



Staff Report

TO: The Mayor and Members of the City Council
DATE: March 19, 2009
SUBJECT: Briefing and Post-City Council Briefing Agenda for March 23, 2009
PREPARED BY: J. Brent McFall, City Manager

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

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

<i>Dinner</i>	6:00 P.M.
Council Briefing (<i>The public is welcome to attend.</i>)	6:30 P.M.
CITY COUNCIL MEETING	7:00 P.M.
POST BRIEFING (<i>The public is welcome to attend.</i>)	

PRESENTATIONS

1. City Park Center Aquatics Renovation Project Update - Attachment

CITY COUNCIL REPORTS

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

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY STAFF REPORTS – do not require City Council action

1. Monthly Residential Development Report - Attachment
2. Financial Assistance Program for Utility Customers - Attachment
3. 2009 Water and Sewer Tap Fees

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

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

City Council Study Session Meeting
March 23, 2009



SUBJECT: City Park Recreation Center Aquatics Renovation

PREPARED BY: Peggy Boccard, Recreation Services Manager
Becky Eades, Landscape Architect II

Recommended City Council Action:

City Council is requested to review the renovation budget for the City Park Recreation Center Aquatic's Renovation. Staff is recommending that this project move forward based on the project budget laid out in this Staff Report. Staff will be present at the Study Session to discuss the budget for the proposed renovation.

Summary Statement:

- On December 8, 2008, Council authorized a Contract Manager/General Contractor (CM/GC) contract with Adolphson and Peterson Construction (A&P) for a preconstruction fee of 0.5% and a construction management fee of 3%.
- A&P is nearing the end of preconstruction services and as required in the existing contract, they have developed a Guaranteed Maximum Price (GMP) of \$6,030,440 to complete the project. Because this amount is well above the budget of \$3,500,000 originally approved by City Council, Staff will go over a significant amount of detail in the background section of this report explaining why Staff is recommending these increases.
- Additional expenditures anticipated beyond the GMP for this project include \$301,522, which represents a 5 percent construction contingency; \$70,500 for additional fees for Sink Combs Dethlefs, the project architect for structural building and plumbing repairs not part of the project originally, reducing the natatorium down to two levels for safety and surveillance; and \$75,000 for owner's representative services, however, Staff is still evaluating this option.
- In addition, because Staff recommended the Contract Manager/General Contractor approach for this project, Staff will go into substantial detail on how the project was bid in order to secure the most competitive pricing along with the most reputable subcontractors.
- The CPRC Aquatics Renovation was originally budgeted at \$3,500,000 in POST revenue bond funds, of which \$309,430 has been encumbered for architectural services.
- In addition, Staff received a Jefferson County Joint Venture grant for \$300,000 to go towards the project.
- \$219,195 was previously directed to this project from 2007 Conservation Trust Fund Carryover monies.
- The remaining funds for this project are recommended to come from a combination of transfers from other PRL accounts.
- The renovation is anticipated to be complete in early 2010.

Expenditure Required: \$ 6,477,462

Source of Funds:	\$3,190,570 POST Revenue Bond Funds
	\$300,000 Jeffco Joint Venture Grant
	\$219,195 2007 Conservation Trust Fund Carryover
	\$750,000 POST Revenue Bond Funds/Swim Fitness Center re-assignment
	\$775,000 PRL CIP Fund Transfers
	<u>\$1,242,697</u> PRL Reserve Fund Transfer
	\$6,477,462 Total

Policy Issue:

- Does City Council wish to authorize Staff to proceed with the City Park Recreation Center Aquatics Renovation budget as presented in this Staff Report?
- Does City Council agree to redirect \$750,000 in funding from Bond money originally allocated for Swim and Fitness Center Improvements to this project?
- Does City Council agree with Staff’s recommendation on the other components of the funding?

Alternative:

- Council could direct Staff to downscale the renovation plans to meet the original project budget.
- Council could direct Staff to discontinue this project.
- Staff does not recommend either of these alternatives as the aquatics area has not been renovated in over 18 years and is struggling to remain regionally competitive with the newer facilities operating in adjacent communities.

Background Information:

The CPRC was built in 1986, and the aquatics component currently consists of three separate pools on three deck levels, the renovation will bring the lower pool level up even with the middle level for safety and surveillance reasons. A summary of the proposed renovation is as follows: Much of the existing deep pool will remain and this area will be enhanced with the addition of a jumping platform and climbing wall; the existing slide that connects the deep pool to the middle pool will be removed due to maintenance issues and replaced with a free standing tube slide that exits and re-enters the building into a small ‘trough’; the middle pool and tot pool will be on the same deck level, eliminating stairs and ramps on the pool deck, increasing user safety and enhancing surveillance; an approximately 120 foot long “Lazy River” with a variable speed current will be added between the middle and tot pools; the tot pool will include a zero-depth entry, a play feature and double tot slide; two reservable party rooms will be added to increase facility revenue; and a small outdoor splash pad will be added with landscape enhancements to create an inviting outdoor area, including a picnic shelters. The locker rooms will be completely renovated, including the replacement of all aged plumbing, the addition of oversized lockers and four family changing rooms.

On April 2, 2007, Staff presented Council with a Staff Report detailing a proposed breakdown of the estimated \$8 million in proceeds anticipated to be available to park projects from the Open Space/Parks Bond. Of that \$8 million, \$3.5 million was estimated to be sufficient to fund the CPRC Pool and Locker Room Renovation, based on no specific renovation plan. As Staff proceeded with the project architect, Sink Combs Dethlefs, in analyzing needs for the renovation it became apparent that \$3.5 million would not be sufficient to allow for a renovation of enough impact to maintain a

competitive edge when compared to newer public and private facilities opening nearby. Staff identified what was believed to be the minimal amount of changes to the existing pool area and locker rooms to not only maintain the existing user group, but to attract the widest variety of new users as well. Impacts to the proposed budget were considered with each decision, and the proposed plan offers what Staff believes to be the minimal amount of work to achieve the project goals; although, certain elements of the plan can be eliminated if City Council desires.

Additional costs to the renovation, already included in the GMP, include a new ozone disinfection system (\$236,000) for the existing pools that was already scheduled to be updated. Staff spent a great deal of time researching the latest pool disinfection system options in order to find a system that maintains the current high water and air quality standards at the most reasonable price possible. BO&M Staff also discovered some structural concerns when an inspection was made of the facilities infrastructure. Permanent repairs of the Rec Centers' support columns (\$161,883), along with the need for all new locker room plumbing (\$218,000), were also added into the cost of the project.

The locker room portion of the proposed renovation includes a complete redo as opposed to a more cosmetic facelift. As mentioned earlier, this was determined to be necessary based on underground structural issues as well as the need for new plumbing. The structural engineers recommended complete removal of the locker room deck to make the structural repairs complete. This of course added additional cost to the locker room renovation. The tradeoff in costs to accomplish the complete overhaul was minimal once the amount of basic infrastructure repair and replacement was determined. This did allow for the incorporation of the four family changing rooms into a more cohesive design, increasing the functionality of the overall locker room area.

Staff is aware of the excellent bids that the City has received recently on some straight bid projects. Staff has told the Contractor that it expects the lowest prices with reputable subcontractors. Staff chose the CMGC method because it brings the contractor onto the team during the design process, which allows for the integration of value engineering and constructability and means/methods review throughout the final design stages, allowing cost implications of every design decision to be weighed heavily into the process. It has been Staff's experience that this method also minimizes the number of change orders normally experienced on a straight bid project. The CM/GC method also enables the project to be fast tracked allowing for the potential of an earlier completion, which would, in-turn, allow the City Park Recreation Center to be fully open to the public and generating revenue sooner. Staff has worked closely with Adolphson and Peterson Construction throughout the estimating process to insure that competitive bids from subcontractors were used to determine the Guaranteed Maximum Price (GMP) for the project. For all trades, a minimum of three qualified bids were sought, with up to eleven bids per trade being requested in some instances. In some instances where three bidders did not submit prices, additional qualified bids are being sought. For the larger budget items, such as the pool work that accounts for one-third of the project cost, six bids were solicited from all over the western United States. Staff is confident that competitiveness was maintained throughout the bid process. In all, 52 subcontracted categories were bid for this project. The contractor will continue to evaluate bids and solicit even more pricing where it feels the project can benefit. This will hopefully reduce the GMP to a smaller number and return dollars to the City.

The funding sources for the renovation are detailed as follows:

CPRC Aquatics Renovation Funding Matrix:

<i>Amount:</i>	<i>Existing Funding Location:</i>
\$3,190,570	POST Revenue Bond Funds for CPRC (existing)
\$300,000	Jeffco Joint Venture Grant (existing)
\$219,195	2007 Conservation Trust Fund Carryover (existing)
\$750,000	POST Revenue Bond Funds/Swim Fitness Center re-assignment

\$775,000	PRL CIP Fund Transfers
\$1,242,697	PRL Reserve Fund Transfer
\$175,000	CIP CPRC Ozone Replacement
\$50,000	CIP Pool Disinfectant/Monitoring Systems
\$200,000	CIP Recreation Facilities Major Maintenance BO&M
\$300,000	CIP Recreation Facilities BO&M- CTF
\$50,000	CIP Recreation Facilities BO&M-JCOS
\$6,477,462	TOTAL

Staff recommends temporarily transferring \$750,000 from bond proceeds that were previously allocated for improvements to the Swim and Fitness Center (SFC). Originally, Council approved \$1,000,000 to go towards improvements to the SFC. Staff feels that the CPRC Aquatics Renovation is a higher priority and needs to be done according to the developed plan. Therefore, Staff suggests reallocating \$750,000 to the City Park Aquatics Expansion and utilizing the remaining \$250,000 to bring a consultant on board to develop a master plan strategy for phased improvements to the SFC, and to possibly begin some modest improvements. Staff would intend to direct future Parks and Recreation Capital money for these phased improvements allowing for the overall renovation to provide the most benefit to the SFC users and Staff.

The renovation of the City Park Recreation Center aquatics area fulfills the Strategic Plan goals of Financially Sustainable City Government Providing Exceptional Services and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



Westminster City Park Recreation Center
AQUATIC RENOVATION AND ADDITION

Design Concept



Staff Report

Information Only Staff Report
March 23, 2009



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner I

Summary Statement:

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

- The following report updates 2009 residential development activity per subdivision (please see attachment) and compares 2009 year-to-date (February) totals with 2008 year-to-date (February) figures.
• The table below shows an overall decrease (-94.7%) in new residential construction for 2009 year-to-date (February) compared to 2008 year-to-date (February) totals.
• Residential development activity in February 2009 reflects decreases in single-family detached (1 versus 7 in 2008) and single-family attached (0 versus 6 in 2008), and no change in multi-family or senior housing development when compared to the February totals in 2008 (0 for both years).

NEW RESIDENTIAL UNITS (2008 AND 2009)

Table with 7 columns: UNIT TYPE, FEBRUARY (2008, 2009), % CHG., YEAR-TO-DATE (2008, 2009), % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

Background Information:

In February 2009, service commitments were issued for one new housing unit within the subdivisions listed on the attached table.

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

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

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

ACTIVE RESIDENTIAL DEVELOPMENT

Single-Family Detached Projects:

	Jan-09	Feb-09	2008 YTD	2009 YTD	# Rem.*	2008 Total
Bradburn (120th & Tennyson)	0	1	1	1	60	17
CedarBridge (111th & Bryant)	0	0	0	0	4	1
Country Club Highlands (120th & Zuni)	0	0	0	0	99	2
Countryside Vista (105th & Simms)	0	0	0	0	9	0
Huntington Trails (144th & Huron)	0	0	6	0	131	15
Hyland Village (96th & Sheridan)	0	0	1	0	107	4
Legacy Ridge West (104th & Leg. Ridge Pky.)	0	0	0	0	6	1
Lexington (140th & Huron)	0	0	0	0	4	0
Meadow View (107th & Simms)	0	0	0	0	2	2
Park Place (95th & Westminster Blvd.)	0	0	1	0	40	7
Ranch Reserve (114th & Federal)	0	0	1	0	0	2
Savory Farm Estates (109th & Federal Blvd.)	0	0	0	0	24	0
South Westminster (Shoenberg Farms)	0	0	1	0	47	5
Various Infill	0	0	0	0	7	2
Winters Property (111th & Wads. Blvd.)	0	0	0	0	8	0
Winters Property South (110th & Wads. Blvd.)	0	0	0	0	10	0

SUBTOTAL

<i>0</i>	<i>1</i>	<i>11</i>	<i>1</i>	<i>558</i>	<i>58</i>
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Single-Family Attached Projects:

Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	2	0	0	4
CedarBridge (111th & Bryant)	0	0	0	0	0	0
Cottonwood Village (88th & Federal)	0	0	0	0	62	0
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Eliot Street Duplexes (104th & Eliot)	0	0	0	0	10	0
Highlands at Westbury (112th & Pecos)	0	0	0	0	18	12
Hollypark (96th & Federal)	0	0	0	0	20	0
Hyland Village (96th & Sheridan)	0	0	6	0	153	12
Legacy Village (113th & Sheridan)	0	0	0	0	62	0
South Westminster (East Bay)	0	0	0	0	58	6
South Westminster (Shoenberg Farms)	0	0	0	0	54	0
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	0	0	0	0	18	0

SUBTOTAL

<i>0</i>	<i>0</i>	<i>8</i>	<i>0</i>	<i>714</i>	<i>34</i>
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Multiple-Family Projects:

Bradburn (120th & Tennyson)	0	0	0	0	233	0
Hyland Village (96th & Sheridan)	0	0	0	0	54	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	144	0
Prospector's Point (87th & Decatur)	0	0	0	0	24	0
South Westminster (East Bay)	0	0	0	0	29	0
South Westminster (Harris Park Sites I-IV)	0	0	0	0	12	0

SUBTOTAL

<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>496</i>	<i>0</i>
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Senior Housing Projects:

Covenant Retirement Village	0	0	0	0	0	0
Crystal Lakes (San Marino)	0	0	0	0	7	0
Legacy Ridge (112th & Federal)	0	0	0	0	168	0

SUBTOTAL

<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>175</i>	<i>0</i>
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TOTAL (all housing types)

0	1	19	1	1943	92
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* This column refers to the number of approved units remaining to be built in each subdivision.



WESTMINSTER

Staff Report

Information Only Staff Report

March 23, 2009



SUBJECT: Financial Assistance Program for Utility Customers

PREPARED BY: Sandy Christopher, Utility Billing Supervisor

Summary Statement:

The Financial Assistance Program is a new program intended to help Westminster residential Utility customers pay for utility services when their own personal financial situation makes it difficult to pay for those services. As a source of funds, Staff proposes to use up to \$50,000 of General or Miscellaneous Revenues that would be in excess of the amount budgeted for the Utility Fund in 2009.

Background Information:

With the increasing financial stress many of our citizens are experiencing as a result of the recession, the Treasury Division began looking for ways to help customers pay their utility bill when personal finances warranted such assistance. A search of local charitable organizations identified only two with funds available to help pay for water and sewer services, Catholic Charities and the Salvation Army. Both of these organizations have limited funds and are not always able to help our customers.

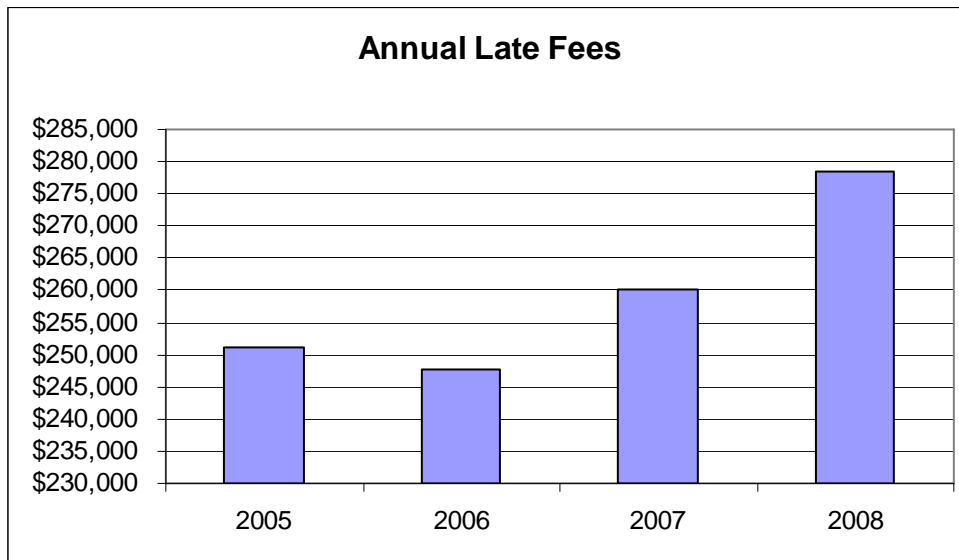
Staff evaluated ways the City might directly assist Westminster customers who are having difficulty paying their utility bill. Staff collected information and ideas from staff at the LEAP program, Adams County Low Income Energy Program, Energy Outreach Colorado, Catholic Charities, Family Tree Housing and Family Service. From the information gathered, staff developed the attached assistance program.

This assistance program, as developed, is for residential utility accounts serviced by the City of Westminster that are at least 30 days past due. This assistance will be in the form of a credit on the utility bill. Any qualifying resident will receive assistance only once during a twelve month period. If a resident receives the "low-income" rebate of \$75.00, they will not qualify for additional assistance through this program.

An application will be required to be completed by the customer requesting assistance and a five member committee will determine an amount, if any, for each applicant based on the customer's past payment history, current financial situation, the current status of the property and the ability to pay the utility bill in the future.

The committee will include four members from Utility Billing and one member from Treasury. The committee will meet once a week as necessary to review the applications and determine whether or not to use money from the fund to assist the customer.

The proposed amount for the Assistance Program to be funded for 2009 will be \$50,000. The funding for the program will come from the \$5.00 Late Fees collected each year, which are recorded as Miscellaneous Revenues in the Utility Fund. Staff will recommend an amount for each year to be considered by Council in the Utility Fund budget. The following chart shows the annual late fees collected since 2005.



In 2008, \$308,000 was budgeted for General or Miscellaneous Charges. About \$600,000 was collected. Staff proposes to increase the budget by the \$50,000 required for the assistance fund and will present Council with a Supplemental Appropriation for its consideration at an upcoming City Council meeting.

Staff would like to make this assistance fund available to our citizens by the end of April, 2009. Flyers will be sent to all citizens, in their utility bill, to introduce the program and also provide an opportunity to donate to the assistance program to supplement funds contributed by the Utility Fund.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments – Program Guidelines and Application Form



WESTMINSTER

Water/Sewer Assistance Program Guidelines

City of Westminster Water & Sewer assistance program help Westminster residents afford the cost of water and sewer.

- The assistance program is for residential utility accounts only inside Westminster City Limits or a residential utility account serviced by City of Westminster.
- A client must provide a utility bill or disconnect notice showing that their Westminster water/sewer utility account is at least 30 days past due.
- This money can not be used to pay electrical, gas, trash removal, telephone, cell phones or cable TV.
- Recipient payments should be enough to guarantee utility service for at least an additional 30 days for all accounts. For most clients this is one month's charges, but it may be more for others. Funding will not be provided for charges that have not yet been incurred.
- Payment may not be made directly to the clients or the landlord. A credit will be issued to the utility account only.
- Assistance will be for payments of services only; applicant must pay billed fees on the account. (Example: Late Fee, Disconnect fee, tamper fee.) If the account shows a tamper of the water meter, there will be no assistance.
- Each resident will receive funds once during a (12) twelve month period. This includes the low-income rebate.
- Completed Application for consideration for payments.
- The Committee will consist of 5 members.
 - 4 members from Utility Billing
 - 1 member from Treasury
- Recommendations from the Committee for payment will be upheld.
- The Assistance program will be funded each January 1st if approved in budget. If approved the amount funded for each year will be determined by the Finance Director and the Public Works and Utilities Director.
- The Assistance program can also be funded by donations specific for this program. Flyers will be sent to residents in their utility bills asking if they would like to contribute.
- The approved amount for each applicant will be calculated based on past payment history of the applicant, current financial position, current status of the property, and ability to pay the utility bill in the future.

HOUSEHOLD INCOME

Proof of all income must be attached.

Please check all that are applicable.

Source of Income	Received By	How Often Paid	Gross Monthly Amount
<input type="checkbox"/> Employed			
<input type="checkbox"/> Unemployment			
<input type="checkbox"/> Social Security			
<input type="checkbox"/> Disability Income			
<input type="checkbox"/> Pension or Retirement			
<input type="checkbox"/> Other Assistance Programs			
<input type="checkbox"/> Bank Account/ Investments			
<input type="checkbox"/> Any other Income			
		TOTAL	\$

MONTHLY HOUSEHOLD EXPENSES

Mortgage _____	Rent _____	Food _____
Telephone _____	Xcel _____	Loan Pymnts _____
Car Payment _____	Water/Sewer _____	Other _____
Car Insurance _____	Medical Exp _____	
Child Supp/Care _____	Prescription Exp _____	TOTAL _____

SIGNATURE

I, _____, certify that the information provided herein by me is correct and true to the best of my knowledge. I understand that funds available through the Water/Sewer Assitance Program are strictly intended for use by the truly needy members of our City, and that misrepresentation of my financial need could result in repayment of all monies received through the Water/Sewer Assistance Program. This repayment will be charged to the Utility Account. The City of Westminster is authorized to verify all information I have provided.

_____ Signature _____ Date

If futher information is disclosed we reserve the right to re-evaluate our assistance.

I release the City of Westminster of any and all liability for supplying and requesting such information that may be helpful in getting resources to meet my personal needs. This shall be in effect until I state in writing that it is no longer valid.

_____ Signature _____ Date

FOR OFFICE USE ONLY

Date Presented _____	Decision _____
Requested Amount _____	Approved Amount _____
_____ Committee Signature	_____ Date



WESTMINSTER

Staff Report

Information Only Staff Report
March 23, 2009



SUBJECT: 2009 Water and Sewer Tap Fees

PREPARED BY: Mike Smith, Director of Public Works and Utilities
Mike Happe, Water Resources and Treatment Manager
Stu Feinglas, Water Resources Analyst

Summary Statement

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

Background Information

City Code provides for tap fees to be increased annually on April 1, in accordance with the Consumer Price Index (CPI) for the previous calendar year as established for the Denver metropolitan area.

Water tap fees

The City's water tap fees will be increased effective April 1, 2008 by the Denver/Boulder CPI for 2008 of 3.9%:

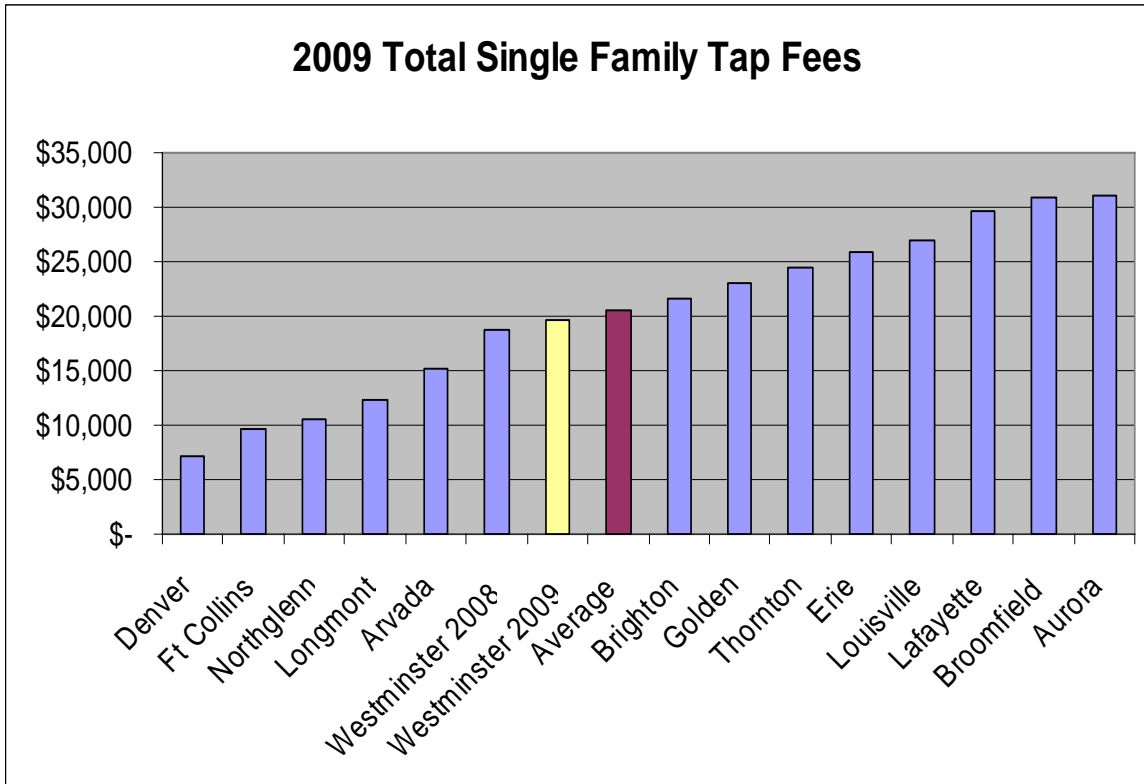
2008 single family water tap fee	\$15,154
2008 CPI increase	3.9%
2009 single family water tap fee	\$15,744

Changes in value to the City's raw water, water treatment and water delivery systems will be addressed during the annual rates review and budget development process.

Sewer tap fees

Sewer tap fees are comprised of two components, a fee for the treatment facilities and a fee for the collection system that transports the wastewater to the treatment facilities. The City's sewer tap fees are tied to fee increases implemented by the Metro Wastewater Reclamation District (Metro), which treats a portion of Westminster's wastewater. Metro provides wastewater services to the area within the Little Dry Creek Basin and includes the portion of the City generally south of 92nd Avenue. Metro has increased sewer tap fees 7.9% effective January 1, 2009. The 7.9% Metro increase for 2009 is a part of a long term tap fee strategy to keep current with actual costs to provide wastewater treatment. In an effort to reflect increased treatment facilities costs to the City due to the pressure of new development, and to maintain the equity of development costs throughout the City, the sewer tap fee for the Big Dry Creek Basin that is served by the City's Big Dry Creek Wastewater Treatment Facility will increase by the same 7.9%. The portion of the sewer tap fee that funds the sewer collection system, including pipes and pump stations, will increase by the 2008 CPI of 3.9%. The overall increase in sewer tap fees for 2009 is 6.25%.

2008 single family sewer tap fee	\$3,631
2009 Increase - Treatment portion of tap fee	7.9%
2009 Increase - Collection portion of tap fee	3.9%
2009 single family sewer tap fee	\$3,858
2009 sewer tap fee overall increase from 2008	6.25%



2009 Westminister single family water tap fee	\$15,744
2009 Westminister single family sewer tap fee	\$ 3,858
2009 Westminister combined single family tap fee	\$19,602
2009 Westminister combined single family tap fee increase	4.35%
2009 regional average combined single family tap fee	\$20,573

2009 tap fees will keep Westminister below the regional average.

A letter was sent to a list of 250 developers and contractors provided by the City’s Community Development Department on January 28 notifying them of the tap fee increase. Further discussions were held with the Metro Denver Home Builders Association regarding the increase and the method used to determine the amount of increase.

Respectfully submitted,

J. Brent McFall
City Manager