



95TH CML ANNUAL CONFERENCE

June 20–23, 2017 • Breckenridge, CO

YOUR MUNICIPAL CLERK – A WEALTH OF KNOWLEDGE TO ASSIST YOU

Thursday, June 22, 2017

10:15 – 11:30 a.m.

“OFFICIAL MINUTES”

In attendance: Wanda Winkelmann, Fort Collins City Clerk
Betsy Holder, Greeley City Clerk
Susan Ortiz, Greenwood Village City Clerk
Lisa DelPiccolo, Montrose City Clerk

Guests: Distinguished Council Members and Municipal Representatives

ANNOUNCEMENTS AND PROCLAMATIONS

An explanation of the Kahoot mobile app and how you can use it on your smart phone to participate in today's session.

OLD BUSINESS

Who was the first person you contacted at City Hall when you decided to run for office?

Did you feel prepared before your first council meeting?

NEW BUSINESS

Do you get the information you need from your city council packet?

Which of the following is NOT a service of the Office of the City Clerk?

Do you have formal meeting protocols and/or codes of conduct?

Do you feel something is missing to assist you as an elected official?

CALL FOR PUBLIC COMMENT

Questions, answers and comments from the audience.

ADJOURNMENT

The meeting adjourned at 11:30 a.m.

Attest:

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City Council

Policies & Protocol

February, 2016



City of Greeley, Colorado

VISION STATEMENT

Greeley promotes a healthy, diverse economy and high quality of life responsive to all its residents and neighborhoods, thoughtfully managing its human and natural resources in a manner that creates and sustains a safe, unique, vibrant and rewarding community in which to live, work and play.

Adopted:	Resolution No. 05, 1992 (02/18/1992)	
Amended:	Resolution No. 11, 1992 (05/05/1992)	Resolution No. 42, 2005 (09/06/2005)
	Resolution No. 14, 1992 (06/02/1992)	Resolution No. 06, 2007 (02/20/2007)
	Resolution No. 03, 1996 (01/16/1996)	Resolution No. 06, 2010 (01/05/2010)
	Resolution No. 54, 2002 (10/01/2002)	Resolution No. 09, 2011 (02/15/2011)
	Resolution No. 52, 2003 (08/19/2003)	Resolution No. 03, 2012 (01/17/2012)
	Resolution No. 43, 2004 (08/03/2004)	Resolution No. 21, 2013 (04/16/2013)
	Resolution No. 21, 2005 (05/17/2005)	Resolution No. 15, 2016 (02/16/2016)

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1.1 Charter

Authority and Purpose

Section 3-3 of the Charter of the City of Greeley provides that the Council shall determine its own rules of procedure. Upon adoption by the Council, the following set of rules shall be in effect until such time as they are amended or new rules adopted in the manner provided by these rules.

1.2 Purpose

This document is intended as a general guide to various legislative activities and compiles policies relative to the actions of the Greeley City Council.

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2.1 Suspension

Suspension & Amendment of these Rules

Any provision of these rules not governed by the Greeley City Charter, Greeley City Code, or Federal or State law, may be temporarily suspended by a vote of a majority of Council.

2.2 Amendment

These rules may be amended or new rules adopted, by a majority vote of all members of the Council by Resolution.

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3.1 Mayor

Roles, Responsibilities & Time Commitment

a. Recognized as head of the City Government for all ceremonial purposes. [Charter § 3-2(a)]

b. Preside over meetings of the City Council. [Charter § 3-2(a)]

c. Has same speaking and voting rights as any other member. [Charter § 3-2(a)]

d. Shall in no case have the power to veto. [Charter § 3-2(a)]

e. Executes and authenticates legal instruments requiring signature. [Charter § 3-2 (a)]

f. Shall be the conservator of peace, and in emergencies may exercise within the City the powers conferred by the Governor of the State of Colorado for purposes of military law, and shall have the authority to command the assistance of all able-bodied citizens to aid in the enforcement of the ordinances of the City and to suppress riot and disorder. [Charter § 3-2(b)]

g. Designate a written emergency succession order for the remaining Councilmembers. [Charter § 3-2(b)]

h. Leads the Council into an effective, cohesive working team.

i. Appoints standing Council committees and Council liaisons to other boards or committees.

j. Serves as the Council's primary point of contact for the City Manager.

k. Meet with the City Manager at least weekly.

3.2 Mayor Pro Tem

Performs the duties of the Mayor if the Mayor is absent or disabled. [Charter § 3-2(a)]

3.3 All Members of Council

a. Inspire public confidence in Greeley's City government.

b. All members of the City Council, including the Mayor and Mayor Pro-Tem, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

c. City Council as a whole is the corporate authority of the City of Greeley. (Charter § 3-1)

d. City Council has the power of legislative authority as provided by law. (Charter § 3-1)

The fiscal and service impact, including enforcement, of new legislation should be carefully considered.

e. City Council shall appoint, and have the power to remove, a City Manager, City Attorney, and Municipal Judge and conduct a periodic performance review. (Charter § 4-1, § 4-3, § 6-1, § 7-1)

f. Appoint or designate an Interim City Manager during the period of a vacancy or prolonged absence of the City Manager. (Charter § 4-1)

g. No member of Council shall be appointed City Manager during the term for which the member of Council shall have been elected nor within one year after the expiration of the member's term. (Charter § 4-1)

h. Provide advice and consent to the City Manager for the appointment, or removal, of a City Clerk and a Director of Finance. (Charter § 3-9, § 5-1)

Confer with the City Manager, as requested by the City Manager, on

the appointment or removal of other senior management staff.

i. Appoint advisory board and commission members and review each group every three years. (Charter § 2-8)

j. Have the authority, in order of the emergency succession order designated by the Mayor, to suppress riot and disorder, and may exercise all powers conferred by the Governor of the State for purposes of military law. [(Charter § 3-2(b))]

k. As provided by Charter, the Council shall be the judge of the election and qualifications of its own members. (Charter § 3-3)

l. Adopt an annual budget and make appropriations by ordinance. (Charter § 5-15)

m. Annually set a tax levy to be certified to the County Commissioners. (Charter § 5-14)

n. Authorize debt as provided by law. (Charter, Part IV of Article V)

o. Council shall determine its own rules of procedures. (Charter § 3-3)

p. Council may compel the attendance of absent members in such manner and under such penalties as the Council may provide. (Charter § 3-3)

q. Council shall approve the minimum and maximum schedule of compensation for boards, commissions, and all employees of the City. (Charter § 3-4)

r. The Council, or a duly authorized committee thereof, may investigate any agency and the official acts of any officer or employee thereof, and may compel by subpoena, attendance and testimony of witnesses and production of books and documents. (Charter § 3-4)

s. The Council shall provide for enforcement of its ordinances. (Charter § 3-4)

t. Powers expressly withheld from Council: Except for the purpose of inquiry, the Council and members of its committees, shall deal with the administrative service solely through the City Manager and neither the Council nor any member thereof shall give orders to any subordinate of the City Manager either publicly or privately. (Charter § 3-4)

u. City Council may enter into agreements, contracts and leases with governmental and private entities according to policy established for such purpose. (Charter § 3-5)

3.4 Time Commitment

- v. City Council shall provide for an annual financial audit of the municipal government. (Charter § 3-8)
- w. Be prepared to invest at least twenty to thirty hours per week in meetings, events and activities as an elected official.
- x. Review Council protocols and procedures at least annually.
- y. Participate in an annual retreat to review the City's vision and formulate goals and objectives.
- z. Represent the City at ceremonial functions at the request of the Mayor.
- aa. Meet individually with the City Manager as desired.

Councilmembers may expect to invest an estimated twenty to thirty or more hours per week in their role as an elected official in communicating with members of the community, meeting preparation including extensive review of various reports, and meeting attendance.

1. Additional time would be typical for the Mayor, Mayor Pro Tem, and Councilmembers serving as City representatives on regional, state or national commissions or committees.
2. The usual meeting schedule includes a weekly meeting of the Council; one or two sessions monthly with the City Manager; one monthly session with the County Commissioners and/or other governmental agencies; and periodic sessions to interview candidates for appointive boards/commissions.

4

Code of Ethics

4.1 Purpose

Code of Ethics & Code of Conduct

The proper operation of democratic government requires that actions of public officials be impartial; that government decisions and policies be made in the proper channels of government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a Code of Ethics is adopted to establish guidelines for ethical standards of conduct by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure of private financial or other interests in matters affecting the City of Greeley.

4.2 Definitions

a. *Anything of Value* - Such as money, property, favor, service, payment, advance, forbearance, loan, guarantee of loan, or promise of future employment. Does not include the solicitation, acceptance or receipt of political campaign contributions regulated by law, or hospitality extended for a purpose related to city business by a person, or items of nominal value such as souvenir type items and also meals, lodging, travel expenses, or tickets to sporting, recreational, educational, or cultural events.

b. *Confidential Information* - All information, whether transmitted orally or in writing, which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

c. *Person* - Any business, individual, union, committee, club, other organization, or group of individuals.

d. *Public Official* - For purposes of this section, public official shall include the Mayor, members of Council, and members of any board, commission, authority, or committee.

4.3 Ethics Code

Public Officials shall:

a. Strive to protect and enhance the reputation of the City of Greeley.

b. Treat all persons equally with courtesy and impartiality, and refrain from granting special advantage to any person beyond what is available to all citizens.

c. Avoid real or potential conflicts between private and public duties, remembering that the public interest must be the principal concern.

d. Keep undisclosed all confidential information acquired by reason of one's position which may be used for personal or financial gain, consistent with the public's right of access to public information.

e. Refrain from securing special privileges or exemptions for one's self or any other persons that are not available to all citizens.

f. Avoid receiving, soliciting or otherwise obtaining anything of value from any person which is intended to influence or reward the performance of official duties.

g. Avoid exceeding one's authority or asking for special consideration or asking other persons to do so.

4.4 Disclosure

Public officials shall declare to the appropriate authority the nature and extent of any financial or personal interest in a City contract or other legislation as provided in Section 11.6 of these Rules (Conflicts of Interest), or 4.20 (Purchasing) of the Greeley Code of Ordinances, report gifts and honoraria as may be required by state law, and any other applicable

disclosure laws.

Code of Conduct

4.5 Purpose

Greeley's governance relies on the cooperative efforts of elected officials, city staff and many other members of the City and the broader community. There are a variety of complex issues involved in running a City organization, pressures of huge workloads, and decisions made that impact the lives of thousands of community members. As a result, issues can often become contentious. Despite these pressures, elected officials are called upon to exhibit appropriate conduct at all times and demonstrate respect for every individual through their words and actions. This Code of Conduct describes the manner in which Councilmembers should treat one another, city staff, constituents, and others they come into contact with in representing the City of Greeley.

4.6 Code of Conduct

a. Council conduct with one another in public meetings:

- i. **The Use of formal titles.** The Council may choose to refer to one another formally during the beginning of Council meetings as Mayor, Mayor Pro Tem, or Councilmember followed by the individual's last name to acquaint the audience with the meeting participants. Then, addressing one another informally is encouraged to create for the audience a more welcoming tone.
- ii. **Practice civility, professionalism and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.
- iii. **Honor the role of the Mayor in maintaining order and equity.** Respect the Mayor's efforts to focus discussion on the agenda item under consideration. Objections to the presiding officer's actions should be voiced politely and with reason, following parliamentary procedures.
- iv. **Demonstrate effective problem-solving approaches.** Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Councilmembers are role models for residents, business people and other stakeholders involved in public debate.
- v. **Be respectful of other people's time.** It is important to be punctual and that the meetings start on time. Stay focused and act efficiently during public meetings.

b. *Council conduct with one another in private encounters:*

- i. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- ii. **Be aware that even private conversations can have a public presence.** Elected officials are always on display; their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

c. *Council conduct with other public agencies.*

- i. **Be clear about representation when attending other agency meetings or events.**
 - 1) If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state whether the Councilmember's statement reflects personal opinion or is the official stance of the City, and if appropriate, whether it is the majority or minority opinion of the Council.
 - 2) If the Councilmember is representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint.
 - 3) If the Councilmember is representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.
- ii. **Correspondence also should be equally clear about representation.**
 - 1) City letterhead may be used when the Councilmember is representing the City and the City's official position, and the City Manager's Office will prepare, transmit, and retain the

correspondence as part of the public record. Note cards will be made available to Councilmembers for use in transmitting individual expressions of gratitude, congratulations, etc.

- 2) City letterhead should not be used for correspondence of Councilmembers representing a personal point of view, or a dissenting point of view from an official Council position.

d. ***Council Conduct with City Staff:***

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- i. **Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with Council colleagues, practice civility and decorum in all interactions with City staff.
- ii. **Channel communications through the appropriate senior City staff.** Questions and requests for information should be directed only to the City Manager, Assistant City Manager, City Attorney, Municipal Judge, or Department Heads. The City Manager should be copied on or informed of any request to Department Heads. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Manager for direction.
- iii. **Respect the City Manager's work program.** Councilmembers are encouraged to continually share ideas, suggestions, and feedback. The time and resources needed to develop and implement these ideas and suggestions, however, can sometimes compete with the time and financial resources needed to fulfill Council's established goals and priorities. To assist in balancing these competing requests, Councilmembers should consider handling petitions, generally categorized, as follows:
 - 1) Routine requests for action or information made directly to staff.
 - a) For routine requests for action (i.e. reports of property nuisance or safety concerns), Councilmembers should depend on staff to

respond by contacting the City Manager's Office with information about the request. This type of request can be forwarded to the City Manager at any time rather than waiting for a formal referral at a Council meeting. The same protocol outlined in Section 6.2 of these policies, regarding communication and correspondence, can be utilized and will help ensure a timely response.

- b) Routine requests for information or reports that may take less than an hour for staff to fulfill should be made directly to the appropriate department head or to the City Manager.

2) Significant requests requiring Council consensus.

- a) Requests for additional information or reports that may take more than one hour to fulfill should be presented as a formal petition at a Council meeting so the information project, or modification of current reporting practices, can be considered by the Council as a whole and agreed upon as something that merits an investment of staff time.
- b) Policy or program modifications. Requests to research and analyze the viability of new or modified legislation, policies, or programming should be presented as a formal petition at a Council meeting so the matters can be considered by the Council as a whole and agreed upon as something that merits an investment of staff time.

iv. **Refrain from soliciting political support from staff.**

Refrain from soliciting any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff at work. Staff certainly may, as any other citizen, support political candidates away from the workplace. The City will distribute campaign literature to City employees at work if it arrives by mail and includes the employee's department/division in the mailing address. The City as an employer, however, prefers that personal mail for employees, including campaign material, be sent to their home address.

v. **Never publicly criticize an individual employee.** Criticism is differentiated from questioning facts or the opinion of

staff. All critical comments about staff performance should only be made to the City Manager through private correspondence or conversation. Comments about staff in the office of the City Attorney or Municipal Judge should be made directly to these executives through private correspondence or conversation.

- vi. **Do not get involved in administrative functions.** Avoid any staff interactions that may be construed as trying to shape staff recommendations. Councilmembers shall refrain from coercing staff in making recommendations to the Council as a whole.
- vii. **Do not attend staff meetings unless requested by staff.** Even if the Councilmember does not say anything, the Councilmember's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do its job objectively.
- viii. **All Councilmembers should have the same information with which to make decisions.** Council may expect that staff will make every attempt to provide each member of Council with the same information (i.e. requests made of staff for information will be distributed to all; correspondence to one Councilmember will be distributed to all).

e. Council Conduct with Boards and Commissions.

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- i. **Maintain an active liaison relationship.** Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission.
- ii. **Attending board meetings, generally.** Councilmembers may certainly attend any board or commission meeting, which is open to any member of the public. Remember, however, that a Councilmember's presence can affect the conduct of the meeting and limit the board's role and function.
 - 1) Any comments made at a meeting of a board for which the Councilmember is not an appointed liaison should be identified as the Councilmember's personal views or opinions and not the official

position of the Council.

- 2) Since the attendance of 3 or more Councilmembers constitutes a legal Council meeting, Councilmembers should advise staff of their planned attendance so appropriate and timely public notification can be prepared and posted.
- iii. **Limit contact with Board and Commission members to questions of clarification.** It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. To clarify a position taken by a board, Councilmembers should contact staff.
- iv. **Boards are advisory to the Council as a whole.** The Council as a whole, and not individually, appoints individuals to serve on boards and any removal of a boardmember is also Council's responsibility as a group. Appointments should be based solely on established diversity goals and membership parameters. An appointment should not be used as a political "reward."
- v. **Be respectful of diverse opinions.** A primary role of the City's boards is to represent many points of view in the community and to provide Council with advice based on a full spectrum of concerns and perspectives. Councilmembers must be fair and respectful of all residents serving on boards.
- vi. **Keep political support away from public forums.** Boardmembers may offer political support to a Councilmember but only in a forum outside the official duties of the board. Conversely, Councilmembers may support boardmembers who are running for office but not in an official forum in their capacity as a Councilmember.
- vii. **Concerns about an individual Board or Commission member should be pursued with tact.** Inappropriate behavior by a boardmember should be noted to the City Manager or designee, and the Manager or designee should counsel the boardmember. If the behavior continues, the Manager should forward the matter to Council for consideration of removal from the Board, pursuant to Section 2-8 of the Greeley Charter.

f. Council conduct with the public.

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect

should be evident on the part of individual Councilmembers toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

i. In public meetings:

- 1) **Be welcoming and respectful to speakers.** Addressing Council at public forums can be a daunting experience even for the most seasoned speaker. Some issues for which Council will make a decision may affect people's daily lives and their homes. Some decisions are emotional. The way in which a speaker is treated can do a lot to help them relax and convey a message, and not elevate emotions to a higher level of intensity.
- 2) **Be fair and equitable in allocating public hearing time.** The Mayor will determine and announce limits on speakers at the start of the meeting or public hearing. Generally, each speaker will be allocated three minutes; applicants and appellants or their designated representatives will be allocated more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit information to new information and points of view not already covered by previous speakers. No speaker should be turned away unless the speaker exhibits inappropriate behavior. Each speaker may only speak once during a hearing unless Council requests additional information or clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.
- 3) **Listen actively.** Being attentive and making eye contact will make speakers feel they are being heard. Be aware of facial expressions that could be interpreted as "smirking," disbelief, anger or boredom.
- 4) **Ask for clarification; avoid debate and arguments.** Questions from Council to speakers should seek to clarify or expand information. Avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disturbing, the Mayor should interrupt, focus the speaker, and maintain the order and decorum of the meeting.

ii. In unofficial settings:

- 1) **Make no promises on behalf of the Council.** Councilmembers will frequently be asked to explain a

Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plant new flowers in the median, etc.)

- 2) **Make no personal comments about other Councilmembers.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Councilmembers, their opinions and actions.
- 3) **Remember that despite its impressive population figures, Greeley is a small town at heart.** Councilmembers are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Greeley. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Common Practices & Expectations

5.1 Purpose

The purpose of this chapter is to enhance the administration of City Council business activities by documenting accepted practices and clarifying expectations. Although it cannot integrate all practices and expectations that may exist, a summary of some of the most prominent ones are being listed.

5.2 Election Methods

With the goal of encouraging the greatest possible voter participation in City elections, the methods of election preferred are (1) coordinating the City election with Weld County whenever possible, and if not possible, (2) conducting the election independently by mail.

5.3 Performance Evaluations

- a. Personnel reporting directly to City Council: Annual performance assessments should be completed by March 1st.
- b. Council self assessment: Council may conduct a self assessment as desired.

5.4 Council Orientation

An orientation for newly elected members of Council will be provided and participation is anticipated. An orientation for

5.5 Annual Report to the Community

Mayoral and Council candidates also will be provided.

A report to the community, regarding accomplishments and plans of the community’s local government, is to be furnished each year. The anniversary of Greeley’s incorporation, April 6th, is an appropriate time to deliver the report to the community.

6

Communication & Correspondence

6.1 Communication Tools

To enhance communications with the public and City staff, cellular phones, computers, and supporting services may be provided to the Mayor and Members of Council during their term of office.

a. Cellular telephones and supporting cellular service may be provided, if desired, to the Mayor and Members of Council within the City Council program budget and agreed upon by Council. A total of \$40.00 per month will be reimbursed for cellular telephone service for each member of Council.

b. A City-purchased computer and/or supporting internet provider service, if desired, may be provided to the Mayor and Members of Council within the City Council program budget and agreed upon by Council. A total of \$50.00 per month will be reimbursed for internet service for each member of Council.

c. While City staff will maintain computer applications related to City affairs, staff cannot provide assistance for personal computer applications.

6.2 Communication & Correspondence

The City of Greeley invites and encourages members of the community to participate in local government affairs and help shape local decisions. One way to participate is direct communication with Councilmembers through telephone calls, postal and electronic mail, and addressing elected and appointed officials at public meetings.

An established practice will help ensure that Council/constituent communications receive timely acknowledgement and response from staff, appropriate distribution, and proper disclosure and retention according to the State’s open records law and the City’s records retention requirements. An additional benefit of the protocol is to make certain the City Manager is aware of the issues of interest to the community and any emerging trends or problem areas.

a. Protocol. Depend on staff to respond to citizen requests for action and other communications whether Council receives the information by telephone call, by letter, electronic mail, or through conversation in an informal setting or in a public meeting. Councilmembers may either:

- i. Provide the City Manager's contact information to the individual, or
- ii. Take a name, contact information and nature of the communication and forward the information to the City Manager's Office for response.

b. Staff Response. The City Manager will forward the communication to the appropriate department, the department is expected to respond to the request and report back to the Manager's Office as well as notify the requestor that the investigation has been completed and if action has already been or will be taken to remedy the concern. The Manager's Office will notify the Councilmember of the results so as to inform the Councilmember of the response status.

- i. The City Manager may utilize communication tracking systems to assist in managing this function.
- ii. Generally, staff's response will be in the same format as the communication received unless otherwise requested or deemed appropriate (i.e. a request for action received via e-mail likely would receive an e-mail response).
- iii. Anonymous correspondence or other communication will not be addressed unless staff determines the issue is compelling enough to be processed (i.e. a major health or safety matter).

c. Correspondence received via postal mail at City offices. The City Manager's Office will be responsible for managing the correspondence received through the mail for City Council. Unless a different process is provided or required by law, staff will open the correspondence (unless it is marked personal or confidential), confer with Council, and provide a response. Responses will be signed by the Councilmember to whom the correspondence was addressed, and the Mayor will sign those addressed to Council as a whole.

d. Citizen Input at Council Meetings. A sign-up sheet will be available at meetings to record contact information. Most often, a speaker's questions can be answered at the meeting. If more information is needed in order to provide a response, the City Manager's Office will contact the speaker as soon as possible after the meeting. If a speaker's expectations are unclear, the Mayor or Manager should ask the speaker to clarify the speaker's desired outcome for the request made.

e. Electronic mail (e-mail) management. E-mail is simply mail in an electronic format. Mail received or sent, in any format, contains a variety of information, or *content*, and each e-mail should be

7.1 Compensation

7.2 Travel - Purpose

managed in a way that is appropriate for its content. Treat each e-mail as if it were received in a paper format through the mail. Council's e-mail likely will fall into two general categories:

- i. *Transitory e-mail* – For most users, most e-mail messages fall within this category. These temporary messages are retained only until the material has been read and is no longer useful. It is general documentation of extremely short-term value, including drafts and worksheets, desk notes, copies of materials circulated for informational “read only” purposes, and other records with preliminary or short-term informational value. Some are even considered “non-records” such as advertisements, catalogs, bulletins, what is commonly referred to as “junk” mail, etc. The e-mail should be deleted as soon as it is read or no longer useful.
- ii. *E-mail having lasting value* – An e-mail with lasting value is to be retained according to the City's *Records Retention Schedule*, and the retention period varies according to the informational content of the message. The content of this type of e-mail usually can be characterized as either (a) correspondence, or (b) policy issues. Councilmembers are encouraged to forward these e-mails to the City Manager's Office for appropriate response (to correspondence) and retention (correspondence has a minimum retention of one year; some policy matters carry a permanent retention period). After the e-mail has been forwarded to the City Manager's Office, the e-mail should be deleted from the Councilmember's computer.

Compensation, Travel & Special Events

- a. Council shall receive compensation as provided by ordinance.
- b. During their term, the Mayor and Members of Council are authorized to participate at their own expense in any fringe benefit program available to City employees.
- c. Council shall review its compensation at least once every four (4) years, to begin after May 12, 2004.

Recognizing that it is in the interest of constituents for Councilmembers to attend various meetings, especially meetings of the National League of Cities and the Colorado Municipal League, for the purpose of learning about current issues affecting local government and to gain information that will be useful in making policy decisions, the City Council establishes the following

7.3 Travel - Guidelines

guidelines for Councilmember educational and city government relevant travel.

- a. Expenses will be reimbursed in accordance with the schedule established for city employees. If a Councilmember's spouse or a guest accompanies the Councilmember to a conference, event registration for the spouse or guest shall be reimbursed.
- b. Each Councilmember shall be reimbursed for attendance at the CML Annual Conference.
- c. Each Councilmember shall be reimbursed for attendance at no more than one of the two NLC conferences each year.
- d. Attendance at other conferences or educational programs out-of-state shall be reimbursed only as a substitute for NLC, for example, National Civic League.
- e. Attendance at out-of-state meetings, seminars, workshops, etc., on a specific topic or to represent the city shall be authorized by the Council and will generally be limited to one member for such meeting or workshop.
- f. Council may allow one member to serve on an NLC committee and reimburse expenses for two additional meetings per year.
- g. As the budget allows, attendance at in-state meetings related to city business shall be reimbursed.

7.4 Special Events

It is often desirable to have City representation, or to show City support for community functions/events. The charge to attend these events may vary and reimbursement will be made to Councilmembers based on the general guidelines provided in Section 7.3 of these Rules and within the City Council program budget.

- a. The City government is directly involved as a sponsor or participant.
- b. The event is sponsored by another public agency and having city representative(s) is important.
- c. The event is sponsored by a community organization which the City is a member or which the City provides financial support and City representation is important.
- d. Reimbursement for spouse/companion would be authorized in the event the Mayor or designated attendee was attending an event as the official City representative.

Meetings of Council

8.1 Defined

A meeting is defined as any kind of gathering, including telephone calls, of three (3) or more members of City Council, held to discuss public business. (Code Chapter 2.04)

8.2 Meeting Types

a. Council Meetings. Meetings of the City Council are sessions held to consider public business and take formal action.

- i. The Council shall meet in regular session on the first and third Tuesdays of each month in Council Chambers/ School District 6 Board Room at 1025 9th Avenue, and beginning at 6:30 p.m. By motion, the Council may, from time to time, alter the foregoing schedule.
- ii. The Council may meet in special session, scheduled no sooner than twenty-four (24) hours from the time it is called, to consider items of business that require the immediate or special attention of the City Council. The special session shall be called by either motion at a regular meeting, or by the Mayor and any three (3) members of the City Council, as evidenced by signatures on a notice and call of special meeting, and a notice to all members of the City Council, personally served or left at his or her usual place of residence, by telephone or by electronic transmission by the City Clerk.

b. Work sessions. Work sessions of the City Council are sessions held to consider public business and take no formal action except:

- i. A motion to conduct an executive session in conjunction with the work session; or
- ii. A motion to call a special City Council meeting for the sole purpose of conducting an executive session.

The regular work sessions of the City Council shall be held on the second and fourth Tuesdays of each month in the Council's Chambers/School District 6 Board Room, 1025 9th Avenue beginning at 5:00 p.m. By motion, the City Council may from time to time alter the foregoing schedule. Special work sessions may be scheduled in the same manner as provided for special Council meetings.

c. Town meetings. Town meetings of the City Council are work sessions held throughout the City within each of the wards, generally on an annual basis, to provide an informal setting for community discussions.

8.3 Meetings to be Public

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9.1 Presiding Officer

d. Adjourned Meetings. If at a regular or special meeting, Council is unable to complete its work, an adjourned meeting can be scheduled for a later time to take up its work at the point where it was interrupted, provided that no adjournment shall be for a longer period than until the next regular meeting. No meeting will be adjourned during a public hearing; however, a public hearing may be continued.

e. Executive Sessions. The Council may, upon the affirmative vote of two-thirds (2/3) of the quorum present, hold an executive session for the purpose of discussing matters allowed by law.

f. Emergency Meetings. Attempts will be made to follow Section 10.2 (Notice of Meetings) for meetings of Council held to handle matters of a natural disaster. Contrary to Section 11.1 (Quorum), a majority of the members will not be necessary to conduct the business related to a natural disaster meeting. However, actions taken at the emergency meeting shall be considered for ratification at a regular City Council meeting.

All official meetings of the Council, except Executive Sessions, shall be open to the public and the media, freely subject to recording by radio, television, and photographic devices at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings. Members of the public shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe.

Meeting Participants

a. Mayor. The Mayor shall preside over meetings of the City Council and have the same right to speak and vote therein as any other member. The Mayor shall in no case have the power of veto. (Charter § 3-2)

Duties of the presiding officer include:

(1) Open the meeting at the appointed time, and call the meeting to order.

(2) Announce the business coming before the Council in accordance with the prescribed order of business, or direct the City Clerk to introduce items of business by reading the title of each agenda item.

(3) Recognize members who are entitled to the floor and ensure that ample opportunity is extended to express the opinions of constituents.

(4) State and put to a vote all questions that legitimately come before the council, and announce the results of each vote. Although not prohibited, the presiding officer generally does not propose a motion.

- (5) Enforce the Council's rules relating to debate, order, and decorum at meetings.
- (6) Expedite business in every way compatible with the rights of members.
- (7) Decide all questions of order.
- (8) Declare the meeting adjourned.

b. Mayor Pro Tem. The City Council within its membership shall elect, at its first meeting following its election, a Mayor Pro Tem who shall become acting Mayor with the same duties as provided for the Mayor in the case of absence or disability. (Charter § 3-2)

c. Temporary Chair. In case of the absence or disability of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order and call the roll of members. If a quorum is found to be present, Council shall proceed to elect, by a majority vote of those present, a Temporary Chair to serve as presiding officer of the meeting until the arrival of the Mayor or Mayor Pro Tem at which time the Temporary Chair shall relinquish the chair upon conclusion of the business immediately before the Council.

9.2 Councilmembers

All members of Council have the right to full participation in all meetings.

Councilmembers are expected to attend all regularly scheduled Council meetings and Work sessions. In case of emergency, e.g. illness, Councilmembers should notify the City Manager, City Clerk or Mayor in advance of the meeting if at all possible. Members detained but expecting to attend should, whenever possible, notify the Mayor or City Clerk which can be done by calling the City Manager, the City Clerk, or the Police front desk, as appropriate.

Councilmembers who wish to be excused from a regular meeting should make this request as early as possible but no later than the regular meeting preceding the anticipated absence. This will assist in scheduling important items to obtain the participation and vote of all Councilmembers.

Councilmembers are expected to be in their seats one minute before meeting start time for microphone checks.

For personal security reasons, out-of-town trips will not be announced publicly in advance of or return from travel.

9.3 Executive Staff

a. City Manager. The City Manager, or the City Manager's designee, shall attend all meetings of the Council unless excused, and shall have the right to take part in all discussions of the Council, but shall have no vote.

b. City Attorney. As Council's legal representative, the City

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9.4 City Clerk

Attorney or the City Attorney's assistant shall attend all meetings of the Council unless excused, and shall have the right to take part in all discussions of the Council, but shall have no vote. Upon request, the City Attorney shall provide either a written or oral opinion on questions of law. The City Attorney shall act as Council's parliamentarian.

The City Clerk, or the City Clerk's designee, shall attend all meetings of the Council unless excused, and shall keep the official journal of proceedings and perform such other duties as may be requested by the Council.

9.5 Other Municipal Officials and Employees

The head of any department, or any officer or employee of the City, as directed by the City Manager, shall attend meetings of the Council.

Agenda and Notice of Meetings

10.1 Agenda Procedures

Prior to each meeting of Council, the City Manager shall distribute to each Councilmember:

- a. A copy of the agenda of the meeting, stating therein each matter to be discussed or debated by the Council by title, description and/or synopsis.
- b. 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.
- c. A copy of the minutes of the previous meeting.

10.2 Notice of Meetings

a. Method of Notification. The agenda of meetings, as meetings are defined in Section 8-1, 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 the City Council meeting when the decision is made to call the meeting.

b. Posting Locations. Notice of a Council meeting shall be posted in the north and south entryways of City Hall. The posting location shall be designated annually at the first regular City Council meeting of each calendar year. Notices also may be posted at other appropriate locations.

Meeting Procedures

11.1 Quorum

A majority of the members of the entire Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time. The only action Council may take in the absence of a quorum is the motion to adjourn.

11.2 Rules of Order

a. Purpose. The primary purpose for use of parliamentary procedure is to protect the rights and privileges of those deliberating, and to assure that the minority is protected while facilitating the will of the majority.

b. Reference. The Scott, Foresman, "Roberts Rules of Order Newly Revised," 1990 edition, shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules, the Greeley Code of Ordinances, or the Greeley Charter.

11.3 Preservation of Order

The presiding officer shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the questions under discussion.

11.4 Debate

a. Each member of Council has a right to speak on every debatable motion before it is acted on.

b. When recognized by the presiding officer, a Councilmember shall confine remarks to the matter or question then under discussion.

c. A Councilmember shall speak only once on the question until all other members of Council who wish to speak have had the opportunity to do so.

11.5 Voting

a. Required. The ayes and nays shall be taken upon the passage of all ordinances, resolutions, and motions and entered upon the journal of the Council proceedings. Every member, when present, must vote unless excused by majority vote of the Council. (Charter § 3-14)

b. Voting Methods. A vote by voice shall generally be used, and a show of hands may be requested by Council or Executive Staff for verification.

A roll call vote may be requested by any member of Council. It shall not be in order for members to explain their vote during roll call.

c. Tie Vote. In the case of a tie in votes on any item or motion, the action shall be defeated. Council may reconsider the item or motion

if, at the same meeting the tie vote occurred, a majority of Council votes to reconsider.

11.6 Conflicts of Interest

Upon determining that a Councilmember has a personal or private interest, potential conflict, or appearance of conflict, in a matter proposed or pending before the Council, the member shall request to speak when the agenda item with which the member has a conflict is called, and either;

- a. disclose that there may be a personal or private interest, potential conflict, or appearance of conflict, in the matter and will not participate in the discussion or decision; and step down from the Council platform and leave the Chambers during the Council's discussion and action; or
- b. request legal advice from the City Attorney.

NOTE: When possible the Councilmember should discuss the potential conflict before the meeting with the City Attorney.

11.7 Order of Business

a. Call to Order. The presiding officer opens the meeting by calling it to order, and may announce, "This (date) (regular or special) meeting of the Greeley City Council will come to order."

b. Opening Ceremonies. The presiding officer, or other individual or group approved by the presiding officer, may lead in the recitation of the Pledge of Allegiance to the American Flag.

c. Roll Call. After the opening ceremonies, the roll is called to verify member attendance and enter the names of those attending in the minutes to substantiate that the Council has complied with quorum requirements for holding a meeting. The presiding officer directs the City Clerk to call the roll, and may then announce the presence of a quorum.

d. Approval of Agenda. The City Manager will review the agenda, calling attention to any additions, deletions or corrections that may be necessary. Unless a majority objects, the order of business may be amended or suspended at any meeting.

e. Presentations. Proclamations, special citations, and awards are presented. With regard to proclamations:

- (1) City Council believes it to be in the best interests of the City to limit the issuance of proclamations to persons, community events and activities that are non-controversial in nature, so that the City is not perceived as taking positions on issues or causes that are the subject of significant differences of opinion within the community.
- (2) Proclamations are to be utilized exclusively for ceremonial

and recognition purposes, and should promote the cultural, social, economic or intellectual welfare of the community.

- (3) Proclamations may be requested by any individual or organization, or by the Mayor or individual members of the City Council.
- (4) Proclamations should concern persons, events or activities of local interest that are non-controversial in nature. If the Mayor believes that a particular person, event or activity may be deemed controversial or not of local interest by the majority of Council, the Mayor shall consult with the Mayor Pro Tem and the City Manager to determine whether to issue the proclamation and shall notify the City Council of the decision. Any such decision may be overridden by a majority of the City Council.
- (5) Whenever possible, proclamations should be accepted by a local representative.
- (6) Proclamations will be presented to the appropriate representative, who may be provided an opportunity to make brief comments.
- (7) Upon request, the Mayor or members of the City Council may present proclamations outside of a City Council meeting, at special events or activities or other designated locations.

f. Input from members of the public. Members of the public may address the Council on any subject not already listed on the agenda by securing the permission of the presiding officer. A total of 15 minutes may be spent on Input from members of the public and individual speakers may be limited to three (3) minutes or other time based on the meeting's agenda. Persons who have notified the City Manager's Office, in advance of the meeting, of their desire to speak will be recognized by the presiding officer without further action and at the outset.

g. Reports and Petitions.

(1) Oral or written reports to Council may be made by Councilmembers, Executive Staff, other administrative officers, or Board or Commission members. The Council may:

(i) Receive the report, which means merely that the report was given. No motion is required.

(ii) Implement the recommendations of the report. A motion is made, and requires a second, to accept or reject only the recommendations of the committee, rather than the entire report.

(iii) Adopt or accept the entire report. An affirmative vote on this motion has the effect of endorsing the entire report, including all facts and explanations.

(iv) Defer the report to a subsequent meeting.

(2) Petitions. Any Councilmember may bring before the Council any business that the member feels may be deliberated upon by the Council. These matters need not be specifically listed on the Agenda, but formal action on such matters shall be deferred until a subsequent Council meeting.

h. Consent Agenda. The Consent Agenda is intended to allow the City Council to expedite those items that are of a routine nature and not controversial. The Consent Agenda is provided as a convenience and time savings to the citizens attending the Council meeting.

Councilmembers or anyone in the meeting audience may request an item on the Consent Agenda be "pulled" and considered separately under "Pulled Consent Agenda Items" in the order they were listed.

Examples of items included on the Consent Agenda:

- (1) Approval of City Council proceedings (reading of the minutes shall be dispensed with unless requested by a Councilmember).
- (2) Reports on Council Work sessions, Committees, and Boards.
- (3) Introduction of Ordinances.
- (4) Resolutions.
- (5) Replats, vacations, dedications.
- (6) Contracts.

The City Clerk shall read each item on the Consent Agenda and its recommended action into the record. The Consent Agenda, after removal of any items, shall thereupon be adopted as a unit.

i. Public Hearings, Final Reading of Ordinances. Public hearings shall proceed as follows:

- (1) City Staff presentation
 - description and analysis
 - recommendation
 - subject to Council questions
- (2) Applicant or Petitioner presentation
 - subject to Council questions
- (3) Public presentation
 - subject to Council questions
 - Council may limit time of speakers
- (4) Applicant or Petitioner rebuttal, if requested
 - Council may limit time of speakers
- (5) Public discussion closed
- (6) Council discussion
- (7) Council decision

j. New Business. Includes items in which no substantive action has

12.1 Council Chambers

yet been taken by Council; such as ordinance introductions, appointments to various boards and commissions, scheduling of meetings.

k. Adjournment. Upon no further business, the Presiding Officer may simply declare the meeting adjourned.

General Rules

a. Supervision. The Council Chambers shall be under the supervision and control of the City Clerk when Council is not in session, and may take whatever actions necessary to protect the public health, welfare, and peace, and allow for the orderly conducting of the meeting.

The Council Chambers shall be used solely for the transaction of public business of the City; or as authorized within the intent of Council policy on the use of the Council Chambers.

b. Sergeant-at-arms. The Chief of Police, or qualified representative, shall maintain the peace in the Council Chambers.

c. Seating Arrangement. Members shall occupy the respective seats in the Council Chambers assigned to them by the Mayor.

d. Smoking. Smoking shall be prohibited in the Council Chambers or the work session room.

12.2 Excusal During Meeting

Councilmembers may be excused from the remaining Council Meeting with permission from the presiding officer.

12.3 Recess

The presiding officer may call a recess not to exceed twenty (20) minutes at any time during a meeting to determine a rule of order, or at the request of a majority of Council. The presiding officer may call a recess at any time between items of business.

12.4 Journal of Proceedings

An account of all proceedings of the Council meetings shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

a. The minutes for Council meetings should be primarily a record of the action taken at a meeting, not what was said by members of the Council. The minutes shall contain a separate paragraph for each subject matter and, at a minimum, reflect each subject or item considered and the language of and disposition of each motion, resolution, ordinance, or matter on which action is taken. With respect to annexation and zoning hearings, considerably more detail

may be needed.

b. The minutes for Council work sessions should be primarily a record, in summary, of the discussion and any direction provided.

c. The record for executive sessions shall be as provided by ordinance.

d. Although not required for other sessions at which Council is present, a report may be prepared that lists the topics of conversation.

The minutes may be corrected or amended after they have been approved, if an error or material omission is reasonably established. In this case, the motion "to amend something previously adopted" may be used.

Ordinances, Resolutions & Motions

The hierarchy of actions taken by Council include: (1) Ordinances, (2) Resolutions, and (3) Motions.

13.1 Ordinances

An Ordinance is the most authoritative form of action the Council can take. An adopted ordinance becomes an established rule or law of the City and remains in effect until otherwise rescinded or amended by the Council.

Every ordinance shall require the affirmative vote of the majority of the membership of the entire Council for final passage. (Charter § 3-14)

The form, need, and procedure for enactment are set forth in the Greeley Charter, Article III.

13.2 Resolutions

Resolutions are acts of a relatively permanent nature and remain in effect until rescinded or amended by Council.

Generally, resolutions implement or carry out the terms of an ordinance, provide a statement of policy, or express Council's opinion on a public matter.

Resolutions shall be introduced in written form and may be adopted by a majority of a quorum of the Council upon a single reading. Resolutions need not be published, but shall be kept on public file.

13.3 Motions

a. Defined. A motion refers to a formal proposal by a Councilmember that the Council may take action upon. Motions are generally introduced by voice. However, if long or involved,

motions should be in writing and, in any event, any two members of Council may ask that a motion be put in writing.

b. Classes.

(1) MAIN motions introduce items of business before Council. A main motion can be made only when no other motion is pending, and it ranks lowest in the order of precedence of motions.

(2) SUBSIDIARY motions are secondary or supplemental to the main motion and must be dealt with before the main motion can be voted on. This motion class includes those to:

- Postpone indefinitely
- Amend
- Refer to a committee
- Postpone to a certain time
- Limit or extend limits of debate
- Previous question
- Lay on the table

(3) PRIVILEGED motions are those of a more administrative function and do not relate directly to the pending question, such as:

- Call for the orders of the day
- Raise a question of privilege
- Recess
- Adjourn
- Fix the time to which to adjourn

(4) INCIDENTAL motions have no connection with the main motion, but are important enough for immediate consideration and temporarily sets aside the main motion. Examples:

- Point of order
- Appeal
- Suspend the rules
- Objection to the consideration of the question
- Division of a question
- Consideration by paragraph or section
- Division of a question
- Consideration by paragraph or section
- Division of the assembly
- Motions relating to methods of voting and the polls
- Motions relating to nominations
- Requests and inquiries

(5) MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY may be made, like main motions, while no other business is pending. Examples:

14.1 Council Committees

14.2 Citizen Boards and Commissions

- Take from the table
- Rescind or amend something previously adopted
- Discharge a committee
- Reconsider (the vote)

c. Presentation and Disposition. Unless otherwise required, the following steps shall be taken for the presentation and disposition of motions:

- (1) A Councilmember addresses the presiding officer;
- (2) the member is recognized by the presiding officer;
- (3) the member proposes a motion;
- (4) another member seconds the motion;
- (5) the presiding officer states the motion to the entire membership;
- (6) the Council debates or discusses the motion [while debate on a main motion is under way, amendments and subsidiary, privileged, and incidental motions may be introduced (if they are in order), debated (if they are debatable), and disposed of];
- (7) the presiding officer restates the motion and takes the vote on the motion; and
- (8) the presiding officer announces the results of the vote.

Creation of Committees, Boards and Commissions

(Reserved)

a. Purpose. Volunteer citizen advisory groups may be established with a variety of roles and responsibilities, and provide formal and continuous citizen involvement in City government. Some groups are established to satisfy state or local law.

City Council anticipates and welcomes recommendations from advisory boards. In balancing the needs of the community, Council may not always adopt a board recommendation. It is expected that boardmembers honor the decision made by Council and not circumvent Council's conclusions.

b. Administrative Support. Administrative support will be provided to the various Boards and Commissions by the appropriate City department.

c. Recruitment and Qualifications.

- (1) General recruitment efforts shall be made with special measures being taken to balance ward representation and attract minority and special population applicants.

(2) Generally, volunteers will be limited in serving on one board or commission at a time.

(3) The number of terms served by a citizen member, with the exception of those serving on the Water and Sewer Board, will be limited to two.

(4) Absence excuses may be given by the chairpersons of each board. Excessive absences of Boardmembers may also be considered during reappointment application, and may be cause for dismissal at Council's discretion.

d. Application and Appointment.

(1) Unless otherwise stated, positions on Boards and Commissions shall be appointed by Council from applicants who have completed the appropriate application form and interview process.

(2) Application forms shall be developed and made available to potential board candidates.

(3) Interview of the candidates may be conducted by two-member Council teams. Notwithstanding the above, candidates for the Water and Sewer Board and the Planning Commission will be interviewed by the Council.

(4) At the option of the Council interview team the chair or chair's designee will be invited to be present at the interviews and serve as a resource for their board or commission.

(5) The Council team's recommendations for appointments will be forwarded to Council for consideration.

(6) Council appointment may be by written ballot and candidates must receive the vote of a majority of Council.

(7) Individuals appointed to fill a vacancy with an unexpired term of six months or less shall also be appointed to serve the succeeding full term.

(8) With the exception of the Water and Sewer Board members, the number of terms served by a board member generally shall be limited to two so as to allow broad citizen participation. Council may consider retaining board members beyond two terms on a case-by-case basis when such a continued appointment appears to be in the best interest of the board and the City.

e. Orientation. The citizen volunteer shall be provided the opportunity to receive an orientation and working knowledge of

overall City functions and responsibilities with a specific focus on the board to which the volunteer has been appointed.

f. Council & Commission Roundtable. Dialogue between the boards and Council concerning goals and key issues is desired at least annually. In lieu of an annual roundtable, Council may utilize other methods of communications with boards and commissions, such as a periodic newsletter or triennial review.

g. Leadership Training. Members of boards who function as officers are expected to partake in training sessions which are geared toward the development of leadership skills, which may be funded from City Council's budget, if needed.

h. Recognition/Appreciation. A program to recognize the special efforts of the City's outstanding citizen volunteers, and a standard method of recognizing the service of all citizen board members may be implemented.

i. Triennial Review. With the exception of the boards and commissions authorized by the Greeley Home Rule Charter, each City board and commission will be reviewed every three years by City Council and then authorize its continuance or sunset. In preparation for the Council review, each board and commission may complete a self-assessment and submit the group's accomplishments, goals and program plan.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8 <i>Preliminary Agenda Review (staff)</i>	9
12 <i>Leadership Planning Team (LPT) Reviews Draft Agenda</i>	13	14 <i>Final Agenda Review (staff)</i>	15 <i>Agenda Posted Online</i>	16
19 <i>LPT Reviews Final Agenda</i>	20 Council Meeting <i>Meeting Day Review (staff)</i>	21	22	23
26	27	28	29	30

STEPS FOR REVIEWING CITY COUNCIL'S AGENDA

- 1. Preliminary Agenda Review**
Staff members meet to discuss their items with Deputy City Manager (DCM), City Attorney (CA), and City Clerk (CC).
- 2. Leadership Planning Team (LPT) Review – Mayor, Mayor Pro Tem, City Manager, DCM, ACM, CA, CC**
The draft agenda is reviewed with the LPT to identify any Council questions and determine order of agenda items.
- 3. Final Agenda Review**
Staff members review the final agenda and discuss any issues that have arisen during work on the agenda.
- 4. Leadership Planning Team (LPT) Final Review – Mayor, Mayor Pro Tem, City Manager, DCM, ACM, CA, CC**
Discussion of agenda items/questions regarding agenda materials and staff presentations.
- 5. Meeting Day Review**
An agenda briefing session is held with DCM, CA, CC and staff on the day of the regular meeting.

SIX MONTH CALENDAR

- Lists the topic and purpose for items for Regular Council Meetings and Work Sessions
 - Aligns the topic with a specific strategic objective
 - Links provided when more information available online
- Reviewed weekly by the Leadership Planning Team and Executive Lead Team
- Updated weekly on the City's website
- Residents can sign up to receive an email each time the calendar is updated

6 MONTH PLANNING CALENDAR

June 2017 – December 2017

Meeting Info	Agenda Item	The purpose of this item is to...
June 6 Regular	Firehouse Alley Parking Structure (First Reading)	Approve as to form a Construction and Purchase agreement and authorize certain City officials to execute those documents in order to acquire the City's portion of the parking structure. There will also be a separate ordinance to appropriate budget for the purchase and related financing costs. Economic Health-3.6 Enhance the economic vitality of our community
	2015 International Codes Adoption (consent-First Reading)	Consider local amendments to the 2015 International Codes, the International Building (IBC), International Residential (IRC), International Mechanical (IMC), International Fuel Gas (IFGC), and International Energy Conservation (IECC) codes. The 2015 edition will replace the currently adopted 2012 edition. Neighborhood Livability and Social Health-1.5 Guide development compatible with community expectations through appropriate planning, annexation, land use, historical preservation and development review process.
	365 Public Transportation Service	Select an option for public transportation on Sundays and holidays (365 Service) and consider adoption of an Ordinance appropriating funding from Associated Students of Colorado State University for transit services in 2017-2018. Transportation - 6.2 Improve transit availability and grow ridership through extended hours, improved headways, and Sunday service in appropriate activity centers.
	Staff Report: Safe Place to Rest	Provide a summary of the Safe Place to Rest model, a pilot program to provide additional winter shelter space for the homeless population. This effort is a community based model facilitated by the City of Fort Collins. Staff will provide a report overviewing the creation, administration, and next steps for the program. Neighborhood Livability and Social Health 1.2: Leverage and improve collaboration with other agencies to address homelessness, poverty issues, and other high priority human service needs.=
	Capital Expansion Fees, Transportation Capital Expansion Fees and Electric Capacity Fees (Second Reading)	Consider final adoption of fee recommendations for capital expansion fees, transportation expansion fees, and electric capacity fees. Alternative 2 was adopted on First Reading on May 16. High Performing Government-7.1 Provide world class services that meet the needs of the community.
	Resources for Broadband Strategic Support	Appropriate funds for dedicated resources to support further development and details associated with a Municipal Retail Broadband alternative. Economic Health- 3.9 Encourage the development of reliable, high speed internet services throughout the community.
	Blehm-Homestead Enclave Annexation Initiation	Initiate annexation proceedings for the Blem-Homestead Annexation, located in southeast Fort Collins, abutting Kechter Road to the north and south and is situated between Ziegler and South Timberline.
June 13 Work Session	CSU Game Day Operations	Provide an update to Council on the planned management of transportation and parking related to CSU games at the new on-campus stadium. Staff from both the City and CSU will provide an overview of game day activities on campus, operational plans to get people to/from campus utilizing all modes, and mitigation to protect nearby neighborhoods from parking impacts. Neighborhood Livability and Social Health-1.6 Improve neighborhood parking and traffic issues.
	Residential Parking Permit Program (RP3) Overview	Frame the issues, the goals, and history of the Residential Parking Permit Program (RP3) in advance of the August 8 Work Session. Neighborhood Livability and Social Health- 1.10 Address neighborhood parking issues.
	Time of Use Electric Rates-Next Steps	Outline the potential benefits of a Time of Use residential electric rate structure and get direction from Council on whether staff should move forward with an implementation and community outreach plan for adoption of such a rate in 2018. Economic Health 3.8 – Maintain electric utility systems, services, infrastructure integrity and stable, competitive rates.

Unscheduled or Upcoming Items	
WORK SESSION	Purpose of item
Occupancy Study (U+2)	Consider funding a study to determine the effectiveness of the occupancy ordinance over the last 10 years. Neighborhood Livability & Social Health-1.7 Maintain and enhance attractive neighborhoods through City services, innovative enforcement techniques and voluntary compliance with City codes and regulations.
REGULAR MEETING	Purpose of Item
Amending City Code Relating to <u>Special Events</u>	Consider amending Chapter 23.5 of the City Code pertaining to Special Events and Demonstrations to be in alignment with current law and to more accurately reflect the City's current processes and procedures. Economic Health-3.4 Provide transparent, predictable and efficient processes for citizens and businesses interacting with the City





Expectations of the Greenwood Village City Council

By The Greenwood Village City Council
2012

City Councilmembers should show respect for each other at all times. Disagreement and debate is positive and expected. An effective Council is composed of members who are able to agree to disagree and Councilmembers should not take things personally or make things personal.

Councilmembers should keep an open mind, not prejudge things and listen to the concerns of other Councilmembers before making a decision.

Councilmembers should understand that the power and value of a City Council is the collective wisdom of the group. There may be star players but the group as a whole will always make better decisions than any one Councilmember.

City staff will only follow the direction of the Council not the direction of an individual Councilmember. So if a Councilmember wants to direct the staff to do something, the Councilmember must first convince a majority of the Council to do so. An individual Councilmember may request actions from the City Manager and City Attorney directly or from a Department head if the City Manager is informed of the request.

The Council is responsible for making policy. The staff is responsible for implementing policy. Councilmembers and staff should understand the difference between making policy and implementing policy.

After a decision is made, Councilmembers on the short end of a vote should accept the decision and move on.

Councilmembers should read the packet before the meetings.

During study sessions and Council meetings, Councilmembers should only speak after the Mayor recognizes the Councilmember. A Councilmember should not interrupt a speaker except if the question is a point of order and addressed to the Mayor, not the speaker.

Councilmembers should keep things in perspective. We honor our small role when we do what's right and help make our community a better place. We should aspire to make a lasting difference in people's lives but the reality is that many of the things we do are inconsequential. The importance of a Councilmember should not be exaggerated.

A Councilmember should enjoy the job and should contribute to the enjoyment by other Councilmembers.



Expectations of Our Mayor

By the Greenwood Village City Council
2012

The Mayor should fulfill all the Duties of the Office of Mayor as listed in the City Charter, especially noting that the Charter requires the Mayor to do certain things by the use of the word “shall”.

As the presiding officer of the City Council, we want the Mayor to focus discussions during meetings on the matter at hand and not let discussions stray or be prolonged. A good Mayor will be able to balance the need for efficiency with the need for a full debate.

An effective Mayor will ensure that all parties in a discussion are fairly heard.

A Mayor will recognize that the power and value of a City Council is the collective wisdom of the group as a whole and not derived from any one individual Councilmember. A Mayor should work with all Councilmembers evenhandedly.

While the Charter grants the Mayor the right to participate in discussions and debate with the Council, a wise Mayor will be judicious in the exercise of such rights. Impartiality will help a Mayor guide the Council towards compromise and consensus when difficult issues are discussed.

A Mayor will treat everyone with respect at all times and will encourage other city officials to do likewise.

A Mayor will be open-minded and not pre-judge issues and will encourage other city officials to do likewise.

A Mayor and the City Manager should have a strong working relationship built on trust and open communications. A Mayor should be honest and forthright with the City Manager and should expect the same treatment from the City Manager.

A Mayor should help the Council focus on policy issues and avoid becoming involved in operations.

"Top 10" list of traits for effective elected officials:

by: Sam Mamet

1. Do their homework
2. Good listeners
3. See the big picture
4. Consensus builders
5. Strong communicators
6. Thirst for knowledge
7. Visionary
8. Decision makers
9. Sense of commitment
10. Understand that government is different
from the private sector