



City of Greeley  
**2019 Municipal Election Guide**  
**City Council Candidates and Political Committees**

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Regular Municipal Election – November 5, 2019



Prepared by:  
The Office of the City Clerk  
1000 10<sup>th</sup> Street  
Greeley, CO 80631  
(970) 350-9740

Version:  
July 22, 2019

# General Information

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## Date of Election

Tuesday, November 5, 2019

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## Method of Election

Coordinated Mail Ballot with Weld County Clerk and Recorder

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## Ballot Contents

- Mayor (elected At-Large)
- Two At-large Councilmembers – One 2-year term/One 4-year term
- Ward I Councilmember
- Ward IV Councilmember

*There may be one or more ballot issues and/or questions on the ballot for Greeley voters to consider this year*

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## Qualifications for Elective Office

- Citizen of the United States
- 21 years of age
- No other elective office held
- No felony convictions
- Resident of Greeley one year immediately prior to the election (and resident of Ward for 90 days for Ward candidates)

*Steps to verify any or all candidate qualifications will occur after petition submittal*

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## Nomination Petitions

Circulated only from August 6, 2019, to August 26, 2019, and signed by at least 25 registered Greeley electors (residing within Ward for Ward candidates; residing within the city at large for Mayor and At-large candidates)

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## Candidate Affidavit

Due within ten (10) days after becoming a candidate (public announcement and subsequently, receiving a contribution or making an expenditure)

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## Write-in Candidate

Write-in votes are only counted if an Affidavit of Intent is filed with the City Clerk

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## Fair Campaign Practices Act

The State's provisions apply to Greeley elections. Reference [Election Calendar and Form](#) section of this Municipal Election Guide.

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## Conflicts of Interest

City officials and their immediate families are prohibited from having any financial interest in City contracts or purchases. Please contact the City Attorney's Office regarding questions you may have regarding any potential conflict of interest at (970) 350-9757.

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## Election Ward Map

An Election Ward Map is available on the City Clerk's web page at <http://greeleygov.com/government/cc/elections>. Larger sizes are available for purchase by contacting the City Clerk's Office.

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## Voter Lists

Current lists, mailing labels, and disks of registered voters can be requested from the Weld County Election Department at (970) 304-6525. A notice of 24 to 48 hours is requested. Requests must be in writing and or e-mailed to [elections@weldgov.com](mailto:elections@weldgov.com) and payment of charges is due with the request.

There are many options available: alphabetic list citywide, alphabetic list by precinct, etc. Each page of the list is \$.25 (there are about 14 names and addresses per page). Labels are \$.02 each plus a \$50 set-up fee. Lists by e-mail or on disk are \$50 each. There are currently 51,930 active, registered voters in Greeley.

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## Time Commitment

Prospective Mayoral and Council candidates can expect to spend an average of 20-30 hours per week on City business. This time includes preparation for and participation in regular meetings and Worksessions, as well as other standing board and committee meetings and board and commission interviews. The attached lists provide additional information about meetings at which there is City Council representation and attendance.

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## Compensation

The position of Mayor is compensated \$1,500.00 per month, and each Councilmember is compensated \$1,000.00 per month.

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## Term Limits

The Greeley Charter, in Section 2-9, lists term limits as:

Two (2) consecutive four-year terms for Councilmember positions.

Four (4) consecutive two-year terms for the Mayoral position.

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## Election Signs

Frequent inquiries during the election season are those about the placement of election signs within the City of Greeley. If further information is desired, please contact Betsy Holder, City Clerk, by phone at 970-350-9742 or e-mail [betsy.holder@greelegov.com](mailto:betsy.holder@greelegov.com).

Signs, in general, are regulated by local Ordinances and sign provisions are included in Chapter 18.54 of the Greeley Code of Ordinances. A copy of this chapter can be viewed and/or printed from the City's web site at [https://www.municode.com/library/#!/co/greeley/codes/municipal\\_code?nodeId=GRMUCO](https://www.municode.com/library/#!/co/greeley/codes/municipal_code?nodeId=GRMUCO).

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## Election Calendar

### Deadline

### Action

Upon Candidacy	Candidate Affidavit due within ten (10) days of becoming a candidate
August 6	First day Nomination Petitions may be circulated
August 7	Minimum residency for Ward candidates
August 26	Last day Nomination Petitions may be circulated <b>(Turn in to City Clerk by 5:00 p.m.)</b>
August 29	Last day Nomination Petition signatures, if determined by the City Clerk to be insufficient, may be amended, corrected or replaced
September 6	Last day to finalize the City's ballot and certify contents to the Weld County Election Office
October 11	First day mail ballots may be sent to registered electors and made available at the Weld County Election Office
October 15	Campaign report due to City Clerk per Fair Campaign Practices Act
November 1	Campaign report due to City Clerk per Fair Campaign Practices Act
November 5	ELECTION DAY
December 5	Campaign report due to City Clerk per Fair Campaign Practices Act
Annually	Campaign report due (if applicable) on November 1 <sup>st</sup> of each year following election

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Ph: (303) 894-2200 ext. 6383  
Fax: (303) 869-4861  
www.sos.state.co.us



Space Below For Office Use Only

## CANDIDATE AFFIDAVIT

[Art. XXVIII, Sec. 2(2) & 1-45-110(1), C.R.S.]

- State, County, School District, and Special District Candidates file with the Secretary of State
- Municipal Candidates file with the Municipal Clerk

This affidavit certifies that I, \_\_\_\_\_, a member of the  
(Name\*)  
N/A \_\_\_\_\_ political party/organization (if applicable), am a candidate  
(Political Party\*)  
for the \_\_\_\_\_ election, [Art. XXVIII, Sec. 2(2)] for the office of \_\_\_\_\_,  
(Year\*) (Office\*)  
District N/A \_\_\_\_\_ (if applicable), County N/A \_\_\_\_\_ (if applicable).  
(District\*) (County\*)

I understand that campaign finance activities in Colorado are governed by Article XXVIII of the Colorado Constitution, Article 45, Title 1 of the Colorado Revised Statutes (C.R.S.) (also known as the Fair Campaign Practices Act (FCPA)), and the Secretary of State's Rules Concerning Campaign and Political Finance.

I further certify that I am familiar with the provisions of the Colorado Fair Campaign Practices Act (FCPA) as required in §1-45-110 of the Colorado Revised Statutes.

Signature of Candidate\* \_\_\_\_\_ Date\*: \_\_\_\_\_

Physical Address of Candidate\*: \_\_\_\_\_  
(Street/City/St/Zip\*)

Mailing address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Residence Phone\*: \_\_\_\_\_

Fax: \_\_\_\_\_ Web Address: \_\_\_\_\_

E-Mail Address\*: \_\_\_\_\_

Fields marked with \* are required unless they do not apply to the race for which you are submitting this affidavit. The notary section below must be completed in full.

STATE OF COLORADO  
COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_, a notary/officer duly authorized to administer oaths, in and  
for said State, personally appeared \_\_\_\_\_, whose name is subscribed  
to the foregoing Candidate Affidavit, and who affirms, that said statements are true and that he/she acknowledges  
the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set  
forth.

Subscribed and affirmed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
(Notary/Official Signature)

\_\_\_\_\_  
(Commission Expires)

## CANDIDATE AFFIDAVIT INSTRUCTIONS

Colorado Constitution Reference: Section 2(2), article XXVIII

Colorado Revised Statutes: Section 1-45-110(1), C.R.S.

**Who uses this form?** All candidates for public office.

**Purpose of form:** This form is to be used by all candidates seeking an elected office.

**Is this form required for all candidates, including judges?** YES, except that candidates in special district elections may file a self-nomination and acceptance form instead.

**When should this form be filed?** Form must be filed with the appropriate election official within 10 days of becoming a candidate.

**When does an individual become a candidate?** When the individual publicly announces an intent to seek public office and thereafter receives a contribution or makes an expenditure in support of the candidacy.

**What is the definition of Public announcement?** Campaign and Political Finance Rule 1.12 states: “ ‘Publicly announced an intention to seek election to public office or retention of a judicial office’ means that a person has made a statement signifying an interest in the office by means of a speech, advertisement, or other communication reported or appearing in public media or in any place accessible to the public. Such statement includes a stated intention to explore the possibility of seeking an office. The registration of a candidate committee shall also constitute a public announcement of an intention to seek election or retention.”

### COMPLETING THE FORM

1. Print or type the name of candidate on the first line.
2. Print or type the political affiliation of the candidate, only if seeking a partisan office (one which has a party identification on the ballot). Do not complete for school district, special district or municipal candidates.
3. Print or type the year the office is up for election and the office being sought.
4. Indicate the district number of the office being sought, if applicable.
5. The candidate must sign and date the form. **Signature must be notarized.**
6. Print or type the physical address of the candidate. Include street, city, state and Zip Code (all are required).
7. Print or type the mailing address of the candidate if different than physical address.
8. Print or type the candidate's business or residential telephone number.
9. Print or type the candidate's E-Mail address. The Secretary of State's office will use this address to send notices and correspondences.
10. **The remainder of the form must be completed by a Notary Public.**

Please note that this form and the information contained within are considered public information. All information is required (except party and district where they do not apply).



City of Greeley  
2019 Campaign Finance  
A guide through campaign practices and  
reporting requirements for Greeley City Council  
Candidates and Political Committees

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Regular Municipal Election – November 5, 2019

Prepared by:  
The Office of the City Clerk  
100 10<sup>th</sup> Street  
Greeley, CO 80631  
(970) 350-9740

Version:  
January 28, 2019

# General Information

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## Introduction

This guide is provided to assist candidates and campaign committees with compliance of state laws regarding public disclosure of campaign contributions and spending. The guide includes some background on campaign finance and key items to remember.

The first question typically asked, is "Where do I begin and what is needed to begin accepting contributions or spending money to support a local candidate, or to support/oppose a local ballot measure?"

Registration of a committee is the first step! Campaign finance laws require that your committee be registered before accepting contributions or making expenditures, and then there are periodic reports that must be completed and filed with the City Clerk. There are reporting deadlines to track and other requirements with which to comply. The following information provides additional details:

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## Background

Campaign and political finance laws change fairly often. Significant changes occurred in November, 2002 by voters when a statewide ballot question, "Amendment 27" was passed. This added campaign and political finance provisions, Article XXVIII, to the Colorado Constitution. To align statutory provisions with the new constitutional law, the State's General Assembly enacted House Bill 1132 in 2003 to modify the Colorado Revised Statutes in Title I, Article 45, the "Fair Campaign Practices Act (FCPA)." Additional changes have been made to Article 45 since 2003, and the Secretary of State has provided clarifying rules to assist with the implementation of the constitutional and statutory provisions.

These laws apply to City of Greeley candidates running for Mayor and City Council, and they apply to committees supporting or opposing Greeley ballot measures.

Remember that the State's Constitution, Statutes and Rules cover a broad range of state, county and other elected positions and committees other than those at the municipal level – reading through this material to decide which provisions are relative to your particular situation can be a challenge but is critical to compliance with campaign reporting requirements.

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## Copies of Laws, Regulations, Forms and Other Resources

A link to key resources is attached, including: (1) Constitutional provisions, (2) statutory provisions, and (3) rules of the Secretary of State. The web site of the Colorado Secretary of State contains some excellent material that may be helpful for local candidates and committees including advisory opinions, decisions from the Office of Administrative Courts, and frequently asked questions about Colorado Campaign Finance Laws. A link to the campaign finance section of the web site is as follows: <http://www.elections.colorado.gov/DDefault.aspx?tid=85>

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## Legal Advice

The information in this guide has been provided as a courtesy, and guide only, by the City of Greeley and is not intended to be legal advice. For legal advice, please contact a private attorney for assistance. If you have



questions about the information in this document, or if you would like to discuss a particular situation, please call Betsy or Jerry at 350-9740.

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## Reports are Public Records

Campaign reports are considered open records and copies are frequently requested. Reports will be made available for public inspection and may be placed on the City's web site for convenient access by the public.

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## Key Items and Dates to Remember

- ✚ File campaign reports with the *Greeley City Clerk's Office*.
- ✚ Manual filing is the only method available for local campaign reports filed with the City Clerk (electronic filing is available for state candidates and issues).
- ✚ Forms are available at the City Clerk's Office or may be downloaded from the web site of the Secretary of State <http://www.sos.state.co.us>. These forms accommodate both state and local candidates and committees. To that end, there are several questions on the forms which may not be applicable to local (City) committees.
- ✚ Filing deadlines for the November 5, 2019 election:
  - October 15, 2019: Covers beginning of campaign thru October 10
  - November 1, 2019: Covers October 11 thru October 27
  - December 5, 2019: Covers October 28 thru November 30
  - November 1, 2020: Annually thereafter until closed
  - Amended reports: If needed, may be filed at any time
- ✚ Once opened, a committee can be closed only by filing a termination report that includes a zero balance.
- ✚ All contributions received must be deposited in a financial institution in a separate account with a title that includes the name of the committee.
- ✚ All contributions of \$20 or more must be itemized and include name of address of each person contributing; add the occupation and employer of each person making a contribution of \$100 or more.
- ✚ Contact the City Clerk's Office with any questions you may have at 350-9742 or [betsy.holder@greeleygov.com](mailto:betsy.holder@greeleygov.com)
- ✚ Link (the State's Fair Campaign Practices Act (FCPA) provisions apply to Greeley candidates and committees):

The FCPA is available on the Secretary of State's Web site and includes the related provisions of the Colorado Constitution, Colorado Statutes, and the Secretary of State Rules. You can also sign up here for email updates to the FCPA:

[http://www.sos.state.co.us/pubs/info\\_center/laws/Title1Article45.html](http://www.sos.state.co.us/pubs/info_center/laws/Title1Article45.html)

- ✚ Attachments:
  - Most commonly used forms

Colorado Secretary of State  
Elections Division  
1700 Broadway, Suite 200  
Denver, CO 80290  
Ph: (303) 894-2200  
Fax: (303) 869-4861  
Email: [cpfhelp@sos.state.co.us](mailto:cpfhelp@sos.state.co.us)  
Website: [www.sos.state.co.us](http://www.sos.state.co.us)



Below Space or Office Use Only

## NEW COMMITTEE REGISTRATION FORM

(1-45-108, C.R.S.)

Please use this form if you are registering a new committee for Colorado campaign finance purposes.

Independent Expenditure Committees Use Secretary of State Form CPF-37

Or register online at: [tracer.sos.colorado.gov](http://tracer.sos.colorado.gov)

### Select Only One Committee Type:

- ☐ Candidate Committee    ☐ State Political Committee    ☐ Small Donor Committee    ☐ Political Party  
☐ Issue Committee    ☐ Small-Scale Issue Committee    ☐ 527 Political Organization

### Committee Name:

Name should be descriptive. Include office, organization name, etc. Note: Colorado does not have PACs, only Political Committees.

Committee Address (physical): \_\_\_\_\_

Committee Address (mailing): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Web Address: \_\_\_\_\_

### Check Only One Jurisdiction:

- ☐ State  
☐ COUNTY  
☐ Special District  
☐ School District

Enter Applicable  
Counties

### Purpose/Office Sought (include party, office, district & election year, if applicable):

### Financial Institution Information:

Institution Name: \_\_\_\_\_

Institution Address: \_\_\_\_\_

### Authorized Agents Contact Information:

#### Registered Agent:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Alternate E-mail 1: \_\_\_\_\_

Alternate E-mail 2: \_\_\_\_\_

#### Designated Filing Agent: (Optional)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Alternate E-mail 1: \_\_\_\_\_

Alternate E-mail 2: \_\_\_\_\_

#### Registered Agent's Signature:

X \_\_\_\_\_ Date: \_\_\_\_\_

#### Designated Filing Agent's Signature:

X \_\_\_\_\_ Date: \_\_\_\_\_

### Candidate Committee Complete the following:

Print Candidate Name: \_\_\_\_\_

Candidate Address (include mailing): \_\_\_\_\_

#### Candidate Signature:

X \_\_\_\_\_ Date: \_\_\_\_\_

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Ph: (303) 894-2200 ext. 6383  
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Email: cpfhelp@sos.state.co.us  
www.sos.state.co.us



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**CANDIDATE STATEMENT OF NON-RECEIPT OF CONTRIBUTIONS  
AND  
NON-EXPENDITURE OF FUNDS**  
[1-45-108(1) & 1-45-109, C.R.S.]

This form is for the use of candidates that do **not** have a campaign committee and have not received contributions nor made expenditures.  
No expenditures have been made on behalf of the candidate.

Name of Candidate: \_\_\_\_\_

Address of Candidate: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Reporting Period:** Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

**CONTRIBUTIONS RECEIVED OR RECEIVABLE DURING THIS REPORTING PERIOD**

**\$ 0.00**

**EXPENDITURES MADE OR INCURRED DURING THIS REPORTING PERIOD**

**\$ 0.00**

I, \_\_\_\_\_, affirm that no person received contributions on my behalf nor made any expenditures on my behalf. No contributions have been pledged to me nor on my behalf. I have not received any contributions nor have I made or incurred any expenditures on my own behalf during this election reporting period.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Ph: (303) 894-2200 ext. 6383  
Fax: (303) 869-4861  
Email: cpfhelp@sos.state.co.us  
www.sos.state.co.us



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## STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE

[1-45-108(1) & 1-45-109, C.R.S.]

**For use by a candidate who has not received any contributions (does not have a candidate committee), but has made expenditures of personal funds.**

Name of Candidate: \_\_\_\_\_

Address of Candidate: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office: \_\_\_\_\_ District No.: \_\_\_\_\_ Elec./Yr.: \_\_\_\_\_

Reporting Period: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

**Total amount of Non-Itemized Expenditures (\$19.99 or less): \$** \_\_\_\_\_

**Expenditures exceeding \$19.99 shall be itemized and listed below.**

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
City		State	Zip	Comment / Purpose

I certify to the best of my knowledge this Statement of Expenditures is true and correct.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Phone: (303) 894-2200 ext. 6383  
Fax: (303) 869-4861  
Email: [cpfhelp@sos.state.co.us](mailto:cpfhelp@sos.state.co.us)  
[www.sos.state.co.us](http://www.sos.state.co.us)



## REPORT OF CONTRIBUTIONS AND EXPENDITURES 2010 Revised Reporting Forms

The Report of Contributions and Expenditures is a financial report required for all committees or parties that accept contributions or make expenditures to support or oppose a candidate or an initiative seeking access to the ballot and/or a referendum placed on the ballot by the general assembly. The report is comprised of 7 basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Report of Contributions and Expenditures with the Detail Summary, Schedules A, B, C, D and the Statement of Non-Monetary Contributions. Completion of Schedules A, B, C, D and the Statement of Non-Monetary Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

### **Report of Contributions and Expenditures (page 1)**

A summary page of the committee or party name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period with the **Detailed Summary page** (page 2) that summarizes totals for all other data entry forms. Complete this 2-page form last.

### **Schedule A**

This form is used to report monetary contributions received by the committee or party that exceed \$19.99. (Money received into the committee/party.)

### **Schedule B**

This form is used to report expenditures paid out by the committee or party that exceed \$19.99. (Money expended/paid out by the committee/party.)

### **Schedule C**

This form details loans received and repaid by the committee/party. (Money received by committee from a financial institution and/or repayment of a loan to a financial institution.)

### **Schedule D**

This form allows the committee/party to account for either a contribution or expenditure that has been made and is being returned to the committee/party.

### **Statement of Non-Monetary Contributions**

This form details contributions received that are tangible and can be assessed a fair market value. Expenditures on behalf of a candidate that are coordinated with or controlled by the candidate, candidate's agent or the political party shall be counted as a contribution to and expenditure by the candidate committee or the political party.

If filing the Report of Contributions and Expenditures manually, it **MUST** be received by the appropriate officer on or before the manual due date. Postmark dates are not recognized. A faxed

report **MUST** be followed up with the original document within seven calendar days. If you wish to file electronically, please log onto our web site at [www.sos.state.co.us](http://www.sos.state.co.us) and select Campaign Finance and then select Campaign Finance Filing and Inquiry. Instructions for electronic filing may be found on the Campaign Finance page. The candidate and/or registered agent are responsible for the content and accuracy of the report.

Other items available on the Secretary of State website are: Electronic filing instructions, Campaign and Political Finance forms, filing calendars and the Campaign and Political Finance FAQs (Frequently Asked Questions) fact sheet. Please note the Microsoft excel spreadsheet version of the report is no longer available.

**State and county** committees requiring assistance should contact the Secretary of State's Campaign and Political Finance Support Team at 303-894-2200 ext. 6383. **Municipal** committees should contact their municipal/town clerk for assistance.

Thank you

Instructions for  
**REPORT OF CONTRIBUTIONS AND EXPENDITURES  
DETAILED SUMMARY**

Reference Colorado Revised Statute: 1-45-108, C.R.S.

Who uses this form? All Committees

Purpose of form: This form is used to summarize the information from all other forms.

Is this form required? Yes

When do I file this form? This form must be received by the designated election official on or before the filing due date for the reporting period. Postmarks are not accepted.

**COMPLETING THE FORM**

This form uses information contained on other forms; all other applicable forms must be completed prior to filing this summary form.

**STEP 1.** Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.

- Print or type the full name of the committee
- Print or type the address of your committee. Print or type the city, state and zip code of your committee.
- Print or type the name of the financial institution where the committee funds are deposited. [1-45-108(1)(a)(IV)(b), C.R.S.]
- Print or type the address of the financial institution including city, state and zip code.
- Print or type the Secretary of State-issued committee number. This is the committee ID number that was mailed to you shortly after registering with the Secretary of State. If you registered with an election official other than the Secretary of State, you do not file with the Secretary of State's office.
- Determine what type of report is being filed.
  - **Regularly Scheduled Filings** are normal reporting periods as required in 1-45-108 & 1-45-109, C.R.S. (These dates are available through the Campaign and Political Finance manual, your local election official, the calendars provided and the Secretary of State web site [www.sos.state.co.us](http://www.sos.state.co.us))
  - **Amended Filings** are reports that correct a previously filed report.
  - **Termination Reports** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. (Art. XXVIII, Sec. 2(3), 1-45-106, C.R.S., and the *Rules Concerning Campaign and Political Finance* 3.3)
- Check (☒) the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)

- Print or type the Declared Total Spending Limit if applicable. (Art. XXVIII, Sec. 4)  
*This is only for candidates that have accepted the Voluntary Spending limits.*

**STEP** 2. Skip Lines 1-5 and the Authorization portion of the Report of Contributions and Expenditures page (page 1) and go to the Detailed Summary page (page 2).

**STEP** 3. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount from Schedule A.
- Line #7 – Enter the total amount of contributions received this reporting period that were \$19.99 or less.
- Line #8 – Enter the total amount of all loans received this reporting period. (Schedule C)
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends)
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee. (Schedule D - money coming back to the committee).
- Line #11 – Enter the sum of Lines #6 **through** #10.
- Line #12 – Enter the total amount of all Non-Monetary Contributions from the Statement of Non- Monetary Contributions form.
- Line #13 – Enter the sum of Line #11 **and** #12.
- Line #14 – Enter the total amount from Schedule B.
- Line #15 – Enter the total amount of all Expenditures \$19.99 or less.
- Line #16 – Enter the total amount of all loan payments paid this reporting period. (Schedule C)
- Line #17 – Enter the total amount of contributions returned to the donor. Example: A contributor exceeded contribution limits and the amount exceeding that limit must be returned. (Schedule D - money going out of the committee).
- Line #18 – Enter the total amount of expenditures by a third party that are controlled by or coordinated with a candidate, candidate committee or political party. (Statement of Non-Monetary Contribution form)
- Line #19 – Enter the sum of Lines #14 **through** #17.
- Line #20 – Enter the sum of lines #18 **and** #19. [Art. XXVIII, Sec. 5(3)]

**STEP** 4. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.



- Line #3 – Enter the sum of Lines #1 **and** #2.
- Line #4 – Enter the total amount from Line #19.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.

STEP 5. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Ph: (303) 894-2200 ext. 6383  
Fax: (303) 869-4861  
Email: cpfhelp@sos.state.co.us  
www.sos.state.co.us



Space Below For Office Use Only

## REPORT OF CONTRIBUTIONS AND EXPENDITURES

(1-45-108, C.R.S.)

<b>Full Name of Committee/Person:</b>	
As Shown On Registration	
<b>Address of Committee/Person:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>Committee Type:</b>	
<b>Name and Address of Financial Institution</b>	

**SOS ID NUMBER** (state and county committees):

### Type of Report

☐

Regularly Scheduled Filing.

☐

Amended Filing. This amends previous report filed on (date)

Submit changes or new information ONLY

☐

Termination Report. (Termination Reports MUST Have a Monetary Balance of Zero in Line 5)

☐

Check this box if this Report Contains Electioneering Communications Information

**Reporting Period Covered:**

Date

**Through**

Date

**Declared Total Spending** (if applicable)

[Art. XXVIII, Sec. 4(1)]

\$

		Totals Detailed Summary Page
1	Funds on Hand at the Beginning of Reporting Period (monetary only)	\$
2	Total Monetary Contributions (line 11)	\$
3	Total of Monetary Contributions & Beginning Amount (line 1 + line 2)	\$
4	Total Monetary Expenditures (line 19)	\$
5	Funds on Hand at the End of Reporting Period (monetary) (line 3 – line 4)	\$

**The appropriate officer shall impose a penalty of \$50 per day for each day that a report is filed late.**

**[Art. XXVIII Sec. 10(2)(a)]**

**Authorization** (Must be completed by either the Registered Agent **OR** the Candidate): *I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period, including any contributions received in the form of membership dues transferred by a membership organization, are from permissible sources.*

Print Registered Agent's Name: \_\_\_\_\_

Registered Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Candidate Name: \_\_\_\_\_

Candidates Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DETAILED SUMMARY**

Full Name of Committee/Person: \_\_\_\_\_

Current Reporting Period: \_\_\_\_\_

Through \_\_\_\_\_

Funds on hand at the beginning of reporting period (Monetary Only)		\$
6	<b>Itemized Contributions \$20 or More</b> [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "A")	\$
7	<b>Total of Non-Itemized Contributions</b> (Contributions of \$19.99 and Less)	\$
8	<b>Loans Received</b> (Please list on Schedule "C")	\$
9	<b>Total of Other Receipts</b> (Interest, Dividends, etc.)	\$
10	<b>Returned Expenditures (from recipient)</b> (Please list on Schedule "D")	\$
11	<b>Total Monetary Contributions</b> (Total of lines 6 through 10)	\$
12	<b>Total Non-Monetary Contributions</b> (From Statement of Non-Monetary Contributions)	\$
13	<b>Total Contributions</b> (Line 11 + line 12)	\$
14	<b>Itemized Expenditures \$20 or More</b> [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "B")	\$
15	<b>Total of Non-Itemized Expenditures</b> (Expenditures of \$19.99 or Less)	\$
16	<b>Loan Repayments Made</b> (Please list on Schedule "C")	\$
17	<b>Returned Contributions (To donor)</b> (Please list on Schedule "D")	\$
18	<b>Total Coordinated Non-Monetary Expenditures</b> (Candidate/Candidate Committee & Political Parties <b>only</b> )	\$
19	<b>Total Monetary Expenditures</b> (Total of lines 14 through 17)	\$
20	<b>Total Spending</b> (Line 18 + line 19)	\$

## Schedule A Instructions

NOTE: In addition to the reporting requirements of 1-45-108, C.R.S., please note provisions for specific Committee type, as follows:

### Candidate, Issue, Political Party and Political Committee (PC)

- Required to disclose occupation **and** employer for all \$100 or more contributions made by natural persons. (Art. XXVIII, Sec. 7)

### Small Donor Committee

- Accepts contributions of no more than \$50 per year, FROM NATURAL PERSONS ONLY. [Art. XXVIII, Sec. 2(14)(a)]

### Electioneering Communications Reporting

- Reporting required by persons spending \$1,000 or more on Electioneering Communications,
- Required to disclose occupation **and** employer for all \$250 or more contributions made by natural persons. (Art. XXVIII, Sec. 6)
- Corporate and Labor Organization funding are prohibited. (Art. XXVIII, Sec. 6)

### Contribution Limits – State Candidates

(Art. XXVIII, Sec. 3)

#### Candidates:

- **\$525** ♦ Primary, \$525 ♦ General if nominated to general election ballot – Gov\*, Gov/Lt. Gov\*\*, Secretary of State, Attorney General and State Treasurer
- **\$200** Primary, \$200 General if nominated to general election ballot – State Senate, State House of Representative, State Board of Education, CU Regent, and District Attorney.

Note: Candidates may receive the primary and general election contributions at one time, the contributor must note that the contribution is for both the primary and general election contribution. Candidates must note both contributions on their report. It is preferred that each contribution be given separately; one check written for the primary and one check written for the general, and so noted by the contributor on the check and by the recipient on the report.

#### Political Committees (State, County, District & Local):

- **\$525** ♦ per House of Representatives Election Cycle

#### Political Party (From any person other than Small Donor):

- **\$3,175** ♦ per year no more than \$2,650 ♦ to state party.

#### Political Party (From Small Donor):

- **\$15,900** ♦ per year no more than \$13,250 ♦ to state party.

**Prohibitions on next page. Please refer to Article XXVIII, Section 3 of the Colorado Constitution for complete contribution limits and prohibited contributions.**

\* Primary Election

\*\* General Election

♦ Contribution Limits reflect adjustments made by CPF Rule 12 pursuant to Article XXVIII, Sec. 3(13) of the Colorado Constitution.

# **PROHIBITED CONTRIBUTIONS**

[Art. XXVIII, Sec.3 & C.R.S. 1-45-105.5]

- No candidate's candidate committee shall accept contributions from, or make contributions to, another candidate committee.
- No person shall act as a conduit for a contribution to a candidate committee.
- It shall be unlawful for a corporation or labor organization to make contributions to a candidate committee or a political party, and to make expenditures expressly advocating the election or defeat of a candidate; except that a corporation or labor organization may establish a political committee or small donor committee which may accept contributions or dues from employees, officeholders, shareholders, or members.
- No candidate committee, political committee, small donor committee, or political party shall knowingly accept contributions from:
  - Any natural person who is not a citizen of the United States;
  - A foreign government; or
  - any foreign corporation that does not have the authority to transact business in this state pursuant to article 115 of title 7, C.R.S., or any successor section.
- No candidate committee, political committee, small donor committee, issue committee, or political party shall accept a contribution, or make an expenditure, in currency or coin exceeding one hundred dollars.
- No person shall make a contribution to a candidate committee, issue committee, political committee, small donor committee, or political party with the expectation that some or all of the amounts of such contribution will be reimbursed by another person. No person shall be reimbursed for a contribution made to any candidate committee, issue committee, political committee, small donor committee, or political party, nor shall any person make such reimbursement except as provided in subsection (8) of this section. [Art. XXVIII, Sec. 3(8)]
- Contributions from professional and volunteer lobbyists to any member of or candidate for the general assembly, or the governor or candidate for governor are prohibited during regular legislative session.
- Political Committees may contribute to a legislator during session, unless the political committee employs, retains, engages, or uses, with or without compensation, a professional or volunteer lobbyist.

**Schedule A – Itemized Contributions Statement (\$20 or more)**

[C.R.S. 1-45-108(1)(a)]

**Full Name of Committee/Person:** \_\_\_\_\_**WARNING: Please read the instruction page for Schedule “A” before completing!****PLEASE PRINT/TYPE**

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____

\* For contribution limits within a committee's election cycle or contribution cycle, please refer to the following Colorado Constitutional cites: Candidate Committee Art. XXVIII, Sec. 2(6); Political Party Art. XXVIII, Sec. 3(3); Political Committee Art. XXVIII, Sec 3(5); Small Donor Committee Art. XXVIII, Sec. 2(14).

**Schedule B – Itemized Expenditures Statement (\$20 or more)**

[1-45-108(1)(a), C.R.S.]

**Full Name of Committee/Person:** \_\_\_\_\_**PLEASE PRINT/TYPE**

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

## Schedule C - Loans

Full Name of Committee/Person: \_\_\_\_\_

### LOANS - Loans Owed by the Committee

(Use a separate schedule for each loan. This form is for line item 8 and 16 of the Detailed Summary Report.)  
[No information copied from such reports shall be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose. [Art. XXVIII, Sec. 9(e)] Notwithstanding any other section of this article to the contrary, a candidate's candidate committee may receive a loan from a financial institution organized under state or federal law if the loan bears the usual and customary interest rate, is made on a basis that assures repayment, is evidenced by a written instrument, and is subject to a due date or amortization schedule [Art. XXVIII, Sec. 3(8)]

### LOAN SOURCE

Name (Last, First or Institution): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Original Amount of Loan: \$ \_\_\_\_\_ Interest Rate: \_\_\_\_\_

Loan Amount Received This Reporting Period: \$ \_\_\_\_\_

Total of All Loans This Reporting

Period: \$ \_\_\_\_\_

(Place on line 8 of Detailed Summary Report)

Principal Amount Paid This Reporting Period: \$ \_\_\_\_\_

Interest Amount Paid This Reporting Period: \$ \_\_\_\_\_

Amount Repaid This Reporting Period: \$ \_\_\_\_\_

(Amount Repaid is sum of Principal & Interest entered on Detail Summary)

Total Repayments Made: \$ \_\_\_\_\_

(Sum of Schedule C pages, Place on line 16 of Detailed Summary)

Outstanding Balance: \$ \_\_\_\_\_

TERMS OF LOAN:

\_\_\_\_\_ Date Loan Received

\_\_\_\_\_ Due Date for Final Payment

### LIST ALL ENDORSERS OR GUARANTORS OF THIS LOAN

Full Name	Address, City, State, Zip	Amount Guaranteed



## Schedule D – Returned Contributions & Expenditures

Full Name of Committee/Person: \_\_\_\_\_

### Returned Contributions

*(Previously reported on Schedule A – Contributions accepted and then returned to donors)*

#### PLEASE PRINT/TYPE

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

### Returned Expenditures

*(Previously reported on Schedule B – Expenditures returned or refunded to the committee)*

#### PLEASE PRINT/TYPE

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

**Statement of Non-Monetary Contributions**  
[Art. XXVIII, Sec. 2(5)(a)(II)(III) & Sec. 5(3) & 1-45-108(1), C.R.S.]

**Full Name of Committee/Person:** \_\_\_\_\_

**PLEASE PRINT/TYPE**

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u> ): _____
	9. Occupation (if applicable, <u>mandatory</u> ): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

\* Note: If coordinated, then contribution must also be reported as a non-monetary expenditure on Detailed Summary. Art. XXVIII, Sec. 2(9) states: "...Expenditures that are controlled by or coordinated with a candidate or candidate's agent are deemed to be both contributions by the maker of the expenditures, and expenditures by the candidate committee."



City of Greeley  
**2019 Additional Resources**

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Regular Municipal Election – November 5, 2019

Prepared by:  
The Office of the City Clerk  
1000 10<sup>th</sup> Street  
Greeley, CO 80631  
(970) 350-9740

Version:  
January 28, 2019

## Index of Resources

- Colorado Municipal League  
<https://www.cml.org>
- CML's MuniVersity Training for Elected Officials  
<http://www.cml.org/Resources/MUNiversity/MUNiversity>
- Council's priorities and objectives with City Manager's work program (and status reports)  
<http://greeleygov.com/government/cmo>
- City budget and financial reports  
<http://greeleygov.com/government/finance/home>
- Council Policies and Procedures (attached)
- List of Council assignments to boards/commissions (attached)
- Council/Manager Form of Government – ICMA (attached)

# City Council

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## Policies & Protocol

November, 2017



### City of Greeley, Colorado

#### VISION STATEMENT

*Greeley promotes a healthy, diverse economy and high quality of life responsive to all its residents and neighborhoods, thoughtfully managing its human and natural resources in a manner that creates and sustains a safe, unique, vibrant and rewarding community in which to live, work and play.*

Adopted:	Resolution No. 05, 1992 (02/18/1992)	
Amended:	Resolution No. 11, 1992 (05/05/1992)	Resolution No. 42, 2005 (09/06/2005)
	Resolution No. 14, 1992 (06/02/1992)	Resolution No. 06, 2007 (02/20/2007)
	Resolution No. 03, 1996 (01/16/1996)	Resolution No. 06, 2010 (01/05/2010)
	Resolution No. 54, 2002 (10/01/2002)	Resolution No. 09, 2011 (02/15/2011)
	Resolution No. 52, 2003 (08/19/2003)	Resolution No. 03, 2012 (01/17/2012)
	Resolution No. 43, 2004 (08/03/2004)	Resolution No. 21, 2013 (04/16/2013)
	Resolution No. 21, 2005 (05/17/2005)	Resolution No. 15, 2016 (02/16/2016)
		Resolution No. 85, 2017 (10/17/2017)

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		2.2   Amendment of Rules
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# 1

## 1.1 Charter

## *Authority and Purpose*

Section 3-3 of the Charter of the City of Greeley provides that the Council shall determine its own rules of procedure. Upon adoption by the Council, the following set of rules shall be in effect until such time as they are amended or new rules adopted in the manner provided by these rules.

## 1.2 Purpose

This document is intended as a general guide to various legislative activities and compiles policies relative to the actions of the Greeley City Council.

# 2

## 2.1 Suspension

## *Suspension & Amendment of these Rules*

Any provision of these rules not governed by the Greeley City Charter, Greeley City Code, or Federal or State law, may be temporarily suspended by a vote of a majority of Council.

## 2.2 Amendment

These rules may be amended or new rules adopted, by a majority vote of all members of the Council by Resolution.

# 3

## 3.1 Mayor

## *Roles, Responsibilities & Time Commitment*

a. Recognized as head of the City Government for all ceremonial purposes. [Charter § 3-2(a)]

b. Preside over meetings of the City Council. [Charter § 3-2(a)]

c. Has same speaking and voting rights as any other member. [Charter § 3-2(a)]

d. Shall in no case have the power to veto. [Charter § 3-2(a)]

e. Executes and authenticates legal instruments requiring signature. [Charter § 3-2 (a)]

f. Shall be the conservator of peace, and in emergencies may exercise within the City the powers conferred by the Governor of the State of Colorado for purposes of military law, and shall have the authority to command the assistance of all able-bodied citizens to aid in the enforcement of the ordinances of the City and to suppress riot and disorder. [Charter § 3-2(b)]



### **3.2 Mayor Pro Tem**

### **3.3 All Members of Council**

g. Designate a written emergency succession order for the remaining Councilmembers. [Charter § 3-2(b)]

h. Leads the Council into an effective, cohesive working team.

i. Appoints standing Council committees and Council liaisons to other boards or committees.

j. Serves as the Council's primary point of contact for the City Manager.

k. Meet with the City Manager at least weekly.

Performs the duties of the Mayor if the Mayor is absent or disabled. [Charter § 3-2(a)]

a. Inspire public confidence in Greeley's City government.

b. All members of the City Council, including the Mayor and Mayor Pro-Tem, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

c. City Council as a whole is the corporate authority of the City of Greeley. (Charter § 3-1)

d. City Council has the power of legislative authority as provided by law. (Charter § 3-1)

The fiscal and service impact, including enforcement, of new legislation should be carefully considered.

e. City Council shall appoint, and have the power to remove, a City Manager, City Attorney, and Municipal Judge and conduct a periodic performance review. (Charter § 4-1, § 4-3, § 6-1, § 7-1)

f. Appoint or designate an Interim City Manager during the period of a vacancy or prolonged absence of the City Manager. (Charter § 4-1)

g. No member of Council shall be appointed City Manager during the term for which the member of Council shall have been elected nor within one year after the expiration of the member's term. (Charter § 4-1)

h. Provide advice and consent to the City Manager for the appointment, or removal, of a City Clerk and a Director of Finance. (Charter § 3-9, § 5-1)

Confer with the City Manager, as requested by the City Manager, on

the appointment or removal of other senior management staff.

i. Appoint advisory board and commission members and review each group every three years. (Charter § 2-8)

j. Have the authority, in order of the emergency succession order designated by the Mayor, to suppress riot and disorder, and may exercise all powers conferred by the Governor of the State for purposes of military law. [(Charter § 3-2(b))]

k. As provided by Charter, the Council shall be the judge of the election and qualifications of its own members. (Charter § 3-3)

l. Adopt an annual budget and make appropriations by ordinance. (Charter § 5-15)

m. Annually set a tax levy to be certified to the County Commissioners. (Charter § 5-14)

n. Authorize debt as provided by law. (Charter, Part IV of Article V)

o. Council shall determine its own rules of procedures. (Charter § 3-3)

p. Council may compel the attendance of absent members in such manner and under such penalties as the Council may provide. (Charter § 3-3)

q. Council shall approve the minimum and maximum schedule of compensation for boards, commissions, and all employees of the City. (Charter § 3-4)

r. The Council, or a duly authorized committee thereof, may investigate any agency and the official acts of any officer or employee thereof, and may compel by subpoena, attendance and testimony of witnesses and production of books and documents. (Charter § 3-4)

s. The Council shall provide for enforcement of its ordinances. (Charter § 3-4)

t. Powers expressly withheld from Council: Except for the purpose of inquiry, the Council and members of its committees, shall deal with the administrative service solely through the City Manager and neither the Council nor any member thereof shall give orders to any subordinate of the City Manager either publicly or privately. (Charter § 3-4)

u. City Council may enter into agreements, contracts and leases with governmental and private entities according to policy established for such purpose. (Charter § 3-5)

### 3.4 Time Commitment

- v. City Council shall provide for an annual financial audit of the municipal government. (Charter § 3-8)
- w. Be prepared to invest at least twenty to thirty hours per week in meetings, events and activities as an elected official.
- x. Review Council protocols and procedures at least annually.
- y. Participate in an annual retreat to review the City's vision and formulate goals and objectives.
- z. Represent the City at ceremonial functions at the request of the Mayor.
- aa. Meet individually with the City Manager as desired.

Councilmembers may expect to invest an estimated twenty to thirty or more hours per week in their role as an elected official in communicating with members of the community, meeting preparation including extensive review of various reports, and meeting attendance.

1. Additional time would be typical for the Mayor, Mayor Pro Tem, and Councilmembers serving as City representatives on regional, state or national commissions or committees.
2. The usual meeting schedule includes a weekly meeting of the Council; one or two sessions monthly with the City Manager; one monthly session with the County Commissioners and/or other governmental agencies; and periodic sessions to interview candidates for appointive boards/commissions.

## 4

### *Code of Ethics*

#### 4.1 Purpose

## *Code of Ethics & Code of Conduct*

The proper operation of democratic government requires that actions of public officials be impartial; that government decisions and policies be made in the proper channels of government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a Code of Ethics is adopted to establish guidelines for ethical standards of conduct by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure of private financial or other interests in matters affecting the City of Greeley.

#### 4.2 Definitions

**a. *Anything of Value*** - Such as money, property, favor, service, payment, advance, forbearance, loan, guarantee of loan, or promise of future employment. Does not include the solicitation, acceptance or receipt of political campaign contributions regulated by law, or hospitality extended for a purpose related to city business by a person, or items of nominal value such as souvenir type items and also meals, lodging, travel expenses, or tickets to sporting, recreational, educational, or cultural events.

**b. *Confidential Information*** - All information, whether transmitted orally or in writing, which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

**c. *Person*** - Any business, individual, union, committee, club, other organization, or group of individuals.

**d. *Public Official*** - For purposes of this section, public official shall include the Mayor, members of Council, and members of any board, commission, authority, or committee.

#### 4.3 Ethics Code

Public Officials shall:

a. Strive to protect and enhance the reputation of the City of Greeley.

b. Treat all persons equally with courtesy and impartiality, and refrain from granting special advantage to any person beyond what is available to all citizens.

c. Avoid real or potential conflicts between private and public duties, remembering that the public interest must be the principal concern.

d. Keep undisclosed all confidential information acquired by reason of one's position which may be used for personal or financial gain, consistent with the public's right of access to public information.

e. Refrain from securing special privileges or exemptions for one's self or any other persons that are not available to all citizens.

f. Avoid receiving, soliciting or otherwise obtaining anything of value from any person which is intended to influence or reward the performance of official duties.

g. Avoid exceeding one's authority or asking for special consideration or asking other persons to do so.

#### 4.4 Disclosure

Public officials shall declare to the appropriate authority the nature and extent of any financial or personal interest in a City contract or other legislation as provided in Section 11.6 of these Rules (Conflicts of Interest), or 4.20 (Purchasing) of the Greeley Code of Ordinances, report gifts and honoraria as may be required by state law, and any other applicable

## *Code of Conduct*

### **4.5 Purpose**

disclosure laws.

Greeley's governance relies on the cooperative efforts of elected officials, city staff and many other members of the City and the broader community. There are a variety of complex issues involved in running a City organization, pressures of huge workloads, and decisions made that impact the lives of thousands of community members. As a result, issues can often become contentious. Despite these pressures, elected officials are called upon to exhibit appropriate conduct at all times and demonstrate respect for every individual through their words and actions. This Code of Conduct describes the manner in which Councilmembers should treat one another, city staff, constituents, and others they come into contact with in representing the City of Greeley.

### **4.6 Code of Conduct**

#### ***a. Council conduct with one another in public meetings:***

- i. **The Use of formal titles.** The Council may choose to refer to one another formally during the beginning of Council meetings as Mayor, Mayor Pro Tem, or Councilmember followed by the individual's last name to acquaint the audience with the meeting participants. Then, addressing one another informally is encouraged to create for the audience a more welcoming tone.
- ii. **Practice civility, professionalism and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.
- iii. **Honor the role of the Mayor in maintaining order and equity.** Respect the Mayor's efforts to focus discussion on the agenda item under consideration. Objections to the presiding officer's actions should be voiced politely and with reason, following parliamentary procedures.
- iv. **Demonstrate effective problem-solving approaches.** Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Councilmembers are role models for residents, business people and other stakeholders involved in public debate.
- v. **Be respectful of other people's time.** It is important to be punctual and that the meetings start on time. Stay focused and act efficiently during public meetings.

b. *Council conduct with one another in private encounters:*

- i. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- ii. **Be aware that even private conversations can have a public presence.** Elected officials are always on display; their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

c. *Council conduct with other public agencies.*

- i. **Be clear about representation when attending other agency meetings or events.**
  - 1) If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state whether the Councilmember's statement reflects personal opinion or is the official stance of the City, and if appropriate, whether it is the majority or minority opinion of the Council.
  - 2) If the Councilmember is representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint.
  - 3) If the Councilmember is representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.
- ii. **Correspondence also should be equally clear about representation.**
  - 1) City letterhead may be used when the Councilmember is representing the City and the City's official position, and the City Manager's Office will prepare, transmit, and retain the

correspondence as part of the public record. Note cards will be made available to Councilmembers for use in transmitting individual expressions of gratitude, congratulations, etc.

- 2) City letterhead should not be used for correspondence of Councilmembers representing a personal point of view, or a dissenting point of view from an official Council position.

d. *Council Conduct with City Staff:*

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- i. **Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with Council colleagues, practice civility and decorum in all interactions with City staff.
- ii. **Channel communications through the appropriate senior City staff.** Questions and requests for information should be directed only to the City Manager, Assistant City Manager, City Attorney, Municipal Judge, or Department Heads. The City Manager should be copied on or informed of any request to Department Heads. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Manager for direction.
- iii. **Respect the City Manager's work program.** Councilmembers are encouraged to continually share ideas, suggestions, and feedback. The time and resources needed to develop and implement these ideas and suggestions, however, can sometimes compete with the time and financial resources needed to fulfill Council's established goals and priorities. To assist in balancing these competing requests, Councilmembers should consider handling petitions, generally categorized, as follows:
  - 1) Routine requests for action or information made directly to staff.
    - a) For routine requests for action (i.e. reports of property nuisance or safety concerns), Councilmembers should depend on staff to

respond by contacting the City Manager's Office with information about the request. This type of request can be forwarded to the City Manager at any time rather than waiting for a formal referral at a Council meeting. The same protocol outlined in Section 6.2 of these policies, regarding communication and correspondence, can be utilized and will help ensure a timely response.

- b) Routine requests for information or reports that may take less than an hour for staff to fulfill should be made directly to the appropriate department head or to the City Manager.

2) Significant requests requiring Council consensus.

- a) Requests for additional information or reports that may take more than one hour to fulfill should be presented as a formal petition at a Council meeting so the information project, or modification of current reporting practices, can be considered by the Council as a whole and agreed upon as something that merits an investment of staff time.
- b) Policy or program modifications. Requests to research and analyze the viability of new or modified legislation, policies, or programming should be presented as a formal petition at a Council meeting so the matters can be considered by the Council as a whole and agreed upon as something that merits an investment of staff time.

iv. **Refrain from soliciting political support from staff.**

Refrain from soliciting any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff at work. Staff certainly may, as any other citizen, support political candidates away from the workplace. The City will distribute campaign literature to City employees at work if it arrives by mail and includes the employee's department/division in the mailing address. The City as an employer, however, prefers that personal mail for employees, including campaign material, be sent to their home address.

v. **Never publicly criticize an individual employee.** Criticism is differentiated from questioning facts or the opinion of



staff. All critical comments about staff performance should only be made to the City Manager through private correspondence or conversation. Comments about staff in the office of the City Attorney or Municipal Judge should be made directly to these executives through private correspondence or conversation.

- vi. **Do not get involved in administrative functions.** Avoid any staff interactions that may be construed as trying to shape staff recommendations. Councilmembers shall refrain from coercing staff in making recommendations to the Council as a whole.
- vii. **Do not attend staff meetings unless requested by staff.** Even if the Councilmember does not say anything, the Councilmember's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do its job objectively.
- viii. **All Councilmembers should have the same information with which to make decisions.** Council may expect that staff will make every attempt to provide each member of Council with the same information (i.e. requests made of staff for information will be distributed to all; correspondence to one Councilmember will be distributed to all).

**e. Council Conduct with Boards and Commissions.**

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- i. **Maintain an active liaison relationship.** Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission.
- ii. **Attending board meetings, generally.** Councilmembers may certainly attend any board or commission meeting, which is open to any member of the public. Remember, however, that a Councilmember's presence can affect the conduct of the meeting and limit the board's role and function.
  - 1) Any comments made at a meeting of a board for which the Councilmember is not an appointed liaison should be identified as the Councilmember's personal views or opinions and not the official

position of the Council.

- 2) Since the attendance of 3 or more Councilmembers constitutes a legal Council meeting, Councilmembers should advise staff of their planned attendance so appropriate and timely public notification can be prepared and posted.
- iii. **Limit contact with Board and Commission members to questions of clarification.** It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. To clarify a position taken by a board, Councilmembers should contact staff.
- iv. **Boards are advisory to the Council as a whole.** The Council as a whole, and not individually, appoints individuals to serve on boards and any removal of a boardmember is also Council's responsibility as a group. Appointments should be based solely on established diversity goals and membership parameters. An appointment should not be used as a political "reward."
- v. **Be respectful of diverse opinions.** A primary role of the City's boards is to represent many points of view in the community and to provide Council with advice based on a full spectrum of concerns and perspectives. Councilmembers must be fair and respectful of all residents serving on boards.
- vi. **Keep political support away from public forums.** Boardmembers may offer political support to a Councilmember but only in a forum outside the official duties of the board. Conversely, Councilmembers may support boardmembers who are running for office but not in an official forum in their capacity as a Councilmember.
- vii. **Concerns about an individual Board or Commission member should be pursued with tact.** Inappropriate behavior by a boardmember should be noted to the City Manager or designee, and the Manager or designee should counsel the boardmember. If the behavior continues, the Manager should forward the matter to Council for consideration of removal from the Board, pursuant to Section 2-8 of the Greeley Charter.

*f. Council conduct with the public.*

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect

should be evident on the part of individual Councilmembers toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

i. In public meetings:

- 1) **Be welcoming and respectful to speakers.** Addressing Council at public forums can be a daunting experience even for the most seasoned speaker. Some issues for which Council will make a decision may affect people's daily lives and their homes. Some decisions are emotional. The way in which a speaker is treated can do a lot to help them relax and convey a message, and not elevate emotions to a higher level of intensity.
- 2) **Be fair and equitable in allocating public hearing time.** The Mayor will determine and announce limits on speakers at the start of the meeting or public hearing. Generally, each speaker will be allocated three minutes; applicants and appellants or their designated representatives will be allocated more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit information to new information and points of view not already covered by previous speakers. No speaker should be turned away unless the speaker exhibits inappropriate behavior. Each speaker may only speak once during a hearing unless Council requests additional information or clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.
- 3) **Listen actively.** Being attentive and making eye contact will make speakers feel they are being heard. Be aware of facial expressions that could be interpreted as "smirking," disbelief, anger or boredom.
- 4) **Ask for clarification; avoid debate and arguments.** Questions from Council to speakers should seek to clarify or expand information. Avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disturbing, the Mayor should interrupt, focus the speaker, and maintain the order and decorum of the meeting.

ii. In unofficial settings:

- 1) **Make no promises on behalf of the Council.** Councilmembers will frequently be asked to explain a

Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plant new flowers in the median, etc.)

- 2) **Make no personal comments about other Councilmembers.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Councilmembers, their opinions and actions.
- 3) **Remember that despite its impressive population figures, Greeley is a small town at heart.** Councilmembers are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Greeley. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

## *Common Practices & Expectations*

### **5.1 Purpose**

The purpose of this chapter is to enhance the administration of City Council business activities by documenting accepted practices and clarifying expectations. Although it cannot integrate all practices and expectations that may exist, a summary of some of the most prominent ones are being listed.

### **5.2 Election Methods**

With the goal of encouraging the greatest possible voter participation in City elections, the methods of election preferred are (1) coordinating the City election with Weld County whenever possible, and if not possible, (2) conducting the election independently by mail.

### **5.3 Performance Evaluations**

- a. Personnel reporting directly to City Council: Annual performance assessments should be completed by March 1<sup>st</sup>.
- b. Council self assessment: Council may conduct a self assessment as desired.

### **5.4 Council Orientation**

An orientation for newly elected members of Council will be provided and participation is anticipated. An orientation for

## 5.5 Annual Report to the Community

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## 6.1 Communication Tools

## 6.2 Communication & Correspondence

Mayoral and Council candidates also will be provided.

A report to the community, regarding accomplishments and plans of the community's local government, is to be furnished each year. The anniversary of Greeley's incorporation, April 6<sup>th</sup>, is an appropriate time to deliver the report to the community.

## *Communication & Correspondence*

To enhance communications with the public and City staff, cellular phones, computers, and supporting services may be provided to the Mayor and Members of Council during their term of office.

a. Cellular telephones and supporting cellular service may be provided, if desired, to the Mayor and Members of Council within the City Council program budget and agreed upon by Council. A total of \$40.00 per month will be reimbursed for cellular telephone service for each member of Council.

b. A City-purchased computer and/or supporting internet provider service, if desired, may be provided to the Mayor and Members of Council within the City Council program budget and agreed upon by Council. A total of \$50.00 per month will be reimbursed for internet service for each member of Council.

c. While City staff will maintain computer applications related to City affairs, staff cannot provide assistance for personal computer applications.

The City of Greeley invites and encourages members of the community to participate in local government affairs and help shape local decisions. One way to participate is direct communication with Councilmembers through telephone calls, postal and electronic mail, and addressing elected and appointed officials at public meetings.

An established practice will help ensure that Council/constituent communications receive timely acknowledgement and response from staff, appropriate distribution, and proper disclosure and retention according to the State's open records law and the City's records retention requirements. An additional benefit of the protocol is to make certain the City Manager is aware of the issues of interest to the community and any emerging trends or problem areas.

**a. Protocol.** Depend on staff to respond to citizen requests for action and other communications whether Council receives the information by telephone call, by letter, electronic mail, or through conversation in an informal setting or in a public meeting. Councilmembers may either:

- i. Provide the City Manager's contact information to the individual, or
- ii. Take a name, contact information and nature of the communication and forward the information to the City Manager's Office for response.

**b. Staff Response.** The City Manager will forward the communication to the appropriate department, the department is expected to respond to the request and report back to the Manager's Office as well as notify the requestor that the investigation has been completed and if action has already been or will be taken to remedy the concern. The Manager's Office will notify the Councilmember of the results so as to inform the Councilmember of the response status.

- i. The City Manager may utilize communication tracking systems to assist in managing this function.
- ii. Generally, staff's response will be in the same format as the communication received unless otherwise requested or deemed appropriate (i.e. a request for action received via e-mail likely would receive an e-mail response).
- iii. Anonymous correspondence or other communication will not be addressed unless staff determines the issue is compelling enough to be processed (i.e. a major health or safety matter).

**c. Correspondence received via postal mail at City offices.** The City Manager's Office will be responsible for managing the correspondence received through the mail for City Council. Unless a different process is provided or required by law, staff will open the correspondence (unless it is marked personal or confidential), confer with Council, and provide a response. Responses will be signed by the Councilmember to whom the correspondence was addressed, and the Mayor will sign those addressed to Council as a whole.

**d. Citizen Input at Council Meetings.** A sign-up sheet will be available at meetings to record contact information. Most often, a speaker's questions can be answered at the meeting. If more information is needed in order to provide a response, the City Manager's Office will contact the speaker as soon as possible after the meeting. If a speaker's expectations are unclear, the Mayor or Manager should ask the speaker to clarify the speaker's desired outcome for the request made.

**e. Electronic mail (e-mail) management.** E-mail is simply mail in an electronic format. Mail received or sent, in any format, contains a variety of information, or *content*, and each e-mail should be

managed in a way that is appropriate for its content. Treat each e-mail as if it were received in a paper format through the mail. Council's e-mail likely will fall into two general categories:

- i. *Transitory e-mail* – For most users, most e-mail messages fall within this category. These temporary messages are retained only until the material has been read and is no longer useful. It is general documentation of extremely short-term value, including drafts and worksheets, desk notes, copies of materials circulated for informational “read only” purposes, and other records with preliminary or short-term informational value. Some are even considered “non-records” such as advertisements, catalogs, bulletins, what is commonly referred to as “junk” mail, etc. The e-mail should be deleted as soon as it is read or no longer useful.
- ii. *E-mail having lasting value* – An e-mail with lasting value is to be retained according to the City's *Records Retention Schedule*, and the retention period varies according to the informational content of the message. The content of this type of e-mail usually can be characterized as either (a) correspondence, or (b) policy issues. Councilmembers are encouraged to forward these e-mails to the City Manager's Office for appropriate response (to correspondence) and retention (correspondence has a minimum retention of one year; some policy matters carry a permanent retention period). After the e-mail has been forwarded to the City Manager's Office, the e-mail should be deleted from the Councilmember's computer.

## ***Compensation, Travel & Special Events***

### **7.1 Compensation**

a. Council shall receive compensation as provided by ordinance.

b. During their term, the Mayor and Members of Council are authorized to participate at their own expense in any fringe benefit program available to City employees.

c. Council shall review its compensation at least once every four (4) years, to begin after May 12, 2004.

### **7.2 Travel - Purpose**

Recognizing that it is in the interest of constituents for Councilmembers to attend various meetings, especially meetings of the National League of Cities and the Colorado Municipal League, for the purpose of learning about current issues affecting local government and to gain information that will be useful in making policy decisions, the City Council establishes the following

### 7.3 Travel - Guidelines

guidelines for Councilmember educational and city government relevant travel.

- a. Expenses will be reimbursed in accordance with the schedule established for city employees. If a Councilmember's spouse or a guest accompanies the Councilmember to a conference, event registration for the spouse or guest shall be reimbursed.
- b. Each Councilmember shall be reimbursed for attendance at the CML Annual Conference.
- c. Each Councilmember shall be reimbursed for attendance at no more than one of the two NLC conferences each year.
- d. Attendance at other conferences or educational programs out-of-state shall be reimbursed only as a substitute for NLC, for example, National Civic League.
- e. Attendance at out-of-state meetings, seminars, workshops, etc., on a specific topic or to represent the city shall be authorized by the Council and will generally be limited to one member for such meeting or workshop.
- f. Council may allow one member to serve on an NLC committee and reimburse expenses for two additional meetings per year.
- g. As the budget allows, attendance at in-state meetings related to city business shall be reimbursed.

### 7.4 Special Events

It is often desirable to have City representation, or to show City support for community functions/events. The charge to attend these events may vary and reimbursement will be made to Councilmembers based on the general guidelines provided in Section 7.3 of these Rules and within the City Council program budget.

- a. The City government is directly involved as a sponsor or participant.
- b. The event is sponsored by another public agency and having city representative(s) is important.
- c. The event is sponsored by a community organization which the City is a member or which the City provides financial support and City representation is important.
- d. Reimbursement for spouse/companion would be authorized in the event the Mayor or designated attendee was attending an event as the official City representative.



## *Meetings of Council*

### 8.1 Defined

A meeting is defined as any kind of gathering, including telephone calls, of three (3) or more members of City Council, held to discuss public business. (Code Chapter 2.04)

### 8.2 Meeting Types

**a. Council Meetings.** Meetings of the City Council are sessions held to consider public business and take formal action.

- i. The Council shall meet in regular session on the first and third Tuesdays of each month in Council Chambers/ School District 6 Board Room at 1025 9<sup>th</sup> Avenue, and beginning at 6:30 p.m. By motion, the Council may, from time to time, alter the foregoing schedule.
- ii. The Council may meet in special session, scheduled no sooner than twenty-four (24) hours from the time it is called, to consider items of business that require the immediate or special attention of the City Council. The special session shall be called by either motion at a regular meeting, or by the Mayor and any three (3) members of the City Council, as evidenced by signatures on a notice and call of special meeting, and a notice to all members of the City Council, personally served or left at his or her usual place of residence, by telephone or by electronic transmission by the City Clerk.

**b. Work sessions.** Work sessions of the City Council are sessions held to consider public business and take no formal action except:

- i. A motion to conduct an executive session in conjunction with the work session; or
- ii. A motion to call a special City Council meeting for the sole purpose of conducting an executive session.

The regular work sessions of the City Council shall be held on the second and fourth Tuesdays of each month in the Council's Chambers/School District 6 Board Room, 1025 9<sup>th</sup> Avenue beginning at 5:00 p.m. By motion, the City Council may from time to time alter the foregoing schedule. Special work sessions may be scheduled in the same manner as provided for special Council meetings.

**c. Town meetings.** Town meetings of the City Council are work sessions held throughout the City within each of the wards, generally on an annual basis, to provide an informal setting for community discussions.

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### 8.3 Meetings to be Public

#### 9.1 Presiding Officer

**d. Adjourned Meetings.** If at a regular or special meeting, Council is unable to complete its work, an adjourned meeting can be scheduled for a later time to take up its work at the point where it was interrupted, provided that no adjournment shall be for a longer period than until the next regular meeting. No meeting will be adjourned during a public hearing; however, a public hearing may be continued.

**e. Executive Sessions.** The Council may, upon the affirmative vote of two-thirds (2/3) of the quorum present, hold an executive session for the purpose of discussing matters allowed by law.

**f. Emergency Meetings.** Attempts will be made to follow Section 10.2 (Notice of Meetings) for meetings of Council held to handle matters of a natural disaster. Contrary to Section 11.1 (Quorum), a majority of the members will not be necessary to conduct the business related to a natural disaster meeting. However, actions taken at the emergency meeting shall be considered for ratification at a regular City Council meeting.

All official meetings of the Council, except Executive Sessions, shall be open to the public and the media, freely subject to recording by radio, television, and photographic devices at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings. Members of the public shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe.

## *Meeting Participants*

**a. Mayor.** The Mayor shall preside over meetings of the City Council and have the same right to speak and vote therein as any other member. The Mayor shall in no case have the power of veto. (Charter § 3-2)

Duties of the presiding officer include:

- (1) Open the meeting at the appointed time, and call the meeting to order.
- (2) Announce the business coming before the Council in accordance with the prescribed order of business, or direct the City Clerk to introduce items of business by reading the title of each agenda item.
- (3) Recognize members who are entitled to the floor and ensure that ample opportunity is extended to express the opinions of constituents.
- (4) State and put to a vote all questions that legitimately come before the council, and announce the results of each vote. Although not prohibited, the presiding officer generally does not propose a motion.

(5) Enforce the Council's rules relating to debate, order, and decorum at meetings.

(6) Expedite business in every way compatible with the rights of members.

(7) Decide all questions of order.

(8) Declare the meeting adjourned.

**b. Mayor Pro Tem.** The City Council within its membership shall elect, at its first meeting following its election, a Mayor Pro Tem who shall become acting Mayor with the same duties as provided for the Mayor in the case of absence or disability. (Charter § 3-2)

**c. Temporary Chair.** In case of the absence or disability of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order and call the roll of members. If a quorum is found to be present, Council shall proceed to elect, by a majority vote of those present, a Temporary Chair to serve as presiding officer of the meeting until the arrival of the Mayor or Mayor Pro Tem at which time the Temporary Chair shall relinquish the chair upon conclusion of the business immediately before the Council.

## 9.2 Councilmembers

All members of Council have the right to full participation in all meetings.

Councilmembers are expected to attend all regularly scheduled Council meetings and Work sessions. In case of emergency, e.g. illness, Councilmembers should notify the City Manager, City Clerk or Mayor in advance of the meeting if at all possible. Members detained but expecting to attend should, whenever possible, notify the Mayor or City Clerk which can be done by calling the City Manager, the City Clerk, or the Police front desk, as appropriate.

Councilmembers who wish to be excused from a regular meeting should make this request as early as possible but no later than the regular meeting preceding the anticipated absence. This will assist in scheduling important items to obtain the participation and vote of all Councilmembers.

Councilmembers are expected to be in their seats one minute before meeting start time for microphone checks.

For personal security reasons, out-of-town trips will not be announced publicly in advance of or return from travel.

## 9.3 Executive Staff

**a. City Manager.** The City Manager, or the City Manager's designee, shall attend all meetings of the Council unless excused, and shall have the right to take part in all discussions of the Council, but shall have no vote.

**b. City Attorney.** As Council's legal representative, the City

#### 9.4 City Clerk

Attorney or the City Attorney's assistant shall attend all meetings of the Council unless excused, and shall have the right to take part in all discussions of the Council, but shall have no vote. Upon request, the City Attorney shall provide either a written or oral opinion on questions of law. The City Attorney shall act as Council's parliamentarian.

#### 9.5 Other Municipal Officials and Employees

The City Clerk, or the City Clerk's designee, shall attend all meetings of the Council unless excused, and shall keep the official journal of proceedings and perform such other duties as may be requested by the Council.

The head of any department, or any officer or employee of the City, as directed by the City Manager, shall attend meetings of the Council.

## *Agenda and Notice of Meetings*

#### 10.1 Agenda Procedures

Prior to each meeting of Council, the City Manager shall distribute to each Councilmember:

- a. A copy of the agenda of the meeting, stating therein each matter to be discussed or debated by the Council by title, description and/or synopsis.
- b. A copy, in its latest form or edition, of each ordinance, resolution, or other written or printed document to be presented at the meeting, including background information, analysis and recommendation to City Council when applicable.
- c. A copy of the minutes of the previous meeting.

#### 10.2 Notice of Meetings

**a. Method of Notification.** The agenda of meetings, as meetings are defined in Section 8-1, shall be posted at least twenty-four (24) hours prior to the meeting. Any other notice allowable by law shall be permissible. In addition, a reasonable effort will be made to notify the media normally covering the City Council meeting when the decision is made to call the meeting.

**b. Posting Locations.** Notice of a Council meeting shall be posted in the north and south entryways of City Hall. The posting location shall be designated annually at the first regular City Council meeting of each calendar year. Notices also may be posted at other appropriate locations.

## Meeting Procedures

### 11.1 Quorum

A majority of the members of the entire Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time. The only action Council may take in the absence of a quorum is the motion to adjourn.

### 11.2 Rules of Order

**a. Purpose.** The primary purpose for use of parliamentary procedure is to protect the rights and privileges of those deliberating, and to assure that the minority is protected while facilitating the will of the majority.

**b. Reference.** The Scott, Foresman, "Roberts Rules of Order Newly Revised," 1990 edition, shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules, the Greeley Code of Ordinances, or the Greeley Charter.

### 11.3 Preservation of Order

The presiding officer shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the questions under discussion.

### 11.4 Debate

a. Each member of Council has a right to speak on every debatable motion before it is acted on.

b. When recognized by the presiding officer, a Councilmember shall confine remarks to the matter or question then under discussion.

c. A Councilmember shall speak only once on the question until all other members of Council who wish to speak have had the opportunity to do so.

### 11.5 Voting

**a. Required.** The ayes and nays shall be taken upon the passage of all ordinances, resolutions, and motions and entered upon the journal of the Council proceedings. Every member, when present, must vote unless excused by majority vote of the Council. (Charter § 3-14)

**b. Voting Methods.** A vote by voice shall generally be used, and a show of hands may be requested by Council or Executive Staff for verification.

A roll call vote may be requested by any member of Council. It shall not be in order for members to explain their vote during roll call.

**c. Tie Vote.** In the case of a tie in votes on any item or motion, the action shall be defeated. Council may reconsider the item or motion

## 11.6 Conflicts of Interest

if, at the same meeting the tie vote occurred, a majority of Council votes to reconsider.

Upon determining that a Councilmember has a personal or private interest, potential conflict, or appearance of conflict, in a matter proposed or pending before the Council, the member shall request to speak when the agenda item with which the member has a conflict is called, and either;

- a. disclose that there may be a personal or private interest, potential conflict, or appearance of conflict, in the matter and will not participate in the discussion or decision; and step down from the Council platform and leave the Chambers during the Council's discussion and action; or
- b. request legal advice from the City Attorney.

NOTE: When possible the Councilmember should discuss the potential conflict before the meeting with the City Attorney.

## 11.7 Order of Business

**a. Call to Order.** The presiding officer opens the meeting by calling it to order, and may announce, "This (date) (regular or special) meeting of the Greeley City Council will come to order."

**b. Opening Ceremonies.** The presiding officer, or other individual or group approved by the presiding officer, may lead in the recitation of the Pledge of Allegiance to the American Flag.

**c. Roll Call.** After the opening ceremonies, the roll is called to verify member attendance and enter the names of those attending in the minutes to substantiate that the Council has complied with quorum requirements for holding a meeting. The presiding officer directs the City Clerk to call the roll, and may then announce the presence of a quorum.

**d. Approval of Agenda.** The City Manager will review the agenda, calling attention to any additions, deletions or corrections that may be necessary. Unless a majority objects, the order of business may be amended or suspended at any meeting.

**e. Presentations.** Proclamations, special citations, and awards are presented. With regard to proclamations:

- (1) City Council believes it to be in the best interests of the City to limit the issuance of proclamations to persons, community events and activities that are non-controversial in nature, so that the City is not perceived as taking positions on issues or causes that are the subject of significant differences of opinion within the community.
- (2) Proclamations are to be utilized exclusively for ceremonial

and recognition purposes, and should promote the cultural, social, economic or intellectual welfare of the community.

- (3) Proclamations may be requested by any individual or organization, or by the Mayor or individual members of the City Council.
- (4) Proclamations should concern persons, events or activities of local interest that are non-controversial in nature. If the Mayor believes that a particular person, event or activity may be deemed controversial or not of local interest by the majority of Council, the Mayor shall consult with the Mayor Pro Tem and the City Manager to determine whether to issue the proclamation and shall notify the City Council of the decision. Any such decision may be overridden by a majority of the City Council.
- (5) Whenever possible, proclamations should be accepted by a local representative.
- (6) Proclamations will be presented to the appropriate representative, who may be provided an opportunity to make brief comments.
- (7) Upon request, the Mayor or members of the City Council may present proclamations outside of a City Council meeting, at special events or activities or other designated locations.

**f. Input from members of the public.** Members of the public may address the Council on any subject not already listed on the agenda by securing the permission of the presiding officer. A total of 15 minutes may be spent on Input from members of the public and individual speakers may be limited to three (3) minutes or other time based on the meeting's agenda. Persons who have notified the City Manager's Office, in advance of the meeting, of their desire to speak will be recognized by the presiding officer without further action and at the outset.

**g. Reports and Petitions.**

(1) Oral or written reports to Council may be made by Councilmembers, Executive Staff, other administrative officers, or Board or Commission members. The Council may:

- (i) Receive the report, which means merely that the report was given. No motion is required.
- (ii) Implement the recommendations of the report. A motion is made, and requires a second, to accept or reject only the recommendations of the committee, rather than the entire report.
- (iii) Adopt or accept the entire report. An affirmative vote on this motion has the effect of endorsing the entire report, including all facts and explanations.
- (iv) Defer the report to a subsequent meeting.

(2) Petitions. Any Councilmember may bring before the Council any business that the member feels may be deliberated upon by the Council. These matters need not be specifically listed on the Agenda, but formal action on such matters shall be deferred until a subsequent Council meeting.

**h. Consent Agenda.** The Consent Agenda is intended to allow the City Council to expedite those items that are of a routine nature and not controversial. The Consent Agenda is provided as a convenience and time savings to the citizens attending the Council meeting.

Councilmembers or anyone in the meeting audience may request an item on the Consent Agenda be "pulled" and considered separately under "Pulled Consent Agenda Items" in the order they were listed.

Examples of items included on the Consent Agenda:

- (1) Approval of City Council proceedings (reading of the minutes shall be dispensed with unless requested by a Councilmember).
- (2) Reports on Council Work sessions, Committees, and Boards.
- (3) Introduction of Ordinances.
- (4) Resolutions.
- (5) Replats, vacations, dedications.
- (6) Contracts.

The City Clerk shall read each item on the Consent Agenda and its recommended action into the record. The Consent Agenda, after removal of any items, shall thereupon be adopted as a unit.

**i. Public Hearings, Final Reading of Ordinances.** Public hearings shall proceed as follows:

- (1) City Staff presentation
  - description and analysis
  - recommendation
  - subject to Council questions
- (2) Applicant or Petitioner presentation
  - subject to Council questions
- (3) Public presentation
  - subject to Council questions
  - Council may limit time of speakers
- (4) Applicant or Petitioner rebuttal, if requested
  - Council may limit time of speakers
- (5) Public discussion closed
- (6) Council discussion
- (7) Council decision

**j. New Business.** Includes items in which no substantive action has



## 12

### 12.1 Council Chambers

yet been taken by Council; such as ordinance introductions, appointments to various boards and commissions, scheduling of meetings.

**k. Adjournment.** Upon no further business, the Presiding Officer may simply declare the meeting adjourned.

## *General Rules*

**a. Supervision.** The Council Chambers shall be under the supervision and control of the City Clerk when Council is not in session, and may take whatever actions necessary to protect the public health, welfare, and peace, and allow for the orderly conducting of the meeting.

The Council Chambers shall be used solely for the transaction of public business of the City; or as authorized within the intent of Council policy on the use of the Council Chambers.

**b. Sergeant-at-arms.** The Chief of Police, or qualified representative, shall maintain the peace in the Council Chambers.

**c. Seating Arrangement.** Members shall occupy the respective seats in the Council Chambers assigned to them by the Mayor.

**d. Smoking.** Smoking shall be prohibited in the Council Chambers or the work session room.

### 12.2 Excusal During Meeting

Councilmembers may be excused from the remaining Council Meeting with permission from the presiding officer.

### 12.3 Recess

The presiding officer may call a recess not to exceed twenty (20) minutes at any time during a meeting to determine a rule of order, or at the request of a majority of Council. The presiding officer may call a recess at any time between items of business.

### 12.4 Journal of Proceedings

An account of all proceedings of the Council meetings shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

a. The minutes for Council meetings should be primarily a record of the action taken at a meeting, not what was said by members of the Council. The minutes shall contain a separate paragraph for each subject matter and, at a minimum, reflect each subject or item considered and the language of and disposition of each motion, resolution, ordinance, or matter on which action is taken. With respect to annexation and zoning hearings, considerably more detail

may be needed.

b. The minutes for Council work sessions should be primarily a record, in summary, of the discussion and any direction provided.

c. The record for executive sessions shall be as provided by ordinance.

d. Although not required for other sessions at which Council is present, a report may be prepared that lists the topics of conversation.

The minutes may be corrected or amended after they have been approved, if an error or material omission is reasonably established. In this case, the motion "to amend something previously adopted" may be used.

## *Ordinances, Resolutions & Motions*

The hierarchy of actions taken by Council include: (1) Ordinances, (2) Resolutions, and (3) Motions.

### **13.1 Ordinances**

An Ordinance is the most authoritative form of action the Council can take. An adopted ordinance becomes an established rule or law of the City and remains in effect until otherwise rescinded or amended by the Council.

Every ordinance shall require the affirmative vote of the majority of the membership of the entire Council for final passage. (Charter § 3-14)

The form, need, and procedure for enactment are set forth in the Greeley Charter, Article III.

### **13.2 Resolutions**

Resolutions are acts of a relatively permanent nature and remain in effect until rescinded or amended by Council.

Generally, resolutions implement or carry out the terms of an ordinance, provide a statement of policy, or express Council's opinion on a public matter.

Resolutions shall be introduced in written form and may be adopted by a majority of a quorum of the Council upon a single reading. Resolutions need not be published, but shall be kept on public file.

### **13.3 Motions**

**a. Defined.** A motion refers to a formal proposal by a Councilmember that the Council may take action upon. Motions are generally introduced by voice. However, if long or involved,

motions should be in writing and, in any event, any two members of Council may ask that a motion be put in writing.

**b. Classes.**

(1) MAIN motions introduce items of business before Council. A main motion can be made only when no other motion is pending, and it ranks lowest in the order of precedence of motions.

(2) SUBSIDIARY motions are secondary or supplemental to the main motion and must be dealt with before the main motion can be voted on. This motion class includes those to:

- Postpone indefinitely
- Amend
- Refer to a committee
- Postpone to a certain time
- Limit or extend limits of debate
- Previous question
- Lay on the table

(3) PRIVILEGED motions are those of a more administrative function and do not relate directly to the pending question, such as:

- Call for the orders of the day
- Raise a question of privilege
- Recess
- Adjourn
- Fix the time to which to adjourn

(4) INCIDENTAL motions have no connection with the main motion, but are important enough for immediate consideration and temporarily sets aside the main motion. Examples:

- Point of order
- Appeal
- Suspend the rules
- Objection to the consideration of the question
- Division of a question
- Consideration by paragraph or section
- Division of a question
- Consideration by paragraph or section
- Division of the assembly
- Motions relating to methods of voting and the polls
- Motions relating to nominations
- Requests and inquiries

(5) MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY may be made, like main motions, while no other business is pending. Examples:

- Take from the table
- Rescind or amend something previously adopted
- Discharge a committee
- Reconsider (the vote)

**c. Presentation and Disposition.** Unless otherwise required, the following steps shall be taken for the presentation and disposition of motions:

- (1) A Councilmember addresses the presiding officer;
- (2) the member is recognized by the presiding officer;
- (3) the member proposes a motion;
- (4) another member seconds the motion;
- (5) the presiding officer states the motion to the entire membership;
- (6) the Council debates or discusses the motion [while debate on a main motion is under way, amendments and subsidiary, privileged, and incidental motions may be introduced (if they are in order), debated (if they are debatable), and disposed of];
- (7) the presiding officer restates the motion and takes the vote on the motion; and
- (8) the presiding officer announces the results of the vote.

## *Creation of Committees, Boards and Commissions*

### 14.1 Council Committees

### 14.2 Citizen Boards and Commissions

(Reserved)

**a. Purpose.** Volunteer citizen advisory groups may be established with a variety of roles and responsibilities, and provide formal and continuous citizen involvement in City government. Some groups are established to satisfy state or local law.

City Council anticipates and welcomes recommendations from advisory boards. In balancing the needs of the community, Council may not always adopt a board recommendation. It is expected that boardmembers honor the decision made by Council and not circumvent Council's conclusions.

**b. Administrative Support.** Administrative support will be provided to the various Boards and Commissions by the appropriate City department.

**c. Recruitment and Qualifications.**

(1) General recruitment efforts shall be made to Greeley residents with special measures being taken to balance ward representation and attract minority and special population applicants.

(2) Generally, volunteers will be limited in serving on one board or commission at a time.

(3) The number of terms served by a citizen member, with the exception of those serving on the Water and Sewer Board, will be limited to two.

(4) Absence excuses may be given by the chairpersons of each board. Excessive absences of Boardmembers may also be considered during reappointment application, and may be cause for dismissal at Council's discretion.

#### **d. Application and Appointment.**

(1) Unless otherwise stated, positions on Boards and Commissions shall be appointed by Council from applicants who have completed the appropriate application form and interview process. Greeley residents will be given appointment preference, and property owners living outside of Greeley and other non-Greeley residents may be considered on a case-by-case basis.

(2) Application forms shall be developed and made available to potential board candidates.

(3) Interview of the candidates may be conducted by two-member Council teams. Notwithstanding the above, candidates for the Water and Sewer Board and the Planning Commission will be interviewed by the Council.

(4) At the option of the Council interview team the chair or chair's designee will be invited to be present at the interviews and serve as a resource for their board or commission.

(5) The Council team's recommendations for appointments will be forwarded to Council for consideration.

(6) Council appointment may be by written ballot and candidates must receive the vote of a majority of Council.

(7) Individuals appointed to fill a vacancy with an unexpired term of six months or less shall also be appointed to serve the succeeding full term.

(8) With the exception of the Water and Sewer Board members, the number of terms served by a board member generally shall be limited to two so as to allow broad citizen participation. Council may consider retaining board members beyond two terms on a case-by-case basis when such a continued appointment appears to be in the best interest of the board and the City.

**e. Orientation.** The citizen volunteer shall be provided the opportunity to receive an orientation and working knowledge of overall City functions and responsibilities with a specific focus on the board to which the volunteer has been appointed.

**f. Council & Commission Roundtable.** Dialogue between the boards and Council concerning goals and key issues is desired at least annually. In lieu of an annual roundtable, Council may utilize other methods of communications with boards and commissions, such as a periodic newsletter or triennial review.

**g. Leadership Training.** Members of boards who function as officers are expected to partake in training sessions which are geared toward the development of leadership skills, which may be funded from City Council's budget, if needed.

**h. Recognition/Appreciation.** A program to recognize the special efforts of the City's outstanding citizen volunteers, and a standard method of recognizing the service of all citizen board members may be implemented.

**i. Triennial Review.** With the exception of the boards and commissions authorized by the Greeley Home Rule Charter, each City board and commission will be reviewed every three years by City Council and then authorize its continuance or sunset. In preparation for the Council review, each board and commission may complete a self-assessment and submit the group's accomplishments, goals and program plan.

<b>Board/Commission</b>	<b>Meeting Day/Time</b>	<b>Assignment</b>
--Team of 2-- Board/Commission Interviews	Monthly as Needed	Council Rotation
Water & Sewer Board	3 <sup>rd</sup> Wed, 2:00 pm	Gates
Youth Commission Liaison	4 <sup>th</sup> Mon, 6:00 pm	Smail
Historic Preservation Loan	As Needed	Suniga
Police Pension Board	Quarterly	Suniga
Employee Health Board	As Needed	Suniga
Human Relations Commission Liaison	2 <sup>nd</sup> Monday, 12:30 P.M.	Suniga
Airport Authority	3 <sup>rd</sup> Thur, 3:30 pm	Casseday/Payton
Visit Greeley	3 <sup>rd</sup> Wed, 7:30 am	Fitzsimmons
Upstate Colorado Economic Development	Last Wed, 7:00 am	Gates/Hall
Greeley Chamber of Commerce	4 <sup>th</sup> Mon, 11:30 am	Gates
Island Grove Advisory Board	1 <sup>st</sup> Thur, 3:30 pm	Smail
Weld Project Connect Committee (United Way)	As Needed	Fitzsimmons
Downtown Development Authority	3 <sup>rd</sup> Thur, 7:30 am	Casseday/Smail
Transportation/Air Quality MPO	1 <sup>st</sup> Thur, 6:00 pm	Casseday/Gates
Poudre River Trail	1 <sup>st</sup> Thur, 7:00 am	Hall
Interstate 25 Coalition	As Needed	Gates
Highway 85 Coalition	As Needed	Payton
Highway 34 Coalition	As Needed	Payton
CML Policy Committee (Council or Staff)	As Needed	Payton and City Manager Roy Otto/Fitzsimmons alternate
CML Executive Board opportunity	As Needed	
CML - Other opportunities	As Available/Desired	

# Council-Manager

## Form of Government



**Frequently Asked  
Questions**

**ICMA**

*Leaders at the Core of Better Communities*



## **What is the council-manager form of government, which is used today by so many cities, towns, and counties?**

Council-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager or administrator. All power and authority to set policy rests with an elected governing body, which includes a mayor or chairperson and members of the council, commission, or board. The governing body in turn hires a nonpartisan manager who has very broad authority to run the organization.

Born out of the U.S. progressive reform movement at the turn of the 20th century, the council-manager system was designed to combat corruption and unethical activity in local government by promoting effective management within a transparent, responsive, and accountable structure.

Since its establishment, the council-manager form has become the most popular structure of local government in the United States. The form is also widely used throughout the world in countries such as Canada, Australia, the Netherlands, New Zealand, and the United Kingdom.

## **How does council-manager government work?**

The elected council or board represent their community and develop a long-range vision for its future. They establish policies that affect the overall operation of the community and are responsive to residents' needs and wishes.

To ensure that these policies are carried out and that the entire community is equitably served, the governing body appoints a *highly trained professional manager* on the basis of his/her education, experience, skills, and abilities (and not their political allegiances). If the manager is not responsive to the governing body, it has the authority to terminate the manager at any time.

## **How can council-manager government benefit my community?**

A city, town, or county benefits from the council-manager form of government in a number of important ways:

1. Political power is concentrated in the *entire* governing body. The mayor and council share legislative functions
2. Policy making resides with elected officials, while oversight of the day-to-day operations of the community resides with the manager. In this way, the elected officials are free to devote time to policy planning and development

3. The manager carries out the policies established by the elected governing body with an emphasis on effective, efficient, and equitable service delivery
4. Because decisions on policy and the future of the community are made by the entire governing body rather than a single individual, council-manager governments more often engage and involve their residents in decision making. Residents guide their community by serving on boards and commissions, participating in visioning and strategic planning, and designing community-oriented local government services
5. The form is flexible enough to adapt to local needs and demands. For example, some communities elect their councils at large, while others elect them by district or by a combination of an at-large-and-by-district system. Also, the mayor can be directly elected by voters or selected by and from among the council.

### **What is the role of the manager under council-manager government?**

The manager is hired to serve the council and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The manager prepares a budget for the council's consideration; recruits, hires, terminates, and supervises government staff; serves as the council's chief advisor; and carries out the council's policies. Council members and residents count on the manager to provide complete and objective information about local operations, discuss the pros and cons of alternatives, and offer an assessment of the long-term consequences of their decisions.

Appointed managers serve at the pleasure of the governing body. They can be fired by a majority of the council, consistent with local laws, or any employment agreements they may enter into with the council. The manager makes policy recommendations to the council for consideration and final decision. The manager is bound by whatever action the council takes, and control is always in the hands of the elected representatives of the people.

### **What is the role of the council?**

The council is the community's legislative and policy-making body. Power is centralized in the elected council, which, for example, approves the budget and determines the tax rate. The council also focuses on the community's goals, major projects, and such long-term considerations

as community growth, land use development, capital improvement and financing, and strategic planning. The council hires a professional manager to implement the administrative responsibilities related to these goals and supervises the manager's performance.

### **What is the role of the mayor or chairperson?**

Mayors or chairpersons in council-manager communities are key political and policy leaders, and their specific duties, responsibilities, and authorities depend on the organization's charter. In council-manager communities, typically the mayor or chairperson is a voting member of the city council who presides at council meetings, represents the city in intergovernmental relationships, appoints members of citizen advisory boards and commissions (with the advice and consent of council), assigns agenda items to committees, facilitates communication and understanding between elected and appointed officials, and assists the council in setting goals and advocating policy decisions.

### **What value does a professional manager contribute to a community?**

Professional managers contribute value to a community because they:

- Work in partnership with elected officials to develop sound approaches to community challenges by bringing together resources to make the right things happen and produce results that matter
- Bring a community-wide perspective to policy discussions and strive to connect the past and future while focusing on the present. They help the governing body develop the long-term vision for the community that provides a framework for policy development and goal setting
- Promote ethical government through commitment to a set of ethical standards that goes beyond those required by law. Managers who are members of ICMA subscribe to the organization's Code of Ethics, which requires them to "affirm the dignity and worth of the services rendered by government and maintain...a deep sense of social responsibility as a trusted public servant"
- Encourage inclusion and build consensus among diverse interests (including those of elected officials, the business community, and citizens) by focusing on the entire community rather than the centralized interests of one or two individuals

- Promote equity and fairness by ensuring that services are fairly distributed and that administrative decisions (such as hiring and contracting) are based on merit rather than favoritism
- Develop and sustain organizational excellence and promote innovation. Professional managers focus relentlessly on efficient and equitable service delivery, policy implementation, and evaluation. They align the local government's administrative systems with the values, mission, and policy goals defined by the community and elected officials.

### **Does it cost more for a community to adopt the council-manager form and hire a professional manager?**

Many local governments have found that their overall costs are actually reduced under competent management. Savings can come from decreased operating costs, increased efficiency and productivity, improved revenue collection, and effective use of technology. The economic health of the community may also benefit from implementation of improved business development and retention strategies.

### **What kinds of communities use the council-manager form of government?**

In 2007, more than 3,500 (49 percent) of the 7,171 U.S. cities and towns with populations of 2,500 residents or more operated under the council-manager form. This structure is also used by more than 370 counties. More than 92 million people in the U.S. live in communities that operate under this form.

### **Is the council-manager form popular among larger communities?**

Of the 247 U.S. cities with populations greater than 100,000 residents, 144 (58 percent) use this form of government. Larger cities and counties that use the form include:

- Broward County, Florida (pop. 1,623,000)
- Charlotte, North Carolina (pop. 540,000)
- Dallas, Texas (pop. 1,188,000)
- Fairfax County, Virginia (pop. 969,000)
- Las Vegas, Nevada (pop. 535,000)
- Mecklenburg County, North Carolina (pop. 695,000)
- Oklahoma City, Oklahoma (pop. 506,000) *(continued)*

(continued)

- Phoenix, Arizona (pop. 1,321,000)
- San Antonio, Texas (pop. 1,144,000)
- San Jose, California (pop. 894,000)
- Virginia Beach, Virginia (pop. 425,000)
- Wichita, Kansas (pop. 344,000)

### **How can a community adopt the council-manager form of government?**

Most communities can adopt council-manager government through a charter, local ordinance, state enabling law, or by voter referendum. For information on how your community can adopt council-manager government, contact your state municipal league or association of counties. You can locate the addresses of these organizations on the Internet, or in the back section of ICMA's *Municipal Year Book*, which you may find in your local library.

### **Once a community adopts council-manager government, how does it choose a professional manager?**

The vacancy usually is announced in the *ICMA Newsletter*, and managers, assistants, and other individuals from across the country are invited to apply. Interested parties apply directly to the council, which reviews the applications and interviews qualified candidates. ICMA makes no recommendations regarding candidates. Additional information is available in ICMA's *Recruitment Guidelines Handbook*. To download a copy, visit <http://jobs.icma.org> and click on "Recruitment Guidelines Handbook" under "Resources."

### **What kind of educational and professional experience do professional local government managers possess?**

Nearly 67% of managers surveyed by ICMA in 2006 indicated that they had earned a master's (usually in public administration, business, or public policy), or other advanced degree. Respondents to the same survey said they had spent an average of 19 years in the local government management profession.

### **Do professional local government managers have a membership organization?**

Yes. ICMA (the International City/County Management Association) is the premier local government leadership and management organization that serves as the

professional and educational “home” for appointed professional managers and administrators. ICMA's membership also includes directors of state associations of local governments, other local government employees, academics, students, and concerned citizens who share the goal of improving local government.

ICMA's mission is to create excellence in local governance by developing and fostering professional local government management worldwide. To that end, the organization provides technical assistance and publications for management professionals to help them improve their skills and increase their knowledge. ICMA also serves as a clearinghouse for the collection, analysis, and dissemination of information and data about local government.

### **Why is membership in ICMA important for a professional local government manager?**

In addition to gaining access to valuable resources and lifelong professional development opportunities, managers who belong to ICMA are bound by its Code of Ethics, which states that every member of the organization shall act with integrity in all personal and professional matters so that they will merit the respect and trust of elected officials, employees, and the public. This stringently enforced Code specifies 12 ethical principles of personal and professional conduct, including dedication to the cause of good government.

ICMA members believe in the effectiveness of representative democracy and the value of government services provided equitably to residents within a community. ICMA members are also committed to standards of honesty and integrity that go beyond those required by the law. For more information, contact ICMA or visit <http://icma.org/ethics>.

Finally, ICMA defines professional management and recognizes individual members who are qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. ICMA members who meet these requirements may earn designation as an ICMA Credentialed Manager. For more information on ICMA's Voluntary Credentialing Program, visit <http://icma.org/credentialing>.

## Are there other, independent organizations that support council-manager government?

The National Civic League (NCL) is America's original advocate for community democracy. This nonprofit, nonpartisan membership organization is dedicated to strengthening citizen democracy by transforming democratic institutions. NCL accomplishes its mission through technical assistance, training, publishing, research, and promoting the All-America City Awards, America's original and most prestigious community recognition program.

Founded in 1895, NCL serves as a clearinghouse for information on methods of improving state and local government. The League's *Model City Charter*, now in its eighth edition, has endorsed council-manager government since 1915.

## For further information, contact

**Jared M. Dailey**  
**Assistant Program Manager**  
**ICMA**

777 North Capitol Street, NE, Suite 500  
Washington, DC 20002-4201  
[jdailey@icma.org](mailto:jdailey@icma.org)  
202-962-3557  
202-962-3500 fax  
<http://icma.org/formofgovt>

**National Civic League**  
1445 Market Street, Suite 300  
Denver, Colorado 80202-1728  
303-571-4343  
303-571-4404 fax  
<http://www.ncl.org>