



CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
REGULAR MEETING AGENDA
Tuesday, November 15, 2022
6:00 PM
130 South McKinley Avenue

Zo Hubbard, Mayor
Valerie Blackston, Ward 1
Chris Ceretto, Ward 2
Carlos Barron, Ward 3
David Crespín, Ward 1
Claud Hanes, Ward 2
Bruce Fitzgerald, Ward 3

You may join in person or join remotely by clicking on:
<https://global.gotomeeting.com/join/851983253>

Call to Order

Pledge of Allegiance

Roll Call

Persons to Address Council - This portion of the Agenda is provided to allow members of the audience to present comments to the City Council. The City Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement or your question may be directed to the appropriate staff member for follow-up. Please limit the time of your comments to three (3) minutes - Mayor Hubbard

Approval of Agenda

Review of Accounts Payables

a. November 15, 2022 Accounts Payable

Consent Agenda - Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Councilmember so requests, in which case the item may be removed/moved from the Consent Agenda.

- a. November 1, 2022 City Council Meeting Minutes
- b. AM 2022-166 Awarding the Bid to OfficeScapes for Furniture for the New Library Facility in the Amount of \$181,073.92 Allocated from the Library Fund.
- c. AM 2022-167 Awarding the Bid to Shelf Image for Shelving for the New Library Facility in the Amount of \$107,955 Allocated from the Library Fund
- d. AM 2022-168 Adopting an Ordinance Amending Section 6-32, Classification and Section 6-35, When Fee Due, of the Fort Lupton Municipal Code Regarding Classes of Licenses and Due Date of Fee for Liquor Licensed Businesses
- e. AM 2022-169 Authorizing the Purchase of Five (5) Motorola Handheld/Portable Radios for the Police Department in the amount of \$21,392.70 Allocated from the Police Equipment Fund
- f. AM 2022-170 Approving the ProofPoint Renewal in the Amount of \$23,221.69 Allocated from the Information Technology Contractual Services Budget
- g. AM 2022-173 Approve an Ordinance to Accept Public Right of Way from Lee Keith Hagler and Mandi Brook Hagler for 932.30 feet by 55-feet of the Northern Portion of County Road 22
- h. AM 2022-174 Approve a Resolution Accepting Community Service Workers' Accident Medical Plan (CSWAMP) for the 2023 Policy Year for an Estimated Amount of \$300.00
- i. AM 2022-175 Award Retention Bonuses to Remaining Qualifying Employees Across the City Departments

- j. AM 2022-176 Approve a Resolution to Opt Out Uncompensated Elected and/or Appointed Officials from the Workers' Compensation Policy and Add Them and Other City Volunteers to the Volunteer Accident Medical Plan (VAMP) for the 2023 Policy Year for the Amount of \$303.99

Action Memorandum

- a. AM 2022-171 Increase the Contribution Amounts in the City's 401(a) Money Purchase Retirement Plan for Non-Sworn Police Officer Personnel for Both Employer and Employee From 4.0% to 4.5%
- b. AM 2022-172 Approving the Purchase and Up-Fitting of Two (2) Police Vehicles for a Total of \$122,854.93 Allocated from the General Fund
- c. AM 2022-177 Awarding City Staff Referral Bonuses for Sworn Police Officer Candidates

Staff Reports

Mayor/Council Reports

Future City Events

- a. November 15, 2022 Upcoming Events

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
November 15, 2022**

The City Council of the City of Fort Lupton met in a regular session at the City Complex, 130 South McKinley Avenue, the regular meeting place of the City Council, on Tuesday, November 15, 2022. Mayor Zo Hubbard called the meeting to order at 6:00 p.m. and invited everyone to join her in the Pledge of Allegiance.

ROLL CALL

Mari Peña, City Clerk, called the roll. Those present were Mayor Zo Hubbard, Councilmembers, Bruce Fitzgerald and Carlos Barron.

Councilmembers Valerie Blackston, Claud Hanes, and Chris Ceretto participated remotely through GoToMeeting.

Also present were City Administrator, Chris Cross, City Clerk, Mari Peña, City Attorney, Andy Ausmus, Finance Director, Leann Perino, Planning Director and Police Chief John Fryer.

PERSONS TO ADDRESS COUNCIL

Aaron Richardson with Jacobs, provided a check to both the Recreation Center and the Boys and Girls Club from proceeds from the Jacobs Golf Tournament. Mr. Richardson also added that next year's golf tournament would now be known as the Jon Mays Memorial for Your Youth Tournament.

Andrea Williams and family of Jon Mays, thanked the city for their support.

APPROVAL OF AGENDA

It was moved by Carlos Barron and seconded by Bruce Fitzgerald to approve the agenda as presented. Motion passed unanimously on voice vote.

REVIEW OF ACCOUNTS PAYABLES

Council reviewed the November 15, 2022, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

It was moved by Bruce Fitzgerald and seconded by Carlos Barron to approve the Consent Agenda as presented with the following items:

- November 1, 2022 City Council Meeting Minutes
- Awarding the Bid to OfficeScapes for Furniture for the New Library Facility in the Amount

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- of \$181,073.92 Allocated from the Library Fund (AM 2022-166)
- Awarding the Bid to Shelf Image for Shelving for the New Library Facility in the Amount of \$107,955 Allocated from the Library Fund (AM 2022-167)
 - Adopting Ordinance 2022-1150 AMENDING SECTION 6-32, CLASSIFICATION AND SECTION 6-35, WHEN FEE DUE, OF THE FORT LUPTON MUNICIPAL CODE REGARDING CLASSES OF LICENSES AND DUE DATE OF FEE FOR LIQUOR LICENSED BUSINESSES (AM 2022-168)
 - Authorizing the Purchase of Five (5) Motorola Handheld/Portable Radios for the Police Department in the amount of \$21,392.70 Allocated from the Police Equipment Fund (AM 2022-169)
 - Approving the ProofPoint Renewal in the Amount of \$23,221.69 Allocated from the Information Technology Contractual Services Budget (AM 2022-170)
 - Approve Ordinance 2022-1151 TO ACCEPT PUBLIC RIGHT OF WAY FROM LEE KEITH HAGLER AND MANDI BROOK HAGLER FOR 932.30 FEET BY 55- FEET OF THE NORTHERN PORTION OF COUNTY ROAD 22 (AM 2022-173)
 - Approve Resolution 2022R071 ACCEPTING COMMUNITY SERVICE WORKERS' ACCIDENT MEDICAL PLAN (CSWAMP) FOR THE 2023 POLICY YEAR FOR AN ESTIMATED AMOUNT OF \$300.00 (AM 2022-174)
 - Award Retention Bonuses to Remaining Qualifying Employees Across the City Departments (AM 2022-175)
 - Approve Resolution 2022R072 TO OPT OUT UNCOMPENSATED ELECTED AND/OR APPOINTED OFFICIALS FROM THE WORKERS' COMPENSATION POLICY AND ADD THEM AND OTHER CITY VOLUNTEERS TO THE VOLUNTEER ACCIDENT MEDICAL PLAN (VAMP) FOR THE 2023 POLICY YEAR FOR THE AMOUNT OF \$303.99 (AM 2022-176)

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2022-171 Increase the Contribution Amounts in the City's 401(a) Money Purchase Retirement Plan for Non-Sworn Police Officer Personnel for Both Employer and Employee From 4.0% to 4.5%

The City has two retirement plans, one for its sworn police officers and one for the rest of its employees, its non-sworn police officer personnel. Council approved an increase in the contribution for both employee and employer on the sworn police officer retirement savings plan from 9.7% to 10.2% in 2022. The plan is to increase the contribution to 10.7% in 2023 and possibly 11.2% in 2024.

Staff would like to consider offering a richer benefit to non-sworn police officer personnel and increase both the employer and employee contribution from 4.0% to 4.5% in 2023. The purpose would be to offer a better benefit so that the City may improve its abilities to retain and attract qualified employees. According to data obtained from CML, Fort Lupton's current contribution level is not as competitive as surrounding communities for which we compete for talent. This essentially results in a 0.5% pay increase for employees and increases employee retirement

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savings.

It was moved by Carlos Barron and seconded by Bruce Fitzgerald

AM 2022-172 Approving the Purchase and Up-Fitting of Two (2) Police Vehicles for a Total of \$122,854.93 Allocated from the General Fund

Earlier this year, we ordered patrol vehicles for 2023 with the expectation of delivery after January 1, 2023. We have been informed that two (2) of those vehicles have arrived early. This AM authorizes the accelerated purchase of those vehicles. One will replace the Chief's 2016 Tahoe and the other will be an unmarked patrol vehicle. The total cost for the Chief's vehicle is \$55,274.48 and the patrol vehicle is \$67,580.45.00. Both total \$122,854.93.

It was moved by Bruce Fitzgerald and seconded by Carlos Barron to approve the purchase and up-fitting of two (2) police vehicles for a total of \$122,854.93 allocated from the General Fund.

AM 2022-177 Awarding City Staff Referral Bonuses for Sworn Police Officer Candidates

Law enforcement agencies are experiencing historical challenges with attracting and retaining candidates. The City continues to experience these same challenges in its sworn police officer recruiting. Sworn police officer staff are currently working a great deal of overtime and are scheduled for 12 hour shifts instead of 10 hour shifts for the foreseeable future. Recruiting and training new staff has been a top priority.

Increasing pay for sworn police officers has aided in creating some improvement in candidate flow. The team responsible for the recruiting process has been experimenting with many options and making changes to the process to improve results. The team believes that improving the referral bonus will result in more referrals. Officers will be incentivized to actively recruit through their networks.

It is a common practice among organizations to pay employees to actively recruit. It is also common practice to pay different bonus amounts based on the position, particularly difficult to fill positions. The current employee referral bonus program pays \$75.00. It helps but is not particularly incentivizing.

For the Police Department Employee Referral Bonus Program, it would be structured differently than the policy for the rest of the City. This program would pay the incentive to the referral employee upon hire and also after completion of the Initial Performance Review Period (generally one year).

This would only apply to sworn police officer hires. The policy would be distributed to sworn police officers through its policy system, Lexipol. This system is used routinely for policy updates

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and acknowledgements.

It was moved by Carlos Barron and seconded by Bruce Fitzgerald awarding City Staff Referral Bonuses for Sworn Police Officer Candidates

STAFF

Travis Aksamitowski, Information Technology Director, reported the basement build out is going very well and that labeling was completed this week. They are waiting for a 400-amp panel, which is scheduled to be delivered on 12/14/2022. He also stated, that an emergency plan needs to be discussed to figure out what is most important to be powered on in an event of a power outage. Currently, we are running over 200 amps and the generator is maxed out.

Chris Cross, City Administrator, thanked the Boys and Girls Club for attending the meeting.

MAYOR/COUNCIL REPORTS

Bruce Fitzgerald, Councilmember, thanked Amanda Rice, Human Resource Coordinator, for assisting him with his health insurance.

FUTURE CITY EVENTS

November 15, 2022	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
November 24-25, 2022	City Offices Closed in Observance of Thanksgiving Day
November 29, 2022	Special Meeting followed by Town Hall Meeting, 130 S. McKinley Ave. 6:00 p.m.
December 3, 2022	Cookies & Cocoa with Santa, 425 S. Denver Ave. 10:00 a.m. - 12:00 p.m.
December 3, 2022	Historic Home Tour, 130 S. McKinley Ave. 2:00 p.m. – 5:00 p.m.
December 6, 2022	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
December 13, 2022	Town Hall Meeting TBD
December 20, 2022	City Council Meeting CANCELLED

ADJOURNMENT

The meeting adjourned at 6:28 p.m.

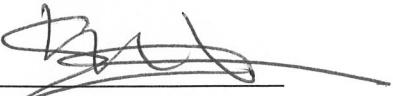
Submitted by,


Maricela Peña, City Clerk



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Approved by City Council,



Zo Hubbard, Mayor

