



## FROM THE CITY MANAGER'S OFFICE

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For the week of June 15, 2015

### **Inside** the city

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Information on latest happenings, items of interest.

To see events posted on the city wide calendar please visit our [website](#).

### **Council** follow-up

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Resolution of action items or requests from previous meetings.

#### **Outdoor Pool Update**

Staff continues to monitor construction progress and weather impacts to the Paradise Island Pool at Pioneer Park. As you know, the wet conditions have continued into the first two weeks of June. The contractor has been mitigating weather impacts to the best of their ability; however, a critical deck pour had to be postponed this weekend due to the significant amount of rainfall Thursday night through Saturday. The contractor is currently forecasting an early July substantial completion if weather conditions allow for completion of concrete pool decks and pool plastering. Updates will be provided as needed and staff will plan to set firm dates for opening events at least two weeks in advance.

#### **Councilman Douglas requested oversight on weed management on private properties and subsequent lots in Landmark and Parkside North**

The subject areas received verbal requests to cut weeds. A re-inspection completed on June 10 confirmed that all areas where excessive weed growth was noted were now in compliance with weed regulations.

#### **Councilman Douglas reported on small construction trailers parked on roadways for extended periods of time. He requested the city work with the HOAs to provide information on the existing ordinance.**

On Thursday June 11, 2015, the community development department sent a letter to the largest builders and all homeowner associations reminding them of the construction trailer ordinance. The notice included a reminder that construction trailers in use require a temporary use permit and are not allowed to be parked on the street at any time.

#### **Meeting with Fraternal Order of Police Lodge 19**

Administrative Services Officer Tinklenberg and Chief of Police Smith met May 27, 2015, with the executive board of the Fraternal Order of Police Lodge 19. The minutes of the meeting are attached for your reference. This information was posted to the police department's informational bulletin board earlier this month.

#### **You're Invited to participate in the new RTD General Manager Search Process**

The Regional Transportation District is seeking input from riders and the community about the personal characteristics and professional skills that they would like to see in the next RTD general manager as well as hear feedback about the operation of the RTD system in general.



## **FROM THE CITY MANAGER'S OFFICE**

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**For the week of June 15, 2015**

Questions include rating personal characteristics, importance of duties for a general manager, along with questions about critical issues for RTD, what is working well and what can be improved. [Click here to provide your feedback to the RTD Board of Directors](#). The questionnaire will be available from June 9 to June 23. Responses will remain anonymous.

The General Manager Executive Search Committee is comprised of members of the RTD Board of Directors and is leading the process of hiring for a new General Manager. The search process will include gathering input from the community, stakeholders, political leaders and employees

### **Capital Improvement Program Update**

Attached please find the final executive summary for May 2015.

### **City Council Work Schedule**

Attached please find the current city council meeting schedule.

# MINUTES

**Subject:** Chief of Police /FOP Executive Board Meeting Minutes

**Date:** May 27, 2015

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**In attendance:**

Troy Smith, Chief of Police

Roger Tinklenberg, Administrative Officer

Annette Peters, Executive Administrative Supervisor

Jeremy Jenkins, President – FOP Lodge 19

Mike Kim, Vice President - FOP Lodge 19

Mike Diener, Trustee - FOP Lodge 19

Mike Vasquez, Sergeant at Arms - FOP Lodge 19

Conni Crook , Secretary - FOP Lodge 19

Christian Wasielewski, Quartermaster - FOP Lodge 19

Jennifer Kunugi, Member – FOP Lodge 19

Meeting started at 1:13pm

Chief Smith introduced Roger Tinklenberg and explained in his role as the City's Administrative Services Officer for the City he is responsible for the organizational development efforts underway across the City and that work is tied to the work we are doing in making changes in the Police Department.

Chief Smith then said this meeting was at the request of Lodge 19 and turned the meeting over to Officer Jeremy Jenkins.

Officer Jenkins explained that when the FOP survey was originally initiated the FOP Executive Board's (Board) intent was to speak to the Chief regarding the initiation and then eventually the results. He said while that unfortunately did not happen, the Board still has that intent. Jeremy said that it is the desire of the Board to continue on the path of collaboration

## MINUTES CONTINUED

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that has been created between the Board and the Chief of Police. The Board requested this meeting in an effort to solicit some thoughts from the Chief and to discuss some specific topics to see what direction we all move in now and the Board's need to have a clear message to take back to the membership.

Officer Jenkins indicated that the Board was aware that there were several items within the survey that were clearly fabricated or not true. He said the board wanted to be a part of clearing those issues up.

Chief Smith talked about his willingness to work with any member of the organization to continue the implementation of our vision for Excellence. Collaboration is important and the Board can play a significant role in the change effort. The Board and all employees have been given many opportunities to participate in shaping the future of the Department; the Chief cited many examples he has created for input, including having meet with every employee in the organization prior to any changes being made. The Chief stated that Lodge 19 had an opportunity to also play a role in the future of the Department but that the participation needed to be constructive. The Chief said the manner in which this survey was handled was destructive. The Chief also said if the Board wanted to participate in contributing to the future of the Department that there would need to be a behavior change on the part of the Board. The Chief explained that the last quarterly meeting, a process initiated by the Chief, was held on April 7<sup>th</sup> and the agenda did not contain any items from the Board to aid in moving the organization forward. The Chief elaborated that he could not recall a time in the past two and a half years that the Board had offered any agenda items, recommendations for improvement or issues of concern. All members of the organization need to be willing to bring issues forward.

When asked about the content of the survey the Chief stated that he was not surprised by the results and did not feel it provided new information. The Chief spoke of Lodge 19 considering a no confidence vote for himself and the City Manager, prior to him even starting with the Department. The Chief said he understands that some people are not happy with the changes

## MINUTES CONTINUED

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he has led throughout the Department and said that it will take time for the change process to mature. The Chief commented when asked that this is what happens when you conduct anonymous surveys – people say things that they don't have to be accountable for. The Chief said he thought it was reflective of a moment in time and hoped that people were ready to have more positive dialog. The City experienced the same situation with its own survey. The City survey was edited in order to remove disparaging and slanderous remarks that were inappropriate to communicate with the entire organization. Also, it is important to note that the City survey was conducted well before the FOP survey.

The Board discussed how they get a majority of their information from the Chief and some department members are not afforded that opportunity.

Chief Smith discussed how department members are not using the avenues that are afforded to them to speak directly with him. Officer Waslielewski offered that he believed that with all the different Chiefs and the changes they attempted over time that many employees were just tired of participating and that may be why there is limited communication and participation about these issues from employees.

A discussion was held about how fear of retaliation and where that fear comes from. Generally happens because of things people hear and do not seek clarification or truth.

Chief Smith discussed how that fear was present when he arrived to the organization; it was a part of the culture of this organization. The Chief expressed the willingness to have conversations with people to discuss where that fear comes from and suggestions as to how to remove that from the organization. Chief Smith described the avenues of communication he has put into place in the organization (Quarterly FOP Board Meetings with the Chief, Stand-Up Meetings, Expanded Staff Meetings) and would encourage people to begin using this time as it is intended. Upon the Chief's arrival, trust in the organization was at the lowest possible level. City Council, Leadership and the Chief all support and desire to rebuild the trust.

## MINUTES CONTINUED

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The Chief described the significant change each employee described desiring in his initial one on one conversations he had upon his arrival. Almost every employee asked for more accountability in the Department at all levels. A majority of the change effort that has been undertaken in the Department has been a direct result of those conversations and the employees' requests. There seems to be a lack of understanding that much of this change work has come from the employees.

Education Based Discipline was discussed in detail again. Questions were raised regarding the merits and design of the program. It was shared that the feel and perception that people have is that prior to that implementation, suspensions were very rare. The discussion included progressive disciplinary concepts; realizing that any disciplinary action must take into account the scope of the person's previous misconduct. The Chief said we don't use a disciplinary matrix in an effort to allow Command Staff some flexibility and discretion, based on individual circumstances and what things would create the greatest learning/behavior change. Sergeants and Commanders are very close to the process and make education based recommendations to the Chief. Once the discipline is finalized the Commanders and Sergeants are responsible for making sure the learning process takes place. The Commanders' evaluation and recommendations are important. The education based process is intended to allow people to make mistakes and learn from them without the traditional punishment associated with suspensions. The City Leadership Team is in support of the Education Based Discipline approach and is currently evaluating its use Citywide. It is the City Leadership's philosophy to give employees the best possible chance for success.

The discussions turned to the perception and need to increase accountability in the department. An example of change in accountability was given. There is a perception that Chief Smith has changed the pursuit policy. That is not the case; people are now being held accountable to comply with the policy that has been in place in the organization for some time. Ensuring policy compliance protects everyone from personal liability – Supervisors protect employees by ensuring that everyone is complying with policy. This accountability is a direct result of employee feedback/requests.

## MINUTES CONTINUED

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Concern was expressed over being held accountable to changes that department members are not aware are changing. The group talked about how being told that you are doing something wrong is uncomfortable and people need to be open to having the conversation and receiving feedback. If we can't have that conversation, we will never get better. Change is taking place across the City and it is uncomfortable for everyone and it takes time.

A conversation was held regarding communication and how generally what is happening is nowhere close to what is being spread through the department. There is a disconnect in communication, which is causing a break down. There is a perception that expectations are not clear. The Chief responded with that being a fair criticism and is open to the Board's suggestions on how to fix it.

There was a discussion around the State and National FOP landscape and how Lodge 19 has been a topic of conversation. Questions were raised as to the aspect of State and National influence over issues that are not being brought forward for discussion. It was suggested that the Board take a more proactive stance toward the State and National levels when the Board doesn't agree with the perceptions that are being made about Lodge 19.

Questions were raised as to why some of the information that was disseminated to the City Council and Leadership Team had to be released. Chief Smith described that the City Council needed to know more detailed information to understand the critical nature of what the City and Police Department are facing. City Council and Leadership needed to assess the reform efforts taking place within the Department, in light of the survey, and make decisions. In an effort for them to do so they needed more detailed information. The Chief stated that the FOP's decision to disseminate the survey information in the manner it was done precipitated involvement from the City's Leadership Team to formulate the response and present information to the City Council and the Community about the Department. The Board expressed that the membership had great concern over the words "culture of misconduct" that were used with City Council. Roger responding by letting the Board know that Leadership

## MINUTES CONTINUED

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supported a forceful position due to the actions that had occurred. That behavior did represent a culture of misconduct. Roger went on to explain how these actions damage the reputation of the officers, the Department and the City. Therefore, the City Council and Leadership support the reform. City Council and Leadership agree that the reform efforts being led by Chief Smith are the most collaborative employee based approach ever taken by a Chief at CCPD.

Disappointment was expressed at the manner in which the survey was released by the State Lodge and how it has made this a very adversarial situation. After discussions it was determined that the Board and the City agree with many of the things that are needed with respect to reform.

Concepts were discussed regarding why there has been some resistance to the reform effort.

Chief Smith began closing the meeting by assuring the Board that we had agreement on many of the issues that have been presented. We need to focus on the areas that we are in agreement and we can make a tremendous impact. Chief Smith encouraged the Board to carry the message to the membership that there are many ways to create the kinds of conversations that need to be happening and this needs to occur in ways that don't create further distance between everyone. The discomfort many are experiencing are a direct result of moving from good to great. Chief Smith expressed his belief in everyone's ability to make this a better place. There are great things going on in this Department that are being led by the employees and that type of effort is recognized and needs to continue. We need to move past this and get back to work.

The Board expressed that they would communicate more thoroughly to the membership the avenues that are afforded to them to speak up and ask questions. Doing this will go a long way in helping to eliminate the fear.

On several occasions the Chief asked for input on what do we do next? The Chief agreed to always listen – the needs of the entire organization will always have to be weighed versus the desires of one person or division but he is always willing to listen. There will be a quarterly

## MINUTES CONTINUED

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meeting with the Chief scheduled for July. If it is the desire of the Board to speak again prior to that meeting, the Chief is certainly open to another meeting.

The Board once again expressed that none of the decisions regarding the release of the survey were made by Lodge 19 and therefore not supported and does not represent their opinions.

Meeting adjourned at 3:10 pm



# City of Commerce City

## 2K Bond Program

### Monthly Executive Summary – May 2015



### Program Financials

- \$137,035,000 gross 2K budget
- First bond issuance proceeds received June 2014: \$78,000,000
- 2014 total (unaudited) revenues: \$10,206,202
- 2015 revenues thru March: \$2,455,386
- Cumulative expended thru May 2015: \$11,187,926

### Project Phase Highlights

- **New Recreation Center**
  - Issued RFP for Programming Services
- **Existing Recreation Center Expansion**
  - Issued RFP for Programming Services
- **Outdoor Pool at Pioneer Park**
  - Play structure and slide structure completed
  - Unusual rainfall in May has been a challenge to completing site work and concrete deck pours
- **3 New Neighborhood Parks**
  - **Fronterra Neighborhood Park**
    - Started constructing hillside slide feature
    - Unusual rainfall in May has been a challenge for landscaping activities
  - **Turnberry Neighborhood Park**
    - Design progressing based upon voting
  - **Villages at Buffalo Run East Neighborhood Park**
    - Design progressing based upon voting
- **Tower Road Widening**
  - Working with DIA and FAA on environmental requirements
  - Preparing easement documents

### Budgets, Commitments and Expenditures

Projects	2K Budget	Other Funds	Total Budget	Committed	% Commit	Expended	% Exp
•Program Level Budgets	12,833,150		12,833,150	2,376,002	18.51%	934,255	7.28%
•New Recreation Center							
•New Recreation Center	32,892,445		32,892,445			199,476	
•Site & Roadway Infrastructure	15,691,525		15,691,525	38,240	0.24%	145,931	0.93%
•Existing Recreation Center Expansion	6,702,432		6,702,432			141,340	2.11%
•Outdoor Pool at Pioneer Park	9,372,080	518,000	9,890,080	7,510,078	75.94%	5,893,170	59.59%
•3 New Neighborhood Parks							
•Fronterra Neighborhood Park	3,978,452	200,000	4,178,452	2,464,996	58.99%	2,378,046	56.91%
•Turnberry Neighborhood Park	2,196,665		2,196,665	147,660	6.72%	225,880	10.28%
•Villages at Buffalo Run East Neighborhood Park	2,197,242		2,197,242	171,931	7.82%	236,115	10.75%
•Tower Road Widening	51,171,009		51,171,009	1,885,657	3.69%	1,033,713	2.02%
Total	137,035,000	718,000	137,753,000	14,594,564	10.59%	11,187,926	8.12%

### Project Status

- Phase completed
- Phase in progress
- Phase started this month

Project Name	Phase 1 Planning	Phase 2 Pre-Design & RFP	Phase 3 Design	Phase 4 Const. Bid & Award	Phase 5 Construction	Phase 6 Acceptance	Phase 7 Closeout
New Rec Center Site & Roadway Infrastructure							
New Recreation Center	in Q3						
Existing Recreation Center Expansion	in Q3						
Outdoor Pool at Pioneer Park							
Fronterra Neighborhood Park							
Turnberry Neighborhood Park							
Villages at Buffalo Run East Neighborhood Park							
Tower Road Widening							

City Council Work Schedule				
Date	Item	Description	Dept.	Time
<b>June 22, 2015</b>				
<b>STUDY SESSION</b>		Reports	CMO	0:15
<b>DISCUSSION</b>	15-259	Variable Hour Employees and Benefits	HR	0:30
	15-229	Court Surcharge Review/Discussion	FD	1:00
	15-294	CDBG Update and Roadshow	FD	0:40
	15-298	Outdoor Warning System (Public Alert System - PAS) Follow-Up	PD	0:20
		<b>Total Meeting Time</b>		<b>2:45</b>
<b>June 29, 2015</b>				
<b>STUDY SESSION</b>		Reports	CMO	0:15
<b>DISCUSSION</b>	15-311	Tower Road Update	PW	0:30
	15-282	Presentation of the 2014 Comprehensive Annual Financial Report (CAFR)	FD	0:30
	15-319	Administration Update	CMO	0:30
	15-323	Recreation Center Workshop	CMO	1:30
		<b>Total Meeting Time</b>		<b>3:15</b>

City Council Work Schedule				
Date	Item	Description	Dept.	Time
<b>July 6, 2015</b>				
<b>REGULAR</b>		Call to Order; Pledge; Audience Intro; Citizen Comm; Minutes; Reports		1:00
<b>PROC &amp; RECOGNITION</b>	Proc 15-20	Parks & Recreation Month Proclamation	PRG	0:05
<b>CONSENT</b>	Z-923-15	Scott Josifek; Rezone from C-3 to R-1; 6310 Poplar St (1st reading June 1st)	CD	<b>0:05</b>
	Ord 2056	Grant Recognition - Tony Grampas Youth Services - \$79,199 (1st reading June 1)	FD	n/a
	Ord 2057	Grant Recognition - Adams County Open Space - \$149,609 (1st reading June 1)	FD	n/a
	Ord 2058	Grant Recognition - Adams County Open Space - \$359,450 (1st reading June 1)	FD	n/a
	Ord 2059	Grant Recognition - CDBG Derby Rehab - \$165,000 (1st reading June 15)	FD	n/a
	Res 2015-65	Approve Easement for North Metro Rail Line	PW	n/a
<b>PUB HEARING</b>	AN-235-15	An Ordinance approving the annexation of Commerce Place (2nd reading Aug 3)	CD	0:10
	Z-922-15	Marty Farms LLLP; Amendment to zoning for Tracts A and F from I-1, I-2 with restrictions, and I-3 to an I-2 zoning designation. (2nd reading Aug 3)	CD	0:15
	Z-204-79-15	Zone Change from AG to PUBLIC; 8600 Rosemary St (2nd reading Aug 3)	CD	0:15
<b>RESOLUTION</b>	Res 2015-45	Resolution Making Findings of Fact for Annexation AN-235-15	CD	0:10
	Res 2015-31	Resolution in Support of Business Incentives for Project Proteo	ED	0:15
	Res 2015-32	Resolution in Support of Business Incentives for Project Wheels	ED	0:15
	Res 2015-47	Resolution Approving the Renewal of the CDBG IGA with Adams County	FD	0:05
	Res 2015-61	Resolution to approve the recertification of the Enterprise Zone	CMO	
	Res 2015-65	Amendment to Council Policy #CP-12	PRG	0:10
<b>ORD 1ST READING</b>	Ord 2060	Ordinance on construction defects (2nd reading Aug 3)	COMM	0:15
	Ord 2063	Grant Recognition - CDOT DUI - \$15,128 (2nd reading Aug 3)	FD	0:05
<b>PRESENTATION</b>				
<b>ADMIN BUSINESS</b>				0:15
			<b>Total Meeting Time</b>	<b>3:20</b>
<b>July 13, 2015</b>				
<b>STUDY SESSION</b>		Reports	CMO	0:15
<b>DISCUSSION</b>	15-227	Discussion of potential ballot measures for November 2015 municipal election	COMM	0:30
	15-232	Preliminary Budget Session: Overview, Revenue & CIPP Discussion	FD	0:30
	15-154	Potential I-76 Annexation	CD	0:30
	15-115	Youth Sports Presentation	PRG	1:00
	15-326	City of Brighton 120th Avenue IGA	CMO	0:30
			<b>Total Meeting Time</b>	<b>3:15</b>
<b>July 20, 2015</b>				
<b>REGULAR</b>		Call to Order; Pledge; Audience Intro; Citizen Comm; Minutes; Reports		1:00
<b>PROC &amp; RECOGNITION</b>				
<b>CONSENT</b>				
<b>PUB HEARING</b>	CU-111-15	UPS Ground Freight; CUP for expansion of transportation terminal at 5300 E. 56th Ave	CD	0:20
	Res 2015-50	UPS Ground Freight; Final plat to create single lot; 5300 E. 56th Ave	CD	0:05
	CU-106-14-15	Amendment to Conditional Use Permit; 5601 Holly St.	CD	0:15
	Res 2015-51	Old Dominion; Consolidation of 4 lots into 1; 5601 Holly St	CD	0:05
	Z-925-15	Old Dominion; Zone change from I-2 to I-1; Parcel No. 182307400027 (2nd reading Aug 3 - fast-track)	CD	0:10
<b>RESOLUTION</b>	Res 2015-54	A Resolution Approving a Settlement Agreement of Jail Litigation	CA	0:10
<b>ORD 1ST READING</b>				
<b>PRESENTATION</b>	Pres 15-293	NATE	CD	
	Pres 15-347	US 85 Planning and Environmental Linkage Study Update	PW	0:30
<b>ADMIN BUSINESS</b>				0:15
			<b>Total Meeting Time</b>	<b>2:50</b>

City Council Work Schedule				
Date	Item	Description	Dept.	Time
<b>July 20, 2015</b>				
<b>URA MEETING</b>		Call to Order; Pledge; Audience Intro; Citizen Comm; Minutes; Reports		1:00
<b>EXECUTIVE SESSION</b>				
			<b>Total Meeting Time</b>	<b>1:00</b>
<b>July 27, 2015</b>				
<b>STUDY SESSION</b>		Reports	CMO	0:15
<b>DISCUSSION</b>	15-258	Joint City Council and Housing Authority Board Meeting	CD	1:00
	15-274	Parks, Recreation & Golf Advisory Committee Overview	PRG	0:30
	15-165	Historic Preservation Ordinance Preliminary Discussion	CD	0:30
	15-152	LDC Amendments Telecommunication Structures	CD	0:30
	15-318	Highway 2 Widening Project Design Elements Discussion	PW	0:30
			<b>Total Meeting Time</b>	<b>3:15</b>
<b>August 3, 2015</b>				
<b>REGULAR</b>		Call to Order; Pledge; Audience Intro; Citizen Comm; Minutes; Reports		1:00
<b>PROC &amp; RECOGNITION</b>				
<b>CONSENT</b>	AN-235-15	An Ordinance approving the annexation of Commerce Place (1st reading July 6)	CD	0:05
	Z-922-15	Marty Farms LLLP; Amendment to zoning for Tracts A and F from I-1, I-2 with restrictions, and I-3 to an I-2 zoning designation. (1st reading July 6)	CD	n/a
	Z-204-79-15	Zone Change from AG to PUBLIC; 8600 Rosemary St (1st reading July 6)	CD	n/a
	Z-925-15	Old Dominion; Zone change from I-2 to I-1; Parcel No. 182307400027 (1st reading Jul 20 - fast-track)	CD	n/a
	Ord 2060	Ordinance on construction defects (1st reading July 6)	COMM	n/a
	Ord 2063	Grant Recognition - CDOT DUI - \$15,128 (1st reading July 6)	FD	n/a
	Res 2015-66	Award of Contract - 104th Avenue Concrete Panel Repair	FD	n/a
	Res 2015-67	Award of Contract - Pena Boulevard at Tower Road On-ramp Design	FD	n/a
<b>PUB HEARING</b>				
<b>RESOLUTION</b>				
<b>ORD 1ST READING</b>				
<b>PRESENTATION</b>	15-88	2015 2nd Quarter Work Plan Update	CMO	0:30
	15-90	Capital Program Update	CMO	0:30
	15-233	Preliminary Budget Session: CMO Recommendation on Department Requests	FD	0:30
<b>ADMIN BUSINESS</b>				0:15
			<b>Total Meeting Time</b>	<b>2:50</b>
<b>August 10, 2015</b>				
<b>STUDY SESSION</b>		Reports	CMO	0:15
<b>DISCUSSION</b>	15-235	Budget Presentations: PR/GOLF, HR, PD	FD	2:00
	15-236	Budget Presentation: 2016 CIPP Requests and Recommendations	FD	0:30
	15-234	Budget Presentations: CMO, CD, IT, Legal, PW, FD	FD	2:00
			<b>Total Meeting Time</b>	<b>4:45</b>
<b>August 17, 2015</b>				
<b>REGULAR</b>		Call to Order; Pledge; Audience Intro; Citizen Comm; Minutes; Reports		1:00
<b>PROC &amp; RECOGNITION</b>				
<b>CONSENT</b>				
<b>PUB HEARING</b>				
<b>RESOLUTION</b>				
<b>ORD 1ST READING</b>				
<b>PRESENTATION</b>				
<b>ADMIN BUSINESS</b>				0:15
			<b>Total Meeting Time</b>	<b>1:15</b>
<b>August 24, 2015</b>				
<b>Annual Budget Retreat</b>				
<b>STUDY SESSION</b>		Reports	CMO	0:15
<b>DISCUSSION</b>	15-237	Budget Presentation - City Manager's Proposals	FD	6:00
	15-131	2014 Comprehensive Plan Indicators Report	CD	0:30
			<b>Total Meeting Time</b>	<b>6:45</b>