



WESTMINSTER
COLORADO

FEBRUARY 14, 2000
7:00 P.M.
AGENDA

NOTICE TO READERS: City Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items is reflective of Council's prior review of each issue with time, thought and analysis given.

Members of the audience are invited to speak at the Council meeting. Citizen Communication (item 5) and Citizen Presentations (item 12) are reserved for comments on items not contained on the printed agenda.

1. Pledge of Allegiance
2. Roll Call
3. Consideration of Minutes of Preceding Meetings
4. Presentations
 - A. Presentation of Colorado American Public Works Association Chapter Awards
5. Citizen Communication
6. Report of City Officials
 - A. City Manager's Report
7. City Council Comments

The "Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any citizen wishes to have an item discussed. Citizens then may request that the subject item be removed from the Consent Agenda for discussion separately.

8. Consent Agenda
 - A. West Adams County Fire Protection District Automatic Aid Agreement Amendment
 - B. Asphalt Materials Bid to Brannan Sand & Gravel for a maximum of \$250,000
 - C. Bid for Patrol Cars to Burt's Arapahoe Ford for 19 Crown Victorias for \$394,640
 - D. Change Order for Big Dry Creek Sewer Contract to ERS Constructors for \$82,211
 - E. Sprint Spectrum Lease and Radio Transmission Structure at City Park
 - F. Bid and Purchase of Golf Course Maintenance Equipment
 - G. Lowell Boulevard Design Contract Addendum #3
 - H. Councillor's Bill No. 7 re Annexation 128th Avenue & Zuni Street ROW (Hicks-Merkel)
 - I. Councillor's Bill No. 8 re Amendments to Comprehensive Land Use Plan (Merkel-Moss)
 - J. Councillor's Bill No. 9 re Business Assistance Package re Fun Services (Merkel-Atchison)
 - K. Councillor's Bill No. 11 Receipt of \$1.6 Million in COP proceeds and 1st COP payment (Atchison-Merkel)
 - L. Councillor's Bill No. 12 re 1999 Budget Supplemental Appropriation (Smith-Hicks)
9. Appointments and Resignations
 - A. Resolution No. 14 re Re-appointments and new appointments to Transportation Commission
 - B. Resolution No. 15 re New Appointment to Special Permit and License Board
10. Public Hearings and Other New Business
 - A. Resolution No. 16 re Weatherstone Service Commitment Award Extension
 - B. Sheridan Boulevard 113th Avenue to 119th Avenue – Engineering Design Contract
 - C. Councillor's Bill No. 14 Children's Sensory Park Supplemental Appropriation for \$35,000
 - D. Construction of Sensory Park materials and equipment
 - E. Councillor's Bill No. 15 re City Personnel Management
11. Old Business and Passage of Ordinances on Second Reading
None

12. Citizen Presentations and Miscellaneous Business

- A. Activity Report July – December, 1999
- B. City Council
- C. Request for Executive Session
 - 1. Real estate/Economic Prospects Negotiations
 - 2. Potential Litigation re Rocky Flats Matters

13. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, FEBRUARY 14, 2000 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Mayor Pro Tem Dixon led Council, Staff and the audience in the Pledge of Allegiance.

ROLL CALL:

Present at roll call were Mayor Pro Tem Dixon and Councillors Atchison, Hicks, Moss and Smith. Also present were William Christopher City Manager; Martin McCullough, City Attorney; and Michael Allen, Deputy City Clerk. Councillor Merkel was absent and Mayor Heil is on an extended medical absence.

CONSIDERATION OF MINUTES:

A motion was made by Atchison and seconded by Smith to accept the minutes of the meetings of January 24, January 31 and February 7, 2000 with no additions or corrections. The motion carried unanimously.

PRESENTATIONS:

Mayor Pro Tem Dixon, City Manager Bill Christopher, Director of Public Works and Utilities Ron Hellbusch and Dan Hartman of the Colorado APWA Chapter Board of Directors, made presentations of awards and recognized the Department of Public Works and Utilities and Community Development Staff for their efforts in the Public Works field. Ron Hellbusch was also presented the William E. Korbitz Leader of the Year award

CITIZEN COMMUNICATION:

Susan Hanson, Recruiting Assistant of the Census Bureau, addressed Council on the opportunities available to citizens to work on the Census 2000 and the importance of all citizens filling out the census survey.

REPORT OF CITY OFFICIALS:

City Manager Bill Christopher stated that City offices will be closed Monday, February 21 as it is a holiday and that the Study Session and a Special City Council meeting will be held on February 22.

CITY COUNCIL COMMENTS:

Councillor Moss congratulated the Fitness Center on its first anniversary, commented on the Central City Opera Foundation reception held at City Hall and the Hmong Society event and the Colorado Aids and Easter Seal Benefit he attended. Mayor Pro Tem Dixon reported on the meeting she attended on land use of nuclear sites.

CONSENT AGENDA:

The following items were considered as part of the Consent Agenda: West Adams County Fire Protection District Automatic Aid Agreement Amendment – Authorize City Manager to execute the First Amendment to the January 17, 1989 Automatic Aid Agreement between the City and the West Adams County Fire Protection District in order to substitute the North Metro Fire Rescue District for the Fire Authority as the contracting party; Asphalt Materials Bid – Award bid to Brannan Sand & Gravel for purchase of asphalt materials at the unit prices indicated on the bid tabulation on an as-needed basis and up to a maximum of \$250,000, and charge the expense to the appropriate 2000 Street Division account; Patrol Car Bids – Award bid for the purchase of nineteen 2000 Ford Crown Victorias at a cost of \$394,640 to the lowest bidder, Burt's Arapahoe Ford, charge the expense to the appropriate 2000 Police Department Budget account, and authorize the trade in of the used patrol cars to Burt's Arapahoe Ford;

Change Order for Big Dry Creek Sewer Contract – Authorize City Manager to execute a change order with ERS Constructors, in the amount of \$82,211 for the coating of 28 manholes on the Big Dry Creek Sewer Interceptor Phase III project and charge the expense to the appropriate project account in the Utilities Fund; Sprint Spectrum Lease and Radio Transmission Structure – Authorize a proposed lease of City property to Sprint Spectrum for construction of a cellular telephone transmission tower, allowing the City Manager to execute the lease form, and approve the structure proposed by Sprint Spectrum to be located at City Park; Bid/Purchase Golf Course Maintenance Equipment – Award the bid to LL Johnson Distributing of Denver for the purchase of two greenmaster 3100 lawn mowers in the amount of \$33,131 and charge the expense to the appropriate Heritage Golf Course 2000 operating budget; Lowell Boulevard Amended Engineering Design Contract – Authorize City Manager to execute an amended engineering design agreement with Drexel Barrell & Co. in the amount of \$8,773 for additional design services for the Lowell Boulevard Roadway project; Councillor's Bill No. 7 – 128th Avenue and Zuni Street ROW Annexation; Councillor's Bill No. 8 – Comprehensive Land Use Plan Amendments; Councillor's Bill No. 9 – Fun Services Business Assistance Package; Councillor's Bill No. 11 – COP Proceeds Appropriation; and Councillor's Bill No. 12 – 1999 Budget Supplemental Appropriation.

The Mayor Pro Tem asked if there was any member of Council or anyone from the audience who would like to have any of the consent agenda items removed for discussion purposes or separate vote. Councillor Moss asked that Item 8E, Sprint Spectrum Lease and Radio Transmission Structure, be removed from the Consent Agenda.

A motion was made by Atchison and seconded by Hicks to adopt the remaining Consent Agenda items as presented. The motion carried unanimously.

SPRINT SPECTRUM LEASE AND RADIO TRANSMISSION STRUCTURE:

A motion was made by Moss and seconded by Dixon to Table the Sprint Spectrum Lease and Radio Transmission Structure to be located at City Park. The motion failed with 2 aye votes and dissenting votes by Dixon, Hicks and Smith.

A motion was made by Hicks and seconded by Atchison to authorize a proposed lease of City property to Sprint Spectrum for construction of a cellular telephone transmission tower, allowing the City Manager to execute the lease form, and approve the structure proposed by Sprint Spectrum to be located at City Park. The motion carried with 4 aye votes and a dissenting vote by Moss.

RESOLUTION NO. 14 - TRANSPORTATION COMMISSION APPOINTMENTS:

The Mayor Pro Tem asked if anyone would like to remove this item from the Table. There was no request and the Mayor Pro Tem stated that Resolution No. 14 making re-appointments and new appointments to the Transportation Commission would remain Tabled.

RESOLUTION NO. 15 – SPECIAL PERMIT AND LICENSE BOARD RESIGNATION/APPOINTMENT:

A motion was made by Atchison and seconded by Moss to adopt Resolution No. 15 accepting the resignation of Carole Pool, moving Bill Nordberg from Alternate to Regular member with the term of office to expire December 31, 2000, and to open for consideration another candidate to be named at a future date based on re-interviews and have City Staff re-survey existing Boards and Commission members for possible interest in application to the Special Permit and License Board. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 16 – WEATHERSTONE SERVICE COMMITMENT AWARD EXTENSION:

A motion was made by Smith and seconded by Hicks to adopt Resolution No.16 extending the existing Category B-1 Service Commitment award to the Weatherstone single-family detached project and awarding 56 additional Category B-1 Service Commitments to the Weatherstone project, based on a finding that the Weatherstone project meets Westminster Municipal Code Section 11-3-2(A)2 criteria of the City's Growth Management Program. Jon Lee, Community Development Group representative, was present to address Council. Upon roll call vote, the motion carried unanimously.

SHERIDAN BOULEVARD, 113TH AVENUE TO 119TH AVENUE IMPROVEMENTS:

A motion was made by Smith and seconded by Hicks to authorize the City Manager to execute a contract with TranSystems Corporation in the amount of \$189,800 for the design of roadway improvements to Sheridan Boulevard between 113th Avenue and 119th Avenue; authorize a design contingency of \$20,000 and charge these expenses to the appropriate project account in the General Capital Improvement Fund. The motion carried unanimously.

COUNCILLOR'S BILL NO. 14 – CHILDREN'S SENSORY PARK SUPPLEMENTAL APPROPRIATION:

A motion was made by Hicks and seconded by Moss to pass Councillor's Bill No. 14 on first reading appropriating \$35,000 into the General Capital Improvement Fund for construction of the Westminster Children's Sensory Park. Upon roll call vote, the motion carried unanimously.

CONSTRUCTION OF SENSORY PARK MATERIALS AND EQUIPMENT:

A motion was made by Hicks and seconded by Atchison to authorize \$35,000 for construction of the Sensory Park to be used to pay for materials and equipment used by City's Design and Development Construction crew. The motion carried unanimously.

COUNCILLOR'S BILL NO. 15 – CITY PERSONNEL MANAGEMENT ORDINANCE AMENDMENTS:

A motion was made by Dixon and seconded by Atchison to Table Councillor's Bill No. 15 amending Title I, Chapter 24 of the Westminster Municipal Code sections of the Personnel Management System until the February 28 City Council meeting. Upon roll call vote, the motion carried unanimously.

MISCELLANEOUS BUSINESS:

Council reviewed the 1999 Second Half Activity Report.

Mayor Pro Tem Dixon stated there would be an Executive Session to discuss real estate/economic prospects negotiations, a potential Litigation concerning Rocky Flats matters, and a real estate acquisition.

ADJOURNMENT:

The meeting was adjourned at 8:18 P.M.

ATTEST:

Mayor

City Clerk



WESTMINSTER COLORADO

Agenda Memorandum

Date: February 14, 2000

Subject: Presentation of Colorado American Public Works Association Chapter Awards

Prepared by: Abel Moreno, Management Assistant

Introduction

Department of Public Works and Utilities and Community Development Staff are being recognized by the Colorado Chapter of the American Public Works Association (APWA) for their extraordinary efforts in the public works field. Mr. Dan Hartman of the Colorado APWA Chapter Board of Directors will be present to make a presentation of the awards with the Mayor and City Council, and the award recipients.

Summary

Department of Public Works and Utilities Staff who will receive awards include Street Operations Inspector Dennis Armstrong with the Street Operations Public Works Individual of the Year award, Semper Water Treatment Facility Operator IV Tom Scribner with the Utility Operations Public Works Individual of the Year award and Director Ron Hellbusch who will be presented with the William E. Korbitz Leader of the Year award. Community Development Staff member Sheila Beissel will be presented with the Utility, Drainage, Environmental Public Works Project of the Year in the large communities category for the City's Big Dry Creek Floodplain Improvements/I-25 Crossing project. Honorable mention programs being recognized are the Department of Public Works and Utilities In-house Water Line Replacement Program in the Utility, Drainage, Environmental Public Works Program of the Year category for large communities, and the City's Graffiti Eradication Program in the Community Involvement Public Works Program of the Year category for large communities.

Staff Recommendation

Mayor Pro Tem and Mr. Hartman of the Colorado APWA Chapter Board of Directors recognize the Department of Public Works and Utilities and Community Development Staff for their efforts in the Public Works field as recognized by the Colorado APWA Chapter.

Background Information

Department of Public Works and Utilities Staff and Community Development were presented with plaques and recognition at the 14th Annual Colorado APWA Chapter Awards Luncheon that was held on January 25 at the Inverness Hotel and Golf Club.

Director of Public Works and Utilities Ron Hellbusch received the William E. Korbitz Leader of the Year Award. The award recognizes an individual who has been an active Colorado Chapter member and on national committees for an extended period of time, demonstrating professionalism and leadership in the field of public works and exemplifying the spirit and caring of William E. Korbitz, the first APWA chapter president. In 1999 Ron co-chaired the international APWA Congress held in Colorado.

Street Operations Inspector Dennis Armstrong was awarded the Street Operations Public Works Individual of the Year for his efforts and monitoring of the City's outsourced street sweeping program and centralized street inspections, customer service inquiries, and storm sewer and open drainage inspections. In addition to his normal responsibilities, Dennis also takes an interest in and volunteers for the City's Community Oriented Governance (COG) program that includes Adopt-A-Street cleanup, equipment demonstrations on weekends, and monthly community meetings.

Semper Water Treatment Facility Operator IV Tom Scribner was recognized with the Utility Operations Public Works Individual of the Year award for the time and effort he has put into the membrane filtration pilot plant. Aside from being responsible for operating the 44 million gallon per day Semper Water Treatment Facility, Tom was appointed as the project manager of the pilot plant that is being utilized to determine what water treatment process will be used at the new water treatment facility currently in the preliminary design stage. Tom's primary responsibilities on the pilot study include performing specialized and complex laboratory analyses on the raw and finished drinking water.

The Department of Community Development and Staff member Sheila Beissel were presented with the Utility, Drainage, Environmental Public Works Project of the Year in the large communities category for the City's Big Dry Creek Floodplain Improvements/I-25 Crossing project. This project consisted of a significant amount of concrete paving and other inlet improvements to enhance the flow characteristics of the creek through the existing I-25 bridge, thus reducing the size of the floodplain in the vicinity of the Big Dry Creek Water Reclamation Facility.

The Department of Public Works and Utilities In-house Water Line Replacement Program received an honorable mention certificate in the Utility, Drainage, Environmental Public Works Program of the Year category for large communities for achieving its four mile water line installation goal. At the beginning of 1999, the Construction Crew drafted an efficiency plan and created a weekly goal chart that identified footage to be installed on a weekly basis. These goals encouraged crewmembers to find or create other methods to install water lines in a safe and productive manner.

The Department of Public Works and Utilities also received an honorable mention certificate for its Graffiti Eradication Program in the Community Involvement Public Works Program of the Year category for large communities. Administered through the Street Operations Division working in conjunction with the City of Westminster Municipal Courts, this program utilizes community service recipients to help eradicate graffiti. The goals and results of this program are to eradicate any and all graffiti from City and public structures within 36 hours. Cooperation between the Street Division and the Municipal Courts was instrumental in keeping costs down in graffiti eradication and the assignment of community service recipients.

The Colorado APWA Chapter Awards Committee reviews all entries and selects the award winners. Individual awards were given in seven categories: Administrative, Street Operations, Street Administration, Utility Operations, Utility and Environmental Administration, Public Works Administration, and Transportation. The project and program awards were given in four categories (Utility, Drainage, Environmental, Street/Traffic Control, General Public Works, and Community Award) based on size of the community, small communities (1-10,000 population), medium communities (10,000-60,000 population), and large communities (over 60,000 population).

The criteria used to evaluate each nomination submittal was as follows: 1) Innovation – Has the individual, program, or project found new methods to provide better service or improve the public lives? 2) Achievement – Did the completed project or program achieve all set goals? Did the individual achieve the desired results and have a consistent history of achievement? 3) Transferable – Are the resulting improvements and/or innovations transferable to other communities and situations? 4) Cooperation – Was there special cooperation between individuals, agencies, businesses and the general public?

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO
Agenda Memorandum

Date: February 14, 2000

Subject: West Adams County Fire Protection District Automatic Aid Agreement Amendment

Prepared by: Tami Cannon, Paralegal

Introduction

City Council action is requested to authorize the City Manager to execute a First Amendment to the January 17, 1989, Automatic Aid Agreement between the City of Westminster and the West Adams County Fire Protection District.

Summary

Due to a name change from West Adams County Fire Protection District to North Metro Fire Rescue District, a conforming amendment to the Automatic Aid Agreement is needed.

Staff Recommendation

Authorize the City Manager to execute the First Amendment to January 17, 1989, Automatic Aid Agreement between the City and the West Adams County Fire Protection District in order to substitute the North Metro Fire Rescue District for the Fire Authority as the contracting party.

Background

In March of 1984, the City entered into an Agreement with the West Adams County Fire Protection District to provide immediate emergency response. In January, 1989, an Automatic Response Aid Agreement was entered to expand the use of automatic response aid. Automatic response aid is the elimination of jurisdictional boundaries and sending the nearest available fire/emergency unit to any request for service. This type of agreement produces decreased response times and maintains other City and District fire apparatus for subsequent alarms.

On December 7, 1993, West Adams and the City of Thornton entered into an Intergovernmental Agreement which established the North Metro Fire Rescue Authority to handle the day-to-day operations of the City and the District. The Fire Authority was substituted for West Adams as the contracting party to the Automatic Aid Agreement.

The City of Thornton and West Adams determined to dissolve the Fire Authority effective December 31, 1999. By Order dated December 7, 1999, the Adams County District Court changed the name of the West Adams County Fire Protection District to the North Metro Fire Rescue District in order to clarify that the District's service area extends beyond Adams County and includes the City of Broomfield and portions of unincorporated Boulder and Jefferson Counties, and because the new name better describes the nature of the services provided by the District.

Respectfully submitted,

William M. Christopher, City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000
Subject: Asphalt Materials Bid
Prepared by: Sam LaConte, Street Operations Manager

Introduction

City Council action is requested to award the bid for asphalt materials purchases for the year 2000. Funds are available and were specifically allocated in the 2000 Street Division Budget for this expense.

Summary

City Council previously approved funds in the 2000 Street Division Budget for the purchase of asphalt materials. These materials are used by Street Division crews for all types of street maintenance repairs, including pothole patching, surface replacement, etc. Adams County School District 50 also participated in the bid for their anticipated asphalt materials purchases of 200 tons.

Formal sealed bids were solicited from four (4) asphalt vendors in accordance with City Charter requirements. Brannan Sand & Gravel is the low bidder, once the price per ton is adjusted for the distance, time and round-trip haul by City trucks. Asphalt will be purchased on an as-needed basis in 2000. The total estimated amount to be spent is \$250,000, for an estimated 13,000 tons of various grades of asphalt materials.

Staff Recommendation

Award the bid to Brannan Sand & Gravel for purchase of asphalt materials at the unit prices indicated on the bid tabulation on an as-needed basis and up to a maximum of \$250,000, and charge the expense to the appropriate 2000 Street Division account.

Background Information

The results of the bidding were as follows:

		Asphalt <u>*Grade"S"</u>	Asphalt <u>**Grade" SX"</u>	Round Trip <u>Haul</u>
1.	Brannan Sand & Gravel	\$18.40/ton	\$18.70/ton	20 mi.
2.	Cammas Colorado Inc.	\$19.25/ton	\$20.25/ton	17 mi.
3.	Western Mobile/Denver	\$20.00/ton	\$21.00/ton	11 mi.
4.	Asphalt Paving	\$21.25/ton	\$21.75/ton	18 mi.

* Grade "S" Asphalt; course aggregate does not exceed 1"

** Grade "SX" Asphalt: (course aggregate does not exceed 3/4")

The 2000 asphalt materials bid reflects a 1% price decrease over 1999 asphalt prices. The round-trip distance to Brannan Sand & Gravel, versus the other three (3) bidders was calculated as a lower cost. The results of the adjusted cost comparison for the four (4) suppliers bidding are as follows:

	Average Price Per Ton With <u>Round-Trip Haul</u>
1. Brannan Sand & Gravel	\$20.17/ton
2. Camas Colorado Inc.	\$20.63/ton
3. Western Mobile/Denver	\$20.45/ton
4. Asphalt Paving	\$22.92/ton

Brannan Sand & Gravel is the low bidder, after hauling costs are added and unit prices are adjusted. The plant is fully automated and the mix design meets City specifications. Street Division Staff has inspected the facility and does not anticipate any problems with the quality of materials or the service that Brannan Sand & Gravel can provide.

Alternative

An alternative for 2000 asphalt purchasing would be to award the bid to the closest bidder without calculating the City's hauling costs. Awarding the bid to Western Mobile/Denver would mean a 1,282 ton decrease in the amount of asphalt purchased for \$250,000, due to higher per ton prices. The bid documents stated that the roundtrip mileage to the asphalt plants would be, as in previous years, taken into consideration when awarding the bid.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER COLORADO

Agenda Memorandum

Date: February 14, 2000

Subject: Bids for Year 2000 Patrol Cars

Prepared by: Dan Montgomery, Chief of Police
John Kester, Equipment Service Specialist

Introduction

City Council action is requested to approve the purchase of 15 replacement and 4 new 2000 Ford Crown Victoria's for patrol vehicles at a total cost of \$394,640. Funds for this expense are available in the 2000 Police Department Budget.

Summary

City Council previously approved funds in the 2000 Budget for the purchase of fifteen replacement police patrol cars and four additional police patrol cars. Formal bids in accordance with City Charter bidding requirements were met through the State bid process. The cost of the police patrol cars is within the amount previously approved for this purchase. In order to maximize the return, the used police patrol cars will be traded in to the dealer.

Staff Recommendation

Award the bid for the purchase of nineteen 2000 Ford Crown Victorias at a cost of \$394,640 to the lowest bidder, Burt's Arapahoe Ford, charge the expense to the appropriate 2000 Police Department Budget account, and authorize the trade in of the used police patrol cars to Burt's Arapahoe Ford.

Background

City Council previously approved funds in the 2000 Budget for the purchase of nineteen police patrol cars. The only full size police package vehicle offered is a full-size Patrol Crown Victoria. The Ford Crown Victoria is offered through a State Award process that meets the City's bidding requirements. Burt's Arapahoe Ford is the low bidder for the State at an average of \$20,770.53 per vehicle.

The cost of the vehicles from the lower bidder, Burt's Arapahoe Ford, is within the amount previously approved by City Council for this expense and will meet the rigorous demands that are placed on police patrol vehicles.

Current police patrol vehicles will be traded in. The trade-ins will have in excess of 90,000 miles or are not economically repairable and scheduled for replacement. Seventeen of the Ford Crown Victoria vehicles being purchased will be utilized as marked patrol vehicles and two will be unmarked vehicles to support the approved Specialized Traffic Enforcement Team. Of the seventeen vehicles approved to be purchased in the 2000 budget, two are to accommodate an increase in staffing for the Patrol Services Division with the remaining fifteen designated as replacements. The two traffic vehicles were previously approved for purchase by City Council in 1999; however, this could not be accomplished due to unavailability of vehicles from Ford. These two units are intended to be purchased with 1999 carryover funds.

Approval of \$41,550 in 1999 Police Department budget carryover funds for the two traffic units will be requested in a future City Council Agenda Memorandum. Approval to order these vehicles now is being requested due to the limited production of Ford Crown Victoria patrol cars. Orders are prioritized as they are received and demand is expected to exceed production as has been the experience in past years.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000
Subject: Change Order for Big Dry Creek Sewer Contract
Prepared by: Diane M. Phillips, CIP Coordinator

Introduction

City Council action is requested to authorize the City Manager to sign a change order to the existing construction contract with ERS Constructors for the construction of the Big Dry Creek Sewer Interceptor-Phase III, in the amount of \$82,211. This change will provide coating for an extended life of the manholes that were installed with this project.

The original contract amount, \$1,289,780, combined with the change order amount, \$82,211, will bring the contract amount to \$1,371,991. Funds are available in the Capital Projects portion of the Utilities Fund for this expense.

Summary

The Big Dry Creek Sewer Interceptor-Phase III was constructed from 112th Avenue and Sheridan Boulevard, running north and east along the Big Dry Creek to approximately 120th Avenue and Federal Boulevard. The Interceptor was constructed to meet existing and build-out sewer capacity needs. Construction was complete in the fall and project funds were available to apply coating to the 28 manholes. A change order was negotiated with ERS Constructors for the manhole coating. The change order is approximately 6% of the original contract amount.

Staff Recommendation

Authorize the City Manager to execute a change order with ERS Constructors, in the amount of \$82,211 for the coating of 28 manholes on the Big Dry Creek Sewer Interceptor Phase III project and charge the expense to the appropriate project account in the Utilities Fund.

Background Information

As development continued in the area served by the Big Dry Creek Water Reclamation Facility, flow in the existing Interceptor had increased to near capacity. Study of the existing flow and evaluation of the future flow that will be contributed by development showed that the existing Interceptor was near capacity. The construction of the new Interceptor began in the winter of 1999 and was complete in the fall. Project funds are available for coating of the 28 manholes and a change order was negotiated with ERS Constructors.

The coating will protect the manholes giving them several more years of service life and there will be less leakage from the manholes with this coating. Additionally, the manholes are less likely to need to be cleaned out with the smooth coated surface. Given the fact this line and manholes are a large size interceptor carrying all north Westminster wastewater, maximizing long term operations and minimizing repairs is critical to good wastewater collection service.

Coating of the manholes was not originally identified with the project because it had not been done routinely on other previous sewer line projects and it was not certain that the funds would be available for the coating. The Utilities CIP budget account has sufficient funds to allow this long-term maintenance enhancement to be completed now.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000
Subject: Sprint Spectrum Lease and Radio Transmission Structure
Prepared by: Gary Casner, Sr. Telecommunications Administrator

Introduction

City Council action is requested to approve a lease of City property to Sprint Spectrum for construction of a cellular telephone transmission tower, and to approve the structure proposed by Sprint Spectrum to be located at City Park.

Summary

Additional cellular antenna sites within the City are needed by cellular phone companies to enhance and expand cellular services for customers.

Sprint Spectrum has evaluated locations, and determined that the City Park site is ideal for the placement of an additional cellular antenna to serve cellular customers in the area. The proposed lease requirements provide for a site that will be constructed of materials that are consistent with those used in current structures at City Park. The lease agreement will require that Sprint Spectrum construct a small brick structure (25' x 10') and place additional pine trees around the area to reduce visibility of the equipment and antenna. The building and antenna will be located west of Sheridan, and north of the entrance road to City Park facilities. A diagram has been attached to show specific the location.

Execution of this agreement will generate \$1000 per month in revenue for the City of Westminster. Staff is currently working with several cellular phone companies to evaluate leasing other City locations for antenna installations.

The site plan tower and structure have been reviewed by Parks, Recreation and Libraries Department and the Planning Division to ensure that the tower and structure meet Code requirements and will fit in visually in City Park.

Staff Recommendation

Authorize a proposed lease of City property to Sprint Spectrum for construction of a cellular telephone transmission tower, allowing the City Manager to execute the lease form, and approve the structure proposed by Sprint Spectrum to be located at City Park.

Background Information

Due to the technical requirements of a regional cellular telephone network, Sprint Spectrum needed a transmission tower located near 104th and Sheridan. Several months ago, Sprint Spectrum contacted the City to determine regulatory and land use requirements. While evaluating appropriate sites that would meet the system requirements, it became apparent that the City Park site would be an ideal location for the tower. After negotiations with private parties in the vicinity did not produce an acceptable site, Sprint Spectrum approached the City with a request to lease a portion of the City Park.

The proposed lease would include 250 square feet of land, and would allow the installation of a 22-foot high monopole mast and accessory equipment. The lease requirements include construction of a brick structure around the perimeter of the leased site that will blend with the Recreation Center, as well as additional pine trees to conceal the antenna. The lease provides for four five-year terms, totaling twenty years, with \$1000.00 rent payable monthly. If Sprint renews the lease at the end of a five-year term, the City has the option to increase the lease rate by 15%.

City Staff is currently working with four cellular service providers who are licensed by the FCC to provide service. Due to the rapid expansion in the use of cellular services, a significant number of new towers and antennas will be installed throughout the Front Range region.

Respectfully submitted,

William M. Christopher
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000

Subject: Bid and Purchase of Golf Course Maintenance Equipment

Prepared by: Richard Dahl, Park Services Manager
Lance Johnson, Golf Course Superintendent

Introduction

City Council action is requested to approve the purchase of two new pieces of mowing equipment for The Heritage Golf Course in the amount of \$33,131 to supplement the existing maintenance fleet. The purchase of this equipment has been provided for in the 2000 operating budget for The Heritage Golf Course.

Summary

The existing maintenance equipment fleet for the Heritage Golf Course was acquired through a lease/purchase finance package and was restricted to basic items necessary to get the golf course up and running. Staff has been fiscally conservative in the revenue projections for the golf course and was very conscious to keep lease/purchase portions of the budget as small as possible. Staff predicted additional equipment would be needed in the future and has anticipated these costs in the 2000 operating budget.

LL Johnson Distributing of Denver was the low bidder of the lease/purchase equipment package for both the Heritage and Legacy Ridge Golf Course in the summer of 1999. They have agreed to honor the same price from the bid package issued in 1999 for two Greensmaster 3100 lawn mowers. These units will be used to mow the approach areas to the greens.

Alternatives

1. Accept Staff's recommendation to use the low bid previously submitted by LL Johnson Distributing of Denver and authorize the purchase of golf course maintenance equipment in the amount not to exceed \$31,131.
2. Require Staff to explore other options and re-bid the purchase of the equipment in hopes of a lower bid. Staff recommends against this action as it will delay the delivery of the equipment, and would very likely result in a higher bid.
3. Take no action. Staff does not recommend this approach as it could jeopardize the golf course staffs' ability to effectively maintain The Heritage to its high standards. Such action could adversely affect revenue.

Staff Recommendation

Award the bid to LL Johnson Distributing of Denver for the purchase of two Greensmaster 3100 lawn mowers in the amount of \$33,131 and charge the expense to the appropriate Heritage Golf Course 2000 operating budget.

Background Information

The Heritage Golf Course, as designed by Michael Hurdzan, uses existing land grades, man-made forms and environmental areas to create a course that is both challenging and interesting for golfers of all skill levels. To maintain a championship golf course at levels consistent with such a design requires equipment specifically designed for golf operations and not available within the City's current equipment inventory.

In Staff's effort to maintain the course to its highest standards, a wide variety of specialized equipment from several manufacturers is used to provide optimum conditions on a daily basis.

Due to the difficulty of hiring seasonal staff, it is critical to maintenance operations that equipment be utilized which minimizes the time individual tasks require for the staffpower available. For example, the approach areas around the green complexes were not groomed in 1999 per the initial design of the architect. These areas should have been large, short cut, chipping areas around each green which allow shot selections for both the low and high handicap golfer. This course feature is unique, as it will be one of only three courses in the state that offers this design feature, and will enhance the players performance and perception of the golf course, thereby generating return play.

The purchase of the mowers will allow Staff to maintain the course as designed while lowering labor costs in overall golf course maintenance. In addition these mowers will allow the flexibility to mow different areas of the course, especially when seasonal labor is in short supply.

<u>Equipment</u>	<u>Quantity</u>	<u>Price</u>
<u>LL Johnson Distributing , Denver, CO</u> Greensmaster 3100 Triplex Mower	2	\$16,565.50 (each)
Total Equipment Package		\$33,131

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER COLORADO

Agenda Memorandum

Date: February 14, 2000

Subject: Lowell Boulevard Amended Engineering Design Contract

Prepared by: Dan Blankenship, Senior Civil Engineer

Introduction

City Council action is requested to authorize the City Manager to execute an amendment to the engineering design contract with Drexel Barrell & Co. in the amount of \$8,773 for the Lowell Boulevard Roadway Project. Funds for this expense are available in the project account in the General Fund Capital Improvement Program.

Summary

In 1994, Adams County initiated the Lowell Boulevard Improvement from 68th Avenue to the Burlington Northern/Santa Fe railroad track, approximately one-third of a mile north of 68th. The original design agreement was executed in 1995 and three amendments have been executed since.

Since almost five years have passed since the original agreement was executed, a number of things have changed along the project corridor which have resulted in the need to re-survey a portion of the corridor and amend the final plans and specifications prior to bidding. The total cost to update the plans, specifications and construction cost estimate is \$14,401. However, Drexel Barrell has acknowledged that a portion of the updating is their responsibility due to deficiencies in the original design, so the City's cost to update the construction documents is \$8,773. By adding the cost of Addendum No. 4 (\$8,773) to the previously approved contract amount (\$80,664), the new contract amount will be \$89,437.

Staff Recommendation

Authorize the City Manager to execute an amended engineering design agreement with Drexel Barrell & Co. in the amount of \$8,773 for additional design services for the Lowell Boulevard Roadway Project.

Background

In 1995, Council authorized an agreement with Drexel Barrell in the amount of \$27,865 for the design of roadway and water line improvements for Lowell Boulevard from 68th Avenue north to the Burlington Northern/Santa Fe railroad track. Addendum No. 1 in the amount of \$9,452, executed in December 1995, included additional services that were not anticipated with the original agreement and broke the project into two phases with the waterline being the first phase and the roadway being the second phase. The first phase of the construction was completed in 1996. Addendum No. 2 in the amount of \$23,193, authorized by City Council in October 1996, included extending the northern limits of the project to 71st Place, which was the southern limits of the 72nd Avenue Project, and incorporating the design of streetscape features from the 72nd Avenue Project. Addendum No. 3 in the amount of \$20,154, authorized by City Council in August 1997, modified the street cross-section to match Adams County's new cross-section south of the project, which consisted of one lane in each direction with a continuous center turn lane. Addendum No. 3 reduced the estimated construction cost by approximately \$800,000.

Since the project was originally surveyed, approximately five years ago, the City has acquired open space parcels along Little Dry Creek, thus causing City Staff to reconsider the previously contemplated streetscape features of the project, and has constructed an open space fence along Lowell Boulevard. Additionally, several of the property owners have made changes to their properties. To avoid potentially costly change orders during construction, the project corridor survey and the plans need to be revised to match the current existing conditions. Also, as a result of the City acquiring the property north of 69th Place, staff would like to evaluate the possibility of moving the 69th Place pavement north. By moving the pavement north, a sidewalk could be constructed north of the existing building on the southwest corner to provide some separation from the street. Currently the north wall of the existing building sits right at the south edge of the 69th Place pavement. Given the amount of work necessary to update the plans, specifications, construction cost estimate and legal descriptions (for right-of-way and easement acquisitions), the proposed fee is very reasonable. Additionally, Drexel Barrell has agreed to make some of the changes at their own cost (\$5,628).

Respectfully submitted,

William M. Christopher
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000

Subject: Resolution No. 14 Re-appointments and New Appointment to Transportation Commission

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to make re-appointments and new appointments to the Transportation Commission.

Summary

City Council has previously considered re-appointments and new appointment to all of the Boards and Commission except for the Transportation Commission.

At the February 7th, Special City Council meeting, Council tabled action on the appointments to the Transportation Commission.

Council has directed Staff to set up a meeting with the current Transportation Commission member to discuss their duties and goals prior to making the appointments for 2000. Staff has set the date of Tuesday, February 22nd for Council to meeting with the Transportation Commission.

Staff is suggesting that the Council table action on this item until the February 28th Council meeting, to allow Council and the Transportation Commission to meet prior to the appointments being made.

The terms of office of five of the Transportation Commission member terms expired on December 31, 1999. Bob June, Jara Raphaelson, Dottie Urban, Doug Young (Alternate member) and Pat Wales have all indicated that they are interested in being re-appointed to the Transportation Commission. Rance Nethkin has moved out of the City and a person will need to be appointed to fill this vacancy with the term of office to expire on December 31, 2000.

Staff Recommendation

Table action on Resolution No. 14 making re-appointments and new appointments to the Transportation Commission until the February 28th Council meeting.

Background Information

A single Resolution has been prepared to consider these re-appointments and new appointments, but all names have been left blank for Council to determine.

Respectfully submitted,

William M. Christopher, City Manager
Attachments

RESOLUTION

RESOLUTION NO. **14**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

CITY OF WESTMINSTER TRANSPORTATION COMMISSION APPOINTMENTS

WHEREAS, Currently there is a vacancy on the Transportation Commissions caused by the resignation of Rance Nethkin; and

WHEREAS, It is important to have each City Board or Commission working with its full complement of authorized appointees to carry out the business of the City of Westminster; and

NOW THEREFORE, be it resolved that the City Council of the City of Westminster does hereby appoint the following individuals to the City of Westminster Transportation Commission as listed below with the terms of office to expire as stated.

<u>NAME</u>	<u>BOARD/COMMISSION</u>	<u>TERM EXPIRES</u>
Regular Member	Transportation Commission	12-31-00
Regular Member	Transportation Commission	12-31-01
Regular Member	Transportation Commission	12-31-01
Regular Member	Transportation Commission	12-31-01
Regular Member	Transportation Commission	12-31-01
Alternate Member	Transportation Commission	12-31-01

Passed and adopted this 14th day of February, 2000.

ATTEST:

City Clerk

Mayor Pro Tem



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000

Subject: Resolution No. 15 Resignation and New Appointment to Special Permit and License Board

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to accept the resignation of Carole Pool from the Special Permit and License Board and select a resident from the current pool to fill this vacancy.

Summary

A resignation has been received by the City Clerk from Carole Pool of the Special Permit and License Board.

Carole Pool was originally appointed to the Special Permit and License Board on December 12, 1988. She resigned on April 8, 1996 because she was working at the Secretary of State's office and she was reappointed to the Special Permit and License Board on February 9, 1998.

Staff Recommendation

Adopt Resolution No. 15 accepting the resignation of Carole Poll and appointing a new person to the Special Permit and License Board.

Background Information

A single Resolution has been prepared to consider accepting this resignation and appointing a new person to serve on the Special Permit and License Board. The term of office will expire December 31, 2000.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **15**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

CITY OF WESTMINSTER SPECIAL PERMIT AND LICENSE BOARD
RESIGNATION AND APPOINTMENT

WHEREAS, Currently there is a vacancy on the Special Permit and License Board caused by the resignation of Carole Pool; and

WHEREAS, It is important to have each City Board or Commission working with its full complement of authorized appointees to carry out the business of the City of Westminster; and

NOW THEREFORE, be it resolved that the City Council of the City of Westminster does hereby accept the resignation of Carole Pool from the Special Permit and License Board and appoint the following individual to the City of Westminster Special Permit and License Board as listed below with the terms of office to expire as stated.

<u>NAME</u>	<u>BOARD/COMMISSION</u>	<u>TERM EXPIRES</u>
Bill Nordberg	Special Permit and License Board	12-31-00

(Moved from Alternate Member to Regular Member)

Passed and adopted this 14th day of February, 2000 as amended.

ATTEST:

City Clerk

Mayor Pro Tem



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000
Subject: Resolution No. 16 re Weatherstone Service Commitment Award Extension
Prepared by: Shannon Sweeney, Planning Coordinator

Introduction

City Council action is requested to adopt the attached Resolution extending the existing Category B-1 Service Commitment Award to the Weatherstone residential project and awarding an additional 56 Category B-1 Service Commitments due to the developer's purchase of adjacent land.

Summary

Attached is a request from Jon Lee of Community Development Group, the developer for the Weatherstone single-family detached residential project, requesting an extension of the Service Commitments the City Council awarded to the project as a result of the 1998 new residential competition. Because the initial 30 Service Commitments will expire in March 2000, and the developer will not be ready to use those 30 by the deadline, a time extension is requested. Unless an extension is granted, the developer will lose 30 of the total 233 Service Commitments awarded and would need to compete in a future competition (if desired) to try to obtain those Service Commitments needed.

The developer also requests additional Service Commitments for the Weatherstone project because the developer was able to purchase adjacent land for residential use at the suggestion of the City and has included the additional residential area in development plans for the project. Because this additional land was previously designated as Business Park in the City's Comprehensive Land Use Plan (CLUP), the developer processed a CLUP amendment to allow residential uses on the property. In March 1999, City Council approved this amendment to change the Business Park designation to a combination of single-family detached medium density and single-family attached residential. At that time, Council also approved the Preliminary Development Plan for the property that includes the additional parcel (shown as Parcel B in the attached vicinity map) and was informed that Staff would bring forward a Resolution for the award of service commitments for the additional parcel.

The Weatherstone ODP is scheduled for Planning Commission consideration at the March 14, 2000 meeting, and prior to that meeting, the developer wishes to secure the additional 56 Service Commitments needed to accommodate the additional land now included in the proposed development. The attached Resolution reflects the additional 56 Service Commitments needed for the development and the time extension for Weatherstone as follows:

TABLE I
Revised Service Commitment Award Request

<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>Total</u>
80	100	100	9	289

Although the Service Commitments requested on a year-by-year basis above are higher in the first three years from the original award, completion of the project (and use of the entire, original total of 233 Service Commitments) was originally anticipated by the end of 2001. As a result, the developer's request above does not exceed the total amount of 233 Service Commitments that would have accumulated for the project by the end of 2001. The additional 56 Service Commitments requested are reflected in the years 2002 and 2003. (Please see Table II in the Background section of this report for year-by-year totals of the original award for Weatherstone).

The City's Growth Management Program allows City Council to consider (based on specific criteria) these requests and grant extensions if desired. The criteria are as follows:

1. The need for the extension is the result of some unusual and unforeseeable circumstance reasonably beyond the control of the developer, and
2. The extension is needed to avoid undue or inequitable hardship that would otherwise result if the extension were not granted, and
3. There is no reason to believe that the developer will not be able to proceed with the development of the project within the extended time period.

A brief description and the circumstances leading to the extension request is given in the Background section of this report. Please see the attached map for the project location. The developer plans to attend the February 14 City Council meeting to answer any questions City Council may have.

Staff Recommendation

Adopt Resolution No. 16 extending the existing Category B-1 Service Commitment award to the Weatherstone single-family detached project and awarding 56 additional Category B-1 Service Commitments to the Weatherstone project. based on a finding that the Weatherstone project meets Westminster Municipal Code Section 11-3-2 (A) 2 criteria of the City's Growth Management Program.

Alternatives

One option is not to adopt the attached Resolution. This would not permit an extension of the existing Service Commitment award and would deny the additional 56 Service Commitments requested. Because the initial 30 Service Commitments for this project will expire before the developer is able to receive the initial building permits for the project, the result of this option would reduce the original total of 233 Service Commitments to 203. The developer would not be able to complete the project as shown on the Official Development Plan and would need to compete (if desired) in a future Category B-1 competition for the remaining 86 Service Commitments needed to finish the project. If the Service Commitments are not set aside for the entire project, the developer will be unable to receive financing for the project. Based on discussions with the developer, if the project is unable to receive financing, the developer would choose to withdraw plans to develop the property.

Another alternative is to direct City Staff to revise the attached Resolution to allow only the extension of the existing Service Commitment award, not the additional Service Commitments. While this would allow the developer to proceed with the project based on the original Service Commitment award, the project could not be completed as shown on the Official Development Plan since an additional 56 Service Commitments are needed to complete the entire project.

The developer could choose to pursue the development based on the original award and would need to compete in an upcoming competition for the additional 56 Service Commitments needed. The developer has said this would affect financing for the project, and the developer would be forced to abandon the project if this option is chosen.

Background

As part of the new residential competition process within the City's Growth Management Program, Service Commitments awarded to specific projects as a result of the competitive process are subject to a two-year expiration. In the past, there have been instances where developers anticipate a certain schedule, request Service Commitments based on that tentative schedule, but are ultimately unable to meet the expiration deadline. For this reason, the Growth Management Program allows City Council the ability to review extension requests for projects that have been proceeding through the development review process but have proceeded at a slower rate than originally anticipated. The two-year expiration date was instituted at the request of the development community. This provision is to help ensure that Service Commitments awarded to projects that do not proceed to the City's development review process would be returned to the water supply for future award to another project within a reasonable amount of time.

In 1998, Jon Lee of the Community Development Group, competed for Service Commitments in the new single-family detached competition for an 83-acre site south of 118th Avenue, east of Sheridan Boulevard. The proposed project totaling 233 units complied with the CLUP land use designation and density specification for the site. This project received the top score in the competition and was awarded 233 Category B-1 Service Commitments as follows:

TABLE II

Weatherstone Original Service Commitment Award

<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>Total</u>
50	80	80	23	233

Following the Service Commitment award, the developer proceeded to the City's development review process. During the development review process for the PDP, the City and the developer discussed the possibility of incorporating a 15-acre strip of land between the proposed site and Sheridan Boulevard that was not included in the proposed development. This strip of land was designated for Business Park in the City's CLUP. The City was concerned that, because of the small size and narrow configuration of the property, Business Park was not a feasible designation for the property, and a residential designation would be more suitable. Incorporating this area into the developer's plans was desirable to both the City and Jon Lee, the Weatherstone developer.

The developer was able to negotiate the purchase of this additional land with the property owner. As a result, the developer pursued a CLUP amendment allowing residential for the site. City Council approved this amendment in February 1999. Because this amendment (and additional land negotiation) was not originally anticipated by the developer and did absorb additional time, this did result in an unusual and unforeseeable event delaying the developer's projected development time line.

Since the Service Commitments were awarded to this project, the developer has proceeded through the City's development review process, received the necessary CLUP amendment and PDP approval, and the ODP is scheduled for Planning Commission consideration in March 2000. While the developer is close to receiving building permits, the developer is unable to meet the expiration deadline for the initial 30 Service Commitments.

If unused by the deadline, the developer must forgo those Service Commitments (that would be returned to the water supply figures) and would need to enter a future competition. Because of the time and money the developer has invested to this point, City Staff concurs with the developer that denying the extension request and additional Service Commitments would cause an undue hardship for the developer.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **16**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

CATEGORY B-1 (NEW SINGLE-FAMILY DETACHED RESIDENTIAL)
SERVICE COMMITMENT AWARD EXTENSION AND SUPPLEMENTAL CATEGORY B-1
SERVICE COMMITMENT AWARD FOR THE WEATHERSTONE PROJECT

WHEREAS, the City of Westminster has adopted by Ordinance a Growth Management Program for the period 1990 through 2000; and

WHEREAS, within Ordinance No. 2651 there is a provision that Service Commitments for residential projects shall be awarded in Category B-1 (new single-family detached) on a competitive basis through criteria adopted periodically by resolution of the City Council and that each development shall be ranked within each standard by the degree to which it meets and exceeds the said criteria; and

WHEREAS, the City's ability to absorb and serve new single-family detached development is limited, and the City of Westminster has previously adopted Resolution No. 76, Series of 1997, specifying the various standards for new single-family detached projects based upon their relative impact on the health, safety and welfare interests of the community, and has announced to the development community procedures for weighing and ranking projects prior to receiving the competition applications; and

WHEREAS, the City of Westminster City Council has previously awarded 233 Category B-1 Service Commitments for the Weatherstone (3M) residential project at the south of 118th Avenue, east of Sheridan Boulevard per Resolution No. 21, Series 1998; and

WHEREAS, Resolution No. 21, Series 1998 establishes that the Service Commitment award to the Weatherstone (3M) residential project shall expire two years after the Service Commitment award date (April 13, 1998) adopted by the Westminster City Council and shall, therefore, expire on April 13, 2000; and

WHEREAS, the developer of the Weatherstone residential project has provided a written request for an extension of the 233 Category B-1 Service Commitments awarded to the Weatherstone residential project by the Westminster City Council on April 13, 1998; and

WHEREAS, Westminster Municipal Code Section 11-3-2 (A) 2 establishes criteria for City Council to consider when reviewing requests for Service Commitment Award extensions for new residential projects that previously received Service Commitment Awards as a result of the City's new residential competition process; and

WHEREAS, the Service Commitment award extension for the Weatherstone residential project is the result of an unusual and unforeseeable circumstance reasonable beyond the control of the developer, is needed to avoid undue hardship that would otherwise result if the extension were not granted, and there is not reason to believe that the developer will not be able to proceed with the development of the project within the extended time period; and

WHEREAS, the developer for the Weatherstone residential project has proceeded to the City's development review process and received City Council approval of the 3M Preliminary Development Plan approved on March 15, 1999; and

WHEREAS, the developer for the Weatherstone incorporated additional land within Weatherstone development plans submitted to the City for the development review process; and

WHEREAS, the developer for the Weatherstone residential project requests 56 additional Category B-1 Service Commitments within the project for a total of 289 Service Commitments; and

WHEREAS, a total of 289 single-family detached units does not exceed the density requirements within the City's Comprehensive Land Use Plan; and

WHEREAS, City Council finds that it would be in the best interests of the City and its residents, and in furtherance of the City's Growth Management Program, to make a supplemental award of Service Commitments for the proposed project; and

WHEREAS, the goals of the Growth Management Program include balancing growth with the City's ability to provide water and sewer services, preserving the quality of life for the existing Westminster residents, and providing a balance of housing types.

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster, that:

1. A Category B-1 Service Commitment award is hereby extended and 56 additional Service Commitments for a total of 289 Service Commitments are hereby made to the Weatherstone (3M) project proposed for the south of 118th Avenue, east of Sheridan Boulevard listed below as follows:

<u>Project</u>	<u># SERVICE COMMITMENTS PER YEAR</u>				
	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>Total</u>
Weatherstone (3M)	80	100	100	9	289

2. The Service Commitment award to the project listed above is conditional and subject to the following:
 - a) For each project, the applicant must complete and submit proposed development plans to the City for the required development review processes.
 - b) Each Service Commitment award is conditional upon City approval of each project listed above and does not guarantee City approval of any project or proposed density.
 - c) The City of Westminster shall not be required to approve any Preliminary Development Plan, Official Development Plan, or rezoning action necessary for development of property involved in this Category B-1 award nor shall any other binding effect be interpreted or construed to occur in the City as a part of the Category B-1 award.
 - d) The Growth Management Program does not permit City Staff to review any new residential development plans until Service Commitments have been awarded to the project. The City Staff during the competition process does not review the sketch plans submitted by applicants. Significant changes to the sketch plan are probable once the City's development review process begins for any project.
 - e) Any and all projects that do not receive City approval are not entitled to the Service Commitment awards, and the Service Commitments shall be returned to the water supply figures.
 - f) The Service Commitment award for the project listed above, if approved by the City, may only be used within the project specified above.
 - g) This Service Commitment award shall be subject to all of the provisions specified in the Growth Management Program within Chapter 3 of Title XI of the Westminster Municipal Code.

- h) The Category B-1 Service Commitment awards shall be valid for a period of two years from the date of award specified on this Resolution (February 14, 2000) provided the applicant proceeds with the development review process and the project is approved by the City. The Service Commitment award for any project shall expire unless at least one building permit is issued for the project during that two-year period. Future year awards are effective as of January 1 of the specified year.
 - i) If Service Commitments are allowed to expire, or if the applicant chooses not to pursue the development, the Service Commitment award shall be returned to the water supply figures. The award recipient shall lose all entitlement to the Service Commitment award under those conditions.
 - j) All minimum requirements and all incentive items indicated by the applicant as specified within the competition shall be included as part of the proposed development and listed on the Official Development Plan for the project.
3. The Category B-1 Service Commitment award shall be reviewed and updated each year. If it is shown that additional or fewer Service Commitments are needed in the year specified, the City reserves the right to make the necessary modifications. If fewer Service Commitments are needed in any given year, the unused amount in that year will be carried over in to the following year provided the Service Commitments have not expired as specified above.

Passed and adopted this 14th day of February, 2000.

ATTEST:

Mayor Pro Tem

City Clerk



**WESTMINSTER
COLORADO**

Agenda Memorandum

Date: February 14, 2000

Subject: Sheridan Boulevard, 113th Avenue to 119th Avenue Improvements

Prepared by: David W. Loseman, Senior Projects Engineer

Introduction

City Council action is requested to authorize the City Manager to execute an Agreement with TranSystems Corporation Consultants in the amount of \$189,800 for the design of Sheridan Boulevard, 113th Avenue to 119th Avenue Improvements Project and authorize a design contingency of \$20,000. Funds have been allocated and are available in the General Capital Improvements Fund for this project.

Summary

- The Sheridan Boulevard, 113th Avenue to 119th Avenue widening project is one of the City’s projects eligible for federal funds under the Transportation Equity Act for the 21st Century (TEA-21) Program.
- Since this is a TEA-21 project, the Federal Government, through the Colorado Department of Transportation, will reimburse the City approximately 72% of the cost for the design and future construction of this project.
- Construction of this project will occur in 2001. This project will include two through lanes in both directions plus acceleration/deceleration lanes and a raised, landscaped median.
- The City received 17 proposals for the design of this project. After the initial review of these proposals, four firms were “short listed”. These four firms then made formal presentations to City and Colorado Department of Transportation (CDOT) Staff. Following are the results of the selection process, in order of their ranking.

<u>Rank</u>	<u>Firm</u>	<u>Fee</u>
1	TranSystems Corporation Consultants	\$189,800.00
2	Carter & Burgess, Inc.	\$243,362.00
3	Muller Engineering Company	\$265,500.00
4	URS Greiner Woodward Clyde	\$230,405.00

- The \$20,000 contingency is reasonable given the degree of complexity of this project.
- The City and CDOT are familiar with TranSystems and recommend awarding this design contract to them.

Staff Recommendation

Authorize the City Manager to execute a contract with TranSystems Corporation in the amount of \$189,800 for the design of roadway improvements to Sheridan Boulevard between 113th Avenue and 119th Avenue; authorize a design contingency of \$20,000 and charge these expenses to the appropriate project account in the General Capital Improvement Fund.

Background

During the past several years, Sheridan Boulevard between 113th Avenue and 119th Avenue has increasingly become a problem in terms of its traffic carrying capabilities. The present traffic counts reflect a traffic volume of 29,000 trips per day. By 2020, the volume is projected to be approximately 40,000 trips per day. This existing section of Sheridan Boulevard has only one through lane in each direction. As a result, funds were appropriated for 2000 by City Council in the General Capital Improvements Fund for the final design of the improvements to this section of roadway. In addition, the City was able to secure Federal participation funds through the TEA-21 program.

The proposed improvements generally consist of widening Sheridan Boulevard to provide for two through lanes in both directions as well as auxiliary lanes at all major intersections. The project also includes eight-foot wide detached sidewalks and raised, landscaped medians. In addition, the overhead power lines along the east side of Sheridan Boulevard will be undergrounded. Once complete, the project will look very similar to the section of Sheridan Boulevard between 104th Avenue and 112th Avenue.

A total of \$1,011,000 of TEA-21 funds have been allocated in 2000 to the Sheridan Boulevard, 113th Avenue to 119th Avenue Improvements for final design and right-of-way acquisition. The total cost for the final design and right-of-way acquisition for this project is estimated to be \$1,411,000. Therefore, the City's "share" of these costs is \$400,000.

The subject of this Agenda Memorandum is the awarding of the Engineering Design Contract for this project. TranSystems is being recommended for this work based on an extensive selection process including 16 other consulting firms. The selection process included an evaluation of all 17 proposals based on 13 factors. The top four firms from this evaluation made oral presentations to City and CDOT Staff. TranSystems presented the best written and oral presentation of all the firms evaluated. Based on this, City and CDOT Staff are recommending awarding this design contract to TranSystems.

Respectfully submitted,

William M. Christopher
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000
Subject: Children’s Sensory Park Supplemental Appropriation
Prepared By: Kathy Piper, Landscape Architect

Introduction

City Council action is requested to pass on first reading the attached Councillor's Bill for a supplemental appropriation of \$35,000, which is the amount of the Jefferson County Joint Venture Grant award, into the General Capital Improvement Project Fund for construction of the Children’s Sensory Park. The City's portion of matching funds of \$25,000 is budgeted in the 1999 General Capital Improvement Fund for design and construction of this park project.

Summary

In December 1999, Staff received City Council approval to submit a proposal for a Jefferson County Joint Venture Grant in the amount of \$35,000 for additional play equipment for Sensory Park. Staff was successful in receiving the full \$35,000. These funds are intended to complete the fully accessible play structure and enable Children’s Hospital Staff to provide instruction to special needs children and their families. The park site will include a shelter, benches, and picnic tables to accommodate wheelchairs and walkers; a play structure that is wheelchair/walker accessible throughout; safety matting that provides access to ground play events; a swing that incorporates two special needs swings; a drinking fountain; water play area; and a portion of sidewalk that incorporates waves and bumps to help with a variety of motor skills. A small garden will allow for smell and tactile experiences. In order to maximize the funding, the Design Development Construction Crew will install the play structures and build the majority of the park.

A variety of funding sources have been used to complete this park, including a \$35,000 grant from the Local Government Park and Outdoor Recreation Grant sponsored by GOCO, the Children’s Hospital donation of \$35,000, and the donation from Charles McKay, from the Church Ranch Corporate Center, to provide potable and non-potable water to the site and a picnic shelter. These donations along with the City’s contribution of \$25,000 will enable the City of Westminster to provide a unique park for children with special needs and the general public.

Sensory Park’s construction funding sources are summarized below:

1999 Westminster CIP	\$25,000
1999 GOCO Grant	\$35,000
Children’s Hospital	\$35,000
Jefferson Co JV Grant	<u>\$35,000</u>
TOTAL FUNDING	\$130,000

Staff Recommendation

1. Pass Councillor's Bill No. 14 on first reading appropriating \$35,000 into the General Capital Improvement Fund for construction of the Westminster Children's Sensory Park.
2. Authorize \$35,000 for construction of the Sensory Park to be used to pay for materials and equipment used by the City's Design and Development Construction crew.

Background Information

The City was approached in 1998 to provide a playground that could benefit both the general public and Children's Hospital Northwest Satellite facility. In 1999, Staff applied for and received a GOCO Grant, in addition to donations from Children's Hospital and Charles McKay. Since that time, Staff has been working with the Children's Hospital Northwest Facility therapist to design a playground with amenities that would enhance their therapeutic instruction and enable families to have a place to visit with their special needs children. Charles McKay has offered to donate both a potable and non-potable water source for the play area. In addition, Mr. McKay will also be providing a 20 x 20' shelter. Match Logic will provide an easement down to the Walnut Creek open space trail for easier access to the site by children in wheel chairs and walkers. With all these details now in place, construction has begun with the City's Design Development Construction Crew. Construction must be completed by May 2000 to meet the conditions set forth in the Great Outdoors Colorado Grant.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **14**

SERIES OF 2000

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE GENERAL CAPITAL IMPROVEMENT FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2000 ESTIMATED REVENUES IN THE FUND.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2000 appropriation for the General Capital Improvement Fund initially appropriated by Ordinance No. 2728 in the amount of \$12,496,000 is hereby increased by \$35,000 which when added to the fund balance as of the City Council action on February 28, 2000 will equal \$12,634,851. The actual amount in the General Capital Improvement Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of a Jefferson County Joint Venture Grant for the construction of the Children's Sensory Park.

Section 2. The \$35,000 increase in the General Capital Improvement Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	Increase	Final Budget
REVENUES			
Intergovernmental Jefferson County 75-0472-020	\$0	<u>\$35,000</u>	\$35,000
Total Change to Revenues		<u>\$35,000</u>	
EXPENSES			
Children's Sensory Park 75-50-88-555-065	\$0	<u>\$35,000</u>	\$35,000
Total Change to Expenditures		<u>\$35,000</u>	

Section 3. – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 14th day of February 2000.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this ____ day of February, 2000.

ATTEST:

Mayor

City Clerk



WESTMINSTER COLORADO

Agenda Memorandum

Date: February 14, 2000

Subject: Councillor's Bill No. 15 re City Personnel Management Ordinance

Prepared by: Debbie Mitchell, Human Resources Manager

Introduction

City Council action is requested to pass the attached Councillor's Bill on first reading amending certain sections of the City Code related to the Personnel Management Program.

Summary

The Councillor's Bill which City Council is being asked to approve on first reading will implement a number of changes involving personnel management provisions contained in the Westminster Municipal Code, Title 1, Chapter 24. The proposed amendments to the Personnel Rules Ordinance reflect the input obtained from an employee task force charged with consolidation of all substance abuse policies, the Employee Advisory Committee, City Supervisory Staff, the Personnel Board, the Human Resources Division, and the City Attorney's Office.

The most substantial recommended change is to the Substance Abuse portion of the Personnel Rules Ordinance. This reflects a consolidation and standardization of several policies related to substance testing and abuse in the workplace including the Police, Fire and Commercial Driver's License random testing policies and the current citywide substance abuse policy.

Two other recommended changes are a clarification of the calculation of benefits and the notification to employees of the City's expectation of employee cooperation in investigations by submitting to polygraph examinations. City Staff believes that the recommended changes will provide for a document that is more responsive to today's organizational needs and will be more readable and understandable to both supervisors and employees.

Recommendation

Pass Councillor's Bill No. 15 on first reading amending Title I, Chapter 24 of the Westminster Municipal Code sections of the Personnel Management System.

Background Information

The most recent comprehensive update to the Personnel Management Chapter of the Westminster Municipal Code was completed in August of 1998. The Human Resources Division has collected input for potential changes to the Personnel Policies and Rules from City employees, managers, and the City Attorney's Office over the past year. There was a specific effort in 1999 to revise and consolidate all of the existing policies related to substance and abuse testing. This comprehensive review included legal and best practices research, numerous meetings with employee groups and an interdepartmental task force charged with development of the new draft policy. The proposed changes are addressed in the Westminster Municipal Code Personnel Management section and must be revised by ordinance prior to similar changes being made administratively to the City Personnel Policies and Rules.

As City Council will see upon review of the attachments, the Westminster Municipal Code Title 1, Chapter 24 changes address the following policy areas:

- > Consolidation of all substance abuse and testing related policies into one document with substantial detail included from other policies into the citywide policy;
- > Clarification that City benefits are calculated based on the authorized full time equivalency of a position;
- > Notification that polygraph examinations may be required of employees as part of administrative investigations.

In addition to these recommended changes, three additional modifications have been added based on input from Councillors at the Study Session on January 31 and a subsequent follow up discussion on February 1, 2000. These changes which are noted in the recommended ordinance modification are:

Rewording of the section on possible discipline for possession of illegal substances in the workplace to differentiate between these substances and controlled substances such as prescription medicines;

Replacement of the acronym STD with the words "Short Term Disability";

Deletion of one of the prohibited conduct requirements listed in the draft Substance Abuse Intervention Policy section 1-24-7 (C) 7. related to callback requirements

Staff believes that the changes described above provide for a personnel system that is more responsive to the needs of today's organization.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **15**

SERIES OF 2000

INTRODUCED BY COUNCILLORS

A BILL FOR AN ORDINANCE AMENDING PERSONNEL POLICIES AND RULES

THE CITY OF WESTMINSTER ORDAINS:

Title 1, Chapter 24 of the Westminster Municipal Code is hereby amended as follows:

1-24-1: DEFINITIONS: For the purposes of this chapter, the following words and terms, unless the context clearly states otherwise, shall have the meaning indicated below. (2248 2603)

Appeal: The action taken by an employee in order to have the employee's suspension, demotion or dismissal reviewed by the Personnel Board and the City Manager.

Appointing Authority: A Division Manager or higher level position who has the authority to make original appointments or recommend such appointments.

Board: The Personnel Board.

Charter: The home rule charter of the City of Westminster.

City Code: The City of Westminster Municipal Code.

Class: A position or group of positions, which are sufficiently similar with respect to skill, effort and responsibility, that they may be properly designated by the same title, and equitably compensated from the same range of pay under substantially the same employment conditions.

Compensatory Time: Leave hours earned for hours worked beyond the scheduled work day, scheduled work period or beyond the work period designated for Fair Labor Standards Act compliance.

Continuous Municipal Service: Uninterrupted length of service in a position or positions designated as receiving general leave, medical and dental insurance and other fringe benefits.

Corrective Action: The verbal counseling or verbal reprimand of an employee for the purpose of communicating deficiencies in the employee's conduct or performance.

Council: The City Council of Westminster, Colorado.

Demotion: The movement of an employee from a position in one class to a position in another class, having a lower maximum salary rate than the original class, or the movement of an employee to a lower salary in the same class and pay range. (2248 2603)

Department Head: An individual who is regularly responsible for directing and managing the overall operations of a City department as authorized by the Charter or City Code, and who has been designated as a department head by the City Manager. The City Manager and the City Attorney shall assume duties assigned to department heads in this Chapter for carrying out those actions involving positions which report directly to them.

Disciplinary Action: A written reprimand, suspension, demotion, dismissal, or any other documented action taken in a disciplinary manner involving an employee, but not including a corrective action.

Division Manager: An individual appointed by the department head to manage a work group designated as a division within the department. For purposes of this Chapter, the City Manager, department head or the City Attorney shall assume the responsibilities assigned to division manager when the employee in question reports to a department head, the City Attorney, or the City Manager. (2248 2603)

Employee: A person who receives monetary compensation from the City in return for present services or work performed on a noncontractual basis, or who is on a leave of absence without pay which has been approved by the Human Resources Manager. This definition shall include all full-time, part-time, temporary, provisional, seasonal, instructor, indexed, intern, special project, short term disability and emergency employees. This definition shall exclude elected municipal officials, volunteer firefighters, all other volunteer personnel, and retirees from the City. (2248 2603)

Employee--Classified: All probationary, part-time, temporary, provisional, emergency and regular employees with the exception of those specifically excluded by the Charter or the City Code.

Employee--Indexed: An employee appointed to serve for a limited period of time indexed to a particular workload level below which the employee position shall be terminated. (2603)

Employee--Instructor: An employee who has received an appointment for specific instructional activities conducted on behalf of the City. Instructor's work is part-time, occasional work and there is no time limit to the amount of time an employee may hold a position in this capacity. (2603)

Employee--Intern: An employee appointed to a position in an intern capacity for a period of up to two years. (2603)

Employee--Part-Time Regular: An employee who has been appointed to a part-time authorized classified position to work less than forty (40) hours during a seven day period on a regular basis, and who has successfully completed the initial probationary period. (2248 2603)

Employee--Probationary: An individual who has been appointed to an authorized position in the municipal service, but who has not yet completed the probationary period.

Employee--Regular: An employee who has been appointed to a full-time authorized classified position in the municipal service, and who has successfully completed the initial probationary period.

Employee--Seasonal: An employee who has received an appointment for a specified period of time, normally on a seasonal basis or for a specific activity for a designated season. (2248 2603)

Employee--Short Term Disability: An employee who is appointed to this category is receiving short term disability pay and has an authorized medical professional certification that they are unable to return to work. (2603)

Employee--Special Projects: An employee who has received a temporary appointment for a specified project, period of time not to exceed one year. (2603)

Employee--Temporary: An employee who has received an appointment for a period of time, not to exceed one year who is not serving in a temporary benefited position.

Employee--Unclassified: A full-time or part-time employee holding a position which is specifically designated as unclassified in the City's pay plan. Employees in this category are at-will employees. (2248 2603)

Examination: A written, oral, physical, or skill test, or a combination of these tests specifically used to assist in evaluating an applicant's qualifications for a particular position, including a promotional examination in which admission to the examination is limited to employees who meet the qualifications set forth in the job specifications.

Fringe Benefit: Any form of compensation in addition to the base salary as adopted by Council. General leave, health and life insurance, uniforms, cleaning allowance, educational reimbursement, safety shoes, and other benefits shall be considered as fringe benefits.

Grievance: A disagreement regarding the meaning, interpretation, application, or alleged violation of this Chapter, policies and rules adopted hereunder, departmental policies and rules or any other administrative policies of the City.

Holiday: The period between 12:01 a.m. and the following midnight of the date on which a designated holiday falls.

Job Description: The written description of a class, including the title, a statement of the nature of the work, examples of duties and responsibilities, and the requirements that are necessary and/or desirable for the satisfactory performance of the duties of the class.

Job Title: The title assigned to any particular class, and used for reference to that class.

Lateral Transfer: The movement of an employee from one position to another for which the employee is qualified. (2248 2603)

Layoff: The separation of an employee from the municipal service, which has been made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee. This term shall include those separations initially expected to be temporary as well as those resulting from the elimination of a position.

Longevity Pay: That portion of a classified employee's base pay that is provided for uninterrupted length of service according to the formula established in this Chapter.

Original Appointment: The appointment of a person to a position in the municipal service.

Position: A group of current duties and responsibilities requiring the full-time, temporary, or part-time services of one employee.

Probationary Period: A working test period following an original appointment, a promotion, a lateral transfer or a demotion during which a regular employee is required to demonstrate the ability to satisfactorily perform and learn in the assigned position.

Promotion: The movement of an employee from a position of one class to a position of another class having greater or increased responsibilities and pay.

Reclassification: The official determination by the City Manager that a position be assigned to a class different from the one to which it was previously assigned.

Reemployment List: A list of persons who have been regular employees in a particular class, and who are entitled to have their names certified for appointment to a position in that class.

Relative: The employee's spouse, child, stepchild, grandchild, parent, grandparent, sibling, half-sibling, or any of these relationships arising through adoption. (2248 2603)

Separation: The voluntary or involuntary severing of an employee's employment with the City.

Supervisor: Any individual having authority, in the interest of the City, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or having responsibility to direct them, or to adjust their grievances, or effectively having the authority to recommend such action, if the exercise of such authority is not merely routine or clerical in nature, but requires the use of independent judgment.

Suspension: The temporary separation of an employee from performing his or her regularly assigned duties with or without pay for disciplinary reasons, or pending the outcome of an investigation involving the employee.

Vacation Leave: General leave that is taken from normal working hours for vacation or leisure purposes.

1-24-2: GENERAL PROVISIONS: (2248)

(A) Intent of Chapter: It is the intent of the City Council that this Chapter shall provide for a professional and impartial personnel management system in accordance with the provisions of the City Charter. This Chapter supersedes any previously distributed ordinances, resolutions, rules, policies and employee handbooks. The language of this Chapter is not intended to create, nor is it to be construed to constitute, a contract between the City of Westminster and any one or all of its employees. Employees have the right to terminate employment at any time for any reason and the City retains the right to terminate employment at any time for the reasons specified in this Chapter.

(B) Persons Covered by Chapter: This Chapter applies to all positions and employees in the civil service system as instituted by the City Charter. In addition, unless specifically noted otherwise, it shall also apply to unclassified and other categories of municipal employment where not inconsistent with provisions of the Charter or other ordinances.

(C) Administrative Regulations: The City Manager shall have the authority to establish such policies and rules deemed necessary for the efficient and orderly administration of the personnel management system. Such authority may be delegated to department heads, division managers and supervisors as deemed appropriate by the City Manager. All such policies and rules must be in writing and be consistent and compatible with this Chapter and the Charter.

(D) Nondiscrimination: No action affecting the employment status of any employee or applicant for a position in the municipal service, including examination, appointment, promotion, demotion, suspension, or removal shall be taken or withheld by reason of race, color, sex, national origin, political, or religious affiliation, age, disability or Vietnam veteran status.

1-24-3: ADMINISTRATION: (2248)

(A) City Council: The City Council is the ultimate personnel policymaking authority for the City of Westminster.

(B) Personnel Board: The Board shall consist of five (5) members and two alternates all of whom are Westminster citizens appointed by Council for terms not to exceed two years. The Board shall serve as an advisory body to the City Manager and Human Resources Manager on matters pertaining to personnel management. The Board shall also have the authority and responsibility to hear and make findings and a decision when an employee files an appeal in accordance with the provisions set out in this Chapter. (2248 2603)

(C) City Manager: The City Manager shall be responsible for the effective administration of the provisions of this Chapter, for advising Council and the Board of appropriate improvements, and recommending changes regarding personnel policies to the City Code and Charter. The City Manager may designate individuals to carry out these administrative functions.

(D) Human Resources Manager: The Human Resources Manager shall be the City Manager's authorized representative to administer and to implement the City's personnel management program. The Human Resources Manager shall be responsible for the following: (2248 2603)

1. Preparing and recommending position classification and pay plans, and directing the continuous administration of these plans.

2. Developing and administering such recruiting, examination and selection programs as may be necessary to obtain qualified applicants for municipal service.

3. Certifying appointments, promotions, demotions, discipline and other personnel actions directed toward employees.

4. Establishing and maintaining personnel records and an employee roster.

5. Exercising leadership in the development of effective personnel administration within the various City departments, and encouraging development, of programs for the improvement of employee effectiveness, efficiency, job knowledge and training, in cooperation with department and division management and others.

6. Administering the employee grievance procedure.

7. Recommending revisions or amendments to the City Code as necessary for the improvement of the personnel management program.

8. Administratively interpreting and clarifying the provisions of this Chapter, and any policies and rules adopted pursuant to this Chapter when questions on the meaning and intent arise.

9. Monitoring new practices, techniques, theories and philosophies in the field of personnel management.

(E) Classification Plan: A classification plan resulting from an analysis and evaluation of all positions in the municipal service shall be prepared annually and maintained by the Human Resources Manager. It shall consist of a listing which groups all positions in classes, based on the skill, effort, responsibility, and qualifications that are necessary or desirable for the satisfactory performance of the duties of the class. The classification plan shall include titles and written job descriptions for all the various classes of positions. Each class shall include all positions in the municipal service which are sufficiently similar with respect to duties, responsibilities, and authority, so that the same descriptive title may be used to designate each position allocated to the class. Council approval of the job titles and pay ranges in the pay plan shall constitute approval of the classification plan. (2248 2603)

(F) Announcements: All authorized, benefited position openings in the municipal service with the exception of those noted in this paragraph shall be advertised by posting announcements on bulletin boards and in such places and through such media as the Human Resources Manager deems advisable. The announcement shall specify the title, salary range, basic duties of the class, a summary of qualifications, place and manner of making applications, and any other pertinent information. It shall not be necessary to advertise position openings that are to be filled through lateral transfer, reclassifications, or demotion. (2248 2603)

(G) Selection: The City reserves the right to limit the number of applicants examined for any full-time or part-time classified position to a number that is practical in terms of physical facilities and staffing available to administer examinations, as determined by the Human Resources Manager. The methods to determine which applicants are best to examine shall be accomplished through comparative evaluation of applications. (2248 2603)

(H) Admission May be Restricted to City Employees: Admittance to position examinations may be limited to employees in the municipal service on a department or City basis when the Human Resources Manager, after conferring with the division manager concerned, determines that there are a sufficient number of qualified candidates within the existing employee workforce. (2248 2603)

(I) Employment of Relatives: (2248 2603)

1. Applicants or existing employees who are relatives will be denied placement in positions where:

- a. One relative would directly exercise supervisory, appointment, dismissal authority, or disciplinary action over the other relative or domestic partner; or
- b. One relative would audit, verify, receive, or be entrusted with monies received or handled by the other relative or domestic partner; or
- c. One relative would have direct access to the employer's confidential information, including payroll and personnel records.
- d. One relative's position in the City would potentially represent a conflict of interest as a result of personal, financial or business connections outside the organization.

2. In the event a separation or transfer is necessary to achieve compliance with this section, the employees affected will be given the opportunity to determine first between themselves which one will be separated or transferred should a vacancy exist for which the person opting for transfer is qualified. In the event the relatives do not make such a choice in writing within seven (7) calendar days of the Human Resources Division request to transfer or terminate, the Human Resources Manager shall choose which employee is to be separated or transferred based on past job performance and the City's needs.

(J) Disqualification from Consideration: The Human Resources Manager may automatically remove from consideration the application of an applicant who the Human Resources Manager determines: (2248 2603)

1. Is found to lack the minimum qualifications described in the job description;
2. Has used, or attempted to use, political influence or bribery to secure advantage in consideration for appointment;
3. Has made a false or misleading statement of any material fact or has practiced, or attempted to practice, deception or fraud in the application or examination; or
4. Has otherwise violated provisions of the Charter or the City Code.

(K) Unclassified Positions: Recruitment, selection and appointment for unclassified positions shall be based on merit as determined by such factors as experience, education and past performance. Selection procedures for each individual position will be established by the Human Resources Manager and approved by the affected department head. (2248 2603)

(L) Reemployment Lists: Regular employees who are separated from the municipal service through layoff or disability and whom the Human Resources Manager deems to have a satisfactory employment record shall have the following reemployment rights, subject to testing to ensure that the employee is qualified for the position: (2248 2603)

1. Laid off employees may be placed on an appropriate reemployment list if such a list is established at the time of lay off. Such list shall expire one year from the date of separation from municipal service.
2. Employees who are laid off as a result of a disability shall be placed on a reemployment list for three years and shall be reemployed if determined to be fit for duty pursuant to medical advice obtained by the City, if a position is available, and if the former employee is willing and qualified to perform the duties of the position.

(M) Categories of Appointment: All appointments by an appointing authority shall be made into one of the following categories: probationary, part-time regular, temporary, temporary benefited indexed, special projects, seasonal, instructor, provisional, emergency, regular and unclassified. A description of these follows:
(2248 2603)

1. Probationary: All classified employees new to a regular or part-time position shall be considered probationary until they have up to one year of satisfactory service in their position or as otherwise provided in rules promulgated by the City Manager. Probationary employees are subject to termination after a hearing at any time in accordance with the procedures specified by the City Manager.

2. Part-time Regular: An employee who has been appointed to a part-time authorized, classified position to work less than forty (40) hours during a seven day period on a regular basis. Part-time employees shall be paid at an hourly rate. Employees in positions authorized at twenty (20) or more hours per week are eligible for City fringe benefits and some benefits may be prorated. AUTHORIZED HOURS ARE DETERMINED BY THE FULL-TIME EQUIVALENCY (FTE) ASSIGNED TO THE POSITION. AN EMPLOYEE MAY WORK BEYOND THE AUTHORIZED FTE, HOWEVER, ONLY THE AUTHORIZED FTE WILL BE CONSIDERED IN DETERMINING AN EMPLOYEE'S LEVEL OF BENEFITS. After a part-time classified employee has successfully completed the probationary period, the employee shall receive a regular part-time appointment with the City. Employees of this category are subject to termination for cause pursuant to the provisions of this Chapter.

3. Special Project: Employees in this category do not receive benefits except that the City Manager may determine that medical and dental benefits be provided. Special project employees are subject to termination by the department head or the City Attorney at any time without cause. A special project employee may be terminated due to cessation of funds for the project for which the employee was hired.

4. Temporary: Employees in this category are appointed to other than a temporary benefited position for a temporary period of time not to exceed one year. Temporary employees shall be paid at an hourly rate and are not eligible for any City fringe benefits. Employees in this category are subject to termination by the Department Head at any time without cause. After one year, a temporary employee shall be terminated.

5. Temporary Benefited: Employees in this category serve as interns or are indexed to a predetermined workload. When the workload falls below the indexed level, the employee must be terminated subject to such notice provisions as may be established by the City Manager. Medical and dental insurance shall be provided and such other benefits as may be granted in the discretion of the City Manager. Temporary benefited employees are subject to termination by the Department Head at any time without cause.

6. Seasonal: Employees in this category are those appointed for a specified period of time, normally a designated season. Seasonal classifications are listed in the seasonal section of the annual pay plan. Seasonal employees shall be paid at an hourly rate and are not eligible for any City fringe benefits. Employees in this category are subject to termination by the department head or division manager at any time without cause. Seasonal employees will be terminated at the end of each season.

7. Instructor: Employees in this category are those appointed to provide instruction in City programs on a periodic or occasional basis. Employees in this category shall be paid on an hourly basis and are subject to termination by the division manager at any time without cause. (2603)

8. Provisional: A department head or division manager may make a provisional appointment when a critical position vacancy occurs and, due to the length of time required to fill it or because of an extended leave of absence, it becomes necessary to appoint a replacement on a "provisional" basis. An appointment shall be considered provisional if the individual serving in the temporarily vacant position having a higher pay classification is required to do so for a period of more than 80 consecutive work hours. Should a temporary appointment, originally intended not to exceed 80 consecutive hours, extend beyond 80 hours, payment for the provisional status shall be made retroactively. An employee serving in provisional status for less than 80 hours shall not receive provisional pay. Provisional pay for classified employees serving in classified positions on a provisional basis shall be moved to the first step of the range of the vacant position or a 5% increase over current salary, whichever is higher as long as the 5% increase does not exceed the last step of the range for the vacancy. Classified and unclassified employees serving on a provisional basis in an unclassified position shall receive the level of compensation determined by the Human Resources Manager.

The employee may be allowed by the Human Resources Manager to credit the time served in a provisional status toward completion of the probationary period, should a probationary appointment to the position occur immediately subsequent to the provisional appointment.

9. Emergency: In an emergency, to prevent undue delay or serious interferences with the provision of necessary public services, a division manager may make emergency appointments for a period not to exceed ninety (90) calendar days. Successive emergency appointments involving the same employee shall not be made. Emergency appointments may be made without regard to the formal selection provisions of this Chapter. Approval of the Human Resources Manager must be obtained prior to an emergency appointment. Emergency appointed employees are not eligible for any City fringe benefits.

10. Regular: After a full-time classified employee has successfully completed the probationary period, the employee shall receive a regular appointment with the City. Regular classified employees can only be terminated pursuant to the provisions of this Chapter.

11. Unclassified Service: Unclassified positions are designated into management/administrative and secretarial. Unclassified positions receive salaries within the parameters of the existing pay plan as determined by department heads. Individuals holding unclassified positions are entitled to the fringe benefits granted to classified employees as well as other benefits approved by City Council. Unclassified employees shall be subject to termination at the discretion of the City Manager, or with regard to the City Attorney's Office, the City Attorney. Such employees who are involuntarily separated shall be eligible for up to thirty (30) days severance pay as determined by length of service and position as follows:

(a) Department Heads, City Clerk and Executive Secretary to the City Manager: Those employees employed in unclassified service more than six (6) months, but less than two (2) consecutive years shall be granted full pay and benefits for fifteen (15) working days following involuntary separation. Employees with two (2) years service in these classifications, but less than five (5) years service, shall receive twenty (20) working days of full pay and benefits. Employees with service of five (5) or more years shall receive thirty (30) working days of pay and benefits upon involuntary separation.

(b) All Other Unclassified Employees: Those employees employed more than six (6) months, but less than two (2) years in these classifications shall be granted full pay and benefits for ten (10) working days following involuntary separation. After two (2) years, but less than five (5) years of unclassified service, the employee shall receive fifteen (15) working days of full pay and benefits as severance pay. Employees with five (5) or more years of unclassified service shall receive twenty (20) working days of pay and benefits upon involuntary separation.

12. Short Term Disability: An employee who is appointed to this category is receiving short term disability pay and has an authorized medical professional certification that they are unable to return to work. (2603)

(N) Layoffs. In the event of a layoff, the criteria for determining which employees shall be laid off shall be based on the employees' performance in their positions and not on seniority. All other criteria being equal, seniority may be used as determining factor. The names of regular and part-time employees who have been laid off shall be placed on an appropriate reemployment list for one year. In addition, at the discretion of the City Manager, based on available resources, the City may provide to employees who are to be laid off an extension of medical and dental insurance for a period of up to six months from the date of layoff, assistance in finding another position within the city, out-placement counseling, and counseling and assistance with transition during the period prior to layoff.

1-24-4: COMPENSATION AND BENEFITS: (2248 2603 2604 2633)

(A) Preparation, Adoption and Amendment of Pay Plan: The Human Resources Manager, as the representative of the City Manager, shall be responsible for the development and maintenance of a citywide compensation plan, which shall consist of minimum and maximum rates of pay for each class or position and may include longevity pay, and any such intermediate rates as deemed necessary. Salary ranges shall be related directly to the position classification plan, and shall be determined with due regard to range of pay for

other classes, requisite qualifications, prevailing rate of pay for like work in other public and private organizations, recruiting experience, working conditions, suggestions of department heads, maintenance of other benefits received by employees, the financial policy of the City, and other economic considerations. In addition, the Human Resources Manager shall develop, maintain and update a set of salary complements which shall be designed to assist in attracting and retaining qualified employees. The pay plan shall be submitted to Council by the City Manager for adoption on an annual basis in order to maintain the competitive nature of the City's personnel program.

(B) Longevity Pay: When provided, longevity pay for classified employees shall be included as part of the City's pay and classification plan.

(C) General Leave Accrual Rate:

1. The following schedule shall be used to calculate the amount of general leave accruing to each employee except firefighters and emergency medical personnel working an average of one hundred twelve (112) hours in a two week period, for years of continuous municipal service:

<u>Years of Continuous Municipal Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Accrual Rate Per Year</u>
Less than 5	8.9 hours	232 hours
5 - 10	9.82 hours	256 hours
10 - 15	10.74 hours	280 hours
15 - 20	11.66 hours	304 hours
Over 20	12.58 hours	328 hours

2. The following schedule shall be used to calculate the amount of general leave accruing to each firefighter or emergency medical personnel working an average of one hundred twelve (112) hours in a two-week period:

<u>Years of Continuous Municipal Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Accrual Rate Per Year</u>
Less than 5	12.47 hours	325 hours
5 - 10	13.74 hours	358 hours
10 - 15	15.04 hours	392 hours
15 - 20	16.31 hours	425 hours
Over 20	17.61 hours	459 hours

(D) General Leave for Holidays: Employees who do not normally work on scheduled holidays shall have each holiday charged automatically against General Leave unless the employee actually works the holiday.

Holidays that shall automatically be charged against General Leave of all employees, except those normally subject to work holidays, shall be as follows: (2248 2551 2604)

1. The first of January (New Year's Day)
2. The Third Monday of January (Martin Luther King Jr. Day)
3. The third Monday of February (Presidents' Day)
4. The last Monday of May (Memorial Day)
5. The Fourth of July (Independence Day)
6. The first Monday of September (Labor Day)
7. The fourth Thursday and immediate following Friday of November (Thanksgiving)
8. The 25th of December (Christmas)

In addition to the nine (9) scheduled holidays, all full-time employees shall receive twenty-four (24) hours as a floating holiday.

Firefighting and emergency medical personnel will receive 33.6 hours for their floating holiday. Part-time employees who receive benefits shall receive a prorated number of floating holiday leave hours based on the number of hours they are authorized to work per work period. Any special holidays that may be proclaimed

during the year by the Mayor and City Council shall not be charged to general leave, but shall be in addition to general leave.

(E) Pay for Holiday Work: An employee who works a schedule that does not take into consideration City holidays (e.g., police, fire, and plant operations personnel including those employees responding to emergency situations, such as snow removal and water main breaks) shall be eligible to receive compensation for both the hours worked and the general leave hours for the holiday. Employees whose schedules do not take into consideration any City holidays may be allowed to receive pay for the floating holiday at any time during the year. Employees who are not on the combined vacation/holiday leave schedule are eligible to receive pay for hours worked on the holiday and the general leave for that holiday. If an employee's shift is longer than eight hours, the first eight hours of additional pay shall be recorded as holiday leave and the remainder recorded as vacation leave. Employees who are on the combined vacation/holiday leave schedule will have the total leave hours charged to their combined vacation/holiday leave.

(F) Major Illness Leave: Except for firefighters and emergency medical personnel required to work an average of one hundred twelve (112) hours in a two (2) week period, any major illness, psychological disorder, medical operation, pregnancy or off-the-job injury that necessitates employee absence in excess of eighty (80) working hours may be charged to major illness Leave. Only the amount of leave that is in excess of eighty (80) hours may be charged against major illness leave to a maximum of four hundred eighty (480) hours in any one twelve (12) month period. For firefighters and emergency medical personnel required to work an average of one hundred and twelve hours (112) in a two (2) week period, any major illness, medical operation, pregnancy or off-the-job injury that necessitates employee absence in excess of one hundred twelve (112) working hours may be charged to major illness leave; only the amount of leave that is in excess of one hundred twelve (112) hours may be charged against major illness leave to a maximum of six hundred seventy-two (672) hours in any one twelve (12) month period. General leave shall accrue during the time in which an employee is on major illness leave. If a holiday occurs during the time an employee is under approved major illness leave, the hours will be charged to major illness leave and not general leave.

(G) Payment for Unused General Leave: Upon separation, regular and part-time employees shall receive full payment for general leave that could have been used for vacation according to the maximum allowable vacation schedule for the calendar year in which the employee terminates minus the leave hours that have already been used for vacation, and receive one-half (1/2) payment for any additional accumulated general leave hours. Probationary employees in the first year of municipal service are eligible to receive only one-half (1/2) pay for all unused general leave hours. If the separation is grieved and appealed to the Board, the employee has the option of requesting that payment be withheld pending the Board's decision.

(H) Death of Employee: Upon the death of an employee, all accrued salary and general leave will be paid at the established rate directly to the beneficiary designated on the employee's major City paid life insurance designation forms or as otherwise specified in writing by the employee.

(I) Injury Leave: All employees receiving fringe benefits shall be granted leave with pay in the event of an injury incurred on the job which renders them incapable of performing their normal duties unless it can be shown that said injury occurred as the result of the carelessness or negligence of the injured employee. Injury leave shall be provided for a period not to exceed 480 hours per injury. Firefighters and emergency medical personnel who work on an average of 112 hours in a two-week period are granted 672 hours of injury leave per injury. Injury leave may terminate prior to the end of 480/672 hours if any of the following occurs:

1. A ruling is made of permanent disability.
2. The employee's licensed health care provider releases the employee to return to work in a limited duty capacity.
3. The employee is declared capable of performing the normal duties of the employee's position by a licensed health care provider.

If, prior to release for normal duties, it is determined by the licensed health care provider that the employee is capable of performing limited work assignments, the employee shall immediately report for duty under the

conditions set forth in the licensed health care provider's certificate if the City is able to provide a suitable work assignment.

If a holiday occurs during the time an employee is under approved injury leave, the hours will be charged to injury leave and will not be charged to general leave. In the event that an employee has exhausted 480/672 hours of injury leave for a work-related injury, and is still unable to return to work in either a normal duty or limited assignment capacity in a regular position, the employee becomes eligible for compensation in accordance with the Colorado Workers' Compensation Act, C.R.S. Section 8-42-105 and the City's short-term disability (~~STD~~) benefits as described herein. Employees may supplement workers' compensation with general leave to bring pay to 100% of the employee's base salary.

(J) Jury Duty: All regular and probationary employees and part-time employees who receive benefits shall be given time off, with pay, when performing jury duty in any municipal, county, state, or federal court. Any regular or daily compensation except for mileage reimbursement received from the court by the employee shall be reimbursed to the City.

(K) Short-Term Disability (~~STD~~) Pay: If an employee exhausts the major illness leave available pursuant to this Code due to non-work-related illness or injury that continues to prevent the employee from returning to work, the employee will receive short-term disability pay. The employee shall receive payment for up to the same number of hours of leave as was available to the employee in the form of major illness leave at sixty percent (60%) of the employee's base pay. An employee may supplement the ~~STD~~ SHORT TERM DISABILITY benefit with General Leave as long as the total compensation does not exceed 100% of base pay. ~~STD~~ SHORT TERM DISABILITY pay shall not continue past the time that the employee becomes eligible for long-term disability compensation. Short-term disability pay due to non-work-related illness or injury is subject to the same medical qualifications and verification as Major Illness Leave. Employees will continue to receive all employee benefits while on short term disability with the exception of general leave accrual. Employees may be placed in a short term disability category of appointment if a duly appointed health care provider has provided a statement that the employee will not be able to return to work. This category will be utilized to allow employees to receive short term disability benefits until they are eligible for long term disability coverage. Divisions may fill the vacated position once an employee is placed in the short term disability category of appointment. The employee placed on ~~STD~~ SHORT TERM DISABILITY pay is expected to return to normal duty in the employee's regular position within the 480/672 hour time period. If an employee cannot perform the essential functions of the position after that period and the City is unable to provide suitable employment based on the medical restrictions, then the employee may be terminated.

1-24-5: EMPLOYEE CONDUCT AND DISCIPLINE: (2248 2533 2603)

(A) Political Activity: 1. An employee shall not:

- (a) Use any City facility or resource or the authority of any City office in support of any issue or candidate;
- (b) Campaign for any issue or candidate in any manner calculated to exert the influence of City employment;
- (c) Distribute political stickers, buttons or similar materials during working hours or at City facilities;
- (d) Campaign for any issue or candidate during working hours or at City facilities;
- (e) Campaign for any issue or candidate while wearing a uniform that identifies him as an City employee;
- (f) Serve as an officer of any organization which has the primary purpose of promoting the candidacy of any person for City office;

- (g) Organize a political organization or political club which has the main purpose of promoting the candidacy of any person for City office;
- (h) Directly or indirectly solicit, receive, collect, handle, disburse, contribute, or account for assessments, contributions, or other funds in support of the candidacy of any person for City office;
- (i) Organize, sell tickets to, or promote in a fund-raising activity of a candidate for City office;
- (j) Manage the political campaign of a candidate for City office;
- (k) Become a candidate for, or campaign for an elective City office, unless the employee is on formally authorized unpaid leave from City employment;
- (l) Solicit votes in support of or in opposition to a candidate for City office;
- (m) Drive voters to the polls on behalf of a candidate for City office;
- (n) Endorse or oppose a candidate for City office in a political advertisement, broadcast, campaign literature, or similar material;
- (o) Address a convention, caucus, rally, or similar gathering in support of or in opposition to a candidate for City office; or

2. All employees are free to engage in political activity to the widest extent consistent with the restrictions imposed by law and this subsection, so long as any such activity is done in the employee's capacity as a private citizen and not in the capacity of a City employee. Subject to the limitations of subsection (1) of this section, each employee retains the right to:

- (a) Register and vote in any election;
- (b) Display a political picture, sticker, badge, or button;
- (c) Participate in the nonpartisan activities of a civic, community, social, labor, or professional organization;
- (d) Be a member of a political party or other political organization and participate in its activities to the extent consistent with law;
- (e) Attend a political convention, rally, fund-raising function, or other political gathering;
- (f) Sign a political petition as an individual;
- (g) Expend personal funds, make contributions in kind, and use personal time to urge electors to vote in favor of or against any issue or candidate before the electorate, except any candidate for City office.
- (h) Seek election to City office, provided that the employee resigns or takes formally authorized unpaid leave from City employment prior to any campaign activities being undertaken on his or her behalf or filing a nomination petition.
- (i) Run for nomination or election as a candidate in any election not involving City government;
- (j) Be politically active in connection with a charter or constitutional amendment, referendum, approval of a municipal ordinance or any other question or issue of a similar character,

(k) Participate, at the direction of the City Council, in any political activity in which the City is authorized by state law to participate, subject to the instructions of the City Council, provided, however, an employee may choose not to participate, or

(l) Otherwise participate fully in public affairs, except as prohibited by law, in a manner which does not materially compromise his efficiency or integrity as an employee or the neutrality, efficiency, or integrity of City government.

3. No supervisor shall in any way coerce an employee to campaign for or against any candidate or issue.

4. It shall be unlawful for a candidate for the office of City Councillor or Mayor to solicit knowingly, directly or indirectly, a City employee to contribute money or campaign for or against any candidate for the office of City Councillor or Mayor. This provision shall not prohibit coincidental contacts with City employees through mass mailings or distribution of literature.

(B) Workplace Harassment: (2603) In compliance with applicable law, the City intends to provide a working environment free from harassment of its employees based on race, color, religion, gender, nation origin, age, disability or veteran or marital status.

Examples of unacceptable conduct include the telling of "dirty" jokes in the workplace or during working hours, reference to co-workers by derogatory sexual terms or other conduct which reasonably could be construed by another employee as creating or contributing to the creation of an intimidating, hostile or offensive working environment. Similarly, insulting, degrading, threatening or otherwise offensive or hostile remarks, graffiti, jokes, posters, writings, gestures, actions or other communications are strictly prohibited, as are racial, ethnic or religious jokes or slurs, or any other communications or conduct disparaging or putting down any racial, minority, ethnic or religious group. The preceding list of forms of misconduct is not all-inclusive, but is intended merely to illustrate some of the activities which the City's harassment policy prohibits.

No employee shall make, as a condition of any person's employment, unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature; use a person's submission to or rejection of such conduct as the basis for or as a factor in any employment decision; or otherwise create an intimidating, hostile or offensive working environment by such conduct.

The immediate supervisor is responsible for conduct between co-workers and the conduct of the non-employees in the workplace where the supervisor has knowledge of or should have known of harassing conduct. This responsibility includes taking immediate action to report allegations of harassment and to correct such behavior.

Harassment is extremely serious misconduct and may result in discipline, up to and including termination. Harassment may also subject the harasser to personal legal and financial liability. False statements of harassing behavior may also result in discipline, up to and including termination.

If an employee believes he/she has been subjected to harassment or observes harassment of another employee and has been unsuccessful in or uncomfortable addressing the issue directly to the employee initiating the unwelcome behavior, the employee shall report the incident to his/her supervisor, another member of the City's management team, or the Human Resources Manager. An employee should not attempt to resolve incidents observed or heard about from others, but is expected first to report the matter promptly. Any supervisor or management team member who receives a report shall relay it to the Human Resources Manager, who shall commence an investigation. The report shall be handled as a grievance by the Human Resources Manager pursuant to this code.

To the extent possible, any investigation will be handled in confidence. However, the City cannot promise anonymity to persons who report harassment. The City will not tolerate retaliation against any individual who brings a harassment complaint in good faith, or who testifies and/or assists in any investigation.

Employees have the right to file charges concerning certain forms of harassment, including sexual and racial harassment, with the Equal Employment Opportunity Commission, a Federal Agency, and the Colorado Civil Rights Division, a State Agency.

If an employee has any question concerning this policy, he/she is responsible for contacting his/her supervisor or the Human Resources Manager for clarification.

(C) Reasons for Dismissal or Disciplinary Action: Classified employees are subject to disciplinary action up to and including immediate dismissal for any of, but not limited to, the following reasons:

1. Violation of the provisions of this Chapter, the Charter, City Code, rules promulgated administratively by the City Manager and other written City or department policies and regulations;
2. Failure to demonstrate reasonable competence to the supervisor;
3. Inefficiency;
4. Insubordination;
5. Tardiness;
6. Acting so as to endanger the health and safety of others;
7. Negligence;
8. Dishonesty
9. Submission of a misleading or incorrect application form or resume;
10. Damaging or wasting public property or theft of City property;
11. Substandard job performance;
12. Offensive conduct toward the public or other City employees;
13. Absence from duty without properly approved leave;
14. Providing false information or a misstatement of a material fact relating to the individual's employment with the City;
15. Refusal or inability to follow directions;
16. Improper or unauthorized use of City facilities, equipment, or vehicles;
17. Mental or physical infirmity or defect which renders the employee incapable of satisfactorily performing the essential duties of the employee's position;
18. Possession, sale, USE OR distribution ~~OR~~ OF illegal ~~use of~~ controlled substances while on duty or during lunch or other breaks or while otherwise at a City work site or during City work time, or inability to complete assigned duties safely and competently during work hours due to use of chemical substances or consumption of alcoholic beverages;
19. Engaging in off duty conduct which reflects the employee's lack of fitness for employment in the City;
20. Failure to fully cooperate in any investigation involving employee conduct **INCLUDING FAILURE TO COMPLY WITH A REQUEST TO TAKE A POLYGRAPH EXAMINATION;**

21. Sexual harassment of another employee;
22. Knowingly making false accusations regarding the behavior of another employee;
23. Loss of required license or other prerequisite for employment when such prerequisite is required for carrying out the duties of the employee's position; or
24. Engaging in conduct that is deemed by the City Manager or a department head to be clearly not in the best interest of the City.
25. Discrimination or harassment of another employee or the public based on disability, age, race, gender, religion or ethnic background.
26. Physical fighting or horseplay between employees.

The exclusive remedy for an employee who believes that good reason for his disciplinary action did not exist shall be the grievance procedure specified in Section 1-24-6.

(D) Disciplinary Actions: Supervisory and administrative personnel shall have the authority to take whatever disciplinary actions that they deem necessary, provided that provisions on suspension, demotion, or dismissal are closely adhered to and that any action taken is not inconsistent with the provisions of this Chapter or departmental policies and regulations. Employees shall be required to cooperate with administrative staff in any investigation involving questionable employee conduct ~~INCLUDING COMPLIANCE WITH A REQUEST TO PARTICIPATE IN A POLYGRAPH EXAMINATION~~. When information received by the appointing authority indicates the possible need to administer a suspension, demotion or dismissal, the appointing authority shall initiate such discipline by notifying the employee of a summary of the information. No sooner than twenty-four (24) hours after the employee has received notification, the appointing authority shall meet with the employee involved, present the information that has come to the appointing authority's attention, and give the employee an opportunity to admit or deny the charge or present information regarding mitigating circumstances.

It is not intended that this meeting constitute a formal hearing but only provide the employee notice of the charges and give the employee an opportunity to meet and exchange information with the appointing authority. No other formal procedural requirements shall be required for this meeting including employee representation, meeting recordation, or witness examination. If the employee wishes, the employee may submit a written explanatory statement to the appointing authority which shall be attached to and kept with a copy of any disciplinary action. The appointing authority's determination of the action to be taken shall be based upon the information obtained from circumstances of the case. While unclassified employees shall have the opportunity to participate in a pre-disciplinary meeting, their employment remains at-will.

When the appointing authority authorizes a disciplinary action, official notification of such action shall be provided to the employee in writing by the immediate supervisor or the person taking the disciplinary action, and a copy thereof shall be provided to the affected department head and the Human Resources Manager. This notification shall describe the specific reasons and circumstances surrounding the disciplinary action. The employee may pursue the grievance procedure on any disciplinary action not specifically excluded by the personnel rules promulgated by the City Manager. The record of a written reprimand or more severe disciplinary action shall be filed with the employee's personnel records. The Human Resources Manager may investigate and review any disciplinary action to assure compliance with the provisions of this Chapter and the rules promulgated by the City Manager.

(E) Suspension: A division manager may suspend an employee under that division manager's jurisdiction without pay as a disciplinary measure when the division manager deems a suspension to be appropriate. Prior to initiating a suspension, the division manager shall consult with the Human Resources Manager and the City Attorney's Office. A written notification of the suspension shall be given to the employee and a copy shall be submitted to the department head, Human Resources Manager with a copy for the personnel files, describing the circumstances preceding and specific reasons for the suspension. The actual day(s) of

the suspension shall be set by the employee's supervisor. An employee who receives a suspension for disciplinary purposes, does not have the option of working on a day off in lieu of receiving a suspension day without pay. Exempt employees will be required to use general leave during suspension and are not subject to a suspension without pay.

When, in the judgment of a supervisor, an employee's mental, emotional or physical condition or conduct is such that the employee's presence on the job or operation of equipment or a motor vehicle potentially endangers the employee, other employees or the public safety and welfare, the supervisor may suspend the employee immediately. The provisions specified in this Section shall then be followed as soon thereafter as practicable. The division manager may review the suspension. If the division manager determines that all or part of the suspension is unwarranted, the employee may receive pay for days previously suspended according to the final decision rendered.

(F) Demotion: A division manager may demote any regular or part-time classified employee under the division manager's jurisdiction for the good of the municipal service or as a disciplinary measure when the division manager deems it appropriate. The City Manager may authorize the demotion of an unclassified employee. Prior to initiating a demotion, the division manager shall consult with the Human Resources Manager and the City Attorney's Office. The division manager shall give written notification of the demotion to the employee and shall submit a copy to the department head and the Employee Services Manager, describing the circumstances preceding and the specific reason for the demotion.

(G) Dismissal: A department head may, after consultation with the Human Resources Manager and the City Attorney's Office, dismiss a classified employee in accordance with this Chapter and rules promulgated by the City Manager. The department head shall give written notification of the dismissal to the employee and a copy to the Human Resources Manager, describing the circumstances preceding and the specific reasons for the dismissal. Failure to follow these procedures is grounds for disciplinary action of supervisory or administrative personnel but does not affect the validity of the underlying dismissal action. Dismissal of unclassified employees shall be at the discretion of the City Manager; except that, dismissal of unclassified employees in the Office of the City Attorney shall be at the discretion of the City Attorney. All Unclassified employees are at-will employees. An unclassified employee, or the City, may terminate the employment at any time, with or without notice, warning, procedure or formality, for any reason or no reason, with the City's only obligation being payment of wages earned and benefits vested through out the last day worked.

1-24-6: GRIEVANCES AND APPEALS: (2248 2603 2648)

(A) General: Supervisory and administrative personnel shall strive to anticipate, and thereby eliminate, the cause of most misunderstandings, problems, complaints, or grievances. To the extent that they occur, the employee is encouraged to promptly seek the employee's immediate supervisor's assistance. Supervisory personnel shall not interfere with or discriminate against or make reprisals against any employee who files a grievance. The City strongly encourages the use of non-adversarial dispute resolution techniques to resolve grievances in a manner that is satisfactory to all affected parties.

(B) Filing a Grievance: Any employee with a grievance must file a written complaint with the employee's division manager (or the party who took the action being grieved if that party is of higher rank) with a copy to the Human Resources Manager within fourteen calendar days following the grieved action. The division or department manager shall try to resolve the matter within ten (10) calendar days from the receipt of the written grievance. If the employee is not satisfied that the difference has been resolved after action by the division manager, the employee may within ten (10) calendar days of receipt of the grievance response file the grievance with the department head (if not already reviewed by the department head). The department head shall try to resolve the matter within ten (10) calendar days of receipt of the grievance. The deadlines in this paragraph (b) may be extended with the mutual consent of the parties.

If the employee is not satisfied that the difference has been resolved after action by the department head, the employee may pursue the following procedure:

1. Actions other than suspension, demotion or dismissal. Within ten (10) calendar days after receipt of the department head's response, the employee may ask the Human Resources Manager in writing to

investigate the grievance. If the department head has taken no action within ten (10) calendar days after receipt of the written grievance, the employee may request in writing that the Human Resources Manager investigate the grieved action. The Human Resources Manager shall, within twenty-one calendar days, investigate the grievance and consult with the employee and then make recommendations to the City Manager or the City Manager's designee who shall decide on the grievance within ten (10) calendar days. The City Manager's or the City Manager's designee's decision shall be final in all instances. The deadlines in this paragraph (1) may be extended with the mutual consent of the parties or because of an inability to do a complete investigation in the time allowed.

2. Suspension, demotion or dismissal. Within fourteen calendar days after receipt of the department head's response, the employee may file an appeal to the Personnel Board or, if the department head has taken no action within ten (10) calendar days of receipt of the written grievance, the employee may file a written appeal to the Personnel Board within twenty-one calendar days after the department head's receipt of the written grievance.

3. An employee loses any right to file a grievance or appeal with the Human Resources Manager or to file an appeal to the Board if the employee fails to file a written grievance within the time lines defined above. No organization or individual has the right to file a grievance on the employee's behalf and legal representatives shall not be permitted to attend any meeting with the grieved employee held for the purpose of investigating the grievance prior to the time an appeal has been filed pursuant to subsection (D) of this section.

4. Grievances Related to Disabilities. If an employee has, in the employee's view, suffered discrimination in violation of state or federal law based on a past or current disability, whether real or perceived, or association with an individual with a disability, the employee may file a grievance pursuant to this subsection (B). This procedure is not a prerequisite to the pursuit of other legal remedies authorized by federal law. A disability-related grievance alleging a violation of federal laws protecting individuals with disabilities may be filed at any time.

(C) Appeal: Only suspensions, demotions, or dismissals for disciplinary reasons can be appealed to the Personnel Board and only after all administrative remedies through the grievance procedure have been exhausted. Only regular full time employees in authorized positions in the classified service are eligible to appeal to the Board. Unclassified employees have no appeal rights beyond the grievance process to the City Manager.

(D) Filing an Appeal: The employee must file an appeal and request a hearing, in writing, setting forth the reasons for appeal in detail with the Human Resources Manager as set forth in subsection (B) of this section. The appeal must specify the grounds for appeal and shall contain a detailed statement of facts in support of the appeal.

The Human Resources Manager shall immediately forward copies of the written appeal to each member of the Board. The Human Resources Manager has the authority to return to the employee for correction any appeal that fails to conform to this provision regarding specifying grounds for appeal and containing detailed statement of facts in support of the appeal.

(E) Appeal Procedure: Upon receipt of the appeal from the Human Resources Manager, the Board shall schedule a hearing on the appeal. Once the Board meets to hear the appeal, it may take the time necessary to obtain all the information deemed appropriate and in so doing the Board is not restricted to any particular time frame to conclude the hearing.

(F) Subpoenas: The chairperson of the Board may issue a subpoena stating the title of the proceeding before the Board and commanding each person to whom it is directed to attend and give testimony at a hearing on an appeal before the Board at the time and place specified therein.

(G) Findings and Decision: It is the interpretation of the City Council that the Charter of the City of Westminster establishes a personnel grievance process in which the Personnel Board has the responsibility of determining the facts of an appeal and determining when disciplinary action should be reconsidered and in

such cases, the City Manager has the responsibility of reconsidering the disciplinary action and making the final disciplinary decision based on the facts determined by the Board. At the conclusion of the hearing, the Board shall send a written decision to the City Manager which concludes that:

1. The action appealed was without justification and should be reconsidered. The Board may recommend that the appellant be restored to previous status and receive compensation for the period of the suspension, termination, or reduction in grade; or,

2. The action appealed was justified and should be confirmed; or

3. The action appealed was partially justified and should be reconsidered. The Board may recommend that the discipline be reduced under the conditions the Board deems proper.

The Board's decision shall contain findings of evidentiary fact on all material issues of fact and conclusions regarding the issues of law or discretion presented by the appeal.

(H) Notice of Findings and Decision; Transcript: The Board shall report its findings and decision to the City Manager, the parties and their attorneys within thirty (30) days after the conclusion of the hearing. Notice shall be sent in the manner specified in subsection (H) of this Section. The City shall make a record of the testimony and proceedings at an appeal hearing. Either the City or the employee may request a transcription of the testimony and proceedings at an appeal hearing. If the employee requests a hearing transcription, it shall be prepared at the employee's expense.

(I) Decision of the City Manager: 1. When the Board has concluded that the discipline was justified, the City Manager shall confirm the decision of the Board.

2. When the Board has concluded that the action appealed was without justification or was partially justified, the City Manager shall reconsider the suspension, demotion or discharge and either reinstate the employee, impose a lesser penalty, or confirm the original suspension, demotion or discharge.

3. When reconsidering a suspension, demotion or discharge, the City Manager shall be bound by the Board's findings of evidentiary fact. The City Manager may accept or reject the Board's findings of ultimate fact or conclusions and may accept or reject the Board's recommendation regarding discipline.

(J) Administrative Procedure Jurisdictional: No employee may bring an appeal before the Board until the employee has received the written notice of the final action taken or contemplated by the department head. The filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the administrative action against which the appeal is made.

(K) Appeal from Decision of City Manager: The employee may appeal any action of the City Manager resulting in suspension, demotion or dismissal to the District Court.

(L) Right to Legal Counsel: The employee may only be represented by a person who is licensed to practice law in the State of Colorado. If the employee chooses to not be represented by legal counsel, the appointing authority shall not be represented by legal counsel. If the employee retains legal counsel, appointing authority shall be represented by the City Attorney.

(M) Rules of Procedure: The Board may adopt additional rules of procedure to supplement the procedures outlined in this section.

1-24-7: SUBSTANCE ABUSE INTERVENTION POLICY: (2248 2603)

~~(A) Policy on Substance Abuse: Given the importance of maintaining a healthy work environment and the opportunities that employees have to address substance dependencies through treatment and counseling programs offered by the City, substance abuse which adversely affects job performance will not be tolerated. This applies to on-duty employees as well as employees who are receiving on-call pay.~~

~~(B) Pre Placement Substance Screening: All applicants certified for positions that receive City benefits are required to submit to a medical examination prior to their appointment to a City position. As part of this medical examination, prospective employees will be screened for a range of chemical substances. The type(s) of screening and the levels of the substances which constitute a positive screen will be determined administratively after consultation with the City's medical service provider(s). Applications for positions with the City will state that substance screenings will be given as part of the pre-placement medical examination. In addition, at the time of the medical examination, certified applicants will be told of the substance screening and will be required to sign a consent form. Applicants who refuse to consent to substance screening or who attempt to tamper with the screening sample will not be eligible for City employment.~~

~~An applicant whose initial substance screen shows a positive result will automatically be given another screening using a different screening technique on the same sample. If the second screen of the same sample shows a negative result, the individual will not be disqualified from City employment on account of the substance screen.~~

~~If the second test confirms the positive test result, the Human Resources Manager will determine whether the applicant shall be disqualified for consideration for City employment. In making this decision, the Employee Services Manager shall take into account the specific job requirements of the position that is being filled and any mitigating information. All screens will be made on the same sample by a qualified firm selected by the City. An applicant whose test shows positive will have 24 hours after receiving notification of the positive test to provide verification of a current valid medical prescription in the applicant's name.~~

~~Any positive test results from the second screen will be reported directly to the Human Resources Division. If it is determined that the applicant will not be certified as a result of a positive drug screen, the Human Resources Division will notify the appropriate supervisor that the applicant did not pass the medical examination.~~

~~(C) Possession, Sale, Distribution or Use of Illegal Substances: The possession, sale, distribution and/or use of illegal substances by an employee while on duty or during work and other breaks or at any time while the employee is on a City work site or in a City vehicle constitutes cause for dismissal. The appropriate law enforcement agency will be notified in a timely fashion of any such possession, sale, distribution and/or use of illegal substances by employees.~~

~~(D) Use of Medication: All employees who are using a prescription or non-prescription drug which may in any way impact their job performance must notify their supervisor. The division manager may require a doctor's statement if the employee indicates that there is a need to use the prescription drug for an extended period.~~

~~(E) Substance Screening for Current Employees: City employees are subject to substance screening if there is reasonable suspicion that, while on duty, they are impaired. Impairment is defined as being unable to perform their duties safely or competently due to use of alcohol or controlled substances. Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonably prudent person to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so the employee's ability to perform the employee's job safely is reduced. Observations which constitute a factual basis for determining reasonable suspicion may include but are not limited to: odor of alcoholic beverage, slurred speech, erratic behavior, violent mood swings, excessive unexplained absenteeism including tardiness, and an accident which was caused by the apparent action or inaction of the employee.~~

~~Employees involved in an accident involving serious injury to the employee or a third party are required to submit to a substance screening. A supervisor who has reasonable suspicion that an employee is impaired by alcohol or a non-prescription controlled substance on the job shall, with the approval of the department head, immediately arrange for a substance screening through the Human Resources Division. If a screening is required after normal business hours, the supervisor will make direct contact with the clinic that has been designated to perform screenings for the City after receiving approval from the department head, their designee or the Human Resources Manager or designee.~~

~~Employees who are scheduled for a substance screening must be transported to the designated medical clinic by the employee's supervisor. The testing for substances will be made on a sample provided at the clinic. The type(s) of screening and the levels of the substances which constitute a positive screen will be determined administratively after consultation with the City's medical service provider(s). After the sample is given, the supervisor will see that the employee is safely transported home.~~

~~If the testing of the sample provides a negative result, the conclusion will be that the sample contains no alcohol or controlled substances. If the first screen shows a positive result, a second screen using a different testing technique will be given on the same sample.~~

~~If the second screen shows a negative result, it will be assumed that the individual is not under the influence of alcohol or controlled substances. If the second screen shows a positive result, or if it is shown that the employee tampered with the sample, the employee will be presumed to be impaired by alcohol or controlled substances. An employee whose test shows a positive result will have 24 hours after receiving notification of the positive result to provide bona fide verification of a current valid prescription which may have caused the positive result. The prescription must be in the employee's name.~~

~~(F) Discipline: Employees who refuse to submit to a substance screen when reasonable suspicion of substance abuse has been identified, will be disciplined in accordance with the City personnel policies and rules. Under appropriate circumstances, a supervisor who has reasonable suspicion that an employee is impaired by alcohol or a non-prescription controlled substance on duty may immediately suspend the employee in accordance with this Chapter. Employees may be required to complete additional substance screening and have a negative screen as part of a condition of returning to work,~~

~~(G) Employee Assistance Program: An employee who is disciplined for substance abuse or refused to submit to an appropriately ordered substance screen must submit to an evaluation by the City's employee assistance program as a condition of continued employment. In addition, the employee may be required to participate in a treatment program and periodic screening.~~

~~(H) Assistance and Leave for Substance Abuse Treatment: Employees who choose to participate in a substance abuse treatment program that requires inpatient care shall be granted general leave and major illness leave in accordance with the provisions of these rules. Use of leave for this purpose shall not constitute cause for disciplinary action.~~

(A) ADMINISTRATION OF SUBSTANCE ABUSE POLICY: THE CITY MANAGER IS HEREBY DIRECTED AND AUTHORIZED TO DEVELOP, UPDATE AND ENFORCE A SUBSTANCE ABUSE SCREENING, CONTROL AND DISCIPLINARY POLICY WHICH SHALL PROVIDE PROCEDURES FOR RANDOM SUBSTANCE ABUSE SCREENING FOR EMPLOYEES IN SAFETY-SENSITIVE POSITIONS, AND FOR NON-RANDOM PRE-EMPLOYMENT, POST-INCIDENT, POST-INJURY, POST-SHOOTING, REASONABLE SUSPICION, RETURN-TO-WORK, TESTING FOR SPECIAL CIRCUMSTANCES SUCH AS JOB FUNCTIONS THAT INCLUDE CONTROLLED SUBSTANCE INTERDICTION, AND FOLLOW-UP TESTING FOR ALL CITY EMPLOYEES. NOTHING IN THIS SECTION SHALL MANDATE TESTING UNDER CIRCUMSTANCES WHERE THE CITY MANAGER OR HIS DESIGNEE DETERMINES THAT TESTING IS NOT OR WOULD NOT HAVE BEEN APPROPRIATE DUE TO THE FACTUAL, LEGAL OR SUPERVISORY CONTEXT IN WHICH THE POSSIBILITY OF TESTING ARISES. THIS POLICY, AT A MINIMUM, SHALL SATISFY THE U.S. DEPARTMENT OF TRANSPORTATION REGULATIONS OF COMMERCIAL DRIVER'S LICENSEES AND SHALL BE MORE RESTRICTIVE IF DEEMED BY THE CITY MANAGER TO BE IN THE BEST INTEREST OF CITY OPERATIONS AND PUBLIC AND EMPLOYEE SAFETY.

(B) SAFETY SENSITIVE POSITIONS: THE CITY MANAGER SHALL DETERMINE WHICH EMPLOYEE POSITIONS MUST BE DESIGNATED AS SAFETY-SENSITIVE. CRITERIA THAT MAY BE CONSIDERED IN MAKING THIS DETERMINATION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. THE EMPLOYEE IS REQUIRED TO POSSESS A VALID COMMERCIAL DRIVER'S

LICENSE (CDL), TO OPERATE A COMMERCIAL MOTOR VEHICLE, TO OPERATE AN EMERGENCY VEHICLE, OR TO OPERATE POTENTIALLY DANGEROUS EQUIPMENT OR MACHINERY.

2. THE EMPLOYEE EXERCISES LAW ENFORCEMENT AUTHORITY OR IS REQUIRED OR PERMITTED TO CARRY A FIREARM WHILE ON DUTY.
3. THE EMPLOYEE PROVIDES EMERGENCY MEDICAL SERVICES.
4. THE EMPLOYEE HAS UNSUPERVISED ACCESS TO CONTROLLED SUBSTANCES.
5. THE EMPLOYEE IS RESPONSIBLE FOR THE CARE OR SAFEKEEPING OF MINORS.
6. THE EMPLOYEE'S ACTIONS OR INACTION HAS THE POTENTIAL TO CAUSE SERIOUS INJURY OR DEATH TO A CITIZEN OR A FELLOW EMPLOYEE.

(C) PROHIBITED CONDUCT: AN EMPLOYEE SHALL NOT:

1. REPORT FOR DUTY OR REMAIN ON DUTY WHILE PERFORMING REGULAR OR SAFETY-SENSITIVE FUNCTIONS HAVING A BLOOD ALCOHOL CONCENTRATION OF .02 OR HIGHER OR AFTER USING ANY CONTROLLED SUBSTANCE THAT THEY MAY TEST POSITIVE FOR, EXCEPT FOR A LEGALLY PRESCRIBED DRUG IF USE OF SUCH DRUG WILL NOT ADVERSELY AFFECT THE EMPLOYEE'S ABILITY TO PERFORM REGULAR OR SAFETY-SENSITIVE FUNCTIONS.
2. POSSESS ALCOHOL OR ILLEGAL DRUGS WHILE ON DUTY OR DRIVING A CITY VEHICLE EXCEPT WHEN THE POSSESSION OF ALCOHOL OR DRUGS IS IN THE LINE OF DUTY.
3. USE ALCOHOL OR PROHIBITED DRUGS WHILE ON DUTY WHILE PERFORMING REGULAR OR SAFETY-SENSITIVE FUNCTIONS OR AFTER THE EMPLOYEE IS NOTIFIED THAT HE OR SHE IS "ON CALL." THE CONSUMPTION OF ALCOHOLIC BEVERAGES SERVED IN CONJUNCTION WITH AN EVENT ON CITY PREMISES AUTHORIZED BY THE CITY MANAGER IS PERMITTED BY THIS POLICY SO LONG AS THE CONSUMPTION OF SUCH ALCOHOL IS NOT INCONSISTENT WITH THE SAFE AND EFFICIENT PERFORMANCE OF AN EMPLOYEE'S DUTIES.
4. PERFORM A SAFETY-SENSITIVE FUNCTION WITHIN FOUR HOURS AFTER USING ALCOHOL.
5. USE ALCOHOL WITHIN EIGHT HOURS AFTER AN ACCIDENT OR UNTIL THE EMPLOYEE TAKES ANY REQUIRED POST-ACCIDENT ALCOHOL TEST, WHICHEVER HAPPENS FIRST.
6. USE A LEGALLY PRESCRIBED DRUG OR NON-PRESCRIPTION DRUG WHICH MAY IN ANY WAY IMPACT THE EMPLOYEE'S JOB PERFORMANCE WITHOUT NOTIFICATION TO THE EMPLOYEE'S SUPERVISOR. THE DIVISION MANAGER MAY REQUIRE A PHYSICIAN'S STATEMENT IF THE EMPLOYEE INDICATES THAT THERE IS A NEED TO USE THE DRUG FOR AN EXTENDED PERIOD. THE USE OF ANY SUBSTANCE WHICH CARRIES A WARNING LABEL THAT INDICATES THAT MENTAL FUNCTIONING, MOTOR SKILLS, OR JUDGMENT MAY BE ADVERSELY AFFECTED MUST BE REPORTED TO SUPERVISORY PERSONNEL AND MEDICAL ADVICE MUST BE SOUGHT BY THE EMPLOYEE, AS APPROPRIATE.
- ~~7. FAIL TO NOTIFY THE EMPLOYEE'S SUPERVISOR THAT THE EMPLOYEE IS INELIGIBLE FOR EMERGENCY CALLBACK AND THE REASON THE EMPLOYEE IS~~

~~INCAPABLE OF RESPONDING, IF THE EMPLOYEE IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.~~

(D) POSITIVE TEST AND REFUSAL TO BE TESTED: A POSITIVE RESULT FROM A TEST FOR DRUGS OR ALCOHOL CONDUCTED PURSUANT TO THE POLICY AUTHORIZED IN (A) ABOVE SHALL BE A VIOLATION OF THAT POLICY AND SHALL BE CAUSE FOR DISCIPLINE, UP TO AND INCLUDING TERMINATION. IF AN EMPLOYEE REFUSES TO TAKE AN AUTHORIZED TEST, THE REFUSAL WILL BE TREATED AS A POSITIVE TEST AND THE EMPLOYEE WILL NOT BE PERMITTED TO PERFORM OR CONTINUE TO PERFORM ANY DUTY, INCLUDING SAFETY-SENSITIVE FUNCTIONS, EXCEPT IN ACCORDANCE WITH THE PROCEDURES WHICH APPLY TO A POSITIVE TEST. REFUSAL TO BE TESTED INCLUDES THE FOLLOWING CONDUCT:

1. THE EMPLOYEE DOES NOT PROVIDE ENOUGH BREATH FOR TESTING WITHOUT A VALID MEDICAL EXPLANATION AFTER BEING INFORMED OF THE REQUIREMENTS FOR BREATH TESTING.
2. THE EMPLOYEE DOES NOT PROVIDE ADEQUATE URINE FOR DRUG TESTING WITHOUT A GENUINE INABILITY TO PROVIDE A SPECIMEN AS DETERMINED BY A MEDICAL EXPLANATION AFTER BEING INFORMED OF THE REQUIREMENTS FOR URINE TESTING.
3. THE EMPLOYEE ENGAGES IN CONDUCT THAT CLEARLY OBSTRUCTS THE TESTING PROCESS, SUCH AS TAMPERING WITH OR ADULTERATING A SAMPLE, AND INCLUDING A REFUSAL TO PARTICIPATE IN TESTING.
4. THE EMPLOYEE DOES NOT SIGN A CONSENT FORM AUTHORIZING A URINALYSIS AND/OR BREATH ALCOHOL TEST FOR DRUG AND ALCOHOL SCREENING AS ALLOWED IN THIS POLICY, OR IF THE EMPLOYEE DOES NOT PERMIT RELEASE OF TEST RESULTS TO THE CITY.

(E) DISCIPLINE: IF AN EMPLOYEE TESTS POSITIVE AFTER TAKING A DRUG OR ALCOHOL TEST, THE DEPARTMENT HEAD MAY IMPOSE DISCIPLINARY MEASURES UP TO AND INCLUDING TERMINATION. PAST WORK PERFORMANCE AND VIOLATIONS OF CITY OR DEPARTMENT RULES OR STANDARD OPERATING PROCEDURES WILL BE CONSIDERED PRIOR TO THE IMPLEMENTATION OF DISCIPLINARY MEASURES. ASIDE FROM THESE CONSIDERATIONS, DISCIPLINE WILL BE APPLIED UNIFORMLY FOR ALL PERSONNEL WHO TEST POSITIVE FOR DRUGS OR ALCOHOL.

WHILE IT IS NOT THE INTENT OF THIS POLICY TO DEFINE OR RESTRICT DISCIPLINARY MEASURES THAT MAY BE GIVEN TO EMPLOYEES WHO TEST POSITIVE FROM A DRUG OR ALCOHOL TEST, AND/OR A SUBSTANCE USE OR ABUSE RELATED EVENT, THE FOLLOWING MINIMUM DISCIPLINE WILL APPLY:

FIRST OFFENSE (EITHER FIRST POSITIVE DRUG OR ALCOHOL SCREEN OR FIRST DISCIPLINE RELATED TO A SUBSTANCE USE- OR ABUSE-RELATED EVENT):

ALL EMPLOYEES (EXCEPTIONS LISTED BELOW): 40-HOUR SUSPENSION
FIRE EMPLOYEES ON 24-HOUR SHIFT: 56-HOUR SUSPENSION

SWORN POLICE OFFICERS: 40-HOUR
SUSPENSION (POSITIVE ALCOHOL OR
LEGAL DRUG TESTS)
DISMISSAL (ILLEGAL SUBSTANCE
POSITIVE TEST)

MORE SEVERE DISCIPLINARY MEASURES MAY BE CONSIDERED BASED ON THE ACTION OR INACTION OF THE EMPLOYEE IN THE EVENTS SURROUNDING THE FIRST OFFENSE. EXACERBATING CIRCUMSTANCES MAY INCLUDE, BUT ARE NOT LIMITED TO, SUBSTANDARD JOB PERFORMANCE, ABSENCE FROM WORK WITHOUT APPROVAL, INSUBORDINATION, ACCIDENTS RELATED TO DRUG OR ALCOHOL USE, FAILURE TO COOPERATE IN AN INVESTIGATION, DISHONESTY, OR AN INABILITY TO PROVIDE A NEGATIVE DRUG SCREEN FOR A RETURN TO WORK TEST.

SECOND OFFENSE (EITHER SECOND POSITIVE DRUG OR ALCOHOL SCREEN OR SECOND DISCIPLINE RELATED TO A SUBSTANCE USE- OR ABUSE-RELATED EVENT):

ALL EMPLOYEES:

DISMISSAL

1. POSSESSION, SALE OR DISTRIBUTION: POSSESSION, SALE OR DISTRIBUTION OF ILLEGAL CONTROLLED SUBSTANCES WHILE ON DUTY (EXCEPT IN THE LINE OF DUTY) CONSTITUTES GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED
PUBLISHED this 28th day of February, 2000.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED
this _____ day of March, 2000.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: February 14, 2000
Subject: 1999 Second Half Activity Report
Prepared by: Sara Watson, Management Intern

Introduction

Attached for City Council's review is the 1999 last Six month Activity Report, which covers Departmental activities for the last six months ending December 31, 1999.

Summary

As apparent with the information that follows, the City continues to experience steady activity. The activities include achieving stated objectives to support City Council's key focus areas as well as acting upon unanticipated "opportunities."

Staff Recommendation

No Council action is necessary at this time. This is for informational purposes only.

Background

Each year the City tracks workload indicators, a unit of work to be done or that has been completed. This document, which is currently presented to Council on a semi-annual basis, is a summation of those indicators. Workload indicators are also included in the annual budget document.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

ACTIVITY REPORT

July 1, 1999 thru December 31, 1999

COMMUNITY DEVELOPMENT DEPARTMENT

Open Space Division

- The Open Space Advisory Board met regularly with Staff to direct Open Space acquisition efforts, and to consider all new citizen requests. OSAB members also discussed possible new roles for the Board, as the emphasis shifts from acquisitions to management in the next few years. A joint meeting between OSAB and City Council to discuss future roles is set for March 2000.
- For the first time, no new open space acquisitions were closed. Open Space acquisitions Staff also negotiate other projects for the City. Acquisition of the Northglenn Little League ballfields near 112th and Huron was completed, along with a lease between the City and the Little League. Acquisition of the property just south of City Hall, for a Public Safety facility, is nearly complete, as are negotiations to acquire 23 acres along Sheridan Boulevard to expand City Park.
- Many other acquisitions are ongoing and should “bear fruit” in 2000. One condemnation trial is set for June, and several other condemnations for park and open space appear likely. These projects require considerable time and are essential to complete the City’s park, open space and trails plans.
- Open Space lands acquired to date remain at 2,005 acres (not counting Standley Lake Regional Park and Open Space). This represents approximately 11% of the City’s area, compared to the goal of preserving 15% of the City’s area as natural open space.
- Open Space fencing and signs have been installed at key locations to identify new open space acquisitions.

Building Division

Summary of 2nd half 1999 statistics compared to 1998 (July-December) and 1999 Year End:

	2nd Half 1999	2nd Half 1998	2nd Half % Change	1999 Total	Total % Change
Const. Valuation	\$63.8M	\$124.4M	-49%	\$224.0M	+1%
SFD starts	71	207	-66%	201	-54%
New comm permit	26	21	+24%	55	+57%
Ten Finish Permit	66	52	+27%	113	+12%
Comm Plan review	53	50	+6%	121	+34%
Residential plan	221	246	-10%	477	-8%
Permits	2,126	2,328	-9%	4,487	0%
Inspections	20,781	17,481	+19%	38,379	+4%

9 projects and 25 tenant finishes were completed during the second half of 1999:

- Safeway Store @ Standley Lake Marketplace
- Church Ranch office/warehouse building
- Sonic Drive In Restaurant
- Sweet Tomatoes Restaurant
- Heritage Golf Course Clubhouse
- Ranch Office Building
- Texaco @ Park Centre
- Bellco Credit Union
- The Retreat Assisted Living
- Westmoor Office Building tenant finishes:

- Channel Point
- Tactical Marketing Ventures
- Mission Commons tenant finish:
 - Navy Recruiting
- Lake Arbor tenant finishes:
 - Westminster Karate
 - Ace Express
- Sheridan Crossing tenant finishes:
 - Rumours Beauty Salon
 - Petland
- Westminster Mall tenant finishes:
 - Mr. Neats
 - Fred Meyer Jewelers
 - Rave Store
- Church Ranch Business Center tenant finishes:
 - Progressive Insurance
 - Family Practice
- Westpark tenant finishes:
 - N.W. Neurology
 - Principal Residential Mortgage
 - Core Knowledge Foundation
- Northpark Medical Office tenant finishes:
 - Dr. Unterseher
 - Dr. Marcy Rose
 - Dr. Borg & Lewis
 - Columbine Dermatology
 - Physical Therapist
- Westminster Plaza tenant finishes:
 - Cascade Cleaners
 - Dairy Queen
 - Washtime of the Rockies
 - H & R Block
- Ranch Office Building tenant finish
 - Land Title

Engineering Division

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Public Improvements Agreements Executed	10	12	-16.7%	17	22	-22.7%
Feet of New Streets Installed	4,900	9,200	-46.7%	9,900	N/A	N/A
Feet of New Water Mains Installed	16, 983	27,100	-37.3%	41,983	N/A	N/A
Feet of New Sanitary Sewer Mains Installed	2,804	16,300	-82.8%	17,804	N/A	N/A
Capital Improvement Projects Managed	13	17	-23.5%	13	17	-23.5%
Requests for GIS Maps/Information	50	N/A	N/A	100	N/A	N/A

N/A – Information not available.

Planning Division

Summary of 1999 Statistics

Current Development Review

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
ODP's Approved/Denied	37	21	81.0%	61	42	31.0%
ODP's Under Review	61	42	21.4%	85	83	2.5%
PDP's Approved/Denied	9	6	50.0%	17	13	30.8%
PDP's Under Review	12	7	71.4%	21	14	50.0%
ODP Waivers	9	10	-10.0%	27	20	35.0%
Annexations	7	4	75.0%	12	8	50.0%
Comprehensive Land Use Plan Amendments	4	33	-87.9%	14	37	-62.2%

Other Review Activities

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Planning Commission/City Council	19	25	-24.0%	43	50	-14.0%
Special Use & License Board	2	6	-66.7%	6	12	-50.0%
Referrals	15	18	-16.7%	33	33	0.0%
Public Inquiries	3812	1500	154.1%	6087	3000	102.9%
Sign Permits	86	75	14.7%	120	168	-28.6%
Building Permits Reviewed	90	47	91.5%	189	87	117.2%
Business Licenses Reviewed	132	140	-5.7%	258	271	-4.8%
Board of Adjustments and Appeals Meetings	5	6	-16.7%	11	12	-8.3%
Private Improvement Agreements	10	18	-44.4%	19	30	-36.7%
ODP Inspections	200	195	2.6%	430	375	14.7%
Zoning Infraction Inspections	76	90	-15.6%	137	180	-23.9%

Major Planning Activities

- Update of Land Use and Demographic Data base
- 1999 Design Awards
- Monitoring of the DRCOG Vision 2020 Process
- Northwest Business Park Concept Design
- Bradburn Village 120th Avenue Concept Designs
- Development Tour for Planning Commission and City Council
- Promenade – Continuing Design Review
 - Ice Arena
 - Office Buildings
 - Westin Hotel
 - Public Areas
- City Public Safety Building Design Team
- Sign Code Update
- Commercial Guidelines/Regulations Under Revision
- Census 2000
- Housing Study
- Potential Broomfield Jail Sites
- Landscape Standards Amendment
- North I-25 Corridor Study
- Inventory of Multi-Family Land Report
- Traditional Mixed Use Neighborhood Guidelines Adopted
- Jury Competition for New Urbanist Development
- School Dedication/Impact Ordinance – In Development
- Foster Property Pre-Annexation Agreement
- Fonay Property Pre-Annexation Agreement

South Westminster Revitalization Program

- The South Westminster Strategic Revitalization Plan Planning Task Group, comprised of City Staff representing several City Departments and Divisions, completed a draft of recommended revitalization strategies to be incorporated into final plan. The draft plan is in preparation and to be presented to all the Department managers and directors for final revision. The final plan will be presented to City Council in early 2000.
- The City was awarded a \$200,000 grant from the U.S. Environmental Protection Agency (EPA) to conduct a Brownfields Pilot Demonstration Project in south Westminster. The grant will be used to identify and evaluate contaminated commercial properties and develop mechanism(s) for disseminating information and promoting development.
- The Career Enrichment Park Site Planning Committee, comprised of City Staff and Adams County School District 50 staff and Board members, completed refinements to the CEP Site and Utilization Plan. The final plan is in preparation for City Council and District Board adoption.
- Agreements were reached with Holy Trinity Catholic Church to provide the necessary right-of-way for the Federal Boulevard/U.S. 36 interchange improvements. The improvements are now underway.
- Design and plan concepts were prepared for a new residential project and redevelopment of the Aspen Care Nursing Home site. The concept plans will be used to formulate development proposals and market the projects to prospective developers in 2000.

Economic Development Division

Key Happenings during the second half of 1999 include:

- The Westminster Promenade – Dave & Busters, Johnny Carino’s, Rock Bottom Brewery started construction.
- Westmoor Technology Park – McData announced plans for 500,000 s.f. campus.
- Business Incubator Feasibility Study completed.
- Church Ranch Corporate Center – Marriot Full Service Hotel and Spring Hill Suites franchise agreements approved.
- Public Employees Retirement Association (PERA) – Announced plans to build 60,000 s.f. office building in Park Centre.
- MLC Development announced plans to build 150,000 s.f. office/warehouse project in Park Centre.
- Standley Lake Marketplace, anchored by Safeway, opened.
- Business Appreciation Event – set record with over 330 people attending and 16 businesses recognized. (\$1,500 was raised in sponsorship for this event)
- Economic Development portion of City web-site was updated.
- Westminster Business Directory – completed and distributed to every residence and business in October.
- Wal-Mart Grant – was awarded \$5,000 grant from Wal-Mart for Economic Development efforts.
- Safeway at 128th Avenue and Zuni – The Willow Run Shopping Center was approved and grading started.
- Participated in the Rocky Mountain Real Estate Expo.
- Participated in the SPIE “Photonics” tradeshow.
- Participated in the Jefferson Economic Council Land Use Inventory Committee.
- Paragon broke ground on a 28,000 s.f. facility.
- Village at Park Centre broke ground on 65,000 s.f. of retail and office space.
- Catellus submitted plans for 140,000 s.f. of multi-story office at Northwest Business Park.
- Over 800 new basic (non-retail) jobs were created by year-end 1999.

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Total Direct Inquiries	116	219	-24%	419	448	-5%
Demo./Misc. Information	69	123	-43%	223	229	-2%
Prospects	97	96	1%	196	219	10%
Active Prospects as of Dec. 30	20	21	-4%	20	21	-4%
Total Space Built YTD (s.f.)	8,705,068	7,519,463	15%	8,705,068	7,519,463	15%
Office/Office Flex	2,067,683	1,487,516	39%	2,067,683	1,487,416	39%
Industrial	985,712	985,712	0%	985,715	985,712	0%
Retail	5,001,673	4,869,235	2%	5,001,673	4,869,235	2%
Owner Occupied	650,000	177,000	267%	650,000	177,000	267%
Total Vacancy Rate	8.43	8.28%	1%	8.43%	8.28%	1%
Small Business Scholarships						
Approved Applications	17	N/A	N/A	32	N/A	-25%
Funding	\$3,387	N/A	N/A	\$7,015	N/A	-4%

FINANCE DEPARTMENT

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Audit assessments issued	21	28	-25%	70	83	-16%
Audit & enforcement dollars collected ytd	\$797,686	\$1,009,238	-21%	\$1,567,340	\$1,550,475	1%
% Sales Tax Delinquent Accounts	1.9%	1.4%	35%	2.5%	2.2%	14%
Total A/P checks issued	8,982	8,384	7%	17,236	16,821	2%
Purchase orders issued	9,024	8,782	3%	19,202	16,788	13%
Returned checks processed	173	165	5%	335	327	2%
Number of water accounts processed	172,645	170,516	1%	343,161	340,576	.76%
Total PIE participants	2,328	2,324	0%	2,328	2,324	0%
Pension activities processed	457	374	22%	976	801	22%

Accounting Division

- The Accounting Division received the Certificate of Achievement for Excellence in Financial Reporting award for the City's 1998 Comprehensive Annual Financial Report (CAFR). Awarded by the Government Finance Officers Association, the certificate recognizes governmental units whose CAFRs have achieved the highest standards in government accounting and financial reporting. This is the sixteenth consecutive year that the City has received this award!
- During the first two weeks of November, Bondi & Company performed their interim fieldwork in preparation for the 1999 audit. Accounting staff worked diligently to gather all of the documentation requested. As part of their fieldwork, Bondi visited several City facilities to review the cash processing procedures. Accounting staff felt that all went well during interim fieldwork and will be gearing up for Bondi's return in April to complete the City's audit.
- When the Financial Management System project accelerated due to Spectrum's notification that it would not be supporting the City's current HR/Payroll system past December 2000, staff hit the ground running getting the selection process underway. Project managers, Tammy Hitchens and Debbie Mitchell, laid the framework for the project, conducted interdepartmental focus groups and numerous meetings; liaised with selection consultant, Deloitte & Touche, to develop vendor rating criteria; distributed and analyzed RFPs; selected 3 products out of 6 to preview; and orchestrated vendor demonstrations augmented by site visits in Colorado Springs. Accounting staff was heavily involved in identifying system needs; providing feedback and ideas during the focus groups; rating various system module criteria; developing module demonstration scenarios; and attending vendor demonstrations and site visits, as well.
- During 1999, Accounting staff performed surprise cash counts at all City facilities. The main purpose of these audits was to verify the cash on hand balance in the General Ledger. A secondary purpose was to gain a better understanding of the cash handling procedures at various City facilities and to make any recommendations for improvement.
- Accounting staff has worked diligently in the last few years to get a better handle on W-9's for 1099 reporting purposes. After the City submits its 1099s each year, the IRS issues a report indicating discrepancies with vendor information on 1099s not matching IRS records, (i.e. tax ID #, business name, etc.). Once this report is issued, staff spends a lot of time researching and rectifying the discrepancies. In the last few years the number of vendors on the City's report has decreased, due mostly to Accounts Payable's strict adherence to the W-9 rule. The recently received report cites the fewest number of vendor information problems that the City has ever been notified of!
- Over the past six months accounting has assisted the Fire Department with the collection and recording of payments received for ambulance trips. Accounting has also been working closely with

the outside Ambulance billing service to make sure all receipts received are recorded and balanced monthly.

- Accounting worked very closely with GE Capital Solutions to resolve errors with their account and have finally resolved all past problems and have the account correct and up to date. With this effort, accounting recovered \$24,537 from GE Capital.
- During December, Staff was prompted to partake in some long overdue cross training. The division's goal of cross training will serve to motivate staff through new challenges, while benefiting the division and organization as a whole by increasing the proficiency and scope of understanding of its employees.

Risk Management Division

- During the months of July through December 1999, the City experienced 51 injuries compared to 46 during the same period last year.
- Thirty-six property and liability claims were filed with the City in the last six months of 1999 compared to 22 in the second half of 1998.
- Risk Management received the Most Improved Safety Program Award for the second year in a row from the Colorado Intergovernmental Risk Sharing Agency (CIRSA).
- Risk Management held four monthly safety meetings during the period from July to December 1999, and worked on several safety-related issues. The committee received a four-hour training in conducting facility safety inspections as a portion of one of the meetings.
- Risk Management assisted the City's new property appraiser in conducting an updated appraisal of all City buildings.
- Together with CIRSA, Risk Management conducted the annual property survey of all City facilities and forwarded the results to each applicable division for follow-up by that division.
- Risk Management offered hearing tests through a consultant to all City employees; 134 employees participated in the testing.
- Risk Management worked with a physical therapist to have ergonomic work-site assessments done on Utilities employees. The consultant conducted two follow-up trainings on body mechanics and ergonomics geared specifically towards Utilities' employees' job functions.
- Risk Management worked with a consultant to develop a Respiratory Protection Program for City employees who must wear respirators during the course of their job. A survey of employees and their job functions, as well as chemicals and substances used during work, was completed. The consultant recently submitted a rough draft of the written program for review.
- Risk Management and Pension worked with Human Resources on the Open Enrollment for the 2000 plan year. As of 1/1/00, there were 282 (34%) of all eligible employees participating in the City's 403(h) Retiree Medical Savings Account program.
- Risk Management and Pension did a presentation on the 401(h) program for the Colorado Government Finance Officers Association.
- Risk Management held discussions with Parks, GIS and Open Space staff to discuss the elements of the Real Estate Database project.
- Risk Management assisted Human Resources with research on the VEBA program.
- Risk Management completed the renewal of the City's employee health insurance program for 2000.

Sales Tax Division

- Audit and enforcement revenue topped \$1.5 million again in 1999, exceeding 1999 budget by over 200%. Several large audit payments were received in December, which contributed to the gain.
- Sales Tax and Building Division Staff worked together to develop a new, three-tiered residential construction valuation system. The new system results in a more accurate collection of the building use tax deposit on the permit. This reduces exposure for contractors if the project is audited. It also ensures that building permit fees are more accurately charged.
- The City's FAST Filing system was recognized by the Colorado Government Finance Officers Association. The program received an Honorable Mention Award in the Technology Category for Contributions to the Field of Government Finance. Usage of the service is increasing each month, and many annual filers are expected to try the system for the first time in January.
- Tax Specialists Max Nall and Cindy Wiesley joined the Sales Tax Staff in July. Max was previously employed in the private sector, and Cindy comes to us from the City of Lafayette.

Treasury

- The change to the new banking provider went as planned and was transparent to the customers of this program.
- The reorganization of Treasury was approved during the 2000 budget process. This will allow for cross-training and reallocation of resources between the utility billing and cashiering programs.
- Treasury had several staff members that were major participants in the task force to address the growing problem of delinquent and shut-off accounts for the water utility. The changes will lead to cost recover for shut-offs and delinquencies, plus allow resources to be reallocated to other needs.
- Treasury was an active participant with Public Works Utility in the rate model analysis of water, wastewater, and reclaimed water. Beginning in 2001 Treasury will take over responsibility for the rate model.
- \$2.65 million of parity sales tax bonds were issued for the Parks, Open Space and Trails program.
- A matrix was designed for special district financing to more readily understand and explain the complexities of these types of debt issues.

FIRE DEPARTMENT

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Total Alarms	3,446	3,089	10%	6,752	5,973	13%
Structure/Vehicle Fires	73	68	7%	138	185	-34%
Emergency Medical	2,318	2,072	11%	4608	4,100	11%
Ambulance Transports	1,632	1,466	10%	3,078	2,668	13%
Ambulance Revenues	\$514,924.90	\$402,485	22%	\$895,863.90	\$686,382.00	23%
Westy-Med Enrollees	22	16	27%	191	193	-1%
Pub Ed Classes	207	188	9%	352	380	-8%
Inspections	1004	1,017	-1%	2118	2,225	-5%
Training Hours	7687	8,701	-13%	18,594	18,848	-1%

- Fire Station 1, in conjunction with Harris Park, Skyline Vista, and Westminster Hills COG Teams, held an open house on July 10.
- The Fire Department, in conjunction with the Police Department, participated in a program designed to handle firework-related complaints.
- The Westminster Firefighters' Burn Victims Fund provided over \$2,500 in donations within the community, including the Rob Adams Trust Fund.
- Beginning July 1st, ambulance transport billing for the City was contracted out on an interim basis to a private vendor. Staff will make a long-term recommendation to City Council in 2000.
- Three new Opticoms controllers were installed at 92nd Ave. & Lowell Blvd, 92nd Ave. & Federal Blvd., and 84th Ave. and Federal Blvd.
- The Fire Department posted an Internet site on the City's web directory with information in regards to a Y2K readiness plan and emergency issues.
- Finalized the first part of the interview process for seven firefighter one positions that will be filled by the end of the 1st quarter 2000.
- The Fire Department evaluated possible Y2K issues that resulted in the formulation of a contingency plan that addressed emergency heating for the stations, food supply, call back procedures, and staffing guidelines.
- On November 13th various members of the Y2K communications support group participated in a readiness exercise with Jefferson County Amateur Radio Emergency services.
- Department took delivery of a new rigid hull zodiac inflatable "ice breaker" boat to be used for water rescue operations and a new boat motor.

- Staff reviewed, updated, and finalized an ambulance specification and bid process to purchase a new replacement ambulance to be added to fleet. This item will go before Council for approval on January 24, 2000.
- Continued development with the Police Department on the establishment of a joint Honor Guard to preside over ceremonies involving the City or City personnel.
- Staff continues to work with the Police Department to review vendors for a computer aided dispatch system and integrated records management system, which is scheduled for replacement in the year 2000.
- The Fire Department Firefighter Combat Challenge Team competed in the Rocky Mountain Regional Combat Challenge competition on August 21, which was hosted by the City of Westminster. The combat team placed first at the Regional competition, which qualified them for the National Competition in Las Vegas. The combat team placed 10th in the National Competition.
- The Department initiated a new approach to the annual Fire Prevention Week programming by directing the majority of effort and resources to programming for local schools instead of the Westminster Mall. This program was a success and will be fine-tuned in future years.
- All commissioned members of the Department completed the annual mandatory fitness testing.
- The Department completed the landscaping of Fire Station 6.
- The Department completed live fire training for all members in July and August.

GENERAL SERVICES DEPARTMENT

Administration Division

- Matt Lutkus and Ken Quenzer have been working with Adams County Mental Health Center Staff on options for remodeling the Walker Building.
- City employees who had been promoted during the past six months attended a promotion breakfast on July 20 at Front Range Community College. This is the first time that the promotion event has been a breakfast, and the feedback from attendees was very positive.
- Matt continued to work with Finance and other General Services Staff on refining the proposal for a Volunteer Employee Benefit Association (VEBA) Program. An overview of the concept and ideas for the proposed program were reviewed with department heads on October 12.
- Matt participated with other State, County, City, and DRCOG representatives on a selection panel for a broker for special transit services for Adams County residents. This is the most recent step in the process for obtaining subsidized transportation services for Adams County/Westminster seniors and disabled individuals.
- Matt attended a presentation at the Governor's Mansion on energy performance audits. The Department will review the feasibility of the City's participation in such a program in 2000.
- Matt and Doug Johnson, the City's pay system consultant, met with the Human Resources Staff, the Pay System Review Steering Committee, and the Public Information Office in separate meetings during Doug's daylong visit. The purpose of the meetings was to provide Doug with information about the City and determine the specific tasks on which he will be focusing.
- Matt gave a presentation to the Colorado Public Personnel Association (CPPA) on the City's 401H plan and the research to date on VEBA's.

Building Operations and Maintenance Division

Summary of 1998 compared to 1999:

Work Requests	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Corrective	711	882	+24%	1,960	1,659	+18%
Preventative	408	579	+42%	1,133	793	+43%

- Ken Quenzer and Bob Uniejewski were given the Teams in Action award in July for the retrofit of the computerized control system for the carillon bells in the Bell Tower. New shower controls were ordered for the City Park retrofit and meetings with engineers were held for the City Park HVAC system. Ongoing discussions were held with the Y2K team to insure Y2K readiness in all City facilities.
- The light system was installed for the new flagpoles at City Park Recreation Center in August. The Center was closed for the month of August and new shower controls were installed in the shower rooms, a temperature-mixing valve was installed on the pool area shower, the showers were re-grouted and the gym and racquetball courts were sanded and sealed. Ken Quenzer met with CIRCA representatives to evaluate the rainstorm damages to several City facilities.
- The Card Key system was completed at City Hall in September. Meetings and a walk through were conducted to determine maintenance items for the Swim & Fitness Center.
- BO&M staff completed the emergency generator and transfer switches testing at City Hall in October to insure security system operation. The Swim and Fitness Center was closed and racquetball courts 3 & 4 were sanded and sealed. Major repairs were made on all of the locker room floors and walls and the steam room was re-grouted. Ken Quenzer met with the contractor/architects and City staff to review the construction at the West View Recreation Center.
- The carpet installation at the Hydropillar was completed in November. Ken Quenzer met with contractors on the proposal for the removal of asbestos-coated duct works in the 76th Ave Library basement. Discussions were held also concerning the structural and foundation problems at the Library.
- At the Municipal Court, new ceramic floor tile was installed in the break room. The overhead Fire door at Municipal Court that is located between the cashier/clerk area and the main lobby has been installed to protect each side if smoke/fire is detected and a new fire alarm panel is being installed. Ken Quenzer and Lisa Walsh of Adams Community Mental Health Center reviewed the blue prints for the remodel of the Walker building. The final layout of building/design is scheduled in January 2000 with Architects Unlimited. Ken is also working with Sonatrol on the installation of a new burglar alarm system that would tie into the existing card key system.
- More roofing has been repaired at City Park Recreation Center and Ken is working with a mechanical engineer on the proposed HVAC changes at City Hall, and an electrical engineer with regards to installing more lighting on the bell tower. Plans have been completed for the installation of security alarms on all lower level exterior doors at City Hall, new magnetic locks and card readers for the lower level locker rooms and the mail room doors.

City Clerk's Office

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Councillor Bills	46	59	-32%	82	85	-4%
Ordinances	50	62	-19%	83	87	-5%
Resolutions	54	39	38%	100	77	30%
New Business Licenses	138	138	0%	270	250	8%
Active Business Licenses				1565	1516	3%
New Home Occupation Licenses	149	160	-7%	281	400	-30%
Active Home Occupation Licenses	-	-	-	1275	1345	-5%
New Sales Tax Licenses	101	93	8%	228	222	3%
Active Sales Tax Licenses				1560	1501	4%
Licensed Refuse Haulers	1	0	100%	12	9	33%
Solid Waste Vehicles	0	0	0%	108	98	10%
Recycling Vehicles	8	0	800%	35	29	21%
Special Permit & License Board Mtgs	7	8	-12%	14	13	8%
New Liquor Licenses	10	3	333%	18	5	360%
Amusement Machines	0	0	0%	4	0	400%

Cabaret Dancing	0	1	-100%	1	1	0%
Liquor License Miscellaneous	22	13	31%	31	20	55%
Show Cause Hearing	1	10	-90%	7	12	-42%
Liquor Admin Approvals	41	50	-18%	96	92	4%
Liquor Transfers/Premises Admin	25	26	-4%	47	40	17%

- Information packets were distributed to 35 potential candidates for City Council and Mayor with a total of 13 candidates submitting petitions to run for City Council/Mayor. One candidate withdrew prior to the election, and a total of 17,069 ballots were cast from a total of 34,726 registered voters, which is a 40% voter turnout.
- City Clerk's office worked with Public Information Office Staff on a set of information booklets to be distributed to new residents during 2000. The information will include facilities, who to call, government and laws of the City.

Human Resources Division

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Personnel Action Forms Processed	1,270	724	+75%	2,231	1,385	+61%
Applications Submitted	1,244	2,673	-54%	3,341	4,557	-27%
Applications tested or interviewed	489	998	-52%	1,130	1,697	-34%
Position Openings	81	117	-31%	164	202	-19%

- Recruitments included one division manager position – Utilities Operations Manager. Other key recruitments included Human Resources Technician, Librarian (3), Assistant Golf Pro, Administrative Secretary for PW&U, Fire Captain, Criminalist, Computer Information Specialist, Wellness Instructor, Tax Specialist, and Management Intern (2).

Wellness Program

	2nd Half 1999	2nd Half 1998	% Change	1999 Total	1998 Total	% Change
Number of Participants	670	476	41%	670	476	41%
Number of New Members	80	N/A	N/A	194	N/A	N/A
Monthly Activity Attendance	50	37	35%	42.5	24.5	74%
Exercise Challenge Participants	389	178	119%	372	325	15%
Completed Assessments	N/A	N/A	N/A	N/A	N/A	N/A

- 5 smokers have successfully completed smoking cessation programs and have maintained non-smoking status for more than 6 months; YTD: 8 smokers.
- 44 individuals with high risk behaviors were identified, referred to physician, and are currently being treated for diagnosis; YTD: 62 individuals identified.
- 301 hours of individual consultations were conducted to help identify and correct negative lifestyle behaviors; YTD: 414 hours.

Benefits:

Major Benefit Activity for 1999

- Completed Bi-Annual Benefit Survey
- Distributed Benefit Letters and Updates to policies

	2nd Half 1999	2nd Half 1998	% Change	1999 Total	1998 Total	% Change
New Hires- benefit eligible	71	61	14%	135	131	3%
Initial Notice of COBRA	95	65	46%	153	130	18%
COBRA participants added	4	N/A	-	9	N/A	-
COBRA participants deleted	4	N/A	-	13	N/A	-
Retiree participants added	2	N/A	-	4	N/A	-
Retiree participants deleted	1	N/A	-	3	N/A	-
Opt Outs	17	N/A	-	28	N/A	-
BCBS new members	46	N/A	-	86	N/A	-
Kaiser new members	8	N/A	-	21	N/A	-
Add dependents	17	N/A	-	39	N/A	-
Delete dependents	22	N/A	-	42	N/A	-
VSP new members	2	N/A	-	8	N/A	-

Open Enrollment for Health Insurance was held October 26th through December. The following is a summary of the changes made during January 2000 to reflect current statistics:

- 767 – employee verification forms were returned to General Services
- A medical flexible spending account was added in January 2000 with 54 employees signing up. We had 17 employees sign up the dependent care program.

	Prior to Open Enrollment	After Open Enrollment	% Change
Kaiser	237	235	1%
BCBS – HMO	293	302	3%
BCBS – Prime	179	169	6%
BCBS – Major Medical	8	9	13%
Opt Outs	110	106	4%
VSP	84	93	11%

Fleet Maintenance Division

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
# Repair Orders*	3,589	3,013	+7.6%	6,810	6,168	10%
Gallons of diesel fuel	60,594	63,380	-4.5%	116,800	108,527	7.6%
Gallons of unleaded fuel	114,763	109,027	+5%	209,793	195,907	7%

*These figures include scheduled services, vehicle repairs, service calls and vehicle sublet repairs.

Activities

- 16 new vehicles were received in the last six months of 1999.
- Carl Pickett and Rich Vermillion participated in the City Emergency Preparedness Testing.
- Roy Romero received the Excellence in Action award for his eight years of work on the Safety committee. His contributions to the Safety Training task force, seat belt checks, assisting with the hearing test program and other special task forces are greatly appreciated. Roy left the Safety committee at the end of 1999 and will be remembered for his true team spirit.
- Fleet staff members had an accumulated total of 205 hours of training during the last half of 1999.
- During the last half of 1999 four truck loads of items were collected for the City auction.
- Fleet employed the services of 26 Community Service workers during the year of 1999 for a total of 558 working hours.

Municipal Court Division

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Criminal	1,982	1,831	8%	3,737	3,594	4%
Domestic Violence	152	202	-25%	315	390	-19%
Total	2,134	2,033	5%	4,052	3,984	2%
NPOI	927	1,632	-43%	2,480	3,111	-20%
Parking	645	529	22%	1,318	1,204	9%
Traffic Criminal	1,048	590	78%	1,760	1,144	54%
Traffic Infraction	5,933	3,938	51%	9,709	7,323	33%
Total	8,553	6,689	28%	15,267	12,782	19%
Grand Total	10,687	8,722	23%	19,319	16,766	15%
Presentence Invest.	86	53	62%	173	168	3%
Superv'd Probation	47	31	52%	82	58	41%
Unsuper. Probation	139	166	-16%	297	366	-19%
Probation w/VIP	28	21	33%	55	55	0%
Probation Total	214	218	-2%	434	479	-9%

Major activities for the second six months of 1999:

- Court staff developed a reorganization plan for the court clerk's office. The plan divides the Court staff into two teams (Counter and Courtroom). Duties are assigned to each position with backup for

every position covered. The Court staff may bid every six months for a new position assignment. The Court staff approved and implemented the reorganization.

- Testing of the database for Y2K caused the loss of a week's worth of data in the records management system. Court staff devoted approximately 270 hours in recapturing the data and reconstructing the computer record of all cases effected. Staff are currently reviewing every file to insure all data was reentered and the computer record is complete.
- The remodeling of the counter was completed. The counter now accommodates wheelchairs and provides for the court clerk to sit at the counter to wait on court customers. The carpet in the office was replaced at the time the counter was completed. An office was also constructed it provides space for the Collections Supervisor to conduct interviews with indigent defendants to arrange time payments for payment of moneys owed on fines, costs and restitution.
- The Court began using A T & T Language Lines Service. This allows non-English speaking defendants to conduct business with the Court immediately without having to come back for an interpreter to be present.
- Video Arraignments with the Adams County Detention Center were implemented. The judge conducts an arraignment with the defendant in the jail, advising the individual of the charges against him/her and of his/her rights. The defendant is given a date to return to the Court to accept paperwork and follow-up on the sentence as necessary.
- The arraignment process for traffic matters was revamped because of the mandatory court appearance and the increase in traffic tickets issued. To provide for smaller sessions, arraignment times were divided based on the beginning letter of the defendant's last name. There are four different sessions, two in the morning and two in the afternoon. The new arraignment times go into effect in January 2000.
- Probation Services staffed a booth at the job fair sponsored by the Metropolitan State College. The distributed information related to employment in Probation and the services provided by Probation Services. Volunteers-in-Probation information was also available.
- Volunteers-in-Probation recruits were trained and on-going volunteers received additional training.

Organizational Support Services Division

Citywide Training Program:

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
No. of Trainings Offered	4346	39	+11%	96	84	+15%
No. Employees registered for Trainings	878	1139	-29%*	1936	2262	-14.5%*
No. of Citywide Employee Training Hours	5424	6442	-19%*	11,608.5	12,721	-10%*

*The reason for the decrease in the number of employees registered and the number of Citywide training hours for employees is due the numerous OUTLOOK trainings offered during December of 1998 prior to the conversion from the old Office Automation (OA) system to Microsoft OUTLOOK email and calendaring

- 29 courses in the City's training program were offered during the last six months of 1999 including: (15 newly developed training classes are in **bold**.)
 - Effective Presentations
 - Basic Pension & Investment Principles
 - Westminster 202
 - Supervisor Academy
 - Developing Leaders for Tomorrow (Innovation Groups)**
 - Performance Appraisal – Update
 - Westminster 101
 - “Pre-Retirement” Planning
 - Team Leadership Skills – Graduates**
 - Defensive Driving

- Interaction Management
- Performance Appraisal Writing Seminar**
- Seven Habits of Highly Effective People
- Time Management
- Quality Service for Older Customers**
- Working In Teams
- Progressive Discipline & Documentation**
- Managing Diverse Generations**
- Substance Abuse: Recognizing Problems & Addressing Concerns**
- Volunteer Management: “No Surprises – Manage the Risks in Your Volunteer Program”**
- **Soaring with the Phoenix – (Jim Belasco satellite training)**
- Team Leadership Skills
- **Graphic Standards**
- Emergency Preparedness for the Millennium
- **How to Interview**
- **Communities for a New Millennium (Innovations Group)**
- **Planning for Results**
- **Ethics in the Workplace**
- **Volunteer Management: Managing Diverse Volunteer Populations**

- Four additional training have been coordinated with Front Range Community College and with The Innovation Groups utilizing satellite hookups (Team Building In Local Governments, Making Technology Strategic, and Developing Leaders and Communities for a New Millennium.)
- Employee Development and Training Staff provided customized training for the Finance Department, Library Division, Police Department, and the Parks Division during 1999.
- The Employee Development and Training Program received 1st Place in the 1999 Mountain States Employment Council Human Resources Best Practices Contest sponsored by the Mountain States Employers Council, Inc. A cameo presentation was given at their 1999 HR Best Practices Conferences.
- Kathleen Hix and Carol Gifford were invited to give a presentation, Employee Performance Appraisal – “Carrot or Stick?” to the Western Revenue Sources Management School in Estes Park, Colorado. This is a national school sponsored by the National Recreation and Parks Association.
- City, state, and private agencies have contacted the Employee Development and Training Program wanting to benchmark with the Program (City of Greeley, City of Longmont, City of Ann Arbor, MI; the State of Colorado, and The Denver Post).
- The International Personnel Management Association – Colorado Chapter asked to have the City’s Employee Development and Training Program presented at their Annual Spring Workshop. Debbie Mitchell, Kathleen Hix, and Carol Gifford gave the presentation.

Contract Maintenance/Custodial Services Program:

- After receiving requests from the Rotary Organizations and citizens, Jerry Cinkosky purchased and had 3 flag poles installed in the center of the circle driveway area at City Park Recreation Center.
- Jerry completed facility custodial inspections to ensure compliance of contractual obligations. These inspections were completed as a part of renewal for custodial services for the following year. Letters of renewal were sent to all 3 custodial contractors for an additional year’s service.
- Jerry Cinkosky worked with Heritage Golf Staff to secure contractual custodial services for the new clubhouse and restaurant. Meetings were held to create specifications to meet the needs and desires for staff and the facility, 7 days a week.
- Jerry worked with Tri-R Recycle Systems to create a 6 month trial basis contract for providing recycle services, offering more public locations and hopefully at a reduced cost. Jerry continues to work with Tri-R Recycling to get new program up and running. To date 5 new locations were added for the public’s convenience: Kingsmill Library, Fire Station Number 4, Countryside, Municipal Service Center, and the Municipal Court.
- During City Parks annual maintenance shut down, in August Jerry contracted and coordinated additional carpet cleaning and window washing services.

- Jerry assisted Heritage staff with its grand opening events, previous to public opening. Construction cleanup was completed on Labor Day.
- Jerry contracted window washing and carpet cleaning services at Westminster Police dept.
- Jerry Cinkosky has been meeting with the architect, PR&L staff and BO&M staff reviewing interior finishes and products to be used at West View Rec. Center. The purpose of these meetings is to find and use more maintenance friendly products in an effort to hold down future custodial maintenance costs.
- Jerry contracted out and coordinated with staff, additional window washing and carpet cleaning services during Swim & Fitness Center's annual maintenance shut down.
- Jerry Cinkosky met with sales representatives from Builders Service Bureau to have handicap door openers purchased and installed at two locations at City Hall. Builder Service staff was reminded of the Federal Government requirements to pay Bacon Davis wage rates because of the use of CDBG funds for this purchase.

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Custodial Services: Concerns, Complaints, Issues	82	N/A	-	152	N/A	-
Vending Services: Concerns, Complaints, Issues	Vend One – 1 Pepsi -12	N/A	-	Vend One – 3 Pepsi – 19	N/A	-
Additional Outside Contractual Services	34	N/A	-	61	N/A	-
Sign Requests, Work Orders	104	N/A	-	220	N/A	-
Employee Customer Service Requests	58	N/A	-	93	N/A	-
Citizen Customer Service Contracts	14	N/A	-	26	N/A	-
Security Service Functions	116	N/A	-	210	N/A	-

Environmental Compliance Program:

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Requests by Departments/Division for Assistance	30	25	+83%	70	86	+81%
Citizen Requests for Info. on How to Dispose of Household Hazardous Waste	73	30	+243%	92	129	+71%
Requests by Businesses for Assistance	15	7	+47%	14	31	+45%
Environmental Site Assessments Reviewed	7	5	+71%	12	11	-1%
	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Response to Hazardous Materials Related Events	17	11	+65%	26	21	
Requests for Environmental Record Searches	14	9	+64%	7	17	-70%

- Based on the Environmental Compliance Program's recommendation, City Council moved forward with the withdrawal of the City of Westminster from the Jefferson County Household Chemical Collection Center. Based on this withdrawal, Council approved a service contract with Curbside, Inc. to offer home household hazardous waste collection for citizens in 2000.
- In response to President Clinton's August 1999 signing of the Chemical Safety Information, Site Security and Fuels Regulatory Relief Act, the Environmental Compliance Program coordinated the public meeting to discuss Risk Management Plans for both the Semper Water Treatment Facility and the Big Dry Creek Water Reclamation Facility.

Volunteer Program:

Trainings for Employees	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Number of Trainings Offered	2	1	+100%	3	3	0
Number of Employees Attending the Trainings	28	8	+250%	42	24	+75%
Number of Employee Training Hours	48	16	+200%	76	78	-3%
Training Manuals Written	2	1	+100%	3	3	0

Services	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Number of Agencies Added to Clearing House	2	2	0	8	6	+33%
Technical Services to Agencies	12	15	-20%	20	26	-23%
Technical Services to Employees	35	19	+84%	47	32	+47%
Technical Services to Crossing Guard Coords.	7	N/A	-	17	N/A	-
Recognition Events:						
. Breakfast-On-the-Run	0	0	0	1	1	0
. Vol. BBQ	1	1	0	1	1	0
. Vol. Supervisors	1	0	+100%	1	0	+100%
Position Specific Manuals Written or Updated	2	0	+200%	4	3	+33%
Number of Volunteer Newsletters Written & Distributed	2	2	0	4	3	+33%
Number of New Recruitment Sources	0	0	0	3	1	+200%
Number of Special Volunteer/Group Projects Actually Completed	7	4	+75%	10	4	+150%

Volunteers	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Inquired	172	145	+17%	569	397	+43%
Placed	20	25	-20%	123	109	+13%

Interns	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Inquired	18	13	+38%	57	38	+50%
Placed	2	1	+100%	8	6	+33%

Court Ordered Volunteers	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Inquired	44	42	+5%	103	105	-2%

Supervisors of Volunteers	1999 Jan-Dec	1998 Jan-Dec	% Change
Paid staff/employees	62	N/A	-
Unpaid Coordinators	3	N/A	-

Volunteers Snowbusters	1999 Season	1998 Season	% Change
Inquired	14	7	+100%
Placed	11	7	+57%

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Total Number of Volunteer Hours	16,081.75 (1)	18,767.00	-14%	34,008.25	35,739.75	-5%

(1) = Estimated number – numbers have dropped due to the phasing out of the volunteer firefighter program

INFORMATION TECHNOLOGY DEPARTMENT

JULY - DECEMBER, 1999 AND YEAR END COMPARISON REPORT

	2nd Half 1999	2ndHalf 1998	% Change	Total 1999	Total 1998	% Change
# of Office Automation Users	450	400	13%	450	400	13%
# of PC Installations	30	n/a	n/a	155	n/a	n/a
# of IT Support Calls	7841	4316	82%	17094	8631	98%
# of PC's Supported	623	586	6%	623	586	6%
# of Unix Accounts Supported	637	497	28%	637	497	28%
# Supported Network Nodes	676	600	13%	676	600	13%
# of Pages of Internet/Intranet Pages and Scripts Supported	4662	2300	103%	4662	2300	103%
# of Telephone Stations Supported	626	n/a	n/a	626	n/a	n/a

- Work load and activities within the Information Technology Department continue to increase as the City of Westminster expands use of technology to further enhance organization efficiency and services to citizens and businesses. During the second half of 1999, Information Technology staff handled 82% more customer support calls as compared to the same period one year ago. This significant increase is attributed to new system installations, Year 2000 upgrades and activities, and expanded services. Workload indicators also show the Information Technology Department's commitment to expanding services offered through the Internet and Intranet, with an increase of 103% in the number of pages of information and applications added to these systems

PARKS, RECREATION AND LIBRARIES

Recreation Facilities

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
<u>Drop-In Participation</u>						
City Park	120,646	136,759	-13%	286,358	308,984	-7%
City Park Fitness *	55,658	N/A	N/A	91,806	N/A	N/A
SFC	45,408	54,118	-19%	95,190	111,351	-17%
Countryside	10,052	12,068	-20%	18,643	22,686	-22%
Kings Mill	1,385	2,367	-71%	2,616	3,532	-35%
Senior Center	33,835	38,021	-12%	72,966	82,410	-13%
Standley Lake	34,162	27,993	+18%	64,149	47,510	+35%
Aquatics	3,619	4,316	-19%	9,150	10,100	-10%
<u>Facilities Revenue</u>						
City Park	\$417,036	\$496,825	-19%	\$948,321	\$1,015,639	-7%
CP Fitness *	\$262,471	N/A	N/A	\$485,842	N/A	N/A
SFC	\$152,200	\$156,980	-3%	\$333,568	\$322,966	3%
Countryside	\$ 32,802	\$ 35,785	-9%	\$ 76,167	\$ 81,384	-7%
Kings Mill Pool	\$ 2,231	\$ 2,653	-19%	\$ 5,472	\$ 5,907	-8%
Senior Center	\$ 89,037	\$ 74,728	+19%	\$177,794	\$163,222	+9%

* City Park Fitness Center opened February 1999.

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
<u>Recreation Programs</u>						
Participation	43,484	73,235	-68%	66,761	103,228	-55%
Revenue	\$240,486	\$256,956	-7%	\$583,865	\$560,755	+4%

- Participation figures for Recreation Programs are down from 1998 due to the cancellation of the Mayor's Easter Egg Hunt in April and the Westminster Faire in August because of inclement weather.
- In 1998, all Fitness classes were part of the Recreation Programs Division and generated \$90,000 in revenue. With the opening of the new City Park Fitness Center in 1999, all Fitness classes were transferred to the Recreation Facilities Division. Thus, 1999 Recreation Programs' figures do not include any Fitness class revenues. Factoring in this reorganization of the Fitness program, 1999 Recreation Programs' revenues are up by 20% over 1998.
- Participation in City-sponsored Youth Activities in 1999 was up 34% over 1998. Revenues generated by Youth Activities in 1999 was up 17% over 1998.

Park Services

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Legacy Ridge Revenue	\$1,018,683	\$944,037	+8%	\$1,789,175	\$1,756,779	+2%
Heritage Revenue (opened 9/9/99)	\$304,755	N/A		\$304,755	N/A	-
Standley Lake Revenue	\$24,937	\$33,271	-33%	\$344,940	\$328,805	+5%

Library Services Division

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Circulation:						
76 th Avenue	101,463	104,702	-3%	209,537	223,143	-6.2%
Kings Mill	33,028	37,122	-11%	69,683	83,339	-16.6%
College Hill	309,682	249,700	+19%	606,358	345,491	+75.5%
TOTAL	444,173	391,524	+12%	885,578	651,973	+35.8%
Number of Patrons	219,251	195,133	+7%	440,240	350,638	+25.5%
Reference Questions	44,322	23,542	+47%	91,364	29,162	+213%
Program Attendance	13,941	12,596	+10%	24,885	20,093	+23.8%

- The number of people using College Hill Library continued to increase significantly throughout 1999. Circulation at 76th Avenue decreased slightly, and more seriously at Kings Mill.
- Improvements were completed to the front entrance of College Hill Library, with enhancements to concrete walks, landscaping, and handicapped parking. Four white metal benches were added with \$3,000 donated by the Friends of the Westminster Public Library.
- Beginning in September 1999, the library contracted with Unique Management, Inc. to contact patrons and remind them to return materials and pay fines. As a result, the number of materials returned between September and December increased significantly, and the amount of revenues from fines increased 49% over 1998 (from \$20,000 to \$30,000).
- Summer Reading Program participation increased 10% over 1998, with 2,634 children and teens participating. In 1999 the library also offered a Summer Reading Program for adults, which drew over 500 participants.

POLICE DEPARTMENT

- For the second six months of 1999, police service events totaled 72,163 compared to 62,717 events during the same period last year, an increase of 15%. For 1999, police service events totaled 117,789 compared to 105,586 events in 1998. That is an increase of 11.6% for the year. Roughly 60% of police service events are citizen-initiated while 40% is officer-initiated activity.
- On the average, 16.5 police service events occurred every hour during the second six months of 1999, while 14.4 events occurred on an hourly basis last year. For the year, 13.4 police service events occurred every hour during 1999 compared to 12.1 events in 1998. A "police service event" is an activity requiring the action(s) of one or more police officers.

Major Police Service Events:

Type of Event	2 nd Half 1999	2nd Half 1998	Total 1999	Total 1998	% Change
Assault	320	362	502	568	-11.6%
Burglary	474	526	774	878	-11.8
Drug Activity	281	203	460	373	23.3
DUI	737	602	1,235	1,047	18.0
Homicide	1	0	4	0	N/A
Robbery	24	37	49	71	-31.0
Shoplifting/Theft	1,766	1,710	2,988	2,978	.34
Stolen Vehicle	389	344	634	635	1.3
Theft from Vehicle	789	685	1,332	1,248	6.7
Traffic Stops	16,038	11,194	26,709	18,743	42.5
Warrant Arrests	756	680	1,263	1,223	3.3

PUBLIC WORKS & UTILITIES

Administration Division

- Department Staff was instrumental in the planning of the 1999 American Public Works and Utilities International Exposition and Congress hosted in Denver at the Convention Center. Approximately 6,000 delegates from around the nation, Canada and Australia were in town to take part in this year's annual conference.
- Public Works and Utilities Staff continued to make final preparations for year 2000 compliance including the installation of a high-powered generator to operate the Semper Water Treatment Facility during the loss of electrical power.
- Public Works and Utilities Staff continued to develop the Quality Service/Competitive Service (QS/CS) program that will be utilized in evaluating and improving service delivery within the Department.
- Public Works and Utilities Staff initiated a clerical evaluation of the Department's support staff to provide support to the Semper Water Treatment Facility and Big Dry Creek Water Reclamation Facility as well as determine other areas needing assistance.
- The construction of the Reclaimed Water Supply Project is underway. The installation of the pipeline is complete. The Plant construction continues with the filters and pump controls being placed now. The Plant will go on-line in the spring of 2000.
- Staff has been working with the users of the Reclaimed Water to prepare for start-up of the system. A new brochure that overviews the project is being distributed. Training sessions are being held for staff to familiarize them with the system operation and presentations are being conducted to make information available to others.
- Construction of the 92nd Avenue waterline that will run from Lowell to Federal Boulevard will begin at the end of January. This new line will increase available supply during peak consumption periods in the area. Construction was delayed until after the Christmas shopping season so that it would not interfere with Mall traffic. Adams County will be re-paving the portion of 92nd Avenue affected by construction after the pipe construction is complete.
- Design is underway to install a new sewer interceptor under US 36 that will be located just south of 88th Avenue. The 21-inch interceptor is being installed parallel to an existing line which has reached capacity. The interceptor will continue down Tennyson Street and be installed in conjunction with an 8-inch sewerline. Construction of these two lines will be complete by the end of this year.

Rocky Flats Coordinator Activities

- Nominated as Chair of the Conference Committee for the 2000 Energy Communities Alliance (ECA) spring legislative conference for 2000 in Washington, D.C., at the Fall Conference held in Richland, Washington. Polled ECA members across the nation to determine issues for the spring conference. Worked with ECA Executive Director Seth Kirshenberg to finalize agenda, obtain speakers and meeting space.
- Serve as co-chair of the Radionuclide Soil Action Level Oversight Panel. The panel is in the process of reviewing and preparing comments on the Tasks of work as outlined in the RFP for the Risk Assessment Corporation, the consulting firm hired to perform the review of the interim radionuclide soil action levels set for Rocky Flats. The final report will be issued in March 2000. As co-chair, also participate on the steering committee which meets monthly and sets the agenda as well as directs the activities of the panel.
- Represent the City on the Coalition/ CAB Stewardship Steering Committee that is in the process of putting together a panel to make recommendations to each entity on stewardship issues to be forwarded to the Department of Energy related to Rocky Flats. Served on the selection committee for the consultant to set up the process. Coordinate meetings related to stewardship issues with Staff.
- Re-elected Secretary of the Citizens Advisory Board and also a member of the Executive Committee as a result of the office. Serve as chair of the Personnel Committee for the CAB and as an officer and chair of personnel oversee the work, performance evaluations and salary raises for a four member staff.
- Participated at the Department of Energy Low Dose Radiation Workshop as speaker and prepared a presentation for the Coordinator and Councillor Dixon. Designated as a member of the National Advisory Panel for the research currently underway on the effects of low level radiation at the cellular level.
- Participated in the Western Governors Association Technology Workshop in Albuquerque, New Mexico, as a member of a panel discussing technology deployment and needs for cleanup.

Utilities Division

- During the second half of 1999, the Utilities Division experienced 29 sewer backups (26 of the backups were as a result of the August flood), and 58 water main breaks.
- The Construction Crew focused on replacing 9,792 feet of water line and installed 198 water service taps during the last half of 1999.
- During the second half of 1999, the Construction Crew reached the four-mile mark in water line replacements.
- In 1999, the Utilities Division implemented a program allowing volunteers to paint fire hydrants. The City's civic associations are earning money for their organizations, sprucing up the neighborhood, and engaging non-profit organizations to volunteer activity through a fire hydrant painting program. The City of Westminster wins also. Since hydrant painting is a necessary City function, the outsourcing program allows the City to get the job done at minimal cost. The non-profit organizations receive \$5 per hydrant. The City's Utility Field Operation's Division supplies wire brushes for surface preparation, red paint and a demonstration on the proper way to paint the hydrant. Volunteers do the rest with their own paint brushes. Five (5) non-profit organizations were involved in this program, painting 88 percent of all fire hydrants during 1999 for a total of 2,648 fire hydrants being painted.
- Utility Operations outsourced the leak detection inspection of six (6) water main breaks. Leak detection is a survey performed on a water pipe line. The leak survey is carried out by the use of a noise correlator. The noise correlator determines the time difference between similar sounds (vibrations) or noise patterns reaching sensors positioned at opposite ends of the section of pipeline being tested. By measuring this time difference, based on the velocity of sound and the distance between sensors, the instrument computes the location of any continuous noise (i.e., leaks). The survey report indicates to the field crews the area(s) where water may be leaking and repairs may need to be made.
- The Meter Shop reports the following year-end totals: 503 meters set, 219 rejected; 430 customer service requests, 819 utility billing work orders; 3,257 utility service orders; 3,046 shutoffs due to non payment; 261 residential or commercial dead meters replaced; 373 commercial meters retrofitted; 523

radio transponders replaced; 303 meters tested for operation efficiency; and 155 hours on meter pit maintenance.

- Utilities Division closed on a piece of property located in the City of Northglenn at 112th Avenue and Cherokee Street to be a future site of a water storage tank pursuant to the 1996 IGA with Northglenn.
- During the last half of 1999, Utilities crews began the lift station replacement at 95th Avenue and Federal Boulevard as well as at 88th Avenue and Zuni Street.
- The industrial Pretreatment Program assessed its first monetary penalty. Broomfield Industrial Painting was fined \$9,600 for failure to notify the City prior to discharging process wastewater as required by their permit. The company has subsequently invested \$20,000 in an evaporative treatment system that will prevent the possibility of any further discharges.
- Biosolids production for the 6-month period was 636 dry tons applied to 600 acres of dryland wheat and irrigated corn fields in Adams and Weld Counties.
- The City's Strasburg Natural Resource Farm was used for biosolids application for the first time during the period from June through November.
- The Electromechanic Specialists (EMS) from Big Dry Creek Water Reclamation Facility, Semper Water Treatment Facility, and Utilities Field started a cross training program in the first quarter. Cross training will continue every two months after this initial training to ensure that each EMS is made aware of any changes at any facility.
- City of Westminster's Wastewater Operations Coordinator Dave Cross surveyed and inspected 120 Westminster businesses to determine their potential for discharge of prohibited wastes to the City's collection system.

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Water consumption/day	16.4MG	17.9MG	+9.0%	6,575.77	6,554.02	+0.33%
In-House Water line installed/feet	8,750	9,729	+2.0%	17,630	14,915	+18.2%
Water main breaks repaired	61	61	.00%	111	112	-.1%
Sewer line rehabilitation	0	680	+680%	680	10,404	-153%
Sewer lines TV'd (new category)	288,145	347,114	+20%	609,602	494,971	+23%
Sewer lines cleaned (new category)	387,721	410,285	+6%	724,694	690,364	+4%
Manhole rehabilitation	12	0	-100%	0	12	-100%

Street Division

- Graffiti removal operations continued to increase, with the highest concentrations of graffiti experienced in City parks, on traffic control signs and along publicly-owned fences. The southern areas of the City continue to get hit the hardest with graffiti.
- A small asphalt patch crew performed patchback work associated with the 1999 Customer Service Concrete Replacement Program and the 1999 Street Improvement Concrete Replacement Project and also customer service requests for asphalt patching.
- The City of Englewood performed pavement milling as part of an annual Equipment Share Program. A City of Westminster crew performed traffic striping for the City of Englewood in exchange for pavement milling work.
- The Support Services crew made changes in the parking lot at the College Hill Library as requested and installed a crosswalk on Stuart Street at approximately 111th Avenue as requested by the Cotton Creek COG group.
- The Support Services crew will be completing striping work that the City of Sheridan requested help. This is another City sharing of equipment. The City of Westminster stripes a portion of the City of Sheridan's streets and they in turn purchase traffic control material for Westminster.
- The Support Services crew repaired a storm drainpipe located at Raleigh Place and Elk Drive due to an aging pipe that was leaking.
- The Support Services crew replaced 16 ft. of 18" steel pipe that carries irrigation water under Pecos Street at approximately 116th Avenue to the Ranch Golf Course.

- As a result of a heavy rainstorm experienced Wednesday, August 4, Street Operations crews were called out to respond to five different locations within the City where citizens were reporting that the storm sewers were plugged and that the water levels were getting close to their properties. Upon arrival, we discovered that none of the storm sewer inlets were obstructed, there was just too much water for the inlets to take. At approximately 4:30 p.m., the water began to flow over W. 80th Avenue, at Wolff Street, and Elk Drive, between Raleigh Street and Lowell Boulevard. Street Division crews were sent out to block off these two streets to prevent traffic from driving through the area. At the Municipal Service Center shops, we had additional employees standing by to respond to any new problems and to fill approximately 100 sand bags in case they were needed at any locations. The storm water receded later that same day and crews were sent home.
- The Support Services crew performed cleaning and maintenance of storm sewer inlets and open drainage throughout the City and solved some problems associated with the Harris Park irrigation system in south Westminster. Street Division crews cleaned all of the storm drains at the Municipal Service Center yard. Approximately 150 yards of drainage was cleaned at 71st Avenue and Depew Street. Blade work was also performed at a location behind St. Anthony North Hospital to improve drainage. A washed-out area of a drainage inlet located at 115th Avenue and Pecos Street was filled in and recompact. A drainage swale was prepared and topped with asphalt.
- A night inspection of streetlights throughout the City was performed on July 22. A list of 50 street light outages was generated and reported to Public Service Company for bulb replacement or electrical repair.
- The 1999 APWA Western Snow & Ice Conference was held August 24 to 27 in Greeley. The City of Westminster Department of Public Works and Utilities was represented by four truck teams and two loader operators. Each team and operator drove through an obstacle course and took both a written test and a diagnostic test. These three test results were combined to determine a final score. This training is designed to sharpen the skills of the drivers and equipment operators from the Street and Utilities Divisions prior to the 1999-2000 snow season.
- The City of Westminster's Adopt-a-Street Program is going strong with a total of 44 participating Adopt-a-Street Groups. These organizations have pledged to pick up trash and debris once per month along a specific area of roadway within the City for a one-year period.
- The City of Westminster participated in the 1998 Colorado General Assembly's legislation (Senate Bill 98-198) concerning recycling programs, specifically tire reuse or recycling incentives in state and local government public projects for products that contain or make use of recycled waste tires. Participation in this program saved the City a total of \$11,340 in crackseal material costs through a grant issued by the Colorado Department of Local Affairs.
- During the last two weeks in October, City crews removed oversized, unwanted items from Westminster residents' curbsides at no charge as part of the City's Fall Cleanup Program. Crews did not encounter bad weather, which would have slowed them down. This allowed them to finish up on schedule, with the last day being Friday, October 29. The following are the statistics for the Fall 1999 Cleanup Program compared to the Fall 1998 Cleanup Program:

	Fall 1998 Cleanup Program	Fall 1999 Cleanup Program
Total Dumping Fees	\$17,213	\$17,816
Total Cubic Yards of Debris	3,825	3,959
Total Number of Stops	2,793	3,228

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Striping (feet)	257,800	506,282	-49%	1,134,450	1,443,882	-22%
Signs Installed	271	303	-11%	583	458	+28%
Signs Repaired	520	284	+83%	961	755	+28%
Miles Street Swept	3,714	2,715	+37%	7,428	6,728	+21%
Pothole Hotline Calls	34	67	-50%	82	108	-24%
Customer Service	74	131	-44%	133	184	-28%

Requests						
Potholes Patched	1,445	1,218	+14%	5,190	6,877	-26%

Infrastructure Division

- Brannan Sand and Gravel Company completed 27 lane miles of asphalt pavement reconstruction or resurfacing on 44 streets throughout the City. The \$2.1 million dollar 1999 Asphalt Pavement Rehabilitation Project was 100% complete as of October 12, 1999.
- A-1 Chipseal Company has completed the \$250,000 1999 Sealcoat Project on 28.6 lane miles of asphalt pavement primarily in the Trailside, Standley Lake and Northpark sub-divisions. A-1 crews sealed over 201,000 square yards of pavement on 51 streets during the week of June 28, 1999.
- Concrete Express Inc. replaced over 20,000 linear feet of deteriorated curbs, gutters and sidewalks on 44 streets earmarked for Pavement Reconstruction or Resurfacing and at 279 locations from the Customer Service Concrete Replacement Program. Concrete Express is 100% complete with the 1999 Concrete Replacement Projects.
- Infrastructure Management Services (IMS) provided three software updates for the Pavement Management Program and completed the Annual Pavement Testing on 20% of the Street Network by August 1, 1999. Division Staff installed the new software and updated the program to reflect 1999 improvements.
- Division Staff has inventoried and collected data for the 74 City owned facility parking lots and estimates that \$1,500,000 is needed over the next 5 years to maintain and/or rehabilitate the 243,000 square yards of pavement. Maintenance requests for facility parking lots will be addressed in the 2001 budget.
- Rocky Mountain Pavement Maintenance Company spent 21 working days in January and February cracksealing 39 streets earmarked to receive the chipseal application this year. Rocky Mountain crews placed 53,333 pounds of polymer rubber cracksealer on 219,014 square yards of pavement. Total cost was \$49,019. Cracksealing has proven to be the most economical preventative maintenance tool utilized to protect the City's \$98 million paved roadway investment.

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Street Improvement Requests	19	N/A	N/A	67	N/A	N/A
Concrete Replacement Requests	87	125	-30%	244	254	-4%
Other Customer Service Requests	47	N/A	N/A	89	N/A	N/A
% of Street Network Reconstructed, Resurfaced or Sealcoated	3.5%	4%	-12.5%	5.5%	6%	-8%

Water Resources and Treatment Division

- The City of Westminster purchased 0.55 shares of Farmers High Line Canal and Reservoir Company stock, representing approximately 9-acre feet of firm yield water supply or 17 service commitments.
- The design of the Standley Lake Renovation is underway.
- Standley Lake remained at full capacity until September 10th.
- Water Resources Staff and Special Water Counsel reached a settlement with Black Hawk and Central City on the water quality issues in the gambling district's water rights exchange applications.
- Woman Creek Reservoir continues to be operated as planned. The reservoir captured both general surface water flows as well as specific flows captured and released by Rocky Flats from Pond C-2. The water, the majority of which was captured during spring run-off, was sampled and tested by Staff from Rocky Flats and found to be below the action level of 0.15 pCi/l.
- With the successful completion of the restoration obligations associated with the construction of Jim Baker Reservoir, the City of Westminster's reclamation permit with the State of Colorado Division of Minerals and Geology was released from further obligations and the file closed.

- The Capital Improvement Program recommended by the Treated Water Master Plan was being incorporated into the Tap Fee Study. The Tap Fee Task Force convened and evaluated potential changes to the Tap Fee Ordinance. These changes were incorporated into the tap fee ordinance adopted by City Council.
- Evaluation of water demand data was accomplished using the GIS Water Tracking System developed as part of the Joint Water Management System Study (HBA Study). This data was incorporated into the Tap Fee Model and used to determine residential tap fees.
- The Standley Lake Cities, in cooperation with the Upper Clear Creek Watershed Association, developed a sampling plan to assess the impacts of stormwater runoff and septic systems in the Clear Creek Basin. Implementation of the plan was to be coordinated by Association representatives and was not accomplished. The Standley Lake Cities and the City of Golden will take the lead in 2000.
- Reclaimed Water User's Agreements were executed with the City by the initial complement of customers slated to begin using reclaimed water in the spring of 2000.
- The application for the State-required Reclaimed Water system discharge permit was submitted, reviewed and posted for public comment in December.
- Semper Lab Staff continued the implementation of recommendations made in the Montgomery Watson Report, which analyzed the work of the Semper Laboratory Task Force. All metals and radionuclide analyses were outsourced in 1999 and a new nutrient analyzer was purchased.
- A contract was executed with Burns & McDonnell for the development of a Design Memorandum for remodeling of the main and second floors of the Semper Water Treatment facility to provide updated laboratory workspace, expanded meeting areas and reconfigure the plant control room.
- Water Quality Staff completed the Consumer Confidence Report brochure. The report on the City's drinking water quality was delivered to all users of the City's water supply during the third quarter as required by the Safe Drinking Water Act. This report must now be produced on an annual basis.
- The water quality IGA among the wastewater dischargers in the Big Dry Creek watershed was renewed in order to continue cooperative water quality monitoring efforts.
- Water Resources and Treatment Staff successfully negotiated an agreement with CAMAS of Colorado, Inc. for the potential construction of gravel lake storage on the South Platte River.
- Water Resources and Treatment Staff completed an analysis of the City's ultimate build out demand in the City and the required additional water supply necessary for this demand.
- The Semper Water Treatment Facility year to date production is 5,558,450,000 million gallons. The amount of production year to date for 1998 was 5,576,990 million gallons. Semper Water Treatment Facility cost for 1999 per 1,000 gallons, based on expenditures is \$ 0.30/1,000 gallons. Water purchased from the City of Thornton cost per/1,000 gallons, for 1999 is \$ 1.87/1,000 gallons. The cost to operate the Semper Water Treatment Facility are as follows: \$80,910 - electrical; \$58,036 - chemical; \$382,346 - labor; \$25,839 - maintenance; \$24,371 - overtime (FLSA/Operator Training). Semper Water Treatment Facility has expended 90% of its budget.

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
Semper treated gallons/day	15.59	15.05	4	5.588.4	5.576.9	+.20
Thornton treated gallons/day	2.72	2.71	0	991.272	993.170	0

- The Big Dry Creek Water Reclamation Facility year to date flows treated is 2,270.56 million gallons. The amount of treated flow year to date for 1998 was 2,218.70 million gallons. The total operating cost for the BDC Facility was \$1,247,061. Big Dry Creek Water Reclamation Facility treatment cost per 1000 gallons, based on expenditures is \$0.55/1000 gallons. The Denver Metro Wastewater Reclamation District year to date flow is 1,478.54 million gallons. The Denver Metro Wastewater Reclamation District treatment cost per /1000 gallons, for 1999 is \$1.08/1000 gallons. The cost to operate the Big Dry Creek Water Reclamation Facility are as follows: \$207,764 – electrical; \$54,447 – chemical; \$530,522 – labor; \$124,783 – maintenance; \$45,462 – overtime (FLSA/Operator Training); \$284,083 - misc. (supplies, trash removal, etc.)

	2nd Half 1999	2nd Half 1998	% Change	Total 1999	Total 1998	% Change
BDC Wastewater treated gallons/day	6.29 mgd	6.00 mgd	4.61%	6.03mgd	5.75 mgd	4.64%
Metro Wastewater treated gallons/day	4.65 mgd	4.22 mgd	9.25%	4.45 mgd	4.25 mgd	4.49%

Summary of Proceedings

Summary of Proceedings of the regular City Council meeting held Monday, February 14, 2000.

Present at roll call were Mayor Pro Tem Dixon and Councillors Atchison, Hicks, Moss and Smith. Councillor Merkel was absent and Mayor Heil is on an extended medical absence.

The minutes of the meetings of January 24, January 31 and February 7, 2000 were approved with no additions or corrections.

Council appointed Bill Nordberg as a Regular member to the Special Permit and License Board.

Council Tabled action on the Transportation Commission appointments/re-appointments, and City Personnel Management Ordinance Amendments.

Council approved the following: West Adams County Fire Protection District Automatic Aid Agreement Amendment; Bids for Asphalt Materials, new Patrol Cars and Golf Course Maintenance Equipment; Change Order for Big Dry Creek Sewer Contract; Lowell Boulevard Design Contract Addendum; Sprint Spectrum Lease and Radio Transmission Structure; Sheridan Boulevard 113th to 119th Avenue Improvements; and Construction of Sensory Park Materials and Equipment.

The following Councillor's Bill was introduced and passed on first reading:

A BILL FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE GENERAL CAPITAL IMPROVEMENT FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2000 ESTIMATED REVENUES IN THE FUND. Purpose: Grant award appropriation for Children's Sensory Park project.

The following Councillor's Bills were passed and adopted on second reading:

A BILL FOR AN ORDINANCE APPROVING AND ACCOMPLISHING THE ANNEXATION OF CONTIGUOUS UNINCORPORATED TERRITORY IN A PARCEL OF LAND LOCATED IN SECTION 33, TOWNSHIP 1 SOUTH, RANGE 68 WEST, 6TH P.M., COUNTY OF ADAMS, STATE OF COLORADO.

A BILL FOR AN ORDINANCE AMENDING THE WESTMINSTER COMPREHENSIVE LAND USE PLAN.

A BILL FOR AN ORDINANCE AUTHORIZING AN ASSISTANCE AGREEMENT WITH FUN SERVICES INC.

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION INCREASING THE 2000 BUDGET OF THE GENERAL CAPITAL IMPROVEMENT FUND AND THE GENERAL FUND.

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGETS OF THE GENERAL FUND AND THE HERITAGE AT WESTMOOR PORTION OF THE GOLF COURSE FUND.

The following Resolutions were adopted:

Resolution No. 15 – Special Permit and License Board Resignation/Appointment.

Resolution No. 16 – Weatherstone Service Commitment Award and Extension.

At 8:18 P.M. the meeting was adjourned.

By order of the Westminster City Council
Michele Kelley, CMC, City Clerk
Published in the Westminster Window February 24, 2000.

