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A G E N D A

**Delta City Council
Work Session**

**May 19, 2015
5:00 p.m.**

- A. Quarterly Financial Reports**
- B. Discussion Regarding Public Hearing with the City Attorney**

City of Delta
 Sales & Use Tax Revenue
 Date: 5-14-15

Month Collected	Year 2011 Actual	Year 2012 Actual	Year 2013 Actual	Year 2014 Actual	Year 2015 Actual	2015 Year % of Budget
Jan	465,009	475,462	508,416	494,184	507,568	4,920,734
Feb	331,752	336,858	375,113	367,987	389,601	
March	336,011	356,225	350,463	356,078	355,858	
	1,132,772	1,168,545	1,233,992	1,218,249	1,253,027	25.46%

Golf Course Fund - 48
Expenditures

Account #	Expenditure By Department	2015 Budget	2015 Actual	Balance	% Spent
40 - Operations Expenses					
12100	Salaries	55,058	33,115	21,943	60%
12200	Part-Time Salaries	60,000	2,813	57,187	5%
12600	Cell Phone Stipend	320	173	147	54%
13100	Overtime	500	0	500	0%
14100	Social Security & Medicare	8,865	2,689	6,176	30%
14200	Pension Contributions	2,753	1,656	1,097	60%
15100	Group Insurance	14,400	5,447	8,953	38%
15300	Worker's Compensation	5,545	2,043	3,502	37%
15400	Unemployment	2,500	0	2,500	0%
	Subtotal Personnel	149,941	47,935	102,006	32%
22100	Operating Materials & Supplies	16,000	1,876	14,124	12%
22200	Chemicals & Lab Supplies	40,000	0	40,000	0%
25100	Gas & Diesel	0	1,187	(1,187)	
31100	Liability Insurance	6,205	3,206	2,999	52%
31350	Trees & Landscaping	0	0	0	
31600	Professional Services	1,500	0	1,500	0%
32200	Advertising & Legal Notices	0	0	0	
33100	Travel, Education, & Training	500	1,283	(783)	257%
33600	Dues, Memberships, & Subscriptions	500	365	135	73%
34100	Telephone	500	102	398	20%
34200	Natural Gas	4,600	1,166	3,434	25%
34300	Electricity	10,000	564	9,436	6%
34400	Trash Collections	1,200	216	984	18%
34500	Water	6,000	1,502	4,498	25%
35100	Vehicle & Equipment Usage	49,425	12,356	37,069	25%
35150	Fuel Usage	15,575	0	15,575	0%
35200	Future Vehicle & Eq. Replacement	80,147	20,037	60,110	25%
35300	Repairs & Maintenance	2,000	2	1,998	0%

**Golf Course Fund - 48
Expenditures**

Account #	Expenditure By Department	2015 Budget	2015 Actual	Balance	% Spent
36500	Medical Services	280	0	280	0%
37100	Lease Expense	0	0	0	
	Subtotal Charges & Services	234,432	43,862	190,570	19%
	Total- Operations Expenses	384,373	91,797	292,576	24%

41 - Clubhouse

12100	Salaries	105,456	22,600	82,856	21%
12200	Part-Time Salaries	27,500	4,577	22,923	17%
12600	Cell Phone Stipend	1,120	88	1,032	8%
13100	Overtime	1,000	0	1,000	0%
14100	Social Security & Medicare	10,333	2,066	8,267	20%
14200	Pension Contributions	5,273	842	4,431	16%
15100	Group Insurance	20,665	1,005	19,660	5%
15300	Worker's Compensation	2,073	762	1,311	37%
15400	Unemployment	1,000	0	1,000	0%
	Subtotal Personnel	174,420	31,938	142,482	18%
22100	Operating Materials & Supplies	11,000	4,378	6,622	40%
22400	Pro-Shop Supplies	51,000	2,096	48,904	4%
25100	Gas & Diesel	0	614	(614)	
31100	Liability Insurance	7,049	3,808	3,241	54%
31300	Maintenance Agreement	1,500	137	1,363	9%
31600	Professional Services	1,500	705	795	47%
32200	Advertising & Legal Notices	20,000	5,638	14,362	28%
33100	Travel,Education, & Training	3,000	0	3,000	0%
33600	Dues,Memberships, & Subscriptions	2,400	200	2,200	8%
34100	Telephone	1,000	0	1,000	0%
34200	Natural Gas	5,000	1,318	3,682	26%
34300	Electricity	19,000	1,493	17,507	8%
34500	Water	300	19	281	6%
35300	Repairs & Maintenance	1,000	0	1,000	0%
36500	Medical Expenses	200	0	200	0%
38100	Bank Charges	7,250	751	6,499	10%
38500	IT	175	49	126	28%
38710	Other Expenses	0	8	(8)	
	Subtotal Charges & Services	131,374	21,214	110,160	16%
	Total- Clubhouse	305,794	53,152	252,642	17%

42 - Food & Beverage

**Golf Course Fund - 48
Expenditures**

Account #	Expenditure By Department	2015 Budget	2015 Actual	Balance	% Spent
12100	Salaries	0	1,546	(1,546)	
12200	Part-Time Salaries	23,000	0	23,000	0%
12600	Cell Phone Stipend	0	19	(19)	
14100	Social Security & Medicare	1,760	118	1,642	7%
14200	Pension Contributions	0	77	(77)	
15100	Group Insurance	0	7	(7)	
15300	Worker's Compensation	520	192	328	37%
15400	Unemployment	0	0	0	
	Subtotal Personnel	<u>25,280</u>	<u>1,959</u>	<u>23,321</u>	8%
22100	Operating Materials & Supplies	3,000	26	2,974	1%
22425	Food Supplies	15,000	436	14,564	3%
22450	Beverage Supplies	25,000	2,881	22,119	12%
31100	Liability Insurance	770	0	770	0%
	Subtotal Charges & Services	<u>43,770</u>	<u>3,343</u>	<u>40,427</u>	8%
	Total- Food & Beverage	<u><u>69,050</u></u>	<u><u>5,301</u></u>	<u><u>63,749</u></u>	8%
65 - Administration & General					
31410	Accounting & Administration Fee	<u>15,000</u>	<u>3,750</u>	<u>11,250</u>	25%
	Subtotal Charges & Services	<u>15,000</u>	<u>3,750</u>	<u>11,250</u>	25%
	Total- Administration & General	<u><u>15,000</u></u>	<u><u>3,750</u></u>	<u><u>11,250</u></u>	25%
90 - Golf Course Bond Costs-Non Departmental					
38910	Principal Payments	82,205	20,255	61,950	25%
38920	Interest Expense	<u>63,492</u>	<u>16,396</u>	<u>47,096</u>	26%
	Subtotal Golf Course Bond Costs	<u>145,697</u>	<u>36,650</u>	<u>109,047</u>	25%
	Total - Golf Course Fund	<u><u>919,914</u></u>	<u><u>190,651</u></u>	<u><u>729,263</u></u>	21%

Internal Service Fund - 71
Expenditures

Account #	Expenditure By Department	2015 Budget	2015 Actual	Balance	% Spent
62 - Service Facility					
12100	Regular Salaries	229,882	37,134	192,748	16%
12600	Cell Phone Stipend	186	37	149	20%
13100	Overtime	400	0	400	0%
14100	Social Security & Medicare	17,631	2,761	14,870	16%
14200	Pension Contribution	11,494	1,857	9,637	16%
15100	Group Insurance	32,536	4,721	27,815	15%
15300	Worker's Compensation	6,228	2,295	3,933	37%
15400	Unemployment	0	0	0	
	Subtotal Personnel Services	298,357	48,805	249,552	16%

**Recreation Center Fund - 18
Expenditures**

Account #	Expenditure By Department	2015 Budget	2015 Actual	Balance	% Spent
65 - Administration & General					
12100	Salaries	151,944	25,755	126,189	17%
12200	Part - Time Salaries	500	265	235	53%
12600	Cell Phone Stipend	1,760	296	1,464	17%
14100	Social Security & Medicare	11,797	1,950	9,847	17%
14200	Pension Contributions	7,597	1,288	6,309	17%
15100	Group Insurance	20,911	2,942	17,969	14%
15300	Worker's Compensation	1,077	396	681	37%
15400	Unemployment	0	0	0	
	Subtotal Personnel	195,586	32,891	162,695	17%

MEMO

To: Mayor and City Council
From: Wilma Erven, Parks, Recreation & Culture Director
Date: May 19, 2015
Subject: 1st Quarter Golf Report



Parks & Recreation Department

Background

During the 2015 Budget process it was determined that a quarterly report on the progress of the Golf Course would be presented to City Council as soon as the quarter was totally complete.

The revenues for the 1st quarter are attached, with the comparisons from the last five years. Revenues were down in January due to the weather this year; we had snow on the course until January 16. The stated revenues only cover a two week period of time. January 2014 was an extremely successful year, as we were the only course in the region that did not have snow.

The expenses for the 1st quarter should have been at 25% for the year and the actual was only 17.8%, which did include the total payout for two past full time employees who resigned and all of the interest and principal payments due to date on the course.

2010

Description	JAN	FEB	MAR	APR	MAY	JUN	JUL
GOLF MEMBERSHIPS	0	1,025	13,983	8,025	2,810	5,225	3,107
GREEN FEES	0	394	10,916	20,414	23,655	30,384	25,441
CART RENTAL	0	0	5,210	10,362	12,488	15,166	13,793
DRIVING RANGE	28	272	2,074	1,393	1,384	2,017	1,405
GOLF PRO SHOP	1,197	665	1,622	4,917	8,281	4,884	8,920
LESSONS	0	0	105	290	0	233	420
** GRAND TOTAL **	1,225	2,355	33,910	45,401	48,617	57,909	53,086

2011

Description	JAN	FEB	MAR	APR	MAY	JUN	JUL
GOLF MEMBERSHIPS	3,808	5,394	15,151	4,935	3,080	3,346	2,491
GREEN FEES	1,324	2,368	9,292	12,376	21,986	28,749	25,152
CART RENTAL	299	922	5,925	7,215	11,168	16,423	15,315
DRIVING RANGE	517	789	1,543	1,462	2,118	2,217	1,756
GOLF PRO SHOP	1,735	456	4,143	4,128	5,116	5,589	6,500
LESSONS	0	17	126	348	3,878	748	1,350
** GRAND TOTAL **	7,683	9,946	36,180	30,464	47,346	57,072	52,564

2012

Description	JAN	FEB	MAR	APR	MAY	JUN	JUL
GOLF MEMBERSHIPS	18,319	7,458	13,703	10,562	6,811	3,044	3,251
GREEN FEES	575	6,465	16,333	20,866	25,872	29,452	35,673
CART RENTAL	0	2,604	7,645	10,397	12,312	11,082	18,600
DRIVING RANGE	142	656	1,472	1,412	1,613	1,421	2,155
GOLF PRO SHOP	42	1,964	5,733	5,901	6,555	7,374	9,531
LESSONS	0	100	853	221	303	167	147
** GRAND TOTAL **	19,078	19,248	45,738	49,359	53,466	52,541	69,357

2013

Description	JAN	FEB	MAR	APR	MAY	JUN	JUL
GOLF MEMBERSHIPS	9,399	17,465	10,500	11,496	4,891	2,380	2,838
GREEN FEES		3,311	5,793	19,645	22,620	28,419	28,594
CART RENTAL	2,317		4,356	8,052	7,356	7,548	10,908
DRIVING RANGE		523	787	1,079	1,789	1,051	1,311
GOLF PRO SHOP		1,544	3,347	4,765	6,841	7,543	6,361
LESSONS		2	11	83	14	12	23
** GRAND TOTAL **	11,716	22,845	24,793	45,120	43,510	46,952	50,036

2014

Description	JAN	FEB	MAR	APR	MAY	JUN	JUL
GOLF MEMBERSHIPS	29,497	6,450	10,508	4,385	2,540	3,990	2,025
GREEN FEES	28,000	6,592	11,247	15,660	21,705	26,983	25,011
CART RENTAL	15,996	3,291	4,172	3,932	7,654	9,353	9,271
DRIVING RANGE	1,493	612	976	811	1,017	1,107	1,307
GOLF PRO SHOP	2,112	1,999	5,532	3,914	5,905	5,410	6,696
LESSONS		130	151	18	210	495	
BEVERAGES	2,624	1,314	2,577	2,937	5,547	6,274	8,021
FOOD	966	514	881	1,517	2,561	3,793	4,916
** GRAND TOTAL **	80,690	20,901	36,043	33,173	47,140	57,404	57,247

2015							
Description	JAN	FEB	MAR	APR	MAY	JUN	JUL
GOLF MEMBERSHIPS	16,029	11,543	11,597				
GREEN FEES	1,169	9,556	16,239				
CART RENTAL	1,420	10,146	12,264				
DRIVING RANGE	83	1,478	1,485				
GOLF PRO SHOP	358	1,404	3,442				
LESSONS	0	0	308				
BEVERAGES	170	1,919	5,642				
FOOD	23	572	1,676				
** GRAND TOTAL **	19,253	36,618	52,652	0	0	0	0

AUG	SEPT	OCT	NOV	DEC**	TOTAL
1,000	2,425	675	383	1,655	40,314
28,764	20,092	13,212	4,427	-8,205	169,494
17,912	11,887	8,424	3,479	1,622	100,342
5,090	1,051	730	152	305	15,900
13,266	6,917	11,481	4,741	3,747	70,638
3,870	0	195	0	0	5,113
69,903	42,371	34,717	13,182	-875	401,801

AUG	SEPT	OCT	NOV	DEC	TOTAL
1,964	455	621	620	7,165	49,030
29,900	23,539	16,651	5,176	660	177,174
19,498	14,238	11,311	3,970	421	106,703
2,396	1,982	995	289	33	16,098
15,351	9,090	8,086	7,077	1,952	69,224
49	254	449	245	89	7,553
69,158	49,558	38,114	17,377	10,320	425,781

AUG	SEPT	OCT	NOV	DEC	TOTAL
1,800	785	702	970	7,225	74,632
24,975	25,409	12,111	6,791	5,875	210,397
11,601	12,732	6,182	2,979	1,320	97,453
1,291	1,509	734	473	67	12,943
13,080	9,756	9,930	3,539	4,466	77,870
364	178	167	177	105	2,783
53,111	50,368	29,826	14,929	19,057	476,077

AUG	SEPT	OCT	NOV	DEC	TOTAL
2,900	1,395	625	85	9,506	73,480
27,223	22,172	17,724	5,291	2,318	183,109
13,337	8,147	6,736	1,997	1,203	71,955
1,606	1,079	562	256	83	10,124
17,423	6,905	11,507	3,511	2,331	72,078
26	4	90		40	305
62,515	39,701	37,244	11,139	15,481	411,051

MEMO

To: Mayor and City Council
From: Wilma Erven, Parks, Recreation & Culture Director
Date: May 19, 2015
Subject: Cleland Park Tennis Court Upgrade/Replace



Recreation Department

Recommendation

Guidance from City Council on process for upgrading Cleland Park Tennis Courts, which are in very poor condition.

Background

The City replaced the six asphalt courts with six new asphalt courts in 2001. Due to the unstable ground and the constant ground water under the courts at Cleland Park, it is almost impossible to keep them in good repair and safe for play. As you see, in the attached timeline comparison information on the tennis courts in Cleland Park and Confluence Park there is a large difference in the cost of repair and upkeep. Since 2001 with the then new construction, the City has invested \$292,439 in the courts at Cleland Park.

We have at least four choices to address this situation:

- Repair the current courts as we have for the last six years with a probably cost of \$8,000 to \$10,000, this was put in the 2015 budget
- Remove and rebuild six new asphalt courts with an estimated cost of \$250,000 to \$260,000
- Remove and rebuild six new post-tension concrete courts (refer to attached article) with an estimated cost of \$200,000 to \$250,000
- Remove courts at Cleland Park and add two new post-tension courts to the existing post-tension courts at Confluence Park with an estimated cost of \$58,000 to \$68,000

If we move courts to Confluence Park we would need to relocate the lights that are at Cleland to Confluence, which would add to the cost of the project.

Staff believes that we will need to move forward soon and enlarge the parking lot and upgrade and enlarge the restroom facilities at Cleland Park. This could all be done as one project.

Cost

Staff would be applying for a Great Outdoors Colorado grant for this project.

Alignment With Strategic Planning:

Overall health and wellness for the community.

Actions To Be Taken if Approved:

Council's guidance on the project.

Tennis Court Timelines

Cleland Park

- The City replaced 6 asphalt courts with 6 new asphalt courts in 2001.
- New courts were paid for out of Conservation Trust Fund for \$240,959.93
- Parks Department employees began seeing cracking issues in 2005.
- In 2008 the City spent \$22,495 from Conservation Trust Fund to completely re-surface all 6 courts. Re-surfacing included:
 - ✓ Power washing the entire court surface.
 - ✓ Clean and remove all vegetation and loose material from cracks.
 - ✓ Apply herbicide to all cracks.
 - ✓ Repair cracks with acrylic binder and cement. Grind off all excess material to ensure a safe playing surface.
 - ✓ Apply two coats of color concentrate to the entire surface.
 - ✓ Stripe surface with two coats of textured line paint in accordance with USTA guidelines.
- In 2009 the City spent \$3,275 in crack repairs from Conservation Trust Fund.
- In 2010 the City spent \$3,590 in crack repairs from Conservation Trust Fund.
- In 2012 the City spent \$7,350 in crack repairs from Conservation Trust Fund.
- In 2013 the City spent \$7,350 in crack repairs from Conservation Trust Fund.
- In 2014 the City spent \$7,420 in crack repairs from Conservation Trust Fund.

Confluence Park

- Four post-tension concrete tennis courts were built at Bill Heddles Recreation Center in 1994 by Malott Peterson Renner, Inc. from Denver, CO.
- The cost of the courts was \$142,544. Funds came from either Conservation Trust or a combination of Conservation Trust and General Fund.
- The original construction included a 1/2 inch emulsified asphalt lift over the post-tension concrete base. This lift was intended to provide a slower and softer playing surface.
- The asphalt lift began to break down and separate from the concrete in 1999.
- In 2003 the City awarded a contract to Signature Tennis Courts from Grand Junction, CO, to re-surface the tennis courts at Confluence Park.
- The cost of the project was \$29,950 from Conservation Trust Fund.
- The construction included:
 - ✓ Removal of the asphalt lift.
 - ✓ Grinding the concrete surface to an acceptable smoothness.
 - ✓ Power wash the entire court surface removing any dirt and loose materials.
 - ✓ Flood the surface and mark any areas that hold 1/8 inch of water.

- ✓ Patch and level marked areas.
 - ✓ Apply one filler coat of acrylic resurface material to the entire surface.
 - ✓ Apply two coats of color concentrate to the entire surface.
 - ✓ Stripe courts with two coats of line paint.
- The asphalt lift was not replaced due to concerns over life span of the previous material. and the paint was then applied directly to the post-tension concrete surface.
 - No other repairs have taken place on these courts up to 2015.
 - We should schedule a new re-surfacing for approximately 2017.

MEMORANDUM

TO: Delta City Council

FROM: David McConaughy, City Attorney

DATE: May 13, 2015

RE: Public Hearing Procedures

The purpose of this memo is to provide general guidance and key points regarding conducting public hearings on land use or other matters. Attached hereto is a suggested procedure that could be posted or distributed prior to any hearing.

1. Quasi-Judicial Decisions

When conducting a public hearing on a land use matter, the City Council performs a “quasi-judicial” function. This is different from a “legislative” function where the Council decides policies and rules of general applicability. In a quasi-judicial function, the Council’s duty is to determine the relevant facts and then apply the existing law and rules to those facts to reach a decision.

For example, adopting a land use code would be a legislative act, and it might provide that a landowner is entitled to a permit if the landowner shows proof of ownership of the property and that adjacent properties would not be harmed. A quasi-judicial proceeding would then determine facts to see if the landowner meets the standards to obtain the permit, but not to reconsider the rules or policies that apply.

Certain rules and standards apply to quasi-judicial proceedings that do not apply to legislative acts, as discussed below.

2. Decisions Must be Based on the Record

All decision must be based on specific evidence reflected in the official record of the proceeding, which may include oral testimony as well as written documentation. The law and rules must then be applied to make a decision based solely on what is in the record. For this reason, it is very important to conduct the hearing in a way that makes a clear record as to what was or was not included. The chairman of the body (i.e., the Mayor) should ask for a motion to open the hearing and to close the hearing and make a clear statement about when that has

occurred. No further evidence should be accepted after the hearing is closed, unless there is a motion to re-open the hearing.

Any exhibits or documents introduced during the hearing should be clearly identified, with copies kept by the City Clerk. Identifying all such documents by specific exhibit number or letter may be helpful. Any witness who testifies should be asked to state his or her name and address on the record before speaking, or if there are numerous witnesses then a sign-up sheet should be circulated and kept by the clerk.

Council may wish to limit public comments to 3-5 minutes each, and members of the public should be encouraged to say their piece all at once and not be allowed to return to the microphone multiple times. The Council has discretion to allow members of the public to donate their time to others if there are a lot of people who show up.

Councilors should not deliberate or make comments about how they might vote until after the record is closed and complete. Council can ask questions of staff, the applicant, or members of the public during the hearing to build the record, but Councilors should be careful not to express any opinions until after the record is closed.

If Council feels that additional information or testimony is necessary before making a decision, the hearing may be continued to a date certain. A motion for continuance while the hearing is still open will generally avoid any need to re-notice the public hearing.

3. Deliberation and Decision

Once the hearing is closed, Councilors should discuss the evidence presented and may debate one another about the appropriate decision. Councilors may ask the City Attorney or other staff for help with the process or understanding what rules and regulations should be applied to the facts, but they should not ask substantive questions about the facts unless the hearing is re-opened. After appropriate deliberation, Council should consider a motion to approve or deny the application, with or without conditions. Council may also move to continue the decision to a later time if appropriate and not prohibited by the applicable rules.

Council should not consider any evidence outside the public record. This can sometimes be challenging, because Councilors almost always will have some personal knowledge about the property or the issues involved simply by virtue of being members of the community, but anything not mentioned during the hearing should not be mentioned or relied upon for the decision. Avoiding *ex parte* communications is part of this (see below).

4. Ex Parte Communications

An *ex parte* communication is a communication outside the record of the public hearing that either influences a decision or could give the appearance of improper influence. Councilors should not discuss the public hearing with anyone outside the hearing itself. This can sometimes be difficult, especially where concerned citizens may approach a Councilor to express an opinion. The citizen may argue that, “You are supposed to be my elected representative, so I want you to listen to me!” The appropriate response is to tell the citizen that their views are very important, but that if you engage in this discussion or listen to their concerns outside of the public hearing then you could be disqualified from voting on the matter due to an improper *ex parte* communication. Listening to the citizen outside the hearing could back-fire because now the Councilor who might be sympathetic to their position can no longer vote at all. Therefore, concerned citizens should be encouraged to attend the hearing to express their views or to submit written comments in advance that can be incorporated into the record.

In at least one case, a decision was overturned when the decision-maker was seen having lunch with one of the attorneys for a party during a break in the hearing. Even though both the attorney and the decision-maker swore that nothing about the hearing whatsoever was discussed over the lunch, the appearance of impropriety was enough to prompt a lawsuit and require conducting the hearing all over again. Appearances matter. Be cautious.

5. Conflicts of Interest

As with any matter involving City business, Councilors should be careful to avoid conflicts of interest, which generally arise if a Councilor has a personal or financial interest in the outcome of the decision. In such a case, the Councilor should disclose the conflict and recuse himself or herself from participation or voting. While not legally required, a good approach is to leave the room entirely so that the conflicted Councilor cannot be accused of influencing the other members by winks or facial expressions. There are narrow exceptions to this rule if the conflicted Councilor’s vote is necessary to have a quorum. If in doubt about a potential conflict, contact the City Attorney.

6. Challenges to Decisions

After exhausting any administrative appeal rights, quasi-judicial decisions may be challenged by filing an action in District Court within 35 days after the date of the decision. There is a high standard to meet for any challenge, and Courts will generally uphold the decision unless it is arbitrary and capricious or unsupported by any evidence in the record. The court procedures include a requirement for the City Clerk to certify the contents of the record for

review by the judge. This is why it is extremely important to be clear about what is and is not included in the record.

Other bases for challenges include federal law requirements such as Equal Protection and Due Process, which are beyond the scope this memo.

PUBLIC HEARING PROCEDURES

1. Chairman (Mayor) announces the purpose of the public hearing and asks City Clerk to verify the proper noticing has occurred.
2. Chairman may announce requirements for public comments such as sign-up sheet or limiting time for citizen comments. Public hearing opens.
3. City Staff presentation including summary of documents/exhibits in the record.
4. Applicant presentation.
5. Public comments.
6. Applicant response to public comments.
7. Questions from Council to Staff, Applicant, or Public. (Questions may also be asked during each comment period).
8. Close public hearing.
9. Deliberation/Discussion.
10. Decision by motion.