

**GRAND JUNCTION CITY COUNCIL  
WORKSHOP AGENDA**

**MONDAY, OCTOBER 17, 2005 7:00 P.M.  
CITY HALL AUDITORIUM, 250 N. 5<sup>TH</sup> STREET**

**MAYOR'S INTRODUCTION AND WELCOME**

- 7:00 **COUNCILMEMBER REPORTS**
- 7:10 **CITY MANAGER'S REPORT**
- 7:15 **REVIEW FUTURE WORKSHOP AGENDAS** [\*Attach W-1\*](#)
- 7:20 **REVIEW WEDNESDAY COUNCIL AGENDA**
- 7:30 **APPOINTMENTS TO BOARDS & COMMISSIONS:** An update to City Council on soliciting applications for the Housing Authority, the Commission on Arts and Culture, the Planning Commission/Zoning Board of Appeals, the Historic Preservation Board and the Visitor and Convention Bureau Board of Directors [\*Attach W-2\*](#)
- 7:40 **PRESENTATION OF THE DOWNTOWN DEVELOPMENT AUTHORITY BUDGET** [\*Attach W-3\*](#)
- 8:00 **COMMUNICATIONS UPDATE:** Communications and Community Relations Coordinator Sam Rainguet will address City Council on communication matters. [\*Attach W-4\*](#)
- 8:20 **POLICE DEPARTMENT UPDATE:** Update by Chief Morrison and Command Staff on employee work group process.

**ADJOURN**

Attach W-1  
Future Workshop Agendas

# FUTURE CITY COUNCIL WORKSHOP AGENDAS

(12 October 2005)

## OCTOBER

↳ OCTOBER 31 MONDAY 11:30 AM ADMINISTRATION CONFERENCE ROOM  
11:30 EMS RFPs

↳ ~~OCTOBER 31, MONDAY 7:00PM~~  
Canceled for Halloween



## NOVEMBER

↳ NOVEMBER 5, →SATURDAY← 9:00AM – 4:00PM at City Hall Auditorium  
8:30 CONTINENTAL BREAKFAST  
9:00 BUDGET REVIEW (Lunch will be served)  
4:00 ADJOURN

↳ NOVEMBER 14, MONDAY 11:30 AM (Meet at the Police Department, Sixth & Ute)  
11:30 TOUR OF POLICE DEPARTMENT CRIME LAB

↳ NOVEMBER 14, MONDAY 7:00PM  
7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND FUTURE WORKSHOP AGENDAS  
7:25 CITY MANAGER'S REPORT  
7:30 APPOINTMENTS TO BOARDS & COMMISSIONS  
7:40 STRATEGIC PLAN UPDATE

## DECEMBER

↳ DECEMBER 5, MONDAY 11:30 AM IN ADMINISTRATION CONFERENCE ROOM  
11:30 OPEN

↳ DECEMBER 5, MONDAY 7:00PM  
7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND FUTURE WORKSHOP AGENDAS  
7:25 CITY MANAGER'S REPORT

↳ DECEMBER 19, MONDAY 11:30 AM  
11:30 FIRE DEPARTMENT UPDATE/PRESENTATION

↳ DECEMBER 19, MONDAY 7:00PM

- 7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND FUTURE WORKSHOP AGENDAS
- 7:25 CITY MANAGER'S REPORT
- 7:30 APPOINTMENTS TO BOARDS & COMMISSIONS

**JANUARY 2006**



↪ ~~JANUARY 2, MONDAY~~

Canceled for New Year's Holiday

↪ JANUARY 16, MONDAY 11:30 AM

11:30 OPEN

↪ JANUARY 16, MONDAY 7:00PM

- 7:00 COUNCIL REPORTS, REVIEW WEDNESDAY AGENDA AND FUTURE WORKSHOP AGENDAS
- 7:25 CITY MANAGER'S REPORT
- 7:30 APPOINTMENTS TO BOARDS & COMMISSIONS

↪ **BIN LIST** ↪

1. Update from Purchase of Development Rights Committee and the Mesa Land Trust
2. Joint City/County RTC Master Plan Meeting (waiting for a date)
3. Billboard Ordinance: (County moratorium adopted on 10 October 2005, drafting an ordinance is in progress)
4. Minors in Possession

**2005/6 Department Presentations to City Council**

**December** Fire Department: December 19

**January** TRCC and the Avalon Theater

**Attach W-2**

**Upcoming Board Vacancies**

**CITY OF GRAND JUNCTION**

CITY COUNCIL AGENDA						
<b>Subject</b>	Upcoming Appointments to Boards & Commissions – Housing Authority, Commission on Arts and Culture, Planning Commission/Zoning Board of Appeals, Historic Preservation Board and Visitor and Convention Bureau Board of Directors					
<b>Meeting Date</b>	October 17, 2005					
<b>Date Prepared</b>	December 19, 2011			<b>File # NA</b>		
<b>Author</b>	Stephanie Tuin		<b>City Clerk</b>			
<b>Presenter Name</b>	Stephanie Tuin		<b>City Clerk</b>			
<b>Report results back to Council</b>	X	No		Yes	<b>When</b>	
<b>Citizen Presentation</b>		Yes	X	No	<b>Name</b>	
X	<b>Workshop</b>		<b>Formal Agenda</b>		<b>Consent</b>	<b>Individual Consideration</b>

**Summary:** The City is currently advertising for the Commission on Arts and Culture, the Planning Commission/Zoning Board of Appeals, the Historic Preservation Board and the Visitor and Convention Bureau Board of Directors via newspapers, the web and utility bill inserts. Applications have closed for the Housing Authority and interviews are being scheduled for October 24<sup>th</sup>.

**Budget:** NA

**Action Requested/Recommendation:** A brief update on board vacancies and an opportunity for City Council to discuss the issues the boards are facing and/or any particular expertise needed on the various boards.

**Attachments:**

1. Letter from Arts Commission Chair
2. The current membership roster for each board being discussed
3. Ethical Standards Resolution No. 84-02, adopted on 9-4-02
4. Current policy on Volunteer Board Appointments

**Background Information:**

**Housing Authority**

The Housing Authority has two terms expiring. Both incumbents are eligible for reappointment and have requested reappointment. The City received one new application and has several others from previous recruitments that are still interested. Interviews have been scheduled for October 24, 2005. Councilmembers Doody, Beckstein and Coons will be conducting the interviews.

The Housing Authority is a seven member board charged with providing safe and sanitary dwelling accommodations as resources permit at rents which persons of low income can afford. The Housing Authority meets the 4<sup>th</sup> Monday of each month at 11:30 a.m. at the Housing Authority office located at 1011 N. 10<sup>th</sup> Street. The time commitment averages 7 hours per month over the course of a year, which includes the meetings and any retreats or conferences throughout the year.

The Housing Authority administers the Section 8 and HUD programs in the valley and is serving approximately 1,300 families with 1,200 families on a waiting list for housing. In addition to the new Linden Point complex, the Housing Authority has built 40 units in the last seven years, has acquired 12 apartments, and 3 single family homes. Approximately 940 housing assistance vouchers are administered by the Housing Authority. The Housing Authority also manages the Grand Junction Community Homeless Shelter on North Avenue, which provides shelter for 87 homeless nightly. Linden Point, the new affordable housing project, is now open and fully occupied.

The Housing Authority is working with the DDA and others to seek funding for conceptual design of a possible downtown housing development. The Authority continues to seek ways to generate revenue independent of the federal government in order to cope with ongoing cuts in the Housing Voucher Program as well as continuing to seek grant funding from both public and private entities. The family Self-Sufficiency Program, which helps a dependent family move into non-funded housing, continues. The Housing Authority sponsors free Homebuyer Education Classes which are held twice a month on Saturdays and include foreclosure prevention information. Additional classes are listed on the Housing Authority website at [gjha.org](http://gjha.org).

### **Commission on Arts and Culture**

There are currently two vacancies due to resignations. Terms regularly expire in February and the one incumbent expiring in February will not be eligible for reappointment so there will be another opening at that time. There are four new applications and several applications on file from previous solicitations. Applications closed October 14.

This is a nine-member board where at least 5 members must have acknowledged accomplishment as either an amateur or professional in architecture, art criticism, art education, art history, choreography, dance, communicative arts, crafts, folk and ethnic arts, literature, media arts, music, opera, painting, photography, sculpture, theater or urban design. Commission members (or their spouse) cannot serve on the governing board or be an employee of any other local arts or cultural organization.

The Commission Chair has sent a letter advising that the Commission will need at least one more member with expertise - preferably either a performing artist or a sculptor. They would like to have someone from Mesa State and/or a business and marketing or media person also on the board. (Letter from Chair attached).

The mission of the Commission on Arts and Culture is to enhance local arts and cultural opportunities and development, encourage cooperation and collaboration among arts organizations, provide information to area artists and arts agencies and establish community arts priorities.

The Commission meets the 4<sup>th</sup> Wednesday of each month at 4:00 p.m. The time commitment for this board runs around two hours per month plus committee meetings and cultural events which amount to about another 2 to 4 hours per month. Terms are for three years.

Public arts projects, through the 1% for the Arts Program, continue to be a focus with this board, particularly with a number of City facilities being constructed. The Arts Commission advises that due to the nature of the board and the functions they perform, including making recommendations to the City Council on grant funding to cultural events, it is really important that anyone appointed have a true commitment to the arts.

The Art Commission continues to host quarterly receptions for the opening of new art exhibits at City Hall. They coordinate these receptions with the Downtown's Art Hop night and the openings have been, for the most part, well attended and well-received. The Arts and Culture Grant Program continues to expand and Commission members review requests, make recommendations to City Council and then monitor (and generally attend) all functions that have been awarded grant monies.

### **Planning Commission**

Four terms are expiring in October. All incumbents are eligible for reappointment but only three are requesting reappointment. The first alternate can be moved up into a regular position, the second alternate would then become first alternate and the vacancy is then a second alternate position and member of the Zoning Board of Appeals. Only one new application was received and the vacancy is being readvertised with a closing date of October 31<sup>st</sup>. Possible expertise needed on this board would include transportation, engineering or urban design expertise.

The Planning Commission is a seven member board plus two alternates that serve four-year terms. Members must be city residents. The Planning Commission hears and decides certain planning and zoning related issues and will make recommendations to the City Council on similar matters. The Commission holds public hearings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 p.m. and holds luncheon workshops twice a month. Unlike other volunteer boards, members of the Commission, including each alternate, receive \$25.00 for each meeting attended. The time commitment for the Planning

Commission fluctuates but tends to be more than some of the other volunteer boards, from 15 to 25 hours per month. Meetings have lasted up to six hours (rare) or as short as 5 minutes but average three hours twice a month. There is quite a bit of preparation time needed before the meetings and the meetings are also televised.

Planning Commission's current projects include: a subcommittee is working on Big Box Code regulations and two members are serving on the 24 Road Subarea Plan review. In 2006, a South Downtown Land Use Plan will begin and Planning Commission representatives will likely participate in that process.

### **Zoning Board of Appeals**

Three of the members of the Zoning Board of Appeals also serve on the Planning Commission. The Chair for the two boards are the same and then the two alternates for the Planning Commission are members of the Zoning Board of Appeals. If an alternate member of the Planning Commission is made a regular member, a vacancy is created on the Appeals board.

This Board is a five-member board which hears and decides appeals of administrative decisions, appeals for variances of the bulk requirements and non-conforming uses, and requests for exceptions to the side or rear setback requirements pursuant to the Zoning and Development Code. The Board also makes recommendations to the Planning Commission for amendments to the Zoning and Development Code. Members must be City residents and the roster should contain members must be selected from the fields of: engineering, architecture, construction trades and citizens-at-large. The Board meets on the 2nd Wednesday of the month at noon as needed, which is around five or six times per year. The meetings are generally less than an hour.

### **Historic Preservation Board**

The Historic Preservation Board has two seats expiring. Both incumbents are eligible for reappointment but neither have asked for reappointment at this time. Applications close November 8. No new applications have been received but there are three applications on file.

This five to seven member board is responsible for recommending designation of historic resources to City Council for listing on the City Register of Historic Sites, Structures and Districts. The Board also reviews proposed alterations to designated sites as necessary and generally promotes historic preservation in the Grand Junction community.

This board meets about six to eight times per year the 1<sup>st</sup> Tuesday of the month at 4:00 p.m. for about one hour. Additional time requirements include involvement in activities during Historic Preservation month (May) and presentations to City Council.

The HPB has been reviewing the historic resources survey and the historic elements of environmental assessment reports relative to Riverside Parkway and 29/I-70B roadway

projects this year. The Riverside Parkway review is now complete and the 29 Road/I-70B portion is wrapping up.

The HPB may become involved in coordinating neighborhood meetings in the areas surveyed for historic resources as part of the Neighborhood Program. The third phase of the historic resources survey is still underway and is due to be complete by year end. The consultant selected was Reid Architects, Inc. (Aspen).

In the past, City Council has not interviewed for this board but rather has selected members for the HPB based on applications submitted.

### **Visitor and Convention Bureau Board of Directors**

There are two vacancies and both incumbents are eligible for reappointment; one so far has requested reappointment. Five applications have been received this year and two are on file from previous years. Applications close November 8.

This is a nine-member board that advises the VCB staff on policies and marketing directions. The meetings are held the second Tuesday of each month at 3:00 p.m. The time commitment for this board runs around three hours per month plus a one-day annual retreat and one additional workshop requiring four hours of time. Terms are for three years.

The Board has indicated that board members with a variety of backgrounds would be beneficial rather than just tourism backgrounds for future appointments.

### **Bylaws and Policy**

In the spring of 2001, the then-seated City Council reviewed the policies and procedures for the volunteer boards and were informed that not all of the volunteer board have bylaws. Part of Council's direction at that time was that Staff provide each board that did not have bylaws a boilerplate set of bylaws to work from in developing their own and for those to come back to Council when complete. The Historic Preservation Board completed a proposed set of bylaws and would like to present them for approval.

The policy for appointing to volunteer boards was last updated in 2003 and is attached for your review.





October 3, 2005

Grand Junction City Council  
250 North 5<sup>th</sup> Street  
Grand Junction CO 81501

Dear Mayor Hill and Council Members,

Thank you for this opportunity to offer input on the important skills and expertise the Arts Commission is looking for in board members for 2005. We recommend the following:

- Our by-laws require that at least five members be accomplished in some artistic field. Currently those disciplines include architecture/design (Blythe), graphic design (Clary), visual arts (Kiefer and Mulder). We need at least one more artist, and preferably two. The Commission does not have anyone on the board from the performing arts fields – theater, music, or dance – and an artist accomplished in one of these areas would be beneficial. Or someone with a background in sculpture would be good, since we do so much more public art than a decade ago.
- In addition to covering a broad range of arts and culture, the Commission feels a connection to Mesa State College is important because the college is a major provider of arts and culture for the community. A business person or specifically a marketing or media person would be helpful.
- The Arts Commission is a working board and prospective board members are expected to be involved in Commission projects such as City Hall art exhibit installations and receptions and other programs and presentations, plus the by-laws require regular meeting attendance. Applicants must be willing to commit the time to attend meetings once a month, plus committee meetings two – four times a year, and cultural events several times a year.
- Prospective board members should be active participants in the cultural community in some way, and be willing to attend various cultural events. Because the Commission helps fund numerous events and programs, having first hand knowledge is vital when deciding how to spend city dollars. The Commission needs members with a strong interest in arts and culture, not just looking for a board to be on.

(A note: According to the enabling resolution, board members cannot be a member or spouse of a member of the governing board or an employee of a local arts organization.)

Sincerely,

A handwritten signature in cursive script that reads "Doug Clary".

Doug Clary, Chairman  
Grand Junction Commission on Arts and Culture

## HOUSING AUTHORITY

Five-Year Terms

Seven Member Board

NAME	APPTED	REAPPTED	EXP	OCCUPATION
Marius Gabe DeGabriele	12-16-98	12-19-01	10-06	Director Habitat for Humanity
Kathleen Belgard	12-16-98	11-05-03	10-03 10-08	Banker
Steve Heinaman (Chair)	11-01-00		10-05	Builder
Gi Moon	02-07-96	11-01-00 11-20-02	10-02 10-07	Business Banker
Erin Ginter	03-15-00		10-05	Business owner/ grant writer
Tisha Petelo	11-03-04		10-09	Tenant member
Teresa Coons	5-05		05-06	City Councilmember

Five member board, city residency requirement repealed by Res. 62-98 9-16-98

Board expanded to seven members on 9-15-99 by Res. No. 109-99, one member must be served by the housing assistance program

**Created: 1974**

Meetings: Fourth Monday, 11:30 a.m., at Housing Authority Office

Housing Authority Office, 1011 N. 10<sup>th</sup> St.

**COMMISSION ON ARTS & CULTURE**

**9 Member - Three-Year Terms**

Terra Anderson and  
Lee Borden resigned  
August 2005

<b>NAME</b>	<b>APPTED</b>	<b>REAPPT'D</b>	<b>EXP</b>	<b>OCCUP'N</b>
Lora Quesenberry <b>E</b>	2-18-04		02-07	Housewife, Art Teacher
Pamela Blythe <b>E</b>	06-21-00	02-19-03	02-03 02-06	Architect/ Designer
Doug Clary <b>E</b>	09-05-01	03-20-02 02-16-05	02-02 02-08	Publisher/ Flower grower
Lee Borden <b>E</b>	04-16-03		02-06	Producer/ Theatre Co. Manager
Gunilla Bishop <b>E</b>	02-16-05		02-08	Bereavement Counselor for Hospice
Terra Anderson <b>L</b>	10-06-04		02-06	Inst. of Palliative Care Director for Hospice
Vera Mulder <b>E</b>	02-16-05		02-08	Art Teacher for Palisade High School
Joan Meyers <b>L</b>	03-07-01	2-18-04	02-07	Retired District 51 teacher
Karen Kiefer <b>E</b>	11-21-01	2- 18-04	02-07	Artist/ Business Owner

All nine members are appointed by the Grand Junction City Council. At least five members must have acknowledged accomplishment as either an amateur or professional in architecture, art criticism, art education, art history, choreography, dance, communicative arts, crafts, folk and ethnic arts, literature, media arts, music, opera, painting, photography, sculpture, theater or urban design.

Created: September, 1989, By-Laws: 1991, Amendment that City Council member is a voting member on 10-5-94, Amendment that one appointment may be a councilmember but doesn't need to be on 6-5-96.

Meetings: Fourth Wednesday, 4:00 p.m., Parks Conference Room, 1340 Gunnison Avenue

E – expertise

L – layperson

## PLANNING COMMISSION

Four Year Terms

Seven Member Board

<b>NAME</b>	<b>APPTED</b>	<b>REAPPT'D</b>	<b>EXP</b>	<b>OCCUPATION</b>
Roland E. Cole	12-05-01		10-05	Retired
John Redifer	12-05-01		10-05	Educator Mesa State
Dr. Paul A. Dibble (chair)	12-15-99	11-01-00 10-06-04	10-00 10-08	Theologist/ Business Owner
Bill Pitts	04-17-02		10-05	Broker
William E. Putnam	11-01-00	12-05-01	10-05	Retired
Lynn Pavelka-Zarkesh	08-18-04	10-06-04	10-08	Instructor
Tom Lowrey	8/18/04	10-06-04	10-08	Attorney
Reginald Wall (1 <sup>st</sup> Alternate)	08-18-04	10-06-04	10-08	Store Manager
Patrick Carlow (2 <sup>nd</sup> Alternate)	11-17-04		10-08	Sales

Seven members plus two BOA members as alternates are appointed by City Council. The chair of the Planning Commission also serves on the Board of Appeals. Members must be city residents.

Meetings: Second and fourth Tuesday, 7:00 p.m., City Auditorium

**ZONING  
BOARD OF APPEALS**

Four Year Terms

Five Member Board

<b>NAME</b>	<b>APPTED</b>	<b>REAPPT'D</b>	<b>EXP</b>	<b>OCCUPATION</b>
Paul Dibble Chair	01-02	10-06-04	10-08	Theologist / Business Owner
Mark Williams	07-19-00	11-05-03	10-03 10-06	Attorney
Travis Cox	08-18-04		10-07	Realtor
Reginald Wall (1 <sup>st</sup> Alternate)	08-18-04	10-06-04	10-08	Store Manager
Patrick Carlow (2 <sup>nd</sup> Alternate)	11-17-04		10-08	Sales

Five voting members are appointed by City Council. Members must be city residents and voting members must be selected from the fields of engineering, architecture, construction trades and citizens-at-large. The chair of the Planning Commission also serves on the Board of Appeals.

Meetings: Second Wednesday, noon, City Hall Auditorium

## HISTORIC PRESERVATION BOARD

Four Year Terms

Five to Seven Members

NAME	APPTED	REAPPT'D	EXP	OCCUPATION
David Sundal (E)	01-07-04		12-06	Retired
Judy Prosser-Armstrong (E)	04-16-03		12-05	Curator of Archives, Librarian & Registrar
William C. Jones (E)	04-21-99	06-20-01 01-07-04	12-00 12-03 12-06	Teacher, trustee for Railroad museum
Zebulon Miracle (E) (Chair)	01-07-04		12-06	Asst. Curator of History
Thomas C. Streff (E)	3-20-02	01-05-05	12-04 12-08	Retired History/Government Teacher
Mike Mast DDA	01-05-05		12-08	DDA rep, (also V. Pres. at Bank of CO
Bill Cort	04-16-03		12-05	Environmental/Safety Officer

The Board shall consist of a minimum of 5 members and not more than 7. When there are more than 5 members, at least 4 shall be professionals or have expertise in a preservation-related discipline including but not limited to history, architecture, planning, or archaeology. When there are 5 members, there shall be at least 3 such professionals. One member shall be a member of the DDA Board or employee of the DDA. (E) denotes expertise, (L) denotes layperson.

Created: August, 1994, membership amended January, 1995.

Meetings: First Tuesday of the month, 4:00 p.m. in the Community Development Conference Room.

Contact: Kristen Ashbeck, Community Development Dept.

[Note: In 2004, terms were changed from three years to four years]

**VISITOR AND CONVENTION BUREAU  
BOARD OF DIRECTORS**

Nine Members

Three Year Terms

<b>NAME</b>	<b>APPTED</b>	<b>REAPPT'D</b>	<b>EXP</b>	<b>Occupation</b>
W. Steven Bailey	01-19-05		12-05	Co-owner/CEO Powderhorn Rec'n & Dev't.
Linda Smith	02-02-00 12-17-03	02-07-01	12-00 12-03 12-06	Retired
Jane Fine Foster (Chair)	02-07-01 12-17-03		12-03 12-06	Nursing Instructor
Kevin Reimer	02-07-01 12-17-03		12-03 12-06	Owner - Hawthorn Suites Hotel
Steve Meyer	11-20-02 12-17-03		12-03 12-06	President/Owner Shaw Construction LLC
Deborah Hofer	08-17-05		12-07	Asst. Director of the College Center for Mesa State College
Brunella Gualerzi	01-19-05		12-07	Owner – Il Bistro Italiano
Lynn Sorlye (Vice Chair)	11-20-02		12-05	General Manager – Holiday Inn
Eric Feely	01-19-05		12-07	General Mgr. Director of Golf The Golf Club at Redlands Mesa

No City Council rep since May, 1998

Created: November, 1989 – effective 1990

Meetings: Second Tuesday, 3:00 p.m., location varies

**CITY OF GRAND JUNCTION, COLORADO**

**RESOLUTION NO. 84-02**

**A RESOLUTION CLARIFYING THE ETHICAL STANDARDS FOR MEMBERS OF THE CITY'S BOARDS, COMMISSIONS AND SIMILAR GROUPS**

Recitals.

- A. The various City boards, committees, commissions and other groups are similar in that: the members are typically appointed by the City Council; the mission of each is somehow supportive of the City; and from the perspective of the citizen, the actions and pronouncements of the members of such boards and commissions may be viewed as being the act or pronouncement of the City.
- B. The power and legal responsibilities of several of such City groups rise to the level that the City Council should provide additional guidance and rules, pursuant to the City charter, state and other law.
- C. Members of entities/boards who have one or more of the following powers, duties or opportunities, should be subject to higher scrutiny and care, and will be termed "Authoritative":
- spend money,
  - adopt a budget,
  - buy or sell property,
  - act for or bind the City,
  - sue and be sued,
  - hire/fire and supervise employee(s),
  - make land use decisions, including zoning and/or variances;
  - issue and regulate City licenses, including the power to suspend or revoke a right or privilege to do business with or within the City.
- D. The following are Authoritative:
- Grand Junction Downtown Development Authority
  - Walker Field Public Airport Authority (only for the three City appointees)
  - Grand Junction Housing Authority
  - Grand Junction Planning Commission
  - Grand Junction Planning Commission Board of Appeals
  - Building & Fire Code Board of Appeals
  - Contractor's Licensing Board
  - Parks Improvement Advisory Board (only for the City's appointee)
  - Public Finance Corporation
  - Riverview Technology Corporation
  - Grand Junction Forestry Board



## Ridges Architectural Control Committee

- E. A member of a body with advisory powers and duties only could normally not make a decision that is an actual conflict of interest, although a question of appearance of impropriety might arise. Such groups that are normally acting through a City employee or another City group will be termed “Advisory” for this resolution.

The following groups and boards are Advisory:

- Commission on Arts and Culture
- Parks and Recreation Advisory Board
- Urban Trails Committee
- Riverfront Commission
- Historic Preservation Board
- Growth Plan members
- Study groups
- Transit Committees/groups
- Visitor & Convention Bureau Board of Directors
- Other *Ad Hoc* Committees

- F. All members City’s boards and groups are encouraged to discuss such matters with the City Attorney or the Mayor as soon as the member determines that a situation or circumstances has arisen or is likely to.

- G. Some court cases from other jurisdictions have suggested that the ethical and conflict rules for Authoritative groups should be the same as the rules for the City Council. Based on those cases, initial drafts of these rules treated all members of Authoritative groups as being equivalent as members of the City Council.

While having one rule for the Council and all Authoritative groups has the benefit of simplicity, there are quite real and significant limitations. Namely such a rule would mean, for example, that the spouse of an appointee to a City board would be prohibited from bidding on a City job, even though the particular board has no other connection with the bid.

- H. Having considered the benefits and practical impacts of the earlier draft, the Council determines that the earlier draft rule should apply to the members of the Council. For authoritative boards, the rule should be to view each such board on its own, and not act as though totally unrelated boards and groups are the same for these purposes.

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

1. These rules supplement state and other applicable law, especially including §101 of the City charter.
2. The recitals are a substantive part of these rules.
3. A member of an Authoritative board is subject to the same rules as is a Council person, but only with regard to the particular board or group on which the member serves.
4. Rules for members of an Authoritative board are:
  - (a) With regard to the board or group on which the member serves, it is not allowed for the member, or immediate family or business associates of the member, to contract with or have a business relationship with such member's board or group.
  - (b) It is not allowed for a member to act or be involved in a decision or situation in which it could reasonably be perceived that the member's personal or financial interests could influence the decision-making.
  - (c) Regarding the board or group on which a member serves, such member shall not act, influence or be involved in a decision or situation in which the member's immediate family or business associate is involved.
  - (d) Regarding the board or group on which the member serves, it is not allowed for a member's immediate family or business associate to do business with the board or group.
  - (e) Each member must disclose the conflict or appearance of impropriety (including the potential of either) as soon as possible.
  - (f) If a conflict exists, the member must remove him or herself from further involvement in the decision or the process. If an appearance of impropriety exists, the member may remove him/her self or may seek the guidance of the other members of the board or group. In addition, if either a conflict or the appearance thereof reasonably exists, the member must avoid exercise of any attempt to influence any decision-maker.
5. Advisory boards and members are not subject to the rules that apply to Authoritative boards or groups, except that:
  - (a) A member of an advisory board or group must: as soon as possible disclose the conflict, appearance of impropriety, or potential thereof; and such member must absent him/herself from participation or influence regarding the matter.

6. There is no conflict, nor impropriety, for any member of any City Authoritative or Advisory board or group if the matter does not involve the board or group on which the member serves.
7. Some explanatory situations are described on the attached "Ethical Situations and Recommended Actions."

For this resolution:

- (a) "disclosure" or "disclose" means to write or email each member of the respective board or group, and to send a copy to the Mayor and to the City Attorney. The City Attorney shall deliver a copy of all such disclosures, along with any legal opinion that is made available to the public, to the City Clerk who will keep a public record of all such disclosures;
- (b) "immediate family" means a person's spouse/partner and the person's children, siblings and others living together as a family unit. Cousins, aunts, uncles, and parents would not be deemed "immediate family" unless living with the person as a part of the same family unit;
- (c) "business associate(s)" means a person who is:
  - (i) an owner of ten percent (10%) or more of a firm, corporation, limited liability company, partnership or other legal entity; and/or
  - (ii) an officer or director of a corporation; a manager or general manager of a member of a limited liability company; a partner of a partnership or a similar position of authority in another entity.

PASSED and ADOPTED this 4<sup>th</sup> day of September, 2002.

/s/ Cindy Enos-Martinez  
President of the Council

ATTEST:

/s/ Stephanie Tuin  
Stephanie Tuin  
City Clerk

**City of Grand Junction**

# Memo

**To:** City Council

**From:** Dan Wilson, City Attorney  
**CC:** Law, Kelly Arnold, David Varley  
**Date:** July, 2002

**Re:** Ethical Rules Scenarios

---

**Scenario #1:** An applicant for an authoritative board is the owner of a firm and routinely does business for the City, but not for the board for which he is applying. The historical sales to the City by the applicant have all been pursuant to public bid process.

**Answer:** The applicant would be able to do business with the City and with any board other than the authoritative board to which appointed.

**Scenario #2:** An applicant for an authoritative board is not the owner, but is the number three person in a ten person firm that routinely does business with the City, but not for the board for which he is applying. The sales to the City by the applicant's firm are pursuant to public bid process.

**Answer:** If the #3 person is not an owner of the firm nor an officer, manager or member of the firm but is in a support role to the CEO/owner, then there is no conflict of interest.

Does this second scenario involve an appearance of impropriety? Stated another way, would a member of the public view the connection of the applicant to the firm as being identical as that of the owner? If so, the #3 person should disclose his/her relationship with the firm during the application process.

**Scenario #3** – If the applicant for the authoritative board was one of the primary workers for the ten person firm, but not in a management or supervisory role, would the result change?

**Answer:** The resolution would allow the arrangement. The person can serve because the person is not exercising decision making authority for the firm.

**Scenario #4:** – If an applicant for an authoritative board is the owner of a firm that provides services to another City authoritative board (rather than directly to the City), should the result change?

**Answer:** Because each authoritative board is viewed separately from other City authoritative boards, the applicant would be able to do business with the City and with any authoritative board except the one to which the person was appointed.

**Scenario #5:** If an applicant for an authoritative board is the husband of an owner of a firm that provides services to another City authoritative board, should the result change?

**Answer:** The owner/wife would only be barred from doing business with the particular authoritative board on which the husband served.

**Scenario #6** – If an applicant for an authoritative board is the sibling of an owner of a firm that provides services to another City authoritative board, should the result change?

**Answer:** This depends on the relationship between the siblings. Unless the sibling was living in the same house as the owner of the firm, there is no conflict.

An individual applicant or board member might still recuse in a particular instance regarding other members of one's extended family if the relationship is such that it would be difficult to make an independent and objective decision.

**Scenario #7:** If an applicant's best friend does business with the City, but does not do business with the authoritative board itself, is that a problem?

**Answer:** No conflict exists. Nevertheless, because the public could reasonably perceive that the close personal relationship would influence decision-making, recusal is appropriate.

**Scenario #8:** If an applicant's ex-spouse is one of the prime contractors for the City from time to time, but not at the time that the applicant would be appointed, would the applicant's appointment bar another contract during his or her term?

**Answer:** No, because the "ex-spouse" does not fit within the definition of family or close business associate.

**Scenario #9:** May the child of a member of an advisory board bid on a City Public Works Department contract authorized by the City Council?

**Answer:** Because the requirement for members of advisory boards is disclosure, once that has been completed, there is no other bar to such a bid.

**Scenario #10:** Assume that the Arts Commission was expected to recommend to the Parks Director regarding the Director's purchase of a piece of art. If one of the

members of the Commission was close friends with the creator of one of the pieces of art, the member should disclose the relationship and avoid further involvement with the process of making recommendations and acquiring the artwork.

-end-

## **POLICY ON VOLUNTEER BOARD APPOINTMENTS**

**PURPOSE:** To establish an appointment policy for volunteer boards that is consistent and encourages participation by qualified citizens.

### **PROCESS:**

Step 1 - Two months prior to any term expiration, the City Clerk sends a letter to individuals, whose terms are expiring, advising that the term is coming to an end and if interested in continuing to serve they should reapply by the deadline. If the member has already served two terms, then they are not eligible to reapply and will not receive the letter. Term limitations on Grand Junction's volunteer board will be analogous to term limits in Colorado Law. Term limitations do not apply to boards that are jointly appointed with other entities (Riverfront Commission and Riverview Technology Corporation).

At the same time, a letter is sent to the board advising that vacancies are coming open and inviting the board to provide written input to the City Council regarding skills and expertise that would be beneficial to the make-up of the board.

The City Clerk advertises the openings (approximately 2 months prior to expiration). The deadline for receipt of applications is established approximately 1 month prior to the expiration date. Every applicant will receive a postcard from the City Clerk acknowledging receipt of the application.

All letters of interest shall be accompanied by the City's standard volunteer board application (sample attached).

The City Council has determined that some of the volunteer boards will require interviews and some will not (unless there are extenuating circumstances). For those boards that will generally not require interviews, the City Council will make appointments based on solicited recommendations made by the board itself on expertise needed and from the material submitted by the applicants. Generally, no more than six (6) applicants will be interviewed for any one position. When a large volume of applications/ resumes is received and/or on file for any one board, all of City Council will review them in order to reduce down to six.

### **Appointments Based on Application:**

- Arts Commission
- Historic Preservation Board
- Forestry Board
- Ridges Architectural Control Committee

### **Interviews Required:**

- Airport Authority

Downtown Development Authority  
Housing Authority  
Public Finance Corporation  
Riverview Technology Corporation (joint with County)  
Parks & Recreation Advisory Board  
Planning Commission/Board of Appeals  
Riverfront Commission (joint with County, Fruita &  
Palisade  
Visitor & Convention Bureau Board of Directors

**Council Ratifies Appointments:**

Building & Fire Code Board of Appeals (County appoints)  
Urban Trails Committee (Riverfront Commission appoints)

**When interviews are required:**

Step 2 - Approximately one month prior to expiration date, when deadline has passed, a date is set for interviews. Applicants, **including existing members interested in continuing**, are scheduled for an interview.

Step 3 - Interviews are conducted with at least 3 members of City Council present. City Council will usually select no more than six applicants to interview, depending on number of openings, number of applicants and expertise needed on the volunteer board. Any applicant not selected for interview will be advised of such immediately by letter prepared by the City Clerk.

Step 4 – Council will advise the City Clerk who will be recommended for appointment. The City Clerk will schedule appointments on the agenda. For the Council meeting following appointments, the City Clerk will invite the appointees (and reappointees) to the meeting to receive their certificates. If one or more can attend, go forward. If none can attend, and there is not a time issue, then reschedule to a time when at least one appointee can be present.

Step 5 - By majority vote of the Council members conducting the interviews, a recommendation for appointment is made at the City Council meeting when scheduled. The decision for appointment will be made by a majority vote of the City Council.

Step 6 - The City Clerk notifies unsuccessful candidates who were interviewed by letter.

**When interviews are not required:**

Step 2 - One month prior to term expiration, copies of letters of interest and applications received are forwarded to the City Council.

Step 3 - City Council considers any written input and decides by majority vote on the appointment(s) at the next City Council meeting. Appointees are invited to attend the following Council meeting and receive their certificate.



Step 4 - Notification by the City Clerk will be made by letter to all unsuccessful candidates.

**NOTE:** Anyone applying for more than one appointment will be interviewed for each position.

**Updated:** June 18, 1997  
Revised: October 22, 1998  
Revised: June 1, 2001  
Revised: June, 2003

**Attach W-3  
DDA Budget**

**DDA Operating Fund #103**

<b>REVENUE (Fund 103)</b>	<b>2005-YTD</b>	<b>2005-Revised</b>	<b>2006</b>	<b>2007</b>
Property Tax	\$125,865	\$130,000	\$132,000	\$135,000
Ownership Tax	\$10,626	\$20,000	\$21,000	\$22,000
Permits	\$4,140	\$4,500	\$4,000	\$5,000
Misc./Interest Income	\$1,602	\$4,650	\$5,000	\$6,000
Rental Income	\$39,137	\$60,000	\$43,750	\$43,750
TIF Interest Income	\$14,897	\$30,000	\$32,000	\$35,000
AOTC Rev/Donations	\$10,484	\$24,000	\$20,000	\$22,000
<b>Total Revenue</b>	<b>\$206,751</b>	<b>\$273,150</b>	<b>\$257,750</b>	<b>\$268,750</b>
<b>EXPENSES (Fund 103, Org. 191)</b>				
Salaries	\$33,827	\$67,655	\$70,902	\$73,029
Benefits/Emp.Exp	\$9,100	\$18,192	\$19,422	\$20,502
Unemployment	\$5,500	\$5,500	\$0	\$0
Office Supplies	\$0	\$2,500	\$2,500	\$2,500
Office Equipment	\$1,675	\$2,500	\$2,500	\$3,000
Postage	\$0	\$500	\$500	\$500
Repair/Maintenance - Buildings	\$0	\$500	\$1,000	\$1,000
Printing	\$721	\$2,000	\$5,000	\$5,000
Telephone (City)	\$2,163	\$5,000	\$6,735	\$6,750
Data Processing (City)	\$1,525	\$3,051	\$5,157	\$5,310
Utilities	\$5,051	\$8,500	\$1,000	\$1,000
Office Rental	\$4,200	\$8,000	\$9,600	\$9,600
Dues	\$100	\$100	\$200	\$200
Audit (City)	\$750	\$750	\$1,000	\$1,000
Contract Services	\$0	\$500	\$1,000	\$1,000
Annual Dinner	\$3,408	\$3,408	\$1,000	\$1,000
Treasurer's Fee's	\$2,518	\$3,000	\$3,000	\$3,000
Civic Participation	\$35	\$500	\$500	\$500
Board Expense/Business Lunches	\$516	\$1,500	\$1,500	\$1,500
Liability Insurance (City)	\$499	\$1,000	\$1,100	\$1,139
Contributions (DP)	\$15,000	\$15,000	\$20,000	\$20,000
<b>Sub-Total: DDA Operations Expense</b>	<b>\$86,588</b>	<b>\$149,656</b>	<b>\$153,616</b>	<b>\$157,530</b>
<b>AOTC Expense (Fund 103, Org. 1942)</b>				
Supplies	\$117	\$1,000	\$1,200	\$1,500
Postage	\$90	\$100	\$200	\$200
Advertising	\$0	\$500	\$700	\$800
Printing	\$5,205	\$5,315	\$7,000	\$8,000
Insurance (City)	\$0	\$2,400	\$3,000	\$3,000
Lodging	\$0	\$1,000	\$1,200	\$1,500
Contract Services	\$3,440	\$6,000	\$6,500	\$7,000
Golf Tourney	\$800	\$8,000	\$10,000	\$12,000
Sculpture Purchase/Resale	\$10,663	\$18,000	\$10,000	\$12,000
<b>Sub-Total AOTC</b>	<b>\$20,315</b>	<b>\$42,315</b>	<b>\$39,800</b>	<b>\$46,000</b>
<b>Total Expenses</b>	<b>\$106,903</b>	<b>\$191,971</b>	<b>\$193,416</b>	<b>\$203,530</b>
<b>Revenue</b>	<b>\$206,751</b>	<b>\$273,150</b>	<b>\$257,750</b>	<b>\$268,750</b>
<b>Expense</b>	<b>\$106,903</b>	<b>\$191,971</b>	<b>\$193,416</b>	<b>\$203,530</b>
<b>Net Change In Fund Balance</b>	<b>\$99,848</b>	<b>\$81,179</b>	<b>\$64,334</b>	<b>\$65,220</b>
Beginning Fund Balance	\$93,043	\$93,043	\$174,222	\$238,556
<b>Ending Fund Balance</b>	<b>\$192,891</b>	<b>\$174,222</b>	<b>\$238,556</b>	<b>\$303,776</b>

## TIF Capital Fund #203

	<u>2005-YTD</u>	<u>2005 Revised</u>	<u>2006</u>	<u>2007</u>
<b>Beginning Fund Balance</b>	\$ 2,136,652	\$ 2,136,652	\$ 642,752	\$ (1,042,248)
<b>REVENUE (TIF CIP Fund 203)</b>				
Bond Proceeds				\$ 5,000,000
Sale of Property	\$ -	\$ 155,000	\$ -	\$ 400,000
Interest Income	\$ -	\$ 50,000	\$ 12,000	\$ 85,000
Other Income	\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ 12,000</b>	<b>\$ 5,485,000</b>
<b>EXPENSES (TIF CIP Fund 203)</b>				
7th Street Improvements	\$ -	\$ -	\$ 700,000	
Parking Garage - Property	\$ 784,000	\$ 784,000	\$ 336,000	
Parking Garage - Site Development	\$ -	\$ -	\$ 411,000	
Housing Project	\$ -	\$ 500,000		
421 Colorado Renovation	\$ 138,245	\$ 145,000		
Whitman Renovation	\$ 8,876	\$ 10,000		
CHS Study (Elks Lodge)	\$ 5,311	\$ 9,900		
Main St. Breezeway	\$ -	\$ 250,000		
Colorado Avenue Streetscape				\$ 1,000,000
Main St. Lighting/Enhancement				\$ 1,000,000
Sculpture Purchase			\$ 250,000	\$ 250,000
Project TBD (2009-20011)				
<b>Total Expense</b>	<b>\$ 936,432</b>	<b>\$ 1,698,900</b>	<b>\$ 1,697,000</b>	<b>\$ 2,250,000</b>
<b>Revenue</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ 12,000</b>	<b>\$ 5,485,000</b>
<b>Expense</b>	<b>\$ 936,432</b>	<b>\$ 1,698,900</b>	<b>\$ 1,697,000</b>	<b>\$ 2,250,000</b>
<b>Net Change In Fund Balance</b>	<b>\$ (936,432)</b>	<b>\$ (1,493,900)</b>	<b>\$ (1,685,000)</b>	<b>\$ 3,235,000</b>
<b>Ending Fund Balance</b>	<b>\$ 1,200,220</b>	<b>\$ 642,752</b>	<b>\$ (1,042,248)</b>	<b>\$ 2,192,752</b>

**Attach W-4**  
**Communications Update**

*Communications Update*

Sam Rainquet, Communications and Community Relations Coordinator  
October 14, 2005

---

An update will be provided to Council on the status of activities in the communications and community relations office.

**Topic areas will include:**

- Communications activities
  - Specific events
  - Ongoing activities
- Community relations activities
  - Specific events
  - Ongoing activities
- Publications
- In the works
- Future events