



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: January 28, 2004

SUBJECT: Study Session Agenda for Monday, February 2, 2004

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings 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 next Monday night's Study Session, the following schedule has been prepared:

A light dinner will be served in the Council Family Room 6:00 P.M.

CONSENT AGENDA

None at this time.

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. Proposed 2005/2006 City Council Budget Retreat Dates
2. Traffic Calming Program Overview

6:30 P.M.

EXECUTIVE SESSION

1. Update on South Westminster Development Plan
2. Contract Negotiations (**verbal**)

INFORMATION ONLY – Does not require Council action

1. Quarterly Summary of Jury Service Exit Questionnaires

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

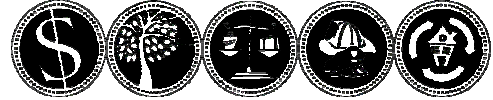
J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
January 28, 2004



SUBJECT: Proposed 2005/2006 City Council Budget Retreat Dates

PREPARED BY: Barbara Opie, Assistant to the City Manager

Recommended City Council Action:

Direct Staff on the date(s) for the 2005/2006 City Council Budget Retreat and the preferred format.

Summary Statement

Each fall, the City Council conducts a retreat to review and discuss the proposed budget for the next two years. This Staff Report is to inquire as to possible dates for the 2005/2006 Budget Retreat. Please bring your calendar to Monday night's meeting so that the group can select the most workable date(s).

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

None.

Alternative

City Council could identify other dates for the City Council Budget Retreat, such as Friday, September 17 or Saturday, September 25. Staff does not recommend moving into the month of October for the Retreat as this reduces the turn around time in getting the Budget Resolution to City Council.

Background Information

The City Council is required by the City Charter to adopt the annual budget no later than the fourth Monday in October, which is October 25 this year. The City Council will receive a copy of the proposed budget approximately two weeks prior to the Budget Retreat. In years past, the Retreat has been held during the week or on weekends depending on the Council's schedules. It has varied between a one-day or half-day retreat.

Staff has reviewed the budget preparation calendar and recommends holding the Retreat on Saturday, September 18. Staff does not recommend holding the retreat on Saturday, September 11 since the final public hearing on the proposed budget is scheduled for Monday, September 13. The budget retreat is typically the final review of citizen requests from the various public meetings/hearings, thus conducting the retreat prior to the final hearing is not recommended. The Retreat on the 2003/2004 Proposed Budget was held on a Saturday last September 28 in 2002 and a Mid-Biennial Budget Review with City Council was held last year as a Study Session on Monday, September 29.

If September 18 does not work for City Council, other options available that Staff would propose for the Budget Retreat include any of the following days/combinations:

- All day (8:30 AM-5 PM) OR afternoon and evening (1-8:30 PM) on Friday, September 24
- All day (8:30 AM-5 PM) OR afternoon and evening (1-8:30 PM) on Thursday, September 23
- Over two evenings on Wednesday, September 22 and Thursday, September 23

Staff does not recommend waiting until the last week of September (i.e., the week of September 27th) to conduct the budget retreat as it does limit the amount of time for any follow up that may be necessary prior to submitting the Budget Resolution for the October 11 City Council meeting.

As was done during 2003, regardless of adopting the two-year budget this October, a financial update/budget retreat will be conducted in the fall of 2005 to review any recommended modifications to the 2006 budget, review any new citizen requests, and address any miscellaneous financial issues that may arise during the year.

A copy of the City Council Events Calendar for September and October is attached to assist City Council in picking the date for the retreat.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



WESTMINSTER

Staff Report

City Council Study Session Meeting
January 28, 2004



SUBJECT: Neighborhood Traffic Mitigation Program

PREPARED BY: Dave Downing, City Engineer

Recommended City Council Action:

Place a nine-month moratorium on new Neighborhood Traffic Mitigation Program projects to allow time for City Staff and the City Council to evaluate the effectiveness of this program and consider alternative means of addressing the issue of speeding within residential subdivisions.

Summary Statement

- Results from citizen surveys conducted over the past several years and numerous discussions with Community Oriented Governance (COG) and other neighborhood groups indicate that speeding vehicles within residential areas continues to be one of the foremost concerns of citizens of Westminster.
- In 1998, the City Council responded to this concern by creating a 1.0 Full Time Equivalent (FTE) position within the Engineering Division of the Department of Community Development to coordinate the public input process, design and construction of traffic mitigation projects throughout the City. Since that time, Council has also appropriated a total of \$1,300,000 in the General Capital Improvement Project Fund for the installation of mitigation devices.
- In most cases where traffic mitigation devices have been installed, a nominal reduction in the average speed of vehicles has been achieved. However, Staff senses that the program has created or escalated dissention among residents of certain subdivisions over this hotly debated issue.
- A nine-month moratorium on the initiation of the public input process for any new, proposed projects is recommended. During that time period, Staff will conduct citizen surveys within all neighborhoods in which mitigation devices have been installed in an attempt to weigh the success of the program. Staff will also evaluate alternative means of addressing the speeding issue and present the findings to Council at a later date. The proposed moratorium would not pertain to projects, such as the one within Hyland Greens Subdivision, for which the public process has been completed.

Expenditure Required: \$0
Source of Funds: N/A

Policy Issue

Is the City Council satisfied with the effectiveness of the Neighborhood Traffic Mitigation Program, or should refinements to the program be considered?

Alternatives

Alternative means of addressing the issue of speeding in residential neighborhoods will be evaluated over the next several months and will be presented to Council at a later date. If Council is satisfied with the current program, the alternative to Staff's recommendation is to forego the proposed moratorium on new projects.

Background Information

To date, the City has installed 26 traffic-calming devices (e.g., raised pedestrian crosswalks, traffic circles) in 12 neighborhoods throughout the City in an attempt to reduce vehicle speeds on residential streets and, in some cases, to decrease the volume of cut-through traffic in neighborhoods (see attached map). These devices are designed to gain compliance with the existing posted speed limits, without inconveniencing motorists who are already in compliance with the law. The design also needs to accommodate emergency vehicles and response times. These devices are intended to cause speeding and reckless drivers to alter their driving patterns and inappropriate commercial traffic to alter routes.

The process for initiating a neighborhood traffic mitigation project is entirely citizen-driven. City Staff is purposely not proactive in designating existing streets that might be candidates for mitigation devices. No project is begun without the assurance of significant neighborhood interest. It has been Staff's experience that initial interest occasionally wanes as the public input process proceeds, and a few potential projects have been placed on indefinite "hold" due to such apathy. But, for the most part, a sufficient number of residents of neighborhoods maintain their interest level throughout the course of the public process.

Once a potential project area is defined, Staff collects traffic data to determine if conditions – a combination of high traffic volume, excessive vehicle speeds and preventable accidents – meet the criteria for City funding. If the criteria are met, neighborhood residents are surveyed to determine the exact nature of the traffic concerns and identify specific problem locations. Volunteers are asked to serve on a working group to define the most favored solution to the problems. This plan is then presented to the neighborhood at a public meeting for comments, agreed upon revisions are made and the final plan is submitted to the affected residents in the form of a poll. Again, to assure that there is still a significant desire for the device(s), a minimum of 30% of the households located within the "affected neighborhood" (as defined by City Staff) must respond to the poll, and a minimum of 60% of the votes cast must be in favor of the plan for the project to be placed on the City's funding list. Projects are assigned priority points based on traffic conditions such as proximity to schools and pedestrian crossings to assure that the most needed devices are funded first. On an average, projects that have successfully fulfilled this entire public process must wait approximately 18 months for funding to become available.

Staff has performed some cursory measurements of the "before" and "after" conditions on streets on which traffic calming devices have been installed in an attempt to quantify the effectiveness of the mitigation. The average speed of vehicles and the average daily traffic volume were recorded at specific locations within 300 feet of each device prior to the construction of the device and after the

Staff Report – Neighborhood Traffic Mitigation Program

February 2, 2004

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installation was completed. The data on the following table suggests that speeds and volumes have decreased in almost all instances:

	Location	Between	Device Installed	Before		After		Change	Change		
				MPH	Volume	MPH	Volume	MPH	Volume		
1	115th Ave	Kendall to Harlan Street	Raised Crosswalk	40	1665	38	1325	-2	-340		
2	115th Ave	Harlan to Eaton Street	Raised Crosswalk	40	1705	28	1106	-12	-599		
3	117th Ave	Chase to Sheridan	Traffic Circle	43	1125	42	900	-1	-225		
4	132nd Ave	Umatilla to 134th Avenue	Raised Crosswalk	39	2829	33	2775	-6	-54		
5	134th Ave	Raritan to Osage	Raised Crosswalk	42	2752	36	2998	-6	246		
6	99th Ave	Lowell and King Street	Raised Median	34	1499	29	1483	-5	-16		
7	99th Ave	King Street and 100th Avenue	Raised Crosswalk	33	1665	29	1667	-4	2		
8	99th Ave	100th Avenue and Northpark Avenue	Raised Crosswalk	34	1492	29	1348	-5	-144		
9	Depew Ct	115th Avenue to 115th Drive	Raised Crosswalk	31	2505	29	1465	-2	-1040		
10	Depew Ct	115th Drive to Chase	Speed Hump	31	2505	27	1280	-4	-1225		
11	Eaton St	115th Avenue to 112th Avenue	Raised Crosswalk	43	2238	29	1847	-14	-391		
12	Harlan Street	108th Avenue to 112th Avenue	Raised Crosswalk	35	1898	29	2060	-6	162		
13	Independence Dr	88th Ave at Farmers' Highline Canal	Raised Crosswalk	48	4160	41	4134	-7	-26		
14	Independence Dr	96th Avenue and Flower	Traffic Circle	43	4160	43	3399	0	-761		
15	Independence Dr	Brentwood Way	Traffic Circle	42	4160	41	4226	-1	66		
16	Independence Dr	Flower and Carr Street	Raised Crosswalk	43	4160	36	4412	-7	252		
17	Kendall St	112th Avenue to 113th Place	Raised Crosswalk	39	2310	29	1050	-10	-1260		
18	Kendall S	113th Place to 115th Avenue	Raised Crosswalk	42	2295	42	1058	0	-1237		
19	Northpark Ave	Lowell and Julian Way	Raised Median	41	1489	40	1497	-1	8		
20	Northpark Ave	Julian Way and Hooker	Raised Crosswalk	40	1966	40	1940	0	-26		
21	Stuart	Cotton Creek to 112th Avenue	Raised Crosswalk	43	1560	28	1240	-15	-320		
22	Vrain	110th Avenue to 112th Avenue	Raised Crosswalk	31	2180	28	1900	-3	-280		
23	Eaton	109th Avenue	Raised Crosswalk	Data Not Collected							
24	Turnpike Drive	Bradburn	Raised Crosswalk								
25	132nd Avenue	Zuni	Entrance Median								
26	Alcott	108th Avenue	Raised Crosswalk								

Unfortunately, the information contained within this table cannot be considered to be highly reliable (Staff is recommending a process to update this data that is discussed later in this memo.). The “Change in MPH” column gives the average speed reduction at one specific point on the street in

question. Frequently, Staff hears complaints that some motorists drive even faster than ever between mitigation devices to make up for the time that they lose navigating through the devices. So, a reduction in average speed at the point of measurement may not be representative of the conditions along the entire roadway. Furthermore, a significant decrease in traffic volume may not necessarily be a desired result of a traffic-calming project. While one objective of certain mitigation projects is to discourage cut-through traffic in residential areas, a reduction in volume may indicate that the problem is simply being pushed onto another nearby local street. It should be noted that the significant reductions in traffic volumes on Kendall Street, Depew Court and other roadways in the Sheridan Green and Arrowhead Subdivisions are likely due to the relatively recent construction of a 115th Avenue connection to Sheridan Boulevard by a private developer rather than due to the installation of traffic calming devices.

Perhaps, the most pertinent indicator of the success of the City's Neighborhood Traffic Mitigation Program is the perception of the residents who live in the affected subdivisions. Staff conducted one post-construction survey of residents of Northpark Subdivision – the pilot project of the program – and the returns from that survey indicated a general approval of the devices. But, more recent experiences, particularly within Hyland Greens Subdivision and in the vicinity of the 115th Avenue/Eaton Street intersection, have demonstrated that traffic calming is still a highly volatile issue that may tend to divide neighborhoods.

At this time, traffic mitigation projects located within Hyland Greens, Stratford Lakes, Cedar Bridge, Home Farm, Sheridan Green, Countryside, Amherst and Shaw Boulevard have progressed to the point that they have either already been approved by the neighborhoods via polls or ballots will soon be issued to the residents of the affected areas. Staff believes that, due to the length of time that residents of these areas have waited for the installation of mitigation devices, these projects should continue to move forward toward construction as the available funding would allow. Furthermore, Staff will continue to require developers of new residential subdivisions to install appropriate calming measures within their developments. However, Staff recommends that a moratorium be placed on all other proposed traffic calming projects for a period of approximately nine months. During that time, Staff will prepare, distribute, collect and tally survey forms to residents of many of the areas of previously constructed projects in order to gain a better perspective of the success of the program. In an attempt to solicit as much feedback as possible, Staff will consider placing the surveys on the City's website so that citizens will not have to pay for return postage.

Finally, Staff will conduct more meaningful measurements of the average traffic speed at several of the previously constructed sites. All of this information will be shared with the City Council late this year. At that later date, Staff will also offer alternative means for addressing this issue if Council should determine that the current program is not achieving the desired results.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



W E S T M I N S T E R

Staff Report

Information Only Staff Report
January 28, 2004



SUBJECT: Quarterly Summary of Jury Service Exit Questionnaires

PREPARED BY: Matt Lutkus, Deputy City Manager for Administration

Summary Statement:

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

- As requested by City Council, Presiding Judge John Stipech has been providing jurors with survey questionnaires at the conclusion of jury trials.
- During the period of October through December 2003, 30 jurors were asked to complete questionnaires. Thirteen of these jurors returned completed questionnaires.
- A large majority of the jurors/respondents continues to rate each of the four performance areas as good (the highest rating).

Background Information

During City Council's annual appraisal of Judge Stipech in 2001, the Judge was asked to implement juror feedback survey on an ongoing basis. Since February 2002, Judge Stipech has been providing these questionnaires to citizens who are actually called upon to serve on jury trials. Citizens who are called to serve as jurors but are later released from service prior to the trial are not given surveys to complete.

The jurors are asked to complete the survey form and return it to the Deputy City Manager for Administration in an envelope that is preaddressed and stamped. The results of the survey are then tabulated and periodically provided to City Council.

Attached is a summary of the questionnaire ratings and a listing of the written survey responses.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**Westminster Municipal Court
Jury Service Exit Questionnaire Summary
October 1, 2003 through December 31, 2003**

Ratings on the following:	Good	Adequate	Poor	N/A	Not Working
Initial notification process	10	2	1		
Jury information Brochure	9	4	--		
Orientation (video presentation)	10	3	--		
Treatment by Court Personnel	12	1	--		
Overall Jury trial experience	9	3	1		

What could be done to improve the process:

- We should have a choice of dates to appear (initial notification process).
- If we had started before 10:00 a.m., I would have been home before 6:30 p.m. (overall jury trial experience).
- Treatment by Court personnel was above good in my opinion. I felt informed and appreciated. A very nice experience.
- Outdated video (orientation (video presentation)).
- Court personnel were amazing. It seemed that they all genuinely cared about the jury members and definitely kept us comfortable all day. Thanks!
- None. This process was very well done.
- Very nice Court personnel!

Cases involved:

- Defendant Michael Joseph Montoya, Case Number 2003-008599-DV (10/17/03)—6 jurors
- Defendant Michael Anthony Granado, Case Number 2003-006572-MO (10/24/03)—6 jurors
- Defendant Tito Johnathan Solis, Jr., Case Number 2003-001003-TM (10/31/03)—6 jurors
- Defendant Jose Richard Echanove, Case Number 2003-010640-DV (11/21/03)—4 jurors
- Defendant Josef Cafourek, Case Number 2003-008329-MO (12/12/03)—6 jurors