

**CITY OF WHEAT RIDGE, COLORADO
INTRODUCED BY COUNCIL MEMBER HOPPE
COUNCIL BILL NO. 18
ORDINANCE NO. 1677
Series 2019**

TITLE: AN ORDINANCE AMENDING SECTIONS 2-30, 2-31, AND 2-32 OF THE WHEAT RIDGE CODE OF LAWS, CONCERNING THE DUTIES OF THE CHIEF OF POLICE, PUBLIC WORKS DIRECTOR AND COMMUNITY DEVELOPMENT DIRECTOR AND AUTHORIZING CHANGES TO THE CITY'S ORGANIZATIONAL CHART

WHEREAS, the City of Wheat Ridge (the "City") is a home rule municipality having all powers conferred by Article XX of the Colorado Constitution; and

WHEREAS, pursuant to its home rule authority and § 31-23-101, C.R.S., the City, acting through its City Council (the "Council"), is authorized to adopt ordinances for the protection of the public health, safety or welfare and therefore has adopted the Wheat Ridge Code of Laws (the "Code"); and

WHEREAS, the Wheat Ridge Charter §3.5 provides that the Council may, by ordinance, establish, consolidate and/or merge City departments and that each such department shall be under the supervision of a department head appointed by the city manager; and

WHEREAS, the Council has previously codified ordinances describing the duties of the chief of police, the public works director, and the community development director; and

WHEREAS, the Council now wishes to amend the Code to revise the official duties of the afore-mentioned department heads;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WHEAT RIDGE, COLORADO:

Section 1. Section 2-30 of the Wheat Ridge Code of Laws concerning the duties of the chief of police is hereby amended by the addition of the following subsection, as follows:

Sec. 2-30. Duties of chief of police.

- (16) ORGANIZING AND DIRECTING THE CITY'S CODE ENFORCEMENT PROGRAM TO INCLUDE NUISANCE ABATEMENT, COMPLAINTS, SIGN CONTROL AND BUILDING OCCUPANCY ENFORCEMENT STANDARDS.

Section 2. Section 2-31 of the Wheat Ridge Code of Laws concerning the duties of the public works director is hereby amended, as follows:

Sec. 2-31. Duties of director of public works.

The director of public works under the immediate supervision of the city manager to perform the following functions:

- (1) COORDINATING UTILITY CONSTRUCTION PROGRAMS IN PUBLIC RIGHTS OF WAY. ~~Planning, organizing, supervising and performing of professional engineering in the design of streets, traffic signals, sidewalks, curb and gutter, drainage systems, bridges, culverts and other city structures and coordination of utility construction programs.~~
- (2) Preparing estimates and contract specifications and provisions for APPLICABLE city-contracted construction work.
- (3) Providing coordination and consultation regarding all proposed construction projects affecting the city.
- ~~(4) Supplying details relating to formation, construction and assessments associated with special public improvement districts.~~
- ~~(4)(5) Reviewing and approving deeds, property descriptions, subdivision plans and preparing specifications for public works improvements in subdivision development including the inspection and acceptance of such work.~~ INSPECTING CONSTRUCTION OF, AND ACCEPTING, NEW PUBLIC RIGHT OF WAY IMPROVEMENTS.
- ~~(6) Maintaining of map files and related records and surveying as required to maintain an accurate inventory of city property.~~
- ~~(7) Performing engineering services for other city departments when requested.~~
- ~~(8) Recommending and approving design, materials and processes proposed in connection with major repairs and new construction.~~
- (5) Preparation of supporting data as required to support highway users tax funds when needed by the city treasurer.
- ~~(10) Preparing traffic control studies, planning, design and installation.~~
- (6) INSTALLING, REPAIRING AND MAINTAINING MUNICIPAL TRAFFIC SIGNALS AND SIGNS.

- (7)** PLANNING AND REVIEWING OF ANNUAL PURCHASE OF CITY VEHICLES AND MOTORIZED EQUIPMENT.
- (8)** REPAIRING AND maintaining of all city vehicles and other motorized equipment.
- (9)** Planning, organizing and directing the maintenance, repair and cleaning of city streets and rights-of-way and related facilities, including storm drainage, STREET AND PEDESTRIAN LIGHTING, BRIDGES, alleys, SIDEWALKS, gutters, ~~parkways~~ and miscellaneous non-park public property.
- (10)** DIRECTING THE IMPLEMENTATION OF THE CITY'S SNOW AND ICE CONTROL POLICIES AND PROCEDURES
- (11)** Supervising street-lighting ~~programs and~~ installations, REPAIRS AND MAINTENANCE.
- (12)** Making or directing necessary field inspections of all municipal and private construction and repair work and issuing permits for same, as applicable.
- (13)** COORDINATING AND APPROVING SPECIAL EVENT APPLICATIONS AS THEY PERTAIN TO PUBLIC WORKS DEPARTMENT REQUIREMENTS.
- (14)** PROVIDING UNDERGROUND LOCATING SERVICES FOR THE CITY'S STORM SEWER UTILITIES AND ELECTRICAL CONDUITS FOR TRAFFIC SIGNALS.
- (15)** MAINTAINING ACCURATE INPUT/OUTPUT OF PUBLIC WORKS DEPARTMENT RELATED DATA INTO THE CITY'S ASSET MANAGEMENT SYSTEM.
- (16)** SUSTAINING PROFESSIONAL FIRST RESPONDER CAPABILITIES TO EMERGENCY EVENTS INVOLVING THE PUBLIC WORKS DEPARTMENT
- (17)** Preparing, justifying AND MANAGING the budget of the public works department.

Section 3. Section 2-32 of the Wheat Ridge Code of Laws concerning the duties of the community development director is hereby amended, as follows:

Sec. 2-32. - Duties of director of community development.

The director of community development works under the immediate supervision of the city manager to perform the following functions:

- (1) Providing professional advice and guidance to the city council and planning commission on all matters relating to planning and zoning.
- (2) Providing professional advice and guidance to the board of adjustment.
- (3) Presenting the findings and decisions of the city planning commission to the city council.
- (4) Reviewing and checking of all matters relating to proposed annexations and making recommendations thereto.
- (5) Reviewing and checking subdivision plans in preliminary and final form and assigning addresses in platted and unplatted areas.
- (6) In coordination with the city engineer, reviewing all matters relating to city streets, easements, rights-of-way and changes of street names and preparing information for any required ordinances relating thereto.
- (7) Reviewing all rezoning applications, both in the city and within the city planning area and making recommendations to the city planning commission relating thereto.
- (8) Reviewing and processing all petitions relating to assigned functions.
- (9) Preparing and presenting special commission and task force reports.
- (10) Developing and maintaining the city comprehensive.
- (11) Developing city long-range planning, including land-use planning, physical development of the city and community, and developing and implementing state and federal grant programs relating to assigned functions.
- (12) Maintenance of files and a library as required to support all functions and to provide prompt assistance to both public and private agencies and individuals concerned with physical development of the city and area.

- (13) Inspecting all new construction in the city, including additions to structures.
- (14) Checking the plans for building construction.
- (15) Providing public information on building safety and construction regulations.
- (16) Checking the quality of construction material.
- (17) Determining the qualification of contractors for licenses.
- ~~(18) Organizing and directing the city's code enforcement program to include nuisance abatement, complaints, sign control and building occupancy standards.~~

~~(18)~~(19) Coordinating the submission of federal or state grants.

~~(19)~~(20) PLANNING, ORGANIZING, SUPERVISING AND PERFORMING OF PROFESSIONAL ENGINEERING IN THE DESIGN OF STREETS, TRAFFIC SIGNALS, SIDEWALKS, CURB AND GUTTER, DRAINAGE SYSTEMS, BRIDGES, CULVERTS AND OTHER CITY STRUCTURES AND COORDINATION OF UTILITY CONSTRUCTION PROGRAMS.

~~(20)~~(21) PREPARING ESTIMATES AND CONTRACT SPECIFICATIONS AND PROVISIONS FOR APPLICABLE CITY-CONTRACTED CONSTRUCTION WORK.

(21) PROVIDING COORDINATION AND CONSULTATION REGARDING ALL PROPOSED CONSTRUCTION PROJECTS AFFECTING THE CITY.

(22) SUPPLYING DETAILS RELATING TO FORMATION, CONSTRUCTION AND ASSESSMENTS ASSOCIATED WITH SPECIAL PUBLIC IMPROVEMENT DISTRICTS.

(23) REVIEWING AND APPROVING DEEDS, PROPERTY DESCRIPTIONS, SUBDIVISION PLANS AND PREPARING SPECIFICATIONS FOR PUBLIC WORKS IMPROVEMENTS IN SUBDIVISION DEVELOPMENT.

(24) MAINTAINING OF MAP FILES AND RELATED RECORDS AND SURVEYING AS REQUIRED TO MAINTAIN AN ACCURATE INVENTORY OF CITY PROPERTY.

- (25) PERFORMING ENGINEERING SERVICES FOR OTHER CITY DEPARTMENTS WHEN REQUESTED.
- (26) RECOMMENDING AND APPROVING DESIGN, MATERIALS AND PROCESSES PROPOSED IN CONNECTION WITH MAJOR REPAIRS AND NEW CONSTRUCTION.
- (27) PREPARATION OF SUPPORTING DATA AS REQUIRED TO SUPPORT HIGHWAY USERS TAX FUNDS WHEN NEEDED BY THE CITY.
- (28) PREPARING TRAFFIC-CONTROL STUDIES, PLANNING, DESIGN AND COORDINATE INSTALLATION.
- (29) PREPARING, JUSTIFYING AND MANAGING THE BUDGET OF THE COMMUNITY DEVELOPMENT DEPARTMENT.

Section 4. The city manager is authorized to adjust the city's organizational chart, if necessary, to reflect the changes provided for herein.

Section 5. Severability, Conflicting Ordinances Repealed. If any section, subsection or clause of this Ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections and clauses shall not be affected thereby. All other ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 6. Effective Date. This Ordinance shall take effect immediately after final publication, as provided by Section 5.11 of the Charter.

INTRODUCED, READ, AND ADOPTED on first reading by a vote of 5 to 1 on this 28th day of October, 2019, ordered published in full in a newspaper of general circulation in the City of Wheat Ridge, and Public Hearing and consideration on final passage set for November 25, 2019 at 7:00 p.m., in the Council Chambers, 7500 West 29th Avenue, Wheat Ridge, Colorado.

READ, ADOPTED AND ORDERED PUBLISHED on second and final reading by a vote of ___ to ___, this 25th day of November 2019.

SIGNED by the Mayor on this 25th day of November, 2019.

Bud Starker, Mayor

ATTEST:

Steve Kirkpatrick, City Clerk

Robin Eaton, Deputy City Clerk

Approved as to Form:

Gerald E. Dahl, City Attorney

First Publication: October 31, 2019

Wheat Ridge Transcript

Second Publication: ~~November 28, 2019~~ *November 27, 2019*

Effective Date: ~~November 28, 2019~~ *November 27, 2019*

Published:

Denver Post and www.ci.wheatridge.co.us

