



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: October 22, 2009

SUBJECT: Briefing and Post-City Council Briefing Agenda for October 26, 2009

PREPARED BY: Stephen P. Smithers, Acting 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 (<u>Note earlier time</u>)</i>	5:30 P.M.
Dinner to include the Westminster 303 Class in the Multi-Purpose Room	
Council Briefing (<i>The public is welcome to attend.</i>) in the Multi-Purpose Room	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 on the progress and status of negotiations with Xcel Energy (Public Service Company), determination of the City's position on proposed Franchise terms, and request for Council instruction to the City's negotiators, as authorized by §1-11-3(C)(7) W.M.C. and §24-6-402(4)(e) C.R.S.

INFORMATION ONLY STAFF REPORTS – do not require City Council action

1. Westminster 303 Employee Training
2. Recreation Facility 2010 Fees and Operational Changes (Attachment)

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

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



Staff Report



Information Only Staff Report
October 26, 2009

SUBJECT: Westminster 303 Employee Training

PREPARED BY: Carol Gifford, Employee Development Analyst
Lisa Chrisman, Human Resources Administrator

Summary Statement:

This report is for City Council information only and requires no action by City Council. Westminster 303 is a Citywide employee training class developed to provide employees with the opportunity to interact with City Council, City Manager's Office, and the Department Head group, as well as to learn valuable information about the intricacies of City government. It is the third class in a series following the popular Westminster 101 and 202 training classes. The details about the class are as follows:

- The class enrollment is capped at 30 employees.
- The class will be held on Monday, October 26, 2009, from 12:30 pm to 9:30 pm.
- The training will be held in the Multipurpose Room at City Hall.
- The class is one of the required courses for the Key Foundations Certification for all employees.
- The first section of the course includes a tour of the newer City facilities to better acquaint employees with locations and services available to the public. This will enhance an employee's ability to provide more accurate and up-to-date customer service to citizens.
- The middle section of the course acquaints City employees with Who's Who in the organization and the City government structure, and provides valuable up to date information about City services. For example, employees will learn how an item on Monday night's City Council Agenda is researched, developed, placed on the Agenda, and then voted on or tabled for further review or discussion.
 - City Council is invited to attend a portion of the training session (approximately 4:30 to 5:30 pm, if it fits into their schedule) prior to the Pre-Council Briefing, as a means of interacting with employees and serving as a resource for employees attending this training.
 - Employees will have the opportunity to have dinner with the City Council and observe the Pre-Council Briefing that will be held in the Multipurpose Room for this special event.
- The last section of the training includes an opportunity for employees to observe a City Council meeting and then discuss the meeting with City staff once the Council meeting has adjourned.

Background Information

This is the third in a series of Citywide training classes that provides information to City employees about our City Values, Mission and Strategic Plan. This is the eighth year Westminster 303 has been offered to employees. The three courses provide valuable information on the basic services each department provides, and shows class participants how the City supports each of City Council's Strategic Plan goals of Financially Sustainable City Government Providing Exceptional Services; Safe and Secure Community; Vibrant Neighborhoods and Commercial Areas; Strong, Balanced Local Economy; and Beautiful and Environmentally Sensitive City. It specifically highlights the complexities of running a City government and maintains that the City is a values-driven organization. It encourages employees to take ownership in all City operations by becoming informed ambassadors on City Council's strategic objectives and City services. In essence, this class supports all of Council's Strategic Goals by educating employees about the City's day to day operational priorities.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
October 26, 2009



SUBJECT: Recreation Facility 2010 Fees and Operational Changes

PREPARED BY: Peggy Boccard, Recreation Services Manager

Summary Statement:

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

In an effort to meet both community needs and City Council's Strategic Plan Goals, Staff is implementing the below-listed adjustments to admission fees, facility passes, hours of operation and room rental policy.

- In July 2000, City Council adopted Resolution No. 55, which grants the City Manager authority to make annual adjustments to recreation center daily admission fees up to 25 cents and annual passes up to \$30. Staff's proposed fees are within the City Manager's authority.
- The City Manager and Parks, Recreation and Libraries Staff have reviewed usage statistics, budgets, and fee survey information. Unless Councillors wish to discuss specific points of this report, the City Manager has authorized Staff to implement these fees effective January 1, 2010.
- The proposed changes are consistent with City Council's and Staff's philosophy of increasing fees in small increments rather than waiting several years and initiating larger increases.
- The MAC is jointly owned and operated by the City and Hyland Hills Park and Recreation District. Both parties must approve the fees (See Chart A) prior to implementation of fee changes at The MAC only.

Background Information:

Admission and Pass Fees

- Staff's philosophy on fees and charges is to maximize revenues while providing affordable facilities and programs for the City's residents. The changes recommended reflect that philosophy while indicating sensitivity to the current economic challenges.
- Recreation center fees were last adjusted in January 2008. Those adjustments affected non-resident admission fees only. Pass fees were last increased in 2007.

- Staff has evaluated pass fees and is recommending an increase of \$10 for resident passes and \$5 for non-resident passes effective January 2010. Staff estimates an increase in annual pass revenue for 2010 of approximately \$20,000.
- Staff is recommending that locker use be included in annual pass fees. Most surrounding entities include a free locker in their pass sales and Staff believes to stay competitive, the City should include this value-added option. Free lockers would not be included with other pass options such as SilverSneakers; six, three, or one-month passes; or wellness passes.
- Staff is recommending adding a monthly pass option (See Chart A) for adult and senior categories at the City's four recreation centers (excludes The MAC). This pass has been very well utilized at the City Park Recreation Center during the aquatics area closure and Staff believes that the option will be well received at the other recreation centers too.
- Expenditures such as utilities, salaries, benefits and other operational costs continue to rise. Increasing fees is necessary to help offset these rising costs as well as to continue to work toward the previously-established cost recovery goals.

Facility Hours

- Most of the changes in hours of operation will result in minimal direct cost savings; however, they will create efficiencies by allowing staff schedules to be adjusted to provide better coverage at busier times of the week/season, decrease substitute staff costs, and may reduce utility costs.
- Staff has reviewed usage patterns at The Westminster Sports Center for Christmas Eve. There is no programming or walk in use on this date. Staff proposes to close this facility on Christmas Eve effective December 24, 2009.
- Staff has reviewed usage patterns at The MAC for the Friday after Thanksgiving. Usage statistics show very minimal usage after 12 noon on this day. Staff proposes to close this facility at 12 noon on the day after Thanksgiving effective November 27, 2009.
- Staff has reviewed usage patterns at The Swim & Fitness Center and the West View Recreation Center for Christmas and New Years Eve. Usage statistics show very minimal usage from 12 noon to 3 p.m. on these days. Staff proposes to close these facilities at 12 noon on those days effective 2010.
- The City Park Complex will remain open until 3 p.m. on Christmas and New Years Eve. This will ensure that we have one facility open to address the community's recreational needs.
- Staff has reviewed past usage patterns at the City Park pool during the last hour of operation. Usage statistics show minimal use on Monday through Thursday nights after 9 p.m. Staff, therefore, proposes to close the aquatics area at City Park at 9 p.m. on Monday through Thursday nights. Once the City Park pool reopens, this would result in a cost savings of approximately \$5,200 for a full year of operations.

Room Rentals

- **All Facilities** - Implement a new “satellite” setup fee of \$40 per hour for rentals. This frequently requested option will allow for rooms to be set up prior to their scheduled time (based on facility availability) and serves as a convenience to the renter.
- **City Park Recreation Center Plaza Rental** - The current charge is a nominal fee of \$100 per hour for the fountain area adjacent to the City Park Community Room and Staff recommends increasing this fee to \$200 per hour. Due to the adjacency of the areas, guests who rent this space are also required to rent the community room.
- **City Park Community Room** - Based on survey results, City Park Recreation Center’s Community Room is slightly under market. In comparison to other sites, City Park offers the same or better ambiance, location and facility features as other public rental facilities. Staff recommends adjusting the Saturday evening rental rate for usage after 5 p.m. from the current \$160 per hour (plus an additional \$25 after-hours fee after 7 p.m.) to a flat rate of \$200 per hour and will also require a four-hour minimum time frame. The exception would be made if the community room remains unreserved 30 days prior to rental date, in which case Staff would apply the daily rate (\$160 per hour). This option allows Staff a better opportunity to rent the space should there be a cancelation or should the space not be reserved.

This meets the City’s Strategic Plan Goal of “Financially Sustainable City Government Providing Exceptional Services.”

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachments

**Chart A
Recreation Facilities Proposed Pass Fees for 2010**

		<i>City Park</i>	<i>West View Swim & Fit</i>	<i>MAC</i>	<i>City Park</i>	<i>West View Swim & Fit</i>	<i>MAC</i>	<i>APEX</i>	<i>Wheatridge</i>	<i>Broomfield</i>	<i>Thornton</i>	<i>Golden</i>
		Current Rate			Proposed Rate			Surrounding Agencies				
Adult Resident	Year	\$ 310	\$ 255	\$ 85	\$ 320	\$ 265	\$ 95	\$ 384	\$ 350	\$ 350	\$ 300	\$ 385
	Month	\$ -	\$ -	\$ -	\$ 34	\$ 27	NA					
Adult Non-Resident	Year	\$ 435	\$ 350	\$ 120	\$ 440	\$ 355	\$ 130	\$ 456	\$ 465	\$ 440	\$ 413	\$ 440
	Month	\$ -	\$ -	\$ -	\$ 47	\$ 39	NA					
Youth Resident	Year	\$ 175	\$ 160	-	\$ 185	\$ 170	-	\$ 288	\$ 250	\$ 200	\$ 207	\$ 270
	Month	\$ -	\$ -	-			NA					
Youth Non-Resident	Year	\$ 240	\$ 220	-	\$ 245	\$ 225	-	\$ 360	\$ 375	\$ 245	\$ 282	\$ 308
	Month	\$ -	\$ -	-			NA					
Child Resident	Year	\$ 175	\$ 160	-	\$ 185	\$ 170	-	\$ 168	\$ 190	\$ 175	\$ 169	\$ 135
	Month	\$ -	\$ -	-			NA					
Child Non-Resident	Year	\$ 240	\$ 220	-	\$ 245	\$ 225	-	\$ 240	\$ 265	\$ 220	\$ 225	\$ 154
	Month	\$ -	\$ -	-			NA					
Senior Resident	Year	\$ 185	\$ 170	\$ 30	\$ 195	\$ 180	\$ 40	\$ 288	\$ 250	\$ 200	\$ 188	\$ 270
	Month	\$ -	\$ -	\$ -	\$ 20	\$ 20	NA					
Senior - Non-Resident	Year	\$ 300	\$ 245	\$ 50	\$ 305	\$ 250	\$ 60	\$ 360	\$ 375	\$ 245	\$ 244	\$ 308
	Month	\$ -	\$ -	\$ -	\$ 33	\$ 27	NA					

Note- Similar changes will be made to All-Facility Passes, City Park Complex Passes, and West View/Outdoor Pool Combo Passes as well