

**UTAH LEAGUE OF CITIES & TOWNS**  
**BOARD OF DIRECTORS MEETING**  
**SHERATON HOTEL, 150 WEST 500 SOUTH, SALT LAKE CITY, UT 84101**  
**TUESDAY, SEPTEMBER 12, 2017 @ 9:00 AM**  
**(TIMES ARE APPROXIMATE)**

- 1. Welcome and Introductions – Mayor Steve Hiatt, ULCT President** **9:00 AM**
- 2. Review & Approval of Minutes – Mayor Steve Hiatt, ULCT President** **9:10 AM**  
ACTION: Review & Approval of Minutes  
HANDOUT: [August 30, 2017 Draft Minutes](#)
- 3. Conflict of Interest Disclosure – Mayor Steve Hiatt, ULCT President** **9:10 AM**  
ACTION: Disclosure of any potential conflict of interest with agenda items  
HANDOUT: None
- 4. ULCT Board & Commission Reports – Mayor Steve Hiatt, ULCT President** **9:15 AM**  
ACTION: Receive reports from ULCT representatives to Boards & Commissions  
HANDOUT: None
- 5. Introduction of ULCT Treasurer Mayor Len Arave, North Salt Lake – Mayor Steve Hiatt, ULCT President** **9:20 AM**  
ACTION: For Information Only  
HANDOUT: None
- 6. Review & Approval of Check Register – Mayor Steve Hiatt, ULCT President** **9:30 AM**  
ACTION: Review & Approval of August Check Registers  
HANDOUT: [July & August 2017 Check Registers](#)
- 7. Membership Dues Payment Update – Nick Jarvis, Chief Operating Officer** **9:45 AM**  
ACTION: For Information Only  
HANDOUT: None
- 8. Recommended Personnel & Accounting Policies – Nick Jarvis, Chief Operating Officer** **9:55 AM**  
ACTION: Review & Approval of Personnel & Accounting Policies (amended as needed)  
HANDOUTS: [Proposed ULCT Personnel & Accounting Policies](#)
- 9. ULCT Board & Commission Appointments – Roger Tew, Interim Executive Director** **10:05 AM**  
ACTION: Adopt a motion ratifying appointments  
HANDOUT: [ULCT Board & Commission Appointment information](#)
- 10. Discussion and Adoption of Sponsorship Agreements** **10:20 AM**  
ACTION: Adoption of agreement  
HANDOUT: [Agreement between ULCT and Utah Local Governments Trust](#)
- 11. Legislative Issues: Transportation and Land Use – Cameron Diehl, Director of Government Relations** **10:40 AM**  
ACTION: For Information Only  
HANDOUT: None
- 12. ULCT Annual Convention – Susan Wood, Director of Communications & Training** **11:00 AM**  
ACTION: For Information Only  
HANDOUT: [2017 Annual Convention At-a-Glance](#)
- 13. Status of Utah Municipal Finance Cooperative II Trust – Roger Tew, Interim Executive Director** **11:20 AM**  
ACTION: For Information Only  
HANDOUT: None
- 14. 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
- 15. Other Business**  
ACTION: For Information Only  
HANDOUT: None
- 16. Adjourn**

**MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING**

UTAH LOCAL GOVERNMENT TRUST, 55 US-89, NORTH SALT LAKE, UT 84054  
WEDNESDAY, AUGUST 30, 2017  
9:00 AM

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

**EXECUTIVE BOARD**

President, Mayor Steve Hiatt, Kaysville  
1st Vice President, Council Member Beth Holbrook, Bountiful  
2<sup>nd</sup> Vice President, Mayor Jon Pike, St. George  
Interim Treasurer, Mayor Carmen Freeman, Herriman  
Council Member Lynn Pace, Immediate Past President, Holladay

**BOARD OF DIRECTORS**

Council Member Andy Beerman, Park City  
Mayor Mike Caldwell, Ogden City  
Council Member Mike Mendenhall, Spanish Fork  
Mayor Dave Sakrison, Moab  
Mayor Karen Cronin, Perry City  
Mayor Brent Taylor, North Ogden  
Council Member Kelleen Potter, Heber City  
Mayor Bob Stevenson, Layton

**EX-OFFICIO MEMBERS**

David Church, Legal Counsel  
Matt Dixon, UCMA  
Leigh Ann Warnock, UMCA

**ULCT STAFF**

Susan Wood, Director of Communications and Training  
Nick Jarvis, Chief Operating Officer

**OTHERS PRESENT**

Ellis Hankins, the Mercer Group

**WELCOME AND INTRODUCTIONS**

ULCT President, Mayor Steve Hiatt, called the meeting to order at 9:08 a.m.

**REVIEW & APPROVAL OF MINUTES**

It was pointed out the minutes had recorded Past President Lynn Pace was from Provo rather than Holladay.

*Board Member Freeman moved to approve the June 19, 2017 ULCT Board Meeting Minutes with the correction above. The motion was seconded by Vice President Beth Holbrook. The vote was unanimous. The motion carried.*

## **CONFLICT OF INTEREST DISCLOSURE**

President Hiatt commented this is the Board's opportunity to declare any conflict of interest for any of the agenda items. None was declared.

## **APPOINTMENT OF ULCT TREASURER**

Mayor Carmen Freeman of Herriman, Interim Treasurer, is retiring from public service, requiring the League Board to appoint a replacement before the end of his term in January. The Board was looking for a person who could serve long-term and many resumes were reviewed. Len Arave has been chosen as the new Treasurer.

***President Hiatt presented the name of Leonard Arave for appointment as the ULCT Board Treasurer.***

It was pointed out the Board's Bylaws state the Treasurer must be an elected official living within 40 miles of the League office, but is silent on whether the position must be filled by a Board Member. Interim Treasurer Freeman suggested the Board review the term of service and a possible change reflecting such in the bylaws.

***The motion was restated to appoint Leonard Arave as ULCT Board Treasurer without a term limit at this time, and to review the Bylaws to include a reasonable term.***

Discussion continued regarding the appointment. Board Member Pace commented having a member of the League Board serving as Treasurer has made it difficult for them to serve, and he would like to ensure adequate protections are in place. It is sometimes difficult for a member of the Board to ask hard questions from the Executive Director. Board Member Pace asked the Board if they wanted an inside Treasurer, or an outside Treasurer with no inside role. President Hiatt replied it would depend on the personality of the individual.

The Board does not see finances until the final report is ready. President Hiatt feels the Board should peruse them at every single Board meeting. Regularly reviewing expenditures is the only thing not checked off on the Checklist of Best Practices for Board Members of Special Purpose Entities.

Nick Jarvis pointed out that Kari Nakamura and other Staff put into place several layers of protection that were approved by the Board, providing checks and balances before things are brought to the Treasurer. Board Member Pace commented the Board is not prepared to support an internal Treasurer when an outside person could be a watchdog. President Hiatt countered that assumes an internal person will not rise to the responsibility. "An outside person could get just as lazy as an inside person." He did not particularly care which direction was taken, but squirmed at the idea that it is assumed one or the other would be better.

It was commented the system works well as is, and protection will come from hiring a good Director that is tied in with the Treasurer.

***Past President Pace made a substitute motion that the Board amend the Bylaws to allow the League Board to appoint an outside Treasurer. The motion was seconded by Board Member***

*Sakrison. Voting Aye: Past President Pace and Board Member Sakrison. Voting Nay: Remaining Board Members. The Motion failed.*

*President Hiatt directed the Board back to the original motion to appoint Leonard Arave as the ULCT Board Treasurer. The motion was seconded by Board Member Caldwell. A roll call vote was taken. Voting Aye: Brent Taylor, Kelleen Potter, Andy Beerman, Dave Sakrison, Bob Stevenson, Mike Caldwell, Jon Pike, Steve Hiatt, Beth Holbrook, Lynn Pace, Carmen Freeman, Karen Cronin, and Mike Mendenhall. The vote was unanimous. The motion carried.*

President Hiatt said they would give staff direction as they are studying the Bylaws and Constitution and recommend changes to Bylaws should the Board want to go that direction in the future.

## **ULCT BOARD NOMINATIONS**

Nick Jarvis reminded the Board their packets contained lists of all the Board Members coming to the end of their terms, and the candidates who have been nominated for Board Positions. The passing of Mayor Eyre created an additional vacancy. Nick received an email from the Mayor of Mayfield after it was printed, who also wishes to serve. Given there was only one person from a town on that list, he was added in order to give the members more options. He has been very involved in the past. Mayor Baker from Naples is the only one from area 5, which makes his appointment automatic. The other required areas are areas 6 and 8. Four people are on the list from area 6 and two from area 8. The rest can come from anywhere in the state. Two people have applied for 2<sup>nd</sup> Vice President, and 17 for the Board.

Staff is working on putting together the Nominations Committee. Nick commented he likes having people on the committee who have served in the past, as they know what serving on the Board entails and asked them to let him know if any present would be willing to serve on that committee.

## **LEGISLATURE'S BEST PRACTICES FOR BOARD MEMBERS OF LIMITED PURPOSE ENTITIES**

Nick referred the Board to their packets where they could find a letter and a checklist from the Utah State Legislature. The letter cited concerns which have arisen with many special purpose entities including occurrences of fraud, waste, abuse, and poor management. The Legislative Auditor General conducted a survey on internal controls used by a sample of these entities and developed a list of best practices for internal control and governance. Nick asked the Board to look through checklist and commented the ULCT Board are on top of every single one except for the check register example. Before the new policies put into place over the last year, these boxes were not being checked. He commented it is quite the accomplishment of this Board and Staff and Kari Nakamura for checking these items and implementing them into policy before the list was even distributed by the legislature. He would like this checklist included in the Board Orientation Packet.

A draft response letter will be ready for approval at the next Board meeting in two weeks.

## ULCT ANNUAL CONVENTION

Susan Wood, Director of Communications & Training, distributed a sample agenda for the Annual Conference and asked each Board Member to select three or four workshops of interest that they would be willing to attend and welcome the presenter and give them a gift from the League.

Everyone on the Nomination Committee will meet before the conference to hammer out appointments to the Board. It was suggested the meeting be held early in the morning in order to allow the Board to attend classes of interest. Susan commented it would take too long to be out in time. Another suggested the meeting be held in segments. She said they would look at it and work on the best time/times for that meeting.

The Pre-conference event this year includes a fun courtyard BBQ Buffet. The Board meeting will be held from 9:00 – 12:00, with LPC meeting from 12:00 – 2:00. Dinner will be held at 5:30 in the courtyard with an Apollo 13 screening. On Wednesday, there will be a full schedule of events. The new Executive Director will address the membership on Thursday.

### **CLOSED SESSION (Executive Director Candidate Interviews)**

A Closed Session was called as per Utah Code 52-4-205(a) for the purpose of discussing the character, professional competence, or physical or mental health of an individual.

Board Member Brent Taylor asked for clarification as to whether Utah law allows for interviews in a closed meeting. Dave Church said there is confusion because of a change made in 2014 when the Legislature amended the Open and Public Meetings Act in response to Orem's and South Jordan's process in appointing people to fill City Council vacancies. Changes to OPMA say a public body may not interview a person applying to fill an elected position in a closed meeting. As the ULCT Executive Director is not an elected position, interviews may be held in a closed meeting.

***Board Member Taylor moved to go into a closed meeting. The motion was seconded by Board Member Mendenhall. A roll call vote was taken. Aye: Brent Taylor, Kelleen Potter, Andy Beerman, Dave Sakrison, Bob Stevenson, Mike Caldwell, Jon Pike, Steve Hiatt, Beth Holbrook, Lynn Pace, Carmen Freeman, Karen Cronin, and Mike Mendenhall. The vote was unanimous. The motion carried.***

David Church commented he would recommend allowing the ex-officio members, the Presidents of the Utah Municipal Clerks Association and the Utah City Managers Association, to remain and take part in the discussion regarding the new Executive Director.

***In an effort to make it clear that the ex-officio members were invited to stay and participate in the closed meeting, Board Member Pike moved to do so. The motion was seconded by Vice President Holbrook. The vote was unanimous. The motion carried.***

President Hiatt commented they had already moved into a closed meeting when that motion was made and called for a new motion to go into the closed meeting.

*Board Member Taylor moved to go into a closed meeting. The motion was seconded by Board Member Mendenhall. A roll call vote was taken. Aye: Brent Taylor, Kelleen Potter, Andy Beerman, Dave Sakrison, Bob Stevenson, Mike Caldwell, Jon Pike, Steve Hiatt, Beth Holbrook, Lynn Pace, Carmen Freeman, Karen Cronin, and Mike Mendenhall. The vote was unanimous. The motion carried.*

*Board Member Stevenson moved to go back into the open meeting. The motion was seconded by Board Member Pike. The vote was unanimous. The motion carried.*

**ADJOURN**

*As no further business came before the Board for discussion, Board Member Stevenson moved the meeting adjourn. The motion was seconded by Board Member Pike. The vote was unanimous. The meeting adjourned.*

The Board of the Utah League of Cities and Towns will next meet on September 12, 2017.

**MINUTES APPROVED:**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# Utah League of Cities & Towns

## Check Register (Checks and EFTs of All Types)

Sorted by Check Number  
(Report period: July 1, 2017 to July 31, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #1 [Zions Bank - Checking]					
EFT	07/21/17	20170721 PAY DUD LOR	Lorie Dudley	0.00	315.00
EFT	07/12/17	20170712 ICMP 100	International Creative Management Partne	0.00	42500.00
EFT	07/20/17	07152017 NAT 102	National Payroll Systems	0.00	5686.44
EFT	07/31/17	201707313 NAT 102	National Payroll Systems	0.00	175.43
EFT	07/31/17	20170731 ZIO 100	Zions Bank	0.00	327.74
EFT	07/31/17	201707312 NAT 102	National Payroll Systems	0.00	23136.89
EFT	07/31/17	2017731 NAT 102	National Payroll Systems	0.00	962.75
EFT	07/31/17	20170730 NAT 102	National Payroll Systems	0.00	6060.28
EFT	07/20/17	071520173 NAT 102	National Payroll Systems	0.00	105.56
EFT	07/20/17	071520172 NAT 102	National Payroll Systems	0.00	22138.45
EFT	07/20/17	071520171 NAT 102	National Payroll Systems	0.00	902.42
36686	07/13/17	DES 102	Deseret Digital Media	0.00	10000.00
36687	07/13/17	FIL 100	Access	0.00	191.68
36688	07/13/17	FIV100	Five Stone Inc.	0.00	12500.00
36689	07/13/17	MER 100	The Mercer Group	0.00	1685.74
36690	07/13/17	PEH 100	Public Employees Health Program	0.00	2826.50
36691	07/13/17	STA 100	State & Local Legal Center	0.00	1000.00
36692	07/13/17	VAN 100	Vanguard Cleaning Systems	0.00	436.66
36693	07/27/17	CAM 101	Cameron Diehl		Voided
36693	07/27/17	CAM 101	*		Voided: Reprinted
36694	07/27/17	CAP 106	Capitol Theatre		Voided
36694	07/27/17	CAP 106	*		Voided: Reprinted
36695	07/27/17	COC 100	*Coca-Cola Bottling Co.		Voided
36695	07/27/17	COC 100	*		Voided: Reprinted
36696	07/27/17	COM 100	*		Voided: Reprinted
36696	07/27/17	COM 100	Comcast		Voided
36697	07/27/17	DAN 103	Dan Clark and Associates		Voided
36697	07/27/17	DAN 103	*		Voided: Reprinted
36698	07/27/17	EXE 100	*		Voided: Reprinted
36698	07/27/17	EXE 100	Executech		Voided
36699	07/27/17	LES 100	*		Voided: Reprinted
36699	07/27/17	LES 100	Les Olsen Company		Voided
36700	07/27/17	MER 100	*		Voided: Reprinted
36700	07/27/17	MER 100	The Mercer Group		Voided

# Utah League of Cities & Towns

## Check Register (Checks and EFTs of All Types)

4:16 pm

Sorted by Check Number

(Report period: July 1, 2017 to July 31, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
36701	07/27/17	NIC 100	Nick Jarvis		Voided
36701	07/27/17	NIC 100	*		Voided: Reprinted
36702	07/27/17	NLC 100	National League of Cities		Voided
36702	07/27/17	NLC 100	*		Voided: Reprinted
36703	07/27/17	OPD 100	The OP Dealer		Voided
36703	07/27/17	OPD 100	*		Voided: Reprinted
36704	07/27/17	PEH 100	*		Voided: Reprinted
36704	07/27/17	PEH 100	Public Employees Health Program		Voided
36705	07/27/17	QUE 100	*		Voided: Reprinted
36705	07/27/17	QUE 100	Dominion Energy		Voided
36706	07/27/17	SAL 107	Salt Lake Tribune		Voided
36706	07/27/17	SAL 107	*		Voided: Reprinted
36707	07/27/17	UOU 100	University of Utah		Voided
36707	07/27/17	UOU 100	*		Voided: Reprinted
36708	07/27/17	UTA 100	*		Voided: Reprinted
36708	07/27/17	UTA 100	Utah Local Gov't Trust		Voided
36709	07/27/17	UTA 116	Utah Housing Coalition		Voided
36709	07/27/17	UTA 116	*		Voided: Reprinted
36710	07/27/17	CAM 101	Cameron Diehl		Voided
36710	07/27/17	CAM 101	Cameron Diehl		Voided
36711	07/27/17	CAP 106	Capitol Theatre		Voided
36711	07/27/17	CAP 106	Capitol Theatre		Voided
36712	07/27/17	COC 100	*Coca-Cola Bottling Co.		Voided
36712	07/27/17	COC 100	*Coca-Cola Bottling Co.		Voided
36713	07/27/17	COM 100	Comcast		Voided
36713	07/27/17	COM 100	Comcast		Voided
36714	07/27/17	DAN 103	Dan Clark and Associates		Voided
36714	07/27/17	DAN 103	Dan Clark and Associates		Voided
36715	07/27/17	EXE 100	Executech		Voided
36715	07/27/17	EXE 100	Executech		Voided
36716	07/27/17	LES 100	Les Olsen Company		Voided
36716	07/27/17	LES 100	Les Olsen Company		Voided
36717	07/27/17	MER 100	The Mercer Group		Voided
36717	07/27/17	MER 100	The Mercer Group		Voided
36718	07/27/17	NIC 100	Nick Jarvis		Voided
36718	07/27/17	NIC 100	Nick Jarvis		Voided
36719	07/27/17	CAM 101	Cameron Diehl		Voided
36719	07/27/17	NLC 100	National League of Cities		Voided
36719	07/27/17	NLC 100	National League of Cities		Voided
36720	07/27/17	OPD 100	The OP Dealer		Voided
36720	07/27/17	CAP 106	Capitol Theatre		Voided
36720	07/27/17	OPD 100	The OP Dealer		Voided
36721	07/27/17	PEH 100	Public Employees Health Program		Voided
36721	07/27/17	COC 100	*Coca-Cola Bottling Co.	0.00	350.04
36721	07/27/17	PEH 100	Public Employees Health Program		Voided
36722	07/27/17	QUE 100	Dominion Energy		Voided

# Utah League of Cities & Towns

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Sorted by Check Number  
(Report period: July 1, 2017 to July 31, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
36722	07/27/17	COM 100	Comcast	0.00	717.39
36722	07/27/17	QUE 100	Dominion Energy		Voided
36723	07/27/17	DAN 103	Dan Clark and Associates	0.00	10000.00
36723	07/27/17	SAL 107	Salt Lake Tribune		Voided
36723	07/27/17	SAL 107	Salt Lake Tribune		Voided
36724	07/27/17	EXE 100	Executech	0.00	2351.06
36724	07/27/17	UOU 100	University of Utah		Voided
36724	07/27/17	UOU 100	University of Utah		Voided
36725	07/27/17	UTA 100	Utah Local Gov't Trust		Voided
36725	07/27/17	UTA 100	Utah Local Gov't Trust		Voided
36725	07/27/17	LES 100	Les Olsen Company	0.00	295.00
36726	07/27/17	UTA 116	Utah Housing Coalition		Voided
36726	07/27/17	UTA 116	Utah Housing Coalition		Voided
36726	07/27/17	MER 100	The Mercer Group	0.00	5833.33
36727	07/27/17	NIC 100	Nick Jarvis	0.00	312.48
36728	07/27/17	NLC 100	National League of Cities	0.00	18025.00
36729	07/27/17	OPD 100	The OP Dealer	0.00	20.16
36730	07/27/17	QUE 100	Dominion Energy	0.00	50.96
36731	07/27/17	SAL 107	Salt Lake Tribune	0.00	279.85
36732	07/27/17	UOU 100	University of Utah	0.00	12358.64
36733	07/27/17	UTA 100	Utah Local Gov't Trust	0.00	7743.67
36734	07/27/17	UTA 116	Utah Housing Coalition	0.00	175.00
36735	07/27/17	CAM 101	Cameron Diehl	0.00	34.19
36736	07/27/17	CAP 106	Capitol Theatre	0.00	1210.00
36737	07/27/17	PEH 100	Public Employees Health Program	0.00	249.12
100060	07/20/17	CHU 100	David Church	0.00	3000.00
Cash account Total				0.00	193957.43
Report Total				0.00	193957.43

(\*) One or more checks have payee names that do not match the name contained within the database record.

# Utah League of Cities & Towns

## Check Register (Checks and EFTs of All Types)

Sorted by Check Number

(Report period: August 1, 2017 to August 31, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #1 [Zions Bank - Checking]					
EFT	08/30/17	CREDIT CARD FEES			
		ZIO 100	Zions Bank	0.00	480.23
EFT	08/25/17	POSTAGE MACHINE			
		HAS 100	Hasler, Inc.	0.00	500.00
EFT	08/15/17	20170815			
		SEL 100	Select Health	0.00	1888.00
EFT	08/15/17	20170815 URS			
		UTA 102	Utah State Retirement Fund	0.00	11165.38
EFT	08/31/17	20170831 FWWA			
		ZIO 100	Zions Bank	0.00	291.42
EFT	08/15/17	EFT 0815			
		ZIO 100	Zions Bank	0.00	4227.90
EFT	08/31/17	20170831 FEES			
		NAT 102	National Payroll Systems	0.00	101.15
EFT	08/31/17	20170831 PAY			
		NAT 102	National Payroll Systems	0.00	22998.00
EFT	08/31/17	20170831 FED TAX			
		NAT 102	National Payroll Systems	0.00	955.91
EFT	08/15/17	20170815 FEES			
		NAT 102	National Payroll Systems	0.00	100.43
EFT	08/15/17	20170815			
		NAT 102	National Payroll Systems	0.00	22499.92
EFT	08/07/17	20170815			
		DUD LOR	Lorie Dudley	0.00	262.50
EFT	08/15/17	20170815 PAY			
		CHU 100	David Church	0.00	3000.00
EFT	08/15/17	20170815STATE TAXES			
		NAT 102	National Payroll Systems	0.00	918.74
EFT	08/15/17	20170815TAXES			
		NAT 102	National Payroll Systems	0.00	5819.43
36738	08/03/17	6TH 100	Sixth East Condo Assoc.	0.00	900.00
36739	08/03/17	CAM 101	Cameron Diehl	0.00	504.41
36740	08/03/17	DS 100	DS Accounting Services LLC	0.00	2000.00
36741	08/03/17	FAS 100	Fast Forward Productions	0.00	6150.00
36742	08/03/17	FIL 100	Access	0.00	191.68
36743	08/03/17	KJA 100	Katering with Kjar	0.00	550.00
36744	08/03/17	LAR 100	Peter Lara	0.00	1875.00
36745	08/03/17	LEX 100	RELX Inc. DBA LexisNexis	0.00	96.00
36746	08/03/17	NIC 100	Nick Jarvis	0.00	62.96
36747	08/03/17	SCO 101	Parly Scott	0.00	100.00
36748	08/03/17	VAN 100	Vanguard Cleaning Systems	0.00	395.00
36749	08/16/17	CLE 101	Clear Lamp LLC	0.00	18250.00
36750	08/16/17	DES 102	Deseret Digital Media	0.00	10000.00
36751	08/16/17	DOU 100	Doug Foxley	0.00	495.63
36752	08/16/17	KEP 100	Keppler Speakers	0.00	18750.00

# Utah League of Cities & Towns

## Check Register (Checks and EFTs of All Types)

Sorted by Check Number

(Report period: August 1, 2017 to August 31, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
36753	08/16/17	QUE 100	Dominion Energy	0.00	17.40
36754	08/16/17	UP&L 100	Rocky Mountain Power	0.00	671.27
36755	08/16/17	VAN 100	Vanguard Cleaning Systems	0.00	271.50
36756	08/17/17	CAM 101	Cameron Diehl	0.00	28.00
36757	08/17/17	SUS 100	Susan Wood	0.00	54.64
36758	08/17/17	TEW 100	Roger Tew	0.00	55.00
36759	08/17/17	EXE 100	Executech	0.00	1549.54
36760	08/17/17	NEO 100	Neopost USA Inc.	0.00	602.96
36761	08/29/17	6TH 100	Sixth East Condo Assoc.	0.00	900.00
36762	08/29/17	ABB 100	Abby Bolic	0.00	9.72
36763	08/29/17	AND104	Andrew D.L. Evans	0.00	500.00
36764	08/29/17	BRA 101	Brandon Smith	0.00	74.78
36765	08/29/17	COC 100	Swire Coca-Cola, USA	0.00	397.99
36766	08/29/17	COM 100	Comcast	0.00	725.22
36767	08/29/17	JAN 103	John M. Janson	0.00	150.00
36768	08/29/17	KJA 100	Katering with Kjar	0.00	500.00
36769	08/29/17	MAR 108	Marvellous Catering	0.00	1398.98
36770	08/29/17	NIC 100	Nick Jarvis	0.00	43.67
36771	08/29/17	PEH 100	Public Employees Health Program	0.00	249.12
36772	08/29/17	SOM 100	Wilford H. Sommerkorn	0.00	150.00
36773	08/29/17	UP&L 100	Rocky Mountain Power	0.00	527.46
36774	08/29/17	UTA 100	Utah Local Gov't Trust	0.00	441.37
36775	08/29/17	WAS 107	Wasatch & District Pipe Band	0.00	700.00
Cash account Total				0.00	145548.31
Report Total				0.00	145548.31

## ACCOUNTING POLICIES AND PROCEDURES

### INTRODUCTION

The purpose of this section of the ULCT Guidebook is to describe all accounting policies and procedures currently in use at the ULCT and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All ULCT staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures as outlined.

These policies will be reviewed annually and revised as needed by the staff and approved by the Executive Director and Board of Directors.

### DIVISION OF RESPONSIBILITIES

The following is a list of personnel who have fiscal and accounting responsibilities:

#### **Board of Directors**

1. Review and approve the annual budget (Board Treasurer, with the support of the Executive Director, Chief Operating Officer, Chief Financial Officer and Financial Oversight Consultant review the staff recommended budget and make recommendations to the Board for approval)
2. Reviews annual and periodic financial statements and information, [including monthly check registers](#) (Board Treasurer, with the support of the Executive Director, Chief Operating Officer, Chief Financial Officer and Financial Oversight Consultant review the staff recommended budget and make recommendations to the Board for approval)
3. Reviews Executive Director's performance annually and establishes Director salary
4. Reviews and advises the Executive Director on internal controls and accounting policies and procedures (Board Treasurer, with the support of the Executive Director, Chief Operating Officer, Chief Financial Officer and Financial Oversight Consultant review the staff recommended policies and procedures and make recommendations to the Board for approval)
5. Receives annual independent financial audit

#### **Board Treasurer (supported by the Executive Director, Chief Operating Officer, Chief Financial Officer and Financial Oversight Consultant)**

1. Reviews and approves all financial reports including cash flow projections
2. Ensures that an appropriate budget is developed annually
3. Reviews and signs all issued checks and/or approves check signing procedures
4. May open bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations. The bank statement needs to be initialed and dated by Treasurer if he/she opens the statement.

5. Oversees the adherence to all internal controls
6. Meets at least every other month with the Executive Director, Chief Operating Officer, Chief Financial Officer, and Financial Oversight Consultant to review ULCT financial reports, policies and procedures.

### **Executive Director**

1. Hires and manages ULCT staff
2. Prepares annual budget
3. Reviews and signs all checks
4. Negotiates and signs all contracts on behalf of the ULCT
5. Meets monthly with the Chief Operating Officer, Chief Financial Officer and Financial Oversight Consultant to review ULCT finances and budget.
6. Meets no less than every two months with the ULCT Treasurer, Chief Operating Officer, Chief Financial Officer and Financial Oversight Consultant to review ULCT finances and budget.

### **Chief Operating Officer or Chief Financial Officer**

1. Reviews and manages cash flow
2. Oversees development of annual budget
3. Reviews incoming and outgoing invoices
4. Pays invoices timely to avoid late payment penalties and fees
5. Monitors and manages all expenses to ensure most effective use of assets
6. Oversees expense allocations
7. Reviews, revises and maintains internal accounting controls and procedures
8. Reviews all financial reports
9. Monitors grant reporting and appropriate release of temporarily restricted funds
10. Monitors and makes recommendations for asset retirement and replacement
11. Overall responsibility for data entry into accounting system and integrity of accounting system data
12. Processes invoices and prepares checks for signature
13. Sends payroll for processing
14. Maintains general ledger
15. Prepares monthly, quarterly and year-end financial reports. At least quarterly submits financial reports to the Board of Directors.
16. Manages Accounts Receivable
17. Records cash receipts in the accounting system
18. Audits the petty cash account monthly
19. Supports the ULCT Board Treasurer in his/her duties

### **Financial Oversight Consultant**

1. Opens the bank statement and reconciles the monthly bank account(s). Initials and dates the statement to reflect the date opened.
2. Reviews monthly credit card statements and processed employee reimbursements
3. Reviews payroll records monthly for compliance with compensation policies
4. Supports the Board Treasurer in his/her duties
5. Meets quarterly with the ULCT Executive Director to discuss concerns/enhancements to financial controls
6. Through consultation with the Executive Director, Chief Operating Officer, Chief Financial Officer and the Board Treasurer, makes recommendations to the Board of Directors regarding financial controls

### **Operations Coordinator**

1. Manages petty cash fund
2. Receives and opens all incoming mail, except bank statements
3. Mails vendor checks
4. Makes bank deposits
5. Processes credit card transactions in the ULCT office
6. Maintains a log of incoming deposits
7. Assists with processing invoices and preparing checks for signature
8. Assists with expense account allocation
9. Assists with managing accounts receivable

### **Third Party Payroll Processor**

1. Processes all payroll, payroll tax and employee benefit liabilities
2. Maintains employee pay files

### **CHART OF ACCOUNTS AND GENERAL LEDGER**

The ULCT has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. sponsorships vs. administration). The CFO is responsible for maintaining the Chart of Accounts and revising as necessary. The Chart of Accounts is attached to this manual as an addendum.

The general ledger is automated and maintained using accounting software. All input and balancing is the responsibility of the Chief Operating Officer or Chief Financial Officer, with the assistance of the Financial Oversight Consultant.

The COO, CFO and Financial Oversight Consultant should review the general ledger on a periodic basis for any unusual transactions.



**TO: ULCT Board of Directors**  
**FROM: Roger Tew, Interim Executive Director**  
**DATE: September 11, 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 September 12 Board Meeting.

**Joint Highway Committee**

The Joint Highway Committee (JHC) was set up to be the voice of local governments to the State Legislature and UDOT. The committee is a body comprised of local government leaders from cities, towns, and counties, as well as ex-officio members from the Utah Department of Transportation, the Utah Transportation Commission, Metropolitan Planning Organizations, the Federal Highway Administration, and the Local Technical Assistance Program. We as cities and towns have 16 representatives on the committee that come from six regions, as well as cities and towns from the state at large.

Recently, Ken Bassett from Vernal was serving on that committee, but has recently retired. Ken was the representative from Region 3 of the Committee (Daggett, Duchesne, Juab, Uintah, Utah, and Wasatch Counties). It is my recommendation that Roosevelt's City Manager, Ryan Snow, fill that seat. He would be the second municipal representative for Region 3, the other being David Graves of Provo. Ryan expressed that he would be happy to accept the appointment. Mayor Vaun Ryan of Roosevelt endorsed the suggested appointment, stating that Ryan would do an excellent job.

**EDCUtah**

The Economic Development Corporation of Utah was developed to grow and attract high-value companies, and create a healthy growth environment for Utah businesses. This is done through partnerships between the state, private industry, and local governments. EDCUtah is a private nonprofit organization.

Due to the close working relationship with local governments in Utah, they have Requested that Cameron Diehl become member of the EDCUtah Board of Advisors. This would help strengthen the partnership of local governments with EDCUtah.

This is all informational, and does not require any action of this board. However, we wanted to make the board aware of EDCUtah's request for Cameron to take part on their Board.

## Sponsorship Agreement

This Memorandum of Understanding (the "AGREEMENT") is entered into between the Utah Local Governments Trust, a Utah inter-local entity (the "Trust"), and the Utah League of Cities and Towns, a Utah inter-local entity (the "League") effective as of the 1<sup>st</sup> day of May, 2017.

WHEREAS, the Trust and the League believe there is value in working together cooperatively for the benefit of their respective Members; and

WHEREAS, the parties desire to be mutually bound by the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Trust and the League agree to the following:

1. The Trust will encourage its city Members to support the League, to participate in League functions and will recognize the role of the League in benefitting the cities and towns of Utah; and the League will encourage its Members to support the Trust and participate in the Trust's programs and will recognize the benefits the Trust provides to League Members.
2. The parties acknowledge that the Trust has paid the League \$60,000.00 for the first year of this Agreement. Trust will pay the League \$60,000.00 annually (the "Payment") in one lump sum on May 1<sup>st</sup> of 2018 and 2019.
3. In exchange for the Payment, the League agrees to provide the following to the Trust:
  - a) Historical premium booth space at all conventions sponsored or promoted by the League at no charge, preferred choice on any new conventions or locations.
  - b) Exclusive insurance vendor speaking (training) opportunities at newly elected officials' meetings and preferred speaking opportunities at other conferences.
  - c) Recognition as a sponsor on League directory (historically we have been on back cover), prominent signage at all events, prominent positioning on website, etc.
  - d) Preferred speaking/training at each League convention or member meeting.
  - e) Trust's option to provide Trust Tailgate at conventions, newly elected officials trainings and other League general membership meetings and activities.
  - f) Recognition as primary sponsor/partner at all League organized and directed programs and training events.
  - g) Co-Branded training and publications
  - h) League will hold the majority of its Legislative Policy Meetings (LPC) and associated luncheons at Trust building, at no charge for space to the League. This provision does not apply to LPC meetings held during sessions of the Utah Legislature.
  - i) The League will assist the Trust with legislative matters that may affect it; provided such positions are approved by the ULCT Board of Directors.
  - j) The League will maintain its sponsorship of the Trust as its designated representative with the NLC-RISC and NLC Mutual.
  - k) The League will have a representative attend Trust Advisory Committee meetings.
4. To promote governmental efficiency, during the term of the Agreement, and for a period of one year after the termination of this Agreement, the League will not offer health, life, disability, workers compensation, property, casualty (liability), or any other line of insurance offered by the Trust to the League's

Members or the Trust's Members and will not enter into any other arrangements with any other party to be compensated directly or indirectly for soliciting or encouraging Members of the League or the Trust to purchase insurance from any other party, but instead will support the Trust and encourage its Members to consider participating in the Trust's insurance programs.

5. The term of the AGREEMENT will be three years (with the initial term ending April 30, 2020), and will renew automatically for additional two-year periods unless either party provides the other with written notice of its intention not to renew not less than sixty days prior to the expiration of any term. The AGREEMENT may be terminated if either party fails to live up to its obligations under this AGREEMENT.

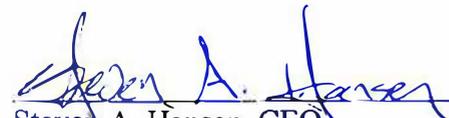
6. This AGREEMENT will become effective upon the ratification by the League's Board of Directors the Trust's Board of Directors.

The Utah League of Cities and Towns

Utah Local Governments Trust

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Steven A. Hiatt, President  
President, Utah League of Cities and Towns  
Board of Directors



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Steven A. Hansen, CEO

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## ULCT PRESIDENT'S MESSAGE

**STEVE HIATT**  
Kaysville Mayor

Welcome to the ULCT Annual Conference! I applaud you for your willingness to invest the time and effort into bettering yourselves as community leaders. Your participation in this conference helps to ensure you are the best public servants you can be.

It is a new era for the Utah League of Cities and Towns. While 2017 has been a year of challenge and change for the League, I am proud to say that together we have emerged brighter and stronger than ever. Many exciting opportunities are on the horizon for the ULCT. Our staff is focused and resolute, our membership rejuvenated, and your leadership team is stronger and more committed than ever.

We continue to see increased encroachment on local control. We are at a critical stage in this fight. Legislative action on both state and federal levels is slowly working to undermine the very decisions you and I have been elected to make on behalf of our residents. As a "League Army" we must work together to ensure this encroachment is held at bay. As we stand as one voice, we collectively send a clear and distinct message: Decisions that impact local communities are best made on a local level by local community leaders. As community leaders, we will continue to fight and advocate for the rights of our communities, our residents, and our businesses.

Cities and towns have demonstrated time and time again that we are stronger and better together. I encourage each of you to seize the opportunity this week to reach out to other participants at this conference. Open up, share your experiences, your successes, your failures, your new ideas and innovations, and look for new opportunities to share and learn from others.

I extend my heartfelt gratitude for the countless hours of selfless service you give to make our communities strong. Each of you is a prime example of what it means to be "Rooted in Service." With all we have accomplished together, on behalf of the ULCT Board and ULCT Staff, we look forward to prosperous and rewarding times ahead.

Sincerely,

*Mayor Steve Hiatt, Kaysville  
President, Utah League of Cities and Towns*

### ULCT BOARD OF DIRECTORS

PRESIDENT, **Steve Hiatt**  
Mayor, Kaysville

FIRST VICE PRESIDENT, **Beth Holbrook**  
Council Member, Bountiful

SECOND VICE PRESIDENT, **Jon Pike**  
Mayor, St. George

TREASURER, **Len Arave**  
Mayor, North Salt Lake

IMMEDIATE PAST PRESIDENT, **Lynn Pace**  
Council Member, Holladay

**Dean Baker**, Mayor, Naples

**Andy Beerman**, Council Member, Park City

**Mike Caldwell**, Mayor, Ogden

**Karen Cronin**, Mayor, Perry

**Ted Eyre**, Mayor, Murray

**Carmen Freeman**, Mayor, Herriman

**Curtis Ludvigson**, Council Member, Sterling

**Mike Mendenhall**, Council Member, Spanish Fork

**Kelleen Potter**, Council Member, Heber

**Dave Sakrison**, Mayor, Moab

**Bob Stevenson**, Mayor, Layton

**Brent Taylor**, Mayor, North Ogden

### EX-OFFICIO MEMBERS

**Matthew J. Dixon**  
South Ogden, Utah City Management  
Association President

**Leigh Ann Warnock**  
Ephraim, Utah Municipal Clerks  
Association President

### ULCT STAFF

**Roger Tew**, Interim Executive Director

**David Church**, General Counsel

**Cameron Diehl**, Director of  
Government Relations

**Nick Jarvis**, Chief Operating Officer

**Meg Ryan**, Land Use Planning Manager

**David Sanderson**, Chief Financial Officer

**Brandon Smith**, Legislative Research Analyst

**Susan Wood**, Director of Communications  
and Training

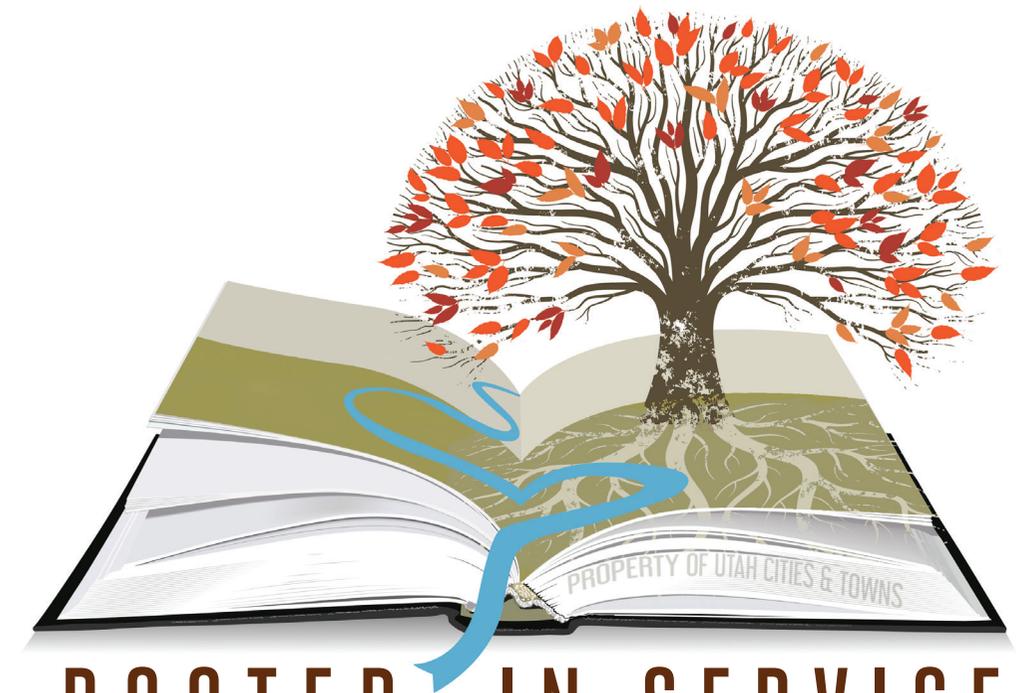
**Abby Bolic**, Operations Coordinator

**Peter Lara**, Digital Media Producer

**Karson Eilers**, Legislative Intern

# UTAH LEAGUE OF CITIES AND TOWNS 2017 ANNUAL CONVENTION

September 13-15, 2017  
Salt Lake City Downtown  
Sheraton Hotel



# AGENDA AT A GLANCE

TUESDAY, September 12, 2017

## PRE-CONFERENCE EVENTS

12:00 pm – 2:00 pm	Legislative Policy Committee Meeting	Sheraton Ballroom
4:00 pm – 7:00 pm	Registration Desk Open	Main Lobby
5:30 pm – 10:00 pm 5:30 pm 7:30 pm	Early-registration Social and Movie Screening Outdoor Buffet Dinner "Apollo 13" Screening	Sheraton Courtyard

WEDNESDAY, September 13, 2017

## DELEGATE TRACKS

7:00 am – 8:30 am	Continental Breakfast	ULCT Commons
7:00 am – 3:00 pm	Registration Desk Open	Main Lobby
7:00 am – 4:00 pm	Exhibits Open	
8:30 am – 10:00 am <b>CONFERENCE KICK-OFF SESSION</b> Sheraton Ballroom		
8:30 am	Welcome- Mayor Steve Hiatt	8:55 am Pledge of Allegiance: Wyatt Warner, Draper
8:40 am	Presentation of the Colors, Utah Military Academy Honor Guard	9:05 am Governor Gary Herbert
8:45 am	National Anthem, Davis High Marching Band	9:15 am Jay "JayMac" McFarland, KSL NewsRadio Host

10:30 am – 11:15 am <b>WORKSHOP 1</b> YOUR COMMUNITY'S VALUES- THE FOUNDATION FOR EFFECTIVE PLANNING Alta/Brighton	10:30 am – 11:15 am <b>WORKSHOP 2</b> "DON'T GET SUED"- SEXUAL HARASSMENT AND THE HOSTILE WORK ENVIRONMENT Snowbird/Powder Mountain	10:30 am – 11:15 am <b>WORKSHOP 3</b> <b>GRAMA 101</b> (Clerks and Recorders IIMC Certification Points) Solitude/Sundance	10:30 am – 11:15 am <b>WORKSHOP 4</b> COLLECTIVE IMPACT ON HOMELESSNESS Deer Valley
11:30 am – 12:15 pm <b>WORKSHOP 5</b> EXAMINING THE GENERAL FUND: BUSINESS LICENCING, TRANSPORTATION FEES, ETC. Alta/Brighton	11:30 am – 12:15 pm <b>WORKSHOP 6</b> FIBER CONNECTED FUTURE Snowbird/Powder Mountain	11:30 am – 12:15 pm <b>WORKSHOP 7</b> EMAIL ACCESS PRIVACY ISSUES REGARDING GOVERNMENT SYSTEMS Solitude/Sundance	11:30 am – 12:15 pm <b>WORKSHOP 8</b> AFFORDABLE HOUSING SOLUTIONS Deer Valley

12:15 pm – 1:45 pm *SPONSORED BY ZIONS BANK—ULCT SPEAKER SERIES*  
**OPENING LUNCH**  
Keynote Speaker: Captain Jim Lovell, Apollo 13 Commander  
Sheraton Ballroom

2:10 pm – 3:00 pm <b>WORKSHOP 9</b> MINING COMMUNITY RESOURCES Alta/Brighton	2:10 pm – 3:00 pm <b>WORKSHOP 10</b> BUDGET SURPRISES- THE SOLUTION Snowbird/Powder Mountain	2:10 pm – 3:00 pm <b>WORKSHOP 11</b> FREEDOM OF SPEECH AND THE PUBLIC EMPLOYEE Solitude/Sundance	2:10 pm – 3:00 pm <b>WORKSHOP 12</b> DISASTER AWAITS! UNLESS YOU ARE READY! Deer Valley
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2:15 pm – 4:00 pm <b>MOBILE TOUR</b> UTAH STATE FAIRPARK MODERNIZATION Shuttle service from 500 S. outside Sheraton Main Lobby at 2:15 pm	3:15 pm – 4:00 pm <b>WORKSHOP 13</b> STATE CONTRACTS AND COURTESY SERVICES Alta/Brighton	3:25 pm – 4:15 pm <b>WORKSHOP 14</b> <b>ECONOMIC ROUND TABLE DISCUSSIONS</b> Deer Valley 1- EDC Utah 2- GOED 3- Utah's Defense Sector 4- Brownfields 5- WTC Utah
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5:00 pm – 8:30 pm  
**FAIRPARK FUN NIGHT**

5:00 pm-7:00 pm Buffet Dinner under the ULCT tent. *Come and go as you please.*  
7:30 pm Concert at the Fairpark featuring "LOCASH" Utah State Fairpark Grandstand  
Shuttle service available from 500 S. near Sheraton Main Lobby between 4:00 pm - 10:00 pm departs every 30 minutes

# AGENDA AT A GLANCE

THURSDAY, September 14, 2017

## DELEGATE TRACKS

7:00 am – 8:30 am	Continental Breakfast	ULCT Commons	
7:00 am – 3:00 pm	Registration Desk Open	Main Lobby	
7:00 am – 4:00 pm	Exhibits Open	Hallways	
8:00 am – 9:00 am <b>WORKSHOP 15</b> STREET CONNECTIVITY-IMPROVING ACCESS TO OPPORTUNITY (UTAH APA CREDIT) Alta/Brighton	8:00 am – 9:00 am <b>WORKSHOP 16</b> CAPITAL IMPROVEMENT PLANNING: POLICY, PROCESS, AND PRIORITIZATION Snowbird/Powder Mountain	8:00 am – 9:00 am <b>WORKSHOP 17</b> MUNICIPAL BUDGETING: CONTROLLING THE NUMBERS Solitude/Sundance	8:00 am – 9:00 am <b>WORKSHOP 18</b> INDIGENT DEFENSE IN UTAH JUSTICE COURTS: RIGHTS AND RESPONSIBILITIES Deer Valley

9:15 am – 10:45 am  
**GENERAL SESSION**  
Howard Blackson, "Doing the Density Dance"- How Will Utah Grow?  
Sheraton Ballroom

9:15 am – 11:45 am  
**WORKSHOP 19**  
**GRAMA CERTIFICATION PREP Q&A** (Clerks and Recorders IIMC Certification Points)  
Deer Valley

11:00 am – 12:00 pm <b>WORKSHOP 20</b> THE RIGHT PLACE FOR ACCESSORY DWELLING UNITS Alta/Brighton	11:00 am – 12:00 pm <b>WORKSHOP 21</b> ARCHITECTURAL BASICS FOR COMMUNITIES (Utah APA credit) Snowbird/Powder Mountain	11:00 am – 12:00 pm <b>WORKSHOP 22</b> ECONOMIC DEVELOPMENT: ROLLING FORWARD ON THE WHEELS OF TRANSPORTATION INFRASTRUCTURE Solitude/Sundance	11:00 am – 12:00 pm <b>WORKSHOP 23</b> ESTABLISHING SOCIAL MEDIA POLICIES (Clerks and Recorders IIMC Certification Points) Deer Valley
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12:00 pm – 1:45 pm *SPONSORED BY ROCKY MOUNTAIN POWER*  
**LUNCH & GENERAL SESSION**  
Dan Clark, Author, Motivational Speaker  
Sheraton Ballroom

2:00 pm – 4:00 pm  
**MOBILE TOUR**  
"Avoiding the Freeze Under Pressure" De-escalation Instruction /Virtual-reality Simulator  
Shuttle near Sheraton Main Lobby on 500 South

2:00 pm – 3:00 pm <b>WORKSHOP 24</b> MUNICIPAL BONDS BASICS: WHAT TO KNOW AS YOU CONSIDER ISSUING BONDS Alta/Brighton	2:00 pm – 3:00 pm <b>WORKSHOP 25</b> ANNEXATIONS FOR SMALL TOWNS Snowbird/Powder Mountain	2:00 pm – 3:00 pm <b>WORKSHOP 26</b> ASK THE OMBUDSMAN ANYTHING (Utah APA credit) Solitude/Sundance	2:00 pm – 3:00 pm <b>WORKSHOP 27</b> YOU, THE MEDIA, AND THE LAW (Clerks and Recorders IIMC Certification Points) Deer Valley
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3:15 pm – 4:15 pm <b>WORKSHOP 28</b> CALLING ALL ELECTED OFFICIALS: UPDATE YOUR CODES! Alta/Brighton	3:15 pm – 4:15 pm <b>WORKSHOP 29</b> GUARDING AGAINST CYBER THREATS Solitude/Sundance	3:15 pm – 4:15 pm <b>WORKSHOP 30</b> OPPORTUNITY COSTS AND REALITIES OF JUSTICE COURTS (Utah APA credit) Deer Valley
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2:00 pm – 4:00 pm <b>UTAH MUNICIPAL ATTORNEYS ASSOCIATION</b> Wasatch	2:00 pm – 5:00 pm <b>UTAH CITY MANAGERS ASSOCIATION</b> Wildcat	2:00 pm – 4:30 pm <b>COMPLIMENTARY OFFICE MESSAGES</b> Northstar
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DINNER ON YOUR OWN

Download the conference app.  
Find instructions at [ULCT.org](http://ULCT.org)

# AGENDA AT A GLANCE

FRIDAY, September 15, 2017

## DELEGATE TRACKS

7:00 am – 8:30 am	Continental Breakfast	Ballroom
7:30 am – 12:00 pm	Registration Desk Open	Main Lobby
7:30 am – 12:00 pm	Exhibits Open	Hallways

8:00 am – 11:00 am  
**ULCT BUSINESS SESSION**  
ULCT Resolutions | New Board of Directors Introduction | Legislative Preview  
Sheraton Ballroom

9:00 am – 11:00 am  
**AUXILIARY PRESIDENT'S BANQUET**  
Wasatch

11:15 am – 12:15 pm <b>WORKSHOP 31</b> JUSTICE REINVESTMENT INITIATIVE: THE FULL STORY Alta/Brighton	11:15 am – 12:15 pm <b>WORKSHOP 32</b> ADVANCING DIGITAL INCLUSION Snowbird/Powder Mountain	11:15 am – 12:15 pm <b>WORKSHOP 33</b> 25,000 JOBS AND HOW WE WILL GET THERE Solitude/Sundance	11:15 am – 12:15 pm <b>WORKSHOP 34</b> WINNING LOYAL CUSTOMERS: OUR CITIZENS ONLY WANT TWO THINGS Deer Valley
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12:15 pm – 1:45 pm *"WHY I LIKE MY COMMUNITY" ESSAY CONTEST SPONSORED BY MAVERIK*  
**LUNCH WITH SPECIAL TRIBUTE PRESENTATION**  
Essay Award Presentation  
Remarks from: Mayor Steve Hiatt, ULCT President  
Lt. Governor Spencer Cox, Roger Tew, ULCT  
Tribute to Outgoing Elected Officials  
Sheraton Ballroom

2:00 pm – 2:50 pm <b>WORKSHOP 35</b> AUDITS: WHAT YOU NEED TO KNOW Alta/Brighton	2:00 pm – 2:50 pm <b>WORKSHOP 36</b> CIVIC IDENTITY AND DESIGN Snowbird/Powder Mountain	2:00 pm – 2:50 pm <b>WORKSHOP 37</b> MANAGING RETIREMENT ISSUES Solitude/Sundance	2:00 pm – 2:50 pm <b>WORKSHOP 37</b> THINGS TO KNOW ABOUT MEDIATION Deer Valley
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3:00 pm – 4:00 pm  
**"LEARNING FROM THE PAST" ETHICS WITH DAVID CHURCH**  
Wasatch

5:00 pm – 6:30 pm  
**PRESIDENT'S RECEPTION AND BUFFET**  
Sheraton Courtyard

7:00 pm – 9:00 pm  
**ENTERTAINMENT**  
ULCT Exclusive Performance "The Piano Guys"  
Capitol Theatre  
Doors open at 6:45 pm

