

**UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING  
UTAH LOCAL GOVERNMENTS TRUST, 55 US-89, NORTH SALT LAKE, UT 84054  
MONDAY, JANUARY 8, 2018 @ 9:00 AM  
(TIMES ARE APPROXIMATE)**

- 1. Welcome and Introductions – Council Member Beth Holbrook, ULCT President** **9:00 AM**
  
- 2. Conflict of Interest Disclosure – Council Member Beth Holbrook, ULCT President** **9:05 AM**

ACTION: Disclosure of any potential conflict of interest with agenda items  
HANDOUT: None
  
- 3. Review & Approval of Check Register – Nick Jarvis, Chief Operating Officer** **9:10 AM**

ACTION: Review & Approval of December Check Register  
HANDOUT: [December 2017 Check Register](#)
  
- 4. Strategic Planning Retreat – Council Member Beth Holbrook, ULCT President** **9:15 AM**

ACTION: For information only  
HANDOUT: None
  
- 5. ULCT Constitution & Bylaws Update and LPC Procedures Discussion – Council Member Mike Mendenhall, ULCT 2<sup>nd</sup> Vice President & Cameron Diehl, Executive Director** **9:30 AM**

ACTION: Review and Approval of LPC Procedures  
HANDOUT: [Draft LPC Procedures](#)
  
- 6. ULCT Events (Local Officials Day & 2019 Annual Convention) – Cameron Diehl, Executive Director** **9:50 AM**

ACTION: For information only  
HANDOUT: None
  
- 7. Closed Session (if needed) As per Utah Code 52-4-205** **9:55 AM**

ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)  
HANDOUT: None
  
- 8. Other Business**

ACTION: For Information Only  
HANDOUT: None
  
- 9. Adjourn**

12:15 pm

# Utah League of Cities & Towns

## Check Register (Checks and EFTs of All Types)

Sorted by Check Number

(Report period: December 1, 2017 to December 31, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #1 [Zions Bank - Checking]					
EFT	12/31/17	12/31/2017 PAYROLL FEES			
		NAT 102	National Payroll Systems	0.00	101.15
EFT	12/31/17	12/31/2017 STATE TAXES			
		NAT 102	National Payroll Systems	0.00	1262.95
EFT	12/31/17	12/31/2017 TAXES FED			
		NAT 102	National Payroll Systems	0.00	7934.13
EFT	12/31/17	PAYROLL ENDING 12/31/201			
		NAT 102	National Payroll Systems	0.00	27399.45
EFT	12/31/17	2017 12 31 CREDIT FEES			
		ZIO 100	Zions Bank	0.00	1405.00
EFT	12/31/17	CREDIT CARD AND BANK CHG			
		ZIO 100	Zions Bank	0.00	394.53
EFT	12/17/17	2017 12 17			
		HAS 100	Hasler, Inc.	0.00	500.00
EFT	12/12/17	12 12 2017 URS			
		UTA 102	Utah State Retirement Fund	0.00	12631.55
EFT	12/13/17	SELECT HEALTH			
		SEL 100	Select Health	0.00	1888.00
EFT	12/04/17	EFT 1204 ZIONS CREDIT CA			
		ZIO 100	Zions Bank	0.00	3346.22
EFT	12/15/17	12 15 PAY CHURCH			
		CHU 100	David Church	0.00	3000.00
EFT	12/15/17	PAYROLL 12-15 FEES			
		NAT 102	National Payroll Systems	0.00	95.44
EFT	12/15/17	PAYROLL DD			
		NAT 102	National Payroll Systems	0.00	24491.62
EFT	12/15/17	PAYROLL 12-15			
		NAT 102	National Payroll Systems	0.00	1082.36
EFT	12/15/17	PAYROLL 12-15			
		NAT 102	National Payroll Systems	0.00	6030.47
36879	12/01/17	FAS 100	Fast Forward Productions	0.00	1300.00
36880	12/01/17	UP&L 100	Rocky Mountain Power	0.00	278.91
36881	12/13/17	6TH 100	Sixth East Condo Assoc.	0.00	900.00
36882	12/13/17	DOU 100	600 East Partnership	0.00	6000.00
36883	12/13/17	FIL 100	Access	0.00	220.46
36884	12/13/17	HEA 100	Heath G. Bateman	0.00	300.00
36885	12/13/17	JOH106	John Michael Oliver	0.00	987.50
36886	12/13/17	LES 100	Les Olsen Company	0.00	500.00
36887	12/13/17	LEX 100	RELX Inc. DBA LexisNexis	0.00	192.00
36888	12/13/17	MAR 108	Marvellous Catering	0.00	1925.65
36889	12/13/17	QUE 100	Dominion Energy	0.00	454.99
36890	12/13/17	VAN 100	Vanguard Cleaning Systems	0.00	395.00
36891	12/13/17	n/a			Voided: Skipped
36892	12/13/17	BRA 101	Brandon Smith	0.00	462.21
36893	12/13/17	KAR 102	Karson Eilers	0.00	146.60

12:15 pm

# Utah League of Cities & Towns

## Check Register (Checks and EFTs of All Types)

Sorted by Check Number

(Report period: December 1, 2017 to December 31, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
36894	12/13/17	MEG 100	Meg Ryan	0.00	257.81
36895	12/13/17	NIC 100	Nick Jarvis	0.00	147.14
36896	12/13/17	SUS 100	Susan Wood	0.00	457.39
Cash account Total				0.00	106488.53
Report Total				0.00	106488.53

Utah League of Cities and Towns Credit Card Reallocation of Expenses - December 2017

Card Name: VISA  
Card Number: XX8233

DATE	MISSING RECEIPT?	TO	AMOUNT	BUSINESS PURPOSE	REALLOCATE TO
11/22/2017	Recurring	ADOBE *CREATIVE CLOUD 800-833-6687 CA	\$ 149.57	Recurring	8100.099
11/29/2017	NO	CAFE ZUPAS - MURRAY MURRAY UT	\$ 189.60	LUTF Meeting	8200.033
11/29/2017	NO	EB WASATCH CHOICE 205 801-413-7200 CA	\$ 35.00	Meg Ryan Staff Training	8600.099
11/30/2017	NO	SWEET CRAVINGS BAKERY MOAB UT	\$ 230.16	Elected Officials Essentials Lunch	6130.024
11/30/2017	NO	SUBWAY 00999912 305-6700041 FL	\$ 83.93	Elected Officials Essentials Lunch	6130.024
11/30/2017	NO	SUBWAY 00999912 305-6700041 FL	\$ 244.56	Elected Officials Essentials Lunch	6130.024
11/30/2017	NO	SUBWAY 00999912 305-6700041 FL	\$ 118.90	Elected Officials Essentials Lunch	6130.024
11/30/2017	NO	SUBWAY 00999912 305-6700041 FL	\$ 334.93	Elected Officials Essentials Lunch	6130.024
11/30/2017	NO	COSTCO WHSE #0113 SALT LAKE CITUT	\$ 245.19	Elected Officials Essentials Suplies	6400.024
11/30/2017	NO	SPARKLING REFRESHER - 2146365887 TX	\$ 37.00	Music for video	8355.099
11/30/2017	Recurring	CTC*CONSTANTCONTACT.COM 855-2295506 MA	\$ 45.00	Recurring	8100.099
12/1/2017	Recurring	STOR-N-LOCK #9 801-974-0200 UT	\$ 187.00	Recurring	8100.099
12/1/2017	NO	WAL-MART #3589 SALT LAKE CITUT	\$ 26.24	Elected Officials Essentials Supplies	6400.024
12/1/2017	NO	USU FOOD SERVICES QPS LOGAN UT	\$ 496.09	Elected Officials Essentials Lunch	6130.024
12/1/2017	NO	COSTCO WHSE #0113 SALT LAKE CITUT	\$ 89.85	Elected Officials Essentials Suplies	6400.024
12/1/2017	NO	DOLLAR TREE SALT LAKE CITUT	\$ 69.45	Elected Officials Essentials Suplies	6400.024
12/2/2017	NO	HOLIDAY INN EXPRESS PRICE UT	\$ 104.02	Elected Officials Essentials Hotel	6270.024
12/3/2017	NO	WILLOW CREEK INN EPHRAIM UT	\$ 175.00	Elected Officials Essentials Hotel	6270.024
12/5/2017	NO	FACEBK ALF77DJE52 650-5434800 CA	\$ 10.00	Facebook Advertising	8355.099
12/8/2017	NO	FACEBK HLVQZD6BE2 650-5434800 CA	\$ 25.00	Facebook Advertising	8355.099
12/08/17	Recurring	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$ 16.02	Recurring	8100.099
12/08/17	Recurring	DNH*MADMIMIO492166- 877-9606464 AZ	\$ 42.00	Recurring	8100.099
12/09/17	Recurring	MICROSOFT *OFFICE 365 800-642-7676 WA	\$ 7.47	Recurring	8100.099
12/11/17	NO	MARVELLOUS CATERING CO 801 374 0879 UT	\$ 1,788.00	LPC Catering	8200.033
12/12/17	Recurring	IN *MOMENTUM RECYCLING LL801-3550334 UT	\$ 44.00	Recurring	8100.099
12/14/17	NO	AMAZON MKTPLACE PMTS WWW.WWW.AMAZON.C	\$ 9.99	Office Supplies	8345.099
12/15/17	Recurring	MICROSOFT *OFFICE 365 800-642-7676 WA	\$ 7.47	Recurring	8100.099
12/15/17	Recurring	MICROSOFT *OFFICE 365 800-642-7676 WA	\$ 7.47	Recurring	8100.099
12/15/17	Recurring	MICROSOFT *OFFICE 365 800-642-7676 WA	\$ 7.47	Recurring	8100.099
12/15/2017	NO	AMAZON MKTPLACE PMTS WWW.WWW.AMAZON.C	\$ 103.92	Office Supplies	8345.099
12/15/2017	NO	TCC*CARDS DIRECT 866-700-5030 TX	\$ 656.73	Office Christmas Card	8310.099
12/16/2017	Recurring	MICROSOFT *OFFICE 365 800-642-7676 WA	\$ 7.47	Recurring	8100.099
12/16/2017	Recurring	MICROSOFT *OFFICE 365 800-642-7676 WA	\$ 7.47	Recurring	8100.099
12/19/2017	NO	TST* EVEN STEVENS SANDWICSALT LAKE CITUT	\$ 111.18	Staff Meeting Lunch	8200.099
12/19/17	NO	PINPROPLUS 866-345-7467 UT	\$ 1,110.00	League Army Pins	8310.099
12/19/17	NO	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	\$ 29.95	Office Supplies	8345.099
12/20/17	NO	ARISTOS GREEK RESTAURANT SALT LAKE CITUT	\$ 299.94	Christmas Lunch	8200.099
12/20/17	NO	MSFT * E02004Y8GT 800-642-7676 WA	\$ 8.82	Microsoft Office	8100.099

ABBY BOLIC  
TOTAL XXXXXXXXXXXX8233 \$7,161.86

Common Reallocation Acct	Account Name	Total
8310.099	League Relations	\$ 1,766.73
8200.033	Food - Legislative	\$ 1,977.60
8200.099	Food - Administrative	\$ 411.12
8100.099	Dues & Subscribtions	\$ 537.23
8355.099	Miscellaneous	\$ 72.00
8345.099	Office Supplies	\$ 143.86
8600.099	Staff Training	\$ 35.00
6130.024	Food and Beverage-NEO	\$ 1,508.57
6400.024	Convention Supplies-NEO	\$ 430.73
6270.024	Travel & Lodging- NEO	\$ 279.02
<b>STATEMENT TOTAL</b>		<b>\$ 7,161.86</b>



**TO:** ULCT Board of Directors  
**FROM:** Cameron Diehl, ULCT Executive Director  
**DATE:** January 4, 2018  
**SUBJECT:** LPC procedures for the 2018 legislative session

As many newly elected mayors and council members will participate in the LPC, I have prepared an outline of the LPC procedure to present at the January 8 LPC meeting. The document primarily outlines the status quo with two key exceptions: the definition of consensus and the definition of a quorum. The document also clarifies the rules of remote participation. I do not recommend that this document become ULCT bylaws. In light of the discussions in the Constitutional Review Committee and the Board of Directors about the modernization of the entire ULCT organization throughout 2018 including the operation of the LPC, I recommend that this document not become ULCT bylaws. Instead, I recommend that the Board adopt the document as a transparent guide for how the LPC will operate during the 2018 legislative session.

**I. Legislative procedure to articulate at the Jan. 8 Board and LPC meetings**

**a. *Consensus:***

The LPC will support or oppose a bill by a consensus of voting members who are present.

A consensus is defined as a vote of 60% or more of voting members being present (including remote participation).

ULCT will have “no position” on a bill that does not have consensus

ULCT may be neutral on a bill that does not warrant support or opposition but still may have an impact on local government.

**b. *Quorum:***

In order to achieve a quorum, the LPC must have at least 30 voting members present for voting, AND



At least 1 voting member from one of the cities of the first class (Salt Lake, West Valley, West Jordan, Provo, Sandy) OR one of the cities of the second class (Ogden, Orem, Layton, St. George, Millcreek, South Jordan) must be present.

Electronic participation counts toward the quorum requirement.

***c. Voting membership and procedure:***

Every city and town is entitled to up to 3 voting members with the following exception:

- Board members are entitled to be LPC members and may be the 4<sup>th</sup> voting members from their city or town

The LPC may support, oppose, neutral, or take no position on a bill. The LPC generally does not take a position on concepts that are not yet in a bill.

Any voting member of the LPC may recommend a bill for consideration on the agenda to the LPC Chair or ULCT staff at any time prior to 24 hours before the start of the LPC meeting.

ULCT staff will make recommendations on each bill that is available on the ULCT website (bill tracking) in consultation with municipal staff and elected leaders.

The LPC will ratify or modify the ULCT staff recommendations on each bill at each LPC meeting during the legislative session.

Any voting member of the LPC may make a motion to ratify the staff recommendations or to modify the staff recommendations during the LPC meeting. For a bill without a staff recommendation or not yet listed on the ULCT website, any voting member of the LPC may raise that bill for consideration during an LPC meeting.

All votes from voting members of LPC are valued equally.

As per the status quo, a city may divide their LPC votes. For example, a mayor can vote to support a bill and a council member can vote to oppose the same bill.

***d. Remote voting is permissible under the following conditions:***

LPC voting members participating remotely must publicly identify themselves at the beginning of the LPC meeting and a ULCT staff member will verify their LPC membership, and

The ULCT staff member will announce to the LPC Chair at the anchor location both the number of voting members and the number of cities participating remotely, and

At the time of the vote, the LPC voting members participating remotely must publicly identify themselves and their vote.

**MAKING LIFE BETTER**