

**RESOLUTION NO. 1876**

**A RESOLUTION OF THE GOLDEN CITY COUNCIL  
ADOPTING GOVERNING POLICIES**

WHEREAS, the Golden City Council has studied the Carver Governance Model with the assistance of a trained and experienced consultant; and

WHEREAS, Council has developed the attached Governing Policies, which it believes are consistent with the Golden City Charter; and

WHEREAS, the attached policies provide additional guidance to Council and staff; and

WHEREAS, Council recognizes that it still has more work to do to completely develop its Ends policies.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDEN, COLORADO:

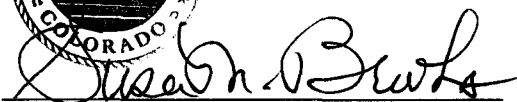
Section 1. City Council hereby adopts and agrees to be bound by the attached Governing Policies of City Council.

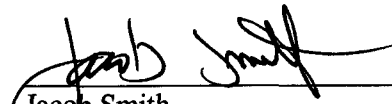
Section 2. From time to time Council will review and amend these policies as needed.

Section 3. Council will commit to further develop its Ends policies in accordance with the Carver Governance Model.


Adopted this 12th day of June, 2008.



  
Susan M. Brooks, MMC  
City Clerk

  
Jacob Smith  
Mayor

Approved as to form:

  
David S. Williamson  
City Attorney

I, Susan M. Brooks, City Clerk of the City of Golden, Colorado, do hereby certify that the foregoing is a true copy of a certain Resolution adopted by the City Council of the City of Golden, Colorado at a rescheduled regular business meeting thereof held on the 12th day of June, A.D., 2008.



ATTEST:

A handwritten signature in cursive script, reading "Susan M. Brooks", written over a horizontal line.

Susan M. Brooks, City Clerk of the City of  
Golden, Colorado



## Council Memorandum

**For:** The Honorable Mayor and City Council  
**From:** Mike Bestor, City Manager *MB*  
**Date:** October 23, 2008  
**Re:** Governing Policies Report – October

As required by your Governing Policies, I am pleased to report to you on compliance with the following policies:

### A. Policy 2.3 – Financial Condition and Activities

*With respect to financial condition and activities, the City Manager shall not cause or allow the development of fiscal jeopardy, or expenditure of funds not in accordance with the Council's Ends policies.*

*Accordingly, the City Manager shall not:*

- 1. Expend more funds than have been appropriated.*
- 2. Use any long-term reserves or special revenue funds for other than intended purposes.*
- 3. Allow fund balances below the limits set forth in Council's adopted fund balance policy.*
- 4. Fail to settle payroll obligations and payables in a timely manner.*
- 5. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.*
- 6. Authorize expenditures that exceed the spending limits adopted by Council resolution.*
- 7. Assuming equality of products or service, fail to give Golden merchants consideration if the difference in price is within 5% of the total purchase price.*
- 8. Fail to aggressively pursue material receivables after a reasonable grace period.*
- 9. Settle individual claims for damages arising from a single occurrence in an aggregate amount in excess of \$100,000 without first informing the Council.*
- 10. Fail to maintain systems of financial accounting and auditing in accordance with generally accepted accounting principles.*
- 11. Acquire, encumber, lease or dispose of real property, including water rights.*

We are in compliance on all items and you have received quarterly financial reports from Jeff on a timely basis.

**B. Policy 2.4 Asset Protection**

*The City Manager shall not allow city assets to be unprotected, inadequately maintained or unnecessarily risked.*

*Accordingly, he or she shall not:*

1. *Fail to have in place a Risk Management Program which insures adequately against property losses and insures against liability losses to Council members, staff and the City of Golden to the amount legally obligated to pay.*
2. *Permit any public official or employee of the City of Golden to enter upon the duties of his/her office or position without being bonded, at the expense of the City.*
3. *Subject city facilities and equipment to improper wear and tear or insufficient maintenance.*
4. *Fail to have in place a process for appraisal and de-acquisition of city assets.*
5. *Fail to employ risk management practices to minimize exposure of the City, Council or staff to claims of liability.*
6. *Receive, process or disburse funds under controls insufficient to meet the Council-appointed auditor's standards (as set forth in Management Letter and/or other correspondence).*
7. *Allow any purchase wherein normally prudent protection has not been given against conflict of interest*
8. *Allow a purchase in a manner that violates Council's current resolution establishing purchasing thresholds.*
9. *Allow orders to be split to circumvent the spending authority outlined in #8 above.*
10. *Fail to protect intellectual property, information and files from loss, improper access or significant damage.*
  - A. *The City Manager shall not fail to maintain records in a manner consistent with a Records Retention Schedule established in accordance with recommendations from the City Attorney.*
11. *Compromise the independence of the Council's auditor or other external monitoring or advice, such as by engaging parties already chosen by the Council as consultants or advisers.*
12. *Endanger city government's public image, its credibility, or its ability to accomplish Ends.*

We are in compliance with all of these requirements. I have previously reported to you on our safety and risk management practices. Earlier this year you received a copy of our latest purchasing policy. Please let me know what additional information you desire.

I am attaching a copy of our recently completed CIRSA property audit. This is an annual loss control inspection by the professional staff of our state-wide insurance pool.

If you want, we could schedule a meeting with our CIRSA representative to discuss the City's loss coverage program.

**C. Policy 2.7 Emergency City Manager Succession**

*In order to protect the Council from sudden loss of City Manager services, the City Manager shall not fail to ensure that at least two (2) other members of the management team are sufficiently familiar with Council and City Manager issues and processes to take over with reasonable proficiency as an acting city manager, as may be appointed by Council.*

1. *In non-emergency situations (e.g. City Manager travel, vacation, etc.) the CM may not fail to designate a staff member to act on his/her behalf in such absence, and to notify Council and appropriate staff of such designation.*
2. *The City Manager shall not fail to have an Emergency Succession Plan.*

Dan Hartman and Steve Glueck (in that order) are sufficiently knowledgeable and prepared to take over as Acting City Manager should the need arise.

Whenever I leave town, various Department Heads are designated as Acting City Manager.

**D. Policy 2.8 Council Awareness and Support**

*The City Manager shall not cause or allow the Council to be uninformed or unsupported in its work.*

*Accordingly, the City Manager shall not:*

1. *Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Council.*
2. *Neglect to submit monitoring data required by the Council (see policy on Monitoring Council Performance in Council/Staff Linkage) in a timely, complete, accurate, and understandable fashion, directly addressing provisions of Council policies being monitored.*
3. *Let the Council be unaware of significant incidental information, such as anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal/organizational changes. Notification of planned internal changes is to be provided in advance, when feasible.*
4. *Fail to inform the Council if, in the City Manager's opinion, the Council is not in compliance with its own policies on Governance Process and Council/Staff Linkage, particularly in the case of Council or Councilor behavior that is detrimental to the*

*work relationship between the Council and the City Manager.*

5. *Fail to provide Council with objective decision preparation. Staff recommendations, when presented, must include as many staff and diverse points of view, issues and options as needed for informed Council decisions on major policy issues.*
6. *Present information in unnecessarily complex or lengthy form, or in a form that fails to differentiate among information of three types:*
  - A. *Monitoring*
  - B. *Decision preparation (or "action item"); and*
  - C. *Incidental/"FYI."*
7. *Fail to provide support for official Council, Council committee or officer communications and functions.*
8. *Fail to deal with the Council as a whole, except when:*
  - A. *Fulfilling reasonable individual requests for information, or*
  - B. *Responding to officers, committees or individuals duly charged by the Council.*
9. *Fail to supply for the Councils, Consent Agenda, along with applicable monitoring information, all decisions delegated to the City Manager yet required by law, regulation or third-party to be Council- approved.*

I believe we are in compliance with these provisions but need feedback from you on what additional information you desire.



City of  
Golden

911 10<sup>TH</sup> ST. GOLDEN, CO 80401  
TEL: 303-384-8000  
FAX: 303-384-8001  
WWW.CITYOFGOLDEN.NET

## Memo

**To:** Management Team / Safety Committee  
Anne Beierle  
Paul Burkholder  
John Garavaglia  
Jim Hajek  
Keith Isenberger  
Steve Kurtz  
Les Major  
Chad Meinert  
Greg Mortimer  
Noy Sparks

**CC:** Mark Dodge, Astor House, Clear Creek History Park

**From:** Denise Hish

**Date:** October 21, 2008

**Re:** 2008 CIRSA Property Audit

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Bob Pomeroy, CIRSA, visited the City on September 30 and October 1 to conduct the annual property survey. His surveys are conducted each year to find preventative actions that the City can take to eliminate potential safety hazards. Once again, we had a really good audit with mostly minor finds. Many areas were in such good shape that Bob wasn't able to find any problems. Great job everyone!

Our next step is to respond to each of his comments and recommendations. Our responses can be short and simple. The longer responses will be for those recommendations that we chose *not* to implement. I've put names by each section of those people I will look to, to coordinate a response. Please send your comments and any other information to me. E-mail, handwritten, memo or any other format you choose is fine.

Please send your responses to me no later than November 14. If you have any questions, comments, or concerns, please give me a call.

October 7, 2008

Denise Hish  
Administrative Assistant to the City Manager  
City of Golden  
911 10<sup>th</sup> Street  
Golden, CO 80401

Dear Denise:

This letter is a follow up to the Property Survey I conducted on September 30 and October 1, 2008. I would like to thank you and the rest of the participating staff for your time and courtesy extended to me during the survey.

Year to date in 2008, the city has reported 35 Workers' Compensation (WC) claims (11 of which are still open) with net incurred cost of \$81,929. There has been 18 Property/Casualty (PC) claims reported year to date (2 of which are still open) with total net incurred costs of \$88,607.

As a result of the survey, the attached recommendations were developed for your consideration and action to correct.

Please send your written response to the attached recommendations within 60 days of receiving this letter. It is not necessary that corrective action be taken on all recommendations prior to responding to this letter. Your response earns credit on the Loss Control Standards Audit.

If you have any questions, or if I can be of any assistance, please contact me.

Sincerely,

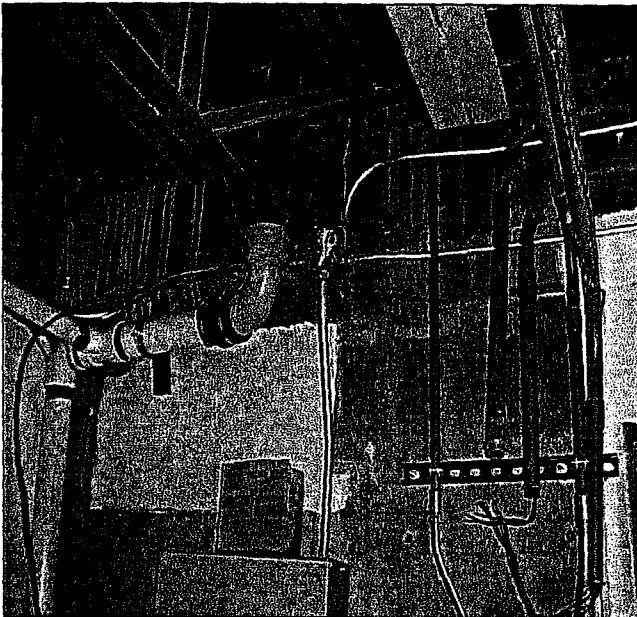
Bob Pomeroy  
Senior Loss Control Representative





## Loss Control Property Survey Recommendations

Municipality: Golden	Loss Control Rep: Bob Pomeroy	Survey Date: 9/30-10/1/08
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**2008-1: Water Plant - Ashley Dalton**  
 Thickener Building - Replace the missing junction box cover and do not block access to the electrical panels. A three foot clear space in front of, and access to the panels should be maintained.

Response: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2008-2: New Parking Garage - Mark Heller**

There was a light out and broken beer bottles in the parking area. The elevator and the light in the sprinkler riser valve room were not operational. The management company (or the Town) needs to make more frequent documented inspections of the facility to ensure the facility is maintained.

Response: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2008-3: General - Keith Iseberger**

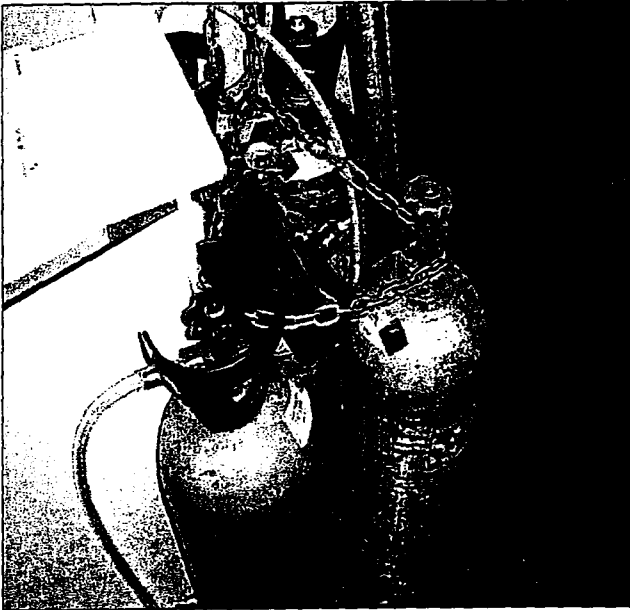
There were numerous "loaner" fire extinguishers in facilities (but not all fire extinguishers were loaners) throughout the town. In the kitchen at the golf course an ABC rated loaner was left next to the fryer, where a K code extinguisher is needed. According to staff the loaners have been there for several weeks. Get with the company that is servicing your fire extinguishers to set up servicing criteria, i.e. when town owned extinguishers will be returned when removed from a facility, that loaners are hung where the originals are removed and that the proper class extinguisher is left for the exposure.

Response: \_\_\_\_\_  
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 \_\_\_\_\_

Municipality: Golden

Loss Control Rep: Bob Pomeroy

Survey Date: 9/30-10/1/08



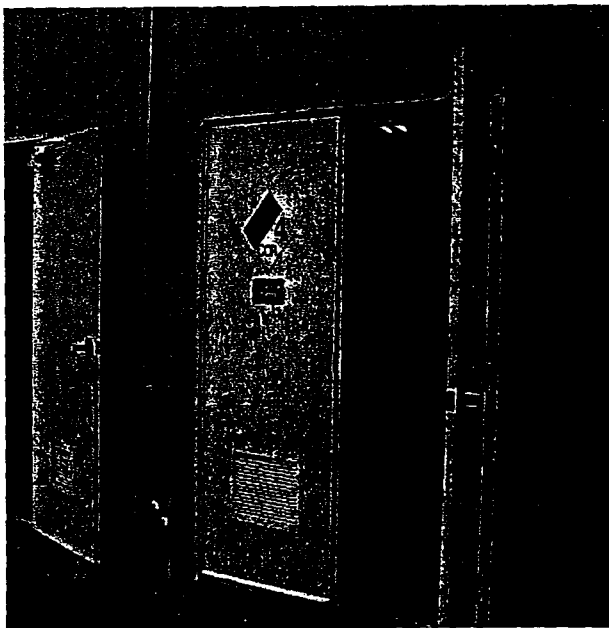
2008-4: Fossil Trace Golf Course - *Jim Hajek*  
Kitchen - The chain used to prevent the compressed gas bottles from toppling should be wrapped around the body of the bottles, not the brass valve. Repeat. Picture is from 2007.

For these small bottles a storage rack would probably function better.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2008-5: Fossil Trace Golf Course - *Jim Hajek*  
Replace/repair the inoperable emergency lighting unit in the stairway leading from the kitchen to the cart garage. Repeat.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



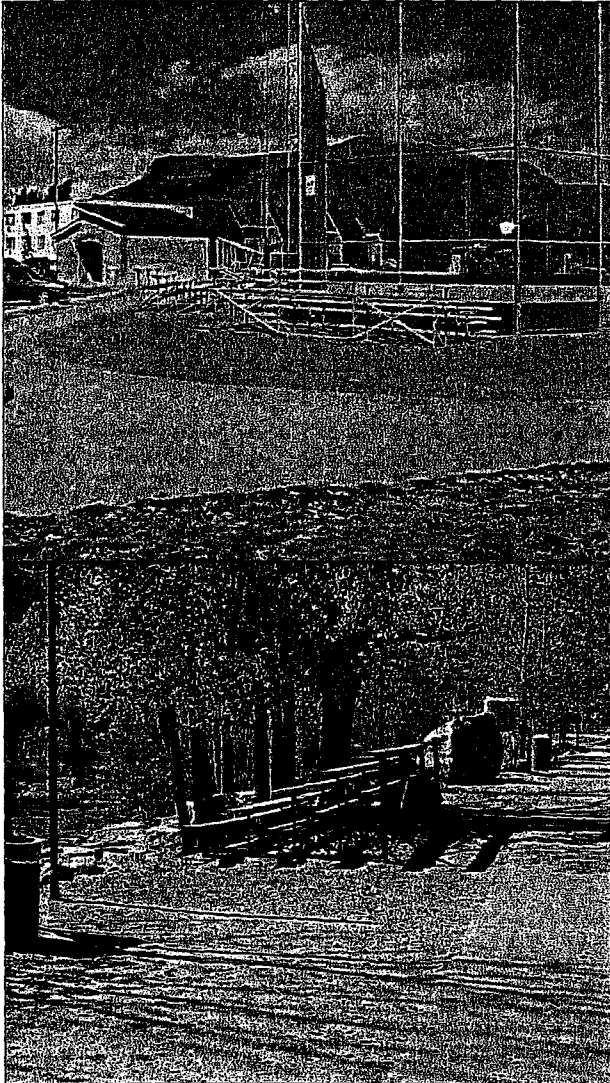
2008-6: Fossil Trace Golf Course Shop - *Toy Sparks*  
If the hazard, for which this placard was originally installed on the door of the chemical storage room, does not still exist, remove the placard. The placard, if not needed, could delay emergency response in the event of a fire. Repeat. The door on the left is placarded, but at this time has hand-held landscape tools stored inside.

Also, install GFCIs outlets to the left of the utility sink.

Response: \_\_\_\_\_  
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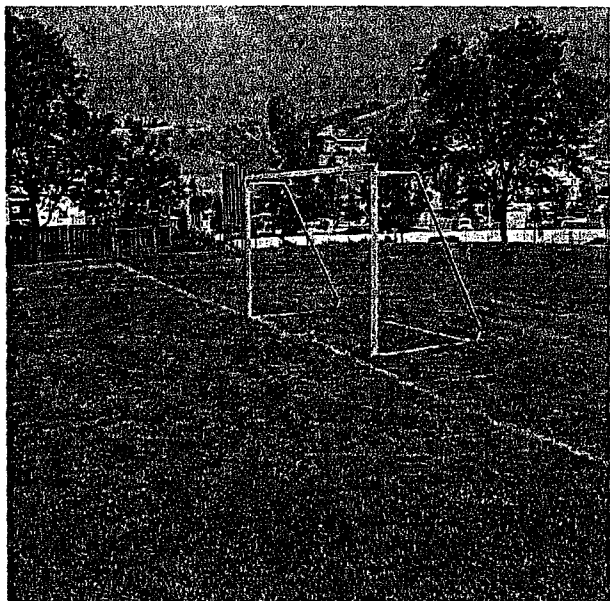
2008-7: Golf Course - *Toy Sparks*  
There should be hazard warning signage on the old strip mining equipment located on the west side of the course.

Response: \_\_\_\_\_  
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\_\_\_\_\_



**2008-8: General - Paul Burkholder**  
All bleachers with a fall height over 30 inches should be updated with adequate fall protection. Please refer to the U.S. Consumer Products Safety Commission's published guidelines for bleachers at: [www.cpsc.gov/cpsc/pub/pubs/330.pdf](http://www.cpsc.gov/cpsc/pub/pubs/330.pdf)  
Repeat. (Pictures are from the 2006 survey)

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**2008-9: General - Soccer Fields - Paul Burkholder**  
Soccer goals at all municipal parks where they are placed should be secured from toppling. Please refer to the Consumer Product Safety Commission's guidelines on soccer goals. Repeat.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipality: Golden

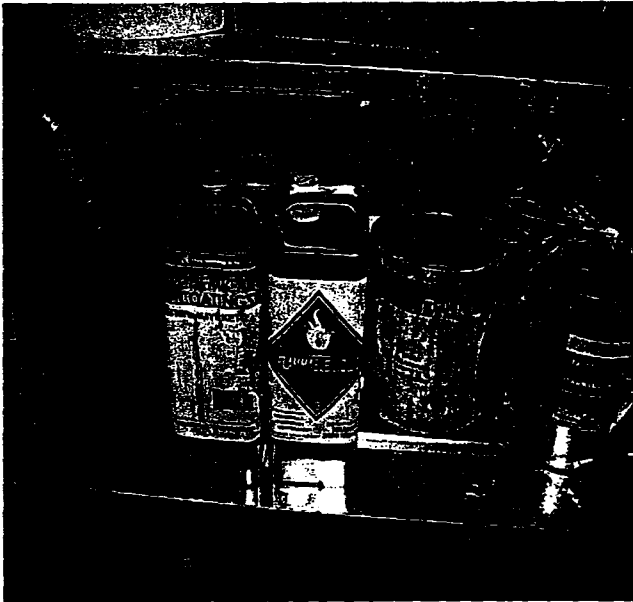
Loss Control Rep: Bob Pomeroy

Survey Date: 9/30-10/1/08

**2008-10: Splash Water Park - Chad Meinert**

Ensure all backflow preventers at the facility are inspected by a qualified technician on an annual basis. The fire sprinkler riser valve in the pump/chemical building is past due for its inspection.

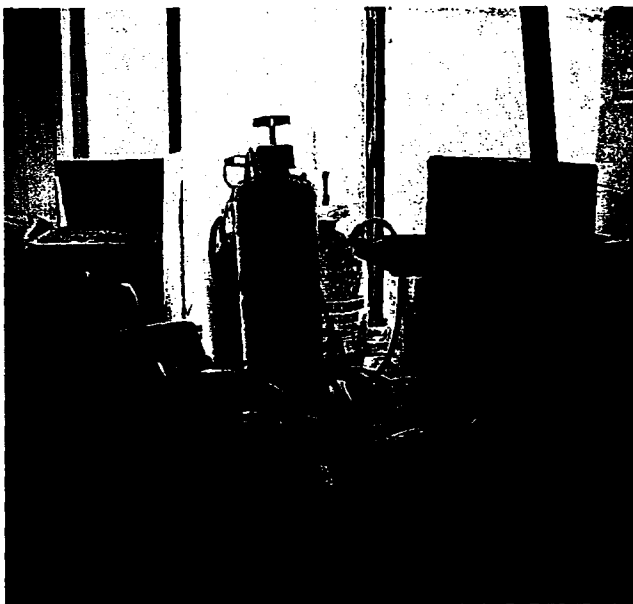
Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**2008-11: Splash Water Park - Chad Meinert**

Pump/Chemical Building - Determine if MEK and Toluene are needed in the current operation and maintenance of the pool. If not, properly dispose of these hazardous chemicals. If so, determine if other less hazardous chemicals could be substituted.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**2008-12: Cemetery Shop - Paul Burkholder**

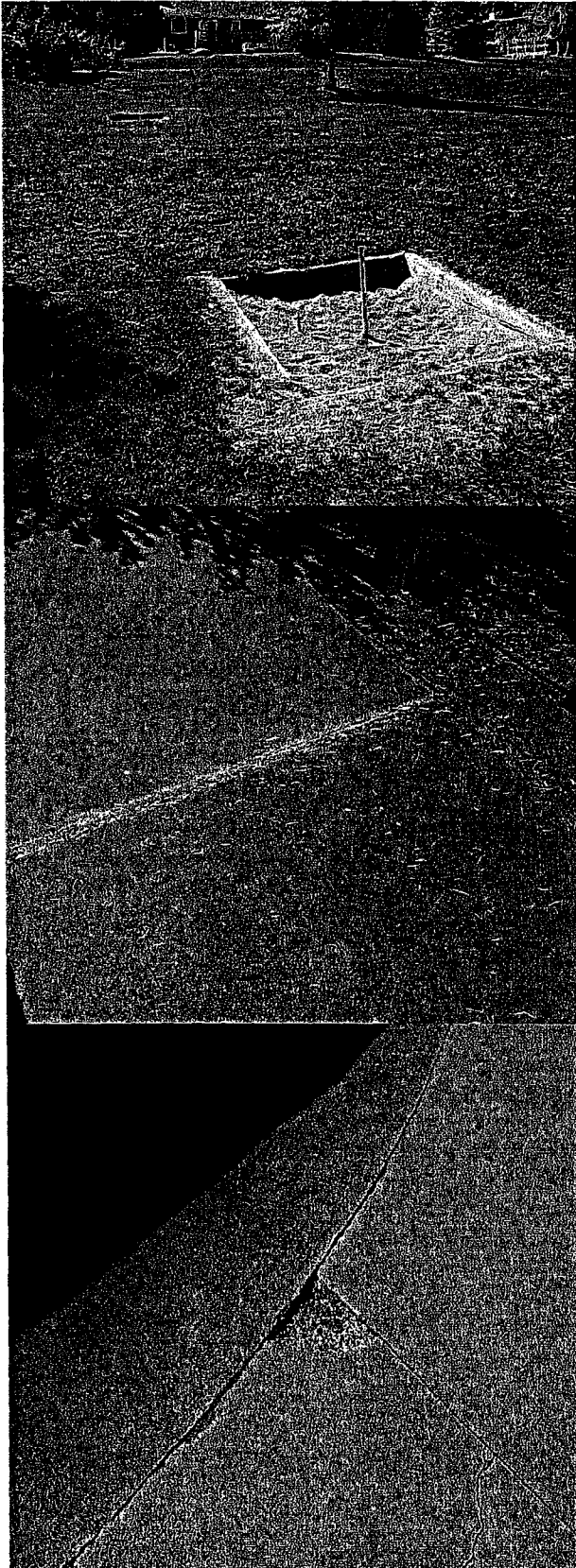
Properly dispose of the chemicals left over in the unmarked hand-held sprayers. All secondary containers should be clearly labeled as to their contents if the person who filled the container leaves it unattended.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2008-13: Grampas Park - Paul Burkholder**

We did not make it to this park this year due to road construction. Ensure all issues on the 2007 survey have been addressed.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2008-14: Golden Ridge Park/Playground - *Paul Burkholder*  
Install proper backboards on the horsehoe pits.

The heaving, cracking concrete sidewalks should be repaired/replaced. These are potential trip and fall hazards. Repeat.

Repair the damaged concrete in the skateboard park that could catch an inline or skateboard wheel and cause a rider to fall. Repeat.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipality: Golden

Loss Control Rep: Bob Pomeroy

Survey Date: 9/30/10/1/08

2008-15: Police Department - *John Garavaglia*

Sally Port - The fire extinguisher is past due for its annual inspection and the emergency lighting unit is not operational.

Response: \_\_\_\_\_

2008-16: Police Department - *John Garavaglia*

Place bio-hazard containers in the evidence and booking rooms.

Response: \_\_\_\_\_

2008-17: Police Department and Fire Stations - *John Garavaglia - Chris Brewer*

Personal hygiene items (bars of soap, wash cloths, towels, razors, loofahs etc.) should not be left in the shower area. These items should be stored in personal lockers. Bottles of soap, shampoo, conditioner, etc. can be left in the shower.

Response: \_\_\_\_\_

2008-18: Police Department - *John Garavaglia*

The eye wash stations should be cleaned and flushed on a routine basis to ensure they are ready to use.

Response: \_\_\_\_\_



2008-19: Pioneer History Park - *Mark Dodge*

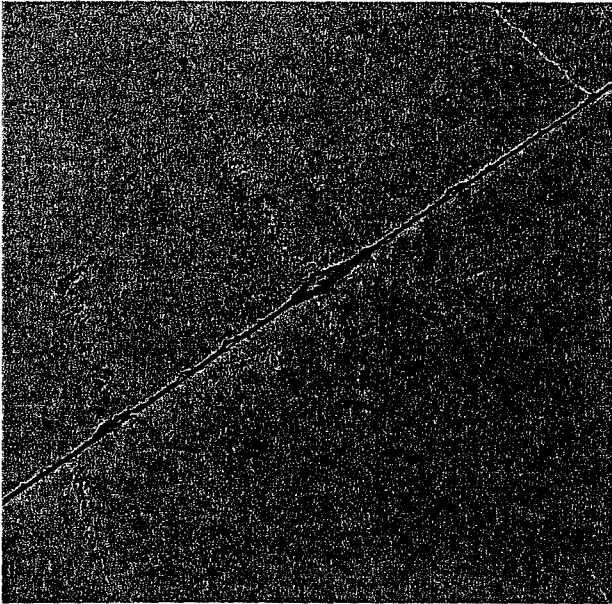
The rotted wood draw bar for the antique farm implement is an impalement hazard. The end of the bar is about 5 feet off of the ground. The bar should be removed or staked down. All equipment should be inspected for impalement, crush, nip, shear, etc. hazards before it is put on display. Moving parts should be made stationary with chains, bolts, tack welds, etc. to eliminate the hazard.

Response: \_\_\_\_\_

Municipality: Golden

Loss Control Rep: Bob Pomeroy

Survey Date: 9/30-10/1/08



2008-20: Ulysses Skateboard Park - *Paul Burkholder*

Repair the damaged concrete that could catch an inline or skateboard wheel and cause a rider to fall.

Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2008-21: Community Center - *Keith Isenberger*

A spray bottle of disinfectant cleaner was left out on the counter top in the child care room. When not in use potentially hazardous chemicals should be stored in a locked cabinet or stored in a janitor's closet.

Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2008-22: Community Center - *Keith Isenberger*

Install a fire extinguisher in the senior's area.

Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2008-23: Community Center - *Keith Isenberger*

The backflow preventer for the sprinkler riser valve needs to be inspected by a qualified technician on an annual basis.

Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2008-24: Community Center - *Keith Isenberger*

The emergency eye wash station in the pump room needs to be cleaned, flushed and refilled on a routine basis.

Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Municipality: Golden</b>	<b>Loss Control Rep: Bob Pomeroy</b>	<b>Survey Date: 9/30-10/1/08</b>
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This report is limited to those conditions actually observed and information provided by your personnel at the time of the on-site visit to the above location. The report and recommendations are advisory and designed to assist in CIRSA underwriting and reduce CIRSA losses. We are not undertaking to replace your own loss prevention or inspection efforts nor do we assume any duties you may have to provide safe facilities, equipment, machinery or operational procedures for your employees or the public.

CIRSA does not assume responsibility for implementing the recommendations in this report, nor does it represent that all hazardous or unsafe conditions at the location have been identified, nor that compliance with these recommendations will result in full compliance with applicable federal, state, or local regulations or avoid any injury or financial loss.