



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: October 17, 2012

SUBJECT: Briefing and Post-City Council Briefing Agenda for October 22, 2012

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.
POST BRIEFING (<i>The public is welcome to attend.</i>)	

PRESENTATIONS

None at this time.

CITY COUNCIL REPORTS

None at this time.

EXECUTIVE SESSION

None at this time.

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

None at this time.

INFORMATION ONLY

1. Monthly Residential Development Report
2. Community Enhancement Funding Allocation
3. Library Master Plan Development Schedule

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



Information Only Staff Report
October 22, 2012



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner II

Summary Statement

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

- The following report updates 2012 residential development activity per subdivision (please see attachment) and compares 2012 year-to-date totals with 2011 year-to-date totals.
- The table below shows an overall decrease (-64.6%) in new residential construction for 2012 year-to-date totals when compared to 2011 year-to-date totals (132 units in 2012 vs. 373 units in 2011).
- Residential development activity for the month of September 2012 versus September 2011 reflects an increase in single-family detached (7 units in 2012 versus 2 units in 2011), no change single-family attached (0 units in both years), a decrease in multiple-family (0 units in 2012 versus 16 units in 2011) and no change in senior housing (0 units in both years).

NEW RESIDENTIAL UNITS (2011 AND 2012)

UNIT TYPE	SEPTEMBER		% CHG.	YEAR-TO-DATE		% CHG.
	2011	2012		2011	2012	
Single-Family Detached	2	7	250.0	61	99	62.3
Single-Family Attached	0	0	-	12	33	175.0
Multiple-Family	16	0	-	300	0	-
Senior Housing	0	0	-	0	0	-
TOTAL	18	7	-61.1	373	132	-64.6

Background Information

In September 2012, Service Commitments were issued for 7 new housing units.

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

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

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Residential Development Report

ACTIVE RESIDENTIAL DEVELOPMENT

Single-Family Detached Projects:

	Aug-12	Sep-12	2011 YTD	2012 YTD	# Rem.*	2011 Total
Bradburn (120th & Tennyson)	3	2	6	25	9	10
CedarBridge (111th & Bryant)	0	0	0	0	3	0
Country Club Highlands (120th & Zuni)	1	0	0	6	90	0
Countryside Vista (105th & Simms)	0	0	0	0	9	0
Huntington Trails (144th & Huron)	3	3	33	24	39	44
Hyland Village (96th & Sheridan)	0	0	0	0	105	0
Legacy Ridge West (104th & Leg. Ridge Pky.)	0	1	2	3	0	2
Lexington (140th & Huron)	0	0	0	0	3	0
Meadow View (107th & Simms)	0	0	0	0	0	0
Tuscany Trails (95th & Westminster Blvd.)	4	1	11	17	3	14
Ranch Reserve (114th & Federal)	0	0	0	0	0	0
Savory Farm Estates (109th & Federal Blvd.)	0	0	0	0	24	0
Shoenberg Farms (72nd & Sheridan)	5	0	9	23	13	9
Various Infill	0	0	0	1	9	0
Winters Property (111th & Wads. Blvd.)	0	0	0	0	8	0
Winters Property South (110th & Wads. Blvd.)	0	0	0	0	10	0
<i>SUBTOTAL</i>	<i>16</i>	<i>7</i>	<i>61</i>	<i>99</i>	<i>325</i>	<i>79</i>

Single-Family Attached Projects:

Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	0	0	0	0
CedarBridge (111th & Bryant)	0	0	0	0	0	0
Cottonwood Village (88th & Federal)	0	0	0	0	62	0
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Eliot Street Duplexes (104th & Eliot)	0	0	0	0	10	0
Highlands at Westbury (112th & Pecos)	0	0	0	0	0	0
Hollypark (96th & Federal)	0	0	0	0	20	0
Hyland Village (96th & Sheridan)	0	0	0	0	153	0
Legacy Village (113th & Sheridan)	0	0	0	0	54	0
South Westminster (East Bay)	0	0	0	5	53	0
Shoenberg Farms	0	0	12	28	8	20
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	0	0	0	0	14	0
<i>SUBTOTAL</i>	<i>0</i>	<i>0</i>	<i>12</i>	<i>33</i>	<i>633</i>	<i>20</i>

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
Orchard Arbour Square	0	0	300	0	244	300
Prospector's Point (87th & Decatur)	0	0	0	0	24	0
South Westminster (East Bay)	0	0	0	0	28	0
South Westminster (Harris Park Sites I-IV)	0	0	0	0	6	0
<i>SUBTOTAL</i>	<i>0</i>	<i>0</i>	<i>300</i>	<i>0</i>	<i>733</i>	<i>300</i>

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	91	0
<i>SUBTOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>98</i>	<i>0</i>

TOTAL (all housing types)

16 7 373 132 1789 399

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



WESTMINSTER

Staff Report

Information Only Staff Report
October 22, 2012



SUBJECT: Community Enhancement Funding Allocation

PREPARED BY: Richard Dahl, Park Services Manager
Kathy Piper, Landscape Architect II

Summary Statement

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

The Community Enhancement Fund currently receives approximately \$1.2 million dollars per year from the City's Accommodations Tax. Based on the existing Revised Community Enhancement Master Plan that was adopted by City Council on March 13, 2006, these funds are allocated by percentage into various accounts for specific types of projects.

The economic realities of the past few years along with the future funding needs for large projects, such as bridges, has created an imbalance within the individual accounts to provide the funding necessary for future projects. By reducing the number of individual accounts to five, this will allow the City the flexibility to use the future available funding to complete a project sooner by eliminating the need to build up funding for several years. (Please see the table in the Background Section of this report.)

The Parks, Recreation and Libraries Department, in coordination with the POST committee, will continue to evaluate the priorities within the Community Enhancement funds on a yearly basis but will also be able to project out into future years to determine the City's needs.

Background Information

The Revised Community Enhancement Master Plan adopted by City Council on March 13, 2006, provides the City with design guidelines that are used to provide a consistent unified look throughout the City. The funding mechanism for community enhancement projects is the Accommodations Tax. The current projection of funds available in 2013 and 2014 is \$1.3 million.

A variety of projects have been completed over the last 13 years through the Community Enhancement program. Past projects include the brick gateway signage such as that located at US36 and Federal Boulevard, bridge upgrades, new and renovated medians, banners, street name lighting, and art and Neighborhood Enhancement Grants. In 2010, as part of Councillor's Bill No. 69 re Supplemental Appropriation, Resolution No. 47 re Contingency Transfer and Capital Projects Transfer, Community Enhancement funds were used to provide \$3 million to further efforts of the Westminster Economic Development Authority (WEDA) in the redevelopment of the Westminster Center Urban Reinvestment Project.

The City has several large projects planned in the next few years that will need funding. These include several bridge upgrades, the first of which is the Sheridan Boulevard/US 36 bridge that has additional decorative components that now have become the City standard throughout Westminster. Future Community Enhancement funding through 2015 will also be used on these bridge improvements. By reducing the number of individual accounts from ten to five, it will allow the City the flexibility to use the future available funding to complete a project sooner by reducing the time needed to build up funding for a particular project over several years. The POST committee's intent will be to continue to evaluate project needs and prioritize those needs within the Community Enhancement funds on a yearly basis. The proposed percentages for each category may vary depending on those prioritized projects.

Staff is proposing the following changes:

PROPOSED CATEGORIES	PROPOSED PERCENTAGE	CURRENT CATEGORIES	CURRENT PERCENTAGE
Travel Ways	18% or \$235,000		
		Gateways	4%
		Medians	15%
		Right of Ways	10%
		Bridges	3%
Neighborhood Enhancement Grant Program	4% or \$50,000	No Change	5%
City Amenities	9% or \$120,000		
		Streetscape	3%
		Art	2%
		Miscellaneous	8%
		Lighting	2%
Staffing	33% or \$425,000	Staffing and Maintenance	48%*
Maintenance	36% or \$470,000		

*Percentage included both staff and maintenance contracts

Travel Ways - Staff proposes combining gateways, medians, rights of way and bridges and provide about 18% each year for these types of improvements. (Total \$235,000) The previous allocation to these facilities was 32%.

Neighborhood Enhancement Grant Program - No change is proposed for this category. The Neighborhood Enhancement Grant applications are available in January to all HOA's and community groups that are interested in improving their neighborhoods. The Parks, Recreation and Libraries Advisory Board reviews these applications and funding is awarded in June. All projects must be completed by the end of the year in the year the grant is awarded. (Total \$50,000)

City Amenities – Staff proposes combining streetscape, art, lighting and miscellaneous projects. These funds will be available for projects such as a new art piece within the City, new or upgraded lighting, an unexpected project throughout the year, street right-of-way amenities or other public facility upgrades/improvements. The proposed allocation is 9%; the previous allocation was 18%. (Total \$120,000)

Staffing – Staff proposes separating the current staffing and maintenance project into two projects to better track expenses. This proposed account includes both FTE staff and seasonal staff from the parks and open space divisions. Initially, the Community Enhancement funds covered one FTE. Starting in 2005, five additional FTE's and seasonal staff were added. Salary increases should be anticipated in future years. (Total \$425,000)

Maintenance - Contract maintenance was included within staff funding as noted above but Staff recommends separating it out to differentiate operating expenses from CIP costs. One of the notable changes is that 36% of the Community Enhancement funds are now going towards maintenance costs compared to the original allocation of 48% that was used for both maintenance and staffing. Contributing factors for this increase are the addition of several medians, gateways and rights of way that have been built in the last ten years. These maintenance costs will continue to increase as additional projects are built within the City and on-going maintenance is needed. (Total \$470,000)

Since much of the funds will be committed to projects associated with the redevelopment of the former Westminster Mall area over the next few years, Staff will be reviewing the Revised Community Enhancement Master Plan with Director of Parks, Recreation and Libraries Donald Tripp to determine the need for future guidelines and enhancement needs.

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



Staff Report

Information Only Staff Report
October 22, 2012



SUBJECT: Library Master Plan Development Schedule

Prepared By: Kate Skarbek, Library Services Manager

Summary Statement

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

The City's Strategic Plan 2012 - 2017 provides an excellent overall direction for the City. The Department of Parks, Recreation and Library is now in the initial stage of developing its strategic plan that ties into the City's plan. This process is expected to take anywhere from 9 to 12 months and it will include a survey of citizen needs related to Parks, Recreation and Libraries.

The current Library Master Plan was adopted to serve Westminster from 2008 to 2012. Since the new departmental plan will provide an essential connection between the City's Strategic Plan 2012 - 2017 and the Library Services Division, Staff believes it is in the best interest of the community to wait until the departmental plan is essentially complete to create the new Library Master Plan. This will ensure that it also supports both the new departmental plan and the City's Strategic Plan.

During the interim period, the ongoing objectives listed in the Council-approved Library Master Plan, 2007 – 2012, will be extended. These objectives include:

- Foster a sense of community by providing service, technology, facilities, programs and collections.
- Provide current materials in a variety of formats to meet the interests of the community.
- Equitably meet the needs of the patrons who visit the library in house and electronically.
- Provide opportunities for life-long learning through library services, facilities, outreach, programming and collections.
- Provide services at or above the levels of peer libraries as outlined in the Colorado Library Standards.

The second objective allows the expiring Library Master Plan to incorporate creating an e-books strategy as mentioned in the City's Strategic Plan, 2012-2017.

Background Information

Much of the City's success in providing services that offer exceptional value and quality of life is directly attributable to the City of Westminster's Strategic Plan and the leadership provided by City Council. To ensure services provided by the Library Division align with those developed by City Council, on both a City and departmental level, Staff is first focusing on the creation of a departmental strategic plan.

Library staff members began preparing for the new master planning process by conducting a community needs assessment in mid-2011 that was finalized in 2012. The assessment included:

- Compiling 2010 U.S. Census data about Westminster.
- Listing all businesses in Westminster by location and type.
- Conducting a voluntary map survey in the libraries.
- Mapping where the library's current patrons live using patron registration files.
- Conducting a paper and online user and non-user survey
- Visiting every neighborhood in Westminster to gather impressions of the overall lifestyles of Westminster residents.

A wealth of data was gathered to determine what information the Westminster community most likely needs from its library. This information will be used to determine what goals and objectives will be included in the next Westminster Public Library Master Plan. It will also be helpful in creating the new Department of Parks, Recreation, and Libraries Strategic Plan in the next several months.

Development of the next Westminster Public Library Master Plan supports the City's Strategic Plan Goals of "Financially Sustainable City Government Providing Exceptional Services" and "Vibrant Neighborhoods in One Livable Community." It is anticipated the Westminster Public Library Master Plan will be developed in late 2013.

Respectfully submitted,

J. Brent McFall
City Manager