

UTAH LEAGUE OF CITIES & TOWNS BOARD OF DIRECTORS MEETING

LOCATION: VIA ZOOM ONLY, WEDNESDAY, APRIL 29, 2020 @ 12:00 PM

(TIMES ARE APPROXIMATE)

1. Welcome and Introductions – Council Member Mike Mendenhall, ULCT President 12:00 PM

PROCEDURAL ITEMS

2. Review & Approval of Minutes – Council Member Mike Mendenhall, ULCT President 12:02 PM

ACTION: Review & Approval of Minutes

HANDOUT: [April 13, 2020 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: None

4. Strategic Goals Check-In – Cameron Diehl, Executive Director 12:07 PM

ACTION: For information & discussion

HANDOUT: [ULCT FY 2020 Strategic Goals](#)

FINANCE & ADMINISTRATION

5. FY 2020 Q4 Financial Projections (April-July 2020) – Nick Jarvis, Chief Operating Officer 12:15 PM

ACTION: For information & discussion

HANDOUT: [FY 2020 Q4 Projections](#)

6. Public Hearing: FY 2020 Budget Amendment – Council Member Mike Mendenhall, ULCT President 12:25 PM

ACTION: Open & close public hearing

HANDOUT: [Proposed FY 2020 Budget Amendment](#)

7. FY 2020 Budget Amendment – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer 12:35 PM

ACTION: Review & approve proposed FY 2020 Budget Amendment

HANDOUT: [Proposed FY 2020 Budget Amendment](#)

ADVOCACY

8. COVID-19: ULCT Update – Cameron Diehl, Executive Director; Victoria Ashby, Director of Government Relations; Wayne Bradshaw, Director of Policy; 12:45 PM

- Federal
 - CARES Act guidance and implementation obstacles/next steps
 - Proposed Stimulus 4.0: what are our priorities?
- State
 - Post-May 1st: Orange/stabilization phase of Utah Leads Together 2.0?
 - May special session:
 - Process for prioritization (“if everything is a priority, nothing is a priority”)
 - Policy priorities
 - Fiscal priorities
 - CARES Act distribution
- ULCT Role: How else can we help?

ACTION: Adopt key priorities for federal advocacy, Direction on CARES Act distribution, Adopt special session prioritization process, direction on special session priorities to date

HANDOUT: [CARES Act Guidance from U.S. Treasury](#)
[Board Guidance: 4th Stimulus](#)
[DRAFT Letter of CARES Funding](#)
[2020 Special Session Prioritization](#)
[ULCT Special Session Process](#)
[PRC Letter to League re PIDS](#)
[DRAFT Letter on Transportation Funding and the B&C Road Allocation](#)

9. **Other Legislative Interim Priorities and Engagement—Victoria Ashby, Director of Government Relations** **1:40 PM**
- May/June meeting: prioritization process to consider policy items from legislators, LPC members, ULCT members, city partners, and other stakeholders
 - Prep 60 Water Efficiency Update
- ACTION: For discussion and information
HANDOUT: None

MEMBERSHIP ENGAGEMENT, COMMUNICATION, & TRAINING

10. **ULCT Board & Commission Reports & Appointments – Abby Bolic, Operations & Membership Coordinator** **1:50 PM**
- ACTION: For information and discussion
HANDOUT: [ULCT Boards & Commissions](#)

11. **COVID-19 Specific Membership Engagement – Susan Wood, Director of Communication & Cameron Diehl, Executive Director** **1:52 PM**
- Communication/Resources
- o Economic impact town halls (Mondays)
 - o Lt. Governor calls (Tuesdays)
 - o Other town halls: federal delegation, OPMA (last Thursday), stabilization at City Hall (Fri)
 - o Daily emails/Friday Facts/social media/podcasts
- ACTION: For information and discussion
HANDOUT: None

OTHER

12. **Other Business**

13. **Adjourn** **2:00 PM**

**Next Scheduled Meetings: May 18, 2020 (Adoption of tentative budget),
June 15, 2020 (Adoption of official FY 2021 budget)**

UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING MINUTES

LOCATION: VIA ZOOM
WEDNESDAY, APRIL 13, 2020 @ 12:00 PM

IN ATTENDANCE:

EXECUTIVE BOARD

Council Member Mike Mendenhall, President, Spanish Fork
Mayor Mike Caldwell, 1st Vice President, Ogden City
Mayor Jon Pike, Past President, St. George
Mayor Dawn Ramsey, 2nd Vice President, South Jordan
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
Mayor Michelle Kaufusi, Provo
Council Member Tasha Lowery, Draper
Mayor 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
Nick Jarvis, Chief Operating Officer
Roger Tew, Senior Policy Advisor
Meg Ryan, Land Use Manager
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
Victoria Ashby, Director of Government Relations
Katie Harley, Event and Strategic Partnership Coordinator

Welcome and Introductions – Council Member Mike Mendenhall, ULCT President

Review & Approval of Minutes – Council Member Mike Mendenhall, ULCT President

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

MOTION: Council Member Don Christensen
Approve Draft Minutes from March 30, 2020 Meeting
SECOND: Mayor Andy Beerman
VOTE: Unanimous Approval

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

- None

FY 2021 Membership Dues: Options & Membership Retention – Cameron Diehl, Executive Director & Nick Jarvis, COO

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

MOTION: Mayor Erin Mendenhall
Approve Dues Option 1 (Freeze at FY 2020 Levels)
SECOND: Mayor Mike Caldwell
VOTE: Unanimous Approval

COVID-19: Update and ULCT Strategy – Cameron Diehl, Executive Director

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

MOTION: Mayor Andy Beerman
Use SLC's rental assistance proposal as a starting point for Cameron Diehl to participate in Housing Subgroup discussions & advocating that all affected (renter & landlord) are considered

SECOND: Mayor Jeff Young

VOTE: Unanimous Approval

Review and Approval of Q3 Check Register – Nick Jarvis, Chief Operating Officer

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

MOTION: Mayor Mike Caldwell
Approve Q3 Check Register

SECOND: Council Member Jewel Allen

VOTE: Unanimous Approval

FY 2020 Q3 Financial Report (January-March 2020) – Nick Jarvis, Chief Operating Officer

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

MOTION: Mayor Jim Talbot
Approve Q3 Financial Report

SECOND: Mayor Andy Beerman

VOTE: Unanimous Approval

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

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

MOTION: Mayor Jon Pike
Re-appoint South Jordan City Attorney Ryan Loose to Indigent Defense Commission

SECOND: Mayor Dawn Ramsey

VOTE: Unanimous Approval

Other Business

- Schedule next meeting for April 29, 2020 at 12:00 PM

Adjourn

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

MOTION: Mayor Mike Caldwell, Ogden
Adjourn

SECOND: Mayor Jon Pike

ULCT PROJECT GOALS & OBJECTIVES 2020

#CitiesWork

| |
|--------------------------------------|
| Cameron Diehl, Executive Director |
| DATE |
| December 16,2019 |

2020 goals to reflect the guidance that the Board of Directors provided during the strategic planning sessions

Baseline for Goals: Attainable, Achievable, Impactful

Department: Training

Goal #1

Develop a strategic training plan for the organization to implement annually, which includes targeted training opportunities for specific audiences within the league membership (newly elected, intermediate, seasoned veterans)

Objectives:

- Ensure sufficient training for rural members
- Ensure 101 level programming at both Midyear and Annual that focuses on Elected Officials Essentials (EOE)
- Ensure 201 level courses that focus on bigger picture policy implementation
- Explore 301 level courses that are both nuts and bolts and policy implementation, including options for “Muniversity” deep-dive sessions, utilization of retired experts, and partnerships with universities and other similar mission-driven organizations
- Implement regular/quarterly LUAU trainings throughout the year with annual goals (promotion, course material, partners, frequency, etc.)
- Explore options for regular trainings on other key topics outside of conferences

Goal #2

Stay fresh, efficient, and relevant on trainings, particularly at conferences

Objectives:

- Solicit regular feedback from the affiliate groups, board members, and general membership about potential themes and topics
- Develop an annual calendar of events/timelines/internal deadlines
- Streamline the process for conference idea submissions
- Ensure that ULCT staff attends NLC and other relevant events to bring ideas back to ULCT

Department: Finance/administration

GOAL #1

Maximize programming dollars to pivot away from expensive entertainment or other programs that don't bring a sufficient return on ULCT investment

Objectives:

- Re-evaluate conference entertainment costs
- Evaluate the ROI of programs like the essay contest, Local Officials Day, etc.

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| Goal #2 | <i>Expand the value for sponsors and exhibitors and non-member revenue for ULCT at conferences and events</i> |
| Objectives: | Implement the new sponsorship program with the a la carte options at conferences |
| | Enhance the experience in the exhibit halls for exhibitors, sponsors, & attendees |
| | Enhance the ROI for sponsors year-round through publications, website, podcasts, LPCs, and other events |
| | Hire Strategic Partnership Coordinator to improve communication between sponsors, exhibitors, and ULCT staff |
| Note: | <i>With the shift to the Salt Palace and the changes to the sponsorship program, calendar year 2020 will be a benchmark for the number of sponsors, number of exhibitors, and amount of revenue to inform future goals and metrics</i> |

Cross-Department(s):
Membership
Engagement

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| GOAL #1 | <i>Enhance networking opportunities for members</i> |
| Objectives: | Expand use of receptions and community of commonality caucuses (women in local gov't, emerging leaders, similar cities, mayoral forum, etc.) |
| | Keep ULCT membership on state boards and commissions up to date |

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| Goal #2 | <i>Increase member participation in ULCT training programming, particularly from elected officials, rural communities, and cities who have not recently engaged</i> |
| Objectives: | Identify cities and towns who have not participated in the last three years and reach out to them to participate |
| | Explore incentives to increase conference participation, such as a sponsor-funded scholarship for rural members, early-bird discounts, group discounts, recent absence, first-time attendees, etc. (need to create an application process and timing) |
| | Improve tracking of ULCT member participation at all events (conferences, trainings, LPC, etc.) |
| Note: | <i>2020 will become the benchmark for attendance of members (particularly elected officials), sponsors, and exhibitors at the Salt Palace to inform future goals</i> |

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| GOAL #3 | <i>Delineate staff duties over membership engagement</i> |
| Roles: | Membership, communication: the personal touch, spotlight (Comm.) |
| | Membership, advocacy: legislative participation, leadership (leg team) |
| | Membership, structure/operations: Nominations, boards and commissions, Board of Directors (Nick/Abby) |
| | Membership, events: tracking, recruitment, strategies to increase attendance (events/training team) |

Department: Communication

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| GOAL #1 | <i>Enhance the visibility of ULCT officers, board members, and ULCT members</i> |
| Objectives: | Spotlight officers and board members in Friday Facts and on website |
| | Provide them with opportunities to represent ULCT publicly (editorial boards, op-eds, capitol testimony, ULCT meetings, state leaders, NLC, etc.) |
| | Have conference spot for President's city, enhance the pomp and circumstance around the officer nomination process |
| | Promote the Brent and Jennie Taylor Service Award within and outside the organization |

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| GOAL #2 | <i>Utilize the new website and social media to communicate with members and stakeholders</i> |
| Objectives: | Articulate on our website what we train on and what we don't |
| | Keep the new website fresh, timely, and up to date |
| | Have conference spot for President's city, enhance the pomp and circumstance around the officer nomination process |
| | Promote the Brent and Jennie Taylor Service Award within and outside the organization |

Department: Advocacy

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| GOAL #1 | <i>Increase member participation in ULCT proactive advocacy efforts</i> |
| Objectives: | Utilize COGs/COMs/AOGs/caucuses/Midyear to brainstorm and organize priorities in the spring and summer |
| | Use surveys to solicit input from members about legislative priorities |
| | Encourage resolutions at the Annual Convention to define policy objectives |
| | Improve formalities and efficiencies at the Annual Business Session |
| | Improve efficiency of LPC (which could include improved remote participation and online voting) and focus LPC on necessary action rather than recaps |

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| GOAL #2 | <i>Improve process for prioritizing ULCT political capital during the session</i> |
| Objectives: | Engage the officers regularly during the session |

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| GOAL #3 | <i>Increase public coordination between state leaders and ULCT members and elevate city issues during the 2020 campaign</i> |
| Objectives: | Strategically invite state leaders to conferences as participants or presenters |
| | Coordinate with political parties to train city officials on how to run for delegate or partisan office |
| | Conduct video interviews (or podcast or questionnaire) with gubernatorial candidates |



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating officer
DATE: April 27, 2020
SUBJECT: ULCT FY 2020 Q4 Projections

As mentioned at the April 13, 2020 Board of Directors Meeting, the ULCT finance team has prepared revenue and expenditure projections for the last quarter of FY 2020. The intent is to give the Board an idea of our fiscal health for the rest of the year and prepare us for the upcoming FY 2021 budget and the impact the COVID-19 health crisis has had and will continue to have on public budgets.

It should be noted that these are merely projections based on our current understanding of potential year-end costs and additional expenditures and that actual expenditures may vary.



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**UTAH LEAGUE OF CITIES AND TOWNS
FY 2020 Q3**

| | FY 2020 ADOPTED BUDGET | FY 2020 Q3 | Difference FY 2020 Budget to Actual | % Collected | FY 2020 Projections |
|---|---------------------------|---------------------|--|----------------|------------------------|
| REVENUES | | | | | |
| General Revenue | | | | | |
| Membership Dues | \$ 1,816,000 | \$ 1,876,654 | \$ 60,654 | 103.3% | \$ 1,876,700 |
| Donations & Advertising (Sponsors) | \$ 388,000 | \$ 157,500 | \$ (230,500) | 40.6% | \$ 315,500 |
| Registration Fees (Conferences) | \$ 460,000 | \$ 275,831 | \$ (184,169) | 60.0% | \$ 276,000 |
| Exhibit Space (Conferences) | \$ 85,000 | \$ 57,340 | \$ (27,660) | 67.5% | \$ 57,340 |
| Interest | \$ 30,000 | \$ 32,902 | \$ 2,902 | 109.7% | \$ 42,000 |
| Publications | \$ 15,000 | \$ 4,652 | \$ (10,348) | 31.0% | \$ 15,000 |
| Miscellaneous Income | \$ 5,000 | \$ 18,951 | \$ 13,951 | 379.0% | \$ 19,000 |
| Reserves | \$ 80,000 | \$ - | \$ (80,000) | 0.0% | \$ - |
| Grants & Contracts | \$ - | \$ - | \$ - | - | \$ - |
| Rental Income | \$ - | \$ - | \$ - | - | \$ - |
| General Revenue Subtotal | \$ 2,879,000 | \$ 2,423,831 | \$ (455,169) | 84.2% | \$ 2,601,540 |
| Grants & Special Projects | | | | | |
| Grants-Active & Healthy Communities | \$ - | \$ - | \$ - | - | \$ - |
| Grants-LUAU | \$ 15,000 | \$ 18,754 | \$ 3,754 | 125.0% | \$ 20,000 |
| Grants & Special Projects Subtotal | \$ 15,000 | \$ 18,754 | \$ 3,754 | 125.0% | \$ 20,000 |
| TOTAL REVENUE | \$ 2,894,000 | \$ 2,442,584 | \$ (451,416) | 84.4% | \$ 2,621,540 |

| | FY 2020 ADOPTED BUDGET | FY 2020 Q3 | Difference FY 2020 Budget to Actual | % Expended | FY 2020 Projections |
|---|---------------------------|---------------------|--|---------------|------------------------|
| EXPENSES | | | | | |
| Personnel Services | | | | | |
| Staff Salaries | \$ 706,000 | \$ 558,744 | \$ 147,256 | 79.1% | \$ 753,500 |
| Employee Benefits | \$ 306,000 | \$ 259,975 | \$ 46,025 | 85.0% | \$ 334,500 |
| Car Expense | \$ 9,000 | \$ 6,750 | \$ 2,250 | 75.0% | \$ 9,000 |
| Contract Labor | \$ 270,000 | \$ 178,659 | \$ 91,341 | 66.2% | \$ 260,000 |
| Personnel Services Subtotal | \$ 1,291,000 | \$ 1,004,128 | \$ 139,616 | 77.8% | \$ 1,357,000 |
| Operating & Program Expenses | | | | | |
| Office Supplies | \$ 13,000 | \$ 5,816 | \$ 7,184 | 44.7% | \$ 13,000 |
| Postage and Freight | \$ 5,000 | \$ 2,256 | \$ 2,744 | 45.1% | \$ 5,000 |
| Printing Expense | \$ 70,000 | \$ 30,410 | \$ 39,590 | 43.4% | \$ 70,000 |
| Digital Publication | \$ 5,000 | \$ - | \$ 5,000 | 0.0% | \$ 5,000 |
| Equipment purchases | \$ 10,000 | \$ 5,804 | \$ 4,196 | 58.0% | \$ 10,000 |
| Equipment Repairs and Maint. | \$ 4,000 | \$ 3,492 | \$ 508 | 87.3% | \$ 4,000 |
| Building Repairs & Condo Dues | \$ 17,500 | \$ 37,665 | \$ (20,165) | 215.2% | \$ 40,000 |
| Building Utilities | \$ 8,000 | \$ 2,061 | \$ 5,939 | 25.8% | \$ 3,000 |
| Telephone-Internet Expense | \$ 13,000 | \$ 3,628 | \$ 9,372 | 27.9% | \$ 5,000 |
| Computer Services | \$ 26,000 | \$ 16,474 | \$ 9,526 | 63.4% | \$ 22,000 |
| Dues and Subscriptions | \$ 75,000 | \$ 70,092 | \$ 4,908 | 93.5% | \$ 75,000 |
| Accounting Expenses | \$ 47,000 | \$ 36,500 | \$ 10,500 | 77.7% | \$ 42,500 |
| Legal Expense | \$ 36,000 | \$ 24,000 | \$ 12,000 | 66.7% | \$ 36,000 |
| Insurance | \$ 9,000 | \$ 7,726 | \$ 1,274 | 85.8% | \$ 9,000 |
| Credit Card Processing/Bank Fees | \$ 33,000 | \$ 26,360 | \$ 6,640 | 79.9% | \$ 33,000 |

| | FY 2020 ADOPTED BUDGET | FY 2020 Q3 | Difference FY 2020 Budget to Actual | % Expended | FY 2020 Projections |
|---|---------------------------|---------------------|--|---------------|------------------------|
| EXPENSES | | | | | |
| Board Expenses | \$ 10,000 | \$ 9,749 | \$ 251 | 97.5% | \$ 10,000 |
| Staff Training & Tuition Aid | \$ 16,000 | \$ 10,838 | \$ 5,162 | 67.7% | \$ 14,000 |
| League Relations (Marketing) | \$ 5,000 | \$ 1,609 | \$ 3,391 | 32.2% | \$ 5,000 |
| Convention Programming | \$ 260,000 | \$ 87,403 | \$ 172,597 | 33.6% | \$ 90,000 |
| Facility Rent/Setup | \$ 215,000 | \$ 62,912 | \$ 152,088 | 29.3% | \$ 65,000 |
| Spec. Equip. Rental | \$ 32,500 | \$ 95,549 | \$ (63,049) | 294.0% | \$ 100,000 |
| Food & Beverage | \$ 430,000 | \$ 267,815 | \$ 162,185 | 62.3% | \$ 275,000 |
| Travel and Lodging | \$ 70,000 | \$ 45,421 | \$ 24,579 | 64.9% | \$ 50,000 |
| <i>Policy Research</i> | \$ 45,000 | \$ 15,000 | \$ 30,000 | 33.3% | \$ 30,000 |
| <i>Amicus Brief Program</i> | \$ 5,000 | \$ - | \$ 5,000 | 0.0% | \$ 5,000 |
| <i>Muniversity</i> | \$ 20,000 | \$ 15,600 | \$ 4,400 | 78.0% | \$ 20,000 |
| League Office Lease Payment | \$ - | \$ - | \$ - | - | \$ - |
| Library | \$ - | \$ - | \$ - | - | \$ - |
| Speakers Fee/Honorariums | \$ - | \$ - | \$ - | - | \$ - |
| Database Maintenance | \$ - | \$ - | \$ - | - | \$ - |
| Operating & Program Exp. Subtotal | \$ 1,480,000 | \$ 884,180 | \$ 595,820 | 59.7% | \$ 1,036,500 |
| Grants & Special Projects | | | | | |
| Special Project-LUUAU | \$ 15,000 | \$ - | \$ 15,000 | 0.0% | \$ 15,000 |
| Tax Book & Resources | \$ 12,000 | \$ - | \$ 12,000 | 0.0% | \$ 12,000 |
| Essay Contest Expenses | \$ 5,000 | \$ 3,000 | \$ 2,000 | 60.0% | \$ 3,000 |
| <i>Website Redesign</i> | \$ 80,000 | \$ 38,370 | \$ 41,630 | 48.0% | \$ 60,000 |
| Special Project-Making Life Better | \$ - | \$ - | \$ - | - | \$ - |
| Special Projects-IHC Wellness | \$ - | \$ - | \$ - | - | \$ - |
| | | | \$ - | | |
| Grants & Special Projects Subtotal | \$ 112,000 | \$ 41,370 | \$ 70,630 | 36.9% | \$ 90,000 |
| Miscellaneous | | | | | |
| Miscellaneous | \$ 1,000 | \$ 2,148 | \$ (1,148) | 214.8% | \$ 2,500 |
| Transfer to Fund Balance | \$ - | \$ - | \$ - | - | \$ - |
| Contingency Reserve | \$ - | \$ - | \$ - | - | \$ - |
| Miscellaneous Subtotal | \$ 1,000 | \$ 2,148 | \$ (1,148) | 214.8% | \$ 2,500 |
| Capital | | | | | |
| Capital Outlay | \$ 10,000 | \$ - | \$ 10,000 | 0.0% | \$ 10,000 |
| Capital Improvements - Office remodel | \$ - | \$ - | \$ - | - | \$ - |
| | | | \$ - | | |
| Capital Subtotal | \$ 10,000 | \$ - | \$ 10,000 | 0.0% | \$ 10,000 |
| TOTAL EXPENSES | \$ 2,894,000 | \$ 1,931,825 | \$ 962,175 | 66.8% | \$ 2,496,000 |
| TOTAL ALL REVENUES | \$ 2,894,000 | \$ 2,442,584 | \$ (451,416) | 84.4% | \$ 2,621,540 |
| REVENUES (Under) Over EXPENSES | \$ - | \$ 510,760 | | | \$ 125,540 |



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating officer
DATE: April 27, 2020
SUBJECT: ULCT Budget Amendment FY 2020

Background:

At the October 7, 2019 Board of Directors Meeting the Board authorized the creation of another staff position, the Event & Strategic Partnership Coordinator. The Board also gave direction that staff should utilize funds previously allocated to conferences (specifically convention entertainment) to pay for the position in the current fiscal year. At the same time, the League also needed to fill a senior level position (Director of Government Relations) and this amendment considers both changes to personnel.

The amendment takes a total of \$76,000 dollars from conference related expenses (\$40k from Convention Programming, \$10k from Facility Rent/Set-up, and \$26k from Food & Beverage) and transfers it to personnel (\$47,500 to Staff Salaries and \$28,500 to Employee Benefits).

Proposed Action:

Adopt a motion amending the ULCT FY 2020 budget as outlined in FY 2020 Budget Amendment dated April 29, 2020 as prepared by staff.

#CitiesWork

UTAH LEAGUE OF CITIES AND TOWNS
FY 2020 Budget Amendment

| REVENUES | FY 2020 ADOPTED BUDGET | FY 2020 BUDGET AMENDMENT | FY 2020 BUDGET AS AMENDED |
|--------------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|
| General Revenue | | | |
| Membership Dues | \$ 1,816,000 | \$ - | \$ 1,816,000 |
| Sponsors/Donations | \$ 388,000 | \$ - | \$ 388,000 |
| Advertising | \$ - | \$ - | \$ - |
| Registration Fees | \$ 460,000 | \$ - | \$ 460,000 |
| Exhibit Space | \$ 85,000 | \$ - | \$ 85,000 |
| Interest | \$ 30,000 | \$ - | \$ 30,000 |
| Publications | \$ 15,000 | \$ - | \$ 15,000 |
| Miscellaneous Income | \$ 5,000 | \$ - | \$ 5,000 |
| Reserves | \$ 80,000 | \$ - | \$ 80,000 |
| Grants & Contracts | \$ - | \$ - | \$ - |
| Rental Income | \$ - | \$ - | \$ - |
| General Revenue | \$ 2,879,000 | \$ - | \$ 2,879,000 |
| Grants & Special Projects | | | |
| Grants-Active & Healthy Communities | \$ - | \$ - | \$ - |
| Grants-LUAU | \$ 15,000 | \$ - | \$ 15,000 |
| Grants & Special Projects | \$ 15,000 | \$ - | \$ 15,000 |
| TOTAL REVENUE | \$ 2,894,000 | \$ - | \$ 2,894,000 |

| EXPENSES | FY 2020 ADOPTED BUDGET | FY 2020 BUDGET AMENDMENT | FY 2020 ADOPTED BUDGET |
|--|---------------------------|-----------------------------|---------------------------|
| Personnel Services | | | |
| Staff Salaries | \$ 706,000 | \$ 47,500 | \$ 753,500 |
| Employee Benefits | \$ 306,000 | \$ 28,500 | \$ 334,500 |
| Car Expense | \$ 9,000 | \$ - | \$ 9,000 |
| Contract Labor | \$ 270,000 | \$ - | \$ 270,000 |
| Personnel Services Subtotal | \$ 1,291,000 | \$ 76,000 | \$ 1,367,000 |
| Operating & Program Expenses | | | |
| Office Supplies | \$ 13,000 | \$ - | \$ 13,000 |
| Postage and Freight | \$ 5,000 | \$ - | \$ 5,000 |
| Printing Expense | \$ 70,000 | \$ - | \$ 70,000 |
| <i>Digital Publication</i> | \$ 5,000 | \$ - | \$ 5,000 |
| Equipment purchases | \$ 10,000 | \$ - | \$ 10,000 |
| Equipment Repairs and Maint. | \$ 4,000 | \$ - | \$ 4,000 |
| Building Repairs & Condo Dues | \$ 17,500 | \$ - | \$ 17,500 |
| Building Utilities | \$ 8,000 | \$ - | \$ 8,000 |
| Telephone-Internet Expense | \$ 13,000 | \$ - | \$ 13,000 |
| Computer Services | \$ 26,000 | \$ - | \$ 26,000 |
| Dues and Subscriptions | \$ 75,000 | \$ - | \$ 75,000 |
| Accounting Expenses | \$ 47,000 | \$ - | \$ 47,000 |
| Legal Expense | \$ 36,000 | \$ - | \$ 36,000 |
| Insurance | \$ 9,000 | \$ - | \$ 9,000 |
| Credit Card Processing/Bank Fees | \$ 33,000 | \$ - | \$ 33,000 |
| Board Expenses | \$ 10,000 | \$ - | \$ 10,000 |
| Staff Training & Tuition Aid | \$ 16,000 | \$ - | \$ 16,000 |
| League Relations (Marketing) | \$ 5,000 | \$ - | \$ 5,000 |
| Convention Programming | \$ 260,000 | \$ (40,000) | \$ 220,000 |
| Facility Rent/Setup | \$ 215,000 | \$ (10,000) | \$ 205,000 |
| Spec. Equip. Rental | \$ 32,500 | \$ - | \$ 32,500 |
| Food & Beverage | \$ 430,000 | \$ (26,000) | \$ 404,000 |
| Travel and Lodging | \$ 70,000 | \$ - | \$ 70,000 |
| <i>Policy Research</i> | \$ 45,000 | \$ - | \$ 45,000 |
| <i>Amicus Brief Program</i> | \$ 5,000 | \$ - | \$ 5,000 |
| <i>Muniversity (New Training)</i> | \$ 20,000 | \$ - | \$ 20,000 |
| League Office Lease Payment | \$ - | \$ - | \$ - |
| Library | \$ - | \$ - | \$ - |
| Speakers Fee/Honorariums | \$ - | \$ - | \$ - |
| Database Maintenance | \$ - | \$ - | \$ - |
| Operating & Program Exp. Subtotal | \$ 1,480,000 | \$ (76,000) | \$ 1,404,000 |

| EXPENSES | FY 2020 ADOPTED BUDGET | FY 2020 BUDGET AMENDMENT | FY 2020 ADOPTED BUDGET |
|---|---------------------------|-----------------------------|---------------------------|
| Grants & Special Projects | | | |
| Special Project-LUAU | \$ 15,000 | \$ - | \$ 15,000 |
| Tax Book & Resources | \$ 12,000 | \$ - | \$ 12,000 |
| Essay Contest Expenses | \$ 5,000 | \$ - | \$ 5,000 |
| <i>Website Redesign</i> | \$ 80,000 | \$ - | \$ 80,000 |
| Special Project-Making Life Better | \$ - | \$ - | \$ - |
| Special Projects-IHC Wellness | \$ - | \$ - | \$ - |
| Grants & Special Projects Subtotal | \$ 112,000 | \$ - | \$ 112,000 |
| Miscellaneous | | | |
| Miscellaneous | \$ 1,000 | \$ - | \$ 1,000 |
| Transfer to Fund Balance | \$ - | \$ - | \$ - |
| Contingency Reserve | \$ - | \$ - | \$ - |
| Miscellaneous Subtotal | \$ 1,000 | \$ - | \$ 1,000 |
| Capital | | | |
| Capital Outlay | \$ 10,000 | \$ - | \$ 10,000 |
| Capital Improvements - Office remodel | \$ - | \$ - | \$ - |
| Capital Subtotal | \$ 10,000 | \$ - | \$ 10,000 |
| TOTAL EXPENSES | \$ 2,894,000 | \$ - | \$ 2,894,000 |
| TOTAL ALL REVENUES | \$ 2,894,000 | \$ - | \$ 2,894,000 |
| REVENUES (Under) Over EXPENSES | \$ - | \$ - | \$ - |

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.



UTAH LEAGUE OF CITIES AND TOWNS

Board Guidance: 4th Stimulus

Congress and the President have expressed support for a 4th [stimulus](#) to be considered in the near future. Members of both political parties have indicated that additional resources will be included for state and local governments. The amount, distribution, and purpose for the additional local resources is still to be determined. League staff are looking for your direction on which policies to advocate for in a 4th stimulus with our federal delegation.

Current Situation:

On March 27, 2020 the President signed the [Coronavirus Aid, Relief and Economic Security \(CARES\) Act](#), which provided \$1.25 billion to the State of Utah. Of that \$1.25 billion, Salt Lake and Utah Counties will receive direct appropriations based on population. Up to 45% of the overall amount may be spent by local governments according to the guidance. If provided by the State or SL or Utah Counties, funds available to local governments may be utilized to cover non budgeted directly related COVID19 expenses.

U.S. Treasury recently issued guidance that clarifies that medical, public health, payroll for employees dedicated to COVID19 management, compliance costs, and economic support are all allowable expenses. CARES Act funds cannot cover lost revenue, budget shortfalls, damages, payroll (for employees not dedicated to COVID19), severance pay, or workforce bonuses (some exceptions).

Options for 4th Stimulus:

- 1) Revenue Replacement: Should League staff advocate for stimulus funding to be utilized for local government lost revenues? In a recent survey, 39 cities and towns responded that between March 1 and Dec. 30, 2020 lost sales tax revenue will be around \$43 million, and over \$21 million in other municipal revenue.
 - a) Senator [McConnell](#) as well as members of Utah's delegation have expressed concerns about revenue replacement.
- 2) CARES Funding Flexibility: In the next stimulus package, engage Congress to provide more flexibility for existing CARES Act funds. Allow local governments to cover indirect impacts caused by COVID19. For example, covering utility fees and losses waived during stay safe/stay home.

- a) It is currently unclear the amount and manner in which CARES Act funds will be provided to local governments by the State, Salt Lake County and Utah County. This issue may be resolved by the 4th stimulus as legislation moves forward
- 3) Infrastructure Stimulus: Provide stimulus to local governments by putting resources to infrastructure needs.
- 4) Other?



UTAH LEAGUE OF CITIES AND TOWNS

DRAFT

Gov/Leg Leadership-

As we continue to work through these unprecedented times, we appreciate the high level of engagement that the Executive and Legislative branches have maintained with Utah local governments. Government leaders and our constituencies who have willingly made significant sacrifices have been successful in flattening the curve. However, these efforts have come with significant direct costs, lost revenues, and still to be determined impacts to the State and local economies. The federal allocation of \$1.25 billion from the CARES Act could not have come at a better time.

The ULCT Board (potentially UAC Board) asks for your continued engagement regarding the distribution of the CARES Act to local governments. Our reading of the CARES Act anticipates that 45% of the available money is intended to assist Utah's cities and counties. We are asking that the full 45% allowable under the federal legislation be passed through to local governments to cover allowable unanticipated expenses outlined by the U.S. Treasury guidance. Just like the State, local governments have seen an increase in operating costs and new and unbudgeted expenditures all while revenues are dropping.

To better help the ULCT Board, staff, and its membership in understanding the State's plan for distribution of the CARES Act funds, we are submitting the following questions to your office:

- 1) What is the anticipated timeline for these funds to be distributed to local governments?
- 2) How does the State intend to distribute these funds? Will these dollars come through direct reimbursement or through a formula?
- 3) Will these funds be distributed one-time or in instalments to local governments?
- 4) Will the State be adding additional parameters or requirements in addition to the federal requirements outlined in the U.S. Treasury guidance? If so, what will they entail?
- 5) If a local government utilizes some of its funds to reduce the economic impact on the local economy, how does the State plan to coordinate efforts?

As a Board, we recognize your office also has questions for local governments regarding these funds. We stand ready to engage our membership to help find answers and solutions to questions you might have regarding CARES Act funds. We local governments want to continue with an open dialogue so that no Utahn or Utah community is left behind.

Please provide any answers to our questions or any questions you might have to the League's Executive Director Cameron Diehl and (UAC).

Thank you,
ULCT Board

April 2020 Special Session Highlights and Future Special Session Prioritization

April 2020 Special Session Highlights

SB 3004 (Passed): Public Health and Economic Emergency Commission

- Created Commission. The commission has already submitted its recommendations to the governor for proceeding with Utah Leads Together 2.0.
- If the governor adopts, by order, a recommendation made by the commission, the adopted recommendation supersedes any portion of a local ordinance or order that is more restrictive than or in direct conflict with the adopted recommendation, unless the governor allows an exception at the time the governor adopts the recommendation or at any time thereafter.
- If it supersedes a portion of a local ordinance or order ... the remaining portion remains valid.

HB 3009 (Failed): Local health departments, veto of contradictory local orders

*Still pending. These requests came from members through VPA, fiscal workgroup, small strategy group, one-off requests (i.e. a hodgepodge of groups without much prioritization).

- *Required a local health department to obtain signature of local chief executive on an emergency order.
- *Allowed the governor to veto a local order issued in response to statewide declared emergency if the order was not consistent with statewide efforts.
- *Some budget flexibility to cities in response to a declared emergency. (Parts of these requests were negotiated with the State Auditor.)
- *Extension of receipt and deposit requirements during a declared emergency. (Negotiated with State Treasurer.)
- *Clarified authorized electronic transactions during a declared emergency, including plat signatures.
- *GRAMA response extension during a COVID-type declared emergency. (This language was still in negotiations with the Utah Medica Coalition when the bill died.)
- *Flexibility in posting and making meeting minutes public in a declared emergency.

*There was also a request to find legislation to address testing of individuals who may have spread COVID-19 to officers during an arrest. The request came from the Valley Police Attorneys and the Chiefs of Police Association after our initial internal deadline . Leadership did not approve including this in the April special session but we know a legislator has a bill file open for future consideration.

Special Session Issues: Requests and Prioritization

Staff is seeking the Board's direction on special session issues and prioritization of staff time. The compressed timeframe of the April special session illustrated that, for the foreseeable future, other special sessions will have a flurry of requests from our members and outside stakeholders, placing a premium on ULCT resources and the Board's endorsements.

Pending special session requests

We are requesting that the board prioritize the following for the May special session. Even one or two of these may represent a significant amount of staff time and political capital.

1. Requests from members (*previous page)
2. State allocation of CARES Act dollars to local government
3. Requests submitted from proposed LPC survey (unknown until the survey is conducted)
4. External stakeholder requests
 - a. Infrastructure stimulus (UAC): UAC has submitted a letter to the Board asking that UAC and ULCT present united infrastructure stimulus options to the legislature, particularly reallocation and prioritization of transportation dollars.
 - b. PID expansion (PRC): PRC has submitted a letter to the Board asking to enhance the use of PIDs to increase liquidity. This will require negotiations on statutory changes between the PRC and our members. If this is prioritized but consensus is not quickly achieved, the issue will likely continue further into interim. If this is not prioritized, and ULCT does not proactively engage with the PRC, ULCT will likely have to reactively engage once PRC legislation is introduced

Considerations

1. If everything is a priority, nothing is a priority: staff bandwidth, legislature's tolerance of multiple "asks," Board's ability to engage on multiple fronts.
2. Should ULCT's priority be proactive (raising member-requested issues at the legislature) or reactive (responding to external stakeholder requests)? Can those two be easily separated?
 - a. If we don't proactively engage with external stakeholders like the PRC, how much time is spent later reacting to their legislation?
 - b. How do we prioritize stakeholder requests that should have a policy position by ULCT but minimal investment of staff time?
 - c. External stakeholder requests are increasing are they taking too much precedent over member-initiated issues. Is that OK?
3. If an issue is prioritized for special session, consider how it may creep/become an interim priority. (E.g. see PID note above. See page 3 for 2020 interim issues)
4. Are the issues we successfully got included in HB 3009, but ultimately did not pass, still relevant?

Prioritization options for May special session

1. Issue LPC survey and prioritize member requests
2. Prioritize current member requests (CARES funding, issues from HB 3009)
3. Prioritize all or some outside stakeholder requests
 - a. We could still issue the LPC survey for feedback on future special session issues but inform them of external stakeholder issues already prioritized by the Board.

- Hybrid: Receive LPC input from survey, then determine what member and external stakeholder issues to prioritize

Remaining Issues/Prioritization for Interim

For future discussion, please consider whether a process like one adopted for the spring 2020 special sessions can be used for interims? Should caucuses be used to help prioritize?

| Potential 2020 Interim Issues | | | | | | |
|--|--------------------------------------|---|---------------------------|--------------------------------------|--------------------------------------|------------------|
| This list includes items raised in the 2019 interim and the 2020 General Session. It DOES NOT include COVID-19 issues. | | | | | | |
| Issues required by 2020 legislation, already in staff portfolio Board committed to legislative leadership, already in staff portfolio | | | | | | |
| Land use | Admin. | Water | Tax | Transportation | Public Safety | Misc. |
| Gravel pits | Rainy day fund caps | Conservation (meters, rates, audits, landscaping) | Sales tax study | Road usage charges | Retirement & retention | Homeless |
| Impact fees | GRAMA | | | | Justice court task force (Judiciary) | Metro township |
| Subdivisions | State auditor | Storm water | CRA tax levy & econ. dev. | Transport. utility fees (litigation) | EMS | Outdoor rec plan |
| Building regs (HB 374) | Elections (public \$, ranked choice) | | | | Prosecution issues | Plastic bags |
| Development in unincorp. areas | | | | | Opioids | Demolition Waste |
| Housing (SB 34) | | | | | | |
| PIDs | | | | | | |



UTAH LEAGUE OF CITIES AND TOWNS

Proposal for Special Sessions in 2020

ULCT's traditional legislative vetting process to establish positions and priorities for League staff is not functional under COVID19. In the special session held in April 2020, League staff were provided tight timelines to collect, distribute, and vet information coming from the League membership, the Governor's Office, Legislative leadership, and League partners.

To provide better engagement, ULCT staff are proposing a temporary change in process and procedure for gathering and prioritizing League advocacy and time. The following proposal utilizes existing structures in a new format to increase efficiency and engagement with results. This proposal is limited while COVID19 restrictions are in place and the Legislature holds monthly special sessions.

Step 1: League staff will utilize the Legislative Policy Committee (LPC) to collect needed legislative changes and special session priorities. Once ULCT staff knows that a special session is imminent, League staff will include a submission portal (qualtrics) in Friday Facts with instructions for LPC members to submit up to three legislative recommendations. Submissions by non-LPC members will be referred back to the city to submit through LPC membership.

- Cities can submit up to three (one for each LPC member) priorities for *emergency* changes in state code. This will not be an opportunity to make long-term policy changes.
- These must be submitted through LPC members. ULCT will encourage cities and towns to create internal processes for selecting and vetting recommendations made by LPC members.
- Board members are encouraged to provide League staff their priorities as well.

Step 2: At the close of business on Monday, ULCT staff compile the list of priorities submitted. Based on submissions, league staff will:

- Select 3 to 5 of the most commonly submitted requests. If needed, follow-up with those that submitted the requests for more details.
- Hold a call with the ULCT Executive Board to evaluate, prioritize, and approve which submissions will be ULCT legislative requests. This call will also be utilized to adopt positions on potential special session legislation.

Step 3: ULCT staff will follow-up with legislators to run prioritized legislation adopted by the Executive Board.

Step 4: Email LPC members the adopted priorities.

- Include a list of all submitted changes (remove staff/city that submitted)

Other:

- Repeat this process with each special session. This process recognizes the ever changing landscape around COVID19. The priorities submitted in May can certainly be different in June. This process will allow for ongoing input by LPC members.
- League staff will consider conducting a Zoom call for LPC members before this process begins to explain. Also consider a call after each special session to highlight the request submitted and priorities adopted. TBD.

VIA EMAIL

April 24, 2020

Board of the Utah League of Cities and Towns
50 600 E #150
Salt Lake City, UT 84102

Dear Board Members:

Thank you for your service and the extra effort each one of you is currently contributing to address the myriad of issues raised by COVID-19 and the effects related thereto. We recognize that municipalities are suffering many of the same economic consequences that we are feeling in the private sector. It is with that awareness that we write on behalf of the Property Rights Coalition to invite a discussion of how to facilitate large system and infrastructure improvements considering the anticipated restricted cash flows in both the private and public sectors.

Large infrastructure projects are always crucial to providing employment, stimulating the economy, and ensuring our infrastructure systems continue to function as we manage our growth smartly. With the significant economic contraction we have already seen in just a few weeks, and a likely long and slow recovery ahead, we are concerned that if neither the development community or local government can fund system-wide infrastructure projects as a result of the collective need to focus our scarce resources to shorter term priorities, many of these critical projects will be derailed at a time they will be most beneficial to everyone, and will make it only that much harder to catch back up when the impacts of the pandemic begin to recede.

We believe that one possible solution is to expand the availability of public infrastructure districts to facilitate the funding of these projects right now. We have attached some proposed statutory changes that would expand the availability of PIDs while providing political cover for elected officials whose constituents may oppose the concept of a PID. We also invite the League to propose any additional solutions that may address this issue.

Thank you in advance for your collaboration on this important matter.

Sincerely,

UTAH PROPERTY RIGHTS COALITION

Christopher P. Gamvroulas, President
Ivory Development

William O. Perry, IV, Vice President and General Counsel
Perry Homes

Ty McCutcheon, President and CEO
Daybreak Communities

April 28, 2020

The Honorable Gary Herbert
Governor of the State of Utah
350 S. State Street
Salt Lake City, UT 84103

The Honorable Stuart Adams
President of the Utah Senate
350 S. State Street
Salt Lake City, UT 84103

The Honorable Brad Wilson
Speaker of the Utah House of Representatives
350 S. State Street
Salt Lake City, UT 84103

RE: Transportation Funding and the B&C Road Allocation

Governor Herbert, President Adams and Speaker Wilson:

First, thank you for your leadership during this unprecedented crisis that is facing the nation. We have appreciated the collaborative approach that has been taken between the state, counties, cities, and the business community. Like you, as state leaders, we are working diligently to ensure the fiscal conditions of our counties and cities are maintained in the unforeseen economic dip that we are all experiencing. As you know, the legislature has not afforded local government the same revenue flexibility as the state, placing statutory restrictions on local governments' ability to amass rainy day funds or ability to leverage new revenue sources in an effort to maintain critical services during this time.

One of the areas where we are experiencing the largest impact is our ability to maintain and operate our transportation infrastructure. Like the state, local governments are dependent upon gas tax receipts in order to pay for our transportation infrastructure. As we approach the construction season, we are quite concerned that the anticipated gas tax receipts will not be adequate to meet the basic maintenance needs in our communities. We are anticipating a significant reduction in gas tax receipts due to COVID-19 and the commensurate reduction in gas tax sales, which will decimate many of our local efforts to maintain local road networks. Today, Utah's local governments maintain nearly 36,000 miles of road, accounting for approximately 75% of all lane miles in Utah. Without adequate gas tax receipts, we will be cutting critical construction-based workforce and reducing maintenance efforts in nearly all jurisdictions.

Recently the Department of Transportation and our area Metropolitan Planning Organizations (MPOs) estimated that the reduction in maintenance has a 10x increase in cost for future repairs of the same piece of infrastructure. Couple the increased cost of deferred maintenance, with the loss in workforce that is supported with the local portion of gas tax, and local governments are concerned about the long-term consequences of the reduction in motor fuel tax revenue in maintaining and improving our infrastructure.

While we all would prefer to “pay as we go” for infrastructure needs, this unprecedented pandemic will require an unprecedented collaborative effort to address diminished revenue. With that being said, we are seeking a partnership with the state to address this need. We would ask that the executive and legislative branch work with us, as local partners, to consider statewide bonding in the area of transportation infrastructure that would be used to backfill the loss in gas tax that is being experienced in the local B&C transportation allocation. With an anticipated 30-40% reduction in receipts, and a total average B&C allocation of \$179,000,000, we would be seeking a statewide bond authorization of \$60M-\$70M. This would be used exclusively to carryout existing maintenance and operational needs related to the local transportation network. Not only will this help ensure critical employment for contractors in many areas of the state, but would also help ensure that the cost of deferred maintenance does not further compound the impacts of COVID.

ULCT and UAC are also working with our federal delegation around potential infrastructure funding to help re-activate this crucial sector of our economy.

Is there an opportunity to put a working group together to discuss options around this topic? Recognizing that an additional special session is likely, we would seek to come up with a plan in advance of our next special opportunity, in an effort to keep existing projects “funded” and the work scheduled for this constructions season. Please let us know if you have some interest in the area, and know that we look forward to the collaboration. Thanks again for all you are doing for our great state.

Appreciatively,

Brandy Grace, CEO
Utah Association of Counties

Cameron Diehl, Executive Director
Utah League of Cities and Towns

Andrew Gruber, CEO
Wasatch Front Regional Council

Board & Commissions with ULCT Representation - April 2020

| Board | Currently Filled by | City/Town | Appointed by | Expiration Date |
|--|-------------------------------|----------------------------------|---|--|
| Commission on Housing Affordability | Andrew Johnston | Salt Lake City | Governor | N/A |
| Commission on Housing Affordability | Chris Condie | Lehi | Governor | N/A |
| Emergency Management Administration Council | Dustin Lewis | South Jordan | ULCT Board of Directors | No information |
| Emergency Management Administration Council | Jonathan "Mike" McCombs | Park City | ULCT Board of Directors | No information |
| Governor's Rural Partnership Board | Emily Niehaus | Moab | ULCT Board of Directors | 1/8/2023 |
| Joint Highway Committee | Gary Uresk | Woods Cross | ULCT Board of Directors | |
| Joint Highway Committee | Gary Hill | Bountiful | ULCT Board of Directors | |
| Joint Highway Committee | Matt Cassel | Salt Lake City | ULCT Board of Directors | |
| Joint Highway Committee | Trae Stokes | Murray | ULCT Board of Directors | |
| Joint Highway Committee | Ryan Snow | Roosevelt | ULCT Board of Directors | |
| Joint Highway Committee | David Graves | Provo | ULCT Board of Directors | |
| Joint Highway Committee | Jon Pike | St. George | ULCT Board of Directors | |
| Joint Highway Committee | Jason Brown | Beaver | ULCT Board of Directors | |
| Joint Highway Committee | Miles Nelson | Price | ULCT Board of Directors | |
| Joint Highway Committee | Jeremy Redd | Blanding | ULCT Board of Directors | |
| Joint Highway Committee | Mike Langston | Richfield | ULCT Board of Directors | |
| Joint Highway Committee | Joe Decker | Kanab | ULCT Board of Directors | |
| Joint Highway Committee | Jamie Davidson | Orem | ULCT Board of Directors | |
| Joint Highway Committee | Paul Hansen (Jim Bolser) | Tooele | ULCT Board of Directors | |
| Joint Highway Committee | Russ Willardson | West Valley | ULCT Board of Directors | |
| Joint Highway Committee | Cameron Diehl | ULCT | ULCT Board of Directors | |
| Kem C. Gardner Policy Institute | Cameron Diehl | ULCT | Position for ULCT Executive Director | |
| Land Use and Eminent Domain Advisory Board | Clint Drake | Bountiful | Governor | |
| Mental Health Protections for First Responders Workgroup | Craig Humphreys | North Logan | ULCT Board of Directors | |
| Outdoor Adventure Commission | VACANT | VACANT | Board | |
| Point of the Mountain State Land Authority | Jim Miller | Saratoga Springs | ULCT Board of Directors | |
| Point of the Mountain State Land Authority | Kurt Bradburn | Sandy | ULCT Board of Directors | |
| Private Activity Bond Review Board | Dean Lundell | Lehi | Governor | 4/30/2023 |
| Private Activity Bond Review Board | Chip Dawson | South Jordan | Governor | 2023 if started when last finished |
| Private Activity Bond Review Board | VACANT | VACANT | Governor | |
| Procurement Policy Board | Bryan Hemsley | Salt Lake City | ULCT Board of Directors | |
| Public Land Policy Advisory Board | Dave Millheim | Farmington | ULCT Board of Directors | |
| Quality Growth Commission | Jenney Rees | Cedar Hills | Governor | |
| Quality Growth Commission | Andy Beerman | Park City | Governor | 4/15/2021 |
| Quality Growth Commission | Erin Mendenhall | Salt Lake | Governor | 4/15/2021 |
| Records Management Committee | Nancy Dean | Clearfield | Governor | 10/1/2023 |
| Rural Online Working Hubs Grant Advisory Committee | Steven Cox | Boulder | Executive Director of the Governor's Office of Economic Development | |
| State Records Committee | Nancy Dean | Clearfield | Governor | |
| Uniform Building Code Commission | Kent Bush | Clearfield | Governor | 6/30/2022 |
| Utah Commission on Aging | Dustin Gettel, Amy Zadeik And | Midvale, Logan | Governor | Amy Anderson 10/1/2022 |
| Utah Communications Authority Board | John Park | Pleasant Grove | Governor | 8/1/2023 |
| Utah Communications Authority Board | Gary Whatcott | South Jordan | Governor | 8/1/2021 |
| Utah Indigent Defense Commission | Ryan Loose | South Jordan | Governor | |
| Utah Indigent Defense Commission | Nicole Cottle | West Valley | Governor | 6/15/2022 |
| Utah Motor Vehicle Franchise Advisory Board | Cameron Diehl | ULCT | Executive Director of the Department of Commerce | |
| Utah Motor Vehicle Franchise Advisory Board - Alternate | Wayne Bradshaw | ULCT | Executive Director of the Department of Commerce | |
| Utah Outdoor Recreation Grant Advisory Committee | Cameron Diehl | ULCT | Executive Director of the Outdoor Recreation Office | |
| Utah Retirement System Membership Board | Jamie Davidson | Orem | ULCT Board of Directors | Four years from date of appt |
| Utah Seismic Safety Commission | Cameron Diehl | ULCT | ULCT Director | |
| Utah Substance Use and Mental Health Advisory Council | Howard Madsen | Sunset | ULCT Board of Directors | Not shown on website 2022 if appt when last was done |
| Utah Wastewater Operator Certification Council | Kerry Eppich | Mt. Olympus Improvement District | ULCT Board of Directors | |
| Utah Wastewater Operator Certification Council | Gordon Evans | South Valley Sewer District | ULCT Board of Directors | |
| Utah Wastewater Operator Certification Council | Giles Demke | Orem | ULCT Board of Directors | |
| Utility Facility Review Board | VACANT | VACANT | Governor | |
| Wasatch Front Regional Council (Alternate Member) | Shayne Scott | Kaysville | ULCT Board of Directors | |
| Wasatch Front Regional Council (Primary Member) | Dawn Ramsey | South Jordan | ULCT Board of Directors | |
| Wasatch Front Regional Council Regional Growth Committee | Gary Uresk | Woods Cross | ULCT Board of Directors | |