

UTAH LEAGUE OF CITIES & TOWNS
50 SOUTH 600 EAST, SUITE 150, SALT LAKE CITY, UT 84102 & VIA ZOOM
MONDAY, NOVEMBER 18, 2019 @ 12:00 – 2:15 PM (TIMES ARE APPROXIMATE)

1. **Welcome and Introductions – Council Member Mike Mendenhall, ULCT President** 12:00 PM
HANDOUT: [2019-2020 Meeting Schedule](#)
2. **Review & Approval of Minutes – Council Member Mike Mendenhall, ULCT President** 12:02 PM
ACTION: Review & Approval of Minutes
HANDOUTS: [September 12, 2019 Minutes](#) & [October 7, 2019 Minutes](#)
3. **Conflict of Interest Disclosure – Council Member Mike Mendenhall, ULCT President** 12:05 PM
ACTION: Disclosure of any potential conflict of interest with agenda items
HANDOUT: [Board of Directors Conflict of Interest Disclosure Form](#)
4. **ULCT Board & Commission Reports & Appointments – Abby Bolic, Operations & Membership Coordinator** 12:10 PM
 - National League of Cities UpdateACTION: Endorsement of SLC Council Member Fowler & Clearfield Mayor Shepherd for NLC Board
HANDOUT: None
5. **Advocacy, Engagement, & Outreach Update – Cameron Diehl, Executive Director** 12:13 PM
 - Tax Task Force Update
 - Towing Bill
 - Discussion of ULCT Legislative Priorities for 2020 Session
 - Legislative Process and Officer Outreach
 - Gubernatorial & Other 2020 OutreachACTION: Consideration of tax reform and towing legislation
HANDOUTS: [Mission, Values, & Goals: Cam Summary](#), [Roger Tew Memo](#), [Tax Task Force Concept](#), [Towing Memo](#), [Strategic Survey Summary](#), [Framing & Policy Prism](#), [List of Current Legislative Issues](#), [Proposed Legislative Process](#)
6. **FY 2020 Q1+ Financial Report (July-October 2019) – Nick Jarvis, Chief Operating Officer** 1:20 PM
ACTION: Review & Approval of FY 2020 Q1+ Report and September & October Check Registers
HANDOUTS: [FY 2020 Q1+ Financial Report](#) & [September & October Check Registers](#)
7. **ULCT Staffing – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer** 1:40 PM
 - Director of Government Relations
 - Events and Strategic Partnership Coordinator
 - Membership/Legislative Engagement CoordinatorACTION: Consideration of potential new positions
HANDOUTS: [ULCT Staffing Options Memo](#)
[Job Description: Events and Strategic Partnership Coordinator](#)
[Job Description: Membership Engagement Coordinator](#)
8. **Conference, Engagement, & Training Goals Update – Cameron Diehl, Executive Director & John Park, CEO, John Park Consulting Services** 2:00 PM
ACTION: For information and discussion only
HANDOUT: None
9. **ULCT Sponsorship Program Update – Cameron Diehl, Abby Bolic, & Rusty Facer, ULCT Intern** 2:05 PM
ACTION: For information, discussion, and call for volunteers
HANDOUT: [Current ULCT Sponsorship Program Brochure](#)
10. **Other Business** 2:10 PM
11. **Adjourn** 2:15 PM



ULCT Board of Directors Meeting Schedule 2019 - 2020

Monday, October 7, 2019

Monday, November 18, 2019

Monday, December 16, 2019

in conjunction with LPC & approval of annual audit

Wednesday, January 29, 2020 – Utah State Capitol
in conjunction with Local Officials Day at the Legislature

Monday, March 30, 2020

Discussion of budget priorities

Wednesday April 24, 2020 – St. George, UT
in conjunction with the ULCT Midyear Conference

Monday, May 18, 2020

Consideration of Tentative Budget (via Zoom)

Monday, June 15, 2020

Approval of FY 2021 Budget/public hearing

Monday, August 17, 2020

Wednesday, September 23, 2020 – Salt Palace
in conjunction with ULCT Annual Convention

MAKING LIFE BETTER



**MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
SHERATON HOTEL, 150 WEST 500 SOUTH, SALT LAKE CITY, UT 84101
THURSDAY, SEPTEMBER 12, 2019 @ 4:30PM**

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
Former Council Member Beth Holbrook, Past President, Bountiful

BOARD OF DIRECTORS

Gary Hill, Bountiful City Manager, Utah City Management Association
Council Member Jewel Allen, Grantsville
Mayor Andy Beerman, Park City
Council Member Don Christensen, West Valley
Mayor John Christensen, Mayfield Town
Council Member Brett Graham, Holladay
Mayor, Michelle Kaufusi, Provo
Council Member Erin Mendenhall, Salt Lake City
Mayor, Emily Niehaus, Moab
Mayor, Jeff Silvestrini, Millcreek
Mayor Jim Talbot, Farmington
Council Member, Dustin White, Roosevelt
Mayor, Maile Wilson Edwards, Cedar City
Mayor, Dawn Ramsey, South Jordan
Council Member Richard Barnett, Richfield
Council Member, Nicole Martin, Herriman

ULCT STAFF

Cameron Diehl, Executive Director
Abby Bolic, Operations and Membership Coordinator
Wayne Bradshaw, Director of Policy
Karson Eilers, Legislative Research Analyst
Nick Jarvis, Chief Operating Officer
Rachel Otto, Director of Government Relations
David Church, General Counsel
Meg Ryan, Land Use Academy of Utah
Roger Tew, Senior Policy Analyst
Susan Wood, Director of Communications and Training
John Hiskey, Senior Policy Advisor
Kerri Nakamura, Financial Oversight Consultant

EX-OFFICIO MEMBERS

Mayor, Len Arave, North Salt Lake
UMCA President, S. Annette Spendlove, North Ogden

VISITORS

Melinda Greenwood
Shawn Guzman
Adam Lenhard
Sarah Hodson, Get Healthy Utah
Shaleane Gee, Zions Bank
Council Member Damon Cann, North Logan
Mayor, Dawn Ramsey, South Jordan
Council Member Richard Barnett, Richfield
Council Member, Nicole Martin, Herriman
Paul Larsen, Brigham City

1. WELCOME & INTRODUCTIONS

Mayor Pike welcomed everyone and thanked the staff for a great conference and all they have done.

2. REVIEW & APPROVAL OF MINUTES

Board Member Mike Caldwell motioned to approve August 12, 2019 Meeting Minutes with the correction that Emily Niehaus was in attendance. Board Member Mayor Emily Niehaus seconded the motion.

Voting on the motion: All voting aye

Motion passed

3. CONFLICT OF INTEREST DISCLOSURE

There were none

4. ULCT BOARD & COMMISSION REPORTS & APPOINTMENTS

Abby Bolic stated that she had submitted the names of the appointments approved in the last board meeting and is just waiting to get a confirmation.

5. REVIEW & APPROVAL OF AUGUST CHECK REGISTER

Nick Jarvis presented the check register (see attached) and noted that the speaker for conference are the different items on the document.

Board Member Dustin White motioned to approve August Check Register. Board Member Mike Mendenhall seconded the motion.

Voting on the motion: All voting aye

Motion passed

6. LEGISLATIVE STRATEGY & PRIORITIES

Marijuana:

Director Diehl stated that Governor Herbert has called for a special session on Monday September 16, 2019 to fix problems with the Medical Cannabis Act. The Department of Agriculture and cannabis advocates are portraying cities as the obstacle. Diehl testified that the state did not follow their own process and offered to the committee that cannabis owners can use the ‘rip cord’ that already exists in LUDMA. The “rip cord” allows a property owner to request that the city make a land use decision or regulation with 45 day. Senator Vickers said publicly that his preference is not to preempt local government. During the last few days, the advocates have made several suggestion that are concerning to local government. As it stands, here are the options:

- 1) Support the offer of using the rip cord provision and clarifying that cannabis production and cultivation facilities are permitted uses

Pros: This option is consistent with our resolution and our principles. It would allow a city enough time to update a land use table and ensure compliance with other land use regulations just as the city would regulate any other business.

Cons: Cities are being scapegoated because of the state’s March 1 deadline and because the state did not follow their own process. The rip cord provision would ensure an expedited process but the Department of Agriculture, Libertas, and stakeholders want an even faster process. I believe they will continue to complain that cities are “dragging their feet” and will continue to pursue preemption.

Note: this concept appears in the special session bill.

- 2) General preemption of local land use authority over cannabis facilities

Pros: The main positive for us is that we will no longer be the political target of advocates who believe that we are the reason why facilities are not opening sooner.

Cons: This would violate our principles and our 2018 resolution and could create a precedent for other land uses where some legislators would like to preempt local government.

Note: this concept does not appear in the special session bill yet. There is precedent for state preemption of local government land use authority in certain circumstances, including homeless shelters and the siting of schools (traditional public and charter).

3) Limited preemption of local land use authority over cannabis facilities

Pros: This option pays lip service to local control. The concept is that the state would mandate the issuing of a temporary land use permit that would expire in two years and the licensee would sign away other property rights. The municipal regulations on the property would then apply.

Cons: This option raises many alarming questions. For example:

- It is still unclear what the standards would be for the temporary land use permit.
- Does other land use or other municipal regulations still apply? For example, can a city enforce other zoning rules, ingress/egress, inspect the property, verify compliance with other codes (i.e. electrical, plumbing, etc.), require tenant finishes, or review a site plan?
- Can an applicant waive his/her future property rights by agreeing that any rights end when the temporary permit expires?
- What happens if an applicant violates the temporary land use permit? Can the city pull a business license like they can with other businesses that violate code? What is the due process?
- Does this provision put a local government in a position to face litigation over a takings claim or be forced to eventually permit the temporary land use permittee as is?
- What is the fee schedule for a temporary land use permit?
- How can the city issue a permit within seven days that does not yet exist?

Note: this concept is in the special session bill.

The bill also has unclear language about municipal ordinances that apply to cannabis signage, eliminates most of the proximity requirements for cannabis pharmacies, reduces the proximity requirements for cannabis production/cultivation facilities, changes the waiver process, and allows for pharmacies and production/cultivation facilities to be adjacent to each other.

Next steps:

ULCT must determine our path forward this week in anticipation of the special session on September 16. The bill can be modified up until the vote on that day. I received the newest copy of the draft bill at 5 pm on September 10 and obtained permission from the bill sponsor to share it with key city leaders. I emailed it out to several of our best land use legal minds and am awaiting their feedback. The Governor and legislators are looking to us for our position.

Whether our political and legal position will be determinative in the final bill in light of the political pressure from the cannabis advocates is still unknown. On one hand, we have a policy resolution that spells out our key principles that we should fight to uphold, particularly since these land use principles could be applied to other land uses like housing or gravel pits. On the other hand, cities are being unfairly scapegoated by some advocates and a full preemption would end the scapegoating.

Board Member Damon Cann motioned to ratify Director Diehl's recommendation. Board Member Brett Graham seconded the motion.

Voting on the motion: All voting aye

Motion passed

Air Quality Resolution:

Rachel Otto stated that a Resolution on improving Utah's Air Quality was ratified by a split vote in the Legislative Policy Committee

Board Member Mike Caldwell motioned to have the state update the building code as outline in the current draft resolution. Board Member Nicole Martin seconded the motion.

Voting on the motion: All voting aye

Motion Passed

Gravel Pits:

Rachel Otto presented on issues with gravel pits

Jewel Allen stated that she has been following this for the last 2 year and agree that municipalities should have the ability to govern their own facilities.

7. ASSET INVENTORY POLICY DISCUSSION

Director Diehl introduced Shaleane Gee from Zion Bank and Joe Minicozzi

Minicozzi 's presentation was on value choice concerning Asset Inventory that municipalities might have and how they can maximize these assets by investing in their communities. Gee explained how to get the data and work with partners to get this done. She asked the question if those in the room are interested in this type of program. Mayor Caldwell stated that Ogden City struggled with their growth until Joe came in and articulated what they couldn't to get things moving in the right direction. Mayor Arave asked if this program includes air quality in the data they pull. Joe replied yes. Those in attendance were very interested in this program.

8. AMICUS BRIEF UPDATE

Based on recent input from UMAA membership, here is the updated ULCT amicus program proposal for you to consider. As a reminder, the ULCT Board of Directors adopted the original outline in January with the understanding that I would work with UMAA to further refine it. I hope to officially implement the refinements in September at the ULCT Board of Directors meeting as part of our Annual Convention.

I) ULCT Amicus Brief Subgroup (Selection Committee):

A) Membership

ULCT staff: 3, from the foursome of Cam, Dave, Rachel, and Roger

ULCT Board: 3 (note: the 2018-2019 volunteers are Millcreek Mayor Jeff Silvestrini, Cedar City Mayor Maile Wilson-Edwards, and Mayfield Mayor John Christensen).

UMAA: 3 members, either UMAA board members or their designees

B) Process of Application

A city or town must make the written request to the amicus subgroup. The city or town attorney shall submit the written request to either the ULCT Executive Director or to the ULCT General Counsel.

- Preference will be given to cases where the city is a party in the litigation.
- A city who is not a party in the litigation may still make a request on behalf of another public entity or private party.

In the written request, a city or town shall provide relevant information, including but not limited to timeline, existing briefs, and case history, and address the (IV) criteria.

C) Process of Review

A ULCT board member shall serve as chair of the amicus subgroup.

As time is of the essence in the selection process, the subgroup may meet, deliberate, and vote electronically to consider the amicus request.

The subgroup shall have at least 5 subgroup members vote to approve in order to accept the request.

The ULCT Executive Board and the Board of Directors shall be kept apprised of the subgroup's deliberations and recommendations. The Executive Board and the Board of Directors retain the authority to overrule the amicus subgroup's recommendations.

II) ULCT Amicus Brief Drafting Process

Option 1: A city or town requestor may provide a draft amicus brief for the ULCT subgroup, general counsel, or the subgroup's designee to consider, edit, sign onto, and/or submit.

Option 2: ULCT may charge a fee to the requesting city or town for the service of ULCT or a ULCT designee preparing the amicus brief.

Option 3: ULCT may contract with an attorney in municipal practice, a retired attorney with municipal expertise, or with an attorney in private practice with municipal expertise.

- UMAA and ULCT shall request volunteers from within the UMAA membership and as approved by the subgroup to be volunteer amicus drafters on behalf of UMAA and ULCT.
- The subgroup (selection committee) shall be aware of the identity of the drafter(s).
- ULCT shall first give preference to an attorney employed solely by a local government entity (or entities) and second to an attorney in private practice whose practice is exclusively on behalf of municipal government.

- The subgroup members or UMAA leadership may request that ULCT not utilize certain attorneys even if they have municipal expertise.
- The subgroup shall publicly acknowledge to their elected officials the service that the volunteer amicus drafters have rendered on behalf of ULCT and UMAA.

Regardless of who drafts the amicus brief, ULCT retains the quality control responsibility over the brief.

III) Eligibility:

A request must come from a city or town who is a member in good standing of ULCT.

The ULCT subgroup will give preference to state cases before the Utah Supreme Court. The subgroup may consider federal cases.

IV) Criteria for the subgroup to consider:

WHY ULCT SHOULD ENGAGE:

- 1) The case has general policy applicability to cities. ULCT cannot participate in every case, so the policy issue must be significant to a substantial number of cities.
- 2) The case has substantial revenue impact on cities.
- 3) What are the facts of the case?
- 4) ULCT has sufficient time and bandwidth to provide a brief.
- 5) The brief will add to what has already been submitted.
- 6) The ULCT position has a reasonable likelihood of success.
- 7) The brief is consistent with ULCT policies.
- 8) ULCT has a unique or symbolic perspective to add.

WHY ULCT SHOULD NOT ENGAGE:

- 1) There is insufficient time or bandwidth to engage.
- 2) The case has bad facts.
- 3) The position being requested is in conflict with existing ULCT policies.

- 4) The position being requested does not have consensus among ULCT members.
- 5) The legal issue can be more effectively resolved through legislation.
- 6) Pending litigation is likely to dispose of the position.

The subgroup may consider other legal, policy, and political factors in their deliberation. The subgroup may consider one, all, or a combination of the aforementioned criteria.

Board Member Gary Hill motioned to have the state update the building code as outline in the current draft resolution. Board Member Jewell Allen seconded the motion.

**Voting on the motion: All voting aye
Motion Passed**

9. GET HEALTHY UTAH: MUNICIPAL LEADER ILLUMINATION LABS

Sarah Hodson, Get Healthy Utah Executive Director stated that the mission of Get Healthy Utah is to create a culture of health through engaging multi-sector stakeholders, building partnerships, providing resources, and connecting efforts that support healthy eating and active living. Hodson stated that initiatives to improve community health are already underway in many cities. She spoke on the collective impact approach.

10. ULCT STRATEGIC PLANNING NEXT STEPS

Director Diehl stated that he is sending out a membership survey to get feedback on what they would like the ULCT to focus and work on. The board will be having a Strategic meeting on October 7, 2019. The time and place will be announced.

11. OTHER BUSINESS

None

12. CLOSED SESSION (IF NEEDED) AS PER UTAH CODE 52-4-205

None

13. ADJOURNMENT

Board Member Mike Caldwell motioned to adjourn the meeting. Board Member Damon Cann seconded the motion.

**Voting on the motion: All voting aye
The motion passed**

The meeting adjourned at 6:13 p.m.

UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING MINUTES

ISLANDS BALLROOM AT THE LIVING PLANET AQUARIUM, 12033 LONE PEAK PARKWAY, DRAPER, UT 84020 & VIA ZOOM
MONDAY, OCTOBER 7, 2019 @ 11:30 - 4:00 PM

IN ATTENDANCE:

EXECUTIVE BOARD

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

BOARD OF DIRECTORS

Council Member Jewel Allen, Grantsville
Mayor Andy Beerman, Park City
Council Member Don Christensen, West Valley
Mayor John Christensen, Mayfield Town
Mayor Julie Fulmer, Vineyard
Council Member Brett Graham, Holladay
Mayor Michelle Kaufusi, Provo
Council Member Tasha Lowery, Draper
Council Member Erin Mendenhall, Salt Lake City
Mayor Emily Niehaus, Moab
Mayor Jeff Silvestrini, Millcreek
Mayor Jim Talbot
Mayor Maile Wilson Edwards, Cedar City
Council Member Dustin White, Roosevelt
Council Member Marcia White, Ogden
Mayor Jeff Young, Richmond

EX-OFFICIO MEMBERS

ULCT Legal Counsel, David Church

ULCT STAFF

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

CONDUCTING: ULCT Board of Directors President, Council Member Mike Mendenhall, Spanish Fork

Welcome and Introductions – Council Member Mike Mendenhall, ULCT President

Conflict of Interest Disclosure – Council Member Mike Mendenhall, ULCT President

- None

Tentative Calendar of 2019-2020 Meetings – Cameron Diehl, Executive Director

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

MOTION: Mayor Andy Beerman, Park City
Approve Tentative Calendar of 2019-2020 Meetings
SECOND: Mayor Mike Caldwell, Ogden
VOTE: Unanimous Approval

ULCT Board & Commission Reports & Appointments – Abby Bolic, Operations & Membership Coordinator

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

MOTION: Council Member Brett Graham, Holladay
Support the continuation of Cedar Hills Mayor Jenny Rees on Quality Growth Commission
SECOND: Council Member Jewel Allen, Grantsville
VOTE: Unanimous Approval

Advocacy, Engagement, & Outreach Update – Cameron Diehl, Executive Director

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

ULCT Strategic Planning & Visioning Effort– Cameron Diehl, Executive Director &
Facilitator John Park, CEO, John Park Consulting Services

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

Adjourn

DRAFT



ANNUAL CONFLICT OF INTEREST DISCLOSURE 2019-2020

Personal information

Name:

Address:

Title:

ULCT POLICY

I will not place my personal interests in conflict with the interest of ULCT.

I will not directly or indirectly benefit improperly from my position or from any ULCT activity.

I will not allow any outside business or personal relationship create a conflict of interest by influencing decisions within ULCT.

I will disclose any perceived, potential, or actual conflicts of interest with the ULCT Executive Director immediately.

Please list any organization, entity, or person with which you have a personal or business relationship that you believe could present a perceived, potential, or actual conflict of interest. Mere disclosure of such a relationship may not be used as grounds for discipline or termination. (Use an additional sheet if necessary.)

Briefly describe what you believe could be the perceived, potential, or actual conflict. (Use an additional sheet if necessary.)

I ACKNOWLEDGE THAT I HAVE RECEIVED THIS DISCLOSURE & UNDERSTAND THAT I AM RESPONSIBLE FOR ADHERING TO THE PRINCIPLES HEREIN.

SIGNATURE:

Date Signed:



Cam's Summary of ULCT Mission, Values & Strategic Goals

What ULCT does:

- Legislative advocacy that is policy oriented, consensus based, outcome focused (pillar/prism)
- Biggest conventions specifically for municipal elected officials (training)
- General promoter of the value of cities to stakeholders and public (#CitiesWork)

Why ULCT does it:

- We provide legislative advocacy, policy guidance, and capacity building so that our members can make a positive difference as they lead their communities



#CitiesWork





TO: ULCT Board of Directors
FROM: Roger Tew, Senior Policy Advisor
DATE: November 18, 2019
SUBJECT: Tax reform and impact on cities and towns

I) Background

It has been nearly 18 months that the ULCT has been anticipating and preparing for the possibility of major changes in the Utah tax structure that could impact Utah cities. Following the 2018 Legislative Session we spent several months discussing the “50/50” distribution formula. Then last December, Governor Herbert unveiled his support for a massive overhaul of the entire sales tax structure.

The 2019 Legislative session was focused on the preparation of that restructuring bill - what became HB441. That bill expanded the sales tax base and dramatically lowered state and local sales tax rates. While revenue neutrality was the stated aim, we constantly pointed out that actual impact on cities would likely vary dramatically – it would be difficult to say there would be no losers. Toward the end of the session HB 441 was abruptly shelved and a new task force (The Tax Restructuring and Equalization Task Force) was created. Legislation changing the distribution formula never materialized.

II) Summer 2019

This summer has been spent with a statewide listening tour (8 separate hearings) and to date six additional task force work meetings. Throughout this process the ULCT has had a consistent message. We recognize that the focus of the task force has been on issues surrounding the state budget and state revenues. Some tax proposals would have no impact on cities. Other proposals, however, could have a “ripple effect” on city revenues. Our message was heard loud and clear by task force members and legislative leadership.

III) Chairs’ Discussion Proposal

At the last task force meeting on November 7th, an actual bill emerged. The Task Force chairs (Sen. Hillyard and Rep. Gibson) presented it as discussion draft. The bill is nearly 200 pages in length. However, the legislative staff prepared an executive summary that is attached. It is not my intent to summarize the summary. However, there are a few items that should be highlighted.

First the impact on city revenues is minimal – in fact very slightly positive. The sales tax base associated with our local rates would see limited expansion. Some new services and other

#CitiesWork

activities would be subject to taxation and there is no reduction in rates. However, any new revenue is rather modest. The bill does make food fully taxable at the state level. Note: Food has always been in our local option 1% but excluded from all the local rates. The bill makes no changes in that situation. At this point, we anticipate that food will remain excluded from the local sales tax rates for transportation, resort communities, and RAP/ZAP.

The bill does propose a new tax on fuel (except for diesel) by subjecting fuel to a state sales tax imposed at the distributor/refinery level. Diesel would be subject to a new state .10/gallon fuel tax. In my opinion, the fuel taxes are likely to see some structural modification. The objective of these new taxes is to replace some current state general fund revenue now allocated to transportation with the new fuel taxes.

IV) Constitutional Amendment

The income tax earmarking issue that was the initial premise for this study is not part of this bill. Options, including a constitutional amendment, will be discussed at next task force meeting now set for *November 25th*.

V) Summary

Given where we started last year, the direction of this proposal should be considered as a very positive development. Our goal was never new revenue – it was to avoid being harmed. To that end, this proposal is very good news.

There are still some unanswered questions about state and local transportation funding, the constitutional earmark on income tax, and food in the sales tax base for the local option sales taxes. Sources tell us that the legislature still intends to meet in special session in early December though negotiations between the House, Senate, Governor, and other stakeholders are ongoing.

Task Force Tax Restructuring Policy Proposal

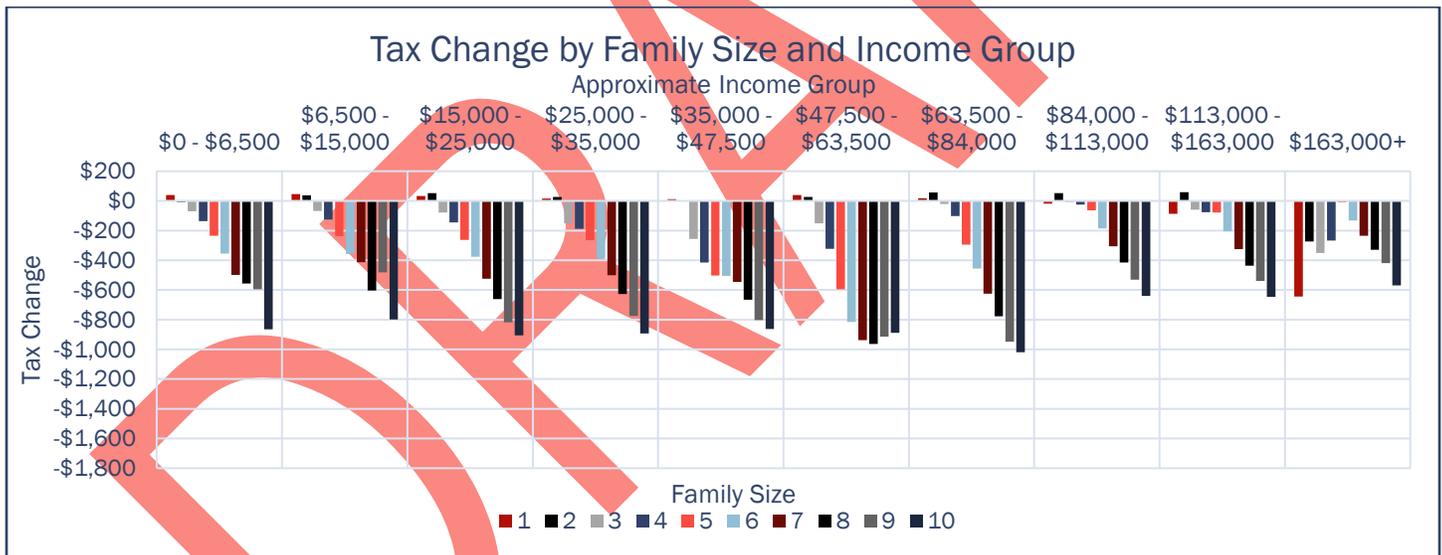
Executive Summary:

This proposal would take many steps to address the state's structural revenue imbalance. The result of these policy changes would be a tax structure with increased flexibility for the Legislature in choosing how to fund state programs and would address several policy concerns.

Budgetary Impact

- Addresses structural imbalance by increasing sales tax revenue by approximately \$570 million and decreasing income tax revenue by \$650 million
 - Results in an overall net tax reduction of approximately \$80 million.
 - A family of four making \$60,000 per year would see an estimated average total tax reduction of more than \$320 per year
- Restores funding of Higher Education to the sales tax-backed General Fund, holding Public Education harmless.
- Increases portion of transportation funding paid for by transportation user fee type taxes and reduces sales tax earmarks for transportation.
- Fully implements an Accountable Budget Process that reviews all state spending on a rolling five-year schedule.

Incidence of Tax



Policy Impact:

- The sales tax base would be increased and would better track ongoing changes in consumer expenditures.
- Impacts to lower-income and/or fixed-income residents from a higher sales tax rate on food would be mitigated by a Grocery Tax Credit, as well as an increased Utah Dependent Exemption, an Earned Income Tax Credit, and a new income tax credit for certain Social Security retirement income.
- Funding for transportation infrastructure would be partially shifted away from General Fund sources by removing an existing sales tax exemption on motor vehicle fuels to help bridge the gap until an alternative funding mechanism, such as a road user charge, is viable as a primary funding source for transportation.

Policy Summary:

This proposal includes the following policy modifications:

Reductions

Income Tax

- Reducing individual and corporate income tax rates (Lines 373 & 584)
- Expanding the “Utah Dependent Exemption” provision of the taxpayer tax credit (Line 812)
- Creating an income tax credit for certain Social Security retirement income (Line 1221)
- Establishing a state earned income tax credit (Line 1363)
- Creating a “Grocery Tax Credit” for low-to-middle-income residents (Line 1315)

Sales Tax

- Exempting feminine hygiene products from sales tax (Lines 1919 & 3772)

Expansions

Sales Tax

- Restoring the full sales tax rate on unprepared food (Line 3304)
- Expanding the sales tax base by repealing certain sales tax exemptions (Lines 3677-4496)
- Expanding the sales tax base by repealing the sales tax exemption for motor and some special fuels (Lines 3680, 4906-4988)
- Creating new excise tax on diesel rather than repealing sales tax exemption (Lines 5131-5145)
- Transitioning to direct user fees for transportation costs (Lines 5194, 5303, 5459)
- Reducing sales tax earmarks for transportation (Lines 3562-3675)
- Expanding the sales tax base by charging sales tax on certain services (Lines 3174-3279)

Other

- Increasing the state Motor Vehicle Rental Tax (Line 4992)

Budget Shifts

- Establishing meaningful funding security for education and removing the constitutional restriction on income tax
- Funding school lunch program from Education Fund and depositing the portion of the liquor mark-up that currently funds the program in the General Fund (Line 247)

Policy Description:

Reduce Individual and Corporate Income Tax Rates (Lines 373 & 584)

- Reduce the state income tax rate to 4.58%

Expand the Utah Dependent Exemption (Line 812)

- Increase the exemption amount per dependent from \$565 to \$2,500
- Credit remains 6% of exemption amount
- Phaseout rate of credit remains \$0.013 per dollar over:
 - \$14,256 for single filers
 - \$21,384 for head of household filers

- \$28,512 for joint filers
- Phaseout thresholds adjust for inflation

Create an Income Tax Credit for Social Security Income (Line 1221)

- Non-refundable tax credit equal to total Social Security income included in Adjusted Gross Income (AGI) x State Income Tax Rate (Line 1241)
- Amount of credit reduced by \$0.025 per dollar that modified AGI (including Social Security and all other income) exceeds: (Line 1251)
 - \$24,000 for married filers filing separately
 - \$30,000 for single filers
 - \$48,000 for head of household or joint filers

Create a State Earned Income Tax Credit (Line 1363)

- Refundable income tax credit to individuals identified by the Department of Workforce Services as experiencing intergenerational poverty and who claim the federal earned income tax credit (Line 347)
- Credit amount equals 10% of the federal credit amount an individual is entitled to claim (Line 1373)

Create a “Grocery Tax Credit” for Low-to-Middle-Income Residents (Line 1315)

- \$125 refundable income tax credit per household member (Line 1339)
- Phaseout rate of credit is 0.0035% of the credit per dollar above 138% of the federal poverty limit (Line 1326)
 - For households with more than five members, the phaseout begins at 138% of the federal poverty limit for five member households (Line 1355)
- For example, a family of four with a household income of up to \$35,535 per year would qualify for the full grocery credit amount (4x\$125 = \$500). That amount would be reduced for each dollar the family makes over \$35,535, with the credit phasing out entirely at \$64,106.
- In addition to the income parameters, to qualify, a claimant must:
 - Be considered a resident for income tax purposes
 - Not have been a convicted felon in state prison for any portion of the year (Line 1342)
 - File a completed form with the Tax Commission
- A separate form will be created for claimants who do not file income taxes (Line 1358)

Exempt Feminine Hygiene Products from Sales Tax (Lines 1919 & 3772)

- The current 4.85% sales tax on feminine hygiene products would no longer be charged

Restore Full State Sales Tax Rate on Food (Line 3304)

- The sales tax rate on unprepared food and food ingredients (e.g. groceries) would return to the full state sales tax rate of 4.85% from the currently reduced rate of 1.75%

Repeal Certain Exemptions

- Remove certain existing sales tax exemptions to make the sales tax a broader consumption tax
- The following exemptions would be repealed:
 - Construction materials for life science research facility (material converted to real property only) **(Line 4378)**
 - Electricity to ski resorts for lifts **(Line 4031)**
 - Vehicles used for temporary sporting events **(Line 4079)**
 - Admissions to college athletic events **(Line 4064)**
 - Textbooks purchased by a student (not including a college bookstore; seller sales primarily textbooks) **(Line 4369)**
 - Certain electricity produced from a new alternative energy source **(Line 4082)**
 - Primarily unassisted cleaning of property (coin operated laundry, etc.) **(Line 3743)**
 - Use of unassisted amusement device **(Line 4043)**
 - Vending machine food sold for \$1 or less under certain circumstances **(Line 3696)**
 - Car wash that does not include cleaning the interior of the vehicle **(Line 4458)**
 - Sales to a public transit district (includes construction materials converted to real property) **(Line 4324)**
 - Fuel sold to a common carrier railroad and used in a locomotive engine **(Line 4356)**
 - Newspapers or newspaper subscriptions **(Line 3894)**
- Reporting requirements would be established for recipients of sales tax exemptions

Repeal the Sales Tax Exemption on Motor and Special Fuel **(Lines 3680, 4906-4988)**

- Remove existing sales tax exemption on motor and some special fuels (does not include diesel or aviation fuel) to make the sales tax a broader consumption tax
- Tax would be imposed at the distributor level on the wholesale price of gasoline at the existing state sales tax rate (4.85%)
- Tax would be used to fund transportation in the medium term as a user fee until future user fee options that rely on more advanced technology become viable
 - UDOT will begin studying transition immediately **(Lines 5194, 5303, 5459)**

Create New Excise Tax on Diesel **(Lines 5131-5145)**

- Rather than repeal existing sales tax exemption on diesel, create a new excise tax on diesel of \$0.10 per gallon

Broaden the Sales Tax Base by Charging Sales Tax on Certain Additional Services **(Lines 3174-3279)**

- Include certain services in the tax base to make the sales tax a broader consumption tax and providing more similar treatment to goods and services
- Newly taxed services would be those primarily consumed by the end user to minimizing tax pyramiding

- The following services would be included in the tax base:
 - Maintenance and repair of real property (e.g. landscaping, painting, cleaning)
 - Services performed as part of a capital improvement excluded from sales tax **(Lines 1696-1702)**
 - All other maintenance and repair services subject to sales tax **(Lines 2668-2673, 3261)**
 - Installation of tangible personal property **(Lines 2037-2047, 2595)**
 - Veterinary services (with agriculture exemption)
 - Non-emergent veterinary services subject to sales tax **(Lines 2250-2260, 3268)**
 - Pet boarding services **(Line 3269)**
 - Taxi and limousine service **(Lines 2360-2367, 3262)**
 - Includes all intrastate motor vehicle transportation services except for services provided by governmental entities
 - Peer to peer ride sharing **(Lines 2360-2367, 3262)**
 - Scenic and sightseeing transportation **(Line 3263)**
 - Motor vehicle towing **(Line 3267)**
 - Parking lots and garages **(Line 3266)**
 - Miscellaneous personal services **(Lines 1915-1918, 2261-2286, 2354-2359 3270-3279)**
 - e.g. esthetics services, tanning services, body piercing, dating services
 - Streaming media **(Lines 3246-3256)**
 - Shipping and handling when part of a taxable sale **(Lines 1773-1787, 2594)**
 - Storage of tangible personal property **(Line 3264)**
- Include clarifying language to codify existing practice regarding software as a service **(Lines 2809-2812, 3257-3259)**
- Sales or use tax would be due from the end user of these services if the end user is in Utah
- Businesses (whether in-state or out-of-state) providing the services would collect and remit the tax
- All businesses will be able to retain 100% of first \$2,500 of sales taxes collected as a vendor discount **(Lines 4877-4904)**
 - Vendor discount will be 1.2% of sales tax collected between \$2,501 and \$400,000.
- Task force will consider policy options to minimize impact on cities and counties

Increase the State Motor Vehicle Rental Tax (Line 4992)

- Increase the state motor vehicle rental tax from 2.5% to 4.0%

Fund Public Education School Lunch Program from Education Fund (Line 247)

- Deposit the current funding source for school lunch, a portion of liquor markup profits, into the General Fund

Establish Meaningful Funding Security for Public Education and Remove the Constitutional Restriction on Income Tax

- Amend the Utah Constitution to allow for needed flexibility for funding all of state government
- Continue to fund public education at its current level and create an alternative, more stable, funding mechanism for public education
- Restore funding of Higher Education to the sales tax-backed General Fund, holding Public Education harmless.

Fiscal Assumptions:

Estimated revenue impacts for FY2021 are based on the most direct data accessible assuming a certain set of assumptions. Data sources include the Utah State Tax Commission, the U.S. Economic Census, the Bureau of Labor Statistics' Consumer Expenditure Survey, and information collected and analyzed by the Office of the Legislative Fiscal Analyst.

Assumptions include the following:

- Estimates for the value of tax exemptions are based on a variety of direct and indirect data sources compiled by the Utah State Tax Commission and the Office of the Legislative Fiscal Analyst. Amounts were originally calculated in FY2018 and were escalated to estimates for FY2021 using 4.6% assumed growth.
- Estimates for the revenue from services are based on the 2012 U.S. Economic Census, grown forward to FY2021 using 4.6% assumed growth.
- Tax incidence modeling assumes percent of individual income spent on certain goods and services based on data from the Consumer Expenditure Survey.
- The value of the exemption on motor and some special fuels assumes a wholesale price of between \$2.20 and \$2.30 per gallon for gasoline; the analysis applies the new sales tax rate before adding the federal and state excise taxes.
- Tax incidence modeling does not account for effect on businesses. Approximately \$50 million of the tax change will be paid by businesses. Businesses will be affected by the lower income tax rate, the sales tax on gas, a portion of the expansion of sales tax to services, a portion of the repeal of sales tax exemptions, and the restored sales tax on food. Businesses account for approximately 31% of purchased gasoline; we do not have reliable data on the percentage of food or certain services purchased by businesses. Change in business tax incidence may affect consumers if businesses raise or lower their prices due to tax changes.
- The average decrease in total tax incidence may be slightly inflated due to the exclusion of non-resident filers in the average calculations of the Grocery Tax Credit.
- The average decrease in household tax incidence is a sum of each individual component, independent of the other components of the proposal. A simultaneous model, including interaction between the components, may slightly change household tax incidence.
- All fiscal estimates are preliminary based on existing forecasts and are subject to change as forecasts are updated and models refined. Final fiscal impact will be determined on the fiscal note for a numbered bill.

11/7/19 Update - Fiscal Impact:

Options*	Est. Total Impact FY21	Est. Ind. Impact FY21	Est. Bus. Impact FY21
Income Tax			
Reduce income tax rate (4.58%)	(\$407,000,000)	(\$364,000,000)	(\$43,000,000)
Expand Utah Dependent Personal Exemption	(\$95,000,000)	(\$95,000,000)	
Create Social Security credit	(\$18,000,000)	(\$18,000,000)	
Create Earned Income Tax Credit	(\$6,000,000)	(\$6,000,000)	
Create Grocery credit	(\$125,000,000)	(\$125,000,000)	
Total	(\$651,000,000)	(\$608,000,000)	(\$43,000,000)
Sales/Other Tax			
Exempt feminine hygiene products from sales tax	(\$1,500,000)	(\$1,500,000)	
Restore full sales tax on food	\$250,000,000	\$250,000,000	
Repeal certain exemptions	\$13,000,000		\$13,000,000
Sales tax on motor fuel/excise tax on diesel	\$215,000,000	\$148,000,000	\$67,000,000
Tax certain services	\$75,000,000	\$75,000,000	
Increase motor vehicle rental tax	\$4,500,000	\$4,500,000	
Modified vendor discount	\$15,000,000		\$15,000,000
Total	\$571,000,000	\$476,000,000	\$95,000,000
Budget Shifts			
Fund school lunch from Education Fund (\$55M shift)			
Net fiscal impact	(\$80,000,000)	(\$132,000,000)	\$52,000,000

*Proposal also includes a constitutional amendment to remove spending restrictions for income tax revenue.



TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
DATE: November 14, 2019
SUBJECT: Towing legislation

I) Legislative History

For the past several years, ULCT has battled over towing laws at the legislature. In August, Rep. Cory Maloy approached ULCT to try to find consensus on towing legislation. He indicated his intent to provide for minimum standards for towing signage. We have successfully negotiated on multiple bills in the past that attempted to modify local towing rotations, land use requirements, or other facets of state law. The Towing Advisory Board existed for two years as a venue to resolve towing policy concerns and Ogden Assistant City Attorney Mark Stratford and Provo Assistant City Attorney Brian Jones represented ULCT thereon. Despite those lobbying successes, we have heard repeatedly from legislators who have urged us to find consensus on uniform signage.

Rep. Maloy met with ULCT and with Ogden City Attorney Gary Williams several times since August to work on legislation about minimum standards for towing signage. The draft bill reflects their discussion and Rep. Maloy has requested ULCT support, ideally in time for the November legislative interim meetings on November 20.

II) Draft Bill

The draft bill sets minimum standards and still allows that cities could enact more specific towing requirements so long as the ordinance did not conflict with state code. In addition to the signage provisions, the bill authorizes towers to patrol private property and initiate a tow which would preempt some local ordinances.

The bill introduces three parking lot towing scenarios: (1) a patrolled lot where the contract tower can initiate the tow itself, (2) a signed lot where the tower is called out by the owner on a case by case basis, and (3) an unsigned parking lot. Where the entrance to the parking lot is undefined, signage must be placed every 40 feet or less. The bill also preserves municipal authority to tow cars from a parking lot as a nuisance abatement.

Patrolled lot: the bill would require uniform signage on the perimeter of the lot identifying the tower who patrols the lot and their contact information. The tower can tow a vehicle consistent with the contract with the property owner without acquiring additional permission from the property owner at the time of the towing.

Signed lot, case by case: the tower may not patrol the lot, monitor the property, act as the owner's agent, or tow without the owner's request. While uniform signage is required, no specific tower must be identified on the sign.

Lots without uniform signage: the bill requires written notice to be placed on the driver's side window for 24 hours before the tow can occur.

The bill requires two signs of a certain size on every relevant property. The bill also authorizes an affirmative defense for towers for claims arising from the towing of a vehicle from property that met the signage requirement.

In sum, the bill would control signage on the entrances of the parking lot but is silent about specific parking instructions within the lot. This provision would effectively preempt local signage rules for entrances to a parking lot and would preempt local ordinances that preclude patrolled towing. However, the bill would not impact local signage standards on the interior of the parking lot.

III) Staff Recommendation

Politically, there is legislative fatigue about battles over towing and ULCT expends significant political capital on the issue every session. While that is not a reason to not continue a political battle over principles, ULCT staff also recognizes the good faith negotiations this fall between Rep. Maloy and Ogden representatives. ULCT views all proposed legislation through our prism of principles. The prism asks whether a bill respects the traditional role of cities, creates a one-size-fits-all approach to cities, or results in an unfunded or unworkable mandate.

After outreach to multiple cities with histories of towing political battles, ULCT staff recommends supporting the proposed compromise language around minimum signage standards. Additionally, there are a handful of technical amendments that ULCT will propose would improve the bill without altering the underlying compromise proposal over signage. That said, multiple cities raised concerns about the language that would preempt local ordinances precluding patrolled towing. As such, ULCT staff recommends that the board endorse the signage portion of the current draft bill but oppose the language that would preempt local ordinances precluding patrolled towing.

2019 ULCT Strategic Survey Summary

TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director and Karson Eilers, Legislative Research Analyst
DATE: November 14, 2019
SUBJECT: Review of 2019 Strategic Summary Legislative Results

Introduction

In the spring of 2017, ULCT surveyed members to better understand what their priorities for the organization were. The ULCT Board of Directors and staff have worked diligently to align resources accordingly. Two years on, staff has circulated another survey to gauge whether members' priorities have shifted. Generally speaking, the results from this year's survey do not differ significantly from 2017. The 2019 survey had 105 responses, broken down by city size in the table below.

	Staff	Elected	Total
1st Class	12	4	16
2nd Class	5	3	8
3rd Class	17	14	31
4th Class	5	9	14
5th Class	12	15	27
Towns	4	5	9
Total	55	50	105

Legislative Advocacy

The final part of the survey approached legislative advocacy and outreach. Respondents were asked to rank the most important reasons for ULCT consider when opposing legislation that negatively affects municipalities. The aggregate ranking resulted in surprisingly narrow margin of difference.

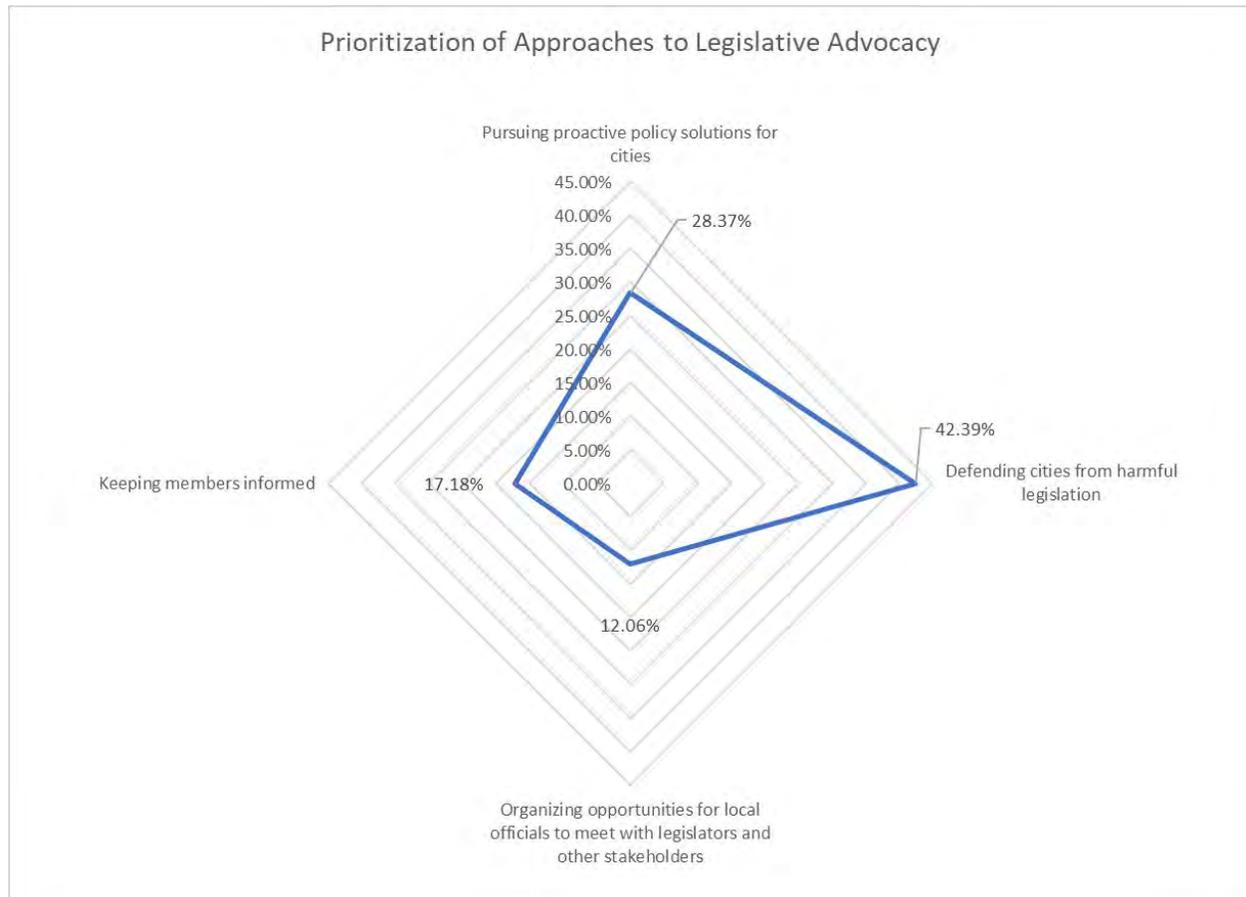
Average ranking of factors to consider when opposing legislation:	
The bill interferes with a traditional role of municipal government (preemption)	3.19
The bill restricts legal authority of elected officials (undermines local authority)	3.29
The bill has a negative fiscal impact on municipalities (unfunded mandate)	3.50
The bill restricts municipal functions or services (undermines local authority)	3.54
The bill preempts a subject matter that municipalities have regulated (reactive preemption)	4.48
The bill impacts all municipalities to some degree (scope)	5.32
The bill preempts a subject matter that municipalities have not yet regulated (presumptive preemption)	5.95
The bill impacts a handful of municipalities to some degree (scope)	6.73

To further dial in on the policy value question, the survey asked how respondents felt about compromising on a local government principal if no city/town was harmed and some would benefit. The question didn't give any example of when such a case would occur to strictly evaluate the principle at question.

"Would you consider it problematic if the League didn't oppose a policy which compromises a core principle position but doesn't harm any cities/towns and provides a benefit to at least some cities/towns?"							
	Grand Total	1st Class	2nd Class	3rd Class	4th Class	5th Class	Towns
Yes	41%	38%	75%	48%	27%	37%	36%
No	24%	13%	13%	23%	27%	37%	18%
Uncertain	34%	50%	13%	29%	47%	27%	45%

The results demonstrated a significant feeling of uncertainty across most sizes of municipality, except for cities of the 2nd class, who felt more comfortable with compromise than others.

Next, ULCT staff identified 4 broad objectives in legislative strategy. Given the ever-increasing number of bills that affect municipalities and a finite staff bandwidth, these objectives are often in conflict. Survey respondents identified "defending cities from harmful legislation" as their most important policy objective, followed by "pursuing proactive policy solutions for cities."





TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
DATE: November 14, 2019
SUBJECT: Framing & Policy Prism

Framing statements about legislative advocacy: respect, collaborate, outcomes

- If everything is a priority, then nothing is a priority
- Focus on where ULCT involvement makes the most impact
- Finite political capital at the capitol
- Finite staff bandwidth
- Don't get involved in inter-city conflicts unless there's an overarching policy issue at play
- Improve internal process for proactive policy discussion and solutions and dialogue with affiliates during interim

Prism for how we evaluate legislation:

- 1) Does it respect the traditional role of cities and towns?
- 2) Is the bill a one-size-fits-all approach or does it provide flexibility for cities to meet their unique needs?
- 3) Does the bill result in an unfunded or unworkable mandate on cities and towns?

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TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
DATE: November 14, 2019
SUBJECT: List of Current Legislative Issues

What we are proactively working on for 2020:

Staff recommended top 3 priorities as of 11/18: tax reform, land use damages, water (conservation mandates, legal rights)

- *What other potential issues could be top ULCT priorities?*

Here is the list of categories and specific issues that are on our radar for the 2020 legislative session. All of the categories are based on resolutions that the ULCT membership has endorsed at recent Annual Conventions. Issues arose from previous legislation, from internal caucus or board dialogue, or from other stakeholders.

Ensuring sustainable municipal finance (resolutions)

- Tax reform, special session and beyond, “ripple effects” (Board of Directors)
- Expansion of transient room tax uses (caucus)
- Truth in Taxation (resolution) (TBD)

Prioritizing community first economic development (resolution)

- GOED strategic planning (resolution)
- RDA Association, property tax levy (TBD)
- Rural economic development and workforce housing incentives

Preserving traditional municipal authority over land use and balancing the needs of today’s and tomorrow’s residents (resolution)

- *Planning for a variety of housing (resolution)*
- Affordable housing state investment (resolution)
- Public assets inventory (Board of Directors)
- Workforce housing in resort communities (resolution)
- Transit oriented development and affordable housing (resolution)
- Medical cannabis (resolution)
- Towing signage
- Billboards (resolution) (TBD)

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- *Land Use Task Force 2019*
 - Oppose state efforts to penalize municipal leaders for land use decisions (resolution)
 - gravel pits
 - subdivisions modernization
 - Stormwater permit revisions and low impact development requirements

Investing in state and local transportation funding for a variety of modes (resolution)

- 5th fifth county local option sales tax for transit (TBD)
- Transportation Utility Fee
- Motor fuel tax investment and formula (resolution) (TBD)
- Transit TIF investment (resolution)
- Ongoing TLC appropriations (resolution)

Protecting water rights and quality and conserving and developing water resources (resolutions)

- Water audit
- water banking
- secondary water metering (oppose)

Providing for the health, public safety, and welfare of our residents (state constitution, statute, case law)

- Public safety retirement state funding source (awaiting UCMA board input)
- EMS (Logan) (TBD)
- Pre-trial and JRI (TBD)
- Asset forfeiture (TBD)
- Red flag law (TBD)
- Funding and mitigation for public safety around homeless resource centers (TBD)

Improving air quality (resolution)

- Energy audits of homes
- Transit funding

Ensuring effective local governance

- Appointment process for council vacancies
- GRAMA and vexatious requesters
- Open meetings amendments



TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
DATE: November 14, 2019
SUBJECT: Proposed Legislative Process

ULCT staff has worked on these modifications, and we anticipate further improvements after we hire a new Director of Government Relations.

ULCT legislative process during the session

January-March (session):

- Weekly phone calls or in person meetings with officers and ULCT senior staff
- Staff and officers coordinate the LPC agenda, and provide time each week for LPC members to raise bills for one of the three following requests:
 - 1) Simple endorsement of a bill (yellow)
 - 2) Medium level engagement (orange)
 - 3) Full engagement and high priority (red)
 - If the LPC or board does not direct us to re-prioritize, then we proceed as planned

Proposed process in 2020 offseason (this proposal will be refined in the months to come)

- March/April: cities, COMs, caucuses, affiliates, board members prepare their top policy and non-appropriations priorities for league board to consider
 - Framework of questions: (still needs refining)
 - 1) What is the problem you are trying to solve?
 - 2) How does the problem impact cities?
 - 3) What are the potential practical and feasible solutions, legislative or otherwise?
- May: staff reviews suggestions, sends survey to members and presents to board; coordinates with interim committees
- June: board adopts top priorities and then staff reports back to LPC, LPC/caucuses TBD
- July/Aug: LPC/caucuses TBD
- September: Annual Convention and relevant resolutions
- Oct/Dec: LPC/caucuses TBD; ULCT finalizes positions on proactive legislation prior to the session
- TBD: Strategy for how to approach governance by task force during the 2020 interim

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TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: November 13, 2019
SUBJECT: FY 2020 Q1+ Financial Report

Attached please find a ULCT FY 2020 Q1+ unaudited actual income and expenses compared to budget. This report covers the period July 1, 2019 to October 31, 2020.

Revenue

Overall, by the end of this period, the League has collected 72% of all revenue budgeted for the year.

63% of ULCT annual budgeted revenue derives from **Membership Dues**. Membership dues were just over 98% collected by the end of Q1+. All cities and towns have indicated that they will participate with ULCT this year and management expects to collect 100% of dues by the end of Q2.

The ULCT's budgeted revenue for **Registration Fees** is 16% of total revenue budgeted. By the end of this period, ULCT received 44% of the registration fee revenue budgeted. ULCT still has three major events that will collect registration fees (Elected Officials' Essentials, Local Officials Day, and Midyear), and we hope to collect 100% by the end of the fiscal year.

Donation and Advertising revenue accounts for 13% of annual budgeted revenue, and the League has collected only 3% of that expected revenue. However, this is not unusual because invoices will be sent to sponsors in January, and the vast majority of this revenue will be collected in Q3. Our updated sponsorship program will help to ensure revenue in this category remains healthy.

Exhibit Space revenue at the end of Q1+ is 58% of budget. Staff expects to collect the remaining budgeted revenue in this category at the April Midyear Conference at the Dixie Center, and hopes to collect over 100% of anticipated revenue in this category because of exhibit space expansion and record-breaking booth sales at the Annual Convention.

112% of **Grants and Special Project** revenue was collected in this period. ULCT budgeted \$15,000 based on grants already approved for the Land Use Academy of Utah by the Office of the Property Rights Ombudsman. We have continued to apply for LUAU funds through the OPR process. However, turnover in that office and reforms to the application process are factors in what we can continue to expect for this fiscal year. We hope to know more in the near future and will keep you updated.

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Expenditures

Overall, actual Q1+ expenditures are 37% of what was budgeted for FY 2020.

Personnel Services

Expenditures for Personnel Services account for 45% of overall ULCT budgeted spending. So far, ULCT has spent 36% of what has been budgeted. This is just over what we would expect to have expended in the first four months. Staff is looking into the exact cause, but this is likely due to more employees using their cafeteria plan to purchase health insurance (allocated to benefits) rather than taking it as cash (allocated to salary). It should be noted that the hiring of a new Director of Government Relations and the possible authorization to create any additional positions could cause staff to come to the board with a budget amendment in the future.

Operating & Program Expenses

This category accounts for 51% of budgeted expenditures, and actual expenditures for this period in are 39% of budget for the year. Staff expects to be on budget in this category and it is here where staff has identified potential savings as a stop-gap solution to help fund any increased personnel expenditures in this fiscal year. As expressed in the October Board retreat, the line-item “Convention Programming” is a potential area for savings, as well as other large items like “Food & Beverage” and “Facility Rent/Setup.” Real proposals to any changes in these items will be discussed in the “Staffing” portion of this (November 18, 2019) meeting. You will notice that “Special Equipment Rental” is significantly overbudget. This is since staging and audio/visual for the Annual Convention was previously serviced by the venue and classified under “Facility Rent/Setup” which you will notice is significantly under budget. You will also notice that “Credit Card/Bank Fees” is also high. This is only the second year that this line item has appeared in the budget, as these fees were previously absorbed elsewhere, and the FY 2020 amount was based on the previous year, which was essentially a guess. Staff will monitor the cost of accepting credit card transactions in order to more accurately budget for FY 2021. Another, possibly larger factor in this line item being high for this fiscal year is the timing some payments from last fiscal year that appear in our unaudited FY 2020 numbers. This will be resolved in the FY 2019 audit that will be presented to the board at the next meeting (December 16, 2019).

Grants and Special Projects

Expenditures in this category are at 31% of the FY 2020 budget. The largest sub-category here is the “Website Redesign” which, if under budget as expected, could provide potential savings for personnel as well.

Miscellaneous

We are over budget in this small category. This is due to several payments to the IRS for payroll taxes not paid in the period under the prior administration.

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Capital

Nothing has been expended in the “Capitol Outlay” portion of the budget, though staff expects to make some expenditures here related to special assessments related to the update of common areas in our condo association i.e., our restrooms.

Conclusion

The ULCT finances are in good shape. While staffing changes may impact this fiscal year and beyond, staff is confident that the robust fiscal health of the organization built over the last three years will enable the League to tackle these challenges.

MAKING LIFE BETTER

UTAH LEAGUE OF CITIES AND TOWNS
FY 2020 to October 31, 2019

REVENUES	FY 2020 ADOPTED BUDGET	FY 2020 Q1+	Difference FY 2020 Budget to Actual	%
				Collected
General Revenue				
Membership Dues	\$ 1,816,000	\$ 1,795,849	\$ (20,151)	98.9%
Registration Fees	\$ 460,000	\$ 201,353	\$ (258,647)	43.8%
Donations & Advertising	\$ 388,000	\$ 12,380	\$ (375,620)	3.2%
Exhibit Space	\$ 85,000	\$ 49,240	\$ (35,760)	57.9%
Grants & Contracts	\$ -	\$ -	\$ -	-
Interest	\$ 30,000	\$ 15,955	\$ (14,045)	53.2%
Publications	\$ 15,000	\$ 1,882	\$ (13,118)	12.5%
Miscellaneous Income	\$ 5,000	\$ 675	\$ (4,325)	13.5%
Reserves	\$ 80,000	\$ -	\$ (80,000)	0.0%
Rental Income	\$ -	\$ -	\$ -	-
General Revenue	\$ 2,879,000	\$ 2,077,334	\$ (801,666)	72.2%
Grants & Special Projects				
Grants-Active & Healthy Communities	\$ -	\$ -	\$ -	-
Grants-LUAU	\$ 15,000	\$ 16,754	\$ 1,754	111.7%
Grants & Special Projects	\$ 15,000	\$ 16,754	\$ 1,754	111.7%
TOTAL REVENUE	\$ 2,894,000	\$ 2,094,088	\$ (799,912)	72.4%

EXPENSES

EXPENSES	FY 2020 ADOPTED BUDGET	FY 2020 Q1+	Difference FY 2020 Budget to Actual	% Expended
Personnel Services				
Employee Benefits	\$ 306,000	\$ 122,340	\$ 183,660	40.0%
Staff Salaries	\$ 706,000	\$ 247,297	\$ 458,703	35.0%
Contract Labor	\$ 270,000	\$ 90,173	\$ 179,827	33.4%
Car Expense	\$ 9,000	\$ 3,000	\$ 6,000	33.3%
Personnel Services Subtotal	\$ 1,291,000	\$ 462,810	\$ 822,190	35.8%
Operating & Program Expenses				
Database Maintenance	\$ -	\$ -	\$ -	-
Dues and Subscriptions	\$ 75,000	\$ 19,395	\$ 55,605	25.9%
Staff Training & Tuition Aid	\$ 16,000	\$ 8,409	\$ 7,591	52.6%
Travel and Lodging	\$ 70,000	\$ 34,137	\$ 35,863	48.8%
Office Supplies	\$ 13,000	\$ 2,324	\$ 10,676	17.9%
Postage and Freight	\$ 5,000	\$ 771	\$ 4,229	15.4%
Printing Expense	\$ 70,000	\$ 12,365	\$ 57,635	17.7%
Equipment purchases	\$ 10,000	\$ -	\$ 10,000	0.0%
Equipment Repairs and Maint.	\$ 4,000	\$ 2,727	\$ 1,273	68.2%
Building Repairs & Condo Dues	\$ 17,500	\$ 13,914	\$ 3,586	79.5%
Building Utilities	\$ 8,000	\$ 863	\$ 7,137	10.8%
Telephone-Internet Expense	\$ 13,000	\$ 655	\$ 12,345	5.0%
Convention Programming	\$ 260,000	\$ 65,472	\$ 194,528	25.2%
Facility Rent/Setup	\$ 215,000	\$ 11,676	\$ 203,324	5.4%
Food & Beverage	\$ 430,000	\$ 227,876	\$ 202,124	53.0%
Accounting Expenses	\$ 47,000	\$ 20,500	\$ 26,500	43.6%
Legal Expense	\$ 36,000	\$ 9,000	\$ 27,000	25.0%
Speakers Fee/Honorariums	\$ -	\$ -	\$ -	-
Computer Services	\$ 26,000	\$ 9,638	\$ 16,362	37.1%
League Relations (Marketing)	\$ 5,000	\$ -	\$ 5,000	0.0%
Library	\$ -	\$ -	\$ -	-
Insurance	\$ 9,000	\$ 7,726	\$ 1,274	85.8%
Spec. Equip. Rental	\$ 32,500	\$ 85,480	\$ (52,980)	263.0%
League Office Lease Payment	\$ -	\$ -	\$ -	-
Board Expenses	\$ 10,000	\$ 6,186	\$ 3,814	61.9%
Credit Card Processing/Bank Fees	\$ 33,000	\$ 33,185	\$ (185)	100.6%
<i>Policy Research</i>	\$ 45,000	\$ 10,000	\$ 35,000	22.2%
<i>Amicus Brief Program</i>	\$ 5,000	\$ -	\$ 5,000	0.0%
<i>Digital Publication</i>	\$ 5,000	\$ -	\$ 5,000	0.0%
<i>Muniversity</i>	\$ 20,000	\$ -	\$ 20,000	0.0%
Operating & Program Exp. Subtotal	\$ 1,480,000	\$ 582,298	\$ 897,702	39.3%

EXPENSES	FY 2020 ADOPTED BUDGET	FY 2020 Q1+	Difference FY 2020 Budget to Actual	% Expended
Grants & Special Projects				
Special Project-LUAU	\$ 15,000	\$ -	\$ 15,000	0.0%
Special Project-Making Life Better	\$ -	\$ -	\$ -	-
Special Projects-IHC Wellness	\$ -	\$ -	\$ -	-
Tax Book & Resources	\$ 12,000	\$ -	\$ 12,000	0.0%
Essay Contest Expenses	\$ 5,000	\$ 3,000	\$ 2,000	60.0%
<i>Website Redesign</i>	\$ 80,000	\$ 32,070	\$ 47,930	40.1%
			\$ -	
Grants & Special Projects Subtotal	\$ 112,000	\$ 35,070	\$ 76,930	31.3%
Miscellaneous				
Miscellaneous	\$ 1,000	\$ 1,785	\$ (785)	178.5%
Transfer to Fund Balance	\$ -	\$ -	\$ -	-
Contingency Reserve	\$ -	\$ -	\$ -	-
Miscellaneous Subtotal	\$ 1,000	\$ 1,785	\$ (785)	178.5%
Capital				
Capital Outlay	\$ 10,000	\$ -	\$ 10,000	0.0%
Capital Improvements - Office remodel	\$ -	\$ -	\$ -	-
			\$ -	
Capital Subtotal	\$ 10,000	\$ -	\$ 10,000	0.0%
TOTAL EXPENSES	\$ 2,894,000	\$ 1,081,963	\$ 1,812,037	37.4%
TOTAL ALL REVENUES	\$ 2,894,000	\$ 2,094,088	\$ (799,912)	72.4%
REVENUES (Under) Over EXPENSES	\$ -	\$ 1,012,125		

Utah League of Cities and Towns

CHECK DETAIL

September 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
51-1111 ZIONS BANK CHECKING						
09/03/2019	Check	100099	David Church		R	-3,000.00
				CHECK 100099 CHECK		3,000.00
09/05/2019	Check		National Payroll Services		R	-10,938.33
				UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIES REF # 019248001463056		-10,938.33
09/06/2019	Check	37669	Abby Bolic		R	-25.72
				Pick up Annual supplies-Layton		25.72
09/06/2019	Check	37670	DS Accounting Services		R	-2,000.00
				Invoice #: 2019-0114 Monthly accounting		2,000.00
09/06/2019	Check	37675	John Hiskey		R	-5,000.00
				Consulting- Lobbying August 2019		5,000.00
09/06/2019	Check	37674	In the Event		R	-1,786.40
				Annual Convention equipment rental/labor Contract #: 60397 Project #: 465		1,786.40
09/06/2019	Check	37673	In the Event		R	-63,155.50
				Annual Convention equipment rental/labor Contract #: 60397 Project #: 281		63,155.50
09/06/2019	Check	37672	In the Event		R	-8,160.00
				Annual Convention equipment rental/labor Contract #: 60397 Project #: 165		8,160.00
09/06/2019	Check	37676	LexisNexis		R	-46.45
				Invoice #: 3092176945 Legal Research Software		46.45
09/06/2019	Check	37679	Rocky Mountain Power		R	-281.58
				August		281.58

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Electricity Bill		
09/06/2019	Check	37680	Sixth East Condo Association		R	-1,800.00
				Invoice #: 1197		900.00
				Condo Association Monthly Fee		
				Invoice #: 1205		900.00
				Condo Association Monthly Fee		
09/06/2019	Check	37681	Spatafore Design		R	-2,510.00
				Invoice #: 13535 Job No. ULC542B		2,510.00
				ULCT Convention Materials (cover image design, 2web ads, agenda, badges)		
				Partial payment		
09/06/2019	Check	37682	Vanguard Cleaning Systems		R	-460.00
				Invoice #: 120553		460.00
				Monthly cleaning		
09/06/2019	Check	37683	Yates Vocal Studio		R	-400.00
				Annual national anthem singer		400.00
09/06/2019	Check	37677	Meg Ryan		R	-158.16
				Rural mtg CDO office		138.78
				Ivory Homes mtg		
				ULI training WFRC		
				ULI event Layton City Hall		
				Ivory Homes mtg		
				DWS/MAG mtg Orem		
				parking 8/6 ULI mtg		14.50
				parking OPR grant selection mtg		
				Cake for LUTF mtg Wilf		4.88
				Sommerkohn retirement		
09/06/2019	Check	37671	Five Stone		R	-12,500.00
				Invoice #: 0000162		12,500.00
09/06/2019	Check	37678	PSAV		R	0.00
				Voided		0.00
				Quote #: 3462-2539		
				Sheraton Audio Visuals		
09/12/2019	Check	100101	Zions Bank		R	-7,813.56
				CREDIT CARD ECS		186.24
				9044021947PAYMEN CREDIT		
				CARD ECS 9044021947PAYMENT		
				WEB043000097315996ACCOUNT		
				CONTROL REF #		
				019255006035920		
						13.41
						316.77
						1,043.50
						2,377.55
						110.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						3,514.85
						128.89
						115.50
						6.85
09/16/2019	Check	37693	Utopia Fiber		R	-435.00
				Invoice #: 402581		435.00
				Monthly Internet		
09/16/2019	Check	37684	Access		R	-237.49
				Invoice #: 7663444		237.49
				Monthly Storage Unit		
09/16/2019	Check	37689	Gold Star Awards and Engraving, Inc		R	-376.66
				Gavel and box engraving for Mayor Pike gift		376.66
09/18/2019	Check	37685	Carr Printing		R	-251.00
				Name Tags		251.00
09/18/2019	Check	37686	Condie Entertainment		R	-4,675.38
				Catering-Don Felder-The Depot- September 13		690.38
				Invoice #: 1833		
				Additional Production		3,985.00
				Requirements- Don Felder-The Depot-Sept 13		
				Invoice #: 1833		
09/18/2019	Check	37687	Executech		R	-1,191.52
				Computer services		476.52
				Invoice #: 137951		
				Computer services		715.00
				Invoice #:EXEC-66052		
09/18/2019	Check	37688	Fast Forward Productions		R	-9,630.00
				Invoice #: 1920		9,630.00
				ULCT- Council Mayors Retiring		
09/18/2019	Check	37691	Public Employees Health Program		R	-594.64
				August Employee Premium		594.64
09/18/2019	Check	37692	SmartMouth Communications	CHECK 37378 CHECK	R	-250.00
				Invoice #: 9092		250.00
09/18/2019	Check	37694	Vanguard Cleaning Systems		R	-68.21
				Invoice #: 120662		68.21
				Cleaning Supplies		
09/18/2019	Check	37690	Nick Jarvis		R	-88.78
				Office supplies and food		88.78

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
09/19/2019	Check	100100		UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIE REF # 019261010218347	R	-10,938.23 -10,938.23

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

Name: VISA-Abby

Card Number: VISA

RECEIPTS	DATE	TO	AMOUNT	BUSINESS PURPOSE	Class	REALLOCATE TO	Common Reallocation A	Account Name	Total
YES	8/23/2019	TST* EVEN STEVE	\$118.65	Staff lunch		4282	4241	Office Supplies	\$491.71
RECURRING	8/23/2019	SoundCloud Inc3	\$16.00	Recurring		4210	4610	MISC	\$33.06
YES	8/23/2019	1800 GOT JUNKS	\$4,005.60	Storage clean out		4255	4740	Equipment	\$449.00
RECURRING	8/23/2019	ADOBE *CREATIV	\$86.19	Recurring		4210	4282	Food-Admin	\$489.63
RECURRING	8/25/2019	EIG*CONSTANTC	\$134.69	Recurring		4210	4210	Dues & Subscrip	\$1,283.23
YES	8/26/2019	MARCO PROMOT	\$658.22	Convention Supplies	Annual	4251	4255	Building Repairs	\$4,005.60
RECURRING	8/26/2019	ADOBE *ACROPR	\$16.15	Recurring		4210	4280	Facility Rent and	\$262.50
YES	8/26/2019	AMZN Mktp US*	\$8.69	Office supplies		4241	4280	Facility Rent and	\$3,034.80
YES	8/27/2019	AMZN Mktp US*	\$39.99	Office supplies		4241	4280	Facility Rent and	\$50.00
RECURRING	8/27/2019	Intuit *QuickBoo	\$75.43	Recurring		4210	4620	Board Expense	\$2,160.00
YES	8/27/2019	CKO*Catchbox12	\$449.00	Audio equipment		4740	4251	Supplies-Annual	\$3,458.50
YES	8/28/2019	CAFE ZUPAS ONL	\$257.42	LUTF Lunch		4282	4510	Entertainment	\$4,600.00
RECURRING	8/30/2019	ADOBE *PHOTO	\$10.76	Recurring		4210	4520	Special Equipme	\$4,406.00
YES	8/30/2019	CAPITOL PRESER	\$262.50	Room rental	LOD	4280	4247	Printing (annual)	\$834.50
YES	8/31/2019	FACEBK SJ9GQN	\$33.06	Advertisement		4610		TOTAL:	\$25,558.53
RECURRING	9/1/2019	STOR-N-LOCK #9	\$202.00	Recurring		4210			
YES	9/1/2019	AMZN MKTP US*	\$498.00	Convention Supplies	Annual	4251			
YES	9/4/2019	AMZN MKTP US*	\$9.89	Convention Supplies	Annual	4251			
YES	9/4/2019	Amazon.com*MI	\$31.63	Convention Supplies	Annual	4251			
YES	9/5/2019	REAL SALT LAKE8	\$4,600.00	Entertainment	Annual	4510			
RECURRING	9/5/2019	ADOBE *ACROPR	\$16.15	Recurring		4210			
YES	9/5/2019	PAYPAL *SILENTS	\$600.00	Convention Supplies	Annual	4251			
YES	9/6/2019	SWEETWATER SC	\$299.98	Convention Supplies	Annual	4251			
YES	9/6/2019	TRADE SHOW IN'	\$4,406.00	Equipment Rental	Annual	4520			
RECURRING	9/6/2019	X MISSION801-5	\$349.70	Recurring		4210			
YES	9/7/2019	AMZN Mktp US*	\$16.32	Office Supplies		4241			
RECURRING	9/8/2019	VBULLETIN SOLU	\$19.95	Recurring		4210			
RECURRING	9/8/2019	ZOOM.US888-79	\$16.16	Recurring		4210			
RECURRING	9/9/2019	MICROSOFT*OFF	\$7.53	Recurring		4210			
RECURRING	9/9/2019	ADOBE *ACROPR	\$16.15	Recurring		4210			
YES	9/9/2019	SQ *RUBYSNAP F	\$592.25	Convention Supplies	Annual	4251			
YES	9/10/2019	LS *ORCHID DYN	\$349.11	Convention Supplies	Annual	4251			
YES	9/10/2019	AMZN Mktp US*	\$9.89	Convention Supplies	Annual	4251			
YES	9/10/2019	SQ *FITCHES, LLC	\$834.50	Printing	Annual	4247			
YES	9/10/2019	4TH S ACE HARD	\$23.45	Convention Supplies	Annual	4251			
YES	9/11/2019	GRUBHUBSPITZD	\$113.56	Staff lunch		4282			
YES	9/12/2019	EM'S RESTAURAT	\$2,160.00	Board dinner		4620			
RECURRING	9/12/2019	DS SERVICES STA	\$52.47	Recurring		4210			
YES	9/12/2019	MURPHYS GUITA	\$386.08	Convention Supplies	Annual	4251			
RECURRING	9/15/2019	Microsoft*Office	\$7.53	Recurring		4210			
RECURRING	9/15/2019	Microsoft*Office	\$7.53	Recurring		4210			
RECURRING	9/15/2019	Microsoft*Office	\$7.53	Recurring		4210			
RECURRING	9/15/2019	Microsoft*Office	\$7.53	Recurring		4210			
RECURRING	9/15/2019	MICROSOFT*OFF	\$7.53	Recurring		4210			
RECURRING	9/17/2019	MICROSOFT*OFF	\$7.53	Recurring		4210			
YES	9/17/2019	PARK CITY LIBRAI	\$50.00	Facility Rent		4280			
RECURRING	9/17/2019	ZOOM.US888-79	\$16.16	Recurring		4210			
RECURRING	9/17/2019	ZOOM.US888-79	\$161.51	Recurring		4210			
YES	9/18/2019	OFFICEMAX/DEP	\$390.30	Office Supplies		4241			
RECURRING	9/20/2019	MSFT * E020092	\$8.89	Recurring		4210			
RECURRING	9/20/2019	ZOOM.US888-79	\$16.16	Recurring		4210			
YES	9/20/2019	BLUES AT THE DE	\$3,034.80	Facility Rent	Annual	4280			
YES	9/21/2019	AMAZON.COM*U	\$17.97	Office Supplies		4241			
YES	9/21/2019	AMAZON.COM*U	\$12.45	Office Supplies		4241			
YES	9/21/2019	AMAZON.COM*U	\$5.99	Office Supplies		4241			
RECURRING	9/22/2019	SoundCloud Inc3	\$16.00	Recurring		4210			
		TOTAL:	\$25,558.53						

Utah League of Cities and Towns

CHECK DETAIL

October 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
51-1111 ZIONS BANK CHECKING						
10/03/2019	Check		David Church		R	-3,000.00
				CHECK 100100 CHECK		3,000.00
10/07/2019	Check	100102	National Payroll Services		R	-11,045.58
				UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIE REF # 019280002087750		-11,045.58
10/09/2019	Check	37710	Nick Jarvis		R	-70.59
				Staff Retreat		70.59
10/09/2019	Check	37707	MARCO		R	-2,133.44
				Invoice #: 702361		1,892.51
				Invoice #: 704046		240.93
10/10/2019	Check	37758	Abby Bolic		C	-27.72
				Pick up Annual gift in Layton		27.72
10/10/2019	Check	37719	Access		R	-239.81
				Invoice #: 7727906		239.81
				September		
10/10/2019	Check	37721	Cameron Diehl		R	-510.02
				Annual Convention keynote speaker Andy Card		236.38
				(Cameron Diehl, Rachel Diehl, Jon Pike, Andy Card, Mike McCarlie)		
				Strategic retreat for ULCT Staff		202.83
				(Cameron Diehl, Rachel Otto, Susan Wood, Meg Ryan, Wayne Bradshaw, Karson Eilers, Nick Jarvis, Abby Bolic, Barry Rellaforde)		
				Discuss ULCT strategic retreat for board, needs for EOE, Muniversity (Cameron Diehl, John Park, Dave Millheim)		70.81
10/10/2019	Check	37722	DS Accounting Services		R	-2,000.00
				Invoice #: 2019-0140		2,000.00
				September		
10/10/2019	Check	37723	Eide Bailly		R	-14,500.00
				Invoice #: E100867731		14,500.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Progress billing related to the audit of the financial statements for the year ended 2019		
10/10/2019	Check	37724	Erin Scharff		R	-209.87
						209.87
10/10/2019	Check	37725	Get Healthy Utah		R	-500.00
				Invoice #: 1025 2019 Move Utah Bronze Level Partnership		500.00
10/10/2019	Check	37726	Granicus		R	-32,070.00
				Invoice #: 115037 Setup and configuration, communications cloud (online training)		10,500.00
				Invoice #: 115039 website design and implementation, customizations		20,070.00
				Invoice #: 115040 Maintenance, hosting, licensing fee, customization		1,500.00
10/10/2019	Check	37728	John Michael Oliver		R	-3,404.25
				Invoice #: 023 September		3,404.25
10/10/2019	Check	37727	John Hiskey		R	-5,000.00
				September		5,000.00
10/10/2019	Check	37729	LexisNexis		R	-120.00
				Invoice #: 3092230558 Legal Research Software		120.00
10/10/2019	Check	37730	Meg Ryan		R	-172.79
				Staples, Michaels, Whole foods Annual Convention food		155.69 17.10
10/10/2019	Check	37731	Natalie Clawson		R	-245.00
				Annual convention tours and real game help		245.00
10/10/2019	Check	37732	Rachel Otto		R	-1,661.61
				APA Policy and Advocacy Conference		1,661.61
10/10/2019	Check	37733	Rocky Mountain Power		R	-232.50
				September Power		232.50
10/10/2019	Check	37734	Sixth East Condo Association		R	-900.00
				Invoice #: 1209 Condo Association Monthly Fee		900.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/10/2019	Check	37735	Spatafore Design		R	-1,018.00
				Invoice #: 13541		793.00
				ULCT Convention Agenda and Cards		
				Invoice #: 13542		225.00
				Award certificate printing		
10/10/2019	Check	37736	Susan Wood		R	-893.10
				Interviews		99.18
				Tooele and Spanish Fork Parking		9.00
				Granicus web design lunch		47.79
				PIO conference		737.13
10/10/2019	Check	37720	American Planning Association Utah Chapter		R	-500.00
				Donation for 2019 conference		500.00
10/10/2019	Check	37737	Vanguard Cleaning Systems		R	-460.00
				Invoice #: 121274		460.00
				Monthly cleaning		
10/15/2019	Check	100104	Zions Bank		R	-25,558.53
				CREDIT CARD ECS		-25,558.53
				9044021947PAYMEN CREDIT CARD ECS 9044021947PAYMENT WEB043000093920952ACCOUNT CONTROL REF # 019288007384748		
10/21/2019	Check	37738	Blue Cairn Media		R	-1,415.00
				Invoice #: 773		1,415.00
				Design, Sign, Stickers, Logo and Consult		
10/21/2019	Check	37739	Cameron Diehl		C	-76.59
				Legislative Food and Beverage: Cameron Diehl, Rachel Otto & Jacey Skinner		41.26
				Legislative Food and Beverage: Cameron Deihl & Joe Pyrah (Lobbyist for SLC)		35.33
10/21/2019	Check	37740	Comfort Savvy HVAC		R	-7,953.50
				Furnace, thermostat and Maintenance		7,953.50
10/21/2019	Check	37742	Dominion Energy		R	-31.77
				Building Utilities		31.77
10/21/2019	Check	37744	Executech		R	-1,852.09
				Computer services		428.59
				Invoice #: 139146		

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Computer services		763.50
				Invoice #:EXEC-66970		
				Computer Services		660.00
				Invoice #: EXEC-68168		
10/21/2019	Check	37745	Fast Forward Productions		R	-450.00
				Invoice #: 1921		450.00
				ULCT- Videographer Camera Package, Lighting, Audio		
10/21/2019	Check	37746	Five Stone		C	-12,500.00
				Invoice #: 0000163		12,500.00
				Event Planning and Management		
10/21/2019	Check	37749	John W. Park Consulting Services		C	-2,201.67
				Barry Rellaford Phone Meeting, UCMA meeting (Board)		2,025.00
				Reimbursement supplies for Leadership course at Midyear Conf		176.67
10/21/2019	Check	37747	Janimae M. Daugirda		R	-450.00
				Invoice #:1		450.00
10/21/2019	Check	37751	Love Box		C	-266.25
				Invoice #: 1035		266.25
				Truffles and Caramels		
10/21/2019	Check	37752	Marvellous Catering		C	-1,302.32
				Invoice#: 29301		1,302.32
10/21/2019	Check	37753	Public Employees Health Program		R	-297.32
				Employee Premium		297.32
10/21/2019	Check	37756	Utah Local Government Trust		C	-8,730.62
				Invoice #: 1575886		7,726.00
				Liability		
				Invoice #: 100956		1,004.62
				Employee Benefits (Life, AD&D, Dental, Vision)		
10/21/2019	Check	37757	Utopia Fiber		C	-435.00
				Computer Services		435.00
				Invoice#: EPIV00000416695		
10/21/2019	Check	37741	D. Wayne Bradshaw		R	-893.91
				Travel & Lodging		852.66
				Food & Beverage		41.25
10/21/2019	Check	37754	Sheraton		C	-241,993.51
				Food & Beverage		216,013.83
				Special Equipment Rental		12,378.00
				Facility Rent & Set Up		4,901.68
				Travel & Lodging		8,700.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/21/2019	Check	100103	National Payroll Services		R	-10,967.05
				UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIE REF # 019294001349395		-10,967.05
10/23/2019	Check	37750	Les Olson Company		R	-2,726.80
				Invoice#: EA 887120		2,726.80
10/23/2019	Check	37748	John Michael Oliver		C	-2,042.25
				Video Production & Graphic Design		2,042.25
10/23/2019	Check	37743	Executech		R	-1,190.58
				Computer services Invoice #: 136512		475.58
				Computer services Invoice #:EXEC-65139		715.00
10/23/2019	Check	37755	Sixth East Condo Association		C	-1,352.00
				Invoice #: 1218 Condo Assoc. Common Area Expenses (Hardwood Floors)		452.00
				Invoice #: 1214 Condo Assoc. Monthly Dues		900.00

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

Name: VISA-Abby

Card Number: VISA

RECEIPTS	DATE	TO	AMOUNT	BUSINESS PURP	REALLOCATE TO	Common Reallocation Ac	Account Name	Total
Recurring	9/24/2019	ADOBE *CREATIV	\$86.19	Recurring	4210			
Yes	9/25/2019	CAFE ZUPAS ONL	\$220.49	LUTF Meeting	4282		4230 Staff Training	\$454.00
Recurring	9/25/2019	EIG*CONSTANTC	\$134.69	Recurring	4210		4610 MISC	\$7.64
Yes	9/26/2019	MARVELLOUS CA	\$1,641.63	LPC Meeting	4282		4232 Travel and Lodgi	\$4,125.97
Recurring	9/26/2019	ADOBE *ACROPP	\$16.15	Recurring	4210		4282 Food-Admin	\$1,862.12
Recurring	9/27/2019	Intuit *QuickBoo	\$75.43	Recurring	4210		4210 Dues & Subscribt	\$1,088.92
Recurring	9/29/2019	ADOBE *PHOTOC	\$10.76	Recurring	4210		4245 Postage	\$74.67
Yes	9/30/2019	FACEBK A22CJNS	\$7.64	Advertisement	4610		4620 Board Expense	\$1,449.83
Yes	9/30/2019	REEF CAFE AT TH	\$1,449.83	Board Retreat Fo	4620		TOTAL:	\$9,063.15
Recurring	10/1/2019	STOR-N-LOCK #9	\$202.00	Recurring	4210			
Yes	10/1/2019	U OF U GUEST H	\$4,456.05	Annual hotel roo	4232			
Yes	10/1/2019	U OF U GUEST H	-\$330.08	Annual hotel roo	4232			
Yes	10/2/2019	ROSSDALE CLE88	\$149.00	Staff Training	4230			
Recurring	10/3/2019	X MISSION801-5:	\$349.70	Recurring	4210			
Recurring	10/5/2019	ADOBE *ACROPP	\$16.15	Recurring	4210			
Recurring	10/8/2019	VBULLETIN SOLU	\$19.95	Recurring	4210			
Recurring	10/8/2019	ZOOM.US888-79	\$16.16	Recurring	4210			
Recurring	10/9/2019	ADOBE ACROPRC	\$16.15	Recurring	4210			
Yes	10/9/2019	THE UTAH LAND	\$305.00	Staff Training	4230			
Recurring	10/10/2019	DS SERVICES STA	\$59.20	Recurring	4210			
Recurring	10/14/2019	MICROSOFT*OFF	\$7.53	Recurring	4210			
Recurring	10/15/2019	Microsoft*Office	\$7.53	Recurring	4210			
Recurring	10/15/2019	Microsoft*Office	\$7.53	Recurring	4210			
Recurring	10/15/2019	Microsoft*Office	\$7.53	Recurring	4210			
Recurring	10/15/2019	MICROSOFT*OFF	\$7.53	Recurring	4210			
Recurring	10/17/2019	Microsoft*Office	\$7.53	Recurring	4210			
Recurring	10/17/2019	ZOOM.US888-79	\$16.16	Recurring	4210			
Recurring	10/20/2019	MSFT * E02009A	\$8.89	Recurring	4210			
Recurring	10/20/2019	ZOOM.US888-79	\$16.16	Recurring	4210			
Yes	10/20/2019	UPS*291A10LSFF	\$6.90	Postage	4245			
Yes	10/20/2019	UPS*12T33UN30	\$67.77	Postage	4245			
		TOTAL:	\$9,063.15					



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: November 14, 2019
SUBJECT: Staffing Options and Information

Background:

As part of the strategic planning discussion that took place at the October 7, 2019 ULCT Board of Directors meeting, staff was tasked with putting together two potential staff positions for the Board to consider—one centered on events and another to bolster the legislative team.

Discussion:

Please find the attached job descriptions for an **Events and Strategic Partnerships Coordinator** and **Membership Engagement Coordinator**. The former would be an entirely new position whose creation would centralize ULCT event planning under one employee and allow current staff more bandwidth to focus on more pertinent job-specific related tasks and goals. This would require board authorization to create.

The latter position would be a re-envisioning of the unfilled Legislative Research Analyst position that currently exists but was not budgeted for. Both of these positions are “junior level” staff with a hiring salary range of \$40,000-\$60,000 (which is a total cost to the organization of roughly \$65,000-\$92,000 annually). While personnel costs are an ongoing expense that would need to be fully addressed in the FY 2021 budget and going forward, staff has identified potential savings in the FY 2020 budget that could help fund these positions in the current fiscal year.

At current pace, the categories “Facility Rent/Setup” (even including overage in “Special Equipment Rental”) and “Convention Programming” present the best opportunities to shift funds toward personnel. These categories have a particular nexus to the Event and Strategic Partnerships Coordinator position which was expressed in the October 7th meeting. Based on last year’s actual expenditures in these two categories, what we’ve spent on the Annual Convention, and expect to spend on Local Officials Day and Midyear, staff believes we are able to dedicate approximately \$80,000 to help fund either position in this fiscal year. One of the reasons for the \$80,000 availability was that we secured our Annual Convention keynotes at lower than expected costs which may not always occur in the future. Through scaling back on entertainment, some of this money (approximately \$50,000 from the Annual Convention entertainment) can be reallocated and used as long-term funding. We also currently have a contract for \$50,000 for external logistics assistance, which we could re-consider if we make staffing changes around event programming.

MAKING LIFE BETTER



However, the hiring of a new Director of Government Relations remains the League's top personnel priority. It is important to note that, as senior level position, the anticipated salary range for Director of Government Relations has the potential to impact some of these savings.

Proposed Action:

Adopt a motion authorizing the creation of the position of Event and Strategic Partnership Coordinator and/or consideration of a Membership Engagement Coordinator to replace the unfilled Legislative Research Analyst position.

MAKING LIFE BETTER



Event & Strategic Partnership Coordinator

Date Opened: TBD

Closing Date: Open until filled

Job Description:

The Utah League of Cities and Towns is the advocacy and training organization for Utah's 248 municipalities. We host three major events a year for municipal elected officials and staff—two multi-day conferences and a one-day legislative event—as well as training for local officials, and various meetings of our leadership and membership. Your primary tasks are to direct and coordinate the logistics for these gatherings, liaise with the various groups involved, and foster relationships with ULCT's partners and sponsors throughout the year. The ideal candidate will be responsible for planning and coordinating all aspects of the League's major events, training, and meetings, including:

- 1) Coordinating the theme, design, and marketing for events
- 2) Coordinating the programming for the events (schedule, speakers, materials)
- 3) Setting up ULCT conference program apps and meeting agendas
- 4) Setting up online registration for events
- 5) Directing venue, food, and audio-visual logistics
- 6) Managing the exhibit hall at conferences
- 7) Maximizing the value for ULCT sponsors, exhibitors, and affiliates at ULCT events
- 8) Engaging with ULCT members to enhance their experience at ULCT events
- 9) Coordinating contact management system

The successful candidate will work closely with the Operations & Membership Coordinator, Director of Communications, Chief Operating Officer, and other ULCT staff. The Event & Strategic Partnership Coordinator will report to the ULCT Executive Director, who in turn reports to the ULCT Board of Directors.

Minimum Requirements:

- Minimum of 3 years of related experience in event planning, hospitality, or related field
- Basic knowledge of local government processes and structures
- Strong communication skills, both written and verbal
- Ability to develop relationships with diverse individuals and audiences
- Ability to remain poised and juggle complex tasks on deadlines in a fast-paced environment
- Ability to work independently and perform effectively
- Some travel required

Preferred Qualifications:

- Experience in public or nonprofit sector
- Advanced knowledge of local government processes and structures

Compensation: Commensurate with experience; 401K, health insurance, cafeteria plan

To apply: Send a resume and cover letter to Nick Jarvis at njarvis@ulct.org





Membership Engagement Coordinator

Date Opened: TBD

Closing Date: Open until filled

Job Description:

The Utah League of Cities and Towns is the advocacy and training organization for Utah's 248 municipalities, and we are looking for a Membership Engagement Coordinator to join the ULCT legislative team. The ideal candidate will be responsible for engaging League members on our legislative and training efforts, including:

- 1) Grassroots outreach to members to organize policy discussions
- 2) Regular communication with ULCT appointments on boards and commissions
- 3) Provide seal of approval for partner trainings that ULCT sponsors/promotes
- 4) Lobbying 101 training
- 5) Micro-training; focus on how adults learn and engage, regular webcasts/seminars
- 6) Coordinate how to run for partisan office
- 7) Liaison with research partners

As a part of the legislative team, the successful candidate will report directly to the Director of Government Relations and will work closely with the Legislative Research Analyst, Senior Policy Advisors, Director of Policy, Executive Director, and other ULCT staff.

Minimum Requirements:

- Minimum of 3 years of related experience in public policy, lobbying, member engagement, local government, or related field
- Bachelor's degree in political science, public policy, or related field
- Experience in organizing membership to engage in the political process
- Knowledge of state legislative and regulatory processes
- Knowledge of local government processes and structures
- Strong communication skills, both written and verbal
- Ability to develop relationships with diverse individuals and audiences
- Ability to remain poised and juggle complex tasks on deadlines in a fast-paced environment
- Ability to work independently and perform effectively
- Some travel required

Preferred Qualifications:

- Experience in public or nonprofit sector
- Advanced knowledge of local government processes and structures

Compensation: Commensurate with experience; 401K, health insurance, cafeteria plan

To apply: Send a resume and cover letter to Nick Jarvis at njarvis@ulct.org





Sponsoring the Utah League of Cities and Towns gives your organization **access to Utah's municipalities and elected officials throughout the year**, all while contributing to our mission of making life better in our state. All sponsors receive **free booths at our Annual Convention and Midyear Conference**, as well as having their logo displayed on our website and promotional materials. Based on your level of sponsorship, **the League offers opportunities for conference presentations, titled meals at ULCT events, opportunities to address ULCT membership, and more!**

Please see below to find out what sponsorship of the League can do for you.

Bronze Sponsors (\$7,500+)

- **Small logo** represented in ULCT conference promotional materials
- Information & logo on **ULCT website**
- **2 free copies** of ULCT Municipal Officials **Directory & online access**
- **Logo in ULCT Municipal Officials Directory** (online & print)
- **Invitation for 2 attendees** to all **ULCT events** (including conference lunches, dinners, & entertainment)
- **1 free sponsor level booth** at ULCT conferences
- Opportunity to **present or host one educational session** at a League event during the year
- **Electronic list of ULCT conference attendees & contact information**
- **Logo on signage** at ULCT conference **snack breaks**

Silver Sponsors (\$10,000+)

- **Small logo** represented in ULCT conference promotional materials
- Information & logo on **ULCT website**
- **2 free copies** of ULCT Municipal Officials **Directory & online access**
- **Logo in ULCT Municipal Officials Directory** (online & print)
- Special **acknowledgment in one "Friday Facts"** email, sent to our entire membership & more
- **Invitation for 3 attendees** to all **ULCT events** (including conference lunches, dinners, & entertainment)
- **1 free sponsor level booth** at ULCT conferences
- Opportunity to **present or host one educational session** at a League event during the year
- **Electronic list of ULCT conference attendees & contact information**
- **Logo on signage** at ULCT conference **breakfasts**
- **Opportunity to sponsor additional meals, events, or projects as ULCT partner**



Gold Sponsors (\$25,000+)

- **Medium sized logo** represented in ULCT conference promotional materials
- Information & logo on **ULCT Website**
- **2 free copies** of ULCT Municipal Officials **Directory & online access**
- **Logo** in ULCT Municipal Officials **Directory** (online & print)
- Special **acknowledgment** in one **"Friday Facts"** email, sent to our entire membership & more
- **Invitation for 4 attendees** to all **ULCT events** (including conference lunches, dinners, & entertainment)
- **1 free sponsor level booth** at ULCT conferences
- **Opportunity to present or host two educational sessions** at ULCT conferences or events during the year
- **Electronic list of ULCT conference attendees & contact information**
- **Logo on signage** at ULCT conference **lunches**
- **Logo banner in conference agenda/program app** at Annual Convention and Midyear Conference
- **Opportunity to sponsor additional** meals, events, or projects **as ULCT partner**
- **Other** items or projects as negotiated
- **Invitation to address the entirety of ULCT attendees** at general session at **one ULCT conference**

Platinum Sponsors (\$50,000+)

- **Large logo** represented in ULCT conference promotional materials
- Information & logo on **ULCT website**
- **2 free copies** of ULCT Municipal Officials **Directory & online access**
- **Logo** in ULCT Municipal Officials **Directory** (online & print)
- Special **acknowledgment** in **two "Friday Facts"** emails, sent to our entire membership & more
- **Invitation for 6 attendees** to all **ULCT events** (including conference lunches, dinners, & entertainment)
- **2 free sponsor level booths** at ULCT conferences
- **Opportunity to present or host two educational sessions** at ULCT conferences or events during the year
- **Electronic list of ULCT conference attendees & contact information**
- **Logo on signage** at ULCT conference **lunches and dinners**
- **Logo banner in conference agenda/program app** at Annual Convention and Midyear Conference
- **Opportunity to sponsor additional** meals, events, or projects **as ULCT partner**
- **Other** items or projects as negotiated
- **Invitation to address the entirety of ULCT attendees** at general sessions at **Annual Convention and Midyear Conference**
- **Title sponsor** (including address of attendees) of ULCT meal, event, or training

*If you have any questions, contact **Nick Jarvis** at njarvis@ulct.org or **801-328-1601 x 3***

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Connect with ULCT:

