



Welcome to the City!  
New Employee Reference Guide



Hello:

We are pleased to welcome you to the City of Centennial! We are excited to have you join our innovative City and we look forward to seeing you grow with us.

We believe that every employee contributes directly to our success as a City, and we hope that you will take pride in being a member of the City of Centennial Staff.

This reference guide was developed in order to help you become acquainted with our City, our Staff, and our working environment.

We hope that your experience here at the City will be challenging, enjoyable, and rewarding. Again, welcome!

Regards,

John Danielson  
City Manager

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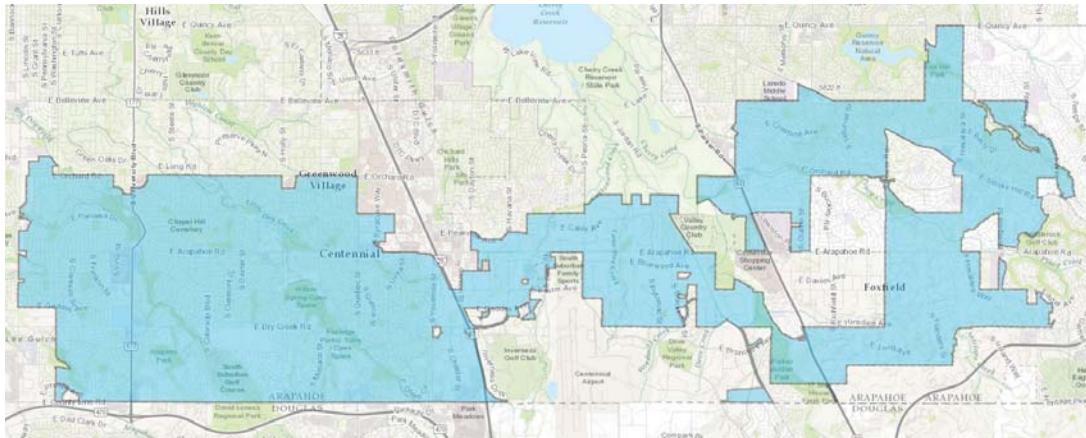
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## Introduction

Welcome to the City of Centennial! We are excited to have you joining us here at the City. We are proud of our reputation for innovation and our unique way of doing business. We are focused on delivering the best possible services to our residents and businesses.

Our employees are our most valuable asset, so we want to ensure that you are set up to succeed with us here at the City.

This Reference Guide contains information relevant to your orientation to the City and our functions, as well as recommended resources to help you navigate your time here at the City.



## Our City of Centennial

Located in the south metro Denver area, the City of Centennial, Colorado, is home to 107,201 residents.



As one of the safest cities in Colorado, Centennial has something for everyone, offering open-space, distinctive recreational activities and advanced business opportunities.

The award winning Littleton Public Schools and Cherry Creek School District are the top school districts in the state and serve the residents of Centennial. USA Today and Money Magazine recently ranked Centennial among the “Best Places to Live” in America.

The City is known as an innovative leader in successfully using both public and private partnerships to provide high quality and cost effective municipal services to our community and businesses.

## BY THE NUMBERS

4 <sup>th</sup>	Best Place to Live in the Nation by USA Today
10 <sup>th</sup>	Largest City in Colorado
3 <sup>rd</sup>	Best City in the U.S. for First Time Homebuyers by Wallethub
2 <sup>nd</sup>	Most Active General Aviation Airport in the U.S.
80122	3rd Hottest Zipcode in the Nation by Realtor.com
53%	of City Revenues are Generated by Sales Tax
6,000+	Registered Businesses in the City



## INNOVATION AND REPUTATION

The City of Centennial is a leader in innovation, and we provide cutting-edge technology for businesses that call Centennial home. Here are a few examples we are proud of:

- City-wide fiber infrastructure is being developed to improve telecommunications
- One of 12 U.S. cities participating in Bloomberg Philanthropies' Innovation Team program developing innovative ways to improve our transportation system
- Debt-free City maintaining an Aa1 rating from Moody's and AA+ from Standard & Poor's

## BUSINESS FRIENDLY

As a business friendly City, we balance business, residential and community interests.

- Diverse business base that generates healthy revenue and encourages ongoing revitalization through thoughtful and responsible development
- 21st century development code
- Efficient and predictable project approvals born out of a collaborative approach

## PROXIMITY TO TRANSPORTATION

Centennial is served by a state-of-the-art multi-modal transportation system.

- Light rail, bus, and on-demand services such as Lyft and Uber
- 30 minutes southwest of Denver International Airport, one of the largest airports in the nation
- Centennial Airport, the 2nd most active general aviation airport in the country provides exceptional mobility for corporate travelers

## Our History

### THE BEGINNING

In the summer of 1998, Randy Pye, John Brackney, Brian Vogt, Ed Bosier and Pete Ross gathered to consider the advantages of incorporating the City of Centennial. They established a volunteer organization known as the Arapahoe Citizens for Self-Determination and an incorporation steering committee that filed a petition in the District Court requesting an election to determine whether the City of Centennial should be formed. The District Court conducted hearings and determined the petition was invalid. The volunteers corrected the petition and on December 12, 1998, in six hours, obtained more than 2,500 signatures on a second petition known as the “Centennial Petition”.

### COLORADO LEGISLATURE GIVES CREDENCE TO THE MOVEMENT

While the Centennial Petition was pending in District Court, House Bill 99-1099 was drafted and introduced in the Colorado Legislature to clarify existing law that established a priority for forming large cities, such as Centennial, over smaller competing municipal annexations. House Bill 99-1099 passed out of the Colorado House of Representatives and out of the Colorado Senate. This Bill was signed into law by Governor Bill Owens on February 1, 1999.

### COLORADO COURTS APPROVE AN ELECTION

On April 8, 1999, the District Court found the Centennial Petition to be valid and to take priority over competing annexation proposals, and ordered an election on whether Centennial should be incorporated. Interveners in the District Court case appealed the ruling, so the Colorado Court of Appeals transferred the Centennial case directly to the Colorado Supreme Court for determination. The Colorado Supreme Court held oral arguments on May 3, 2000, where the Centennial volunteers once again turned out in mass to support the principles of self-determination and the formation of Centennial. The Colorado Supreme Court, in a unanimous opinion, announced July 21, 2000 that an election should take place to determine if the City of Centennial should be formed.

### ELECTION SCHEDULED, INCORPORATION APPROVED

The volunteer Election Commission for Centennial was appointed, and convened and scheduled an election for September 12, 2000 to determine if the voters in Centennial wished to form a city. On September 12, 2000, 77% of voters approved the formation of the City of Centennial.

### CITY OF CENTENNIAL ESTABLISHED

On February 7, 2001, the City of Centennial was legally established as a Colorado City.

### HOME RULE

In 2001, Centennial was incorporated as a statutory city, governed by state laws. On November 6, 2007, the citizens of Centennial elected 21 Home Rule Charter Commissioners to draft a Home Rule Charter. On June 10, 2008, the citizens of Centennial voted to approve a Home Rule Charter by a large margin. Home Rule makes it possible for local governments to have control over local matters of local concern, including sales tax collection and audit. The approved charter serves as a “constitution” for the City.

### OPENING OF CENTENNIAL CENTER PARK

On April 27, 2012 Centennial Center Park was officially opened. The City’s first Park includes water features, an amphitheater, climbing walls, picnic shelters and educational elements. On August 8, 2012 the City and Governor John Hickenlooper co-hosted a celebration of Colorado’s Olympians, featuring Centennial resident and gold-medal swimmer Missy Franklin.

During the fall of 2012 Centennial Center Park received the Colorado Lottery’s Starburst Award and in 2013 the Park received the Denver Regional Council of Government’s “Live, Work, Play” Award. Since that time, the number of special events has continued to grow. The Centennial Under the Stars Laser Light Show was named Best Annual Event in Colorado Community Media’s Reader’s Choice Awards, and 5280 Magazine named Centennial Center Park as Best Playground.



## City Council

The City of Centennial is divided into four Districts. Each District is represented by two City Council Members that serve four year staggered terms, along with the Mayor who is elected at-large. City elections are non-partisan, meaning affiliation with a political party is not required or relevant.

The City of Centennial conducts municipal elections every two years in odd numbered years on the first Tuesday in November. Municipal elections are administered by the City Clerk, under the Centennial Home Rule Charter, Municipal Code of the City of Centennial and Colorado State Statutes.



Carrie Penaloza  
District 2 Council Member  
Term Expires: Jan 2020  
Phone: 303-754-3359



Doris Truhlar  
District 2 Council Member  
Term Expires: Jan 2018  
Phone: 303-754-3346



Ken Lucas  
District 3 Council Member  
Term Expires: Jan 2020  
Phone: 303-754-3367



Cathy Noon  
Mayor  
Term Expires: Jan 2018  
Phone: 303-754-3350



Candace Moon  
District 1 Council Member  
Term Expires: Jan 2020  
Phone: 303-754-3354



Kathy Turley  
District 1 Council Member  
Term Expires: Jan 2018  
Phone: 303-754-3451



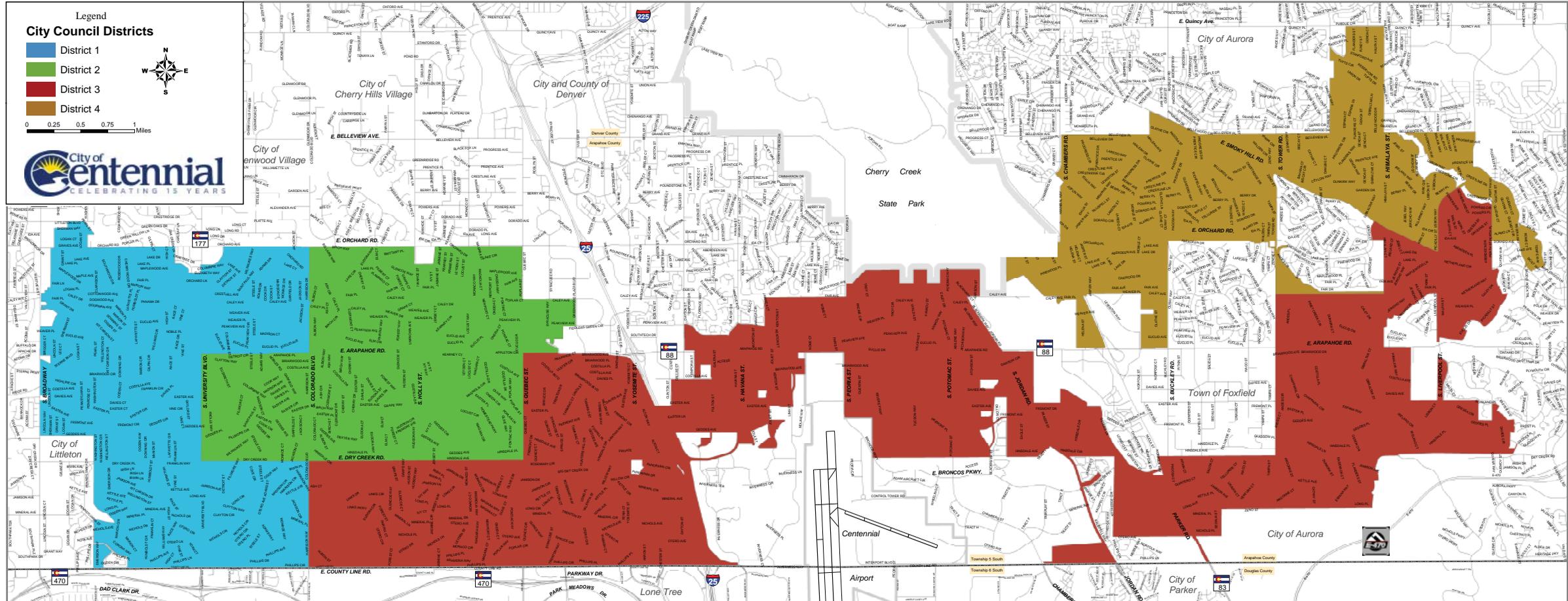
Mark Gotto  
District 3 Council Member  
Term Expires: Jan 2018  
Phone: 303-754-3407



Stephanie Piko  
District 4 Council Member  
Term Expires: Jan 2020  
Phone: 303-754-3361



C.J. Whelan  
Mayor Pro Tem  
District 4 Council Member  
Term Expires: Jan 2018  
Phone: 303-754-3412



## Boards and Commissions

The City of Centennial has nine Boards, Commissions, and/or Committees that are composed of volunteers appointed by City Council.

The work of Board and Commission members are crucial to the success of Centennial's representative government. By sharing their experience, expertise, and time, citizens provide valuable insight—the citizen's point of view—to the operations of the City and City Council's decision-making process.

Appointment Committees are formed and managed by the City Clerk's Office, to solicit, accept and review applications for Board, Commission, or Committee openings and to interview and recommend candidate appointments (Centennial Municipal Code Section 2-4-40).

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### City Boards and Commissions

<p><i>Finance</i></p> <ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Budget Committee</li> <li>• Investment Committee</li> </ul> <p><i>City Clerk's Office</i></p> <ul style="list-style-type: none"> <li>• Election Committee</li> </ul>	<p><i>Community Development</i></p> <ul style="list-style-type: none"> <li>• Board of Review</li> <li>• Open Space Advisory Board</li> <li>• Planning &amp; Zoning Commission</li> </ul> <p><i>Communications</i></p> <ul style="list-style-type: none"> <li>• Senior Commission</li> <li>• Youth Commission</li> </ul>
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## Special Districts

Before 2001, the area now known as the City of Centennial was part of unincorporated Arapahoe County. Long before Centennial existed, people who lived in the area voted to form “special districts” to provide services cities usually make available. Those special districts still exist, so instead of Centennial providing those services the special districts collect property taxes and fees to provide services. These districts have their own Boards of Directors and meetings. Depending on the location within the City, certain services are provided by the following special districts:

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### Fire

- Cunningham Fire District
- Littleton Fire District
- South Metro Fire District

### Library

- Arapahoe Library District

### Parks & Recreation

- Arapahoe Parks and Recreation District
- South Suburban Parks and Recreation District

### Schools

- Cherry Creek School District
- Littleton Public Schools

### Transit

- Regional Transportation District
- 

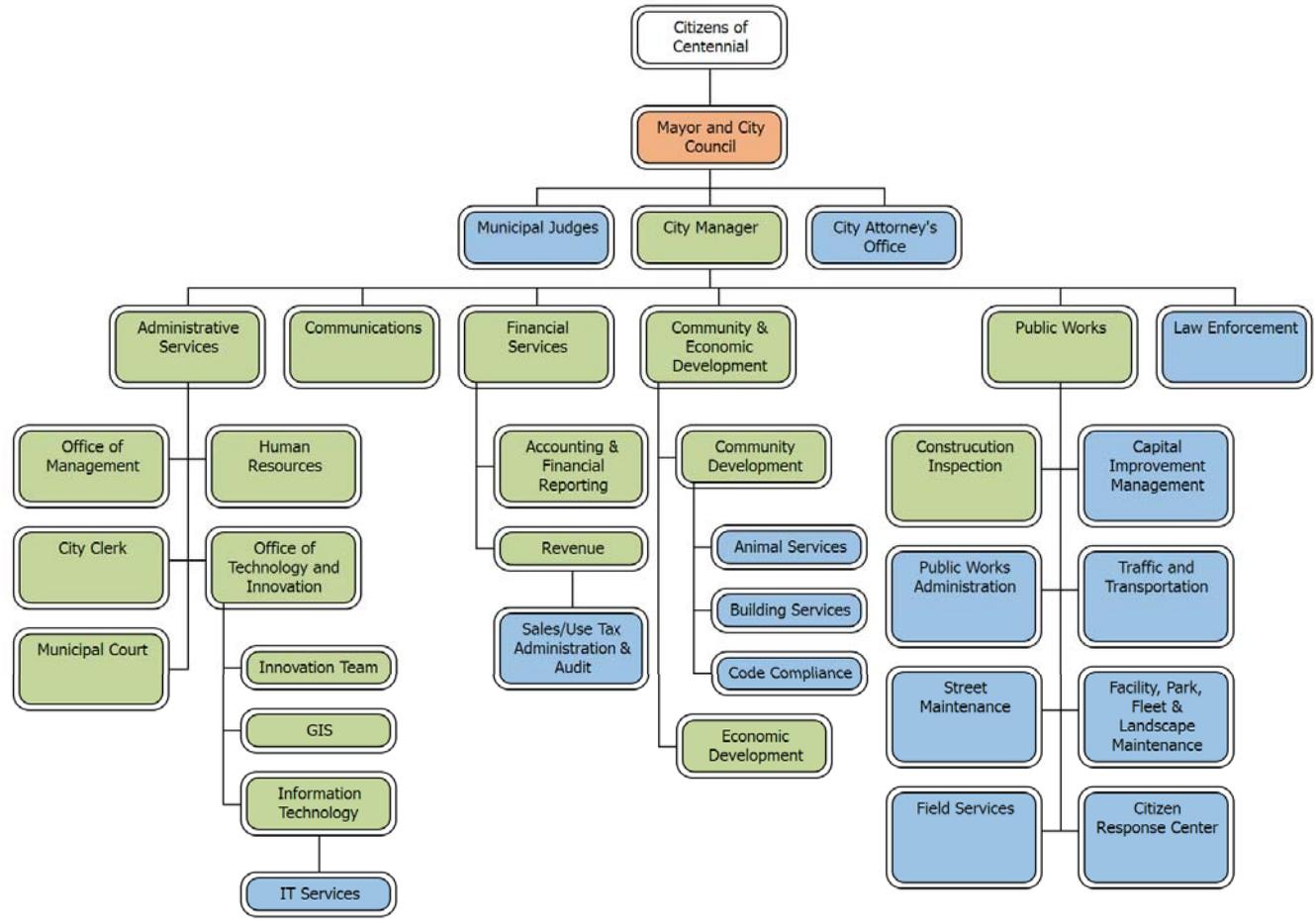
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### Water and Sanitation / Sewer

- Arapahoe Estates Water District
- Arapahoe County Water & Wastewater Authority
- Castlewood Water & Sanitation District
- East Cherry Creek Valley Water & Sanitation District
- E. Valley Metropolitan District
- Havana Water District
- Park Meadows Metro District
- S. Arapahoe Sanitation District
- S. Englewood Sanitation District 1
- S.E. Englewood Water District
- Southgate Water & Sanitation District
- Willows Water District

Special Districts also include Metro Districts, Improvement Districts, and General Improvement Districts.

# The City as an Organization



■ City Staff  
■ Contracted Services  
■ Elected Officials

## City Manager's Office

The City of Centennial is a Council-Manager form of government.

A City Manager is appointed by City Council to oversee the general operations of the City and implement policy decisions made by City Council. This system of local government combines the strong political leadership of elected officials in the form of a council, with the managerial experience of an appointed local government manager. The City Manager's Office as a department is responsible for coordinating the activities of all City departments, translating Council policy into action programs and a variety of special projects. The duties and responsibilities of the City Manager are identified in C.M.C. 2-2-130.

Centennial's interim City Manager is Elisha Thomas.

## Administrative Services

Primary Contact: Elisha Thomas  
Interim City Manager  
303-754-3327  
ethomas@centennialco.gov

Administrative Support: Jody Alioto  
Executive Assistant  
303-754-3341  
jalioto@centennialco.gov

### *Our Mission:*

Administrative Services is your trusted partner, providing you with exceptional service and support to assist you in achieving your goals.

Administrative Services is a collection of functions representing:

- Office of Management
- City Clerk's Office
- Municipal Courts
- Human Resources
- Office of Technology and Innovation
  - i-team (Innovation)
  - IT (Information Technology)
  - GIS & Data Analytics

## Office of Management

Primary Contact: Eric Eddy  
Assistant to the City Manager  
303-754-3334  
eeddy@centennialco.gov

Additional Contacts: Jonah Schneider  
Marianne Schilling

### *What do we do?*

- Manage and support City projects and programs
- Provide quality services to the public ensuring the City's mission and vision are met.
- Implement programs and special projects, including Emergency Management, Park Administration, Key Performance Measures, and others.



## City Clerk's Office

Primary Contact: Barb Setterlind  
City Clerk  
303-754-3324  
bsetterlind@centennialco.gov

Ebony Vivens  
Deputy City Clerk  
303-754-3364  
ebrewington@centennialco.gov

Additional Contacts: Christina Cooney, Licensing Clerk  
Susan Sorlien, Passport Clerk

### *What do we do?*

- Clerk to Council
- Custodian of City Records
  - All open records requests are directed to this office
- Records Retention
- Municipal Elections
  - Designated Elections Official for the City
- Liquor, Pawn Broker, and Massage Parlor Licensing
  - Handles all applications, renewals and recordkeeping for liquor licenses
- Passports



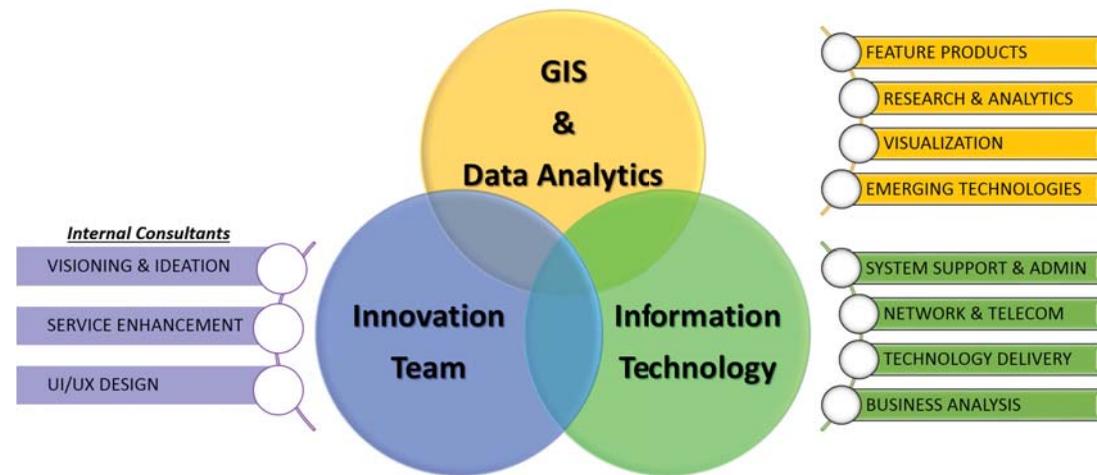


## Office of Technology and Innovation

Primary Contact: Scott Blumenreich  
 Chief Innovation Officer  
 303-754-3352  
 sblumenreich@centennialco.gov

*Our Mission:*

OTI provides an integrated Services Model focused on delivering high impact and high value around Technology Solutions, Product Offerings, and Innovative Change to both our internal and external clientele for the City of Centennial.



## i-team (Innovation)

Primary Contact:	Daniel Hutton i-team Manager 303-754-3446 dhutton@centennialco.gov	Bailey Little i-team Coordinator 303-754-3360 blittle@centennialco.gov
	Melanie Morgan i-team Data Analyst 303-754-3365 mmorgan@centennialco.gov	Paul Gunther i-team UI/UX Designer 303-754-3442 pgunther@centennialco.gov

*Our Mission:*

To embed and accelerate innovation in government. The Office of Innovation connects people with ideas. Its objectives include developing and arranging partnerships, executing revenue enhancements, developing cost reduction strategies, executing innovative programs, and encouraging organizational enhancements to provide efficient, effective government services.

*What do we do?*

- Serve as in-house consultants, working side-by-side with City stakeholders, to formulate and support the implementation of innovative ideas.
- Not directly responsible for implementation of ideas to facilitate the ability to jump to new challenges.



## IT (Information Technology)

Primary Contact: Carla Coburn  
IT Manager  
303-754-3409  
ccoburn@centennialco.gov

Additional Contacts: IT Help Desk  
Mitch Meier  
Dympna Williamson

### *Our Mission:*

IT provides support, quality customer service, and innovative solutions to support the Council and employee information technology needs in order to provide services to Centennial.

### *What do we do?*

- Goals are to be preventative and proactive in responses to issues.
- Administration & Business Analysis.
- 3 year IT Strategic Plan being implemented.



## GIS & Data Analytics

Primary Contact: Derek Stertz  
GIS Supervisor  
303-754-3445  
dstertz@centennialco.gov

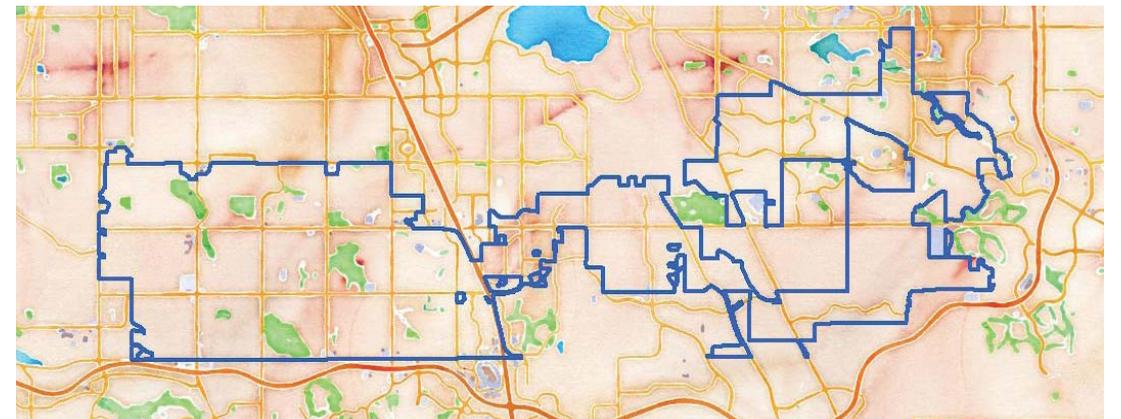
Additional Contacts: Mike Jones  
Kyoko Oyama

### *Our Mission:*

GIS and Data Analytics works with every City Department in the areas mapping and data analysis. The division develops and implements solutions that inform operations and policy makers.

### *What do we do?*

- Visualize Information and Data
- Conduct Research
- Support the City and its Partners
- Validate Information
- Steward Solutions to Elevate the Common Good



## Communications

Primary Contact: Sheri Chadwick  
 Communications Director  
 303-754-3320  
 schadwick@centennialco.gov

Additional Contacts: Allison Wittern  
 Kelly Ohaver  
 Kersten Baldwin  
 Lyndsay Lack  
 Kelly Brady  
 Chris Michlewicz

### *Our Mission:*

The City's Communications Department provides strategic direction and creative communications that engage customers and promote the City's programs, services, and initiatives.

### *What do we do?*

The team is responsible for:

- the City's website and social media;
- print and digital publications;
- writing, photography, and videography;
- media relations;
- special events;
- customer feedback and surveys;
- Centennial 101 Leadership Academy; and
- client experience activities.

## Finance

Primary Contacts: Linda Gregory  
 Deputy Director of Finance  
 303-754-3368  
 lgregory@centennialco.gov  
 Jeff Cadiz  
 Revenue Manager  
 303-754-3440  
 jcadiz@centennialco.gov

Liz Dunaway  
 Purchasing Manager  
 303-754-3402  
 edunaway@centennialco.gov  
 Wendy Faulkner  
 Administrative Assistant  
 303-754-3348  
 wfaulkner@centennialco.gov

### *Our Mission:*

The Finance Department is responsible to ensure fiscal accountability in the expenditures of public funds and to accurately report the financial position of the City to the taxpayers.

### *What do we do?*

The Finance department is responsible for:

- Recording all financial transactions (AR, AP, other)
- Financial statements and reporting
- Forecasting, projections, and analysis
- Budget management
- Cash, investments, and debt management
- Payroll and benefits
- Sales & Use tax administration
- Risk Management
- Contracts administration and purchasing management



## Community Development

Primary Contacts:	Steve Greer Community Development Director 303-754-3419 sgreer@centennialco.gov	Derek Holcomb Deputy CD Director 303-754-3315 dholcomb@centennialco.gov
Additional Contacts:	Karen Brookes Jenny Houlne	

### *What do we do?*

- Support the community in realizing its goals and vision.
- Manage land use projects including annexations, site improvement plans, subdivision plats and zoning changes.
- Work directly with applicants, citizen groups, and referral agencies to ensure development projects are in compliance with city plans and regulations.
- Provide high quality service to the community while planning for the city's future.

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### **Key areas of City operations include:**

- |                       |                     |
|-----------------------|---------------------|
| • Planning & Zoning   | • Building Services |
| • Long-Range Planning | • Code Compliance   |
| • Open Spaces         | • Animal Services   |
- 

## Economic Development

Primary Contact:	Neil Marciniak Economic Development Manager 303-754-3351 nmarciniak@centennialco.gov
Additional Contacts:	Stewart Meek

### *Our Mission:*

The Economic Development Department aims to create positive economic change in the community by generating wealth, economic diversification, job growth & preservation, and expanded tax base.

### *Economic Development Program Areas:*

- Business Attraction
- Business Retention & Expansion
- Small Business & Entrepreneurial Development
- Retail
- Real Estate Development
- Annexations
- Marketing
- Special Projects
- Data Collection & Analysis



## Public Works

Primary Contact: Travis Greiman  
 Director of Public Works  
 303-754-3458  
 tgreiman@centennialco.gov

Additional Contacts: Kelsey Deckert  
 Marv Sytsma  
 Melissa Hansen

### *Our Mission:*

The Public Works Department reports to the Deputy City Manager and is comprised of six divisions with goals including improving operations and implementing technology and innovation to ensure results are achieved in a highly efficient and effective manner. The majority of services provided by Public Works is through outsourcing contracts with service providers.

### *What do we do?*

- Ensure safe and efficient transportation for the public through well-maintained street systems throughout the City.
- Work with our contractors to provide residents with certain services.

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### **Provide the following services:**

- |   |                       |
|---|-----------------------|
| • Transportation Planning               | • Pavement Management |
| • Traffic Engineering & Operations      | • Street Sweeping     |
| • Street & Traffic Infrastructure       | • Mosquito Control    |
| • Mowing & Debris Pick-Up               | • Snow & Ice Control  |
| • Right-of-Way Permits                  | • Engineering         |
| • 5 & 10 year Capital Improvement Plans |                       |
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## Contracted Services

### CURRENT CONTRACTED SERVICES:

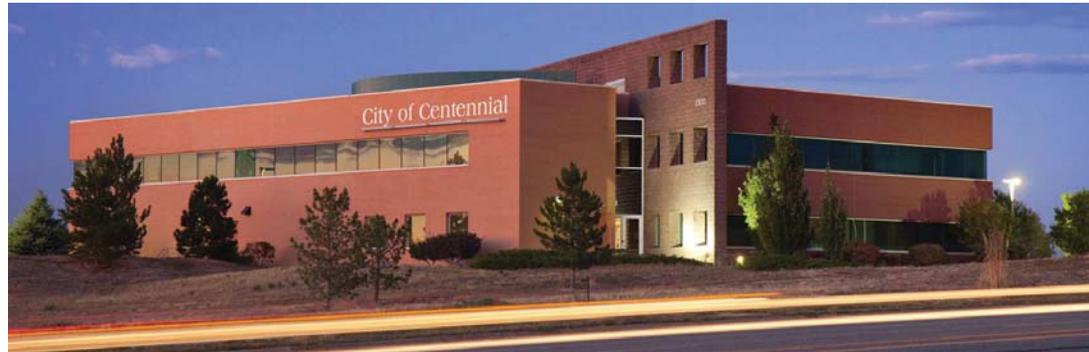
- City Attorney’s Office – Widner and Juran
- Municipal Judge – Ford Wheatley
- Animal Services – Humane Society of Pikes Peak Region
- Building Department - SAFEbuilt
- Code Enforcement – CH2M
- City Licensing & Permits – SAFEbuilt and CH2M
- Public Safety – Arapahoe County Sheriff’s Office
- Sales & Use Tax – Prema

### PUBLIC WORKS - CH2M

- Transportation/Traffic/Streets/CIP – CH2M
- Citizen Response Center – CH2M
- Landscaping & Maintenance – Terracare

## Our Locations

CIVIC CENTER  
13133 E ARAPAHOE ROAD, CENTENNIAL, CO 80112



The Civic Center is our main building for City Staff. There are three floors within the building. You can find updated floor plans on the intranet site on the Staff Directories page.



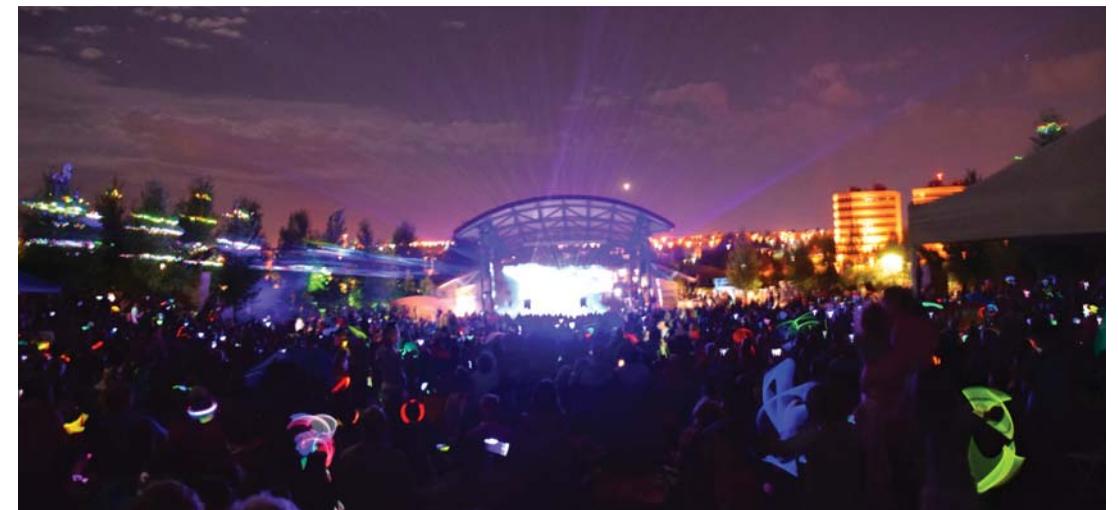
EAGLE STREET  
7272 S EAGLE ST, CENTENNIAL, CO 80112

Our Eagle Street location houses our Public Works contractors, including Animal Services, Public Works, and Code Compliance.



CENTENNIAL CENTER PARK

Our park is award winning and located next to the Civic Center building.



## Being a Public Employee

### WHAT DOES IT MEAN?

Being a public employee means having a strong work ethic and a high level of professionalism. There is a strong chance, on any given day, that you will be interacting with the public, the Mayor, City Council, and other stakeholders. We are committed to outstanding customer service, accountability, and transparency to the City and its citizens. We are servants to the City and should be more accountable for the services we provide.



## City Code, Ordinances, and Resolutions

### CENTENNIAL MUNICIPAL CODE:

Codification is the process of collecting and restating the law of a jurisdiction in certain areas, usually by subject, forming a legal code, or book of law. Ordinances become a part of the Centennial Municipal Code or Land Development Code upon adoption. Therefore, after the ordinance goes into effect, the Centennial Municipal Code sections (CMC) or Land Development Code sections (LDC) are referenced; not the Ordinance's specific number.

### ORDINANCES:

An ordinance is a law or rule enacted by a municipal body, such as a City Council. Ordinance govern matters not already covered by state or federal laws such as zoning, safety and building regulations. A municipal ordinance generally means that a municipal act is adopted that has the force and effect of a law, the violation of which may be enforced in the municipal court. Ordinance go into effect thirty (3) days after publication of the adoption, unless they are enacted as an emergency ordinance.

### RESOLUTIONS:

A resolution is a formal expression of the opinion or will of an official municipal body adopted by a vote. A resolution may be a statement of policy by a municipal city council or an order of that a specific action be taken. Resolutions go into effect immediately upon adoption. Resolutions are commonly used by City Councils to approve Professional Service Agreements, Intergovernmental Agreements (IGA), appointments to Boards/Commissions, approving budgets and supplemental appropriations, or other such actions.

## Policies

“Administrative Policy” means and includes a written policy promulgated by the City Manager under the authority of Centennial Municipal Code Section 2-2-130(b)(6) that:

- A. Implements legislative powers specifically conferred upon the City Council by the Centennial Charter (for example, a policy setting fees pursuant to Section 11.3 of the Charter); or
- B. Applies to or governs the non-legislative actions or activities of the City Council or any formally constituted City Council-created or Council-supervised board, commission, or committee; or
- C. Constitutes the official personnel policy, purchasing or procurement policy, financial policy, or investment policy of the City; or Implements a City Council created program intended to directly benefit or engage the citizens and/or businesses of the City (for example, an “adopt-a-street” program or a program enabling citizens to apply for neighborhood traffic calming measures); or
- D. Involves a potentially controversial public policy issue (for example, a policy making substantial changes to the programming or delivery of City services such as reordering established priorities among streets for snow plowing or to extending City employment benefits to same sex partners of City employees).

## Directives

“Administrative Directive” means and includes a written rule or regulation promulgated by the City Manager under the Manager’s authority as the chief administrative and executive officer of the City which is not otherwise an Administrative Policy as defined above and regardless of whether known as a “directive,” “interpretation,” or by other title. An Administrative Directive may include a rule or regulation that:

- A. Governs the administration and/or operation of City property (for example, the operation, maintenance, repair, and use of the Civic Center); or
- B. Governs and directs the actions and activities of City employees and the employment relationship between employees, the City Manager, and/or other supervisory personnel (for example, a regulation requiring employees to report infectious illnesses to supervisors and to refrain from work attendance in order to protect the health of other employees); or
- C. Implements practices and procedures for the day-to-day internal operations of City departments and City programs (for example, procedures for the handling and deposit of funds paid to the City, the staffing or hours of operation of departmental services, design standards and procedures for sidewalk repairs, document formatting, and supervisor/employee relationships and reporting); or
- D. Establishes administrative interpretations of municipal ordinances that are not inconsistent with the language or intent of such ordinances (for example, an interpretation of provisions of the Land Development Code to specify or clarify the proper method of measuring a setback or a structure height).

## City Council Meetings

### CITY COUNCIL MEETING OVERVIEW

Centennial City Council meets the first, second and third Mondays of the month. Dinner is available for Council members at 5 pm. The meetings begin with a Study Session at 6 pm during which City staff or other topical experts conduct in-depth presentations and briefings. The Regular City Council meeting is at 7 pm. This schedule may be amended by Council, through the City Clerk.

All City Council meetings are recorded, and are audio-streamed on the City's website, as well as archived and available on-demand.

Council Meeting packets are available Thursday afternoons, the week prior to the meeting on the network drive for Council member and staff review. The Agenda and meeting packet are published on Friday mornings for public access.

### OPEN MEETINGS LAW

All meetings of a quorum or three or more members of any local public body (City Council, Boards/Commission members, etc) which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times. It does not include meetings of administrative staff.

### WRITTEN AND POSTED NOTICE OF MEETINGS

You must post notice of any meeting that may occur at which a majority or quorum of the body is in attendance, or is expected to be in attendance, or where adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs. The legal posting of all City meetings is in the Binder on the reception desk in the front lobby. The City Clerk's Office maintains a record of all postings made in the binder in accordance with the Open Meetings Law. Always contact the City Clerk regarding posting of meetings.

### ELEMENTS OF A COUNCIL MEETING:

The regular City council meeting is the meeting where formal action can occur. This includes an opportunity for public comment, approval of a consent agenda, and a formal vote on Ordinances or Resolutions that may need approval by Council.

#### CONSENT AGENDA:

The consent agenda is used to adopt, approve or authorize those items that are non-controversial and are not apt to general any debate. It is a time-saver and leaves more time to more fully discuss other topics on the discussion agenda. The City Clerk reads into the record all items on the consent agenda and a single motion is needed to approve. Council Members may "pull" any item from the Consent Agenda prior to the approval and require that the item be discussed later on the agenda and a formal vote on only that item occur.

#### PUBLIC COMMENT:

Citizens are typically allowed 3 minutes at the Regular Meeting for public comment and 5 minutes if they are representing an organized group. Comments relative to subjects no on the agenda for public hearing should be made at the time designated for public comment.

#### PUBLIC HEARINGS:

Some items are required by law to have a Public Hearing, where Council Members solicit comments from the public. These meeting may be legislative or quasi-judicial. Public Hearings must be noticed to the Public via publication in a local newspaper and the City's website. There are different time

requirements for Public Hearing notices. Always contact the City Clerk a few weeks prior to a scheduled public hearing to verify the legal publication requirements were met.

#### EXECUTIVE SESSION:

The Open Meetings Act authorizes the City Council to conduct Executive Sessions, which are closed and confidential meetings that may only take place for specific purposes defined by state law and listed within the motion made by Council to go into Executive Session. Always contact the City Attorney and City Clerk to schedule Executive Sessions with City Council.

#### CONTRACT/IGA/PSA/AGREEMENT ROUTING:

After an item has been approved by a vote of City Council, it is Staff's responsibility to route the approved contract/IGA/PSA/Agreement, etc. The City Clerk's Office maintains official record of all ordinances, resolutions, policies and proclamations. After the Contract/IGA/PSA/Agreement has been signed by all parties, an original must be filed with the City Clerk's office as the official record. Always check with the City Clerk with questions regarding routing of items.

## Records Management

### WHY ARE MUNICIPAL RECORDS IMPORTANT?

Records are essential to the operations and effectiveness of local governments. They provide the information needed to manage municipal programs, make effective decisions and ensure administrative continuity. Municipal records document the delivery of services, provide legal accountability, give evidence of the responsible management and expenditure of public funds and document the historical development of the government and the community. Timely access to the right information by municipal staff and the public enables the municipality to function effectively and protects the rights and interests of the municipal government and the citizens.

### WHAT IS A RECORD?

Records provide a source of information or evidence of the municipality's activities and official business transactions. They are documentary information (in any format) created or received by municipal employees or officials in the course of conducting municipal business. All records have a life cycle: they are created, stored and disposed of or archived. If not managed effectively, they can cost the City time and money.

### WHAT IS A PUBLIC RECORD?

Many, but not all, municipal records are Public Records as defined by CRS § 24-72-202(6)(a) to be: "...all writings made, maintained, or kept by...any political subdivision of the state...for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds." Please contact the City Clerk's Office or the City Attorney's Office if you have questions regarding Public Records.

### BASIC PRINCIPLES AND BEST PRACTICES OF RECORDS MANAGEMENT

These basic Records and Information Management (RIM) and Electronic Records Management (ERM) principles are summarized as follows:

- **CONSISTENCY AND INTEGRITY.** Perform the same sets of RIM-ERM processes and procedures repeatedly and without exception to ensure that the City's records and information are reasonable authentic and reliable
- **ACCOUNTABILITY.** Make a significant City commitment to RIM-ERM, assign and delegate responsibilities to make the program auditable, track key measures and performance indicators, and periodically review the program
- **COMPLIANCE.** Construct the RIM-ERM program so as to ensure that it complies with applicable laws and the City's policies
- **TRANSPARENCY.** Ensure that RIM-ERM is adopted as an ongoing part of standard business processes, that RIM-ERM is documented and rolled out to the entire City, that its importance is communicated on a regular basis and that there is a process for reporting and review
- **ACCESSIBILITY AND AVAILABILITY.** Ensure the City's capability of retrieving information when needed
- **PROTECTION.** Ensure a reasonable level of protection for private, confidential, privileged, and essential records
- **RETENTION.** Maintain records across the City for an appropriate time based on legal, regulatory, fiscal, operation and historical requirements using the Colorado Municipal Records Retention Schedule (CMRRS)

### COLORADO OPEN RECORDS ACT (CORA)

In the spirit of open government, the Colorado Open Records Act requires that most public records be available to the public. Anyone can request information that is in the possession of a government office. An open records request must be filed directly with the appropriate government office or the custodian of the records that are being requested. Please contact the City Clerk's Office if you have questions regarding an open record request.

## Human Resources Employment Policies

The City Manager is the final arbiter on the application, interpretation, and enforcement of all City policies.

All of our Employment policies are available on cNet for review at any time.

- Employee Status and Classification
- Employment “At Will”
- Equal Opportunity Employer
- Harassment and Unlawful Discrimination
- Workplace Violence
- Employee Conduct
- Drug-Free Workplace
- Dress Code
- Campaign Activities
- Business Travel and Associated Expenses
- Electronic Media Use
- Cyber Security
- Emergency Procedures / Evacuation Routes
- Employee Safety
- Injuries and Accidents at Work
- City Office Closure Procedures

This is not a full listing of our Employment policies. It is your responsibility to know and understand each of the City’s policies.

## EMPLOYEE STATUS AND CLASSIFICATION

### EMPLOYEE STATUS

Your employment status defines your eligibility for City-sponsored benefits.

**FULL-TIME, REGULAR:** A regular full-time employee is an employee who works 36 or more hours per week and is not assigned to a temporary status.

**PART-TIME, REGULAR:** A regular part-time employee is an employee who works fewer than 36 hours per week and is not assigned to a temporary status.

**TEMPORARY/SEASONAL:** A temporary employee is an employee whose employment is scheduled for a specific duration or who holds a seasonal position. Temporary employees may work any number of hours. Employment beyond an initially stated duration does not in any way imply a change in employment status.

**INTERN:** An Intern is a temporary employee hired for educational/job training purposes, generally working fewer than nine months in a calendar year and in conjunction with an academic program.

An employee’s status may be changed at the City Manager’s discretion.

### EMPLOYEE CLASSIFICATION

Your employment classification is defined by Fair Labor Standards Act (FLSA) guidelines from the U.S. Department of Labor based on your job duties.

**NON-EXEMPT EMPLOYEES** are employees whose work bound by federal law’s requirements concerning minimum wage and overtime.

**EXEMPT EMPLOYEES** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees have jobs that meet the standards and criteria established under the FLSA.

## EMPLOYMENT “AT-WILL”

Employment with the City of Centennial is “at-will.” Employment-at-will means that employers have the right at any time, with or without prior notice, to hire, fire, demote, and promote whomever they choose for any reason unless there is a law or contract to the contrary. Similarly, employees have the right to quit a job at any time for any reason, with or without prior notice.

The City does not use a progressive discipline system and does not use a formal hearing procedure either before or after termination of employment.

Nothing in the City’s our Human Resources guidelines, procedures, policies, or in the City’s practices alters the at-will nature of one’s employment. They do not in any way imply that an employee’s City employment will continue into the future.

## EQUAL OPPORTUNITY EMPLOYER

The City of Centennial provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, or any other protected classification in accordance with applicable federal, state and local laws. The City of Centennial complies with applicable state and local laws governing nondiscrimination in employment in all locations. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

## HARASSMENT AND UNLAWFUL DISCRIMINATION

What is discrimination?

A person suffers unfavorable or unfair treatment due to their race, religion, national origin, disability or veteran status, sexual orientation, or other legally protected characteristics.

What is harassment?

A person is made the target of offensive behavior on legally protected characteristics. Can also include inappropriate or unwelcome sexual advances, requests for sexual favors or gestures, sexually explicit communications or other sexual oriented verbal or physical conduct accompanied by promises of preferential treatment or threats of adverse consequences.

The City will not tolerate unlawful discrimination or harassment of any type against any individual whether an employee, contract worker, vendor or citizen or anyone else.

Report all instances witnessed or experienced harassment and discrimination to your supervisor or the HR Department. An investigation will be completed promptly and thoroughly on all reports. There is no punishment or retaliation for reporting. Appropriate discipline will be promptly imposed.

## EMPLOYEE CONDUCT

You are expected to perform your duties with the highest level of integrity, and undersatnd and follow the Code of Conduct and Ethics. You are expected to resolve issues directly with your supervisor. If you are unable to resolve issues with your supervisor, continue through your departmental chain of command or through Human Resources. You are expected to protect privileged and/or confidential information at all times, including sales tax revenue from vendors. Some employees may be asked to sign a separate confidentiality statement.

## Workplace Violence

The City strictly prohibits and will not tolerate violence, threats, bullying or intimidation in the workplace or at any worksites. If you are the target of violent, threatening, or intimidating conduct, or if you observe such conduct, you must report it to your supervisor or Human Resources, using the Workplace Violence Report Form which can be found on the intranet. Supervisors or Human Resources will inform City Security and/or law enforcement, as appropriate. 911 should be called for police assistance if one observes or is the target of violence or threats of violence that require an immediate response.

The City's current workplace violence is currently being enhanced. Staff will be notified once all updates are finalized.

## DRUG-FREE WORKPLACE

The City prohibits the use or possession of illegal drugs or alcohol by employees during work hours. The City may require that an employee undergo drug or alcohol testing whenever it has reason to believe that an individual is impaired by or under the influence of alcohol or illegal drugs.

## DRESS CODE POLICY

The City desires to present a professional appearance. All employees are required to maintain a professional appearance. Clothing must be clean, neat and in good repair. Clothing must fit appropriately. Office personnel must wear business-professional or business-casual attire.

FRIDAY ATTIRE – denim is acceptable on Fridays and other special events approved by City Manager. Denim must be free of fringes, holes and fray. Denim of any type or color is only allowed on Fridays or other special events as approved by the City Manager.

Review full dress policy for examples of business professional attire and prohibited clothing items.

## CAMPAIGN ACTIVITIES

Employees may not use the power or resources of the City in support of or against an issue or candidate, including the use of City facilities, resources or the apparent authority of any City office. Employees may not campaign for or against any issue or candidate in a manner that exerts, or appears to exert the influence of their employment with the City. Employees may not distribute political ads, flyers, stickers or other promotional materials or seek campaign contributions during working hours or at City facilities.

## BUSINESS TRAVEL AND ASSOCIATED EXPENSES

City employees are eligible to travel to conduct official City business, including training, conferences, and meetings. All travel shall reflect positively on the City. Employees are expected to use good judgment when making travel arrangements, selecting the most reasonable, inexpensive arrangements.

Employees shall receive the appropriate authorization from their supervisor before obligating the City to any expenses related to conferences, meetings, training, or travel arrangements. Authorization for travel is subject to available travel funds in the annual budget. Travel arrangements shall be made in accordance with the City's purchasing policy and procedures.

The City will provide a flat dollar amount for meals and incidental expenses for all full days of travel based upon the General Services Administration (GSA) Meal and Incidental Expenses per diem for the location of the travel ([www.gsa.gov](http://www.gsa.gov)). Per diems will be reduced based upon meals provided by the conference, training, meeting, or hotel. The City will prorate meal per diems for the first and last days of travel, as provided by the GSA guidelines. Meals purchased during a conference, workshop, or training within a 50 mile radius of the Centennial Civic Center will not be reimbursed by the City.

Reasonable business-related expenses incurred during travel are eligible for reimbursement with itemized receipts. Eligible expenses may also be purchased using a City credit card or Purchasing Card. As defined in the City's purchasing policy, alcoholic beverages are not eligible for reimbursement and cannot be purchased with City funds. The City will not pay for any non-business related expenses, such as golf, tours, or other extracurricular activities at conferences and meetings. Any upgrades, expenses incurred for family members to travel, and extended personal travel are to be paid separately by the employee.

## ELECTRONIC MEDIA USE POLICY

Employees are given access to computer hardware and software for purposes of conducting City's business and for accomplishing job duties. Loading software onto any of the City's computers without prior permission is prohibited. Organization-wide information and computer systems are the property of the City and are for business use only. Use good judgment at all times when using the Internet or other electronic communication tools.

## CYBER SECURITY

In today's highly connected digital environment, best practices related to Cyber Security are of the utmost importance. The City's IT Department is in process of designing a comprehensive Cyber Security Program to ensure adequate protection of our data and computer systems. While this program is a work in progress, there are a few basic guidelines employees should follow to avoid jeopardizing the City's digital assets (data and computers):

- 1.) Never share your passwords with anyone.
- 2.) Never open attachments embedded in e-mails from unknown or questionable sources.
- 3.) If you receive e-mail from a sender outside of the City that seems suspicious (misspelled words, poorly written or misused word tenses, poor graphics or branding), please contact the Help Desk for assistance.
- 4.) Do not insert Thumb/Flash/USB Drives or CDs from unknown sources into your computers. If you have such a device and need to use it or look at the contents, please ask the Help Desk to scan the drive prior to usage. For example, such items are often given away as gifts at conferences and workshops – these items could have been purposely infected with malware prior to their distribution.

For all efforts to protect our environment, accidents do happen and many are easily rectified. If you feel you have opened a questionable e-mail or e-mail attachment in error, please notify the Help Desk immediately.

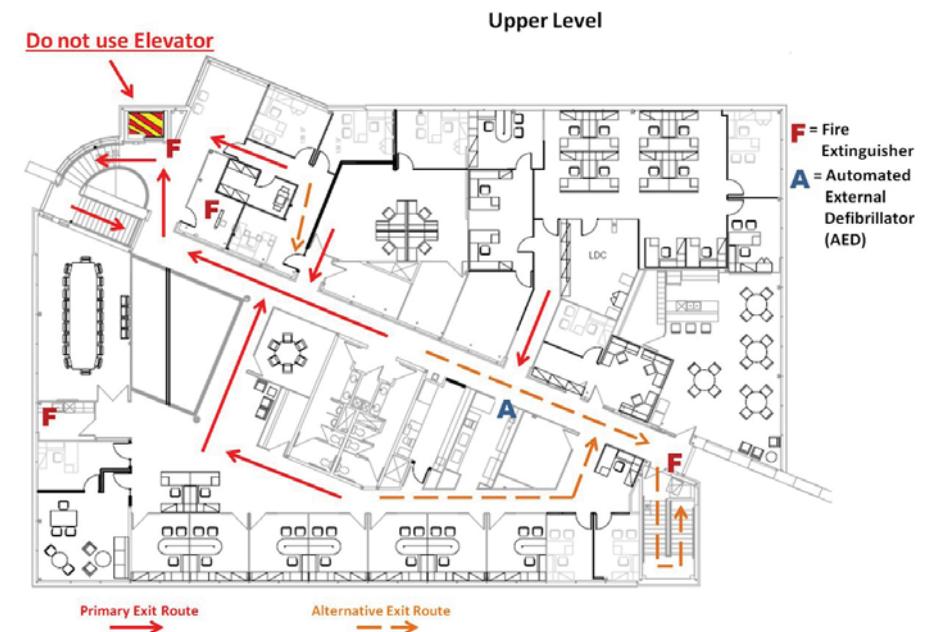
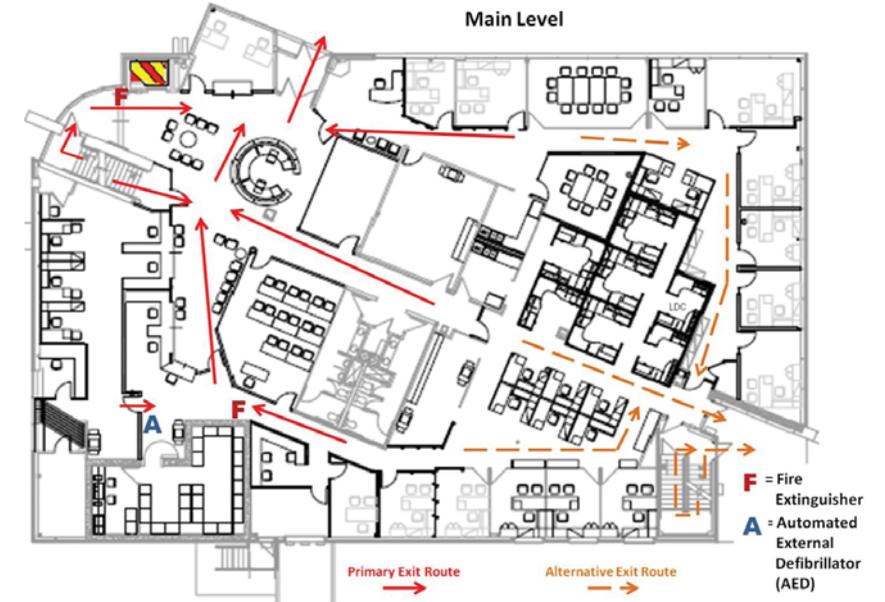
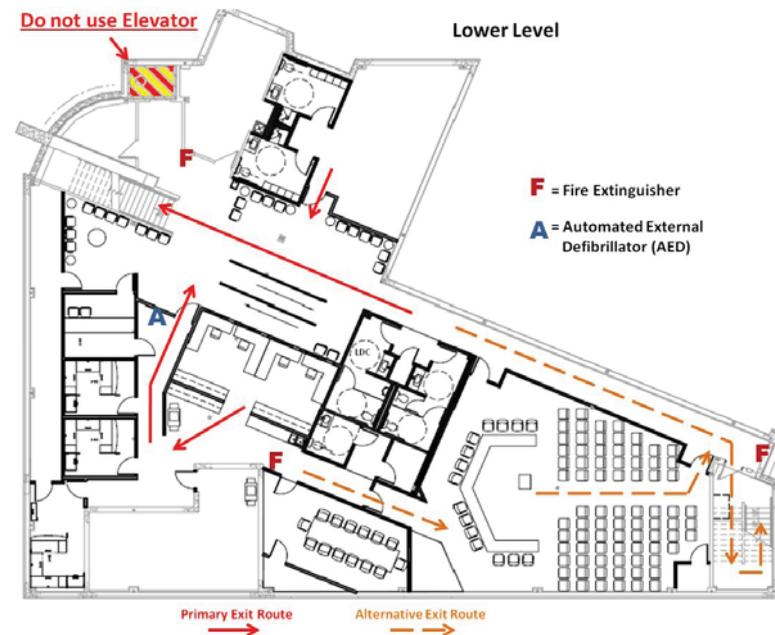
## EMERGENCY PROCEDURES

Become familiar with the Civic Center Emergency Procedures. Know where the emergency exits are located. Know where the fire extinguishers are located. Know where the Automated External Defibrillators (AEDs) are located.

WHEN AN ALARM SOUNDS:

- Stay calm and begin evacuation procedures.
- If specific instructions are necessary, directions will be issued over the phone inter-com system.
- Do not use the elevator.
- Evacuate to the designated area in the parking lot.

## EVACUATION ROUTES



## EVACUATION ASSEMBLY AREA



## EMPLOYEE SAFETY

### BUILDING SECURITY

There are security guards in the building whenever the building is open to the public. Fire Alarm System and Phone Intercom System.

### BUILDING ACCESS CARDS

All employees and contractors in the Civic Center are given a key card to access the building and all secure staff areas.

### ID BADGES

All employees and contractors in the Civic Center are given an ID badge. You are expected to wear your ID badge at all

times in the building – must be worn at the waist or higher.

### AREA IN-OUT BOARDS

If your area has an In-Out Board, be diligent and mark yourself in and out on the Area In-Out Boards. Area In-Out Boards are used to assist in head counts during emergency situations – VERY IMPORTANT.

### FIRST AID AND AEDS

There are 3 Automated External Defibrillators (AEDs) in the Civic Center. A portion of City employees are certified in First Aid, CPR, and AED use.

## INJURIES AND ACCIDENTS AT WORK

If you are injured while working, report it to your supervisor or Finance immediately. If you are involved in or witness an accident or near miss at work, report it to your supervisor or Finance immediately. If you are involved in a traffic accident while working or while driving a City-owned vehicle, notify the police immediately, then contact your supervisor. You should also contact CIRSA, the City's insurance provider and complete the Proof of Insurance CIRSA card.

### EMERGENCY

*Seek immediate emergency medical care from any physician or facility.*

If an injury occurs that threatens life or limb, seek emergency medical attention immediately. Notify your supervisor or HR after seeking emergency medical attention.

### NON-EMERGENCY

*Select a medical provider from the Designated Providers List (DPL).*

## CITY OFFICE CLOSURE PROCEDURES

The City Manager, or designee, may close, delay opening, open with core personnel, or close early the City offices to protect the safety of City employees and the public. Events that restrict travel or endanger the City offices may necessitate closure.

### PROCEDURES:

1. The Public Works Department will regularly update the City Manager, or designee, about significant weather events as information becomes available. Public Works will provide information about predicted snow accumulation amounts, other severe weather information, and anticipated road conditions.
2. The Sheriff will regularly update the City Manager, or designee, about significant emergencies related to the City of Centennial.
3. The City Manager, or designee, will determine the City office schedule based upon the information provided by Public Works and/or the Sheriff.
4. The City Manager, or designee, will inform the Public Information Manager of any decision to close the offices, delay the start of business, or close the offices early. The Public Information Manager will release this information to the media, update the information on the City's website, and update the Citizen Response Center.
5. The City Manager, or designee, will inform the Executive Team of any changes to the business schedule.
6. The Executive Team will communicate the changes in schedule to their staff and contractors.

### CORE PERSONNEL

The City Manager may open the building or continue operating the building with Core Personnel only. Core Personnel are those employees needed to continue the essential City operations at the Civic Center building. The City Manager, Executive Staff, and managers will designate Core Personnel.

### EXPECTATIONS

1. Executive staff and managers are expected to maintain personal contact information for their employees to communicate closures and delayed openings.
2. Employees should check with their manager, the Citizen Response Center, and/or the City's website if they are unsure of a closure.
3. The impact of severe weather and other public safety emergencies can vary widely in the region. If the Civic Center is open and an employee is unable to be at the building, the employee should notify his/her immediate supervisor and make accommodations to utilize PTO or telecommute in accordance with City policies.

All Staff will be notified of an office closure or delayed opening by the Communications Director. For weather related closures, the City Manager consults with designated personnel to make the best decision for City Staff and Contractors. Once a decision is made, the Communications Director will disseminate that information over City email and will continue to update the City website and social media as appropriate. Staff should work directly with their manager to determine the best course of action with regards to personal safety and work expectations.



## Professional Development

### CITY JOB OPPORTUNITIES

All of the City's open positions are posted on NeoGov. It is your responsibility to periodically review open positions that may be of interest to you and for which you are qualified. If you are interested in applying for an open position, have a conversation with your supervisor prior to submitting your application.

You may request consideration to transfer to other jobs as vacancies become available and you will be considered along with other applicants. The City may also initiate transfers between departments or facilities to meet specified work requirements. Promotions are also granted based on the needs of the City and based on your performance in your current position.

### TRAINING OPPORTUNITIES

The Human Resources department provides a number of training opportunities each year for your development, including lunch and learns, training courses, and other opportunities. You should discuss additional training opportunities and courses with your supervisor based on your interest and the duties of your role.

### MEMBERSHIPS

You are encouraged to discuss becoming a member of applicable professional organizations with your supervisor.

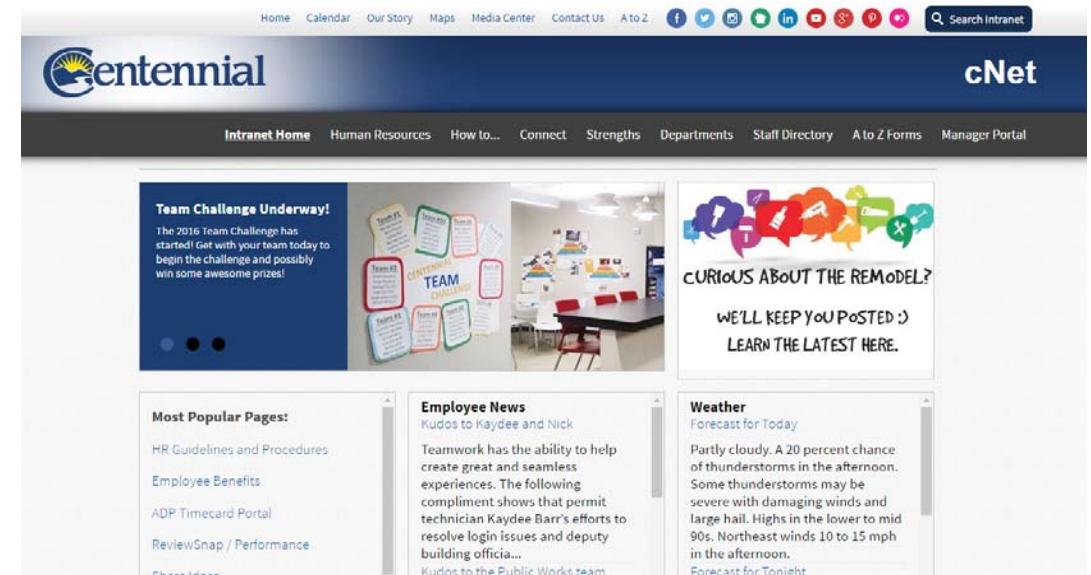
## cNet, Employee Intranet

The employee intranet can be accessed from any City workstation, or if you access the network remotely.

The intranet can be accessed at this address: <http://www.centennialco.gov/Intranet>  
If you are accessing cNet from outside the City, you will need a username and password.

The intranet provides up-to-date information for City employees:

- Benefits Information and Forms
- Phone Directory and Civic Center Floor Plan
- Office Forms
- Employee News
- Trainings
- City Policies and Directives
- Emergency Procedures



## Wellness Committee

Mission: To promote wellness by providing resources, hosting events, and offering learning opportunities to foster a positive culture and increase quality of life for City staff.

We host different activities to help promote a healthy lifestyle for our employees. We're made up of members from all different departments to promote diverse interests in the pursuit of wellness initiatives.

*Interested in joining? Reach out to Rebecca Krauland for more information about the wellness committee.*



## Benefits

The City has many benefit offerings for its employees. For any specific questions about your eligibility or your benefits, please contact Human Resources.

Benefits Summary		
• Medical	• Flexible Spending Account	• PTO
• Dental	• STD Insurance	• Bereavement Leave
• Vision	• LTD Insurance	• Holiday Pay
• 401(a)	• Life Insurance	• Military Leave
• 457	• AD&D Insurance	• Miscellaneous

## PAID HOLIDAYS

The City of Centennial recognizes ten paid holidays each year for eligible employees.

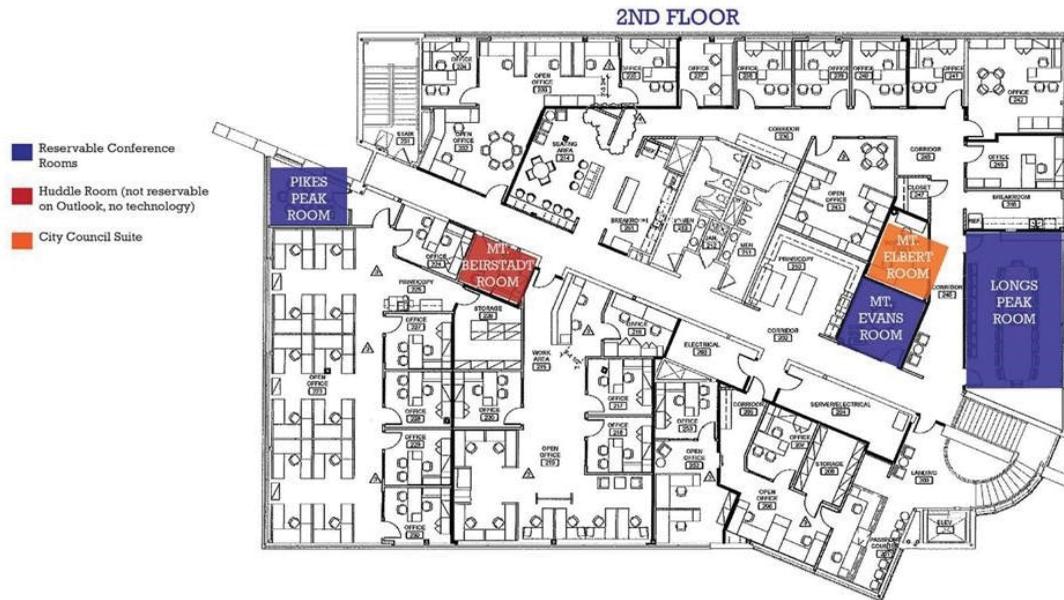
New Year's Day  
 Martin Luther King, Jr. Day  
 Presidents' Day  
 Memorial Day  
 Independence Day

Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 The Day After Thanksgiving  
 Christmas Day

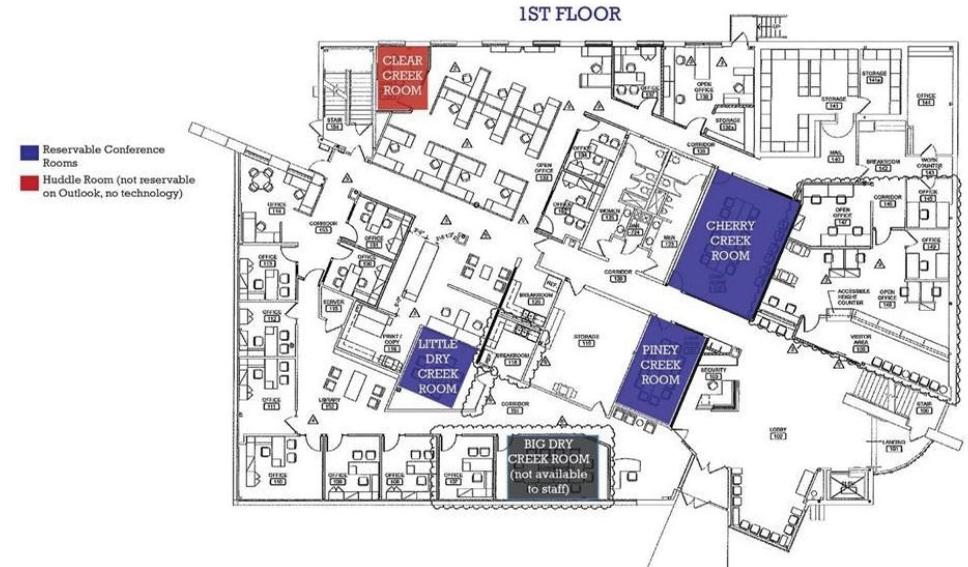
Holiday Pay for part-time employees is pro-rated based on percent of time worked for a standard 8 hour day. If a holiday falls on a regularly scheduled work day, the employee will receive the pro-rated holiday pay.

# Civic Center Conference Rooms

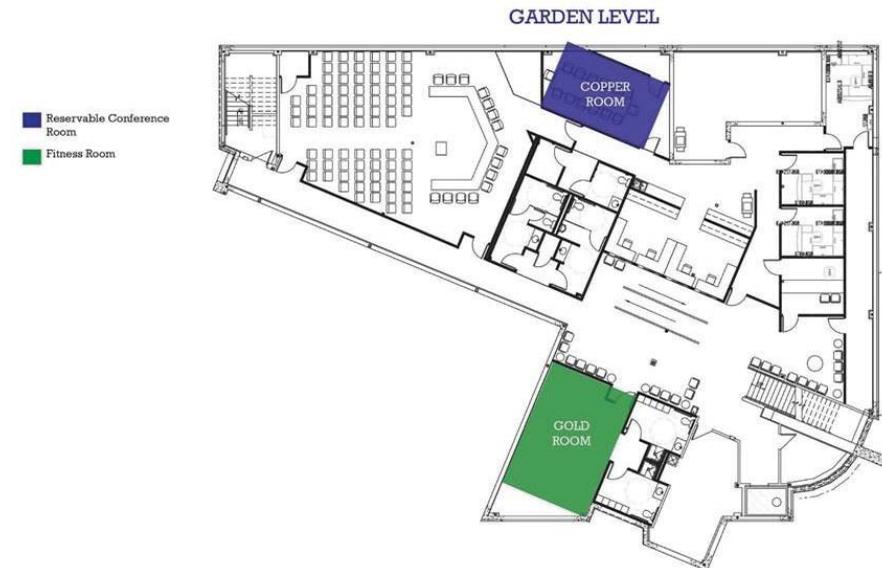
## SECOND FLOOR



## FIRST FLOOR



## GARDEN LEVEL



## Your Resources

### IT HELP DESK:

Phone: 303-754-3333

Email: greystone@centennialco.gov

### LOGGING INTO YOUR COMPUTER

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Domain: COC

### WIRELESS NETWORK

Network Name: City Staff

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### INTRANET (ACCESSING EXTERNALLY)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### VPN: CISCO ANYCONNECT SECURE MOBILITY CLIENT

Connection:vpn.centennialco.gov

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### YOUR PRINTER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### COPIER PASSWORD

\_\_\_\_\_

### YOUR PHONE

Phone Number: \_\_\_\_\_

Extension: \_\_\_\_\_

Voice Mail Password: \_\_\_\_\_

External Voice Mail Number:  
(303) 325-8099

### POSTAL PASSWORD

\_\_\_\_\_

### IMPORTANT WEBSITES

City of Centennial Website: <http://www.centennialco.gov/>

City of Centennial Intranet: <http://www.centennialco.gov/Intranet>

Centennial Outlook Web App: <https://mail.centennialcolorado.com>

ADP Self Service Portal: <https://portal.adp.com/>

ReviewSnap: <https://www.reviewsnap.com/>

IT Email Quarantine: <https://asp.reflexion.net/>

This guide is designed to help you be successful at the City.  
If you have any questions, not covered by this guide,  
please reach out to Human Resources directly.

