



CITY OF CENTENNIAL, COLORADO
13133 East Arapahoe Road, Centennial, Colorado 80112

ADMINISTRATIVE DIRECTIVE
No. 2015-CM-AD-01

Office Closure, Opening, and Operating Status Policy

I. AUTHORITY:

Article 2 of Chapter 2 of the City's Municipal Code provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative directives consistent with federal, state, and local laws.

II. PURPOSE OF DIRECTIVE:

The purpose of this directive is to outline the communication procedures for notifying City Council, Staff, Contract Partners, residents, and the news media in the event of severe weather or an emergency situation resulting in the need to either close or delay the opening of the City's offices, or cause an interruption of City business.

III. SCOPE:

This directive applies to all employees of the City of Centennial. City Council is excluded from this directive, unless otherwise provided by City Council Policy or law.

IV. DIRECTIVE:

Definitions:

Delayed Opening: City offices open and operating at full-function following a temporary delay as designated by the City Manager or designee from the typical 8:00AM opening time.

Early Closure: City offices open and operating at full-function prior to a temporary closure as designated by the City Manager or designee before the typical 5:00PM closing time.

Emergency Situation: As may be determined by the City Manager, the Emergency Manager, and/or State or Federal Governments.

Essential Personnel: Employees designated by Department Directors who, by virtue of their specialized function or necessary skills, are essential to the department's operational needs during emergency situations, such as inclement weather, and are therefore required to report for duty.

Limited Business Operations: City offices open and operating at reduced service levels and limited resources as designated by the City Manager.

Normal Business Operations: City offices open and operating at full-function during normal business hours, typically 8:00AM to 5:00PM, Monday through Friday.

Severe Weather: Heavy snowfall, flooding, or other adverse weather situations which may prohibit or impede normal daily business due to road closures and/or conditions causing travel and commuting to be potentially dangerous.

Responsibilities:

1. Department Directors shall identify essential personnel, inform them of their status in writing, and define their responsibilities.
2. Departments will file the list of essential personnel with the Human Resources Department and update this list as necessary.
3. Departments will establish and update telephone lists of the employees to be used for emergency events.
4. Supervisors shall contact employees regarding operational status as soon as official notification is received from the City Manager or the delegated representative.

Procedures:

1. The Deputy City Manager or Public Works personnel will monitor weather reports through local and national media and the National Weather Service and consult with the City Manager regarding any potential severe weather or emergency situation and will make a recommendation whether the City offices should be closed or delayed opening.
2. The City Manager will consult with the Deputy City Manager and/or Sheriff or the Emergency Manager as appropriate to make a decision regarding the operating levels and hours of the City.
3. The City Manager or designee will provide regular updates to the City Council, with additional updates as circumstances warrant.
4. If a decision is made to delay opening or to close city offices, the City Manager will direct:
 - a. The Public Works Program Manager to:
 - i. Communicate operational changes to the Citizen Response Center.

b. The Communications Director or designee to:

- i. Contact designated Staff to notify and inform them of the closure, delay, or operating status of the City offices.
 - ii. Instruct designated Staff to contact their areas of responsibility (including City Employees and Contract Partners) and inform them of the closure, delay, or operating status. City Employees and Contract Partners will be directed to refer to the City's website, monitor their City email, or contact the Citizen Response Center for continuing updates.
 - iii. Provide closure, delay, or operating status information to news media and residents directly through the City's website, direct contact, or use of social media, as appropriate.
 - iv. Update the Citizen Response Center, as appropriate.
 - v. Contact City Council Members, as appropriate.
 - vi. Send email updates to City Staff email accounts to distribute closure, delay, or operating status information, as appropriate.
5. The Deputy City Manager will provide regular updates to the City Manager, who will update the Communications Director and the Human Resources Director as needed.
 6. The Deputy City Manager will continue to monitor the news and weather and consult with the City Manager regarding additional delays or closures.

VI. EFFECTIVE DATE:

This directive shall be effective upon signature.

VII. APPROVAL:


John Danielson, City Manager

2.25.15
Date