



# **City Council Policy Manual**

Established September 20, 2006  
Updated through August 3, 2011

# Introduction

## Background

The City Council of the City of Alamosa is charged with the responsibility of establishing municipal policies to guide the various function of the City and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the City Council usually are adopted by ordinance and included in the Municipal code. However, other policies also are established which by their nature do not require adoption by ordinance. These policy statements adopted by resolution of the City Council need to be consolidated in a reference document for easy access.

## Purpose of Council Policy Manual

It is the purpose of this policy to:

1. Clearly state and compile policies of the City Council not covered by ordinance;
2. Provide for the distribution of these policies to all concerned; and
3. Establish procedures for the preparation, distribution, and maintenance of Council policies and a "Council Policy Manual."

# Table of Contents

Chapter 100 General Policy Manual Procedures .....	4
Section 101 Council Policy Manual .....	4
Chapter 200 Administration, Personnel, Council, and Government .....	7
Section 201 Order and Structure of Council Meeting Agendas .....	7
Section 202 ICMA Alternative Retirement Plan for Eligible Employees .....	12
Section 203 Minute-Taking Standards for Boards and Commissions .....	13
Section 204 Compensation Adjustments for Council-appointed employees .....	15
Section 203.1 Appointment and Removal of Advisory Board Members .....	16
Section 205 Shift Differential Policy for the Alamosa Police Department .....	18
Section 205.1 FTO Pay Policy for the Alamosa Police Department .....	19
Section 206 Conflicts of Interest .....	20
Section 207 City Travel Reimbursement .....	23
Section 208 Timing of Compensation for City Council Members .....	27
Section 209 Retirement Gifts Policy .....	28
Chapter 300 Finance, Revenue, Taxes .....	29
Section 301 Public Funding Guidelines .....	29
Section 302 Administrative Budget Appropriation Transfer .....	32
Section 303 Guidelines and Procedures for City Façade Improvement Grant Program .....	34
Section 304 Rolling Stock Capital Improvements Fund .....	38
Section 305 Long-Range Financial Planning .....	39
Chapter 400 Public Peace, Morals, and Welfare and Law Enforcement .....	41
Chapter 500 Vehicles and Traffic .....	42
Chapter 600 Parks and Recreation and Open Space .....	43
Section 601. Naming of City Owned Facilities Including Parks and Open Space Areas ...	43
Chapter 700 Streets and Sidewalks .....	46
Chapter 800 Utilities .....	47
Chapter 900 Zoning, Planning, and Annexations .....	48
Section 901. Interaction with Planning Commission .....	48
Chapter 1000 Property, Land, and Rights of Way .....	49
Chapter 1100 Economic Development, Tourism .....	50
Section 1101. Economic Development Policy and Committee .....	50

# **Chapter 100 General Policy Manual Procedures**

## ***Section 101 Council Policy Manual***

**Authority:** Established by Resolution No. 14, 2006 adopted September 20, 2006.

1. There is hereby established a “Council Policy Manual” which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in this “Council Policy Manual” which shall contain all City policy statements adopted by resolution of the City Council.
3. All policy statements of the City Council shall be prepared in writing and approved by resolution. Once approved, statements of policy will be reproduced, distributed, and included in the “Council Policy Manual” accompanied by the resolution number and date of the adoption.
4. Each policy statement shall include: a) a brief background description of the problem, b) the purpose of the policy, c) the policy statements, d) other criteria or procedural sections as required, and e) cross-reference notations as to appropriate provisions in State Law, the Municipal Code, any Administrative Regulations, etc. Each policy statement shall be placed on attached form labeled Exhibit “A”.
5. The City Clerk shall be responsible for the preparation, continuing maintenance, and distribution of the “Council Policy Manual,” and additions or deletions thereto.
6. Copies of the “Council Policy Manual” shall be distributed to each department head and to the City Manager and to such of their representatives as they may direct.
7. Copies of the Council Policy Manual shall be available to the general public at a cost established by the City Clerk.
8. The City Manager shall assign each policy to a responsible department, and it shall be the responsibility of departments so designated to: 1) periodically review their assigned policies, 2) offer appropriated revisions as necessary, and 3) enter upon any subsequent revisions the cross- reference notations mentioned in item 4 above.

### **PROCEDURE**

1. The City Council or any standing committee or member thereof, the City Manager, department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council.
2. The City Clerk shall be responsible for the assignment of tentative and final policy numbers and titles to a proposed policy draft, for these proposes, the City Clerk shall be consulted prior to the preparation by the originating department

3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of any rules of the Council. Such drafts may be referred to the appropriate Council Committee for discussion, analysis, and preliminary action. Policies shall generally be listed in the table of contents in the following categories.

100	General Policy Manual Procedures
200	Administration, Personnel, Commissioners, and Government
300	Finance, Revenue, Taxes
400	Public Peace, Morals, and Welfare and Law Enforcement
500	Vehicles and Traffic
600	Parks and Recreation and Open Space
700	Streets and Sidewalks
800	Utilities
900	Zoning, Planning, and Annexations
1000	Property, Land and Rights of Way
1100	Economic Development, Tourism

The Personnel Director shall maintain in a separate manual, "City of Alamosa Personnel Policies." A copy of the "Personnel Policies Manual" shall be maintained in each department.

4. Upon approval by the appropriate Council committees or City Council, the draft policy and resolution shall be presented to the City Council for adoption. If the City Council approves or amends a policy by adoption of a resolution, the City Clerk shall include it in the Council Policy Manual. The adopting resolution shall state if the policy is to be included in the Council Policy Manual.
5. After official adoption by the City Council, the City Clerk shall be responsible for duplication of the statement of policy and distribution.
6. As required, the City Clerk shall update the Table of Contents and Cross Reference in the "Council Policy Manual." The Documents in the "Personnel Policies Manual" shall not be duplicated in the Council Policy Manual.
7. Each policy statement shall show its history, including date of adoption and any amendments. Amendments to existing policies may be initiated by either Council or the City Manager; however, all amendments must be approved by a Council resolution.

# City of Alamosa Council Policy

Policy number	Subject (short title)	Resolution Number	Effective Date	Page
				1 of 1

**Background**

**Purpose of Policy**

**Policy**

**Procedure (as needed)**

**Exhibit A**

# Chapter 200 Administration, Personnel, Council, and Government

## ***Section 201 Order and Structure of Council Meeting Agendas***

**Authority:** Established by Resolution No. 16, 2006 adopted October 18, 2006; amended by Resolution No. 10, 2008 adopted March 19, 2008; amended by Resolution No. 8, 2009 adopted March 18, 2009; amended by Resolution No. 37, 2009 adopted December 16, 2009.

**Background:** Council continually strives to offer a forum that allows citizen input on appropriate issues, while maintaining an effective and efficient meeting structure. Several years ago, Council recognized that having the sole “Audience Participation” opportunity at the end of the meeting was not the friendliest way to encourage citizens to communicate with Council. The “Scheduled Public Comments” section that now appears at the beginning of the Regular Business (in addition to the Audience Participation at the end) has accomplished a lot by way of moving citizen speakers to an earlier segment of the meeting, and by having their comments summarized in advance. The City is now at a point where it believes this system could be further improved. In December 2009, Council added a segment that allowed more timely response to citizen comments.

In 2008, Council desired a mechanism for individual Councilors to bring forward issues they desire to place on future agendas. Resolution No. 10, 2008 added this agenda item, as well as an item for Staff Announcements; broadened the use of the Consent Calendar; and consolidated Council’s action as the Local Licensing Authority for liquor licensing actions.

In March 2009, Council amended the agenda policy to change the numbering and grouping system.

**Purpose:** It is the intent of this policy to provide an agenda structure that allows the following goals to be met, and to define the mechanisms needed to accomplish these goals.

- Improve efficiency of meetings
- Give citizens an appropriate and timely way to communicate with Council
- Allow staff to be prepared to respond to citizen comments in an effective manner.
- Allow a mechanism for individual Councilors to bring forward issues they desire to place on future agendas.
- Provide an agenda item for Staff Announcements
- Broaden the use of the Consent Calendar (also known as the Consent Agenda)
- Formalize and consolidate Council’s actions as the Local Licensing Authority for liquor licensing actions.
- Improving internal processes by simplifying the way staff submits agenda items.
- Reduce the need for standing agenda items that quite often are “none”
- Allow Council to deal with similar issues in a more logical order.
- Allow a mechanism for publically responding to citizen comments provided during Audience Comments (formerly Audience Participation).

## Policy:

- **Order and Structure**

The following template replaces the ones previously adopted. It shows the intended order of the agenda. The items listed are for illustrative purposes only. Not all items will appear on every agenda. Any agenda may be modified by a majority vote of Council during Agenda Approval. A Consent Calendar item may be removed for separate consideration either during Agenda Approval, or immediately prior to action on the Consent Calendar.

- “Audience Participation” will move to the beginning of the meeting, right after Agenda Approval. Anyone may speak during this time, according to the following procedures:
- Speakers fill out a speaker card, available from the City Clerk at the meeting.
- Speaker cards will contain the following information: Name of the speaker, whether or not the speaker is a resident of the City of Alamosa, and the topic.
- The City Clerk will submit the completed cards to the Mayor, who will offer the floor to speakers one at a time.
- Speakers will have a three-minute time limit. The City Clerk and/or City Manager will operate a discreet timing device, and signal the Mayor when the time limit is up. The Mayor may use his/her discretion as to whether to allow the speaker to continue after the time limit.
- Speakers may speak on any topic, with the following exceptions:
  1. Quasi-judicial matters (liquor licensing, land use). Speakers may speak on these matters at the appropriate hearing.
  2. Agenda items where public comment is taken at a different time.
  3. Matters outside the jurisdiction of the City of Alamosa.
  4. Any matter protected as confidential by law.

This segment of the agenda is meant solely for the purpose of receiving citizen comments. Neither Council nor staff will offer response to comments during this segment of the agenda.

- “Presentations” will be a new agenda item, and will replace “Scheduled Public Comments”. Citizens may request to be placed on the agenda under this segment by submitting a form to the City Clerk prior to the agenda deadline. Presentations will generally be limited to ten minutes. The City Manager or his designee has authority to choose the meeting most appropriate for each presentation.
- Agenda items are grouped by department. Each department is assigned a permanent number under which to group its items. Consent Calendar items will be numbered in the same manner.
- The agenda order is amended to add a topic entitled “Follow-Up” immediately following “Audience Comments”.

- **Process for Council-initiated items to be placed on the agenda**

An individual Councilor who desires to place an item on the agenda must submit the request on the attached form or equivalent written format. This document must be received by the City Clerk by 5:00 p.m. on the Monday of the week prior to the Council meeting (9 days prior to the meeting). Council will discuss the item at the meeting it is presented, and make a decision either by consensus or motion whether or not to move forward with action at a future meeting.

The process for staff-initiated agenda items follow the same deadline and similar documentation requirements, as set forth by the City Clerk and City Manager. Portions of the previous agenda policy not affected by this revision will remain the same.

- **Considerations for Implementation of Follow Up to Audience Comments**

The purpose of providing an agenda item for response to Audience Comments is to allow for appropriate follow-up to audience comments that require a response from Council but that might otherwise be unaddressed in a fashion readily available to the public present who might be interested in the topic. In many instances Audience Comments are statements and not questions, and as such may not require a response from Council. It is important to bear in mind that City Council meetings are for the purpose of Council deliberation, not direct democracy, and that it is neither feasible nor desirable to use the Audience Comments as a means of engaging in direct democracy. Items requiring extensive Council discussion must be placed on the agenda, as must items requiring action by Council. Council may, if it chooses, respond by requesting that a topic of interest be placed on a future agenda.

# ALAMOSA CITY COUNCIL

Regular Meeting Agenda  
Alamosa City Council Chambers  
425 Fourth Street, Alamosa, CO  
Date

---

\_\_\_\_\_ p.m. - Work Session – (subject description)

7:00 p.m. - Regular Meeting

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. AGENDA APPROVAL
- IV. CITIZEN COMMENT
  - A. Audience Comments
  - B. Follow-up
- V. CEREMONIAL ITEMS
  - Proclamations
  - Introductions
  - Awards
- VI. CONSENT CALENDAR A
  - C. 1. Non-controversial recommendations from Planning Commission
  - C. 2. Review of Monthly Expenditures (second meeting only)
  - C. 7. Minutes of Regular Meeting - date
  - C. 8. Review of Monthly Reports (second meeting only)
    - Other routine items that Council has already discussed or does not require debate, such as bid awards, contracts, housekeeping resolutions, etc. These items will be numbered according to department.
- VII. REGULAR BUSINESS
  - A. Presentations from Outside Agencies
  - B. City Board/Commission Business
    - Board/Commission Reports and/or request for Council action
    - Appointments
    - Council Committee Reports
  - C. Business Brought Forward by City Staff
    1. Public Works
    2. Finance
    3. Police
    4. Parks/Recreation/Library
    5. IT
    6. Fire
    7. City Clerk/Municipal Court

8. City Manager/Legal

- D. Request for Future Agenda Items Brought Forward by Council Members

VIII. LOCAL LIQUOR LICENSING AUTHORITY ACTIONS

- A. Consent Calendar B
- a. Liquor License renewals
  - b. Special Events Permits
  - c. Other routine liquor issues that don't require public input
- B. Liquor License Issues (requiring hearing or discussion)
- Public Hearing ABC Tavern
  - Acceptance of XYZ License Application

COUNCIL COMMENT

EXECUTIVE SESSION (if needed)

ADJOURNMENT

## **Section 202 ICMA Alternative Retirement Plan for Eligible Employees**

**Authority:** Established by Resolution No. 16, 2007 adopted June 6, 2007

### **Background**

Since the early 1980's the City of Alamosa has offered management employees the option of enrolling in the International City Managers Association Retirement Corporation (ICMARC) 457 plan as an alternative to Colorado PERA. As an alternative plan, eligible employees forego PERA's defined benefit package or defined contribution packages and accept a defined contribution retirement package alternative.

### **Purpose of Policy**

It is the intent of this policy to outline the City's alternative retirement Plan offered by ICMARC. This policy, adopted by resolution, supersedes all previous resolutions or plan policies.

### **Policy**

**ICMA Alternative Retirement Plan** – Eligible management employees have the option of enrolling in PERA or in ICMARC's 457 plan. As an alternative plan, the ICMARC 457 plan is intended to conform with applicable Colorado and Federal IRS statutes and rules. Assets are held in trust, with the employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and these assets shall not be diverted to any other purpose. In addition, the trustee's beneficial ownership of the Plan assets held in Vantage Trust shall be held for the further benefit of the Plan participants and their beneficiaries as required by law.

Management employees are defined as those employees serving as Department Heads or as City Manager.

**City Contribution:** The City shall contribute the same amount to the ICMA plan as they would be required to contribute if the employee were enrolled in PERA. City contributions only apply for alternative retirement subject to the maximum contribution limit per year as established by statute.

**Loans:** The plan allows loans of accumulated retirement funds subject to the requirements and restrictions of ICMARC's VantageTrust.

**Supplemental Retirement:** While not eligible for enrollment in the alternative retirement plan, other employees may open supplemental retirement accounts (457's) under the City's plan. These accounts would be in addition to PERA or other retirement plans. These plans would include no City matching contribution.

## **Section 203 Minute-Taking Standards for Boards and Commissions**

**Authority:** Established by Resolution No. 36, 2007 adopted November 7, 2007

### **Background**

The City Council uses the services of advisory boards, commissions, and committees as a means to make Council's job more efficient and effective. Each of these groups approaches minute-taking in varying ways. Council desires through this policy to create standards to ensure that minutes are consistent throughout the City.

### **Purpose of Policy**

Minutes are the official record of actions taken. These documents also serve as the historical record of a public body. Accuracy and clarity are essential, and establishing consistent practices city-wide will help meet this goal.

This policy applies to all boards, commissions, and committees established by ordinance (hereinafter referred to as "boards"). It does not apply to task forces, staff committees, or any group that is not subject to the Open Meetings Act.

### **Policy**

All boards as defined above are public bodies pursuant to C.R.S. 24-6-402(1)(a). When these boards meet for the purpose of taking action, they are subject to the requirement to take minutes as directed in C.R.S. 24-6-402(2)(d)(II). The City Clerk is the Records Custodian for the City, and as such is responsible for permanent archiving of all minutes.

Minutes must be in writing and contain the following components:

- Name of public body
- Date, time, and place of meeting
- Type of meeting (regular, special, continued)
- Board members in attendance (with notes for late arrivals/early departures)
- Board members absent or excused
- Staff representatives in attendance
- Action-summary components as described below
- Time of adjournment
- Signature of the recording secretary and/or presiding officer

Minutes are to be action-summary style. The main purpose of minutes is to be a record of actions taken. Action is generally taken by motion. Minutes shall show the motion, second and the results of the vote, as well as any debate taken after the motion is made and prior to the vote. On occasion where a consensus is used, the minutes shall so state.

The "summary" component of minutes should be a concise description of the deliberation used to arrive at an action. This should include key points of debate, and may be shown in bullet style rather than narrative. If narrative is used, it shall be in complete sentences. Words chosen should reflect facts, not emotion.

Minutes shall be structured so that each agenda item becomes a subject heading. This assists in later historical research.

If needed for historic purposes, the minutes may include background information presented prior to action. This will serve as an explanation of why the issue was presented to the board, but should be documented concisely.

Public hearings for quasi-judicial matters should reflect the name of the speaker, whether or not the speaker is a party-in-interest, and a concise summarization of the statement. These hearings should not be verbatim. If a transcript is required, the transcript shall be prepared separate from the minutes. If multiple persons make similar statements, the minutes may reflect the statement once and list the persons supporting that statement.

Minutes should not include:

- “He said she said” documentation. Minutes are not to be a record of statements made by each person during deliberation.
- Statements made that do not contribute to the debate of the issue.
- Names of citizens in attendance. Citizens speaking during appropriate opportunities may be noted during that agenda item if needed.

Boards may on occasion conduct work sessions. A work session is a public meeting for the purpose of gathering information to study an issue. No decisions are made, removing the requirement for taking minutes.

If the meeting includes an Executive Session, the motion shall reflect the subject of the Executive Session and cite the specific law that allows that subject to be closed to the public. The minutes should include the time the Executive Session began along with the motion. The Executive Session shall be audio recorded and the recording given to the City Attorney immediately following the meeting. The Executive Session, including the audio recording, is not public record. When resuming Regular Session, the minutes shall state the presiding officer’s statement that the Executive Session was held solely for the stated purpose. Executive Sessions in boards other than City Council are rare, and should only be placed on the agenda after consultation with the City Attorney.

Minutes are to be approved at the next meeting or as soon thereafter as possible. The approved document, including original signature(s), shall be immediately forwarded to the City Clerk for permanent archiving.

## ***Section 204 Compensation Adjustments for Council-appointed employees***

**Authority:** Established by Resolution No. 36, 2007 adopted November 7, 2007

### **Background**

The positions of City Manager, City Clerk, and Municipal Judge are by Charter under direct authority of the City Council, while all other employees are under authority of the Personnel Director (City Manager). The City Manager's compensation is documented through a formal contract; the compensation of the Clerk and Judge are not. Because of this, it is unclear whether or not any across-the-board or cost-of-living pay increases apply to these positions. This policy will establish that clarification.

### **Purpose of Policy**

To clarify that cost of living pay adjustments apply to the positions directly under the supervision of City Council.

### **Policy**

It is the policy of the Alamosa City Council that the salary for the City Clerk and Municipal Judge be adjusted in the same manner afforded other city employees whenever across-the-board or cost-of-living adjustments are made. The City Manager's salary and benefits is set by separate contract. Unless otherwise stated in the contract, these positions are subject to general City personnel policies.

## **Section 203.1 Appointment and Removal of Advisory Board Members**

**Authority:** Established by Resolution No. 12, 2011 adopted May 18, 2011

### **Background:**

The City of Alamosa has several advisory boards established to assist staff and council with outside input on various topics. In order to insure proper functioning of the boards, maintaining full boards is important. While terms of office vary in length, all appointed board positions expire on June 1 of the year in which they are set to expire. In some instances vacancies occur out of cycle or issues arise that would necessitate the removal of a board member.

### **Purpose of Policy:**

This policy will outline how the appointment process works and when removal of a board member on any of the advisory boards or charter boards whom are appointed by the City Council may occur.

### **Policy**

#### **I. Appointment**

- a. Appointments to a City Advisory board shall be by ballot and shall only be effective when appointed by a majority of Council present at a meeting for which a quorum has been declared. In no circumstances, will a board member be seated who has had less than three councilors vote for their appointment. All ballots shall include a “none of the above” option for the Council. The candidates and none of the above line shall be referenced as “council options” below.
- b. For example, when appointing for one vacancy with two candidates the candidate receiving votes from a majority of the council present shall be appointed. In the event the “none of the above” line receives a majority of the vote, then no candidate shall be appointed. If multiple candidates exist for a single vacancy then the voting may occur in rounds. If after the initial vote, none of the council options shall have received a majority vote, then a second round shall occur. In the instances of multiple candidates the top two vote getters from the Council options shall proceed to the next round. This shall continue until a candidate is selected or council directs staff to re-advertise the opening.
- c. When multiple vacancies occur with multiple candidates, then council shall proceed as listed above with the understanding that no candidate shall be appointed who has not received a majority vote from the City Council.
- d. Order of Appointments – When appointing both a regular position and an alternative, the regular position should be selected first as a separate ballot. The Council can then work to appoint an alternate, or not, from the remaining candidates through subsequent votes. When making appointments of varying length, the longest term shall be voted first with the shortest term voted last as separate actions of the Council.
- e. Once all ballots have been counted Council will affirm those votes by a voice motion ratifying the selection done by ballot.

- II. Removal – a board member may be removed by council action, or by abandonment of the position. The information below outlines when and under what circumstances this will occur.
- a. Removal: A majority of the City Council may remove any appointed advisory board member at any time for good and sufficient cause. Cause shall include, but be not limited to, violations of the conflict of interest policy of the City; any violation of any applicable law, regulation or policy; neglect of duty; and actions that reflect poorly upon the City.
  - b. Abandonment of the Position – a position shall be considered abandoned if the board member has more than three unexcused absences in 12 months or misses half of the meetings held within 12 months excused or not.
    - i. The following shall constitute grounds for an excused absence:
      - c. serious illness or injury
      - d. maternity leave
      - e. serious family emergencies
      - f. religious observances
      - g. jury duty
      - h. work conflicts outside of normal duties such as required training or emergencies
    - i. The affected board or commission may also excuse absences in cases where they make a finding that an unusual hardship justifies excusing an absence or absences.
      - ii. Excused absences shall only be approved if a member of the board or commission calls the Secretary for each board or commission twenty-four (24) hours before the meeting to explain the absence, except as those absences the reason for which does not arise at least twenty-four (24) hours ahead of time, or absences which arise under circumstances which make it impossible for a board or commission member to give advance notice.
      - ii. The Secretary for each board and commission shall record attendance in the official minutes of the advisory board and indicate if an absence is excused.
      - iv. The Secretary for each advisory board shall monitor attendance requirements for non-compliance. Upon notification of such noncompliance, the City Clerk shall submit a report to the City Council for appropriate action.
      - v. At the request of any member of the City Council, the City Clerk shall agendize consideration of removal of any board or commission member who has not met the attendance requirement established by the City.
      - vi. All applicants for membership of a board or commission shall be notified prior to City Council appointment regarding time requirements for serving and the policy regarding removal.
      - vii. Candidates whose schedules will preclude them from serving on their desired board shall not be appointed with caveats that boards change their times to accommodate them. Boards may changes their times and places of meeting in conjunction with the City Clerk, but shall not be compelled to do so.

## **Section 205 Shift Differential Policy for the Alamosa Police Department**

**Authority:** Established by Resolution No. 7, 2008 adopted February 6, 2008

### **Background**

Police Officers for the City of Alamosa have historically been paid a shift differential to work hours “outside of standard business hours.” This payroll practice is done industry wide for virtually all public safety professionals. The current shift differential rates are \$0.25 for each hour worked between 1400 and 2200 hours and \$0.40 for each hour worked between 2200 hours and 0600 hours. With changing finance systems and a shift in Police scheduling there is an opportunity to simplify this system.

### **Purpose of Policy**

The purpose of this policy is to make the payment of the shift differential pay more efficient and to remain in compliance with the Fair Labor Standards Act. As part of this standardization, this policy will establish a straight shift differential payment of \$0.40 per hour worked on the shifts that are eligible for shift differential. Eligible shifts will begin after 1700 hours and end prior to 0700. The day shift, which has hours from 0700 to 1700 hours, is not eligible for any shift differential pay. Some regularly scheduled shifts overlap the eligible and non-eligible times and are addressed below.

### **Policy**

It is the policy of the City of Alamosa to pay its police officers a shift differential premium for working shifts that fall outside the hours of 0700 and 1700 hours. The shift differential premium will be \$0.40 per hour worked for shifts worked after 1700 hours and before 0700 hours.

For any regularly scheduled shift that overlaps the eligible and non-eligible time, the officer will be paid the differential premium for that portion of the shift that falls within the eligible times. Shift differential will not be paid for those hours worked in a regularly scheduled shift that fall in the non-eligible time. Overtime earned during non-eligible time is also not subject to the differential. Officers who are regularly scheduled in non-eligible time who enter the eligible time in an overtime status shall be paid the shift differential. This compensation will be paid to each police officer in their bi-weekly payroll checks. Eligible overtime hours worked, subject to the limitation above, will be calculated using the appropriate shift differential rate for hours worked.

## **Section 205.1 FTO Pay Policy for the Alamosa Police Department**

**Authority:** Established by Resolution No. 11, 2010 adopted July 7, 2010

### **Background:**

Periodically, the Department assigns trainers to work with brand new officers. These Field Training officers have a very important responsibility for the future direction and professionalism of the department. This assignment, while voluntary, is only assigned to the top officers. The work is difficult and requires patience and the utmost professionalism. Because of the extra work, responsibility and accountability this requires it is common for the trainer to receive some form of additional compensation.

### **Purpose of Policy:**

This policy outlines when and how FTOs are paid for the Alamosa Police Department.

### **Policy**

Recognizing the importance of providing quality training to brand new police officers the City is adopting the following incentive pay policy. The FTO is entitled to a 5% increase of base pay during the actual time worked as an FTO with the trainee during the training cycle. The bonus is available to the employee only when they are the assigned FTO during the cycle. At no time can two officers received FTO bonus for training the same officer. This policy shall be deemed effective January 1, 2010. Additionally, The City reserves the right to cancel this program at any time without prior notice to the FTOs. Such officers would be paid the bonus for work the occurred prior to the cancellation. Typical training cycles involve 3 separate FTO's over a 14 week (4 days per week) schedule. The bonus discussed above is a straight bonus and is not subject to the overtime rate or shift differential.

## **Section 206 Conflicts of Interest**

**Authority:** Established by Resolution No. 12, 2008 adopted April 16, 2008.

### **Background**

City Council has expressed interest in formalizing policy regarding conflicts of interest. Authority regarding such conflicts is found in state law, City ordinances, and City Charter. This policy integrates these laws into a policy, and gives practical examples of carrying out these obligations.

### **Purpose of Policy**

This is not intended to replace the legal authorities, but to facilitate appropriate implementation of these laws. The City Attorney is available to give advice as specific situations arise.

### **Policy**

1. The Council as a whole and individual Councilors strive to serve the citizens of Alamosa with the highest ethical standards in carrying out their duties as Council members.
2. Council members are governed by, and abide by, ethical principles set out in State Statute, Charter, and City Ordinances. In particular, the following ethical principles govern the conduct of Council members:
  - a. The Code of Ethics found at C.R.S. § 24-18-101 et seq.
  - b. The Municipal disclosure and abstention statute found at C.R.S. § 31-4-404(2) and (3). This statute mimics the provisions of C.R.S. § 24-18-109(3).
  - c. Charter Article III, Section 10
  - d. Code of Ordinances Section 2-17(9).
3. The purpose of this policy is not to supplant these provisions, but to provide guidance in situations where the application of the provisions may be unclear. No set of policies can prescribe action in every situation that may come before a Councilor. In any determination of whether a conflict of interest exists, the guiding principle shall be to ensure that any decision made by Council is made impartially, with no bias on the part of any Council member.
4. Council members have an obligation under City Charter and general principles of good government to vote on every matter that comes before Council, unless they have a conflict of interest.
5. Instances where council members have direct financial interests, as defined in C.R.S. § 24-18-102(4) provide clear conflicts of interest, and Council members will disclose the nature of their financial interest and shall be excused from and refrain from voting or participating in the discussion of such issues.

6. Employment interests, as defined in § 24-18-102(4)(c) can provide potential for conflict which is less clear. C.R.S. § 24-18-109(2) prohibits a Councilor from performing an official act Adirectly and substantially affecting to its economic benefit a business or other undertaking in which he either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.@ To clarify such situations, the following principles shall apply
  - a. It shall not be a conflict to perform an official act relating to an employer of the Councilor, where the act does not result in a direct economic benefit to the employer. For example, a councilor may vote on a zoning request of his or her employer, but may not vote on a request concerning taxation, or a request for a waiver of fees. A councilor may not vote on a contract relating to the Councilor’s employer, pursuant to provisions of the Code of Ethics.
  - b. Where a Councilor’s employer is in front of council as an agent for another entity (ex. an attorney or architect), it shall not be a conflict to perform an official act that may benefit that other entity so long as the Councilor’s employer does not receive any economic benefit that is contingent upon the outcome of the question before Council
  - c. It shall not be a conflict to approve monthly expenditure reports of expenses paid to the Councilor’s employer or any entity in which the Councilor has a financial interest.
  
7. Instances where council members have personal or private interests present a difficult determination under C.R.S. § 24-18-109(3): AA member of the governing body of a local government who has a personal or private interest in any matter proposed or pending before the governing body shall disclose such interest to the governing body and shall not vote thereon and shall refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter. To clarify such situations, the following principles shall apply:
  - a. A Councilor has a personal or private interest where the Councilor or any member of the Councilor’s immediate family (spouse, parents or step parents, siblings or step siblings, children or step-children) have a direct interest, whether financial or otherwise, in the matter pending before the body. A direct interest shall be understood to exist where the person with the interest is interested in the matter in the sense of advocating on one side or the other of the issue, or will experience a direct economic impact as a result of the determination of the issue.
  - b. A Councilor has a personal or private interest where the Councilor is so connected to the matter that either (1) a reasonable person would conclude, or (2)the Councilor, in his or her own judgment concludes, that the Councilor will not be able to render an impartial decision, ie. will not be able to separate consideration of his or her interest in the matter from the general public interest. When declaring any such interest, a Councilor shall bear in mind his or her obligation to vote on every matter pending before the Council, and shall not lightly declare a private interest. In no event should a Councilor declare a private interest merely because to vote on an issue pending before Council may present the Councilor with uncomfortable political choices.

8. A Councilor who has a conflict of interest in any matter pending before the Council shall inform the Council of the existence and nature of the conflict, and shall refrain from voting on or participating in the discussion of that matter. The Council construes the provisions of Art. X, Section 10 of the Alamosa Charter to apply to any conflict of interest defined by the laws of the State of Colorado, including personal interests as set forth in C.R.S. § 24-18-109(3). Thus, in any situation in which a Councilor has declared a conflict of interest, whether personal or financial, the Councilor shall be excused from voting, and the Councilor's abstention shall not be recorded as a vote in the affirmative.

## **Section 207 City Travel Reimbursement**

**Authority:** Established by Resolution No. 13, 2008 adopted April 16, 2008; Amended by Resolution No. 15, 2011 adopted August 3, 2011.

**Background:** In the course of City business, employees are often required to travel for training, conferences, and conventions. It is impossible to anticipate every possible expense in order to receive prior authorization. Therefore, employees are expected to exercise good judgment and proper economy when incurring travel and meeting expenses. It is appropriate to evaluate the proposed expenditure in relationship to:

- Established City travel and meeting reimbursement policies.
- An amount that would be spent if the cost were to be paid for personally.
- A test of public scrutiny, if the expenditure were to become a matter of public knowledge.

**Purpose:** The City of Alamosa recognizes the need for business travel by its employees and its elected or appointed officials and through this policy, assigns the responsibilities connected to such travel. The primary purpose of all travel must serve a public interest related to the City of Alamosa government.

### **Policy:**

**Department Heads:** Department heads are responsible for ensuring that employee travel is for City business and is consistent with City policies and procedures. This responsibility includes directing the trip timing, transportation and lodging choices so as to maximize savings and employee safety, while providing for reasonable convenience for the traveler. The Department heads shall authorize travel within the state and all out of state travel shall require City Manager approval. An estimated travel expense report will be provided to the Department of Finance prior to travel dates which includes all known and estimated costs associated with such travel

### **Reimbursement Categories:**

Employees authorized in advance by their immediate supervisor to travel and/or attend meetings on official City business shall be eligible for expense reimbursement in accordance with the guidelines established in each of the following categories. Travel expenses must be itemized on the Expense Report form and forwarded to Finance within five working days after return. All expense reports will disclose items pre-paid by the City and items paid by the employee. Employees are also responsible for obtaining refunds, exchanges or credits for unused travel-related items. This responsibility includes taking all reasonable steps to insure that the City does not incur unnecessary expenses due to changes in travel plans. Receipts shall be required in support of reimbursable expenses. When per diem is requested, receipts for those meals are not required.

- **Transportation**

- **Air travel** shall be limited to the round trip “economy coach” fare between

Denver, Colorado Springs, Albuquerque, or Alamosa and the destination city. This cost should factor in travel to and from Denver, Colorado Springs or Albuquerque. For cities in which there is more than one airport, costs for ground transportation to the business location should be factored into the selection of the most economical destination airport.

Unless there are extenuating circumstances, the employee should take advantage of lower airfares by purchasing tickets more than seven days in advance of travel.

- **City vehicle** Where possible employees are encouraged to use City vehicles.
- **Private Vehicles.** If a City vehicle is unavailable, the employee may be authorized to use a private vehicle for use on official City business.
  - In-state reimbursement shall be at the mileage reimbursement published by the Department of Finance. Payment of this mileage rate is considered full payment for all costs of the private vehicle's operation, such as depreciation, financing costs, maintenance, repairs, gasoline, oil, insurance, taxes and vehicle registration fees. Documentation must be provided from a recognized website, such as MapQuest or Google Maps, that details the number of miles from Alamosa to the final destination.
  - Out-of-state travel reimbursement shall be at the reimbursement rate published by the Department of Finance, but will be limited to the air "economy coach" fare if air travel is available. Lodging, meals, and any other expenses incurred en route, directly related to not using available air travel, shall not be reimbursable. Only one day of travel time each way will be covered as an authorized absence. Additional travel time shall be charged to the employee's vacation balance. If air service is not available, the travel will be reimbursed the same as the in-state travel.
  - Employees shall be reimbursed for short-term parking, long-term parking or cab fare associated with airport departure and arrival shall also be reimbursable expenses.
  - Parking costs incurred as part of the meeting are reimbursable with a receipt.

- **Lodging**

Hotel/motel selection and advance reservations are to be done in such a manner as to assure moderate rates. Reimbursement shall be for the minimum number of nights required to conduct the assigned City business. For meetings/trainings ending with time to allow for a safe drive home employees shall not be eligible for additional nights lodging. All overnight lodging must be preapproved. For conferences, the City shall pay for the minimum rate available for the conference. If an employee chooses to upgrade their lodging, the City will reimburse up to the conference minimum amount. Late registrations will result in an employee paying additional lodging costs unless there are extenuating circumstances. In this instance, the reimbursement will be for the conference minimum with the difference paid by the employee.

**Exception:** The structure of airline fares can result in circumstances where an early departure or extended stay can result in a combination of airfare, meal, and lodging expenses that are cheaper than travel, meals, and lodging for the specific length of official City business. With prior approval of the City Manager, an employee may opt for the extended stay.

If employee's spouse and/or children share the lodging, the reimbursement rate shall be limited to the single occupancy rate. Requests for reimbursement should note the differential on the receipt.

- **Meals**

- The City will reimburse meals at a standard per diem rate. The schedule of rates will be published and effective as of January 1 of each year by the Finance Department. In the event the travel is in certain high cost areas, maximum reimbursement will be at the rate established by the City for those specific areas. Contact the Finance Department prior to requesting higher per diem rates. Note: The City does not consider all areas listed by the IRS as high cost reimbursable areas.
- The employee may not charge the City any additional expense for meals included in registration fees or meals provided as part of the hotel registration fee.
- If an employee chooses to obtain a meal at a restaurant not within walking distance of their lodging or meeting site, transportation expenses incurred will not be reimbursable.
- The cost of alcoholic beverages will not be reimbursed. In no instance should the City's credit card or funds be used to purchase alcoholic beverages.

- **Miscellaneous**

- Miscellaneous expenses means city business travel costs other than airfare, registration fees, lodging charges, rental car fees or items that are included in the M&IE definitions. Miscellaneous expenses include, but are not limited to items such as internet access charges, fax charges and business telephone charges. Some miscellaneous expenses incurred during business travel may not be eligible for city reimbursement due to not meeting all of the requirements. Department heads will decide reasonable and reimbursable miscellaneous expenses.
- Travel insurance is not a reimbursable expense.
- The cost of special entertainment and tour events which are not included in conference registration fees are generally not reimbursable expenses. However, if the event is related to the purpose of the conference, the City Manager may pre-approve the expense.

### **City Credit Card:**

Use of the City credit card is covered under City's credit card usage policy.

### **Combined Business and Vacation Guidelines:**

An employee may request approval to combine vacation leave with out-of town conferences, conventions or meetings. Applicable reimbursement policies shall govern the reimbursement of expenses for the business portion of the trip. The following guidelines shall also apply:

- Travel time is limited to one day each way.
- The employee shall pay for any additional airfare, lodging, meal or other expenses at the time they are incurred. If the City is charged for additional expenses related to the travel of the employee, they shall reimburse the City for any additional airfare, lodging, meal, or other expenses incurred as the result of the extended stay or re-routing through an additional city within 5 business days of their return.

### **Travel Advances:**

A travel advance may be requested by submitting the Travel Advance form to Finance ten days prior to the time the check is required. All travel advances must be signed by the employee and approved by the Department Head and City Manager. A complete conference/meeting agenda must be submitted with per diem advance requests. An employee may not approve their own travel advance. No travel advance will be given to a traveler who has not filed a final Travel Expense Report for a previous trip.

### **City Council:**

At times the City Council is required to travel in the course of their service to the City. City Councilor shall be reimbursed in the same fashion as employees for official business. Throughout this policy, the term employee is applicable to council members seeking reimbursement.

For the annual Colorado Municipal League meeting, it is the policy of the City to pay for reasonable meal expenses (for those meals provided as part of the Conference and requiring prepayment at the time of registration) for a spouse who travels with the Councilor. The spouse is not entitled to per diem outside of these meals. The City will not reimburse or pay for other expenses related to tours generally offered at the summer conference.

## ***Section 208 Timing of Compensation for City Council Members***

**Authority:** Established by Resolution No. 46, 2008 adopted December 17, 2008.

### **Background**

The City's Charter states that a newly elected Council member shall be take office at the "...first meeting of the city council following the certification of their election...". Prior to modern election laws, the election was usually certified on election night. Current election laws require the election to be certified no later than the 17<sup>th</sup> day after the election, and it is typical to require a good portion of that time to complete.

This means that a Council transition may take place at either the second meeting in November or the first meeting in December, depending on how the calendar falls and how quickly the County Clerk's office certifies the election. The Charter makes no provision for pro-rating a Council member's pay.

### **Purpose of Policy**

The purpose of this policy is to clarify how compensation is handled during the transition for both incoming and outgoing Councilors.

### **Policy**

A Council member serving the full duration of one regular meeting in the month shall be paid a pro-rated salary of 50% of the month's compensation. A Council member serving the full duration of two regular meetings during the month shall be paid 100% of the month's compensation. This shall apply whether the transition is the result of an election or appointment. The trigger is the date the oath is given, rather than the date of election or appointment action. Under no circumstances will a Councilor be paid for a month in which he/she did not hold office.

Paychecks for Councilors will be included with the first pay cycle of the month following the time period for which he/she is compensated. The exact dates will vary, but will be in conjunction with regular pay cycles for general employees. For example, if a Council member takes office during the month of November, the first paycheck will be received on the first pay date in December.

## **Section 209 Retirement Gifts Policy**

**Authority:** Established by Resolution No. 3, 2009 adopted January 7, 2009.

### **Background**

Council requested that it define an appropriate gift policy for employees retiring or leaving the City after a substantial length of service. The same consideration is given to City Councilors leaving office. The Code of Ordinance Section 2-38 addresses some limitations, but this policy will further define Council's direction in this area.

### **Purpose of Policy**

To provide structure and guidance when the City wishes to recognize the departure of a long-term employee or Council member.

### **Policy**

#### **Gift Items.**

Memento items such as a plaque or desk accessory may be purchased with City funds. This item is intended to be of personal value rather than monetary value. Other gift items of more significant monetary value may be given by way of employee donations from personal funds if desired.

#### **Event Expenditures**

The City may pay for expenses related to an open house type of event. Any food purchased with City funds should represent light snacks rather than a meal, with a total cost not to exceed \$400. Under no circumstances shall City funds be used to purchase alcohol. Where possible, the event should take place on City facilities to eliminate the need for building rental. If a more elaborate event is desired, the cost will be paid by those attending the function. (i.e. if the event is dinner in a restaurant, each person would pay for their own meal).

An employee may be honored under this policy if he/she has 8 or more years of service to the City; and it may apply to retiring Council members at Council's discretion.

# Chapter 300 Finance, Revenue, Taxes

## Section 301 Public Funding Guidelines

**Authority:** Established by Resolution 15, 2007 adopted June 6, 2007; amended by Resolution No. 23, 2009 adopted August 19, 2009; amended by Resolution No. 9, 2010 adopted June 2, 2010.

### **Background**

The City Council has traditionally provided some limited funds each year for Contract for Services with Non-profit service providers. The Constitution prohibits the City from making “any donation or grant to, or in aid of. . . any corporation or company. . . public or private. . . or to any county, city, town , township, or school district.” Art. XI Sec. 2. There is a public purpose exception that has developed over time. See In Re House Bill 91-S-1005, 814 P.2d 875 (Colo. 1991). As such any agency seeking funding from the City must fall into that exception.

### **Purpose of Policy**

The City of Alamosa recognizes the value non-profits provide to the community. While the City has staff to provide many services, some worthwhile activities are not generally performed by the City. While not performed by governments, these services may indirectly impact the city. Such services must be reasonably related to a public municipal purpose as stated in the background section. In order to ensure an orderly and fair process, this policy establishes the process by which other agencies may approach the City. The City reserves the right to assist any, all, or none of those agencies making such requests. Typically, the requests received exceed the funding available. In order to guide the City Council in its decision making process, the following policy will outline the manner of application, limits on requests, eligibility requirements, ineligible requests, and other restrictions or guidelines.

### **Policy**

#### **Section 1.**

##### **A. Application Process**

The City’s funding of non-profits will only be considered during the standard budget process. A request outside of the normal timeline will not be considered. The standard application period will generally run from July 1 through the early part of August. A standardized application will be posted on the City’s website no later than July 1 of each year and will include the due date for the year in question. All requests must use the standardized application form. Requests not on the approved form or lacking the required backup will be rejected without further consideration. Staff will include this deadline in the Council calendar. Due to the competitive nature of the requests, staff will not advertise these funds other than on the website and on the Calendar. Individual non-profits will not be contacted. It is the responsibility of those agencies seeking assistance to monitor the process and submit an application.

##### **B. Limits on requests**

Due to the competitive nature of these requests and the Council’s desire to assist as many as possible, the maximum request is \$20,000 and the minimum request is \$1,000.

### C. Eligibility Requirements

As these funds are intended to assist non-profits that further the goals of the City, the City restricts these funds to non-profits as defined by the IRS 501(c) guidelines. Other governments or quasi governments are ineligible for funding. If an ineligible group desires to partner for a specific purpose that can be considered separately and will require the appropriate IGA.

Eligibility requirements are as follows:

- Each organization shall be a registered, non-profit organization
- Each organization must demonstrate a need for the funds requested.
- Each project, event or organization must clearly benefit the community, and the activity must be municipal in nature.
- Matching funds from other sources may be required.
- Under normal circumstances, only one request per organization will be considered in a calendar year.
- The City of Alamosa will consider funding to organizations for new programs or the enhancement of existing programs.
- Funding may be considered for ongoing operational and maintenance costs
- Organizations must demonstrate other active fund-raising efforts; i.e., list other possible funding sources contacted (including name, address and phone number)
- Priority will be given to projects with matching funding.

### D. Ineligible items

The City of Alamosa restricts its funding to non-personnel related expenses. Additionally, the City does not typically fund requests for capital improvements (construction).

The City Council will not consider requests for the following:

- Colleges or universities
- Individuals
- Scholarship programs
- Research projects
- Endowment campaigns
- State agencies
- Religious programs
- International or foreign-based programs
- Other Government or Quasi Government Agencies
- Administrative or personnel costs
- Mortgage payments or debt repayment
- Funds which would be re-granted to an agency other than the original requestor
- Unsupported requests (i.e., no methodology for the project amount) insufficient back up materials etc.

### E. Other

1) Once awarded, it is the responsibility of the successful applicant to submit a written request for funds awarded following January 1 of the ensuing year. Funds will be available after March 1 of the approved budget year. Successful applicant organizations will be required to sign an approved contract for services. Funds will not be available until such contract for services is signed by both parties and on file with the City Clerk.

2) The City reserves the right to change this policy at any time. Additionally, this policy shall not be construed to obligate the City to fund any non-profits. The City may

at its discretion determine not to provide any funding for outside groups. Additionally, funding in one year does not guarantee funding in future years.

## ***Section 302 Administrative Budget Appropriation Transfer***

**Authority:** Established by Resolution No. 18, 2007 adopted July 18, 2007.

### **Background**

As required by City Charter, the City of Alamosa adopts a budget in October for the following year. Staff builds the budget based on numerous line items in personnel, operations and capital. Council approves the budget by fund and division at the total for each individual division and fund and not at the line item. While staff and Council do their best to correctly anticipate budgetary trends and needs, sometimes adjustments must be made to account for actual expenditures in these line items.

### **Purpose of Policy**

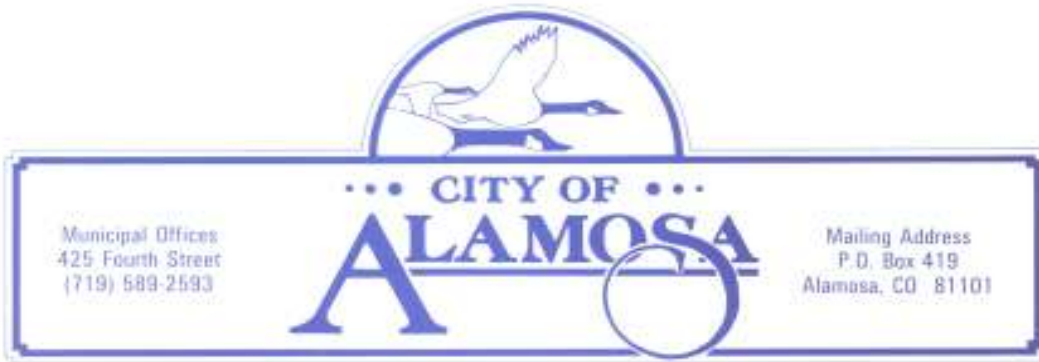
It is the intent of this policy to establish a method for the City Manager or the Director of Finance to administratively transfer funds from one line item to another within a division when such a transfer would not change the total appropriation for the division. Transfers between divisions or funds would constitute a budget amendment and would need council approval in compliance with the City's charter. Transfers should be used to account for actual expenditures. Some transfers must be approved by the City Manager in concurrence with the Director of Finance as detailed below.

### **Policy**

The City Council hereby authorizes the City Manager or the Director of Finance to administratively transfer appropriation between line items within a division within the following guidelines:

1. Transfers must be within the same division and may not increase the total approved expenditures for that division.
2. Transfers may be made between operational line items
3. Transfers will not be authorized, without Council approval, for transfers from operations to personnel.
4. Transfers from personnel to operations must have City Manager approval.

Total approved full-time positions may not be changed without formal action of the City Council.



**Accounting and Finance Form 15 – Administrative Transfer of Funds Form**

Please accomplish the following administrative transfer of funds. This request is submitted to administratively transfer appropriation between line items within a division within the following guidelines:

1. Transfers must be within the same division and may not increase the total approved expenditures for that division.
2. Transfers may be made between operational line items.
3. Transfers will not be authorized, without Council approval, for transfers from operations to personnel.
4. Transfers from personnel to operations must have City Manager approval.

**TRANSFER FROM:** \_\_\_\_\_

**TRANSFER TO:** \_\_\_\_\_

Name of individual making the request: \_\_\_\_\_

Signature of Department Head approving the request: \_\_\_\_\_

Signature of accounting and finance director: \_\_\_\_\_

Signature of City Manager: \_\_\_\_\_

**Section 303 Guidelines and Procedures for City Façade Improvement Grant Program**

**Authority:** Established by Resolution No. 19, 2007 adopted July 18, 2007; and amended by Resolution No. 25, 2010 adopted December 15, 2010

**Background**

It is in the City’s interest to improve the attractiveness and liability of its core commercial districts. For many years the Alamosa Community Development Corporation, a private group, has offered low interest loans to interested property owners to improve façades in the downtown core. ACDC altered its program, expanding its scope to other areas and changing the amounts. An opportunity exists for the City to leverage City funds to obtain greater improvements along within the City’s commercial districts.

With the merger of the Chamber and Alamosa Community Development Corporation into the Alamosa County Economic Development, this policy was amended in 2010.

**Purpose of the Policy**

It is intent of this policy to provide procedures and guidelines for applicants and staff in administering and using the City’s facade improvement program.

**Policy**

Façade improvements represent an effort and an investment by building owners to improve the looks of the City. Users of the ACED Façade Improvement Grant loan program or similar private financing are eligible for a grant from the City of Alamosa for additional façade improvements. The following guidelines outline eligibility requirements and procedures for use of such funds.

1. Grant participants must be participating in either the ACED low interest loan program or similar private financing or personal funds. The applicant will need to provide the City appropriate backup for the expenditures such as a signed contract for improvements or invoices matching the application form.
2. Grants to enhance other financing are available as follows:

Grant Amount	Required Private financing for façade improvements to qualify
\$500 (minimum grant)	Minimum of \$4,000
\$650	Minimum \$5,000
\$800	Minimum of \$6,000
\$1,500 (maximum grant)	Minimum of \$10,000

3. Participant must fill out the attached form identifying the private source of funding and include plans for work to be done. Funds will not be available for such items as power washing sidewalks, moveable furniture, etc. All improvements must be to an actual building and visible to the public. Interior improvements are not eligible for the grant. The City will not fund buildings for improvements that have previously been improved using City funds within the last 10 years. City funds may only be used for façade improvements, specifically materials.
4. Minimum grant \$500. Maximum grant \$1,500.
5. All facilities to be improved must be within City limits, specifically within the City's Downtown Overlay District or in a Commercial Business Zone.

Applicants must present City staff with the attached application form and its required attachments. Successful applicants will be able to provide the City with necessary invoices and documentation to show the City funds were spent on the required items. All improvements using City funds must be completed within one year of award. Funds will be provided on a reimbursement basis. Funds will only become available after the City and applicant sign an award letter. The City reserves the right to limit the number of participants or the total amount available in any year. While the City typically sets aside \$5,000 for this program, funding is dependent upon Council action. The City reserves the right to suspend the program at any time and the submittal of an application is not a guarantee of funding or of fund availability.



## Façade Grant Program Application

1) Name of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Name of Property owner(s) \_\_\_\_\_

If different than applicant

Address of property to be improved: \_\_\_\_\_

Amount of Grant Request (circle one)

\$500          \$650          \$800          \$1,500

Amount of Private Funding: \$ \_\_\_\_\_

Source of Private Funding (circle one)

ACED    Bank    Cash

Loan(Financial institution) \_\_\_\_\_

Other \_\_\_\_\_

**Description of Work to be done?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach Plans/pictures of work to be done

I, \_\_\_\_\_, hereby agree that if awarded a grant that I will provide to the City necessary invoices and documentation to show that City funds were spent on the required items. All improvements using City funds must be completed within one year of award. Funds will be provided on a reimbursement basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Façade Grant Program Award Form

For the work described in the attached application and to further the purposes of Council Policy 303, the City of Alamosa hereby agrees to award a grant for \$ \_\_\_\_\_ to \_\_\_\_\_ (herein Grantee) for Façade improvements to a building located at \_\_\_\_\_. Such funds shall be used to buy materials only for said improvement project. The project shall consist of the following:

Add Description

The Grantee agrees to provide to the City necessary invoices and documentation to show that City funds were spent on the required items. All improvements using City funds must be completed within one year of award. Funds will be provided on a reimbursement basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Section 304 Rolling Stock Capital Improvements Fund***

**Authority:** Established by Resolution No. 1, 2010 adopted January 6, 2010.

### **Background**

The City has established a Capital Improvements Fund to accumulate resources for future capital projects and for the purchase of rolling stock (i.e., vehicles, heavy equipment, and other related equipment). The purpose of establishing the Fund was to manage and plan for capital improvements and investments in the most efficient manner possible. One area that requires constant attention is the area of Rolling Stock. In order to provide departments with the mechanism to manage their rolling stock, the City needs to establish a formal policy regarding appropriation of funds for rolling stock.

### **Purpose of the Policy**

This policy would establish as policy the practice of taking revenues from vehicle and equipment sales and depositing those in the Capital improvement fund for use by the fund from which the retiring vehicle or equipment was assigned. It is the intent that such funds be expended for future rolling stock purchases. Because rolling stock needs remain essentially constant, using the proceeds from the sale of rolling stock will assist in the improvement of the City's fleet.

### **Policy**

The City of Alamosa has established a Capital Improvement Fund, in part, to accumulate resources to purchase rolling stock. The Fund shall accumulate resources from the sale of rolling stock, interest earnings and cash transfers from the various divisions of the City. All cash transfers into the Fund need Council approval. This can be accomplished either in the annual budget or by amendment to the budget. A separate accounting of each division's transfers in, sale of rolling stock, interest earnings and transfers out will be maintained for the Capital Improvement Fund.

No rolling stock will be purchased in the Capital Improvement Fund. To purchase rolling stock, cash will be transferred from the Fund to the originating division's budget. All cash transfers to the Fund, along with revenue generated from the sale of rolling stock and interest earnings, may be transferred back to the originating division's budget and expended for rolling stock in that division at the request of the department director. Council approval for the appropriation of funds is necessary and the request may not exceed the cash accumulated in the Fund for that division.

Transfers from the Capital Improvements fund to the originating division budget will be via an appropriation transfer request and budget amendment.

## ***Section 305 Long-Range Financial Planning***

**Authority:** Established by Resolution No. 2, 2011 adopted January 5, 2011.

### **Background**

Cities exist to provide services to its citizens. These services cost money. The funds available to a City to fund these services come from tax dollars. Even grants from other levels of government represent tax dollars. Using those funds in a prudent and fiscally responsible way is a major responsibility of the City Council. Understanding how a decision today can impact future financials is essential to making sound budgetary decisions.

Long range planning provides a means for Council and staff to assess impacts from budgetary decisions. In order to establish a uniform approach to long range planning and provide guidance, the City Council by policy will establish how this is to be done.

### **Purpose of Policy**

By establishing a uniform approach to the City's long range financial planning and a minimum reserve balance, the City can more appropriately plan for future goals and objectives and for the orderly provision of municipal services.

### **Policy**

#### Section 1.

It is the policy of the City Council of the City of Alamosa:

1. To prepare long-range financial plans for each of the City's major funds (General Fund, Community Recreation Fund, and Enterprise Fund) and update those plans periodically.
2. To maintain, at a minimum, an estimated five percent of projected expenditures unreserved cash balance at year end throughout the long-range financial plan.
3. When approval of additional appropriations is requested of Council the effect on the long-range financial plan should be considered.
4. A requested appropriation that would cause the estimated end of year cash reserve in any year of the long-range financial plan to drop below five percent needs to be submitted with a plan to insure the fiscal stability of the major fund's financial position.
5. During the budget process, the City Council will evaluate the cash balance to determine if adequate levels of cash are maintained based on the economic conditions of the area or other circumstances.

#### Section 2.

##### A. Length of Plan

- a. For the general governmental funds, the long-range financial plan should cover a 10-year planning horizon.

b. For the Enterprise fund, the plan should reflect a 5 year planning horizon. The difference in length of view comes from the enterprise funds capital intensive nature, its fluctuating costs of service for such items as electricity and chemicals, and its flexibility with rates.

B. Revenues -- for all plans should be projected at a conservative level. For example, using a 3 or 5 year rolling average to account for economic cycles. In no instance should this policy be construed to keep staff from making adjustments to a projection based on current market conditions or regulatory changes. It is Council's desire that all projections be conservative in nature.

C. Expenditures - Expenditures should be analyzed for trends to assure that the City is not realizing unanticipated increases. The hiring of full-time personnel has the potential to impact the budget most significantly. As such adding staff should only be done after careful consideration of the impacts.

D. Enterprise fund rates should be analyzed periodically to assure that costs are in line with other utilities costs and revenues should be adjusted appropriately. Because another utility charges more for a given service, does not mean the City should raise rates. We need simply to cover costs. If the City's costs are higher than others we should look at operations for potential savings, if however, our costs are typical of other utilities rates should be analyzed to cover what appears to be typical costs.

***Chapter 400 Public Peace, Morals, and Welfare and Law Enforcement***

(reserved)

## Chapter 500 Vehicles and Traffic

(reserved)

## **Chapter 600 Parks and Recreation and Open Space**

### ***Section 601. Naming of City Owned Facilities Including Parks and Open Space Areas***

**Authority:** Established by Resolution No. 24, 2009 adopted August 19, 2009

#### **Background**

At times, the City Council may have occasion to name or rename City parks and other facilities. The naming of such facilities can cause strong feelings and is sometimes undertaken under duress to bestow an immediate honor because of outside pressures. Establishing a proactive policy will assist the City Council during those times in authorizing the naming of certain facilities. In addition, the City is asked at time to allow for the planting of trees or placement of benches or other structures as a memorial to a current or former member of the community.

#### **Purpose of the Policy**

It is intent of this policy to provide uniform guidance to the City Council on the appropriate naming of municipal facilities.

#### **Policy**

##### **Section 1.**

A. The naming/renaming of City parks and other City facilities shall be in accordance with the procedures and criteria set forth below. Once adopted, name changes should occur on an exceptional basis only.

B. The following criteria shall be considered:

1. Neighborhood or geographical identification;
2. Natural or geological features;
3. Historical or cultural significance;
4. The articulated preference of residents of the neighborhood surrounding the public facility.
5. Facilities may be named for living persons provided they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donation(s) or when the individual has made an unusually outstanding public service contribution.

C. The following procedures shall be followed for naming/renaming of City parks and other City facilities.

1. If the City Council determines that a City park or other City facility should be named or re-named, the City shall solicit suggestions for names. All suggestions, whether solicited or independently offered, shall be acknowledged and recorded by the City. The City Council may authorize the Community Recreation Advisory Board to take public input and make a recommendation.

2. Following a review of recommendations, suggestions, and public comments, the City Council shall determine the name for City parks and other City facilities.

D. The provisions of this procedure shall not apply to the application of donor recognition for such minor items as benches, trees, refuse cans, flagpoles, water fountains, or similar items.

## **Section 2.**

The following policies shall govern the placement of memorial trees and benches within the City of Alamosa:

### **A. General Provisions**

1. Requests shall be submitted in writing to the City Manager. Memorials must be in honor or in memory of a current or past Alamosa resident or business owner. Any exceptions must receive the approval of the City Council.
2. The request shall be reviewed by the Community Recreation Advisory Board and the Director of Parks and Recreation. Requests in honor of a current or past Alamosa resident in a City park or openspace must be approved by the Community Recreation Advisory Board.
3. If the request is approved, the requestor shall make payment to the City for the cost of the memorial bench or tree, pursuant to the adopted fee schedule. The fees shall be adjusted from time to time to reflect the actual costs of purchasing and installing the appropriate memorial bench or tree. The cash payment shall be paid in full and in advance of ordering the appropriate products. The City will not collect monies nor hold donations in escrow. Any funds remaining after the purchase and installation of the tree and/or bench shall be returned to the individual(s) or organization(s) making the payment.
4. If the donor wishes, a standard plaque, approved by the City, may be installed. The donor will be responsible for the cost of the plaque and the labor to install it. The maximum size of the plaque shall be 4"x8". The plaque shall be of a design and material determined by the City. Wording on such plaque shall not include any language other than that reflecting the name of the person for whom the tree or bench is being installed.
5. The donor shall sign a statement acknowledging and agreeing that if the installed facilities (tree, bench, plaques, and appurtenant facilities) are damaged, vandalized, removed, or stolen, the City will have no duty to repair or replace it.

## **Section 3 Memorial Tree**

1. A donation of a tree or trees, whether or not in honor or memory of someone, may be accepted with the approval of the City. Acceptance of a tree or trees, except those being donated in honor or memory of someone, shall be at the discretion of the Director of Parks and Recreation. The donor will be required to bear the cost of planting or transplanting the tree.
2. The donor shall sign a statement that he/she acknowledges and agrees:

- That the City has no duty to guarantee or maintain the tree(s) beyond the guarantee given by the nursery where the tree(s) were purchased;
  - That the City has no duty to replace tree(s) that die or are damaged by vandalism, weather, disease, etc.;
  - That the City has no duty to transplant or replace tree(s) that have been removed due to construction, paving, change in park design, etc.
3. The Community Recreation Advisory Board and City staff may confer with the donor concerning his or her preference regarding the species, size (caliper or spread), and location of the tree(s). The donator shall sign a statement that he or she acknowledges and agrees that the final decision concerning the type and size of tree(s) to be planted and their placement shall rest with the City. Staff will confer with the Tree Board as appropriate.
  4. Requests for installation of other accessories in conjunction with the tree planting (e.g., park bench, paved path, memorial garden, shelter, etc.) must be reviewed and approved by the Board and Director of Parks and Recreation. If approved, the donor will be responsible for the cost of the accessories and the labor to install them, as indicated above. The donor shall sign a statement acknowledging and agreeing that the final decision for the placement and arrangement of the accessories shall rest with the City.

#### **Section 4 Memorial Bench**

1. Memorial benches may be placed at pre-determined locations along City trails or within Alamosa City parks pursuant to review and approval of the Community Recreation Advisory Board and Director of Parks and Recreation. These locations will be selected based on needs of each park and/or trail.
2. Bench styles shall be as selected by the Community Recreation Advisory Board and Director of Parks and Recreation and are based on park design, function, aesthetics, and maintenance.
3. The fee associated with the bench will provide for the purchase, installation, and maintenance of the bench. Maintenance will be the responsibility of the Parks Division.

# **Chapter 700 Streets and Sidewalks**

(reserved)

# Chapter 800 Utilities

(reserved)

# Chapter 900 Zoning, Planning, and Annexations

## Section 901. Interaction with Planning Commission

**Authority:** Established by Resolution No. 2, adopted April 2, 2003

**Background.** City Council recognizes that land use decisions are fraught with political overtones and pressures, often derived from the “not in my back-yard” syndrome inherent in land use issues, which runs directly contrary to the City’s primary obligation with respect to land use planning--- to focus on the “big picture” perspective for the best interest of the City while balancing fairly the competing land use interests of the individual property owners affected by a given decision. The removal of Planning Commission from the direct political process by virtue of its members being appointed rather than being directly elected is an important part of removing land use decisions from such pressures, as is the delegation to Planning Commission the fact-gathering and initial assimilation of such data into a politically diluted recommendation to City Council.

It to be in the best interest of the City to utilize these procedures to remove political influence, as far as possible, from the difficult and complex demands of land use decisions, as well as to utilize the specialized knowledge and experience gained by members of Planning Commission with respect to all land use issues within the City of Alamosa.

City Council acknowledges the procedure for special review use approval established in Section 21-117 of the *Code of Ordinances of the City of Alamosa, Colorado*, which requires Planning Commission to conduct public hearings on applications for special review uses, while being cognizant that Council’s decision-making power implies its authority to conduct a separate public hearing if it deems such to be necessary;

**Purpose of Policy:** To clarify Council’s role and procedure in taking final action on Planning Commission recommendations.

**Policy:** The recommendation of Planning Commission regarding the approval or denial of a special review use application routinely shall be placed on Council’s Consent Calendar for summary action. Removal from the Consent Calendar should be for the following limited purposes:

- To consider whether the record before Planning Commission is sufficient to support the recommendation; or
- To consider returning the question to Planning Commission for further public hearing if it appears that material information was not reasonably available for consideration at the public hearing before Planning Commission; or
- To allow City Council to discuss whether City Council concurs with the conclusions drawn by Planning Commission, based exclusively on the record of Planning Commission’s proceedings, especially when the recommendation was the product of a split vote of the Planning Commission; or
- To schedule the matter for an additional public hearing before City Council, but only if extraordinary circumstances warrant such action.

# Chapter 1000 Property, Land, and Rights of Way

(reserved)

# Chapter 1100 Economic Development, Tourism

## Section 1101. Economic Development Policy and Committee

**Authority:** Established by Resolution No. 15, 2006 adopted September 20, 2006.

**Background:** Because of the surrounding beauty and the high quality of life, we treasure the opportunity to live in Alamosa. However, with the median wage rate lower than the state average and few employment opportunities, our youth become one of our greatest exports. Improving the community's wage rate and increasing job opportunities would help families better afford homes and the other necessities of life while also allowing our youth to remain in the valley. Fostering economic development is a high priority of the City of Alamosa. While barriers exist to increased economic development in the valley, failing to make a concerted effort in economic development will simply continue the status quo.

**Purpose:** It is the intent of this policy to provide general direction to staff regarding the City Council's desire for increased economic development efforts, define what Council sees as economic development and to establish responsibilities for implementing this policy.

**Policy:** Economic development is a high priority of the City Council. Efforts should be made to aggressively pursue economic development opportunities. Such efforts should be coordinated with other local businesses, tourism and economic development groups. Economic development is defined as those activities that will bring additional outside funds to the community and improve the local wage rates. Such activities may include:

- Job creation
- Job retention
- Industrial attraction
- Retail development
- Tourism efforts

The City Council of Alamosa will consider offering economic development incentives on a case by case basis. Incentives will depend upon the value to the community, i.e. number of jobs created or wage rates.

In order to more effectively pursue economic development opportunities, the City Council will create an "Economic Development Ad-hoc Committee" consisting of two Council members, the City Manager, and other staff as assigned by the City Manager. All final decisions will be retained to the Council as a whole.