



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: July 16, 2008

SUBJECT: Study Session Agenda for July 21, 2008

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. Date Selection for Council Outreach Events Fall 2008
2. Human Services Board Recommended 2008 Funding – Attachment - Attachment
3. Proposed FY 2007 Carryover Appropriation into FY 2008
4. Water and Sewer Rate Review
5. City Council Computer Q&A Session

6:30 P.M.

EXECUTIVE SESSION

1. Consultation with the City Attorney concerning Jorgensen and Hamon Contractors pursuant to WMC 1-11-7(C)(3) and (8) and CRS 24-6-402(4)(b) and (e) - **Verbal**

INFORMATION ONLY ITEMS – Does not require action by City Council

1. 2008 Fireworks Enforcement
2. Monthly Residential Development 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



WESTMINSTER

Staff Report

City Council Study Session Meeting

July 21, 2008



SUBJECT: Date Selection for Council Outreach Events Fall 2008

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Recommended City Council Action:

Provide staff direction in the scheduling of Council Outreach events for fall 2008.

Summary Statement

City Council is being asked to provide direction to staff on the scheduling of Council Outreach event dates for fall 2008. City Council is requested to bring their 2008 calendars to Monday night's Study Session.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Does the City Council wish to schedule three Council Outreach events, at this time, for fall 2008?

Alternative

Council could choose to not schedule Council Outreach events at this time. Staff recommends scheduling these dates at this time due to demands upon Council's 2008 calendar and to provide adequate time for promotion of these activities to the public.

Background Information

Staff is seeking direction in the scheduling of Council Outreach events in fall 2008.

In April 2008, the City of Westminster phased out of the Community Oriented Governance (COG) program. In January 2008, Staff proposed a community outreach program that would meet and rotate throughout Westminster venues and Council directed Staff to create additional options for their review. In June 2008, Staff returned with a flexible set of Council Outreach options of which Council chose three events to be held between August and November 2008.

City Council reviewed community outreach proposals and directed staff to produce three (3) Council outreach events between August and November 2008. Two events to be held on Saturdays and one event held at West View Recreation Center. Council selected the following proposed events:

1. Westminster City Council and Westminster Residents Paint Out Graffiti – Staff has identified the following as potential dates this event could be hosted. Obviously, the later into October and November Staff attempts to schedule the event, the greater chance of inclement weather.
Saturday - August 2, 9, 23
Saturday - September 20
Saturday - October 4, 18, 25
Saturday - November 1, 8, 15, 22
2. Westminster City Council at The Orchard – Staff has identified the following as potential dates this event could be hosted. Once City Council identifies a date, Staff will work with The Orchard to identify an appropriate activity/event for City Council to participate.
Saturday - August 2, 9, 23
Saturday - September 20
Saturday - October 4, 18, 25
Saturday - November 1, 8, 15, 22
3. Westminster Mayor & City Council Community Meeting at West View Recreation Center – Staff has identified the following as potential dates this event could be hosted.
Evening - August 14, 19 - 21, 26, 27
Evening - September 10, 11, 16 - 18, 23 - 25, 30
Evening - October 14 - 16, 21, 23, 28 - 30
Evening - November 12, 13, 18 - 20

Council directed Staff to provide food, where possible (events 1 and 3), promote “Kids Welcome” (all events), and provide day care services where possible (event 3). Staff will work with the Public Information Office (PIO) and contract a graphic artist to assist in creating a brand to advertise and promote Council Outreach events. Advertising and promotion will be extended to the Westminster community through cable Channel 8, the City of Westminster website, direct mail, and local newspapers.

Staff asks that City Council bring their 2008 personal calendars to Monday night’s meeting to set dates and times. Attached is a copy of City Council’s event calendar for August through December.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments



WESTMINSTER

Staff Report

City Council Study Session Meeting
July 21, 2008

SUBJECT: Human Services Board (HSB) Recommended 2008 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 2009 and provide Staff direction on changes, if any, to the proposed funding recommended.

Summary

- The Human Services Board (HSB) reviews, evaluates and recommends to Council funding levels for the 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 and funding recommendations of the Human Services Board for 2009.

Expenditure Required: \$154,000 in 2009

Source of Funds: General Fund - Central Charges budget

Policy Issues

- Does City Council concur with the HSB recommended agencies proposed to be funded in 2009?
- Does City Council concur with the HSB's proposed funding level (\$154,000) for 2009?

Alternatives

- Direct Staff to fund the two agencies the HSB is not recommending funding for in 2009. Staff could work with the HSB to identify other agencies' proposed funding levels to reduce or City Council could direct Staff specifically.
- Direct Staff to work with the HSB to allocate a funding level other than the \$154,000 recommended by the HSB for 2009. This is not recommended as General Fund departments developed their 2009 proposed budgets based on a 0% increase and the funding level of \$154,000 for HSB in 2009 is in keeping with that increase.

Background Information

The Human Services Board makes recommendations to 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 as alternate. 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 3, 4, 5, 11, and 12. The interview sessions averaged approximately two and a half 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 and solicit for funds from counties and municipalities within the program's service area.

Requests for 2009 HSB funding decreased by \$42,300 from that requested in 2008. The HSB received thirty-two (32) applications for funding requests totaling \$280,200 for 2009 HSB funds (see attached chart). Thirty agencies were interviewed and recommended for 2009 funding. In 2008, the HSB received thirty-three (33) applications for funding requests totaling \$322,500. In 2008, thirty-three (33) programs were funded for a total of \$154,000. In order to remain within the HSB budget, the Board recommended funding levels below the amounts requested by many agencies.

Below is a summary of the funding application cycle:

- 36 – applications were sent to requesting agencies
- 32 – applications were submitted for interview (2 late applications)
- 30 – programs were interviewed and recommended for 2008 HSB funding to Council
- 2 – programs, Growing Home and Kempe Children's Foundation, missed the application deadline

- 1 – program, Growing Home, had their application accepted 15 minutes late but missed their scheduled HSB interview (interviews are mandatory by the HSB to be considered for funding)
- 30 – programs are recommended to receive funds from the City of Westminster General Fund
- 1 – new program, Project Angel Heart, was interviewed and recommended for 2009 funding

The proposed HSB budget and recommended expenditures for 2009 totals \$154,000 from the General fund.

The programs funded through the HSB for 2008 and 2009 are included on the attached spreadsheet (Attachment A), which also includes the list of agencies requesting funding and the requested dollar amount for 2009 (new programs requesting funds in 2009 are in bold text). A brief description of the services each program provides Westminster residents is attached (Attachment B).

HSB Challenges and Changes

The HSB continues to experience challenges in 2009. Two board members were unable to complete the entire 2009 interview process. One member was unable to attend any meetings due to child care needs. Another member was able to assist in three of the five evenings and was unable to participate in the final meetings due to a change in her employment situation. Board members were able to complete the 2009 interviews with the remaining members and a nightly last minute rescheduling of interview assignments.

A 6-month report (January 1 – June 30, 2008) was sent to the only new agency interviewed for 2008 funds, the Arvada Community Food Bank, to monitor their first year utilization of HSB funds. The same practice of requiring a 6-month report will be applied to new agencies funded in 2009.

Staff will be in attendance at Monday's Study Session to answer questions Council may have about the 2009 Human Services Board recommendations.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

**Human Services Board
2009 Funding Recommendations**

Attachment A

AGENCY	2008 EXPEND	2009 REQUEST	2009 RECOMMEND
Access Housing	\$0	\$5,000	\$3,000
Adams County Housing Authority	\$11,000	\$20,000	\$11,000
Alternatives to Family Violence	\$11,000	\$20,000	\$11,000
Arvada Community Food Bank	\$1,000	\$2,000	\$1,000
Audio Information Network (Radio Reading Service of the Rockies)	\$1,500	\$1,500	\$1,500
CASA of Adams County	\$1,000	\$2,000	\$2,000
CASA of Jeffco & Gilpin Counties	\$500	\$1,000	\$1,000
Catholic Charities of Denver (North Area CARES)	\$4,000	\$9,000	\$5,000
Children's Advocacy Program	\$2,000	\$5,000	\$2,000
Children's Outreach	\$2,500	\$3,500	\$3,500
Clinica Campesina Family Health Services, Inc.	\$11,000	\$20,000	\$12,000
Colorado Homeless Families	\$11,000	\$15,000	\$11,000
Colorado Housing Enterprises	\$1,500	\$5,000	\$1,000
Community Awareness Action Team (CAAT)	\$500	\$5,000	\$500
Community Health Center (Adams 50 School Dist. Health Centers)	\$12,000	\$20,000	\$15,000
Community Reach Center (ADCO Mental Health)	\$12,000	\$15,000	\$12,000
FACES	\$2,000	\$3,000	\$2,000
Family Tree, Inc.	\$11,000	\$13,000	\$10,000
FISH	\$5,500	\$6,500	\$5,000
Food Bank of the Rockies	\$3,500	\$6,000	\$3,500
Growing Home (ADCO Interfaith Hospitality Network, IHN)	\$7,500	\$15,000	\$0
Have a Heart Project, Inc.	\$4,000	\$10,000	\$4,500
Inter-Church ARMS	\$2,500	\$12,000	\$4,500
Jefferson Center for Mental Health	\$7,000	\$16,000	\$7,000
Kempe Children's Fund	\$1,000	\$0	\$0
Project Angel Heart - New 2009	\$0	\$20,000	\$2,000
RAAP	\$2,000	\$2,000	\$2,000
Ralston House (Arvada Child Advocacy Center)	\$4,000	\$5,000	\$4,000
Senior Hub	\$12,000	\$15,000	\$14,000
Senior Resource Center	\$1,000	\$1,200	\$1,000
Wilderness on Wheels	\$1,500	\$1,500	\$1,500
Yellow Ribbon/Light for Life Foundation	\$1,000	\$5,000	\$500
Total		\$280,200	\$154,000

Missed Interview and missed application deadline 15 by minutes

Not Interviewed/missed application deadline by 2 days

– 2009 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 (Radio Reading Service of the Rockies) – 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.

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

Court Appointed Special Advocates (CASA) 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.

Catholic Charities of Denver – 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.

Children's Advocacy Program – 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.

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

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

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

Community Health Services (Adams 50 School District) – 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 Advocacy, Care, Education, Support, Inc. (FACES) – Assists families at risk for abuse or neglect, but not yet involved with Child Protective Services.

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.

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

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) – Non-profit coalition of twelve Arvada-area churches that combines volunteer and financial resources to help people who are striving to create and maintain their independence. Services include financial aid.

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

Rape Assistance and Awareness Program (RAAP) – 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 (Arvada Child Advocacy Center) – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

The Senior Hub: 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. Includes Respite and In-Home Supportive Services – Assisting those living at home alone with simple, non-medical assistance.

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.

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

– New Agency Requesting Funds –

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.

– Agencies Missing Deadlines/Interviews –

Growing Home – Missed application deadline (accepted 15 minutes late) & missed interview time – Provides shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

Kempe Children’s Fund – Missed application deadline (two days late) – 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.



WESTMINSTER

Staff Report

City Council Study Session Meeting
July 21, 2008



SUBJECT: Proposed FY 2007 Carryover Appropriation into FY 2008

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 2007 carryover funds as outlined in this Staff Report 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 2007, 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 \$10,952,503 (\$1,942,327 in Utility Fund Capital Project Reserves) for the items recommended in this memo comes from unrestricted revenues and unexpended 2007 funds in the various amounts identified.
- 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 FY2007 carryover funds into the FY2008 budgets of the General, General Capital Improvement, Utility, Utility Reserve, Storm Drainage, Workers Compensation, General Capital Outlay Replacement and POST Funds.
- Given the continuing challenge the City faces with fluctuations in the economy, Staff is recommending leaving approximately \$2.3 million of 2007 carryover funds in the Sales and Use tax fund to protect against any potential shortfall in 2008. Staff is also recommending leaving \$1.0 million of 2007 carryover funds in the General Fund to be appropriated with the Proposed 2009 Budget as previously highlighted for City Council with the Proposed 2009 Operating Priorities Staff Report presented at the July 7 Study Session. Additionally, Staff is recommending leaving \$750,000 of 2007 carryover funds in the General Capital Improvement Fund to be appropriated with the Proposed 2009 Budget to help address the significant revenue reduction (approximately \$1.0 million) resulting from the reallocation of the Adams County road tax approved by voters that goes into effect January 1, 2009. Staff is also recommending leaving \$160,000 in the Water Fund to be appropriated later this fall once the summer boating season has ended and the full costs associated with the Zebra Mussel mitigation operating efforts have concluded.



WESTMINSTER

Staff Report

- Staff will be in attendance at Monday night's Study Session to answer questions on carryover funds.

Expenditure Required: \$10,952,503

Source of Funds: General, General Capital Improvement, Utility, Utility Reserve, Storm Drainage, Workers Compensation, General Capital Outlay Replacement, and POST Funds

Policy Issue:

- Should the City appropriate carryover funds 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 FY2007 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.

Background Information:

City Council is requested to review the following list of items proposed to be funded with FY 2007 carryover funds and direct staff to bring forward an ordinance to appropriate these funds, as described below, into the General, General Capital Improvement, Utility, Utility Reserve, Storm Drainage, Workers Compensation, General Capital Outlay Replacement and POST 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 2007

Certain items were budgeted and ordered in 2007 but were not received until 2008. In addition, certain services, authorized in 2007, were not fully performed by the end of the year. Under standard accounting procedures, these remaining funds must be re-appropriated in the new year to complete the desired purchase or service. Staff recommends the funds described below be re-appropriated in 2007.

GENERAL FUND:

City Manager's Office – Three items totaling \$20,000 as follows:

1. \$5,000 for Red Dot web software training for public information staff that was not available until January.
2. \$5,000 for marketing the new website redesign. The original project took longer than originally anticipated to implement and complete, and therefore these funds were not utilized in 2008 as originally anticipated. Staff is requesting these funds carry forward to assist with marketing of the redesign in 2009.
3. \$10,000 for the redesign of *City Edition*. This project was originally planned for 2007, however with the longer than anticipated redesign of the website, this project was delayed until fall 2008.

Central Charges – One item totaling \$5,000 for legal services for Barbara Banks' work on development agreements that were not completed in 2007. \$30,000 was originally approved by City Council in 2006 for Ms. Banks' work, and approximately \$3,200 remains on that original contract. This request would fund an additional \$1,800 for Ms. Banks' services. Ms. Banks is a respected real estate attorney who provides unique expertise on certain City development projects.

General Services – One item totaling \$20,000 to continue the recruitment and retention marketing project created as part of the succession management plan. In 2007, marketing companies submitted proposals to create a plan to help the City attract and retain technically competent individuals that embrace the organizational values of SPIRIT (Service-Pride-Integrity-Responsibility-Innovation-Teamwork). The project was initiated but continues into 2008.

Finance Department – Three items totaling \$6,635 as follows:

1. \$1,955 for office furniture ordered in 2007 but did not arrive prior to year-end. The items purchased include two chairs, one keyboard tray and one office bookshelf.
2. \$400 for the purchase of two security screens for the cashier's computers in the Treasury Division that were ordered in 2007 but not delivered prior to year end.
3. \$4,280 for printing and mailing of the 2008 monthly and quarterly sales tax return coupon books. They are typically printed and mailed every December; however the books did not get printed and mailed out until January of this year.

Police Department – One item totaling \$42,239 for the acquisition and installation of the Livescan Fingerprint Machine and all related software with palm reader and multi-tray printer for the Sex Offender Registration Unit and Liquor License Applicants. The Livescan fingerprint machine was ordered through Indentix but did not arrive prior to year end 2007. The acquisition of this equipment and associated software was possible due to a grant awarded in September 2007 by the Colorado Division of Criminal Justice under their Justice Assistance Grant (JAG) in the amount of \$83,037.

Community Development – Four items totaling \$73,050 as follows:

1. \$24,000 for work initiated with Development Research Partners in late December 2007 to prepare the first phase of the Economic Analysis of the City; the work was not completed prior to year end. This information will aid the City in growing our business community as well as provide data we can utilize during recruitment efforts.
2. \$20,000 for updating of the Economic Development portion of the City website. Work was postponed during 2007 until larger decisions about the redesign of the City's overall website were made. Staff is requesting these funds be carried forward so that the work can be accomplished during the remainder of 2008.
3. \$23,700 for updating of Economic Development marketing materials. Funds were incorporated into the 2007 budget for this effort but the project was unable to proceed until the research conducted by the Development Research Partners was complete.
4. \$5,350 for Shoenberg Farm Historic Preservation Projects. \$10,000 was carried over from 2006 into 2007 with last year's carryover appropriation. \$5,350 is the remaining funds from the original \$10,000 appropriation. These funds will cover the remaining costs associated with the Shoenberg Farm artist renderings and graphic design work on and printing costs of a marketing brochure. Both of these projects were started in 2007 but not completed prior to year end.

Parks, Recreation & Libraries – One item totaling \$11,423 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 2008.

UTILITY FUND

Information Technology – One item totaling \$6,247 for the purchase of a replacement color printer for the department. The printer (total cost \$9,096) was ordered in November and portions of it were delivered prior to year end but the majority of the unit was not delivered until January 2008. The amount requested for carryover reflects the balance of the unit delivered in 2008.

Public Works & Utilities – Two items totaling \$52,000 as follows:

1. \$35,000 for digester cleaning at the Big Dry Creek Wastewater Treatment Facility (BDCWWTF), which is a routine maintenance item. As part of the BDCWWTF expansion, four digesters were taken out of service for modification during 2007. The 2007 cleaning was coordinated to occur with this construction related activity. The modification of the digesters was rescheduled to the spring of 2008, thereby delaying the cleaning to the spring of 2008. Digester cleaning is an operational expense and therefore not included with the BDCWWTF renovation/expansion capital project budget.
2. \$17,000 for reconstruction of the retaining walls on the west side of the BDCWWTF Maintenance Building. This project was bid out in December 2006, but work was not completed due to concern that the walls might sustain additional damage during the BDCWWTF renovation/expansion construction-related activities. Rebuilding the retaining walls is not part of the renovation/expansion capital project; it will be rebuilt upon completion of the capital project, which is anticipated for August 2008.

WORKERS COMPENSATION FUND

The appropriations for the Workers Compensation Fund do not change with the proposed carryover appropriation, but two proposed expenditure items totaling \$25,000 are shown below for informational purposes:

1. \$20,000 to hire outside trainers for subject specific safety training for all employees. A request for proposals was issued in 2007 but the contract was signed in late 2007 and therefore Staff was unable to implement this program during 2007. Staff is requesting these funds be carried forward to allow the implementation of this program during 2008.
2. \$5,000 for temporary salaries to hire help in scanning claim documents into the City's Laserfische system (document imaging system). Work commenced during late 2007 on this project, but due to technical problems with the Laserfische hard drive, work was lost. These funds will allow the lost work to be scanned as well as catch up on current scanning needs.

PROPOSED APPROPRIATION OF NEW OPERATING ITEMS

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

GENERAL FUND

City Council – One item totaling \$2,424 associated with the purchase Blackberry handheld units for six of the seven City Council members (the purchase cost totaled \$360 for six units). The remaining \$2,064 accounts for eight months' worth of cellular service to allow for real time data transfer for the six units.

City Manager's Office – Two items totaling \$12,000 as follows:

1. \$5,000 for the Graffiti eradication program roll-out. Public Information staff has been assisting the Police Department in the marketing materials associated with this program. Work

commenced in 2007 but did not conclude prior to year end. This is considered a new request since funds for this project were not originally budgeted within the Public Information program budget; they reflect savings that are proposed to help promote this program.

2. \$7,000 for the development a new mailer for new residents. These funds will be utilized to cover the development and printing of a marketing piece as well as the postage costs associated with such a marketing effort.

Central Charges – Six items totaling \$447,000 as follows:

1. \$50,000 for General Leave Buyback. This program allows employees to receive payment for unused general leave up to 24 hours at a 75% rate. This program was an annual budgeted item eliminated in 2002 due to the City's tight financial status. This program helps reduce the City's unfunded liability of general leave at today's dollars instead of an increasing pay rate in the future. These dollars represent savings in the Central Charges 2007 operating budget. An additional \$30,000 is requested in the Utility Fund for this program (total = \$80,000).
2. \$100,000 for miscellaneous studies and projects unanticipated in 2008 (2008 was budgeted at \$87,500). These funds represent savings in Central Charges 2007 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.
3. \$7,000 for audio-visual replacements for the Multipurpose Room. These funds would replace existing equipment in the Multipurpose Room while also providing some enhancements to allow for better presentations. Much of the current equipment is in need of replacement. This request would fund a replacement projector, new speakers and related amplification equipment, and potentially a new projection screen.
4. \$50,000 for legal services for work on development agreements anticipated in 2008. Staff has been working on negotiations for various land transactions and will need outside legal counsel assistance on these matters. These funds will allow for Staff to get the real estate legal expertise needed to complete these negotiations.
5. \$40,000 for City Hall security upgrades. After recent attacks around the country at various public meetings against elected officials, staff and the general public, the Police Department completed a review of security within City Hall. As a result of this review, several enhancements to door locks, signage, security cameras and the camera monitoring system are proposed.
6. \$200,000 for South Westminster Urban Renewal Area (URA). For 2008, 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 2008, 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.

General Services – Two items totaling \$31,600 as follows:

1. \$18,000 for furniture replacement at the Municipal Court. These funds are proposed in addition to the \$25,000 previously appropriated by City Council with the 2008 Budget to allow for a full installation of new cubicle office space for the primary work area within the Municipal Court.

2. \$13,600 for the purchase of two (2) one-man lifts for use at City Park and the Municipal Service Center. Building Operations & Maintenance (BO&M) utilizes man-lifts on a daily basis to work 25-40 feet in the air. The Division currently has two lifts, one of which was deemed unsafe by the repair company. Staff researched the cost to repair the lift and found that it would cost as much as simply replacing the unit. BO&M currently has only one functioning lift, causing delays in processing work order requests in order to schedule the one lift accordingly. Staff is proposing to purchase two new lifts, locating one at City Park for use at City Park Recreation Center, City Park Fitness Center and the Parks Maintenance Facility. The second lift would be located at the Municipal Service Center for use in the Fleet Division and MSC operations building. The existing unit would be retained for use around the City, being transported between facilities as needed.

Fire Department – Two items totaling \$67,900 as follows:

1. \$54,000 for the department's overtime account. Due to a change in the way the City calculates and compensates overtime for firefighters, the cost for overtime is increasing. The change is due to the Fire Department changing the method used to calculate hours worked for overtime purposes. The Fire Department's methodology now conforms with City practice in all other departments. The change was enacted in January 2008.
2. \$13,900 for career development associated with unspent paramedic school tuitions and reference material costs. The Fire Department currently has one student enrolled within the paramedic program who began in December, but did not commence classes until January 2008. These funds would pay for the existing student plus allow funds for an additional training slot. It is anticipated that through various promotion processes an additional paramedic spot may open during 2008 and these funds would allow for the City to enroll the individual into paramedic school as soon as the opportunity permits.

UTILITY FUND

Central Charges – One item totaling \$30,000 for General Leave Buyback. Staff is recommending that a total of \$80,000 from carryover (\$50,000 from General Fund and \$30,000 from Utility Fund) be allocated to this program to reduce the City's liability of general leave at today's dollars instead of an increasing pay rate in the future. This amount is attributable to the Utility Fund.

STORM DRAINAGE FUND

General Services – One item totaling \$5,000 for funding of the 2008 household hazardous waste pickup program. These are savings from the General Services budget within the Storm Drainage Fund that were not utilized during 2007 that will assist in fully funding this ongoing program in 2008.

PARKS, OPEN SPACE & TRAILS (POST) FUND

Community Development – One item totaling \$734,737 for the purchase of open space land and construction of open space facilities. The majority of this amount reflects the open space funds that were unspent in 2007 on land purchases that will be available to purchase as open space in 2008.

Parks, Recreation and Libraries – One item totaling \$500,000 to provide additional funding for Westminster Center Park across from City Hall. This project was recently presented to City Council and Staff identified that there is a significant additional funding need if the desired vision for the park is to be achieved. Combined with additional grant and urban renewal funding, Staff is optimistic that this will allow the park to move forward in a more timely manner. These funds are available from uncommitted 2007 POST carryover dollars.

UTILITY RESERVE FUND – WATER AND WASTEWATER

Staff proposes appropriating a total of \$1,942,327 to the Capital Project Reserve. Per Council's adopted Utility Reserve Fund policy, Staff proposes that an additional \$157,366 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 assuming 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 \$776,924 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 \$1,554,259 in carryover to the Capital Project Reserve in the Water Fund. Staff recommends appropriating \$388,068 to the Capital Project Reserve in the Wastewater Fund.

GOLF COURSE FUND

One item totaling \$39,971 for the Golf Course Fund. These moneys are one of the steps that Staff is proposing to help offset the \$334,230 inter-fund loan covering negative cash that the golf course fund had on 12/31/07 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, specifically Jefferson County attributable open space shares (\$37,019) and remaining park dedicated revenues (\$2,952), 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 and General Capital Improvement Funds are proposed to be utilized for these projects.

GENERAL CAPITAL IMPROVEMENT FUND

A total of \$5,427,428 for capital projects is proposed to be appropriated into the General Capital Improvement Fund (GCIF) as follows:

1. \$1,000,000 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 2008 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. \$1,000,000 for Westminster Center Transit-Oriented Development (TOD). These funds will assist with the redevelopment projects and land acquisitions necessary to position this commuter rail station for approval by RTD to be built as a part of the Northwest Corridor Commuter Rail line. This is proposed as a new project.
 3. \$1,000,000 for South Westminster Transit-Oriented Development (TOD). These funds will assist with the redevelopment projects and land acquisitions necessary to assist the forward movement of the FastTracks efforts for the RTD commuter rail station and the appropriate development of the surrounding area. This is proposed as a new project.
 4. \$300,000 for the Street Rehabilitation Program. With the cost of asphalt materials continuing to escalate with oil prices, these funds will help address scheduled improvements to arterial streets. This project had \$500,000 appropriated with the Approved 2008 Budget. These funds will improve driving conditions on arterials while extending pavement life.
 5. \$600,000 for the 80th Avenue bridge over US 36 proposed enhancements. \$284,566 is proposed from higher than anticipated Adams County road tax revenues and \$315,434 is proposed from Community Enhancement Program carryover resulting from higher than anticipated accommodations tax revenues. These funds are proposed to upgrade the standard plain bridge that CDOT installs with architectural enhancements similar to those installed on other recent bridges in the City.
 6. \$250,000 for the City's anticipated FastTracks local match associated with RTD's commuter rail line through Westminster. While the total cost to the local jurisdictions remains unknown at this time, it is anticipated that the City of Westminster's share will be significant. The current projections are \$684.4 million for the total corridor construction cost. The local match is 2.5%, which will be approximately \$17.11 million for the entire US 36 corridor, of which each local jurisdiction will have some level of matching costs. Staff is recommending that we start putting funds aside for this purpose as the details of the split among the impacted jurisdictions are negotiated.
 7. \$315,556 in additional funding for the new Salt Storage Facility to be located at the Big Dry Creek Wastewater Treatment Facility (BDCWWTF). The additional funding is needed because the project is underfunded. Staff originally underestimated project costs, and construction costs have escalated significantly since the project was first considered. Several years ago when the reclaimed plant was the preferred site for the facility, the project costs exceeded \$1.2 Million. Staff's diligence in evaluating alternative sites and moving the location to the BDCWWTF has resulted in lower estimated project costs and a more accessible facility for staff that includes fueling, restrooms and break areas. The revised total project cost is now \$860,000.
 8. \$19,200 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.

9. \$33,334 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.
10. \$83,322 for the Westminster Center Park located across from City Hall. The project as presented to City Council is underfunded. These funds are from higher than anticipated Adams County attributable share open space revenues and are proposed to help cover the cost of this significant park development.
11. \$401,016 of cash-in-lieu moneys for park acquisition and/or open space purchases. Staff is proposing that these funds be deposited into a new capital project that may be utilized for either park or open space acquisitions.
12. \$125,000 for the Promenade. This is a proposed new project to address various capital improvement needs throughout the Promenade that is owned and operated by the City. Improvements include repairs to the compass rose in front of the AMC theater, concrete and paver work throughout, painting and repairs, and updates to maps and signage.
13. \$300,000 for the Old Wadsworth/Big Dry Creek Trail Underpass project. Staff received the bids for this project and the lowest bid is significantly higher than anticipated. The total project cost is approximately \$3.972 million and the current budget is approximately \$3.8 million. Staff is requesting an additional \$300,000 be appropriated to this project to meet the minimum cost and allow for a small contingency of \$200,000.

CONSERVATION TRUST FUND

One item totaling \$219,165 for the City Park Recreation Center aquatics renovation/expansion project. The majority of this project has been funded through the voter approved 2007 POST bond issue. However, the total cost of the project, given today's construction environment, is approximately \$500,000 more than budgeted. The project is funded at \$3.5 million from the bond issue but with design and current construction costs, the total is estimated around \$4.0 million.

UTILITY FUND

Two items totaling \$750,000 as follows:

1. \$150,000 for replacement of the Cashier System. The existing cashier system was installed in the fall of 2000 and is becoming more and more problematic. A reliable system is extremely important given that roughly \$30 million is processed annually through two workstations. In mid-April, the system crashed and IT personnel spent approximately 200 hours rebuilding the system with the help of the software provider. Since then several other processing issues have arisen relative to credit card processing. The current cashier system will not be supported after 2010. Staff recommends that given the problems currently being experienced, it is in the City's best interest to implement a new system sooner rather than later. This project was originally included in the Amended 2008-2011 Capital Improvement Program for funding in 2009.
2. \$600,000 for the 94th/Quitman Lift Station elimination capital improvement project. The current project has an appropriated \$1.99 million budget (\$1.8 million remains). Negotiations with the Metropolitan Wastewater Reclamation District (METRO) have been slow causing a year's delay in this project resulting in increased costs. Staff remains in negotiations with METRO for removing the lift station flows from the Metro District and a future financial settlement may be

required; that potential cost is not included within these requested additional funds. The project consists of building an approximate 4,000 linear foot 15-inch sanitary sewer main from 94th Avenue and Quitman Street through the Hyland Hills Parks and Recreation District Golf Course to City Center Drive and Sheridan Boulevard. This project is necessary in order to eliminate the past and probable future mechanical and pump failures the lift station has experienced.

STORM DRAINAGE FUND

Three items totaling \$253,636 including:

1. \$150,000 for the Little Dry Creek Regional Detention project, which is located between Federal and Lowell on the south side of the BNSF railroad. This project will ultimately serve two purposes: the first is to create a regional detention area to help facilitate the re-development of the triangular area north of the BNSF railroad between Federal and Lowell Boulevards south of 72nd Avenue. The second is to create open space amenity for the neighborhood and the proposed train station that is located between Federal and Lowell Boulevards. Working with Urban Drainage and Flood Control District (UDFCD) allows the City to maximize city dollars with their matching funds; however, it is easier for them to finance projects on an annual basis without carrying over multi-year funding. Therefore, UDFCD and City Staff plan to hire an engineering consultant in late 2008 to prepare a phasing plan for construction that can be used over the next few years until the project is completed. Additional funds will be proposed within the 2009/2010 Capital Improvement Program budget.
2. \$80,000 for the Dry Creek Valley Ditch project. The City has received numerous complaints from citizens in the Countryside subdivision on 104th Drive west of Owens Street regarding constant water and an algae slick on the public sidewalk. Upon initial investigation it was determined the Dry Creek Valley Ditch was the source of this water. Staff has worked with an engineer to evaluate the existing drainage system and have determined the best option is to construct a secondary sub-drain system for the impacted homes. The initial cost estimate for this construction work is \$80,000.
3. \$23,636 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 \$252,721 are proposed to be distributed as follows:

1. \$95,971 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. \$154,450 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. \$2,300 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.

Staff Report – Proposed FY 2007 Carryover Appropriation into FY 2008

July 21, 2008

Page 12

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



WESTMINSTER

Staff Report

City Council Study Session Meeting
July 21, 2008



SUBJECT: Water and Sewer Rate Review

PREPARED BY: Mike Happe, P.E., Water Resources and Treatment Manager

Recommended City Council Action:

Direct Staff to prepare an Ordinance to adjust water rates by 3% in 2009 and by 3% in 2010 and sewer rates by 4.5% in 2009 and 4.5% in 2010.

Summary Statement:

- In 2005 and 2006 FCS Group (FCS) was contracted to develop a long-term rate forecasting model and a series of financial and economic analyses.
- Based on this analysis, City Council adopted a strategy for the long-term sustainability of the Utility Fund.
- This strategy included an aggressive Capital Improvement Program in order to address the ongoing repair and replacement of the aging infrastructure of the City's utility system and to fund this repair and replacement from rate income and transition away from tap fees, which will be a declining source of income as the City reaches buildout in the future.
- Also included in this financial strategy was the establishment of a rate stabilization reserve, an operating reserve and a capital project reserve.
- The 2006 recommendations included a series of recommended rate increases designed to meet the goals set out in the Council Policy adopted in 2006. The long-term rate strategy included a recommendation in 2006 of a 3% rate increase for 2009 and 2010 for water and a 6.3% rate increase for 2009 and 2010 for Sewer.
- Staff and FCS have updated these long-term financial projections recently and are recommending staying with the 2006 recommendations for water rates in 2009 and 2010 and are recommending a slightly lower rate increase for sewer in 2009 and 2010. Therefore, water rates are recommended to be increased 3% in 2009 and 3% in 2010. Sewer rates are recommended to increase 4.5% in 2009 and 4.5% in 2010.
- The combined increase cost for the 2009 average single family home is \$1.70/month.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue:

Should the City adopt water and sewer rates for 2009 and 2010 as recommended?

Alternatives:

Do not approve the full 2009 and 2010 recommended rate increases. By doing so, the City will under fund the utility infrastructure that stores, treats, and conveys water and wastewater. Under funded and deteriorating infrastructure can lead to problems with system reliability, excessive maintenance costs, and reduce the City's flexibility in reacting and providing for new and changed land uses. Staff does not recommend this alternative.

Background Information:

In 2005 and 2006, the City contracted with FCS Group to develop a long-term rate forecasting model and conduct a series of financial and economic analyses relevant to its water and wastewater utilities. In combination with an Infrastructure Master Plan Update performed by URS Consulting, the City performed a detailed study of the physical condition of the utility infrastructure and a funding plan to sustain the system.

This analysis resulted in a long-term financial plan that is designed to transition the City's funding of capital projects away from dependence on tap fees to rates as tap fee income decreases as the City reaches buildout. In doing so, a greater portion of the repair and replacement of the City's utility system funding needs to be included in rate income. This plan makes the Utility Fund sustainable into the future and allows the perpetual repair and replacement of the Utility system that reduces the chance of major rate increases in the future. In order to assist in this, the City Council adopted Fiscal Policies related to the Utility Reserves on October 9, 2006.

Information regarding the condition of the utility system infrastructure and the associated financial analysis shows the replacement value of the system is between \$800,000,000 - \$1,000,000,000 and the estimated current depreciation of the system is approximately \$230,000,000. As a part of funding strategy and utility forecast model in 2006, Staff and FCS recommended various fiscal policies, budget/rate objectives, long-term rate strategies and financial performance standards. As part of the long-term rate strategy, FCS recommended and City Council adopted 2007 and 2008 water rate increases of 4.12 and 2.74%, and sewer rate increases of 12.0 and 6.50%, respectively. Rate increases would continue with more moderate, but on-going increases through 2015. The analysis presented to City Council in 2006 is estimated that the rate increases in 2009 and 2010 would be 3% for water and 6.3% for Sewer each year. Since that time, Staff and FCS have recently updated the financial analysis with current information and are recommending that the City implement a 3% rate increase for water in both 2009 and 2010 and a 4.5% rate increase for sewer in both 2009 and 2010. The sewer rate recommendation is lower than what was estimated in 2006 due to higher than anticipated sewer revenues over the last two years.

These rate increases are completely consistent with the strategy and fiscal policies adopted by City Council in 2006 and will keep the Utility Fund on a path to long-term sustainability. Staff will be providing a short presentation at the July 21st Study session.

Staff Report - Water and Wastewater Rate Review

July 21, 2008

Page 3

These rate increases support the City Council's Goal and Strategic Plan, Financially Sustainable City Government Providing Exceptional Services.

Respectfully submitted,

J. Brent McFall
City Manager



W E S T M I N S T E R

Staff Report

City Council Study Session Meeting
July 21, 2008



SUBJECT: City Council Computer Q&A Session
PREPARED BY: David Punttenney, Information Technology Director

Summary Statement:

Information Technology Department staff will be in attendance at the July 21st City Council Study Session to conduct a technology Q&A session for Councilmembers. During this session, staff will be available to address your questions or concerns with your City provided technology tools, including laptops computers or Blackberry PDAs. Councilmembers are reminded that there is no need to wait until this meeting if there are problems or questions that need to be addressed sooner. Should Council members require technical support for City provided technology prior to the July 21st meeting, they may call the Information Technology help desk at extension 2050 between the normal operation hours of 7:00 AM and 6:00 PM, Monday through Friday. Messages left at other times will be returned no later than the next normal work day.

Councilmembers may bring their laptops and Blackberry devices to the meeting for support issues or questions.

Background Information:

The Information Technology Department provides support services to all employees and City Council members using City issued computers and software. City Councilmembers are provided with the option to use a City provided laptop computer and standard software to use for City business. The Information Technology Department provides help desk services at extension 2050 for employees and City Councilmembers between the hours of 7:00 AM and 6:00 PM Monday through Friday.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report

July 21, 2008



SUBJECT: 2008 Fireworks Enforcement

PREPARED BY: Fire Investigator/Inspector Rob Martinez

Summary Statement:

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

The Westminster Police and Fire Departments teamed up again to deal with illegal fireworks enforcement during the recent holiday period. From June 27, 2008 to July 5, 2008 police officers and fire investigators responded to citizen requests for service and response. These requests were related to noise and smoke complaints regarding the use of fireworks.

During the nine-day period 306 complaint calls were phoned into Westminster Emergency Dispatch. The efforts of this joint departmental team resulted in over 167 pounds of illegal fireworks confiscated and 9 municipal summonses related to the use and possession of illegal fireworks.

This enforcement team was able to alleviate a large number of calls normally handled by the police patrol division leaving them available to handle more serious calls for service.

Background Information

The Westminster Police and Fire Department have teamed up to deal with the use of illegal fireworks for many years. This team approach has resulted in the confiscations of hundreds of pounds of illegal fireworks every year, acts as a significant deterrent for others who may consider using illegal fireworks, and provides a methodology for responding to neighborhood complaints without utilizing a patrol unit or piece of fire apparatus. This effort also is believed to reduce the already extremely high call load for both Police and Fire personnel during the period.

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

Information Only Staff Report
July 21, 2008



SUBJECT: Monthly Residential Development Report

PREPARED BY: Shannon Sweeney, Planning Coordinator

Summary Statement:

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

- The following report updates 2008 residential development activity per subdivision (please see attachment) and compares 2008 year-to-date totals with 2007 year-to-date figures through the month of June.
• The table below shows an overall decrease (-17.9%) in new residential construction for 2008 year-to-date compared to 2007 year-to-date totals.
• Residential development activity so far in 2008 reflects a decrease in single-family detached (-28.1%), an increase in single-family attached (3.7%), and no changes in multi-family or senior housing development when compared to last year at this time.

NEW RESIDENTIAL UNITS (2007 AND 2008)

Table with 7 columns: UNIT TYPE, JUNE (2007, 2008), % CHG., YEAR-TO-DATE (2007, 2008), % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

Background Information

In June 2008, service commitments were issued for six new housing units within the subdivisions listed on the attached table. There were a total of six single-family detached, and no single-family attached, multi-family, or senior housing utility permits issued in June.

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-08	Jun-08	2007 YTD	2008 YTD	# Rem.*	2007 Total
Bradburn (120th & Tennyson)	6	0	8	8	70	24
CedarBridge (111th & Bryant)	0	0	0	0	5	1
Country Club Highlands (120th & Zuni)	0	0	10	2	99	17
Countryside Vista (105th & Simms)	0	0	0	0	9	0
Huntington Trails (144th & Huron)	2	1	20	14	132	38
Hyland Village (96th & Sheridan)	0	2	0	4	107	0
Legacy Ridge West (104th & Leg. Ridge Pky.)	1	0	0	1	6	0
Lexington (140th & Huron)	0	0	0	0	4	0
Meadow View (107th & Simms)	0	0	0	1	3	1
Park Place (95th & Westminster Blvd.)	0	2	12	5	42	31
Ranch Reserve (114th & Federal)	0	0	0	1	0	3
Savory Farm Estates (109th & Federal Blvd.)	0	0	0	0	24	0
South Westminster (Shoenberg Farms)	0	1	6	4	49	12
Various Infill	1	0	1	1	7	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>10</i>	<i>6</i>	<i>57</i>	<i>41</i>	<i>575</i>	<i>129</i>
<u>Single-Family Attached Projects:</u>						
Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	2	0	2	4	0	4
CedarBridge (111th & Bryant)	0	0	0	0	0	0
Cottonwood Village (88th & Federal)	0	0	0	0	62	10
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	11	6	24	17
Hollypark (96th & Federal)	0	0	0	0	20	0
Hyland Village (96th & Sheridan)	0	0	0	12	153	0
Legacy Village (113th & Sheridan)	0	0	8	0	62	8
South Westminster (East Bay)	0	0	0	6	58	0
South Westminster (Shoenberg Farms)	0	0	6	0	54	6
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	0	0	0	0	18	0
<i>SUBTOTAL</i>	<i>2</i>	<i>0</i>	<i>27</i>	<i>28</i>	<i>720</i>	<i>45</i>
<u>Multiple-Family Projects:</u>						
Axis (108th & Westminster Blvd.)	0	0	0	0	233	0
Bradburn (120th & Tennyson)	0	0	0	0	54	0
Hyland Village (96th & Sheridan)	0	0	0	0	144	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	24	0
Prospector's Point (87th & Decatur)	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	26
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>26</i>
TOTAL (all housing types)	12	6	84	69	1966	200

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

**City of Westminster City Council Study Session
July 7, 2008**

Mayor Nancy McNally called the Study Session to order at 6:35 PM. Councillor Kaiser was not present. All other Councillors were in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Police Chief Lee Birk; Fire Chief Jim Cloud; Deputy City Manager Matt Lutkus; Community Development Director John Carpenter; Public Works and Utilities Director Mike Smith; Parks, Recreation, and Libraries Director Bill Walenczak; Finance Director Tammy Hitchens; Information Technology Director David Puntenney; Budget & Special Projects Manager Barbara Opie; Capital Projects and Budget Manager Abel Moreno; Deputy Police Chief Tim Carlson; Deputy Fire Chief Bill Work; Risk Management Officer Martee Erichson; Economic Development Manager Susan Grafton; Management Intern Chuck Trout; Senior Public Information Specialist Joe Reid; and Management Analyst Aric Otzelberger.

The guests in attendance were Nissa LaPoint with the Westminster Window; Tim Van Meter of Van Meter, Williams, and Pollack.

Proposed 2009 Operating Budget Priorities

Staff apprised City Council of what the City Manager will be proposing in the 2009 Budget assuming revenues are sufficient to fund the proposed priorities. Staff highlighted major highlights of the 2009 proposed operating Budget priorities. The significant majority of the operating priorities represent incremental changes to existing City programs.

Council asked several questions and made several comments regarding the proposed 2009 operating budget priorities. Council asked questions regarding the discontinuation of the Community Service Officer Program, possible LED conversions with the City's street lights, the growth in street light expenses, future police staffing at the Orchard, "green ideas" in the budget to promote environmental sustainability, staffing to address maintenance of new parks and open space coming online, code enforcement activities, rising health care costs, fuel costs, and staffing trends. No specific decisions by City Council were delivered since those will be made after all public meetings and hearings are conducted and after the Budget Retreat is held. Council's final decisions will be made with the adoption of the Budget in October. Council expressed support for the general direction of the proposed 2009 operating Budget priorities.

Westminster Mall Redevelopment Visioning Plan

In order to facilitate the City Council's top Strategic Plan priority of redevelopment of the Westminster Mall, Staff updated City Council on work conducted so far with the land planning consulting firm Van Meter, Williams, and Pollack to develop planning ideas and guidelines to facilitate re-development at the Mall. Staff has been working with Van Meter, Williams, and Pollack (VMWP) to create a vision for a modern, transit-oriented mixed-use development at the existing Westminster Mall site. Staff noted that the VMWP plan was prepared as a City visioning document to assist Staff in the preparation of new guidelines for redevelopment of the Mall. The plan is not necessarily what will be proposed by a developer or what will be finally developed. Further, the plan shows what could happen over a 15-20 year build out, as redevelopment as envisioned will likely be a multi-phase project.

City Council expressed support for the general direction of the conceptual plan for the redevelopment of the Westminster Mall site. City Council asked questions and expressed concerns about parking capacity, connectivity between anchor stores, parking locations for transit commuters, street layouts, green space, flowers, the height of office and residential buildings, potential phasing for project, calling the redevelopment a "new downtown," policies for workforce housing, policies to support local businesses, policies to promote "green"

and sustainable development, connectivity of the development, and space to hold festivals or events. Council also inquired about the next steps in this project and if a working group would be assembled to provide input as the planning progresses. Staff stressed that much more work needs to be done and this conceptual plan is still very preliminary. Many more future details still need to be determined.

Intergovernmental Agreement with the City and County of Denver for Provision of Police Services at the Democratic National Convention

Staff discussed the proposed Intergovernmental Agreement (IGA) with the City and County of Denver for the City of Westminster to provide police services and assistance to Denver during the Democratic National Convention (DNC) from August 25 through August 28, 2008. The thousands of delegates, visitors, media, citizens and protestors who are expected at this convention will pose significant challenges for the Denver Police Department in providing adequate security and crowd control during the event. Recent host cities for Presidential National Conventions have been held in larger metropolitan cities with much larger police forces than Denver and, as a consequence, Denver is forced to reach out to other area police departments for additional resources in order to meet the security needs for this Convention. Most metro area police and sheriffs' departments have been asked to assist and provide additional law enforcement personnel. Staff explained that the City and County of Denver has received a Federal Grant of \$50 million to cover security related costs that will be used to reimburse participating and assisting jurisdictions. At this point there are not identifiable, non-reimbursable costs for the City of Westminster.

City Council asked if the City will have sufficient liability, workers' compensation, and property damage coverage. Staff responded that the City will have proper coverage. City Council also asked about how this assignment will affect the number of hours worked for officers in Westminster. Staff responded that officers at the DNC will be working 12-hour shifts, but officers in Westminster will remain on 10-hour shifts. Council directed Staff to bring back the IGA with the City and County of Denver for the City of Westminster Police Department to provide police services to Denver during the Democratic National Convention at a future City Council meeting for official action.

Mayor McNally adjourned the Study Session at 8:33 PM.