



**Agenda Memorandum**

Agenda Item – {{section.number}}.A.

City Council Meeting  
July 8, 2024

**Subject:** First Reading of Councillor's Bill No. 21 Amending Chapters 4 and 9 of Title III, W.M.C. Concerning Departments and Administrative Updates Based on Changed Terminology

**Prepared By:** Davy Godfrey, Human Resources Director  
Ron Arguello, Assistant City Attorney II

**Recommended City Council Action:**

Pass Councillor's Bill No. 21 on first reading, amending Title III of the Westminster Municipal Code updating departments in the City, and changing terminology throughout the rest of the Code.

**Summary Statement:**

- In July 2023, the first phase of a reorganization was implemented to ensure staff with similar missions, responsibilities, and skills work together more closely. This second phase has focused on consolidating the Department of Community Development with the Department of Economic Development to make a new Department of Community Services. With this organizational change, updates to the Westminster Municipal Code (W.M.C.) are recommended to correspond with the reorganization and reflect the current organizational structure.
- In Councillor's Bill No. 21, City Council is requested to approve amendments to Chapters 4 and 9 of Title III, W.M.C. concerning City departments as follows:
  - Changes all instances of "Community Development" to "Community Services" in Chapter 4; and other sections in the W.M.C. where "Community Development" is mentioned; and,
  - Eliminates the Economic Development Department pursuant to the reorganization (Chapter 9).

**Fiscal Impact:**

\$0 in expenditures

**Source of Funds:**

Not applicable

**Policy Issue(s):**

Should City Council amend W.M.C. concerning departments and administrative updates based on changed terminology?

**Alternative(s):**

City Council could not approve the W.M.C. changes. This is not recommended as the City structure has been changed.

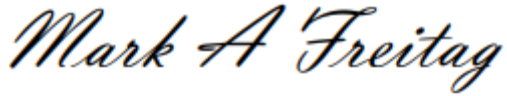
**Background Information:**

Effective July 31, 2023, the reorganization ensured staff with similar missions, responsibilities, and skills work together more closely. The restructuring of City departments focused on bringing about a more collaborative environment to work more effectively and efficiently. The revised organizational structure includes larger divisions with greater opportunities for collaboration. A general overview of the reorganization is as follows:

- The City Engineer took ownership of all construction projects within the City, and the engineering teams from Public Works and Utilities (PWU) and Community Development (Services) were combined within one division in PWU.
- Both Facilities and Fleet Services, formerly part of General Services, joined Streets under PWU's new Operations Division. The General Services Department was formally retired with the Municipal Court, City Hall Operations, and Policy and Budget continuing under the Assistant City Manager's leadership along with the addition of the City Clerk's Office within the City Manager's Office.
- Public Works and Utilities now has a more focused mission centered on maintaining and enhancing the provision of exceptional water and wastewater services, maintaining the City's extensive network of street and facility infrastructure, and maintaining the City's fleet.
- Human Resources is now the centralized place for employees to seek benefits information and assistance, adding retirement financial services previously housed in the Finance Department.
- Code Enforcement moved from the Police Department to Community Development (Services). This change completes the vision of the reorganization, which is eliminating the Department of Economic Development, but moving those roles under a reimagined Department of Community Services that oversees the life cycle of Development, Enforcement, and Sustainability.

These code amendments support the City's strategic priority of Organizational Vitality by providing a more effective structure for the City organization to deliver outstanding services.

Respectfully submitted,

A handwritten signature in black ink that reads "Mark A Freitag". The signature is written in a cursive, flowing style.

Mark A. Freitag  
City Manager

**Attachments:**

Councillor's Bill No. 21 Amending Chapters 4 and 9 of Title III, of the W.M.C., Concerning Departments