



## Staff Report

TO: The Mayor and Members of the City Council  
DATE: September 18, 2008  
SUBJECT: Briefing and Post-City Council Briefing Agenda for September 22, 2008  
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

1. Discussion of Personnel Matter pursuant to WMC Section 1-11-3(C)(1) and CRS 24-6-402(4)(f)

### INFORMATION ONLY STAFF REPORTS – do not require City Council action

1. City Council Community Outreach Program – Attachment
2. City Council 2009/2010 Budget Retreat Agenda
3. Citizen Requests Concerning the Proposed 2009 and 2010 Budgets - UPDATED

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



W E S T M I N S T E R

## Staff Report

Information Only Staff Report  
September 22, 2008



SUBJECT: City Council Community Outreach Program

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

### Summary Statement:

This report is for City Council information only and requires no action by City Council. This report is to update Council on the second City Council Community Outreach Program event on Saturday October 4 at 10 AM to 12 PM at the Westminster Fire Training Tower on Elk Drive.

The purpose of the City Council Community Outreach Program event is to provide opportunities for Council interaction with Westminster citizens in an informal environment while listening to and responding to citizen concerns.

### **Background Information:**

In 2008, the City Council Community Outreach Program was identified as a key priority for the City that will encompass a variety of events and activities in attempts to draw more residents in and encourage a variety of residents to participate. The second event this year will be held at the Westminster Fire Training Tower on Elk Drive for the Graffiti Paint Out along Little Dry Creek on Saturday, October 4. Staff will be on hand to assist Council with logistics, however this event is intended for Council interaction with the public and has been designed to make Council approachable and accessible.

Staff has advertised and promoted this City Council Community Outreach event by mail and phone to encourage individuals and community groups to participate in painting out graffiti along Little Dry Creek. Information promoting this event will be posted on the City of Westminster website, Channel 8, Weekly Edition, City facilities, and on a request for volunteer's website. A copy of the event flyer is attached (map of location is on the back of the flyer). Staff would also encourage Council to share information concerning the graffiti paint out event with their community contacts.

Staff has invited the City of Westminster Youth Advisory Panel, Boy and Girl Scouts, local churches and local homeowner associations to be active participants in this community project.

The City of Westminster Youth Advisory Panel and a small group of Girl Scouts have confirmed that they will be participating in this community service project. We are working to achieve local community and neighborhood participation from local homeowner associations in the area and churches for this event.

### **Event Timeline**

Please note that the City Council Community Outreach program on Saturday, October 4 begins at 10:00 AM and concludes at 12:00 PM with food being served for participants.

The timeline for the City Council Community Outreach program on October 4 at the Westminster Fire Training Tower on Elk Drive is as follows:

9:30 AM

Staff will arrive at the Westminster Fire Training Tower on Elk Drive to secure and set up the event area

9:45 – 10:00 AM

Council and participants arrive for the City Council Community Outreach Graffiti Paint Out event

10:00 AM

City Council welcomes participants; Gary Pedigo, Community Services Coordinator, provides an overview of the City's graffiti eradication program; and then the City Council Community Outreach Graffiti Paint Out begins

12:00 PM

The City Council Community Outreach Graffiti Paint Out concludes with food served to participants back at the Westminster Fire Training Tower

1:00 PM  
Staff packs and cleans event area

This event will proceed rain or shine. If you have any questions about this event, please contact James Mabry at 303-658-2011 or at [jmabry@cityofwestminster.us](mailto:jmabry@cityofwestminster.us).

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment

A Westminster City Council Community Outreach Event

# Join your neighbors for a **Graffiti Paint Out**

You are invited to join Westminster City Council  
as we join together to remove graffiti in our community

**WHEN:** Saturday, Oct. 4, 10 a.m. to noon

**WHERE:** Westminster Fire Training Tower on Elk Drive

**WHAT:** Graffiti removal along Little Dry Creek

**WHO:** Westminster City Council, community groups and **YOU!**

**MORE INFO:** Contact James Mabry, Neighborhood Outreach Coordinator,  
at 303-658-2011 or [jmabry@cityofwestminster.us](mailto:jmabry@cityofwestminster.us) to let us know you will be  
there.

- Free refreshments and sandwiches.
- Learn about graffiti in our community.



SEE IT. REPORT IT.  
**REMOVE IT.**

303-706-3333



Help the City of Westminster  
**Guard Against Graffiti**

Report graffiti for removal:

Call 303-706-3333

or online at

[www.cityofwestminster.us/graffiti](http://www.cityofwestminster.us/graffiti)



**Directions: Take Federal Boulevard to 72nd Avenue turn left on Raleigh Street and take Elk Drive (the first left before the greenhouse) and follow to the Westminister Fire Training Tower parking area. This is where we will meet for this event. Please wear appropriate clothes for painting; no open-toed shoes (sandals, flip-flops, etc.).**



W E S T M I N S T E R

## Staff Report

City Council Budget Retreat  
September 27, 2008



SUBJECT: City Council 2009/2010 Budget Retreat Agenda

PREPARED BY: Barbara Opie, Budget & Special Projects Manager

### Summary Statement:

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

The City Council 2009/2010 Budget Retreat is scheduled for this Saturday, September 27 commencing at 8:15 AM. Attached is the agenda for the budget retreat as well as a map to get to the Northwest Water Treatment Facility.

### Background Information:

During the final stages of the budget preparation process, Staff meets with City Council in a budget retreat to conduct a final review of the proposed two year operating and capital improvement priorities as well as review other components of the budget, such as citizen requests, Human Services Board recommendations, and other City Council items that might arise.

This year, the budget retreat will be conducted on Saturday, September 27. The agenda for the retreat is attached. The retreat is scheduled to begin at 8:15 AM and will be held at the Northwest Water Treatment Facility located at 8595 West 104<sup>th</sup> Avenue.

Per the Charter, the budget must be presented for approval by the second Monday in October and must be approved no later than the fourth Monday in October.

Please remember to bring your Proposed 2009/2010 Budget document and updated Citizen Requests Staff Report with you.

If you have any questions, please contact Barbara Opie at 303-658-2009.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment



WESTMINSTER

**CITY COUNCIL 2009/2010 BUDGET RETREAT**

**- A G E N D A -**

Northwest Water Treatment Facility  
8595 West 104<sup>th</sup> Avenue

8:15 AM	Arrive/Breakfast	
8:30 AM	Proposed 2009/2010 Budget Overview	Brent McFall
9:30 AM	Break	
10:30 AM	Pay Plan and Benefits	Matt Lutkus Debbie Mitchell
11:30 AM	City Council Feedback & Comments on the 2009/2010 Proposed Budget	
12:15 PM	LUNCH	
1:00 PM	5-Year Capital Improvement Program	Steve Smithers Barbara Opie
1:30 PM	Citizen Requests	Barbara Opie Phil Jones
2:30 PM	Human Services Board Recommendations	Barbara Opie
3:00 PM	Break	
3:15 PM	City Council Feedback & Comments on the 2009/2010 Proposed Budget	
3:45 PM	Wrap-Up and Consensus	Brent McFall
4:00 PM	Adjourn	



## Northwest Water Treatment Facility

8595 West 104<sup>th</sup> Avenue

NWWTF is located at the northeast corner of Wadsworth Parkway and 104<sup>th</sup> Avenue; additional parking is available along 104<sup>th</sup> Avenue (facility is located across from Standley Lake High School)





WESTMINSTER

## Staff Report

City Council Budget Retreat  
September 27, 2008



**SUBJECT:** Citizen Requests Concerning the Proposed 2009 and 2010 Budgets-UPDATED

**PREPARED BY:** Phil Jones, Management Analyst

### **Recommended City Council Action:**

Review citizen requests for the Proposed 2009 and 2010 Budgets and provide Staff direction at the Council Budget Retreat scheduled for September 27, 2008.

### **Summary Statement:**

On June 9 and July 28, 2008, public meetings were held to collect citizen input and requests regarding funding priorities for the Proposed 2009 and 2010 Budgets. Additionally, a public hearing was held on September 8, 2008, to provide citizens with another opportunity to make funding requests for both budget years.

This Staff Report contains information pertaining to the requests made during the two public meetings and one public hearing held by City Council, as well as any other requests submitted. This Staff Report contains all of the original request plus the additional request received by City Council at the September 8 public hearing.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue:**

Does City Council concur with Staff's recommendations concerning the citizen requests included in this Staff Report for the Proposed 2009-2010 Budgets?

**Alternative:**

Council may elect to provide funding to any or all of the citizen requests in the Proposed 2009 and 2010 Budgets. However, this is not recommended, as the Staff recommendations are based on thorough analysis and other reductions in the operating and capital budgets would be necessary in order to fund the requests that are not recommended to be funded at this time.

**Background Information:**

The following requests were made by citizens at one of the public input opportunities concerning the Proposed 2009 and 2010 Budgets or were e-mailed to either City Council or Staff. Staff has researched each request and a recommendation on each item is provided below. If City Council concurs with the recommendations, these items will be incorporated, as appropriate, into the final 2009 and 2010 Budgets to be adopted in October. City Council received an original Staff Report dated August 29 with the proposed 2009/2010 Budget document based on request received through August 29; this Staff Report addresses the additional request made at the September 8<sup>th</sup> public hearing. **For updated requests submitted on September 8, please see items 1, 2, 7, and 20.**

1. **Request: Install a sidewalk along Countryside Drive north of 100<sup>th</sup> Avenue, between Kettner Reservoir and Kensington Park.** (Requested on March 12<sup>th</sup> via e-mail to the City Council, and at the September 8 public hearing)

**Staff Research:** Dean Vandenberg (requested March 12 via e-mail) and Tom Romersberger (requested September 8 at the public hearing) requested a sidewalk to be installed on the east side of Countryside Drive between Kettner Reservoir and Kensington Park.

Council considered this same request in 2006 and concluded that it would be more appropriate to make soft trail connections to an existing path around Kettner Reservoir than install the requested concrete sidewalk. This decision was made in view of the fact that an adequate sidewalk exists on the west side of Countryside Drive in addition to the Kettner Reservoir trail on the east side of the street. The soft trail connections were installed in 2007. The estimated cost of the requested concrete sidewalk is \$55,000.

**Staff Recommendation:** Given that the students have not necessarily modified their pattern of walking to school in inclement weather by using the existing concrete sidewalk on the other side of the road, Staff is proposing that this new sidewalk be built and funded with money from the Jefferson County cash-in-lieu of land school dedication fees. If City Council concurs, funds will need to be appropriated from the cash-in-lieu account for Jefferson County land school dedication fees, which would be done by a separate action from the Proposed 2009/2010 Budget process.

2. **Request: Remove a traffic circle at 107<sup>th</sup> Avenue west of Simms Street.** (Requested on May 7<sup>th</sup> via e-mail to City Staff, on July 28<sup>th</sup> at the budget meeting, and on September 8 at the public hearing)

**Staff Research:** Residents, represented by John Voight and Shawn Carrigan of the Walnut Creek subdivision in unincorporated Jefferson County, request that the City remove the traffic circle

located within the City of Westminster due to the perceived impact on traffic flow into their subdivision. Additionally, Barbara Reddington requested either an improvement to the existing roundabout or installation of stop signs at this location at the September 8 public hearing. The traffic circle on 107th Avenue was installed by the developer of Meadow View Estates (within the City of Westminster) in observance of City Council's previous direction to have developers of new residential subdivisions install traffic mitigation devices as appropriate. The problems cited by the residents of the Walnut Creek subdivision appear to be due to excessive speed. The estimated cost to remove the circle is approximately \$20,000.

**Staff Recommendation:** Staff believes that the circle is generally functioning as designed, and the City should not pay for the removal of the device. City Staff did offer to remove the traffic circle at the expense of Walnut Creek residents, but they refused. No funds are included in the Proposed 2009/2010 Budget for this request.

3. **Request:** Construct an architectural wall or sound wall along the east side of Sheridan Boulevard in front of the Spanish Oaks subdivision (73<sup>rd</sup> Avenue to 74<sup>th</sup> Avenue). (Requested via email on June 28<sup>th</sup> to City Council)

**Staff Research:** Kevin Michals of 5165 W. 73<sup>rd</sup> Avenue requested the construction of a wall in front of Spanish Oaks to block the noise from passing automobiles. This wall would be like the one constructed along the intersection of 72<sup>nd</sup> Avenue and Sheridan Boulevard. The cost of constructing a wall is currently estimated at \$236 per foot, and the length of the new wall would be 325 feet, for a total cost of \$76,700.

**Staff Recommendation:** On May 17, 2005, Special Projects Coordinator Aaron Gagne and Neighborhood Outreach Coordinator James Mabry met with Spanish Oaks Home Owners' Association (HOA) President Lona Thorson. At that meeting, the leaders of the HOA told Mr. Gagne and Mr. Mabry that they were not interested in the construction of architectural walls along Sheridan Boulevard and as such, the City proceeded with the project south of Spanish Oaks excluding this area. The length of this segment is approximately 325 feet and includes a curve, thus increasing the cost slightly. The total cost for this length of wall is estimated to be \$76,700. Due to the costs and significant technical and aesthetic complications associated with extending the architectural wall north and the prior rejection of walls by the Spanish Oaks HOA, Staff does not recommend funding this request. No funds are included within the Proposed 2009/2010 Budget for this request.

4. **Request:** Install a traffic signal at 120<sup>th</sup> Avenue and Zuni Street. (Requested via e-mail dated June 16, and at the July 28<sup>th</sup> public meeting)

**Staff Research:** Mike Byrne, Charles Sullivan, and Charles Manstrom of The Ranch requested the installation of a traffic signal at the intersection of 120th Avenue and Zuni Street. This intersection was most recently evaluated in 2006, and it did not meet warrants at that time. However, Zuni Street was not connected to Federal Parkway at that time. City Staff can request that the State review the current warrants at this intersection to determine the need for a traffic signal since 120<sup>th</sup> Avenue is under the jurisdiction of the State. State warrants are less stringent than the City's warrants for a new traffic signal, therefore the intersection must also meet the City's warrants. If the warrants are satisfied and the State gives the City permission to install a traffic signal, a new traffic signal in this location would cost approximately \$220,000.

**Staff Recommendation:** All intersections that meet the City's warrants will be prioritized for potential funding of the installation of traffic signals. The 120<sup>th</sup> Avenue and Zuni Street intersection and a few other candidate locations will be evaluated during the Fall of 2008 to determine if City warrants for signalization have been met. Sufficient funding will exist in 2009 (subject to Council's approval of Staff's proposed capital funding into the New Traffic Signals and Speed Control Devices project) to install signals at one new location in 2009.

- Request:** Fund Federal Parkway Improvements between 120<sup>th</sup> Avenue and Zuni Street. (Requested via e-mail dated June 16, and at the July 28<sup>th</sup> public meeting)

**Staff Research:** Mike Byrne requested that the City fund improvements to widen Federal Parkway along the south side of the road near Country Club Village. The cost to improve the south half of Federal Parkway between 120<sup>th</sup> Avenue and Zuni Street is estimated at \$2.2 million.

**Staff Recommendation:** A Federal Parkway improvements project was considered during Staff's preparation of the 2009-2013 Capital Improvement Program (CIP), but given other higher priority projects submitted, it is not recommended to City Council for funding in the 5-year CIP. In order to improve Federal Parkway, Staff has determined that the 120<sup>th</sup> Avenue and Federal Boulevard intersection would first need to be improved and expanded, with a total project cost of over \$10 million, including the widening of Federal Parkway. No funds are included in the Proposed 2009/2010 Budget for this request.

- Request:** Construct a sound wall on the north and south sides of 92<sup>nd</sup> Avenue between Raleigh Street and the City Hall property line. (Requested at the July 10<sup>th</sup> public meeting)

**Staff Research:** Patricia Thomas requested the installation of a sound wall along 92<sup>nd</sup> Avenue between Raleigh Street and the City Hall property line on both the north and south sides of 92<sup>nd</sup> Avenue due to an increase in traffic noise. The Thomas' have brought this to the attention of Council previously for the 2003/2004 Budget and again for the 2005/2006 Budget. They were given a variance through the Community Development Department to build an 8-foot fence versus the standard 6-foot fence, but this variance was contingent upon all neighbors along the entire stretch of this road installing a uniform fence. Given the potential difficulty in getting approval from all residents to agree and pay for a uniform fence, the Thomas' are requesting assistance from the City to build the fence. While the City does not normally construct sound walls, Community Development Staff provided rough estimates for an 8-foot tall architectural wall. The cost for an 8' brick wall is approximately \$236 per linear foot and results in an estimated cost based on 3,600 linear feet in the amount of \$860,000.

**Staff Recommendation:** Staff believes that the existing noise conditions that Mr. and Mrs. Thomas are concerned about were neither caused nor enhanced by the City. City Council has been sensitive not to establish a precedent in other areas of the City to fund private improvements with public dollars unless funded by revenues associated with a significant development project, or homeowners in the area are willing to pay the cost to install the fence, coordinated by the City (like the Ranch project). For this request, Staff recommends that Council adhere to past practice of not providing funding for private walls, and therefore, no funds are included in the Proposed 2009/2010 Budget for this request.

- Request:** Install on-street bicycle lanes and signs to help identify bike routes. (Requested by Ed McAuliffe via e-mail to City Council dated July 4; and by Terrance Ramierz at the June 9<sup>th</sup> public meeting and again by Terrance Ramirez at the September 8 public hearing)

**Staff Research:** Terrance Ramirez and Ed McAuliffe requested that the City look in to restriping roadways to provide on-street bicycle lanes. Mr. McAuliffe also requested new signage for bicycle routes within the City. Mr. Ramirez is a current member of the Westminster Transportation Commission (WTC). The WTC has assigned Mr. Ramirez and Ed McAuliffe, a frequent visitor at WTC meetings, the task of identifying links of arterial streets that could potentially be restriped (as those streets are resurfaced in the future) to create on-street bicycle lanes without causing an unsafe narrowing of the vehicle lanes. Terrance Ramirez also attended the September 8 public hearing and requested that the funding of the study originally proposed in 2011/2012 budget be moved up to the 2009/2010 budget, so that recommendations from the Study could potentially be funded in the 2011/2012 budget in preparation for the FasTracks commuter rail implementation.

**Staff Recommendation:** Staff is supportive of the effort to determine where bike lanes could be added to City streets. Staff recommends future funding (possibly in the Proposed 2011/2012 Budget, provided sufficient revenues) for the preparation of a comprehensive investigation of a potential network of on-street bicycle lanes throughout the City that would also provide logical connections to such systems planned or existing within neighboring jurisdictions. The scope of such a study could be adjusted accordingly to fit the budget, but it is currently estimated that \$50,000 to \$75,000 would be an adequate range for the budget. While Staff understands Mr. Ramirez's enthusiasm regarding earlier commencement of the study prior to 2011/2012, Staff does not recommend funding the study in 2009/2010 due to higher priority projects and therefore, no funds are proposed in 2009 or 2010 for the study.

8. **Request:** **Prioritize diversity in the plans to revitalize south Westminster. Include mixed-income housing for renters and homeowners, and walker-friendly storefronts friendly to families, students, and the increasing senior population of the area. Make neighborhood, street, and City building improvements in an environmentally friendly and energy efficient way, using renewable energy wherever possible. Preserve existing affordable housing and viable buildings in south Westminster. Preserve unique older buildings and neighborhoods. Make sure schools are viable and well-attended in south Westminster. Ensure community friendly businesses.** (Requested via e-mail to the City Council on July 10)

**Staff Research:** Alison O'Kelly of 7728 Raleigh Street requested the above items in an e-mail to City Council. As the Mayor noted in her response, many of the items are included in the City's Strategic Plan and actions are being carried out to meet these requests. The City budget provides for one full-time staff position devoted to facilitating south Westminster revitalization and development efforts. Efforts to date and to be continued include diversifying the homeownership opportunities by working to attract new single family, townhouse and condominium development providing a wide range of affordability. These development efforts have also included working with prospective developers to construct leasable and/or ownership space to accommodate small, entrepreneurial business endeavors. Many of these items are also addressed in the City's Comprehensive Land Use Plan.

The Proposed 2009/2010 Budget also provides CIP funds in both years (\$255,000 in 2009 and \$301,000) for south Westminster revitalization and transit oriented development/redevelopment efforts, and to leverage private funds in pursuit of these endeavors. The City is working to complete street improvements along Lowell Boulevard with Phase II of the improvements, from 75th to 77th Avenues, scheduled for completion by the Fall of 2008. A final Phase from 77th Avenue to Turnpike Drive will be eligible for use of the City's 2009 Federal Community Development Block Grant (CDBG) allocation. CDBG funds are proposed to be used in future years to continue physical improvements within the south Westminster area.

The South Westminster Revitalization Program includes looking for strategies to preserve, improve, and reuse existing residential buildings and commercial buildings when viable. Also included in the Proposed 2009/2010 CIP are funds to assist small businesses in improving commercial property through a new Small Business Assistance Program (\$50,000 each year). This will permit the City to attract and retain small, entrepreneurial business throughout Westminster.

Historic preservation and the recruitment of arts-related businesses have been initiated and will continue in 2009/2010. The CIP includes funding for preservation and improvement of the Shoenberg Farm property at 72nd Avenue and Sheridan Boulevard (\$179,000 proposed in 2009).

The City is working closely with Adams County School District No. 50 in support of their efforts to provide facilities that promote student achievement; however it should be noted that school districts are only responsible to the State of Colorado and the City has no oversight on school district operations. The South Westminster Revitalization Coordinator will be in regular contact with the District to work on creative ways to assist the District.

9. **Request: Remove neighborhood speed control devices on Bruchez Boulevard and Alcott Street ending at 112th Avenue; install a traffic signal at 112<sup>th</sup> Avenue and Clay Street; widen 112<sup>th</sup> Avenue to four lanes; install pedestrian crossings on Bruchez Parkway; and also evaluate “No Parking” areas and the limited parking available at Foxshire Park.** (Requested via e-mail to the City Council dated July 12)

**Staff Research:** Judy and Ken White of 10793 Alcott Way requested that the City remove all traffic calming devices along Bruchez Boulevard and Alcott Way, stating that the devices do not function as originally expected. The subject devices were installed under the City's previous Neighborhood Traffic Mitigation Program, which was discontinued in January of 2004. That program was operated under a stringent set of criteria including extensive neighborhood involvement in the selection and design of the devices and requirements for super-majority affirmative votes of the affected portion of the subdivision before any devices were installed by the City. Another condition of the program was that aesthetic enhancements must be paid for by the homeowners of the neighborhood. Staff has checked accident records and reviewed the design of all of the devices mentioned by the Whites. Based on this review, the mitigation devices are not hazardous and are functioning appropriately. The estimated cost of all of the removals, landscaping and reconstruction on Alcott Way requested by the Whites total approximately \$270,000.

The request for a traffic signal at 112<sup>th</sup> and Clay Street will continue to be evaluated annually and would be considered for installation at a cost of approximately \$190,000 if that intersection meets the required warrants for a new traffic signal.

The request for widening 112<sup>th</sup> Avenue will be met with the widening of 112<sup>th</sup> Avenue proposed as a capital improvement project for 2009.

Staff will evaluate some of the signage and painted crosswalk requests along Bruchez Parkway and, if appropriate, install these items at a minimal cost funded through the Public Works and Utilities Department sign supplies operating account.

Staff will evaluate the location of existing No Parking signs and modify the signage as appropriate along Alcott Street adjacent to Foxshire Park and, if appropriate, install/adjust these items at a minimal cost funded through the Public Works and Utilities Department sign supplies operating account.

**Staff Recommendation:** Staff is recommending that no changes be made to the traffic calming devices on Bruchez Boulevard and Alcott Way. No additional funding is recommended for these requests. The City will be completing a portion of the widening of 112<sup>th</sup> Avenue in 2009. Northglenn has not indicated a timeframe when they will be widening their portion of 112<sup>th</sup> Avenue.

- 10. Request: Install a sidewalk along Westminster Boulevard between 92<sup>nd</sup> Avenue and 104<sup>th</sup> Avenue.** (Requested via an e-mail to the City Council dated June 16)

**Staff Research:** Vicki Winterroth of 9310 Lamar Street requested a sidewalk connection from the neighborhoods north of 92<sup>nd</sup> Avenue to the Promenade area. A sidewalk currently exists along the west side of Westminster Boulevard between 104th Avenue and Big Dry Creek. Another sidewalk also exists along the east side of the street between 92nd Avenue and a point to the north of the 98th Avenue alignment. Therefore, the missing link in the system is a section along the west side of Westminster Boulevard to the north of Big Dry Creek and an at-grade crossing of the street to the north of the 98th Avenue alignment.

**Staff Recommendation:** This missing link of sidewalk is approximately 0.6 miles and will cost approximately \$220,000 to install. Staff recommends that this link be prioritized against other missing links of sidewalk throughout the City. If it is deemed a priority, Staff recommends utilizing funds within the Sidewalk Connection capital project. No additional funds are included in the proposed budget for this request.

- 11. Request: Continue to provide funding for the marketing, sale, rehabilitation and adaptive reuse of the Shoenberg Farm historic structures, including those yet to be landmarked. Also promote sustainable new development and redevelopment.** (Requested via e-mail to City Council dated June 16, 2008)

**Staff Research:** Kaaren Hardy submitted a request for the acquisition and restoration of Shoenberg Farms. The acquisition and restoration of Shoenberg Farms is an ongoing project that is proposed for funding in the Proposed 2009 CIP for a matching funds grant (\$179,000 of City funds are proposed). Of the total \$179,000, \$164,000 will serve as 25% matching funds to assist in the acquisition of the historic core of Shoenberg Farm. Fifteen thousand dollars (\$15,000) will be earmarked as a 25% match for funding debt service on a loan to complete the exterior and structural rehabilitation of the dairy barn for the first year (2009).

**Staff Recommendation:** Staff recommends approving the matching funds as proposed in the 2009 CIP. Future funding for Shoenberg Farms is anticipated to come from private investments made at the site.

- 12. Request: Provide a trail connection from the Green Knolls subdivision to other Westminster trails.** (Requested at the July 10<sup>th</sup> public meeting)

**Staff Research:** Jeri-Anne Wittmus, Violeta Burk, Judy Bailey, and Ryan Cybyske, all of the Green Knolls Subdivision, requested the construction of connecting trails from Green Knolls to other Westminster trails. Providing a trail connection from Green Knolls Park is a priority for the



open space program. There are, however, properties that still need to be acquired with City Parks, Open Space and Trails (POST) funds in order to create a trail connection. Acquisition of these parcels will allow the City to connect to the Walnut Creek Trail to the south. It may also allow for a future trail connection from City Park to the Heritage Golf Course and the Westmoor Business Park area for passive recreational and commuting purposes.

**Staff Recommendation:** Until priority properties along the trails can be acquired, Staff does not recommend the City budget funds to build these trails. Acquiring properties that will allow for a connecting trail to be built from Green Knolls Park to the Walnut Creek trail continues to be a priority for City Staff and efforts will continue in this area. No Funds are included in the Proposed 2009/2010 Budget for this request.

**13. Request: Install a protected left-turn arrow for northbound Wadsworth Parkway traffic turning left onto Independence Drive.** (Requested via e-mail to City Council dated July 17)

**Staff Research:** Sandi Greer requested the installation of a protected left-turn arrow for north bound traffic on Wadsworth Parkway. City Staff will submit a request to the Colorado Department of Transportation (CDOT) to evaluate the need for a protected left turn arrow from northbound Wadsworth Parkway to westbound Independence Street since Wadsworth Parkway (State Highway 121) is under the jurisdiction of the State. If such an arrow is warranted, City Staff will urge CDOT to install the protected left turn device.

**Staff Recommendation:** Since the signal is owned and controlled by CDOT, Staff will await their recommendation on this request. If such an arrow is warranted, City Staff will encourage CDOT to install a protected left-turn arrow. The cost for the installation of the left turn will be paid for by CDOT if they determine a need for the turn arrow. No funds are included in the Proposed 2009/2010 Budget for this request.

**14. Request: Construct a sidewalk from Church Ranch Boulevard north on Wadsworth Boulevard along the east side of Wadsworth Boulevard** (Requested at the July 28<sup>th</sup> public meeting)

**Staff Research:** Residents of The Retreat Assisted Living Center, represented by Dee Proctor-Gregg, requested the installation of a 340-foot long sidewalk along the east side of Wadsworth Boulevard to provide a pedestrian connection between their residence and the existing sidewalk that parallels Church Ranch Boulevard. The requested sidewalk would abut a single-family residential lot that will likely not be redeveloped in the foreseeable future. Several mature trees that are located along the Wadsworth Boulevard frontage of the single-family lot would have to be removed in order to allow a sidewalk to be installed a safe distance from the northbound travel lane of the street. Until this segment of Wadsworth Boulevard is widened (perhaps within the next five to seven years), it appears that it would be less dangerous for pedestrians to walk among the trees for this short distance rather than along a temporary sidewalk located closer to traffic. The alternative to Staff's recommendation is to purchase additional right-of-way along the east side of the street and install the requested sidewalk, all at a cost of approximately \$45,000.

**Staff Recommendation:** Staff recommends that the sidewalk not be funded at this time due to higher priorities for existing funds. No funds are included in the Proposed 2009/2010 Budget for this request.

- 15. Request: Increase the number of police patrol cars in the Countryside neighborhood, reduce police patrol beat size in the Countryside neighborhood to decrease response times, and increase the number of code enforcement officers.** (Requested via e-mail to City Council dated April 20)

**Staff Research:** Dean Vandeberg of 10540 West 104<sup>th</sup> Place and Janet Bruchman of 10083 Lee Street requested that the City add an additional police patrol car in the Countryside. The request also includes reducing the size of police patrol beats in the Countryside neighborhood in order to decrease response times. Finally, they requested additional code enforcement officers in the Countryside area.

The City is subdivided into six geographic Patrol Beats & the Countryside area is located within Beat 60. The boundary is roughly 88th to 112th Avenue, and Indiana Street to Wadsworth Parkway. In addition to the six Primary Beats, officers are often assigned to specific sub-Beat Patrol areas such as The Orchard, Promenade and Westminster Mall. There is always at least one officer assigned to every patrol beat and, depending upon staffing levels, day of the week, time of the day, current crime trends and other factors, multiple officers may be assigned to specific Beats. In addition to the Beat officers, Parks and Recreation Officers, School Resource Officers and Traffic Officers may be working in any given Beat at various times.

According to an analysis of activity levels for the month of June 2008, activity levels break down as follows:

- Beat 60/Countryside
  - 4% of Violent Crime in Westminster
  - 7% of Property Crime in Westminster
  - 11% of Total Calls For Service in Westminster
  - 12% of Police Reports written in Westminster

Activity levels for Beat 60 are low compared to other patrol Beats, and statistical probability would lead Staff to expect activity levels of 16-17% amongst the six Beats if distributed equally and uniformly across the six Beats.

As to response times, Staff assumes that residents are referring to non-emergency events. The Police Department monitors response times to emergency calls regularly and there is no specific problem or negative trend in Countryside at this time; Staff will continue to pay specific attention to response times. Citizens can easily become frustrated any time they call the police and have to wait for non-emergency calls, but every law enforcement agency in the nation prioritizes calls resulting in an officer not always being immediately available to respond immediately to non-emergency calls.

With regards to the number of Code Enforcement Officers, according to the City's Community Services Coordinator, Countryside area does not have a big graffiti problem and certainly does not have a bigger problem than the southern part of the City. The major graffiti problems in the City are in areas south of 92<sup>nd</sup> Avenue and specific isolated spots such as bridges, underpasses and pedestrian tunnels.

**Staff Recommendation:** Staff believes that the current staffing levels, size of the Beats and response times are appropriate. Staff will continue to monitor these items as part of ongoing operations and make adjustments as necessary. No additional funding or staffing is included in the proposed budget for this request.

- 16. Request: Fund the 100<sup>th</sup> Anniversary City of Westminster coffee table book.** (Requested on August 14<sup>th</sup> via letter to the City Council and City Manager)

**Staff Research:** Members of the Westminster 100<sup>th</sup> Anniversary Book Committee, including Bob Briggs, Wilbur Flachman, and Linda Cherrington, request funding for the hiring of a professional editor for the project in the amount of \$40,000 in 2009, \$60,000 in 2010, and \$20,000 in 2011 for a total of \$120,000 over three years. The editor search committee anticipates issuing a Request for Proposals (RFP) for editorial services in December of 2008 and will have a person hired by the end of the first quarter in 2009. During 2010, the book committee will pre-sell the books, determining the number of books to be printed.

**Staff Recommendation:** Staff recommends that City Council not fund the project at this time due to other budgetary priorities. However, if the City Council decides to fund the project, Staff suggests that the funding come from 2008 General Fund Contingency money in the full amount of \$120,000. The money can then be placed into a capital project account so that it can roll forward over future years and not need to be re-appropriated each year.

- 17. Request: Request for Reconsideration of Human Services Board (HSB) funding for the Growing Home Foundation.** (Requested at the July 28 public meeting)

**Staff Research:** Teri Sienicki of Growing Home appeared before City Council to request a reconsideration of HSB funding for the group's 2009 request. Growing Home missed the application deadline, but had their application accepted 15 minutes late, but then missed their scheduled interview, thereby disqualifying them from consideration of HSB funding. Growing Home provides shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

**Staff Recommendation:** The HSB takes a considerable amount of time to review each application and interview agency representatives before making recommendations to City Council on proposed funding. Staff recommends that City Council not fund this agency's request for funding in 2009 based on the HSB's recommendation, which was based on the fact that they missed the deadline for applying and missed their scheduled interview time. No funds are included in the Proposed 2009/2010 Budget for this request.

- 18. Request: Request for Reconsideration of Human Services Board funding for the Kemp Foundation.** (Requested at the July 28 public meeting)

**Staff Research:** Sharon Schonhaut of Kempe Children's Fund appeared before City Council to request reconsideration of funding for the Kempe Children's Fund organization. The Kempe Foundation missed the application deadline by two days, and was therefore excluded from consideration of funding. The Kempe Foundation provides an on-call physician and social worker 24 hours a day, seven days a week, to evaluate and treat approximately 1,000 children who are suspected victims of sexual, physical or emotional abuse each year.

**Staff Recommendation:** Staff recommends that City Council not fund this agency's request for funding in 2009 based on the HSB's recommendation, which was based on the fact that they missed the deadline for applying for funding by two days. No funds are included in the Proposed 2009/2010 Budget for this request.

**19. Request: Increase the salaries provided to City Council members for their service on City Council.** (Requested at the August 11 City Council meeting during citizen communications)

**Staff Research:** Sam Dixon, former City Councillor, urged City Council to increase the Councillor salaries by \$200 per month. Currently, per Chapter 7 (1-7-1) of the Municipal Code, members of the City Council receive the following compensation for serving on the City Council. The current salary and the proposed adjustment to the City Council’s salary identified by Ms. Dixon are reflected in the table below:

	<b>Current Salary</b>	<b>Proposed Salary</b>
Mayor	\$12,000/year (\$1,000/month)	\$14,400/year (\$1,200/month)
Mayor Pro Tem	\$10,800/year (\$900/month)	\$13,200/year (\$1,100/month)
Councillors	\$9,600/year (\$800/month)	\$12,000/year (\$1,000/month)
<b>Totals</b>	<b>\$70,800/year for all 7 Councillors</b>	<b>\$87,600/year for all 7 Councillors</b>

The net increase to the City Council’s budget for the proposed increase totals \$16,800 for a full year. The last adjustment made to the Westminster City Council’s salaries occurred in 1998. Per the City Charter (Chapter 4, Section 4.3), compensation of the City Council may only be adjusted after the next City Council election. As such, any adjustments adopted at this time could not be effective until after the election in November 2009.

**Staff Recommendation:** Staff requests City Council direction regarding their salary. If City Council wishes to increase their wage as suggested by Ms. Dixon, the increase could take effect in November 2009 after the next City Council election.

**20. Request: Request for the City to install a traffic signal at 107<sup>th</sup> Avenue and Simms Street.** (Requested at the September 8 public hearing)

**Staff Research:** Barbara Reddington of 1110 W 106<sup>th</sup> Place in Westminster, presented this request. The request is made in anticipation of future increases in traffic volumes on Simms Street due to the proposed development of Great Western Park in the City and County of Broomfield, located to the northwest of the intersection of 107<sup>th</sup> Avenue and Simms Street.

**Staff Recommendation:** It is not the City’s policy to install signals at intersections based upon assumptions of future traffic conditions. Due to the high number of requests that the City receives for the installation of traffic signals and the limited amount of funding that can be budgeted for this purpose, it is necessary for Staff to annually conduct a formal study of the established warrants to ascertain which (if any) intersections qualify for signalization. Qualifying intersections are then prioritized for potential funding. Based on this request, Staff will add the intersection of 107<sup>th</sup> Avenue and Simms Street to the growing list of locations that are evaluated each year. It should be noted that the relatively small number of residences that exist to the west of this 3-legged intersection make it doubtful that it will ever meet a sufficient number of warrants for signalization. Furthermore, if there is a desire to install a traffic signal at this intersection, Staff recommends that financial participation from Jefferson County be solicited due to the fact that the great majority of the residences located to the west are within an unincorporated portion of the County. No funding is proposed for this request in 2009 or 2010.

**SUMMARY**

The following table provides a summary of the citizen requests and Staff’s recommendations.

Citizen Request	2009/2010 Request and/or Estimated Cost	Staff Recommended 2009/2010 Funding
1. Sidewalk along Countryside Drive between Kettner Reservoir and Kensington Park	\$55,000	\$55,000 with Jefferson County Schools cash-in-lieu land dedication fees
2. Removal of Traffic Circle at 107 <sup>th</sup> Avenue west of Simms Street	\$20,000	\$0
3. Construction of Architectural Wall along Sheridan Boulevard north of 73 <sup>rd</sup> Avenue	\$76,700	\$0
4. Installation of traffic signal at 120 <sup>th</sup> Avenue and Zuni Street	\$220,000 for the traffic signal	TBD
5. Fund improvements to Federal Parkway between 120 <sup>th</sup> Avenue and Huron	\$2.2 million for the Federal Parkway improvements	\$0
6. Construction of Architectural Wall along 92 <sup>nd</sup> Avenue, between Raleigh Street and City Hall property	\$860,000	\$0
7. Fund On-Street Bicycle Lanes and Signage	Not Specific	Minimal cost within existing budget for signage and restriping during resurfacing projects
8. Various South Westminster improvements	Not Specific	\$556,000 from the 2009/2010 South Westminster Revitalization CIP Project and the South Westminster TOD project
9. Remove Traffic Control Devices on Bruchez Boulevard and Alcott Street; Install Traffic Signal on 112 <sup>th</sup> and Clay Street; Install pedestrian crossings on Bruchez Parkway; Evaluate Parking by Foxshire Park; and widen 112 <sup>th</sup> Avenue to four lanes.	\$270,000 to remove traffic calming devices; \$190,000 to install signal on 112 <sup>th</sup> Avenue and Clay Street; Pedestrian Crossing costs not specific; Parking signage costs not specific	Funds are included in the budget for widening Westminster portion of 112 <sup>th</sup> Avenue in 2009
10. Install Sidewalk along Westminster Boulevard between 92 <sup>nd</sup> Avenue and 104 <sup>th</sup> Avenue	\$220,000	\$0

Citizen Request	2009/2010 Request and/or Estimated Cost	Staff Recommended 2009/2010 Funding
11. Shoenberg Farm Preservation and historic preservation efforts	\$179,000	\$179,000
12. Construct Trail Connection from Green Knolls Subdivision to other Westminster Trails	\$2.1 million for purchase of ROW and trail construction	\$0
13. Install Protected Left-Turn Arrow for Northbound Wadsworth Parkway at Independence Drive	\$0	\$0
14. Construct Sidewalk on Wadsworth Boulevard north from Church Ranch Boulevard to 104 <sup>th</sup> Avenue	\$45,000	\$0
15. Increase of police coverage in Countryside Neighborhood; reduce size of police beat; increase code enforcement	Not Specific	\$0
16. Funding of an Editor for the Westminster 100 <sup>th</sup> Anniversary Book Project	\$120,000	\$0
17. Request for reconsideration of Human Services Board funding for Growing Home	Not Specific	\$0
18. Request for reconsideration of Human Services Board funding for Kempe Children’s Foundation	Not Specific	\$0
19. Increase City Council member salaries	\$16,800	TBD
20. Install a traffic signal at 107 <sup>th</sup> Ave and Simms St.	\$190,000	\$0

Staff will update this Staff Report after the September 8<sup>th</sup> public hearing should additional requests be received. Time will be set aside at the September 27<sup>th</sup> City Council Budget Retreat to review these citizen requests.

Respectfully submitted,

J. Brent McFall  
City Manager