



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: February 2, 2005

SUBJECT: Study Session Agenda for February 7, 2005

PREPARED BY: 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. Lobbyist Update (Verbal)
2. Youth Advisory Panel Update
3. New Unified Messaging System Training
4. Discussion Regarding Monthly/Quarterly ADCOG Meetings (Verbal)

6:30 P.M.

EXECUTIVE SESSION

No items at this time.

INFORMATION ONLY ITEMS – Does not require Council action

1. Fourth Quarter 2004 Status Report on Capital Improvement Projects (Attachment)
2. Fourth Quarter Update – 2004 Citywide Goals and Objectives (Attachment)
3. Police Department Neighborhood Traffic Enforcement Program
4. Information Technology Department Strategic Plan
5. Recreational Vehicle Dump Station Closure

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

Information Only Staff Report
February 7, 2005



SUBJECT: Youth Advisory Panel Presentation

PREPARED BY: Dee Martin, Youth Advisory Panel Staff Liaison
Cindy McDonald, Youth Advisory Panel Staff Liaison

Summary Statement:

- This report is for City Council information only and requires no action by City Council.
- The 2004/2005 Youth Advisory Panel has been very active in the community. Current members are:

Standley Lake High School

Arpeenh Admian
Tayo Adeeko
Kyla Larsen
Monica Ly
Rachel Shapiro

Jefferson Academy

Meghan Carroll

Pomona High School

Ryan Elsener
Brenna Larsen
Andy Shaffer

Thornton High School

Ryan Cambe
Matt Soffel

Northglenn High School

Leigh Lovato

Although students from both Ranum and Westminster High Schools have participated in the past, currently there are no representatives from Adams County School District 50 on the Panel. However, Staff has been working with School District administrative staff to recruit some new representatives.

- City Staff will be present at the February 7, 2005 Study Session to give a presentation to City Council on Youth Advisory Panel activities.

Background Information

The Westminster Youth Advisory Panel was created by City Council in 1999. The original purpose of the Youth Advisory Panel (Westminster YAP) was to create a meaningful exchange between teens and City officials and to engage youth with their community and local government. The Westminster YAP advises City Council on matters in the community pertaining to youth and makes recommendations regarding the development of Citywide community and/or neighborhood programs to address short and long-range youth issues. As part of the yearly program and as representatives of the City, the YAP members attend various City sponsored functions such as the Boards and Commissions Dinner, City Council Meetings, business openings, and park dedications. In addition, the Panel attends leadership trainings, retreats and monthly panel meetings.

Since its inception, the Youth Advisory Panel has broadened its vision to include monthly community service projects. These projects are community focused and encourage community participation from all facets of Westminster's broad population base. The projects are recommended, voted upon, and organized by YAP members.

The 2004/2005 Youth Advisory Panel (YAP) kicked off the school year with a retreat at the Westminster Westin after helping at the Holy COW Stampede. The YAP group has once again been a committed team providing quality community service to Westminster and the area. This past fall, YAP participated in the Westminster Recreation Programs' Mother/Son Bingorama, the Westminster Halloween Party for kids, and the Lighting Ceremony; the COMPA food drive (making and delivering food packages) for needy families at Thanksgiving; and the Arc of Adams County Holiday Adopt-A-Family Program.

A wide variety of speakers have attended their meetings including City of Westminster Volunteer Coordinator Pam Mayhew (on volunteering in your own community), Standley Lake Assistant Principal Tim Walker (on how to put on a special event at your school), and Table Mountain Animal Shelter Director of Development Carol Carolson (on holding a fundraiser for Table Mountain Animal Rescue). These speakers have all given the teens of YAP insight into how to become involved in your community.

This spring, the YAP group will continue its tradition of excellence and commitment to service with many exciting projects including the City of Westminster's Father/Daughter Ball and Pride Day and hosting an inter-school high school bowling tournament. YAP is also actively pursuing adopting a street as part of the City of Westminster's Adopt-A-Street Program. Additional information will be sent to Council once plans have been finalized.

YAP will be revitalizing its web page on the City of Westminster's website. Members of the panel are currently working with Staff to provide an exciting, fresh face to the Westminster YAP information that will appeal to teens. The panel is also planning to reach out to the area high schools to explore the possibility providing a direct link to the City of Westminster website from the school websites.

Respectfully submitted,

J. Brent McFall
City Manager



W E S T M I N S T E R

Staff Report

Information Only Staff Report
February 7, 2005



SUBJECT: New Unified Messaging System Training

PREPARED BY: Gary Casner, Sr. Telecommunications Administrator

Summary Statement:

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

Information Technology Department staff will be present at the February 7, 2005 study session to conduct a unified messaging system training session for City Council.

Background Information

In September 2004, City Council approved the purchase of a Unified Messaging System (UMS) to replace the outdated voice mail system. The UMS has been purchased and installed and is being used by City employees.

A short training has been scheduled for tonight's study session. A copy of the navigation map is attached for City Council review prior to the training. After the training next Monday night, City Councillors will be changed over to the new voice mail system.

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
February 7, 2005



SUBJECT: Fourth Quarter 2004 Status Report on Capital Improvement Program (CIP) Projects

PREPARED BY: Barbara Opie, Assistant to the City Manager

Summary Statement:

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

Attached is the fourth quarter status update for 2004 on Capital Improvement Program (CIP) projects. The project name, a brief description, and status update is provided for each project. If City Council has questions about any of the projects included in this report, Staff will follow up with additional information.

Background Information

Staff has compiled the attached status report on Capital Improvement Program (CIP) projects for activities through the fourth quarter of 2004, ending December 31. Several projects included within this report are in the process of being closed out and therefore may not appear on the first quarter status report for 2005.

The “Updated” column on the far left side of the attached report will have a mark (▶) in it denoting that the project information (such as the description, status, budget, projected completion date or percent complete) has been updated, or it will have “NEW” typed in to identify any new projects added to the CIP Status Report since last quarter, or it will have “CLOSED” or “TO BE CLOSED” typed in to identify projects that have either been closed in the financial management system or about to be closed. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during that quarter; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

The definition for each of the columns included in the report is noted on the attached document (“Attachment A: Definitions – Capital Improvement Program (CIP) Project Status Report”). The definitions are utilized internally to ensure that staff is reporting information as consistently as possible.

The project name, a brief description of the project, project status, project budget, project expenditures as of December 31, the project manager(s), engineering firms/contractors, start date, projected completion date and percent complete is provided for each project on the “Capital Improvement Program – Major Projects” pages (Attachment B).

The project name, a brief description of the project, project status, project budget, project expenditures as of December 31, the project manager(s), and engineering firms/contractors is provided for each project on the “Capital Improvement Program – Ongoing Projects” pages (Attachment C).

The projects are sorted based on whether they are ongoing in nature or have a definitive beginning and completion date. Some projects may include funding from both the General and Utility Funds but are listed only once, reflecting the consolidated total in this report. Those projects on the Ongoing Projects pages (Attachment C) do not include a start date, projected completion date or a percent complete due to the nature of these projects (i.e., they are continuing projects from year to year).

This report includes only CIP projects authorized in 2004 or the prior years; the new CIP projects authorized by City Council for the fiscal year 2005 will be included within the first quarter report for 2005.

Staff will continue to provide this report to City Council on a quarterly basis. If City Council has questions about any of the projects included in this report, Staff is available to meet individually with City Council members and provide additional information on the projects included within this document or provide appropriate information as requested

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

– DEFINITIONS –
Capital Improvement Program (CIP) Project Status Report

Updated – The Updated column is intended to simplify the review of the quarterly updates by drawing attention to those projects with new updates since the last quarter report. The column will have a ► mark in it denoting that the project information has been updated, or will include “NEW” to identify any new projects that may have been added since the last report via supplemental appropriations (such as from carryover, the receipt of a grant or the subdividing of a larger project into smaller components), or will include “CLOSED” to identify projects closed or “TO BE CLOSED” if the project will be closed before the next report. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during that quarter; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

Project Title/Description – The Project Title is common name utilized by Staff in identifying the project. The Project Description is a brief description of the project, specifically focusing on the scope of the project for which funds are budgeted (i.e., are the funds appropriated for the full project, from design to construction, or simply the design/engineering component of the project).

Project Status – A brief update as to the progress made on this project, providing information such as how much work has been completed, if the project is on schedule, ahead or behind, if any challenges have developed as a result of contractors or the weather, etc.

Budget – For Major Projects, this is the total amount City Council has appropriated via the current and/or prior years’ budgets. Some projects have funding from multiple sources, i.e., the General and Utility Funds; in these cases, the combined total for the project is shown in this report.

For Ongoing Projects, this is the amount that has been entered into the financial management system that City Council has appropriated via the current or prior years’ budgets. This amount may be different from the total amount that has been appropriated over the years, since many projects that are ongoing have received funding for many years, in some cases over ten years. Showing the cumulative budget since project inception is not only difficult to gather given the conversion to a new financial management system, but is not representative of the funds actually available to spend on these ongoing projects. Some projects may include open contracts from which some expenditures have been made but the Spent column reflects only those actual expenditures, and therefore the associated encumbrances (i.e., financial obligations) are not necessarily reflected in these figures.

Spent – Actual expenditures made to date, *excluding* encumbrances.

Project Manager(s) – The City staff member(s) overseeing the completion of the project. Regardless of having an external project manager, a City staff member will always oversee City projects.

External Project Manager Utilized - This column identifies if the primary project lead is a City staff member or an outside contractor. On complex construction projects of approximately \$3-5 million or more, the City is likely also to hire a professional project manager on a contracted basis (in addition to an independent project construction inspector) to provide overall project management under the direction of City staff. If an external project manager is utilized, the name of the contractor is listed in this column.

Engineering Firms Or Contractors – Lists all outside firms the City has hired to work on this project, excluding the external project manager if applicable.

Start Date – Identifies the month and/or year in which the project was initiated (noted on the Major Projects’ pages only).

Projected Completion Date – The projected/targeted date for which the project is anticipated/scheduled to be complete (noted on the Major Projects' pages only).

Percent Complete – Identifies the amount of the overall project, as funded via City Council appropriations and defined in the Project Title/Description that is complete. It is based solely on what has been funded to date and may not include actual completion/construction of the project. There will not necessarily be a one-for-one correlation between the percent complete and the amount expended. (For example, City Council may have funded the design only of a project and based on this funding level, the project may be 75% complete, which would be reflected in the Percent Complete column. However, when looking at the overall project, which might be for the construction of a new bridge, the design component is only 5% of the overall project; however, City Council has not appropriated the construction funds as of yet and therefore this percent complete would remain at 75% until the total project funds are appropriated. Once the entire project budget is appropriated, the percentage complete column would be adjusted to 5%, reflecting the percentage of the total project that the design work represents. Some projects may be 100% complete but may reflect some funds remaining in the project and the project remains on this report due to warranty work that is yet to be completed; once warranties expire, the project will be closed.)

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 12/31/04)	BUDGET	SPENT (12/31/04)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
GENERAL CAPITAL IMPROVEMENT FUND							
	Arterial Roadway Rehabilitation and Improvements - Project to supplement arterial street maintenance in the PW&U operating budget; funds will be used for improvements to existing pavement on major arterials to extend the life of the pavement and offset the high cost of repairs.	The 2004 Chipseal Project includes construction of a Double Bonded Hot Applied Chipseal Resurfacing application to Sheridan Boulevard, 88th Place to 113th Avenue. The project also includes replacement of deteriorated curbs, gutters, sidewalks and crosspans - cracksealing and patching of the roadway prior to resurfacing and new thermo-plastic pavement lane lines and markings. City Council approval to award the bid to A-1 Chipseal Co. was May 10, 2004. Concrete Replacement, patching and cracksealing was completed by July 1 with resurfacing scheduled for August 2004. Resurfacing was only completed to 96th Avenue due to sub-contractor scheduling and material availability problems. Sheridan Boulevard, 96th Avenue to 113th Avenue will be resurfaced in early Spring 2005.	\$400,000	\$171,675	Ray Porter (PW&U)	City Employee	A-1 Chipseal
▶	BO&M Major Maintenance - Project is for maintenance projects throughout City facilities.	The replacement of the computer room HVAC at City Hall will be completed during 2004 in conjunction with the HVAC upgrade and tenant improvement to City Hall. \$140,000 moved in 1/2004 for the HVAC project per Council approval. \$14,086 moved from Court Video Arraignment project for roof repairs at the Court facility.	\$537,298	\$479,369	Jerry Cinkosky (GS)	City Employee	Allied Roofing, Mile High Glass and others TBD
	City Facility Parking Lot Maintenance - Program to maintain City facility parking lots on an on-going program (cracksealing, seal coating, resurfacing or reconstruction as necessary).	The Municipal Service Center Parking lots were scheduled for 2004. Deteriorated curbs, gutters and sidewalks were replaced under the 2004 Concrete Replacement Project; cracksealing and patching will be done by City Crews prior to August resurfacing under the 2004 Asphalt Pavement Rehabilitation Project by Lafarge, Inc. Budget increased from \$100,000 to \$200,000 per the adopted 2004 Budget. Projects for 2004 were completed on September 11, 2004.	\$300,000	\$300,000	Ray Porter (PW&U)	City Employee	Asphalt Specialties Co. for concrete and Lafarge for asphalt resurfacing.
▶	Community Enhancement Program - These funds provide for a variety of projects throughout the Westminster community. Projects include: Community enhancement master plan, US36/Federal landscape improvements, neighborhood enhancement grant, public art, median maintenance/renovation, and gateways.	US 36/Federal medians out to bid. Neighborhood grants near completion. Waiting to accumulate necessary funds to construct; neighborhood grants awarded in July; median maintenance is ongoing (\$50,000). Staff is currently working on an update of the CEP Master Plan. Focus groups were conducted in April/May. Budget increased from \$2,338,323 by \$1,000,000 per the adopted 2004 Budget. City Hall medians completed; 88th Avenue medians under design.	\$3,338,323	\$632,365	Kathy Piper (PR&L)	City Employee	City Employee
	Facelift Program - The Facelift Program provides matching grants to qualifying commercial properties and/or businesses to improve the aesthetic appearance of the site and/or buildings. The grant is provided on a one-for-one dollar basis not to exceed \$5,000 and can be used for landscaping, painting, awnings and signage, and façade improvements	This program provided funds for improvements to Valente's Deli that will enhance the Meade Street improvement project. Custom Flag Company received a grant for \$10,000 for a building at 73rd and Bradburn, other possible projects include an office building at 73rd and Wilson Court, and an office building on Lowell Boulevard.	\$100,000	\$75,899	Tony Chacon (CD)	City Employee	n/a
	Fire Station Concrete & Asphalt Replacement Program - Funding for on-going replacement of deteriorated concrete curb, gutter and sidewalk and asphalt paving adjacent to the six fire stations.	2004 work to date has included asphalt and concrete repair at Fire Stations 1, 3, 4, & 6 for a total of \$20,964. The parking lot at Fire Station 6 was also expanded to handle employee parking for \$15,000. Pump Pit repairs at Station 1 were completed at a total cost of \$9,726. Currently projecting needs for 2005.	\$50,000	\$45,690	Bill Work & Gary Pedigo (Fire)	City Employee	Asphalt Specialties Co.
	Geographic Information System - The G.I.S. is the warehouse for geographic data, utility layout, and the mapping which supports planning, record-keeping, and maintenance activities throughout the City. All but the very basic support for the GIS comes from the Capital Improvement Program.	Training efforts continue as more and more applications of GIS data are developed. Upcoming projects include the publishing of map books for utilities, City's participation with DRCOG in 2004 aerial mapping project and refinement of base data for utility billing operations. Budget increased from \$321,903 by \$65,000 per the adopted 2004 Budget.	\$386,903	\$261,244	Steve Baumann (CD)	City Employee	n/a
▶	Greenbelt Drainage Improvement - Funding for improvements along greenbelts and drainageways that require repairs caused by flooding or improvements mandated for wetland mitigation/monitoring.	Big Dry Creek Wetland Mitigation was completed in 2001 and switched to monitoring in 2002. Staff is evaluating BDC at City Park to see if mitigation plantings are viable and replanting is being planned. Water quality testing at Big Dry Creek underpass at Wadsworth is ongoing along with drainage repairs due to summer storm damage. Budget increased from \$250,453 by \$50,000 per the adopted 2003 Budget. Budget increased from \$117,624 by \$50,000 per the adopted 2004 Budget.	\$167,624	\$54,188	Richard Dahl (PR&L)	City Employee	Various, Aqua Engineering, ERO
	Major Fire Station Maintenance - This project consists of major maintenance and remodel items for all six Fire Stations and the Storage Facility (old Station 2).	Fire Stations 1, 3, and 6 have received HVAC upgrades totaling \$36,620. Station 6 has begun renovations to storage areas to accommodate expansion of the uniform and bunker gear storage. Storage Facility (old Station 2) - staff has started installing shelving to convert station into a storage/warehouse facility. Pending items include Fire Station 5's emergency generator, which will require replacement soon, as well as renovations to Fire Stations 1, 3, 4, 5, and 6. Staff is currently soliciting bids to establish a priority replacement/upgrade schedule for all fire stations. Budget increased from \$75,028 by \$50,000 per the adopted 2004 Budget.	\$125,028	\$61,405	Bill Work (Fire)	City Employee	American Mechanical Services and various
▶	Median Rehabilitation - Project to rehabilitate and maintain medians throughout the City.	No work has been done on this project yet. Staff is trying to bid out with the median on US 36 and Federal but waiting for CDOT to respond prior to releasing the bid. Plant renovation along 104th between Sheridan and Federal is also planned. Work to be done in spring 2005.	\$200,000	\$0	Kathy Piper (PR&L)	City Employee	Firm Not Selected

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 12/31/04)	BUDGET	SPENT (12/31/04)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
CLOSED	Miscellaneous Stormwater Drainage Improvements - This project is intended to fund the design and construction of all types of drainage improvements on an ongoing basis. This project has had multiple years of appropriation to address small stormwater projects as they arise. (Prior to the Stormwater Drainage Fee being established by City Council in 2001, funds were appropriated in the General Capital Improvement Fund; this project represents that prior commitment of the City to stormwater drainage improvements).	One project funded under this CIP was the Farmers' High Line Canal/Hyland Greens Golf Course diversion structure, which was designed to separate storm runoff from irrigation flows and reduce downstream flooding. The construction of this project was completed during the second quarter of 2004 and final payment was issued in the third quarter of the year. This CIP also funds the McKay Lake Outfall project for the design of the McKay Lake drainageway outfall from the Bull Canal crossing to the confluence of Big Dry Creek (\$57,700).	\$682,996	\$625,502	Dave Downing (CD)	City Employee	various
▶	Neighborhood Traffic Mitigation - This project provides funding for the design and construction of traffic mitigation measures (e.g., traffic control signs, traffic circles, medians, speed humps, etc.) that may be identified in selected residential neighborhoods where there is speeding on residential and collector streets.	Budget increased from \$214,731 by \$200,000 per the adopted 2004 Budget. In November of 2004, Council decided to discontinue this program except for those projects that are designed and ready for construction. These remaining projects will be constructed in 2005.	\$414,731	\$265,042	Mike Normandin (CD)	Burns& McDonnell and BWR	Burns & McDonnell, BWR-- Design / Goodland Construction, Inc.
	New Development Participation - This project funds the City's share of certain public improvements (e.g., the middle portion of arterial streets) installed by private developers.	City participation in Clay Street construction at Cobblestone Park was paid out of this CIP during the third quarter of 2004. Budget increased from \$858,892 by \$150,000 per the adopted 2004 Budget.	\$1,008,892	\$85,730	Dave Downing (CD)	various developers	n/a
	Open Space Land Acquisition - The funds will be utilized for the acquisition of additional open space lands in Westminster. The funds are a portion of the open space sales tax revenue received from Adams County from the 2001 voter-approved tax. The Open Space Advisory Board prepares and utilizes a list of priority lands to acquire open space throughout the City and will be used when expending these funds.	Project represents some of the annual funding to be received via the Adams County voter-approved tax. Staff continues to work to acquire priority lands prior to development.	\$125,000	\$0	Lynn Wodell (CD)	City Employee	various
	Park Improvement Program - This project improves the appearance of, and brings into compliance with ADA, older parks within the City by replacing playgrounds, adding picnic shelters and improving sidewalks, and other necessary renovations.	This program is no longer being funded; it is being combined into the Park Renovation Program. Remaining funds are being spent down on minor park repairs and the design of the skate park.	\$147,306	\$67,024	Richard Dahl (PR&L)	City Employee	In-House
	Parks Major Maintenance - This project provides funds for major repairs to existing parks, e.g., irrigation system replacement, tennis court/basketball court resurfacing, fencing repairs, athletic field reconstruction, etc.	Tennis court surfacing has been delayed while alternative surfaces are evaluated. Irrigation repairs are being funded from this account as it is being combined into the Park Renovation Program.	\$94,629	\$62,172	Richard Dahl (PR&L)	United Green Tech; Fence Consultants	In-House
▶	Parks Renovation Program - This program seeks to combine the existing Parks Major Maintenance Program and the Park Improvement Program into one consolidated source of funds. Funds in this program will serve the purposes of the two previous programs to fund improvement projects that are needed to update the safety and quality of Westminster parks.	Ranch Park renovations are complete. Improvements to the shelter at Squires Park and replacement of irrigation system and concrete work at Dover Square Park are under construction. A total of \$50,000 was transferred into the Skatepark account as this was the starting budget for the Skatepark and was never moved once a separate account was created (budget reduced from \$1,350,000 to \$1,300,000).	\$1,300,000	\$533,267	Richard Dahl (PR&L)	City Employee	BBB Architects, Hydrosystems
▶	Recreation Facility Improvements - Projects at various recreation facilities to enhance customer service, including upgrades to aquatics, weight rooms, etc.	Ongoing funds are used to enhance customer service at all facilities. Projects include renovation and equipment purchases. Other customer service projects will continue as necessary. Budget increased from \$318,417 by \$100,000 per the adopted 2003 Budget. \$20,000 transferred from SFC Roof Replacement account for the painting of the natatorium at the Swim & Fitness Center. Council approved addition of \$150,000 from 2002 carryover funds 11/24/03 for ongoing maintenance to the recreation facilities. Budget increased from \$594,417 by \$200,000 per the adopted 2004 Budget. Budget increased by \$125,000 per Council 8/9/04 reallocating funds from the complete Ryan School Park Improvements CIP account into the Recreation Facilities Improvements CIP account for Swim & Fitness Center renovations. SFC improvements complete. Beginning video security system installation at Legacy Ridge and the Heritage Golf Courses. Other service enhancement projects are continuing.	\$919,417	\$756,078	Ken Watson (PR&L) Peggy Boccard (PR&L)	City Employee	Various Suppliers
	Sidewalk Connections - This project provides funding for the design and construction of "missing links" of sidewalks at various locations where private development is not anticipated in the foreseeable future.	Budget reduced by \$75,000 per Council November 11, 2002, to address revenue shortfalls in 2002. Budget increased from \$51,806 by \$50,000 per the adopted 2003 Budget. Budget increased by \$50,000 per the adopted 2004 Budget.	\$148,115	\$0	Dave Downing (CD)	City Employee	n/a
▶	Traffic Signal System Improvements - This project provides funding for the design and installation of traffic signals at selected intersections that meet City warrants.	Fiber optic traffic signal interconnect cable was installed along 104th Avenue between Sheridan Blvd and Grove Street during the first and second quarter of 2004. The City is participating with Broomfield in the installation of a new signal at the intersection of 132nd Avenue/Zuni Street. This signal was completed during the third quarter of 2004. Budget increased from \$184,177 by \$100,000 per the adopted 2004 Budget. [\$70,040 reimbursement from Broomfield for installation of 132nd/Zuni traffic signal received 12/04, thus reducing the actual amount expended (3rd quarter report showed \$245,552 expended as of 9/30/04 versus \$182,896 expended as of 12/31/04).]	\$284,177	\$182,896	Mike Normandin (CD)	City Employee	In House Design/Colorado Signal Co.

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 12/31/04)	BUDGET	SPENT (12/31/04)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
	Trail Development - Implement the trails master plan by developing identified trails throughout the City as funding permits.	2004 workplan includes: Big Dry Creek from Huron to I-25 (which includes a grant from ADCO-completion delayed from 2004 as awaiting CDOT permission); Walnut Creek (soft trail from Johnson to Wadsworth Parkway); Mushroom Pond trail - complete; and Standley Lake Trail Restoration (replace trails damaged due to dam renovation project). Budget increased from \$498,294 by \$100,000 per the adopted 2004 Budget.	\$598,294	\$134,094	Brad Chronowski (PR&L)	City Employee	In-House
	Street Lighting Improvements - This project provides funding for the installation (by Xcel Energy) of isolated street lights in areas requested by citizens.	Street lights are installed upon request by citizens and the approval of Staff. Budget increased from \$261,490 by \$25,000 per the adopted 2003 Budget. Budget increased by \$25,000 per the adopted 2004 Budget.	\$311,460	\$269,729	Mike Normandin (CD)	Xcel Energy	Xcel Energy
▶	Underground Utility Lines - This project houses funds that are collected from private developers as "cash-in-lieu" payments for the underground relocation of overhead utilities adjacent to their sites. Xcel Energy will not perform these relocations for short lengths of lines. In such cases, funds are collected from the developers for future, longer projects.	Staff continues to monitor areas in which "cash-in-lieu" has previously been collected for opportunities to create larger projects that Xcel Energy would be willing to perform.	\$114,398	\$0	Dave Downing (CD)	Xcel Energy	Xcel Energy

UTILITY CAPITAL IMPROVEMENT FUND

	Major Repairs Wastewater System - This project allows for various large wastewater system replacements and repairs.	Current improvements include: Six Inch Sanitary Sewer Replacements and 88th & Zuni Lift Station Wet Well Replacement. 94th & Quitman Lift Station Variable Frequency Drives (\$75,000) project on hold. 88th & Zuni project pending property acquisition and DRCOG siting review. Six inch sewer replacements to Council 12 July 04. Budget increased from \$440,000 by \$50,000 per the adopted 2004 Budget.	\$490,000	\$407,033	Richard Clark (PW&U)	City Employee	Martin & Martin; JR Engineering.
▶	Miscellaneous Stormwater Drainage Improvements - This project is intended to fund the design and construction of all types of drainage improvements on an ongoing basis. (Prior to the Stormwater Drainage Fee being established by City Council in 2001, funds were appropriated in the General Capital Improvement Fund; the project in the General Fund Ongoing Projects represents that prior commitment of the City to stormwater drainage improvements).	In the 4th Qtr, contracts were awarded for technical evaluation of problem areas that became evident after severe storms in the summer of 2004. Results and recommendations from those studies will be considered in early 2005 along with development of a strategy for improvements.	\$506,907	\$213,599	Steve Baumann (CD)	City Employee	various
▶	Raw Water System Maintenance - The Farmers High Line Canal, Croke Canal, Church Ditch and other canals, in which Westminster is a major shareholder, are earthen structures that have areas requiring capacity restoration and or lining. Westminster can participate in these projects through the ditch companies with costs shared among all shareholders however the larger projects need additional funding. Presently the canals intercept a significant amount of storm drainage in the form of non-point source runoff. Westminster can participate in the cost for bypass structures at storm water inflow points, which would greatly improve the water quality of the canals and Standley Lake. Maintenance may include canal bank cleaning and lining, additional flow capacity studies, water surface profiling, erosion protection and delivery structure renovation. The City and the canal companies are also exploring remote sensing and telemetry capabilities for water flow monitoring and possibly control gate operation.	Cleaning, repairs and capacity restoration were completed on the Farmers High Line Canal, Church Ditch, and Croke Canal with funding for the work available from the company maintenance budgets; however, funds were contributed to the Kershaw Ditch Company for piping a section of the ditch that resulted in a special assessment for all Kershaw shareholders. The canal companies are also in discussions with the City of Arvada and U.S. Fish and Wildlife on a stormwater project at the Two Ponds Wildlife Refuge plus several other stormwater management projects along the canals that may require contributions from the City. The Church Ditch Water Authority may participate in cost sharing for piping a portion of the Ditch in the City of Golden. The Church Ditch pipe in Golden may have to be partially funded by Northglenn and Westminster if the Cities, the Authority Members, choose to participate in the project. Staff is also evaluating construction of an additional stream gage on Clear Creek that would provide additional data on water rights exchange flow potential. Budget increased from \$618,736 by \$100,000 per the adopted 2004 Budget.	\$718,736	\$237,023	Dan Strietelmeier (PW&U)	City Employee	Various
▶	Reclaimed User Connections - This project involves the addition of connection lines and service vaults to the existing Reclaimed Water Distribution System that will aid in expanding the current commercial user base.	The connections for 2003 include line extensions through the Bradburn development from Sheridan east which is complete, an extension along Federal north from 112th which is complete, expansion of the system in Park Centre which is complete, and other smaller extensions. Budget increased by \$500,000 per the adopted 2003 Budget. Design of 2004 extensions to six Home Owner Associations is complete and ready for bid.	\$1,579,150	\$1,177,370	Diane Phillips (PW&U)	City Employee	Martin/Martin Engineering
	Standley Lake Water Quality - To fund ongoing study and evaluation of the quality of the water supply in Standley Lake.	Study to be done of lake quality. Waiting for agreement with Thornton and Northglenn on course of action.	\$1,098,648	\$0	Kipp Scott (PW&U)	City Employee	n/a
▶	Thornton Water Replacement - The purpose of this project is to replace the annual volume of water supply lost due to the reduction of the treated water contract negotiated with Thornton from 3 MGD to 2 MGD in 2004. This will include the purchase of additional water rights, expanding the reclaimed water system and increased water conservation efforts. The savings from the reduction of payments to Thornton will be used to fund this project.	Staff is developing strategic plans to implement to coincide with available funding. Budget increased by \$521,730 per Council action 11/22/04 for the sale of approximately 31 acres to the Hyland Hills Park and Recreation District. (budget increased from \$578,000 to \$1,099,730).	\$1,099,730	\$0	Mike Happe (PW&U)	City Employee	Helton and Williamson will be assisting with water supply planning/modeling of alternatives

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 12/31/04)	BUDGET	SPENT (12/31/04)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
	Treated Water System Major Maintenance and Repair - These projects are to maintain and repair the City's existing water system.	Current improvements include: Master Plan Updates; Development Project Participation Funds (water); and Pump Station Electrical/Mechanical Upgrades. Budget increased from \$450,000 by \$125,000 per the adopted 2003 Budget. Budget increased by \$51,000 per funds transfered from the Waterline Maintenance/Replacements/Additions project.	\$626,000	\$328,648	Richard Clark (PW&U)	Various	TBD
▶	Utility Site Landscaping Improvements - Funds to finalize or improve landscape at Utilities Operations facilities.	Projects in 2004 include Pierce Street retaining wall, fencing projects at Shaw Heights well sites and Countryside Pump Station projects (design only). 2005 projects include trail adjacent to Allen Ditch at Pierce Street, execution of Countryside project and other utilities site needs. Funds also available for replacement of failed landscape for any prior year utility fund project.	\$395,112	\$132,419	Richard Clark (PW&U)	City Employee	In-house
▶	Water Purchases - The City must continue to actively pursue irrigation company water shares to accommodate growth projections and to protect its interest in Standley Lake. The City will actively pursue the purchase of Farmers Reservoir and Irrigation Company (FRICO), Church and Farmers' High Line Canal and Reservoir Company stock for direct supply purposes and other Clear Creek or South Platte ditch rights for augmentation and exchange purposes. A limited number of shares remain in the Clear Creek irrigation companies and the price continues to rise, so the City needs to quickly purchase these shares as they become available.	Staff is formulating a plan to acquire large blocks of Clear Creek ditch company shares that may only be available at a premium price. Staff is currently reviewing shareholder lists to identify the largest blocks of potential sellers. The large share blocks would represent the majority if not all of the water available now and in the future. The large share block acquisition is planned for implementation in 2005. The City will continue to acquire irrigation company shares as they become available with negotiations continuing on several potential purchases. Budget increased from \$907,098 by \$500,000 per the adopted 2004 Budget.	\$1,407,098	\$153,700	Dan Strietelmeier (PW&U)	City Employee	n/a
	Waterline Maintenance/Replacements/Additions - This project supports miscellaneous watermain projects identified in Master Plan or through operational experience.	Budget increased from \$1,598,907 by \$800,000 per the 2004 Budget. Funds moved to other maintenance/replacement/additions projects: \$14,655 (January 2004) to Lowell Waterline Replacement; \$900,000 to Mandalay Gardens waterline; \$51,094 to new project for Pressure Reducing Valve (May 2004); and \$51,000 to Treated Water System Maintenance project. Funds returned to project from the Lowell Blvd Watermain, 74th Avenue Waterline and 112th/Community Center projects (\$33,290) returned to this project budget; budget increased from \$1,382,158 to \$1,415,448 as a result of closing these projects.	\$1,415,448	\$553,283	Richard Clark (PW&U)	City Employee	n/a

NOTE: Due to the nature of ongoing projects, many of the projects listed above have what appear to be large budgets. However, when the amount spent year-to-date is taken into consideration, the amount that remains available is not as large. The budget shown is the amount included in the financial management system that City Council has appropriated via the current or prior years' budgets, cumulatively. This amount may not be a one-for-one match with what has been appropriated over the years, since many projects that are ongoing have received funding for many years, in some cases over ten years, but the amount reflected in JDE is based on activity at the time of conversion and/or has had expenses capitalized.



W E S T M I N S T E R

Staff Report

Information Only Staff Report
February 7, 2005



SUBJECT: 4th Quarter Update – 2004 Citywide Goals and Objectives
PREPARED BY: Emily Moon, Senior Management Analyst

Summary Statement

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

Attached is the fourth quarter status report on major projects/initiatives/programs undertaken to achieve City Council goals for 2004 (see attached document “2004 Citywide Goals & Objectives”). The items included in the attached document focus on those items that specifically tie to Council’s stated goals for 2004.

Background Information

The attached document reflects the actions Staff is pursuing to achieve City Council's 2004 Citywide Goals. This report focuses on those items that specifically tie to Council's stated goals for 2004. Should Council desire additional information on a particular item included within this document, Staff will prepare appropriate supplemental information on the specific item requested.

The City Council goals for 2004 are as follows:

- Financially Sound City Government
- Revitalized Aging Neighborhoods and Commercial Areas
- Safe and Secure Community
- Balanced, Sustainable Local Economy
- Beautiful City

The Goals & Objectives document includes the following information:

Goal – These are the priorities originally set by City Council at their 2002 Goal Setting Retreat, which were re-affirmed and refined for 2004 at City Council's April 2004 Strategic Plan Review. The goals provide a foundation for the City's budget and for Staff's projects.

Objective – Within each goal, several objectives to help achieve that goal have been identified. Several "actions" will be undertaken within each objective to help achieve that goal.

Initiated – This column identifies the year in which the action initiates. Many actions were initiated prior to 2004; this reflects the long-term nature of projects/initiatives within the City.

Actions – This column reflects those specific projects, initiatives, and/or programs that Staff is working on to help achieve City Council's goals.

Assigned To – Many projects have multi-departmental, multi-member teams to help complete the project, initiative, and/or program. The names listed within this column reflect the primary project managers for the associated task and their respective department in parentheses. The first name listed represents the project lead and primary activity contact.

Projected Cost – This column reflects the budgeted and/or estimated expense associated with completing the associated activity. The amount listed may include costs that will not be borne by the City (such as grant dollars being awarded) and they may also reflect estimated, but unappropriated, costs. In many cases, the projects' expenditures include materials, supplies and salaries for staff time; these fixed or indirect costs are not reflected in the figures.

Percent Complete – This column reflects Staff's estimate of the amount of the activity (i.e., project, initiative, and/or program) that is complete.

Target Completion – This column reflects the target date to complete the associated activity.

Staff will update the percent complete column as a progress report for City Council. Should one of the other columns be modified to reflect changes in the activity (such as revised projected costs and/or changes in the target completion dates), notes will be included in the document to explain the modification.

In some cases, Council will note that the originating year may be prior to the year 2004; several of the projects Staff is working on were initiated prior to 2004 and require multiple years to complete. These multi-year projects are carried forward to show continuing projects in addition to new ones.

The status of the activities reflects 4th Quarter activity through December 31, 2004. This report does not highlight the full workload that Staff is pursuing. There are many assignments and departmentally oriented items that are tracked separately by the departments.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

2004 Citywide Goals & Objectives

Fourth Quarter Update



GOAL 1: Financially Sound City Government

OBJECTIVE 1: Revenues to maintain and expand city services

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2000	Develop comprehensive plan for electronic payment options for customers	Mary Ann Parrot (FIN)/ David Punttenney (IT)	--	10%	4Q 2005
1999	Implement e-payment process for sales tax returns	Barb Dolan (FIN)/ Art Rea (IT)	--	100%	3Q 2004
2003	Implement a new Utility Billing system	Bob Smith and Byron Jefferson (FIN)/ Art Rea and Tami Chaulk (IT)	\$750,000	15%	3Q 2005
2003	Implement the Street Cut Impact Fee	Ray Porter (PW&U)/Dave Murray (CD)/Dave Downing (CD)	--	100%	2Q 2004

OBJECTIVE 2: Greater diversification of revenue sources

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
1999	Examine possible revenue diversification opportunities	Department Heads	--	Ongoing	Ongoing

OBJECTIVE 3: Maintain sufficient reserves: General & Utility Funds

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2002	Review all fund reserve annually to assure adequacy to meet fund obligations	Steve Smithers (CMO)/ Mary Ann Parrot (FIN)	--	Ongoing	Ongoing
2002	Continue strong emphasis on loss prevention (i.e., workers comp and property liability and loss) using the City's Safety Committee	Martee Erichson (GS)/ Safety Committee	--	Ongoing	Ongoing

OBJECTIVE 4: Well-maintained City infrastructure and facilities

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
1999	Evaluate, select and implement a new document imaging system	Scott Rope (IT)	\$450,000	35%	4Q 2005
2002	Implement a new Court Records Management system	Carol Barnhardt (GS)/ Scott Rope (IT)/ Art Rea (IT)/ Brian Poggenklass (GS)/ Sally Rendon (GS)	\$200,000	80%	4Q 2005
2001	Evaluate and select a new Total Enterprise Asset Management System	Keith Alvis (PW&U)/ Ray Porter (PW&U)/ Scott Rope (IT)/ David Punttenney (IT)	\$64,000	100%	3Q 2004
2004	Implement new Total Enterprise Asset Management system	Keith Alvis (PW&U)/ Ray Porter (PW&U)/ Scott Rope (IT)/ David Punttenney (IT)	\$675,000	12%	2Q 2006

2004 Citywide Goals & Objectives

Fourth Quarter Update

2002	Identify and complete improvements to City Hall's office space (remodel) and HVAC system	Barbara Opie (CMO)/ Jerry Cinkosky (GS)	\$1,550,508	100%	4Q 2004
2003	Replace failed double pane glass at City Park Recreation Center pool area	Jerry Cinkosky (GS)	\$30,000	90%	4Q 2006
2003	Complete small facility maintenance projects throughout City (includes carpet replacement at Fire Stations 4 & 5, minor roof repairs throughout City, painting exterior trim at City Park Recreation Center, and Municipal Court soffit replacement)	Jerry Cinkosky (GS)	\$40,000	75%	4Q 2005 (1)
2001	Complete implementation of employee and management self-service enhancements to the JDE financial management system	Debbie Mitchell (GS)/ Crystal Stout (GS)/ Larry Garlick (IT)/ Tammy Hitchens (FIN)	\$325,000	85%	2Q 2005
2002	Design/construct 99 th Ave & trail (Wadsworth Blvd-BNSF railroad)	Dave Downing (CD)	\$275,000	0%	4Q 2006
2003	112 th Avenue – Huron to Ranch Reserve Parkway – Design with Northglenn	Dave Loseman (CD)	TBD	50%	2Q 2005
2002	Wolff Street Construction – 114 th Avenue to 116 th Avenue	Dave Downing (CD)	\$290,000	10%	3Q 2005
2002	Continue Construction of Standley Lake Dam Renovation	Dan Strietelmeier (PW&U)	\$12,150,000	100%	3Q 2004
2001	Complete Semper Optimization	Kent Brugler (PW&U)/ Tom Settle (PW&U)	\$11,500,000	10%	4Q 2007
2002	Big Dry Creek Wastewater Treatment Facility Expansion/Renovation	Kent Brugler (PW&U)	\$36,000,000	5%	2Q 2007
2000	Finalize future use of the retired England Water Treatment Plant/South Westminster non-potable system	Tom Settle (PW&U)/Josh Nims (PW&U)	TBD	10%	Ongoing (2)
2004	Federal Heights/Westminster Federal Boulevard Streetscape Project – Explore the interest in developing a plan for the widening and installation of streetscape improvements along Federal Boulevard between 88 th Avenue and 98 th Avenue.	Dave Downing (CD)	TBD	100%	2Q 2004
2003	McKay Lake Outfall – Prepare a strategy to fund the construction of the McKay Lake outfall from McKay Lake to Big Dry Creek (3)	Steve Baumann (CD)	TBD	100%	4Q 2004
2004	McKay Lake Outfall design and construction of drainage improvements upstream (Westminster) and downstream (Thornton) at I-25	Steve Baumann (CD)	TBD	15%	TBD
2003	Work with School District #12 High School to facilitate the construction of a new high school at the southeast corner of 128 th /Huron Street. This may entail purchase of open space along Tanglewood Creek and construction of improvements to 128 th Avenue including a pedestrian underpass bordering the site	John Carpenter (CD)	TBD	95%	1Q 2005 (4)
2003	Jefferson County Middle School – Conclude on the feasibility of the proposed land swap for a middle school and bring closure to this issue	John Carpenter (CD)	NA	100%	4Q 2004
2003	Reclaimed Watermain Extensions – design and construction of reclaimed watermain extensions to Park Centre, Bradburn Village & Federal Boulevard	Rick Clark (PW&U)/ Diane Phillips (PW&U)/ Kipp Scott (PW&U)	\$500,000	100%	4Q 2004
2003	Renovation of existing medians, replace plant material & drip irrigation	Kathy Piper (PR&L)	\$235,000	100%	3Q 2004
2001	Implement new computer operating system software for Building, Planning and Rental Property Maintenance functions	Dave Horras (CD)/ Dave Shinneman (CD)/ Holly Lewis (CD)/ Art Rea (IT)/Scott Tekavec (IT)	\$675,000	60%	1Q 2005
2003	Provide "State of the City's Street Network" Report including future needs	Ray Porter (PW&U)	\$0	100%	2Q 2004

2004 Citywide Goals & Objectives

Fourth Quarter Update

2003	2004 Annual Street Improvement/CIP Arterial Roadway Rehab/City Facility Parking Lot Maintenance Programs	Ray Porter (PW&U)	\$3,355,805	99%	2Q 2005
2002	Renovate McKay Lake dam and assure that associated drainage improvement needs are addressed	Steve Baumann (CD)	\$2,000,000	0%	3Q 2005 (5)

NOTES:

1. Target completion date changed from 4Q 2004 to 4Q 2005. While most of these activities were completed in 2004, roof repairs are ongoing and painting at City Park will need to be completed in 2005.
2. Staff is evaluating the potable water demand in south Westminster and the ability for the England site to provide this service. Staff continues to evaluate several alternative uses for the England Water Treatment Plant site. Target completion date changed from 4Q 2004 to Ongoing.
3. While the strategy for funding these improvements is complete, consent of adjacent owners and a formal agreement between Thornton and Westminster are still needed.
4. Target completion date was changed from 4Q 2004 to 1Q 2005 as the revised IGA was received from School District #12 in early December.
5. Completion date changed from 4Q 2004 to 3Q 2005 to reflect recent agreement with Broomfield and subsequent award of contract for the construction that will get underway in January 2005.

OBJECTIVE 5: Effective methods of long-range revenue and expenditure forecasting

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2001	Develop fiscal model for the General Fund	Steve Smithers (CMO)/ Mary Ann Parrot (FIN)/ Barbara Opie (CMO)	\$120,000	80%	2Q 2005
2001	Develop new streamlined Utility Fund Fiscal Model	Bob Smith & Bob Byerhoff (FIN)/ Mike Happe (PW&U)	\$60,000-85,000	15%	4Q 2005
2004	Implement new voice mail / unified voice messaging system	Gary Casner (IT)/ David Puntteney (IT)/ Scott Rope (IT)/ Dan Hord (IT)	\$130,000	100%	4Q 2004
2004	Implement Microsoft Exchange 2003 and Microsoft Office 2003 for all City PCs and employees	Scott Rope (IT)	\$255,000	40%	2Q 2005

OBJECTIVE 6: Partnering with other agencies to expand resources

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Expand automatic aid agreements with neighboring Fire jurisdictions to facilitate emergency response and cooperation	Ken Watkins (Fire)/ Battalion Chiefs	\$0	10% (1)	4Q 2005

NOTES:

1. An automatic aide agreement with Rocky Flats will come before City Council in early 2005. Technology enhancements are being investigated that will allow dispatch operations to dispatch the resources of adjoining jurisdictions which will enhance and encourage automatic aid agreements.

2004 Citywide Goals & Objectives

Fourth Quarter Update



GOAL 2: Revitalized Aging Neighborhoods and Commercial Areas

OBJECTIVE 1: Rehabilitation of deteriorating commercial areas

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Develop a Revolving Loan Fund program to utilize WHA funds for WHA Board consideration and implementation.	Robin Byrnes (CD)	\$2,000,000	100%	4Q 2004
2003	South Westminster Transit Development – Prepare a master plan for the proposed “transit village” along the BNSF railroad and Little Dry Creek in the area generally bounded by 68 th Avenue, Federal Boulevard, 72 nd Avenue and Lowell Boulevard	Tony Chacon (CD)	\$300,000	100%	3Q 2004
2003	Devise strategy for attracting and retaining business in south Westminster in conjunction with potential development activity	Tony Chacon (CD)/ Susan Grafton (CD)	--	25%	4Q 2005 (1)
2003	Complete the preparation of construction plans for landscape and sidewalk improvements to Lowell Boulevard from 73 rd Avenue to 80 th Avenue	Tony Chacon (CD)	\$147,669	100%	3Q 2004
2004	Reconstruct Lowell Blvd. Between 73 rd and 75 th Avenues – includes the installation of new sidewalk, curb, gutter, landscaping, decorative lighting, and utility under-grounding	Tony Chacon (CD)	\$800,000 (2)	0%	2Q 2005
2002	Northgate Center Redevelopment – Pursue land acquisition, planning, financing and developer agreement and pursue retail prospects.	Tony Chacon (CD)	TBD	60%	4Q 2005 (3)
2003	Prepare development plans and agreement relative to the northwest corner of 73rd/Lowell Redevelopment Area (Phase II), which involves the preparation of plans to construct a 2-3 story commercial building	Tony Chacon (CD)	TBD	100%	4Q 2004
2003	Westminster Square – Continue to monitor opportunities to redevelop this aging shopping center at 74 th Avenue/Federal Boulevard as well as the vacant church-owned property to the north	Tony Chacon (CD)	TBD	N/A	Ongoing
2002	Phase I of the 73 rd Avenue/Lowell Boulevard Area Redevelopment Project – Continue facilitating construction of new town homes along Lowell Boulevard and Meade Street	Tony Chacon (CD)	TBD	80%	3Q 2005
2003	Initiate plans for Phase II improvements to Career Enrichment Park (CEP) and pursue grants	Tony Chacon (CD)	\$30,000	75%	2Q 2005 (4)

NOTES:

1. Target completion date changed from 4Q 2004 to 4Q 2005. Plan to be developed in conjunction with south Westminster redevelopment efforts in 2005.
2. Projected cost has been updated to reflect more recent cost estimates of the plan’s proposed projects.
3. Target completion date changed from 4Q 2004 to 4Q 2005 when a prospective commercial anchor was lost.

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4. Target completion date was changed from 4Q 2004 to 2Q 2005 as staff is waiting for the school district's authorization to move forward.

OBJECTIVE 2: Citizens taking responsibility for their neighborhoods

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Decrease speeding within residential neighborhoods via the implementation of the 2003/2004 Traffic Mitigation projects	Mike Normandin (CD)	\$200,000	100%	4Q 2004
1990	Neighborhood Enhancement Grant – Aid neighborhoods to make improvements via grants distributed once a year through the Parks and Recreation Board	Kathy Piper (PR&L)	\$30,000	80%	1Q 2005 (1)

NOTES:

1. Target completion date changed from 4Q 2004 to 1Q 2005 to allow residents to turn in a couple of anticipated bills that have yet to be submitted to PR&L and paid.

OBJECTIVE 3: Maintained and improved neighborhood infrastructure

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Complete street concept plans for Bradburn Boulevard improvements.	Tony Chacon (CD)	\$50,000	100%	1Q 2004
2003	Reconstruct Meade Street from 72 nd to 73 rd Avenues, including installation of new water and sewer lines	Tony Chacon (CD)	\$350,000	100%	4Q 2004
2003	Ranch Wall Special Improvement Districts – Submit to the Ranch Filings #2 and #6 the financial proposal to form 2 separate SID's to fund the construction of brick perimeter walls around their subdivisions	Aaron Gagné (CD)	\$500,000	60%	1Q 2005

OBJECTIVE 4: Revitalization plans developed and implemented

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Complete the exterior renovation of the Grange Hall building	Tony Chacon (CD)/ Vicky Bunsen (CAO)	\$150,000	80%	1Q 2005 (1)

NOTES:

1. Target completion date changed from 4Q 2004 to 1Q 2005 to encompass full completion of the renovation, per the grant proposal.

OBJECTIVE 5: Appropriate infill upgrading the quality of the neighborhoods

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Obtain grants for historic site assessments for the Semper area on City Space	John Carpenter (CD)/ Vicky Bunsen (CAO)	\$20,000	50%	1Q 2005 (1)

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Fourth Quarter Update

2003	Continue to explore implementation of the plan to remove the existing metal and masonry buildings west of the Bowles House to create an expanded historic area focused on the Bowles House	Tony Chacon (CD)	TBD	30%	4Q 2005 (2)
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NOTES:

1. Target completion changed from 4Q 2004 to 1Q 2005 as staff works to gain consensus for landmark designation and applies for assessment money.
2. Target completion changed from 4Q 2004 to 4Q 2005. Parks, Recreation and Libraries Department needs to relocate materials to a new space.



GOAL 3: Safe and Secure Community

OBJECTIVE 1: Managed disaster mitigation, preparedness response, and recovery

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2002	Coordinate local input with DRCOG on a Regional Hazard Mitigation Plan	Mike Reddy (Fire)	\$73,600	100%	4Q 2003
2003	Develop a 5-10 year strategic plan for City Emergency Management	Mike Reddy (Fire)	--	0%	4Q 2005 (1)
2003	Compile Emergency Plans and Procedures in a secure intranet site	Mike Reddy (Fire)/ Dannie Moore (IT)	--	100%	2Q 2004
2004	Expand off-site Computer Disaster Recovery Facility to include ERP (PeopleSoft) Servers	Scott Rope (IT)/ Larry Garlick (IT)	\$12,000	100%	1Q 2004
2003	Apply for Homeland Security funds for security requirements in public works facilities	Mike Reddy (Fire)/ Abel Moreno (PW&U)	\$535,000 <i>federal funds</i>	100%	4Q 2005 (2)

NOTES:

1. Target completion date changed from 4Q 2004 to 4Q 2005 to allow the Emergency Management Coordinator more time to work with municipalities around the state to establish a program baseline for these types of strategic plans.
2. Target completion date changed to 4Q 2005 in order to consider new federal requirements [National Incident Management System (NIMS) and Federal Response Plan (FRP)]. Project will be completed after the new standards are known. Previous target completion date was listed as "Eliminated," as no federal funds were granted for these types of projects.

OBJECTIVE 2: Safe public gathering places and secure City facilities

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Pending grant funding approval, pursue enhanced cyber security equipment for City computer systems	David Puntteney (IT)	\$57,000 <i>federal funds</i>	100%	Eliminated (1)
2002	Expand Automatic External Defibrillator (AED) Program in Public/Private Businesses by four to six units	Randy Peterson (Fire)	\$15,000 grant funding	100%	4Q 2004

2004 Citywide Goals & Objectives

Fourth Quarter Update

NOTES:

- This project has been listed as “Eliminated” since the 3Q 2004 update. No federal or state funds were granted for this project as it was not deemed a priority for either entity.

OBJECTIVE 3: Citizens perceive that they are safe anywhere in the City

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
	No specific actions were identified for 2004 for this objective.				

OBJECTIVE 4: Timely response to emergency calls

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Fine tune the CAD/RMS Mobile systems for Fire/EMS reporting and inspections	Rich Welz (Fire)/ Ken Watkins (Fire)/ Jim Moreland (Fire)/ Randy Peterson (Fire)/ Doug Hall (Fire)	\$0 (1)	100%	4Q 2004
2003	Initiate a regional discussion for the need of a centralized emergency dispatch operation to facilitate mutual and automatic aid	Ken Watkins (Fire)/ Jim Cloud (Fire)	\$0	Ongoing	Ongoing (2)
2003	Finalize 5-Year Fire Department Strategic Plan	Jim Cloud (Fire)/ FD Management Team	\$0	60%	3Q 2005 (3)
2002	Move toward national accreditation through the CALEA process	Dan Montgomery (Police)/Kim Barron (Police)	\$12,500	47%	On Hold
2003	Pursue and complete EMS field reporting application as it relates to the new CAD/RMS	Rich Welz (Fire) Ken Watkins (Fire) Jim Moreland (Fire) Randy Peterson (Fire) Doug Hall (Fire)	\$90,000	20%	3Q 2004 (4)

NOTES:

- The fine tuning of the CAD/RMS system was listed previously with a cost of \$60,000. The Fire Department’s costs for this two-part project are not tied to the fine tuning, but to the development of a field reporting application (see note #4).
- The discussion on centralized emergency dispatch has been initiated but there is little interest from other jurisdictions in the concept at this time. However, technology advances may allow individual dispatch operations to dispatch adjoining jurisdictional resources to augment mutual and automatic aide agreements. These advances are currently being reviewed.
- This project was previously listed as “On Hold,” while the Fire Department worked to implement the public safety tax staffing and equipment. In early December 2004, the Fire Department’s Management Team began work on the department’s 5-year plan and established a new target completion date of 3Q 2005.
- In conjunction with the differentiation the Fire Department made in note #1, this project’s description has been clarified, the estimated project cost and percent complete were updated, and the target completion date was changed from 4Q 2004 to 3Q 2005. The Fire Department has experienced difficulty identifying software and hardware solutions that will improve the department’s ability to perform field reporting. New mobile computers installed in each fire apparatus during 1Q 2005 may facilitate a resolution. Testing of existing client software with these new PCs will commence once the installations are complete.

OBJECTIVE 5: Resources to support public safety response

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2004	Upgrade network connections to Fire Stations # 1, #3 and #5 from lease lines to wireless infrastructure	Gary Casner (IT)/ Dan Hord (IT)	\$37,000	90%	1Q 2005

2004 Citywide Goals & Objectives

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2004	Implement WIFI network to facilitate rapid software and map updates for Police and Fire mobile computers	Scott Rope (IT)/ Dan Hord (IT)	\$28,000	100%	2Q 2004
2003	Finalize new Fire Department personnel hiring as a result of the passage of the Public Safety Tax to include 33 commissioned personnel, a Public Information Officer and 1 secretary	Ken Watkins (Fire)/ Lisa Chrisman (GS)	\$1,335,045 (2004)	80%	2Q 2005
2003	Organize and conduct recruit firefighter training academies for a minimum of the 33 new personnel and ongoing attrition	Jim Moreland (Fire)/ Field Training Officer	Included Above	60%	4Q 2005
2003	Conduct promotional processes for new positions provided by the passage of the Public Safety Tax including Fire Paramedic, Fire Lieutenant, Fire Investigator, Field Training Officer, Public Information /Education Officer, and Technical Services Coordinator	Ken Watkins (Fire)/ Bill Work (Fire)/ Lisa Chrisman (GS)/ Jim Cloud (Fire)	Included Above	90%	2Q 2005
2003	Finalize specifications and following City purchase guidelines purchase a new fire engine, ambulance, and three support vehicles provided by the passage of the Public Safety Tax	Bill Work (Fire)/ FD Apparatus Committee	\$639,700	100%	4Q 2004
1995	Complete construction punch list and facilitate a smooth operational transfer to new Fire Station 2	Battalion Chiefs	\$2,760,000	100%	2Q 2004

OBJECTIVE 6: Informed community on public safety activities and citizen responsibility for safety

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Hire a Fire Department PIO/Public Education Officer and initiate public safety programming	Ken Watkins (Fire)	Included Above	100%	4Q 2004
2003	Pending grant funding, hire an intern to support community emergency management programming	Mike Reddy (Fire)	\$20,000 <i>federal funds</i>	100%	3Q 2004
2004	Pending grant funding, deliver a Disaster Education and Outreach Program to citizens, organizations and businesses through a cadre of City trained volunteers	Mike Reddy (Fire)	\$11,000 <i>federal funds</i>	100%	4Q 2004

2004 Citywide Goals & Objectives

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GOAL 4: Balanced, Sustainable Local Economy

OBJECTIVE 1: Healthy retail base, increasing sales tax receipts

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2000	Pursue tenants for the Brookhill Shopping Center as well as for vacancies in other retail centers in the City	Becky Johnson (CD)/ Susan Grafton (CD)	--	Ongoing	Ongoing
2003	Begin to develop strategies for a major transformation and “shrinkage” of the Westminster Mall to create more vitality and attract back some of the market share lost to Flatirons Crossing	John Carpenter (CD)/ Susan Grafton (CD)	TBD	Ongoing	Ongoing
2003	Submit to Council for adoption the proposed N-I-25 urban renewal blight study and urban renewal plan	Aaron Gagné (CD)	\$35,000	100%	1Q 2004
2003	Submit to Council for adoption the proposed Federal Boulevard Urban Renewal area (extending from US 36 to 97 th Avenue); area amended to focus on Holly Park	Aaron Gagné (CD)	\$65,000	100%	1Q 2004
2002	Continue Shop Westminster Campaign to promote Westminster retailers	Susan Grafton (CD)/ Katie Harberg (CMO)	\$15,000	Ongoing	Ongoing
2003	Facilitate the approval of a PDP and ODP for the proposed Lowes on the Mobile Tool site	Dave Shinneman (CD)/ Dan Osborn (CD)	---	100%	2Q 2004
2003	Continue to explore the feasibility of the annexation and redevelopment of land southeast of the City	Tony Chacon (CD)	TBD	40%	4Q 2005 (1)
2003	Facilitate rehabilitation/redevelopment of LaConte shopping center (northeast corner of 72 nd Avenue/Federal Boulevard)	Tony Chacon (CD)	\$0	100%	2Q 2004
2002	Work to attract new retailers to the Sheridan Boulevard & 72 nd Avenue area, as well as the south Federal Boulevard area	Becky Johnson (CD)/ Susan Grafton (CD)	---	100%	3Q 2004 (2)
2002	Update the City Tourism Brochure and distribute to initiate 1 st quarter 2005	Susan Grafton (CD)	\$15,000	20%	4Q 2005
2002	Submit to Council for adoption the proposed Sheridan Urban Renewal area from roughly 69 th Avenue to 86 th Avenue	Aaron Gagné (CD)	\$25,000	100%	2Q 2004
2003	Assist the redevelopment of Shops at Walnut Creek with land assemblage and infrastructure improvements such as site improvements, widening Church Ranch Blvd, improving Reed Street and constructing Town Center Drive underpass	Alan Miller (CMO)	\$30,809,012 WEDA Bonds	40%	1Q 2005
2003	Mandalay Town Center – Facilitate the completion of the Target Superstore by November 2004 and approval of the ODP for the “main street” portion	Dave Loseman/ Dave Falconieri (CD)	\$0	100%	3Q 2004

2004 Citywide Goals & Objectives

Fourth Quarter Update

NOTES:

1. Project on hold pending Sundstrand corporate decision to move forward with clean up and development.
2. Formal approval of anchor retailer by WEDA and City Council expected in 2Q 2005.

OBJECTIVE 2: Attracting new targeted businesses, focusing on primary employers and higher paying jobs

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
1999	Pursue completion of Northwest Quadrant Study Phase II	Brent McFall (CMO)	--	Ongoing	TBD
2002	Update ED portion of the City Web site to improve communication with existing businesses and enhance marketability for new development	Susan Grafton (CD)/ Dannie Moore (IT)/ Dan Stadler (IT)	\$15,000	100%	4Q 2004
2000	Attend trade shows, site selection conferences and make contacts with key people and businesses to encourage new business development	Becky Johnson (CD)	---	Ongoing	Ongoing
2002	Assure adequate areas are preserved for future business development in the Comprehensive Land Use Plan	Susan Grafton (CD)	---	Ongoing	Ongoing

OBJECTIVE 3: Business-oriented mixed use development along Interstate-25 corridor

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2002	Pursue economic development prospects for the I-25 corridor	Susan Grafton (CD)	--	Ongoing	Ongoing
2002	Recruit major retail developers to the north I-25 corridor	Susan Grafton (CD)	--	100%	4Q 2004

OBJECTIVE 4: Retention and expansion of current businesses

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2001	Facilitate further development of the Promenade, especially the area to the north.	John Carpenter (CD)/ Susan Grafton (CD)	TBD	Ongoing	Ongoing (1)
2003	Promote the development of a mixed-use retail/condo project on the vacant site between the Westin Hotel and the Ice Centre	John Carpenter (CD)/Susan Grafton (CD)	TBD	Ongoing	Ongoing
1991	Work to eliminate vacancies and encourage new development in Church Ranch Corporate Center, Westmoor and Circle Point	Susan Grafton (CD)/ Becky Johnson (CD)	---	Ongoing	Ongoing
2002	Promote the sale and development of the City property at the northeast corner of 104 th Avenue and Westminster Boulevard	Susan Grafton (CD)	--	50%	4Q 2005

NOTES:

1. Target completion date changed from 4Q 2004 to Ongoing as the property is currently under contract with Lauth Development.

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OBJECTIVE 5: Transportation system that provides access to shopping and employment centers

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	144 th Avenue Interchange: design and determine funding	Dave Loseman (CD)	TBD	20%	2Q 2005
2003	144 th Avenue Interchange Construction	Dave Loseman (CD)	TBD	0%	4Q 2006
2002	Design/construct 98 th Ave connection (Sheridan Blvd-Westminster Blvd)	Dave Downing (CD)	\$350,000	On Hold	On Hold
2004	Wal-Mart Expansion/Access Enhancements - Explore property owner support for north south access road enhancements on the south end of the Westfield Shopping Center to match improvements being made by Wal-Mart on the north half of the site	Mike Normandin (CD)	\$834,000	30%	4Q 2005 (1)
2003	136 th Avenue/I-25 Interchange	Dave Loseman (CD)	\$13,000,000	100%	4Q 2004 (2)
2003	Negotiate an IGA with RTD and present to Council for action to facilitate the development of the Shops at Walnut Creek – negotiations with RTD are proceeding.	Dave Loseman (CD)/Steve Smithers (CMO)	\$800,000	75%	2Q 2005 (3)
2003	Huron Street Design – 129 th to 140 th Avenues	Steve Baumann (CD)	\$755,000	100%	2Q 2004
2003	Huron Street Construction – 129 th to 140 th Avenues	Steve Baumann (CD)	\$11,300,000	30%	1Q 2006 (4)
2003	Huron Street Design – 140 th to 150 th Avenues	Steve Baumann (CD)	\$350,000	85%	2Q 2005 (5)
2003	Huron Street Construction – 140 th to 150 th Avenues	Steve Baumann (CD)	TBD	0%	TBD (6)
2003	US 36 EIS – Actively participate in the preparation of the EIS for proposed US 36 transportation improvements	Dave Downing (CD)/Steve Smithers (CMO)	NA	70%	2Q 2006 (7)
2004	Wadsworth Boulevard Design – 92 nd Avenue to 112 th Avenue – Complete a schematic design with Jefferson County	Dave Loseman (CD)	\$50,000	5%	4Q 2005

NOTES:

1. A parking space utilization study was completed in 4Q 2004. Community Development will now need to contact all corporations to determine support for the plan.
2. Project is still under warranty.
3. Target completion date changed from 4Q 2004 to 2Q 2005 by RTD/CDOT, as RTD worked to pass FasTracks.
4. Target completion date changed from 3Q 2005 to 1Q 2006 to reflect addition of mainline water system improvements in Huron Street to construction contract.
5. Target completion date changed from 4Q 2004 to 2Q 2005 to reflect accommodation of Forest City’s site planning and resultant revisions to Huron Street design.
6. Target completion date changed from 4Q 2005 to TBD, as Staff will need to complete the first section of Huron Street before undertaking this second segment.
7. A draft IGA will be submitted to the federal agencies soon; however, the final EIS and record of decision are not anticipated to be completed until early 2006.

2004 Citywide Goals & Objectives

Fourth Quarter Update



GOAL 5: Beautiful City

OBJECTIVE 1: Increased green space (parks, open space, etc.)

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2003	Continue to acquire priority open space properties; also pursue new grant and other funding sources including reimbursement of the Open Space fund for open space already converted to or planned for street and utility rights of way, parks and schools	John Carpenter (CD)	\$2,000,000 (in 2004)	Ongoing	Ongoing
2003	Apply for grants from Adams County, Jefferson County, GOCO and Others	John Carpenter (CD)	---	Ongoing	Ongoing
2002	Complete the acquisition of the Metzger Open Space property	John Carpenter (CD)	\$5,000,000	25%	3Q 2005 (1)
2003	Amend the City's Open Space Ordinance to clarify reimbursements for use for easements and transfers between parks to open space and vice versa	John Carpenter (CD)	\$0	25%	4Q 2005 (2)

NOTES:

1. The purchase sale agreement was not returned by the sellers thus the target completion date changed from 4Q 2004 to 3Q 2005.
2. Target completion date changed from 4Q 2004 to 4Q 2005 due to the departure of the Open Space Coordinator.

OBJECTIVE 2: Land use plans and policies updated and used in planning and decisions

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
1996	Continue to work closely with the Rocky Flats Coalition of Local Governments, as well as the Department of Energy and other local governments and state agencies to ensure accelerated cleanup and closure of the Rocky Flats and revisions to Rocky Flats Cleanup Agreements; participate in the wildlife refuge planning process with RFCLOG and Fish and Wildlife Service	Al Nelson (PW&U)/ Ron Hellbusch (PW&U)	--	70%	2006
2001	Implement cell tower location ordinance	Dave Shinneman (CD)	--	100%	3Q 2004
2003	Update the Comprehensive Land Use Plan	Dave Shinneman (CD)/ Max Ruppeck (CD)	\$95,123	100%	2Q 2004
2000	Finalize land use plan for the I-25 corridor	John Carpenter (CD)	\$110,000	100%	2Q 2004
2002	Participate, coordinate and monitor the recommended Rocky Flats Wildlife Refuge Comprehensive Conservation Plan as member of RFCLOG Wildlife Refuge Subworking Group	Ron Hellbusch (PW&U)	\$0	70%	2006 (1)

NOTES:

1. Target completion date changed from 4Q 2004 to 2006 to reflect the long-term nature of this task. The US Fish and Wildlife Service local staff have completed the draft Rocky Flats National Wildlife Refuge Comprehensive Conservation Plan (CPP) which will guide the development of facilities, program and staffing needs for the new RFNWR. The CCP has been sent to the Washington

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DC offices of Fish and Wildlife Service and to the appropriate Congressional committees for review. The national review process will be concluded by July, 2005. Thereafter, USFWS will finalize the CCP and await the site clean up and closure by the DOE, anticipated to be completed sometime in mid-2006. City staff will continue to work both with DOE on the clean up, closure and long term stewardship of the Rocky Flats site, and work closely with FWS on finalizing the wildlife refuge plan and establishing schedules for the opening of the new wildlife refuge, which will be phased over the period of time between 2006-2010.

OBJECTIVE 3: Well-designed City facilities

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2000	Irving Street Library and Park	Alan Miller (CMO)/ Bill Walenczak (PR&L)/ Kathy Sullivan (PR&L)/ Kathy Piper (PR&L)	\$5,400,000	100%	2Q 2004

OBJECTIVE 4: Expanded, developed and well-maintained parkland

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2002	Complete new trail section along Walnut Creek	Brad Chronowski (PR&L)	\$25,000	100%	4Q 2004
2000	Construct Highline Trail at Maulis Park	Brad Chronowski (PR&L)	\$118,000	35%	4Q 2005
2000	Develop Ryan Park	Julie Eck (PR&L)/ Jerry Magnetti (PR&L)	\$655,000	100%	3Q 2004
2001	Renovate Faversham Park	Brad Chronowski (PR&L)	\$356,000	100%	4Q 2004
2000	Renovate Willowbrook Park – Initiate survey of site	Kathy Piper (PR&L)/ Jerry Magnetti (PR&L)	\$275,000	15%	2Q 2005 (1)
2003	Implement Park Renovation Program to update the safety and quality of Westminster Parks (renovation and repair anticipated in 2004 to the following parks: Ranch, Squires Park, Bishop Square, and Dover)	Rich Dahl (PR&L)/ Brad Chronowski (PR&L)/ Kathy Piper (PR&L)/ Becky Eades (PR&L)/ Julie Eck (PR&L)	\$450,000	50%	4Q 2005 (2)
2001	Complete trail section along Bull Canal	Becky Eades (PR&L)	\$150,000	15%	4Q 2005
2001	Complete Carroll Butts Park Master Plan and rehabilitation – South improvements only	Julie Eck (PR&L)/Becky Eades (PR&L)	\$845,000	100%	4Q 2004

NOTES:

1. Target completion date changed from 4Q 2004 to 2Q 2005 to allow Staff to complete higher departmental priorities.
2. Target completion date changed from 4Q 2004 to 4Q 2005 due to other project priorities. As of the end of 2004, work at the Ranch Park was complete and work at Dover Square was 75% complete. Squires Park and Bishop Square Park are in the design phase. All of the renovation work at the four parks will be completed by the 4Q 2005.

OBJECTIVE 5: Increased public and cultural art

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2000	Prepare a public art ordinance	Aaron Gagne (CD)	--	75%	On Hold
2002	Update the City's Community Enhancement Master Plan – Working on draft.	Kathy Piper (PR&L)	\$25,000	60%	2Q 2005 (1)
2004	Complete city-wide inventory of public art and develop public access web-page	Aaron Gagné (CD)	\$0	80%	1Q 2005 (2)

2004 Citywide Goals & Objectives

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NOTES:

1. Target completion date changed from 4Q 2004 to 2Q 2005 as Staff worked to complete the Parks Master Plan before commencing work on the Community Enhancement Master Plan.
2. Target completion date changed from 4Q 2004 to 1Q 2005 based on work plan prioritization.

OBJECTIVE 6: Attractive, low water use landscaping

Initiated	Actions	Assigned To	Projected Cost	% Complete	Target Completion
2001	Update the City's Landscape Regulations	Dave Shinneman (CD)/ Terri Hamilton (CD)	--	100%	2Q 2004
2002	Prepare Office Building Design Guidelines	Patrick Caldwell	--	0%	4Q 2005 (1)

NOTES:

1. Target completion date changed from 4Q 2004 to 4Q 2005 to emphasize completion of the updated landscape regulations and related follow-up items.



WESTMINSTER

Staff Report

Information Only Staff Report
February 7, 2005



SUBJECT: Police Department Neighborhood Traffic Enforcement Program

PREPARED BY: Dan Montgomery, Chief of Police
Al Wilson, Commander

Summary Statement:

This report is for City Council information only and requires no action by City Council. A December 6, 2004 Staff Report to City Council outlined the Police Department's proposal for the Neighborhood Traffic Enforcement Program. Staff would like to take this opportunity to update City Council on the Police Department's progress on this project.

Background Information

Over the course of the past few months, Staff discussed how to redirect the funds that Council previously approved for traffic mitigation toward the new Neighborhood Traffic Enforcement Program. Staff believes that these funds need to be redirected to better ensure that this program's goals and objectives are achieved. Staff also concluded that it will be more effective to phase in this program over the 2005 and 2006 budget years.

The initial phase of the program will be presented to City Council on February 14, 2005 through an Agenda Memo. In this memo, Staff will recommend that City Council redirect the existing traffic mitigation funding into accounts that will pay for the new program's proposed personnel. City Council will be asked to adopt a resolution that will reclassify a 1.0 FTE Neighborhood Traffic Specialist in the Community Development Department and to add a 1.0 FTE Traffic Accident Investigator to the Police Department's budget. The reclassification of the Neighborhood Traffic Specialist will result in transferring this position to the Police Department and giving the position a new title of Traffic Enforcement Technician. Hiring for these two positions would take place after March 1, 2005. Staff hopes to fill the positions by May 1, 2005. The Department will subsequently realign job assignments in the traffic section to provide for additional more effective residential enforcement and education.

The Police Department also anticipates approaching City Council during the second-year budget review process in October 2005 to finalize the second phase of the program, which will be implemented in 2006. For the second phase, Staff will recommend that City Council approve the addition of another 1.0 FTE Traffic Accident Investigator. The addition of a second Accident Investigator in 2006 will further allow the Police Department to commit resources toward residential traffic enforcement.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
February 7, 2005



SUBJECT: Information Technology Department Strategic Plan

PREPARED BY: David Puntenney, Information Technology Director

Summary Statement:

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

In January 2003, the Information Technology Department compiled a comprehensive strategic plan that helped the City succeed in the selection, implementation, management and advancement of technologies needed to assist Departments responsible for achieving City Council strategic goals. The strategic plan has been updated for 2005, and includes the following information:

- Trends in Information Technology
- Guiding Principles for the Information Technology Department
- Performance Measures
- Technology Standards
- Services
- System Security and Disaster Recovery
- Technology Acquisition
- Major Technology Projects Scheduled for 2005-2007

This document is available to view on the City's Web site at <http://www.ci.westminster.co.us/gov/depts/it/strategic.pdf>. Please notify the Information Technology Department at ext. 2050 if a hard copy of the plan is desired.

Background Information

Over the past 17 years, the Information Technology Department (previously Data Processing Division) has established formal and informal, documented and undocumented technology plans and policies that have been instrumental in helping all city Departments achieve City goals and objectives. In 2003, the Department established a formal strategic plan to provide Departments, City Council and others with a clear, comprehensive document to communicate the City's technology direction, priorities and strategy. Furthermore, this strategic plan consolidates multiple documented and undocumented pieces into one plan, and serves to demonstrate how the Information Technology Department is directly supporting those Departments responsible for achieving the strategic goals established by City Council.

The Information Technology Department will update and make available the plan on an annual basis.

Respectfully submitted,

J. Brent McFall,
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
February 7, 2005



SUBJECT: Recreational Vehicle Dump Station Closure
PREPARED BY: Mike Happe, Water Resources and Treatment Manager

Summary Statement

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

Background Information

Due to the expansion of the Big Dry Creek Wastewater Treatment Facility anticipated to begin in spring 2005, and the current widening of Huron Street, staff closed the Recreation Vehicle Dump Station effective February 1, 2005. Reopening of the RV Dump Station is tentatively planned for sometime in late 2007. Staff has mailed letters to approximately 172 residents and non-residents who have dump station permits which expire February 1, 2005 or later. In addition, 89 non-residents will be receiving a full refund of their \$25 permit fee within the next few weeks.

In addition to the letters, notification of the dump station closure appeared in Weekly Edition and Tuesday Tidbits. Channel 8 will carry news of the closure and the City's website will direct visitors to the Metro Wastewater Reclamation District website for alternative locations for dumping RV waste.

Respectfully submitted,

J. Brent McFall
City Manager