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**GRAND JUNCTION CITY COUNCIL
MONDAY, AUGUST 16, 2021
WORKSHOP, 5:30 PM
FIRE DEPARTMENT TRAINING ROOM AND [VIRTUAL](#)
625 UTE AVENUE**

1. Discussion Topics

- a. Lincoln Park Stadium Renovation Update
- b. Council Policies and Procedures
- c. Auditor's Briefing to City Council Regarding the 2020 Audit - Ty Holman, Haynie & Company

2. City Council Communication

An unstructured time for Councilmembers to discuss current matters, share ideas for possible future consideration by Council, and provide information from board & commission participation.

3. Next Workshop Topics

4. Other Business

What is the purpose of a Workshop?

The purpose of the Workshop is to facilitate City Council discussion through analyzing information, studying issues, and clarifying problems. The less formal setting of the Workshop promotes conversation regarding items and topics that may be considered at a future City Council meeting.

How can I provide my input about a topic on tonight's Workshop agenda?

Individuals wishing to provide input about Workshop topics can:

- 1. Send an email (addresses found here www.gjcity.org/city-government/) or call one or more

members of City Council (970-244-1504);

2. Provide information to the City Manager (citymanager@gjcity.org) for dissemination to the City Council. If your information is submitted prior to 3 p.m. on the date of the Workshop, copies will be provided to Council that evening. Information provided after 3 p.m. will be disseminated the next business day.

3. Attend a Regular Council Meeting (generally held the 1st and 3rd Wednesdays of each month at 6 p.m. at City Hall) and provide comments during "Citizen Comments."



Grand Junction City Council

Workshop Session

Item #1.a.

Meeting Date: August 16, 2021

Presented By: Greg Caton, City Manager

Department: Parks and Recreation

Submitted By: Ken Sherbenou, Parks and Recreation Director

Information

SUBJECT:

Lincoln Park Stadium Renovation Update

EXECUTIVE SUMMARY:

Lincoln Park Stadium is undergoing major renovation in 2021 and 2022. September 20th is the scheduled start date for construction. City Council has been kept informed on the progress of this project and an update is needed. The project's architect and engineer team, led by Perkins and Will, has been working diligently with the Construction Manager and General Contractor, Shaw Construction. Working with these two groups, project priorities have been set by the Stadium Improvement Committee, comprised of Grand Junction Baseball (JUCO), Colorado Mesa University (CMU), School District #51 and the City. The resulting plans include significant capital improvement to this cornerstone of the community that School District #51, CMU, JUCO, the GJ Rockies and many other community users rely upon.

The following considerations need to be discussed with the City Council at this workshop:

1. Addition to the base \$8 million project of \$2.5 million to ensure completion of the highest priorities. Funding for this would initially be an advance from the General Fund reserve, to be re-paid by CMU over the course of 12 years at \$200,000 per year plus \$100,000 for the final year.
2. Addition of a building for Colorado Mesa University (CMU). CMU has approached the City to discuss adding a football building on the southwest corner of Stocker Stadium and west of the Lincoln Park barn. The City has been asked for a contribution of \$500,000 towards this specific addition to the stadium complex.

3. Two grant proposals, one to Great Outdoors Colorado and one to the Department of Local Affairs, could expand the projects possible in this major renovation effort. The approval for submitting these grant applications will be considered at the August 18th City Council meeting. The grants are for the outfield replacement and conversion of lighting to LED. The projects would require additional funding beyond grants, and currently there are discussions with Mesa County regarding participation in the renovation project that could provide the additional funding for this and other priority improvements not included at this point.

4. Shaw and Perkins and Will are assembling an early release package that will be coming to City Council on September 1 for consideration. This package involves several critical, time-sensitive items such as bleacher demolition, new foundations and new bleachers on both the Suplizio and Stocker sides of the stadium. These items must be set in motion by the beginning of September to ensure the completion of the renovation in time for JUCO at Suplizio and the five graduations at Stocker, all happening in May of 2022. Following this early release package, a guaranteed maximum price (GMP) for the entire project will be considered by City Council, likely in October.

BACKGROUND OR DETAILED INFORMATION:

Currently, a base project plan is nearly fully funded. The refinance of the Stadium last year generated an \$8 million project fund to enable this renovation. The annual lease payment for this renovation and previous improvements to the Stadium average \$698,000 per year through 2044. This annual payment is funded by JUCO (\$300,000) and School District #51 (\$100,000) with the City's Conservation Trust Fund revenues funding the remaining amount. As mentioned in the summary, CMU is also a funding partner and it is proposed their contribution be put towards repaying a loan of \$2,500,000 from the General Fund reserve. This would be \$200,000 per year from 2021 to 2032 and then \$100,000 for the year 2033. This would constitute a total contribution from CMU of \$2,500,000, which will be the same as School District #51 at \$100,000 for 25 years.

The base project plan is currently estimated at \$8 million. This base project plan includes the demolition, foundations and new grandstands at Suplizio Field and the Stadium. This involves the replacement of the oldest sections of bleachers at Suplizio with 1,000 new chairback seats behind home plate and 3,000 new bleacher seats along the 3rd baseline. All electrical, utilities, asphalt, electrical, cabling and audio/visual elements in this section of the stadium will also be replaced. On the Stocker side, the base project plan includes demo, foundations and new grandstands for the west bleachers, which are the oldest on the Stocker side. New buildings will also be constructed under the new stands, including new men's and women's bathrooms. All utilities, asphalt, electrical, cabling and audio/visual elements in this section of the stadium will also be replaced.

With a loan from the General Fund, a new plaza entry and landscaping will be funded on the Stocker side, as well as needed audio/visual and technology upgrades

throughout the complex. Sizeable grants are also being pursued, one to Great Outdoors Colorado to fund the replacement of the outfield at Suplizio and another to the Department of Local Affairs to fund the conversion of lights to LED throughout the complex. Without this loan from the General Fund reserve or any grant revenues, the base project plan would be the extent of the renovations.

A new football building is also being considered to include multi-purpose space, offices and lockers for the CMU football team at an estimated cost of \$2 million. The request is for the City to contribute \$500,000 towards this additional facility.

The Parks and Recreation Advisory Board discussed the evolving plan for the Stadium renovation at their regularly scheduled August 5th meeting. After much discussion, Michele Vion made a motion that the Parks and Recreation Advisory Board recommend support for the proposed Stadium Master Plan project proposals including the application to DOLA for the LED lighting conversion and the application to GOCO for the Suplizio outfield replacement. The motion was seconded by Austin Solko and carried unanimously (9 -0).

FISCAL IMPACT:

This item is for discussion purposes only. If City Council wants to consider additions to the Stadium project, a supplemental appropriation will be required in order to contract for the entire project before year-end.

SUGGESTED ACTION:

For Council Discussion

Attachments

None



Grand Junction City Council

Workshop Session

Item #1.b.

Meeting Date: August 16, 2021

Presented By: Chuck McDaniel

Department: City Council

Submitted By: Greg LeBlanc, Sr. Asst. to the City Manager

Information

SUBJECT:

Council Policies and Procedures

EXECUTIVE SUMMARY:

Members of City Council have expressed interest in developing City Council policies. This item is intended for the discussion of City Council policies by City Council.

BACKGROUND OR DETAILED INFORMATION:

The following list is based on input and feedback from City Council. Potential policies for discussion include:

- Policies and Procedures – general matters:
 - Table of contents
 - Purposes
 - Periodic review – policies binding on successor councils?
- Creating ad hoc committees.
- Mayor & Mayor pro tem roles and responsibilities:
 - Delegation of authority.
 - When prior approval by Council is required for communications by Mayor made in Council's name.
- Review and revise Agenda Policy, e.g.:
 - How agenda items are proposed and included in an agenda.
 - Guidelines for placing items on the Consent Agenda – process for placing/removing consent agenda items.
 - Citizen Comments placement on Agenda.
 - Rules for public comments at Council meetings.

- Revise (or eliminate and replace with separate policies) Resolution 40-18, “Procedures Governing the Conduct of City Council Meetings and Work Sessions”:
 - “Rule of four” - when and how applied (including Agenda Policy).
 - Prohibit bringing a matter back to Council a second time unless there is a material change in facts.
 - Consent Agenda process:
 - removing an item from Consent Agenda.
 - consideration and voting on a removed item.
- Complaint/investigation policy – process for when a complaint is brought forward by or against a Councilmember(s).
- Council ethics and conflict of interest policy.
- Councilmembers’ role on boards and commissions – duties and loyalties.
- Use of electronic means for participation in meetings – This policy would establish a process for participating in meetings by electronic means:
 - Councilmember’s participation.
 - Participation by citizens.
- City Council vacancy – establish a process for filling a vacancy on the Council.
- Procedures for land use quasi-judicial hearings – e.g.:
 - Ceding time to another speaker.
 - Topics that may/may not be discussed by citizen commenters.
 - The burden of proof and persuasion and the role of staff.
 - Separate meetings for quasi-judicial matters.
- Council decorum - revisit resolution 40-20 – establish different or additional guidelines for proper etiquette and behavior of Council, including council members' communications with the media.
- Councilmembers' access to City staff - procedure for interacting with City staff.
- Answering emails addressed to all or individual council members.
- Coordinating attendance at events and ceremonies.
- Weapons in the auditorium, City Hall, city offices, and facilities.
- Council travel policy.
- Use of City credit card by Councilmembers:
 - Proper use of City purchasing cards.
 - Establish a procedure for using and reporting transactions.

FISCAL IMPACT:

N/A

SUGGESTED ACTION:

This item is intended for discussion by City Council.

Attachments

1. GJ Council Credit Card Policy

2. GJ Council Travel Policy
3. Proclamation Policy
4. Resolution No. 40-18
5. Resolution No. 40-20
6. Agenda Setting Policy

CITY OF GRAND JUNCTION
CREDIT CARD POLICY

1. PURPOSE:

This policy establishes the procedures for the use of credit cards by members of City Council ("Council") as necessary for business on behalf of the City of Grand Junction. This policy provides City Councilmembers with a procedure and guidelines for the kinds of charges permissible on a City of Grand Junction credit card such as payment, as well as a policy for reimbursements. The procedure shall allow for City Councilmembers to exhibit proper usage of official business on behalf of the City of Grand Junction.

2. CITY CREDIT CARDS

A As a Councilmember, you will be issued a City of Grand Junction purchasing card (P-card) to cover expenses related to official City business. Generally, the appropriate expenses incurred on City credit cards include expenses associated with travel (hotel, meals, car rental); City-related meetings (meals); and seminar registrations.

B The City Manager's Office will process incurred City credit card expenses. Retain all credit card receipts and bring them to Administrative Support staff. Documentation needed for out-of-town travel and in-town meals must include an itemized receipt as well as a notation regarding the names of individuals being fed, the place or location, the business purpose, the date and which meal was purchased (lunch, breakfast or dinner).

C City policy prohibits the use of City funds for purchasing alcohol. If alcoholic beverages are included on a restaurant or hotel bill, Councilmembers should reimburse that amount to the City through cash or check. If a hotel bill includes charges for entertainment such as in-room movies, Councilmembers should reimburse these charges to the City.

D Please be aware that credit card expenses are public information and have been requested for review in the past. These accounts may also be audited.

3. MILEAGE REIMBURSEMENT:

A Councilmembers are entitled to reimbursement for mileage incurred while conducting City business. The City reimburses at the same per-mile rate as the IRS allows for tax purposes. You may submit a mileage reimbursement form to the City Manager's Office on a monthly basis.

CITY OF GRAND JUNCTION
TRAVEL POLICY

1. PURPOSE:

This policy establishes the procedures for travel by members of City Council (“Council”) required for business on behalf of the City of Grand Junction. This policy provides City Councilmembers with a procedure and guidelines for making travel arrangements, scheduling payment, and reimbursements. The procedure shall allow City Staff to adequately aid City Councilmembers plan for travel as required by official business on behalf of the City of Grand Junction.

2. CONFERENCES, SEMINARS, OR SPECIAL MEETINGS:

A. Councilmembers sometimes have an opportunity to attend conferences and seminars related to their duties as a municipal official. Councilmembers shall bring the registration form to the City Manager’s Office and staff will complete necessary registration forms and arrange for fees to be paid by the City or reimbursed if the Councilmember pays the fee directly.

B. Conferences and seminars vary in size and scope depending on the intended purpose. Conferences or seminars with a national focus and are typically held in locations out of the state and require greater amounts of travel arrangements. Since the policy decisions made by City Council revolve around local issues, the attendance of national-level conferences or seminars is limited. Resulting, travel costs for conferences that exceeds \$1,000 shall be brought to Council as a whole for review by the group. Costs associated for travel and registration for conferences is limited by the amount designated in the Annual Budget. Conferences and seminars with a focus on localized or state-wide issues are typically held within the state and attendance requires day-of travel or simple travel arrangements. Councilmembers are encouraged to attend in-state conferences or seminars more frequently than out-of-state conferences or seminars due to the relevance of information presented. Travel may also be required for Councilmembers to attend the meetings of committees that members of City Council have been assigned.

3. TRAVEL ARRANGEMENTS:

A. When attending a City-related out of town conference or meeting, Administrative staff will make travel arrangements in advance of the trip. Please inform staff as soon as possible regarding out-of-town conferences. Staff will make arrangements for convenient travel dates, airline reservations, accommodation preferences, etc.

B. The City makes every effort to get the most economical airfares and room accommodations. Many airline reservations are *non-refundable*. Please be mindful that if cancellations are necessary, the City will end up paying the extra costs. Airfare, hotel, conference registration, car rental or taxis, mileage or shuttle expenses, and meal expenses

will be paid by the City. You may use your City purchasing card for these expenses or you may use cash.

C. Documentation needed for out-of-town travel and in-town meals must include an itemized receipt as well as the names of individuals being fed, the place or location, the business purpose, the time or date and the type of meal (lunch, breakfast or dinner.) However, if a City employee is picking up the tab for a group meal, the names of those individuals attending need to be included on the receipt. This information is required by the City's auditors and is required of both staff and Council.

D. A per diem rate for meal expenses will be issued by Administrative staff for out-of-town trips and conferences. With a per diem, you would not need to provide receipts for meal expenses at the end of your trip.

E. Your guest may travel with you, but the City will only pay for your share of the expenses. For example, airfare for your guest will not be covered, and if the hotel rate is higher for double occupancy, the City will only pay for single occupancy.

4. CITY CREDIT CARDS

A. As a Councilmember, you will be issued a City of Grand Junction purchasing card (P-card) to cover expenses related to official City business. Generally, the appropriate expenses incurred on City credit cards include expenses associated with travel (hotel, meals, car rental); City-related meetings (meals); and seminar registrations.

B. The City Manager's Office will process incurred City credit card expenses. Retain all credit card receipts and bring them to Administrative staff. Documentation needed for out-of-town travel and in-town meals must include an itemized receipt as well as a notation regarding the names of individuals being fed, the place or location, the business purpose, the date and which meal was purchased (lunch, breakfast or dinner).

C. City policy prohibits the use of City funds for purchasing alcohol. Alcoholic beverages must be placed on a separate tab from which City funds are used. If alcoholic beverages are included on a restaurant or hotel bill by accident, Councilmembers shall reimburse that amount to the City through cash or check. If a hotel bill includes charges for entertainment such as in-room movies, Councilmembers shall reimburse these charges to the City.

D. Please be aware that credit card expenses are public information and have been requested for review in the past. These accounts may also be audited.

5. MILEAGE REIMBURSEMENT:

A. Councilmembers are entitled to reimbursement for mileage incurred while attending out of town conferences and seminars. The City reimburses at the same per-mile rate as the IRS allows for tax purposes. Councilmembers may submit a mileage reimbursement form to the City Manager's Office on a monthly basis.

CITY OF GRAND JUNCTION
PROCLAMATION PROCESS POLICY

1. PURPOSE:

This policy establishes the procedures for selecting proclamations to be read by the City Council ("Council"). This policy provides City Councilmembers with a procedure for differentiating between *Civic Proclamations* and *Social Proclamations*. The procedure will help City Councilmembers manage the length of time spent on agenda items during regular meetings while supporting proclamation recipients.

2. PROCLAMATION PROCESS:

When a Councilmember receives a request for a proclamation, he/she will refer the requestor to the Mayor and City Manager for discussion at the next Agenda Review Committee meeting. Proclamations will be designated as *civic* or *social*.

A. PROCEDURE FOR CIVIC PROCLAMATIONS:

The following procedures apply to civic proclamations:

A. The Agenda Review Committee consisting of the Mayor and Mayor *pro tem* may designate proclamations as *civic*. *Civic* proclamations are those which pertain to holidays or issues of local significance. These proclamations are read and presented at City Council meetings and one representative is designated to receive the proclamation.

B. The preferred number of *civic* proclamations read at a meeting is no more than three.

B. PROCEDURE FOR SOCIAL PROCLAMATIONS:

The following procedures apply to social proclamations:

A. The Agenda Review Committee consisting of the Mayor and Mayor *pro tem* may designate proclamations as *social*. *Social* proclamations are those which pertain to awareness issues or topics championed by service clubs. These proclamations are mailed to the requester or issued at the event, when applicable. The titles of the social proclamations issued in a given month will be read aloud by the Mayor at the Council meeting.

B. There is no preferred number of *social* proclamations.

RESOLUTION NO. 40-18

A RESOLUTION ADOPTING POLICIES FOR THE CONDUCT OF CITY COUNCIL MEETINGS AND WORK SESSIONS

RECITALS:

The City Council has considered the attached *Procedures Governing the Conduct of City Council Meetings and Work Sessions* ("Procedures") and has determined that the adoption thereof will provide a systematic, consistent and standardized method for conducting City Council meetings.

The *Procedures* will help the Council to conduct efficient and effective meetings in its administration of the public's business.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION:

- a) The *Procedures* shall constitute the policies for the conduct of meetings of the Grand Junction City Council; and,
- b) The *Procedures* are effective immediately and shall continue in effect until revised by subsequent resolution of the Council.

PASSED and ADOPTED this 18th day of July 2018.



Barbara Traylor Smith
President of the City Council



Wanda Winkelmann
City Clerk



Procedures Governing the Conduct of City Council Meetings and Work Sessions

**Adopted July 18, 2018
Resolution No. 40-18**

Section 1. Order of Business for Regular or Special Council Meetings.

- a. Council business at regular Council meetings shall be conducted in the following order:
 - (1) Call Meeting to Order
 - (2) Pledge of Allegiance
 - (3) Invocation or Moment of Silence
 - (4) Presentations, Proclamations, Appointments, Certificate of Appointments
 - (5) Citizen Comments
 - (6) City Manager Report
 - (7) Council Reports
 - (8) Consent Agenda
 - (9) Council Pulled Consent Agenda Items
 - (10) Regular Agenda Items Needing Individual Consideration
 - (11) Non-Scheduled Citizens & Visitors
 - (12) Other Business
 - (13) Adjournment
- b. Council business at special Council meetings shall be conducted in the following order:
 - (1) Call Meeting to Order
 - (2) Pledge of Allegiance
 - (3) Invocation or Moment of Silence
 - (4) Individual Consideration of Items Identified in the Call of Special Meeting
 - (5) Adjournment
- c. Council business at Executive Sessions/Special Meetings shall be conducted in the following order:
 - (1) Call Meeting to Order
 - (2) Individual Consideration of Items Identified in the call of Executive Session/Special Meeting
 - (3) Adjournment
- d. Procedures for conduct of other types of special proceedings by the Council shall be established by the presiding member and shall comply with all applicable legal requirements.

Section 2. Length of Meetings

- a. Regular Council meetings will begin at 6:00 P.M.; Executive Session/Special Meetings will begin at the noticed time.
- b. Breaks may be taken during meetings at the presiding member's discretion; meeting length and agenda will be consideration for when breaks are taken.
- c. Regular Council meetings will end no later than 10:30 P.M., except that:
 - (1) any item of business commenced before 10:30 P.M. may as determined by a majority of the members be concluded before the meeting is adjourned; and,
 - (2) the Council, at any time prior to adjournment, may as determined by a majority vote of the members, extend a meeting until no later than midnight to consider additional item(s) of business.
 - (3) All matters scheduled for a meeting which have not yet been considered by the Council prior to 10:30 P.M. (or midnight if the meeting is extended), will be continued without separate motion to the next regular Council meeting and will be placed on the regular agenda for such meeting, unless Council determines otherwise.

Section 3. Citizen Comment During Regular and Special Council Meetings.

- a. Comment during Citizen Participation. Prior to the start of the Council meeting, citizens expressing an interest in addressing City Council during the "Citizen Comments" portion of the meeting shall complete a form provided by the City Clerk. Citizen comment will be allowed on matters of interest or concern to citizens except the following:
 - (1) items the Council will consider at that night's meeting that include time for citizen comment (such as items discussed during public hearings);
 - (2) matters that are the subject of a board or hearing member decision that will be appealable to the Council, if a submittal has been made to initiate the decision-making process.
- b. Comment on Agenda Items. Citizen input will be received with regard to:
 - (1) each item discussed during a public hearing on the regular agenda;
 - (2) each item pulled from the consent agenda;
 - (3) any item that is addressed by formal Council action under the "Other Business" portion of the meeting that directly affects the rights or obligations of any member of the general public.

Such citizen input will be permitted only once per item regardless of the number of motions made during Council's consideration of the item.

- c. **Time Limits for Speaking.** Each speaker will generally be limited to three minutes; however, the amount of time to be allotted to each speaker will be set by the presiding member based upon the number of persons expected to speak, in order to allow as many as possible to address the Council within a reasonable time given the scheduled agenda. The presiding member may ask those intending to speak to indicate their intention by a show of hands or some other means, and to move to a line of speakers (or to a seat nearby for those not able to stand while waiting). If necessary in order to facilitate Council's understanding of the item, or to allow the Council to consider and act upon the item in a timely fashion, the presiding member may increase or decrease the time that would otherwise be allowed for each speaker.
- d. **Manner of Addressing the Council.** Comment and testimony are to be directed to the Council. Unless otherwise directed by the presiding member, all comments must be made into the microphone.
- e. **Yielding the Lectern.** Each speaker shall promptly cease his/her comments and yield the lectern immediately upon the expiration of the time allotted or at the conclusion of questions from the Council.
- f. **Yielding of Time.** No speaker may yield part or all of his/her time to another speaker, and no speaker will be credited with time requested but not used by another.

Section 4. Public Conduct During Regular and Special Council Meetings and Work Sessions.

- a. **General Comment, or Expressions of Support or Opposition.** Members of the audience are not entitled to speak except as provided in these Rules of Procedure, or as expressly requested by the presiding member or City Manager or City Attorney and shall not engage in expressions of support or opposition, such as whistling, cheering, foot stomping, booing, hissing, speaking out, yelling, or other acts, that disturb, disrupt or impede the meeting or any recognized speaker.
- b. **Signs and Props.** With the exception of materials exhibited as part of a presentation to City Council, no signs or props are permitted in the Council chambers.
- c. **Distribution of Literature.** Distribution of fliers or other literature is permitted in the public lobby areas of City Hall only when City Hall is open for a public event. Distribution of fliers and other literature is permitted on the sidewalks and grounds around City Hall. (See, 9.04.160 et. seq. GJMC) Persons wishing to engage in such activities may do so only in a manner that does not interfere with the movement of persons or obstruct the passage of pedestrians or vehicles.

- d. Video and Audio Recording. Video and audio recording by the press or other members of the public is permitted in the Council chambers only if the person making the recording is seated, standing in the back of the Council chambers behind all seated persons, or standing in any other area pursuant to the direction of the presiding member in his or her reasonable discretion or designated for that purpose by the City.
- e. Areas Permitted for Seating and Standing. Except for persons waiting in line to speak in accordance with the presiding member's instructions, no persons shall sit in the Council chambers except in chairs or seats provided by the City or in wheelchairs or other assistive devices, and no persons shall stand in the aisles or other locations in the Council chambers except in the back of the Council chambers and only in accordance with other applicable limits for fire and building safety.

Section 5. Procedural Decisions Subject to Modification by Council.

Decisions by the presiding member regarding procedures and procedural issues, including but not limited to time limits for public comment, may be superseded by a majority vote of the Council.

Section 6. Council Questions and Debate.

Council questions and debate regarding an agenda item during a regular or special Council meeting will occur immediately following citizen input and prior to entertaining any main motion related to the item. Except when raising a point of order at a regular or special Council meeting, Councilmembers seeking to ask questions or participate in debate or discussion will do so only when recognized by the presiding member. The presiding member may limit or curtail questions or debate as he/ she deems necessary for the orderly conduct of business.

Section 7. Basic Rules of Order for Regular and Special Council Meetings.

These procedures are based on commonly used rules of order and these procedures will control the conduct of City Council business at regular and special Council meetings. Except as specifically noted, all motions require a second. These procedures are based upon *Robert's Rules of Order Newly Revised* and have been modified as necessary to conform to existing practices of the Council and to the requirements of the City Charter. For example, all motions of the Council, except a motion to go into executive session or a motion to adopt an emergency ordinance, may be adopted upon approval of a majority vote (four members) of the members of City Council, pursuant to Art. VI, Sec. 50 of the City Charter.

If a question is not addressed by these procedures then reference may be made to Robert's Rules of Order for clarification or direction, however, adherence to *Robert's Rules of Order Newly Revised* shall not be mandatory, and, in the event of any conflict between these procedures and Robert's Rules of Order Newly Revised, these procedures shall prevail. In the event of any conflict between these

procedures, Robert's Rules of Order Newly Revised and the City Charter and/or Code provision(s), the City Charter or Code provision shall prevail.

Any councilmember and the presiding member may make or second any motion, except as specifically limited by these procedures.

MAIN MOTIONS

- Main motions are used to bring business before the Council for consideration and action.
- A main motion can be introduced only if no other business is pending.
- All main motions require a second and may be adopted by majority vote (4) of the members of City Council.
- A main motion may be made or seconded by any Councilmember, including the presiding member.
- A main motion is debatable and may be amended.

SUBSIDIARY MOTIONS

These are motions that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

1. Motion to Amend. The point of a motion to amend is to modify the wording - and, within certain limits, the meaning - of a pending motion before the pending motion itself is acted upon.

- A motion to amend, once seconded, is debatable and may itself be amended once.
- A "secondary amendment," which is a change to a pending "primary amendment," cannot be amended.
- Once a motion to amend has been seconded and debated, it is decided before the main motion is decided.
- Certain motions to amend are improper.
 - For example, an amendment must be "germane" to be an order. To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied.
 - Also, some motions to amend are improper, for example, a motion that would merely make the adoption of the amended question equivalent to a rejection of the original motion, or one that would make the question as amended identical with, or contrary to, one previously decided by the Council during the same session.
- "Friendly" amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before a vote is taken on motions to amend the main motion.

2. Withdrawal of a Motion. After a motion has been seconded and stated by the presiding member it belongs to the Council as a whole and the maker may withdraw his or her motion unless one or more members of the Council objects, in which case the majority of the Council must consent to withdrawal of the motion.

3. Motion to Postpone to a Certain Time (or Definitely). This is the motion by which action on an agenda item or a pending motion can be put off to a definite day, meeting or hour, or until after a certain event has occurred.

- A motion to postpone definitely can be debated only to the extent necessary to enable the Council to determine whether the main motion should be postponed and, if so, to what date or time.
- Similarly, it is amendable only as to the date or time to which the main motion should be postponed.

4. Motion to Lay on the Table. A motion to table is intended to enable the Council to lay the pending question aside temporarily, but only when something else of immediate urgency has arisen.

- Adoption of a motion to lay on the table immediately halts the consideration of the affected motion, since a motion to table is neither debatable nor amendable.

5. Motion to Postpone Indefinitely. A motion to postpone indefinitely is, in effect, a motion that the Council decline to take a position on an agenda item or main motion.

- Adoption of a motion to postpone indefinitely kills the agenda item or main motion and avoids a direct vote on the item or motion. It is useful in disposing of an item or motion that cannot either be adopted or expressly rejected without undesirable consequences.
- A motion to postpone indefinitely is debatable but not amendable.

6. "Calling the Question". "Calling the question" may sometimes motivate unanimous consent to end debate. If it does not, however, then debate does not automatically end.

- If any member objects to ending the debate, the presiding member should ask if there is a second to the motion and, if so, he must immediately take a vote on whether to end debate.
- A motion to call the question is not debatable or amendable.

INCIDENTAL MOTIONS

These are motions which usually apply to the method of conducting business rather to the business itself.

1. Point of Order. If a Councilmember thinks that the rules of order are being violated, he or she can make a point of order, thereby calling upon the presiding member for a ruling and an enforcement of the regular rules.

- A “point of order” takes precedence over any pending question out of which it may arise *and does not require a second*.
- A “point of order” is not amendable.
- Technically, a “point of order” is not debatable; however:
 - With the presiding member's consent, the member raising the point of order may be permitted to explain his or her point.
 - In response to a point of order, the presiding member can either immediately rule, subject to appeal to the Council, or the presiding member can refer the point of order to the judgment of the Council, in which case the point becomes debatable.
 - In making his or her ruling, the presiding member may consult with the City Attorney and/or members of the Council.
 - No member has the right to express an opinion unless requested to do so by the presiding member.
- When the presiding member has made a ruling, any two Councilmembers can appeal the ruling (one making the appeal and the other seconding it).
 - When an appeal is taken, the matter is decided by majority vote of the Council.
 - A tie vote sustains the decision of the presiding member.
- If a point of order is to be raised, it must be raised promptly at the time the perceived violation of the rules occurs.

2. Motion to Divide a Question. If a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition by itself, the parts of the motion can be separated for consideration and voted on as if they were distinct questions by the adoption of a motion for division of the question.

- A motion to divide a question, if seconded, takes precedence over the main motion and is not debatable.
- The motion to divide must clearly state the manner in which the question is to be divided, and while the motion to divide is pending, another member can propose a different division by moving an amendment to the motion to divide, in which case the amended form of the motion, if seconded, would be decided first.
- Often, little formality is involved in dividing a question, and it is arranged by unanimous consent.

3. Motion to Suspend the Rules. When the Council wishes to do something that it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules that interfere with the proposed action.

- A motion to suspend the rules can be made at any time that no question is pending and can be applied to any rule except those that are fundamental principles of the City Charter, City Code or other applicable laws.
- This motion is neither debatable nor amendable.

RESTORATIVE MOTIONS

These are motions that bring a question again before the Council for its consideration.

1. Motion to Take from the Table. The object of this motion is to take from the table and make pending again before the Council a motion or series of adhering motions that previously had been laid on the table.

- A motion to take an item from the table is neither debatable nor amendable.
- When a question is taken from the table, it is before the Council with everything adhering to it, exactly as it was when laid on the table.

2. Motion to Reconsider. This motion enables a majority of the Council to bring back for further consideration a motion which has already been voted on.

- A motion to reconsider is in order only if made on the same date that the vote to be reconsidered was taken, and can be made only by a member who voted with the prevailing side of the vote to be reconsidered.
- The purpose of reconsidering a vote is to permit the correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote.
- When a member who cannot make a motion for reconsideration believes that there are valid reasons for one, he or she can try, if there is time or opportunity, to persuade someone who voted with the prevailing side to make such a motion.
- A motion to reconsider is debatable whenever the motion proposed to be reconsidered was debatable. And, when debatable, opens to debate the merits of the question to be reconsidered.
- A motion to reconsider is not amendable.
- The effect of the adoption of a motion to reconsider is that the question on which the vote was reconsidered is immediately placed before the Council in the exact position it occupied the moment before it was voted on originally.

3. Motion to Rescind or Amend Something Previously Adopted. By means of the motions to rescind or to amend something previously adopted, the Council can change an action previously taken or ordered.

- A motion to rescind or amend something previously adopted is debatable and amendable.
- In contrast to a motion to reconsider, there is no time limit on making a motion to rescind or a motion to amend something previously adopted (provided that no action has been taken by anyone in the interim that cannot be undone), and these motions can be moved by any member of the Council, regardless of how he or she voted on the original question.
- The effect of passage of this motion is not to place the matter back before the assembly as it was just prior to a vote being taken.
 - Instead, it either entirely nullifies the previous action or modifies it, depending

upon which motion is used.

- For that reason, adoption of a motion to rescind or amend something previously adopted should be carefully considered if third parties may have relied to their detriment on the previous action.
- In order to modify an adopted ordinance, Council must adopt a new ordinance making the desired modification, in compliance with all formalities applicable to adoption of an ordinance.

PRIVILEGED MOTIONS

These motions are of such urgency or importance that they are entitled to immediate consideration, even when another motion is pending. This is because these motions do not relate to the pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

1. Motion to Adjourn. Generally, the presiding member adjourns the meeting at his or her discretion at the completion of the agenda. However, any Councilmember may move to adjourn the meeting at any time.

- A motion to adjourn requires a second.
- A motion to adjourn is always a privileged motion except when the motion is conditioned in some way, as in the case of a motion to adjourn at, or to, a future time.
 - Such a conditional motion is not privileged and is treated just as any other main motion.
 - A conditional motion to adjourn at or to a future time is always out of order while business is pending.
- An unconditional, privileged motion to adjourn takes precedence over most other motions.
- The privileged motion to adjourn is neither debatable nor amendable, while a conditioned motion to adjourn is debatable and may be amended.

2. Motion to Recess. A motion to recess is essentially a motion to take a break during the course of a Council meeting.

- A motion to recess must be seconded.
 - A motion to recess that is made when no question is pending is a main motion and should be treated as any other main motion.
 - A motion to recess is said to be privileged if it is made when another question is pending, in which case it takes precedence over all subsidiary and incidental motions and most other privileged motions. It is not debatable and is amendable only as to the length of the recess.
- After a recess, the meeting resumes when the presiding member has called the meeting back to order.

Section 8. Voting Procedure.

1. Casting a vote.
 - a. A roll call vote will be taken for items on the Discussion Agenda that require a Public Hearing. The City Clerk will call each Councilmember's name individually and the results shall be recorded in the official minutes.
 - b. For non-roll call agenda items, the Presiding member will call for a voice vote whereby the response will either be in the affirmative ("Aye" or "Yes") or negative ("Nay" or "No").

CITY OF GRAND JUNCTION, COLORADO

RESOLUTION NO. 40-20

A RESOLUTION ADOPTING A POLICY ESTABLISHING PRINCIPLES OF
DECORUM FOR CITY COUNCIL

RECITALS.

At its work session on June 29, 2020 the City Council discussed the importance of having a policy which establishes shared principles of civility, decorum and propriety for Councilmembers and the conduct of members when conducting City meetings and business affairs.

The adoption of policies is authorized by the City Charter and is consistent with principles of good governance. Adoption of this decorum policy will help guide the actions of City Council and provide a framework for constructive communication, which in turn promotes effectiveness and efficiency of the City Council.

Thoughtful communication by and among the Council, and with citizens, colleagues and City staff is imperative to fully, properly and genuinely serve the community.

Thoughtful communication, as generally described by this policy, is vital to realizing the tenet that *the Council may disagree without being disagreeable*. The Council collectively, and its members individually, endeavor to keep that principle with the adoption of this resolution.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION ADOPTS THE FOLLOWING PRINCIPLES OF DECORUM FOR THE GRAND JUNCTION CITY COUNCIL:

- ☐ Assume Positive Intent
- ☐ Lead with Positive Intent
- ☐ Come Prepared to Learn
- ☐ Participate Fully
- ☐ All Join the Conversation
- ☐ Respect Other Points of View
- ☐ Listen for Understanding
- ☐ Ask for Clarification
- ☐ Open, Honest Dialogue
- ☐ Don't Take It Personally
- ☐ Be Willing to Risk
- ☐ Consider The/All Options

This policy shall serve, until amended or repealed and replaced by subsequent resolution of the City Council, to guide the course of action and conduct of the City Council pertaining to the conduct of members when conducting City meetings and business affairs.

Adopted this 1st day of July 2020.


C.E. "Duke" Wortmann
President of the Council

ATTEST:

Wanda Winkelmann
City Clerk



CITY OF GRAND JUNCTION
AGENDA POLICY

1. PURPOSE:

This policy establishes the procedures for agendizing subjects and/or proposed action items on regular and special meeting and work session agendas of the City Council ("Council"). This policy provides City Councilmembers with a procedure for initiating or removing new business, policy issues and other matters that a member(s) desires to be heard or that he/she desires to sponsor. The procedure shall help City Councilmembers respond to constituent inquiries and enhance communication between City Council and City Staff.

2. AGENDA PREPARATION:

A. PROCEDURE FOR REGULAR AND SPECIAL MEETINGS:

The following procedures shall apply to regular and special meeting agendas:

A. The Agenda Committee consisting of the Mayor and Mayor *pro tem* may place or remove any agreed upon item on a regular or special meeting agenda. Members of City Council may add or remove items from the agenda by approaching members of the Agenda Committee through normal means of contact. Alternatively, Councilmembers may bring topics during workshops or at least four (4) Council Members may place an item on a regular meeting agenda. Members of the general public may initiate an agenda item(s) by approaching a Councilmember, who will then work with a member of the Agenda Committee.

B. The agenda as set by the Agenda Committee will be noticed by the City Manager, or designee, in consultation with the City Attorney as the City Manager deems necessary and will be distributed by the City Manager to City Council by at least twenty-four (24) hours before the scheduled meeting.

C. The City Manager, in coordination with the Agenda Committee, shall be responsible for scheduling all regular and special meeting agenda items. If the Agenda Committee or four (4) or more Council Members request that an item be placed on a regular or special meeting agenda, the City Manager shall determine, in coordination with the Agenda Committee which meeting agenda is and practically appropriate for such item(s).

D. Public comment, issues that arise at or during meetings, or topics that Council refers to the City Manager can be responded to in a variety of ways including scheduled meetings with the City Manager, memoranda, or at the Council's next regular meeting or work session. The City Manager, with the consultation with the Agenda Committee if the City Manager deems such consultation necessary, will determine whether referred matters necessitate referral to an agenda or may be addressed separately (through the scheduled meetings, memoranda or by a verbal report to Council or other appropriate means of resolution and/or reporting.)

B. PROCEDURE FOR WORKSHOP SESSIONS:

The following procedures shall apply to workshop session agendas:

A. The Agenda Committee consisting of the Mayor and Mayor *pro tem* may place or remove any agreed upon item on a workshop agenda. Members of City Council may add or remove items from the agenda by approaching members of the Agenda Committee through normal means of contact. Alternatively, Councilmembers may bring topics during workshops or at least four (4) Council Members may place an item on a workshop meeting agenda. Members of the general public may initiate an agenda item(s) by approaching a Councilmember, who will then work with a member of the Agenda Committee.

B. The agenda as set by the Agenda Committee will be noticed by the City Manager, or designee, in consultation with the City Attorney as the City Manager deems necessary and will be distributed by the City Manager to the members of City Council at least twenty-four (24) hours before the scheduled meeting.

C. The City Manager, in coordination with the Agenda Committee, shall be responsible for scheduling all workshop agenda items. In other words, if the Agenda Committee or four (4) or more Council Members request that an item be placed on a workshop agenda, the City Manager shall determine, in coordination with the Agenda Committee, which workshop agenda is and practically appropriate for such item(s).

D. Items pertaining to City strategic goals shall receive priority on work session agendas.

E. Guests and outside presenters shall generally be scheduled before other items on the agenda.

3. METHOD OF NOTIFICATION:

A. The agenda of meetings shall be posted at least twenty-four (24) hours prior to the meeting. Any other notice allowable by law shall be permissible. In addition, a reasonable effort will be made to notify the media normally covering a City Council meeting when a meeting is scheduled or cancelled. Notice of a Council meeting shall be posted at the designated posting location on the City website.

B. Meeting agendas will be distributed to City Council members at least twenty-four (24) hours before the scheduled meeting. Councilmembers who request changes to the agenda must request such changes through the Agenda Committee at least twenty-four (24) hours before the scheduled meeting.

4. AGENDA AND PACKET DISTRIBUTION:

The following procedures shall apply to the distribution of work session, regular and special meeting agendas and packets. Materials included in meeting packets vary based on the type of meeting:

A. Prior to each meeting of the Council, each Councilmember shall receive the following when applicable based on type of meeting:

- A copy of the agenda of the meeting, stating each matter to be discussed by the Council by title, description and/or synopsis.
- A copy, in its latest form or edition, of each ordinance, resolution, or other written or printed document to be presented at the meeting, including background information, analysis and recommendation to City Council when applicable. This policy and respective procedures may not apply to Emergency Meetings.
- A copy of the minutes of the previous meeting.

B. Copies of the agenda also shall be kept at City Hall and shall be available in the City Hall Auditorium on the night of a regular, special or emergency meeting, and shall be made available to any member of the public who so requests.

- A copy of the information provided to City Council will be available in meeting location for any member of the public to inspect with all material for the meeting except the material that is subject to the client/attorney privilege.



Grand Junction City Council

Workshop Session

Item #1.c.

Meeting Date: August 16, 2021
Presented By: Ty Holman, Hanie & Company
Department: Finance
Submitted By: Jodi Welch, Finance Director
Greg Caton, City Manager

Information

SUBJECT:

Auditor's Briefing to City Council Regarding the 2020 Audit - Ty Holman, Haynie & Company

EXECUTIVE SUMMARY:

Haynie & Company is the City Council's independent auditor. Each year the City's financial statements are audited in connection with the issuance of the Comprehensive Annual Financial Report.

The auditor works directly for the City Council. Ty Holman, Partner at Haynie & Company, conducts the City's audit and he will brief the City Council on the audit results. A full report will be given on August 18, 2021 at the City Council meeting. This report will include that the City again received a "clean" opinion, which means the financial statements present fairly, in all material respects, the financial position of the City.

BACKGROUND OR DETAILED INFORMATION:

Haynie & Company is the City Council's independent auditor. Each year the City's financial statements are audited in connection with the issuance of the Comprehensive Annual Financial Report.

The auditor works directly for the City Council. Ty Holman, Partner at Haynie & Company, conducts the City's audit and he will brief the City Council on the audit results. A full report will be given on August 18, 2021 at the City Council meeting. This report states that the City again received a "clean" opinion, which means the financial statements present fairly, in all material respects, the financial position of the City. The City of Grand Junction 2020 Comprehensive Annual Report has been distributed to City

Council and is available online: <https://www.gjcity.org/380/Comprehensive-Annual-Financial-Report>

FISCAL IMPACT:

This is for discussion purposes only.

SUGGESTED ACTION:

This is for discussion only.

Attachments

None