

**RESOLUTION 11-04-2008**  
**A RESOLUTION OF THE SANTAQUIN CITY COUNCIL**  
**APPOINTING A MEMBER REPRESENTATIVE TO THE**  
**UTAH VALLEY DISPATCH SPECIAL SERVICE DISTRICT**

**WHEREAS**, the Board of County Commissioners of Utah County and several cities in Utah County initiated proceedings to create a special service district to provide consolidated 911 and emergency dispatch services within Utah County to be known as the Utah Valley Dispatch Special Service District (the "District"); and

**WHEREAS**, the district will be governed by a Board of Directors and the Santaquin City Council desires to make a representative appointment to that Board;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SANTAQUIN, UTAH**, as follows:

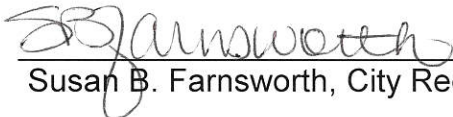
1. That Dennis Howard, Director of Public Safety, is hereby appointed as its representative to the Utah Valley Dispatch Special Service District, together with such alternate or alternates as the Mayor shall appoint.
2. That this resolution shall remain in effect until repealed by another resolution appointing a different representative to the Utah Valley Dispatch Special Service District.
3. The provisions of this resolution shall take effect immediately upon passage.

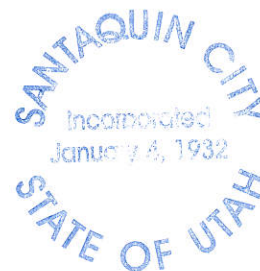
**PASSED and APPROVED 19<sup>th</sup> day of November, 2008.**

SANTAQUIN CITY

  
James e. DeGraffenried, Mayor

ATTEST:

  
Susan B. Farnsworth, City Recorder



## UTAH VALLEY SPECIAL SERVICE DISTRICT

### BYLAWS

#### PREAMBLE

Pursuant to authority granted to it in accordance with the Special Service District laws, (hereinafter referred to as "the UVSSD") adopted and executed by various municipalities and Utah County within Utah County, the Board of Directors of the Utah Valley Special Service District hereby adopts the following as Bylaws for the Utah Valley Special Service District (hereinafter referred to as "the District").

#### ARTICLE I

##### BOARD OF DIRECTORS

###### A. Officers, Board of Directors

1. The District shall be governed by a Board of Directors consisting of one representative from each Member appointed by the governing body thereof. In addition Utah County shall appoint three members in accordance with special service district laws. Each representative on the Board of Directors shall have one vote. Each Director's vote shall be weighted. The weight given to each vote shall be determined by the proportion of the Member's contribution to the total District budget for the previous fiscal year, ending June 30 of each year expressed in a percentage. The weight of any new members representative's vote shall be determined by estimating what the new member's contribution to the District budget would have been had they been a member during the previous fiscal year. The weight of each member's vote shall be adjusted at the beginning of each District fiscal year. Unless, a weighted vote is called for by motion, voting will be conducted based on the quorum of members present. A quorum is constituted when a majority member agency Directors are present.
2. Powers, Duties. The Board of Directors shall be the legislative body of the District. It shall determine the policies, and budget of the District, the assessments for each Member and shall have final determination of all matters having budgetary impact on the District. No director, acting in an individual capacity, shall direct or request the appointment of any person to, or his discharge from the District, nor interfere in any way with the performance of District staff in the performance of their duties. Directors shall not give orders or directives to any subordinate of the Director, publicly or privately. Nothing herein, however, shall prevent a director who otherwise could do so except for his position on the board, from giving directions to or making requests of dispatchers or other staff.

3. The Board of Directors shall elect from among the membership of the Board a Chair and a Vice Chair. The Executive Director of the District shall provide a secretary and clerical support for the Board of Directors.
4. Officers of the Board of Directors shall be elected for a two-year term at the December meeting of the Board every other year. The election shall be the last item of business at the meeting and the newly elected officers shall assume office immediately following the election.
5. The Chair shall preside at all meetings of the Board of Directors. The Vice Chair shall act as Chair in the absence of the Chair. In the absence of both officers, those members present shall elect a temporary Chair to serve at that meeting. The temporary Chair shall have all the duties and responsibilities of the Chair.
6. The secretary, provided by the Executive Director, shall keep a record of all proceedings of the Board and perform the usual duties of such office. The Executive Director shall be responsible for assuring the duties of the secretary are being performed.

B. Meetings

1. The provisions of the "Utah Open and Public Meetings Act" will apply to all meetings of the Board of Directors.
2. Items may be placed on the agenda by any member of the Board of Directors by making a written request of the Chair.
3. The minutes of the District will be deemed public record and available to Board members and the public upon request. Board members shall have access to all records, tapes and files of the District, except for that information declared as restricted by Resolution of the Board of Directors. A copy of such Resolution shall be attached to the official copy of the Bylaws and shall be included in the official book of minutes of the District.
4. The Chair may conduct the meetings of the Board in any orderly fashion the Chair determines. If any member so requests, then the latest published edition of "Robert's Rules of Order" shall govern.
5. Unless excused by the Chairman of the Board of Directors, the Executive Director and Chair of the Operations Board shall attend meetings of the Board of Directors.

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### C. Board Rules

1. The Board may, from time to time, establish additional rules governing its own conduct and procedures and shall have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of Utah, the Agreement or these Bylaws.
2. Board members shall not receive a salary by virtue of being a member of the District, except to reimburse reasonable and necessary expenses as may be approved by the Board.

## ARTICLE II

### OPERATIONS BOARD

#### A. Operations Board Officers

1. The Operations Board shall be responsible to recommend guidelines for and review the day-to-day policies and operations of the District as executed and implemented by the Executive Director subject to approval of the Board of Directors and subordinate employees. Each member's police chief and fire chief will serve on the operations board along with the County Sheriff and County Fire Warden. Each member shall have one vote.
2. The Operations Board shall elect from among its membership a Chair and a Vice Chair. The Executive Director shall designate clerical support and provide a secretary for the Operations Board.
3. Officers of the Operations Board shall be elected for a two-year term at the December meeting of the Board every other year. The election shall be the last item of business at the meeting and the newly elected officers shall assume office immediately following the election.
4. The Chair shall preside at all meetings of the Operations Board. The Vice Chair shall act as the Chair in the absence of the Chair. In the absence of both officers, those members present shall elect a temporary Chair to serve at that meeting. The temporary Chair shall have all the duties and responsibilities of the Chair.

B. Meetings

1. The Chair shall conduct the Operations Board meetings in an orderly fashion. If any member so requests, then the latest edition of "Roberts Rules of Order" shall govern the Operations Board meeting.
2. The date, time and location of all special meetings shall be determined by the Operations Board Chair; however, reasonable notice of all meetings of the Board shall be given to each member.

C. Rules of the Operations Board

1. The Operations Board may, from time to time, establish rules governing its own conduct and procedures, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of Utah, the Agreement or these Bylaws, including the authority to establish and maintain subcommittees.
2. Operations Board members shall not receive any salary from the District for attending meetings of the Committee, except to reimburse reasonable and necessary expenses as may be approved by the Board of Directors.

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ARTICLE III

EXECUTIVE DIRECTOR

A. Powers and Duties of the Executive Director

The Executive Director is the administrator of the District and, as specified herein, is responsible to implement and carry out the policies and programs specified by the Board of Directors and the Operations Board. Subject to the general supervision of the Board of Directors, the Executive Director shall:

1. Faithfully execute and enforce all applicable laws, ordinances, rules and regulations.
2. Carry out the policies and programs established by the Board of Directors.
3. Organize and direct the management of the executive affairs of the District in a manner consistent with these Bylaws and the policies established by the Board of Directors and the Operations Board.
4. Examine and inspect the books, records and official papers of any office, department agency, board or commission of the District, and make investigations and require reports from personnel.
5. Submit to the Board of Directors suggested policies, plans and programs relating to the overall development and needs of the District and/or annual and special reports concerning the financial, administrative and operational activities of the District, together with his evaluation and recommendations relating to them.
6. Attend all meetings of the Board of Directors and the Operations Board and take part in their discussions and deliberations, but without the right to vote.
7. Prepare a financial estimate of the annual budget and advise the Board of Directors of the financial condition and needs of the District after receiving the advice and comments of the Operations Board.
8. Notify the Board of Directors and the Operations Board of any emergency existing in the District.
9. Implement and administer, within the budgetary restraints and policies as

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established by the Board of Directors, a plan for the compensation of District employees, including, but not limited to, a pension system and a system for health and worker's comprehension coverage.

10. Authorize and approve such expenditures made for official District business, provided such expenditures are within the appropriations contained within the appropriate budget as adopted by the Board of Directors.
11. Examine all proposed contracts to which the District may be a party.
12. Approve, in conformity with the "Personnel Rules and Regulations" as adopted by the Board of Directors, compensation adjustments and bonuses for District employees.
13. Prescribe rules and regulations not inconsistent with the Bylaws or the Policies and Procedures of the District, as approved by the Board of Directors.

### B. Working Time

The Executive Director shall maintain an office in the District and shall be employed full time in the performance of his duties as is necessary to accomplish his duties.

## ARTICLE IV

### FINANCES

#### A. Checks

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the District, shall be signed by the Executive Director of the District and any other designated officer or agent of the District and in such manner as shall be determined by resolution of the Board of Directors.

#### B. Deposits

All funds of the District shall be deposited to the credit of the District in such banks, trust companies or other depositories as governed by the provisions of the "Utah Money Management Act" Chapter 7 of Title 51 of the Utah Code.

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Except for such petty cash as authorized by the Board of Directors, all disbursements shall be made payable by check.

### C. Fiscal Year

The fiscal year of the District shall begin July 1 of each year.

### D. Budget Submission and Adoption

The proposed budget for the next fiscal year shall be submitted by the Executive Director to the Operations Board on or before January 31 of each year for review and comment. After receiving the advice and comments of the Operations Board, the Executive Director shall submit a proposed budget by March 31 of each year to the Board of Directors. The Board of Directors shall adopt the annual budget for the District not later than May 31 of each year.

### E. Yearly Membership Assessment

The Board of Directors shall fix membership assessments for all member agencies in the amounts sufficient to provide the funds required by the annual budget and shall advise the Chief Administrative or Chief Executive Officer of each member agency thereof by March 1 of each year. The assessments shall be due and payable to the District by each member agency in semi-annual installments on July 15 (50 percent of total due); and January 15 (50 percent). If any member agency fails to pay its entire assessment prior to the foregoing date, such agency shall be deemed in default for the purpose of Paragraph "F" hereof.

### F. Default on Obligations

If any member agency fails to make payment of its membership assessment on the date due, interest shall be assessed on the delinquent balance at a rate of 1.5 percent per month, or 18 percent per annum. The levying of a default membership assessment shall not limit the District's power to seek any other remedies provided by law.

The District shall have the power to commence any action in its own name against any member agency in default to recover the amount of any obligation due to the District.



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ARTICLE V  
EQUIPMENT

A. Title of Equipment

The District shall hold title to and have care, custody and control of all equipment purchased by the District other than any equipment specifically allocated to an individual member agency.

B. Purchases

1. All costs of the purchase of equipment, material, apparatus and parts required for use by the District shall be purchased by the District and proportionally assessed to the member agencies pursuant to the provisions of the Agreement. It shall be purchased according to the purchasing policy approved by the Board of Directors.
2. All costs for the purchase of equipment, material, apparatus and parts required or desired for the use of one agency, or less than all of the member agencies, shall be borne by, and at the sole expense of, said agency or agencies. In purchasing equipment, each agency agrees to conform to the established communications system and operations presently in effect. Bid specifications for police and fire communications equipment issued by the District or a member agency shall be reviewed and approved by the Executive Director and Operations Board prior to issuance.

ARTICLE VI  
ETHICS

The officers and employees of the District shall comply with the requirements of the "Municipal Officers and Employees Disclosure Act" (Part 13 of Chapter 3 of Title 10 of the Utah Code), the "Public Officers and Employees Ethics Act" (Chapter 16 of Title 67 of the Utah Code) and other applicable statutory provisions related to ethics and honesty in public government service.

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ARTICLE VII

DISTRICT RECORDS AND REPORTS

The District shall keep at its principal office, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the Board of Directors and the Operations Board. The District shall also keep and maintain adequate and correct accounting of its properties and business transactions including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The Executive Director shall provide for the preparation and submission of an annual report, including a financial statement, made available to the membership of the District, its creditors and holders of securities.

ARTICLE VIII

AMENDMENT TO BYLAWS

Amendments to these Bylaws may be proposed by any representative to the Board of Directors, the Executive Director or the Operations Board. All amendments may be submitted to the Operations Board for consideration before being considered by the Board of Directors. Amendments to the Bylaws shall require a majority vote of the total membership of the Board of Directors.

