

**UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING  
UTAH STATE CAPITOL, CAPITOL BOARD ROOM, 350 NORTH STATE ST, SALT LAKE CITY, UT 84111  
MONDAY, FEBRUARY 12, 2018 @ 9:00 AM  
(TIMES ARE APPROXIMATE)**

- 1. Welcome and Introductions – Council Member Beth Holbrook, ULCT President** **9:00 AM**
  
- 2. Review & Approval of Minutes – Council Member Beth Holbrook, ULCT President** **9:05 AM**  
ACTION: Review & Approval of Minutes  
HANDOUT: [December 11, 2017 Draft Minutes](#)  
[January 8, 2018 Draft Minutes](#)
  
- 3. 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
  
- 4. Review & Approval of Check Register – Nick Jarvis, Chief Operating Officer** **9:10 AM**  
ACTION: Review & Approval of January Check Register  
HANDOUT: [January 2018 Check Register](#)
  
- 5. ULCT Board of Directors Vacancy – Council Member Mike Mendenhall, ULCT 2<sup>nd</sup> Vice President** **9:20 AM**  
ACTION: Appointment of ULCT Board Member  
HANDOUT: [Memo on Appointment of ULCT Board Member](#)
  
- 6. ULCT Board & Commission Reports – Council Member Beth Holbrook, ULCT President** **9:35 AM**  
ACTION: Receive reports from ULCT representatives to Boards & Commissions  
HANDOUT: None
  
- 7. ULCT Board & Commission Appointments – Cameron Diehl, Executive Director** **9:50 AM**  
ACTION: Review and Approval of Board and Commission Appointments  
HANDOUT: [Memo on Appointments to State Boards and Commissions](#)
  
- 8. The First Hundred Days - Cameron Diehl, Executive Director** **10:00 AM**  
ACTION: For Information Only  
HANDOUT: None
  
- 9. ULCT Constitution & Bylaws Update – Council Member Mike Mendenhall, ULCT 2<sup>nd</sup> Vice President & Cameron Diehl, Executive Director** **10:10 AM**  
ACTION: For Information Only  
HANDOUT: [Redline of ULCT Constitution](#)
  
- 10. Legislative Update (Attacks on Local Authority, Homelessness/Housing, Gardner Institute Research) – Rachel Otto, Director of Government Relations** **10:30 AM**  
ACTION: For Information Only  
HANDOUT: None
  
- 11. ULCT Events (2019 Annual Convention, NLC) – Cameron Diehl, Executive Director** **10:50 AM**  
ACTION: Determine 2019 Annual Convention Date & Location  
HANDOUT: [Annual Convention Date & Location Options](#)
  
- 12. Closed Session (if needed) As per Utah Code 52-4-205** **11:10 AM**  
ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)  
HANDOUT: None
  
- 13. Other Business**  
ACTION: For Information Only  
HANDOUT: None
  
- 14. Adjourn**

## UTAH LEAGUE OF CITIES & TOWNS BOARD MINUTES

DECEMBER 11, 2017

The Utah League of Cities & Towns Board of Directors convened in an open meeting on December 11, 2017 at 9:16am at the Utah Local Governments Trust, 55 US-89, North Salt Lake, UT 84054

### **PRESENT:**

#### **EXECUTIVE BOARD**

Council Member Beth Holbrook, President, Bountiful  
Mayor Jon Pike, 1<sup>st</sup> Vice President, St. George  
Council Member Mike Mendenhall, 2<sup>nd</sup> Vice President, Spanish Fork  
Mayor Len Arave, Treasurer, North Salt Lake  
Mayor Steve Hiatt, Past President, Kaysville

#### **BOARD OF DIRECTORS**

Mayor Karen Cronin, Perry  
Mayor Dean Baker, Naples  
Council Member Andy Beerman, Park City  
Mayor Mike Caldwell, Ogden City  
Mayor Brent Taylor, North Ogden  
Council Member Kelleen Potter, Heber  
Mayor Bob Stevenson, Layton  
Council Member Damon Cann, North Logan  
Council Member Nicole Martin, Herriman  
Mayor Pat Brady, Green River  
Council Member Richard Barnett, Richfield  
Council Member Jewell Allen, Grantsville

#### **ULCT STAFF**

Cameron Diehl, Executive Director  
Nick Jarvis, Chief Operating Office  
David Church, General Counsel  
Roger Tew, Senior Policy Analyst  
Susan Wood, Director of Communications and Training

#### **EX-OFFICIO MEMBERS**

Scott Bond, Sandy City, Pres. – UCMA  
Annette Spendlove, North Ogden City V Pres.- UMCA

#### **OTHERS PRESENT**

Travis Vadnais, Eide Bailly  
Michael Michelson, Eide Bailly

## **1. WELCOME AND INTRODUCTIONS**

President Beth Holbrook called the meeting to order at 9:16 am and called for introductions.

## **2. REVIEW AND APPROVAL OF MINUTES**

President Holbrook asked if there were any question on the minutes.

**ACTION: Mayor Bob Stevenson moved to approve the minutes of the October 16, 2017, ULCT Board Meeting with the correction of changing the title where all Council Member Stevenson's name appears to Mayor Stevenson and add Scott Bond's last name where it appears with the Utah Retirement Membership Council. The motion was seconded by Council Member Damon Cann.**

**Voting on the motion: All voting aye**

**The motion carried unanimously.**

## **3. CONFLICT OF INTEREST DISCLOSURE**

There weren't any.

## **4. ULCT BOARD & COMMISSION REPORTS AND NLC CITY SUMMIT UPDATE**

President Holbrook asked if any board members had information they want to present to the board from the boards and commissions they are involved with. She stated that she is on the Utility Facility Review Board and they meet as needed and haven't met for a while. This board is an arm of the Public Service Commission.

Scott Bond, Sandy City Assistant Administrator stated that he is on the Private Activity Bond Board. He stated that the tax reform proposal that is out may do away with the private activity bond. Bond also reported that the Utah Retirement Membership Council is looking at a couple of items. One is retired employees coming back to hire before a year is up. One thing the Council is suggesting is that they make the contribution rate high enough that the employer bringing that employee back that they cover their own cost rather than spreading it out to everyone in the Utah Retirement System. This rate could be as high as 65% and with this said a city may not want to hire someone back and pay a 65% contribution rate and maybe they hire them back at a lower salary to keep the rate low. This percentage has been through the actuaries and this 65% reflects the cost to the system.

Bond stated the second item is the term Tier II reform and as you know it has been about 6 years since the Tier II System was put into place and the number of employees in this system is being tracked at Sandy City and it is growing. Bond said that he expects that there will be more Tier II employees on payrolls within the next 4 to 5 years rather than Tier I employees. A lot of the concern comes from law enforcement. Law enforcement has a group that meets and this group

will be meeting tomorrow to speak on some of their ideas. Public Safety in the Tier II System currently will retire at 25 years with a benefit of 37.5%. This group would like to see those Tier II employees in law enforcement who retire at 25 years to receive 50% benefit. To get to this point it would require a 3.74% increase in benefit rates. Bond stated that he would like to get City Managers input on this and asked those present to get with him to discuss this. Bond said this is a significant increase for many budgets. President Holbrook as a side note stated that she was at a Salt Lake City Cog and her car was hit and could be totaled. Holbrook said the Police Officer that helped her was a former Bountiful City Officer who is now working for Salt Lake City. This was very impactful for her as it is for many jurisdictions facing officers leaving for better pay at another agency. Cameron Diehl, ULCT Executive Director stated that the league does anticipate a bill on the law enforcement 3.74% increase as the Utah Police Association is looking for a sponsor. Diehl said on the rehiring of an individual particularly law enforcement, that bill has come before the legislature in years past since 2011 most recently 2 years ago. At that time it did pass in the house and then did not get a hearing in the Senate. Diehl said there have been different attempts by legislators to bring similar bills forward. There is not a bill yet for this session but it doesn't mean there will not be one, with that being said there are already over 1000 bills filed for this year and he does expect these retirement bills to come up. Diehl stated that the Police Association has asked the League to back them in both bills they have prepared for this next session. Mayor Caldwell stated that there are 600 police positions open at this time throughout the state that aren't being filled, this is critical and a large issue. Much discussion ensued on this issue.

President Holbrook stated that she, Cameron Diehl, Nick Jarvis and several other Council Members and Mayors in Utah attended the National League of Cities Summit in Charlotte, North Carolina. She stated that it was a great opportunity with interesting classes. There was a lot of Utah representation. There were classes on Social Media, Managing Your Communication Strategies, Analytics, Transportation, Affordable Housing. Where is Your Money Best Spent, and many more.

Cameron stated that they gathered some great information with multiple workshops. Utah has been awarded to host the NLC Conference in March 2021. President Holbrook said the NLC was they were very complimentary about Cameron Diehl who when he appointment as the ULCT Director he stepped right up and began working with NLC. President Holbrook commented that the NLC is valuable for us and connects us with our federal leaders. Director Diehl stated, NLC is trying to provide programming and best practices sharing across the entire nation, which is very helpful to us here in Utah. Council Member Mendenhall stated NLC has invited us, Spanish Fork to participate and made it very attractive for us to join. President Holbrook said they see that Utah is getting a lot of accolades economically and Forbes recommendations of best places to live. Up to December 15, 2017 they have an additional \$100 off for March conference registration.

## **5. ULCT BOARD OF DIRECTORS**

President Holbrook turned this item over to Council Member Mendenhall. Council Member Mendenhall thanked Perry City, Mayor Cronin for her service to Perry and ULCT and thank you for still servicing us on the Constitutional Review Committee. Mayor Cronin stated that it has been a pleasure to serve and rub shoulders with the people of the League. The League is so important and hopes to cross paths with many of you in the future.

Council Member Mendenhall said there were many applicants to fill this position who are highly regarded, but one names came to the top, Council Member Don Christensen of West Valley City who has been a member of the board before and an active member of ULCT. Mayor Holbrook asked for questions form the Board Members. Mayor Taylor stated he is a great person and Mayor Pike agreed and said Council Member Christensen is qualified and wants to be involved. President Holbrook said she has spoken with Council Member Christensen and he is enthusiastic. Mayor Cronin stated that Council Member Christensen is very faithful, a man of integrity, and will do a great job here.

**ACTION: Mayor Cronin moved to appoint Council Member Don Christensen as a Utah League of Cities and Towns Board Member. Mayor Stevenson seconded the motion.**

**The motion carried unanimously**

#### **6. ADOPTION OF 2018 MEETING SCHEDULE**

Nick Jarvis, Chief Operating Officer reviewed the tentative meeting schedule for 2018. He stated that the Board will be meeting monthly except in March and July.

**ACTION: Mayor Hiatt moved to approve the 2018 Meeting Schedule. Council Member Beerman seconded the motion.**

**The motion carried unanimously**

#### **7. REVIEW & APPROVAL OF CHECK REGISTER**

Nick Jarvis reviewed the October, November check register and allocations of credit cards, and asked for questions . President Holbrook asked if the contractual obligation to Deseret News have been completed. Mr. Jarvis replied that they have. Mr. Jarvis explained that fraud had been found on an employee credit card and the account was credited last Friday.

**ACTION: Mayor Pike moved to approve the October, November Check Register and allocations of credit cards as presented. Mayor Brady seconded the motion.**

**The motion carried unanimously**

#### **8. FY 2017 YEAR –END FINANCIAL REPORT**

Mr. Jarvis reviewed the Fiscal Year 2017 Financial Report. Mr. Jarvis started that the Board will be receiving these reports quarterly. He said they collected over 95% of membership dues this is due to one community deciding not to join the league. He continued stating 98% of all registration fees were paid and reminded the board members that they will not reach that target this next year as they will not be hosting road school. Donation and advertising we are 137% above of what we

were expecting due partly to co-op funds and the reengaging with the Utah Trust. Grants and Special Projects we did not receive the money from the Active and Healthy Communities Grants in that fiscal year due to the slow turnaround of the reimbursement in a different year, but we expended the grant money in that year. President Holbrook asked if the budget would need to be opened to make those amendments for the sponsorship levels and anything else that is reoccurring. Mr. Jarvis replied we are not required to do that. Only expended 79% of what we had budgeted for and this was due to Kerri Nakamura's fiscal leadership within the organization. We watched our expenses tightly as we knew we would have some unexpected expenses due to fines, fees, and additional accounting expenses. We did not collect all the revenue we were planning on but ended up with about \$500,000 revenue over expenditures. President Holbrook called for a motion.

**ACTION: Mayor Hiatt moved to approve FY 2017 Year-End Financial Report. Council Member Mendenhall seconded the motion.**

**The motion carried unanimously**

#### **9. FY 2018 Q1 FINANCIAL REPORT**

Nick Jarvis, Chief Operating Office reviewed the report: Collected 64% of revenue which is right on track; over 100% in the collection of our dues because we did recognize when preparing the budget that one community would most likely not participate; have collected just over half of our registration fees that include our elected officials conference and just over half of our annual conference, just a reminder we not collect 100% of this item because when we prepared the budget we included Road School and we will not be hosting it this year; donations and advertising collected 21% of the revenue; we are on track at 32% personal on track; grants and special projects spent 9% overall we are on track. President Holbrook called for a motion.

**ACTION: Mayor Brady moved to approve FY 2018 Q Financial Report. The motion was seconded by Council Member Beerman**

**The motion carried unanimously**

#### **10. PRESENTATION OF FY 2017 ANNUAL AUDIT**

Michael Michelsen with Eide Bailly introduced his Manager Travis Vadnais. Michelsen reviewed stated he was going too focused on reports. Michelsen state that the first thing they issue is the Auditor's Report and it is on page 1 in the financial statement packet. He continued that it is similar to last year in that the issues surrounding the trust co-op made it difficult to obtain what we felt would be complete information to perform an audit or to issue and audit opinion on that. If you remember, Government Accounting Standards and then Related Audit Reporting Standards require us to issue two separate units. The information for the MFA is included as we were able to get enough accurate information. The co-op with the Trust is not included as discussed.

Michelsen reviewed the Government Accounting Standards report and spoke on the co-op and how it would be reported. He continued in the report with compliance (there were two findings (both dealt with public meetings act, uploading approved minutes to public notice website and audio and recordings needed), qualified opinion, and audit adjustments (there were none). He stated the reason that this is a draft report is because it needs to be reviews and approved. Travis Vadnais, Eide Bailly explained the waiver and said that it needs to be signed by his firm. Vadnais presented other letters on the financial statements and reviewed them with the board.

President Holbrook asked once you have a signed copy of the internal waiver, is that when we approve the reports. Michelsen said you could do a tentative approval today with the findings completed. David Church, legal advisor suggested that someone motion to accept the report subject to receiving waivers and final reports. Mayor Pike commented that he appreciated the thoroughness especially with what has gone on. Roger Tew replied that the co-op has been a frustration and didn't understand why it had to be part of this because there is records available. Travis Vadnais stated that they met with the State Auditor on this and he agreed with our standing and position on this. Roger Tew stated the truth is we don't have the records but still have to transfer property and try to remember what happened. Church replied, apparently there are some deeds that were never recorded and a check with the county recorder's office still shows Orem City Park owning this. Mayor Pike asked if we can complete this by the fiscal end of the year. Church replied yes, we will give them a quit claim deed, we can show the bonds were paid off by the League, and we will send a letter to Utah State that says the MFA is completed and paid. Council Member Cann asked what is happening with Co-op Trust. Church replied that they have filed their tax returns, the beneficiaries have been paid and they will file the appropriate documents. President Holbrook asked if that information will reside with the league long term. Church replied that it would and we have the MFA boxes here already. President Holbrook called for a motion.

**ACTION: Council Member Potter moved to accept FY 2017 Annual Audit subject to receiving waivers and final reports. Mayor Stevenson seconded the motion.**

**The motion carried unanimously**

**Recessed at 10:30am**

**Reconvened at 10:58am**

## **11. ULCT OFFICE REMODEL**

Roger Tew presented the remodeling project options for the League offices and the reasons for the remodel. Tew said the reasons for the remodel are the noncompliance with ADA, the need for more office space, the atrium that is not used and is wasted space, and the need for professional offices. Tew stated that President Holbrook came to the office to review the concerns and tour the building with staff. Tew continued and said that all concerns and justifications have been addressed including affordability. President Holbrook stated that she is not an advocate of piece milling this project and would like to see it completed professionally. Mayor Stevenson asked what the cost would be. Tew replied, \$342,000 and a contractor stated it would be a 90 day project. Mayor Hiatt stated the funds have already been approved. Tew stated the contractor will

bid all the subs. Mayor Taylor said he felt the amount is too much and won't be voting on this. Mayor Hiatt said he is voting in support of this. Council Member Potter asked what a refuge area is. Tew replied it is a foldout for a wheelchair. Mayor Baker asked if the existing stairs are staying. President Holbrook replied yes.

**ACTION: Mayor Stevenson moved to approve the Remodel Plan up to \$342,000 Mayor Caldwell seconded the motion.**

**The motion carried 1 opposing vote**

**12. ULCT EVENTS (ELECTED OFFICIALS' ESSENTIALS TRAINING & LOCAL OFFICIALS' DAY AT THE LEGISLATURE)**

Director Diehl presented reviewed the Elected Official training and how much was presented to those who have attended.

Susan Wood spoke on the upcoming Local Officials Day events and said they are going with Hamilton theme.

Mayor Brady asked about auxiliary program. Director Diehl replied that the auxiliary program ended last year. Partners are invited to attend and go to workshops that the ULCT has.

**13. ULCT CONSTITUTION & BYLAWS**

Mayor Mendenhall stated that the committee is meeting today after LPC at 2pm in Bountiful and there is a committee of 16 people.

**14. CLOSED SESSION (IF NEEDED) AS PER UTAH CODE 52-4-205**

A Closed session was not needed.

**15. Other business**

Mayor Taylor announced the birth of his new baby daughter, Caroline at 7lbs 13oz and 19.5 inches tall.

**16. Adjourn**

**ACTION: Mayor Hiatt moved to adjourn. Mayor Caldwell second the motion**

**The motion carried unanimously.**

**Meeting Adjourned at 11:44pm**

DRAFT

**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

**CONDUCTING:** ULCT Board of Directors President, Beth Holbrook, Bountiful

**EXECUTIVE BOARD**

President, Beth Holbrook, Bountiful  
1<sup>st</sup> Vice President, Jon Pike, St. George  
2<sup>nd</sup> Vice President, Mike Mendenhall, Spanish Fork  
Immediate Past President, Steve Hiatt, Kaysville

**BOARD OF DIRECTORS PRESENT**

Jewel Allen, Grantsville  
Dean Baker, Naples  
Andy Beerman, Park City  
Richard Barnett, Richfield  
Pat Brady, Green River  
Bob Stevenson, Layton  
Brent Taylor, North Ogden  
Ben Reeves, Santaquin

**EX OFFICIO MEMBERS**

David Church, ULCT Legal Counsel  
Ben Reeves, Santaquin  
Leigh Ann Warnock, UMCA

**ULCT STAFF PRESENT**

Executive Director, Cameron Diehl  
Nick Jarvis, Chief Operating Officer

**WELCOME AND INTRODUCTIONS**

President Beth Holbrook thanked Cameron and the League for their production of Newly Elected Officials Day. Approximately 160 people attended. Cameron commented the Board was well represented. With both trainings, the League touched over 300 newly elected mayors and councilmembers across the state.

**CONFLICT OF INTEREST DISCLOSURE**

If any conflicts of interest need to be reported by the Board, they should get that to Staff.

**REVIEW AND APPROVAL OF CHECK REGISTER**

Nick commented the check register will be provided to the Board every month reflecting checks and electronic fund transfers. The report will also breakdown expenditures on the one credit card in the office. All check stubs and credit card receipts were available for documentation in case of questions. Beth Holbrook expressed her appreciation for the way things are managed.

*Board Member Pat Brady moved to approve the December check register. The motion was seconded by Jewel Allen. The vote was unanimous. The motion carried.*

## **STRATEGIC PLANNING RETREAT**

Individual cities frequently hold strategic planning retreats with their elected officials. In an effort to look at things from a governing perspective, Beth Holbrook and Cameron Diehl have discussed ways to connect and develop long term strategies at a similar retreat for ULCT Staff and Board Members.

Cameron stated a constitutional review committee had been formed to look at governing documents and ways to modernize the organization. One proposal was to increase the Board size from 16 to something along the lines of 21. Perhaps in April, documents could go to the membership to approve the proposed expansion. Candidates would run for the Board in September. Discussion of the duties of the Board would be on the agenda for the retreat. The Board desires communication with ULCT membership for strategic visioning. It has been at least a decade since anything of the sort has taken place.

The idea of a retreat was well received by the Board. Mayor Beerman of Park City suggested holding it separate from the ULCT conference and Board meeting for a more casual atmosphere. Staff has envisioned accommodating something during the conference to save a lot of travel for people with busy schedules, perhaps coming a day early on Tuesday. Cameron would like the meeting to take place before the April conference in order to be able to communicate with membership before any changes are made. Beth believed it would be valuable to be at a separate, off-site location.

Discussion and debate continued regarding dates and locations. A multi-day retreat was considered in order to discuss and follow-up. A follow-up could also be scheduled for a later date. Proposals will be made at the February Board meeting. Overall preference was in meeting Wednesday afternoon before the conference. Cameron will find a location and make arrangements. The Meeting was scheduled for Wednesday, April 25<sup>th</sup>.

## **ULCT CONSTITUTION & BYLAWS AND LPC PROCEDURES DISCUSSION**

Before the discussion, Mayor Taylor of North Ogden announced this would be his last meeting on the Board as he will be deployed to Afghanistan to serve for one year. He will be back; Utah allows military leave for military officials. The Board thanked him for his service.

Mike Mendenhall, ULCT 2<sup>nd</sup> Vice President, reported the Constitution and Bylaws Committee met last month and will meet again today before LPC. They will be discussing LPC procedures and the size of the Board.

Cameron discussed LPC procedures. In an effort to improve transparency, Staff would like written procedures for LPC, and recognition that modernization of the League is still ongoing. It is especially important today, with all the new members coming, to outline the rules of the game.

They may be different in September, but he wanted to clearly identify what is happening at this time.

***Board Member Dean Baker moved to approve new LPC procedures be presented to the membership. The motion was seconded by Board Member Beerman. The vote was unanimous. The motion carried.***

## **ULCT EVENTS**

### **Local Official's Day**

Cameron reported that "Hamilton" is the theme for Local Official's Day. He reviewed the agenda and explained costs have been increased because of the increased rates at the Salt Palace.

### **2019 Annual Convention**

Feedback has been received by Staff that the Sheraton is too small for the scale of the convention. Grand America was found to be too expensive, and the Salt Palace is being considered. Everything is more expensive in September because that is the prime month for conventions everywhere. The League Board must set the date and time of convention as quickly as possible. At this time, they are looking at the end of August or beginning of October. It was suggested venues be considered in other cities. Cameron said that has been discussed in the past, but found there to be insufficient hotel rooms in those areas to accommodate attendees. It was pointed out a lot of cities in Utah have recently added large convention centers. Cameron said Staff would analyze the average numbers of attendees who would use hotel rooms, and continue to look at other locations. Board Member Beerman suggested moving the conference to October.

### **Programming and Training**

A date and venue have been secured for first ever ULCT Rural Mayor Summit. The summit will be held August 16-17 this year at Utah State. It is open to mayors in Idaho and Colorado as well. Staff was able to negotiate rates for hotels for \$84 a night, and Utah State will be a sponsor of the event.

## **CLOSED SESSION**

As per Utah Code 52-4-205.

## **ADJOURN**

***Mayor Jon Pike moved to adjourn the meeting. The motion was seconded by Board Member Mike Caldwell. The vote was unanimous. The motion carried.***

# Utah League of Cities & Towns

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

3:01 pm

Sorted by Check Number  
January 2018 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #1 [Zions Bank - Checking]					
EFT	01/31/18	2018 01 31 PAYROLL FEES			
		NAT 102	National Payroll Systems	0.00	311.51
EFT	01/31/18	2018 01 31 STATE TAXES			
		NAT 102	National Payroll Systems	0.00	1289.31
EFT	01/31/18	2018 01 31 FED TAXES			
		NAT 102	National Payroll Systems	0.00	8104.78
EFT	01/31/18	2018 01 31 PAYROLL			
		NAT 102	National Payroll Systems	0.00	22366.91
EFT	01/19/18	2018 01 BANK CHARGES			
		ZIO 100	Zions Bank	0.00	757.96
EFT	01/16/18	URS JANUARY 2018			
		UTA 102	Utah State Retirement Fund	0.00	15667.57
EFT	01/16/18	JANUARY 2018			
		SEL 100	Select Health	0.00	1888.00
EFT	01/09/18	01092018			
		ZIO 100	Zions Bank	0.00	7361.90
EFT	01/17/18	2018 01 15 PAYROLL FED T			
		NAT 102	National Payroll Systems	0.00	8104.78
EFT	01/17/18	2018 01 15 STATE TAXES			
		NAT 102	National Payroll Systems	0.00	1289.31
EFT	01/17/18	2018 01 15 DIRECT DEPOS			
		NAT 102	National Payroll Systems	0.00	21766.94
EFT	01/17/18	2018 01 15 NAT FEES			
		NAT 102	National Payroll Systems	0.00	101.15
EFT	01/17/18	2018 01 15 LEGAL			
		CHU 100	David Church	0.00	3000.00
36897	01/03/18	6TH 100	Sixth East Condo Assoc.	0.00	900.00
36898	01/03/18	CAR 100	Carr Printing	0.00	9520.00
36899	01/03/18	COC 100	Swire Coca-Cola, USA	0.00	443.48
36900	01/03/18	COM 100	Comcast	0.00	726.25
36901	01/03/18	DS 100	DS Accounting Services LLC	0.00	1600.00
36902	01/03/18	EID 100	Eide Bailly	0.00	21000.00
36903	01/03/18	EXE 100	Executech	0.00	914.23
36904	01/03/18	FIL 100	Access	0.00	220.53
36905	01/03/18	JOH106	John Michael Oliver	0.00	1487.50
36906	01/03/18	LEX 100	RELX Inc. DBA LexisNexis	0.00	96.00
36907	01/03/18	MET 100	Department of City & Metropolitan Planni	0.00	1000.00
36908	01/03/18	NEW 101	New Frontier Touring	0.00	3000.00
36909	01/03/18	OPD 100	The OP Dealer	0.00	52.94
36910	01/03/18	PEH 100	Public Employees Health Program	0.00	249.12
36911	01/03/18	SPA 100	Spatafore Design	0.00	2444.00
36912	01/03/18	UP&L 100	Rocky Mountain Power	0.00	282.09
36913	01/03/18	UTA 100	Utah Local Gov't Trust	0.00	441.37
36914	01/03/18	UTA 115	Utah Food Services	0.00	30300.00
36915	01/03/18	VAN 100	Vanguard Cleaning Systems	0.00	395.00

# Utah League of Cities & Towns

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

3:01 pm

Sorted by Check Number  
January 2018 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
36916	01/03/18	BAR 104	Barrus Pianos, Inc.	0.00	650.00
36917	01/05/18	FIV100	Five Stone Inc.	0.00	12500.00
36918	01/05/18	MAR 108	Marvellous Catering	0.00	4088.69
36919	01/18/18	CAR 100	Carr Printing	0.00	9675.00
36920	01/18/18	CHAM 100	Salt Lake Chamber	0.00	170.00
36921	01/18/18	NLC 100	National League of Cities	0.00	18025.00
36922	01/18/18	PRE 100	Prescott Muir Architects	0.00	6605.18
36923	01/18/18	RIC 105	Rick Rea	0.00	150.00
36924	01/18/18	SPA 100	Spatafore Design	0.00	1596.00
36925	01/18/18	WAS 100	Washington Speakers Bureau	0.00	25500.00
36926	01/23/18	6TH 100	Sixth East Condo Assoc.	0.00	900.00
36927	01/23/18	BOU 100	Bountiful City	0.00	655.30
36928	01/23/18	COM 100	Comcast	0.00	729.86
36929	01/23/18	QUE 100	Dominion Energy	0.00	517.07
36930	01/23/18	JOH106	John Michael Oliver	0.00	2281.25
Cash account Total				0.00	251125.98
Report Total				0.00	251125.98

**Utah League of Cities and Towns Credit Card Reallocation of Expenses - January 2018**

Card Name: VISA  
Card Number: XX8233

RECEIPTS DATE	TO	AMOUNT	BUSINESS PURPOSE	REALLOCATE TO
Recurring 12/24/2017	ADOBE *CREATIVE CLOUD 800-833-6687 CA	\$149.57	Recurring	8100.099
Recurring 12/26/2017	CTC*CONSTANTCONTACT.COM 855-2295506 MA	\$95.00	Recurring	8100.099
Yes 1/1/2018	FACEBK U8VXDEWAE2 650-5434800 CA	\$10.00	Facebook Advertisements	8355.099
Yes 1/3/2018	IN *INTERNATIONAL BUSINES801-8394272 UT	\$110.00	Lobbyist Registration	8100.099
Recurring 1/4/2018	STOR-N-LOCK #9 801-974-0200 UT	\$187.00	Recurring	8100.099
Yes 1/4/2018	DOLLAR TREE SALT LAKE CITUT	\$72.66	EOE Supplies	6400.024
Recurring 1/5/2018	AmazonPrime Membership amzn.com/prmeWA	\$99.00	Recurring (Annual)	8100.099
Recurring 1/7/2018	ADOBE 800-833-6687 CA	\$16.02	Recurring	8100.099
Yes 1/7/2018	UTNOTARY OR LOBBYIST R 801-538-1041 UT	\$110.00	Lobbyist Registration	8100.099
Yes 1/9/2018	WWW.TICKETPRINTING.COM 8887710809 MT	\$42.66	LOD Supplies	6400.025
Recurring 1/9/2018	DNH*MADMIMIO492166- 877-9606464 AZ	\$42.00	Recurring	8100.099
Recurring 1/10/2018	ADOBE *ACROPRO SUBS 800-833-6687 CA	\$16.02	Recurring	8100.099
Recurring 1/10/2018	MICROSOFT *OFFICE 365 800-642-7676 WA	\$7.47	Recurring	8100.099
Yes 1/11/2018	MASK COSTUMES SALT LAKE CITUT	\$58.77	LOD Costume	6400.025
Yes 1/11/2018	CAFE ZUPAS - DOWNTOWN SLC UT	\$136.70	LUTF Lunch	8200.033
Yes 1/11/2018	TARGET.COM * 800-591-3869 MN	\$95.05	LOD Supplies	6400.025
Yes 1/12/2018	ARES HOTELS AND TICKETS 619-5017000 CA	\$11.98	NLC Hotel	8505.099
Yes 1/12/2018	TARGET.COM * 800-591-3869 MN	\$31.19	LOD Supplies	6400.025
Yes 1/12/2018	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILLWA	\$133.20	Office Suplies	8345.099
Yes 1/14/2018	PIE PIZZERIA DELIVERY SALT LAKE CITUT	\$40.23	Meg Mtg Lunch	8200.033
Yes 1/14/2018	UTNOTARY OR LOBBYIST R 801-538-1041 UT	\$110.00	Lobbyist Registration	8100.099
Recurring 1/16/2018	MICROSOFT *OFFICE 365 800-642-7676 WA	\$7.47	Recurring	8100.099
Recurring 1/16/2018	MICROSOFT *OFFICE 365 800-642-7676 WA	\$7.47	Recurring	8100.099
Recurring 1/17/2018	MICROSOFT *OFFICE 365 800-642-7676 WA	\$7.47	Recurring	8100.099
Recurring 1/17/2018	MICROSOFT *OFFICE 365 800-642-7676 WA	\$7.47	Recurring	8100.099
Recurring 1/17/2018	MICROSOFT *OFFICE 365 800-642-7676 WA	\$7.47	Recurring	8100.099
Yes 1/18/2018	MARCO PROMOTIONAL PROD 920-651-1247 WI	\$404.23	LOD Supplies	6400.025
Yes 1/19/2018	HARMONS - CITY CREE SALT LAKE CITUT	\$23.75	Overnight postage	8460.099
Yes 1/19/2018	CAPITOL PRESERVATION B SALT LAKE CITUT	\$10.00	Capitol Room deposit	6170.000
Yes 1/21/2018	COSTCO WHSE #0113 SALT LAKE CITUT	\$387.47	Office Snacks	8200.099
Recurring 1/21/2018	MSFT * E020054ANW 800-642-7676 WA	\$8.82	Recurring	8100.099
Yes 1/21/2018	AMAZON MKTPLACE PMTS WWW.WWW.AMAZON.CC	\$15.07	LOD Supplies	6400.025
TOTAL PURCHASES \$2,461.21				
TOTAL \$2,461.21				
TOTAL *FINANCE CHARGE* PAID IN 2017 \$0.00				

Common Reallocation Accounts	Account Name	Total
	8460.099 Postage - Admin	\$23.75
	8200.033 Food - Legislative	\$176.93
	8200.099 Food- General	\$387.47
	8505.099 Travel & Lodging	\$11.98
	8100.099 Dues & Subscribtions	\$1,003.32
	8345.099 Office Supplies	\$133.20
	8355.099 MISC.	\$10.00
	6400.024 Convention Supplies-EOE	\$72.66
	6400.025 Convention Supplies- LOD	\$631.90
	6170.000 Facility Rent	\$10.00
	STATEMENT TOTAL	\$2,461.21



**TO:** ULCT Board of Directors  
**FROM:** Council Member Mike Mendenhall, ULCT 2<sup>nd</sup> Vice President  
**DATE:** February 5, 2018  
**SUBJECT:** ULCT Board of Directors Vacancy and Appointment

**Background:**

According to Article IV Section 7 of the ULCT Constitution, “In the event of a vacancy on the Board, it shall appoint a member to fill the vacancy until the next Convention of the League when such position shall be filled by election of the members of the League for the unexpired term.” In my role as ULCT 2<sup>nd</sup> Vice President, I will chair the Board Nominations Committee that will select a slate of candidates to be voted on by the membership in September 2018, and therefore present my recommendation to fill the vacancy until that time.

**Discussion:**

I recommend Council Member Steve Fairbanks of Sandy City to fill the seat vacated by Mayor Brent Taylor in January 2018. Council Member Fairbanks has previously served on the Board (including on the Executive Board and as ULCT President), and has remained active with the League through the Legislative Policy Committee. He was nominated for the Board this last September and garnered significant consideration from the Nominations Committee. I have attached Mr. Fairbanks’ nomination materials for your review.

###

**MAKING LIFE BETTER**



**TO:** ULCT Board of Directors  
**FROM:** Cameron Diehl, Executive Director  
**DATE:** February 6, 2018  
**SUBJECT:** ULCT Board and Commission Appointments

**Background:**

The Utah League of Cities and Towns has historically been responsible for various Board and Commission membership seats. In some cases, this responsibility was created by legislation. In others membership arose through practice or requests from the organizations themselves. The Executive Director makes recommendations to the Board for these seats.

**Discussion:**

As part of an ongoing modernization process, ULCT initiated a review of its constitution, bylaws, and governing and operating structures. The recommendations of this process will be presented to the Board with the goal of presenting the reforms to ULCT general membership at the April Conference. As a part of this review, and at the recommendation of membership, the process by which seats are chosen for this position is being considered as well. Therefore, it would be prudent to see this particular part of the reforming process to conclusion before filling all of the current vacancies. However, given the current attention on the Point of the Mountain Development Commission, and to ensure that cities continue to have their voice heard as an unbroken part of the discussion on this issue, we recommend that this vacancy be quickly filled.

Additionally, the commission has asked us to fill the vacancy created by former Sandy Mayor Tom Dolan as soon as possible, and Sandy city staff and current Mayor Kurt Bradburn reached out to ULCT immediately after the election to express their wishes to continue Sandy's service on the commission. Therefore we recommend that Mayor Bradburn be appointed to this seat.

**Proposed Action:**

Appointment of Sandy Mayor Kurt Bradburn to Point of the Mountain Development Commission.

**MAKING LIFE BETTER**

**UTAH LEAGUE OF CITIES AND TOWNS  
CONSTITUTION**

**CONSTITUTION**  
**for**  
**UTAH LEAGUE OF CITIES AND TOWNS**

The municipalities of Utah desiring to maintain an organization for their benefit hereby adopt this Constitution for its governance.

**ARTICLE I**  
**NAME**

Section 1. **NAME** This organization shall be known as the Utah League of Cities and Towns (hereinafter "League").

**ARTICLE II**  
**OBJECTS AND PURPOSE**

Section 1. **OBJECTS AND PURPOSES** The objects and purposes of the organization are:

- (a) To provide ~~headquarters, library, and an information bureau~~ for the collection and dissemination of information relating to municipal matters.
- (b) To provide for an annual and other meetings of the League and its affiliates for the consideration -of municipal matters.
- ~~(c)~~ [To advocate for municipal authority and represent local government at the county, state, and federal government levels, with the business community, and with other stakeholders.](#)
- ~~(e)~~(d) To promote [training and](#) education related to municipal government.
- ~~(d)~~(e) To assist municipalities in providing for the welfare of their employees and residents.
- ~~(e)~~(f) To function as a nonpartisan organization dedicated to promoting good municipal government through the united effort and cooperation of its members.
- ~~(f)~~(g) To accomplish any purpose necessary and proper for the benefit of Utah municipalities.

Section 2. **CONFLICTS OF INTEREST** In the event that a conflict of interest occurs between cities and towns and other political subdivisions in the pursuit of the activities of the League, the League shall sustain the interests of the cities and towns. The political subdivision may pursue its conflicting position without impairing its standing in the League.

**ARTICLE III**  
**MEMBERSHIP**

Section 1. **MEMBERS** Any city ~~or~~; town ~~or other political subdivision~~ of the State of Utah ~~engaged in performing municipal functions~~ may, by payment of the prescribed annual dues, become a member for the year for which the dues are paid.

~~Section 2. **AFFILIATE MEMBERS** Any organization of public officials or employees of municipalities having purposes compatible with those of this organization may affiliate with it upon such terms and conditions as the Board by resolution may prescribe.~~

~~Section 3. **COOPERATING MEMBERS** Any governmental agency or political subdivision or department thereof having purposes compatible with the League may affiliate as a cooperating member of the League upon such terms and conditions as the Board by resolution may prescribe.~~

Section 4. **HONORARY MEMBERS** Any person who has rendered distinguished service for municipal government may by a majority vote of the Board be granted an honorary membership in the League for life or a period of time fixed by the Board. All Past Presidents of the League shall be honorary life members. Honorary members shall not have voting privileges.

Section 5. **ASSOCIATE MEMBERS** Any person or organization not otherwise eligible for membership may apply for an associate membership in the League under such provisions as are prescribed by the Board. Any political subdivision having purposes compatible with the League, organization of public officials, organization of employees, or similar entity may qualify as associate members. ~~Such memberships will not have voting privileges.~~

#### **ARTICLE IV** **DIRECTORS AND OFFICERS**

Section 1. **DIRECTORS AND OFFICERS** The League shall be governed by a Board of Directors (hereinafter "Board"), consisting of ~~four~~ five officers and ~~16~~12 directors. One of the five officers shall be a representative from and selected by the Utah City Management Association. The four officers and 16 directors. ~~They~~ shall be elected officials of a municipality which is a member in good standing of the League. All directors and officers ~~They~~ shall serve for a term of two years commencing on election at the Annual Convention and continuing until the election and qualification of their successors at the Annual Convention. The terms of the directors shall be staggered so that approximately half of the directors are elected annually.

Section 2. **METHOD OF SELECTION** At least three months prior to the Annual Convention of the League, the Executive Director shall ~~mail~~ send notices to all member municipalities stating which offices are to be filled by election at the Annual Convention and inviting the municipalities to recommend the names of elected municipal officials to fill the vacancies. The notice shall state the date by which the recommendations shall be received and the name of the person and address to which the recommendations are to be submitted~~mailed~~. The notice shall also include a statement of the qualifications a person shall have to serve on the Board. Where there is a county-council of mayors or governments or a multi-county council of mayors or governments, such a council may recommend the names of those persons to be considered by the Nominations Committee. All recommendations by municipalities or, county and multi-county councils of mayors or governments shall be received by the League's Nominations Committee at least one ~~month~~ week prior to the Annual Convention.

Section 3. **REPRESENTATION** The officers and directors shall be elected so that there is at least one representative from each of the following areas:

- Area 1. Cache, Box Elder and Rich Counties
- Area 2. Davis, Weber and Morgan Counties
- Area 3. Salt Lake and Tooele Counties
- Area 4. Summit, Wasatch and Utah Counties
- Area 5. Daggett, Uintah and Duchesne Counties
- Area 6. Juab, Sevier, Sanpete, Wayne, Piute and Millard Counties
- Area 7. Washington, Beaver, Iron, Kane and Garfield Counties
- Area 8. Grand, San Juan, Emery and Carbon Counties

At least one town shall be represented on the Board and the town representative may also fulfill a geographic area requirement. At least two cities of the first or second class must be represented on the Board. The two cities of the first or second class representatives are in addition to the eight geographic area requirements. ~~and a majority of the Board shall be from cities which, when their residents are totaled, are approximately equal to 50% of the total number of residents of the State living in member municipalities according to the most recent population figures generally accepted by the League for its administrative purpose~~

Section 4. **OFFICERS** The five officers of the League shall consist of a President, First Vice President, Second Vice President elected for terms of one year, a representative from the Utah City Management Association, and the Immediate Past President. The First Vice President shall succeed to the office of President and the Second Vice President to the office of First Vice President unless, by two-thirds vote of the members at the Annual Convention, they are removed from office. Except for the Immediate Past President, all officers shall be elected officials of a municipality holding membership in the League. The Immediate Past President serves as a member of the Board unless he or she is no longer an elected official, in which case he serves in an honorary capacity without a vote.

Section 5. **EXECUTIVE COMMITTEE** There shall be an Executive Committee consisting of the officers of the League. It shall have power to perform the functions and duties of the Board during the interim between meetings, subject to the ratification of the Board.

Section 6. **TERMINATION OF OFFICE** The office of any officer or director of this organization shall become vacant when such officer or director no longer is an elected official of a municipality.

Section 7. **VACANCY** In the event of a vacancy on the Board, it ~~the Board~~ shall appoint a member to fill the vacancy until the next Convention of the League when such position shall be filled by election of the members of the League for the unexpired term.

Section 8. **QUORUM AND NOTICE** Eight members of the Board shall constitute a quorum. Business may be transacted at a meeting only when notice of the meeting has been timely given to all members of the Board and to the public according to state law.

Section 9. **COMPENSATION** The Board members shall not receive compensation for their services.

Section 10. **DUTIES** The President shall preside at all business meetings of the League. He or she shall perform the duties normally performed by the President of organizations of this type and such other duties as the Board shall prescribe. The Vice Presidents shall, in their order, perform the duties of the President in case of the absence or disability of the President.

Section 11. **EMPLOYEES** The Board shall appoint an Executive Director who shall manage and direct the affairs of the League subject to the approval of the Board. The Board may appoint a Secretary-Treasurer who shall assume the responsibility of collecting prescribed dues and fees. A bond acceptable to the Board for not less than \$5,000 shall be provided by the League. The Board may employ such persons it deems necessary. They are not required to be members of the League. They shall perform the duties and receive the compensation authorized by the Board.

Section 12. **BYLAWS** The Board of Directors may adopt Bylaws not inconsistent with this Constitution for the governance of the League.

**ARTICLE V**  
**HEADQUARTERS**

Section 1. **HEADQUARTERS** The Board shall establish and maintain a headquarters office in the City of Salt Lake, and may establish and maintain branch offices in such other cities as it may deem necessary.

**ARTICLE VI**  
**MEETINGS**

Section 1. **ANNUAL CONVENTION** The Board shall fix the date and place of the annual meeting unless otherwise fixed and determined at the preceding Annual Convention.

Section 2. **MEETINGS** All meetings of the League and its Board shall be called by the President and reasonable notice given to members entitled to notice.

Section 3. **QUORUM** The members present at any meeting except meetings of the Board shall constitute a quorum.

Section 4. **VOTE** Each member municipality shall be entitled to vote at all general meetings of the League.

**ARTICLE VII**  
**FISCAL AFFAIRS**

Section 1. **FISCAL YEAR** The fiscal year of this organization shall consist of 12 calendar months, which commences July 1 and ends June 30 of each year.

Section 2. **BUDGET** The Executive Director shall at least 30 days prior to the beginning of each fiscal year prepare a detailed budget setting forth the estimated revenues and expenditures for such year. It shall be submitted to the Board for approval.

Section 3. **LIMITATION OF EXPENDITURES** Expenditures incurred shall not be in excess of the actual revenues. Expenditures from each budget item shall not exceed the amount budgeted for it without approval by the Board.

Section 4. **AUDIT** There shall be an annual audit of the accounts of the League certified by a certified public accountant.

**ARTICLE VIII**  
**DUES**

Section 1. **DUES** The annual dues for the member municipalities, affiliated and cooperating members shall be determined by the Board and the notice of the amount of the annual dues shall be given by mail [distributed](#) to each member.

Section 2. **DUES DATE** Annual dues of all classes of members shall be due and payable within 30 days following the beginning of the fiscal year or at such other time as may be fixed by the Board.

**ARTICLE IX**  
**QUALIFICATION OF OFFICERS AND DIRECTORS**

Section 1. **QUALIFICATION** Except for the office of Executive Director, Secretary-Treasurer, –technical advisers and employees, no person shall be eligible to hold any elective office in the League unless such person is an elected official in the service of a member municipality at the time of election or appointment. In case any person holding office in the League shall leave and remain out of service of a member municipality during the period of his term of office, such office shall be deemed vacant and the vacancy shall be filled by appointment as herein provided.

**ARTICLE X**  
**VOTING**

Section 1. **VOTING PROCEDURE AT CONVENTION** All voting during the business session of the Convention shall be conducted by raising of official voting delegate cards by certified voting delegates or certified alternate voting delegates. Voting shall by member municipalities according to population categories ([classifications](#)) unless a voice, roll call, standing, or secret ballot is otherwise ordered by the President or requested by a majority of those persons certified as voting delegates. A single, certified voting or alternate voting delegate may cast the total number of votes allowed the municipality on any issue voted upon during the business session of the Convention. A certified voting or alternate voting delegate registered as a representative of one municipality may not cast votes on behalf of any other municipality. A roll call vote shall be carried out by roll call of the cities and towns having at least one fully registered and qualified voting delegate to the Convention. The ayes, nays, and abstentions equal to the total number of votes allowed the municipality shall be cast only once by a single, certified voting or alternate voting delegate who was chosen to do so prior to casting of ballots on the issue for which the roll call vote was requested. The Officers and Board of Directors shall be elected by a majority vote and any changes in the Constitution shall be made by a two-thirds vote. Changes of the recommendations of the Resolutions [Ceommittee](#) or the introduction of new resolutions shall require a two-thirds majority vote of the Convention.

Section 2. **VOTING AUTHORITY** Every member of the League shall be entitled to at least one vote which shall be cast by a representative of any such member municipality present at the meeting.

Section 3. **VOTING AT BOARD MEETING** Each Board member shall have one vote. All decisions of the Board shall be made by a majority vote.

**ARTICLE XI**  
**COMMITTEES**

Section 1. **COMMITTEES** There shall be a Nominations Committee, a Resolutions Committee and a Credentials Committee.

Section 2. **APPOINTMENTS** The President with the consent of the Board shall appoint at least two months prior to the Annual Convention the members of the committees as provided in the Bylaws.

**ARTICLE XII**  
**RULES OF ORDER**

Section 1. **RULES OF ORDER** The current edition of Roberts' Rules of Order shall apply to all meetings of the League unless otherwise provided in the Bylaws.

**ARTICLE XIII**  
**AMENDMENTS**

Section 1. This Constitution may be amended by a two-thirds vote of the member municipalities participating in the voting process involving a proposed amendment pursuant to the following procedures:

- A. The proposed amendment must first be prepared in writing and submitted to the Board. If presented for consideration at a meeting of the membership, the presentation shall be made to the Board on or before the first day of the meeting. If presented for consideration by the members through the process of voting by ballot not incident to a meeting, the presentation shall be made to the Board at least five days prior to the mailing or other distribution of notice and ballots.
- B. The proposed amendment may be presented to any annual or special meeting of members of the League.
- C. The proposed amendment may, upon direction of the Board, be presented by means of a written notice and the distribution of ballots to each of the member municipalities at least 45 days prior to the date set or the counting of the voted ballots. The notice shall inform the members that each member is invited to vote on a proposition to amend the Constitution, summarize the proposal, state the date on which voted ballots must be mailed or returned to the League for counting, and the date upon which votes will be counted and tabulated.

\*\*\*\*\*

This Constitution shall become effective on approval of a vote of at least two-thirds of the members present at the 1980 Annual Convention of the Utah League of Cities and Towns.

\*\*\*\*\*

This Constitution was adopted and implemented on September 6, 1980, at the Business Meeting of the 73rd Annual Convention of the Utah League of Cities and Towns.

BY:

MAYOR WILLIAM H. LEVITT, President  
Utah League of Cities and Towns  
Mayor, Alta

**OFFICERS - EXECUTIVE BOARD**

First Vice President	Glenn J. Mecham, Asst. Mayor, Ogden
Second Vice President	Peter C. Knudson, Mayor, Brigham City
Immediate Past President	Walter T. Axelgard, Mayor, Price
Immediate Past President Pro Tempore	Glen N. Greener

**BOARDMEMBERS**

Claude J. Burtenshaw, Council Member, Logan  
Ralph L. Cottrell, Jr., Council Member, South Ogden  
Kendrick Harward, Mayor, Richfield  
Ben Kjar, Mayor, Manti  
LaRell D. Muir, Mayor, Murray  
Phyllis Southwick, Council Member, Bountiful  
James E. Ferguson, Mayor, Provo  
John C. Green, Mayor, Park City  
Ted Wilson, Mayor, Salt Lake City  
James G. Larkin, Mayor, St. George  
Ralph Shields, Mayor, Roosevelt

## ULCT Annual Convention Options for 2019

Venue*	<b>Sheraton Hotel Salt Lake City, Utah</b>	<b>Salt Palace Convention Center Salt Lake City, Utah</b>	<b>Davis Conference Center Layton, Utah</b>	<b>Utah Valley Convention Center Provo, Utah</b>
<b>Dates Available</b>	September 11-13, 2019 (Wed - Fri)	August 21-23, 2019 (Wed - Fri) October 2-4, 2019 (Tue - Thu) October 16-18, 2019 (Tue - Thu)	September 11-13, 2019 (Wed - Fri)	September 4-6, 2019 (Wed - Fri) **September 11-13, 2019 (Wed - Fri) September 18 - 20 (Wed - Fri)
<b>Exhibit Space</b>	No dedicated exhibit space. Exhibitors in hallways. Capacity: 65	Dedicated exhibit space Capacity: unlimited	Dedicated exhibit space Capacity: 90	Option to put all exhibitors on 3rd floor in dedicated exhibit space or spread throughout hallways. Capacity: 100+
<b>Hotel Availability</b>	Room blocks available	Rooms block available at the Raddisson	Room blocks available at Hilton Garden Inn which is attached to conference center and Hampton Inn next door.	Room blocks available within walking distance at Provo Marriott Hotel and new Hyatt opening in 2018
<b>Food Options</b>	In-house	Utah Food Services	In-house	In-house
<b>Audio-Visual</b>	In-house or option to use outside contractor	Various Contractors	In-house	In-house
<b>Cost of Facility</b>	Facility rental free with food and beverage minimum	Facility rental free with food and beverage minimum	Discounted facility rental with food and beverage and AV minimum	Discounted facility rental with food and beverage and AV minimum

\*Ogden Eccles Conference Center not available

\*\*Date at UVCC is currently held by another group, but may be available if other group does not proceed