



**NOTICE AND AGENDA OF A
WORK SESSION
Idaho Springs City Council
1711 Miner Street
Monday March 21, 2022
6:00 p.m.**

- ❖ Downtown Marketplace Update
- ❖ Parking Management Updates
- ❖ Street Projects Update
- ❖ Police Department Update

**IN-PERSON AND REMOTE MEETING PUBLIC ATTENDANCE AND PARTICIPATION
INSTRUCTIONS**

The Public is able to view and hear this meeting remotely at the following address on the City's website:

<https://www.colorado.gov/pacific/idahospings/city-council-live>

CITY OF IDAHO SPRINGS

City Council Communication



MEETING DATE: MARCH 21, 2022 WORK SESSION

REPORT DATE: MARCH 17, 2022

FROM: JERAD CHIPMAN, COMMUNITY DEVELOPMENT PLANNER

RE: MINER STREET MARKETPLACE SUMMER OPERATIONS AND COMMUNAL
OUTDOOR DINING AREAS

BACKGROUND:

Over the past two summers, three blocks of downtown Miner Street has been closed to traffic, and restaurants and other businesses have been allowed to conduct operations within City rights-of-way under City-approved encroachment agreements that have included the sale of alcohol. The temporary State Statute that expanded the ability to sell alcohol within these encroachment areas during the pandemic is set to expire at the end of May. The Recovery Task Force and the business community have indicated that they would like to continue the Miner Street Marketplace similar to the past two years, including the street closure and the outdoor alcohol sales. City Attorney Beery has researched the recent changes to the State Statutes, and a new provision would allow the Miner Street Marketplace to continue operating similar to how it has in the past with the potential for some added flexibility. The new provision is entitled Communal Outdoor Dining Area (CODA).

Attached to this report is a memorandum from Attorney Beery outlining the specifics of the CODA. Staff will reference that memo in this report and greater detail how staff is proposing to apply these regulations to Idaho Spring's Miner Street. Establishing a CODA takes significantly less time and operational maintenance than an Entertainment District, which is one reason for staff's recommendation. A CODA requires two or more liquor license holders to establish. Those license holders are required to be located within 1,000 feet of the boundary of the CODA. The entire three-block length of downtown Miner Street is below 1,000 feet in distance, allowing the CODA to encompass all of downtown Miner Street, the historic district and Idahoe Mall. A Security and Control Plan is required to be provided to the City and State for approval, with all liquor license holders signing onto the plan.

The process for enacting a CODA is for the City Council to pass an ordinance allowing for the creation of a CODA. Two or more liquor license holders would have to apply for the CODA with a Security and Control Plan. That application would be reviewed by the City and State. The City and State would need to issue permits to join the CODA, and the liquor license holders would also need to obtain City and State approval for a modification of their licensed premises. Finally, we as Staff would need to evaluate the existing encroachment agreements with the City to determine if those would need to be updated or otherwise amended.

The differences between last year's operations and the proposed CODA include the following:

- Joint Liability for the liquor license holders. A liquor license holder is responsible for a violation to the liquor law. If a violation of the liquor laws occurs within a CORA and the specific responsible license holder cannot be identified, then all of the licensees are deemed jointly responsible and subject to discipline.
- The CODA would establish a defined area for outdoor alcohol consumption (for only those licensees that apply to participate), such as the downtown historic district including Miner Street and the Idahoe Mall. Staff, the Recovery Task Force and the business community are proposing that the CODA be restricted to the established, individual business encroachment agreement areas, effectively operating in the same way as last summer, with one notable change. Staff and the business community are proposing expanding the CODA for events, such as the weekly concert series on Miner Street that is held on Tuesdays and Thursdays throughout the summer and on the Fourth of July. This would be for the purpose of testing the expanded alcohol consumption areas to include more of Miner Street. Staff is currently working with the business community on how this would best function as well as pursuing a Security and Control Plan.

ROLE OF THE CITY COUNCIL:

Staff is seeking the City Council's direction on the summer operation of Miner Street and more specifically on its views pertaining to enacting a CODA.

City Staff intends to introduce an ordinance on first reading establishing the CODA at the City Council meeting on March 28th.

ATTACHMENTS:

*Attorney Beery's memorandum of February 28, 2022



MURRAY
DAHL
BEERY
RENAUD LLP

TO: Jerad Chipman, City Planner
Wonder Martell, Deputy City Clerk
CC: Andrew Marsh, City Administrator
FROM: Carmen Beery
DATE: February 28, 2022
RE: Communal Outdoor Dining Areas

As Staff, we have been working with the Economic Recovery Task Force to identify possible avenues to continue outdoor dining and leisure activities within downtown Miner Street this summer. Of particular interest to the Task Force are avenues that would allow the service and consumption of alcohol in such outdoor areas, in whole or in part.

In response to the COVID-19 pandemic over the past two years, State Liquor has promulgated several 'temporary' liquor regulations. Such temporary regulations were designed to buoy restaurant and bar service through the pandemic through measures such as take-out and to-go alcohol, delivery of alcohol and expanded outdoor dining areas. Some of these temporary regulations will likely be allowed to expire this spring; others have been adopted by the State Legislature as permanent law going forward.

Basic parameters

"Communal outdoor dining areas" (CODAs) were once a temporary COVID measure; they are permanently authorized. HB 21-1027 adopted CRS § 44-3-912 setting permanent CODA rules as follows:

- Scope: a CODA may be shared by two or more liquor licensees that allow on-premises consumption
 - Retail food establishments without liquor licenses may also join
- Necessary approvals: Licensees must obtain two (2) types of approvals from the State and City:
 - (1) A permit to attach to/join the CODA; and
 - (2) Modification of the licensed premises to include the outdoor area.
- Security plan: The CODA permit application must include the licensee's agreement to adopt and abide by the Security and Control Plan for the CODA that is approved by the State and City.
 - Practically speaking, the first group of licensees that form a CODA will prepare this Plan for State and City approval. Subsequent joiners of the CODA will face the choice of agreeing to and participating in the established, approved Plan.
- Distance limitation: each licensee must be located within 1,000 feet of the CODA (measured by direct pedestrian route from CODA boundary to liquor licensee's building)
- Joint liability: if a liquor law violation occurs in the CODA, the responsible licensee is subject to discipline. If the responsible licensee cannot be determined, each attached licensee is deemed jointly responsible and subject to discipline.

How can the City authorize these CODAs locally?

- Adopt a brief CODA ordinance setting forth minimum requirements of a Security and Control Plan, insurance and liability issues, and violations for which licensees may face discipline. The Ordinance would ensure that all involved (Licensees and the State) are aware of the City's active role in approving and overseeing these areas and establish the local process.

Attorneys at Law

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Follow-up to Idaho Springs Downtown Plan

Adopted by City Council Dec. 2021

The professional opinions and recommendations in the Downtown Plan are based on a broad set of data, but most directly on the experience of the City and Business Community operating the Miner Street Market Place during the pandemic. The robust support of the business community reflects the surprising financial success of the Market Place experiment. City sales tax revenues document this success in no uncertain terms.

This proposal addresses only Miner Street itself. It is the heart of the central business district. It should be the first completed element or anchor of the broader context of the entire downtown area. These adjacent projects include Railroad Alley, Anderson Park (the gateway to Waterwheel Park), the Greenway, the Public Library grounds, Citizen's Park, a possible "Masonic Park", and the Mobility Center.

Current Status:

- Unknown "Covid" future
- Differed maintenance
- Seasonal change issues
- Overcrowded sidewalks
- Ice build-up in gutters
- Dark skies values not considered
- Emphasizes vehicular traffic
- Less than optimum floral display locations
- Lack of public seating
- Activities such as "Cornhole" conflict with other needs
- Equity issues
- Fractured liquor licensed premises
- Sloping grade due to street crown
- Furniture, fixture, and equipment off season storage

Boardwalk Proposal:

- In itself is a marketable item
- Doesn't conflict with "Victorian" theme
- Cost / Benefit ratio
- Cures large number of existing trip hazards
- Check many boxes in the Downtown Plan
- Addresses many business community concerns
- No special business district necessary
- ADA compliant

- Simple low-level deck
- Snow plowing simplified
- Provides anchor surface for furniture, fixtures, and equipment
- Is equitable
- Low impact on infrastructure
- Quite unique in Colorado
- Enhances small town charm
- Wooden surface with Trex substructure
- Economical maintenance
- Standard lumber dimensions (minimize waste)
- Minimize labor costs
- Ten thousand five hundred square feet 10,500' now existing
- Proposed additional square footage 13,500
- Total 24,000 square feet of proposed pedestrian area

The Hybrid Street:

- One way east bound twenty-four hours during low season
- Parking on south side only during low season (36 parking spaces)
- Maintenance, deliveries early a.m. in high season
- Cross street traffic maintained
- Twelve-foot (12') traffic lane
- Twenty foot (20') combined travel parking lanes

Livestock Watering Tank Planters/ Safety Barriers:

- Numbers based on safety considerations (16' on center)
- Historically compatible
- Provide for seating, lighting locations, banners, floral displays, and trees
- Reduces clutter
- Hastings Livestock Water Tanks Company guarantees on time delivery, structural advantages, and very competitive pricing
- Tank side provide surface for graphics design
- Fifty units (50) 2.5 feet by 8 feet by 2 feet high (3,000 pounds)
- Fifty units (50) 2 foot by 6-foot diameter by 2 feet high (4,000 pounds)

Victorian Style Solar Lamps:

- Commercial grade
- Warm light tone
- Dark Sky lamp head design

Plantings:

- Hanging and lower displays
- Accessible, visible
- Large round planters provide for tree root freeze protection

Budget Estimates:

- Three thousand treated 2"x 6" x 16' deck planks \$75,000
- Substructure (Trex) \$105,000
- One hundred stock watering tanks \$27,000
- Sixty solar lighting units \$18,600
- Trees, soil \$30,000
- Fasteners, etc. \$20,000
- Estimated Total Cost \$275,600

Miner Street Market Place Management:

- One point of responsibility within the City of Idaho Springs
- Marketing
- Maintenance
- Security
- Event Booking and activities
- Budget as an entity
- Monitor, measure, and analyze results
- Coordinating with other organizations

Timing is of the essence:

- Upcoming busy season
- Inflation
- Momentum

Example Block
4' grid

Miner Street Market Place w Boardwalk

Retail / Other Hanchett

TKB

"Mini Plaza"

Lic Premise

Miner Street 21' Through Lane 12'
Parking Lane 9'

20' ↓ ↑

"Mini Plaza"

Lic Premise

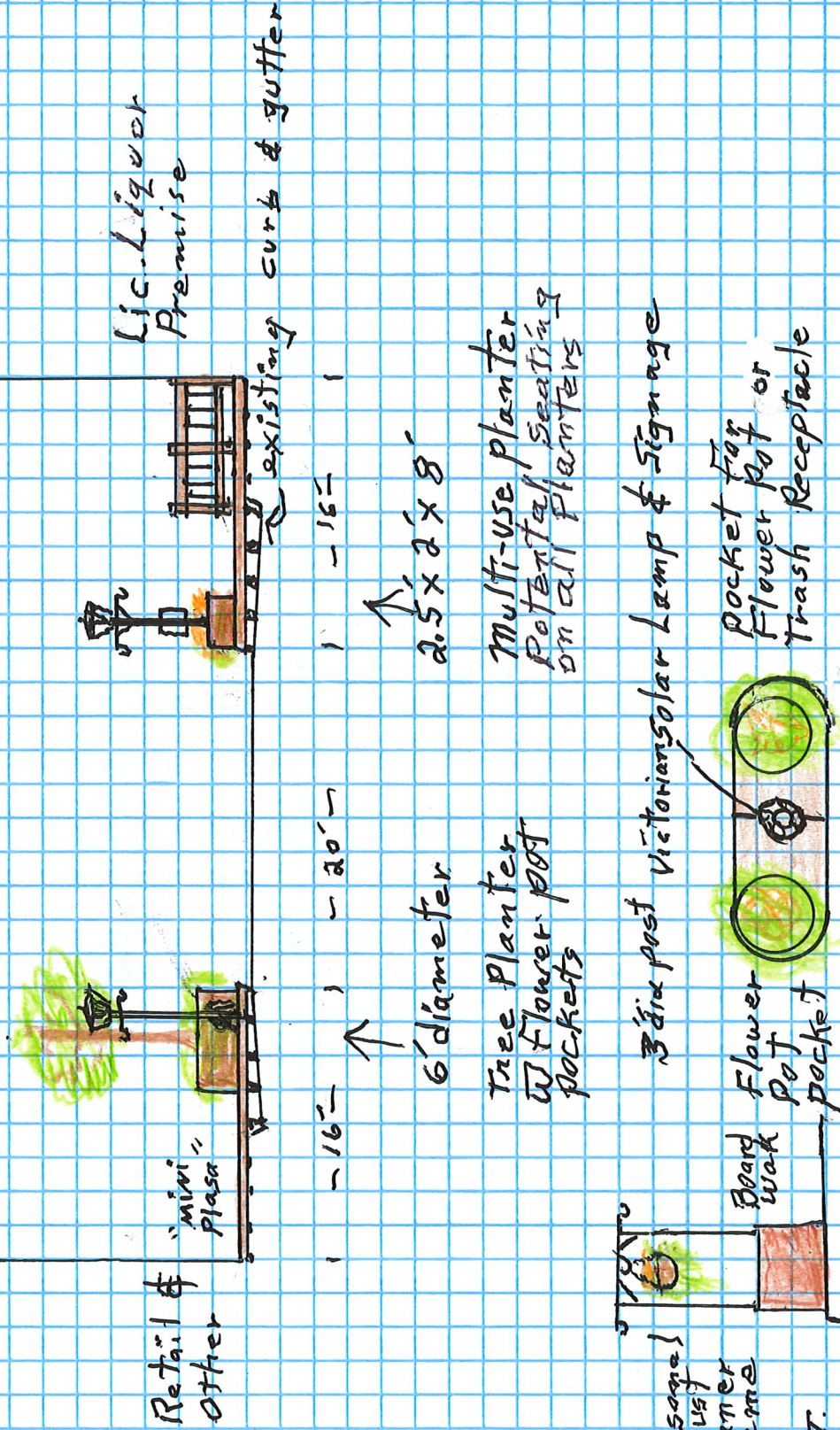
Retail / Other Bees Knives

2 Brothers Underhill Rd Support

14th Avenue

Bob Bowland
1/2022

Proposed Typical Miner Street x-section Miner Street Market Place w/ Boardwalk



Bob Bowland
1/2022

Miner St.

1' grid
Alt.
planter or banner frame

To: Mayor and City Council
CC: City Administrator Andrew Marsh
From: Jonathan Cain
Date: March 21, 2022
Subject: Parking Management Update

BACKGROUND

City Staff met with Interstate Parking of Colorado on March 15th, 2022 to discuss the Parking Management program in the City. During this meeting several changes to the program were discussed.

Some changes were relatively small: Interstate will begin holding quarterly "Business Owner Meetings", and the City and Interstate will be working together to develop new Maps and Information for the Website regarding parking resources in town. Other more substantive changes are discussed in this staff report.

CURRENT MANAGED PARKING PROGRAM

Parking is managed by Interstate Parking between the hours of 10:00 am and 6:00 pm, 7 days a week. Interstate Parking employs "Parking Ambassadors" to manage the parking facilities.

There is always free parking available in the Downtown Area for City Residents, County Residents and Employees. This is acquired by registering vehicles at <https://www.parkidahosprings.com/>.

The following areas are available free of charge to registered residents and employees Downtown:

Permit Type	Main Lots	16 th and Colorado	13 th and Idaho	Highway 103
City Resident	Unlimited	Unlimited	Unlimited	Unlimited
County Resident	3 Hours	Unlimited	Unlimited	Unlimited
Employee	South Wall & Lower West Lot	Unlimited	Unlimited	Unlimited
Handicapped Placard or Plate	Unlimited	Unlimited	Unlimited	Unlimited

There is no permitted free parking on either Miner Street and 15th-17th avenues south of Center Alley. Both areas have short-term free parking and paid parking ONLY. Vehicles with an official Handicapped Placard or Plate may park for free without limitation in any of the Public Parking areas in the City without the need to register.

There is also a "Resident Only Parking Zone" that is managed through our parking program. This area is limited to residents of the City and their registered guests. Interstate manages these parking facilities on a complaint basis.

UPDATES

Pricing

The managed parking program was instituted to allow the City to manage parking in and around the Downtown Area. At the beginning of the program, rates were set at a low level to explore the dynamics of managed parking in our City. Idaho Springs suspended paid parking in 2020 due to the COVID-19 pandemic. When the program was reinstituted in 2021, the following pricing structure was used:

	Increment	Total
First Half Hour	Free	\$0
Second Half Hour	\$1.50	\$1.50
Second Hour	\$1.50	\$3.00
Third Hour	\$1.50	4.50
Fourth Hour and Beyond	\$5/hour	\$9.50-24.50 (length of stay)

Idaho Springs has experienced a shift in visitation patterns to the City. Historically there have been distinct “seasonal lulls” in the late spring and late fall. Over the past few years, these lulls have become increasingly smaller. Additionally, during our traditional “high seasons”, visitation has increased. This has created additional impacts on our parking facilities in the City.

Staff has been working with Interstate to determine the optimal pricing structure for parking. Three Alternatives were considered:

Alternative One		
	Increment	Total
First Hour	\$2.00	\$2.00
Second Hour	\$2.00	\$4.00
Third Hour	\$2.00	\$6.00
Fourth Hour and Beyond	\$5/hour	\$11-\$31 (length of stay)

Alternative Two		
	Increment	Total
First Half Hour	\$0.50	\$0.50
First Hour	\$2.00	\$2.50
Second Hour	\$2.50	\$5.00
Third Hour	\$5.00	10.00
Fourth Hour and Beyond	\$5/hour	\$11-\$35 (length of stay)

Alternative Three		
	Increment	Total
First 3 Hours	\$5.00	\$5.00
Fourth Hour and Beyond	\$5/hour	\$11-\$30 (length of stay)

City Staff recommends that parking rates be set to the structure detailed in **Alternative One**.

In previous iterations of our Parking Management Program, users were able to register their vehicles at the Kiosks Downtown or Online to receive a free half hour of parking. The intention for this program was to allow “short” visits to Downtown Businesses. Over time, this has proven untenable and results in unnecessary citations because of confusion related to whether or not vehicles need to be registered to receive the free half hour. **City Staff recommends** that we stop this practice.

Instead, **City Staff recommends** that the City re-institute a limited number of free, short-term (15 Minute) parking spaces on 15th-17th Avenues to facilitate quick trips downtown. These short-term spaces were made available to downtown businesses during the most restrictive period of the COVID-19 pandemic, and the Recovery Task Force is supportive of this change.

Violation Fee

In 2021, City Staff worked with Interstate to “balance” the fee charged by Interstate for nonpayment in the parking facilities with the fee charged by the City for other parking violations. At the time, Interstate was charging \$32 per citation and the City was charging \$20. Violation fees were set at \$25.

It is important that the Violation Fee charged for nonpayment in the parking facilities exceed the “daily rate” for parking, or users will simply opt to receive a citation for non-payment. As such, **City Staff recommends** that the fee charged for nonpayment in the parking facilities be set at \$50.

Signage

The City and Interstate have been working on an overhaul of the signage that is used in the parking facilities to denote Residential Parking, Public Parking, and information regarding parking management in Idaho Springs. In the coming weeks, we will be creating and installing overlays on the existing parking signage. Changes will include the following:

1. Interstate Contact Information will be added to Residential Parking Signs
2. Overhaul of Graphics on the Public Parking Signs to include larger fonts, QR code and simpler design layout
3. Standardizing and limiting the placement of signs to the beginning and middle of each block in most cases.

Staff has discussed with Interstate the potential for including other types of signage in the Managed Parking Facilities that may make it easier to locate parking resources and information. This could potentially include different kinds of signage such as digital signboards or “flag” signs at the entrances to the managed parking areas that may improve the user experience in the parking facilities. One consideration for this kind of signage is the City Sign Code. Staff and Interstate are currently exploring options for other types of signage in Idaho Springs and will bring alternatives to City Council at a later date.

New Enterprise Fund

Parking Revenue is currently tracked as a line item in the City Budget (21-00-3070: Parking Revenue). This revenue has been dedicated to “Downtown Improvements”.

As the City has worked to explore options and opportunities to fund the forthcoming Downtown Mobility Hub, a recommendation has been made that we create a new Enterprise Fund for Parking Revenue that would be formally dedicated to Downtown Improvements, including the proposed parking structure and mobility hub.

Functionally, this proposed Enterprise Fund will work like the City's Water Enterprise Fund. There will be requested action on a resolution at the March 28th City Council meeting to form a new Enterprise Fund to track and account for revenues from Managed Parking along with expenses for downtown improvements.

To: Mayor and City Council
CC: City Administrator Andrew Marsh
From: John Bordon
Date: March 21, 2022
Subject: Street Projects Update

Completed Roadway Projects:

The following roadway projects were completed between 2005 and 2020. All of the projects included asphalt, water, wastewater, drainage, curb, gutter and sidewalks, along with water and sewer service lines within City rights-of-way.

- 1st to 8th Avenues
- High Street between 8th & 9th Avenue
- Miner Street from 1st to 9th Avenue
- Miner Street from Riverside drive to Safeway
- Miner Street from 24th Avenue to Colorado Blvd
- Spruce Lane.
- Edwards Street
- 24th, 25th, and 27th Avenues, and 27th Place
- 20th Avenue
- Virginia Street from 1st to 10th Avenue
- Colorado Blvd from 1st to 7th Avenue (phase 1)
- Colorado Blvd from 7th Avenue to the 3000 block at the roundabout (phase 2 & 3)
- Gilson St.
- Soda Creek Road from Miner Street to City limits.
- Riverside Drive from just east of 23rd Avenue to the 3300 block at the former skate park.

Streets that need complete reconstruction (in no particular order):

All of the following streets need asphalt, water, wastewater, drainage, curb, gutter and sidewalks, along with water and sewer service lines to City rights-of-way.

- High Street between 7th and 8th Avenues.
- Wall Street between 14th and 16th Avenues.
- Virginia Street between 10th and 23 Avenues.
- Miner Street between 9th and 17th Avenues.
- Wall Street between 19th and 23rd Avenues.
- Riverside Drive between Colorado Boulevard and 23rd Avenue.
- Center Alley between 8th and 17th Avenues.
- Idaho Street between 11th and 15th Avenues.
- Virginia Canyon Road from Virginia Street north to the end of the current asphalt near Two Brothers Road.
- All of the Avenues from 8th through 17th, between Virginia and Idaho Streets.
- Illinois Street.

- Montane Park Subdivision
 - Montane Drive.
 - Divide View Drive.
 - Freeland Place.
 - Waldorf Place
 - Lamartine Place.
- Pine Slope Road.

Attached is a spreadsheet that rates the worst streets as Red (F) and Orange (D) based on an engineering assessment that HDR completed in 2018 for the street bonds ballot measure and indicates the progress that has been made, if any.

Background

For the current budget year in the 1% Street Sales Tax Fund, \$300,000 is approved for engineering and construction documents for street projects. Also, \$500,000 is approved for smaller overlay paving projects and \$100,000 for miscellaneous infrastructure projects. Debt service for the street improvement bonds is budgeted for \$632,312.

The majority of sales tax collected each year pays the annual premium for the bonds that were borrowed for the recent larger street projects that were completed. The amount that gets added each year for new street projects in the 1% street fund is approximately \$150,000 per year. Based on that, it will likely be several years to fund a street reconstruction project. We will continue to pursue additional funding sources from grants and possibly the federal infrastructure bill. With the current economy, the reconstruction of any one of these streets could easily be a minimum of \$2 million.

Recommendations and Direction

With the \$300,000 budgeted for design and based on our history of infrastructure repairs, I **recommend** that we proceed with reconstruction design for Virginia Canyon Road, Virginia Street between Virginia Canyon Road and 23rd Avenue, and Center Alley, with Virginia Canyon being the highest priority project. We also need to complete design for the improvements to the steep hill between Wall Street and Virginia Street at the north end of 17th Avenue, and construction of this project will need to be coordinated with the Habitat Townhome project.

The question for Council is, do you want to move forward with engineering documents for a street project and which street(s)?

With the \$500,000 budgeted for asphalt overlay, we can buy some time on other streets by doing a thin, temporary asphalt overlay. Keep in mind, if we have an issue in the street this will be torn up, in any case it is only a short-term fix. **Staff recommendations** include the 2100-2200 blocks of Wall Street, Virginia Street between 10th Avenue and Virginia Canyon Road, and some of the Avenues from 8th and 17th between Virginia and Idaho Streets. Of course, it is uncertain how much paving may be accomplished with the amount budgeted and the current economic conditions.

Again, Council needs to decide if this is the direction they want to go with and which streets. Thank you.

Street Infrastructure Engineering Assessment & Progress (updated 3-16-22)

Red (F) - Streets in the worst condition

	Hundred	# of						
Street	Blocks	Blocks	Project	Notes				
Miner Street	700-900	3		Completed May 2020				
Miner Street	2000-2100	2		Completed August 2019				
Miner Street	2200	1		Completed as part of Colo Blvd Phase 3				
Miner Street	2400-2800	5		Completed August 2019				
Idaho Street	1100	1		Not scheduled				
Wall Street	1400-1500	2		Not scheduled				
Virginia Street	1500-1600	2		Not scheduled				
Riverside Drive	2300	1		Completed 5/2019 as part of Greenway Project				
Montane Drive		3		Not scheduled				
25th Avenue		2		Completed 5/2019				
Water Street	1400	1		Completed 11/2021 as part of CDOT I-70 project				
Soda Creek Road		3		Completed 9/2019				
20th Avenue		1		Completed 7/2019				
Total		27						

Orange (D) - Streets in poor condition

	Hundred	# of						
Street	Blocks	Blocks	Project	Notes				
Idaho Street	700	1		Not scheduled				
Idaho Street	1200	1		Not scheduled				
Center Alley	800	1		Not Scheduled				
10th Avenue		1		Not Scheduled				
11th Avenue		1		Not Scheduled				
Virginia Street	1200-1300	2		Not Scheduled				
Center Alley	1400-1600	3		Not Scheduled				
Placer Street	1800	1		Not Scheduled				
Virginia Street	1800-2300	6		Not Scheduled				
Wall Street	1900-2200	5		Not Scheduled				
Riverside Drive	2800-3200	3		Completed 5/2020				
Gilson Avenue		1		Completed 5/2020				
Divide View Drive		2		Not Scheduled				
17th Avenue		3		Not Scheduled				
Water Street	1500	1		Completed 11/2021 as part of CDOT I-70 project				
Total		32						



IDAHO SPRINGS POLICE DEPARTMENT

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To: Mayor Chuck Harmon
Idaho Springs City Council
From: Nathan Buseck, Chief of Police
Date: 03/21/2022
Subject: Department restructure proposal

I was appointed as Chief on April 5th, 2021 and have had the opportunity to evaluate current employee capabilities, staffing levels, and the command structure of the Idaho Springs Police Department over the last 10 months. Currently, ISPD has the following positions funded within the 2022 budget: Chief, one Lieutenant, two Corporals, five patrol officer positions, and three civilians. The current structure for sworn officer positions is four supervisors and five line-level patrol positions.

After an ISPD Lieutenant retired approximately seven months ago, I have had the opportunity to task the current Corporals with taking on more supervisory tasks within the agency (and not fill the vacant lieutenant position). This has given me the opportunity to evaluate the two Corporals regarding their supervisory abilities. The two Corporals have both performed admirably and both have shown they are capable first line supervisors. Both have attended various leadership training classes, have been Field Training Officers, and both have over five years of law enforcement experience (a typical standard for a first line law enforcement supervisor). My interactions with both Corporals indicate they are open to maintaining their current supervisory roles and responsibilities within the department.

The vacant lieutenant position is estimated to cost the City approximately \$75,000.00 annually in payroll (if it were filled). The current starting salary for a new patrol officer is \$60,000.00. The City also approved sending one new officer to a law enforcement academy in 2022 at a budgeted cost of approximately \$10,000.00.

After careful consideration, including consulting with the two Corporals and the employees within ISPD, I am recommending ISPD does not fill the lieutenant vacancy and change the position to a patrol officer position. The immediate cost savings (budgeted annually) would be approximately \$15,000.00 and the bigger impact for the agency and community is an additional patrol officer.

On Friday, February 25th, 2022, ISPD hosted a new officer testing process and had six applicants attend. The final rank list resulted in the top two candidates being non-certified applicants; both would need to attend a law enforcement academy. The candidate ranked third was already POST certified and has progressed through the background process.

I recommend ISPD be allowed to hire the certified candidate (at the conclusion of the background) and hire the two non-certified applicants. ISPD would then send both non-certified applicants to an academy that would begin in July, 2022. ISPD found an academy that will cost approximately \$8,000.00 per person (approximately \$16,000 for two, including tuition and materials). ISPD already budgeted \$10,000.00 for one person to attend and would have additional funds for a second person to attend an academy available due to the cost savings in eliminating the lieutenant position (\$15,000.00).

I also recommend ISPD re-classify the Corporal title to a Sergeant job position. Typically a Corporal is a title that is reserved for an officer who holds rank just below a Sergeant. A Corporal normally fills in for a Sergeant who is absent or unavailable during a shift (A Corporal is typically a Sergeant in training.). The reclassification to Sergeant will not include a pay increase as this was already done during the 2022 budget cycle (both Corporals received significant pay increases to reflect increased supervisory duties). This change will be done in title and will be reflected in the first line supervisory duties listed within the updated job description (updated job description attached).

Further clarification regarding the Sergeants and the expectations include:

- 1.) Each Sergeant will supervise patrol operations one-half of the work week: Sunday – Wednesday or Wednesday – Saturday.
- 2.) Sergeants will supervise three officers on each end of the work week (day shift, swing shift, mid shift). This includes monthly documentation logs and inspections related to officer performance.
- 3.) Sergeants will have other duties as assigned: ensuring officers attend training, reviewing reports/investigations, mentoring/coaching officers, on-call status during their work week, performing audits of BWC and officer activities, community related projects, etc.
- 4.) Sergeants will be trained in Chief responsibilities and either one can be assigned as Acting Chief in the event the Chief is absent.

The proposal makes logical sense with respect to the size of the agency, the capabilities of our current employees and brings another, much needed, line-level patrol position to the department without increasing the overall budget.

Current Structure



Proposed Structure



City of Idaho Springs

Position Description – Police Sergeant

Police Sergeant

Purpose:

Under general direction of the Chief of Police, supervises and performs tasks related to oversight and implementation of patrol, traffic, and investigatory activities as a first line supervisor. Ensures employees are following/adhering to policy, provides leadership, mentoring/coaching, investigates complaints, provides oversight during major incidents, ensures employees attend training, and properly document/address employee performance.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews current workload; develops work schedules and schedules time off.
2. Ensures compliance with departmental policy and procedure.
3. Reviews and evaluates data on operations and recommends, designs, and/or changes.
4. Investigates complaints regarding subordinate conduct or methods of investigation.
5. Supervises and coordinates the activities of police officers. Assists and instructs officers in problem resolution.
6. Reviews written reports, affidavits and ancillary documents related to patrol and investigative activities.
7. Receives, prepares, and transmits communications, instructions, and policy.
8. Responds to or investigate serious crimes or emergencies. Controls and coordinates activities of sworn personnel. Directs and instructs special details.
9. Assumes responsibility for departmental operations during extended absences of the Chief.
10. Prepares evidence. Testifies in court.
11. Develops operating procedures.
12. Coordinates section training activities.
13. Assists in development of departmental and section budget.
14. Other duties as assigned by the Chief of Police.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for discipline.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of criminal law, investigation, statutes, ordinances, and crime prevention methods.
Knowledge of departmental policies, procedures, rules and regulations and FCC rules and regulations regarding radio communication.
Knowledge of safety practices in the use of firearms.
Knowledge of geography and locations in the city.
Knowledge of rules of evidence and laws governing custody of persons.
Knowledge of capabilities and limitations of operating units in the department.
Knowledge of police record keeping procedures.
Knowledge of criminal identification methods.
Knowledge of modern management principles and practices.

City of Idaho Springs

Position Description – Police Sergeant

Knowledge of methods of deploying officers in actual or anticipated emergencies.
Knowledge of causes and prevention methods of crime committed by juveniles.
Knowledge of community policing practices.
Knowledge of data entry and retrieval procedures.
Knowledge of developing and implementing long or short term plans.
Knowledge of legal procedure in filing and presenting charges in court.
Knowledge of and skill in supervisory, managerial techniques, and principles.
Knowledge of purchasing, personnel, financial, payroll and other administrative procedures and practices.
Knowledge of vehicle and equipment use and principles.
Knowledge of principles of supervision and the methods associated with operations management.
Knowledge of federal grants administration including applications and monitoring requirements.
Knowledge of program evaluation techniques including cost impact.
Knowledge of fiscal planning and budget preparation.
Skill in the care and use of firearms.
Skill in analyzing and interpreting criminal evidence.
Skill in oral and written communications.
Skill in handling multiple tasks and prioritizing.
Skill in using computers and related software applications.
Skill in data analysis and problem solving.
Skill in operating motorized vehicles.
Skill in operation of two-way radio equipment.
Ability to apply knowledge of criminal law, investigation, and crime prevention techniques.
Ability to quickly recognize and analyze irregular events.
Ability to administer first aid and CPR.
Ability to operate vehicle under emergency conditions.
Ability to write legibly and to read.
Ability to train others.
Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

Education and/or Equivalent Experience:
Five (5) continuous years of service as a law enforcement officer with a Colorado POST certified law enforcement agency. This experience may be substituted for time and grade in a similarly sized or larger agency with an agency with reciprocity with Colorado and the party has secured a Colorado POST certificate as a peace officer.

Licenses and Certifications Required:

Colorado Driver's License
Certified Peace Officer – Colorado Police Officer Standards and Training or eligible for a provisional certification.

Signature

Date