



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: January 20, 2011

SUBJECT: Briefing and Post-City Council Briefing Agenda for January 24, 2011

PREPARED BY: Stephen P. Smithers, Acting City Manager

Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Dinner 6:00 P.M.

Council Briefing (*The public is welcome to attend.*) 6:30 P.M.

CITY COUNCIL MEETING 7:00 P.M.

POST BRIEFING (*The public is welcome to attend.*)

PRESENTATIONS

1. City Intervention in Xcel Environmental Matters Proposed Tariff - **VERBAL**

CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

EXECUTIVE SESSION

None at this time

INFORMATION ONLY

1. Monthly Residential Development Report
2. Expenditure of Energy Efficiency Block Grant Funds

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
January 24, 2011



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner I

Summary Statement:

This report is for City Council information only and requires no action by City Council.

- The following report updates 2010 residential development activity per subdivision (please see attachment) and compares 2010 year-to-date totals with 2009 year-to-date totals.
- The table below shows an overall increase (262.5%) in new residential construction for 2010 year-to-date when compared to 2009 year-to-date totals (145 units in 2010 vs. 40 units in 2009).
- Residential development activity for the month of December 2010 reflects an increase in single-family detached (4 units in December 2010 versus 2 units in December 2009), an increase in single-family attached (6 units in December 2010 versus 3 units in December 2009), and no change in multi-family or senior housing (0 units in both years).

NEW RESIDENTIAL UNITS (2009 AND 2010)

UNIT TYPE	DECEMBER		<u>% CHG.</u>	YEAR END		<u>% CHG.</u>
	2009	2010		2009	2010	
Single-Family Detached	2	4	100.0	22	43	95.5
Single-Family Attached	3	6	100.0	11	25	127.3
Multiple-Family	0	0	-	7	0	-
Senior Housing	0	0	-	0	77	-
TOTAL	5	10	100.0	40	145	262.5

Background Information:

In December 2010 there were 10 new Service Commitments issued for new housing units.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded Service Commitments in the new residential competitions); Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment – Residential Development Report

ACTIVE RESIDENTIAL DEVELOPMENT

Single-Family Detached Projects:

Bradburn (120th & Tennyson)
 CedarBridge (111th & Bryant)
 Country Club Highlands (120th & Zuni)
 Countryside Vista (105th & Simms)
 Huntington Trails (144th & Huron)
 Hyland Village (96th & Sheridan)
 Legacy Ridge West (104th & Leg. Ridge Pky.)
 Lexington (140th & Huron)
 Meadow View (107th & Simms)
 Tuscany Trails (95th & Westminster Blvd.)
 Ranch Reserve (114th & Federal)
 Savory Farm Estates (109th & Federal Blvd.)
 Shoenberg Farms (72nd & Sheridan)
 Various Infill
 Winters Property (111th & Wads. Blvd.)
 Winters Property South (110th & Wads. Blvd.)

	Nov-10	Dec-10	2009 YTD	2010 YTD	# Rem.*	2009 Total
Bradburn (120th & Tennyson)	1	0	11	7	44	11
CedarBridge (111th & Bryant)	0	0	0	1	3	0
Country Club Highlands (120th & Zuni)	0	1	0	3	96	0
Countryside Vista (105th & Simms)	0	0	0	0	9	0
Huntington Trails (144th & Huron)	1	3	4	21	106	4
Hyland Village (96th & Sheridan)	0	0	0	1	106	0
Legacy Ridge West (104th & Leg. Ridge Pky.)	0	0	1	0	4	1
Lexington (140th & Huron)	0	0	1	0	3	1
Meadow View (107th & Simms)	0	0	1	1	0	1
Tuscany Trails (95th & Westminster Blvd.)	1	0	0	5	35	0
Ranch Reserve (114th & Federal)	0	0	0	0	0	0
Savory Farm Estates (109th & Federal Blvd.)	0	0	0	0	24	0
Shoenberg Farms (72nd & Sheridan)	1	0	0	1	46	0
Various Infill	0	0	4	3	0	4
Winters Property (111th & Wads. Blvd.)	0	0	0	0	8	0
Winters Property South (110th & Wads. Blvd.)	0	0	0	0	10	0
<i>SUBTOTAL</i>	4	4	22	43	494	22

Single-Family Attached Projects:

Alpine Vista (88th & Lowell)
 Bradburn (120th & Tennyson)
 CedarBridge (111th & Bryant)
 Cottonwood Village (88th & Federal)
 East Bradburn (120th & Lowell)
 Eliot Street Duplexes (104th & Eliot)
 Highlands at Westbury (112th & Pecos)
 Hollypark (96th & Federal)
 Hyland Village (96th & Sheridan)
 Legacy Village (113th & Sheridan)
 South Westminster (East Bay)
 South Westminster (Shoenberg Farms)
 Summit Pointe (W. of Zuni at 82nd Pl.)
 Sunstream (93rd & Lark Bunting)

Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	0	0	0	0
CedarBridge (111th & Bryant)	0	0	0	0	0	0
Cottonwood Village (88th & Federal)	0	0	0	0	62	0
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Eliot Street Duplexes (104th & Eliot)	0	0	0	0	10	0
Highlands at Westbury (112th & Pecos)	0	0	9	9	0	9
Hollypark (96th & Federal)	0	0	0	0	20	0
Hyland Village (96th & Sheridan)	0	0	0	0	153	0
Legacy Village (113th & Sheridan)	0	0	0	8	54	0
South Westminster (East Bay)	0	0	0	0	58	0
South Westminster (Shoenberg Farms)	0	6	0	6	48	0
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	0	0	2	2	14	2
<i>SUBTOTAL</i>	0	6	11	25	678	11

Multiple-Family Projects:

Bradburn (120th & Tennyson)
 Hyland Village (96th & Sheridan)
 Mountain Vista Village (87th & Yukon)
 Prospector's Point (87th & Decatur)
 South Westminster (East Bay)
 South Westminster (Harris Park Sites I-IV)

Bradburn (120th & Tennyson)	0	0	0	0	233	0
Hyland Village (96th & Sheridan)	0	0	0	0	54	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	144	0
Prospector's Point (87th & Decatur)	0	0	0	0	24	0
South Westminster (East Bay)	0	0	1	0	28	1
South Westminster (Harris Park Sites I-IV)	0	0	6	0	6	6
<i>SUBTOTAL</i>	0	0	7	0	489	7

Senior Housing Projects:

Covenant Retirement Village
 Crystal Lakes (San Marino)
 Legacy Ridge (112th & Federal)

Covenant Retirement Village	0	0	0	0	0	0
Crystal Lakes (San Marino)	0	0	0	0	7	0
Legacy Ridge (112th & Federal)	0	0	0	77	91	0
<i>SUBTOTAL</i>	0	0	0	77	98	0

TOTAL (all housing types)

4 10 40 145 1759 40

* This column refers to the number of approved units remaining to be built in each subdivision.



Staff Report

Information Only Staff Report
January 24, 2011



SUBJECT: Expenditure of Energy Efficiency and Conservation Block Grant Funds
PREPARED BY: Thomas Ochterski, Energy and Facilities Project Coordinator

Summary Statement

This report is for City Council information only and requires no action by City Council.

On September 30, 2009, the City of Westminster was awarded \$952,800 by the US Department of Energy (DOE) under the Energy Efficiency and Conservation Block Grant (EECBG) Program. This information-only Staff Report summarizes the use of that funding which is currently approximately 50% spent.

Background Information

The City Council approved the Energy Efficiency Conservation Strategy (EECS) in June 2009, which was approved by the U.S. Department of Energy in September 2009. Subsequently, American Recovery and Reinvestment Act (ARRA) funds were granted for a number of programs and projects through the Energy Efficiency and Conservation Block Grant (EECBG) allocated to the City. Percentage complete does not necessarily correspond to dollars expended due to payment timing and other factors. Below is a listing of the programs, a brief description, funding allocations and cumulative effects for 2010:

Community Wide Bicycle Master Plan

Utilizing \$50,000 of EECBG funding, the City hired a consultant, Street Plans Collaborative Inc., to study the existing network of trails, transportation needs, and create a strategy to improve bicycle transportation throughout the City. The firm identified potential bike lanes and bike route opportunities as well as trail missing links. Also, the plan factors in arterial sidewalks, that if wide enough, will attract bike usage and promote connectivity throughout the City. The plan will be brought to City Council in late February for tentative adoption and will provide a starting point for future construction, lane re-striping, trail connections, and educational opportunities to make this form of alternative transportation more viable in the City.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$43,962	\$50,000	90%

Governor’s Energy Office (GEO) Residential Energy Rebate Program

The City has a program that allocates funds to the GEO residential programs for audits, energy efficiency retrofits, energy efficiency and conservation programs for homes. The program is administered by GEO to save administrative redundancy from Westminster staff and to allow all of

the EECBG funds to be utilized by residents. In April 2010, “Recharge Colorado” website was launched and intended to be a “one stop shop” for all local, state, and utility-based rebates available to residents. Westminster residents have been slower in taking advantage of the program, but the colder weather in early December saw a spike of interest and rebates to Westminster residents.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$43,337	\$100,800	50%

GEO Small Business Efficiency Program

In June 2010, the City agreed through a Memorandum of Understanding (MOU) to form a partnership between the GEO and the City that allows small businesses in the City to participate in a rebate/incentive program. A small business is defined as a business housed in a building under 25,000 square feet. Similar to the Residential Rebate Partnership with the GEO previously authorized by City Council (implemented April 19), this program educates small business owners about their energy usage and helps them to create their own energy profile. It then develops recommendations for efficiency upgrades and offers percentage-based refunds for equipment installed. This program is fully administered by GEO and its subcontractors. Outreach to qualifying businesses has been facilitated by the City’s Economic Development Division based upon recommendations from GEO. A formal amendment to the residential contract along with the disbursement of funds to small businesses was approved by City Council on December 20, 2010. This program has not had the participation that was expected and has been re-launched in January 2011 in a manner that facilitates businesses to receive rebates on a greater range of energy improvements. Staff will continue to work with Economic Development, Public Information, and the GEO to get the word out about this program and increase participation.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$10,997	\$50,000	40 %

Siemens Phase II Energy Performance Contracting

The City of Westminster is applying EECBG funds towards the capital costs associated with the second phase of the City's energy performance contract program. The first phase was completed in 2007 with Siemens Energy acting as the City's Energy Service Company (ESCO). Using EECBG funds towards the capital costs will reduce the overall long-term cost of the program, allowing project costs to be recouped within a timeframe that does not extend beyond the useful life of the replaced, more energy efficient equipment. The projects are all nearing completion, and include: boiler replacement in City Hall, destratification fans in City Hall, under-floor heating in overhang section of City Hall, utility tracking software, and low voltage wiring for the future building automation systems to be installed at City Hall and the Public Safety Center. This project is on time and within budget projections.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$292,936	\$468,706	75%

Energy and Capital Improvement Projects Coordinator

The City hired an Energy/Capital Facilities Coordinator, Thomas Ochtanski, in December of 2009. This salaried position oversees and manages the City’s Energy Performance Contract Phase II that includes construction of energy saving projects, and measurement and verification associated with the EPC. The position is responsible for monitoring and tracking energy consumption for all City facilities, creating strategies to reduce total energy consumption and resulting energy costs, implementing energy savings programs in existing facilities, assisting with capital projects that may

include energy efficiency retrofits, and evaluating the potential for other energy saving projects throughout the City. This position's dual role as an energy strategist and capital facilities' project coordinator assists the City in both reducing energy consumption and providing capital project management. The EECBG is used to fund the salary for this position, and City funds are used to pay for the benefits.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$81,506	\$238,800	33%

Expanded Public Education/ Recycling Campaign

The City's Green Team has provided suggestions on ways the City can "green" operations and ways the community can also develop a "green" lifestyle. One of the recommendations of the Green Team was to create a guidebook for green living in the Westminster area. Adding onto the City's Hard to Recycle Guide, a broader, electronic, "Green Guide" will incorporate the Hard to Recycle Guide and provide a larger green focus as recommended by the Green Team. The EECBG funds have been used to create an electronic Green Guide that will be a resource for households throughout the City, connecting households with energy efficiency information that is locally relevant and specific to the community. The guide went "live" in late April 2010, and provides information to residents on how to compost waste, utilize curbside recycling, and recycle hard-to-recycle items. The City also uses the guide to inform citizens about steps the City is taking to green local government and provide opportunities to citizens to assist in the effort.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$5,000	\$5,000	100%

Funding US 36 Commuting Solutions Commuter "Cash" Program

The City has been a member of the 36 Commuting Solutions (the US 36 Transportation Management Organization) since its creation over 10 years ago. One of the organization's recent programs has been the Commuter Cash Program. The 36 Commuter CASH program is an incentive program that pays US 36 commuters who currently drive solo to work when they "make the switch" to cleaner commuting options such as bicycling, carpooling, riding transit, teleworking, vanpooling or walking. Participants can earn \$2 per day and up to \$180 over a 90 day period. In 2010, the program allowed participants to save approximately 1,300 gallons of gas, and reduced air pollution by 11.7 in metric tons of CO₂ emissions.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$3,000	\$5,000	60%

Adopting and Educating Customers about the 2009 Energy Code

The City's Building Division issues permits for all new construction within Westminster. This involves the detailed examination of building plans, calculations and specifications for compliance with building, plumbing, mechanical, energy, residential and electrical codes, as well as field inspections of all aspects of construction and its various component parts and systems. The City adopted the 2009 Building Code on September 13, 2010, and is using EECBG funds for the education and training of City staff, local contractors, and citizens to ensure they understand and are complying with the standards set forth in the 2009 International Energy Conservation Code (IECC), and receiving the maximum benefits from the procedures and actions required or suggested by the Code. This program continues to be well-received with over 150 students attending various Code classes taught by Code Officials. In addition to City staff and Westminster contractors and residents, code

officials from other municipalities have also attended, making Westminster a leader and a resource for other municipalities in the area.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$4,241	\$24,500	50%

Information/Education Program

This program is intended to help educate the public about the programs being offered by the City through the Governor's Energy Office (Residential and Small Business Programs), the City's Building Division 2009 Energy Code training, and the US36 Commuting Solutions program. Thus far, these funds have remained unspent as Staff has been working within the normal avenues of outreach the City typically employs, such as the Westminster Window, City Edition, Tuesday Tidbits, Economic Development Newsletter, one-on-one meetings, and word of mouth. In upcoming months, some of these funds may be needed to provide additional outreach efforts for the small business efficiency program.

<u>Funds Expended</u>	<u>Funds Allocated</u>	<u>% complete</u>
\$10,000	\$10,000	0%

Conclusion

By and large, the EECBG programs have been successful in increasing the City's and the community's energy efficiency. These successes are attributable to the good efforts of collaboration and partnerships through the US Department of Energy, Governor's Energy Office, Colorado Code Consultants, Trident Energy Consulting, Siemens Technologies, and numerous other public/private partnerships. In addition, various departments, divisions and offices within the City have significantly contributed to the success of the programs including City Managers Office; Economic Development; Building Operations and Maintenance; Parks, Recreation & Libraries; and the Building Division. By working together with federal funding, all of these participants continue to positively shape Westminster's energy future.

The Energy Efficiency Conservation Strategy and the EECBG Program help fulfill City Council's Strategic Plan of providing "Financially Sustainable City Government Providing Exceptional Services" by investing in a well-maintained and sustainable City infrastructure and facility. The residential rebate and small business efficiency programs contribute to "Vibrant Neighborhoods in One Livable Community". Finally, all of these efforts related to the EECBG Programs are in alignment with the goal of having a "Beautiful and Environmentally Sensitive City" by having energy efficient, environmentally sensitive City operations.

Grant funding is required to be expended by September 30, 2012, and it is projected that all remaining funds will be spent by that deadline.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager