



## NOTICE OF MEETINGS OF THE EXECUTIVE COMMITTEE OF THE PUEBLO CITY COUNCIL

A MEETING OF THE EXECUTIVE COMMITTEE OF THE PUEBLO CITY COUNCIL WILL BE HELD ON **MAY 2, 2022** COMMENCING **AT 5:30 P.M.** IN THE CITY COUNCIL CHAMBERS, THIRD FLOOR, CITY HALL, ONE CITY HALL PLACE, PUEBLO, COLORADO 81003.

Executive Committee meetings are special meetings of the City Council and are informal Council meetings for the purpose of receiving information and discussion among Council Members; no official action is taken at such meetings. The public is invited to attend, but public comment is generally not received unless otherwise noted.

**Individuals requiring special accommodation are requested to please notify the ADA Coordinator of their needs at (719) 553-2295 by noon on the Friday preceding the meeting.**

THE AGENDA FOR THE EXECUTIVE COMMITTEE MEETING IS AS FOLLOWS:

### ***AGENDA***

I. Call To Order And Welcome - Sarah Martinez, Work Session Chair

II. Topics

1. CITY UPDATE (5:30 PM - 5:40 PM)

**PURPOSE:**

Weekly update from the Mayor's Office.

**CALL TO PODIUM:**

Update: Ms. Laura Solano, Chief of Staff

**TIME ALLOTTED:**

10 Minutes

**SUPPORTING BACKGROUND:**

2. HOLMES HARDWARE PROJECT (5:40 PM - 6:05 PM)

**PURPOSE:**

Presentation to City Council.

**CALL TO PODIUM**

Nathan Stern, Director of Development

**TIME ALLOTTED:**

15 Minutes - Presentation

10 Minutes - Questions

**SUPPORTING BACKGROUND:**

Presentation to City Council.

3. NEW CODE OF ETHICS (6:05 PM - 6:20 PM)

**PURPOSE:**

Presentation to City Council.

**CALL TO PODIUM**

Ted Freeman, Pueblo Code of Ethics Task Force

**TIME ALLOTTED:**

10 Minutes - Presentation

5 Minutes - Questions

**SUPPORTING BACKGROUND:**

Presentation to City Council.

Documents:

[05-02-22 NEW CODE OF ETHICS - T FREEMAN.PDF](#)

4. VACANT PROPERTY REGISTRATION (6:20 PM - 6:50 PM)

**PURPOSE:**

Presentation to City Council.

**CALL TO PODIUM**

Karen Willson, Code Enforcement Manager

**TIME ALLOTTED:**

15 Minutes - Presentation

15 Minutes - Questions

**SUPPORTING BACKGROUND:**

Presentation to City Council.

Documents:

[05-02-22 VACANT PROPERTY REGISTRY 2022.PDF](#)

III. Adjournment

Presenting:  
A New Code of Ethics

Pueblo Code of Ethics Task Force

- Begun in January 2013 by civic activist Ted Freeman, and 15 concerned citizens of the Pueblo community
- Goal: to create a new and more comprehensive Code of Ethics for the City of Pueblo
- Met bi-weekly, then weekly, for nearly 18 months
- Researched Codes of Ethics from multiple towns/cities across Colorado, concluding that Centennial's – with some modifications – would best suit our City
- Updated key stakeholders throughout process, including members of City Council, and representatives of the Police, Fire and City employee unions

Why is a new Code of Ethics needed?

- To assist public servants in understanding the difference between right and wrong, and applying that understanding to their decisions.
- A comprehensive Code of Ethics will promote and strengthen citizen faith and confidence in their public servants
- With online availability of the Code - and signed statements of acknowledgement and understanding by all Public Servants - the Pueblo community can be assured that the highest level of ethics will be maintained.
- By having a single Code of Ethics for the city representatives to follow, all employees, elected/appointed officials and other representatives can “be on the same page” of ethical expectations.

Why replace the existing Code of Ethics?

- The proposed new Code is easier to understand and more comprehensive;
- Defines process for submitting complaints or allegations;
- Establishes procedures for investigating complaints or allegations;
- Establishes penalties, when appropriate, for public servants who violate the public trust; and
- Protects to the fullest extent possible the rights of all individuals who are subject in any way to the provisions of the Code of Ethics.

## The Code of Ethics applies to all public servants of the City of Pueblo:

- Elected or appointed Council members;
- Officials appointed by Council to serve as City Manager and Municipal judge;
- Officials appointed by the City Manager;
- Full-time employees (classified) and part-time employees;
- Council-appointed members to boards, commissions, task forces or similar bodies

# Mandatory Standards of Ethical Conduct

- The proposed Code of Ethics clearly establishes reasonable standards of ethical conduct of Public Servants;
- Failure to abide by these standards shall be deemed a violation of the Code of Ethics;
- Public Servants not adhering to the Code of Ethics may be subject to an investigation, review, and hearing process;
- When violations are found to exist, appropriate disciplinary action and penalty will be administered.

Submitting a complaint or allegation

- A complaint must be submitted in writing to the City Clerk;
- The complainant must identify themselves including detailed contact information;
- A full description of the facts which constitute an alleged violation of the Code of Ethics, together with a citation of section and paragraph alleged to be violated;
- Name and contact information of witnesses.

# Initial processing of complaint

- Determination of jurisdiction by City Attorney (as proposed in the new Code of Ethics)
- Dismissal of complaint if it is found to be frivolous, groundless, or brought forth for harassment.

Should the facts of the alleged complaint appear to be sufficient to constitute a violation of the Code of Ethics, the Board of Ethics (City Council) may direct one or more of the following processes:

- Assignment to Ethics Subcommittee;
- Assignment to Investigation;
- Informal Administrative Review;
- Formal Hearing

# Code of Ethics Hierarchy

- Board of Ethics: the City Council, except the Board of Ethics shall *not* include any person being investigated by the Board of Ethics.
- Ethics Subcommittee: comprised of one council member and two city residents, and is intended to facilitate the prompt resolution of simple or largely uncontested ethical allegations.
- Case Manager: an unbiased and neutral person, appointed by the Board of Ethics; responsible to see that the procedures of a Formal Hearing are followed.
- Hearing Body: an odd-numbered (not to exceed 7) panel of Pueblo city residents, selected by the Board of Ethics, to hear and decide allegations of a complaint during a formal hearing.

# In Conclusion...

The Code of Ethics Task Force believes that the acceptance of the Code of Ethics as presented will create an environment of trust between the Public Servants and the citizens of Pueblo.



# VACANT PROPERTY REGISTRY



2600 letters sent to property owners starting September 2021.



UTILITY RECORDS



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POST OFFICE RECORDS



CODE ENFORCEMENT REPORTS

1500 HOMES REPORTED  
AS OCCUPIED



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## 186 permits for repair

These properties are being repaired with the intent of re-occupation or to sell.



## 49 Sold

Waiting for the County Assessor's information to update so that notices may be sent to new owners if necessary.



APPEALS

## 22 Appeals

Of those, 13 hearings have taken place.

The other 9 were deemed not vacant due to duration of stay, zoning of the property and use or similar reasons.



136 registered  
properties



## 926 Notices of violation

All have been sent via first class mail, certified mail and have been posted on properties.

In January began sending and posting Notices of violation to approx. 926 properties. Since that time, 540 more have been removed after owner contact.



386 Property owners have yet to respond to warning letters or notices.

# Moving forward.

- Property that have failed to respond to letters, and notices of violation will be inspected, to ensure that they are vacant. Process liens for the registration and late fee.
- Future vacant properties will be located through Code Enforcement, police, fire or other reported issues.
  - Notices of violation-30 days to register
    - Appeals if requested
  - Late fee
  - Liens

**\*\*No liens have been filed to date. Process for filing liens will begin.\*\***