



Utah Municipal Clerks Association

President's Message



I am reminded often about the whirlwind of our positions. The circumstances and situations that come before us each day and the judgment and experience that we have to rely on to make the best decisions that won't put our city or town in jeopardy or even our own employment.

You might ask, how do we know what to do, when to do it, and even why should we do it. Because we have taken the time to research, get the proper education, and learn either from our own mistakes or others, we are able to handle what is placed before us. Our positions are not

hidden in a cubby hole, although some days I would welcome time in one.

The goal of the UMCA is to help each and every City and Town Clerk and Recorder to get the training they need for their position. Don't get me wrong, we also want you to enjoy and have fun in your profession. The networking that this group of men and women have is beyond that of any other.

When we get together at our Annual Conference and Institute and Academy we either tend to be overwhelmed at the vast amount of information, if it is our first time, or searching for a new and clearer way to become better at what we do, if we are seasoned.

Please, the Board is committed to being there for each one of you. We want to assist in helping you succeed. We are a

profession of doers and doing it right. "The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it."

I hope that we can each reach high in our profession and be aware of where to look for help along the way. I know that we are a profession of good people and I look forward to learning from each of you this coming year as your president.

Sincerely,

S. Annette Spendlove

S. Annette Spendlove, MMC
UMCA President

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Upcoming Education:

- *Institute & Academy*
U of U Sandy Center
March 13-14, 2014
- *IIMC Annual Conference*
Milwaukee, WI
May 18-22, 2014
- *2014 UMCA Annual Conference*
TBA (September)

It's Unanimous!

The 2013 UMCA Annual Conference was GRAND!

We have heard from many that the conference was a success.

Would you agree?



The venue was perfect . . .



the speakers were fabulous . . .

the entertainment was Hilarious . . .



the food was delicious . . .



*and the
silent auction,
Oh so
Rewarding!*

Our Board and numerous committee members seriously outdid themselves this year!

MEMBER REPORTS FROM ANNUAL CONFERENCE

David Ence, Kanarraville

When I think of the Clerks and Records conference, two ideas come to mind. Whether it comes in the spring or fall, it is the largest gathering of clerks and recorders in the state of Utah. We come from all over the state, from cities large and small, but we all have the same goal in mind: To learn as much as we can so we can best serve our cities. We all come to conference with our war stories and best practices and share what we know in a fun and sometimes raucous atmosphere. We are fed delicious food and drinks, given door prizes and the opportunity to enter a silent auction. It is very fun and I always enjoy myself immensely.

The second idea that comes to mind is value. I look at the incredible line up



of lectures and events available to us for the price of a ticket. We are given the opportunity to learn a tremendous amount at the best possible price. Whether it is Kate Black's presentation on records requests or one of the round tables or any of the other topics, we are given good, useful infor-

mation at a low cost. This is a great value to me, as well as for my town. The many friendships I have formed as a result of going to UMCA events are also valuable to me. Greg Schaffer summed it up beautifully in his thank you, "It is an honor to be part of such a group."

All of this brings to mind a third thought and that is what a great group we have for UMCA leadership. None of this would happen without the amazing effort, time, dedication and planning it takes to bring off such an event. You are all wonderful and I know each of us at the conference were mindful of your hard work. Thank you.

Stacie Cain, North Ogden

UMCA! What a fun experience. Being a first-timer, I wasn't quite sure what to expect (a bunch of grumpy City Recorders – and boring classes ALL day). It was quite the opposite.

The Conference was a great opportunity to learn and get to know others in similar situations. I have gained so much from attending – from becoming the greatest me I can be to Records Retention. There were many great speakers and instructors

that were willing to teach those in attendance with a wonderful attitude. The banquet and entertainment was great. I loved being able to see the presentation of Recorder of the Year.

Voice Male! What an awesome ending to a great day. I quite enjoyed the experience and the opportunity to get to

know other City Recorders and learn from their experiences.

*"A bunch of grumpy City
Recorders and boring classes
ALL DAY!"*

Amy Rodriguez, Washington Terrace

Yes, you have probably seen me at the conferences over the years; I'm usually the one with their head in a book. I'm not the most sociable one in the bunch. When I was asked to write an article about my experience at this year's conference, I thought I would focus on my overall experience with the UMCA.



Through these conferences, I have gained insight into our job that is not often taught. Hearing the experiences (both triumphs and frustrations) of other clerks and recorders has made me evaluate situations that I am placed in and has opened my mind to new ideas. Pride in my job is always renewed

after being with so many peers that have accomplished so much. For those clerks and recorders that aren't sure if they need to attend conferences, I would tell them that there is a lot more to be gained than what is just on the agenda. The technical knowledge gained through attendance is always rewarding, but the interaction with fellow recorders is also worth the time. Thank you to our UMCA Board and Education Committee for putting on a great conference again this year.

Char Izatt, Smithfield

Thank you to Cedar City for hosting the UMCA Annual Conference which allowed me, as a member of UMCA, the opportunity to work on “unlocking my greatest potential.”

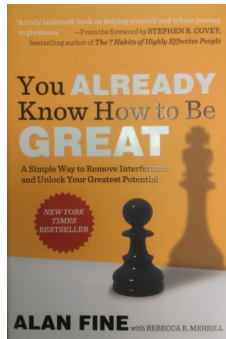
As a Deputy Recorder for Smithfield City, who wears many hats, I try to absorb as much at each training as possible and to come back and implement necessary changes and share the important issues with management and my co-workers.

- The class on Social Media was immensely helpful and with so many changes in technology, social media is becoming a useful tool as well as a social contact convenience.



Randy Dyer, Social Media

- The opportunity to contribute towards educational Scholarships through the Silent Auction bidding wars was an enjoyable enterprise.
- The opportunity to submit a KTAP for additional points towards my MMC is also appreciated.
- The exposure to Vendors which I may not normally have knowledge of or access to, is appreciated.



- I was so sold by Alan Fine that I am already reading the book he gave to us. It just seems to all make sense. I hope to be able to implement that and work on my own potential by seeing if I can remove some of that interference.

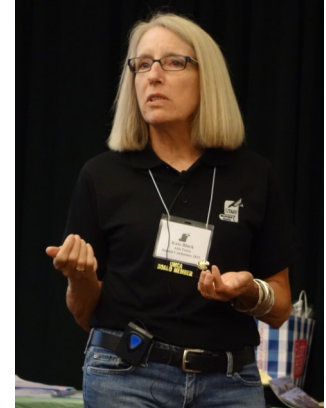
- The notarizing made simple was a refresher for me; I picked up additional tips and found out I needed to do a few things differently.
- The quick tips for Outlook and a perspective from a Building Inspector from a larger community, both provided additional insight.
- The “Safety in Public Meetings” class taught by Chief Cullimore was informative and added an important perspective to our safety.



Chief Cullimore

- After Kate Black’s class on Records Requests and Tracy Hansen’s Records Management breakout session- I took copi-

ous notes and plan to try and implement as much as I possibly can.



Kate Black, Records Requests

- I applaud the professionalism in the handling of the election. The campaigning was appreciated because -opposition or not- the candidates took it seriously.



- The Mailbox Boys (formerly known as Voice Male) were so entertaining. I started singing with Ernie and Alvin, Simon & Theodore.
- Thank you for the opportunity to network with other clerks & recorders and for allowing me to reflect on the benefits of our annual conference.

Nicole Smedley, North Ogden

The Utah Municipal Clerk's Conference (UMCA) for 2013 was a great experience. As a new Deputy City Recorder, I found all of the classes very informative and helpful for my position. I think sometimes we get so busy and wrapped up in doing our jobs that we forget to work on self-improvement.

What an amazing opportunity to take some time out of our offices and focus on bettering ourselves, personally and professionally. Becoming aware of our Emotional Intelligence is much needed knowledge for busy working

women such as ourselves, especially as City Recorders. Learning to overcome our own "made up" obstacles from Alan Fine gave me new energy to get my goals accomplished.

My favorite class was on the generation gaps of co-workers. I now understand where people are coming from and that has empowered me to work better with them.

After listening to Tracy Hansen, Virginia Loader, and Joy Johnson I am now excited to tackle our records room.



Thank you so much for the opportunity to grow and learn in my position. I feel renewed and ready to give 110% at my job!

Annual Conference Flashbacks



Caught in the Code Trap

By Cheryl Peacock Cottle, Taylorsville

Question: Can “Meet the Candidates” events be held on public property that serves as a polling place?

This is something we have questioned here in Taylorsville because we have occasionally allowed “Meet the Candidates Nights” to be held at our City Hall. We do not sponsor the events, other than to provide our facility as a meeting place. The events have been hosted and facilitated by our local Chamber of Commerce or Exchange Club. They organize the event, issue invitations, develop candidate questions, and determine the meeting format. We have, however, been somewhat concerned over the potential for “electioneering” at a polling place/voting location. Here is what State Code tells us about electioneering:

20A-3-501. Polling place -- Prohibited activities.

(1) As used in this section:

(a) "electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue; and

(b) "polling place" means the physical place where ballots and

absentee ballots are cast and includes the county clerk's office or city hall during the period in which absentee ballots may be cast there.

(2) (a) A person may not, within a polling place or in any public area within 150 feet of the building where a polling place is located:

(i) do any electioneering;

(ii) circulate cards or handbills of any kind;

(iii) solicit signatures to any kind of petition; or

(iv) engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.

(b) A county, municipality, school district, or local district may not prohibit electioneering that occurs more than 150 feet from the building where a polling place is located, but may regulate the place and manner of that electioneering to protect the public safety.

(3) (a) A person may not obstruct the doors or entries to a building in which a polling place is located or

prevent free access to and from any polling place.

(b) A sheriff, deputy sheriff, or municipal law enforcement officer shall prevent the obstruction of the entrance to a polling place and may arrest any person creating an obstruction.

(4) A person may not:

(a) remove any ballot from the polling place before the closing of the polls, except as provided in Section 20A-4-101; or

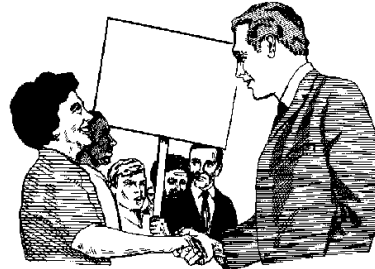
(b) solicit any voter to show his ballot.

(5) A person may not receive a voted ballot from any voter or deliver an unused ballot to a voter unless that person is a poll worker.

(6) Any person who violates any provision of this section is guilty of a class A misdemeanor.

(7) A political subdivision may not prohibit political signs that are located more than 150 feet away from

See “Code Trap” on page 7



Your UMCA has the resources you need !

~ We're on the Web ~

www.umca.org



2012-2013 IIMC Certifications

Congratulations to the following clerks and recorders who were awarded either their Certified Municipal Clerk or Master Municipal Clerk certifications from IIMC during 2012-2013:

Rachelle Conner, MMC
Draper

Holly Gadd, CMC
Farmington

Wendy Deppe, CMC
W. Jordan,

Cindy Holyoak, CMC
Monticello

Julia LaSeure, CMC
Ogden

Shanna Johnson, CMC
Perry

Angie Olsen, CMC
Draper

Susan O Bray, MMC
Perry

Kory Solorio, CMC
Cottonwood Heights

Konni Thompson, CMC
Oakley

Laurie Tryon, MMC
Price



Code Trap, Continued

a polling place, but may regulate their placement to protect public safety.

This year Taylorsville City Hall is an “Early Voting” location and will be a precinct voting location on Election Day. We also maintain a ballot box on site for voters to drop off absentee/mail-in ballots during the month prior to Election Day. This, by general definition, makes City Hall a polling place; however, the ballot box is only available to voters during regular business hours (we secure it from public access after 5:00 p.m.) and Early Voting takes place during very limited times in



the day. With that in mind, we questioned whether it was still okay for us to allow a “Meet the Candidates Night” at City Hall, since it was an evening event.

To receive clarification on this matter, I placed a call to Justin Lee, Deputy Director of Elections in the Office of the Lieutenant Governor.

Justin did some research of the statute and (after consulting other “powers that be”) gave his determination that because the candidate event would take place during evening hours when it was not possible to cast ballots, it did not meet the definition of electioneering.

Final verdict: our “Meet the Candidates Night” could still be conducted at Taylorsville City Hall (after 5:00 p.m.).

Please consult your City Attorney if you need additional clarification on this issue. If you do not have an attorney, contact the Lt. Governor’s Office:

Justin Lee

Deputy Director of Elections

Office of the Lieutenant Governor

State of Utah

801.538.1129

justinlee@utah.gov

Good luck to everyone with elections this year!

Look Who's on the Move

Written by Renee Garner of Toquerville



Kory Solorio was hired as Business License Administrator in Cottonwood Heights when the City first incorporated in 2005. The area is a magnet for businesses who want prime office space with beautiful views.

Cottonwood Heights is the headquarters for various corporations in Old Mill, Cottonwood Corporate and Union Park office complexes. Kory was just promoted

to the position of City Recorder, after working as the Deputy recorder for a number of years.

I got to spend some quality time with Kory at our UMCA Annual Conference in Cedar City last month. She was engaging and charming and I enjoyed being her partner in a number of exercises.

I asked her about her thoughts on this Conference. Kory told me that this was her fifth UMCA conference and the one where she felt most comfortable. She mentioned feeling intimidated at conferences in the past, but this year many familiar faces and conversations shared about the work place made her feel she was among friends who have common experiences. She said she appreciated the speakers and the insights provided.

As we talked about the classes, she cited the Records Requests, Records Management, Records Retention, and Classification subjects as most interesting and helpful to her in her new role as City Recorder.

We talked a great deal about the session entitled "You Already know How to Be Great," by Alan Fine, given the first day. We particularly liked the Say-Do-Co principle that encouraged us to "say what we'll do, do what we say, then communicate when things get in the way."

Kory shared that she sometimes feels overwhelmed by her new position and all the responsibility. But she feels that she has been given tools that will not only help in the work place, but in her personal life as well.

SCURA Region Report

The Members of SCURA met at the Annual Conference in Cedar City to discuss upcoming meetings and elections for new SCURA officers. My time as President is

coming to an end and I have mixed feelings about that. I have thoroughly enjoyed my time as Vice President and President of this great region. I look forward to continu-

ing my association with the members of this group under our new President, Janell Braithwaite, who will be fabulous!

Leigh Ann Warnock

BRAG Region Report

The BRAG Area Clerks and Recorders have not held another meeting since the last newsletter, but will meet on October 23 at Maddox Ranch House in Perry. The topic is Risk Management with the speaker from Utah Local Governments Trust. Elections will also be held for 2nd Vice President.

Outgoing President, Carol Andreasen, gives a big thank you to Kristi Hidalgo, Shanna Johnson, and Linsey Nessen for their excellent service to the organization.

BRAG

*Serving Box Elder,
Cache and Rich
Counties*

DMWRA Regional Report

DMWRA

Davis, Morgan and Weber Counties

Over 100 Recordors and Clerks from all across Utah converged in Cedar City for the UMCA Annual Conference on September 25th through the 27th, 2013.

Some of the highlights included Lindon City's Chief of Police showing us strategies for making our public meetings safer and Corper James teaching us some strategies we can use to diffuse tense situations and resolve conflicts amicably. Richie Burton with the Utah Notary Law

Institute answered numerous questions about what we can and cannot notarize as Utah Notaries and Alta Clerk Kate Black shared her experiences in complying with GRAMA when faced with daunting requests for town records. We got some solid advice on how to utilize social media to inform our citizens while avoiding liability on our city websites, Facebook, and Twitter accounts. Keynote speaker Alan Fine gave us copies of his book *You Already Know How to Be Great* and shared strategies on how to unlock our innate potential by overcoming self-imposed mental blocks.

Additional conference classes dealt with water rights, building permits, records management, retention and classification, referendums and initiatives, and time management for Microsoft Outlook. There were also experts that spoke on emotional intelligence, how to give great

customer service, the art of being professional and managing different personalities across the generations.

DMWRA had great representation at this year's UMCA Conference. North Ogden City Recorder Annette Spendlove conducted during the conference as the Acting UMCA President, DMWRA's President Darinda Wardell made the other regional groups jealous with a thorough report on the wide breadth of topics we cover at our monthly luncheon meetings and Ogden City Recorder Tracy Hansen taught an excellent introductory course on the Basics of Records Management.

Congratulations to all Recordors that received their CMC or MMC certification and to all newly elected UMCA officials!

Ember Herrick
Riverdale City Recorder

UMCA Recorder and Town Clerk of the Year

Congratulations to our newest Recorder of the Year, Greg Schafer of Delta, and Town Clerk of the Year, Elaine Harris of Rockville.



UMCA Board of Directors

2013-2014

Annette Spendlove, MMC
President

North Ogden City Recorder
aspend@nogdencity.org

Finn Kofoed, CMC
Vice President

Eagle Mountain City Recorder
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Past President
Currently Vacant

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Leigh Ann Warnock, CMC
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leighannw@ephraincity.org

Kari Jimenez, CMC
Director

Ivins City Recorder
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Julia LaSeure, CMC
Director

Ogden Deputy Recorder
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Director

Currently Vacant

Kate Black
Treasurer

Alta Town Clerk
kswb@townofalta.com

Laurie Tryon, MMC
Secretary

Price City Recorder
lauriet@priceutah.net



2012-2013 UMCA Board

We bid farewell to Nancy Dean, Past President, and Joy Johnson, Training Director.



**Networking and
Education for Success**

