

RESOLUTION NO. 07-20

A RESOLUTION ADOPTING CITY COUNCIL AGENDA, TRAVEL AND
PROCLAMATION POLICIES

RECITALS.

At its work session on January 13, 2020 the City Council considered drafts of policies relating to City Council agendas, a process for City Council proclamations and a City Council travel policy. The City Council recommended changes to the draft policies and the City staff prepared those policies for final consideration and adoption by Council.

The adoption of policies is authorized by the City Charter and consistent with principles of good governance. In the main, adoption of the proposed policies will help guide the actions of City Council and provide a framework for efficient communication with citizens and City staff.

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

The Agenda, Proclamation and Travel policies attached to and incorporated by this reference as if fully set forth are adopted.

Each policy shall serve, until amended or repealed and replaced by subsequent resolution of the City Council, to guide the course of action and conduct of the City Council pertaining to the matters addressed therein.

Adopted this 5th day of February 2020.



J. Merrick Taggart
President of the Council

ATTEST:



Wanda Winkelmann
City Clerk



CITY OF GRAND JUNCTION
AGENDA POLICY

1. PURPOSE:

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

2. AGENDA PREPARATION:

A. PROCEDURE FOR REGULAR AND SPECIAL MEETINGS:

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

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

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

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

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

B. PROCEDURE FOR WORKSHOP SESSIONS:

The following procedures shall apply to workshop session agendas:

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

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

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

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

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

3. METHOD OF NOTIFICATION:

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

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

4. AGENDA AND PACKET DISTRIBUTION:

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

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

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

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

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

CITY OF GRAND JUNCTION
TRAVEL POLICY

1. PURPOSE:

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

2. CONFERENCES, SEMINARS, OR SPECIAL MEETINGS:

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

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

3. TRAVEL ARRANGEMENTS:

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

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

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

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

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

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

4. CITY CREDIT CARDS

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

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

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

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

5. MILEAGE REIMBURSEMENT:

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

CITY OF GRAND JUNCTION
PROCLAMATION PROCESS POLICY

1. PURPOSE:

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

2. PROCLAMATION PROCESS:

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

A. PROCEDURE FOR CIVIC PROCLAMATIONS:

The following procedures apply to civic proclamations:

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

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

B. PROCEDURE FOR SOCIAL PROCLAMATIONS:

The following procedures apply to social proclamations:

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

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