M.

CONDUCTING: Mayor John Curtis, Provo City

EXECUTIVE BOARD

Mayor John Curtis, Provo City	President
Council Member Lynn Pace, City of Holladay	1 <sup>st</sup> Vice President
Mayor Steve Hiatt, Kaysville City	2 <sup>nd</sup> Vice President
Mayor JoAnn Seghini, Midvale City	Treasurer
Council Member Caitlin Gochnour, Salt Lake City	Past President

BOARD OF DIRECTORS

Council Member Margie Anderson, Ephraim	Board Member
Council Member Andy Beerman, Park City	Board Member
Mayor Gary Gygi, Cedar Hills	Board Member
Council Member Sonja Norton, Vernal	Board Member
Council Member Jim Ortler, Brian Head	Board Member
Council Member Jim Young, City of Farmington	Board Member
Mayor Mike Caldwell, Ogden City	Board Member
Mayor Bryan Cox, Hyde Park	Board Member
Mayor Ted Eyre, Murray City	Board Member
Council Member Beth Holbrook, Bountiful City	Board Member
Mayor Jon Pike, St George	Board Member
Mayor Dave Sakrison, Moab Board of Directors	Board Member

EX-OFFICIO MEMBERS

Gary Hill, Bountiful City	President UCMA
Fionnuala Kofoed, Eagle Mountain City	President UMCA

ULCT STAFF

Kenneth Bullock	Executive Director
David Church	General Counsel
Cameron Diehl	Director of Legislative Affairs
Jodi Hoffman	Land Use Analyst
Nick Jarvis	Dir. of Research & Technology
Brandon Smith	Legislative Research Analyst
Doug McDonald	Economic Policy Analyst
Krysten Olson	Administrative Assistant

Michelle Reilly

Director of Administrative  
Services

Meg Ryan

Planning Consultant

Roger Tew

Senior Policy Analyst

Susan Wood

Director of Communications  
& Training

Erin Cole

Production Assistant

Ashley Morfin

Executive Assistant

**1. Introduction of Board Members & Staff**

President John Curtis asked Board Members and Staff to do a brief introduction.

**2. Review & Approval of Minutes of January 12, 2015**

**2<sup>nd</sup> Vice President Steve Hiatt moved to approve the minutes, as presented. 1<sup>st</sup> Vice President Lynn Pace seconded the motion. The motion passed unanimously.**

**3. Training & Conference Reports**

**2015 Mid-Year Convention**

- Director of Communications Susan Wood noted that a copy of the conference program would be available at the registration desk. Twenty workshops were scheduled to be presented, at no charge, by professionals and experts in their respective fields. Ms. Wood thanked those who were planning to introduce the presenters. She noted that bestselling author and Rhodes Scholar, Wes Moore, would be the keynote speaker on Thursday morning and would address – holding yourself accountable for your choices – a quality that makes great “transformational leaders.” Commander Kirk Lippold, the General Session Speaker, would present the “Five Pillars of Leadership” on Friday morning. Thursday evening entertainment featured Party Rock Project.

**2015 Road School**

- Ms. Wood addressed the upcoming Road School agenda stating that thirty-eight classes were scheduled. Classes included Best Practices for Chip Seal and Using GIS to Maximize Efficiency in Planning and Operations. Patrick Sapio, a marriage and family therapist, was the keynote speaker and would present “Things I’ve learned along the way; keys to job satisfaction and better relationships.”

**Local Officials Day**

- Director of Legislative Affairs Cameron Diehl gave a recap on the Local Officials Day at the Legislature. Seven hundred seventy-five city officials and youth council members from sixty cities and towns from around the state attended the Local

Officials Day at the Capitol. The youth council debated two bills: a mock bill that would require high school students to pass a civics test and another intended to increase voting by mail and same day voting registration. The youth made several logical arguments. Mr. Diehl welcomed any feedback regarding the youth council activity and noted that there was an issue with the audio. Board Member Sonja Norton added that the youth had a great time. They were upset that they would be required to take a citizen test before graduating. They thought it was unfair that they would have to take the test as a graduation requirement while their parents didn't. Mr. Diehl briefly discussed the sixteen-minute comprehensive transportation documentary that was unveiled at the luncheon; the video documented how transportation has changed through the years. First Vice President Pace stated that the only complaint that he received about the event was that the luncheon went too long. People were interested in hearing from Terry Bradshaw but started leaving as his speech went over time. Mr. Diehl appreciated the feedback and stated that it was tough to balance schedules.

#### **Regional Meetings/Monthly Seminars/ AOG Presentations**

- Mr. Diehl gave a recap of the Regional Meetings, Monthly Seminars, and AOG Presentations. Staff had visited many cities and towns meeting with small groups trying to spread the word about HB 362. A BRAG meeting was scheduled for May 27<sup>th</sup>.

#### **LUAU**

- Director of Research & Technology Nick Jarvis gave an overview of the "LUAU" Grant that was awarded by the State in 2014. Mr. Jarvis stated that the Land Use Academy of Utah was the clearinghouse for all things land use. He explained that the ULCT studio had been remolded and staff was in the process of creating videos for online training and they hoped to have the first wave of videos ready in August. Should they have any questions, members could contact him or Meg Ryan. First Vice President Pace expressed his concern that this type of training would become mandatory for land use authorities. It was a great toolbox to help spread training throughout the state but he cautioned that it needed to remain optional and that a line needed to be drawn in the sand ensuring that it would not become mandatory. Board Member Jim Ortler asked for further clarification, as he didn't agree. First Vice President Pace reiterated that the qualification for officials to serve was their election to the position and it was his opinion that training wasn't necessary to serve. Mr. Jarvis gave a demonstration of the online video training site.

#### **2014-2015 Training & Conference Attendance Report**

- Administrative Assistant Krysten Olson gave a rundown of member participation in the various 2014-15 League meetings. Ninety-seven cities and towns participated in the 2015 Legislative Policy Committee. The online option was a big success and had increased member involvement and participation. Board Member Norton stated that while the online participation increased with the LPC, moving forward, they

needed to be cautious as part of the value of them being active was seeing and interacting with other members in person. Board Member Ortler inquired about online voting and how that worked. Cameron Diehl responded that the bylaws were silent regarding online voting and that this was something they were looking into. Treasurer JoAnn Seghini mentioned that she hadn't heard any online voting throughout the meetings. Board Member Norton thought that there was a delay in the video as they missed some sections. Vernal only used the online system when the weather prevented them from traveling. Executive Director Ken Bullock recognized the time commitment for those traveling to the LPC meetings; it was an all-day event for some of the members. Mr. Diehl commended all those that participate and reported record-breaking attendance. Ms. Olson said that, in all, 2038 people participated in the various League events over the last year and that they sold a lot of lunch tickets for Terry Bradshaw's keynote speech. Mr. Bullock stated that he liked the matrix that had been prepared and that the League staff would continue to work with member participation.

The following is a breakdown of the meetings/conferences and participation and:

➤ 2014 Annual Conference	515
➤ 2014 Midyear Conference	446
➤ 2014 Road School	302
➤ 2015 Local Officials Day	775

### **2015 Requests**

- Mr. Diehl stated that staff was putting a tour of Utah together. They are interested in knowing how they can be of assistance to the members. They hadn't reached all two hundred forty-four towns and cities but they were looking to combine their efforts and reach as many people as possible. Mr. Diehl was working on a roving training with the Utah Municipal Clerks Association along with the Lt. Governor's Office and the State Archives. Additionally, they had other meetings scheduled with elected officials in Monticello; they were keeping busy. Mr. Bullock recognized the League staff and pointed out that their recent success and accomplishments was a joint effort. While some staffers were out of the office attending meetings, etc., others were keeping things moving at the office. He appreciated all of their efforts and noted that Susan Wood had done a great job on the transportation video; Cameron Diehl was tenacious and always made sure all the details during the Legislative Session were correct; Nick Jarvis made an excellent presentation to senators addressing some of their concerns with HB 362. He added, "If you weren't telling your story, something would get left out." What closed the sale, in relation to HB 362, was the personal data that was provided to the various cities and towns; it was very impactful. Roger Tew's vast knowledge of taxes was also critical to the success of the bill. Mr. Bullock explained that they had an idea, put it out to the members and everyone did their part to see it through. First Vice President Pace pointed out that there were 5 similar examples throughout the nation where taxes had been passed; for Utah, a red state, this was extraordinary. He anticipated

hearing from others inquiring how Utah had pulled it off. President Curtis added that this was a “fabulous example of the League being at its best.”

#### **4. Legislative Update & 2016 Issues**

##### **Legislative Policy Discussion**

- Mr. Diehl addressed #Leaguearmy stating that because of League member participation, the legislative process worked flawlessly. Senator Kevin Van Tassell, Representative Johnny Anderson and Abby Albrecht were planning to attend a dinner that was scheduled later that evening and would participate in the conference the following day.

##### **LPC Webcast**

- Mr. Diehl briefly discussed the newly implemented LPC webcast, which was a great success and had increased League member participation by 20%.

##### **Transportation Funding Next Steps**

- Mr. Diehl gave an overview of the next steps for HB 362, which authorizes a county to impose a quarter cent sales tax and requires voters to approve the tax during the November election. Mr. Jarvis referred to one of the handouts that had been prepared that gave a statewide funding estimate; the numbers were based on everyone participating in the transportation funding. New numbers had just been prepared by the Utah Department of Transportation (UDOT) and would be available the following day. Mr. Diehl expressed his appreciation for Mr. Jarvis and his expertise in providing data throughout the legislative process; this helped them negotiated the sales tax option. Second Vice President Steve Hiatt added that the hard data was a really big deal and had made a huge impact. It was very impressive to watch and in his opinion was a heroic effort.

The following 7 steps needed to be considered moving forward:

1. Timeline
2. Voter turnout (depends on the cycle)
3. Public entity: what your city/town can and cannot do
4. Campaign organization (Utah Transportation Coalition)
5. Election administration
6. Images of each entity (cities, towns, counties, transit, private sector, media)
7. Other issues on the ballot during the election cycle.

Mr. Diehl explained that the since HB 362 was a county imposed sales tax, the counties would have to administer an election and act by late August if they planned to move forward. April 1, 2016 was the earliest any funds would be available if the voters approved the tax opinion question. Voter turnout was also a concern as it was generally 3-5 times lower on a municipal cycle, which, in the end, could be good or bad. Additionally, it was important to note that a public entity may not make any

expenditure from public funds for political purpose or to influence a ballot proposition. However, factual information could be provided to the public regarding the impact of the local option once equal access was given to the opponents. Staffers were in the process of drafting a resolution supporting the ballot proposition and would make it available to League members when it was complete. It was important to note that, once the question was on the ballot, cities and towns couldn't endorse it. First Vice President Pace explained that he had heard from the Salt Lake City Mayor's Office and the Chair of the County Council and they were encouraging resolutions of support from the cities because they wanted to move in that direction. Mr. Diehl stated that similar things were happening in Utah County, Davis County, Weber County and Washington County. The counties had asked specially for some kind of template. The Transportation Coalition was also planning to reboot and invest in campaigning for the sales tax increase. Mr. Bullock distributed copies of a six-minute video that documented a comprehensive approach to transportation funding that municipalities could use to educate the public. The longer sixteen-minute video would also be made available to those that wanted it. Board Member Ted Eyre stated that the way to successfully market the sales tax is to first explain what the public doesn't have and then convince them of what they could have if the sales tax is passed; this would be a more powerful approach.

#### **Legislative Session Wrap-up/Future Legislative Items**

- Mr. Diehl stated that there were 256 league-focused bills that were monitored during the 2015 Legislative Session. Mr. Diehl thanked Jodi Hoffman and Gary Hill for their help following the bills. He also thanked Brandon Smith for keeping the logistics moving throughout the session. The booklet with all the bills would be online within the next week and would be discussed at the conference. Moving forward, there would be a large focus on law enforcement. Mr. Bullock commented on the township bill and stated that there were five versions of the bill presented which someone had to read. The challenge was that the final draft of the bill was printed just before it was passed. Ms. Hoffman was the one who read the bill, which took lots of twists and turns and, in the end, it didn't turn out like they wanted it to which was quite frustrating. Mr. Diehl also addressed the water bill, which passed out of the house and senate without a negative vote.

#### **5. ULCT March Financial Report**

Treasurer Seghini reviewed the March 2015 Financial Report and stated that the report documents the first nine months of the fiscal year, which is 75% of the budget year. Some accounts were higher than 75%. Dues Revenue was at 100% of budget with a total of \$869 outstanding for Alton, Feilding, Kanosh and Ophir. Donations and Advertising was at 83% of budget and staff expected to receive the balance of the donations in April. Registration Revenue was at 69% of budget, which was right where they expected it to be. Interest Revenue was at 42% because of a lower interest rate. Expenses as of

March were at 65% of budget. Charges for Services were right on target at 59% and operating and Maintenance was at 70%, overall. The benchmarking category for Grants was at 56% and the fees for services for the year were paid in August. Office Supplies was right on target at 71% of budget. The League was in the process of replacing all of the computers in the office, which they anticipated, costing \$18,000. The last time the computers were replaced was 7 years ago. The Capital Outlay budget was at 52%. Treasure Seghini stated that she would continue to work with staff to monitor the revenues and expenditures to ensure a positive yearend budget.

**First Vice President Lynn Pace moved to approve the March 2015 Financial Report. Second Vice President Steve Hiatt seconded the motion. The motion passed unanimously.**

### **2015-2016 Tentative Budget**

Director of Administrative Services Michelle Reilly gave an overview of the tentative budget that would be presented in June. First Vice President Pace stated that the grants and special projects budget looks like it hasn't changed and questioned whether it needed to be reviewed. Ms. Reilly responded that she would look into it. Mr. Bullock stated that staff would be taking a closer look at data as they worked to present future budgets. President Curtis noted that they needed to approve the member dues and that the budget would be approved at the June meeting. The dues were being increased largely because of a policy discussion that the board had regarding salaries for the League staff. Another policy that had been put in place prohibited fulltime League staff from entering into lobbying agreements. The new proposed salaries would allow staff to work solely for the League.

**Treasurer JoAnn Seghini moved to approve the dues as presented. Past President Caitlin Gochnour seconded the motion.**

Second Vice President Hiatt stated that this was great news and that the increase in salaries would bring them more in line with where they needed to be. President Curtis explained that they intended to bring in some professional help to make recommendation and put some policies in place to prevent the salaries from falling behind in the future. Mr. Bullock stated that the revised dues would be sent out to the members the following Monday. First Vice President Pace recommended telling the members how long it had been since the League dues had been increased since that question will be raised. Mr. Bullock stated that, over time, the dues fluctuate; however, in relation to a straight increase, it had been a number of years since they had to increase them to cover a specific cost. Mr. Pace explained that, in relation to the two communities that he's involved with, that they went through a period of time that numbers were flat because of budget restraints. This was a similar case for the League and would be worth explaining to the members that the increase is necessary to adjust for the increase in salaries and was no unreasonable. Moving forward, any increases

would be reviewed on an annual basis to avoid a similar, one time, larger increase. Based on the discussion, staff would also look into making a recommendation regarding a revenue and tax base as a formula for member dues.

**President Curtis called for a vote. The motion passed unanimously.**

**6. Other Business**

President Curtis mentioned the dinner later on that evening and invited the Board to participate. The next meeting was scheduled in June; generally, it was scheduled at noon sometime during the last week on June. First Vice President Pace inquired about the status of a salary committee. Mr. Bullock replied that it was in the works and they were still considering representatives to sit on the committee. Once they had a decision made, they would bring it back to the Board for consideration. First Vice President Pace recommended having the decision made prior to the June meeting as the feedback would be helpful. He went on to thank staff and the Board for working through some challenges from the previous year. Staff had been promised a performance review, and while he didn't believe anyone would say that staff hadn't over performed and over delivered, it was his opinion that it would be beneficial to explain to the members that this process had taken place. Staff deserved to be recognized for their efforts from a broader perspective. Ms. Norton concurred and pointed out that people didn't know how much time and effort staff puts into doing their job.

**Board Member Beth Holbrook moved to adjourn the meeting at 6:08 PM. Board Member Sonja Norton seconded the motion. The motion passed unanimously.**

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Chairman

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Secretary



# Midyear 2015 Survey Highlights

## **Overall**

Rating (Excellent – Good – Fair – Poor)

- 86% Good/Excellent in 2014 & 2015
- 38% Excellent in 2015, up 6% from 2014

Most Valuable Parts of Conference

- Respondents continue to cite workshop trainings as the most valuable part of the conference
- General Session Speakers, and Networking continue to be close behind

Positives

- Dave Church continues to be a huge draw with great reviews
- Many commented on the usefulness of the information shared

Considerations

- Some would like the conference to be longer
- A desire for greater attention to small towns in the conference and year round

## **Business Session**

Rating (Excellent – Good – Fair – Did not Attend)

- Overall rating of “Good”
- The Legislative Session Report and Utah’s Water Future both gathered the most “Excellent” ratings

Comments

- Maybe a little too long to sit through in one shot

**General Session Speakers** (On a scale of 1-5. 5 being the best)

- Wes Moore
  - 91% of respondents rated him a 4 or 5
  - 53% rated him a 4
- Commander Kirk Lippold
  - 93% of respondents rated him a 4 or 5
  - 53% rated him a 5

**Workshops** (6 workshop sections, with 20 total workshops)

Attendance

- 79% attended 5 or more workshops

Best

- Dave Church: Tied for best attended, scored the best, received the most positive comments
- Workshops that dealt with the Public (Transparency, Communication)

**Other**

- 100% of those who participated in the Parks and Rec field trip rated their experience as “Excellent”

# Road School 2015 Survey Highlights

## **Overall**

Rating (Excellent – Good – Fair – Poor)

- 86% Good/Excellent in 2014 & 2015

Most Valuable Parts of Conference

- Respondents continue to cite workshop trainings as the most valuable part of the conference
- Time with business vendors also continues to be the second most valuable part of the conference

Considerations

- More time with vendors

## **Activities**

Rating (Excellent – Good – Fair – Did not Attend)

- 80% of Golf Participants who responded rated their activity as “Excellent”
- 100% of Shooting Participants who responded rated their activity as “Excellent”

**Workshops** (6 workshop sections, with 20 total workshops)

Attendance

- 79% attended 5 or more workshops

Best

- “2015 Changes to B&C Road Funds.” Was one of the most attended, and received the highest rating

**Other**

- 79% of respondents would like vendors to stay all day Thursday



## **2015 Annual Speakers and Presenters**

### **General Speakers**

Travis Stork, MD, (Wed. Keynote) Personal Health

Prof. John Nalbandian, Professor Emeritus, School of Public Affairs and Administration, University of Kansas (will also do interactive workshop session)

Charles Marohn, Strong Towns (will also do 2 hour interactive session)

Afterburners

“State of Utah’s Cities and Towns” Address: Thursday Lunch

Theresa Foxley, GOED Chief Recruiter,

Mikelle Moore, IHC

Lt. Gov. Spencer Cox “Mayor Cox”

### **Definate Workshops**

Jennifer Yim, “Procedural Justice: How to be fair, and be perceived as fair, in the decision making process”

Kerri Nakamura, “Budgeting”

Greg Haglin, National Joint Powers Alliance “Cooperative Purchasing”

Rep. Curt Oda, “Short Term Relief Loans for Municipalities”

Charles Marohn “Strong Towns” Interactive workshop (2 hours)

Renee Wilson (State Archives) “Open Records Portal” (short session- 25 min.)

Dave Church, “Open and Public Meetings”

Dave Church, “GRAMA 201 For Clerks and Recorders Only”

GRAMA Training 101 for New Recorders (3 hour certification and test taught by State Archives)

Rick Davis, Dan Griffiths, “Community Based Strategic Planning” forum discussion also featuring two mayors

Law Enforcement Issues

Joanna Endter-Wade, USU Professor, Water Conservation

### **Possible Workshops**

Jeffrey Page (BYU Facilities Mgmt) Dr. Jeffrey Campbell (BYU Facility Mgmt. Chair)  
“Implementing Strategic Business Plans”

Beau Hunter, Intrepid Agency, “Encouraging Public Involvement” interactive  
workshop

Kalleigh Cole, Utah Broadband Outreach Center, GOED “Tools and Tips to increase  
broadband services and market existing infrastructure”

Generational Hiring (recorders track)

“Lobbying Your Legislator: Using staff to engage” Panel discussion moderated by  
Cam and panelists

Customer Service and Safety (recorders track)

“Making IT Work for You” or “Basics of IT”

“Combing Resources for Natural Disaster Preparedness” APWA

Chris Bray, Utah Non Profits Association “Working Together to Provide  
Community Services”

Making Alternative Transportation Work

Fire, Water, and Money

Policy Related Issues:

Wildland Fire Update

HB362: Status Report





# Memorandum

**To:** ULCT Board

**From:** Megan Ryan

**Date:** 6/23/2015

**Re:** Training 2015

Francis  
Herriman  
West Haven/Hooper  
Cornish  
American Fork  
Heber  
Pleasant Grove  
Eagle Mountain  
City Managers Association  
Utah APA – 2015 legislative update and Appeal Authority Training





## UTAH LEAGUE OF CITIES AND TOWNS BOARD MEMBERS 2015-16

### NOMINATION PROCESS

Any Mayor or Councilmember of a dues-paying municipality is eligible to be nominated and elected to a position on the Utah League of Cities & Towns Board of Directors. Any Mayor or Councilmember of a dues-paying municipality may make nominations.

Either an Officer or Director shall be elected so that there is at least one representative from each of the following areas:

#### Area 1

Cache, Box Elder & Rich Counties

#### Area 2

Davis, Weber & Morgan Counties

#### Area 3

Salt Lake & Tooele Counties

#### Area 4

Summit, Wasatch & Utah Counties

#### Area 5

Daggett, Uintah & Duchesne Counties

#### Area 6

Juab, Sevier, Sanpete, Wayne, Piute & Millard Counties

#### Area 7

Washington, Beaver, Iron, Kane & Garfield Counties

#### Area 8

Grand, San Juan, Emery & Carbon Counties

<b>President</b>	John Curtis, Mayor, Provo
<b>Vice President</b>	Lynn Pace, Council Member, Holladay
<b>Second Vice President</b>	Steve Hiatt, Mayor, Kaysville
<b>Past President</b>	Caitlin Gouchnour, Councilmember, Ogden

### Positions to be filled, September 2015

We wish to thank the following board members for their service to the League. They will complete their two-year terms at the close of our Annual Convention, September 18, 2015.

<u>Board Member</u>	<u>City/Town</u>	<u>Area Represented</u>
Jim Young	Farmington	2
Caitlin Gochnour	Ogden	2 (Past President)
Sonja Norton	Vernal	5**
Dave Sakrison	Moab	8**

\*\* indicates that we will need representation from this board area

Nominations of individuals to serve on the Board or as Second Vice President must be submitted to the League office, in writing, no later than **August 14, 2015**. (According to League By-laws nominations can be received up to September 18 at the ULCT Business Session. However, such nominations will not give us time to get the necessary information to the nominations committee.) Those applying for 2<sup>nd</sup> Vice President **cannot** apply for the Board of Directors.

Mayor Steve Hiatt, ULCT 2<sup>nd</sup> Vice President, will chair the Nominations Committee. If you have any questions, please call or e-mail Nick Jarvis at the League office at (801) 328-1601 or [njarvis@ulct.org](mailto:njarvis@ulct.org).



## 2015 Recommendations for Nominations and Elections to the Utah League of Cities and Towns Board of Directors

ULCT board members are an integral part of our organization, they determine policy, review and adopt yearly League budgets, ratify decisions of the Executive Committee and Legislative Policy Committee, establish ad hoc and blue ribbon committees, ratify presidential appointments of members, and maintain close contact with League member within their district.

Your nomination of an elected official will be greatly appreciated and beneficial to your community and by all municipalities.

Upcoming issues the Board of Directors will face include:

- 1) The need to provide for intensive infrastructure needs (roads, water, sidewalks, etc.) with limited resources.
- 2) The increased public attention on law enforcement activity, including usage of body-worn cameras by police officers.
- 3) State legislative efforts to study and change the current sales tax distribution formula.
- 4) Federal and State Issues involving internet sales tax.
- 5) State legislative efforts to limit local control over land use, zoning, financing, and other traditional local government roles.

Please submit nominations to the League office, in writing, no later than August 14, 2015. After nominations have been received, all nominees will be asked to fill out a questionnaire and submit a personal photo. Additionally, all candidates will be asked to provide a 5 minute address to the Board of Directors Nominating committee on the opening Wednesday of the ULCT Annual Conference (September 16, 2015). Mayor Steve Hiatt of Kaysville, and ULCT 2<sup>nd</sup> Vice President, will chair the Nominations Committee. If you have questions or concerns, contact Nick Jarvis at the League office at (801) 328-1601

**SEE ATTACHED NOMINATION FORM**

**2015**  
**RECOMMENDATIONS FOR NOMINATION AND ELECTION TO THE**  
**UTAH LEAGUE OF CITIES AND TOWNS**

**BOARD OF DIRECTORS**

**SECOND VICE PRESIDENT**

\_\_\_\_\_  
Name of Person Recommended

\_\_\_\_\_  
Elected Position Currently Held

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

Please list positions held or experience that may be helpful to the individual in serving in this capacity for the Utah League of Cities and Towns:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

This form is vital to the committee in helping them learn more about each candidate and their participation with the League. ***Please complete this form and submit it with a photo and any other pertinent information*** (i.e. resume) ***that may be helpful to the Utah League of Cities and Towns Nominations Committee in making its selection*** (attach additional sheets if necessary).

Is this individual aware of being nominated to this position?

Yes

No

\_\_\_\_\_  
Signature of elected official making recommendation

\_\_\_\_\_  
Position

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**Send nominations to:**

**UTAH LEAGUE OF CITIES &  
TOWNS  
NOMINATIONS COMMITTEE  
50 S 600 E, STE 150  
SALT LAKE CITY UT 84102**

**E-mail: [njarvis@ulct.org](mailto:njarvis@ulct.org)**

**DEADLINE: AUGUST 14, 2015**



# Utah League of Cities & Towns Legislative Policy Committee

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JUNE 22, 2015: THE FIRST LPC OF THE 2016 SESSION

# Big Picture of What is to Come

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TRANSPORTATION UPDATE

STATE BUDGET/HEALTH CARE- SPEAKER GREG HUGHES

PUBLIC SAFETY/LAW ENFORCEMENT

WATER

LAND USE TASK FORCE

WILDLAND FIRE

OTHER

# TRANSPORTATION UPDATE—what we have done

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Since the session ended in March, ULCT staff has:

- Prepared data analysis for every city, town, transit system, and county
- Prepared an analysis of the legal & political framework for ballot propositions
- Prepared a sample resolution for cities/towns
- Presented at ULCT Midyear Conference, UAC Conference, UTA Executive Board, Associations of Government, Councils of Government, & Conferences of Mayors

NOTE: ULCT has no official position or preference between 2015, 2016, or any other election

ULCT seeks to provide cities/towns with resources to make the best decision possible so as to obtain their .10



# TRANSPORTATION UPDATE—where we have been

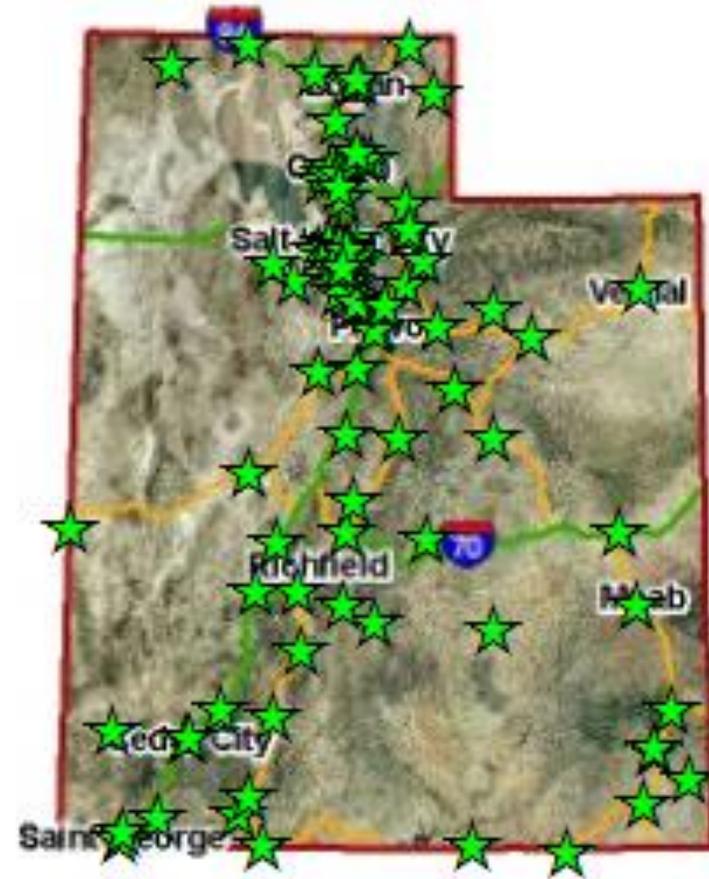
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Since March, ULCT staff has met with:

***All 244 Cities & Towns***

***Each transit district/agency***

***All 29 counties***



# TRANSPORTATION UPDATE—what we know

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## Counties considering 2015:

Box Elder Carbon Daggett Davis Duchesne Emery Juab Millard Morgan  
Rich Salt Lake San Juan Sanpete Sevier Uintah Utah Weber

## Counties not considering 2015:

Cache Summit Wasatch

## Counties where we are unsure:

Beaver Garfield Iron Kane Piute Tooele Washington Wayne

## **Counties moving in 2015:**

**GRAND—kudos to Mayor Dave of Moab and Castle Valley**

# TRANSPORTATION UPDATE—key dates

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**June 30:** County commission hearings in Weber, Davis, Salt Lake, and Utah to discuss municipal resolutions (no action expected yet)

**Weber: 10 am**

**Davis: 10 am**

**Salt Lake: 4 pm**

**Utah: 9 am**

(Weber: 9/15 cities/towns; Davis 6/15 cities/towns; SL: 14/16 cities/towns; Utah: 7/24 cities/towns ... more coming soon)

- First opposition emails arrived last week

**Early July:** Coalition poll results, campaign planning, & fundraising efforts

**July:** ULCT Legal Framework Part II (what cities/towns can & cannot do once the county acts)

**August:** County deadline to act for 2015 election

# LAW ENFORCEMENT

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- 1) Body-worn cameras
- 2) Implementation of HB 348 (sentencing)
- 3) Use of force
- 4) Justice courts
- 5) Right to counsel/6<sup>th</sup> Amendment
- 6) 911/UCA
- 7) Training requirements
- 8) Retirement/compensation
- 9) Good landlord provisions

# WATER

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## 1) Water infrastructure

- Financing the repair of existing infrastructure
- Financing the cost of future infrastructure

## 2) Water pricing

## 3) Conservation

## 4) Water usage (audit)

## 5) Local ordinances

## 6) Water quality (nutrients)

## 7) Water re-use

## 8) Water exchange (developers)

# LAND USE TASK FORCE

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- 1) Development Agreement terms restricting LUDMA recourse
- 2) Base Parcel Tax Delinquencies on Subdivisions
- 3) Property tax increases on developer inventory
- 4) Infrastructure assurance vs. mechanics liens
- 5) Assessment Area lien foreclosure methods
- 6) Historic Districts
- 7) Good landlord

# WILDLAND FIRE— Nov deadline

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Status quo: county & state share costs

- Insurance fund premium: focus on taxable value of real property in unincorporated county
  - Cities do not participate
- Current suppression budget: 7 year average of county suppression costs
  - Cities do not participate

Proposal: state pays suppression costs of extended attack and participating municipalities maintain initial attack & implement proven prevention, preparedness, & mitigation actions

Participation Match questions:

- What are proven prevention, preparedness, and mitigation actions?
- How to fairly distinguish between cities/towns? (ie. Classification, risk assessment by acres, historic suppression cost, hybrid approach)

**July 6 meeting to discuss participation match options (see [www.ulct.org](http://www.ulct.org) for more details)**

# OTHER ISSUES

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- 1) Code enforcement
- 2) Automobile sales
- 3) Construction codes
- 4) Open records portal
- 5) State records committee
- 6) Job postings for veterans
- 7) Air quality (municipal fleets)
- 8) Street legal ATV usage
- 9) Federal transportation funding (Senator Hatch)
- 10) Sign ordinances (Supreme Court)
- 11) Online sales tax (Congressman Chaffetz)



**UTAH LEAGUE OF CITIES AND TOWNS**  
**JUNE YEAREND PROJECTIONS**  
**2014-2015**

ACCT # REVENUES	<i>June 2015 year-to-date</i>	<i>2014-2015 ADOPTED BUDGET</i>	<i>Difference</i>	<i>83% of Budget</i>
<b>General Revenues</b>				
Membership Dues	\$1,392,018	\$1,392,887	(\$869)	100%
Registration Fees	\$491,977	\$480,000	\$11,977	102%
Donations & Advert.	\$246,500	\$284,000	(\$37,500)	87%
Exhibit Space	\$114,181	\$110,000	\$4,181	104%
Interest	\$1,966	\$3,500	(\$1,534)	56%
Publications	\$10,200	\$17,000	(\$6,800)	60%
Miscellaneous Income	\$22	\$250	(\$228)	9%
Rental Income	\$18,000	\$18,000	\$0	100%
<b>General Revenues</b>	<b>\$2,274,863</b>	<b>\$2,305,637</b>	<b>(\$30,774)</b>	<b>99%</b>
<b>Grants &amp; Special Projects</b>				
Essay Contest Donations	\$10,000	\$10,000	\$0	100%
Transfer for Research Assistant	\$0	\$24,000	(\$24,000)	0%
Transfer-Making Life Better	\$0	\$50,000	(\$50,000)	0%
UTOPIA Grant	\$24,000	\$24,000	\$0	100%
LUAU (Landuse Training Grant)	\$58,715	\$100,000	(\$41,285)	0%
Benchmarking	\$20,000	\$19,500	\$500	100%
<b>Grants &amp; Special Projects</b>	<b>\$112,715</b>	<b>\$227,500</b>	<b>(\$90,785)</b>	<b>50%</b>
<b>TOTAL REVENUE</b>	<b>\$2,387,578</b>	<b>\$2,533,137</b>	<b>(\$121,559)</b>	<b>94%</b>

ACCT # EXPENDITURES	<i>June 2015 year-to-date</i>	<i>2014-2015 ADOPTED BUDGET</i>	<i>Difference</i>	<i>83% of Budget</i>
<b>Personnel Services</b>				
Employee Benefits	\$257,656	\$257,656	\$0	100%
Staff Salaries	\$566,632	\$566,632	\$0	100%
<b>Personnel Services Subtotal</b>	<b>\$824,288</b>	<b>\$824,288</b>	<b>\$0</b>	<b>100%</b>
<b>Charges for Services</b>				
Database Maint./Intern	\$0	\$25,000	(\$25,000)	0%
Accounting Expenses	\$19,200	\$18,000	\$1,200	107%
Contract Labor	\$90,000	\$90,000	\$0	100%
Building Utilities	\$3,921	\$4,000	(\$79)	98%
Computer Services	\$22,089	\$20,000	\$2,089	110%
Legal Expense	\$29,305	\$34,000	(\$4,696)	86%
<b>Charges for Services Subtotal</b>	<b>\$164,514</b>	<b>\$191,000</b>	<b>(\$26,486)</b>	<b>86%</b>

ACCT # EXPENDITURES	June 2015 year-to-date	2014-2015 ADOPTED BUDGET	Difference	83% of Budget
<b>Operating &amp; Maintenance</b>				
Car Expense	\$9,000	\$12,776	(\$3,776)	70%
Building Repairs	\$18,510	\$14,000	\$4,510	132%
Dues and Subscriptions	\$20,988	\$20,000	\$988	105%
Convention Entertainment	\$90,000	\$90,000	\$0	100%
Food & Beverage	\$525,297	\$525,297	\$0	100%
Facility Rent/Setup	\$73,341	\$60,000	\$13,341	122%
League Relations	\$24,000	\$24,000	\$0	100%
Library	\$966	\$1,500	(\$534)	64%
Insurance	\$7,899	\$8,500	(\$601)	93%
Speakers Fee/Honorariums	\$168,344	\$167,500	\$844	101%
Printing Expense	\$89,716	\$86,276	\$3,440	104%
Postage and Freight	\$8,721	\$6,500	\$2,221	134%
Equipment Purchases	\$1,000	\$1,000	\$0	100%
Staff Training & Tuition Aid	\$1,735	\$2,500	(\$765)	69%
Equipment Repairs and Maint.	\$8,796	\$10,000	(\$1,204)	88%
Spec. Equip. Rental	\$44,296	\$45,000	(\$704)	98%
Telephone Expense	\$15,000	\$15,000	\$0	100%
Travel and Lodging	\$50,000	\$50,000	\$0	100%
Board Expenses	\$9,985	\$11,000	(\$1,015)	91%
<b>Operating &amp; Maint. Subtotal</b>	<b>\$1,167,595</b>	<b>\$1,150,849</b>	<b>\$16,746</b>	<b>101%</b>
<b>Grants &amp; Special Projects</b>				
Special Project-LUAAU (Landuse Training)	\$58,715	\$100,000	(\$41,285)	59%
Special Project-UTOPIA	\$0	\$24,000	(\$24,000)	0%
Special Project-ULCTV	\$3,000	\$40,000	(\$37,000)	8%
Special Project-Making Life Better	\$0	\$50,000	(\$50,000)	-
Tax Education Program	\$30,000	\$30,000	\$0	100%
Municipal Funding Project	\$55,000	\$55,000	\$0	100%
Essay Contest Expenses	\$10,000	\$10,000	\$0	100%
U of U Pledge	\$10,000	\$0	\$10,000	
Benchmarking	\$20,000	\$19,500	\$500	103%
<b>Grants Subtotal</b>	<b>\$186,715</b>	<b>\$328,500</b>	<b>(\$141,785)</b>	<b>57%</b>
<b>Materials and Supplies</b>				
Convention & Office Supplies	\$11,646	\$12,000	(\$354)	97%
<b>Materials &amp; Supplies Subtotal</b>	<b>\$11,646</b>	<b>\$12,000</b>	<b>(\$354)</b>	<b>97%</b>
<b>Miscellaneous</b>				
Miscellaneous	\$0	\$1,500	(\$1,500)	
Contingency Reserve	\$0	\$5,000	(\$5,000)	
<b>Miscellaneous Subtotal</b>	<b>\$0</b>	<b>\$6,500</b>	<b>(\$6,500)</b>	
<b>Capital</b>				
Capital Outlay	\$24,000	\$20,000	\$4,000	120%
Capital Improvements	\$0	\$0	\$0	
<b>Capital Subtotal</b>	<b>\$24,000</b>	<b>\$20,000</b>	<b>\$4,000</b>	<b>120%</b>
<b>TOTAL EXPENSES</b>	<b>\$2,378,759</b>	<b>\$2,533,137</b>	<b>(\$154,378)</b>	<b>94%</b>
<b>TOTAL ALL REVENUE</b>	<b>\$2,387,578</b>	<b>\$2,533,137</b>	<b>(\$145,559)</b>	<b>94%</b>
<b>REVENUE LESS EXPENSES</b>	<b>\$8,819</b>	<b>\$0</b>	<b>\$8,819</b>	



**TO: ULCT Board of Directors**

**FROM: Mayor JoAnn Seghini, ULCT Treasurer  
Michelle Reilly, ULCT Staff**

**DATE: June 26, 2015**

**SUBJECT: Year-End 2015 Year end Projections and Proposed Budget  
Amendments**

The attached report reflects the yearend projection with proposed budget amendments. The following report is an explanation of the variances in the 2015 yearend to actual budget. On the expenditure side, you will see a request for a budget amendment.

In ULCT By-Laws, it states that the Utah League of Cities and Towns must have a balanced budget and that each **expenditure line item that exceeds budget requires a budget amendment**. We will be requesting that the board approve budget amendments to comply.

In most cases the overages were directly related to the ULCT conventions. Speakers and entertainers are not finalized in time for budget approval. When speakers and entertainers are booked, the Staff is careful to have funding in place through additional revenue such as registration fees and donations.

### **Revenues**

**Registration Fees – Increase by \$11,977.** This is up due to an increase in number of attendees.

**Donations & Advertising – decrease by \$37,500.** The staff continues to try to foster new relationships with potential sponsors as well as working with current sponsors. Some of the current sponsors lowered the amount they donate.

**Exhibit Space – Increase by \$4,181.** We had a price increase and an increase in vendors. This revenue is from the Annual Convention, the Mid Year Conference and Road School.

**Publications – Decrease by \$6,800.** A large portion of this revenue is from the directory. The directory is given away free of charge to sponsors and to exhibitors. Also, two free copies are sent to each city and town in the state.

**The Transfer for Research Project & Making life better – Decrease by \$24,000 & \$50,000 respectively.** The line items are a transfer from reserves to fund projects. We were able to fund the projects within the revenues received.

### **Expenses**

**Database Maintenance Decrease by \$25,000** – We did not require maintenance this year.

**Accounting Expense – Increase by \$1,200** - The majority of this line item is the League's annual audit. The other part are bank charges and fees for the third party administrator for the employee's 401K plan.

**Computer Services – Increase by \$2,089.** This line item is for our maintenance agreement for our computers and server. It is also used for software products that the staff uses for Legislative bill tracking, surveys and teleconferencing at the LPC.

**Building Repairs – Increase by \$4,510.** The League owns the office building and is part of a condo association. In 2015 there were repairs to the common areas that were required and the association assessed a special fee to make those repairs.

**Dues & Subscriptions – Increase by \$988.** The NLC Dues statement was received after the budget was approved.

**Facility Rent & Set up – Increase by \$13,341.** This category is difficult to predict. It is for rental fee and set at conference which includes set-up for the entertainment at League events.

**Speakers Fees & Honorariums- Increase by \$844.** Speakers are booked after the budget is approved.

**Printing Expense – Increase by \$3,440.** This account is printing design of publications and also for artistic work such as the caricatures. The League had three new employees as well as created awards for those that worked on HB 362.

**Postage & Freight – Increase by \$2,221.** The League uses a mailing house for some of the registration materials. In the past, mailing fees were included in the printing bill. This year, those expenses were itemized.

**Capital Outlay – Increase by \$4,000.** The League replace all the computers and the server this year. The old equipment was over eight years old.

We are asking that you approve the line items attached and are happy to answer any questions.



# UTAH LEAGUE OF CITIES AND TOWNS

## 2015-2016 PROPOSED BUDGET

REVENUES	<i>2015-2016 PROPOSED BUDGET</i>	<i>2014-2015 APPROVED BUDGET</i>	Difference <i>2015 Budget TO 2016 Budget</i>	Difference  %
<b>General Revenue</b>				
Membership Dues	\$1,487,083	\$1,392,887	\$94,196	6%
Registration Fees	\$490,000	\$480,000	\$10,000	2%
Donations & Advertising	\$263,500	\$284,000	(\$20,500)	-8%
Exhibit Space	\$115,000	\$110,000	\$5,000	4%
Interest	\$3,500	\$3,500	\$0	0%
Publications	\$15,000	\$17,000	(\$2,000)	-13%
Miscellaneous Income	\$250	\$250	\$0	0%
Rental Income	\$18,000	\$18,000	\$0	0%
<b>General Revenue</b>	<b>\$2,392,333</b>	<b>\$2,305,637</b>	<b>\$86,696</b>	<b>4%</b>
<b>Grants &amp; Special Projects</b>				
Essay Contest Donations	\$10,000	\$10,000	\$0	0%
Grant for Research Assistant	\$24,000	\$24,000	\$0	0%
Transfer-Making Life Better	\$50,000	\$50,000	\$0	0%
Transfer for Budget Amendments	\$0	\$0	\$0	0%
Grants-LUAU	\$88,000	\$100,000	(\$12,000)	-14%
Grant-UTOPIA	\$24,000	\$24,000	\$0	0%
Benchmarking	\$19,500	\$19,500	\$0	0%
<b>Grants &amp; Special Projects</b>	<b>\$215,520</b>	<b>\$227,500</b>	<b>(\$11,980)</b>	<b>-6%</b>
<b>TOTAL REVENUE</b>	<b>\$2,607,853</b>	<b>\$2,533,137</b>	<b>\$74,716</b>	<b>3%</b>

EXPENDITURES	<i>2015-2016 PROPOSED BUDGET</i>	<i>2014-2015 APPROVED BUDGET</i>	<i>Difference 2015 Budget TO 2016 Budget</i>	<i>Difference YEAREND TO ADOPTED %</i>
<b>Personnel Services</b>				
Employee Benefits	\$276,974	\$257,656	\$19,318	7%
Staff Salaries	\$596,398	\$566,632	\$29,765	5%
<b>Personnel Services Subtotal</b>	<b>\$873,371</b>	<b>\$824,288</b>	<b>\$49,083</b>	<b>6%</b>
<b>Charges for Services</b>				
Database Maintenance	\$24,000	\$25,000	(\$1,000)	-4%
Accounting Expenses	\$18,000	\$18,000	\$0	0%
Contract Labor	\$90,000	\$90,000	\$0	0%
Building Utilities	\$4,000	\$4,000	\$0	0%
Computer Services	\$24,000	\$20,000	\$4,000	17%
Legal Expense	\$34,000	\$34,000	\$0	0%
<b>Charges for Services Subtotal</b>	<b>\$194,000</b>	<b>\$191,000</b>	<b>(\$3,000)</b>	<b>-2%</b>
<b>Operating &amp; Program Expenses</b>				
Car Expense	\$12,776	\$12,776	\$0	0%
Building Repairs	\$19,000	\$14,000	\$5,000	26%
Dues and Subscriptions	\$22,000	\$20,000	\$2,000	9%
Convention Entertainment	\$90,000	\$90,000	\$0	0%
Food & Beverage	\$535,186	\$525,297	\$9,889	2%
Facility Rent/Setup	\$66,500	\$60,000	\$6,500	10%
League Relations	\$24,000	\$24,000	\$0	0%
Library	\$1,500	\$1,500	\$0	0%
Insurance	\$8,500	\$8,500	\$0	0%
Speakers Fee/Honorariums	\$170,000	\$167,500	\$2,500	1%
Printing Expense	\$96,000	\$86,276	\$9,724	10%
Postage and Freight	\$6,500	\$6,500	\$0	0%
Equipment Purchases	\$1,000	\$1,000	\$0	0%
Staff Training & Tuition Aid	\$2,500	\$2,500	\$0	0%
Equipment Repairs and Maint.	\$10,000	\$10,000	\$0	0%
Spec. Equip. Rental	\$50,000	\$45,000	\$5,000	10%
Telephone Expense	\$15,000	\$15,000	\$0	0%
Travel and Lodging	\$52,000	\$50,000	\$2,000	4%
Board Expenses	\$11,000	\$11,000	\$0	0%
<b>Operating &amp; Program Exp. Subtotal</b>	<b>\$1,193,462</b>	<b>\$1,150,849</b>	<b>\$42,613</b>	<b>4%</b>
<b>Grants &amp; Special Projects</b>				
Special Project-UTOPIA	\$24,000	\$24,000	\$0	0%
Salary Survey	\$12,000	\$0	\$12,000	100%
Special Project-ULCTv	\$35,000	\$40,000	(\$5,000)	-14%
Special Project-LUAU	\$88,000	\$100,000	(\$12,000)	-14%
Special Project-Making Life Better	\$50,000	\$50,000	\$0	0%

EXPENDITURES	2015-2016 PROPOSED BUDGET	2014-2015 APPROVED BUDGET	Difference 2015 Budget TO 2016 Budget	Difference YEAREND TO ADOPTED %
Tax Education Program	\$30,000	\$30,000	\$0	0%
Municipal Funding Project	\$55,000	\$55,000	\$0	0%
Essay Contest Expenses	\$10,000	\$10,000	\$0	0%
Benchmarking	\$19,500	\$19,500	\$0	0%
<b>Grants &amp; Special Projects Subtotal</b>	<b>\$323,500</b>	<b>\$328,500</b>	<b>\$0</b>	<b>0%</b>
<b>Materials and Supplies</b>				
Office Supplies	\$12,000	\$12,000	\$0	0%
<b>Materials &amp; Supplies Subtotal</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$0</b>	
<b>Miscellaneous</b>				
Miscellaneous	\$1,500	\$1,500	\$0	0%
Contingency Reserve	\$5,000	\$5,000	\$0	0%
<b>Miscellaneous Subtotal</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$0</b>	<b>0%</b>
<b>Capital</b>				
Capital Outlay	\$5,000	\$20,000	(\$15,000)	-300%
Capital Improvements	\$0	\$0	\$0	0%
<b>Capital Subtotal</b>	<b>\$5,000</b>	<b>\$20,000</b>	<b>(\$15,000)</b>	<b>-300%</b>
<b>TOTAL EXPENSES</b>	<b>\$2,607,833</b>	<b>\$2,533,137</b>	<b>(\$74,696)</b>	<b>-3%</b>
<b>TOTAL ALL REVENUES</b>	<b>\$2,607,853</b>	<b>\$2,533,137</b>	<b>(\$74,716)</b>	<b>-3%</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$20</b>	<b>\$0</b>	<b>(\$20)</b>	



**TO: ULCT Board of Directors**

**FROM: Mayor JoAnn Seghini, ULCT Treasurer  
Michelle Reilly, Director of Administrative Services**

**DATE: June 26, 2015**

**SUBJECT: Proposed Budget for Fiscal Year 2015-2016**

## **BACKGROUND**

For the past several months the ULCT staff has been developing a proposed budget for approval today. A tentative budget was distributed for your review in April.

For the purpose of this report, comparisons were made between the *2014-2015 Adopted Budget*, and the *2015-2016 Proposed Budget*. As you will note, some line items increased and others decreased. Listed below are explanations of some of the variances.

## **REVENUE**

Total revenue projected for the 2016 fiscal year is \$2,608,333. This represents a 3% increase in total revenue from the ULCT 2015-2016 adopted budget.

### **GENERAL REVENUE**

- ◆ **Membership Dues** – Dues are generated by a formula of sales tax, assessed value and sales tax. The numbers used are provided by the Utah State Tax Commission. Using the formula, it generated an additional \$94,196 in dues revenue. Dues Statements went out in April after the board meeting.
- ◆ **Registration Fees** – The Newly Elected Officials Training will be held in this budget year.
- ◆ **Donations & Advertising** – This line item is currently decreasing. The staff has been will continue to pursue new sponsorships.
- ◆ **Publications** – This line item is expected to decrease slightly from the FY 2015 Budget. We will be republishing the Powers & Duties handbook; however, it is given away free of charge to those that attend the newly elected officials training sessions.

### **GRANTS**

- ◆ **LUAU Certification Training Grant** – In 2014, the League received a grant from the State of Utah to develop a certification program for planning officials. Some of that money was used in FY 2015 and the balance will be used in FY 2016.

## **EXPENDITURES**

**The 2015-2016 proposed budget expenditures are \$2,608,333. This represents a 3% increase in total expenses from the 2014-2015 approved budget. The following are explanations of some of the variances.**

### **PERSONNEL SERVICES**

The 2015-2016 Personnel services budget is proposed to increase by a total of 6%. The staff is proposing a 7% increase in salaries, and a 5% increase in benefits. Some staff members will be getting larger increases to bring the salary closer to the market range. The League is also changing one employee from part-time to full time.

### **CHARGES FOR SERVICES**

**The Charges for Services budget is proposed to decrease 2%.**

- ◆ **Database Maintenance** – will be decreasing 4%. Although there will be cost associated with maintaining the League database, we feel that \$24,000 will cover the cost.
- ◆ **Computer Services** – will be increasing by 17%. The League just purchased new equipment for the office and outsource IT services. This line item also includes software services such as legislative tracking software and survey software. The increase is also for costs associated with the LPC webcast. Thanks to former staffer, Neil Abercrombie, we now partner with Utah State University to broadcast the Legislative Policy Committee Meetings.

### **OPERATING & MAINTENANCE**

**The Operating & Maintenance budget is projected to increase by 8%.**

- ◆ **Building Repairs** – This line item is being increase to prepare for any additional assessments from the condo association. The League has owned the building for 25 years and there are many repairs that will be made in FY2016.
- ◆ **Dues & Subscriptions** – The National League of Cities sends invoices early in January. We are anticipating an increase in dues.
- ◆ **Food & Beverage** – The Newly Elected Officials training will be held this year. The 2% increase will cover the cost.
- ◆ **Facility Rent & Set up** – We anticipate set up costs associated with the convention to increase by 10%. This line item is also for set-up expenses related to the various speakers and entertainers, which are difficult to predict.
- ◆ **Printing Expense**– Printing expense is expected to increase by 10% this year. The League will be publishing the Newly Elected Officials Handbook this year.

- ◆ **Special Equipment Rental** – This line item is expected to increase by 10%. This is entirely for the AV equipment rental at the conferences which costs continue to climb.
- ◆ **Travel & Lodging** – This line item is expected to increase by 4%. This line item includes travel for speakers at the conferences.

### **GRANTS & SPECIAL PROJECTS**

- ◆ **Salary Survey** – The League will be doing a survey this year to establish a salary range for the employees. There have been a number of changes in the staff and salaries have not been evaluated for over 20 years.

### **CAPITAL OUTLAY**

- ◆ **Capital Outlay** – The League will be purchased all new computers last year. The staff is looking at purchasing a printer and/or a few projectors.

### **CONCLUSION**

**The ULCT 2015-2016 Proposed Budget continues to meet the ongoing strategic goals of the League. We are happy to answer any questions.**

