



WESTMINSTER
COLORADO

CITY COUNCIL MEETING

JULY 08, 2024 at 7:00 PM

- A. 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



Agenda Memorandum

Agenda Item – 10.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.

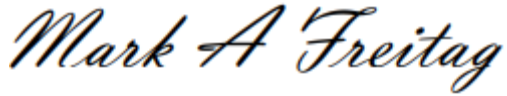
Background Information:

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

BY AUTHORITY

ORDINANCE NO. **4255**

COUNCILLOR'S BILL NO. **21**

SERIES OF 2024

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING CHAPTERS 4 AND 9 OF TITLE III OF THE WESTMINSTER MUNICIPAL CODE CONCERNING DEPARTMENTS, AND MAKE ADMINISTRATIVE UPDATES THROUGHOUT BASED ON CHANGED TERMINOLOGY

WHEREAS, the City Manager has implemented a reorganization of departments and positions after evaluating the current needs of the City; and

WHEREAS, certain departments have been consolidated and moved within the organization; and

WHEREAS, City Code needs to be updated to reflect these changes within departments and updated duties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER:

Section 1. Chapter 4, W.M.C., is hereby AMENDED as follows with new language appearing in underline and deleted language appearing in ~~striketrough~~:

Chapter 4. – DEPARTMENT OF COMMUNITY SERVICES DEVELOPMENT

Section 2. Section 3-4-1, W.M.C., is hereby AMENDED as follows with new language appearing in underline and deleted language appearing in ~~striketrough~~:

3-4-1. – Department Created.

There is hereby created a Department of Community SERVICES DEVELOPMENT that shall consist of the Director of Community SERVICES DEVELOPMENT and such other personnel as may be provided by the City Council.

Section 3. Section 3-4-2, W.M.C., is hereby AMENDED as follows with new language appearing in underline and deleted language appearing in ~~striketrough~~:

3-4-2. – Appointment of Director.

The Director of Community SERVICES DEVELOPMENT shall be appointed by and shall be responsible to the City Manager. Such appointment shall be for an indefinite period pursuant to Section 1-13-3, W.M.C. The Director of Community SERVICES DEVELOPMENT shall be the head of the Department of Community SERVICES DEVELOPMENT and shall have supervision over all personnel assigned to the department.

Section 4. Section 3-4-3, W.M.C., is hereby AMENDED as follows with new language appearing in underline and deleted language appearing in ~~striketrough~~:

3-4-3. – Duties and Responsibilities of the Director.

(A) The Director of Community SERVICES DEVELOPMENT is responsible for the efficient and effective operation of the Department of Community SERVICES DEVELOPMENT, as well as performing those duties prescribed by the City Manager.

(B) The Director of Community ~~Services Development~~ may make or prescribe such rules and regulations as he or she shall deem advisable consistent with the City's personnel policies and rules. Such policies, procedures and rules shall be binding on all Department of Community ~~Services Development~~ Personnel.

(C) The Director of Community ~~Services Development~~ shall be Chief Administrator of the Department of Community ~~Services Development~~ and shall have supervisory responsibility for the activities of all divisions within the department.

Section 5. Section 3-4-4, W.M.C., is hereby AMENDED as follows with new language appearing in underline and deleted language appearing in ~~strike through~~:

3-4-4. - Code Enforcement Personnel.

(A) The code enforcement personnel shall be a part of the Department of Community ~~Services Development~~, or as directed by the City Manager. The code enforcement personnel in the Department of Community ~~Services Development~~ shall have all the authority established herein, and such duties as the City Manager shall direct.

Section 6. Chapter 9 of Title 3, W.M.C., is hereby DELETED.

Section 7. In conjunction with the aforementioned amendments, the following Sections are hereby administratively AMENDED to change all instances of “Community Development” to “Community Services”:

2-4-2, 5-24-2, 8-4-1, 8-5-4, 8-11-5, 8-13-2, 9-2-8, 10-1-12, 10-1-16, 10-1-17, 11-2-1, 11-3-2, 11-4-12, 11-4-14, 11-4-17, 11-5-7, 11-5-8, 11-5-10, 11-5-11, 11-5-12, 11-5-13, 11-5-21, 11-6-5, 11-8-17, 11-8-18, 11-11-13, 11-11-6, 11-13-2, 11-13-10, 11-14-4, 11-16-6.

Section 8. This ordinance shall take effect upon its passage after second reading. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 8th day of July, 2024.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 22nd day of July, 2024.

ATTEST:

City Clerk

Mayor

APPROVED AS TO LEGAL FORM:

City Attorney's Office