



WESTMINSTER
COLORADO

JUNE 26, 2000
7:00 P.M.
AGENDA

NOTICE TO READERS: City Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items is reflective of Council's prior review of each issue with time, thought and analysis given.

Members of the audience are invited to speak at the Council meeting. Citizen Communication (item 5) and Citizen Presentations (item 12) are reserved for comments on items not contained on the printed agenda.

1. Pledge of Allegiance
2. Roll Call
3. Consideration of Minutes of Preceding Meetings
4. Presentations
 - A. Proclamation to Recognize Karl Henrichsen's Retirement
 - B. Recognition of MJ Flaum
 - C. Proclamation re National Lakes Appreciation Week July 1-8
5. Citizen Communication
 - A. Westminster Spotlight Theatre
6. Report of City Officials
 - A. City Manager's Report
7. City Council Comments

The "Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any citizen wishes to have an item discussed. Citizens then may request that the subject item be removed from the Consent Agenda for discussion separately.

8. Consent Agenda
 - A. Westminster Center Enhancement Banners with Araphoe Sign Arts for \$40,000
 - B. The Gathering Place Contractor's Service Contract with CoCal for \$177,380
 - C. Long Term Privatization of the Ambulance Billing Program with Healthcare Professional Billing
 - D. Bids for 2000 Traffic Signal Projects for \$243,540 to Colorado Signal Inc
 - E. Contract with Special Legal Counsel for Special Permit and License Board with Dave Williamson
 - F. Councillor's Bill No. 47 re Vacation of Storm Sewer Easement in College Hills Subdivision (Smith-Dixon)
 - G. Councillor's Bill No. 48 re Appropriating \$100,000 Brownfields Grant from EPA (Merkel-Hicks)
9. Appointments and Resignations
 - None
10. Public Hearings and Other New Business
 - A. TABLED Resolution No. 33 re Career Enrichment Park Site Improvement and Utilization Plan
 - B. TABLED – Cost Share Agreement – The Heritage Golf Course with Countrydale Metro District
 - C. TABLED – Resolution No. 45 re Revision to Council Rules and Regulations
 - D. Resolution No. 46 re 5 Year Library Plan
 - E. Resolution No. 47 re Covenant at 112th Ave & Sheridan Boulevard Annexation
 - F. Resolution No. 48 re Two Open Space Grants from Great Outdoors Colorado
 - G. Councillor's Bill No. 50 re Panorama Pointe Senior Center Construction
 - H. Councillor's Bill No. 52 re 1999 Carryover Revenues for Capital Improvement Projects
 - I. Resolution No. 49 re Increased FTE for Municipal Court Judges
 - J. Councillor's Bill No. 51 re Appropriation of Incentive Carryover from 1999

11. Old Business and Passage of Ordinances on Second Reading

- A. Councillor's Bill No. 49 re Dual Axle Trucks Removing Prohibition (Hicks-Merkel)

12. Citizen Presentations and Miscellaneous Business

- A. Financial Report for May, 2000
- B. City Council
- C. Request for Executive Session
 - 1. Potential Real Estate Acquisition
 - 2. Land Acquisition Decision

13. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, JUNE 26, 2000 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Mayor Heil led Council, Staff and the audience in the Pledge of Allegiance.

ROLL CALL:

Present at roll call were Mayor Heil, Mayor Pro Tem Dixon and Councillors Atchison, Hicks, Merkel, Moss and Smith. Also present were William Christopher, City Manager; Martin McCullough, City Attorney; and Michele Kelley, City Clerk. Absent none.

CONSIDERATION OF MINUTES:

A motion was made by Hicks and seconded by Dixon to accept the minutes of the meeting of June 12, 2000 with no additions or corrections. Councillor Atchison requested to abstain as he was not present at the meeting. The motion carried with 6 aye votes and Councillor Atchison abstaining.

PRESENTATIONS:

Mayor Heil presented a proclamation to Karl Henrichsen recognizing his 41 years as an engineer with the consulting firm HDR and his professional service to the City of Westminster.

The Mayor presented a plaque to M.J. Flaum recognizing his outstanding athletic, academic and citizenship achievements.

Mayor Heil presented a proclamation to Water Quality Specialist Sharon Bernia proclaiming the week of July 1-8, 2000 as National Lakes Appreciation Week.

CITIZEN COMMUNICATION:

Pat Payne, General Manager and Artistic Director of the Westminster Spotlight Theatre Company, addressed Council about the theatre's current production, "Murder at the Howard Johnson's", gave Council tickets to the performance, and thanked the City for its support.

REPORT OF CITY OFFICIALS:

City Manager Bill Christopher updated Council on the Northwest Quadrant Management Commission meeting regarding transportation needs through 2020 and the 2 workshops scheduled for public comments in the near future. The dates of the scheduled workshops are listed on the City's web site.

CITY COUNCIL COMMENTS:

Councillor Merkel commented on the letter the City received from the Census Bureau thanking the citizens of Westminster for their support, and asked Bob June to address Council since he was a census worker throughout the City. Councillor Merkel also commented on the Historical Society Garden Tour she attended.

CONSENT AGENDA:

The following items were considered as part of the Consent Agenda: Westminster Center Enhancement Banners – Authorize the City Manager to execute a contract with Arapahoe Sign Arts in the amount of \$40,000 from the appropriate project account in the 2000 Community Enhancement Fund; The Gathering Place Contractor's Service Contract – Authorize the City Manager to execute a construction manager/general contractor contract

with CoCal in the amount of \$177,380 and charge the appropriate project account in the 2000 General Capital Improvement Project Fund; Long-Term Privatization of the Ambulance Billing Program - Authorize the City Manager to sign a series of one-year contracts with Healthcare Professional Billing to perform ambulance-billing for the years 2000-2004 with an option to renew on an annual basis for up to an additional five years for a fee of 5% of monthly collections and charge it to the appropriate contractual account in the Fire Department Operating Budget; Bids for the 2000 Traffic Signal Projects - Authorize the City Manager to execute a contract with the low bidder, Colorado Signal Inc., in the amount of \$243,540 for the construction of the 2000 Traffic Signal Projects; authorize the expenditure of \$98,304 to Valmont Industries for traffic signal poles and mast arms; authorize the expenditure of \$44,000 to Econolite Control Products, Inc. for traffic signal controllers and cabinets; authorize the expenditure of \$17,419 to 3M, Inc. for emergency vehicle pre-emption equipment; authorize a total project budget of \$451,971 which includes \$48,708 for a 20% construction contingency; and charge these expenses to the appropriate project account in the General Capital Improvement Fund; Contract for Special Permit and License Board Special Counsel – Approve the contract between the City and Windholz & Associates for special counsel to the Special Permit and License Board for a maximum expenditure of \$5,000 and authorize the City Manager to sign the contract; Councillor’s Bill No. 47 re Vacation of Storm Sewer Easement in College Hills Subdivision; and Councillor’s Bill No. 48 re Brownfields Grant Appropriation.

The Mayor asked that Item 8D, Bids for 2000 Traffic Signal Projects, be removed from the Consent Agenda, and asked if there was any member of Council or anyone from the audience who would like to have any of the consent agenda items removed for discussion purposes or separate vote. There were no further requests.

A motion was made by Dixon and seconded by Merkel to adopt the remaining Consent Agenda items as presented. The motion carried unanimously.

BIDS FOR THE 2000 TRAFFIC SIGNAL PROJECTS:

A motion was made by Atchison and seconded by Dixon to authorize the City Manager to execute a contract with the low bidder, Colorado Signal Inc., in the amount of \$185,737 for the construction of the 2000 Traffic Signal Projects except for Federal Boulevard and 108th Avenue (Bruchez Parkway); authorize the expenditure of \$73,200 to Valmont Industries for traffic signal poles and mast arms; authorize the expenditure of \$44,000 to Econolite Control Products, Inc. for traffic signal controllers and cabinets; authorize the expenditure of \$13,130 to 3M, Inc. for emergency vehicle pre-emption equipment; authorize a total project budget of \$355,214 which includes \$37,147 for a 20% construction contingency; and charge these expenses to the appropriate project account in the General Capital Improvement Fund.

A motion was made by Heil and seconded by Dixon to delete item number 6, 104th Avenue and Perry Street, from the priority list.

A motion was made by Dixon and seconded by Atchison to Table this item until the July 10, 2000 City Council meeting. The motion carried unanimously.

TABLED - COST SHARE AGREEMENT WITH COUNTRYDALE METROPOLITAN DISTRICT:

A motion was made by Atchison and seconded by Dixon to remove this item from the Table. The motion carried unanimously.

A motion was made by Atchison and seconded by Hicks to authorize the City Manager to sign the Cost Share Agreement between the City and the Countrydale Metropolitan District to allow Westmoor Business Park tenants to receive resident fee privileges at the Heritage Golf Course. The motion carried unanimously.

TABLED – RESOLUTION NO. 45 – REVISIONS TO COUNCIL RULES AND PROCEDURES:

A motion was made by Moss and seconded by Atchison to remove this item from the Table. The motion carried unanimously.

A motion was made by Moss and seconded by Atchison to adopt Resolution No. 45 revising the Council Rules and Procedures.

A motion to amend was made by Moss and seconded by Atchison to amend Resolution No. 45 to read: Part II 2 D first sentence, “Although written notification of a citizen’s intent to speak is not required PRIOR TO THE MEETING, citizens may submit informational material.” Part VII, 26 Westminster City Council Travel Policy Meals: Delete the following sentence. “However, no reimbursements will be made for meals included in the registration fee.”

A motion was made by Dixon and seconded by Hicks to table action on this item until later. The motion failed with dissenting votes from Heil, Merkel, Moss and Smith.

A motion was made by Hicks and seconded by Dixon to delete Part II 2 D; Part VI 1 and 3 and Part VII 9 and 10. The motion passed with dissenting votes from Heil, Merkel and Smith.

The motion to amend by Moss and seconded by Atchison to amend Part VII, 26 Westminster City Council Travel Policy Meals: Delete the following sentence. “However, no reimbursements will be made for meals included in the registration fee.” was voted on. The motion passed with dissenting votes from Heil, Moss and Smith.

Upon roll call vote on the main motion as amended, the motion carried with dissenting votes from Heil, Moss and Smith.

The following people addressed City Council regarding Resolution No. 45: Previous Westminster Mayors, George Hovorka, Vi June, Don Hoch and Fred Allen. Also present to address City Council was Kathi Williams.

RESOLUTION NO. 46 – ADOPTION OF LIBRARY MASTER PLAN FOR 2000 - 2005:

A motion was made by Merkel and seconded by Smith to adopt Resolution No. 46 approving the Library Master Plan as a planning guide for maintaining and improving library services to Westminster residents during the period of July 2000 – December 2005 noting that funding will occur on a year to year prioritized basis. Roman Kohler, Chair of the Library Board, was present to address Council. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 47 – COVENANT AT 112TH AND SHERIDAN ANNEXATION PETITION:

A motion was made by Dixon and seconded by Merkel to adopt Resolution No. 47 accepting the annexation petitions submitted by Covenant and make the findings required by State Statute on the sufficiency of the petition, and set the date of August 14, 2000 for the annexation hearing. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 48 – OPEN SPACE GRANT AGREEMENTS WITH GOCO:

A motion was made by Hicks and seconded by Dixon to adopt Resolution No. 48 which authorized the City Manager to enter into grant agreements with Great Outdoors Colorado, accept the two partial grants for recent open space purchases, and reimburse the Open Space Fund in these amounts. Upon roll call vote, the motion carried unanimously.

COUNCILLOR’S BILL NO. 50 – PANORAMA POINTE SENIOR CENTER FUND APPROPRIATION:

A motion was made by Moss and seconded by Dixon to pass Councillor’s Bill No. 50 on first reading appropriating \$528,264 residing within a Panorama Pointe revenue account to the “non-Federal funded” Panorama Pointe Senior Services Center Project account within the 2000 Community Development Block Grant Fund. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 52 – 1999 CARRYOVER REVENUES FOR CAPITAL IMPROVEMENTS:

A motion was made by Merkel and seconded by Dixon to pass Councillor's Bill No. 52 on first reading appropriating 1999 carryover funds. Upon call vote, the motion carried with 5 aye votes and dissenting votes by Atchison and Moss.

RESOLUTION NO. 49 – INCREASED FTE FOR MUNICIPAL COURT JUDGES:

A motion was made by Atchison and seconded by Dixon to adopt Resolution No. 49 authorizing an additional .2 FTE Associate Judge in the 2000 City Staffing Plan. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 51 – 1999 INCENTIVE CARRYOVER APPROPRIATION:

A motion was made by Moss and seconded by Atchison to pass Councillor's Bill No. 51 on first reading appropriating Incentive Funds into the 2000 budgets of the General, Fleet and Utility Funds. Upon roll call vote, the motion carried unanimously.

ORDINANCE NO. 2787 – TRASH TRUCK WEIGHT LIMITS:

A motion was made by Merkel and seconded by Hicks to adopt Councillor's Bill No. 49 on second reading repealing subsections (B), (C) and (D) of Section 10-1-13 of the Municipal Code that regulates the use of tandem solid waste vehicles on residential streets. Upon roll call vote, the motion carried unanimously.

MISCELLANEOUS BUSINESS:

Council reviewed the Financial Report for May 2000.

Mayor Heil stated there would be an Executive Session concerning a potential Real Estate acquisition and a Land Acquisition decision.

ADJOURNMENT:

The meeting was adjourned at 9:45 P.M.

ATTEST:

Mayor Pro Tem

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Proclamation to Recognize Karl Henrichsen's Retirement

Prepared by: Ron Hellbusch, Director Public Works and Utilities

Introduction

City Council action is requested to approve a proclamation recognizing Karl Henrichsen who has a long professional working relationship with the City of Westminster. Karl recently retired after 41 years as an engineer with the consulting firm of Henningson-Durham and Richardson (HDR).

Summary

Karl Henrichsen, a senior project engineer with Henningson-Durham and Richardson (HDR), retired recently after 41 years with the engineering consulting firm. Much of Henrichsen's career was involved as senior project manager on many of the City of Westminster's water and wastewater system facilities in performing engineering design, planning and construction management.

Policy Issues

Should the City Council and City Staff acknowledge the long-term professional consulting engineering relationship and retirement of Karl Henrichsen?

Staff Recommendation

Present proclamation to Karl Henrichsen recognizing his career of 41 years of professional engineering consulting services, most of which were directly involved with the City of Westminster's water and wastewater system and express the City's appreciation of his professional service to Westminster.

Alternatives

The alternative is to choose to not recognize Karl Henrichsen's career and retirement in this manner by the adoption of this Resolution.

Background Information

Karl Henrichsen joined the engineering consulting firm of HDR in 1959 and served HDR in a variety of technical and management positions over the next 41 years. Since 1963, Henrichsen has played an active leadership role in the planning, design, and project management of most of the City of Westminster's water and wastewater system facilities. Karl was project manager on the initial construction of the Semper Water Treatment Plant in 1969 and the early expansions as well as the design and construction of the Big Dry Creek Wastewater Treatment Plant in 1970 and its early expansions. In addition, Karl was project manager for the early water and sewer system master plans, design and construction of the City's treated water storage facilities and various design projects related to Standley Lake operations and storage.

Proclamation to Recognize Karl Henrichsen's Retirement
Page 2

Karl's long term working relationship with the City of Westminster as a client is unique among consultants. Karl always carried out his services in the highest professional and ethical standards, and always with a personal commitment to the City of Westminster and its management, Staff, and City Council. He has been and will continue to be considered "family". Karl Henrichsen will be present at Monday night's Council meeting to accept this proclamation.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RECOGNIZING KARL HENRICHSEN AS HE COMPLETES A NOTABLE CAREER AFTER 41 YEARS AS AN ENGINEER WITH HENNINGSON, DURHAM AND RICHARDSON

WHEREAS, Karl Henrichsen has been employed with HDR, Inc., a Consulting Engineering Firm, serving in a variety of key capacities, including project manager and vice president, and

WHEREAS, Karl has served as project manager on City of Westminster utility related capital improvement projects since the early 1970s, and

WHEREAS, Karl has provided skilled professional services to the City of Westminster and has consistently represented the City's interest in a very thorough, ethical manner, and

WHEREAS, Karl has fostered the highest professional and personal working relationships between HDR and the City Staff by personal and professional commitment to quality engineering services, and

WHEREAS, Karl retired this year after 41 years with HDR, and

WHEREAS, while Karl will be missed by the City of Westminster as part of our “family”, the City Council, City Manager and Staff extend their sincere appreciation to Karl for his valued service and contributions to the City,

NOW THEREFORE, I, Nancy M. Heil, Mayor of the City of Westminster on behalf of the entire City Council, City Manager and Staff of the City of Westminster, extend to Karl and his wife, Carolyn, the City's congratulations and best wishes as Karl embarks on new adventures and service upon his retirement from HDR Consulting Engineers.

Signed this 26th day of June, 2000.

Nancy M. Heil, Mayor



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Recognition of MJ Flaum

Prepared by: Sean Layfield, Recreation Specialist

Introduction

City Council is requested to recognize the outstanding scholastic and athletic achievements of MJ Flaum, a Westminster resident and recent graduate of Northglenn High School.

Summary

M.J. Flaum started participating in organized sports by playing soccer in the Westminster Recreation Soccer program. From there, he played goal keeper for the Westminster Wolves competitive soccer team. Recruitment into organized football resulted in M.J. becoming a 4-year letterman at Northglenn High School. On June 11, 2000, M.J. Flaum was awarded the Fred Steinmark High School Athlete of the Year award recognizing his outstanding athletic, academic, and citizenship achievements. The Fred Steinmark Award is probably the most prestigious award given out annually to the best senior male and female high school student athlete. M..J. was All-Colorado in football this past season after earning class 5-A all-state honors as a junior. As a result, M.J. has received a scholarship to the University of Nebraska. MJ carries a 3.6 grade point average, is active in Northglenn's General Assembly, and was awarded the 1999 Social Studies Student of the Year. M.J. is certainly an example of the outstanding young people that Westminster is proud to have grow up in our community.

Staff Recommendation

Mayor and City Council acknowledge and present a plaque to M.J. Flaum recognizing his outstanding achievements.

Background

M.J. Flaum has been all-Front Range League in football the past three years and is considered one of the top high school linemen in the country. He received 21 scholarship offers from Division I universities, including such prominent football schools as Notre Dame, Michigan, Florida, USC, CU, and CSU. He has accepted a scholarship to play football for the University of Nebraska and is scheduled to leave for Nebraska in early July. M.J. is also a three-time all-state athlete in track and field, placing first in both the discus and shot put at the 2000 state meet. In addition to his athletic prowess, M.J. has excelled in the classroom as well, maintaining a 3.6 grade point average. M.J. plans to major in business at Nebraska and work for a degree in law. M.J. is active in the community coaching little league, working as a D.A.R.E. role model, and participating in the Fellowship of Christian Athletes.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000
Subject: Proclamation re National Lakes Appreciation Week
Prepared by: Tom Settle, Water Quality Administrator

Introduction

City Council is requested to proclaim the week of July 1 – July 8, as “National Lakes Appreciation Week” in the City of Westminster. Sharon Bernia, Water Quality Specialist for Westminster’s Water Quality Program, will be at the City Council meeting to accept the proclamation.

Summary

National Lakes Appreciation Week focuses on the importance and limited nature of our Nation’s water supply, specifically our lakes. The objective of this week is to draw attention to the value and importance of lakes and reservoirs. The North American Lake Management Society (NALMS) and the State chapter, the Colorado Lake and Reservoir Management Association, are promoting the Second Annual Lakes Appreciation Week during July 1 – July 8, 2000.

Policy Issues

The North American Lake Management Society (NALMS) sets aside one week per year to educate and inform others of the value lakes and reservoirs bring to their everyday life. The policy issue is whether the City of Westminster should support this endeavor of NALMS.

Staff Recommendation

Proclaim the week of July 1 – July 8, 2000 as “National Lakes Appreciation Week” in the City of Westminster.

Alternatives

Choose not to proclaim the week of July 1 – July 8, 2000 as National Lakes Appreciation Week in the City of Westminster.

Background

The surface area and number of lakes in North America far exceed those of any other continent. Yet, lakes are our nation’s most under appreciated natural resource. The public uses lakes for a variety of purposes: water supply for municipal, industrial and agricultural use; recreation including boating, swimming, and fishing; flood control; and aesthetic enjoyment. However, lakes are often considered as "free" resources by lake users and this can result in abuse and neglect.

Westminster has succeeded in taking on the challenge of managing this broad spectrum of uses at Standley Lake. Most importantly, it serves as raw water storage for the City's drinking water supply, but it is also a valuable resource for the many other purposes listed above. Development of the regional park will serve to increase its value as a recreational facility as well as enhance the overall aesthetic enjoyment of the area.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Proclamation

WHEREAS, Lakes and ponds in general are important resources to Westminster's way of life and its environment, providing water supply, sources of recreation, scenic beauty and habitat for wildlife; and

WHEREAS, Standley Lake is an integral part of the Westminster community as a water supply, recreational area and an aesthetic resource; and

WHEREAS, Westminster recognizes the need to protect these lakes and ponds for future generations;

NOW, THEREFORE, I, Nancy M. Heil, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff, do hereby proclaim the week of July 1 – July 8, 2000 as

National Lakes Appreciation Week

In the City of Westminster and invite all citizens to take due note of the observance and urge them to get out and enjoy the City's many lakes and ponds and become more informed about their importance.

Signed this 26th day of June, 2000.

Mayor Nancy M. Heil



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000
Subject: Citizen Communication – Westminster Spotlight Theatre
Prepared by: Michele Kelley, City Clerk

Introduction

The City Clerk's Office has received a request from Pat Payne of the Westminster Spotlight Theatre Company to address City Council at the June 26th Council meeting.

Summary

Pat Payne, General Manager of the Westminster Spotlight Theatre Company has requested time on Monday night's agenda to address City Council about the current production of "Murder at the Howard Johnson's" by the Westminster Spotlight Theatre. Mr. Payne would like to invite Council to attend one of these performances.

Policy Issues

There are no policy issues with this presentation

Staff Recommendation

Listen to the presentation by Pat Payne of the Westminster Spotlight Theatre Company

Background Information

The Westminster Spotlight Theatre Company gave its first public performance of Murder at the Howard Johnson's on Friday, June 16th their last performance will be July 3rd. The Westminster Spotlight Theatre Company's next play will be "London Suite" which will begin July 28th and continues through August 13th.

Respectfully submitted

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000
Subject: Westminster Center Enhancement Banners
Prepared By: Kathy Piper, Landscape Architect

Introduction

City Council action is requested to authorize the City Manager to execute a contract with Arapahoe Sign Arts in the amount of \$40,000 for the purchase and installation of the first phase of banners for light poles around the Westminster City Center. The first phase of new lighting and banners will occur from Sheridan Boulevard to Harlan Street, along 88th Avenue and 92nd Avenue. Double fixture lights will also be installed on Sheridan Boulevard from 92nd Avenue to 96th Avenue within the medians. Funds are available for the first phase in the 2000 General Capital Improvement Fund.

Summary

In April 2000, City Council reviewed the banner designs for the new light pole fixtures that are to be installed in June by Public Service Company. Staff has been working with Design Studios West to develop costs for the production and installation of the banners. Several manufacturers of banners were contacted to submit bids for 3' x 8' banners. They are as follows:

COMPANY	BANNERS	INSTALLATION
Arapahoe Sign Arts	\$28,500	\$11,500
Sign-a-rama	\$31,800	NONE GIVEN
Banner Sign & Graphics	\$52,500	NONE GIVEN
Digital Printing	\$360,000	NONE GIVEN

The low bid by Arapahoe Sign Arts is considered a good bid, especially since it includes installation. Arapahoe Sign Arts has performed work for Westminster in the past, most recently for providing all the standard parks signage. Staff believes that Arapahoe Sign Arts is qualified to perform this work.

Alternative

1. To reject all bids from suppliers and solicit new bids. New bids will take approximately four weeks to receive and production of the banners will take a minimum of four week per banner design. This alternative would delay placing the banners on the new poles until August.
2. Alternative two would be to select another bid. However, these bids do not include installation. Again, additional time would be needed to receive additional bids on the installation; delaying the project about four weeks.
3. Lastly, would be to have only the banners bid and have Staff install the banners four times per year. Although the City does have equipment to provide this service Staff believes that the timing of the banner rotation would be affected; especially during the holiday and spring season. As phase 2 and 3 are added around City Center this option may become a more viable alternative.

Policy Issue

Does City Council want to install banners on light poles in the City Centre area?

Staff Recommendation

Authorize the City Manager to execute a contract with Arapahoe Sign Arts in the amount of \$40,000 from the appropriate project account in the 2000 Community Enhancement Fund.

Background Information

In September 1999, City Council approved the purchase of new light poles and luminaries for Westminster City Center. Delivery of the new light pole and fixtures is scheduled for late May with installation by Public Service the first of June. These corresponding seasonal banners will be installed in conjunction with the light poles. Design Studios West worked with Staff to provide a set of banners whose shapes and designs provide interest for both pedestrians and motorists. With Colorado's variable seasons, each banner has been designed to provide flexibility with any given season's length. Each banner will be constructed of canvas and printed on both sides for maximum visibility. These new light poles and banners will provide a sense of entry and give definition of a boundary to Westminster City Center's core commercial area. In addition, a yearly lease agreement for the banners has been executed with Public Service Company to allow the City of Westminster to place the banners on the light poles.

Funding for these improvements would come from the revenues of the City's Accommodations Tax.

Respectfully submitted,

William M. Christopher
City Manager



**WESTMINSTER
COLORADO**

Agenda Memorandum

Date: June 26, 2000
Subject: The Gathering Place Contractor's Service Contract
Prepared By: Julie Meenan Eck, Landscape Architect

Introduction

City Council action is requested to authorize the City Manager to execute a contract with CoCal Landscape in the amount of \$177,380 for the Construction Manager/General Contractor (CM/GC) contract for The Gathering Place. Funds are available in the Parks, Recreation and Libraries 2000 Capital Improvement Project account for this project.

Summary

In April of 2000, Staff invited six pre-qualified landscape contractors to submit proposals on the Gathering Place CM/GC contract. Two of the contractors backed out of the project due to internal scheduling conflicts and four submitted proposals. After reviewing the submittals, and interviewing three of the companies, Staff determined that only two were completely responsive to the request for proposal and qualified for the full scope of the project. Of those interviewed, CoCal was the only company that reviewed the plans prior to submitting a bid, completed all of the requirements of the RFP, cost the project out within a few thousand dollars of the engineer's estimate, presented cost saving options, and dedicated some time to fountain design and maintenance issues. Staff was very impressed with the amount of work that CoCal put into the proposal and clearly presented what the City is looking for in a CM/GC contractor for this project. In addition, CoCal has extensive experience in water feature design, installation, and maintenance. The following is a tabulation from the June 15 proposals:

RBI	\$173,000
CoCal	\$177,380

Alternatives

1. City Council could reject the proposal from CoCal and select RBI to perform the work. RBI has previously worked with the City, and is currently working on Standley Lake. RBI has proven to be a good contractor. However, the prior experience of CoCal with fountains, the cost saving suggestions, and the general understanding of what the City expects on this project has convinced Staff that CoCal is the best choice for this job. References have been checked and work quality has been verified.
2. Abandon the CM/GC process and change to a competitive sealed bid process. Staff recommends against this as CoCal has already been identified as an excellent contractor to do this very specialized type of work.

Policy Issue

- Does the City Council wish to proceed with the Gathering Place project? (It should be noted that this project is part of the agreement that the City signed with Inland Pacific Corp. to do the East Promenade development)
- Does City Council wish to employ a CM/GC contract for this project?

Staff Recommendation

Authorize the City Manager to execute a construction manager/general contractor contract with CoCal in the amount of \$177,380 and charge the appropriate project account in the 2000 General Capital Improvement Project Fund.

Background Information

In 1999, the City hired Wenk Associates, a landscape architecture firm to, design the Gathering Place project. Throughout 1999, a number of meetings were held with the consultant to develop some alternatives to the surrounding site, which serves as a transition point between The Promenade and City Park. Each alternative illustrated a different park plan, with various combinations of elements. Staff worked with the consultant to develop a Master Plan that addressed various City comments and worked within the overall project theme and transition between The Promenade and City Park.

In the fall of 1999, the consultant started to prepare construction documents for the project. The grand stairway and water feature, as well as the site grading, walkways, and landscaping were developed to about 70% of the final construction documentation before the project was temporarily put on hold. It was determined by Staff and the design consultant that this project would better fit a CM/GC contract process in order to pursue value engineering options and to receive the best product for the cost. Staff received proposals answering a Request for Proposal (RFP) for a CM/GC contract. Interviews were held in May to develop a recommendation to City Council to select a contractor to complete the work. The consultant and contractor will work together and continue with the production of the construction documents for a 100% submittal. The selected contractor will then begin construction on the project shortly after the 2001 Budget adoption. Construction is anticipated to start in November of 2000 and should be completed in the summer of 2001.

The City's master plan and design intent for City Park Festival Plaza, referred to as "The Gathering Place," consists of a strong pedestrian connection from the Promenade across Big Dry Creek to tie into City Park's trail system. It is the desire of City Staff to create a unique, natural attraction that would highlight the area's topography, views, mature trees, water features, and pedestrian connections. It is intended to have a more natural transition from the more formal Promenade to the natural Big Dry Creek. The site will also need to accommodate the Americans with Disabilities Act (ADA) standards. The construction project budget for the City Park Festival Plaza or "Gathering Place" is \$800,000, which is detailed in the following budget summary.

2000 CIP	\$350,000
2001 Recommended CIP	<u>\$450,000</u>
Total	\$800,000

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Master Plan



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Long-Term Privatization of the Ambulance Billing Program

Prepared by: Steven M. Pacifico, Deputy Chief of Administration

Introduction

City Council action is requested to authorize the City Manager to sign a series of one-year contracts with Healthcare Professional Billing to perform ambulance billing for the years 2000-2004 with an option to renew on an annual basis for up to an additional five years.

Summary

On July 12, 1999 City Council Approved Staff's recommendation to contract with Healthcare Professional Billing on an interim basis to perform ambulance billing for the City. It was Staff's intent to make a long-term recommendation to City Council upon the completion of the interim trial period. The contract for the one-year trial period will expire on July 13, 2000. The initial recommendation to contract with a private vendor was mainly due to the resignation of the Accounts Receivable Clerk that had performed ambulance billing for the City since 1991. In addition to the resignation of the Accounts Receivable Clerk, the following items were also factors in recommending the privatization of the ambulance billing program on an interim basis:

- Research/analysis conducted by Staff in May of 1999 regarding the potential privatization of the program.
- Bids that were submitted from three ambulance billing vendors in May of 1999.
- The need to minimize any loss of revenue due to the City's inability to meet required deadlines or perform billing procedures in a timely fashion during the hiring and training of a replacement Accounts Receivable Clerk.

The result of the research/analysis that was conducted in May of 1999 was included in the agenda memo dated July 12, 1999 and is attached for your reference. Staff members from both the Fire Department and Finance Department have carefully evaluated the privatization of the ambulance-billing program during the interim trial period and offer the following recommendation.

Policy Issue

Prior direction provided by City Council to Staff has been to continually evaluate current programs and services and identify those that may be better provided and more cost effective by a private vendor. City Council is asked to consider privatizing the ambulance transport-billing program on a long-term basis.

Staff Recommendation

Authorize the City Manager to sign a series of one-year contracts with Healthcare Professional Billing to perform ambulance-billing for the years 2000-2004 with an option to renew on an annual basis for up to an additional five years for a fee of 5% of monthly collections and charge it to the appropriate contractual account in the Fire Department Operating Budget.

Background

In 1991 the Fire Department initiated ambulance transport of patients which subsequently identified the need to implement an ambulance-billing program. As a result, one FTE Accounts Receivable Clerk was hired to perform ambulance transport billing in-house. Ambulance billing was performed in-house until July of 1999.

The Fire Department identified the ambulance transport-billing program on the 1999 City Work Plan as a potential program to be evaluated for privatization. As a result of this, Staff conducted research in May of 1999 regarding the possibility of having an outside vendor perform ambulance billing. The results of that research, which was based on the current number of ambulance transports and the short term projected number of ambulance transports, showed that the cost difference between in-house billing and contracting out for the service was negligible. However, before Staff could present this information to City Council, the Accounts Receivable Clerk that performed ambulance transport billing for the City submitted her resignation. Ambulance transport billing is very specialized and requires knowledge of insurance industry procedures and guidelines, knowledge of state and federal insurance regulations, and requires previous experience and/or an extensive training period. Due to the aforementioned items and that no other City employee was experienced in ambulance transport billing, Staff recommended to City Council to contract out for ambulance transport billing on an interim basis. It was Staff's belief that this recommendation would minimize any loss of revenue due to the City's inability to meet required deadlines or perform billing procedures in a timely fashion during the hiring and training of a replacement Accounts Receivable Clerk. Additionally, it would allow for a trial run at privatizing the program, which would assist Staff in evaluating whether or not to permanently privatize the program.

On July 12, 1999, City Council approved Staff's recommendation to contract with Healthcare Professional Billing on an interim basis to perform ambulance billing for the City. Healthcare Professional Billing was one of two low bids and the only low bidder that was currently performing ambulance billing for other providers. It was Staff's intent at that time to evaluate the outsourcing of the program and then make a long-term recommendation to City Council.

Staff offers the following updated cost comparison information for both in-house ambulance billing and the current ambulance billing operation by Healthcare Professional Billing.

In-House Ambulance Billing Costs

The in-house ambulance-billing program consisted of one Accounts Receivable Clerk and associated program costs. Due to a 13% increase in emergency calls in 1999 and the steady increase in emergency calls over the past several years, the current workload would require 1.5 Accounting Technicians (the Accounts Receivable Clerk was reclassified in the 2000 Budget Process).

Current costs to return to an in-house ambulance transport-billing program are as follows:

- 1.5 Accounting Technicians with a salary of \$32,786 per FTE. This figure includes longevity.
 $1.5 \times \$32,786 = \$49,179$
- Benefit Packages calculated @ 27.25% (data provided by Human Resources) of the Accounting Technicians salary. Total cost of the benefit packages is \$13,401
- Associated supplies estimated @ \$20,345. This includes postage, replacement computer billing software, computer replacement every 3 years, purchase of an additional computer for the part-time Accounting Technician, career development and subscriptions.
- Time spent by the Deputy Chief of Administration on the ambulance-billing program per year estimated @ \$1,980. This is 2% of the Deputy Chief of Administration's workweek.
- Time spent by the Training Captain on the ambulance-billing program per year estimated @ \$1,534. This is 2% of the training Captain's workweek.
- The Accounting Technicians also provide work breaks for other members of the support Staff. The estimated time per week giving breaks is 2 ½ hours per week @ \$15.71 per hour. This calculates to \$2,048 per year. Staff has added this amount to the costs for privatizing the ambulance-billing program.
- The Accounting Technicians also administer the Westminster Med Ambulance membership program. This includes processing applications, record keeping for membership data and handling phone inquiries regarding the program. Time spent by the Accounting Technicians on this program is estimated @ \$1,226. Staff has added this amount to the costs for privatizing the ambulance-billing program.

Estimated total cost for in-house ambulance billing in 2000 is \$86,439.

Projected Costs for Privatization of the Ambulance-Billing Program

Staff estimates ambulance-billing revenues to be \$1,100,000 for 2000 and has incorporated this figure into the calculation for total cost to privatize the program.

Healthcare Professional Billing	2000 Costs
5% fee of \$1,100,000	\$55,000
Staff time for Deputy Chief and Training Captain	\$457
Staff time for Clerk Typist	\$3,857
Loss of Break Time	\$2,048
Staff Time for Westminster Med Program	\$1,226
Estimated total cost to privatize ambulance billing in 2000	\$62,588

Staff believes that the above information shows that it is cost effective to privatize the program. It would be Staff's intent to evaluate the performance of Healthcare Professional Billing prior to entering into the next one-year contract. Additionally, one FTE will be eliminated and the associated costs that pertain to the in-house ambulance billing program.

Other Items Evaluated by Staff During the Interim Trial Period

Collection Rate – Initially, Staff had some concerns that using a private vendor to perform ambulance transport billing rather than performing it in-house could result in a lower collection rate and therefore less revenue for the City. However, this has not been the case. Using the same method of computation, the collection rates for both were at 70%. It is also important to point out that revenues collected in 1999 totaled \$987,804, an increase of \$207,403 over 1998.

Customer Service – Staff believes that customer service has been improved through the utilization of a private vendor. The main reason for this is that the private vendor has several employees involved in the billing process rather than only one. Items such as filing of insurance claim forms, tracking down patient information, sending out statements, handling phone inquiries, working with collection agencies, correspondence and record keeping can occur simultaneously, in timely fashion and do not stop due to one or more employees being on vacation or on sick leave. In addition, private vendors make their living at medical billing and are up to date and knowledgeable on specific insurance requirements along with current pertinent state and federal regulations.

Record Keeping and Financial Reports – Both the Fire Department and Finance are satisfied with the thoroughness, accuracy and format of all record keeping and financial reports formulated by Healthcare Professional Billing.

Reduction in Fire Department Staff Time Spent on Ambulance Billing Issues – When ambulance billing was performed in house the Deputy Chief of Administration and Training Captain would typically handle four or five billing related issues each week. Since privatizing the program on an interim basis in July of 1999, the Deputy Chief of Administration and Training Captain have only spent time on approximately 15 billing related issues. In addition, time spent on items such as supervising, coaching and the formulation and giving of performance appraisals for the Accounting Technician I have been eliminated. The time spent on ambulance billing issues by Finance personnel and the Fire Department's Clerk Typist have remained constant.

Working Relationship With Healthcare Professional Billing – The working relationship between Healthcare Professional Billing and Staff has been exceptional. Healthcare Professional Billing has provided adequate communication on ambulance billing issues and has been responsive to both the Fire Department and Finance Department.

Viability of the Westminster Med Ambulance Membership Program – The Accounting Technician was responsible for administering the Westminster Med Program when ambulance transport billing was conducted in-house. Staff initially had some concerns regarding the viability of the program during the short-term privatization of the program that was approved in July of 1999. The reason for the concern was that the program management and administration would be shifted to the Fire Department's Clerk Typist when the ambulance billing program was contracted out to a private vendor. The program has run very efficiently and smoothly under the management of the Clerk Typist and in fact has had a 73% increase in memberships in 2000 over 1999. Staff is very comfortable with the current management and administration of the program.

Negative Perceptions of The City by Customers/Citizens – As mentioned earlier, the number of ambulance billing related issues addressed by Staff has been greatly reduced since the short-term privatization of the program last July. Many of those issues that use to be addressed by Staff involved citizens/customers that had a negative perception of the City as a result of something related to their ambulance bill, usually cost or inability to pay.

Although Staff was able to educate them on the program, address their questions, provide them with some options and justify the costs related to their bill, some negativity still existed. Staff believes that the privatization of the program has resulted in the private vendor being the bad guy in the billing process reducing some of the negative perceptions by citizens/customers of the City.

Alternatives

1. Approve Staff's recommendation to authorize the City Manager to sign a series of one-year contracts with Healthcare Professional Billing to perform ambulance billing for the years 2000-2004 with an option to renew on an annual basis for up to an additional five years.
2. Direct Staff to award the contract to one of the other vendors that submitted a valid bid in May of 1999.
3. Direct Staff to go through the process again of soliciting proposals from vendors to perform ambulance billing.
4. Direct Staff to perform ambulance billing in-house and initiate the hiring process for the required personnel.

Respectfully submitted,

William M. Christopher
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Bids for the 2000 Traffic Signal Projects

Prepared by: Greg Olson, Transportation Systems Coordinator

Introduction

City Council action is requested to award a construction contract for the 2000 Traffic Signal Projects and authorize the purchase of traffic signal poles, mast arms, controllers, cabinets, vehicle detection components and emergency vehicle pre-emption equipment. Funds are available and were specifically allocated in the 2000 General Capital Improvement Fund for this expense.

Summary

The contract to be awarded and the equipment being purchased is for the installation of six of the traffic signal projects identified in the 2000 priority listing, a mid-block span-wire pedestrian traffic signal at the Big Dry Creek Trail crossing at Old Wadsworth Boulevard, five 20 MPH school flasher zones in Jefferson County and internally illuminated street name signs to be installed at four existing traffic signal locations. The six intersections where new signals will be installed are:

1. Church Ranch Boulevard and 103rd Avenue
2. Federal Boulevard and 108th Avenue (Bruchez Parkway)
3. 104th Avenue and Wolff Street (just east of Sheridan Boulevard)
4. 104th Avenue and Bryant Street (just east of Federal Boulevard)
5. 112th Avenue and Marshall Street (between Sheridan Boulevard and Westminster Boulevard)
6. 104th Avenue and Perry Street (between Sheridan Boulevard and Federal Boulevard)

Formal bids for the construction contract were solicited and opened on June 13. Also, price quotes were obtained from suppliers of traffic signal poles, mast arms, controllers, cabinets, vehicle detection components and the emergency vehicle pre-emption equipment. Direct purchase of the signal equipment outlined above allows for a more timely installation of signal projects and produces cost savings by eliminating the traditional markups by traffic signal contractors when they order the equipment.

Policy Issues

Does Council wish to award a contract for all of the items of work outlined within this memorandum or delete some items from the contract?

Staff Recommendation

Authorize the City Manager to execute a contract with the low bidder, Colorado Signal Inc., in the amount of \$243,540 for the construction of the 2000 Traffic Signal Projects; authorize the expenditure of \$98,304 to Valmont Industries for traffic signal poles and mast arms; authorize the expenditure of \$44,000 to Econolite Control Products, Inc. for traffic signal controllers and cabinets; authorize the expenditure of \$17,419 to 3M, Inc. for emergency vehicle pre-emption equipment; authorize a total project budget of \$451,971 which includes \$48,708 for a 20% construction contingency; and charge these expenses to the appropriate project account in the General Capital Improvement Fund.

Alternatives

At Council's option, any number of the items of work listed can be deleted before an award of a contract is made to the selected contractor.

Background

As part of the 2000 budget preparation process, City Staff evaluated 20 intersections in the City to determine the need for signalization and establish priorities for such installations. A total of seven intersections met the City's warrants for signalization, and they are listed below in priority order:

1. Church Ranch Boulevard and 103rd Avenue
2. Federal Boulevard and 108th Avenue (Bruchez Parkway)
3. Sheridan Boulevard and 77th Avenue
4. 104th Avenue and Wolff Street
5. 104th Avenue and Bryant Street
6. 112th Avenue and Marshall Street
7. 104th Avenue and Perry Street

Historically, funds have been budgeted each year for the installation of approximately two new signals. This was again the case for the year 2000 when \$200,000 was included in the Capital Improvement Project (CIP) budget. However, late last year, City Council expressed a desire to provide additional funding to allow for the construction of all of the signals that met warrants. Council authorized a transfer of \$220,000 from the Contingency Fund to the New Traffic Signals CIP with \$20,000 earmarked for the investigation of the feasibility of traffic surveillance cameras and the remainder of the transferred funds to be used to install as many of the targeted signals as possible. Since that time, City Staff has learned that the Colorado Department of Transportation will not permit a new signal to be installed at the intersection of Sheridan Boulevard and 77th Avenue due to the problems that such a signal would create for the progression of traffic on Sheridan Boulevard which is a State Highway.

As a result of the favorable bids, all six of the remaining locations that met warrants will be able to be signalized with the funds provided by the City Council. Three other projects – funded separately and previously authorized by City Council – were added to the bid for the new traffic signals in order to achieve an “economy of scale.” A mid-block, span-wire pedestrian signal to be constructed at the Big Dry Creek Trail crossing of Wadsworth Boulevard will be funded out of the Department of Parks, Recreation and Libraries' budget in the amount of \$13,600. Five 20 MPH school flashers, authorized by the City Council last fall when cut-backs in busing were announced by the Jefferson County School District, will be funded by the \$50,000 that was transferred from the Contingency Fund at that time. Finally, a continuation of the previously-approved program to install internally illuminated street name signs at key intersections will be funded out of the Enhancement Fund in the amount of \$23,100.

The four locations where these new illuminated street name signs will be installed are Sheridan Boulevard and 80th Avenue, Sheridan Boulevard and 104th Avenue, Sheridan Boulevard and 112th Avenue and Huron Street and 120th Avenue.

City Staff solicited bids for the installation of the proposed projects outlined above. The scope of work included the labor costs for installing City-supplied traffic signal controllers and cabinets, vehicle detection components, emergency vehicle pre-emption equipment, traffic signal mast arms and poles and labor and material costs for traffic signal indications, underground conduits and wiring. Six contractors obtained project plans and five submitted bids, as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Colorado Signal, Inc	\$243,540
W.L. Contractors	\$265,774
Sturgeon Electric	\$396,044
Kimsey Electric	\$399,797
Intermountain Electric, Inc.	\$444,293

Colorado Signal, Inc., the low bidder, is qualified to do the work. Colorado Signal, Inc. has constructed new traffic signals at several locations in the City within the past eight years.

The following represents Staff's anticipated schedule for completing the traffic signal projects, assuming City Council awards the construction contract and authorizes the purchase of the necessary traffic signal equipment.

June 26th	City Council awards the construction contract and authorizes the purchase of the traffic signal equipment
June 27th	Order traffic signal equipment
July 14th	Issue Notice to Proceed to the contractor
January 15, 2001	Completion of the traffic signal projects

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Contract with Special Counsel for Special Permit & License Board

Prepared by: Sharon Widener, Assistant City Attorney

Introduction

The attached contract authorizes Mr. David Williamson of the firm Windholz & Associates to act as special counsel for the Special Permit and License Board when a conflict of interest prevents the City Attorney's Office from representing the Board in a liquor license proceeding.

Summary

Occasionally a conflict of interest requires special counsel be appointed to represent the Special Permit & License Board when the conflict prevents the City Attorney's Office from acting on the Board's behalf. Mr. David Williamson has acted as special counsel and the Board would like him to continue when needed.

The proposed contract with Mr. Williamson, of the firm of Windholz & Associates, authorizes Mr. Williamson to act when needed. His fee is \$110 per hour, which is reasonable in today's market for an attorney with his experience in municipal and liquor licensing law. The contract authorizes services up to \$5,000, which should cover an extensive time-period or an unusually long or complex proceeding. Funds are available in the budget for the City Attorney's Office for this expense.

Policy Issue

Council should decide if retaining outside legal counsel for the Special Permits and License Board is warranted.

Alternatives would be to decline the contract and direct the Special Permit and License Board to consider other attorneys in addition to Mr. Williamson, or to choose special counsel only at the time needed.

Staff Recommendation

Approve the contract between the City and Windholz & Associates for special counsel to the Special Permit and License Board for a maximum expenditure of \$5,000, and authorize the City Manager to sign the contract.

Background

The Special Permit and License Board is regularly advised by a member of the City Attorney's Office. However, there are times when a conflict exists which requires that special counsel be appointed to represent the Board. This generally occurs when a member of the CAO is representing the police department in the prosecution of a liquor license violation, which would create a conflict between members of the Office representing both the prosecution and the decision-maker.

Several years ago, the Board interviewed applicants for special counsel to represent the Board on those occasions when a conflict or other circumstances prevent the CAO from acting. The Board chose David Williamson of the law firm Windholz & Associates. Mr. Williamson has since represented the Board and the members have indicated that they would like him to continue. Since a previous contract with Mr. Williamson has expired, Council is requested to approve a new contract authorizing the appointment of Mr. Williamson on an as-needed basis. The contract sets a maximum expenditure of \$5,000 which, given recent experience, should allow him to represent the Board for some time, unless an unusually long or complex proceeding would occur.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

CONTRACT FOR LEGAL SERVICES

THIS AGREEMENT is made this _____ day of _____, 2000, by and between **WINDHOLZ & ASSOCIATES** (the "Firm") and the **CITY OF WESTMINSTER** (the "City").

RECITALS

1. The City is desirous of contracting with the Firm for legal services.
2. The Firm and its attorneys are authorized to practice law in the State of Colorado.

AGREEMENT

1. The Firm shall furnish special legal services to the City of Westminster Special Permit and License Board (the Local Liquor Licensing Authority) on an as-needed basis.
2. David S. Williamson of the Firm shall be principally responsible for the Services.
3. The Firm is acting as an independent contractor; therefore, the City will not be responsible for FICA taxes, health or life insurance, vacation, or other employment benefits.
4. The City shall pay for the Services at the hourly rate not to exceed \$110 per hour.
5. This Contract may be terminated by the City with or without cause.
6. The Westminster City Council authorized this contract on _____, 2000.
7. Payments for legal services pursuant to this Contract shall not exceed Five Thousand Dollars (\$5,000) without further written authorization by the City.

WINDHOLZ & ASSOCIATES

CITY OF WESTMINSTER

By _____
David S. Williamson

By _____
William Christopher, City Manager

Attest:

Michele Kelley
City Clerk

Approved as to Form:

Sharon Widener
Assistant City Attorney



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: TABLED - Cost Share Agreement – The Heritage Golf Course

Prepared by: Bill Walenczak, Director of Parks, Recreation and Libraries

Introduction

City Council action is requested to approve the attached “Cost Share Agreement” between the City of Westminster and the Countrydale Metropolitan District. This agreement would allow the tenants of the Westmoor Business Park to receive resident fee privileges at The Heritage Golf Course in exchange for a yearly payment stipend to the City from the District.

Summary

On March 16, 2000, City Council reviewed a proposal submitted by City Staff that outlined conditions for a cost share agreement between Westfield Development, Inc. through their Countrydale Metropolitan District and the City of Westminster. City Council concurred with the outline presented and instructed Staff to finalize the agreement for formal Council approval. Some highlights of that proposal are as follows:

- The District shall pay to the City on or before June 30, 2000, the sum of \$8,728. This sum will cover the first year (2000) of the agreement.
- For the tax collection year 2001, and every year thereafter until this agreement is terminated in accordance with its terms, the District shall pay the City within 30 days of the District’s receipt of its tax revenues pursuant to state law, (i) the amount equal to the revenue generated by a mill levy equal to one-half of one mill (.5 mills), until such mill levy generates revenue of \$20,000 in any one year; and thereafter, (ii) the revenue generated by a mill levy equal to or less than one-half of one mill (.5 mills) but no less than one-quarter of one mill (.25 mills), which is sufficient to generate revenues of \$20,000; and each year the District shall certify to the County a mill levy sufficient to generate such revenue; provided that in no event shall the District certify a mill levy of greater than one-half of one mill (.5 mills) or less than one-quarter of one mill (.25 mills) for such purpose. To the extent that one-quarter of one mill (.25 mills) generates \$20,000 or more in any year, the City shall have the right to retain all amounts so generated.
- These funds are intended to pay the District’s share of costs related to allowing office park tenants a discount from non-resident to resident rates.
- All office park tenants will be allowed to play The Heritage Golf Course at resident rates.
- Westfield Development will be allowed to sponsor two golf outings per year at The Heritage, and shall be charged the prevailing resident rate. This shall be done according to the City’s normal reservation policy.
- A special I.D. card for business park tenants will be available to be purchased through Parks, Recreation and Libraries.
- This agreement may be terminated by mutual consent to the parties.

Alternatives

City Council could elect to not approve this agreement and require Westmoor office tenants to pay non-resident rates (if they do not otherwise qualify for the resident rate).

City Council could elect to reject the conditions outlined in this proposal and have City Staff renegotiate the terms, per City Council direction.

Policy Issue

Whether to permit tenants of the Westmoor Business Park to receive resident rates at The Heritage Golf Course in exchange for annual payments by the owner of the business park, estimated to be equal to or greater than the resulting revenue loss attributable to the proposed discount.

Staff Recommendation

Remove this item from the Table and authorize the City Manager to sign the attached Cost Share Agreement between the City of Westminster and the Countrydale Metropolitan District.

Background Information

The City of Westminster and Westfield Development, Inc. formed a partnership to develop the Westmoor Business Park, The Heritage Golf Course, the West View Recreation Center, and various trails and open space along Walnut Creek.

A very important component of the Westmoor Business Park project was the establishment of the Countrydale Metropolitan District to help pay for the office park infrastructure, maintenance, and a three mill levy to help the City offset the costs of operating the soon to be opened West View Recreation Center. In exchange for the three mills levied for the recreation center, the City agreed to allow office park tenants the use of the West View Recreation Center at resident rates. Therefore, this current proposal to allow office park tenants the use of The Heritage Golf Course at resident rates is consistent with the previous Westmoor Business Park agreement, approved by City Council. As mentioned earlier, Staff believes that this cost share agreement more than makes up for any loss in revenue resulting from office park tenants being allowed resident golf rates at The Heritage. The proposed arrangement will also further the competitive viability of the Westmoor Business Park.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

COST SHARE AGREEMENT

THIS COST SHARE AGREEMENT ("Agreement") is made as of _____, 2000, by and between COUNTRYDALE METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado ("District"), and the CITY OF WESTMINSTER, a Colorado Home Rule Municipality ("City"), (collectively hereinafter referred to as the "Parties").

RECITALS

WHEREAS, the statutory powers which each of the Parties holds include the provision of parks and recreation facilities and services; and

WHEREAS, pursuant to Colorado Constitution Article XIV, Section 18(2)(a), and Section 29-1-203, C.R.S., the Parties may cooperate or contract with each other to provide any function, service or facility lawfully authorized to each, and any such contract may provide for the sharing of costs, the imposition of taxes, and the incurring of debt; and

WHEREAS, the Parties have acknowledged the necessity for and desirability of an intergovernmental agreement concerning the operation and maintenance of a certain golf course and related facilities and the provision related services (the "Facilities"); and

WHEREAS, the Parties agree that the Facilities are needed and that the Facilities will benefit the residents and property owners in both Parties in terms of cost, quality and level of service; and

WHEREAS, the Parties have agreed that City will own and operate the Facilities benefiting both Parties, and that City will pay the costs of operating the Facilities as set forth in this Agreement; and that District will pay a portion of said costs as set forth in this Agreement; and

COVENANTS

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants and stipulations herein, the Parties agree as follows:

ARTICLE I TERM OF AGREEMENT

Except as set forth in Article II, below, this Agreement shall become effective on and as of the date first written above and shall remain in full force and effect thereafter unless and until terminated through mutual consent of the Parties.

ARTICLE II FINANCING OF OPERATION OF FACILITIES

A. Agreement Constitutes Debt. The Parties acknowledge that this Agreement represents a multi-fiscal year obligation of the District, and as such required the approval by the electorate of the District, which approval was obtained by the District at a special election held on May 2, 2000, in accordance with law and pursuant to due notice.

B. Pledge of Security for Payment. The financial obligations of District assumed hereunder, and as more specifically described below, are general obligations of District, and shall be payable from ad valorem taxes, except as they may actually be paid from other revenues. The full faith and credit of District are hereby pledged to the punctual payment of all amounts to be paid hereunder. For the purpose of providing the necessary funds to pay the amounts to be paid hereunder as the same become due, the District's Board shall make such payment, and shall annually certify a rate of levy for ad valorem taxes, as follows:

(1) The District shall pay to the City, on or before June 30, 2000, the amount of eight thousand seven hundred and twenty-eight dollars (\$8,728.00).

(2) For the tax collection year 2001, and every year thereafter until this Agreement is terminated in accordance with its terms, the District shall pay the City, within 30 days of the District's receipt of its tax revenues pursuant to state law, (i) an amount equal to the revenue generated by a mill levy equal to one-half of one mill (.5 mills), until such mill levy generates revenue of \$20,000 in any one year; and thereafter, (ii) the revenue generated by a mill levy no greater than one-half of one mill (.5 mills) but no less than one-quarter of one mill (.25 mills) which is sufficient to generate revenues of \$20,000; and each year the District shall certify to the County a mill levy sufficient to generate such revenue; provided that in no event shall the District certify a mill levy of greater than one-half of one mill (.5 mills) or less than one-quarter of one mill (.25 mills) for such purpose. To the extent that one-quarter of one mill (.25 mills) generates \$20,000 or more in any year, the City shall have the right to retain all amounts so generated.

(3) For purposes of this Agreement, the mill levies that are to be certified by the District hereunder shall be referred to as the Limited Mill Levy.

C. Effectuation of Pledge of Security, Current Appropriation. The amounts to be paid hereunder are hereby appropriated for that purpose, and said amounts for each year shall be included in the annual budget and the appropriation resolution or measures to be adopted or passed by the District's Board in each year respectively while any of the obligations herein authorized are outstanding and unpaid. No provisions of any constitution, statute, resolution or other order or measure enacted after the execution of this Agreement shall in any manner be construed as limiting or impairing the obligation of District to levy ad valorem taxes as set forth herein, or as limiting or impairing the obligation of District to levy, administer, enforce and collect the ad valorem taxes as provided herein for the payment of the obligations hereunder.

It shall be the duty of the District's Board annually at the time and in the manner provided by law for the levying of District taxes, if such action shall be necessary to effectuate the provisions of this Agreement, to ratify and carry out the provisions hereof with reference to the levy of the Limited Mill Levy and collection of the ad valorem taxes herein specified. Said tax, when collected, shall be applied only to the payment of the amounts to be paid hereunder, as herein specified.

ARTICLE III
OPERATION OF FACILITIES

A. Operation by City. During the term hereof, the City shall operate and maintain the Facilities for the benefit of the residents and property owners of both Parties, pursuant to such policies, rules and regulations as the City, in the exercise of its sole discretion, shall determine.

B. Financial Assistance by District. During the term hereof, the District shall certify the Limited Mill Levy and shall pay to the City the amounts that are to be generated thereby, as the same are collected but in any case not later than June 1 of each year.

C. City's Use of Funds. The amounts paid by the District hereunder shall be accepted by the City for the purpose of paying the District's share of the costs of operating and maintaining the Facilities, as the share is described herein. The sums paid hereunder shall be considered the spending of the District, and in no event shall the funds paid by the District hereunder be part of any spending or revenue base of the City.

D. District Property Owners Benefited. The Parties acknowledge and agree that the property owners and tenants of the Westmoor Business Park (the property within the District's boundaries which is taxed to provide the financial assistance contemplated herein,) are third party beneficiaries of this Agreement to the extent only that, as such, they shall have the right so long as the District is not in default hereunder to use the Facilities at the same rate and in the same manner as residents of the City. The City and the District shall cooperate to develop an identification process for the purpose of qualifying such tenants and owners for such use of the Facilities. In addition, the principal owner-developer and operator of the Westmoor Business Park, Westfield Development Company, Inc., (and any successor entities that perform the same function) shall have the right to use the Facilities on an exclusive basis, twice per calendar year for tournament or promotional events, the same to be scheduled in accordance with the City's normal reservation policies. The City's then current resident rates for course play and cart rental shall apply, and the City shall have the right to resume its normal use of the course at such time as the course is no longer needed for said tournament or promotional event.

ARTICLE IV
MISCELLANEOUS

A. Relationship of Parties. This Agreement does not and shall not be construed as creating a relationship of joint venturers, partners, or employer-employee between the Parties.

B. Modification. This Agreement may be modified, amended, changed or terminated, except as otherwise provided herein, in whole or in part, only by an agreement in writing duly authorized and executed by both Parties.

C. Waiver. The waiver of a breach of any of the provisions of this Agreement by either Party shall not constitute a continuing waiver or a waiver of any subsequent breach by the other Party of the same or another provision of this Agreement.

D. Integration. This Agreement contains the entire agreement between the Parties and no statement, promise or inducement made by either Party or the agent of either Party that is not contained in this Agreement shall be valid or binding.

E. Severability. Invalidation of any of the provisions of this Agreement or of any paragraph, sentence, clause, phrase, or word herein, or the application thereof in any given circumstance, shall not affect the validity of any other provision of this Agreement.

F. Survival of Obligations. Unfulfilled obligations of both Parties arising under this Agreement shall be deemed to survive the expiration of the term of this Agreement and the completion of the Facilities which are the subject of this Agreement, and shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

G. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Colorado.

H. Headings for Convenience Only. The headings, captions and titles contained herein are intended for convenience and reference only and are not intended to define, limit or describe the scope or intent of any of the provisions of this Agreement.

I. Government Authority. The Parties shall comply with any and all valid state, federal or local laws or regulations covering the subject of this Agreement, and any and all valid orders, regulations or licenses issued pursuant to any federal, state or local law or regulation governing the subject of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

ATTEST:

COUNTRYDALE METROPOLITAN
DISTRICT

Steven K. Taniguchi
Secretary

Richard G. McClintock
President

ATTEST:

CITY OF WESTMINSTER

City Clerk

City Manager

APPROVED AS TO FORM:

City Attorney



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: TABLED Resolution No. 45 re Revisions to Council Rules and Procedures

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to remove this item from the Table and adopt the attached Resolution, which amends the Council Rules and Procedures pertaining to several amendments, which a majority of City Council agreed to pursue. This Resolution also adds the Council Travel Policy to the Council Rules and Procedures document.

Policy Issues

Should the City increase the cash advance limit for travel to Councillors from \$100 to \$200 and other procedural changes to the Council Rules and Procedures document.

Summary

At the April 1st City Council Retreat, City Council discussed several procedural changes to the Council Rules and Procedures and the Travel Policy relevant to City Council.

One of the proposed changes would be to increase the cash advance limit from \$100 per individual request to \$200 per request. This change reflects the rising costs associated with travel.

As agreed upon by the majority of Council, these changes have been made and are reflected in the attached Resolution amending the Council Rules and Procedures document.

At the June 12th Council meeting, this item was tabled per Councillor Atchison's request, since he was not present at the meeting.

Since Council received this information on June 8th, it is not necessary for Council to waive the prior written submittal requirement found in Part VII, Section 9 of the Council Rules and Procedures regarding the proposed changes contained in Resolution No. 45

Staff Recommendation

Remove this item from the table and adopt Resolution No. 45 revising the Council Rules and Procedures as outlined.

Background Information

The current City Council Travel Policy was adopted in March, 1994 and City Council recently reviewed this document and the Council directed Staff to prepare the above stated revisions. The changes to this document reflect the rising costs associated with travel expenditures.

The other changes outlined in capital letters and/or strike through are procedural matters involving appointment of Councillors to internal and external liaison assignments and City Council seating arrangement in the Council Chambers.

Finally, a new procedure which Council previously discussed about individuals wishing to speak at Council meetings has been included. New forms have been created to facilitate individuals signing up to speak.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO. **45**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

A RESOLUTION AMENDING THE COUNCIL RULES AND PROCEDURES

WHEREAS, Chapter VII of the City Charter provides for the procedure and miscellaneous powers and duties of the City Council; and

WHEREAS, The City Council is entrusted with conducting the business of the City in a manner which will be most advantageous to the citizens and voters thereof.

NOW THEREFORE, be it resolved that the City Council of the City of Westminster, hereby adopts the following revision to the Council Rules and Regulations.

PART II – COUNCIL PROCEDURE

2 D. Citizens Communication: Although written notification of a citizen's intent to speak is not required, citizens may submit informational material. Copies of this material must be received by the City Clerk before 5:00 P.M. Tuesday prior to the Council Meeting if it is to be distributed with City Council Agenda Packets and listed on the agenda. Citizens listed on the agenda under "5 Citizens Communication" will be allowed a maximum of five minutes to speak. Citizens wanting to make a presentation of more than five minutes and citizens not listed on the agenda will be allowed to speak under "12 Citizen Communication and Miscellaneous Business". EACH SPEAKER WILL BE REQUIRED TO FILL OUT A "CITIZEN COMMUNICATION FORM" INDICATING THAT THEY WISH TO COMMENT ON AN ITEM NOT LISTED ON THE AGENDA. THE PRESIDING OFFICER SHALL ORGANIZE THE CITIZEN COMMUNICATION FORMS AND CALL UPON EACH SPEAKER AT THE APPROPRIATE TIME.

PART VI - COMMITTEES

1. **COMMITTEES - HOW APPOINTED:** The COUNCIL ~~Mayor~~ shall appoint from time to time such special or select committees ~~as in his/her discretion deems desirable, or~~ as may be desired by the Council to expedite the handling of the business and affairs of the City. The COUNCIL ~~Mayor~~ shall appoint the member who is to serve as Chairperson of the committee.

3. **SECRETARY TO COMMITTEES:** The Clerk or a designated assistant shall act as secretary to special committees as directed by the ~~Mayor~~ COUNCIL.

PART VII - MISCELLANEOUS

9. **AMENDMENT TO RULES:** These rules may be amended or new rules adopted by a majority vote of all member of Council. Any such alterations or amendments SHALL BE ADOPTED BY RESOLUTION. ~~shall be submitted in writing at the preceding regular meeting and shall be placed on the agenda under the order of new business. This requirement shall be waived only by unanimous consent of all member of Council.~~

10. **SEATING ARRANGEMENT:** Members shall occupy the respective seats in the Council Chamber ~~assigned to them by the Mayor~~ AS THEY SHALL AGREE, OR AS DETERMINED BY MAJORITY VOTE.

22. GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS:

A. The meeting shall be chaired by the Mayor or designated alternate. The hearing shall be conducted to provide for a reasonable opportunity for all interested parties to express themselves, as long as the testimony or evidence being given is reasonably related to the purpose of the public hearing. The Chair has the authority to limit debate to a reasonable length of time to be equal for both positions.

B. ANY PERSON WISHING TO SPEAK OTHER THAN THE APPLICANT WILL BE REQUIRED TO FILL OUT A "REQUEST TO SPEAK OR REQUEST TO HAVE NAME ENTERED INTO THE RECORD" FORM INDICATING WHETHER THEY WISH TO COMMENT DURING THE PUBLIC HEARING OR WOULD LIKE TO HAVE THEIR NAME RECORDED AS HAVING AN OPINION ON THE PUBLIC HEARING ISSUE. Any person speaking may be questioned by a member of Council or by appropriate members of City Staff.

C. The Chair shall rule upon all disputed matters of procedure, unless, on motion duly made, the Chair is overruled by a majority vote of Councillors present.

D. The ordinary rules of evidence shall not apply, and Council may receive petitions, exhibits and other relevant documents without formal identification or introduction.

E. When the number of persons wishing to speak threatens to unduly prolong the hearing, the Council may establish a time limit upon each speaker.

F. City Staff enters A copy of public notice as published in newspaper; all application documents for the proposed project and a copy of any other written documents that are an appropriate part of the public hearing record;

G. The property owner or representative(s) present slides and describe the nature of the request (maximum of 10 minutes);

H. Staff presents any additional clarification necessary and states the Planning Commission recommendation;

I. All testimony is received from the audience, in support, in opposition or asking questions. All questions will be directed through the Chair who will then direct the appropriate person to respond.

J. Final comments/rebuttal received from property owner;

K. Final comments from City Staff and Staff recommendation.

L. Public hearing is closed.

M. If final action is not to be taken on the same evening as the public hearing, the Chair will advise the audience when the matter will be considered. Councillors not present at the public hearing will be allowed to vote on the matter only if they listen to the tape recording of the public hearing prior to voting.

The following statement shall be read by the Chair at the outset of the public hearing:

We welcome your input. Because we will strive to proceed through the public hearing in a timely manner, we require that all persons observe the following rules with respect to comments and testimony:

When you are recognized to speak, approach the podium, state your name and address for the record. All comments and testimony shall be made from the podium, no comments or testimony shall be shouted from the audience.

Comments and testimony are to be directed to the Chair. Dialogue and inquiries from the person at the podium to members of Staff or the seated audience is not permitted. Inquiries which require Staff response will be referred to Staff by the Chair through the City Manager.

It is our desire to give everyone an opportunity to speak and be heard in a timely manner and within an atmosphere of respect and diplomacy. These rules are meant to foster that atmosphere. Thank you for your cooperation, and we look forward to hearing your comments. (Res 84, 1997)

23. NON-LAND USE PUBLIC HEARINGS, THE FOLLOWING RULES SHALL APPLY:

Persons wishing to speak OTHER THAN THE APPLICANT WILL BE REQUIRED TO FILL OUT A "REQUEST TO SPEAK OR REQUEST TO HAVE NAME ENTERED INTO THE RECORD" FORM INDICATING WHETHER THEY WISH TO COMMENT DURING THE PUBLIC HEARING OR WOULD LIKE TO HAVE THEIR NAME RECORDED AS HAVING AN OPINION ON THE PUBLIC HEARING ISSUE. may do so whether in favor or opposed. No specified order of those in favor or in opposition will be used.

The presiding officer shall conduct the hearing in such manner as to provide for freedom of speech and expression of opinion of all persons speaking, subject only to the limits of courtesy and respect to other persons and their opinion as long as the subject is related to the public hearing notwithstanding the presiding officer has the authority to limit debate to a reasonable length of time to be equal for both positions.

Any person speaking may be questioned by members of Council or by the City Administration.

The presiding officer shall rule upon all disputed matters of procedure, unless, on motion duly made, he is overruled by a majority vote of Council members present.

26. WESTMINSTER CITY COUNCIL TRAVEL POLICY

The Travel Policy of the Westminster City Council, as it relates to Councillors and their spouses, is hereby updated to read as follows:

EXPENSE COVERAGE

City Council ~~has established an informal policy whereby out of state travel expenses should not exceed \$3,000 + inflation for any given year.~~ WILL ESTABLISH OUT OF STATE TRAVEL EXPENSES FOR ALL COUNCIL MEMBERS AS PART OF THE BUDGET ADOPTION EACH YEAR. ~~The limit for the Mayor and Mayor Pro Tem is \$3,500 + inflation each year.~~

Transportation: Normally, out-of-City travel shall be by commercial airline. Air coach and special rates shall be utilized whenever possible. If driving to a conference, using your personal car, Councillors can be reimbursed at the PER MILE rate ~~of \$.30 per mile~~ IN EFFECT FOR EMPLOYEES. However, the total reimbursement shall not exceed the amount that would have been expended if the Councillors had used available airline service and economical ground transportation to the conference. Full reimbursement shall be made for round trip transportation for the Councillors' travel expense. ~~Airfare or other commercial means of transportation for the Council member's spouse shall be paid directly by the Council member without any use of City funds.~~

Lodging: Lodging shall be fully reimbursable. If attending a formal conference, lodging will normally be at the conference or headquarters hotel, or comparable facilities which are nearby. If the Councillor's spouse is attending the conference, the Councillors shall be responsible for the differential on the daily room rate for double occupancy.

Meals: All meal expenses shall be fully reimbursable for the Councillor during the conference or out-of-town meeting. HOWEVER, NO REIMBURSEMENTS WILL BE MADE FOR MEALS INCLUDED IN THE REGISTRATION FEE.

Miscellaneous Expenses: Generally, any reasonable business expense incurred because a COUNCILLOR Council member is traveling for the City ~~can be an allowable expense. All such expenses shall be fully reimbursable.~~

Travel With Spouse: If COUNCILLORS Council members are attending a conference where it is common for the spouse to accompany, and which has a program for the spouse, ~~then~~ the spouse conference registration will be reimbursable. All other expenses of the spouse will be the personal expense of the Council member COUNCILLOR.

CASH ADVANCES/RECEIPTS

Council members may draw a ~~maximum~~ cash advance of \$100 from the City Finance Department in anticipation of expenses to be incurred , OR, AS AN ALTERNATIVE, COUNCILLORS MAY CHARGE THE EXPENSE TO THEIR CITY ISSUED CREDIT CARD. NO CASH ADVANCE WILL EXCEED \$200 PER INDIVIDUAL REQUEST. NO CASH ADVANCES WILL BE PROCESSED UNLESS EXPENSE REPORTS FROM ALL PREVIOUS TRIPS INVOLVING CASH ADVANCES AND CREDIT CARD PURCHASES HAVE BEEN CLEARED. ANY OUTSTANDING EXPENSE ADVANCE/CREDIT CARD PURCHASES NOT CLEARED BEFORE THE COUNCILLOR'S TERM EXPIRES WILL BE WITHHELD FROM THE FINAL PAYCHECK OF THE COUNCILLOR. ~~Upon return from the trip, each Council member is required to file a report for all trip related expenses on the Record of Expenditure Travel and Conference form. The reporting Council member shall submit the completed required form within two (2) weeks upon return from the conference or out of town meeting. The completed form is to be submitted to the City Manager's office for processing. Receipts for major expense items are to be attached to the form. Major expense items would include conference registration fees, hotel bills, airline tickets, car rental, etc. In the event Council members travel as a group, occupancy in the same hotel and/or having meals together, a claim covering all expenses for all members may be filed in lieu of individual accounting.~~

EXPENSE REPORTS

COUNCILLORS SHALL FILE A REPORT FOR ALL TRIP RELATED EXPENSES WITHIN TWO WEEKS UPON RETURN FROM THE TRIP. THE COMPLETED EXPENSE REPORT SHALL BE SUBMITTED TO THE CITY MANAGER'S OFFICE FOR PROCESSING. RECEIPTS FOR EXPENSES OF \$25.00 AND GREATER SHALL BE ATTACHED TO THE FORM.

THE MAYOR SHALL APPROVE EXPENSE REPORTS OF COUNCILLORS. THE FINANCE DEPARTMENT SHALL AUDIT THE EXPENSE REPORT FOR MATHEMATICAL ACCURACY.

IN THE EVENT COUCILLORS TRAVEL AS A GROUP, OCCUPY THE SAME HOTEL AND/PR HAVE MEALS TOGETHER, A CLAIM COVERING ALL EXPENSES FOR ALL MEMBERS MAY BE FILED IN LIEU OF INDIVIDUAL ACCOUNTING.

PASSED AND ADOPTED THIS 26th day of June, 2000.

ATTEST:

Mayor

City Clerk

CITIZEN COMMUNICATION FORM

PLEASE FILL OUT THIS FORM IF YOU WISH TO ADDRESS CITY COUNCIL ON ANY TOPIC THAT IS NOT PART OF THE AGENDA. IF YOUR PRESENTATION WILL BE 5 MINUTES OF LESS, YOU WILL HAVE AN OPPORTUNITY TO SPEAK UNDER **AGENDA ITEM 5**. IF YOUR COMMENTS WILL TAKE LONGER THAN 5 MINUTES YOU WILL HAVE AN OPPORTUNITY TO SPEAK UNDER **AGENDA ITEM 12**.

NAME: _____

ADDRESS: _____

CITY _____ **DAYTIME PHONE NO:** _____

PLEASE DESCRIBE THE ISSUE YOU WISH TO ADDRESS:

LENGTH OF DISCUSSION: LESS THAN 5 MINUTES MORE THAN 5 MINUTES

We welcome your input. Because we will strive to proceed through the Council meeting in a timely manner, we require that all persons observe the following rules with respect to comments and testimony:

When you are recognized to speak, approach the podium, state your name and address for the record. All comments and testimony shall be made from the podium, no comments or testimony shall be shouted from the audience.

Comments and testimony are to be directed to the Chair. Dialogue and inquiries from the person at the podium to members of Staff or the seated audience is not permitted. Inquiries which require Staff response will be referred to Staff by the Chair through the City Manager.

It is our desire to give everyone an opportunity to speak and be heard in a timely manner and within an atmosphere of respect and diplomacy. These rules are meant to foster that atmosphere. Thank you for your cooperation, and we look forward to hearing your comments.

**PLEASE RETURN THIS FORM TO THE CITY CLERK
BEFORE THE COUNCIL MEETING BEGINS.**

**REQUEST TO SPEAK
OR
REQUEST TO HAVE NAME ENTERED INTO THE RECORD**

NAME: _____

ADDRESS: _____

CITY _____ DAYTIME PHONE NO: _____

PUBLIC HEARING RE: _____

I WISH TO SPEAK _____

I AM FOR THE ISSUE _____

I DO NOT WISH TO SPEAK. BUT _____

I AM AGAINST THE ISSUE _____

ENTER MY NAME IN THE RECORD

We welcome your input. Because we will strive to proceed through the public hearing in a timely manner, we require that all persons observe the following rules with respect to comments and testimony:

When you are recognized to speak, approach the podium, state your name and address for the record. All comments and testimony shall be made from the podium, no comments or testimony shall be shouted from the audience.

Comments and testimony are to be directed to the Chair. Dialogue and inquiries from the person at the podium to members of Staff or the seated audience is not permitted. Inquiries which require Staff response will be referred to Staff by the Chair through the City Manager.

It is our desire to give everyone an opportunity to speak and be heard in a timely manner and within an atmosphere of respect and diplomacy. These rules are meant to foster that atmosphere. Thank you for your cooperation, and we look forward to hearing your comments.

**PLEASE RETURN THIS FORM TO THE CITY CLERK
BEFORE THE COUNCIL MEETING BEGINS.**

RESOLUTION

RESOLUTION NO. **45**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

Moss - Atchison

A RESOLUTION AMENDING THE COUNCIL RULES AND PROCEDURES

WHEREAS, Chapter VII of the City Charter provides for the procedure and miscellaneous powers and duties of the City Council; and

WHEREAS, The City Council is entrusted with conducting the business of the City in a manner which will be most advantageous to the citizens and voters thereof.

NOW THEREFORE, be it resolved that the City Council of the City of Westminster, hereby adopts the following revision to the Council Rules and Regulations.

22. GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS:

A. The meeting shall be chaired by the Mayor or designated alternate. The hearing shall be conducted to provide for a reasonable opportunity for all interested parties to express themselves, as long as the testimony or evidence being given is reasonably related to the purpose of the public hearing. The Chair has the authority to limit debate to a reasonable length of time to be equal for both positions.

B. ANY PERSON WISHING TO SPEAK OTHER THAN THE APPLICANT WILL BE REQUIRED TO FILL OUT A "REQUEST TO SPEAK OR REQUEST TO HAVE NAME ENTERED INTO THE RECORD" FORM INDICATING WHETHER THEY WISH TO COMMENT DURING THE PUBLIC HEARING OR WOULD LIKE TO HAVE THEIR NAME RECORDED AS HAVING AN OPINION ON THE PUBLIC HEARING ISSUE. Any person speaking may be questioned by a member of Council or by appropriate members of City Staff.

C. The Chair shall rule upon all disputed matters of procedure, unless, on motion duly made, the Chair is overruled by a majority vote of Councillors present.

D. The ordinary rules of evidence shall not apply, and Council may receive petitions, exhibits and other relevant documents without formal identification or introduction.

E. When the number of persons wishing to speak threatens to unduly prolong the hearing, the Council may establish a time limit upon each speaker.

F. City Staff enters A copy of public notice as published in newspaper; all application documents for the proposed project and a copy of any other written documents that are an appropriate part of the public hearing record;

G. The property owner or representative(s) present slides and describe the nature of the request (maximum of 10 minutes);

H. Staff presents any additional clarification necessary and states the Planning Commission recommendation;

I. All testimony is received from the audience, in support, in opposition or asking questions. All questions will be directed through the Chair who will then direct the appropriate person to respond.

J. Final comments/rebuttal received from property owner;

K. Final comments from City Staff and Staff recommendation.

L. Public hearing is closed.

M. If final action is not to be taken on the same evening as the public hearing, the Chair will advise the audience when the matter will be considered. Councillors not present at the public hearing will be allowed to vote on the matter only if they listen to the tape recording of the public hearing prior to voting.

The following statement shall be read by the Chair at the outset of the public hearing:

We welcome your input. Because we will strive to proceed through the public hearing in a timely manner, we require that all persons observe the following rules with respect to comments and testimony:

When you are recognized to speak, approach the podium, state your name and address for the record. All comments and testimony shall be made from the podium, no comments or testimony shall be shouted from the audience.

Comments and testimony are to be directed to the Chair. Dialogue and inquiries from the person at the podium to members of Staff or the seated audience is not permitted. Inquiries which require Staff response will be referred to Staff by the Chair through the City Manager.

It is our desire to give everyone an opportunity to speak and be heard in a timely manner and within an atmosphere of respect and diplomacy. These rules are meant to foster that atmosphere. Thank you for your cooperation, and we look forward to hearing your comments. (Res 84, 1997)

23. NON-LAND USE PUBLIC HEARINGS, THE FOLLOWING RULES SHALL APPLY:

Persons wishing to speak OTHER THAN THE APPLICANT WILL BE REQUIRED TO FILL OUT A "REQUEST TO SPEAK OR REQUEST TO HAVE NAME ENTERED INTO THE RECORD" FORM INDICATING WHETHER THEY WISH TO COMMENT DURING THE PUBLIC HEARING OR WOULD LIKE TO HAVE THEIR NAME RECORDED AS HAVING AN OPINION ON THE PUBLIC HEARING ISSUE. may do so whether in favor or opposed. No specified order of those in favor or in opposition will be used.

The presiding officer shall conduct the hearing in such manner as to provide for freedom of speech and expression of opinion of all persons speaking, subject only to the limits of courtesy and respect to other persons and their opinion as long as the subject is related to the public hearing notwithstanding the presiding officer has the authority to limit debate to a reasonable length of time to be equal for both positions.

Any person speaking may be questioned by members of Council or by the City Administration.

The presiding officer shall rule upon all disputed matters of procedure, unless, on motion duly made, he is overruled by a majority vote of Council members present.

26. WESTMINSTER CITY COUNCIL TRAVEL POLICY

The Travel Policy of the Westminster City Council, as it relates to Councillors and their spouses, is hereby updated to read as follows:

EXPENSE COVERAGE

City Council ~~has established an informal policy whereby out of state travel expenses should not exceed \$3,000 + inflation for any given year.~~ WILL ESTABLISH OUT OF STATE TRAVEL EXPENSES FOR ALL COUNCIL MEMBERS AS PART OF THE BUDGET ADOPTION EACH YEAR. ~~The limit for the Mayor and Mayor Pro Tem is \$3,500 + inflation each year.~~

Transportation: Normally, out-of-City travel shall be by commercial airline. Air coach and special rates shall be utilized whenever possible. If driving to a conference, using your personal car, Councillors can be reimbursed at the PER MILE rate of ~~\$.30 per mile~~ IN EFFECT FOR EMPLOYEES. However, the total reimbursement shall not exceed the amount that would have been expended if the Councillors had used available airline service and economical ground transportation to the conference. Full reimbursement shall be made for round trip transportation for the Councillors' travel expense. ~~Airfare or other commercial means of transportation for the Council member's spouse shall be paid directly by the Council member without any use of City funds.~~

Lodging: Lodging shall be fully reimbursable. If attending a formal conference, lodging will normally be at the conference or headquarters hotel, or comparable facilities which are nearby. If the Councillor's spouse is attending the conference, the Councillors shall be responsible for the differential on the daily room rate for double occupancy.

Meals: All meal expenses shall be fully reimbursable for the Councillor during the conference or out-of-town meeting. ~~HOWEVER, NO REIMBURSEMENTS WILL BE MADE FOR MEALS INCLUDED IN THE REGISTRATION FEE.~~

Miscellaneous Expenses: Generally, any reasonable business expense incurred because a COUNCILLOR Council member is traveling for the City ~~can be an allowable expense.~~ All such expenses shall be fully reimbursable.

Travel With Spouse: If COUNCILLORS Council members are attending a conference where it is common for the spouse to accompany, and which has a program for the spouse, ~~then~~ the spouse conference registration will be reimbursable. All other expenses of the spouse will be the personal expense of the ~~Council member~~ COUNCILLOR.

~~CASH ADVANCES/RECEIPTS~~

Council members may draw a ~~maximum~~ cash advance of ~~\$100~~ from the City ~~Finance Department~~ in anticipation of expenses to be incurred , OR, AS AN ALTERNATIVE, COUNCILLORS MAY CHARGE THE EXPENSE TO THEIR CITY ISSUED CREDIT CARD. NO CASH ADVANCE WILL EXCEED \$200 PER INDIVIDUAL REQUEST. NO CASH ADVANCES WILL BE PROCESSED UNLESS EXPENSE REPORTS FROM ALL PREVIOUS TRIPS INVOLVING CASH ADVANCES AND CREDIT CARD PURCHASES HAVE BEEN CLEARED. ANY OUTSTANDING EXPENSE ADVANCE/CREDIT CARD PURCHASES NOT CLEARED BEFORE THE COUNCILLOR'S TERM EXPIRES WILL BE WITHHELD FROM THE FINAL PAYCHECK OF THE COUNCILLOR. ~~Upon return from the trip, each Council member is required to file a report for all trip related expenses on the Record of Expenditure Travel and Conference form. The reporting Council member shall submit the completed required form within two (2) weeks upon return from the conference or out of town meeting. The completed form is to be submitted to the City Manager's office for processing. Receipts for major expense items are to be attached to the form. Major expense items would include conference registration fees, hotel bills, airline tickets, car rental, etc. In the event Council members travel as a group, occupancy in the same hotel and/or having meals together, a claim covering all expenses for all members may be filed in lieu of individual accounting.~~

EXPENSE REPORTS

COUNCILLORS SHALL FILE A REPORT FOR ALL TRIP RELATED EXPENSES WITHIN TWO WEEKS UPON RETURN FROM THE TRIP. THE COMPLETED EXPENSE REPORT SHALL BE SUBMITTED TO THE CITY MANAGER'S OFFICE FOR PROCESSING. RECEIPTS FOR EXPENSES OF \$25.00 AND GREATER SHALL BE ATTACHED TO THE FORM.

THE MAYOR SHALL APPROVE EXPENSE REPORTS OF COUNCILLORS. THE FINANCE DEPARTMENT SHALL AUDIT THE EXPENSE REPORT FOR MATHEMATICAL ACCURACY.

IN THE EVENT COUCILLORS TRAVEL AS A GROUP, OCCUPY THE SAME HOTEL AND/PR
HAVE MEALS TOGETHER, A CLAIM COVERING ALL EXPENSES FOR ALL MEMBERS MAY
BE FILED IN LIEU OF INDIVIDUAL ACCOUNTING.

PASSED AND ADOPTED THIS 26th day of June, 2000 as amended.

ATTEST:

City Clerk

Mayor



WESTMINSTER COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Resolution No. 46 re Adoption of Library Master Plan for 2000 - 2005

Prepared by: Kathy Sullivan, Library Services Manager

Introduction

City Council action is requested to adopt the attached resolution approving the City of Westminster's Library Master Plan for 2000-2005.

Summary

The first draft of the City of Westminster's Library Master Plan was presented to City Council for review in post session following the June 12, 2000, City Council meeting. At that meeting, Staff requested Council's feedback on any requested changes or additions before June 19. Having received no requests for changes or additions, Staff requests that City Council formally adopt the Library Master Plan as a guide for City Council and City Staff in directing Westminster's library services over the next five years.

Alternatives

- City Council could choose not to approve this master plan document and direct Staff to plan year to year for improvements to library services.
- City Council could choose not to approve this master plan document and direct Staff to draft a new plan.

Policy Issue

Whether the City of Westminster should utilize a 5-year master plan to direct library services noting that funds have not been appropriated to implement the Plan.

Staff Recommendation

Adopt Resolution No. 46 approving the Library Master Plan as a planning guide for maintaining and improving library services to Westminster residents during the period of July 2000 - December 2005 noting that funding will occur on a year to year prioritized basis.

Background Information

The Library Master Plan is based on a planning process outlined in "Planning for Results: a Public Library Transformation Process," published by the American Library Association in 1998. This publication outlines a generic process that local libraries can adapt to fit individual community needs.

The Planning Committee's main task was to select from a total of thirteen possible "Service Responses," defined in the planning guide as "what a library does for, or offers to, the public in an effort to meet specific community needs." The thirteen service responses reflect services that are being provided by libraries across the country.

The Planning Committee's selection of seven of these "Service Responses" for the Westminster Public Library was based on the committee's review of local community needs, including local demographic information, economic factors, current library statistics, and technology trends. Out of identified needs, the committee developed a Vision Statement for library services in Westminster. Based on its understanding of the community and on the Vision Statement, the committee then chose those service responses which would be given priority emphasis during the years 2000-2005. The Planning Committee then suggested possible Goals and Objectives to be achieved for each service response, and Parks, Recreation and Libraries Dept. staff identified activities which would be necessary to achieve the listed goals and objectives.

Three service responses were chosen for the library as a whole: (1) services to promote lifelong learning, (2) services to provide current topics and titles (those items, like best-selling books, children's picture books, and videos, which are in high demand), and (3) services to provide general information for study and research purposes. Because of the differences in the populations served by the College Hill Library and 76th Ave. Library, as well as the difference in size of the facilities, additional service responses were chosen for each of those facilities that will not necessarily be emphasized at both libraries. At College Hill, the unique components are business and career information services, and providing a "commons," or public gathering space for residents to meet, gather, and interact. At the 76th Ave. Library, the additional service responses are providing materials and services to help residents achieve basic literacy skills, and providing collections and materials that reflect the cultural heritage of residents of all ethnic backgrounds. This last service response also includes an emphasis on providing information about Westminster history.

Goals, objectives, and suggested activities are listed in the Library Master Plan under each service response, as suggestions of the types of improvements that could be made, assuming that funding is available. Possible costs for each activity are included. A list of activities that would involve increases in staff, technology, resources, or space are included in the Summary of Recommended Activities on page 11-12. During the last five-year period (1994-1999) library services to Westminster were increased dramatically. For this planning period, committee members assumed a much more modest growth in available funding for library services, and accordingly, developed much more modest goals, objectives, and activities for the coming five years.

The most significant items in terms of cost are those related to improvements needed to the 76th Ave. Library facility: expansion of the Children's area, addition of meeting room and group study spaces, addition of a small computer lab, young adult area, and additional computer workstations. Meeting these goals, and solving some of the other space problems now present at the 76th Ave. Library, would require a renovated and expanded or new building of approximately 15,000 square feet in size.

It is Staff's hope that Council will find the assumptions and planning approaches in the Library Master Plan document acceptable to guiding the City's provision of library services for the next five years. Library Board members and Parks, Recreation and Libraries Staff will be in attendance at the June 26 City Council meeting to respond to Councillors' questions.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **46**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

ADOPTION OF LIBRARY MASTER PLAN

WHEREAS, City Council is most supportive of the educational, recreational, and informational services offered by the Library Division of the Parks, Recreation and Libraries Department; and

WHEREAS, the Library Master Plan will provide direction and be used as a planning guide in the City of Westminster for the development of further enhanced Library Services; and

WHEREAS, the Library Master Plan describes goals and objectives for maintaining and improving library services, resources, and programs to promote lifelong learning and cultural enrichment, literacy, access to information, and recreational reading for all members and ages of the Westminster community, contingent upon funding for these services, resources and programs;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Westminster, Colorado formally endorses the recommended goals and objectives outlined in the Library Master Plan and hereby adopts the Library Master Plan, to be used as a planning guide for the development of current and future library services, programs and resources to serve the residents of Westminster.

Passed and adopted this 26th day of June, 2000.

ATTEST:

City Clerk

Mayor



WESTMINSTER

Library Services Master Plan

July 2000- December 2005

Westminster City Council

Nancy Heil, Mayor
Sam Dixon, Mayor Pro Tem
Herb Atchison
Butch Hicks
Ann Merkel
Ed Moss
Suzanne Smith

City Administration

William M. Christopher, City Manager
Alan Miller, Assistant City Manager
Bill Walenczak, Director of Parks, Recreation and Libraries
Kathy Sullivan, Library Services Manager

Library Advisory Board

Roman Kohler, Chair
Beverly Bishop
Catherine Payne
Bette Tellier
Mary Boston
Ted Fleagle
Marilyn Flachman
Hal Smith



WESTMINSTER

Library Master Plan

Table of Contents

Introduction	4
Methodology	4
Background	5
Looking to the Future	7
Vision Statement	8
Library Mission Statement	9
Westminster Public Library Facilities	10
Map of Library Service Areas	12
Summary of Recommended Activities	13
<u>Chapter One</u>	
Library Service Responses	15
<u>Chapter Two</u>	
Goals and Objectives for Service Response 1: Lifelong Learning	18
<u>Chapter Three</u>	
Goals and Objectives for Service Response 2: Current Topics & Titles	22
<u>Chapter Four</u>	
Goals and Objectives for Service Response 3: General Information	24
<u>Chapter Five</u>	
Goals and Objectives for Service Response 4: Business & Career Information	25
<u>Chapter Six</u>	
Goals and Objectives for Service Response 5: Commons	26
<u>Chapter Seven</u>	
Goals and Objectives for Service Response 6: Basic Literacy	27
<u>Chapter Eight</u>	
Goals and Objectives for Service Response 7: Cultural Awareness	28
<u>Chapter Nine</u>	29
Summary	

Introduction

This document is the result of a planning process that began in August, 1999 and was completed in January, 2000. Most of the work was completed by the planning committee, which consisted of the following Library Board members:

Roman Kohler,
Marilyn Flachman,
Ted Fleagle,

and the following Library Division staff members:

Kathy Sullivan, Library Services Manager,
Terry Sterling, Adult Services Coordinator,
Veronica Smith, Automation Services Coordinator,
Chuck Huey, Library Supervisor for 76th Ave./Kings Mill,
Diane Caro, Youth Services Librarian,
Mary Jones, Adult Services Librarian,
Mary Grace Barrick, Adult Services Librarian,
Kris Graves, Adult Services Librarian,
Colleen Spahr, Youth Services Librarian,
Sheila Martel, Youth Services Associate,
Jo Meissner, Circulation Associate,
Brandy Cordova, Circulation Clerk,
Jeanette Adams, Technical Services Clerk
Ben Hernandez, Library Page.

Bill Walenczak, Director of the City's Parks, Recreation and Libraries Department also participated in the planning process.

The planning committee met nine times during the planning period, for a total of 21 hours of meeting time.

Methodology

The planning committee used as a guideline the process outlined in "Planning for Results: a Public Library Transformation Process," written by Ethel Himmel and William James Wilson, and published by the American Library Association in 1998. This publication encourages public libraries to develop a vision statement and mission statement based on community needs, and then to choose "service responses", which the authors define as "what a library does for, or offers to, the public in an effort to meet specific community needs." The planning committee and key library staff then develop goals and objectives that spell out exactly how the library will provide the needed services.

In developing this plan, the committee first reviewed the "City of Westminster Vision for the Year 2008," demographic information about the City, predictions about upcoming technology trends and issues, information on local business, and current library statistics. The committee used this information as well as their own knowledge about the City to generate a list of community needs over the next five years. This list was reviewed to determine which needs related to, and could be addressed by, library services. The committee then wrote the library vision statement, which describes the planning committee's vision for how the library can ideally

address community needs. The committee also reviewed the library’s mission statement. Finally, the committee selected seven service responses from the list of thirteen possible responses suggested by the “Planning for Results” guidelines. The committee selected three primary service responses for all Westminster Library facilities, as well as two additional service responses each for the College Hill and 76th Ave. Library facilities. The planning committee recommended that the Kings Mill Library facility either be closed in the future, or if it remained open, that it should continue to emphasize popular reading and preschoolers’ materials. Council decided to close the Kings Mill Library in the Spring of 2000.

Background

The Westminster Public Library has undergone a period of tremendous growth and change over the past ten years. In 1989, the library became a division of the Department of Parks, Recreation and Libraries. During the following 10 years the department’s commitment to quality and excellent customer service led to the attainment of two Gold Medal Awards from the National Parks and Recreation Association. During the 1990’s, the library system was transformed from an operation with two small, outdated facilities, a collection of approximately 100,000 items, an outdated computer system, and a circulation rate that was 50 percent below average, to the library system that exists today. The addition of a Dynix integrated library system in 1994, and the opening of the College Hill Library in 1998 (with accompanying additions of staff, library materials, and technology) were the most significant improvements to library services during this time. The information below illustrates the degree of improvement to the library during the 1990’s:

Measure	1989	1999
Square feet of library space	<10,000	40,000
Volumes in collection	100,000	200,000+
FTE Staff	19.6	40.4
Circulation	372,404	885,578

With the addition of the College Hill Library in 1998, library services are now available within a 15-minute drive of every Westminster resident. Satisfaction with Library Services is at an all-time high, with the library ranking second among all City services in the biannual Citizen Survey. In comparison with the library’s status amongst its peers in 1994, when most service indicators were 50% or more below average, the library is now above average in most areas.

Looking to the Future

In order to maintain the Library’s present high quality of services, and build for the future, the planning committee considered the following questions:

1. How can the City of Westminster continue to provide the most needed library services to the greatest number of people with the resources available?
2. Who are our patrons and potential patrons?
3. What are, and will be, their informational and educational needs?

4. What additional resources should the library provide, should more resources become available?
5. Which library services provided right now are most essential?
6. What services and resources are Westminster residents most willing to support and fund?
7. How will changes in demographics, technology, economics, etc., affect library services over the next 5 years?

The committee's answers to these questions can be found in the service responses, goals, and objectives that were developed during this planning process.

The planning committee recommends this document as a general guideline for improvements to library services over the next five years. Like any planning document, assumptions on budget and resources can change based on changes in the local economy. At present, the City of Westminster is enjoying tremendous economic growth. However, that can quickly change if there is a sudden slow down or downturn in the economy. This document should be reviewed annually and revised to address unforeseen changes in library use, technology, and/or funding. However, the planning committee fully supports the recommendations contained within the report as the best strategy for providing library services to Westminster residents, based on information available today. The recommendations are based on the committee's belief that although electronic information will become a more important aspect of library service, books and other printed materials will continue to be needed by Westminster residents. The committee also predicts that residents will continue to need help from expert staff to use both electronic and print information resources wisely and efficiently. Planning members are excited about the possibilities for expanding the library's role as a community gathering place and cultural center. The committee felt that the library could contribute greatly to one of the community's greatest needs: a sense of community identity. The committee explored ways that the library could better serve all community residents, including minority groups, disabled community members, those with low-level reading skills, and those who could not physically come to the library. This plan provides suggestions for improving library services to all these populations without adding expensive and time-consuming projects that might not be achievable given current resources.

Library Vision Statement

Based on the information gathered during the planning process, the Library Planning Committee developed the following vision statement for the Westminster Public Library:

Library Vision Statement

Westminster residents of all ages will think of the Westminster Public Library as the intellectual and cultural center of the community.

Westminster residents of all ages will use the library to:

Learn the skills they need to find, evaluate, and use information in books, electronic sources, and other media;

Access information about their local and global communities;

Discover resources for personal and professional success;

Enjoy reading materials, programs, and services for entertainment, recreation, and personal fulfillment;

Interact with other community members at social, cultural, educational and business gatherings and events; and

Learn throughout their lifetimes.

Library Mission Statement

The planning committee reviewed the following mission statement, which was revised by Library Staff in 1998 and approved by the Westminster Library Board at that time. The planning committee recommends that the Mission Statement be retained, as it complements the vision statement developed by the committee.

Westminster Public Library Mission

The mission of the Westminster Public Library is to provide materials and services to support lifelong learning, cultural enrichment, literacy, recreational reading, and access to information for all members of the Westminster community. We accomplish this mission through:

- a balanced, up-to-date, comprehensive collection of books, videos, and other media
- well-trained staff dedicated to excellent customer service
- attractive, well-maintained facilities that house our services and collections and provide gathering places for our community
- access to electronic resources
- cooperative arrangements with libraries and other government agencies which provide opportunities for resource sharing
- programs and services that promote reading and literacy and enhance the quality of life in Westminster.

WESTMINSTER PUBLIC LIBRARY FACILITIES

Data as of June 2000

COLLEGE HILL LIBRARY

Population served:	70,000 people
Service area:	Bordered by 88 th Ave. on the south, Westminster City limits to the north and east, and Wadsworth Parkway to the west. Service area also includes ½ of residents living west of Wadsworth Parkway (shared service area with Jeffco).
Hours of operation:	71 hours per week (Mon-Thurs 8-9; Friday 9-5; Saturday 10-5, Sunday 1-5)
Square footage:	Approximately 30,000
Collection:	Approximately 105,000 volumes

	Includes books, audiotapes, videotapes, music CD's, periodicals, literacy materials.
Public PCs:	11 Internet, 10 PAC only, 5 CD-ROM (Children's & YA)
Services:	Reference, reader's advisory, programs for toddlers, preschoolers, teens, adults, study rooms, large meeting rooms, art shows
Average circ/month:	57,000
Average patrons/month:	26,000
Average ref/month:	5,700
Circ staff:	12.650 FTE
Ref, Youth staff:	10.275 FTE
Monthly circ per circ FTE:	4,500
Monthly ref per Ref/youth FTE:	550

76th AVE. LIBRARY

Population served:	approx. 25,000
Service area:	Bordered by 88 th Ave. on the north, Westminster City limits on the east, west, and south.
Hours of operation:	65 hours per week (Mon-Thursday 9-9; FS 9-5:30)
Square footage:	Approximately 6,000
Collection:	58,000 volumes Includes books, audiotapes, videotapes, small reference, Periodical collection, literacy materials.
Public PCs:	4 Internet, 1 PAC only, 1 CD-ROM (Children's)
Services:	Reference, reader's advisory, programs for toddlers, Preschoolers, some teen and adult, meeting room, study room
Average circ/month	18,000
Average patrons/month	11,000
Average ref/month	2,900
Circ staff:	5.275 FTE
Ref, Youth staff:	3.825 FTE
Monthly circ per circ FTE:	3,412
Monthly ref per Ref, youth FTE:	750

Summary of Recommended Activities

The following is a list of those recommended activities that may involve increased staff, technology, materials, or space in order to be accomplished during the next five years. A complete list of activities related to each goal, as well as estimated costs for each activity, is provided in the chapters detailing goals and objectives.

Activities to maintain and improve library collections:

- Maintain or increase the budget for non-fiction resources during the next five years.
- Budget sufficient funds to replace outdated or worn materials with newer materials on an ongoing basis.
- Expand the library's offering of electronic resources, available both in-house and from remote locations.
- Upgrade to a new library automation system, compatible with new developments in database design and networking capability
- Evaluate the possibility of adding hand-held electronic book readers for checkout.
- Allocate sufficient funds from the library's materials budget to purchase multiple copies of popular materials for all reading levels.
- Seek funds to develop a collection of music CD's at the 76th Ave. Library and evaluate adding collections in other formats.
- Expand print and electronic reference resources as much as possible at the College Hill Library.
- Expand the 76th Ave. Library's collection of high interest/low reading level materials, and organize them for easy access.
- Partner with the Westminster Historical Society to build a local history collection and/or archive at the 76th Ave. Library.

Activities to maintain and improve library facilities:

- Seek funding to provide a bright, attractive and greatly expanded Children's area at the 76th Ave. Library.
- Enhance the Young Adult area at the College Hill Library, and seek funds to add a Young Adult area to the 76th Ave. Library.
- Seek funding to provide adequate space for educational programs and study rooms at the 76th Ave. Library.
- Seek funding to provide a computer lab for teaching information literacy skills at the 76th Ave. Library.
- If funds become available, provide multi-media workstations for viewing videos and CD's at all library facilities.
- Seek funding to provide display shelves for merchandising of materials, and comfortable seating, at the 76th Ave. Library.
- Provide two additional small group study rooms for tutoring at the 76th Ave. Library.

Activities to maintain and improve library services and programs:

- Allocate sufficient staff time to meet the demand for children's programs and services.
- Develop a web page with graphical interface to the library catalog and access from home to a wide variety of electronic resources.
- Provide telephone, e-mail and fax reference services.
- Provide adequate reference staff, well trained in information retrieval techniques, at all library facilities. Provide some reference staff with special expertise in specific subject areas.
- Provide access to business resources from remote locations.
- Explore the feasibility of adding fee-based word processing and e-mail service at either or both facilities.

- Develop a program to provide homework support to school-aged patrons at all library facilities.
- Continue to provide staffing and/or technological enhancements to circulation services to keep up with increasing numbers of patrons.
- Explore opportunities to partner with FRCC to provide ESL and/or GED training for the public at the 76th Ave. Library.
- Evaluate the feasibility of adding an ESL discussion group at the 76th Ave. Library.
- Maintain or increase, if possible, current staffing levels for teaching information literacy skills, such as Internet classes.
- Provide information in Spanish and other languages spoken in the South Westminster area at the 76th Ave. Library.
- Develop services, programs, and collections that reflect and celebrate the ethnic cultures of residents of South Westminster at the 76th Ave. Library.
- Increase awareness among minority groups of the library's job and career resources.

Chapter One: Library Service Responses

The planning committee identified three service responses that were appropriate to address community needs at all library facilities. In addition, the committee identified two specialized service responses each for the College Hill Library and 76th Ave. Library facilities. These additional service responses were considered by the committee to be more important for the community surrounding that library facility than for the library system as a whole.

Service Responses for All Library Facilities

1. Lifelong Learning

The library will devote a significant portion of its resources to encourage learning and reading for people of all ages, including programs to introduce young children to reading. The library will provide resources on a wide variety of topics in which the community has an interest, related to self-directed learning and personal development. The library will provide assistance and training to users in locating, evaluating, and using information resources of all types.

2. Current Topics and Titles

The library will buy sufficient copies of materials that are in high demand, within approved budget allocations, in the formats that people want. The library will assist users in selecting reading materials through readers' advisory service, pathfinders and bibliographies, and programs related to reading.

3. General Information

The Library will provide print and non-print reference and information resources, and staff to assist users in locating and using the information. The library will provide resources and space for study and research.

Additional Service Responses for College Hill Library

College Hill Library is the largest facility in the Westminster Public Library system. Because College Hill is also a joint public/community college library, this facility has the capability of

providing extensive reference and information services, including those related to business and careers. In addition, the partnership with the Front Range Community College provides the opportunity of working with the Small Business Resource Center to provide services to local business. The building is also equipped with two large meeting rooms, several conference rooms, and 15 group study rooms, which provide the opportunity for community meetings, programs and events. For these reasons, two additional service responses will be emphasized at College Hill, in addition to the three service responses listed above.

1. Business and Career Information

The library will provide extensive print and electronic business and career resources, and hire or train staff with expertise in business information and web-searching skills. The library will devote time to networking with local businesses to determine their information needs.

2. Commons

The library will provide public space for community members to meet, gather, and interact.

Additional Service Responses for 76th Avenue Library

The 76th Ave. Library facility serves the South Westminster community, which is the most demographically diverse community in Westminster. Approximately 40% of residents of the area are ethnic minorities, with large Hispanic and Asian communities based here. About 15% of residents are 65 years of age or older, which is almost three times the percentage of seniors who live in areas surrounding College Hill and Kings Mill. The area also has a higher percentage of individuals who did not graduate from high school (23%), and a higher number of individuals living below the poverty line (10.35%).

At the same time, the 76th Ave. Library serves a large number of highly educated long-time residents of Westminster. The adult fiction and non-fiction collections at 76th Ave. are heavily used, as are reference services. While the primary emphasis at the 76th Ave. Library will be the three service responses listed above, the committee felt that the library should also place priority on having resources available for those residents with lower-level reading skills, including recent immigrants with limited English skills.

1. Basic Literacy

The library will provide a learning environment, specialized materials, and access to trained tutors to help people reach their personal literacy goals. Possible components of this service response include providing ESL materials and programs, family literacy programs, programs teaching functional math, reading, and other skills, GED materials, and or instructional media/tutoring software.

2. Cultural Awareness

The library will provide collections of materials and resources that reflect the cultural heritage of its patrons, offer special programs and displays, and hire or train staff to be proficient in languages other than English.

Note: The committee also considered Local History to be an important need in the community, and felt the Library should explore ways to address this need in the future.

Chapter Two: Goals and Objectives for Service Response 1 Lifelong Learning

Once the planning committee selected service responses for the library, the next step was to develop goals and objectives that would describe exactly how the library would provide the needed services. As defined by the "Planning for Results" guidelines, goals describe "the outcome your community (or a target population within your community) will receive because the library provides a specific service response." Objectives describe "the way the library will measure its progress toward reaching a goal." During the last two planning meetings, committee members brainstormed to come up with ideas for suggested goals for library services, based on the service responses. Library supervisory staff met to discuss these ideas, add other goals if necessary, and develop objectives to measure progress. Library staff also generated a list of activities necessary to achieve each goal. Service responses and goals are listed below, in priority order.

Goal 1: Westminster residents of all ages will have access to the print and electronic resources they need for their personal and educational growth.

Objective: Circulation of the adult and juvenile non-fiction print collections will increase by 20% by 2005. In 1999, the library circulated 170,476 adult and juvenile non-fiction books.

Objective: By 2005, at least 80% of people looking for non-fiction materials will indicate that they found what they were looking for. The library will measure this using a quarterly in-house patron survey, beginning in 2000.

Objective: By 2005, the library will own 2.5 items for every Westminster resident, or 257,500 items based on a projected population of 103,000. The achievement of this objective will depend on availability of additional budgetary resources for collection development. Currently, the ratio is 2.15 items for every Westminster resident. It would require an additional 6% per year added to the collections budget to achieve this objective. Additionally, the library will need to add 4,800 square feet of new library space to house the additional 48,000 volumes needed to achieve this objective. Most of the 4,800 square feet will need to be added at the College Hill Library, by either expanding the building or by negotiating with the College to buy additional space within the building.

Objective: By 2001, the library will begin measuring use of electronic databases both in-house and from remote locations.

Objective: By 2005, use of electronic databases will increase 20% over when they are first measured (probably 2001).

Activities:

1. Evaluate the adult and juvenile non-fiction collections at all facilities on an ongoing basis and make purchasing decisions based on those evaluations. *No additional cost.*
2. Maintain or increase the budget (if possible) for non-fiction resources during the next five years. The decision to purchase non-fiction resources in print or electronic form will be based on use of those formats. *Achievable with 6% budget increases for library materials per year; see Objective 2, above.*

3. If possible, budget sufficient funds to replace outdated or worn materials with newer materials on an ongoing basis. *Achievable with 6% budget increases per year for library materials.*
4. Upgrade to a new library automation system, compatible with developments in database design and networking capabilities. *\$150,000 is being requested in the CIP budget for 2002 for this purpose.*
5. Investigate methods of gathering statistics on use of electronic resources. *No additional cost.*
6. If possible, expand the library's offering of electronic books, available both in-house and from remote locations. *Achievable with 6% budget increases per year for library materials.*
7. Evaluate the possibility of adding hand-held electronic book-reading devices (such as Rocket books) for checkout. *Cost unknown.*

Goal 2: Westminster youth of all ages will have the opportunity to participate in library programs and services that encourage them to read and learn.

Objective: The number of participants in the annual Summer Reading program for youth will increase by 25% by 2005. In 1999 there were 5,453 participants in the Summer Reading program.

Objective: The number of youth aged 18 months to 10 years enrolled in other library programs will increase by 20 % by 2005. In 1999, 17,043 youth in this age group participated in library programs other than the Summer Reading program.

Objective: The number of youth aged 11 to 17 who participate in library programs and volunteer activities will increase by 20% by 2005. In 1999, 2,247 youth aged 11 to 17 participated in youth programs at the library.

Activities:

1. Seek funding to provide a bright, attractive and greatly expanded children's area at the 76th Ave. Library. *Included in cost estimate for expansion or new 76th Ave. Library building (see Summary, page 27).*
2. Allocate sufficient staff time to meet the demand for children's programs and services. Add .6 FTE Youth Services Associate some time in the next five years. *Cost = \$15,000.*
3. Train all current and new Youth Services staff to provide excellent programs and services. *Achievable within current training budget.*
4. Continue to evaluate, on an annual basis, which programs and services are most attended by various age groups and build on these programs. *No additional cost.*
5. Continue to recruit volunteers to assist library staff in providing programs and services. *No additional cost.*
6. Enhance the Young Adult area at the College Hill Library, and seek funds to add a Young Adult area at the 76th Ave. Library. *No additional funds for College Hill enhancements, 76th area enhancement included in cost estimate for expanded or new 76th Ave. Library building.*
7. Publicize library programs for youth in City publications, community newspapers and newsletters, through the schools, and on the library's web site. *No additional cost.*

Goal 3: Westminster residents of all ages will have access to educational and instructional programs, events, and services at all library facilities.

Objective: The number of adults attending library instructional programs and events will increase 20 % by 2005. In 1999, 1,058 adults attended these programs and events.

Objective: At least 85% of participants in library instructional programs and events will be satisfied with those programs. The library's satisfaction rating for internet classes in 1999 was 95%. The library will begin evaluating other types of programs in 2000.

Objective: Instructional programs and events will have an average enrollment of at least 15 participants.

Activities:

1. Increase efforts to collaborate with the College to provide educational programs and services. *No additional cost.*
2. Seek funding to provide adequate space for educational programs and study rooms at the 76th Ave. Library. *Included in cost estimate for new or expanded 76th Ave. Library.*
3. Develop a program to provide homework support to school-aged patrons at all library facilities. *Achievable with new .6 FTE Library Associate for Children's Services, to be added within the next five years..*
4. Collaborate with City of Westminster Recreation programs staff to present joint programming at libraries and recreation centers. *No additional cost.*
5. Continue to seek funds from the Friends and other sources to fund author visits, book discussion groups, and other programs related to reading, learning, and information. *No additional cost.*
6. Continue to encourage art and other public exhibits and displays at all library facilities. *No additional cost.*
7. Explore the feasibility of adding performance art experiences, such as concerts, film series, dance performances, etc. *No additional cost.*
8. Advertise major programs and events through newspapers, community newsletters, the schools, library newsletter, library web page, City Edition, Weekly Highlights, and the Parks, Recreation and Libraries Activities Guide. *No additional cost.*

Goal 4: All Westminster residents will have the opportunity to attend formal classes at the library on using the library's electronic resources.

Objective: The number of people attending classes related to electronic resources will increase by 25% by 2005. During 1999, 523 adults attended these classes.

Objective: At least 85% of adults attending electronic resources classes will rate the class as good or very good, during each year that such classes are offered. During 1999, 95% of class attendees rated the classes as good or very good.

Activities:

1. Seek funding to provide a computer lab for teaching information literacy skills at the 76th Ave. Library. *Included within cost estimate for expanded or new 76th Ave. Library.*
2. Increase the number of electronic information resources available to patrons at all library facilities, within budget allocations. *Additional cost in 2001, \$6,000. Additional cost in future years estimated at \$5,000 per year.*
3. Maintain or increase (if possible) current staffing levels for teaching information literacy skills, such as Internet classes. *No additional cost to maintain. .5 FTE Librarian I being hired for Sundays could also help to increase staffing for this service.*
4. Consistently train all library staff to provide help with finding electronic information. *No additional cost.*
5. Train Adult Services and Youth Services staff in methods of teaching information literacy skills. *Cost to increase training budget = \$3,000.*

6. Schedule meetings at least twice per year for teaching staff to share information on effective teaching methods. *No additional cost.*
7. Maintain a basic outline, updated regularly, that all teachers use to achieve consistency in class content. *No additional cost.*

Chapter Three: Goals & Objectives for Service Response 2

Current Topics and Titles

Goal 1: All Westminster residents will have quick access to materials in all formats that are in demand (e.g., popular books, videotapes, audiotapes, CD's, DVD's, etc.).

Objective: Circulation of audiotapes, videotapes, CD's and new books will increase 30% by 2005. Currently we circulate 155,729 items per year in these categories.

Objective: The amount of time that it takes to get new fiction and A/V materials out to the shelves will decrease by 25% by 2005. Currently, it takes 180 days on average to process new materials, with the exception of: high-priority items (such as holds), which take one week, new fiction, which takes 30-35 days, and A/V materials, which take 160-540 days.

Objective: The number of A/V materials owned by the library will increase by at least 30% by 2005. This will be achieved by reallocating resources within the library's budget. The library currently has 13,470 A/V materials in the collection.

Objective: At least 80% of patrons using Westminster libraries will rate new books and A/V collections as "good" to "very good" by 2002. The library will begin measuring this using a quarterly in-house patron survey, in 2000.

Objective: At least 80% of patrons using Westminster libraries will report a wait time to check out books of 5 minutes or less, by 2002. The library will begin measuring this using a quarterly in-house patron survey, in 2000.

Objective: The time from return of items to reshelving will not exceed 48 hours by 2001.

Activities:

1. Allocate sufficient funds from the library's materials budget to purchase multiple copies of popular materials for all reading levels. *No additional cost. Resource allocation decision.*
2. Seek funds to develop a collection of music CD's at the 76th Ave. Library and evaluate the feasibility of adding collections in other formats. The Friends of the Library have already agreed to provide \$2,500 in 2000 for a starter CD collection for 76th Ave.
Maintaining/expanding collection achievable within 6% materials budget per year.
3. If funds become available, provide multi-media workstations for viewing videos and CD's at all library facilities. *Cost: approximately \$10,000 - \$15,000 for 2-4 workstations.*
4. Maintain the number of staff hours to order, process and catalog books and other materials.
One half-time Library Clerk has been added to Technical Services in 2000.
5. Continue to implement technological improvements that will increase efficiency of technical services operations. *Cost unknown at this time.*
6. Continue to recruit volunteers to assist library staff with routine technical services tasks. *No additional cost.*
7. Add Sunday hours of service at College Hill Library, through reallocation of existing resources. *No additional cost.*

8. Evaluate the feasibility of adding other hours of service such as Friday evening at College Hill and/or Sundays at 76th Ave. Library, through reworking current library schedules. *No additional cost.*
9. Seek funding to provide display shelves for merchandising materials and comfortable seating at the 76th Ave. Library. *Included in cost of expanded or new 76th Ave. Library.*
10. Maintain adequate numbers of comfortable seats and display shelves at the College Hill Library. *May require purchase of additional library space from College in 2004 or 2005. Cost unknown.*
11. Continue to provide staffing and/or technological enhancements to circulation services. *One .375 FTE Library Page requested in 2001. Cost \$6,240. Software to automate telephone renewals and self-check unit purchased by College to be added in 2000. Cost of future enhancements unknown.*
12. Conduct an inventory to identify lost/missing materials and delete from database, at least once every 3 years. *No additional cost.*

Goal 2: All Westminster residents will be able to find help at the library with selecting fiction materials that suit their interests, tastes, and reading abilities.

Objective: At least 80% of patrons seeking fiction and other leisure reading materials will indicate that they found suitable reading materials, by 2005. The library will begin measuring this with a quarterly in-house patron survey, beginning in 2000.

Activities:

1. Provide opportunities for both in-house and formal training in Readers' Advisory for Adult Services and Youth Services staff. *No additional cost.*
2. Continue to promote materials through displays, and identify new ways to merchandise materials. *No additional cost.*
3. Enhance displays of current materials with pathfinders and bibliographies for children and adults. *No additional cost.*
4. Make a systematic effort to inform the public about library services and collections. *No additional cost.*
5. Develop a workable plan to inform patrons of newly acquired materials. *No additional cost.*

Chapter Four: Goals & Objectives for Service Response 3

General Information

Goal 1: All Westminster residents will have access to excellent reference resources, and expert assistance in finding and evaluating information.

Objective: The number of reference questions answered at all library facilities will increase by 15% by 2005. This will be accomplished through public relations efforts that make the public more aware of our Library services and resources, as well as the activities listed below:

Activities:

1. Provide adequate reference staff, well trained in information retrieval techniques, at all library facilities. Provide some reference staff with special expertise in specific subject areas. *Increased staff may be needed in next 2-3 years if demand for service continues to grow. Cost to add 1 FTE Librarian I: \$34, 565.*
2. Expand print and electronic reference resources as much as possible at the College Hill Library, and provide a smaller reference collection tailored to community needs at the 76th

Ave. Library. *Achievable within 6% increase per year in Library Materials budget and 5% per year in Electronic Resources budget, mentioned above.*

3. Provide extensive information on City and College events, services, and programs at all library facilities. *No additional cost.*
4. Implement a more efficient exchange of City and College information, so that Reference staff has the information they need to assist patrons. *No additional cost.*
5. Train staff at all library facilities to be knowledgeable about the City of Westminster (local government, community information, history, etc.). *No additional cost.*
6. Encourage all Adult Services and Youth Services staff to attend Westminster 101 and 202, read Weekly Highlights and City Edition, and browse the City's Web Pages to keep up-to-date on City issues, services, etc. *No additional cost.*
7. Develop a web page with a graphical interface to the catalog and access to a wide variety of electronic resources. *Planned in 2000. No additional cost.*
8. Maintain an adequate number of computer workstations at the College Hill Library, and increase the number available, budget permitting, at the 76th Ave. Library. *Cost included in estimate for new or expanded 76th Ave. Library.*
9. Provide telephone, e-mail, and fax reference service. *May require additional staff, as in item 1, above.*
10. Continue to research and recommend good Internet sites to patrons. *No additional cost.*
11. Publicize staff's ability to help Westminster residents navigate electronic and print information. *No additional cost.*
12. Continue to provide one-on-one and small group tutorials on the use of library resources, including the Internet. *No additional cost.*

Chapter Five: Goals & Objectives for Service Response 4

Business and Career Information

Goal 1: Local businesses will find an extensive collection of helpful business resources at the College Hill Library, and staff who can assist them in finding what they need.

Objective: The number of business-related reference questions will increase by 15% by 2005. The library will start counting the number of business-related reference questions in 2000.

Objective: The library will begin counting use of business-related databases by 2001, and the use of these databases will increase 10% between 2001 and 2005.

Objective: The number of staff contacts with Westminster businesses will increase 40% by 2005. Staff will begin counting their contacts with Westminster businesses in 2000.

Activities:

1. Increase and strengthen the business collection (print and electronic), through reallocation of existing resources. *No additional cost.*
2. Partner with FRCC's small business development center and the City's economic development group to increase access to business resources for patrons. *No additional cost.*
3. Encourage additional specialized staff training in business resources. *No additional cost.*
4. Allocate time for staff to network with the business community to identify needs. *No additional cost.*
5. Provide access to business resources from remote locations. *Planned in 2000. No additional cost.*

Chapter Six: Goals & Objectives for Service Response 5

Commons

Goal 1: All Westminster community members will have an attractive, friendly space to interact with others at the College Hill library.

Objective: The number of non-profit groups meeting at College Hill Library will increase 25% by 2005. The library will start measuring use of its meeting rooms in 2000.

Objective: The number of for-profit groups meeting at College Hill Library will increase 25% by 2005.

Activities:

1. Continue to provide meeting spaces for the community and patrons.
2. Improve room set-up services.
3. Provide a special communications center for young adults (ages 11-16) with bulletin board, magazine racks, paperback racks, and pamphlet displays.
4. Increase use of the media center by the general public, by publicizing the availability of this service to the general public.
5. Increase use of group study rooms by the general public, by publicizing the availability of these rooms to the general public.
6. Explore the feasibility of adding fee-based word processing and e-mail service at either or both library facilities.

Chapter Seven: Goals & Objectives for Service Response 6

Basic Literacy

Goal 1: All adult Westminster residents needing help to attain basic literacy skills will find adequate resources and services at the 76th Ave. Library.

Objective: The average number of student/tutor pairs working in the Literacy program will increase 30% from 17 to 22 by 2005.

Objective: Circulation of GED and ESL materials will increase 25% from 2000 to 2005. The library will start measuring the use of these materials in 2000.

Objective: The number of people participating in ESL programs and services will increase 25% from 2000 to 2005. The library will begin offering these services in 2000.

Activities:

1. Maintain current literacy programs for adults and add services (within current resources) for other ages, including family literacy services. *No additional cost.*
2. Expand the library's collection of high-interest/low reading level materials, and organize them for easy access. *No additional cost.*

3. Provide 2 additional small group study rooms for tutoring. *Included within cost of new or expanded 76th Ave. Library.*
4. Train staff in assisting non-English speakers and adult new readers in using the library's resources. *No additional cost.*
5. Explore opportunities to partner with FRCC to provide ESL and/or GED training for the public. *No additional cost.*
6. Evaluate the feasibility of offering an ESL discussion group at the 76th Ave. Library. *No additional cost.*

Chapter Eight: Goals & Objectives for Service Response 7 Cultural Awareness

Goal 1: Westminster residents from all ethnic backgrounds will feel welcome at the 76th Ave. Library, and find resources there to help them with their intellectual and educational needs.

Objective: Circulation of Spanish-language materials will increase 500% by 2005. In 1999, the library circulated 120 adult Spanish-language materials. The library will begin counting use of all Spanish-language materials (for children and adults) in 2000.

Objective: The number of people participating in multicultural programs will increase 25% from 2000 to 2005. The library will begin offering multicultural programs, and publicizing these programs to ethnic groups in the community, in 2000.

Activities:

1. Develop services, programs and collections that reflect and celebrate the ethnic cultures of residents of south Westminster. *No additional cost.*
2. Network with ethnic groups to involve them in improving the 76th Ave.'s cultural resources. *No additional cost.*
3. Partner with Westminster Historical Society to build a local history collection and/or archive. *Possibly achievable within cost estimate for expanded or new 76th Ave. Library. At this point in time, staff has not determined space requirements for such a collection.*
4. Provide information in Spanish and other languages spoken in the South Westminster area, including handouts, signage, and Spanish language information on the library's computer catalog. *No additional cost.*
5. Offer training for staff in basic Spanish and Asian languages, and/or hire staff proficient in these languages. *No additional cost.*
6. Increase awareness among minority groups of the library's job and career resources and services. *No additional cost.*

Chapter Nine: Summary

The 5-Year Planning Committee recommends focusing on continued development of services at College Hill and the 76th Ave. Library, as well as increasing the number of resources and services that can be accessed from home via the Internet. As of this writing, City Council has approved closing the Kings Mill Library and leasing the building to the Jefferson County Head Start program. This is due to a significant decline in use of Kings Mill, as well as the presence of the newer and larger Standley Lake branch of the Jefferson County Library approximately one mile from Kings Mill. Resources from Kings Mill will be transferred to College Hill to provide

Sunday hours at that facility, thus enhancing customer service to Westminster residents. Use of College Hill Library should continue to increase as people discover the wide range of resources available there. Library staff will closely follow the strategies outlined in this report to achieve this goal.

In addition, the task force highly recommends either a complete renovation or addition to the 76th Ave. Library, or building a new facility somewhere in the vicinity of the existing library. Staff has determined that a facility of approximately 15,000 square feet is needed to adequately serve the library needs of South Westminster. The existing building, built in the late 1960s, has only 6,000 square feet of usable public space and is sorely in need of infrastructure improvements. The task force strongly believes that South Westminster residents look at the library as a stabilizing influence in their community, and one which should be maintained as a viable anchor to those neighborhoods.

Although many of the goals and objectives outlined in this plan can be achieved within current budget allocations, preliminary cost estimates indicate that the cost of either a remodeled and expanded or new 15,000 square foot 76th Ave. Library will be approximately \$3.5 million dollars, including furniture and equipment. Upon Council's approval, staff will investigate alternative sources of funding including public/private partnership concepts, state, federal, and private grants, and gifts from local businesses and individuals to supplement funding that can be provided by the City. The Westminster Foundation will play a major role in identifying and seeking funds from outside agencies to accomplish this goal.

Community Feedback

Upon Council's approval of this plan, Library Division staff will provide copies of the plan at Westminster Libraries and other City facilities, and solicit feedback from the general public. This feedback will be presented to Council at a future meeting.



WESTMINSTER COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Resolution No. 47 re Covenant at 112th and Sheridan Annexation

Prepared by: David Falconieri, Planner III

Introduction

City Council action is requested on the attached resolution concerning a finding of compliance with statutory requirements for the petition requesting annexation of the property located at 112th Avenue and Sheridan Boulevard, and establishing a hearing date. The proposed annexation consists of approximately 36.32 acres.

Summary

The Covenant at 112th and Sheridan property is an enclave of unincorporated Jefferson County surrounded entirely by the City of Westminster. The applicants are requesting annexation and zoning to Planned Unit Development for a multi-use project that will include residential and office components and a five-acre site for a church. The residential portion of the development is proposed to consist of single family attached development at 7.5 dwelling units per acre. The Staff, based on comments from area residents, will recommend that the residential area be approved for single family detached development at 3.5 units per acre.

Policy Issues

Whether or not to accept the annexation petitions submitted by Covenant and whether or not annexation is desirable.

Staff Recommendation

Adopt Resolution No. 47 accepting the annexation petitions submitted by Covenant and make the findings required by State Statute on the sufficiency of the petition. This resolution also sets the date of August 14, 2000, for the annexation hearing.

Alternative

Choose an alternative date for the hearing no later than August 26, 2000.

Background

Upon receiving a petition for annexation, the City Council is required by State Statute to make a finding of whether or not said petition is in compliance with Section 31-12-107 (1) C.R.S. In order for the petition to be found in compliance, Council must find that the petition contains the following information:

1. An allegation that the annexation is desirable and necessary.
2. An allegation that the requirements of Section 31-12-104 and 31-12-105 C.R.S have been met. (These sections are to be reviewed by the Council at the formal public hearing.)
3. Signatures and mailing addresses of at least 50 percent of the landowners of the land to be annexed. (In this case, Covenant Development Corporation, signer of the petition, owns 100 percent of the property.)
4. The legal description of the land to be annexed.
5. The date of each signature.
6. An attached map showing the boundaries of the area.

Planning Staff has reviewed the petition and has determined that it complies with the above requirements.

If the City Council finds that the petition is in substantial compliance with these requirements, a resolution must be approved that establishes a hearing date at which time the Council will review the merits of the proposed annexation.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **47**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

WHEREAS, there has been filed with the City Clerk of the City of Westminster, a petition, copies of which are attached hereto and incorporated by reference, for the annexation of certain territory therein-described to the City;

WHEREAS, the City Council has been advised by the City Attorney and the City Manager that the petition and accompanying map are in substantial compliance with Sections 31-12-101, et.seq., Colorado Revised Statutes, as amended;

NOW, THEREFORE, be it resolved that by City Council of the City of Westminster that:

1. City Council finds the said petitions and annexation maps to be in substantial compliance with all state statutory requirements, including C.R.S. Section 31-12-107 (1).
2. City Council hereby establishes August 12th, 2000, 7:00 PM at the Westminster City Council Chambers, 4800 West 92nd Avenue, for the annexation hearing required by C.R.S. Section 31-12-108 (1).
3. City Council hereby orders the City Clerk to give notice of the annexation hearing in accordance with C.R.S. Section 31-12-108 (2).

Passed and adopted this 26th day of June, 2000.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000
Subject: Resolution No. 48 re Two Open Space Grants from Great Outdoors Colorado
Prepared by: Bob Lienemann, Open Space Coordinator

Introduction

City Council action is requested to adopt the attached Resolution authorizing the City Manager to enter into grant agreements with Great Outdoors Colorado, to accept partial reimbursement for two recent open space purchases.

Summary

Great Outdoors Colorado (GOCO) is funded through the Colorado Lottery. GOCO accepts competitive applications for, and awards partial, matching grants for park, trail and open space projects. The City of Westminster has been fortunate to receive a number of GOCO grants for various projects.

In this particular case, GOCO has awarded partial grants toward the purchase of two separate open space properties, as shown on the attached map. One is referred to on the map as the Snow Open Space, approximately 80 acres just northwest of Standley Lake at 100th Avenue and Alkire Street. The other is approximately 20 acres shown as Walnut Creek Open Space between 108th Avenue and Wadsworth Parkway. The grant awards are in the amounts of approximately \$350,000 for “Snow” and approximately \$150,000 for “Walnut Creek”, with the exact project budgets and grant funding still being determined.

The grant agreement language, as required by Great Outdoors Colorado with all open space grants, requires assurance from the City that these properties will always remain as permanent open space, with only trail or other very minor improvements. The properties are not to be used for park, golf course or other active uses. These funds, if the grants are accepted, would be placed into the City’s Open Space Fund, and would be available for additional open space purchases.

Additional reimbursements for these two projects may be available from Jefferson County Open Space, following final accounting of the GOCO grant funding. If the GOCO grants are accepted, Staff would then work with Jefferson County to finalize details of such funding, and would return to City Council if necessary to authorize the acceptance of additional funds.

Policy Issues

Should the City accept the grant funds and agree to maintain the properties only for open space?

Staff Recommendation

Adopt Resolution No. 48 which authorizes the City Manager to enter into grant agreements with Great Outdoors Colorado, accept the two partial grants for recent open space purchases, and reimburse the Open Space Fund in these amounts.

Alternative to the Proposed Action

The City could choose to not agree to the terms of the grant agreements that require the City to maintain the lands as permanent open space, though this commitment is already established since the properties have been purchased with City Open Space funds, and so noted on the deeds. The City could choose to not accept the grant reimbursements. Staff does not recommend this alternative.

Background Information

Great Outdoors Colorado makes grants available for a variety of projects. The City of Westminster has previously received grants for park, playground and trail improvements. These two grants are the first that the City has received for open space preservation projects. Each type of GOCO grant category has different requirements, based upon the intended uses. In the case of grants for open space preservation, GOCO's enabling legislation requires that they take steps to assure that lands acquired for open space will remain as open space in perpetuity, before releasing the grant funds. GOCO is not allowed by the enabling legislation to hold interests in real property. Thus for most grant recipients, the local government or land trust must grant a conservation easement to a third party as a "steward", spelling out in detail what uses are allowed on the property, and agreeing to review any proposed work with the third party steward prior to doing the work. The recipient is also required to provide an endowment to the third party steward, so that interest from the endowment will pay for staff for regular reviews of the property and of the grant recipient's management of the land. This approach works well in rural areas, where concerned citizens or land trusts get together to preserve open space through easements on private ranches. This approach provides assurance that someone is funded permanently to review the property and to be sure the intended open space use continues.

GOCO has made a special exception for the City of Westminster with these grants. Rather than requiring the City to find or create an independent third party land trust to review the City's management of the properties, with a conservation easement and an endowment from the City to that third party, the City of Westminster and Jefferson County would agree to work together to assure that the conservation values of these lands will be preserved. If the grants are accepted, the City, Jefferson County and GOCO will record a Declaration of Covenants, Conditions and Restrictions that runs with each property. The Declaration requires that the City will manage the lands as natural open space, will only construct trails or minor related improvements as allowed in the agreement, and will review any major construction or management issues with Jefferson County Open Space. The City's and Jefferson County's Open Space Staffs work regularly together on such issues on other City properties, and this formal cooperation on these two properties will satisfy GOCO's stewardship requirements, allowing the City to receive the grant reimbursements.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **48**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

A RESOLUTION

SUPPORTING THE AGREEMENTS BETWEEN THE CITY OF WESTMINSTER AND THE STATE BOARD OF THE GREAT OUDOORS COLORADO TRUST FUND.

WHEREAS, the City of Westminster has completed the purchase of several open space properties known as the “Walnut Creek Open Space Acquisition” and the “Standley Lake Buffer/High Plains Wildlife Corridor” (Snow), and

WHEREAS, the City of Westminster has received grants from Great Outdoors Colorado for the above named open space acquisitions, subject to the execution of grant agreements.

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster that:

Section 1: The City Council hereby authorizes the City Manager to sign the grant agreements with Great Outdoors Colorado.

Section 2: The City Council hereby authorizes the expenditure of funds as necessary to meet the terms and obligations of the grant agreements and applications.

Section 3: This Resolution to be in full force and effect from and after its passage and approval.

Passed and adopted this 26th day of June, 2000.

ATTEST:

Mayor

City Clerk



WESTMINSTER COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Councillor's Bill No. 50 Appropriating Funds for Construction of Panorama Pointe Senior Center

Prepared by: Tony Chacon, South Westminster Revitalization Projects Coordinator

Introduction

City Council action is requested to pass the attached Councillor's Bill on first reading appropriating \$528,264 in revenues resulting from the sale of City-owned property to the "non-Federal funded" Panorama Pointe Senior Services Center Project account of the Community Development Block Grant Fund for the year 2000. The revenue was received in three increments as proceeds from the sale of property as authorized by the City Council relative to development of the Panorama Pointe senior housing project at 82nd Avenue and Zuni Street.

Summary

The Panorama Pointe senior housing community located at West 82nd Avenue and Zuni Street is being developed as a partnership between the Westminster Housing Authority, the Franciscan Ministries and Triad Development Corporation. The Westminster Housing Authority purchased approximately 17.5 acres from the Resolution Trust Corporation (RTC) to be used in conjunction with the development of approximately 400 senior housing units and a senior services center. On August 23, 1999 the Westminster Housing Authority approved financing of the Senior Services Center. Funding for the project was to be provided with \$1,344,500 in Community Development Block Grant funds and \$597,000 from the sale of three parcels to Triad Development Corporation. The City received actual revenue of \$528,264 from the sale of the property which requires a budgeted appropriation to cover the balance of construction costs of the Senior Services Center.

Policy Issues

The City is contractually obligated to use the proceeds from the sale of the Panorama Pointe property to provide the final funding for construction of the senior services center. Accordingly, City policy is served by appropriating the sale proceeds to pay for completion of the project.

Staff Recommendation

Pass Councillor's Bill No. 50 on first reading appropriating \$528,264 residing within a Panorama Pointe revenue account to the "non-Federal funded" Panorama Pointe Senior Services Center Project account within the 2000 Community Development Block Grant Fund.

Background Information

The Panorama Pointe senior housing community located at West 82nd Avenue and Zuni Street was originally conceived in the early 1990's. Three partners participated in the early development of a plan for the community; the Westminster Housing Authority, the Franciscan Ministries and Triad Development Corporation. Following the purchase of the 17.5 acre Panorama Pointe site by the Westminster Housing Authority from the Resolution Trust Corporation (RTC), a master plan was developed to create a community of approximately 400 senior housing units and a senior services center.

The housing was to consist of independent and assisted housing units, with a portion dedicated to low income seniors. A central component to the plan was the development of a Westminster Housing Authority owned Senior Services Center intended to serve Panorama Pointe residents as well as seniors throughout the City. The center would be operated by Triad Development on behalf of the Housing Authority.

In order for the Senior Center to be built, the City agreed to fund \$1,344,500 using the City's CDBG allocation and providing the balance of funding through the sale of three City-owned parcels (parcels B, C and G) to the developer. Triad Development Corporation agreed to pay a total of \$597,000 for the three parcels to be developed in the following manner.

- 60 to 90 independent units (Parcel B)
- 60 units of moderate and market rate assisted housing (Parcel C); and,
- 55 cottage-style independent units (Parcel G).

On August 23, 1999 the Westminster Housing Authority authorized a contract with Milender White Construction Co. in the amount of \$1,527,000 to construct the Senior Services Center at Panorama Pointe. A portion of this contract was to be covered by the sale of the three properties to Triad Development. Construction of the project started immediately upon approval of the contract.

During the construction of the project, Triad Development Corporation eventually purchased all three of the properties. Net proceeds from the sale amounted to \$528,264 with the funds currently residing in the Panorama Pointe revenue account. Expenditure of these funds was never authorized as part of the 2000 budget. Thus, budgetary authorization to spend the revenues is necessary to provide payment for completion of the work. Accordingly, appropriation of the revenues will permit the City to fulfill its contractual obligation to the contractor.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILOR'S BILL NO. **50**

SERIES OF 2000

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2000 ESTIMATED REVENUES IN THE FUND

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2000 appropriation for the Community Development Block Grant Fund which has not been initially appropriated is hereby increased by \$528,264 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$528,264. The actual amount in the Community Development Block Grant Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to revenues received from the sale of property at the Panorama Pointe senior housing project and the City's contractual obligation to spend such monies on the construction of the Panorama Pointe Senior Services Center.

Section 2. The \$528,264 increase in the Community Development Block Grant Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	Increase	Final Budget
REVENUES			
Sale of Assets – CDBG (non-Federal Funds)			
76-1066-760	\$0	\$528,264	\$528,264
Total Change to Revenues		\$528,264	
EXPENSES			
Panorama Pointe Senior Services Center Project (non-Federal funds)			
76-30-88-579-287	\$0	\$528,264	\$528,264
Total Change to Expenditures		\$528,264	

Section 3. – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 26th day of June, 2000. PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this ____ day of _____, 2000.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000
Subject: Councillor’s Bill No. 52 1999 Carryover Revenues for Capital Improvements
Prepared by: Steve Smithers, Assistant City Manager

Introduction

City Council action is requested on the attached Councillor’s Bill to appropriate 1999 carryover funds for various capital improvement projects as outlined below.

Summary

Again in 1999, and continuing this practice for over the last 10 years, the City has experienced revenues higher than those conservatively projected in the City’s budget, as well as realizing expenditures below budget levels. These factors result in one-time carryover revenues being available from 1999 to appropriate into the 2000 Budget for capital improvement projects. This practice has allowed the City to complete numerous capital improvement projects on a “pay-as-you-go basis.” Carryover revenues are available from several different funds and sources and need to be formally allocated to certain types of projects for which the funds were intended. The carryover revenues from the various funds above the projected amounts in the 2000 Budget are as follows:

◆ General Fund	\$2,160,418
◆ Fleet Fund	\$ 68,854
◆ Debt Service Fund	\$236,461
◆ General Capital Improvement Fund	\$1,168,078
◆ One-half of the Open Space Fund carryover	<u>\$840,921</u>
Subtotal	\$4,474,732
◆ One-half of the Open Space Fund carryover	\$840,921
◆ Utility Fund	\$4,279,405

It is proposed that the funds subtotaled above in the amount of \$4,474,732 be appropriated into the General Capital Improvement Fund with \$1,298,048 of those funds being earmarked for park projects because the source of the funds within the General Capital Improvement Fund requires those funds to be used for these type projects. The projects proposed to be funded are as follows:

- ◆ \$1.0 million to pay for the City’s cost of the proposed settlement of the Leyden Reservoir discussions whereby the City would no longer be part owner in Leyden Reservoir and in return the City would receive a number of benefits from Jefferson County including the forgiving of the \$3.5 million loan on the Heritage Golf Course.
- ◆ \$713,000 to help complete the cost of acquisition of the City’s new Financial Management System (FMS). It was originally thought that these funds could be budgeted in future years, but because they are software costs they need to be paid for at the time the software is received, which will be this summer and fall.

- ◆ \$900,000 to pay for the City's last payment for the Federal Boulevard extension project from 120th Avenue to 128th Avenue. The Capital Improvement Program currently calls for the City to make its final payment in 2001 on the Federal Boulevard extension project. By allocating these funds now, it provides relief to the 2001 Capital Improvement Program since this project will not have to be funded next year. This will allow the City to either not have to make a commitment of this amount of money or if such funds are available, it frees them up for other capital improvement projects.
- ◆ \$360,000 to help fund the Computer Aided Dispatch and Records Management System hardware and software that is planned to be acquired by the City in 2000. The overall funding for this program has been planned over several years and this proposed funding would help accelerate the funding for this system and reduce future year's expense. Additional funds are still planned to be budgeted in 2001 and 2002.
- ◆ \$83,684 to fund undergrounding of overhead power lines. These funds were specifically received as cash-in-lieu payments for future powerline undergrounding and therefore should be allocated to these type projects.
- ◆ \$70,000 to pay for storm drainage improvements to 76th Avenue and Sheridan Boulevard where street improvements are about to be constructed. During the installation of the trail underpass at 76th Avenue and Sheridan Boulevard, it was additionally planned to improve 76th Avenue along the frontage of Wolff Run Park. It was determined during the initial stages of this project that additional storm sewer work in the amount of \$70,000 is needed to be completed prior to making the street improvements.
- ◆ \$50,000 to complete the improvements at the northeast intersection of 112th Avenue and Federal Boulevard. The improvement of 112th Avenue from Cotton Creek to Federal Boulevard on the south side is about to begin as part of a joint project between the City and the Bruchez family. In addition, the City had funds previously budgeted for improvements to the intersection of 112th Avenue and Federal Boulevard and now it is possible to complete all four legs of improvements needed at this intersection. These additional funds would allow the completion of the northeast corner improvements and the intersection would then be fully developed according to the Transportation Master Plan.

The above projects total \$3,176,684 out of the \$4,474,732 funds available. The remaining \$1,298,048 is to be allocated to park improvement projects because the source of funds such as Park Development Fees, the one-half share of the City Open Space Funds and interest income on Parks bonds all need to be allocated to park projects. The projects proposed to be funded are as follows:

- \$225,000 to reimburse the City Park Phase III project from funds borrowed from Jeffco Open Space to help acquire the recently purchased 29-acres from the Hawn-Hewit Interests. The parcel was the last remaining out parcel surrounded by City Park land. There will be a remaining payment reimbursement needed in 2001 of an additional \$175,000 to repay the total \$400,000 borrowed to fund this land acquisition.
- ◆ \$672,000 to fund the remaining portion of the Gathering Place and Festival Plaza Project, as well as to include in the project a bridge crossing Big Dry Creek allowing access between the Promenade and City Park. This bridge was not part of the original project, but is important to create the pedestrian link that was always envisioned between the Promenade and City Park. The Gathering Place project was intended to be bid this fall because funding for the project was to come from 2000/2001 capital budgets and this approach would allow funding in two separate budget years. With this proposed funding, no additional funding will be necessary and the project can be bid as a whole in September rather than in two parts.

The Gathering Place project consists of tiered outdoor seating, a small performance area, and a waterfall as a center feature. The overall project will act as a connecting link between City Park and the Promenade. This project was envisioned as part of the joint development agreement between the City and Inland Pacific Colorado.

- ◆ \$201,664 to fund park and recreation facility major maintenance. These funds are needed to complete major repair projects that include the Ranch Park drainage problem; to refurbish the Wolff Run north ball field; to retile the Swim Fitness Center Pool; and to assist with resolving wetland issues at City Park.
- ◆ \$50,000 to fund the Master Plan for the park anticipated at 74th Avenue and Irving Street adjacent to the revitalized Westminster Plaza. No funds were previously allocated to this project due to the uncertainty of exactly how to proceed with the project. Now that the South Westminster Revitalization Plan is taking shape, it is important to begin the master planning of this park as previously intended and anticipated by area residents.
- ◆ \$149,384 to go into the Community Enhancement Program since these funds come from the City's Accommodation Tax. The amount proposed for increased funding of the Community Enhancement Program is the amount accumulated from the Accommodations Tax as part of the 1999 Carryover. City policy is to allocate these funds to the Community Enhancement Program. Enhancement projects underway include new light poles and banners in the Westminster Center area, median improvements of 104th Avenue, entry signs at Federal Boulevard and US 36, as well as enhancements to new bridges being constructed at 92nd Avenue and US 36, Westminster Boulevard and at Little Dry Creek and Westminster Boulevard.

The above projects total \$1,298,048 and combined with the previously listed projects the total allocation to the General Capital Improvement Fund is \$4,474,732. The amount of funds available in the Open Space Fund are \$1,681,842 of which \$840,921 is proposed to be transferred into the General Capital Improvement Fund for park improvements and the remaining one-half is proposed to be appropriated into the Open Space Fund for land acquisition.

The remaining carryover funds to be allocated are in the Utility Fund in the amount of \$4,279,405. These funds are the result of conservatively estimated water and wastewater revenues, including water and wastewater tap fees. The projects proposed to be funded with this carryover are as follows:

- ◆ \$530,000 to fund the design of the Standley Lake Dam renovation. These funds will be combined with funds already in the project budget to allow for the completion of this design. It was initially anticipated in the 2000 Budget that \$700,000 of debt would need to be issued in addition to another \$8.0 million of debt the following year in order to accomplish this important joint effort renovation. With these carryover funds, the City avoids issuing debt at this time for the design portion of the project and allows for debt to be issued in 2001 some time after spring when the design is completed. This in turn would allow a better estimate for the sizing of the bond issue needed for the construction of the Standley Lake Dam Renovation project.
- ◆ \$577,000 to pay for the Utility Fund's share of the Financial Management System (FMS). This completes the Utility Fund's portion of what would be owed for the new FMS and avoids having to budget this expense in the 2001 Utility Fund budget.
- ◆ \$317,560 to make the December 1 debt service payment on the Colorado Water and Power Authority loan that started earlier this year. Staff had originally anticipated that this payment would actually take place in 2001, but the timing of the actual loan moved the debt service payment date to December. Therefore, these funds are needed this year to make a 2000 debt service payment for the loan on the new water treatment plant.

- ◆ \$2,854,845 to help fund the design and construction of the new raw water pipeline that is part of the new water treatment plant. Initially, it was anticipated that this raw water pipeline would be part of the debt the City would issue in order to fund this construction of the new water treatment plant. Because these carryover funds are available, it reduces the amount the City needs to pay through debt. It is anticipated that the remaining portion of approximately \$1.2 million needed for this raw water pipeline project can be budgeted in the 2001 Budget and avoid debt financing the raw water pipeline project completely.

This completes the Utility Fund projects to be financed using carryover funds from 1999, which total \$4,279,405.

Policy Issues

Should the City allocate 1999 carryover funds to the various projects as proposed or should these funds be allocated to other projects? Or should these carryover funds be allocated in other ways not described in this Staff Report such as increasing reserve accounts?

Staff Recommendation

Pass Councillor's Bill No. 52 on first reading appropriating 1999 carryover funds.

Alternatives

Direct Staff to identify other options on which these funds may be used.

Background Information

The City has the benefit of one-time additional carryover revenues again in 2000, as has been the case for the past 10 years. These funds are available to allocate to capital improvement projects as a result of conservative revenue budgeting and expenditures being at or below budget levels. 1999 was no exception to prior year's experience and as can be noted by the amount of carryover funds, the amount is consistent with what the City has realized in prior years. As City Council can readily see from the list of projects mentioned, there are numerous high-priority capital improvement projects for which the funds are needed relating to streets, traffic mitigation, parks, open space and utility improvements. The highest priorities are those projects that relate to commitments the City has already made to undertake and complete in 2000 or 2001. This use of carryover funds for these projects allows the City to reduce funding pressure on the 2001 Budget, which either frees up funds for other projects if the revenue is available, or if the City anticipates lower revenue levels, it allows the City to complete projects that have already been committed.

These projects when completed will go a long way toward furthering the City's goal of providing a high-quality of life within the City and making Westminster "the City of choice" in the Denver metropolitan area.

Respectfully submitted,

William M. Christopher
City Manager
Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILOR'S BILL NO. **52**

SERIES OF 2000

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE GENERAL, UTILITY, FLEET, OPEN SPACE, GENERAL CAPITAL IMPROVEMENT AND DEBT SERVICE FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1999 CARRYOVER IN THE VARIOUS FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2000 appropriation for the General Fund, initially appropriated by Ordinance No. 2728 in the amount of \$61,747,852 is hereby increased by \$2,160,418 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$65,798,023. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 1999 carryover funds.

Section 2. The \$2,160,418 increase in the General Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 10-0090-000	\$2,366,991	<u>\$2,160,418</u>	\$4,527,409
Total Change to Revenues		<u>\$2,160,418</u>	
EXPENSES			
Transfer to the General Capital Improvement Fund 10-10-95-990-975	\$2,381,819	<u>\$2,160,418</u>	\$4,542,237
Total Change to Expenditures		<u>\$2,160,418</u>	

Section 3. The 2000 appropriation for the Utility Enterprise Fund, initially appropriated by Ordinance No. 2728 in the amount of \$38,155,000 is hereby increased by \$4,279,405 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$58,441,279. The actual amount in the Utility Enterprise Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 1999 carryover funds.

Section 4. The \$4,279,405 increase in the Utility Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 20-0090-000	\$2,711,687	<u>\$4,279,405</u>	\$6,991,092
Total Change to Revenues		<u>\$4,279,405</u>	
EXPENSES			
Appropriations Holding – FMS System 20-15-88-555-010	\$0	\$577,000	\$577,000

Appropriations Holding – Standley Lake Dam Renovation

20-35-88-555-130	0	530,000	530,000
Description	Current Budget	\$ Increase	Final Budget
Appropriations Holding – Raw Water Pipeline			
20-35-88-555-271	0	2,854,845	2,854,845
Principal Payment 2000 CWPA			
20-35-90-601-132	0	<u>317,560</u>	317,560
Total Change to Expenditures		<u>\$4,279,405</u>	

Section 5. The 2000 appropriation for the Fleet Maintenance Fund, initially appropriated by Ordinance No. 2728 in the amount of \$1,112,516 is hereby increased by \$68,854 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$1,186,370. The actual amount in the Fleet Maintenance Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 1999 carryover funds.

Section 6. The \$68,854 increase in the Fleet Maintenance Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 30-0090-000	\$5,000	<u>\$68,854</u>	\$73,854
Total Change to Revenues		<u>\$68,854</u>	
EXPENSES			
Transfer to the General Capital Improvement Fund			
30-10-95-990-975	\$0	<u>\$68,854</u>	\$68,854
Total Change to Expenditures		<u>\$68,854</u>	

Section 7. The 2000 appropriation for the Open Space Fund, initially appropriated by Ordinance No. 2728 in the amount of \$4,630,382 is hereby increased by \$1,681,842 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$6,312,224. The actual amount in the Open Space Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 1999 carryover funds.

Section 8. The \$1,681,842 increase in the Open Space Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 54-0090-000	\$267,382	<u>\$1,681,842</u>	\$1,949,224
Total Change to Revenues		<u>\$1,681,842</u>	
EXPENSES			
Land Acquisitions 54-10-90-501-000			
	\$361,876	\$840,921	\$1,202,797
Transfer to the General Capital Improvement Fund			
54-10-95-990-975	1,165,432	<u>840,921</u>	2,006,353
Total Change to Expenditures		<u>\$1,681,842</u>	

Section 9. The 2000 appropriation for the General Capital Improvement Fund, initially appropriated by Ordinance No. 2728 in the amount of \$12,699,851 is hereby increased by \$4,474,732 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$20,809,172. The actual amount in the General Capital Improvement Fund on the date this ordinance

becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 1999 carryover funds.

Section 10. The \$4,474,732 increase in the General Capital Improvement Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 75-0090-000	\$800,640	\$1,168,078	\$1,968,718
Transfer from the Fleet Maintenance Fund 75-9999-030	0	68,854	68,854
Transfer from the Open Space Fund 75-9999-054	1,165,432	840,921	2,006,353
Transfer from the General Fund 75-9999-360	2,381,819	2,160,418	4,542,237
Transfer from the Debt Service Fund 75-9999-980	0	<u>236,461</u>	236,461
Total Change to Revenues		<u>\$4,474,732</u>	
EXPENSES			
Appropriations Holding – FMS System 75-15-88-555-010	\$30,000	\$713,000	\$743,000
Appropriations Holding – CAD/RMS System 75-20-88-555-212	528,050	360,000	888,050
Appropriations Holding – 112 th Ave. Improvements 75-30-88-555-040	0	50,000	50,000
Appropriations Holding – Storm Drainage for 76 th Ave. 75-30-88-555-116	145,500	70,000	215,500
Appropriations Holding – Federal Blvd. Extension 75-30-88-555-370	0	900,000	900,000
Appropriations Holding – Underground Cabling 75-30-88-555-519	0	83,684	83,684
Appropriations Holding – Leyden Reservoir 75-50-88-555-144	0	1,000,000	1,000,000
Appropriations Holding – City Park Phase III 75-50-88-555-159	2,061,056	225,000	2,286,056
Appropriations Holding – Gathering Place/Festival Plaza 75-50-88-555-160	540,092	672,000	1,212,092
Appropriations Holding – Park & Rec. Major Maintenance 75-50-88-555-210	185,033	201,664	386,697
Appropriations Holding – Community Enhancement Program 75-50-88-555-228	533,303	149,384	682,687

Appropriations Holding – 74 th and Irving Park			
75-50-88-555-395	0	<u>50,000</u>	50,000
Total Change to Expenditures		<u>\$4,474,732</u>	

Section 11. The 2000 appropriation for the Debt Service Fund, initially appropriated by Ordinance No. 2728 in the amount of \$8,027,114 is hereby increased by \$236,461 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$8,263,575. The actual amount in the Debt Service Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 1999 carryover funds.

Section 12. The \$236,461 increase in the Debt Service Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 80-0090-000	(\$2,311)	<u>\$236,461</u>	\$234,150
Total Change to Revenues		<u>\$236,461</u>	
EXPENSES			
Transfer to the General Capital Improvement Fund			
80-10-95-990-975	\$0	<u>\$236,461</u>	\$236,461
Total Change to Expenditures		<u>\$236,461</u>	

Section 13. – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 14. This ordinance shall take effect upon its passage after the second reading.

Section 15. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 26th day of June 2000.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of _____, 2000.

ATTEST:

Mayor

City Clerk



WESTMINSTER COLORADO

Agenda Memorandum

Date: June 26, 2000

Subject: Resolution No. 49 re Increased FTE for Municipal Court Judges

Prepared by: Matt Lutkus, Deputy City Manager for Administration

Introduction

City Council action is requested on the attached resolution authorizing a .2 FTE increase to the Associate Judge staffing at the Municipal Court. The dollars required to fund the additional staffing levels for the balance of 2000 are available in the Municipal Court budget, thus a contingency transfer would not be required.

Summary

City Staff is requesting that City Council consider authorization of .2 full-time equivalent (FTE) Municipal Court Judges in the 2000 Staffing Plan. The .2 FTE would be added to the .1 FTE currently available, but not currently used for regular staffing.

There are currently 1.6 FTEs allocated for the Presiding and Associate Judge, of which 1.5 FTE are utilized. The salary allocated for the .1 FTE is used to fund Judge ProTems who are appointed on an as-needed basis to fill in during the absences of either of the two regular Judges.

Presiding Judge John Stipech is requesting that the .1 FTE be used for additional scheduled Associate Judge hours and that Council authorize an additional .2 FTE to allow for a total of 1.8 FTE for the Presiding and Associate Judges. At the same time, funds for the Judge ProTems should continue to be budgeted to provide for absences for the regular Judges. It is not necessary to have designated FTE's for the Judge ProTems since these are classified as temporary positions. The additional FTE will allow court to be held an additional 12 hours, or three four-hour sessions, per week. It is anticipated that this will allow the Court to keep pace with the current workload.

The net cost for the increase in staffing for regular Judges to cover the additional hours is \$12,000 for the balance of 2000, which can be absorbed in the existing Municipal Court Budget.

Alternative

Do not authorize the additional .2 FTE requested and attempt to utilize existing Staff to address the increased workload caused by the enhanced traffic enforcement program. This alternative is not recommended because it does not provide the resources necessary to adequately respond to the increased demand for court hours.

Policy Issue

Council previously addressed the policy issue of an expanded traffic enforcement effort last October. The proposed action provides the resources necessary at the Court level to handle the increased workload caused by the enhanced traffic program.

Staff Recommendation

Adopt Resolution No. which authorizes an additional .2 FTE Associate Judge in the 2000 City Staffing Plan.

Background

In October 1999, City Council authorized the funds and staff necessary to significantly enhance the City's traffic enforcement efforts, specifically with regard to school zones and red light violations. This was in response to increasing concerns by City residents regarding traffic-related issues. The Council previously reviewed the feasibility of photo enforcement technology, but determined that State legislation has seriously reduced the City's ability to effectively use this technology.

The enhanced traffic enforcement effort approved by Council included the hiring of 4 FTE Police Officers, a .5 FTE Deputy Court Clerk, and a .3 FTE Assistant Prosecuting Attorney II. Because many of those receiving citations have the opportunity to pay traffic fines through the mail, it was difficult at that time to ascertain how much of an impact the increased traffic enforcement would have on Court hours. As Judge Stipech indicated in his May Court report, the increased traffic enforcement effort has in fact had a significant impact on Court traffic filings. When compared with the first five months of 1999, the average number of traffic-related filings in the Court has increased from an average of 1,277 per month to an average of 2,002 per month for 2000 up through May. This represents an increase in total workload for the Court of 57%. During this same time period, the actual number of trials scheduled in the Court has increased 26% from 57 to 72 per month.

Increasing the total Presiding and Associate Judge to 1.8 FTE represents a 20% increase in the regular Judge staffing at the Court. This will allow for an additional 12 hours of Court time per week, which would likely occur in three - four hour sessions. The net cost for the increase in staffing for the regular Judges to cover the additional hours is approximately \$24,000 per year or \$12,000 for the balance of 2000. During the current year, this increased cost can be absorbed in the existing Municipal Court budget using savings in the dollars that were set aside for contract jail bed space in Clear Creek County.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO. **49**

INTRODUCED BY COUNCILLORS

SERIES OF 2000

AUTHORIZATION OF AN ADDITIONAL .2 FTE ASSOCIATE JUDGE POSITIONS
WITHIN THE MUNICIPAL COURT TO ADDRESS INCREASED TRIAL TIME DUE
TO ENHANCED TRAFFIC ENFORCEMENT PROGRAM

WHEREAS, in response to citizen concerns, City Council previously authorized an enhanced traffic enforcement program which involved the hiring of four additional Police Officers, and the equipment necessary to perform the additional enforcement efforts, and

WHEREAS, at the time the additional enforcement resources were approved, it was not possible to accurately predict the impact that this change would have on Court trial time, and

WHEREAS, based on the experience of the past several months, it is now clear that the increased traffic enforcement efforts have resulted in more than a 26% increase in the number of trials requiring hearings before a Judge, and

WHEREAS, an increase in .2 Associate Judge FTE combined with the .1 FTE currently available but not used will allow for an increase of 12 hours per week in court time to address the increase in the Court volume,

NOW, THEREFORE, BE IT RESOLVED that the Westminster City Council hereby authorize an increase of .2 FTE Associate Judges to the City's 2000 Staffing Plan to provide the additional Court time necessary to address the workload from the enhanced traffic enforcement program

PASSED AND ADOPTED THIS 26TH DAY OF JUNE.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000
Subject: Councillor's Bill No. 51 Appropriating Incentive Carryover from 1999
Prepared by: Vicki Adams, Acting Accounting Manager

Introduction

City Council action is requested to pass the attached Councillor's Bill on first reading appropriating 1999 Incentive Funds into the General, Fleet, and Utility Funds.

Policy Issues

The policy issue before City Council is whether to continue to allocate 1999 Incentive funds in accordance with the Incentive Budget Program Resolution No. 40, Series 1989.

Summary

Due to departmental savings in 1999, Incentive Funds of \$569,613 are being requested for appropriation into the 2000 budget. Incentive Funds are calculated by an approved formula previously adopted by Council Resolution whereby each department is allowed to retain 100% of the first \$5,000 in savings and 25% of any savings above \$5,000.

Staff Recommendation

Pass Councillor's Bill No. 51 on first reading appropriating Incentive Funds into the 2000 budgets of the General, Fleet, and Utility Funds.

Alternatives

To amend the Incentive Budget Program Resolution No. 40, Series 1989, to allocate funds in another manner or to eliminate Resolution No. 40 and not provide an Incentive Budget Program to departments. However, staff does not recommend these alternatives. The increased savings created from this Resolution, in the past, have been used to assist other projects, programs and needs.

Background

Through Resolution No. 40, Series 1989, City Council adopted an Incentive Budget Program whereby a portion of departmental savings realized would be re-appropriated to the applicable departments. The philosophy of this resolution is to reward departments for managing their budgets effectively and saving the City money. The savings created through this Incentive Budget Program can then be used to assist other projects, or program needs.

The formula for determining the amount of Incentive Budget Funds is each department receives 100% of the first \$5,000 in savings and 25% of any savings above \$5,000. This amount is limited to the amount of excess carryover.

Councillor's Bill Appropriating Incentive Carryover from 1999 to 2000

Page 2

The amount to be distributed to the various departments through the Incentive Budget Program is listed below.

GENERAL FUND

City Council	\$ 9,049
City Attorney	\$ 17,355
City Manager	\$ 10,190
Central Charges	\$ 25,000
General Services	\$ 57,302
Finance	\$ 14,497
Fire	\$ 13,703
Public Works & Utilities	\$ 38,259
Community Development	\$ 10,295
Park, Recreation and Libraries	<u>\$ 113,418</u>

Total General Fund \$ 309,068

FLEET FUND \$ 27,951

UTILITY FUND

Environmental Compliance	\$ 17,122
Finance	\$ 14,491
Information Technology	\$ 7,605
Water	\$ 56,543
Wastewater	<u>\$ 136,834</u>

Total Utility Fund \$ 232,595

TOTAL INCENTIVE FUND \$ 569,613

Respectfully submitted,

William M. Christopher
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILOR'S BILL NO. **51**

SERIES OF 2000

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE GENERAL, FLEET AND UTILITY FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1999 CARRYOVER IN THE VARIOUS FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2000 appropriation for the General Fund, initially appropriated by Ordinance No. 2728 in the amount of \$61,747,852 is hereby increased by \$309,068 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$63,946,673. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 2000 incentive funds.

Section 2. The \$309,068 increase in the General Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 10-0090-000	\$2,366,991	<u>\$309,068</u>	\$2,676,059
Total Change to Revenues		<u>\$309,068</u>	
EXPENSES			
City Council – Incentive Funds			
10-01-01-444-000	\$0	\$9,049	\$9,049
City Attorney – Incentive Funds			
10-03-12-444-000	0	17,355	17,355
City Manager – Incentive Funds			
10-05-05-444-000	0	10,190	10,190
Central Charges – Incentive Funds			
10-10-90-444-000	0	25,000	25,000
General Services – Incentive Funds			
10-12-05-444-000	0	57,302	57,302
Finance – Incentive Funds			
10-15-05-444-000	0	14,497	14,497
Fire – Incentive Funds			
10-25-26-444-000	0	13,703	13,703
Public Works & Util. (Streets) – Incentive Funds			
10-35-45-444-000	0	38,259	38,259
Community Development – Incentive Funds			
10-30-05-444-000	0	10,295	10,295
Parks, Recreation & Libraries – Incentive Funds			
10-50-05-444-000	0	<u>113,418</u>	113,418
Total Change to Expenditures		<u>\$309,068</u>	

Section 3. The 2000 appropriation for the Fleet Maintenance Fund, initially appropriated by Ordinance No. 2728 in the amount of \$1,112,516 is hereby increased by \$27,951 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$1,145,467. The actual amount in the Fleet Maintenance Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 2000 incentive funds.

Section 4. The \$27,951 increase in the Fleet Maintenance Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 30-0090-000	\$5,000	<u>\$27,951</u>	\$32,951
Total Change to Revenues		<u>\$27,951</u>	
EXPENSES			
Fleet Maintenance Incentive 30-12-46-444-000	\$0	<u>\$27,951</u>	\$27,951
Total Change to Expenditures		<u>\$27,951</u>	

Section 5. The 2000 appropriation for the Utility Enterprise Fund, initially appropriated by Ordinance No. 2728 in the amount of \$38,155,000 is hereby increased by \$232,595 which, when added to the fund balance as of the City Council action on July 10, 2000 will equal \$54,394,469. The actual amount in the Utility Enterprise Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of 2000 incentive funds.

Section 6. The \$232,595 increase in the Utility Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$ Increase	Final Budget
REVENUES			
Carryover 20-0090-000	\$2,711,687	\$95,761	\$2,807,448
Carryover 21-0090-000	389,744	<u>136,834</u>	526,578
Total Change to Revenues		<u>\$232,595</u>	
EXPENSES			
Environmental Compliance - Incentive Funds 20-12-40-444-000	\$0	\$17,122	\$17,122
Finance – Incentive Funds 20-15-24-444-000	0	14,491	14,491
Information Technology - Incentive Funds 20-60-23-444-000	0	7,605	7,605
Water – Incentive Funds 20-35-05-444-000	0	56,543	56,543
Wastewater – Incentive Funds 21-35-05-444-000	0	<u>136,834</u>	136,834
Total Change to Expenditures		<u>\$232,595</u>	

Section 7. – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 8. This ordinance shall take effect upon its passage after the second reading.

Section 9. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED
PUBLISHED this 26th day of June 2000.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED
this _____ day of July, 2000.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: June 26, 2000
Subject: Financial Report for May 2000
Prepared by: Mary Ann Parrot, Finance Director

Introduction

City Council is requested to review the attached financial statements which reflect 2000 transactions through May 2000.

Policy Issues

According to City Charter, Sections 4.8(i) and 9.6, City Manager is required to submit financial statements quarterly, or more often, as the Council directs. The monthly financial report is prepared by the Finance Department and presented by the City Manager to City Council for review and approval.

Summary

There are three sections to the attached report:

1. Revenue Summary
2. Statement of Expenditures vs. Appropriations
3. Sales Tax Detail

General Fund revenues represent 44% of the total budget estimate while General Fund expenditures and encumbrances represent 40% of the 2000 appropriation.

Utility Fund revenues represent 26% of the total budget estimate. Utility fund expenditures and encumbrances represent 34% of the 2000 appropriation.

The Sales and Use Tax Fund revenues represent 46% of the total budget estimate, while expenditures and encumbrances in that fund represent 42% of the 2000 appropriation. Total Sales and Use Tax revenues for the 25 shopping centers reported increased 22% from the same period last year and increased 10% year-to-date. Audit and enforcement revenue is greater than anticipated because of a use tax audit on a large construction project within the City.

The Open Space Fund revenues represent 49% of the total budget estimate while expenditures and encumbrances in that fund represent 36% of the 2000 appropriation.

The Legacy Ridge Golf Course Fund operating revenues represent 28% of the total budget estimate while operating expenditures and encumbrances represent 37% of the 2000 appropriation. The Heritage at Westmoor Golf Course opened for business in September 1999. Operating revenues for Heritage represent 20% of the total budget estimate while operating expenditures and encumbrances represent 42% of the 2000 appropriation. The 1999 Golf Course operating revenues reflect a grant from Jefferson County. This financial activity is consistent with the seasonal nature of golf.

Theoretically, 42% of revenues and expenditures should be realized after five months in the budget year. However, it is recognized that both revenues and expenditures do not occur on an even 1/12 flow each month of the year.

Staff Recommendation

Accept the report as presented.

Background

Sections 4.8(i) and 9.6 of the City Charter requires that the City Manager provide, at least quarterly, financial data showing the relationship between the estimated and actual revenue expenditures to date.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

Summary of Proceedings

Summary of Proceedings of the regular City Council meeting held Monday, June 26, 2000.

Present at roll call were Mayor Heil, Mayor Pro Tem Dixon and Councillors Atchison, Hicks, Merkel, Moss and Smith. Absent none.

The minutes of the meeting of June 12, 2000 were approved with no additions or corrections.

The Mayor presented a proclamation to Karl Henrichsen, proclaimed the week of July 1-8, 2000 as National Lakes Appreciation Week, and presented a plaque to M.J. Flaum.

Council approved the following: Westminster Center Enhancement Banners; The Gathering Place Contractor's Service Contract; Long-Term Privatization of the Ambulance Billing program; Contract for Special Permit & License Board Special Counsel; and Cost Share Agreement with Countrydale Metropolitan District.

Council Tabled action on the Bids for the 2000 Traffic Signal projects.

The following Councillor's Bills were introduced and passed on first reading:

A BILL FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2000 ESTIMATED REVENUES IN THE FUND. Purpose: Funds for Panorama Pointe Senior Center construction.

A BILL FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE GENERAL, UTILITY, FLEET, OPEN SPACE, GENERAL CAPITAL IMPROVEMENT AND DEBT SERVICE FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1999 CARRYOVER IN THE VARIOUS FUNDS. Purpose: Appropriate 1999 Carryover revenues.

A BILL FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE GENERAL, FLEET AND UTILITY FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1999 CARRYOVER IN THE VARIOUS FUNDS. Purpose: Incentive Carryover from 1999.

The following Councillor's Bills were passed and adopted on second reading:

A BILL FOR AN ORDINANCE VACATING A STORM SEWER EASEMENT IN COLLEGE HILLS SUBDIVISION.

A BILL FOR AN ORDINANCE INCREASING THE 2000 BUDGET OF THE GENERAL CAPITAL IMPROVEMENT PROJECT FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2000 ESTIMATED REVENUES IN THE FUND.

A BILL FOR AN ORDINANCE AMENDING TITLE 10, CHAPTER 1, SECTION 13 OF THE WESTMINSTER MUNICIPAL CODE PERTAINING TO TRASH TRUCK WEIGHT LIMITS ON RESIDENTIAL ROADS.

The following Resolutions were adopted:

Resolution No. 45 – Revisions to Council Rules and Procedures, as amended.

Resolution No. 46 – Adoption of Library Master Plan for 2000-2005.

Resolution No. 47 – Covenant at 112th and Sheridan Annexation Petition.

Resolution No. 48 – Open Space Grant Agreements with Great Outdoors Colorado.

Resolution No. 49 – Increased FTE for Municipal Court Judges.

At 9:45 P.M. the meeting was adjourned.

By order of the Westminster City Council

Michele Kelley, CMC, City Clerk

Published in the Westminster Window July 6, 2000.

