

GRAND JUNCTION, COLORADO MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL

July 17, 1991

The City Council of the City of Grand Junction, Colorado, convened in regular session the 17th day of July, 1991, at 7:00 p.m. in the City/County Auditorium at City Hall. Those present were Jim Baughman, John Bennett, Bill Bessinger, Paul Nelson, Reford Theobold, and President of the Council Conner Shepherd. Councilman Bill McCurry was absent. Also present were City Manager Mark Achen, City Attorney Dan Wilson, and City Clerk Neva Lockhart.

Council President Shepherd called the meeting to order and Councilman Bessinger led in the Pledge of Allegiance.

INVOCATION - Councilman Reford Theobold.

CONSIDERATION OF MINUTES

The minutes of the July 3, 1991, City Council meeting were approved as submitted.

PRESENTATION OF APPRECIATION PLAQUE TO JACK KAMMERER IN RECOGNITION OF HIS SIX YEARS OF SERVICE ON THE PARKS AND RECREATION ADVISORY BOARD

PRESENTATION OF APPRECIATION PLAQUE TO GUY STEPHENS IN RECOGNITION OF HIS 14 YEARS OF SERVICE ON THE DOWNTOWN DEVELOPMENT AUTHORITY

RATIFY APPOINTMENTS OF MANCEL PAGE AND LESLIE SMITH TO THE  
DOWNTOWN DEVELOPMENT AUTHORITY - TERMS TO EXPIRE JUNE 30, 1994

Upon motion by Councilman Theobald, seconded by Councilman Bessinger and carried, the appointments of Mancel Page and Leslie Smith to terms on the Downtown Development Authority were ratified; said terms to expire June 30, 1994.

APPOINTMENTS TO THE DOWNTOWN DEVELOPMENT AUTHORITY - FOUR-YEAR  
TERMS

Upon motion by Councilman Nelson, seconded by Councilman Bessinger and carried, Dan Rosenthal and William Petty were appointed to four-year terms on the Downtown Development Authority; said terms to expire June 30, 1995.

PROCLAMATION MARKING THE FIRST ANNIVERSARY OF ENACTMENT OF THE  
AMERICANS WITH DISABILITIES ACT OF 1990 AND CALLING FOR THE  
SUPPORT AND INVOLVEMENT OF ALL CITIZENS IN THE NATION-WIDE  
"CALLING ON AMERICA" CAMPAIGN

SHIRLEY TUCKER, VICE PRESIDENT, GRAND VALLEY SMOKERS' ASSOCIATION,  
TO PRESENT PETITION FOR DESIGNATED SMOKING AREAS AT STOCKER  
STADIUM/SUPLIZIO FIELD

Shirley A. Tucker, Vice President of the Grand Valley Smoker's Association, presented a petition which reads as follows:

"We, the undersigned, to hereby respectfully request the Grand Junction City Council to consider modification or amendment of

said City's non-smoking Ordinance for designation of a segregated 'seated' area in the Stocker Stadium/Suplizio Field Area for tobacco use by adults (18 years of age or older). It is our desire as taxpayers of the City, County, and State of Colorado to enjoy a cigarette or pipe tobacco while viewing the activities at the stadium or baseball arena. We believe the proposed designated arrangement would not pose any harm, risk or annoyance to others in attendance at the aforestated outdoor facilities."

Ms. Tucker stated that the designated area could be in one upper corner or the other of the stadium and the Suplizio baseball arena, perhaps on the west side, eight or nine rows. It was recommended that this item be placed on the upcoming agenda for consideration and recommendation by the Parks and Recreation Advisory Board, to be returned to City Council at a later date.

BIDS - AWARD OF CONTRACT - REPAIR OF THE OLD CITY SHOPS ROOF -  
MIRACLE ROOFING AND INSULATION, INC. - \$18,854

Upon motion by Councilman Theobald, seconded by Councilman Bessinger and carried, the bids were accepted on the Repair of the Old City Shops Roof, the Contract was awarded to Miracle Roofing and Insulation, Inc. in the amount of \$18,854, and the City Manager was authorized to sign said Contract.

PROPOSED ORDINANCE AMENDING ORDINANCE NO. 2506 CHANGING DEADLINE FOR SUBMISSION FOR FIRE PROTECTION UPGRADE PLANS TO ALLOW FULL SIX MONTHS TO PREPARE

The following entitled proposed ordinance was presented and read: AMENDING SECTIONS #1 AND #2 OF ORDINANCE NO. 2506 TO ALLOW WATER PROVIDERS SIX MONTHS TO PRESENT A PLAN TO UPGRADE FIRE PROTECTION FACILITIES AND FIVE YEARS TO COMPLETE THE UPGRADE. Upon motion by Councilman Theobald, seconded by Councilman Bessinger and carried, the proposed ordinance was passed for publication.

RESOLUTION NO. 45-91 DESIGNATING JAMES SHANKS AS CHIEF BUILDING OFFICIAL FOR THE CITY OF GRAND JUNCTION

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Theobold, seconded by Councilman Bessinger and carried by roll call vote, the Resolution was passed and adopted as read.

RESOLUTION NO. 46-91 - A JOINT RESOLUTION OF COUNTY OF MESA AND THE CITY OF GRAND JUNCTION CONCERNING ADOPTION OF THE FISCAL YEAR 1992 UNIFIED PLANNING WORK PROGRAM AND THE FISCAL YEARS 1992-1996 TRANSPORTATION IMPROVEMENT PROGRAM

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Theobold, seconded by Councilman Bessinger and carried by roll call vote, the Resolution was passed and adopted as read.

RESOLUTION NO. 47-91 ADOPTING THE REVISED PURCHASING MANUAL

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Theobold, seconded by Councilman Bessinger and carried by roll call vote, the Resolution was passed and adopted as read.

BIDS - AWARD OF CONTRACT - RECONSTRUCTION OF SOUTH 7TH STREET FROM STRUTHERS TO 4TH AVENUE - ELAM CONSTRUCTION, INC. - \$261,057.51

City Engineer Don Newton reviewed this item and discussed the eight-foot wide sidewalk on the east side of the street, and a six-foot wide sidewalk on the west side of the project. Standard sidewalk finish is ten-foot joints with a broom finish in one direction. The proposal is for joining the sidewalk in four-foot squares, then alternating the direction of the broom finish.

Mr. Ted Ciavonne, 420 Teller Avenue, of Ciavonne and Associates, landscape architects for the project, discussed the design and aesthetic amenities of this project.

Councilman Nelson felt it was worth the extra \$20,000 to have the entrance to the Riverfront Project appear as attractive as possible.

Councilman Baughman opposed the extra expenditure because of the maintenance concern, and also a savings of the taxpayer moneys.

Councilman Bennett felt the snow removal and sweeping would be more difficult with the four-foot square broom finish.

Upon motion by Councilman Bessinger, seconded by Councilman Theobald and carried with Councilman BAUGHMAN voting NO, the bids for Reconstruction of South 7th Street from Struthers to 4th Avenue were accepted, the Contract was awarded to Elam Construction, Inc., in the amount of \$261,057.51, with the understanding that there could be a change order at a later date deleting the brushed concrete, and the City Manager was authorized

to sign said Contract.

RESOLUTION 45-91

In order to execute the provisions of the Uniform Building Code as previously adopted by the Council,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION,

James L. Shanks, in his capacity as the Director of Public Works for the City of Grand Junction, is hereby designated as the Chief Building Official of the City of Grand Junction.

PASSED and ADOPTED this 17th of July, 1991.

Conner W. Shepherd

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President of the Council

ATTEST:

Neva B. Lockhart, CMC

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City Clerk

RESOLUTION

A JOINT RESOLUTION OF THE COUNTY OF MESA AND THE CITY OF GRAND JUNCTION CONCERNING ADOPTION OF THE FISCAL YEAR 1992 UNIFIED PLANNING WORK PROGRAM AND THE FISCAL YEARS 1992-1996 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, The City and County have been designated by the Governor as the Metropolitan Planning Organization for the Grand Junction/Mesa County Urbanized Area; and

WHEREAS, Part 2 of Article 1 of Title 29, Colorado Revised Statutes authorizes the parties to contract with one another to make the most efficient and effective use of their powers and responsibilities; and

WHEREAS, The City and County realize the importance of both short and long range planning in the development of an efficient transportation system, and are both aware that it is the responsibility of the Metropolitan Planning Organization to perform those planning functions; and

WHEREAS, The City and County, in their performance of those planning functions for the Urbanized Area, wish to use Federal Highway Administration transportation planning funds in coordination with the Colorado Department of Highways;

NOW, THEREFORE, BE IT JOINTLY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MESA, COLORADO AND THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION, COLORADO:

That the Fiscal Year 1992 Unified Planning Work Program and the

Fiscal Years 1992-1996 Transportation Improvement Program/Annual Element for the Grand Junction/Mesa County Urbanized Area, hereunto attached, was adopted by the Board of County Commissioners of the County of Mesa, Colorado on \_\_\_\_\_, and by the City Council of the City of Grand Junction, Colorado on July 17, 1991.

CITY OF GRAND JUNCTION

Conner W. Shepherd

\_\_\_\_\_

President of the Council

Grand Junction City Council

17th day of July, 1991

Attest:

Neva B. Lockhart, CMC

\_\_\_\_\_

City Clerk

COUNTY OF MESA

\_\_\_\_\_



Chairman of the Board

Mesa County Board of Commissioners

\_\_\_\_\_ day of \_\_\_\_\_, 1991

Attest:

\_\_\_\_\_

County Clerk

TRANSPORTATION IMPROVEMENT PLAN

FISCAL YEARS 1992-1996

FOR THE GRAND JUNCTION/MESA COUNTY URBANIZED AREA

OCTOBER 1, 1991 TO SEPTEMBER 30, 1996

PREPARED BY THE GRAND JUNCTION/MESA COUNTY AREA METROPOLITAN  
PLANNING ORGANIZATION

IN COOPERATION WITH THE COLORADO DEPARTMENT OF HIGHWAYS PROGRAM  
MANAGEMENT BRANCH

AND THE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION

June, 1991

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FIGURE 1

TRANSPORTATION PLANNING TERMINOLOGY

Air Quality Control Commission . . . AQCC

Annual Element . . . AE

Colorado Department of Highways . . . CDOH

Continuing, Comprehensive and Cooperative Transportation Planning  
Process . . . "3C" Process

U.S. Department of Transportation . . . DOT

Federal-Aid Highway Program Manual . . . FHPM

Federal-Aid Interstate . . . FAI

Federal-Aid Primary . . . FAP

Federal-Aid System . . . FAS

Federal-Aid Urban System . . . FAUS

Federal Highway Administration . . . FHWA

Fiscal Year for the MPO . . . FY

Highway Planning and Research Funds . . . HPR

Metropolitan Planning Organization . . . MPO

FHWA planning funds made available through CDOH to the MPO for  
"3C" process . . . PL Funds

Technical study funds for UMTA made available to the MPO for "3C"  
process . . . Section 8 Funds

State Implementation Plan . . . SIP

Title VI of the Civil Rights Act of 1964, as amended . . . Title  
VI

Transit Development Plan . . . TDP

Transportation Improvement Plan . . . TIP

Transportation Policy Advisory Committee . . . TPAC

Transportation Technical Advisory Committee . . . TTAC

Unified Planning Work Program . . . UPWP

United States Department of Transportation . . . DOT

Urban Mass Transportation Administration . . . UMTA

Urban Transportation Planning Process . . . UTPP

Vehicle Miles Traveled . . . VMT

FIGURE 2

URBANIZED AREA MAP

INTRODUCTION

The Transportation Improvement Plan (TIP) is a five-year capital improvement program for the urbanized area of Grand Junction and Mesa County (See Map). The plan's purpose is to carry out continuing, comprehensive and cooperative transportation planning by:

- Coordinating projects in the urbanized area initiated by individual City, County and State agencies.

- Defining the costs of these projects and the available financial resources.

- Prioritizing the projects to make the best use of available resources.

The TIP not only serves the needs of the people of the area for an efficient transportation system, but also satisfies regulations jointly issued by the Urban Mass Transportation Administration (UMTA) and Federal Highway Administration (FHWA), regarding the content and purpose of the program. An approved plan is necessary to maintain the federal funding for highways and streets on the urban system, and for federal assistance on transit programs. It is developed by the Grand Junction/Mesa County Metropolitan Planning Organization (MPO).

## CONTENTS

The plan shall contain all federally funded transportation projects in the urbanized area initiated by Mesa County, Grand Junction or by the Colorado Department of Highways (CDOH). It is necessary to include operating and/or capital grants from the U.S. Department of Transportation's (U.S. DOT) UMTA to agencies (public or private) in the urbanized area. By an agreement between Mesa County, the City of Grand Junction and the State of Colorado, certain projects funded by the U.S. DOT's FHWA under Federal Aid Interstate (FAI) or Federal Aid Primary (FAP) which do not increase street capacity are excluded from the TIP. Projects may include overlays, reconstruction or hazard elimination work. Projects which affect capacity, such as an increase in the number of lanes or a new interchange, must still be included in the TIP.

Only projects on the Federal Aid Urban System (FAUS) are eligible for Federal Aid. The Federal Aid Urban System is defined by the urban area boundary illustrated in Figure 1 and is made up of those arterial and collector streets which are not urban extensions of primary highways such as U.S. 50. Principal arterials, like S.H. 146 (32 Road) in the urbanized area, are not eligible for Federal secondary aid, but are eligible for Urban

System aid when shown on the approved FAUS map.

FAUS funds are not allocated on the basis of number of street miles in the system. The addition or subtraction of arterial or collector mileage does not affect the amount of money available.

In 1985 the City and the County went to a two year cycle in the sharing of urban system funds. This allows the money to be used more effectively on larger projects. Annual adjustments of funds are made as required with input from the City, County and CDOH.

For informational purposes, projects locally funded and of regional significance may be included so that improvements to the total urbanized area transportation system can be considered.

#### FORMAT

Format for the TIP is specified by federal and state requirements. Projects are broken out by:

1. Funding Source - (FAUS, FAP, etc.)
2. Priority - The projects are listed by priority in the first year of the program. The first year is the only year in which commitments are made. This year is frequently called the annual element.

Each project must identify the location, description, responsible agency, general purpose, whether the project has received or will receive federal/state funding beyond the program period, and the

breakdown of funding by year and source. This format is standardized by the CDOH for all urbanized area.

Location, description, and responsible agency are self-explanatory. The general purpose relates to whether the project furthers goals of the long-range plan for the Transportation System Management Element, which emphasizes solution of short-term needs by relatively low capital intensive means (i.e. signal timing to increase traffic flow). Other purposes may be safety related. An example might be "for relief of traffic congestion and implementation of adopted plan".

## PROCESS

The projects in the plan were proposed for inclusion by the implementing agencies. Projects will be considered by members of the Transportation Technical Advisory Committee (TTAC), composed of representatives from all public agencies involved in construction or operation of transportation systems in the Grand Junction Urbanized area. The first year, the portion of the plan to which financial commitments are made, is discussed with elected officials to assure that matching funds will be included in the local agency budgets.

After review of the plan, the TIP is forwarded to the Transportation Policy Advisory Committee (TPAC), composed of local representatives from the Grand Junction City Council, the Mesa County Board of Commissioners, the State Highway Commission and the State Air Quality Control Commission. The TPAC may refer the plan back to the TTAC or endorse the program and place it before the Mesa County Commissioners and the Grand Junction City Council for their approval. The Council and the County Commission will approve the plan or refer it back to the TPAC for consideration. A copy of the final document is sent to the State Clearinghouse for review and approval.



The plan is sent to the State Highway Commissioners for their approval, and then forwarded to the Federal Highway Administration for concurrence and/or comments. The UMTA Region VII office in Denver, Colorado is also copied with the approved document.

Amendments to the TIP involve major changes in the costs of projects or the addition or deletion of projects. These are approved in the same manner as the program. Flexibility is required to allow for construction cost changes or unforeseen difficulties.

An "Urban Transportation Planning Process Certification" is part of the TIP. This document is a brief certification between the CDOH and the MPO that work is, or is not, being completed in a satisfactory manner.

FIGURE 3

GRAND JUNCTION/MESA COUNTY METROPOLITAN PLANNING ORGANIZATION

LOCAL REVIEW PROCESS

DECISION MAKING OFFICIALS

Grand Junction City Council

Mesa County Commissioners

TRANSPORTATION POLICY ADVISORY COMMITTEE (TPAC)

Grand Junction City Council Designee

Mesa County Commissioners Designee

State Highway Commission Designee

Colorado Air Quality Control Commission Designee

Federal Highway Administration Designee

MPO ADMINISTRATION

Mesa Co. Division of Eng. and Design Supervisor

TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (TTAC)

Colorado Dept. of Health - Air Pollution Control Division, Denver

Colorado Dept. of Highways - Dist. 3

Colorado Dept. of Highways - Division of Transportation Planning,  
Denver

Colorado State Patrol

Federal Highway Administration, Denver

Grand Junction HazMat Coordinator

Grand Junction City Planning Div.

Grand Junction City Public Works Dept.

Mesa County Engineering Division

Mesa County Health Department

Mesa County Planning Division

Urban Mass Transportation Admin. - Region VIII, Denver

Grand Junction City Planning Commission

Mesa County Planning Commission

City of Fruita

City of Fruita

Town of Palisade

TABLE 1

TOTAL COSTS AND REVENUE ANALYSIS

U.S. DEPT. OF TRANSPORTATION

FHWA

Program Type	Fiscal Year	Federal Available	Federal Programmed	State/Local Participation	Total Programmed
Federal	1992	\$225,000	\$225,000	\$ 69,300	\$ 294,300
Aid Urban	1993	225,000	225,000	69,300	294,300
System	1994	225,000	225,000	69,300	294,300

"	1995	225,000	225,000	69,300	294,300
"	1996	225,000	225,000	69,300	294,300
Subtotal			\$1,125,000	\$346,500	\$1,471,500

UMTA

Program Type	Fiscal Year	Federal Available	Federal Programmed	State/Local Participation	Total Programmed
Section 9	1992	\$1,171,860	\$306,800	\$264,000	\$570,000
and 9B	1993;tb1,532,860	361,200	274,800	636,000	
"	1994	1,822,860	382,800	296,400	679,200
"	1995	2,112,860	406,128	319,728	725,856

"	1996	2,402,860	461,722	346,522	808,244
Subtotal			\$1,917,850	\$1,501,450	\$3,419,300

\* All UMTA Section 9 and 9B allocations and carryover to date, and assuming Section 9 allocations of \$290,000/year for FY92-96.

Projections based on estimated expenditures under the current privatization program. A new five-year plan will be completed in 1992 utilizing UMTA Section 8 funding.

UMTA

Program Type	Fiscal Year	Federal Available	Federal Programmed	State/Local Participation	Total Programmed
Section 8	1992	\$56,000	\$56,000	\$14,000	\$70,000
"	1993				

"	1994				
"	1995				
"	1996				
			\$56,000	\$14,000	\$70,000

\* Section 8 funding is designated for technical studies and is allocated on a regional basis. The schedule assumes selection for this funding in 1992 to complete a five-year update of the TDP.

TABLE 2

LOCAL DISTRIBUTION OF FEDERAL FUNDS

YEAR	URBAN SYSTEM	FAU CARRYOVER (50%-50%)	UMTA FUNDS
1992	Grand Junction	City/County	Mesa County
1993	Mesa County	City/County	Mesa County
1994	Mesa County	City/County	Mesa County

1995	Grand Junction	City/County	Mesa County
1996	Grand Junction	City/County	Mesa County

Future carryover (if any) will be divided on an equal basis. An executive committee of the TTAC will meet annually to monitor distribution of these funds.

TABLE 3

TRANSPORTATION IMPROVEMENT PLAN AND ANNUAL ELEMENT

FY'S 1992-1996

PROGRAM: Federal Aid Urban System

MAP REFERENCE #: N.A.

LOCATION: Grand Junction, Colorado

PROJECT DESCRIPTION: Various City street overlay and re-paving projects to be determined. Specific projects are identified in the UZA's annual application for funding to the FHWA.



RESPONSIBLE GOVERNMENT: Grand Junction City (Public Works Department)

PAST FUNDING: N FUTURE FUNDING: N LONG RANGE: TSM: X

BUDGET YEAR	1992	1993	1994	1995	1996
FEDERAL:	\$225,000			\$225,000	\$225,000
STATE:	--			--	--
LOCAL	69,300	. . .	. . .	69,300	69,300
TOTAL	\$294,300			\$294,300	\$294,300

MAP REFERENCE #: N.A.

LOCATION: Mesa County, Colorado

PROJECT DESCRIPTION: Various County road overlay and/or re-paving projects to be determined. Specific projects are identified in the UZA's annual application for funding to the FHWA.

RESPONSIBLE GOVERNMENT: Mesa County (Public Works Department)

PAST FUNDING: N FUTURE FUNDING: N LONG RANGE: TSM: X

BUDGET YEAR	1992	1993	1994	1995	1996
FEDERAL:		\$225,000	\$225,00		
STATE:		--	--		
LOCAL		69,300	69,300		
TOTAL:		\$294,300	\$294,300		

TABLE 4

PROGRAM: URBAN MASS TRANSPORTATION ADMINISTRATION

MAP REFERENCE #: N.A.

LOCATION: Mesa County, Colorado

PROJECT DESCRIPTION: Operating assistance for elderly and handicapped transit services. Project utilizes UMTA Section 9 and 9B funds.

RESPONSIBLE GOVERNMENT: Mesa County

PAST FUNDING: Y FUTURE FUNDING: Y LONG RANGE: X TSM:

BUDGET YEAR	1992	1993	1994	1995	1996
FEDERAL:	\$250,000	\$270,000	\$291,600	\$314,928	\$340,122
STATE:	--	--	--	--	--
LOCAL:	\$250,000	\$270,000	\$291,600	\$314,928	340,122
TOTAL:	\$500,000	\$540,000	\$583,200	\$629,856	680,244

MAP REFERENCE #: N.A.

LOCATION: Mesa County, Colorado

PROJECT DESCRIPTION: Capital acquisition as per 1991/1992 TDP update. Project utilizes UMTA Section 9 and 9B funds.

YEAR	1992	1993	1994	1995	1996
Wheelchair Van					
Passenger Van	0	3*	3*	3*	4*
Computer Equip.					

(\* Denotes replacement vehicle)

This plan only considers replacement of existing transit vehicles under the current TDP. Capital needs for years 1993-97 will be included in the TDP update to be completed in 1992.

RESPONSIBLE GOVERNMENT: Mesa County

PAST FUNDING: Y FUTURE FUNDING: Y LONG RANGE: X TSM:

BUDGET YEAR	1992	1993	1994	1995	1996
FEDERAL:	\$0	\$91,200	\$91,200	\$91,200	\$121,600
STATE:	--	--	--	--	--
LOCAL:		4,800	4,800	4,800	6,400
TOTAL:	\$0	\$96,000	\$96,000	96,000	128,000

MAP REFERENCE #: N.A.

LOCATION: Mesa County, Colorado

PROJECT DESCRIPTION: Five-year Transportation Development Plan (TDP) for years 1993-1997. Project utilizes UMTA Section 8 funds.

RESPONSIBLE GOVERNMENT: Mesa County

PAST FUNDING: N FUTURE FUNDING: N LONG RANGE: X TSM:

BUDGET YEAR	1992	1993	1994	1995	1996
FEDERAL:	\$ 56,000				
STATE:	--				
LOCAL:	14,000				
TOTAL:	\$ 70,000				

PRIVATE SECTOR DOCUMENTATION - UMTA CIRCULAR C 7005.1

The Grand Junction/Mesa County Urbanized Area has formally adopted policies for the involvement of the private transportation providers. A joint resolution and policy was adopted by the Mesa County Board of Commissioners on June 2, 1987, and by the Grand Junction City Council on June 3, 1987. The resolution is on file in the MPO Administrator's office.

Currently, Mesa County contracts for 100% of its transportation services with a private operator who has expressed an interest in providing transit service for the urbanized area. This operator is directly involved in the planning process through Mesa County and the local transportation coalition, of which Mesa County is a member.

The coalition meets monthly and is open to members and the public in general. Any private provider can use this forum to propose contracting opportunities, make suggestions for service, or make complaints.

Proposals on new or expanded service will be evaluated throughout the year. Opportunity for input, on this TIP, from private enterprise was provided. A legal notice was placed in the area newspaper soliciting input and/or comments. No comments were received during FY 1991 (or ALL input was considered and/or addressed in the approved TIP/AE document).

There are currently no known impediments to contracting services for Mesa County. Mesa County is committed to using the private sector to its fullest economic capability.

The private sector policy, as submitted to UMTA, sets forth procedures to resolve complaints or conflicts with regard to proposals, contracting, or involvement of the private sector in transit services. There were no complaints submitted during FY 1990 and none to date during FY 1991.

Proposals and bids, from the private sector, are evaluated on a "true cost" basis when comparing them to the public sector. Currently, Mesa County contracts out 100% of its transit services to the private sector.

CERTIFICATION

URBAN TRANSPORTATION PLANNING PROCESS GRAND JUNCTION/MESA COUNTY  
URBANIZED AREA

AUGUST, 1991

The Federal Highway Administration (FHWA) and the Urban Mass Transportation Administration (UMTA) have amended 23 CFR Part 450 and 49 CFR Part 613, relative to urban transportation planning. This revision, effective August 1, 1983, is intended to: (1) increase flexibility at the State and local level; (2) reduce red tape and simplify administration of the planning process; and (3) shift certain responsibilities from the Federal to the State and local level, while maintaining an appropriate Federal oversight role.

The most recent certification covering the "3C" Continuing, Cooperative, and Comprehensive Transportation Planning process in the Grand Junction/Mesa County Urbanized Area, the process was approved by the Metropolitan Planning Organization, the Colorado Department of Highways, Urban Mass Transportation Administration and Federal Highway Administration. There were no conditions placed on the area.

This certification of the Grand Junction/Mesa County urban transportation planning process assures that activities support the development and implementation of a Transportation Development Plan (TDP), Transportation Improvement Plan/Annual Element (TIP/AE), and subsequent project development activities, including the environmental impact assessment process. These activities are included in the Unified Planning Work Program (UPWP) to the degree appropriate for the size of this urbanized area, and the complexity of its transportation problems. In addition, the planning process is consistent with the involvement of appropriate public and private transportation providers, Title VI of the Civil Rights Act, and special efforts to plan public mass transportation facilities and services that can effectively be utilized by elderly and handicapped persons. A Minority Business Enterprise Plan does not exist for the MPO. It is understood by the MPO it must follow MBE guidelines and provide for maximum opportunity for minority business participation on any contracting opportunities.



The State and the MPO certify that the planning process is being carried on in compliance with applicable requirements of 23 CFR Part 450, 49 CFR Part 613, and Section 174 and 176(c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506(c) and (d)).

The above certification statement is a preface to the following specific comments concerning:

- A. UMTA Transportation Development Plan
- B. Transportation Improvement Plan/Annual Element (TIP/AE)
- C. Unified Planning Work Program (UPWP)
- D. Major Technical Activities since last Certification
- E. Specific Recommendations for Improvements
- F. Conditions on the Area

A. UMTA PRIVATIZATION STUDY

The County will engage a transportation consultant to perform a Transportation Development Plan detailing the existing transit program, projected growth, and current problems. The report prepared by the consultant shall also detail present and future alternatives for providing service, and cost projections. The TDP will cover fiscal years 1993-1997.

B. TRANSPORTATION IMPROVEMENT PLAN/ANNUAL ELEMENT

The Transportation Improvement Plan (TIP) is a product of the

continuing, cooperative and comprehensive (3C) transportation planning process, carried out in the Grand Junction/Mesa County, Colorado Urbanized Area. The time period for the current TIP is October 1, 1991 through September 30, 1995. The geographic area covered by this TIP is the Grand Junction/Mesa County Urbanized Area. All projects contained in this TIP have been found to be consistent with applicable portions of the current Colorado State Implementation Plan (SIP). Projects for Elderly and Handicapped Transportation will be taken from the Mesa County Transportation Development Plan: 1988-1992 and updates.

#### C. UNIFIED PLANNING WORK PROGRAM

The City Council of Grand Junction and the Mesa County Board of Commissioners are the designated Metropolitan Planning Organization for the Grand Junction/Mesa County Urbanized Area. Responsibility for carrying out the "3C" transportation planning process rests jointly with the Colorado Department of Highways and the MPO as described in the current Memorandum of Agreement. A contract was executed between the State of Colorado for the use and benefit of the State Department of Highways, Division of Transportation Planning and the Grand Junction/Mesa County MPO in October, 1990. The contract was based on the FY 1991 UPWP, which was approved through the 3C planning process and addresses the planning needs in the Grand Junction/Mesa County Urbanized Area.

#### D. MAJOR TECHNICAL ACTIVITIES SINCE LAST CERTIFICATION

The major technical activities of the Grand Junction/Mesa County MPO during FY 1991 included:

- \* Various traffic counting activities.
- \* Development of 1990 Census Product for public distribution.

- \* Input and coordination on the CDOH's Northwest Colorado Transportation Needs Study (Task Force Member).
- \* Began a two year Major Arterial Corridor Study.
- \* Completion of computerized traffic control device and striping inventory for Mesa County urbanized area.
- \* Completion of the Area Traffic Accident Report.
- \* Completion of the Off-Road Pedestrian System Study.
- \* Preparation/distribution of materials for public information.
- \* Efforts to comply with Title VI requirements.
- \* Preparation of the FY 92 Unified Planning Work Program.
- \* Preparation of the FY's 1992-96 Transportation Improvement Plan and Annual Element.

#### E. SPECIFIC RECOMMENDATIONS FOR IMPROVEMENTS

None.

#### F. CONDITIONS ON THE AREA

None.

The above certification and comments have been reviewed and jointly agreed to by the Colorado Department of Highways and the Grand Junction/Mesa County MPO.

Approved as part of the FY's 1992-1996 Transportation Improvement

Plan by the Mesa County Board of Commissioners on the ???? day of  
????, 1991, and by the Grand Junction City Council on the ???? day  
of ????, 1991. (Joint resolution attached)

Approved as part of the FY's 1992-1996 Transportation Improvement  
Plan by the Colorado State Highway Commission on the \_\_\_\_\_ day  
of \_\_\_\_\_, 1991.

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Mark Eckert

Mesa County Administrator

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Harvey Atchison, Director

Division of Transportation Planning

Colorado Department of Highways

R E S O L U T I O N N O. 47-91

A RESOLUTION ADOPTING A POLICIES AND PROCEDURES MANUAL FOR THE  
PURCHASES AND CONTRACTS OF EQUIPMENT, MATERIALS, SUPPLIES AND  
NONPERSONAL SERVICES BY THE CITY OF GRAND JUNCTION, COLORADO.

WHEREAS: As a home rule city under Colorado statutes, we have the  
right to adopt our own written purchasing policies and procedures;  
and,

WHEREAS: It is in our best interest to adopt and follow such a policies and procedures, attached as Exhibit I.

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

1. All purchases made on the behalf of the City of Grand Junction shall be made in accordance with and conforming to the rules and regulations as published in the City of Grand Junction Purchasing Manual dated July 15, 1991.

PASSED and ADOPTED this 17th day of July, 1991.

Conner W. Shepherd

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President of the Council

Attest:

Neva B. Lockhart, CMC

---

City Clerk

CITY OF GRAND JUNCTION CO.

PURCHASING MANUAL

July 15, 1991

DIVISION OF PURCHASING

2549 River Road

Grand Junction, Colorado

(303) 244-1532

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## SECTION I. INTRODUCTION

### 1.1 Forward

The purchasing department has prepared this Purchasing Manual for

all departments and divisions of the City of Grand Junction. The purpose of the manual is to serve as a guide for the fair and equitable treatment of all persons involved in public purchasing by the city, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

Competition is the byword. From an economic standpoint, competition in public purchasing is an almost indispensable means for improving the quality of commodity purchases, encouraging innovation among suppliers, increasing the city's latitude of choice and, most importantly, assuring the reasonableness of costs. Competition coupled with standardization and bulk purchasing maximizes the city's opportunity to obtain the greatest value for the tax dollar.

To administer an effective procurement program, all personnel involved must work as a team, and cooperation with one another is all important. Those individuals whose duties require them to become a part of the purchasing cycle, must be totally aware of the policies and procedures adopted herein as a general framework for ethical procurement practices. Our goal is the promotion of the city's best interest through intelligent action and fair dealing; together we shall make it happen.

Signed this 15th day of July, 1991:

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City Manager

---

Administrative Services Director

## 1.2 Purpose of Manual

The Purchasing Regulations Manual, as established and approved by Council Resolution dated July 17, 1991, shall be a complete source of purchasing information and detailed procedures for centralized purchase of all commodities, contractual services, and equipment. All City of Grand Junction employees shall familiarize themselves with the regulations set forth, and shall adhere to the procedures and practices established herewithin under normal circumstances. The city manager and the purchasing department are aware that exceptions to purchasing procedures will appear, on occasion, as needs and responsibilities change. The city manager reserves the right to waive regulations established in this manual if it is determined to be in the best interest for the City of Grand Junction. The city council shall be notified by the city manager of any exceptions to purchasing regulations.

This manual has been prepared to serve as an informative guide for those employees granted purchasing privileges in the name of the City of Grand Junction. Detailed explanations of individual department's responsibility and role in the procurement function are offered with this manual, as well as an overall summary of the entire purchasing process.

This manual shall apply to every expenditure of public funds by the city for public purchasing irrespective of the source of the funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this manual shall prevent any city department from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.



The purchasing department is prepared to offer assistance to each and every department whenever needs arise. Proper planning by departments, with assistance from the purchasing department, will eliminate duplication of effort and increase city procurement power by consolidating purchases and encouraging competition among vendors.

## SECTION 2: PURCHASING AUTHORITY

### 2.1 City Council

The responsibility for all purchases made by the City of Grand Junction is held by the city council. City Council shall authorize the city manager to establish procurement rules and regulation for all city personnel.

All budgeted purchases and contracts for services amounting to more than fifteen thousand dollars (\$15,000) and change orders in excess of ten thousand dollars (\$10,000) must be approved by council.

### 2.2 City Manager

The city manager shall establish the rules and regulations for the purchase and procurement of all goods and services, and such rules and regulations shall be applicable to all city employees. The city manager and city council possesses the sole authority for any deviation from purchasing regulations. If improper purchasing practices or discretion may happen to appear, the city manager may invoke disciplinary actions upon the individual, division, and/or department. Disciplinary action may be in the form of restricted

purchasing privileges, restitution, suspension, termination, or any other form deemed appropriate by the city manager.

All purchases amounting to ten thousand dollars (\$10,000) or more must be approved by the office of the city manager. The awarding of a bid or contract on capital outlay projects shall be with the approval of the city manager, together with approval by city council, if over \$15,000 as outlined above and shall constitute the authority for the city manager to sign the contract drawn up by the purchasing department.

### 2.3 Purchasing Agent

The purchasing agent is hired by the administrative services director and shall work under his direction. The purchasing agent shall be responsible for the daily operations of the purchasing department. The purchasing agent shall have the power and it shall be his duty:

1. Purchase or Contract. To purchase or contract for all supplies and contractual services needed by any agency which derives its support wholly or in part from the city, in accordance with purchasing procedures as prescribed herein and such rules and regulations as the purchasing agent shall adopt for the internal management and operation of the purchasing department, and such other rules and regulations as shall be prescribed by the city manager and the city council.

2. Purchasing Authority. Authority to approve up to \$5,000 on an open market basis, and up to \$10,000 on sealed bids.

3. Contracts. Approve service and maintenance contracts under \$5,000.

4. Minimum Expenditure. Act to procure for the city the highest quality in supplies and contractual services at least expense to the city.

5. Encourage Competition. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.

6. Rules and Regulations. Establish, and amend when necessary, all rules and regulations authorized by this purchasing manual and others necessary to its operation.

7. Purchasing Analysis. Keep informed on current developments in the field of purchasing, prices, market conditions and new products, and secure for the city the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognition, and by private businesses and organizations.

8. Forms. Prescribe and maintain such forms as he shall find reasonably necessary for compliance with the purchasing manual.

9. Standard Nomenclature. Prepare, adopt a standard purchasing nomenclature for using agencies and suppliers.

10. Vendors' Catalog File. Prepare, adopt and maintain a vendors' catalog file. Said catalog shall be filed according to materials and shall contain descriptions of vendors' commodities, prices, and discounts.

11. Bulk Purchases. Exploit the possibilities of buying "in bulk" so as to take full advantage of discounts.

12. Federal Tax Exemptions. Act so as to procure for the city all Federal tax exemptions to which it is entitled.

13. Cooperation with Accounting Division. Cooperate with the accounting division so as to secure for the city the maximum efficiency in budgeting and accounting.

14. Emergency Purchase. In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the city manager shall be empowered to authorize the purchasing agent to secure by open market procedure as herein set forth, at the lowest obtainable price, any supplies or contractual services regardless of the amount of the expenditure.

15. Central Stores. Exercise direct supervision over the city's central stores and general supervision over all other inventories of supplies belonging to the city.

16. Surplus Property. Sell, trade, or otherwise dispose of surplus supplies belonging to the city.

#### 2.4 Department Directors

Department directors are given the responsibility of ensuring that all personnel in their department are knowledgeable of, and fully understand, purchasing procedures established by the city manager. By following the requirements established within this manual, department directors may be able to make better use of budgeted funds for their department.

Through proper planning of purchases, so as to allow the purchasing department sufficient time to obtain proposals, quotations, or bids with an allowable lead time for delivery, departments will not only be able to realize savings through competition between vendors, but will also preclude unnecessary stock-outs and downtime.

Department directors shall be granted the final authority to approve purchases costing five hundred dollars (\$500.00) or less, if proper purchasing procedures have been adhered to, and purchases are routine in nature.

In case of an actual emergency, and with the consent of the city manager, the department director of the using department may purchase directly any supplies whose immediate procurement is essential to prevent delays in work of the using department which may vitally affect the life, health or safety of citizens. A full written report of the circumstances of the emergency shall be filed in compliance with Section 10 contained herein.

The following goods and services must be approved by the city manager's office:

1. All capital outlay or improvement projects.
2. Service and Maintenance contracts over \$5,000 that will bind the City of Grand Junction.
3. Insurance contracts.

4. Other items consistent with policy and/or practice of the city manager.

A department director may approve purchases up to five thousand dollars (\$5,000.00) if an emergency situation is declared by the city manager. Any purchase made outside of normal purchasing procedures must be immediately reported to the purchasing department.

All departmental purchases require the approval of the department director. Department directors have total control of their respective budgeted funds and expenditures; however, expenditures shall follow the procurement guidelines contained herein.

If department directors have any questions concerning procurement procedures, the purchasing agent is prepared to offer assistance. It is the responsibility of the purchasing department to work closely with requesting departments when technical information is required to ensure that adequate equipment or services are obtained.

## 2.5 Supervisors/Division Heads

Each department director has the authority of establishing purchasing regulations for supervisors and other departmental personnel, in addition to the regulations found within the purchasing manual. Minor purchases which are routine in nature and total less than one hundred dollars (\$100.00) may be obtained by supervisors if the goods and services can be acquired from local vendors and fall within the regulations established by the purchasing manual and each respective department director. Purchases shall be made with city field checks (see Section 6 for field check procedures). Invoices for the purchases are to be signed by both the employee who obtained the item(s) and the supervisor or department director. Invoices or receipts must be

turned in to the department director who will return the invoice/receipt to the finance department within one (1) working day from date of purchase.

Supervisors are responsible for their divisional expenditures and the resulting paperwork. Through prompt attention to invoices and receipts, the city may take advantage of discounts and bills can be paid to avoid late charges. Any damages or shortages on received shipments should be noted on the freight receipt and receiving report. All deliveries should be carefully accounted for by supervisors.

Supervisors may make emergency purchases for items amounting up to five hundred dollars (\$500.00), or less. An emergency situation exists when a delay would create a potential loss of personal or public property or a possible injurious situation, to either employees or citizens (see Emergency Purchase Section 10).

A list of personnel authorized to purchase items is to be submitted to the purchasing department by each department. The list shall include the signature of each individual. On occasion, vendors will send a receipt to the accounting division that is not actually a city purchase. A list of employees authorized to purchase will assist the accounts payable section of paying vendors for city purchases only.

Any department director, or supervisor, who may sample or test equipment, uniforms, chemicals, etc., for the purpose of judging its suitability or fitness in advance of a purchase, shall notify the purchasing department upon receipt. The department sampling or testing goods or materials should inform vendors that the city shall not be responsible for any items delivered for testing purposes and shall not be obligated to purchase any items.

## 2.6 Purchasing Authority Table

The following table is to be used as reference to indicate final approval authority for all city purchases. The matrix presents types and methods of purchasing on the top horizontal row; the first vertical row indicates dollars to be expended. The remaining boxes indicate the personnel required to give final approval to all purchases based on the amount of the purchase and the method of purchase. See following page for table.

Exceptions to the table include non-budgeted expenditures which require city council or city manager approval, and computer related expenditures as outlined in Section 12 of this manual.

Dollar s Type	Field Check	Paymen t Author ization	Inform al Purcha sing	Formal Compet itive Bid	Emerge ncy Purcha sing	Sole Source Purcha sing	Profes sional Servic es (RFP)
0-100	Superv isor	N/A	N/A	N/A	N/A	N/A	N/A
101- 500	N/A	Depart ment Direct or	Depart ment Direct or	N/A	Divisi on Head	N/A	N/A
501- 5,000	N/A	Depart ment Direct or	Purcha sing Agent	N/A	Depart ment Direct or	Purcha sing Agent	Purcha sing Agent



5,001-10,000	N/A	Finance Department	N/A	Purchasing Agent	City Manager	City Manager	City Manager
10,001 - 15,000	N/A	Finance Department	N/A	City Manager	City Manager	City Council	City Manager
Over 15,000	N/A	Finance Department	N/A	City Council	City Manager	City Council	City Council

## 2.7 Delegations to Other City Officials

With the approval of the city council and the city manager, the purchasing agent may delegate authority to purchase certain supplies, services, or construction items to other city officials, if such delegation is deemed necessary for the effective procurement of those items. Notwithstanding the provisions of Section 2 (Purchasing Authority), procurement authority with respect to certain supplies, services, or construction may be delegated to other city officials by the City Manager with the approval of the City Council, when such delegation is deemed necessary for the effective procurement of these supplies, services, or construction.

## SECTION 3: INFORMATION - REQUISITION

### 3.1 Requisition/Purchase Information Memo Form (PIM)

If properly utilized, the requisition can save all departments within the city time, money and avoid duplication. The requisition informs the purchasing department of the needs of the requesting departments. The requisition form enables the purchasing department to begin the research and procurement process for the fulfillment of the purchase. By following proper procedures, departments can expedite the entire process and also avoid the always expensive impulse and/or emergency purchase.

### 3.2 Anticipation of Needs

Requesting departments should prepare the requisition far enough in advance so ordinary purchases do not become emergencies. By planning and forecasting purchases in advance, the purchasing department, vendors, and requisitioning department can realize the advantages of soliciting competitive quotations, bids, or proposals.

Required delivery dates on goods and services vary greatly and order requisitions should be prepared accordingly. Departments should realize unnecessary work delays could be created if order requests are not presented in a timely manner so to ensure proper purchasing procedures are accommodated and needed delivery dates are met.

### 3.3 When to use Requisition

Requisitions (PIM Form) are required for all purchases in excess of \$5,000.00 and may be used for purchases over \$500.00.

### 3.4 How to Prepare Requisition

The Requisition Form (Figure A) should reflect as much pertinent information as is known by the department, including, but not limited to, the following:

1. Date of request for information
2. Date reply desired
3. Request by - individual, department and phone number
4. Description of equipment or services
5. Possible suppliers
6. Required delivery time

Description of the needed material or service is vital to the procurement process. Give a clear presentation of the item desired as to size, color, type, grade and any other pertinent information. If necessary, such information may be transmitted to the purchasing department on a separate sheet which shall be attached to the requisition form. If the purchase requires formal detailed specifications, purchasing may request from the using department such technical assistance as may be required in preparing the specifications.

State the purpose for which the material or service is to be used, for example, "install walk light at 12th and North Avenue." In the

case of requisitioning material or service for a specific piece of equipment, indicate the identity, such as - vehicle #2241.

After the requisition is accurately and fully completed, the requesting department shall submit the white and canary copy to the purchasing department. The requesting department will retain the pink copy. The purchasing department will be responsible for promptly completing the requisition upon receipt, and provide information as follows:

7. Sources

8. Estimated or firm price

9. Delivery information

10. Other pertinent data

11. Comments

12. Contact names

Final purchase will follow the guidelines for procurement contained herein. Purchase orders shall be issued only when signed by department directors, division supervisors or authorized personnel.

SECTION 4: PURCHASE ORDER

#### 4.1 Purpose

The Purchase Order (Figure B) is an instrument designed to control, expedite and confirm purchases for the city. It is the city's written document to a supplier formally stating all terms and conditions of the proposed transaction. A purchase order is a legal contract.

#### 4.2 Process

All departments within the city shall obtain materials, supplies, equipment and services by submitting a four (4) part purchase order form to the purchasing department.

The purchase order should be prepared far enough in advance to permit the purchasing department to obtain competitive prices and to allow sufficient time for deliveries.

Complete the four (4) part Purchase Order form as follows:

1. Vendor - this may be filled in if a good source of supply is known, or it may be changed by the purchasing department, at its discretion, any time it is determined that another source is better from the standpoint of price, availability, service, quality, etc.

2. Originating department

3. Shipped to: enter address/department for delivery of shipment

4. Contact for delivery - name of person to contact when shipment arrives.

5. Prepared by - self explanatory

Date - current date

6. Approved by - Authorizing signature

Date - current date

7. Phone No. - number of department contact person

8. Description/UT/Part # - this is especially important. Be as specific as possible; the more information furnished, the easier it will be to place your order. Always include unit of issue (each, roll, foot, etc.) Four (4) lines are provided for additional description information.

9. Unit price, estimated cost - self explanatory

10. Quantity - quantity required to fill complete order

11. Estimated Cost - enter total cost of order

12. Actual Cost - to be filled in by Accounting or Purchasing after discounts and changes

13. Account detail - enter account(s) to charge and amounts. Fill in Org., Obj., and Proj., if applicable

14. Multiple account charges - If more than seven (7) accounts are to be charged, use a change notice supplement form (Figure C).

15. When complete, post the purchase order by computer to the financial system.

Retain part four (4) for your files and forward the remaining three (3) parts to the purchasing department. All purchase orders must be sent to Purchasing. When the purchase order is received from a department, the purchasing department will provide:

1. Vendor, item reviewed and order placed.
2. Requisition changed to encumbrance in computer.
3. Copy number 1 of purchase order sent to vendor, if necessary.
4. Copy number 2 and 3 filed in open P. O. file.
5. When order or invoice is received by the department, the invoice and/or receiving report (Figure D) are sent to the purchasing department.
6. Purchase order, invoice and receiving report are matched.

7. Copy number 2 of P. O. and invoice and copy number 1 of receiving report sent to the City Comptroller.

8. Copy number 3 of P. O. and copy number 2 of receiving report filed in paid P. O. file.

#### 4.3 Subsequent Changes

Whenever a change of any kind on the Purchase Order is required, the requesting department will use the Change Notice Supplement Form (Figure C) and forward it to the purchasing department. Only Purchasing is authorized to make changes to the original purchase order.

#### 4.4 Partial Delivery Payment

If partial delivery of materials and/or services are received, and a partial payment is to be made, departments will complete the partial payment form (Figure C) and forward it along with the receiving notice to the purchasing department.

When final delivery is received, copy 2 of supplement form and copy 2 of the receiving form are attached to the part 1 and 2 copy of the purchase order and sent to accounting for final payment. The supplement form is to show that a partial payment(s) has been made.

#### 4.5 Receiving Procedure



When the material or service is delivered to the department, the authorized agent of the department, as assigned by the department director, shall inventory and inspect to ensure the materials and/or services are as listed on the shipping document and are in acceptable condition.

The receiving department will then complete a three (3) part Receiving Notice (Figure D) as follows:

1. Received from: vendor name
2. Receiving by: city department
3. Received via: method of shipment
4. Date received
5. Purchase order number
6. Shipment: full or partial
7. Quantity and description received
8. Condition of materials

If all materials are received in acceptable condition, the receiving department will, upon completion of the receiving

notice, retain part 3 and file with original purchase order requisition, and forward parts 1 and 2 to the purchasing department.

If materials and/or services received are damaged or defective, they should not be used. The receiving department will complete a receiving notice indicating the shipment is unacceptable. Part 3 is filed with the original requisition and parts 1 and 2 are forwarded to purchasing department for resolution.

#### 4.6 Blanket Order

Blanket orders permit the purchasing department to perform its primary function of negotiating for the requirements of the city. It also eliminates the necessity for the purchasing department to be involved in each individual release for requirements, reduce required paper work, and, at the same time, maintain necessary controls.

Blanket orders are used for monthly orders against annual supply contracts and are generally used to purchase materials that would not be practical or economical to stock.

Blanket orders do not commit the city to purchase any merchandise or service from the vendor. They are issued to advise the vendor of the merchandise and/or service we may require, establish terms and pricing where applicable, establish dollar limits, either per release or per month, establish personnel authorized to make releases against these orders, and outline the ordering, receiving and invoicing procedure. However, any merchandise and/or service properly released and shipped against a blanket order is covered by the terms and conditions of the blanket order.

Only the purchasing department will issue blanket orders, and no blanket order will be issued for a term longer than one month. Firm prices will be established as part of each blanket order, whenever possible, and this information will be given to the finance department to permit their payment of vendor invoices which are priced in accordance with this information.

Requests for the issuance of blanket orders by the purchasing department to cover requirements can and should be made by departments having needs that are applicable to blanket order releasing.

It must be clearly understood by all individuals authorized to make releases against blanket orders that there will be strict adherence to the provisions as outlined in the blanket order, with no exceptions, and under no circumstance will any other agreements be entered into between the releaser and the vendor. This type of blanket order will be issued only for non-capital materials and should normally cover off-the-shelf items.

It is the purchasing department's responsibility to make the vendor fully aware of the procedures of the blanket order and to make certain he will comply with these procedures before the blanket order is initiated. It is also the purchasing department's responsibility to provide adequate information and instructions to the departments and individuals involved in the use of the blanket order. It will be the purchasing department's responsibility to issue the P. O. prior to any purchases by any department. The accounting department will have the responsibility to encumber each blanket P. O. against the proper department's budgeted line items.

Instructions for Blanket Purchase Orders:

1. Releases against blanket orders can be made verbally with no

written confirmation or by telephone call after proper approval has been received by the releaser. Releasers will identify themselves and provide the following information: service or description, part number if applicable, quantity, required date, point of delivery, and blanket order number.

2. Vendor will prepare a delivery or counter ticket showing the above information.

3. Tickets will be approved by the department director or his authorized representative and sent to the purchasing department.

4. All invoices (tickets) must be identified with the number of the blanket purchase order prior to them being sent to the accounting department. These summary invoices (tickets) will be matched to the canary copy of the blanket purchase order waiting for the vendor's invoice to come at the end of the month. At that time the accounting department will process these invoices for payment. Any tickets attached to the vendor's summary invoice that cannot be matched must be explained and verified by the originating department. Authorized signatures will be placed on each ticket.

5. The purchasing department will include the following paragraph in the blanket order to these vendors: "A copy of your delivery ticket must be included with all shipments".

6. No back orders will be permitted under this procedure. If a partial shipment of any item is delivered, the order will be considered as complete and the requisitioner must reorder.

SECTION 5: CENTRAL STORES

## 5.1 Purpose

City Stores is a central warehouse in which common-use commodities, items used by more than one department, are stored and issued on a as needed basis to requesting divisions. The primary function of Stores is to maintain immediate availability of materials and supplies common in use at a low cost provided by volume purchases, and to house supplies for emergency back-up purposes. Emergency back-up supplies are those supplies that are critical to the continued operation of city service and have long term delivery lead times.

All departments shall notify City Stores of all anticipated special order demands far enough in advance so that Stores may have the additional items on hand when needed.

Items available through City Stores may not be purchased from outside vendors without permission of the purchasing agent or buyer. Outside purchases will require price or quality justification.

## 5.2 Stores Catalog

A store stock catalog containing the descriptive listing of items, item numbers and estimated price will be published and maintained by the Purchasing Department. Catalogs are furnished to all using departments and agencies on a quarterly basis, or as needed.

## 5.3 Stores Issue Slip

Departments and agencies requesting delivery from stores inventory will use the standard stores issue slip (Figure F). This form must be completed with correct department title, account number, item number, quantity, unit of measure and material description (reference stores catalog). Issue slips must have an authorized signature. The issue slip is a two part form; the first part will be retained on file by stores personnel, and the second copy will be returned with delivered materials. Deliveries shall be acknowledged by the receiving department in writing on part one of the issue slip.

#### 5.4 Stores Issue Report

Computerized stores issue reports will be distributed weekly to all using agencies. Issue reports will recount all stores purchases made during the preceding week. It is the responsibility of the receiving agency to review the reports for accuracy. Annual reports are also available.

#### 5.5 Stores Window Pickup

Items may be picked up at Stores during the hours of 8:00 A.M. to 4:30 P.M. Monday through Friday. Stores hours may be changed to comply with summer work schedules. Recipients of over-the-counter issues are required to have departmental authorization and the account number to which the item(s) will be charged.

#### 5.6 Delivery

Departments requesting supplies from City Stores will receive their deliveries on Tuesday and Thursday each week, provided stores issue slips are received in the purchasing department a day in advance.

## 5.7 Use Authorization

Personnel authorized to authenticate stores issue slips will be only those individuals designated, in writing, by department directors. Department directors will ensure that a listing of authorized personnel is updated as required.

## 5.8 Inventory Control

The proper functioning of an inventory accounting system demands that all materials and supplies received, issued, and on hand be accounted for, both in quantities and values, and that, periodically, the inventory records and accounts be verified by actual physical inventory. Once a year, generally December, Central Stores will close for several days to conduct a complete physical inventory.

The purchasing department shall be responsible for conducting periodic inventories to ensure accurate record accountability.

## SECTION 6: FIELD CHECK SYSTEM

### 6.1 Purpose

Petty Cash Checks shall be used in lieu of Purchase Orders when the purchase amounts to less than One Hundred Dollars (\$100.00). The use of checks reduces paperwork and processing costs.

## 6.2 Policies

Checks (Figure G) will be issued to department directors and division heads. Checks will be issued by the accounting department.

The checks issued to each department will not be valid for more than \$100.00 and should be used to purchase items not in Central Stores. Checks should be used for all purchases under \$100.00 with the exception of payments made to city employees. Multiple checks written to pay for a transaction which is in excess of \$100.00 is not allowed. Checks must be made out for the exact amount of the purchase.

When using the checks, you still need to comply with city purchasing regulations. Department directors and supervisors issuing blank checks to employees are responsible for ensuring:

1. The items are not available in City Stores
2. The expenditure is necessary
3. The account being charged is proper and adequate funds exist
4. The item(s) purchased is received and used for city purposes
5. That no check will be issued to a city employee, except by the central accounting department for travel expenses.



If any check is lost or stolen, the city comptroller is to be notified immediately.

The checks are two-part with the top part consisting of the check and the documentation (item description, accounting number and net cost). The second copy is a yellow duplicate of the front copy. The check must be filled out completely and correctly. Attach the receipt/invoice with the top part (documentation) of the check along with part two (yellow copy) and forward to the Administrative Services Department Accounting Division within one working day after check is issued.

The yellow duplicate copy of the check will be forwarded by accounting to the purchasing department for review of vendor selection, item quality and Stores availability. After Purchasing review, the yellow copy will be returned to the using department.

If an item is to be returned for credit, a copy of the original check (part two) and the credited funds will be returned to the accounting department with a notation outlining the circumstances.

### 6.3 Field Check Procedure (See Figure G, Section 16)

#### A. Top half for Finance

1. Insert vendor's name in "Pay to . . ." field

2. Record Date

3. Record brief description of purchase

4. Fill in account number charged

5. Fill in amount paid

B. Bottom half for vendor

1. Record Date

2. Fill in payee

3. Fill in amount . . . written and numerical

4. Sign check and insert employee identification number

Detach check for vendor. The vendor must provide a receipt/invoice for all city purchases. The receipt is attached to the remaining check copies and forwarded to the accounting department. Receipts should indicate "paid in full."

## SECTION 7: METHODS AND PROCEDURES FOR SOURCE SELECTION

### 7.1 Open Market Check Cash Purchases

Purchases of \$100.00 or less shall be made in the open market from any available source provided the expenditure complies with city

field check (petty cash) guidelines (see Section 6).

## 7.2 Quotations/Open Market Purchases under \$500.00

Insofar as it is practical for purchases under \$500.00, departmental authorized personnel shall solicit quotes from no less than three (3) vendors. Award shall be made to the business/vendor offering the lowest acceptable quotation. The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded and maintained as a public record.

## 7.3 Quotations/Open Market Purchases \$500.00 - \$4,999.00

All department directors shall plan in advance their regular budgeted purchases of five hundred dollars (\$500.00) or more so that quotations, proposals, or bids may be obtained by the purchasing department. Award of proposals or quotations will be given to the most responsible and qualified vendor with the best price.

Any expenditure for supplies, materials, equipment and services costing less than an estimated \$5,000.00, or in any amount the city manager deems to be in the best interest of the city, may be made in the "Open Market" without newspaper advertisement and without observing the procedure described in the award of competitive sealed bids or proposals. Should unique circumstances or technologies exist, department heads shall be permitted, when approved by the purchasing agent, to solicit quotations for purchases in the range of more than \$500.00 to less than \$5,000.00; however, quotation summaries and award recommendations will be forwarded to the purchasing agent for approval prior to award of business.

Quotations may be obtained by the purchasing department in the following manner:

1. In person
2. Over the telephone
3. Facsimile Machine (FAX)
4. Written quotation as per "Request for Quotation" form (Figure E).

All open market purchases shall, whenever possible, be based on three (3) or more competitive bids and shall be awarded to the lowest responsive and responsible bidder.

#### 7.4 Competitive Sealed Bids - Over \$5,000.00

##### A. Conditions for Use

Any expenditure for supplies, materials and equipment or any contract obligating the City of Grand Junction in excess of five thousand dollars (\$5,000.00), or in an amount the purchasing agent deems to be in the best interest of the city, and all major capital expenditures shall be purchased under competitive sealed (formal) bid procedures.

##### B. Public Notice

Purchases estimated to be five thousand dollars (\$5,000.00) or more shall be published twice in a general circulation newspaper in the City of Grand Junction, and published at least five (5) days preceding the last day set for the receipt of proposals. The newspaper notice shall include a general description of the articles to be purchased or sold, where bid notice and specifications may be secured, and the time and place for opening bids.

### C. Competitive Sealed Bid Procedure

1. Invitation for Bids (IFB): the notice inviting bids will set forth the time and date within which the bids must be submitted and the procedures to be followed in receiving and opening bids. Invitations will also convey contractual terms, pre-bid conferences and conditions applicable to the bid participants.

Invitations for Bids should not consolidate unrelated items into a single order. The importance of consolidating and scheduling orders should be stressed, but the point of consolidation will be to take advantage of quantity prices and bulk delivery. The department will requisition according to their needs, but the purchasing department shall assemble these needs into homogeneous lists and invite bids for each from the vendors qualified.

The IFB will indicate where the contract documents may be secured, by name and address of the office. The invitation for bids will detail any other special considerations being requested by bidders, such as: bid bonds, performance and payment bonds, or pre-bid conference time and place.

2. Specifications: Specifications will be made available to all interested parties as stated in the IFB. If for any reason

whatsoever it is necessary to change the specifications, or any other of the formal data, and there is time prior to the date of bid opening, an addendum will be issued setting forth the changes. Specification changes must allow adequate notice and mailing time and shall be coordinated between user department and Purchasing. This addendum will be mailed to everyone who received a copy of the invitation for bids. In certain cases the bid opening may be postponed to allow adequate time for respondents to prepare their bid based on specification changes. If there is not sufficient time, the investigation for bids will be cancelled and new bid process initiated.

3. Newspaper Advertisement: At least seven (7) days prior to the date for opening the sealed bids, a notice will be placed in a local newspaper or general paid circulation that, whenever possible, is published at least five (5) days a week in the City, announcing the bid invitation to ensure all interested vendors not on file in the purchasing department have the opportunity for submitting a bid. The advertisement will contain a general description of the materials and/or services to be procured, state where bid blanks and specifications may be obtained, the closing date for acceptance of bids, the time and place for opening bids and the need for bonding. All competitive sealed bid requests will be published at least twice.

#### D. Bonding:

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the purchasing agent, or department director of a using agency, deems advisable to protect the city's interests. Bid and performance bonds shall not be used as a substitute for a determination of a bidder or offerer's responsibility.

#### E. Bid Opening:

The opening of sealed bids will be a public ceremony; bids will be opened by the purchasing agent, or his designated representative, at the time and place specified in the invitation for bids.

(1) The envelopes in which the bids are sealed will be time stamped at the time of receipt and duly signaturized.

(2) A final opportunity to submit bids before the opening commences will be offered. No bid will be accepted following the time specified in the IFB.

(3) The names of those who have bid will be announced, and inquiry made as to whether any bids submitted have been omitted.

(4) As the bids are opened, such details as are appropriate will be read and copied onto the bid tally record.

(5) The bid tally record is to be clear as to the basis for each award. This abstract will always declare the basis for the award and will become a part of the public record.

(6) The tally sheet will be signed by the person recording bids.

#### F. Review and Evaluation:

The purchasing department will perform the initial review and analysis of all bids. After this review, bids will be sent to the requisitioning department for final review and recommendation.

Providing that the requirements of the Purchasing Manual have been met and the bid is under ten thousand dollars (\$10,000.), the purchasing agent and the requisitioning department director will make the award. Budgeted purchases over ten thousand dollars (\$10,000.00) and under fifteen thousand dollars (\$15,000.00) shall be awarded by the city manager as authorized by city council. Unfunded purchase requests over ten thousand dollars (\$10,000.00) must be approved by city council. Budgeted purchases over fifteen thousand dollars (\$15,000.00) shall be reviewed and awarded by city council.

#### G. Bid Closing:

The purchasing department will keep a record of completed bids. Bids requiring contracts, bonding and insurance will be held by the purchasing agent until the contractor is in total compliance with bid specifications and conditions. Final contract documents will be on file with the city clerk and the purchasing agent.

#### H. Public Record

Those who bid, and the general public, are entitled to know who all the bidders are, how much they bid and on what basis the award was made. This information is a matter of public record and will be available to all interested parties upon request.

#### I. Alternate Bids:

Alternate bids may be required whenever it is deemed desirable or necessary by the city manager.

#### J. Correction or Withdrawal of Bids:



Correction or withdrawal of bids after opening shall be prohibited unless special circumstances exist. Initiation of changes must have the city manager's prior approval. Justification shall be submitted in writing.

#### K. Pre-Bid Conference:

The purchasing agent may notify prospective bidders that a pre-bid conference has been scheduled in an attempt to clarify for vendors the intention of bid specifications and expectations of the requesting department. Conferences may be scheduled before or after invitations to bid have been issued. The pre-bid conference is an attempt to facilitate the accuracy and comprehensiveness of the bid process.

### 7.5 Competitive Sealed Proposal

#### A. Conditions for Use:

Competitive sealed Requests for Proposals (RFP) may be issued when it is necessary to provide an opportunity for reasonable price analysis, based on technical or qualitative evaluation factors. Generally, this method shall be used when the purchase is for technical equipment or specialty items, complex or professional, technical and expert services, or the purchase of nonstandard items.

#### B. Evaluation Factors:

Proposal evaluation criteria should measure how well each vendor

meets the desired performance requirements established before proposals are received. Final consideration for awarding of contract shall not be based solely on price. A combination of price, quantity and/or quality offered, and capacity to fulfill all requirements of the contract shall be considered for evaluation purposes.

#### C. Discussion after Proposal Opening:

Post-opening discussions of proposals with vendors shall be allowed. Final agreement on terms may be negotiated under a proposed contract.

#### 7.6 Purchases over Ten Thousand Dollars (\$10,000)

All department directors shall plan these purchases a minimum of six (6) weeks in advance of needed delivery date. The best way to ensure proper planning is to contact the purchasing department for estimated delivery time and other information.

Contracts exceeding \$10,000.00 shall be awarded by competitive sealed bidding unless it is determined in writing that this method is not practical. Factors to be considered in determining whether competitive sealed bidding is not practical shall include whether:

a. specifications can be prepared that permit award on the basis of either lowest bid price or the lowest evaluated bid price; and

b. the available sources, the time and place of performance, and other relevant circumstances are appropriate for the use of competitive sealed bidding.

For all competitive sealed bidding the following procedure will be observed:

1. A personal invitation for bids will be mailed to all qualified companies on the vendor/bid list.

2. An invitation for bids will be advertised in the local newspaper.

3. All bids will be opened at the time and place stated.

4. Bids will be opened by the Purchasing Agent, or a representative of the Purchasing Department, and tabulated as read. A tabulation sheet with all proposals will be made available to each vendor.

5. A recommendation will be made by the purchasing agent, department director, and/or other city staff member, and shall be presented to the city manager. The city manager may approve the purchase up to \$15,000.00 if deemed to be in the best interest of the City of Grand Junction and shall notify the city council of any waiver of purchasing regulations; purchases over \$15,000.00 shall be reviewed and awarded by city council. The exception is non-budgeted purchases over \$10,000.00 must be approved by city council.

7.7 Professional Services over Five Thousand Dollars (\$5,000)

A. Authority

For the purpose of procuring the services of licensed professionals or consultants as defined by the laws of the State of Colorado, any using agency or department requiring such services may procure them on its own behalf, in accordance with the selection procedures specified in this section. A using agency or department procuring such services shall consult with the purchasing agent. No contract for the services of legal counsel may be awarded without the approval of the city attorney.

## B. Selection Procedure

1. Conditions for Use. Except as provided under conditions for emergency and sole source procurement, the professional services designated in subsection A of this section shall be procured in accordance with this subsection.

2. Statement of Qualifications. Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services. A using agency using such professional services may specify a uniform format for statements of qualifications. Persons may amend statements at any time by filing a new statement.

3. Public Announcements and Form of Requests for Proposals. Adequate notice of the need for such services shall be given by the using agency requiring the services through a request for proposals. The request for proposals shall describe the services required, scope of work, dates and time restraints, list the types of information and data required by each offerer, and state the relative importance of particular qualifications. Selection criteria should be clearly stated in the RFP.

4. Discussions. The director of the using agency procuring the required professional services or a designee of such officer, or selection committee formed by the director, may conduct discussions and/or interviews with any offerer who has submitted a proposal to determine such offerer's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offerers.

5. Award. Award shall be made to the offerer determined in writing by the director of the using agency procuring the required professional services, or a designee of such officer, to the best qualified based on the evaluation factors set forth in the request for proposals, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified offerer, then negotiations will be formally terminated with the selected offerer. If proposals were submitted by one or more other offerers determined to be qualified, negotiations may be conducted with such other offerer or offerers, in order of their respective qualification ranking, and the contract may be awarded to the offerer then ranked best qualified if the amount of compensation is determined to be fair and reasonable.

Authority to award contracts will follow the normal purchasing authority levels.

#### 7.8 Irresponsible Vendor

Any vendor who fails to comply with the terms of an awarded bid, quotation, purchase order, or the required specifications contained within the bid, may be declared an irresponsible vendor upon the recommendation of the purchasing agent and approval of the city manager. An irresponsible vendor may be purged from all vendor and bid lists compiled by the purchasing agent for a period not to exceed three (3) years.

## SECTION 8: SPECIFICATIONS

### 8.1 Specifications

Specifications as used in this section relates to the technical and descriptive requirements of a product and to its intended use or application. It does not encompass the terms, conditions, or other contractual matters which must be set forth in the invitation for bids. Specifications describe what is required or desired--what the successful bidder is to furnish. The specifications are the communication medium between the purchaser and the seller and the basis on which the bids are prepared.

Specifications should be established so maximum competition can be secured. Specifications for each item should be definite and precise to eliminate the possibility of misunderstanding on the part of the vendor or the purchaser.

Specifications which call for only one "brand or trade name" item to be furnished shall not be issued unless prior approval is granted by the purchasing agent. Such brand names may be used to establish an acceptable or minimum standards that all vendors must meet or exceed.

In considering and developing specifications, it must always be remembered that expenditures derived from public source and administered by public bodies cannot be expected to provide for luxurious levels of quality. Therefore, the general policy of purchasing good, standard grades of merchandise which represent an optimum between quality and price and provide a satisfactory level of service will be followed.

### 8.2 Definitions

1. Standard specifications means a description of all required physical and functional characteristics of a specific supply, service or construction item.

2. Design specification describes in detail a precise configuration, measurement, tolerance, material or a method of testing or inspection of a particular supply, service or construction item.

3. Performance specification describes a result or capability to be achieved by a supply, service or construction item, such as speed, output, maintainability or reliability.

### 8.3 Preference for Standard Specifications

It is the general policy of the City of Grand Junction to develop standard specifications whenever practicable.

### 8.4 Preparation of Specifications

All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying the city's needs, and shall not be unduly restrictive. The policy enunciated in this section applies to all specifications including but not limited to, those prepared for the city by architects, engineers, designers and draftsmen.

Bids and quotations should be based on concise but adequate specifications. A lengthy specification composed or designed solely for the purpose of eliminating competition, other than

those able to supply a particular brand name commodity, should be avoided and the actual brand name or common description should be used when no other of its kind would be equally satisfactory. Specifications should be detailed to provide a basis for full and fair competitive bidding upon a common standard, and should be free from any restrictions which would have the effect of stifling competition.

The preparation of specifications is the responsibility of the purchasing agent, however user departments shall be responsible for providing the purchasing agent with information for preparing the specifications. Specifications shall be definite and certain, and permit competition except on noncompetitive types and kinds.

The purchasing agent may make modifications or alterations to a specification to permit competitive bidding. The purchasing agent will furnish the requesting department a written report of the changes recommended and why changes are desired.

#### 8.5 Changing Specifications

Once an invitation for bids has been mailed, no changes in the specifications can be made unless all prospective bidders are so notified by certified mail in an addendum, in duplicate, clearly pointing out such changes. This addendum shall instruct the bidder to sign and attach one copy to his bid as proof of receipt and retain the second copy with his bid file.

Once a decision has been reached on the specifications, all bids must be based upon the same specifications and no bidder has a right to substitute other specifications for those contained in the bid.



## SECTION 9: CONTRACTS

### 9.1 Purpose of Contract

A contract is a solemn agreement between parties, usually written, with binding legal and moral forces; usually exchanging goods or services for money or other consideration.

A formal contract other than a purchase order normally will be required for all awards or purchases exceeding ten thousand dollars (\$10,000.) for services or a combination of materials and services.

### 9.2 Preparation of Contract

In practice, the purchasing agent will prepare the contract. The city attorney's office will provide legal advice during contract preparation and negotiation. The city manager will sign all City of Grand Junction contracts over \$5,000.00. The purchasing agent shall sign contracts under \$5,000.00.

Contracts shall be prepared in triplicate; completed contracts shall be filed with the contractor/vendor, city clerk's office and the purchasing department.

### 9.3 Specified Period

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the city provided the term of the contract

and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of the contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to availability and appropriation of funds thereof.

#### 9.4 State Contracts

Under a permissive State law, (CRS 24-110-101 et. seq.) the city may purchase from State of Colorado contracts without bidding and will do so when in the best interest of the city.

#### 9.5 Types of Contract

##### A. One time/Fixed Price:

This type of contract or purchase order is for a one time buy of a set amount of materials and/or services at a fixed price and terminates upon final receipt of materials or acceptance of the completed service or facility by an authorized city representative.

##### B. Sole Source:

This type of contract or purchase order is to a designated vendor without competitive bids or quotations for specific materials or services which cannot practically be provided by another vendor or is in the best interest of the city. The requesting department director or division supervisor will provide complete justification for sole source. All sole source awards, prior to being awarded, shall be approved by the purchasing agent; however, if the purchase amount is in excess of \$5,000.00, such sole source

purchase must be approved by the city manager, and in some cases the city council (See Section 11).

C. Blanket Purchase Order:

Blanket purchase orders shall be issued for a given time period, not to exceed one (1) month, and shall be for a definite amount of funds. Funds are encumbered, based on the estimated dollar volume, on the date the purchase order, or when a contract is issued. Blanket purchase orders are used to supplement only; i.e., emergency pickup of parts or materials that would not be practical or economical to stock (See Section 4.6).

D. Annual Supply Contract:

A contract for services or material used daily, weekly or monthly. Awards are in effect for a one (1) year period. Standing delivery orders are usually placed with the vendor for a fixed amount either daily, weekly or monthly.

E. Open-end Contract:

An annual supply contract where the quantity may be more or less, with only the estimated quantity specified. Actual consumption can fall below or exceed estimated quantity; however, consumption should not normally exceed twenty percent (20%) of the estimated usage. Payment is made to the vendor based on actual deliveries.

F. Cost-Reimbursement Contract:

Cost-reimbursement contract means a contract under which the city reimburses the contractor for those contract costs, within a stated ceiling, which are incurred specifically to meet the contract requirements.

Cost reimbursement contracts shall be approved beforehand by the city manager. This type of contract should be used only when uncertainties involved in contract performance are of such magnitude that the cost of performance cannot be estimated with sufficient reasonableness to justify the use of any type of fixed-price contract.

#### G. Cost-Plus-A-Percentage-of-Cost Contract:

Cost-plus-a-percentage-of-cost type contracts are expressly prohibited by City of Grand Junction because they tend to encourage cost overruns by contractors and excessive prices to the city.

### SECTION 10: EMERGENCY PURCHASES

#### 10.1 Conditions of Use

In case of emergency affecting the public peace, health or safety, the city manager may waive all provisions for competitive bidding. In such instances, the city manager may direct the appropriate department director or purchasing agent to procure such emergency needs by informal open market procedure, as expeditiously as possible, at not more than commercial prices. When expenditures exceed \$10,000, a full report of the circumstances necessitating the emergency action shall be presented at the next city council meeting by the city manager.

In the event of an actual emergency during non-working hours, the department director may purchase directly any supplies whose immediate procurement is essential to protect the life, health, or safety of the public. The department head, using the emergency procedure, shall submit by close of business the next work day, a purchase order with a copy of the delivery document and a written report explaining the circumstances of the emergency to the city manager.

A department director may approve emergency purchases up to five thousand dollars (\$5,000.00) without prior approval of the city manager. A report of circumstances shall be submitted to the city manager by close of business the next work day.

A supervisor may approve emergency purchase up to five hundred dollars (\$500.00) without prior approval of the department director. A report of circumstances shall be submitted to the appropriate department director and purchasing agent by close of business the next work day.

## SECTION 11: SOLE SOURCE DESIGNATION

### 11.1 Conditions of Use

When, in the opinion of the purchasing agent the best interests of the city will be served, the agent may authorize the use of sole source procurement procedures provided the expenditure does not exceed five thousand dollars (\$5,000.00). Sole source requests in excess of five thousand dollars (\$5,000.00) shall be approved by the city manager; requests for expenditures over ten thousand dollars (\$10,000) shall be approved by City Council.

## 11.2 Sole Source Criteria

The Purchasing process provides for the procurement of some supplies and equipment on a proprietary basis. Any item of purchase to be classed as proprietary must meet certain criteria as defined below;

1. Applies to noncompetitive types and kinds of supplies.
2. That which is not readily available from more than one supplier or manufacturer.
3. The over riding consideration for purchase is compatibility or conformity with city owned equipment or materials in which nonconformance would require the expenditure of additional funds.
4. Some professional services. The word "professional" does not necessarily mean the service is proprietary.
5. When bids have been solicited and no responsive bid has been received from a responsible bidder.

Departments having a need for an item, and believing it meets one or more of the above criteria, accompany the purchase order requisition to the purchasing agent with a full explanatory memo of why it is proprietary. Personal preference, convenience, or "to standardize" is not sufficient justification for spending public funds under noncompetitive conditions.

## 11.3 Authorization

Proprietary purchases of five hundred (\$500.00) to five thousand dollars (\$5,000.00) must be approved by the purchasing agent. Proprietary purchases of more than five thousand dollars (\$5,000.00) must be approved by the city manager. Proprietary purchases over ten thousand dollars (\$10,000) must be approved by Council.

## SECTION 12: COMPUTER HARDWARE/SOFTWARE PURCHASES

### 12.1 General Statement

All purchases of computer hardware and software must have prior approval of the City's Information Services Manager.

### 12.2 Guidelines

This procedure is to be followed for all hardware and software purchases regardless of price, including printers, plotters, monitors, memory and multifunction cards, co-processor chips, disk drives, and backup type units.

This procedure does not apply to computer accessories or furniture (desks, stands, floppy disks, paper, ribbons, anti-glare screens, surge suppressors, etc.). Normal purchasing procedures will be followed for these items.

### 12.3 Request and Purchase Procedure

1. The department requesting purchase shall fill out a Requisition (Figure A), signed by requesting department director (or other individual as authorized by department director). The Requisition shall include intended use of item requested and brief justification under "Description of Equipment or Services". It may also include a recommended source(s) and price.

2. The Requisition will be forwarded to Information Systems for review. The information service's director, or his designated representative, will evaluate the request. The information services manager can either approve the request, approve an alternative purchase or arrange a meeting with the department involved to discuss potential problems.

3. Purchases under \$500.00 will be returned to the requesting department for purchase, with recommended source. Purchase over \$500.00 will be forwarded to the purchasing department for processing.

Purchases which would, because of dollar amount, require a bid procedure, but for which it is deemed not in the city's interest to seek bids (because of the need to standardize equipment, or provide equipment which fits within current maintenance/service policy) will be so marked upon forwarding to purchasing department. Such purchase requests must meet city guidelines for sole source procurement (See Section 11). Sole source computer related purchases will be justified in writing by the information services director or his designated representative.

4. To expedite the purchase of routinely approved software and hardware, contact the Information Systems Division for a list of pre-approved materials. Purchases of pre-approved computer related items do not require compliance with the aforementioned conditions.



## SECTION 13: PRINTING

### 13.1 Print Shop

The purchasing department maintains a print shop equipped to handle reproduction work. All internal documents shall be reproduced by the City Print Shop. The print shop is capable of producing all types of print work and reproduction with the exception of continuous forms and multi-colored pamphlets and brochures.

The Print Shop Request Form (Figure H) is used to secure reproduction work from the print shop. The requesting party should furnish a copy of the form that is to be produced. The copy should be carefully scrutinized to eliminate obsolete or erroneous information. The quantity ordered should allow the advantage of economical longer runs, but at the same time, guard against waste through obsolescence.

### 13.2 Typesetting and Set-up

It is the responsibility of the user department to have their print jobs camera ready prior to submission to the print shop.

### 13.3 Contractual Printing

Printing requirements that are not economical or efficient to reproduce in the City of Grand Junction Print Shop may be offered to private, full-time printing firms. Requesting departments that desire reproduction work from external print shops shall initiate an order request for the printing required. All contracted printing requirements must be approved by the purchasing agent.

## SECTION 14: DISPOSAL OF SURPLUS PROPERTY

### 14.1 Surplus Stock

All using departments shall submit an annual report showing stocks of all supplies which are no longer used or which have become obsolete, worn out or scrapped. Annual reports shall be submitted to the purchasing department no later than May 1st of the current year. The purchasing agent shall have authority to transfer surplus materials, supplies and equipment between departments, as needed and in the best interest of the city. Supplies no longer of use to the municipality, items of scrap material and equipment shall be sold by auction or sealed bids to the highest bidder. The purchasing agent shall have the authority to reject any or all bids in the best interest of the city.

### 14.2 Property Reduction Report

Whenever a department director or supervisor determines that equipment assigned to their department is of no further benefit to the department's operation, a Report of Property and Equipment Reduction Form (Figure I) shall be submitted to the purchasing department. The materials will be delivered to the Stores Warehouse, 2549 River Road, for storage and sale. Reports are required for all property with an original purchase price over \$500.00, or items purchased with State or Federal grant monies.

### 14.3 Disposal

Equipment no longer useful to the City of Grand Junction operations shall be disposed of by sealed bid or public auction.

Materials listed as surplus shall be offered to any city agency prior to advertisement for sale. Preference will be given to other political subdivisions of the State when disposing of surplus property. Items to be disposed of by bid or auction shall have been approved by the purchasing agent. The purchasing department shall cause the bid or auction to be conducted. No department shall loan, destroy or remove equipment or materials from the city's custody without prior approval from the purchasing agent.

#### 14.4 Exception

The purchasing agent has authority to forego the auction or sealed bid process when the surplus materials, supplies and equipment has a resale value under one hundred dollars (\$100.00); such property may be disposed of by negotiated sales to individuals or other communities.

### SECTION 15: ETHICS IN PUBLIC CONTRACTING

#### 15.1 General Statement

Any attempt to realize personal gain through public employment is a breach of public trust. To the extent that violations of ethical standards of conduct set forth in this section constitute violations of the Colorado Revised Statutes, as amended, they shall be punishable as provided therein. Such penalties shall be in addition to the administrative sanctions set forth in this section.

#### 15.2 Gratuities and Kickbacks

Gratuities. It is a breach of ethical standards for any person to

offer, give, or agree to give any employee or public official a gratuity or an offer of employment in connection with any decision or recommendation concerning a possible or actual purchase on behalf of the City of Grand Junction.

Gratuities shall not mean pens, pencils, calendars, or other novelty items used as advertising, meals or other meeting circumstances for the purpose of conducting or discussing official business. The above may not exceed fifteen dollars (\$15.00) in value.

Kickbacks. It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract and solicitation thereof.

### 15.3 Confidential Information

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for his or her personal gain, or the personal gain of others.

### 15.4 Purchases from Employees

A number of employees have employment other than with the City of Grand Junction. If an employee has the ability to furnish the city with goods or services outside of normal job description duties, the employee may apply to the purchasing department for inclusion in the vendor's list. Employees of elected officials must file a Public Disclosure Record prior to being admitted to the city's qualified vendor's list. No employee may provide goods or services to the department in which they are assigned, unless approval is

granted by the office of the city manager. All purchases from employees must be awarded on a competitive quotation, proposal, or bid basis.

#### 15.5 Public Disclosure Record

Any city elected official or employee who shall solicit or receive any pay, commission, money, or thing of value, or derive any benefit, profit or advantage, directly or indirectly, from or by reason of any dealings with or service for the city, by himself/herself or by others, except his or her lawful compensation or salary, shall be required to complete a Public Disclosure Record (Figure J) outlining the individuals financial interest.

#### 15.6 Employee Purchases

Any attempt to realize personal gain through public employment, inconsistent with the responsible discharge of that public employment, is a breach of public trust.

It is a breach of ethical standards for any employee or public official to solicit or request monetary discounts from vendors based on employment with the City of Grand Junction.

#### 15.7 Sanctions

A. Employees. The city manager may impose any one or more of the following sanctions on a city employee for violations of the ethical standards in this section:

1. Oral or written warnings or reprimands;
2. Suspension with or without pay for specified periods of time;  
or
3. Termination of employment.

B. Nonemployees. The city manager may impose any one or more of the following sanctions on a nonemployee for violation of the ethical standards.

1. Written warnings or reprimands;
2. Termination of Contracts; or
3. Debarment or suspension for cause from consideration for award of contracts, debarment not to exceed three (3) years.

## SECTION 16: TERMS AND DEFINITIONS

### 16.1 Terms and Definitions

#### Account Payable

A debt owed that arises in the course of business transaction (e.g., invoices, claims, and bills; for materials received but not yet paid).

Account Receivable

A claim against a debtor usually arising from sales or services rendered.

Agent

One acting for another, called principal in dealing with third parties.

Architect & Engineering (A & E)

All professional services associated with the research, design and construction of facilities.

Bid

A competitive price offer made by an intended seller, usually in reply to an invitation to bid. A price offer made at a public auction.

Bid Bond

An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event of specific award bidder fails to sign the contract as bid.

## Bid Deposit

A sum of money or check, deposited with and at the request of the city to guarantee that the bidder (depositor) will, if selected, sign the contract as bid. If the bidder does not sign the contract, the deposit is forfeited in the amount of the deposit.

## Bid Opening

The act of publicly removing bids from the bid box, opening the bid envelopes, and making available, for public inspection, the bids received.

## Blanket Order

Generally specifies prices, terms, conditions and the period covered, but does not specify the quantity. Shipments are made against releases.

## Brand Name Description

A description that identifies a single item or source for a product or service on a proprietary basis. Products are usually referenced by model or part number.

## Centralized Purchasing



A system of purchasing in which the authority, responsibility, and control of purchasing activities is concentrated in one administrative unit.

#### Change Order

Purchaser's written modification or addition to a purchase order.

#### Collusion

A secret agreement or cooperation between two or more persons to accomplish a fraudulent, deceitful or unlawful purpose.

#### Competitive Sealed Bid

The offer of firm bids by individuals or firms competing for a contract, privilege, or right to supply specified services or merchandise. Bids are submitted in sealed envelopes to prevent dissemination of the contents before the deadline for the submission of all bids; required on major procurements over \$5,000.00 to ensure fair competition among bidders.

#### Contract

An agreement, enforceable by law, between two or more competent parties, to do or not to do something not prohibited by law, for a consideration. Any type of agreement or order for the procurement of supplies or construction.

## Delivery

The transfer of possession. Shipping: submission of the bill of lading or title to the goods by the carrier to the recipient.

## Demurrage

The detention of a vessel, or railroad car beyond the agreed time. A delay in unloading a railroad car or vessel.

## Emergency Purchase

A purchase made without following the normal purchasing procedure in order to obtain goods or services quickly to meet an emergency.

## Evaluation of Bids

The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and other characteristics of the bid relating to the selection of the award bid.

## Formal Advertising

The placement of a notice in a newspaper or other media according to legal requirements to inform and solicit the public that the city is requesting bids on specific purchases it intends to make.

## Formal Contract

An agreement, enforceable by law, between two or more competent parties, to do or not to do something not prohibited by law, for a consideration.

## Informal Bid

A request for price quotation (3) for a commodity or service that does not require a sealed bid or public opening or reading of bids. Appropriate method for purchases over \$500.00 and under \$5,000.00.

## Invoice

Seller's itemized document stating prices and quantities of goods and/or services delivered, and sent to buyer for payment.

## Invitation For Bids

Solicitation for prospective suppliers by a purchaser requesting their competitive price quotations.

## Lease Purchase Agreement

An acquisition contract in which the lease's periodic payments or parts thereof are applied both to fulfill the lease obligation and as installments for equity and eventual ownership of the commodity

upon completion of the agreement.

Net Price

Price after all discounts, rebates, etc. have been allowed.

Non-budgeted Purchase

Purchase of materials or services of benefit to the City even though the particular performance has not been budgeted for within a department so long as the expenditure will not cause the program or division of the budget to be overexpended.

Non-Responsive Bid

A bid that does not conform to the mandatory or essential requirements of the invitation for bid.

Not Low Bidder

Award of a bid to a supplier that did not submit the lowest responsive bid.

Obsolete

No longer in use, discarded, out of date.

### Open Market Purchase

A purchase in an amount less than \$500.00 which is made by buying from any available source, as opposed to buying from a vendor who has responded to an invitation to bid.

### Performance Bond

A contract of guarantee executed subsequent to award by a successful bidder to protect the city from loss due to his inability to complete the contract as agreed.

### Performance Specification

A specification setting forth performance requirements that have been determined to be necessary for the item involved to perform and last as required.

### Petty Cash Check

City checks to be used for open market purchases in an amount less than \$100.00, and made in accordance with established policy and controls.

### Pre-Bid Conference

Meeting held with prospective bidders prior to solicitation of

bids or proposals, to recognize state of the art limits, technical aspects, specifications, and standards relative to the subject and elicit expertise and bidders interest in pursuing the task.

#### Prequalification Of Bidders

The screening of potential vendors in which a city considers such factors as finances, reputation, management, etc. in order to develop a list of vendors qualified to bid on city contracts.

#### Procurement

The combined functions of purchasing, inventory control, traffic and transportation, receiving, receiving inspection, storekeeping, and salvage and disposal operations.

#### Proprietary Article

An item made and marketed by a person or persons having the exclusive right to manufacture and sell it.

#### Protest

A complaint about a city administrative action or decision brought by a bidder or vendor to the appropriate administrative section with the intention of receiving a remedial result.

#### Purchase Authorization

A purchase authorization is a Finance Dept. form to be used when purchasing certain services and materials without using a requisition or purchase order.

Purchase Order

A purchaser's written document to a supplier formally stating all terms and conditions of a proposed transaction.

Purchasing Manual

Documents which stipulates rules for purchasing's relations with suppliers and with other departments and prescribes the procedures to follow.

Quotation

Generally a sales proposal including price, sales terms, and conditions; a price statement as an offer; a bid.

Recycled Paper

Paper made from waste paper products

Request for Proposal

A request for an offer by one party to another of terms and conditions with references to some work or undertaking. Agreement is negotiable.

#### Request for Quote

A form of informal solicitation including obtaining oral or written quotes from vendors without formal advertising and receipt of sealed bids. Normally used for purchases where statutes do not require formal sealed bids but is considered good business practice to establish price competition.

#### Requisition

An internal document by which a functional department such as stores, maintenance, production, sends to the purchasing department details of materials to meet their needs, replenish stocks, or obtain materials for specific jobs or contracts.

#### Responsible Bidder

A bidder whose reputation, past performance, and business and financial capabilities are such that he (she) would be judged by appropriate authority to be capable of fulfilling the bid or proposal requirements.

#### Responsive Bidder

A bidder whose bid does not vary from the specifications and terms set out by the city in the bid documents.



Scrap

Material that is damaged, defective, or deteriorated to the extent that it has no value except for its basic material content.

Sealed Bid

A bid submitted in a sealed envelope to prevent dissemination of its contents before the deadline for the submission of all bids; usually required by the purchasing authority on major procurements to ensure fair competition among bidders.

Service Contract

A contract that calls for a contractor's time and effort rather than for a concrete end product.

Software

A set of programs, procedures, and possibly associated documentation concerned with the operation of a data processing system. Contrast with hardware.

Sole Source Purchase

The purchase of a commodity which can only be purchased from one supplier, usually because of its technological, specialized, or

unique character.

## Solicitation

The process of notifying prospective bidders that the city wishes to receive bids to provide goods or services. The process might consist of public advertising, the mailing of invitations for bids, the posting of notices, telephone calls to prospective bidders, etc.

## Tabulation of Bids

The recording of bids and bidding data that was submitted in response to a specific invitation for the purposes of comparison, analysis, and record-keeping.

## SECTION 17: APPENDICES

### 17.1 Forms List

Figure A - Requisition Form

Figure B - Purchase Order

Figure C - Partial Payment/Change Notice Supplement

Figure D - Receiving Report

Figure E - Request for Quotes

Figure F - Stores Issue Slip

Figure G - Field Check

Figure H - Print Shop Request

Figure I - Report of Property and Equipment Reduction

Figure J - Public Disclosure Record

Figure K - Payment Authorization Form/Instructions

#### Payment Authorization

The Payment Authorization is a Finance Department form to be used when purchasing certain services and materials without using a requisition form or a purchase order.

Payment Authorizations for the following purposes shall be sent directly to the Finance Department.

1. Payment of newspaper and magazine subscriptions; books and periodicals.

2. Organizational dues and membership fees.
3. Registration fees for seminars and workshops.
4. Professional, technical and expert services (if not already encumbered on a purchase order) such as but not limited to: legal or auditing fees, advertising, physical exams, auto mileage allowance, filing and recording expenses, tuition reimbursement, etc.
5. Refunds due to overpayment or adjustment of a bill or invoice.
6. Transfers and reimbursements from one fund to another.
7. Payment of real estate taxes; utility and telephone invoices.
8. Transfer or investment of City funds and repayment of loans or bond principal and interest.
9. Payment of payroll taxes and benefits from the clearing escrow fund.
10. Payment of court ordered garnishment and wage demands.
11. Payments authorized by specific resolution of the City Council.

12. Payments of insurance or insurance related expenses.

#### Procedure

1. The department director must sign the Payment Authorization. The original is then sent to the Finance Department, and the copy kept for the department's file.

2. All Payment Authorizations must be accompanied with an original invoice, order form, letter billing or supporting document and a copy of the original invoice, order form, letter billing or supporting document if the original must be sent to the vendor.

3. Prior to a check being written, the Finance Department will determine if the request is for an authorized purpose. If not, the check request will be returned to the requesting department with an explanation of why it is being rejected.

4. For proper internal control, all checks requested on this form will be mailed by the Finance Department.

HEARING - PETITION FOR FOUNTAINHEAD ANNEXATION (136.22 ACRES),  
LOCATED NORTH OF G ROAD BETWEEN 25-1/4 AND 24 ROADS - RESOLUTION  
NO. 48-91 TO ANNEX - PROPOSED ORDINANCE

A hearing was held after proper notice on the petition for Fountainhead Annexation (136.22 acres), located north of G Road between 25-1/4 Road and 24 Road. Karl Metzner, Community Development Department, reviewed the petition for annexation.

Those speaking in opposition to the annexation were:

Mr. Donald Yeager, 2466 G Road, stated he felt this area is so far out from the City that it should not be annexed to the City. He thinks that Fountainhead Development Co. is requesting the annexation just to pay for the sewer line that they propose to install. He was also concerned about the weed ordinance as he has pasture land, and is raising livestock on his property.

Community Development Director Bennett Boeschstein explained that pasture grass, or alfalfa would not be categorized as a weed. Animals would be grandfathered into the City.

Mr. William Boyston, 2454 G Road, raised the same concern, as well as the storage of vehicles. He does not have animals on his property at present, but would like to acquire some in the future. That was his reason for moving to the property. His parents had animals on the property years ago.

City Attorney Dan Wilson commented that the element of truth comes up often where what was on the property in 1972 becomes important (grandfathered use). A letter that defines what happened in 1971 stays in the Planning file for decades. The City then uses that file as a resource. He explained that as long as the use is continued, and not an expansion of the use, both as to area and intensity, it would fall under the grandfathered use.

Payton Roberson, 717 24-3/4 Road, stated that he does not want to be in the City.

Ms. Mary Meyers, 2480 G Road, was concerned that her utilities

would be switched from Grand Valley Rural Power Co. to Public Service, and asked who would pay for that switch. Council responded that the utility companies suffer the cost. She stated she would prefer not to be located inside the City limits.

Dick Powell, 702 15 Road, owner of property located at the northeast corner of 25 and G Roads, stated he does not wish to be considered for annexation into the City.

Cliff Koele, 712 24-3/4 Road, stated that he is opposed to the annexation.

Mr. Yeager questioned how many votes the Fountainhead owners have regarding the petition for annexation.

President Shepherd explained that 50% of the property owners and 50% of the land area must petition for annexation. The Fountainhead property encompasses a little over 50% of the entire properties.

Councilman Baughman felt that annexation should be accomplished with contiguous property boundaries. He felt this annexation would be flagpoling. He stated the majority of property owners, other than the Fountainhead property, are opposed to annexation. He encouraged Council to vote against the annexation.

Councilman Theobald stated that the area that appears to be the outer edge of the City today will be surrounded on every side by the City of Grand Junction in approximately five years. He stated that this annexation is a legal, proper, and traditional form of annexation.

President Shepherd clarified the distinction between land use and jurisdiction. The intent of this annexation is not to significantly change land use. He felt that the change that is reflected in the annexation process is one of jurisdiction. The County has reiterated that they do not have the funds nor do they have the desire to serve and increasingly urbanize the Valley, and to meet the needs of an increasingly populated area in terms of air quality control, police protection, sewer, parks, etc. Although this annexation may appear "piecemeal" now, the City is attempting to square up the boundaries of its outer limits.

The hearing was closed.

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Theobold, seconded by Councilman Bessinger and carried by roll call vote with Councilmen BENNETT and BAUGHMAN voting NO, the Resolution was passed and adopted as read.

The following entitled proposed ordinance was presented and read: AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF GRAND JUNCTION, COLORADO (FOUNTAINHEAD ANNEXATION), NORTH OF G ROAD BETWEEN 25-1/4 ROAD AND 24 ROAD. Upon motion by Councilman Nelson, seconded by Councilman Theobold and carried with Councilman BAUGHMAN voting NO, the proposed ordinance was passed for publication.

HEARING - PETITION FOR FOSTER ANNEXATION NO. 2 (1.32 ACRES),  
LOCATED WEST OF CASCADE DRIVE AND SOUTH OF HOMESTEAD ROAD -  
RESOLUTION NO. 49-91 TO ANNEX - PROPOSED ORDINANCE TO ANNEX -  
PROPOSED ORDINANCE ZONING PLANNED RESIDENTIAL (PR) 32-91

A hearing was held after proper notice on the petition for Foster



Annexation No. 2 (1.32 acres), located west of Cascade Drive and south of Homestead Road. This is a request to zone 1.32 acres also known as Horizon Glen Subdivision Phase 1 to Planned Residential (PR) 21-91 with a density of 1.75 units per acre. Karl Metzner, Community Development Department, reviewed the annexation.

RESOLUTION NO. 48-91

WHEREAS, on the 5th day of June, 1991, a petition was submitted to the City council of the City of Grand Junction, Colorado, for annexation to said City of the following described property situate in Mesa County, Colorado, and described as follows:

Lots 53 through 61 and 63 of Pomona Park Subdivision, Section 33 and Section 34 T1N R1W

and

all of the replat of Fountainhead Subdivision, except Lot 1, Block 3, Section 33 T1N R1W, lying east of the east right-of-way line of 24 1/2 Road as platted in said subdivision

and

all of the G Road right-of-way lying North of the South line of Section 33 T1N R1W, and North of the South line of Section 34 T1N R1W for a distance of 660 feet east of the west line said Section 34. (Fountainhead Annexation)

North of G Road between 251/4 and 24 Roads

WHEREAS, a hearing on the petition was duly held after proper notice on the 17th day of July, 1991;

WHEREAS, the Council has found and determined and does hereby find and determine that said petition is in substantial compliance with statutory requirements therefor; that one-sixth of the perimeter of the area proposed to be annexed is contiguous with the City; that a community of interest exists between the territory and the City; that the territory proposed to be annexed is urban or will be urbanized in the near future; that the said territory is integrated or is capable of being integrated with said City; that no land held in single ownership has been divided by the proposed annexation that no land held in identical ownership comprising more than twenty acres, which has an assessed value in excess of two hundred thousand dollars, is included without the landowner's consent, and that no election is required under the Municipal Annexation Act of 1965.

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

That the said territory is eligible for annexation to the City of Grand Junction, Colorado, and should be so annexed by Ordinance.

PASSED and ADOPTED, this 17th day of July, 1991.

Conner W. Shepherd

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President of the Council

Attest:

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City Clerk

RESOLUTION NO. 49-91

WHEREAS, on the 5th day of June, 1991, a petition was submitted to the City council of the City of Grand Junction, Colorado, for annexation to said City of the following described property situate in Mesa County, Colorado, and described as follows:

Beginning at the SW Corner, NE4NE4, Section 2, Township 1 South, Range 1 West, Ute Meridian and considering the South line NE4NE4 of said Section 2 to bear S 90 deg. 00 min. 00 sec. W with all bearing contained herein relative thereto; thence N 00 deg. 16 min. 00 sec. E along the West line NE4NE4 of said Section 2, 150.00 feet to the SW Corner of Lot 1, Foster Subdivision; thence S 90 deg. 00 min. 00 sec. E 136.10 feet to the SE Corner of said Lot 1; thence S 82 deg. 02 min. 56 sec. E, 315.07 feet; thence S 26 deg. 47 min. 00 sec. W, 118.07 feet to a point on the South line NE4NE4 of said Section 2; thence S 90 deg. 00 min. 00 sec. W along South line NE4NE4 395.75 feet to the point of beginning: Containing 1.32 acres more or less. (Foster Annexation #2 - West of Cascade Drive and South of Homestead Road).

WHEREAS, a hearing on the petition was duly held after proper notice on the 17th day of July, 1991;

WHEREAS, the Council has found and determined and does hereby find and determine that said petition is in substantial compliance with

statutory requirements therefor; that one-sixth of the perimeter of the area proposed to be annexed is contiguous with the City; that a community of interest exists between the territory and the City; that the territory proposed to be annexed is urban or will be urbanized in the near future; that the said territory is integrated or is capable of being integrated with said City; that no land held in single ownership has been divided by the proposed annexation that no land held in identical ownership comprising more than twenty acres, which has an assessed value in excess of two hundred thousand dollars, is included without the landowner's consent, and that no election is required under the Municipal Annexation Act of 1965.

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

That the said territory is eligible for annexation to the City of Grand Junction, Colorado, and should be so annexed by Ordinance.

PASSED and ADOPTED, this 17th day of July, 1991.

Conner W. Shepherd

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President of the Council

Attest:

Neva B. Lockhart, CMC

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City Clerk

There were no opponents, letters or counterpetitions. The hearing was closed.

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Theobold, seconded by Councilman Bessinger and carried by roll call vote, the Resolution was passed and adopted as read.

The following entitled proposed ordinance was presented and read: AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF GRAND JUNCTION, COLORADO (FOSTER ANNEXATION), WEST OF CASCADE DRIVE AND SOUTH OF HOMESTEAD ROAD. Upon motion by Councilman Theobold, seconded by Councilman Nelson and carried, the proposed ordinance was passed for publication.

The following entitled proposed ordinance was presented and read: ZONING CERTAIN LANDS ANNEXED TO THE CITY LOCATED WEST OF CASCADE DRIVE AND SOUTH OF HOMESTEAD COURT. Upon motion by Councilman Theobold, seconded by Councilman Baughman and carried, the proposed ordinance was passed for publication.

HEARING - PETITION FOR FIRST AND PATTERSON ANNEXATION (40.99 ACRES), LOCATED ON THE SOUTHWEST AND NORTHWEST CORNER OF FIRST STREET AND PATTERSON ROAD - RESOLUTION NO. 50-91 TO ANNEX - PROPOSED ORDINANCE TO ANNEX

A hearing was held after proper notice on the petition for First and Patterson Annexation (40.99 acres), located on the southwest and northwest corner of First Street and Patterson Road. Karl Metzner, Community Development Department, reviewed the

annexation.

Mr. Metzner stated that a letter was received on July 16 from Dr. Mary Moore, owner of property located at the southern most strip of land in the southern most parcel, objecting to the annexation.

Those speaking in opposition to the annexation were as follows:

Dennis Scollard, 2595 Fruitridge Drive, asked if the property owners must be notified of intent to annex and the date of hearing. City Attorney Dan Wilson responded that the City is required to publish a public notice stating the date and time of said hearing. It was determined that Mr. Scollard resides outside the area of the intended annexation.

Mr. Robert Traylor, representing Dr. Mary Moore who resides at 2403 N. 1st Street, stated that Dr. Moore wishes to be excluded from the annexation. She has no legal argument, but she is pleading with Council to leave her property out of the annexation for now, and perhaps bring her into the City within the next three years.

Councilman Jim Baughman owns property in this area. He questioned whether he should abstain from discussion on this item. City Attorney Wilson assured Mr. Baughman that there would be no legal conflict with his discussion and vote regarding this item. Mr. Baughman, along with his father and brother are property owners in the area. He does not object to the annexation if the area can be retained in its present character and use. If that is not possible, he does, in fact, object. He asked that Council honor Dr. Moore's request for a three-year moratorium on her property.

The hearing was closed.

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Theobold, seconded by Councilman Bessinger and carried by roll call vote with Councilman BAUGHMAN voting NO, the Resolution was passed and adopted as read.

The following entitled proposed ordinance was presented and read: AN ORDINANCE ANNEXING PROPERTY TO THE CITY OF GRAND JUNCTION, COLORADO (FIRST AND PATTERSON ANNEXATION), SOUTHWEST AND NORTHWEST CORNERS OF FIRST STREET AND PATTERSON ROAD. Upon motion by Councilman Nelson, seconded by Councilman Theobold and carried, the proposed ordinance was passed for publication.

HEARING - I.D. ST-91, PHASE B - ALLEY IMPROVEMENTS - ALLEY RUNNING EAST AND WEST FROM 13TH STREET TO 14TH STREET BETWEEN GRAND AVENUE AND OURAY AVENUE - RESOLUTION NO. 51-91 ADOPTING DETAILS, PLANS, AND SPECS

City Property Agent Tim Woodmansee reviewed the I.D. ST-91, Phase B, alley improvements. He stated that the petition was signed by 62% of the property owners which also represents 62% of the alley frontage. There were no opponents, letters or counterpetitions.

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Theobold, seconded by Councilman Baughman and carried by roll call vote, the Resolution was passed and adopted as read.

HEARING #5-91 - PROPOSED ORDINANCE - TEXT AMENDMENTS FOR 1991 -

CONTINUED FROM MAY 15, JUNE 5, AND JULY 3, 1991 - REQUEST TO AMEND SECTIONS OF THE GRAND JUNCTION ZONING AND DEVELOPMENT CODE REGARDING SIGNS, (PARKING), AND MISCELLANEOUS ADMINISTRATIVE PROCEDURES; SECTIONS 4-3-4, 5-5-1, AND 7-2-9 OF THE GRAND JUNCTION ZONING AND DEVELOPMENT CODE REGARDING THE USE/ZONE MATRIX, (PARKING AND LOADING STANDARDS), AND ZONING DESIGNATIONS FOR THE NORTHWEST AREA THAT IS BEING ANNEXED

This hearing was continued from May 15, June 5, and July 3, 1991, City Council meetings. Community Development Director Bennett Boeschstein reviewed the petition by the City of Grand Junction. He stated that after further refinement the parking amendments have been removed with regard to the narrower streets. The DDA parking amendments are still being considered, so those have also been removed. There were no opponents, letters or counterpetitions.

RESOLUTION NO. 50-91

WHEREAS, on the 5th day of June, 1991, a petition was submitted to the City council of the City of Grand Junction, Colorado, for annexation to said City of the following described property situate in Mesa County, Colorado, and described as follows:

Beginning at the intersection of the west section line of the NE4NE4 Section 10 T1S R1W and the south right-of-way line of F Road; thence S 00 deg. 03 min. 55 sec. W to existing City limits; thence east to the intersection with the east right-of-way line of 26 Road; thence north along said right-of-way line to its intersection with the south right-of-way line of F Road; thence west to beginning; and

Lots 1 through 6 Willowdale Subdivision Section 3 T1S R1W; and beginning 245 feet north of the southeast corner Section 3 T1S R1W; thence north 136.16 feet; thence S 87 deg. 41 min. W 178.05



feet; thence south 129.97 feet; thence S 89 deg. 57 min. E 177.9 feet to beginning; except road right-of-way on south and east as described in Book 1737 Pages 747 and 748 of Mesa County Records and including all adjacent right-of-way of 25-7/8 Road; and

Beginning 203 feet north of the southeast corner of SW4SE4 Section 3 T1S R1W; thence east 7.5 feet; thence north 134 feet; thence west 101.1 feet; thence south 134 feet; thence east 93.6 feet to beginning; and

The west 470 feet of SE4SE4 Section 3 T1S R1W, lying south and west of the canal and south and east of a line beginning 462 feet north of the southwest corner of SE4SE4; thence N 48 deg. 28 min. E 210 feet to the canal; and

Beginning 37 feet west of the southeast corner of E2SW4SE4SE4 Section 3 T1S R1W; thence west 153 feet; thence north 376 feet to centerline of canal; thence N 45 deg. 15 min. E 134 feet; thence S 7 deg. E 474 feet to point of beginning; except the highway right-of-way along the south end. (FIRST AND PATTERSON ANNEXATION) - SW AND NW CORNER OF FIRST STREET AND PATTERSON ROAD

WHEREAS, a hearing on the petition was duly held after proper notice on the 17th day of July, 1991;

WHEREAS, the Council has found and determined and does hereby find and determine that said petition is in substantial compliance with statutory requirements therefor; that one-sixth of the perimeter of the area proposed to be annexed is contiguous with the City; that a community of interest exists between the territory and the City; that the territory proposed to be annexed is urban or will be urbanized in the near future; that the said territory is integrated or is capable of being integrated with said City; that no land held in single ownership has been divided by the proposed annexation that no land held in identical ownership comprising

more than twenty acres, which has an assessed value in excess of two hundred thousand dollars, is included without the landowner's consent, and that no election is required under the Municipal Annexation Act of 1965.

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

That the said territory is eligible for annexation to the City of Grand Junction, Colorado, and should be so annexed by Ordinance.

PASSED and ADOPTED, this 17th day of July, 1991.

Conner W. Shepherd

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President of the Council

Attest:

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City Clerk

RESOLUTION NO. 51-91

CREATING AND ESTABLISHING IMPROVEMENT DISTRICT NO. ST-91, PHASE B, WITHIN THE CORPORATE LIMITS OF THE CITY OF GRAND JUNCTION,

COLORADO, AUTHORIZING THE RECONSTRUCTION OF A CERTAIN ALLEY, ADOPTING DETAILS, PLANS AND SPECIFICATIONS FOR THE PAVING THEREON AND PROVIDING FOR THE PAYMENT THEREOF

WHEREAS, on the 5th day of June, 1991, the City Council of the City of Grand Junction, Colorado, passed a Resolution Stating its Intent to Create Local Improvement District No. ST-91, Phase B, Authorizing the City Engineer to prepare full details, plans and specifications for the paving thereon together with a map of the District to be assessed, and Authorizing Notice of Intention to Create said District; and

WHEREAS, the City Engineer has fully and strictly complied with the directions so given, and has filed such specifications and map, all in accordance with said Resolution and the requirements of Ordinance No. 178, as amended, of said City; and

WHEREAS, Notice of Intention to Create said District was duly published.

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

1. That said specifications and map be and the same are hereby approved and adopted.

2. That said Improvement District No. ST-91, Phase B, be and the same is hereby created and established; and that the reconstruction of a certain alley therein be, and the same are hereby authorized and directed, in accordance with the Ordinance No. 178, as amended, of the City of Grand Junction.

3. That the reconstruction of said alley shall be made by contract let to the lowest reliable and responsible bidder after public advertisement, except that if it is determined by the City Council that the bids are too high, and that the proposed improvements can be efficiently made by the City, the City may provide that the construction shall be made under the direction and control of the City Manager by hiring labor by the day or otherwise, and by purchasing all necessary material, supplies and equipment.

4. That the improvements in said District were duly ordered, after notice duly given, and that all conditions precedent and all requirements of the laws of the State of Colorado, the Charter of the said City, and Ordinance No. 178, as amended, being Chapter 18 of the Code of Ordinances of the City of Grand Junction, Colorado, have been strictly complied with.

5. That the description of the improvements to be constructed, the boundaries of said Improvement District No. ST-91, Phase B, the amounts to be assessed, the number of installments and assessments, the time in which the cost shall be payable, the rate of interest on unpaid installments, and the manner of apportioning and assessing such cost, shall be as prescribed in the Resolution adopted for said District on the 5th day of June, 1991, and in accordance with the published Notice of Intention to Create said District.

PASSED and ADOPTED, this 17th day of July, 1991.

Conner W. Shepherd

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President of the Council

Attest:

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City Clerk

The following entitled proposed ordinance was presented and read: AMENDING SECTIONS 2-2-2, 4-1-1, 4-1-3, 4-4-2, 4-4-4, 4-7-2; 5-1-2; 5-4-6, 5-5-1, 5-6-13, 5-7-7, 5-6-2, 7-5-1 AND 9-3-2 OF THE ZONING AND DEVELOPMENT CODE OF THE CITY OF GRAND JUNCTION. Upon motion by Councilman Baughman, seconded by Councilman Theobold and carried, the proposed ordinance was passed for publication.

HEARING #12-91 - PROPOSED ORDINANCE - ZONING DIAMOND SHAMROCK ANNEXATION NO. 1 TO LIGHT COMMERCIAL (C-1) (6.73 ACRES), LOCATED AT STATE HIGHWAY 340 AND MONUMENT ROAD

A hearing was held after proper notice on the petition by the City of Grand Junction to zone Diamond Shamrock Annexation No. 1 to Light Commercial (C-1), located at State Highway 340 and Monument Road. Karl Metzner, Community Development Department, reviewed the petition. There were no opponents, letters or counterpetitions.

The following entitled proposed ordinance was presented and read: ZONING CERTAIN LANDS ANNEXED TO THE CITY LOCATED AT THE INTERSECTION OF BROADWAY AND MONUMENT ROAD. Upon motion by Councilman Nelson, seconded by Councilman Bessinger and carried, the proposed ordinance was passed for publication.

HEARING #3-91 - PROPOSED ORDINANCE - ZONING KNOCH ANNEXATION TO RSF-8, P2, AND I-1 (11.52 ACRES), LOCATED SOUTH OF HALE AND NORTH AND EAST OF THE COLORADO RIVER

A hearing was held after proper notice on the petition by the City of Grand Junction to zone Knoch Annexation to RSF-8, P1, and I-1, located south of Hale and north and east of the Colorado River. Karl Metzner, Community Development Department, reviewed the petition. There were no opponents, letters or counterpetitions.

The following entitled proposed ordinance was presented and read: ZONING CERTAIN LANDS ANNEXED TO THE CITY LOCATED SOUTH OF HALE AVENUE AND NORTHEASTERLY OF THE COLORADO RIVER. Upon motion by Councilman Theobold, seconded by Councilman Baughman and carried, the proposed ordinance was passed for publication.

#### ORDINANCE ON FINAL PASSAGE - PROOFS OF PUBLICATION

Proofs of Publication on the following Ordinances proposed for final passage have been received and filed. Copies of the Ordinances proposed for final passage were submitted to the City Council prior to the meeting.

ORDINANCE NO. 2525 - DIAMOND SHAMROCK ANNEXATION NO. 2 (0.87 ACRES) - LOCATED AT THE SOUTHEAST CORNER OF 29 ROAD AND NORTH AVENUE

Upon motion by Councilman Theobold, seconded by Councilman Bessinger and carried, the following entitled proposed ordinance was called up for final passage and read by title only: AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF GRAND JUNCTION, COLORADO (DIAMOND SHAMROCK ANNEXATION NO. 2), SOUTHEAST CORNER OF 29 ROAD AND NORTH AVENUE.

There were no comments. Upon motion by Councilman Theobold, seconded by Councilman Baughman and carried by roll call vote, the Ordinance was passed, adopted, numbered 2525, and ordered

published.

ORDINANCE NO. 2526 - CHANGING THE ZONING ON CERTAIN LANDS WITHIN THE CITY LOCATED NORTHWEST OF HORIZON DRIVE AND 12TH STREET KNOWN AS HORIZON GLEN SUBDIVISION

Upon motion by Councilman Theobald, seconded by Councilman Bessinger and carried, the following entitled proposed ordinance was called up for final passage and read by title only: CHANGING THE ZONING ON CERTAIN LANDS WITHIN THE CITY LOCATED NORTHWEST OF HORIZON DRIVE AND 12TH STREET, KNOWN AS HORIZON GLEN SUBDIVISION.

There were no comments. Upon motion by Councilman Bessinger, seconded by Councilman Nelson and carried by roll call vote, the Ordinance was passed, adopted, numbered 2526, and ordered published.

REPRESENTATIVES FROM CONCERNED CITIZENS RESOURCE ALLIANCE (CCRA) DISCUSSES THE REQUEST WESTERN SLOPE REFINERY COMPANY HAS MADE OF THE COLORADO DEPARTMENT OF HEALTH TO INCREASE ITS SULFUR DIOXIDE EMISSIONS FROM ONE TON TO 1.5 TONS PER DAY - RESOLUTION NO. 52-91 REQUESTING THE COLORADO DEPARTMENT OF HEALTH TO REFRAIN FROM GRANTING ANY INCREASE IN PERMITTED SULFUR DIOXIDE EMISSIONS BY WESTERN SLOPE REFINERY COMPANY WITHOUT FULL DISCLOSURE OF ALL DOCUMENTS AND ARGUMENTS IN SUPPORT OF THE APPLICATION

Ms. Barbara Galliseth, 206 Fallen Rock Court, representing Concerned Citizens Resource Alliance (CCRA), discussed the request Western Slope Refinery Company has made of the Colorado Department of Health to increase its sulfur dioxide emissions from one ton to 1.5 tons per day.

The following Resolution was presented and read: (See next page.)

Upon motion by Councilman Nelson, seconded by Councilman Theobald and carried by roll call vote, the Resolution was passed and adopted as read.

The President declared a ten-minute recess. Upon reconvening, all six members of Council were present.

#### RESOLUTION 52-91

WHEREAS, Western Slope Refinery Company has submitted an application to the Colorado Department of Health seeking authorization to increase its daily emissions of sulfur dioxide from one ton per day to one and one-half tons per day, and

WHEREAS, the documents submitted by Western Slope Refinery Company in support of its application has not been made available for public inspection, and

WHEREAS, continued economic development and diversification is essential to the long-term economic health of the Grand Valley; and the quality of life in the Grand Junction area is one of the assets most desired by new and expanding businesses, and

WHEREAS, the Grand Valley experiences air inversions which trap pollutants near the ground, and which exacerbate respiratory problems experienced by residents, and

WHEREAS, the Colorado National Monument, the Colorado River, the Gunnison River, and the Grand Mesa are unique natural resources treasured by residents and visitors alike, and



WHEREAS, increasing Western Slope Refinery Company's sulfur dioxide emissions by 50% daily may impair the Valley's economic development efforts, may cause additional health hazards to citizens, and may damage the plant life and sandstone of the Colorado National Monument and the water quality in the Colorado and Gunnison Rivers and the lakes of the Grand Mesa which are the source of the City's water supply,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grand Junction that:

(1) the Colorado Department of Health is asked to refrain from granting any increase in permitted sulfur dioxide emissions by Western Slope Refinery Company without full disclosure of all documents and arguments in support of this application and adequate time for public review and comment, and

(2) a copy of this resolution be sent to the Colorado Department of Health on or before its public meeting regarding this request to be held on July 24, 1991, at 7:00 p.m. at the Fruita City Hall.

PASSED and ADOPTED, this 17th day of July, 1991.

Conner W. Shepherd

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President of the Council

Attest:

Neva B. Lockhart, CMC

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City Clerk

MOTION TO AUTHORIZE CITY ATTORNEY TO TERMINATE WATER USE AGREEMENT  
WITH CROSS BAR CROSS LIVESTOCK COMPANY

City Attorney Dan Wilson explained that in June, 1990, the City of Grand Junction entered into a water purchase agreement with John, Rod, and Don Whiting, and their water company called "Cross Bar Cross Livestock Company". They recently sued the City alleging that said Agreement was signed under duress; thus causing John Whiting to have a heart attack. The Agreement required them to diligently pursue treating the water to potable standards, or to seek an exemption from the Health Department so they would not have to treat it. To date, they have done neither of the above. They allege that the City of Grand Junction should treat their water, and that they should not be charged for those treatment costs.

Upon motion by Councilman Nelson, seconded by Councilman Theobold and carried with Councilman BAUGHMAN voting NO, the City Attorney was authorized to terminate the Water Use Agreement with Cross Bar Cross Livestock Company.

DISCUSSION OF TAX LIMITATION PROPOSAL SPONSORED BY THE CITY  
COUNCIL

City Finance Director Ron Lappi presented a tax limitation proposed sponsored by the City Council.

City Attorney Dan Wilson stated that the purpose of a charter

amendment is that it is in the City's organic baseline rule book. That cannot be changed without it going through an identical process of putting it on the ballot and having the voters approve it. So that fixes it. The Council can adopt an ordinance that says, without putting it on the ballot, "This will be the rule for the City." That can be changed by Council action at a future date through the normal ordinance process. Council could adopt a Resolution that says "We will implement this when we do our budget." The Council could change that at any meeting. The difference is an Ordinance is a two-step process with a formal hearing; a Resolution can be done at any particular meeting. Or Council could direct the management team to not bring any proposal that does not comply with this intent. This is a statement to the City Manager saying "Build this into your management of the City."

It was recommended that this item be tabled until the August 7 City Council meeting so that all members of Council will have the opportunity to vote on a proposed ordinance.

REQUEST FROM CHAMBER OF COMMERCE FOR CITY PARTICIPATION IN CREATION OF A COMMUNITY ECONOMIC AND DEMOGRAPHIC DATA BASE - \$15,000 PER YEAR FOR THREE (3) YEARS

Greg Hoskins and Diane Schwenke of the Chamber of Commerce were present to request the City's participation in the creation of a Community Economic and Demographic Data Base. Mr. Hoskins stated that the total cost of this project is estimated at \$95,000 per year of which \$15,000 is being picked up by Mesa State College through in-kind contributions, School District #51 has committed to \$5,000, Mesa County has committed to \$20,000. That leaves a balance of \$65,000 to raise. He will approach the following organizations for additional contributions:

U.S. West Communications

Public Service

The Daily Sentinel

St. Mary's Hospital

Community Hospital

Mr. Hoskins noted that the City has stated that it would be a significant user of the program. He hoped that the City would find it appropriate to contribute more than \$5,000 per year.

Ms. Schwenke discussed the survey that was conducted by the Chamber of Commerce on approximately 50 potential users.

Upon motion by Councilman Theobald, seconded by Councilman Bessinger and carried, the City committed \$15,000 per year for the next three (3) years to the Chamber of Commerce for the creation of a Community Economic and Demographic Data Base, contingent upon Council's approval of the full plan.

AGREEMENT WITH CHAMBERLIN & ASSOCIATES FOR ARCHITECTURAL SERVICES FOR FIRE STATION NO. 2 - \$37,648

Upon motion by Councilman Baughman, seconded by Councilman Theobald and carried, the City Manager was authorized to execute an Agreement with Chamberlin Architects for architectural services for Fire Station No. 2 in the amount of \$37,648.

ADJOURN TO EXECUTIVE SESSION

Upon motion by Councilman Bennett, seconded by Councilman Bessinger and carried, the meeting was adjourned to Executive Session to discuss Tailings and Riverfront Properties, and the

Schiesswohl Property Settlement.

Neva B. Lockhart, CMC

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Neva B. Lockhart, CMC

City Clerk