



Remote Meeting Instructions for the April 28, 2020, City Council Worksession:

In order to comply with all health orders and guidelines, and the Governor's April 27, 2020, Safer-at-Home guidelines intended to stop the spread of the COVID-19 (Coronavirus), **no physical location, including the City Council Chambers, will be set up for viewing or participating in this Worksession.**

The **only** way to view this Worksession is to follow the instructions below to watch the YouTube live stream.

- From your laptop or computer, click the following link or enter it manually into your Web Browser: (www.youtube.com/CityofGreeley)
- Clicking the link above will take you to the City of Greeley's YouTube Channel.
- Once there, you will be able to view the Worksession!

Please contact the City Clerk's Office with any questions you might have at 970-350-9740. Thank you!



Mayor
John Gates

Councilmembers

Tommy Butler
Ward I

Brett Payton
Ward II

Michael Fitzsimmons
Ward III

Dale Hall
Ward IV

Kristin Zasada
At-Large

Ed Clark
At-Large

A City Achieving
Community Excellence

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.

City Council Worksession Agenda

April 28, 2020 at 6:00 PM

This meeting will be conducted remotely ([See instructions on previous page to view the YouTube live stream.](#))

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Reports from Mayor and Councilmembers
5. COVID-19 Update
Roy Otto, City Manager
6. Review of Council's Policies and Protocol
Cheryl Aragon, Interim City Clerk
7. Financial Update
Renee Wheeler, Finance Director
8. Scheduling of Meetings, Other Events
Roy Otto, City Manager
9. Adjournment

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 1

Title:

Call to Order

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 2

Title:

Pledge of Allegiance

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 3

Title:

Roll Call:

1. Mayor Gates
2. Councilmember Butler
3. Councilmember Payton
4. Councilmember Hall
5. Councilmember Fitzsimmons
6. Councilmember Clark
7. Councilmember Zasada

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 4

Title:

Reports from Mayor and Councilmembers

Background:

This Council Reports item has traditionally appeared on Council's regular meeting agenda; however, Council expressed a desire, at its February Council Retreat, to move it to Council's Worksession meeting agendas to allow for better opportunity to report on activities of the committees/boards to which they have been assigned and to seek feedback and input on various committee/board initiatives and actions. During this portion of the meeting any Councilmember may offer a summary of the Councilmember's attendance at assigned board/committee meetings and should include key highlights and points that may require additional decision and discussion by the full Council at this or a future Worksession.

Board/Committee	Meeting Day/Time	Assignment
--Team of 2-- Board/Commission Interviews	Monthly as Needed	Council Rotation
Water & Sewer Board	3 rd Wed, 2:00 pm	Gates
Youth Commission Liaison	4 th Mon, 6:00 pm	Butler
Historic Preservation Loan Committee	As Needed	Zasada
Police Pension Board	Quarterly	Clark
Employee Health Board	As Needed	Fitzsimmons
Airport Authority	3 rd Thur, 3:30 pm	Payton/Clark
Visit Greeley	3 rd Wed, 7:30 am	Fitzsimmons
Upstate Colorado Economic Development	Last Wed, 7:00 am	Gates/Hall
Greeley Chamber of Commerce	4 th Mon, 11:30 am	Hall
Island Grove Advisory Board	1 st Thur, 3:30 pm	Butler
Weld Project Connect Committee (United Way)	As Needed	Hall
Downtown Development Authority	3 rd Thur, 7:30 am	Butler/Zasada
Transportation/Air Quality MPO	1 st Thur, 6:00 pm	Payton/Gates
Poudre River Trail	1 st Thur, 7:00 am	Hall
Interstate 25 Coalition	As Needed	Gates
Highway 85 Coalition	As Needed	Gates
Highway 34 Coalition	As Needed	Payton
CML Policy Committee (Council or Staff)	As Needed	Payton/Otto Gates alternate
CML Executive Board opportunity	As Needed	Hall
CML - Other opportunities	As Available/Desired	

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 5

Roy Otto, City Manager, 970-350-9750

Title:

COVID-19 Update

Background:

There will be a brief update to Council regarding COVID-19.

Decision Options:

Informational only

Attachments:

None

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 6

Cheryl Aragon, Interim City Clerk, 970-350-9743

Title:

Review of Council's Policies and Protocol

Background:

Greeley's Home Rule Charter §3-3 provides that the City Council (Council) shall determine its own rules of procedure. In 1992, Council adopted by Resolution a compilation of rules of procedure, and this document has been amended from time to time, with the most recent revisions made in 2017. The compilation includes Council's roles and responsibilities provided for in the Charter and Municipal Code, as well as the general practices agreed upon since the adoption of rules of procedure in 1992.

The common and most practical time to review this compilation of policies and protocol is following a Council election and vision setting session, such as the Council retreat on February 7-9. In addition, since the Council has had the opportunity to work together since December, the timing seems appropriate for it to consider its Policies and Procedures.

The Council Policies and Procedures have been modified by recent actions by Council and the State Legislature as summarized below:

- A. **§8.2(a)(i) –time and location of Council Meetings** - this modification would reflect the recent amendment to the time and location of meeting as authorized by Resolution No. 10, 2020;
- B. **§8.2(b)- time and location of Council Worksessions** - this modification would reflect the recent amendment to the time and location of worksessions as authorized by Resolution 10, 2020;
- C. **§8.4, - remote meetings** - this modification which would reflect the recent provision for remote meetings authorized by Resolution No. 12, 2020; and
- D. **§10.2(b) - the posting location for public notices/agendas** - this modification would reflect 2019 legislation that recognizes websites as an acceptable and legal means of posting notice.

The following areas for a focused review and discussion of possible modification or enhancements are offered as a starting point for Council consideration – in addition to any other section(s) Council would like to explore:

1. **§3.4 – time commitments for the Mayor and Council** - currently estimated to be 20-30 hours per week;
2. **§11.7(f) –input from members of the public at Council Meetings** - this would be an opportunity to discuss the allocation of individual speakers' time during this portion of meeting agendas;
3. **§14.2(c)(2) - board and commission members serving on more than one board or commission** - this is an opportunity for Council to consider and discuss this practice as well as other options;
4. **§14.2(d)(1)- residency requirement for boards and commissions** – this is an opportunity for Council to discuss the current preference given to Greeley residents as well as other options;
5. **§14.2(d)(3) –board and commission interview process** - this is an opportunity for Council to discuss and explore options such as (i) whether to eliminate in-person interviews and move to a digital way for the full Council to review applications; (ii) modify the existing in-person interview process by including staff support or the board and commission recruitment and appointment manager from the City Clerk's Office; (iii) continue the current practice; or (iv) other options Council identifies; and
6. **§14.2(d)(8) & 14.2(c)(3)- term limits for board and commission members** - this is an opportunity for Council to discuss the current practice of generally limiting board and commission members other than those appointed to the Water & Sewer Board to two (2) terms.

Decision Options:

For review and discussion only; any desired changes could be presented to the Council as early as the May 19 Regular Council Meeting in the form of a resolution for formal adoption.

Attachments:

City Council Policies and Protocol (2017)

City Council

Policies & Protocol

November, 2017



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)
		Resolution No. 85, 2017 (10/17/2017)

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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.

2

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.

3

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)]

3.2 Mayor Pro Tem

3.3 All Members of Council

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.

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

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)

4.1 Purpose

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.

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

5.1 Purpose

5.2 Election Methods

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

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.

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

5.3 Performance Evaluations

possible, and if not possible, (2) conducting the election independently by mail.

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 Mayoral and Council candidates also will be provided.

5.5 Annual Report to the Community

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 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.

7.1 Compensation

- 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.

7.2 Travel - Purpose

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 guidelines for Councilmember educational and city government relevant travel.

7.3 Travel - Guidelines

- 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.

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8.1 Defined

8.2 Meeting Types

- 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

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)

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.

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.

8.3 Meetings to be Public

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.

9

9.1 Presiding Officer

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 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.

9.4 City Clerk

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.

10

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.

10.2 Notice of Meetings

c. A copy of the minutes of the previous meeting.

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.

11.5 Voting

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.

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.

12.1 Council Chambers

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 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:

- 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

14.1 Council Committees

(Reserved)

14.2 Citizen Boards and Commissions

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 to Greeley residents 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. Greeley residents will be given appointment preference, and property owners living outside of Greeley and other non-Greeley residents may be considered on a case-by-case basis.

- (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.

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 7

Renee Wheeler, Finance Director, 970-350-9732

Title:

Financial Update

Background:

Each year, the Finance Department presents the City Council (Council) with a quarterly financial report which includes an overview of revenue and expenditures within that quarter. A copy of the 2020 First Quarter Financial Report, which provides details on major revenue streams and expenditures by fund and overall City of Greeley (City) performance for the period of January through March, is attached.

2020 First Quarter Financial Report Overview

During the First Quarter, overall revenues in the General Fund followed budgeted expectations. Based on the timeframe for the collection of sales tax revenues, the report only includes actual sales in January and February that were remitted to the City in February and March. This timing delay accounts for the overall resources still being so close to the 2020 budget. The month of April will provide a better indicator of the local economy as March sales tax is received by the City.

Current Economic Conditions

Based on the ongoing impact of the economic impacts of the COVID-19 virus, current economic conditions have and continue to change and are only partially reflected in the First Quarter Financial Report. The Finance Department has developed a number of revenue scenarios for Fiscal Year 2020 and is continuing to work on revenue projections and scenarios beyond Fiscal Year 2020. The scenarios and underlying assumptions of the Fiscal Year 2020 projections will be reviewed with Council during the April 28 Worksession.

For the longer term, the Finance Department – along with every Department across the City organization – are working to develop multiple scenarios of revenue projection, service and program impacts, and corresponding service level options intended to enable the City to effectively adapt to the changing economic environment. These scenarios will be tied to actual results, allowing the City to adapt appropriately.

The City is fortunate to have had sufficient reserves to meet reserve requirements and has the ability to adjust for unforeseen circumstances allowing it to strategically approach service level adjustments.

Decision Options:

None at this time.

Attachments:

2020 First Quarter Financial Report
PowerPoint

QUARTERLY FINANCIAL REPORT

City Center North Renovation



2020

March

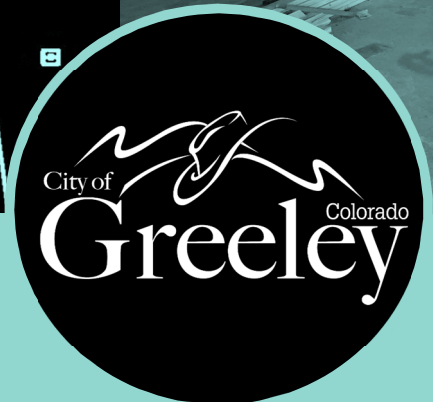


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BUDGET HIGHLIGHTS

Found below is a list of significant trends impacting the City's resources. The arrows on the far left column give a quick visual identifier for the current receipts and how these resources align with the prior year and budgeted expectations.

Operating

- ↔ ↓ **Sales Tax, Food, and Auto Use Taxes** are above 2019 collections (0.3%, 2.1%, 2.1% respectively), but below budgeted expectations (-3.4%, -4.0%, -6.9% respectively).
- ↓ ↓ **Building Use Taxes** are below 2019 collections (-43.6%), and below budgeted expectations (-10.0%).
- ↓ ↑ **General Use Tax** revenues are below 2019 collections (-2.7%), but have exceeded budgeted expectations (23.5%).

Capital

- ↓ **Development Impact Fees:** Both permits and valuations have decreased from 2019. With current year permits totaling 59 compared to 80 in 2019, with \$18.4 million in valuation for this year compared to \$39.6 million in valuation for 2019. [Note: Development fees, although a helpful economic indicator, are not budgeted for comparison].

Utility

- ↑ ↓ **Rate Revenue:** Year-to-Date rate revenue for Water, Sewer and, Stormwater is slightly above last year's totals (3.4%) but below budgeted expectations (-2.6%). [Note: future months will demonstrate a more accurate budget comparison due to the cyclical timing of utility rates].
- ↓ ↓ **Impact Fees:** Total impact fees for Water, Sewer, and Stormwater are lower than 2019 (-24.9%), and below budgeted expectations (-82.5%). [Note: These fees are directly affected by the lower development fees as described above].

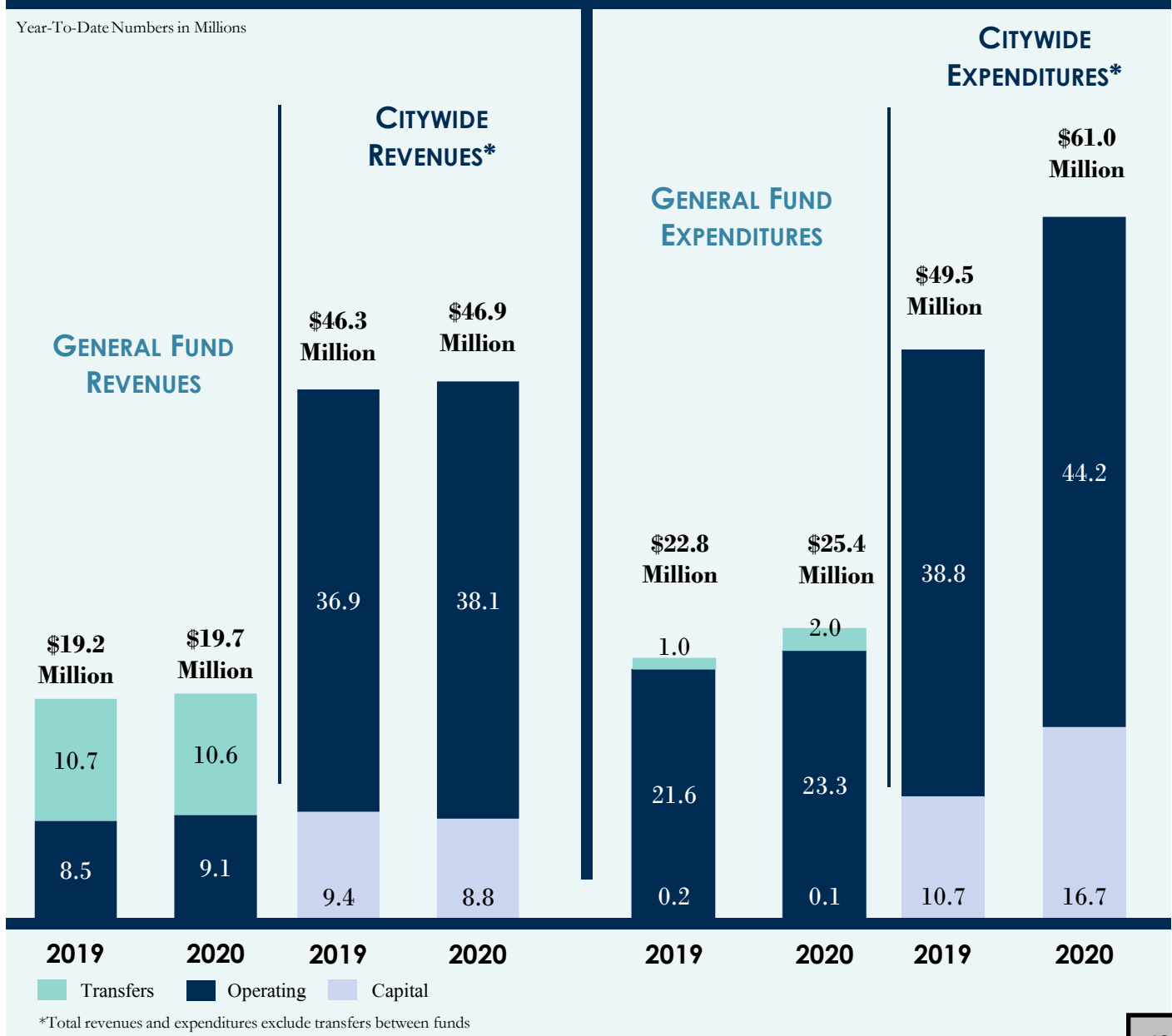
Observations

Overall, funding levels are meeting expectations with operating revenues and expenditures above the prior year (3.3%, 14.2% respectively), and also above budgeted expectations (5.4%, 13.9% respectively). Weather conditions, exceeding prior years, have resulted in higher than expected snow and ice removal expenditures for this year, a 68.5% increase. Lodging tax, a key economic indicator, is above last year's revenues (11.5%), and budgeted expectations (21.9%). General merchandise sales tax collections slightly exceeded 2019 (0.7%), continuing the growth that occurred in this sector last year for the first two months of collections in 2020 [Note: sales tax is not budgeted at a sector level for comparison]. Funds from 2019 have been reserved to help with any unforeseen expenditures or economic impacts.

The Highlights Section on pages 3-6 provides a high-level overview of the quarterly financial report. This provides a quick synopsis of significant financial data concerning the City. On the corresponding pages following the highlights section, a comprehensive understanding of the City's financials is provided for additional detail.

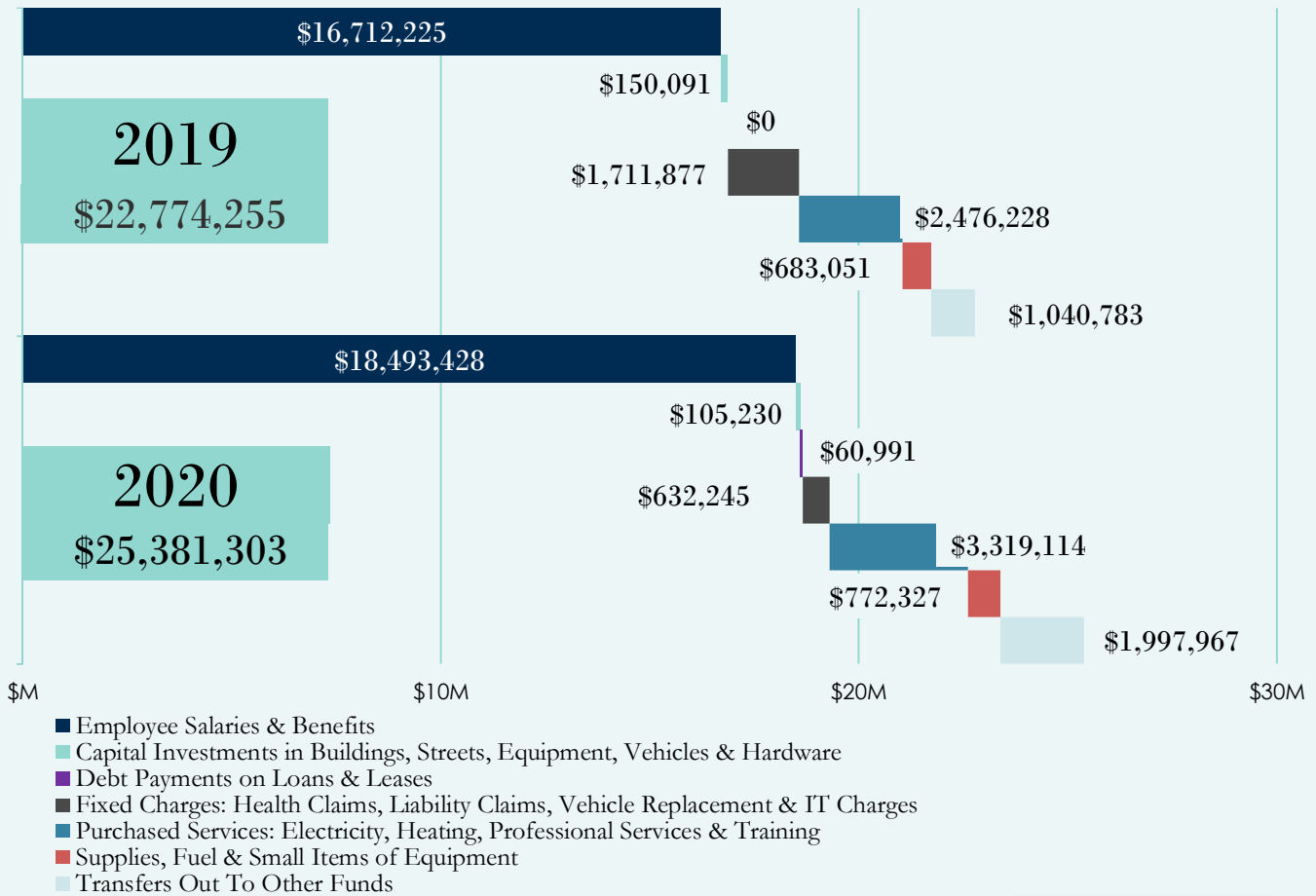
Year-To-Date HIGHLIGHTS	YTD 2019	YTD 2020	%	Budget Variance
Sales Tax	\$9.99	\$10.01	0.3% ▲	-3.4% ▼
Food Tax	1.21	1.24	2.1% ▲	-4.0% ▼
Building Use	1.22	0.68	-44.1% ▼	-10.0% ▼
General Fund Revenues	19.20	19.65	2.4% ▲	4.9% ▲
General Fund Expenditures	22.77	25.38	11.4% ▲	9.5% ▲
Total Operating Revenue*	36.86	38.09	3.3% ▲	5.4% ▲
Total Operating Expenditures*	38.75	44.24	14.2% ▲	13.9% ▲

Year-To-Date Numbers in Millions



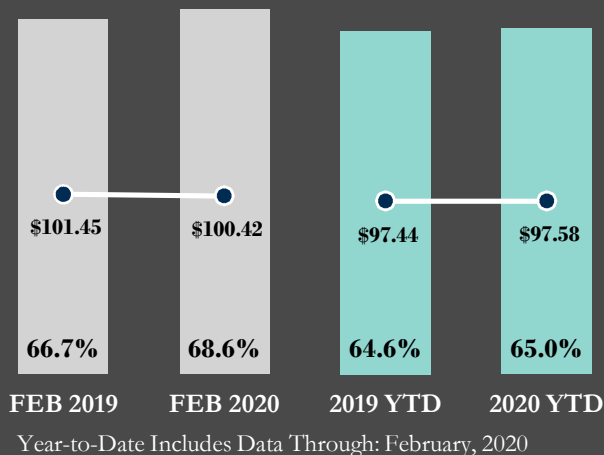
HIGHLIGHTS CONTINUED

GENERAL FUND EXPENDITURES YEAR - TO - DATE

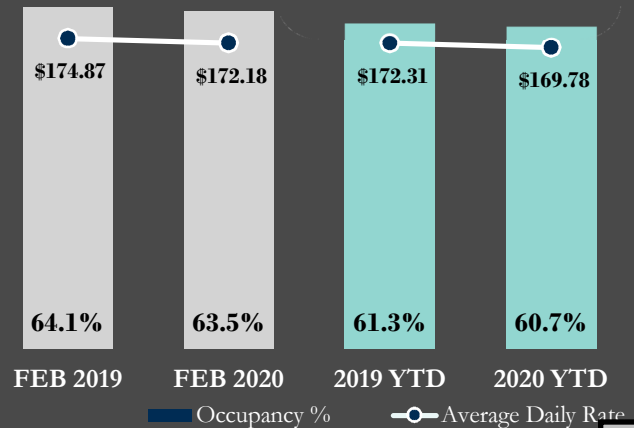


LODGING OCCUPANCY

GREELEY

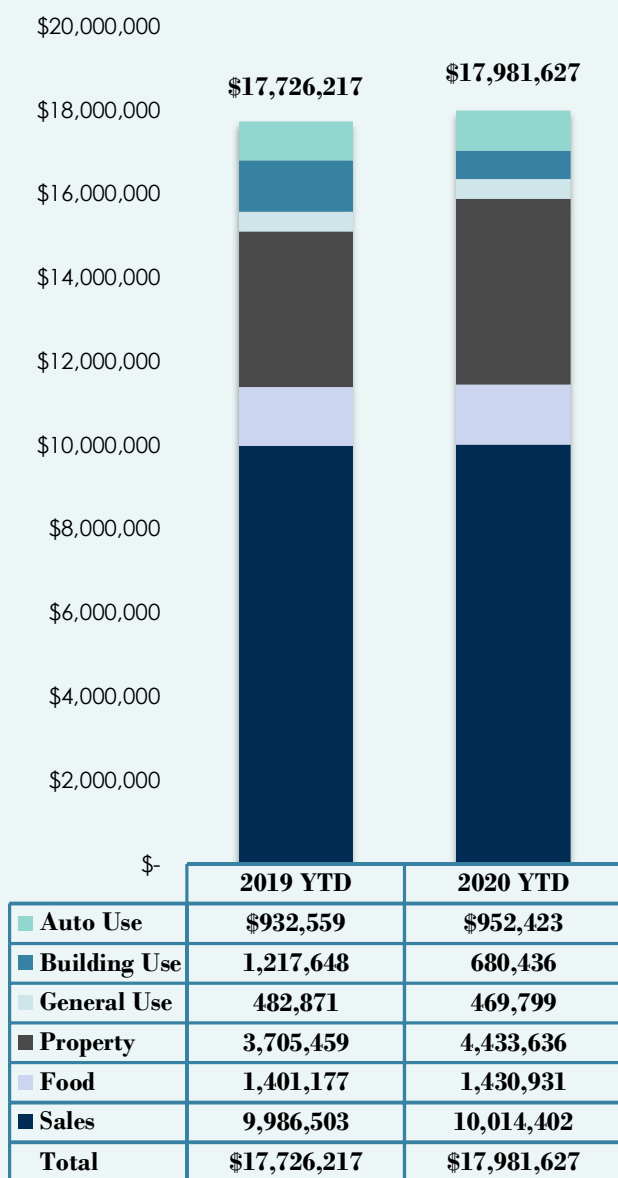


COLORADO



HIGHLIGHTS CONTINUED

YEAR-TO-DATE TAX REVENUE



Governmental accounting can at times be difficult to interpret because most (but not all) revenue is received one month after it is generated, while all expenses are recorded in the month they were incurred. Below is a summary of Greeley's major tax revenues for collections occurring in 2020.

SALES TAX

Two months of sales tax revenues have been collected. Sales tax accounts for 46.4% of the General Fund's total revenues. The General Fund's 2020 share of sales tax revenues totaled \$7.3 million (10.1%) of the 2020 annual budget estimate of \$52.5 million. 2020 budgeted General Fund sales tax revenue is 3.5% higher than 2019 actuals. Sales tax revenue designated for the General Fund has increased by 0.2% (\$12,653) from the correlating period in 2019.

USE TAXES

Two months of auto and general use taxes and three months of building use tax have been received comprising 8.8% (\$10.0 million) of the General Fund revenue budget for 2020. General use tax revenue has decreased by 2.7% (\$9,531) as compared to 2019. The City levies a building use tax upon issuing a new building permit. Building use tax revenue has decreased by 43.6% (\$384,526) from 2019. Auto use tax revenue has increased by 2.1% (\$14,499) from 2019.

FOOD TAX

Two months of food tax revenue has been collected. Greeley's food tax finances a capital maintenance program for the repair of streets, buildings, parks, and other capital assets. This year, food tax revenue has increased by 2.1% (\$25,798), and the City has collected \$1,240,691 (14.7%) of the 2020 budget estimate of \$8.4 million.

PROPERTY TAX

Two months of property taxes have been received with total year to date collections equating to \$4.4 Million. Total collections for 2020 have exceed 2019 by 19.7% (\$728,177).



WATER & SEWER STATS*

	2019 YTD	2020 YTD	Variance YTD
Water Revenue (\$)	\$4.3 Million	\$5.0 Million	▲ \$640,167
Water Consumption (Million Gallons)	833	772	▼ (61)
Sewer Flow (Million Gallons)	625.8	649.3	▲ 23.6

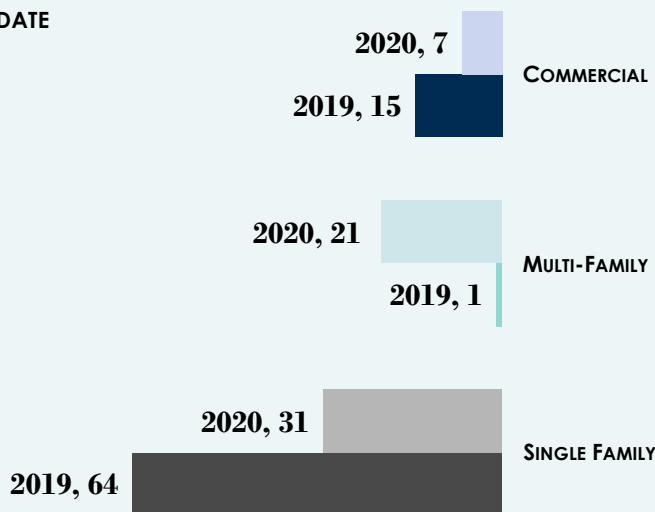
*Water Reporting as of February 29, 2020; Sewer Reporting as of March 31, 2020

HIGHLIGHTS CONTINUED

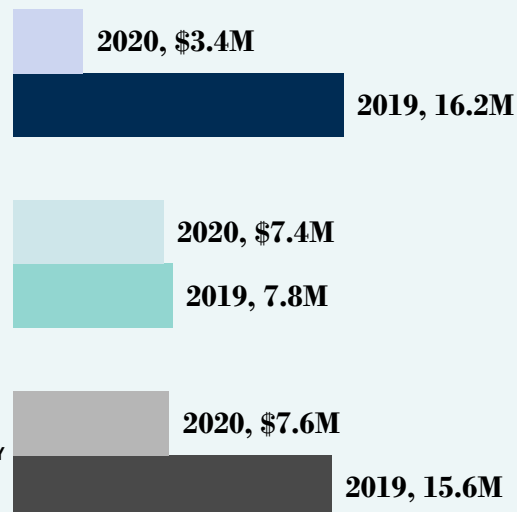
NEW CONSTRUCTION BUILDING PERMITS: As of March 31, 2020, new single-family, multi-family, and commercial building permit valuations have totaled \$18.4 million, compared to \$39.6 million in 2019, a 53.5% decrease. This year 7 new commercial construction permits have been issued totaling \$3.4 million in valuation, compared to 15 permits in the correlating period from 2019 with a valuation of \$16.2 million.

NEW BUILDING PERMITS

YEAR-TO-DATE



NEW BUILDING VALUATION



SALES TAX SECTOR HIGHLIGHTS

	YTD 2019	YTD 2020	\$ Variance	% Variance
 Dining Out	\$ 1,296,543	\$ 1,340,488	\$ 43,946	3.4% ▲
 Motor Vehicle and Parts Dealers	965,132	895,980	(69,153)	-7.2% ▼
 General Merchandise Stores	852,238	858,470	6,232	0.7% ▲

				
	Building Permits &	Franchise Fees & Telephone Tax	Investment Interest	Lodging
2019 Year-To-Date	\$665,033	\$688,888	\$1,174,738	\$82,268
2020 Year-To-Date	353,014	593,216	1,080,972	91,753
Variance	▼ (312,019)	▼ (95,673)	▼ (93,767)	▲ 9,485

THE FOLLOWING SECTIONS OUTLINE GREELEY'S MAJOR OPERATING FUNDS

GENERAL FUND

The monthly financial report examines the Fund's major revenue sources, expenditures, and overall trends; the report also utilizes historical data along with future projections.

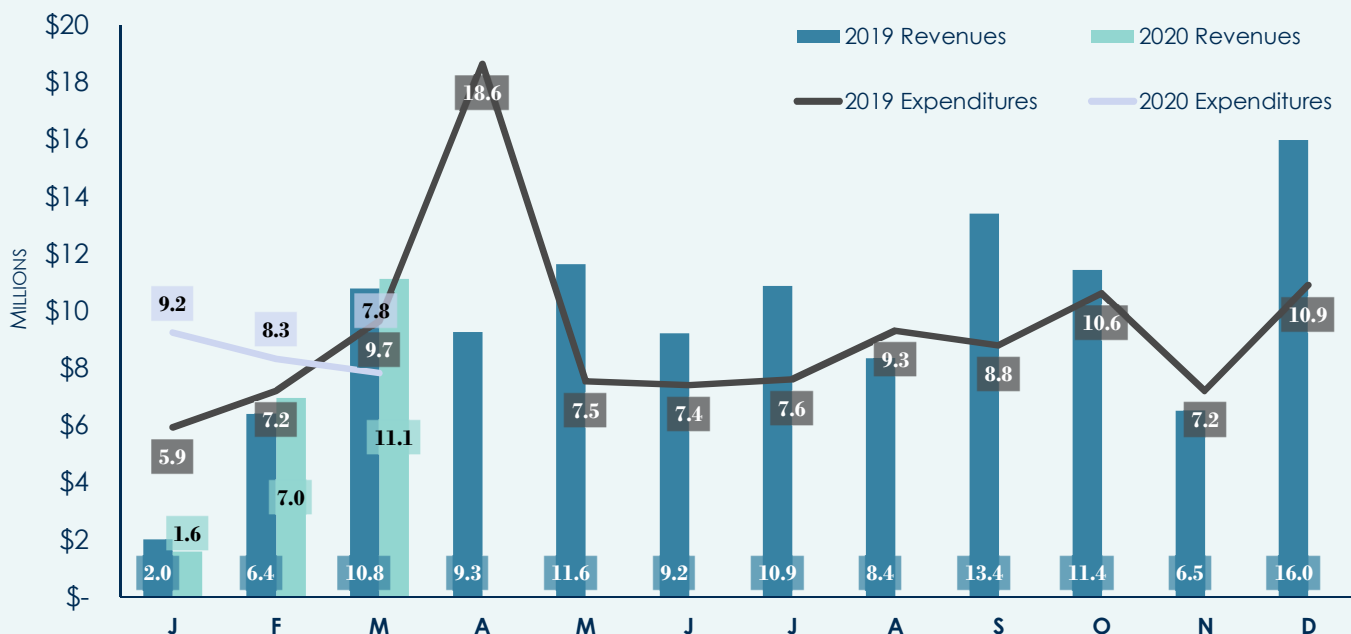
The General Fund consists of expenditures and resources associated with the City's services and operations. City revenues are collected primarily through various tax revenues (sales tax, food tax, property tax & use taxes). However, additional resources are also derived intergovernmental funds, franchise fees, transfers from other funds, fines, forfeits, service charges, licenses, permits, and additional sources. Expenditures within the general fund include employee benefits & salaries, capital investments (buildings, streets, equipment, vehicles & hardware), debt payments (loans & leases), fixed charges (health & liability claims, vehicle replacement, & IT charges, purchased services (electricity, heating, professional services & training), and other items (supplies, fuel & small items of equipment).

The City of Greeley's general fund has a total revenue budget of \$113,170,972 and an expenditure budget of \$112,960,637 for 2020.

The table below compares 2019 and 2020 actual and budgeted revenues and expenditures as of March 31, 2020

GENERAL FUND	2019 YTD	2020 YTD	2020 BUDGET	% of BUDGET
Beginning Fund Balance	\$ 32,644,158	\$ 38,717,529	\$ 38,717,529	
Revenue	19,199,196	19,653,052	113,170,972	17.4%
Expenditures	22,774,255	25,381,303	112,960,637	22.5%
Committed Fund Balance	5,945,217	3,456,730		
Ending Fund Balance	\$ 23,123,882	\$ 29,532,548	\$ 38,927,864	

The graph below compares 2020 expenditures and revenues with the correlating data from 2019.



Additional detail regarding the City's financials can be found on the following pages

GENERAL FUND CONTINUED

REVENUES

Two months of payments have been received from the following revenue sources: franchise fees, sales tax, general use tax, lodging tax, and property tax. Three months of payments have been received for the following: building and planning permit fees, building use tax, and charges for interfund services.

General Fund Resource Comparisons

	2019 YTD	2020 YTD	\$ VARIANCE	% VARIANCE	2020 BUDGET	% of BUDGET
QUARTER 1	\$ 19,199,196	\$ 19,653,052	\$ 453,856	2.4%	-	-
January	2,008,474	1,579,133	(429,341)	-21.4%	-	-
February	6,402,587	6,952,968	550,381	8.6%	-	-
March	10,788,135	11,120,951	332,816	3.1%	-	-
GRAND TOTAL	\$ 19,199,196	\$ 19,653,052	\$ 453,856	2.4%	\$ 113,170,972	17.4%

The table above compares 2019 and 2020 actual revenues by period as of March 31, 2020

First Quarter Revenue Highlights:

- § Overall resources are within budgeted expectations for the first three months of 2020.
- § Total revenues for the first quarter of 2020 are above the same period from 2019 by \$453,856 or 2.4%.
- § Property taxes have increased compared to 2019.
- § Building permits and filing fees below last year's revenues.
- § Oil Royalties slightly above the same period from last year.

EXPENDITURES

The General Fund is used to provide basic municipal services such as police, fire, parks, culture, recreation, public works, community development, and general administration.

General Fund Expenditure Comparisons

	2019 YTD	2020 YTD	\$ VARIANCE	% VARIANCE	2020 BUDGET	% of BUDGET
QUARTER 1	\$ 22,774,255	\$ 25,381,303	\$ 2,607,048	11.4%	-	-
January	5,920,829	9,237,076	3,316,246	56.0%	-	-
February	7,197,676	8,325,526	1,127,850	15.7%	-	-
March	9,655,749	7,818,702	(1,837,048)	-19.0%	-	-
GRAND TOTAL	\$ 22,774,255	\$ 25,381,303	\$ 2,607,048	11.4%	\$ 112,960,637	22.5%

The table above compares 2019 and 2020 actual revenues by period as of March 31, 2020

First Quarter Expenditure Highlights:

- § Overall expenditures for 2020 in line with expectations.
- § An increase in snow and ice removal for 2020, totaling \$383,420, account for an additional \$155,870 in expenditures. This results in a 68.5% increase from the \$227,550 snow and ice removal expenditures that occurred in 2019.
- § Note: three payroll periods occurred in January of 2020, while three payroll periods occurred in March of 2019. Hence there will be a fluctuation in expenditures between months.

PROPERTY TAX

The City levies property tax based on Weld County's biennial property value appraisal. The mill levy is currently set at 11.274 mill.

Two months of property tax revenue has been collected. During this time revenue has increased by 19.7% (\$728,177) from 2019 to 2020.

Property Tax

	2019 YTD	2020 YTD	\$ VARIANCE	% VARIANCE	2020 BUDGET	% of BUDGET
1st Quarter	\$ 3,705,459	\$ 4,433,636	\$ 728,177	19.7%	-	-
January	-	-	-	-	-	-
February	201,872	219,228	17,356	8.6%	-	-
March	3,503,587	4,214,408	710,821	20.3%	-	-
Total	\$ 3,705,459	\$ 4,433,636	\$ 728,177	19.7%	\$ 15,242,667	29.1%



The table to the right shows the anticipated property tax revenue from the county assessor by category for 2020.

Source	Amount	%
Residential	\$ 6,895,319	44.5%
Commercial	5,031,033	32.5%
Industrial	592,355	3.8%
Mineral, Oil & Gas	2,153,739	13.9%
Other	570,221	5.3%
Total	\$ 15,242,667	100%

FRANCHISE FEES & TELEPHONE TAX

Electricity, natural gas utilities, and cable television providers pay franchise fees to the City for the use of a public right-of-way property. Telephone providers pay an occupation tax. Two months of telephone tax and franchise fees have been collected through cable, electric & natural gas revenues. Year-to-date collections for franchise and telephone tax have decreased by \$95,673 (13.9%) over the corresponding period from 2019.

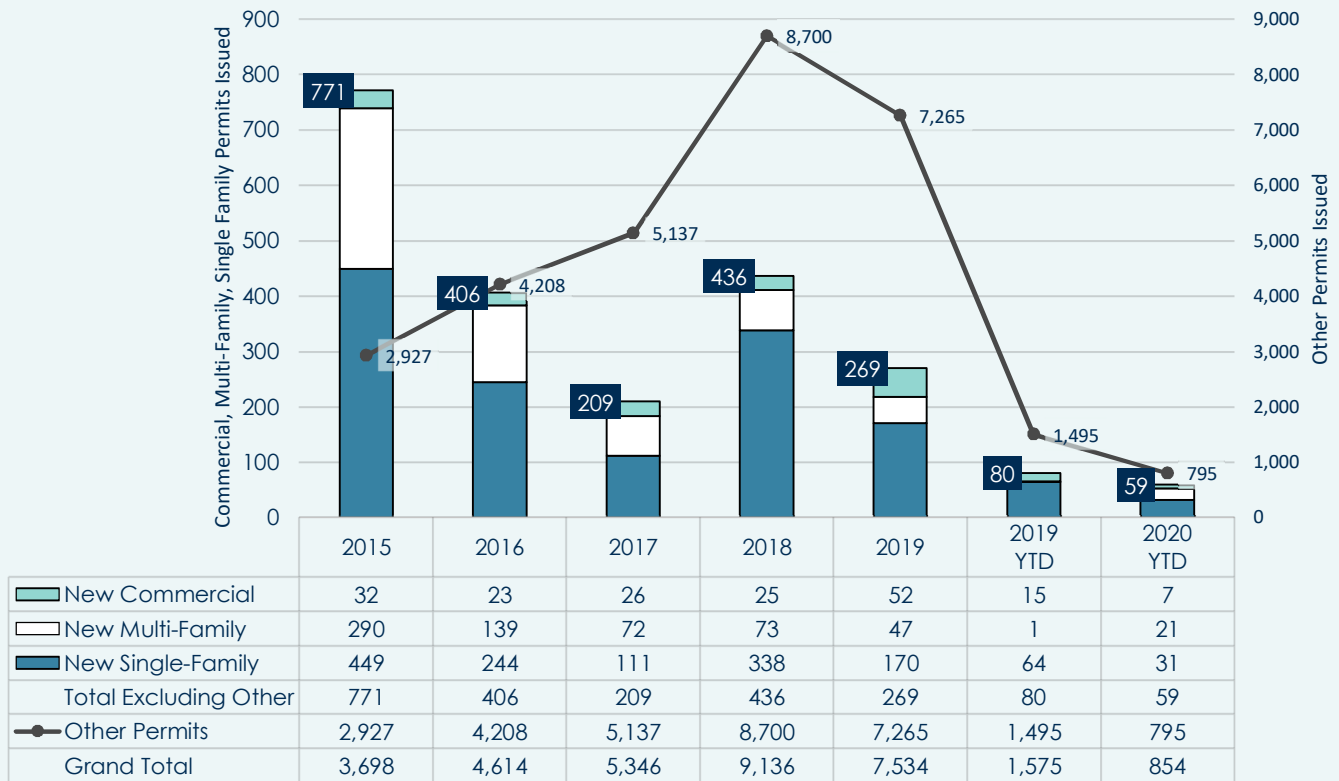
Franchise Fees & Telephone Tax

	2019 YTD	2020 YTD	\$ VARIANCE	% VARIANCE	2020 BUDGET	% of BUDGET
Cable	\$ -	\$ -	\$ -	-	\$ 1,016,732	0.0%
Electric	229,175	199,872	(29,304)	-12.8%	2,713,059	7.4%
Natural Gas	449,646	384,992	(64,654)	-14.4%	1,540,658	25.0%
Telephone	10,067	8,352	(1,715)	-17.0%	40,000	20.9%
Total	\$ 688,888	\$ 593,216	\$ (95,673)	-13.9%	\$ 5,310,449	11.2%

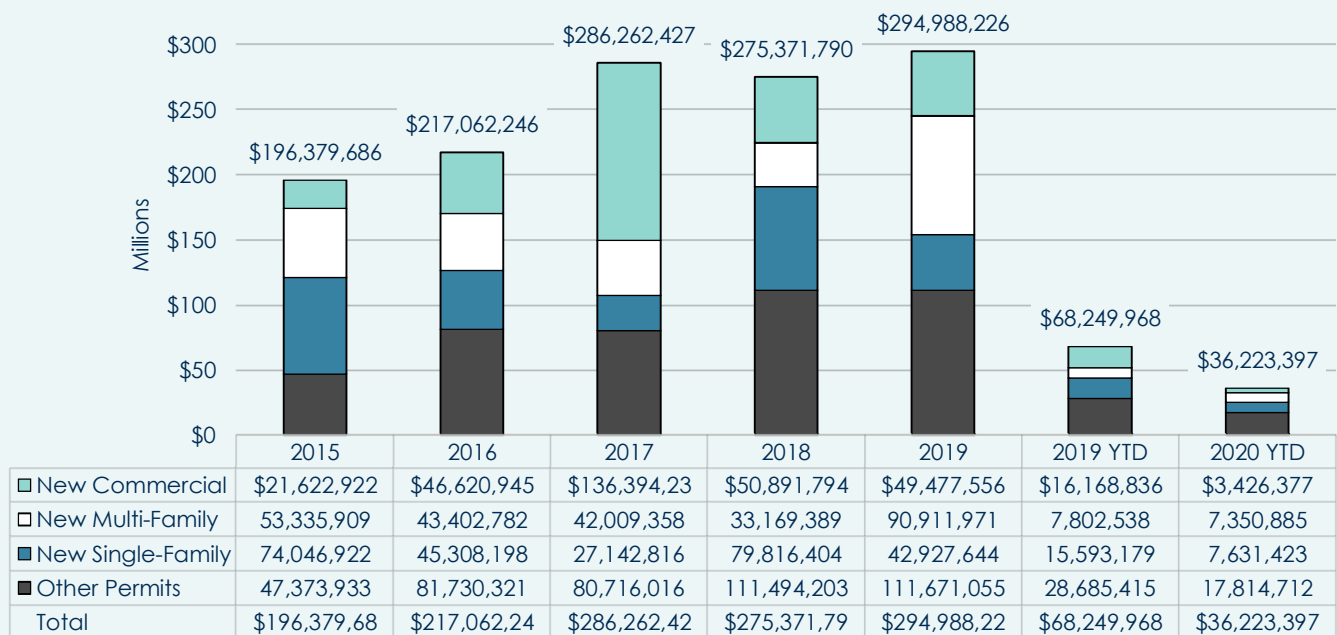
BUILDING PERMITS & FEES

The following graph illustrates the number of permits issued for new commercial, single, and multi-family developments through March 31, 2020. Total new permits issued this year are behind the pace set in 2019, with total permits for 2020 (59) below the respective permits from 2019 (80). Valuations are also behind those of 2019 with total valuations for 2020 totaling \$36.2 million compared to \$68.3 million in the same period of 2019.

BUILDING PERMITS ISSUED: NEW CONSTRUCTION



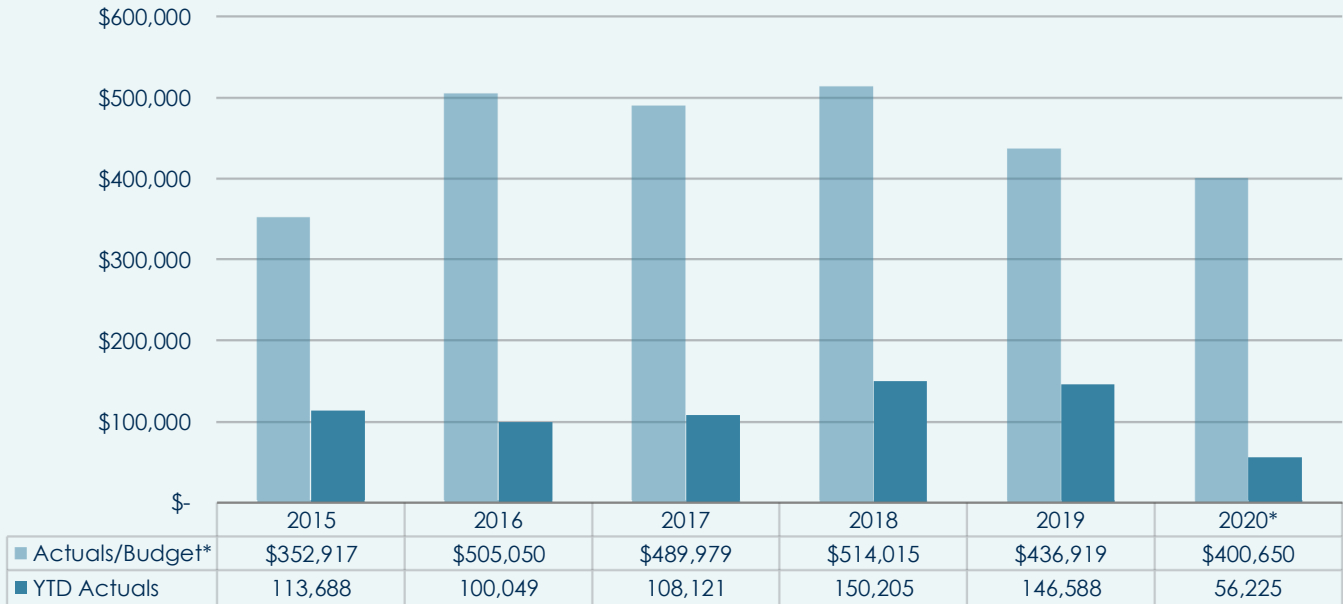
BUILDING PERMIT VALUATIONS



BUILDING PERMITS AND FEES

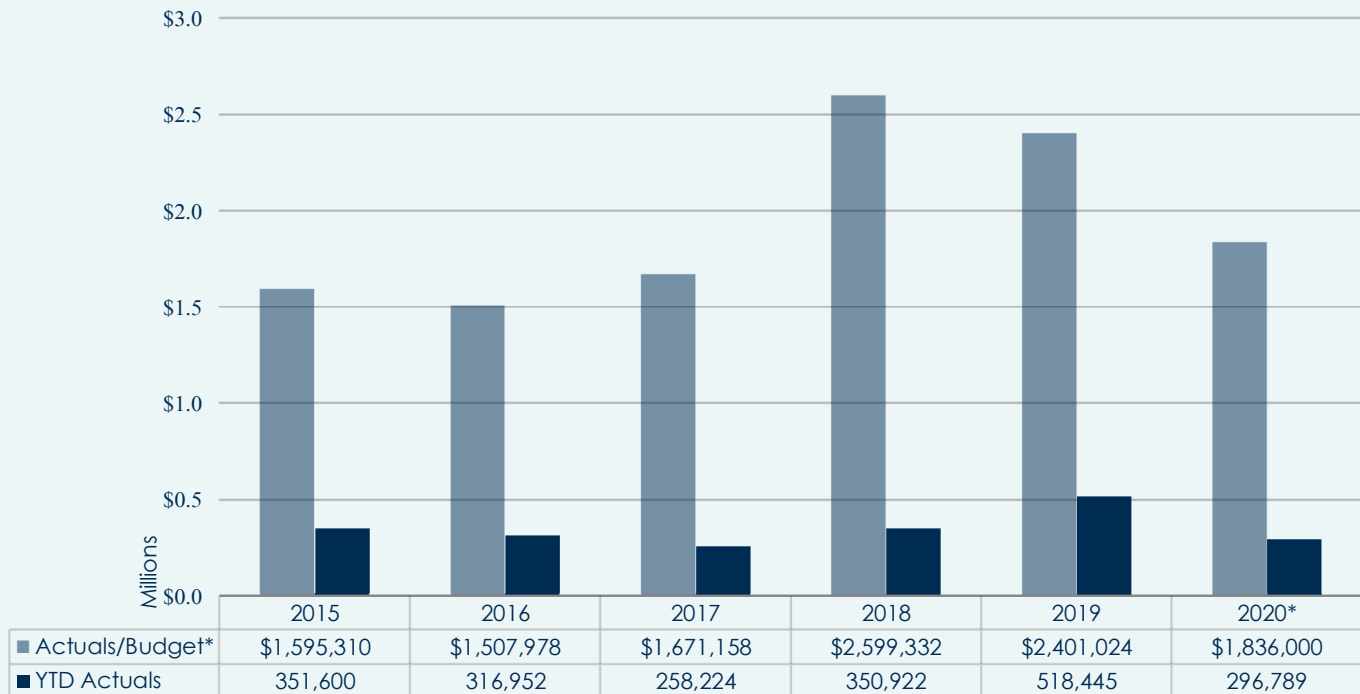
PLANNING FEES

Three months of building and planning permit fees have been collected on new commercial, industrial, and residential renovation and construction projects. Plan filing and check fee revenues have decreased by 61.6% (\$90,363) from 2019 to 2020.



BUILDING PERMIT REVENUE

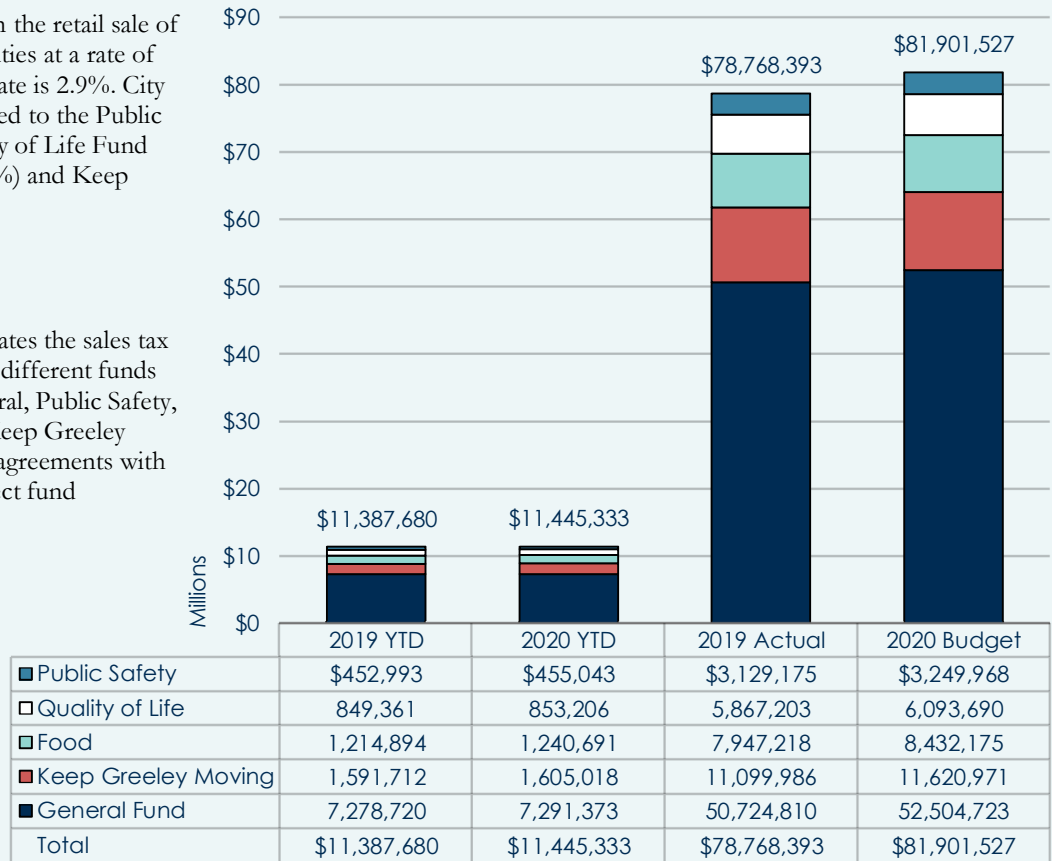
Three months of building permit revenues have been collected. During this period revenues have decreased at a rate of 42.8% (\$221,656) from the corresponding period from 2019.



SALES TAX

The City collects sales tax on the retail sale of various goods and commodities at a rate of 4.11%; the State's sales tax rate is 2.9%. City sales tax revenue is distributed to the Public Safety Fund (0.16%), Quality of Life Fund (0.30%), General Fund (3.0%) and Keep Greeley Moving (0.65%).

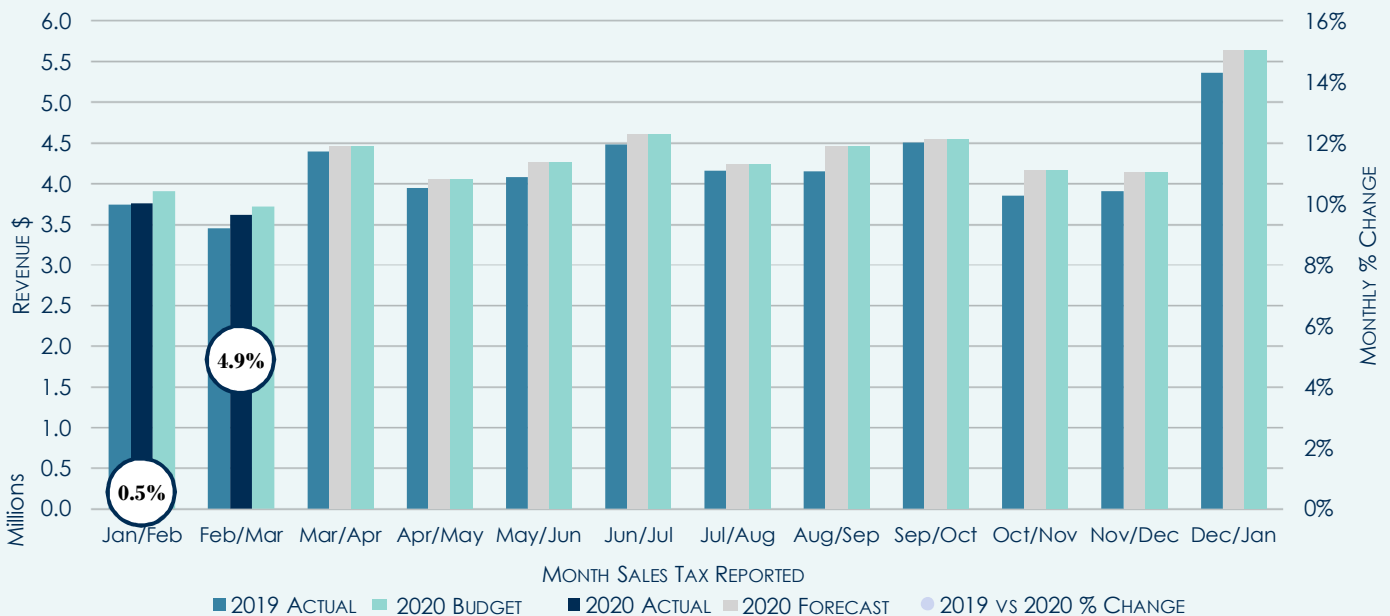
The graph to the right illustrates the sales tax revenue distribution for five different funds before debt payments: General, Public Safety, Quality of Life, Food, and Keep Greeley Moving. Intergovernmental agreements with Evans and Windsor also affect fund distribution.



SALES TAX ONLY: GENERAL FUND SHARE

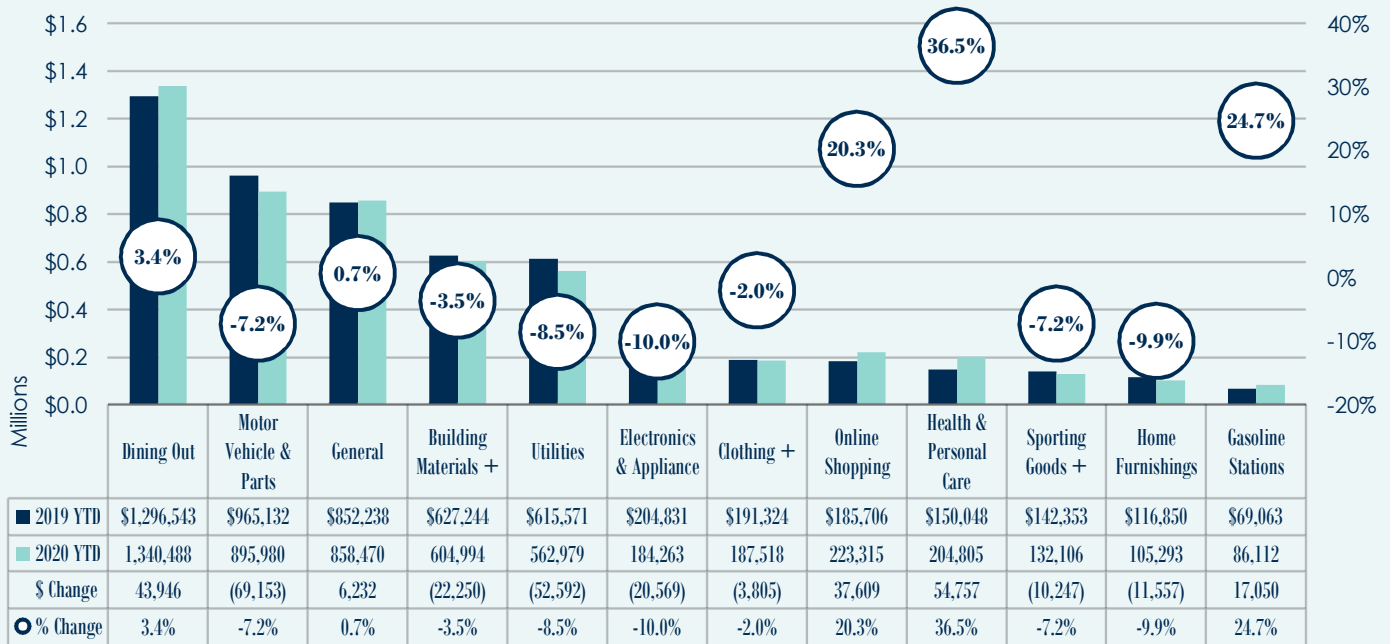
(AFTER ADJUSTMENTS)

Sales tax revenues have been collected for two months in 2020. General Fund sales tax revenue is originally budgeted at 4.3% above 2019 revenue. The graph above is a summary of the General Fund share of sales tax by month and includes two months of 2020 actuals and a ten month forecast. The percentage change shows the change from the same month in the previous year.



SALES TAX CONTINUED

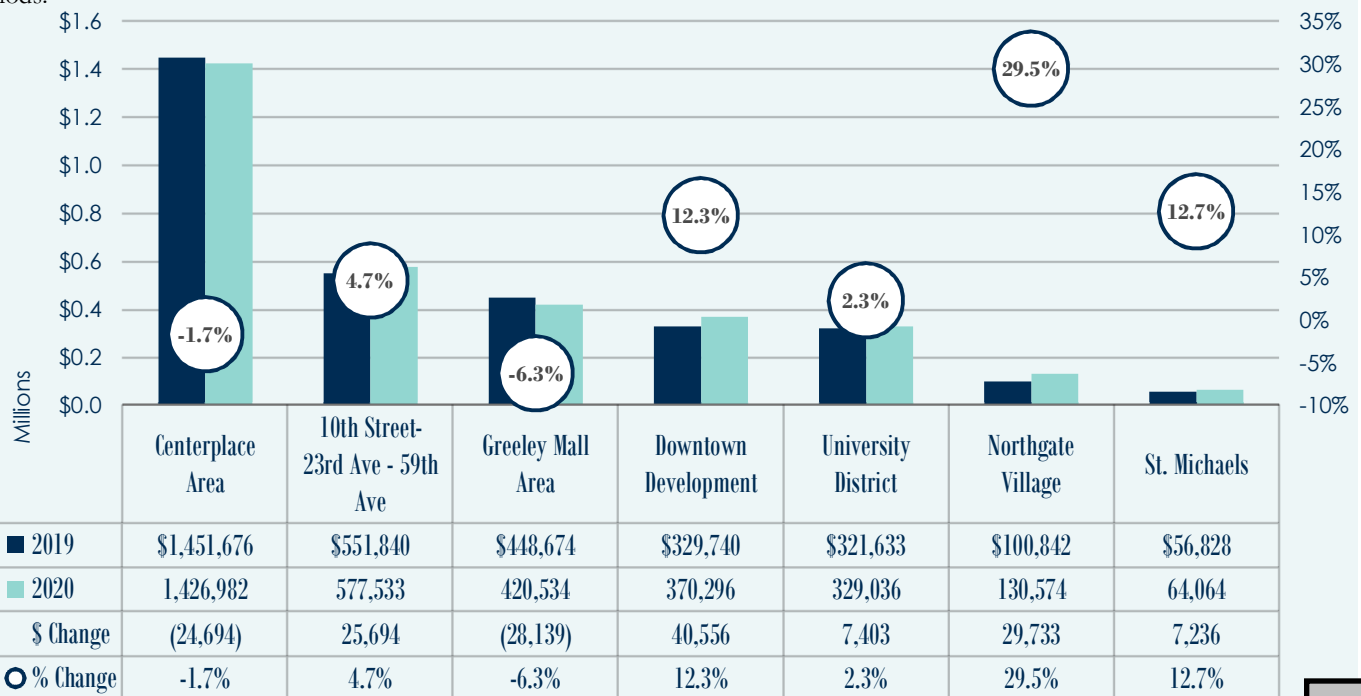
The North American Industry Classification System (NAICS) is used to categorize sales tax revenue by industry. The graph below compares sales tax revenue by select industries for 2019 and 2020. Adjustments have been made below to account for late payments. Health & Personal Care had the largest percent and dollar increase from the prior year, 36.5% and 54,757 respectively. Dining out continued to be the largest sales tax revenue source totalling \$1.3 million in collections.



Note: Building Materials also includes: Garden Equipment & Supply Dealers; Clothing Stores also includes Clothing Accessories Stores; Sporting Goods includes: Hobby, Book & Music Stores.

RETAIL SALES TAX BY LOCATION

The graph below outlines retail sales by identified location, omitting grocery stores and auto dealers. Compared with the corresponding period in 2019. The Downtown Development showed the largest dollar increase (\$40,556) with Northgate village having the largest percent increase (29.5%). The graph has been modified to account for late payments and adjustments to prior periods.



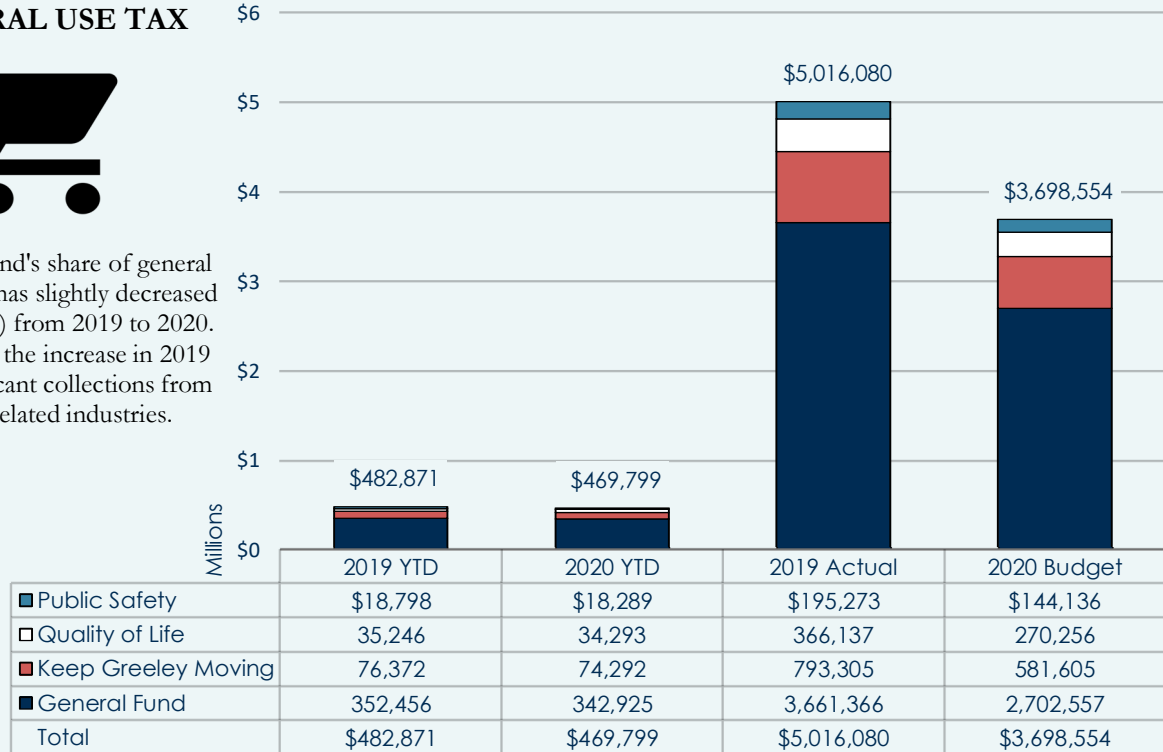
USE TAX

Use taxes are levied upon individuals using, storing, or consuming tangible personal property that has not been subject to sales tax. Three types of use taxes which include: general use, automobile use, and building use tax. Taxes from these sources provide revenue to the Public Safety Fund, Quality of Life Fund, Keep Greeley Moving, and General Fund.

GENERAL USE TAX



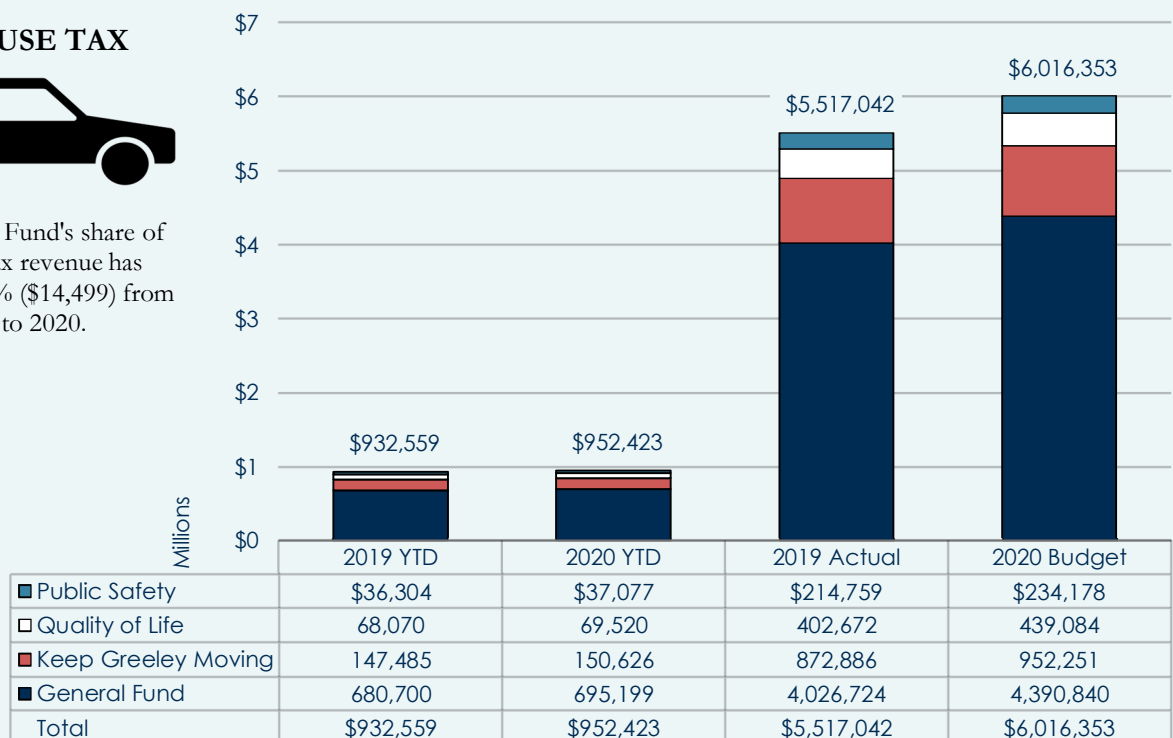
The General Fund's share of general use tax revenue has slightly decreased by 2.7% (\$9,531) from 2019 to 2020. The majority of the increase in 2019 are from significant collections from oil and gas related industries.



AUTO USE TAX



The General Fund's share of auto use tax revenue has increased 2.1% (\$14,499) from 2019 to 2020.



USE TAX CONTINUED

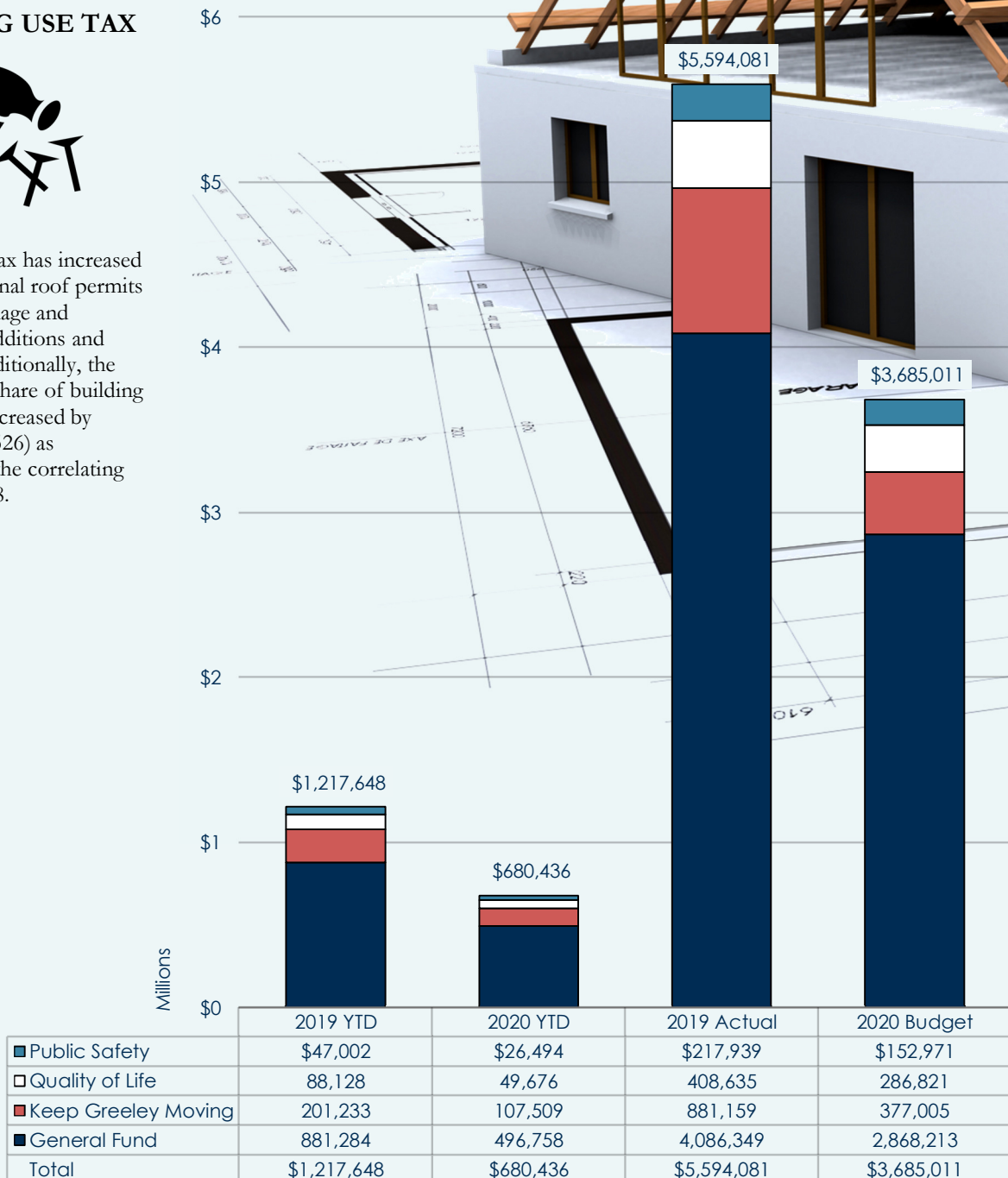
BUILDING USE TAX DEFINED

Building use tax includes the total actual cost of building materials associated with a project or permit. The revenue associated with building use tax is directly correlated to the number of permits and valuations as described in earlier sections (pg. 10).

BUILDING USE TAX



Building use tax has increased due to additional roof permits from hail damage and commercial additions and remodels. Additionally, the general fund share of building use tax has decreased by 43.6% (\$384,526) as compared to the correlating period in 2018.



FOOD TAX



In 2015, the citizens of Greeley re-approved the 3.46% tax on food for home consumption (Food Tax Fund) for five years. 3% of these funds are used to finance a capital maintenance program for the repair of streets, buildings, parks, and other capital assets. The revenue cannot be used for municipal purposes. The remaining food tax percentage (0.46%) is distributed to the Quality of Life (0.30%) and Public Safety Funds (0.16%) as reapproved by voters in 2018 for twenty years.

	2019 YTD	2020 YTD	2020 Budget	% of Budget
Beginning Fund Balance	\$ 3,123,523	\$ 4,602,079	\$ 4,602,079	
Resources				
Sales Tax on Food	1,214,894	1,240,691	8,432,175	14.7%
Designated Revenue (0.16%)	-	69,117	125,000	55.3%
Other	51,888	281,024	759,399	37.0%
Total Resources	\$ 1,266,781	\$ 1,590,832	\$ 9,316,574	17.1%
Expenditures				
Buildings	289,982	137,672	1,926,293	7.1%
Parks	60,953	676,770	3,132,286	21.6%
Streets	781,871	737,905	4,318,987	17.1%
Other	59,981	301,904	519,014	58.2%
Total Expenditures	\$ 1,192,787	\$ 1,854,251	\$ 9,896,580	18.7%
Committed Fund Balance	676,846	2,221,145		
Ending Fund Balance	\$ 2,520,671	\$ 2,117,515	\$ 4,022,073	

Two months of food tax collection have been received. The Food Tax Fund totaled \$1.2 million (14.7%) of the budgeted \$8.4 million. In 2020, Food Tax revenues have increased by 2.1% from 2019

QUALITY OF LIFE 0.30%

The 0.30% sales and use tax, grant funds, and park development impact fees are utilized to complete various projects, these funds are highlighted in the table below.

	2019 YTD	2020 YTD	2020 Budget	% of Budget
Beginning Fund Balance	\$ 7,464,962	\$ 9,960,334	\$ 9,960,334	
Resources				
Sales and Use Tax	1,093,220	1,011,634	7,102,726	14.2%
From Parks Development	101,052	190,434	2,481,505	7.7%
Other	57,170	(10,347)	34,154	-30.3%
Total Resources	\$ 1,251,442	\$ 1,191,722	\$ 9,618,385	12.4%
Expenditures				
Projects	170,812	989,135	4,169,782	23.7%
Maintenance	189,499	209,881	839,524	25.0%
Debt Service	412,442	618,900	2,475,600	25.0%
Total Expenditures	\$ 772,753	\$ 1,817,916	\$ 7,484,906	24.3%
Committed Fund Balance	3,315,319	1,621,879		
Ending Fund Balance	\$ 4,628,331	\$ 7,712,261	\$ 12,093,813	

PUBLIC SAFETY 0.16%



The table below highlights funds dedicated to the police facility, debt, equipment, and maintenance generated from the 0.16% tax.

	2019 YTD	2020 YTD	2020 Budget	% of Budget
Beginning Fund Balance	\$ 4,579,534	\$ 5,566,398	\$ 5,566,398	
Resources				
Sales and Use Tax	555,471	539,538	3,788,119	14.2%
Internal Loan Repayment	-	-	353,912	0.0%
Total Resources	\$ 555,471	\$ 539,538	\$ 4,142,031	13.0%
Expenditures				
Fire Fighters Station #6	-	298,611	2,535,616	11.8%
Police Maintenance	92,315	165,698	499,529	33.2%
Police Body Cameras	-	-	120,000	0.0%
Debt Service	288,250	431,250	1,730,000	24.9%
Total Expenditures	\$ 380,565	\$ 895,559	\$ 4,885,145	18.3%
Committed Fund Balance	-	-		
Ending Fund Balance	\$ 4,754,441	\$ 5,210,377	\$ 4,823,284	

KEEP GREELEY MOVING



An additional sales tax rate of 0.65% was approved by voters during the last quarter of 2015 to fund street maintenance and improvements for seven years. The City is responsible for public concrete, sidewalk and gutter repairs during the seven-year life of the program. Additionally, this program will also make major improvements to twelve arterial and collector roads, repave eleven neighborhoods, and complete three street capacity projects.

	2019 YTD	2020 YTD	2020 Budget	% of Budget
Beginning Fund Balance	\$ 2,436,242	\$ 3,153,569	\$ 3,153,569	
Resources				
Sales and Use Tax	2,016,802	1,937,445	13,531,832	14.3%
Transfer: Food Tax	675,000	675,000	2,700,000	25.0%
Other Revenues	14,608	354	10,500	3.4%
Total Resources	\$ 2,706,410	\$ 2,612,799	\$ 16,242,332	16.1%
Expenditures				
4th Ave, 22nd & 25th St Repair	-	1,276	1,500,000	0.1%
Concrete Repair	23,222	106,427	1,500,000	7.1%
Neighborhood Concrete Prog.	-	-	300,000	0.0%
Crack Seal	135,136	107,560	500,000	21.5%
Seal Coat	70,717	9,257	1,000,000	0.9%
Patching	9,735	(53,031)	1,000,000	-5.3%
Overlay	(261,745)	(282,680)	6,495,232	-4.4%
Pavement Maintenance	26,409	58,197	145,000	40.1%
ADA Ramps & Sidewalks	29,156	-	200,000	0.0%
Road Development	900,000	900,000	3,600,000	25.0%
Investment Earnings	112	214	2,100	10.2%
Total Expenditures	\$ 932,742	\$ 847,220	\$ 16,242,332	5.2%
Committed Fund Balance	1,442,446	1,137,772		
Ending Fund Balance	\$ 2,767,463	\$ 3,781,376	\$ 3,153,569	

Keep Greeley Moving sales and use tax revenue is currently 3.9% below 2019's year-to-date total.

Note: The negative expenditure totals for patching & overlay are due to yearend adjustments for retainage in 2020 for 2019 projects.

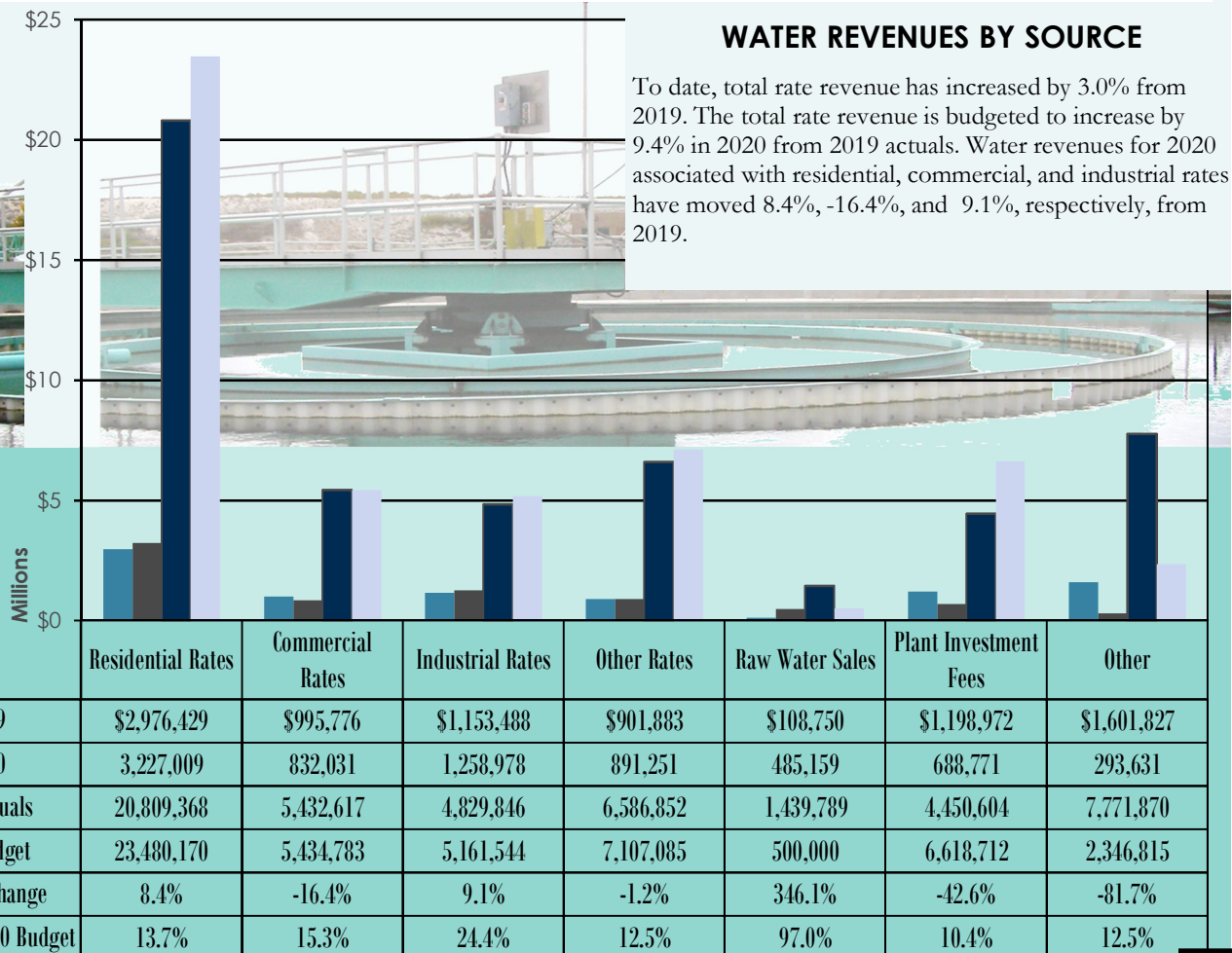
WATER FUNDS

The Water Department provides clean water to the citizens and industries of Greeley. The department is responsible for 487.6 miles of distribution lines and 74.75 million gallons of treated water storage reservoirs providing over 8.45 billion gallons of water annually.

	2019 YTD	2020 YTD	2020 Budget	% of Budget
Beginning Fund Balance	\$ 82,272,939	\$ 72,182,671	\$ 72,182,671	
Total Resources	\$ 8,937,125	\$ 7,676,830	\$ 123,149,109	6.2%
Expenditures				
Operating	6,709,225	7,547,418	32,135,811	23.5%
Water Rights Acquisition	304,723	6,181,514	13,321,872	46.4%
Capital	4,705,362	685,157	80,437,628	0.9%
Total Expenditures	\$ 11,719,310	\$ 14,414,089	\$ 125,895,311	11.4%
Committed Fund Balance	26,647,779	21,389,602		
Ending Fund Balance	\$ 52,842,975	\$ 44,055,810	\$ 69,436,469	

WATER REVENUES BY SOURCE

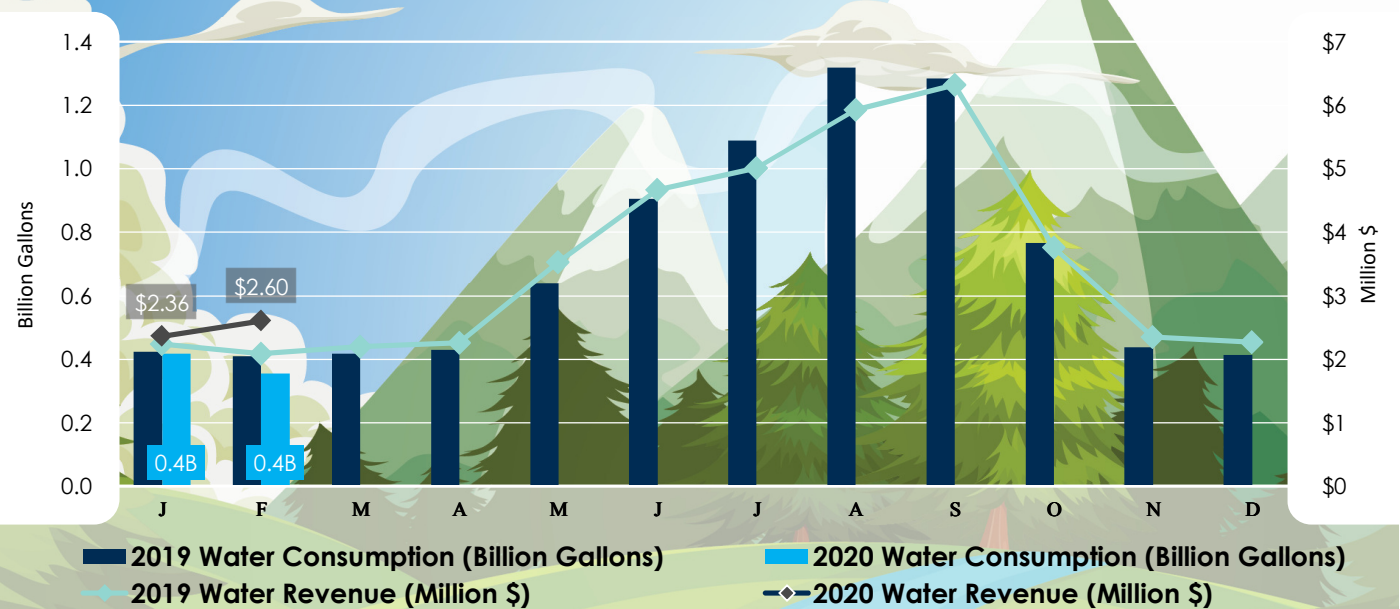
To date, total rate revenue has increased by 3.0% from 2019. The total rate revenue is budgeted to increase by 9.4% in 2020 from 2019 actuals. Water revenues for 2020 associated with residential, commercial, and industrial rates have moved 8.4%, -16.4%, and 9.1%, respectively, from 2019.



WATER FUNDS CONTINUED

WATER CONSUMPTION & REVENUE

Below is a graph illustrating and comparing trends in water consumption (Billion Gallons) and water revenue (Million \$) by month between 2019 and 2020.



The table below compiles water projects exceeding \$1 Million, showing current expenditures compared to budget:

Water Projects Over \$1 million					
Quarter	Beginning Allocated Funds	Budget	Actual Expenditures	Variance From Budget	Ending Allocated Funds
Q1	\$ 97,851,330	\$ 3,217,588	\$ 7,591,300	\$ 4,373,712	
Q2		5,295,000	-	(5,295,000)	
Q3		5,750,000	-	(5,750,000)	
Q4		4,600,000	-	(4,600,000)	78,988,742
Total		\$ 18,862,588	\$ 7,591,300	\$ (11,271,288)	
Project Savings		5,450,000			
Planned Next Year Expenditures		\$ 68,034,198			

WATER CAPITAL PROJECTS EXCEEDING \$1 MILLION

✳ \$56.2 Million (+\$0.6 Future Funding):
Windy Gap Firing

✳ \$8.1 Million (+\$36.5 Future Funding):
Future Water Acquisition - Phase II

✳ \$6.3 Million (+\$5.0 Future Funding):
Boyd Water Treatment Plant Process Improvements

✳ \$6.1 Million (+\$6.4 Future Funding):
Milton Seaman Permitting

✳ \$4.9 Million (+\$0.0 Future Funding):
Colorado Department of Transportation I-25 Transmission Line Relocation

✳ \$4.2 Million (+\$8.1 Future Funding):
Transmission System Rehabilitation

✳ \$3.2 Million (+\$3.6 Future Funding):
Development of Parcel B, Poudre Ponds

✳ \$2.0 Million (+\$2.1 Future Funding):
Bellvue Pipeline-Gold Hill Segment

✳ \$1.7 Million (+\$4.1 Future Funding):
Advanced Metering Infrastructure

✳ \$1.6 Million (+\$34.9 Future Funding):
Equalizer/Raw Water Storage

✳ \$1.4 Million (+\$5.0 Future Funding):
Distribution Pipeline Replacement

✳ \$1.3 Million (+\$0.0 Future Funding):
Utility Billing Replacement-Water

✳ \$1.0 Million (+\$4.6 Future Funding):
Non-Potable Expansion Project

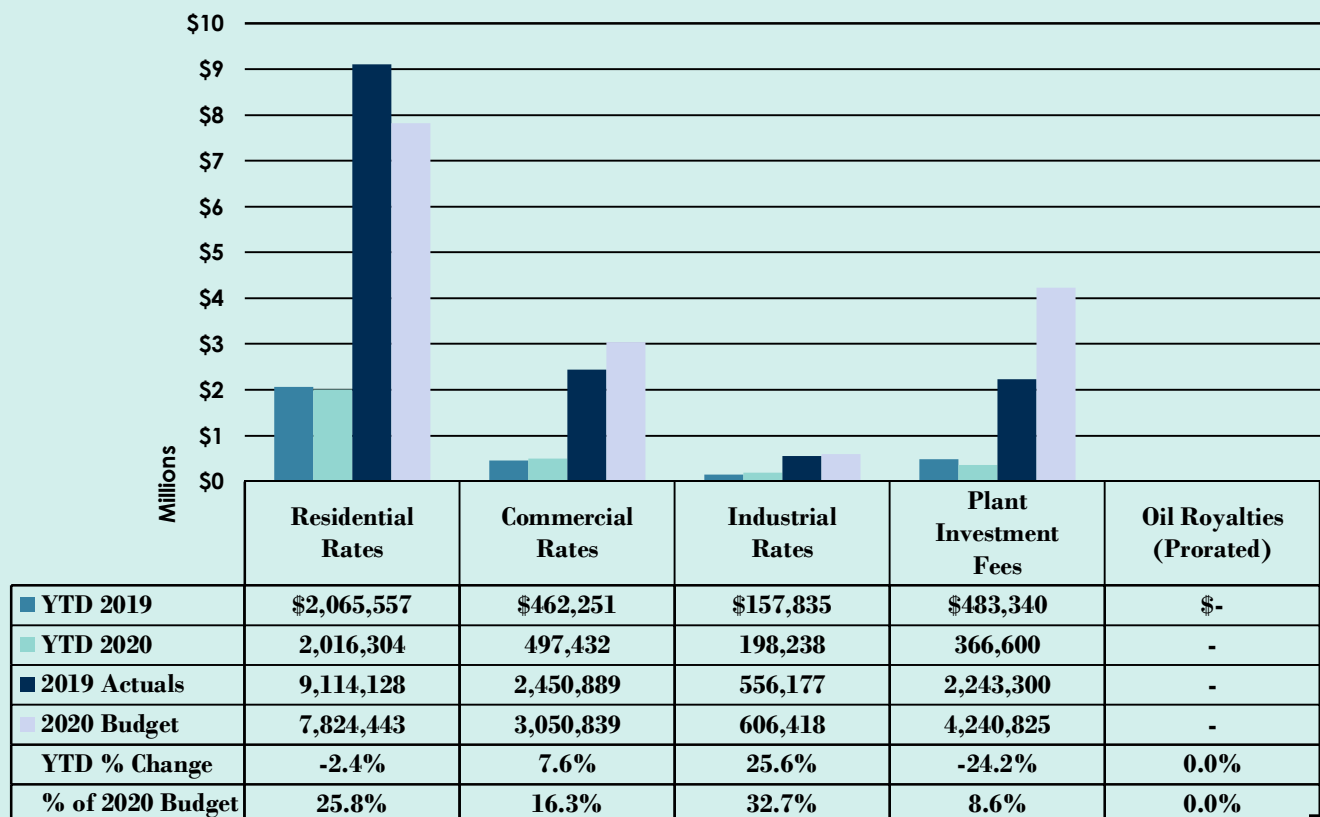
SEWER FUNDS

The Sewer Department collects and treats wastewater from Greeley's residences and businesses. 364.8 miles of line and 10 sewage pumping stations are operated and maintained by the department in order to perform these critical services. The City's plant capacity can handle 14.7 million gallons per day. To date, total sewer rate revenue in 2020 has increased 1.0% as compared to 2019. Total rate revenue was budgeted to decrease 5.3% this year from last years actuals.

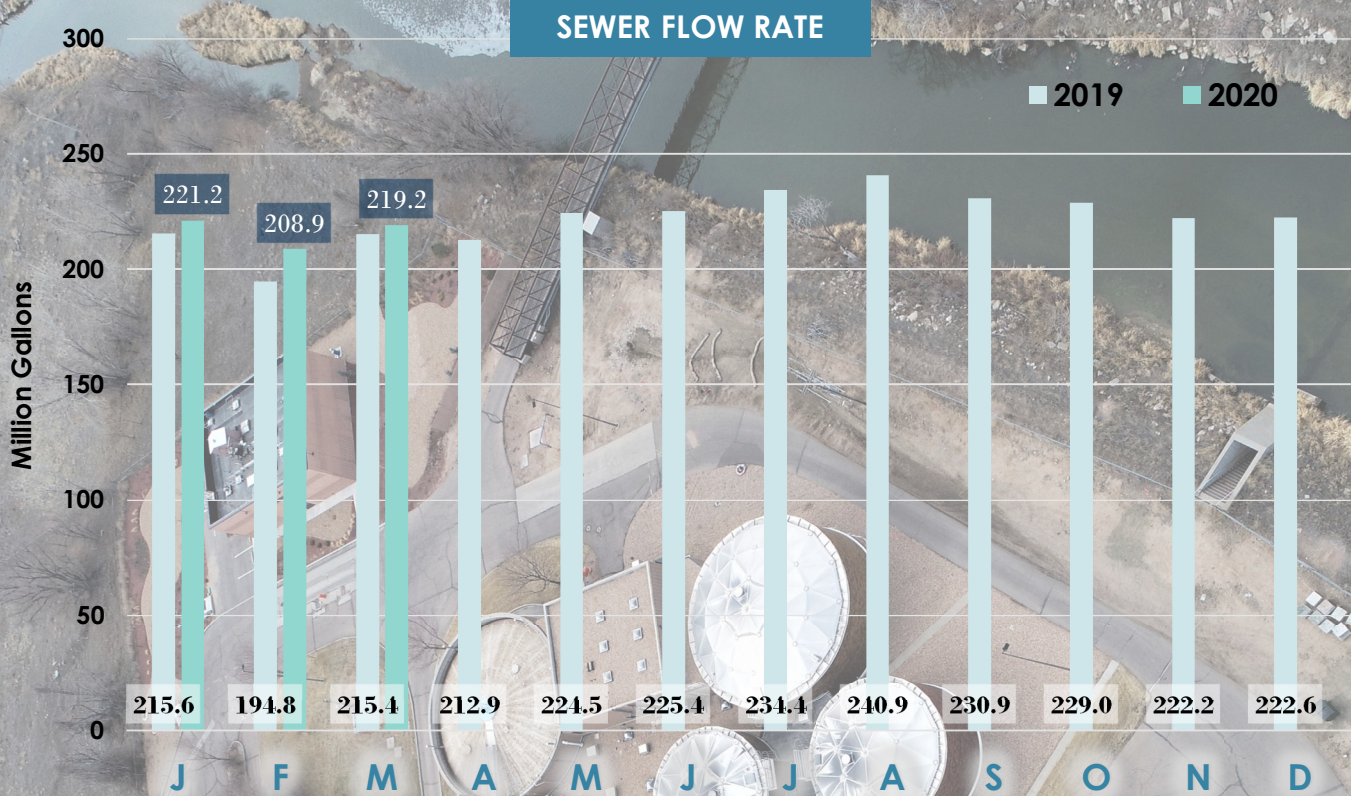
	2019 YTD	2020 YTD	2020 Budget	% of Budget
Beginning Fund Balance	\$ 27,451,240	\$ 24,410,224	\$ 24,410,224	
Total Resources	\$ 3,168,983	\$ 3,078,574	\$ 26,722,525	11.5%
Expenditures				
Operating	1,864,815	1,953,326	9,255,356	21.1%
Capital	2,049,370	1,208,514	27,639,690	4.4%
Total Expenditures	\$ 3,914,185	\$ 3,161,840	\$ 36,895,046	8.6%
Committed Fund Balance	6,436,823	5,097,437		
Ending Fund Balance	\$ 20,269,215	\$ 19,229,521	\$ 14,237,703	

SEWER REVENUES BY SOURCE

Residential, commercial, and industrial sewer revenues have moved -2.4%, 7.6%, and 25.6%, respectively, from 2019 to 2020.



SEWER FUNDS CONTINUED



SEWER PROJECTS EXCEEDING \$1 MILLION INCLUDE:

- * \$20.4 Million (+\$0.4 Future Funding): Nitrification Project Phase 2
- * \$3.0 Million (+\$0.0 Future Funding): Ashcroft Draw Basin Lift Station
- * \$1.6 Million (+\$0.0 Future Funding): Poudre Trunk Phase 2

The table below compiles sewer projects exceeding \$1 Million, showing current expenditures compared to budget:

Sewer Projects Over \$1 Million					
Quarter	Beginning Allocated Funds	Budget	Actual Expenditures	Variance From Budget	Ending Allocated Funds
Q1	\$ 25,063,590	\$ 40,000	\$ 259,333	\$ 219,333	
Q2		306,822	-	(306,822)	
Q3		855,000	-	(855,000)	
Q4		1,700,000	-	(1,700,000)	
Total		\$ 2,901,822	\$ 259,333	\$ (2,642,489)	\$ 22,161,768
Project Savings		-			
Planned Next Year Expenditures		\$ 3,879,309			

STORMWATER FUNDS

THE STORMWATER DIVISION IS RESPONSIBLE FOR:

Developing a Capital Improvement Program for Stormwater facilities. Monitoring and creating maintenance plans for the existing system. Developing City drainage standards. Reviewing flood impact issues. Regulating illicit discharges. Managing the City's Stormwater National Pollution Discharge Elimination System (NPDES) permit.



STORMWATER REVENUES BY SOURCE

2020 rate revenues are above 2019 by 7.6%. Stormwater rate revenue for 2020 is budgeted at 5.7% over 2019 actual revenues. To date, 16.2% of the expenditure budget has been spent. A brief summary of Stormwater revenue and expenditures is shown below:

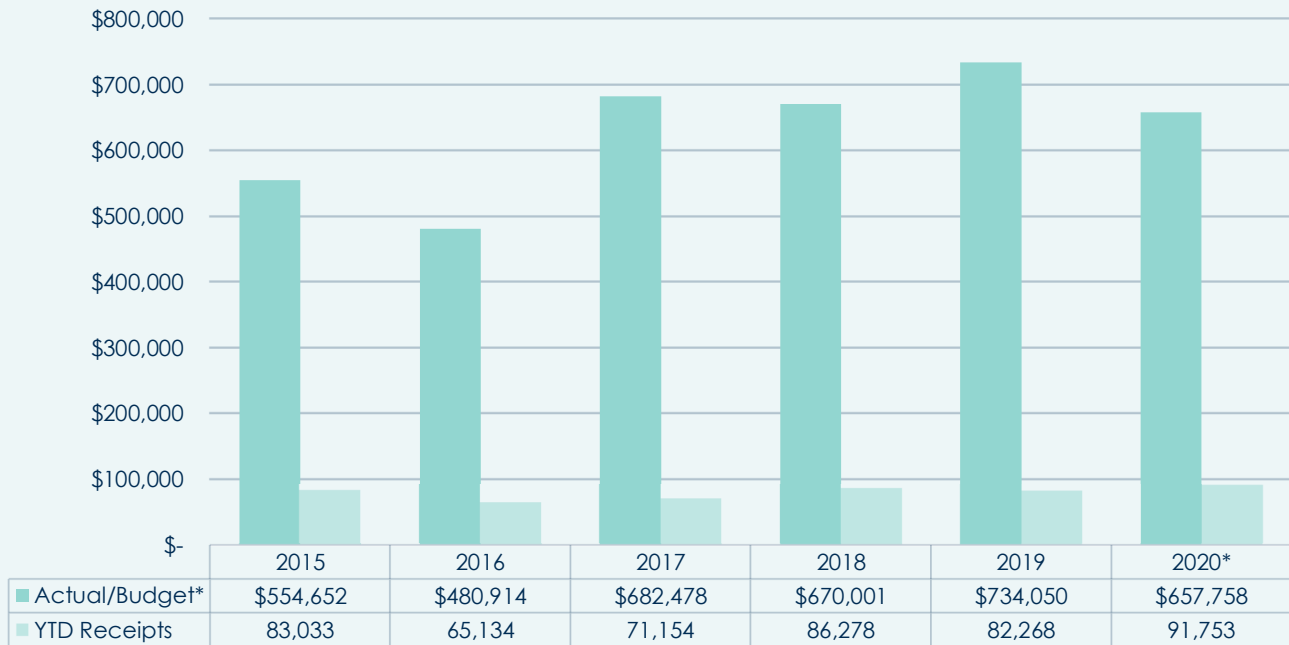
	2019 YTD	2020 YTD	2020 Budget	% of Budget
Beginning Fund Balance	\$ 8,069,434	\$ 4,482,039	\$ 4,482,039	
Resources				
Rates	1,527,739	1,667,006	7,147,309	23.3%
Impact Fees	(172,526)	78,121	234,942	33.3%
Total Resources	\$ 1,355,213	\$ 1,745,127	\$ 7,382,251	23.6%
Expenditures				
Operating	795,825	862,591	3,706,284	23.3%
Capital	1,953,557	334,301	3,659,497	9.1%
Total Expenditures	\$ 2,749,382	\$ 1,196,892	\$ 7,365,781	16.2%
Committed Fund Balance	3,224,370	1,349,170		
Ending Fund Balance	\$ 3,450,895	\$ 3,681,104	\$ 4,498,509	



LODGING TAX

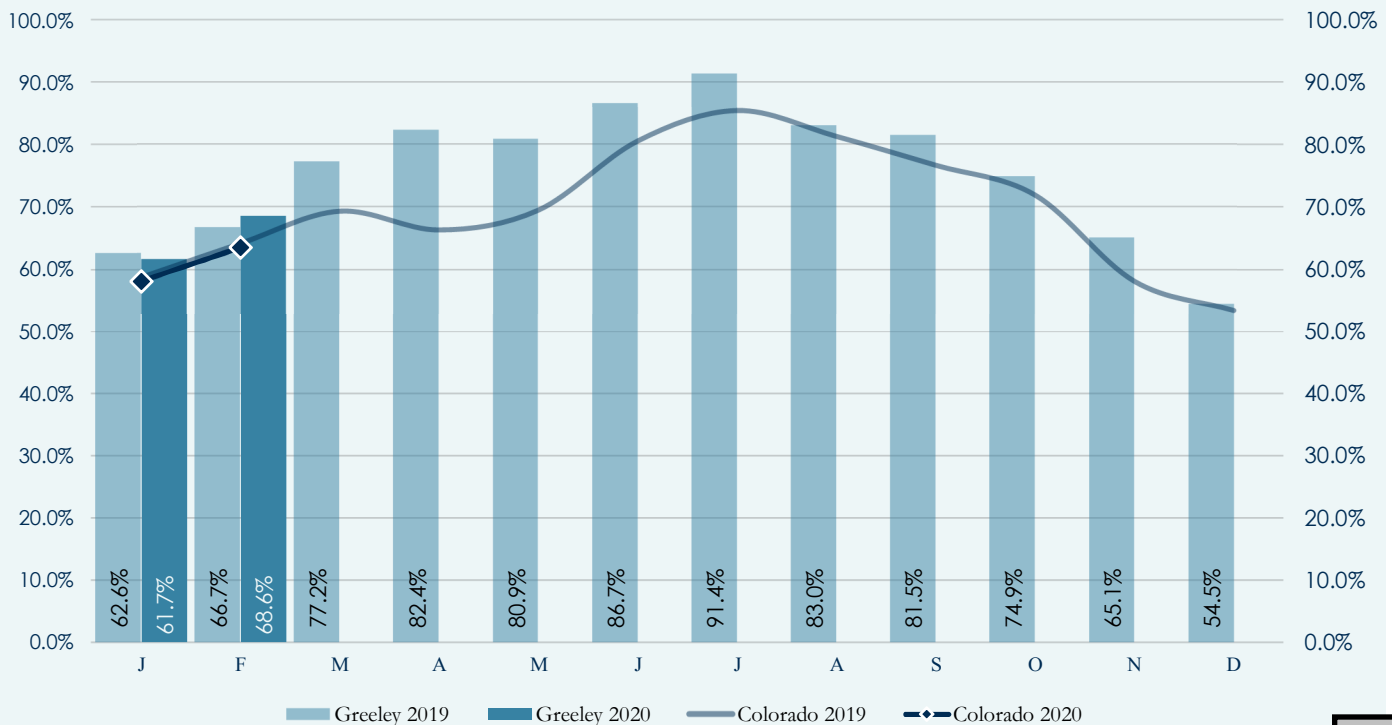
The Convention and Visitors Fund is supported by a 3.0% lodging tax and is utilized to support convention and visitor activities. For rooms rented through March 31, 2020, revenues increased 11.0% (\$9,485) from the corresponding 2019 period.

LODGING TAX REVENUES



CITY AND STATE LODGING OCCUPANCY

In February of 2020, Greeley continued to exceed the state occupancy rate of 63.5% with an occupancy rate equating to 68.6%. The average daily rate for Greeley in February is currently \$100.42 compared to \$104.94 for the state.

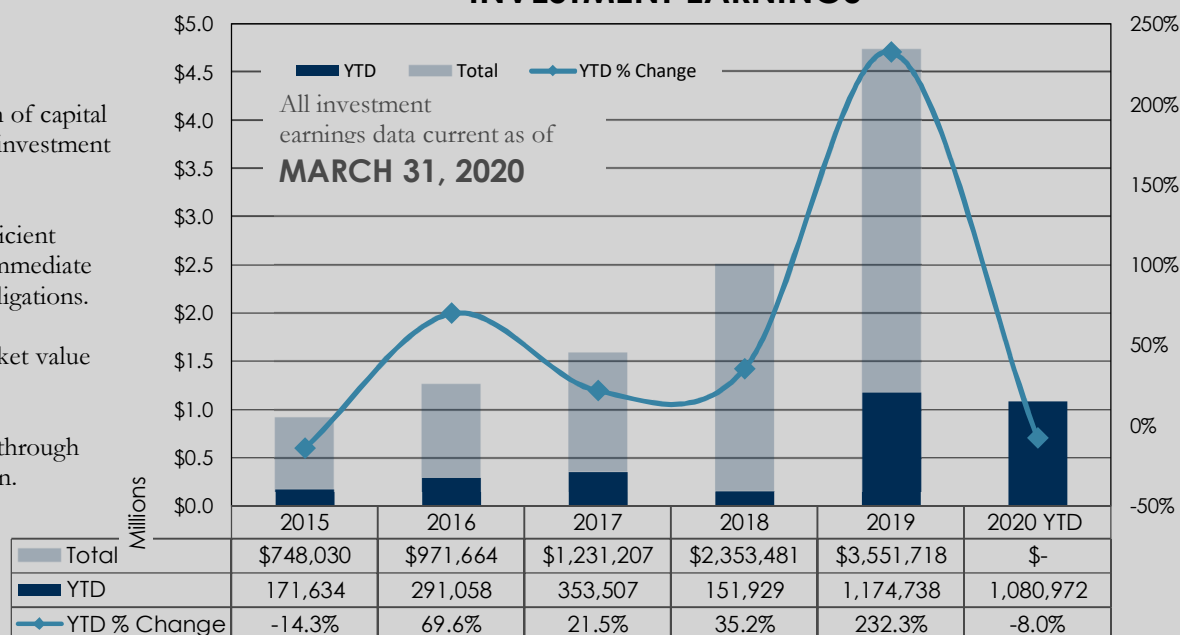


INVESTMENTS

THE CITY OF GREELEY'S INVESTMENT OBJECTIVES

- *The preservation of capital and protection of investment principal.
- *Maintaining sufficient liquidity to meet immediate and short-term obligations.
- *Achieving a market value rate of return.
- *Minimizing risk through asset diversification.

INVESTMENT EARNINGS



PORTFOLIO VALUE

2019 PORTFOLIO BALANCE YTD

\$185,351,295

2020 PORTFOLIO BALANCE YTD

\$188,591,080

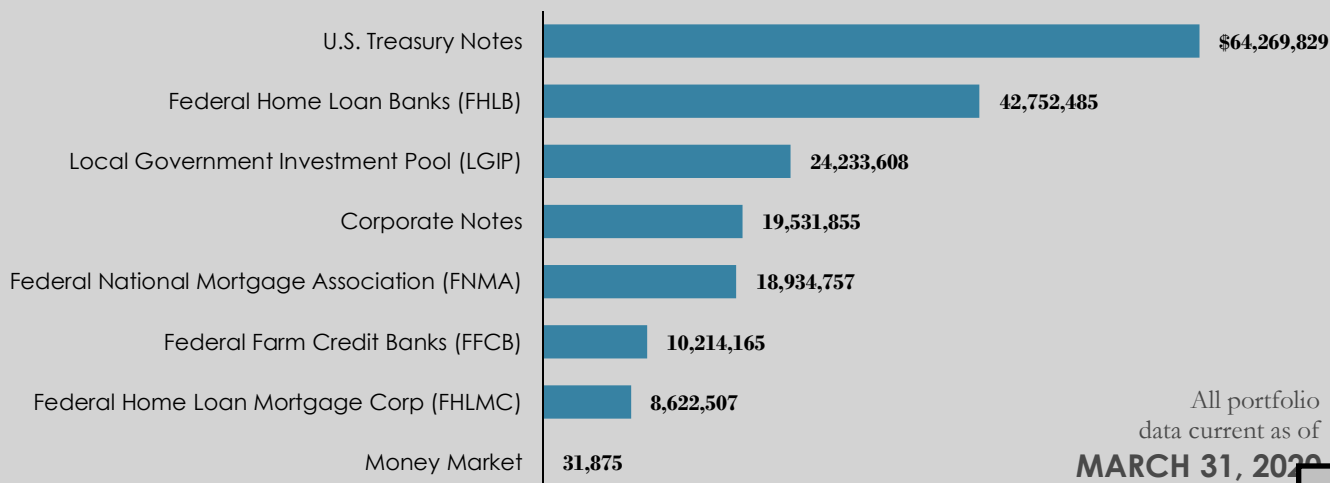
PORTFOLIO MARKET INDICATORS

Portfolio Weighted Average Maturity: 1.64 years

Portfolio Short Term Market Yield: 1.46%, Market Comparable (90 Day Treasury Rate): 0.11%

Portfolio Long Term Market Yield: 0.56%, Market Comparable (0-3 Year Treasury Rate): 0.17%

PORTFOLIO ALLOCATION





Finance Department
1000 10th Street
Greeley CO 80631
970-350-9731
greeleygov.com/government/finance

CITY COUNCIL



Mayor John Gates



Ward I: Tommy Butler



Ward II: Brett Payton



Ward III: Michael Fitzsimmons



Ward IV: Dale Hall



At Large: Kristin Zasada



At Large: Ed Clark



Prepared By: Robert Miller, Budget & Compliance Manager; Benjamin Alexander, Financial Analyst

Financial Update

April 28, 2020

Renee Wheeler | Finance Director

Presented By:

Robert Miller | Budget & Compliance Manager

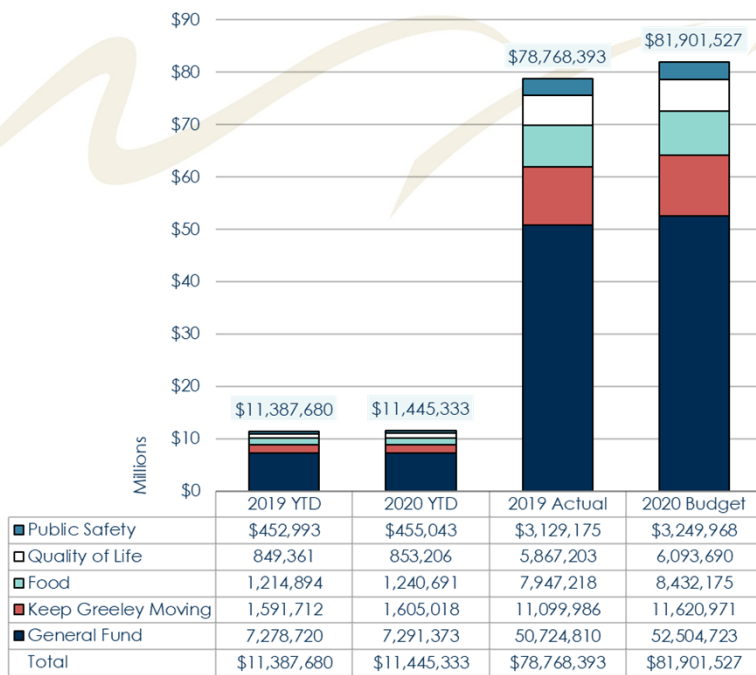


General Fund Summary

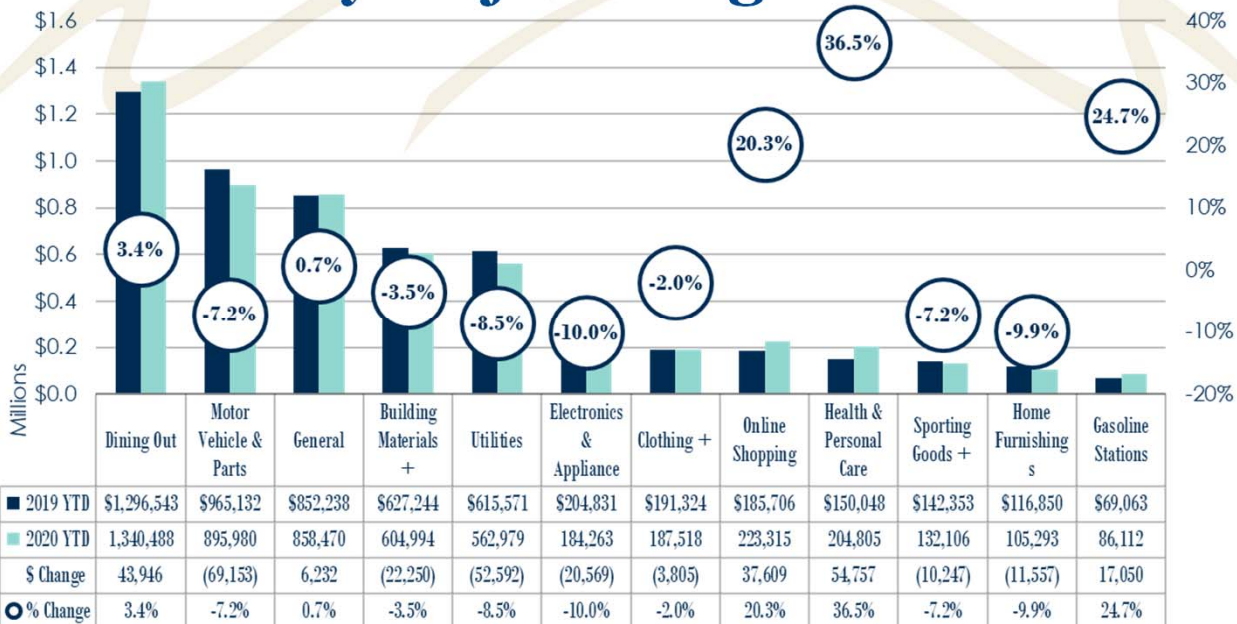
GENERAL FUND	2019 YTD	2020 YTD	2020 BUDGET	% of BUDGET
Beginning Fund Balance	\$ 32,644,158	\$ 38,717,529	\$ 38,717,529	
Revenue	19,199,196	19,653,052	113,170,972	17.4%
Expenditures	22,774,255	25,381,303	112,960,637	22.5%
Committed Fund Balance	5,945,217	3,456,730		
Ending Fund Balance	\$ 23,123,882	\$ 29,532,548	\$ 38,927,864	



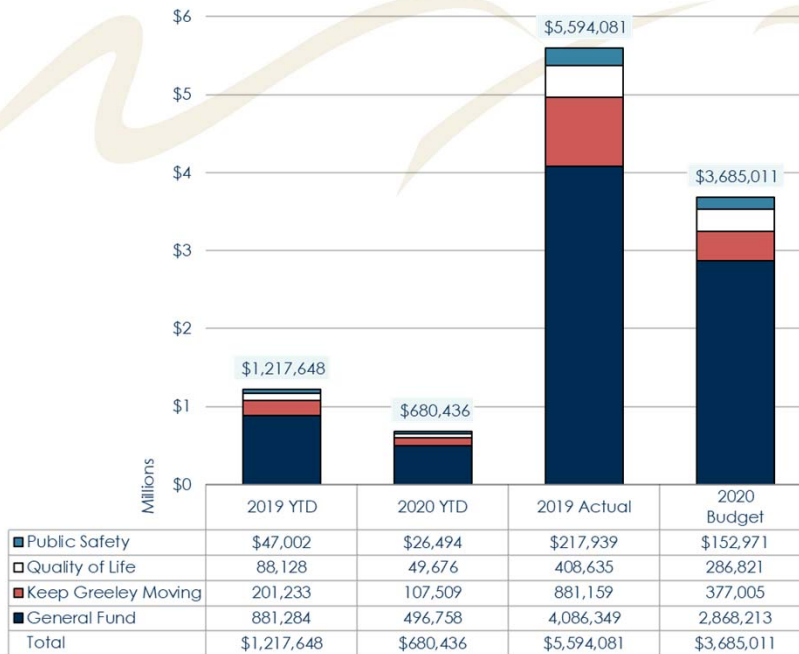
Sales Tax Distribution



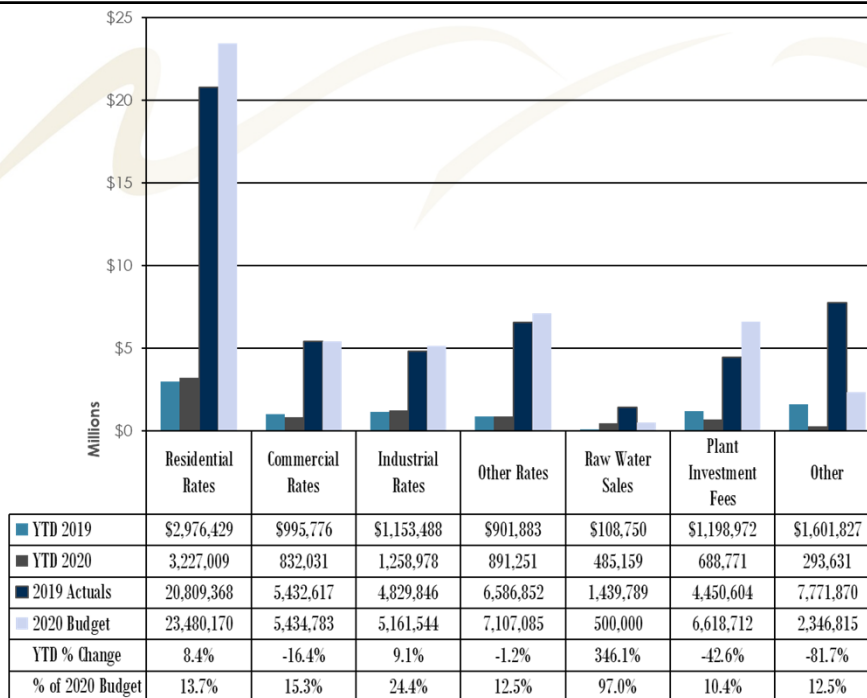
Sales Tax by Major Categories



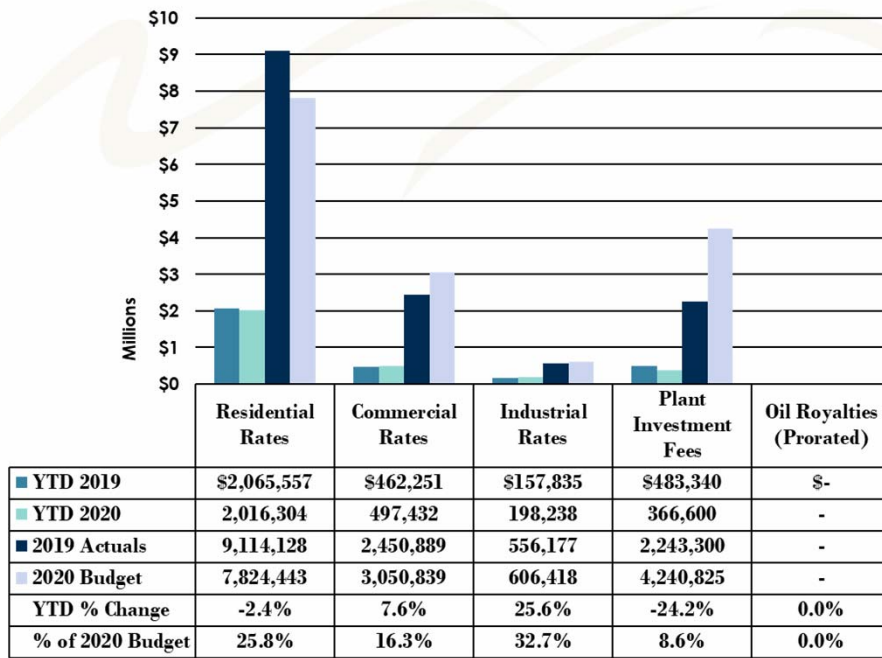
Building Use Tax



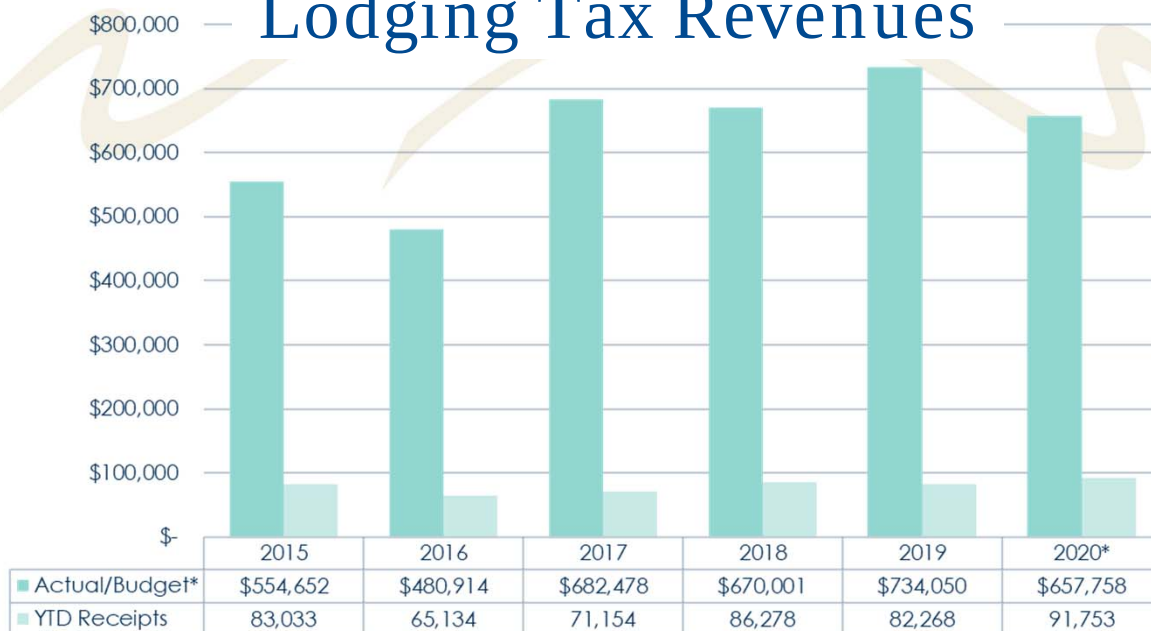
Water Funds



Sewer Funds



Lodging Tax Revenues



2020 Revenues Compared to Last Year

- ↑Lodging Tax
- ↑Sales Tax
- ↑Auto Use
- ↑Food Tax
- ↑Oil & Gas Lease Royalties
- ↓ Building Use
- ↓ Development Impact Fees

First Quarter 2020 Financial Summary

Current Economic Conditions





Uncertain Future

- Length of Stay at Home Order
- Depth & Length Economic Decline
- Stimulus Effectiveness vs Business Closures
- Oil & Gas Industry Supply and Price Wars



Scenario Based Timelines

Scenario: Revenue Loss	Closure	Ramp Down	Ramp Up
A: \$10.9M	April 30	Through Jul	Aug '20 – Oct '20
B: \$16.5M	April 30	Through Sept	Oct '20 - Feb '21
C: \$22.3M	April 30	Through Dec	Jan '21 - Jun '21

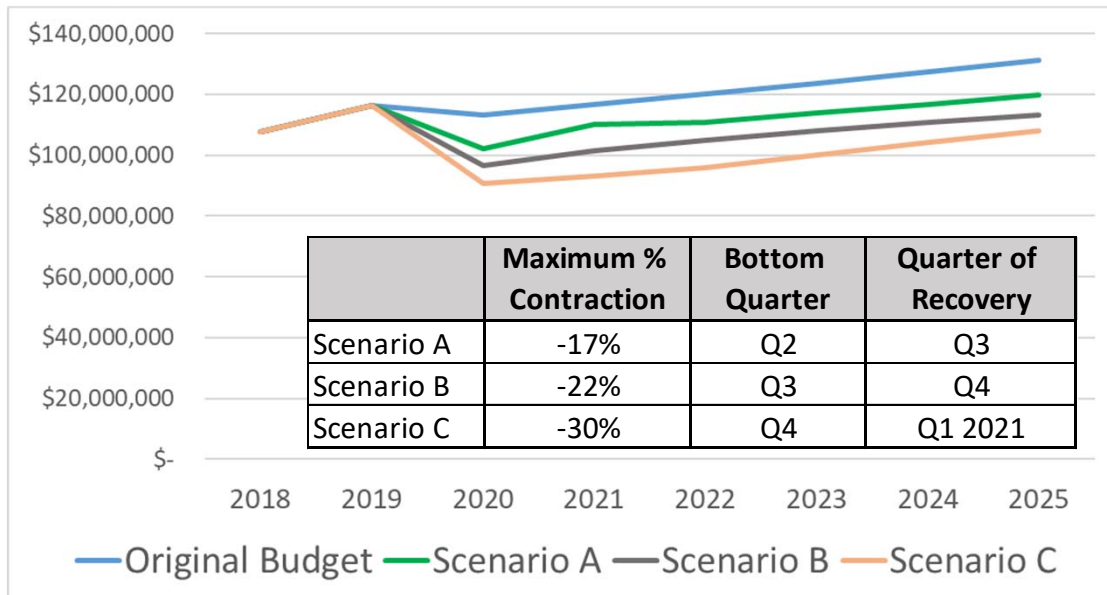
Projection Analysis and Resources National vs Local

- Sales Tax Growth/Decline Rates By Industry & Business
- Building Activity & Business Investments in City
- Loss of Personal Income / Unemployment Rates
- Government Stimulus Packages
- Oil & Gas Development
- Colorado Communities Projections
- Lower Use of City Services/Facilities



General Fund	2020 Annual Change from Budget					
	Scenario A		Scenario B		Scenario C	
	\$	%	\$	%	\$	%
Sales Tax	\$ (5.68)	-11%	\$ (8.43)	-16%	\$(12.14)	-23%
Auto Use Tax	(0.30)	-7%	(0.45)	-10%	(0.75)	-17%
Building Use Tax	(0.93)	-32%	(1.33)	-46%	(1.48)	-52%
General Use Tax	(0.65)	-24%	(0.82)	-30%	(1.31)	-48%
Fines & Forfeits	(0.60)	-27%	(1.11)	-49%	(1.71)	-76%
Charges for Services	(1.88)	-34%	(3.46)	-62%	(3.97)	-71%
Licenses & Permits & Other	(0.29)	-11%	(0.29)	-11%	(0.29)	-11%
Oil & Gas Lease Royalties	(0.63)	-28%	(0.63)	-28%	(0.63)	-28%
Total Revenue Reduction in Millions/ %	\$(10.94)	-10%	\$(16.52)	-15%	\$(22.27)	-20%

Long Term General Fund Resources



Short & Long Term Strategic Decisions

- Onetime Resources/Events
- 2020 – 2025 Operating & Capital Budgets
- Service Level Adjustment Options
- Next step: Return to Council in mid-May

Discussion



Worksession Agenda Summary

April 28, 2020

Agenda Item Number 8

Roy Otto, City Manager, 970-350-9750

Title:

Scheduling of Meetings, Other Events

Background:

During this portion of the meeting the City Manager or City Council may review the attached Council Calendar or Meeting Schedule regarding any upcoming meetings or events.

Attachments:

Council Meetings/Other Events Calendar

Council Meeting/Worksession Schedule

Status Report of Council Initiatives and Related Information

April 27, 2020 - May 3, 2020

April 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4					1	2
5	6	7	8	9	10	11		3	4	5	6	7	8
12	13	14	15	16	17	18		10	11	12	13	14	15
19	20	21	22	23	24	25		17	18	19	20	21	22
26	27	28	29	30				24	25	26	27	28	29
								31					

Monday, April 27

- 11:30am - 12:30pm Greeley Chamber of Commerce (Hall) ☺
- 6:00pm - 7:00pm Youth Commission (Butler) ☺

Tuesday, April 28

- 6:00pm - 9:00pm City Council Worksession
(<https://zoom.us/j/508162666>) - Jessica Diagana ☺

Wednesday, April 29

- 7:00am - 8:00am Upstate Colorado Economic Development
(Gates/Hall) (Upstate Colorado Conference Room) - Council Master Calendar ☺

Thursday, April 30

Friday, May 1

- 4:00pm - 5:30pm FW: COVID-19 Update
(<https://greeleygov.zoom.us/j/588773488>) - Jessica Diagana ☺

Saturday, May 2

Sunday, May 3

May 4, 2020 - May 10, 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday, May 4

Tuesday, May 5

6:00pm - 9:00pm City Council Meeting
(<https://zoom.us/j/769054687>) - Jessica Diagana

Wednesday, May 6

Thursday, May 7

- 7:00am - Poudre River Trail (Hall)**
- 3:30pm - IG Adv. Board (Butler)**
- 4:30pm - 7:00pm Save-the-Date - Celebration of Philanthropy**
(Embassy Suites, Loveland) - Council Master Calendar
- 6:00pm - MPO (Gates/Payton)**

Friday, May 8

4:00pm - 5:30pm FW: COVID-19 Update
(<https://greeleygov.zoom.us/j/588773488>) - Jessica Diagana

Saturday, May 9

Sunday, May 10

May 11, 2020 - May 17, 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday, May 11

Tuesday, May 12

6:00pm - 9:00pm City Council Worksession
(<https://zoom.us/j/332065143>) - Jessica Diagona

Wednesday, May 13

Thursday, May 14

Friday, May 15

4:00pm - 5:30pm FW: COVID-19 Update
(<https://greeleygov.zoom.us/j/588773488>) - Jessica Diagona

Saturday, May 16

11:00am - 11:30am Armed Forces Day Ceremony (TBD) - Council Master Calendar

Sunday, May 17

May 18, 2020 - May 24, 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1 2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday, May 18

Tuesday, May 19

11:30am - 1:30pm Save-the-Date Chamber/State of the City
Address (Island Grove Events Center) - Council Master Calendar

6:00pm - 9:00pm City Council Meeting
(<https://zoom.us/j/608289460>) - Jessica Diagana

Wednesday, May 20

7:30am - 8:30am Visit Greeley (Gates)

2:00pm - 5:00pm Water & Sewer Board (Gates)

Thursday, May 21

7:30am - 8:30am DDA (Zasada/Butler)

3:30pm - 4:30pm Airport Authority (Clark/Payton)

Friday, May 22

Saturday, May 23

Sunday, May 24

May 25, 2020 - May 31, 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	1	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday, May 25

9:00am - 10:00am Memorial Day Program (Linn Grove Cemetery) - Council Master Calendar

11:30am - 12:30pm Greeley Chamber of Commerce (Hall) 🕒

6:00pm - 7:00pm Youth Commission (Butler) 🕒

Tuesday, May 26

6:00pm - 9:00pm City Council Worksession
(<https://zoom.us/j/508162666>) - Jessica Diagana 🕒

Wednesday, May 27

7:00am - 8:00am Upstate Colorado Economic Development (Gates/Hall) (Upstate Colorado Conference Room) - Council Master Calendar 🕒

Thursday, May 28

Friday, May 29

Saturday, May 30

Sunday, May 31

City Council Meeting Scheduling

	Current as of 4/21/2020		
	This schedule is subject to change		
Date	Description	Sponsor	Placement/Time
May 5, 2020 Council Meeting	Drinking Water Week Proclamation	Cheryl Aragon	Recognitions
	Mental Health Month Proclamation	Cheryl Aragon	Recognitions
	Resolution - Greeley/Weld Airport Entitlements Transfer	Joel Hemesath	Consent
	Ordinance - Intro - Hasbrouck Farm Real Property Divestment	Sean Chambers	Consent
	Stantec Change Order	Sean Chambers	Consent
	Ordinance - Final - Sign Code Amendments	Brad Mueller	Regular
	Consideration of an amendment to the City's Consolidated Plan to support COVID-19 assistance projects (Carol/	Ben Snow	Regular
	COVID-19 Update (non-action)	Roy Otto	Regular
May 12, 2020 Worksession Meeting	COVID-19 Update	Roy Otto	0.25
	Fiscal Year 2021 - 2022 Preview	Renee Wheeler	TBD
May 19, 2020 Council Meeting	Resolution - Adoption of Council's Policies & Protocol	Cheryl Aragon	Consent
	Ordinance - Final - Hasbrouck Farm Real Property Divestment	Sean Chambers	Regular
	COVID-19 Update (non-action)	Roy Otto	Regular
May 26, 2020 Worksession Meeting	COVID-19 Update	Roy Otto	0.25
	Municipal Code Recodification - Review of Changes	Cheryl Aragon	0.75
June 2, 2020 Council Meeting	Ordinance - Intro - Second Additional Appropriation	Renee Wheeler	Consent
	Ordinance - Intro - Municipal Code Recodification	Cheryl Aragon	Consent
June 9, 2020 Worksession Meeting	Comprehensive Annual Finance Report	Renee Wheeler	0.25
	Review Proposed Changes to Election Section of the Code	Cheryl Aragon	0.50
June 16, 2020 Council Meeting	Ordinance - Intro - Election Code Changes	Cheryl Aragon	Consent
	Ordinance - Final - Second Additional Appropriation	Renee Wheeler	Regular
	Ordinance - Final - Municipal Code Recodification	Cheryl Aragon	Regular
June 23, 2020 Worksession Meeting			

Greeley City Council

Status Report of Council Initiatives

Council Request	Council Meeting, Worksession, or Committee Meeting Date Requested	Status or Disposition (After completion, item is shown one time as completed and then removed.)	Assigned to:
Councilmember Butler shared that he had a discussion with Downtown Development Authority (DDA) Executive Director, Bianca Fisher, who has polled the Downtown bars and restaurants about their pain points in terms of layoffs, health and safety of staff and customers, and possibilities for getting back to work and what role the City could play in that through grants, tax abatements, Small Business (SBA) loan opportunities, sales tax deferment, waivers to allow draft beer to-go, a hospitality bailout, and communications from the City that Downtown businesses are still open for business.	March 17, 2020	This item has been completed.	Ben Snow
Councilmember Hall requested information on the North Weld Water District ballot he recently received as well as more general information about the District.	April 21, 2020		Sean Chambers
Councilmember Butler requested information on occupancy rates and whether or not there is an ability to address the issue of people not being able to pay their rent.	April 21, 2020		Brad Mueller

Worksession Agenda Summary

April 28, 2020

Agenda Item Number 9

Title:

Adjournment