



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: May 2, 2007

SUBJECT: Study Session Agenda for May 7, 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. Industrial Pretreatment Program – City Code Modifications
2. Library Services Master Plan

6:30 P.M.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS – Does not require action by City Council

None at this time.

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

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
May 7, 2007



SUBJECT: Industrial Pretreatment Program Modifications

PREPARED BY: Mike Happe, P.E., Water Resources and Treatment Manager
Dave Meyer, Water Quality Specialist

Recommended City Council Action

Direct Staff to prepare an ordinance for Council action to implement the proposed modifications to the water and sewer portions of the Municipal Code that relate to the industrial pretreatment program.

Summary Statement

- The City administers an industrial pretreatment program in order to regulate discharges by industrial users into the sewage collection system.
- This program protects the City's wastewater treatment facility and reduces the possibility of release of contaminants to the environment.
- Staff proposes modifications to the Municipal Code relating to the industrial pretreatment program that consolidate and clarify existing regulations, update local wastewater discharge limitations, incorporate new federal regulations, and follow model ordinance language recently developed by the United States Environmental Protection Agency (U.S. EPA).
- The significant Code changes proposed are described in the Staff Report. Existing businesses in the City will not be negatively impacted and new businesses will not be at a competitive disadvantage because of the changes.
- Currently four businesses in the City are subject to the Industrial Pretreatment Program. Staff will continue to communicate with these businesses on changes to the program.
- Staff will be in attendance on Monday night to answer questions regarding these issues.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

Should City Council approve modifications to the Municipal Code relating to the industrial pretreatment program that consolidate and clarify existing regulations, update local wastewater discharge limitations, incorporate new federal regulations, and follow U.S. EPA model ordinance language?

Alternative

City Council may choose to not accept the proposed modifications and direct staff to develop alternative modifications that will meet the requirements of the U.S. EPA.

Background Information

The City of Westminster operates an Industrial Pretreatment Program as required by the U.S. EPA. The program regulates the types and quantities of pollutants industrial and commercial businesses may discharge to the City's Wastewater Treatment Facility. During a routine audit of the City's pretreatment program, the U.S. EPA required the City to evaluate and update its existing discharge limitations and perform a thorough review and update of the Municipal Code relating to the pretreatment program. Since the time of the program audit, the U.S. EPA also passed new federal regulations and developed changes to model language that cities may use to establish current legal authority to incorporate the new regulations and to administer the pretreatment program. The proposed Municipal Code changes use the U.S. EPA model as their basis. After approval by the City, the changes must also be presented to the U.S. EPA for approval by that agency.

Highlights of the proposed municipal code changes are as follows.

- Authority to waive monitoring for pollutants not present in a discharger's wastewater. Based on a new federal regulation, this change will provide a cost savings to businesses by eliminating the need to analyze for some pollutants.
- Authority to determine that certain dischargers of less than 100 gallons per day may be subject to reduced oversight by the City of Westminster pretreatment program. Based on a new federal regulation, this change will provide a cost savings to both businesses and the City by reducing time and money spent on pollutant analyses, facility inspections and reporting for those businesses that discharge only small volumes of wastewater.
- Authority to impose Best Management Practices in lieu of numeric discharge limits. Based on a new federal regulation, this change allows the City to specify Best Management Practices as a way to regulate pollutant discharges. Best management practices can be a more efficient and more cost effective alternative to numeric limits.
- Development of pollutant loading limits applicable to commercial dischargers, allowing for more effective protection of the City's wastewater treatment system. This is an alternative in keeping with guidance developed by U.S. EPA Region VIII and commonly used by cities in this area.
- Addition of administrative fines of up to \$1000 as an enforcement option for violations of pretreatment requirements. Administrative fines can be used as an alternative to formal action in court. They are subject to appeal using a process already established by Municipal Code.

- Modification of numeric discharge limits as listed below. Discharge limits need to be updated periodically to reflect changing conditions and flows within the wastewater treatment system. Limitations for some pollutants have decreased, while others have increased. The changes proposed will not require any modification of discharge practices or pretreatment methods by existing businesses in the City.

Discharge Limit Changes

<u>Pollutant</u>	<u>Current Limit (mg/L)</u>	<u>New Limit (mg/L)</u>
Arsenic	0.54	0.09
Cadmium	0.20	0.14
Chromium (total)	17.21	19.93
Chromium (hexavalent)	no limit established	1.44
Copper	3.82	2.90
Lead	0.89	0.35
Mercury	0.046	0.0007
Molybdenum	5.2	0.56
Nickel	2.42	2.53
Selenium	0.18	0.04
Silver	0.44	0.19
Zinc	0.89	9.24
Cyanide	0.1	none detected, limit not needed

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

City Council Study Session Meeting
May 7, 2007



SUBJECT: Revisions to the Library Services Master Plan

PREPARED BY: Mary Grace Barrick, Library Services Manager

Recommended City Council Action:

Review the attached draft plan and provide comments and input to City Staff at Monday's Study Session. If consensus from Councillors is reached after any recommended revisions, Staff will place this item on a regular City Council agenda for formal approval.

Summary Statement

- The current Library Master Plan was adopted by City Council in July 2000 and has been used as a guide for library planning and development. However, as a substantial amount of those goals have been accomplished, Staff believes it is appropriate to update the Plan and develop new goals and objectives.
- Therefore, Staff has developed a first draft of the attached document for City Council to review and comment.
- At the April 19, 2007, Parks, Recreation and Libraries Advisory Board Meeting, the Board reviewed the plan and passed a motion in support of Staff's recommendations. (See attached)
- Highlights of the plan are as follows:
 - A data sheet of both of the City's Libraries is provided that includes service areas, collection size, circulation figures and monthly attendance figures, among other things.
 - The Library's mission statement and how it relates to City Council's Strategic Plan Goals.
 - A summary of the Library's goals that includes:
 - Being a community center as well as a library
 - To provide a variety of materials to meet the interest of the community
 - To meet the needs of those who visit City library buildings as well as the electronic needs of external customers
 - Develop library and cultural programs that accommodate the community's need for personal growth and development
 - To provide services at or above other peer libraries
 - To evaluate future facility needs based on available funding
- Appropriate Staff will be in attendance at the May 7, 2007, Study Session to present key elements of the new plan for City Council's review and input.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Does City Council wish to approve an update to the Library Services Master Plan?

Alternative

City Council could decide not to approve the plan and go back to using the original Master Plan adopted in 2000. This is not recommended as the 2000 Plan is out of date and the goals for the most part have been accomplished. The new plan more accurately reflects current conditions and future needs.

Background Information

A taskforce of Library Staff and former Library Advisory Board Members have worked together to develop a plan to meet the current and future library needs of the community. The plan covers Library Services as a whole, with specific recommendations noted for programs, services and facilities.

The American Library Association and the State of Colorado Library Association provide library standards. Noting those standards and the unique desires of the community, Staff has integrated highlights of those elements into the revised plan.

The Master Plan also points out that the Jefferson County Library is currently proposing to form its own independent library district. However, the City of Westminster has the legal option to choose to not participate in the new district. The attached Library Services Master Plan identifies this as a major policy issue. Currently, Staff is in discussions with the Director of the Jefferson County Library system to see if some benefits can be directed to the City's libraries in terms of additional resources and revenues, in exchange for the City participating in this new district. The plan also raises the potential for creation of a Westminster Library District with its own tax authority. The attached document also points out that City Staff and Front Range Community College staff are in the process of reviewing the College Hill Library Joint Operating Agreement to see if improvements can be made to the efficiencies of the operation.

One Parks, Recreation and Libraries Advisory Board Member's comments are included in the Appendix section of the draft plan. Councillors can decide whether to include all or none of these comments in the final document. Staff is confident that the plan is in keeping with the City Council goals of providing a "Safe and Secure Community, Financially Sustainable City Government, Vibrant Neighborhoods and Commercial Areas, Balanced and Sustainable Local Economy, and Beautiful City, Attractive Developments, Green Spaces and Vistas." Staff looks forward to reviewing the document with City Council and responding to any questions.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

PARKS, RECREATION AND LIBRARIES ADVISORY BOARD

Board Meeting, April 19, 2007
College Hill Library, Room L211
5:35 p.m.

ATTENDANCE

Board Members Present: Michael Angel, Beverly Bishop, Ron Dickerson, Wendi Garland, Catherine Payne, W.J. Peniston, and Paula Saunders.

Board Members Absent: Stephanie Bingham (excused absence).

City Council Liaison: Councillor Mary Lindsey. Councillor Jo Ann Price (excused absence).

Staff: Bill Walenczak (Director, PR&L), Rich Dahl (Park Services Manager), Mary Grace Barrick (Library Services Manager) and Monique Halterman (Library Secretary).

5-YEAR LIBRARY MASTER PLAN

Motion was made to approve the 5-Year Library Master Plan. Plan was approved by the Board with one dissenting vote noted by W. J. Peniston.

Respectfully submitted,

Monique Halterman
Library Secretary
City of Westminster

**City of Westminster City Council Study Session
May 7, 2007**

Mayor McNally called the Study Session to order at 6:45 PM. All Council was in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; Deputy City Manager Matt Lutkus; City Attorney Marty McCullough; Water Resources and Treatment Manager Mike Happe; Water Quality Specialist Dave Meyer; Parks, Recreation, and Libraries Manager Bill Walenczak; Library Services Manager Mary Grace Barrick; Library Services Coordinator Cindy Jaye; Public Information Officer Katie Harberg; and Management Analyst Aric Otzelberger.

The guest in attendance was Rachel Ceccarelli with the Westminster Window.

Industrial Pretreatment Program Modifications

Water Resources and Treatment Manager Mike Happe and Water Quality Specialist Dave Meyer were on hand to discuss proposed modifications to the Municipal Code relating to the Industrial Pretreatment Program. The City of Westminster operates an Industrial Pretreatment Program as required by the United States Environmental Protection Agency (EPA). The program regulates the types and quantities of pollutants industrial and commercial businesses may discharge to the City's Wastewater Treatment Facility. Currently four businesses in the City are subject to the Industrial Pretreatment Program.

Proposed Municipal Code modifications would incorporate new EPA regulations, update discharge limitations, and clarify existing regulations. The proposed modifications to the industrial pretreatment program would give the City the authority to waive monitoring for pollutants not present in a discharger's wastewater, to reduce oversight of certain dischargers of less than 100 gallons per day, to impose Best Management Practices in lieu of numeric discharge limits, to develop pollutant loading limits applicable to commercial dischargers, to add administrative fines of up to \$1000 per day as an enforcement option for violations of pretreatment requirements, and to modify certain numeric discharge limits. The proposed modifications would not affect the pretreatment process of any current business in the City of Westminster.

Council was supportive of Staff's proposal and directed Staff to prepare an ordinance for Council action to implement the proposed modifications to the Municipal Code that relate to the Industrial Pretreatment Program.

Updates to Library Services Master Plan

Parks, Recreation, and Libraries Manager Bill Walenczak, Library Services Manager Mary Grace Barrick, and Library Services Coordinator Cindy Jaye were present to discuss proposed updates to the Library Services Master Plan for 2007-2012. The current Library Master Plan was adopted by City Council in July 2000 and has been used as a guide for library planning and development. A taskforce of Library Staff and former Library Advisory Board Members worked together to develop the updates to the plan. The plan covers Library Services as a whole, with specific recommendations for programs, services and facilities. The proposed Library goals and objectives include being a community center as well as a library, providing a variety of materials to meet the interest of the community, meeting the needs of those who visit City library buildings as well as the electronic needs of external customers, developing library and cultural programs that accommodate the community's need for personal growth and development, providing services at or above other peer libraries, and evaluating future facility needs based on available funding. At the April 19, 2007, Parks, Recreation and Libraries Advisory Board Meeting, the Board reviewed the plan and passed a motion in support of Staff's recommendations.

Council concurred with the proposed updates to the Library Services Master Plan and directed Staff to add this item to a future City Council agenda for formal consideration and approval.

In addition to discussing the Master Plan updates, Staff briefed City Council on Jefferson County's interest in creating a special district to support the operation of the Jefferson County Library System. Council expressed concern that Jefferson County does not currently provide library services in the City of Westminster, but City of Westminster residents in Jefferson County pay a mill levy to support the Jefferson County Library System. Council directed Staff to inform the Jefferson County Board of Commissioners that the City of Westminster is not currently interested in participating in the formation of a special library district, but that the City would be interested in discussing the possibility of setting up a revenue-sharing agreement for library services and would then reconsider a special district formation. Council directed Staff to prepare a resolution for formal adoption at the next City Council meeting stating Council's position on the formation of a special district for the Jefferson County Library System.

Staff also briefed Council on possible negotiations with Front Range Community College (FRCC) that would revisit the terms of the City's Intergovernmental Agreement with FRCC for the maintenance and operation of College Hill Library. Council directed Staff to pursue negotiations.

Mayor McNally adjourned the Study Session at 8:31 PM.