

STUDY SESSION AGENDA

CITY COUNCIL CITY OF WHEAT RIDGE, COLORADO

7500 W. 29th Ave.
Wheat Ridge CO

March 19, 2018

6:30 p.m.

Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Sara Spaulding, Public Information Officer 303-235-2877 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.

Citizen Comment on Agenda Items

1. Staff Report(s)
2. Strategic Plan Update
3. Review of City Council Rules of Order and Procedure
4. Elected Officials' Report(s)

ADJOURNMENT

Memorandum

TO: Mayor and Council

FROM: Patrick Goff, City Manager

DATE: March 15, 2018

SUBJECT: Strategic Plan Update

The attached Strategic Plan reflects the latest update of the Citywide goals and strategies developed during last year's annual strategic planning process on March 4, 2017.

The report is updated periodically by staff members who have responsibility for the specific action items.

The updated Plan is presented to Council for clarification, prioritization, and further discussion.

2035 VISION TOPIC 1: Wheat Ridge is an attractive and inviting city						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Develop a visual art presence in the City						
Strategy 1.1: Define the best place for an art presence through a public engagement process and support the Cultural Committee in creating a master art plan	The Cultural Commission developed a Cultural Vision for the City. They received public input through 2015 citizen survey and attended Wheat Ridge City Council study session for additional input and are requesting adoption of the Cultural Vision by resolution at April 9 City Council meeting. Still to do: update site map (appendix to Public Art Management Plan) for possible public art projects locations.	Cultural Commission, Parks and Rec Dept.				
GOAL 2: Ensure that the City has attractive and inviting open space and parks						
Strategy 2.1: Renovate Prospect Park	Phase I construction in process – completion spring of 2018. Phase II Design and construction documents in process – Construction begins in summer of 2018. Phase III includes the renovation of the Berbert House and new restroom at north end of park – not currently funded or in process. GOCO grant awarded for Phase II - \$350,000	Parks and Rec Dept.				
Strategy 2.2: Renovate Anderson Park	Consultant contract awarded for design development and construction drawings. Contract award for preconstruction services are completed. Construction begins September 2018, completed by June 2019.	Parks and Rec Dept.				
GOAL 3: Underground utility lines in commercial corridors to improve streetscapes						
Strategy 3.1: Plan, assess, and prioritize options to underground utility lines	Staff has been working extensively with XCEL Energy and property owners to underground overhead utility lines at two locations: Youngfield Street and 38th Avenue (adjacent to the Applewood Shopping Center) and 38th Avenue between Kipling Street and approximately Lena Gulch. These projects are being pursued in conjunction with redevelopment activities at those two locations. Staff and property owners jointly have been successful in getting XCEL to move in a timely fashion on both projects, and undergrounding/utility work is expected to commence in the spring of 2018. The City intends to tap its 1% XCEL fund to assist in paying for this work. However, the actual cost is not yet known, pending the receiving of bids/estimates for the work from XCEL.	Public Works				
Strategy 3.2: Create a ballot question to expedite the undergrounding of utility lines	Additional discussion with City Council is required on this item.	City Manager				

GOAL 4: Expand proactive code enforcement						
Strategy 4.1: Update and create stricter and more proactive code enforcement	Staff would like further direction from city council on the areas of the nuisance enforcement code that need to be updated, as well as what city council means by the term stricter. The department has been proactive in three areas to address neighborhood issues: the administrative citation model, education and marketing and the TLC (Traffic, Life Quality and Crime) Program. The administrative citation process has greatly assisted in expediting nuisance code issues and resolving them. The TLC program is used by the Patrol Operations Division and Community Services Team to identify neighborhoods and commercial areas as project areas. It is very much a community policing model to address citizen concerns. The Community Services Team surveys the area in an effort to identify the specific problems or issues. A neighborhood meeting is held to provide information to the property owners on the problems/issues identified, as well as listen to feedback from the property owners on what they feel are challenges. Other city departments and Localworks participate in these meetings. We then enter into a response phase that includes extra-patrols related to the issues presented, bicycle patrols, and providing dumpsters for clean-up efforts. After this process is completed, we enter an enforcement phase, which can include abatement if all other options fail. Our efforts to date have been successful; however they are time intensive. The department utilizes print and social media, as well as the city website to promote education in the areas of nuisance code and animal control. The police department and community development are currently exploring options to address the issues in the I70 and Kipling corridor, which may include recommendations for new ordinances. Reviewing the current code and determining what needs to be updated will require a consultant to assist the department. The department has not begun the process to review the current code due to other significant projects in the Police Department.	Police				
Strategy 4.2: Establish a rental inspection program	Additional discussion with City Council is required on this item.	Community Development				
Items not associated with a specific goal						
Investigate and develop an incentive program for homeowner investment	Is this needed or differentiated from the existing local works loan program? What types of projects/home owners would be prioritized? Grant or loan?	Community Development				
Update the sign code	Limited updates are scheduled for City Council hearing first reading: April 9 second reading: April 23	Community Development				

2035 VISION TOPIC 2: Wheat Ridge is a community for families						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Improve the quality of Wheat Ridge's public schools						
Strategy 1.1: Increase enrollment in neighborhood schools; identify problems that are specific to those schools and research how other cities have addressed similar problems		Wheat Ridge Education Alliance				
GOAL 2: Provide options for seniors are to age in place						
Strategy 2.1: Conduct a needs assessment of current senior programs		Admin. Services				
Strategy 2.2: Develop a plan to initiate a senior crime prevention program	The police department provides crime prevention training to seniors when it is requested. Current staffing limits our ability to add a specific program without additional staffing. The department will be looking at federal grants in 2018, which may be able to address this specific objective in 2019 and beyond.	Police Dept.				
Strategy 2.3: Resolve the status of accessory dwelling units (ADUs)	ADU public meetings were held in Spring 2016 and discussed at City Council Study Session June/July 2016. Efforts are currently on hold pending NRS update and resident survey results. Research was done in 2016 and could be restarted in 2018 depending on how much additional outreach City Council desires.	Community Development				
GOAL 3: Support residents in taking an active role in community policing						
Strategy 3.1: Assist residents in setting up a neighborhood watch program	The police department promotes the Neighborhood Watch program at various community events. Currently, the police department has 23 neighborhood watch programs throughout the community, with several more working to earn the designation. The police department has proactively promoted the Dog Walker Watch program in 2017/2018, which has had a great response from community members.	Police Dept.				
Strategy 3.2: Further develop and expand community-wide crime prevention program	The police department has one officer assigned to crime prevention efforts and multiple programs related to crime prevention. To further develop and expand our efforts in this area will require additional staffing. The department is awaiting the announcement of the 2018 federal grants from the Department of Justice, to try to determine if there will be opportunity to augment additional staffing through federal grants to enhance community policing and crime prevention citywide. The current staffing situation in the department limits our ability to provide more robust services in this area.	Police Dept.				
GOAL 4: Create a baseline assessment for "live, work, and play" metrics						
Strategy 4.1:						

GOAL 5: Build a new library in Wheat Ridge						
Strategy 5.1: Identify funding source and potential location	The Mayor and City Manager met with the Jefferson Library District in January 2018. The District has initiated a facilities study to determine future needs. Initially the District has identified the need for two additional libraries and over 150,000 of additional square footage. The District recently increased its mill levy and therefore has more capacity to provide additional services. A City funding source or a new location in Wheat Ridge has not been identified at this time.	City Manager				

2035 VISION TOPIC 3: Wheat Ridge has great neighborhoods						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Set a clear policy to achieve diverse housing options						
Strategy 1.1: Resolve the status of Accessory Dwelling Units (ADUs)	ADU public meetings were held in Spring 2016 and discussed at City Council Study Session June/July 2016. Efforts are currently on hold pending NRS update and resident survey results. Research was done in 2016 and could be restarted in 2018 depending on how much additional outreach City Council desires.	Community Development				
Strategy 1.2: Update the Neighborhood Revitalization Strategy	Negotiating scope of service with consultant, will brief City Council on scope at the April 2, 2018 study session. Initiate contract and start work May/June 2018, estimated 9-12 month process.	City Manager, Community Development				
Strategy 1.3: Set policy on "shared housing" (e.g., AirBnB, VRBO)	Including question on this topic in resident survey. Staff research completed in 2017. Could initiate public outreach process in 3rd/4th quarter of 2018.	Community Development				
GOAL 2: Facilitate neighbor-to-neighbor relations						
Strategy 2.1: Identify historical neighborhoods						
Strategy 2.2: Identify neighborhood "captains" and provide support for them		Localworks				
Strategy 2.3: Market Localworks neighborhood programs	Ongoing - meet with Executive Director of Localworks monthly to discuss programming and areas where the the City and Localworks can work together.	City Manager, Community Development, Police Dept.				
Strategy 2.4: Create and support neighborhood internet Sharepoint programs	Based on IT workload in supporting regionalization efforts, can be prioritized for 2019. Need clarification as to how this service/system is intended to be used differently than NextDoor and other platforms.	Admin. Services				
GOAL 3: Create a Complete Streets Program and assessment						
Strategy 3.1: Adopt a complete streets policy	Staff would like feedback from Council on how high a priority this is, and how they might wish staff to proceed. The City informally includes complete streets practices, does Council wish to adopt a formal policy or include in the City Code, similar to what some other cities have done? The process in adopting such a measure could look differently, depending on how Council wishes to proceed.	Public Works				

2035 VISION TOPIC 4: Wheat Ridge has a choice of economically viable commercial areas						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Build out key development sites along I-70 corridor by 2025						
Strategy 1.1: Work with CDOT to prioritize I-70/Kipling improvements	CDOT is moving forward with completion of an environmental assessment (EA), anticipated for completion in late spring 2018. Upon completion of this document, CDOT intends to pursue funding to proceed with completing construction plans. At this time, there is no funding identified or a construction year or schedule established. Staff has been supportive of CDOT through this process, including working with CDOT and adjacent property owners to identify ROW and access issues and potential redevelopment opportunities.	City Manager, Public Works				
Strategy 1.2: Develop an I-70/Kipling Corridor Strategy to address crime, aesthetics, redevelopment opportunities	Met with strategy consultant in February and March 2018. Kipling is budgeted for a corridor plan in 2018 but a complete corridor plan, including robust public input, may be delayed to allow staff to work on the NRS update.	City Manager, Police Dept., Community Development				
Strategy 1.4: Market sites to the development community	Ongoing - an Economic Development newsletter is distributed to the development community monthly which include development opportunities in Wheat Ridge. Staff created a marketing flyer and are working on a marketing video for the WR - Ward Station area.	City Manager				
GOAL 2: Provide support to existing commercial areas						
Strategy 2.1: Finalize design of 38th Ave streetscape		City Council				
Strategy 2.2: Provide funding for business area marketing and organized support		City Manager				
Strategy 2.3: Incentivize priority business clusters		City Manager				
Strategy 2.4: Maintain and expand commercial grant/loan program		City Council, Localworks				

GOAL 3: Proactively identify emerging redevelopment areas						
Strategy 3.1: Create a plan identifying mid- and long-term redevelopment sites	2018 priority for Economic Development Manger	City Manager, Community Development				
Strategy 3.2: Inititate proactive rezoning	Few areas where we can or need to do this.	Community Development				
GOAL 4: Become a leader in technological infrastructure						
Strategy 4.1:						
Items not associated with a specific goal						
Assess internet sales tax leakage	The City hired a new Accounting Manager in March 2018. This item will be prioritized by late 2018 or 2019.	Admin Services				
Educate the community on urban renewal, tax increment financing and enhanced sales tax incentive program	In August 2017, Renewal Wheat Ridge entered into a service agreement with The 27th Letter to provide marketing and public relations services for Renewal Wheat Ridge.	City Manager, Renewal Wheat Ridge				

2035 VISION TOPIC 5: Wheat Ridge has diverse transportation						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Improve and identify areas of need for public transportation						
Strategy 1.1: Work on connections between public transportation and development	Connections and and/or improved access to public transportation is considered and pursued as much as possible on all developments. This includes major redevelopment areas, (such as Clear Creek Crossing, Ward Road TOD area, and Wadsworth Blvd Reconstruction) as well as smaller scale projects where improved pedestrian access to bus stops for example, may be desired. RTD is engaged and included as appropriate and as much as possible on development projects, particularly for larger scale developments such as Clear Creek Crossing and Ward Road TOD where significant opportunities arise, such as improved access to commuter rail, identifying bus circulator/connection opportunities, and improved bike/ped access to public transit opportunities. In addition, staff closely follows RTD bus route service and schedules, particularly where there may be proposed changes to existing routes, times, and services. The maintaining of existing service levels on specific routes through the City has always been identified as a high priority.	Public Works				
Strategy 1.2: Support rideshare programs like Uber and Lyft	Staff needs clarification on what support would look like and what City Council is looking for.	Admin Services				
Strategy 1.3: Investigate feasibility of a bike-share program	Staff would like further direction from Council as to how high a priority this may or may not be. Staff has engaged in informal conversations with vendors who provide bike/share services, but no specific plan or cost for implementing a plan has been identified at this time.	Public Works				
GOAL 2: Implement top three priorities of bike/pedestrian plan						
Strategy 2.1: Finalize the bike/pedestrian master plan and the ADA plan	Both plans were finalized and approved by City Council in 2017	Public Works				
Strategy 2.2: Improve pedestrian mobility on 29th Ave	Sidewalks/pedestrian mobility on 29th are being addressed segment by segment as opportunities arise and funding is available. Staff is finalizing plans for the reconstruction of 29th Avenue west of Fenton Street, which includes sidewalks. Per Edgewater’s request, the project has been extended to Kendall Street, and will include sidewalks. Construction is expected to commence August, 2018.	Public Works				
Strategy 2.3: Determine feasibility of building sidewalks from 32nd to 35th on Wadsworth	Staff has completed conceptual plans and an estimate for the construction of a multi-use trail (similar to recently constructed along Kipling), along Wadsworth from 32nd Avenue to 35th Avenue. Estimated cost at this time: \$1M. Funding will need to be identified before moving forward any further.	Public Works				

GOAL 3: Increase connectivity to surrounding communities and local gathering centers (ten new locations)						
Strategy 3.1: Coordinate with other communities on connectivity options between communities	Entered into an MOU with Arvada and Jeffco regarding roads at WR Ward station area in 2 nd Quarter of 2018. Staff consistently engages with our neighbors (Lakewood, Arvada, Jefferson County, and Denver) on a regular basis, as well as other agencies and advocacy groups such as Bike JeffCo, CDOT, RTD, and ATAT. All of these stakeholders were involved with visioning and planning in the Ward Road – TOD area, where staff are presently engaged with Arvada and Jefferson County to address transportation and traffic issues and opportunities in the station area. Staff also reviews and looks at connectivity options internal to Wheat Ridge when opportunities arise, such as private redevelopments, improvements to trails, and leveraging of bike/ped opportunities with other projects as they arise.	Public Works				
GOAL 4: Maintain the level of existing RTD routes						
Strategy 4.1: Maintain the level of existing RTD routes	Staff closely follows RTD bus route service and schedules, particularly where there may be proposed changes to existing routes, times, and services. The maintaining of existing service levels on specific routes through the City have always been identified as a high priority.	Public Works				
GOAL 5: Increase multi modal access to G Line stations						
Strategy 5.1: Identify and prioritize connectivity options to the G Line	Staff consistently engages with our neighbors (Lakewood, Arvada, Jefferson County, and Denver) on a regular basis, as well as other agencies and advocacy groups such as Bike JeffCo, CDOT, RTD, and ATAT. For example, all of these stakeholders were engaged during the Bike/Ped Master Plan update, and also with visioning and planning in the Ward Road – TOD area, where staff are presently engaged with Arvada and Jefferson County to address transportation and traffic issues and opportunities in the station area. Staff also reviews and looks at connectivity options internal to Wheat Ridge when opportunities arise, such as private redevelopments, improvements to trails, and leveraging of bike/ped opportunities with other projects as they arise.	Public Works				
Strategy 5.2: Implement a circulator bus service between the G Line, commercial centers and the Seniors' Resource Center	In summer and fall of 2018 coordinating with RTD to re-locate a bus transfer station within the Clear Creek Crossing Project. Staff consistently engages with our neighbors (Lakewood, Arvada, Jefferson County, and Denver), as well as other agencies and advocacy groups such as Bike JeffCo, CDOT, RTD, and ATAT. Staff also reviews and looks at connectivity options internal to Wheat Ridge when opportunities arise, such as private redevelopments, improvements to trails, and leveraging of bike/ped opportunities with other projects as they arise.	Public Works				
Items not associated with a specific goal						
Maintain bike lanes		Public Works				
Support transportation maintenance companies		City Manager				
Discuss how to finance the Drainage, Infrastructure, Roads, and Trails (DIRT) Task Force		City Manager				

2035 VISION TOPIC 6: Wheat Ridge is committed to environmental stewardship						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Create an Environmental Sustainability Committee to set priorities for the City for the next five years						
Strategy 1.1: Develop mission and goals for Committee	Completed in 2017	Admin Services				
Strategy 1.2: Create Committee membership application and advertise for Committee	Completed in 2017	Admin Services				
Strategy 1.3: Select and appoint Committee	Completed in 2017. Committee will provide final report with recommendations to City Council in June 2018	Mayor and City Council				

2035 VISION TOPIC 7: Wheat Ridge residents are proud of their hometown						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Create a public survey that captures the quality of resident life, specifically in terms of the "live, work, play" metrics						
Strategy 1.1: Conduct Resident survey	City Council approved final formal on biannual survey on February 26, 2018. Survey results will be presented to City Council in June 2018.	Admin Services				
GOAL 2: Create five additional opportunities for meaningful citizen engagement						
Strategy 2.1:						
GOAL 3: Increase public participation by 20% in all city-wide meetings						
Strategy 3.1: Create a City 101 course for residents	Plans are underway for a City 101 course in Fall 2018. Researching best format and best options.	Admin Services				
Strategy 3.2: Assess current levels of public participation and the needs of residents		Admin Services				
Items not associated with a specific goal						
Identify choice destination metrics to inform future work plans		City Manager				
Create a charter commission to update the City Charter to increase pride in Wheat Ridge's government		City Council				
Create a recognition campaign for hometown pride	Planning for 50th Anniversary Celebration in 2019 is underway. Staff will be bringing ideas and funding requests to Council during the 2019 budget process.	Admin Services				
Fund a loan program through the Housing Authority	WRHA staff have no direct experience administering a loan program. Localworks already administers a loan program.	Community Development				

2035 VISION TOPIC 8: Wheat Ridge residents enjoy an active, healthy lifestyle						
	Current Status	Responsible parties	Timeframe			
			Need Clarification	2018	2019	2020
GOAL 1: Increase young family participation by ____% in City-sponsored recreation programs						
Strategy 1.1: Identify a percentage target for young family participation increase	Currently gathering data on participation, need clarification on what constitutes a young family and how they participate – together or individually, increased youth participation in programs in 2015-2016 by 27%	Parks and Rec Dept.				
GOAL 2: Develop an active relationship with Lutheran Medical Center (LMC) and plan and implement three programs that promote an active, healthy lifestyle						
Strategy 2.1: Complete an assessment of all City programs promoting the vision and identify opportunities for partnerships with LMC	Staff is participating on the Heros of Hope Board to help plan the Heros of Hope Event. Lutheran has joined the HEAL committee and the City worked with the committee on Heart Healthy week. A second event is being planned for this summer. Have reached out to Lutheran with varying degrees of success over the past few years in their participation in proposed programs.	Parks and Rec Dept., Admin Services				
GOAL 3: Create metrics and evaluation programs for defining an active, healthy lifestyle						
Strategy 3.1:	Needs more clarification, very broad, consultant required, no internal capacity or expertise	Parks and Rec Dept.				
Strategy 3.2: Conduct a gap analysis regarding City programs/partnerships and resident needs for mental, physical, and emotional resources	Narrow scope, define goals. Need to fund and conduct a needs analysis by consultant group.	Parks and Rec.				
Strategy 3.3: Identify Council's role in potential oversteps in the City's role in promoting active, healthy lifestyles	Is this needed or differentiated from the existing localworks loan program? What types of projects/home owners would be prioritized? Grant or loan?	City Council				
Items not associated with a specific goal						
Update plans and investigate funding for a ballot initiative expanding the recreation center	Requires funding for consultant services – staff capacity late 2018 or early 2019	Parks and Rec., City Manger				

Memorandum

TO: Mayor and City Council

FROM: Patrick Goff, City Manager

DATE: March 15, 2018

SUBJECT: Review of Council Rules of Order and Procedure

ISSUE:

The Charter of the City of Wheat Ridge provides that the Council may determine its own rules of procedure for meetings. Section C of Suspension and Amendment of these Rules states “These Rules shall be reviewed by the Council within three (3) months of a Regular Council Election.”

PRIOR ACTION:

Council Rules of Order and Procedure were last amended in 2016. At the June 27, 2016 Study Session, numerous sections of the Rules were discussed and recommended for change. The City Attorney incorporated all of the recommended changes and reorganized the numbering. The City Council approved the Council Rules of Order and Procedure as amended on July 11, 2016.

RECOMMENDATION:

Council should review the Rules and Procedure and propose any recommended changes. If there are proposed changes, they will be placed on the next Council agenda for consideration.

ATTACHMENTS:

1. Rules of Order and Procedure, July 11, 2016



RULES OF ORDER AND PROCEDURE

CITY COUNCIL

WHEAT RIDGE, COLORADO

Adopted: April 28, 2014

Revised: July 11, 2016

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RULES OF ORDER AND PROCEDURE FOR THE CITY COUNCIL OF THE CITY OF WHEAT RIDGE, COLORADO

I. AUTHORITY:

Sections 4.7 and 5.1 of the Home Rule Charter of the City of Wheat Ridge authorize the City Council to determine its own rules of order and procedure for meetings. The following Rules shall be in effect upon their adoption by the Council until such time as they are amended or new Rules adopted in the manner provided by these Rules.

II. CITIZEN'S RIGHTS

A. CITIZENS' RIGHTS:

1. Citizens' Comments (non-Agenda Items at a Regular or Special Meeting: one per meeting for a maximum of three (3) minutes. A person may speak only once per meeting for a maximum of three (3) minutes.
2. Citizens' Comments (Agenda Items at a Regular or Special Study Session): once per person per meeting for a maximum of three (3) minutes.
3. The City Clerk shall be the timekeeper for Citizens' Comments.
4. Persons desiring to speak on an Agenda Item are requested to sign the appropriate roster in Council Chambers. Speakers shall confine their remarks to the relative item. There shall be no time limit applied to Citizens' Comments on any scheduled Agenda Item unless deemed appropriate by the Chair.
5. There shall be no restriction on the number of citizens who wish to speak.
6. The content of any speaker's comments cannot be censored.
7. Persons in attendance shall be allowed to donate time to other speakers to a maximum of nine (9) minutes, including the three (3) minutes the original speaker has.

8. The Chair will entertain no written comments from the public unless a member of the public representing the author is present to read them into the record. A Council Member or the City Clerk may read written comments into the record with the approval of the majority of the Council present.
9. Council has the choice whether or not to respond to citizens after the closure of the Citizen Comment portion of the meeting.
10. All written communications to Council must be signed. If not signed, the written communications may not be accepted.

III. CHAIR, MAYOR PRO TEM, CITY CLERK, CITY ATTORNEY, PARLIAMENTARIAN AND THEIR DUTIES AT MEETINGS

A. CHAIR:

1. The Mayor shall preside over the meetings of the Council.
2. In the absence of the Mayor, the Mayor Pro Tem shall preside.
3. The Chair shall preserve order and decorum, prevent personal attacks or the impugning of members motives, confine members in debate to questions under discussion, be responsible for conducting meetings in an orderly manner, assure that the minority opinion may be expressed and that the majority be allowed to rule.

B. MAYOR PRO TEM:

1. At the first or second Regular meeting in November of each year, the Council shall nominate, by secret paper ballot, and elect by motion upon a majority vote, a Mayor Pro Tem who shall serve until their successor is elected. The procedure shall be as follows:
 - The presiding officer will announce that the floor is open for nominations for the position of Mayor Pro Tem.
 - Nominations will be taken from City Council members by voice. No second is needed.
 - Each nominee will have the opportunity to address the Council.
 - Each Council member will mark the paper ballot with the name of the nominee they wish to vote for and fold the paper in half to ensure secrecy.

- The City Clerk will collect the ballots, tally the results, and return the written name of the majority vote receiver to the presiding officer, who will announce the highest vote getter.
 - In the event of a tie, the Mayor will cast a paper ballot, to be delivered to the City Clerk for inclusion into the election tally.
 - A motion and second is then in order to elect, the highest vote getter to the position of Mayor Pro Tem. The Council is encouraged to confirm the nomination unanimously; however, Council Members are not required to vote for this person. If the motion is not carried, additional motions are in order until a Mayor Pro Tem is elected by a majority of Council.
2. If presiding, the Mayor Pro Tem shall have the voting privileges of a regular Council Member.
 3. The Mayor Pro Tem's duties shall include reviewing and setting the Agenda prior to Council Meetings and adding emergency items for discussion if necessary. The Mayor Pro Tem shall have the authority to remove any item from the Agenda of any Regular Meeting or Study Session with the exception of: (a) an item placed on the Agenda by two (2) Council Members prior to the meeting pursuant to Rule V.D.1; or (b) an item added by the Council by majority vote during any meeting pursuant to Rule V.C.6.
 4. The Mayor Pro Tem shall arrange for and coordinate the orientation of all newly elected officials within two (2) months after the election.

C. CITY CLERK:

The City Clerk, or designated representative, shall attend all meetings of Council and shall keep the official minutes.

D. CITY ATTORNEY:

The City Attorney, or acting City Attorney, shall attend all meetings of the Council unless excused by the City Council and shall, upon request, give an opinion, either written or oral, on the question of law.

E. PARLIAMENTARIAN AND RULES OF ORDER:

1. The Mayor Pro Tem shall also function as the Council Parliamentarian, and may call upon the City Attorney for a recommendation on procedure, if desired.
2. The Parliamentarian shall advise the Chair and members of Council on parliamentary rules.

3. The current edition of Robert's Rules of Order, newly revised, shall advise the Parliamentarian regarding questions of order and procedure in all cases to which they are applicable and in which they are not inconsistent with these Rules, the Wheat Ridge Home Rule Charter, the Wheat Ridge Code of Laws or other laws governing the City.
4. In cases where the current edition of Robert's Rules of Order, newly revised, are inconsistent with the Rules of Procedure, the Rules of Procedure control.
5. The Mayor (or the Mayor Pro Tem, if presiding), shall be the final authority on all points of order or procedure, subject to override upon a three-fourths (3/4) majority vote of the entire Council.

IV. COUNCIL MEETINGS AND MEETING PROCEDURES

A. TYPES OF MEETINGS:

1. The Council meets in the Municipal Building for Regular, Adjourned, and Special Meetings and Regular and Special Study Sessions.
2. Regular Meetings are held the second (2nd) and fourth (4th) Monday of each month at 7:00 PM unless otherwise provided by amendment of these Rules.
3. Study Sessions are held the first (1st) and third (3rd) Monday of each month at 6:30 PM, unless otherwise provided by the Mayor Pro Tem.

B. STUDY SESSIONS:

1. Study Sessions shall be for the purpose of discussion of concepts and ideas. No formal business shall be conducted. Consensus votes during all Study Sessions are non-binding, with exception of consensus votes to schedule or decline to schedule a matter for consideration at a Regular or Special Meeting, which may, however, be reconsidered after six (6) months as permitted by Rule V.D.3. Unless an issue is disposed of at a Regular, Adjourned, or Special Meeting, it may be amended or reconsidered in that or any future Study Session.
2. Public Comment will be allowed at the beginning of a Study Session for only those items on the agenda and each speaker is limited to a maximum of three (3) minutes. When a Study Session is added to a Regular or Special Meeting, Public Comment on Study Session Agenda Items shall be taken at the beginning of the meeting.

C. ADJOURNED MEETINGS:

Any Meeting of the Council may be adjourned to a later date and time, provided that no adjournment shall be for a period longer than the next Regular Meeting.

D. EXECUTIVE SESSIONS:

1. The Council may meet in Executive Session on a vote of a majority of City Council in a Regular or Special Meeting (Charter – Section 5.7).
2. No notes may be taken during an Executive Session except by the City Clerk and/or City Attorney.
3. If at any time during the session, a Council Member feels that a matter is being discussed other than that stated, that member should so state and may request that the session be terminated. Upon consensus vote of Council Members present, the session shall be terminated.

E. MEETING NOTICES AND REQUIREMENTS:

1. All Meetings, whether formal or informal (other than those between only two (2) Council Members and/or the Mayor) shall be open to members of the public and the press except as provided in this Rule.
2. Meetings involving no more than two (2) Council Members, whether in person or by telephone, and whether or not the Mayor also attends, shall not be subject to any of the requirements of this Rule.
3. Meetings of any three (3) or four (4) Council Members must be open to the public, but no notice is required.
 - a. 4. All meetings of five (5) or more Council Members must be preceded by public notice of the meeting posted at least 72 hours prior to the meeting, with the exception of Special Meetings and emergency Special Meetings, on the City website and the locations designated by resolution of the Council, listing the topic of the meeting, its location, time, and date. Copies of the notice shall be given to all City Council Members and the City Clerk at least 72 hours before the meeting.
 - b. The City Clerk is responsible for the posting of the meeting pursuant to the Charter and Code.
 - c. There is no responsibility to post notices of meetings of other bodies and groups, whether or not members of the Council are expected to attend.

- F. 5. Public meetings arranged by the City for the citizens, such as open houses and public input meetings, are not meetings of the City Council.
ATTENDANCE AT MEETINGS OF OTHER ORGANIZATIONS AND SOCIAL GATHERINGS:

1. The purpose for this rule is to permit the City to be represented by its elected officials at meetings of other groups or organizations, including without limitation, intergovernmental organizations, neighborhood organizations, business and service organizations, and other organizations or groups with which the City has a relationship.
2. Any member of Council and the Mayor may attend meetings of other groups without prior notice, provided however, that any such meeting, if attended by three (3) or more members of the Council, is open to the public, pursuant to Section 24-6-401, et seq., C.R.S.
3. Social gatherings, at which the discussion of public business is not the central purpose, shall not be subject to any of the requirements of Rule IV.E.

G. ABSENCES:

In the event that a Council Member expects to be absent from a Regular, Special or Adjourned Meeting or Study Session, the Member shall notify the City Clerk, and the City Clerk will duly notify the City Council at the beginning of the meeting.

H. RIGHT OF THE FLOOR:

1. The presiding officer must first recognize each Council Member requesting to speak unless limited by a motion to limit debate or for calling the question. (applicable also to Study Sessions)
2. Speakers shall confine themselves to the question under discussion. All discussion must be germane to the Agenda Item. (applicable also to Study Sessions)
3. Members of Council shall avoid personal attacks and refrain from impugning the motives of any member's argument or vote. (applicable also to Study Sessions)
4. Once a vote, or in the case of a Study Session a Consensus, has been taken, there shall be no further discussion on that motion or Agenda Item unless a motion to reconsider is adopted.

I. ELECTED OFFICIALS' MATTERS:

This is the time elected officials and staff may make comments on any subject. Time limit per elected official and staff will be five (5) minutes.

V. ORDER OF BUSINESS AND THE AGENDA

- A. SCOPE OF RULE: This Rule V shall apply only to Regular, Special and Adjourned Meetings, and not to Study Sessions, unless specifically noted.
- B. ORDER OF BUSINESS:

The general rule as to the Order of Business in Regular Meetings is stated thus:

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- ROLL CALL
- APPROVAL OF MINUTES
- PROCLAMATIONS AND CEREMONIES
- CITIZENS RIGHT TO SPEAK: NON-AGENDA ITEMS (REGULAR OR SPECIAL MEETING)
- CITIZENS' RIGHT TO SPEAK: CITIZENS' RIGHT TO SPEAK: AGENDA ITEMS (REGULAR OR SPECIAL STUDY SESSION)
-
- APPROVAL OF AGENDA
- CONSENT AGENDA
- PUBLIC HEARINGS, ORDINANCES ON SECOND READING, FINAL SITE PLANS
- ORDINANCES ON FIRST READING
- DECISIONS, RESOLUTIONS AND MOTIONS
- CITY MANAGER'S MATTERS
- CITY ATTORNEY'S MATTERS
- ELECTED OFFICIALS' MATTERS
- EXECUTIVE SESSION (AS NEEDED)
- ADJOURNMENT

C. AGENDA: PREPARATION AND INITIATION OF AGENDA ITEMS

1. The order of business of each meeting shall be as contained in the Agenda prepared by the Mayor Pro Tem.
2. By majority vote of the City Council during any City Council meeting, including any Study Session, the order of business for that meeting may be changed. The City Manager and City Attorney may propose to add items to the Agenda of such meetings under "Approval of Agenda," subject to approval by a majority of the Council.
3. Agenda shall be listed by topic of subjects to be considered by the Council and shall be distributed by 5:00 PM on the Thursday prior to the Monday of the Regular Meeting. In the event of a holiday, the

material shall be distributed not later than noon on the Friday prior to the Monday meeting.

4. The City Clerk's Office shall be notified of the sequence of the Agenda Items by noon on the Wednesday preceding the Monday on which Council meets. All backup material and documents shall be filed with the Clerk's office by 5:00 PM on that day in order to be included in the Council packet.
5. A majority of Council Members present is required to direct the City Attorney or staff to draft an ordinance to be included on the agenda.
6. A majority vote of City Council Members present may add, change the order of, or delete an item from the agenda, under "Approval of Agenda." In Regular Meetings, this must be done before Public Hearings and Second Readings.
7. The first option of introducing Agenda Items shall go to a representative of the Council District to which the Agenda Item pertains or to the Council Member who initiated the item. Council Agenda Items not specific to a Council District may be introduced by any member requesting such privilege from the Chair in advance of the meeting or requesting to introduce the item at the meeting.
8. Fiscal Notes. The City Manager may prepare a brief explanatory note that shall include a reliable estimate of the anticipated change in the expenditures or revenues to the City and whether such expenditures or revenues shall be recurring in nature during future budgets years. This shall include any principal and interest payments required to finance expenditures.
9. Council cannot approve an appropriation under City Manager's Matters, City Attorney's Matters, or Elected Officials' Matters.

D. INITIATING AND ADDING AGENDA ITEMS:

1. Council Members or the Mayor may each originate an Agenda Item with the approval of one other Council Member. Each Council Member and the Mayor shall be allowed to originate only two (2) items per month to be added to the Agenda of a Regular Meeting or a Study Session, subject to the scheduling authority of the Mayor Pro Tem under Rule III.B.3. It is the intent of this Rule that no more than two (2) agenda items may be initiated by the Mayor or any Council Member during any single month.
2. It is the responsibility of the originating Council Member to provide backup material for the Council packet as to the subject or arrange for that backup material to be prepared. No item may be included in the Agenda without proper backup.

3. Other than by reconsideration pursuant to Rule VI, once an item has been decided by a formal Council vote at any Regular, Special or Adjourned Meeting [or by a binding consensus vote at any Study Session under Rule IV.B.1] it is not eligible to be added to a future agenda for six (6) months.
4. Motions made by Council Members which are not in the Council packet should be submitted to the City Clerk and Mayor in writing during the Council Meeting so they may be repeated and included in the minutes.
5. During a Regular Meeting, under the Elected Official's, City Manager's or City Attorney's matters portion of the agenda, or at a Study Session, a Council Member, the City Manager, or the City Attorney may request that a motion be made to add an item to a future Agenda for consideration, subject to approval by the Council by a majority vote (for addition to a Regular Meeting Agenda) or a consensus vote (for additions to a Study Session Agenda).
6. The City Manager may add administrative and operational items to the agenda during "Approval of Agenda."

E. PUBLIC HEARINGS:

All speakers are requested to sign up on the appropriate roster, indicating whether they intend to speak to a particular Agenda Item. The Council shall not entertain a motion for the final disposition of the matter until the City staff and applicant have made their presentations, if any, and the public hearing has been closed, provided that motions regarding the conduct, scheduling or continuation of the public hearing, it shall be proper at any time.

F. ORDINANCES ON FIRST READING:

It is the goal and desire of City Council to allow all interested parties to provide input during the Public Hearing/Second Reading on all proposed ordinances. A full, complete, and open discussion of all proposed ordinances is encouraged during the Public Hearing/Second Reading.

Therefore, public comment and staff presentations will occur only during the Public Hearing/Second Reading. First Reading will be for the purposes of setting proposed ordinances for publication, and establishing a date for the Public Hearing/Second Reading. Amendments to a proposed ordinance can be made during a First Reading, following the guidelines for offering amendments in these Rules.

G. TIME OF ADJOURNMENT:

At 11:00 PM, the City Council shall complete action on the Agenda Item then under discussion and shall adjourn the meeting. Prior to such adjournment, the Council may take any of the following actions:

1. Acting by three-fourths ($\frac{3}{4}$) majority vote of the Council Members present, complete all or portions of the remaining Agenda.
2. Acting by a majority vote, schedule any unfinished items for a future Regular or Special Council Meeting.
3. Acting by majority vote, continue the meeting to a later date and time certain.

VI. RECONSIDERATION

1. A motion to reconsider can be made only by a Council Member originally voting with the prevailing side.
2. Such motions shall be made only at that or the next scheduled Regular Meeting. A continued or rescheduled meeting shall be considered a next scheduled Regular Meeting for the purpose of Reconsideration. If not reconsidered at that time, the issue cannot be placed on any agenda for six (6) months.
3. A motion to reconsider shall require an affirmative vote of a majority of the entire Council.
4. A Council Member who has been absent from the meeting at which the item was discussed may vote on the substantive matter following a successful motion to reconsider provided the Council Member affirms on the record that he or she has listened to the recording of that Agenda Item.

VII. SUSPENSION AND AMENDMENT OF THESE RULES

A. SUSPENSION:

Any provision of these Rules not governed by the Home Rule Charter or Code of Laws may be temporarily suspended by a three-fourths ($\frac{3}{4}$) majority vote of Council Members present.

B. AMENDMENT:

These Rules may be amended, or new Rules adopted by a majority vote of Council Members at a Regular or Special Meeting, provided that the proposed amendments or new Rules shall have been submitted in writing to Council at a preceding meeting or a Study Session. Any Council Member, or the Mayor, may initiate an amendment of these Rules in the manner provided for initiation of Agenda Items by Rule V.D.

C. REVIEW:

These Rules shall be reviewed by the Council within three (3) months of a Regular Council Election.