

REGULAR WORK SESSION

- School Gym Use Discussion
- Memorial Bench Application Revision
- Administrative Raises [Included in SM if needed per 1/3 BOT direction]
 - Any Other Business

Posted 1/13/17

SPECIAL MEETING

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. REVIEW AGENDA
- V. OLD BUSINESS
 - a. Approve/Disapprove Employee Handbook 1.17.17 Revision
[No feedback received as of 1.13.17, change page only included]
 - b. Approve/Disapprove Drug Testing Contract/Paperwork
[None received as of 1.13.17]
 - a. Approve/Disapprove Administrative Raise City Manager
 - b. Approve/Disapprove Administrative Raise City Clerk
- VI. ADJOURN

1/13/17

OPEN TO THE PUBLIC



MEMORIAL BENCH APPLICATION

City of Creede
2223 N Main Street
Creede, CO 81130
(719-)658-2276

Name: _____

Address: _____

Phone: _____ Email: _____

Existing Bench (\$500)

New Bench (\$2,000)

Existing Bench Location*: _____

New Bench Desired Location: _____

***Existing Benches cannot be relocated.**

Plaque Text (Two lines of up to 35 characters, proof will be submitted to applicant for approval before ordering):

Additional info or requests:

If bench is adjacent to a business, please discuss with the business owner and obtain their approval:

Business Owner Approval: _____
Date

Public Works Department Approval: _____
Date

Location, text, and other requests will be considered by staff and City Council and alternatives may be suggested in the event an adjustment is needed. Application payment will not be due until all terms are finalized.

FOR ADMINISTRATIVE USE ONLY

Application Received _____ Fee _____ Date Paid _____

License Agreement Attached? Y N Proof of Insurance Attached? Y N

Board of Trustees Meeting Date _____

Approved by Board of Trustees this _____ day of _____, 20 _____

Attest: _____ City Clerk

DRUGS AND ALCOHOL

The City of Creede is a drug-free workplace as required by the Drug-Free Workplace Act of 1988, 41 U.S.C. 702. It is both the City of Creede's and each employee's responsibility to maintain such an environment. The manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. An employee's violation of this prohibition, or any other drug abuse violation, may result in disciplinary action up to and including immediate discharge. Alcohol, its influence or affect will not be permitted during on-duty hours, which include overtime and response to off duty calls. Violation of this requirement may be cause for immediate discharge. The City Manager or an immediate supervisor may require drug or alcohol testing when he/she has a reason to believe that an employee is under the influence, has been engaging in illegal drug activity, or has been involved in an incident/accident or prior to employment at the City of Creede. Refusal to take a test when required may lead to consequences up to and including separation from employment.

Additionally, drug & alcohol testing shall be conducted on a random basis on safety-sensitive employees at unannounced times throughout the year. **Date and employee randomization shall be provided by _____.** A safety-sensitive employee is defined as an employee who ~~regularly~~ **operates or may operate machinery** **City-owned** vehicles or performs other tasks which put the employee in a position in which they are responsible for the safety of other employees or the general public. ~~Such random tests shall be conducted just before, during, or just after the performance of safety sensitive functions. Such functions include operating City machinery; waiting to be dispatched on City machinery; inspecting and servicing equipment on City machinery; inspecting, servicing, or conditioning City machinery; supervising, performing or assisting in loading or unloading City machinery; repairing or obtaining and waiting for help with disabled City machinery; performing driver requirements related to accidents involving City machinery; and performing any other work related to vehicle maintenance or operation of City machinery.~~ Safety-sensitive employees shall be randomly tested ~~each year~~ as follows:

- (1) ~~Twenty-five~~ **One hundred** percent of all safety-sensitive employees in the testing pool will be tested for **drugs and** alcohol each year; and
- (2) ~~Fifty~~ **Twenty-five** percent of all safety-sensitive employees in the testing pool will be tested for **drugs and alcohol** ~~each year~~ **every six months.**

USE OF CITY OF CREEDE PROPERTY AND VEHICLES

City of Creede property is to be used only for official City of Creede business, in an appropriate and safe manner, and in accordance with all applicable rules, operating procedures, and directives. No employee shall remove City of Creede property or the property of any other employee from the City of Creede premises or the City of Creede work sites without proper authorization. Any employee who steals City of Creede property or the property of any other employee, or who abuses, misuses, damages, or destroys City of Creede property, shall be subject to discipline, up to and including discharge.

Only authorized, qualified, and licensed City of Creede employees may operate City of Creede vehicles. All vehicles shall be operated in accordance with all applicable traffic laws, and vehicle operators shall be responsible for the condition and proper use of their vehicles. Employees receiving traffic tickets or other citations involving the operation of City motor vehicles are responsible for the paying of all fines and other punishments resulting from such traffic tickets or citations. All employees operating City vehicles are required to use seat belts. No cell phones or texting on a mobile device are to be used when operating City Vehicles unless an emergency exists. No personal errands are permitted while using a City Vehicle. Unauthorized or

Randi Snead

From: Clyde Dooley [REDACTED] >
Sent: Friday, January 13, 2017 2:37 PM
To: Randi
Subject: FW: Random drug and alcohol testing

From: Clyde Dooley [REDACTED]
Sent: Friday, January 13, 2017 11:52 AM
To: 'DeeAnn Sierra' [REDACTED]
Subject: RE: Random drug and alcohol testing

Hi DeeAnn,

Were you able to come up with the info for our meeting next week?

Clyde

From: DeeAnn Sierra [REDACTED]
Sent: Tuesday, January 10, 2017 1:40 PM
To: Clyde Dooley <[REDACTED]>
Subject: RE: Random drug and alcohol testing

That is still the plan! I was waiting on cost of the alcohol test which I got on Friday.

From: Clyde Dooley [REDACTED]
Sent: Tuesday, January 10, 2017 9:01 AM
To: DeeAnn Sierra
Cc: 'Eric Heil'; Randi
Subject: RE: Random drug and alcohol testing

Good Morning DeeAnn,

I sort of lost track of where we were on this. Plus I think one of our Trustees (Lori Dooley) was going to contact you for some clarification. Do you still expect to get me an agreement to be considered by the Trustees by the end of the week?

Clyde

From: DeeAnn Sierra [REDACTED]
Sent: Thursday, January 05, 2017 10:11 AM
To: Clyde Dooley [REDACTED]
Subject: RE: Random drug and alcohol testing

I don't what we have done in the past is have the other party draft the paperwork and we sign it. However, I can create one from our end and send it out. I should be able to get that to you by end of day tomorrow. That will give me some time to find out how much the breath alcohol test is. Can you get me the address to where we will send the invoice and how often you want it i.e. each test, monthly, quarterly. Thanks.

From: Clyde Dooley [REDACTED]
Sent: Thursday, January 05, 2017 9:26 AM
To: DeeAnn Sierra

Cc: Randi; 'Eric Heil'
Subject: RE: Random drug and alcohol testing

Very helpful DeeAnn,

I'm not much of a website guy, but will get on the site and see if I can figure it out. If I can't, Randi can. So do you have some kind of agreement for the Trustees to approve and sign to get started. They'd like to approve everything on the 17th if possible.

Thanks again.

Clyde

From: DeeAnn Sierra [REDACTED]
Sent: Thursday, January 05, 2017 9:05 AM
To: Clyde Dooley [REDACTED]
Subject: RE: Random drug and alcohol testing

Good morning hope you are enjoying your winter wonderland! We got no snow last night here, but it looks like it is coming!

We do not have anything like that as those are for random drug screens and we have a company that does those for us. However, I did the drug screens for the Del Norte Schools and there is are several free online random calculators. What we did with the school was all of the students that were athletes or in a club of some sort were put on an excel spreadsheet. Then the principle, with us present, would go to the website and enter 1 thru however many lines were in the spreadsheet and then the program would pick a number. We would then go back to the spreadsheet and see which student was on that line item and that was how we picked the students for random screening. The one we used was random.org. That worked really well! I used the 12 panel cups there also. These are better than what our lab is set up to run.

Let me know if this was helpful and if there is anything you need help with. I am happy to help you get this set up and going!

Have a great day! ☺

From: Clyde Dooley [REDACTED]
Sent: Thursday, January 05, 2017 8:39 AM
To: DeeAnn Sierra
Cc: 'Eric Heil'; 'Randi'; Mary Smith
Subject: RE: Random drug and alcohol testing

Good Morning DeeAnn,

When I started talking with Forward Edge, they sent me some paper work to get started, including a form/roster to list all the employees to put in their hopper for the selection process. Do you have something like that, I can start filling out? My wife and I had dinner with a couple last night and the guy had a CDL and said the "12 panel" was pretty standard and they were tested at the end of a shift. Is that part normal/standard as well? Again, I've never done this and every step is new to me – sorry.

Around 4 inches of snow in Creede this morning,

Clyde

From: DeeAnn Sierra [REDACTED]
Sent: Wednesday, January 04, 2017 11:32 AM
To: Clyde Dooley [REDACTED]
[REDACTED]

testing

Yes we can help you out! We can actually do a 12 panel drug screen with immediate results there at the clinic and we would send them out only if positive and you or the provider requested it to be sent out. If it is sent out it is a cost to the patient and then you could reimburse it. They are quite expensive (over \$1,000.00 usually) for confirmation and are usually billed to the patient's insurance and then they are responsible for the balance. Although, confirmation is not necessary unless you want that. The tests are 99.8% accurate for detection of drugs.

Let me know what you decide and then all I need is a place to send a bill each month and the urine drug tests would be \$25.00 per person and I am not sure on the charges for the alcohol I will have to check with the lab to see how much those are.

Again, thanks for the opportunity we are happy to help. I have also included Mary in this email just so she is aware of our conversations.

Have a great day!

From: Clyde Dooley [REDACTED]
Sent: Wednesday, January 04, 2017 10:56 AM
To: DeeAnn Sierra
Cc: 'Eric Heil'; Randi
Subject: RE: Random drug and alcohol testing

That's great. We've never done this before and are just getting things clarified with our Board of Trustees and attorney. The initial direction we got last night is to have up to eight (8) employees on the roster and test them for drugs and alcohol. I talked with Mary yesterday at our local clinic and she said they could do the testing (prefers 7:30 am – before appointments). She also said she can give us immediate results on the alcohol, but will have to send the drug test to you for sample. Do we need to specify what drugs we'd like the employees tested for – or is there a standard test?

I've copied our attorney and City Clerk on this because they're working on the final verbiage. We hope to have all the plans together to present to the Trustees at their work session on the 17th of this month. I'll definitely stay in touch with you and answer any of your questions as we proceed. Do you come to Creede on a regular basis and/or would you be available to join us at our work session in a couple weeks?

Thanks again and I'll stay in touch.

Clyde

From: DeeAnn Sierra [REDACTED]
Sent: Wednesday, January 04, 2017 10:03 AM
To: Clyde Dooley [REDACTED]
Subject: RE: Random drug and alcohol testing

We would be happy to help you if the requirements you are needing is something we can comply with. Would you mind getting me a bit more information as to what you are looking at doing? We can meet in person if you prefer. Thanks for the opportunity!!!

From: Clyde Dooley [REDACTED]
Sent: Wednesday, January 04, 2017 8:52 AM
To: DeeAnn Sierra
Cc: Dana Brink
Subject: FW: Random drug and alcohol testing

Good Morning DeeAnn,

At last night's meeting, the Trustees decided to test all our employees who may drive a city vehicle, plus 25% on a random basis each year. Instead of using Forward Edge for the annual testing schedule however, they wanted me to ask if Rio Grande Hospital could set up the testing schedule? We'd like to keep everything as local as possible.

Clyde Dooley
719-658-2276

From: Clyde Dooley [REDACTED]
Sent: Tuesday, January 03, 2017 8:48 AM
To: 'deeanns@riograndehospital.net' [REDACTED]
[REDACTED] drug and alcohol testing

Good Morning DeeAnn,

Happy New Year. I'm the city manager in Creede and we're going to start a random drug and alcohol testing program for some of our employees. Everything should be clarified at tonight's meeting and we plan to work with Forward Edge, just like Mineral County does. I just talked with Mary at our clinic and the question she wasn't sure of is: how long does it take to get the results back for the drug test?

Thank you for your time in advance,

Clyde Dooley

True Random Number Service

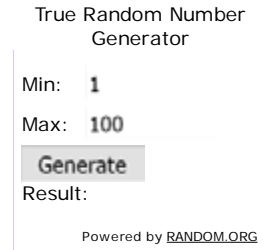
Do you own an iOS or Android device? Check out our app!

What's this fuss about *true* randomness?

Perhaps you have wondered how predictable machines like computers can generate randomness. In reality, most random numbers used in computer programs are *pseudo-random*, which means they are generated in a predictable fashion using a mathematical formula. This is fine for many purposes, but it may not be random in the way you expect if you're used to dice rolls and lottery drawings.

RANDOM.ORG offers *true* random numbers to anyone on the Internet. The randomness comes from atmospheric noise, which for many purposes is better than the pseudo-random number algorithms typically used in computer programs. People use RANDOM.ORG for holding drawings, lotteries and sweepstakes, to drive online games, for scientific applications and for art and music. The service has existed since 1998 and was built by Dr Mads Haahr of the School of Computer Science and Statistics at Trinity College, Dublin in Ireland. Today, RANDOM.ORG is operated by Randomness and Integrity Services Ltd.

As of today, RANDOM.ORG has generated 1.41 trillion random bits for the Internet community.



True Random Number Generator

Min: 1

Max: 100

Generate

Result:

Powered by RANDOM.ORG

FREE services

Games and Lotteries

- Lottery Quick Pick is perhaps the Internet's most popular with over 280 lotteries
- Keno Quick Pick for the popular game played in many countries
- Coin Flipper will give you heads or tails in many currencies
- Dice Roller does exactly what it says on the tin
- Playing Card Shuffler will draw cards from multiple shuffled decks
- Birdie Fund Generator will create birdie holes for golf courses

PAID service

Random Drawings

- Q3.1 in the FAQ explains how to pick a winner for your giveaway for FREE
- Third-Party Draw Service is the premier solution to holding random drawings online
- Step by Step Guide explains how to hold a drawing with the Third-Party Draw Service
- Step by Step Video shows how to hold a drawing with the Third-Party Draw Service
- Price Calculator tells exactly how much your drawing will cost
- Drawing FAQ answers common questions about holding drawings
- Public Records shows all completed drawings going back five years
- Drawing Result Widget can be used to publish your winners on your web page
- Terms and Conditions are the rules that govern the use of RANDOM.ORG

FREE services

Numbers

- Integer Generator makes random numbers in configurable intervals
- Sequence Generator will randomize an integer sequence of your choice
- Integer Set Generator makes sets of non-repeating integers
- Gaussian Generator makes random numbers to fit a normal distribution
- Decimal Fraction Generator makes numbers in the [0,1] range with configurable decimal places
- Raw Random Bytes are useful for many cryptographic purposes

FREE services

Lists and Strings and Maps, Oh My!

List Randomizer will randomize a list of anything you have (names, phone numbers, etc.)
String Generator makes random alphanumeric strings
Password Generator makes secure passwords for your Wi-Fi or that extra Gmail account
Clock Time Generator will pick random times of the day
Calendar Date Generator will pick random days across nearly three and a half millennia
Geographic Coordinate Generator will pick a random spot on our planet's surface
Bitmaps in black and white
Hexadecimal Color Code Generator will pick color codes, for example for use as web colors
Pregenerated Files contain large amounts of downloadable random bits
Pure White Audio Noise for composition or just to test your audio equipment
Jazz Scales to practice improvisation for students of jazz guitar
Samuel Beckett's randomly generated short prose
DNA Protein Sequence Randomizer (at Bio-Web)

FREE services

Web Tools and Widgets for Your Pages

Integer Widget Wizard will put a mini-RANDOM.ORG on your web page or blog
Draw Widget Wizard will put the result of a paid drawing on your web page or blog
HTTP API to get true random numbers into your own code
Guidelines describe how to avoid getting in trouble
Banned Hosts lists who didn't behave and have been blocked



Learn about Randomness

Introduction to Randomness explains what true random numbers are and why they're interesting
History explains how RANDOM.ORG started and where it is today
Many Testimonials from folks who have found very creative uses for random numbers
Acknowledgements to all the generous folks who have helped out
Quotations about randomness in science, the arts and in life generally
Media Coverage and Scientific Citations lists popular print and scientific mention of the service
News about the latest additions to the site



Statistics

Real-Time Statistics show how the generator is performing right now
Statistical Analysis explains how you test random numbers for randomness
Bit Tally shows how much randomness has been generated since 1998 (hint: lots!)
Your Quota tells how many random bits you have left for today



Contact and Help

FAQ contains answers to frequently asked questions
Newsletter appears quite irregularly, but do sign up
Contact Details in case you want to get in touch

Follow @RandomOrg



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