



To: Mayors, Managers, and Clerks in Municipalities without a Manager, in CML Member Municipalities
From: Wade Troxell, CML President; Kevin Bommer, CML Executive Director
Date: June 5, 2019
Subject: Notice of and Agenda for the 2019 Annual Business Meeting

Attachments:

Appendix A – Bylaw Provisions for Election of Executive Board Members
Appendix B – Voting Rules
Appendix C – Procedure for Election of Executive Board Members
Appendix D – Policy Statement

The Annual Business Meeting of the Colorado Municipal League will be held in Breckenridge, Colorado during the Annual Conference at 2:15 p.m., Thursday, June 20, in the Imperial Ballroom. Voting cards and ballots may be picked up at the location of the Annual Business Meeting starting at 1:45 p.m. Attached as Appendices A and B, respectively, are some pertinent by-law provisions and the voting rules for business meetings of the League.

Among the subjects to be discussed or voted upon at the Business Meeting are the following, but not necessarily in this order:

1. **Nominating Committee report and election of Executive Board members.** The election process is described in the attached Appendices A through C.
2. **Policy Committee report and adoption of 2019-2020 Policy Statement.** The Policy Committee is recommending no changes to the current Policy Statement as printed in Appendix D. In order to facilitate deliberation about and understanding of any proposed amendments, Appendix B, paragraph 8 of the Voting Rules for CML Business Meetings encourages anyone proposing an amendment to the annual Policy Statement to provide written copies of the proposed amendment for all participants at the business meeting. It is suggested that 100 copies be produced for distribution.
3. **President's report.** A brief annual report of League activities will be presented.
4. **Dues report.** At its April 26, 2019 meeting, the Executive Board approved the 2020 dues. The Board approved the dues calculated according to the dues schedule adopted by the Executive Board and announced at the June 2016 annual business meeting.

The factors and data used for the 2020 dues are:

Base membership fee: \$185.00.

Population: \$0.22 per capita for the first 100,000, \$0.11 per capita for population from 100,001 to 200,000 and \$.055 for population in excess of 200,000. These figures are based on the July 2017 population estimates from the Department of Local Affairs.

Assessed valuation: 18 thousandths of a mill for the first \$1 billion in assessed valuation, 9 thousandths of a mill for assessed valuation from \$1 billion and 1 to \$2.5 billion and 4.5 thousandths of a mill for assessed valuation in excess of \$ 2.5 billion. These figures are based on the Assessed valuation as of January 1, 2018 from the Division of Property Taxation.

State sales tax collection: \$0.72 per thousand for the first \$5 million of state sales tax collections within the municipality, \$0.36 per thousand for sales tax collections from \$5 million and 1 to \$100 million and \$.14 per thousand for sales tax collections in excess of \$100 million. These figures are based on state sales tax collections for the 2015 calendar year from the Department of Revenue. The sales tax basis is "0" for municipalities for which the state does not disclose sales tax collection figures.

A member municipality's dues may not be increased annually more than 3% or \$2,000, whichever is less unless a municipality's dues, after the caps are applied, are less than 80% of the "Total Dues Before Cap". Then the cap will be increased to 5% and will continue at this rate each year until the dues exceed 80% of the "Total Dues Before Cap".

5. ***Other Business and Announcements.***

Although this memo is being mailed only to mayors, managers, and clerks in municipalities that have no manager, we ask that you bring it to the attention of members of your city council or board of trustees, particularly those who may be attending the Annual Business Meeting at the June Conference. All municipal officials from member cities and towns are encouraged to attend the Annual Business Meeting. ***Every municipality has a vote. Please review Article II of the by-laws for voting privileges. At least one designated representative should attend to cast your municipality's vote.***