

**UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
ULCT Office
50 SOUTH 600 EAST, SUITE 150
SALT LAKE CITY, UTAH 84102
FRIDAY, JANUARY 8, 2016
12:00 Noon**

- 1. Introductions of new Board Members & Staff**
- 2. Review & Approval of Minutes of September 15, 2015**
ACTION: Review and Approval
- 3. Board Member Training – David Church**
ACTION: Discussion of relative roles and responsibilities of Officers, Board members and Staff
Verification that each Board Member has completed the Open Meetings Training
Adoption of uniform fee schedule for GRAMA requests
- 4. Discussion of goals and priorities of Board Members – Lynn Pace**
ACTION: For Discussion
- 5. Community Grant from Intermountain Healthcare – Ken Bullock, Intermountain Representative**
ACTION: For Discussion
- 6. December Financial Statement – Mayor JoAnn Seghini, ULCT Treasurer**
ACTION: Review & Approval
- 7. Legislative Preview 2016 – Cameron Diehl, Nick Jarvis, Brandon Smith, Susan Wood**
ACTION: For Discussion
- 8. Upcoming ULCT Events - Ken Bullock, Susan Wood, Cameron Diehl, Brandon Smith**
 - Regional Municipal Official Training
 - Local Officials Day at the LegislatureACTION: None – For information only
- 9. Other Business – Ken Bullock**

**UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
50 South 600 East, Suite 150
Salt Lake City, Utah 84102
Tuesday, September 15, 2015
3pm**

CONDUCTING: Mayor John Curtis, Provo Utah

EXECUTIVE BOARD

Mayor John Curtis, Provo City
Council Member Lynn Pace, Holladay
Mayor Steve Hiatt, Kaysville
Mayor JoAnn Seghini, Midvale

President
1st Vice President
2nd Vice President
Treasurer

BOARD OF DIRECTORS

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

Board Member
Board Member

ULCT STAFF

Kenneth Bullock
Cameron Diehl

Jodi Hoffman
Roger Tew
David Church
Doug Macdonald
Brandon Smith
Meg Ryan
Michelle Reilly

Susan Wood

Nick Jarvis
Ashley Morfin

Executive Director
Director of Government
Relations
Land Use Analyst
Senior Policy Analyst
General Council
Economic Policy Analyst
Legislative Research Analyst
Planning Consultant
Director of Administrative
Services
Director of Communications
and Training
Director of Research & Tech.
Executive Assistant/Staff
Photographer

OTHERS PRESENT

Glenn Price, Brand Iconic
Joslyn Crowther, Brand Iconic
Ben Mayhern, Brand Iconic
Annette Spendlove, UMCA Past President

WELCOME AND INTRODUCTIONS

President John Curtis opened the meeting at 3p.m. President Curtis asked attendees to introduce themselves. Stated that he has enjoyed his experience in this position and working with the staff.

REVIEW AND APPROVAL OF MINUTES – AUGUST 28, 2015

Board Member Caldwell moved to approve the minutes as presented. Board Member Norton seconded the motion. The motion passed unanimously.

BOARD CONFERENCE ASSIGNMENTS & OVERVIEW

Susan Wood, Director of Communications and Training, indicated that she had distributed copies of the brochure for the annual convention. Ms. Wood reviewed workshops and presenters planned for the convention. She highlighted some of the special events planned.

There was discussion about the importance of meeting new people at the convention and establishing new relationships.

LAND USE ACADEMY OF UTAH (LUAU)

Meg Ryan set the theme of the presentation with music and unveiled the (LUAU) website. She gave an overview of the project and presented some videos on the website, including one done by Brent Bateman. The Website has resources with different land use topics. Chris Blake a Planning Commission Member from Lehi stated that this is an excellent website. Board Member Cox asked when the website is intended to go live. Meg Ryan stated that the target date to go live is January 2016. 1st Vice President Pace stated that this website is intended as a resource for Planning Commissions and Councils. Meg Ryan replied that it will be a supplement for all. Ken Bullock wanted us to be aware that this is currently a pilot program. 1st Vice President Pace asked who is reviewing the text of the dialogue. Ken Bullock responded that the decision makers will be League Staff and Brent Bateman. Board Member Hiatt replied that he is impressed. Meg Ryan stated that this was a group effort by league staff and others and she thanked all who were involved. Ken Bullock stated that this came about because of land use bills and the development community. The more that can be done to educate the local commissions and councils will make it easier for us to work with the legislatures on land use.

ANNOUNCEMENT OF JOB POSTING

Chris Blake, Vice Chair of the UTA Board. He stated that they will be putting out a job posting as they are looking for a CEO and President for UTA. The process is an open process nationwide.

DISCUSSION ON ULCT BOARD ELECTIONS

Board Member Jim Ortler asked a question on the bylaws of election and read the bylaws concerning elections concerning staggered terms. This year it isn't very balanced. He asked how many open positions do we currently have, it seems like somewhere we have got off and not doing it correctly. David Church referred to the language of the ULCT Constitution. He referred to the terms of the Directors shall be staggered so that only half of the Directors are elected annually. In the past we did have it that way eight and eight and as Jim says it got off and he does not know where. What might have happened is that we appoint someone right now and they are not elected in November then this board appoints someone to fill that position for two years instead of the remainder of that term. Approximately half of the Directors are elected annually according to the bylaws. He doesn't know where we are now. Nick Jarvis stated that there are three Board Positions open this year, excluding the Executive Officers, and there is also the Vice-President position. Ken Bullock it has only been the last two years that we have ran into this. This is

something that can be fixed. Board Member Ortler suggested that staff review and get us back on track. President Curtis asked that staff do that.

President Curtis took a personal privilege and stated that he had met with his School Board Superintendent as they have a good relationship and working to get things accomplished. He asked if any of you have a good relationship with your School Boards it is important to keep that as you can get more accomplished when you involve them in decisions that will affect them and in turn they will involve you in decisions that will affect you.

MAINTAINING THE AUTHENTICITY OF YOUR COMMUNITY

Ben Matter from Brand Iconic presented ideas on branding. He presented his findings since the last time he met with the Board. He introduced how to discuss and inspire. Glenn Price from Iconic talked about how to guide and launch the branding process. Mr. Matter took the Board through an exercise asking questions and engaging the Board to participate with ideas. President Curtis thanked the Iconic team for their exercise and stated how important this has been for the Board Members.

Board Member Jon Pike, Mayor of St George stated that that 15 people are dead in Hilldale and Zions and 5 still missing. It makes you think of what is important and why we are here. President Curtis said thank you for reminding us and please let us know if there is any way that we can help we would sure like to know.

Board Member Ortler moved to adjourn the meeting at 5:14pm Board Member Norton seconded the motion. The motion passed unanimously.

Chairman

Secretary

Utah League of Cities and Towns GRAMA Fee Schedule

Fee for photocopies or reproduction	\$0.10 per copy
Staff time (actual cost required to search, compile, and otherwise prepare the records)	\$14.00/hour
Mailing and shipping costs	Actual cost
Supplies (such items as CDs, DVDs, etc.)	Actual Cost

TO: ULCT Board of Directors

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

DATE: January 8, 2016

SUBJECT: December 2015 Financial Report

The attached financial report reflects the financial position of the Utah League of Cities and Towns (ULCT) as of December 31, 2015. This report is for the first six months of the fiscal year which is 50% of the fiscal year. As you review the financial report you'll notice that some accounts are higher than the 50% while others are lower. This report will explain those variances. I reviewed actual revenue and expenditures against budgeted revenue and expenses and have no major concerns with our overall current financial position.

Overall, we have collected 70% of anticipated revenue and expended 48% of budgeted expenses. This is right in line with prior years. The following are explanations of line items significantly higher or lower than 50% (percentage of budget year completed).

Revenues

General Revenue

Dues revenue is at 97% of budget as of the end of December with seventeen municipalities outstanding. The total outstanding is \$47,743.88. A list of the outstanding dues is attached and listed by board district.

Donations & Advertising is at 27% of budget. Most donations are billed in January.

Registration Revenue is at 55% of budget. The revenue in this account is largely from the Annual Convention but also includes registration revenue from Municipal Officials Training and Local Officials Day.

Interest Revenue is at 34% due to lower interest rates. The Public Treasurer's Investment Fund interest rate is at .68%.

Expenses

With 50% of the fiscal year over, expenses as of December are at 48% of the budget.

Charges for Services

The Charges for Services category is at 37% which is right on target.

- **Accounting Expense** is at 1% of budget. This line item is mainly for the annual audit which will be paid in January 2016.

Operating & Maintenance

The Operating & Maintenance Fund is at 55% overall. Some line items are higher than 50% of the fiscal year. The following are explanations for those accounts:

- **Dues & Subscriptions** is at 7% of budget. This line item is for the National League of Cities Dues. We have yet to receive an invoice.
- **Convention Entertainment** is at 94% of budget. This is due to the Annual Convention entertainment and partners programs.
- **Food & Beverage** is at 51%. The majority of the expense in this line item is for the Annual Convention.
- **Insurance** is at 86%. The League's premium is paid in July for the year.
- **Printing** is at 54%. The Powers & Duties Handbook was printed this year. Also, books written by Travis Stork were purchased for the Annual Convention.
- **Speakers & Honorariums** are at 74% most of which is due to the Annual Convention. There also a deposit for the speakers at Local Officials Day 2016.
- **Special Equipment Rental** is at 82% of budget. This line item is for audio/visual services during the ULCT Annual Convention. Audio Visual fees are considerably lower at the April conferences.

Grants

Although some line items in this category seem to be slightly high, we anticipate meeting the budget.

I will continue to work with the staff to monitor revenues and expenditures to ensure that the year-end budget is positive. Please let me know if you need additional information.

UTAH LEAGUE OF CITIES AND TOWNS
DECEMBER STATEMENT OF REVENUE & EXPENSE
2015-2016

ACCT # REVENUES	<i>December 2015 year-to-date</i>	<i>2015-2016 ADOPTED BUDGET</i>	<i>Difference</i>	<i>50% % of Budget</i>
General Revenue				
Membership Dues	\$1,439,193	\$1,487,083	(\$47,890)	97%
Registration Fees	\$267,545	\$490,000	(\$222,455)	55%
Donations & Advertising	\$70,000	\$263,500	(\$193,500)	27%
Exhibit Space	\$28,000	\$115,000	(\$87,000)	24%
Interest	\$1,200	\$3,500	(\$2,300)	34%
Publications	\$3,636	\$15,000	(\$11,364)	24%
Miscellaneous Income	\$0	\$250	(\$250)	0%
Rental Income	\$9,000	\$18,000	(\$9,000)	50%
General Revenue	\$1,818,574	\$2,392,333	(\$573,759)	76%
Grants & Special Projects				
Essay Contest Donations	\$0	\$10,000	(\$10,000)	0%
Grant for Research Assistant	\$0	\$24,000	(\$24,000)	0%
Transfer-Making Life Better	\$0	\$50,000	(\$50,000)	0%
Grants-LUAU	\$89,000	\$88,000	\$1,000	101%
Grant-UTOPIA	\$12,000	\$24,000	(\$12,000)	50%
Benchmarking	\$12,000	\$20,000	(\$8,000)	60%
Grants & Special Projects Revenue	\$113,000	\$216,000	(\$103,000)	52%
TOTAL REVENUE	\$1,818,574	\$2,608,333	(\$573,759)	70%

ACCT # EXPENDITURES	<i>December 2015 year-to-date</i>	<i>2015-2016 ADOPTED BUDGET</i>	<i>Difference</i>	<i>50% % of Budget</i>
Personnel Services				
Employee Benefits	\$136,391	\$276,974	(\$140,583)	49%
Staff Salaries	\$295,336	\$596,398	(\$301,062)	50%
Personnel Services Subtotal	\$431,726	\$873,371	(\$441,645)	49%
Charges for Services				
Database Maint./Intern	\$0	\$24,000	(\$24,000)	0%
Accounting Expenses	\$163	\$18,000	(\$17,837)	1%
Contract Labor	\$45,000	\$90,000	(\$45,000)	50%
Building Utilities	\$1,369	\$4,000	(\$2,631)	34%
Computer Services	\$12,193	\$24,000	(\$11,807)	51%
Legal Expense	\$13,000	\$34,000	(\$21,000)	38%
Charges for Services Subtotal	\$71,724	\$194,000	(\$122,276)	37%

ACCT # EXPENDITURES	<i>December 2015 year-to-date</i>	<i>2015-2016 ADOPTED BUDGET</i>	<i>Difference</i>	<i>50% % of Budget</i>
---------------------	---	---	-------------------	------------------------------------

Operating & Maintenance

Car Expense	\$4,200	\$12,776	(\$8,576)	33%
Building Repairs	\$7,774	\$19,000	(\$11,226)	41%
Dues and Subscriptions	\$1,579	\$22,000	(\$20,421)	7%
Convention Entertainment	\$85,040	\$90,000	(\$4,960)	94%
Food & Beverage	\$272,760	\$535,186	(\$262,426)	51%
Facility Rent/Setup	\$22,026	\$66,500	(\$44,474)	33%
League Relations	\$7,594	\$24,000	(\$16,406)	32%
Library	\$0	\$1,500	(\$1,500)	0%
Insurance	\$7,321	\$8,500	(\$1,179)	86%
Speakers Fee/Honorariums	\$125,243	\$170,000	(\$44,757)	74%
Printing Expense	\$51,726	\$96,000	(\$44,274)	54%
Postage and Freight	\$536	\$6,500	(\$5,964)	8%
Equipment Purchases	\$387	\$1,000	(\$614)	39%
Staff Training & Tuition Aid	\$459	\$2,500	(\$2,041)	18%
Equipment Repairs and Maint.	\$2,138	\$10,000	(\$7,862)	21%
Spec. Equip. Rental	\$41,025	\$50,000	(\$8,975)	82%
Telephone Expense	\$3,061	\$15,000	(\$11,939)	20%
Travel and Lodging	\$23,500	\$52,000	(\$28,500)	45%
Board Expenses	\$4,560	\$11,000	(\$6,440)	41%

Operating & Maint. Subtotal	\$660,927	\$1,193,462	(\$532,535)	55%
--	------------------	--------------------	--------------------	------------

Grants

Special Project-Landuse Training	\$44,367	\$88,000	(\$43,633)	50%
Salary Survey	\$0	\$12,000	(\$12,000)	0%
Special Project-UTOPIA	\$0	\$24,000	(\$24,000)	0%
Special Project-ULCTv	\$0	\$35,000	(\$35,000)	0%
Special Project-Making Life Better	\$0	\$50,000	(\$50,000)	0%
Tax Education Program	\$10,000	\$30,000	(\$20,000)	33%
Municipal Funding Project	\$31,456	\$55,000	(\$23,544)	57%
Essay Contest Expenses	\$1,950	\$10,000	(\$8,050)	20%
Benchmarking	\$7,000	\$20,000	(\$13,000)	35%

Grants Subtotal	\$94,772	\$324,000	(\$229,228)	29%
------------------------	-----------------	------------------	--------------------	------------

Materials and Supplies

Convention & Office Supplies	\$2,678	\$12,000	(\$9,322)	22%
------------------------------	---------	----------	-----------	-----

Materials & Supplies Subtotal	\$2,678	\$12,000	(\$9,322)	22%
--	----------------	-----------------	------------------	------------

Miscellaneous

Miscellaneous	\$0	\$1,500	(\$1,500)	0%
Contingency Reserve	\$0	\$5,000	(\$5,000)	0%

Miscellaneous Subtotal	\$0	\$6,500	(\$6,500)	
-------------------------------	------------	----------------	------------------	--

Capital

Capital Outlay	\$0	\$5,000	(\$5,000)	0%
Capital Improvements	\$0	\$0	\$0	0%

Capital Subtotal	\$0	\$5,000	(\$5,000)	0%
-------------------------	------------	----------------	------------------	-----------

TOTAL EXPENSES	\$1,261,828	\$2,608,333	(\$1,346,505)	48%
-----------------------	--------------------	--------------------	----------------------	------------

TOTAL ALL REVENUE	\$1,818,574	\$2,608,333	(\$789,759)	70%
--------------------------	--------------------	--------------------	--------------------	------------

REVENUE LESS EXPENSES	\$556,746	(\$0)	\$556,746	
------------------------------	------------------	--------------	------------------	--

Outstanding Dues as of December 31, 2015

District	County	City	City/Town	Amount Due	Board Member
District 1					
1	Box Elder	FIELDING	Fieldingtown	\$ 177.86	Cox
1	Box Elder	MANTUA	Mantua	\$ 313.98	Cox
1	Cache	CORNISH	Cornish	\$ 130.43	Cox
District 2					
2	Davis	CLINTON	Clinton	\$ 9,974.77	Caldwell, Hiatt, Holbrook
2	Weber	HOOPER	Hooper	\$ 3,582.99	Caldwell, Hiatt, Holbrook
District 3					
3	Salt Lake	DRAPER	Draper	\$ 31,464.49	Pace, Seghini, Eyre, Freeman
3	Tooele	OPHIR	Ophir	\$ 37.54	Pace, Seghini, Eyre, Freeman
District 4					
4	Utah	FAIRFIELD	Fairfield	\$ 69.10	Beerman, Curtis, Gygi, Mendenhall
District 5					
6	Juab	EUREKA	Eureka	\$ 258.54	Anderson
6	Millard	KANOSH	Kanosh	\$ 209.79	Anderson
6	Piute	CIRCLEVILLE	Circleville	\$ 253.66	Anderson
6	Piute	JUNCTION	Junction	\$ 94.56	Anderson
6	Sanpete	FAYETTE	Fayette	\$ 108.97	Anderson
6	Wayne	LYMAN	Lyman	\$ 112.92	Anderson
District 6					
7	Garfield	PANGUITCH	Panguitch	\$ 770.54	Ortler, Pike
7	Kane	ALTON	Alton	\$ 64.50	Ortler, Pike
District 6					
8	Emery	EMERY	Emery	\$ 119.24	Sakrison
				\$ 47,743.88	

Category	2015	2014	2013	2012	2011
Overall Rating of Annual					
Good + Excellent	86%	87%	84%	96%	92%
Excellent	22%	34%	24%	38%	34%
Good	64%	46%	60%	58%	58%
Fair	12%	1%	17%	3%	6%
Poor	1%	1%	0%	1%	2%
Most Valuable Part of Annual					
Workshop Trainings	75%	78%	69%	75%	45%
Lunch Speakers	52%	53%	58%	63%	17%
Opportunities to Network	65%	65%	67%	70%	19%
Entertainment	5%	7%	16%	10%	2%
Time with own City Elected Officials	34%	35%	30%	34%	2%
Time with Vendors	10%	13%	18%	10%	2%
Other	1% - Change of Pace	0%	4% - mixed	1% - N/A	12% - Mixed
General Session Speakers					
Average of all Speakers	4.07	4.14	4.01	4.30	4.37
Business Session					
1	3%	0%	Comments: Positive-5 Negative-4 Nuetral-5 N/A-3	Comments: Positive-8 Negative-3 Nuetral-1 N/A-2	14%
2	3%	6%			23%
3	8%	16%			2%
4	68%	45%			2%
5	19%	32%			N/A 58%
# of Workshops Attended					
1-5	36%	31%	42%	38%	36%
6-10	54%	44%	46%	50%	43%
11-15	8%	24%	11%	12%	19%
More	1%	1%	1%	0%	2%
Enough Time with Vendors					
Yes	71%	73%	80%	79%	81%
No	17%	17%	14%	8%	10%
Little Interest	13%	11%	7%	14%	5%
Other	1% - Miss a Class or Too Crowded	0%	5% - mixed	1% - Need More Variety	5% - mixed
Food					
Good + Excellent	77%	88%	60%	88%	74%
Excellent	25%	39%	17%	43%	28%
Good	52%	49%	43%	45%	56%
Fair	14%	14%	20%	11%	12%
Poor	9%	0%	19%	1%	5%
Dinner and Entertainment					
Average of all Events	3.56/5	3.92/5	3.24/5	3.11/5	3.62/5

Annual

Category	2015	2014	2013	2012	2011
Overall Rating of Annual					
Good + Excellent	86%	86%	93%	80%	100%
Excellent	38%	32%	42%	33%	43%
Good	48%	54%	51%	47%	57%
Fair	14%	11%	7%	20%	0%
Poor	0%	4%	0%	0%	0%
Most Valuable Part of Annual					
Workshop Trainings	75%	68%	72%	76%	59%
General Session Speakers	51%	59%	73%	52%	78%
Opportunities to Network	66%	68%	60%	56%	54%
Time with own City Elected Officials	56%	55%	54%	53%	51%
Time with Vendors	27%	30%	18%	20%	29%
Other	5%	5%	1%	1%	5%
General Session Speakers					
Average of all Speakers	4.27	4.00	3.94	3.88	4.17
# of Workshops Attended					
1-3	16%	11%	31%	27%	44%
4-7	75%	75%	66%	68%	54%
More	10%	15%	3%	4%	3%
Dinner and Entertainment					
Average of all Events	3.7/5	4.57/5	3.49/5	3.76/5	3.71/5

Midyear