



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: December 14, 2011

SUBJECT: Briefing and Post-City Council Briefing Agenda for December 19, 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.
POST BRIEFING <i>(The public is welcome to attend.)</i>	

PRESENTATIONS

1. Discussion about 2012 Community Outreach Events
2. Potential DRCOG Funding for 92nd Ave. and Federal Intersection Improvements with Federal Heights and CDOT - *Verbal*

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. Household Hazardous Waste Collection Contract Award
2. Parks, Open Space and Trails (POST) Fund Maintenance History
3. Energy Efficiency and Conservation Block Grant (EECBG) Amendment II: LED Lights at City Hall Parking Lot
4. Monthly Residential Development Report

December 19, 2011 WEDA AGENDA

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

Respectfully submitted,

J. Brent McFall
City Manager





Staff Report



Post City Council Meeting
December 19, 2011

SUBJECT: Discussion about 2012 Community Outreach Events

PREPARED BY: Joe Reid, Public Information Officer

Summary Statement

Provide Staff with direction regarding the Community Outreach program and select dates for the events to be scheduled in 2012. Please bring your calendars to help select the best dates.

Background Information

For the past several years City Council has maintained its Community Outreach program in a format that includes several morning and evening events (mayor and council breakfasts and desserts) coupled with the We're All Ears events during the summer and a special community event in the fall.

Per council direction, this format will continue in 2012 with one addition — a “virtual outreach” event that allows us to leverage technology and engage citizens.

To that end, PIO will be evaluating the Telephone Town Hall service that Mayor Pro Tem Faith Winter used successfully during her campaign. We also want to look at opportunities presented by social media sites such as Facebook and Twitter. PIO believes that a move toward the “virtual” could provide council with better access to a new demographic and will fit nicely with the current slate of outreach activities.

For now PIO would like council to select dates for possible breakfasts and desserts in the spring and fall of 2012. We have kept The MAC and Covenant Village as the breakfast locations for 2012. For now we are proposing DeVry University (122nd Avenue) and Panera Bread (Shops at Walnut Creek) for the dessert locations. Of course we're open to suggestions if these locations need to shift. We won't confirm locations until dates have been set.

Currently we do not have a proposed timeframe for the additional virtual outreach event. It could be slated in May or in November, since those are currently open months in the outreach calendar. For now we're thinking it will be an evening event.

We also do not have a firm plan or date for the community outreach event in the fall. In the past we have done events such as graffiti paint-outs or open space activities. If council has suggestions on other activities, please let us know. If not we can develop this over the course of the coming year.

As a reminder, following is a summary of the events held in 2011:

- February 10 – Butterfly Pavilion – Mayor and Council Dessert
- March 31 – The MAC – Mayor and Council Breakfast
- April 28 – Metro North Chamber Offices – Mayor and Council Dessert
- June 16 – Irving St. Library – We’re All Ears/Summer Celebration
- July 14 – City Park – We’re All Ears/Concert in the Park
- July 30 – City Park – We’re All Ears/The Faire
- August 12 – City Park – We’re All Ears/Movie in the Park
- August 18 – Duke’s Garage – Mayor and Council Dessert
- September 24 - Community Service Project
- October 20 – Covenant Village – Mayor and Council Breakfast

Staff requests that City Council review the following suggested line up of outreach events and select from the preferred dates for 2012. Locations have been noted, but will not be confirmed until a date is selected.

		Preferred Date
DeVry University – Mayor and Council Dessert	February/March	Feb 21, 29, Mar 1
The MAC – Mayor and Council Breakfast	March/April	Mar 21, 28, 29
We’re All Ears – Summer Celebration	June 14 (tentative)	
We’re All Ears – Concert in the Park	June/July (TBA)	
We’re All Ears – Movie in the Park	July/August (TBA)	
We’re All Ears – Westminster Faire	August 11(tentative)	
Panera - Mayor and Council Dessert	August	Aug 23, 29
Community Service Project	September/October	???
Covenant Village - Mayor and Council Breakfast	October	Oct 17, 18, 24
Virtual Outreach Meeting	May or November	???

Staff will be in attendance at Monday’s post-meeting session to receive feedback and direction from City Council. The Community Outreach Program supports the Strategic Plan goal of “Vibrant Neighborhoods in One Livable Community,” focusing on the objective “Strong community events and active civic engagement.”

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

Information Only Staff Report
December 19, 2011



SUBJECT: Household Hazardous Waste Collection Contract Award

PREPARED BY: Carey Jensen, Environmental Analyst

Summary Statement:

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

- Since 2000, the City of Westminster has contracted with Waste Management's "At Your Door" household hazardous waste collection service (WM Curbside, LLC) formerly Curbside, Inc., to provide door-to-door collection of household hazardous waste in Westminster.
- In October 2011, a Request for Proposals was sent to companies that provide household hazardous waste collection services.
- Staff conducted an evaluation of two proposals received including collection service process, waste handling, cost and overall ability to meet the needs of the Westminster program.
- The \$42,000 expense required for this contract falls below the threshold required for City Council approval. The City Manager will therefore be executing this contract with WM Curbside, LLC to continue household hazardous waste disposal services in Westminster.

Background Information:

Westminster has offered collection of household hazardous waste to residents as a service since 1994 through a variety of services. Household hazardous waste includes paint, automotive products, pesticides, fertilizers, cleaners, and solvents. Since 2000, the City has provided a door-to-door home household hazardous waste pick-up program to residents. Annually, an average of 400 households schedules a collection and in the last 10 years over 190 tons of material has been collected.

The City will be continuing this door-to-door collection program through Waste Management's "At Your Door" collection service (WM Curbside, LLC). Staff completed a request for proposals and two proposals were submitted. WM Curbside, LLC provided the best cost and service in comparison to their competitor. The City will enter into an agreement with WM Curbside to provide the service in 2012 with the option of an annual renewal for up to four additional years.



Over the course of the program, Staff has learned that citizens want to dispose of latex paint only more than a mix of materials like paint and other toxic household items. As a result, Staff has coordinated one-day paint only collection events. These events require residents to schedule appointments and drive to a location outside of the City for disposal instead of utilizing the door-to-door program. Staff will be discontinuing the one-day events and instead use the resources available to improve services to the community for the greatest disposal need. The contract will allow the City to enter into a two-tiered pricing system for waste collections--\$107 for a mixed material collection (more than just paint) and \$95 for latex paint only. This allows residents to dispose of paint only throughout the year and yet the City is not charged the most expensive collection rate. Also an added service under this contract is the collection of two new types of waste—electronic waste (1 television set or 1 complete computer system) and syringes.

In the past, to prepare for collection residents were mailed collection kits from the contractor's main headquarters in California. This mailing system has proved to be ineffective for those residents needing to schedule a last minute collection of their materials. By entering into this contract, residents will be sent their kit from the City and will also have the option of picking up their kit at City Hall if there is not enough time for it to be mailed to them.

In addition to taking on the handling of collection kits, the City will continue to schedule all of the collections. By scheduling these appointments, the City is able to give residents more information on other local resources allowing Staff to manage the budget for the program more closely and maintain the service throughout the entire year. For the past three years, a volunteer has scheduled the collections and this same volunteer will take on the mailing and distribution of collection kits to residents.

A new contract with WM Curbside, LLC, for a door-to-door household hazardous waste pick-up program for Westminster residents in 2012 supports City Council's Goals of "Financially Sustainable City Government Providing Exceptional Services" and "Beautiful and Environmentally Sensitive City."

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
December 19, 2011



SUBJECT: Parks, Open Space and Trails (POST) Fund Maintenance History

PREPARED BY: Rich Dahl, Park Services Manager
Rod Larsen, Park Supervisor

Summary Statement

At the Mid-Year 2012 Budget Review, City Council requested information about the expenditure history on open space maintenance. This Staff Report includes information about the funding levels applied towards maintenance of open space properties. This report is for information only and requires no Council action.

Background Information

In 2006, voters approved the extension of the 0.25% open space, parks, recreation and trails sales and use tax for 16 years until 2032. With the 2006 ballot, voters also approved the use of the POST funds to maintain open space, parkland, trails and recreational facilities.

Prior to 2008, staffing, supplies, contractual, construction, etc., costs to maintain open space were not separately tracked. Prior to 2007, costs to maintain open space lands were absorbed within the General and General Capital Improvement Funds and not charged to the POST Fund pursuant to the ballot language that was silent on the issue of maintenance.

With the passage of the 2006 ballot language, maintenance of open space became a permissible use. Since the ballot was approved after the 2007 Budget was adopted by City Council, no changes were made to how POST Funds were spent or accounted in 2007.

Since 2008, POST funds utilized to maintain open space have been separately tracked in the City's financial management system. This budget includes a 1.0 FTE Open Space Volunteer Coordinator's salary and funds for some temporary/seasonal staff. However, the majority of POST Fund's Park Services Division budget is utilized for returning newly acquired open space properties to their original native state, adding the signature open space signage and fencing where appropriate, coordinating open space volunteer events (which include materials for trails, bridges, Russian olive tree removal, etc.), addressing prairie dog vegetation destruction and restoring open space lands, and ongoing open space maintenance.



The POST Fund monies are split between four areas:

- (1) debt service
- (2) land acquisition
- (3) open space volunteer program and maintenance
- (4) parkland, trail and recreational facilities capital improvements

Below is a summary of the actual expenditures, shown as a percentage of the POST Fund, made on open space maintenance from the POST Fund from 2008-2010; the 2011 figure reflects the original adopted 2011 budget since the fiscal year has not closed.

The first line reflects the maintenance expenditures made as a percentage of the total POST Fund, *excluding* debt. POST Fund debt service is a function of voter approved bond issues being repaid over time and the funds are not available for other purposes. Excluding the debt service is a good way to see what funds remain after debt service and how they are allocated between open space land acquisition, open space maintenance and parkland/trail/recreational facilities capital improvements.

The second line reflects the maintenance expenditures as a percentage of the total POST Fund, *including* debt. This is provided so City Council may see how maintenance fits within the total revenues generated by the 0.25% sales and use tax.

Maintenance As A Percentage of Total POST Expenditures	2008 Actuals	2009 Actuals	2010 Actuals	2011 Rev. Budget
...excluding debt	8.3%	13.5%	5.6%	12.6%
...including debt	4.5%	5.1%	3.0%	5.3%

In 2010, the figure for maintenance is lower than other years. As the year progressed during 2010, Staff saw revenue collections in the POST Sales & Use Tax Fund slowing and Park Services Staff was directed to set aside \$27,935 (Community Development staff working on land acquisitions was directed to set aside \$69,934; a total of \$97,869 was set aside from the POST Fund in 2010, which was needed to balance). In addition to these funds set aside in “budget hold” accounts, Park Services staff significantly reduced their use of POST Funds for the maintenance of open space during 2010.

In any given year, the City applies more money and staff resources towards the ongoing maintenance of open space than is reflected in the POST Fund. Staff within the Park Services Division, including Forestry staff, Design Development construction staff, and park crews, also works to help maintain the open space throughout the City. Funds and staff budgeted within the General Fund Budget of the Park Services Division and General Capital Improvement Fund projects (such as Trail Development, Community Enhancement Program, etc.) also assist with maintaining open space land throughout the City.

The open space maintenance program supports City Council’s goal of “Financially Sustainable City Government Providing Exceptional Services” by investing in well-maintained and sustainable city infrastructure and facilities as well as the goal of “Beautiful and Environmentally Sensitive City” by having environmentally sensitive city operations and maintaining greenspace consistent with defined goals.

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

Information Only Staff Report
December 19, 2011



SUBJECT: EECBG Amendment II: LED Lights at City Hall Parking Lot

PREPARED BY: Thomas Ochterski, Energy and Facilities Project Coordinator

Summary Statement

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

On September 30, 2009, the City was awarded \$952,800 by the US Department of Energy (DOE) under the Energy Efficiency and Conservation Block Grant (EECBG) Program. In March of 2010, an amendment submitted by the City was approved by the DOE that consolidated the EECBG Activities and streamlined reporting. Currently, the individual activities associated with this grant are coming to a close. Funds have been identified within the activities that can be reallocated for additional work related to energy conservation and energy efficiency. This Staff Report serves to inform Council of an amendment being filed with the DOE that will reallocate these funds for a lighting retrofit in the parking lots of City Hall and the Public Safety Center.

Background Information

The City Council approved the Energy Efficiency Conservation Strategy (EECS) in June 2009, which was approved by the U.S. Department of Energy in September 2009. Subsequently, American Recovery and Reinvestment Act (ARRA) funds were granted for a number of programs and projects through the Energy Efficiency and Conservation Block Grant (EECBG) allocated to the City. In table 1, each program the City received authorization from the US Department of Energy (DOE) to complete is listed along with the funding allocation. Westminster's EECBG programs and funds must be completed and spent three years after the award date (September 29, 2012). As the work and funding cycles for each of these programs draws to a close, some funds remain that Staff is recommending be reallocated through DOE's amendment process. Table 1 also lists the programs estimated unused funds:



Table 1

Activity	Appropriated Funding	Estimated Unused Funds
Community Wide Bicycle Master Plan	\$50,000	\$0
GEO Residential Rebate program	\$100,800	\$0
GEO Small Business Efficiency program	\$50,000	\$37,000
Information/Education Program	\$10,000	\$10,000
Energy Performance Contract	\$468,700	\$0
Energy/Facilities Project Coordinator	\$238,800	\$0
Public Education Recycling Campaign	\$5,000	\$0
Funding for US36 Commuting Solutions	\$5,000	\$0
Educating Customers about 2009 Energy Code	\$24,500	\$17,000
EECBG Total Allocation	\$952,800	\$64,000

The reasons for the unspent funds are as follows:

GEO Small Business Efficiency Program – In June 2010, the City agreed through a Memorandum of Understanding (MOU) to form a partnership between the Governor’s Energy Office (GEO) and to allow small businesses in Westminster to participate in GEO’s building efficiency rebate/incentive program. This program is fully administered by GEO and its subcontractors. Outreach to qualifying businesses was facilitated by the City’s Economic Development Division based upon recommendations from GEO. Westminster’s program has not had the participation that was expected even after a second phase of enhanced outreach was added and the range of energy efficiency improvements was broadened. As this is a rebate program, Staff believes that interested businesses were not able to afford the up front cost of building retrofits. The total funds left unspent are \$37,000.

Information/Education program – This program is intended to help educate the public about the programs being offered by the City through the EECBG funding. These funds have remained unspent as Staff has been working within the normal avenues of outreach the City typically employs, such as the *Westminster Window*, *City Edition*, *Weekly Edition*, *Economic Development Newsletter*, one-on-one meetings, and word of mouth. Total funds left unspent are \$10,000.

Adopting and Educating Customers about the 2009 Energy Code – The City adopted the 2009 Building Code on September 13, 2010, which included the 2009 International Energy Conservation Code (IECC), and used EECBG funds for the education and training of City staff, local contractors, and citizens. The education effort was coordinated with other entities such as the Governor’s Energy Office, Department of Labor Affairs and the Colorado Code Council. The training was intended to ensure attendees understood and complied with the standards set forth in the IECC and received the maximum benefits from the procedures and actions required or suggested by the Code. This program was well-received with over 150 students attending various Code classes taught by Code Officials. Due to these training partnerships and the cost effective use of City facilities for the classes, significant savings resulted that led to a budget surplus. Total funds left unspent are \$17,000.

City Staff has been investigating additional activities that will comply with the EECBG federal grant requirements while simultaneously meeting City Council’s Strategic Plan objective of reducing energy consumption city wide. The activity recommended to best support this objective using the remaining funds is the retrofit of parking lot lights and lighting bollards at City Hall and the Public Safety Center with energy efficient light emitting diodes (LED) lighting and lighting controls.

Retrofitting the existing lights will accomplish three significant goals:

1. The lighting retrofit will reduce energy used to light these spaces by approximately half, with savings estimated to be \$75,000 or more (not including initial investment) over the lifetime of the new LED lights (approximately ten years). Reduced maintenance costs will also be a result due to the extended life of the LED components, the average life of an LED is 90,000 hours whereas the current lights last approximately 30,000 hours
2. The project will demonstrate the City's commitment to reducing energy consumption.
3. The project will provide a tangible example of LED lighting technologies, help to familiarize Staff with the technology and serve as an example for the private sector.

It is expected that this pilot project will also further the adoption of the technology at other City facilities.

Staff will submit to DOE an amendment to Westminster's EECBG funding allocation that will move unused funds to this new project. If approved by the DOE, the project will take place in the spring of 2012 and will require competitive bidding, project awarding process, contract negotiations, project measurement and project completion verification.

Staff believes the Spring 2012 competitive process timeline for the project will ensure all of Westminster's EECBG funds will be expended by the September 29, 2012, deadline.

This proposed amendment to the EECBG program helps fulfill City Council's Strategic Plan Goal of a Financially Sustainable City Government Providing Exceptional Services by investing in well-maintained and sustainable City infrastructure and facilities. In addition, all of the EECBG Programs support Council's Goal of having a Beautiful and Environmentally Sensitive City by investing in energy efficient, environmentally sensitive City operations that ultimately reduce energy consumption citywide.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER
Staff Report

Information Only Staff Report
December 19, 2011



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner I

Summary Statement:

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

- The following report updates 2011 residential development activity per subdivision (please see attachment) and compares 2011 year-to-date totals with 2010 year-to-date totals.
- The table below shows an overall increase (189.6%) in new residential construction for 2011 year-to-date when compared to 2010 year-to-date totals (391 units in 2011 vs. 135 units in 2010).
- Residential development activity for the month of November 2011 versus November 2010 reflects an increase in single-family detached (5 units in 2011 versus 4 units in 2010), an increase in single-family attached (8 units in 2011 versus 0 units in 2010) and no change to multiple family or senior housing (0 units in both years).

NEW RESIDENTIAL UNITS (2010 AND 2011)

<u>UNIT TYPE</u>	<u>NOVEMBER</u>		<u>% CHG.</u>	<u>YEAR-TO-DATE</u>		<u>% CHG.</u>
	<u>2010</u>	<u>2011</u>		<u>2010</u>	<u>2011</u>	
Single-Family Detached	4	5	25.0	39	71	82.1
Single-Family Attached	0	8	-	19	20	5.3
Multiple-Family	0	0	-	0	300	-
Senior Housing	0	0	-	77	0	-
TOTAL	4	13	225.0	135	391	189.6



Background Information:

In November 2011, Service Commitments were issued for 13 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:

Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Country Club Highlands (120th & Zuni)
Countryside Vista (105th & Simms)
Huntington Trails (144th & Huron)
Hyland Village (96th & Sheridan)
Legacy Ridge West (104th & Leg. Ridge Pky.)
Lexington (140th & Huron)
Meadow View (107th & Simms)
Tuscany Trails (95th & Westminster Blvd.)
Ranch Reserve (114th & Federal)
Savory Farm Estates (109th & Federal Blvd.)
Shoenberg Farms (72nd & Sheridan)
Various Infill
Winters Property (111th & Wads. Blvd.)
Winters Property South (110th & Wads. Blvd.)

Oct-11	Nov-11	2010 YTD	2011 YTD	# Rem.*	2010 Total
2	1	7	9	35	7
0	0	1	0	3	1
0	0	2	0	96	3
0	0	0	0	9	0
2	4	18	39	68	21
0	0	1	0	105	1
0	0	0	2	2	0
0	0	0	0	3	0
0	0	1	0	0	1
1	0	5	12	23	5
0	0	0	0	0	0
0	0	0	0	24	0
0	0	1	9	37	1
0	0	3	0	10	3
0	0	0	0	8	0
0	0	0	0	10	0
5	5	39	71	433	43

SUBTOTAL

Single-Family Attached Projects:

Alpine Vista (88th & Lowell)
Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Cottonwood Village (88th & Federal)
East Bradburn (120th & Lowell)
Eliot Street Duplexes (104th & Eliot)
Highlands at Westbury (112th & Pecos)
Hollypark (96th & Federal)
Hyland Village (96th & Sheridan)
Legacy Village (113th & Sheridan)
South Westminster (East Bay)
Shoenberg Farms
Summit Pointe (W. of Zuni at 82nd Pl.)
Sunstream (93rd & Lark Bunting)

0	0	0	0	84	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	62	0
0	0	0	0	117	0
0	0	0	0	10	0
0	0	9	0	0	9
0	0	0	0	20	0
0	0	0	0	153	0
0	0	8	0	54	8
0	0	0	0	58	0
0	8	0	20	28	6
0	0	0	0	58	0
0	0	2	0	14	2
0	8	19	20	658	25

SUBTOTAL

Multiple-Family Projects:

Bradburn (120th & Tennyson)
Hyland Village (96th & Sheridan)
Mountain Vista Village (87th & Yukon)
Orchard Arbour Square
Prospector's Point (87th & Decatur)
South Westminster (East Bay)
South Westminster (Harris Park Sites I-IV)

0	0	0	0	233	0
0	0	0	0	54	0
0	0	0	0	144	0
0	0	0	300	244	0
0	0	0	0	24	0
0	0	0	0	28	0
0	0	0	0	6	0
0	0	0	300	733	0

SUBTOTAL

Senior Housing Projects:

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

0	0	0	0	0	0
0	0	0	0	7	0
0	0	77	0	91	77
0	0	77	0	98	77

SUBTOTAL

TOTAL (all housing types)

5	13	135	391	1922	145
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* This column refers to the number of approved units remaining to be built in each subdivision.

POST MEETING AGENDA

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

MONDAY, December 19, 2011

1. Roll Call

2. Executive Sessions

1. Discussion of strategy and progress on negotiations related to an exclusive negotiating agreement for the Westminster Urban Center Redevelopment project and provide instructions to the Authority's negotiators as authorized by CRS 24-6-402(4)(e) - *Verbal*
2. Discussion of strategy and progress on negotiations related to an exclusive negotiating agreement for the Westminster Urban Center Redevelopment project and provide instructions to the Authority's negotiators as authorized by CRS 24-6-402(4)(e) and consultation with the Authority's legal counsel concerning status of the *Sears* litigation and settlement negotiations, as authorized by CRS 24-6-402(4)(b) and (e) - *Verbal*

3. Adjournment