

**GRAND JUNCTION CITY COUNCIL  
READINESS SESSION**

**MONDAY, JUNE 18, 2012, 5:00 P.M.  
CITY AUDITORIUM  
250 N. 5<sup>TH</sup> STREET**

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

1. **DDA Policy and Capital Presentation:** Information and discussion, and to seek Council's input and direction. Ultimately the various strategies and projects will be consolidated into an amendment to the DDA's Plan of Development for consideration and ratification by Council at a future date (continued from earlier workshop)
  
2. **Economic, Convention, and Visitor Services Department:** This is one in a series of department overviews intended to brief City Council on current policy issues and future capital needs. An overview of the department will be presented along with a discussion of the economic impact of tourism, conventions and other events at Two Rivers. [Attach R-1](#)
  
3. **Administration Department:** This is one in a series of department overviews intended to brief City Council on current policy issues and future capital needs. Administration is the support team for the City Council and organization as a whole. Rich Englehart and the departmental Directors will go through where the department is today, challenges and what is seen on the horizon. The presentation will finish with a discussion on the next steps since this will be the final readiness meeting for departmental presentations. [Attach R-2](#)



Date: June 13, 2012  
Author: Barbara Bowman  
Title/ Phone Ext: VCB Division  
Manager/4052  
Proposed Meeting Date:  
June 18, 2012

## Attachment R-1

# CITY COUNCIL STAFF REPORT READINESS SESSION

**Topic:** Policy/Capital Discussion: Economic, Convention and Visitor Services

**Staff (Name & Title):** Debbie Kovalik, Director, Economic, Convention and Visitor Services  
Barbara Bowman, Division Manager, Visitor and Convention Bureau

### Summary:

This is one in a series of department overviews intended to brief City Council on current policy issues and future capital needs. An overview of the department will be presented along with a discussion of the economic impact of tourism, conventions and other events at Two Rivers.

### Background, Analysis and Options:

An overview of the Economic, Convention and Visitor Services Department will be provided. Two Rivers Convention Center operations and capital needs will be addressed. The discussion will also highlight the economic impact of tourism and the return on investment of marketing expenditures.

**Board or Committee Recommendation:** N/A

### Financial Impact/Budget:

No financial impacts at this time.

**Legal issues:** N/A

**Other issues:** N/A

**Previously presented or discussed:** N/A

### Attachments:

Handouts will be presented during the workshop.



Date: June 13, 2012

Author: Rich Englehart

Title/ Phone Ext: Acting City  
Manager, 1502

Proposed Meeting Date:

Readiness June 18, 2012

## Attachment R-2

# CITY COUNCIL STAFF REPORT READINESS SESSION

**Topic:** Policy/Capital Discussion: Administration

**Staff (Name & Title):** Rich Englehart, Acting City Manager

### Summary:

This is last in a series of department overviews intended to brief City Council on current policy issues and future capital needs. Administration is the support team for the City Council and the organization as a whole. The departmental Directors and I will go through where we are today, challenges and what we see on the horizon. The presentation will finish with a discussion on the next steps since this will be the final readiness meeting for departmental presentations.

### Background, Analysis and Options:

The format will be consistent with the other department reports and will focus on our supporting role and responsibilities in the areas of people, projects, programs, and assets. The Administration Department includes City Attorney, Communications, City Clerk, Human Resources, Information Technology and Financial Operations. Within Financial operations you will also see a presentation on our fleet internal service fund.

The next steps will be discussed and the format presented to the Council. A team made up of a cross section of each department has been meeting to help format the concept for reviewing and beginning the process of prioritizing the needs. The focus will be on capital and the community requests. A method will be used to develop a draft that will start placing capital into a three to five-year plan. The document will be fluid as we then begin to put in the personnel and operational support numbers. The goal is to develop a solid two year financial plan with a vision into the third year. The more detailed budget will be developed beginning in August. We will start to discuss funding strategies and apply what we know to be the conservative revenue projections based on our trending data.

This process begins with work sessions in July:

July 16<sup>th</sup> – 9am to 1pm in the Hospitality Suite

July 23<sup>rd</sup> – 5:00pm in the Administration Conference Room

July 30<sup>th</sup> – 5:00pm in the Administration Conference Room

The process will continue throughout the next several months in which staff will work on the draft budget. In September specific workshops will be held with the Council as we work towards the formal adoption in December.

**Board or Committee Recommendation:**

N/A

**Financial Impact/Budget:**

N/A

**Legal issues:**

N/A

**Other issues:**

N/A

**Previously presented or discussed:**

N/A

**Attachments:**

Handouts will be distributed at the Readiness Session.