



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: February 28, 2007

SUBJECT: Study Session Agenda for March 5, 2007

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.

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. FasTracks and Diesel Multiple Unit (DMU) and Electric Multiple Unit (EMU) Technologies Presentation
2. City Participation in Rocky Mountain Rail Authority
3. City Councillor's Bill Concerning Restrictions on Gifts to City Councillors, Boards and Commission Members and City Employees (Attachment)

6:30 P.M.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS – Does not require action by City Council

1. Neighborhood Outreach Program (COG) 2006 Year-End Report
2. Annual COG and Volunteer Appreciation Barbecue Event
3. 2006 Year-End Council Expenditures (Attachment)
4. Contract with Great West Retirement Services as Provider for the City of Westminster Deferred Compensation Plan

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



Staff Report

City Council Study Session Meeting
March 5, 2007



SUBJECT: FasTracks and Diesel Multiple Unit (DMU) and Electric Multiple Unit (EMU) Technologies Presentation

PREPARED BY: Steve Smithers, Assistant City Manager

Summary Statement:

This report is for City Council information only and requires no action by City Council. RTD Staff will be at Monday night's Study Session to make a brief informational presentation.

Background Information

The RTD Northwest Corridor team is in the process of conducting analysis to determine a specific type of commuter rail technology for operation on the Northwest Rail Corridor as part of the FasTracks system. The technologies currently under consideration include Diesel Multiple Unit (DMU) and Electric Multiple Unit (EMU). In late 2006, a cost analysis for the two technologies was completed for the Northwest Rail, North Metro and East Corridor projects. This analysis takes into consideration capital costs, as well as operating and maintenance costs for each technology over a 30-year life cycle.

This analysis will be shared with the City Council on March 5th and will be submitted as documentation for the Northwest Rail Environmental Assessment (EA) process, scheduled to begin this spring. The EA will study the proposed rail corridor that will run from Denver Union Station through Westminster, Broomfield, Louisville, Superior, Boulder and onto Longmont. RTD staff will review and explain the criteria used for the cost analysis and the factors that influence both capital and O&M costs for each technology.

Timing of the Northwest Rail EA decision-making process is as follows:

Late 2006 - Public workshops held to identify the scope of the study and alternatives to be evaluated.

Late 2006/2007 - Conduct increasingly detailed evaluation of alternatives to eliminate flawed alternatives and identify those that best meet the mobility needs of the corridor with the least environmental impact (includes public workshops).

Early 2007 - Select a preferred alternative taking into account sensitive environmental resources and then undergo a very detailed level of analysis including advanced engineering (includes public workshops).

Staff Report - Fast-Tracks and Diesel Multiple Unit (DMU) and Electric Multiple Unit (EMU)
Technologies Presentation

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Spring/Summer 2007 - Advance engineering on the preferred alternative to identify the impacts that may be caused by the project's implementation and recommendations to mitigate those impacts.

Summer 2007 - Publish the Draft Environmental Assessment (EA), a detailed report summarizing the impacts of the recommended alternative and the proposed methods to mitigate them, followed by a 30-day public comment period (includes public meetings).

Late 2007 - Finalize EA for the US Army Corps of Engineers, which is anticipated to result in a Finding of No Significant Impact (FONSI).

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Northwest Corridor Rail Graphic



WESTMINSTER

Staff Report

City Council Study Session Meeting
March 5, 2007



SUBJECT: City Participation in the Rocky Mountain Rail Authority

PREPARED BY: Dave Downing, City Engineer

Recommended City Council Action:

Direct Staff to bring this item back to a future City Council meeting for authorization of the expenditure of a maximum of \$10,000 for a two-year municipal membership in the Rocky Mountain Rail Authority.

Summary Statement

- Former Regional Transportation District (RTD) Director and State Representative Bob Briggs is spearheading an effort to have an Albuquerque/Denver/Cheyenne rail corridor plus a Denver International Airport/west slope rail corridor along I-70 designated as the eleventh and final High Speed Rail Corridor (HSRC) in the nation by the Federal Railroad Administration. The benefits of such a designation would be (1) the ability to receive specific federal funding, and (2) the opportunity to become part of a nationwide network of high speed rail lines in the future.
- The first step in attaining HSRC status is to prepare a Feasibility Study for the proposal. The Colorado Department of Transportation (CDOT) has appropriated \$1.246 million for this purpose, but a 20% local match (\$311,500) is required.
- The Rocky Mountain Rail Authority (RMRA) has been formed to receive the monies and sponsor the Feasibility Study. Every affected local government has been invited to join the RMRA to gain representation on the Board of Directors. Mr. Briggs has indicated that it is expected that sufficient commitments will be made in 2007 to cover the \$311,500 local obligation, so the cost to the City of Westminster for a two-year membership in the Authority will not exceed \$10,000.
- On November 15, 2006, the Westminster Transportation Commission unanimously voted to recommend to the City Council that the City of Westminster join the Rocky Mountain Rail Authority.

Expenditure Required: \$10,000

Source of Funds: General Fund – Central Charges Operating Budget

Policy Issue

Should the City of Westminster participate in the Rocky Mountain Rail Authority?

Alternative

The City is under no obligation to participate in the Authority. However, if Council believes that it is important to explore feasible alternatives to address future transportation needs, the Rocky Mountain Rail Authority appears to be a viable possibility. Staff recommends that the City reserve a seat on the Board of Directors by joining the RMRA.

Background Information

The proposal to designate the Rocky Mountain Corridor as the eleventh High Speed Rail Corridor in the country, if implemented, would serve the nearly seven million citizens of Colorado, Wyoming and New Mexico as well as hundreds of thousands of visitors annually with over 1,000 miles of passenger rail track. In order to qualify as a high speed service, the trains would have to average speeds of 90 miles per hour over 75% of the time on its routes.

Ten corridors have already been granted this designation by the Federal Railroad Administration. Those corridors are as follows:

- 1.) California Corridor (San Diego to Sacramento)
- 2.) Pacific Northwest Corridor (Eugene to Vancouver, B.C.)
- 3.) Chicago Hub (Minneapolis to Louisville)
- 4.) Florida Corridor (Miami to Tampa)
- 5.) Southeast Corridor (Jacksonville to Raleigh)
- 6.) Gulf Coast Corridor (Houston to Atlanta)
- 7.) Keystone Corridor (Philadelphia to Pittsburgh)
- 8.) Empire Corridor (New York City to Buffalo)
- 9.) Northern New England Corridor (Montreal to Boston)
- 10.) South Central Corridor (San Antonio to Little Rock)

If selected as the eleventh HSRC, the Rocky Mountain Corridor would be positioned to become a central link in this vast network of high speed service covering the nation.

In 2007, it is anticipated that sufficient contributions from affected local jurisdictions will be collected to launch the Feasibility Study relatively early in the year. That study will explore issues such as the capacity of existing tracks, the cost to relocate freight trains from those existing tracks, the cost to improve tracks to allow passenger train speeds of up to 110 miles per hours, potential ridership and operating costs. An intermediate goal of the RMRA is to approach the Colorado voters in November of 2008 with a ballot issue to create a Regional Transportation Authority for funding purposes, and the ultimate goal is to commence actual passenger service in 2014 to 2016, which is also the approximate timetable for FasTracks service to be operational. Obviously, a good deal of analysis must be completed and consensus must be reached before a project of this magnitude can proceed.

Appropriate City Staff and Bob Briggs will be in attendance at the March 5 City Council Study Session to answer questions.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – map of rail service area



WESTMINSTER

Staff Report

City Council Study Session Meeting
March 5, 2007

SUBJECT: City Councillor's Bill Concerning Restrictions on Gifts to City Councillors, Boards and Commission Members and City Employees

PREPARED BY: Marty McCullough, City Attorney
Matt Lutkus, Deputy City Manager

Staff Recommendation

Review the draft ordinance and provide input on any changes and direct staff to schedule consideration of this Councillor's Bill for the March 12 City Council meeting.

Summary Statement

- In November 2006, Colorado voters approved Amendment 41, which included provisions related to the acceptance of gifts by public officials.
- The Amendment, which subsequently became Article XXIX of the Colorado Constitution, contains a provision that states that the Article does not apply to home-rule cities that adopt policies that address the matters contained in the Article.
- The proposed Councillor's Bill that is attached for City Council's review provides for a gift policy that addresses the sections in the Article related to gifts to local government officials and employees. Once this ordinance is approved, the provisions of Article XXIX will not be applicable to City of Westminster officials and employees.
- The proposed ordinance prohibits the acceptance of gifts that would influence a public official's actions. The absence of this provision in Amendment 41 is probably the most glaring oversight in the draftsmanship of the Amendment. In addition, while the Article provides for an administrative process for handling complaints or violations of the Article, the proposed Westminster Ordinance makes violations of this policy a criminal action that could result in fines, imprisonment or both.

Policy Issue:

Does the Council wish to adopt a policy that significantly restricts the receipt of cash or gifts by City officials and employees?

Alternatives:

1. Do not adopt an ordinance that addresses the solicitation and acceptance of cash and gifts by City officials and employees. Staff does not recommend this approach since it would result in having the ambiguous and confusing provisions of Article XXIX of the State Constitution apply to City personnel.
2. Adopt a more comprehensive ordinance that addresses in greater detail the variety of situations that could occur in this area. Staff has reviewed a considerable number and variety of gift policies and believes that the preferred approach is a less detailed, straight-forward and easily understood policy.

Background Information

On November 7, 2006, Colorado voters overwhelmingly approved Amendment 41. The major provisions of this Amendment are as follows:

1. It prohibits State employees, members of the General Assembly and local government officials and employees from soliciting or accepting certain types of gifts;
2. It prohibits professional lobbyists from giving anything of value to State employees, members of the General Assembly and local government officials, employees or any such person's immediate family member;
3. It prohibits State elected officials or members of the General Assembly from lobbying for two years following their departure from the office;
4. It establishes penalties for violation of the Amendment; and
5. It provides for the creation of a five-member Ethics Commission to hear ethics complaints and conduct other business related to the administration of the Amendment.

Media coverage related to the passage of the Amendment and the concerns regarding its impact have continued well past the election largely because of the ambiguities in the wording of the Amendment. The Colorado General Assembly is currently considering legislation that will provide clarifications on various provisions. Fortunately, Amendment 41 explicitly authorizes home rule cities to adopt their own regulations concerning gifts. The specific wording of the second sentence of Section VII of Article XXIX is as follows:

“The requirements of this Article shall not apply to home rule counties or home rule municipalities that have adopted charters, ordinances, or resolutions that address the matter covered by this Article.”

Staff Report - City Councillor's Bill Concerning Restrictions on Gifts to City Councillors, Boards and Commission Members and City Employees

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During the past three months, City staff has been reviewing the provisions of the Amendment as well as ordinances passed by a number of other municipalities to determine the appropriate wording for the City's ordinance. The City Attorney's Office has had several discussions with other city attorneys and the Colorado Municipal League on this subject.

After considerable internal discussion, the City staff has decided to recommend to Council the adoption of a concise, clear-cut approach that directly addresses the issue of solicitation or acceptance of money or gifts by public officials. Simply put, the ordinance will prohibit solicitation or acceptance of money or gifts of substantial value that may influence a public official's actions. Under the proposed ordinance, City Council, all City employees and all Board and Commission members will be subject to its provisions. The proposed ordinance would treat any violation of the ordinance as a criminal offense that would be punishable by fine or imprisonment or both. It is City staff's view that the proposed ordinance puts into place provisions that clearly address the matters covered by Amendment 41 regarding gifts to local government officials and employees.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO. _____

COUNCILLOR'S BILL NO. _____

SERIES OF 2007

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE ADDING A NEW CHAPTER TO THE WESTMINSTER MUNICIPAL CODE CONCERNING GIFTS TO CITY COUNCILLORS, BOARD AND COMMISSION MEMBERS, AND CITY EMPLOYEES

WHEREAS, the City of Westminster is a Colorado home-rule municipality created, existing and operating pursuant to the authority and powers granted to it by Colo. Const. Article XX, section 6; and

WHEREAS, an initiated amendment to the Colorado Constitution known as Amendment 41, "Ethics in Government," was passed by Colorado voters on November 7, 2006; and

WHEREAS, Amendment 41 added Article XXIX to the Colorado Constitution; and

WHEREAS, Article XXIX expressly provides that its requirements shall not apply to home-rule counties or home-rule municipalities that have adopted charters, ordinances, or resolutions that address the matters covered by Article XXIX; and

WHEREAS, the City Council, in enacting this ordinance, intends that the requirements of Article XXIX shall not apply to the City of Westminster upon the final adoption of this ordinance and any subsequent amendments thereof.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WESTMINSTER COLORADO, ORDAINS:

Section 1. Title I, W.M.C., is hereby amended BY THE ADDITION OF A NEW CHAPTER 33 to read as follows:

CHAPTER 33
GIFTS

1-33-1: GIFTS TO CITY COUNCILLORS, MEMBERS OF THE CITY'S BOARDS AND COMMISSIONS, AND CITY EMPLOYEES:

(A) No City Councillor, member of a City Board or Commission, or City employee, directly, or indirectly through the spouse or any legal dependent thereof, shall solicit, receive or accept cash, a gift of substantial value, or a gift of substantial economic benefit that:

1. Given the circumstances, a reasonable person would conclude would tend to cause the City Councillor, Board or Commission member, or City employee to depart from the faithful and impartial discharge of his or her public duties; or

2. The City Councillor, Board or Commission member, or City employee knows or that a reasonable person in his or her position should know is primarily for the purpose of rewarding the City Councillor, Board or Commission member, or City employee for official action taken or to be taken.

(B) Nothing in this Chapter shall be deemed or construed as limiting the authority of the City Manager to regulate the receipt, acceptance, or solicitation of cash and gifts by City employees. In the event of any conflicts between any such regulation established by the City Manager and any provision of this ordinance, the more restrictive provision shall apply.

(C) It shall be unlawful for any City Councillor, Board or Commission member, or City employee to solicit, accept, or receive any cash or gift in violation of this Chapter. Any such violation is a criminal offense and punishable by a fine or imprisonment, or both, as provided in section 1-8-1 of this Code.

Section 2. This ordinance shall take effect upon its passage after second reading.

Section 3. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE
ORDERED PUBLISHED this ____ day of _____, 2007.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED
PUBLISHED this ____ day of _____, 2007.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office



W E S T M I N S T E R

Staff Report

Information Only Staff Report
March 5, 2007



SUBJECT: Neighborhood Outreach Program (COG) 2006 Year-End Report

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Summary Statement

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

Attached is the Neighborhood Outreach (Community Oriented Governance, COG) 2006 Year-End Report. This document includes information on general COG activities both internal and external, information on issues the COG program addressed from January through December 2006, as well as highlights organized by COG team.

Background Information

The goals of the Community Oriented Governance (COG) program are to connect and build trust with citizens, increase the sense of community within Westminster neighborhoods, create partnerships, empower neighborhoods and facilitate two-way communication. In that regard, COG has experienced a fair degree of success over the past year.

Community Oriented Governance (COG) Activities

As is the case with any program or service offered by the City, Staff is continually searching for ways to enhance the neighborhood outreach program. The following is a review of COG activity from January through December 2006:

- **Neighborhood Outreach Plan** – In 2006, the Neighborhood Outreach Plan called for continued outreach to Homeowner Associations (HOA's), Parent Teacher Organizations (PTO's) and citizens through their neighborhood COG Teams. Modification to the plan for 2006 included two mass direct mailings to citizens in Westminster.

In January and July 2006, two mass mailings of 5,000 pieces each (total of 10,000 pieces for the year) were distributed to random Westminster addresses. These mailings contained an introduction to COG letter, a COG meeting schedule, a COG Team map and the current COG brochure. Also included in this mailing were the dates for the Mayor and Council Breakfasts. The purpose of this mailing was to increase Westminster resident awareness of the COG Program. In total, COG Teams posted, e-mailed or telephoned close to 15,000 correspondences to Westminster residents in 2006. These correspondences include and are not limited to the six mailings to all Westminster HOA's, two mailings to local PTA's and twenty-seven mailings (post and e-mail) to all members of the seven Westminster COG Teams.

Staff updated the COG brochure. The COG brochure includes descriptions of the COG mission and the benefits of participation for Westminster residents. The COG brochure has been distributed to all City of Westminster library and recreational facilities and 10,000 brochures were mailed to Westminster residents. A copy of the updated brochure is attached.

- **Outreach to Westminster Homeowner Associations (HOA's)** – Meeting with the HOA's continued to be a priority in 2006. All COG teams have active HOA's within their areas. COG Team Leaders notify their HOA's and their members about all upcoming COG meetings on a regular basis. The Neighborhood Outreach Coordinator also notifies HOA's about events with the Mayor and City Council quarterly and of any other community meetings of importance. In 2006, HOA presidents and management companies were notified twice by mail that the Neighborhood Outreach Coordinator is available to attend HOA Board or annual meetings to provide community updates and address questions.

Outreach to HOA's is an on-going COG priority in 2006. Response to this outreach has been positive from the HOA's and their management companies. Making COG available in this manner resulted in Staff attending six HOA meetings in 2006 and addressing 137 Westminster residents. There are 85 HOA's registered with the City of Westminster. These meetings do not include the many additional occasions where staff from City departments are requested to attend HOA meetings to discuss specific issues.

- **Outreach to Parent/Teacher Associations and Organizations (PTA's/PTO's)** – In 2006, COG contacted all local PTA's/PTO's to reach out to these groups. Of the 19 Westminster PTA's, Staff attended two meetings contacting 21 Westminster residents. Staff will continue to develop relationships with Westminster HOA's and PTA's in 2007.
- **Performance Measures** – In conjunction with the Citywide objective to develop and utilize performance measures for City programs and services, performance measures were reviewed and revised to measure COG's success in meeting its stated goals. These measures have been expanded to include staff contact with community-organized groups (Homeowner Associations, Parent-Teacher Associations, etc.) as community contact goals.
- **COG Staff** – In 2006, COG Staff consists of five COG Team Leaders and one COG Assistant Team Leader. Three new Team Leaders and one Assistant Team Leader were hired in January 2006 to facilitate the Betty Adams/Semper, Rocky Mountain/Sunset and Sheridan Green/Ryan COG Teams. COG Team Leaders are listed later in this Staff Report.

Defining Success

The City of Westminster has developed COG and Neighborhood Outreach to enhance communication with the residents of Westminster. The benefits of the COG Program are often intangible, thus defining success can be difficult. Staff continues to define how Westminster's neighborhood outreach program communicates with Westminster residents. Because each COG team is unique and self-directed, the definition of success can vary greatly. With the goals of enhancing the City's customer service and improving communications, any discussion of success includes the number of people contacted through COG and community meetings, the amount of visibility the program has within the community, as well as the types of issues in which the COG teams are involved.

Attendance

COG continues to encourage citizens to become active partners in their community. The majority of the teams have a dedicated core of residents who regularly attend and support COG while other COG teams struggle to draw people to their meetings.

COG meeting attendance in 2006 was up slightly over the attendance numbers of 2005. Twenty-eight COG meetings were held in 2006 with a total of 295 Westminster citizens in attendance. Twenty-seven COG meetings took place in 2005 with 257 Westminster citizens participating. Compared to the attendance of 2005, citizen participation at COG meetings is up by approximately 15% in 2006. COG had an overall total of 1,153 citizen contacts in 2006, down approximately 26% over the 1,558 citizen contacts in 2005.

The Neighborhood Outreach Coordinator met with HOA's six times and contacted 137 participants in 2006, compared with 330 participants at twelve meetings in 2005. The number of citizens contacted through HOA meetings is down approximately 58% in 2006.

The COG sponsored 12th Annual COG/Fire Station Five Open House saw a slight increase in attendance with an estimated 700 citizen participants in 2006, when compared with an estimated 650 citizen participants in 2005, for a 8% increase in citizen participation for 2006.

Awareness of the COG Process/Issues

Staff is continuing to make efforts to increase community awareness of the COG program and how it can assist them in addressing community issues. The following is a list of issues addressed in COG meetings during 2006:

- Extension of the Parks, Open Space and Trails (POST) sales and use tax proposal
- Drive Wise Westminster Traffic Enforcement Education
- 2007 construction at 72nd Avenue and Sheridan Boulevard
- The Chopra Center
- Carroll Butts Park
- Large Item Clean Up
- North Huron Street Improvements and Development

Residents participated in COG to understand these issues. Staff believes this is an important measure of success for the COG program. Residents may not have the time to attend every COG meeting but they know they can turn to COG to seek out clarification or answers on issues.

Some of the challenges experienced by COG during 2006:

- Resident participation in COG meetings
- Identifying additional community groups for neighborhood outreach

Attendance is not the sole factor of a successful COG program; Staff believes that the citizen’s recognition and acceptance of COG as a means to answer questions, address concerns and initiate suggestions is important. The continuing question is how do we move forward in educating the public on the benefits of participating in and utilizing COG? Staff will continue to work to address this question.

2006 Highlights by COG Team

The following is a list of 2006 highlights by COG team, including their monthly attendance numbers and topics presented.

<u>COG Area</u>	February Attendance/ Topic	March Attendance/ Topic	April Attendance/ Topic	Attendance Totals
Betty Adams/Semper	Joint meeting with College Hill	3 Community Update*	Joint meeting with College Hill	3
College Hill	3 Community Development with M. Ruppeck*	Joint meeting with Betty Adams/Semper	4 Community Enhancement Greenhouse/ Open Space Development with Patti Wright *	7
South Westminster	0 Community Update	6 Community Update CDOT & US 36	75 Sheridan Blvd. Improvements	81
North Westminster	16 North Corridor	No Meeting	17 North Corridor Update	33

Information Only Staff Report – Neighborhood Outreach Program (COG) 2006 Year-End Report

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	Update with S. Baumann			
Rocky Mtn./Sunset	5 Carroll Butts Park	No Meeting	11 Squires Park	16
Sheridan Green/Ryan	1 Large Item Cleanup/Chopra Center	10 PRL Facility/Crosswalks	8 Traffic on 118 th Ave./Promenade	19
Standley Lake/Oakhurst	20 Drive Wise Westminster	No Meeting	10 Mediation/Code Enforcement	30
Attendance Total	<u>45</u>	<u>19</u>	<u>125</u>	<u>189</u>

* Joint meeting's total attendance shown in COG Team area that physically hosted the meeting.

Total COG meeting attendance for January through June 2006: 189 citizen contacts

<u>COG Area</u>	September Attendance/ Topic	October Attendance/ Topic	November Attendance/ Topic	December Attendance/ Topic	Attendance Totals
Betty Adams/Semper	13 PD Bike Patrol/Open Space Ballot 2A*	Joint meeting with College Hill	Joint meeting with College Hill	No Meeting	13
College Hill	Joint meeting with Betty Adams/Semper	6 Open Space Ballot 2A *	8 Community Update*	No Meeting	14
South Westminster	11 Open Space Ballot 2A	7 Playa Azul Cabaret License/ Open Space Ballot 2A	0 Community Update	No Meeting	18
North Westminster	7 North Corridor Update/ Open Space Ballot 2A	1 North Corridor Update/ Open Space Ballot 2A	6 North Corridor Update	No Meeting	14
Rocky Mtn./Sunset	4 Carroll Butts Park Update/ Open Space Ballot 2A	No Meeting	5 Community Update	No Meeting	9
Sheridan Green/Ryan	6 Traffic Enforcement/ Open Space Ballot 2A	2 Community Update/ Open Space Ballot 2A	No Meeting	No Meeting	8
Standley Lake/Oakhurst	No Meeting	20 Community Update/ Open Space Ballot 2A	No Meeting	10 Holiday Gift Meeting	30
Attendance Total	<u>41</u>	<u>36</u>	<u>19</u>	<u>10</u>	<u>106</u>

* Joint meeting's total attendance shown in COG Team area that physically hosted the meeting.

<u>Community Meeting Type</u>	February Attendance	March Attendance	May Attendance	Attendance Totals
HOA Meetings	21	0	58	79
PTA Meetings	9	12	0	21
Mayor & City Council Breakfast	26	0	12	38
Attendance Total	56	12	70	<u>138</u>

COG meeting attendance for July through December 2006: 106 citizen contacts

<u>Community Meeting Type</u>	August Attendance	September Attendance	October Attendance	Attendance Totals
HOA Meetings	0	16	42	58
PTA Meetings	0	0	0	0
Mayor & City Council Breakfast	24	0	41	65
Attendance Total	24	16	83	<u>123</u>

Total COG meeting attendance for 2006: 295 citizen contacts

Total community meeting attendance for 2006: 261 citizen contact

Betty Adams / Semper COG

Team Leader: Terri Salas, Finance Department

College Hill COG

Team Leader: Jennifer Tompkins, Department of General Services

The residents of the Betty Adams/Semper COG expressed an ongoing concern about the Westminster Mall. Max Ruppeck, Senior Projects Planner presented an overview of new development in Westminster and addressed the details and timelines for the community development projects. Keith Stieduhar from the City’s Greenhouse came out and did a presentation on landscaping plans within the City of Westminster and plant resources for plants that grow well in our state. Patti Wright from the City’s Open Space Volunteer Program spoke on some of the City’s open space trails and efforts the Open Space has taken to clean up and restore some of the sites including protecting the wildlife and vegetation within these areas.

The Betty Adams/Semper COG and the College Hill COG Teams held a total of six combined meetings in 2006. These joint meetings are the result of decreasing resident participation in COG meetings in these neighborhoods. Residents of these COG Teams continue to participate and lend their time to Earth Day and Westminster Community Pride Day for a portion of their annual community meetings.

South Westminster COG

Team Leader: James Mabry, Neighborhood Outreach Coordinator

The South Westminster COG attendance was boosted due to the planned realignment of 72nd Avenue and Sheridan Boulevard. Residents curious about this project came out to hear and review the plans for this 2007 project. Westminster residents interest and concerns included the Transit Oriented Development (TOD) plans near 72nd Avenue and Lowell Boulevard, a cabaret license application for Playa Azul, plans for the Northgate property, and construction of Wal-Mart.

North Westminster COG

Team Leader: James Mabry, Neighborhood Outreach Coordinator

North Westminster COG residents primary concern was the completion of Huron Street construction. These residents also had questions concerning the types of businesses planning to locate in the Orchard and surrounding commercial areas. The completion of Cheyenne Ridge Park and the development of a park at 128th Avenue and Zuni Street were part of this year's discussion topics.

Rocky Mountain/Sunset Ridge COG

Team Leader: Bob Krugmire, Water Resources

Rocky Mountain/Sunset Ridge COG residents expressed concerns about the changes that have occurred at Carroll Butts Park with the change in management of the area. With the demolition of the abandoned Holly Park Development, the residents have focused on graffiti, vacant business sites, and the park areas of the neighborhood. In general, these residents have been pleased with the City's response to their concerns.

Sheridan Green/Ryan COG

Team Leader: Sam Trevino, Finance Department.

Assistant Team Leader: Cindy Phelps, Parks, Recreation & Libraries Department

Traffic volume and speeding has been the main topic of discussion for this team in 2006. Although the Drive Wise Westminster campaign has been in operation for just over a year, these residents insist that more than traffic enforcement is needed to address their concerns. The progress of development at Walnut Creek, the Promenade and City Park has been also routinely discussed at these meetings.

Standley Lake/ Oakhurst COG

Team Leader: Deb Larsen, Parks, Recreation & Libraries Department

Assistant Team Leader: Laurie Rutledge, Parks, Recreation & Libraries Department

Standley Lake actively discussed the progress at Walnut Creek, Traffic Enforcement Education, and the removal of totem poles from Kensington Park. The COG/Fire Station Five Community Open House celebrated its twelfth year with an estimated 700 participants from the surrounding neighborhoods. This COG Team ended its year by gathering and donating holiday gifts to area families in need.

Conclusion

Staff will continue to focus on community customer service and developing increased community

involvement. Clearly, COG meetings held in the first half of the year saw greater attendance than the latter half. Staff will continue to track these trends and continue to seek ways to reach out to the community.

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

Information Only Staff Report
March 5, 2007



SUBJECT: Annual COG and Volunteer Appreciation Barbecue Event

PREPARED BY: Pamela Mayhew, Volunteer Coordinator

Summary Statement

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

The annual Volunteer and Community Oriented Governance (COG) appreciation barbecue event has been scheduled for Wednesday, August 1, 2007 from 5:30 pm to 8:00 pm. The barbecue will be held at the Church Ranch Event Center located at 10200 Olde Wadsworth Boulevard. The Center offers indoor and outdoor set up areas, a kitchen for the caterer to work from and a playground for children. The Center will waive all rental fees for the facility and will only charge \$175 to the City for clean up after the barbecue. Due to inclement weather, three of the last five events required moving them indoors to City Hall. The increase in attendance coupled with the impact to City Hall has resulted in Staff reviewing other locations. The Center offers a comfortable and convenient location with substantial shelter from poor weather, plenty of parking and removes the impact to City Hall if the barbecue has to be moved inside.

The event will be catered by Hokes BBQ, a Westminster restaurant, and a face painter will be available for children. Two local non-profits will be invited to showcase their volunteer programs and music will be provided by a local disc jockey. Each volunteer/COG member in attendance will receive a small gift that this year will be their choice of a shoulder bag or a travel size rain poncho.

Background Information

The City's Volunteer and COG programs allow citizens to be actively involved with their government and community. The impact of volunteers on services provided in Westminster is considerable. In 2006, the amount of time dedicated by volunteers was estimated at \$1 million — a significant amount of support to Westminster.

Since 1992, the City has held an annual volunteer appreciation barbecue sponsored by the Volunteer Program. To reduce duplication of services, in 2003, COG merged its annual picnic with the volunteer appreciation barbecue. This combined event gives Council and Staff the opportunity to say thank you to citizens actively volunteering in City programs and participating in COG. Attendance at the event has doubled in the last five years. In 2001, 370 people attended compared to 2006 when over 650 attended. Invitations will be sent to City Council, all boards and commissions, volunteers and their families, volunteer supervisors and COG participants. It is anticipated that over 500 of the 1100 citizens invited will attend.

Over the last five years that the event has been held, three events were rained on requiring Staff to move attendees inside City Hall. Cleanup which included removing carpet stains was costly. Staff

began researching other locations to hold the event since no City facility could accommodate this large of a crowd. The Church Ranch Event Center located at 10200 Olde Wadsworth Boulevard was identified as an excellent location for the 2007 event.

The Center offers indoor and outdoor set up areas, a kitchen for the caterer and a playground for children. The Center will waive all rental fees for the facility and will only charge \$175 for clean up after the event. The Center offers a comfortable and convenient location with substantial shelter from poor weather, plenty of parking and removes the impact to City Hall if the barbecue has to be moved inside.

Respectfully submitted,

J. Brent McFall
City Manager



W E S T M I N S T E R

Staff Report

Information Only Staff Report
March 5, 2007



SUBJECT: 2006 Year-End Council Expenditures

PREPARED BY: Aric Otzelberger, Management Analyst

Summary Statement:

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

The attached document is a listing of all 2006 City Council posted expenditures from January 1 through December 31, 2006.

Please note that City Council's 2006 accounts remained open for final payment of 2006 invoices through February 2, per generally accepted accounting principles. This report reflects all 2006-posted expenditures as of February 20, 2007. Finance is in the process of closing 2006 accounts; some additional adjustments may be made in the coming weeks that are not reflected in this report.

A separate Staff Report for Council expenditures during the first two months of 2007 will be distributed in March.

Background Information

The following report is a listing of City Council expenditures by each account for January 1 through December 31 as posted by February 20, 2007. As of December 31, 2006, 100% of the year elapsed and Council spent approximately 88%, or \$180,563.80 of its budget.

City Council's total budget for 2006 was \$205,023. For the year, City Council's largest expense was in the salary account, with expenditures totaling \$70,606.12. The other contractual services account was 114.7% expended as of the end of December. Healthy balances remained in the other accounts.

As the Finance Department finalizes the books by performing standard auditing procedures, minor adjustments may be made to City Council's accounts. Staff is currently processing budget revisions to move funds within City Council's budget to cover the account overage in the other contractual services account as part of the year-end process.

The budget is a planning tool and represents a best estimate regarding actual expenditures. If you have any questions about items included in this report, please contact Aric Otzelberger at 303-430-2400 ext. 2004, or at aotzelberger@ci.westminster.co.us.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

City Council Expenditures
as of 12/31/2006

SALARIES - MAYOR/COUNCIL		(ACCT: 10001010.60800.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
2,715.62	1/8/2006	Salaries	Councillors
2,715.62	1/22/2006	Salaries	Councillors
2,715.62	2/5/2006	Salaries	Councillors
2,715.62	2/19/2006	Salaries	Councillors
2,715.62	3/5/2006	Salaries	Councillors
2,715.62	3/19/2006	Salaries	Councillors
2,715.62	4/2/2006	Salaries	Councillors
2,715.62	4/16/2006	Salaries	Councillors
2,715.62	4/30/2006	Salaries	Councillors
2,715.62	5/14/2006	Salaries	Councillors
2,715.62	5/28/2006	Salaries	Councillors
2,715.62	6/11/2006	Salaries	Councillors
2,715.62	6/25/2006	Salaries	Councillors
2,715.62	7/9/2006	Salaries	Councillors
2,715.62	7/23/2006	Salaries	Councillors
2,715.62	8/6/2006	Salaries	Councillors
2,715.62	8/20/2006	Salaries	Councillors
2,715.62	9/3/2006	Salaries	Councillors
2,715.62	9/17/2006	Salaries	Councillors
2,715.62	10/1/2006	Salaries	Councillors
2,715.62	10/15/2006	Salaries	Councillors
2,715.62	10/29/2006	Salaries	Councillors
2,715.62	11/12/2006	Salaries	Councillors
2,715.62	11/26/2006	Salaries	Councillors
2,715.62	12/10/2006	Salaries	Councillors
2,715.62	12/24/2006	Salaries	Councillors
\$70,606.12	TOTAL		<i>% of total City Council budget</i> 37.80%
\$77,500.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 91.10%
\$6,893.88	BALANCE		

COUNCIL ALLOWANCE		(ACCT: 10001010.61100.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
700.00	1/8/2006	Council allowances	Councillors
700.00	1/22/2006	Council allowances	Councillors
700.00	2/5/2006	Council allowances	Councillors
700.00	2/19/2006	Council allowances	Councillors
700.00	3/5/2006	Council allowances	Councillors
700.00	3/19/2006	Council allowances	Councillors
700.00	4/2/2006	Council allowances	Councillors
700.00	4/16/2006	Council allowances	Councillors
700.00	4/30/2006	Council allowances	Councillors
700.00	5/14/2006	Council allowances	Councillors
700.00	5/28/2006	Council allowances	Councillors
700.00	6/11/2006	Council allowances	Councillors
700.00	7/9/2006	Council allowances	Councillors
700.00	7/23/2006	Council allowances	Councillors
700.00	8/6/2006	Council allowances	Councillors
700.00	8/20/2006	Council allowances	Councillors
700.00	9/3/2006	Council allowances	Councillors
700.00	9/17/2006	Council allowances	Councillors
700.00	10/1/2006	Council allowances	Councillors
700.00	10/15/2006	Council allowances	Councillors
700.00	10/29/2006	Council allowances	Councillors
700.00	11/12/2006	Council allowances	Councillors
700.00	11/26/2006	Council allowances	Councillors
700.00	12/10/2006	Council allowances	Councillors
\$16,800.00	TOTAL		<i>% of total City Council budget</i> 8.19%
\$16,800.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 100.00%
\$0.00	BALANCE		

City Council Expenditures
as of 12/31/2006

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
MILEAGE REIMBURSEMENT		(ACCT: 10001010.61200.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
84.77	2/1/2006	Petty cash for mileage not covered by Council allowance - Jan	Lindsey	
97.01	2/7/2006	Petty cash for mileage not covered by Council allowance - Jan	McNally	
16.02	4/6/2006	Petty cash for mileage not covered by Council allowance - Feb	Lindsey	
16.02	4/6/2006	Petty cash for mileage not covered by Council allowance - March	Lindsey	
161.02	4/11/2006	Petty cash for mileage not covered by Council allowance - March	McNally	
165.14	5/8/2006	Petty cash for mileage not covered by Council allowance - April	McNally	
70.81	5/8/2006	Petty cash for mileage not covered by Council allowance - April	Price	
109.61	5/8/2006	Petty cash for mileage not covered by Council allowance - Jan	Price	
74.21	5/8/2006	Petty cash for mileage not covered by Council allowance - Feb	Price	
46.56	5/9/2006	Petty cash for mileage not covered by Council allowance - March	Price	
44.62	5/16/2006	Petty cash for mileage not covered by Council allowance - April	Lindsey	
36.49	6/6/2006	Petty cash for mileage not covered by Council allowance - May	Lindsey	
10.00	6/7/2006	Petty cash for mileage not covered by Council allowance - Parking	Price	
60.08	6/27/2006	Petty cash for mileage not covered by Council allowance - June	Lindsey	
179.34	7/19/2006	Petty cash for mileage not covered by Council allowance - June	McNally	
28.48	7/27/2006	Petty cash for mileage not covered by Council allowance - July	Lindsey	
99.68	8/16/2006	Petty cash for mileage not covered by Council allowance - July	McNally	
38.27	8/29/2006	Petty cash for mileage not covered by Council allowance - Aug	Lindsey	
32.92	9/29/2006	Petty cash for mileage not covered by Council allowance - Sept	Lindsey	
154.86	10/17/2006	Petty cash for mileage not covered by Council allowance - Aug.	McNally	
234.18	11/8/2006	Petty cash for mileage not covered by Council allowance - Oct.	McNally	
64.08	11/13/2006	Petty cash for mileage not covered by Council allowance - Aug.	Price	
52.07	11/13/2006	Petty cash for mileage not covered by Council allowance - June	Price	
80.10	11/13/2006	Petty cash for mileage not covered by Council allowance - May	Price	
84.11	11/14/2006	Petty cash for mileage not covered by Council allowance - July	Price	
48.51	11/14/2006	Petty cash for mileage not covered by Council allowance - Sept	Price	
52.51	11/14/2006	Petty cash for mileage not covered by Council allowance - Oct	Price	
134.84	12/28/2006	Petty cash for mileage not covered by Council allowance - Nov	Lindsey	
187.35	12/28/2006	Petty cash for mileage not covered by Council allowance - Jan - Nov	Kauffman	
133.50	12/28/2006	Petty cash for mileage not covered by Council allowance - Nov - Dec	McNally	
\$2,597.16	TOTAL		<i>% of total City Council budget</i>	3.12%
\$6,400.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	40.58%
\$3,802.84	BALANCE			

**City Council Expenditures
as of 12/31/2006**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:
MEETING EXPENSES (ACCT: 10001010.61400.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
18.00	1/17/2006	Valentine Tea attendance - Price	Westminster Historical Society
18.00	1/18/2006	Valentine Tea attendance - Major	Westminster Historical Society
35.00	1/18/2006	Frozen Open registration - Major	Hyland Hills Foundation
35.00	1/18/2006	Frozen Open registration - Price	Hyland Hills Foundation
22.00	1/24/2006	Petty cash for Energy Communities Alliance parking	Price
12.00	2/1/2006	Petty cash for annual Jeffco reception for elected officials, 1/17	Lindsey
100.00	2/8/2006	ADCOG dinner on 1/25, McNally, Dittman, Price, Lindsey	Town of Bennett
85.00	2/8/2006	Legislative Workshop attendance - Price	Colorado Municipal League
85.00	2/8/2006	Legislative Workshop attendance - Kauffman	Colorado Municipal League
15.00	2/22/2006	Development Council breakfast on 1/17, Lindsey	Metro North Chamber of Commerce (Pcard)
45.00	2/22/2006	Development Council breakfast on 2/21, McNally, Price, Lindsey	Metro North Chamber of Commerce (Pcard)
21.67	2/22/2006	Rocky Flats meeting on 1/6, Price, Hellbusch	Pizzeria Uno (Pcard)
25.17	2/22/2006	Mayor's lobbying breakfast on 2/2 with Sen. Mitchell	Walnut Café (Pcard)
28.21	2/22/2006	Mayor's lobbying breakfast on 1/20 with Rep. Soper	Walnut Café (Pcard)
30.82	2/22/2006	Mayor's lobbying breakfast on 1/27 with Sen. Windels	Walnut Café (Pcard)
45.51	2/22/2006	Mayor's lobbying breakfast on 1/12 with Sen. Veiga	Walnut Café (Pcard)
30.00	2/28/2006	Development Council breakfast on 2/21, Kauffman, Dittman	Metro North Chamber of Commerce (Pcard)
15.00	2/28/2006	Prepayment for Mayors' Roundtable on 4/11, Price	Metro North Chamber of Commerce (Pcard)
85.00	3/7/2006	Legislative Workshop on 2/15 Lindsey	Colorado Municipal League
50.60	3/23/2006	Petty cash for Mayor's Lobbying Breakfast 3/23 w/ Rep. Benefield	Brent McFall
14.00	3/27/2006	Parking for CML Policy Meeting 2/16 - Price	Adams Mark Hotel (Pcard)
20.00	4/5/2006	20th Annual MMCYA Banquet on 4/23 McNally	Adams County MMCYA Banquet
40.00	4/21/2006	JEC Industry Awards dinner McNally	Jefferson Economic Council (Pcard)
30.00	4/21/2006	Development Council Breakfast 4/11 Dittman, Lindsey	Metro North Chamber of Commerce (Pcard)
15.00	4/21/2006	Development Council breakfast 4/11 Kauffman	Metro North Chamber of Commerce (Pcard)
37.86	4/21/2006	Mayor's lobbying breakfast on 3/24 with Rep. Berens	Walnut Café (Pcard)
127.35	5/17/2006	Strategic Planning Sessions briefing McNally, McFall & LSumek	Westin Hotel Westminster (Pcard)
1,449.78	5/17/2006	Strategic Planning Sessions 4/7 and E1204/8	Dadiotis Golf (Pcard)
26.66	5/23/2006	Petty cash reimbursement for Rocky Flats lunch - Price, Hellbusch	Jo Ann Price
15.75	5/30/2006	ADCOG dinner on 5/3 Price	City of Brighton
55.00	6/21/2006	CML Workshop "Changing Face of CO" Price	Colorado Municipal League
65.00	7/19/2006	CML Workshop "Changing Face of CO" Lindsey	Colorado Municipal League
24.96	7/24/2006	Petty cash reimbursement for Rocky Flats lunch - Price, Hellbusch	Jo Ann Price
60.00	8/21/2006	Gubernatorial Debate, Lindsey, Price	Metro North Chamber of Commerce (Pcard)
10.00	8/29/2006	Dessert - Council Mtg 8/28 Vending Machine - No receipt	Vending Machine
30.00	9/13/2006	Development Council Breakfast on 6/20, Kauffman, Lindsey	Metro North Chamber of Commerce (Pcard)
20.00	9/13/2006	Holy COW Trail Stampede - T. Kauffman	City Hall PRL (Pcard)
90.00	9/13/2006	To Honor 28 Yrs. Of H.O.P.E. - McNally, Lindsey, Price	Alt to Family Violence (Pcard)
-45.00	9/13/2006	Refund for JEC Gubernatorial Debate, Kauffman	Jefferson Economic Council (Pcard)
45.00	9/13/2006	WTS - 2006 Gub Transp Form - Price	PayPal (Pcard)
45.00	9/13/2006	WTS - 2006 Gub Transp Form - Lindsey	PayPal (Pcard)
10.00	9/13/2006	Snacks for Council Mtg - Vending Machine - No receipt	Vending Machine
90.00	10/11/2006	CML District Meeting 10/18/06	Colorado Municipal League
20.00	10/11/2006	Education Foundation Breakfast - NM & CD	Adams 12 Five-Star Schools
104.68	10/24/2006	Council Budget Retreat	Panera Bread#3077 (Pcard)
4.99	10/24/2006	Council Budget Retreat Snacks	Albertson's #872
678.79	10/24/2006	Council Dinner with Broomfield City Council	Rock Bottom 1082
-26.00	11/10/2006	Legislative Dinner - Evie Hemphill	City of Westminster
-90.00	11/16/2006	CML District Meeting 10/18/06	Colorado Municipal League
90.00	11/28/2006	CML District Meeting 10/18/06	City of Lafayette
40.00	11/30/2006	Industry Appreciation Awards Event - McNally	Jefferson Economic Council (Pcard)
192.00	12/11/2006	Annual State Legislative Dinner	The Grill at Legacy Ridge (Pcard)
1,188.00	12/11/2006	Annual State Legislative Dinner	The Grill at Legacy Ridge (Pcard)
3,120.00	12/31/2006	Board and Commission gift certificates	Bonefish Grill
18.81	12/31/2006	Joanne Price lunch	Los Arcos (Pcard)
10.00	12/31/2006		Denver Regional Council of Governments (Pcard)
\$8,429.61	TOTAL		% of total City Council budget
\$11,400.00	BUDGET	2006 APPROVED BUDGET	5.56%
\$2,970.39	BALANCE		% of account budget expended year-to-date
			73.94%

**City Council Expenditures
as of 12/31/2006**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:
CAREER DEVELOPMENT (ACCT: 10001010.61800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
50.00	2/28/2006	Membership renewal, Kauffman	Internet. Council of Shopping Centers (Pcard)
985.39	3/2/2006	Reimbursement US 36 Lobbying Trip (lodging \$593.12; airfare \$278.60; meals/misc. \$101.87)	McNally
926.83	3/21/2006	NLC Congressional City, D.C. reimbursement	Kauffman
2,182.78	3/22/2006	NLC Congressional City, D.C. (Reg. \$660; airfare \$306.60; lodging \$870.20; meals/misc \$173.14; other councillors \$172.84)	McNally
2,423.99	3/28/2006	NLC Congressional City, D.C. (Reg. \$660; airfare \$278.60; lodging \$1087.75; meals/misc \$261.63; other councillors \$136.01)	Price
1,925.02	3/28/2006	NLC Congressional City, D.C. (Reg. \$535; airfare \$306.60; lodging \$870.20; meals/misc. \$66.55; other councillors \$146.67)	Major
1,947.88	4/4/2006	NLC Congressional City, D.C. (Reg. \$470; airfare \$316.60; lodging \$870.20; meals/misc. \$291.08)	Kaiser
2,129.69	4/5/2006	NLC Congressional City, D.C. (Reg. \$575; airfare \$401.60; lodging \$870.20; meals/misc \$282.89; see additional item below)	Lindsey
-449.48	5/16/2006	NLC Congress of Cities, Charlotte, NC - credit from Adams Mark Hotel for incorrect charge - Lindsey	Deposited back to account
2,044.43	5/17/2006	NLC Congressional City, D.C. (Reg. \$600; airfare \$316.60; lodging \$912.00; meals/misc \$158.63; other councillors \$57.20)	Kauffman
-926.83	5/17/2006	Reimbursement of NLC Congressional City costs	Kauffman
196.80	5/17/2006	NLC Congressional City, D.C. (other councillor meals \$196.80)	Lindsey
-761.72	5/25/2006	Reimbursement from Energy Communities Alliance Trip for Price	Deposited back to account
751.53	5/31/2006	Energy Communities Alliance Trip, Las Vegas (Reg. \$292.12; airfare \$322.60; meals/misc. \$136.81)	Price
6.00	6/6/2006	Correction to NLC Reimbursement	Lindsey
1,580.58	6/6/2006	ICSC Conference (Reg. \$345, airfare \$178.60; lodging \$951.04; meals/misc \$105.94)	Kauffman
1,015.00	7/14/2006	CML Conference (Reg. \$297; lodging \$633.25; mileage \$84.55)	McNally
267.00	7/17/2006	CML Registration (Reg. \$267.00) did not attend, non-refundable	Kauffman
950.00	9/18/2006	Annual Dues	Energy Communities Alliance
5.80	11/14/2006	ECA - Las Vegas, Travel reconciliation	Price
-100.00	11/14/2006	CML travel advance returned to account	Price
297.00	11/14/2006	CML Conference (Reg. \$297)	Price
302.00	11/14/2006	CML Conference (Reg. \$302)	Lindsey
706.43	11/14/2006	CML Conference (Reg. \$271.00; Lodging \$354.00; mileage 73.43; tips/locals transportation 5.00; other councillors 3.00)	Major
1,210.20	12/29/2006	NLC Congress of Cities, Las Vegas (Reg. \$365; lodging \$446.76; airfare \$232.59; meals \$97.15; misc \$68.70)	Dittman
1,592.73	12/29/2006	NLC Congress of Cities, Las Vegas (Reg. \$530; lodging \$558.45; airfare \$232.59; meals \$164.46; misc \$95.38; other councillor meals \$11.85)	Price
1,282.50	12/29/2006	NLC Congress of Cities, Las Vegas (Reg. \$530; lodging \$446.76; airfare \$232.59; meals \$42.01; misc \$31.14)	Major
1,482.12	12/29/2006	NLC Congress of Cities, Las Vegas (Reg. \$530; lodging \$558.45; airfare \$232.59; meals \$94.26; misc \$66.82)	Lindsey
1,372.90	12/29/2006	NLC Congress of Cities, Las Vegas (Reg. \$530; lodging \$446.76; airfare \$232.59; meals \$157.55; misc. \$6)	Kaiser
\$25,396.57	TOTAL		<i>% of total City Council budget</i>
\$36,500.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>
\$11,103.43	BALANCE		

TELEPHONE (ACCT: 10001010.66900.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
0.00	-	none	-
\$0.00	TOTAL		<i>% of total City Council budget</i>
\$105.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>
\$105.00	BALANCE		

City Council Expenditures
as of 12/31/2006

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
SPECIAL PROMOTIONS		(ACCT: 10001010.67600.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
200.00	1/18/2006	MMCYA recognition event contribution	Adams County	
200.00	1/25/2006	After-prom celebration contribution	Jefferson Academy	
100.00	2/8/2006	Contribution for Good News Celebration breakfast	Jefferson County Good News Coalition	
800.00	2/22/2006	Chamber's annual banquet, 8 tickets for Council	Metro North Chamber of Commerce	
100.00	2/28/2006	Chamber's annual banquet, 1 ticket for Council	Metro North Chamber of Commerce	
600.00	3/6/2006	Golf Tournament Sponsorship	Children's Outreach Therapeutic	
500.00	3/15/2006	After-prom celebration contribution	Westminster High School	
150.00	3/29/2006	ADCO Commissioners Golf Tournament benefiting The Senior Hub	The Senior Hub	
30.00	4/4/2006	Volunteer Recognition Lunch - flower centerpiece donation	The Senior Hub	
500.00	4/21/2006	Yellow Ribbon Suicide Prevention Awards dinner	Light for Life Foundation (Pcard)	
25.00	4/21/2006	Legacy Foundation Bone Fish Grill fundraiser Price	Legacy Foundation	
75.00	4/21/2006	Legacy Foundation Bone Fish Grill fundraiser Major (2), Lindsey	Legacy Foundation	
500.00	5/17/2006	Dist 50 Education Foundation Golf Tournament	BlackTie	
35.00	5/17/2006	Westminster sponsorship fee for team member	Colfax Marathon	
70.00	6/15/2006	Colorado Colfax Marathon	Active.com (Pcard)	
35.00	6/15/2006	Colorado Colfax Marathon	Active.com (Pcard)	
35.00	6/15/2006	Colorado Colfax Marathon	Active.com (Pcard)	
650.00	6/21/2006	Mary Ciancio Memorial Golf & Tennis Tournament	Community Reach Center Inc.	
60.00	7/19/2006	Golf Tournament Sponsorship	Westminster Public Safety Recognition	
150.00	9/12/2006	Annual Hmong New Years Celebration	Hmong Association	
490.00	12/11/2006	Wines Around the World Event tickets	Coet and Coet PC (Pcard)	
\$5,305.00	TOTAL		<i>% of total City Council budget</i>	2.93%
\$6,000.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	88.42%
\$695.00	BALANCE			

LEASE PAYMENTS TO OTHERS		(ACCT: 10001010.67700.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
3,668.00	1/31/2006	Computer lease charges for Councillors PCs/laptops	Computer lease program, City of Westminster	
\$3,668.00	TOTAL		<i>% of total City Council budget</i>	1.79%
\$3,668.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	100.00%
\$0.00	BALANCE			

City Council Expenditures
as of 12/31/2006

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
OTHER CONTRACTUAL SERVICE			(ACCT: 10001010.67800.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
1,200.00	1/11/2006	2006 Annual Gala sponsorship	Metro North Chamber of Commerce	
600.00	1/25/2006	After Prom contribution	Standley Lake High School	
300.00	1/25/2006	Adco MMCYA 2006 recognition event contribution	Adams County	
1,000.00	2/8/2006	2006 sponsorship	Westminster Spotlight Theater	
100.06	2/22/2006	New Council pictures for 2 main City facilities	Creative Framing 5 (Pcard)	
200.00	2/27/2006	After Prom contribution	Arvada Senior High School	
500.00	3/6/2006	Golf Tournament	Front Range Community College	
13.45	4/5/2006	Packet delivery to Council at NLC conference	Federal Express	
50.00	4/12/2006	Flowers for Butch Hicks' (mother-in-law)	Westminster Flowers and Gifts	
2,500.00	4/12/2006	Annual Gala sponsorship	Westminster Noon Rotary Club	
500.00	4/21/2006	Annual golf tournament sponsorship	Metro North Chamber of Commerce	
500.00	5/17/2006	Annual awards dinner table	Denver Regional Council of Governments	
1,275.00	5/17/2006	Showcase Colorado sponsorship	Westminster 7:10 Rotary Club	
2,100.00	5/17/2006	Water World tickets	Community Education Foundation	
112.00	5/23/2006	Westminster Window - Thornton 50th Anniversary pullout ad	Metro North Newspapers	
220.00	5/30/2006	Westminster Window - Graduation pullout ad	Metro North Newspapers	
900.00	6/6/2006	June 2006 Metro North Chamber Directory	Metro North Newspapers	
500.00	6/14/2006	Annual Paint-a-thon	Brothers Redevelopment, Inc.	
1,000.00	6/15/2006	Annual 5 Star Gala	S.D. #12 Adult Education (Pcard)	
500.00	6/21/2006	Annual Golf Tournament	Adams 12 Five Star School -Ed	
236.00	7/12/2006	Window/Westsider Budget Ads	Metro North Newspapers	
98.00	7/12/2006	Annual Subscription	Rocky Mountain News	
500.00	7/18/2006	Mary Bennett Golf Tournament Contribution	Hyland Hills Foundation	
2,000.00	7/19/2006	Annual Crystal Ball	The Jefferson Foundation	
-1,050.00	7/25/2006	Water World TIX - Reimbursement from Employees	Deposited back to account	
360.00	7/31/2006	We're All Ears - City Park	Fun Services Rental (Pcard)	
5,480.13	8/1/2006	Consultation/Planning/Expenses	Lyle Sumeck Associates Inc.	
739.10	8/1/2006	Reports/Strategic Plan/Expenses	Lyle Sumeck Associates Inc.	
461.10	8/1/2006	Guide/Workshop/Expenses	Lyle Sumeck Associates Inc.	
270.00	8/2/2006	Adams Co. Fair Guide	Metro North Newspapers	
13.82	8/14/2006	Council Meeting Snacks	Albertson's #872 (Pcard)	
302.00	8/14/2006	We're All Ears - Irving St. Library	Fun Services Rental (Pcard)	
149.95	8/15/2006	Annual Subscription	Denver Post Inc.-Billing Services	
1,225.00	8/15/2006	Golf Championship Scramble	Westminster 7:10 Rotary Club	
1,000.00	8/15/2006	Annual Banquet Contribution	Westminster Public Safety Recognition	
63.00	8/23/2006	Visors/Cap - We're All Ears - Westminster Faire	Shane Sales	
863.00	8/23/2006	Magnets for Westminster Faire	Phoenix Promotions Products	
300.00	8/23/2006	Adams Fair Full Page Color Ad	Colorado Lifestyle Magazine	
236.00	9/5/2006	Window/Westsider Budget Ads	Metro North Newspapers	
200.64	9/6/2006	CMO Portion - Rent Rental - Westminster Faire	Rental City Special Events	
164.00	9/6/2006	Window/Sentinel Fall Sports Preview	Metro North Newspapers	
10,000.00	9/20/2006	2006 Budgeted Contribution	North Metro Arts Alliance	
472.00	10/11/2006	Window/Westsider Budget Ads	Metro North Newspapers	
1,962.34	12/31/2006	Strategic Planning Retreat - Consultant Fees	Lyle Sumeck Associates Inc.	
2,211.09	12/31/2006	New Council Team Building Event (11/05) - Consultant Fees	Lyle Sumeck Associates Inc.	
27.99	12/31/2006		Federal Express	
27.99	12/31/2006		Federal Express	
\$42,383.66	TOTAL		<i>% of total City Council budget</i>	<i>18.02%</i>
\$36,950.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	<i>114.71%</i>
-\$5,433.66	BALANCE			

City Council Expenditures
as of 12/31/2006

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
SUPPLIES (ACCT: 10001010.70200.0000)				
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
43.98	1/18/2006	2006 encumbrance for misc. office supplies for City Council	Associated Office Products	
15.65	1/23/2006	Petty cash reimbursement for dinner supplies	City staff	
46.93	1/25/2006	Council dinner supplies	Costco	
39.28	2/1/2006	2006 encumbrance for misc. office supplies for City Council	Associated Office Products	
16.87	2/13/2006	Petty cash reimbursement for MMCYA reception supplies	City staff	
184.78	4/12/2006	Office Supplies	Associated Office Products	
19.06	4/26/2006	Council dinner supplies	Costco	
25.34	4/27/2006	Breakfast Supplies Reclassified	Costco	
17.77	5/17/2006	Strategic Planning session supplies	Albertson's #872 (Pcard)	
7.00	5/17/2006	Sympathy cards for Council	Albertson's #872 (Pcard)	
47.13	6/21/2006	Binders for Council Packet	Associated Office Products	
26.40	7/18/2006	Citizen Survey Copies	FEDEX (Pcard)	
50.00	8/15/2006	Donation for Ferne McNally Memorial	Cross of Christ Lutheran Church	
125.00	8/16/2006	Computer Hardware - battery, Dittman	Ram Computer Supply	
9.00	8/16/2006	Comm and Media - battery shipping, Dittman	Ram Computer Supply	
-1.04	8/16/2006	Comm and Media, reimbursement for shipping overcharge, Dittman	Ram Computer Supply	
28.90	8/21/2006	Westminster Faire T-shirts for Council	Sports Ink - Gifted Athlete (Pcard)	
45.00	8/21/2006		Jefferson Economic Council	
26.99	9/13/2006	Mayor/Council Breakfast - August	Einstein Brothers #1975 (Pcard)	
50.21	9/13/2006	Mayor/Council Breakfast - August	Albertson's #872 (Pcard)	
44.60	9/20/2006	Budget Retreat Snacks/Dessert	Costco	
6.93	10/24/2006	Sympathy cards for Council	Party America #3201	
15.00	10/31/2006	Reclassification of Charges	North Metro Chamber of Commerce	
23.34	11/9/2006	Printer Cartridges	Price	
19.96	11/22/2006	10/12 Mayor/Councillor's Breakfast	Albertson's #872 (Pcard)	
31.40	11/22/2006	10/12 Mayor/Councillor's Breakfast	Albertson's #872 (Pcard)	
53.98	11/22/2006	10/12 Mayor/Councillor's Breakfast	Einstein Brothers #1975 (Pcard)	
6.94	11/28/2006	Get Well Cards		
0.70	12/11/2006	Supplies	Michael's #7002 (Pcard)	
14.99	12/11/2006	Supplies	Office Depot #567 (Pcard)	
74.00	12/31/2006	Print Shop Charges		
35.42	12/31/2006		Albertson's #872 (Pcard)	
\$1,151.51	TOTAL		<i>% of total City Council budget</i>	2.83%
\$5,800.00	BUDGET	2006 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	19.85%
\$4,648.49	BALANCE			

**City Council Expenditures
as of 12/31/2006**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:
FOOD			
(ACCT: 10001010.70400.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
45.50	1/10/2006	Petty cash for reimbursement for Council dinner on 1/9	City staff
25.00	2/13/2006	Petty cash reimbursement for MMCYA reception drinks, etc.	City staff
50.65	2/22/2006	Council dinner on 1/30	Li's Chinese Restaurant (Pcard)
46.50	2/22/2006	Council dinner on 1/23	Papa J's Italian Restaurant (Pcard)
67.00	2/28/2006	Council dinner on 2/6	Honey Baked Ham (Pcard)
38.96	2/28/2006	Council dinner on 2/13	Blackjack Pizza (Pcard)
25.00	2/28/2006	MMCYA reception dessert on 2/13	Cheesecake and Such (Pcard)
34.26	2/28/2006	Council dinner for board and commission interviews on 2/24	Blackjack Pizza (Pcard)
55.65	2/28/2006	Council dinner for board and commission interviews on 2/23	Cheesecake and Such (Pcard)
45.52	2/28/2006	Council dinner on 2/27	Wishbone Restaurant (Pcard)
108.00	3/8/2006	pop order	Vend One
47.05	4/21/2006	Council dinner on 3/6	Papa J's Italian Restaurant (Pcard)
55.40	4/21/2006	Council dinner on 3/13	Li's Chinese Restaurant (Pcard)
45.52	4/21/2006	Council dinner on 3/20	Wishbone Restaurant (Pcard)
34.27	4/21/2006	Council dinner on 3/27	Blackjack Pizza (Pcard)
85.40	4/21/2006	Council dinner 4/3	Honey Baked Ham (Pcard)
192.00	5/10/2006	pop order	Vend One
55.40	5/17/2006	Council dinner on 4/10	Li's Chinese Restaurant (Pcard)
40.25	5/17/2006	Council dinner on 4/17	Papa J's Italian Restaurant (Pcard)
27.98	5/17/2006	Council dinner on 5/1	Blackjack Pizza (Pcard)
40.00	5/17/2006	Council dinner on 4/24	Wishbone Restaurant (Pcard)
8.98	6/12/2006	Mayors Breakfast - May	Safeway 00016857 (Pcard)
19.48	6/12/2006	Mayors Breakfast - May	Einstein Brothers #1975 (Pcard)
55.40	6/15/2006	Council Dinner 5/8	Li's Chinese Restaurant (Pcard)
98.89	6/15/2006	Council Dinner 5/15	Einstein Brothers #1975 (Pcard)
40.00	6/15/2006	Council Dinner 5/22	Wishbone Restaurant (Pcard)
33.98	6/15/2006	Council Dinner 6/5	Blackjack Pizza (Pcard)
40.25	7/18/2006	Council Dinner 6/12	Papa J's Italian Restaurant (Pcard)
43.73	7/18/2006	Council Dinner 7/3	Papa J's Italian Restaurant (Pcard)
51.45	7/18/2006	Council Dinner 6/19	Li's Chinese Restaurant (Pcard)
65.50	7/18/2006	Council Dinner 6/26	Honey Baked Ham (Pcard)
37.86	7/27/2006	Cookies/Plates	Costco
192.00	8/2/2006	Council Pop Order	Vend One
44.96	8/21/2006	Council Dinner 7/10	Blackjack Pizza (Pcard)
40.00	8/21/2006	Council Dinner 7/17	Wishbone Restaurant (Pcard)
51.45	8/21/2006	Council Dinner 7/24	Li's Chinese Restaurant (Pcard)
31.95	9/13/2006	Council Dinner 8/7	Blackjack Pizza (Pcard)
37.25	9/13/2006	Council Dinner 8/14	Papa J's Italian Restaurant (Pcard)
43.90	9/13/2006	Council Dinner 8/21	Wishbone Restaurant (Pcard)
55.40	9/13/2006	Council Dinner 8/28	Li's Chinese Restaurant (Pcard)
27.24	9/26/2006	Food - Council Budget Retreat	Lamar's Donuts
34.96	10/24/2006	Council Dinner 9/12	Blackjack Pizza (Pcard)
40.25	10/24/2006	Council Dinner 9/18	Papa J's Italian Restaurant (Pcard)
13.44	10/24/2006	Council Dinner Supplies	Albertson's #872 (Pcard)
49.76	10/24/2006	Council Dinner 9/25	Wishbone Restaurant (Pcard)
55.40	10/24/2006	Council Dinner 10/1	Li's Chinese Restaurant (Pcard)
11.98	12/6/2006	Council Dinner Supplies	
192.00	12/6/2006	Adco Executive Committee Breakfast 11/17	Legacy Grill
35.96	12/11/2006	Council Dinner 10/9	Blackjack Pizza (Pcard)
65.50	12/11/2006	Council Dinner 10/16	Honey Baked Ham (Pcard)
27.25	12/11/2006	Council Dinner 10/23	Papa J's Italian Restaurant (Pcard)
55.40	12/11/2006	Council Dinner 11/6	Li's Chinese Restaurant (Pcard)
65.50	12/11/2006	Council Dinner 11/20	Honey Baked Ham (Pcard)
34.97	12/11/2006	Council Dinner 11/27	Blackjack Pizza (Pcard)
55.40	12/11/2006	Council Dinner 12/4	Li's Chinese Restaurant (Pcard)
41.00	12/11/2006	Council Dinner 12/18	Wishbone Restaurant (Pcard)
-36.00	12/13/2006	Soft drinks charged to Training 303	Credit from Training for 12/13 Westy 303 class
41.00	12/31/2006		Wishbone Restaurant (Pcard)
\$2,968.75	TOTAL		% of total City Council budget
\$3,900.00	BUDGET	2006 APPROVED BUDGET	% of account budget expended year-to-date
\$931.25	BALANCE		
\$205,023.00	TOTAL 2006 CITY COUNCIL BUDGET		
-\$179,306.38	TOTAL 2006 YTD (as of December 31, 2006) CITY COUNCIL EXPENDITURES		
\$25,716.62	BALANCE		
87.46%	PERCENT OF BUDGET EXPENDED YTD		



WESTMINSTER

Staff Report

Information Only Staff Report
March 5, 2007



SUBJECT: Contract with Great West Retirement Services as provider for the City of Westminster Deferred Compensation Plan.

PREPARED BY: Gordon Tewell

Summary Statement

This report is for City Council information only and requires no action by City Council at this time. This item will be brought back for official City Council action at an upcoming City Council meeting.

The City offers a deferred compensation plan, established under section 457 of the Internal Revenue Services code, to all employees and City Councillors. A 457 plan allows employees to defer income on a pre-tax basis. The City opted out of Social Security, effective January 1, 1976. For City Councillor's and non-benefitted employees, this plan serves as the Social Security replacement. In addition, benefitted employees may utilize this plan to supplement their retirement income.

In late 2006, the Deferred Compensation Plan Committee (Committee) issued a Request for Proposal (RFP) for the administration, record keeping and custodianship of the City's Deferred Compensation Plan. The current five year contract with AIG/Valic expires at the end of March. Responses were received from five national retirement plan providers. Staff reviewed the responses and selected three finalists based on several criteria including plan fees, available fund universe, education and customer service.

The three finalists made presentations to the Committee on January 8, 2007. Based on the above criteria, the Committee selected Great-West as the successor to AIG/Valic as administrator, record keeper and custodian to the City of Westminster Deferred Compensation Plan. The fees paid to Great West will be paid through a revenue sharing agreement between the investment firms providing the investments options in the plan and Great West Retirement Services. There is no expenditure of City funds required for this transaction.

Background Information

The current contract with AIG/Valic is expiring March 31, 2007. The Committee, put together to evaluate proposals and make a recommendation, included the following individuals:

- Matt Lutkus, Deputy City Manager
- Tammy Hitchens, Finance Director
- Debbie Mitchell, Human Resources Manager
- Gordon Tewell, Pension Administrator
- Kim McDaniel, Pension Benefit Specialist

The Committee was assisted by Innovest Portfolio Solutions, consultants to The City of Westminster Pension Plan and Deferred Compensation Plan, in selecting the provider for the next 5 years.

Innovest and City Staff issued an RFP, received and reviewed responses and conducted in-depth interviews with three finalists. Responses were received from AIG/Valic, Great West, ICMA, Nationwide, and Charles Schwab. The three finalists were AIG/Valic, Great West and Schwab. When the choice was narrowed to Great West Retirement Services, Staff contacted four references: the State of Colorado, Jefferson County School District, City of Lakewood, and the City of Loveland. All four contacts provided excellent references indicating that Great West provided exceptional customer service and quality education and training for employees. The contacts indicated that Great West demonstrates a willingness to be flexible with their programs and highlighted the readiness of Great West employees to go above and beyond standard practice to provide quality service.

Three major criteria were used to evaluate the proposals:

- Fund Offerings
- Customer Service and Education
- Plan Fees

A summary is provided below with additional details within these three broad categories.

Fund Offerings

- Great West offers a universe of more than 85 mutual fund families with no restriction on the use of proprietary funds. Three other providers required the use of at least one proprietary fund. Great West also indicated a willingness to work with the City to add funds to their fund universe should the City find a fund it would like to add to the plan that is not in the current Great West universe.
- Great West offered a creative solution for non-benefited employees with no direct cost to the employees. Three other providers offered only solutions that required a direct fee ranging from \$25-\$50 be charged to the non-benefited employee accounts.
- Great West offered to provide custom asset allocation models created from the funds in the plan at no additional cost.

Customer Service and Education

- Great West offered to have their onsite advisors available for as many as 36 days of training, education and individual consultations.
- The City will be able to select the service representative of their choice from among the various Great West advisors.
- Great West's educational material is robust and a significant improvement over the City's current provider.
- Great West offers two types of employee advice models. Employees can take advantage of both these models through various channels including online versions, via the toll-free line and in-person during an individual consultation. Innovest was able to negotiate the use of both tiers of advice models at no expense to City employees.
- Great West has a robust web presence with tools, educational materials and account functionality that is far superior to the present provider.

Costs

All investment options in the deferred compensation plan impose asset-based administrative fees and expenses that are disclosed in the form of expense ratios, which are the percentage deducted from the assets of each fund annually. Since expense ratios reflect deductions from the assets of a fund, these expenses are borne by the individual participants in the plan. It is common for an investment management company to market many classes of the same mutual fund. The only difference between these classes may be the level of expense ratio.

The main purpose of the expense ratio is to compensate the investment managers, who manage the mutual funds available in the plan. However, a portion of each expense ratio is shared with the plan provider - the company that handles the administration, record keeping and custody of the plan, to compensate the provider for the distribution and record keeping of the investment. This revenue sharing amount is the explicit cost that the provider will receive for handling the plan. At times the plan provider will pass some of this revenue sharing back to the plan in the form of fee rebates.

Because there are several classes of mutual funds that plan providers can make available to the plans they service, the best comparison of costs for each provider is to compare the weighted average of the expense ratio less any fee rebates of the investments the provider would make available to the plan. Each respondent was asked to provide the weighted average of the expense ratio plus information on the revenue sharing and fee rebates based on the current menu of funds in the plan and the class of fund they would provide. Great West provided the lowest overall expense ratio after the fee rebate. They also shared more of the rebate with the City's plan.

Other

- Headquartered in Denver since 1978, Great West Retirement Services is a well-established insurance and financial services provider. Their clients include 15 state governments. They

Staff Report – Contract with Great West Retirement Services for Administration of the City of Westminster Deferred Compensation Plan

Page 4

- currently provide record keeping and communication services to over 40,000 public employees within the State of Colorado. Great West Retirement Services is a division of Great West Life and Annuity Insurance Company, currently rated A+ by AM Best, AA+ by Fitch, AA by Standard and Poor's and Aa3 by Moody's.

Respectfully submitted,

J. Brent McFall
City Manager

**City of Westminster City Council Study Session
March 5, 2007**

Mayor McNally called the Study Session to order at 6:33 PM. All Council was in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Deputy City Manager Matt Lutkus; Community Development Director John Carpenter; City Engineer Dave Downing; Budget and Special Projects Manager Barbara Opie; Public Information Specialist Joe Reid; Senior Projects Coordinator Tony Chacon and Management Analyst Aric Otzelberger.

The guests in attendance were Rachel Ceccarelli with the Westminster Window; Bob Briggs with the Rocky Mountain Rail Authority and Chris Quinn with the Regional Transportation District.

FasTracks Diesel Multiple Unit (DMU) and Electric Multiple Unit (EMU) Technologies Presentation

Chris Quinn was present from the Regional Transportation District to discuss the analysis that the RTD Northwest Corridor team is in the process of conducting in order to determine a specific type of commuter rail technology for operation on the Northwest Rail Corridor as part of the FasTracks system. The technologies currently under consideration include Diesel Multiple Unit (DMU) and Electric Multiple Unit (EMU). In late 2006, a cost analysis for the two technologies was completed for the Northwest Rail, North Metro and East Corridor projects. This analysis takes into consideration capital costs, as well as operating and maintenance costs for each technology over a 30-year life cycle. Based on RTD's analysis, DMU is a more cost-effective option from a capital and operating standpoint for the Northwest Corridor.

This presentation was informational in nature and no action was necessary from Council. Council expressed their general support for the DMU technology due to cost and aesthetic concerns of the EMU technology. City Manager Brent McFall discussed hopes that advances in fuel technology could prove to make DMU even more cost effective, whereas a commitment to the electric lines for the EMU would likely prevent RTD from harnessing new fuel technology. RTD plans to publish a Draft Environmental Assessment (EA) this summer. RTD hopes to make the decision on DMU/EMU technology prior to the release of the EA. The Draft EA will be a detailed report summarizing the impacts of the recommended alternative and the proposed methods to mitigate them. The unveiling of the Draft EA will be followed by a 30-day public comment period, which will include public meetings.

City Participation in the Rocky Mountain Rail Authority

Former Regional Transportation District (RTD) Director and State Representative Bob Briggs was present to discuss the Rocky Mountain Rail Authority's (RMRA) effort to create a rail corridor through Albuquerque/Denver/Cheyenne, plus a Denver International Airport/west slope rail corridor along I-70. The RMRA's goal is to have these rail corridors designated as the eleventh High Speed Rail Corridor (HSRC) in the nation by the Federal Railroad Administration. The first step in attaining HSRC status is to prepare a Feasibility Study for the proposal. Every affected local government has been invited to join the RMRA to gain representation on the Board of Directors. Mr. Briggs requested at least \$5,000 per year for two years from the City of Westminster for membership on the Board of Directors, but expressed his desire to have the City join the Board at the support level of \$10,000 per year for two years. On November 15, 2006, the Westminster Transportation Commission unanimously voted to recommend to the City Council that the City of Westminster join the Rocky Mountain Rail Authority.

Council directed Staff to bring this item back to a future City Council meeting for authorization of the expenditure for a two-year membership in the Rocky Mountain Rail Authority.

Restrictions on Gifts to City Councillors, Boards and Commission Members, and City Employees

In November 2006, Colorado voters approved Amendment 41, which included provisions related to the acceptance of gifts by public officials. The Amendment, which subsequently became Article XXIX of the Colorado Constitution, contains a provision that states that the Article does not apply to home-rule cities that adopt policies that address the matters contained in the Article. City Manager Brent McFall, City Attorney Marty McCullough, and Deputy City Manager Matt Lutkus discussed a proposed Councillor's Bill that would prohibit the acceptance of money or gifts of substantial value that would influence a public official's actions. Under the proposed ordinance, City Council, all City employees and all Board and Commission members would be subject to its provisions. The proposed ordinance would treat any violation of the ordinance as a criminal offense that would be punishable by fine or imprisonment or both. Once this ordinance is approved, the provisions of Article XXIX will not be applicable to City of Westminster officials and employees.

Council directed Staff to schedule consideration of this Councillor's Bill for the March 12 City Council meeting.

Mayor McNally adjourned the Study Session at 7:45 PM to enter into an Executive Session of the Westminster Economic Development Authority (WEDA) for the purposes of discussing a proposed redevelopment assistance agreement for the Northgate Shopping Center pursuant to CRS 24-6-402(4)(e).