



# 2017 UCMA Fall Conference

## Pre-conference Workshop: Best Practices in Local Governance

Thursday, November 2, 2017 @11:45am

Cottonwood Heights Community Room, 2277 E. Bengal Blvd. Cottonwood Heights,

### 11:45 Welcome & Lunch

*Scott Bond, Chief Administrative Officer, Sandy City & UCMA Board President*

### Noon Session 1: Payoffs & Pitfalls of Technology – The Good, the Bad & the “Wow, That Turned Out Ugly”

*Introduction: Bryce Haderlie, Assistant City Manager, Cottonwood Heights & UCMA Board Member*

*Presenters:*

*Spencer Kyle, Director of Administrative Services, South Jordan;*

*Jon Day, Chief Technology Director, South Jordan;*

*Jason Walker, City Administrator, Lehi;*

*Mark Christensen, City Manager, Saratoga Springs; and*

*John Park, City Manager, Cottonwood Heights.*

Whether you love it, hate it, or just endure it, technology is part of our lives. We will discuss some of the happy moments and horror stories associated with this necessary evil. If time permits, we will have an open floor discussion on broadcasting city council meetings (audio & video) and what you would do more of or run from.

### 12:45 Session 2: The Credentialed City Manager or Assistant City Manager

*Introduction: Ben Reeves, City Manager, Santaquin City & UCMA Board Vice President*

*Presenters: Wayne Parker, Chief Administrative Officer of Provo City;*

*Jason Walker, City Administrator of Lehi City; and*

*Rodger Worthen, City Administrator of Riverdale City*

Are you looking for ways to take your career to the next level? Do you want to assess your strengths and weaknesses so that you can sculpt a training program unique to you? Are you hoping to increase your marketability by receiving your industry’s designated credentialed status? This session will focus on the benefits and process to become an ICMA Credentialed Manager.

### 1:30 Break

### **1:45 Session 3: How to Grow a Great Team**

*Introduction: Scott Bond, Chief Administrative Officer, Sandy City & UCMA Board President*

*Presenter: Byron Jorgenson, former Chief Administrative Officer, Sandy City*

Great teams are built over time with careful attention to hiring the right people then developing them with the right training and experiences. A great team requires constant attention and care. Byron will share specifics on how he did that during his 30 years as Sandy's Chief Administrative Officer. In 2007, Byron was recognized by the ICMA with the award for career development in memory of L.P. Cookingham.

### **2:30 Session 4: Managing Unexpected Public Relations Issues**

*Introduction: Diane Foster, City Manager, Park City & UCMA Board Education Chair*

*Presenter: Matt Dias, Assistant City Manager, Park City*

From front row seats as a Congressional staffer in DC to a big city in the north east to a small city in Utah, Matt has seen a wide variety of political gaffs, staffer missteps and those ones that leave City Managers saying "What were they thinking?" So now that it has happened, what do you do? How can you clean it up? Or should you even try? Park City's Matt Dias will curate this session that will include a few notable public moments that are sure to make you cringe.

### **3:15 Break**

### **3:30 Session 5: Greed, Rationalization and Opportunity: the recipe for fraud**

*Introduction: Tom Hanson, City Manager, Washington Terrace & UCMA Board Member*

*Presenter: Gary Keddington. Partner at Keddington & Christensen, CPA*

With over thirty years of experience in the public sector as an auditor and finance specialist for local governments, Gary is uniquely qualified to expose the silly things people do to defraud the public and how we can protect against them. Join me in this informative, sometimes funny and always enlightening discussion with Gary Keddington on the pitfalls of fraud and deception.

### **4:15 Session 6: Growing & Developing your employees; Maturing your organization**

*Introduction: Matt Dixon, City Manager, South Ogden City & UCMA Board Past President*

*Presenter: Bryce Haderlie, Assistant City Manager, Cottonwood Heights & UCMA Board Member*

How do you help employee's fit into the organization culture? How do you develop employee's skills, knowledge and talents? Bryce will share what they have learned over the years about growing staff to fit the needs of the organization and developing a team mentality that fosters respect, compassion and the desire to get the job done right.

### **5:00 Closing & Adjourn**

*Scott Bond, Chief Administrative Officer, Sandy City & UCMA Board President*

### **Parking & Venue Information: For the Pre-Conference only, Thursday, November 3**

*(Friday session @ University of Utah)*

Thanks to the City of Cottonwood Heights for the use of their Community Room. The address of Cottonwood Heights City Hall, where the Community Room is located, 2277 E. Bengal Blvd., Cottonwood Heights, Utah 84121.

You can park right outside of the Cottonwood Heights City Hall, although, unless you need ADA parking, please do not park in the first few rows, as it would be great if we could leave those available for City Hall patrons.

*Draft updated 10/12/2017*



# **DRAFT** 2017 UCMA Fall Conference

## **Post-election Focus: Your New City Council**

**Friday, November 3, 2017 @ 8:00am**

University of Utah Spencer Fox Eccles Business Building  
Bill and Pat Child Family Community Hall on the 7th floor

### **AGENDA**

**8:00 Breakfast and Socializing** *(full breakfast will be served)*

**8:45 Welcome, Introductions & UCMA Business**  
*Scott Bond, Chief Administrative Officer, Sandy City & UCMA Board President*

**9:00 Running for Office vs Governing: How you can facilitate a smoother transition**  
*Introduction: Brant Hanson, City Manager, Ephraim City & UCMA Board Member*  
*Speakers: Former West Jordan Mayor Melissa Johnson & Kaysville Mayor Steve Hiatt (tentative)*

Your new or re-elected City Council members just spent the last three to five months campaigning – and some of them may have run against current policies or running against those with whom they are about to serve. How can you help your newly elected officials manage the transition from running to governing?

**10:00 Break**

**10:30 Three for One: 1. How to discuss Role Clarity with your elected officials AND  
2. The City Council Retreat AND  
3. City Council Team Building**  
*Facilitator: Spencer Kyle, Director of Administrative Services, South Jordan & UCMA Board Treasurer*  
*Session Speakers: Brian Muir, President & Founder, The Madison Group*  
*Dan Griffiths, Director of Strategy & Leadership at Tanner, LLC*  
*David Sandberg, Strategic Planning for Business*

We've asked some of our favorite facilitators, consultants and strategic planning experts to provide advice on how to discuss the sensitive topic of role clarity with your elected officials as well as some of their ideas for running an annual City Council Retreat and how to do team building with your Council within the City Council Retreat or outside of it.

**11:30 Lunch**

## **12:15 Keynote: Dr. Craig Manning, The Fearless Mind...5 Essential Steps to Higher Performance**

*Introduction: Ben Reeves, City Manager, Santaquin City & UCMA Board Vice President.*

*Presenter: Dr. Craig Manning*

Dr. Craig Manning is a Human Performance Scientist and the bestselling author of *The Fearless Mind: Five Essential Steps to Higher Performance*. An Adjunct Professor of Performance Psychology at Brigham Young University for over fifteen years, he is also a mental strength coach for the university's athletic department. His clients include the US Ski and US Snowboarding teams, Red Bull High Performance, and a roster of companies around the world.

Dr. Manning has found that the secret to achieving higher performance is in rapidly building mental skills in five critical areas: motivation, controlling anxiety, concentration, confidence, and decision making. His mental strength coaching helps you expand your potential, reduce interference, and maximize your performance.

<https://thefearlessmind.com/dr-manning/>

## **1:45 Break**

## **2:00 Your New City Council: Best Practice Bites**

*Facilitator: David Larson, Assistant to the City Administrator, Pleasant Grove*

*Speakers:*

- *Ben Reeves, City Manager, Santaquin City & UCMA Board VP "Pre-Election – Candidate Orientation"*
- *Mark Anderson, City Manager, Heber City, "Candidate & Newly Elected Council Orientation"*
- *David Bunker, City Administrator, American Fork City "What to do in the First 90 Days."*
- *Seth Atkinson, Nephi City, "Sharing Information with the Entire Council through Google Docs"*
- *Ken Leetham, City Manager, North Salt Lake, "Establishing a culture of trust"*
- *Diane Foster, City Manager, Park City & UMCA Board Education Chair, "Six More Ideas in Six Minutes"*

These speakers will take six minutes each to tell you the best piece of advice and/or best practice when it comes to a new City Council. Get a lot of great advice in not a lot of time.

## **2:45 The Next Legislative Session & Connecting Your Elected Officials to the Legislature**

*Facilitator: Matt Dixon, City Administrator, South Ogden City & UCMA Past President*

*Speakers: Cameron Diehl, Executive*

The Utah League of Cities & Towns is a valuable partner organization. Cameron Diehl, the League's new Executive Director, will provide a preview of the 2018 legislative session as well as talk about the importance of your elected officials participating in legislative activities and how you can connect your elected officials with your local legislators.

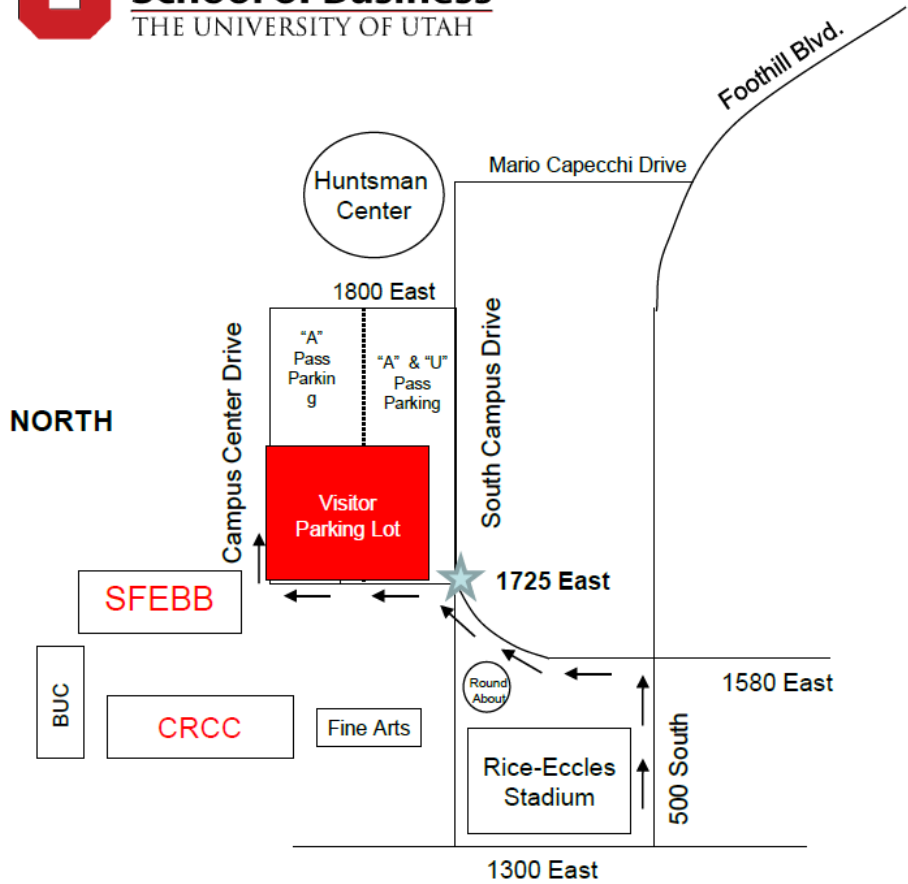
## **3:30 Closing**

*Scott Bond, Chief Administrative Officer, Sandy City & UCMA Board President*

***\*Save the Date: The UCMA Spring Conference in St. George will be April 23-25, 2018; Utah League of Cities & Towns Mid-Year Conference scheduled for April 25-27 in St. George.\****

**Venue & Parking Information: For the Fall Conference, Friday, November 3 only**  
*(Thursday session @ Cottonwood Heights)*

The Conference will be held in the Spencer Fox Eccles Business Building, Bill and Pat Child Family Community Hall on the 7th floor. Guests will be able to park in the Central garage and signage will be provided.



**Directions to Spencer Fox Eccles Business Building (SFEBB) and C. Roland Christensen Center (CRCC)**

**From the South (Foothill Blvd./I-215)**  
 Take Foothill Blvd. north to Mario Capecchi Drive, turning right on Mario Capecchi Dr. Turn left at the first light (South Campus Drive). Turn right onto 1725 East (Campus Center Drive), the second light after the Huntsman Ctr.

Follow Campus Center Drive around until you reach the Visitor's Parking Lot.

**From Downtown I-15**  
 Take 400 South going east toward the University (turns into 500 South at 1000 East). Turn left at the stop light at the intersection of 1580 East and 500 South.

Veer right and continue going east onto South Campus Drive. Turn left at the first light – 1725 East. This becomes Campus Center Drive. Follow around to the right until you reach the visitor parking lot.

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