



Mayor
John Gates

Councilmembers

Tommy Butler
Ward I

Brett Payton
Ward II

Michael Fitzsimmons
Ward III

Dale Hall
Ward IV

Kristin Zasada
At-Large

Ed Clark
At-Large

A City Achieving
Community Excellence

Greeley promotes a healthy, diverse economy and high quality of life responsive to all its residents and neighborhoods, thoughtfully managing its human and natural resources in a manner that creates and sustains a safe, unique, vibrant and rewarding community in which to live, work, and play.

City Council Worksession Agenda

January 14, 2020 at 5:00 PM

1001 11th Avenue, City Center South, Greeley, CO 80631

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Discussion and direction regarding Annual Review Process for City Council Employees (5:00 – 5:30 p.m.)

Sharon McCabe, Human Resources Director
5. New Council Orientation (5:30 – 6:30 p.m.)

Cheryl Aragon, Interim City Clerk
6. Scheduling of Meetings, Other Events

Roy Otto, City Manager
7. Executive Session for the Purposes of Providing Advice to Negotiators and to Receive Advice from Legal Counsel Regarding a Matter Related to Potential Acquisition of Water Storage

Sean Chambers, Water & Sewer Director
8. Adjournment

Worksession Agenda Summary

January 14, 2020

Agenda Item Number 1

Title:

Call to Order

Worksession Agenda Summary

January 14, 2020

Agenda Item Number 2

Title:

Pledge of Allegiance

Worksession Agenda Summary

January 14, 2020

Agenda Item Number 3

Title:

Roll Call:

1. Mayor Gates
2. Councilmember Butler
3. Councilmember Payton
4. Councilmember Hall
5. Councilmember Fitzsimmons
6. Councilmember Clark
7. Councilmember Zasada

Worksession Agenda Summary

January 14, 2020 (5:00 – 5:30 p.m.)

Agenda Item Number 4

Sharon McCabe, Human Resources Director, 970-350-9714

Title:

Discussion and direction regarding Annual Review Process for City Council Employees

Background:

In accordance with provisions of the Charter for the City of Greeley, the City Council has the authority to appoint three employees: the City Manager (§4.1), City Attorney (§6.1) and Municipal Court Judge(s) (§7.1).

For general employees outside the appointment authority of the City Council, performance reviews are conducted in a timeline that implements any merit and/ or market increases on or before March 1. In an effort to implement any merit and/ or market increases for the three City Council employees in a timeline that mirrors that for general employees, City Council conducts an annual performance review in the January to late February timeframe. The City Council formalized the process for conducting these annual reviews in 2011 and has followed a similar process since that time.

Generally, the performance review process for City Council employees is to:

- Demonstrate due diligence and accountability to citizens;
- Provide an opportunity for an honest dialogue about what is being accomplished, where any gaps may exist, and how to maintain progress;
- Ensure accomplishments, goals and direction are in alignment with City Council's philosophy, goals, and priorities;
- Determine the need for further professional development, education, or training; and
- Support decisions regarding compensation.

The purpose of this agenda item is to (a) provide the City Council with an overview of the annual review process for City Council employees; and (b) receive direction on the City Council employee annual review process for 2019 and 2020.

Summary of Current Process:

- Each City Council employee provides City Council with a report on progress achieved on goals and objectives for the previous and upcoming year(s).
- Human Resources Director coordinates an anonymous, confidential written survey that is distributed to internal staff working most closely with each

incumbent. For the Municipal Judge, this survey has been in addition to the Judicial Review Board process.

- Each City Council member individually completes a written performance appraisal for each City Council employee including a rating for each performance category for each City Council employee. Newly elected City Council member participation in this process typically involves learning the process. Since the review process is focused on performance in the preceding year (2019), feedback from newly elected City Council members is fairly limited based on the short period of time the new Council member interfaces with the three City Council employees between the time of being seated and December 31.
- The full City Council conducts individual performance review meetings with each City Council employee. The review meeting is held in executive session if requested by the employee. The tentative schedule for each performance review meeting is detailed below:

City Council Employee	Date of Performance Review Meeting in Executive Session
City Manager	February 4
City Attorney	February 18
Municipal Court Judge	February 25

- Following the completion of the individual City Council employee performance review meeting, the Mayor collects the written performance appraisal from each Council member and forwards a copy to the Human Resources Director who then forwards a copy to each respective City Council employee. From that, the Human Resources Director compiles a summary review for personnel record keeping purposes.
- In years when merit increases and/ or market adjustments are appropriate, budgeted and available, the City Council will make a decision regarding any such increase for each City Council employee. The City Council will take action authorizing such increase(s) at a City Council meeting following the completion of all Performance Review meetings. Any salary increase will be made effective March 1, regardless of the date of City Council action.
- In instances where City Council identifies performance concerns and concludes that a City Council employee's performance needs improvement or is unacceptable, Council may direct that the individual City Council employee's performance improve in certain areas, obtain executive coaching/counseling or any other action as determined by a majority of City Council.

Recent adjustments to Performance Management for City Department Heads

In an effort to enhance the performance review process for City Department Heads, a number of changes have been implemented (copy attached). The City Council may want to consider utilizing similar enhancements to the City Council employee performance review process.

The forms have been adjusted to focus feedback and conversations in the following areas:

- Overall performance rating and summary: The overall performance rating is based on the supervisor's rating of the Department Head's overall performance with a summary supporting the rating. The rating is arrived at based on the totality of the performance during the year and is not based on a mathematical equation.
- Performance Highlights: The supervisor provides highlights for the employee's performance during the year including areas of excellence, areas for improvement and goals (achieved or not achieve and any obstacles that influenced non-achievement).
- Performance Goals: The supervisor highlights individual goals for the Director's performance that are of particular importance for the coming year.
- Performance Focus Areas: In the focus areas identified, the supervisor evaluates the Department Head's general performance in the specific areas and the extent to which the Department Head demonstrated (or struggled to demonstrate) the City's Core values as noted. The ratings in these areas influence the supervisor's overall rating of the Department Head, but not by a mathematical equation.
The current focus areas include: Job Knowledge/ Skills (Applied Wisdom); Interpersonal Relations (Principled Relationships); Customer Service (Integrity); Accountability; Management and Supervision (Stewardship); and Leadership.
- Self-Evaluation: The Supervisor's performance review is influenced by the Department Head's self-evaluation in the format of the annual performance review template (attached).

Recommendations for 2020 Process

The process of evaluating City Council employees involves components that the City Council may want to consider adjusting moving forward for the review process that will occur in early 2021:

- Currently, each individual City Council member completes a review form that is brought to the review meeting with the City Council and individual employee without the results being compiled or shared ahead of time. As a result, neither the City Council employee nor the City Council has information going into the review meeting regarding a consensus of the City Council or what will be covered relative to performance or goals. The City Council may want to consider adjusting this to have the individual reviews completed and compiled ahead of time into a consensus review by the Human Resource Director or a City Council subcommittee which is shared with the City Council and City Council employee.
- In an effort to develop and plan for the annual City Council employee review process, the City Council may want to consider appointing a subcommittee that is charged with the responsibility of recommending changes to the review process and/ or overseeing the annual review process.

For Discussion and City Council Direction:

1. Does the City Council want to
 - a. continue the current process or establish a different or modified process for the annual review process of the three City Council employees?
 - Does the City Council want to adopt all or portions of the performance review process currently in use for Department Heads?
 - b. use anonymous, confidential written surveys regarding the performance of the three City Council employees?
 - c. discontinue the anonymous, confidential written survey for the Municipal Judge as it is redundant to the Judicial Review Board process?
2. Does the proposed timeline meet City Council needs or do there need to be adjustments?
3. Does the City Council want to establish a subcommittee to review the current process and/ or make recommendations for any adjustments?

Attachments:

Proposed Performance Appraisal Forms:

- City Manager
- City Attorney
- Municipal Judge

Summary of Judicial Review Board Procedures

PowerPoint



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – CITY MANAGER – Fiscal Year 2019

RATING: Use the following to determine the employee's performance in each of the performance areas and overall performance.

Rarely Meets Expectations/ Occasionally Meets Expectations/ Regularly Meets Expectations/ Occasionally Exceeds Expectations/ Regularly Exceeds Expectations

Overall Performance Rating and Summary

Fiscal Year 2019 Performance Highlights – Note areas of excellence, areas for improvement, and goals (achieved or not achieved and any obstacles that influenced non-achievement).

Fiscal Year 2020 Performance Goals – highlight individual goals for the City Manager's performance that are of particular importance for the coming year.

EMPLOYEE NAME & TITLE:

DATE:



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – CITY MANAGER – Fiscal Year 2019

Performance Focus Areas: Throughout the areas identified below, evaluate the employee’s general performance in the specific area and the extent to which the employee demonstrated (or struggled to demonstrate) the City’s Core Values as noted.

Job Knowledge/ Skills (<i>Applied Wisdom</i>) Operational/ functional/ technical expertise; technological literacy; analytical; vision; professional development; Business Acumen;	Rating: Comments:
Interpersonal Relations (<i>Principled Relationships</i>) Composure; Compassion; Savvy (interpersonal and political); Conflict Management;	Rating: Comments:
Customer Service (<i>Integrity</i>) Effective service delivery; fostering diversity; compliance with and support of policies and programs; communication skills; integrity and trust; ethics and values;	Rating: Comments:
Accountability Resource allocation; performance measure/ management; planning/ execution; fiscal responsibility; dependability; Decision Quality; Confronting Direct Reports; Self-Knowledge; Action Oriented	Rating: Comments:
Management and Supervision (<i>Stewardship</i>) Managing and measuring work; organizing; process management; Building Effective Teams; Directing Others;	Rating: Comments:
Leadership Command skills; strategic ability; perspective; innovation; managing vision and purpose; Peer Relationships; Motivating Others; Managerial Courage;	Rating: Comments:
Excellence Intellectual and action oriented horsepower; Creativity; Drive for Results	Rating: Comments:
City Council Relationship ▪ Supports the City Council in its development and revision of Council goals to include identifying emerging issues for Council’s consideration; working with the Mayor to develop a process that results in effective Council goal setting; working with Council to prioritize goals in light of importance and budgetary impact; etc.	Rating: Comments:

EMPLOYEE NAME & TITLE:

DATE:



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – CITY MANAGER – Fiscal Year 2019

▪ Implementation of Council goals to include researching policy issues; analyzing options and alternatives; presenting Council with complete information from which to make policy decisions; clarifying with staff and Council the expectations in relation to specific goals; ensuring that Council is aware of resources that are available to implement goals; etc. ▪ Provides follow-up on Council petitions to include periodic reports as directed by Council, monitoring progress and outside influences that impact the effectiveness of programs or projects initiated by Council goals and direction, etc.	
---	--

OTHER COMMENTS (Employee from performance meeting or self-evaluation; or Supervisor from performance meeting)

--

	SIGNATURE	DATE
<i>Employee</i>		
<i>Reviewer</i>		

ATTACHMENTS.

Employee Self Evaluation
Employee Work Plan
Personal Development Plan

EMPLOYEE NAME & TITLE:

--

DATE:

--



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – CITY ATTORNEY – Fiscal Year 2019

RATING: Use the following to determine the employee’s performance in each of the performance areas and overall performance.

Rarely Meets Expectations/ Occasionally Meets Expectations/ Regularly Meets Expectations/ Occasionally Exceeds Expectations/ Regularly Exceeds Expectations

Overall Performance Rating and Summary

Fiscal Year 2019 Performance Highlights – Note areas of excellence, areas for improvement, and goals (achieved or not achieved and any obstacles that influenced non-achievement).

Fiscal Year 2020 Performance Goals – highlight individual goals for the City Attorney’s performance that are of particular importance for the coming year.

EMPLOYEE NAME & TITLE:

DATE:



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – CITY ATTORNEY – Fiscal Year 2019

Performance Focus Areas: Throughout the areas identified below, evaluate the employee’s general performance in the specific area and the extent to which the employee demonstrated (or struggled to demonstrate) the City’s Core Values as noted.

Job Knowledge/ Skills (<i>Applied Wisdom</i>) Operational/ functional/ technical expertise; technological literacy; analytical; vision; professional development; Business Acumen;	Rating: Comments:
Interpersonal Relations (<i>Principled Relationships</i>) Composure; Compassion; Savvy (interpersonal and political); Conflict Management;	Rating: Comments:
Customer Service (<i>Integrity</i>) Effective service delivery; fostering diversity; compliance with and support of policies and programs; communication skills; integrity and trust; ethics and values;	Rating: Comments:
Accountability Resource allocation; performance measure/ management; planning/ execution; fiscal responsibility; dependability; Decision Quality; Confronting Direct Reports; Self-Knowledge; Action Oriented	Rating: Comments:
Management and Supervision (<i>Stewardship</i>) Managing and measuring work; organizing; process management; Building Effective Teams; Directing Others;	Rating: Comments:
Leadership Command skills; strategic ability; perspective; innovation; managing vision and purpose; Peer Relationships; Motivating Others; Managerial Courage;	Rating: Comments:
Excellence Intellectual and action oriented horsepower; Creativity; Drive for Results	Rating: Comments:
Research & Legal Counsel ▪ Provides accurate, concise and timely counsel to City Councilors, Boards and Commissions. ▪ Protects the City’s interests from a legal standpoint; maintains confidentiality. ▪ Provides all Councilors with the same information within the same time frame.	Rating: Comments:

EMPLOYEE NAME & TITLE:

DATE:



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – CITY ATTORNEY – Fiscal Year 2019

▪ Exhibits a high degree of legal expertise. ▪ Initiates legal action on behalf of and defends the City in any legal action initiated against it. ▪ Provides accurate, concise and timely council to all City directors, supervisors and other appropriate staff. ▪ Identifies any legal concerns with the City's personnel and department policies.	
--	--

OTHER COMMENTS (Employee from performance meeting or self-evaluation; or Supervisor from performance meeting)

--

	SIGNATURE	DATE
<i>Employee</i>		
<i>Reviewer</i>		

ATTACHMENTS.

Employee Self Evaluation

Employee Work Plan

Personal Development Plan

EMPLOYEE NAME & TITLE:

--

DATE:

--



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – MUNICIPAL JUDGE – Fiscal Year 2019

RATING: Use the following to determine the employee’s performance in each of the performance areas and overall performance.

Rarely Meets Expectations/ Occasionally Meets Expectations/ Regularly Meets Expectations/ Occasionally Exceeds Expectations/ Regularly Exceeds Expectations

Overall Performance Rating and Summary

Fiscal Year 2019 Performance Highlights – Note areas of excellence, areas for improvement, and goals (achieved or not achieved and any obstacles that influenced non-achievement).

Fiscal Year 2020 Performance Goals – highlight individual goals for the Municipal Judge’s performance that are of particular importance for the coming year.

EMPLOYEE NAME & TITLE:

DATE:



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – MUNICIPAL JUDGE – Fiscal Year 2019

Performance Focus Areas: Throughout the areas identified below, evaluate the employee’s general performance in the specific area and the extent to which the employee demonstrated (or struggled to demonstrate) the City’s Core Values as noted.

Job Knowledge/ Skills (<i>Applied Wisdom</i>) Operational/ functional/ technical expertise; technological literacy; analytical; vision; professional development; Business Acumen;	Rating: Comments:
Interpersonal Relations (<i>Principled Relationships</i>) Composure; Compassion; Savvy (interpersonal and political); Conflict Management;	Rating: Comments:
Customer Service (<i>Integrity</i>) Effective service delivery; fostering diversity; compliance with and support of policies and programs; communication skills; integrity and trust; ethics and values;	Rating: Comments:
Accountability Resource allocation; performance measure/ management; planning/ execution; fiscal responsibility; dependability; Decision Quality; Confronting Direct Reports; Self-Knowledge; Action Oriented	Rating: Comments:
Management and Supervision (<i>Stewardship</i>) Managing and measuring work; organizing; process management; Building Effective Teams; Directing Others;	Rating: Comments:
Leadership Command skills; strategic ability; perspective; innovation; managing vision and purpose; Peer Relationships; Motivating Others; Managerial Courage;	Rating: Comments:
Excellence Intellectual and action oriented horsepower; Creativity; Drive for Results	Rating: Comments:
Court Room Management ▪ Technically competent in the administration of court room proceedings. ▪ Exhibits a high degree of legal expertise and specific knowledge of the City Charter, City Ordinances, Colorado Uniform Traffic Code, Municipal Criminal Law, and Colorado Municipal Court Rules.	Rating: Comments:

EMPLOYEE NAME & TITLE:

DATE:



GREELEY CITY COUNCIL – COUNCIL EMPLOYEE - ANNUAL PERFORMANCE REVIEW – MUNICIPAL JUDGE – Fiscal Year 2019

▪ Maintains ability to be judicially neutral.	
---	--

OTHER COMMENTS (Employee from performance meeting or self-evaluation; or Supervisor from performance meeting)

--

	SIGNATURE	DATE
<i>Employee</i>		
<i>Reviewer</i>		

ATTACHMENTS.

Employee Self Evaluation
Employee Work Plan
Personal Development Plan

EMPLOYEE NAME & TITLE:

--

DATE:

--

City of Greeley, Colorado
Judicial Review Board
2019 Summary of Judicial Performance Review Process

The Judicial Review Board's (JRB) responsibility is to gather performance information annually and report the information to City Council in preparation for Council's evaluation meeting with the Presiding Judge. The following tools are utilized to gather the information:

- (1) Courtroom observations. The JRB members will make on-site visits to the courtroom to observe the Judge and the Court's operation and provide a summary of ratings and comments.
- (2) Surveys. The JRB surveys individuals who have appeared before or have professional contacts with the Municipal Judge. The groups most frequently surveyed include: Attorneys, both defense and prosecution; litigants; court personnel such as court clerks and assistants, and law enforcement personnel including court bailiffs. In 2019, surveys will be distributed to defendants who appeared before the Judge, to all prosecuting and defense attorneys who appeared before the Judge, and Municipal Court staff including the bailiff.
- (3) Self-evaluation. The JRB will request that the Municipal Judge complete a self-evaluation form that may include, but is not limited to, a self assessment of the Judge's strengths and weaknesses, goals for development and reputation in the legal community with regard to legal ability, integrity, communication skills, judicial temperament, administrative skills, settlement activities, judicial philosophy, community reputation, overall performance, and community service.
- (4) Statistics. The JRB will review statistical information provided by the Municipal Judge regarding caseload and performance indicators and furnish comments regarding results and trends.

City Council Employee Annual Review Process

Human Resource Director

- Coordinates confidential survey for each City Council employee with those working closest with employee
- Compiles and provides copy to City Council and City Council employee

Mid-to-late January

City Council

- Each member completes a written performance appraisal for each City Council employee including a rating for each performance category.

Late January/ Early February

City Council

- Takes action to authorize any merit and/ or market increases for City Council employees effective March 15

Late February – March 17

Late January/ Early February

City Council Employee

- provides City Council with a report on progress achieved on goals and objectives for the previous and upcoming year(s).

February

City Council

- conducts individual performance review meetings with each City Council employee in executive session.
- Provides to Mayor who provides to Human Resource Director to compile a summary review



City Manager Performance Review Process 2020

- January 15: Confidential survey distributed to those working regularly with City Manager
- January 22: Confidential survey responses due
- January 28: Compilation of confidential survey results provided to City Council and City Manager
- January: City Manager provides City Council with a report on progress achieved on goals and objectives for the previous and upcoming year(s)
- February 4: City Council conducts performance review meeting with City Manager
- By February 28: Performance summary compiled, filed and provided to City Manager
- By March 17: City Council acts on any merit/ market adjustment effective March 1



City Attorney Performance Review Process 2020

- January 21: Confidential survey distributed to those working regularly with City Attorney
- January 28: Confidential survey responses due
- February 4: Compilation of confidential survey results provided to City Council and City Attorney
- January: City Attorney provides City Council with a report on progress achieved on goals and objectives for the previous and upcoming year(s)
- February 11: City Council conducts performance review meeting with City Attorney
- By February 28: Performance summary compiled, filed and provided to City Attorney
- By March 17: City Council acts on any merit/ market adjustment effective March 1



Municipal Judge Performance Review Process 2020

- January 28: Confidential survey distributed to those working regularly with Municipal Judge
- February 4: Confidential survey responses due
- February 11: Compilation of confidential survey results provided to City Council and Municipal Judge
- Late January/ Early February: Municipal Judge provides City Council with a report on progress achieved on goals and objectives for the previous and upcoming year(s)
- February 25: City Council conducts performance review meeting with Municipal Judge
- By March 6: Performance summary compiled, filed and provided to Municipal Judge
- By March 17: City Council acts on any merit/ market adjustment effective March 1



Worksession Agenda Summary

January 14, 2020 (5:30 – 6:30 p.m.)

Agenda Item Number 5

Cheryl Aragon, Interim City Clerk, 970-350-9743

Title:

New Council Orientation

Background:

New Council Orientation Sessions have been scheduled to orient Council on the various functions of each of the City's main departments. Below is the Orientation schedule:

December 10th Worksession –

- Overview of Orientation
- City Manager's Office
- City Clerk's Office
- City Attorney's Office
- Municipal Court

December 17th Council Meeting –

- Colorado Municipal League (CML) Facilitated Discussion with Director Kevin Bommer
- Community Development
- Economic Health & Housing
- Public Works
- Water & Sewer

January 7th Council Meeting –

- Finance
- Human Resources
- Information Technology

January 14th Worksession –

- Communication & Engagement
- Culture, Parks & Recreation
- Police
- Fire

January 28th Worksession –

- Futurist – Rebecca Ryan

Decision Options:

None

Attachments:

Communication & Engagement PowerPoint
Culture, Parks & Recreation PowerPoint
Police PowerPoint
Fire PowerPoint

Kelli Johnson | Director

CITY COUNCIL ORIENTATION - COMMUNICATIONS & ENGAGEMENT DEPARTMENT

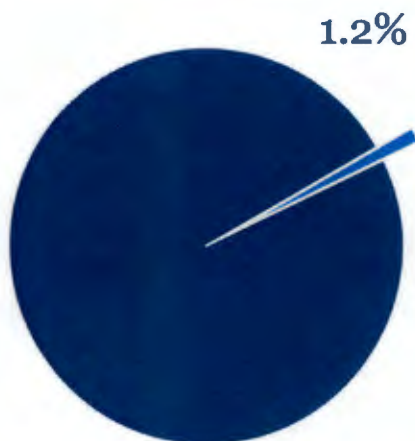


How is the Department Organized?



How is the Department Funded?

Department Budget: \$2.3 Million



Total Operating Budget
\$199.1 Million

*Excludes Transfers

Department FTEs: 16.75



Total City FTEs
970.00

Department Functions & Services

To inform and connect our community through inclusive language and actions, and to tell the city of Greeley's story in a clear, efficient, and dynamic way.

- Strategic Communication
- Media Relations/Public Information
- Website Content Curation
- Social Media
- Photography & Videography
- Community Initiatives
- Creative Services
- GTV8
- Emergency Communication
- City Brand and Image
- Community Survey
- Internal Communications



FAQs & Need-to-Know

Where do I find?

Who do I call?

What's with the ...?

Does ~~Boy~~ do those You Otto Know videos willingly?



2020 and beyond ...



**Census
2020
RESIDENTS**
We Count. We Matter.



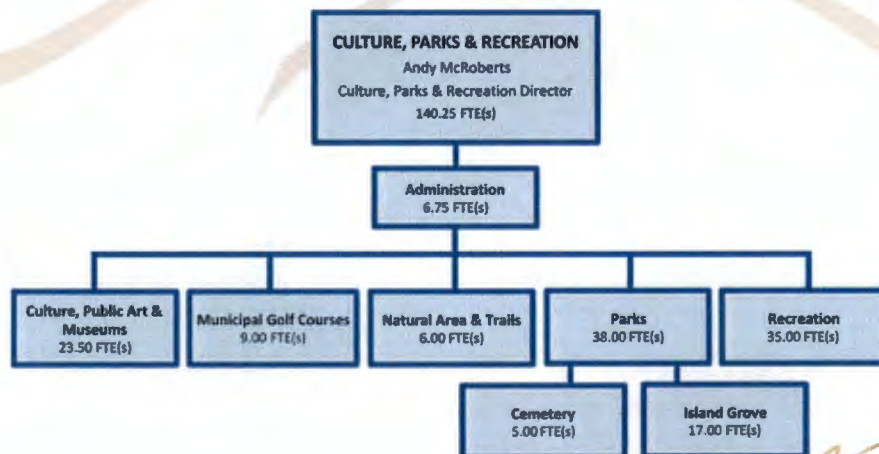


CITY COUNCIL ORIENTATION - CULTURE, PARKS & RECREATION DEPARTMENT

Andy McRoberts | Director



How is the Department Organized?



How is the Department Funded?

Department Budget: \$23.0 Million

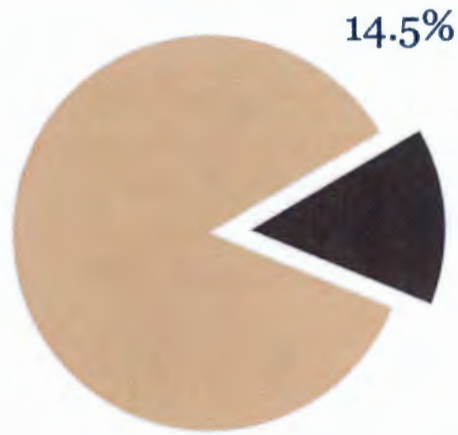


Total Operating Budget

\$199.1 Million

*Excludes Transfers

Department FTEs: 140.25



Total City FTEs

970.00

Department Functions & Services

To enhance our community through exceptional service and stewardship.

- **Performing Arts (UCCC)**
- **Museums**
- **Public Art**
- **Festivals**
- **Sister City Program**
- **Parks (41) & Playgrounds (29)**
- **Urban Forestry**
- **Linn Grove Cemetery**
- **Island Grove Regional Park**
Partnerships with Weld County, Farm Show and Greeley Stampede
- **Natural Areas & Trails**
978 acres, 31 miles of trail including Sheep Draw & Poudre
- **Recreation Facilities (5)**
- **Aquatics**
- **Youth Enrichment**
- **Active Adults**
- **Golf (Two Championship Courses)**
- **Eight Citizen Advisory Boards**
- **Joint Use Agreement with School District 6**



FAQs & Need-to-Know

Culture - Who selects the shows for the UCCC?

Staff uses input from public surveys, the UCCC Advisory Board and matching the availability with cost recovery and touring schedules, along with local rental requests to utilize the community stage in order to provide a diverse offering of cultural entertainment.

Parks – “What parks can I bring my dog to?”

Two off-leash dog parks and Island Grove Regional Park. Otherwise, dogs are not allowed in City parks

Recreation - What is included in a membership to the Family FunPlex?

Members can access TWO great facilities – both the Greeley Recreation Center and the Family FunPlex – including indoor walking track, Adventure Island Waterpark, 18-hole mini golf course, racquetball, climbing wall, gymnasiums, fitness centers, spinning, weight rooms, FREE child care and FREE group fitness classes!



2020 and Beyond ...

- Significant items for City Council
 - Management of emerald ash borer
- For Council consideration (action or discussion) in the coming year(s)
 - New Municipal Code chapter – natural areas & trails
 - Potential dedicated open space sales tax
 - Potential variation to “no dogs in parks” ordinance
- CPRD items of significance
 - Natural areas
 - Park improvements
 - Recreation improvements
- Operational Excellence
 - CPRD Strategic Plan (2019-2020)
 - Cost Recovery Plan (2020)
 - Staff training and development
 - Community Needs Assessment (next 2-3 years)



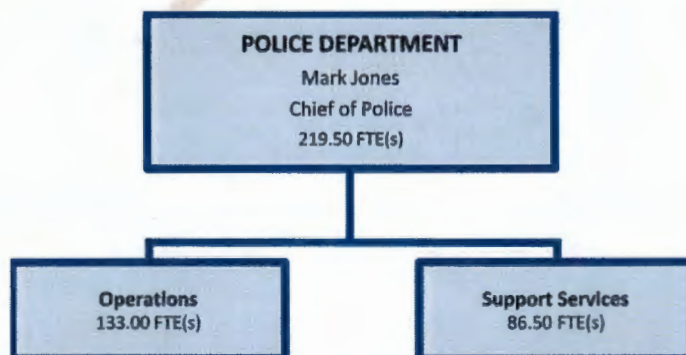


CITY COUNCIL ORIENTATION - POLICE DEPARTMENT

Mark Jones | Police Chief

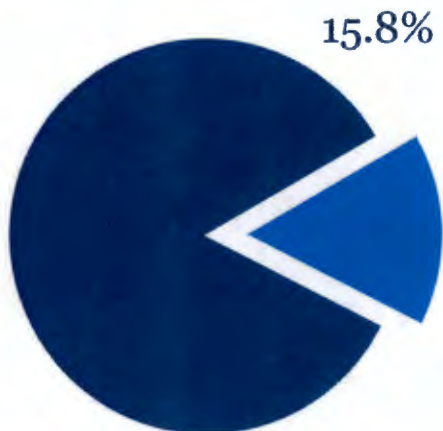


How is the Department Organized?



How is the Department Funded?

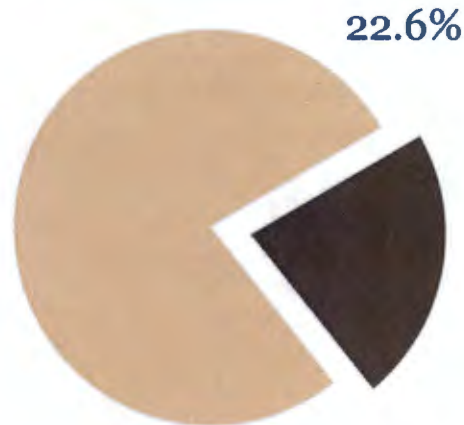
Department Budget: \$31.5 Million



Total Operating Budget
\$199.1 Million

*Excludes Transfers

Department FTEs: 219.50



Total City FTEs
970.00

Department Functions & Services

- Emergency and non-emergency services
- Patrol
- Investigations
- Traffic education and enforcement
- Neighborhood Action Team
- SWAT
- Regional bomb unit
- K-9 resources
- School resource officers
- Countywide drug task force



FAQs & Need-to-Know

Traffic Complaints

Such as aggressive driving and inattentive/ distracted drivers

Specific neighborhood/business issues

Such as drug traffic, flop houses, transient behavior, speeding, violent or aggressive neighbor.

Are crime statistics up or down?

While Part One crime statistics remain stable in 2018 and 2019, specific Part One crimes can vary greatly year to year.

How do mental health related call impact the Police Department?

The number of mental health related calls for service – which have increased dramatically since 2012 – have stabilized in 2019, while the time and resources spent on such calls for service have increased.



2020 and Beyond ...

- Staffing Levels: Sworn and Non-Sworn

- Fire Station 6 Police Sub-Station Use

- Shared Services with Weld County

Records: separation from County; new City facility
Evidence: separation from County

- Replacement of Records Management Software (Spillman)



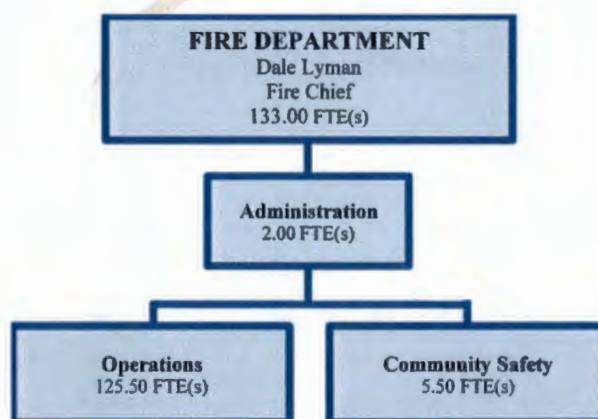


Dale Lyman | Fire Chief

CITY COUNCIL ORIENTATION - FIRE DEPARTMENT

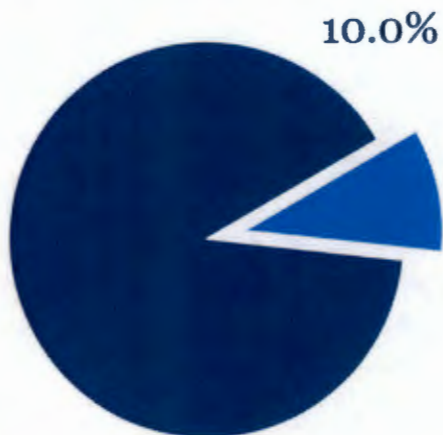


How is the Department Organized?



How is the Department Funded?

Department Budget: \$20.0 Million

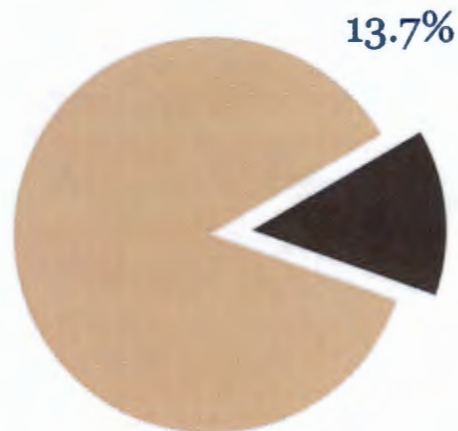


Total Operating Budget

\$199.1 Million

*Excludes Transfers

Department FTEs: 133.00



Total City FTEs

970.00

Department Functions & Services

Emergency

- **Emergency Medical Calls/Rescue**
- **Fires**
- **Hazardous Materials**
- **Underwater Rescue/Recovery**
- **Technical Rescue**
- **Customer Assistance**
- **Mutual Aid**
- **Wildland Firefighting**

Non-Emergency

- **Fire Permits/Inspections**
 - Existing buildings
 - New construction
 - Oil and gas wells
- **New Construction Fire Code Plan Review**
- **Public Safety Education**
- **Fire Investigations**



FAQs & Need-to-Know

- **All career firefighters**
- **Responded to 14,005 emergency calls in 2018**
- **Six Stations staffed 24/7, 365 days a year**

STATION	LOCATION
Station 1	1155 10 th Ave.
Station 2 (rebuilding in 2020)	2301 Reservoir Rd.
Station 3	150 35 th Ave.
Station 4	2191 1 st Ave.
Station 5	4701 24 th St.
Station 6 (coming 2020)	Promontory Pkwy./20 th St.
Station 7	6623 10 th St.



2020 and Beyond ...

2020

- **Emergency Medical Services**
Study in process
- **IAFF Labor Agreement: Negotiate new agreement**
- **Begin construction on two new fire stations**
 - Construct new Fire Station #6
Promontory Pkwy./20th St. (adding 15 staff members)
 - Re-build Fire Station #2 to replace existing station
23rd Ave./ Reservoir Rd.

BEYOND

- **Accreditation (3-5 years process)**
- **Continue to explore alternative methods to deliver service to meet community needs**





Worksession Agenda Summary

January 14, 2020

Agenda Item Number 6

Roy Otto, City Manager, 970-350-9750

Title:

Scheduling of Meetings, Other Events

Background:

During this portion of the meeting the City Manager or City Council may review the attached Council Calendar or Meeting Schedule regarding any upcoming meetings or events.

Attachments:

Council Meetings/Other Events Calendar

Council Meeting/Worksession Schedule

Status Report of Council Petitions and Related Information

January 13, 2020 - January 19, 2020

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Monday, January 13

Tuesday, January 14

5:00pm - 6:00pm City Council Worksession (1001 11th Avenue)

Wednesday, January 15

7:30am - 8:30am Visit Greeley (Fitzsimmons)

2:00pm - 5:00pm Water & Sewer Board (Gates)

Thursday, January 16

7:30am - 8:30am DDA (Zasada/Butler)

3:30pm - 4:30pm Airport Authority (Hall/Payton)

Friday, January 17

Saturday, January 18

Sunday, January 19

January 20, 2020 - January 26, 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

Monday, January 20

Tuesday, January 21

6:30pm - 7:30pm City Council Meeting (1001 11th Avenue) 🕒

Wednesday, January 22

Thursday, January 23

Friday, January 24

Saturday, January 25

Sunday, January 26

January 27, 2020 - February 2, 2020

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Monday, January 27

11:30am - 12:30pm Greeley Chamber of Commerce (Hall)

6:00pm - 7:00pm Youth Commission (Butler)

Tuesday, January 28

5:00pm - 6:00pm City Council Worksession (1001 11th Avenue)

Wednesday, January 29

7:00am - 8:00am Upstate Colorado Economic Development (Gates/Hall) (Upstate Colorado Conference Room) - Council Master Calendar

5:30pm - 8:00pm Colorado Farm Show Dinner (Room C, Island Grove Events Center, 425 N. 15th Avenue) - Council Master Calendar

Thursday, January 30

5:00pm - 7:00pm Boards & Commissions Appreciation Reception (Union Colony Civic Center, Monfort Concert Hall Stage) - Council Master Calendar

Friday, January 31

Saturday, February 1

Sunday, February 2

February 3, 2020 - February 9, 2020

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday, February 3

Tuesday, February 4

6:30pm - 7:30pm City Council Meeting (1001 11th Avenue)

Wednesday, February 5

Thursday, February 6

7:00am - Poudre River Trail (Hall)

3:30pm - IG Adv. Board (Butler)

6:00pm - MPO (Gates/Payton)

Friday, February 7

4:00pm - 10:00pm Council Retreat - Save-the-Date (TBD) - Council Master Calendar

Saturday, February 8

8:30am - 5:00pm Council Retreat - Save-the-Date (TBD) - Council Master Calendar

Sunday, February 9

8:30am - 4:00pm Council Retreat - Save-the-date (TBD) - Council Master Calendar

February 10, 2020 - February 16, 2020

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday, February 10

Tuesday, February 11

5:00pm - 6:00pm City Council Worksession (1001 11th Avenue) 

Wednesday, February 12

Thursday, February 13

9:00am - 6:00pm 2020 Legislative Workshop (History Colorado Center, 1200 N. Broadway, Denver, CO 80203) - Council Master Calendar

Friday, February 14

Saturday, February 15

Sunday, February 16

City Council Meeting Scheduling

Current as of 1/10/2020

This schedule is subject to change

Date	Description	Sponsor	Placement/Time
January 21, 2020 Council Meeting	Resolution - Reimbursement for expenses in advance of Water & Sewer Bonds	Renee Wheeler	Consent
	Resolution - Grant Application from MPO for a Ditch Trail	Andy McRoberts	Consent
	Motion/RES/ORD to declare agenda posting sight and cancellation of certain Council meetings	Cheryl Aragon	Regular
	Downtown Parking Update (Non-Action)	Joel Hemesath	Regular
	Boards & Commissions Appointments	Cheryl Aragon	Regular
January 28, 2020 Worksession Meeting	Futurist Meeting		
February 4, 2020 Council Meeting	Proclamation - League of Women Voters 100th Anniversary	Cheryl Aragon	Recognitions
	Resolution - IGA with High Plains Library District for Parking Expansion	Andy McRoberts	Consent
	Municipal Water Resiliency Bill - State Legislative Proposal Review	Sean Chambers	Regular
	School Funding In Lieu Discussion	Brad Mueller	Regular
	Executive Session - Annual Review of the City Manager	Sharon McCabe	
February 11, 2020			
February 18, 2020 Council Meeting	Proclamation - Youth Art Month	Becky Safarik	Recognitions
	Resolution - Cooperation Agreement btw the City of Greeley and Greeley Urban Renewal Authority	Becky Safarik	Consent
	Census Discussion (Non-Action)	Becky Safarik/Kelli Johns	Regular
	Contractor Liscensing (Non-Action)	Brad Mueller	Regular
	Executive Session - Annual Review of the City Attorney	Sharon McCabe	
February 25, 2020 Worksession Meeting	Emerald Ash Borer Update	Andy McRoberts	0.50
	Executive Session - Annual Review of the Municipal Court Judge	Sharon McCabe	
March 3, 2020 Council Meeting	Resolution - Adoption of the Emergency Operations Plan	Dale Lyman	Consent
	Sign Code Discussion (Non-Action)	Brad Mueller	Regular
	Short Term Rentals Discussion (Non-Action)	Brad Mueller	Regular
	MyGreeley (Non-action item)	Becky Safarik/Kelli Johns	Regular
	Matters related to the Potential Acquisition of Water Storage	Sean Chambers	Regular
	Potential Executive Session - Matters related to the Potential Acquisition of Water Storage	Sean Chambers	Regular
March 10, 2020 Worksession Meeting	Food Tax	Renee Wheeler	1.00
	Keep Greeley Moving Renewal	Renee Wheeler	0.50
	Broadband Taskforce	Scott Magerfleisch	0.50

City Council Meeting Scheduling

Current as of 1/10/2020

This schedule is subject to change

Date	Description	Sponsor	Placement/Time
March 17, 2020 Council Meeting	Ordinance - Intro - First Additional Appropriation	Renee Wheeler	Consent
	Ordinance - Intro - Sign Code Update	Brad Mueller	Consent
	Council's Policies & Procedures (Non-Action & Potential Adoption)	Cheryl Aragon	Regular
	Year-End Report (Non-Action)	Renee Wheeler	Regular
	Resolution - Agreement for the Acquisition of Water Storage	Sean Chambers	Regular
	Potential Executive Session - Agreement for the Acquisition of Water Storage	Sean Chambers	Regular
March 24, 2020 Worksession Meeting	Municipal Code Recodification - Review of Changes	Cheryl Aragon	1.00
	Review Proposed Changes to Election Section of the Code	Cheryl Aragon	0.50
April 7, 2020 Council Meeting	Ordinance - Intro - Municipal Code Recodification	Cheryl Aragon	Consent
	Ordinance - Intro - Amendments to the Greeley Municipal Code related to Elections	Cheryl Aragon	Consent
	Ordinance - Final - Sign Code Update	Brad Mueller	Regular
	Ordinance - Final - First Additional Appropriation	Renee Wheeler	Regular
April 14, 2020 Worksession Meeting	Quarterly Financial Report	Renee Wheeler	0.50
	Historic Preservation Overview	Brad Mueller	0.50
April 21, 2020 Council Meeting	Youth Service Day Awards	Cheryl Aragon	Recognitions
	Ordinance - Final -Municipal Code Recodification	Cheryl Aragon	Regular
	Ordinance - Final - Amendments to the Greeley Municipal Code related to Elections	Cheryl Aragon	Regular
April 28, 2020 Worksession Meeting	Overview of the CIS Project	Renee Wheeler	0.50

Greeley City Council

Status Report of Council Initiatives

Council Request	Council Meeting, Worksession, or Committee Meeting Date Requested	Status or Disposition (After completion, item is shown one time as completed and then removed.)	Assigned to:
Mayor ProTem Casseday asked staff to look into both requests regarding contractor licensing and pop-up hail damage tents to see what other municipalities are doing.	Worksession (TBA)	This item has been scheduled for discussion as a non-action item during the February 18, 2020, Council meeting.	Brad Mueller
Councilmember Payton asked staff, the City Attorney's Office, to explore the merits of a municipal challenge to SB 19-1177, the Red Flag Law, as well as to provide a cost estimate of said potential challenge.	(TBA)	The City Attorney has started research on this subject and will be in contact with Council and relevant staff members when new information arises.	Doug Marek

Worksession Agenda Summary

January 14, 2020

Agenda Item Number 7

Sean Chambers, Water & Sewer Director, 970-350-9815

Title:

Executive Session for the Purposes of Providing Advice to Negotiators and to Receive Advice from Legal Counsel Regarding a Matter Related to Potential Acquisition of Water Storage

Background:

The Water & Sewer Dept. has a key role in the development and maintenance of infrastructure that contributes to public health, economic sustainability, and a well-planned livable community. As such, its staff is responsible for long-range water supply and storage planning and acquisition. The Water & Sewer Dept. has requested consideration of a motion for executive session for the purpose of receiving legal advice and providing advice to negotiators related to the potential acquisition of water storage.

Decision Options:

The Water and Sewer Director and the City Attorney are requesting that City Council go into executive session in order to provide instructions to negotiators and to receive legal advice.

Attachments:

Motion for Executive Session.

MOTION FOR EXECUTIVE SESSION

I move that the City Council go into an Executive Session to discuss the following matter as provided under C.R.S. 24-6-402(4) (e)(1) and C.R.S. 24-6-402(4)(b); and Greeley Municipal Code 2.04.020(a)(5) and Greeley Municipal Code 2.04.020(a)(2):

For the purpose of giving instructions to negotiators and to receive legal advice from their attorney regarding potential acquisition of water storage.

Is there a second?

All in favor say “aye”;

All opposed say “nay”.

NOTE: The vote count needs to be announced because a 2/3rd of the quorum vote is required.

Worksession Agenda Summary

January 14, 2020

Agenda Item Number 8

Title:

Adjournment