



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council
DATE: August 3, 2015
SUBJECT: Revised - Study Session Agenda for August 3, 2015
PREPARED BY: Don Tripp, 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)

CITY MANAGER'S REPORT

PRESENTATIONS

6:30 P.M.

1. Discussion Regarding Employee Political Activity - **Verbal**
2. Pressure Zone 3 Expansion Project Design Contract
3. Human Services Board (HSB) Recommended 2016 Funding
4. Mid-Year Review City Council's Adopted 2016 Budget

EXECUTIVE SESSION

1. An Executive Session pursuant to WMC 1-11-3(C)(8) and CRS 24-6-402(4)(b) to receive legal advice from the City Attorney regarding consideration of a local construction defects ordinance.
2. An Executive Session to receive legal advice from the City Attorney on the formation of two proposed general improvement districts - one for Downtown Westminster and one for the Park 1200 development - pursuant to W.M.C., Section 1-11-3(4) and (8), as well as C.R.S., Section 24-6-402(4)(b) - **Verbal**

INFORMATION ONLY ITEMS

1. 2nd Quarter Council Expenditure 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,

Donald M. Tripp
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](tel:303-658-2161) /TTY 711 or State Relay) or write to mbarajas@cityofwestminster.us to make a reasonable accommodation request.



Staff Report

City Council Study Session Meeting
August 3, 2015



SUBJECT: Pressure Zone 3 Expansion Project Design Contract

PREPARED BY: Dan Strietelmeier, Senior Engineer
Stephen Grooters, Senior Projects Engineer

Recommended City Council Action

Review the Pressure Zone 3 Expansion Project update, provide direction to Staff for the final design contract negotiations with Burns & McDonnell Engineering Company, Inc. and provide direction to Staff regarding negotiations for property acquisition.

Summary Statement

- Improvements to the City's water system in central Westminster have been a significant part of the utility master planning process. Priority improvements target an area of long-standing low pressure west of U.S. Hwy. 36 to Pierce Street and north/south between 88th Avenue and the Farmers' High Line Canal.
- This area will be connected to an adjacent section of the water distribution system referred to as Pressure Zone 3. This connection will allow the area to meet the level of service experienced elsewhere in the system for adequate water pressure, flow, redundancy, and stored water available for emergency uses.
- Preliminary design confirmed that expansion of Pressure Zone 3 requires new water transmission mains, a new booster pump station, and a new water storage tank. See the attached map for approximate locations of these facilities.
- These components will also relieve high demands currently placed on distribution system infrastructure adjacent to Pressure Zone 3, thereby increasing system performance and redundancy for a large portion of the City.
- Preliminary design for this project reached substantial completion in May 2015 and confirmed estimated costs of \$40.5 million for the recommended improvements. This is within the City's adopted 2015/2016 budgets and the 5-year capital improvement program.
- This Staff Report provides an update on the Pressure Zone 3 Expansion project and seeks City Council's direction regarding final design contract negotiations with Burns & McDonnell Engineering Company, Inc. Staff is also seeking Council's direction on property acquisition.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issues

1. Should the City continue with the Pressure Zone 3 Expansion project, including final design?
2. Should Staff proceed with negotiating a contract for final design engineering for the Pressure Zone Expansion with Burns & McDonnell Engineering Company, Inc. (Burns & McDonnell) and present it to City Council for approval at an upcoming City Council meeting for action?
3. Should Staff proceed with property acquisition negotiations with property owners?

Alternatives

1. Council could choose to not proceed with the design phase for the Pressure Zone 3 Expansion. This is not recommended, as proceeding with the project addresses long-standing goals to increase the level of service and reliability of the City's water distribution system.
2. Council could choose to request proposals for the final design of the improvements. This is not recommended because Burns & McDonnell was selected through a competitive process for preliminary design, which anticipated additional project tasks such as final design. It is Staff's assessment that Burns & McDonnell Engineering, Inc. provides the best value to the City based on successful completion of the preliminary design work, the strong knowledge of the City's water distribution system and the ability to streamline final design work.
3. Council could choose not to authorize Staff to proceed with property acquisition negotiations. This alternative is not recommended, as certain properties must be acquired to complete the project.

Background Information

Improvements to the City's water system in central Westminster have been a significant part of the utility master planning process for many years. This project includes new water transmission mains, a new pump station and a new water storage tank within the water distribution system. These improvements will connect areas of long-standing low pressures to existing infrastructure set at higher pressures, referred to as Pressure Zone 3. The overall intent of the Pressure Zone 3 project is to improve portions of the distribution system to meet the level of service experienced elsewhere in the system for adequate water pressure and flow and storage for irrigation, firefighting, and emergencies.

The Pressure Zone 3 Expansion Project incorporates customers west of U.S. Hwy. 36 to Pierce Street and north/south between approximately 88th Avenue and the Farmers' High Line Canal. The improvements anticipate build-out demands within the City, as well as current and future development and redevelopment. In addition to improving services to this area, the project will relieve water supply and storage currently demanded from other areas of the distribution system and increase levels of service, reliability, and redundancy in a large portion of the City.

City Council authorized a preliminary design contract with Burns & McDonnell in May, 2014. Preliminary design reached substantial completion in May 2015 and included analysis to optimize several project components including:

- Sites for the new elevated storage tank, new booster pump station and the optimum alignments for the new water transmission lines;
- The most cost-effective water transmission line sizes, pump station capacity and tank dimensions;
- Land title and survey work to streamline subsequent acquisition of necessary project easements;
- Methods to integrate project work with other capital improvement projects anticipated within the City's utility system; and
- Project phasing options to match available budget, revenue, and anticipated expenditures.

Key outcomes of the preliminary design include:

1. Cost estimates for the project are \$40.5 million and are within the 2015/2016 adopted budget and the 5-year capital improvement program adopted by City Council.
2. The project requires a new booster pump station, new water transmission mains, and a new water storage tank.
3. The recommended location of the new booster pump station is the existing Gregory Hill tanks site. The City can save money by integrating work at this site with pre-existing plans to replace the existing storage tanks as part of the Water Storage Tanks Repair and Replacement Program.
4. Expanding Pressure Zone 3 requires a new, larger sized water main in 104th Avenue from Sheridan Boulevard to Hooker Street. Timing for this work is ideal because replacing this water main and repairs to this street were already adopted in the 5-year CIP program due to their age and condition.
5. The optimum site for the new elevated tank will be near the existing Hydropillar Tank.
6. The anticipated schedule for improvements requires use of two temporary water booster pump stations being constructed by Hammerlund Construction, Inc. as part of the Downtown Westminster street and utility project. As presented to City Council on June 22, 2015, one temporary pump station will be a prefabricated, skid-mounted pump station that, following completion of the Pressure Zone 3 Expansion project, will be repurposed and relocated to satisfy longer-term needs within the City's reclaimed water system. The second pump station will be a relocated and repurposed older pump station already owned by the City - the North Park Pump Station. This station is old but with some refurbishment will adequately serve the Downtown Westminster area as a backup, redundant pumping station. This approach avoids costs of a second new pumping station.
7. Water lines in the Franklin Square, Madison Hill, and Trendwood neighborhoods are old and in poor condition. To prevent water main breaks and the resulting service interruptions to these customers, new water mains will be required prior to incorporating these areas into the higher pressures of Pressure Zone 3. There is approximately 25,000 feet of water mains in these neighborhoods with an estimated replacement value of approximately \$20 million. Projects to replace these mains will be prioritized with other utility needs and are currently anticipated in the next 5-10 years.

It is Staff's assessment that the Pressure Zone 3 Expansion Project remains a high priority for the City's utility system. Staff's recommendation is to move forward with final design now and phase

construction over a 2 to 3-year period. Some of the recommended system improvements will require property and easement acquisition including: 1) the new elevated tank, 2) the new Gregory Hill pump station and tank, and 3) the 88th Avenue waterline crossing under US36. The location for the new elevated tank will require approximately three acres near the existing Hydropillar Tank site on 97th Avenue. The site for the new Gregory Hill pump station and tank will require approximately three acres near the existing Gregory Hill tank site at approximately Lowell Boulevard and 81st Avenue. Approximately one-half acre of utility easement will be needed for the 88th Avenue waterline bore under US 36 west of Yates Street adjacent to CDOT Right-of-Way. Staff recommends proceeding with discussions with existing property owners and will present details to City Council at a later date as part of the acquisition process when requesting approval of purchase and sale agreements.

Staff is seeking Council direction to negotiate with Burns & McDonnell for the final design of the Pressure Zone 3 Expansion Project. As reported to City Council previously on May 19, 2014, Burns & McDonnell was selected through a competitive process for preliminary design, which anticipated negotiating final design of the Pressure Zone 3 Expansion Project and returning to City Council for approval. It is Staff's assessment that Burns & McDonnell provides the best value based on the team's comprehensive and innovative approach to the project, their successful completion of the preliminary design work, their cost effective approach and their ability to streamline tasks during final design. Based on City Council's directions, Staff would bring this design contract back to City Council for action at an upcoming City Council meeting.

The requested expenditure for final design and contingency is estimated to approximately \$3 million. Adequate funds were approved by City Council and are available for this expenditure. Final design will commence immediately following Council official action, with construction of the project improvements anticipated to begin in the spring of 2016. Due to the size of the project and the extent of work required, construction is currently anticipated to occur in phases over 2-3 years. Construction management services will be negotiated with Burns & McDonnell and presented to City Council at a later date once the scope and schedule for construction are established.

Staff will be present at the August 3rd, 2015 Study Session to give a brief presentation and answer questions.

This project helps achieve the City Council's Strategic Plan Goals of "Dynamic, Diverse Economy," and "Financially Sustainable Government Providing Excellence in City Services" by contributing to the objectives of well-maintained City infrastructure and facilities and maintaining neighborhood and commercial property infrastructure.

Respectfully submitted,

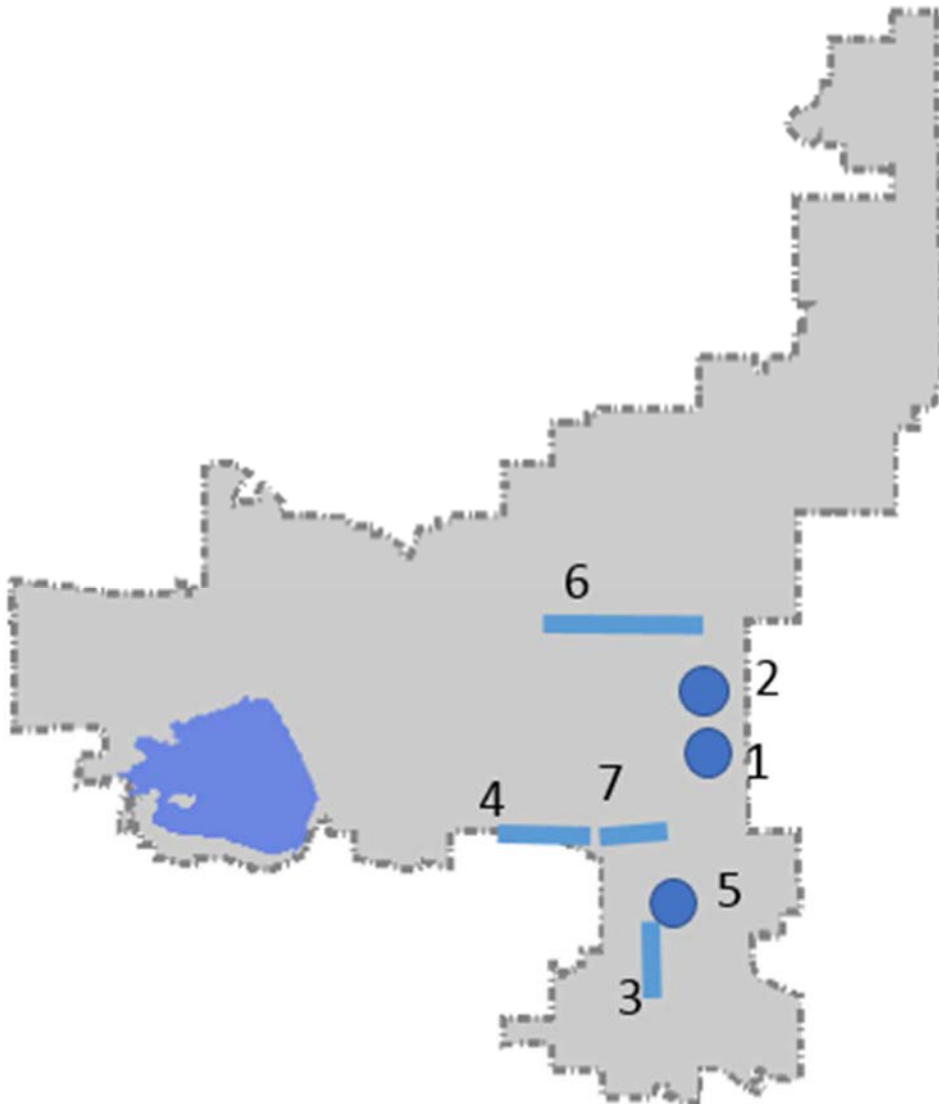
Donald M. Tripp
City Manager

Attachment – Map

City of Westminster

Map of Recommended Zone 3 Expansion Project Improvement Areas

1. Demo Sunset Ridge Tank
2. New Elevated Storage
3. Gregory Hill Supply Piping
4. 88th Ave. Transmission Main
5. Gregory Hill Pump Station & Tank
6. 104th Ave. Transmission Main
7. US36 Crossing





WESTMINSTER

Staff Report

City Council Study Session Meeting
August 3, 2015



SUBJECT: Human Services Board (HSB) Recommended 2016 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 2016 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 2015 funding level for HSB was \$100,000. Staff recommends and the Board made their recommendation for 2016 funding based on a \$115,000 allocation (an 15% 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 2016.

Expenditure Required: \$115,000

Source of Funds: 2016 General Fund - Central Charges Budget

Policy Issue

Does City Council concur with the HSB recommended agencies to be funded in 2016?

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 2016 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, health and mental health services.

The members of the Human Services Board are David Aragoni (Chair), Tom Bruchmann, Dennis White, Dan Orecchio, Lisa Fiola, and Joe Sloan. Councillor Maria De Cambra 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 July 13, 14, and 15. 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 2016 HSB funding were steady with a slight increase of \$582 from 2015 funding requests. The HSB received 28 applications for funding requests totaling \$191,641 for 2016 HSB funds. Twenty-six (26) agencies were interviewed, as two agencies (Clinica Family Health and Access Housing) did not attend their scheduled interviews; both agencies were contacted and apologized for their error. Twenty-six (26) agencies were ultimately recommended for 2016 funding. In 2015, the HSB received 25 applications for funding requests totaling \$191,059. For 2015, 24 programs were funded for a total of \$100,000. Based on feedback from City Council, Staff increased the 2015 budget for HSB funding from \$100,000 to \$115,000 in an effort to meet some of the increased need in the community.

Below is a summary of the 2015 funding application cycle:

- 28 – applications submitted by requesting agencies and offered interviews
- 26 – agencies interviewed
- 26 – programs recommended for 2015 HSB funding to Council
- 2 – agencies (Clinica Family Health and Access Housing) did not attend their scheduled interviews
- 1 – new agency applied for 2015 funding (Second Wind Fund)

2 – agency were not recommended for 2014 funding (Clinica Family Health and Access Housing) The programs funded through the HSB for 2015 and those recommended for 2016 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 two agencies for funding is also attached (Attachment B).

HSB Process and Review

The 2016 HSB review process completed all interview sessions with all current Board members in attendance. 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 18, Staff then emailed all agencies submitting an application a letter containing an interview date and time, and also called them.

Due to socioeconomic factors, the Board continues to face the challenge of serving an increase in need in the community. In recognition of these challenges, City Council increased HSB funding from \$90,000 to \$100,000 in 2015 and for 2016, increased funding from \$100,000 to \$115,000.

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 36.5%, shelter/food/other 20.9%, older adults 12.6%, food banks 12.2%, mental health 9.1%, health care 3.5%, disabled services 3.0%, and affordable housing 2.2%. The Board discussed developing additional matrix for evaluating agencies for future funding cycles and are planning to meet over the next several months to work on their development.

The Board used the established criteria to provide full funding to eight agencies: Audio Information Network, Children's Outreach Project, Fish, Food Bank of the Rockies, Growing Home, Kids First Health Care, Ralston House, and Second Wind Fund, who they believe exemplified value and quality service to Westminster residents.

Staff requests direction from City Council on the HSB recommendations to be incorporated in the 2016 Budget. Staff will be in attendance at Monday's Study Session to receive direction and answer questions Council may have about the 2016 Human Services Board recommendations.

The HSB funding recommendations and the impact they have on the community supports support all six of the City's Strategic Plan Goals: Visionary Leadership, Effective Governance and Proactive Regional Collaboration; Vibrant and Inclusive and Engaged Community; Beautiful, Desirable, Safe and

Staff Report - Human Services Board (HSB) Recommended 2016 Funding
August 3, 2015
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Environmentally Responsible City; Dynamic, Diverse Economy; Financially Sustainable Government
Providing Excellence in City Services; and Ease of Mobility.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments: 2016 Human Services Board Fund Recommendations
 2016 HSB Agency Descriptions

2016 Human Services Board Funding Recommendations					
AGENCY	MISSION TYPE	2015 REQUEST	2015 AWARD	2016 REQUEST	2016 RECOMMENDED
A Precious Child	Children's Services	\$10,000	\$2,000	\$10,000	\$4,000
Access Housing	Affordable Housing	\$0	\$0	\$5,000	\$0
Adams County Housing Authority (LIFE)	Shelter/Food/Other	\$6,000	\$2,500	\$4,000	\$2,500
Audio Information Network	Disabled Services	\$1,500	\$1,000	\$1,500	\$1,500
Brothers Redevelopment	Affordable Housing	\$0	\$0	\$5,000	\$2,500
CASA of Adams County	Children's Services	\$4,000	\$4,000	\$7,000	\$5,000
CASA of Jefferson County	Children's Services	\$0	\$0	\$4,800	\$3,000
Catholic Charities of Denver (North Area CARES)	Shelter/Food/Other	\$7,000	\$5,000	\$7,000	\$5,000
Center for People With Disabilities (CPWS)	Disabled Services	\$1,800	\$1,800	\$2,500	\$2,000
Children's Outreach Project	Children's Services	\$5,000	\$3,500	\$5,000	\$5,000
Clinica Campesina Family Health Services, Inc.	Health Care	\$10,000	\$10,000	\$10,000	\$0
Colorado Homeless Families	Shelter/Food/Other	\$7,000	\$5,000	\$7,000	\$5,000
Community Reach Center (ADCO Mental Health)	Mental Health	\$5,000	\$1,000	\$5,000	\$2,000
Denver Hospice	Health Care	\$4,000	\$4,000	\$5,000	\$4,000
Family Tree, Inc.	Shelter/Food/Other	\$14,759	\$2,000	\$21,341	\$3,000
FISH Inc.	Food Bank	\$6,500	\$6,500	\$6,500	\$6,500
Food Bank of the Rockies	Food Bank	\$5,000	\$5,000	\$5,000	\$5,000
Growing Home - Interfaith Hospitality Network (IHN)	Shelter/Food/Other	\$10,000	\$1,700	\$5,000	\$5,000
Have a Heart Project, Inc.	Children's Services	\$12,000	\$6,000	\$12,000	\$8,000
Inter-Church ARMS	Shelter/Food/Other	\$8,000	\$3,000	\$8,000	\$3,500
Jefferson Center for Mental Health	Mental Health	\$10,000	\$7,500	\$10,000	\$8,500
Kids First Health Care	Children's Services	\$10,000	\$10,000	\$10,000	\$10,000
Project Angel Heart	Food Bank	\$5,000	\$2,000	\$5,000	\$2,500
Ralston House (Arvada Child Advocacy Center)	Children's Services	\$5,000	\$4,000	\$5,000	\$5,000
Second Wind Fund	Children's Services	\$0	\$0	\$2,000	\$2,000
Senior Hub	Older Adult Services	\$15,000	\$10,000	\$15,000	\$10,000
Senior Resource Center	Older Adult Services	\$8,500	\$1,500	\$5,000	\$3,000
St. Anthony North Health Foundation	Health Care	\$10,000	\$0	\$0	\$0
Volunteers of America Colorado Branch	Older Adult Services	\$10,000	\$1,000	\$3,000	\$1,500
Total		\$191,059	\$100,000	\$191,641	\$115,000

– 2016 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 (LIFE)– 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.

Brothers Redevelopment – Provides safe, affordable, accessible housing and housing services for the low-income, elderly, and disabled of Colorado.

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

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

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.

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.

Second Wind Fund – NEW – Provides services to youth and teens who are at risk of causing harm to themselves, specifically suicide, through a proactive intervention approach, including counseling services.

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 –

In both cases these agencies did not attend their scheduled interview and were thus not recommended for funding by the Board. Staff reached out to both agencies and confirmed that indeed the agencies were aware of the scheduled interview time. In both cases, the agencies apologized for missing their interviews and said that the error was on them; they will apply for future funding.

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

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.



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 3, 2015



SUBJECT: Mid-Year Budget Review of City Council's Adopted 2016 Budget

PREPARED BY: Barbara Opie, Assistant City Manager

Recommended City Council Action

Review City Council's Adopted 2016 Budget and provide Staff with direction on any proposed changes.

Summary Statement

City Council adopted the 2015 and 2016 City Council Budgets in October of 2014 with the official adoption of the City's two-year Budget for 2015/2016.

Attached is City Council's Adopted Budget for 2016 for City Council's review (Attachment A). City Council's Adopted Budget for 2016 totals \$267,525, and represents a 0.4% increase over City Council's Adopted 2015 Budget. No revisions are proposed to the City Council's Adopted 2016 Budget. Staff requests that City Council reviews the Adopted 2016 Budget and provide Staff with direction on any proposed changes.

Expenditure Required: \$267,525

Source of Funds: General Fund – City Council's Adopted 2016 Budget

Policy Issue

Does City Council wish to leave their Adopted 2016 Budget as is?

Alternative

City Council could modify their Adopted 2016 Budget.

Background Information

With the adoption of the two-year budget, Staff returns mid-year to review operating and Capital Improvement Program (CIP) budgets to ensure expenditures remain aligned with updated revenue projections, remain aligned with City Council priorities, and provides opportunities for resident and/or business feedback. During this process, Staff provides an opportunity for City Council to review their second year’s adopted budget to ensure it remains aligned with their priorities and needs for the coming year.

Attached is City Council’s Adopted Budget for 2016. Staff is finalizing the review of the adopted 2016 budgets for all City departments and preparing minor modifications for consideration by City Council at the Mid-Year 2016 Budget Review scheduled for the September 21st Study Session.

A copy of the Adopted 2016 City Council Budget is attached (Attachment A). The Adopted 2016 Budget includes an increase of \$1,000 over the City Council’s Adopted 2015 Budget of \$266,525. The main differences between the 2015 and 2016 City Council budgets are in the following accounts:

- Salaries account (2015=\$93,770 and 2016=\$94,770) – This account was increased based on the City Council approved adjustment to City Council salaries based on the percentage of the 2015 non-exempt general employee pay plan adjustment rounded to the nearest whole dollar. This change becomes effective in 2016 and was budgeted accordingly.
- Meeting Expense account (2015=\$10,748 and 2016=\$12,248) and Supplies account (2015=\$5,450 and 2016=\$3,950) – An additional \$1,500 was budgeted in the Supplies account in 2015 in anticipation of new Councillor initial set up costs per the 2015 elections; these funds were moved into the Meeting Expense account in 2016 as adopted.

For Council’s information, Attachment B provides 2015 year-to-date funding requests and Attachment C provides 2015 year-to-date travel and conference expenses (career development).

No revisions are proposed to the City Council’s Adopted 2016 Budget. Staff requests that City Council review the Adopted 2016 Budget and provide Staff with direction on any proposed changes. Based on direction provided, Staff will include options on how to amend the Adopted 2016 Budget for City Council to consider at the Budget Review in September.

Reviewing City Council’s Adopted 2016 Budget supports all of the City’s 2015 Strategic Plan Goals: Visionary Leadership, Effective Governance and Proactive Regional Collaboration; Vibrant, Inclusive and Engaged Community; Dynamic, Diverse Economy; Beautiful, Desirable, Safe and Environmentally Responsible City; Financially Sustainable Government Providing Excellence in City Services; and Ease of Mobility.

Staff will be in attendance at Monday night’s meeting to answer questions and receive direction.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments:

- A – Adopted 2016 City Council Budget
- B – City Council Funding Requests
- C – City Council Travel Log

CITY COUNCIL ADOPTED 2016 BUDGET

Account Number	Account Description & 2016 Budget Detail	Adopted 2015 Budget Detail	Adopted 2016 Budget Detail	ADOPTED 2015 BUDGET	2015 Spent/ Encumbered Year-To-Date (7/23/2015)	ADOPTED 2016 BUDGET	% Change (Adopted 2016 v. Adopted 2015)
10001010.60800.0000	Salaries			\$93,770	\$47,547	\$94,770	1.1%
	Mayor & City Councillor salaries (change effective 1/2016): W.M.C. 1-7-1: ELECTIVE OFFICERS: The salaries of the City's elective officers shall be as follows: 2015=Mayor \$1,400/month [\$16,800/yr]; 2016=\$1,421/mo (+1.5%) [\$17,052/yr] 2015=Mayor Pro Tem, elected by Council \$1,200/month [\$14,400/yr]; 2016=\$1,218/mo (+1.5%) [\$14,616/yr] 2015=Councillors, other than Mayor or Mayor Pro Tem, \$1,000/mo [\$12,000/yr]; 2016=\$1,015/mo (+1.5%) [\$12,180/yr] Commencing the first full pay period in 2016, City elective officer salaries shall be adjusted by the percentage of the 2015 non-exempt general employee pay plan adjustment rounded to the nearest whole dollar. Biennially thereafter in the first full pay period of the year, City elective officer salaries shall be adjusted by the cumulative percentage of the two (2) previous years' non-exempt general employee pay plan adjustments rounded to the nearest whole dollar. (Adopted 11/10/2014, Ordinance No. 3743; Councillor's Bill No. 26)	\$93,770	\$94,770				
10001010.61100.0000	Council Allowance			\$26,712	\$15,475	\$26,712	0.0%
	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.	\$26,712	\$26,712				
10001010.61200.0000	Mileage Reimbursement			\$3,000	\$1,374	\$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 2015 funding level for 2016.	\$3,000	\$3,000				
10001010.61400.0000	Meeting Expense			\$10,748	\$7,487	\$12,248	14.0%
	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 (2016 funds moved back from Supplies account for 2015 new Councillors' initial set up)	\$1,248	\$2,748				
10001010.61600.0000	Employment Recruitment			\$0	\$6,395	\$0	0.0%
	Funds expended in 2015 associated with City Manager recruitment costs; budget revision to come	\$0	\$0				
10001010.61800.0000	Career Development			\$48,205	\$16,303	\$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	\$760	\$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			\$1,715	\$1,715	\$1,715	0.0%
	Annual PC replacement fee for 7 iPads (implemented 8/2011); 3-year replacement schedule	\$1,715	\$1,715				
10001010.67600.0000	Special Promotions			\$3,500	\$0	\$3,500	0.0%
	Unanticipated requests from community groups for contributions and/or sponsorships for events	\$3,500	\$3,500				

ATTACHMENT A

Account Number	Account Description & 2016 Budget Detail	Adopted 2015 Budget Detail	Adopted 2016 Budget Detail	ADOPTED 2015 BUDGET	2015 Spent/ Encumbered Year-To-Date (7/23/2015)	ADOPTED 2016 BUDGET	% Change (Adopted 2016 v. Adopted 2015)
10001010.67800.0000	Other Contractual Service			\$66,745	\$24,272	\$66,745	0.0%
	Printing of misc. materials (e.g., legislative booklet, organization charts, etc.)	\$900	\$900				
	Strategic Planning facilitator fee	\$7,250	\$7,250				
	Councillor expenses for photos, badges, & nameplates	\$750	\$750				
	Miscellaneous contractual services (funds from DRCOG awards dinner here in odd numbered years; \$750 moved below in even numbered years)	\$4,840	\$4,090				
	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				
	Historic Westminster Jazz & Art Festival	\$500	\$500				
	St Anthony's North fundraiser - NEW in 2015 per CC direction 8/18/14 Study Session	\$3,000	\$3,000				
	Westminster Historical Society training (\$2,000) and matching grant (\$2,000) (1) - NEW in 2015	\$4,000	\$4,000				
	South Westminster Art Group training (\$2,000) and matching grant (\$2,000) (1) - NEW in 2015	\$4,000	\$4,000				
	Westminster Chamber of Commerce membership (2) - NEW in 2015	\$100	\$100				
	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 (<i>held in even numbered years; so \$750 needed in 2016</i>)	\$0	\$750				
	The Jefferson Foundation Annual Sponsorship (For \$1,500 level: A table, logo placement on slide show, company listing/logo in program book for the Heroes event; the Art Shows will include company listing/log on promotional posters advertising the event in the community, logo/listing in the program, 2 tickets to attend each art show; the Love our Schools Luncheon will include logo placement on slide show, company listing/logo in program book, opportunity to attend the event if interested; all contributions include inclusion on their website as a supporting partner.)	\$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				
	CASA Indulge for CASA Event (wine tasting event)	\$420	\$420				
	Heroes of A Precious Child Luncheon (<i>amount budgeted to sponsor a table only; if want to have seats at a table to attend event, need to budget \$1,000</i>)	\$500	\$500				
	Westminster Chamber of Commerce gala (2) - NEW in 2015	\$300	\$300				
	Golf Tournament Sponsorships:						
	Hyland Hills Foundation (<i>2014 sponsorship rates: \$800 tee/green sponsor, \$1,500 friend of the foundation sponsor, \$2,500 major sponsor, or \$5,000 customized premier sponsorship</i>)	\$800	\$800				
	Heil Pro-Am Golf Tournament	\$750	\$750				
	Optimist Larry Silver's Golf Tournament	\$600	\$600				

ATTACHMENT A

Account Number	Account Description & 2016 Budget Detail	Adopted 2015 Budget Detail	Adopted 2016 Budget Detail	ADOPTED 2015 BUDGET	2015 Spent/ Encumbered Year-To-Date (7/23/2015)	ADOPTED 2016 BUDGET	% Change (Adopted 2016 v. Adopted 2015)
	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>	\$600	\$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			\$5,450	\$3,409	\$3,950	-27.5%
	Office supplies <i>(moved funds for anticipated new Councillors' initial set up per 2015 elections back to Meeting Expense account in 2016)</i>	\$5,450	\$3,950				
10001010.70400.0000	Food			\$5,000	\$2,038	\$5,000	0.0%
	Refreshments and dinners for City Council meetings, Study Sessions, and other special Council events	\$5,000	\$5,000				
TOTAL				\$266,525	\$126,775	\$267,525	0.4%

2014 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED + UNBUDGETED =	TOTAL FUNDED
12/1/2013	Metro North Chamber of Commerce	Annual Gala	\$1,700	Yes	\$1,700 + \$0 =	\$1,700
1/6/2014	Adams County	ACMCYA Banquet	\$750	Yes	\$750 + \$0 =	\$750
1/30/2014	Standley Lake HS	After Prom	\$600	Yes	\$600 + \$0 =	\$600
1/13/2014	Five Star Education Foundation	Annual Gala	\$1,500	Yes	\$1,500 + \$0 =	\$1,500
3/11/2014	Jeffco EDC	Annual Industry Appreciation Awards	\$500	Yes	\$0 + \$500 =	\$500
3/11/2014	North Metro Arts Alliance	Annual Sponsorship	\$10,000	Yes	\$10,000 + \$0 =	\$10,000
3/17/2014	FRCC Foundation	Golf Tournament	\$1,000	Yes	\$500 + \$0 =	\$500
4/9/2014	CASA of Adams & Broomfield Counties	Golf Tournament	Open	Yes	\$0 + \$250 =	\$250
4/1/2014	DRCOG	Awards Event	\$600	Yes	\$600 + \$59 =	\$659
4/23/2014	Ride On! Inc	Union Station Gala	\$1,000	Yes	\$0 + \$1,000 =	\$1,000
5/12/2014	Westminster Public Safety Recognition Foundation	Annual Banquet	\$1,000	Yes	\$1,000 + \$0 =	\$1,000
5/20/2014	Adams 12 STEM Launch	Technology Student Association National Conf	No specific amount	No	\$0 + \$0 =	\$0
5/22/2014	Brothers Redevelopment	Paint-a-Thon	\$500	Yes	\$500 + \$0 =	\$500
5/28/2014	Adams County Youth Initiative	Annual Sponsorship	\$10,000	Yes	\$10,000 + \$0 =	\$10,000
6/2/2014	Hyland Hills	Annual Golf Tournament	\$800	Yes	\$800 + \$100 =	\$900
7/21/2014	Metro Crisis Services	Hope Floats	\$500-\$1,000	No	\$0 + \$0 =	\$0
7/29/2014	Legacy Foundation	Golf Tournament	\$750	Yes	\$750 + =	\$750
7/29/2014	Optimist Larry Silver's Golf Tournament Sponsorship	Golf Tournament	\$600	Yes	\$600 + \$0 =	\$600
8/4/2014	Butterfly Pavilion	annual gala	\$2,000	Yes	\$0 + \$600 =	\$600
9/4/2014	Hope House	annual gala	\$100-\$2,500	Yes	\$0 + \$200 =	\$200
					+ =	
					+ =	
					\$29,300 + \$2,709 =	\$32,009

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET -	EXPENDED =	BALANCE
Other Contractual Services (Budgeted for Contributions) 10001010.67800.0000	\$39,035 -	\$29,300 =	\$9,735
Special Promotions (Unanticipated) 10001010.67600.0000	\$3,500 -	\$2,709 =	\$791
TOTALS =	\$42,535 -	\$32,009 =	\$10,526

* 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.

2015 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED +	UNBUDGETED =	TOTAL FUNDED
2/5/15	Westminster Chamber	Gala	\$300	yes	\$300 +	\$0 =	\$300
2/18/15	Adams 12 Foundation	Annual Gala	\$1,500	yes	\$1,500 +	\$0 =	\$1,500
2/23/2015	Ralston House	Fundraising dinner	\$100 pp	yes	\$0 +	\$600 =	\$600
2/24/2015	Rotary	Bob Briggs Roast	\$1,000	yes	\$0 +	\$1,000 =	\$1,000
2/24/2015	Metro North Chamber	Annual Gala	\$850	yes	\$850 +	\$0 =	\$850
3/2/2015	St. Anthony's Foundation	Vaccine Clinic	\$3,000	yes	\$3,000 +	\$0 =	\$3,000
4/12/2015	DRCOG	Awards event	\$195	yes	\$0 +	\$195 =	\$195
4/13/2015	Westminster Rotary	Bob Briggs Roast	\$1,000	yes	\$1,000 +	\$0 =	\$1,000
4/27/2015	NMAA	Sponsorship	\$10,000	yes	\$10,000 +	\$0 =	\$10,000
6/15/2015	WPSRF	Annual Banquet	\$1,000	yes	\$1,000 +	\$0 =	\$1,000
6/22/2015	Hyland Hills	Golf Tournament	\$900	yes	\$800 +	\$100 =	\$900
7/22/2015	Legacy Foundation	Golf Tournament	\$750	yes	\$750 +	\$0 =	\$750
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					\$19,200 +	\$1,895 =	\$21,095

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET -	EXPENDED =	BALANCE
Other Contractual Services (Budgeted for Contributions) 10001010.67800.0000	\$51,005 -	\$19,200 =	\$31,805
Special Promotions (Unanticipated) 10001010.67600.0000	\$3,500 -	\$1,895 =	\$1,605
TOTALS =	\$54,505 -	\$21,095 =	\$33,410

updated 07/21/15

2015 City Council Travel Log

<i>Date</i>	<i>Event</i>	<i>Place</i>	<i>Cost</i>
Mayor Herb Atchison			
5/17-5/20	ICSC	Las Vegas	\$2,242.69 (1)
25-Jun	ICSC - Journal Entry - Food paid by Mac	Las Vegas	\$113.92
Councillor Bruce Baker			
6/17-19, 2015	CML Annual Conference	Breckenridge, CO	\$743.81
Mayor Pro tem Bob Briggs			
06/16-19, 2015	CML Annual Conference	Breckenridge, CO	\$1,067.27
Oct	ULI Meeting	San Francisco, CA	
Councillor Maria De Cambra			
3/6-11/15	NLC Conference	Washington DC	\$2,006.01
06/17-19, 2015	CML Conference	Breckenridge, CO	\$732.80
Councillor Alberto Garcia			
3/8-10/15	NLC Conference	Washington DC	\$1,888.93
Jun-19	CML Annual Conference	Breckenridge, CO	\$580.05
July 9-12	CML Executive Board Mtg	Durago, CO	\$642.19
Councillor Emma Pinter			
3/6-9/15	NLC Conference	Washington DC	\$2,119.35
5/17-5/20	ICSC	Las Vegas	\$1,041.44
25-Jun	ICSC - Journal Entry - Food paid by Mac	Las Vegas	\$113.91
06/17-19, 2015	CML Annual Conference	Breckenridge, CO	\$821.07
Councillor Anita Seitz			
3/6-11/15	NLC Conference	Washington DC	\$3,315.90
06/17-18, 2015	CML Annual Conference	Breckenridge, CO	\$510.80
Total Travel Log			\$17,940.14
Career Development 2015 Budget			\$48,205.00
Travel Log expenses			\$17,940.14
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)			\$30,264.86

NOTES:

(1) Journal Entry for Breakfast and dinners paid by Herb for Susan Grafton and Mac Cummins of \$163.10



WESTMINSTER

Staff Report

Information Only Staff Report
July 20, 2015



SUBJECT: 2015 Second Quarter City Council Expenditure Report

PREPARED BY: Ben Goldstein, Senior Management Analyst
Valerie Medina, Administrative Secretary

Summary Statement

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

The attached document is a listing of all 2015 City Council posted expenditures from January 1 through June 30, 2015.

Background Information

The following report is a listing of City Council expenditures by each account for January 1 through June 30, 2015, as posted by July 9, 2015. As of June 30, 2015, 49.6% of 2015 had elapsed and Council spent 43.7%, or \$116,529.84, of its adopted 2015 budget that totals \$266,525. This included \$6,394.75 of unbudgeted expenditures from the recruitment of the new City Manager.

The budget is a planning tool and represents a best estimate regarding actual expenditures. If you have any questions about items included in this report, please contact Ben Goldstein at 303-658-2007 or at bgoldstein@cityofwestminster.us.

The quarterly expenditure report for City Council supports two of the City's 2015 Strategic Plan Goals: Visionary Leadership, Effective Governance and Proactive Regional Collaboration; and Financially Sustainable Government Providing Excellence in City Services.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment – Quarterly City Council Expenditure Report

**2nd Quarter 2015 City Council Expenditure Report
(as of June 30, 2015)**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
SALARIES - MAYOR/COUNCIL		(ACCT: 10001010.60800.0000)		
(\$715.76)	1/11/2015	2014 YE Salary Accrual Reversal	Council	
\$3,340.23	1/11/2015	Salaries	Council	
\$2,945.73	1/25/2015	Salaries	Council	
\$3,498.06	2/8/2015	Salaries	Council	
\$3,498.06	2/22/2015	Salaries	Council	
\$3,498.06	3/8/2015	Salaries	Council	
\$3,498.06	3/22/2015	Salaries	Council	
\$3,498.06	4/5/2015	Salaries	Council	
\$3,498.06	4/19/2015	Salaries	Council	
\$3,498.06	5/3/2015	Salaries	Council	
\$3,498.06	5/17/2015	Salaries	Council	
\$3,498.06	5/31/2015	Salaries	Council	
\$3,498.06	6/14/2015	Salaries	Council	
\$40,550.80	TOTAL		<i>% of account budget expended year-to-date</i>	43.2%
\$93,770.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	35.2%
\$53,219.20	BALANCE			
COUNCIL ALLOWANCE		(ACCT: 10001010.61100.0000)		
\$1,081.50	1/1/2015	Council Allowance	Council	
\$1,037.38	1/11/2015	Council Allowance	Council	
\$1,113.00	2/8/2015	Council Allowance	Council	
\$1,113.00	2/22/2015	Council Allowance	Council	
\$1,113.00	3/8/2015	Council Allowance	Council	
\$1,113.00	3/22/2015	Council Allowance	Council	
\$1,113.00	4/5/2015	Council Allowance	Council	
\$1,113.00	4/19/2015	Council Allowance	Council	
\$1,113.00	5/3/2015	Council Allowance	Council	
\$1,113.00	5/17/2015	Council Allowance	Council	
\$1,113.00	5/31/2015	Council Allowance	Council	
\$1,113.00	6/14/2015	Council Allowance	Council	
\$13,248.88	TOTAL		<i>% of account budget expended year-to-date</i>	49.6%
\$26,712.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	10.0%
\$13,463.12	BALANCE			
MILEAGE REIMBURSEMENT		(ACCT: 10001010.61200.0000)		
\$144.88	1/21/2015	December 2014 Mileage - H. Atchison	H. Atchison	
\$142.24	2/4/2015	January Mileage - H. Atchison	H. Atchison	
\$377.16	4/1/2015	February Mileage - H. Atchison	H. Atchison	
\$250.32	5/14/2015	March Mileage - H. Atchison	H. Atchison	
\$192.64	5/14/2015	April Mileage - H. Atchison	H. Atchison	
\$199.92	6/16/2015	May Mileage - H. Atchison	H. Atchison	
\$1,307.16	TOTAL		<i>% of account budget expended year-to-date</i>	43.6%
\$3,000.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	1.1%
\$1,692.84	BALANCE			

**2nd Quarter 2015 City Council Expenditure Report
(as of June 30, 2015)**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:
MEETING EXPENSES			
		(ACCT: 10001010.61400.0000)	
\$26.02	2/4/2001	Briefing with D. Frankel and H. Atchison	H. Atchison
\$61.77	1/21/2015	Dinner Mtg. w/H. Atchison, D. Frankel and J. Frankel	H. Atchison
\$941.63	2/12/2015	Dinner Mtg. w/Jeffco and Adco Board of Commissioners	The Heritage Grill
\$172.70	2/18/2015	Legislative Briefing - B. Goldstein, Martinez Humenik, Ulibarri, H. Atchison, E. Bowditch, J. Cassell	B. Goldstein
\$347.12	2/21/2015	New Councillor Workshop	The Heritage Grill
\$22.98	3/4/2015	Breakfast Mtg. w/H. Atchison and Muckle	H. Atchison
\$123.78	3/11/2015	Legislative Briefing - B. Goldstein, D. Tripp, H. Atchison, E. Bowditch, J. Cassell, Sen. B. Martinez Humenik	B. Goldstein
\$250.00	3/12/2015	3/19 Jeffco EDC Appreciation Awards (Split cost with Economic Development)	123 Sign Up
\$70.70	3/18/2015	Legislative Briefing - S. Smithers, B. Goldstein, H. Atchison, D. Tomlinson, J. Cassell, T. Kraft-Tharp	Fork & Spoon
\$88.25	3/30/2015	Legislative Briefing - S. Smithers, B. Goldstein, H. Atchison, E. Bowditch, Sen. L. Woods	Sassafras American Eatery
\$141.35	3/18/2015	Council Retreat Planning Dinner - D. Tripp, S. Smithers, B. Opie, J. Novak	Marriott
-\$9.35	3/30/2015	Credit Voucher Marriott - Removing Sales Tax	City of Westminster
\$30.00	4/22/2015	Adams/Broomfield Bar Association Law Day Breakfast - H. Atchison, M. De Cambra, A. Garcia	HUMAN SERVICES
\$380.00	3/17/2015	Jefferson County - Economic Development Corp 22nd Annual Industry Appreciation Awards - A. Seitz, M. De Cambra, B. Briggs	Cost of Table Split with Economic Development
\$253.00	4/30/2015	4/1 Metro Mayors Caucus	Civic Results c/o Metro Mayors Caucus
\$143.50	3/12/2015	Legislative Briefing - D. Tripp, H. Atchison, B. Goldstein, Sen. Ulibarri, D. Tomlinson, E. Bowditch, J. Cassell	Katie Mullens
\$104.44	4/2/2015	Dinner Mtg. w/D. Tripp, H. Atchison, A. Garcia and Dan Nickless w/Ryland Homes	Saltgrass-Westminster
\$16.94	3/2/2015	Breakfast Mtg. w/D. Tripp, H. Atchison and Rich Krouse w/Acumen Development	The Grill At Legacy Ridge
\$778.18	4/16/2015	4/9 Adams 12, Adams 50 and Jeffco School Board Dinner Banquet Charges	The Heritage Grill
\$50.00	4/17/2015	Membership fee - B. Baker	ICSC
\$50.00	4/17/2015	Membership fee - E. Pinter	ICSC
\$570.00	4/17/2015	ICSC Conference Registration	ICSC
\$20.00	4/23/2015	3/24 Lunch & Learn: Becoming a Magnet for Tourism - B. Briggs	Colorado Municipal League
\$1,588.14	4/28/2015	Strategic Planning Retreat Banquet Charges	The Heritage Grill
\$257.40	4/30/2015	Project Investment Lunch Meeting - Vectra Bank	The Grill At Legacy Ridge
\$17.74	4/17/2015	Briefing w/D. Tripp and B. Briggs	Sandbagger
\$124.85	4/26/2015	Dinner Mtg. w/D. Tripp, H. Atchison, M. De Cambra and S. Berglund w/Trimble	Bonefish Grill
\$162.54	4/26/2015	Dinner Mtg. w/D. Tripp, H. Atchison, A. Garcia and Dan Nickless w/Ryland Homes	Ted's Montana Grill
\$25.45	5/3/2015	Briefing w/D. Tripp and B. Briggs	Early Bird Restaurant
\$27.26	6/2/2015	Briefing w/H. Atchison and A. Priddy	A. Priddy
\$50.00	6/15/2015	ADCOG Dinner - H. Atchison, M. De Cambra	City of Northglenn

**2nd Quarter 2015 City Council Expenditure Report
(as of June 30, 2015)**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
\$15.00	6/15/2015	Good News Breakfast - H. Atchison	Good News Coalition	
\$83.00	6/11/2015	6/20 Business & Professional Women of CO Gala - E. Pinter and A. Seitz	Clb*co Business Women	
\$113.94	5/6/2015	Dinner Mtg. w/D. Tripp, H. Atchison, B. Briggs and D. Bell	Saltgrass-Westminster	
\$36.19	5/20/2015	Briefing w/D. Tripp and A. Seitz	Yak And Yeti West	
\$17.18	5/20/2015	Briefing w/D. Tripp and B. Briggs	Nancys Cafe	
\$15.20	5/31/2015	Briefing w/D. Tripp and B. Briggs	Sandbagger	
\$10.00	5/21/2015	5/19 Business After Hours Event - B. Briggs and A. Garcia	Metro North Chamber Of Commerce	
\$7,176.90	TOTAL		<i>% of account budget expended year-to-date</i>	66.8%
\$10,748.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	4.0%
\$3,571.10	BALANCE			
EMPLOYMENT RECRUITMENT		(ACCT: 10001010.61600.0000)		
1,500.00	1/20/2015	Deposit for CM Candidates Reception	Westin Westminster	
107.89	1/27/2015	Lunches for Tour Group & CM Candidates	Panera Bread #203077	
94.90	1/27/2015	Lunches for CC & CM Candidates	Panera Bread #203077	
831.88	1/27/2015	Reception at Westin - Flatirons Room CM candidatees	Westin Westminster	
88.41	1/27/2015	Lunches for Exec Mgmt Team	Panera Bread #203077	
768.24	1/27/2015	Westin - Nancy Newton	Westin Westminster	
688.52	1/27/2015	Westin - Rick Davis	Westin Westminster	
(172.00)	1/27/2015	Taxes removed from CM Reception at Westin	Westin Westminster	
(140.80)	1/27/2015	Taxes removed from R. Davis and N. Newton room reservation	Westin Westminster	
23.84	2/17/2015	Negotiation with D. Tripp for CM position	H. Atchison	
766.13	1/14/2015	Travel Expenses - Nancy Newton	N. Newton	
387.44	1/14/2015	Travel Expenses - Rick Davis	R. Davis	
1,450.30	2/18/2015	Springsted Incorporated - Invoice #4 - Recruitment	Springsted Incorporated	
\$6,394.75	TOTAL		<i>% of account budget expended year-to-date</i>	N/A
\$0.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	N/A
(\$6,394.75)	BALANCE			
CAREER DEVELOPMENT		(ACCT: 10001010.61800.0000)		
\$2,119.35	3/18/2015	NLC - Reg \$830.00; Lodging \$906.84; Air \$252.20; Transport \$32.40; Misc \$97.91	E. Pinter	
\$2,006.01	3/26/2015	NLC - Reg \$425.00; Lodging \$877.65; Air \$317.20; Transport \$145.60; Misc \$240.56	M. De Cambra	
\$1,888.93	3/31/2015	NLC - Reg \$560.00; Lodging \$603.42; Air \$558.70; Transport \$89.50; Misc \$77.31	A. Garcia	
\$3,013.62	4/9/2015	NLC - Reg \$830.00; Lodging \$1508.55; Air \$292.20; Transport \$94.06; Misc \$288.81	A. Seitz	
\$302.28	3/11/2015	NLC Conf - hotel accomodations - A. Seitz (no show room charge)	Omni Shoreham	
\$50.00	3/25/2015	Membership Fee - H. Atchison	ICSC	
\$6.00	4/30/2015	NLC - Flight Seat Assignment - A. Seitz	Seitz Frontier Fee Add'l	
\$6.00	4/30/2015	NLC - Flight Seat Assignment - E. Pinter	Pinter Frontier Fee Add'l	
\$6.00	4/30/2015	NLC - Flight Seat Assignment - M. De Cambra	Cambra Frontier Fee Add'l	
\$1,041.44	6/15/2015	ICSC - Reg \$570.00; Lodging \$239.68; Air \$160.00; \$Transport \$54.46; Misc \$17.30	E. Pinter	

**2nd Quarter 2015 City Council Expenditure Report
(as of June 30, 2015)**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
\$2,242.69	6/16/2015	ICSC - Reg \$570.00; Lodging \$553.28; Air \$554.99; Transport \$93.00; Misc \$471.42	H. Atchison	
\$181.10	6/22/2015	ICSC Conference meals paid for H. Atchison	Paid on M. Cummins P-Card	
\$113.91	6/25/2015	ICSC Conference meals paid for E. Pinter	Paid on M. Cummins P-Card	
\$580.05	6/29/2015	CML - Reg \$325; Lodging \$155; mileage \$100.05	A. Garcia	
\$13,557.38	TOTAL		<i>% of account budget expended year-to-date</i>	28.1%
\$48,205.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	18.1%
\$34,647.62	BALANCE			
TELEPHONE		(ACCT: 10001010.66900.0000)		
\$20.00	1/13/2015	Data for iPad H. Atchison - February	Verizon	
\$20.00	1/19/2015	Data for iPad E. Pinter - February	Verizon	
\$20.00	1/20/2015	Data for iPad B. Briggs - February	Verizon	
\$20.00	1/21/2015	Data for iPad B. Baker - February	Verizon	
\$20.00	1/26/2015	Data for iPad A. Garcia - February	Verizon	
\$20.00	1/26/2015	Data for iPad A. Seitz - February	Verizon	
\$20.00	3/8/2015	Data for iPad H. Atchison - March	Verizon	
\$20.00	3/13/2015	Data for iPad E. Pinter - March	Verizon	
\$20.00	3/18/2015	Data for iPad B. Briggs - March	Verizon	
\$20.00	3/18/2015	Data for iPad B. Baker - March	Verizon	
\$20.00	3/19/2015	Data for iPad A. Garcia - March	Verizon	
\$20.00	3/20/2015	Data for iPad A. Seitz - March	Verizon	
\$20.00	3/22/2015	Data for iPad M. De Cambra - March	Verizon	
\$20.00	3/26/2015	Data for iPad H. Atchison - April	Verizon	
\$20.00	3/26/2015	Data for iPad E. Pinter - April	Verizon	
\$20.00	3/30/2015	Data for iPad B. Briggs - April	Verizon	
\$20.00	3/30/2015	Data for iPad B. Baker - April	Verizon	
\$20.00	3/30/2015	Data for iPad A. Garcia - April	Verizon	
\$20.00	3/30/2015	Data for iPad A. Seitz - April	Verizon	
\$20.00	4/6/2015	Data for iPad M. De Cambra - April	Verizon	
\$20.00	4/13/2015	Data for iPad H. Atchison - May	Verizon	
\$20.00	4/19/2015	Data for iPad E. Pinter - May	Verizon	
\$20.00	4/20/2015	Data for iPad B. Briggs - May	Verizon	
\$20.00	4/21/2015	Data for iPad B. Baker - May	Verizon	
\$20.00	4/26/2015	Data for iPad A. Garcia - May	Verizon	
\$20.00	4/26/2015	Data for iPad A. Seitz - May	Verizon	
\$20.00	5/6/2015	Data for iPad M. De Cambra - May	Verizon	
\$20.00	5/12/2015	Data for iPad H. Atchison - June	Verizon	
\$20.00	5/19/2015	Data for iPad E. Pinter - June	Verizon	
\$20.00	5/20/2015	Data for iPad B. Briggs - June	Verizon	
\$20.00	5/21/2015	Data for iPad B. Baker - June	Verizon	
\$20.00	5/26/2015	Data for iPad A. Garcia - June	Verizon	
\$20.00	5/26/2015	Data for iPad A. Seitz - June	Verizon	
\$20.00	6/14/2015	Data for iPad M. De Cambra - June	Verizon	
\$680.00	TOTAL		<i>% of account budget expended year-to-date</i>	40.5%
\$1,680.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	0.6%
\$1,000.00	BALANCE			

**2nd Quarter 2015 City Council Expenditure Report
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EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
PC REPLACEMENT FEE		(ACCT: 10001010.66950.0000)		
\$1,715.00	1/31/2015	PC Replacement Fee	Cost Allocation Budget	
\$1,715.00	TOTAL		<i>% of account budget expended year-to-date</i>	#####
\$1,715.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	0.0%
\$0.00	BALANCE			
SPECIAL PROMOTIONS		(ACCT: 10001010.67600.0000)		
\$0.00		None at this time.		
\$0.00	TOTAL		<i>% of account budget expended year-to-date</i>	0.0%
\$3,500.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	1.3%
\$3,500.00	BALANCE			
OTHER CONTRACTUAL SERVICE		(ACCT: 10001010.67800.0000)		
\$300.00	2/5/2015	Westminster Chamber Gala Sponsorship	Westminster Chamber of Commerce	
\$600.00	2/17/2015	After Prom Sponsorship	Standley Lake High School	
\$200.00	2/17/2015	After Prom Sponsorship	Pomona High School	
\$750.00	2/28/2015	Budgeted Sponsorship - ACMCYA Banquet	Adams County	
\$100.00	2/28/2015	Annual City Membership Fee	Westminster Chamber of Commerce	
\$3,000.00	3/2/2015	Vaccination Sponsorship	St. Anthony Health Foundation	
\$1,500.00	3/30/2015	5 Star Gala Sponsorship	Adams 12 Education Foundation	
\$850.00	3/30/2015	Annual Gala - 4 extra tickets	Metro North Chamber of Commerce	
\$2,000.00	4/1/2015	2/20-21 Strategic Planning Facilitation	The Novak Consulting Group	
\$1,000.00	4/13/2015	Roast of Bob Briggs	Westminster 7:10 Rotary	
\$5,000.00	4/13/2015	Strategic Planning Community Summit	The Novak Consulting Group	
\$600.00	4/13/2015	After Prom Sponsorship	Westminster High School	
\$600.00	3/10/2015	Fundraising Event - (2) B. Briggs, (2) M. De Cambra, E. Pinter, A. Seitz	The Ralston House	
\$10,000.00	4/30/2015	Annual Budgeted Sponsorship	North Metro Arts Alliance	
\$1,000.00	5/14/2015	Strategic Planning Facilitation	The Novak Consulting Group	
\$195.00	4/12/2015	DRCOG Awards Ceremony - B. Briggs, A. Seitz, A. Garcia	DRCOG	
\$1,000.00	6/15/2015	Banquest Sponsorship	Westminster Public Safety Recognition Foundation	
\$28,695.00	TOTAL		<i>% of account budget expended year-to-date</i>	43.0%
\$66,745.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	25.0%
\$38,050.00	BALANCE			
SUPPLIES		(ACCT: 10001010.70200.0000)		
\$19.62	1/13/2015	F. Winter Outgoing Reception - punch	M. Barajas	
\$65.91	1/13/2015	F. Winter Outgoing Reception - snacks	M. Barajas	
\$17.71	2/12/2015	Punch for Welcome Reception - M. De Cambra	M. Barajas	
\$25.00	2/24/2015	iTunes gift card for iAnnotate - M. De Cambra	Best Buy	
\$299.00	2/24/2015	iPad replace/repair - A. Garcia	Apple Store	
\$177.97	1/7/2015	4 Seasons Photo Departure Gift - F. Winter	Creative Framing	
\$3.99	1/16/2015	Holiday Card/Outreach	American Greetings	
\$37.49	3/18/2015	Supplies	Office Max	
\$86.67	3/25/2015	iPad keyboard/cover - M. De Cambra	M. De Cambra	
\$45.44	3/30/2015	Strategic plan retreat - supplies	Officemax	

**2nd Quarter 2015 City Council Expenditure Report
(as of June 30, 2015)**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
\$32.87	3/30/2015	ACMCYA Reception - cookies, punch	King Soopers	
\$13.41	3/30/2015	Laminating Supplies	Officemax	
\$15.65	3/31/2015	Photo Copies for display - M. De Cambra	M. Barajas	
\$71.76	4/3/2015	Council Photo Updates - B. Briggs, M. De Cambra	Action Awards And Engraving	
\$76.10	5/4/2015	4/14 Community Summit Supplies	Costco	
\$36.00	3/20/2015	Name tags (2) - M. De Cambra, (2) B. Briggs	Signs By Tomorrow	
\$26.74	5/12/2015	4/25-26 Strategic Planning Retreat - snacks	M. Barajas	
\$13.45	4/16/2015	4/14 Strategic Plan Community Summit - supplies	Standard Restaurant	
\$18.00	5/26/2015	Name tags (2) - A. Seitz	Signs By Tomorrow	
\$85.75	5/26/2015	Council Letterhead and Business Cards	Print Shop Charges	
\$108.34	6/16/2015	Keyboard/Cover for iPad - H. Atchison	H. Atchison	
\$6.24	6/17/2015	6/10 Potential Candidates Forum dinner	M. Barajas	
\$138.24	5/27/2015	Council Portrait Reframing - B. Briggs, M. De Cambra	Creative Framing	
\$1,421.35	TOTAL		<i>% of account budget expended year-to-date</i>	26.1%
\$5,450.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	2.0%
\$4,028.65	BALANCE			
FOOD		(ACCT: 10001010.70400.0000)		
\$56.65	1/5/2015	1/5 Council Dinner	Li's Chinese	
\$181.25	1/6/2015	ADCOG Executive Committee Breakfast	The Grill at Legacy Ridge	
\$98.92	1/12/2015	1/12 Council Dinner	Double D's	
\$3.00	1/14/2015	1/14 Council Snacks - Special Meeting	V. Medina - Petty Cash - Vending Machine	
\$9.97	1/14/2015	1/14 Council Dinner/Snacks - Special Meeting	King Soopers	
\$28.17	1/14/2015	1/14 Council Dinner/Snacks - Special Meeting	Subway	
\$12.46	1/15/2015	1/15 Council Dinner/Snacks - Special Meeting 2	Subway	
\$56.50	2/3/2015	2/2 Council Dinner	Hong Fu	
\$26.92	3/13/2015	Soda/Tea/Coffee	Walmart	
\$142.75	3/18/2015	2/9 Council Dinner	Chili's	
\$50.95	3/18/2015	3/16 Council Dinner	Dickey's BBQ	
\$12.75	3/20/2015	3/19 Boards & Commissions Interviews Snack	King Soopers	
\$34.13	3/25/2015	3/23 Council Dinner	Subway	
\$58.75	3/30/2015	2/23 Council Dinner	Garlic Knot	
\$49.50	3/30/2015	3/2 Council Dinner	Subway	
\$79.00	4/8/2015	4/6 Council Dinner	Garlic Knot	
\$83.20	4/15/2015	4/13 Council Dinner	Los Lagos	
\$67.68	4/22/2015	4/20 Council Dinner	Quaker Steak & Lube	
\$60.00	4/28/2015	4/27 Council Dinner	Hong Fu	
\$211.85	5/4/2015	D. Tripp & M. De Cambra Reception Snacks/Soda for Council	Costco	
\$36.25	5/6/2015	5/4 Council Dinner	Garlic Knot	
\$13.94	5/14/2015	5/13 Council Telephone Townhall Snack	Walmart	
\$30.33	5/20/2015	5/11 Council Dinner	Costco	
\$50.00	5/20/2015	5/18 Council Dinner	Wishbone	
\$135.75	6/10/2015	6/8 Council Dinner	Los Lagos	
\$38.00	6/12/2015	6/10 Potential Candidates Forum Dinner	Subway	

**2nd Quarter 2015 City Council Expenditure Report
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EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
\$54.59	6/16/2015	6/1 Council Dinner	V. Medina - Petty Cash - Costco	
\$99.36	6/17/2015	6/15 Council Dinner	Dominos	
\$1,782.62	TOTAL		<i>% of account budget expended year-to-date</i>	35.7%
\$5,000.00	BUDGET	2015 APPROVED BUDGET	<i>% of total City Council budget</i>	1.9%
\$3,217.38	BALANCE			
\$266,525.00	TOTAL 2015 CITY COUNCIL BUDGET			
\$116,529.84	TOTAL 2015 CITY COUNCIL EXPENDITURES THROUGH 06/30/2015			
\$149,995.16	BALANCE			
43.7%	PERCENT OF BUDGET EXPENDED THROUGH 06/30/2015			