



Salt Lake County  
records management  
& ARCHIVES

**Salt Lake County (Utah). Mayor's Office.  
Deputy Mayor Alan Dayton's Administrative Records,  
1997-2004**

Series # AD-006

Salt Lake County Records Management & Archives  
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West Valley City, Utah 84120  
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## Overview of Records

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| Creator:       | Mayor  |
| Title:         | Deputy Mayor Alan Dayton's Administrative Records  |
| Dates:         | 1997-2004  |
| Series Number: | AD-006   |
| Quantity:      | 5 cubic feet   |
| Arrangement:   | Original arrangement   |
| Abstract:      | This series contains the administrative records created or collected by Alan Dayton as deputy mayor and as acting mayor. |

## Administrative Information

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| Access Restrictions: | Records are classified as public. However, the series may contain information protected by GRAMA. Staff will need to review prior to access.                           |
| Use Restrictions:    | None.  |
| Preferred Citation:  | Record; Box number; Deputy Mayor Alan Dayton's Administrative Records; Salt Lake County Mayor; Salt Lake County Records Management & Archives, West Valley City, Utah. |
| Provenance:          | Transferred to the Archives by Mayor's administrative staff, 2005.   |
| Related Records:     | Mayor Nancy Workman's Administrative Records, series AD-006.   |

## History Note

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The government of Salt Lake County is unique in that it has a partisan county mayor. Prior to 2001, the County Commission (comprised of 3 commissioners) served as the governing body that organized and maintained county services and that managed all county business and property.

In January of 2001 a new form of government, including a mayor and council, replaced the commission. Mayor Nancy Workman's administration governed from January 2001 to December 2004. During that time, Workman was mayor from January 2001 to September 2004. In September 2004, Nancy Workman was placed on paid administrative leave and the deputy mayor, Alan Dayton, was sworn in as acting mayor. Deputy Mayor Alan Dayton served as acting mayor until December 2004.

Alan Dayton served as deputy mayor in Mayor Nancy Workman's administration until September 2004, when he took over the duties of the mayor's office as acting mayor. Dayton was acting

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mayor until December 2004. This series contains his administrative records during his office.

The county executive, called the mayor, is elected at large and for a four-year term in partisan elections.

Duties of the mayor:

- The direction and management of executive branch departments, including Public Works, Human Services, and Community and Support Services, but not including the executive activities of the independent elected officials.
- Carrying out and enforcing the programs and policies established by the Council.
- Enforcing the regulations, policies, and procedures of the County.
- Faithfully executing the laws and ordinances of the County.
- Assigning employees and work in the executive branch.
- Appointing persons to serve on commissions and boards, with advice and consent.
- Controlling County assets, funds, and property; preparing and presenting a budget to the Council.
- Reviewing County books, accounts, and funds necessary to the executive function.
- Negotiating and executing contracts.
- Considering and adopting long-range planning.
- Acting as intergovernmental relations liaison, exercising power of veto and line item veto, and attending and participating in Council meetings.

### **Scope and Content Note**

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Alan Dayton served as deputy mayor in Mayor Nancy Workman's administration until September 2004, when he took over the duties of the mayor's office as acting mayor. Dayton was acting mayor until December 2004. This series contains his administrative records that were created or collected during his term of office.

Some of the subjects in this series include: Citizen Committee Minutes; form of government background information; legal opinions; reports; statutes; form of government plans; legislation; convention and visitor bureau reports; correspondence B-L; and correspondence M-U.