

January 2017

UMCA January, 2017



President's Message

Welcome to 2017! Do you still make New Year's Resolutions? I quit a few years ago because I wasn't doing a very good job of keeping them and then discouragement would set in. But I am naturally an optimistic person, and I am trying it out again this year. There are not many resolutions on my list, (gotta be realistic) but I am happy to say, two weeks in, that I am doing great!

One of my resolutions is work-related and has to do with my UMCA theme, Be Extraordinary! I am striving to be a better Recorder for my city, and it's not just about doing what I do better than I used to, but making sure I keep abreast of all the changes that occur and implementing them. I had a Councilmember come into my office today to let me know he would not be running for a second term. He said he's not smart enough and he thought he would have had everything figured out by now. I tried to tell him that is the nature of government. It is ever-changing and new situations crop up on a regular basis that we have not yet experienced. Unfortunately I didn't convince him, but it really hit home for me that we are not in a profession where we learn the ten or so duties we are required to do and then just do it by rote, in exactly the same way, every day for the rest of our lives. Our jobs, our duties, and our responsibilities are ever-changing. We don't do the same things every day. Like my Councilmember, I also feel I'm not smart enough for this job, and the things that have gotten me through, are my associations with other Recorders and Deputy Recorders in the UMCA, UMCA Annual Conferences, and Institute and Academy. Without the repetition and regular training on the nuts and bolts of this job, hearing experiences and solutions to problems from colleagues, and the systematic updates regarding legislative changes that affect so many of the things we do, I can honestly say I would not still be here.

With Institute and Academy just a little over two months away, I would like to encourage all those who were not planning to attend, to please reconsider. It is a lifeline for new recorders and deputy recorders, and we never get so good at our jobs, or so experienced that we no longer have a need for that consistent training. Who knows.....your experienced comment may be the one to save a fellow recorder/clerk. The whole purpose of UMCA is to ensure your success by providing the knowledge needed for you to do your job well.

I wish all of you an extraordinary new year, and I will see you at Institute and Academy in March!

Sigh Ann Warnock

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Institute and Academy

March 20-24, 2017

IMAGINE 



IMAGINE 

UTAH MUNICIPAL CLERKS
INSTITUTE & ACADEMY

Institute: The Utah Municipal Clerks Institute is a five day, intensive, professional education program targeted specifically for those serving in a municipal clerk role. Stay on top of ever-changing regulations and discuss best practices and current issues and opportunities within your field with expert instructors and your clerk peers. Bring back valuable tools and techniques to improve the efficiencies and effectiveness of your city government. This is a program every clerk should attend in order to stay current, relevant, and within the law. It is designed to meet educational requirements for the Certified Municipal Clerk (CMC) Program recognized by the International Institute of Municipal Clerks (IIMC). Institute will start at 8:30 a.m. each day, ending at 5:00 p.m. Monday-Thursday and 1:30 p.m. Friday. \$400 (Mon-Fri) [Click here to Register](#)

Academy: The Utah Municipal Clerks Academy is an intensive, professional educational program designed to meet the educational needs of the seasoned municipal clerk. Even the most experienced clerks need to stay abreast of new regulations, trends, and best practices. Learn from experts in your field and network and share ideas with your counterparts from across the state. Participants may choose from a 3-day (section 007) or a 5-day (section 075) option. Both sections provide the advanced educational requirements needed for the Master Municipal Clerk (MMC) Program recognized by the International Institute of Municipal Clerks (IIMC). Academy will start at 8:30 a.m. each day, ending at 5:00 p.m. Wednesday-Thursday and 1:30 p.m. Friday. \$300 (Wed-Fri), or \$400 (Mon-Fri) [Click here to Register](#)

MMC Professional Development Day: The Utah Municipal Clerks Academy and Institute is pleased to offer a program targeted to seasoned MMC recipients. Each year we will offer a one-day professional education program that focuses on the development of a specific skill area designed to keep you abreast of industry best practices. In addition, you will have an opportunity to engage in a lively discussion with your peers about a variety of specific clerk issues. MMC Professional Day will run from 8:30 a.m.—5:00 p.m. \$100 (Thursday) [Click here to Register](#)



FYI: The cost of Institute and Academy will increase \$50 in 2018. Be sure to plan for this as your budgets are put into place!

Institute and Academy cont.

Utah Cultural Celebration Center
1355 W. 3100 So.
West Valley City, UT 84119

Utah Cultural Celebration Center

Rooms have been blocked at the:

Embassy Suites
3524 S. Market Street
West Valley City, UT
801-963-4760
\$121 + tax/night
[Click here for reservations](#)
Group code: CED

Or

Crystal Inn & Suites
2254 W. City Center Street
West Valley City, UT
801-736-2000
\$86 + tax/night
Call for reservations
Group Code: UMCA17



Book before 2/26/17 to guarantee room rates. Rooms are subject to availability.

Scholarships: The Utah Municipal Clerks Association (UMCA) provides a limited number of scholarships for clerks and recorders to attend the UMCA. For more information, contact Kate Black, Town of Alta, at 801-363-5105 (kblack@townofalta.com) or fill out the scholarship application form and send to Kate. If lodging is requested on the application, please book your room at the less expensive hotel. Your city/town will need to pay for the registration and lodging which will then be reimbursed by UMCA.



MARK YOUR CALENDAR!

UMCA Annual Conference—Logan, UT

The 2017 UMCA Annual Conference is scheduled for September 27-29, 2017

Riverwoods Conference Center

Scholarship Application

UTAH MUNICIPAL CLERKS ASSOCIATION SCHOLARSHIP APPLICATION

Name of Municipality _____

Name of Recorder/Clerk/Deputy _____

Full Address _____

Phone _____ Fax _____ Population _____

Email _____

The conference you wish to attend: _____ Institute/Academy _____ Annual Conference

I am requesting: Registration Lodging Registration & Lodging

(Initial & Complete)

___ I am a duly appointed: Recorder Clerk Deputy

___ I am an active member of UMCA.

___ I have never attended: Institute/Academy Annual Conference

___ I am currently working on my: CMC MMC

___ My city/town is unwilling or unable to fund the training.

___ I understand expenses for food (per diem) will be my responsibility, or will be paid by my municipality.

___ I understand I will be responsible for all paperwork, registration and reservations for the training and lodging. (UMCA will only reimburse cost of least expensive sponsor hotel).

___ I understand UMCA will reimburse my city/town for registration fees associated with Institute/Academy. If awarded a scholarship for UMCA Annual Conference, UMCA will cover the registration fee.

___ I have attached my municipality's Consent Form signed by the Mayor or City Manager.

PLEASE explain in detail why you would like this scholarship (*give reasons why it is important that you attend this conference or I/A*). Please attach a separate sheet if needed.

Signature of City Recorder/Clerk/Deputy _____ Date _____

UTAH MUNICIPAL CLERKS ASSOCIATION
SCHOLARSHIP APPLICATION

MUNICIPALITY'S CONSENT FORM

The City/Town of _____ does hereby grant approval for
_____, Recorder, Clerk or Deputy to attend the
Institute/Academy_____ Annual Conference_____ to be held in/at _____
on _____.

(Must Complete)

_____ Our Recorder, Clerk or Deputy has submitted a written request to the City/Town for funding for training. However, at this time:

_____ Full funding is requested for registration for Institute/Academy or Annual Conference.

_____ Full funding is requested for lodging.

_____ The City/Town/Individual will pay the remaining cost of per diem, lodging, etc.

_____ I understand that UMCA will reimburse the City/Town/ Individual for the cost of registration only. If a lodging scholarship is requested, arrangements will be coordinated through the UMCA treasurer.

Signature: _____ Date: _____

Title: _____ Attest: _____

Mayor/City Manager

Recorder/Clerk/Deputy

PLEASE MAIL OR EMAIL APPLICATION TO:

Kate Black, Alta Town Clerk

PO Box 8016

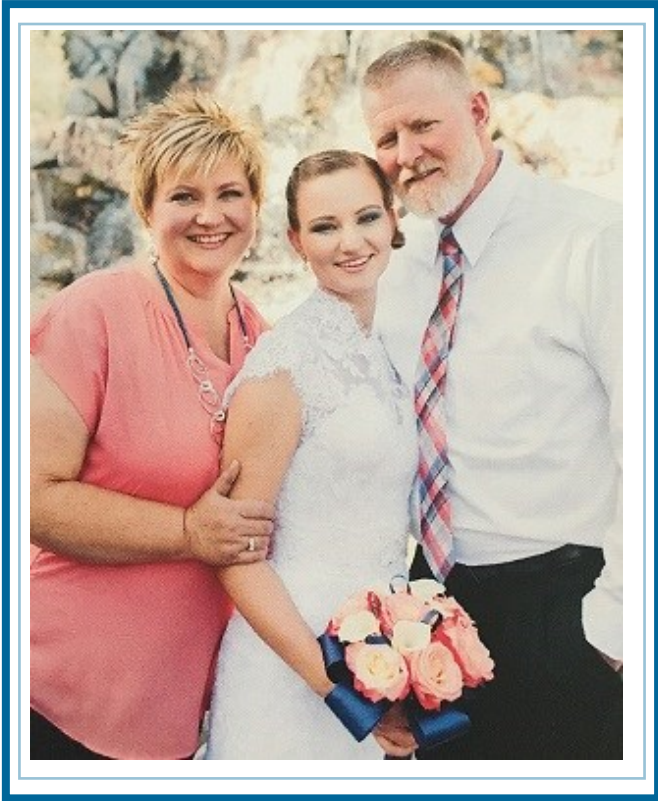
Alta UT 84092-8016

kblack@townofalta.com

*All requests are subject to the availability of funds
and the ability of the requesting city/town to pay the costs.*

New UMCA Directors

Welcome Kim Read, Training Director



I have been employed with Clearfield City since 2001 and have worked in the City Recorder's office since 2005.

I grew up in the "country" of South Ogden and I've lived in Utah my entire life. I met my husband Craig on a blind date, and we've been married for over 30 years. We have four children (a son, Blair, and three daughters, Hayley, Kelsey and Katelyn) and nine grandchildren. They all live relatively close so we have the opportunity to see them often (grandchildren are the best!). Our kids come home for Sunday dinners and game nights. My youngest daughter got married this past summer so we're officially empty-nesters.

I enjoy going on dates with Craig, reading, shopping with my girls, camping and swimming at my mom's with our family.



FAMILY

Welcome Michelle Kellogg, Facilities Director



I have lived in California, Tennessee, Minnesota and Texas, but have called Utah home for almost half my life. I have a Bachelor's degree in Public Policy from Brigham Young University, am certified as a Professional in Human Resources (PHR), and have worked in city government since 2008. I live in Heber City and work as the City Recorder for Park City. I love my career and wanted to be involved in UMCA in order to help other clerks and recorders in this profession. "The greatest thing about UMCA is the people!" Thanks to all those who have helped and are continuing to help and mentor me so I can be excellent in this profession.



My husband Rick and I are celebrating our 25th wedding anniversary this year! We have three awesome children: Austin, Mara and Alli, a Border Collie/Australian Shepherd – Roxie, and a calico cat – Ember.



Welcome Christina Fernandez, Membership Director



I am the sixth of eight children and was born and raised in Chicago, Illinois. Shortly after I turned 18, I married and moved across the country to Virginia (my husband was serving in the Navy). Once my husband was discharged from the military, we moved to Las Vegas. My husband John and I recently celebrated our 25th wedding anniversary and have four children, with one grandchild on the way!

In August of 2006, we traveled to Utah for a baseball tournament; when I returned to work the next day, I told my boss that I would be moving there soon as we didn't feel Las Vegas was the place to raise our four kids. By October of that year, we moved to St. George! I started with the City of St. George in 2006 as the Payroll Specialist and was appointed as a part time Deputy Recorder in 2011 and the City Recorder in May of 2013. I am excited to be a part of the Utah Municipal Clerks Association and look forward to serving you on the Board!



Congratulations

To our newest CMCs and MMCs



Jamie Lyn Vincent, CMC
West Jordan City Deputy Recorder

Jamie was awarded her CMC designation from the International Institute of Municipal Clerks and chose not to have a formal presentation



Kim Read, MMC
Clearfield City Deputy Recorder

UMCA Vice President Teresa Harris and UMCA President Leigh Ann Warnock attended the Clearfield City Council meeting November 22nd to congratulate Kim on her MMC achievement.

****Working towards your CMC or MMC?****

Need to earn points?

Volunteer to serve on one of the UMCA committees!

Contact Teresa at

teresa.harris@loganutah.org

Handbook

Election

Education

Welcoming

LPC



Movers & Shakers

Allison Leavitt

Monroe City Deputy Recorder

I have worked for Monroe City for the past nineteen years. In September 1997 I was hired as the Deputy Treasurer then in September 2001 I was appointed as City Treasurer and in July of 2015 I was appointed as Deputy Recorder. I was born in Ogden and lived a short time in Redlands, CA and graduated from high school in Las Vegas, NV where I met and married my husband, Eric, thirty five years ago. I have a family of four boys, four daughters in-law, 6.9 grandsons, and 2 granddaughters. I have lived in Monroe for 34 years and am very thankful to have raised my boys in such a great place. I thoroughly enjoy every aspect of my job, especially the people of Monroe.



UMCA Region Updates



SWRCA

Thanks to everyone who attended the SWRCA Christmas party! It was so fun to share time and good food with great people. We missed those of you who were unable to attend, but hope to see you at our meeting in February!

Callie Bassett, President
cbassett@infowest.com



SCURA

The SCURA chapter met on November 17, 2016 in Gunnison for our year end meeting. Jan Anderson the out-going President welcomed everyone. After lunch we had a brief business meeting. We discussed the by-laws, dues and elected a new vice-president. Lacey Belnap from Centerfield will be the vice president for the next two years, Michelle Walker from Fountain Green will continue as secretary and Jane Banks from Mt. Pleasant will be president. We would like to give a big **thanks** Jan Anderson for being such a wonderful president. She did a great job. We also would like to **welcome** Allison Leavitt, Deputy Recorder from Monroe to our ranks. If you would like to welcome Allison her email is: Allison_monroecity@msn.com.

This coming year we hope to see more of our members come to our meetings. We will be sending out a survey to find out what you would like to learn about in our meetings and to get to know you all better. We will meet again in February after the yearend rush.

Jane Banks, President
jane.banks@mtpleasantcity.com



GSLCRA

The GSLCRA had a great meeting in December with a fun white elephant gift exchange! I gotta say I'm still envious of those who held on to some awesome white elephants like the super cool "T-Shirt Safe", the very popular "We Go Together Like Drunk and Disorderly" mug, and the much sought after "Lassy Legs" to buff away unwanted hair (not just for legs but for those sensitive areas too)! During the meeting we held elections for our 2017 Officers and after votes were tallied we welcomed a new presidency. Molly Spira advanced to office of Past President. We want her to know that we are grateful for her service and welcome her advice this year. Cindy Quick advanced to the office of President. Congratulations to Nicole Smedley who was voted in as Vice President. Joy Johnson will continue as Secretary and Melanie Briggs will continue as Treasurer. We expect great things from this group in 2017!

We thought it was time for an update to the Constitution and Bylaws last updated in 1998! Ya it's time! We have put together a Bylaws Committee to review and update them, our first meeting will be on January 18th. We look forward to our next meeting on February 2nd with Salt Lake County to discuss options for our Election Contracts.

We want to welcome any new clerks in our region to come and join our association! We have fun together and want to get to know you. This group has wonderful experienced City Clerks/Recorders and Deputies who are willing to offer their knowledge and support! Come network with us!

Cindy Quick, President
cmquick@herriman.org



UMCA Region Updates

BRAG

The fall BRAG Area Clerks & Recorders Association meeting was held on Wednesday, October 12, 2016 at noon at Maddox in Perry, Utah. Cory Eddington, M.S., LMFT from Blomquist Hale Employee Assistance Program was the speaker. The topic was conflict resolution. We learned about the body processes when conflict arises, our instinctual reaction to conflict and how to better resolve those conflicts whether in our professional or personal lives.

Emily Ketsdever, Honeyville City Recorder, was spotlighted. We have always enjoyed spotlighting one of our members at each meeting to give everyone a chance to get to know each other better!

We held elections at our October meeting and our new presidency is as follows: President, Linsey Nessen (Tremonton), 1st Vice President, Char Izatt (Smithfield), 2nd Vice President, Cynthia Nelson (Tremonton), Secretary/Treasurer, Cheryl Bodily (Nibley), and Past President, Sylvia Tibbitts (Logan). Our next meeting will be held on Friday, January 27th. We are looking forward to a great new year!

Linsey Nessen, Tremonton City Recorder
lnessen@tremontonciry.com



CURA

In November Linda Midgley with Santaquin City retired, and I know she'll be missed! She was one who walked me through many building permit requirements when I first started. Our last meeting was a Christmas luncheon at the Brick Oven in Provo, and we had a great time! I would like to thank Colleen Mulvey for all of her efforts in gathering money and buying presents for the angel tree for the past several years. She's amazing! I would also like to thank my board members and all their support this past year. I couldn't have done it without them. I really appreciate all of our CURA members and their wiliness to host and share their knowledge with everyone. Our meeting in January was canceled due to the weather so our new board appointments were not decided. I have enjoyed my time as Vice President and President and for the opportunity to learn and grow. Our new President will be Beth Hone from Levan and I know she will be awesome!

Lucinda Daley, President



DMWRA

The Davis Morgan Weber Recorder's Association is fortunate enough to have members in close proximity to each other which allows us to meet monthly. The Association currently has 36 members representing 26 cities in the area. Each meeting is hosted by a different city and there is usually a nice turnout for recorders to share information, catch up on current practices, and receive training on topics that are relevant to our position. It is a great network system between seasoned recorders and newly hired to the position.

President: Amy Rodriguez, Washington Terrace City (amy@washingtonterracecity.org)

Vice- President: Leesa Kapetanov, South Ogden City

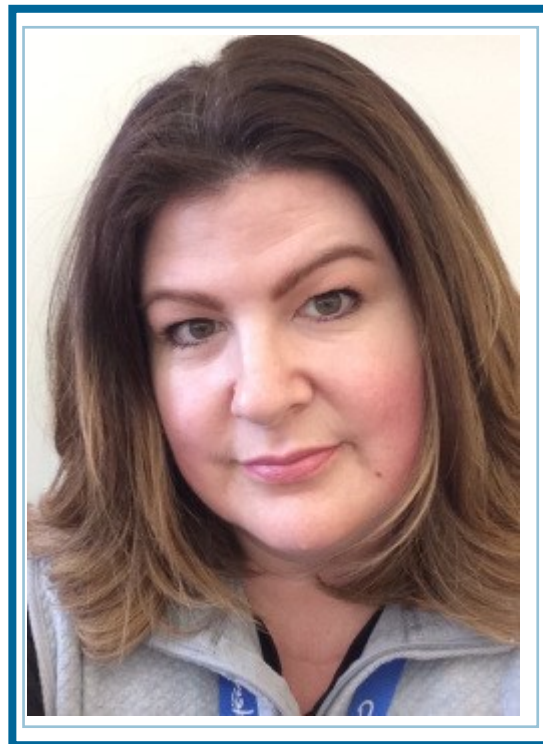
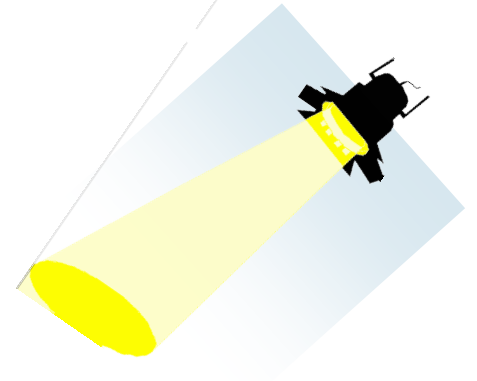
Treasurer: Maria Devereux, Kaysville City

Secretary: Jackie Manning, Riverdale City



UTAH STATE ARCHIVES EXCELLENCE IN INFORMATION GOVERNANCE AWARD

Julia LaSeure
Ogden City Deputy Recorder



Julia LaSeure has been working with records for over a decade. She began in the field in 2001 when working at an outpatient behavioral health clinic in La Crosse, Wisconsin. Since then she has continued to create, manage, and maintain records. In 2012 Julia began working primarily with records management for Ogden City.

As the Deputy Recorder/Records Specialist Julia has taken responsibility managing the records at the City's secure Records Center, as well as those housed at the State Records Center in Clearfield. She maintains the inventory of all of the records stored and handles the destruction of records once they have met retention. Twice a year she destroys anywhere from 40 to 100+ boxes.

In addition to managing records, Julia is proactive in helping the City employees understand the unique records their divisions create and how to manage them. She creates mandatory training presentations, reference guides, and monthly articles for the employee newsletter. She also meets regularly with staff from the various city divisions to review their records and assist as needed.

Julia has also been instrumental in re-activating the Ogden City Records Management Committee, which begins meeting January 2017! She has spent a significant amount of time finding committee members, preparing and collecting information for training new members, and creating an outline of topics/subjects to ensure efficient and brief meetings.



Way to go Julia!



2016-2017 UMCA Board of Directors

President

Leigh Ann Warnock, MMC
Ephraim City Recorder
5 S. Main St.
Ephraim, UT 84627
leighann.warnock@ephraincity.org
435-283-4631



Past President

Thieda Wellman, MMC
Layton City Recorder
437 N. Wasatch Dr.
Layton, UT 84041
twellman@laytoncity.org
801-336-3810



Vice President

Teresa Harris, CMC
Logan City Recorder
290 N. 100 W.
Logan, UT 84321
teresa.harris@loganutah.org
435-716-9002



Communications Director

Janell Braithwaite, CMC
Gunnison City Recorder
38 W. Center (P.O. Box 790)
Gunnison, UT 84634
janellb@gunnisoncity.org
435-528-7969



Facilities Director

Michelle Kellogg, CMC
Park City Recorder
445 Marsac Avenue
Park City, UT 84060
435-615-5007



Membership Director

Christina Fernandez, CMC
St. George City Recorder
175 East 200 North
St. George, UT 84770
435-627-4003



Education Director

Colleen Mulvey, MMC
Cedar Hills City Recorder
10246 N. Canyon Rd.
Cedar Hills, UT 84062
cmulvey@cedarhills.org
801-785-9668 ext. 503



Training Director

Kim Read, MMC
Clearfield Deputy Recorder
55 South State Street
Clearfield, UT 84015
801-525-2707



Secretary

Susan Farnsworth, MMC
Santaquin City Recorder
275 W. Main St.
Santaquin, UT 84655
sfarnsworth@santaquin.org
801-754-1904



Treasurer

Kate Black
Alta Town Clerk
P.O. Box 8016
Alta, UT 84092
kblack@townofalta.com
801-363-5105

