

**UTAH LEAGUE OF CITIES & TOWNS**  
**BOARD OF DIRECTORS MEETING**  
50 SOUTH 600 EAST, SUITE 150, SALT LAKE CITY, UT 84102 & VIA ZOOM  
MONDAY, AUGUST 12, 2019 @ 11:40 AM  
(TIMES ARE APPROXIMATE)

1. **Welcome and Introductions – Mayor Jon Pike, ULCT President** 11:40 AM
  
2. **Review & Approval of Minutes – Mayor Jon Pike, ULCT President** 11:45 AM  
ACTION: Review & Approval of Minutes  
HANDOUT: [April 24, 2019 Minutes](#)  
[May 3, 2019 Minutes](#)  
[June 18, 2019 Minutes](#)
  
3. **Conflict of Interest Disclosure – Mayor Jon Pike, ULCT President** 11:50 AM  
ACTION: Disclosure of any potential conflict of interest with agenda items  
HANDOUT: None
  
4. **ULCT Board & Commission Reports & Appointments – Abby Bolic, Operations & Membership Coordinator** 11:55 AM  
ACTION: Review and approve proposed appointments  
HANDOUT: [Board & Commission Report Memo](#)
  
5. **National League of Cities Update – Cameron Diehl, Executive Director** 12:05 PM  
ACTION: Review and approve proposed appointment  
HANDOUT: None
  
6. **The Mayor Brent and Jennie Taylor Service Award – Mayor Jon Pike, ULCT President** 12:15 PM  
ACTION: Select recipient of Taylor Service Award  
HANDOUT: None
  
7. **Review and Approval of June & July Check Registers – Nick Jarvis, Chief Operating Officer** 12:25 PM  
ACTION: Review and Approve June & July Check Registers  
HANDOUT: [June & July Check Registers](#)
  
8. **Personnel & Accounting Policy Updates – Nick Jarvis, Chief Operating Officer** 12:35 PM
  - HB 163 Compliance
  - Professional contracts (\$25k+)
  - Unrestricted cash balanceACTION: Review and adoption of proposed ULCT Personnel & Accounting Policies  
HANDOUT: [Proposed ULCT Personnel & Accounting Policies](#)
  
9. **Legislative Strategy & Priorities – Cameron Diehl, Executive Director & Rachel Otto, Director of Government Relations** 12:55 PM
  - Tax Task Force
  - Land Use Task Force
  - Resolution about 2020 election and local authority
  - Caucus feedback
  - Prioritizing policy issues and outreachACTION: For information only  
HANDOUT: [Resolution Memo](#)  
[ULCT Tax Resolutions Memo](#)

10. **Communication Plan Update – Susan Wood, Director of Communication** **2:00 PM**
- Utah Policy
  - #CitiesWork Podcast
- ACTION: For information only  
HANDOUT: None
11. **ULCT Training Update – Cameron Diehl, Executive Director** **2:15 PM**
- ACTION: For information only  
HANDOUT: None
12. **Other Business** **2:25 PM**
13. **Closed Session (if needed) As per Utah Code 52-4-205** **2:30 PM**
- ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)  
HANDOUT: None
14. **Adjourn**

Next meeting tentatively scheduled for Thursday, September 13, 2019 at 4:30 PM

**UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING  
Hyatt Place St. George, 1819 S 120 E, St George, UT 84790  
Wednesday, April 24, 2019 1pm**

**CONDUCTING: ULCT Board of Directors President, Mayor Jon Pike, St. George**

**EXECUTIVE BOARD**

**Mayor Jon Pike, President, St. George  
Council Member Mike Mendenhall, 1<sup>st</sup> Vice President, Spanish Fork  
Mayor Mike Caldwell, 2<sup>nd</sup> Vice President, Ogden City  
Council Member Beth Holbrook, Past President, Bountiful**

**BOARD OF DIRECTORS**

**Mayor, Dawn Ramsey, South Jordan  
Council Member Don Christensen, West Valley  
Mayor, Andy Beerman, Park City  
Council Member Jewell Allen, Grantsville  
Council Member Damon Cann, North Logan  
Council Member Richard Barnett, Richfield  
Council Member Erin Mendenhall, SLC - EXCUSED  
Council Member Brett Graham, Holladay - EXCUSED  
Mayor John Christensen, Mayfield Town  
Mayor Jim Talbot, Farmington  
Mayor, Len Arave, North Salt Lake  
Council Member, Nicole Martin, Herriman - EXCUSED  
Mayor, Maile Wilson Edwards, Cedar City - EXCUSED  
Mayor, Michelle Kaufusi, Provo  
Mayor, Emily Niehaus, Moab  
Mayor, Jeff Silvestrini, Millcreek  
City Council, Dustin White, Roosevelt  
Mayor Dean Baker, Naples  
City Manager, City Managers Association, Gary Hill, Bountiful**

**EX-OFFICIO MEMBERS**

**ULCT Legal Counsel, David Church  
UMCA President S. Annette  
Spendlove**

**ULCT STAFF**

**Cameron Diehl, Executive Director  
Rachel Otto, Director of Government Relations  
Nick Jarvis, Chief Operating Officer  
Roger Tew, Senior Policy Analyst  
Meg Ryan, Manager – Land Use Academy of Utah  
Brandon Smith, Legislative Research Analyst  
Susan Wood, Director of Communications and Training  
Karson Eilers, Legislative Research Analyst  
Abby Bolic, Operations Coordinator**

Mayor Jon Pike called the meeting to order at 1:14 pm

## **REVIEW & APPROVAL OF MINUTES - Mayor Jon Pike, ULCT President**

**ACTION:** Mayor Kaufusi moved to approve the minutes of January 30, 2019 and February 19, 2019. Dustin White, Roosevelt seconded the motion. The vote was unanimous.

## **CONFLICT OF INTEREST DISCLOSURE – Mayor Jon Pike, ULCT President**

There were none in attendance that disclosed a conflict of interest.

## **UPDATE ON DISTRICT ATTORNEY ACTION – Mayor Jon Pike, ULCT President**

David, Salt Lake District Attorney Michelle Riley and Ken attended a preliminary hearing on June 3, 2019. Some members of staff have received subpoenas and have been asked to testify and there are some that have been interviewed. Those on the board at the time retained Gail Miller during the initial investigation. The county has retained him as expert witness.

## **ULCT BOARD & COMMISSION REPORTS & APPOINTMENTS – Mayor Jon Pike, ULCT President**

Director Diehl stated that Salt Lake City Recorder Cindy Mansell is the League's appointment for the Advocate for Government position. He referred to Local Government Trust HB425 and said there have been some instances where Cindy's character was attacked. Director Diehl thanked Ms. Mansell publicly for what she has done for local government.

The Quality Growth Commission received funding from the legislature. These funds can be applied for natural shed water conservation, helping rural agriculture and family farms. Applications are due in May for State funding.

Wasatch Front Regional Council: Serves as chair of the Regional Growth Committee and is recommending Council Board accept and adopt the 2050 Plan.

Get Healthy Utah Board: The League received a partnership awarded with Spanish Fork, Logan, West Valley & ?? with a grant the League is getting accolades for their efforts.

Governor's Well Partnership Board: Audit about conflict of tourism providing infrastructure. Impacts of tourism in Grand & Washington counties. Economic development in the future. Should consider reversing the percentages of this report.

The same problem in other counties in the State GRT Rural Utah fuels agriculture, recreational, natural resources, etc. and they need funding returned to those counties. Counties to need to have solutions so that it doesn't become a State program.

Cindy Mansell Letter: Davis County is receiving a lot of GRAMA requests. Pressure is being put on individuals and they are threatening to quit their jobs. It's unfortunate that it is happening in many cities. Consider altering the GRAMA process with city attorneys and municipals clerks in Utah. Management & storage for records is the problem. Keep your records, classify your records and storing your records and then destroying when

they are scheduled to be destroyed. However, it is costly and time consuming. Cities need to handle the records when they are made.

### **FAMILY MEDICAL LEAVE POLICY – Cameron Diehl, Executive Director**

Director Diehl discussed Leave Policies and gave a visual presentation. He said the League wanted to understand where the market is and foster a culture of family for employees and retain talented employees. A survey was done of the top 25 businesses in Utah. Public sectors are moving toward paid family leave and he feels its time for this type of policy to be instituted. There is also a prolonged sick and maternity leave policy. There was conversation that this policy could be abused by employees. There was also concern about multiple employees taking leave at the same time.

**ACTION: Mayor Ramsey moved to approve the proposed family leave policy as it has been presented. Mayor Niehaus seconded the motion. The motion was amended to approve the overall policy but come back for further discussion and approval considering cashing out sick leave and short-term disability. Everyone present voted for the policy with the exception of Mayor Arave who voted nay.**

### **REVIEW & APPROVAL OF CHECK REGISTER – Nick Jarvis, Chief Operating Officer**

Mr. Jarvis presented the checks that had been written and answered questions.

**ACTION: Council Member Allen moved to approve the 3<sup>rd</sup> quarter check register. Council Member Cann seconded the motion. The motion carried unanimously.**

### **FY 2019 Q3 FINANCIAL REPORT - Nick Jarvis, Chief Operating Officer**

The staff report was presented, and questions were answered concerning expenditures.

**ACTION: Dustin White moved to approve the 3<sup>rd</sup> quarter financial report. Mayor Kaufusi seconded the motion. The motion carried unanimously.**

### **2018-2019 PRIORITITES IN REVIEW & 2019–2020 LOOKING FORWARD - Cameron Diehl, Executive Director**

Director Diehl presented the budgeting process and history. He stated that a two-thirds portion of the budget comes from cities, another 1/5th portion comes from conferences, and 15% from sponsors. Other revenue comes from one-time revenue sources (grants and co-op money).

Keri? – Strategy was right and the money going into the fund balance is correct and healthy.

Expenses: Less than half go to employees and operating expenses. There are 8 contracted employees. Conferences take 1/3 of the expenses. Operations and services use 21% and the budget is approximately 2.6 million dollars.

April 2018 – Takeaways include legislative advocacy, repackaging, making life better, expanding the board, etc. See staff report.

Mayor Beerman said great progress has been made since last year.

Abby Bolic reported on membership outreach. She reported that eight events were held during the year. 2,100 people physically attended (mostly elected officials). Out of 248 cities, 179 cities attended the events. She presented the historical attendance at each event.

Director Diehl said we need to find ways to improve attendance.

Susan Wood reported on the Communication Outreach Plan and announced that a new branding element #citieswork will be implemented. She stated that five policy op-eds have been very successful. The 58 videos for housing affordability is proof of performance.

Podcasts: One per week during legislature have been very successful. During the legislature contacts were made and the cities and towns were handled fairly by the legislature and media.

Board email was sent to areas and felt they were successful. There is interest in continuing this process. The Rapid Response Team is valuable.

Continuation of these strategies needs to happen. Continue #citieswork, bi-weekly Podcast, video campaigns, interviews, building contacts, quarterly area email blasts, and concept for a better website.

Utah Policy Podcasts – Susan distributed a list of topics and list with a sign up for those who want to participate.

Karson Eilers reported on the Community Highlights. He stated that 4300 emails go out every Friday with Friday Facts. Other forms of outreach include social media, Facebook, Daily Twitter reach, YouTube channel views, etc. News stories are also followed and posted to the website. The way information is handled depends on the size and structure of the city government. Social media was used to promote the agenda and message.

Rachel Otto reported on the 2019 Legislative Review.

Respect – The Utah Legislature heard your voices and the League actively worked on over 70 bills.

Collaboration – Internal, had an amazing team and had a chance to work on all core items. External, has also worked really well and made key friendships with legislators and many organizations.

There were 17 bills that were considered “hot” and all were met with desired outcome. There were 26 work bills presented and 25 met the desired outcome. There were 7 bills that were opposed. Out of those 24 failed.

Key Issue Highlights – SB34 Affordable Housing modification received national attention. Training and compliance is a focus for this interim.

HB 425: Local Official Bonds  
HB 288 Gravel Pits  
HB 272 Small city/town elections  
HB 382 Resort Comm Taxes

What can we do better? 149/182 were passed of the supported bills. If we focus more on our main bills our percentage may be better. Our efforts get diluted when we focus on too many bills. Need community support/opposition in general – threading the needle on emotional/public issues. Better collaboration with our local expertise – Our city attorneys have done a great job of being at the legislature every day. Who can we get to help us with a local view of things? Who can we tap into? Also consider our usage of interim days.

Director Diehl asked would the Board prefer to have LPC during the summer, meet with the caucus groups or have state legislatures?

Mayor Niehaus said she the, mentorship was appreciated, and she made a commitment to be on the hill every Friday.

Rachel Otto asked is LPC working, and does the current process need to be changed?

Brent Hill: Could training be provided on how to talk to legislators?

Some board members are already reaching out and making sure information is passed along. Maybe identify members who have expertise and they can become responsible for a particular issue.

COG meetings – coordinate attendance on a regular basis

Council Member Allen asked about the format of the LPC meeting. She asked is there a way to have to click to identify and make it more accessible.

Mayor Pike – Tax Task Force Governor's office suggested Cameron Diehl (among others) on this team act as a non-voting member. Tax is #1 issue of all 5 caucuses.

Tax policy guide based on resolutions passed the last few days. Board packet survey results were sent to everyone for discussion.

Tour of Utah  
Local government Platform – Plant the seed

### **ULCT BOARD BUDGET PRIORITIES – Mayor Jon Pike, ULCT President**

The tentative budget will be approved in May. The top priority is to modernize the League's website, which was created in 2011 and has not been updated since then.

Director Diehl asked what the Board would like to see different about the website. The Board feels that it should be easy to use, merge services like registering for conferences, interactive directory and training materials for members. Also, be able to more easily access videos. More links. Combination of password, mobile-friendly look. Cleaner look.

**ADJOURN**

**UTAH LEAGUE OF CITIES & TOWNS**  
**BOARD OF DIRECTORS MEETING**  
50 S 600 E, SUITE 150, SALT LAKE CITY, UT 84102 & VIA ZOOM  
FRIDAY, MAY 3, 2019 @ 2:00 PM

**IN ATTENDANCE:**

**EXECUTIVE BOARD**

Mayor Jon Pike, President, St. George  
Council Member Mike Mendenhall, 1st Vice President, Spanish Fork  
Mayor Mike Caldwell, 2nd Vice President, Ogden City  
Council Member Beth Holbrook, Past President, Bountiful  
Gary Hill, UCMA & Bountiful

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Mayor Andy Beerman, Park City  
Council Member Jewel Allen, Grantsville  
Council Member Damon Cann, North Logan  
Council Member Richard Barnett, Richfield  
Mayor John Christensen, Mayfield Town  
Mayor Len Arave, North Salt Lake  
Mayor Maile Wilson Edwards, Cedar City  
Mayor Michelle Kaufusi, Provo

**EX-OFFICIO MEMBERS**

ULCT Legal Counsel, David Church

**ULCT STAFF**

Cameron Diehl, Executive Director  
Nick Jarvis, Chief Operating Officer

**CONDUCTING:** ULCT Board of Directors President, Mayor Jon Pike, St. George

**Welcome and Introductions – Mayor Jon Pike, ULCT President**

**Clarification of Adoption of FY 2020 Dues Rate – Mayor Jon Pike, ULCT President**

**2:12 PM**

- [LINK: Substance of matters proposed, discussed, or decided](#)

MOTION: Mayor Pro Tem Damon Cann  
Adopt dues formula with 2017 property valuations  
SECOND: Mayor Michelle Kaufusi  
VOTE: Unanimous Approval

**Adjourn**

**UTAH LEAGUE OF CITIES & TOWNS**  
**BOARD OF DIRECTORS MEETING**  
50 SOUTH 600 EAST, SUITE 150, SALT LAKE CITY, UT 84102 & VIA ZOOM  
TUESDAY, JUNE 18, 2019 @ 11:30 AM  
(TIMES ARE APPROXIMATE)

**IN ATTENDANCE:**

**EXECUTIVE BOARD**

Mayor Jon Pike, President, St. George  
Council Member Mike Mendenhall, 1st Vice President, Spanish Fork  
Mayor Mike Caldwell, 2nd Vice President, Ogden City  
Council Member Beth Holbrook, Past President, Bountiful  
Gary Hill, UCMA & Bountiful

**BOARD OF DIRECTORS**

Mayor, Dawn Ramsey, South Jordan  
Council Member Don Christensen, West Valley  
Mayor Andy Beerman, Park City  
Council Member Jewel Allen, Grantsville  
Mayor Pro Tem Damon Cann, North Logan  
Council Member Richard Barnett, Richfield  
Council Member Brett Graham, Holladay  
Mayor John Christensen, Mayfield Town  
Mayor Jim Talbot, Farmington  
Mayor Len Arave, North Salt Lake  
Mayor Maile Wilson Edwards, Cedar City  
Mayor Michelle Kaufusi, Provo

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Rachel Otto, Director of Government Relations  
Nick Jarvis, Chief Operating Officer  
Roger Tew, Senior Policy Analyst  
Meg Ryan, Manager – Land Use Academy of Utah  
Susan Wood, Director of Communications and Training  
Karson Eilers, Legislative Research Analyst  
Abby Bolic, Operations Coordinator  
Wayne Bradshaw, Director of Policy

**CONDUCTING:** ULCT Board of Directors President, Mayor Jon Pike, St. George

**Welcome and Introductions – Mayor Jon Pike, ULCT President** **11:30 AM**

**Public Hearing: FY 2020 Budget – Mayor Jon Pike, ULCT President** **11:37 AM**

- None

**Review & Approval of Minutes – Mayor Jon Pike, ULCT President** **11:44 AM**

- [LINK: Substance of matters proposed, discussed, or decided](#)

MOTION: Mayor Jim Talbot  
Approve April 24, 2019 Minutes  
SECOND: Mayor Mike Caldwell  
VOTE: Unanimous Approval

**Conflict of Interest Disclosure – Mayor Jon Pike, ULCT President** **11:37 AM**

- None

ULCT Board & Commission Reports & Appointments – Mayor Jon Pike, ULCT President & Abby Bolic, Operations & Membership Coordinator 11:38 AM

- [LINK: Substance of matters proposed, discussed, or decided](#)

MOTION: Mayor Pro Tem Damon Cann  
Approve appointment to Commission on Aging, and give Executive Board direction to make other appointments  
SECOND: Council Member Brett Graham  
VOTE: Unanimous Approval

Proposed FY 2020 Budget – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer 11:49 AM

- [LINK: Substance of matters proposed, discussed, or decided](#)

MOTION: Gary Hill, UCMA  
Adopt Proposed FY 2020 Budget  
SECOND: Mayor Mike Caldwell  
VOTE: Unanimous Approval

Review and Approval of April and May 2019 Check Registers – Nick Jarvis Chief Operating Officer 11:52 AM

- [LINK: Substance of matters proposed, discussed, or decided](#)

2019 Annual Convention Schedule & Timing – Cameron Diehl, Executive Director 12:04 PM

- [LINK: Substance of matters proposed, discussed, or decided](#)

Legislative Strategy & Priorities – Cameron Diehl, Executive Director and ULCT legislative team 12:17 PM

- [LINK: Substance of matters proposed, discussed, or decided](#)

Communication Plan Update – Susan Wood, Director of Communication 2:24 PM

- [LINK: Substance of matters proposed, discussed, or decided](#)

MOTION: Council Member Brett Graham  
Approve contact with Granicus for website redevelopment  
SECOND: Mayor Mike Caldwell  
VOTE: Unanimous Approval

Other Business

- None

Adjourn 2:32 PM



TO: ULCT Board of Directors

FROM: Cameron Diehl, Executive Director & Abby Bolic, Operations and Membership Coordinator

DATE: August 8, 2019

SUBJECT: ULCT Board & Commission Appointments

The Records Management Committee originates from [SB 25](#). This bill modifies the membership and responsibilities of the State Records Committee, creates the Records Management Committee, and establishes provisions for the administration of the Records Management Committee. [SB 25](#) is composed of 7 members, one of those being a member representing political subdivisions recommended by the Utah League of Cities and Towns. The term length is four years and the committee meets four times a year. The position is appointed by the Governor. Annette Spendlove, President of the Municipal Clerks Association, recommends Nancy Dean of Clearfield. Upon discussing with UMCA Board Members they agree with the recommendation. We have received an application from Tracy Hansen, current City Recorder of Ogden. We would like to recommend Nancy Dean to serve on this committee.

#### **Public Land Policy Advisory Board**

[HB229](#) (Land Transfer Amendments) states that the advisory committee must contain, “a representative of municipalities designated by the Utah League of Cities and Towns”. The purpose of the advisory committee is to advise and provide recommendations to PLPCO on factors the coordinator and office should consider in determining the degree to which a land application or potential land application is in the public interest and the prioritization of land applications or potential land applications in the state according to the extent to which the land applications are in the public interest, based on the factors adopted by the advisory committee. The designation is to be appointed internally by ULCT, not by the Governor nor any legislator. The committee has their first organizing meeting on Monday, August 19th at 12:00 p.m. We recommend Dave Millheim, retired City Manager of Farmington to serve on the board.

#### **Rural Online Working Hubs Grant Advisory Committee**

This year the Utah Legislature passed the Rural Online Working Hubs Amendments [HB296](#) that gives \$500,000 annually, in the form of a grant, or grants, for development of Co-working and Innovation Centers in rural communities. This grant is intended to assist in the creation of facilities designed to provide individuals working within designated rural areas off the Wasatch Front with the infrastructure and equipment to participate in the online workforce. The GOED Office of Rural Development staff will take care of the application process and eligibility review. The Advisory Committee members will be asked to meet only once a year to review summaries

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of eligible applications and make recommendations for the awards. The committee is looking for an applicant that represents rural Utah. We have received applications for this position from Hayven W. Dunn who served as a councilmember in the rural town of Annabella and Steven Cox the Mayor of Boulder. We recommend Steven Cox for this position.

### **Private Activity Bond Review Board**

Currently there is one position for which the ULCT Board of Directors needs to make an appointment to. The Private Activity Bond Review Board needs a third member appointed by ULCT which will then be appointed by the governor with the consent of the Senate. The two current members on the board are Chip Dawson of South Jordan, and Dean Lundell of Pleasant Grove. Their terms will expire in April 2022 and April 2023, respectively. The Private Activity Bond Review Board makes allocations of volume cap to issuing authorities and determines the amount of volume cap to be allocated with respect to approved applications. The board also is to maintain a record of all applications filed, and of all bonds issued by issuing authorities during each year. They will also determine the amount of volume cap to be treated as a carryforward and allocate this carryforward to one or more qualified carry forward purposes. Finally, they will promulgate rules for the allocation of volume cap. We are looking for a candidate with financial expertise, such as a municipal treasurer. We have not received applications for this position, but we have reached out to previous applicants to see if they are still interested in serving on the board and received recommendations for potential candidates. These recommendations include Ryan Harvey, Administrative Services Director in West Point, Bruce Riddle, Finance Director of Springville, Blaine Lutz Finance Director of Centerville and Jacob Smith, Management Services Director of Centerville. Due to the urgency of this vacancy fulfillment, we are going to contact the recommended individuals to see if they are still interested and bring our recommendation to the Board Officers.

### **Utility Facility Review Board**

The Utility Facility Review Board was created to resolve disputes between local governments and public utilities regarding the siting and construction of facilities. The board requires, and individual appointed by the governor from a list of nominees of the Utah League of Cities and Towns. The term length is 4 years. This position was formerly held by Troy Fitzgerald of Springville. We are still soliciting applications for this position.

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# Utah League of Cities and Towns

## CHECK DETAIL

June - July, 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
51-1111 ZIONS BANK CHECKING						
06/04/2019	Check	37587	Meg Ryan		R	-25.00
				Appeal Authority Training- Facility Rental Fee Summit County		25.00
06/04/2019	Check	37589	Rachel Otto		R	-88.24
				BRAG Meeting		88.24
06/04/2019	Check	37586	LexisNexis		R	-116.00
				Invoice #: 3092029338 Legal Research Software		116.00
06/04/2019	Check	37590	Rocky Mountain Power		R	-146.41
				June 2019 Electric Bill		146.41
06/04/2019	Check	37593	Vanguard Cleaning Systems		R	-541.46
				Invoice #: 117890 Cleaning Fee		81.46
				Invoice #: 118428 Cleaning Fee		460.00
06/04/2019	Check	37556		CHECK 37556 CHECK	R	-500.00
				CHECK 37556 CHECK Essay contest		500.00
06/04/2019	Check			CHECK 37535 CHECK	R	-1,000.00
				CHECK 37535 CHECK Essay contest		1,000.00
06/06/2019	Check	100097	National Payroll Services	UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019157001028940	R	-10,203.86
				UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019157001028940		-10,203.86
06/11/2019	Check			CHECK 37521 CHECK	R	-100.00
				CHECK 37521 CHECK		100.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/13/2019	Check	100095		CHECK 100095 CHECK CHECK 100095 CHECK Dave Church Pay	R	-3,000.00 3,000.00
06/20/2019	Check	37596	D. Wayne Bradshaw	Clerk Training and AOG	R	-421.08 421.08
06/20/2019	Check	37594	Cameron Diehl	WaterNow Alliance Leadership Council	R	-73.80 73.80
06/20/2019	Check	37603	Utah Local Government Trust	Invoice #: 1574448 Employee Benefits (Life, AD&D, Dental, Vision) Invoice #: 1574449 Employee Benefits (Life, AD&D, Dental, Vision) Invoice #: 1575054 Employee Benefits (Life, AD&D, Dental, Vision) Invoice #: 1575055 Employee Benefits (Life, AD&D, Dental, Vision)	R	-878.68 34.19 405.15 34.19 405.15
06/20/2019	Check	37602	Utah Interactive, LLC	Invoice #: 3468366 LUAU Website Management	R	-3,810.00 3,810.00
06/20/2019	Check	37597	John M Janson	June 8th LUAU Training Speaker	R	-300.00 300.00
06/20/2019	Check	37595	Carr Printing	72877 (190566) Printing Fee-LUAU books	R	-203.00 203.00
06/20/2019	Check	37598	John Hiskey	June Pay	R	-5,000.00 5,000.00
06/20/2019	Check	37600	Salt Lake City	2019-2020 ULCT Membership Dues Reimbursement	R	-182,879.45 182,879.45
06/20/2019	Check	37599	Logan City	Year 3- Active and Wellness Grant	R	-75,000.00 75,000.00
06/20/2019	Check	37604	Vernal City	Year 3- Active and Wellness Grant	R	-63,000.00 63,000.00
06/20/2019	Check	37605	West Valley City		R	-65,000.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Year 3- Active and Wellness Grant		65,000.00
06/20/2019	Check	37601	Spanish Fork City		R	-75,000.00
				Year 3- Active and Wellness Grant		75,000.00
06/20/2019	Check	100098	National Payroll Services	UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019171009787124	R	-10,203.87
				UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019171009787124		-10,203.87
06/24/2019	Check	37608	Utah Land Use Institute		R	-2,500.00
				Appeal Authority		2,500.00
06/24/2019	Check	37607	Sixth East Condo Association		R	-900.00
				Invoice #: 1197 Condo Association Monthly Fee		900.00
06/24/2019	Check	37606	Jennie Taylor		R	-494.32
				Midyear Lodging Reimbursement		494.32
06/27/2019	Check	37610	Nick Jarvis			-38.39
				Coffee and Clean		38.39
06/27/2019	Check	37609	Karson Eilers		R	-64.38
				Paper		64.38
06/27/2019	Check	37611	Paulsen Construction		R	-3,970.00
				Application #: 1875-09 Office construction		3,970.00
07/03/2019	Check		National Payroll Services	UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019184008927342	R	-462.53
				UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019184008927342		462.53
07/03/2019	Check		National Payroll Services	UTAH LEAGUE OF	R	-10,203.89

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019184008927340 UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019184008927340		-10,203.89
07/08/2019	Check			CHECK 100097 CHECK CHECK 100097 CHECK	R	-3,000.00 3,000.00
07/19/2019	Check		National Payroll Services	UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019200009199789 UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019200009199789	R	-10,594.09 -10,594.09
07/22/2019	Check	37618	Dixie Center	Midyear 2020 Deposit		-6,772.00 6,772.00
07/22/2019	Check	37638	Utah Media Group	Salt Lake Tribune annual payment	R	-161.25 161.25
07/22/2019	Check	37613	Access	Invoice #: 7561748 File storage center	R	-239.80 -239.80
07/22/2019	Check	37614	Blue Cairn Media	Invoice #: 765 Printing and Design	R	-1,822.00 1,822.00
07/22/2019	Check	37616	Capitol Preservation Board	Invoice #: 1642 Capitol Room Rental Fee	R	-55.00 -55.00
07/22/2019	Check	37619	DS Accounting Services	CFO Dave Sanderson Pay	R	-2,000.00 -2,000.00
07/22/2019	Check	37620	John Hiskey	July Pay	R	-5,000.00 -5,000.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/22/2019	Check	37621	John Michael Oliver		R	-4,269.75
				Invoice #020		2,497.50
				Pay		
				Invoice #021		-625.75
				Pay		
						1,146.50
07/22/2019	Check	37623	Marvellous Catering			-584.35
				Invoice #: 28003		-584.35
				Food catering for caucus mtg at Capitol		
07/22/2019	Check	37624	Meg Ryan V		R	-159.50
				Land Use Trainings May and June 2019		-159.50
07/22/2019	Check	37625	Off Topic Photography			-380.00
				51		380.00
				Sign panels basement studio		
07/22/2019	Check	37627	Public Employees Health Program		R	-490.96
				June		-490.96
				Employee health insurance		
07/22/2019	Check	37626	Professional Print Consulting		R	-519.00
				Invoice #: 7094		519.00
				Wayne tax book printing		
07/22/2019	Check	37628	Rocky Mountain Power		R	-173.28
				June		-173.28
				Electric bill		
07/22/2019	Check	37629	State and Local Legal Center			-1,250.00
				Annual payment		1,250.00
07/22/2019	Check	37636	Utah Housing Coalition			-200.00
				Non-profit membership		200.00
07/22/2019	Check	37639	Utopia Fiber		R	-870.00
				375833		435.00
				Monthly internet		
				363056		-435.00
				Monthly internet		
07/22/2019	Check	37640	Vanguard Cleaning Systems		R	-460.00
				Invoice #: 119141		460.00
				Monthly cleaning		
07/22/2019	Check	37617	D. Wayne Bradshaw		R	-190.24
				Tax Task Force		-190.24

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/23/2019	Check	37612	Abby Bolic		R	-523.43
				2019 NLC Denver State League Staff Workshop		511.43
				Lime scooter rental for Cities Work podcast		12.00
07/23/2019	Check	37622	Karson Eilers		R	-501.26
				2019 NLC Denver State League Staff Workshop		501.26
07/23/2019	Check	37615	Capitol Hill		R	-6,000.00
				Annual dues-Cameron Diehl, Roger Tew, Rachel Otto		6,000.00
07/23/2019	Check	37631	United States Treasury			-451.73
				Employer ID number (87- 6000393), tax period (September 30,2015), form number (941) IRS payment		451.73
07/23/2019	Check	37632	United States Treasury			-486.60
				Employer ID number (87- 6000393), tax period (September 30,2013), form number (941) IRS payment		486.60
07/23/2019	Check	37630	United States Treasury			-324.64
				Employer ID number (87- 6000393), tax period (September 30,2014), form number (941) IRS payment		324.64
07/23/2019	Check	37633	United States Treasury			-435.12
				Employer ID number (87- 6000393), tax period (March 31,2016), form number (941) IRS payment		435.12
07/23/2019	Check	37634	Urban3		R	-1,800.00
				Joe Minicozzi presentation for Utah League of Cities & Towns in Salt Lake City		1,800.00
07/23/2019	Check	37635	Utah Foundation			-10,000.00
				CHECK 37350 CHECK Sponsorship support for growth study (\$5,000), Sponsorship support for incentives study (\$5,000)		10,000.00
07/23/2019	Check	37637	Utah Land Use Institute		R	-8,040.00
				ULUI payment as per agreement		-8,040.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/23/2019	Check	37642	Nick Jarvis		R	-714.46
				NLC State League Staff		661.26
				Workshop: Denver, CO		
				Lime scooter rental for podcast		11.00
				Office coffee beans		42.20
07/29/2019	Check			CHECK 100098 CHECK	R	-3,000.00
				CHECK 100098 CHECK		3,000.00

Utah League of Cities and Towns Credit Card Reallocation of Expenses Template

Card Name: VISA

Card Number: VISA

DATE	Receipt	CARD	TO	AMOUNT	BUSINESS PURPOSE	REALLOCATE TO			
6/24/2019	Yes	VISA 8233	LATE FEE	39	Credit card fee	4630			
6/24/2019	Yes	VISA 8233	*FINANCE CHARGE	256.23	Credit card fee	4630			
5/23/2019	Recurring	VISA 8233	ADOBE *CREATIVE	79.99	Recurring	4210			
5/23/2019	Yes	VISA 8233	DS SERVICES STATE	44.29	Recurring	4210			
5/25/2019	Yes	VISA 8233	SoundCloud Inc	16	Recurring	4210			
5/25/2019	Yes	VISA 8233	EIG*CONSTANT	134.69	Recurring	4210			
5/27/2019	Yes	VISA 8233	Intuit *QuickBooks	64.65	Recurring	4210			
5/30/2019	Yes	VISA 8233	ADOBE *PHOTO	10.76	Recurring	4210			
5/31/2019	Yes	VISA 8233	FACEBK YKBC9L6	12.5	Advertisement	4610			
6/1/2019	Recurring	VISA 8233	STOR-N-LOCK #9	202	Recurring	4210			
6/5/2019	Recurring	VISA 8233	ADOBE *ACROPP	16.15	Recurring	4210			
6/5/2019	Yes	VISA 8233	AMAZON.COM*F	23.49	Office Supplies	4241			
6/5/2019	Recurring	VISA 8233	X MISSION 801-5	340.07	Recurring	4210			
6/6/2019	Yes	VISA 8233	JIMMY JOHNS - 1	284.93	LUTF mtg	4282			
6/8/2019	Recurring	VISA 8233	VBULLETIN SOLU	19.95	Recurring	4210			
6/8/2019	Recurring	VISA 8233	ZOOM.US 888-79	14.99	Recurring	4210			
6/9/2019	Recurring	VISA 8233	MICROSOFT *OF	7.53	Recurring	4210			
6/9/2019	Recurring	VISA 8233	ADOBE *ACROPP	16.15	Recurring	4210			
6/10/2019	Yes	VISA 8233	PERFORMANCE A	5216.8	Equipment Purchase	4740			
6/10/2019	Yes	VISA 8233	ORAH APPS ASH	10	Recurring	4210			
6/10/2019	Yes	VISA 8233	FOREIGN TRAN F	0.2	Fee	4210			
6/11/2019	Yes	VISA 8233	CAPITOL PRESER	70	Facility rent and setu	4280			
6/13/2019	Yes	VISA 8233	MORE PREPARED	245.5	Office supplies	4241			
6/15/2019	Recurring	VISA 8233	MICROSOFT *OF	15.06	Recurring	4210			
6/16/2019	Recurring	VISA 8233	MICROSOFT *OF	15.06	Recurring	4210			
6/16/2019	Recurring	VISA 8233	MICROSOFT *OF	15.06	Recurring	4210			
6/16/2019	Recurring	VISA 8233	MICROSOFT *OF	15.06	Recurring	4210			
6/16/2019	Recurring	VISA 8233	MICROSOFT *OF	7.53	Recurring	4210			
6/16/2019	Yes	VISA 8233	AMZN MKTP US*	17.99	Office supplies	4241			
6/17/2019	Yes	VISA 8233	JOANN STORES #	19.29	Office supplies	4241			
6/17/2019	Recurring	VISA 8233	ZOOM.US 888-79	14.99	Recurring	4210			
6/19/2019	Yes	VISA 8233	BARBACOA MEXI	385.98	Board meeting food	4620			
6/20/2019	Recurring	VISA 8233	ZOOM.US 888-79	14.99	Recurring	4210			
6/20/2019	Recurring	VISA 8233	DS SERVICES STA	37.83	Recurring	4210			
6/21/2019	Recurring	VISA 8233	MSFT * E02008E	8.89	Recurring	4210			
6/23/2019	Recurring	VISA 8233	ADOBE *CREATIVE	79.99	Recurring	4210			
				\$7,773.59	Charges + fees :(	4630			
				\$15,547.18	Charges	4630			
			<b>STATEMENT TOT</b>	\$31,094.36					

Common Reallocation At	Account Name	Total
	4241 Office Supplies	\$306.27
	4610 MISC	\$12.50
	4630 Credit card and t	\$23,616.20
	4282 Food-Admin	\$284.93
	4210 Dues & Subscribt	\$1,201.88
	4280 Facility Rent and	\$70.00
	4740 Equipment Purct	\$5,216.80
	4620 Board Expenses	\$385.98
	<b>STATEMENT TOT</b>	<b>\$31,094.56</b>

Utah League of Cities and Towns Credit Card Reallocation of Expenses Template

RECEIPTS	DATE	TO	AMOUNT	BUSINESS PURP	REALLOCATE TO	Common Reallocation A	Account Name	Total
Recurring	6/25/2019	SoundCloud Inc 347-9866607 CA	\$16.00	Recurring	4210		4241 Office Supplies	\$1,454.07
Yes	6/25/2019	AMAZON.COM*MH6FF0FX1 AMZNAMZN.COM/BILLWA	\$25.47	Office Supplies	4241		4610 MISC	\$8.59
Yes	6/25/2019	AMAZON.COM*M66L12I12 AMZNAMZN.COM/BILLWA	\$8.49	Office Supplies	4241		4232 Travel and Lodging-NLC	\$4,482.28
Recurring	6/25/2019	EIG*CONSTANTCONTACT.COM 855-2295506 MA	\$134.69	Recurring	4210		4282 Food-Admin	\$1,402.72
Yes	6/26/2019	CAFE ZUPAS ONLINE ORDER olo.com UT	\$243.30	LUTF Food	4282		4210 Dues & Subscribtions	\$1,238.47
Yes	6/26/2019	SALT PALACE - SMG 385-462-2203 UT	\$1.03	LOD deposit	4280 LOD		4280 Facility Rent and Set up-LOD	\$1.03
Yes	6/27/2019	INTUIT *CHECKS / FORMS 800-446-8848 CA	\$149.49	Checks	4241		4230 Staff Training	\$50.00
Recurring	6/27/2019	Intuit *QuickBooks 800-446-8848 CA	\$64.65	Recurring	4210		4282 Food-NLC	\$120.98
Yes	6/27/2019	AMZN Mktp US*M615V3WC0 Amzn.com/billWA	\$419.97	Office Supplies	4241		<b>TOTAL</b>	<b>\$8,758.14</b>
Yes	6/28/2019	COSTCO WHSE #0113 SALT LAKE CITUT	\$776.12	Office Food	4282			
Yes	6/28/2019	EB MAKING STRIDES CRE 801-413-7200 CA	\$250.00	Sponsor	4210			
Yes	6/28/2019	AMZN Mktp US*M638Z5YX0 Amzn.com/billWA	\$99.00	Office Supplies	4241			
Recurring	6/29/2019	ADOBE *PHOTOGPHY PLAN 800-833-6687 CA	\$10.76	Recurring	4210			
Yes	6/30/2019	FACEBK 5DUE5M2BE2 650-5434800 CA	\$8.59	Advertisement	4610			
Yes	7/1/2019	Amazon.com*MH4TO60Y1 Amzn.com/billWA	\$60.85	Office supplies	4241			
Yes	7/1/2019	AMZN Mktp US*MH91Z60P1 Amzn.com/billWA	\$359.98	Office supplies	4241			
Recurring	7/2/2019	STOR-N-LOCK #9 801-974-0200 UT	\$202.00	Recurring	4210			
Recurring	7/4/2019	X MISSION 801-5390852 UT	\$340.07	Recurring	4210			
Recurring	7/5/2019	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$16.15	Recurring	4210			
Yes	7/5/2019	AMZN Mktp US*MH80B4VH1 Amzn.com/billWA	\$123.90	Office supplies	4241			
Recurring	7/8/2019	VBULLETIN SOLUTIONS(USD) VBULLETIN.COMCA	\$19.95	Recurring	4210			
Recurring	7/8/2019	ZOOM.US 888-799-9666 CA	\$16.16	Recurring	4210			
Recurring	7/9/2019	MICROSOFT *OFFICE 365 msbill.info WA	\$7.53	Recurring	4210			
Recurring	7/9/2019	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$16.15	Recurring	4210			
Yes	7/11/2019	BANBURY CROSS SALT LAKE CTYUT	\$10.85	Karson bday	4282			
Yes	7/12/2019	KIMPTON BORN HOTEL DENVER CO	\$4,482.28	Lodging	4232 NLC			
Yes	7/12/2019	LT. GOVERNOR - ONLINE 801-538-1041 UT	\$50.00	Registration	4230			
Yes	7/13/2019	TST* EVEN STEVENS SANDWIC385-355-9105 UT	\$111.78	Office lunch	4282			
Recurring	7/15/2019	MICROSOFT *OFFICE 365 MSBILL.INFO WA	\$7.53	Recurring	4210			
Recurring	7/15/2019	MICROSOFT *OFFICE 365 MSBILL.INFO WA	\$7.53	Recurring	4210			
Yes	7/15/2019	AMZN Mktp US*MH9202SX2 Amzn.com/billWA	\$26.95	Office supplies	4241			
Recurring	7/16/2019	MICROSOFT *OFFICE 365 msbill.info WA	\$7.53	Recurring	4210			
Recurring	7/16/2019	MICROSOFT *OFFICE 365 MSBILL.INFO WA	\$7.53	Recurring	4210			
Yes	7/17/2019	CAFE ZUPAS ONLINE ORDER olo.com UT	\$260.67	LUTF Food	4282			
Recurring	7/17/2019	MICROSOFT *OFFICE 365 msbill.info WA	\$7.53	Recurring	4210			
Yes	7/17/2019	DENVER BLUE DENVER CO	\$120.98	NLC staff dinner	4282 NLC			
Yes	7/17/2019	ZOOM.US 888-799-9666 CA	\$16.16	Recurring	4210			
Yes	7/17/2019	AMZN Mktp US*MH45C6RA2 Amzn.com/billWA	\$179.97	Office Supplies	4241			
Recurring	7/18/2019	DS SERVICES STANDARD COFF800-4928377 GA	\$65.50	Recurring	4210			
Recurring	7/20/2019	ZOOM.US 888-799-9666 CA	\$16.16	Recurring	4210			
Recurring	7/21/2019	MSFT * E02008MHW3 800-6427676 WA	\$8.89	Recurring	4210			
		<b>STATEMENT TOTAL:</b>	<b>\$8,758.14</b>					



**TO:** ULCT Board of Directors  
**FROM:** Nick Jarvis, Chief Operating Officer  
**DATE:** August 8, 2019  
**SUBJECT:** ULCT Personnel and Accounting Policy Updates

Staff asks the board to consider three changes to the internal policies of the Utah League of Cities and Towns.

- 1) **Personal Use of Public Property** – Last session the legislature passed HB 163 which requires public entities to have a policy governing the personal use of public property. Though this has not been an issue at ULCT specifically, this addition to League policy brings us in compliance with the law. The policy allows our Executive Director to allow for personal use of League property that is not disruptive or illegal. Language from the Utah Attorney General’s office was used to create this policy.
- 2) **Contracts for Services** – When it comes to signing contracts for services current ULCT policy is a clunky attempt to ensure that the Board has oversight on major expenses while allowing the organization the flexibility to act nimbly in time sensitive situations. We have found that the current situation is more rigid than anticipated. The proposed policy would allow the executive director to sign contracts up to \$50,000, and to sign contracts with the written concurrence of the president up to \$100,000. Anything over \$100,000 would require action from the Board or its Officers. The proposed changes also allow the Executive Director to decide who to hire for professional services, including lobbyists. This has long been the practice, just as the executive director hires any full-time employees. Any contracts above the amounts listed in Part II(c) would still need to be approved by the Board of Directors or its Officers.
- 3) **Unrestricted Cash Balance** – This policy sets a standard for where the League’s unrestricted cash balance sits at the end of each fiscal year. Like many interlocal entities, we operate as an enterprise fund and do not have a legal limit to the amount we have in “fund balance” at the end of the year that cities do with their general funds (25%). However, the guidelines proposed (between 25-50% of last fiscal year’s budget) ensure that the League keeps a responsible amount—not too high, not too low—in reserves.

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#CitiesWork

## GIFTS

The ULCT is a high-profile organization which enjoys the public's trust. Thus, to avoid the appearance of impropriety, ULCT employees must exercise care in accepting any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his or her job.

Employees may accept gifts valued at \$50 or less from persons or entities with which ULCT has an ongoing or potential business relationship, as long as the gift is customary in the industry, will not violate any laws, and will not influence or appear to influence the employee's judgment or conduct at his or her employer's business; however, if refusal of such a gift could cause offense or embarrassment or otherwise harm the interests of the ULCT, the employee may accept the gift on behalf of the ULCT. Any gift so accepted must be immediately transferred to the Executive Director who will determine how the gift can be best used for ULCT purposes.

## AUTHORIZED PERSONAL USE OF PUBLIC PROPERTY

Employees are responsible to protect and conserve government owned or leased property and use official time in an honest effort to perform official duties. This policy does not grant to employees or create an inherent right to use government resources, and one should not be inferred. The privilege to use public property for personal purposes may be limited or revoked at any time by the Executive Director or his/her designee.

Employees do not have a right to nor should they have an expectation of privacy while using government resources at any time including when they are accessing the internet, using email, instant messaging, or telephones. Employees who wish for their personal activities to be private should not conduct such activities using public property.

To help improve the effectiveness and efficiency of government services, incidental personal use of public property is authorized under Utah Code section 76-8-402 and is further authorized under this policy.

Incidental personal use includes:

1. Use of public property for limited personal use when an employee is using the public property to perform their duties of office or employment; and
2. Use of public property of a personal nature when such use of the public property:
  - Is allowed to be used by the general public;
  - Is allowed for training or skill development;
  - Is provided or required to be provided to the public servant as an employee benefit or convenience;
  - Provides value to the League that substantially outweighs the personal benefit received by the employee;
  - Is otherwise permitted by an employee's manager or supervisor (e.g., a supervisor in the employee's organizational chain of command) in writing prior to usage; or
  - Is otherwise permissible under state, federal, or municipal law.
3. Notwithstanding (2), incidental personal use does not include any use that:
  - Significantly interferes with the mission or operations of the League
  - Significantly interferes with the performance of the employee's or any other employee's official duties;
  - Significantly compromises the integrity of public property; or

- [Is for private financial gain, including but not limited to conducting outside business, employment, or other income generating activities.](#)

[This policy does not modify the requirements of laws, rules, or policies regulating public employees' use of public property.](#)

## **COMMUNICATION SYSTEMS**

Employees have access to a wide variety of electronic media and communication services that may include e-mail, telephones, fax machines, external electronic bulletin boards and the Internet, including instant messaging services. While employees are encouraged to use these services as a way to improve the effectiveness and efficiency of communication, each employee must keep in mind that electronic media and communication services provided by ULCT are ULCT property and their purpose is to support the ULCT's business.

Except for de minimis use, personal, non-business use of the ULCT's communication systems is prohibited during working hours. Employees may, however, use company communications systems, during non-work hours, to discuss the terms and conditions of employment with other employees. Employees cannot use company communication systems to transmit, retrieve or store any information, material or communication that is related to outside business interests, obscene, illegal, discriminatory, rude, intended to harass or defame others or otherwise offensive or inappropriate. Also, strictly prohibited are any transmissions with racial, sexual, religious or other harassing content or that are contrary to the ULCT's policies or business.

The personal use of social networking websites, even if accessed using a personal electronic device (phone, tablet, laptop, etc.), may not interfere with working time. Social networking sites include but are not limited to, Twitter, Facebook, LinkedIn, Myspace, Snap Chat, YouTube and Flickr.

ULCT approval is required before accessing social networking sites using electronic resources of the ULCT to send "tweets" or other public messages.

Any social networking messages that might act as the "voice" or position of the ULCT must be approved by the Executive Director. Any identification of the author, including usernames, pictures/logos, or "profile" web pages, should not use logos, trademarks, or other intellectual property of the ULCT unless approved in advance by the Executive Director. If you are not providing an official social networking message from the ULCT, an employee who comments on any aspect of the company's business must include a disclaimer in your own "profile" or "bio" that the views are your own and not those of the ULCT. A social networking message should not disclose any confidential or proprietary information of the ULCT. If you are "friends" with customers, clients, or vendors on social networking sites, you should exercise additional discretion before posting personal information or photographs that could potentially be embarrassing to you or the ULCT. Written messages are, or can become, public: use common sense.

The ULCT reserves the right to review any employee's electronic files and messages to ensure electronic media and services are being used in compliance with federal and state laws, this policy, and other company policies. Accordingly, employees should not assume that their electronic communications are private, even when on their personal devices. None of the foregoing shall be construed to limit an employee's right to engage in any protected, concerted activity.

## **PUBLICITY**

No employee is authorized to make any announcement of any kind to the public or the news media. Inquiries from newspapers, radio and television stations, or other public information sources are to be

# PURCHASING POLICY

## Part I: DEFINITIONS

Unless the context requires otherwise, the terms as used in this policy, or the rules and regulations adopted pursuant to this policy shall have the following meaning:

- a) "Supplies", "Materials" and "Equipment" -any and all articles or things which shall be furnished to or used by the League.
- b) "Contractual Services" -public works projects and other professional services such as auditing, or other consulting services.
- c) "Bidding" -procedure used to solicit quotations on price and delivery from various prospective suppliers of supplies, equipment, and contractual services.
- d) "Responsible Bid" -an offer, submitted by a responsible bidder to furnish supplies, equipment or contractual services in conformity with the specification, delivery terms and conditions and other requirements included in the invitation for bids.
- e) "Responsible Bidder" -a bidder who submits a responsible bid; who has furnished, when requested, information and data to prove that his financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of the supplies, equipment, or contractual services on which he bids, and who has not violated or attempted to violate an provisions of this policy.
- f) "Estimates of Requirements" -forecasts of future requirements of supplies, equipment or contractual services submitted by the Executive Director.
- g) "Requisitions" -standard forms used by the League providing detailed information as to quantity, description, estimated price, recommended supplier, and signature authorization for requested purchases.
- h) "Purchase Orders" -official document used in committing League funds toward the purchase of supplies, equipment and contractual services.
- i) "Adequate Appropriation Balance" -sufficient fund balance which must exist in the line item appropriation of the account number against which the purchase order is to be charged.
- j) "League Property" -any item of real or personal property owned by the League.

## Part II: ADMINISTRATION

The League Executive Director or his/her designee shall act as the League purchasing agent. The Executive Director shall have the authority and it shall be his/her duty to perform except as limited by subsequent section of this policy; the following:

- a) Administer and maintain the purchasing system and other rules and regulations established by this policy and its authority.
- b) Recommend to the League such new or revised purchasing rules and regulations as desirable and in conformance with other statutory requirements, and to interpret the provisions of this policy.
- c) Negotiate and recommend execution of contracts for the purchase of supplies, equipment and contractual services.
  - ~~The ULCT Executive Director may sign contracts for budgeted items/services up to \$25,000 and for time sensitive, event related items/services with written concurrence with the ULCT Board President;~~
  - ~~The ULCT Board President may sign contracts for budgeted items/services between \$25,001 and \$50,000;~~
  - ~~Contracts exceeding \$50,001 for budgeted items/services may be signed by the ULCT Board President after being approved by the ULCT Board~~

- Contracts cannot be entered into for non-budgeted items/services.
  - [Contracts over \\$50,000 require the written concurrence of the ULCT Board President](#)
  - [Contracts over \\$100,000 require the approval of the League Board of Directors or its Officers acting on its behalf](#)
- d) Seek to obtain as full and open competition as possible on all purchases.
  - e) Keep informed of current developments in the field of purchasing.
  - f) Prescribe and maintain such forms as reasonably necessary to the operation of this policy.
  - g) Supervise the inspection of all supplies and equipment to assure conformance with specifications.
  - h) Maintain a Bidders' List, Vendors' Catalog file and other records needed for the efficient operation of the Purchasing System.
  - i) See that no purchase is made without an adequate appropriation balance.

### **Part III: COMPETITIVE BIDDING REQUIREMENTS**

Except as hereinafter provided, purchases of supplies, equipment, and letting of contracts shall follow one of the following procedures:

- A. **Formal Contract Procedure** Except as otherwise provided herein, purchases of supplies, equipment or contractual services of an estimated value greater than \$10,000.00, shall be by written contract with the lowest responsible bidder pursuant to the procedure hereinafter prescribed.
  1. **Approval of Specifications** Prior to seeking bids for equipment or contractual services having a unit cost in excess of \$10,000, action of the League Board of Directors shall be required to approve specifications and to authorize advertising for bids.
  2. **Notice Inviting Bids** Notice inviting bids shall include a general description of the articles to be purchased, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.
    - i. Published Notice Notices inviting bids shall be published at least five days before the date of the opening of the bids. Notices shall be published at least once in the newspaper of general circulation.
    - ii. Bidders' List Sealed bids shall be solicited from all responsible prospective suppliers whose names are on the Bidders' List or who have made written request that their names be added thereto.
  3. **Bid Opening Procedure** Sealed bids shall be submitted as designated in the Notice with the statement "bid for (item)" bid number, time and date on the envelope. Bids shall be opened by the League in public at the time and place stated in the public notice. A tabulation of all bids received shall be opened for public inspection during regular business hours for a period of not less than thirty days after the bid opening.
  4. **Rejection of Bids** The League shall reserve the right to accept or reject all bids or any portion thereof and waive any deficiencies in the bidding in the interest of the League.
  5. **Award of Contracts** Except as otherwise provided herein, contracts shall be awarded by the League to the lowest responsive and responsible bidder, best value bidder, or in the appropriate instance, to the highest responsive and responsive bidder whose bid meets the requirements and criteria set forth in the request for bids.
  6. **Tie Bids** If two or more bids received are for the same total amount of unit price, quality and service being equal and if the public interest will not permit the delay of the re-advertising for bids, the League shall accept the lowest bid made by and after negotiation with the Tie bidders at the time of the bid opening.
  7. **Performance Bonds** Before entering a contract the League shall have authority to require a performance bond in such amount as it shall find reasonably necessary to protect the

best interest of the League. The form and amount of said bond shall be described in the notice inviting bids.

**8. Open-Market Procedure**

a) Purchases of supplies, equipment or contractual services of an estimated value in the amount of \$9,999.00 to \$3,000.00, may be made upon Board approval in the open market pursuant to the procedure hereinafter prescribed:

- i. **Minimum Number of Bids** Open market purchases shall, whenever possible, be based on at least three (3) written bids, (price quotations).
- ii. **Solicitation of Bids** Bids (price quotations) may be solicited from prospective vendors by written or telephone requests.

b) Purchases of supplies, equipment, or contractual service, of an estimated value in the amount of \$ .00 to \$2,999.00 may be made in the open market by the Purchasing Agent without bids being solicited.

9. **Professional Service Contract Procedure** Contracts for professional services shall be awarded at the discretion of the League ~~Board of Directors~~ [Executive Director](#) to include, but not limited to, the following services: Attorney, lobbying, and convention services. Contracts shall be awarded at the discretion of the League ~~Board of Directors~~ [Executive Director](#) based on the evaluation of professional qualifications, service ability, cost of service, and other criteria deemed applicable by the League Board of Directors. [The provisions of Part II\(c\) apply to the execution of contracts for professional services.](#)

10. **Purchase of Single Vehicles by Authorization** Notwithstanding the requirements herein above contained, the Purchasing Agent, after the approval of the League Board of Directors, may make a purchase or lease of a single motor vehicle without using either the formal contract procedure or the open market procedure. In lieu of such procedures, the League shall obtain from at least three competitors, telephone bids. Having obtained such bids, the Executive Director may accept the vehicle subject only to ratification by the League Board of Directors.

**Part IV: EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS**

Contracts which by their nature are not adapted to award competitive bidding, such as contracts for items which may only be purchased from a single source, contracts for additions to and repairs and maintenance of equipment owned by the League which may be more efficiently added to, repaired or maintained by a certain person or firm, by reason of the training of the personnel, or an inventory of replacement parts maintained, shall not be subject to competitive bidding requirements of this policy.

3. Any corrections to timesheets are to be made by making a single line through the error and writing in the correction. Correction fluid and/or tape are not allowable.
4. Timesheets are to be signed and dated by the employee prior to submission to the Chief Operating Officer or Chief Financial Officer.
5. Any changes to the standing information will be submitted to third-party payroll processor with record of changes maintained by them.
6. The Chief Operating Officer or Chief Financial Officer will submit payroll for processing in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
7. Paychecks will be issued through direct deposit to employee's bank account from third party processor.
8. If the employee requests that his/her check be turned over to a third party, the request must be made in writing prior to distribution.
9. Paystubs will be available electronically and employees may access these with their own username and password combination on the payroll processing company's website.
10. The Chief Operating Officer or Chief Financial Officer will review payroll expenditures and allocations monthly.
11. All quarterly federal and state payroll reports will be prepared and filed by third party processor.
12. All W-2 statements are issued by the third-party vendor to employees prior to January 31st of the following year for the prior calendar year.
13. All 1099 forms will be issued by the third-party vendor to contractors prior to January 31st of the following year for the prior calendar year.
14. Monthly the Financial Oversight Consultant will review payroll records for compliance with ULCT policies.

#### **END OF MONTH AND FISCAL YEAR-END CLOSE**

1. The Financial Oversight Consultant will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit trail purposes.
2. At the end of each month and fiscal year end, the Financial Oversight Consultant, COO and CFO will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write- downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the COO, CFO, Financial Oversight Consultant and Executive Director, no more entries or adjustments will be made into that month or year's ledgers. The exception will be journal entries recommended by the external auditor during the external audit process. Such journal entries will be entered into the accounting system as directed by external auditors.
5. All other appropriate government filings including those required by the State of Utah Transparency website and Utah State Auditor's Office will be completed and filed with the appropriate agency.
6. [Year-end unrestricted cash balance should remain between 25-50% of the previous year's approved budget.](#)



**TO:** ULCT Board of Directors  
**FROM:** Cameron Diehl, Executive Director  
**DATE:** August 8, 2019  
**SUBJECT:** ULCT resolution process

ULCT resolutions reflect the policy priorities of the entire membership. The LPC recommends the resolutions and the general membership ratifies them at the Annual Convention. Anyone within the league can bring forward a resolution. In 2018, the ULCT Board of Directors submitted four resolutions for the membership to consider (medical marijuana, Our Schools Now, water, and housing affordability/population growth) which then became the backbone of our 2019 legislative advocacy.

For example, the Speaker of the House met with me the week after Annual to review our medical marijuana resolution line by line as part of his compromise efforts. The water resolution became the framework for three bills (HB 31, SB 17, HJR 1) and the growth resolution became the framework for two bills (SB 34, HB 119) in the 2019 legislative session.

**I) Tax resolutions:**

The ULCT membership has previously endorsed six resolutions about tax policy:

- Resolution 2005-001 on tax reform
- Resolution 2011-001 on local government tax structure
- Resolution 2012-004 on sales tax and economic development
- Resolution 2014-008 on Marketplace Fairness Act/sales tax
- Resolution 2016-003 on local property tax
- Resolution 2018-003 on motor fuel tax

**i) League staff request of the board:**

In light of the tax task force this summer, ULCT staff wants to confirm that the aforementioned tax resolutions still reflect the will of the Board of Directors. If any modifications or clarifications to these resolutions are necessary, then the board should propose the changes during the Annual Convention through the resolution process (LPC). You'll see the key provisions of those six tax resolutions in the accompanying document.

**II) Local authority resolution:**

As discussed at the June meeting, the board and staff sought to articulate the principles and virtues of city and towns government and to provide an opportunity to espouse those principles during the 2020 election cycle. We originally discussed a potential resolution. I have spoken with

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multiple league directors in other states and have some ideas for alternatives to a resolution for 2020 engagement. There may be other vehicles to articulate our principles and virtues that other state leagues have used, including: an update to the league mission statement, a training document about local authority for our members and for other stakeholders, invitations for gubernatorial candidates to attend league board meetings or other league functions, and/or questionnaires to candidates that the league would publish.



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**TO:** ULCT Board of Directors

**FROM:** Cameron Diehl, Executive Director  
& Karson Eilers, Legislative Research Analyst

**DATE:** August 8, 2019

**SUBJECT:** ULCT Tax Resolutions: Key Provisions

**Resolution 2005-001**

**2005 Utah League of Cities and Towns Resolution - 2006 Tax Reform Package**

*“WHEREAS: The municipal tax structure should be rooted in the principles of fairness, consistency, predictability, stability, sustainability, efficiency, flexibility, and effectiveness.*

*WHEREAS: A one-size tax structure does not fit all municipal situations.*

*WHEREAS: Portions of the current tax structure are obsolete and no longer represent the current service based economy.”*

**Resolution 2011-001**

**2011 Utah League of Cities and Towns Resolution – Local Government Tax Structure**

*“Now, therefore be it resolved that we, the members of the Utah League of Cities and Towns, recommend that we reaffirm the tax principles adopted in 2005. In addition, we recommend that before any statutory changes are adopted that impact municipal funding, that the Utah Legislature considers the following factors:*

- 1. Any change to municipal funding should include the comprehensive input of cities and towns to ensure that all circumstances are considered.*
- 2. Recognition that periodic evaluation of the funding tools available to local government is important.*
- 3. Recognition that a review of municipal funding sources should not be singularly focused on one portion of the funding but should be comprehensive of all available funding sources.*
- 4. Recognition that there is no one right, or fair, answers to sales tax distribution. Each formula has pro’s and con’s and must be generally supported by Utah’s cities and towns.*
- 5. Maintenance of a 50/50 distribution formula for the municipal sales tax creates stability and consistency for local governments, and has been agreed to by our membership as the suggested distribution formula and ‘hold harmless’ cities forfeited sales tax growth starting in 2005 to maintain that distribution formula.”*

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#### Resolution 2012-004

##### A Resolution of The Utah League of Cities and Towns regarding economic development and tax stability

*“NOW THEREFORE: be it resolved that the Utah League of Cities and Towns petitions for this Resolution to allow the ULCT and its staff to work with all interested parties to formulate a strategy to create long-term sustainability in local government financial tools.”*

#### Resolution 2014-008

##### Market Place Fairness Act and the Collection and Payment of Local Sales Tax Owed

*“Now, therefore, we the membership of the Utah League of Cities and Towns recommend that... We strongly oppose any attempt to restrict or hold any amount of sales tax owed to local government, and oppose any attempt to lower the current local sales tax rate.”*

#### Resolution 2016-003

##### A resolution of the Utah League of Cities and Towns regarding local property tax

*“Whereas, the costs of providing municipal services increase every year, but, with the exception of property tax received for new growth, the amount of property tax received by each local municipality each year remains essentially flat”*

*“Whereas, the only way that a local municipality can increase the amount of property tax it receives is to comply with the State “truth in taxation” requirements, which requires the municipality to publish a notice announcing that the municipality intends to increase property taxes, even though the actual tax rate may remain the same or be lower than the tax rate imposed the previous year.”*

*“Now, therefore, we the members of the Utah League of Cities and Towns Recommend and find that... Local municipalities need to be able to obtain some growth in property tax, without artificial impediments, in order to fund the increasing cost of essential municipal services, to avoid the undesirable effects of excessive dependence upon sales tax revenues and retail development.”*

#### Resolution 2018-003

##### Resolution about the motor and special fuel tax

*“THEREFORE, we, the members of the ULCT resolve that*

- 1. Cities and towns support legislative action, either through the legislature or directly by the people, that would result in an increase of the gas tax.*
- 2. Cities and towns support efforts to inform the general public about local transportation funding needs in order to repair, replace, or construct vital road infrastructure.”*