

**UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING**

SALT LAKE MARRIOTT DOWNTOWN, 75 SOUTH WEST TEMPLE, SALT LAKE CITY, UT 84101 & VIA ZOOM  
WEDNESDAY, JANUARY 30, 2019 @ 2:30 PM  
(TIMES ARE APPROXIMATE)

- 1. Welcome and Introductions – Mayor Jon Pike, ULCT President** **2:30 PM**
  
- 2. Review & Approval of Minutes – Mayor Jon Pike, ULCT President** **2:35 PM**  
ACTION: Review & Approval of Minutes  
HANDOUT: [December 10, 2018 Minutes](#)  
[January 7, 2019 Minutes](#)
  
- 3. Conflict of Interest Disclosure – Mayor Jon Pike, ULCT President** **2:40 PM**  
ACTION: Disclosure of any potential conflict of interest with agenda items  
HANDOUT: None
  
- 4. ULCT Board & Commission Reports & Appointments – Mayor Jon Pike, ULCT President** **2:45 PM**  
ACTION: Receive reports from ULCT representatives to Boards & Commissions  
HANDOUT: None
  
- 5. Review & Approval of Check Registers – Nick Jarvis, Chief Operating Officer** **2:50 PM**  
ACTION: Review & Approval of December Check Register  
HANDOUTS: [December 2018 Check Register](#)
  
- 6. FY 2019 Q2 Financial Report – Nick Jarvis, Chief Operating Officer** **2:55 PM**  
ACTION: Review & Approval of FY 2019 Q2 Financial Report  
HANDOUTS: [FY 2019 Q2 Financial Report](#)
  
- 7. National League of Cities Congressional Cities Conference – Cameron Diehl, Executive Director** **3:10 PM**  
ACTION: For information & discussion only  
HANDOUT: None
  
- 8. 2019 Legislative Session – Cameron Diehl, Executive Director** **3:15 PM**
  - Referendum
  - Sales Tax
  - ULCT Bill TrackingACTION: Review & Adoption of Staff Positions on Bills  
HANDOUT: [Staff Positions on Current 2019 Bills \(via online bill tracking\)](#)
  
- 9. Board Meeting Schedule During 2019 Legislative Session – Cameron Diehl, Executive Director** **4:15 PM**  
ACTION: Potential change to board meeting calendar  
HANDOUT: [2018-2019 ULCT Board of Directors Meeting Schedule](#)
  
- 10. Closed Session (if needed) As per Utah Code 52-4-205** **4:30 PM**  
ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)  
HANDOUT: None
  
- 11. Other Business**  
ACTION: For Information Only  
HANDOUT: None
  
- 12. Adjourn**

**MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS**  
**BOARD OF DIRECTORS MEETING**  
**50 SOUTH 600 EAST, SUITE 150, SALT LAKE CITY, UT 84102**  
**MONDAY, DECEMBER 10, 2018 @ 9:30 AM**  
**(TIMES ARE APPROXIMATE)**

**CONDUCTING:** ULCT Board of Directors President, Mayor Jon Pike, St. George

**EXECUTIVE BOARD**

Mayor Jon Pike, President, St. George  
Council Member Mike Mendenhall, 1<sup>st</sup> Vice President, Spanish Fork  
Mayor Mike Caldwell, 2<sup>nd</sup> Vice President, Ogden City  
Council Member Beth Holbrook, Past President, Bountiful

**BOARD OF DIRECTORS**

Mayor, Michelle Kaufusi, Provo  
City Council, Dustin White, Roosevelt  
Mayor, Dawn Ramsey, South Jordan  
Council Member Don Christensen, West Valley  
Mayor Andy Beerman, Park City  
Council Member Jewell Allen, Grantsville  
Council Member Damon Cann, North Logan  
Council Member Richard Barnett, Richfield  
Council Member Erin Mendenhall, SLC  
Council Member Brett Graham, Holladay  
Mayor John Christensen, Mayfield Town  
Mayor Jim Talbot, Farmington  
City Manager, City Managers Association Rep, Gary Hill,  
Bountiful Mayor, Jeff Silvestrini, Millcreek  
Mayor, Len Arave, North Salt Lake  
Mayor, Emily Niehaus, Moab  
Council Member, Nicole Martin, Herriman  
Mayor, Maile Wilson Edwards, Cedar City

**EX-OFFICIO MEMBERS**

ULCT Legal Counsel, David Church  
City Recorder, S. Annette Spendlove, UMCA President, North

**ULCT STAFF**

Cameron Diehl, Executive Director  
Rachel Otto, Director of Government Relations  
Nick Jarvis, Chief Operating Officer  
Roger Tew, Senior Policy Analyst  
Meg Ryan, Manager – Land Use Academy of Utah  
Brandon Sith, Legislative Research Analyst  
Susan Wood, Director of Communications and Training  
Karson Eilers, Legislative Research Analyst  
Abby Bolic, Operations Coordinator

**CITIZENS**

**1. Welcome and Introductions – Mayor Jon Pike, ULCT President**

President Jon Pike called the meeting to order at 9:33 am and called for introductions. Those in attendance introduced themselves and where they were from.

**2. Public Hearing: FY 2019 Budget Amendment – Mayor Jon Pike, ULCT President**

Roger Tew from the League Staff discussed the newly remodeled office. He stated that is at completion and spoke on the final costs (that are significantly higher than anticipated) partly due to the furnishing of the remodeled space that were not accounted for in the budget. The staff created a budget amendment for the Board to consider. Through the amendment, the transfer from reserves revenue for fiscal year 2019 is increased by \$150,000 which is an increase in Capital Improvement because of the expenditures for the Office Remodel. ULCT staff provided public notice for a public hearing and is asking the Board to consider adopting a motion amending the fiscal year 2019 Budget.

President Pike opened the Public Hearing at 9:41pm

There were no comments and the Public Hearing closed at 9:42pm

**ACTION: Mayor Jeff Silvestrini moved to approve the FY 2019 Budget Amendment as presented. The motion was seconded by 2<sup>nd</sup> Vice President Mike Caldwell.**

**The motion carried unanimously**

**3. Review and Approval of Minutes – Mayor Jon Pike, ULCT President**

The Board Members reviewed the minutes of the September 11, 2018 and October 15, 2018 ULCT Board Meeting.

**ACTION: Council Member Jewel Allen moved to approve the minutes of the September 11, 2018 and October 15, 2018 ULCT Board Meeting. The motion was seconded by Past President Beth Holbrook.**

**The motion carried unanimously.**

**4. Conflict of Interest Disclosure – Mayor Jon Pike, ULCT President**

There were none

5. **ULCT Board & Commission Reports & Appointments – Mayor Jon Pike, ULCT President & Brandon Smith, Legislative Research Analyst**

Brandon Smith reviewed the different Boards, those that had resigned, and required action for appointment or nomination:

Wasatch Front Regional Council (WFRC) – Beth Holbrook, former Bountiful Council Member, and Immediate Past President of the ULCT Board of Directors, has resigned from her seat on the WFRC. This seat only needs the appointment of the ULCT Board of Directors and we are recommending that Mayor Dawn Ramsey of South Jordan be appointed to fill this seat.

Governor's Rural Partnership Board has an open seat and suggested Mayor Niehaus of Moab be appointed.

Utility Facility has an open seat and Troy Fitzgerald, City Manager for Springville is being suggested as the nominee that we submit to the Governor's Office for appointment, then finally to the Senate for confirmation.

Quality Growth Commission has one seat open and Mayor Jenney Rees of Cedar Hills is being suggested as the nominee that we submit to the Governor's Office for appointment, then finally to the Senate for confirmation.

Envision Utah has invited ULCT Director, Cameron Diehl to serve on their Board for a 3-year term

**ACTION: Mayor Jeff Silvestrini moved to approve the appointments and nominations as presented. The motion was seconded by 2<sup>nd</sup> Vice President Mike Caldwell.**

**The motion carried unanimously.**

Council Member Erin Mendenhall attended the Quality Growth Commission and will send a report. The Governor is recommending 2.6 million for soliciting application. Director Cameron Diehl stated that the legislatures are moving fast on legislation for growth and we need to be on top of all this.

- **Commission on Housing Affordability** – Andrew Johnston of Salt Lake City and Chris Condie of Lehi.  
This board has been very active this summer. Andrew and Chris have worked on the Commission, and many of its subgroups to work on legislation for this coming legislative session.

- **Emergency Management Administration Council** – Dustin Lewis of South Jordan and Jonathan "Mike" McCombs  
The Council last met on November 28. Topics included water outlook and conservation efforts, fire season report, "see something, say something" campaigns, and the potential for a bill addressing the Disaster Recovery Fund.

- **Procurement Policy Board** – Bryan Hemsley of Salt Lake City

The board meets only as needed. Their last meeting was in April, in which they discussed a proposed rule amendment for scoring evaluation criteria in the RFP process.

- **State Records Committee** – Cindi Mansell of Salt Lake City

The Committee met this past month for three hearings on records cases ranging from appeals of denied requests, to a request for a fee waiver for costs associated with records production.

- **Utah Indigent Defense Commission** – Nicole Cottle of West Valley and Ryan Loose of South Jordan

The Indigent Defense Commission in its first year of operation has made great strides in educating cities and counties on how to properly provide and contract for indigent defense. Nicole Cottle reported that better tracking of cases and attorneys involved with indigent defense would be very helpful in better understanding how funds are used for indigent defense. Ryan Loose reported that the IDC has also provided grant funds to a handful of entities, one of which was Ogden City.

- **Towing Advisory Board** – Mark Stratford of Ogden and Brian Jones of Provo

Mark Stratford and Brian Jones have been in regular communication with ULCT staff regarding towing and the issues they are discussing, including signage for towing, rotation list qualifications for towers, and the appeals process for those removed from the list.

- **Utah Communications Authority Board** - Gary Whatcott of South Jordan and John Park previously with Cottonwood Heights

Gary Whatcott and John Park have reported that the UCA Board has been working diligently on updating radio communications around the state, as well as developing overall policies and procedures for the newly structured UCA Board. The Board keeps busy as it addresses the needs of radio communications, 911 services, and public safety answering points (PSAPs).

- **Utah Substance Use and Mental Health Advisory Board** – Howard Madsen of Sunset

Mayor Madsen, as a retired police officer, is working hard to keep the message of prevention as an important piece of the discussion on opioid abuse. He reports that there is a great amount of discussion about treatment and shared the efforts the committee is involved in regarding awareness campaigns.

## 6. **Review & approval of Check Register – Nick Jarvis, Chief Operating Officer**

**Nick Jarvis review the check register with the Board**

**ACTION: Council Member Erin Mendenhall moved to approve the check register as presented. The motion was seconded by Mayor Jim Talbot.**

**The motion carried unanimously.**

## 7. FY 2019 Q1 Financial Report – Nick Jarvis, Chief Operating Officer

Nick Jarvis reviewed the Q1 Financial Report and stated what revenues had been collected and the expenditures for this quarter. Council Member Erin Mendenhall started that it would be helpful for us to know as Board Members what to expect in revenue and asked that be considered in the budget process.

Director Cameron Diehl stated that this year 248 cities are now participating in the ULCT. Council Member Jewell Allen said that she believes this is because of the ULCT staff and thanked them for their efforts.

Mayor Pike mentioned that because of the policies and procedures that are in place, that the finances are being watched and he is grateful for all the changes.

**ACTION: Mayor Maile Edwards moved to approve the FY 20-19 Q1 Financial Report as presented. The motion was seconded by Council Member Brett Graham.**

**The motion carried unanimously.**

## 8. Presentation of the FY 2018 Annual Audit – Eide Bailly LLP

Mike Mickelson from Eide Bailly presented and reviewed the FY 2018 Annual Audit with the Board. He stated that this is their 3<sup>rd</sup> audit with the ULCT. He reviewed the:

- Nature and timing transactions
- Sample of materials
- GASB
- Cash Records
- Adverse Opinion
- Page 12 (second to last Paragraph in report) next year Adverse Opinion will not be part of the Audit Report

President Pike asked for questions for those new Board Members who don't know about the two trusts that we are almost wrapped up on these items. Counsel Dave Church and Roger Tew explained the Coop and the money that has been transferred and paid what was owed and waiting for paperwork to be transferred. Mayor Wilson Edwards asked when this is expected to be completed and Counsel Dave Church replied that he will be doing this right away.

Mike Mickelson talked on internal controls that are part of the policies and procedures and was pleased that staff is doing so well with the finance procedures.

Council Member Erin Mendenhall thanked the staff for being forthcoming.

Travis Vadnais, Auditor thanked Cameron, Nick and team for providing the information in a timely manner for the audit.

**ACTION: Council Member Erin Mendenhall moved to approve the FY 2018 Annual Audit as presented. The motion was seconded by Council Member Brett Graham.**

**The motion carried unanimously.**

**9. FY 2019 Budget Amendment – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer**

**Past President Holbrook motioned that this remodel wouldn't have happened with some of our Past Presidents and current staff and thanked them all. The motion was seconded by Mayor John Christensen.**

**The motion carried unanimously.**

**This item was voted on in item 2 of the minutes.**

**10. Y2 Analytics Toolkit & update from Meeting with Governor Herbert –Cameron Diehl, Executive Director & Mayor Jon Pike, ULCT President**

**11. ULCT Communication Plan (#Cities Work, Op-Eds, Rapid Response Subgroup, Report Back)**  
Item 10 & 11 were discussed together.

Director Cameron Diehl said that he needs strategic suggestions because that is what Governor Herbert said when he met with him on November 20, 2018 with regard to housing and sales tax. 2<sup>nd</sup> Vice President Mayor Mike Caldwell asked if we will have a seat at the table. President Pike stated that affordable housing bill scares him and we will need to be careful if a bad bill is presented we need to be out there saying it is bad. Director Diehl said he is committed to keep us at the table for both these items and we need to decide how to tax those that are not currently taxed. Director Diehl asked each Board Member what their city is doing on growth and asked each to send the staff that answer. He stated that we are opening the door to housing facts and we need to share. City Manager, Gary Hill said we have a hand in this, but when we talk about winning we are part of the solution and need to be working towards the problem. Director Diehl said we need to know which cities are proactive, what residents want, who residents trust, and how cities are implementing plans. Questions that were asked:

- Need better understanding of how this impacts my community
- Need continuity in getting our message out there
- Are we playing in the game
- Do we welcome perception
- Affordable Housing for employees
- Increase of density
- Need to educate our residents
- How much push back on infrastructure
- Put some burden on the State
- Is legislature interested in what we have done

Director Diehl stated that Governor said is the ULCT is not interested in changing the 50/50 sales tax. Governor doesn't want to become like Houston Texas, never been a supporter of Presidents Trumps Tarriff control and wants to know what cities are doing about the housing problem. President Pike mentioned that we will get know where with the Governor if we bad mouth developers. The plan for growth study slideshow was shown at this time. The topics of the slide show were: Strategy, Education, Impact Fees, Sales Tax, and Proactive. The draft bill will be presented at LPC today.

**12. Other ULCT Subgroup Reports (Convention, Amicus Briefs)**

**None were given**

**13. Closed Session (if needed)**

**Not needed**

**14. Other Business**

**None.**

**15. Adjourn**

**2<sup>nd</sup> Vice President Mayor Mike Caldwell motioned to adjourn the meeting. The motion was seconded by Mayor Jim Talbot.**

**The motion carried unanimously.**

**Adjourned at 11:45am**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

DRAFT

**UTAH LEAGUE OF CITIES & TOWNS  
BOARD OF DIRECTORS MEETING  
50 SOUTH 600 EAST, SUITE 150, SALT LAKE CITY, UT 84102 & VIA ZOOM  
MONDAY, JANUARY 7, 2019 @ 9:00 AM**

**CONDUCTING:** ULCT Board of Directors President, Mayor Jon Pike, St. George

**EXECUTIVE BOARD**

**Mayor Jon Pike, President, St. George  
Council Member Mike Mendenhall, 1<sup>st</sup> Vice President, Spanish Fork  
Mayor Mike Caldwell, 2<sup>nd</sup> Vice President, Ogden City  
Council Member Beth Holbrook, Past President, Bountiful**

**BOARD OF DIRECTORS**

**Mayor, Michelle Kaufusi, Provo  
City Council, Dustin White, Roosevelt  
Mayor, Dawn Ramsey, South Jordan  
Council Member Don Christensen, West Valley  
Mayor Andy Beerman, Park City  
Council Member Jewell Allen, Grantsville  
Council Member Damon Cann, North Logan  
Council Member Richard Barnett, Richfield  
Council Member Erin Mendenhall, SLC  
Council Member Brett Graham, Holladay  
Mayor John Christensen, Mayfield Town  
Mayor Jim Talbot, Farmington  
City Manager, City Managers Association Rep, Gary Hill, Bountiful  
Mayor, Jeff Silvestrini, Millcreek  
Mayor, Len Arave, North Salt Lake  
Mayor, Emily Niehaus, Moab  
Council Member, Nicole Martin, Herriman  
Mayor, Maile Wilson Edwards, Cedar City**

**EX-OFFICIO MEMBERS**

**ULCT Legal Counsel, David Church  
City Recorder, S. Annette Spendlove, UMCA**

**ULCT STAFF**

**Cameron Diehl, Executive Director  
Rachel Otto, Director of Government Relations  
Nick Jarvis, Chief Operating Officer  
Roger Tew, Senior Policy Analyst  
Meg Ryan, Manager – Land Use Academy of Utah  
Brandon Sith, Legislative Research Analyst  
Susan Wood, Director of Communications and Training  
Karson Eilers, Legislative Research Analyst  
Abby Bolic, Operations Coordinator**

The meeting was called to order by Mayor Jon Pike, via Zoom, at 9:09 am.

**Conflict of Interest Disclosure – Mayor Jon Pike, ULCT President 9:05 AM  
ACTION:** Disclosure of any potential conflict of interest with agenda items

HANDOUT: None

There weren't any Conflict of interest disclosed.

Mayor Pike reflected for a moment on the loss of Provo's Officer Shinner. Mayor Kaufusi voiced his appreciation for the reflection as well as the offers of condolences.

Mr. Diehl reviewed a number of housekeeping items. He reported since the last meeting, the AV issues have been resolved.

The Staff have spent several hours discussing communication improvements. The ideas will be discussed later in the meeting.

He reported a meeting with President Adams Speaker Wilson and the rest of the House Team on Wednesday, January 23, after 1 pm.

Mr. Diehl also spoke about an article in Sunday's Tribune. He reported a Representative of Ivory Homes discussed how to deal with grown. He encouraged all to read the article.

### **ULCT Board & Commission Reports & Appointments – Mayor Jon Pike, ULCT President 9:08 AM**

ACTION: Receive reports from ULCT representatives to Boards & Commissions

HANDOUT: None

Mr. Diehl reported Brandon Smith is no longer with the League. He has taken employment elsewhere.

### **Review & Approval of Check Registers – Nick Jarvis, Chief Operating Officer 9:10 AM**

ACTION: Review & Approval of November Check Register

HANDOUTS: November 2018 Check Register (Attachment "A")

Mr. Jarvis reviewed the November check register. He indicated there were 9 voided checks which correlated with a number of checks being returned. He reported the payment checks were issued without sufficient fund being available in this particular account. The sufficient amount of money was transferred from the PTIF account to cover the draft charges as well. Mr. Jarvis has now been included on the contact list at the bank so he will be contacted if there is ever an issue.

Mr. White moved to approve the Check Register. Mr. Silvestrini seconded the motion. The vote was unanimous.

### **Annual Convention Recommendation – Cameron Diehl, Executive Director 9:20 AM**

ACTION: Review and approval of Annual Convention location and date

HANDOUT: Memo on Annual Convention (See attachment "B")

A discussion was held as to moving the 2020 Annual Convention to the Salt Palace. It was the consensus of those participating that this would be a good idea. Mr. Diehl indicated the headquarter hotel would be Radisson with the Plaza Hotel being the overflow hotel. He also indicated the hotel costs were comparable to the room rates of the Sheraton as well as sufficient rooms would be block for the event.

Mr. Beerman moved to approve the Annual Convention recommendation. Mr. Barnett seconded the motion. The vote was unanimous.

**Local Officials' Day at the Legislature – Susan Wood, Director of Communications  
9:35 AM**

ACTION: For information only

HANDOUT: Local Officials' Day Tentative Agenda (see attachment "C")

Ms. Wood reported that hands down the very best speakers are scheduled for the Local Officials Day Event. She reported the cost of the event is comparable to past events. The registration fee will allow the youth council attendees a free admission to the 2019 Tech Summit at the Salt Palace beginning January 31<sup>st</sup>.

The event format will be changed to include breakout sessions which will be held at the Capital. It was also mentioned Governor Herbert is making time to attend although the State of the Utah Address is that evening.

**ULCT Communication Plan & Update – Cameron Diehl, Executive Director & Susan Wood, Director of Communications 9:50 AM**

- Board to Members
- ULCT Advocacy & Outreach

ACTION: For information & feedback

HANDOUT: Myth Busters Video

Mayor Jenney Rees Video

Mr. Diehl reported they at ULCT is working on providing better communication. It was proposed by Ms. Wood that each board member submit an article with regard to certain subjects. These articles would in turn be to the membership. Ms. Mendenhall will submit the first article pertaining to preparing for the future.

Those in attendance indicated they had watched the informational video made by Mayor Jenny Rees. It was suggested having each mayor make a 1-minute video outlining what is going on in their city's or towns. The hope is to have all video's collected and ready for review before the legislative session begins. Ms. Wood will be spearheaded this project.

**Amicus Brief Subgroup – Cameron Diehl, Executive Director 10:15 AM**

ACTION: Review and approval of subgroup process

HANDOUT: Memo on Amicus Brief Subgroup Process (see attachment "D")

Mr. Diehl reported he had reviewed the services offer by other leagues throughout the states. Some leagues offer amicus briefs to provide advocacy at the judicial level.

Those attending were in favor or developing an Amicus subgroup, which would include Mr. Diehl, David Church, Rachel Otto, and Mr. Tew who are all attorneys. It was suggested Mr. Silvestrini, Ms. Wilson-Edwards, and Mr. John Christensen serve on the subgroup also. Each amicus request will be considered individually and must have a 66% or greater support of the subgroup in order to approve the request.

Mr. Silvestrini voiced his support of the Amicus subgroup. Mr. Tew reminded everyone that the League will not be the attorneys representing the City's/Towns making the request.

Mr. Church suggest those requesting the support of the League should be prepared to bear the cost.

**Mr. Bailey moved to approve the memo suggestions. Mr. Marshall seconded the motion. The vote was unanimous.**

**Key Legislative Issues – Rachel Otto, Director of Government Relations & Cameron Diehl, Executive Director 10:25 AM**

- Referendum
- Sales Tax
- Others

ACTION: For information & feedback

HANDOUT: Memo on Referendum (see attachment “E”)

Mr. Diehl reported 4 audiences that need to be considered when discussing initiatives and referendums.

- General public
- The Property Rights Coalition
- The Utah State Legislature
- ULCT Membership as a whole

During the discussion it was suggested making the process clearer while not making the process stricter. A lengthy discussion was held with regard to HB225 introduced last Legislative Session. Those in attendance were in agreement to introduce similar language this session. It was reiterated that the goal is to clarify and make the process user friendly.

Mr. Diehl talked about the sales tax split. He indicated there were some who would like the 50/50 split changed to 100%. Mr. Bradshaw reported if the \$73 million dollar’s available in 2017 were to shift, 22% of the impacted cities would have been in rural Utah. The overall statistics are available to those who would like to review them but those reviewing them were asked to keep the confidential.

Mr. Tew indicated there would be ‘winners and losers’ in a shift unless additional money is available. A change in the formula would be devastating to some.

**Closed Session (if needed) As per Utah Code 52-4-205 11:00 AM**

ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)

HANDOUT: None

There wasn’t a need to hold a closed session.

**Other Business**

ACTION: For Information Only

HANDOUT: None

There wasn’t any other business to discuss.

**Adjourn**

**At 11:10 am Ms. Kaufusi moved to adjourn. Ms. Wilson-Edwards Seconded the motion. The vote was unanimous.**

# Utah League of Cities & Towns

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

4:16 pm

Sorted by Check Number  
December 2018 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #1 [Zions Bank - Checking]					
EFT	12/01/18	2018 11 SELECT HEALTH			
		SEL 100	Select Health	0.00	2376.00
37352	12/07/18	DOU 100	600 East Partnership	0.00	3000.00
37353	12/07/18	DS 100	DS Accounting Services LLC	0.00	2000.00
37354	12/07/18	FAI 101	Fairfield Inn	0.00	913.99
37355	12/07/18	FIL 100	Access	0.00	240.18
37356	12/07/18	JOH 107	John Hiskey	0.00	5404.40
37357	12/07/18	LOV 101	Love, Utah Box, LLC	0.00	1013.90
37358	12/07/18	MAR 108	Marvellous Catering	0.00	1645.65
37359	12/07/18	MEX 100	U.S. Mexico Chamber of Commerce	0.00	200.00
37360	12/07/18	UP&L 100	Rocky Mountain Power	0.00	286.19
37361	12/07/18	UTA 100	Utah Local Gov't Trust	0.00	439.34
37362	12/07/18	VAN 100	Vanguard Cleaning Systems	0.00	815.00
37363	12/21/18	n/a			Voided: Alignment Test
37364	12/21/18	ABB 100	Abby Bolic	0.00	22.89
37365	12/21/18	BLU 101	Blue Cairn Media	0.00	6306.25
37366	12/21/18	COM 100	Comcast	0.00	738.50
37367	12/21/18	EXE 100	Executech	0.00	1095.30
37368	12/21/18	IBR 100	IBRC	0.00	1095.00
37369	12/21/18	KAR 102	Karson Eilers	0.00	52.69
37370	12/21/18	PAU 102	Paulsen Construction LLC	0.00	26340.43
37371	12/21/18	PEH 100	Public Employees Health Program	0.00	326.52
37372	12/21/18	PPC 100	Professional Print Consulting	0.00	1575.44
37373	12/21/18	QUE 100	Dominion Energy	0.00	325.76
37374	12/21/18	RAC 100	Rachel Otto	0.00	373.70
37375	12/21/18	SUS 100	Susan Wood	0.00	6.99
37376	12/21/18	UTO 100	UTOPIA Fire	0.00	435.00
37377	12/21/18	JOH106	John Michael Oliver	0.00	2312.50
37378	12/21/18	SMA 100	SmartMouth Communications, L.L.C	0.00	5250.00
37379	12/15/18	ZIO 100	Zions Bank	0.00	7709.12
Cash account Total				0.00	72300.74
Report Total				0.00	72300.74

Utah League of Cities and Towns Credit Card Reallocation of Expenses Template

Card Name: VISA  
 rd Number: VISA

DATE	Receipt	CARD	TO	AMOUNT	BUSINESS PURPOSE	REALLOCATE TO	Reallocation Accounts	Account Name	Total
11/23/2018	Recurring	Abby	ADOBE INC 800-	\$79.99	Recurring	8100.099			
11/25/2018	Yes	Abby	Amazon.com*M	\$8.99	Office Supplies	8345.099	8460.099	Postage - Admin	\$222.39
11/25/2018	Recurring	Abby	EIG*CONSTANTC	\$125.00	Recurring	8100.099	8200.099	Food - Administr	\$1,044.11
11/26/2018	Yes	Abby	HARMONS - CITY	\$11.33	Nick Bday Cake	8200.099	8100.099	Dues & Subscribt	\$770.31
11/27/2018	Yes	Abby	AMZN Mktp US*	\$6.99	Office Supplies	8345.099	8355.099	Miscellaneous	\$28.26
11/28/2018	Yes	Abby	MARVELLOUS CA	\$2,310.00	LOD Food and Bev	6130.025	8053.099	Building Repairs	\$389.99
11/28/2018	Recurring	Abby	INTUIT *QB ONLI	\$64.56	Recurring	8100.099	8600.099	Staff Training	\$110.00
11/29/2018	Recurring	Abby	ADOBE *PHOTO	\$10.75	Recurring	8100.099	8345.099	Office Supplies	\$935.12
11/29/2018	Yes	Abby	CAPITOL PRESER	\$10.00	Room Reservation	8250.099	6130.025	Food and Bev-LO	\$2,610.00
11/30/2018	yes	Abby	FACEBK MYHM8	\$28.26	Facebook Advertising	8355.099	8250.099	Facility Rent & Se	\$20.00
12/1/2018	Recurring	Abby	STOR-N-LOCK #9	\$202.00	Recurring	8100.099	6400.025	Convention Supp	\$599.00
12/2/2018	Yes	Abby	Amazon.com*M	\$18.63	Office Supplies	8345.099	8037.099	Bank Fee	\$11.98
12/4/2018	Yes	Abby	MARVELLOUS CA	\$300.00	LOD Food and Bev	6130.025	8310.099	League Relations	\$1,389.52
12/4/2018	Yes	Abby	TST* EVEN STEVE	\$119.53	Staff Lunch	8200.099	8610.099	Equipment Repai	\$993.85
12/5/2018	Recurring	Abby	ADOBE *ACROPP	\$16.13	Recurring	8100.099		<b>STATEMENT TOT</b>	<b>\$9,124.53</b>
12/6/2018	Recurring	Abby	DS SERVICES STA	\$56.84	Recurring	8100.099			
12/7/2018	Yes	Abby	SMITHS MRKTPL	\$21.22	Christmas Deco.	8345.099			
12/7/2018	Yes	Abby	TRADER JOE'S #3	\$13.98	Christmas Deco.	8345.099			
12/8/2018	Recurring	Abby	VBULLETIN SOLU	\$19.95	Recurring	8100.099			
12/8/2018	Recurring	Abby	ZOOM.US 888-7	\$14.99	Recurring	8100.099			
12/9/2018	Yes	Abby	HARMONS - BRIC	\$69.58	Board Mtg Food	8200.099			
12/9/2018	Recurring	Abby	ADOBE *ACROPP	\$16.13	Recurring	8100.099			
12/10/2018	Recurring	Abby	MICROSOFT *OF	\$7.52	Recurring	8100.099			
12/10/2018	Yes	Abby	SQ *THE BAGEL F	\$71.18	Board Mtg Food	8200.099			
12/11/2018	Yes	Abby	HARMONS - CITY	\$25.40	Overnight Shipping	8460.099			
12/11/2018	Yes	Abby	SMITHS MRKTPL	\$11.83	Office Supplies	8345.099			
12/12/2018	Yes	Abby	OFFICEMAX/DEP	\$85.73	Office Supplies	8345.099			
12/12/2018	Yes	Abby	4TH S ACE HARD	\$69.11	Office Supplies	8345.099			
12/13/2018	Yes	Abby	ROTO-ROOTER #	\$389.99	Toilet Fix	8053.099			
12/13/2018	Yes	Abby	CAPITOL PRESER	\$10.00	Room Reservation	8250.099			
12/14/2018	Yes	Abby	SMITHS MRKTPL	\$180.27	Office Supplies	8345.099			
12/15/2018	Yes	Abby	AMZN Mktp US*	\$102.44	Office Supplies	8345.099			
12/16/2018	Recurring	Abby	MICROSOFT *OF	\$7.52	Recurring	8100.099			
12/16/2018	Recurring	Abby	MICROSOFT *OF	\$7.52	Recurring	8100.099			
12/16/2018	Recurring	Abby	MICROSOFT *OF	\$7.52	Recurring	8100.099			
12/16/2018	Recurring	Abby	MICROSOFT *OF	\$7.52	Recurring	8100.099			
12/16/2018	Recurring	Abby	MICROSOFT *OF	\$7.52	Recurring	8100.099			
12/17/2018	Yes	Abby	GOOSECHASE.CC	\$599.00	LOD App	6400.025			
12/17/2018	Yes	Abby	FOREIGN TRAN F	\$11.98	Bank Fee	8037.099			
12/17/2018	Yes	Abby	GLENS LOCK KEY	\$39.60	Office Keys	8345.099			
12/17/2018	Recurring	Abby	ZOOM.US 888-7	\$14.99	Recurring	8100.099			
12/18/2018	Yes	Abby	TV SPECIALISTS II	\$993.85	Video Camera Repair	8610.099			
12/18/2018	Yes	Abby	SMITHS MRKTPL	\$102.65	Office Supplies	8345.099			
12/18/2018	Yes	Abby	TCC*CARSDIRE	\$1,389.52	Christmas Cards	8310.099			
12/19/2018	Yes	Abby	NEOPOST USA 5	\$196.99	Mail Machine Ink	8460.099			
12/19/2018	Yes	Abby	IKEA DRAPER DR	\$258.81	Office Supplies/Furnit	8345.099			
12/19/2018	Yes	Abby	AMZN Mktp US*	\$14.87	Office Supplies	8345.099			
12/20/2018	Recurring	Abby	ZOOM.US 888-7	\$14.99	Recurring	8100.099			
12/20/2018	Yes	Abby	STANZA ITALIAN	\$772.49	Office Christmas Lun	8200.099			
12/21/2018	Recurring	Abby	MSFT * E020075	\$8.88	Recurring	8100.099			
12/21/2018	Yes	Abby	LT. GOVERNOR -	\$110.00	Rachel Lobbyist Reg	8600.099			
12/23/2018	Recurring	Abby	ADOBE *CREATIV	\$79.99	Recurring	8100.099			
			<b>TOTAL XXXXXXXXXXXX8233</b>	<b>\$9,124.53</b>					



**TO:** ULCT Board of Directors  
**FROM:** Nick Jarvis, Chief Operating Officer  
**DATE:** January 17, 2019  
**SUBJECT:** FY 2019 Q2 Financial Report

Attached please find the ULCT FY 2019 Q2 unaudited actual income and expenses compared to budget. This report covers the period July 1, 2018 to December 31, 2018.

### Revenue

Overall, by the end of Q2 FY 2019, the League has collected 63% of all revenue budgeted for the year. While this may seem relatively unchanged from Q1, we must keep in mind that the budget was amended and increased by \$150,000 from reserves, increasing the total budget by 5%. Since the transfer of funds from reserves is not new revenue and accounts for just under 15% of total revenue for FY 2019, we can set a new baseline of expecting around 85% of total revenue in the current fiscal year.

49% of ULCT amended budgeted revenue derives from **Membership Dues** and were 103% collected by the end of Q2. Only a handful of small communities have yet to submit their dues, but we do expect 100% participation this year.

The ULCT's budgeted revenue for **Registration Fees** is 13% of total revenue budgeted. By the end of Q2, the League received 55% of the registration fee revenue budgeted. Staff expects to collect 100% of budgeted registration fee revenue with significant revenue in Q3 generated from Local Officials' Day and a final uptick in Q4 after collecting revenue for the Midyear Conference and Elected Officials Essentials Training (held every 2 years throughout the state in November-January).

**Donation and Advertising** revenue accounts for 11% of annual budgeted revenue, and the League remains low at 18% of that expected revenue. Invoices will be sent to sponsors by the end of January, and staff expects to receive 100% of this revenue in FY 2019, with most collected in Q3.

**Exhibit Space** revenue at the end of Q2 is 43% of budget. This has unsurprisingly remained unchanged since Q1 since ULCT has held no events featuring exhibitors. Though we do hold a major event in Q3, Local Officials' Day does not feature exhibitors. Staff expects to collect the remaining 56% of budgeted revenue in this category during Q4 at the April Midyear Conference at the Dixie Center which allows for more exhibit space than the Annual Convention at the Sheraton.

0% of **Grants and Special Project** revenue was collected in the first half of the year. The only budgeted grant revenue is from Intermountain Healthcare for the ULCT Active and Healthy

**MAKING LIFE BETTER**



Communities Grant, which staff expects to receive in Q3. This will be the final installment of the 3-year grant and future budgets will no longer include this special project starting in FY 2020.

In the Q1 report, staff pointed out that no funds were budgeted for Land Use Academy of Utah (LUAU) projects because of process changes made which now award funds through a competitive grant process. Though the funds will not be collected until later in the year, ULCT was awarded roughly \$31,000 by the Office of the Property Rights Ombudsman. Therefore, we should receive over 100% of budgeted revenue in this category by year-end.

## **Expenditures**

Overall, actual Q2 expenditures are 46% of the amended FY 2019 budget.

### **Personnel Services**

Expenditures for Personnel Services account for 27% of overall ULCT budgeted spending. So far, ULCT has spent 49% of what has been budgeted. Staff expects to slightly exceed budgeted expenditures in this category in FY 2019 because of the hiring of a ULCT Director of Policy in December. Management plans to pay for this using savings from elsewhere in the budget and by not immediately filling a vacated Legislative Research Analyst.

### **Charges for Services**

Charges for Services account for 11% of total expenditures and is 50% expended by the end of Q2. This is exactly on pace for what we have budgeted for FY 2019.

### **Operating & Program Expenses**

This category accounts for 37% of budgeted expenditures. Actual expenditures for Q2 in this category are 41% of budget for the year. Staff expects this category remain steady overall, while particular subcategories may be over or under budget.

### **Grants and Special Projects**

Expenditures in this category are extremely low (2% of budget). The major expense in this category is the Active and Healthy Communities Grant which will be dispersed later in the year. We will also spend on LUAU projects funded by the Office of the Property Rights Ombudsman in this category as funds become available.

### **Materials and Supplies**

The expenditures in this category on track at 30% of budget.

**MAKING LIFE BETTER**



## Capital

72% of budgeted expenditures have been spent in this category in Q2. The budget amendment approved by the board in December will allow this project to be completed this fiscal year. Major steps have been taken to make sure that the project should be wrapped up in Q3.

## Conclusion

The ULCT finances are in good shape. We are on pace to be on budget for FY 2019 in all non-capital expense categories. Staff has diligently made sure that revenue and expenditures are properly classified in order to give management and the board a better understanding of where ULCT resources are utilized. Staff will continue to monitor the budget to ensure that the League remains in a financially sound position.



**MAKING LIFE BETTER**

**UTAH LEAGUE OF CITIES AND TOWNS**  
**FY 2019 Q2 Financial Report**

<b>REVENUES</b>	<b>FY 2019 AMENDED BUDGET</b>	<b>YTD Actual July -December</b>	<b>Difference FY 2019 Budget to Actual</b>	<b>% Collected</b>
<b>General Revenue</b>				
Membership Dues	\$ 1,700,000	\$ 1,756,557	\$ 56,557	103%
Registration Fees	\$ 455,000	\$ 249,706	\$ (205,294)	55%
Donations & Advertising	\$ 387,000	\$ 69,500	\$ (317,500)	18%
Exhibit Space	\$ 85,000	\$ 36,503	\$ (48,497)	43%
Grants & Contracts	\$ -	\$ -	\$ -	-
Interest	\$ 22,000	\$ 23,982	\$ 1,982	109%
Publications	\$ 10,000	\$ 5,389	\$ (4,611)	54%
Miscellaneous Income	\$ 5,000	\$ 1,638	\$ (3,362)	33%
Reserves	\$ 462,000	\$ -	\$ (462,000)	0%
Rental Income	\$ -	\$ -	\$ -	-
<b>General Revenue</b>	<b>\$ 3,126,000</b>	<b>\$ 2,143,275</b>	<b>\$ (982,725)</b>	<b>69%</b>
<b>Grants &amp; Special Projects</b>				
Essay Contest Donations	\$ -	\$ -	\$ -	-
Co-Op Funds Deseret News Project	\$ -	\$ -	\$ -	-
Grant for Research Assistant	\$ -	\$ -	\$ -	-
Transfer-Making Life Better	\$ -	\$ -	\$ -	-
Grants-Active & Healthy Communities	\$ 300,000	\$ -	\$ -	0%
Grants-LUUAU	\$ -	\$ -	\$ -	-
Grant-UTOPIA	\$ -	\$ -	\$ -	-
Benchmarking	\$ -	\$ -	\$ -	-
<b>Grants &amp; Special Projects</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL REVENUE</b>	<b>\$ 3,426,000</b>	<b>\$ 2,143,275</b>	<b>\$ (1,282,725)</b>	<b>63%</b>

	FY 2019 AMENDED BUDGET	YTD Actual July -December	Difference FY 2019 Budget to Actual	% Collected
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Employee Benefits	\$ 285,550	\$ 131,646	\$ 153,904	46%
Staff Salaries	\$ 644,000	\$ 326,166	\$ 317,834	51%
<b>Personnel Services Subtotal</b>	<b>\$ 929,550</b>	<b>\$ 457,812</b>	<b>\$ 471,738</b>	<b>49%</b>
<b>Charges for Services</b>				
Database Maintenance	\$ 20,000	\$ -	\$ 20,000	0%
Accounting Expenses	\$ 45,000	\$ 10,000	\$ 35,000	22%
Contract Labor	\$ 260,000	\$ 120,462	\$ 139,538	46%
Building Utilities	\$ 8,000	\$ 2,801	\$ 5,199	35%
Computer Services	\$ 24,000	\$ 10,713	\$ 13,287	45%
Legal Expense	\$ 36,000	\$ 18,000	\$ 18,000	50%
<b>Charges for Services Subtotal</b>	<b>\$ 393,000</b>	<b>\$ 161,976</b>	<b>\$ 231,024</b>	<b>41%</b>
<b>Operating &amp; Program Expenses</b>				
Car Expense	\$ 9,000	\$ 4,500	\$ 4,500	50%
Building Repairs	\$ 17,500	\$ 8,240	\$ 9,260	47%
Dues and Subscriptions	\$ 45,000	\$ 31,593	\$ 13,407	70%
Convention Programming	\$ 270,000	\$ 74,621	\$ 195,379	28%
Food & Beverage	\$ 450,000	\$ 228,094	\$ 221,906	51%
Facility Rent/Setup	\$ 215,000	\$ 87,923	\$ 127,077	41%
League Relations	\$ 5,000	\$ 20,200	\$ (15,200)	404%
Library	\$ -	\$ -	\$ -	-
Insurance	\$ 8,500	\$ 8,094	\$ 406	95%
Speakers Fee/Honorariums	\$ -	\$ -	\$ -	-
Printing Expense	\$ 50,000	\$ 26,117	\$ 23,883	52%
Postage and Freight	\$ 5,000	\$ 1,326	\$ 3,674	27%
Equipment Repairs and Maint.	\$ 4,000	\$ -	\$ 4,000	0%
Staff Training & Tuition Aid	\$ 2,500	\$ 9,113	\$ (6,613)	365%
Equipment purchases	\$ 10,000	\$ -	\$ 10,000	0%
Spec. Equip. Rental	\$ 65,000	\$ 9,969	\$ 55,031	15%
Telephone Expense	\$ 13,000	\$ 6,955	\$ 6,045	54%
Travel and Lodging	\$ 70,000	\$ 23,216	\$ 46,784	33%
League Office Lease Payment	\$ 9,000	\$ 15,000	\$ (6,000)	167%
Credit Card Processing/Bank Fees	\$ 25,000	\$ 23,594	\$ 1,406	94%
Board Expenses	\$ 11,000	\$ 1,198	\$ 9,802	11%
<b>Operating &amp; Program Exp. Subtotal</b>	<b>\$ 1,284,500</b>	<b>\$ 575,254</b>	<b>\$ 709,246</b>	<b>45%</b>

EXPENDITURES	FY 2019 AMENDED BUDGET	YTD Actual July -December	Difference FY 2019 Budget to Actual	% Collected
<b>Grants &amp; Special Projects</b>				
Special Project-UTOPIA	\$ -	\$ -	\$ -	-
Salary Survey	\$ -	\$ -	\$ -	-
Special Project-ULCTv	\$ -	\$ -	\$ -	-
Special Project-LUAU	\$ -	\$ 5,655	\$ (5,655)	-
Special Project-Making Life Better	\$ -	\$ -	\$ -	-
Special Projects-IHC Wellness	\$ 278,000	\$ -	\$ 278,000	0%
Deseret News Project	\$ -	\$ -	\$ -	-
Tax Book	\$ 12,000	\$ -	\$ 12,000	0%
Municipal Funding Project	\$ -	\$ -	\$ -	-
University of Utah Policy Institute	\$ -	\$ -	\$ -	-
Essay Contest Expenses	\$ 4,950	\$ -	\$ 4,950	0%
Benchmarking	\$ -	\$ -	\$ -	-
<b>Grants &amp; Special Projects Subtotal</b>	<b>\$ 294,950</b>	<b>\$ 5,655</b>	<b>\$ 289,295</b>	<b>2%</b>
<b>Materials and Supplies</b>				
Office Supplies	\$ 13,000	\$ 3,944	\$ 9,056	30%
<b>Materials &amp; Supplies Subtotal</b>	<b>\$ 13,000</b>	<b>\$ 3,944</b>	<b>\$ 9,056</b>	<b>30%</b>
<b>Miscellaneous</b>				
Miscellaneous	\$ 1,000	\$ 1,868	\$ (868)	187%
Transfer to Fund Balance	\$ -	\$ -	\$ -	-
Contingency Reserve	\$ -	\$ -	\$ -	-
<b>Miscellaneous Subtotal</b>	<b>\$ 1,000</b>	<b>\$ 1,868</b>	<b>\$ (868)</b>	<b>187%</b>
<b>Capital</b>				
Capital Outlay	\$ -	\$ -	\$ -	-
Capital Improvements - Office remodel	\$ 510,000	\$ 366,765	\$ 143,235	72%
<b>Capital Subtotal</b>	<b>\$ 510,000</b>	<b>\$ 366,765</b>	<b>\$ 143,235</b>	<b>72%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,426,000</b>	<b>\$ 1,571,406</b>	<b>\$ 1,854,594</b>	<b>46%</b>
<b>TOTAL ALL REVENUES</b>	<b>\$ 3,426,000</b>	<b>\$ 2,143,275</b>	<b>\$ 1,282,725</b>	<b>63%</b>
<b>REVENUES (Under) Over EXPENSES</b>	<b>\$ 0</b>	<b>\$ 571,869</b>		



## ULCT Board of Directors Meeting Schedule 2018-2019

Monday, October 15, 2018

Monday, November 19, 2018

Monday, December 10, 2018

Monday, January 7, 2019

Monday, January 30, 2019 – Utah State Capitol  
in conjunction with Local Officials Day at the Legislature

Wednesday April 24, 2019 – St. George, UT  
in conjunction with the ULCT Midyear Conference

Monday, May 13, 2019  
Consideration of Tentative Budget

Monday, June 17, 2019  
Approval of FY 2020 Budget

Monday, August 19, 2019

Tuesday, September 10, 2019 – Salt Lake Sheraton  
in conjunction with ULCT Annual Convention

Monday, October 17, 2019

Monday, December 9, 2019

MAKING LIFE BETTER

