

UTAH LEAGUE OF CITIES & TOWNS BOARD OF DIRECTORS MEETING

LOCATION: VIA ZOOM ONLY, JUNE 15, 2020 @ 12:00 PM

(TIMES ARE APPROXIMATE)

1. **Welcome and Introductions – Council Member Mike Mendenhall, ULCT President** 12:00 PM
 - Staffing Update
2. **Review & Approval of Minutes – Council Member Mike Mendenhall, ULCT President** 12:02 PM
 - ACTION: Review & Approval of Minutes
 - HANDOUT: [May 18, 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. **FY 2021 Budget – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer** 12:07 PM
 - ACTIONS: Open & close public hearing, Review & approve proposed FY 2021 Budget
 - HANDOUT: [Proposed FY 2021 Budget & Memo](#)
5. **ULCT Policies, Procedures, & Bylaws – Nick Jarvis, Chief Operating Officer** 12:20 PM
 - ACTIONS: Review & Approval of OSA Fraud Risk Assessment, Review & Approval of proposed bylaw updates
 - HANDOUT: [OSA Fraud Risk Assessment](#)
[Proposed bylaw updates \(remote voting\)](#)
6. **COVID-19 Response & Update— Cameron Diehl, Executive Director** 12:25 PM
 - Mask-Up Utah
 - ACTION: For information & discussion
 - HANDOUTS: None
7. **Amicus Subcommittee Report—Mayor Maile Wilson-Edwards and Cameron Diehl, Executive Director** 12:35 PM
 - ACTION: Ratify subcommittee recommendation
 - HANDOUT: [Amicus Subcommittee Memo](#)

*[*Strategic Goals: Membership Goal #1](#)*
8. **Public Safety, Community Trust, and “Love, Listen, Lead”—Council Member Mike Mendenhall; Cameron Diehl; Nubia Pena, Director, Utah Division of Multicultural Affairs; Byron Russell, Co-Chair, Utah Multicultural Affairs Commission; Ze Min Xiao, Director, Mayor’s Office for New Americans, Salt Lake County** 12:50 PM
 - ACTION: Adopt plan of engagement
 - HANDOUTS: [Fox 13: Utah's gov moved to tears in meeting with black community reps in aftermath of protests](#)
[Outline of Principles](#)

*[*Strategic Goals: Training Goal #2, Communication Goal #1](#)*
9. **Other Legislative Interim Priorities and Engagement—Victoria Ashby, Director of Government Relations** 1:20 PM
 - ACTION: Prioritize tiers of issues
 - HANDOUTS: [Tiers of ULCT Legislative Priorities](#)

*[*Strategic Goals: Advocacy Goal #1, Advocacy Goal #2](#)*
10. **2020 Annual Convention Update—Katie Harley, Event & Strategic Partnership Coordinator** 1:40 PM
 - ACTION: For information & discussion
 - HANDOUT: None

*[*Strategic Goals: Training Goal #2, Finance Goals #s 1 & 2, Membership Goal #2](#)*
11. **ULCT Board & Commission Reports & Appointments – Abby Bolic, Operations & Membership Coordinator** 1:50 PM
 - ACTION: Appointments to boards and commissions
 - HANDOUT: [Boards & Commissions Memo](#)
12. **ULCT Board of Directors Vacancies & Nominations – Nick Jarvis, Chief Operating Officer** 1:55 PM
 - ACTIONS: For information & discussion
 - HANDOUT: [ULCT Board Vacancies & Nominations Materials](#)

*[*Strategic Goals: Membership Goal #1](#)*
13. **Other Business**
14. **Adjourn** 2:00 PM

**Next Scheduled Meetings: August 17, 2020 (first meeting of FY 2021),
September 23, 2020 (last meeting of the 2019-2020 Board of Directors & in conjunction with the Annual Convention)**

UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING MINUTES

LOCATION: VIA ZOOM
MONDAY, MAY 18, 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 – Mayor Mike Caldwell, ULCT 1st Vice President

Review & Approval of Minutes – Mayor Mike Caldwell, ULCT 1st Vice President

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

MOTION: Mayor Jeff Silvestrini
Approve Draft Minutes from April 29, 2020 Meeting
SECOND: Council Member Jewel Allen
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](#)

Strategic Goals Check-In – Cameron Diehl, Executive Director

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

FY 2021 Tentative Budget – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer

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

MOTION: Mayor Jeff Silvestrini
Approve FY 2021 Tentative Budget
SECOND: Mayor Mike Caldwell
VOTE: Unanimous Approval

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

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

MOTION: Mayor Jon Pike
Support for 4th federal stimulus package concept, no position on HEROES Act
SECOND: Mayor Erin Mendenhall
VOTE: Unanimous Approval

MOTION: Mayor Jeff Silvestrini
Approval of draft transportation letter to state leadership
SECOND: Mayor Mike Caldwell
VOTE: Unanimous Approval

MOTION: Mayor Michelle Kaufusi
Slow advocacy on Salt Lake & Utah Counties CARES Act distribution & allow leaders to work
with their counties
SECOND: Mayor Dawn Ramsey
VOTE: Unanimous Approval

MOTION: Gary Hill, UCMA
Discussion of PIDs should be brought to the Land Use Task Force and not discussed during
special session
SECOND: Council Member Tasha Lowry
VOTE: Unanimous Approval

Other Legislative Interim Priorities and Engagement—Victoria Ashby, Director of Government Relations

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

MOTION: Gary Hill, UCMA
Discussion of PIDs should be brought to the Land Use Task Force and not discussed during special
session
SECOND: Council Member Tasha Lowry
VOTE: Unanimous Approval

MOTION: Mayor Jon Pike
Ratification of Prep 60 language as presented
SECOND: Gary Hill, UCMA
VOTE: Unanimous Approval

Amicus & SLC Inland Port—Cameron Diehl, Executive Director

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

MOTION: Mayor Andy Beerman
Add Council Member Jewel Allen to Amicus Subcommittee
SECOND: Mayor Jeff Silvestrini
VOTE: Unanimous Approval

Other Business

Adjourn

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

MOTION: Mayor Jon Pike
Adjourn
SECOND: Mayor Mike Caldwell
VOTE: Unanimous Approval



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: June 11, 2020
SUBJECT: FY 2021 Budget Adoption

Background:

The ULCT staff proposed a tentative budget to the ULCT Board of Directors on May 18, 2020. The Board adopted a motion supporting the tentative budget and authorized staff to set a hearing date of Tuesday, June 15, 2020 for a public hearing on the tentative budget. Staff noticed this hearing on the Utah Public Notice Website on June 8, 2020 and the tentative budget has been available to the public on that website.

Staff is proposing the following changes to the tentative budget adopted on May 18, 2020:

- 1) **Increase amount of reserve revenue:** The tentative budget contemplated \$220,000 in one-time reserve revenue in order to comply with our policy which requires us to maintain an unrestricted cash balance of 25-50% of budget. Updated projections for our year-end fiscal outlook (including additional sponsor revenue, and lower expenditures in several areas) have led staff to propose an additional \$38,000 in reserve revenue for FY 2021 in order to put us under the 50% cap. This brings our general revenue over last fiscal year to a 1.96% increase. The expenses tied to this one-time increase are addressed in items 3 and 4.
- 2) **Increase amount of grant & special project revenue & expenses:** We are pleased to announce that ULCT earned a \$60,000 grant for the Land Use Academy of Utah from the Governor’s Office of Management and Budget. Kudos to ULCT’s Meg Ryan for securing the grant. This amount has been added to the LUAU revenue and expenditure line items.
- 3) **Increase amount of contract labor expenses:** Of the additional \$38,000 in reserve revenue, staff proposes using \$5,000 to increase the contract labor line item. With the retirement of ULCT Senior Policy Analyst John Hiskey, staff requests the additional flexibility this amount provides in replacing lost bandwidth.
- 4) **Increase amount of building repair & condo dues expenses:** While ULCT staff has been working from home over the past four months, we were recently horrified to find vagrant encampments in our condo association’s dumpster enclosure and on the patio adjacent to our conference room. Given the breach in security, the condo association has begun the process of installing gates to our shared parking lot and the League’s patio. There will be a special assessment levied by the condo association that we will need to pay in FY 2021. Also, other building-related projects slated for Q4 FY 2020—such as condo bathroom remodels and the final touches on the basement remodel—have been pushed back due to the office closure and limited availability of contractors as a result of the ongoing COVID-19 situation. We are requesting a \$33,000 increase in this category compared to the tentative budget.

We encourage the ULCT Board to approve the proposed FY 2021 budget following the public hearing.

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UTAH LEAGUE OF CITIES AND TOWNS
FY 2021 Proposed Budget

REVENUES	FY 2019 ACTUAL	FY 2020 AMENDED BUDGET	FY 2021 PROPOSED BUDGET	% Change	Amount Change
General Revenue					
Membership Dues	\$ 1,759,890	\$ 1,816,000	\$ 1,850,000	1.87%	\$ 34,000
Sponsors/Donations	\$ 472,278	\$ 388,000	\$ 300,000	-22.68%	\$ (88,000)
Advertising	\$ -	\$ -			
Registration Fees	\$ 488,619	\$ 460,000	\$ 400,000	-13.04%	\$ (60,000)
Exhibit Space	\$ 44,823	\$ 85,000	\$ 80,000	-5.88%	\$ (5,000)
Interest	\$ 62,606	\$ 30,000	\$ 35,000	16.67%	\$ 5,000
Publications	\$ 9,181	\$ 15,000	\$ 7,500	-50.00%	\$ (7,500)
Miscellaneous Income	\$ 0	\$ 5,000	\$ 5,000	0.00%	\$ -
Reserves	\$ -	\$ 80,000	\$ 258,000	222.50%	\$ 178,000
Grants & Contracts	\$ -	\$ -	\$ -		
Rental Income	\$ -	\$ -	\$ -		
General Revenue	\$ 2,837,396	\$ 2,879,000	\$ 2,935,500	1.96%	\$ 56,500
Grants & Special Projects					
Grants-Active & Healthy Communities	\$ 300,000	\$ -	\$ -		
Grants-LUUAU	\$ -	\$ 15,000	\$ 75,000	400.00%	\$ 60,000
Grants & Special Projects	\$ 300,000	\$ 15,000	\$ 75,000	400.00%	\$ 60,000
TOTAL REVENUE	\$ 3,137,396	\$ 2,894,000	\$ 3,010,500	4.03%	\$ 116,500

EXPENSES	FY 2019 ACTUAL	FY 2020 AMENDED BUDGET	FY 2021 PROPOSED BUDGET	% Change	Amount Change
Personnel Services					
Staff Salaries	\$ 671,195	\$ 753,500	\$ 794,500	5.44%	\$ 41,000
Employee Benefits	\$ 622,209	\$ 334,500	\$ 357,000	6.73%	\$ 22,500
Payroll Taxes	\$ -	\$ -			
Payroll Fees	\$ 452	\$ -	\$ 4,000	-	-
Cell Reimbursement	\$ -	\$ -			
Car Expense	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ -
Contract Labor	\$ 254,094	\$ 270,000	\$ 261,000	-3.33%	\$ (9,000)
Personnel Services Subtotal	\$ 1,556,950	\$ 1,367,000	\$ 1,425,500	4.28%	\$ 58,500
Operating & Program Expenses					
Office Supplies	\$ 9,375	\$ 13,000	\$ 10,000	-23.08%	\$ (3,000)
Postage and Freight	\$ 3,357	\$ 5,000	\$ 3,000	-40.00%	\$ (2,000)
Printing Expense	\$ 53,297	\$ 70,000	\$ 25,000	-64.29%	\$ (45,000)
Digital Publication	\$ -	\$ 5,000	\$ -	-100.00%	\$ (5,000)
Equipment purchases	\$ 5,217	\$ 10,000	\$ 8,000	-20.00%	\$ (2,000)
Equipment Repairs and Maint.	\$ 5,429	\$ 4,000	\$ 4,000	0.00%	\$ -
Building Repairs & Condo Dues	\$ 19,752	\$ 17,500	\$ 45,000	157.14%	\$ 27,500
Building Utilities	\$ 6,516	\$ 8,000	\$ 4,000	-50.00%	\$ (4,000)
Telephone-Internet Expense	\$ 10,598	\$ 13,000	\$ 7,500	-42.31%	\$ (5,500)
Computer Services	\$ 21,792	\$ 26,000	\$ 20,000	-23.08%	\$ (6,000)
Dues and Subscriptions	\$ 97,766	\$ 75,000	\$ 78,000	4.00%	\$ 3,000
Accounting Expenses	\$ 46,577	\$ 47,000	\$ 44,000	-6.38%	\$ (3,000)
Legal Expense	\$ 36,000	\$ 36,000	\$ 36,000	0.00%	\$ -
Insurance	\$ 8,204	\$ 9,000	\$ 9,000	0.00%	\$ -
Credit Card Processing/Bank Fees	\$ 35,052	\$ 33,000	\$ 33,000	0.00%	\$ -
Board Expenses	\$ 3,612	\$ 10,000	\$ 8,000	-20.00%	\$ (2,000)
Staff Training & Tuition Aid	\$ 16,723	\$ 16,000	\$ 12,000	-25.00%	\$ (4,000)
League Relations (Marketing)	\$ 1,772	\$ 5,000	\$ 2,500	-50.00%	\$ (2,500)
Convention Programming	\$ 200,193	\$ 220,000	\$ 200,000	-9.09%	\$ (20,000)
<i>Annual Convention Contingency</i>	\$ -	\$ -	\$ 100,000		\$ 100,000
Facility Rent/Setup	\$ -	\$ -	\$ -		
Spec. Equip. Rental	\$ -	\$ -	\$ -		
<i>Facility & Special Equip. Rental</i>	\$ 198,336	\$ 237,500	\$ 220,000	-7.37%	\$ (17,500)
Food & Beverage	\$ 329,889	\$ 404,000	\$ 378,000	-6.44%	\$ (26,000)
Travel and Lodging	\$ 51,713	\$ 70,000	\$ 60,000	-14.29%	\$ (10,000)
Policy Research & Outreach	\$ -	\$ 45,000	\$ 40,000	-11.11%	\$ (5,000)
Amicus Brief Program	\$ -	\$ 5,000	\$ 4,000	-20.00%	\$ (1,000)
Muniversity (New Training)	\$ -	\$ 20,000	\$ 15,000	-25.00%	\$ (5,000)
League Office Lease Payment	\$ 27,000	\$ -			
Depreciation	\$ 14,063				
Operating & Program Exp. Subtotal	\$ 1,202,232	\$ 1,404,000	\$ 1,366,000	-2.71%	\$ (38,000)

EXPENSES	FY 2019 ACTUAL	FY 2020 AMENDED BUDGET	FY 2021 PROPOSED BUDGET	% Change	Amount Change
Grants & Special Projects					
Special Project-LUAU	\$ 13,695	\$ 15,000	\$ 75,000	400.00%	\$ 60,000
Tax Book & Resources		\$ 12,000	\$ 10,000	-16.67%	\$ (2,000)
Essay Contest Expenses	\$ 5,000	\$ 5,000	\$ 3,000	-40.00%	\$ (2,000)
Website Redesign	\$ -	\$ 80,000	\$ 20,000	-75.00%	\$ (60,000)
Special Project-Making Life Better	\$ -	\$ -	\$ -		
Special Projects-IHC Wellness	\$ 278,000	\$ -	\$ -		
<i>Special Projects- Organization Modernization</i>	\$ -	\$ -	\$ 100,000		\$ 100,000
Grants & Special Projects Subtotal	\$ 296,695	\$ 112,000	\$ 208,000	85.71%	\$ 96,000
Miscellaneous					
Miscellaneous	\$ 4,571	\$ 1,000	\$ 1,000	0.00%	\$ -
Transfer to Fund Balance	\$ -	\$ -	\$ -		
Contingency Reserve	\$ -	\$ -	\$ -		
Miscellaneous Subtotal	\$ 4,571	\$ 1,000	\$ 1,000	0.00%	\$ -
Capital					
Capital Outlay		\$ 10,000	\$ 10,000	0.00%	\$ -
Capital Improvements - Office remodel	\$ -	\$ -	\$ -		
Capital Subtotal	\$ -	\$ 10,000	\$ 10,000	0.00%	\$ -
TOTAL EXPENSES	\$ 3,060,448	\$ 2,894,000	\$ 3,010,500	4.03%	\$ 116,500
TOTAL ALL REVENUES	\$ 3,137,396	\$ 2,894,000	\$ 3,010,500	4.03%	\$ 116,500
REVENUES (Under) Over EXPENSES	\$ 76,948	\$ -	\$ -		



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: June 11, 2020
SUBJECT: OSA Fraud Risk Assessment

Background:

Over the past two years the Office of the State Auditor has worked on putting together a uniform fraud risk assessment for all governmental entities in the state of Utah. OSA has solicited feedback throughout this process and put forward the most updated version of this assessment in late March 2020. Even though the final criteria were only available for roughly one fiscal quarter of FY 2020, the Office of the State Auditor is insistent that governmental entities present their completed assessment to their governing boards for approval before the end of this fiscal year. Therefore, we present to the Board our completed assessment as is—without changes in policy informed by the final assessment criteria. The League currently has a score of 315, the highest score in the “moderate” risk range. At our next meeting in August, staff will bring forward policy proposals that will push our score into the “low” risk range.

Proposed Action:

Staff recommends that the Board review and approve the OSA Fraud Risk Assessment of “moderate” risk, with the understanding that additional policies will be forthcoming to increase the ULCT score to “low” risk.

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Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions below.
- Total the points of the questions marked "Yes" and put on the "Total Points Earned" line below.
- Using the points earned, circle the risk level on the "Risk Level" line below.

Total Points Earned: **315**

Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	✓	200
2. Does the entity have written policies in the following areas:		
a. Conflict of interest?	✓	5
b. Procurement?	✓	5
c. Ethical behavior?	✓	5
d. Reporting fraud and abuse?	✓	5
e. Travel?	✓	5
f. Credit/Purchasing cards (where applicable)?	✓	5
g. Personal use of entity assets?	✓	5
h. IT and computer security?	✓	5
i. Cash receipting and deposits?	✓	5
3. Does the entity have a licensed or certified expert as part of its management team? (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO)		20
a. Do any members of the management team have at least a bachelor's degree in accounting?	✓	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	✓	20
5. Have all of the board members completed the State Auditor online training at least once in the last four years?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	✓	20
7. Does the entity have or promote a fraud hotline?	✓	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

Certified By: Nick Jarvis, COO

Certified By: _____

* MC = Mitigating Control

Basic Separation of Duties

See page 2 of this questionnaire for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	✓			
4. Are all the people who have access to blank checks different from those who are authorized signers?	✓			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of governments.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: June 11, 2020
SUBJECT: Updates to Bylaws – Remote Participation and Voting

In anticipation of the possibility of having some form of virtual/remote participation at this year's Annual Convention, staff has prepared updates to the ULCT bylaws that would allow for remote participation/voting as we conduct crucial business in September. These small changes to the nominations committee and business session voting sections of the bylaws will allow us to conduct the business needed in September, even if the convention is held virtually or as an in-person/virtual hybrid.



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Bylaws

Utah League of Cities and Towns

SECTION I NOMINATIONS COMMITTEE AND ITS PERFORMANCE

1. The Nominations Committee shall be comprised of 11 members and a chairperson. The membership of the Nominations Committee, all of whom shall be elected officials from cities or towns in good standing or the immediate past president of the League, shall be appointed with consideration for geographic representation and further consideration for distribution on the basis of population among the member cities and towns.
2. No person selected to serve on the Nominations Committee shall be a candidate for the position of Second Vice President nor be a candidate for election to a position on the Board of Directors of the Utah League of Cities and Towns. The President of the Utah League of Cities and Towns shall appoint the committee members with approval of the Executive Committee.
3. The Chairperson of the Nominations Committee shall be the Second Vice President of the Utah League of Cities and Towns. The Chairperson of the Nominations Committee is a nonvoting member except in cases of a tie.
4. Elected officials chosen to serve on the Nominations Committee shall be selected from a list of persons prepared for the League President by the Executive Director. It shall be prepared from names of persons recommended to serve on the committee by a member of a governing body of a member city or town in good standing, a member of the Board of Directors and Officers, or recommendations of the Utah League of Cities and Towns' staff. These names shall be submitted to the League's office prior to the closing date set by the Executive Director.
5. The appointment of persons to serve on the Nominations Committee shall be made in August.
6. To encourage widespread interest in participating on the Nominations Committee and in the nomination of persons to serve on the Board of Directors of the Utah League of Cities and Towns or as Second Vice President, the Executive Director shall communicate by the end of June with each city or town in good standing for the purpose of announcing the formation of the Nominations Committee and requesting that they submit nominations for membership on the committee to the League's offices by the deadline.
7. The Nominations Committee shall meet in an appropriate place, or remotely, no later than noon of the second to last day of the opening of the League's Annual Convention for the purpose of final consideration of the nominations to be placed before the League's membership during the Business Session.

SECTION II RESOLUTIONS COMMITTEE AND ITS PERFORMANCE

1. The Resolutions Committee shall be comprised of the members of the Legislative Policy Committee and shall follow the rules, bylaws, and procedures of the LPC.
2. The First Vice President of the Utah League of Cities and Towns shall serve as the Chairperson of the Resolutions Committee.
3. A meeting of the Resolutions Committee may be held prior to the ULCT Conference remotely or at a time and place to be set by the Committee Chairperson.
4. If the Chairperson chooses not to call a meeting prior to the ULCT Conference, the first meeting shall be held in an appropriate place on atthe day immediately preceding the opening day of the ULCT Conference for the purpose of reviewing and considering the merits of proposed resolutions submitted by the membership. During this meeting the Resolutions Committee shall deliberate, approve, or disapprove with or without amendments the submitted resolutions. Approved resolutions shall be forwarded to the membership at the business session. Disapproved resolutions shall be held by the Resolutions Committee. Also, the Resolutions Committee shall, if it desires, prioritize the approved resolutions.
5. Resolutions may be accepted by the Resolutions Committee by a 2/3 vote of those present at the time of the vote. Resolutions submitted after the close of the Resolutions Committee, but before the beginning of that portion of the ULCT business meeting during which resolutions are to be voted upon must have the supporting signatures of (20) twenty voting delegates to be brought before the voting delegates during the business session. Resolutions may be submitted in outline form indicating concepts or in a fully developed format.
6. During the business session, a resolution shall be enacted by a majority of the votes present.

SECTION III CREDENTIALS COMMITTEE AND ITS PERFORMANCE

1. The Credentials Committee shall be comprised of five persons selected by the President with concurrence of the other members of the Executive Board and may include ULCT staff members.
2. The chairman of the Credentials Committee shall be appointed by the President.
3. The duties of the Credentials Committee shall include the development of a list of voting delegates and the alternate voting delegates as provided by the member municipalities registering for participation in the League's Annual convention, certification of the delegates to the convention who are serving as voting or alternate voting delegates, maintenance of records relating to the nomination and certification of voting cards to the

certified voting delegates, maintenance and operation of the Credentials Desk at the registration site during the League's Annual Convention and certifying to the chairman of the Business Session the ability of a person to act in the capacity of voting delegate, should that right be questioned for whatever the reason.

4. The Credentials Committee shall also certify to the chairman of the Business Session the total number of delegates to the Convention.

SECTION IV PROVIDING FOR DEVELOPMENT OF A WEIGHTED VOTING SYSTEM TO BE USED IN CONJUNCTION WITH THE BUSINESS SESSION OF THE LEAGUE'S ANNUAL CONFERENCE FOR THE PURPOSE OF ELECTING PERSONS TO THE BOARD OF DIRECTORS AND VOTING UPON RESOLUTIONS AND OTHER MATTERS BROUGHT TO THE FLOOR FOR DELIBERATION RESULTING IN ACTION TO BE TAKEN IN THE FORM OF A VOTE BY PARTICIPATING DELEGATES.

1. In order to provide recognition of the importance of and encourage participation in the business session, cities and towns shall be divided into six categories according to population with each given a weighted vote as follows:

<u>Category</u>	<u># of Votes</u>
1) Towns	2
2) Cities of the fifth class	4
3) Cities of the fourth class	5
4) Cities of the third class	8
5) Cities of the second class	10
6) Cities of the first class	12

2. All voting or alternate voting delegates must be representatives of cities or towns which are members in good standing of the Utah League of Cities and Towns on or before the opening day of the League's Annual Conference.
3. All voting or alternate voting delegates may hold either elected or appointed offices in the municipal government which they represent.
4. Each municipality shall appoint in the manner provided by statute or in those cities having an alternate form of government (sec. 10-3-01 Utah Code Annotated) - according to local ordinance, practice, or rule, persons to serve as voting and alternate voting delegates, and shall submit their name(s) to the Utah League of Cities and Towns no later than the opening day of the League's Annual Conference. The League encourages the appointment of mayors and councilmembers to the positions of voting and alternate voting delegates.
5. Persons chosen to represent the city or town in good standing as a voting or alternate voting delegate during the Business Session must be registered as a delegate to the Conference during which voting takes place.

6. No proxy voting shall be permitted during the conduct of the Business Session. However, if the Business Session involves remote participation, credentialed participants may vote remotely according to rules that the Credentials Committee sets forth.
7. The Executive Director of the Utah League of Cities and Towns shall arrange for suitable seating of the voting and alternate voting delegates in the hall where the business session is to be conducted and for remote participation in conjunction with the Credentials Committee.

SECTION V ULCT POLICY COMMITTEE STRUCTURE

1. The Legislative Policy Committee (LPC) shall consist of no fewer than 50 members.
 - A. Membership of the committee will be made up of the ULCT Board of Directors and the ULCT Past Presidents still holding municipal elective offices.
 - B. In addition to subsection A, member cities and towns will nominate up to three additional voting members to serve on the Legislative Policy Committee.
 - C. Member cities may nominate one alternate voting member who may replace any of the three voting members for an LPC meeting
 - D. The ULCT Board of Directors will confirm the membership of the LPC.
 - E. The guidelines of membership shall be as follows:
 - A majority of the committee shall be from Wasatch Front cities and towns
 - A majority of the committee shall be made up of elected officials
 - A member city and town must appoint at least 1 elected official to the LPC and may not appoint non-elected officials to a majority of their LPC delegation
2. The ULCT First Vice President shall serve as the Policy Committee Chair and shall preside over all meetings.
3. Legislative Policy Committee meetings will be held at least every other month outside of the legislative session and most weeks during the legislative session.
 - A. A meeting of the Resolutions Committee may double as a Legislative Policy Committee meeting.
4. The Legislative Policy Committee has the authority to determine League positions on legislation at any time so long as the positions are not inconsistent with the stated positions of the Board of Directors or endorsed resolutions. The

committee has the authority to establish sub-committees or task forces to study any issue and then report findings and recommendations to the full Legislative Policy Committee.

5. In order to achieve a quorum, there must be at least 30 voting members present either in person or remotely. Additionally, at least one voting member from a city of the first class or a city of the second class must be present.

6. The LPC will support or oppose a bill by a consensus of voting members who are present. A consensus is defined as a vote of 60% or more of voting members being present either in person or remotely. ULCT will have “no position” on a bill that does not have consensus. ULCT may take a neutral position on a bill that impacts local government but does not warrant support or opposition for any reason. The LPC generally does not take a position on concepts that are not yet in a bill. All votes are weighted equally, and a city may divide their votes.

7. Any voting member of the LPC may recommend a bill for consideration on the agenda to the LPC Chairperson or ULCT staff at any time prior to 24 hours before the start of the LPC meeting except in exigent circumstances. ULCT staff will make recommendations on each bill that is available on the ULCT website in consultation with municipal staff and elected leaders. The LPC will ratify or modify the ULCT staff recommendations on each bill at each LPC meeting during the legislative session. Any voting member of the LPC may make a motion to ratify the staff recommendations or to modify the staff recommendations during the LPC meeting. For a bill without a staff recommendation or not yet listed on the ULCT website, any voting member of the LPC may raise that bill for consideration during an LPC meeting.

8. Remote voting is permissible under the following conditions:
 - a) LPC voting members participating remotely must publicly identify themselves at the beginning of the LPC meeting and a ULCT staff member.
 - b) A ULCT staff member will announce to the LPC Chair at the anchor location both the number of voting members and the number of cities participating remotely, and
 - c) At the time of the vote, the LPC voting members participating remotely must publicly identify themselves and their vote.

SECTION VI ULCT BUDGETING PROCEDURES

1. In accordance with the Constitution of the Utah League of Cities and Towns, the fiscal year of the Utah League of Cities and Towns shall consist of 12 calendar months commencing July 1 and ending June 30th of each year.
2. The Utah League of Cities and Towns shall, as much as possible, comply with the provisions of the Uniform Fiscal Procedures Act for Utah Cities.
3. The Executive Director of the League shall, on or before the 1st day of June of each year, prepare a detailed tentative budget for the Utah League of Cities and Towns and submit such tentative budget to the Board of Directors of the Utah League of Cities and Towns for their review and possible approval.
4. The budget shall have such funds and account groups as the Executive Director and the Board of Directors feel is in the best interest of the Utah League of Cities and Towns.
5. The tentative budget for each fund shall provide a complete financial plan for the budget year. Each budget shall specify as much as possible, in tabular form:
 - A. Estimates of all anticipated revenues.
 - B. All appropriations for expenditures.

The total of anticipate revenues shall equal the total of appropriated expenditures.

6. The tentative budget shall be reviewed, considered and adopted by the Board of Directors of the Utah League of Cities and Towns at any regular or special meeting called for the purpose on or before the beginning of each new fiscal year.
7. The total budget appropriation of any fund may be increased by resolution of the Board of Directors at any regular meeting or special meeting called for that purpose provided that written notice of the time, place and purpose of the meeting has been delivered to all Directors prior to the meeting. The notice requirement may be waived in writing or orally during attendance at the meeting by any member of the Board of Directors.
8. If the Utah League of Cities and Towns has maintained an emergency reserve fund or other dedicated fund or account, the fund or account cannot be invaded for purposes other than that which it is set up for, except on a two-thirds vote of the entire Board of Directors of the Utah League of Cities and Towns.

STANDING RULES ATTACHED TO BYLAWS

The position of Treasurer of the Utah League of Cities and Towns is hereby created. The position shall be filled by any competent and qualified elected official of a city located within 30 road miles of Salt Lake City, Utah.

The Treasurer shall have the authority to countersign all checks, vouchers and other instruments drawing on the League funds.

The Treasurer is hereby authorized to open any savings, checking or investment account allowed by the State Money Management Act with concurrence of the Executive Director and execute any documents necessary to perform the duties of Treasurer.

The Treasurer is an ex-officio member of the Board of Directors.

A representative of the Utah Municipal Clerks Association is an ex-officio member of the Board of Directors.

The General Counsel for the League is an ex-officio member of the Board of Directors.



TO: ULCT Board of Directors
FROM: ULCT amicus brief subcommittee; Cedar City Mayor Maile Wilson-Edwards (Chair) and Executive Director Cameron Diehl
DATE: June 11, 2020
SUBJECT: Recommendation to file an amicus brief in Salt Lake City v. Utah Inland Port Authority

I) Subcommittee action

Salt Lake City, a ULCT member, made a request of ULCT to file an amicus brief. They presented their request to the subcommittee on June 9, 2020. The ULCT subcommittee voted 10-0 to participate, subject to final approval by the ULCT officers and/or ULCT Board of Directors.

The ULCT subcommittee consisted of the following members:

- Board members: Cedar City Mayor Maile Wilson-Edwards, Millcreek Mayor Jeff Silvestrini, Grantsville Council Member Jewel Allen (note: Ogden Council Member Marcia White also attended as a non-voting member)
- Utah Municipal Attorneys Association leadership: Ogden Assistant City Attorney Mara Brown, Ogden Assistant City Attorney Mark Stratford, St. George City Attorney Shawn Guzman (note: Park City Special Counsel Margaret Plane subsequently participated as a non-voting member)
- ULCT staff members (all attorneys): Executive Director Cameron Diehl, General Counsel David Church, Senior Policy Advisor Roger Tew, Director of Government Relations Victoria Ashby

II) Subcommittee reasoning for endorsement

A) Background of issue

The Legislature created the Inland Port Authority in March 2018. ULCT requested that Governor Gary Herbert veto the bill that created the authority in part because we argued that it violated the “ripper clause” (see below). Governor Herbert signed the bill but pledged to work with Salt Lake City and stakeholders to improve it. He fulfilled that commitment and reached agreement with the Salt Lake City Council and the Legislature in July 2018. ULCT endorsed that special session legislation as a “significant improvement.” Since then, the Legislature has twice modified the port authority legislation with Salt Lake City and ULCT support to restore some authority to local government.

Nevertheless, Salt Lake City sued the State of Utah over the underlying legal question about the scope of the ripper clause. The District Court found for the State of Utah but acknowledged the lack of jurisprudence about the ripper clause. Salt Lake City is appealing the decision.

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B) Ripper clause

The subcommittee was concerned about continued efforts by the Utah State Legislature to enact laws that interfere with the traditional role of local government and violate the ripper clause of the Utah State Constitution. The ripper clause provides that:

*The Legislature shall not delegate to any special commission, private corporation or association, any power to make, supervise or interfere with any municipal improvement, money, property or effects, whether held in trust or otherwise, to levy taxes, to select a capitol site, **or to perform any municipal functions.***

C) Potential political and legal consequences of ULCT participation

The subcommittee acknowledged concerns about political pushback from the Legislature if ULCT filed an amicus brief after the Legislature has recently improved the bill favorable to local government. The subcommittee also had some trepidation about the Supreme Court upholding the District Court decision, which would essentially solidify the ripper clause toothless. That said, Salt Lake City is appealing and the Supreme Court will issue a decision with or without ULCT input.

D) Subcommittee's analysis

The subcommittee believed strongly, since the Supreme Court will issue a decision on the appeal, that it was important for ULCT to raise high-level concerns about the ripper clause and state interference with traditional municipal government functions. There is very little Supreme Court jurisprudence about the ripper clause. The Court does have a test about municipal functions and whether the state action is sufficiently infused with a state purpose and therefore permitted despite the ripper clause. The Court has not ruled specifically on the ripper clause in decades and has never ruled about land use or tax authority under the clause.

The subcommittee focused specifically on two issues: first, that Salt Lake City provide to the inland port authority 75% of the tax revenue; and second, that the legislation dictated the zoning and land use regulations within the port authority boundaries. As subpoints, the subcommittee was concerned about the ability and authority of the city to regulate ingress and egress, mitigate negative impacts, and provide different levels of municipal service within the port authority boundaries. Under current state law, the state has dictated to the city the outcome of those decisions and duties. Finally, the subcommittee also utilized the ULCT policy prism that we use to evaluate legislation and agreed that the principles within the prism also warranted raising arguments in an amicus brief.

The subcommittee agreed that the ULCT concerns were not about the inland port itself but the legal relationship and boundaries between cities, other political subdivisions like the Inland Port Authority, and the State of Utah.

In sum, the subcommittee believed adding the ULCT voice was critical as the Supreme Court determines the scope of the ripper clause. The issue is really this: is the ripper clause an

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antiquated and meaningless statement or an actual protection for traditional municipal functions?

III) Next steps and timing
A) ULCT amicus brief drafting

ULCT staff met on June 10 with retired Utah Supreme Court Justice Michael Zimmerman. Justice Zimmerman offered to draft an amicus brief for ULCT pro bono. Interestingly, Justice Zimmerman was the author of the two most recent Supreme Court ripper clause decisions, neither of which found state action violating the ripper clause. The value of their pro bono offer to ULCT will be thousands of dollars.

ULCT staff and Justice Zimmerman's team discussed state interference with municipal functions (ripper clause), the uniform application of state law to cities (which SLC also argued before the District Court), and the original intent of Utah's constitutional drafters when they wrote the ripper clause. They requested examples of how the state has pushed the limits of the ripper clause outside of the inland port so that the brief would be broader than Salt Lake City's issues with the the inland port.

Justice Zimmerman's team is ready to begin subject to approval by the ULCT Board of Directors.

B) Other amicus brief

In addition, Salt Lake City and ULCT staff have communicated with the Local Solutions Support Center (LSSC), which is a national organization of law professors, city attorneys, and others who are providing legal support to cities who are litigating issues of state interference in municipal functions. (On a related note, one of the founding members of LSSC was Cameron's professor in law school.) LSSC is preparing an amicus brief at Salt Lake City's request about ripper clauses in surrounding states.

C) Timing

Currently, the deadline for submitting the ULCT amicus brief is July 22. The ULCT subcommittee would review Justice Zimmerman's brief before anyone submits it to the Supreme Court. ULCT staff will also notify state leaders at the appropriate time that we have filed an amicus brief.

IV) ULCT Criteria for amicus engagement

In September 2019, the ULCT Board of Directors adopted the following criteria for whether to file an amicus brief. The subcommittee considered the criteria and made their endorsement accordingly.

A) Why ULCT should engage:

- 1) The case has general policy applicability to cities. ULCT cannot participate in every case, so the policy issue must be significant to a substantial number of cities.
- 2) The case has substantial revenue impact on cities.
- 3) What are the facts of the case?

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- 4) ULCT has sufficient time and bandwidth to provide a brief.
- 5) The brief will add to what has already been submitted.
- 6) The ULCT position has a reasonable likelihood of success.
- 7) The brief is consistent with ULCT policies.
- 8) ULCT has a unique or symbolic perspective to add.

B) Why ULCT should not engage:

- 1) There is insufficient time or bandwidth to engage.
- 2) The case has bad facts.
- 3) The position being requested is in conflict with existing ULCT policies.
- 4) The position being requested does not have consensus among ULCT members.
- 5) The legal issue can be more effectively resolved through legislation.
- 6) Pending litigation is likely to dispose of the position.

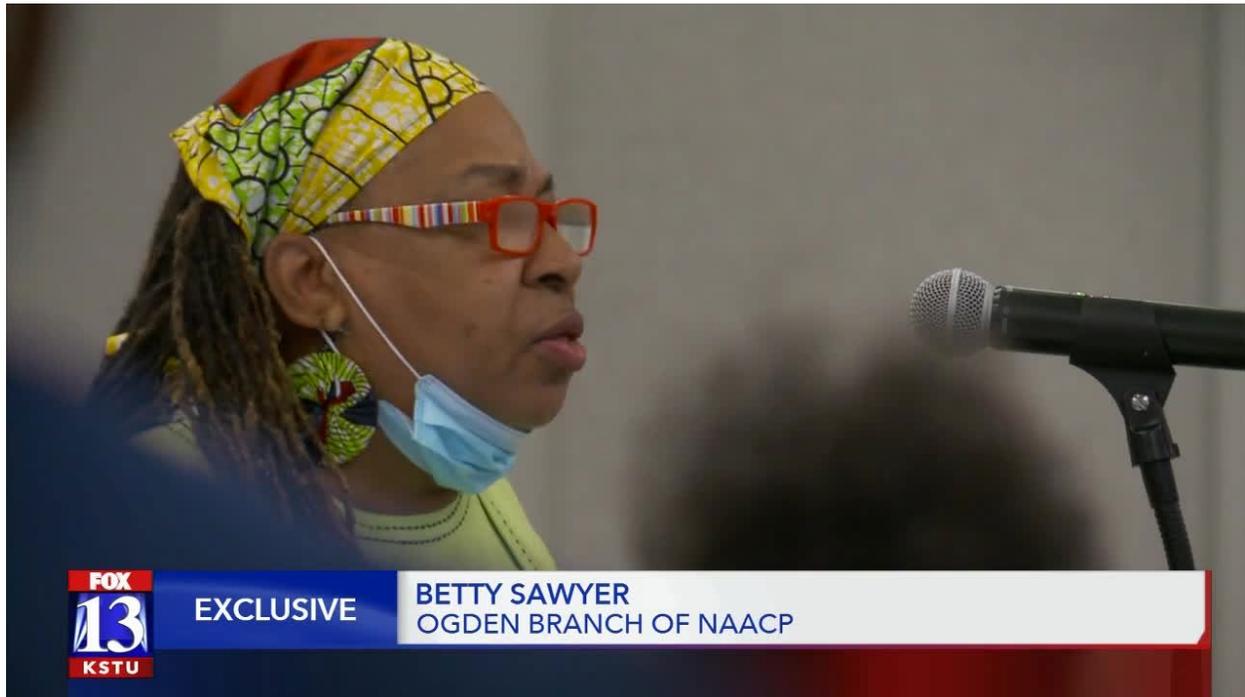


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Utah's governor moved to tears in meeting with black community reps in aftermath of protests

Governor Gary Herbert was brought to tears during a meeting with people representing Utah's minority communities, who shared stories of experiencing racism and called for reforms in policing, education, employment, housing and health care.



By: [Ben Winslow](#)

Posted at 5:20 PM, Jun 03, 2020 and last updated 10:20 PM, Jun 03, 2020

SALT LAKE CITY — Governor Gary Herbert was brought to tears during a meeting with people representing Utah's minority communities, who shared stories of experiencing racism and called for reforms in policing, education, employment, housing and health care.

"I recognize a responsibility," Gov. Herbert said, wiping tears. "I am certainly an imperfect person. I have an awesome responsibility being the governor of this great state. A governor of all the people."

The meeting was called by members of the state's Martin Luther King Jr. Human Rights Commission and Multicultural Affairs Commission. Gov. Herbert and Lt. Governor Spencer Cox asked to attend in light of the protests in Utah and across the nation.

Throughout the meeting, members of the commission and other community representatives shared stories of experiencing racism in Utah and offered ideas for making change.

"What would you do if your brother was shot for just going on a jog? What would you do if your father had his throat crushed by the people sworn to protect him? Put yourself in our shoes," 18-year-old Samuel Brown told the governor.

Dr. Amidou Niang, a teacher, said he was doing research at the University of Utah at night and was approached by five police officers who demanded to see his ID. He also struggled to find employment.

"Seven years, I couldn't get an interview for a contract position," he said.

Bridget Shears, a member of the commission, called on law enforcement to address police shootings in Utah, noting that black people make up one percent of the state's population but make up roughly a dozen deaths lately.

"Nearly a dozen people have been killed at the hands of police officers in the state of Utah. We need to change that," she said.

Terri Hughes, a student at Weber State University, pointed out that minorities make up a disproportionate amount of those incarcerated, despite their overall population size in the state. At one point, Caitlin McDonald, a member of the commission, stood up and told Gov. Herbert and Lt. Gov. Cox to "listen more."

But for some, the meeting was a repeat of past events with no movement forward. Betty Sawyer with the Ogden branch of the NAACP, said she served under the Bangerter and Leavitt administrations representing black affairs. She brought a plan from that era with ideas that have yet to be enacted.

"Education, housing, employment, criminal justice, health and mental health," she said. "We're still here, experiencing the same disproportionality we did 20 years ago, 30 years ago, 100 years ago, 200 years ago, 400 years ago. My question today, where is the accountability for action and inaction?"

Sawyer said she would hold the Herbert administration accountable for "action and inaction."

At a minimum, those who spoke to the governor and his lieutenant, called for police reforms, including policies on use of force, de-escalation training, ongoing implicit bias training, and

even tracking law enforcement officers so bad ones don't just move from department to department.

Dr. Jackie Thompson requested children in Utah's K-12 system get education to recognize discrimination "in addition to other anti-bias training, respecting ethnic and cultural heritage."

The meeting was only supposed to last roughly an hour, but the governor canceled conference calls with Vice-President Mike Pence and postponed other meetings. It went on another hour and a half.

"We certainly can look at reforms that are necessary for law enforcement, for police," Gov. Herbert said.

He promised another meeting with the commission within the next 30 days to come up with policy proposals that can be taken to the Utah State Legislature.

Emma E. Houston, the chair of the MLK Human Rights Commission, said she warned the governor when he asked to attend the meeting: "Now listen governor, we've had this conversation before. If we're just going to have conversation, let's stop it now."

She told FOX 13 she believed he was listening to their concerns and would do more.

"We are holding him accountable as a leader to ensure that what is said today, what was revealed today, what was expressed today, we are moving forward. Regardless of what administration this is, we are moving forward," Houston said.

She called on people to also turn their attention to the legislature and vote.

"The stumbling block may be the legislators," she said. "Call your legislators to say that black lives are being impacted in a negative way based on policies they are endorsing. What we will do is simply do pressure. What will do is simply show up. What we will do is simply say to all who will listen and hear that time has come for change, and we will hold you accountable."

A number of lawmakers are already proposing legislation to deal with policing and racial policies. Sen. Daniel Thatcher, R-West Valley City, told FOX 13 he has proposed a bill that expands Civilian Review Boards and crafts statewide policies regarding use of force and

discipline protocols. Rep. Kara Birkeland, R-Morgan, said she has also opened a bill in the legislature to address use of force by police.

House and Senate Democrats also said they were running bills.

"There are no quick fixes to these problems, and we will be holding conversations with fellow elected officials and allies, as well as with our racial and ethnic minority communities in order to develop concrete proposals to bring about change. We appreciate the support of allies who have reached out to offer assistance. We will look to them for support as we move forward," said a joint statement by Reps. Sandra Hollins, Angela Romero, Karen Kwan, and Mark Wheatley, and Senators Luz Escamilla and Jani Iwamoto.

"Utah's strong community spirit will be needed to rally behind these much needed changes. In the meantime, we believe that Utah's ethnic minority communities should be leading out on issues of race and equality."

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TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
DATE: June 11, 2020
SUBJECT: Strategic plan on public safety, race, equity, and community trust: Love, Listen, Lead

I) Strategic plan:

- A) Process to facilitate important discussions about community trust and analyze potential legal changes for law enforcement and otherwise (legal/policy framework)
 - i. ULCT-UCOPA task force: mayors/council members, administrators, attorneys, police chiefs (county officials TBD)
 - ii. ULCT general membership (provide resources to facilitate communication between city leaders, stakeholders, and public)
- B) Define principles: respect, collaboration, outcomes
- C) Define values: love, listen, lead
- D) ULCT/UCOPA communication (letter, op-ed) about principles to legislators, stakeholders, and public
- E) Participate in state task forces and use our principles, values, and prism
 - a. What is the exact problem we are trying to solve? Does the proposed solution align with the problem? Let's seek common ground based on principles.
 - b. Is it a one-size-fits-all approach?
 - c. Does it respect the role of local government?
 - d. Will it result in an unfunded or unworkable mandate?

II) LOVE MORE (Respect)

- A) Health, safety, welfare (constitution) ... "to protect and serve"
- B) Ensure community trust in law enforcement
 - a. No law abiding person should be concerned about an approaching police officer
- C) Support our police officers who willingly put their lives on the line for their neighbors and ensure their welfare and safety in dangerous situations
- D) Support a premise of Black Lives Matter: each person feels seen, heard, and supported.

III) LISTEN BETTER (Collaboration)

- A) Listen and understand the perspectives from communities of color
 - 1. ULCT/UCOPA task force
 - 2. ULCT Board of Directors
 - 3. General membership
 - 1. Town halls, conferences, Friday Facts, social media
- B) Evaluate local policies

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IV) LEAD (Outcomes ... hearts and minds and legal/policy action)

- A) Be transparent about what cities do
- B) Balance of autonomy of police departments, ability to respond responsibly to a crisis without fear of a lawsuit and with due process for officers, and accountability to the public for potential wrongdoing
- C) Improve our listening and understanding of all community members to enhance trust
- D) Improve law enforcement training (explicit/implicit bias)
- E) Improve the process for how and when officers use force
- F) Invest in resources to address mental health and alternatives to incarceration



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2020 Issues

Tier 1

Tier 2

Tier 3

On Hold

CARES Act funding	Gravel pits	Sales tax study	Elections (public \$, ranked choice)
Water Conservation	Inland Port Amicus	Demolition	Law enforcement retirement & retention
Public Infrastructure Districts	Metro townships	Plastic bags	State auditor
HB 374	Potential LUTF: impact fees, training, review standards	Public safety privacy	
Public safety and race	EMS	Rain day funds	
	Transportation utility fee	Opioids	
	Justice courts	Prosecution issues	
		RDA/CRA	
		Gun preemption	



TO: ULCT Board of Directors
FROM: Abby Bolic, Operations & Membership Coordinator
DATE: June 14, 2020
SUBJECT: ULCT Boards & Commissions Appointments

Utah Outdoor Adventure Commission

At the previous ULCT Board Meeting, Kate Bradshaw of Bountiful was recommended to serve on the Utah Outdoor Adventure Commission. We plan to proceed with appointing Kate as the ULCT Rep who will thus represent the Wasatch front. UAC will appoint Tom Fisher of Summit County who will represent the Wasatch back and tourism destinations. The League is working with the Utah Association of Counties to find a candidate for our joint appointment. We are currently looking at an elected official in rural Utah to have a geographical representation on the Commission.

Private Activity Bond Review Board

The League would like to appoint Tim Roper, Clearfield City Council Member, to the Private Activity Bond Review Board. Tim currently serves Chair of the North Davis Fire District where he works with a nine-member board and council. He is also on the Davis Chamber Legislative Affairs Board. Tim has previous experience serving on the Clearfield Planning Commission. This position will be appointed by the Governor.

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Nominations for the ULCT Board of Directors for 2020-2021

ULCT board members are an integral part of our organization. The Board reviews and adopts yearly League budgets, ratifies decisions of the Executive Committee and Legislative Policy Committee, ratifies presidential appointments of members, modifies the League bylaws and policies, and maintains close contact with League members within their district. The Board of Directors is an active governing board and meets approximately nine times a year.

There are 21 members on the Board of Directors. The role of Second Vice President is a four-year commitment and marks the entrance of an official into the executive committee (President, 1st Vice President, 2nd Vice President, Immediate Past President, Utah City Management Association Representative). The executive committee meets regularly with the League Executive Director and can make decisions on behalf of the organization between board meetings.

Board members either represent a municipality of a certain size (cities of the 1st and 2nd classes, and towns), a geographic area (one of eight ULCT board areas), or serve “at-large.” Board members are expected to be the liaison between the League and those that they represent on the Board. Board members are also expected to participate in the Legislative Policy Committee and other ULCT groups.

According to Article IV of the ULCT Constitution, member cities and towns, county councils of mayors and councils of governments, and multi-county associations of governments can nominate municipal elected officials to serve on the ULCT Board of Directors, and officials may nominate themselves. Your nomination will benefit both your community and all municipalities across Utah.

Upcoming legislative policy issues that the Board of Directors will face include:

1. State legislative efforts that could impact local government authority over municipal functions such as land use, revenues, housing, zoning, water supply and infrastructure, law enforcement, transportation, licensing, governance, and other local government roles.
2. Ensuring community trust in local government, ranging from law enforcement to planning sufficient infrastructure for Utah’s growing population

Please submit nominations online via the link below, in writing, or via email no later than August 14, 2020. All candidates will be asked to complete a short questionnaire and interview with the Nominations Committee for a few minutes during the ULCT Annual Convention. The Nominations Committee will review candidates’ materials prior to this interview. The schedule and membership of the Nominations Committee will be confirmed in early September. South Jordan Mayor Dawn Ramsey, ULCT 2nd Vice President, will chair the Nominations Committee. If you have questions, contact ULCT’s Chief Operating Officer Nick Jarvis at njarvis@ulct.org or (801) 328-1601 x 3.

**SEE ATTACHED NOMINATION FORM
OR SUBMIT YOUR NOMINATION ONLINE [HERE](#)**

2020-2021
RECOMMENDATIONS FOR NOMINATION AND ELECTION TO THE
UTAH LEAGUE OF CITIES AND TOWNS BOARD OF DIRECTORS

BOARD OF DIRECTORS (2 years)

SECOND VICE PRESIDENT (4 years)

Name of Nominee

Nominee's current elected position

Street Address

City/State

Zip

Business Phone

Cell Phone

Email Address

Is the nominee aware of being nominated for the ULCT Board?

Yes

No

Send nominations to:

**UTAH LEAGUE OF CITIES & TOWNS
NOMINATIONS COMMITTEE
50 S 600 E, STE 150
SALT LAKE CITY UT 84102**

E-mail: njarvis@ulct.org

DEADLINE: AUGUST 14, 2020

Name of official making recommendation

Position

City

Date

Phone

Signature

ULCT Board of Directors Vacancies 2020-2021

#	Term Expires	First	Last	Title	Organization	Board Position	Board Area
Exec.	N/A	Mike	Caldwell	Mayor	Ogden	President	2
Exec.	N/A	Dawn	Ramsey	Mayor	South Jordan	1st Vice President	3
Exec.	N/A					2nd Vice President	
Exec.	N/A	Mike	Mendenhall	Council Member	Spanish Fork	Immediate Past President	4
Exec.	N/A	Gary	Hill	City Manager	Bountiful	UCMA Representative	N/A
Tres.	N/A	Len	Arave	Mayor	North Salt Lake	Treasurer	N/A

#	Term Expires	First	Last	Title	Organization	Board Position	Board Area
1	2021	Jewel	Allen	Council Member	Grantsville	Board of Directors	3
2	2020	Andy	Beerman	Mayor	Park City	Board of Directors	4
3	2020	Don	Christensen	Council Member	West Valley City	Board of Directors	3
4	2020	John	Christensen	Mayor	Mayfield Town	Board of Directors	6
5	2020	Matt	Durham	Council Member	Holladay	Board of Directors	3
6	2021	Julie	Fullmer	Mayor	Vineyard	Board of Directors	4
7	2020	Michelle	Kaufusi	Mayor	Provo	Board of Directors	4
8	2021	Tasha	Lowery	Council Member	Draper	Board of Directors	3
9	2020	Erin	Mendenhall	Council Member	Salt Lake City	Board of Directors	3
10	2020	Emily	Niehaus	Mayor	Moab	Board of Directors	8
11	2020	Jeff	Silvestrini	Mayor	Millcreek	Board of Directors	3
12	2020	Jim	Talbot	Mayor	Farmington	Board of Directors	2
13	2021	Dustin	White	Council Member	Roosevelt	Board of Directors	5
14	2021	Marcia	White	Council Member	Ogden	Board of Directors	2
15	2020	Maile	Wilson-Edwards	Mayor	Cedar City	Board of Directors	7
16	2021	Jeff	Young	Mayor	Richmond	Board of Directors	1

Current representation needed:

- Area 6 (Juab, Sevier, Sanpete, Wayne, Piute, & Millard Counties)
- Area 7 (Washington, Beaver, Iron, Kane, & Garfield Counties)
- Area 8 (Grand, San Juan, Emery, & Carbon Counties)
- Town representative

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.

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

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

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>

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

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

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

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

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

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