



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council
DATE: May 5, 2011
SUBJECT: Briefing and Post-City Council Briefing Agenda for May 9, 2011
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:

Dinner	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

None at this time

CITY COUNCIL REPORTS

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

EXECUTIVE SESSION

None at this time

INFORMATION ONLY

1. Neighborhood Enhancement Grant Program
2. Adams County Youth Initiative
3. 2011 1st Quarter City Council Expenditure Report

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





WESTMINSTER

Staff Report

Information Only Staff Report
May 9, 2011



SUBJECT: Neighborhood Enhancement Grant Program

PREPARED BY: Kathy Piper, Landscape Architect II

Summary Statement:

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

Currently, the Parks, Recreation and Libraries Advisory Board receives \$50,000 every year from the Community Enhancement Funds to provide a funding source for communities willing to enhance their neighborhood streetscapes.

- On April 21, 2011, the Parks, Recreation and Library Advisory Board met to review and award this year's neighborhood grant applications.
- There is \$50,000 available for the Neighborhood Enhancement Grant Program to award.
- The Board received 12 applications requesting a total of \$81,391 in grants.
- The Board selected nine grant applications to receive funding. They are as follows:

Stratford Lakes HOA	\$2,500
Tanglewood HOA	\$771
Pebblebrook HOA	\$3,263
Silo HOA	\$3,382
Trailside HOA	\$5,196
Watermark Townhome HOA	\$3,429
Westminster Housing Authority	\$12,432
Progressive HOA	\$14,247
Promotory Court HOA	\$1,834
Total	\$47,054

- Total amount funded in 2011 Neighborhood grants will be \$47,054.
- Those who did not receive funding either had a project that did not meet the criteria, such as being on private property, did not fill out the application properly, or did not provide matching funds or provide some volunteer efforts.
- Each applicant will receive acknowledgement for applying and will be informed of who received a Neighborhood Enhancement Grant.



- Those receiving grants will be required to meet all City of Westminster standards and regulations. All projects must be completed before December 31, 2011.
- The remaining funds will be used for special projects determined by the Parks, Recreation and Library Board with concurrence from City Council.

Background Information:

The Neighborhood Enhancement Grant Program is a component of the Community Enhancement Program and is designed to provide a funding source for neighborhood communities who wish to enhance the appearance of their neighborhood. Staff has specifically targeting Homeowners Associations and the Community Oriented Governance (COG) in the past. Several communities that have received grants in the past reapplied and/or are requesting grants for several projects within their neighborhoods. Applications are received once a year in the spring with work to be completed by December 31 of the same year. Total available funding is \$50,000.

This program meets the City’s Strategic Plan Goals of “Vibrant Neighborhoods in One Livable Community,” and “Beautiful and Environmentally Sensitive City.”

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
May 9, 2011



SUBJECT: Adams County Youth Initiative

PREPARED BY: Lee Birk, Chief of Police
Charlie Johnson, Police Commander

Summary Statement:

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

The Adams County Youth Initiative (ACYI), in which the Westminster Police Department has been an active participant, is restructuring into a non-profit corporation. It will be known as the Adams County Youth Initiative, Inc., a Colorado non-profit corporation. By becoming a non-profit it is hoped that ACYI will become more attractive for grants and as a potential revenue recipient. Additionally, it will provide ACYI with a more identifiable legal identity and clarify its ability to sign contracts.

All Adams County Law Enforcement agencies have been requested to join the new non-profit ACYI structure and the respective Chiefs of Police and the Adams County Sheriff have been requested to serve on the Board of Directors. The Westminster Police Department will be a member of the non-profit corporation and the Chief of Police will serve as a voting member. Membership and participation does not place any fiscal obligations on the City of Westminster or the Police Department and membership can be withdrawn at any time should the participating entity determine it is in their best interest to no longer participate.

Background Information:

In 2005, Adams County District Attorney Don Quick wanted to organize county agencies, schools, nonprofits and law enforcement agencies into a partnership to talk about reducing youth crime and increasing the county's graduation rate. The partnership was later formalized as the Adams County Youth Initiative (ACYI).

In 2007, the Adams County Five Star School District obtained a Safe Schools, Healthy Students federal grant in the amount of \$8.4 million. A requirement of the grant was to involve organizations throughout Adams County, not just District 12 Schools. ACYI was the best fit to administer the grant as it was already involved in the goals of the grant and had several organizations committed to these goals.



ACYI is composed of several organizations to include: The Adams County District Attorney's Office, all school districts in Adams County, all Adams County law enforcement agencies, Adams County Social Services, Adams County Mental Health, The Link, Early Childhood Partnership of Adams County, Juvenile Probation, Partnerships for Healthy Communities, Kids Helping Kids, Colorado After School Network, Partnership for Families and Children, among others.

The stated purpose of ACYI is “a countywide collaborative committed to increasing high school graduation rates and decreasing delinquency and substance use in youth populations through evidence based programs and strategies.” This is to be accomplished by including all those organizations in the county who have some involvement with youth. It is hoped this collaboration will foster cooperation among these organizations and reduce duplication of effort.

Some of the programs that have developed out of the ACYI partnerships are:

- **Adams County Camp.** ACYI has provided funding for the six week Adams County Camp which was expanded to three locations in the summer of 2010 serving approximately 600 1st to 8th grade youth. This is a high quality summer camp providing social, physical and intellectually enriching activities. Two goals of the camp are to reduce summer learning loss and to increase positive social behaviors.
- **School Emergency Management Plan:** Representatives from law enforcement and schools have been compiling a comprehensive plan detailing protocol and responsibility when responding to extreme emergencies at schools. This plan includes crime prevention/mitigation procedures, “lock down” and “lock out” procedures for students and teachers, and incident command center procedures during a crisis. When this plan is complete, the goal is to have a unified response protocol for all Adams County organizations that may become involved in a school emergency.
- **Student Survey Data:** Each year ACYI has conducted a student survey to help determine how safe the students feel in their school, the amount of drug and alcohol use by students, the number of physical fights the students have been involved in, etc. The goal of the survey is to help determine what services are needed most and which schools would benefit most from those services. It is also used to measure the success of the programs administered by ACYI.
- **After School Program:** ACYI provided funds for after school programs supporting students in Adams 12 Five Star Schools, Adams 14, Adams County School District 50, District 27J, and Mapleton School District.
- **Substance Use Prevention and Treatment:** This ACYI program focuses on preventing and reducing substance use and associated risk factors. The substance use prevention activities include supporting the CASASTART Program, a comprehensive program that keeps high risk children in school, out of the legal system and off harmful substances. ACYI also combined funds with the Binge Drinking Prevention Grant in a unified effort to educate and prevent youth binge drinking. Arapahoe House is the host agency on this project.
- **Early Childhood:** ACYI's Early Childhood program area focuses on building systems, services and supports for children and families during the critical early childhood years. In collaboration with the Early Childhood Partnership of Adams County, ACYI has provided funding to early childhood home visitations programs, early childhood social emotional supports and training, and efforts to improve screening and identification of young children with developmental delays.

In addition to the above specific programs, ACYI has hosted numerous training and educational programs for teachers, school administrators, School Resource Officers, social workers, mental health workers and other individuals involved in dealing with the youth in Adams County.

Staff Report – Adams County Youth Initiative

May 9, 2011

Page 3

The Safe Schools, Healthy Students grant monies that have sustained ACYI for the past four years end in September of 2012. In order to maintain the organization and established programs, ACYI has made the decision to become a 501(c)3 non-profit organization. ACYI would continue to operate as it does currently and the focus would not change.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
May 9, 2011



SUBJECT: 2011 1st Quarter City Council Expenditure Report

PREPARED BY: Ben Goldstein, Management Analyst
Lynn Voorhees, Administrative Secretary

Summary Statement:

- This report is for City Council information only and requires no action by City Council.
- The attached document is a listing of all 2011 City Council posted expenditures from January 1 through March 31, 2011.



Background Information:

The following report is a listing of City Council expenditures by each account for January 1 through March 31 as posted by April 14, 2011. As of March 31, 2011, 25% of the year elapsed and Council spent approximately 15.32%, or \$36,784 of its amended 2011 budget. City Council's adopted 2011 budget totals \$240,119.

The budget is a planning tool and represents a best estimate regarding actual expenditures. If you have any questions about items included in this report, please contact Ben Goldstein at 303-658-2007 or at bgoldstein@cityofwestminster.us.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**1st Quarter 2011 City Council Expenditure Report
(as of April 14, 2011)**

TELEPHONE			
(ACCT: 10001010.66900.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$29.99	01/03/11	Smart Phone Reimbursement	Faith Winter
\$30.00	01/25/11	PDA Reimbursement 12/12/10-01/11/11	Bob Briggs
\$41.64	02/24/11	Council Blackberry - McNally	Verizon
\$41.66	02/24/11	Council Blackberry - Dittman	Verizon
\$41.64	02/24/11	Council Blackberry - Kaiser	Verizon
\$41.66	02/24/11	Council Blackberry - Lindsey	Verizon
\$41.66	02/24/11	Council Blackberry - Major	Verizon
\$30.00	03/01/11	PDA Reimbursement 1/12/11-2/11/11	Bob Briggs
\$30.00	03/22/11	PDA Reimbursement 2/12/11-3/11/11	Bob Briggs
\$328.25	TOTAL		<i>% of account budget expended year-to-date</i>
			9.51%
\$3,450.00	BUDGET	2011 APPROVED BUDGET	<i>% of total City Council budget</i>
			1.44%
\$3,121.75	BALANCE		
PC REPLACEMENT FEE			
(ACCT: 10001010.66950.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$1,750.00	01/31/11	PC Replacement Fee	PC Replacement Fee
\$1,750.00	TOTAL		<i>% of account budget expended year-to-date</i>
			100.00%
\$1,750.00	BUDGET	2011 APPROVED BUDGET	<i>% of total City Council budget</i>
			0.73%
\$0.00	BALANCE		
SPECIAL PROMOTIONS			
(ACCT: 10001010.67600.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$650.00	02/24/11	Annual Metro North Chamber Gala - 01/28/11(Briggs, Dittman, Winters, Major, Lindsey, Smithers)	Metro North Chamber
\$650.00	TOTAL		<i>% of account budget expended year-to-date</i>
			18.57%
\$3,500.00	BUDGET	2011 APPROVED BUDGET	<i>% of total City Council budget</i>
			1.46%
\$2,850.00	BALANCE		
OTHER CONTRACTUAL SERVICE			
(ACCT: 10001010.67800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$500.00	01/10/11	MMCYA Sponsorship - (Briggs and Dittman attended event on 4-15-11)	Adams County MMCYA
\$600.00	01/25/11	After Prom Sponsorship	Standley Lake High School
\$200.00	03/01/11	After Prom Sponsorship	Jefferson Academy
\$1,300.00	TOTAL		<i>% of account budget expended year-to-date</i>
			3.21%
\$40,484.00	BUDGET	2011 APPROVED BUDGET	<i>% of total City Council budget</i>
			16.86%
\$39,184.00	BALANCE		
SUPPLIES			
(ACCT: 10001010.70200.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$57.08	01/28/11	Toner Cartridges - Dittman	SUN Office Products
\$17.00	02/24/11	Nametag - Winter	Signs by Tomorrow
\$74.08	TOTAL		<i>% of account budget expended year-to-date</i>
			1.98%
\$3,748.00	BUDGET	2011 APPROVED BUDGET	<i>% of total City Council budget</i>
			1.56%
\$3,673.92	BALANCE		
FOOD			
(ACCT: 10001010.70400.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$61.70	01/24/11	Council Dinner	Pizza Hut
\$79.20	02/02/11	Council Soda	Vend One
\$59.95	02/24/11	Council Dinner	Blackjack Pizza
\$59.00	03/07/11	Council Dinner	Wishbone Restaurant
\$23.22	03/09/11	Council Dessert and Cookies	King Soopers
\$283.07	TOTAL		<i>% of account budget expended year-to-date</i>
			5.66%
\$5,000.00	BUDGET	2011 APPROVED BUDGET	<i>% of total City Council budget</i>
			2.08%
\$4,716.93	BALANCE		
\$240,119.00	TOTAL 2011 CITY COUNCIL BUDGET		
\$36,783.54	TOTAL 2011 CITY COUNCIL EXPENDITURES YTD		
\$203,335.46	BALANCE		
15%	PERCENT OF BUDGET EXPENDED YTD		