

**GRAND JUNCTION CITY COUNCIL
WORKSHOP**

**MONDAY, JUNE 1, 2009 11:30 A.M.
ADMINISTRATION CONFERENCE ROOM
2ND FLOOR CITY HALL
250 N. 5TH STREET**

**Review of Downtown Development Authority and Downtown Grand Junction
Business Improvement District Boards** [*Attach W-1*](#)

Review of Grand Junction Housing Authority Board [*Attach W-2*](#)

Review and Briefing of City Youth Council [*Attach W-3*](#)

Adjourn

DDA Bylaws

BY LAWS
OF
DOWNTOWN DEVELOPMENT AUTHORITY
OF GRAND JUNCTION, COLORADO
ARTICLE 1.000
GENERAL

1.100 Establishment. Under ordinance number 1669 the City of Grand Junction established a Downtown Development Authority known as the "Grand Junction, Colorado, Downtown Development Authority," as a body corporate.

1.200 Purpose. The Authority is established to halt and prevent deterioration of property values within its district and to assist in the development and redevelopment of its district and to use its power to promote the general welfare of the district by the use of its direct and supplemental powers.

1.300 Powers. By ordinance of the City of Grand Junction, the Downtown Development Authority has all powers authorized by Part Eight of Article 25 of Title 31, Colorado Revised Statutes 1973, and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part Eight.

1.400 Seal. The Authority shall have a seal which shall be circular in form and shall have inscribed thereon the name of the Authority and the word "SEAL".

1.500 Offices. The Downtown Development Authority shall have the power to maintain an office within the boundaries of the Downtown Development Authority of the City of Grand Junction, Colorado.

1.600 Annual Budget. Each year the Board shall consider and approve a budget based upon that submitted by the Director pursuant to Section 3.550. After such approval, the budget shall be submitted to the Grand Junction City Council for its approval.

ARTICLE 2.000

THE BOARD OF THE DOWNTOWN DEVELOPMENT AUTHORITY

2.100 Board Members. The affairs of the Authority shall be managed by the Chairman and the Members of the Board.

2.110 Membership. The number and terms of Board Members shall be determined by resolution of the Grand Junction, Colorado, City Council in accordance with 31-25-805 C.R.S. 1973, as amended.

2.120 Present Members. Present Members shall serve as indicated in Sections 2.121 to 2.125.

2.121 Two Members shall serve until 6-30-80.

2.122 Two Members shall serve until 6-30-81.

2.123 Two Members shall serve until 6-30-82.

2.124 Two Members shall serve until 6-30-83.

2.125 A Member representing the Grand Junction City Council shall serve at the pleasure of the Grand Junction City Council.

2.130 Eligibility. Each Board Member, except the Representative from the Grand Junction City

Council, shall reside, be a business lessee, or own real property within the boundaries of the Authority. No officer or employee of Grand Junction, other than an appointee from the Grand Junction City Council, shall be eligible for appointment to the board.

2.140 Compensation. All members including the Chairman shall serve without compensation, but they may be reimbursed for actual and necessary expenses incurred on behalf of the Authority.

2.200 Vacancies. In the event of one or more vacancies, or expiration of any one or more Board Member's terms, the Authority may at a regular or specially called Board of Directors' meeting, nominate replacement Board Members for consideration by the Grand Junction City Council. In the event a Board Member's term has expired, the Board may nominate him for an additional term or nominate a replacement.

2.210 Nominations. The Authority may nominate prospective Board Members to the City Council at least sixty (60) days prior to the expiration of existing Board Member's term; and promptly after notice of other vacancies.

2.220 Voting. Board Members whose terms are being considered by the Authority for extension, or replacement, are disqualified to vote on nominations for extension or replacement for their own term.

2.230 Appointment. The Grand Junction City Council is not obligated to appoint Board Members nominated by the Authority and may appoint Board Members of their own selection. However, should the City Council fail to extend the term of, or replace, any existing Board Member nominated by the Authority for term extension, such Board Member shall continue to serve as a Board Member of the Authority until a successor has been appointed and qualified.

2.240 Removal. After notice and an opportunity to be heard, an appointed member of the Board may be removed for cause by the Grand Junction City Council.

ARTICLE 3.000

OFFICERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

3.100 Chairman. The Chairman shall preside at all meetings of the Authority except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Authority.

3.110 Election. At the first regularly scheduled meeting of the Board in July of each year, a Chairman shall be elected to preside at the meetings of the Board with the full power to vote on any issue, except as otherwise

provided herein. The Chairman shall serve until election of a new Chairman at the first regular meeting the following July at which time the Chairman may be re-nominated or a new Chairman may be elected.

3.200 Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman, until such time as the Authority shall select a new Chairman. The Vice-Chairman shall be elected in the same manner and at the same time as the Chairman.

3.300 Treasurer. The Treasurer shall keep the financial records of the Authority and, together with the Director, shall approve all vouchers for the expenditure of funds of the Authority.

3.310 The Treasurer for the Downtown Development Authority shall be the City Finance Director, or other person acting in that capacity for the City of Grand Junction.

3.400 Secretary. The Secretary shall maintain custody of the official seal and of all records, documents, or other papers not required to be maintained by the Treasurer. The Secretary shall attend all meetings of the Board and keep a record of all its proceedings, file minutes of all regular or special meetings with the Clerk of the City of Grand Junction, and shall perform such other duties as may be delegated to him by the Board. The Secretary shall have power to affix the Authority's seal to and attest all contracts and instruments to be executed by the Authority.

3.410 The Secretary shall be the Executive Secretary hired by the Director.

3.500 Director. Pursuant to the requirements of 31-25-815 C.R.S. 1973, a Director shall be employed for the Downtown Development Authority.

3.510 Appointment. The Director shall be appointed by the Board and after approval by the Grand Junction City Council shall serve at the pleasure of the Board. The compensation to be paid to the Director shall be established by the Board.

3.520 Responsibility. The Director shall be the Chief Executive Officer of the Authority and shall have general supervision over and be responsible for the performance of the functions of the Authority. Notwithstanding other items within these bylaws, the Director may expend funds in accordance with Grand Junction Financial Management Rules for normal and necessary expenses provided that the treasurer also signs vouchers. The Director shall also provide periodic financial statements and reports to the Board as required.

3.530 Staff. The Director shall be responsible for hiring and supervising a subordinate staff and for providing reports to the Board. Subordinate staff shall serve under the direction of the Director. The Director shall control employment activities in accordance with the Personnel Rules of the City of Grand Junction.

3.540 Bond. The Board may require a bond from the Director, or, by resolution, waive the bond requirement.

3.550 Budget. The Director shall annually prepare a budget and submit it to the Board for its approval, in accordance with applicable State Statutes and Financial Management Rules of the City of Grand Junction. The budget shall indicate the amount of compensation to be paid staff and the amounts to be devoted to specific Authority projects.

3.600 Additional Duties. All officers shall perform additional duties as directed by the Board.

ARTICLE 4.000

MEETINGS

4.100 Regular Meetings. Dates of regular monthly business meeting dates shall be determined by the Board by resolution. Regular meetings may be recessed and continued to another date of the month. The Secretary shall send written notice to each Board Member at least two (2) days in advance of each regular monthly business meeting stating the time and location within the City of Grand Junction at which the meeting is to be held. By resolution, the Board may direct that a regular meeting not be held, but in no event shall more than two consecutive meetings be cancelled.

4.110 Attendance. In the event of the absence of a Board Member for three consecutive regular meetings, a letter may be written by the Director, at the direction of the Board, to

the Grand Junction City Council, requesting removal of that Board Member pursuant to Article 2.240 of these rules.

4.200 Special Meetings. Special meetings of the Authority may be called by the Authority Chairman and Director at a convenient place and time provided not less than a Quorum of all Board Members are in attendance or consent in writing to holding of such special meeting.

4.300 Open Meetings. All meetings of the Board shall be open to the public, except those dealing with land acquisition or sales, personnel matters, or legal matters.

4.400 Quorum. The Quorum necessary to conduct all regular business shall be a majority of all active Board Members.

4.500 Voting. All regular business matters shall be decided by majority of the Board Members present and voting unless otherwise provided for in these by-laws.

4.600 Rules of Order. All meetings shall be conducted under the most recent Edition of Robert's Rules of Order, Revised, except as otherwise provided by these By-Laws and Statute 35-25-801 et seq., C.R.S. 1973, as amended.

ARTICLE 5.000

CONTRACTS; FINANCE

5.100 Contracts. The Board may authorize, by resolution, the Chairman, or Director, to enter into any contract or execute any instrument in the name of and in behalf of the

Authority, and such authority may be general or confined to specific instances.

5.200 Finance

5.210 Deposits. All funds of the Authority will be deposited in the Municipal Treasury to the credit of the Authority.

5.220 Vouchers. All vouchers for the payment of accounts shall be submitted by the Director to the Treasurer for payment from funds deposited to the credit of the Authority. Both the Director and the Treasurer shall approve all vouchers for the expenditure of funds of the Authority.

5.230 Loans. No loans shall be contracted for on behalf of the Authority and no evidence of indebtedness shall be issued, except by resolution of the Board. Such resolution may be general or confined to specific instances.

5.300 Property. The Authority may hold property in its name as directed by resolution of the Board and as permitted by 31-25-801, et seq., C.R.S. 1973, as amended.

ARTICLE 6.000

AMENDMENTS

6.100 Amendments. The By-Laws of the Authority may be amended at any regular or special meeting by a two-thirds (2/3)

vote of the Board. No such amendment shall be adopted unless at least two (2) days written notice thereof has been previously given to all members of the Authority. All amendments to these By-Laws shall be filed in the office of the Clerk of the City of Grand Junction.

ARTICLE 7.000

INDEMNIFICATION

7.100 Indemnification. Any of the Authority's officers, directors and other employees may be indemnified or reimbursed by the Authority for reasonable expenses (including, but not limited to, attorney's fees, judgments and payments in settlement) actually incurred in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which he or they shall be made a party by reason of his being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with his being or having been a Board Member, officer or employee of the Authority; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which he shall finally be adjudged to have been guilty of or liable for gross negligence or willful misconduct or criminal acts in the performance of his duties to the Authority; and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit, or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, or the Board of Directors of the Authority acting by vote of Directors not parties to the same or substantially the same action, suit or proceeding, constituting

a majority of the whole number of the Board Members. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, his heirs, executors, or administrators, may be entitled as a matter of law.

7.200 Insurance. The Authority may, upon the affirmative vote of a majority of its Board of Directors, purchase insurance for the purpose of indemnifying its Board Members, officers and other employees to the extent that such indemnification is allowed in Section 7.100.

ARTICLE 8.000

APPROVAL OF BY-LAWS

8.100 Approval. Upon approval of these By-Laws by a two-thirds (2/3) vote of the members of the Board, they shall be submitted to the Grand Junction, Colorado, City Council for approval, and upon the approval of the Grand Junction City Council shall be filed with the City Clerk and all statutorily permissible acts previously taken by the Board and its Director shall be ratified and confirmed, by both the Board and the Grand Junction, Colorado, City Council.

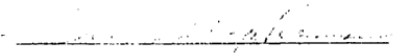
ARTICLE 9.000

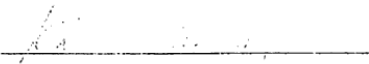
DISSOLUTION

9.100 Dissolution. Upon resolution by a two-thirds (2/3) vote of the Board of the Downtown Development Authority, the Board may request the Grand Junction, Colorado, City Council to dissolve the Authority provided that all statutory requirements are satisfied.

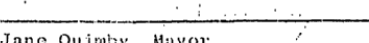
BY-LAWS
OF
DOWNTOWN DEVELOPMENT AUTHORITY
OF GRAND JUNCTION, COLORADO

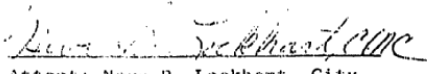
Formally adopted by the Grand Junction Downtown Development
Authority this 6th day of June, 1980.


Guy Stephens, Chairman


Attest: Kathy Grandy, Secretary
to the Board

Formally approved by the Grand Junction City Council
this 18 day of June, 1980.


Jane Quimby, Mayor


Attest: Neva B. Lockhart, City
Clerk

DGJBID Bylaws

**BY-LAWS
OF
DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
GRAND JUNCTION, COLORADO**

ARTICLE 1.000

GENERAL

1.100 Establishment. Under ordinance number 1669, the City of Grand Junction ("City") established a Downtown Business Improvement District known as the Grand Junction, Colorado, Downtown Business Improvement District ("BID") or ("Downtown BID"), as a body corporate.

1.200 Purpose. The BID is established to market and promote downtown, as well as present special events and use its power to promote the general welfare of the district by the use of its direct and supplemental powers.

1.300 Powers. By ordinance of the City of Grand Junction, the BID has all powers authorized by Part 12 of Article 25 of Title 31, Colorado Revised Statutes, and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 12. A copy of Part 12, contingent on amendment that may occur from time to time is attached hereto and incorporated by this reference as if fully set forth.

1.400 Seal. The BID shall have a seal, which shall be circular in form and shall have inscribed thereon the name of the BID and the word "SEAL."

1.500 Offices. The BID shall have the power to maintain an office within the boundaries of the Downtown BID of the City of Grand Junction, Colorado.

1.600 Annual Budget. Each year the Board shall consider and approve a budget pursuant to Section 3.550 of these bylaws. After such approval, the budget shall be submitted to the Grand Junction City Council ("City Council") for its approval.

ARTICLE 2.000

THE BOARD OF THE DOWNTOWN BID

2.100 Board Members. The Chair and the Members of the Board shall manage the affairs of the BID.

Membership. The number and terms of Board Members shall be determined by resolution of the City Council in accordance with 31-25-1200, et. seq., C.R.S.

Members shall serve staggered terms and shall serve until their term ends. Members may be re-appointed in accordance with then existing City Council policy on term limits.

A member representing the City Council shall serve at the pleasure of the City Council.

2.140 Eligibility. Each Board Member, except the Representative from City Council, shall reside, be a business lessee or a representative of a business lessee, or own real property within the boundaries of the BID. No officer or employee of the City of Grand Junction, other than an appointee from the City Council, shall be eligible for appointment to the Board.

2.150 Compensation. All Members including the Chair shall serve without compensation, but they may be reimbursed for actual and necessary expenses incurred on behalf of the BID.

2.200 Vacancies. In the event of one or more vacancies or expiration of any one or more Board Member's terms, the BID may, at a regular or specially called Board of Directors' meeting, nominate replacement Board Member(s) for consideration by the City Council. In the event a Board Member's term has expired, the Board may nominate him/her for an additional term or nominate a replacement.

Nominations. The BID may nominate a prospective Board Member(s) to the City Council at least sixty (60) days prior to the expiration of an existing Board Member's term. When a vacancy is created, the BID may nominate a prospective Board Member(s) promptly after it receives notice of the vacancy(ies).

2.220 Voting. Board Members whose terms are being considered by the BID for extension or replacement are disqualified to vote on nominations for extension or replacement for their own term.

2.230 Appointment. City Council is not obligated to appoint Board Members nominated by the BID and may appoint Board Members of their own selection. However, should the City Council fail to extend the term of, or replace, any existing Board Member nominated by the BID for term extension, such Board Member shall continue to serve as a Board Member of the BID until a successor has been appointed and qualified.

Removal. After notice and a public opportunity to be heard, the Board may request that a Member(s) of the Board be removed for cause by the City Council. A Board Member(s) may be removed by the City Council for misfeasance, malfeasance or any other violation of the public trust or affront of the dignity of the Board.

ARTICLE 3.000

OFFICERS OF THE DOWNTOWN BID

3.100 Board Chair. The Board Chair shall preside at all meetings of the BID except as otherwise authorized by resolution of the BID. The Chair shall sign all contracts, deeds and other instruments made by the BID. At each meeting, the Chair shall submit such recommendations and information as deemed necessary for the proper administration of the business affairs and policies of the BID.

Election. At the first regularly scheduled meeting of the Board in July of each year, a Chair shall be elected to preside at the meetings of the Board with the full power to vote on any issue, except as otherwise provided herein. The Chair shall serve until election of a new Chair at the first regular meeting the following July, at which time the Chair may be renominated or a new Chair may be elected.

3.200 Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair and, in case of the resignation or death of the Chair, the Vice-Chair shall perform the duties of the Chair, until such time as the BID shall select a new Chair. The Vice-Chair shall be elected in the same manner and at the same time as the Chair.

3.300 Treasurer. The Treasurer shall keep the financial records of the BID and, together with the Director, shall approve all vouchers for the expenditure of funds of the BID. The Treasurer shall prepare and submit a monthly report stating the assets, liabilities and year-to-date and month-to-date expenditures of the BID. The Treasurer shall submit the report to the Director and the Director shall report to the Board.

3.400 Secretary. The Secretary shall maintain custody of the official seal and of all records, documents or other papers not required to be maintained by the Treasurer. The Secretary shall attend all meetings of the Board and keep a record of all its proceedings, file minutes of all regular or special meetings with the City Clerk and shall perform such other duties as required by law, agreement with the City or as may be delegated to him/her by the Board. The Secretary shall have power to affix the BID's seal to and attest all contracts and instruments to be executed by the BID.

The Secretary may also be known as the Executive Secretary. The Secretary shall be hired and supervised by the Director.

3.500 Director. Pursuant to the requirements of 31-25-1200, et. seq., C.R.S., the BID shall employ a Director.

Appointment. The Board shall appoint a Director only after approval by the City Council. The Director is the Board's employee and shall serve at the pleasure of the Board. The Board shall periodically review the Director's performance. The Director is and shall be an at-will employee. The compensation to be paid to the Director shall be established by the Board and budgeted accordingly.

Responsibility. The Director shall be the Chief Executive Officer of the BID and shall have general supervision over and be responsible for the performance of the functions of the BID. Subject to and in accordance with these bylaws and direction by the Board, the Director may expend funds in accordance with standard, generally accepted governmental accounting and fiscal management practices. The signature of the Director and the Treasurer shall be required on all vouchers for the payment of all expenses. The Director shall provide periodic financial statements and reports to the Board as required by the Board.

3.530 Staff. The Director shall be responsible for hiring and supervising any subordinate staff and for providing reports to the Board. Staff shall serve under the direction of the Director. The Director shall control employment activities in accordance with the Personnel Rules established by the Board.

3.540 Bond. The Board may require a bond from the Director, or, by resolution, waive the bond requirement.

Budget. The Director shall annually prepare a budget and submit it to the Board for its approval, in accordance with applicable State Statutes and Financial Management Rules of the City. The budget shall indicate the amount of compensation to be paid to staff and the amounts to be devoted to specific BID projects.

3.600 Additional Duties. All officers shall perform additional duties as directed by the Board.

ARTICLE 4.000

MEETINGS

4.100 Regular Meetings. The Board shall determine dates of regular business meeting by resolution. Regular meetings may be recessed and continued to another date and/or time. The Secretary shall send notice by mail, facsimile transmission or electronic mail (e-mail) to each Board Member at least two (2) days in advance of each meeting, stating the time and location within the City at which the meeting is to be held. By resolution, the Board may direct that a regular meeting not be held, but in no event shall more than two consecutive scheduled meetings be cancelled.

Attendance. In the event of the absence of a Board Member for three consecutive regular meetings, a letter may be written by the Director, at the direction of the Board, to the City Council, requesting removal of that Board Member pursuant to Article 2.240 of these bylaws.

4.200 Special Meetings. Special meetings of the BID may be called by the Chair or in the Chair's absence the Vice-Chair, at a convenient place and time provided not less than a Quorum of all Board Members are in attendance or consent in writing to holding such special meeting and that the meeting is properly noticed in accordance with the Colorado Open Meetings law and minutes are kept, if necessary, as required by law.

4.300 Open Meetings. All meetings of the Board shall be open to the public, except those that may be lawfully closed by law.

4.400 Quorum. The Quorum necessary to conduct all business shall be a majority of all Board Members.

4.500 Voting. All regular business matters shall be decided by a majority of the Quorum unless otherwise provided for in these bylaws, or by law.

4.600 Rules of Order. All meetings shall be conducted under the most recent Edition of Robert's Rules of Order, Revised, except as otherwise provided by these bylaws and 35-25-1200, et seq., C.R.S.

ARTICLE 5.000

CONTRACTS; FINANCE

5.100 Contracts. The Board may authorize, by resolution, the Chair or the Director, consistent with the BID stated by the resolution, to enter into any contract or execute any instrument in the name of and in behalf of the BID.

5.200 Finance

Deposits. All funds of the BID will be deposited in the City treasury to the credit of the BID.

Vouchers. All vouchers for the payment of accounts shall be submitted by the Director to the Treasurer for payment from funds deposited to the credit of the BID. Both the Director and the Treasurer shall approve all vouchers for the expenditure of funds of the BID.

5.230 **Loans.** No loans shall be contracted for on behalf of the BID and no evidence of indebtedness shall be issued, except by resolution of the Board. Such resolution may be general or confined to specific instances.

ARTICLE 6.000

AMENDMENTS

6.100 **Amendments.** The bylaws of the BID may be amended at any regular or special meeting by a two-thirds (2/3) vote of the entire Board. No such amendment shall be adopted unless at least two (2) days' notice, as provided in Section 4.100 of these bylaws, has previously been given to all Board Members. All amendments to these bylaws shall be reviewed in accordance with Section 8.100 of these bylaws and if approved, filed in the office of the Clerk of the City of Grand Junction.

ARTICLE 7.000

INDEMNIFICATION

7.100 **Indemnification.** Any of the BID's officers, Directors and other employees may be indemnified or reimbursed by the BID for reasonable expenses (including, but not limited to, attorney's fees, judgments and payments in settlement) actually incurred in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which he or they shall be made a party by reason of his being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with his being or having been a Board Member, officer or employee of the BID; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which he shall finally be adjudged to have been guilty or liable for gross negligence or willful misconduct or criminal acts in the performance of his duties to the BID; and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit, or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, or the Board of Directors of the BID acting by vote of Directors not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the whole number of the Board Members. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, his heirs, executors or administrators, may be entitled as a matter of law.

7.200 **Insurance.** The BID may, upon the affirmative vote of a majority of its Board of Directors, purchase insurance for the purpose of indemnifying its Board Members, officers and other employees of the extent that such indemnification is allowed in Section 7.100.

ARTICLE 8.000

APPROVAL OF BYLAWS

8.100 **Approval.** Upon approval of these bylaws by a two-thirds (2/3) vote of all Members of the Board, they shall be submitted to the City Council for approval and upon the approval of the City Council, shall be filed with the City Clerk and all statutorily permissible acts previously taken by the Board and its Director shall be ratified and confirmed, by both the Board and the City Council.

ARTICLE 9.000

DISSOLUTION

9.100 Dissolution. Upon resolution by a two-thirds (2/3) vote of all Members of the Board of the BID, the Board may request the City Council to dissolve the BID provided all statutory requirements are satisfied.

The foregoing bylaws were approved and adopted January 26, 2006.

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

By Karen Vogel
Karen Vogel, Board Chair

ATTEST:

By: Diane Jerman
Secretary

Oct 26, 1993

BYLAWS OF THE HOUSING AUTHORITY
OF THE
CITY OF GRAND JUNCTION, COLORADO

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Housing Authority of the City of Grand Junction, Colorado."

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3. Office of Authority. The office of the Authority shall be at such place in the City of Grand Junction, State of Colorado, as the Authority may from time to time designate by resolution.

ARTICLE II - OFFICES

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson, a Secretary who shall be Executive Director, and such other officers as the Board may appoint.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. The Chairperson shall sign all contracts, deeds, and other instruments authorized by the Commissioners. At each meeting, the Chairperson shall report to the Commissioners concerning the business, affairs, and policies of the Authority.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and, in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Commissioners shall select a new Chairperson.

Section 4. Secretary. The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Commissioners. The Secretary shall be charged with the management of the housing projects of the Authority. The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office of

Secretary. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Commissioners may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Commissioners. Except as otherwise authorized by resolution of the Commissioners, all such orders and checks shall be countersigned by the Chairperson. The Secretary shall keep regular books of accounts showing receipts and expenditures and shall render quarterly to the Commissioners (or more often, when requested), at a regular meeting, an account of all transactions and also of the financial condition of the Authority. The Secretary shall give such bond for the faithful performance of duties as the Commissioners may designate.

The compensation of the Secretary shall be determined by the Commissioners, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Commissioners or the Bylaws or rules and regulations of the Authority.

Section 6. Election or Appointment. The Chairperson and Vice-Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary shall be appointed by the Commissioners. Any person appointed to fill the office of Secretary or any vacancy therein, shall have such term as the Commissioners fix, but no Commissioner shall be eligible to this office except as a temporary appointee.

Section 7. Vacancies. Should the office of Chairperson or Vice-Chairperson become vacant, the Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Commissioners shall appoint a successor for the unexpired term.

Section 8. Assistants. The Commissioners may appoint assistants to any officer to perform such duties of the officer as the Commissioners may designate.

ARTICLE III - ADDITIONAL PERSONNEL

The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by "The Housing Authorities Law" of Colorado and all other applicable laws of the State of Colorado. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of Colorado.

ARTICLE IV - TENANT REPRESENTATIVE

The tenant association of each project of the Authority may designate a Tenant Representative to attend meetings of the Commissioners. Although the Tenant Representatives shall have no voting power, they shall be permitted to attend meetings and to present to the Commissioners any information concerning their project which they consider worthy of consideration. Tenant Representatives may be excluded from executive sessions.

ARTICLE V - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the third Tuesday of November at 12:00 noon. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day.

Section 2. Regular Meeting. Regular meetings of the Commissioners may be held at such times and places as may from time to time be determined by resolution of the Authority. Additional notice to Commissioners and Tenant Representatives shall not be required; however, notice pursuant to Section 6 shall be given.

Section 3. Special Meetings. The Chairperson of the Authority may, at any time, and shall, upon the written request of two Commissioners of the Authority, call a special meeting of the Commissioners for the purpose of transacting any business designated in the call.

Section 4. Place of Meetings. Unless specified otherwise in a notice given as provided in Sections 5 and 6, all meetings of the Commissioners, whether regular or special, shall be held at 805 Main Street, Grand Junction, Colorado.

Section 5. Notice of Meetings to Commissioners and Tenant Representatives. Notice to Commissioners and Tenant Representatives of any special meeting shall be given at least 24 hours prior to the meeting and shall be sufficient if given by telephone, facsimile transmission, or in writing. A written notice shall be considered given when it is delivered to a Commissioner or Tenant Representative. A telephone or facsimile notice shall be considered given when transmitted to the

Commissioner or Tenant Representative or a person who receives messages for a Commissioner or Tenant Representative. Any Commissioner or Tenant Representative may waive notice of any meeting. Such waiver must be in writing, signed by the Commissioner or Tenant Representative, and filed with the minutes.

Section 6. Additional Notice of Meetings. The Secretary shall maintain a list of persons who request notification of all meetings or of meetings when certain specified policies will be discussed and shall provide notice of such meetings to persons on the list in the manner specified in Section 5 of this Article. In lieu of confirming actual delivery of a written notice, written notice may be mailed to the person by first class mail, postage prepaid, five days in advance of the meeting. The Authority shall also post notice of a meeting, including specific agenda information to the extent possible, at least 24 hours prior to the meeting upon the public notice bulletin board maintained by the Grand Junction Housing Authority at 805 Main Street, Grand Junction, Colorado. At the first regular meeting of the Commissioners in each calendar year, the Commissioners shall designate the posting place of its notices of meetings for that year, which may be the same as, or in addition to, the place designated above.

Section 7. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present. A Commissioner may be present by telephone or similar communications equipment provided all persons participating in the meeting can hear each other at the same time.

Section 8. Resolutions. All resolutions shall be in writing and shall be copied in the official minute book or journal of the proceedings of the Authority.

Section 9. Manner of Voting. The voting on all resolutions coming before the Authority shall be by roll call; the voting on all motions coming before the Authority shall be by voice vote.


Section 10. Executive Session. At any meeting, two-thirds of the Commissioners present may vote to convene in executive session for the consideration of matters permitted to be considered in executive session by Section 24-6-402, C.R.S. A motion to convene an executive session shall be privileged, may interrupt debate, and shall have priority over other business before the meeting, except a motion to adjourn or recess. If a motion to convene executive session is passed, the Chairperson shall announce the general topic of the executive session prior to convening in executive session. During executive session, the public and Tenant Representatives shall be excluded from the

meeting. During executive session, the Commissioners may not adopt any policy, position, resolution, rule, or regulation or take other formal action.

ARTICLE VI - AMENDMENTS

The Bylaws of the Authority shall be amended only with the approval of at least three (3) of the Commissioners of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven (7) days' written notice thereof has been previously given to all of the Commissioners of the Authority.

C/27/4710

 Secretary

City Youth Council

City Youth Council Historical Review and Options

The City Youth Council (CYC) was first appointed by the City Council in the fall of 2003 to give Grand Junction's youth a voice in government. The original purpose of CYC was to advise the City Council on issues relative to youth activities and community involvement. Originally, the members were to be between grades 9 through 12 and live within City of Grand Junction limits; however, those rules have been relaxed to allow several middle school students and teens from any School District 51 school. The members serve two-year terms, but many of the teens have been reinstated for consecutive two-year terms. Membership has ranged from eight to 20 from year to year.

The original team working to develop CYC included several City Council members (Harry Butler in particular), Mari Steinbach (Recreation Superintendent), Seth Hoffman (Management Intern), and several very active teens. This team researched other similar groups across the country, developed a model, developed member job descriptions, and prepared recruiting plans.

A typical CYC year begins in May with recruitment for new members. A retreat is then conducted before the school year begins to build teamwork, elect officers, develop sub-committees, and develop goals and objectives for the year. Once school is in session, the group met every other week. A City Council member has traditionally been assigned to attend CYC meetings and CYC was to periodically attend City Council meetings to maintain communication between the two groups.

Projects

- Each year CYC attends Colorado Closeup in Denver. During Colorado Closeup, students have the opportunity to observe the state legislature and courts, meet with elected officials from each branch of government, and work with lobbyists and business leaders to discuss how they can impact their communities. The mission is to create civic and service minded youth by developing leadership skills, inspiring purpose, and empowering engagement in their communities.
- CYC participates in the Kids Voting Mesa County which is a nonprofit, nonpartisan grassroots organization dedicated to educating young people in K through 12th grades about the significance of an informed electorate and about the importance of voting to sustain our democracy. A member of CYC serves on their committee and the group participates in the annual fundraiser banquet.
- CYC has become increasingly active in planning and organizing drug and alcohol free special events for teens. The group started the first New Year's Eve party held at Two Rivers Convention Center. After several years of lackluster participation and a great deal of expense, the group chose to dedicate their time to another event. Spotlight Youth took the place of the New Year's Eve party in 2008, but unfortunately it too garnered little participation from teens. In 2009, two smaller special events took the place of the one large event. The Teen Movie Night and the Best Snowday Ever were held with decent participation. The group also helps sponsor the annual 8th Grade Graduation Party at Bookcliff Activity Center and has done so for the past three years.

Current Challenges

The CYC and its staff liaisons have encountered several challenges in the last several years. The following is a short list of examples.

- **Recruitment:** Recruitment has become difficult as literally every organization and non-profit has recently developed a teen advisory board or commission. Mesa County, Mesa County Library, and the Treehouse are several examples. Many teens are active on more than one community board.
- **Duplication of Services:** As more teen commissions and boards develop, it seems there is a great deal of duplicity. For example, TLC (Mesa County Teen Leadership Commission) provides several special events throughout the year, attends a teen legislative educational conference (Colorado Closeup) in Denver each year, recruits from the same pool of teens, advocates and/or assists with drug and alcohol free activities, etc.
- **Attendance and Commitment:** The original bylaws of CYC stated that any member missing two meetings would be excused from CYC for the remainder of his/her term. CYC has had a difficult time enforcing this bylaw and has chosen to essentially ignore it the last several terms. Commitment to the council has decreased as a result.
- **Involvement with City Council:** Meeting schedules, outside commitments, and other extracurricular activities have made it difficult to get CYC to interact face-to-face with City Council to receive direction and guidance.
- **Staff Support:** Another purpose of CYC is to give teens leadership opportunities including the chance to lead each other with little direction from the staff liaisons. The role of staff is to provide guidance, advice, and information. Staff liaisons have struggled to motivate the teens, apply policies and bylaws when necessary, and provide assistance without taking a leadership or management role. Since 2003, there have been six different staff liaisons (interim liaisons included) all struggling to maintain the necessary balance between direction and guidance.
- **Special Event Planning:** In the last several years, CYC has gravitated toward spending a majority of its time on special event planning because the teens have shown interest in doing so. As a result, they have not placed a high priority on participating in City Council or legislative functions.

Options for Reform

With the transfer of the current management analyst, a new Mayor, and several new Council members, it seems appropriate to revisit the objectives of CYC. The following are three options for improvement or modification.

1. First option is a possible collaboration with Mesa County Teen Leadership Commission (TLC). It seems redundant to recruit from the same pool of kids while both striving to

essentially accomplish the same objectives. It would make sense to leave a bulk of the administrative duties with the County because they have had a regular intern administering TLC for several years now. Different people from the City could assist throughout the year based on need. For instance, if the kids want to work on the Public Safety Initiative, Police would get involved, or if the kids would like to organize a drug and alcohol free event, Parks and Recreation would get involved. Jessica Peterson with the County has been contacted about meeting to discuss this possibility. This meeting will take place in early June when Jessica returns to work full-time. If the goal of these commissions is to give teens a voice in local government, a streamlined approach for the two largest public agencies in the valley would certainly strengthen their voice.

2. The second option would be to revamp CYC into a Parks and Recreation Teen Advisory/Volunteer Board. We aren't totally sure how this would work just yet, but in previous years it seems the kids have been very interested in activities, so the fit with Parks and Recreation may make sense. This also gives Parks and Recreation another avenue for volunteers and a way to connect with teens on a regular basis.
3. The third option is to dissolve CYC. CYC has struggled for several years with consistency, participation, and its ability to achieve meaningful objectives. The past two years have been most difficult considering the board has been treated at as a social outlet for the teens, and they have done little if any advocating for their peers. If the decision is to keep CYC in some fashion, it would be our recommendation to have City Council completely revamp their mission and purpose.