

**City of Westminster City Council Study Session
July 2, 2007**

Mayor Nancy McNally called the Study Session to order at 6:32 PM. All Council was in attendance.

City Staff in attendance included: Assistant City Manager Steve Smithers; Deputy City Manager Matt Lutkus; Assistant City Attorney Jane Greenfield; City Clerk Linda Yeager; Human Resources Manager Debbie Mitchell; Employee Development Specialist Carol Gifford; Employee Development Analyst Jackie June; Senior Human Resources Analyst Lisa Chrisman; Public Information Specialist Carol Jones; and Management Intern Phil Jones.

The guests in attendance were Rachel Ceccarelli with the Westminster Window; and Dino Valente.

Update on Employee Development and Training Strategy

The City currently provides a diverse set of training classes, customized group facilitation and organizational change support to each of department in the City. The City has a hybrid organization of the training function with job specific training provided by each respective department and any Citywide technical, technology, soft skills, management, leadership and organizational perspective training provided through Human Resources.

Human resources representatives covered training structure, annual hour requirements for employees, and changes to the training structure that reflect efforts to retain and attract qualified employees now and into the future.

Council asked questions of Staff and was appreciative of the foresight and effort that goes into the city training program. This was an information only item that did not require any action by City Council.

Election Code Modification

In November 2006, Westminster voters approved the Charter amendment making revisions to the Initiative, Referendum, and Recall sections of the Westminster Charter. This amendment anticipated, and its language provides for, revisions to the Elections' Chapter that would place in the City Code the detailed procedures and requirements for exercising the powers of initiative, referendum, and recall so that they might easily be updated as changes in technology occur and state and county election requirements change. At the same time, certain outdated provisions in the election code, such as the description of individual precincts, are recommended by Staff to be deleted. Finally, the issue of keeping as confidential information provided by Council and Board candidates, pursuant to Charter § 5.1(d), is recommended to be addressed in this ordinance.

Many minor changes and clarifications on procedure have been included in this new proposed Election Code. Additionally, the balance of the ordinance provides new language in the Code's chapters on City Council and Boards and Commissions that preserves the confidentiality of personal information of candidates, which the candidates may be required to provide to the City in order to complete the background checks required under Charter §5.1(d).

Council directed staff to allow for continuation of the current practice of separate drawings for ballot name placement in Adams and Jefferson County and directed staff to proceed with the modifications as otherwise presented.

Mayor McNally adjourned the Study Session at 7:55 PM.