



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council

DATE: November 18, 2015

SUBJECT: Briefing and Post-City Council Briefing Agenda for Nov. 23, 2015

PREPARED BY: Donald M. Tripp, City Manager

Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings 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 Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Business Legacy Awards Reception ( <i>In place of dinner</i> )	6:00 P.M.
Council Briefing ( <i>The public is welcome to attend.</i> )	6:30 P.M.

### CITY MANAGER'S REPORT

POST BRIEFING (*The public is welcome to attend.*)  
None at this time.

PRESENTATIONS  
None at this time.

CITY COUNCIL REPORTS  
None at this time.

### EXECUTIVE SESSION

1. An executive session to obtain direction from City Council on the negotiation of a proposed economic development incentive agreement with Legacy Partners Residential, Inc., pursuant to W.M.C. 1-11-3(C)(4), W.M.C.1-11-3(C)(7) and C.R.S. 24-6-402(4)(e) - **Verbal**
2. Discuss strategy and progress on negotiations related to economic development matters for Downtown Westminster, disclosure of which would seriously jeopardize the City's ability to secure the development; discuss strategy and progress on the possible sale, acquisition, trade or exchange of property rights, including future leases; and provide instruction to the City's negotiators on the same as authorized by Sections 1-11-3(C)(2), (4), and (7), W.M.C., and Sections 24-6-402 (4)(a) and 24-6-402(4)(e), C.R.S.- **Verbal**
3. Discuss the City's position on economic development matters and issues subject to formal negotiation concerning the proposal of Local Foods Group, Inc., pursuant to WMC section 1-11-3 (C)(4) and (7) and CRS 24-6-402 (4)(e)(I) - **Verbal**

### INFORMATION ONLY

1. Employee Appreciation Teams in Action Update

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

Donald M. Tripp  
City Manager

**NOTE:** Persons needing an accommodation must notify the City Manager's Office no later than noon the Thursday prior to the scheduled Study Session to allow adequate time to make arrangements. You can call 303-658-2161 /TTY 711 or State Relay) or write to [mbarajas@cityofwestminster.us](mailto:mbarajas@cityofwestminster.us) to make a reasonable accommodation request.



## Staff Report

Information Only Staff Report  
November 23, 2015



SUBJECT: Employee Appreciation Teams in Action Update

PREPARED BY: Lisa Chrisman, Human Resources Manager - Benefits  
Jen Prehn, Human Resources Analyst  
Debbie Mitchell, General Services Director

### Summary Statement

The second 2015 Teams in Action luncheon was held on Wednesday, November 4, 2015 at City Park Recreation Center. This report is a summary of all November Teams in Action department submittals.

### Background Information

A basic tenet of modern personnel management strategy is to consistently, diligently and honestly recognize the valuable contributions of employees. Recognition can take many forms and it is the City's intent to utilize various awards systems to acknowledge the valuable contributions made by City employees. One form of recognition that occurs twice a year is the awarding of Teams in Action. The Teams in Action award is designed to allow each City department the ability to recognize efforts and accomplishments of various teams, task forces, or work groups that may operate intra or inter-departmentally. The goal of the award is to encourage teamwork and recognize team accomplishments in the areas of quality service delivery, enhanced productivity, systems and procedures improvement and quality of work life enhancements.

The following are summaries of the Teams in Action award submittals made by departments:

#### **City Manager's Office – CMO Budget Team**

In an effort to keep the mid-year budget process moving forward despite a key staff vacancy, CMO staff approached the Department Heads with a proposal for temporary assignments to the City Manager's Office for three months. This was a win-win concept, allowing non-CMO staff the opportunity to gain exposure to the CMO budget process and allowed CMO staff to see the perspective of other departments. Two individuals were selected to join the CMO budget team part-time in order to keep the budget process moving with minimal interruption. This team quickly melded, provided support for each other and learned new functions while maintaining their primary responsibilities. This successful collaboration allowed for a seamless facilitation of the mid-year budget review, providing City Council with important reports to link the strategic plan to the proposed budget amendment. This is a great example of using teamwork and innovation to accomplish a goal!

#### **Community Development – Value Stream Assessment Team**

This team was being recognized for their combined effort to evaluate the Community Development Department's development review process. The evaluation of the development review process included the Preliminary/Official Development Plan, building permits, civil drawings/permits, inspections, as-

builds, certificates of occupancy and all other events that occur in the process. The team evaluated all the steps in the process from beginning to end, identifying several areas for improvement. This exercise was invaluable in helping improve the development review process prior to the implementation of a department-wide electronic tracking system. Another great example of the City's SPIRIT values at work!

#### **Finance Department – Downtown Westminster Financing Team**

This team was instrumental in securing financing for Phase I of Downtown Westminster. There were a number of critical aspects involved in the financing, including issuing \$40 million in Certificates of Participation (COPS), establishing a general improvement district (GID) special district, and revising procedures to efficiently process requisitions or payments. The work of this team resulted in an AA-rating for the COPS and the successful sale of the securities. The financing required for Phase I of Downtown Westminster will help construct two parking structures, parks, roads, streetscape amenities, and utilities to help fulfill Council's vision of a vibrant urban center. The collective effort of this team helped pave the way for the exciting first step of the Downtown Westminster development.

#### **Fire Department – Fire Department and Human Resources Appointment and Interview Team**

The Fire Department had several vacancies this year that led to a number of recruitments. One of the recruitments that required a great deal of teamwork and staff collaboration was the entry-level Firefighter recruitment. The process began with the review of over 500 applications and 10-minute phone interviews with 240 of those candidates. After two more rounds of interviews, five full-time Firefighter positions were offered and filled. Additional recruitment processes were held for a Deputy Fire Chief, EMS Chief, Emergency Management Coordinator, Fire Captain, Fire Lieutenant and Secretary. Tremendous cooperation between Human Resources, the Fire Department, and Department Heads made it possible to successfully fill all these positions. As a result of this successful teamwork, the Fire Department's succession planning needs were identified and fulfilled. This team exemplified SPIRIT values to ensure that the Fire Department has talented staff members at all levels.

#### **General Service Department – City Hall Geothermal Project Team (Recipient of the CMO Choice Award for November 2015)**

The City Hall Geothermal Project Team was in charge of managing a large-scale and highly visible project in-house, rather than selecting a general contractor to oversee the project. This saved the City tens of thousands of dollars and challenged staff to ensure the details, coordination and proper fixes were handled in a timely and effective manner. Staff from Building Operations & Maintenance were central to the project, serving as the primary project managers and providing support throughout the project. Parks staff assisted with irrigation issues and repairs, Community Development staff helped ensure a seamless transition for the permit process, and staff from Public Works & Utilities helped keep a solution-focused approach when faced with issues in the reclaimed vault. As a result, this project was completed on time and within budget. It will result in many years of lower heating and cooling costs for City Hall while saving hundreds of thousands of gallons of water, setting Westminster apart as one of the most sustainable cities in America. This is another excellent example of the City's SPIRIT values at work!

### **Information Technology Department – Water Plant Wireless Infrastructure Upgrade Project**

This team of individuals from Information Technology and Public Works and Utilities implemented an expanded wireless network and added mobile computer hardware for the City's four water and wastewater treatment plants. This team worked together to upgrade the City's wireless infrastructure to the latest technology and provide increased wireless connectivity, security, reliability, and scalability. As a result of this upgrade, Plant Operators can have immediate access to plant control systems from any location or building on the plant campus, enabling them to quickly and conveniently respond to system alarms. This team is a great model of using innovation and teamwork to better protect the City's valuable resources.

### **Parks Recreation & Libraries – Naturalization Ceremony Team**

On Saturday, October 11, 2014, the City of Westminster Irving Street Library hosted a Naturalization Oath Ceremony. This was the first ceremony of its kind to be held at a City of Westminster location and was the result of a unique collaborative effort of federal, state, and local government as well as Library staff, volunteers and members of the community. Nineteen new citizens participated in the ceremony and Westminster City Councillors were in attendance. The program featured a number of speakers and a performance of "This Land is Your Land" by a group of 2<sup>nd</sup> grade students from Metz Elementary School. This team organized and hosted a successful event that demonstrates the commitment of the City of Westminster to welcome and celebrate the newest citizens in our community. The important work of this team supports City Council's Strategic Plan Goal of "Vibrant, Inclusive and Engaged Community."

### **Police Department – Code Enforcement Unit**

The Code Enforcement Unit of the Police Department is responsible for addressing violations and complaints about issues such as noxious weeds, trash, junk, abandoned autos, overgrown weeds and snow removal. This team of eight employees frequently handles topics that are emotionally-driven. The staff of this unit must exercise caution and extreme patience in order to resolve issues and rely on verbal skills and resource knowledge to effectively solve problems. This group routinely deals with citizens who are financially or physically unable to maintain their property. Occasionally, this group will work to provide resources for cases of extreme hardship, such as shoveling sidewalks or pulling weeds for an ill citizen. This unit can proudly claim that since January 1, 2010, 84% of the cases they have handled were brought into voluntary compliance. This speaks to the exceptional work that the Code Enforcement Unit performs on a consistent basis to ensure the City of Westminster continues to be a desirable place to live, work and play. This exceptional team provides an invaluable service to the Westminster community.

### **Public Works and Utilities Department – Big Dry Creek Diffuser Replacement Team**

This group was responsible for replacing the diffusers in the aeration basin at the Big Dry Creek Wastewater Treatment Facility. The team drained and cleaned the basin, then removed and replaced all of the 5,500 membrane diffusers in the bottom of the basin. These diffusers are used to supply air to the microorganisms utilized in the wastewater treatment process. The replacement process is tedious, involving the removal of a keeper ring, the membrane, and cleaning all of the surfaces before reinstalling the replacement and associated components. The work was performed in the hot sun with little to no air circulation and required staff to be on their hands and knees for long periods of time. Not only has the diffuser replacement resulted in enhanced performance it also saved the City approximately \$45,000

by performing the replacement in-house instead of hiring a contractor. This is another great example of teamwork that resulted in better service and savings to the City's customers.

The Employee Recognition Program is an integral part of the City's efforts to provide a quality work environment and supports Council's Strategic Plan goal of "Financially Sustainable Government Providing Excellence in City Services."

Respectfully submitted,

Donald M. Tripp  
City Manager