

**UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
UTAH LOCAL GOVERNMENTS TRUST, 55 US-89, NORTH SALT LAKE, UT 84054
MONDAY, JUNE 19, 2017 @ 9:00 AM
(TIMES ARE APPROXIMATE)**

- 1. Welcome and Introductions – Mayor Steve Hiatt, ULCT President** **9:00 AM**
- 2. Public Hearing: 2016-2017 Budget Amendments – Mayor Steve Hiatt, ULCT President** **9:00 AM (Time Certain)**
ACTION: Public Hearing
- 3. Public Hearing: 2017-2018 Budget – Mayor Steve Hiatt, ULCT President** **9:00 AM**
ACTION: Public Hearing
- 4. Review & Approval of Minutes – Mayor Steve Hiatt, ULCT President** **9:20 AM**
ACTION: Review & Approval of Minutes
HANDOUT: [April 5, 2017 Draft Minutes](#)
- 5. Conflict of Interest Disclosure – Mayor Steve Hiatt, ULCT President** **9:20 AM**
ACTION: Disclosure of any potential conflict of interest with agenda items
HANDOUT: None
- 6. ULCT Board & Commission Reports – Mayor Steve Hiatt, ULCT President** **9:25 AM**
ACTION: Receive reports from ULCT representatives to Boards & Commissions
HANDOUT: [Joint Highway Committee Update](#)
- 7. ULCT Interim Treasurer’s Report – Mayor Carmen Freeman, Interim Treasurer** **9:30 AM**
ACTION: Review & Approval of Report
HANDOUT: [June Treasurer’s Report](#)
- 8. 2016-2017 Budget Amendments – Nick Jarvis, Roger Tew, David Sanderson** **9:40 AM**
ACTION: Adopt 2016-2017 Budget Amendments
HANDOUT: [2016-2017 Proposed Budget Amendments](#)
- 9. 2017-2018 Budget – Nick Jarvis, Roger Tew, David Sanderson** **9:45 AM**
ACTION: Adopt 2017-2018 Budget
HANDOUT: [2017-2018 Proposed Budget](#)
- 10. Contracts for Services – David Church, General Counsel** **10:00 AM**
ACTION: Review & Approval of Contracts
HANDOUT: Executive Director Contract
- 11. Recommended Personnel & Accounting Policies – Nick Jarvis** **10:10 AM**
ACTION: Review & Approval of Personnel & Accounting Policies (amended as needed)
HANDOUTS: [Proposed Changes to Policies Letter](#)
Proposed ULCT Personnel & Accounting Policies
- 12. ULCT Board & Commission Appointments – Roger Tew, Interim Executive Director** **10:20 AM**
ACTION: Adopt a motion ratifying appointments
HANDOUT: [ULCT Board & Commission Appointment Information](#)

- 13. ULCT Board Nominations – Nick Jarvis** **10:30 AM**
- ACTION: For Information Only
HANDOUTS: [2017-2018 Board Nominations Handout](#)
[Board Vacancies 2017-2018](#)
[Cities & Towns by Board Area](#)
- 14. ULCT Conferences (Annual & Road School) – Roger Tew, Susan Wood, Brandon Smith** **10:40 AM**
- ACTION: For Information Only
HANDOUT: [Road School Survey](#)
- 15. Legislative Policy & Direction/ ULCT Constitution & Bylaws – Cameron Diehl** **11:00 AM**
- ACTION: Review and Adoption of changes to Bylaws
HANDOUT: [LPC Bylaw Amendments](#)
- 16. Discussion on Dissolution of Municipal Finance Association – David Church** **11:30 AM**
- ACTION: Authorization to begin process to dissolve MFA
HANDOUT: None
- 17. Report on Executive Director Hiring Process – Mayor Steve Hiatt** **11:40 AM**
- ACTION: For Information Only
HANDOUT: None
- 18. Closed Session (if needed) As per Utah Code 52-4-205** **11:45 AM**
- ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)
HANDOUT: None
- 19. Other Business**
- ACTION: For Information Only
HANDOUT: None
- 20. Adjourn**

**MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
ULCT OFFICES, 50 SOUTH 600 EAST, SUITE 150, SALT LAKE CITY, UT 84102
MAY 15, 2017
12:00 PM**

CONDUCTING: ULCT Board of Directors President, Mayor Steve Hiatt, Kaysville.

EXECUTIVE BOARD

Mayor Steve Hiatt, President, Kaysville
Council Member Beth Holbrook, 1st Vice President, Bountiful - EXCUSED
Mayor Jon Pike, 2nd Vice President, St. George
Council Member Lynn Pace, Past President, City of Holladay

BOARD OF DIRECTORS

Mayor Karen Cronin, Perry
Mayor Dean Baker, Naples
Council Member Andy Beerman, Park City
Mayor Mike Caldwell, Ogden City - EXCUSED
Mayor Ted Eyre, Murray City
Mayor Carmen Freeman, Herriman, Interim Treasurer
Council Member Mike Mendenhall, Spanish Fork
Mayor Dave Sakrison, Moab
Council Member Kelleen Potter, Heber
Mayor Bob Stevenson, Layton
Council Member Curtis Ludvigson, Sterling - EXCUSED
Mayor Brent Taylor, North Ogden

EX-OFFICIO MEMBERS

David Church, Legal Counsel
Teresa Harris, Logan City Recorder, UMCA VP
Matt Dixon, South Ogden Manager, UCMA

ULCT STAFF

Abby Bolic, Operations Coordinator
Cameron Diehl, Director of Government Relations
Nick Jarvis, Chief Operating Officer
Kerri Nakamura, Former Chief Financial Officer
Meg Ryan, Manager – Land Use Academy of Utah
Dave Sanderson, Chief Financial Officer
Brandon Smith, Legislative Research Analyst
Roger Tew, Interim Executive Director
Susan Wood, Director of Communications and Training

1. Welcome and Introductions – Mayor Steve Hiatt, ULCT President

President Steve Hiatt called the meeting to order at 12:08 pm and called for introductions.

2. Review and Approval of Minutes - Mayor Steve Hiatt, ULCT President

The Board reviewed the minutes of the April 5, 2017 ULCT Board Meeting.

ACTION: Council Member Pace moved to approve the minutes of the April 5, 2017 ULCT Board Meeting as presented. The motion was seconded by Mayor Pike. The motion carried unanimously.

3. Conflict of Interest Disclosure for Board Members – Mayor Steve Hiatt, ULCT President

There were no Conflict of Interest items brought forward.

4. ULCT Board & Commission Reports – Mayor Steve Hiatt, ULCT President

Cameron Diehl said that he represented the League in an ex-officio manner on the Joint Highway Committee. The League has 16 appointments on this committee. They meet twice over the course of the year for the main reason of allocating federal funds to roads and streets of both counties and cities in rural Utah. At the last meeting, UDOT brought for review potential changes to the rules governing the Class B & C road accounts. The State Auditor's Office recommended language that would have codified what the State Auditor wanted to see from their reporting perspective. Mr. Diehl and Brian Bremner of Garfield County, pushed backed on UDOT and recommended striking language in the proposed rule. UDOT indicated they would take these recommendations back to other stakeholders, including the State Auditor's Office, and then bring back another recommendation at the joint meeting in September.

5. ULCT Board & Commission Appointments – Roger Tew, Interim Executive Director

Interim Director Tew stated that he sent out a memo to all ULCT Board Members regarding the ULCT Board and Commission Appointments. He said the Board of Directors' policy on boards and commission indicate that the Executive Director is to make recommendations for membership on various boards and commissions that require appointments from the Utah League of Cities and Towns. The Executive Director's actions are then subject to ratification by the Board of Directors.

Transportation Governance and Funding Task Force – This Task Force, established during the 2017 General Session, authorized the Utah League of Cities and Towns to make a single appointment to this body. The scope of study is very broad and includes not only roads and highways, but mass transit and notably airports. For the record, the ULCT sought to amend the legislation to allow for more than one appointment from Utah cities. The League was not successful in that endeavor. However, it is fortunate that we do have other city officials that have been asked to participate by appointment from other organizations.

The Mayor of Salt Lake City, the Honorable Jackie Biskupski, has actively expressed interest in participating on this Task Force. Salt Lake City incorporates virtually all the study elements

outlined in the legislation. Mr. Tew recommended to the ULCT Board that Mayor Biskupski's be appointed to the Transportation Governance and Funding Task Force.

He stated that it is somewhat unusual to have the mayor of Utah's largest city agree to personally participate on such a study effort. In fact, to his knowledge the ULCT has not appointed the Salt Lake City Mayor personally to any such boards, commissions or task forces for many years. Mayor Biskupski has assured him that she appreciates that this appointment will require her personal involvement and has committed to do so.

Utah State Retirement Board's Membership Council – The Utah State Retirement Board's Membership Council makes recommendations to the governing board of the Retirement System and to the Utah State Legislature regarding benefits and policies for various state retirement systems. For the past 16 years, Tom Hardy, the former City Manager of Bountiful, has served in this capacity. Mr. Hardy's term ends on June 30 of this year. In addition, Mr. Hardy has retired from his position with municipal government. Mr. Tew stated that we owe him a debt of gratitude for his years of service.

Mr. Tew discussed with Mr. Hardy the background for a new appointment. Some knowledge of retirement policies and public finance were credentials that were emphasized. One name regularly mentioned was that of Scott Bond who, currently serves as the Chief's Administrative Officer for Sandy City. Scott has a wealth of experience with municipal finance issues and an understanding of retirement policy issues. Tom Hardy also strongly recommended Scott. Mr. Tew proposed Scott Bond be appointed to the Retirement Board Membership Council. Scott is willing to serve in this capacity and has the support of Mayor Dolan.

Quality Growth Commission – The ULCT has three appointments to the Quality Growth Commission. It should be noted that in this case the UCLT is recommending names to the Governor who is the actual appointing authority. The appointments are four year terms subject to a two-term limit. The current appointees are the following:

Steve Pruden – Tooele City Council Member – First term has expired

Jack Thomas – Mayor of Park City – First term expired September 2016

Erin Mendenhall – Salt Lake City Council Member – First term expired April 2017

All three appointees have only served one official term and would like to continue to participate for an additional term. Since they are eligible for an additional term, Mr. Tew recommended that all three be appointed for a final term.

Utah Commission Authority – This body was established during the recently completed 2017 legislative session. Its purpose is to be an advisory body on emergency communication policies established by the legislation. The legislation also establishes various criterion that the nominees must possess. Any nominations must have a background in at least one of these areas: law enforcement/public safety, fire service, telecommunications, management and government. In addition, any telecommunication vendors or users of the current Utah Communications Systems may not serve.

The ULCT is authorized to recommend two names to the Governor for appointment by the Governor. Governor Herbert has asked that the ULCT submit four names from which he may pick two.

Mr. Tew recommended that the following names be submitted to the Governor:

Paul Morris – Former West Valley City Attorney and noted telecommunications expert

Terry Keefe, Former Layton City Police Chief

John Park – Current City Manager of Cottonwood Heights

Gary Whatcott – City Manager of South Jordan

Former Senator Steve Urquhart

The Governor will make the actual selection (subject to Senate confirmation) and his office has asked that the League not run interference with the five candidates. These proposed names have not yet been asked if they would be willing to serve. If the Board decides these names can be submitted then Mr. Tew indicated he will contact them and let them know their names will be recommended to the Governor and only two will be selected.

Governor's Rural Development Partnership Board – This board provides input on rural development issues to the Governor and the Utah Legislature. The governing statute requires the Utah League of Cities and Towns appoint one of its Board members who is a "rural member" to this body. There is no guidance given about what constitutes a "rural member". The last appointment was Gil Miller from Bear River City but this was some time ago. Given that this appointment must be from the UCLT itself, Mr. Tew believes that his involvement is not particularly appropriate. He asked that the decision of who serves on the Governor's Rural Development Partnership Board be left to the ULCT Board of Directors and its leadership.

Mr. Diehl stated the qualifications to serve on this board are undefined and it's unclear on whether the person serving has to remain on the ULCT Board of Directors throughout the term of the Rural Development Partnership Board. He said more board appointments will come before the ULCT Board in June.

Mayor Cronin of Perry said she would be interested in serving on this board.

Mayor Baker of Naples said he too would be interested in serving.

Mayor Hiatt said he would like to have more guidance of who can serve on this board before a name is brought forward.

ACTION: Mayor Pike moved to adopt a motion ratifying the Board and Commission Appointments as presented. The motion was seconded by Mayor Taylor. The motion carried unanimously.

6. Personnel Update – Roger Tew, Interim Executive Director

Mr. Tew announced there have been two significant personnel changes in the staff at ULCT. Kerri Nakamura is taking a position with the State of Utah as the Deputy Director of Heritage and Arts. Ms. Nakamura's responsibilities will now go to Nick Jarvis who's title will now be Chief Operating Officer. Data input will go to Operations Coordinator Abby Bolic. The duties of the Chief Financial officer will be outsourced to Dave Sanderson with DS Accounting Services.

Mr. Tew also announced that Jodi Hoffman who is currently the ULCT Land Use Attorney will now concentrate on her private practice and effective this month she will no longer work for the ULCT. He said regarding contract appointments at the ULCT, his personal view and a concern he has is that Ken Bullock had a way of turning the ULCT employee contracts not into project based assignments but to almost personal services arrangements with the ULCT. His feeling is that contracts need to be a lot more project based, have periodic review and have contracts.

Ms. Nakamura stated the League needs to make sure that the 1099's really are contractual positions and not employees "masquerading" as a contract.

Mr. Jarvis stated his background is public administration. He has an MPA from the University of Utah and a lot of what he studied was Human Resource, personnel management and organizational theory. He looks forward to his new role at the League.

Mayor Hiatt stated that Ms. Nakamura will help with the transition and has officially started her new position with the State of Utah.

7. ULCT Conferences (Midyear, Road School, Annual) – Roger Tew, Susan Wood and Nick Jarvis

Mr. Tew stated the Midyear Conference was very successful and conference and feedback was very positive. He reported the ULCT made approximately \$40,000, revenues over expenses. The League had more sponsors this year and we kept the costs down.

Susan Wood said a survey went out regarding the Midyear Conference, 69 responded and 93% rated the overall conference good to excellent.

Mr. Jarvis reported that he rearranged the exhibitors and invoiced everyone. Online registration for exhibitors was on a first come first serve basis and it worked well.

Mr. Tew proposed a slight change regarding the Midyear Conference. The League has reached out over the past five months to repair their relationship with the Utah Association of Counties (UAC). It was suggested that for the April meeting, UAC partner with ULCT in St. George and have a joint conference. They would have the first two days, one day of overlapping and then the ULCT would have their conference. The advantage is there are a lot of shared things that the two groups do together. If we move this direction, we will need to reserve the entire Dixie Center and would need to move the date to April 25-27 or April 24-27, Mr. Tew feels this is worth pursuing. UAC is a smaller group and have 250 elected officials and 90% of their vendors and exhibitors also attend the ULCT Conference.

Mr. Diehl said that UAC has already gone to their board and they are very excited about holding a joint conference.

Mr. Tew said regarding the ULCT Road School, it originally started 30 years ago as a County event. UDOT runs their own training program and now the Road School is a ULCT tradition. The challenge is in the last 10 years there are several other private training programs that are being held as well as the ULCT Road School. The feedback the League has received from vendors and others is that changes need to be made in regards to the Road School. He asked the board if they want to continue with Road School? April is a very busy month with the ULCT Conference and Road School. He feels things have changed and we need to look at this differently. He asked is this in the mission of the League and if we continue, we will need to make significant changes to improve Road School. He feels the general consensus of staff is that eventually the Road School will go away. We also need to let the Dixie Center know as soon as possible.

Ms. Nakamura said the exhibits at Road School did not sell out this year and others cancelled.

Ms. Wood said other companies are competing with Road School, attendance is stagnant and vendor participation is declining.

Mr. Diehl added that the vast majority of the ULCT sponsors do not participate in Road School. He said there is also a concern about government competing with the private sector.

Ms. Nakamura said the biggest complaint from vendors is that the golf tournament was canceled. There were 300 attendees at Road School this year and 37 workshops offered over three days. Road School made about \$25,000 and in the past we have made more money. She said the trajectory is down and several vendors have said they will not participate in the future.

Mr. Diehl said attendees at Road School along the Wasatch Front made up about 40%, most came from the Washington County. We maybe need to reengage with UAC in regards to Road School.

Mayor Hiatt said the perception among member cities is the League is making adjustments with staff, possibly joining with UAC and then if we get cancel Road School, he is concerned that cities will have the perception that the League is making too many changes and that could possibly affect the cities that are currently paying membership dues. He does not want the perception that the ULCT is “getting out” of everything and maybe the message we need to send is we are “partnering” and making improvements.

Mr. Tew said we were not given a hard deadline by the Dixie Center on Road School but, we need to let them know as soon as possible. Road School can still be held next year and reevaluated at that time as to its future.

Mayor Baker said Naples sends a road crew to Road School. He suggested that we have more classes during the ULCT Midyear Conference focused on roads.

Council Member Pace said he would like to talk with those who have attended Road School and get suggestions from them on its future. Those who attend are from public works, road crews and not city managers, mayors, or elected officials. We should ask what attendees would like to see in the future.

Mayor Freeman said he is inclined to keep things the way they are now in regards to the League sponsored conferences.

Ms. Nakamura said she is concerned that the League will lose money at next year's Road School. If we continue doing Road School we should combine with the Counties and rethink the way the school is done.

Mayor Pace said we need to send a reassuring message to the membership that the League is in good hands. He feels an improvement in the way conferences are done will go a long way.

Mayor Hiatt said that we should also give the yet to be determined new ULCT Executive Director an opportunity to weigh in on the future of some of these suggested changes.

Mr. Tew suggested the League move forward and combined with UAC in April 2018. The issue of Road School will be discussed again in 2018.

The Board recessed at 1:20 p.m. for lunch.

Part 2 of Recording – The Board reconvened at 1:42 p.m.

Mr. Tew said those who attend Road School are different from those who attend the Midyear ULCT Conference so he doesn't feel that combining them will work. The vendors who participate will also be different at each conference.

Ms. Nakamura said we would not be able to have the equipment vendors participate at the Midyear Conference due to limited space at the Dixie Center.

ACTION: Mayor Pike moved that in 2018 the ULCT Conference be moved to April 24-27 and combine with UAC. That Road School be held in 2018 and survey those involved (attendees and vendors) as to their suggestions on the future of the School. Also, revisit a discussion regarding Road School with the new ULCT Executive Director. The motion was seconded by Mayor Cronin. The motion carried unanimously.

8. FY 2017 Q3 Financial Report – Mayor Carmen Freeman, Interim Treasurer & Kerri Nakamura

Mayor Freeman reported on the FY 2016-2017 Quarterly Budget Report (July-March). The ULCT's miscellaneous line item is budgeted at \$1,500. As reported in Q2, this category is overspent as a result of \$11,658 in bad debt for invoices not collected and not closed out in previous years and \$8,742.74 in unbudgeted bank and credit card fees (includes transaction processing fees).

While the ULCT budget remains sound and stable, ULCT staff needs to remain vigilant in managing expenses so that we can more easily absorb the unanticipated expenditures. Staff is also working to ensure that all revenue due to the ULCT for 2016-2017 for conferences is invoiced and collected prior to year-end. The staff also continues to be proactive regarding collection of general and program-specific donations and sponsorships. At the end of Q3, the ULCT has \$44,500 in pledged 2016-2017 sponsorship revenue that has not been received. All invoices have been sent and staff will work diligently to encourage payment prior to year-end. Finally, staff will continue to monitor expenditures so that savings can be identified.

Mayor Freeman said in the search for a new director, the Board may need to consider making budget amendments in regards to cost.

ACTION: Mayor Stevenson moved to approve the FY 2017 Q3 Financial Report as presented. The motion was seconded by Council Member Beerman. The motion carried unanimously.

9. 2017-2018 Tentative Budget – Roger Tew, Kerri Nakamura, Nick Jarvis

Mr. Jarvis reported that the tentative budget for 2017-2018 was sent out to the Board. Overall, total revenue for 2017-2018 is proposed to increase 1% from the 2016-2017 level. However, general revenue is projected to increase 8%, while grant and special project revenue is projected to decrease 25%. This is largely the result of the ULCT staff proposal to eliminate revenue and related expense lines for special projects that have not been active for years. A line for credit card charges has been added and it can now be tracked. The Board's direction regarding 2017-2018 dues will be the cornerstone of the 2017-2018 budget proposal. At the April 5, 2017 Board meeting, the Board directed staff to hold the dues formula rates flat, thereby using the same rates as 2016-2017. The formula is designed to annually produce between 3-4% newer revenue to allow the ULCT to fund compensation adjustments and respond to inflationary demands. For 2017-2018, the Board noted that new revenue, derived from Utah's newest municipalities (Millcreek, Interlaken and Dutch John) will result in approximately \$37,000 in additional revenue.

Council Member Pace asked how much is the League's overall budget changing from one year to the next.

Mr. Jarvis responded between 3-4%.

Council Member Pace said he has been an outspoken advocate for the League in Holladay. Elected officials in his community are asking about League fees and are wondering if they should take a year off until things settle down at the League. He wonders if other cities are having the same thoughts. He does not want for a City to be frustrated with an increase in dues and with changes at the League.

Mr. Jarvis said the three components with the due systems is something that was determined by the Board and that might need to be changed.

Mayor Freeman asked how do we treat the townships.

Mr. Jarvis responded that townships are not in the dues formula and the League would have to change the bylaws in order to include them.

Mr. Jarvis said the largest proposal in the budget is \$160,000 for a capital project to remodel and modernize the ULCT's offices.

Mr. Tew added that in addition to modernizing space, the HVAC system needs to be made more efficient and the ULCT would like to create a Board room/conference space that is ADA compliant. Finally, staff proposed to cancel the lease for the upstairs area, add an interior stairway to connect the offices, and expand the ULCT office to the upstairs area, thereby eliminating the need for staff to double up in small office spaces and/or share office spaces with copy machines, shared printers, etc. With the changes, the ULCT can likely utilize more of the basement space for storage and, thereby, eliminate a \$2,400 annual fee paid to an offsite storage facility. To accomplish this capital project, the ULCT anticipates leasing space in the south side of the building for approximately 9-12 months. Once the project is complete, the ULCT will no longer be required to pay \$3,700 per year in property taxes because we will not be leasing space to for-profit entities.

Mr. Jarvis said the ULCT Board should adopt this tentative budget and schedule a public hearing for Monday, June 19, 2017 at 9:00 a.m. The Board should also schedule a public hearing for 2016-2017 budget amendment for Monday, June 19, 2017 at 9:00 a.m. There is also a Legislative Policy Committee Meeting scheduled at noon on June 19, 2017.

Ms. Nakamura clarified that the purpose of the budget amendment is to bring the Co-op Funds into the current year revenue.

ACTION: Mayor Stevenson moved to adopt the 2017-2018 Tentative Budget as presented. The motion was seconded by Mayor Baker. The motion carried unanimously.

ACTION: Mayor Cronin moved to schedule a public hearing for Monday, June 19, 2017 at 9:00 a.m. and a public hearing for 2016-2017 budget amendment for Monday, June 19, 2017 also at 9:00 a.m. as presented. The motion was seconded by Mayor Baker. The motion carried unanimously.

10. Report on Executive Director Hiring Process – Mayor Steve Hiatt

Mayor Hiatt reported that the Mercer Group has been retained and the search committee met and talked about what they would like to see in a new Executive Director. Applications are due July 2 and 20 people have already applied. The process and who applies is confidential and the Board will eventually know who the applicants are. Ken Bullock's salary was \$140,000 plus with other contributions, vehicle allowance, etc the total amount was \$190,000. The base salary for the new director will be \$150,000 and the question is will that be a salary that will attract the right person. The search committee will meet in July to go over the applications and will narrow it down to the top 10-12 people. Interviews will be held in August and they hope to bring names to the Board in late August and have someone in place by the September Conference. Mr. Tew will continue to

serve as the Interim Executive Director during this time. All coordination will be done through the Mercer Group and those interested in applying is done through them.

11. Legislative Policy & Direction – Mayor Steve Hiatt, Cameron Diehl

Mr. Diehl said that he and Mayor Hiatt discussed the tax on local authority. He showed a power point presentation regarding Legislative Policy and Direction. He said that 2017 is a Municipal Election Year and there will be some that will not run for office and others that will. An internal outreach will start the first week of June to find out who intends to run for office. At the midyear conference, an in-person survey was held asking, do you talk to legislators during the session/year? The responses were the following:

Daily – 6%

Weekly – 31%

Rarely – 52%

Never – 11%

63% always or sometimes discuss ULCT Priorities with legislators.

64% always or sometimes use ULCT materials with legislators

83% said “yes” or “maybe” that they would talk to legislators if ULCT provided more materials such as emails, social media tidbits and local meetings.

Mr. Diehl said that State policy trumps local practice (code and law enforcement and land use) and State Priority: Investment of State funds and resources are gaining momentum.

Pressure Point: State Priority. State: Cities can’t handle it alone, State money and better handles at the State level. Cities and Towns: Local needs and impacts and partner with the State. The State priority is the Utah State Prison and there are many jurisdictions involved.

Policy questions to consider in 2017 are the following:

- What is the proper scope of State authority/action?
 - ULCT strongly opposes the “one size fits all” approach to legislation
 - ULCT realizes that “just because you can, does not mean you should”...self evaluate
 - ULCT intends to be a partner with the State on their priorities so long as we preserve our local authority
 - ULCT is cautious about the trend of “government by task force”
- How can local governments become more transparent, efficient, and “business-friendly” without becoming uniform?
- How can the State and local governments collaborate and invest in necessary infrastructure, and prepare for and facilitate Utah’s ongoing population growth?
- What are the benefits, costs, & consequences of the Justice Reinvestment Initiative and other State priorities on local government? What about the enforcement issue?

Legislative Policy Committee – Update bylaws

Body that gives ULCT staff legislative direction.

- 235 voting members average attendance: 130+
- 107 cities and towns – every city/town entitled to 3 voting members

- ULCT-USU partnership for webcasts – 202 people, 53 cities and towns. Hatch to Vernal and Nibley to Ephraim
- Check the roster at www.ulct.org

What we need to do to promote and preserve local authority.

Capacity:

- Encourage more #leaguearmy participation from existing ULCT members
 - United we stand, divided we fall
 - Focus of ULCT conference season
 - Foster allies (UAC, Chamber, etc)
- Self-evaluate and gather data
- Train newly elected officials post November to be #leaguearmy
 - Limited time between November 7 and January 22

Resources:

- Provide materials to #leaguearmy to use with legislators and stakeholders
 - Counter special interest groups
 - Increase understanding of local government authority and responsibility
- Provide tools to #leaguearmy to communicate with public
 - Social media
 - Land Use Academy of Utah

Mr. Diehl suggested that the Board update and modernize the bylaws to highlight the success of the LPC. He feels the LPC has been very successful and the bylaws need to be updated.

Mayor Hiatt said the LPC is valuable and he would like Mr. Diehl to draft amendments to the bylaws. He feels the voice of elected officials helps in the process at the legislature.

Mr. Diehl said the ULCT Board of Directors per the bylaws is responsible to appoint the members on the LPC. Mr. Diehl said he does not remember this every happening in the past. The Board can also get recommendations from the cities.

Mr. Church said it's good to encourage people to come to the Capital and attend the LPC meetings but there needs to be a formal, decision making body and should be people who are willing attend the meetings. There can be an appointed, official committee who votes.

Council Member Beerman said that is where the voting clickers come in because you have your appointed members determined at the start of the session, they sign in and they get a clicker.

Mayor Hiatt asked Mr. Diehl to make amendments to the LPC bylaws and bring them back to the Board for review.

Mr. Church said doing that takes care of the weighted voting issue if the ULCT Board makes the determination as to who gets appointed.

Mr. Tew added that LPC has been a great success and we don't want to discourage participation but we need to have a formalized process.

Mayor Hiatt said a comment made by our community leaders was that the League has a lot of power so long as we can effectively organize and mobilize the issues. Our biggest threat is local authority and we need to be ready for the issues that come forward.

12. Closed Session (if needed) as per Utah Code 52-4-205

No Closed Session was held by the Board.

13. Other Business

No further business was discussed by the Board.

ACTION: Mayor Freeman moved to adjourn the ULCT Board of Directors meeting of May 15, 2017. The motion was seconded by Mayor Stevenson. The motion carried unanimously.

MINUTES APPROVED:

Chairman

Date

Secretary

Date





TO: ULCT Board of Directors

FROM: Cameron Diehl, Director of Government Relations

DATE: June 13, 2017

SUBJECT: Joint Highway Committee Report

At the April 28 Joint Highway Committee in St. George, the JHC considered proposed changes to UDOT regulations governing the Class B and Class C Road Fund. The JHC, including Cameron Diehl as a non-voting member and multiple ULCT and UAC appointees, pushed back on several of the proposed changes.

First, the JHC removed language in Section IV governing the use of B&C funds that would have required usage to include engineering and administration “directly related to road maintenance and construction.” We deleted that language as unnecessary.

Second, current rules (Section V(C)) already require a local authority to provide financial and compliance audits as required by state law. The JHC removed language that would have additionally required the local authority to provide for the financial and compliance audits according to the “State Auditor’s Compliance Audit Guide” and “provide it annually to the State Auditor’s Office, Federal Clearinghouse, and Transparency Utah.”

Third, the JHC debated the funding eligibility for seasonal roads and for the Antelope Island road. The proposed language arose from an ongoing issue about whether the new gate on Antelope Drive made the road to Antelope Island ineligible for B&C weighted lane mile calculation or funding.

Finally, Garfield County Engineer Brian Bremner raised the issue of resurrecting an infrastructure bank for small cities and counties. The JHC agreed to consider it in the future.

In May, Cameron chatted with UDOT’s Linda Hull about the genesis of the proposed language in the B&C rule. She said that a legislative audit in 2016 charged UDOT with clarifying eligibility and accounting requirements within the rule. UDOT recognizes the joint ULCT-UAC concern about boot-strapping a requirement to comply with the State Auditor’s guide into the rule, which would have the effect of making the Auditor’s guide a binding document on local government.





TO: ULCT Board of Directors

**FROM: Mayor Carmen Freeman, ULCT Interim Treasurer
David Sanderson, Chief Financial Officer**

DATE: June 13, 2017

SUBJECT: June 2017 Treasurer's Report

Background

As Interim Treasurer of the ULCT, I am responsible to:

- Review documentation and sign all checks issued by the ULCT (twice each month)
- Review and approve payroll, including payments for contractors (twice each month)
- Prepare quarterly budget reports for the ULCT Board of Directors (the Q3 report for the period ended March 31, 2017 was presented to the Board at its May 15, 2017 meeting)
- Meet monthly with the ULCT Executive Director, CFO and COO to review monthly financial reports and the ULCT check register
- Prepare Treasurer Reports for the ULCT Board at meetings where a quarterly budget report is not required.

Discussion

As I reported to the Board in March and May, I remain confident with the management of the ULCT budget and finances. I met with the ULCT Executive Director, CFO and COO on Thursday, June 15 to review the May balance sheet and income statement. Although I sign all ULCT checks, I also reviewed the check register.

The ULCT staff continues to aggressively monitor expenditures and has displayed continued diligence in invoicing and receiving amounts due to the ULCT. Specifically, the Board should note that of the \$309,150 due to the ULCT for Midyear and Road School, the ULCT staff has, as of the date of this report, collected 99%. Staff continues to invoice the remaining \$4,230 due and is confident that most of the revenue due will be received. Similarly, the ULCT

staff has been diligent in collecting pledged donations for 2016-17. Staff expects to receive most of the outstanding ~\$40,000 prior to fiscal year end. And, for the first time, the ULCT is complying with Utah State statutes for public entities regarding its budget 2017-18 adoption and 2016-17 amendment processes. This compliance will eliminate an audit finding.

Finally, I want to inform the Board that when compared to the same 11-month period last year, ULCT net income is up 13.5%. The cost of conferences is down 10% and the cost of special projects is down nearly 2%. Expenses related to personnel services are down 4%. Certain administrative and general expenses are running ahead of the same period last year, including accounting fees, bank service charges (for processing nearly \$300,000 in credit card charges) and contract labor to name a few. Also, the spending for the Deseret News project causes expenses in the 11-month period of 2016-17 to skew higher than the same period in the prior year. Like staff, I am confident that costs are being controlled where they can, that revenue has been increased in key categories and that the 2016-17 year will end with a sizeable cash surplus.

I look forward to working with staff as they finish the last weeks of June, close the fiscal year and begin the 2016-17 fiscal year audit process. ULCT staff looks forward to working with the external auditing firm to complete the audit timely, efficiently, and thoroughly.





TO: ULCT Board of Directors

FROM: Nick Jarvis, Chief Operating Officer
David Sanderson, Chief Financial Officer

DATE: June 13, 2017

SUBJECT: 2016-17 Budget Amendment

Background

When the Utah League of Cities and Towns Board of Directors adopted the League's 2016-17 budget, the budget included \$120,000 in "Grant and Special Project" revenue to support \$120,000 in expenditures for a Deseret News Brandview Project.

In April 2017, the ULCT Board learned that the source of planned revenue for the project was intended to be the Utah Municipal Finance Cooperative (Co-Op). Subsequently, through a negotiated agreement with the Co-Op Board in April, the ULCT received \$320,652.22 from the Co-Op, which is \$200,652.22 more than the amount originally appropriated by the ULCT Board in the 2016-17 Budget.

Proposed Budget Amendment

The ULCT staff created a budget amendment for the ULCT Board to consider. Through the amendment, the Donations and Advertising revenue for 2016-17 is increased by \$200,652. Similarly, an expenditure representing a Contribution to Fund Balance in the amount of \$200,652 is created in the 2016-17 budget.

The ULCT staff provided public notice for a public hearing for the Board to accept public comment regarding the proposed budget amendment. Following the public hearing, the Board should consider adopting a motion amending the 2016-17 ULCT Budget.

Proposed Motion

I move that we adopt a motion amending the ULCT 2016-17 Budget as outlined in budget amendment #1 dated June 19, 2017 as prepared by staff.

###

UTAH LEAGUE OF CITIES AND TOWNS

FY 2016-17 Budget Amendment #1 - June 19, 2017

REVENUES	<i>2016-17 Adopted BUDGET</i>	<i>2016-17 Budget Amendment</i>	<i>2016-17 Budget As Amended</i>
General Revenue			
Membership Dues	\$1,572,324	\$0	\$1,572,324
Registration Fees	\$490,000	\$0	\$490,000
Donations & Advertising	\$275,000	\$200,652	\$475,652
Exhibit Space	\$115,000	\$0	\$115,000
Interest	\$3,500	\$0	\$3,500
Publications	\$15,000	\$0	\$15,000
Miscellaneous Income	\$250	\$0	\$250
Transfer from Reserves (2016-17 Savings)	\$0	\$0	\$0
Rental Income	\$18,000	\$0	\$18,000
General Revenue	\$2,489,074	\$200,652	\$2,689,726
Grants & Special Projects			
Essay Contest Donations	\$10,000	\$0	\$10,000
Co-Op Funds for Deseret News Project	\$120,000	\$0	\$120,000
Grant for Research Assistant	\$24,000	\$0	\$24,000
Transfer-Making Life Better	\$50,000	\$0	\$50,000
Grants-IHC Wellness	\$300,000	\$0	\$300,000
Grants-LUAU	\$100,000	\$0	\$100,000
Grant-UTOPIA	\$24,000	\$0	\$24,000
Benchmarking	\$20,000	\$0	\$20,000
Grants & Special Projects	\$648,000	\$0	\$648,000
TOTAL REVENUE	\$3,137,074	\$200,652	\$3,337,726

EXPENDITURES	<i>2016-17 Adopted BUDGET</i>	<i>2016-17 Budget Amendment</i>	<i>2016-17 Budget As Amended</i>
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Personnel Services			
Employee Benefits	\$291,471	\$0	\$291,471
Staff Salaries	\$636,614	\$0	\$636,614
Personnel Services Subtotal	\$928,085	\$0	\$928,085
Charges for Services			
Database Maintenance	\$24,000	\$0	\$24,000
Accounting Expenses	\$18,000	\$0	\$18,000
Contract Labor	\$90,000	\$0	\$90,000
Building Utilities	\$4,000	\$0	\$4,000
Computer Services	\$24,000	\$0	\$24,000

Legal Expense	\$34,000	\$0	\$34,000
Charges for Services Subtotal	\$194,000	\$0	\$194,000
Operating & Program Expenses			
Car Expense	\$12,776	\$0	\$12,776
Building Repairs	\$19,000	\$0	\$19,000
Dues and Subscriptions	\$22,000	\$0	\$22,000
Convention Entertainment	\$94,000	\$0	\$94,000
Food & Beverage	\$546,687	\$0	\$546,687
Facility Rent/Setup	\$68,526	\$0	\$68,526
League Relations	\$24,000	\$0	\$24,000
Library	\$1,500	\$0	\$1,500
Insurance	\$8,500	\$0	\$8,500
Speakers Fee/Honorariums	\$170,000	\$0	\$170,000
Printing Expense	\$96,000	\$0	\$96,000
Postage and Freight	\$6,500	\$0	\$6,500
Equipment Purchases	\$1,000	\$0	\$1,000
Staff Training & Tuition Aid	\$2,500	\$0	\$2,500
Equipment Repairs and Maint.	\$10,000	\$0	\$10,000
Spec. Equip. Rental	\$65,000	\$0	\$65,000
Telephone Expense	\$15,000	\$0	\$15,000
Travel and Lodging	\$55,000	\$0	\$55,000
League Office Lease Payment	\$0	\$0	\$0
Board Expenses	\$11,000	\$0	\$11,000
Operating & Program Exp. Subtotal	\$1,228,989	\$0	\$1,228,989
Grants & Special Projects			
Special Project-UTOPIA	\$24,000	\$0	\$24,000
Salary Survey	\$12,000	\$0	\$12,000
Special Project-ULCTv	\$35,000	\$0	\$35,000
Special Project-LUAU	\$100,000	\$0	\$100,000
Special Project-Making Life Better	\$50,000	\$0	\$50,000
Special Projects-IHC Wellness	\$300,000	\$0	\$300,000
Deseret News Project	\$120,000	\$0	\$120,000
Tax Education Program	\$26,500	\$0	\$26,500
Municipal Funding Project	\$55,000	\$0	\$55,000
University of Utah Policy Institute	\$10,000	\$0	\$10,000
Essay Contest Expenses	\$10,000	\$0	\$10,000
Benchmarking	\$20,000	\$0	\$20,000
Grants & Special Projects Subtotal	\$762,500	\$0	\$762,500
Materials and Supplies			
Office Supplies	\$12,000	\$0	\$12,000
Materials & Supplies Subtotal	\$12,000	\$0	\$12,000
Miscellaneous			
Miscellaneous	\$1,500	\$0	\$1,500
Transfer To Fund Balance	\$0	\$200,652	\$200,652

Contingency Reserve	\$5,000	\$0	\$5,000
Miscellaneous Subtotal	\$6,500	\$200,652	\$207,152
Capital			
Capital Outlay	\$5,000	\$0	\$5,000
Capital Improvements - Office Remodel	\$0	\$0	\$0
Capital Subtotal	\$5,000	\$0	\$5,000
TOTAL EXPENSES	\$3,137,074	\$200,652	\$3,337,726
TOTAL ALL REVENUES	\$3,137,074	\$200,652	\$3,337,726
REVENUES (Under) Over EXPENSES	\$0	\$0	\$0





TO: ULCT Board of Directors

**FROM: Nick Jarvis, Chief Operating Officer
David Sanderson, Chief Financial Officer**

DATE: June 13, 2017

SUBJECT: 2017-18 Budget Adoption

Background

The ULCT Staff proposed a tentative budget to the ULCT Board of Directors on May 15, 2017. The Board adopted a motion supporting the tentative budget and authorized staff to set a hearing date of Monday, June 19, 2017 for a public hearing on the tentative budget.

Staff placed an advertisement of the public hearing in the Salt Lake Tribune on Friday, June 9 and has had the tentative budget available on the ULCT website and in the ULCT office since that time.

Staff is not proposing any changes to the tentative budget as proposed and encourages the ULCT Board to consider adopting a motion to approve the 2017-18 ULCT Budget following the public hearing.

Proposed Motion

I move that we adopt a motion approving the ULCT 2017-18 Budget as prepared by staff and attached.

###

UTAH LEAGUE OF CITIES AND TOWNS

FY 2017-18 Budget Preview

REVENUES	<i>2017-18 Tentative BUDGET</i>	<i>2016-17 Adopted BUDGET</i>	<i>2015-16 Year End ACTUAL</i>	Difference 2017 Budget TO 2018 Budget	% Change 17 to 18
General Revenue					
Membership Dues	\$1,650,000	\$1,572,324	\$1,488,132	\$77,676	5%
Registration Fees	\$490,000	\$490,000	\$475,494	\$0	0%
Donations & Advertising	\$320,000	\$275,000	\$97,200	\$45,000	16%
Exhibit Space	\$118,000	\$115,000	\$126,829	\$3,000	3%
Interest	\$3,500	\$3,500	\$2,416	\$0	0%
Publications	\$15,000	\$15,000	\$14,653	\$0	0%
Miscellaneous Income	\$250	\$250	\$526	\$0	0%
Transfer from Reserves (2016-17 Savings)	\$88,000	\$0	\$0	\$88,000	
Rental Income	\$0	\$18,000	\$18,000	(\$18,000)	-100%
General Revenue	\$2,684,750	\$2,489,074	\$2,223,250	\$195,676	8%
Grants & Special Projects					
Essay Contest Donations	\$10,000	\$10,000	\$0	\$0	0%
Co-Op Funds for Deseret News Project	\$48,000	\$120,000	\$0	(\$72,000)	-60%
Grant for Research Assistant	\$0	\$24,000	\$0	(\$24,000)	-100%
Transfer-Making Life Better	\$0	\$50,000	\$0	(\$50,000)	-100%
Grants-IHC Wellness	\$300,000	\$300,000	\$300,000	\$0	0%
Grants-LUAU	\$130,286	\$100,000	\$119,000	\$30,286	30%
Grant-UTOPIA	\$0	\$24,000	\$24,000	(\$24,000)	-100%
Benchmarking	\$0	\$20,000	\$26,928	(\$20,000)	-100%
Grants & Special Projects	\$488,286	\$648,000	\$469,928	(\$159,714)	-25%
TOTAL REVENUE	\$3,173,036	\$3,137,074	\$2,693,178	\$35,962	1%

EXPENDITURES	<i>2017-18 Tentative BUDGET</i>	<i>2016-17 Adopted BUDGET</i>	<i>2015-16 Year End ACTUAL</i>	Difference 2017 Budget TO 2018 Budget	% Change
Personnel Services					
Employee Benefits	\$273,000	\$291,471	\$209,201	(\$18,471)	-6%
Staff Salaries	\$625,000	\$636,614	\$618,339	(\$11,614)	-2%
Personnel Services Subtotal	\$898,000	\$928,085	\$827,540	(\$30,085)	-3%
Charges for Services					
Database Maintenance	\$0	\$24,000	\$2,640	(\$24,000)	
Accounting Expenses	\$30,000	\$18,000	\$22,180	\$12,000	67%
Contract Labor	\$332,500	\$90,000	\$99,000	\$247,500	275%
Building Utilities	\$4,000	\$4,000	\$3,555	\$0	0%
Computer Services	\$24,000	\$24,000	\$28,386	\$0	0%
Legal Expense	\$24,000	\$34,000	\$23,190	(\$10,000)	-29%
Charges for Services Subtotal	\$414,500	\$194,000	\$178,951	\$225,500	116%

Operating & Program Expenses

Car Expense	\$3,000	\$12,776	\$8,409	(\$9,776)	-77%
Building Repairs	\$0	\$19,000	\$13,975	(\$19,000)	-100%
Dues and Subscriptions	\$22,000	\$22,000	\$22,699	\$0	100%
Convention Entertainment	\$94,000	\$94,000	\$83,977	\$0	0%
Food & Beverage	\$545,000	\$546,687	\$532,420	(\$1,687)	0%
Facility Rent/Setup	\$68,526	\$68,526	\$64,449	\$0	0%
League Relations	\$24,000	\$24,000	\$29,342	\$0	0%
Library	\$1,500	\$1,500	\$0	\$0	0%
Insurance	\$8,500	\$8,500	\$5,595	\$0	0%
Speakers Fee/Honorariums	\$150,000	\$170,000	\$178,665	(\$20,000)	-12%
Printing Expense	\$75,000	\$96,000	\$110,476	(\$21,000)	-22%
Postage and Freight	\$6,500	\$6,500	\$9,494	\$0	0%
Equipment Purchases	\$1,000	\$1,000	\$666	\$0	0%
Staff Training & Tuition Aid	\$2,500	\$2,500	\$2,599	\$0	0%
Equipment Repairs and Maint.	\$10,000	\$10,000	\$14,308	\$0	0%
Spec. Equip. Rental	\$65,000	\$65,000	\$69,445	\$0	0%
Telephone Expense	\$15,000	\$15,000	\$12,666	\$0	0%
Travel and Lodging	\$70,000	\$55,000	\$56,112	\$15,000	27%
League Office Lease Payment	\$36,000	\$0	\$0	\$36,000	
Credit Card Processing & Bank Charges	\$10,000	\$0	\$0	\$10,000	
Board Expenses	\$11,000	\$11,000	\$8,500	\$0	0%

Operating & Program Exp. Subtotal	\$1,218,526	\$1,228,989	\$1,223,797	(\$15,463)	-1%
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Grants & Special Projects

Special Project-UTOPIA	\$0	\$24,000	\$0	(\$24,000)	-100%
Salary Survey	\$12,000	\$12,000	\$0	\$0	0%
Special Project-ULCTV	\$0	\$35,000	\$0	(\$35,000)	-100%
Special Project-LUAAU	\$76,000	\$100,000	\$96,926	(\$24,000)	-24%
Special Project-Making Life Better	\$0	\$50,000	\$0	(\$50,000)	-100%
Special Projects-IHC Wellness	\$278,000	\$300,000	\$132,500	(\$22,000)	-7%
Deseret News Project	\$48,000	\$120,000	\$0	(\$72,000)	-60%
Tax Education Program	\$0	\$26,500	\$15,000	(\$26,500)	-100%
Municipal Funding Project	\$0	\$55,000	\$63,899	(\$55,000)	-100%
University of Utah Policy Institute	\$10,000	\$10,000	\$0	\$0	0%
Essay Contest Expenses	\$10,000	\$10,000	\$9,900	\$0	0%
Benchmarking	\$20,000	\$20,000	\$13,522	\$0	0%
Grants & Special Projects Subtotal	\$454,000	\$762,500	\$331,747	(\$308,500)	-40%

Materials and Supplies

Office Supplies	\$12,000	\$12,000	\$11,339	\$0	0%
Materials & Supplies Subtotal	\$12,000	\$12,000	\$11,339	\$0	

Miscellaneous

Miscellaneous	\$1,500	\$1,500	\$0	\$0	0%
Transfer To Fund Balance	\$0	\$0	\$1,442	\$0	
Contingency Reserve	\$5,000	\$5,000	\$0	\$0	0%
Miscellaneous Subtotal	\$6,500	\$6,500	\$1,442	\$0	0%

Capital

Capital Outlay	\$9,510	\$5,000	\$0	\$4,510	90%
Capital Improvements - Office Remodel	\$160,000	\$0	\$0	\$160,000	
Capital Subtotal	\$169,510	\$5,000	\$0	\$164,510	3290%

TOTAL EXPENSES

\$3,173,036	\$3,137,074	\$2,574,816	\$35,962	1%
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TOTAL ALL REVENUES

\$3,173,036	\$3,137,074	\$2,693,179	\$35,962	1%
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REVENUES (Under) Over EXPENSES

\$0	\$0	\$118,363	\$0
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TO: ULCT Board of Directors

FROM: Nick Jarvis, Chief Operating Officer

DATE: June 14, 2017

SUBJECT: Proposed Changes to Policies and Procedures

Background & Recommendations

The ULCT Board has been amending the policies and procedures, as needed, since December 2016. Additional updates have occurred in January 2017 and February 2017.

Staff now recommends making the following changes to the policies and procedures:

- Where appropriate, inclusion of the title “Chief Operating Officer” alongside the duties and responsibilities of the Chief Financial Officer. This allows Nick Jarvis to perform the day-to-day financial, personnel, compliance, and other administrative duties with which he has been assigned. These proposed changes are throughout the policies and procedures.
- Clarification of vacation hours earned based on years of service. Confusion arose with our third-party payroll processor as to when employees would begin receiving 5 hours vacation per pay period. This change clarifies that employee receive 5 hours per pay period after completing 5 years of service and until they complete 9 years of service, and receive 7 hours per pay period after completing 9 years. This change is found on page 13.
- Allow for the Executive Director to sign contracts for amounts higher than the typical \$25,000 limit for “time-sensitive, event related items/services.” This is to allow the Executive Director to book speakers and entertainment for ULCT conferences, which in many cases cost more than \$25,000 and need to be booked in an expeditious manner in order to secure. This change is found on page 31.

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TO: ULCT Board of Directors

FROM: Roger Tew, Interim Executive Director

DATE: June 15, 2017

SUBJECT: ULCT Board and Commission Appointments

The Utah League of Cities and Towns has a number of appointments to various boards and commissions. Pursuant to the Board of Directors' policy, I am making the following appointments for approval by the Board of Directors at the June 19th Board Meeting.

Towing Advisory Board

This body was established during the recently completed 2017 legislative session. Its purpose is to advise the Utah Department of Transportation, the Department of Public Safety, and the State Tax Commission on the statute, and other issues related to tow trucks and impound yards. This includes advice on developing standards for private property towing notice and signage, and due process procedures for contested towing matters.

The seats need to be filled by July 1, 2017. It is my recommendation that Mark Stratford of Ogden, and Brian Jones of Provo fill the two seats on the Board. I would further recommend that Brian serve an initial term of two years, and Mark serve an initial term of four years, respectively. Mark Stratford is the Assistant City Attorney for Ogden, and has been a valuable resource for ULCT on policy issues. Brian Jones is the Deputy City Attorney for Provo. Both of these gentlemen have been involved in the issue and are experts on the subject matter.

Free Market Protection and Privatization Board

The Board was established to review and make recommendations to the governor, legislature, and state agencies on potential options for the privatization of government services, as well as dealing with concerns of unfair competition by government. Former ULCT President, and current Council Member Steve Fairbanks of Sandy is currently the incumbent, and is serving on the board's sole seat that has been set reserved for the Utah League of Cities and Towns. Steve's current term will end on the June 30, 2017, and has expressed that he would like to be reappointed. There is no restriction on how many terms a member can serve. We appreciate Steve and his being active on the board. I would recommend that his name be submitted to the Governor for reappointment.

Emergency Management Administration Council

This council was assembled to deal with incidents around the state that were showing deficiencies in emergency management as a whole, and currently acts as voice and sounding board for emergency management related issues. The statute authorized the Utah League of Cities and Towns to shall appoint “two representatives with expertise in emergency management.” The ULCT representatives have no specified length of term.

One of the two seats, is currently filled by Dustin Lewis, Assistant City Manager of South Jordan. I recommend that the second seat, which is currently vacant, be filled by Hugh Daniels. Hugh is the Emergency Program Manager for Park City, and has previously served as the President of the Utah Emergency Management Association. Hugh is currently a Certification Commissioner for the International Association of Emergency Managers.

Utah Outdoor Recreation Grant Advisory Committee

The ULCT has one appointment to the Utah Outdoor Recreation Grant Advisory Committee. The Committee’s role is to accept applications from local governments and non-profit entities and make decisions on which projects will be funded. Prior to this year the grant, as a pilot program, was funded by an appropriation given by the legislature. Going forward the grant will be funded by a specific Transient Room Tax, as created by SB 264 in the 2017 Legislative Session.

Cameron Diehl was a member of the committee that functioned for the grant’s pilot program, which awarded funding for projects in communities around the state. When the ongoing money was established, a “new” board needed to be formed. Cameron’s presence on the board allowed ULCT a natural path for a permanent seat on the Committee. I would recommend that his name be submitted to the Executive Director of the Outdoor Recreation Office for appointment to the Committee due to his previous experience and engagement on this issue.

Governor’s Rural Development Partnership Board

As was discussed at our last Board of Directors Meeting, the Governor’s Rural Development Partnership Board provides input on rural development issues to the Governor and the Utah Legislature. The governing statute requires the Utah League of Cities and Towns appoint one of its Board members who is “a rural member” to this body. As discussed at our last board meeting, there is no guidance given about what constitutes a “rural member”. That being said, the discussion from the previous board meeting suggested that Mayor Cronin and Mayor Baker comfortably fit in that label. The terms for this board have been set at four years. The statute is unclear on whether once an appointment is made, if the appointee can remain once they are no longer an elected official, and/or are no longer on the ULCT Board of Directors. We have not been able to yet get a response from the Governor’s office on how that situation would be handled. Given the ambiguity, I would recommend that the board appoint the individual that has the ability to serve the longest time possible.





UTAH LEAGUE OF CITIES AND TOWNS BOARD MEMBERS 2016-17

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

President	Steve Hiatt, Mayor, Kaysville
Vice President	Beth Holbrook, Council Member, Bountiful
Second Vice President	Jon Pike, Mayor, St. George
Past President	Lynn Pace, Council Member, Holladay

Positions to be filled, September 2017

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 15, 2017.

<u>Board Member</u>	<u>City/Town</u>	<u>Area Represented</u>
Dean Baker	Naples	5**
Carmen Freeman	Herriman	3
Curtis Ludvigson	Sterling	6**
Mike Mendenhall	Spanish Fork	4
Lynn Pace	Holladay	3 (Past President)
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 18, 2017**. (According to League By-laws nominations can be received up to September 15 at the ULCT Business Session. However, such nominations will not give us time to get the necessary information to the nominations committee.)

Mayor Jon Pike, ULCT 2nd 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.



ULCT Board of Directors Vacancies 2017 - 2018

Term Expires	First	Last	Title	Organization	Board Position	BrdArea
			Executive Board			
N/A	Steve	Hiatt	Mayor	Kaysville	1st Vice President	2
N/A	Beth	Holbrook	Council Member	Bountiful	1st Vice President	2
N/A	Jon	Pike	Mayor	St. George	2nd Vice President	7
N/A	Lynn	Pace	Council Member	Holladay	Immediate Past President	3
2017	Dean	Baker	Mayor	Naples	Board of Directors	5
2018	Andy	Beerman	Council Member	Park City	Board of Directors	4
2018	Mike	Caldwell	Mayor	Ogden	Board of Directors	2
2018	Karen	Cronin	Mayor	Perry	Board of Directors	1
2018	Ted	Eyre	Mayor	Murray	Board of Directors	3
2017	Carmen	Freeman	Mayor	Herriman	Board of Directors	3
2017	Curtis	Ludvigson	Council Member	Sterling	Board of Directors	6
2017	Mike	Mendenhall	Council Member	Spanish Fork	Board of Directors	4
2018	Kelleen	Potter	Council Member	Heber	Board of Directors	4
2017	Dave	Sakrison	Mayor	Moab	Board of Directors	8
2018	Bob	Stevenson	Mayor	Layton	Board of Directors	2
2018	Brent	Taylor	Mayor	North Ogden	Board of Directors	2

Those highlighted in yellow term expires this year



ULCT Board Areas

Board Area 1:

Amalga
Bear River
Brigham City
Clarkston
Corinne
Cornish
Deweyville
Elwood
Fielding
Garden City
Garland City
Honeyville
Howell
Hyde Park
Hyrum
Laketown
Lewiston
Logan
Mantua
Mendon
Millville
Newton
Nibley
North Logan
Paradise
Perry
Plymouth
Portage
Providence
Randolph
Richmond
River Heights
Smithfield
Snowville Town
Tremonton
Trenton
Wellsville
Willard
Woodruff

Board Area 2:

Bountiful
Centerville
Clearfield City
Clinton
Farmington
Farr West
Fruit Heights
Harrisville
Hooper
Huntsville
Kaysville
Layton
Marriott-Slaterville
Morgan
North Ogden
North Salt Lake
Ogden
Plain City
Pleasant View
Riverdale
Roy
South Ogden
South Weber
Sunset
Syracuse
Uintah
Washington Terrace
West Bountiful
West Haven
West Point
Woods Cross

Board Area 3:

Alta
Bluffdale
Cottonwood Heights
Draper
Grantsville
Herriman
Holladay
Midvale
Millcreek
Murray
Riverton
Rush Valley
Salt Lake City
Sandy
South Jordan
South Salt Lake
Stockton
Taylorsville
Tooele
Vernon
Wendover
West Jordan
West Valley City

Board Area 4:

Alpine
American Fork
Cedar Fort
Cedar Hills
Charleston
Coalville
Daniel
Eagle Mountain
Elk Ridge
Fairfield
Francis
Genola
Goshen
Heber City
Henefer
Hideout
Highland
Independence
Interlaken
Kamas
Lehi
Lindon
Mapleton
Midway
Oakley
Orem
Park City
Payson
Pleasant Grove
Provo
Salem
Santaquin
Saratoga Springs
Spanish Fork
Springville
Vineyard
Wallsburg
Woodland Hills

Board Area 5:

Altamont
Ballard
Duchesne
Dutch John
Manila
Myton
Naples
Roosevelt
Tabiona
Vernal

Board Area 6:

Annabella
Aurora
Bicknell
Centerfield
Central Valley
Circleville
Delta
Elsinore
Ephraim
Eureka
Fairview
Fayette
Fillmore
Fountain Green
Glenwood
Gunnison
Hanksville
Hinckley
Holden
Joseph
Junction
Kanosh
Kingston
Koosharem
Leamington
Levan
Loa
Lyman
Lynndyl
Manti
Marysvale
Mayfield
Meadow
Mona
Monroe
Moroni
Mt. Pleasant

Nephi
Oak City
Redmond
 Richfield
Rocky Ridge
 Salina
Scipio
Sigurd
Spring City
Sterling
Torrey
Wales

Board Area 7:

Alton
Antimony
Apple Valley
 Beaver
Big Water
Boulder
Brian Head
Bryce Canyon
Cannonville
 Cedar City
 Enoch
 Enterprise
Escalante
Glendale
Hatch
Henrieville
 Hildale
 Hurricane
 Ivins
 Kanab
Kanarraville
La Verkin
Leeds
 Milford
Minersville
New Harmony
Orderville
 Panguitch
Paragonah
 Parowan
Rockville
 Santa Clara
Springdale
 St. George
 Toquerville
Tropic
Virgin
 Washington

Board Area 8:

Blanding
 Castle Dale
Castle Valley
Clawson
Cleveland
 East Carbon
Elmo
Emery
 Ferron
Green River
 Helper
 Huntington
 Moab
 Monticello
 Orangeville
 Price
Scofield
 Wellington

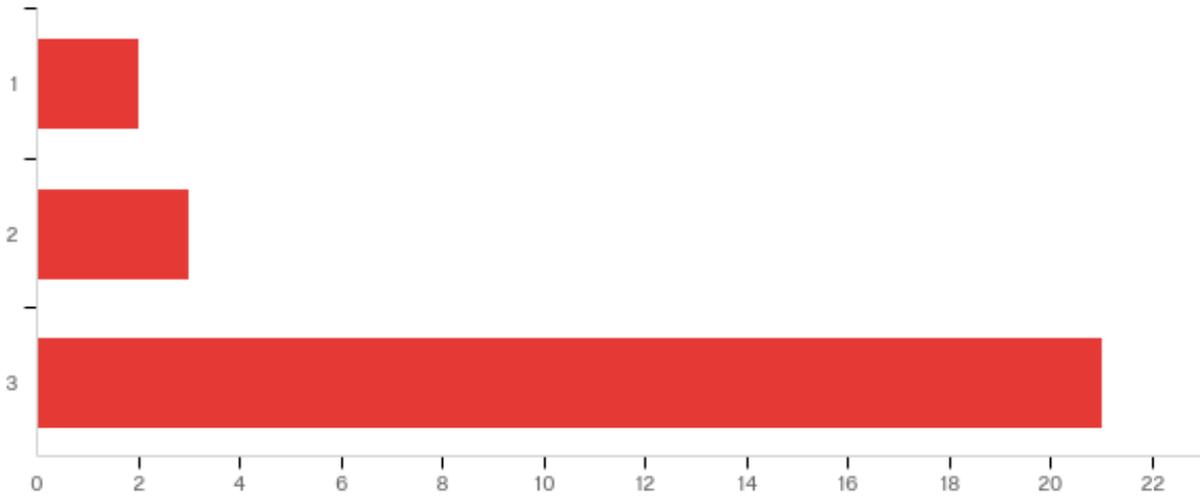
* Towns in italics



Road School Survey of City and Town Management

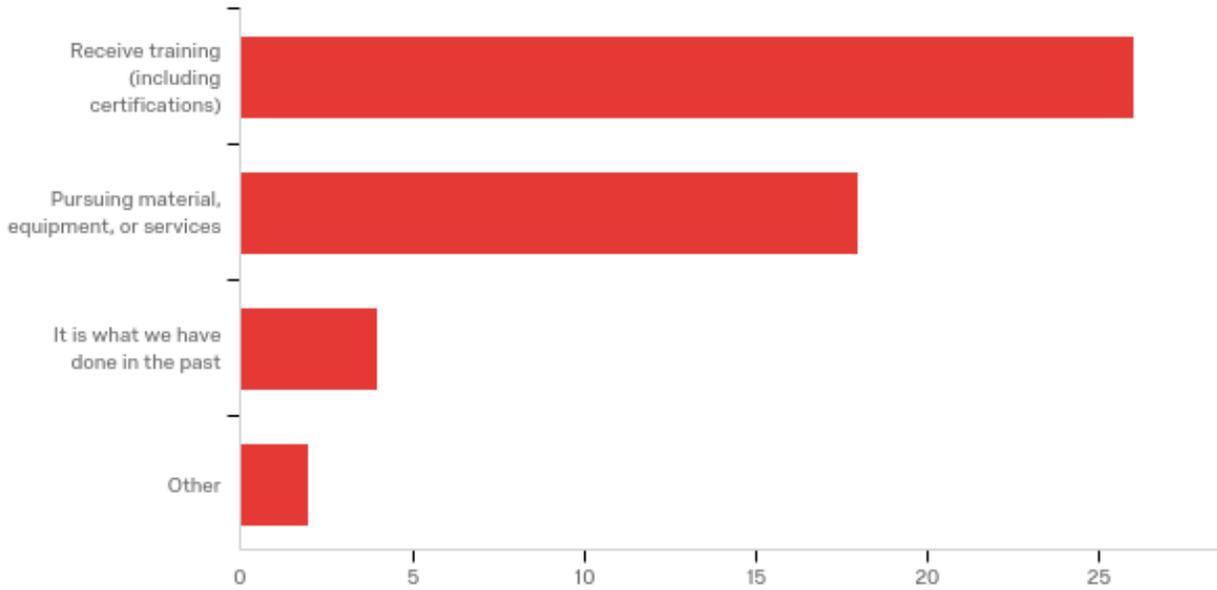
This survey was sent to city and town management for those who sent employees to the ULCT 2017 Road School. The purpose of the survey was to ascertain the importance of Road School for city and town management, including city managers/administrators and public works department heads.

Q1 - How many times have you sent employees to ULCT's Road School in the past 3 years?



#	Answer	%	Count
2	1	7.69%	2
3	2	11.54%	3
4	3	80.77%	21
	Total	100%	26

Q2 - What was the goal in sending your employees to road school (click all that apply)?



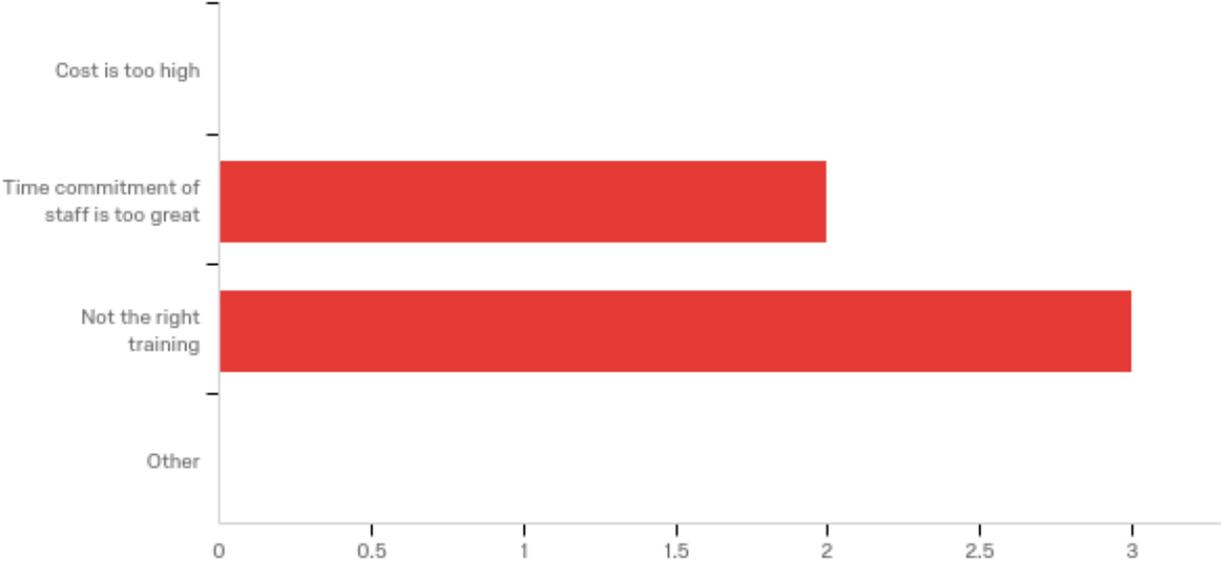
#	Answer	%	Count
1	Receive training (including certifications)	52.00%	26
2	Pursuing material, equipment, or services	36.00%	18
3	It is what we have done in the past	8.00%	4
4	Other	4.00%	2
	Total	100%	26

Other

Connecting with others from other Cities

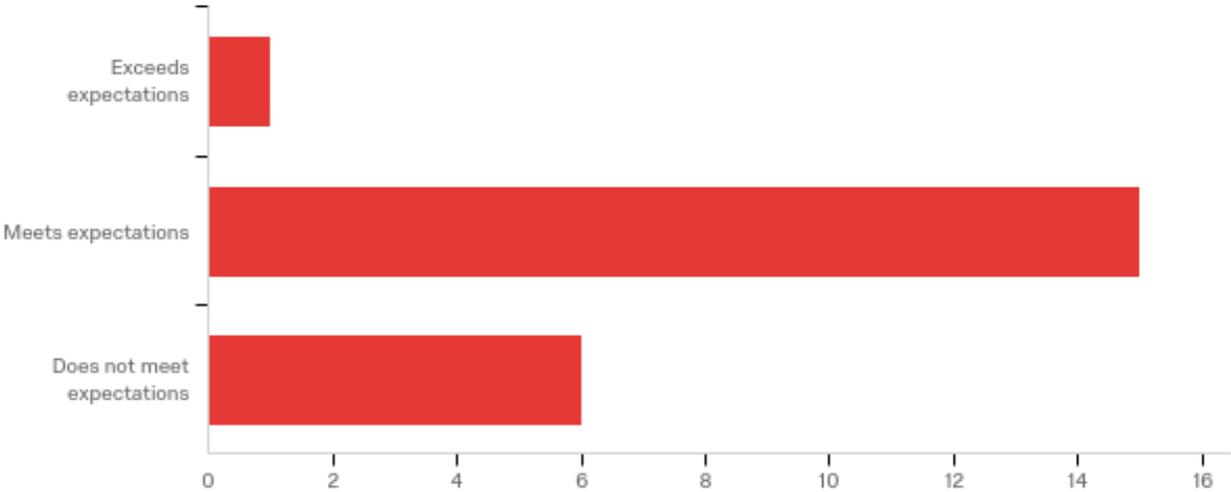
Learn about trends/techniques regarding asphalt maintenance

Q3 - What reasons played a role in the decision when you did not send them (click all that apply)?



#	Answer	%	Count
1	Cost is too high	0.00%	0
2	Time commitment of staff is too great	40.00%	2
3	Not the right training	60.00%	3
4	Other	0.00%	0
	Total	100%	5

Q4 - What are your thoughts on Road School as currently constituted?



#	Answer	%	Count
1	Exceeds expectations	4.55%	1
2	Meets expectations	68.18%	15
3	Does not meet expectations	27.27%	6
	Total	100%	22

Q5 - Please share your thoughts regarding ULCT's Road School.

Please share your thoughts regarding ULCT's Road School.

I would like the classes to teach my crew new things such as techniques in rolling and patching asphalt, Construction zone sign placement, Traffic sign placements, Paving and equipment operations. It seems like more and more it's a sales pitch about products with very little hands on or how too being talked about. Most if not all cities are handcuffed because of budgets and money restrains, maybe some classes on how to make a road maintenance plan that is geared towards helping cities get the most out of what they have

basic detailed training Various cources all with the mind set of proper training

Crews are not coming home having learned anything

It has been a good source of information and training.

It seem lately it hasn't been as good.

Great program for a great price. Allows more of our streets employees to attend and see what is going on and facilitates new ideas.

I wish it could be combined with Rural Water's training.

Road school feels vendor-oriented, as opposed to instruction-oriented. I question its usefulness.

Good classes again this year. New product usage and training is valuable to us. Appreciate being able to share information amongst other individuals in the same field.

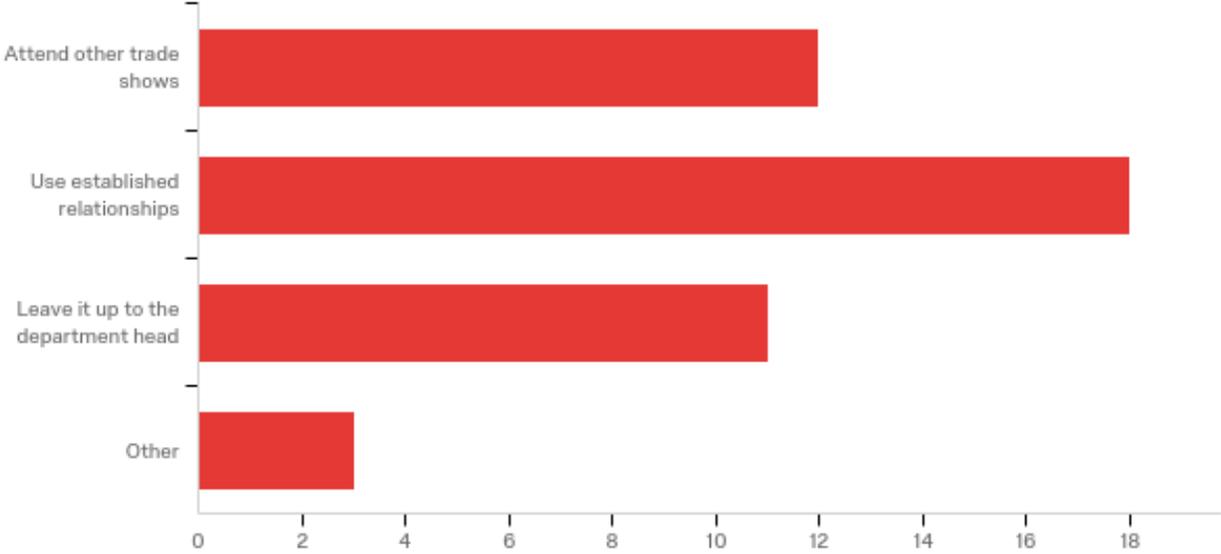
Great opportunity to send employees that may not get the chance to attend a conference like this in other areas. Great for rural Utah to have this type of training.

I am not receiving direct feedback from the employee I send that the school is improving his knowledge and skills. This is why I send him to Road School.

Worthwhile conference and training, employees come back with new ideas and information

It's a great conference.

Q6 - What avenues does your municipality take in training employees and procuring necessary equipment, materials, and services (click all that apply)?



#	Answer	%	Count
1	Attend other trade shows	27.27%	12
2	Use established relationships	40.91%	18
3	Leave it up to the department head	25.00%	11
4	Other	6.82%	3
	Total	100%	24

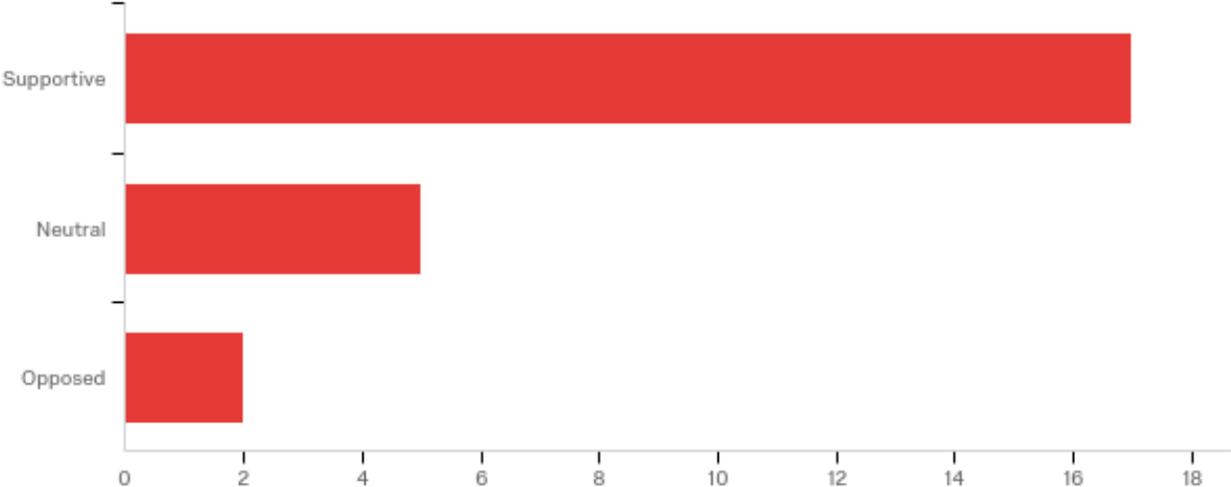
Other

Training with LTAP

Find out what other Cities are doing

Look online

Q7 - How would you feel about ULCT partnering with another organization to provide a new take on Road School?



#	Answer	%	Count
1	Supportive	70.83%	17
2	Neutral	20.83%	5
3	Opposed	8.33%	2
	Total	100%	24

Q8 - Please share what you would find valuable in a new type of experience?

Please share what you would find valuable in a new type of experience?

I think getting away from the same old convention would help bring back the conference. Make it a valuable teaching tool and one that employees can come home with and use.

My worry is any "partnership" would simply be a sales job and effort on the part of the new partner.

Small round table discussions on topics of interest.

What kind of experience are you taking about? Who would be the partner and what commitments would have to be made with that partner?

Refresh approaches and provide a wider perspective.

I would like to see more of an overall approach to public works, such as water, storm water, roads, etc.

I would be less likely to send employees to a vendor-oriented conference (e.g., "Road School Presented by Granite Construction"). I think it taints the bidding process and gives that vendor an unfair advantage or predisposes my employees to select them.

More information on overall road problems with a wider variation of road workers from different parts of the State.

Low cost opportunity which allows us to send more employees than we normally

Much depends upon who the new partner organization is and if it presents a conflict of interest. If, for example, the partner is a vendor, I would have concerns about Road School becoming a sales pitch for a specific product or methodology, and would probably be much less willing to have my employees attend.

Change would be good. We need to make sure they are learning while they are there.

More diverse training and information

As long as the conference is as good and gets better!

SECTION V ULCT POLICY COMMITTEE STRUCTURE,
proposed changes as of June 15, 2017

1. ~~The~~A Legislative Policy Committee (LPC) shall consist of no fewer than 50 members.

~~A.~~A. Membership of the committee will be made up of the ULCT Board of Directors and the ULCT Past Presidents still holding municipal elective offices; ~~elected or appointed officials appointed annually by the Board of Directors during the April board meeting.~~

B. In addition to subsection A, member cities and towns will nominate up to three additional voting members to serve on the Legislative Policy Committee

~~B.~~ C. The ULCT Board of Directors will confirm the membership of the LPC

~~C.~~ D. The guidelines of membership shall be as follows:

A majority~~75%~~ of the committee from Wasatch Front municipalities

At least 45%~~60%~~ of the committee shall be made up of elected officials

2. The ULCT First Vice President shall serve as the Policy Committee Chair and shall preside over all meetings.

3. Legislative Policy Committee meetings will be held at least every other month outside of the legislative session and most weeks during the legislative session ~~monthly between the months of April and December; and weekly during each legislative session.~~

A. A meeting of the Resolutions Committee may double as a Legislative Policy Committee meeting.

~~3.~~4. The Legislative Policy Committee has the authority to determine League positions on legislation at any time. The committee has the authority to establish sub-committees or task forces to study any issue and to report findings and recommendations to the full Legislative Policy Committee.

5. There is no quorum requirement for the Legislative Policy Committee.