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**GRAND JUNCTION CITY COUNCIL
MONDAY, JANUARY 13, 2020**

**PRE-MEETING (DINNER) 5:00 P.M. ADMINISTRATION CONFERENCE ROOM
WORKSHOP, 5:30 P.M.
CITY HALL AUDITORIUM
250 N. 5TH STREET**

To become the most livable community west of the Rockies by 2025

1. Discussion Topics

- a. Transportation Expansion Debt Discussion
- b. Vending Machine Tax Policy Discussion
- c. Holiday Parking Program in Downtown
- d. City Council Policies

2. Next Workshop Topics

3. Other Business

What is the purpose of a Workshop?

The purpose of a Workshop is for the presenter to provide information to City Council about an item or topic that they may be discussing at a future meeting. The less formal setting of a Workshop is intended to facilitate an interactive discussion among Councilmembers.

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

Individuals wishing to provide input about Workshop topics can:

- 1. Send an email (addresses found here www.gjcity.org/city-government/) or call one or more members of City Council (970-244-1504);
- 2. Provide information to the City Manager (citymanager@gjcity.org) for dissemination to the City Council. If your information is submitted prior to 3 p.m. on the date of the Workshop, copies

will be provided to Council that evening. Information provided after 3 p.m. will be disseminated the next business day.

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



Grand Junction City Council

Workshop Session

Item #1.a.

Meeting Date: January 13, 2020
Presented By: Greg Caton, City Manager
Department: City Manager's Office
Submitted By: Jodi Romero, Finance Director
Jay Valentine, General Services Director

Information

SUBJECT:

Transportation Expansion Debt Discussion

EXECUTIVE SUMMARY:

On November 5, 2019, City voters authorized the City to issue debt for transportation expansion projects. D.A. Davidson is the City's underwriter and in coordination with staff has developed a financing and debt issuance plan. Kyle Thomas, Senior Vice President, D.A. Davidson and staff will present this plan to City Council.

The financing and debt issuance plan takes advantage of historically low interest rates by refinancing the City's current Riverside Parkway 2012 Bonds and issuing new debt for the first phase or \$50 million (of a total \$70 million) in expansion projects.

BACKGROUND OR DETAILED INFORMATION:

As Council is aware, there is an existing debt obligation from the financing of the Riverside Parkway. That debt is scheduled to be paid off in March 2024 and utilizes existing resources to make the semiannual payments. It is proposed however, that the current debt be refinanced at a lower interest rate and, in turn, free up debt capacity that will go toward funding the first \$50 million of voter authorized expansion projects. It is then anticipated the additional \$20 million will be issued in 2023 to complete the total of \$70 million in projects.

In 2012, the City refunded its 2004 General Fund Revenue Bonds which provided the original financing for Riverside Parkway. This refunding was completed at a significantly lower interest rate saving \$8 million in debt service costs. As of March 2,

2020, the remaining principal balance on the 2012 Parkway refunding debt will be \$14.98 million. The annual debt service is currently \$3.85 million per year until 2024.

This proposed refinancing of the Series 2012 bonds will obtain a lower interest rate, provide overall net present value savings, extend the final maturity to 2028, and lower the annual payment being made by the City for these bonds. These payments will be reduced from \$3.85 million to \$3.0 million through 2022 at which time the annual payments will be further reduced in years 2023 through 2028 to accommodate the final \$20 million in debt anticipated to be issued in 2023.

As mentioned above, the restructuring of the Series 2012 bonds will add additional debt service capacity for the issuance of the new debt for the first group of expansion projects. The new \$50 million debt issuance is projected for a term of 29 years at a rate of 2.5%. This is estimated to result in annual payments of \$1.8 million per year until the Parkway debt is paid off at which point it increases to \$3.1 million per year.

It is further anticipated that the second and final debt issuance for the remaining transportation projects will be in 2023 for \$20 million par for a period of 27 years at 3.75% interest (the interest rate is higher to allow for potential increases in future interest rates). The total combined debt service is anticipated to be \$4.8 million per year from 2023 through 2024, and \$4.3 million per year from 2025 through 2049.

The existing resources available include: 0.75% sales tax revenue, impact fees, and after 2022, the TABOR excess as authorized by the voters. Currently \$4.8 million is budgeted of those resources in the 2020 Adopted Budget for debt service.

City staff recently completed a rating call with S&P Global in anticipation of restructuring the Parkway debt and issuing new transportation debt. The updated rating is expected to be confirmed by mid-January. If directed and authorized by City Council, D.A. Davidson would expect to sell the 2020 bonds in mid-February.

This item is scheduled to be discussed at the January 13, 2020 City Council Workshop and this information is provided in advance of that meeting.

FISCAL IMPACT:

The new debt issuance for \$50 million is projected for a term of 29 years, at an interest rate of 2.50%. Combined with the refinancing of the Series 2012 bonds, the annual debt service payments in years 2020 through 2022 will be approximately \$4.8 million. In 2023 the Series 2012 bond payments will be further reduced to accommodate the final \$20 million in debt anticipated to be issued in 2023.

SUGGESTED ACTION:

This is for discussion and possible direction.

Attachments

None



Grand Junction City Council

Workshop Session

Item #1.b.

Meeting Date: January 13, 2020

Presented By: Jodi Romero, Finance Director

Department: Finance

Submitted By: Jodi Romero, Finance Director

Information

SUBJECT:

Vending Machine Tax Policy Discussion

EXECUTIVE SUMMARY:

On November 29, 2019, the City received a request to reinstate an ordinance exempting from City sales tax certain foods sold from coin operated machines also referred to as vending machines. Approval of the ordinance would align the City's tax rules for sales through vending machines with the State of Colorado and Mesa County.

BACKGROUND OR DETAILED INFORMATION:

In February 2014, City Council adopted Ordinance 4621 which temporarily amended the City's Sales and Use Tax Ordinance to exempt from City sales tax certain food products sold through "money operated machines", also known as vending machines. The ordinance included a sunset of three years to allow City Council the option of making it permanent or taking no action which resulted in the expiration of the exemption.

Currently the City requires City sales tax to be charged on all sales (greater than 15 cents) through coin operated machines.

The State and County exempt food sold through coin operated machines. The State and County do not consider the following items food, and therefore are subject to State and County tax when sold through vending machines:

- Carbonated Water
- Soft Drinks

- Chewing Gum
- Candy
- Prepared Salads
- Packaged and Unpackaged Cold Sandwiches
- Hot or Cold Beverages Served in Unsealed Containers or Cups

Recently the City Council adopted standardized definitions that are consistent with the State's definition of food and non-food items such as candy and soft drinks which will be helpful should the Council choose to reinstate the exemption. Reinstatement would exempt from City sales tax certain foods sold through coin operated machines, however, the above items, which are commonly sold in that manner, would still be subject to City sales tax. Because the type of items sold from vending machines are not differentiated on sales tax returns, it is difficult to estimate lost revenue from reinstating this exemption. Total sales tax revenue from the Vending Industry is estimated at approximately \$9,000 per year.

As a home rule municipality, there are times when it is important for the local economy and provision of municipal services to have a different tax policy than the State, however, in this situation staff would recommend aligning City tax policy with that of the State and Mesa County.

FISCAL IMPACT:

Because the type of items sold from vending machines are not differentiated on sales tax returns, it is difficult to estimate lost revenue from reinstating this exemption. Total sales tax revenue from the Vending Industry is estimated at approximately \$9,000 per year.

SUGGESTED ACTION:

This is for Council discussion purposes. Council may direct staff to bring an ordinance to a City Council meeting for formal action.

Attachments

1. Request to Reinstate Ordinance 4621 Taxability of Food Products Sold From Money Operated Machines Memo and Attachments to City Council
2. Ordinance 4621 reinstatement letter to GJ
3. Ordinance 4621



CITY MANAGER'S OFFICE

Memorandum

TO: Mayor and Members of Council
FROM: Greg Caton, City Manager
Jodi Romero, Finance Director
DATE: December 12, 2019
SUBJECT: Request to Reinstate Ordinance 4621
Taxability of Food Products Sold From Money Operated Machines

In February 2014, City Council adopted Ordinance 4621 which temporarily amended the City's Sales and Use Tax Ordinance to exempt from City sales tax certain food products sold through "money operated machines", also known as vending machines. The ordinance included a sunset of three years to allow City Council the option of making it permanent or taking no action which resulted in the expiration of the exemption.

On November 29th, we received a letter from Alden Savoca, Owner & General Manager of Vendors Tech LLC, who on behalf of the vending machine operators doing business in Grand Junction, have requested the permanent reinstatement of the exemption of certain foods sold from money operated machines. The request in part is to align the City's sales tax laws regarding this issue with the State and Mesa County.

Currently the City requires City sales tax to be charged on all sales (greater than 15 cents) through coin operated machines.

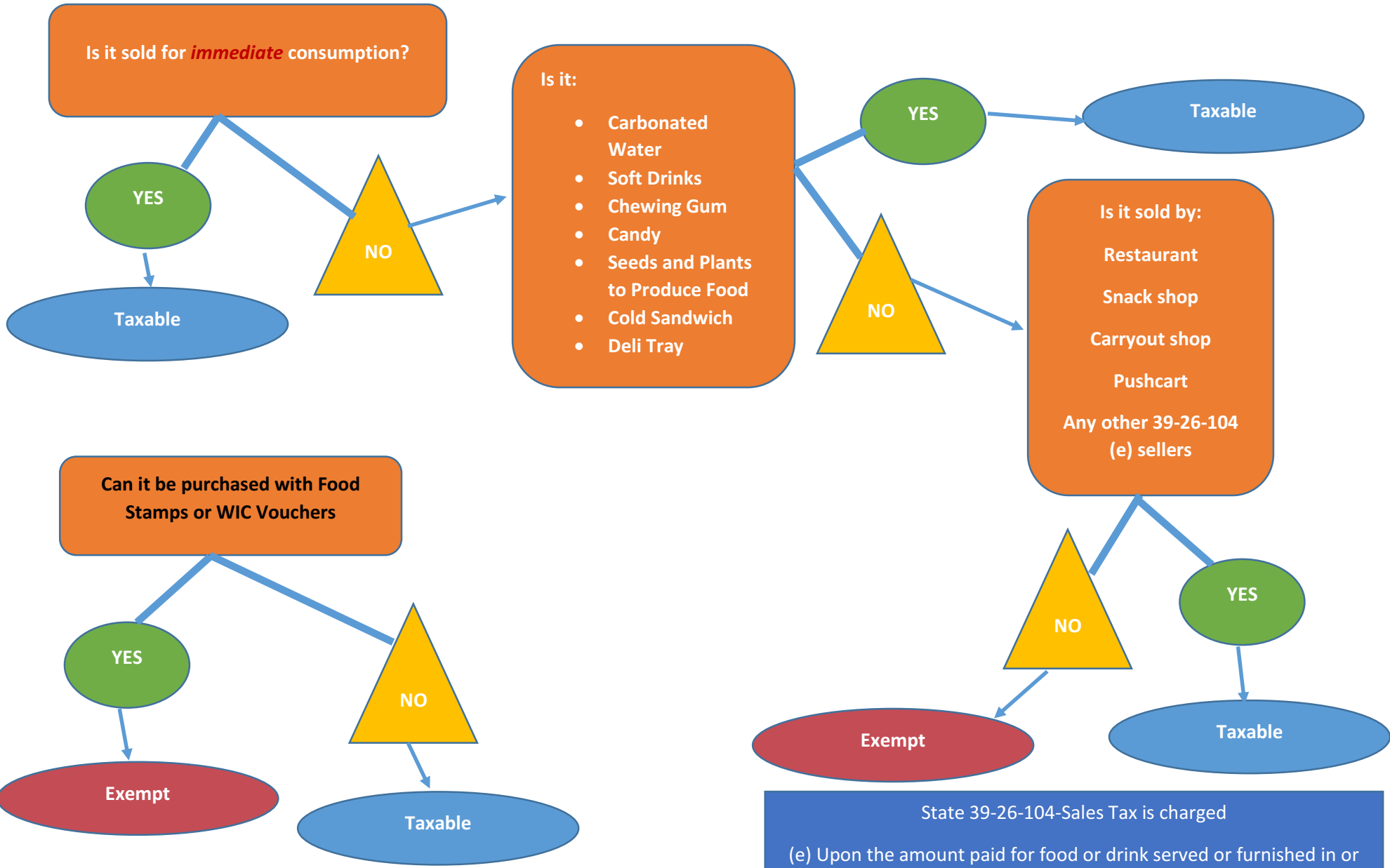
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Recently the City Council adopted standardized definitions that are consistent with the State's definition of food and non-food items such as candy and soft drinks which will be helpful should the Council choose to reinstate the exemption. Reinstatement would exempt from City sales tax certain foods sold through coin operated machines, however, the above items, which are commonly sold in that manner, would still be subject to City sales tax. Because the type of items sold from vending machines are not differentiated on sales tax returns, it is difficult to estimate lost revenue from reinstating this exemption. Total sales tax revenue from the Vending Industry is estimated at approximately \$9,000 per year.

As a home rule municipality, there are times when it is important for the local economy and provision of municipal services to have a different tax policy than the State, however, in this situation staff would recommend aligning City tax policy with that of the State and Mesa County.

Taxability of Food Sales



Federal Food Definition 7 U.S.C. Sec. 2012 (k) (2014)
 "Food" means (1) any food or food product for home consumption **except** alcoholic beverages, tobacco, hot foods or hot food products ready for immediate consumption

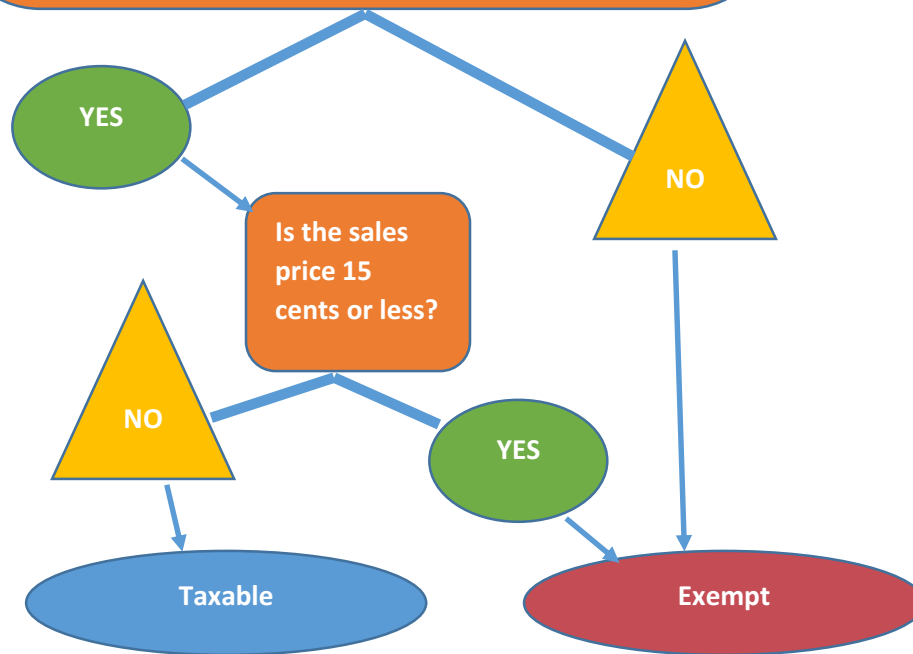
State 39-26-104-Sales Tax is charged

(e) Upon the amount paid for food or drink served or furnished in or by restaurants, cafes, lunch counters, cafeterias, hotels, social clubs, nightclubs, cabarets, resorts, snack bars, caterers, carryout shops, and other like places of business at which prepared food or drink is regularly sold, including sales from pushcarts, motor vehicles, and other mobile facilities.

Taxability of Food Sales Through Coin Operated Machines

Is it:

- Carbonated Water
- Soft Drinks
- Chewing Gum
- Candy
- Prepared Salads
- Packaged and Unpackaged Cold Sandwiches
- Hot or cold beverages served in unsealed containers or cups that are vended by or through machines or non-coin-operated food and snack devices



Candy Definition:

Candy means a preparation of sugar, honey, or other natural or artificial sweeteners, in combination with chocolate, fruit, nuts, or other ingredients or flavorings in the form of bars, drops, or pieces. Candy does not include any preparation containing flour, products that require refrigeration or marijuana infused products.

Soft Drink Definition:

Soft drink means a nonalcoholic beverage that contains natural or artificial sweeteners. Soft drink does not include beverages that contain milk or milk products, soy, rice, or similar milk substitutes, or greater than fifty percent of vegetable or fruit juice by volume.



**4531 U Rd
DeBeque, CO 81630
Phone: 970-623-1272 / Fax: Email all faxes to service@vendorstech.com
www.vendorstech.com / service@vendorstech.com**

Mr. Caton,

I represent the vending machine operators doing business in Grand Junction, and on their behalf, I would like to respectfully request that you submit recently-sunsetted City Ordinance 4621 to the City Council for reinstatement.

This ordinance was adopted in 2014 at the request of myself and other local business owners in this industry, to align City sales taxes on food sold through vending machines and taxable food definitions with those of the County and State. The enactment of this uniformity at the time greatly alleviated the extra paperwork and remittances business owners were being required to perform for City sales tax returns, over and above what they were required to do for their County & State returns.

The amount of lost sales tax revenue to the City since has been negligible, and was projected to be so at the time. The positive impact on the local vending and refreshment business has been significant though, having served to increase operating budgets and reduce administration in what is generally a tight-margin business, where sales taxes are impossible to collect in any traditional fashion.

The Council in 2014 put a sunset on this ordinance, to give time in the future for a review of its effectiveness and its impact on the City; the sunset has come and gone, and with significant new tax burdens now weighing on vending business owners, some by as much as several thousand additional dollars per quarter, relief is urgently needed.

We request that ordinance 4621 be reinstated permanently, thus eliminating any differences between State, County, or City definitions of taxable food, candy, and beverages. In our opinion, this would be a common-sense, pro-business change that would streamline sales tax collection and remittances for the local vending and refreshment industry. Without the reinstatement of 4621, the City's sales tax code will continue to require tax collection on food items that are not taxed by the County or the State.

For the record, myself and my business will receive no material or financial benefit or detriment whatsoever from the reinstatement or delinquency of this ordinance. Vendors Tech provides equipment, parts, and technical support for vending machine operators, and does not operate or sell products out of vending machines. It is out of interest and desire for a vibrant vending and refreshment industry in Grand Junction that I, as the owner of Vendors Tech, am advocating for this change on behalf of the affected local business owners.

At any time, I will be available and happy to appear to speak to the Council in person on this issue if it is needed or desired to move this reinstatement forward.

Thank you for your time and consideration.

Sincerely,

Alden Savoca
Vendors Tech LLC
Owner & General Manager
970-623-1272



**4531 U Rd
DeBeque, CO 81630
Phone: 970-623-1272 / Fax: Email all faxes to service@vendorstech.com
www.vendorstech.com / service@vendorstech.com**

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At any time, I will be available and happy to appear to speak to the Council in person on this issue if it is needed or desired to move this reinstatement forward.

Thank you for your time and consideration.

Sincerely,

Alden Savoca
Vendors Tech LLC
Owner & General Manager
970-623-1272

ORDINANCE NO. 4621

AN ORDINANCE CONCERNING SECTION 3.12.020 OF CHAPTER 3 OF THE GRAND JUNCTION MUNICIPAL CODE CONCERNING THE TAXABILITY OF FOOD PRODUCTS SOLD FROM MONEY OPERATED MACHINES

RECITALS:

On December 12, 2013 the City Council received a written request from and on behalf of the vending machine association to eliminate the taxation of food, candy and soft drinks sold through vending machines in the City.

At a work session on January 6, 2014 the City Council considered the request and additionally discussed taxation of food products, vended and not, including but not limited to soft drinks, candy, and other food.

Because the State law provides that carbonated water, soft drinks, chewing gum, candy, prepared salads, packaged and unpackaged cold sandwiches and beverages vended from machines in unsealed containers or cups are not "food" and accordingly are taxed by the State but other food is tax exempt, the City Council discussed whether to align the City tax code with that of the State.

The City Council is committed to a fair and responsible tax code and as a fundamental aspect thereof finds that this ordinance is consistent with its policy and purposes and is protective of the City's health and general welfare by establishing a consist and uniform standard of the taxability of food and food products sold from vending machines.

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

That Section 3.12.020 of the Grand Junction Municipal Code shall state as follows:

Candy means a preparation of sugar, honey or other natural or artificial sweeteners in combination with chocolate, fruit, nuts or other ingredients or flavorings in the form of bars, drops or pieces. Candy shall not include any preparations containing flour and shall require no refrigeration.

Soft drinks means nonalcoholic beverages that contain natural or artificial sweeteners. Soft drinks do not include beverages that contain milk or milk products, soy, rice or similar milk substitutes, or greater than fifty percent of vegetable or fruit juice by volume.

Food means food for domestic home consumption as defined in 7 U.S.C. Section 2012(g), as amended, for purposes of the federal food stamp program as defined in 7 U.S.C. Section 2012(h), as amended, except that "food" does not include carbonated water marketed in containers; chewing gum; seeds and plants to grow food; prepared salads and salad bars; cold sandwiches and delicatessen trays.

That Section 3.12.050(k) be added to the Grand Junction Municipal Code as follows:

The sales tax levied by GJMC 3.12.030(a) shall apply to the purchase price of the following:

For a period of three years from the effective date of Ordinance No. 4621 all sales and purchases of candy and soft drinks as defined in 3.12.020 by and through coin or other money (bills or cards) operated machines.

That Section 3.12.070(rr) be added to the Grand Junction Municipal Code as follows:

The tax levied by GJMC 3.12.030(a) shall not apply to the following:

(rr) For a period of three years from the effective date of Ordinance No. 4621 all sales and purchases of food as defined in 3.12.020 by and through coin or other money (bills or cards) operated machines.

Sunset Clause. Within sixty days of the third anniversary of the adoption of this ordinance the City Council shall consider the effectiveness of the ordinance at achieving its stated purposes. Without further action by the City Council, the terms and provisions of this ordinance shall expire on the third anniversary of the effective date hereof.

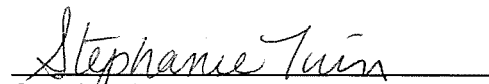
Introduced on first reading and ordered published in pamphlet form this 5th day of February, 2014.

Adopted, passed, and ordered published in pamphlet form this 19th day of February, 2014.

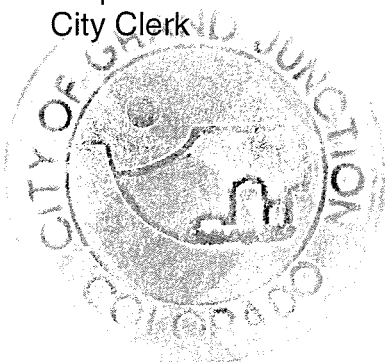


President of the City Council

ATTEST:




Stephanie Tuin
City Clerk



I HEREBY CERTIFY THAT the foregoing Ordinance, being Ordinance No. 4621 was introduced by the City Council of the City of Grand Junction, Colorado at a regular meeting of said body held on the 5th day of February, 2014 and that the same was published in The Daily Sentinel, a newspaper published and in general circulation in said City, in pamphlet form, at least ten days before its final passage.

I FURTHER CERTIFY THAT a Public Hearing was held on the 19th day of February, 2014, at which Ordinance No. 4621 was read, considered, adopted and ordered published in pamphlet form by the Grand Junction City Council.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City this 25th day of February, 2014.



Stephanie Tuin, MMC
City Clerk

Published: February 7, 2014
Published: February 21, 2014
Effective: March 23, 2014



Grand Junction City Council

Workshop Session

Item #1.c.

Meeting Date: January 13, 2020

Presented By: Jay Valentine, General Services Director

Department: General Services

Submitted By: Jay Valentine

Information

SUBJECT:

Holiday Parking Program in Downtown

EXECUTIVE SUMMARY:

The City of Grand Junction and Downtown Grand Junction implemented a new holiday parking program in 2017 in order to prevent challenges that were occurring from free parking that had historically occurred during the holidays. The new program entailed all parking parameters being enforced, however 50% of the fee revenue collected from parking meters from Thanksgiving through New Years Day, including the ground floor of the parking garage, was donated to United Way of Mesa County. This recommendation continued into 2018 and is the same approach implemented this holiday season between November 27 and December 31, 2019.

BACKGROUND OR DETAILED INFORMATION:

In 2017 free holiday parking was discontinued due to the impact it was having on parking spot turnover rates. The City of Grand Junction and Downtown Grand Junction held numerous public sessions with business owners and property owners Downtown to get feedback. Downtown Grand Junction requested that half the funds generated by the parking meters during the period that would have previously been free parking be donated to a local charity, with United Way of Mesa County being selected as the charity. City Council approved this request and proceeds of \$14,168 were presented to United Way of Mesa County in February 2018. This program was continued during the 2018 and 2019 holiday seasons with \$15,026 presented to the United Way last season (2018).

In 2018, Downtown Grand Junction advertised the program by installing small signs on

each parking meter announcing that the City will donate a portion of the revenue collected during the holidays to United Way of Mesa County.

FISCAL IMPACT:

During the 2018 season, half of the fee revenue totaled \$15,026 and in 2017, the donation amount totaled \$14,168. The amount for the 2019 season is yet to be determined.

SUGGESTED ACTION:

This item is for discussion and possible direction.

Attachments

None



Grand Junction City Council

Workshop Session

Item #1.d.

Meeting Date: January 13, 2020

Presented By: Greg Caton, City Manager

Department: City Manager's Office

Submitted By: Greg LeBlanc

Information

SUBJECT:

City Council Policies

EXECUTIVE SUMMARY:

The purpose of this item is to review the three draft City Council policies and discuss what changes, if any, Council would like to make to the policies. Recent inquiry by some members of Council about finalizing these drafts has initiated this discussion. These draft policies guide the actions of City Council and provide a framework for efficient communication with citizens and City staff.

BACKGROUND OR DETAILED INFORMATION:

City Council currently has three draft policies: Agenda, Travel, and Proclamation Process.

The draft agenda policy allows City Councilmembers to more appropriately respond to constituent inquiries and enhance communication between City Council and City Staff. The draft policy provides City Councilmembers with a procedure for initiating or removing new business, policy issues and other matters that a member desires to be heard or a member desires to sponsor. The draft policy suggests that the Agenda Committee, consisting of the Mayor and Mayor pro tem may place or remove any agreed upon item on meeting agendas. Individual members of City Council may add or remove items from the agenda by approaching members of the Agenda Committee through normal means of contact. Alternatively, at least four Council Members may direct the City Manager to place an item on a meeting agenda, or in the case that the Agenda Committee is split on a topic. The general public may not, without approval of the City Manager or at least four Council Members, initiate an agenda item.

The draft travel policy establishes the procedures for travel by members of City Council required for business on behalf of the City of Grand Junction. This draft policy provides City Councilmembers with a procedure and guidelines for making travel arrangements, scheduling payment, and reimbursements. The draft procedure allows for City Staff to adequately aid City Councilmembers plan for travel.

The draft proclamation process policy states that if a Councilmember receives a request for a proclamation, he/she will refer the requestor to the Mayor and City Manager for discussion at the next Agenda Review Committee meeting.

FISCAL IMPACT:

N/A

SUGGESTED ACTION:

This item is intended for discussion by City Council.

Attachments

1. GJ Council Travel Policy
2. Proclamation Policy
3. Agenda Setting Policy

CITY OF GRAND JUNCTION
TRAVEL POLICY

1. PURPOSE:

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

2. CONFERENCES, SEMINARS, OR SPECIAL MEETINGS:

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

B. Conferences and seminars vary in size and scope depending on the intended purpose. Conferences or seminars with a national focus and are typically held in locations out of the state and require greater amounts of travel arrangements. Since the policy decisions made by City Council revolve around local issues, the attendance of national-level conferences or seminars is limited to a maximum of two (2) per year. Conferences and seminars with a focus on localized or state-wide issues are typically held within the state and attendance requires day-of travel or simple travel arrangements. Councilmembers are encouraged to attend in-state conferences or seminars more frequently than out-of-state conferences or seminars due to the relevance of information presented. Travel may also be required for Councilmembers to attend the meetings of committees that members of City Council have been assigned.

3. TRAVEL ARRANGEMENTS:

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

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

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

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

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

4. CITY CREDIT CARDS

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

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

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

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

5. MILEAGE REIMBURSEMENT:

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

6. COUNCILMEMBER SCHEDULES:

A. Administrative staff makes many travel or conference arrangements and RSVPs to invitations for Councilmembers; therefore, they are generally aware of most Councilmember travel plans for City business. It is beneficial, however, for staff to have general information about Councilmember work schedules, business trips, vacations, etc. because staff is often asked to assist others in contacting Councilmembers. This is easier to do if staff knows when Councilmembers plan to be out of town. The details of your personal travel will be used discretely.

CITY OF GRAND JUNCTION
PROCLAMATION PROCESS POLICY

1. PURPOSE:

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

2. PROCLAMATION PROCESS:

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

A. PROCEDURE FOR CIVIC PROCLAMATIONS:

The following procedures apply to civic proclamations:

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

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

B. PROCEDURE FOR SOCIAL PROCLAMATIONS:

The following procedures apply to social proclamations:

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

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

CITY OF GRAND JUNCTION
AGENDA POLICY

1. PURPOSE:

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

2. AGENDA PREPARATION:

A. PROCEDURE FOR REGULAR AND SPECIAL MEETINGS:

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

A. The Agenda Committee consisting of the Mayor and Mayor *pro tem* may place or remove any agreed upon item on a regular or special meeting agenda. Members of City Council may add or remove items from the agenda by approaching members of the Agenda Committee through normal means of contact. Alternatively, at least four (4) Council Members may direct the City Manager to place an item on a regular meeting agenda, or if the Agenda Committee is split on a topic. The general public may not, without approval of the City Manager or at least four (4) Council Members, initiate an agenda item(s).

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

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

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

B. PROCEDURE FOR WORKSHOP SESSIONS:

The following procedures shall apply to workshop session agendas:

A. The Agenda Committee consisting of the Mayor and Mayor *pro tem* may place or remove any agreed upon item on a workshop agenda. Members of City Council may add or remove items from the agenda by approaching members of the Agenda Committee through normal means of contact. Alternatively, at least four (4) Council Members may direct the City Manager to place an item on a regular meeting agenda, or if the Agenda Committee is split on a topic. The general public may not, without approval of the City Manager or at least four (4) Council Members, place items on a work session agenda.

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

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

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

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

3. METHOD OF NOTIFICATION:

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

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

4. AGENDA AND PACKET DISTRIBUTION:

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

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

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

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

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