



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: December 11, 2013

SUBJECT: Study Session Agenda for December 16, 2013

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to next Monday night's Study Session, the following schedule has been prepared:

P25 Radio System Dedication Ceremony & Reception – *No dinner will be served* 5:00 P.M.

CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

PRESENTATIONS

6:00 P.M.

1. Police Dept. Briefing: Functions, Responsibilities and Issues
2. Community Development Dept. Briefing: Functions, Responsibilities and Issues

EXECUTIVE SESSION

1. Discuss the opinion of the City Attorney's Office regarding City Charter section 6.2(i) concerning employee political activity, as authorized by WMC 1-11-3(C)(8) and CRS 24-6-402(4)(b)

PRESENTATIONS CON'T

3. Employee Political Activity Rules

INFORMATION ONLY ITEMS

1. Personnel Policies and Rules Revisions update
2. Monthly Residential Development Report
3. Standley Lake Aquatic Nuisance Species

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
December 16, 2013



SUBJECT: Police Department Overview of Responsibilities

PREPARED BY: Lee Birk, Chief of Police

Recommended City Council Action

City Council is requested to listen to Staff's overview of the Police Department operations, responsibilities and upcoming issues that might be coming to City Council for direction in the future.

Summary Statement

Staff will provide an oral presentation during the work session to overview the Police Department.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

None at this time.

Alternative

None at this time.

Background Information

The Police Department enforces all State Laws and Westminster Municipal Ordinances through its patrol operations, code enforcement activities, crime investigations and prevention. The department also educates the community about drugs, traffic safety, graffiti and pet ownership. The department consists of three divisions: Police Administration, Specialized Services, and Patrol Services. In April of 2013 the department was re-accredited through the Colorado Association of Chiefs of Police (CACAP) Professional Standards Program. This Accreditation reflects compliance with best practices in Law Enforcement as adopted by CACAP.

Attached to this document is the Department Description and Responsibilities and an organizational chart for this department. Both of these documents are included in the New Councillor's Guidebook and provided here as a reference to City Council as part of tonight's presentation.

The function of the Police Department supports all of City Council's Strategic Plan Goals: Strong, Balanced Local Economy; Safe and Healthy Community; Financially Sustainable City Government Providing Exceptional Services; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments – Police Department Descriptions
Police Department Organizational Chart

Department Descriptions & Responsibilities

POLICE DEPARTMENT

The Police Department enforces all State Laws and Westminster Municipal Ordinances through its patrol operations, code enforcement activities, crime investigations and prevention. The department also educates the community about drugs, traffic safety, graffiti and pet ownership. The department consists of three divisions: Police Administration, Specialized Services, and Patrol Services.

Administration: Provides overall guidance, policy direction, and management for all Police Department operations, programs, and police services in the community. Ensures high ethical and professional standards and promotes “SPIRIT” as the underlying foundation for all actions undertaken by department personnel.

- Develops and monitors the department’s performance measures, goals and objectives, and strategic planning.
- Engages in administrative crime analysis, statistical studies and comparisons, grant preparation, administration, and oversight, and other research projects and special reports.
- Develops and is responsible for the overall management, coordination and monitoring of Police Department budget.
- Monitors legislation that can potentially impacts law enforcement operations in the City of Westminster.
- Represents the City of Westminster in a variety of venues, including the International Association of Chiefs of Police, Colorado Association of Chiefs of Police, Metropolitan Association of Chiefs of Police, Police Executive Research Forum, FBI National Academy, North Metro Task Force Board of Directors, International Association of Crime Analysis and Colorado Crime Analysis Association, Urban Area Security Initiative, various civic clubs and organizations, the State Legislature and the Adams County Criminal Justice Coordinating Committee.

Specialized Services: Coordinates and manages the programs and responsibilities that fall under the Professional Services Section, Neighborhood Services Section, Records and Property Section, Investigations Section and the Communications Section.

- Oversees the Police Department Manual and staff inspections. Provides public information and public relations functions for the department. Provides professional functions for the department including recruitment, training, and internal affairs.
- Administers community interaction programs related to community outreach, special community events, and City and non-City special events (i.e.: the Senior Liaison Program, Citizens Police Academy and Alumni Association, National Night Out Against Crime, Santa COPs and business/residential security surveys).
- Responsible for code enforcement, animal management enforcement and education, graffiti enforcement, education and eradication.
- Administration and management of the department’s criminal justice records, Open Records Laws and policies and procedures; oversight and audit of Property and Evidence storage, tracking, release, policies and procedures.
- Investigates all crimes, files criminal cases, coordinates the Sex Offender Registration program, administration of Liquor Enforcement/Inspections, coordinates crime scene and crime lab functions, and participates in the North Metro Task Force and the Metropolitan Auto Theft Taskforce.

- Administers the Victim Assistance Services Program including the Domestic Violence Fast-Track Program.
- Manages the Communications Center and police/fire dispatching functions, the Citywide radio system, and the mobile computer systems for both the Police and Fire Departments.
- Represents the City and Department in a variety of venues: Foothills Animal Shelter Board of Directors, Colorado Central Node of CopLink Board, Jefferson County Emergency Authority Board, Colorado Insurance Risk Sharing Association (CIRSA), Colorado Crime Information Center (CCIC) Board of Working Advisors, and Jefferson County Animal Management Advisory Board.

Patrol Services: Oversees patrol operations, responds to police calls for service, traffic enforcement and programs, Special Weapons and Tactical Team (SWAT), Special Enforcement Team (SET), School Resource Program (SRO), coordination of special events, K-9 Program, Citizens On Patrol Program, Parks and Open Space Bike Patrol Program, and the coordination of extra duty assignments.

- The Patrol Services Division takes an active part in the effort directed at improving the overall quality of life, and a safe and secure community.
- Manages the following programs: Patrol Administration, Traffic Services and Patrol Services.
- Performs police patrols to prevent crime, enforces State Laws and Westminster Municipal Ordinances, apprehends criminal offenders, and is responsible for the initial and immediate response to community calls for services.
- Enforces traffic laws, investigates traffic accidents, and provides traffic enforcement programs. Coordinates and administers traffic related grant programs, such as Click-It or Ticket and DUI Enforcement Programs.
- Manages Parks, Recreation and Libraries officers who patrol and investigate criminal activities that occur in the parks, recreation facilities, open space, trails, and libraries.
- Manages and oversees the Special Weapons and Tactics (SWAT) operations, K-9 Program, School Resource Program, and Citizens On Patrol Program, which are citizens who volunteer to donate their time toward the detection of criminal activity.
- Coordinates the Special Enforcement Team (SET) Program, which includes anti-gang activities and specialized investigations.
- Coordinates special events, including the 4th of July and other significant traffic related events.
- Responsible for the replacement schedules for vehicles and equipment.
- Manages and coordinates extra duty assignments where officers provide security staffing at non-City events and venues. Coordinates special events and other significant traffic related events.
- Police Department Emergency Preparedness program.

Mission Statement

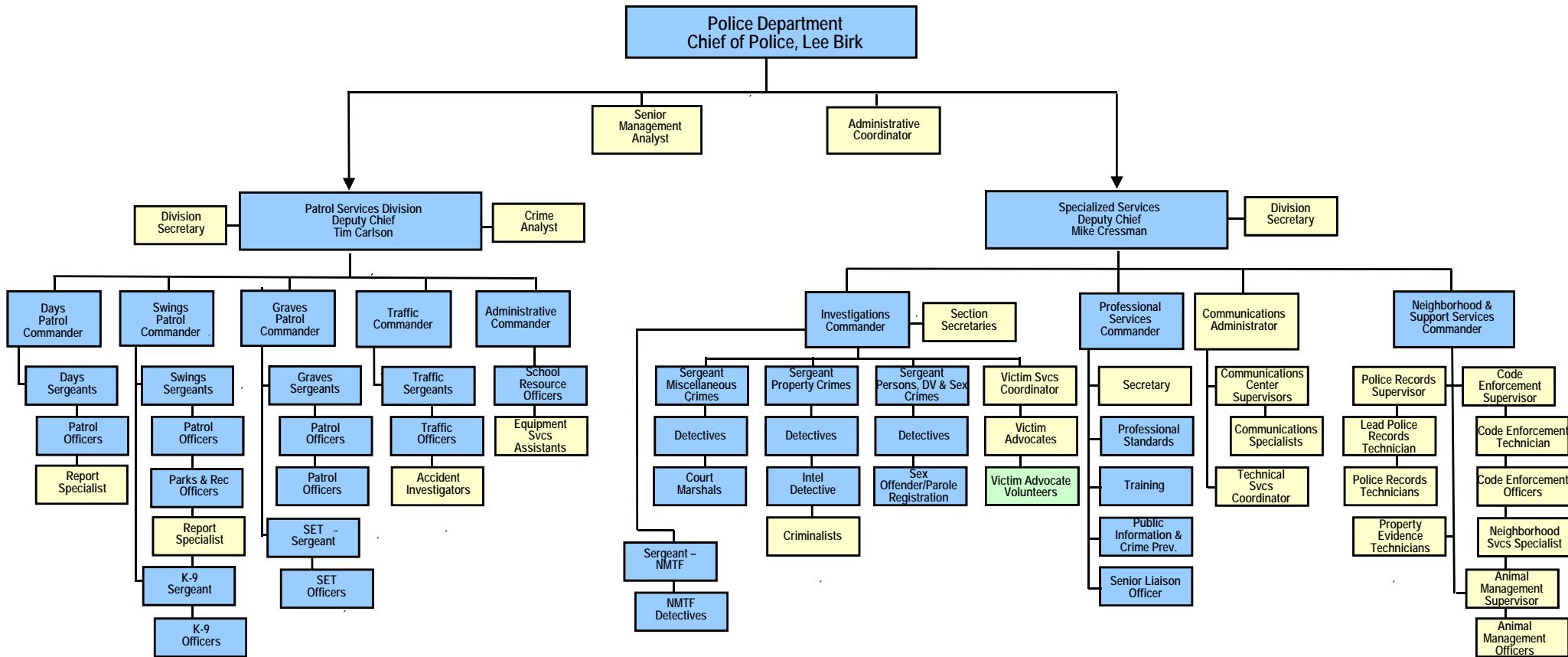
"Our job is to deliver exceptional value and quality of life through SPIRIT."

WESTMINSTER POLICE DEPARTMENT

2013



Service, Pride, Integrity, Responsibility,
Innovation, Teamwork



| | |
|----------------------|-------|
| Sworn FTE | 183.0 |
| Non-Sworn FTE | 78.6 |
| Total Authorized FTE | 261.6 |

- Sworn Personnel
- Civilian personnel
- Volunteers



WESTMINSTER

Staff Report

City Council Study Session Meeting
December 16, 2013



SUBJECT: Department of Community Development Overview of Responsibilities

PREPARED BY: John Carpenter, Director of Community Development

Recommended City Council Action

City Council is requested to listen to staff's overview of the Department of Community Development's operations, responsibilities and potential upcoming issues that might be coming to City Council for direction in the future.

Summary Statement

Department of Community Development key staff will be in attendance at Monday night's Study Session to provide a brief overview of the department's operations and answer any questions.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

None at this time.

Alternative

None at this time.

Background Information

The Department of Community Development has the overall responsibility of assuring high quality residential and business developments in Westminster as well as designing an effective, multi-modal transportation system to serve them. The Planning Division coordinates the review of development and redevelopment proposals on behalf of the City in partnership with the Engineering Division. Other City departments also provide comments in the review of development proposals.

Once a development proposal has been approved, the applicant can apply for a building permit through the Building Division. That Division reviews the plans for conformity to various national/international building codes that have been adopted by the City. Once the permit is issued, the Building Division field inspectors assure that the building is constructed in conformity with the approved building construction plans.

If the development involves the construction of streets or City utilities, the Engineering Division staff reviews and approves the plans for conformity with City requirements. Engineering inspectors assure that the infrastructure is constructed in accordance with the approved plans. Inspectors also insure that the private improvements such as parking lots, and landscaping are constructed in conformance with approved plans.

Department staff are also responsible for coordinating the preparation of plans to direct future land use, planning and “City building” activities within the City. The most significant planning document is the Westminster Comprehensive Plan, just updated in October 2013. Another planning initiative involves the ongoing revitalization of the South Westminster area. Numerous redevelopment and physical enhancement projects have been undertaken by the City and developers in South Westminster since 1997 totaling \$ 145,353,000 in investment. The most significant current effort in South Westminster is the transit oriented development (TOD) at the Westminster Station (RTD commuter rail project). Also part of the South Westminster revitalization effort are initiatives to promote the arts and historic preservation activities.

The Department, in consultation with the Department of Parks, Recreation and Libraries staff, is responsible for the identification and acquisition of high priority properties to preserve as natural open space. Since the inception of the program in 1986, the City has acquired and preserved 3,050 acres of open space.

Attached is a more detailed summary of the Department of Community Development’s responsibilities. Key departmental staff will be present Monday night to provide an overview of the department’s key programs and responsibilities.

The function of the Department of Community Development supports all of City Council's strategic plan goals: Strong and Balanced Local Economy; Safe and Healthy Community; Financially Sustainable City Government Providing Exceptional Services; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall

City Manager

Attachments: Department of Community Development Descriptions and Responsibilities
Department of Community Development Organizational Chart

Department Descriptions & Responsibilities

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department has the overall responsibility of assuring the proper planning and development of high quality residential and business neighborhoods, as well as designing the transportation system to serve them, and the planning for a comprehensive system of open spaces and other enhancements to the City's image. The department also provides "one stop shopping" for residents and businesses by consolidating the building project review, permit, and inspection function within one City department. Each of the department's divisions and special programs has a key role in fulfilling this mission.

Administration Division

- Resolves any development-related concerns that might arise in the City's development review process.
- Coordinates the administrative needs of the department.
- Administers the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program.
- Provides staff support to the Westminster Economic Development Authority (WEDA) and Westminster Housing Authority (WHA).
- Administers and manages redevelopment programs, urban renewal areas and special projects throughout the City.
- Acquires land for open space and trails throughout the City.
- Works with the Open Space Advisory Board and City Council to determine the City's open space acquisition priorities.
- Negotiates and completes the dedication, lease or purchase of properties necessary for the above open space activities.
- Reviews development proposals for impacts on open space and trails.
- Coordinates the City's historic preservation program and initiatives, including coordination with the Planning Division, historic architecture inventories, property landmarking, financing, rehabilitation and restoration; strategies for adaptive reuse; and educational functions such as web pages and interpretive materials to inform residents of the City's heritage.
- Coordinates the City's artist initiatives and public art program promoting cultural arts as a tool for revitalization and economic development in the City of Westminster, including adaptive reuse of historic buildings.
- Plans for and coordinates the South Westminster Revitalization Program including capital improvement projects, redevelopment projects, housing opportunities, overall planning, and small business support.
- Works with developers and property owners to identify potential development/redevelopment opportunities and initiate improvements.
- Responds to citizen inquiries on neighborhood issues; coordinates the activities of various departments to best respond to critical issues and problems.
- Prepares grant applications and administers grant proceeds from a variety of organizations, including the State Historic Fund. Also provides project management and oversight on historic preservation projects.

- Administers the Minor Home Repair Program for low-income households.

Engineering Division

- Plans and manages the City's street, bridge and storm drainage capital improvement projects from concept to construction.
- Reviews technical studies and plans for the installation of public facilities attendant with new development, and inspects those installations.
- Coordinates the planning of transportation facilities and the maintenance and operation of the City's traffic signal system, other traffic control devices and street lighting.
- Establishes and maintains a Geographic Information System (GIS) of physical features of the City.
- Coordinates the activities of the National Flood Insurance Program and performs floodplain management (planning, design and construction) functions.

Building Division

- Administers codes adopted by the City of Westminster including: International Building Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, and National Electrical Codes.
- Issues building permits and makes subsequent building, electrical and plumbing inspections.
- Issues rental property licenses and registrations.
- Inspects renting housing for compliance with the Rental Property Maintenance Code.
- Monitors the issuance and accounting of all water and sewer tap permits.
- Assists citizens with building code information and copies of ordinances, permits and other documents.
- Researches and reviews technical test reports and data on various building components and technology.
- Prepares ordinances, resolutions and policies related to building code and Rental Property Maintenance Code issues.
- Maintains the contractor registration program and provides staff assistance to the Board of Building Code Appeals.

Planning Division

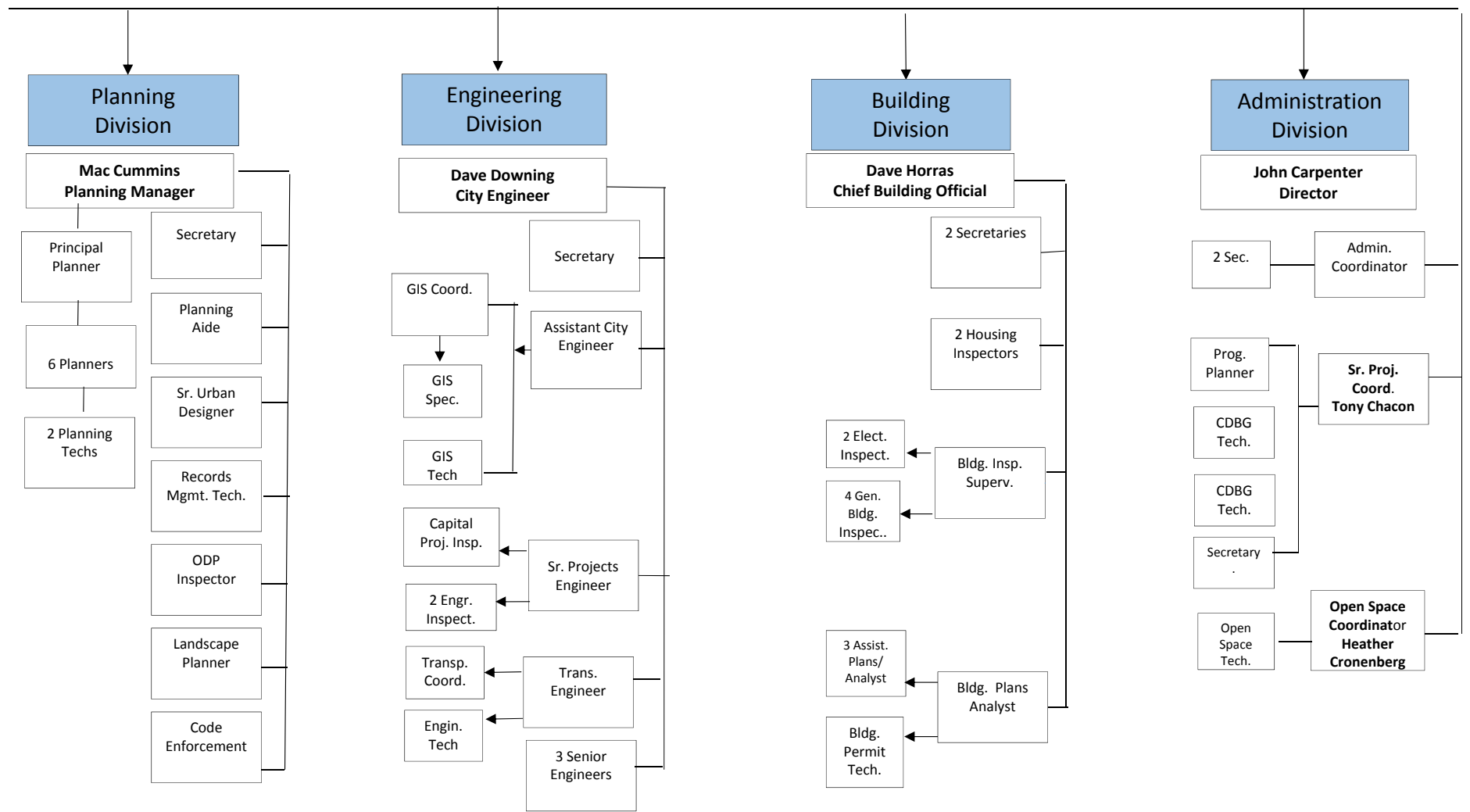
- Administers the Comprehensive Land Use Plan (CLUP).
- Reviews new development and redevelopment proposals.
- Negotiates the development of Planned Unit Development zoning districts.
- Assists the Westminster Economic Development Authority with urban renewal activities.
- Undertakes long-range land use studies and special studies, processes requests for annexation to the City.
- Administers and enforces the City's sign code, zoning, regulations, design guidelines, and approved development plans.
- Administers the City's Growth Management Program.
- Prepares demographic studies and analysis.
- Processes requests for rezoning and subdivision of property.
- Provides staff assistance on planning and land use issues to City Council, Planning Commission, the Board of Adjustment and Appeals, the Special Permits and License Board, and the general public.
- Acts as liaison for the Historic Landmark Board, making recommendations on possible historic landmarks and administering historic preservation policy.

Mission Statement
 "Our job is to deliver exceptional value
 and quality of life through SPIRIT."

Department of Community Development 2013



John Carpenter, Director



Total FTE's 56.80



WESTMINSTER

Staff Report

City Council Study Session Meeting
December 16, 2013

SUBJECT: Employee Political Activity Rules
PREPARED BY: Debbie Mitchell, Director of General Services

Recommended City Council Action

Provide direction to Staff on whether to pursue a modification to current Employee Political Activity rules as outlined in the City Personnel Policies and Rules.

Summary Statement

Councillor Garcia drafted and proposed adoption of revised Employee Political Activity requirements. That draft document (Attachment A) is attached to this memorandum as is the current section of the Personnel Policies and Rules pertaining to employee political activity, Section X. Employee Conduct, (G) Political Activity (Attachment B). City Council directed the City Attorney to draft an opinion regarding the City Charter provision related to civil service system employees' involvement in municipal politics, specifically section 6.1 (i).

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Should the Employee Political Activity policy be changed as proposed in the attached document?

Alternatives

1. Retain the current Employee Political Activity policy.
2. Adopt the proposed Employee Political Activity rules from Councillor Garcia as an ordinance.
3. Direct the City Manager to amend the Personnel Policies and Rules related to employee political activity as recommended in the proposed rules from Councillor Garcia.
4. Direct staff to further research revision options including the solicitation of input from employees and the Personnel Board to the current Employee Political Activity rules and return with options that meet the policy directives of City Council.
5. Direct staff to develop a ballot question asking voters to consider a Charter amendment modifying the current employee political activity regulations.

Background Information

The City Charter establishes provisions for a Civil Service System, including limiting employee involvement in municipal political activity. Specifically the City Charter, Chapter VI, Civil Service System Section 6.1 Personnel Board states:

The Council shall provide by ordinance for a civil service system under the merit principle of personnel management. Said ordinance may be supplemented by rules and regulations based on said ordinance. The civil service system shall provide at least the following:

- (i) For the restriction of active participation in the municipal politics of the City of Westminster, it being the stated policy, however, not to deny to employees and officials covered by the civil service system the rights of such persons to engage in their normal rights and responsibilities as citizens.

The City Municipal Code defines the authority of the City Manager to establish personnel policies and rules in Title I Administrative, Chapter 24 Personnel Management Program, Section 2 General Principles and Implementation:

1-24-2 (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. The City Manager will provide City Council with a quarterly report if any substantive changes are made to administrative personnel policies in the previous quarter. All such policies and rules must be in writing and be consistent and compatible with this Chapter and the Charter, and, at a minimum, include the following:

- (3) **Employee political activity.** Active participation by employees in the municipal politics of the City of Westminster shall be restricted. It shall be the policy of the City, however, not to deny to employees and officials the rights to engage in their normal rights and responsibilities as citizens.

The City Manager has established Personnel Policies and Rules related to political activity. The section of the rules related to Employee Political Activity is attached for Council's review (Attachment B). Councillor Garcia has drafted and recommended a revision of the current policy. His proposed Employee Political Activity rules are attached for consideration (Attachment A). The City Attorney will be submitting a confidential attorney-client privileged memorandum providing a legal opinion with regard to the proposed changes and its consistency with the City Charter.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

Attachment A – Councillor Garcia's drafted and recommended revision

Attachment B – Personnel Policies and Rules section relating to Political Activity

**DRAFT REVISION TO CITY PERSONNEL POLICY AS RELATED TO
EMPLOYEE POLITICAL ACTIVITY**

1) Employees are free, on their own time and away from any office of the city, to participate in all federal, state, county, and municipal campaigns and to openly express their views and support for candidates. Employees shall refrain from any political activities which give the appearance that they are endorsed by the city or which interfere with the performance of their normal duties. Any employee whose position is funded by a federal program or monies shall be subject to the provisions of 5 U.S.C. § 1501, *et seq.*, as amended, commonly known as the Hatch Act.

2) Employees are prohibited from engaging in political activities during working hours. Accordingly, the following practices are prohibited on City premises during work hours:

- A. Soliciting monetary political contributions from any officer or employee;
- B. Soliciting any contribution of services or resources for political purposes from any officer or employee;
- C. Taking any personnel action or making any promise or threat of action with regard to any employee because of the giving or the withholding of a political contribution or service;
- D. Engaging in solicitation or politically motivated behavior that is harassing or discriminatory; or
- E. Using employer resources for political purposes.
- F. Using City facilities and/or resources in connection with campaign or other political activities. City resources include, but are not limited to, telephones, e-mail, fax machines, interoffice mail, voice mail, photocopiers and office supplies.

3) The following positions are exempt from the provisions herein, and may not engage in political activity as defined below: any position directly supervised by the City Council, including the City Manager, City Attorney, Municipal Court Judge, or any other such position which may report directly to the City Council; and any position which directly oversees the administration of election related-activities, including the City Clerk or such representative tasked with administering and overseeing city elections.

Political activity for the purposes of this sub-section is defined as:

- (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 a 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.

4) An employee running for municipal office in the City of Westminster shall not campaign or conduct political activities during working hours. Successful candidates shall resign from the employ of the City immediately upon election to municipal office.

Personnel Policy and Rules

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 the employee as a 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, promote, or actively participate 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; or,
 - (o) Address a convention, caucus, rally, or similar gathering in support of or in opposition to a candidate for City office.

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 one (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/her 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.



WESTMINSTER

Staff Report

Information Only Staff Report
December 16, 2013



SUBJECT: Personnel Policies and Rules Revisions Update

PREPARED BY: Debbie Mitchell, General Services Director
Dee Martin, Workforce Planning and Compensation manager

Recommended City Council Action

This report is for City Council information only and requires no action by City Council.

Summary Statement

In compliance with new Colorado State Law, the Colorado Civil Union Act effective May 1, 2013 and with the authority given in the Westminster City Code, Section 1-24-2, the City Manager made revisions to the Personnel Policies and Rules on July 1, 2013 in regards to the definition of relative to include partner in a civil union. With this definition change, three other revisions to the rules were made to comply with the state mandate.

Background Information

The Colorado Civil Union Act legalizes same-sex and opposite-sex civil unions that offer all of the state-level rights and protections available through marriage. The definition of “civil union” within the act is a “relationship established by two eligible people under Colorado law that entitles them to receive the benefits and protections, and be subject to the responsibilities, of spouses.”

Under City Code, Section 1-24-2 (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. The City Manager will provide City Council with a quarterly report if any substantive changes are made to administrative personnel policies in the previous quarter. All such policies and rules must be in writing and be consistent and compatible with this Chapter and the Charter.

To be in compliance with Colorado State Law, the Colorado Civil Union Act, effective May 1, 2013, the City Manager made changes on July 1, 2013 to the Personnel Policies and Rules as listed in bold and underlined to include:

- **Section II. Definitions**

Relative: The employee's spouse, **partner in a civil union pursuant to Colorado law**, child, stepchild, grandchild, parent, grandparent, brother, sister, half-brother or half-sister, or any of those relationships arising through adoption or civil union pursuant to Colorado law.

- **Section IX. Work Policies and Leave Provisions**

(S) Family Leave:

Family Leave is for employees who are the primary care providers for their parent, spouse, **partner in a civil union pursuant to Colorado law**, or child.

- **Section IX. Work Policies and Leave Provisions**

(U) Family and Medical Leave Act Provisions (FMLA):

In order to care for the spouse, **partner in a civil union pursuant to Colorado law** or a child under the age of 18, or parent, of the employee, if such spouse, child, or parent has a serious health condition

- **XII. Separations**

(H) Death of Employee:

Pension and additional life insurance benefits, if applicable, will be paid to the beneficiary designated on the employee's beneficiary forms or as otherwise specified in writing by the employee. Surviving spouse, **civil union partner** and children will be notified of COBRA benefits for medical and dental insurance if applicable.

A basic tenet of modern personnel management strategy is to establish legal and fair Personnel Policies and Rules that are aligned with the mission, vision and values of the organization. An objective of Westminster is to consistently, diligently and honestly administer the City's Personnel Policies and Rules in order to address Council's Strategic Plan goal of a Financially Sustainable City Government Providing Exceptional Services by maintaining a value driven organization through talent acquisition, retention, development and management.

Respectfully submitted,

J. Brent McFall
City Manager



Information Only Staff Report
December 16, 2013



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner II

Summary Statement

This report is for City Council information only and requires no action by City Council.

- The following report updates 2013 residential development activity per subdivision (please see attachment) and compares 2013 year-to-date totals with 2012 year-to-date totals.
- The table below shows an overall decrease (-73.3%) in new residential construction for 2013 year-to-date totals when compared to 2012 year-to-date totals (40 units in 2013 vs. 150 units in 2012).
- Residential development activity for the month of November 2013 versus November 2012 reflects a decrease in single-family detached (6 units in 2013 versus 15 units in 2012), and no change in single-family attached, multiple-family or senior housing (0 units in both years).

NEW RESIDENTIAL UNITS (2012 AND 2013)

| <u>UNIT TYPE</u> | <u>NOVEMBER</u> | | <u>% CHG</u> | <u>YEAR-TO-DATE</u> | | <u>% CHG</u> |
|------------------------|-----------------|----------|------------------|---------------------|-----------|------------------|
| | 2012 | 2013 | | 2012 | 2013 | |
| Single-Family Detached | 15 | 6 | -60.0 | 117 | 28 | -76.1 |
| Single-Family Attached | 0 | 0 | - | 33 | 12 | -63.6 |
| Multiple-Family | 0 | 0 | - | 0 | 0 | - |
| Senior Housing | 0 | 0 | - | 0 | 0 | - |
| TOTAL | 15 | 6 | -60.0 | 150 | 40 | -73.3 |

Background Information

In November 2013, there were 6 Service Commitments issued for new housing units.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded Service Commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc., receive Official Development Plan (ODP) approval and are added to the list.

This report supports the City Council Strategic Plan goals of Strong Balanced Local Economy, Financially Sustainable City Government Providing Exceptional Services, and Vibrant Neighborhoods in one Livable Community.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Residential Development Table

ACTIVE RESIDENTIAL DEVELOPMENT

Single-Family Detached Projects:

| |
|--|
| Bradburn (120th & Tennyson) |
| CedarBridge (111th & Bryant) |
| Country Club Highlands (120th & Zuni) |
| Countryside Vista (105th & Simms) |
| Huntington Trails (144th & Huron) |
| Hyland Village (96th & Sheridan) |
| Legacy Ridge West (104th & Leg. Ridge Pky.) |
| Lexington (140th & Huron) |
| Tuscany Trails (95th & Westminster Blvd.) |
| Savory Farm Estates (109th & Federal Blvd.) |
| Shoenberg Farms (72nd & Sheridan) |
| Various Infill |
| Winters Property (111th & Wads. Blvd.) |
| Winters Property South (110th & Wads. Blvd.) |

| Oct-13 | Nov-13 | 2012 YTD | 2013 YTD | # Rem.* | 2012 TOTAL | |
|------------------------|-----------------|-----------------|-------------------|------------------|-------------------|-------------------|
| 0 | 3 | 32 | 6 | 0 | 34 | |
| 0 | 0 | 0 | 0 | 3 | 0 | |
| 0 | 2 | 8 | 7 | 71 | 15 | |
| 0 | 0 | 0 | 0 | 9 | 0 | |
| 2 | 1 | 24 | 9 | 24 | 30 | |
| 0 | 0 | 0 | 0 | 105 | 0 | |
| 0 | 0 | 3 | 1 | 0 | 3 | |
| 0 | 0 | 0 | 0 | 3 | 0 | |
| 0 | 0 | 21 | 0 | 0 | 21 | |
| 0 | 0 | 0 | 0 | 24 | 0 | |
| 0 | 0 | 28 | 0 | 0 | 39 | |
| 0 | 0 | 1 | 5 | 2 | 1 | |
| 0 | 0 | 0 | 0 | 8 | 0 | |
| 0 | 0 | 0 | 0 | 10 | 0 | |
| <i>SUBTOTAL</i> | <i>2</i> | <i>6</i> | <i>117</i> | <i>28</i> | <i>259</i> | <i>143</i> |

Single-Family Attached Projects:

| |
|--|
| Alpine Vista (88th & Lowell) |
| Cottonwood Village (88th & Federal) |
| East Bradburn (120th & Lowell) |
| Eliot Street Duplexes (104th & Eliot) |
| Hollypark (96th & Federal) |
| Hyland Village (96th & Sheridan) |
| Legacy Village (113th & Sheridan) |
| South Westminster (East Bay) |
| Shoenberg Farms |
| Summit Pointe (W. of Zuni at 82nd Pl.) |
| Sunstream (93rd & Lark Bunting) |

| | | | | | | |
|------------------------|-----------------|-----------------|------------------|------------------|-------------------|------------------|
| 0 | 0 | 0 | 0 | 84 | 0 | |
| 0 | 0 | 0 | 0 | 62 | 0 | |
| 0 | 0 | 0 | 0 | 117 | 0 | |
| 0 | 0 | 0 | 0 | 10 | 0 | |
| 0 | 0 | 0 | 0 | 20 | 0 | |
| 0 | 0 | 0 | 0 | 153 | 0 | |
| 4 | 0 | 0 | 8 | 46 | 0 | |
| 0 | 0 | 5 | 0 | 53 | 5 | |
| 0 | 0 | 28 | 0 | 8 | 28 | |
| 0 | 0 | 0 | 0 | 58 | 0 | |
| 2 | 0 | 0 | 4 | 10 | 0 | |
| <i>SUBTOTAL</i> | <i>6</i> | <i>0</i> | <i>33</i> | <i>12</i> | <i>621</i> | <i>33</i> |

Multiple-Family Projects:

| |
|--|
| Bradburn (120th & Tennyson) |
| Hyland Village (96th & Sheridan) |
| Mountain Vista Village (87th & Yukon) |
| Orchard Arbour Square |
| Prospector's Point (87th & Decatur) |
| South Westminster (East Bay) |
| South Westminster (Harris Park Sites I-IV) |

| | | | | | | |
|------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| 0 | 0 | 0 | 0 | 233 | 0 | |
| 0 | 0 | 0 | 0 | 54 | 0 | |
| 0 | 0 | 0 | 0 | 144 | 0 | |
| 0 | 0 | 0 | 0 | 244 | 0 | |
| 0 | 0 | 0 | 0 | 24 | 0 | |
| 0 | 0 | 0 | 0 | 28 | 0 | |
| 0 | 0 | 0 | 0 | 6 | 0 | |
| <i>SUBTOTAL</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>733</i> | <i>0</i> |

Senior Housing Projects:

| |
|--------------------------------|
| Crystal Lakes (San Marino) |
| Legacy Ridge (112th & Federal) |

| | | | | | | |
|------------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|
| 0 | 0 | 0 | 0 | 7 | 0 | |
| 0 | 0 | 0 | 0 | 91 | 0 | |
| <i>SUBTOTAL</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>98</i> | <i>0</i> |

TOTAL (all housing types)

| | | | | | |
|----------|----------|------------|-----------|-------------|------------|
| 8 | 6 | 150 | 40 | 1711 | 176 |
|----------|----------|------------|-----------|-------------|------------|

* This column refers to the number of approved units remaining to be built in each subdivision.



WESTMINSTER

Staff Report

Information Only Staff Report
December 16, 2013



SUBJECT: Standley Lake Aquatic Nuisance Species Program

PREPARED BY: Mike Happe, Utilities Planning and Engineering Division Manager
Peggy Bocard, Recreational Services Manager
Mary Fabisiak, Water Quality Administrator
Mark Reddinger, Lake Operations Coordinator

Summary Statement

This report is for City Council information only and requires no action by City Council. This staff report summarizes a change to the Standley Lake Aquatic Nuisance Species Program. Recent studies have shown the need to increase the quarantine period for boats from 15 days to 35 days to ensure the protection of Standley Lake as the City's water supply and for recreational uses.

Background Information

Standley Lake is the drinking water supply for over 250,000 residents of the cities of Westminster, Northglenn and Thornton. It is also a unique recreational amenity providing opportunities for boating, water skiing, fishing, hiking and camping. The increasing number of water bodies infested with zebra mussels west of the Mississippi River raises concerns regarding impacts to the water supply and recreation uses of Standley Lake. Zebra mussels can cause costly problems clogging intake structures and pipelines, covering shorelines, harming boat motors and creating conditions that degrade the quality of water in the reservoir for drinking water purposes.

In 2008 the City implemented the first annual Aquatic Nuisance Species (ANS) control program to prevent the introduction of zebra mussels or other invasive species to Standley Lake. The program for boating permit holders consists of a "clean, drain, and dry" component, as well as a 15 day boat quarantine period to help ensure all invasive species are non-viable. Boats are cleaned using a hot wash, high pressure sprayer then tagged explicitly with "Standley Lake only" tags, which have been designed to determine if the tagging system was removed or compromised before the quarantine period was achieved. Removed or damaged tags signify that the boat was potentially launched elsewhere and now requires that it must go through an additional quarantine period before launching into Standley Lake. The quarantine period was based on a study done by the 100th Meridian Group in 1993.

Over 8,000 boats are tagged annually at Standley Lake as they leave the lake. Additionally, approximately 350 day use or permit holder boats were spray cleaned by Staff in 2013, which is down from 900 sprays in 2009. Staff attributes the decline in the number of boat sprayings to boaters deciding not to take their boats to other bodies of water due to public awareness, understanding, and acceptance of the ANS program.

An update to the study was published in 2013. The new study determined that zebra mussels could survive much longer than the estimates from the 1993 study. The new study recommended that the boat quarantine period be extended to greater than 27 days in order to kill all mussels. To prevent the introduction of invasive species to Standley Lake, Staff is changing the quarantine period to five weeks

throughout the boating season. Thirty five days of quarantine after the boat has been cleaned, drained, and dried should be adequate to make sure any remaining invasive species are no longer viable.

For boaters exclusively using Standley Lake there will be very little impact. Once boats meet the initial quarantine period, they will be allowed on Standley Lake with no delays each time they return, provided they have not been to another lake. The only time the boat has to be re-inspected or quarantined is when the tag on the boat has been disturbed or the boat has been on another lake. Even if boats are inspected and washed, the quarantine periods are an important part of the efforts to protect Standley Lake and allow recreational boating.

Staff will send a detailed letter to the 2013 permit holders describing this change to the program. This letter will offer them the opportunity to ask questions at an open house in January. Parks, Recreation and Libraries and Public Works and Utilities staff will be available to help educate and answer questions. This will be done early enough so boaters will have the option to seek out other choices should this be too restrictive for their needs.

This change to the Standley Lake Aquatic Nuisance Species Program supports City Council's Strategic Plan goals of a "Financially Sustainable City Government Providing Exceptional Services" and "Beautiful and Environmentally Sensitive City" by protecting Standley Lake as our drinking water supply and recreational amenity.

Respectfully submitted,

J. Brent McFall
City Manager