



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: July 16, 2014

SUBJECT: Study Session Agenda for July 21, 2014

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. Human Services Board (HSB) Funding Recommendations
2. Proposed 2015 Operating Budget Priorities
3. City Council's Proposed 2015 Budget

6:30 P.M.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS

1. Monthly Residential Development Report

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

NOTE: Persons needing an accommodation must notify the City Manager's Office no later than noon the Thursday prior to the scheduled Study Session to allow adequate time to make arrangements. You can call 303-658-2161 /TTY 711 or State Relay) or write to mbarajas@cityofwestminster.us to make a reasonable accommodation request.



WESTMINSTER

Staff Report

City Council Study Session Meeting
July 21, 2014



SUBJECT: Human Services Board (HSB) Recommended 2015 Funding

PREPARED BY: Ben Goldstein, Senior Management Analyst

Recommended City Council Action

Review the human services agencies recommended for funding by the Human Services Board in 2015 and provide Staff direction on any changes City Council believes are necessary.

Summary Statement

- The Human Services Board (HSB) reviews, evaluates and recommends to City 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 2014 funding level for HSB was \$90,000. Staff recommends and the Board made their recommendation for 2015 funding based on a \$100,000 allocation (an 11% increase in funding for outside agencies)
- The purpose of this Staff Report is to provide City Council an update on the budget allocation process of the Human Services Board and their recommendations for agency funding for 2015. City Council will have one more opportunity to review this item as part of the Budget Retreat on September 29-30. Final approval of the 2015 Human Service Board funding will occur with second reading of the 2015/2016 City Budget on October 27.

Expenditure Required: \$100,000

Source of Funds: 2015 General Fund - Central Charges Budget

Policy Issue

Does City Council concur with the HSB recommended agencies to be funded in 2015?

Alternative

Direct Staff to work with the HSB to allocate funding to agencies in a different manner than what is recommended by the HSB for 2015 in this Staff Report. This is not recommended as the HSB spent many hours interviewing and debating the agencies recommended. As an alternative, Staff would recommend that City Council provide direction on specific funding changes desired.

Background Information

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

The members of the Human Services Board are David Aragoni (Chair), Tom Bruchmann, Dennis White, Dan Orecchio, and Lisa Fiola. Councillor Anita Seitz serves as the City Council liaison and Ben Goldstein as the HSB staff liaison.

The HSB conducted mandatory interviews with agencies on the evenings of June 16, 17, and 18. The interview sessions averaged approximately four hours each evening.

The HSB reviewed current annual budgets and financial audits of all agencies and programs that applied for funding. In the review process, HSB members were 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 suggested that many programs, not already doing so, apply for and solicit funds from counties and municipalities within the program's service area.

Requests for 2015 HSB funding were steady with a slight increase of \$5,172 from 2014 funding requests. The HSB received 25 applications for funding requests totaling \$191,059 for 2015 HSB funds. Twenty-five (25) agencies were interviewed, as all agencies attended their scheduled interviews, and 24 were ultimately recommended for 2015 funding. In 2014, the HSB received 26 applications for funding requests totaling \$185,887. For 2014, 24 programs were funded for a total of \$90,000. Based on early budget feedback from City Council, Staff proposed an increase in 2015 HSB funding from \$90,000 to \$100,000 in an effort to meet some of the increased need in the community.

Below is a summary of the 2015 funding application cycle:

- 25 – applications submitted by requesting agencies and offered interviews
- 25 – agencies interviewed (every agency attended their scheduled interview)
- 24 – programs recommended for 2015 HSB funding to Council
- 3 – programs that regularly apply did not submit an application for 2014 funding (Access Housing, Alternatives to Family Violence, and Kempe)
- 1 – new agency applied for 2015 funding (Volunteers of America Colorado Branch)
- 1 – agency was not recommended for 2014 funding (St. Anthony North Health Foundation)

The programs funded through the HSB for 2014 and those recommended for 2015 are included on the attached spreadsheet (Attachment A). This spreadsheet includes the list of agencies requesting funding and the requested dollar amount for 2015. A brief description of the services each program provides Westminster residents and a summary of why the Board did not recommend the one agency for funding is also attached (Attachment B).

HSB Process and Review

The 2015 HSB review process completed all interview sessions with all current Board members in attendance. One of the board members resigned shortly before applications were distributed and timing did not allow a replacement board member to be selected for this funding cycle. In reviewing the application and interview schedule distribution process, which includes contacting and following up with agencies to ensure receipt of HSB materials, the HSB concluded that all agencies were properly notified. Staff mailed a hard-copy HSB application to all requesting agencies and made the application available for download from the City's website. After the submittal deadline of May 15, Staff then mailed all agencies submitting an application a letter containing an interview date and time, and also called them.

In 2011, HSB funding saw a reduction from \$156,000 in 2010 funding (due to the 2008/2009 recession) to the 2011 funding level of \$80,000, which was maintained for 2012 and 2013. Due to socioeconomic factors, the Board continues to face the challenge of serving an increase in need in the community and therefore City Council increased the budget to \$90,000 for 2014 and based on early budget feedback from City Council, Staff has proposed an increase in 2015 HSB funding from \$90,000 to \$100,000 in an effort to meet some of the increased need in the community.

The Board worked together to review and develop criteria used to rank each agency based on number of Westminster residents served, the program's service area, and if the program had applied for, solicited, and/or received funds from additional municipalities or counties within the program's service area. Additionally, the Board worked to ensure that agencies with a variety of mission types were recommended for funding, with all recommended agencies continuing to meet the Board's mission of providing clothing, food, shelter, and/or mental health services to those in need in the community. The distribution of recommended funds is as follows: children services 29.5%, health care 22.5%, shelter/food/other 19.2%, food banks 13.5%, older adults 12.5%, and disabled services 2.8%. These percentages also reflect the Board's increased funding focus for the 2015 funding cycle, on agencies that help keep people in their homes; however, overall the recommendations are similar to those made in 2014.

The Board used the established criteria to provide full funding to seven agencies: CASA, Center for People with Disabilities, Clinica, Denver Hospice, Fish, Food Bank of the Rockies, and Kids First Health Care, who they believe exemplified value and quality service to Westminster residents. The Board recommended some level of funding for all but one agency (Saint Anthony North Health Foundation) as part of the 2015 funding process, with only a handful of agencies receiving over \$5,000.

Staff requests direction from City Council on the HSB recommendations to be incorporated in the 2015 Budget. Staff will be in attendance at Monday's Study Session to receive direction and answer questions Council may have about the 2015 Human Services Board recommendations.

The HSB funding recommendations and the impact they have on the community supports the City's Strategic Plan goals: Vibrant and Inclusive Neighborhoods; Comprehensive Community Engagement; Proactive Regional Collaboration; Dynamic, Diverse Economy; and Ease of Mobility.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: 2015 Human Services Board Fund Recommendations
 2015 HSB Agency Descriptions

2015 Human Services Board Funding Recommendations						
AGENCY	MISSION TYPE	2012 AWARD	2013 AWARD	2014 AWARD	2015 REQUEST	2015 RECOMMENDED
A Precious Child	Children's Services	\$0	\$0	\$1,000	\$10,000	\$2,000
Access Housing	Affordable Housing	\$1,000	\$1,000	\$0	\$0	\$0
Adams County Housing Authority	Shelter/Food/Other	\$1,500	\$1,500	\$2,500	\$6,000	\$2,500
Alternatives to Family Violence	Domestic Violence	\$1,500	\$2,500	\$2,500	\$0	\$0
Audio Information Network	Disabled Services	\$1,000	\$1,000	\$1,000	\$1,500	\$1,000
CASA of Adams County	Children's Services	\$2,500	\$3,500	\$3,500	\$4,000	\$4,000
Catholic Charities of Denver (North Area CARES)	Shelter/Food/Other	\$5,000	\$5,000	\$5,000	\$7,000	\$5,000
Total						

– 2015 HSB AGENCY DESCRIPTIONS –

A Precious Child – Devoted to making a positive impact in the lives of disadvantaged and displaced children by improving their quality of life and meeting their basic needs.

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.

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.

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.

Catholic Charities of Denver (North Area CARES) – 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.

Center for People with Disabilities (CPWD) – Provides independent living assistance for individuals who encounter difficulties in the pursuit of independent living.

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 Inc. – 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 support services for homeless families with children, helping them become self-sufficient within eighteen months to two years.

Community Reach Center (formally Adams County Mental Health) – 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.

Denver Hospice – 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.

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 Inc. – 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.

Growing Home – Provides shelter, meals and comprehensive assistance to homeless families and increased community involvement in direct service and advocacy.

Have a Heart Project, Inc. – Provides for the basic needs of food and clothing for elementary age children and their families in the Adams County 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 Westminster-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.

Kids First Health Care (formerly Community Health Centers) – Provides extended health care services to students and families receiving free or reduced lunch within the Adams 50 School District.

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.

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 balanced 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.

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.

Volunteers of America Colorado Branch – NEW – Will be providing complete meals to elderly residents (60 or older) via a congregate dining center located at Westminster Commons two to three days a week.

– APPLICANTS NOT RECOMMENDED FOR FUNDING IN 2015 –

St. Anthony North Health Foundation – Provides medical care and health promotion services to the medically underserved, low-income households. The program of focus for this application year by St. Anthony's was aimed at providing vaccination to those who may not be able to pay for them. The Board thought that St. Anthony's vaccination program was important and good for the community but that it did not have as strong a tie to the City's criteria of providing clothing, food, shelter, and/or mental health services to those in need in the community. The Board provided funding to four agencies under the "Health Care" categorization; however, these agencies all provide mental health care services as part of their mission, and based on information gathered from the application and agency interview, the Board felt that the vaccination program had no such component. Additionally, the Board felt that there were other agencies requesting funds that provided more value for the community.



Staff Report

City Council Study Session
July 21, 2014



SUBJECT: Proposed 2015 Operating Budget Priorities

PREPARED BY: Steve Smithers, Deputy City Manager
Barbara Opie, Assistant City Manager
Aric Otzelberger, Assistant to the City Manager
Ben Goldstein, Senior Management Analyst

Recommended City Council Action

Provide Staff with feedback on the items highlighted below as they relate to preparations for the proposed 2015 Operating Budget.

Summary Statement

- The intent for the discussion at Monday night's Study Session is to apprise City Council of what the City Manager will be proposing in the 2015 Budget and for City Council to provide Staff with any feedback regarding these recommendations and proposed core services adjustments, focusing on the General, Utility, Fleet Maintenance and POST Funds operating budgets.
- No specific decisions by City Council are expected since those will be made after the public meetings/hearings and the Budget Retreat are held. Council's final decisions will be made with the adoption of the Budget in October. However, Staff respectfully asks for feedback on items proposed within this Staff Report if they are not aligned with Council priorities.
- Staff continues to refine the proposed 2015 budget; therefore, City Council may see some minor modifications in the final proposed budget that is distributed in August.
- The proposed 2016 operating priorities will be discussed with City Council on August 18.

Expenditure Required: Funding totals to be provided with full proposed 2015/2016 Budget in August

Source of Funds: General, Utility, Fleet Maintenance and POST Funds

Policy Issue

Does City Council agree with the overall 2015 operating priorities and service adjustments as proposed by Staff?

Alternative

City Council can provide Staff with alternative approaches to 2015 operating priorities, service adjustments and revenue options as deemed appropriate.

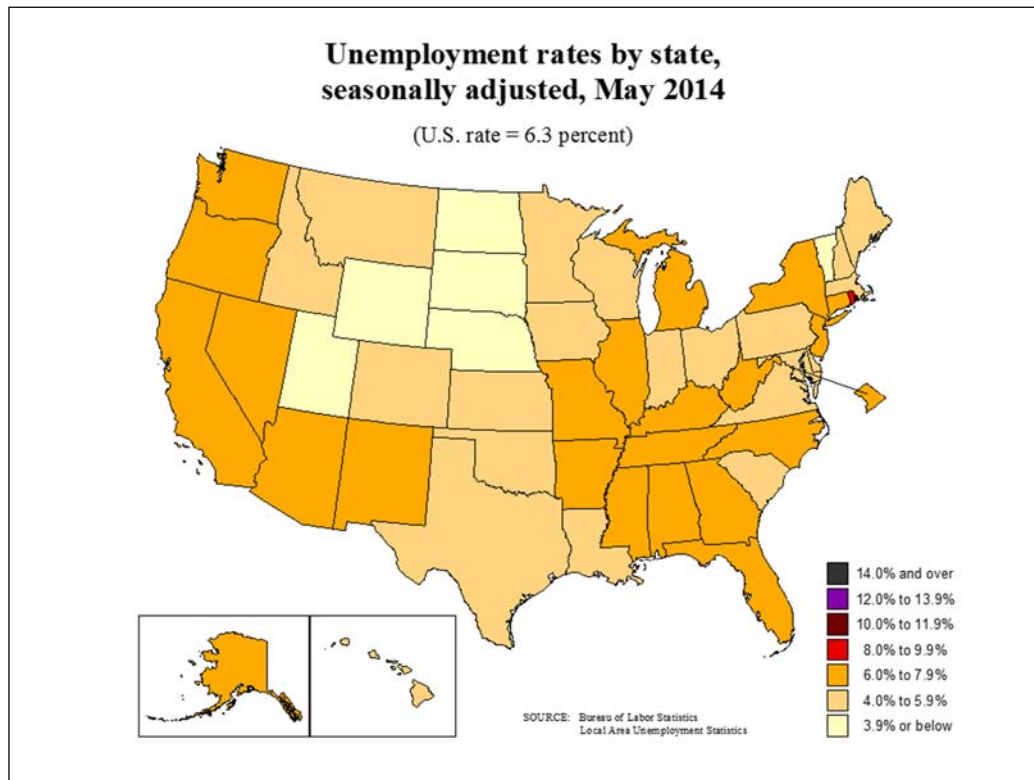
Background Information

The City Charter outlines the requirements associated with the development and adoption of the City's budget. The following components of the City Charter outline the requirements, process and critical deadlines:

- Section 4.8 (f), the City Manager is responsible for recommending an annual budget to the City Council;
- Section 9.2, the City Manager shall prepare and submit on or before September 15th a recommended budget to City Council;
- Section 9.4, a public hearing on the proposed budget shall be held before its final adoption, a copy of the complete proposed budget shall be on file in the City Clerk's Office at least one week prior to the hearing, and notice of the availability of the proposed budget shall be published at least one week prior to the hearing;
- Section 9.5 (a), the Council shall consider adoption of the budget no later than the second Monday of October; Council may continue the matter from the second Monday in October but must adopt the budget no later than the fourth Monday in October; and
- Section 9.5 (c), nothing shall preclude the Council from adopting a budget for two fiscal years instead of one fiscal year.

The Proposed 2015/2016 Budget will be the City's seventh time preparing an official two-year budget for City Council's consideration. The two-year budget continues to provide longer term financial and policy planning that complements City Council's Strategic Plan and allows both City Council and Staff to focus on implementing the goals and key initiatives identified in the Strategic Plan. The Strategic Plan goals and initiatives provide critical direction for Staff in preparing their proposed operating and capital improvement budgets.

Foundational Information for 2015/2016 Budget – As the current financial picture slowly brightens throughout the nation, the City of Westminster has also seen promising signs of sustained economic growth. However, Staff continues to proceed cautiously, as the growth is moderate in nature and the global economy remains fragile. Westminster remains well positioned for continued economic growth as unemployment, a strong predictor of economic health, continues to decrease in the Front Range, Colorado, and the nation. The State remains on the leading edge of the recovery as illustrated in the figure below.



In 2013, sales tax showed a strong rebound with a total collections amount 7.7% over 2012 collections. Although still positive, year-to-date collections for 2014 have slowed slightly and demonstrate the need for caution with future budget commitments. Sales tax data remains a critical indicator for budget development in the City, as approximately 65% of the City’s General Fund budget, which funds the majority of the City’s day-to-day operations (police, fire, street maintenance, parks, recreation, libraries, etc.), is comprised of sales tax collections.

In the proposed 2015 Budget, City Council will see that the improved economic picture has allowed Staff to propose the return of a few select positions that were cut in 2011 when the City eliminated 72.833 FTE in order to close a structural budget deficit. The return of these positions is proposed following level of service assessments on the impacts of the elimination of these positions and future service demands. Staff is proposing the addition of 13.50 FTE across all funds as part of the proposed 2015 budget. These additional full-time equivalents (FTE) are highlighted in the respective fund/department sections; a summary of proposed new staff is included in the following table:

Staff Report – Proposed 2015 Operating Budget Priorities

July 21, 2014

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Department / Division	Position Title	FTE	Projected Salary (salary only)
City Manager's Office / Public Information Office	Communication & Outreach Coordinator	1.0	\$63,707
Finance / Administration	Contract Coordinator	1.0	\$79,144
Community Development / Planning	Planner	0.3	\$20,547
Police Department / Investigation Services	Animal Management Officer	1.0	\$44,640
Police Department / Patrol Services	Sergeant	1.0	\$80,890
Parks, Recreation & Libraries / Recreation Programs	Recreation Specialist (cost shared with Hyland Hills Recreation District)	0.7	\$61,253
GENERAL FUND TOTAL		5.0	\$350,181
Information Technology	Software Engineer II	1.0	\$85,079
Information Technology	ERP Software Engineer	0.5	\$50,750
Public Works & Utilities / Utilities Operations	Maintenanceworker / Senior Maintenanceworker	3.0	\$107,799
Public Works & Utilities / Utilities Operations	Foreman	1.0	\$59,615
Public Works & Utilities / UPED (Water Quality Section)	Engineer / Senior Engineer	1.0	\$81,802
UTILITY FUND TOTAL		6.5	\$385,045
Parks, Recreation & Libraries / Park Services – Open Space	Foreman	1.0	\$59,615
Parks, Recreation & Libraries / Park Services – Open Space	Equipment Operator I	1.0	\$44,640
POST FUND TOTAL		2.0	\$104,255
PROPOSED TOTAL 2015 – ALL FUNDS		13.5	\$839,481

At the May 5 Study Session Meeting, Staff reviewed with City Council several level of service analyses conducted as part of Staff's efforts to continually be looking for ways to deliver exceptional services to the community as efficiently as possible. From that initial review and guidance provided by City Council, Staff continued analysis where appropriate and developed recommendations for 2015 operating budgets.

Staff has utilized the City Council Goals listed below for the initial development of the 2015 Budget:

- Visionary Leadership and Effective Governance
- Vibrant and Inclusive Neighborhoods
- Comprehensive Community Engagement
- Beautiful, Desirable, Environmentally Responsible City
- Proactive Regional Collaboration
- Dynamic, Diverse Economy
- Excellence in City Services
- Ease of Mobility

The entire proposed budget for fiscal years 2015 and 2016 will be submitted to City Council at the end of August for review. After reviewing the proposed budget for several weeks, City Council is scheduled to meet on the evenings of Monday, September 29 and Tuesday, September 30, for the Budget Retreat to deliberate on final funding decisions on staffing levels, programs, services, and capital projects.

This Staff Report highlights the level of services adjustments as well as several operating priorities as proposed by Staff. As a reminder for City Council, the operating budgets, pursuant to City fiscal policies, are funded by recurring revenue such as sales and property taxes in the General Fund and by monthly water and sewer charges in the Utility Fund. The Capital Improvement Program (CIP) priorities, which City Council is scheduled to discuss in August, are funded mostly by one-time revenues, such as park development fees, building use taxes, utility tap fees and carryover funds.

ALL FUNDS

Citywide

- Salary Adjustments – Based on salary market survey work, proposed new positions, anticipated step, merit and other adjustments, Staff is anticipating a proposed \$3.1 million increase to salary costs in 2015 across all funds. Staff has performed the City’s biennial market survey that examined 75 benchmark classifications with market upgrade recommendations impacting 91 classifications and 450 full-time equivalent (FTE) employees. Colorado Municipal League (CML) conducts a statewide wage survey where the City draws their initial information. The City’s market survey group includes professional “competitors” in local government including Aurora, Arvada, Boulder, Broomfield, Denver, Fort Collins, Lakewood, Longmont and Thornton. West Metro Fire, North Metro Fire, select parks and recreation districts and golf courses are also surveyed. Staff conducts a full analysis of the market data that includes reviewing pay range minimum and maximums as well as actual wages of incumbent employees in each agency. This comprehensive review results in recommendations for classification adjustments. In addition to these recommended benchmark adjustments, 13 additional classification changes are currently being recommended based on department reorganizations. The cost of the recommended classification adjustments at this time is approximately \$809,000. In addition to position market adjustments, Staff is proposing a 1.5% market increase to the five benefited pay plans as a strategy to keep classifications within market ensuring a competitive wage. Staff is also proposing to fund step increases for non-exempt employees as well as merit pay increases for exempt employees in 2015. Cost estimates for the 1.5% market adjustment and step/merit increases total \$1,450,000. Proposed new positions are highlighted individually in this Staff Report and total \$819,218 citywide. Other miscellaneous adjustments are being examined and final proposed salary adjustments will be presented to City Council later this summer with the Proposed 2015/2016 Budget Book and will be highlighted at the City Council Budget Retreat. (net estimated change +\$3,100,000)
- Response Pay – In 2010, the City adjusted overtime pay eligibility guidelines to be more in line with the federal Fair Labor Standards Act (FLSA). The City’s previous policies were more generous than FLSA requirements and these changes were made in a time of recession and financial challenges resulting in significant cost savings. In addition to the financial challenges of the times, employee equity and the appropriateness of certain benefits were also examined. Since the overtime policy changes, Staff has experienced instances where employees called out to unplanned or uncontrolled incidents in addition to their regular shifts are not receiving overtime pay due to general leave taken, holiday implications or other factors. In order to recognize the unexpected nature of some of these events, address employee morale concerns, and foster a healthy work-life balance, Staff is proposing a new “premium pay” called response pay. Staff is working through the details of the planned administration of this type of pay, but in general an employee would be eligible for response pay when a qualifying event occurs outside of an employee’s normal shift that

causes the employee to work beyond a scheduled shift. Examples include water main breaks, homicide and criminal investigations, sanitary sewer overflows, court appearances for public safety officers, major snow events, etc. Staff is working on a final estimated cost, but citywide costs associated with response pay are not anticipated to exceed \$150,000. In addition to response pay, Staff is also proposing to pay overtime to Fire Department Staff involved with coverage for wildland fire and urban search and rescue (USAR) deployments. When the City offers Staff resources for wildland and USAR deployments, those expenses, including staffing costs to backfill those Staff members deployed, are reimbursable at overtime rates. This proposed policy change associated with the Fire Department would be cost-neutral to the City. (net estimated change +\$150,000)

- Medical/Dental Insurance – Health care costs are projected to increase approximately 5%, which equates to an increase of \$489,377 in all funds, excluding new staff (General Fund +\$401,953, Utility Fund +\$78,624, and Golf Course Fund +\$8,800). This increase would be reflected in both the employer and employee portion of health insurance premiums. The increases in the health care industry continue to impact the City and its employees. Increases are proposed for both the City’s self-insured plan and its Kaiser Permanente plan. Kaiser’s negotiated renewal is 9.6%. Since the Kaiser plan is fully insured, the City is unable to capture savings in low claim years (2010-2012) and then bears the full burden of a high claim year as we experienced in 2013. Therefore, the ability to mitigate Kaiser cost increases through proactive actions is limited. The City’s self-insured program is more actively managed through the City’s Wellness Clinic (Center for Healthy Living) and other proactive strategies in data claims analysis used in renewal negotiations and in wellness program strategies. The result is a robust healthcare plan with much lower than average health care cost trend. From 2010 through 2014, the average annual claims cost increase under the self-insured plan was 3%. This brings the total for medical and dental insurance citywide to \$10,262,600, excluding new staff benefits (General Fund \$8,441,600, Utility Fund \$1,640,200, and Golf Course Fund \$180,800). As the 2015/2016 Budget is finalized, some minor modifications might be necessary by fund to reflect actual current enrollment numbers in each tier of coverage. However, the proposed total increase Citywide is anticipated to remain approximately the same. (net change +\$489,377)
- Other Benefits Premium rates for life insurance and survivor income benefit will remain the same in 2015 with increases in only the base wages the rates are calculated from and a 7.1% increase to long-term disability insurance premiums in addition to escalation for wage increases. Life insurance for employees is provided by the City at 1.0 times annual salary for non-exempt employees and 1.5 times annual salary for exempt employees. The total proposed budget in 2015 for this coverage is \$163,900 (General Fund +\$134,500, Utility Fund +\$26,300, and Golf Course Fund +\$3,100). Long-term disability provides 60% of current salary after a 180 days period has passed following disability onset from illness or accidental injury. The total proposed budget in 2015 for this coverage is \$348,700 (General Fund +\$290,000, Utility Fund +\$52,800, and Golf Course Fund +\$5,900). Survivor income benefit provides 60% on an employee’s base salary to surviving spouse and dependent children. Total proposed budget in 2015 for this coverage is \$312,900 (General Fund +\$259,000, Utility Fund +\$48,500, and Golf Course Fund +\$5,400). Since the City does not participate in Social Security, long term disability and survivor income benefits are provided in this manner. (net change +\$68,400)
- 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 and has been funded periodically since then through carryover funds; it was last funded in 2014 with 2013 carryover. 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. This items includes \$76,500 proposed in the General Fund and \$16,400 proposed in the Utility Fund. (net change +\$92,900)

GENERAL FUND

City Council

- City Council Allowance – The Council allowance was implemented in November 2005 as a comprehensive monthly allowance covering the expenses incurred by Councillors for cell phone, internet access, and in-city car use (i.e., local commuting costs). The allowance was modified and re-set at \$300/month effective December 2009 and adjusts on a biennial basis (aligned with the adoption of the two-year budget) per the Consumer Price Index (CPI-U) in the Denver/Boulder region, rounding up to the nearest whole dollar; the 2014 rate totals \$309/month. The most recent CPI-U adjustment is +2.8%, which equates to a proposed \$9 per month increase for a total monthly allowance of \$318 in 2015. (net change +\$756)

City Manager's Office

- 1.0 FTE Communication & Outreach Coordinator – Due to budget reductions and the associated reduction in force in 2010, the City eliminated a Community Outreach Coordinator position in the City Manager's Office that previously led efforts related to community outreach and engagement. After elimination of the position these responsibilities were disseminated to various other workgroups in the City Manager's Office. Staff has worked diligently with City Council, other departments and the community to offer new avenues for outreach and engagement. However, these efforts are limited due to current realities of internal resources and the increasing demands of other existing core service businesses. Based on City Council's Strategic Plan and interests in increasing the City's community engagement efforts, Staff is proposing to bring back a similar 1.0 FTE position to focus on community outreach in 2015. This position is proposed to coordinate outreach and engagement efforts for City Council; oversee Web-based engagement tools such as Access Westminster, WestyConnect and social media; support outreach and engagement efforts in other departments and programs; provide Staff support for the Human Services Board; and assist with City Council's Inclusiveness efforts. Salary and benefit costs are projected at \$74,538. Ancillary costs include mileage, meeting expenses, training, a computer and software, and a cell phone and data plan allowance. In addition, \$15,000 is proposed in Central Charges to help fund additional outreach programs to be determined. (net change +\$78,628, which includes \$74,538 in salary/benefits and \$4,090 in ancillary costs)
- Temporary Research Assistance: Economic Development – Staff is proposing \$20,000 in 2015 to provide part-time research support to Economic Development in the areas of labor availability, available real estate, demographics and market data. These efforts are aimed at helping to retain and grow existing businesses as well as recruit new businesses to the City. (net change +\$20,000)
- State of the City and Real Estate Event – Staff is proposing \$10,000 in 2015 to hold a special event aimed at promoting the City and high-level projects including the Westminster Center Urban Reinvestment Project (WURP) and the South Westminster Transit-Oriented Development Project, as well as the U.S. 36 corridor and North I-25 corridor in the City as great places for business opportunity. The total cost of this proposed event is approximately \$30,000; Staff is proposing to raise funds to cover the balance of the cost as was done successfully when the City hosted the Showcase Event years ago. (net change +\$10,000)
- Restaurant Recruitment Efforts – Per City Council's Strategic Plan, recruitment of unique, chef-owned restaurants is a high priority action item. Accordingly, Staff is proposing \$30,000 in 2015 to hire specialized consultants to develop a strategy, marketing plan and potentially special incentive program to attract these types of restaurants. These funds could also be utilized for consultant assistance and special incentives for these types of businesses. (net change +\$30,000)

- New Business Incubator – Per City Council’s Strategic Plan, commencement of a new business incubator is a high priority action item. Staff is proposing \$5,000 in 2015 to research and augment on-line services related to the incubation of new and growing businesses. This would enhance the City’s current Business Services efforts, which has been responsive to local business feedback and is similar to efforts undertaken successfully by other cities interested in entrepreneurial growth. Staff will continue to explore, identify and recruit private sector partners to create, manage and fund private sector business incubation. (net change +\$5,000)

Central Charges

- GCORF Vehicle Replacement – In early 2014, Staff completed a 15-Year Vehicle/Equipment Replacement Plan to “smooth out” replacements to a manageable level, both from a budgetary and operational standpoint. This effort involved revising replacement criteria by vehicle/equipment class (age, miles and maintenance costs) and developing strategies to prolong the useful life of vehicles/equipment (GPS monitoring, vehicle/equipment rotations, etc.). During the development of this plan, approximately 500 individual vehicles/pieces of heavy equipment were analyzed for their specific operational needs, fleet maintenance demands and costs. In order to avoid significant budgetary spikes, service impacts to customers due to decreased vehicle/equipment reliability, and unsustainable demands on fleet maintenance operations, Staff developed a five-year “catch up” strategy for vehicles/equipment budgeted in the General Capital Outlay Replacement Fund (GCORF). This plan addresses current replacement needs and results in a proposed baseline budget of a little over \$1 million for the next five years in GCORF. Following the five-year period, it is anticipated that the proposed vehicle budget baseline would drop to approximately \$850,000 over the next five years. This “catch up” strategy primarily allows for the replacement of critical street and park maintenance vehicles/equipment that have been delayed over the years due to available funding levels. Part of the funding strategy for the plan involves a cautious use of fund balance in GCORF, which was generated from years of cost savings and efficiencies. In 2015, Staff is proposing a total budget of \$1,099,500 for general/non-public safety vehicles, of which \$859,500 is proposed from 2015 funds in Central Charges, which represents an increase of \$321,000 in the GCORF vehicle/equipment funding level in the Amended 2014 Budget. The remaining \$150,000 is proposed to be appropriated from the current \$1,039,776 in fund balance in GCORF. Vehicles/equipment are also budgeted in Public Safety Tax (PST GCORF) and the Utility Fund. Staff is proposing to maintain the Amended 2014 level of funding for PST GCORF vehicles/equipment and to utilize \$210,250 from the current \$1,493,781 in PST GCORF fund balance. The proposed baseline level of funding for PST GCORF vehicles is roughly \$1 million per year for the next 12 years, followed by a modest increase to \$1.1 million. Utility Fund vehicles will be presented in the Capital Improvement Program (CIP) and the 15-Year Plan was successful in “smoothing out” those replacements without the need for additional financial strategies. (net change +\$321,000)
- U.S. 36 Corridor Federal Lobbying Activities – As part of the City’s participation in the U.S. 36 Mayors and Commissioners Coalition (36 MCC), the City contributes significant funding for a federal lobbyist and an annual lobbying trip to Washington, D.C. For many years, the focus of this lobbying has centered on the 36 MCC members’ shared interest in U.S. 36 capacity and multi-modal improvements. With many years of hard work, the U.S. 36 Managed Lanes Project is under construction with full completion to Boulder anticipated in 2016. With the funding of this major project now achieved, questions remain as to the 36 MCC’s future areas of focus for transportation improvements. Future “asks,” at least in the short term, do not carry the same magnitude as the U.S. 36 Managed Lanes Project. Therefore, it does not seem appropriate to expend the same resource and attention related to federal lobbying, especially considering the current state of transportation funding at the federal level. In addition, with the recent Northwest Area Mobility

Study (NAMS) examining the future of Northwest Rail, it has become clear that certain 36 MCC members want to focus on pursuing arterial bus rapid transit (BRT) investments in the northwest region of the Denver Metropolitan Area. While these arterial BRT projects might have merit for the regions they would serve, they do very little to serve Westminster. While Staff recommends continuing to work with the 36 MCC on issues of shared interest, there are some issues where there are diverging interests and Staff does not recommend expending resources on lobbying efforts that might be contrary to City Council's policy positions. The City's share of the federal lobbying contract with the 36 MCC is roughly \$23,000. Additional expenses include travel, lodging, etc. for the Mayor and a Staff member to attend the D.C. lobbying event. Hard dollar costs amount to approximately \$25,000 total. This does not include soft dollar costs involved with preparation, participation and follow-up from these activities. The City could re-purpose funds for other needs. This could vary by City Council's priorities by year and could include additional lobbying services by the City's State and/or Federal Lobbyists, feasibility and engineering studies for transportation priorities, etc. (net change -\$25,000; re-purpose funds)

- Lease Payment to Others – Certificates of Participation (COPs) payments and energy audit project costs are budgeted in Central Charges. Staff is anticipating an increase in 2015, primarily due to the payment schedule associated with the City's 2010 Refunding COPs. These COPs refinanced existing COPs in 2010 and the amount of principal payment increases in 2015. (net change +\$145,425)
- City Council Outreach Program – Staff is proposing \$25,000 in additional funds for the City Council Outreach Program. Of this total, \$10,000 would fund two telephone town halls (this includes the \$3,800 proposed to be re-allocated from City Council's budget noted in the separate Staff Report). The remaining \$15,000 is associated with the proposed new 1.0 FTE Communications & Outreach Coordinator for additional outreach programs and efforts to be determined. (net change +\$25,000)
- Human Services Board (HSB) – Per City Council's direction to explore increased funding for the HSB, Staff is proposing to increase funding from \$90,000 to \$100,000. The HSB has concluded its agency interviews for 2015 funding and developed a funding program predicated on \$100,000. (Their recommendations are included in a separate Staff Report for tonight's discussion as well.) HSB funding provides assistance to non-profit organizations that provide food, mental health, housing and other services to Westminster citizens. (net change +\$10,000)
- 128th Avenue Bridge Reimbursement – Per an Intergovernmental Agreement (IGA) with the City of Thornton, Staff is proposing a \$475,000 payment in 2015 as the second installment of a reimbursement for the construction costs associated with the 128th Avenue bridge replacement. In February 2007, the City entered an Intergovernmental Agreement with the City of Thornton regarding the funding, design, contract administration and construction of the proposed bridge replacement on 128th Avenue over I-25. The Design and Construction IGA provides that the two cities are responsible for an equal share of the total cost to expand the overpass from two to four lanes. Thornton agreed to "front" the total of the incremental difference in cost for the construction of a four-lane bridge instead of a two-lane bridge (\$1,519,128, or \$759,564 per city), which was completed several years ago. Per the IGA, the City of Westminster owes Thornton reimbursement payments once Westminster starts to receive sales/use tax payments from Thornton on their side of the I-25 revenue sharing area. Due to Cabela's and forthcoming development, Westminster is receiving revenue, which offsets this payment. Westminster received its first revenue and made the first reimbursement payment in 2014, which was not part of the original Amended Budget. Staff anticipates pay-off of the total reimbursement in 2016. (net change +\$475,000)

Community Development Department

- 0.3 FTE Planner – Staff is proposing the addition of 0.3 FTE to the Planning Division to create a 1.0 FTE Planner and a 0.5 FTE Planner in 2015. Recently, two separate 0.6 FTE Planners left employment with the City (one retirement and one transition to a planning position with another municipality). This left the Planning Division with a 1.2 FTE vacancy in the Planner position. Due to the nature of the Planner position, the complexity of the plan review process and other factors, the previous arrangement with two part-time positions brought challenges. In 2014, Staff recruited for a 1.0 FTE Planner. Moving to a full-time staffing situation will provide improved customer service and efficiencies. However, due to the improved economy, increased development activity and the according workload effects, additional staffing may be necessary to ensure excellent customer service and timely plan review processes for the development community. The additional 0.3 FTE is proposed to be combined with the remaining 0.2 FTE to create a 0.5 FTE Planner position to compliment the 1.0 FTE Planner, ensuring staffing resources to handle current and anticipated workload. Salary and benefit costs are projected at \$24,040. No ancillary costs are proposed. As City Council is aware, City Council and Staff are in the process of selecting a consulting firm to conduct a third party evaluation of the City’s development review process; additional recommendations with budgetary impacts may be forthcoming following this effort. (net estimated change +\$24,040, which includes salary/benefits only)

Finance Department

- 1.0 FTE Contract Coordinator – Staff is proposing the addition of a 1.0 FTE Contract Coordinator in the Finance Department. This position would report directly to the Director of Finance and work with all departments to assist with contract administration and grant compliance. Both contract and grant administration is decentralized throughout the organization; varying levels of contract administration and oversight exist throughout the organization. This proposed position is not intended to centralize these efforts but rather assist in streamlining efforts and closing gaps. It would assist in the tracking and follow through associated with contracts, ensuring the contractor is delivering on what they committed to and vice versa. In addition, this position would assist with grant compliance and reporting requirements, particularly federal grants that have many complexities associated with acceptance of federal funds or “pass through” federal funds distributed by the State. Responsibility for a grant award includes understanding and submitting to specific requirements for spending accountability and reporting of grant dollars. Additional training, new informational tools, and standard contract modifications have already been employed to specifically address the risk of non-compliance associated with federal funding; this position would strengthen what has been done and help close gaps in the process. Salary and benefit costs are projected at \$92,598. In addition to the salary expenses of this position, Staff is proposing a telephone, computer, office reconfiguration costs, and additional career development dollars. (net change +\$97,193, which includes \$92,598 in salary/benefits and \$4,595 in ancillary costs)

Fire Department

- Overtime Staffing to Operate 5th Ambulance – Staff is proposing increasing minimum staffing levels for line fire personnel from the current 30 to 32 across all three shifts in 2015. This increased minimum staffing level would allow Medic 4 (the “fifth” ambulance) to be staffed the majority of the time. This could be accomplished by increasing the overtime accounts to pay for additional staffing when needed in order to keep a level of 32 staff per shift. Based on initial analysis conducted, increasing the FD overtime accounts by approximately \$60,000 above the 2014 approved amounts will add approximately 75 additional 24-hour shifts to ensure staffing levels that will keep the “fifth” ambulance (Medic 4) regularly in service. While this cost is slightly more than 1.0 FTE firefighter position, it would take three firefighter positions to have the same impact that

these additional overtime funds will have on maintaining a staffing level of 32 across all three shifts. (net change +\$60,000)

- Reduction due to no major equipment replacements – Staff is proposing a reduction to the overall Fire Department budget as no major apparatus are scheduled for replacement in 2015. Major apparatus are replaced on a regular 15 year replacement cycle with an attempt to normalize the replacements schedule of these very expensive pieces of equipment; as such, occasionally no apparatus is due for replacement thus resulting in a temporary reduction in the Fire Department’s budget. Staff works to finance the larger vehicles in order to smooth out the annual costs associated with purchases. A replacement apparatus is anticipated for 2016 and the down payment cost will be reflected in that proposed budget. (net change -\$118,123)
- Mobile Data Terminal (MDT) replacements – Per the City’s four-year replacement schedule, MDTs will be replaced in 2014 and proposes the initial funding in the 2015 budget to replace 19 MDTs deployed in fire operations again in 2018. The MDTs are the essential field computers that fire personnel use to access the City’s computer aided dispatch (CAD) and report management software (RMS) systems. The MDTs are replaced on a four year schedule and Staff is proposing to level funding out over four years versus budgeting the total amount needed in the year of replacement. The 2014 replacement was budgeted over a period of two years (2013 and 2014), but spreading this over four years will normalize the budget and prevent spikes in future years, which results in the reduction from the 2014 budgeted cost from \$43,381 to \$19,000. (net change -\$24,381)
- Intergraph Computer-Aided Dispatch (CAD) and Report Management System (RMS) Software Maintenance Support – The Fire Department utilizes Intergraph for CAD and RMS (iLeads) software tools. CAD/RMS software is critical and standard public safety technology that improves overall effectiveness and efficiency of the Fire and Police departments. For Fire and Police operations, the maintenance contract for these tools is anticipated to increase from \$155,889 in 2014 to \$177,993 in 2015. For the Fire Department’s share of this cost, this reflects an expected increase from \$46,767 to \$53,398. (net change +\$6,631)

General Services Department

- E-learning – Staff is proposing the addition of \$30,000 to the Human Resources Division budget to offer new e-learning opportunities to help meet the training needs of employees across the organization. E-learning training provides a greater level of flexibility for employees and increased diversity in offerings than could be achieved with the traditional classroom training model. (net change +\$30,000)
- Inclusivity Board – Per direction from City Council at the April 21, 2014, Study Session on a potential diversity task force or commission, Staff is proposing funds for use with the creation of an Inclusivity Board in the Volunteer Program budget in the Human Resources Division. The funds are proposed to help cover Board expenses and events. (net change +\$5,000)

Parks, Recreation & Libraries Department

- Special Promotions – Staff is proposing to increase the Special Promotions budget within the Administration Division to assist with a new centralized marketing effort, increasing funding by \$75,000. Staff believes that the increased focus on marketing and patron experience will result in increased revenue that will offset the proposed additional expenditure. In addition, Staff is proposing \$20,000 for community scholarships that can be utilized by Westminster youth who want to participate in recreation programs but may not be able to financially afford them. Currently, funding for scholarships relies solely on donations from patrons, fundraising efforts by the Youth Advisory Board, etc., which have inconsistent funding levels and availability to participate in programs (i.e., the funds may not be available in January, so youth may miss opportunities for spring recreation programming until scholarship funds are available). By budgeting the funds initially, it

allows for greater equity and efficiency in providing scholarships to Westminster youth to utilize recreational programming. Donations will offset this cost. (net change +\$95,000)

- Temporary Salaries – Staff is proposing two new seasonal employees for dedicated graffiti removal in parks and trail underpasses (\$10,000). The funds for the two graffiti removal employees is proposed to be reallocated from within the Park Services Division budget. (net change +\$10,000)
- Lease Payments to Others – Staff is proposing to increase the budget for lease payments for park maintenance equipment by \$25,000 in the Park Services Division. Staff has utilized this master lease tool for several years to help bridge the gap in funding for all the equipment needed to continue to meet the City’s high maintenance requirements for parks. This increase will allow for additional equipment to be replaced in a more timely manner, including mowers and small tractors. (net change +\$25,000)
- Utility Savings – Staff is proposing to reallocate \$49,660 in electric and gas savings associated with several energy efficiency projects that have been implemented over the past few years in the Recreation Program & Facilities Division. Staff is proposing that these funds be redistributed to a variety of accounts throughout the Recreation Facilities budget, primarily associated with the Aquatics program. (net change -\$49,660)
- 0.7 FTE Recreation Specialist at the MAC – Staff is proposing to reallocate a 0.7 FTE Recreation Specialist within the MAC. This position is currently funded by and located in Hyland Hills Park and Recreation District (Hyland Hills) staffing plan, as part of a cost sharing intergovernmental agreement (IGA) for the shared operations of the MAC; however, both parties agree that it would make more sense for the position to be located in the City of Westminster’s staffing plan. If approved, the position would continue to be half paid for by Hyland Hills under the IGA (half of salary and benefits), but will be supervised and report directly to City of Westminster Staff. This is consistent with an amendment to the Hyland Hills IGA change made in 2005 when 0.8 FTE was reallocated from Hyland Hills supervision/staffing to the City of Westminster. (net change +\$71,666, which includes salary/benefits only)
- Summer Camp Temporary Salaries – Staff is proposing an increase of \$52,000 to the Recreation Programs Temporary Salaries budget. These funds will allow for the City to better meet the demand for our Summer Camp programs. Staff anticipates that these funds will be offset with increased Summer Camp revenues. (net change +\$52,000)

Police Department

- 1.0 FTE School Liaison Sergeant and Re-Deployment of Current Officers – Due to budget reductions and the associated reduction in force in 2010, the City reduced the number of School Resource Officers (SROs) by 2.0 FTE, eliminating two SRO’s from the middle schools in Jefferson County. One SRO covers the three middle schools in Jefferson County (Mandalay, Moore and Wayne Carle). A full time SRO was retained at Silver Hills Middle School (Adams County School District 12) because the school district reimburses the City for one-half of the officer’s salary. Currently, one SRO is assigned to each high school in the City (Westminster, Hidden Lake, Standley Lake and Mountain Range). Staff’s subsequent level of service (LOS) evaluation of the SRO Program indicates that the Westminster High School SRO has substantial and continual demands on him and workload is over capacity. In response, Staff is planning to reassign the Hidden Lake High School SRO to Westminster High School, thereby creating a 2.0 FTE SRO unit at Westminster High with the ability to respond to Hidden Lake High School as needed. In addition, the LOS analysis shows that SROs are generally reactive due to increasing calls for service and issues requiring police services in and around the schools. The review suggests a need for a first line supervisor to address day-to-day needs, meet regularly with school staff and principals, and assist in covering schools when SRO’s are unavailable due to training, court and other activities. The City has lacked a dedicated resource that can meet daily and evaluate the SRO performance

and needs, particularly related to calls for service. At this time, administrative supervision is provided by a Commander who has other responsibilities and only has occasional contacts with the schools. Staff is proposing the addition of a 1.0 FTE Sergeant assigned to the SRO program, schools and school district administration. This structure places the Sergeant in a much better position to interact with the three different school districts, assist at the current schools covered, and also help cover issues at the other 30 schools in the City. Salary and benefit costs are projected at \$94,642. Ancillary costs include a computer, software, radio, uniform, uniform cleaning allowance, taser and other supplies. (net change +\$103,336, which includes \$94,642 in salary/benefits and \$8,694 in ancillary costs)

- 1.0 FTE Animal Management Officer – Due to budget reductions and the associated reduction in force in 2010, the Animal Management Unit was reduced by 1.0 FTE. With this staffing reduction, the City reduced animal management service hours, discontinued public education events, eliminated responses to wildlife calls, and eliminated the collection of deceased wildlife on private property. Calls for animal management services have increased by 5.8% since the 1.0 FTE reduction and calls that require increased investigative time (i.e., animal neglect/cruelty, vicious animals and dog/cat bites) have steadily grown by 28% since 2010. Since the staffing reduction, the percentage of dog licenses sold has declined as well. In 2011, Westminster saw a 23% licensing compliance rate. The current figure is 21% and the current Intergovernmental Agreement (IGA) with Jefferson County requires a 20% licensing ratio. Failure to meet that threshold will result in additional costs to the City. Another observed impact is reduced time for supervisory and administrative duties. The current Animal Management Unit is comprised of 3.5 FTE Animal Management Officers and a 1.0 FTE Supervisor. The Supervisor works 15% of the time on front line functions during a normal week and 80% during a week when an Animal Management Officer is attending court, in training, on vacation, ill, etc.. Other effects of the reduced workforce include a decrease of proactive enforcement efforts, reduced support for the Patrol Division, increased overtime expenses, and a reduced ability to staff vaccination clinics. Based on these impacts and following a level of service evaluation, Staff is proposing the return of a 1.0 FTE Animal Management Officer to the Animal Management Unit to improve service levels to the community. Salary and benefit costs are projected at \$52,228. Ancillary costs include a uniform, radio, taser and supplies. (net change +\$58,323, which includes \$52,228 in salary/benefits and \$6,095 in ancillary costs)
- Mobile Data Terminal (MDT) Replacement – Per the City’s four-year replacement schedule, as noted previously in the Fire Department, MDTs will be replaced in 2014 and proposes the initial funding in the 2015 budget to replace 76 MDTs deployed in police operations again in 2018. With the replacements of current MDTs to occur in 2014, Staff proposes budgeting funds based on a four-year replacement schedule, which results in the reduction of the 2014 budgeted cost from \$173,526 to \$76,000. (net change -\$97,526)
- Radio System Maintenance – In 2015, Staff is proposing an additional \$18,002 in radio maintenance costs, which are reflected in user departments’ budgets. A major portion of that increase is reflected in the Police Department’s budget. A majority of this proposed increase is associated with the City’s new P-25 radio system and the addition of a third transmit-receive site in the City that was not originally contemplated in the initial designs of the system. Transmit-receive sites are located at Fire Station #1, Fire Station #6 and the Public Safety Center. These maintenance costs cover 24/7 support for the P-25 radio system, on-site preventive maintenance, parts and labor support for radio units, radio removal and installation costs associated with vehicles, and support for radio batteries and other accessories. (net change +\$15,995 – Police Department; \$18,002 Citywide)
- Intergraph Computer-Aided Dispatch (CAD) and Report Management System (RMS) Software Maintenance Support – As noted in the Fire Department previously, CAD/RMS software is critical and standard public safety technology that improves overall effectiveness and efficiency of the

Police and Fire departments. The Police Department's share of this maintenance cost is expected increase from \$109,122 to \$124,595. However, some of this increased cost is offset by the elimination of an Intergraph software escrow account and the elimination of a medical software component that is no longer needed. Intergraph will no longer support the iLeads RMS product in the future, so Staff will be preparing to issue a request for proposals later this year for a replacement RMS system. (net change +\$9,976)

- Jefferson County Police Academy – Staff is proposing \$36,016 for costs associated with sending officer recruits through the Jefferson County Police Academy. This represents a \$24,016 increase in this budget and is associated with current and anticipated attrition with patrol officers. Historically, the City has budgeted to send three entry level officers through the academy, but future hiring needs will likely necessitate the hiring of more entry level officers. The proposed increased budget would allow for seven entry level officers to go through the academy. (net change +\$24,016)
- Peer Support Program – Staff is proposing \$2,500 to help support contractual services costs associated with the Police Department's Peer Support Program. This program is run by officers, but sometimes third-party costs are incurred associated with providing assistance to fellow officers dealing with professional or personal challenges. (net change +2,500)
- Foothills Animal Shelter – Staff is proposing a significant reduction to the budget associated with the City's participation costs for the Foothills Animal Shelter. These savings are proposed to be appropriated to offset other cost increases in the Police Department's budget, including some of the items highlighted above. This proposed reduction is due to an intergovernmental agreement that was finalized in 2012 that shifted certain cost responsibilities associated with the shelter. In 2015, Westminster and other participating cities will be responsible for funding debt payments associated with the construction of the facility and dog license revenue is anticipated to cover operating expenses of the shelter. In the past, cities were responsible for covering operating expenses. The City's 2015 budget associated with the shelter is proposed to reduce from \$162,173 to \$88,000. The \$88,000 is based on the debt schedule for the facility and the estimated dog population in Westminster. (net change -\$74,173)

Public Works & Utilities Department

- Street Maintenance and Repair – Following City Council's direction from the March 31, 2014, Study Session discussion on the City's pavement management program, Staff is proposing additional funding in 2015 for street maintenance activities. On the contractual side, this includes an additional \$50,000 for concrete replacement in conjunction with street rehabilitation projects (\$786,000 to \$836,000), an additional \$125,000 for contractual crack sealing to prolong the investment of resurfacing projects and overall pavement life (\$110,000 to \$235,000), and an additional \$75,000 for contractual patching to properly prepare for resurfacing projects (\$130,000 to \$205,000). On the in-house crew side, Staff is proposing an additional \$23,232 for crack seal material, hot mix asphalt and cold mix asphalt for street patching and crack sealing work (\$454,113 to \$477,345). Per performance measures and pavement management guidelines, the City's goal is to maintain 10% of the total street network, or 110 lane miles per year. However, with inflationary pressures on materials, revenue realities and other budget priorities, funding this level of maintenance is cost prohibitive at this time. With additional funds proposed in the operating budget and a plan to propose additional funding for street rehabilitation in the Capital Improvement Program (CIP), an additional 14 miles of street would receive treatment in 2015, which would represent an increase from 85 miles maintained in 2014 to 99 miles in 2015 (16% increase). This would represent a significant enhancement to the City's street maintenance program. (net change +\$273,232)
- Street Lights – An additional \$50,000 is proposed in the street lighting budget for the Xcel Energy driven pole replacement project. Xcel recently inspected all street light poles in the City and based

on this, Xcel is moving forward with 64 pole replacements in 2014 at a cost of \$2,970 per pole. This will amount to \$190,080 and will be absorbed in the 2014 budget through the use of other budget savings. In 2015, Xcel is scheduled to replace 23 poles at a cost of \$68,310. The proposed budget increase represents the additional funds needed in the street lighting account to cover this pole replacement. (net change +\$50,000)

UTILITY FUND

Central Charges

- Principal and Interest Costs – Based on current debt schedules of existing issues, Staff is reflecting a \$661,045 decrease in principal and interest costs. These debt costs include issues associated with a variety of projects and include the Reclaimed Water Treatment Plant, the Northwest Water Treatment Plant, 2010 Build America Bonds and Big Dry Creek Wastewater Treatment Facility. The decrease in principal and interest costs is due to the retirement of the 2001 issue (1992 and 1994 revenue bond refundings), resulting in \$274,505 of savings in the Water Fund and \$386,540 in the Wastewater Fund. (net change -\$661,045)

Information Technology Department

- 1.0 FTE Software Engineer – Staff is proposing the creation of a new mobile application team that would include the creation of a new 1.0 FTE Software Engineer in 2015 to address the software side and a 1.0 Technical Support Specialist in 2016 to address the hardware side of mobile applications (this 2016 proposal will be discussed more with the 2016 Operating Priorities Staff Report that will be delivered to City Council in August). The explosive growth of mobile hardware and applications capable of enhancing service delivery, productivity, and efficiency is providing significant opportunities for organizations. The next generation of citizens, business owners, and employees will expect to have mobile applications at hand to help them in their daily activities. Navigating a course toward creating and executing a coherent mobile strategy is a challenge for many organizations due to the fragmentation and chaos in the mobile marketplace, where new hardware and mobile operating systems are being released frequently. Westminster, not unlike other organizations, has made some progress in deploying mobile applications within the organization, but to date has done so in a limited, tactical fashion. Staff believes it is an appropriate time for Westminster to design and build an enterprise strategy and infrastructure for developing and managing mobile apps over the long-term. Without a well-defined and executed plan, Westminster faces risk of missing opportunities and executing only tactical and non-cohesive mobile application development strategies that will result in more costly, less integrated, and less sustainable solutions. Salary and benefit costs are projected at \$99,543. If approved, the 2015 position would require associated expenses for new furniture, computers, career development, and phone. (net change +\$113,958, which includes \$99,543 in salary/benefits and \$14,415 in ancillary costs)
- 0.5 ERP Software Engineer – Staff is proposing to formalize the creation of a 0.5 FTE ERP Software Engineer, that has been filled on a temporary basis for the past year, to help meet current and ongoing needs related enterprise software such as JD Edwards. This application is used by every department and is the backbone to the City's financial system. To keep this application maintained and technologically viable, a variety of upgrades and enhancements are being performed on it annually. These upgrades include the application itself, its underlying tools platform, data and web servers, functional enhancements, and so on. In addition to the upgrades, much of the general day to day maintenance and development on JD Edwards is also done in-house, thus saving the City significant money when compared to contracting out these services. If approved, this position will continue to provide support for this critical application. (net change +\$59,378, which includes salary/benefits only)

Public Works & Utilities Department

- 1.0 FTE Utilities Construction Engineer/Sr. Engineer: Utility Fund Capital Improvement Program (CIP) – The Public Works and Utilities Department currently manages roughly \$14 to 20 million in construction projects each year. These projects represent a significant cost and have impacts on traffic flow, street and pavement lifespan, and water and sewer services. It is imperative that their construction is of a high quality to maximize their life span and minimize City and customer costs over the long-term. A key component of ensuring high quality projects is to have full-time construction inspection by a trained engineer. The City historically contracts with consultants who specialize in utility projects to perform full-time inspection services during construction. Based on historical expenditures, \$700,000 to \$1,000,000 is spent on contractual field inspections each year. By having this FTE cover 10%-15% of those costs, the City will realize a savings in the overall contractual costs and will pay for this FTE, as this amount is significantly more than the cost of a 1.0 FTE. An additional and meaningful benefit to the cost savings will include having an inspector fully vested in the City’s long-term interests and having a resource who would be intimately familiar with City standards and operational preferences. These benefits would increase quality control of construction projects and ultimately provide long-term cost savings to the Utility and its customers. It is recognized that many of the City’s projects are implemented in parallel (at the same time), which means that one FTE most likely could not cover inspection for all of the City’s construction projects. Staff is proposing to have the construction engineer spend the majority of his/her time covering a portion of the project field inspection and hire consultants to cover the remaining portion. In this way, cost savings and the other benefits of having a City construction engineer would be largely retained. If there is any down time, this in-house FTE will also assist with the design of capital improvement projects and review of proposed developments. Currently, the Utility Planning and Engineering Division has 27 active CIP projects, the success of which requires participation from the Utility Operations Division. This places a large time-demand on the operations staff, who are needed to keep the utility system running. This position could help relieve demands on the Utility operations Staff, allowing them to focus on their core responsibilities. Salary and benefit costs are projected at \$95,708 and ancillary costs include a uniform allowance, cell phone allowance, a computer and software. (net change +\$97,553, which includes \$95,708 in salary/benefits and \$1,845 in ancillary costs)
- 4.0 FTE Crew for Meter Shop – Due to budget reductions and the associated reduction in force in 2010, the City reduced 4.0 FTE from the Meter Shop (3.0 FTE Senior Maintenance Workers/Maintenance Workers and a 1.0 FTE Meter Shop Foreman). Using industry best management practices, the Utility Operations Division was evaluated for operational efficiencies and the effectiveness of its maintenance and regulated program administration. Staff found that current staffing levels are inadequate to fully support potable and reclaimed meter testing, pressure regulator valve (PRV) maintenance, other valve maintenance, and backflow prevention program administration. Minimal large meter testing is occurring and this has resulted in diminished accuracy in water consumption assessment and lost revenues. Based on certain “spot” tests, the failure rate of many large meters, especially three, four and six inch meters, is relatively high. When meters “fail,” they under-report usage, causing a loss of revenue to the City. The lack of PRV maintenance exposes the distribution system to failures and impacts to customers’ pressures and flows, while the lack of other valve maintenance diminishes Staff’s ability to isolate systems during emergency operations, thereby exacerbating the impact of events such as water main breaks. The lack of resources to administer the backflow prevention program has resulted in a Notice of “Non-compliance” by the State Health Department. While no imminent danger exists related to this notice, this deficiency does expose the City to increased liability should system integrity be compromised. To address these issues, Staff proposes reinstating these 4.0 FTE in the Meter Shop.

Based on conservative revenue projections with historical actuals and climatic adjustments, Staff anticipates \$581,000/year in additional revenues with well-calibrated and maintained meters, which would offset the costs associated with the proposed addition of this crew. Staff and benefit costs are projected at \$195,875 and ancillary costs include a uniform allowance, cell phone allowance, a new computer and software. This proposal also includes \$63,600 for the addition of two ¾ ton trucks. One is proposed to be outfitted with a plow to assist with snow removal duties in the winter and the other does not include a plow package. In relation to the previous reduction in force, one truck was eliminated from this operation as part of the 2011 Fleet Optimization Study and a second truck was re-purposed to other priority operations. (net change +\$263,000, which includes \$195,875 in salary/benefits and \$67,125 in ancillary costs; net revenue recovery estimated at \$318,000 in the first year)

- Seasonal Geographic Information Systems (GIS) Specialist – Each year, the Utilities Operations Division hires a part-time seasonal GIS specialist to assist with data collection and to improve the accuracy of utility-related data in the City’s GIS system. This position is typically employed for a period of six months, but Staff is proposing an increase in funding to allow for nine months of employment to address additional workload associated with meters, maintaining/improving the quality of the GIS data, and other infrastructure needs with GIS. This would bring the budget for this item from \$7,500 to \$11,800. (net change +\$4,300)
- Street Cut Impact Fees – Based on City Council’s rate policy over the past several years and the more robust and proactive water line replacement program that it allowed, Staff is proposing a significant reduction to the street cut impact fee budget in the Utilities Operations Division budget. Historically, the City has budgeted for an average of 107 water main breaks per year. However, based on performance measures and actual experience following increased water main replacements, Staff is proposing to reduce this figure to 83 water main breaks. This represents a proposed budget decrease from \$185,880 to \$144,130. Street cut impact fees cover asphalt patching associated with excavation activities related to water main breaks. These savings are proposed to be re-programmed to help offset other cost increases in the Utility Fund. (net change -\$41,750)
- Materials for Water Line Replacements and Pump Stations – Staff is proposing an additional \$20,000 in 2015 for pipe line parts for water line replacements in the Utilities Operations Division. This includes valves, hydrants, fittings, and copper and brass components. This would provide for \$77,370 for these items and complement the \$220,000 proposed for pipes for replacements performed in-house. (net change +\$20,000)
- Parts for Pump Stations – Staff is proposing an additional \$5,000 for parts to repair pumps and other electrical equipment at water pump stations in the Utilities Operations Division. This is based on actual expenses incurred in recent years. This would bring the total budget from \$20,000 to \$25,000. (net change +\$5,000)
- Water Resources Engineering Services: Clear Creek Water Quality Agreement or “Cosmic” Agreement – Staff is proposing an additional \$20,000 in the professional services area of the Utilities Planning and Engineering (UPE) Division budget. This proposal is related to additional engineering and water rights protection contract work to optimize compliance with the Cosmic agreement and to improve Cosmic accounting tools for the City. The Cosmic agreement was signed in 1988 to resolve conflicts over water from Clear Creek and Standley Lake. Westminster and Thornton share water rights accounting duties associated with this agreement, but Westminster Staff is concerned about new accounting expectations of the State Engineer’s Office and the State Water Commissioner. This will create a “parallel accounting” approach, which will ultimately help protect Westminster’s water rights claims should any conflicts arise. The City’s total budget for this area of professional services, which includes legal, engineering and accounting services related to water rights, is proposed at \$352,793 in 2015. (net change +\$20,000)

- Ditch Assessments – Staff is proposing to increase the budget for ditch assessments from \$608,530 to \$742,968 in 2015 in the Utilities Planning and Engineering Division. This \$134,438 increase is primarily associated with the Church Ditch, which is one of three ditches that conveys water to Standley Lake. The City of Northglenn operates the Church Ditch and is increasing user assessments from \$85/inch to \$135/inch to address significant capital improvement projects that have been deferred for many years. This includes design and construction of a replacement headworks system, a flush structure at the Leyden dam and seepage mitigation (lining) improvements. The City of Westminster owns 2,670 inches of the Church Ditch. Other major users include Northglenn (1,078 inches) and Arvada (1,000 inches). All entities will share these costs. (net change +\$134,438)
- Professional Services: Wastewater Plants – In 2014, Staff is conducting a water quality assessment in advance of the Colorado Department of Health and Environment’s discharge permit renewal process in 2015 for the Big Dry Creek Wastewater Treatment Facility (BDCWWTF). This will allow for a robust testing of the discharge and an opportunity to address any issues before the actual renewal process. This is a one-time project and is not necessary in 2015. This was funded in 2014 from a lower-than-anticipated adjustment in fees due to the Metropolitan Wastewater Reclamation District (MWRD). These savings are proposed to be re-programmed to help offset other 2015 cost increases related to wastewater plant operations. (net change -\$70,000)
- Grease Cleaning at Big Dry Creek Wastewater Treatment Facility (BDCWWTF) – Staff is proposing \$10,000 for quarterly grease cleaning at BDCWWTF. Due to issues with grease accumulation in the influent wetwell, funding for regular cleaning will help with the wastewater treatment process. (net change +\$10,000)
- Metropolitan Wastewater Reclamation District (MWRD) Special Assessment – The City sends a portion of its wastewater (the area roughly south of 92nd Avenue) to the MWRD, who determines its assessment to the City based on a three-part calculation. Preliminary information from MWRD indicates that the City will incur a 2015 treatment cost of \$2,795,139, which represents an increase of \$142,486 or 5.4% over 2014 base charges and is one component of charges from MWRD. Another second component involves a revised estimate of charges for the current year’s (2014) wastewater treatment charges. The third component is a final adjustment for any outstanding treatment costs (or credits) from the previous treatment year (2013). Charges for these three components will be finalized by the MWRD Board in late summer. At this time, taking all three components of MWRD charges into account, Staff is proposing a \$223,679 increase in anticipation of the increased 2015 base costs and potential adjustments to 2014 estimated and 2013 actual charges. (net change +\$223,679)

FLEET MAINTENANCE FUND

General Services Department

- Staff is proposing to increase the Fleet Maintenance Division budget from \$2,536,530 to \$2,696,834. Of the proposed increase, \$80,000 is associated with increased parts costs and \$20,000 is associated with tire costs and replacement needs. Other increases are associated with proposed regular salary adjustments and monitoring costs for cellular/monitoring charges associated with GPS units on vehicles. GPS monitoring will assist with ongoing fuel management and idling mitigation. Based on these efforts, fuel lock strategies and market forecasts, Staff is proposing to maintain the 2015 fuel budget at 2014 levels at \$1,082,036. (net change +\$160,304)

PARKS, OPEN SPACE & TRAILS (POST) FUND

Parks, Recreation & Libraries Department

- Community Development Related Expenses to Parks, Recreation and Libraries – \$187,424 in funds previously appropriated in Community Development related to open space activities is proposed to be transferred to Parks, Recreation and Libraries per the ongoing transition of focus in the open space program from acquisitions to stewardship and maintenance. These expenses include staffing, professional services and other costs. Staff is working on transition issues and areas of focus for the future. Staff will present a draft of the Open Space Master Plan to City Council in August. (net change \$0; funds are being moved between departments within POST)
- Construction Crew – Staff is proposing the re-creation of the Construction Crew that was disassembled in order to balance the 2011/2012 Budget. This crew (comprised of 1.0 FTE Foreman, 1.0 FTE Equipment Operator, and 2.0 FTE Parkworkers I/II) is proposed to build and renovate park and open space facilities within the City. Two of the four proposed FTE are proposed to be reallocated from existing crews at City Park, resulting in a net of two new FTE and a two FTE transfer from the General Fund. Staff is proposing to backfill Park Operations Division park maintenance crews with a combination of seasonal and hourly employees. Additionally, the reallocation of FTEs will be accomplished through natural turnover or promotion and will involve no layoffs, as the proposed Construction Crew is proposed to have more construction-oriented and construction-experienced staff. The objective of this re-created crew will be to reduce costs related to the contracting of various construction projects and increase the flexibility and staff capacity to perform important park infrastructure and capital improvements throughout the City. The staff would be dedicated to ongoing park capital construction projects where cost savings from General Capital Improvement Fund (GCIF) park project budgets would offset the operating costs of this work crew; Staff estimates a 20%-25% savings on capital projects by doing the work in-house. During inclement weather, this crew will assist with general park facility maintenance such as repairing bathrooms at outlying facilities and preparing new play structures for installation. The crew will need construction vehicles and equipment totaling \$290,000 in the first year. Staff is also proposing an increase in various accounts of approximately \$2,000 for items associated with the new crew including telephones, computers, and uniforms. This crew and all associated expenses will be budgeted within the POST Fund, with a reduction in the transfer from the POST Fund to the GCIF that offsets the cost of the crew. (net estimated change reflects +\$290,000 for the first year vehicles/equipment purchase costs, +\$2,000 ancillary costs, +\$121,978 in salaries/benefits for the new 1.0 FTE Foreman and 1.0 FTE Equipment Operator, and approximately +\$60,000 for temporary salaries) (net change +\$473,978 in the first year)

The operating priorities and level of service adjustments included within this Staff Report represent the major operating budget changes proposed in the 2015 Budget. Staff will be in attendance at Monday night's Study Session to provide more details about these proposed items and answer any questions that City Council may have with regard to any of these items.

Obtaining feedback on these proposed items related to the Proposed 2015 Operating Budget at this time is critical as Staff works on finalizing the budget for City Council's review in September and prior to City Council's official consideration for adoption in October. If there are items included within this Staff Report that City Council wishes to reconsider, Staff respectfully asks for direction at the Study Session. In addition, if there are specific items that City Council wishes to be considered for the operating budget for 2015 and/or 2016, Staff requests specific direction at Monday's Study Session.

Staff Report – Proposed 2015 Operating Budget Priorities

July 21, 2014

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These proposed operating priorities support all of the City's Strategic Plan Goals: Visionary Leadership and Effective Governance; Vibrant and Inclusive Neighborhoods; Comprehensive Community Engagement; Beautiful, Desirable, Environmentally Responsible City; Proactive Regional Collaboration; Dynamic, Diverse Economy; Excellence in City Services; and Ease of Mobility.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
July 21, 2014



SUBJECT: City Council's Proposed 2015 Budget

PREPARED BY: Barbara Opie, Assistant City Manager

Recommended City Council Action

Review City Council's Proposed 2015 Budget and provide Staff with direction.

Summary Statement

Staff is currently developing the 2015 and 2016 budgets for presentation to City Council in September. The proposed budget document is scheduled for delivery to City Council on August 28. As part of the budget development process, Staff drafts a suggested budget for City Council based on historical spending and anticipated revenues. Staff is again preparing a two-year budget for official adoption by City Council this October. The proposed City Council budget for 2015 is attached for Council's review and comment.

Expenditure Required: \$252,835

Source of Funds: General Fund

Policy Issue

Does City Council wish to make changes to the Proposed 2015 Council Budget?

Alternative

City Council could make modifications to Staff’s proposed budget for 2015.

Background Information

With each budget cycle, Staff prepares the two-year budget for review and approval by the City Council. The City Council has a budget from which salaries, conferences, mileage, telephone, sponsorships, and other miscellaneous expenses associated with City Council are paid. The proposed 2015 budget for City Council is \$252,835, which is a 0.5% decrease from the 2014 Amended City Council budget (\$254,094). The decrease is result of the proposed reallocation of costs associated with the telephone town hall from City Council’s budget to the Community Outreach Program budget within Central Charges noted below.

The details associated with the proposed budget are on the attached spreadsheet for 2015 (Attachment A). A summary of the accounts with adjustments from the Amended 2014 Budget is noted below:

Account Name/Number	Explanation of Change (proposed 2015 budget from the amended 2014 budget)
Council Allowance 10001010.61100.0000	This account increased by \$756. The Council allowance was implemented in November 2005 as a comprehensive monthly allowance covering the expenses incurred by Councillors for cell phone, internet access, and in-city car use (i.e., local commuting costs). The allowance was modified and re-set at \$300/month effective December 2009. The allowance is tied to the Denver-Boulder Consumer Price Index (CPI) and automatically adjusted according to the current CPI with the two-year budget. The CPI-U Denver-Boulder for 2013 was +2.8%; therefore, the allowance will increase from \$309/month in 2013/2014 to \$318/month in 2015/2016 per the Westminster Municipal Code (1-7-1). (\$318 * 7 Councillors = \$2,226/month * 12 months = \$26,712)
Meeting Expense 10001010.61400.0000	This account is proposed to decrease from \$16,048 to \$10,748 based on the reallocation of funds to City Council’s supplies account and the reallocation of the telephone town hall expense to the Community Outreach Program budget. This account covers costs associated with the annual goal setting retreat, state legislative dinner, community summit with boards and commission members, and other miscellaneous meetings/banquets attended by City Council members. The funds proposed to be reallocated to supplies (\$1,500) is recommended in odd-numbered years when City Council elections are scheduled. It is anticipated that there will be at least two new Councillors elected in 2015 due to term limits and funds will be needed for these new members’ initial set up costs. Staff will reflect these funds being reallocated back to the meeting expense account with the proposed 2016 budget. Separately, the first Telephone Town Hall (\$3,800) was conducted in 2012 and

	<p>charged to this account. As the Community Outreach Program develops further and the possibility for hosting a second telephone town hall each year is evaluated, Staff recommends consolidating the telephone town hall costs within the Community Outreach Program budget located within Central Charges and managed by the Public Information Office.</p>
<p>PC Replacement Fee 10001010.669500.0000</p>	<p>The PC Replacement Fee was increased by \$245 based on anticipated increased replacement costs for City Council’s iPads. Funds are being budgeted for a 3-year replacement cycle for the iPad; therefore the standard payment charged totals \$245/iPad (7 iPads at \$245/year = \$1,715).</p>
<p>Other Contractual Service 10001010.67800.0000</p>	<p>The overall account is proposed to increase by \$1,540 to assist in covering costs associated with ongoing operations as well as funding the miscellaneous groups requesting Council funding throughout the year.</p> <p>A slight increase is proposed for the facilitator fee associated with the annual Strategic Planning Retreat (\$750) based on previous experience.</p> <p>Staff is again proposing to list the groups that annually request funding within this account. Because these groups will not be brought back to City Council during the budget year, <u>Staff respectfully requests that City Council pay particular attention to the groups listed to ensure accurate reflection of those groups City Council wishes to support on an ongoing basis, as well as the dollar amount.</u> Staff has attempted to identify the type of event/funding that City Council has provided in the past; they are listed under the following categories: Annual Sponsorships/Contributions, Banquets/ Lunches, Golf Tournament Sponsorships, and After Prom Events. Should City Council approve this list of groups to be funded annually, Staff will utilize this City Council approved list for 2015, not bring these requests back to City Council during the year, and fund them in the amount noted on this list. <u>Only groups requesting more than previously approved amounts, new groups or one-time requests would then be forwarded to City Council for a funding determination.</u></p> <p>The only change to the list of groups requesting funding is for the DRCOG awards dinner. DRCOG now hosts this awards dinner biennially in even-numbered years. As such, the \$750 traditionally allocated for the DRCOG awards dinner is recommended to remain in this account and utilized, if needed, for any unanticipated miscellaneous costs that might happen during the year.</p> <p>As in prior years, six high school after prom events are proposed to be funded. The approach has been to provide \$200 to schools with lesser Westminster resident enrollment (typically less than 50%) and \$600 to those with higher Westminster resident enrollment (typically greater than 50%). Staff has been trying to get updated enrollment figures since May; however, Staff has been unsuccessful in obtaining updated figures for three schools (Jefferson Academy, Mountain Range and Pomona), so the last set of enrollment percentages are shown from 2012. The remaining</p>

	three schools (Legacy, Standley Lake, and Westminster) provided updates and their enrollment percentages are reflected. Based on the enrollment percentages available, Staff recommends changing Jefferson Academy at 58% enrollment from \$200 to \$600 (since their enrollment is over 50%). Staff recommends retaining Westminster High School at the \$600 level but will continue to monitor their enrollment figures. Westminster High staff reported enrollment at 44% for 2014, whereas Staff was told in 2012 that enrollment was 99%.
Supplies 10001010.70200.0000	This account is proposed to be increased from \$3,950 to \$5,450 based on at least two new Councillors being elected in 2015 due to term limits and reflects anticipated initial set up costs associated for the new Councillors.

For Council’s information, Attachment B provides 2012-2013-2014 year-to-date funding requests and Attachment C provides 2013 and 2014 year-to-date travel log for conference expenses (i.e., career development).

The Budget is a planning tool and represents a “best estimate” regarding actual expenditures. As actual expenditures are made throughout the year, budget revisions may be necessary to maintain balanced accounts.

Staff requests that City Council review the attachments and provide Staff with direction on any proposed changes to the City Council Proposed 2015 Budget. City Council’s Proposed 2016 Budget will be reviewed in August.

The Proposed 2015/2016 City Budget is scheduled for delivery to City Council on August 28 and will be reviewed on the evenings of the September 29-30 Budget Retreat.

Reviewing City Council’s proposed budget supports the Strategic Plan goals of Visionary Leadership and Effective Governance and Excellence in City Services.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- Attachment A – Proposed City Council 2015 Budget
- Attachment B – 2012, 2013 and 2014 Funding Requests
- Attachment C – 2013 and 2014 Travel Logs

CITY COUNCIL PROPOSED 2015 BUDGET

Account Number	Account Description & 2014 Budget Detail	Adopted 2014 Budget Detail	Proposed 2015 Budget Detail	Adopted 2014 Budget	2014 Spent/Encumbered Year-To-Date (6/30/2014)	PROPOSED 2015 BUDGET	% Change (Proposed 2015 v. Adopted 2014)
10001010.60800.0000	Salaries			\$92,400	\$44,975	\$92,400	0.0%
	Mayor & City Councillor salaries	\$92,400	\$92,400				
10001010.61100.0000	Council Allowance			\$25,956	\$14,060	\$26,712	2.9%
	City Council allowance - tied to the Denver-Boulder Consumer Price Index (CPI) and will be automatically adjusted according to the current CPI when the budget is developed every two years. Allowance modified pursuant to CPI-U Denver-Boulder for 2013 (+2.8%) for the 2015/2016 budget years, increasing the allowance from \$309/month to \$318/month per the resolution.	\$25,956	\$26,712				
10001010.61200.0000	Mileage Reimbursement			\$3,000	\$981	\$3,000	0.0%
	Mileage Reimbursement for Council - All mileage for travel outside of the City of Westminster is a reimbursable expense (i.e., not included in Council's allowance) per adopted policy 10/05; maintain 2014 funding level for 2015.	\$3,000	\$3,000				
10001010.61400.0000	Meeting Expense			\$16,048	\$3,905	\$10,748	-33.0%
	Annual Legislative Dinner	\$2,000	\$2,000				
	Goal-Setting Retreat	\$3,500	\$3,500				
	Annual Budget Retreat	\$500	\$500				
	Community Summit with Boards & Commission members	\$3,500	\$3,500				
	Miscellaneous Meetings (2015 funds moved to Supplies account for new Councillors' initial set up)	\$2,748	\$1,248				
	Telephone Town Hall - Funds reallocated to the Community Outreach program budget in Central Charges managed by Public Information where a second telephone town hall is recommended and other Community Outreach funds are budgeted.	\$3,800	\$0				
10001010.61800.0000	Career Development			\$48,205	\$9,278	\$48,205	0.0%
	NLC Legislative Conference (Washington, DC) (average cost \$2,600/Councillor)	\$18,200	\$18,200				
	NLC Congress of Cities (location varies) (average cost \$2,500/Councillor)	\$17,500	\$17,500				
	CML Conference (average cost \$715/Councillor)	\$5,005	\$5,005				
	US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC)	\$2,500	\$2,500				
	Miscellaneous Training/Travel	\$5,000	\$5,000				
10001010.66900.0000	Telephone			\$1,680	\$700	\$1,680	0.0%
	iPad cellular data plans - \$20/Councillor/month * 12 months * 7 Councillors	\$1,680	\$1,680				
10001010.66950.0000	PC Replacement Fee			\$1,470	\$1,470	\$1,715	16.7%
	Annual PC replacement fee for 7 iPads (implemented 8/2011); 3-year replacement schedule	\$1,470	\$1,715				
10001010.67600.0000	Special Promotions			\$3,500	\$1,250	\$3,500	0.0%
	Unanticipated requests from community groups for contributions and/or sponsorships for events	\$3,500	\$3,500				

Attachment A

PROPOSED 2015 CITY COUNCIL BUDGET

Account Number	Account Description & 2014 Budget Detail	Adopted 2014 Budget Detail	Proposed 2015 Budget Detail	Adopted 2014 Budget	2014 Spent/ Encumbered Year-To-Date (6/30/2014)	PROPOSED 2015 BUDGET	% Change (Proposed 2015 v. Adopted 2014)
10001010.67800.0000	Other Contractual Service			\$52,885	\$34,679	\$54,425	2.9%
	Printing of misc. materials (e.g., legislative booklet, organization charts, etc.)	\$900	\$900				
	Strategic Planning facilitator fee	\$6,500	\$7,250				
	Councillor expenses for photos, badges, & nameplates	\$1,000	\$750				
	Miscellaneous contractual services (funds from DRCOG awards dinner here in odd numbered years)	\$1,750	\$3,140				
	Council Outreach events	\$1,700	\$1,700				
	Annual newspaper advertisements/sponsorships for outside agencies	\$2,000	\$2,000				
	Annual Sponsorships/Contributions:						
	North Metro Arts Alliance (NMAA)	\$10,000	\$10,000				
	CEF Recreation for Education (District 50-Water World tickets)	\$1,500	\$1,500				
	Brothers Redevelopment Inc. - Paint-A-Thon	\$500	\$500				
	Westminster Rotary Foundation (noon club)	\$1,250	\$1,250				
	Westminster 7:10 Rotary Club	\$1,250	\$1,250				
	South Westminster Arts Group (SWAG) Orchard Festival	\$500	\$500				
	Adams County Youth Initiative (ACYI)	\$10,000	\$10,000				
	Banquets/Lunches:						
	Metro North Chamber Annual Banquet	\$2,200	\$2,200				
	Adco School District 12 Five Star Gala	\$1,500	\$1,500				
	DRCOG Awards Dinner Table Sponsorship (held in even numbered years; so \$750 needed in 2015)	\$750	\$0				
	The Jefferson Foundation Crystal Ball (amount budgeted covers cost of reserving a table; if want benefit of full sponsorship, i.e., advertising in multiple programs throughout the year, need to budget \$3,000)	\$2,000	\$2,000				
	Adams County MMCYA banquet (county level only)	\$750	\$750				
	Westminster Public Safety Recognition Foundation - annual banquet	\$1,000	\$1,000				
	North Metro Children's Advocacy Center (CAC) annual banquet	\$600	\$600				
	Metro North Chamber of Commerce Taste of the Chamber	\$200	\$200				
	Legacy Foundation Wine Tasting Event	\$385	\$385				
	Golf Tournament Sponsorships:						
	Front Range Community College Foundation (amount budgeted to sponsor a hole; if want to sponsor 4-some, need to budget \$1,000)	\$500	\$500				
	Hyland Hills Foundation (2014 sponsorship rates: \$800 tee/green sponsor, \$1,500 friend of the foundation sponsor, \$2,500 major sponsor, or \$5,000 customized premier sponsorship)	\$800	\$800				
	Heil Pro-Am Golf Tournament	\$750	\$750				
	Optimist Larry Silver's Golf Tournament	\$600	\$600				

Attachment A

PROPOSED 2015 CITY COUNCIL BUDGET

Account Number	Account Description & 2014 Budget Detail	Adopted 2014 Budget Detail	Proposed 2015 Budget Detail	Adopted 2014 Budget	2014 Spent/ Encumbered Year-To-Date (6/30/2014)	PROPOSED 2015 BUDGET	% Change (Proposed 2015 v. Adopted 2014)
	After Prom Events: <i>(current Westminster student enrollment percentages noted in parentheses)</i>						
	Legacy High School <i>(31% as of 6/2014)</i>	\$200	\$200				
	Mountain Range High School <i>(13% as of 4/30/12)</i>	\$200	\$200				
	Pomona High School <i>(29% as of 4/30/12)</i>	\$200	\$200				
	Jefferson Academy <i>(58% as of 4/30/12)</i>	\$200	\$600				
	Standley Lake High School <i>(80-85% as of 6/2014)</i>	\$600	\$600				
	Westminster High School <i>(44% as of 6/2014)</i>	\$600	\$600				
10001010.70200.0000	Supplies			\$3,950	\$817	\$5,450	38.0%
	Office supplies <i>(moved funds for anticipated new Councillors' initial set up per 2015 elections from Meeting Expense account)</i>	\$3,950	\$5,450				
10001010.70400.0000	Food			\$5,000	\$1,519	\$5,000	0.0%
	Refreshments and dinners for City Council meetings, Study Sessions, and other special Council eve	\$5,000	\$5,000				
TOTAL				\$254,094	\$113,633	\$252,835	-0.5%

2012 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
1/27/2012	Metro North Chamber (budgeted \$2,200)	Annual Gala	\$1,500 for base sponsorship; \$650 in additional tickets	Yes	\$2,150	+	\$0	=	\$2,150
1/18/2012	Adams County Youth Awards	annual banquet	\$500	Yes	\$500	+	\$0	=	\$500
1/24/2012	Five Star Education Foundation	Masquerade Gala	\$1,500	Yes	\$1,300	+	\$200	=	\$1,500
2/15/2012	Westminster Public Safety Foundation	PSC Tribute Art Donation	\$1,000	Yes	\$0	+	\$1,000	=	\$1,000
2/7/2012	Standley Lake High School	After Prom	\$600	Yes	\$600	+	\$0	=	\$600
3/6/2012	North Metro Arts Alliance	Annual Sponsorship	\$10,000	Yes	\$10,000	+	\$0	=	\$10,000
3/6/2012	Jefferson Academy	After Prom	\$200	Yes	\$200	+	\$0	=	\$200
4/4/2012	Metro North Chamber	golf tournament	\$500	No	\$0	+	\$0	=	\$0
4/5/2012	Adams County School District 50	golf tournament	\$600	No	\$0	+	\$0	=	\$0
4/11/2012	Adams County Youth Initiative	financial support	\$5,000	Yes	\$0	+	\$5,000	=	\$5,000
4/16/2012	Westminster High School	After Prom	\$600	Yes	\$600	+	\$0	=	\$600
5/29/2012	Hyland Hills Foundation	Mary & Jim Bennett Golf Tournament	\$500	Yes	\$500	+	\$0	=	\$500
6/13/2012	Brothers Redevelopment	Paint-a-Thon	\$500	Yes	\$500	+	\$0	=	\$500
6/26/2012	Adco District 50 Education Foundation	Water World Tickets	\$1,500	Yes	\$1,500	+	\$0	=	\$1,500
7/12/2012	Community Reach Center	Mary Ciancio Golf Tournament	\$200	Yes	\$0	+	\$200	=	\$200
7/24/2012	LSMGT	Larry Silver Memorial Golf Tournament	\$600	Yes	\$600	+	\$0	=	\$600
8/1/2012	Westminster Public Safety Recog Fdn	Banquet	\$1,000	Yes	\$1,000	+	\$0	=	\$1,000
8/20/2012	ACCESS Housing of Adams County, Inc.	Awards Gala	\$60/pp	No	\$0	+	\$0	=	\$0
9/5/2012	Legacy HS Band Boosters	3rd Annual Marching Festival	\$200	No	\$0	+	\$0	=	\$0
9/10/2012	Legacy Foundation	Wine Tasting Event	\$400	Yes	\$0	+	\$400	=	\$400
						+		=	
						+		=	
						+		=	
					\$19,450	+	\$6,800	=	\$26,250

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted for Contributions) 10001010.67800.0000 *	\$27,850	-	\$19,450	=	\$8,400
Special Promotions (Unanticipated) 10001010.67600.0000	\$3,500	-	\$6,800	=	-\$3,300
TOTALS =	\$31,350	-	\$26,250	=	\$5,100

* A total of \$40,484 is budgeted in Other Contractual Services but \$12,634 is planned for We're All Ears events, goal setting facilitator fee, photos, badges, annual paper advertisements, miscellaneous printing, and other miscellaneous contractual expenses. The total amount shown (\$27,850) for Other Contractual Services above reflects the funds budgeted for annual sponsorships/contributions, banquets/lunches, golf tournament sponsorships, and after prom events, which are tracked in this document.

2013 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
12/1/2012	Metro North Chamber of Commerce	2013 Annual Gala	\$1,500 for base sponsorship; \$425 for additional tickets	Yes	\$1,925	+	\$0	=	\$1,925
12/1/2012	Five Star Education Foundation	2013 Annual Gala	\$1,500 base sponsorship; \$200 for additional tickets	Yes	\$1,500	+	\$200	=	\$1,700
12/1/2012	Adams County	2013 ACMCYA Banquet Sponsorship	\$750	Yes	\$750	+	\$0	=	\$750
1/22/2013	Pomona High School	After Prom	\$200	Yes	\$200	+	\$0	=	\$200
4/8/2012	For a Child's Sake	Golf Tournament	\$1,000	No	\$0	+	\$0	=	\$0
5/1/2013	Westminster High PAAC	dodge ball tourn	\$100	Yes	\$0	+	\$100	=	\$100
5/13/2013	FRCC	Golf Tournament	\$500	Yes	\$500	+	\$0	=	\$500
5/20/2013	Specialty Enterprises	Golf Tournament	\$250	Yes	\$250	+	\$0	=	\$250
5/30/2013	Hyland Hills	Golf Tournament	\$800	Yes	\$800	+	\$0	=	\$800
6/18/2013	North Metro Arts Alliance	Annual sponsorship	\$10,000	Yes	\$10,000	+	\$0	=	\$10,000
6/21/2013	Dist 50 Education Foundation	Waterworld tickets	\$1,500	Yes	\$1,500	+	\$0	=	\$1,500
7/2/2013	Community Reach Center	Golf Tournament	\$200-650	Yes	\$0	+	\$200	=	\$200
7/8/2013	Legacy Foundation	Golf Tournament	\$1,500	No	\$750	+	\$0	=	\$750
7/9/2013	Public Safety Foundation	Annual Banquet	\$1,000	Yes	\$1,000	+	\$0	=	\$1,000
7/30/2013	Butterfly Pavilion	Gala	\$600	Yes	\$0	+	\$600	=	\$600
8/1/2013	Larry Silvers Memorial Golf Tournament	Golf Tournament	\$600	Yes	\$600	+	\$0	=	\$600
9/6/2013	Rotary Club	Golf Tournament	\$1,200	Yes	\$1,200		\$0		\$1,200
9/23/2013	St. Anthony's North Health Foundation	vaccine clinic	\$10,000	Yes	\$0	+	\$1,000	=	\$1,000
10/3/2013	Westminster Legacy Foundation	Wine Tasting	\$480	Yes	\$480	+	\$0	=	\$480
						+		=	
						+		=	
						+		=	
					\$21,455	+	\$2,100	=	\$23,555

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted for Contributions) 10001010.67800.0000 *	\$39,035	-	\$21,455	=	\$17,580
Special Promotions (Unanticipated) 10001010.67600.0000	\$3,500	-	\$2,100	=	\$1,400
TOTALS =	\$42,535	-	\$23,555	=	\$18,980

* A total of \$52,885 is budgeted in Other Contractual Services but \$13,850 is planned for Council Outreach events, goal setting facilitator fee, photos, badges, annual paper advertisements, miscellaneous printing, and other miscellaneous contractual expenses. The total amount shown (\$39,035) for Other Contractual Services above reflects the funds budgeted for annual sponsorships/contributions, banquets/lunches, golf tournament sponsorships, and after prom events, which are tracked in this document.

Attachment C

2013 City Council Travel Log

<i>Date</i>	<i>Event</i>	<i>Place</i>	<i>Cost</i>
Mayor Nancy McNally			
Feb 12-14, 2013	US 36 Lobbying Trip	Washington DC	\$887.59
March 9-13, 2013	NLC Congressional Cities Conference	Washington DC	\$1,803.86
June 18-21, 2013	CML Conference	Vail, CO	\$984.65
Mayor Pro Tem Faith Winter			
June 13-21, 2013	CML Conference	Vail, CO	\$1,016.00
July 23-26, 2013	Young Elected Officials Conference	Washington DC	\$617.96
Councillor Herb Atchison			
May 19-22, 2013	ICSC	Las Vegas, NV	\$1,509.85
Councillor Bob Briggs			
June 18-21, 2013	CML Conference	Vail, CO	\$999.17
Nov 13-16, 2013	NLC Congress of Cities	Seattle, WA	\$2,322.60
Councillor Mark Kaiser			
March 9-13, 2013	NLC Congressional Cities Conference	Washington DC	\$2,933.44
Sept 25-29, 2013	NLC Leadership	Savannah, GA	\$2,184.48
Councillor Mary Lindsey			
March 9-13, 2013	NLC Congressional Cities Conference	Washington DC	\$2,571.35
June 18-21, 2013	CML Conference	Vail, CO	\$969.68
Councillor Scott Major			
March 9-13, 2013	NLC Congressional Cities Conference	Washington DC	\$2,524.94
Councillor Emma Pinter			
Nov 13-16, 2013	NLC Congress of Cities	Seattle, WA	\$1,773.31
Total Travel Log			\$23,098.88
Career Development 2013 Budget			\$48,205.00
Travel Log expenses			\$23,098.88
Miscellaneous Career Development Expenses			\$368.26
Balance Available			\$24,737.86

2014 City Council Travel Log

<u>Date</u>	<u>Event</u>	<u>Place</u>	<u>Cost</u>
Mayor Herb Atchison			
2/22/2014	DRCOG Board Retreat	Colorado Springs, CO	\$196.56
2/26/14-2/28/14	US 36 Lobbying Trip	Washington DC	\$1,053.88
5/18/14-5/20/14	ICSC Conference	Las Vegas, NV	\$1,204.98
Mayor Pro Tem Faith Winter			
5/13/2014	Oliver McMillan Meeting	San Diego, CA	\$150.00
5/14-16/14	Young Elected Officials Conference	Los Angeles, CA	\$0.00 (2)
Councillor Bob Briggs			
6/17/14-6/20/14	CML Conference	Breckenridge, CO	\$1,030.93
10/12/14-10/15/14	American Public Transportation Association	Houston, TX	\$800.00 (3)
12/4/2014	Orion Spacecraft Launch	Cape Canaveral, FL	TBD
Councillor Bruce Baker			
6/17/14-6/20/14	CML Conference	Breckenridge, CO	\$628.01
Councillor Alberto Garcia			
2/15/2014	New Partners for Smart Growth	Denver, CO	\$275.00
3/7/14-3/12/14	NLC Congressional Cities Conference	Washington DC	\$2,288.65
6/17/14-6/20/14	CML Conference	Breckenridge, CO	\$647.20 (1)
Councillor Emma Pinter			
2/13/14-2/15/14	New Partners for Smart Growth	Denver, CO	\$450.00
5/12-13/14	Oliver McMillan Meeting	San Diego, CA	\$756.64
5/14-16/14	Young Elected Officials Conference	Los Angeles, CA	\$0.00 (2)
6/17/14-6/20/14	CML Conference	Breckenridge, CO	\$431.10 (1)
Councillor Anita Seitz			
3/7/14-3/12/14	NLC Congressional Cities Conference	Washington DC	\$2,916.64
6/17/14-6/20/14	CML Conference	Breckenridge, CO	\$722.89
Total Travel Log			\$13,355.92
Career Development 2014 Budget			\$48,205.00
Travel Log expenses			\$13,355.92
Miscellaneous Career Development Expenses			\$0.00
Balance Available (may not necessarily match JDE as some costs may not have hit JDE from this list and vice versa)			\$34,849.08

NOTES:

- (1) Registration and Lodging Expenses only
- (2) On scholarship
- (3) Expense so far



Information Only Staff Report
July 21, 2014



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner

Summary Statement

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

- The following report updates 2014 residential development activity per subdivision (please see attachment) and compares 2014 year-to-date totals with 2013 year-to-date totals.
- The table below shows an increase in new residential construction for 2014 year-to-date totals when compared to 2013 year-to-date totals (21 units in 2014 vs. 11 units in 2013).
- Residential development activity for the month of June 2014 versus June 2013 reflects a decrease in single-family detached (0 units in 2014 versus 2 units in 2013), an increase in single-family attached (4 units in 2014 versus 0 units in 2013) and no change in multiple-family or senior housing (0 units in both years).

NEW RESIDENTIAL UNITS (2013 AND 2014)

<u>UNIT TYPE</u>	<u>JUNE</u>		<u>% CHG</u>	<u>YEAR-TO-DATE</u>		<u>% CHG</u>
	2013	2014		2013	2014	
Single-Family Detached	2	0	-	11	15	36.4
Single-Family Attached	0	4	-	0	6	-
Multiple-Family	0	0	-	0	0	-
Senior Housing	0	0	-	0	0	-
TOTAL	2	4	-100	11	21	90.9

Background Information

In June 2014, there were 4 Service Commitments issued for new housing units.

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 will change 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. Conversely, projects with expired Service Commitments are removed from the list.

This report supports the City Council Strategic Plan goals of Vibrant & Inclusive Neighborhoods and Beautiful, Desirable, Environmentally Responsible City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Active Residential Development Table

ACTIVE RESIDENTIAL DEVELOPMENT

Single-Family Detached Projects:

Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Country Club Highlands (120th & Zuni)
Countryside Vista (105th & Simms)
Huntington Trails (144th & Huron)
Hyland Village (96th & Sheridan)
Legacy Ridge West (104th & Leg. Ridge Pky.)
Lexington (140th & Huron)
Various Infill
Winters Property (111th & Wads. Blvd.)
Winters Property South (110th & Wads. Blvd.)

May-14	Jun-14	2013 YTD	2014 YTD	# Rem.*	2013 TOTAL
0	0	3	0	0	6
0	0	0	0	3	0
0	0	3	12	58	8
0	0	0	0	9	0
0	0	2	2	21	10
0	0	0	0	105	0
0	0	1	0	0	1
0	0	0	0	2	1
1	0	2	1	7	7
0	0	0	0	8	0
0	0	0	0	10	0
1	0	11	15	223	33

SUBTOTAL

Single-Family Attached Projects:

Single-Family Detached Projects:

Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Country Club Highlands (120th & Zuni)
Countryside Vista (105th & Simms)
Huntington Trails (144th & Huron)
Hyland Village (96th & Sheridan)
Legacy Ridge West (104th & Leg. Ridge Pky.)
Lexington (140th & Huron)
Various Infill
Winters Property (111th & Wads. Blvd.)
Winters Property South (110th & Wads. Blvd.)

May-14	Jun-14	2013 YTD	2014 YTD	# Rem.*	2013 TOTAL
0	0	3	0	0	6
0	0	0	0	3	0
0	0	3	12	58	8
0	0	0	0	9	0
0	0	2	2	21	10
0	0	0	0	105	0
0	0	1	0	0	1
0	0	0	0	2	1
1	0	2	1	7	7
0	0	0	0	8	0
0	0	0	0	10	0
1	0	11	15	223	33

SUBTOTAL

Single-Family Attached Projects:

Alpine Vista (88th & Lowell)
Cottonwood Village (88th & Federal)
East Bradburn (120th & Lowell)
Hollypark (96th & Federal)
Hyland Village (96th & Sheridan)
Legacy Village (113th & Sheridan)
South Westminster (East Bay)
Shoenberg Farms
Summit Pointe (W. of Zuni at 82nd Pl.)
Sunstream (93rd & Lark Bunting)

0	0	0	0	84	0
0	0	0	0	62	0
0	0	0	0	117	0
0	0	0	0	58	0
0	0	0	0	153	0
0	0	0	0	30	24
0	0	0	0	53	0
0	0	0	0	8	0
0	0	0	0	58	0
0	4	0	6	4	4
0	4	0	6	627	28

SUBTOTAL