

UTAH LEAGUE OF CITIES & TOWNS BOARD OF DIRECTORS MEETING

LOCATION: ULCT OFFICE, 50 S 600 E, SUITE 150, SALT LAKE CITY, UT 84102

MONDAY, JUNE 10, 2024 @ 11:00 AM

(TIMES ARE APPROXIMATE)

- 1) **Welcome and Introductions – Mayor Troy Walker, ULCT 1st Vice President** 11:00 AM
- 2) **Administrative Items – Mayor Troy Walker, ULCT 1st Vice President** 11:02 AM
 - ACTIONS: Review & approval of Minutes, call for conflict-of-interest disclosure
 - HANDOUTS: [DRAFT May 20, 2024 Board Minutes](#)
[ULCT Conflict of Interest Form](#)
- 3) **Public Hearing: FY 2025 Approved Tentative Budget – Mayor Troy Walker, ULCT 1st Vice President** 11:05 AM
 - Receive public comment on approved FY 2025 tentative budget
 - ACTIONS: Open & close public hearing
 - HANDOUT: [Approved ULCT FY 2025 Tentative Budget & Memo from May 20, 2024](#)
- 4) **FY 2025 Budget Adoption – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer** 11:15 AM
 - Review, consider, and adopt FY 2025 budget
 - ACTIONS: Review, consider, and adopt FY 2025 Budget via resolution
 - HANDOUT: [ULCT FY 2025 Budget Resolution](#)
- 5) **FY 2023 Q3+ Budget Report & Check Register (July 2023-May 2024) – Nick Jarvis, Chief Operating Officer** 11:30 AM
 - ACTION: Review & approval of FY 2024 Q3+ Budget Report & Check Register
 - HANDOUT: [FY 2024 Q3+ Budget Report & Check Register](#)
- 6) **Office of the State Auditor Fraud Risk Assessment FY 2024 – Nick Jarvis, Chief Operating Officer** 11:35 AM
 - ACTIONS: Review & approve OSA Fraud Risk Assessment FY 2024
 - HANDOUT: [OSA Fraud Risk Assessment FY 2024](#)
- 7) **ULCT Vacation Cash Out Policy Update – Nick Jarvis, Chief Operating Officer** 11:40 AM
 - ACTION: Review & approval of ULCT Vacation Cash Out Policy Update
 - HANDOUT: [ULCT Vacation Cash Out Policy Update](#)
- 8) **Introduction to Conflict Competence – Dr. Danya Rumore, Director of Environmental Dispute Resolution Program, S.J. Quinney College of Law, University of Utah** 11:45 PM
 - ACTION: For information and discussion
 - HANDOUTS: [Destructive conflict tendencies vs productive conflict choices \(LINK\)](#)
[What is conflict competence and what are the core conflict competencies? \(LINK\)](#)
- 9) **Advocacy Update – ULCT Advocacy Staff** 1:15 PM
 - Special session update
 - LPC
 - 1) Future bylaw changes
 - 2) LPC advisory groups
 - Commission on Housing Affordability
 - Economic development/incentives
 - GRAMA
 - Gravel
 - Stormwater
 - UDOT coordination
 - Research plan to date
 - Commission on Housing Affordability/UEOC
 - 1) CHA subgroup 1 (Steve Waldrip)
 - ULCT reps: Millcreek Mayor Jeff Silvestrini, Salt Lake RDA Director Danny Walz, Sandy City Attorney Lynn Pace, Springdale Mayor Barbara Bruno, Cameron Diehl

- 2) CHA subgroup 2 (land use)
 - ULCT reps: Herriman Mayor Lorin Palmer, Millcreek Mayor Jeff Silvestrini, Orem Council Member Tom Macdonald (co-chair), Sandy City Attorney Lynn Pace, Cameron Diehl
- 3) CHA subgroup 3 (data, housing plan)
 - ULCT rep: Andrew Johnston, Karson Eilers
- 4) CHA subgroup 4 (property tax, office-to-housing conversion)
 - ULCT rep: Karson Eilers
- 5) Land Use Task Force and other land use/housing related efforts
- 6) Weber County Council of Governments (Harrisville Mayor Michelle Tait, chair)
- Other Board priority updates
 - 1) Transportation utility fee and fee authority (HB 367, failed)
 - 2) Homelessness policy and funding (SB 289, passed)

ACTION: Confirm ULCT representatives on the CHA subgroups,
Board direction on priorities within the CHA subgroups and related groups

HANDOUT: [Memo: Commission on Housing Affordability, Land Use Task Force, and related work groups](#)

10) Executive Director Report – Cameron Diehl, Executive Director

1:50 PM

- Regional summit update (Molly Wheeler)
- Board op-eds (Cassidy Hansen)
- September Board meeting timing and nominations process
- Outdoor Recreation Initiative – Regional Recreation Councils
- Upcoming calls: resort community caucus in July, rural liaison in July, large city TBD

ACTION: Confirm September board meeting timing

HANDOUT: [2024 Board Vacancies](#)

11) Adjourn

2:00 PM

Monday, August 12, 2024 @ 9:30 AM
Wednesday, September 4, 2024 @ 4:00 PM (in conjunction with ULCT Annual Convention)

UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING MINUTES

LOCATION: VIA ZOOM (ANCHOR LOCATION: ULCT OFFICE, 50 S 600 E, SUITE 150, SALT LAKE CITY, UT 84102)
MONDAY, MAY 20, 2024 @ 8:30 AM

IN ATTENDANCE:

EXECUTIVE BOARD

Mayor Michelle Kaufusi, President, Provo
Mayor Troy Walker, 1st Vice President, Draper
Council Member Kate Bradshaw, 2nd VP, Bountiful
Mayor Jeff Silvestrini, Im. Past President, Millcreek
Seth Perrins, UCMA & Spanish Fork

BOARD OF DIRECTORS

Council Member Dan Dugan, Salt Lake City
Council Member Jessica Egbert, Mapleton
Council Member Kari Malkovich, Woodland Hills
Council Member Tawnee McCay, Riverton
Mayor Lyndsay Peterson, North Logan
Council Member R. Scott Phillips, Cedar City
Mayor Michele Randall, St. George
Mayor Mark Shepherd, Clearfield
Mayor Tami Tran, Kaysville
Council Member Mary Wintch, Manti

EX OFFICIO MEMBERS

Roger Tew, General Counsel & Senior Policy Advisor
Pamela Spencer, UMCA & Vineyard
Mayor Dawn Ramsey, UEOC, South Jordan

ULCT STAFF

Cameron Diehl, Executive Director
Justin Lee, Deputy Director
Molly Wheeler, Deputy Director
Nick Jarvis, Chief Operating Officer
Angela Adam, Operations Coordinator
Karson Eilers, Policy Director
Cassidy Hansen, Marketing Communications
Manager
Katie Harley, Events Manager
Meg Ryan, Senior Land Use Manager
Liam Thrailkill, Policy Analyst & Program Manager
Jared Tingey, Legal Director
Todd Godfrey, Legal Advisor

EXCUSED:

Mayor Brett Hales, Murray, ULCT Treasurer
Council Member David Baird, Roosevelt
Mayor Dirk Burton, West Jordan
Mayor Donia Jessop, Hildale
Mayor Mark Johnson, Lehi
Mayor Logan Monson, Blanding
Mayor Mickey Wright, Torrey

Welcome and Introductions – Mayor Michelle Kaufusi, ULCT President

Administrative Items – Mayor Michelle Kaufusi, ULCT President

- [LINK: Substance of matters proposed, discussed, or decided](#)
- Conflict of interest disclosure: None

MOTION: Council Member Kari Malkovich
Approve April 17, 2024 Minutes

SECOND: Council Member Dan Dugan

VOTE: Unanimous Approval

ULCT Board & Commission Reports & Appointments –Liam Thrailkill, Policy Analyst & Program Manager

- [LINK: Substance of matters proposed, discussed, or decided](#)
- Utah Communications Authority update
- Utah Land Use Institute
- Water Operator Certification Commission

MOTION: Council Member Mary Wintch

Approve recommendation to appoint Alex Jensen to Utah Communications Authority, Meg Ryan to the Utah Land Use Institute Board and Stacie Olson to the Water Operator Certification Commission

SECOND: Council Member Dan Dugan

VOTE: Unanimous Approval

FY 2025 Tentative Budget –Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer

- [LINK: Substance of matters proposed, discussed, or decided](#)
- Filing of FY 2025 tentative budget with Board
- Review, consider, and adopt tentative budget
- Establish time and place for public hearing on tentative budget

MOTION: Mayor Mark Shepherd

Approve FY 2025 tentative budget & establish public hearing on tentative budget at 11:00 AM on June 10, 2024 at ULCT office

SECOND: Mayor Jeff Silvestrini

VOTE: Unanimous Approval

ULCT Procurement Policy Update RE: HB125 from the 2024 session –Nick Jarvis, Chief Operating Officer

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

MOTION: Council Member Kari Malkovich

Approve ULCT Procurement Policy Update

SECOND: Council Member Dan Dugan

VOTE: Unanimous Approval

Executive Director Report –Cameron Diehl, Executive Director

- Regional meeting update (with ULCT's Molly Wheeler)
- Board op-ed plan of attack (with ULCT's Cassidy Hansen)
- June board meeting logistics and Disagree Better/Dignity Index with Dr. Danya Rumore (with ULCT's Molly Wheeler)
 - Final budget, strategize on advocacy priorities based on ULCT spring training
- August board meeting timing and location and LPC timing
- September Board Meeting timing (currently scheduled for 9/4 @ 4:00 PM)
- Board Nominations & Vacancies timeline and process
- Tentative: summer meetings of the large city caucus, resort community caucus

Advocacy Update—Justin Lee, Deputy Director & ULCT Advocacy Staff

- [LINK: Substance of matters proposed, discussed, or decided](#)
- Proposal to create advisory groups for 2024 interim on key policy topics to provide input to ULCT Board, LPC, staff, and negotiators (listed below in alphabetical order)
 - 1) Commission on Housing Affordability (several CHA interim work groups)
 - Will include a variety of topics
 - 2) Economic Development/Financing
 - 3) GRAMA/privacy (HB 491 next steps)
 - 4) Gravel (HB 502, SB 174 next steps)
 - 5) Storm water (HB 507 next steps)
 - 6) UDOT coordination
- Re-affirm questions/principles for advocacy within the Commission on Housing Affordability/UEOC and board objectives
- Policy priorities, research priorities, and LPC bylaw updates at a future board meeting

MOTION: Council Member Kate Bradshaw
Approve Creation of Advisory Groups

SECOND: Council Member Dan Dugan

VOTE: Unanimous Approval

MOTION: Council Member R. Scott Phillips
Approve Board Objectives

SECOND: Mayor Mark Shepherd

VOTE: Unanimous Approval

Closed Session as per Utah Code 52-4-205

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

MOTION: Mayor Troy Walker
Move to a closed session to discuss potential litigation and personnel issues

SECOND: Council Member Kari Malkovich

VOTE:

AYE: Council Member Kari Malkovich
Mayor Troy Walker
Council Member Dan Dugan
Council Member Mary Wintch
Mayor Michelle Kaufusi
Council Member R. Scott Phillips
Council Member Jessica Egbert
City Manager Seth Perrins

Council Member Tawnee McCay
Mayor Jeff Silvestrini
Council Member Kate Bradshaw
Mayor Lyndsay Peterson
Mayor Mark Shepherd
Mayor Tami Tran
Mayor Michele Randall

NAY: None

Adjourn

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

MOTION: Seth Perrins
Adjourn

SECOND: Mayor Jeff Silvestrini

VOTE: Unanimous Approval

ANNUAL CONFLICT OF INTEREST DISCLOSURE 2024-2025**Personal information**Name:
_____Address:

_____Title:

_____**ULCT POLICY**I will abide by the ULCT Code of Ethical Business Conduct.
_____I will not directly or indirectly benefit improperly from my position or from any ULCT activity.
_____I will not allow any outside business or personal relationship create a conflict of interest by influencing decisions within ULCT.
_____I will not place my personal interests in conflict with the interest of ULCT.
_____I will disclose any perceived, potential, or actual conflicts of interest with the ULCT Executive Director immediately.

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

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

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

_____**SIGNATURE:**
_____**Date Signed:**



TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
Nick Jarvis, Chief Operating Officer
DATE: May 16, 2024
SUBJECT: FY 2025 Tentative Budget

We are proposing a FY 2025 budget of \$5,343,895 of which \$3,695,000 is ongoing general revenue, \$1,580,000 is an ongoing state appropriation (the Local Administrative Advisor program), and \$68,895 is from grants and special projects. **This is a decrease of 3.66% from the FY 2024 adopted budget.** This memo outlines the highlights, adjustments, and priorities of the FY 2025 budget.

Part 1: Revenue

A) General Revenue: increase of \$55,000 (1.51% more than FY 24 Budget)

Ongoing ULCT revenues come primarily from three sources: membership dues, conference registration (members and exhibitors), and private sector sponsorships.

The Board voted on January 17, 2024 to reduce the rates applied to the population and property value components of membership dues and maintain the rate of the sales tax component at the FY 2024 level. For FY 2025, we have budgeted \$2,600,000 in dues revenue (100% membership would yield \$2,616,233) and this adjustment translates to a 4% or \$100,000 total increase in membership dues revenue.

Though we had record attendance at our 2024 Midyear Conference, we are budgeting an 11.5 % reduction in total conference revenue because of changes we are making to the 2024 Annual Convention. Based on Board and member feedback, the Annual Convention will now span two full days on Wednesday and Thursday, rather than two and half days Wednesday through Friday, and we will reduce the cost of attendee registration accordingly. We have taken the half-day from Annual and replaced the training time with regional meetings across the state. Team ULCT is partnering with the associations of governments (AOGs) to host half-day regional trainings in each AOG in May and June. Those meetings are scheduled for May 20, 21, 22, and June 5 and 26. As of May 16, we are anticipating several hundred city and town officials to attend the five regional meetings. We are also budgeting \$10,000 more in sponsorship revenue based on current-year receipts.



B) Grant & Special Project Revenue: decrease of \$258,105 (78.93% less than FY 24 budget)

Most of our grants and special project revenues from the previous few years are either winding down or ending for FY 2025. The Land Use Academy of Utah (LUAU) website is in the process of being handed over to the Office of the Property Rights Ombudsman and the limited remaining funds from the ARPA Assistance Assessment and the “Your Land, Your Plan” Public Asset Grant will be recognized in FY 2025.

A) Ongoing State Appropriation: no change

In the 2023 legislative session, the State Legislature approved an ongoing appropriation to ULCT through the Governor’s Office of Planning and Budget (GOPB) of \$1,580,000 to fund the Local Administrative Advisor (LAA) program beginning in FY 2024. Approximately \$1.2 million of this appropriation is subgranted by ULCT to the state’s associations of governments (AOGs) to hire in-house or contract advisors to provide support on a regional basis to the over 140 cities and towns in Utah without sufficient administrative and management staff. As such, the ULCT operates as a pass-through organization. The remainder of the funds stay with ULCT to run the program and provide centralized resources to these applicable municipalities. Please note that ULCT had hired Gary Whatcott to be our Senior Advisor to oversee the Local Administrative Advisor program. Gary passed away suddenly in January and we are still in the process of replacing him within the LAA program.

Part 2: Expenses

A) Personnel Expenses: increase of \$150,500 (8.14% more than FY 24 budget)

The proposed budget contemplates an overall increase in personnel expenses of just over 8%. This includes merit-based and market-based increases to compensation for existing staff, and flexibility to be competitive in hiring potential vacancies. We continue to focus on our Board-adopted organizational goals to guide how to maximize our staff bandwidth in a financially sustainable and prudent manner. Our success at the Capitol and ability to provide resources and training throughout the state is dependent on retaining and recruiting talented and capable staff, as well as the partnership with our elected officials and extended family in our cities and towns.

B) Operations & Engagement Expenses: decrease of \$13,000 (1.93% less than FY 24 budget)

This budget anticipates a 1.93% reduction in operations & engagement expenses. Management continues to maximize the use of our limited funding through keeping our operational costs as low as possible, while still investing in staff professional development and ensuring our workspace and equipment remain adequate to accomplish our mission.



C) Event Expenses: decrease of \$90,000 (19.32% less than FY 24 budget)

The change in the Annual Convention from two and a half days to two days comes with significant savings in facility & special equipment rental and food and beverage costs. However, we are proposing an increase in the convention programming portion of this category to ensure that the Annual Convention remains a valuable and worthwhile experience for attendees through the procurement of top-notch speakers and the overall feeling of professionalism for which our events have become known.

D) Grants and Special Projects: decrease of \$233,105 (59.24% less than FY 24 budget)

As described in the revenue section, the LUAU, ARPA assistance, and “Your Land, Your Plan” programs are coming to an end in FY 2025, resulting in the significant decrease in this category. However, this section of the budget also includes programs like our 4th and 7th grade essay contest and the Healthy Utah Communities partnership with Get Healthy Utah, as well as funds for continued organization modernization.

At Board direction we are adding the currently named “Dignity Index/Disagree Better ULCT Project” in FY 2025 centered on civility, conflict resolution, and turning down the temperature in public discourse. ULCT will be working with other partners including the University of Utah S.J. Quinney School of Law’s Dr. Danya Rumore to develop and brand the program which will help ULCT members navigate and improve the current environment.

Part 3: Conclusion & Requested Action

We believe the budget we are proposing to you fulfills the ULCT mission in a financially responsible way and will give us the resources we need to increase staff bandwidth and performance. Management is proposing a long-term strategy to ensure fiscal sustainability with the modest dues increase adopted this year. Staff asks the Board to adopt the proposed FY 2025 tentative budget, and requests that the Board provide feedback to be incorporated into the final FY 2025 budget. The Board must also schedule the time and place that a public hearing will be held on the adopted tentative budget before the official adoption of the final budget. Given that the Board only meets once in May and once in June, staff recommends scheduling the public hearing on the same day that the Board will consider and adopt the FY 2025 budget (June 10, 2024.)

UTAH LEAGUE OF CITIES AND TOWNS FY 2025 TENTATIVE BUDGET

REVENUES	FY 2023 Prior Year Actual	FY 2024 YE Estimates	FY 2024 Adopted Budget	FY 2025 Tentative Budget	\$ Change FY 24-FY 25 Budgets	% Change FY 24-FY 25 Budgets
General Revenue						
Membership Dues	\$ 2,287,951	\$ 2,508,778	\$ 2,500,000	\$ 2,600,000	\$ 100,000	4.00%
Sponsors/Donations	\$ 386,370	\$ 404,610	\$ 390,000	\$ 400,000	\$ 10,000	2.56%
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	-
Registration Fees	\$ 537,619	\$ 544,279	\$ 545,000	\$ 460,000	\$ (85,000)	-15.60%
Exhibit Space	\$ 111,405	\$ 131,870	\$ 105,000	\$ 115,000	\$ 10,000	9.52%
Interest	\$ 97,133	\$ 161,848	\$ 80,000	\$ 100,000	\$ 20,000	25.00%
Publications	\$ 4,791	\$ 7,514	\$ 15,000	\$ 15,000	\$ -	0.00%
Miscellaneous Income	\$ 840	\$ 84	\$ 5,000	\$ 5,000	\$ -	0.00%
General Revenue	\$ 3,426,109	\$ 3,758,983	\$ 3,640,000	\$ 3,695,000	\$ 55,000	1.51%
Grants & Special Projects						
Land Use Academy of Utah	\$ -	\$ -	\$ 15,000	\$ -	\$ (15,000)	-100.00%
ARPA Assessment	\$ 93,008	\$ 19,770	\$ 29,500	\$ 8,895	\$ (20,605)	-69.85%
"Your Land, Your Plan" Public Asset Grant	\$ 253,538	\$ 186,426	\$ 282,500	\$ 60,000	\$ (222,500)	-78.76%
Grants & Special Projects	\$ 346,546	\$ 206,195	\$ 327,000	\$ 68,895	\$ (258,105)	-78.93%
Reserves						
Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	-
Ongoing State Appropriation						
Local Administrative Advisor	\$ -	\$ 1,281,192	\$ 1,580,000	\$ 1,580,000	\$ -	0.00%
TOTAL REVENUE	\$ 3,772,655	\$ 5,246,371	\$ 5,547,000	\$ 5,343,895	\$ (203,105)	-3.66%

EXPENSES	FY 2023 Prior Year Actual	FY 2024 YE Estimates	FY 2024 Adopted Budget	FY 2025 Tentative Budget	\$ Change FY 24-FY 25 Budgets	% Change FY 24-FY 25 Budgets
Personnel Services						
Staff Salaries	\$ 973,710	\$ 1,160,000	\$ 1,160,000	\$ 1,280,000	\$ 120,000	10.34%
Employee Benefits	\$ 1,378,631	\$ 515,000	\$ 515,000	\$ 550,000	\$ 35,000	6.80%
Payroll Fees	\$ 3,852	\$ 4,500	\$ 4,500	\$ 5,000	\$ 500	11.11%
Car Expense	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%
Contract Labor	\$ 212,786	\$ 119,700	\$ 160,000	\$ 155,000	\$ (5,000)	-3.13%
Personnel Services Subtotal	\$ 2,577,979	\$ 1,808,200	\$ 1,848,500	\$ 1,999,000	\$ 150,500	8.14%
Operations & Engagement						
Office Supplies	\$ 6,645	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Postage and Freight	\$ 1,871	\$ 8,742	\$ 5,000	\$ 5,000	\$ -	0.00%
Printing Expense	\$ 30,149	\$ 38,000	\$ 35,000	\$ 35,000	\$ -	0.00%
Equipment purchases	\$ -	\$ 25,000	\$ 8,000	\$ 8,000	\$ -	0.00%
Equipment Repairs and Maint.	\$ -	\$ 200	\$ 3,000	\$ 3,000	\$ -	0.00%
Building Repairs & Condo Dues	\$ 53,181	\$ 27,870	\$ 20,000	\$ 30,000	\$ 10,000	50.00%
Building Utilities	\$ 5,829	\$ 3,815	\$ 6,500	\$ 6,500	\$ -	0.00%
Telephone-Internet Expense	\$ 8,793	\$ 9,236	\$ 9,500	\$ 9,500	\$ -	0.00%
Computer & Website Services	\$ 39,862	\$ 14,575	\$ 45,000	\$ 42,500	\$ (2,500)	-5.56%
Travel and Lodging	\$ 83,172	\$ 70,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Operations Subtotal	\$ 229,502	\$ 207,439	\$ 242,000	\$ 249,500	\$ 7,500	3.10%
Dues & Subscriptions	\$ 62,049	\$ 67,000	\$ 67,000	\$ 67,000	\$ -	0.00%
Accounting Expenses	\$ 37,000	\$ 38,700	\$ 39,000	\$ 40,000	\$ 1,000	2.56%
Legal Expenses	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
Insurance	\$ 9,749	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%
Credit Card Processing/Bank Fees	\$ 36,478	\$ 43,000	\$ 40,000	\$ 38,000	\$ (2,000)	-5.00%
Board Expenses	\$ 4,726	\$ 10,000	\$ 5,000	\$ 5,000	\$ -	0.00%
Professional Development & Tuition Aid	\$ 14,465	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
League Relations/Engagement	\$ 2,100	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
Professional Costs & Fees Subtotal	\$ 191,566	\$ 225,700	\$ 218,000	\$ 217,000	\$ (1,000)	-0.46%
Policy Research & Outreach	\$ 73,146	\$ 105,000	\$ 95,000	\$ 95,000	\$ -	0.00%
Legal Services	\$ 94,800	\$ 101,400	\$ 104,000	\$ 105,000	\$ 1,000	0.96%
Muniversity (New Training)	\$ 30,000	\$ -	\$ 15,000	\$ -	\$ (15,000)	-100.00%
Programs Subtotal	\$ 197,946	\$ 206,400	\$ 214,000	\$ 200,000	\$ (14,000)	-6.54%
Operations & Engagement Subtotal	\$ 619,014	\$ 639,539	\$ 674,000	\$ 666,500	\$ (7,500)	-1.11%
Events						
Convention Programming	\$ 126,300	\$ 160,000	\$ 150,000	\$ 175,000	\$ 25,000	16.67%
Facility & Special Equip. Rental	\$ 327,553	\$ 305,000	\$ 365,000	\$ 310,000	\$ (55,000)	-15.07%
Food & Beverage	\$ 434,322	\$ 470,000	\$ 535,000	\$ 475,000	\$ (60,000)	-11.21%
Events Subtotal	\$ 888,175	\$ 935,000	\$ 1,050,000	\$ 960,000	\$ (90,000)	-8.57%

EXPENSES (Continued)	FY 2023 Prior Year Actual	FY 2024 YE Estimates	FY 2024 Adopted Budget	FY 2025 Tentative Budget	\$ Change FY 24-FY 25 Budgets	% Change FY 24-FY 25 Budgets
Grants & Special Projects						
Land Use Academy of Utah	\$ -	\$ -	\$ 15,000	\$ -	\$ (15,000)	-100.00%
Essay Contest Expenses	\$ 6,351	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.00%
Website Redesign	\$ -	\$ -	\$ -	\$ -	\$ -	-
Organization Modernization	\$ 40,580	\$ 26,985	\$ 50,000	\$ 25,000	\$ (25,000)	-50.00%
Healthy Utah Communities Award	\$ 9,240	\$ 34,612	\$ 10,000	\$ 25,000	\$ 15,000	150.00%
ARPA Assistance	\$ 93,008	\$ 19,770	\$ 29,500	\$ 8,895	\$ (20,605)	-69.85%
"Your Land, Your Plan" Public Asset Program	\$ 241,038	\$ 173,926	\$ 282,500	\$ 60,000	\$ (222,500)	-78.76%
<i>Dignity Index/Disagree Better ULCT Project</i>	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	-
Grants & Special Projects Subtotal	\$ 390,217	\$ 261,792	\$ 393,500	\$ 175,395	\$ (218,105)	-55.43%
Miscellaneous						
Miscellaneous	\$ 288	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Depreciation	\$ 65,905	\$ -	\$ -	\$ -	\$ -	-
Miscellaneous Subtotal	\$ 66,193	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Capital						
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	-
Capital Improvements - Office remodel	\$ -	\$ -	\$ -	\$ -	\$ -	-
Capital Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
Ongoing State Appropriation						
Local Administrative Advisor	\$ -	\$ 1,263,993	\$ 1,580,000	\$ 1,542,000	\$ (38,000)	-2.41%
TOTAL EXPENSES	\$ 4,541,577	\$ 4,909,524	\$ 5,547,000	\$ 5,343,895	\$ (203,105)	-3.66%
TOTAL ALL REVENUES	\$ 3,772,655	\$ 5,246,371	\$ 5,547,000	\$ 5,343,895	\$ (203,105)	-3.66%
REVENUES (Under) Over EXPENSES	\$ (768,922)	\$ 336,847	\$ -	\$ -	\$ -	-



RESOLUTION 2024-001

**A Resolution of the Board of Directors of the Utah League of Cities and Towns
Approving and Adopting a Budget for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025**

WHEREAS, the Executive Director of the Utah League of Cities and Towns has prepared a tentative budget in proper form for all Funds for which a budget is required by Utah State Law; and

WHEREAS, the tentative budget has been reviewed and considered by the Board of Directors; and

WHEREAS, the tentative budget, together with supporting schedules and data have been available for public inspection in the office of the Chief Operating Officer and at ulct.org for a period of ten (10) days, as required by law; and

WHEREAS, the Board of Directors, on due public notice, held a public hearing on Monday, June 10, 2024, at 50 S 600 E, Suite 150, Salt Lake City, UT 84102, and all interested persons were heard, for and against the estimates of revenue and expenditures as set forth in said budget; and

WHEREAS, all statutory and legal requirements for the final adoption of said budget have been completed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UTAH LEAGUE OF CITIES AND TOWNS as follows:

1. The Board of Directors hereby adopts the budget for FY 2025 as presented, which budget is attached hereto and incorporated herein by reference.
2. The Chief Operating Officer is hereby authorized to certify and file a copy of this budget with the Utah State Auditor as required by state law, and a copy of the approved budget and amendments shall be on file in the office of the Chief Operating Officer.

ARROVED AND PASSED THIS 10th DAY OF JUNE, 2024

Mayor Troy Walker
ULCT 1st Vice President

Cameron Diehl
ULCT Executive Director



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: June 6, 2024
SUBJECT: FY 2024 Q3+ (July 2023-May 2024) Financial Report

Attached please find the ULCT FY 2024 Q3+ unaudited actual income and expenses compared to budget and covering the period July 1, 2023 to May 31, 2024, and the check detail report covering the period March 1, 2024 to May 31, 2024. The “percent of budget” references throughout the memo exclude the \$1.58 million Local Administrative Advisor grant and are figured based on our core budget (\$3,967,000). This ongoing state appropriation, which is largely made up of subgrants to the state’s associations of governments (AOGs), is 28.5% of the FY 2024 total budget (\$5,547,000).

Revenue

Overall, by the end this period, the League has collected approximately 99% of core revenue budgeted for the year.

About 63% of ULCT budgeted revenue derives from **Membership Dues** and these were just over 100% collected by the end of Q3+. We budgeted this year in anticipation of 99% of municipalities participating in ULCT.

Sponsor/Donation revenue accounts for roughly 10% of annual budgeted revenue, and the League has collected about 104% of that expected revenue. This revenue is recognized from CY 2023 sponsorships for the value sponsors receive in FY 2024 at the direction of our auditors. Sponsor agreements & invoices for CY 2024 were sent out in January, and half of the revenue collected then is applied to FY 2024 (the other half applied to FY 2025). ULCT’s budgeted revenue for **Registration Fees** and **Exhibitor Space** is about 17% of total revenue budgeted and by the end of this period, ULCT received about 104% of that revenue.

Roughly 54% of **Grants and Special Project** revenue was recognized in this period. Funding from the ARPA Assessment and “Your Land, Your Plan” Grant has already been received, but is recognized on the books when expenditures are made (see Grants and Special Projects expenditures below).

Local Administrative Advisor Grant

In the 2023 legislative session, the State Legislature approved an ongoing appropriation to ULCT through the Governor’s Office of Planning and Budget (GOPB) of \$1,580,000 to fund the Local Administrative Advisor program beginning in FY 2024. We believe that this program is the first-of-its-kind in the country. Approximately \$1.2 million of this appropriation is subgranted by ULCT to the state’s associations of governments (AOGs) to hire in-house or contract advisors to provide support on a regional basis to the over 140 cities and towns in Utah without sufficient administrative and management staff. As such, the ULCT operates as a pass-through organization. The remainder of the funds (\$380,000) stay with ULCT to run the program and provide centralized resources to these applicable municipalities. The program provides a



variety of assistance including facilitating compliance with state code, crafting ordinances and plans, preparing budgets, and promoting leadership training. In September, ULCT received the first installment of 90% of the grant (\$1,440,000) and will receive the remaining 10% after submitting the final report to GOBP.

Expenditures

Overall, actual Q3+ core budget expenditures are 81% of what was budgeted for FY 2024.

Personnel Services account for about 47% of core budgeted spending. So far, ULCT has spent roughly 88% of what has been budgeted. **Operations & Engagement Expenses** account for roughly 17% of budgeted expenditures, and actual expenditures for this period are just over 70% of budget for the year.

Events expenditures make up 26.5% of core budgeted expenditures, and with one month remaining in the fiscal year we have expended about 86% in this category.

Grants and Special Projects are at just under 18% of the FY 2024 core budget. The remaining funds from the 2021 ARPA Assistance assessment continue to fund a portion of a Policy Analyst position until the end of this fiscal year. The “Your Land, Your Plan” grant is in its second and final year and funds are being used to develop an online learning portal for educating municipal officials on public real estate asset management. ULCT has also funded the fall Utah Healthy Community designation video and made investments in organization modernization in this category.

Conclusion:

With one month remaining in FY 2024 the League is \$723,113 revenue over expenditures and the finances are in very good shape. At this time, management asks the Board to:

- 1) Approve the Q3+ Financial Report
- 2) Approve the Q3+ Check Register

UTAH LEAGUE OF CITIES AND TOWNS FY 2024 Q3 + BUDGET REPORT

REVENUES	FY 2024 Adopted Budget	FY 2024 Q3+ 7/1/23 - 5/31/24	FY 2024 Budget to Actual	%
				Collected/ Expended
General Revenue				
Membership Dues	\$ 2,500,000	\$ 2,508,278	\$ 8,278	100.3%
Sponsors/Donations	\$ 390,000	\$ 404,610	\$ 14,610	103.7%
Advertising	\$ -	\$ -	\$ -	
Registration Fees	\$ 545,000	\$ 543,074	\$ (1,926)	99.6%
Exhibit Space	\$ 105,000	\$ 130,920	\$ 25,920	124.7%
Interest	\$ 80,000	\$ 155,143	\$ 75,143	193.9%
Publications	\$ 15,000	\$ 7,624	\$ (7,376)	50.8%
Miscellaneous Income	\$ 5,000	\$ 84	\$ (4,916)	1.7%
General Revenue	\$ 3,640,000	\$ 3,749,734	\$ 109,734	103.0%
Grants & Special Projects				
Land Use Academy of Utah	\$ 15,000	\$ -	\$ (15,000)	0.0%
ARPA Assessment	\$ 29,500	\$ 14,647	\$ (14,853)	49.7%
"Your Land, Your Plan" Public Asset Grant	\$ 282,500	\$ 161,518	\$ (120,982)	57.2%
Grants & Special Projects	\$ 327,000	\$ 176,165	\$ (150,835)	53.9%
Reserves				
Reserves	\$ -	\$ -	\$ -	
Ongoing State Appropriation				
Local Administrative Advisor	\$ 1,580,000	\$ 1,213,930	\$ (366,070)	76.8%
TOTAL REVENUE	\$ 5,547,000	\$ 5,139,828	\$ (407,172)	92.7%

EXPENSES	FY 2024 Adopted Budget	FY 2024 Q3+ 7/1/23 - 5/31/24	Difference FY 2024 Budget to Actual	%
				Collected/ Expended
Personnel Services				
Staff Salaries	\$ 1,160,000	\$ 1,035,501	\$ 124,499	89.3%
Employee Benefits	\$ 515,000	\$ 460,702	\$ 247,361	89.5%
Payroll Fees	\$ 4,500	\$ 3,676	\$ 824	81.7%
Car Expense	\$ 9,000	\$ 8,250	\$ 750	91.7%
Contract Labor	\$ 160,000	\$ 111,434	\$ 48,566	69.6%
Personnel Services Subtotal	\$ 1,848,500	\$ 1,619,563	\$ 228,937	87.6%
Operations & Engagement				
Office Supplies	\$ 10,000	\$ 7,094	\$ 2,906	70.9%
Postage and Freight	\$ 5,000	\$ 8,742	\$ (3,742)	174.8%
Printing Expense	\$ 35,000	\$ 38,994	\$ (3,994)	111.4%
Equipment purchases	\$ 8,000	\$ 17,150	\$ (9,150)	214.4%
Equipment Repairs and Maint.	\$ 3,000	\$ 160	\$ 2,840	5.3%
Building Repairs & Condo Dues	\$ 20,000	\$ 26,900	\$ (6,900)	134.5%
Building Utilities	\$ 6,500	\$ 3,470	\$ 3,030	53.4%
Telephone-Internet Expense	\$ 9,500	\$ 8,315	\$ 1,185	87.5%
Computer & Website Services	\$ 45,000	\$ 9,583	\$ 35,417	21.3%
Travel and Lodging	\$ 100,000	\$ 60,869	\$ 39,131	60.9%
Operations Subtotal	\$ 242,000	\$ 181,277	\$ 60,723	74.9%

	FY 2024 Adopted Budget	FY 2024 Q3+ 7/1/23 - 5/31/24	Difference FY 2024 Budget to Actual	% Collected/ Expended
EXPENSES (Continued)				
Dues & Subscriptions	\$ 67,000	\$ 41,596	\$ 25,404	62.1%
Accounting Expenses	\$ 39,000	\$ 34,500	\$ 4,500	88.5%
Legal Expenses	\$ 25,000	\$ 18,750	\$ 6,250	75.0%
Insurance	\$ 12,000	\$ 10,203	\$ 1,797	85.0%
Credit Card Processing/Bank Fees	\$ 40,000	\$ 40,777	\$ (777)	101.9%
Board Expenses	\$ 5,000	\$ 4,382	\$ 618	87.6%
Professional Development & Tuition Aid	\$ 25,000	\$ 13,038	\$ 11,962	52.2%
League Relations/Engagement	\$ 5,000	\$ 850	\$ 4,150	17.0%
Professional Costs & Fees Subtotal	\$ 218,000	\$ 164,096	\$ 53,904	75.3%
Policy Research & Outreach	\$ 95,000	\$ 46,640	\$ 48,360	49.1%
Legal Services	\$ 104,000	\$ 84,500	\$ 19,500	81.3%
Muniversity (New Training)	\$ 15,000	\$ -	\$ 15,000	0.0%
Programs Subtotal	\$ 214,000	\$ 131,140	\$ 82,860	61.3%
Operations & Engagement Subtotal	\$ 674,000	\$ 476,513	\$ 197,487	70.7%
Events				
Convention Programming	\$ 150,000	\$ 139,887	\$ 10,113	93.3%
Facility & Special Equip. Rental	\$ 365,000	\$ 302,717	\$ 182,894	82.9%
Food & Beverage	\$ 535,000	\$ 459,644	\$ 75,356	85.9%
Events Subtotal	\$ 1,050,000	\$ 902,248	\$ 147,752	85.9%
Grants & Special Projects				
Land Use Academy of Utah	\$ 15,000	\$ -	\$ 15,000	0.0%
Essay Contest Expenses	\$ 6,500	\$ 6,300	\$ 200	96.9%
Organization Modernization	\$ 50,000	\$ 11,885	\$ 38,115	23.8%
Healthy Utah Communities Award	\$ 10,000	\$ 9,612	\$ 388	96.1%
ARPA Assistance	\$ 29,500	\$ 14,647	\$ 14,853	49.7%
"Your Land, Your Plan" Public Asset Program	\$ 282,500	\$ 161,518	\$ 120,982	57.2%
Grants & Special Projects Subtotal	\$ 393,500	\$ 203,962	\$ 189,538	51.8%
Miscellaneous				
Miscellaneous	\$ 1,000	\$ 500	\$ 500	50.0%
Miscellaneous Subtotal	\$ 1,000	\$ 500	\$ 500	50.0%
Capital				
Capital Outlay	\$ -	\$ -	\$ -	-
Capital Subtotal	\$ -	\$ -	\$ -	-
Ongoing State Appropriation				
Local Administrative Advisor	\$ 1,580,000	\$ 1,213,930	\$ 366,070	76.8%
TOTAL EXPENSES	\$ 5,547,000	\$ 4,416,715	\$ 1,130,285	79.6%
TOTAL ALL REVENUES	\$ 5,547,000	\$ 5,139,828	\$ (407,172)	92.7%
REVENUES (Under) Over EXPENSES	\$ -	\$ 723,113		

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
51-1115 ZIONS BANK #2					
03/01/2024	Check	101017	Vanguard Cleaning Systems	Invoice #: 26990	-400.00 400.00
03/01/2024	Check	101018	REDKOR Brands	Invoice #: 211055 Midyear Designs	-1,395.00 1,395.00
03/11/2024	Check	101029	Kendell Stephens	Invoice #:25	-1,110.00 1,110.00
03/11/2024	Check	101023	Executech Utah LLC	Invoice #: EXEC-165981 Invoice #: EXEC-164083	-1,692.82 668.82 1,024.00
03/20/2024	Check	101019	Blue Cairn Media	Invoice #: 2161 LOD and Sponsor Packet	-1,424.00 1,424.00
03/20/2024	Check	101020	Cameron Diehl	Voided Legislative Lunch Meeting Small Group Lunch Meeting End of Session Lunch Food and Bev. NLC Travel and Lodging NLC Food and Bev. NLC - Staff Dinner Food and Bev. NLC - Staff Dinner 2	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
03/20/2024	Check	101021	Cvent	Invoice #: 4110214241 Midyear	-1,500.00 1,500.00
03/20/2024	Check	101024	Greenlight Booking	Invoice #: 11393 Hartley Road	-2,500.00 2,500.00
03/20/2024	Check	101025	Hayes Godfrey Bell, P.C.	Invoice #: 11522	-8,450.00 8,450.00
03/20/2024	Check	101030	Les Olson Company	Invoice #: EA1383464	-38.66 38.66
03/20/2024	Check	101027	Karson Eilers	NLC Food and Bev. NLC Travel and Lodging Leg. Lunch - Cupbop	-420.99 213.30 137.05 70.64
03/20/2024	Check	101028	Katie Harley	Angela's Birthday Snack Reimbursement	-22.90 22.90
03/20/2024	Check	101031	Liam Thrailkill	Leg. Lunch NLC Food and Bev. NLC Travel and Lodging	-393.24 47.85 210.93 134.46

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
03/20/2024	Check	101032	Molly Wheeler	NLC Travel and Lodging NLC Food and Bev.	-800.05 177.84 622.21
03/20/2024	Check	101033	Nick Jarvis	NLC Food and Bev. NLC Travel and Lodging	-363.63 210.93 152.70
03/20/2024	Check	101035	St. George Fun	Invoice #: 229498984	-1,584.67 1,584.67
03/20/2024	Check	101022	DS Accounting Services LLC	Invoice #: 2024-0627	-2,100.00 2,100.00
03/20/2024	Check	101026	Inspire Higher LLC	Noelle Pikus-Pace Speaker Fee - ULCT Midyear	- 10,000.00 10,000.00
03/20/2024	Check	101034	Public Employees Health Program	Invoice #: 0124059254	-771.58 771.58
03/22/2024	Check	101038	Cameron Diehl	NLC Travel Reimbursement NLC Food and Bev. Reimbursement Staff Dinner at NLC Staff Dinner 2 at NLC Legislative Meeting End of Session Lunch End of Session Lunch for Staff Staff Lunch during Session	-1,499.76 47.05 421.86 292.57 73.74 55.17 410.62 148.15 50.60
03/28/2024	Check	928	Zions Bank	CREDIT CARD ECS XXXXXX1947PAYMENT WEBXXXXXXXX3967020ACCOUNT CONTROL REF # XXXXXXXX3093561	- 45,470.40 - 45,470.40
03/29/2024	Check	101037	Blue Cairn Media	Invoice #: 2165	-783.00 783.00
03/29/2024	Check	101036	Althea Development LLC	Invoice #: 3	-1,400.00 1,400.00
03/29/2024	Check	101039	Dominion Energy	Account #: 5509510000	-195.52 195.52
03/29/2024	Check	101041	Karson Eilers	ULUI Travel and Lodging ULUI Per Diem	-728.15 692.75 35.40
03/29/2024	Check	101042	LRB Public Finance Advisors	Invoice #: 2024-0116B	-5,000.00 5,000.00

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
03/29/2024	Check	101045	Quadiant	Account #: 7900 0440 8087 8287	-17.52 17.52
03/29/2024	Check	101046	Uintah Basin Association of Governments	Note: 3084 and 575 Nate Zilles UCMA	-250.00 250.00
03/29/2024	Check	101048	Vanguard Cleaning Systems	Invoice #: 26336	-400.00 400.00
03/29/2024	Check	1029		CHECK 1029	-1,100.00 1,100.00
04/03/2024	Check	101049	Vanguard Cleaning Systems	Invoice #: 27644	-400.00 400.00
04/03/2024	Check	101047	Utopia Fiber	Invoice #: CIV202404-000100	-435.00 435.00
04/04/2024	Check	101043	MJC Government Consulting, LLC	Invoice #: 2-2024	-1,050.00 1,050.00
04/04/2024	Check	101050	Wasatch Front Regional Council	Invoice #: 336100-1 Reimbursement for Madison Aviles Registrations	-725.00 725.00
04/04/2024	Check	101040	James P. Davidson	Invoice #: 002	-2,150.00 2,150.00
04/04/2024	Check	101044	Natalie Gochnour	ULCT Midyear Flight Reimbursement	-386.20 386.20
04/08/2024	Check	101054	Hayes Godfrey Bell, P.C.	Voided Invoice #: 11575	0.00 0.00
04/12/2024	Check	101051	Cameron Diehl	Business Meal Reimbursement w/ Todd NLC AZ Per Diem NLC AZ Travel and Lodging	-801.60 44.06 69.00 688.54
04/12/2024	Check	101053	Executech Utah LLC	Invoice #: EXEC-167745	-663.39 663.39
04/12/2024	Check	101055	Hayes Godfrey Bell, P.C.	Invoice #: 11575	-8,450.00 8,450.00
04/12/2024	Check	101056	Jared Tingey	UFGOA Per Diem UFGOA Travel	-94.65 78.65 16.00
04/12/2024	Check	101057	Justin Lee		-265.70

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
				UMCA - Cedar City - Per Diem	41.00
				UMCA - Travel	224.70
04/12/2024	Check	101058	Nick Jarvis		-51.19
				GHU Roadshow	51.19
04/12/2024	Check	101061	Six County Association of Governments		-
				Mapping Project Grant	50,000.00
04/12/2024	Check	101062	Uintah Basin Association of Governments		-
				Mapping Project Grant	50,000.00
04/12/2024	Check	101060	Salt Palace Convention Center		-1,799.46
				Invoice #: ARIV0001207	1,799.46
04/15/2024	Check	101052	Dominion Energy		-100.72
				Account #: 5509510000	100.72
04/15/2024	Check	101059	Professional Print Consulting		-
				Invoice #: 8094	11,102.00
				Directories	11,102.00
04/15/2024	Check	101063	Vernal		-477.50
				Midyear Registration %50 Refund	-477.50
				Doug Hammond	
04/23/2024	Check	101065	American Society for Public Administration		-250.00
				2024 Utah Chapter Awards Sponsor	250.00
04/23/2024	Check	101066	Angela Adam		-417.45
				Midyear Per Diem	19.47
				Midyear Travel	397.98
04/23/2024	Check	101068	Cassidy Hansen		-406.02
				Midyear Travel	406.02
04/23/2024	Check	101074	Justin Lee		-377.36
				Midyear Travel	377.36
04/23/2024	Check	101075	Karson Eilers		-425.73
				Midyear Travel and Lodging	408.03
				Midyear Per Diem	17.70
04/23/2024	Check	101076	Katie Harley		-771.10
				Midyear Per Diem	39.53
				Midyear Travel	731.57
04/23/2024	Check	101078	Les Olson Company		-83.78
				Invoice #: EA1398640	83.78

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
04/23/2024	Check	101081	Molly Wheeler		-48.53
				Midyear Per Diem	39.53
				Olympic Meeting Reimbursement	9.00
04/23/2024	Check	101082	Nathan Zilles		-524.00
				Travel Reimbursement for ULCT Midyear	524.00
04/23/2024	Check	101085	Public Employees Health Program		-771.58
				Invoice #: 0124066336	771.58
04/23/2024	Check	101086	Uintah Basin Association of Governments		-1,065.00
				UCMA Registration - Nate Zilles	175.00
				ULCT Midyear Registration - Nate Zilles	355.00
				UCMA/ULCT Hotel Reimbursement - Nate Zilles	535.00
04/23/2024	Check	101079	Madison Aviles		-1,108.76
				UMCA Reimbursement - Madison Aviles	483.33
				ULCT Midyear Reimbursement - Madison Aviles	625.43
04/23/2024	Check	101077	Kerri Nakamura		-402.00
				ULCT Midyear Travel Reimbursement	402.00
04/24/2024	Check	101070	Dixie Convention Center		-
				Invoice #: DC 10375-3	91,253.66
				Midyear Food	53,473.66
				Invoice #: DC 10375-3	1,965.00
				Midyear Facility	
				Invoice #: DC 10375-3	34,900.00
				Midyear Equipment	
				Invoice #: DC 10375-3	915.00
				Local Admin Advisor	
04/25/2024	Check	1030	Zions Bank		-
					13,259.97
				CREDIT CARD ECS XXXXXX1947PAYMENT	-
				WEBXXXXXXXXX4508740ACCOUNT CONTROL REF # XXXXXXXX8204494	13,259.97
04/26/2024	Check	101069	Cvent		-1,757.44
				Invoice #: 4110225810	850.78
				Midyear 2024 Overage	
				Invoice #: 4110226927	906.66
				Midyear 2024 Attendee Hub	
04/26/2024	Check	101072	Executech Utah LLC		-70.49
				Invoice #: EXEC-167745	70.49
04/26/2024	Check	101073	Jared Tingey		-764.55
				Gov. in the Basin Travel	255.94
				Gov. in the Basin Per Diem	19.47
				Midyear Travel	430.14
				Midyear Per Diem	59.00

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
04/29/2024	Check	101064	Althea Development LLC	Invoice #: 4	-2,700.00 2,700.00
04/30/2024	Check	101067	Cameron Diehl	Midyear Per Diem Midyear Travel Reimbursement Midyear Food Reimbursement	-782.97 59.00 600.74 123.23
04/30/2024	Check	101071	DS Accounting Services LLC	Invoice #: 2024-0701	-2,100.00 2,100.00
04/30/2024	Check	101084	Nick Jarvis	Midyear Per Diem	-83.75 83.75
05/01/2024	Check	101083	Nephi City	Travis Worwood Midyear Refund	-300.00 -300.00
05/01/2024	Check	101080	MJC Government Consulting, LLC	Invoice #: 3-2024	-2,050.00 2,050.00
05/01/2024	Check	101087	Vanguard Cleaning Systems	Invoice #: 28299	-400.00 400.00
05/03/2024	Check	101101	James P. Davidson	Invoice #: 003	-1,950.00 1,950.00
05/08/2024	Check	101092	DS Accounting Services LLC	Invoice #: 2024-0677	-2,100.00 2,100.00
05/10/2024	Check	101117	University of Utah, S.J. Quinney College of Law	EDR Program - CCC Molly Wheeler	-1,600.00 1,600.00
05/13/2024	Check	101095	Executech Utah LLC	Invoice #: EXEC-168333	-1,024.00 1,024.00
05/13/2024	Check	101099	Hayes Godfrey Bell, P.C.	Invoice #: 11629	-8,450.00 8,450.00
05/13/2024	Check	101089	Angela Adam	NLC Flight Reimbursement - Austin	-390.20 390.20
05/13/2024	Check	101090	Cassidy Hansen	NLC Flight Reimbursement - Austin	-390.20 390.20
05/13/2024	Check	101096	Fast Forward Productions	Invoice #: 2412 GHU Video	-5,570.00 5,570.00
05/13/2024	Check	101097	Five County Association of Governments		-850.00

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
				UCMA Registration Reimbursement Roger Carter & Bryan Thiriot	850.00
05/13/2024	Check	101103	Katie Harley		-390.20
				NLC Flight Reimbursement - Austin	390.20
05/13/2024	Check	101105	Liam Thraikill		-449.20
				Midyear Per Diem	59.00
				NLC Flight Reimbursement - Austin	390.20
05/13/2024	Check	101108	Molly Wheeler		-33.60
				Orem - PG - Vineyard - Lindon ASD Discussion	33.60
05/13/2024	Check	101110	Nick Jarvis		-390.20
				NLC Flight Reimbursement - Austin	390.20
05/13/2024	Check	101113	Roger Carter		-990.00
				ULCT Midyear Conference Registration Roger Carter & Bryan Thiriot	990.00
05/13/2024	Check	101100	Hilton Garden Inn		-8,531.58
				Midyear Hotel Rooms Folio #: 564888 B	8,531.58
05/13/2024	Check	101106	Maple Grove Middle School		-500.00
				ULCT "Why I Like My Community" Essay Contest 2024 Amri Bernard - 3rd Place	500.00
05/13/2024	Check	101088	Amri Bernard		-100.00
				ULCT "Why I Like My Community" Essay Contest 3rd Place Winner	100.00
05/13/2024	Check	101114	South Davis Junior High School		-750.00
				ULCT "Why I Like My Community" Essay Contest Ty Jones - 2nd Place	750.00
05/13/2024	Check	101116	Ty Jones		-300.00
				ULCT "Why I Like My Community" Essay Contest 2nd Place Winner	300.00
05/13/2024	Check	101109	Mountain Ridge Junior High School		-1,000.00
				ULCT "Why I Like My Community" Essay Contest Hannah Rees - 1st Place	1,000.00
05/13/2024	Check	101098	Hannah Rees		-500.00
				ULCT "Why I Like My Community" Essay Contest 1st Place Winner	500.00
05/13/2024	Check	101115	Spring City Elementary		-500.00
				ULCT "Why I Like My Community" Essay Contest Eliza Bailey - 3rd Place	500.00
05/13/2024	Check	101093	Eliza Bailey		-100.00

Utah League of Cities and Towns

Check Detail March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
				ULCT "Why I Like My Community" Essay Contest 3rd Place Winner	100.00
05/13/2024	Check	101112	River Heights Elementary School		-750.00
				ULCT "Why I Like My Community" Essay Contest Oliver Sandgren - 2nd Place	750.00
05/13/2024	Check	101111	Oliver Sandgren		-300.00
				ULCT "Why I Like My Community" Essay Contest 2nd Place Winner	300.00
05/13/2024	Check	101094	Eureka Elementary School		-1,000.00
				ULCT "Why I Like My Community" Essay Contest Chase Norman - 1st Place	1,000.00
05/13/2024	Check	101091	Chase Norman		-500.00
				ULCT "Why I Like My Community" Essay Contest 1st Place Winner	500.00
05/13/2024	Check	101102	Jared Tingey		-330.00
				HB 491 Meeting Travel Reimbursement - Herriman	37.25
				UMAA Car & Gas Reimbursement	214.08
				UMAA Per Diem	78.67
05/15/2024	Check	101107	Meg Ryan		-221.42
				APA Cedar City Travel	181.89
				APA Cedar City Per Diem	39.53
05/15/2024	Check	101104	Les Olson Company		-80.84
				Invoice #: EA1408014	80.84
05/29/2024	Check	101121	Justin Lee		-531.95
				NCLS - Louisville	531.95
05/29/2024	Check	101122	Liam Thrailkill		-220.63
				LAA Regional Events	220.63
05/29/2024	Check	101123	LRB Public Finance Advisors		-5,000.00
				Invoice #: 2024-0116A	5,000.00
05/29/2024	Check	101118	Cameron Diehl		-538.65
				UMAA May 7-10	460.18
				UMAA Per Diem	78.47
05/29/2024	Check	101119	Cassidy Hansen		-250.58
				Essay Contest Travel	250.58
05/29/2024	Check	101120	Dominion Energy		-26.66
				Account #: 5509510000	26.66
05/29/2024	Check	101124	Meg Ryan		-245.63
				AOG Tour	98.53
				AOG Tour	147.10

Utah League of Cities and Towns

Check Detail

March - May, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/29/2024	Check	101125	Molly Wheeler		-687.15
				Regional Events	578.37
				Regional Events Per Diem	98.53
				ABM Parking - WLI Meeting	10.25
05/29/2024	Check	101126	Public Employees Health Program		-771.58
				Invoice #: 0124071412	771.58
05/29/2024	Check	101127	Qualtrics		-
				Invoice: 404114	11,460.49
					11,460.49
05/29/2024	Check	101128	Utah State University		-870.00
				Invoice #: ULCT-03	870.00
05/29/2024	Check	101129	Utah State University		-
				Invoice #: 203583-05	15,000.00
					15,000.00

Fraud Risk Assessment

Continued

*Total Points Earned: **375** /395 *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?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?	X	5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	X	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	X	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?		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?	X	20
7. Does the entity have or promote a fraud hotline?	X	20
8. Does the entity have a formal internal audit function?	X	20
9. Does the entity have a formal audit committee?	X	20

*Entity Name: Utah League of Cities and Towns

*Completed for Fiscal Year Ending: 6/30/2024 *Completion Date: 6/6/2024

*CAO Name: Cameron Brady Diehl *CFO Name: Nick Jarvis

*CAO Signature:  *CFO Signature: 

*Required

Basic Separation of Duties

See the following page 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?	X			
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?	X			
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".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?			X	
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?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
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".	X			
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".	X			
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".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
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".	X			

* MC = Mitigating Control



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: June 6, 2024
SUBJECT: Proposed Change to ULCT Vacation Time Cash Out Threshold

Background:

In June 2021, the Board revamped ULCT’s paid time off policies address the 2019 addition of a Family Medical leave Policy, better define which PTO types are monetized, provide staff with flexibility, and address future potential of sick time abuse. As a part of those policy changes, employees are allowed to cash out vacation time in excess of 240 hours semi-annually, in December and/or June, if the employee has used at least 20 (December) or 40 (June) hours of any form of paid time off.

Discussion:

Management is proposing lowering this threshold to cash out from 240 hours (six weeks accrued vacation) to 160 hours (four weeks accrued vacation). To date, only employees with tenure at the League of over ten years have been able to take advantage of cashing out their vacation time. Requiring a reasonable amount of vacation time to be accrued before reaching the ability to cash out incentivizes long term retention and ensures that employees retain a significant base to be used in case of the unforeseen. However, three years of implementation of this policy has demonstrated that the six-week requirement (240 hours) limits this benefit to only very long-term employees. Management believes that a four-week requirement (160 hours) would still accomplish the aforementioned goals of the policy while extending the benefit beyond very long-term employees to mid-to-long term employees—effectively “moving the carrot slightly closer.” All accrued vacation time is cashed out at employee termination and therefore must be kept on our books a liability, so this change would not ultimately impact our balance sheet.

Action:

Management recommends the Board adopt the included change to the ULCT paid time off policy, lowering the threshold to cash out vacation time from 240 hours to 160 hours.

BENEFITS

HOLIDAYS

The ULCT observes the following holidays:

New Year's Day, Martin Luther King Day*, Presidents Day*, Memorial Day, Juneteenth, Independence Day (July 4), Pioneer Day (July 24), Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day.

Depending on the needs associated with the Legislature, employees may take the holidays marked with (*) off during the Christmas holiday season or after the legislative session.

When any of the above holidays falls on a Sunday, the following Monday shall be the holiday. If the holiday falls on a Saturday, the preceding Friday shall be considered the holiday.

In recognition of extra staff time required at the League's Annual and Mid-Year conferences, Road School, and other League-sponsored events during the year, the Executive Director may grant limited administrative leave and/or close the office. Management of administrative leave and/or office closures is at the Director's discretion and will be timed to eliminate conflicts with the needs of member cities and towns.

VACATION

Full-time Employees shall accrue annual leave as follows:

- 0-5 Years of Service 12 Days per year (4 hours per pay period)
- 5-9 Years of Service 15 days per year (5 hours per pay period)
- 9+ Years of Service 21 days per year (7 hours per pay period)

For purposes of future vacation accrual only, rehired employees' prior years of ULCT service will be considered as the starting point for leave accrual.

Part-time employees working 24 or more but less than 40 hours per week, whose positions are expressly approved by the Executive Director for compensation with vacation, shall accrue sick leave on a prorated basis. Employees working less than 24 hours per week shall accrue no vacation.

Employees may accumulate up to 300 hours of vacation time which can be carried forward to a new fiscal year. Employees with more than 300 accrued hours must use or cash out their vacation to bring their balance to 300 or fewer hours prior to each June 30th or will lose excess hours. Employees are encouraged to take their vacation leave annually. However, in extenuating circumstances, an extension of the June 30th date maybe approved in writing by the Executive Director. A copy of such extension will be maintained in the employee's annual file.

Employees are allowed to cash out vacation hours in excess of 240-160 semi-annually, in December and/or June, if the employee has used at least 20 (December) or 40 (June) hours of any form of paid time off.

Accrued vacation leave will be credited to an employee's account each pay period. Vacation leave is to be scheduled at the mutual convenience of the League and the employee and must be scheduled by the employee in writing with the approval of the Executive Director. Paid holidays and administrative office closures occurring during scheduled vacation leave will not be charged.

Terminating employees are entitled to payment at their current rate of compensation for all unused vacation leave which has been accrued.

Employees may not take vacation leave in advance of its actual accrual.



TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
DATE: June 6, 2024
SUBJECT: Commission on Housing Affordability (CHA), Land Use Task Force (LUTF), and related work groups

The CHA is in full swing and has created four subgroups to examine many housing-related topics this interim. ULCT has representatives on all four subgroups. This memo outlines the issues that the subgroups are considering so that the ULCT Board can provide general guidance for ULCT representatives there. Additionally, the memo also outlines the other groups looking at land use and housing related policy topics so that the ULCT Board can provide general guidance on some of those topics. As the deliberations progress this interim, we'll utilize our Legislative Policy Committee CHA advisory group (whose first meeting will occur on June 12), our LUTF negotiators (regular meetings), and the Board for guidance on specific policy topics.

The full CHA will next meet on June 25 for updates from the subgroup and then again on September 3. The CHA wants to have consensus from the work groups for the October 8 meeting so that they can report to the Unified Economic Opportunity Commission (UEOC) and then to a legislative interim committee in October or November.

As an overall framework, we are relying on the ULCT Board of Directors' principles of:

- Increasing home ownership
- Increasing affordability to the buyer or renter
- Ensuring sustainable infrastructure
- Ensuring quality of life of residents

We also have our standard principles of one size misfits all and respecting the traditional role of local governments while also collaborating on outcomes that benefit our residents.

Today, we request feedback from the ULCT Board of Directors about which topics you view as most important to your communities within the CHA and LUTF so that we can inform our representatives as they advocate for all municipalities.



CHA subgroup 1: Steve Waldrip and Mike Ostermiller, co-chairs

- I) Timing: CHA subgroup 1 met on June 3 for the first time and will meet again on June 13 to prioritize topics and next steps.
- II) Membership, ULCT reps: Millcreek Mayor Jeff Silvestrini (ULCT Board), Salt Lake City RDA Director Danny Walz (RDA), Sandy City Attorney Lynn Pace (LUTF), Springdale Mayor Barbara Bruno (rural, resort, southern UT), Cameron Diehl
- III) Topics under consideration:
 - 1) Use of publicly owned land for housing
 - 2) Helping “Legacy cities” convert rentals to owner-occupied housing
 - 3) Corporate ownership
 - 4) Short-term rentals
 - 5) Review tax increment tools (especially from 2024 session)
 - 6) Condo challenges

CHA subgroup 2; Orem Council Member Tom Macdonald (ULCT appointment to the CHA) and Chris Gamvroulas, co-chairs

- I) Timing: the first meeting will occur on Tuesday, June 11.
- II) Membership, ULCT reps: Herriman Mayor Lorin Palmer, Millcreek Mayor Jeff Silvestrini (ULCT Board), Sandy City Attorney Lynn Pace (LUTF), Cameron Diehl
- III) Topics under consideration:
 - 1) PRC items:
 - a. Expedited process for reviewing “identical plans”
 - b. External ADUs by right
 - c. Public input modifications in administrative land use actions
 - d. State standards around garages, parking
 - e. State upzoning of 1-4 units in all residential zones
 - 2) ULCT items:
 - a. Tools to incentivize and enforce owner-occupied housing units
 - b. Guarantees that savings are passed along to the buyer
 - c. Review of residential and commercial building codes to determine whether there are ways to facilitate smaller scale residential development
 - d. Data collection
 - e. Planning assistance for growing communities



CHA subgroup 3; Andrew Johnston (ULCT CHA appointment) and Christina Oliver, co-chairs

- I) Timing: first meeting occurred on Monday, June 3. Next meeting will be Thursday, June 13.
- II) Membership, ULCT reps: Karson Eilers
- III) Topics under consideration:
 - 1) Evaluating data & housing goals
 - 2) Identifying metrics to help understand how we can know if we create a healthy housing system in Utah
 - 3) Collecting data to better understand and evaluate housing policy goals
 - 4) Studying what ratio of rentals to ownership is optimal

CHA subgroup 4; Rep. Joel Briscoe and Nick Berger, co-chairs

- I) Timing: first meeting scheduled for Tuesday, June 11.
- II) Membership, ULCT reps: Karson Eilers
- III) Topics under consideration:
 - 1) Tax deferred savings plan for first time homebuyers
 - 2) Incentives to convert office space to housing
 - 3) Incentives for construction of detached senior housing
 - 4) Expand attainable housing grant program to 30% AMI
 - 5) Create a true state-funded housing voucher
 - 6) Review property tax exemption for permanent supportive housing

Land Use Task Force

- I) Timing: The Land Use Task Force met this week to outline our initial topics to consider.
- II) Membership: ULCT's unofficial membership of the LUTF includes city attorneys, planners, and government relations staff. UAC also participates. The Property Rights Coalition includes home builders, realtors, and other developers. The Office of the Property Rights Ombudsman, Steve Waldrip, and other state CHA leadership also monitor the LUTF.
- III) Topics under consideration:

The Property Rights Coalition prioritized the following:

 - 1) Local government requirements around bonding
 - a. Includes partial release, usage of various types of bonds, and more
 - 2) Local government requirements of property owners to maintain public amenities (e.g. trails)



- 3) Definitions around the use of the statutory “rip cord” to request a land use decision within 45 days
- 4) Improvements to the Office of the Property Rights Ombudsman and to land use decisions within the judicial branch

ULCT and the Utah Association of Counties prioritized the following:

- 1) Improvements to the Office of the Property Rights Ombudsman and to land use decisions within the judicial branch
- 2) Revisit preemption on design standards
- 3) Extended timelines and consequences for multiple repeated plan reviews or inspections
- 4) Noticing for amendments to zoning changes
- 5) Changing process for transfer of real property to local governments

Other related groups

Team ULCT is involved in several other groups with state legislators and other stakeholders in the land use space. They include (in alphabetical order):

- 1) Building inspections (next steps from SB 185)
- 2) Gravel pits (follow up from SB 172 and HB 502)
- 3) Impact fees (Political subdivisions, Rep. Ward, US Supreme Court holding)
- 4) Incorporation/annexation (June political subdivisions hearing)
- 5) Stormwater (follow up from HB 507)
- 6) Water quantity/quality

Upcoming ULCT Board of Directors & Vacancies for 2024-2025

Term Expires	First	Last	Title	Organization	Board Position	Board Area	Size
2026	Troy	Walker	Mayor	Draper	President	3	
2027	Kate	Bradshaw	Council Member	Bountiful	1st Vice President	2	
2028					2nd Vice President		
2025	Michelle	Kaufusi	Mayor	Provo	Immediate Past President	4	1st or 2nd Class
N/A	Seth	Perrins	City Manager	Spanish Fork	UCMA Representative	4	

Term Expires	First	Last	Title	Organization	Board Position	Board Area	Size
2025	David	Baird	Council Member	Roosevelt	Board of Directors	5	
2024	Dirk	Burton	Mayor	West Jordan	Board of Directors	3	1st or 2nd Class
2025	Dan	Dugan	Council Member	Salt Lake City	Board of Directors	3	1st or 2nd Class
2025	Jessica	Egbert	Council Member	Mapleton	Board of Directors	4	
2025	Donia	Jessop	Mayor	Hildale	Board of Directors	7	
2024	Mark	Johnson	Mayor	Lehi	Board of Directors	4	1st or 2nd Class
2024	Kari	Malkovich	Council Member	Woodland Hills	Board of Directors	4	
2024	Tawnee	McCay	Council Member	Riverton	Board of Directors	3	
2024	Logan	Monson	Mayor	Blanding	Board of Directors	8	
2025	Lyndsay	Peterson	Mayor	North Logan	Board of Directors	1	
2024	R. Scott	Phillips	Council Member	Cedar City	Board of Directors	7	
2024	Michele	Randall	Mayor	St. George	Board of Directors	7	1st or 2nd Class
2025	Mark	Shepherd	Mayor	Clearfield	Board of Directors	2	
2024	Tamara	Tran	Mayor	Kaysville	Board of Directors	2	
2024	Mary	Wintch	Council Member	Manti	Board of Directors	6	
2025	Mickey	Wright	Mayor	Torrey	Board of Directors	6	Town

Ex officio	First	Last	Title	Organization	Board Position	Board Area	Size
N/A	Brett	Hales	Mayor	Murray	Treasurer	3	
N/A	Dawn	Ramsey	Mayor	South Jordan	UEOC Appointment	3	
N/A	Pamela	Spencer	City Recorder	Vineyard	UMCA Representative	3	
N/A	Roger	Tew	General Counsel	ULCT	Ex officio	N/A	

Current representation needed:

Area 8 (Carbon, Emery, Grand, & San Juan Counties)

8 "at-large"