



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: July 15, 2009

SUBJECT: Study Session Agenda for July 20, 2009

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. Municipal Court Report
2. Human Service Board (HSB) Recommended 2010 Funding (Attachments)
3. Proposed FY 2008 Carryover Appropriation into FY 2009

6:30 P.M.

EXECUTIVE SESSION

None at this time

INFORMATION ONLY ITEMS – Does not require action by City Council

1. Monthly Residential Development Report (Attachment)
2. 2009 2nd Quarter City Council Expenditure Report (Attachment)

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

Study Session Minutes for July 6, 2009

MEMORANDUM

TO: Mayor and City Council

FROM: John A. Stipech, Presiding Judge

DATE: July 20, 2009

SUBJECT: Bi-Annual Report

INTRODUCTION: This document is a summary of the Court's activities for January through June 2009.

I. Court Workload

The following statistical information compares the filings in the Municipal Court for the first six months of 2009 calendar year with the same statistical information for the calendar year 2008.

CASES FILED	YTD	YTD	Percent	Number
COURT	Jun-09	Jun-08	Diff	Diff
Municipal Ord (aka Criminal)	1,761	1,630	8%	131
Domestic Violence	176	163	8%	13
Total Criminal	1,937	1,793	8%	144
No Proof of Insurance	772	618	25%	154
Traffic Mandatory (aka Criminal)	192	198	-3%	(6)
Traffic Payable (aka Infraction)	4,668	4,034	16%	634
Total Traffic without parking	5,632	4,850	16%	782
Total Criminal & Traffic w/o parking	7,569	6,643	14%	926
Parking	710	656	8%	54
Court Grand Total	8,279	7,299	13%	980

CASES DISPOSED	YTD	YTD	Percent	Number
COURT	Jun-09	Jun-08	Diff	Diff
Municipal Ord (aka Criminal)	2,881	2,470	17%	411
Domestic Violence	308	342	-10%	(34)
Total Criminal	3,189	2,812	13%	377
No Proof of Insurance	801	744	8%	57
Traffic Mandatory (aka Criminal)	225	222	1%	3
Traffic Payable (aka Infraction)	4,565	4,253	7%	312
Total Traffic without parking	5,591	5,219	7%	372
Total Criminal & Traffic w/o parking	8,780	8,031	9%	749
Parking	865	871	-1%	(6)
Court Grand Total	9,645	8,902	8%	743

The Domestic Violence case load has increased 8% from last year. With the current economic pressures, we expect that figure to increase substantially by the end of the year. As the chart

indicates, the No Proof of Insurance violations have also increased drastically in large measure, I am sure, due to the hard economic times. As anticipated, our filings, excluding the parking citations, have increased 14%.

I. PROBATION:

The Probation Section has continued to be a valuable arm of the Court. The Chief Probation Officer Brian Poggenklass and his staff have met our expectations in preparing Probation recommendations and the handling of revocation hearings and other Court proceedings. The staff consists of two Probation Officers, Tracy Cutshaw and Kimmie Lif. The Section is handling all the supervised and unsupervised cases in an efficient and timely manner. Mr. Poggenklass supervises all adult non-domestic violence probationers. Ms. Cutshaw supervises all the domestic violence cases, and Ms. Lif handles all the juvenile cases.

	MTD Jun- 09	MTD Jun-08	Difference
PROBATION			
Total active caseload in probation	715	742	-4%
Total active DV on probation	262	268	-2%
Number of active VIP	9	9	0%
Cases currently supervised by VIPs	10	11	-9%
Supervised probation caseload	361	360	0%
Unsupervised probation caseload	344	371	-7%
Total adult caseload	502	557	-10%
Total juvenile caseload	213	185	15%
PSI completed	0	10	-100%

II. Programs

- (a) We accommodate working parents by scheduling evening review hearings and appointments
- (b) Mediation services are available in an attempt to resolve neighborhood issues rather than filing court proceedings
- (c) Collections on overdue payments – we continue to utilize an outside agency that has accounted for a return of approximately \$61,658 after the agency fees have been deducted
- (d) Generous Juror Program has resulted in juror donations of \$1,230 to the Westminster Legacy Foundation to date.

From January through June 30, 22 jury trials were set for trial. The total number of jurors appearing during this time period was 384. Of those 384 jurors, 319 chose to donate their jury fee.

Jury fees are set by Ordinance and are a Court budget line item expense. The Court Administrator monitors and tracks all donations and prepares a voucher for payment from the Court budget to the selected charity on a monthly basis.

III. Records Management System

Since the implementation of the Records Management System in March of 2003 we have been able to mechanize the Court filing and retention systems into a very effective and functional entity. Accurate statistics are readily available and the customer service has been greatly enhanced by more efficient processing. Our Court Administrator Carol Barnhardt and the Deputy Court Administrator Nevada Torres continue to implement additional applications of the system to accommodate our expanding caseloads and responsibilities. The Court Staff has been fully trained and continues to receive training from their supervisors. The Deputy Court Clerks have been trained to handle a myriad of positions, which enables the Court to function smoothly even when individuals are absent because of illness or vacations. The employees in the Court system are highly trained individuals who continue to provide excellent customer service to our citizens and are invaluable assets to the City.

IV. Jail Space

The Court continues to receive excellent support from both Adams County and Jefferson County in housing our prisoners. I am hopeful that we will have continued bed space available in the future. We have previously contracted with Clear Creek County to house both male and female prisoners if we are unable to secure bed space at our present facilities. Fortunately, we have not been required to call upon their services for several years. However, Clear Creek County is still available as an alternative if we are denied space in either Adams or Jefferson Counties. The Juvenile Detention Center in Jefferson County has been very cooperative and will house our juvenile offenders if we notify them in advance and they have bed space available. The threat of a possible jail sentence to a minor is essential to our probation program's effectiveness. We are continuing to work with the detention officials to meet their requests. Adams County continues to deny our Court and any Municipal Court in the County access to the Adams County Detention facility. With an increased caseload in both the County and District Courts of juvenile offenders I do not anticipate any possibility of housing our juveniles in the Adams County facility. We will continue to work with the Link Program and if an offense is serious enough they will recommend that the case be removed from our Court and re-filed in the Juvenile Court in Adams County.

V. Diversion Programs-Assessment Centers

The North Metro Community Diversion and Youth Diversion Programs and the Jefferson County Youth Alcohol Intervention Program are providing assistance to both the Police Department and the Court in dealing with the juvenile offender. The Adams County Diversion Program utilizes the services of the Institute for Substance Abuse Education (I.S.A.E) provider. The Jefferson County Diversion group is currently using Counseling Evaluation and Treatment Program (C.E.T.P.) provider to facilitate their program. Both programs have been very cooperative with our requests and continue to be a viable alternative to creating a court filing and subsequent criminal record.

VI. Customer Service

The Court is in session five days per week and provides evening appointments to facilitate defendants who have difficulty getting to their probation appointments during the day. The

Probation Section and the Court hold Probation Reviews and Revocations once per month in the evening to accommodate working parents and school age children.

We continue to staff two courtrooms a minimum of 72 hours per week. The Court sets one jury trial every week and two jury trials every other week. If the filings warrant an increase in Court time we will be able to expand to 80 hours or more.

The Court continues to utilize four arraignment times to avoid over-crowded dockets for traffic citations. The arraignments are held on Thursday at 8:30 a.m., 9:30 a.m., 1:30 p.m., and 2:30 p.m. The officers assign arraignment times according to the defendant's last name.

The Court has implemented and maintained several procedures to make the Court experience less onerous and time consuming. Some examples are:

1. We continue to review and update schedules for all criminal code violations and non-criminal charges. Periodic review of the fine schedules and administrative fees and adjusted to remain in line with our neighboring municipalities.
2. Interpreters are provided for all non-English speaking defendants or victims. The Court has a contract with an organization that has access to 165 interpreters to facilitate telephone advisements and dispositions
3. Jury surveys continue to be distributed to jurors at the conclusion of the jury trial. The envelope is addressed to Matt Lutkus, Deputy City Manager. On a monthly basis, any returned survey information is tabulated by a General Services Administrative Secretary and then forwarded to the Court Administrator.

VII. Sentencing

The Court attempts to consider alternative sentencing avenues in lieu of sending an individual to jail for confinement. If the situation warrants a lesser punishment than incarceration, the Court may sentence the defendant to a Work Release Program that enables the offender to continue employment and still be detained in a holding facility in the evenings. We utilize In-Home-Detention sentences for non-aggravated or first time offenders. The Court considers Community Service Programs in lieu of fines for indigent defendants both at the Westminster Municipal Center and through various non-profit organizations throughout the metropolitan area. The Court is currently utilizing two providers to monitor the In-Home-Detention sentences - Intervention, located in Thornton, and Rocky Mountain Offender Management System's Westminster office.

The Court refers individual defendants to I.S.A.E for alternative sentences. The Court also sends numerous individuals to the National Corrective Training Institute for a multitude of violations from traffic infractions to assaults, thefts, substance abuse, domestic violence and everything in between.

Whenever it appears that Community Service is a more viable alternative, the Court attempts to utilize this sentence in lieu of an active jail sentence or payment of fines for an indigent or low income individual.

VIII. Security

The Wackenhut Corporation provides Court security. We have two full time security officers monitoring and searching all individuals that appear at the Court.

From January 1 through June 30, 19,698 individuals appeared at the Court. The following list details the number of items seized and/or items that individuals have returned to their vehicles.

Knives	185	Scissors	24
Screwdrivers	1	Razors	62
Mace	21	Tools or clubs	93
Handcuffs	5	Handcuff keys	42
Firearms	1	Nail files, combs, hair picks	136
Chains	68	Cameras	166
Audio Recorders	14	Audio Recorders	14
Ammunition	0	Other Prohibited Items	414

IX. Staffing-Administration

The Court has 18.8 staff employees at the present time. One of our open full-time positions has been frozen due to the budget restraints. Our Administrators Carol Barnhardt and Nevada Torres continue to update and implement programs in the Records Management System. Cross training continues to be a priority and the present staff is a very capable and effective unit.

The City Prosecutor's Office is staffed with four attorneys and two support staff. There are three Court Marshalls from the WPD assigned to assist in jail transports, and a Victim Advocate from the WPD assigned to handle Domestic Violence cases.

X. Judiciary

Judge Basso and I handle the day-to-day Court hearings, which total between 72 and 78 hours per week. Our Pro Tem Judges, Jeff Cahn, a Boulder Municipal Judge, and Randy Davis, former magistrate and Broomfield County Judge and Emil Rinaldi, retired Adams County Judge, have been filling in as needed.

XI. Summation

The Court and its support groups are fully staffed with the exception of one position that is frozen. We continue to work with the Police Department and the City Attorney's Office in an attempt to consider everyone's needs and concerns. Matt Lutkus, our Department Head, continues to actively be involved with the Court and its administration. He meets regularly with our Court Administrator Carol Barnhardt, and offers guidance in addressing our particular problems. We are cognizant of City Council's assistance and support as well as the City Manager and his offices continued leadership in propelling the City into a vibrant and economically secure community.

cc: Brent McFall, City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
July 20, 2009



SUBJECT: Human Services Board (HSB) Recommended 2010 Funding

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Recommended City Council Action:

Review the proposed Human Services Board budget and those agencies recommended for funding in 2010 and provide Staff direction on changes, if any, to the recommended funding.

Summary Statement

- The Human Services Board (HSB) reviews, evaluates and recommends to Council funding levels for each budget year based on submittals from outside human service agencies and other non-profit organizations, considering how to best allocate funds to provide human services to the residents of Westminster.
- The purpose of this Staff Report is to provide City Council an update on the budget allocation process of the Human Services Board for 2010.

Expenditure Required: \$156,000

Source of Funds: 2010 General Fund, Central Charges budget

Policy Issues

- Does City Council concur with the HSB recommended agencies to be funded in 2010?
- Does City Council concur with the HSB's proposed funding level (\$156,000) for 2010?

Alternative

- Direct Staff to work with the HSB to allocate a funding level different from the \$156,000 recommended by the HSB for 2010. This is not recommended as General Fund departments' Adopted 2010 Budgets were based on a 1% increase and the funding level increase of \$2,000 to the HSB in 2010 is consistent with that increase. In addition, it is anticipated that the \$750,000 in reductions departments implemented in 2009 will carry forward into 2010 through the mid-year budget review/amendment process, further constraining the availability of additional funding.

Background Information

The Human Services Board makes recommendations to City Council for the allocation of funds to support the mission of providing support to Westminster residents through clothing, food, shelter, and mental and physical health services.

The members of the Human Services Board are Dennis White (Chair), Aurita Apodaca (Vice Chair), Kristin Burns, Sam Dixon, Kathryn Dodaro, and Tom Bruchmann. Councillor Mark Kaiser serves as the City Council liaison and James Mabry as the HSB staff liaison.

The HSB conducted mandatory interviews with agencies on evenings June 2, 3, 4, 9, and 10. The interview sessions averaged approximately two hours each evening.

The HSB reviewed current annual budgets and financial audits of all programs that applied for funding. In the review process, HSB members are most concerned about the number of Westminster residents served, the program's service area, and if the program had applied for, solicited, and/or received funds from additional counties and municipalities within the program's service area. The HSB strongly suggested that all programs apply for and solicit funds from counties and municipalities within the program's service area.

Requests for 2010 HSB funding decreased by \$13,500. The HSB received thirty-five (35) applications for funding requests totaling \$266,700 for 2010 HSB funds. Thirty-three agencies were interviewed and recommended for 2010 funding. In 2009, the HSB received thirty-two (32) applications for funding requests totaling \$280,200. In 2009, thirty-two (32) programs were funded for a total of \$154,000. In order to remain within the HSB adopted 2010 budget of \$156,000, the Board recommended funding levels below the amounts requested by many agencies.

Below is a summary of the funding application cycle:

- 38 – applications sent to requesting agencies
- 35 – applications submitted for interview
- 33 – programs interviewed and recommended for 2010 HSB funding to Council
- 2 – programs, Catholic Charities and Senior Hub, missed the April 30 application deadline
- 1 – program, Senior Hub, submitted an application on June 1
- 1 – new agency, Community of Faith United, was recommended funding for 2010
- 2 – agencies, Hope House and Ralston House, did not receive their mailed interview letters; Ralston House completed a make-up interview; Hope House declined a make-up interview
- 1 – agency, Santa Claus Workshop, was interviewed and was not recommended for funding

The programs funded through the HSB for 2009, and those recommended for 2010 are included on the attached spreadsheet (Attachment A). This spreadsheet includes the list of agencies requesting funding and the requested dollar amount for 2010 (new and/or returning programs requesting funds in 2010 are in bold text). A brief description of the services each program provides Westminster residents is attached (Attachment B).

HSB Challenges and Changes

The 2010 HSB review process completed all interview sessions with a quorum. The HSB did experience technical difficulties in that two agencies did not receive interview date and time letters sent through the mail. In reviewing the application and interview schedule distribution process of contacting and following up with agencies to ensure receipt of HSB materials, it was concluded that letters stating their interview date and time to Hope House, Inc. and Ralston House were lost in the mail. Staff mailed a hard-copy HSB application to all requesting agencies followed by an email distribution of the application. Staff followed up each application with a phone call to confirm receipt. After the submittal deadline of April 30, Staff then mailed to all agencies submitting an application a letter containing an interview date and time to each agency. Staff retains copies of each interview date and time letter to ensure accuracy and to confirm receipt of the letter. Both Hope House and Ralston House were provided a second interview date and time option as a result of the lost letters. However, only Ralston House was interviewed; Hope House had a previous engagement at the make-up interview time and therefore did not meet with the HSB. Staff is reviewing the options for certified and/or return receipt mail for future HSB mailings to ensure receipt of HSB letters.

The major challenge facing the 2010 HSB was the increase in Westminster residents' requests and needs for services from community agencies. Agencies that assist Westminster residents with food, shelter, financial, mental and physical health needs reported service request increases of 30% to 400% in 2008 through early 2009. With this growing need, the 2010 HSB focused dollars on programs that supported food, shelter, financial, mental and physical health services and reduced dollars to agencies emphasizing community educational programs.

Two agencies, Catholic Charities and the Senior Hub, did not submit applications by the April 30 deadline, thus freeing an additional \$19,000 in funds available for allocation. The Senior Hub did submit an application on June 1, citing the application had been misplaced among other paperwork. Catholic Charities has offered no reason for not submitting a 2010 HSB application. The Senior Hub is aware of the upcoming public meeting on the Adopted 2010 Budget at the September 14 City Council meeting if they wish to appeal for 2010 funds.

With the \$19,000 and a budget increase of \$2,000, the HSB recommended a \$500 increase to all agencies where this amount did not exceed their 2010 funding request. Agencies focusing on community educational programs are recommended for reduced funds in 2010 due to the increased requests for food, shelter, financial, mental and physical health services. CASA of Jefferson and Gilpin Counties, Wilderness on Wheels, and The Family Tree were reduced from their 2009 allocation based on this. The Family Tree requested fewer dollars for 2010 than it did in 2009 and cited, "they could not justify asking for more dollars than they needed to carry out services for Westminster residents in 2010."

The Santa Claus Workshop is listed as a "Returning" agency requesting funds as they were last funded through the HSB in 2007. This group was interviewed but not recommended for 2010 HSB funds. The Santa Claus Workshop has been experiencing leadership challenges for multiple years and may merge with Community of Faith United to continue their community toy donation drive and distribution.

The SANE/St. Anthony's North program is listed as a "Returning" agency requesting funds as they were last funded through the HSB in 2007. This group was interviewed and is being recommended for funding through the HSB's 2010 allocation.

For the 2011 HSB review process, the HSB asked Staff to revise the application document. HSB members cited that they would like the HSB applications questions to reveal additional information about the number of Westminster residents served, the municipality of residence of agency board members, and core services provided. The Board would also like a documented graphic or text breakout of how and where HSB grant funds are utilized to support of Westminster residents, such as the ones presented by Clinica Campesina and Family Tree.

A 6-month report (January 1 – June 30, 2009) will be sent to Project Angel Heart to monitor their first-year utilization of 2009 HSB funds. The same 6-month report will be required of new/returning agencies funded in 2010.

Staff will be in attendance at Monday's Study Session to answer questions Council may have about the 2010 Human Services Board recommendations.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: 2010 Human Services Board Fund Recommendations
 2010 HSB Agency Descriptions

2010 Human Services Board Fund Recommendations

Agency	2009 Award	2010 Request	2010 Recommended
Access Housing	\$3,000	\$5,000	\$3,500
Adams County Housing Authority	\$11,000	\$20,000	\$11,400
Alternatives to Family Violence	\$11,000	\$20,000	\$11,500
Arvada Community Food Bank	\$1,000	\$2,500	\$1,500
Audio Information Network	\$1,500	\$1,500	\$1,500
CASA of Adams County	\$2,000	\$3,500	\$2,500
CASA of Jefferson & Gilpin Counties	\$1,000	\$500	\$500
Catholic Charities of Denver	\$5,000	N/A	N/A
Children's Outreach Project	\$3,500	\$3,500	\$3,500
Clinica Campesina Family Health Services, Inc.	\$12,000	\$20,000	\$12,500
Colorado Homeless Families	\$11,000	\$20,000	\$11,400
Colorado Rural Housing Development Corp.	\$1,000	\$5,000	\$1,500
Commerce City Community Health Services	\$15,000	\$20,000	\$15,000
Community of Faith United - New 2010	N/A	\$3,000	\$1,000
Community Reach Center	\$12,000	\$15,000	\$12,000
Denver Hospice - Returning 2010	N/A	\$7,000	\$4,500
Family Tree Foundation, Inc.	\$10,000	\$6,700	\$6,700
FACES (Family, Advocacy, Care, Education, Support)	\$2,000	\$3,000	\$2,500
Food Bank of the Rockies	\$3,500	\$6,000	\$4,000
Growing Home - Returning 2010	N/A	\$12,000	\$8,000
Have a Heart Project	\$4,500	\$12,000	\$5,000
Hope House Inc. - New 2010	N/A	\$3,000	N/A
Inter-Church ARMS	\$4,500	\$5,000	\$5,000
Jefferson Center for Mental Health	\$7,000	\$16,000	\$7,500
Kempe Foundation - Returning 2010	N/A	\$2,000	\$1,000
Platte Valley/North Metro CAC	\$2,000	\$5,000	\$2,500
Project Angel Heart	\$2,000	\$14,000	\$2,500
RAAP	\$2,000	\$2,000	\$2,000
Ralston House	\$4,000	\$5,000	\$4,500
SANE/St. Anthony Health Foundation - Returning 2010	N/A	\$5,000	\$2,000
Santa Claus Workshop - Returning 2010	N/A	\$3,000	N/A
Senior Hub	\$14,000	N/A	N/A
Seniors Resource Center	\$1,000	\$5,000	\$1,500
Westminster Area CAAT	\$500	\$5,000	\$500
Westminster FISH, Inc.	\$5,000	\$6,500	\$5,500
Wilderness on Wheels	\$1,500	\$1,500	\$1,000
Yellow Ribbon Suicide Prevention Program	\$500	\$2,500	\$500
TOTAL	\$154,000	\$266,700	\$156,000

Bold = New or Returning Agency Interviewed for 2010 HSB Funds

N/A = Agency not funded by HSB during this calendar year

– 2010 HSB AGENCY DESCRIPTIONS –

Access Housing – Provides housing support services to homeless residents to self sufficiency in job search, education, and household skills.

Adams County Housing Authority – Offers programs for families in Adams County, which provide housing, personal development opportunities, counseling, financial assistance and educational services through networking and collaboration. ACHA creates an environment conducive for growth and development in order to promote self-sufficiency.

Alternatives to Family Violence – Provides safety and empowerment to those affected by domestic violence, while promoting non-violence as a social value. They strive to be the first resource for families affected by domestic violence in Adams County.

Arvada Community Food Bank – Provides a well-balanced, three day food supply to families or individuals who qualify for limited emergency assistance.

Audio Information Network – Provides audio reading of newspapers, magazines and other reading materials through a series of radio and televised broadcasts for the blind and hearing impaired community of Colorado.

CASA (Court Appointed Special Advocates) of Adams County – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

CASA (Court Appointed Special Advocates) of Jefferson & Gilpin Counties – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

Children's Outreach Project – Offers an integrated, quality, early childhood and kindergarten education to typical, accelerated and developmentally delayed children.

Clinica Campesina Family Health Services – Provides medical care and health promotion services to the medically underserved, low-income households, and minority people on a sliding fee scale basis.

Colorado Homeless Families – Provides transitional housing and supportive services for homeless families with children, helping them become self-sufficient within eighteen months to two years.

Colorado Rural Housing Development Corp. – Provides housing counseling, credit counseling and repair, foreclosure prevention, financial education and home maintenance courses to our community.

Commerce City Community Health Services– Provides extended health care services to students and families receiving free or reduced lunch within the Adams 50 School District.

Community Reach Center – Provides mental health care to residents of Adams County including outpatient counseling, a 24-hour crisis line, treatment programs and programs designed to provide education and training to prepare individuals for employment and independent living.

Family Tree, Inc. – Offers services to help people be safe, strong, and self-reliant. Services provided include: emergency shelter and support services for victims of domestic abuse, comprehensive supportive housing assistance for homeless families and individuals, emergency shelter and outreach services for youth in crisis, and out-client services for families experiencing abuse, divorce, or separation.

FACES (Family Advocacy, Care, Education, Support, Inc.) – Assists families at risk for abuse or neglect, but not yet involved with Child Protective Services.

Food Bank of the Rockies – Creates an efficient means of channeling food to participating agencies (food banks) that assist the needs of the hungry. Food is provided to shelters, emergency assistance programs, child welfare centers, senior citizen nutrition programs, churches, synagogues, community centers and halfway houses.

Have a Heart Project, Inc. – Provides for the basic needs of food and clothing for elementary age children and their families in the Westminster School District 50 area.

Inter-Church ARMS (Inter-Church Arvada Resources for Ministry and Service) – Provides financial aid through this non-profit coalition of twelve Arvada-area churches. Combines volunteer and financial resources to help people who are striving to create and maintain their independence.

Jefferson Center for Mental Health – Promotes mental health and provides quality mental health services to persons with emotional problems and/or serious mental illness.

Platte Valley/North Metro CAC (formerly Children's Advocacy Program) – Agency provides services that pay for forensic and medical exams related to child abuse. Services include an assigned volunteer liaison for each child that is paid for by other agencies.

Project Angel Heart – Provides meal services to clients with life threatening illnesses. Referrals come from hospitals, social workers, renal care units, and the visiting nurse association.

RAAP (Rape Assistance and Awareness Program) – Agency assists victims of sexual violence while educating the public about preventing sexual violence. Services provided include: rape crisis hotline, victim advocacy, counseling services, community outreach, and abuse prevention training program, and personal safety skills for women.

Ralston House – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

Senior Resource Center – Works in partnership with older persons and the community to provide centralized and coordinated service, information, education, and leadership to assist seniors in maximizing their independence and personal dignity.

Westminster Area Community Awareness Action Team (CAAT) – Facilitates programs that will be effective in the prevention of the use of alcohol, tobacco and other drugs by children and teens.

Westminster FISH Inc. – Provides area residents with short term, emergency staple foods.

Wilderness On Wheels – Provides builds and maintains wilderness access to the handicapped, seniors and other through a series of platform trails built by volunteers in the south west metro area.

Yellow Ribbon Suicide Prevention Program – Focuses on suicide prevention training. The group provides educational materials and hotline to assist in addressing and preventing suicides.

– New/Returning Agency Requesting Funds –

Community of Faith United – New Agency 2010 – Provides food and/or clothing to the needy and under sourced in our community with the goal of creating self-reliance through the Life Plus program.

Denver Hospice – Returning 2010 (last funded in 2008) – Agency provides specialized care and support for terminally ill individuals and their families while increasing community awareness of death and grief as a natural part of life.

Growing Home – Returning 2010 (last funded in 2008) – Provides shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

Kempe Foundation – Returning 2010 (last funded in 2008) – Provides an on-call physician and social worker 24 hours a day, seven days a week, to evaluate and treat approximately 1,000 children who are suspected victims of sexual, physical or emotional abuse each year.

SANE/St Anthony’s North – Returning Agency 2010 (funded in 1997-2000, last funded in 2004) – Provides comprehensive healthcare, including evidence collection, to survivors and perpetrators of sexual assault, and is trained to effectively provide expert witness testimony in a court of law through the 17th Judicial District Sexual Assault Nurse Examiner (SANE).

Santa Claus Workshop – Returning Agency 2010 (funded in 1993-2007, not funded in 1995 or 2005, last funded in 2007) – Provides free toys, books, games, and gifts to needy families living in Adams County who have children between the ages of birth and twelve years old.

– Agencies Not Funded –

Catholic Charities of Denver – Did not submit an application for 2010 – Provides emergency services that meet the human needs existing within the broader community. Services provided include: limited financial assistance for rent, medical prescriptions, job-related transportation costs, temporary shelter, and a 2-3 day supply of emergency food with a referral to a larger food bank.

The Senior Hub – Did not submit an application for 2010 – Meals on Wheels delivers hot or frozen meals to homebound residents that are unable to prepare nutritious meals themselves, are unable to travel independently to a senior center or restaurant to obtain a balance meal and unable to afford the purchase of meals. **Respite & In-Home Supportive Services** assists those living at home alone with simple, non-medical assistance.

Hope House, Inc. – New Agency 2010 – Did not receive an interview date and time letter and missed scheduled interview; declined make-up time for interview – Serves as a source of emergency housing and shelter to women, their children and pets in involved in domestic violence situations.

Ralston House – Did not receive an interview date and time letter and missed scheduled interview; interviewed at make-up time – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.



Staff Report

City Council Study Session Meeting
July 20, 2009



SUBJECT: Proposed FY 2008 Carryover Appropriation into FY 2009

PREPARED BY: Steve Smithers, Assistant City Manager
Barbara Opie, Budget & Special Projects Manager

Recommended City Council Action:

Direct Staff to prepare an ordinance for City Council consideration appropriating the 2008 carryover funds as outlined in this Staff Report and bring this item back for official action at the next regularly scheduled Council meeting. In addition, direct Staff to prepare a resolution for City Council consideration adopting the proposed General Fund Stabilization Reserve Policy attached and bring this item back for official action at the next regularly scheduled Council meeting.

Summary Statement:

- The City Council annually reviews and appropriates carryover funds from the previous year's budget into the current year budget for the following:
 - those items and services included in the previous year's budget but not received or provided until the current year's budget;
 - new items and services not included in the previous year's budget or funds that were identified as available for these new priorities in late 2008, but the items or services were not received or provided until the current year's budget;
 - existing or new capital projects and key operating priorities for which funds are needed and carryover funds are available.
- Total funding of \$14,838,485 to be appropriated for the items recommended in this memo comes from unrestricted revenues and unexpended 2008 funds in the various amounts identified. An additional \$4,177,646 to remain in fund balance.
- Staff is requesting that City Council review the proposed carryover items included within this Staff Report and direct staff to bring back an ordinance appropriating FY2008 carryover funds into the FY2009 budgets of the General, General Reserve, Fleet, General Capital Improvement, Utility, Utility Reserve, Storm Drainage, Golf Course, Sales & Use Tax, General Capital Outlay Replacement and Debt Service Funds.
- Given the continuing challenge the City faces with fluctuations in the economy, Staff is recommending leaving approximately \$2.66 million of 2008 carryover funds in the Sales and Use Tax Fund to protect against the shortfall anticipated in 2009.

- Staff is also recommending the creation of a new General Fund Stabilization Reserve (GFSR) Fund that formalizes steps taken during 2009 to identify savings as a stop gap measure to address the current recession. As City Council will recall, \$5.3 million of carryover was identified in April as stop gap funding. Creation of the GFSR will allow the City to officially move funds aside that may be utilized to navigate through the ups and downs associated with being so sales tax reliant. This is discussed in greater detail at the end of this Staff Report and the proposed policy is attached for City Council's review.
- Staff will be in attendance at Monday night's Study Session to answer questions on carryover funds and the proposed creation of the General Fund Stabilization Reserve.

Expenditure Required: \$14,838,485 to be appropriated
\$ 4,177,646 remain in fund balance

Source of Funds: 2008 Carryover from the General, General Reserve, Fleet, General Capital Improvement, Utility, Utility Reserve, Storm Drainage, Sales & Use Tax, General Capital Outlay Replacement and Debt Service Funds

Policy Issue:

- Should the City appropriate carryover funds as proposed?
- Should City Council adopt and implement the new General Fund Stabilization Reserve Policy as proposed?

Alternatives:

- City Council could decide not to appropriate any of these funds at this time. This is not recommended as many of the carryover requests are for items and services that have already received City Council approval during the FY2008 Budget process as priority expenditures for the City.
- City Council could choose to approve the carryover appropriation for only previously appropriated operating items. Staff recommends utilizing the carryover funds for the previously appropriated operating items as well as the new operating and capital improvement projects noted in this memorandum to maximize the use of these funds in providing services to residents.
- City Council could choose not to create the proposed General Fund Stabilization Reserve Fund. This is not recommended as the creation of this fund will allow for a smoothing effect to address the uncertain sales and use tax revenue source, allowing another layer of buffer in efforts to minimize service impacts upon residents.

Background Information:

City Council is requested to review the following list of items proposed to be funded with FY 2008 carryover funds and direct staff to bring forward an ordinance to appropriate these funds, as described below, into the General, General Reserve, Fleet, General Capital Improvement, Utility, Utility Reserve, Storm Drainage, Golf Course, Sales & Use Tax, General Capital Outlay Replacement and Debt Service Funds. The carryover appropriation takes place annually once the audit is completed for the prior year and carryover amounts are finalized.

PROPOSED RE-APPROPRIATION OF OPERATING ITEMS PREVIOUSLY APPROVED IN 2008

Certain items were budgeted and ordered in 2008 but were not received until 2009. In addition, certain services, authorized in 2008, were not fully performed by the end of the year. Under standard accounting procedures, these remaining funds should be re-appropriated in the new year to complete the desired purchase or service. Staff recommends the funds described below be re-appropriated in 2008.

GENERAL FUND

City Manager's Office – Three items totaling \$58,791 as follows:

1. \$29,754 for Atlas Advertising updating the Economic Development portion of the website that began in 2008. Due to the turn over in staff at Atlas Advertising, the project was delayed and will be completed in 2009.
2. \$9,191 for work Development Research Partners began in 2008 gathering information on the basic employers in the City of Westminster, which will aid in retaining and expanding current businesses as well as recruiting new businesses. The first phase of the study is complete. More detailed information was needed from the State Department of Labor and other sources but obtaining this information was delayed to get more current data after January 1, 2009.

3. \$19,846 for the printing of new marketing materials. It was necessary to delay the printing of new marketing materials until 2009 pending completion of the two projects, Development Research Partners basic employers' research and Atlas Advertising update of the Economic Development portion of the website.

Central Charges – One item totaling \$9,543 for legal services for Barbara Banks' work (\$2,167) on development agreements and Ken Kramer's work (\$7,376) on the possessory interest in the Westminster Conference Center that were not completed in 2008. Ms. Banks is a respected real estate attorney who provides unique expertise on certain City development projects. Mr. Kramer is one of the few attorneys in the Denver area who specializes in the protesting of *ad valorem* property tax valuations and the litigation of property tax refunds and abatements. Mr. Kramer was a critical participant in the City's petition for the abatement and refund of portions of the possessory interest tax previously assessed by Jefferson County and paid for by the City.

Police Department – Two items totaling \$78,432 as follows:

1. \$50,000 for the North Area Auxiliary Relay Site project. This project provides an additional antenna relay in the north area of Westminster that will greatly enhance the City's coverage, specifically in and around The Orchard development by providing enhanced in-building coverage, a stronger, clearer signal for all City radios, and elimination of the "dead spots." The installation was delayed until 2009 because parts were unavailable (back ordered); issues developed associated with the site selection; and issues associated with the indemnification clearances required at The Orchard.
2. \$28,432 for the purchase of six Itronix semi-ruggedized mobile data terminals (MDT's) through Global Mounting Solutions, Inc. for the Code Enforcement Unit to improve operations by automating the Code Enforcement record keeping functions. The order was placed in November 2008 with the expected delivery date to be before December 31, 2008. However, the shells and parts that were to be delivered to the GMSI factory, were delayed and were not delivered to the factory until mid-January 2009. Consequently, the MDT's were not delivered to the City until the end of January and the funds could not be expended from the 2008 budget.

Fire Department – Two items totaling \$12,919 as follows:

1. \$11,603 for a dispatch console ordered in late 2008 however delivery and installation did not occur until 2009. This console was purchased to support emergency management in the event of a major incident.
2. \$1,316 for a December 2008 Sprint invoice paid using a Staff member's P-Card, however, the adjustment to the P-Card transaction recording the payment in 2008 was not made. As such, the expense for services rendered in 2008 has been incurred in 2009.

Parks, Recreation & Libraries – Two items totaling \$14,975 as follows:

1. \$13,975 in scholarship funds, received in 2007 from citizens and recreation program participants, for the Youth Sports Program. These funds are intended to supplement registration fees for individuals needing assistance. These funds will be available for scholarships in 2009.
2. \$1,000 for the Irving Street Library after-school Homework Help program launched in September 2008. Partnering with local high schools to provide tutors and promote the program, students need a laptop computer to successfully complete their homework assignments. The Westminster Legacy Foundation granted \$1,000 to purchase a laptop computer dedicated to the Homework

Help program. The funds for this purchase were not available prior to year-end and therefore the purchase was not made until 2009 (funds included in the 4th quarter Supplemental Appropriation Request approved by Council on March 9, 2009).

FLEET FUND

Fleet Division – One item totaling \$16,590 for a set of 2 vehicle column lifts were ordered, to add to the 4 existing lifts, at the end of 2008 but not received until February 2009 due to factory back orders. The two additional lifts were ordered to allow Fleet maintenance to lift the largest City of Westminster Fire and Public Works & Utilities' trucks that have three axles. These large tandem rear axle trucks could not be completely picked off the ground before this order.

PROPOSED APPROPRIATION OF NEW OPERATING ITEMS

Staff recommends utilizing some of the General, General Reserve, Utility, Storm Drainage and General Capital Improvement Funds' carryover moneys available to help address new spending needs in the funds identified below. The items listed below are intended to be proactive measures to help minimize the impact on future budgets for needed items.

GENERAL FUND

Central Charges – Three items totaling \$306,000 as follows:

1. \$100,000 for miscellaneous studies and projects unanticipated in 2009 (2009 was budgeted at \$120,444). These funds represent savings in Central Charges 2008 operating budget and are proposed to offset additional costs associated with special projects, economic development, redevelopment, and special studies that might arise per City Council and staff requests.
2. \$200,000 for South Westminster Urban Renewal Area (URA). For 2009, it is anticipated that the cash available in South Westminster URA will not be sufficient to cover all of the obligations for the URA. Obligations include debt service, economic development agreement payments and interfund loan payments. In order to have sufficient cash to fulfill the above listed obligations for 2009, Staff proposes that the General Fund transfer these funds to the Westminster Economic Development Authority Fund for the South Westminster URA and assist with these obligations.
3. \$6,000 in the Public Information Electronic Media accounts for the new Shop Westminster campaign that commenced in June 2009. These funds will cover the costs of static stickers, penny cups, tent cards with trivia, and logo design. It is anticipated that additional promotional materials will be developed during the year for this important sales tax educational effort.

Community Development – One item totaling \$10,000 as a one-time grant to the South Westminster Arts Group (SWAG), which is the non-profit organization that has developed through volunteer efforts over the previous year. It has demonstrated success in the management of the Westminster Housing Authority-owned building at 7287 Lowell Boulevard (community theater and cooperative art gallery), and assisted in the development of the arts and cultural businesses that are occupying the space. SWAG is at a critical growth stage and has requested initial financial support until it has established itself as a viable 501c3 organization qualified to attain alternative grant funding and is able to make a transition to self-sufficiency. The requested \$10,000 would be provided to SWAG in the form of a grant that would mainly be used to pay SWAG's executive director and art cooperative manager, both of whom work as hourly contractors to SWAG. They plan to organize art shows and community-based programs, classes and activities, with a specific goal of reaching out to people of all ages, abilities and ethnicities in the South Westminster neighborhoods.

Public Works & Utilities – One item totaling \$10,000 for the Large Item Clean Up. In 2009, 1,450 residents registered for participation, which was an increase of 547 additional stops above 2008 registrants. The budget for the 2009 program had been reduced to \$60,000 based on an estimated 1,000 participants. Actual number of registrants increased 60.6% resulting in a funding short fall of \$27,600, which was partially offset by utilization of the \$4,610 additional revenue (higher than budgeted) collected from the \$10 fee and approximately \$13,000 being absorbed within the Street Division Operating Budget. This remaining \$10,000 is needed to cover the remaining costs incurred.

GENERAL RESERVE FUND

One item totaling \$5,149,887 into the proposed General Fund Stabilization Reserve as outlined at the end of this Staff Report. These funds will serve to establish an official stop gap fund to address recessionary impacts upon the General Fund. Staff identified in April fund balance and carryover as options to help address the current revenue shortfall; this \$5.1 million reflects what was reviewed with City Council. Additional information is provided at the end of this Staff Report.

UTILITY FUND

Central Charges – One item totaling \$132,981 as a transfer payment to the General Capital Improvement Fund. When the City acquired Doulos property as open space in 2008, the existing water/wastewater taps were credited back to the City (\$233,539 in the Water Fund and \$42,438 in the Wastewater Fund for a total of \$275,977 has been credited back). Some of the credit has been utilized in 2009 but the remaining amount is being requested to credit back to the Park Renovation capital project for tap fee costs incurred during 2008.

UTILITY RESERVE FUND – WATER AND WASTEWATER

Staff proposes appropriating a total of \$4,508,135 to the Capital Project Reserve. Per Council's adopted Utility Reserve Fund policy, Staff proposes that an additional \$152,901 remain in the Operating Reserve Account. No additional funds are recommended to be added to the Rate Stabilization Reserve (RSR) Fund as the fund is exceeding the full funding requirement established by Council policy. Additional funds were intentionally added during 2007 as water and wastewater sales have been fluctuating significantly and Staff was and remains committed to assuring that the RSR can meet future demands.

1. Operating Reserve Account – This is a minimum unrestricted fund balance needed to accommodate the short-term cycles of revenues and expenses. Operating Reserves provide a “cushion” that can be used to cover cash balance fluctuations. Per the reserve fund policy, the required balance for operating reserve account for the Water fund is 45 days of operating expenses; the required balance for the Wastewater Fund is 30 days of operating expenses. This amounts to \$3,085,015 for the Water Fund and \$818,367 for the Wastewater Fund. Since these amounts represent a fund balance, actual appropriation of carryover into this account is not necessary.
2. Capital Project Reserve – This reserve is to establish a Capital Improvement Program capable of sustaining long-term utility capital requirements. The City established a capital reserve to accumulate funds in excess of near-term needs. This policy is intended to foster timely system reinvestment, while providing resources for periodic increases in outlays without undue rate burden. Staff recommends appropriating \$3,777,996 in carryover to the Capital Project Reserve in the Water Fund. Staff recommends appropriating \$730,139 to the Capital Project Reserve in the Wastewater Fund.

GOLF COURSE FUND

One item totaling \$46,058 for the Golf Course Fund. These moneys are one of the steps that Staff is proposing to help offset the \$317,347 inter-fund loan covering negative cash that the golf course fund had on 12/31/08 per the recently completed financial audit. Staff shares the auditor's concerns with this interfund loan negative cash balance and is proposing these funds to help pay off part of this debt. Staff proposes that carryover dollars from the General Capital Improvement Fund parks dedicated revenues be transferred into the Golf Course Fund for this purpose.

PROPOSED APPROPRIATION FOR EXISTING OR NEW CAPITAL PROJECTS

Staff has completed a review of potential capital improvement projects for the balance of carryover funds. Staff is recommending that the following new or existing capital projects be appropriated as Capital Improvement Program (CIP) projects. Higher than anticipated revenues and better than anticipated expenditure savings in the General Capital Improvement Funds are proposed to be utilized for these projects.

GENERAL CAPITAL IMPROVEMENT FUND

A total of \$4,941,529 for capital projects is proposed to be appropriated into the General Capital Improvement Fund (GCIF) as follows:

1. \$1,927,556 for Westminster Mall Redevelopment. As City Council is aware, Staff is continuing efforts for redeveloping and reinvigorating the Westminster Mall. At City Council's recent Strategic Planning retreat, Council again identified the Westminster Mall Strategy as the top policy action for 2009 under the "Vibrant Neighborhoods and Commercial Areas" Strategic Plan goal. If approved, these funds would be added to the existing project fund to pay for redevelopment costs that will arise.
2. \$51,586 for the Underground Utility Lines project. This project houses funds that are collected from private developers as "cash-in-lieu" payments for the underground relocation of overhead utilities adjacent to their sites. Xcel Energy will not perform undergrounding for short lengths of lines. In such cases, funds are collected from developers for future, longer projects.
3. \$9,200 for the New Art Participation project. Funds for new art were deposited for two projects completed in 2008. This project serves as a "holding account" for developer contributions toward new art requirements. These funds will be utilized throughout the city towards new art projects.
4. \$3,600 for the Tree Mitigation project. Funds for tree mitigation were deposited in October 2007 for a self storage facility being constructed. This project serves as a "holding account" for developer contributions toward landscaping requirements. These funds will be utilized throughout the city towards forestry projects – replacement and new tree plantings as needed. The tree mitigation money is being used to replace trees that have been removed from public grounds across the City.
5. \$110,000 for the new project PV Solar Panel System. City Council authorized the City Manager to enter into a power purchase agreement with Main Street Power for the installation of photovoltaic solar panels on four facilities at the July 13, 2009, City Council meeting. Pursuant to that agreement, the City needs to set aside the first six years of energy purchase funds as a guarantee to Main Street Power and their financiers that they will be receiving the income stream from the City's energy payments. Regardless, the City would obviously have to purchase energy during this time period and budget accordingly but Main Street Power needs this guarantee specifically stated within the contract. Since the 2010 Budget already has funds appropriated for

energy purchase, funds are only needed for 2011-2015. It is estimated that energy purchased through Main Street Power would cost approximately \$22,000/year, totaling \$110,000 for the five-year period. By appropriating these funds into a CIP account, it permits the funds to roll forward from year-to-year, ensuring that the City is complying with the terms of the PPA. At the conclusion of the six-year period, if the City decides to exercise the option to purchase the system, these funds could be utilized towards that purchase. If the City does not opt to purchase the system, these funds would then be available for BO&M Major Maintenance project work or another capital project to be determined at that time.

6. \$286,000 for the replacement of the Municipal Court roof. This roof has continued to have difficulties over the years and Staff recommends its replacement to address not only water issues but also to improve the insulation the new roof will provide.
7. \$249,400 for the Lowell Boulevard streetscape and realignment project. The total project is anticipated to cost \$1.2 million, being funded by \$443,000 of Community Development Block Grant funds plus \$135,000 of CDBG-R American Recovery and Reinvestment Act (ARRA) plus \$370,600 from the New Development Participation project account plus the proposed \$249,400 from 2008 Adams County transportation tax carryover funds. This project is proposed from 77th Avenue to the US 36 overpass and will complete this leg of the Lowell Boulevard corridor streetscape improvements, including the realignment of Turnpike Drive to improve the safety of this intersection.
8. \$327,200 for the Swim and Fitness Center Expansion project. This project is proposed to utilize \$159,818 from POST 2007D bond interest earnings accrued during 2008 and \$167,382 of higher than anticipated Adams County open space attributable share funds. This project was originally funded completely from the 2007 POST bond proceeds but \$750,000 was reallocated to the City Park Recreation Center pool renovation and remodel. These funds will assist in building back up the budget necessary to complete the expansion project as originally proposed.
9. A total of \$485,987 into the Community Enhancement Program accounts. Staff is recommending that these funds be distributed according to the Community Enhancement Master Plan adopted by City Council in March 2006. These funds will be utilized for the neighborhood enhancement program, gateways, medians, rights-of-way, bridges, art/sculpture, streetscape improvements, lighting and staffing/maintenance costs.
10. A total of \$1,236,000 in carryover towards the eight CIP projects (budgeted at \$1.7 million) that were placed on budget hold as part of the City's recession strategy implemented earlier in 2009 until the impacts of the recession could be assessed. While the economic conditions continue to be volatile, Staff believes it is prudent to reinstate these capital projects utilizing carryover funds that would traditionally have been utilized towards non-budgeted capital projects. By utilizing carryover, the need for Sales and Use Tax funds budgeted as transfer payments to the GCIF is eliminated, thus freeing up those funds back for General Fund operations.
The projects to be reinstated are as follows:
 - \$550,000 BO&M Major Maintenance
 - \$75,000 BO&M Major Maintenance-PST
 - \$100,000 South Westminster Transit Oriented Development
 - \$400,000 Westminster Center Transit Oriented Development
 - \$134,000 IP PBX Phone System Upgrade (\$75,000 GCIF; \$59,000 GCIF-PST)

- \$155,000 South Westminster Revitalization
- \$117,000 Fire Station Notification Upgrade
- \$180,000 Open Space Land Purchase Reimbursement

11. A total of \$255,000 towards the four Park CIP projects were placed on budget hold as part of the City's recession strategy implemented earlier in 2009 in the Parks, Open Space and Trails (POST) Sales and Use Tax Fund. While the economic conditions continue to be volatile, Staff believes it is prudent to reinstate these capital projects utilizing carryover funds that would traditionally have been utilized towards non-budgeted capital projects. As noted, these POST projects would need to be unappropriated at year-end if carryover if not utilized for these projects. By utilizing carryover, the need for POST Sales and Use Tax funds budgeted as transfer payments to the GCIF-Parks is eliminated, thus ensuring that the POST Fund expenditures does not exceed actual revenues.

The projects to be reinstated are as follows:

- \$31,000 Trail Development
- \$150,000 Park Renovation
- \$30,000 Drainageways/Greenbelt Improvements
- \$44,000 Recreation Facilities Improvements

It should be noted that an additional \$255,000 in POST Sales & Use Tax Funds are frozen at this time within the Community Development (CD) Open Space Section budget. The funds being utilized here for capital projects are the results of higher than anticipated park dedicated capital revenues being collected in 2008 as well from expenditure savings made by PR&L Staff in managing capital projects within the GCIF-Parks Fund.

STORM DRAINAGE FUND

One item totaling \$298,413 for the Stormwater Utility Miscellaneous Capital Improvement Project Account. Staff utilizes this account to fund unanticipated studies and stormwater construction costs.

GENERAL CAPITAL OUTLAY REPLACEMENT FUND (GCORF)

Interest earnings of \$233,562 are proposed to be distributed as follows:

1. \$62,538 into the general vehicle purchase account. These funds will be added to the current balance within this account and be authorized for use by City Council at a future time when revenues impact the City's ability to fund replacement vehicles in a given year. These funds are for those vehicles that are non-public safety and serve operations in the General Fund.
2. \$167,732 into the public safety vehicle purchase account. These funds will be added to the current balance within this account and be authorized for use by City Council at a future time when revenues impact the City's ability to fund replacement vehicles in a given year. These funds are for those vehicles that are public safety and serve public safety operations in the General Fund.
3. \$3,292 into the PC replacement purchase account. These funds will be added to the current balance within this account and be authorized for use by City Council as PC replacement needs require. These funds are for all PCs citywide that contribute through the PC replacement fee on an annual basis.

SALES & USE TAX FUND

Staff does not recommend appropriating any of the carryover fund balance of \$2,657,889 within the Sales & Use Tax Fund. Given the current economic conditions, Staff fully anticipates the need to utilize these funds during 2009 as sales and use tax revenues continue to be down from 2008 over 8% year-to-date. These funds will be in addition to the proposed General Fund Stabilization Reserve to assist the City in managing through the fiscal challenges over the next two years.

DEBT SERVICE FUND

As part of the strategy to address the current recession, Staff is recommending the use of \$226,499 in 2008 carryover in the Debt Service Fund to offset payments made from the Sales and Use Tax Fund. With reduced sales and use tax collections, Staff does not anticipate that the S&U Tax Fund will meet the originally projected budget for 2009. By utilizing 2008 Debt Service Fund carryover, this reduces the burden on the S&U Tax Fund. This action will reduce the transfer payment in 2009 from the S&U Tax Fund into the Debt Service Fund and appropriate 2008 carryover (total available is \$326,499 from 2008) to pay for 2009 expenses. Staff recommends leaving \$100,000 in the Debt Service Fund balance as a good general management practice.

PROPOSED GENERAL FUND STABILIZATION RESERVE POLICY

As the City weathers the second recession within a decade, Staff has discussed ways to buffer future economic ups and downs. In recognition of the volatile nature of and our connection with the world economy, the need to prepare for future recessions becomes a higher priority. In the financial overview, Staff provided City Council at the April 6, 2009 Study Session, a recession strategy that included the identification of fund balance and carryover as options to help address a revenue shortfall. At the time, Staff identified that \$2.8 million was available in the Sales & Use Tax Fund that was the result of higher than anticipated revenues collected in 2007 that Staff purposely did not request be appropriated in 2008 as a buffer to the economic uncertainty commencing last summer. In addition, Staff anticipated there will be at least \$2.5 million in General Fund carryover once the 2008 audit concluded; this is due to departments' continued conservatism in managing their operating budgets on the expenditure side and a one-time land sale on the revenue side. As such, a total of \$5.3 million in one-time “stop gap” moneys was identified as available in 2009.

At the April Study Session, Staff identified \$12.9 million in freezes, reductions and unanticipated revenues to help address the budgetary impacts for 2009 and 2010 – focusing on the two-year budget impacts rather than solely on 2009. Since April, the following additional steps have been taken, bringing the recession strategy total to \$13.3 million in freezes, reductions and unanticipated revenues:

- \$750,000 in operating budget reductions were made by departments within the General Fund;
- Personnel Rules were modified to reflect Fair Labor Standards Act overtime parameters, modifying the 24-hour notice rule (estimated savings \$150,000) and the hours worked/hours paid rule (estimated savings \$200,000); and
- Voluntary furloughs offered (up to 5 days from 6/8/09-12/31/09) as an option to employees.

The City has implemented “stop gap” funding measures both in the 2002 recession as well as in the current recession. Now that the 2008 audit is complete, Staff has reviewed the actual carryover funds available for 2009. Staff is recommending formalizing the use of stop gap funding through the creation of a General Fund Stabilization Reserve (GFSR), similar to the Utility Fund Rate

Stabilization Reserve. The General Fund Stabilization Reserve is intended to level the ebbs and flows of revenue collections, particularly the sales and use tax revenues, and smooth out any peaks or valleys that may result from the unpredictable nature of the economy. This fund is intended to serve as a stabilizer during reduced revenue collections, allowing City services to continue to be delivered despite downturns in the economy. It will serve as a stop gap measure in efforts to avoid utilizing the City's General Reserve Fund. This policy is proposed to formalize what the City has implemented previously during such uncertain economic times as a proactive measure to be better prepared for these situations and help minimize the impact on future budgets.

As noted within the Sales and Use Tax Fund section above, Staff is not recommending tapping the funds originally identified within the recession strategy discussed with City Council in April. Rather, Staff is recommending that those funds remain within the S&U Tax Fund as the first line of defense in this recession. Staff anticipates that the S&U Tax Fund may end the year down as significantly as 10%, which equates to approximately \$6.5 million. Retaining the S&U Tax Fund balance provides an important buffer in the delivery of services.

In addition to retaining the S&U Tax Fund balance, Staff is recommending that this new GFSR be created utilizing General Fund (GF) carryover in the amount of \$5,149,887 as noted previously. This is a significant shift in utilizing carryover for operating expenses rather than appropriating the majority, if not all, of carryover funds into the General Capital Improvement Fund for capital projects. Staff recognizes the precedent-setting nature of this recommendation but believes that this is prudent financial management as a means to smooth recessionary impacts.

The most recent revenue data reflects a continued decline in S&U Tax collections of approximately 8.5% from June 2008 year-to-date (approximately \$2.3 million) in addition to some reduction in other General Fund revenue sources. Based on an economic outlook that shows decreased revenues through the end of this year and well into 2010, Staff believes it is appropriate to take additional steps to reach the projected \$16 million in identified reductions, savings and unanticipated revenues. The creation of the General Fund Stabilization Reserve and appropriating \$5.1 million in carryover to this reserve achieves this goal.

Staff is recommending that a "target" amount be established. When not in an economic downturn, the target amount of the General Fund Stabilization Reserve in any given year shall range from 5% to 10% of the total Sales and Use Tax Fund revenues for that year. Should the fund fall below the target amount of 5%, Staff will identify a strategy to replenish the fund from various sources as economic conditions allow and to work with City Council to implement the strategy.

Staff recommends that the City's current General Reserve Fund continue to have funding priority in any given fiscal year to maintain a minimum reserve equal to 10% of General Fund operating expenditures (including transfers, but excluding contingency). The General Fund Stabilization Reserve will operate as a sub-fund within the General Reserve Fund (like the Utility Reserve Fund's Rate Stabilization Fund and Capital Project Reserve), retaining a separate and distinct balance and earning interest accordingly. Please see the attachment for the full policy as proposed.

If this policy is adopted, Staff recommends funding the Stabilization Reserve through the appropriation of carryover immediately in 2009. Utilizing the 5%-10% target based on the Adopted 2009 Total Sales and Use Tax Fund of \$65,358,825, the 2009 target ranges from \$3,267,941 to \$6,535,882. Again, this is based on using the *total* Sales and Use Tax Fund, including public safety tax, interest earnings, audit enforcement, etc. Staff recognizes that the amount recommended with this carryover is approximately 7.9% of the Total S&U Tax Fund for 2009. Given the severity of the

current recession, Staff believes this is an appropriate amount and anticipates the need to utilize these funds in 2009 and 2010 is a very real possibility.

Staff will be in attendance at Monday's Study Session to answer any questions City Council might have.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Proposed General Fund Stabilization Reserve Policy

PROPOSED GENERAL FUND STABILIZATION RESERVE POLICY

Purpose: The General Fund Stabilization Reserve is intended to level the ebbs and flows of revenue collections, particularly the sales and use tax revenues, and smooth out any peaks or valleys that may result from the unpredictable nature of this primary revenue source. This fund is intended to serve as a stabilizer during reduced revenue collections, allowing City services to continue to be delivered despite downturns in the economy. It will serve as a stop gap measure in efforts to avoid utilizing the City's General Reserve Fund. This fund may be tapped prior to, in conjunction with or as a final step after budget reductions have been made. The fund will be replenished as funds become available.

Target: When not in an economic downturn, the target amount of the General Fund Stabilization Reserve (the "Target GFSR") in any given year shall range from 5% to 10% of the total Sales and Use Tax Fund revenues for that year. Should the fund fall below the target amount of 5%, Staff will identify a strategy to replenish the fund from various sources once economic conditions allow and work with City Council to implement the strategy.

Relation to the General Reserve Fund: The General Reserve Fund will have funding priority in any given fiscal year to maintain a minimum reserve equal to 10% of General Fund operating expenditures (including transfers, but excluding contingency). The GFSR will operate as a sub-fund within the General Reserve Fund (like the Utility Reserve Fund's Rate Stabilization Fund and Capital Project Reserve), retaining a separate and distinct balance and earning interest accordingly.

Funding: The GFSR will be funded through carryover and other sources as funding is available and as economic conditions allow. Any General Fund or Sales and Use Tax Fund revenues remaining at year end (either revenues collected above the budgeted amount or as a result of expenditures being less than originally projected) shall be reviewed with carryover and allocated between operating (either budgeted and not completed or new requests), capital improvement (either existing or new project requests), General Reserve Fund and the General Fund Stabilization Reserve as appropriate.

Use: The GFSR will be utilized to fund General Fund operations, General Capital Improvement Fund projects or General Capital Outlay Replacement Fund capital outlay costs as needed should significant expenditure reductions be required to remain within available revenues. This fund may be tapped prior to, in conjunction with or as a final step after budget reductions have been made. Should economic times warrant, GFSR funds may be programmed within the upcoming budget as a means to avoid significant service reductions.



Staff Report

Information Only Staff Report
July 20, 2009



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner I

Summary Statement:

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

- The following report updates 2009 residential development activity per subdivision (please see attachment) and compares 2009 year-to-date (June) totals with 2008 year-to-date (June) figures.
• The table below shows an overall decrease (-78.3%) in new residential construction for 2009 year-to-date when compared to 2008 year-to-date totals.
• Residential development activity in the month of June 2009 reflects a 50% decrease in single-family detached homes when compared to June 2008, a slight increase in single-family attached (1 versus 0 in June 2008), and no change in multi-family or senior housing development when compared to the June totals in 2008 (0 for both years).

NEW RESIDENTIAL UNITS (2008 AND 2009)

Table with columns for UNIT TYPE, JUNE (2008, 2009), % CHG., YEAR-TO-DATE (2008, 2009), and % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

Background Information

In June 2009, service commitments were issued for 4 new housing units within the subdivisions listed on the attached table.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded service commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

ACTIVE RESIDENTIAL DEVELOPMENT

<u>Single-Family Detached Projects:</u>	May-09	Jun-09	2008 YTD	2009 YTD	# Rem.*	2008 Total
Bradburn (120th & Tennyson)	1	2	8	9	53	17
CedarBridge (111th & Bryant)	0	0	0	0	4	1
Country Club Highlands (120th & Zuni)	0	0	2	0	99	2
Countryside Vista (105th & Simms)	0	0	0	0	9	0
Huntington Trails (144th & Huron)	0	0	14	2	129	15
Hyland Village (96th & Sheridan)	0	0	4	0	107	4
Legacy Ridge West (104th & Leg. Ridge Pky.)	0	0	1	0	5	1
Lexington (140th & Huron)	0	0	0	1	3	0
Meadow View (107th & Simms)	0	0	1	0	2	2
Park Place (95th & Westminster Blvd.)	0	0	5	0	40	7
Ranch Reserve (114th & Federal)	0	0	1	0	0	2
Savory Farm Estates (109th & Federal Blvd.)	0	0	0	0	24	0
South Westminster (Shoenberg Farms)	0	0	4	0	47	5
Various Infill	0	1	1	2	5	2
Winters Property (111th & Wads. Blvd.)	0	0	0	0	8	0
Winters Property South (110th & Wads. Blvd.)	0	0	0	0	10	0
<i>SUBTOTAL</i>	<i>1</i>	<i>3</i>	<i>41</i>	<i>14</i>	<i>545</i>	<i>58</i>
<u>Single-Family Attached Projects:</u>						
Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	4	0	0	4
CedarBridge (111th & Bryant)	0	0	0	0	0	0
Cottonwood Village (88th & Federal)	0	0	0	0	62	0
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Eliot Street Duplexes (104th & Eliot)	0	0	0	0	10	0
Highlands at Westbury (112th & Pecos)	0	0	6	0	18	12
Hollypark (96th & Federal)	0	0	0	0	20	0
Hyland Village (96th & Sheridan)	0	0	12	0	153	12
Legacy Village (113th & Sheridan)	0	0	0	0	62	0
South Westminster (East Bay)	0	0	6	0	58	6
South Westminster (Shoenberg Farms)	0	0	0	0	54	0
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	0	1	0	1	17	0
<i>SUBTOTAL</i>	<i>0</i>	<i>1</i>	<i>28</i>	<i>1</i>	<i>713</i>	<i>34</i>
<u>Multiple-Family Projects:</u>						
Bradburn (120th & Tennyson)	0	0	0	0	233	0
Hyland Village (96th & Sheridan)	0	0	0	0	54	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	144	0
Prospector's Point (87th & Decatur)	0	0	0	0	24	0
South Westminster (East Bay)	0	0	0	0	29	0
South Westminster (Harris Park Sites I-IV)	0	0	0	0	12	0
<i>SUBTOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>496</i>	<i>0</i>
<u>Senior Housing Projects:</u>						
Covenant Retirement Village	0	0	0	0	0	0
Crystal Lakes (San Marino)	0	0	0	0	7	0
Legacy Ridge (112th & Federal)	0	0	0	0	168	0
<i>SUBTOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>175</i>	<i>0</i>
TOTAL (all housing types)	1	4	69	15	1929	92

* This column refers to the number of approved units remaining to be built in each subdivision.



W E S T M I N S T E R

Staff Report

Information Only Staff Report
July 20, 2009



SUBJECT: 2009 2nd Quarter City Council Expenditure Report

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 2009 City Council posted expenditures from January 1 through June 30, 2009.

Background Information

The following report is a listing of City Council expenditures by each account for January 1 through June 30 as posted by July 6, 2009. As of June 30, 2009, 50% of the year elapsed and Council spent approximately 51.2%, or \$94,116 of its budget. City Council's revised 2009 budget totals \$183,819. This reflects a \$29,425 reduction from the originally adopted 2009 City Council budget. Per City Council's direction at the Study Session meeting on April 6, these reductions are part of and in addition to the City's overall \$750,000 General Fund operating reductions that have been implemented in order to address the City's projected revenue shortfall in 2009. Funds were moved from Meeting Expenses (\$3,775), Career Development (\$20,250) and Other Contractual Service (\$5,400) into a Budget Hold account from which funds cannot be expended.

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 303-658-2004 or at aotzelbe@cityofwestminster.us.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

2nd Quarter 2009 City Council Expenditure Report

SALARIES - MAYOR/COUNCIL (ACCT: 10001010.60800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
2,715.62	1/4/2009	Salaries	Councillors
2,715.62	1/18/2009	Salaries	Councillors
2,715.62	2/1/2009	Salaries	Councillors
2,715.62	2/15/2009	Salaries	Councillors
2,715.62	3/1/2009	Salaries	Councillors
2,715.62	3/15/2009	Salaries	Councillors
2,715.62	3/29/2009	Salaries	Councillors
2,715.62	4/12/2009	Salaries	Councillors
2,715.62	4/26/2009	Salaries	Councillors
2,715.62	5/10/2009	Salaries	Councillors
2,715.62	5/24/2009	Salaries	Councillors
2,715.62	6/7/2009	Salaries	Councillors
2,715.62	6/21/2009	Salaries	Councillors
\$35,303.06	TOTAL		<i>% of total City Council budget</i> 40.09%
\$73,700.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 47.90%
\$38,396.94	BALANCE		

COUNCIL ALLOWANCE (ACCT: 10001010.61100.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
728.00	1/4/2009	Council allowances	Councillors
728.00	1/18/2009	Council allowances	Councillors
728.00	2/1/2009	Council allowances	Councillors
728.00	2/15/2009	Council allowances	Councillors
728.00	3/1/2009	Council allowances	Councillors
728.00	3/15/2009	Council allowances	Councillors
728.00	3/29/2009	Council allowances	Councillors
728.00	4/12/2009	Council allowances	Councillors
728.00	4/26/2009	Council allowances	Councillors
728.00	5/10/2009	Council allowances	Councillors
728.00	6/7/2009	Council allowances	Councillors
728.00	6/21/2009	Council allowances	Councillors
\$8,736.00	TOTAL		<i>% of total City Council budget</i> 9.86%
\$18,116.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 48.22%
\$9,380.00	BALANCE		

MILEAGE REIMBURSEMENT (ACCT: 10001010.61200.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
143.10	3/24/2009	Mileage and Parking	Dittman
\$143.10	TOTAL		<i>% of total City Council budget</i> 3.48%
\$6,400.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 2.24%
\$6,256.90	BALANCE		

2nd Quarter 2009 City Council Expenditure Report

MEETING EXPENSES (ACCT: 10001010.61400.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
115.20	2/11/2009	ADCOG Dinner, 1/28 - McNally, Dittman, Briggs, Major	City of Broomfield
40.00	2/12/2009	Metro North DC Breakfast - Briggs and Kaiser	Metro North Chamber (P-card)
20.00	3/18/2009	Metro North BAH, 3/4 - Briggs, Lindsey, McNally, Kaiser	Paypal (P-card)
60.00	3/18/2009	Metro North Mayor's Roundtable, 4/9 - Briggs, Dittman	Metro North Chamber (P-card)
38.24	4/1/2009	Food - 4/1 workshop	Einstein Bros. Bagels #1975
13.54	4/28/2009	Cookies - MMCYA Award Reception	Costco
55.95	4/30/2009	Legislative lunch - 2/13 with Sen. Hudak	Red Room
58.56	4/30/2009	Legislative lunch - 3/9 McNally, McFall, Lutkus & Tomlin.	Red Room
69.70	4/30/2009	Legislative lunch - 3/10 with Sen. Veiga	Red Room
63.94	4/30/2009	Legislative breakfast mtg - 3/18 with Rep. Soper	Delectable Egg
40.67	4/30/2009	Legislative lunch mtg - 3/25 with Rep. Peniston	Panera
117.20	5/11/2009	B&C Strategic Workshop - dinner 4/1	Double D's Sourdough Pizza
62.45	5/11/2009	Strategic Plng Interview dinner - McNally, McFall, Sumek	Bonefish Grill #6601
12.98	5/11/2009	Strategic Plng Interview lunch - Winter, Sumek	Einstein Bros. Bagels #1975
35.00	5/20/2009	Musical Tribute 6/13 - McNally, Briggs, Kaiser, Lindsey	Westminster Historical Society
1,879.98	5/31/2009	Strategic Planning Retreat - banquet charges	The Heritage Grill
43.29	5/31/2009	NATA Steering Committee Mtg - dinner	Blackjack Pizza #2001
359.60	5/31/2009	ADCOG Dinner 4/22	The Grill at Legacy Ridge
20.00	5/31/2009	5/14 Metro North Chamber DC Breakfast - Lindsey	Metro North Chamber (P-card)
6.48	6/10/2009	Potential Candidates Forum - chips	Melissa Salazar petty chase
5.00	6/23/2009	Business After Hours - Briggs	Metro North Chamber (P-card)
214.20	6/23/2009	Lodging for Sumek for June 14-15 Follow-up	Spring Hill Suites Westminster
270.00	6/23/2009	6/15 Strategic Plan Follow-up	The Grill at Legacy Ridge
\$3,601.98	TOTAL		<i>% of total City Council budget</i> 3.79%
\$6,975.00	BUDGET	2009 REVISED BUDGET	<i>% of account budget expended year-to-date</i> 51.64%
\$3,373.02	BALANCE		

CAREER DEVELOPMENT (ACCT: 10001010.61800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
50.00	3/4/2009	NLC - WIMG membership renewal - Winter	National League of Cities
-217.50	3/18/2009	Refund of 50% of registration fees for 11/08 NLC conference - Major	City of Westminster
50.00	3/18/2009	ICSC - Dittman 2009 membership renewal	International Council of Shopping Centers
1,273.78	3/19/2009	US 36 Lobbying Trip (Airfare \$443; lodging \$661.82; meals \$158.96; misc. \$10)	McNally
2,326.53	4/15/2009	NLC Conference (Reg. \$660; airfare \$336.20; lodging \$1,058.79; meals \$180.40; other councillor expenses \$25.17; mileage/transportation \$65.97)	McNally
2,867.87	4/21/2009	NLC Conference (Reg. \$465; airfare \$479.20; lodging \$1,573.26; meals \$272.23; mileage/transportation \$78.18)	Briggs
2,317.55	4/21/2009	NLC Conference (Reg. \$545; airfare \$336.20; lodging \$1,068.74; meals \$253.65; tips mileage/transportation \$113.96)	Major
2,871.85	4/22/2009	NLC Conference (Reg. \$710; airfare \$279.20; lodging \$1,573.26; meals \$163.15; mileage/transportation \$143.59)	Lindsey
2,347.80	4/24/2009	NLC Conference (Reg. \$430; airfare \$336.20; lodging \$1,048.84; meals \$287.96; other councillor meals \$106.84; mileage/transportation \$137.96)	Dittman
\$13,887.88	TOTAL		<i>% of total City Council budget</i> 10.43%
\$19,175.00	BUDGET	2009 REVISED BUDGET	<i>% of account budget expended year-to-date</i> 72.43%
\$5,287.12	BALANCE		

2nd Quarter 2009 City Council Expenditure Report

TELEPHONE (ACCT: 10001010.66900.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
41.06	2/27/2009	Council Blackberry	Verizon Wireless
101.05	2/27/2009	Council Blackberry	Verizon Wireless
41.06	2/27/2009	Council Blackberry	Verizon Wireless
41.06	2/27/2009	Council Blackberry	Verizon Wireless
41.06	2/27/2009	Council Blackberry	Verizon Wireless
41.06	3/18/2009	Council Blackberry	Verizon Wireless
41.06	3/18/2009	Council Blackberry	Verizon Wireless
41.06	3/18/2009	Council Blackberry	Verizon Wireless
41.06	3/18/2009	Council Blackberry	Verizon Wireless
30.00	5/4/2009	April 1 - May 11 PDA Reimbursement	Briggs
120.00	5/8/2009	January 1 - March 31 PDA Reimbursement	Briggs
41.06	5/11/2009	Council Blackberry	Verizon Wireless
41.06	5/11/2009	Council Blackberry	Verizon Wireless
41.06	5/11/2009	Council Blackberry	Verizon Wireless
41.06	5/11/2009	Council Blackberry	Verizon Wireless
41.06	5/11/2009	Council Blackberry	Verizon Wireless
41.06	5/31/2009	Council Blackberry	Verizon Wireless
41.06	5/31/2009	Council Blackberry	Verizon Wireless
41.06	5/31/2009	Council Blackberry	Verizon Wireless
41.06	5/31/2009	Council Blackberry	Verizon Wireless
41.06	5/31/2009	Council Blackberry	Verizon Wireless
41.06	5/31/2009	Council Blackberry	Verizon Wireless
41.06	5/31/2009	Council Blackberry	Verizon Wireless
41.06	6/23/2009	Council Blackberry	Verizon Wireless
41.06	6/23/2009	Council Blackberry	Verizon Wireless
41.06	6/23/2009	Council Blackberry	Verizon Wireless
41.06	6/23/2009	Council Blackberry	Verizon Wireless
41.06	6/23/2009	Council Blackberry	Verizon Wireless
\$1,195.43	TOTAL		<i>% of total City Council budget</i> 1.93%
\$3,550.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 33.67%
\$2,354.57	BALANCE		

PC REPLACEMENT FEE (ACCT: 10001010.66950.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
2,353.00	1/31/2009	Annual PC Replacement Fee for City Council	City of Westminster
\$2,353.00	TOTAL		<i>% of total City Council budget</i> 1.28%
\$2,353.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 100.00%
\$0.00	BALANCE		

SPECIAL PROMOTIONS (ACCT: 10001010.67600.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
250.00	3/18/2009	Jefferson Economic Council Industry Awards Breakfast - McNally, Dittman, Briggs, Kaiser, Lindsey	Jefferson Economic Council
150.00	6/17/2009	New Year Celebration Sponsorship	Hmong American Association
750.00	6/30/2009	J and Nancy Heil Scramble Sponsorship	Westminster Legacy Foundation
\$1,150.00	TOTAL		<i>% of total City Council budget</i> 1.74%
\$3,200.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 35.94%
\$2,050.00	BALANCE		

2nd Quarter 2009 City Council Expenditure Report

OTHER CONTRACTUAL SERVICE (ACCT: 10001010.67800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
500.00	1/29/2009	2009 MMCYA Sponsorship	Adams County
500.00	1/29/2009	2009 MMCYA Banquet Sponsorship	Adams County
600.00	1/29/2009	After Prom Sponsorship	Standley Lake High School
500.00	2/5/2009	Brothers Redevelopment Annual Paint-a-Thon Sponsorship	Brothers Redevelopment
200.00	2/5/2009	After Prom Sponsorship	Jefferson Academy
600.00	2/5/2009	2009 Golf Tournament Sponsorship	Children's Outreach Theatre
500.00	2/11/2009	Westminster HS After Prom Sponsorship	Adams 50 Schools
2,075.00	2/18/2009	2009 Metro North Annual Gala sponsorship - 2/1	Metro North Chamber
500.00	3/4/2009	2009 Metro North Chamber Golf Tournament Sponsorship	Metro North Chamber
500.00	4/1/2009	Annual CAC VIP Dinner sponsorship	North Metro CAC
1,000.00	5/11/2009	Five Star Gala 4/4	Five Star Education Foundation
650.00	5/12/2009	Mary Ciancio Golf Tournament sponsorship	Community Reach Center
500.00	5/12/2009	Create a Future Golf Tournament sponsorship	Front Range Foundation
284.00	5/20/2009	Westminster Window Graduation Section Ad	Metro North Newspapers
2,000.00	6/3/2009	2009 Crystal Ball sponsorship	The Jefferson Foundation
500.00	6/3/2009	Bennett Memorial Golf tournament sponsorship	Hyland Hills Foundation
10,000.00	6/3/2009	Annual Partnership	North Metro Arts Alliance
760.00	6/11/2009	Metro North Chamber Directory	Metro North Newspapers
3,750.00	6/24/2009	Water World Ticket Fundraiser	District 50 Education Foundation
\$25,919.00	TOTAL		<i>% of total City Council budget</i> 22.22%
\$40,850.00	BUDGET	2009 REVISED BUDGET	<i>% of account budget expended year-to-date</i> 63.45%
\$14,931.00	BALANCE		

SUPPLIES (ACCT: 10001010.70200.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
52.65	2/19/2009	Council dinner supplies	Costco
17.48	3/18/2009	Council dinner supplies i.e. cookies and salad dressing	Safeway
3.38	3/18/2009	MMCYA reception - supplies	Party America
20.36	5/11/2009	Replacement blackberry pouch - Kaiser	Verizon Wireless
239.07	5/11/2009	Strategic Planning Retreat supplies	Sun Office Products
3.29	5/11/2009	Strategic Planning Retreat supplies	Sun Office Products
8.15	5/31/2009	4/27 MMCYA Reception supplies	King Soopers #0067
5.87	5/31/2009	4/27 MMCYA Reception supplies	Party America
24.99	5/31/2009	Strategic Planning Retreat -Supplies	Office Depot #567
17.00	6/3/2009	Print Shop Copy Charges	Print Shop - City of Westminster
\$392.24	TOTAL		<i>% of total City Council budget</i> 2.72%
\$5,000.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 7.84%
\$4,607.76	BALANCE		

2nd Quarter 2009 City Council Expenditure Report

FOOD			
(ACCT: 10001010.70400.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
79.20	2/5/2009	Council Pop	Vend-One
21.12	2/23/2009	Cookies-MMCYA Reception	Petty Cash to Phil Jones
60.96	2/27/2009	Council dinner	Black Jack Pizza
80.00	2/27/2009	Council dinner	Sweet Tomatoes
53.00	2/27/2009	Council dinner	Li's Chinese
47.70	2/27/2009	Council dinner	Papa J's Restaurant
26.40	3/5/2009	Council Pop	Vend-One
73.77	3/18/2009	Council dinner	Black Jack Pizza
40.00	3/18/2009	Council dinner	Wishbone Restaurant
73.41	3/18/2009	Council dinner	Los Lagos
92.40	4/8/2009	Council Pop	Vend-One
53.00	5/11/2009	Council dinner	Li's Chinese
71.00	5/11/2009	Council Dinner	Double D's Sourdough Pizza
47.70	5/31/2009	Council dinner	Papa J's Restaurant
66.76	5/31/2009	Council dinner	Black Jack Pizza
72.42	5/31/2009	Council dinner	Los Lagos
53.00	5/31/2009	Council dinner	Li's Chinese
71.00	5/11/2009	Council Dinner 3/9	Double D's Sourdough Pizza
145.20	6/4/2009	Council Pop	Vend-One
40.00	6/23/2009	Council dinner	Wishbone Restaurant
65.00	6/23/2009	Council dinner	Double D's Sourdough Pizza
46.97	6/23/2009	Council dinner	Black Jack Pizza
54.00	6/23/2009	Council dinner	Li's Chinese
\$1,434.01	TOTAL		<i>% of total City Council budget</i> 2.45%
\$4,500.00	BUDGET	2009 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 31.87%
\$3,065.99	BALANCE		

\$183,819.00	TOTAL 2009 REVISED CITY COUNCIL BUDGET (ORIGINAL ADOPTED BUDGET = \$213,244)
-\$94,115.70	TOTAL 2009 CITY COUNCIL EXPENDITURES
\$89,703.30	BALANCE
51.20%	PERCENT OF BUDGET EXPENDED YTD
\$29,425	2009 CITY COUNCIL BUDGET HOLD

**City of Westminster City Council Study Session Notes
July 6, 2009**

Mayor Nancy McNally called the Study Session to order at 6:32 PM. All Councillors were in attendance.

City Staff in attendance included: City Manager Brent McFall; City Attorney Marty McCullough; Deputy City Manager Matt Lutkus; Community Development Director John Carpenter; Senior Projects Coordinator Tony Chacon; Community Development Program Coordinator Vicky Bunsen; Planning Manager Mac Cummins; City Engineer Dave Downing; Special Projects Coordinator Aaron Gagne; Public Works and Utilities Director Mike Smith; Utility Operations Manager Rick Clark; Assistant City Attorney Jane Greenfield; Economic Development Manager Susan Grafton; Budget and Special Projects Manager Barbara Opie; Public Information Specialist Carol Jones; and Management Analyst Phil Jones.

Guests in attendance included Malcolm Murray with Murray, Dahl, Kuechenmeister & Renaud; and Nissa LaPoint with the Westminster Window.

South Westminster Revitalization Update

Community Development staff presented information on the redevelopment accomplishments that have occurred over the past few years in the southern portion of the city. The redevelopment has been focused on four core areas including housing, economic development, community image and character, and public facilities and services. Large gains have been achieved in each of the areas through the coordinated efforts of the city, residents, volunteers, and Adams County. Over 50 new townhomes have been constructed with 12 currently under construction; 15 small business assistance grants have been approved for façade improvements; the Grange and Rodeo Market continue to be improved and restored; and there is a burgeoning arts culture with 4 art galleries near 73rd Avenue and Lowell Boulevard. Staff continues to work on revitalizing the area, including the ongoing design work for future transit oriented development near the area of 71st Avenue and Irving Street. Council thanked staff for the information and for the extensive effort they have put towards revitalizing the core area of the city.

80th Avenue Bridge over US 36

City Engineer Dave Downing presented conceptual plans for aesthetic improvements to CDOT's proposed bridge over US 36 at 80th Avenue. CDOT has agreed to construct a bridge spanning the anticipated width of an improved US 36 highway with an increased number of managed and travel lanes. CDOT has also agreed to install left turn lanes on 80th Avenue at Oakwood and Osceola streets for east bound motorists, and has agreed to build sidewalks on both sides of the bridge deck. The city plans to contribute up to \$600,000 of 2007 carryover funds to enhance the look of the bridge, making the design consistent with other bridges in Westminster that span US 36. The overall bridge construction project will take approximately 1 year to complete. Council was supportive of the design and asked staff about the timing and extent of future improvements to US 36.

Property Inclusion of the George Kast Property into the Crestview Water and Sanitation District

George Kast, owner of property along Hidden Lake near the corner of Utica Street and 68th Avenue, approached Crestview Water & Sanitation District for service to his property in unincorporated Adams county, adjacent to the City of Westminster. He intends to develop 14 residential tracts on the property. Crestview District is obligated to notify other surrounding or adjacent utility districts regarding the request and to ask for any objections to the plan to provide service. City staff recommended the City of Westminster oppose Crestview's plan to provide service on the grounds that the city already serves the area with a water main located in 68th Avenue, and can extend sanitary sewer 1500 feet to include the entire Kast property. City Council directed staff to attend the Crestview meeting and file an objection to the proposal on behalf of the city.

Westminster Economic Development Authority Study Session Notes

Project Description for the Westminster Urban Reinvestment Project (WURP)

Included in the study session packet was the project description for the WURP. This project description outlines the Urban Renewal Authority's vision for the project. Included in the description are items that describe the proposed densities, layout of streets, building set-backs, public spaces and parks, and the ideal mix of office, retail, residential, entertainment, and public spaces. During the discussion, Malcolm Murray, special counsel for the project, informed the Board about the statutory guidelines and requirements for this type of urban renewal project. He also noted that the adoption of the project description at the upcoming WEDA board meeting is the next step in order to distribute an RFP at the end of July for development proposals. The Board was very appreciative of the fact that the project description included all of the comments previously provided to staff, and was excited about the continued efforts towards reinvesting in the area.

Mayor McNally adjourned the Study Session at 8:10 PM.