

# UTAH LEAGUE OF CITIES & TOWNS BOARD OF DIRECTORS MEETING

LOCATION: ULCT OFFICE, 50 S 600 E, SUITE 150 & VIA ZOOM

WEDNESDAY, JANUARY 29, 2020 @ 2:15 PM

(TIMES ARE APPROXIMATE)

1. **Welcome and Introductions (New Staff Update) – Council Member Mike Mendenhall, ULCT President** 2:15 PM  
HANDOUT: [2019-2020 ULCT Board of Directors Schedule of Meetings](#)
2. **Review & Approval of Minutes – Council Member Mike Mendenhall, ULCT President** 2:17 PM  
ACTION: Review & Approval of Minutes  
HANDOUT: [December 16, 2019 Minutes](#)
3. **Conflict of Interest Disclosure – Council Member Mike Mendenhall, ULCT President** 2:20 PM  
ACTION: Disclosure of any potential conflict of interest with agenda items  
HANDOUT: None
4. **ULCT Board & Commission Reports & Appointments – Abby Bolic, Operations & Membership Coordinator** 2:22 PM  
ACTION: Appointment to USSC & WFRC  
HANDOUT: [Boards & Commissions Memo](#)
5. **Review and Approval of Q2 Check Register – Nick Jarvis, Chief Operating Officer** 2:30 PM  
ACTION: Review and Approve October, November, & December Check Registers  
HANDOUT: [October, November, & December Check Registers](#)
6. **FY 2020 Q2 Financial Report (July-December 2019) – Nick Jarvis, Chief Operating Officer** 2:40 PM  
ACTION: Review & approval of FY 2020 Q2 Report  
HANDOUT: [FY 2020 Q2 Financial Report](#)
7. **Personnel & Accounting Policy Updates – Nick Jarvis, Chief Operating Officer** 2:55 PM
  - Payroll & ReimbursementsACTION: Review and adoption of proposed ULCT Personnel & Accounting Policies  
HANDOUT: [Proposed ULCT Personnel & Accounting Policies](#)
8. **Advocacy, Engagement, & Outreach Update – Cameron Diehl, Executive Director & Victoria Ashby, Director of Government Relations** 3:05 PM
  - A) **Legislative Priorities**
    - Priorities from Nov. & Dec.
    - Inland Port Update
    - Transportation Utility Fee
    - Other issues worthy of prioritization
    - Metro Townships efforts to become full cities
  - B) **Other Advocacy**
    - Gardner Institute Air Quality Road Map
    - Tax Reform & Governor’s Budget: TPA Grants, Transit, Electric Vehicles, Indigent Defense, Open Space
    - HomelessnessACTION: Review & ratification of staff positions on bills, Direction to staff about potential legislation from litigation, Direction to staff about other advocacy items (metro townships, Gardner, Gov.)  
HANDOUTS: [November 14, 2019 Legislative Priority Memo \(Highlighted\)](#)  
[Articles of Importance: ULCT Legislative Priorities](#)  
[Metro Townships Memo](#)  
[Gardner Policy Institute Air Quality Summary](#)  
[Details from Governor’s FY 2020 Budget & TPA Grants](#)  
[ULCT Bill Tracking \(Link\)](#)
9. **Gubernatorial Candidate Outreach Update – Council Member Mike Mendenhall, ULCT President & Susan Wood, Director of Communication** 4:15 PM  
ACTION: For information & discussion  
HANDOUT: None
10. **ULCT Board Vacancy – Mayor Dawn Ramsey, ULCT 2<sup>nd</sup> Vice President** 4:20 PM  
ACTION: Appointment of new Board Member  
HANDOUT: Executive Board Recommendation Memo
11. **Other Business**
12. **Adjourn** 4:30 PM

Next Meetings: March 30, 2020 (Budget priorities), April 22, 2020 (Proactive legislative priorities)

Legislative Session – No other scheduled Board meetings, though ULCT Officers may call one if deemed necessary (LPC weekly)



## ULCT Board of Directors Meeting Schedule 2019 - 2020

*All meetings will be held at noon at the ULCT Offices unless held in conjunction with other events or otherwise indicated. Scheduled meetings may be canceled if appropriate.*

**Monday, October 7, 2019**

New member orientation & strategic planning

**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 22, 2020 – St. George, UT**

in conjunction with the ULCT Midyear Conference

Discussion of proactive legislative priorities, Adoption of FY 2021 Dues

**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



UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING MINUTES

LOCATION: UTAH LOCAL GOVERNMENTS TRUST, 55 US 89, NORTH SALT LAKE, UT 84111 & VIA ZOOM  
MONDAY, DECEMBER 16, 2019 @ 9:45-11:45 AM

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

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  
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

EX-OFFICIO MEMBERS

ULCT Legal Counsel, David Church

ULCT STAFF

Cameron Diehl, Executive Director  
Nick Jarvis, Chief Operating Officer  
Roger Tew, Senior Policy Advisor  
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  
Meg Ryan, Land Use Manager

EXCUSED:

Mayor Dawn Ramsey, 2<sup>nd</sup> Vice President, South Jordan  
Gary Hill, UCMA & Bountiful  
Mayor Michelle Kaufusi, Provo  
Mayor Jeff Young, Richmond

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

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: Mayor Jon Pike, St. George  
Approve Draft Minutes from November 18, 2019 Board Meeting

SECOND: Mayor Andy Beerman, Park City

VOTE: Unanimous Approval

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

- None

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

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

MOTION: Mayor Jim Talbot, Farmington  
Authorize ULCT officers to make endorsement to Indigent Defense Commission  
SECOND: Mayor Mike Caldwell, Ogden  
VOTE: Unanimous Approval

Presentation of the FY 2019 Annual Audit – Eide Bailly LLP

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

MOTION: Mayor Jon Pike, St. George  
Approval of FY 2019 Audited Financial Statements  
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](#)

MOTION: Mayor Andy Beerman, Park City  
Endorse NLC Presidential Platform  
SECOND: Mayor Emily Niehaus, Moab  
VOTE: Unanimous Approval

Staff Goals from October Board Retreat – Cameron Diehl, Executive Director; Nick Jarvis, COO; & John Park, Training Consultant

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

MOTION: Mayor Jim Talbot, Farmington  
Adopt staff goals for FY 2020  
SECOND: Council Member Tasha Lowry, Draper  
VOTE: Unanimous Approval

ULCT Board Vacancies – Cameron Diehl, Executive Director

- No action

Adjourn

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

MOTION: Mayor Mike Caldwell, Ogden  
Adjourn  
SECOND: Mayor Jon Pike, St. George  
VOTE: Unanimous Approval



**TO:** ULCT Board of Directors  
**FROM:** Abby Bolic, Operations and Membership Coordinator  
**DATE:** January 24, 2020  
**SUBJECT:** ULCT Board & Commission Appointments

**Utah Seismic Safety Commission**

The Utah Seismic Safety Commission has 15 members. Under Utah code, one of those positions is appointed by the ULCT Board of Directors. The commission's focus is on earthquake related issues and how they can develop, research, and recommend seismic policies across the state of Utah. There is no Senate or Governor approval for this commission. Roger Evans has represented the League for over 10 years. He was previously chair of the commission. Roger is leaving the commission and he recommends that Orion Goff take his position. Orion is a Salt Lake City building official. Salt Lake County Works Operations and Mayor Erin Mendenhall's Chief of Staff, Rachel Otto, support this recommendation. We would like the Board of Directors to appoint Orion Goff to the Utah Seismic Safety Commission.

**Wasatch Front Regional Council**

The Wasatch Front Regional Council (WFRC) is responsible for coordinating the transportation planning process as the designated Metropolitan Planning Organization (MPO) for the Wasatch Front. South Jordan Mayor Dawn Ramsey has represented the Utah League of Cities and Towns on the WFRC council as a non-voting member for the past year. Her term has ended, and we would like the Board of Directors to approve her re-appointment to the council.

**State Records Committee**

The State Records Committee is a public body that hears appeals of records access denials under GRAMA and authorizes retention schedules for government records. Cindi Mansell has served on the committee and has volunteered to continue her position. Cindi is retiring from her position as the recorder for Salt Lake City, and we are working with the Utah Municipal Clerks Association to fill this important appointment. We ask the Board to allow the Executive Committee to fill this position if needed before the March 30<sup>th</sup> board meeting when the appointment will be brought before the whole Board for ratification.

# Utah League of Cities and Towns

## CHECK DETAIL

October - December, 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
51-1111 ZIONS BANK CHECKING						
10/03/2019	Check		David Church	CHECK 100100 CHECK	R	-3,000.00 3,000.00
10/07/2019	Check	100102	National Payroll Services	UTAH LEAGUE OF 1876000393TAXES UTAH LEAGUE OF 1876000393TAXES CCD876000393 UTAH LEAGUE OF CITIE REF # 019280002087750	R	-11,045.58 -11,045.58
10/09/2019	Check	37710	Nick Jarvis	Staff Retreat	R	-70.59 70.59
10/09/2019	Check	37707	MARCO	Invoice #: 702361 Invoice #: 704046	R	-2,133.44 1,892.51 240.93
10/10/2019	Check	37758	Abby Bolic	Pick up Annual gift in Layton	R	-27.72 27.72
10/10/2019	Check	37719	Access	Invoice #: 7727906 September	R	-239.81 239.81
10/10/2019	Check	37721	Cameron Diehl	Annual Convention keynote speaker Andy Card (Cameron Diehl, Rachel Diehl, Jon Pike, Andy Card, Mike McCarlie) Strategic retreat for ULCT Staff (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)	R	-510.02 236.38 202.83 70.81
10/10/2019	Check	37722	DS Accounting Services	Invoice #: 2019-0140 September	R	-2,000.00 2,000.00
10/10/2019	Check	37723	Eide Bailly	Invoice #: E100867731 Progress billing related to the audit of the financial statements for the year ended 2019	R	-14,500.00 14,500.00
10/10/2019	Check	37724	Erin Scharff		R	-209.87 209.87
10/10/2019	Check	37725	Get Healthy Utah	Invoice #: 1025 2019 Move Utah Bronze Level Partnership	R	-500.00 500.00
10/10/2019	Check	37726	Granicus	Invoice #: 115037 Setup and configuration, communications cloud (online training)	R	-32,070.00 10,500.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				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	Invoice #: 023 September	R	-3,404.25 3,404.25
10/10/2019	Check	37727	John Hiskey	September	R	-5,000.00 5,000.00
10/10/2019	Check	37729	LexisNexis	Invoice #: 3092230558 Legal Research Software	R	-120.00 120.00
10/10/2019	Check	37730	Meg Ryan	Staples, Michaels, Whole foods Annual Convention food	R	-172.79 155.69 17.10
10/10/2019	Check	37731	Natalie Clawson	Annual convention tours and real game help	R	-245.00 245.00
10/10/2019	Check	37732	Rachel Otto	APA Policy and Advocacy Conference	R	-1,661.61 1,661.61
10/10/2019	Check	37733	Rocky Mountain Power	September Power	R	-232.50 232.50
10/10/2019	Check	37734	Sixth East Condo Association	Invoice #: 1209 Condo Association Monthly Fee	R	-900.00 900.00
10/10/2019	Check	37735	Spatafore Design	Invoice #: 13541 ULCT Convention Agenda and Cards Invoice #: 13542 Award certificate printing	R	-1,018.00 793.00 225.00
10/10/2019	Check	37736	Susan Wood	Interviews Tooele and Spanish Fork Parking Granicus web design lunch PIO conference	R	-893.10 99.18 9.00 47.79 737.13
10/10/2019	Check	37720	American Planning Association Utah Chapter	Donation for 2019 conference	R	-500.00 500.00
10/10/2019	Check	37737	Vanguard Cleaning Systems	Invoice #: 121274 Monthly cleaning	R	-460.00 460.00
10/15/2019	Check	100104	Zions Bank		R	-25,558.53

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				CREDIT CARD ECS 9044021947PAYMEN CREDIT CARD ECS 9044021947PAYMENT WEB043000093920952ACCOUNT CONTROL REF # 019288007384748		-25,558.53
10/21/2019	Check	37738	Blue Cairn Media	Invoice #: 773 Design, Sign, Stickers, Logo and Consult	R	-1,415.00 1,415.00
10/21/2019	Check	37739	Cameron Diehl	Legislative Food and Beverage: Cameron Diehl, Rachel Otto & Jacey Skinner Legislative Food and Beverage: Cameron Deihl & Joe Pyrah (Lobbyist for SLC)	R	-76.59 41.26 35.33
10/21/2019	Check	37740	Comfort Savvy HVAC	Furnace, thermostat and Maintenance	R	-7,953.50 7,953.50
10/21/2019	Check	37742	Dominion Energy	Building Utilities	R	-31.77 31.77
10/21/2019	Check	37744	Executech	Computer services Invoice #: 139146 Computer services Invoice #:EXEC-66970 Computer Services Invoice #: EXEC-68168	R	-1,852.09 428.59 763.50 660.00
10/21/2019	Check	37745	Fast Forward Productions	Invoice #: 1921 ULCT- Videographer Camera Package, Lighting, Audio	R	-450.00 450.00
10/21/2019	Check	37746	Five Stone	Invoice #: 0000163 Event Planning and Management	R	-12,500.00 12,500.00
10/21/2019	Check	37749	John W. Park Consulting Services, inc.	Barry Rellaford Phone Meeting, UCMA meeting (Board) Reimbursement supplies for Leadership course at Midyear Conf	R	-2,201.67 2,025.00 176.67
10/21/2019	Check	37747	Janimae M. Daugirda	Invoice #:1	R	-450.00 450.00
10/21/2019	Check	37751	Love Box	Invoice #: 1035 Truffles and Caramels	R	-266.25 266.25
10/21/2019	Check	37752	Marvellous Catering	Invoice#: 29301	R	-1,302.32 1,302.32
10/21/2019	Check	37753	Public Employees Health Program	Employee Premium	R	-297.32 297.32

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/21/2019	Check	37756	Utah Local Government Trust		R	-8,730.62
				Invoice #: 1575886 Liability		7,726.00
				Invoice #: 100956 Employee Benefits (Life, AD&D, Dental, Vision)		1,004.62
10/21/2019	Check	37757	Utopia Fiber		R	-435.00
				Computer Services Invoice#: EPIV00000416695		435.00
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 Salt Lake City		R	-
				Food & Beverage		241,993.51
				Special Equipment Rental		216,013.83
				Facility Rent & Set Up		12,378.00
				Travel & Lodging		4,901.68
						8,700.00
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		R	-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		R	-1,352.00
				Invoice #: 1218 Condo Assoc. Common Area Expenses (Hardwood Floors)		452.00
				Invoice #: 1214 Condo Assoc. Monthly Dues		900.00
11/06/2019	Check				R	-1,331.83
				CHECK 100102 CHECK		-1,331.83
11/06/2019	Check	100105			R	-1,757.64
				CHECK 100105 CHECK		-1,757.64
11/06/2019	Check	100110			R	-2,377.34
				CHECK 100110 CHECK		-2,377.34
11/06/2019	Check				R	-2,718.76
				CHECK 100103 CHECK		-2,718.76

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/06/2019	Check	100112		CHECK 100112 CHECK	R	-2,734.89 -2,734.89
11/06/2019	Check	100107		CHECK 100107 CHECK	R	-2,741.54 -2,741.54
11/07/2019	Check	37759	Access		R	-237.49 237.49
11/07/2019	Check	37761	Comfort Savvy HVAC	Furnace, thermostat and Maintenance (Payment 2of2)	R	-7,950.00 7,950.00
11/07/2019	Check	37762	DS Accounting Services		R	-2,000.00 2,000.00
11/07/2019	Check	37763	Executech	Thunderbolt Dock Invoice #: 139562	R	-329.99 329.99
11/07/2019	Check	37765	John Hiskey	Invoice October 2019	R	-5,000.00 5,000.00
11/07/2019	Check	37764	John M Janson	November 2nd LUAU Training Speaker	R	-450.00 450.00
11/07/2019	Check	37766	John W. Park Consulting Services, inc.	ULCT Board Retreat, staff meetings (10th and 28th) , telephone mtgs , EOE mtgs , off site work	R	-3,450.00 3,450.00
11/07/2019	Check	37767	LexisNexis	Invoice #: 3092280236 Legal Research Software	R	-120.00 120.00
11/07/2019	Check	37769	Montana League of Cities and Towns	Invoice #: UTAH102119 NLC Region 7 State Executive Directors Reception	R	-2,000.00 2,000.00
11/07/2019	Check	37770	Public Employees Health Program	October	R	-297.32 297.32
11/07/2019	Check	37771	Rachel Otto	UDOT Conference	R	-60.00 60.00
11/07/2019	Check	37772	Rocky Mountain Power	October	R	-119.06 119.06
11/07/2019	Check	37773	SmartMouth Communications	CHECK 37378 CHECK  Invoice #: 9112 Executive Communication Consulting/Coaching	R	-250.00 250.00
11/07/2019	Check	37774	Steve Pastorik		R	-450.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				November 2 LUAU 101 Training		450.00
11/07/2019	Check	37775	Utopia Fiber		R	-435.00
				Invoice#: EPIV00000430875		435.00
11/07/2019	Check	37776	Vanguard Cleaning Systems		R	-460.00
				Invoice #: 121998 Monthly cleaning		460.00
11/07/2019	Check	37760	Cameron Diehl		R	-590.60
				NLC Presidential Platform Committee		590.60
11/07/2019	Check	37768	Mike Mendenhall		R	-356.60
				NLC City Summit		356.60
11/08/2019	Check	100111			R	-3,173.58
				CHECK 100111 CHECK		-3,173.58
11/08/2019	Check				R	-5,404.10
				CHECK 100104 CHECK		-5,404.10
11/12/2019	Check	100109			R	-3,651.07
				CHECK 100109 CHECK		-3,651.07
11/12/2019	Check		Zions Bank		R	-8,774.15
				CREDIT CARD ECS 9044021947PAYMEN CREDIT CARD ECS 9044021947PAYMENT WEB043000091190368ACCOUNT CONTROL REF # 019316006358090		-8,774.15
11/13/2019	Check	100108			R	-600.00
				CHECK 100108 CHECK		-600.00
11/18/2019	Check	100106			R	-594.28
				CHECK 100106 CHECK		-594.28
11/26/2019	Check	100113			R	-3,000.00
				CHECK 100113 CHECK		3,000.00
11/26/2019	Check				R	-3,000.00
				CHECK 100101 CHECK		3,000.00
12/03/2019	Check	37781	Dominion Energy		R	-112.61
				Building Utilities		112.61
12/03/2019	Check	37783	Executech		R	-1,356.33
				Monthly services Invoice #: 140372		427.83
				Onsite Invoice #: EXEC-69701		928.50
12/03/2019	Check	37784	FireMaster Salt Lake City		R	-40.95
				Invoice # 744596 Fire extinguisher check		40.95
12/03/2019	Check	37786	John Michael Oliver		R	-2,552.25
				Invoice #025 Monthly video production and graphic design		2,552.25

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/03/2019	Check	37788	MailFinance	Invoice #:N8012583	R	-607.82 607.82
12/03/2019	Check	37795	The OP Dealer	Invoice #: 830840-0 Office Supplies	R	-34.80 34.80
12/03/2019	Check	37790	Public Employees Health Program	Monthly premium	R	-297.32 297.32
12/03/2019	Check	37794	Swire Coca-Cola	Invoice #: 13299211981 Office Drinks	R	-193.80 193.80
12/03/2019	Check	37816	Utah Local Government Trust	Invoice #: 1579170 Benefits Invoice #: 1579171 Workers Comp	R	-458.74 59.54 399.20
12/03/2019	Check	37792	Sixth East Condo Association	Invoice #: 1219 Special Assessment-Roof membrane repair deposit Invoice #: 1226 Monthly condo dues	R	-2,270.25 1,370.25 900.00
12/03/2019	Check	37777	Access	Invoice #: 7823574 Monthly storage fee	R	-260.50 260.50
12/03/2019	Check	37778	Blue Cairn Media	Invoice #: 779 Consult, design, and produce logo	R	-130.00 130.00
12/03/2019	Check	37780	Carr Printing	Invoice #: 73720 Name tents	R	-115.00 115.00
12/03/2019	Check	37782	DS Accounting Services	Invoice #: 2019-0168 Monthly accounting	R	-2,000.00 2,000.00
12/03/2019	Check	37787	LexisNexis	Invoice #: 3092333635 Legal Research Software	R	-120.00 120.00
12/03/2019	Check	37791	Rocky Mountain Power	November power	R	-145.32 145.32
12/03/2019	Check	37796	Urban3	Speaker Fee (70% Remainder) Travel Expenses	R	-4,836.95 4,200.00 636.95

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/03/2019	Check	37798	Vanguard Cleaning Systems		R	-572.73
				Invoice #: 122211		112.73
				Cleaning supplies		
				Invoice #: 122754		460.00
				Monthly cleaning		
12/03/2019	Check	37785	John Hiskey		R	-82.89
				UAC Conference (Nov 14 & 15)		82.89
12/03/2019	Check	37779	Cameron Diehl		R	-2,121.02
				NLC City Summit		1,380.13
				Meeting with Mike, Susan, Cam to discuss 2020 president goals		65.81
				Justin Stewart-tax reform, city and county priorities, and other issues		29.98
				Utah Delegation NLC dinner		645.10
12/03/2019	Check	37789	Megan Ryan		R	-267.30
				Utah APA conf. & vendor table (west jordan)		41.04
				Utah APA conf. & vendor table (west jordan)		41.04
				Ogden city council SB 34 training		57.78
				ULUI Conf Sandy		39.96
				ULUI Conf Sandy		39.96
				LUAU 101 Orem USU Site		47.52
12/03/2019	Check	37793	Susan Wood		R	-2,014.82
				NLC City Summit San Antonio		2,014.82
12/13/2019	Check	100114	Zions Bank		R	-1,386.09
				CREDIT CARD ECS 9044021947PAYMEN CREDIT CARD ECS		-1,386.09
				9044021947PAYMENT WEB043000094532628ACCOUNT CONTROL		
				REF # 019347009020915		
12/16/2019	Check	37800	Carr Printing		R	-133.00
				Name Tents		133.00
12/16/2019	Check	37804	Fast Forward Productions		R	-1,125.00
				Invoice #: 1916		750.00
				Audio, Compositing, Editing (Mayor Whitt, Mayor Ramsey, Mayor Wright)		
				Invoice #: 1919		375.00
				Audio, Compositing, Editing (Mayor Staggs)		
12/16/2019	Check	37807	John W. Park Consulting Services, inc.		R	-4,050.00
				League staff meetings		900.00
				Three telephonic meetings with League staff		450.00
				Various meetings and follow up on EOE training		2,100.00
				Off site work on Board retreat and follow up		600.00
12/16/2019	Check	37808	Kim Angeli		R	-150.00
				Walking Tour Coordinator		150.00
12/16/2019	Check	37813	Nick Jarvis		R	-30.88
				Office coffee		30.88
12/16/2019	Check	37815	Susan Wood		R	-54.74
				Legislative advocacy 101 pamphlet		54.74

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/16/2019	Check	37817	Utah Media Group	Emerging Leaders 2020 Sponsorship	R	-2,000.00 2,000.00
12/16/2019	Check	37818	Utopia Fiber	Monthly Internet Invoice #: 445406	R	-435.00 435.00
12/16/2019	Check	37810	Marvellous Catering	LPC Catering	R	-1,568.15 1,568.15
12/18/2019	Check	37811	Megan Ryan	Thank you gift for Shawn Guzman Thank you gift Wade Budge Gift bags	R	-100.45 50.00 45.00 5.45
12/18/2019	Check	37803	Executech	Monthly services Invoice #: 141753 On Site Invoice #: 141753	R	-1,356.87 428.37 928.50
12/18/2019	Check	37801	Dominion Energy	Building Utilities	R	-158.17 158.17
12/18/2019	Check	37806	John Hiskey	November Professional Services (consulting, lobbying)	R	-5,000.00 5,000.00
12/18/2019	Check	37812	National League of Cities	Invoice #: 156384 Invoice #: 156385 Invoice #: 156386 Invoice #: 156387	R	-1,700.00 425.00 425.00 425.00 425.00
12/18/2019	Check	37814	Professional Print Consulting	Invoice #: 7207 Powers and duties Invoice #: 7206 Tools help large brochures	R	-8,815.00 8,269.00 546.00
12/18/2019	Check	37802	Eide Bailly	Invoice #: E100898706 Final billing related to the audit of the financial statements for the year end	R	-4,000.00 4,000.00
12/18/2019	Check	37809	Krysten Olson	Office help	R	-149.50 149.50
12/18/2019	Check	37799	Abby Bolic	Board Meeting Snacks	R	-27.67 27.67
12/18/2019	Check	37805	Five Stone	LOD Room Rental Fee Event planning (Qtr. period 1/1/20-3/31/20)	R	-12,910.00 410.00 12,500.00
12/26/2019	Check		Utah Local Government Trust	CHECK 37816 CHECK	R	-458.74 458.74

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/30/2019	Check			CHECK 37529 CHECK	R	-50.00
						50.00



**TO:** ULCT Board of Directors  
**FROM:** Nick Jarvis, Chief Operating Officer  
**DATE:** January 23, 2020  
**SUBJECT:** FY 2020 Q2 Financial Report

Attached please find the ULCT FY 2020 Q2 unaudited actual income and expenses compared to budget. This report covers the period July 1, 2019 to December 31, 2019.

### Revenue

Overall, by the end of Q2 FY 2020, the League has collected just over 75% of all revenue budgeted for the year.

About 62% of ULCT budgeted revenue derives from **Membership Dues** and these were 96% collected by the end of Q2. The communities that had yet to submit their dues in Q2 have done so in January and we are once again at 100% participation this year. This is the first time in over a decade that the League has had back-to-back years of 100% participation.

The ULCT's budgeted revenue for **Registration Fees** is 16% of total revenue budgeted. By the end of Q2, the League received 51% of the registration fee revenue budgeted. Q3 and Q4 will see revenue from Local Officials Day and Midyear. Staff is in the process of setting registration rates for this year's Midyear Conference and is working to ensure that we collect the remaining projected revenue in this category.

**Donation and Advertising** revenue accounts for 13% of annual budgeted revenue, and the League remains low at 18% of that expected revenue. Invoices will be sent to sponsors by the end of January, and staff expects to receive 100% of this revenue in FY 2020, with most collected in Q3.

**Exhibit Space** revenue at the end of Q2 is 68% of budget. Though we do hold a major event in Q3, Local Officials' Day does not feature exhibitors. Staff expects to collect in excess of 100% budgeted revenue in this category during Q4 at the April Midyear Conference at the Dixie Center which allows for more exhibit space than the Annual Convention at the Sheraton. We expect to be over 100% in this category because of record breaking exhibitor participation at the Annual Convention and a major recruitment effort for Midyear.

125% of **Grants and Special Project** revenue was collected in the first half of the year. 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 Q2 expenditures are 47% of the adopted FY 2020 budget.

### **Personnel Services**

Expenditures for Personnel Services account for 45% of overall ULCT budgeted spending. So far, ULCT has spent 52% of what has been budgeted. As the Board is aware, we expect to exceed the budgeted amount in this category because of the creation of the Event & Strategic Partnership position that was filled in early January. Also, the departure, recruitment, and hiring of one of the organization's top-level positions (Director of Government Relations) has impacted this category. Management will prepare a budget amendment for the next Board Meeting to reflect this new reality.

### **Operating & Program Expenses**

This category accounts for 51% of budgeted expenditures. Actual expenditures for Q2 in this category are 44% of budget for the year. Staff expects this category remain steady overall, while particular subcategories may be over or under budget. You will notice that subcategory "Building Repairs & Condo Dues" is significantly over budget because of a special assessment from our condo association for overdue roof repair. Management is confident that savings elsewhere in the Operating & Program Expenses budget will cancel this out. Also, as mentioned in the Q1+ report last November, you will notice that the "Special Equipment Rental" subcategory is significantly over budget 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. We will likely combine these two categories next fiscal year much like we combined convention speakers and entertainment into "Convention Programming" this year.

### **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 is expected to be finished by the 2020 Annual Convention in September.

### **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.

### **Capital**

Nothing has been expended in the "Capital 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.

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## Conclusion

The ULCT finances are in good shape and we are on pace to be on budget for FY 2020 in all expense categories other than Personnel (which the board has specifically given staff authorization to expand). Staff has diligently made sure that revenue and expenditures are properly classified in order to give management and the board a better understanding of where ULCT resources are utilized. The ULCT finance team will continue to monitor the budget to ensure that the League remains in a financially sound position.

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

REVENUES	FY 2020 ADOPTED BUDGET	FY 2020 Q2	Difference FY 2020 Budget to Actual	%
				Collected
<b>General Revenue</b>				
Membership Dues	\$ 1,816,000	\$ 1,749,422	\$ (66,578)	96.3%
Registration Fees	\$ 460,000	\$ 234,028	\$ (225,972)	50.9%
Donations & Advertising	\$ 388,000	\$ 70,000	\$ (318,000)	18.0%
Exhibit Space	\$ 85,000	\$ 57,340	\$ (27,660)	67.5%
Grants & Contracts	\$ -	\$ -	\$ -	-
Interest	\$ 30,000	\$ 23,703	\$ (6,297)	79.0%
Publications	\$ 15,000	\$ 2,530	\$ (12,470)	16.9%
Miscellaneous Income	\$ 5,000	\$ 20,839	\$ 15,839	416.8%
Reserves	\$ 80,000	\$ -	\$ (80,000)	0.0%
Rental Income	\$ -	\$ -	\$ -	-
<b>General Revenue</b>	<b>\$ 2,879,000</b>	<b>\$ 2,157,863</b>	<b>\$ (721,137)</b>	<b>75.0%</b>
<b>Grants &amp; Special Projects</b>				
Grants-Active & Healthy Communities	\$ -	\$ -	\$ -	-
Grants-LUUAU	\$ 15,000	\$ 18,754	\$ 3,754	125.0%
Grants & Special Projects	\$ 15,000	\$ 18,754	\$ 3,754	125.0%
<b>TOTAL REVENUE</b>	<b>\$ 2,894,000</b>	<b>\$ 2,176,616</b>	<b>\$ (717,384)</b>	<b>75.2%</b>

EXPENSES	FY 2020 ADOPTED BUDGET	FY 2020 Q2	Difference FY 2020 Budget to Actual	% Expended
<b>Personnel Services</b>				
Employee Benefits	\$ 306,000	\$ 173,732	\$ 132,268	56.8%
Staff Salaries	\$ 706,000	\$ 358,903	\$ 347,097	50.8%
Contract Labor	\$ 270,000	\$ 139,525	\$ 130,475	51.7%
Car Expense	\$ 9,000	\$ 4,500	\$ 4,500	50.0%
<b>Personnel Services Subtotal</b>	<b>\$ 1,291,000</b>	<b>\$ 676,659</b>	<b>\$ 609,841</b>	<b>52.4%</b>
<b>Operating &amp; Program Expenses</b>				
Database Maintenance	\$ -	\$ -	\$ -	-
Dues and Subscriptions	\$ 75,000	\$ 22,868	\$ 52,132	30.5%
Staff Training & Tuition Aid	\$ 16,000	\$ 10,433	\$ 5,567	65.2%
Travel and Lodging	\$ 70,000	\$ 34,786	\$ 35,214	49.7%
Office Supplies	\$ 13,000	\$ 3,335	\$ 9,665	25.7%
Postage and Freight	\$ 5,000	\$ 1,488	\$ 3,512	29.8%
Printing Expense	\$ 70,000	\$ 22,314	\$ 47,686	31.9%
Equipment purchases	\$ 10,000	\$ -	\$ 10,000	0.0%
Equipment Repairs and Maint.	\$ 4,000	\$ 3,057	\$ 943	76.4%
Building Repairs & Condo Dues	\$ 17,500	\$ 29,213	\$ (11,713)	166.9%
Building Utilities	\$ 8,000	\$ 959	\$ 7,041	12.0%
Telephone-Internet Expense	\$ 13,000	\$ 1,525	\$ 11,475	11.7%
Convention Programming	\$ 260,000	\$ 78,567	\$ 181,433	30.2%
Facility Rent/Setup	\$ 215,000	\$ 15,432	\$ 199,568	7.2%
Food & Beverage	\$ 430,000	\$ 232,043	\$ 197,957	54.0%
Accounting Expenses	\$ 47,000	\$ 28,500	\$ 18,500	60.6%
Legal Expense	\$ 36,000	\$ 15,000	\$ 21,000	41.7%
Speakers Fee/Honorariums	\$ -	\$ -	\$ -	-
Computer Services	\$ 26,000	\$ 12,351	\$ 13,649	47.5%
League Relations (Marketing)	\$ 5,000	\$ 160	\$ 4,840	3.2%
Library	\$ -	\$ -	\$ -	-
Insurance	\$ 9,000	\$ 7,726	\$ 1,274	85.8%
Spec. Equip. Rental	\$ 32,500	\$ 89,886	\$ (57,386)	276.6%
League Office Lease Payment	\$ -	\$ -	\$ -	-
Board Expenses	\$ 10,000	\$ 8,602	\$ 1,398	86.0%
Credit Card Processing/Bank Fees	\$ 33,000	\$ 20,030	\$ 12,970	60.7%
<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%
<b>Operating &amp; Program Exp. Subtotal</b>	<b>\$ 1,480,000</b>	<b>\$ 648,278</b>	<b>\$ 831,722</b>	<b>43.8%</b>

EXPENSES	FY 2020 ADOPTED BUDGET	FY 2020 Q2	Difference FY 2020 Budget to Actual	% Expended
<b>Grants &amp; Special Projects</b>				
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%
			\$ -	
<b>Grants &amp; Special Projects Subtotal</b>	<b>\$ 112,000</b>	<b>\$ 35,070</b>	<b>\$ 76,930</b>	<b>31.3%</b>
<b>Miscellaneous</b>				
Miscellaneous	\$ 1,000	\$ 2,126	\$ (1,126)	212.6%
Transfer to Fund Balance	\$ -	\$ -	\$ -	-
Contingency Reserve	\$ -	\$ -	\$ -	-
<b>Miscellaneous Subtotal</b>	<b>\$ 1,000</b>	<b>\$ 2,126</b>	<b>\$ (1,126)</b>	<b>212.6%</b>
<b>Capital</b>				
Capital Outlay	\$ 10,000	\$ -	\$ 10,000	0.0%
Capital Improvements - Office remodel	\$ -	\$ -	\$ -	-
			\$ -	
<b>Capital Subtotal</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,894,000</b>	<b>\$ 1,362,134</b>	<b>\$ 1,531,866</b>	<b>47.1%</b>
<b>TOTAL ALL REVENUES</b>	<b>\$ 2,894,000</b>	<b>\$ 2,176,616</b>	<b>\$ (717,384)</b>	<b>75.2%</b>
<b>REVENUES (Under) Over EXPENSES</b>	<b>\$ -</b>	<b>\$ 814,483</b>		



**TO:** ULCT Board of Directors  
**FROM:** Nick Jarvis, Chief Operating Officer  
**DATE:** January 23, 2020  
**SUBJECT:** Personnel Policy Update

### Background

In December 2016, the Utah League of Cities and Towns overhauled its personnel and accounting policies, to address financial improprieties that had come to light. This included the transition from a system in which most ULCT employees were issued organizational credit cards, to a system based on reimbursement to employees for business related expenses. During this time the League also made the switch from processing payroll internally to working with external payroll processor.

### Proposed Changes

When ULCT began contracting with an external payroll processor, employees began to be paid on the 7<sup>th</sup> and 22<sup>nd</sup> of each month as opposed to the last day of the pay period (the 15<sup>th</sup> and last day of the month). However, this change was never officially recorded in our policies, and the first proposed change simply corrects this.

No substantive changes are being proposed to the rules governing business expense, business meal, and travel expense reimbursements. These changes simply seek to consolidate and simplify the program—removing redundancies and making it easier for employees to understand.

Based on board member comments considering the general cost of tuition, staff suggests removing the \$1,000 cap from the tuition reimbursement program. This number has not been changed since the early 2000s, and staff believes that sufficient safeguards exist (any reimbursement requires the prior approval of the Executive Director *and* the Executive Committee, only 50% of the costs are eligible, etc.) that the removal of this cap would not negatively impact the League.

### Proposed Action

Staff asks the Board to adopt these changes to the internal policies of the Utah League of Cities and Towns.

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## COMPENSATION

### PAY DAY

Pay shall be issued on the ~~15th~~ and ~~the last working day~~ 22nd of each month. If payday falls on a Saturday or Sunday, pay will be distributed on the Friday prior. If payday falls on a holiday, pay will be distributed on the last business day preceding the holiday. ULCT contracts with a third-party vendor for payroll and timekeeping services. Pay is made by direct deposit into the account of the employee's choosing.

### TIME SHEETS

A full-time work week is 40 hours. Each full-time League employee is responsible to maintain a record of hours off for vacation, sick, or other approved absences. Hourly employees are responsible to maintain a record of hours worked.

Time sheets are to be turned in by close of business on the 15th and last working day ~~11th and 26th~~ of each month. ~~In February, time sheets are to be turned in by close of business on the 11th and 23rd.~~ If the 11th or 26th (or in February 23rd) fall on a legal holiday or weekend, the timesheets are due the last working day prior to the ~~11th or 26th (or in February 23rd).~~ 15th or last day of the month. All time sheets must be approved and initialed by the Executive Director or his/her designee prior to the issuance of pay. If the Chief Operating Officer or Chief Financial Officer determines that time sheets are due on a day other than specified in this policy, he/she will notify the staff in writing one day before the due date.

~~Time for the last three days of each pay period will be an estimate. If an employee uses sick leave or vacation but did not know the leave would be used when submitting the time sheet, an amended time sheet will be prepared and signed by the employee and the Executive Director or his/her Designee. The used leave will then be reported on the employees next pay stub.~~

Falsification of time records is grounds for discipline up to and including termination of employment.

### PAYROLL RECORDS

A payroll record, including accrued leave balances, will be maintained on each employee by the third-party payroll processing company. Each employee will be provided access to an online portal to access his/her payroll records, including accrued leave balances.

### GARNISHMENTS

It is the League policy that employees pay debts in a timely manner.

An employee's pay will be held by the League upon the receipt of a valid garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the money to the court or its agent.

The League may not discharge any employee because earnings have been subject to garnishment.

### SALARY SCHEDULE

The Board of Directors will adopt a salary schedule which designates ranges according to job

### BEGINNING SALARY

New employees and those who have been promoted to a position of higher responsibility will typically begin employment at the lower end of the given salary range. The Executive Director may, however, start an employee at a higher salary in the range if it is determined the employee's qualifications and abilities

## CREDIT CARDS AND REIMBURSEMENTS FOR BUSINESS EXPENSES, BUSINESS MEAL EXPENSES, TRAVEL EXPENSES, CELLULAR PHONE EXPENSES AND EDUCATIONAL EXPENSES

### CREDIT CARD

The ULCT operates on a business expense reimbursement program rather than a credit card expense account program. However, the ULCT may maintain one or more credit cards to support ULCT business.

Any staff member authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are in violation of ULCT policy can be grounds for disciplinary action, up to and including termination. The Board President will be notified of any unauthorized use of a ULCT credit card within 48 hours of its discovery.

Each staff member authorized to carry an organization credit card will be responsible to maintain all receipts associated with charges. To ensure timely credit card payment, the receipts and documentation for all credit card charges, with business purpose noted and documented by the staff member who incurred the charge, will be given to the Chief Operating Officer or Chief Financial Officer in a format supplied by the administration within one week of the statement closing date. The Chief Operating Officer or Chief Financial Officer will verify all credit card charges with the monthly statements. A copy of all charges will be attached to the monthly credit card statement when submitted to the Executive Director and ULCT Treasurer for approval and signing.

All ULCT credit card usage will be secondarily reviewed by the ULCT Financial Oversight Consultant monthly. The Financial Oversight Consultant will raise concerns regarding credit card usage or policy compliance directly with the ULCT Executive Director and Chief Operating Officer or Chief Financial Officer.

If an employee has been issued a ULCT credit card, upon termination the credit card will be immediately cancelled.

### BUSINESS EXPENSE, ~~AND~~ BUSINESS MEAL, AND TRAVEL EXPENSE REIMBURSEMENT

Reasonable and appropriate business expenses made by ULCT employees, including business meals and travel, are eligible for reimbursement. mileage reimbursement, incurred by a reimbursement-Under these provisions, an employee must provide appropriate documentation before reimbursement will be made. Reimbursement requests should be made within 60 calendar days of incurring the business or business meal expense. Generally, lost or missing receipts will not be reimbursed. However, if an employee loses a receipt, he/she can request a "missing receipt letter" from the Executive Director to submit with any available documentation for the business expense. Receipts missing appropriate business purpose will be returned to the requestor or declined for reimbursement. The League is under no obligation to reimburse for expenses not authorized in advance. Employees should maintain an appropriate credit resource for business purposes and travel.

Reimbursements will be processed twice monthly.

Reimbursement forms and instructions may change from time to time as ULCT business practices dictate, but each form will generally require that appropriate documentation be provided, the business purpose of the expense is articulated, and the form must be signed by the Executive Director or his/her designee.

As part of the monthly bank reconciliation process, the Financial Oversight Consultant may examine business and travel reimbursement expense documentation at any time. The consultant will raise any concerns with compliance with the reimbursement and/or documentation with the ULCT Executive Director and Chief Operating Officer or Chief Financial Officer.

### **General Business Expense Reimbursement**

All employees seeking reimbursement for a general business expense must complete a business expense reimbursement form as provided by the Chief Operating Officer or Chief Financial Officer within 60 days of incurring the expense. To be eligible for reimbursement, receipts must accompany the business expense reimbursement form. Employees should seek approval from the Executive Director or his/her designee before incurring business expenses.

~~Reimbursements will be processed twice monthly.~~

~~The business expense reimbursement form and instructions may change from time to time as ULCT business practices dictate, but each form will generally require that the business purpose of the expense is articulated, and the form must be signed by the Executive Director or his/her designee.~~

### **Business Meal Reimbursement**

All employees seeking reimbursement for a business meal must complete a business meal expense reimbursement form as provided by the Chief Operating Officer or Chief Financial Officer within 60 days of incurring the business meal expense. To be eligible for reimbursement, two receipts are required -- the meal total (including gratuity) and the order detail receipt. Reimbursement will not be provided for the purchase of alcohol without ~~unless documentation of~~ pre-approval by the Executive Director or his/her designee. ~~accompanies the business meal expense reimbursement form.~~

~~Reimbursements will be processed twice monthly.~~

~~Business meal expenses incurred while travelling should be submitted for reimbursement with the travel reimbursement request. A business meal expense reimbursement form is required.~~

~~The business meal expense reimbursement form and instructions may change from time to time as ULCT business practices dictate, but each form will generally require that the meal attendees (including ULCT staff) and business purpose of the meal expense is articulated and the form must be signed by the Executive Director or his/her designee.~~

### **Mileage Reimbursement**

~~It is the ULCT policy to reimburse business mileage. All employees seeking reimbursement for business-related mileage must complete a mileage reimbursement form as provided by the Chief Operating Officer or Chief Financial Officer. Reimbursements for mileage will be made at the prevailing GSA privately-owned reimbursement per mile rate.~~

~~Reimbursement for business mileage should be made within 60 days of incurring the business mileage expense. Multiple reimbursements can be included on a single form, but none should be older than 60 days.~~

~~Reimbursements will be processed twice monthly.~~

~~Business mileage incurred while travelling should be submitted for reimbursement with the travel reimbursement request.~~

~~The business mileage reimbursement form and instructions may change from time to time as ULCT business practices dictate, but each form will generally require odometer readings, that the business mileage purpose is articulated, and the form must be signed by the Executive Director or his/her designee.~~

## TRAVEL EXPENSE REIMBURSEMENT Travel Expense Reimbursement

It is the policy of the Utah League of Cities and Towns to allow employees to travel to conferences, seminars, meetings and workshops when it is anticipated that the League will benefit from the training and information received at such events. Reasonable and appropriate travel expenses will be reimbursed. Generally, the ULCT will utilize GSA published per diem, airfare and hotel rates for each destination to determine reasonable and appropriate, while recognizing that published air and hotel rates are not always available. When GSA rates cannot be obtained, travel documentation should include a business purpose for exceeding those rates (i.e. convention hotel, travel times to accommodate additional room nights etc.) Other than airfare and/or lodging, which may be purchased on the ULCT credit card, most travel-related expenses are on a reimbursement basis.

~~To initiate travel, a travel request form, as provided by the Chief Operating Officer or Chief Financial Officer, must be submitted.~~ All travel must be approved by the Executive Director.

All employees seeking reimbursement for travel-related expenses must complete a travel reimbursement request form as provided by the Chief Operating Officer or Chief Financial Officer ~~upon return~~. To be eligible for reimbursement, receipts must be provided. In general, the ULCT will reimburse for airfare, hotel, ground transportation, mileage and per diem (meals and incidentals) based on published GSA rates for the destination.

~~Reimbursement requests should be made within 15 days of returning from the business trip. Reimbursements will be processed every two weeks.~~

It is the intent of the ULCT that while travelling, employees use per diem funds to pay for all meals and incidentals. However, it is understood that from time to time a business meal expense while travelling will be incurred. Employees should seek prior approval from the Executive Director or his/her designee before incurring business meal expenses while travelling. If a business meal is approved while travelling, the daily per diem allowed will be adjusted for all ULCT staff/ULCT-funded travelers participating in the business meal. Finally, to seek reimbursement for a business meal expense while traveling, a separate business meal expense reimbursement form for each business meal must accompany the travel reimbursement form.

The travel expense reimbursement form and instructions may change from time to time as ULCT business practices dictate, but each form will generally require that the traveler provide air fare, hotel, ground transportation receipts (business mileage reimbursement request, if applicable), and a meeting agenda detailing meals provided as part of the registration fee. Data and internet charges will be reimbursed if used for business purposes. Per diem (meals and incidentals) will be calculated based on published GSA rates for the destination. Per diem will be prorated based on partial travel days, approved business meals, and meals provided as part of conference/event registration.

**Travelling by Automobile:** While traveling on business, employees are expected to follow posted speed limits, practice defensive driving, wear seat belts, and take a sufficient number of breaks so they remain

alert. The ULCT expects its employees to be properly licensed and reserves the right to request that employees present a current license for inspection. The ULCT will not reimburse speeding or other traffic tickets or parking tickets. The ULCT will reimburse fees for parking.

**Personal Auto:** Employees will be reimbursed actual mileage at the prevailing IRS approved rate. ~~A business mileage reimbursement form should be included with the travel reimbursement form and reimbursement request.~~

**Airfare:** Unless otherwise specified, transportation to out of state events shall be by air service. If an employee chooses another form of transportation, the League will pay the lesser cost of the two forms. Employees using other forms of transportation shall use vacation if the time needed to reach the destination exceeds the time which would have been used if the employee had used air service. Per diem shall be calculated on the amount of time which would have been used if the employee had used air service.

Employees are encouraged to utilize the lowest cost travel arrangements possible. Airline reservations should be, whenever possible, made 30 days in advance. If a reduced airfare is offered for a stay over Saturday night, and the reduced rate more than compensates for additional lodging and per diem costs, the employee is encouraged to stay over the additional night.

**Hotel:** The government or corporate rate should be requested at all hotels. The League will set up direct billing when feasible. Otherwise, the employee should use his/her personal credit card and only seek reimbursement for the room, applicable taxes, and business-related data/telephone charges. Personal charges should not be included for reimbursement.

**Per Diem:** Employees will be reimbursed using the published GSA schedule of per diem rates by city. Per diem is to be used for meals and incidentals.

**Ground Transportation:** Includes airport shuttle, taxi cab, rideshare, rental car costs and parking fees for the employees' car if left at the airport. A reasonable amount of money will be reimbursed ground transportation. Receipts are required for reimbursement. The location of the conference will be taken into account when reimbursing ground transportation.

**Data and Internet Charges:** Employees will be reimbursed for data and internet charges incurred while travelling that are for business purposes. Employees will be asked to document the business purpose for the charges.

**Other Expenses:** Unexpected League related expenses should be submitted with receipts upon the employee's return. All unexpected expenses will be approved by the Executive Director or his/her designee before reimbursement can be made, unexpected expenses incurred by the Executive Director must be approved by the President or Treasurer of the League before reimbursement can be made.

### **CELLULAR PHONE EXPENSE REIMBURSEMENT**

Cellular phones and other means of electronic communication are vital to conduct business. The ULCT will either reimburse employees for ULCT use of a personal device or will purchase a plan and the employee may reimburse the ULCT for personal use of the ULCT's device. In no circumstance, will the reimbursement exceed the actual cost of the plan.

If the ULCT issues cellular telephones and data packages for computers/tablets to certain employees for the efficient conduct of ULCT business, the ULCT will cover the basic package cost for such issued cell phones and devices. Expenses, which exceed the amount of the basic plan, will be reviewed on a case-by-

case basis, to determine reimbursement due the ULCT from the employee for personal use or a change in the plan.

If the ULCT provides the employee a reimbursement for business use of his/her personal cellular phone and data package for computers/tablets, the employee will keep the device(s) connected to ULCT servers for business efficiency.

The ULCT is committed to promoting highway safety by encouraging the safe use of cellular devices by its employees while they are on ULCT business.

### **EDUCATION EXPENSE REIMBURSEMENT**

In the interest of enhancing the abilities of its employees, the Utah League of Cities and Towns offers a Tuition Aid Reimbursement Program. The guidelines are stated below.

Full-time employees are encouraged to further their education and are eligible for reimbursement of expenses for 50% of tuition and books for classes taken at an accredited college, university or other educational institution when working toward a specific degree. Reimbursement will not be made for expenses covered by scholarships, grants or other reimbursement programs.

Any education or training an employee takes which is mandated by League will be funded entirely by the League.

In addition to benefiting the individual, the intent of this program is to benefit the League through the utilization of the employee's newly acquired skills. Therefore, employees receiving tuition reimbursement must be willing to maintain their employment with the League for one year after the date of reimbursement. Employees who voluntarily leave before this period shall such provision will apply to employees who are involuntarily terminated.

#### ***TUITION REIMBURSEMENT CRITERIA***

- Employee must be a full-time salaried employee with a minimum of one year service.
- ~~Total annual reimbursement is not to exceed \$1000 per employee.~~
- Classes must be taken for credit and completed with a minimum of a B- grade.
- The program will be subject to budget appropriation.

Classes are to be taken on the employee's own time. Exceptions for unique class circumstances may be granted, including but not limited to: flexible work schedules, earlier or later working hours.

#### ***PROCESS***

The Employee's request must receive prior approval from both the Executive Director and the Executive Committee. If a request is denied, the employee has the right of appeal to the Board.



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

**\*\*Highlighted issues represent bills we know are currently in process\*\***

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)

#CitiesWork

- *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)

- 5<sup>th</sup> 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:** January 24, 2020  
**SUBJECT:** Documents & Articles of Importance

These are links to the letters that ULCT submitted to Governor Gary Herbert articulating our policy concerns about the inland port legislation in 2018.

- ULCT SB 234 Veto Request Letter – March 8, 2018:  
[https://site.utah.gov/ulct/wp-content/uploads/sites/4/2018/07/SB-234-Letter-to-Gov-Herbert\\_.pdf](https://site.utah.gov/ulct/wp-content/uploads/sites/4/2018/07/SB-234-Letter-to-Gov-Herbert_.pdf)
- ULCT Inland Port Special Session Letter – July 16, 2018:  
<http://www.ulct.org/wp-content/uploads/sites/4/2018/07/ULCT-Inland-Port-Special-Session-Letter-July-16.pdf>

The Salt Lake Tribune article summarizes the January 2020 district court decision that dismissed all of Salt Lake City's arguments against the inland port legislation.

- Salt Lake Tribune Article on SLC Inland Port Lawsuit:  
<https://www.sltrib.com/news/politics/2020/01/08/judge-sides-with-state/>

The Salt Lake Tribune article introduces President Trump's new homelessness czar who will be in Utah on February 10 and wants to meet with some city leaders.

- Salt Lake Tribune Article on Homelessness Czar:  
<https://www.sltrib.com/news/politics/2020/01/14/controversial-new-federal/>

The Gardner policy road map will guide policy discussion on Capitol Hill about how to improve Utah's air quality. The road map consists of many recommendations that are targeted at local government. The ULCT membership endorsed a resolution at the 2019 Annual Convention & the board should consider how to proceed.

- Gardner Policy Institute Air Quality Road Map (also see summary in Board packet):  
<https://gardner.utah.edu/wp-content/uploads/Utah-Roadmap-Public-Draft.pdf>

Governor Herbert's budget recommendations include many requests that would be of direct benefit to municipalities. While we traditionally do not get involved in the appropriations process, there will be several appropriation requests that fit within our pillars and prism. Should we try to engage on certain appropriation requests within a defined framework? For example, we don't take an opinion on exact dollars but express support for the concept?

- Governor Herbert's Budget Recommendations (also see summary in Board packet):  
[https://gomb.utah.gov/wp-content/uploads/2020/01/Budget-Book-Final-Web\\_01.06.20pm.pdf](https://gomb.utah.gov/wp-content/uploads/2020/01/Budget-Book-Final-Web_01.06.20pm.pdf)

#CitiesWork





**TO:** ULCT Board of Directors  
**FROM:** Cameron Diehl, Executive Director  
**DATE:** January 25, 2020  
**SUBJECT:** Metro Townships

In 2015, the Legislature authorized more than 120,000 residents of unincorporated Salt Lake County to vote to either become cities or quasi-cities known as metro townships. ULCT was heavily involved in negotiations on that bill to preserve certain legal authorities (i.e. taxation and fees) as city functions rather than county or metro township functions. That November, residents voted to incorporate Millcreek City and voted to incorporate as five metro townships (Magna, Kearns, White City, Emigration Canyon, and Copperton). In 2017, the ULCT Constitution Review Committee and later the ULCT Board declined to include metro townships as potential full members of ULCT because they are not officially cities or towns. As the metro townships have gained more independence from Salt Lake County, they are pursuing legislation to allow them to levy taxes and fees like cities do. They have asked ULCT for our position.

#CitiesWork



# Recommendations in Brief

At the request of the Utah Legislature, the Kem C. Gardner Policy Institute – with the assistance of a 37-person Technical Advisory Committee – prepared this Utah Roadmap to assist with legislative policymaking to improve air quality and address causes and impacts of a changing climate. The Utah Roadmap identifies areas of opportunity to further reduce air emissions and ensure a healthy, productive, and prosperous future for all Utahns.

The Gardner Institute and Technical Advisory Committee reviewed past Utah-specific work on air quality and changing climate completed by Envision Utah and the 2007 Blue Ribbon Advisory Council. This previous analysis included over 200 policy options. After a six-month expert assessment, we prioritized 55 of these options as those with the greatest impact at the least cost. The Gardner Institute then selected seven strategies – or what we call mileposts – as the first areas of focus.

MILEPOST  
1

**Adopt emissions-reduction goals and measure results** – We recommend the following emissions-reduction goals be adopted by resolution, or statute in 2020.

*Reduce criteria pollutant air emissions below 2017 levels by 50% by 2050.*

*Reduce CO2 emissions statewide 25% below 2005 levels by 2025, 50% by 2030, and 80% by 2050.*

MILEPOST  
2

**Lead by example** – We recommend state government lead by example by converting to an all electric/compressed natural/renewable natural gas fleet where practical, adopt energy efficiency goals in state buildings, establish telework targets, provide additional funding for reforestation, and invest more in energy planning.

MILEPOST  
3

**Create a premier air quality/changing climate solutions laboratory** – We recommend Utah establish and fund a premier state-level air quality/changing climate research solutions laboratory to improve the monitoring network, conduct research, advance new technologies, and convene entrepreneurs and experts to innovate.

MILEPOST  
4

**Accelerate quality growth efforts** – We recommend the state accelerate progress to meet objectives of Wasatch Choice 2050 and other quality growth initiatives statewide that will provide more transportation choices, support housing options, preserve open space, improve energy efficiency in buildings, and link economic development with transportation and housing decisions.

MILEPOST  
5

**Position Utah as the market-based EV state** – We recommend the state expand Utah’s network of electric vehicle (EV) charging stations, incentivize electric vehicle/compressed natural gas/renewable natural gas use (particularly for older vehicles and large fleets), and involve Utah auto dealers in strategies to increase the zero-emissions vehicle supply.

MILEPOST  
6

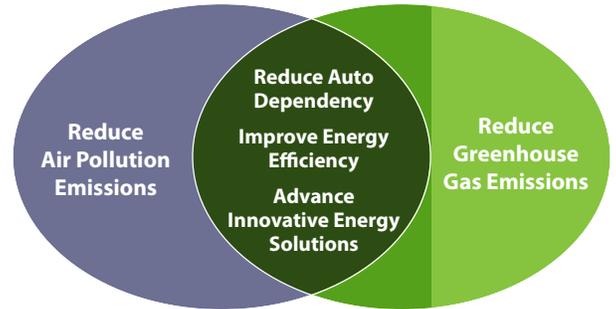
**Provide economic transition assistance to rural communities** – We recommend the state prioritize economic development investment and partnerships in energy-transition areas such as Carbon, Emery, Millard, Uintah, Duchesne, Sevier, and San Juan counties.

MILEPOST  
7

**Participate in national dialogue about market-based approaches to reduce carbon emissions** – We recommend the state become a leader in national discussions about how to harness the power of market forces and new technologies to reduce carbon emissions in a way that protects health, sustains economic development, and offers other benefits to Utahns. Energy storage, research and development for energy technologies, revenue neutral/border adjusted carbon pricing, cap and trade, and other approaches may offer promising options for reducing emissions.

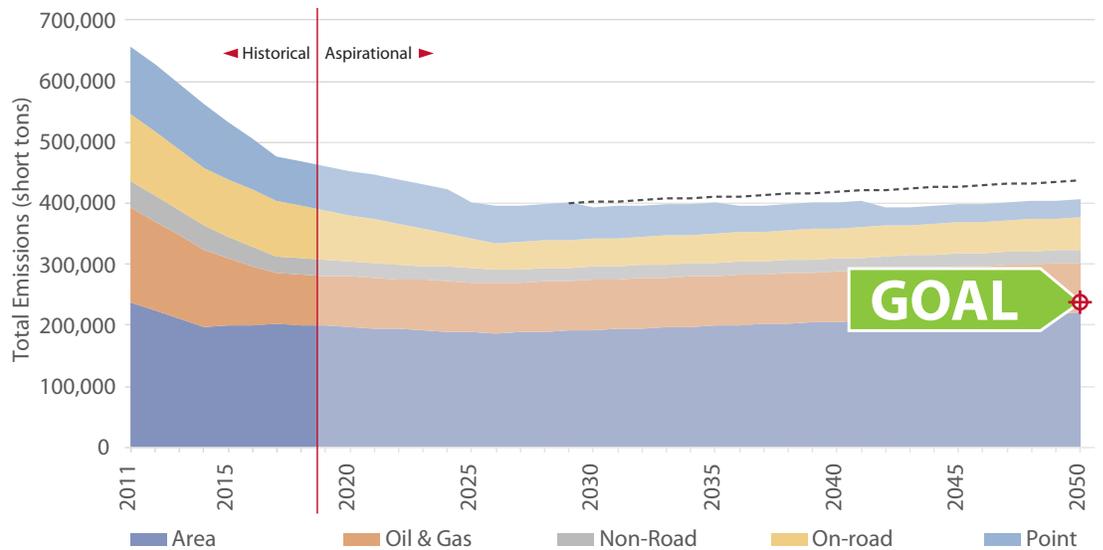
# The Air Quality/Changing Climate Connection and Baseline

Reducing air emissions throughout Utah benefits both air quality and changing climate issues. Some emissions-reduction strategies, such as those in the center of the diagram, directly address this connection, improving air quality and the climate.



## Utah's Air Emissions Baseline

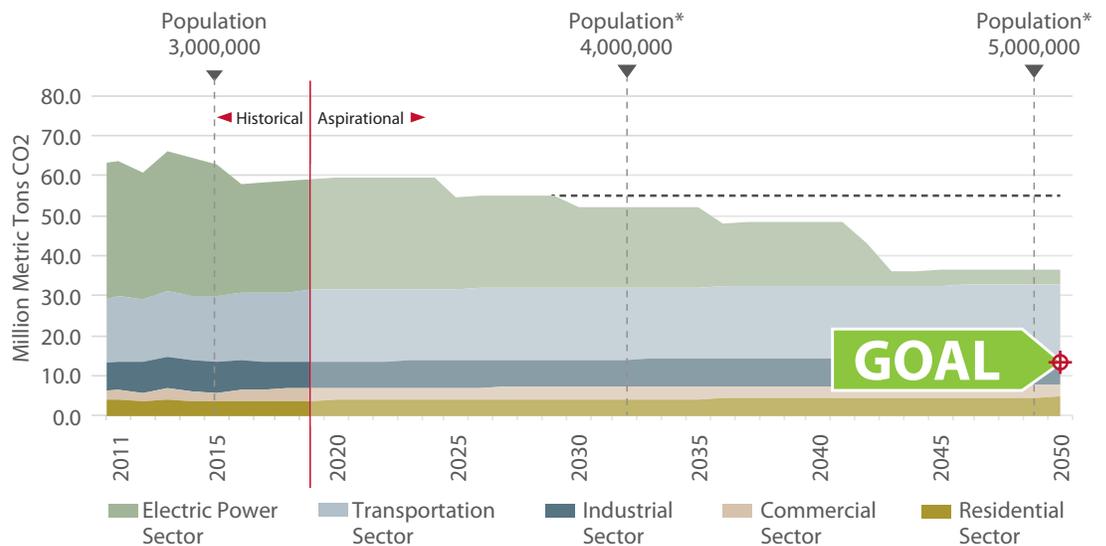
Historical and Projected Air Pollutants (NOx, VOC, PM10, NH3, SO2)



Source: Utah Department of Environmental Quality (historical), and Kem C. Gardner Policy Institute (aspirational)

## Utah's Carbon Dioxide Emissions Baseline

Historical and Projected Statewide CO<sub>2</sub> Emissions



Source: US Energy Information Administration (EIA) based on the combustion of fossil fuel (historical), and Kem C. Gardner Policy Institute (aspirational)

\* Projected

1. Potential scenario dates for the Bonanza (2030), Huntington (2036), and Hunter (2042) power plant closures are notional.
2. Closures of Huntington, Bonanza and Hunter power plants delayed beyond 2050.

# Challenges and Opportunities

Utah's population and economy have grown faster than most other states for over half a century. That trajectory – two million residents added between 1970 and 2018 – is projected to continue, with Utah reaching a population of four million by 2032 and five million by 2050.

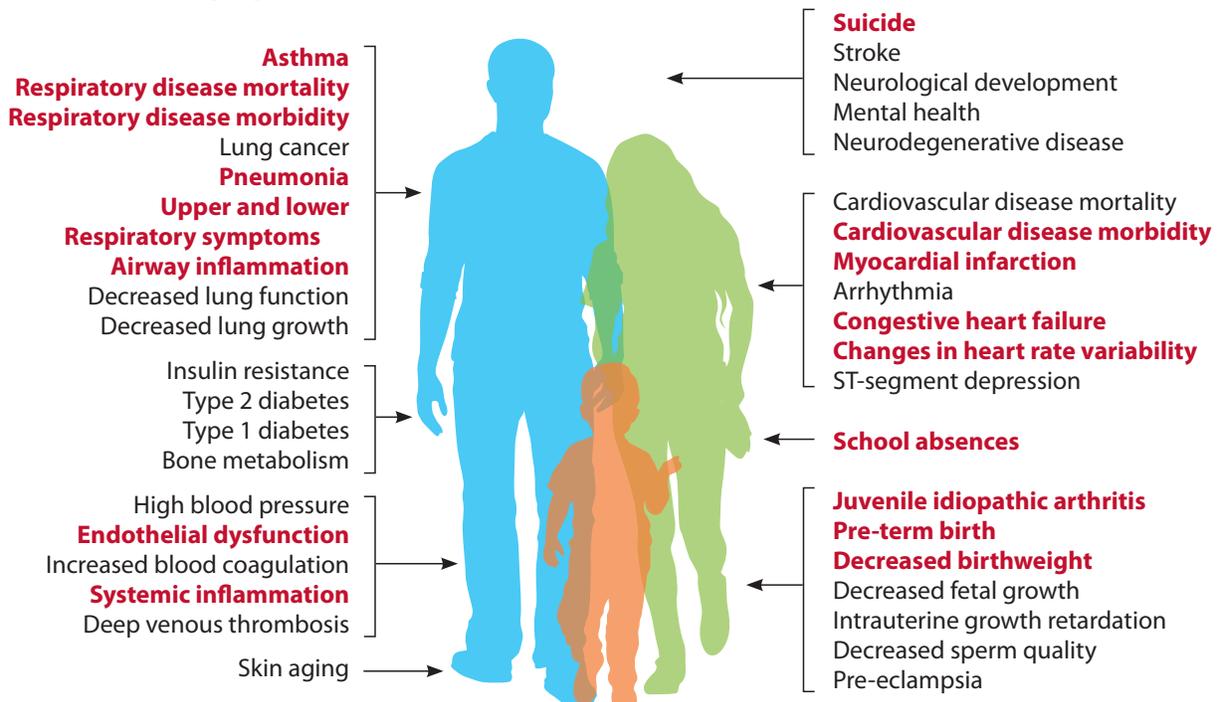
Growth and the development that comes with it – more people, more buildings, more traffic, more economic activity – brings many challenges, as well as many opportunities for a prosperous future. A potential obstacle to Utah achieving its full economic potential, though, is the need for an even more ambitious, comprehensive and coordinated strategy to reduce air emissions, to improve air quality, and address changing climate causes and impacts.

Successful efforts over the past several decades have reduced some types of air emissions by significant amounts. Vehicles are cleaner. Three of Utah's five oil refineries are investing millions of dollars and will soon begin producing cleaner-burning Tier 3 fuels. Residents have responded well to educational efforts and incentive programs that, among other things, encourage people to switch gas-powered lawnmowers and snowblowers for electric ones and wood-burning stoves with less-polluting heating sources.

We're fortunate that proactive efforts at the national, state, and local levels have made Utah's air less polluted today than in the past. With a strong foundation of existing efforts and commitment from individuals and groups throughout the state, Utah is well-positioned to meet our air quality and changing climate challenges head-on and with vigor.

## Health Effects of Air Emissions and Pollutants

Utah-based health studies highlighted in **red**



Source: Adapted from Thurston et al., 2017: Utah health studies included in additional reference list.

# Technical Advisory Committee

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Nearly 40 individuals with technical expertise in applicable fields were assembled to help identify emissions-reduction strategies and assess their effectiveness, based on adopted evaluation criteria. These experts freely shared their time, knowledge, and experience through multiple working group and committee meetings. While all Advisory Committee participants actively and diligently took part in the process, not all endorsed every suggested policy action in full, with differences of opinion primarily focused on wanting to encourage more assertive actions and targets.

Participants also suggested that an ongoing process be established to track progress and periodically update emissions-reduction strategies. As one participant put it, *“This is a first step – a very positive first step – on a long journey. Success requires all of us, and everyone in Utah, to remain dedicated and committed to seeing these actions put in place.”*

## Participants

Tom Adams, Governor’s Office of Outdoor Recreation  
Scott Baird, Utah Department of Environmental Quality  
Vicki Bennett/Tyler Poulson, Salt Lake City Department of Sustainability  
Bryce Bird/Glade Sowards/Becky Close, Utah Division of Air Quality  
Josh Brown/Jenny Esker, Rio Tinto  
Andrea Brunelle, University of Utah, Geography Department  
Thom Carter, UCAIR  
Jon Cox/James Owen, Rocky Mountain Power  
Brett Crable, Dominion Energy  
Royal DeLegge/Michael Shea, Salt Lake County  
Robert Gillies/Binod Pokharel, Utah State University  
Andrew Gruber/Kip Billings, Wasatch Front Regional Council  
Thomas Holst/Juliette Tennert, Kem C. Gardner Policy Institute  
Benjamin Horne, Intermountain Healthcare  
Ben Huot, Utah Department of Transportation  
Liza Kasavana, University of Utah Health, College of Nursing  
Kerry Kelly, University of Utah, Department of Chemical Engineering  
Michelle Larsen/GJ LaBonty, Utah Transit Authority  
Brian McNerney, National Weather Service  
Shauna Mecham, Mountainland Association of Governments  
Daniel Mendoza, University of Utah, Department of Atmospheric Sciences and Pulmonary Division  
Logan Mitchell, University of Utah, Department of Atmospheric Sciences  
Cheryl Pirozzi, University of Utah Health, Pulmonary Division  
Brian Shiozawa, University of Utah Health  
Brooke Tucker, Governor’s Office of Energy Development  
Sarah Wright/Josh Craft, Utah Clean Energy

GOVERNOR GARY R. HERBERT  
**BUDGET RECOMMENDATIONS**



FISCAL YEAR 2021  
FISCAL YEAR 2020 SUPPLEMENTALS

**QUALITY OF LIFE**

# BUDGET OVERVIEW

## Education

### PUBLIC EDUCATION

#### Real Ongoing Per-pupil Funding Between 2010 and 2021



**\$292 MILLION** Total state-directed K-12 funding increase for FY 2021

**\$18.6 MILLION** Funding increase for optional enhanced kindergarten

**4.5%** Increase in the WPU

**7,900 STUDENTS** Enrollment growth

Computer science for all

Governor oversight on K-12

Increase focus on the connection between investments and results

Graduation rate increased from 76% in 2011 to 87.4% in 2019

Governor's Goal  
**\$1 Billion**

Outcome  
**\$1.3 Billion**

#### Total State-directed Funding



Approach to Funding

- 1 Grow the economy
- 2 Increase educational investments and connect to desired outcomes
- 3 Increase the effectiveness and efficiency of state government to free up funding for educational purposes
- 4 Reduce the constant, unnecessary, and unbeneficial changes (to statute, policy, curricula, etc.) in the system

### HIGHER EDUCATION



Recommended Reforms

- 1 Freeze tuition until affordability is adequately defined
- 2 Revamp performance funding to include institution-specific, aggressive goals
- 3 Consolidate postsecondary governance
- 4 Differentiate tuition for sub-baccalaureate students at dual-mission institutions
- 5 Identify programs for which competency-based education is a natural fit and propose an aggressive transition plan
- 6 Ensure broad articulation of credits so no student has to unnecessarily duplicate effort upon transferring

## Tax Reform

**\$160 MILLION** net tax cut returned to Utah families

- Offset expansion of sales taxes with income tax credits, including grocery tax credits
- Re-emphasize users paying for transportation
- Broaden the sales tax base to shore up the General Fund, including eliminating exemptions

#### TAX CREDITS DEDICATED TO LOW- & MIDDLE-INCOME HOUSEHOLDS

Grocery tax credit

Income tax personal exemption

Social Security tax credit

Earned income tax credit

## Economic Growth



#### Governor's Goal

Utah will lead the nation as the best performing economy and be recognized as a premier global business destination



#### Outcome

Utah leads the nation with a 33.5% job growth rate since the Great Recession

## Efficiency

Fewer state employees today than in 2002, even with 900,000 more people



#### Governor's Goal

25% improved performance across cabinet-level agencies

#### Outcome

Exceeded the goal by achieving 27.4% improvement; set a target to improve by another 25%

## Quality of Life

### Open Space & Outdoor Recreation

\$40 million endowment to preserve, enhance, and restore access to cherished open spaces and recreational gems

Permanently establish Outdoor Recreation Grant Program by repealing sunset date (\$5 million)

\$16.6 million to expand and improve state park camping, lodging, OHV trails, and parking, including \$1.6 million to expand Goblin Valley State Park

\$1.5 million matching funds for the Shared Stewardship Initiative

### Land Use

Increase transit-oriented development by removing statutory cap to allow market-driven development near fixed rail transit stops

\$3.7 million for the Point of the Mountain Development Authority to manage and coordinate land use and development at the heart of Utah's growing Wasatch Front

\$2 million for the LeRay McAllister Critical Land Conservation Fund to balance development pressures with open space preservation

### Housing

\$20 million for market-driven affordable housing programs that complement community character and quality of life

### Air Quality

Ambitious goal to reduce per capita emissions 25% by 2026

\$100 million for air quality in FY 2021 including transit and electric vehicle infrastructure

Tier 3 gasoline now available from Marathon, Silver Eagle, and Chevron refineries with Speedway and Chevron gas stations now selling tier 3 gasoline

\$28.7 million funded in FY 2020 for a variety of high-impact air quality projects currently underway, including a wood stove replacement program

State leading by example in actively managing the state's vehicles and buildings, as well as expanding teleworking arrangements for state employees

\$35.2 million over a decade from the settlement agreement with Volkswagen; three-fourths has already been awarded for replacement of class 4-8 local freight trucks, school buses, and transit buses

### Transportation

Balance road, transit, and active transportation investment

Transition back to user fee revenue model for roads

Establish a long-term funding model that considers congestion pricing and more reliance on electric vehicles

Transition toward dedicating more transportation revenues to transit

Encourage teleworking options at all levels of government, including across higher education institutions, and in the private sector

## Mental Health & Safety Net Health Programs

5

new mobile crisis outreach teams in underserved counties - \$2.5 million ongoing

Enact consistent tax policy by taxing electronic cigarettes liquid, devices, and paraphernalia similar to traditional tobacco products

AT LEAST  
2

new 23-hour, no-refusal physical and behavioral health crisis treatment centers - \$5.6 million ongoing

Behavioral Health Transition Facility for ex-offenders suffering from mental or behavioral illness who are returning to the community - \$11 million

30-BED

forensic unit at the State Hospital to address population growth - \$4.9 million ongoing

Piloting Medicaid Physical and Behavioral Health Integration Programs through ACOs and other providers

Fallback Plan Medicaid Expansion up to 138% of the Federal Poverty Level (recently received federal approval)

## Fiscal Health



\$635 million in structural budget surplus and working rainy day funds



Tax modernization



No new bonding authorizations

Maintain AAA bond rating and correspondingly prudent debt levels



## Complexity

Align the budget with service delivery systems, consolidate budget line items, and streamline over 800 existing legislatively-defined performance measures

Example: The public education budget split funding into 44 different non-WPU-based programs in FY 2010. This increased to 62 in FY 2020.

## Water



Emphasize water user fees and water efficiency



Water loss prevention program reduces water delivery losses by up to 50%



Agricultural water optimization encourages increased production using less water



Water banking to encourage creation of local water markets



Define criteria for state financing and conditions for repayment of state taxpayer dollars associated with the development of major products by stipulating meaningful down payment, tiered water rate structures, and the demonstrated ability for borrower repayment, among others

## Public Safety & Corrections

\$7.5  
MILLION

for indigent defense grants to local governments and to establish a statewide appellate office for counties of the third through sixth class

\$6.5  
MILLION

to hire additional adult probation and parole agents for implementing milestone management to improve outcomes for offenders

\$8.6  
MILLION

to fund workforce needs in the Utah Highway Patrol, pay for highway patrol vehicles, and improve public safety

\$850K

for crime lab DNA sexual assault kit processing

\$2  
MILLION

to provide evidence-based treatment for state inmates housed in county jails with the goal of reducing their risk of reoffending upon reentry into the community

## Revenue Estimates

\$160 MILLION net tax cut returned to Utah families

**\$20 Billion**  
Total Budget

**\$8.3 Billion**  
Education Fund  
General Fund  
Budget Total

New Money  
**\$482 Million**  
Education Fund  
General Fund  
(Ongoing)

New Money  
**\$200 Million**  
Education Fund  
General Fund  
(One-time)

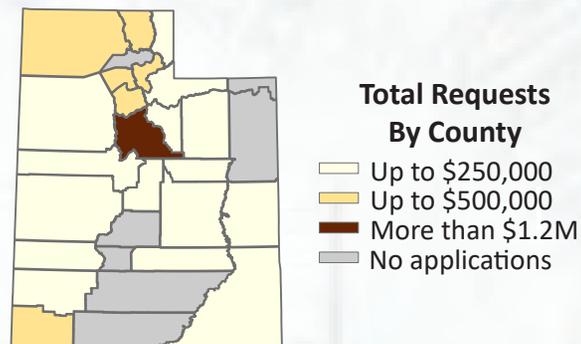
Rainy Day  
Fund Balance:  
**11%**  
of EF/GF  
Budget

## BACKGROUND

In its 2019 session, the Utah State Legislature appropriated \$1 million in funding for “technical planning assistance.” According to the Governor’s Budget Proposal, these funds were intended primarily for “growing communities who may lack the expertise and resources to adapt to a changing market.” With the help of the state’s MPOs and the Utah League of Cities and Towns, UDOT made communities aware of this funding opportunity. The communities’ response confirmed the high demand for technical planning assistance throughout the state:

**\$4.8 M**  
**In Funding Requests**

**72**  
**Applications Received**



The total amount of funds requested was almost five times as large as the funds available, leaving a gap of approximately \$3.8 million. Some applicants may still be able to fund their projects, though many will not due to limited resources.

## AWARD PROCESS

Applications were reviewed by UDOT and the GOMB State Planning Coordinator. Award decisions were based on multiple factors, including:

1. Alignment with the program’s stated mission and goals
2. Projected future growth of communities
3. Ability (or lack thereof) to complete the proposed planning work without the requested funding
4. Potential benefits to state transportation facilities

Where practical, jurisdictions in close proximity to one another were asked to perform their projects under a single consultant contract in order to increase cost-effectiveness.

A total of **16 projects** were ultimately selected, with **\$939,769 in funding** dedicated to projects.

## SELECTED PROJECTS

Location	Project	Funding Award
American Fork and Surrounding Area	Transit Feasibility Study	\$88,569
Box Elder County	General Plan Update	\$85,000
Cache County	Active Transportation Study	\$55,000
Cedar City	Transportation Master Plan	\$93,200
Enoch City	Transportation Master Plan	
Grantsville City	Transportation Master Plan	\$63,000
Heber City	Zoning Ordinance Update	\$40,000
Lindon City	Corridor/Area Plan	\$50,000
Moab City and Grand County	Transportation Master Plan	\$110,000
Mona	General Plan and Zoning Ordinance Update	\$75,000
Rocky Ridge	General Plan Update	
Morgan City	General Plan Update	\$100,000
Morgan County	General Plan Update	
Providence	Transportation Master Plan	\$42,000
Southwest Salt Lake County	Benefit/Cost Analysis of Potential Solutions	\$93,000
Wasatch County	General Plan and Zoning Ordinance Update	\$45,000

**TOTAL \$939,769**