



**Remote Meeting Instructions for the City Council Worksession:**

In order to comply with all health orders and State guidelines intended to stop the spread of the COVID-19 (Coronavirus), **no physical location, including the City Council Chambers, will be set up for viewing or participating in this Worksession. Because this is a Worksession, no public input will be accepted in any format, written or otherwise.**

The **only** way to view this Worksession is to follow the instructions below to watch the YouTube live stream.

- From your laptop or computer, click the following link or enter it manually into your Web Browser: ([www.youtube.com/CityofGreeley](http://www.youtube.com/CityofGreeley))
- Clicking the link above will take you to the City of Greeley's YouTube Channel.
- Once there, you will be able to view the Worksession!

Please contact the City Clerk's Office with any questions you might have at 970-350-9740. Thank you!



**Mayor**  
John Gates

**Councilmembers**

Tommy Butler  
Ward I

Brett Payton  
Ward II

Michael Fitzsimmons  
Ward III

Dale Hall  
Ward IV

Kristin Zasada  
At-Large

Ed Clark  
At-Large

A City Achieving  
Community Excellence

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.

# City Council Worksession Agenda

**March 23, 2021 at 6:00 PM**

**This meeting will be conducted remotely. (See previous page for participation instructions and/or to view the YouTube live stream.)**

1. [Call to Order](#)
2. [Pledge of Allegiance](#)
3. [Roll Call](#)
4. [Reports from Mayor and Councilmembers](#)
5. [COVID-19 Update](#)
6. [Clerk to the City Council Process Opportunities & Updates](#)
7. [2020 End of Year Financial Report](#)
8. [Consideration of an Executive Session to determine positions, develop strategy and instruct negotiators regarding collective bargaining with the Greeley Fire Fighters Union Local 888](#)
9. [Consideration of an Executive Session for the purpose of providing legal advice on the Petitions to amend the City Charter sections 17-9 and 17-10 and the Referendum Petition to repeal Ordinance No. 10, 2021](#)
10. [Scheduling of Meetings, Other Events](#)
11. [Adjournment](#)

# Worksession Agenda Summary

March 23, 2021

**Title:**

Call to Order

# Worksession Agenda Summary

March 23, 2021

**Title:**

Pledge of Allegiance

# Worksession Agenda Summary

March 23, 2021

**Title:**

Roll Call

1. Mayor Gates
2. Councilmember Butler
3. Councilmember Payton
4. Councilmember Hall
5. Councilmember Fitzsimmons
6. Councilmember Clark
7. Councilmember Zasada

# Worksession Agenda Summary

March 23, 2021

**Title:**

Reports from Mayor and Councilmembers

**Background:**

During this portion of the meeting any Councilmember may offer a summary of the Councilmember's attendance at assigned board/committee meetings and should include key highlights and points that may require additional decision and discussion by the full Council at this or a future Worksession.

<b>Board/Committee</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	Butler
Historic Preservation Loan Committee	As Needed	Zasada
Human Relations Commission	2 <sup>nd</sup> Mon, 4:00 pm	Zasada
Police Pension Board	Quarterly	Clark
Employee Health Board	As Needed	Fitzsimmons
Airport Authority	3 <sup>rd</sup> Thur, 3:30 pm	Payton/Clark
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	Hall
Island Grove Advisory Board	1 <sup>st</sup> Thur, 3:30 pm	Butler
Weld Project Connect Committee (United Way)	As Needed	Hall
Downtown Development Authority	3 <sup>rd</sup> Thur, 7:30 am	Butler/Zasada
Transportation/Air Quality MPO	1 <sup>st</sup> Thur, 6:00 pm	Payton/Gates
Poudre River Trail	1 <sup>st</sup> Thur, 7:00 am	Hall
Interstate 25 Coalition	As Needed	Gates
Highway 85 Coalition	As Needed	Gates
Highway 34 Coalition	As Needed	Payton
CML Policy Committee (Council or Staff)	As Needed	Payton/Otto Gates alternate
CML Executive Board opportunity	As Needed	Hall
CML - Other opportunities	As Available/Desired	

# Worksession Agenda Summary

March 23, 2021

Roy Otto, City Manager, 970-350-9750

**Title:**

COVID-19 Update

**Background:**

There will be a brief update to Council regarding COVID-19 via the City's dashboard: <https://arcg.is/0zD8Pr>.

**Decision Options:**

Informational only

**Attachments:**

None

# Worksession Agenda Summary

March 23, 2021

Anissa Hollingshead, City Clerk's Office, 970-350-9742

**Title:**

Clerk to the City Council Process Opportunities & Updates

**Background:**

Departmental Work Plan – as an area of focus for the City Clerk's Office in 2021, the following is a list of the first round improvements that can be expected to be made:

- Making it easier to find Council information online;
- Improving access to the work of Boards and Commissions;
- Introducing the new portal to access information in Municode Meetings; and
- Recommendations for adjustments to Council Policies & Protocols.

**Strategic Work Program Item or Applicable Council Priority and Goal:**

The work done by the Clerk to Council program of the City Clerk's Office operates with the goal of supporting, informing, and recording the work of the City Council and making information about that work accessible to the public. This goal ties directly to the Council's identified strategic outcomes of *Good Governance* and *Accessible & Connected Community*.

**Decision Options:**

While no action is requested, input from City Council is being asked for input on recommended areas of changes outlined for its Policies & Procedures.

**Attachments:**

PowerPoint presentation – Clerk to Council Process Opportunities & Updates  
Council Policies & Procedures with notes on proposed changes



# City Council

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## Policies & Protocol

### 2021 Proposed Changes



#### 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) |
|          |                                      | Resolution No. 12, 2020 (03/17/2020) |
|          |                                      | Resolution No. 22, 2020 (05/19/2020) |

Greeley City Clerk's Office • 1000 10<sup>th</sup> Street • Greeley, Colorado 80631 • (970) 350-9740

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**1**

**Authority and Purpose**

**1.1 Charter**

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**

**Suspension & Amendment of these Rules**

**2.1 Suspension**

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**

**Roles, Responsibilities & Time Commitment**

**3.1 Mayor**

- 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)]
- 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.

**3.2 Mayor Pro Tem**

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

**3.3 All Members of Council**

- 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)
- 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.

**3.4 Time Commitment**

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 & Code of Conduct**

**Code of Ethics**

**4.1 Purpose**

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 disclosure laws.

**Code of Conduct**

**4.5 Purpose**

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, Deputy City Managers, 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 board member 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.** Board members may offer political support to a Councilmember but only in a forum outside the official duties of the board. Conversely, Councilmembers may support board members 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 board member should be noted to the City Manager or designee, and the Manager or designee should counsel the board member. 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.

## 5

### 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 Mayoral and Council candidates also will be provided.

#### 5.5 Annual Report to the Community

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, is an appropriate time to deliver the report to the community.

## 6

### Communication & Correspondence



**6.1 Communication Tools**

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.

**6.2 Communication & Correspondence**

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 Clerk's Office** 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 Clerk's Office** for response.
- b. Staff Response.** The City **Manager/Clerk** 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 Clerk'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 Clerk'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 (email) management.** Email is simply mail in an electronic format. Mail received or sent, in any format, contains a variety of information, or *content*, and each email should be managed in a way that is appropriate for its content. Treat each email as if it were received in a paper format through the mail. Council's email likely will fall into two general categories:

- i. *Transitory email* – For most users, most email 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 email should be deleted as soon as it is read or no longer useful.

- ii. *Email having lasting value* – An email 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 emails to the **City Manager's Clerk'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 email has been forwarded to the **City Manager's Clerk's Office**, the email should be deleted from the Councilmember's computer.

# 7

## **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 guidelines for Councilmember educational and city government relevant travel.

### **7.3 Travel - Guidelines**

- 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.

**8**

**Meetings of Council**

**8.1 Defined**

A meeting is defined as any kind of gathering, including telephone calls and serial emails, 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 in City Center South at 1001 11<sup>th</sup> Avenue, and beginning at 6:00 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 in City Center South at 1001 11<sup>th</sup> Avenue, and beginning at 6:00 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.

**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.

**8.3 Meetings to be Public**

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.

**8.4 Electronic Participation**

**a. Emergency Situations.** In the event a quorum is unable to meet at the day, hour, and place fixed by these rules because meeting in-person is not practical or prudent due to a public health pandemic or unforeseen emergency affecting the City, meetings may be conducted by telephone, electronically, or by other means of communication so as to provide maximum practical notice and participation. Meetings may be held by telephone, electronically, or by other means of communication subject to the following conditions;

1. The City Manager or the Mayor determines that meeting in person is not practical or prudent, because of a public health pandemic or other unforeseen emergency affecting the City;
2. All members of the City Council can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;
3. Members of the public are given the opportunity to hear or read all discussion, testimony and votes, in a manner designed to provide maximum notice and participation unless not feasible due to the public health pandemic or emergency;
4. At least one member of the City Council is present at the regular meeting location, unless not feasible due to the pandemic or emergency circumstances;
5. All votes are conducted by roll call;
6. Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection; and

**Commented [AH1]:** Should there be additional provisions for electronic participation? There could potentially be sections b & c added, to address remote participation by a single member under certain circumstances, and also the potential for ongoing public participation via electronic forums.

**Commented [AH2]:** This has not been the practice since early in the pandemic – should this be altered and perhaps this requirement maintained by request of any council member or staff? Or only for adoption of ordinances or resolutions?

## 9

### 9.1 Presiding Officer

7. To the extent possible, full and timely notice is given to the public setting forth the time of the meeting, the fact that some or all members of the City Council may participate by telephone, electronically, or by other means and the right of the public to monitor the meeting from another location.

## 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 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.

**9.4 City Clerk**

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.

**9.5 Other Municipal Officials and Employees**

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.

**10**

**Agenda and Notice of Meetings**

**10.1 Agenda Procedures**

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



10.2 Notice of Meetings

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.

**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 on the City Council website: (<http://greeleygov.com/government/council>). 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.

11

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

Commented [AH3]: Is there interest in updating this to the most up to date version of Robert's Rules of Order?

**11.4 Debate**

members' motives, and confine members in debate to the questions under discussion.

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

**11.6 Conflicts of Interest**

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."

**Commented [AH4]:** The order of business prescribed here does not match how agendas have been being prepared – requesting verification of where we should adapt the order prescribed here and where we should adjust the agenda content.

**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 for public hearing or public comment 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 Clerk'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.

**Commented [AH5]:** Suggest adding this clarifying language, to allow the public to comment on agenda items not otherwise open to comment during the initial open comment period.

**g. Reports and Petitions/Initiatives.**

**Commented [AH6]:** Suggest updating this word to match the verbiage typically used on agendas and in meetings.

(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/Initiatives. 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 staff may request an item on the Consent Agenda be "pulled" and considered separately under "Pulled Consent Agenda Items" in the order they were listed.

**Commented [AH7]:** Suggest adjusting this to the practice generally followed to increase clarity around expectations at a meeting.

Examples of items typically 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:

**FOR QUASI-JUDICIAL MATTERS:**

- (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

**FOR LEGISLATIVE MATTERS:**

- (1) City Staff presentation (if requested)
  - description and analysis
  - recommendation
- (2) Council questions of staff
- (3) Public input
- (4) Council discussion
- (5) Council decision

**j. New Business.** Includes items in which no substantive action has yet been taken by Council; such as ordinance introductions, **resolutions**, appointments to various boards and commissions, scheduling of meetings.

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

**Commented [AH8]:** Suggest adding this header and then the separate section for legislative matters to clarify the different structures in those public hearing types.

## 12

### 12.1 Council Chambers

## 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~~ **any designated meeting space.**

**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.

**Commented [AH9]:** No changes to this section are being recommended. Staff would like to highlight that practices in taking minutes have been refined to better comport with these requirements, and that of Robert's Rules of Order generally.

13

## 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



# 14

## 14.1 Council Committees

## 14.2 Citizen Boards and Commissions

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

(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 board members 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. It is at Council's discretion to appoint someone to serve on more than 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. 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.

(4) Absence excuses may be given by the chairpersons of each board. Excessive absences of board members may also

**Commented [AH10]:** Minor updates suggested in this section are to add clarity and bring the language in these rules into alignment with the practices currently being followed at Council's direction.

**Commented [AH11]:** This language was previously found in (8), and restates and adds to what was already in (3). For that reason, it is suggested to move the language from (8) here and delete its repetition there

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 an interview team consisting of two members of Council and the City's Boards & Commissions Program Coordinator/Manager (or the Coordinator/Manager's designee). 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 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 interview 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.

# Clerk to City Council


Process Opportunities & Updates

# Departmental Work Plan

<b>Work Plan Item</b>	<b><u>3. Publish and maintain authoritative and accessible records of the business of Council, including agendas and official acts</u></b>
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mc - Agendas/Minutes | City of Greeley | greeley-co.municodemeetings.com

Item No. 6.



# Finding Council Information Online

From: Mar 14 2001 To: Apr 13 2021 Meeting: - All

Date	Meeting
04/13/2021 - 6:00pm	Council Worksession
04/06/2021 - 6:00pm	City Council Meeting
03/23/2021 - 6:00pm	Council Worksession
03/16/2021 - 6:00pm	City Council Meeting
03/09/2021 - 6:00pm	Council Worksession
03/02/2021 - 6:00pm	City Council Meeting
02/23/2021 - 6:00pm	Council Worksession
02/16/2021 - 6:00pm	City Council Meeting
02/09/2021 - 6:00pm	Council Worksession
02/02/2021 - 6:00pm	City Council Meeting
01/26/2021 - 6:00pm	City Council Worksession
01/19/2021 - 6:00pm	City Council Meeting
01/12/2021 - 6:00pm	City Council Worksession
01/05/2021 - 6:00pm	City Council Meeting
12/22/2020 - 6:00pm	City Council Worksession - Cancellation
12/15/2020 - 6:00pm	City Council Meeting
12/08/2020 - 6:00pm	City Council Worksession

- **Enhanced web presence**
  - **Municipal Code**
  - **Robust meeting information**
  - **Meeting Videos**
  - **Public Notices**
  
- **Online help tools**
  - **Videos**
  - **User guides**



# Boards & Commissions

- **Meeting information available in one consolidated location**
  
- **Transitioning to use of Municode Meetings to prepare agendas**

## Boards and Commissions

Boards and Commissions are groups of citizen volunteers that study special commu provide direction, comment and recommendations to the City Council. These 23 gro voice of the community; they influence public policy and programming decisions the entire city.

Boards and Commissions are a great way to get involved in your community. They p for the healthy and harmonious discussion of issues from a variety of perspectives. is committed to appointing members that reflect Greeley's diverse character and co number of factors including geography, minority status, gender, and occupation or when making appointments.

[Learn about Boards and Commissions](#)

[Archived Agendas and Mi](#)

### Upcoming Meeting Agendas

- 03.11.2021 Golf Board Agenda
- 03.15.2021 Historic Preservation Meeting Cancellation
- 03.16.2021 Art Commission Agenda
- 03.18.2021 Museum Board Agenda

### Current Vacancies

For March 2021 - Deadline is March 1, 2021 @ 8:00 a.m.

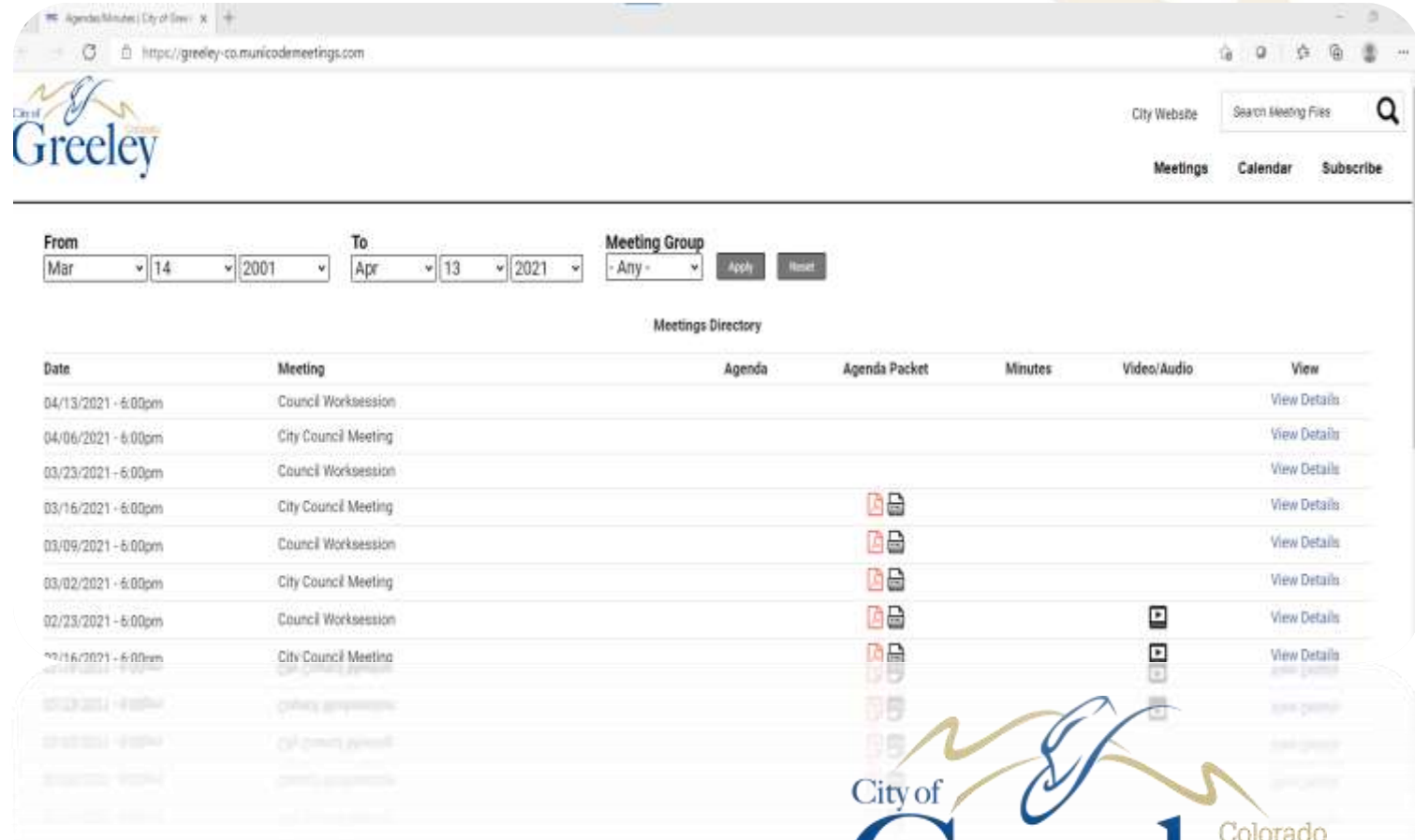
Applications are now being accepted!

- Citizen Transportation Advisory Board
- Downtown Development Authority
- Museum Board

# Using the Portal

- **Meetings Page**
  - Sortable by Meeting type/body
  - More information, all consolidated, including agendas, minutes, videos
  - Agendas as PDF packets or HTML pages
- **Calendar View**
- **Email Subscription Options**
- **Search capabilities**

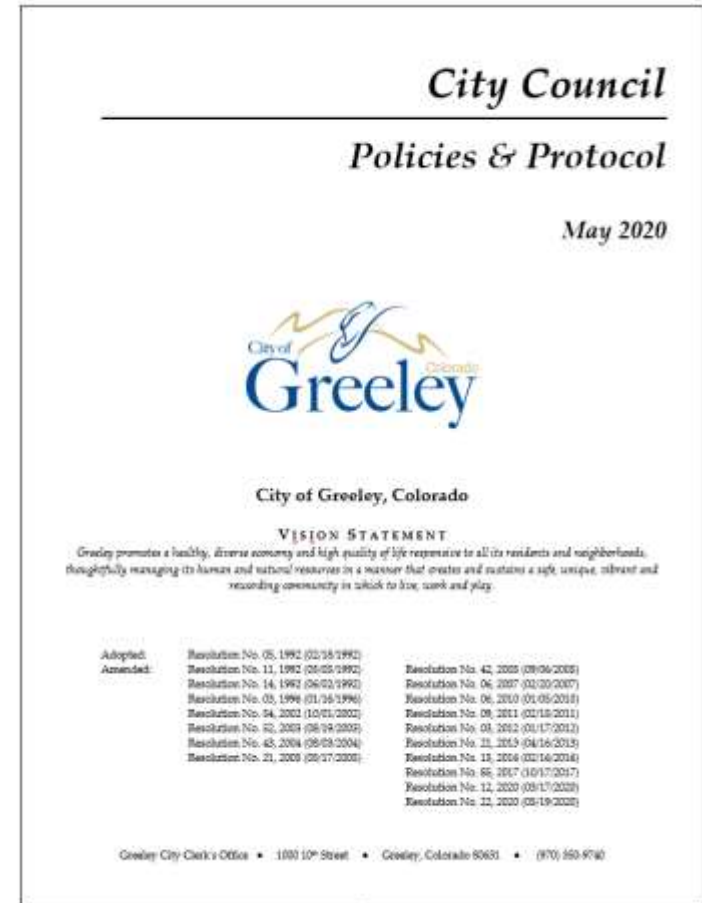
## Municode Meetings

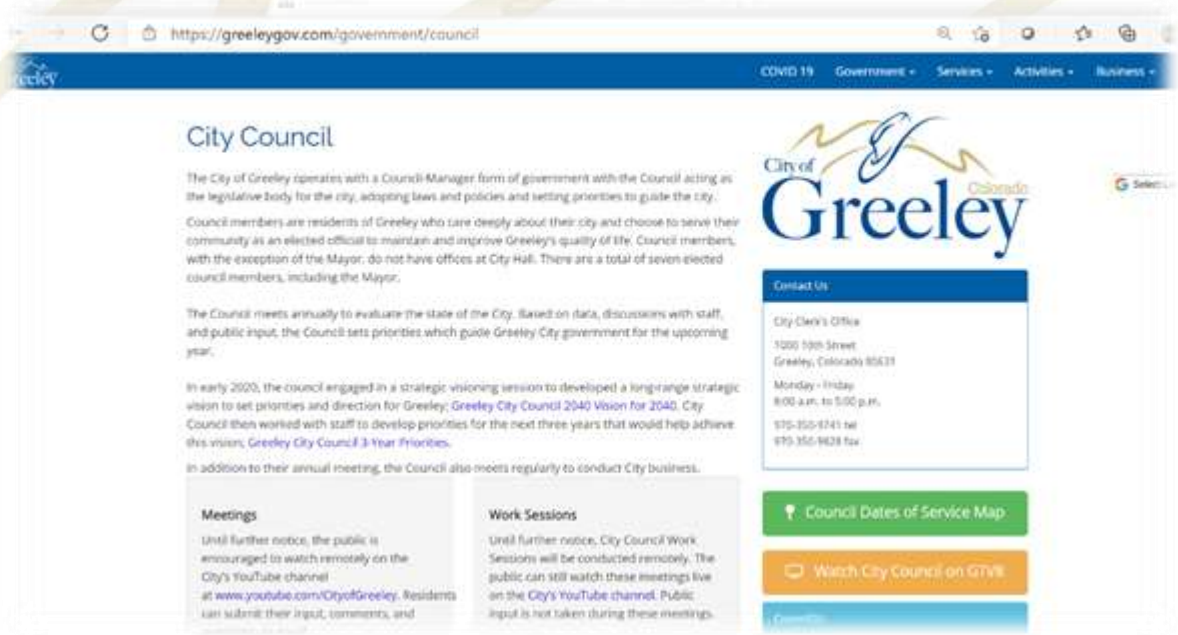




# Policies & Protocol

- **Areas recommended for update:**
  - **Minor housekeeping changes**
    - Adding references to Deputy City Managers, updating references to the City Clerk for agenda matters
  - **In Section 8: Meetings of Council – 8.4 Electronic Participation provisions**
  - **In Section 11: Meeting Procedures – 11.2 Rules of Order & 11.7 Order of Business**
  - **In Section 12: General Rules – 12.4 Journal of Proceedings**
  - **In Section 14 – 14.2 Citizen Boards & Commissions**





- **Find City Council information, including the link to the new portal, at [greeleygov.com/government/council](https://greeleygov.com/government/council)**

# QUESTIONS?



# Worksession Agenda Summary

March 23, 2021

John Karner, Finance Director, 350-9732

**Title:**

2020 End of Year Financial Report

**Background:**

The 2020 End of Year Financial Report provides a summary of the revenue and expenditure information for each major fund including many of the trends and other highlights that have been discussed throughout the year and during the 2021 budget process.

Like other municipalities across the country, the City of Greeley (City) has and continues to experience financial impacts of the COVID pandemic. Revenues declined significantly from 2019, requiring the City to reduce General Fund expenditures by more than 20% from what was originally budgeted in 2020. These expenditure reductions, supplemented by one-time revenues including CARES funding, enabled the City to successfully balance the budget by year-end. Overall fund balances are now at or above anticipated levels, resulting in funding levels that meet or exceed City reserve requirements.

**Strategic Work Program Item or Applicable Council Priority and Goal:**

Supporting City Council Priority: Operational Excellence

**Decision Options:**

No direction/decision required at this time. Funding recommendations for encumbrances (funding commitments at year-end) and investing in any fund balances will be included in the first additional appropriation request scheduled for March 16th with a final reading on April 6th.

**Attachments:**

2020 End of Year Financial Report  
PowerPoint Presentation



**FINANCE DEPARTMENT  
END OF YEAR  
REPORT  
2020**





## WATER

In 2040, Greeley is Northern Colorado’s leader in water resources. Building on its visionary and innovative heritage, Greeley prides itself on its ability to secure an abundant supply of high quality water that supports its vibrant economy. “Greeley Gold” drives sustainable growth and gives the City a competitive edge in the region.

## EDUCATION

In 2040, Greeley is a community known as a creative, educational and learning environment that fosters a symbiosis of personal development, commerce, and leadership. Lifelong learning is embedded in Greeley’s values with comprehensive educational systems and opportunities. The City’s integrated partnerships serve as a catalyst for innovation that supports a robust economy and fulfilling lifestyle.

## ECONOMIC DEVELOPMENT/ RESILIENCE

In 2040, Greeley is a community of choice for forward-thinking commerce supporting a diverse, vibrant, and resilient economy. We incubate small local business and draw national and international industrial leaders. Our economy supports and

sustains an attractive standard of living by providing a healthy continuum of employment opportunities for its residents. Further, our work environment fully complements and capitalizes on our world-class educational system.

## HOUSING

In 2040, Greeley is a distinctive, character-rich community known for its high quality standard of living. Residents have access to an amazing variety of housing options including style, price, and location. Our unique neighborhoods are built around the village concept, featuring entertainment, retail, parks and dining options within a central, walkable location.

## TRANSPORTATION

In 2040, Greeley’s economy continues to thrive as a result of thoughtful planning and be driven by multi-modal transportation that fosters interconnectedness, mobility, and access to Greeley’s neighborhoods, amenities, and commerce.

## IMAGE

In 2040, Greeley celebrates 170 years of a rich agricultural and western heritage and hospitality, Greeley offers a wide variety of cultural events, amenities, and recreational opportunities that are attractive to people of all ages. We are a destination where residents experience Rocky Mountain vistas, fulfilling employment, excellent healthcare, unique activities to enjoy, and a strong sense of community.

## CONNECTED COMMUNITY

In 2040, Greeley embraces the diverse cultures in our community by coming together and recognizing that we are all one! Our residents are engaged. Community events are well attended and residents revel in strong engagement in civic organizations, local boards and commissions. Agency partnerships unite us as one community.

## OPERATIONAL EXCELLENCE

In 2040, Greeley is recognized as the State’s municipal employer of choice. The organization is a benchmark for operational excellence and its residents benefit from fiscal responsibility, customer responsiveness, and transparency. Resident involvement in local government has never been stronger.

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## CORE VALUES

<p><b>Applied Wisdom</b></p> <p>We believe that our individual and collective life experiences have given us the tools to make good judgments in addressing the issues we face. We commit to being lifelong learners.</p>	<p><b>Accountability</b></p> <p>We commit to trustworthy, dependable public service, and are empowered to take individual and collective ownership to achieve our service goals.</p>	<p><b>Excellence</b></p> <p>We will perform our duties with distinction and to the best of our ability. We will strive to improve our abilities to be innovative and to set a standard for others.</p>
<p><b>Stewardship</b></p> <p>We commit to the efficient and effective use of the resources we are provided. We will leave it better than we found it.</p>	<p><b>Integrity</b></p> <p>We treat all people with respect, act honestly and honorably. We commit to doing the highest moral action.</p>	<p><b>Principled Relationships</b></p> <p>We strive to develop, strengthen and honor caring relationships in such a way to challenge ourselves and others to be their best selves. We will practice the Golden Rule.</p>

# EXECUTIVE SUMMARY

Item No. 7.

Amidst the economic uncertainty of 2020, the City of Greeley's resiliency, responsibility and responsiveness allowed for the financial stewardship of the citizen's resources to provide excellent and strategic services that benefit the local community.

The City planned to end the year with a budgeted \$83.2 million in remaining fund balance; however, the actual fund balance totaled \$111.3 million at the end of 2020, allowing the City to maintain financial integrity and to provide a foundation for future investments. This is due primarily to the timing of related capital projects where bond proceeds and funding are committed for future years.

The committed fund balance, as outlined in various charts throughout this document, pertains to the remaining authorized expenditures for projects that

have not yet been finalized using financial data as of February 18th, 2021. Final numbers will not be available until the end of June, 2021, when the audit is completed for all funds. These figures will be shown in the Comprehensive Annual Financial Report (CAFR) with solidified expenditures, revenues, and starting & ending fund balances.

Below is a broad summary to show all expenditures and revenues, both budgeted and actual for 2020, along with a high level starting and ending fund balance comparison. The City received over \$371 million in revenues and spent almost \$400 million in 2020. The revenues are designated across multiple funds and allow the City to provide operational services and to complete capital projects.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 233,004,427	\$ 233,004,427	
<b>Revenue</b>			
Charges for Services Provided by the City	132,662,489	113,209,101	(19,453,388)
Court Fines & Forfeits	2,438,191	2,284,276	(153,915)
Federal, State & County Funding, FTA <sup>1</sup> , HUTF <sup>2</sup> , Severance Taxes, Outside Agencies	34,362,389	27,560,995	(6,801,394)
Licenses & Building Permits	2,568,947	2,088,290	(480,657)
Oil Royalties, Interest Earnings, Rents, Sale of Assets, & Reimbursements	8,403,937	7,912,084	(491,853)
Taxes: Sales, Use, Auto, Building, General, Property & Audits	116,107,357	107,739,493	(8,367,864)
Bond & Lease Proceeds	84,090,889	693,715	(83,397,174)
Transfers In From Other Funds	123,462,676	110,316,871	(13,145,805)
<b>Total Revenue</b>	<b>\$ 504,096,875</b>	<b>\$ 371,804,824</b>	<b>\$ (132,292,051)</b>
<b>Expenditures</b>			
Employee Salaries & Benefits	106,410,333	93,368,387	13,041,946
Capital Investments in Buildings, Streets, Equipment, Vehicles & Hardware	281,335,578	105,743,540	175,592,038
Debt Payments on Loans & Leases	21,304,824	19,927,562	1,377,262
Fixed Charges: Health Claims, Liability Claims, Vehicle Replacement & IT Charges	41,249,248	34,547,998	6,701,250
Purchased Services: Electricity, Heating, Professional Services & Training	35,998,366	24,157,913	11,840,453
Supplies, Fuel & Small Items of Equipment	15,706,484	11,806,140	3,900,344
Transfers Out To Other Funds	123,462,676	110,358,744	13,103,932
<b>Total Expenditures</b>	<b>\$ 625,467,509</b>	<b>\$ 399,910,284</b>	<b>\$ 225,557,225</b>
<b>Committed Fund Balance</b>		<b>\$ 65,193,108</b>	<b>\$ 65,193,108</b>
<b>Total Required Reserves</b>			
<b>Required Reserves</b>	<b>\$ 28,448,985</b>	<b>\$ 28,448,985</b>	
<b>Ending Fund Balance</b>	<b>\$ 83,184,808</b>	<b>\$ 111,256,874</b>	

1 Federal Transit Administration (FTA)

2 Highway User Tax Fund (HUTF)

# EXECUTIVE SUMMARY

Item No. 7.

## Major capital project expenditures in 2020 included:

Future Water Acquisition - Phase II.....	\$11.6 Million
Fire Station #6.....	\$7.6 Million
Fire Station #2 Replacement.....	\$4.6 Million
CDOT I-25 Transmission Line Relocation.....	\$4.4 Million
20th Street Phase IV: Widening 83rd to 90th Ave.....	\$3.8 Million
Boyd Water Treatment Plant Process Improvements.....	\$3.7 Million
Terry Ranch Water Development.....	\$3.6 Million
Equalizer / Raw Water Storage.....	\$3.5 Million
11th Ave & 11th St. Campus.....	\$3.3 Million
10th St. Access Improvements Phase II.....	\$2.7 Million

Shown below is a snapshot of major revenues the City has received in 2020 as compared to the 2020 Budget along with 2019 actuals for reference. In 2020, the City experienced an increase in food tax, property tax, and utility residential rate revenue above 2019. Although revenue sources declined in several categories the City

proactively made strategic decisions to offset revenue declines with expenditure reductions. Additional detail is contained throughout the report showing the impact of the changes in 2020 on individual funds as compared to the budget.

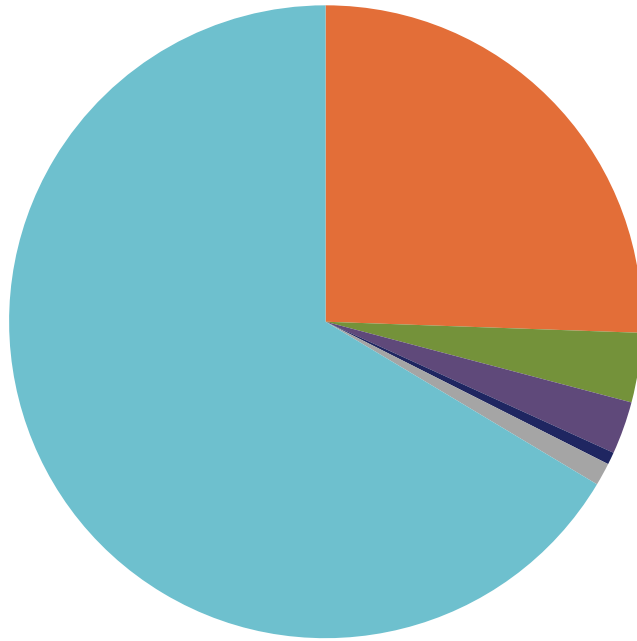
A Sample of Major Revenues	2019 Actual	2020 Revised Budget	2020 Actual	Variance 2020 Budget vs 2020 Actual	
<b>Tax Revenue</b>					
<b>Sales Tax</b>	\$ 69,614,247	\$ 72,176,418	\$ 65,864,543	(6,311,875)	-8.7%
<b>Property Tax</b>	12,560,388	15,967,667	15,337,806	(629,861)	-3.9%
<b>Food Tax</b>	9,165,792	9,725,109	9,695,578	(29,531)	-0.3%
<b>Lodging Tax</b>	734,050	457,758	362,859	(94,899)	-20.7%
<i>Auto Use Tax</i>	5,517,042	6,016,353	5,165,641	(850,712)	-14.1%
<i>Building Use Tax</i>	5,594,081	3,685,011	2,682,778	(1,002,233)	-27.2%
<i>General Use Tax</i>	5,016,080	3,698,554	2,701,297	(997,257)	-27.0%
<b>Use Tax (Auto, Building &amp; General Use)</b>	\$ 16,127,204	\$ 13,399,918	\$ 10,549,716	(2,850,202)	-21.3%
<b>Residential Utility Rate Revenue</b>					
<b>Sewer Rates: Residential</b>	\$ 7,228,383	\$ 7,483,276	\$ 7,765,316	282,040	3.8%
<b>Stormwater Rates: Residential</b>	6,314,778	6,980,682	6,803,663	(177,019)	-2.5%
<b>Water Rates: Residential</b>	20,809,368	28,075,341	25,439,699	(2,635,642)	-9.4%
<b>Additional Comparatives</b>					
<b>Building Permits</b>	\$ 2,274,159	\$ 1,750,000	\$ 1,128,544	(621,456)	-35.5%
<b>Development Fees</b>	13,109,749	19,776,451	6,739,093	(13,037,358)	-65.9%
<b>Investment Earnings</b>	4,751,257	800,243	3,536,445	2,736,202	341.9%
<b>Oil Royalties</b>	5,204,016	2,490,000	1,963,974	(526,026)	-21.1%



## GREELEY CARES FUNDS DISTRIBUTED BY FUNDS/ORGANIZATIONS

The chart below identifies the CARES funds that have been distributed by both funds & organizations. In 2020, \$5.0 million in CARES funds were received and distributed for COVID-19 related expenditures. 66% of

the \$5.0 million was distributed to the General Fund, Internal Service Funds, and Special Revenue funds, totaling \$3.3 million.



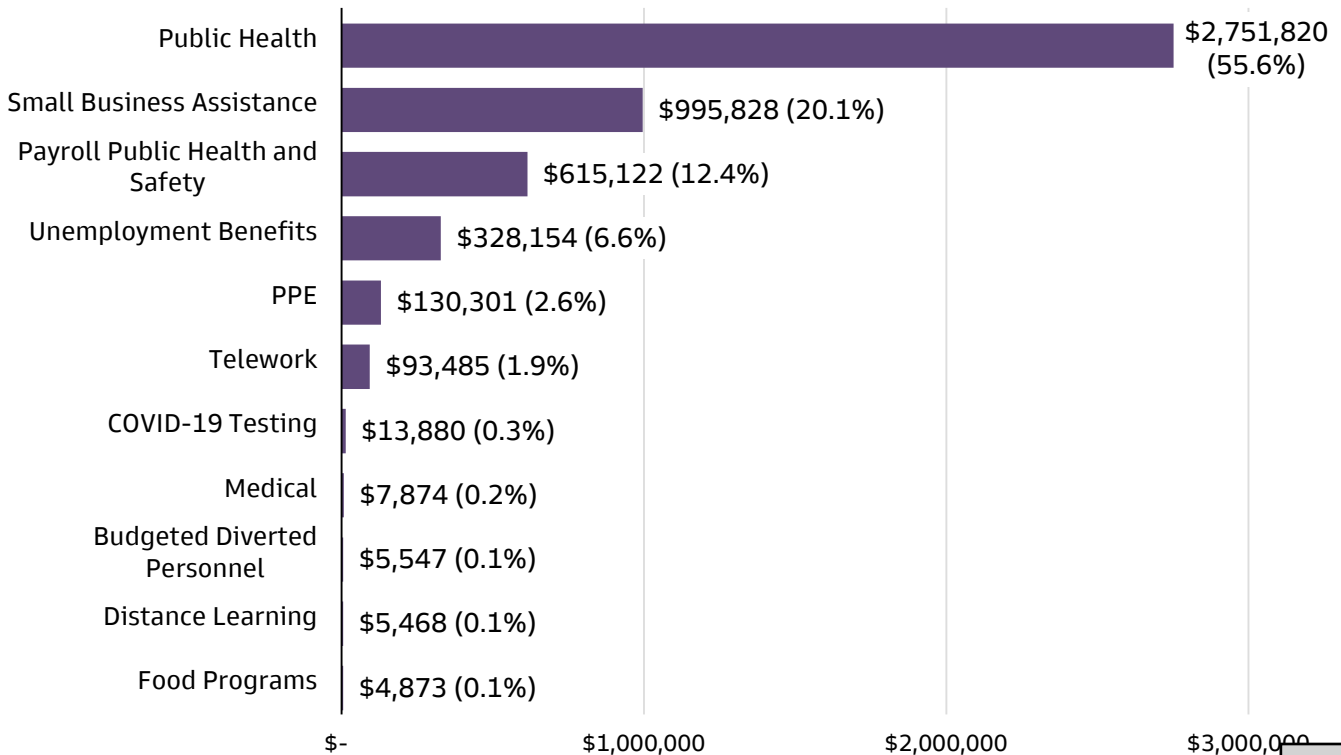
# \$4,952,352

- **General Fund/Internal Service Funds/Special Revenue**  
\$3,288,844, 66%
- **External Organizations**  
\$1,265,828, 26%
- **Water**  
\$175,626, 3%
- **Sewer**  
\$133,310, 3%
- **Capital Funds**  
\$31,191, 1%
- **Remaining Funds**  
(Stormwater, Golf, Cemetery, Parking),  
\$57,553, 1%

## GREELEY CARES FUNDS DISTRIBUTED BY CATEGORY

In 2020, \$5.0 million was collected and distributed for COVID-19 related expenditures. The chart below identifies the expenditures by category. 55.6% of the CARES funds were used for Public Health, totaling

\$2.8 million. \$1.0 million (20.1%) of the CARES funds were distributed to assist small businesses impacted by COVID-19.



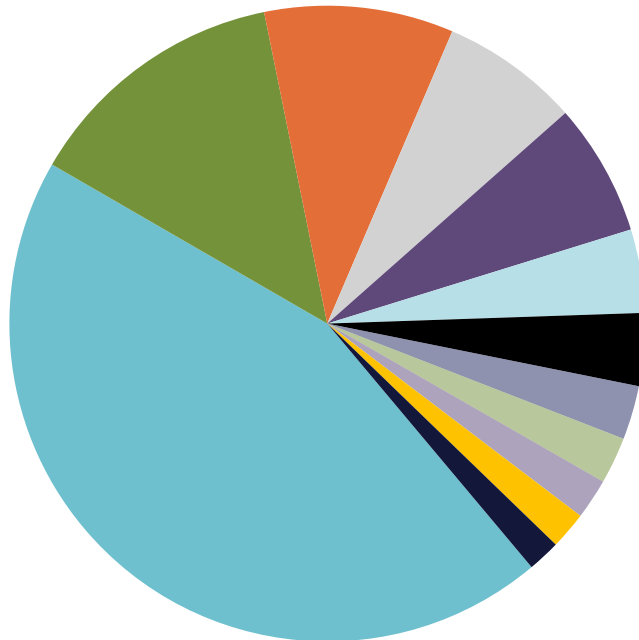
# GENERAL FUND: REVENUES

Item No. 7.

Despite the economic impacts from COVID-19 in 2020, the General Fund experienced some positive trends. The General Fund's share of sales tax revenue was only down 8.5% compared to budgeted expectations. Due to the limited service levels in 2020, charges for services were down 59.2% compared to budgeted

expectations. Use taxes, permits & licenses, and fines & forfeits were below budgeted expectations by 23.9%, 19.0%, & 1.8% respectively.

In total, actual revenues in 2020 were below budget by \$16 million (13.0%).



## \$107,680,204

- Sales Tax 44%
- Property Tax & Other Taxes 13%
- Intergovernmental Revenue 10%
- Use Taxes 7%
- Transfers In from other Funds 7%
- Franchise Fees & Telephone Tax 4%
- Rents/Royalties/Other Charges 4%
- Severance & Mineral LS 3%
- Charges for Services 2%
- Fines & Forfeits 2%
- Permits & Licenses 2%
- Audit Fees & Tax Penalties 2%

## REVENUE SOURCES

Major sources of revenue in the General Fund include county, state, and federal intergovernmental funds; sales tax; property taxes; franchise fees; charges for services; transfers from other funds; fines and forfeits; licenses and permits; and other miscellaneous sources.

The General Fund's end-of-year available fund balance is \$13.8 million.

Below is a table detailing General Fund revenue by category.

General Fund Revenues By Category	Revised Budget 2020	Actual 2020	\$ Variance	% Variance
Sales Tax	\$ 52,287,960	\$ 47,865,864	\$ (4,422,096)	-8.5%
Property Tax & Other Taxes	15,202,667	14,507,195	(695,472)	-4.6%
Intergovernmental Revenue	14,903,967	10,360,605	(4,543,362)	-30.5%
Use Taxes	9,961,611	7,579,864	(2,381,747)	-23.9%
Transfers In from other Funds	8,013,457	7,260,165	(753,292)	-9.4%
Franchise Fees & Telephone Tax	5,310,449	4,571,213	(739,236)	-13.9%
Rents/Royalties/Other Charges	4,632,288	3,980,142	(652,146)	-14.1%
Severance & Mineral LS	2,000,000	2,953,363	953,363	47.7%
Charges for Services	6,279,543	2,564,471	(3,715,072)	-59.2%
Fines & Forfeits	2,254,191	2,214,549	(39,642)	-1.8%
Permits & Licenses	2,521,357	2,041,881	(479,476)	-19.0%
Audit Fees & Tax Penalties	345,509	1,780,892	1,435,383	415.4%
<b>Grand Total</b>	<b>\$ 123,712,999</b>	<b>\$ 107,680,204</b>	<b>\$ (16,032,795)</b>	<b>-13.0%</b>

## GENERAL FUND FINANCIAL SUMMARY

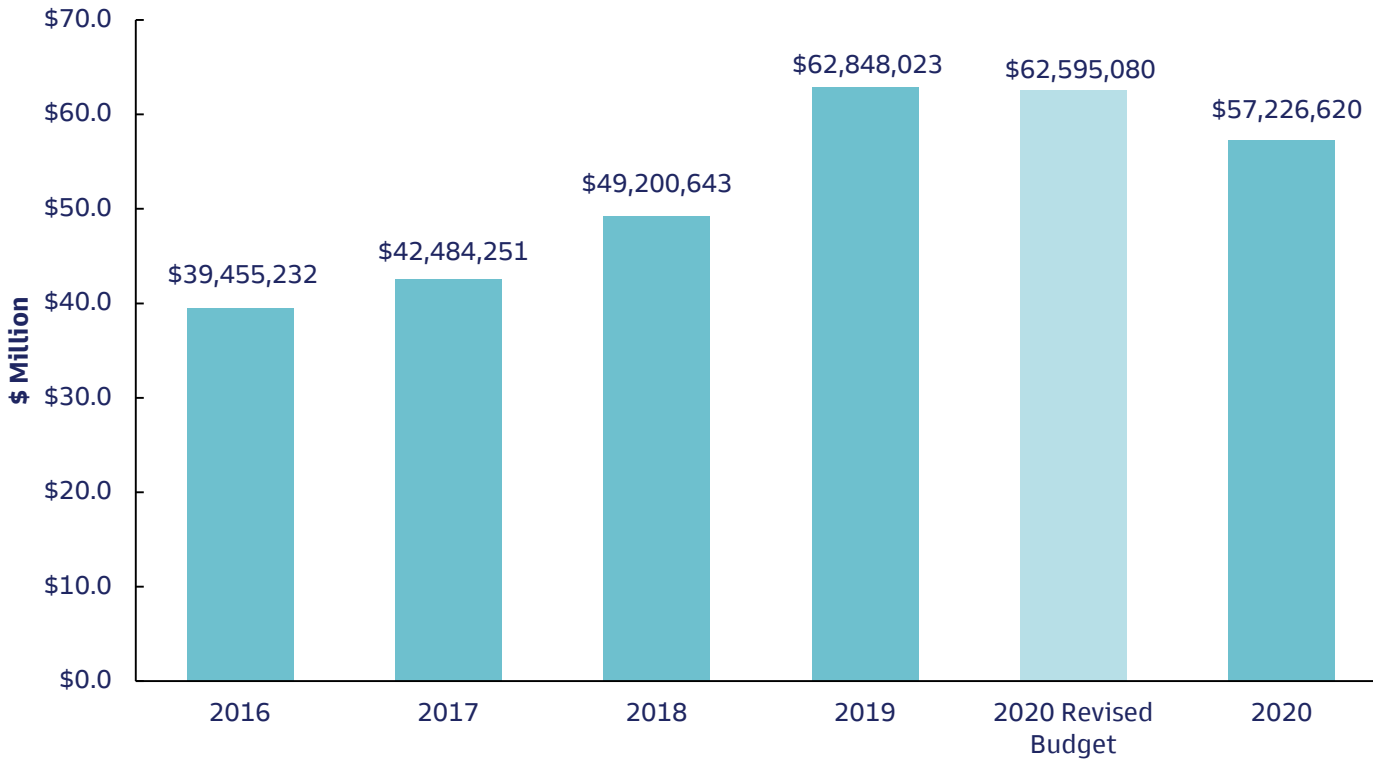
In 2020, the General Fund had a beginning fund balance of \$38,331,286. As detailed in this section, the City budgeted 2020 revenues to be \$123,712,999, a 6.6% increase over the 2019 revenues received by the City (\$116,065,799). The City received \$107,680,204 in revenues during 2020, below budgeted expectations by \$16,032,795. In the following section, the City's general fund expenditures are detailed, showing 2020 budgeted expenditures to be \$134,686,618, a 21.6% increase over the total 2019 expenditures incurred by the City (\$110,777,075). The City in 2020 had expenditures totaling \$105,808,555, below the budgeted expectations by \$28,878,063. In total, 2020 ended with a fund balance of \$40,202,935, an increase of

4.9% from the beginning fund balance. Additional grant revenue that has not been received totaled \$4,832,495. The committed fund balance for unpaid expenditures totaled \$9,398,151. Additionally, \$3,521,223 was allocated for 2021 budget commitments. General fund unrestricted fund balance shall be two months of operating expenditures, plus operating transfers out, less any extraordinary expenditure items, calculated at the end of the most recent fiscal year. This totals \$18,291,154 at the end of 2020. In summary, after total revenues (including grants and other additional items), total expenditures (including all commitments), and required reserves, the available fund balance at the end of 2020 totals \$13,824,902.

## GENERAL FUND SALES & USE TAX COLLECTIONS

The City collects a 4.11% sales tax on the retail sale of various goods and commodities; the state's sales tax rate is 2.9%. City sales tax revenue is distributed to the Public Safety Fund (0.16%), Quality of Life Fund (0.30%), Keep Greeley Moving Fund (0.65%) and General Fund (3.0%). In 2020, the citizens of Greeley re-approved the 3.46% tax on food for home consumption – the "Food Tax" Fund for five years.

The chart below identifies General Fund sales & use tax collections received over the last 5 years. General Fund sales & use tax collections in 2020 were 9.4% lower than budgeted expectations. Compared to 2019, collections in 2020 were also lower by 8.9%, a \$5.6 million decrease.



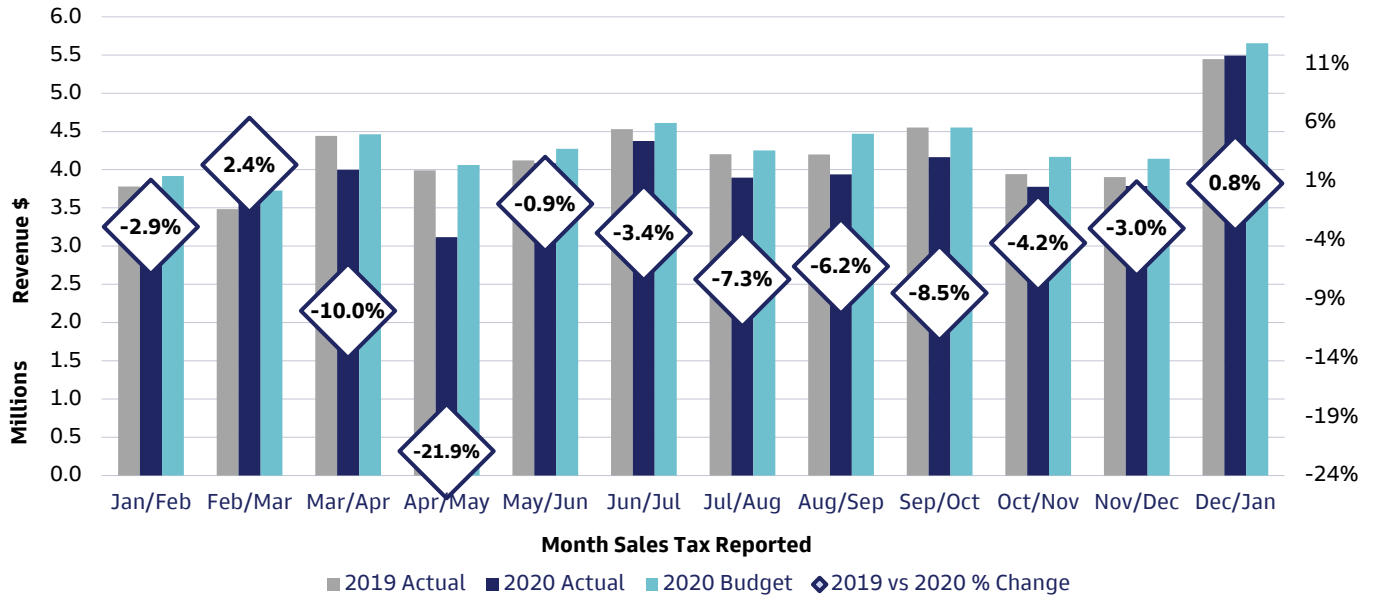
# GENERAL FUND: REVENUES

Item No. 7.

## SALES TAX ONLY: GENERAL FUND SHARE (AFTER DEBT, EXPENDITURES, AND ADJUSTMENTS)

The graph below is a summary of the General Fund's share of sales tax by month, comparing 2019 and 2020.

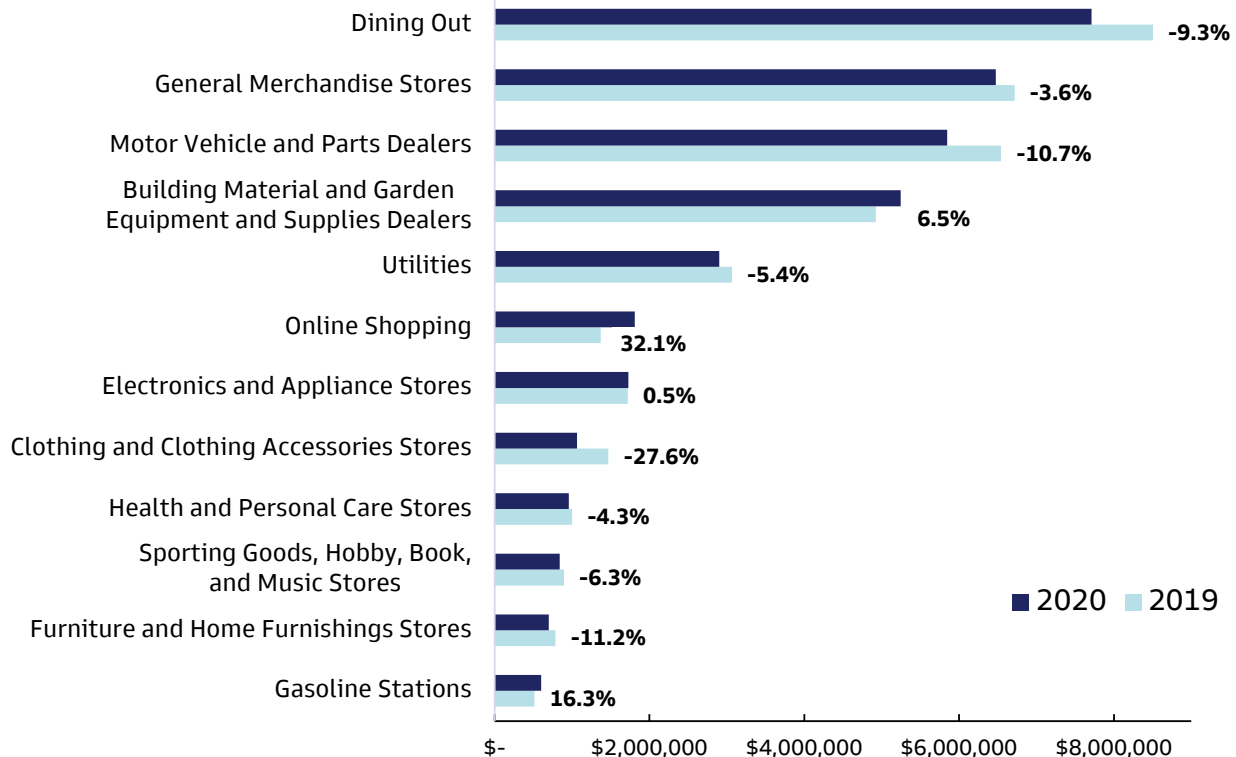
The percentage change shows the change from the same month in the previous year.



## SOURCE OF RETAIL SALES TAX REVENUE

The graph below displays revenue from the major sales tax categories (excluding Keep Greeley Moving and Food Tax). Due to the impacts from COVID-19, several sales tax categories experienced a decline compared to 2019. Although Dining Out sales tax revenue continued to be the largest revenue source (\$7.7 million), it was 9.3% below last year's collections. Online Shopping sales tax revenue

experienced a 32.1% increase compared to 2019. Due to citizens staying at home, Building Material & Garden Equipment/Supply Dealer sales tax revenue was up \$321,188 compared to last year, a 6.5% increase. In the chart below, the percentage change between years for each category is listed.



Note: Building Materials also includes: Garden Equipment & Supply Dealers; Clothing Stores also includes Clothing Accessories Stores; Sporting Goods includes: Hobby, Book & Music Stores.

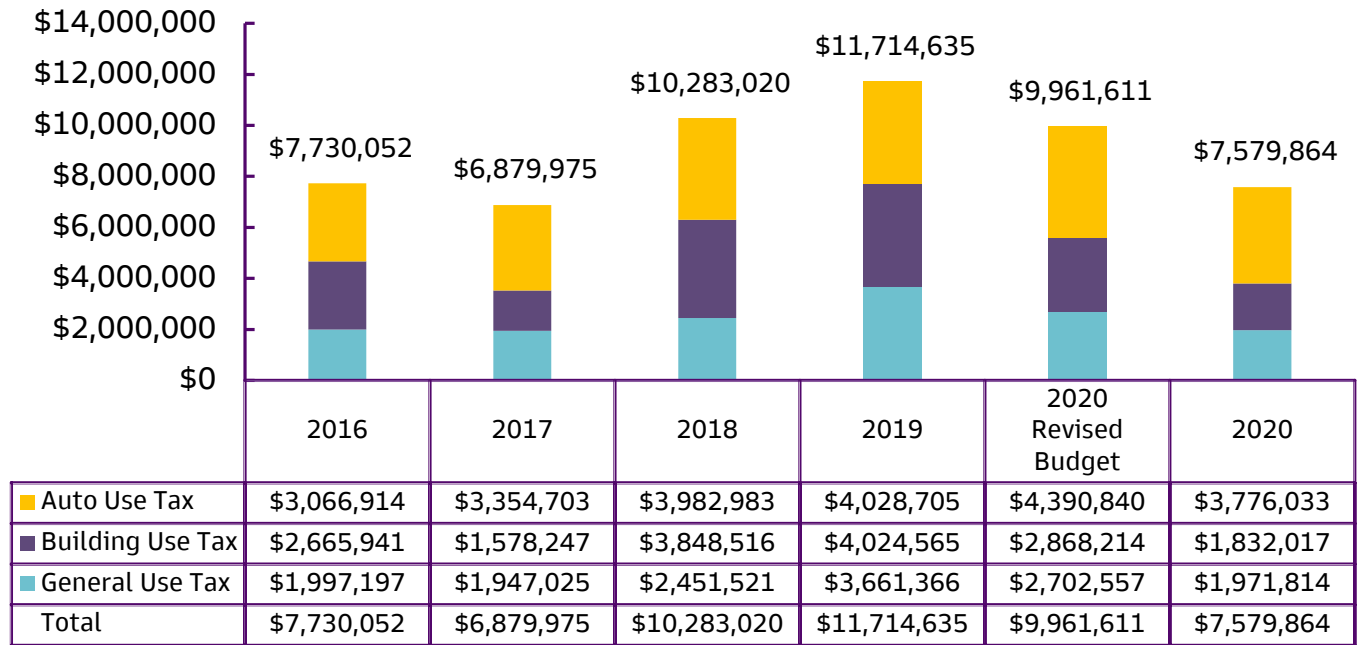
# GENERAL FUND: REVENUES

Item No. 7.

## USE TAX

Use taxes are levied upon individuals using, storing, or consuming tangible personal property that has not been subject to sales tax. Three types of use taxes (general, automobile, and building) provide revenue to the Safety Fund, Quality of Life Fund, Keep Greeley Moving Fund (beginning in 2016), and General Fund.

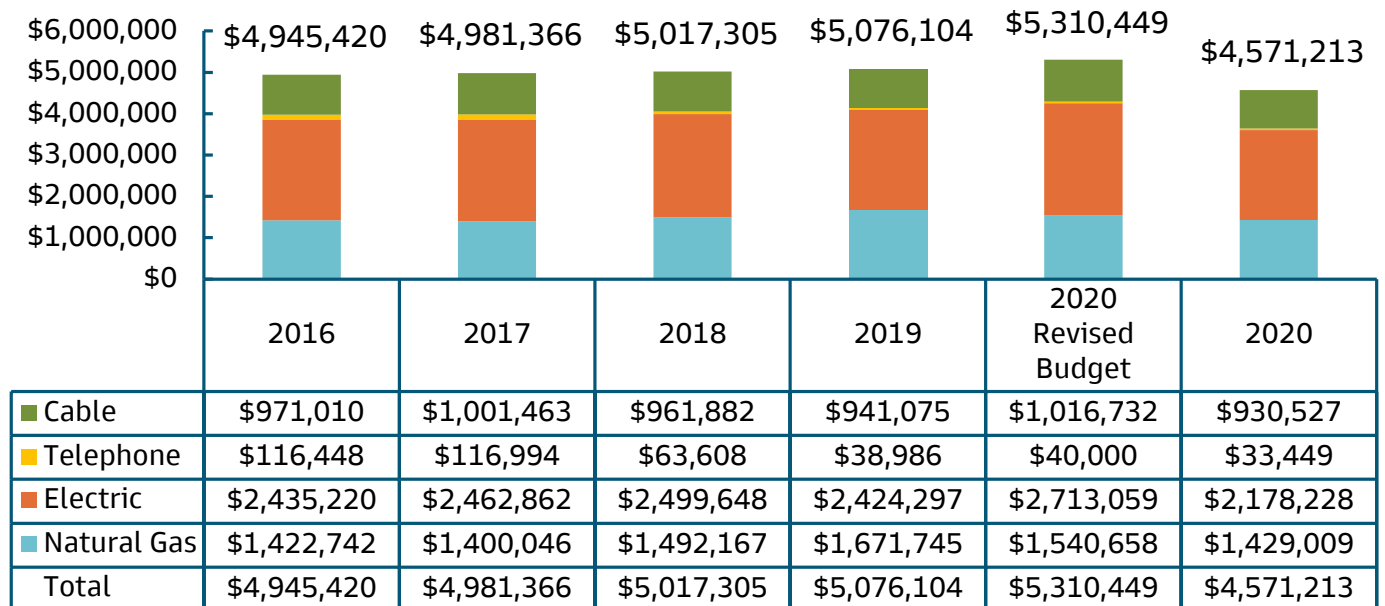
The three use tax revenues are summarized below for the General Fund. Total Use Taxes in 2020 were below 2019 by \$4.1 million (35.3%). In 2020, general use, building use, and auto use decreased \$1.7 million (46.1%), \$2.2 million (54.5%), \$0.2 million (6.3%) respectively from 2019.



## FRANCHISE FEES & TELEPHONE TAX

Electricity, natural gas utilities, and cable television providers pay franchise fees to the City for the use of public right-of-way property. Telephone providers pay an occupation tax. From 2019 to 2020, franchise

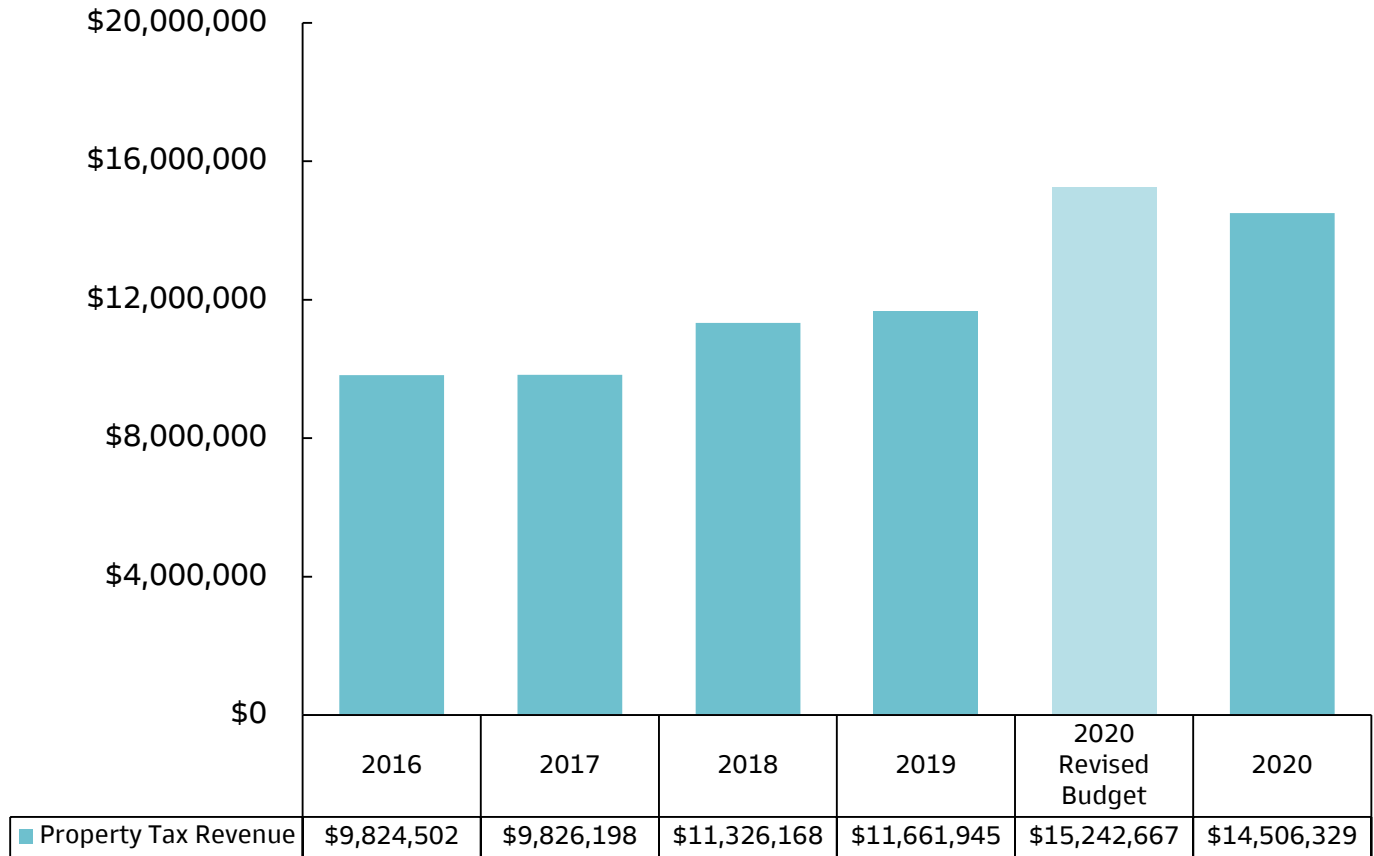
fees and telephone tax decreased by 9.9% in total. Natural gas, while electric, telephone, and cable fees decreased by 14.5%, 10.2%, 14.2%, 1.1% respectively.



# GENERAL FUND: REVENUES

Item No. 7.

## PROPERTY TAX REVENUE

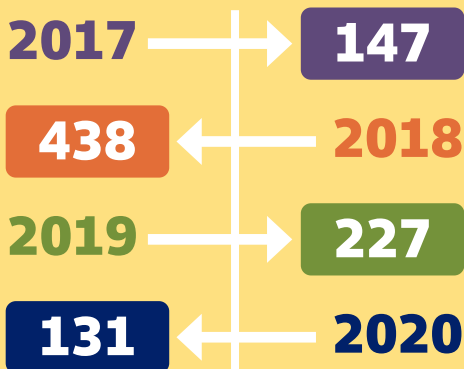


The City levies property taxes based on Weld County's biennial property value appraisals. The mill levy for 2020 has remained at 11.274 mils.

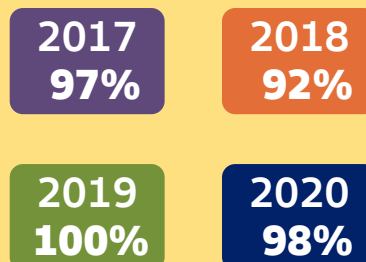
Although property tax revenue in 2020 was below budgeted expectations, collections increased 24.4% (\$2,844,384) as compared to 2019.

## NEIGHBORHOOD WATCH & SIMILAR PROGRAMS

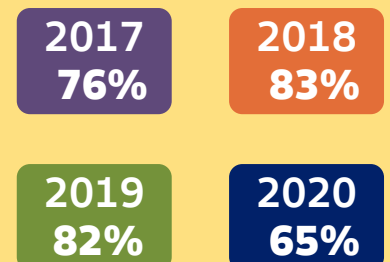
### Building Plan Reviews



### New Building Plan Reviews Completed within 20 Days



### New Building Plan Reviews Completed within 10 Days



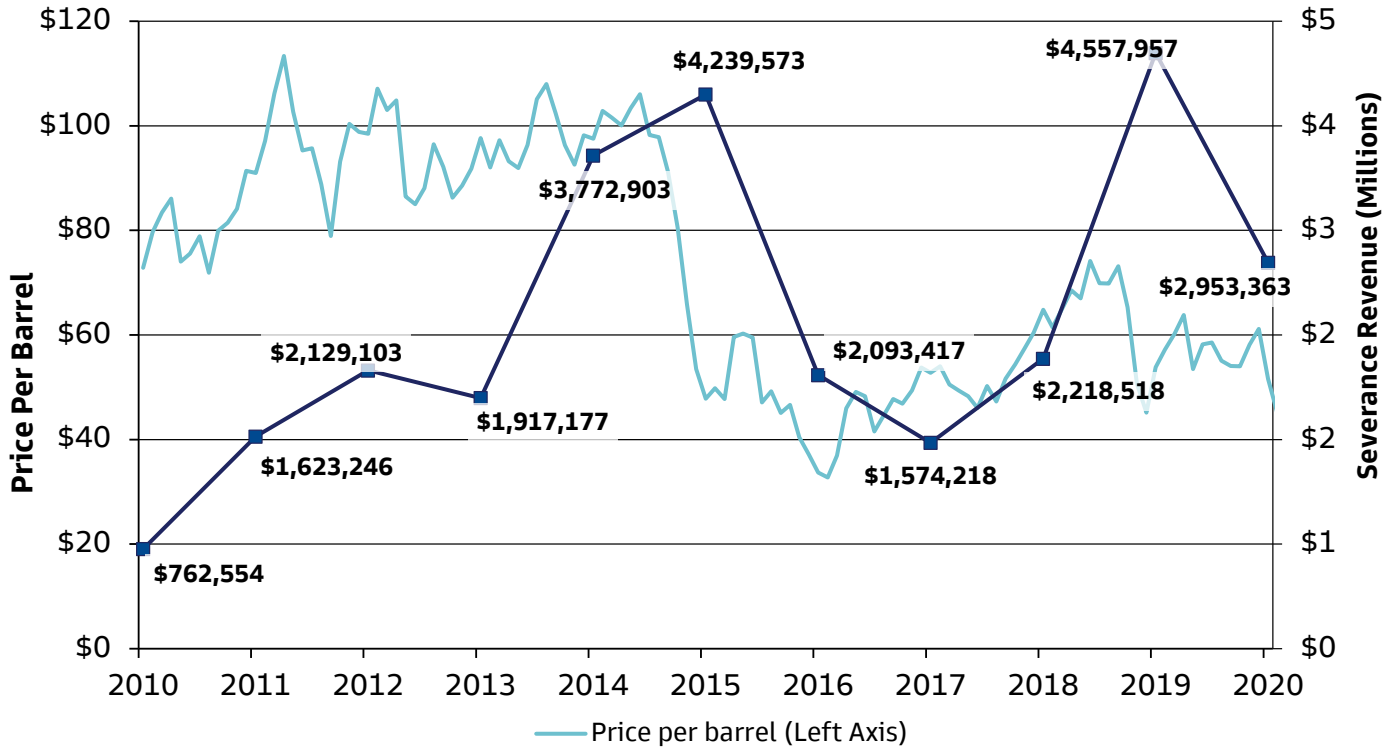
# GENERAL FUND: REVENUES

Item No. 7.

## WEST TEXAS INTERMEDIATE CRUDE PRICE PER BARREL AND SEVERANCE TAX REVENUE

Oil prices declined over the course of 2020, evidenced by the West Texas Intermediate Crude opening the

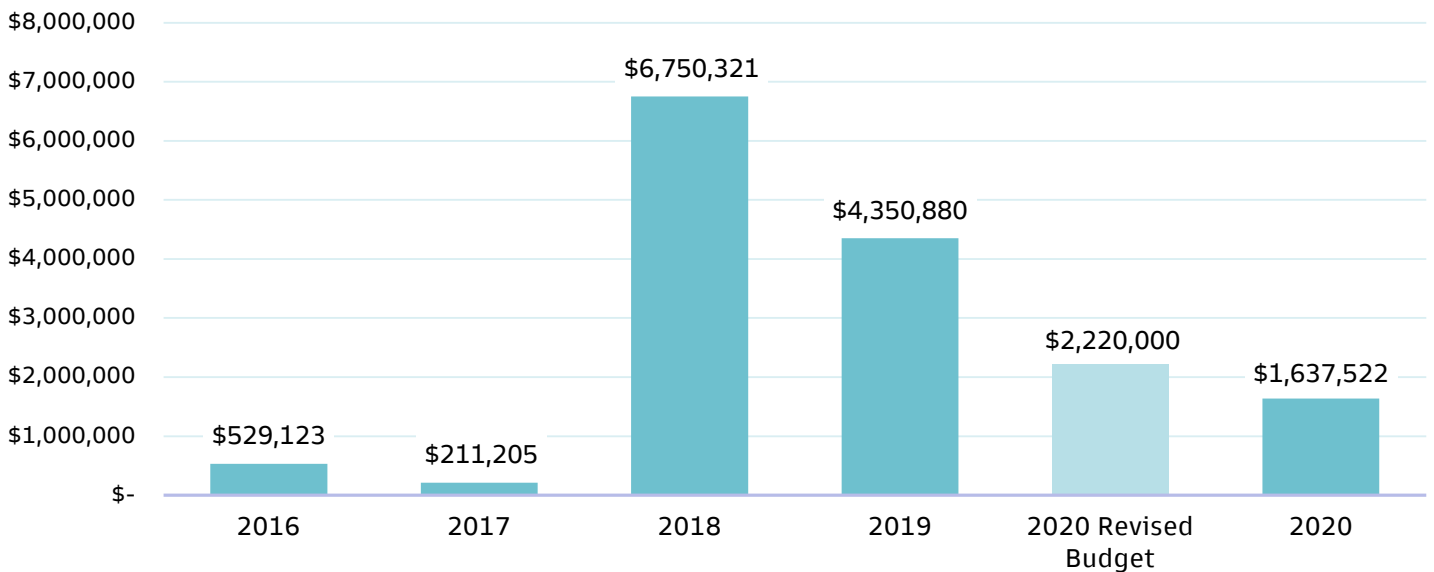
year at \$61.14 per barrel and finishing the year at \$48.35, a 20.9% decrease in price.<sup>1</sup>



## OIL ROYALTIES: GENERAL FUND'S SHARE

The graph below presents the General Fund's share of oil royalty collections. Due to the fall in oil prices

in 2020, oil royalty collections were 62.4% lower compared to 2019.



The unemployment rate for Weld County as of January 2020 was 2.7%. The unemployment rate experienced dramatic fluctuations due to the impacts from COVID-19. In June, the county experienced the highest unemployment rate in the last 10 years, equating to

10.1%. The county's unemployment rate in December of 2020 was 8.3%. In comparison, the unemployment rate for Colorado and the US at year-end was 8.4% and 6.7%, respectively.<sup>2</sup>

<sup>1</sup>Source: US Federal Reserve. <https://fred.stlouisfed.org/series/DCOILWTICO>

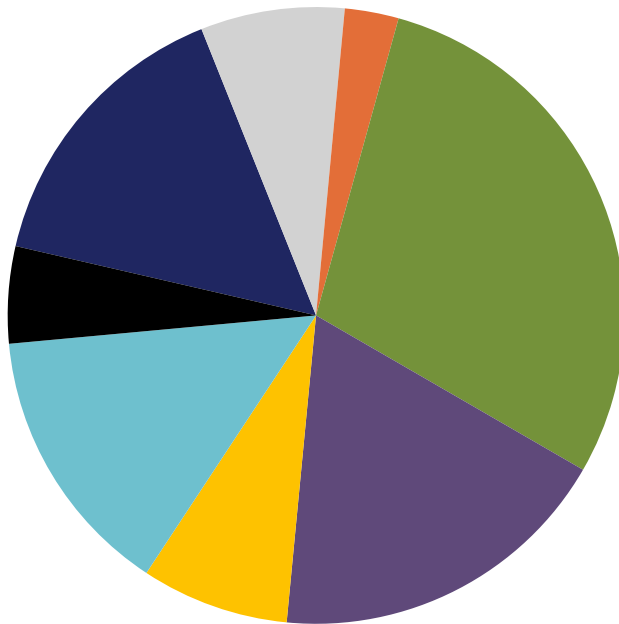
<sup>2</sup>Source: <https://fred.stlouisfed.org/series/COWELD3URN> / <https://data.bls.gov/timeseries/LASST0800000000000003>

# GENERAL FUND: EXPENDITURES

Item No. 7.

The General Fund is used to pay basic municipal services provided by the Culture, Parks, and Recreation Department, Police and Fire Department, Public Works, Community Development, and General

Administration. The pie chart displayed shows the percent general fund expenditures by department (excluding transfers).



## EXPENDITURES BY DEPARTMENT

# \$105,808,555

- Police 29%
- Fire 18%
- Public Works 8%
- Culture, Parks, & Recreation 14%
- Community Development 5%
- Non-Departmental 15%
- Policy & Administration 8%
- Finance 3%

## EXPENDITURES

### BY CATEGORY

General Fund Expenditures finished the year significantly below budget by \$28.9 million (21.4%). The table summarizes variances in the general fund by expenditure categories.

General Fund Expenditures By Category	Revised Budget 2020	Actual 2020	\$ Variance	% Variance	Commitments
Employee Salaries & Benefits	\$ 78,954,542	\$ 67,808,950	\$ (11,145,592)	-14.1%	\$ 695,011
Capital Investments in Buildings, Streets, Equipment, Vehicles & Hardware	5,679,741	578,914	(5,100,827)	-89.8%	5,100,827
Debt Payments on Loans & Leases	60,991	60,991	(0)	0.0%	-
Fixed Charges: Health Claims, Liability Claims, Vehicle Replacement & IT Charges	11,114,476	9,719,150	(1,395,326)	-12.6%	426,717
Purchased Services: Electricity, Heating, Professional Services & Training	16,443,850	10,495,608	(5,948,242)	-36.2%	3,175,596
Supplies, Fuel & Small Items of Equipment	6,036,249	4,097,839	(1,938,410)	-32.1%	-
Transfers Out To Other Funds	16,396,769	13,047,104	(3,349,665)	-20.4%	-
<b>Grand Total</b>	<b>\$ 134,686,618</b>	<b>\$ 105,808,555</b>	<b>\$ (28,878,063)</b>	<b>-21.4%</b>	<b>\$ 9,398,151</b>



Keep Greeley Moving revenue from sales and use tax totaled 89.9% of the budget, falling short of budgeted expectations by \$1.3 million. Including Investment Earnings, capital project expenditures were budgeted

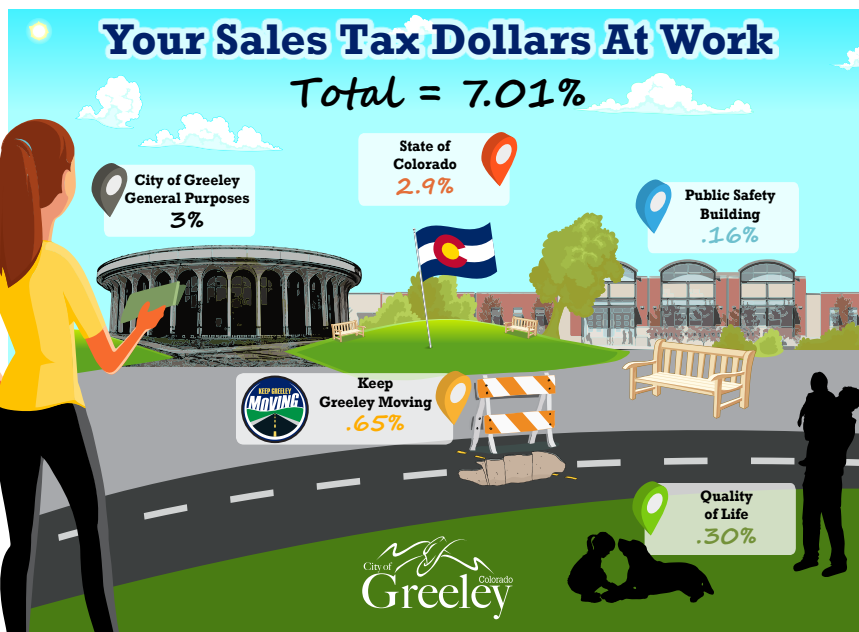
to be \$14,187,663. Expenditures in 2020 were below budgeted expectations by 17.1% (\$2.4 million).



**2020 budgeted projects included:**

- Overlay & Striping (\$7.4 million)
- Concrete Repairs (\$4.2 million)
- Roadway Expansion (\$4.0 million)
- Patching (\$1.1 million)
- Seal Coat (\$1.0 million)
- Crack Seal (\$0.5 million)

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 3,153,810	\$ 3,153,810	
<b>Revenue</b>			
Sales & Use Taxes	\$ 13,531,832	\$ 12,165,066	\$ (1,366,766)
Transfer from Food Tax	2,700,000	2,700,000	-
Miscellaneous Revenue	10,500	41,387	30,887
Intergovernmental Revenue	8,887	8,887	
<b>Total Revenue</b>	<b>\$ 16,251,219</b>	<b>\$ 14,915,340</b>	<b>\$ (1,335,879)</b>
<b>Expenditures</b>			
Capital & Project Management	\$ 14,187,663	\$ 11,767,751	\$ 2,419,912
Transfer to Road Development	4,000,000	4,000,000	-
<b>Total Expenditures</b>	<b>\$ 18,187,663</b>	<b>\$ 15,767,751</b>	<b>\$ 2,419,912</b>
<b>Committed Fund Balance</b>	<b>\$ -</b>	<b>\$ 1,767,758</b>	<b>\$ 1,767,758</b>
<b>Ending Fund Balance</b>	<b>\$ 1,217,366</b>	<b>\$ 533,641</b>	



A sales tax of 0.65% was approved by voters in the last quarter of 2015 to help fund street maintenance and improvements. In November of 2017, voters approved Ballot Issue 2K, allowing the City to keep \$2 million in excess Keep Greeley Moving revenue to spend on street maintenance. The City is responsible for public concrete sidewalk and gutter repairs through the seven-year life of the program. Additionally, the program will make major improvements to ten arterial and collector roads, repave eight neighborhoods, and complete three street capacity projects.

# CONSTRUCTION UPDATES

Item No. 7.

As construction finalized in 2020, the General Fund was used for the remainder of construction concerning the remodel of City Center North & City Hall. These buildings allow for the greater centralization of City services and personnel.

Certificates of Participation in the amount of \$12.2 million were issued along with a transfer from the Fire Protection Development Fund to fund the remodel of Fire Station #2 and the construction of Fire Station #6. Both Stations were completed in 2020.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 4,604,624	\$ 4,604,624	
<b>Revenue</b>			
Transfer from General Fund	\$ 831,544	\$ 831,544	-
Transfer from Fire Protection Development Fund	1,600,000	1,600,000	-
Intergovernmental Agreement	140,000	-	(140,000)
Bond Proceeds	12,200,000	12,200,000	-
Other	14,612	17,376	2,764
<b>Total Revenue</b>	<b>\$ 14,786,156</b>	<b>\$ 14,648,920</b>	<b>\$ (137,236)</b>
<b>Expenditures</b>			
City Hall & City Center North	\$ 5,126,540	\$ 3,265,801	\$ 1,860,739
Fire Station #2	4,770,207	4,641,628	128,579
Fire Station #6	7,565,283	7,581,115	(15,832)
Other	1,000	1,667	(667)
<b>Total Expenditures</b>	<b>\$ 17,463,030</b>	<b>\$ 15,490,211</b>	<b>\$ 1,972,819</b>
<b>Committed Fund Balance</b>		<b>\$ 28,850</b>	<b>\$ 28,850</b>
<b>Ending Fund Balance</b>	<b>\$ 1,927,750</b>	<b>\$ 3,734,483</b>	

## 2020 NEIGHBORHOOD WATCH & SIMILAR PROGRAMS

56

Business Watch Programs

131

Neighborhood Watch Programs

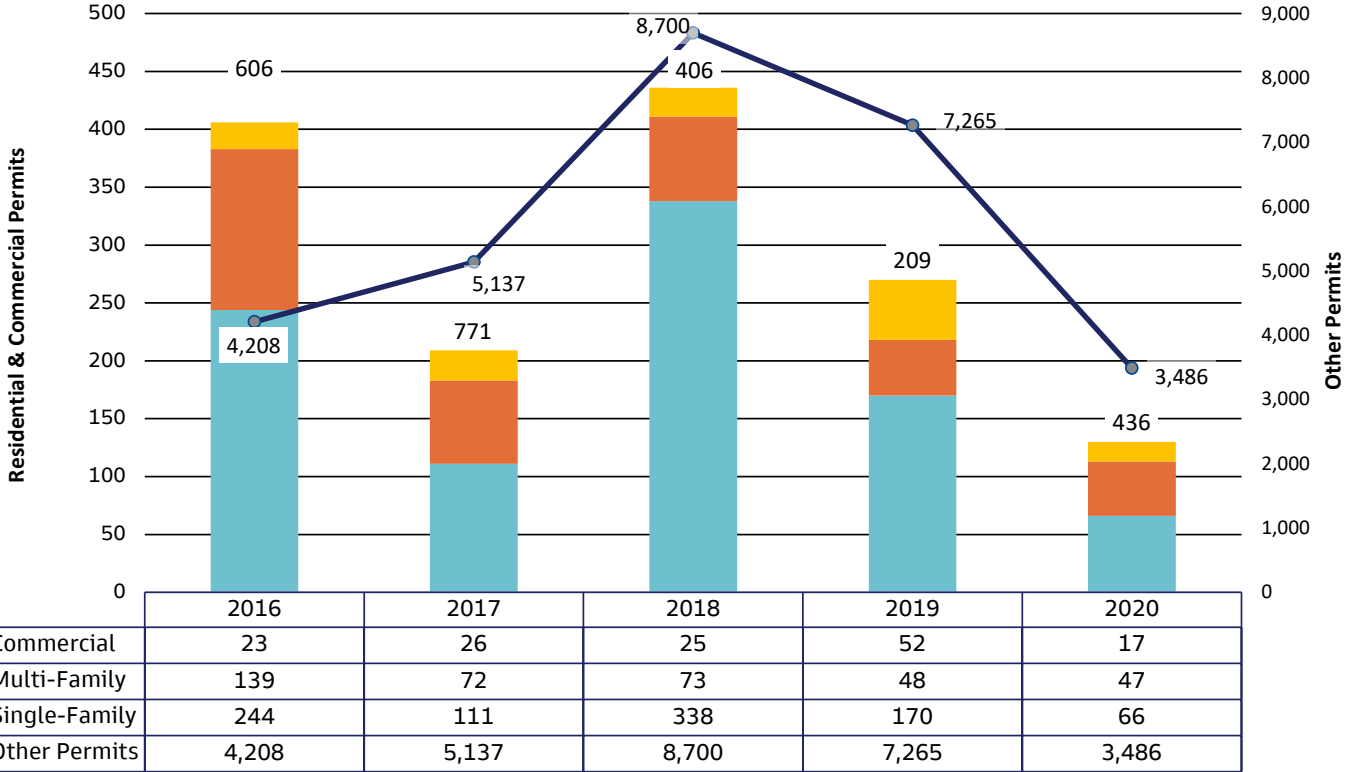
6,268

Operation Safe Stay

## BUILDING PERMITS

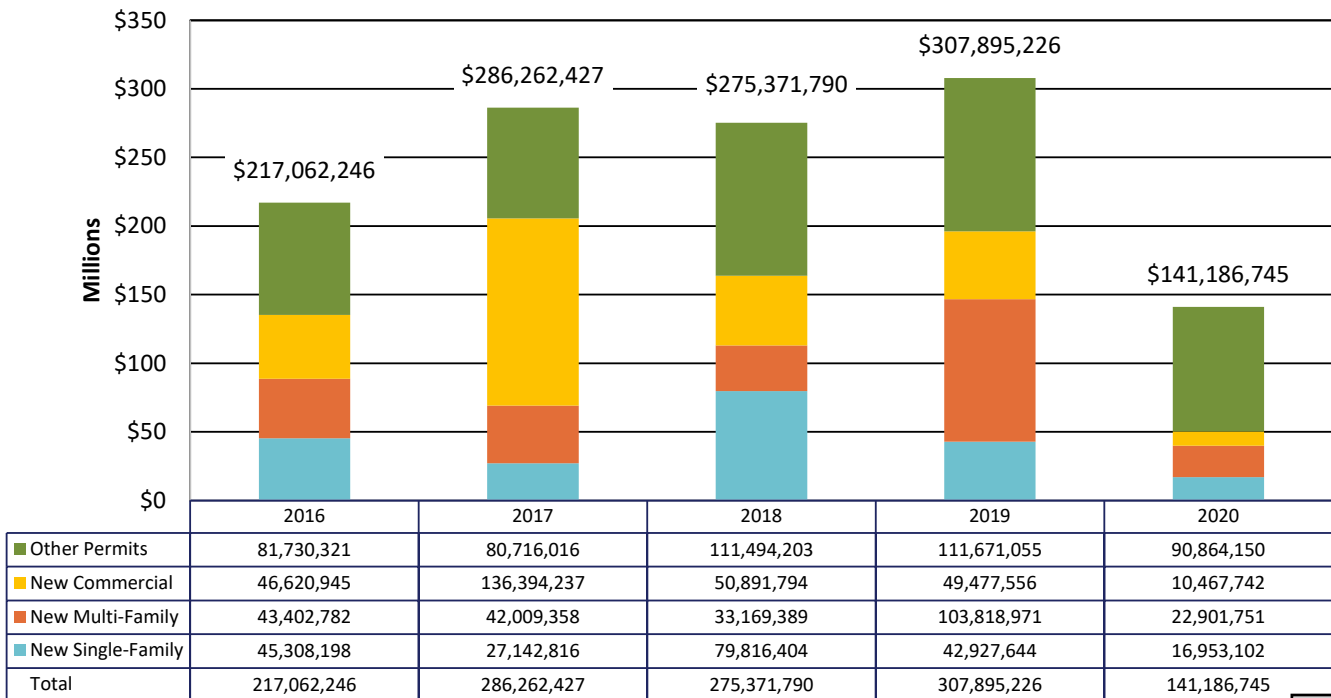
Building use, building permits, and plan check fee revenues are directly tied to local construction activity. The following graph illustrates the number of permits issued for new commercial, single-family, and multi-family developments. Because of the impacts from COVID-19, builders were more conservative in

their construction plans. In 2020, multi-family permits stayed the same; however, the multi-family units total valuation declined from \$103,818,971 in 2019 to \$22,901,751 in 2020, a 78.0% reduction. In total valuations for 2020 decreased by \$166.7 million from 2019.



## BUILDING PERMITS: VALUATION

Below is a summary of building permit valuations from 2016-2020



# STREETS & ROADS FUND

Item No. 7.

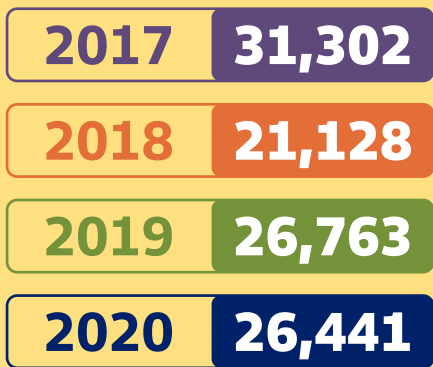
Revenue from the collection of highway user taxes, road and bridge taxes, and registration and ownership fees are utilized to operate and maintain City streets,

roads, traffic lights and signs (with additional funding from the General Fund). The City of Greeley maintains 380 miles of streets and roads.

Description	2020 Revised Budget	2020 Actual	Variance
Beginning Fund Balance	\$ 164,689	\$ 164,689	
<b>Revenue</b>			
Highway User Tax Fund (HUTF)	\$ 2,250,000	\$ 2,090,504	\$ (159,496)
Road & Bridge	930,000	1,144,134	214,134
Charges for Services	1,313,695	1,616,481	302,786
Other	1,596,019	1,937,177	341,158
General Fund	4,906,093	3,073,583	(1,832,510)
<b>Total Revenue</b>	<b>\$ 10,995,807</b>	<b>\$ 9,861,878</b>	<b>\$ 698,581</b>
<b>Expenditures</b>			
Street & Road Maintenance	\$ 11,170,656	\$ 9,828,626	\$ 1,342,030
<b>Total Expenditures</b>	<b>\$ 11,170,656</b>	<b>\$ 9,828,626</b>	<b>\$ 1,342,030</b>
<b>Committed Fund Balance</b>		<b>\$ 197,941</b>	<b>\$ 197,941</b>
<b>Ending Fund Balance</b>	<b>\$ (10,160)</b>	<b>\$ 0</b>	

## PUBLIC WORKS

### Number of Potholes Filled



### Maintenance of City-Owned Vehicles & Equipment

Gallons of Fuel Used

Central Fleet

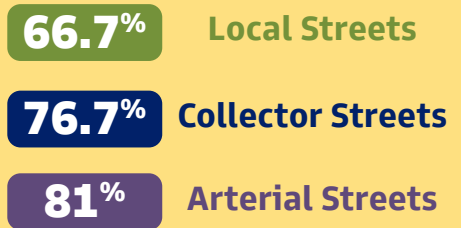
360,370

Transit Fleet

149,205

### % of Streets at or above Pavement Quality Index

(PQI) of 65 (B rating)  
Goal is 90%



### Cost per Lane Mile for Deicing/Snow Plowing



# CONSERVATION & TRUST FUND

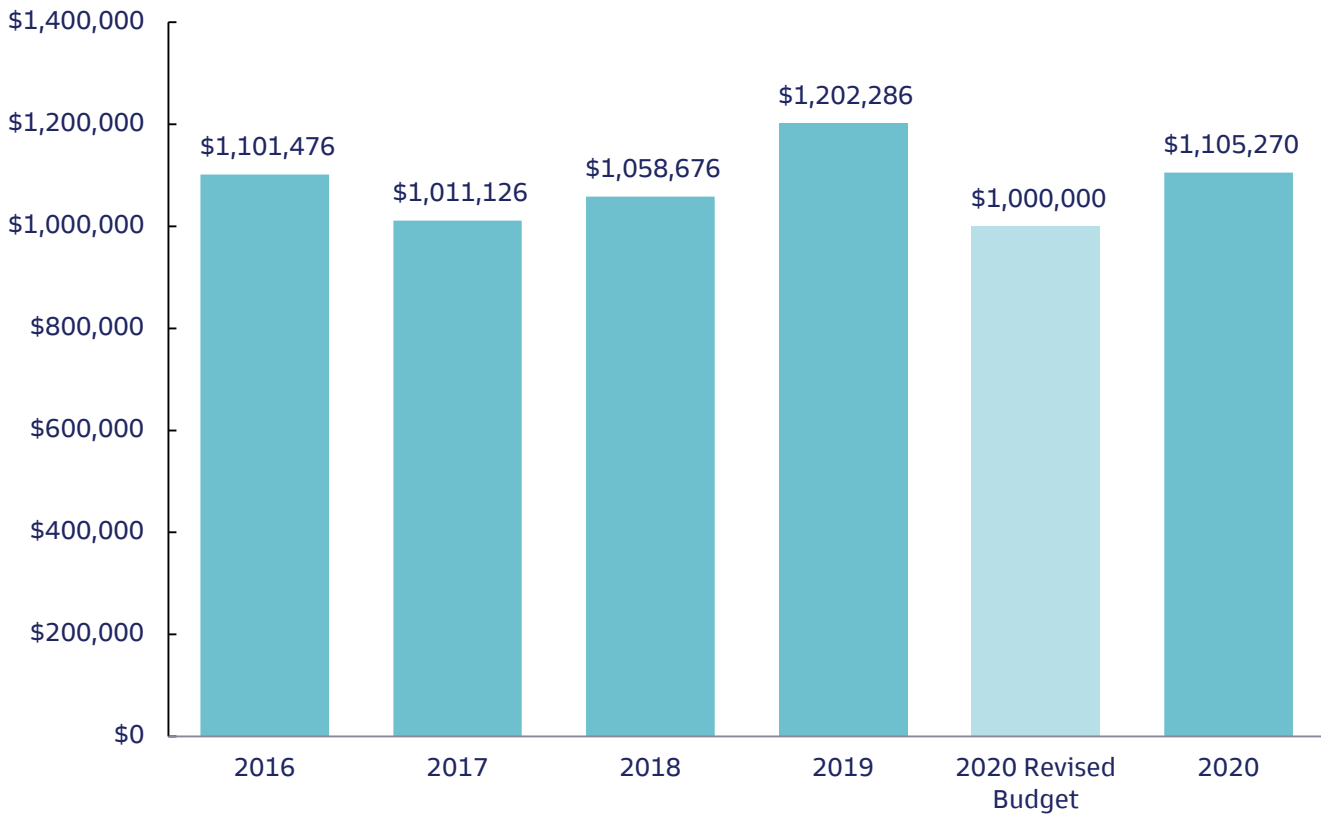
Item No. 7.

The Conservation Trust Fund accounts for revenues received from the Colorado State Lottery. The fund is utilized for the acquisition, development, and maintenance of new and existing conservation sites in

accordance with Colorado Revised Statute 29-21-101. Revenues in the Conservation Trust Fund exceeded the 2020 budget by \$113,370 as additional Colorado State Lottery revenues were received.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 739,324	\$ 739,324	
<b>Revenue</b>			
Conservation Trust	\$ 1,000,000	\$ 1,105,270	\$ 105,270
Other	1,000	9,100	8,100
<b>Total Revenue</b>	\$ 1,001,000	\$ 1,114,370	\$ 113,370
<b>Expenditures</b>			
Operating	\$ 1,234,619	\$ 1,067,417	\$ 167,202
<b>Total Expenditures</b>	\$ 1,234,619	\$ 1,067,417	\$ 167,202
<b>Committed Fund Balance</b>		\$ 113,801	\$ 113,801
<b>Ending Fund Balance</b>	\$ 505,705	\$ 672,476	

## CONSERVATION TRUST (CO STATE LOTTERY) REVENUE



# CONVENTION & VISITOR'S TAX FUND

Item No. 7.

The Convention and Visitors Fund is supported by a 3% lodging tax and is utilized to support convention and visitor activities. The City takes an active role in promoting the community through the Greeley

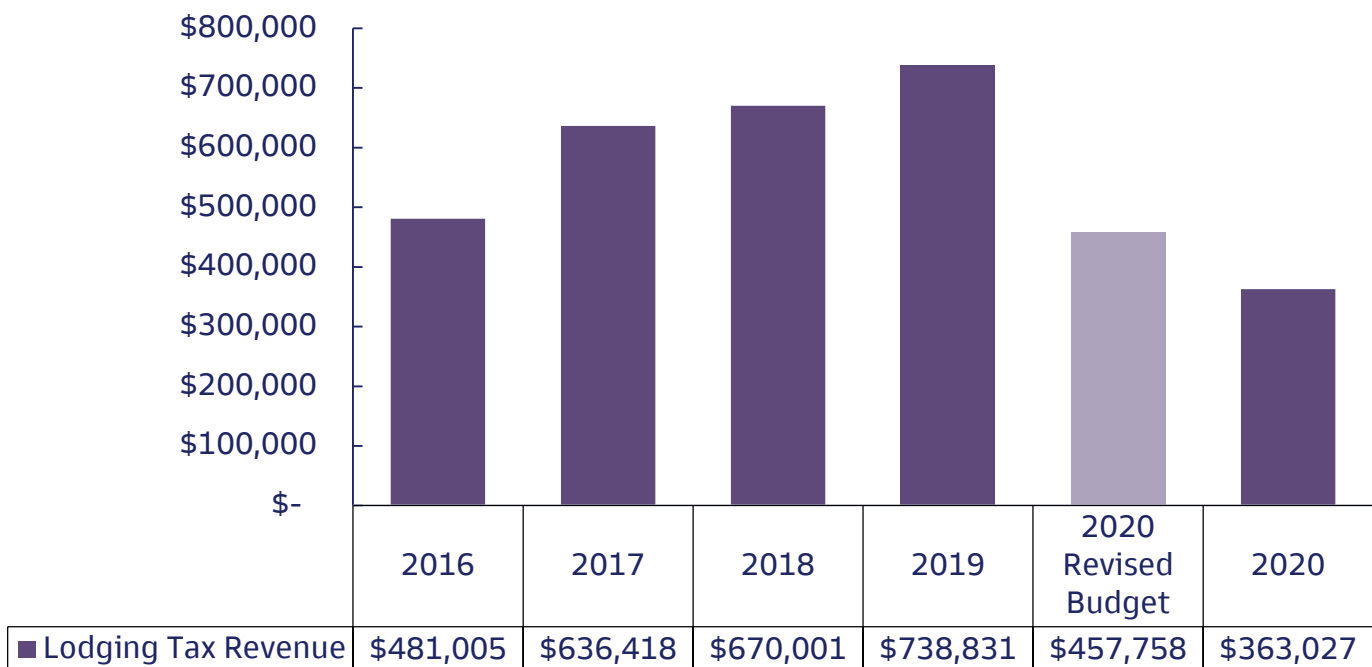
Unexpected campaign, The Greeley Convention and Visitors Center, and marketing various community events.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 981,257	\$ 981,257	
<b>Revenue</b>			
Lodging Tax	\$ 457,758	\$ 363,027	\$ (94,731)
Other	5,000	10,622	5,622
<b>Total Revenue</b>	<b>\$ 462,758</b>	<b>\$ 373,649</b>	<b>\$ (89,109)</b>
<b>Expenditures</b>			
Greeley Unexpected	\$ 418,200	\$ 336,022	\$ 82,178
Convention & Visitor Center	260,000	150,001	109,999
Conference Center	150,000	69,572	80,428
UNC Jazz Festival	11,615	-	11,615
Other	750	651	99
<b>Total Expenditures</b>	<b>\$ 840,565</b>	<b>\$ 556,246</b>	<b>\$ 284,319</b>
<b>Ending Fund Balance</b>	<b>\$ 603,450</b>	<b>\$ 798,660</b>	

## LODGING TAX REVENUE

Lodging Tax revenue in 2020 decreased 53.9% from 2019 to 2020. Due to the pandemic, lodging occupancy rates and daily rates decreased substantially. In 2020, the average daily rate

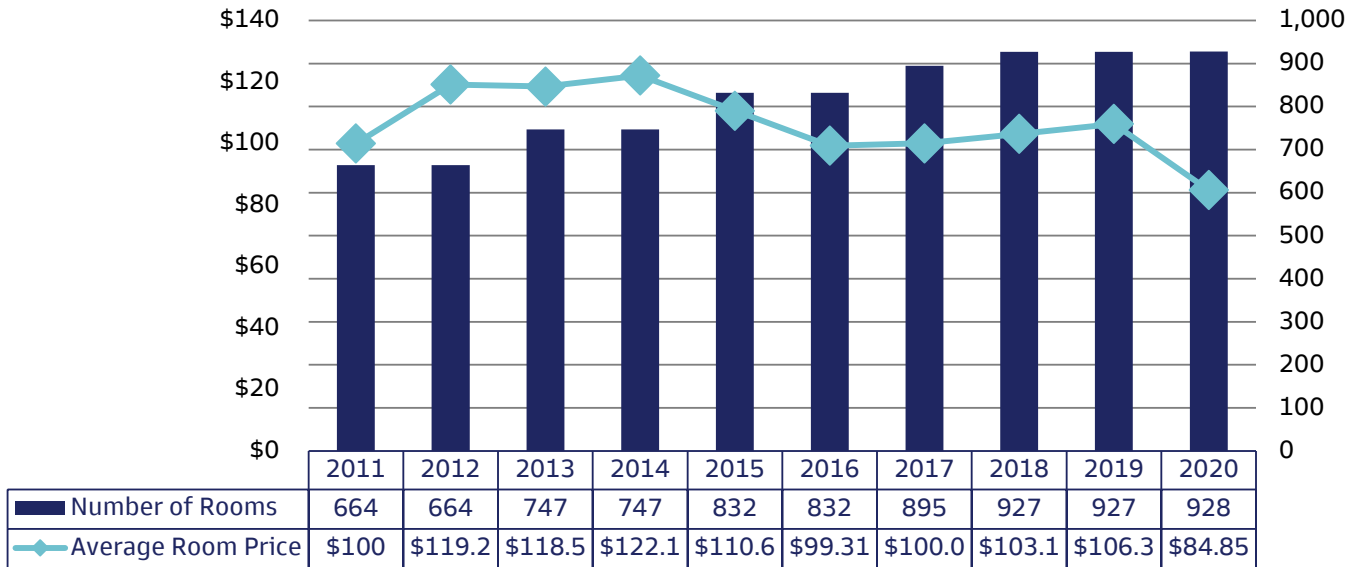
decreased from \$106.38 in 2019 to \$84.85 in 2020 a 20.2% decrease. Additionally, the average occupancy rate decreased from 75.4% in 2019 to 50.6% in 2020.



## LODGING ROOMS & RATES

The graph below shows the average room price and number of lodging rooms in Greeley over the last 10 years. In 2020, the average room price in Greeley was

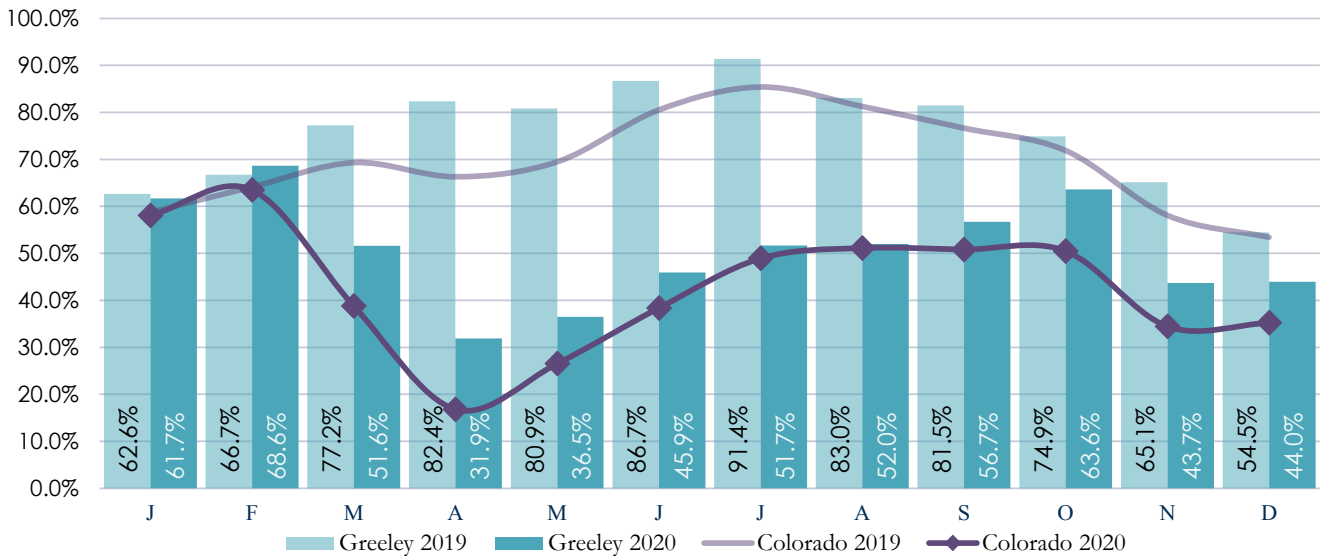
\$84.85, the lowest average room price recorded since 2011.



## CITY & STATE LODGING OCCUPANCY

The graph below presents Greeley's occupancy rates in each month of 2019 & 2020. It also compares the City's occupancy rates against the state. At the end of 2020, Greeley continued to exceed the state

occupancy rate of 35.2% with an occupancy rate of 44.0%. The average daily rate for Greeley in December was \$72.24 compared to \$143.92 for the state.



## RECREATION

### Youth Participant Numbers

2017 3,768

2018 3,674

2019 3,455

2020 1,039

### Adult Sports Teams

2017 579

2018 514

2019 524

2020 79

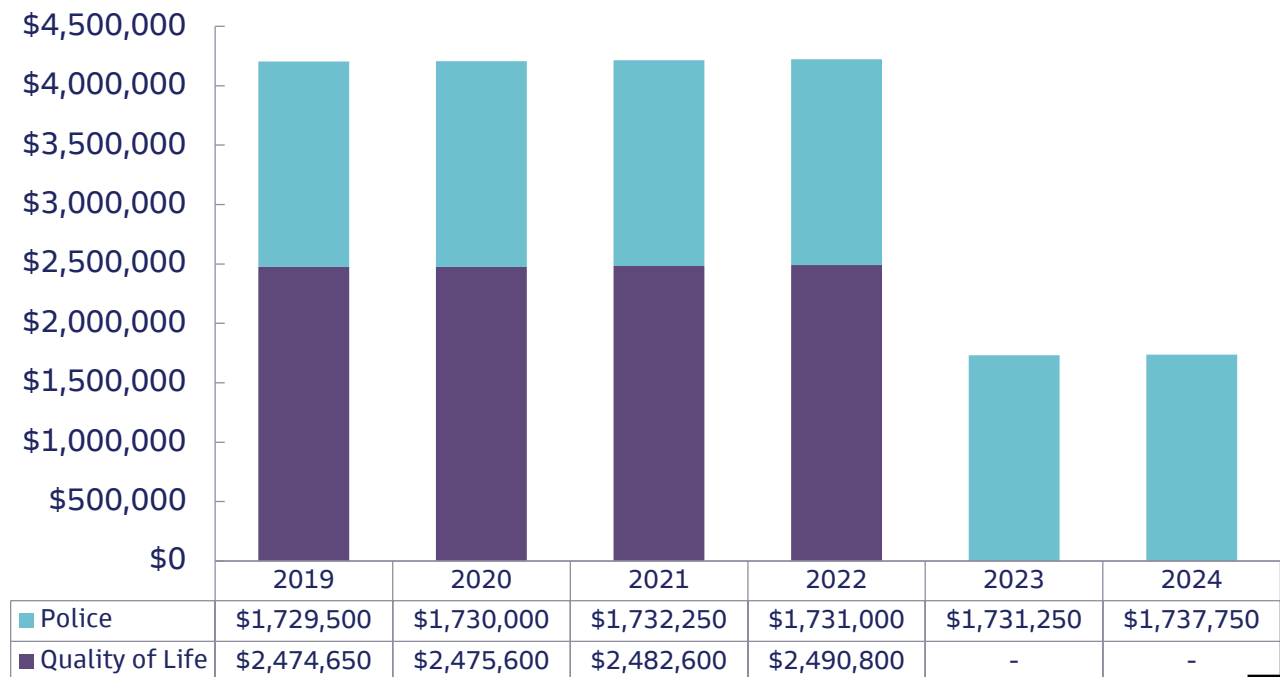
The 0.30% sales and use tax, grant funds, and park development impact fees are utilized to complete various projects. 2020 projects included: Skate Park Redesign at Centennial Park, Youth Sports Complex Improvements, Playground Replacements (Kiwanis,

Greeley West & Broadview), East Greeley Fishing Pond, Inspire Discovery Park & East Memorial Improvements, Island Grove Pavillions & Pathways, and Poudre River Corridor & Sheep Draw Trail Improvements & Additions).

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 9,293,493	\$ 9,293,493	
<b>Revenue</b>			
Intergovernmental: State	\$ 714,126	\$ 358,531	\$ (355,595)
Transfer from Sales and Use Tax	7,102,726	6,707,676	(395,050)
Transfer from Parks Development	2,481,505	1,154,969	(1,326,536)
Transfer from Trails Development	247,210	-	(247,210)
Other	34,154	123,013	88,859
<b>Total Revenue</b>	<b>\$ 10,579,721</b>	<b>\$ 8,344,190</b>	<b>\$ (2,235,531)</b>
<b>Expenditures</b>			
Projects	\$ 10,480,843	\$ 2,841,389	\$ 7,639,454
Maintenance	98,944	114,396	(15,452)
Debt Service	2,475,600	2,626,954	(151,354)
Transfers	3,261,074	2,731,912	529,162
<b>Total Expenditures</b>	<b>\$ 16,316,461</b>	<b>\$ 8,314,651</b>	<b>\$ 8,001,810</b>
<b>Committed Fund Balance</b>		<b>\$ 8,001,810</b>	<b>\$ 8,001,810</b>
<b>Ending Fund Balance</b>	<b>\$3,556,753</b>	<b>\$ 1,321,222</b>	

## DEBT SERVICE

Below is a summary of the debt service obligations for Police & Quality of Life.





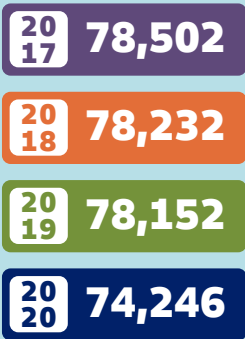
The table below highlights funds dedicated to the police facility, staffing, debt, equipment, and

maintenance generated from the 0.16% tax. Debt is scheduled to be retired in 2024.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	<b>\$5,733,012</b>	<b>\$ 5,733,012</b>	
<b>Revenue</b>			
Sales and Use Tax	\$ 3,788,119	\$ 3,112,488	\$ (675,631)
Internal Loan Repayment	353,912	18,407	(335,505)
<b>Total Revenue</b>	<b>\$ 4,142,031</b>	<b>\$ 3,130,895</b>	<b>\$ (1,011,136)</b>
<b>Expenditures</b>			
Fire Fighters Station #6	\$ 1,677,366	\$ 1,291,720	\$ 385,646
"Fire Stations 2 & 6 Certificates of Participation"	\$ 428,513	\$ 428,513	-
Police Maintenance & Body Cameras	\$ 666,529	\$ 589,342	77,187
Debt Service	1,730,000	1,587,896	142,104
<b>Total Expenditures</b>	<b>\$ 4,502,408</b>	<b>\$ 3,897,470</b>	<b>\$ 604,938</b>
<b>Committed Fund Balance</b>		<b>\$ 7,870</b>	<b>\$ 7,870</b>
<b>Ending Fund Balance</b>	<b>\$ 5,372,635</b>	<b>\$ 4,958,567</b>	

## GREELEY POLICE DEPARTMENT

### Total Number of Service Calls



### 2020 Crime Prevention & Suppression: Clearance Rate

(\*2015 National Average)

**39% Arson**  
National 20%

**30% Burglary**  
National 13%

**22% Theft**  
National 22%

**19% Motor Vehicle Theft**  
National 13%

### Priority Calls

	1	2
2017	1,137	6,893
2018	1,052	5,935
2019	637	5,026
2020	511	4,560

Priority 1: Rapid response is necessary to save a life or reduce serious injury

Priority 2: Urgent but not life threatening i.e. burglar alarm or car break-in

### 2020 Traffic Safety

**Motor Vehicle Accidents**  
**1,702**

**Injury Accidents**  
**69**

**Fatal Injury Accidents**  
**10**

## GREELEY FIRE DEPARTMENT

### 2020 Emergency Readiness & Response

EMS Response to Service Calls within 5 Minutes

**67.7%**

Average EMS Response Time

**4m 27s**

Respond to Fire Incidents within 5 Minutes

**80.7%**

Average Fire Incident Response Time

**4m 22s**

The Public Art Fund is part of the City of Greeley's capital improvement plan.

**Public Art in 2020 included a vast array of budgeted projects:**

- East Greeley Parks (\$201,681)
- Entryway Art I (\$193,250)
- Winds of Change II (\$76,412)
- Skate Park Artistic Development (\$64,784)
- Fire Station #6 Art (\$64,754)
- City Center South Artwork (\$64,750)
- Public Art Coordinator (\$58,986)
- Union Colony Civic Center (UCCC) Restroom Art (\$56,915)
- Capital Art Acquisitions (\$56,144)
- Paint the Town Murals (\$53,227)
- City Center & City Center North (\$40,145)
- Illustrated Water History Book (\$27,547)
- Public Art Maintenance (\$25,572)
- Sculpture on Loan Program (\$19,452)
- Tointon Gallery (\$17,382)
- Public Art Installations & Maintenance (\$7,440)
- Public Art Community Outreach (\$6,042)

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 1,168,351	\$ 1,168,351	
<b>Revenue</b>			
Public Art	\$ 338,859	\$ 302,018	\$ (36,841)
<b>Total Revenue</b>	\$ 338,859	\$ 302,018	\$ (36,841)
<b>Expenditures</b>			
Public Art	\$ 1,035,583	\$ 377,203	\$ 658,380
<b>Total Expenditures</b>	\$ 1,035,583	\$ 377,203	\$ 658,380
<b>Committed Fund Balance</b>		\$ 658,380	\$ 658,380
<b>Ending Fund Balance</b>	\$ 471,627	\$ 434,786	

## TRANSIT & TRANSPORTATION

**Fixed Route Riders Per Revenue Hour**  
(per bus)



**100%** of signal problem calls responded to in less than 30 minutes

## DEVELOPMENT FEES

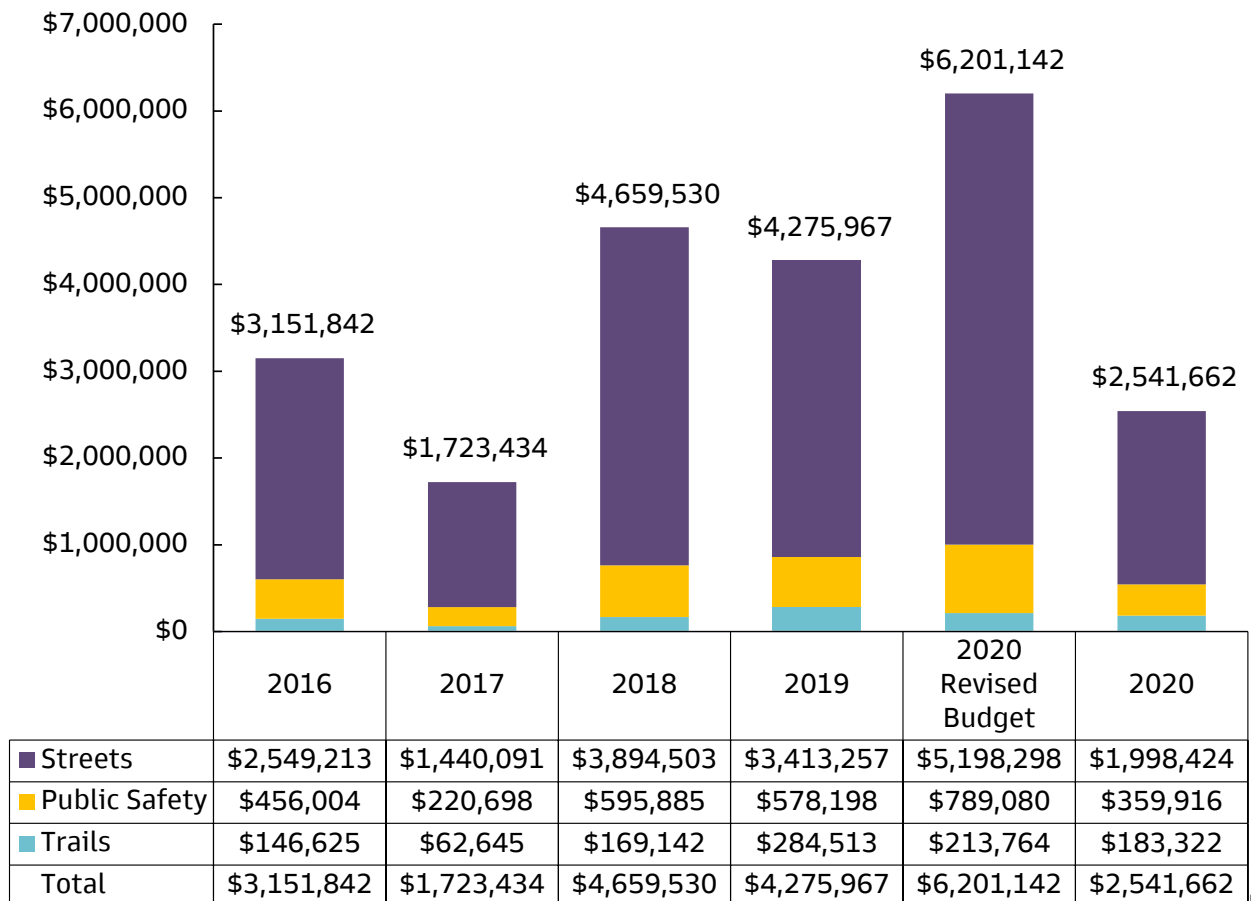
The City imposes development fees to address the impact new development has on city infrastructure. Development fees are used to fund projects that improve parks, trails, streets, police, and fire. The City was able to remodel the existing police building to

handle records instead of constructing a new Police Records Building estimated to cost \$1 million in Public Safety Funds. The below table includes these savings in the revenue and expenditure sections.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 12,243,880	\$ 12,243,880	
<b>Revenue</b>			
Trails Fund	\$ 603,764	\$ 200,481	\$ (403,283)
Public Safety Funds	1,810,480	397,010	(1,413,470)
Streets Fund	12,707,771	12,651,459	(56,312)
<b>Total Revenue</b>	\$ 15,122,015	\$ 13,248,951	\$ (1,873,064)
<b>Expenditures</b>			
Trails Fund	\$ 993,383	\$ 21,238	\$ 972,146
Public Safety Funds	3,103,200	1,730,778	1,372,422
Streets Fund	21,501,993	9,281,221	12,220,772
<b>Total Expenditures</b>	\$ 25,598,576	\$ 11,033,236	\$ 14,565,340
<b>Committed Fund Balance</b>		\$ 13,565,340	\$ 13,565,340
<b>Ending Fund Balance</b>	\$ 1,767,319	\$ 894,255	

## DEVELOPMENT IMPACT FEE REVENUES

Below is a summary of Impact Fee revenue that is allocated to Streets, Public Safety, and Trails.



Greeley's food tax finances a capital maintenance program for the repair of streets, buildings, parks, and other capital assets. Food tax revenue cannot be utilized for municipal operations. The food tax rate

is 3.46%. 86.7% of food tax revenue is directed into the Food Tax Fund. The fund received \$8.4 million in food tax collections this year, aligning closely with budgeted expectations.

**Food Tax Fund expenditures in 2020:**

- Street Maintenance Projects (\$2.9 million)
- Park Maintenance/Improvement Projects (\$2.7 million)
- Irrigation Projects (\$2.4 million)
- Traffic Signal & Maintenance Projects (\$1.9 million)
- Building Maintenance Projects (\$1.4 million)
- HVAC Projects (\$0.8 million)
- Americans with Disabilities Act (ADA) Improvement Projects (\$0.5 million)
- Active Adult Center Parking Lot Maintenance & Improvements (\$0.4 million)
- Police Station Maintenance (\$0.2 million)
- Roofing Projects (\$0.1 million)
- Flooring Projects (\$0.1 million)
- Infrastructure Maintenance Projects (\$0.03 million)

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 4,596,009	\$ 4,596,009	
<b>Revenue</b>			
Sales Tax on Food	\$ 8,432,175	\$ 8,406,571	\$ (25,604)
Transfer from Designated Revenue	125,000	169,768	44,768
Other	1,122,115	374,118	(747,997)
<b>Total Revenue</b>	<b>\$ 9,679,290</b>	<b>\$ 8,950,457</b>	<b>\$ (728,833)</b>
<b>Expenditures</b>			
Capital Projects	\$ 13,671,046	\$ 10,617,519	\$ 3,053,527
<b>Total Expenditures</b>	<b>\$ 13,671,046</b>	<b>\$ 10,617,519</b>	<b>\$ 3,053,527</b>
<b>Committed Fund Balance</b>		<b>\$ 2,234,165</b>	<b>\$ 2,234,165</b>
<b>Ending Fund Balance</b>	<b>\$ 604,253</b>	<b>\$ 694,782</b>	



Centennial Park (Centennial Skatepark)

The Water Department provides clean water to the citizens and industries of Greeley. The department is responsible for 640 miles of transmission and distribution lines and 74.75 million gallons of treated water storage reservoirs.

**Major Water Capital Projects in 2020 Included:**

- Windy Gap Firming (\$56.2 million)
- Future Water Acquisition - Phase II (\$15.3 million)
- Boyd Water Treatment Plant Process Improvements (\$10.3 million)
- Equalizer / Raw Water Storage (\$5.4 million)
- Terry Ranch Water Development (\$5.0 million)
- Colorado Department of Transportation I-25 Transmission Line Relocation (\$4.9 million)
- Transmission System Rehabilitation (\$4.9 million)
- Boomerang Golf Course Water Efficiency Improvements (\$4.7 million)
- Development of Parcel B, Poudre Ponds (\$3.8 million)
- Bellvue Pipeline - Gold Hill Segment (\$2.5 million)
- Bellvue Needs Assessment (\$2.1 million)

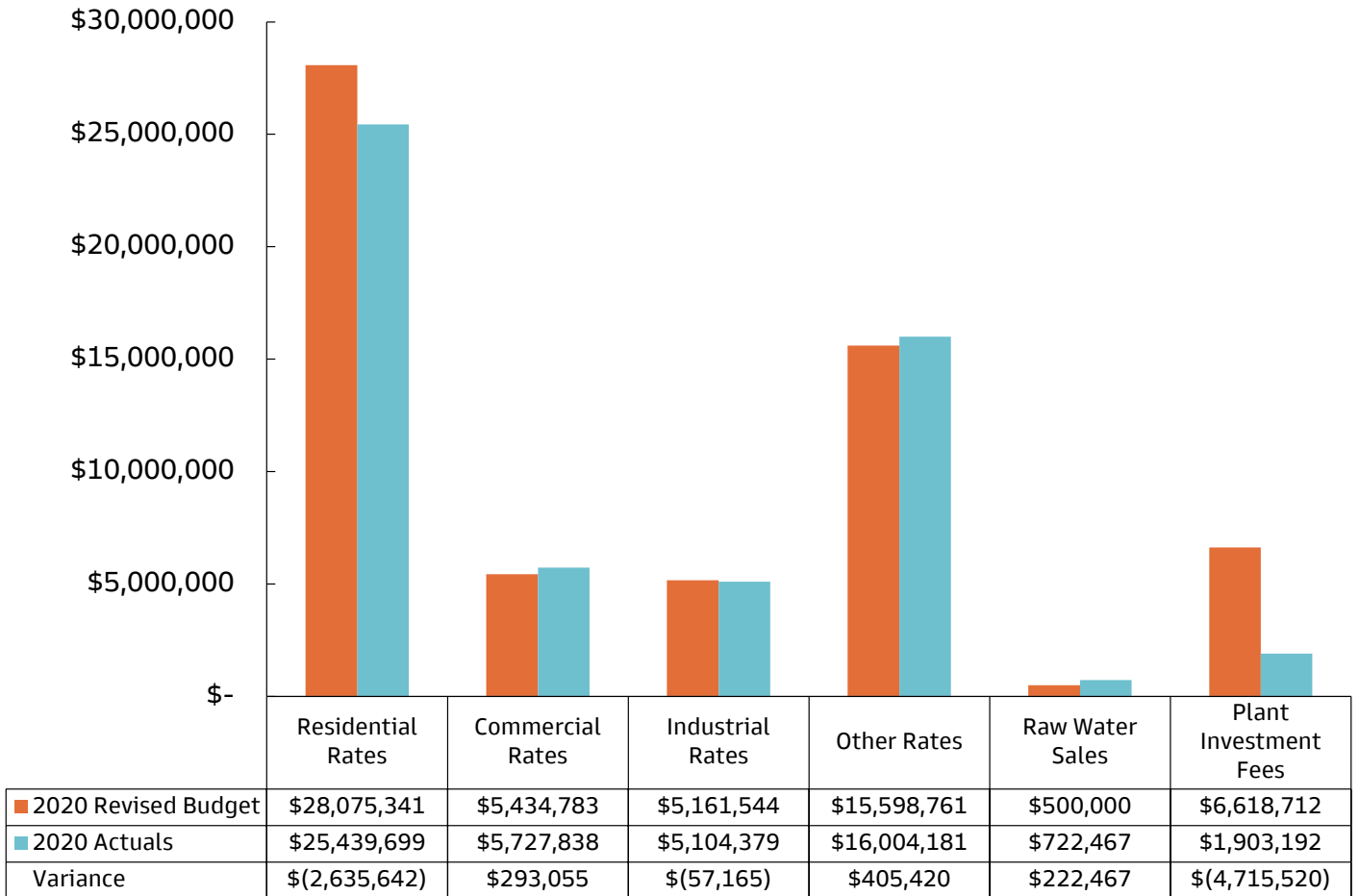
The following table provides an overview of water revenues and expenditures. Revenue (excluding bond proceeds) in 2020 was below budget by 10.6%. Yearly expenditures totaled 58.0% of the 2020 budget.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 68,382,580	\$ 68,382,580	
<b>Revenue</b>			
Operating Revenues	\$ 38,671,668	\$ 36,271,916	\$ (2,399,752)
Water Plant Investment Fees	6,618,712	1,903,192	(4,715,520)
Water Rental/Assets Sold/ Other	16,098,761	16,622,127	523,366
Oil Royalties	-	104,521	104,521
Bond Proceeds	72,500,000	-	(72,500,000)
<b>Total Revenue</b>	\$ 133,889,141	\$ 54,901,756	\$ (78,987,385)
<b>Expenditures</b>			
Operating	\$ 33,204,682	\$ 29,838,720	\$ 3,365,962
Water Rights Acquisition	25,209,633	16,443,938	8,765,695
Capital	106,436,414	23,056,066	83,380,348
<b>Total Expenditures</b>	\$ 164,850,729	\$ 69,338,724	\$ 95,512,005
<b>Total Required Reserves</b>			
<b>Required Reserves</b>	\$ 7,459,680	\$ 7,459,680	
<b>Committed Fund Balance</b>		\$ 16,008,147	\$ 16,008,147
<b>Ending Fund Balance</b>	\$ 29,961,312	\$ 30,477,785	

## WATER REVENUES BY SOURCE

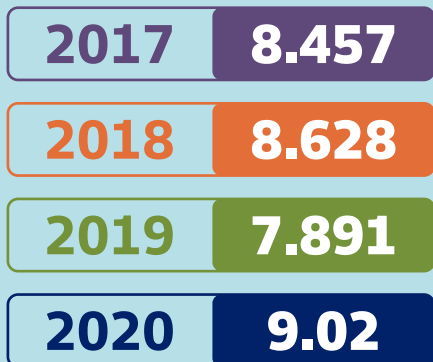
The graph below compares actual water revenues in 2020 versus budgeted expectations. Water revenues in the graph consist of revenues from residential

rates, commercial rates, industrial rates, other rates, raw water sales, & plant investment fees.

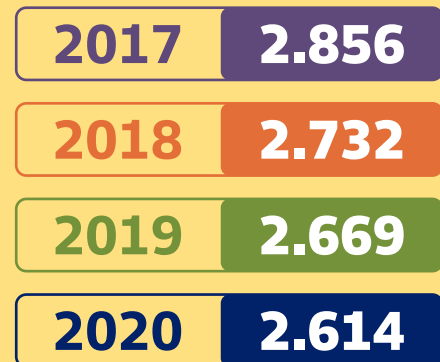


## WATER & SEWER

### Billions of Gallons Water Treated



### Billions of Gallons Sewer Treated



The Sewer Department collects and treats wastewater from Greeley’s residences and businesses. 364.8 miles of sewage line and 10 sewage pumping stations are operated and maintained by the department in order to perform these critical services.

**Major Sewer Capital Projects in 2020 Included:**

- Nitrification Project Phase II (\$24.9 million)
- Ashcroft Draw Basin Lift Station (\$3.7 million)
- WTRF SCADA System Upgrade (\$2.0 million)
- Poudre Trunk Phase II (\$1.6 million)
- General Rehabilitation Projects (\$1.3 million)
- Trenchless Main & Collector Rehabilitation (\$1.0 million)
- Utility Billing Replacement (\$0.8 million)
- Ashcroft Draw Sewer Phase II (\$0.8 million)

Below is a summary of sewer revenues and expenditures. Revenue derived from sewer rates were slightly above budget by 3.8%. Sewer impact fees were below budget by 76.9%. Yearly expenditures totaled 31.1% of the 2020 budget. 2020 ended with a higher fund balance amongst the various sewer funds than expected. An increased fund balance was set aside for the completion of the Nitrification Project Phase II for remaining expenditures in years 2021-2023.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 24,629,591	\$ 24,629,591	
<b>Revenue</b>			
Residential Rates	\$ 7,483,276	\$ 7,765,316	\$ 282,040
Commercial Rates	3,050,839	2,379,017	(671,822)
Industrial Rates	606,418	530,388	(76,030)
Sewer Plant Investment Fees	4,240,825	979,155	(3,261,670)
Oil Royalties	150,000	139,469	(10,531)
Bond Proceeds	11,000,000	-	(11,000,000)
Other	319,007	593,618	274,611
<b>Total Revenue</b>	\$ 26,850,365	\$ 12,386,963	\$ (14,738,013)
<b>Expenditures</b>			
Operating	\$ 9,267,223	\$ 7,758,279	\$ 1,508,944
Capital	38,047,535	6,782,257	31,265,278
<b>Total Expenditures</b>	\$ 47,314,758	\$ 14,540,536	\$ 32,774,222
<b>Total Required Reserves</b>			
<b>Required Reserves</b>	\$ 1,939,570	\$ 1,939,570	
<b>Committed Fund Balance</b>		\$ 1,307,957	\$ 1,307,957
<b>Ending Fund Balance</b>	\$ 2,225,628	\$ 19,228,491	

**The Stormwater Division is responsible for:**

- Developing a Capital Improvement Program for stormwater facilities
- Monitoring and creating maintenance plans for the existing system
- Developing City drainage standards
- Reviewing flood impact issues
- Regulating illicit discharges
- Managing the City's Stormwater National Pollution Discharge Elimination System (NPDES) permit

**Major Stormwater Capital Projects in 2020 Included:**

- 12th Street Storm Trunk Line - Phase IA (\$0.8 million)
- Metal Pipe Replacement Program (\$0.6 million)
- Utility Billing Software (\$0.6 million)
- Other Drainage System Repairs [System Mains, Inlets, and Culverts] (\$0.5 million)

The following table gives a summary of Stormwater revenue and expenditures. Total revenues were slightly below budget in 2020 by 3.7%. Expenditures were budgeted to exceed revenues by \$1.8 million, with the existing fund balance covering the difference. 59.6% of the expenditure budget was spent in 2020.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 4,492,588	\$ 4,492,588	
<b>Revenue</b>			
Operating	\$ 6,980,682	\$ 6,803,663	\$ (177,019)
Plant Investment Fees	234,942	171,202	(63,740)
Other	182,333	150,005	(32,328)
<b>Total Revenue</b>	\$ 7,397,957	\$ 7,124,870	\$ (273,087)
<b>Expenditures</b>			
Operating	\$ 3,444,123	\$ 3,034,326	\$ 409,797
Capital	5,710,224	2,419,153	3,291,071
<b>Total Expenditures</b>	\$ 9,154,347	\$ 5,453,479	\$ 3,700,868
<b>Total Required Reserves</b>			
Required Reserves	\$ 758,581	\$ 758,581	
Committed Fund Balance		\$ 3,291,071	\$ 3,291,071
<b>Ending Fund Balance</b>	\$ 1,977,617	\$ 2,114,327	

## STREET SWEEPING

**Cubic yards of street sweeping material collected & prevented from entering stormwater system**

**2017 3,879**

**2018 3,469**

**2019 2,728**

**2020 2,672**



# UTILITIES CASH FLOW

Item No. 7.

Capital projects often span multiple years, but are funded for the total amount of the project in the current budget year. The tables on this page summarize the 2020 cash flows for Water & Sewer

projects over \$1 million. Combined water and sewer projects finished the year \$12.8 million or 24.8% below budgeted cash flow estimates.

Water Projects Over \$1 Million					
Quarter	Beginning Allocated Funds	Budget	Actual Expenditures	Variance From Budget	Ending Allocated Funds
Q1	\$ 122,452,755	\$ 8,033,129	\$ 6,555,862	\$ (1,477,267)	
Q2		7,475,775	5,524,659	(1,951,116)	
Q3		14,857,540	14,097,284	(760,256)	
Q4		12,716,434	8,196,918	(4,519,516)	79,369,877
<b>Total</b>		<b>\$ 43,082,878</b>	<b>\$ 34,374,724</b>	<b>\$ (8,708,154)</b>	<b>\$ 79,369,877</b>
Project Savings		731,000			
Planned Next Year Expenditures		\$ 78,638,877			

Sewer Projects Over \$1 Million					
Quarter	Beginning Allocated Funds	Budget	Actual Expenditures	Variance From Budget	Ending Allocated Funds
Q1	\$ 33,553,367	\$ 385,000	\$ 552,142	\$ 167,142	
Q2		1,367,424	823,420	(544,004)	
Q3		2,017,425	1,110,277	(907,148)	
Q4		4,681,948	1,916,851	(2,765,097)	25,101,570
<b>Total</b>		<b>\$ 8,451,797</b>	<b>\$ 4,402,690</b>	<b>\$ (4,049,107)</b>	<b>\$ 25,101,570</b>
Project Savings		-			
Planned Next Year Expenditures		\$ 25,101,570			



Bellvue Water Treatment Plant

The City of Greeley operates the Highland Hills and Boomerang Links Golf Courses, providing local golf enthusiasts with two beautiful locations to enjoy the sport. Both courses feature clubhouses, concessions,

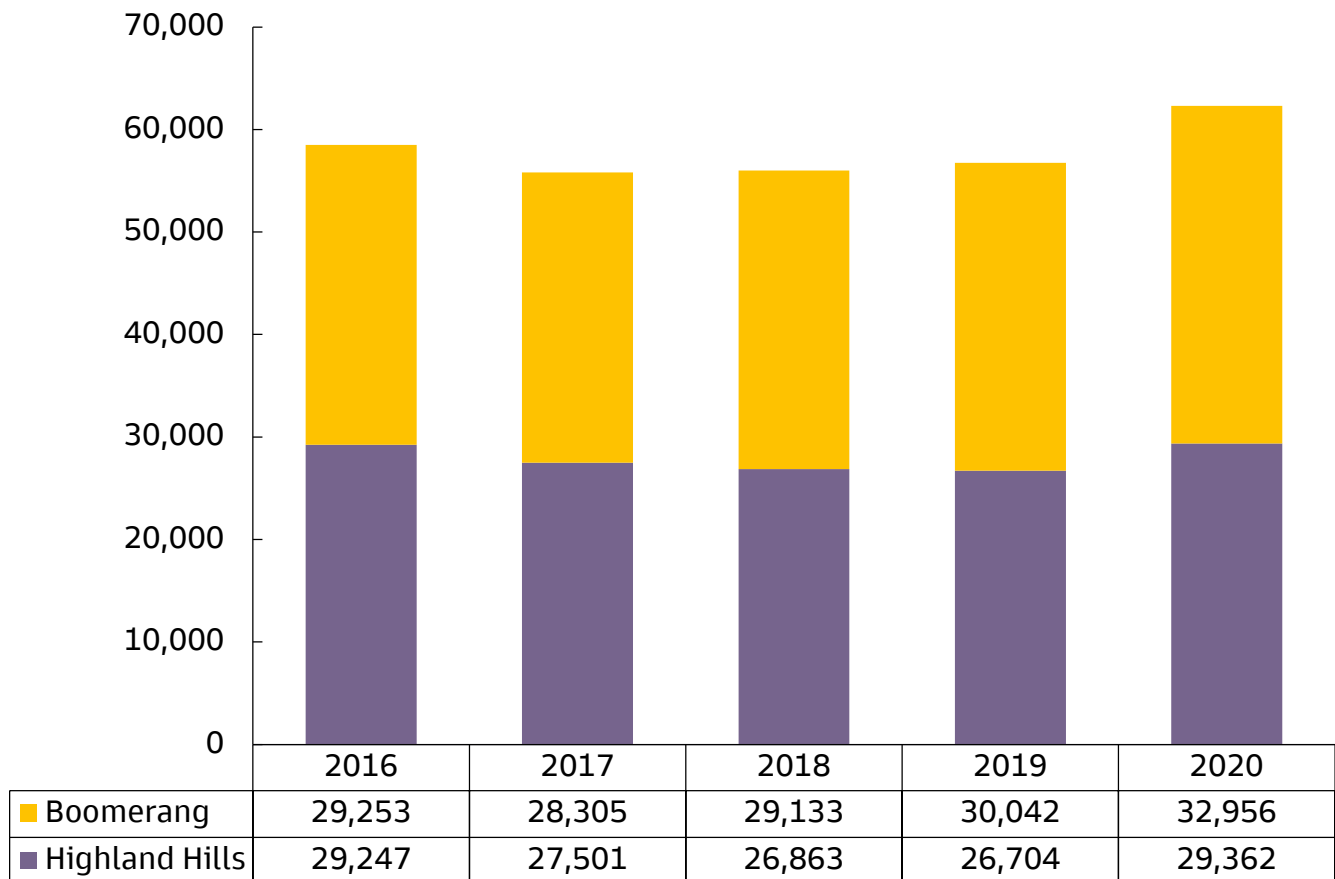
pro shops, equipment and cart rentals. The total number of rounds played at both courses has steadily remained around 55,000+ per year since 2013.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 603,053	\$ 603,053	
<b>Revenue</b>			
Charges for Services	\$ 1,913,533	\$ 2,043,877	\$ 130,344
State Intergovernmental Revenue	17,279	17,279	0
Other	1,600	6,784	5,184
<b>Total Revenue</b>	<b>\$ 1,932,412</b>	<b>\$ 2,067,940</b>	<b>\$ 135,528</b>
<b>Expenditures</b>			
Operating	\$ 2,152,812	\$ 1,796,355	\$ 356,457
Debt Service	119,068	119,068	-
<b>Total Expenditures</b>	<b>\$ 2,271,880</b>	<b>\$ 1,915,423</b>	<b>\$ 356,457</b>
<b>Committed Fund Balance</b>		<b>\$ 24,620</b>	<b>\$ 24,620</b>
<b>Ending Fund Balance</b>	<b>\$ 263,585</b>	<b>\$ 730,950</b>	

## GOLF ROUNDS

The graph below shows the total rounds of golf played at Boomerang Golf Course & Highland Hills Golf Course over the last 5 years. Compared to 2019, 5,572

more rounds of golf were played in 2020, an increase of 9.8%.



The Linn Grove Cemetery has served the local community's bereavement needs for over 140 years. The City owns and operates the facility, providing

sales, grounds maintenance, and equipment. Revenues in the Cemetery fund were lower than budget by \$145,854.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 386,452	\$ 386,452	
<b>Revenue</b>			
Charges for Services	\$ 345,270	\$ 260,943	\$ (84,327)
Royalties	120,000	80,004	(39,996)
General Fund	130,000	116,762	(13,238)
Other	49,865	41,573	(8,292)
<b>Total Revenue</b>	\$ 645,135	\$ 499,281	\$ (145,854)
<b>Expenditures</b>			
Operating	\$ 745,170	\$ 593,332	\$ 151,838
Capital	50,000	23,381	26,619
<b>Total Expenditures</b>	\$ 795,170	\$ 616,714	\$ 178,456
<b>Committed Fund Balance</b>		\$ 32,603	\$ 32,603
<b>Ending Fund Balance</b>	\$ 236,417	\$ 236,417	



## HEALTH FUND

The Health Fund finances a defined health benefit and dental insurance plan which covers all regular full-time and regular part-time employees of the City. Revenues were reduced as health holiday was realized in 2020 for employees and the City. Due to fewer claims this year, expenditures were below

budgeted expectations by \$1.7 million, allowing the fund balance to increase as shown below. Due to the cost savings in 2020, the City was also able to cover plan increases in 2021 rather than increase employee contributions.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 4,155,954	\$ 4,155,954	
<b>Revenue</b>			
Charges for Services	\$ 15,415,940	\$ 14,785,726	\$ (630,214)
Intergovernmental	1,618	1,618	0
Other	145,500	92,923	(52,578)
<b>Total Revenue</b>	<b>\$ 15,563,058</b>	<b>\$ 14,880,266</b>	<b>\$ (682,792)</b>
<b>Expenditures</b>			
Claims	\$ 13,107,907	\$ 11,908,836	\$ 1,199,071
Operations	2,651,137	2,129,062	522,075
<b>Total Expenditures</b>	<b>\$ 15,759,044</b>	<b>\$ 14,037,899</b>	<b>\$ 1,721,145</b>
<b>Committed Fund Balance</b>		\$ 577,841	\$ 577,841
<b>Ending Fund Balance</b>	<b>\$ 3,959,968</b>	<b>\$ 4,420,481</b>	

## WORKERS' COMPENSATION FUND

The Workers' Compensation fund accounts for user charges and expenses for the City's workers' compensation insurance. Workers' Compensation

claims continue to be below budget, allowing for the Fund Balance to increase.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 5,077,447	\$ 5,077,447	
<b>Revenue</b>			
Charges for Services	\$ 1,389,466	\$ 1,303,377	\$ (86,089)
Intergovernmental	1,127	20,834	19,707
Other	251,691	204,274	(47,417)
<b>Total Revenue</b>	<b>\$ 1,642,284</b>	<b>\$ 1,528,485</b>	<b>\$ (113,799)</b>
<b>Expenditures</b>			
Claims	\$ 1,574,300	\$ 836,476	\$ 737,824
Operations	134,580	192,577	(57,997)
<b>Total Expenditures</b>	<b>\$ 1,708,880</b>	<b>\$ 1,029,053</b>	<b>\$ 679,827</b>
<b>Committed Fund Balance</b>		\$ 4,010	\$ 4,010
<b>Ending Fund Balance</b>	<b>\$ 5,010,851</b>	<b>\$ 5,572,869</b>	

## LIABILITY FUND

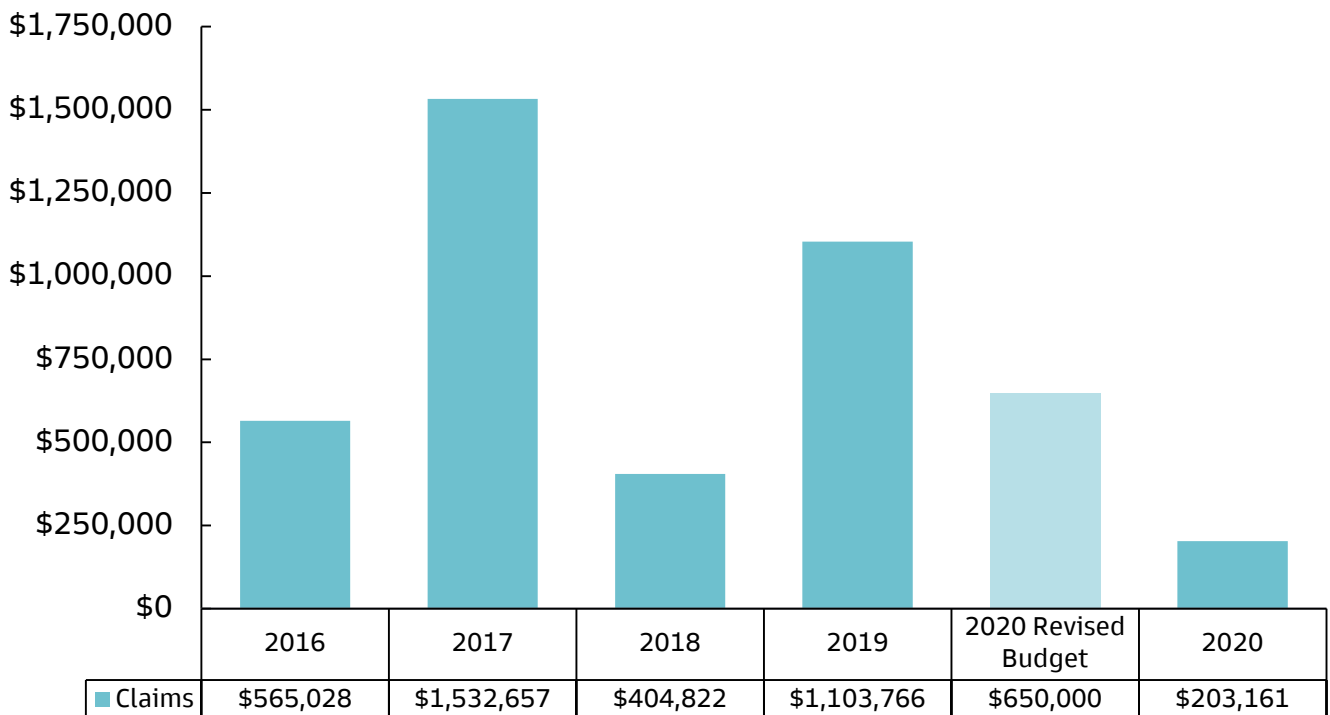
The Liability Fund accounts for user charges and expenses for providing a self-insurance program for liability claims against the City. Revenues aligned

with budgeted expectations, while expenditures were lower than expected due to fewer liability claims in 2020.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 1,122,937	\$ 1,122,937	
<b>Revenue</b>			
Charges for Services	\$ 1,695,948	\$ 1,696,048	\$100
Transfers from General Fund	380,000	380,000	-
Transfers from Sewer Fund	60,000	60,000	-
Transfers from Water Fund	60,000	60,000	-
Other	112,624	125,567	12,943
<b>Total Revenue</b>	\$ 2,308,572	\$ 2,321,615	\$ 13,043
<b>Expenditures</b>			
Claims	\$ 1,350,000	\$ 982,934	\$ 367,066
Operations	377,456	435,389	(57,933)
<b>Total Expenditures</b>	\$ 1,727,456	\$ 1,418,323	\$ 309,133
<b>Committed Fund Balance</b>		\$ 25,929	\$ 25,929
<b>Ending Fund Balance</b>	\$ 1,704,053	\$ 2,000,301	

## LIABILITY FUND: CLAIMS

The graph below identifies the total amount of expenditures that were solely to compensate claims for damages over the last 5 years.



## INFORMATION TECHNOLOGY FUND

As the table above indicates, the Information Technology Fund closed with a balance of \$2,767,546.

This fund balance will ensure that the City will replace hardware as scheduled through 2021.

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 5,833,792	\$ 5,833,792	
<b>Revenue</b>			
Charges for Services	\$ 5,263,547	\$ 5,028,169	\$ (235,378)
Transfers In	1,352,816	1,352,816	-
Other	7,000	63,168	56,168
<b>Total Revenue</b>	\$ 6,623,363	\$ 6,444,153	\$ (179,210)
<b>Expenditures</b>			
Operating Fund	\$ 6,324,554	\$ 5,405,800	\$ 918,754
Acquisition/Replacement Fund	3,953,251	2,322,116	1,631,135
<b>Total Expenditures</b>	\$ 10,277,805	\$ 7,727,916	\$ 2,549,889
<b>Committed Fund Balance</b>		\$ 1,782,483	\$ 1,782,483
<b>Ending Fund Balance</b>	\$ 2,179,350	\$ 2,767,546	



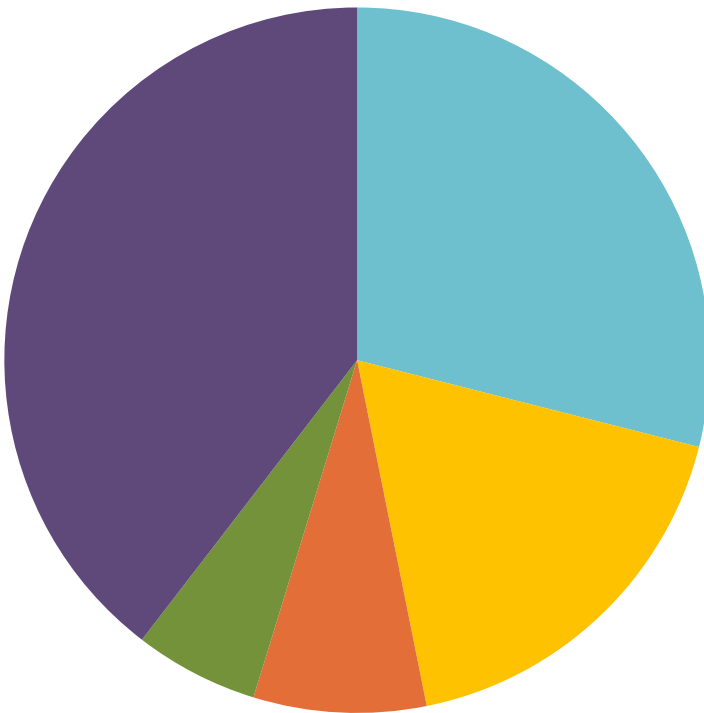
City Center South (IT Offices)

## FLEET MAINTENANCE & REPLACEMENT FUNDS

The City's has 632 Central Fleet vehicles along with 36 Transit Fleet vehicles and buses which include: fire, police units, transit buses, sedans, pickups, sports utility vehicles, specialty equipment, and non-rolling assets. In 2020, a total of \$2.5 million was used for vehicle replacement.

The City utilizes two fund accounts to pay for all

vehicle-related costs, and a cash reserve is generated to meet the needs of future replacement. The City uses both cash and debt funding when purchasing new vehicles. The average lifespan of City vehicles is 10 years. The average age of Central Fleet is 8.78 years, while the average age of Transit Fleet is 5.46 years.



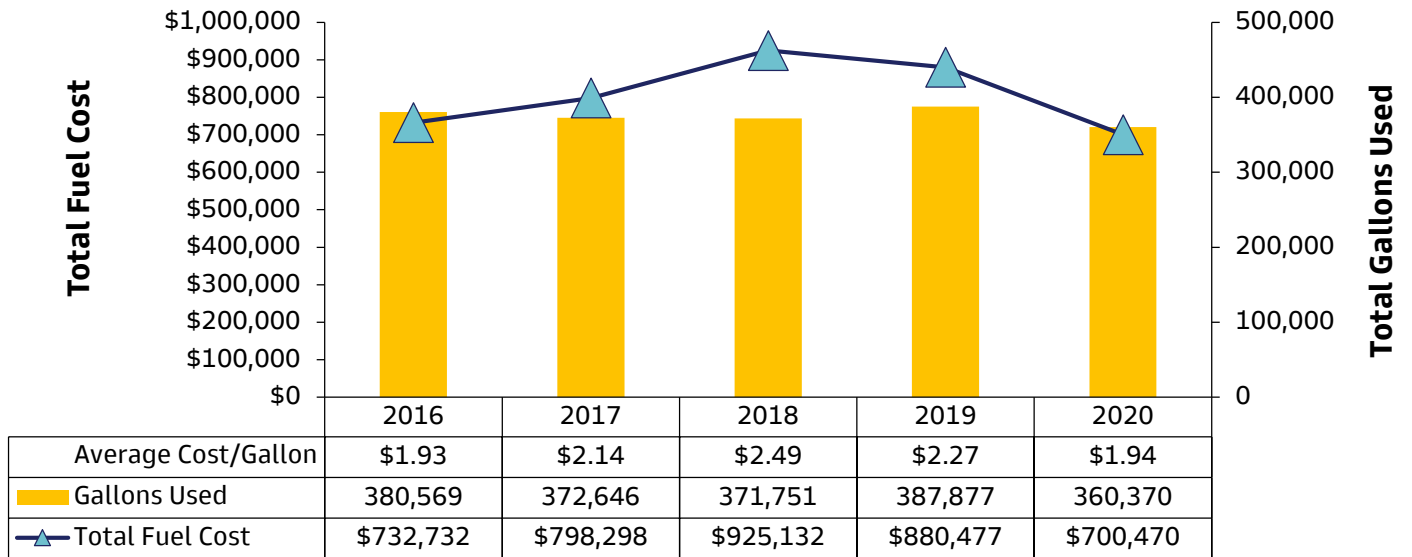
## FLEET MAINTENANCE & REPLACEMENT FUNDS BY DEPARTMENT

- Other, 250
- Pickups & Sedans, 183
- Police, 113
- Fire, 50
- Transit, 36

Description	2020 Revised Budget	2020 Actual	Variance
<b>Beginning Fund Balance</b>	\$ 2,704,620	\$ 2,704,620	
<b>Revenue</b>			
Maintenance Fund	\$ 3,452,792	\$ 2,468,740	\$ (984,052)
Replacement Fund	3,119,719	3,260,448	140,729
<b>Total Revenue</b>	<b>\$ 6,572,511</b>	<b>\$ 5,729,188</b>	<b>\$ (843,323)</b>
<b>Expenditures</b>			
Maintenance Fund	\$ 3,486,022	\$ 2,466,109	\$ 1,019,913
Replacement Fund	3,306,236	2,452,667	853,569
<b>Total Expenditures</b>	<b>\$ 6,792,258</b>	<b>\$ 4,918,776</b>	<b>\$ 1,873,482</b>
<b>Committed Fund Balance</b>		<b>\$ 1,065,113</b>	<b>\$ 1,065,113</b>
<b>Ending Fund Balance</b>	<b>\$ 2,484,873</b>	<b>\$ 2,449,919</b>	

# FL Item No. 7. MAINTENANCE

The City's fuel usage and expenditures in the Fleet Maintenance Fund for the past five years are outlined in the chart below.



Greeley Evans Transit Bus



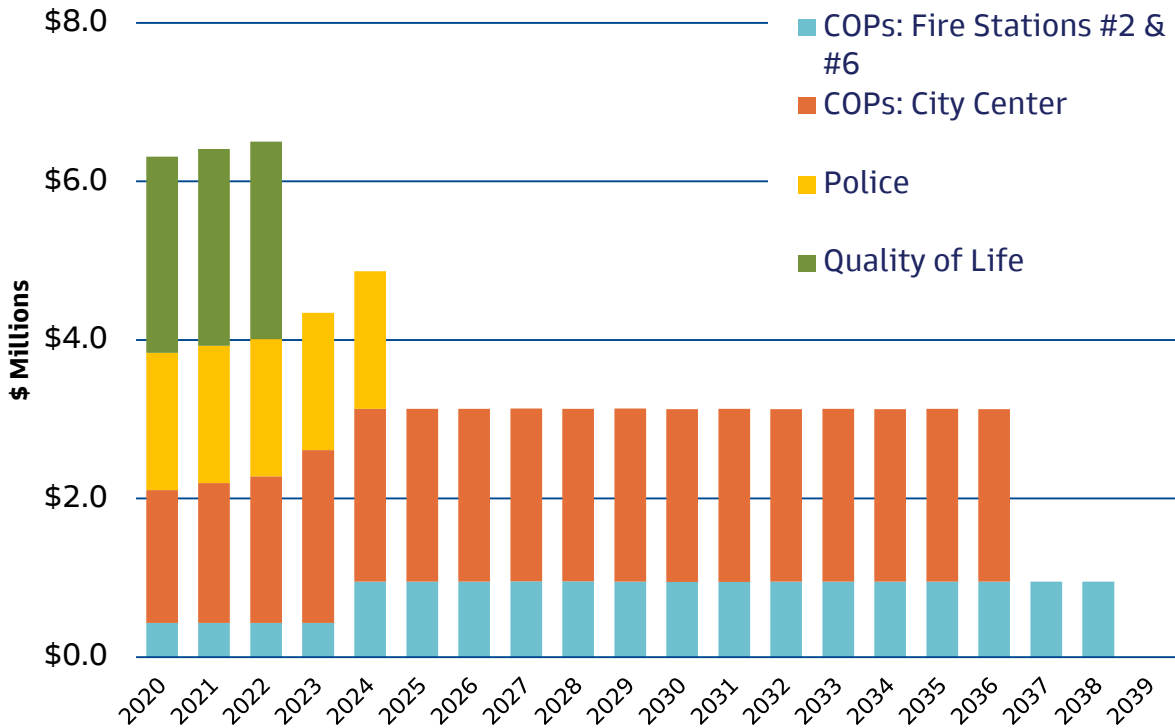
# DEBT PAYMENTS

Item No. 7.

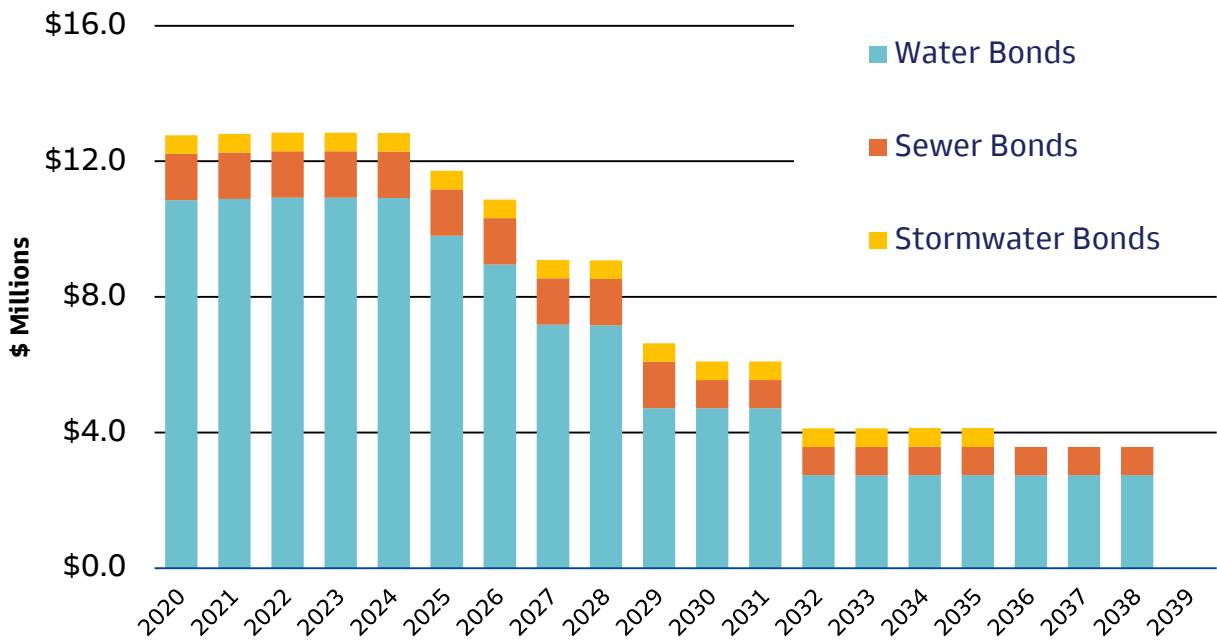
Shown below are the City's debt payments through 2039 for Certificates of Participation, police facility, and quality of life. Certificates of Participation were

issued in 2020 for the construction of Fire Station #2 & #6.

## GOVERNMENTAL DEBT PAYMENTS



## UTILITY DEBT PAYMENTS



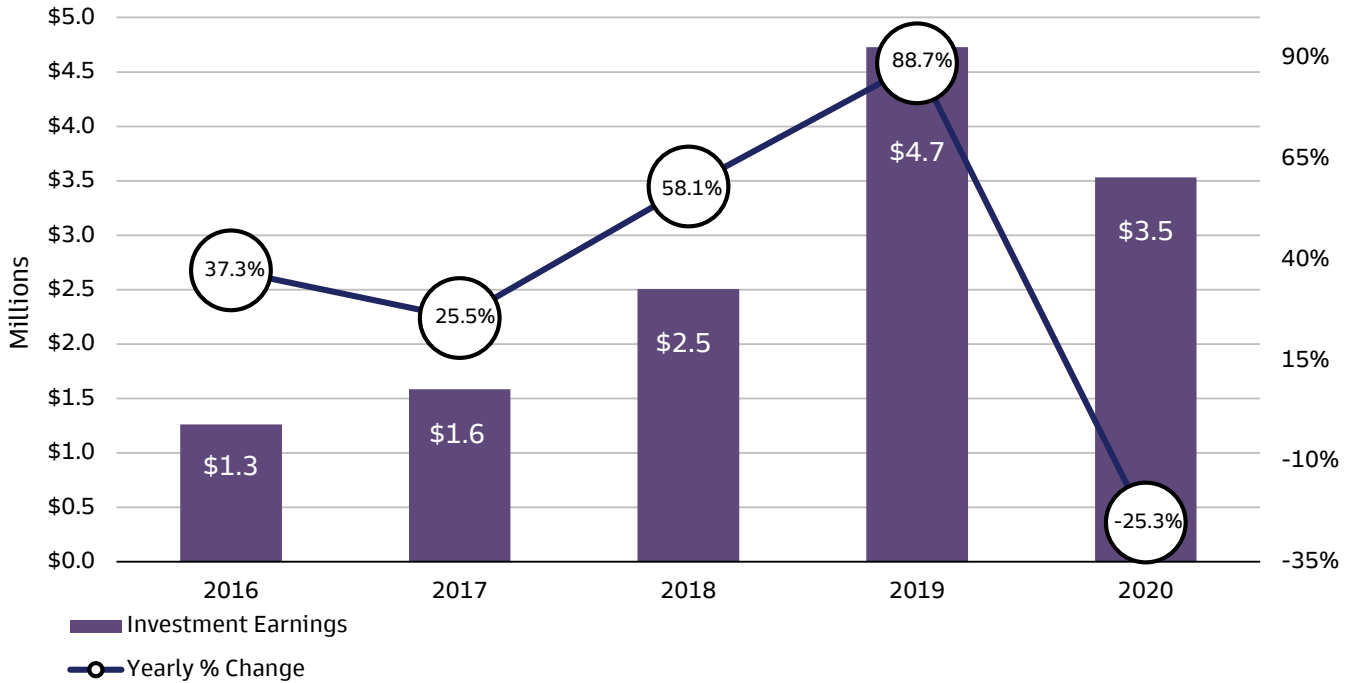
**The City of Greeley’s investment objectives include:**

- The preservation of capital and protection of investment principal
- Maintaining sufficient liquidity to meet immediate and short-term obligations
- Achieving a market value rate of return
- Minimizing risk through asset diversification

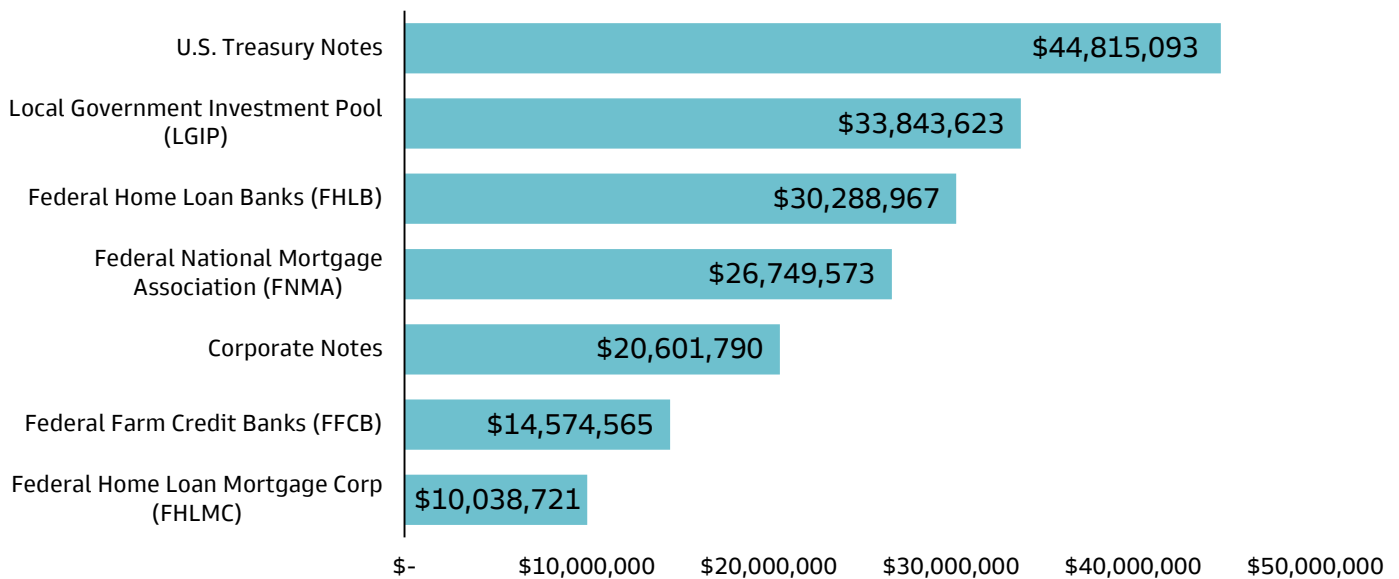
The City’s portfolio performance benchmarks are the 90 day U.S. Treasury rate and 0-3 year U.S. Treasury rate. As of December 31st, 2020 the weighted average maturity was 1.67 years (1.55 years at the end of 2019) . The short-term market yield was 0.12%

(1.87% at the end of 2019) as compared to the 90 day treasury rate of 0.09% (1.52% at the end of 2019). The long-term market yield was 0.19% (1.67% at the end of 2019) as compared to the 0-3 year treasury rate of 0.15% (1.59% at the end of 2019).

**INVESTMENT EARNINGS**



**PORTFOLIO ALLOCATION**



# FINANCE DEPARTMENT END OF YEAR REPORT 2020

## Greeley City Council

Mayor John Gates  
Tommy Butler  
Brett Payton  
Michael Fitzsimmons  
Dale Hall  
Kristin Zasada  
Ed Clark

## Greeley City Manager

Roy H. Otto

The 2020 End of Year Report was prepared by  
Budget and Compliance Manager  
Robert Miller,  
Financial Analysts  
Benjamin Alexander & Brandon Garza,  
and the Communication &  
Engagement Department.

Many thanks to all City of Greeley staff who helped make  
this report possible. We Aspire to be a City Achieving  
Community Excellence.

Additional financial reports can be found by visiting  
[GREELEYGOV.COM/GOVERNMENT/  
FINANCE/REPORTS](https://greeleygov.com/government/finance/reports)



# 2020 Annual Financial Report Briefing

March 23<sup>rd</sup>, 2021

John Karner | Finance Director

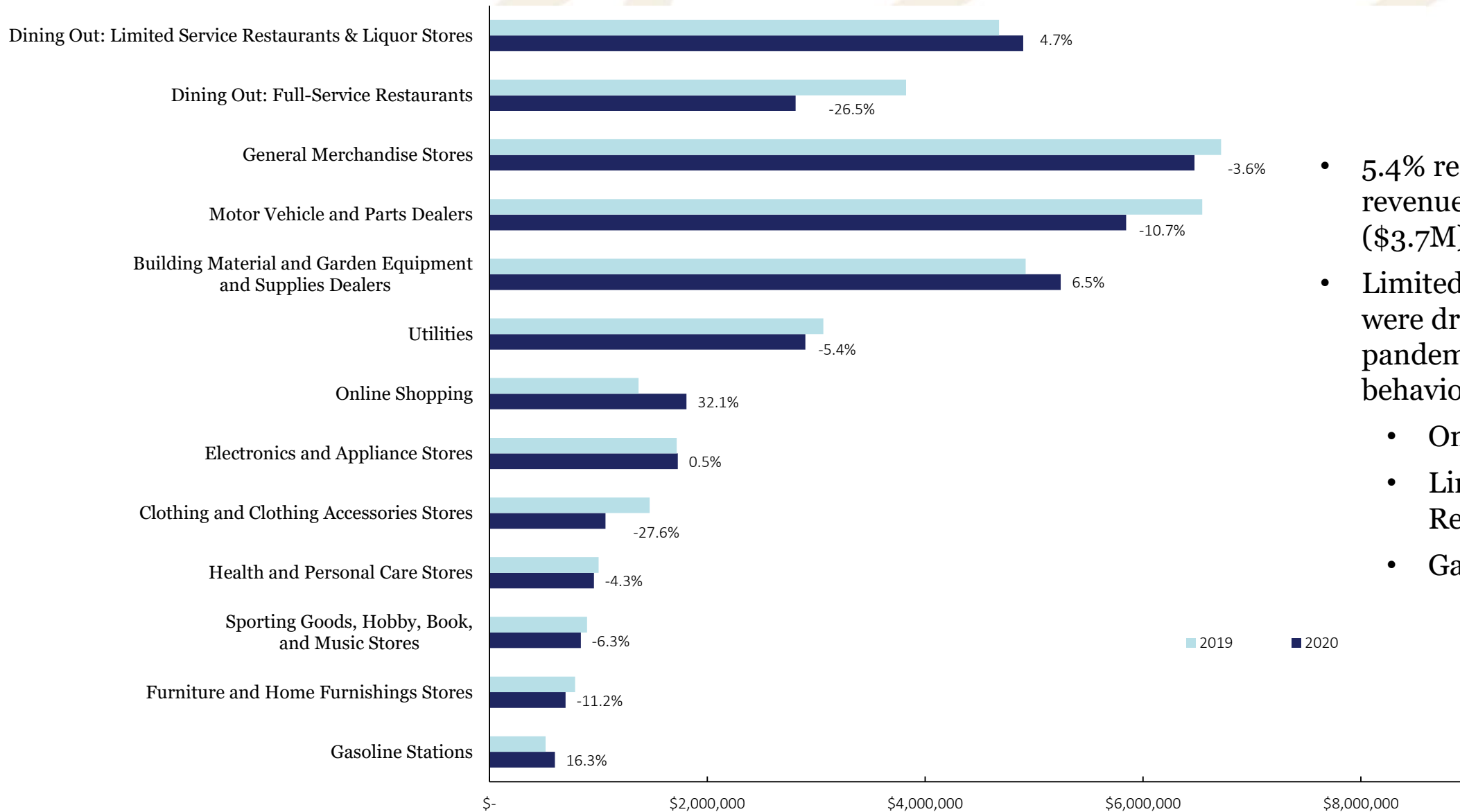


# 2020 Annual Financial Report Highlights

City Revenue Highlights	2019 Actual	2020 Actual	% Change 2019 Actual vs 2020 Actual	
<b>TAX REVENUE</b>				
Sales Tax	\$ 69,614,246.53	\$ 65,864,542.60	\$ (3,749,703.93)	-5.4%
Property Tax	\$ 12,560,388.38	\$ 15,337,805.89	\$ 2,777,417.51	22.1%
Use Tax	\$ 16,127,203.54	\$ 10,549,716.29	\$ (5,577,487.25)	-34.6%
Food Tax	\$ 9,165,791.78	\$ 9,695,578.14	\$ 529,786.36	5.8%
Lodging Tax	\$ 734,049.68	\$ 362,858.75	\$ (371,190.93)	-50.6%
<b>RESIDENTIAL UTILITY RATE REVENUE</b>				
Water Rates: Residential	\$ 20,809,368.00	\$ 25,439,699.00	\$ 4,630,331.00	22.3%
Sewer Rates: Residential	\$ 7,228,383.00	\$ 7,765,316.00	\$ 536,933.00	7.4%
Stormwater Rates: Residential	\$ 6,314,778.00	\$ 6,803,663.00	\$ 488,885.00	7.7%
<b>ADDITIONAL COMPARATIVES</b>				
Impact Fees	\$ 13,109,749.28	\$ 6,739,093.45	\$ (6,370,655.83)	-48.6%
Oil Royalties	\$ 5,204,016.19	\$ 1,963,974.13	\$ (3,240,042.06)	-62.3%
Building Permits	\$ 2,274,158.52	\$ 1,128,543.93	\$ (1,145,614.59)	-50.4%

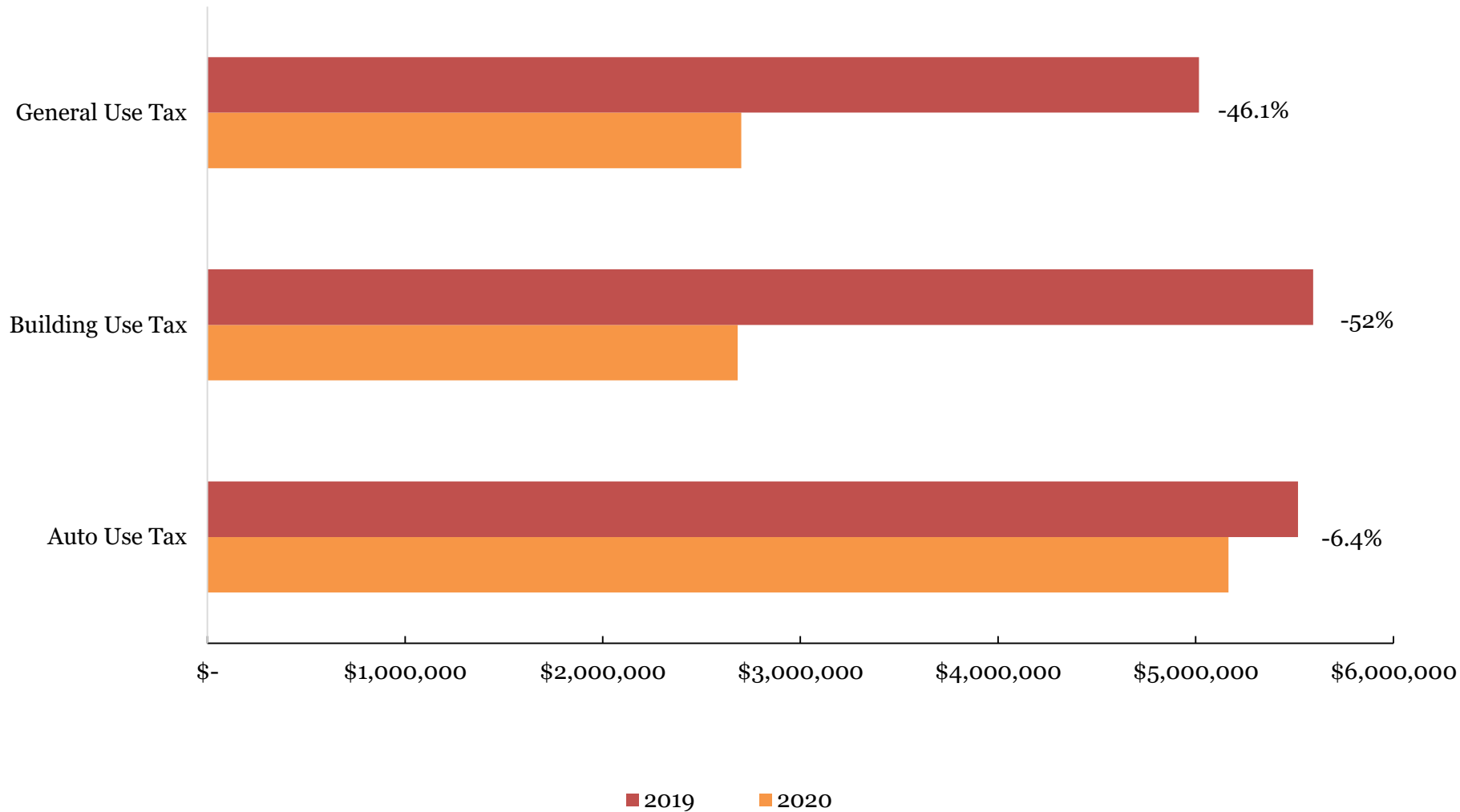
- The COVID Pandemic had a significant impact on the City's revenues for the 2020 fiscal year
- In the early part of 2021, the City continues to see similar revenue trends

# Sales Tax Revenue by Category: 2019-2020



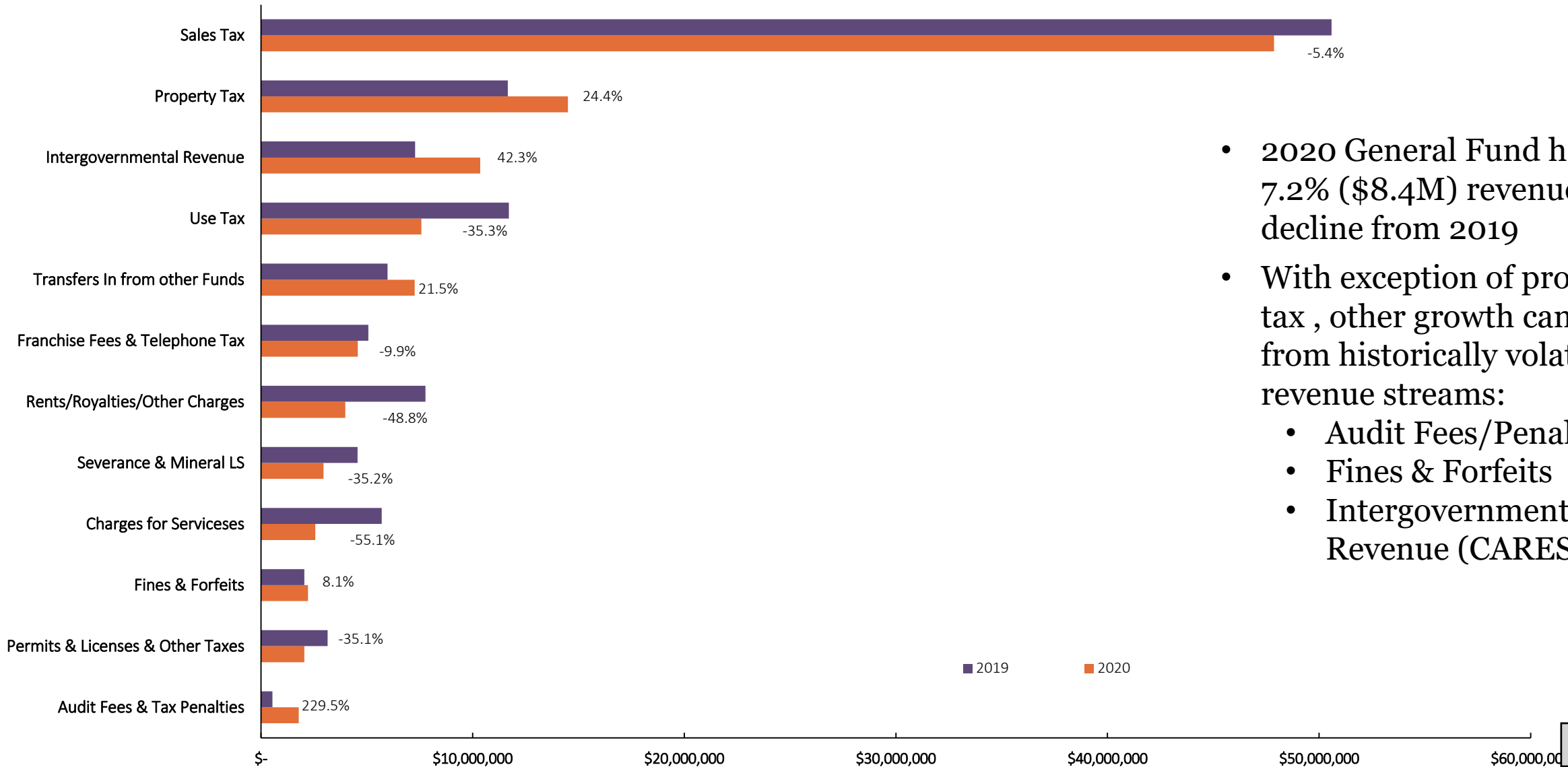
- 5.4% reduction in sales tax revenue from 2019 to 2020 (\$3.7M)
- Limited category increases were driven by behavior in pandemic (adjustments in behavior vs. true growth):
  - Online Shopping
  - Limited Service Restaurants
  - Gasoline Stations

# Use Tax Revenue by Category: 2019-2020



- 34.6% (\$5.6M) reduction in Use Tax Revenue from 2019 to 2020
- Follows trends we saw in development activity

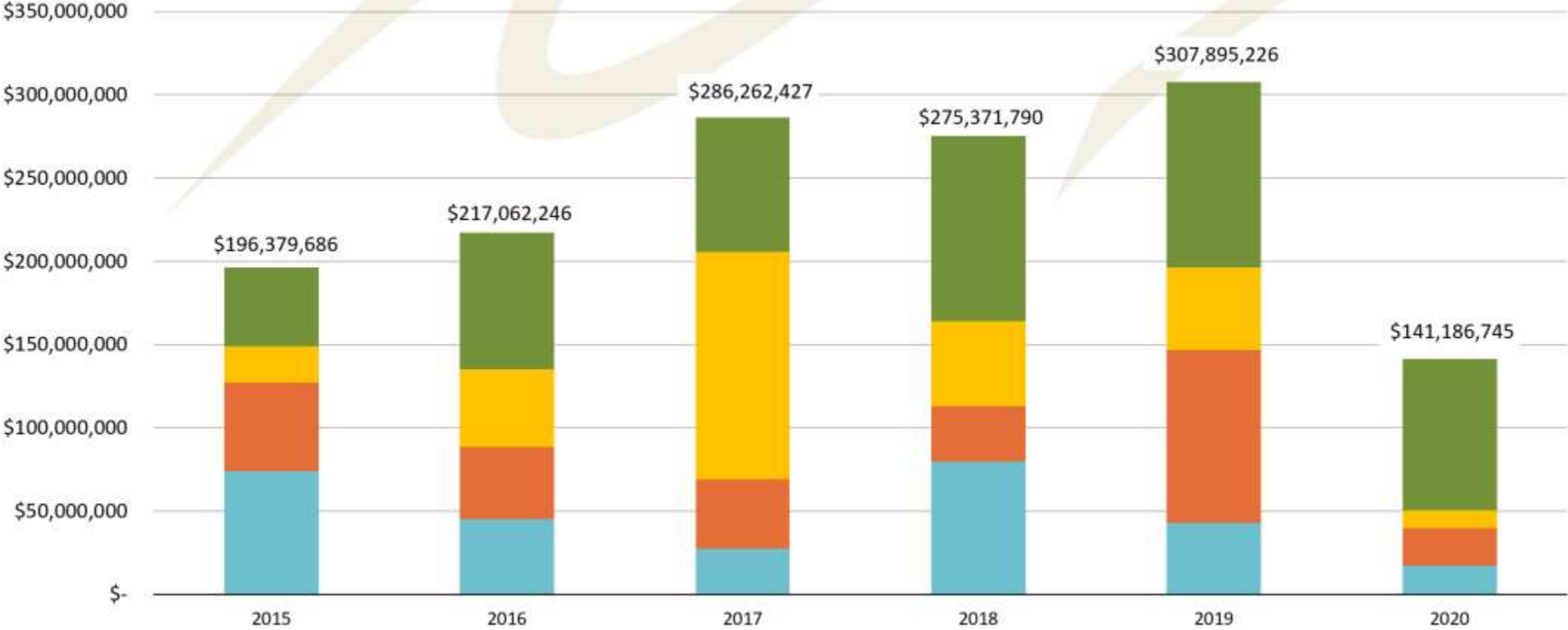
# General Fund Revenue Changes: 2019-2020



- 2020 General Fund had a 7.2% (\$8.4M) revenue decline from 2019
- With exception of property tax , other growth came from historically volatile revenue streams:
  - Audit Fees/Penalties
  - Fines & Forfeits
  - Intergovernmental Revenue (CARES)



# Building Permits Valuation: 2015-2020



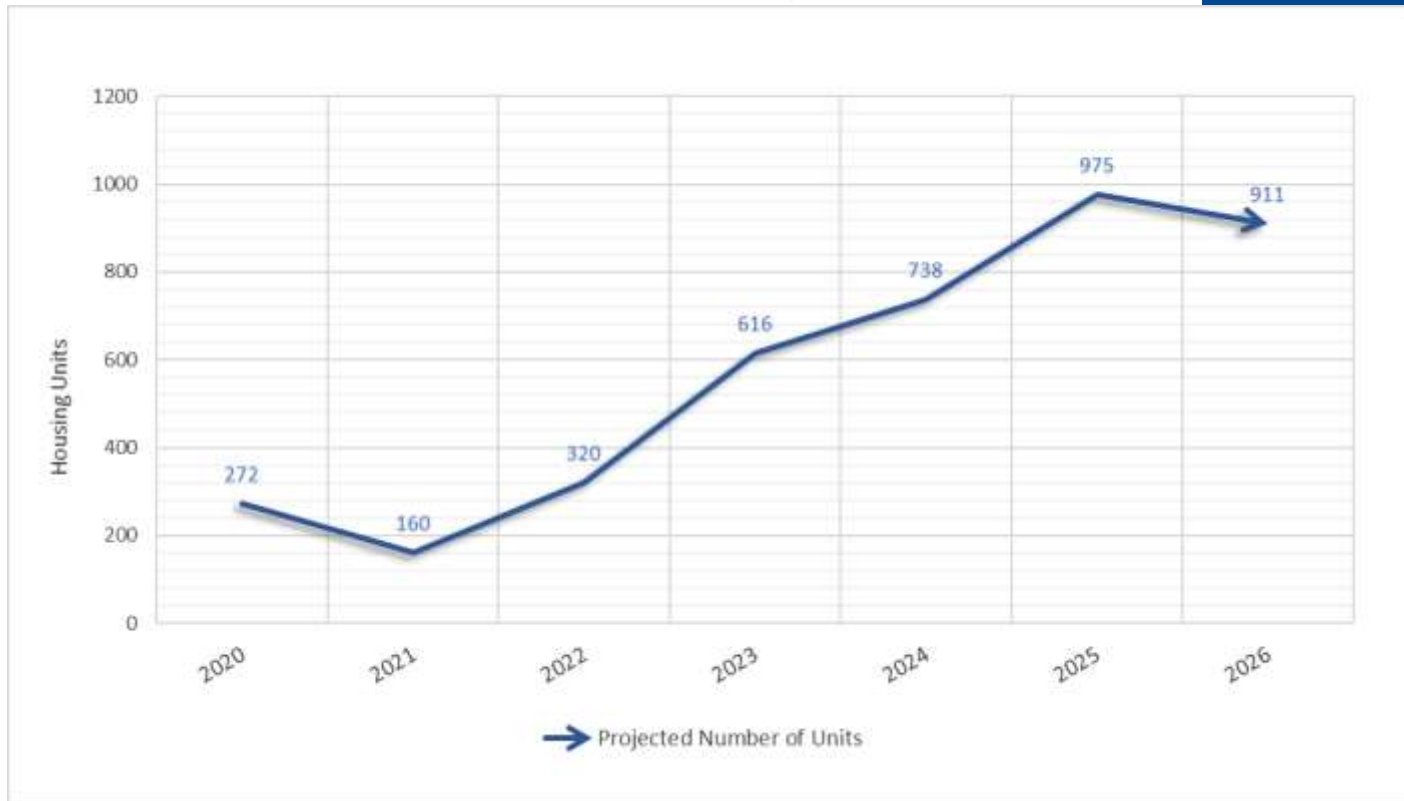
- Other Permits\*
- New Commercial
- New Multi-Family
- New Single-Family

\* Other permits includes all construction permits that do not pertain to new construction, such as projects involving the repair or replacement of existing buildings (roof replacements, remodels, etc.).

# Planning Fees & Building Permit Revenue: 2015-2020



# Community Development Projected New Housing Permits: 2021-2026



- **Community Development Forecast Methodology**
  - Used high average increases and average drops in the housing units
  - Average drop after first drop in units after a recession hit, was 70%
  - Average increase when economy was strong, was approximately 110%
  - Modest 160 units by end of 2021 *(likely and mostly due to the lingering affects of the pandemic, but there other underlying factors such as lumber price increase and mortgage rates rising)*

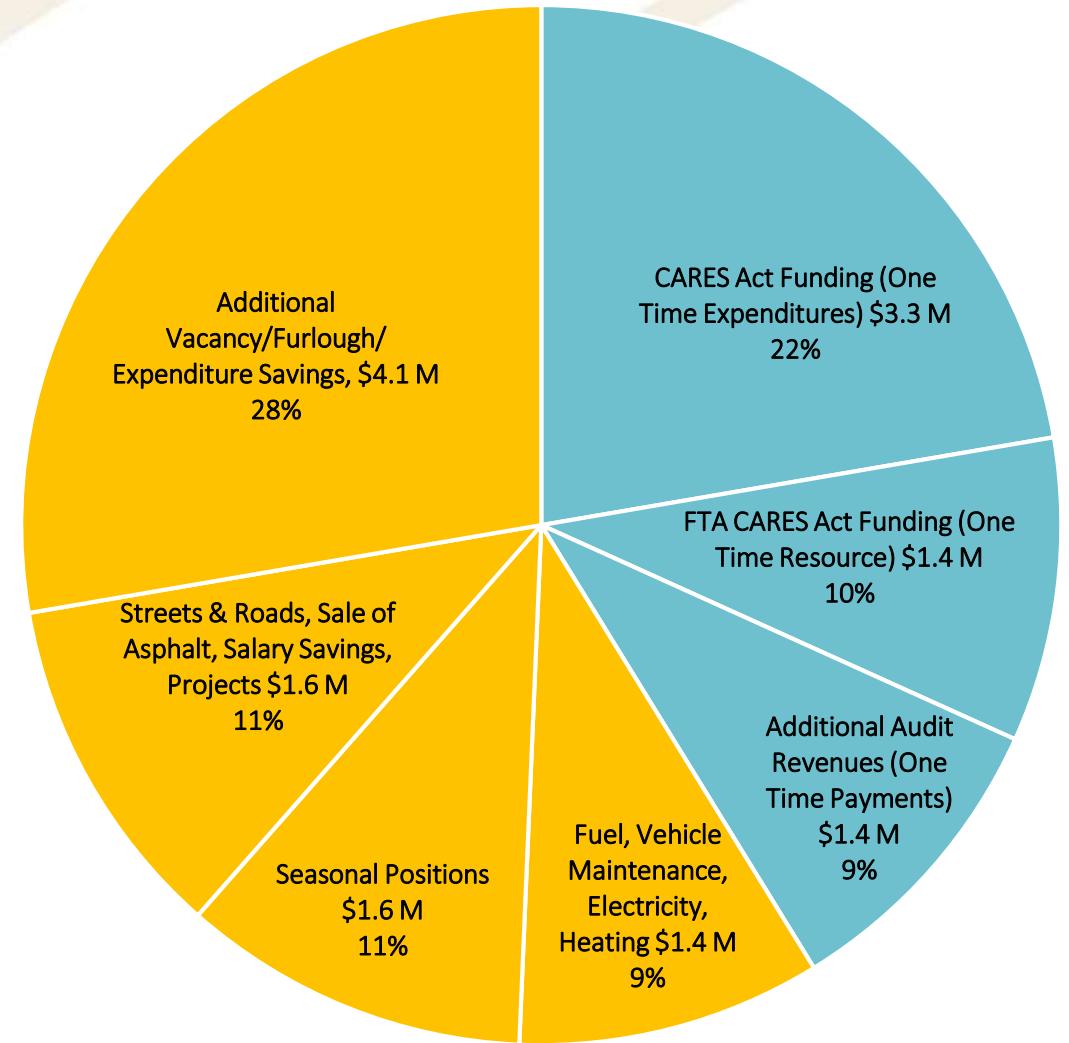


# 2020 Budget Recap and Mitigation Actions

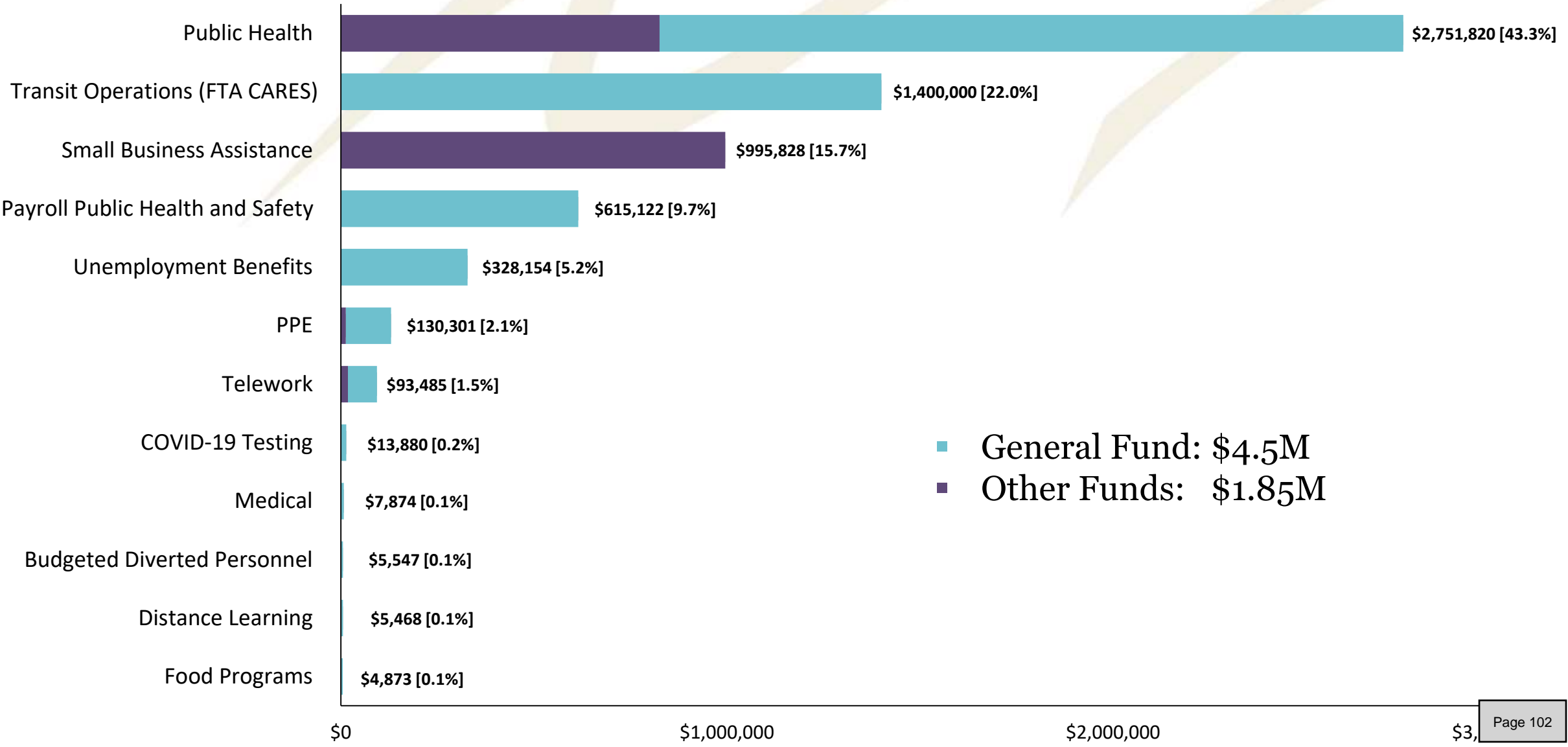


# City Mitigation Actions to address projected \$6.5M General Fund shortfall

- **City Balanced Budget Through Two Main Factors:**
  1. One Time Expenditure Reductions: \$8.8M
  2. One Time Revenues: \$6M
    - Coronavirus Aid, Relief, and Economic Security Act (CARES) Funding
    - Audit Revenue
- **General Fund End of Year Balance 2020: \$17.3M**
  - \$9M from 2019 carryover
  - \$8.3M from 2020 carryover
- **\$3.5M of \$17.3M was allocated to support 2021 Budget**
  - \$13.8M unallocated one time funds available



# Greeley's \$6.35M CARES Funding Distribution



# Financial Outlook and Path Forward

- Recommend a confident, yet cautious approach until City revenues return to pre-pandemic levels
  - City spent 21% less than it had budgeted on General Fund Expenses in 2020
  - City continues this cautious approach with a 2021 General Fund budget that is 4% below 2020 actuals
  - Ensure alignment with CIP project expenditures and Community Planning latest development forecast
  - Maintain 100% funding of ~\$18M required reserve fund (2 month operating expenses)
- Continue to prioritize investments that critical to Greeley's long term success (human capital, investments that support efficient City operations, etc.)
  - City team reviewing guidance on Federal Stimulus package and ability to support strategic investments
- Keep eye on economic indicators and revenue streams; adjust forecast as appropriate

# Questions and Discussion



# Worksession Agenda Summary

March 23, 2021

Maria Gonzalez Estevez, Human Resources Director, 970-350-9714

**Title:**

Consideration of an Executive Session to determine positions, develop strategy and instruct negotiators regarding collective bargaining with the Greeley Fire Fighters Union Local 888

**Decision Options:**

If this item is considered favorably by City Council, the following suggested motion is needed:

I move that the City Council go into an Executive Session to discuss the following matter as provided under C.R.S. 24-6-402(4) (e)(I) and Greeley Municipal Code 2.04.020(5): to determine positions, develop strategy and instruct negotiators regarding collective bargaining with the Greeley Fire Fighters Union Local 888.

**Attachments:**

None

# Worksession Agenda Summary

March 23, 2021

Doug Marek, City Attorney, 970-350-9755

## **Title:**

Consideration of an Executive Session for the purpose of providing legal advice on the Petitions to amend the City Charter sections 17-9 and 17-10 and the Referendum Petition to repeal Ordinance No. 10, 2021.

## **Background:**

The City Clerk has received and certified the following petitions:  
Petition for Proposed Amendment to the City of Greeley Home Rule Charter Section 17-9, Procedures for Sale of Water and/or Water Supply and Treatment;

Petition for Proposed Amendment to the City of Greeley Home Rule Charter Section 17-10 Procedures for Acquisition and Provision of Ground Water and/or Recycles Wastewater; and

Referendum Petition – Ordinance No. 10, 2021 Amending Ch. 6, Title 14 of the Municipal Code of the City of Greeley (concerning the dedication of water rights for city water service).

## **Decision Options:**

If this item is considered favorably by City Council, the following suggested motion is needed:

I move that the City Council go into an Executive Session to discuss the following matter as provided under C.R.S. 24-6-402(4)(b) and Greeley Municipal Code 2.04.020(a)(2) to confer with the City Attorney for the purpose of receiving legal advice on the Petitions to amend the City Charter sections 17-9 and 17-10 and the Referendum Petition to repeal Ordinance No. 10, 2021.

## **Attachments:**

None

# Worksession Agenda Summary

March 23, 2021

Roy Otto, City Manager, 970-350-9750

**Title:**

Scheduling of Meetings, Other Events

**Background:**

During this portion of the meeting the City Manager or City Council may review the attached Council Calendar or Meeting Schedule regarding any upcoming meetings or events.

**Attachments:**

Council Meetings/Other Events Calendar

Council Meeting/Worksession Schedule

Status Report of Council Initiatives and Related Information

# March 22, 2021 - March 28, 2021

March 2021							April 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5 6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

## Monday, March 22

- 11:30am - 12:30pm Greeley Chamber of Commerce (Hall) ⌵
- 6:00pm - 7:00pm Youth Commission (Butler) ⌵

## Tuesday, March 23

- 6:00pm - City Council Worksession Meeting - Council Master Calendar ⌵

## Wednesday, March 24

## Thursday, March 25

- 7:30am - Poudre River Trail (Hall) ⌵

## Friday, March 26

## Saturday, March 27

## Sunday, March 28

# March 29, 2021 - April 4, 2021

March 2021							April 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5 6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

**Monday, March 29**

**Tuesday, March 30**

**Wednesday, March 31**

**7:00am - 8:00am Upstate Colorado Economic Development (Gates/Hall)** (Upstate Colorado Conference Room) - Council Master Calendar [↗](#)

**5:30pm - 7:00pm Inspire Chamber Event** (Virtual Event) - Council Master Calendar

**Thursday, April 1**

**3:30pm - IG Adv. Board (Butler)** [↗](#)

**6:00pm - MPO (Gates/Payton)** [↗](#)

**Friday, April 2**

**Saturday, April 3**

**Sunday, April 4**

# April 5, 2021 - April 11, 2021

April 2021							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2 3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

**Monday, April 5**

**Tuesday, April 6**

6:00pm - City Council Meeting - Council Master Calendar

**Wednesday, April 7**

**Thursday, April 8**

7:30am - Poudre River Trail (Hall)

**Friday, April 9**

**Saturday, April 10**

**Sunday, April 11**

# April 12, 2021 - April 18, 2021

April 2021							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

**Monday, April 12**

**Tuesday, April 13**

**6:00pm - City Council Worksession Meeting** - Council Master Calendar

**Wednesday, April 14**

**Thursday, April 15**

**7:30am - 8:30am DDA (Zasada/Butler)**

**3:30pm - 4:30pm Airport Authority (Clark/Payton)**

**Friday, April 16**

**Saturday, April 17**

**Sunday, April 18**

# April 19, 2021 - April 25, 2021

April 2021							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

**Monday, April 19**

**Tuesday, April 20**

6:00pm - City Council Meeting - Council Master Calendar

**Wednesday, April 21**

2:00pm - 5:00pm Water & Sewer Board (Gates)

**Thursday, April 22**

7:30am - Poudre River Trail (Hall)

**Friday, April 23**

**Saturday, April 24**

**Sunday, April 25**



# City Council Meeting Scheduling

Current as of 03/19/2021

This schedule is subject to change

Date	Description	Sponsor	Placement/Time
April 6, 2021 Council Meeting	National Youth Service Day	Andy McRoberts	Recognitions
	Resolution - Approval of Amended Water Service IGA between Greeley and Windsor	Sean Chambers	Consent
	Ordinance - Intro - Local Improvement District (LID); Large Sewer Trunk Main Extension into Poudre Bluffs	Sean Chambers	Consent
	COVID-19 Update	Roy Otto	Regular
	UNC Update with Dr. Feinstein	Roy Otto	Regular
	Ordinance - Final - First Additional Appropriation	John Karner	Regular
	Ordinance - Final - Municipal Code Recodification	Anissa Hollingshead	Regular
April 13, 2021 Worksession Meeting	COVID-19 Update	Roy Otto	0.25
	Downtown & Form-Based Code Approach	Brad Mueller	0.75
	Sustainability Commission Update	Raymond Lee	0.50
	Development Code - Chapter 2 - General Provisions and Procedures	Brad Mueller	0.50
April 20, 2021 Council Meeting	Resolution – Authorizing IGA with Larimer County and City of Fort Collins for Post Fire Watershed Mitigation	Sean Chambers	Regular
	Resolution - Termination of the Industrial Water Bank (Joint Resolution with W&S Board) - <i>Water1; Water2</i>	Sean Chambers	Consent
	Resolution - Amended Restated Windsor Water Service IGA	Sean Chambers	Consent
	Ordinance - Intro - 7001 28th Street Rezone	Brad Mueller	Consent
	Ordinance - Intro - GMC Updates to Household Occupancy Standards	Brad Mueller	Consent
	Ordinance - Intro - Local Improvement District (LIC); Ashcroft Draw Regional Lift Station	Sean Chambers	Consent
	COVID-19 Update	Roy Otto	Regular
	Ordinance – Intro – Local Improvement District (LIC); Large Sewer Trunk Main Extension into Poudre Bluffs	Sean Chambers	Regular
April 27, 2021 Worksession Meeting	Boards & Commissions Appointments	Anissa Hollingshead	Regular
	COVID-19 Update	Roy Otto	0.25
	Development Code - Chapters 7, 8, 9, and 10 - Access & Parking, Landscaping Standards, Signs, Supplemental Standards	Brad Mueller	0.50
	Keep Greeley Moving Presentation	Paul Fetherston	0.50
May 4, 2021 Council Meeting	Executive Session: City Manager Quarterly Check-in	Roy Otto	0.50
	Ordinance - Intro - Development Code - Chapters 1 - General Provisions and Procedures	Brad Mueller	Consent
	COVID-19 Update	Roy Otto	Regular
	Ordinance - Final - 7001 28th Street Rezone	Brad Mueller	Regular
	Ordinance - Final - Local Improvement District (LIC); Ashcroft Draw Regional Lift Station	Sean Chambers	Regular
	Ordinance – Final – Local Improvement District (LIC); Large Sewer Trunk Main Extension into Poudre Bluffs	Sean Chambers	Regular
May 11, 2021 Worksession Meeting	Ordinance - Final - GMC Updates to Household Occupancy Standards	Brad Mueller	Regular
	COVID-19 Update	Roy Otto	0.25
May 18, 2021 Council Meeting	Development Code Updates: Placemaking & Urban Design - Other Centers & Nodes	Brad Mueller	0.75
	COVID-19 Update	Roy Otto	Regular
	Ordinance - Final - Development Code - Chapters 1 - General Provisions and Procedures	Brad Mueller	Regular
May 25, 2021 Worksession Meeting	Boards & Commissions Appointments	Anissa Hollingshead	Regular
	COVID-19 Update	Roy Otto	0.25
	Transportation Master Plan	Joel Hemesath	0.75

## Greeley City Council

### Status Report of Council Initiatives

Initiative No.	Council Request	Council Meeting, Worksession, or Committee Meeting Date Requested	Status or Disposition (After completion, item is shown one time as completed and then removed.)	Assigned to:
04-2021	Council Member Butler requested that City staff research and bring back to Council options for establishing a new sustainability commission, as a commission devoted to the goal of long term sustainability in Greeley as well as promoting economic development and environmental health for future generations. He noted such a commission could address issues including recycling, sustainable job growth, development, and open spaces.	February 16, 2021 Council Meeting	Staff is currently researching best management practices and other cities sustainability commissions to make a recommendation to City Council. It is anticipated that an update will be provided to Council at the April 13, 2021 Worksession Meeting.	Raymond Lee
05-2021	Council Member Butler requested a report at an upcoming Worksession from area utility providers about the hard hit to service for many Greeley residents during this past snow storm. He stated that he's hoping to hear not only what happened to cause such widespread and lengthy outages, but the plan to prevent that in the future and what a timeline might look like for restoration.	March 16, 2021 Council Meeting	Staff is currently researching this topic and working to get it scheduled for an upcoming Worksession.	Raymond Lee

# Worksession Agenda Summary

March 23, 2021

**Title:**

Adjournment