

April 2016



Utah Municipal Clerks Association

President's Message

I can't believe that six months have passed since I became President of UMCA; time does fly when you are having fun!

We recently finished a great week of Institute and Academy at the Cultural Center in West Valley where we received wonderful training on everything from GRAMA to S.E.C.T.S in the City. Speaking of GRAMA, my daughter recently had my second grand-baby, and he is "practically" perfect, just like his older brother. I tell everyone that

grandkids are the purpose of life. We have received very positive feedback on the Institute and Academy

training and location. If you were not able to attend this year, I hope that you can join us next year. Institute and Academy is a fabulous opportunity to learn and interact with fellow clerks and recorders.

Your UMCA Board is busy preparing for our Annual Conference which will be held September 28th through the 30th in Vernal. Similar to last year, we will be holding an Ice Cream Social Tuesday evening, the 27th. Plan to arrive early enough on Tuesday to enjoy this evening event socializing with your friends and making new friends. I have life-long friendships that

were developed through attendance at these conferences. The Annual Conference is a great opportunity to learn and grow in your profession, whether you are a new clerk or recorder, or a seasoned clerk or recorder. The Education Committee works very hard on your behalf to provide exceptional learning opportunities.

Zig Ziglar said, "It is true that integrity alone won't make you a leader, but without integrity you will never be one."

Keep up the good work and we'll see you in September!

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UMCA

2016

Annual Conference!

September 28-30

Vernal, Utah

[Uintah Conference Center](#)

Stay tuned for more details and information to come!

www.dinoland.com

Institute & Academy Favorites!

Once again this year, the Institute and Academy was a happy success! We had great classes and subjects that made us think outside our own office! We also had great opportunities to network with great city/town recorders and deputy reorders that we get to associate with from around the valley. I went back to work Monday with a renewed desire to spread the positive vibes I gained at the conference. I can't wait to implement the Strength Finder 2.0 and find out all the strengths our employees have and really focus on our abilities!! Thanks for all the hard work from our dedicated Board! We love you, and are grateful for your hard work putting together such great classes and networking opportunities.



Cindy Quick
Herriman Deputy City Recorder

I just wanted to share a few notes and highlights that I enjoyed while attending the Utah Municipal Clerks Institute. One of the first things that I noticed was the friendly atmosphere, and the spirit of wanting to help each other. The classes were all very interesting and helpful in our work. I especially enjoyed the Communication Brain Hacks class by Laura Arellano, and although I do not have to worry about the cemeteries in our city, I really appreciated the presentation put together by Joy Johnson, Amy Barry and Laura Proconier. I think overall new information for me and our city is the info from Cody Deeter on Understanding Project Areas (URA/RDA, EDA, and CDA). The food was great and the facility was very accommodating. Overall I had a very gratifying time and look forward to our next meeting.



Raymond Barlow, Hildale City Recorder



2016 UMCA Institute & Academy was an exciting week of classes and networking with other clerks. The facilities at the Cultural Center were great. It was the perfect setting for learning. I enjoyed the entire week. We learned about legislative updates, Redevelopment Agencies, Cemetery updates and how to manage a project. We also had the opportunity to learn about self-awareness, positive self-talk and much more. The lunches were wonderful and the conversations with other clerks enlightening. So, all in all, it was worth every minute. It makes me more excited than ever to become a Certified Municipal Clerk. Thanks UMCA staff for all you do for us and a big thanks to our liaison from the University, Karen Winningham. She put together an awesome program for us. Thanks everyone for helping make the experience one I want to repeat!

Jane Banks, Mt. Pleasant City Recorder

Institute and Academy Favorites



Institute and Academy is a great week with wonderful classes and people to meet. There were several classes that provided valuable information and clarification regarding functions I perform daily. I learned that we need to record a Plat and Conveyance for our cemetery and to think outside the box and be creative with our community. The information from Justin and Cameron is always terrific. I appreciate the work they do compiling the changes during the Legislative Session. The UMCA is a wonderful organization and I enjoy getting to know the members, they are some of the best. It is great to know that I can call anyone I've met and they will be happy to help with any situation I have. I look forward to the UMCA Conference in Vernal this fall.

Cynthia Nelson

Tremonton City Deputy Recorder

I always enjoy the Utah Municipal Clerks Institute week. It is an excellent time to get to know your fellow Recorders and ask questions. I love to network and learn from seasoned professionals, learn about new changes to records laws, and learn lessons learned from others that help me streamline my process. There seems to be a lot of redundancy in this field so I am always looking for new ways to be more efficient at what I do. My favorite class was **ALL**, but if I really have to choose, I would choose the Notary Law class because I found it very useful, fun and informative. My favorite on the personal development series was Customer Communications because it did not only explore how you present yourself to others, it taught you to understand how others perceive you; which was a new perspective to have and being able to deliver excellence in customer service.



Thank you so much to the Board and the U. of U. Professional Institute for all the time dedicated to plan and run this Institute. Thank you for putting together such a wonderful group of instructors, meals and for arranging such a comfortable and beautiful facility.

Paula Melgar

South Salt Lake City Deputy Recorder



Institute & Academy Favorites!

“Refreshing and enlightening”, she said with enthusiasm!

The Utah Municipal Clerks Academy was so beneficial. We experienced such diverse training with subjects ranging from Cemeteries to the Holistic Clerk. I enjoyed so many of the classes, but my favorite was Navigating Newly Elected Officials. Why, you ask? I realize the importance of our community leaders and feel grateful when I can contribute to their ability to SHINE!

I just became the City Recorder for Kaysville City. This was my first time at this conference. I am eager to gain certification and represent the City with advanced knowledge and complete confidence. The biggest benefit of this conference was networking, hands down. I was able to meet so many records professionals, all with the same ideals; to help each other in every City to succeed. Cheers!

Maria Devereux, Kaysville City Recorder



After serving 34 years as Monroe City’s Recorder, you would think I’ve heard it all by now. No, that’s not the case. This year’s Academy was awesome, as usual. I loved the new venue. Lots of room and wonderful art displays. The meals were excellent. I didn’t miss having a sack lunch.

My favorite sessions were:

*COWBOY ETHICS– Honesty, Respect, Trustworthy, Do the right thing even if it’s hard, Morals, Honorable, Values, Principals you live your life by Making public and private actions consistent with your knowledge of what’s right and wrong.

*PERSUASIVE COMMUNICATIONS –Assumptions may not always lead to true information, what new tools might I utilize? What barriers still exist? Might group problem solving work for me? Listen to others opinion. I may need more information. Communicate –Communicate –Communicate. Remember that not everyone thinks like you do.

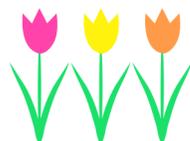
*Capacity Assessment– What are the goals for your community? Quality of life. The health, safety and welfare of our citizens. Effectiveness of Council actions for successful outcome. Write and follow the City’s Mission Statement. Have a good Master Plan to help with capital facilities and budget planning.

*I especially liked former Salt lake City Mayor Palmer DePaulis’ remarks and advice to FIND TIME FOR YOURSELF. Public service is very demanding. Each of us should find a sense of purpose for our personal growth. He said to get in touch with yourself in this crazy world. Learn how to balance your professional and personal life. The Academy classes gave me a lot of information to help me think about my personal growth to become a better person. It was great to see old friends and meet new ones. Thanks to the staff at the University of Utah and the UMCA organization for working so hard to plan such a successful conference.



Emalee Curtis

Monroe City Recorder



Congratulations

To our newest CMCs and MMCs

Johna Rose, CMC

Eagle Mountain Deputy Recorder

Johna was joined by UMCA President Thieda Wellman, UMCA Vice President Leigh Ann Warnock and UMCA Past President Finn Kofoed at the Eagle Mountain City Council Meeting on February 2nd as she received her CMC designation from the IIMC.



Nathan Bronemann, CMC

Apple Valley Town Clerk

Nathan was presented his CMC designation from the IIMC at the Apple Valley Town Council meeting on March 3rd. UMCA Past President Finn Kofoed and UMCA Vice President LeighAnn Warnock were there to congratulate him.



CMC/MMC

**Nancy Leigh, MMC
Brian Head Town Clerk**

Nancy received her MMC designation from the International Institute of Municipal Clerks at the Brian Head Town Council Meeting held March 8th. UMCA Vice President Leigh Ann Warnock, Communications Director Janell Braithwaite and Education Director, Kari Jimenez were there to congratulate her.



**Jennie Knight, CMC
Harrisville City Recorder**



Jennie received her CMC designation from the International Institute of Municipal Clerks and chose not to have a formal presentation.



**Abbie Zampedri, CMC
Ogden City Deputy Recorder**

Abbie is congratulated by UMCA President Thieda Wellman and UMCA Vice President Leigh Ann Warnock at the Ogden City Council Meeting March 15th for receiving her CMC designation from the IIMC.

UMCA Region Updates

GLSCRA

The Greater Salt Lake Clerks and Recorders Association (GLSCRA) met January 27, 2016 at Riverton City Hall’s Old Dome Meeting House—a gorgeously restored building located at 12600 South 1450 West in Riverton, Utah. We heard from Rebekkah Shaw of the State Archives regarding the newly revised Retention Schedules. We also witnessed a demonstration of the state’s new GRAMA Portal System. She happily answered questions from the local Recorders about the implementation of this new portal. Our next meeting will be April 1, 2016, at West Valley City to discuss Social Media Policy with Attorney Nicole Cottle. We would like to give a hearty welcome to Michelle Kellogg as the new Park City Recorder.

President: Molly Spira (Sandy)

Vice President: Cindy Quick (Herriman)

Secretary: Joy Johnson (Riverton)

Treasurer: Melanie Briggs (West Jordan)



CURA

The Central Utah Recorders Association (CURA) Clerks and Recorders met in Santaquin to plan for the year and nominate a new President. The new officers are:

President:, Lucinda Daley

Vice President, Beth Hone

Secretary, Jody Bates

Treasurer, Angie Warner

We are looking forward to a very fun and informative year! Our most recent meeting was held in Spanish Fork Offices with Kent Clark as the presenter. Kent talked to us about budgets and all the ins and outs. Next month we will be talking about truth in taxation at the Springville City Offices with Kim Rayburn as the host. We just attended Institute and Academy in West Valley where we came away with more knowledge of our duties and maybe a little too much information on other subjects. We welcome two new Recorders to our group, Lisa Brough with Nephi City and Cindy LoPiccolo with Saratoga Springs. We have an awesome group and are grateful to those Clerks and Recorders who attend our meetings.



MCRA

The Millard County Municipal Clerks Association has not been able to meet and is still working on getting organized!



UMCA Region Updates

BRAG

The winter BRAG Area Clerks & Records Association meeting was held on Friday, January 22, 2016 at noon at the Bluebird Restaurant in Logan. The speaker was Cindy Roberts with the Cache Business Resource Center and the topic was the available northern Utah resources for emerging and established businesses. For those clerks that do Business Licensing, finding a similar organization in your communities can be very helpful to you as the Business Licensing Official as well as to your residents doing business in your community.

The BRAG Officers for 2016 are:

President, Sylvia Tibbitts, Logan

1st Vice President, Linsey Nessen, Tremonton

2nd Vice President, Char Izatt, Smithfield

Secretary, Scott Bennett, North Logan and Past President, Shanna Johnson, Perry City

The BRAG AREA CLERKS & RECORDERS ASSOCIATION meets quarterly and would like to welcome any new and interested clerks to join our association. We have fun at our luncheon/meetings as well as LEARN!

Exciting news: Linsey Nessen, 1st Vice, recently introduced her new twin sons: Keaton and Kurt, who were born on February 18th and who now join older brother, Wyatt (4 years old). We want to send a big congratulations to Linsey on her new additions to the family.

We also recognize Donja Wright, Hyde Park City and Teresa Harris, Logan City, on receiving their CMC Certifications.

The next BRAG quarterly meeting will be on Wednesday, April 20th at Maddox Ranch House in Perry City.

DMWRA

The Davis, Morgan, Weber Recorders Association (DMWRA) meets monthly except for March and September. We have updated our by-laws to improve the process of nominating Board members. Our current Board members are:

President, Lisa Titensor, Clinton City

Vice President, Amy Rodriguez, Washington Terrace

Treasurer, Leesa Kapetanov, South Ogden

Secretary, Mariah Murphy, North Ogden

We would like to welcome our newest member: Maria Devereux, Kaysville City Recorder, and a big shout out to Abbie Zampedri, Ogden City Deputy Recorder, for receiving her CMC designation!



UMCA Region Updates cont.

SCURA

Like everyone, we are trudging along, keeping the ball rolling, and wondering where the time is going. Since the last time we contributed to the newsletter, we had Susan Farnsworth come and share her knowledge on wildfires and disasters that may face our cities. It was very informative. The end of March we had JoAnn Otten, the Deputy Recorder for Manti City who is an advocate on Child Abuse Awareness, give us a presentation in an effort to raise child abuse awareness. We appreciate her and her efforts. We are looking forward to spring and plan on meeting again in June.

UMCA Movers & Shakers

Cindy LoPiccolo—

Saratoga Springs City Recorder

Cindy was appointed as the Saratoga Springs City Recorder on March 1, 2016, returning to Utah from Washington State. With family living in Salt Lake and Summit County areas, she and her husband made the decision to try and transition back to Utah and she now has the good fortune of being able to work for the City of Saratoga Springs. Cindy and her family resided in Utah from 1996 to 2011 and she served as Legal Assistant/Deputy City Recorder for Park City Municipal Corporation for 14 years, and was active with the Greater Salt Lake Clerks and Recorders Association (GLSCRA). She looks forward to reconnecting with some of those members and to meeting and working with new friends in the Central Utah Recorders Association (CURA) membership. Saratoga Springs will be hosting the association meeting in May.



Cindy also worked for the City of Thousand Oaks, California for 13 years serving as Deputy City Clerk, and more recently for Moffitt Thomas Rock & Fields, Ltd. Law firm in downtown Boise, as City Clerk for the City of Middleton, Idaho, then for Clallam County Prosecuting Attorney's office and Board of Commissioner's Office in Washington State. She is grateful for the wealth of experience and special friendships gained over that time.

Cindy has four wonderful grown children and two darling granddaughters who are fairly scattered over the country, and she enjoys visiting them in Florida, California and Idaho. She loves family trips, reunions and celebrations as well as art, music, reading, traveling, crafts, cooking, sports and Star Wars!



State Records Committee Member— Cindy Mansell, Salt Lake City Recorder

It is an honor to have been appointed as a member of the State Records Committee in 2015 to represent political subdivisions (as recommended by the Utah League of Cities and Towns in conjunction with the Utah Municipal Clerks Association).

So far, I have only attended three Committee meetings, but have already gathered that my learning curve will be “christening by fire”. This Board never lacks for appeals on their monthly agendas and they include a vast array of records issues. In fact, my very first meeting had the Committee hearing an “unprecedented” type of request wherein a Salt Lake Tribune reporter was seeking access to records allegedly held by the Utah Attorney General’s

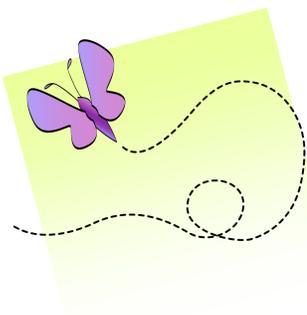


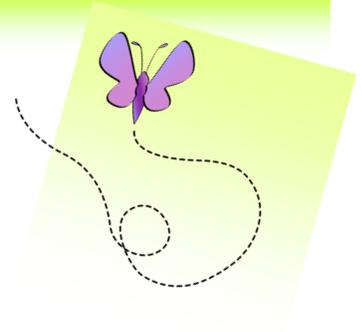
Office. The Utah Attorney General’s office had denied the records request (and a subsequent appeal), claiming they could “neither confirm nor deny that any records exist that were responsive to the records request”. The statement was also included that “if” any records did exist “release of those records would constitute a clearly unwarranted invasion of privacy”.

According to due process, the appeal came before the Committee for consideration. In the meantime, the Attorney General’s Office filed a “Motion for Order Implementing Certain Procedures to Preserve Confidentiality” with the Committee. This request was for the Committee to allow presentation of “all of its submissions to the Committee under seal” and not allow the presentation to be disclosed “to anyone else, including the petitioner, other State Records Committee Staff, or the public”. The AG’s Office also offered to have counsel for the AG’s Office “available to answer questions to the Committee on an ex parte basis in a closed hearing”.

On December 10, 2015, the Committee held a public hearing to consider the merits of the Motion (and the Petitioner’s appeal in the meantime requesting that any information and/or data gathered by the AG’s Office about him “only be referenced and not produced”), and intriguing deliberation followed. The Committee is considered a “Public Body” subject to the Utah Open and Public Meetings Act and is required “to take their actions openly” and “conduct their deliberation openly”.

After carefully considering the parties arguments, the Committee unanimously voted that the “Motion for Order Implementing Certain Procedures to Preserve Confidentiality” be denied upon the basis the Committee’s procedures and statutes show there is no mechanism where one party may argue before the Committee ex parte, while excluding the opposing party and the public in general. While Courts may have the authority to close hearings (allow ex parte arguments), or even allow the disclosure of non-public records to legal counsel for a party, the Committee did not believe it had that same authority. It was felt one of the primary purposes of hearings before the Committee was to allow requestors an opportunity to have their GRAMA requests heard by a neutral third party without requiring legal counsel or court filing fees.





If the Committee were to allow this type of argument in closed hearing, it would set a dangerous precedent where other governmental entities would seek similar hearings, effectively eliminating a records committee appellant’s right to have a fair hearing before the Committee without legal counsel.

It was fascinating to note that following the Committee’s denial of the AG’s Motion for these “new procedures”, the AG’s Office then did not present any argument or citations to statute concerning why the records, if they exist, should not be made public. So (long story short), without any reference to any citation that designates the record as private, protected, or controlled, and having been denied the opportunity to review the records “in camera”, the Committee could not find the Petitioner should be denied access to the records and ordered that the appeal of the Petitioner be granted. I can tell you the rest of the story in that the AG’s Office eventually responded to the Committee’s Order of Release by stating that no records existed responsive to the request. They further referenced the fact that the investigation of this particular San Juan County

Commissioner had been disclosed in widely publicized news stories; as a result, confidential procedures and strict limitations of certain information no longer existed.....so basically they could say there were “no responsive records now that the story had gone public”.

In working for Salt Lake City, we fulfill over 15,000 GRAMA requests annually. Now that I am serving in this position, I seriously start sweating each and every time we deny requests that are similar to some of the appeals the Committee has debated. I truly hope that my participation on this committee can be a learning experience from which I am able to educate, learn, and assist both my employer as well as my fellow City Clerks. I have worked in the Municipal Clerks industry for over 23 years, and this is a new chapter for me! Thank you for allowing me this opportunity.

Cindi L. Mansell, MMC/CRM

Salt Lake City Recorder



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