

CITY ATTORNEY

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**Suggested Procedure for Convening an Executive Session
City Council Study Session Room
July 25, 2017 at 5:00 p.m.**

Mayor: The City Manager and City Attorney have requested Executive Sessions to conduct the City Manager's and City Attorney's Performance Evaluation and Compensation Review. The following provisions of the Colorado Open Meetings Act and City Council Rules of Procedure authorize an Executive Session to discuss this matter:

[Mayor reads the following]:

- Personnel matters (CRS § 24-6-402(4)(f)(I) & City Council Rule of Procedure 25.5 A.6.a.);
- Conferences with an attorney for the City for the purposes of receiving legal advice on specific legal questions (City Attorney only) (CRS § 24-6-402(4)(b) & City Council Rule of Procedure 25.5 A.2.); and
- Consideration of documents protected by the mandatory nondisclosure provisions of the Colorado "Open Records Act" (CRS § 24-6-402(4)(g) & City Council Rule of Procedure 25.5 A.7.)

The chair will entertain a motion to convene an Executive Session to discuss this matter for the stated purposes.

Council Member: I so move.

Second Council Member: I second the motion.

Mayor: [announces the votes on the motion] The motion has passed. The Council will now recess and reconvene immediately in an Executive Session in the City Council Study Session Room to discuss the matter previously stated for the purposes previously stated. [Mayor strikes gavel, to signify beginning of the recess]



CERTIFICATE OF RECEIPT

I hereby certify that, at least twenty-four hours before the above-referenced executive session, I received acknowledgment by each Council Members of receiving the Notice of the request for an Executive Session as follows:

Council Member	Accepted Calendar Invitation	Email Read Receipt	Telephone Call
Dennis Coombs, Mayor	✓	6/29 @ 12:30 pm	
Brian Bagley, City Council Member, Ward I	✓	6/29 @ 4:44 pm	
Bonnie Finley, City Council Member, Ward III	✓	6/29 @ 12:11 pm	
Polly Christensen, City Council Member At Large	✓	6/29 @ 9:25 pm	
Jeff Moore, City Council Member, Ward II	✓	6/29 @ 12:20 pm	
Joan Peck, City Council Member At Large	✓	6/29 @ 1:24 pm	
Gabe Santos, City Council Member At Large	✓	6/29 @ 2:57 pm	

Dated June 30, 2017



(signature of person confirming Council Members' receipt of Notice)