



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 15, 2012

SUBJECT: Study Session Agenda for August 20, 2012

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. Employee Wellness Clinic Vendor Recommendations
2. Proposed 2014 Operating Priorities
3. 2013/2014 Water and Wastewater Rate Increase
4. Proposed 2013/2014 Capital Improvement Program (CIP) Priorities
5. Direction Requested on Financial Contributions to Outside Agencies/Organizations
6. City Council's Revised Proposed 2013 and Proposed 2014 Budgets

6:30 P.M.

INFORMATION ONLY ITEMS

1. Small Business Grant
2. Monthly Residential Development Report

EXECUTIVE SESSION

None at this time.

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

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 20, 2012



SUBJECT: Employee Wellness Clinic Vendor Recommendation

PREPARED BY: Debbie Mitchell, Director of General Services
Lisa Chrisman, Employee Development and Benefits Manager
Nicki Leo, Wellness Coordinator

Recommended City Council Action

Direct Staff to proceed with contract negotiations with CareHere for Employee Wellness Clinic services.

Summary Statement

- Staff submitted a Request for Proposal (RFP) for clinic vendor services for the Employee Wellness Clinic. Four vendors submitted responses with one vendor being recommended by Staff. The Employee Wellness Clinic is a practical and proactive strategy to mitigate healthcare costs and risk in the self-insured medical plan. Clinic models project up to a 50% healthcare cost trend reduction. Additional expenditure savings are anticipated from direct provision of various medical services through the clinic.
- If City Council concurs with Staff's recommendation set forth in this Staff Report, a contract for the Employee Wellness Clinic will be brought forward for official City Council action on September 10, 2012. The fund balance in the Medical/Dental Fund is sufficient to cover the initial expense of start up costs for the clinic leaving a very healthy self insured fund reserve of \$4.7 million dollars. This reserve is in place to cover higher than anticipated health care costs in future years. If City Council approves the award of the contract to CareHere on September 10, 2012, Staff anticipates the clinic being open January 1, 2013. Staff has attached the February 13, 2012 Staff Report that provides the background on the significant benefits of the City pursuing the creation of a Wellness Clinic.
- Further details on how the Clinic vendor will function are included in the background section and will be provided at Monday night's Study Session.

Expenditure Required: \$630,000 (first year operation and start up costs)

Source of Funds: Medical/Dental Fund

Policy Issue

Should City Council award CareHere a contract for the Wellness Clinic operation?

Alternatives

1. Consider other clinic vendors to contract with for the Employee Wellness Clinic.
2. Continue with the existing preventative efforts through current strategies including plan design evaluation and marketing, City Wellness Program efforts, and employee communication encouraging consumerism and personal accountability.
3. Reduce the level of coverage provided in the healthcare plans, thereby reducing the overall cost of the City medical/dental benefit budget.

These alternatives are not recommended over awarding CareHere the contract for the Employee Wellness Clinic vendor. Staff believes CareHere is the best choice for the Wellness Clinic vendor and the other options have limited or no impact on cost containment efforts. The Wellness Clinic will maintain a proactive cost containment approach, reducing overall healthcare cost increase trends for long-term cost impact.

Background Information

On February 13, 2012, Staff presented a proposal to City Council to authorize the development of an Employee Wellness Clinic and authorize the City Manager to contract with a vendor to operate an Employee Wellness Clinic. City Council directed staff to pursue a Request for Proposal for clinic vendors and the investigation of clinic sites. City Council has prioritized healthcare cost containment efforts through a long-term planning strategy. Staff has taken a multi-faceted strategic approach to ensure the City's ability to provide sustainable healthcare to employees. An Employee Wellness Clinic will help to mitigate healthcare cost trends and further enhance the organization's proactive approach to healthcare management.

Four independent health clinic vendors submitted a response. Staff, along with three individuals from our benefit broker, Hays Companies of Denver, narrowed the group down to three vendors for further consideration. A City-wide panel of twelve employees participated in extensive interviews with the three remaining vendors. After the employee panel interviews, two vendors – HealthStat and CareHere - were selected for final review. Final interviews and follow up conversations with the two remaining vendors were conducted the week of July 9. Comparison data for CareHere and HealthStat is attached (Attachment 1).

Vendor Selection Process

After an extensive review and selection process, a final recommendation was made for CareHere as the vendor for the Employee Wellness Clinic. CareHere and HealthStat both provided exceptional vendor services and each offered a slightly different approach. CareHere is being recommended over HealthStat for the following key reasons:

- CareHere has a more comprehensive and integrated approach to wellness and cost containment strategies. The City's wellness program and efforts at health care cost containment is far ahead of most organizations. Staff feels that CareHere offers a model that is a better fit with current tactics and will provide extensive resources and support to further enhance our efforts. Their approach, along with the City's existing structure and efforts, will

ultimately help us expand on our success with cost containment. The City is in a unique position to capitalize on clinic savings opportunities because of the comprehensive wellness program and culture we have established over many years. The City would be able to incorporate the medically based evaluations at the clinic with a purposeful laser-like approach in Wellness Program efforts.

- CareHere offers a comprehensive list of 185 disease management and wellness educational programs and support, whereas HealthStat offers only a handful of basic disease management and wellness educational programs and support. HealthStat will offer more disease management and educational programs at an additional cost.
- CareHere offers a 26 panel blood lipid screen (same as what is currently provided to employees through our wellness program) whereas HealthStat's panel is a very basic panel of 7 blood lipid screens.
- CareHere is very willing to work with our existing program and staff to customize based on our needs and existing wellness program. HealthStat's program is more of an "out of the box" program and they were less willing to consider how they might adapt their program to meet our needs.
- The attached comparative data will show initial start-up costs being slightly greater with CareHere compared with HealthStat and savings being about the same. Operating costs are less with CareHere compared to HealthStat and include more services. It is also important to point out that HealthStat has several add on charges for additional wellness programs and customization, whereas customization and add on charges are included in the fee structure with CareHere

Clinic Site

The site selected for the Wellness Clinic is the area previously known as the Rapids Training Facility, located on the Northwest side of City Park Fitness Center. The City is fortunate to be in the position to utilize a City owned facility which will provide a separate and private entrance from the recreation area. Staff was able to obtain this prime location through a cooperative effort between several departments and divisions including Information Technology Department, Parks, Recreation and Libraries Department and Building Operations and Maintenance Division. Several components of these operations are being relocated to accommodate the clinic build out. The estimated cost of facility improvements and relocation of current functions located in this space is \$230,000.

The facility will house two exam rooms, a blood work-up lab, offices, restrooms, storage space, a locked area for prescription drugs, and a conference/training room space. The employees of the clinic will be employed by CareHere, ensuring confidentiality of patient information. City Staff will work with clinic staff and consolidated health trend data to target specific employee health needs through the Wellness Program.

Alongside the clinic area is a physical therapist, which Staff would like to collaborate with to address the City's musculoskeletal injuries and large amount of physical therapy claims. Physical therapy is a significant expense in our claims and Staff hopes to work with the physical therapist to address this concern at a much lower cost. The clinicians and wellness staff will also utilize recreation center and program resources by referring employees and their dependents to existing City programs and facilities.

Employee Wellness Clinic Structure

Staff is proposing to utilize an Employee Wellness Clinic as a practical and proactive strategy to mitigate healthcare costs and risk in the self-insured medical plan. Six key objectives are:

1. To reduce healthcare cost trend by 50%
2. To provide an opportunity for employees and dependents to address ongoing chronic health conditions
3. To enhance wellness efforts to support proactive healthcare management
4. To continue to enhance our culture of health and well-being emphasizing personal accountability
5. To establish a more effective way for employees to share health information with health care providers
6. To consolidate and integrate all participant information into City claims data to be analyzed and used for maximum benefit

Specific approaches that would be utilized to drive the key objectives are:

- Develop incentives that hold all participants accountable for pro-active health care
- Develop wellness participant requirements that encourage dependent involvement
- Continue to require a health risk assessment and blood lipid profile
- Require an initial consultation with the clinician at the clinic
- Develop individual action plans with minimum requirements

Clinic services would include but are not limited to:

- Routine exams, screenings and immunizations
- Acute care including ear infections, cold, flu, muscle strain, respiratory infections, strep, laceration repair
- Limited free prescriptions
- Chronic care maintenance follow-up
- Individualized plans to reduce risk factors
- School/sports/camp physicals

The clinic would be used to encourage health consumer accountability and responsibility and programs will focus on identified key areas. Coaching and Counseling, Educational Classes, and Support Groups are all vehicles to address some of the following known employee health concerns and risk factors: Weight Management; Nutrition; Chronic Disease Management (i.e., Diabetes, Blood Pressure, Cancer); Fitness; Medication Compliance; Musculoskeletal Disorders; Physical Therapy; Alternative/Holistic Medicine; and Mental Health.

CareHere will assign a Director of Clinic Operations (DCO) to work alongside Staff for clinic implementation and to oversee the day-to-day clinic operations. The DCO is the main point of contact regarding all clinic operations and will work closely with City Staff to make sure our needs and expectations are met. A clinic implementation timeline submitted by CareHere is attached.

CareHere is recommending that the clinic be staffed by a Physician's Assistant three days a week and a Physician one day a week for a total of 32 hours per week to start. The DCO, along with the clinicians, will be carefully monitoring the use of the clinic and will make recommended adjustments to the days and hours of operation based on how the clinic is utilized once it opens.

Participation in the Wellness Program and corresponding clinic services are on a voluntary basis. All employees who are enrolled in CIGNA, along with their dependents, will be eligible to participate in

the general clinic services at no charge. One important decision point was whether to allow employees in the Kaiser fully funded medical plan to utilize the clinic. Staff recommends that employees on Kaiser, in addition to employees who have opted out of medical insurance coverage provided by the City, be eligible to utilize the clinic for certain limited preventative wellness services including the HRA and blood lipid profile. Kaiser general medical care would continue to be offered through the Kaiser clinics. All employees will have the option of selecting the CIGNA/City Clinic option at open enrollment in October and November of this year. This two platform approach supports the key objective to contain healthcare costs and avoid future trend increases in claims. Adding the clinic general services to employees' medical coverage in Kaiser or for those who opt-out of healthcare would be counterproductive to the cost containment objective by increasing the benefit and ongoing cost without a comparable reduction in medical premium expense. Projections for cost avoidance in the self insured CIGNA plan estimated by clinic vendors provides a return on investment by the third year of operation. If additional expenses were incurred for Kaiser employees, the City would not see the same return on investment (Attachment 3).

In 2011, approximately \$22,000 of the wellness budget funded the annual blood lipid panels for employees. These funds will now be used to pay for the additional cost of the HRA and blood lipid panels for spouses of employees receiving a wellness program premium discount. Staff is working to reduce the average cost for their individual coverage by including them in the wellness program.

The health conscious culture of this organization is one that has benefited the employees, the City, and ultimately the taxpayers. The Benefits and Wellness Programs are highly visible and appreciated organizational efforts that directly impact our ability to meet our Strategic Goal of being a financially sustainable city government providing exceptional services by maintaining and enhancing employee morale, productivity and through health care cost containment. The Employee Wellness Clinic provides an opportunity to meet this goal by protecting and enhancing a valuable component of the City's comprehensive compensation package in a fiscally responsible manner. It positions the City as an employer of choice for current and future employees.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- Attachment 1 - CareHere and HealthStat Comparison Data
- Attachment 2 - CareHere Implementation Plan and Timeline
- Attachment 3 – On-Site Clinic Costing Analysis – 5 Year ROI Projection
- Attachment 4 – Employee Wellness Clinic Staff Report dated February 13, 2012

City of Westminster

CareHere and HealthStat Comparison Data --- ATTACHMENT 1

Clinic Details	Healthstat	CareHere
SAS 70 Certified	Yes	SSAE 16 certified
Number of Clinic Hours Per Week	32	32
Number of Weeks Per Year	48	50
Clinic Availability	Employees and Dependents	Employees and Dependents
Assumed Participation of Eligible Employees	PPO 70% Kaiser Converts 70%	PPO 70% Kaiser Converts 70%
Assumed Participation of Eligible Spouses	50% 50%	50% 50%
Assumed Participation of Eligible Children (2+yrs)	25% 25%	25% 25%
Number of Eligible Employees	548 152	548 152
Number of Eligible Spouses	295 54	295 54
Number of Eligible Dependents	537 107	537 107
Total Number of Eligible Participants	1693	1693
Total Number of Estimated Participants	826	826
Staffing Assumptions		
Total FTE	2	2
Physician	0	1 (8 hrs/2k)
Physician's Assistant	1 (32 hrs/wk)	1 (24 hrs/wk)
Nurse Practitioner	0	0
Licensed Practical Nurse	0	0
Medical Office Assistant	1 (32 hrs/wk)	1 (32 hrs/wk)
Total Start Up Cost (Not Including Build Out)	\$27,760	\$25,000
Operating Cost		
Clinic Provider - P/PA/LPN/MOA	\$212,736	\$184,000
Lab/Pathology/Rx/Clinic Supplies	\$34,560	\$33,080
Disposable Clinic Supplies	\$1,388	included in clinic supplies above
Miscellaneous	\$0	\$0
Vendor Administration Cost	\$113,889	\$168,000
Data Exchange Fees	\$4,800	\$0
Health Risk Assessment Cost	\$26,600	included
Biometrics Included?	yes	included
Total Operating Expenses	\$393,973	\$385,080
Total Cost Assumptions - 1st Year		
Total Estimated Cost	\$421,733	\$410,080
Per Participant Cost Per Month	\$42.57	\$41.40
PEPM Cost	\$50.21	\$48.82

Miscellaneous/Notes

Assumes up to 40% of Kaiser membership enrollment shift

Proposing 1 day per week physician

ATTACHMENT 1

Staffing

Suggests PA and MOA

Willing to work with us on most desirable combination. Suggests combination of physician and PA

Program Items	Coaching options and add ons: Silver, Gold and Platinum Tier program approach.	Wellness Programs included in cost (educational, smoking, weight mgmt, etc)
	Wellness programs at an additional cost (educational, smoking, weight management, etc)	No additional cost for wellness modules
Biometrics	HRA - \$40.00 pp includes blood lipid panel. Blood lipid panel is very basic. They could provide our panel at an additional cost.	No additional fee for HRA - included in administrative costs. 26 panel blood lipid profile (same as what we currently offer to employees)
Invoicing	Include provider hours billed, total program admin fees, and total lab and pathology fees.	2 bills each month: 1 for overall cost of clinic operations such as staffing, supplies, pharmacy, labs, equipment, etc. 2nd is for the management fee on a per employee per month rate. This rate is guaranteed for duration of contract
Reports	Additional fees (\$150 per hour for ad hoc reporting)	No additional fees for customized reports
Term of Contract	2 years with no increase except for the provider rates (4% increase). In year 3 all rates will increase by 4%. Renewals are guaranteed not to exceed 4%	3 years
Implementation Time Period	16 weeks	16 weeks
Disease Management Program	Offers asthma, obesity, high cholesterol, heart disease and diabetes	Offers depression, asthma, low back problems, obesity, osteoporosis, high cholesterol pain heart disease and diabetes - 185 programs in all
Insurance	Mentions that higher insurance limits can be purchased with additional costs paid by the client	Assumes all risks
Stocking Clinic	City stocks per HealthStat requests	Bills monthly for items used with no mark up

CareHere Implementation Plan and Timeline

Week 1	Contract Signed
Week 2	Candidate Physician List Compiled from In-Network Implementation Team Established (Clinic/CareHere Members) CareHere Onsite Tour of Potential Clinic Sites
Week 3	Candidate Physician List “Scrubbed” by Clinic Clinic Location Selected Facility Preparation/Renovation Plan Complete Physician Letters Mailed
Week 4	Facility Preparation Underway Employee Communication Plan Complete
Week 5	Pharmacy History Report with Pricing provided to CareHere Physician recruitment continues
Week 6	Physician recruitment continues Facility Renovation Underway
Week 7	Physician Recruitment Continues
Week 8	Physician Recruitment Continues
Week 9	Physician Recruitment Continues Department Head Meetings Scheduled
Week 10	Physician Recruitment Continues Supply and Equipment List Provided for Client Review Facility Renovation Review
Week 11	Selected Candidate Physicians Presented to Sponsor Committee Interviews Scheduled Schedule Employee Meetings
Week 12	All Clinic Construction Complete and “Punch List” finished Supplies/Equipment/Medications Ordered
Week 13	Medical Team Interviews Employee Email Blast Announcement
Week 14	Employee Newsletter Mailed Clinic Stocking and Furnishings Complete
Week 15	Employee Orientation Meetings
Week 16	Clinic Open

ATTACHMENT 3

City of Westminster

On Site Clinic Costing Analysis - 5 Year ROI Projection If clinic implemented 2013

HealthStat	2013	2014	2015	2016	2017	Total
EE/Dep Penetration Rate	60%	65%	70%	75%	80%	
Total Non-Occ. Visits	2,642	2,862	3,082	3,302	3,522	
Total Onsite Visits	2,642	2,862	3,082	3,302	3,522	
Avoided Costs/Claims	\$223,545	\$224,008	\$260,538	\$301,480	\$347,305	\$1,356,875
Clinic Expenses	\$651,733	\$448,835	\$464,310	\$480,423	\$497,200	\$2,542,502
Direct Costs	-\$428,188	-\$224,828	-\$203,772	-\$178,943	-\$149,895	-\$1,185,626
Employee Copays	\$0	\$0	\$0	\$0	\$0	\$0
Direct Costs After Copays	-\$428,188	-\$224,828	-\$203,772	-\$178,943	-\$149,895	-\$1,185,626
Reduced Trend ROI Analysis*						
Projected Total Plan Cost As Is - PPO Plan only (Assumes 8% Trend)	\$6,320,013	\$6,825,614	\$7,371,663	\$7,961,396	\$8,598,308	\$37,076,995
Projected Claims Using Reduced Trend For Improved Risk Factors*		\$6,762,414	\$7,168,159	\$7,454,885	\$7,753,081	\$29,138,539
Reduced Trend assumption		7%	6%	4%	4%	
Projected Savings		\$63,200	\$203,504	\$506,511	\$845,227	\$1,618,443
Total Costs / Savings	-\$428,188	-\$161,628	-\$268	\$327,568	\$695,332	\$432,817

Here is why it is going to cost....

Here is how it is going to save....

Overall Potential Savings

ATTACHMENT 3

City of Westminster

On Site Clinic Costing Analysis - 5 Year ROI Projection If clinic implemented 2013

CareHere	2013	2014	2015	2016	2017	Total
EE/Dep Penetration Rate	60%	65%	70%	75%	80%	
Total Non-Occ. Visits	2,642	2,862	3,082	3,302	3,522	
Total Onsite Visits	2,642	2,862	3,082	3,302	3,522	
Avoided Costs/Claims	\$223,545	\$224,008	\$260,538	\$301,480	\$347,305	\$1,356,875
Clinic Expenses	<u>\$640,080</u>	<u>\$443,825</u>	<u>\$460,356</u>	<u>\$477,566</u>	<u>\$495,485</u>	<u>\$2,517,313</u>
Direct Costs	-\$416,535	-\$219,818	-\$199,818	-\$176,087	-\$148,180	-\$1,160,438
Employee Copays	\$0	\$0	\$0	\$0	\$0	\$0
Direct Costs After Copays	-\$416,535	-\$219,818	-\$199,818	-\$176,087	-\$148,180	-\$1,160,438
Reduced Trend ROI Analysis*						
Projected Total Plan Cost As Is - PPO Plan only (Assumes 8% Trend)	\$6,320,013	\$6,825,614	\$7,371,663	\$7,961,396	\$8,598,308	\$37,076,995
Projected Claims Using Reduced Trend For Improved Risk Factors*		\$6,762,414	\$7,168,159	\$7,454,885	\$7,753,081	\$29,138,539
Reduced Trend assumption		7%	6%	4%	4%	
Projected Savings		\$63,200	\$203,504	\$506,511	\$845,227	\$1,618,443
Total Costs/Savings	-\$416,535	-\$156,618	\$3,687	\$330,425	\$697,047	\$458,006

Here is why it is going to cost....

Here is how it is going to save....

Overall Potential

*Reduced trend is attainable through improved risk factors achieved by active engagement in the clinic.

All calculations assume 4% annual pay increase.

All calculations assume 5% Annual increase to supplies



Staff Report

City Council Study Session Meeting
February 13, 2012



SUBJECT: Employee Wellness Clinic

PREPARED BY: Debbie Mitchell, General Services Department
Lisa Chrisman, Employee Development and Benefits Manager
Dee Martin, Workforce and Compensation Manager
Nicki Leo, Wellness Coordinator

Recommended City Council Action:

Concur with Staff recommendation on finding an Employee Wellness Clinic that will mitigate healthcare cost trends and further enhance the organization's proactive approach to healthcare management.

Summary Statement

City Council has prioritized healthcare cost containment efforts through a long-term planning strategy. Staff has taken a multi-faceted strategic approach to ensure the City's ability to provide sustainable healthcare to employees. One very new strategy is the proposed implementation of an Employee Wellness Clinic.

- Staff is recommending the implementation of an Employee Wellness Clinic as a practical and proactive strategy to mitigate healthcare costs and risk in the self-insured medical plan. Clinic models project up to a 50% healthcare cost trend reduction. Additional expenditure savings are anticipated through direct provision of various medical services through the clinic.
- An Employee Wellness Clinic would allow staff to consolidate and integrate all participant information, increasing the City's ability to analyze and maximize available benefits. This would allow better utilization of our healthcare dollars by reducing office visit and prescription costs as well as providing an effective avenue to manage chronic disease concerns.
- The clinic provides opportunities for enhancing our City Wellness Program efforts. It encourages employees to address their medical issues through preventative initial screenings and referral. The clinic would reinforce our culture of well-being and personal accountability to health.
- The clinic would be available to employees and dependents covered by the City's health insurance. It is a convenient, no cost service that ultimately reduces catastrophic claim costs through preventative actions.
- The Employee Clinic model has proven to be an effective cost mitigation tool that is embraced by both public and private sector employers and their employees.

- Further details on how the Clinic would function are included in the background section and will be provided at Monday night's Study Session presentation (a copy of the PowerPoint is attached).

Expenditure Required: \$687,000 (Maximum first year development and operation costs)

Source of Funds: Medical/Dental Fund – Ongoing cost

Policy Issue

Should City Council authorize the development of an Employee Wellness Clinic and authorize the City Manager to contract with a vendor to operate an Employee Wellness Clinic?

Alternatives

1. Continue preventative efforts through current strategies including plan design evaluation and marketing, City Wellness Program efforts, and employee communication encouraging consumerism and personal accountability.
2. Further reduce the level of coverage provided in the healthcare plans, thereby reducing the overall cost of the City medical/dental benefit budget.
3. Follow the course of action being taken by organizations around the country; continue increasing employee and employer contributions to address rising health care costs.

These alternatives are not recommended over the Employee Wellness Clinic option because they have limited or no impact on cost. The clinic will maintain a proactive cost containment approach reducing overall healthcare cost increase trends for long-term cost impact.

Background Information

In 1985, the City of Westminster implemented an employee Wellness Program administered by the Human Resources Division in the General Services Department. The ultimate goal of the program is to create an environment that assists individuals in sustaining healthy lifestyles and behaviors, thus reducing insurance costs for the employee and the City as an organization. The program is intended to create an awareness of preventive care, healthy lifestyle habits, and safety, with concentrated and purposeful efforts being aimed at increasing employee knowledge, engagement and individual accountability. Additional benefits include increased positive employee morale, increased productivity, decreased absenteeism and an improved quality of life.

The City recognizes the importance of supporting healthy employee wellness habits and the impact of these habits on employees, family members, and ultimately, the organization. Staff continues to address rising healthcare costs by modifying the City's benefits package design, competitive bidding, targeted wellness initiatives based on health information and driving consumer awareness and personal involvement in health care decisions. The organization is frequently looking ahead to find cost effective benefit options that meet the needs of our quality workforce.

The City of Westminster began working with Hays Companies, a new benefits consultant, in 2009 in an effort to develop a five year medical/dental benefits strategy with the main objective of addressing long-term sustainability of medical benefits for City employees and dependents. Over the past three years, the City and Hays has marketed our medical/dental benefits, resulting in reduced rate renewal costs. Hays also negotiated lower administrative costs for our self-insured (CIGNA) plan, as well as negotiated a substantial reduction in our pharmaceutical costs in the self-insured plan. In 2011, the City's efforts were rewarded with a no increase renewal from CIGNA and Kaiser as well as a substantial reduction in life, long-term disability and survivor income benefit coverage. This was based on competitively bidding our plans as well as a solid year of low claims experience. These preliminary years have put us in a position where we have added to the medical/dental fund balance and are prepared to take on the initial expense of an employee clinic if that direction is chosen.

As part of a multi-year approach, staff is considering various strategies including the possibility of unbundling health care services, as well as opening an Employee Wellness Clinic. Initial analysis and research conducted by Hays Companies determined the City would benefit from implementing an

employee health clinic. Research results project a profitable return on investment for the City, reducing claims and the healthcare trend factor by up to 50%. Preliminary price modeling of a clinic has been researched by staff and Hays with a presentation by one vendor to better understand the model for employee health clinics. Initial cost estimates for one year operation is \$397,092 with an additional expense of one time build-out and leasing of \$290,000. The cost avoidance is estimated at \$394,471 after one year. At least one vendor provides a guaranteed return on investment after 18 months. (See attachment cost and recovery estimates on page 18). In addition, City staff met independently with other local agencies currently utilizing an employee health clinic. Those organizations included the cities of Loveland and Greeley, as well as Larimer and Weld County Colorado. Each of these implemented an employee health clinic as part of an effort to mitigate rising healthcare costs. Larimer County experienced a return on investment of over \$1.7 million dollars in the first 18 months (see attachment page 19). Each organization had a slightly different approach and set of objectives. All of the organizations are pleased with their clinics and expect or are experiencing cost savings as a result of the implementation.

Strategies

Staff is proposing to utilize an Employee Wellness Clinic as a practical and proactive strategy to mitigate healthcare costs and risk in the self-insured medical plan. Six key objectives are:

1. To reduce healthcare cost trend by 50%.
2. To provide an opportunity for employees and dependents to address ongoing chronic health conditions.
3. To enhance wellness efforts to support proactive healthcare management.
4. To continue to enhance our culture of health and well-being emphasizing personal accountability.
5. To establish a more effective way for employees to share health information with health care providers.
6. To consolidate and integrate all participant information into City claims data to be analyzed and used for maximum benefit.

Specific approaches that would be utilized to drive the key objectives are:

- Develop incentives that hold all participants accountable for pro-active health care.
- Develop wellness participant requirements that encourage dependent involvement.
- Continue to require a health risk assessment and blood lipid profile.
- Require an initial consultation with the Physician's Assistant at the clinic.
- Develop individual action plans with minimum requirements.

Employee Wellness Clinic Structure

The Employee Wellness clinic would be operated by an independent contractor. The clinic would be staffed by a Physician's Assistant and a Medical Office Assistant for 28-32 hours per week, based on need. The facility would house two exam rooms, a blood workup lab, offices, training and conference space as well as possible expansion for physical therapy or exercise. Space would be leased in Westminster or in a vacant City-owned property. The employees of the clinic would be employed by the vendor providing clinic services ensuring confidentiality of patient information. The City's Wellness Coordinator would work with clinic staff and consolidated health trend data to target specific employee health needs through the Wellness program.

Employees and dependents enrolled in the City medical plan would be eligible to access services at no cost. One important decision point is whether to allow employees in the Kaiser fully funded medical plan to utilize the clinic. The additional cost annually for Kaiser participation is estimated at \$67,000.

There is no direct cost avoidance for utilization by employees in Kaiser. The clinic is a tool to assist employers with cost avoidance when they are self-insuring their claims expense and can profit from a reduction in those claims. Current estimated costs reflect inclusion of Kaiser participants, however this is still under review. Clinic services would include but not be limited to:

- Routine Exams, Screenings and Immunizations
- Acute Care including ear infections, cold, flu, muscle strain, respiratory infections, strep, laceration repair
- Limited free prescriptions
- Chronic care maintenance follow-up
- Individualized plans to reduce risk factors
- School/sports/camp physicals

The clinic would be used to encourage health consumer accountability and responsibility. The City is in a unique position to capitalize on clinic savings opportunities because of the comprehensive wellness program and culture we have established over many years. The City would be able to incorporate the medically based evaluations at the clinic with a purposeful laser-like approach in Wellness Program efforts. Programs would focus on identified key areas. Coaching and Counseling, Educational Classes, and Support Groups are all vehicles to address some of the following known employee health concerns and risk factors: Weight Management; Nutrition; Chronic Disease Management (i.e., Diabetes, Blood Pressure, Cancer); Fitness; Medication Compliance; Musculoskeletal Disorders; Physical Therapy; Alternative/Holistic Medicine; and Mental Health.

If City Council supports the pursuit of developing and implementing the Employee Wellness Clinic, staff estimates that the project would take approximately 9 to 12 months to complete. Steps would include a request for proposal for a clinic provider, selection of a clinic location, employee communication and education, build-out of the site, operational set-up, health risk assessments for employees and adult dependents and facility opening. The award of the contract for the Employee Wellness Clinic will be brought back to City Council for action later this year. The fund balance in the Medical/Dental Fund is sufficient to cover the initial expense of the program and still leave a very healthy self insured fund balance. The fund balance is currently \$4.4 million dollars.

The health conscious culture of this organization is one that has benefited the employees, the City, and ultimately the taxpayers. The Benefits and Wellness Programs are visible and appreciated organizational efforts that directly impacts our ability to meet our Strategic Goal of being a financially sustainable city government providing exceptional services by maintaining and enhancing employee morale, productivity and cost containment. The Employee Wellness Clinic provides an opportunity to meet this goal by protecting and enhancing a valuable component of the City's comprehensive compensation package in a fiscally responsible manner. It positions the City as an employer of choice for current and future employees.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Employee Wellness Clinic PowerPoint Presentation



WESTMINSTER

Staff Report

City Council Study Session
August 20, 2012



SUBJECT: Proposed 2014 Operating Budget Priorities

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

Recommended City Council Action

Provide Staff with feedback on the items highlighted below as they relate to preparations for the proposed 2014 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 2014 Budget and for City Council to provide Staff with any feedback regarding these recommendations, focusing on the General, Utility, Fleet Maintenance and Golf Course 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.
- Staff continues to refine the proposed 2014 budget; therefore, City Council may see some minor modifications in the final proposed budget that is distributed in August.
- Department Heads will be in attendance at Monday night's Study Session to provide more details about these priorities if needed and answer any questions that City Council may have with regard to any specific items.

Expenditure Required: Funding totals to be provided with full proposed 2013/2014 Budget in August

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

Policy Issue

Does City Council agree with the overall 2014 operating priorities as proposed by Staff?

Alternative

City Council can provide Staff with alternative approaches to 2014 operating priorities as deemed appropriate.

Background Information

Staff reviewed with City Council at the July 16 Study Session operating priorities for the 2013 Budget. The proposed 2013 Budget provided the base for working on the 2014 Budget and overall, no major level of service or other adjustments are proposed. The highlights below reflect the notable proposed adjustments from 2013 to 2014. As a reminder, the Core Services level of service analysis was conducted in May of this year as part of Staff's efforts to meet City Council's objective "Institutionalize the core services process in budgeting and decision making" under the Financially Sustainable City Government Providing Exceptional Services goal. Staff used the initial budget review and guidance provided by City Council earlier this year to develop their proposed 2013 and 2014 operating budgets.

City Council revisited their Strategic Plan, goals and priorities on August 6; final adjustments will be delivered shortly. During the course of the summer, Staff utilized the existing 2012 City Council Goals listed below for the initial development of the 2013/2014 Budgets:

- Financially Sustainable City Government Providing Exceptional Services;
- Strong, Balanced Local Economy;
- Safe and Secure Community;
- Vibrant Neighborhoods in One Livable Community; and
- Beautiful and Environmentally Sensitive City.

The entire proposed Budget for fiscal years 2013 and 2014 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 at the regularly scheduled Study Session on Monday, September 17, for the Budget Retreat to deliberate on final funding decisions on staffing levels, programs, services, and capital projects.

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 is highlighted in a separate Staff Report and scheduled to be discussed on August 20 as well, are funded by one-time revenues, such as park development fees, building use taxes, utility tap fees and carryover funds.

ALL FUNDS

Citywide

- Salary Adjustments – At the time of delivery of the 2013 Operating Budget Priorities Staff Report to City Council, Staff was in process of reviewing and evaluating salary market survey work. Specific recommendations for 2013 were not presented as a result, so Staff is highlighting those in this report. All proposed salary adjustments for 2013 reflect a total net change of \$2,327,184 from the Amended 2012 Budget, not including proposed new positions that were highlighted

separately (General Fund = +\$1,947,455, Utility Fund = +\$209,215, Miscellaneous Funds = +\$170,514). For 2013, this increase is comprised of a proposed 1% market adjustment to the Pay Plan, along with step and merit adjustments, which totals \$1,044,166 (step and merit = \$689,807; market adjustment = \$354,359). In addition, based on the salary market survey work, Staff is proposing market adjustments for a number of positions in the City in the 2013 budget. These proposed market adjustments amount to \$1,184,518, with a significant portion of these cost increases coming from public safety positions. The majority of the City's positions were found to be very competitive in the market and no adjustments are recommended. Also, Staff conducted a market survey for temporary/seasonal and hourly staff that results in the recommendation to adjust certain positions, totaling \$98,500. All of these salary adjustments are being proposed to maintain the City's competitiveness in the marketplace in order to retain and attract high performing employees.

For 2014, Staff is recommending a net increase of \$2,107,296 Citywide for salaries (General Fund = +\$1,684,019; Utility Fund = \$322,264; Miscellaneous Funds = \$101,013). As has been the City's practice in previous years, these dollars are proposed in the Central Charges regular salaries accounts in respective funds as a "placeholder" to be distributed as part of the 2014 Mid-Year Review/Budget Amendment process for potential market, step/merit and position audit adjustments. Of note, while Staff conducted a salary market survey, Staff did not perform any individual position audits as part of the 2013 Budget development process. Staff is deferring those audits until next year and will perform audits on appropriate positions as part of the 2014 Mid-Year Review/Budget Amendment process. As a reminder, due to economic challenges, the City did not make any market adjustments to the pay plans in 2010 or 2011. City Council authorized a 2% across-the-board adjustment effective January of 2012 to help keep the City's Pay Plan within market and ensure competitive wages. (net change 2013 = \$2,327,184; net change 2014 = \$2,107,296)

- Medical/Dental Benefits – Health care costs are projected to increase approximately 6% over 2013, which amounts to an increase of \$571,512 in all funds, (General Fund +\$460,290, Utility Fund +\$100,012 and Golf Course Fund +\$11,210). The increases in the health care industry continue to impact the City and its employees. Staff is continuing work on the creation and implementation of an employee Wellness Clinic as a means to help reduce healthcare cost trend as part of an effort to mitigate rising healthcare costs. The estimated increase for 2014 is based on the information available to Staff at this time. This brings the total for medical and dental insurance citywide to \$9,957,220 (General Fund \$8,130,070, Utility Fund \$1,629,123, and Golf Course Fund \$198,027). (net change +\$571,512)

GENERAL FUND

Central Charges

- Human Services Board – The funding for the Human Services Board (HSB) recommended agencies is proposed to increase from the proposed 2013 level of \$80,000 to \$90,000 for 2014. This recommendation is based on City Council feedback over the past year. The HSB funding has remained at the \$80,000 level since 2011. This will allow City Council and the HSB to either fund more agencies or increase the level of funding to certain agencies. (net change +\$10,000)
- Biennial Citizen Survey – The City conducts a comprehensive Citizen Survey in even-numbered years and needs to budget for this expense accordingly in those years. For the 2012 Citizen Survey, the City's contractual costs paid to the National Research Center totaled \$16,400. Postage and printing are budgeted separately and totaled approximately \$4,000 in 2012. (net change +\$17,000)
- GCORF Vehicle Replacement – Staff is proposing an increase of \$394,350 associated with replacement vehicles, which are budgeted in the General Capital Outlay Replacement Fund

(GCORF) (proposed 2013 total = \$1,058,900, proposed 2014 total = \$1,453,250). This proposed increase is primarily associated with the possibility of purchasing a new make/modal Police patrol vehicle to replace the Crown Victoria. As City Council is aware, the Proposed 2013 Budget includes the replacement of 11 Crown Victoria patrol vehicles at a cost of \$15,900/piece. These funds are the rebuild costs of the existing Crown Victoria patrol vehicles being tested currently. The Crown Victoria model was discontinued in 2011 by the Ford Motor Company. For the 2012 replacements, Staff was able to purchase additional 2011 models at year end that cover the replacements scheduled for 2012. This is allowing Staff time to evaluate the potential replacement patrol car model with the models now available. In order to allow adequate time to test potential replacement patrol vehicles for the Crown Victoria (Chevrolet Caprice and Ford Interceptor) and allow for adequate testing of rebuilt Crown Victoria's to see if this is a viable vehicle replacement option for the near future, Staff recommends waiting to make a decision on how to proceed with patrol vehicle replacement for the long term until the 2014 Mid-Year Budget Review/Amendment Process. If the rebuilt Crown Victoria's pose unexpected challenges prior to implementation in 2013, Staff would recommend the use of GCORF public safety tax fund balance to address replacement needs in 2013; Staff would return to City Council for authorization during 2013 should this occur. Staff anticipates the new replacement vehicles to cost up to \$39,500 per vehicle (including lighting), which is a significant increase over the cost of the rebuilt Crown Victoria's; the last Crown Victoria's were purchased in February 2011 for \$22,386/vehicle (if replacement lighting was needed, then add \$3,000/vehicle). If the rebuilt Crown Victoria's are found to be a reliable and viable replacement option, this increase in 2014 would not be necessary and Staff would propose reducing this budget as part of the 2014 Mid-Year Review/Budget Amendment Process. (net change +\$394,350)

- GCORF Copier/Multi-Functional Machine Replacements – Staff has been working on a consolidated budgeting approach for copier/multi-functional machine replacements at City Hall. Starting in 2013 and continuing in 2014, Staff is proposing to establish an account in the General Capital Outlay Replacement Fund (GCORF) and to budget these proposed expenditures from GCORF. As with vehicles and computers purchased out of GCORF, savings on actual purchases would be accumulated in the account and could be used to help “smooth out” capital outlay costs over multiple years versus the current practice of departments addressing these costs/needs individually on an annual basis. Depending on use, reliability, maintenance history and other factors, copiers/multi-functional devices typically need replacement every four to six years at City Hall. For planning purposes, Staff has developed a five-year replacement schedule. Departments will continue to budget for maintenance, service and supply needs associated with the machines within their respective budgets. Staff is proposing \$33,500 in 2013 and the same amount in 2014 for these replacements. Based on functionality and size, replacement of these machines range from \$12,000 to \$18,000 per State Bid pricing. Two devices are proposed to be replaced in 2013 (one in Community Development and one in General Services); two devices are proposed to be replaced in 2014 (two between the City Manager's Office and the City Attorney's Office). (net change +\$33,500)

General Services

- Information/Records Management Coordinator – As noted in the 2013 Staff Report, Staff continues to refine recommendations for City Council's consideration; one item that has been refined for consideration is the creation of a new Information/Records Management Coordinator position in the City Clerk's Office to assist with records management throughout the City. Staff is proposing that the position be filled in 2012, reallocating a vacant non-sworn position from the Police Department that has been vacant since 2011 when the reorganization occurred. As such, it would appear as a proposed upgrade and reallocation of existing FTE on the Proposed Change Sheet document included within the Staffing section of the proposed budget document. The

Information/Records Management Coordinator will coordinate a citywide information and record management retrieval system that will provide easy access to records across the organization. The rollout of an upgrade to the City's electronic filing software (Laserfiche) is expected to be deployed in late 2012/early 2013. This will include educating staff about the functionality of the upgraded software and developing uniformity in electronic file management citywide. The Information/Records Management Coordinator will also work with all departments throughout the City on improved paper file management strategies. Since the position is proposed to be filled in 2012, no additional budget impact is reflected in 2014. (net change \$0)

Parks, Recreation & Libraries

- Water (Irrigation) – Per the projected 4% rate increase in 2014, Staff recommends a 4% increase to the water/sewer budget in Park Services. This budget is primarily associated with irrigation expenses for City parks, medians, right of ways, etc. Some of this budget is also associated with domestic water usage at City facilities. This proposed increase would result in a total water/sewer budget of \$1,144,538. Actual irrigation expenditures are highly dependent on climatic conditions in a given year and the proposed budget is based on experience of average moisture years. 2012 has proven to be very dry and irrigation expenditures are tracking \$230,000 over 2011 expenditures year-to-date; Staff is taking measures in attempts to limit this cost exposure by reducing water consumption at parks throughout the City without permanently damaging plant materials. In 2013, Staff is recommending a 2% increase to the water/sewer budget to help address the projected 4% rate increase and is recommending transferring \$30,000 from the electricity/gas account in Park Services to help offset projected irrigation cost increases. In 2012, the City started budgeting for savings per the Siemens Energy Performance Contract that also included irrigation efficiency improvements, which resulted in a \$227,976 savings per year. (net change +\$44,021)
- Maintenance and Repair of Equipment at Library Facilities – Staff is proposing to shift \$10,000 from the library's electricity/gas budget to help fund equipment and maintenance repair needs. Equipment needs includes software and information technology maintenance to run the library catalog and maintain patron records, as well as maintenance of the library network, library servers, self-checkout machines, mobile application and public computers. Some of these funds are proposed for general repairs at Irving Street Library (opened April 2004). The total budget for all of these needs is proposed at \$50,900. Due to some energy savings associated with optimizing the heating and cooling system, the proposed shift of funds will still allow adequate resources to cover library energy expenses. (net change +\$10,000)
- College Hill Library/Front Range Community College Building Operations and Maintenance Charges – Staff is proposing to increase the budget for contractual services provided for College Hill Library by Front Range Community College (FRCC) by \$8,000 for a total budget of \$258,019. FRCC charges the City for services including janitorial, security, maintenance, grounds care, and gas and electricity. This increase would represent a 3% increase over anticipated 2012 actual charges. Staff continues to discuss intergovernmental agreement issues and concerns with FRCC officials, including issues related to these building operations and maintenance services, information technology and staffing/resource commitments. (net change +\$8,000)
- Library e-Materials – Staff is proposing to reallocate \$25,000 from “hard” library materials to e-materials to bring the total line item budget for e-materials to \$47,150. Staff is also proposing \$50,000 for e-materials in capital outlay (an increase from the \$20,000 capital outlay proposed in 2013). While there is much variability in pricing and license agreements for e-materials, using Harper Collins as an example, this amount of funding would likely purchase around 2,857 licenses at a cost of \$34/e-book license. Harper Collins allows for 26 “check-outs” for each book. From January 1, 2012, to May 31, 2012, Westminster patrons placed 4,173 holds for e-books.

Comparatively, Westminster patrons placed 40,552 holds on analog items during the same time period. Currently, the six major publishing companies, third party vendors and libraries are in discussions regarding how e-books and other e-materials will be priced, checked out, etc., with libraries. A great deal of uncertainty exists but the demand for these products is increasing (30% of adults have e-readers). (net change +\$25,000)

Public Works & Utilities

- **Street Lighting** – Staff is proposing an increase in the street lighting account because of escalating utility and repair costs. Staff continues working with Xcel Energy to control maintenance costs and reduce the total energy usage by the City for streetlights; however, costs continue to escalate. The amount budgeted for street lights in 2013 totals \$2,253,438. For 2014, Staff is proposing a slight increase for street light and repair costs totaling \$2,262,938, which is the amount that Staff believes is reasonable in the 2014 Budget given the uncertainty with future energy rate adjustments (note that approximately \$1.93M of the total is associated with actual energy costs; the balance is associated with repair and pole painting conducted by Xcel Energy). (net change +\$9,500)
- **Concrete Replacement** – Staff proposes \$50,000 in additional funding in the Maintenance and Repair line item of the Street Division of Public Works and Utilities Department. Additional funding will be used to address ongoing infrastructure needs throughout the City, with particular attention on trying to keep up with concrete replacement. As the City transitions into “maturity,” Staff is anticipating an increased need for normal maintenance and repair of City infrastructure. This increased need is compounded by perpetually rising material costs putting pressure on the purchasing power of existing funding levels. (net change +\$50,000)
- **Maintenance and Construction Materials** – Staff proposes \$31,000 in additional funding for regular street maintenance. Based on the analysis conducted and shared with City Council at the April 2 Study Session, the condition of Westminster’s street network is declining and will continue to degrade unless funding for street maintenance is increased. To this end, Staff is proposing an additional \$31,000 for materials, including asphalt; this increase is proposed over the additional \$150,000 proposed in the 2013 operating budget to help address the gap in funding that had developed over the years from unaddressed inflation in material costs. The additional funds proposed in 2014 will not allow for any additional repairs or maintenance, but will address the projected increases in material costs. (net change +\$31,000)

UTILITY FUND

Public Works & Utilities

- **Conservation Program** – As noted in the 2013 Proposed Operating Budget Priorities, Staff recommends redirecting the current level of rebate funding (\$43,000) towards the development of two technology tools (a GIS irrigation tool and a water leak notification tool) for Staff and customers. Over the past ten years, the City has administered a successful rebate program, providing residents and businesses rebates for the installation of water saving fixtures. Staff is proposing to redirect these funds from rebates (which Staff believes have been already tapped by interested residents and businesses) towards the development of a GIS tool that will provide customers with information about the amount of water their property needs in any month. This information could be made available through the utility billing system as well as through the City’s Web site. Initial development of this GIS tool would be a one-time cost of approximately \$35,000, with \$8,000 going towards mailing of leak notifications proposed in 2013. For 2014, a second tool is proposed; the implementation of a leak notification system within the Utility Billing system. A recent study of Westminster residential customers showed that 13% of all residential water use is wasted in leaks. The Utility Billing system collects data that can show that a leak is occurring on a customer’s property, but it cannot notify a customer. It is proposed that a

notification system be developed to send customers a postcard notifying them of leaks and directing them to resources within the City and online. These two tools will assist residents and businesses in better managing their water use and costs associated with water consumption while assisting the City in the long term goal of conservation. (net change +\$0)

- Ditch Assessments – Staff is proposing to fund increased costs associated with the City’s portfolio of ditch shares. The largest increases in ditch assessments anticipated in 2014 are in the Farmers High Line Canal (+\$8,286) and Church Ditch (+\$6,809). (net change +\$17,332)
- Moffat Tunnel Water Contract – The City has an agreement with Denver Water whereby Denver is required to deliver up to 4,500 acre-feet (AF) of raw water to Westminster each year. This Denver “Moffat” water is delivered from the West Slope through Denver’s system into the City’s Kinnear Ditch Pipeline and stored in Standley Lake. The City’s contracts with Denver Water require that the annual delivery occurs from July 1st through June 30th and that the City pays Denver Water the raw water rate for use of the water each year. In addition, the City has a contractual obligation to pay for 1,750 AF during the same time period, even if the City does not take delivery of any Denver Water. Funding for the obligatory 1,750 AF is anticipated to increase by 5% for 2014. (net change +\$25,900)
- Chemicals – Staff is proposing an increase to the Public Works and Utilities Department budget to help address anticipated increases in the cost of the chemicals needed for water treatment (approximately 5% for chemicals). The largest increases are in sodium hypochlorite (\$12,505) and lime (\$3,750). (net change +\$37,305)
- Parts – Staff is proposing an increase to the Public Works and Utilities Department budget to help in addressing anticipated increases in their parts accounts associated with the water treatment plants. A portion of the requested increase in funding will be to address inflation and a portion will be to address additional replacement needs as the treatment plants age. The increase proposed for the Semper Water Treatment Facility is \$8,000 (30%) and the Northwest Water Treatment Facility is \$8,000 (80%). (net change +\$16,000)
- Metropolitan Wastewater Reclamation District (MWRD) Special Assessment – MWRD charges the City based on a three part calculation that includes past flows and loadings discharged to MWRD and credits or deficits from the prior year use. Based on MWRD’s current estimated rate increase of 8% over the revised 2013 base of \$2,445,796, the total for 2014 is estimated to be \$2,641,460. (An additional \$100,000 is budgeted within this line account for the mid-year adjustment that MWRD makes; since it is an unknown figure, the \$100,000 is traditionally budgeted for the unknown adjustment. This brings the total budgeted for Metro within this account to \$2,741,460 for 2014.) Staff is recommending an increase in this account of \$275,796; the City may be able to revise these numbers as part of the 2014 Mid-Year Review Process/Budget Amendment if rates support it. (net change +\$275,796)
- 1.0 FTE Utility Technician – Staff is proposing the addition of 1.0 FTE Utility Technician at the Big Dry Creek Wastewater Treatment Facility and the Reclaimed Treatment Facility. Over the last several years, the Big Dry Creek facility has grown and expanded to include several state of the art processes, which include computer control drives for the majority of motors and equipment, along with the addition of a flow paced and transmissivity controlled disinfection system. The facility itself now incorporates Biological Nutrient Removal (BNR) that required the addition of numerous pieces of equipment and pumps now needing to be repaired and maintained. The Reclaimed Water treatment facility is currently wrapping up a facility expansion that has boosted the treatment capacity from 6 million gallons per day to 10 million gallons per day. This increase in reclaimed water plant capacity has also added to the workload for existing staff. The addition of a Utility Technician would allow for better maintenance forecasting and predictive monitoring of essential systems. This is the only new FTE proposed in the Proposed 2014 Budget. (net change +\$52,902)

FLEET MAINTENANCE FUND

- Nitrogen Air Compressor – Staff is proposing the purchase of a nitrogen air compressor for filling tires on all light duty vehicles. It is estimated that this will reduce tire wear, resulting in an estimated savings of \$15,000 annually in the tires account. It is also estimated filling tires with nitrogen will lead to higher fuel efficiency throughout the City's fleet. These savings are made possible through nitrogen's ability to keep at the correct tire pressure level between regular services. (net change +\$13,084)

PARKS, OPEN SPACE & TRAILS (POST) FUND

Community Development

- Open Space Land Acquisition – The account within the POST fund for land acquisition in both 2013 and 2014 totals \$0. This is based on first covering debt service obligations, which includes a transfer to the Debt Service Fund for 2007 POST issue \$3,536,192 in 2013 and \$3,536,251 in 2014; interest expense payment for 2010 open space water shares based on the 2010 acquisition of the Loon Lake \$21,545 in both 2013 and 2014; and lease payments for the Metzger Farm certificates of participation (COPs) \$388,545 in 2013 and \$388,358 in 2014 (an additional \$175,000 is paid for Metzger Farm COPs from the Adams County Open Space Land Acquisition CIP project account). Remaining funds are split between Community Development for land acquisition and Parks, Recreation and Libraries for returning open space lands to their native status and ongoing maintenance. A portion of funds are also transferred to the General Capital Improvement Fund (GCIF) to be utilized for park and trail related capital improvements. The debt pressures have reduced the available funding for land acquisition. In 2012, a total of \$5,304 was budgeted in the land acquisition account; however, thanks to some grant reimbursements occurring during 2011, \$1.0 million was appropriated in 2012 from 2011 carryover funds. Having dollars available from the current year sales and use tax revenues from the POST Fund will remain a challenge for the foreseeable future. The Metzger Farm COPs will be paid off in November 2016, freeing up approximately \$563,000 a year. (net change = -\$5,304)

Parks, Recreation & Libraries

- Open Space Improvements and Repairs – In the proposed 2013 budget, Staff is proposing an additional \$50,000 to fund improvements and repairs to open space properties, restoring this account to its historical \$100,000 level as funds were reduced previously due to lower revenue collections. For 2014, Staff is proposing to retain the funding at the \$100,000 level for improvements and repairs to open space properties. (net change \$0)

GOLF COURSE (LEGACY RIDGE AND THE HERITAGE)

Golf Course revenues for 2012 continue to improve. For the first six months of 2012, green fee revenues for Legacy Ridge are up approximately 24% and The Heritage are up approximately 26%. Staff anticipates this positive growth to continue into 2013 and 2014. Staff continues to work on strategies to improve rounds played to have the golf courses fully cover their operating costs. In addition, Staff continues work on the airport lease (The Heritage) and associated annual operating costs for this lease payment; these efforts could further reduce the annual subsidy provided to the Golf Course Fund.

- Proposed expenditures for Legacy Ridge and The Heritage in 2013 total \$3,549,751, which includes Central Charges (Legacy Ridge = \$1,592,630; The Heritage = \$1,957,121). Projected revenues for 2013 total \$2,967,517 (charges for services only; this does not include any transfers; Legacy Ridge = \$1,582,167, The Heritage = \$1,385,350). This results in a total proposed subsidy (transfers) of \$582,234 in 2013. In 2012, these transfers amounted to \$751,143. The proposed budget for 2013 would result in a transfer reduction of \$168,909 in 2013 compared to 2012. Changes proposed in 2013 include an adjustment to temporary salaries per the market survey

conducted by Human Resources (+\$13,092), bringing back contract custodial services in the Club House (+\$7,496), increase to fuel charges based on experience (+\$4,000), and increasing funds for landscape supplies, irrigation materials and chemicals (+\$10,900) in both golf courses. In 2013, a replacement regular cab 2500 4X4 pick-up truck with snow plow (like for like) is proposed for a total of \$30,000. The Heritage certificates of participation (COPs) payment totals \$324,750 in 2013 (which is a decrease of \$77,500 from the 2012 COP payment).

- No major changes are proposed between 2013 and 2014, except minor ones related to salary and benefit cost adjustments. In 2014, a replacement extended cab 4X4 pick-up truck (like for like) is proposed for a total of \$22,000. Proposed expenditures for Legacy Ridge and The Heritage in 2014 total \$3,598,479, which includes Central Charges (Legacy Ridge = \$1,643,938; The Heritage = \$1,954,541). Projected revenues for 2014 total \$3,019,479 (charges for services only; this does not include any transfers; Legacy Ridge = \$1,610,039, The Heritage = \$1,409,440). This results in a total proposed subsidy (transfers) of \$579,000. The proposed budget for 2014 would result in a subsidy reduction of \$3,234 in 2014 compared to 2013. The Heritage certificates of participation (COPs) payment totals \$324,750 in 2014. (net change/reduced subsidy 2013 = -\$168,909; 2014 = -\$3,234)

The operating priorities included within this Staff Report represent the major operating budget changes proposed in the 2014 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.

These proposed operating priorities support all five of the City's Strategic Plan Goals: Financially Sustainable City Government Providing Exceptional Services, Strong Balanced Local Economy, Safe and Secure Community, Vibrant Neighborhoods in One Livable Community, and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 20, 2012



SUBJECT: 2013/2014 Water and Wastewater Rate Increases

PREPARED BY: Mike Happe, Utilities Planning and Engineering Manager
Chris Gray, Management Analyst
Stu Feinglas, Water Resources Analyst

Recommended City Council Action

Provide direction to Staff to prepare an ordinance to adjust water and sewer rates by 4% in 2013 and by 4% in 2014.

Summary Statement

- Staff is requesting Council's direction on a recommendation to increase water rates, including meter service fees, by 4% each year in 2013 and 2014 and sewer rates by 4% each year in 2013 and 2014.
- The rate increase is a continuation of the policy adopted in 2006 to provide for the long-term repair and replacement of the City's aging Utility by gradually reducing the systems reliance on tap fees as the City approaches build out conditions.
- These rate increases adhere to the City's strategy of long-term sustainability for the Utility, and will help the Utility address the rising costs of business associated with outside factors such as Xcel energy, Metro Sanitation District, Denver Water, and others.
- The combined increase in cost for the average single family home for 2013 would be \$2.03/month.

Expenditure Required: \$0

Source of Funds: NA

Policy Issues

1. Should the City adopt water and sewer rates for 2013 and 2014 as recommended?

Alternatives

1. Council could choose not to approve the 2013 and 2014 water and wastewater rate increases.

By not approving the water and sewer rate increases, the City will under-fund the utility infrastructure that provides water and wastewater services to its customers. Under-funded and deteriorating infrastructure can lead to excessive maintenance costs, a decrease in system reliability and higher capital costs in the future. Staff does not recommend this alternative.

2. Council could choose to provide partial increased water and wastewater rates for 2013 and 2014.

The City continues to face the critical need of repairing and replacing its water/wastewater infrastructure. By approving only a partial rate increase, the maintenance of the water and wastewater infrastructure will be under-funded resulting in increased funding needs in future years. Staff does not recommend this alternative.

Background Information

Water and Sewer Rate Increases

Every two years, the City reviews the water and sewer rates to ensure that they are set to sufficiently recover the costs of providing water and wastewater service to City residents. Staff is recommending a 4% water rate increase in both 2013 and 2014, which would apply to the sale of residential, irrigation, commercial and reclaimed water, as well as the monthly meter service fee. Staff is also recommending a 4% rate increase to sewer rates for residential and commercial customers each year in 2013 and 2014. For the average single family home, a 4% rate increase would equate to combined monthly increase of \$2.03 in the 2013 monthly water and sewer bill. In 2014, the combined increase would result in an increase of \$2.13 to the average single family monthly bill.

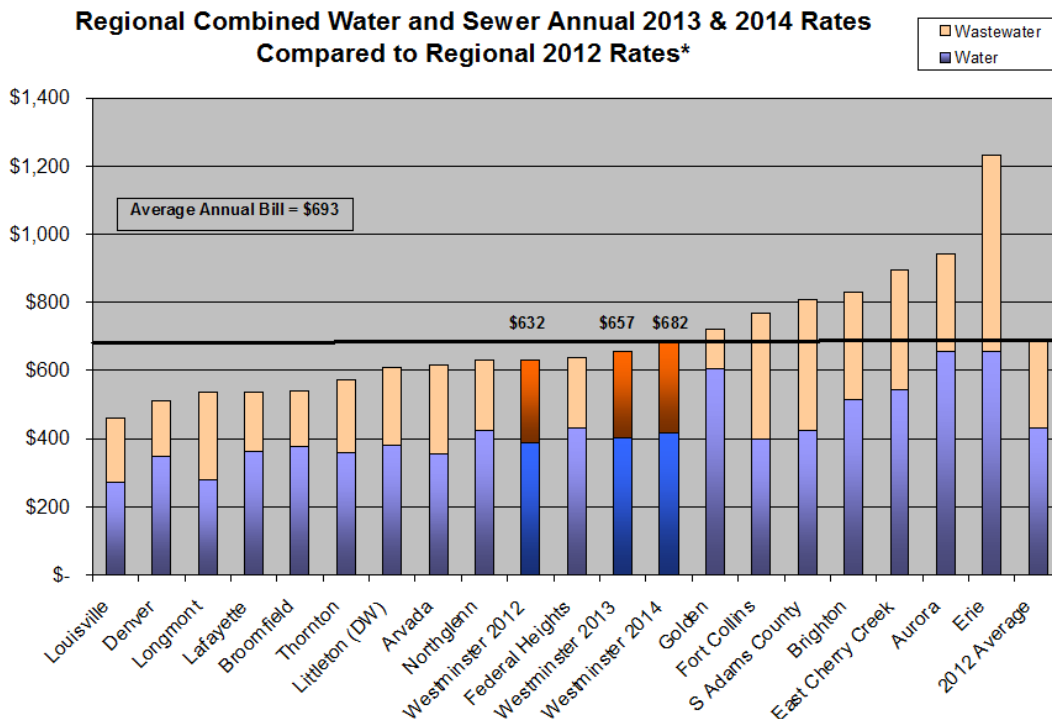
The 2013 and 2014 recommended rate increases adhere to the City's fiscal policies that were adopted in 2006 to provide for the long-term sustainability of the Utility. Part of these policies included a plan to transition the City's funding of capital projects away from dependence on tap fees to an increased reliance upon water and sewer rates as tap fee income decreases as the City reaches build out. By following this policy, a greater portion of the repair and replacement of the City's utility system funding will be covered by rate income. This allows the Utility Fund to remain sustainable into the future and allows for the perpetual repair and replacement of the Utility system, reducing the chance of major rate increases in the future. A rate increase of 4% to both the water and sewer rates each year in 2013 and 2014 will allow the Utility to maintain a positive balance of funds and fund the Utility's operating expenses.

Because the City's long-term strategy is to transition rates to cover all Utility costs, future water and sewer rates will need to address not only the rising costs of providing water and wastewater services to City customers, they will need to address the reduction of tap sales that have historically funded capital improvements. Staff will continue to evaluate the Utility's adherence to these fiscal policies

to ensure not only the funding of short-term operating expenses but the longer term plan to maintain the City’s water and wastewater infrastructure.

Staff is well aware of the current state of the economy and its impact on the bottom line for our citizens. The City’s water and wastewater rates continue to remain competitive when compared to those of its neighbors along the Front Range. For comparison purposes, Staff has included a graph illustrating Westminster’s combined water and wastewater rate increases along with the current 2012 rates of neighboring cities:

Combined Water and Sewer Rate Comparison



* The rates shown for other cities do not reflect increases they may implement for 2013 and 2014.

Staff is requesting direction to implement these rate changes effective January 1, 2013 and January 1, 2014, respectively. If Council is supportive of a water and wastewater rate increase, Staff will return for formal action increasing the water and wastewater rates by 4% effective January 1, 2013 and increasing the water and wastewater rates by 4% effective January 1, 2014.

City Council’s action on this item supports the City’s goal of a Financially Sustainable City Government Providing Exceptional Services and a Safe and Secure Community by funding the maintenance of city infrastructure and supplying revenues to support the city services of providing high quality drinking water and wastewater treatment.

Respectfully submitted,

J. Brent McFall
 City Manager



Staff Report

City Council Study Session Meeting
August 20, 2012



SUBJECT: Review of Proposed 2013 and 2014 Capital Improvement Program (CIP)
Budget Priorities

PREPARED BY: Steve Smithers, Deputy City Manager
Barbara Opie, Assistant City Manager
Aric Otzelberger, Assistant to the City Manager

Recommended City Council Action

Provide Staff with feedback on the items highlighted as they relate to the proposed 2013 and 2014 Capital Improvement Program (CIP) Budget priorities and the proposed Stormwater utility fee increase.

Summary Statement

- The Proposed Budget for 2013 and 2014 will be submitted to City Council on August 30 for review. After reviewing the Proposed Budget for several weeks, City Council is scheduled to review at their regularly scheduled Study Session on Monday, September 17, in a Budget Retreat to deliberate on final funding decisions in regards to staffing levels, programs, services and capital projects for both fiscal years 2013 and 2014.
- 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 2013 and 2014 Capital Improvement Program (CIP) Budgets assuming revenues are sufficient to fund the proposed priorities and, in turn, to provide Staff with any feedback regarding these recommendations. No specific decisions by City Council are expected on Monday evening since those will be made after all the public meetings/hearings and the Budget Retreat are held. Council's final decisions will be made with the adoption of the 2013/2014 Budget in October.
- Staff continues to refine the proposed 2013 and 2014 Capital Improvement Program budget; therefore, City Council may see some minor modifications in the final proposed budget distributed at the end of August.
- Staff is seeking Council direction on the proposed increase of the Stormwater utility fee. Additional information on the proposed rate increase from \$3.00/month currently to \$6.00/month by 2016 is provided in the background section of this Staff Report.
- Appropriate Staff will be present Monday night at the Study Session to review the proposed 2013 and 2014 CIP and respond to City Council's questions regarding the recommended priority projects.

Expenditure Required: \$27,140,000 proposed in 2013 and \$27,260,000 proposed in 2014

Source of Funds: General Capital Improvement and Utility Funds

Policy Issues

1. Does City Council generally agree with the overall 2013 and 2013 capital improvement priorities as preliminarily proposed by Staff?
2. Does City Council concur with Staff’s recommendation to proceed with a Stormwater fee rate increase as outlined?

Alternatives

1. City Council may provide Staff with alternative approaches to 2013 and 2014 capital improvement priorities as deemed appropriate.
2. City Council could provide Staff with alternative approaches to the proposed three-year implementation of the Stormwater fee rate increase or direct Staff not to proceed with the increase. Staff recommends that City Council consider a rate increase to assist in meeting the long-term needs of the stormwater utility, which are currently slated to take approximately 40 years to implement.

Background Information

City Council is scheduled to review the proposed 2013 and 2014 General Fund and Utility Fund Capital Improvement Program (CIP) at the August 20 Study Session. The practice of having Staff and City Council review the proposed CIP prior to the Budget Retreat has been productive in past years. Attached is a summary list of the projects proposed for 2013 and 2014, including a brief description and estimated cost of each project. The amounts shown indicate what the City Manager’s Office is proposing based on projected available funding in 2013 and 2014. The proposed 5-year CIP budget will be included within the Proposed 2013/2014 Budget document to be delivered to City Council on August 30. The focus at Monday’s Study Session will be on the proposed 2013 and 2014 CIP budget since these two years will be officially adopted and appropriated in October.

The main focus of the overview is to inform City Council of those CIP projects deemed to be a priority for the next two years. No decisions from City Council are expected at this overview. Any comments from Council members are welcomed and would be helpful to Staff in finalizing the Proposed 2013/2014 Budget.

The proposed funding for the 2013 and 2014 CIP is as follows:

Revenue Source	Proposed 2013 CIP:		Proposed 2014 CIP:	
	# of Projects	Available Funds	# of Projects	Available Funds
General Capital Improvements	34	\$5,966,000	24	\$4,077,000
Public Safety Capital Improvements	10	\$504,000	9	\$601,000
Park Capital Improvements	14	\$4,344,000	14	\$4,421,000
<i>Subtotal General CIP Funds</i>	<i>58</i>	<i>\$10,814,000</i>	<i>47</i>	<i>\$9,099,000</i>
Wastewater Capital Improvements	15	\$4,592,000	11	\$4,559,000
Water Capital Improvements	22	\$10,385,000	25	\$12,248,000
Stormwater Capital Improvements	5	\$1,349,000	5*	\$1,354,000*
<i>Subtotal Utility CIP Funds</i>	<i>42</i>	<i>\$16,326,000</i>	<i>41</i>	<i>\$18,161,000</i>
Grand Total Proposed CIP	100	\$27,140,000	88	\$27,260,000

*NOTE: The figures reflected in this table do not include those associated with the proposed increase to the Stormwater fee commencing in 2014, which is included later in this Staff Report.

The figures in the above table reflect “pay-as-you-go” projects. Staff is not proposing any debt funded projects in 2013 or 2014. The General Fund CIP and Utility Fund CIP are made up of one time revenue sources such as building use taxes, park development fees, lottery proceeds, open space revenue, utility tap fees and carryover funds. Projects in the public safety CIP are proposed to be funded via the public safety tax that was approved by voters in November of 2003. The public safety tax allows for \$504,000 in 2013 and \$601,000 in 2014 capital improvements that may not have been otherwise possible.

The total CIP continues to reflect an effort to move forward on many capital improvement fronts to address the City’s needs as well as to enhance community quality of life. These improvements benefit existing and future citizens and businesses by rehabilitating, improving and enhancing community amenities. Throughout the 2013/2014 budget development process, Staff has worked to strike a balance between capital and operating needs in a challenging economic environment.

General Capital Improvement Fund (GCIF) Challenges

The General Capital Improvement Fund (GCIF) faces significant immediate and long term financial challenges. In the short term, the City’s success in being awarded state and federal grants with matching fund requirements is significantly impacting the 2013, 2014 and 2015 CIP budgets (totaling \$3.402M over the three year period). Fortunately, the Denver Regional Council of Governments (DRCOG) and Colorado Department of Transportation (CDOT) are permitting the City to pay required matching funds for seven grant-funded projects over the next three year period. [This is in addition to two other matching grant awards the City received during the past year that need funding within the 2013-2015 timeframe; they include the US 36 bus kiosks CDOT grant awarded in 2011 (full funding of \$44,630 provided through 2011 carryover) and the 72nd Avenue/Little Dry Creek bridge replacement CDOT grant awarded in 2009 and 2010 (final funding of \$860,000 provided through 2011 carryover).]

The City’s annual revenues for the GCIF-non-park projects are primarily from two funding sources: Adams County road sales tax and the City’s sales and use tax revenues. No certainty exists about how long the Adams County revenue will be available and the City’s sales and use tax fluctuates, providing for capital investment as funding permits. In 2012, the transfer payment from the Sales and Use Tax Fund totaled \$1.965M; it is proposed that the transfer total \$4.252M in 2013 and \$2.435M in 2014. The significant increase proposed in 2013 is primarily the result of the compounding effect of having conservative revenue projections in 2012 that Staff anticipates will be exceeded. The 2012 budget projected \$65.0M in sales and use tax revenues whereas Staff’s 2012 year-end projections total \$66.46M; 2013 projections total \$69.67M (part of the increase is due to the economic development agreement for 72nd/Sheridan project ending in 2013); and 2014 projections total \$70.5M.

Staff continues to evaluate long term funding strategies. Staff anticipates returning to City Council at a future date to discuss options for funding the long term needs of the City to reinvest in roads and other City infrastructure. Alternative, stable long term funding options need to be evaluated to assume that the City can continue to maintain the high quality environment that citizens and businesses have come to expect in Westminster.

Proposed Use of Utility Capital Project Reserve (CPR) Funds

The Utility CPR was created in 2006 to fund City Council authorized CIP projects as part of the regular budget process, as well as to pay for emergency repairs to utility facilities and/or unexpected

CIP projects as authorized by City Council. The CPR functions as a “savings account” where cost is accumulated to be used at various times to fund major projects that would not be funded from a single year’s revenue. The CPR is funded by both rates and tap fees and used in concert with current revenues generated by the Utility (i.e., tap fees and rates collected each year). The goal of the annual water/wastewater rate adjustments is to provide steady, predictable increases in water/wastewater costs for the homeowner or business. Per Council direction, Staff works to avoid long periods with no increases and then significant sporadic increases in fees to address funding needs. Tap fees, which also fund capital projects, are diminishing as the City approaches build out and annual water/wastewater rate increases provide needed funds towards repair and replacement (R&R), gradually increasing the amount of funds being provided through rates to eventually fully fund the R&R needs of the utility.

While the amount of funding from water and wastewater rates continue to increase in addressing capital investments, use of CPR funds is needed to fund the proposed 2013 and 2014 CIP budgets. In the proposed 2013 CIP budget, Staff is proposing to utilize approximately \$613,000 from the water CPR and \$226,000 from the wastewater CPR to fully fund the proposed CIP as presented. In 2014, Staff is proposing to utilize approximately \$1,604,000 from the water CPR to fund the proposed CIP. In the wastewater fund, Staff is projecting to replenish the wastewater CPR by approximately \$760,000 in 2014 based on the current policy. Staff believes continuing to follow this practice of utilizing the CPR as needed and replenishing the fund per the City Council adopted policy provides for consistent funding of needed capital improvements and continued investment in the R&R of the utility in a timely manner.

Proposed Increase of the Stormwater Fee

Staff recommends City Council consider increasing the Stormwater Utility Fee by \$1/month per year for three years, commencing in 2014 (increasing the fee from the current \$3/month rate in 2013 to \$4/month in 2014, to \$5/month in 2015 to a total of \$6/month in 2016). This fee increase would help address the City’s prioritized list of 87 stormwater capital improvement projects in a more timely manner. In 2007, Staff facilitated a study of the entire City’s drainage infrastructure and future needs based on the current Major Drainageway Planning studies prepared by the Urban Drainage and Flood Control District (the study is referred to as the “2007 Storm Drainage Study”). Additionally, the Stormwater Fund is used to respond to drainage and flood related complaints from residents. The total cost estimate for these projects is \$74 million based on the 2007 Study. It would take approximately 40 years to complete these projects under the current revenue stream from the existing stormwater fee of \$3.00 per month for single family residences. This timeline does not take into account additional mandates/regulations that could require more resources.

Currently, the State of Colorado is in the process of adopting a regulation on nutrient criteria. There is the potential that actual in-stream monitoring and water quality sampling will be required in later years (2014+) and rough estimates show that each monitoring location would cost between \$15,000 and \$25,000 on an annual basis. In addition, the US EPA is proposing a rulemaking to strengthen the stormwater program nationally. The draft EPA rulemaking will be available for comment mid-2013 with the final rules going into effect in December 2014. Generally, the proposed rulemaking could cost local jurisdictions hundreds of thousands of dollars a year depending on the final outcome. Notable issues include: 1) "retrofit" requirements, 2) industrial inspections, and 3) retention pond requirements. Staff worked with Urban Drainage and Flood Control District (UDFCD) in drafting a letter to the EPA regarding this issue; a copy of the letter is attached (“UDFCD Position Statement”). Staff continues to work with UDFCD to influence the final rules implemented by the EPA as it relates to stormwater regulation. It is highly likely that the final rules implemented will require the City of Westminster to direct additional resources to deal with increased regulations on an ongoing basis.

The City's Stormwater Utility Fee was increased in 2008 from \$1.50 per single family to \$3.00 per single family. As of May of 2012, the average fee that local jurisdictions charge is \$5.68. Westminster's stormwater fee currently ranks 13th out of the 16 Front Range cities that charge a stormwater fee (i.e., Westminster is the fourth lowest). By the time the phased in fee increase to \$6.00/month would be fully implemented in 2016, other cities will likely have adjusted their fees as well, keeping Westminster among the lower fees in the Front Range. A copy of a recent survey of surrounding cities is attached.

The current fee of \$3.00/month is projected to generate approximately \$2.099 million per year by 2014. If the proposed increase of \$1/month per year were to commence in 2014 (i.e., 2014=\$4.00/month; 2015=\$5.00/month; 2016=\$6.00/month), it would generate approximately \$699,000 in additional revenue in each of the three years, for a total estimated revenue by 2016 of \$4.196 million/year. Staff recommends considering the multi-year increase to follow Council's previously expressed preference to implement fee increases in incremental steps over the years versus making no changes for many years and needing to implement large fee increases sporadically.

Currently, Staff focuses the majority of Stormwater Utility funds towards CIP projects. The current split is proposed approximately 37% in both 2013 and 2014 for operating costs in the utility; the balance of approximately 63% is focused on CIP projects. As noted, the proposed fee increase will reduce the time to complete the current project list from approximately 40 years to just less than 20 years. Additionally, the City has experienced increases in the amount of maintenance that needs to be done on these drainageways. The longer the City takes to perform maintenance activities, the more expensive these projects become. Just this year, the City incurred two instances where creek degradation has threatened existing water and wastewater utility lines. The first was located in Big Dry Creek near Front Range Community College where a beaver dam caused bank erosion that was threatening the City's sanitary sewer inverted siphon. The second was near Big Dry Creek at Westcliff Parkway where a 48-inch diameter raw waterline that serves the Cities of Northglenn and Thornton was completely undermined, leaving the pipe in significant danger of failure. These are just a few instances where having funds to quickly address urgent drainageway maintenance issues are vital to keeping the community safe.

Staff recommends that all of the proposed rate increase be applied towards capital projects. The one caveat is that should new rules or regulations for ongoing maintenance mandated by the State or EPA be implemented, Staff requests the ability to apply these new costs against the revenues generated by the proposed rate increase. Any shift away from capital improvements for such purposes would be reviewed with City Council for approval.

Staff has prepared two proposed five-year CIP budgets for the Stormwater Fund. The first assumes the current rate funding level. The second assumes the proposed rate increase over the three-year period, commencing in 2014, as proposed. These documents are attached for City Council's consideration of the proposed stormwater rate increase. Staff recommends proceeding with the rate increase as proposed (i.e., implementation over a three-year period) to move forward in completing needed stormwater capital improvements citywide.

These proposed capital improvement priorities support all five of the City's Strategic Plan Goals: Strong Balanced Local Economy, Financially Sustainable City Government Providing Exceptional Services, Safe and Secure Community, Vibrant Neighborhoods in One Livable Community, and Beautiful and Environmentally Sensitive City.

Appropriate Staff will be present Monday night at the Study Session to review the proposed 2013 and 2014 CIP and respond to City Council's questions regarding the recommended priority projects.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- Proposed 2013/2014 Capital Improvement Program
- UDFCD Position Statement
- Municipal Stormwater Fees 2012 Survey
- Proposed Stormwater Capital Improvement Program 2013-2017 spreadsheet



WESTMINSTER

PROPOSED 2013/2014 CAPITAL IMPROVEMENT PROGRAM

Proposed 2013 General Capital Improvements

New Traffic Signals/Speed Control Devices	\$95,000
New Development Participation	\$125,000
Sidewalk Connection	\$10,000
Geographic Information System (GIS) Upgrades	\$50,000
Arterial Roadway Grinding/Resurfacing	\$650,000
U.S. 36 Bikeway Underpass at 92 nd Avenue	\$250,000
City Hall Courtyard Concrete Replacement	\$67,000
Huron Street and 144 th Avenue Roadway Settlement Mitigation	\$100,000
New Bicycle Facilities	\$40,000
92nd Avenue and Federal Boulevard Intersection (TIP)	\$250,000
I-25 North Managed Lanes	\$167,000
120 th Avenue/Lowell Boulevard Intersection Improvements (FASTER)	\$110,000
City Facilities Parking Lot Maintenance Program	\$115,000
South Westminster Revitalization Project	\$50,000
Building Operations and Maintenance Major Maintenance	\$50,000
Recycling Drop Off Location	\$180,000
Capital Project Reserve	\$268,000
Railroad Crossing Surface Replacement Program	\$30,000
Shoenberg Farm Restoration	\$73,000
UPS Replacement/IT Server Room	\$14,000
Miscellaneous CD Construction Projects	\$25,000
City Hall HVAC Cooling Loop Replacement	\$250,000
Storage Area Network (SAN) Replacement	\$60,000
Data Backup and Recovery System	\$16,000
Core Data Network Switch Replacement/Upgrade	\$60,000
JD Edwards System Upgrade	\$13,000
Microsoft Software Replacement	\$62,000
City Facility Energy Improvements	\$270,000
City Council Chambers and Boardroom Renovation/Upgrades	\$25,000
South Westminster Façade Renovation	\$15,000
Small Business Capital Project Grant Program	\$40,000
Westminster Station Parking Structure Expansion (4 th Story)	\$100,000
Westminster Station Infrastructure – North Side	\$1,936,000
Westminster Station Platform (Phase 1) & South Plaza	\$400,000
Proposed 2013 General Capital Improvements Total	\$5,966,000

Proposed 2013 Public Safety Capital Improvements

Fire Station Major Modifications	\$23,000
Fire Station Concrete/Asphalt Replacement Program	\$23,000
Public Safety Facilities’ Maintenance (BO&M)	\$50,000
Citywide Radio System Replacement	\$263,000
Storage Area Network (SAN) Replacement	\$30,000
Core Data Network Switch Replacement/Upgrade	\$30,000
JD Edwards System Upgrade	\$6,000
Microsoft Software Replacement	\$31,000
UPS Replacement/IT Server Room	\$7,000
Fire Station #2 Office Creation and Reconfiguration	\$41,000
Proposed 2013 Public Safety Capital Improvements Total	\$504,000

Proposed 2013 Park Capital Improvements

Community Enhancement Program	\$1,300,000
Trail Development	\$100,000
Landscape Architect II/Project Manager	\$68,000
Park Maintenance (JCOS)	\$468,000
Adams County Open Space Land Acquisition	\$175,000
Park Renovation Program	\$400,000
Golf Course Improvements	\$100,000
Standley Lake Regional Parks Improvements	\$65,000
Recreation Facilities Improvements	\$142,000
Recreation Facilities Major Maintenance (BO&M)	\$517,000
Aquatics Major Maintenance (BO&M)	\$125,000
Golf Course Fund Transfer	\$339,000
Heritage Club House HVAC Retrofit/Fire Sprinkler Renovation	\$525,000
Westminster Sports Center	<u>\$20,000</u>
Proposed 2013 Park Capital Improvements Total	\$4,344,000

PROPOSED 2013 GENERAL FUND CIP TOTAL \$10,814,000

Utility Fund Capital Improvement Projects

Proposed 2013 Wastewater Capital Improvements

Force Main/Lift Station Improvements – 87 th /Wadsworth Lift Station	\$800,000
Sanitary Sewer Line Trenchless Rehabilitation	\$100,000
Storage Area Network (SAN) Replacement	\$30,000
Core Data Network Switch Replacement/Upgrade	\$30,000
JD Edwards System Upgrade	\$7,000
Microsoft Software Replacement	\$30,000
UPS Replacement/IT Server Room	\$7,000
BDCWWTF Boiler Replacement	\$900,000
BDCWWTF Electrical Equipment Replacement	\$795,000
80 th Avenue and Clay Street Lift Station Elimination	\$250,000
95 th Avenue and Federal Boulevard Lift Station Remodel	\$500,000
North Huron Lift Station Major Repair and Replacement	\$213,000
72 nd Avenue and Bradburn Boulevard Sewer Relocation	\$450,000
LDC Interceptor Repair – Federal Boulevard/U.S. 36 Crossing	\$400,000
Payment in Lieu of Use Tax	<u>\$80,000</u>
Proposed 2013 Wastewater Capital Improvements Total	\$4,592,000

Proposed 2013 Water Capital Improvements

SWTF – Major Repair and Replacement	\$350,000
NWTF – Major Repair and Replacement	\$229,000
Raw Water System Improvements	\$200,000
Open-Cut Waterline Replacements	\$200,000
Croke Canal and Standley Lake Improvements	\$100,000
Gravel Lakes Facilities Major Repair and Replacement	\$50,000
Storage Area Network (SAN) Replacement	\$30,000
Core Data Network Switch Replacement/Upgrade	\$30,000
JD Edwards System Upgrade	\$7,000
Microsoft Software Replacement	\$31,000
UPS Replacement/IT Server Room	\$7,000
PW&U Department Workspace Renovation	\$100,000
SCADA and PLC Updates	\$100,000

ATTACHMENT - PROPOSED 2013/2014 CAPITAL IMPROVEMENT PROGRAM

SWTF Rapid Mixer Number One Repair and Replacement	\$580,000
Backwash Reclaimed Pump Station Repair and Replacement	\$250,000
Water Pressure Zone Improvements	\$100,000
Pump Stations Electrical and Instrumentation Repair and Replacement	\$278,000
Pump Stations Piping and Yard Structures Repair and Replacement	\$246,000
Wandering View Pump Station Improvements	\$1,342,000
Northridge Water Storage Tank #3	\$5,800,000
MSC Gasoline Recovery Remediation	\$175,000
Payment in Lieu of Use Tax	<u>\$180,000</u>
Proposed 2013 Water Capital Improvements Total	\$10,385,000

Proposed 2013 Stormwater Capital Improvements

Miscellaneous Storm Drainage Improvements	\$78,000
LDC Storm Drainage/Detention (Lowell Boulevard to Federal Boulevard)	\$490,000
Ranch Creek at 120 th Avenue and Federal Boulevard	\$121,000
South Westminster TOD Storm Sewer (North Plaza/Infrastructure)	\$635,000
Payment in Lieu of Use Tax	<u>\$25,000</u>
Proposed 2013 Stormwater Capital Improvements Total	\$1,349,000

PROPOSED 2013 UTILITY FUND CIP TOTAL **\$16,326,000**

PROPOSED 2013 CIP GRAND TOTAL **\$27,140,000**

Proposed 2014 General Capital Improvements

New Development Participation	\$97,000
Geographic Information System (GIS) Upgrades	\$50,000
Arterial Roadway Grinding/Resurfacing	\$680,000
Lowell Boulevard (120 th to 124 th)	\$274,000
U.S. 36 Pedestrian Box Widening – Shops at Walnut Creek	\$182,000
92nd Avenue and Federal Boulevard Intersection (TIP)	\$170,000
I-25 North Managed Lanes	\$167,000
City Facilities Parking Lot Maintenance Program	\$120,000
South Westminster Revitalization Project	\$50,000
Building Operations and Maintenance Major Maintenance	\$50,000
Railroad Crossing Surface Replacement Program	\$26,000
Wireless Communications Upgrade	\$30,000
Miscellaneous CD Construction Projects	\$25,000
Data Backup and Recovery System	\$40,000
JD Edwards System Upgrade	\$24,000
Microsoft Software Replacement	\$62,000
City Facility Energy Improvements	\$88,000
City Council Chambers and Boardroom Renovation/Upgrades	\$75,000
South Westminster Façade Renovation	\$15,000
Small Business Capital Project Grant Program	\$40,000
Westminster Station Parking Structure Expansion (4 th Story)	\$373,000
Westminster Station Infrastructure – North Side	\$664,000
Westminster Station Platform – Full Buildout	\$200,000
Westminster Station Platform (Phase 1) & South Plaza	<u>\$575,000</u>
Proposed 2014 General Capital Improvements Total	\$4,077,000

Proposed 2014 Public Safety Capital Improvements

Fire Station Major Modifications	\$15,000
Public Safety Facilities' Maintenance (BO&M)	\$50,000

ATTACHMENT - PROPOSED 2013/2014 CAPITAL IMPROVEMENT PROGRAM

CAD/RMS Software Upgrades	\$135,000
Municipal Court Security System Improvements (BO&M)	\$30,000
Citywide Radio System Replacement	\$294,000
Data Backup and Recovery System	\$20,000
JD Edwards System Upgrade	\$11,000
Microsoft Software Replacement	\$31,000
Wireless Communications Upgrade	<u>\$15,000</u>
Proposed 2014 Public Safety Capital Improvements Total	\$601,000

Proposed 2014 Park Capital Improvements

Community Enhancement Program	\$1,313,000
Trail Development	\$100,000
Landscape Architect II/Project Manager	\$70,000
Park Maintenance (JCOS)	\$481,000
Adams County Open Space Land Acquisition	\$175,000
Park Renovation Program	\$600,000
Golf Course Improvements	\$100,000
Standley Lake Regional Parks Improvements	\$65,000
Recreation Facilities Improvements	\$240,000
Recreation Facilities Major Maintenance (BO&M)	\$806,000
Aquatics Major Maintenance (BO&M)	\$90,000
Golf Course Fund Transfer	\$336,000
Minor Median Maintenance	\$25,000
Westminster Sports Center	<u>\$20,000</u>
Proposed 2014 Park Capital Improvements Total	\$4,421,000

PROPOSED 2014 GENERAL FUND CIP TOTAL **\$9,099,000**

Utility Fund Capital Improvement Projects

Proposed 2014 Wastewater Capital Improvements

Sanitary Sewer Line Trenchless Rehabilitation	\$250,000
BDCWWTF Major Repair and Replacement	\$350,000
Data Backup and Recovery System	\$20,000
JD Edwards System Upgrade	\$12,000
Microsoft Software Replacement	\$30,000
Wireless Communications Upgrade	\$15,000
BDCWWTF Biosolids and De-watering Improvements	\$150,000
80 th Avenue and Clay Street Lift Station Elimination	\$1,750,000
LDC Interceptor Repair – England Park to Lowell Boulevard	\$1,200,000
LDC Interceptor Repair – 70 th Avenue from Sheridan Boulevard to England Park	\$700,000
Payment in Lieu of Use Tax	<u>\$82,000</u>
Proposed 2014 Wastewater Capital Improvements Total	\$4,559,000

Proposed 2014 Water Capital Improvements

SWTF – Major Repair and Replacement	\$50,000
NWTF – Major Repair and Replacement	\$84,000
CWSP – Bypass Pipeline to Standley Lake	\$5,500,000
Open-Cut Waterline Replacements	\$200,000
RWTF – Major Repair and Replacement	\$50,000
Croke Canal and Standley Lake Improvements	\$150,000
Gravel Lakes Facilities Major Repair and Replacement	\$50,000
Data Backup and Recovery System	\$20,000
JD Edwards System Upgrade	\$12,000

ATTACHMENT - PROPOSED 2013/2014 CAPITAL IMPROVEMENT PROGRAM

Microsoft Software Replacement	\$31,000
Wireless Communications Upgrade	\$15,000
SCADA and PLC Updates	\$100,000
On-Site Sodium Hypochlorite Generation Feasibility Study/Predesign	\$150,000
Sedimentation Basins 1-4 Overflow Re-Route	\$350,000
SWTF Filter Repair and Replacement	\$225,000
Water Quality Lab Equipment Major Repair and Replacement	\$75,000
Water Pressure Zone Improvements	\$100,000
Lowell Boulevard Water Main Replacement – 84 th Avenue to Bradburn Boulevard	\$600,000
88 th Avenue Water Main Replacement – Federal Boulevard to Zuni Street	\$1,500,000
Pump Stations Electrical and Instrumentation Repair and Replacement	\$360,000
Gregory Hill Pump Station Piping and Yard Structures	\$412,000
NWTF Storage Tank Major Repair and Replacement	\$1,500,000
Water Purchases	\$300,000
MSC Gasoline Recovery Remediation	\$200,000
Payment in Lieu of Use Tax	<u>\$214,000</u>
Proposed 2014 Water Capital Improvements Total	\$12,248,000

Proposed 2014 Stormwater Capital Improvements

Miscellaneous Storm Drainage Improvements	\$40,000
LDC Storm Drainage/Detention (Lowell Boulevard to Federal Boulevard)	\$308,000
Ranch Creek at 120 th Avenue and Federal Boulevard	\$480,000
South Westminster TOD Storm Sewer (North Plaza/Infrastructure)	\$500,000
Payment in Lieu of Use Tax	<u>\$26,000</u>
Proposed 2014 Stormwater Capital Improvements Total	\$1,354,000

PROPOSED 2014 UTILITY FUND CIP TOTAL **\$18,161,000**

PROPOSED 2014 CIP GRAND TOTAL **\$27,260,000**

CIP Project Acronym Key

BDCWWTF = Big Dry Creek Wastewater Treatment Facility
BO&M = Building Operations and Maintenance
CAD/RMS = Computer-Aided Dispatch/Report Management Software
CD = Community Development
CWSP = Comprehensive Water Supply Plan
JCOS = Jefferson County Open Space
LDC = Little Dry Creek
MSC = Municipal Service Center
NWTF = Northwest Water Treatment Facility
PLC = Programmable Logic Control
RWTF = Reclaimed Water Treatment Facility
SCADA = Supervisory Control and Data Acquisitions
SWTF = Semper Water Treatment Facility
TOD = Transit Oriented Development

PROPOSED 2013/2014 CAPITAL PROJECT DESCRIPTIONS

GENERAL CAPITAL IMPROVEMENT FUND PROJECTS

General Capital Improvement Projects:

New Traffic Signals/Speed Control Devices

Proposed 2013 = \$95,000

Proposed 2014 = \$0

This ongoing project provides funding for the installation of a limited number of new traffic signals that may be requested by citizens and that meet the City's traffic warrants for installation. The average cost of signalization for a four-legged intersection is approximately \$220,000. The proposed funding amount would allow for the construction of one new traffic signal approximately every two years. In the event that a traffic signal is not warranted, this funding would be used to replace the aging LED traffic signal indications and fluorescent bulbs, ballasts and sign faces for the internally illuminated street name signs. Additionally, this project may provide a modest amount of funding for the occasional installation of other traffic control devices such as electronic "speed advisory" signs. No funding is proposed in 2014 due to constrained GCIF revenues.

New Development Participation

Proposed 2013 = \$125,000

Proposed 2014 = \$97,000

New Development Participation provides funding for the City's share of certain public improvements installed by private developers, as mandated by Westminster Municipal Code. For 2013, \$125,000 is proposed to fund 50% of the City's share of water main improvements associated with the proposed Longview Apartments project, located on the south side of Federal Parkway at Zuni Street. In 2014, funds are requested to help cover the City's share (\$280,000) of the relocation of a portion of 108th Avenue located immediately east of Simms Street. While this relocation is made necessary by development on the west side of Simms Street in Broomfield, the undesirable alternative would be a short offset in the alignment of 108th Avenue as it crosses Simms Street. Such an offset would create dangerous turning movements for motorists, many of which would be residents of the adjacent Countryside Subdivision in Westminster. The amount needed in 2014 totals \$405,000 (for the second half of the Longview Apartments City share and the 108th/Simms payment); however, \$308,000 is available within the New Development Participation account that is proposed to cover the balance needed in 2014.

Sidewalk Connection

Proposed 2013 = \$10,000

Proposed 2014 = \$0

This ongoing project provides funds for the installation of "missing links" of sidewalk that were not previously constructed by private developers or are located in areas of great need where development is not anticipated to occur in the near future. Targeted sub-projects include routes to schools and other highly used pedestrian paths. This account serves to accumulate funds to be applied towards sidewalk projects and/or utilized in matching grant applications with the State or Counties.

Geographic Information System (GIS) Upgrades

Proposed 2013 = \$50,000

Proposed 2014 = \$50,000

This project provides funding for the enhancements to the City's GIS program. These proposed funds would allow the GIS Web sites to be upgraded to take advantage of new programming and delivery environments. In addition, mobile GIS applications would be developed to serve field crews and the public.

Arterial Roadway Grinding/Resurfacing

Proposed 2013 = \$650,000

Proposed 2014 = \$680,000

This ongoing project provides funding for one or more arterial roadways per year for resurfacing the existing pavement for a smoother ride, elimination of ruts, and resealing of the surface of the roadway. Improvements to the existing pavement on major arterials extends the life of the pavement and offsets the

high cost of repair with a cost savings being realized over time, due to the elimination of rutting and weak areas. The asphalt mix design to be used is highly resistant to rutting and traffic loads. Planned projects for 2013 include Sheridan Boulevard from 96th Avenue to 104th Avenue and Huron Street from 128th Avenue to 144th Avenue. Projects for 2014 include Zuni Street from 128th Avenue to 136th Avenue and Sheridan Boulevard from 104th Avenue to 113th Avenue.

U.S. 36 Bikeway Underpass at 92nd Avenue

Proposed 2013 = \$250,000

Proposed 2014 = \$0

As part of the Colorado Department of Transportation's (CDOT) U.S. 36 Managed Lanes Project, CDOT will construct a bikeway parallel to the highway for the length of the project. Once Phase I and Phase II of the project are complete, this bikeway will run from roughly Pecos Street/Federal Boulevard in Westminster to Table Mesa in Boulder. The original project design contained an at-grade crossing of 92nd Avenue adjacent to the Westminster Urban Reinvestment Project (WURP) site. In order to improve safety and decrease travel time for citizens and commuters, the City proposed installing an underpass at 92nd Avenue for the bikeway. CDOT and its contractor examined the feasibility and have agreed to construct the underpass, provided the City provides a portion of the funding needed for the project. CDOT is still working on some details of the project, including final cost of the underpass, but this proposed amount for 2013 is an estimate of the City's potential required contribution to the project at this time. The final City contribution could be less than the budgeted amount; should this occur, the savings could be applied to other projects.

City Hall Courtyard Concrete Replacement

Proposed 2013 = \$67,000

Proposed 2014 = \$0

This project would fund the removal and replacement of 2,000 square feet of deteriorated concrete, re-caulk 4,000 linear feet of joints and power wash and re-seal 15,500 square feet of concrete courtyard to match the existing color. In 2007, Staff performed renovations to the courtyard, which included replacement of any concrete that was deteriorated and the removal of the existing brick borders and steps. These were replaced with patterned concrete. Since that time, the sections of concrete that were not replaced in 2007 have begun to spall or delaminate, causing pedestrian hazards.

Huron Street and 144th Avenue Roadway Settlement Mitigation

Proposed 2013 = \$100,000

Proposed 2014 = \$0

This project is to stabilize severely settled areas on Huron Street and 144th Avenue, using high density expanding structural polymer injection. The intent of this process is to avoid repeatedly patching these areas with asphalt and possibly excavating the settled areas in order to re-compact the subgrade around the structures. Street Division Staff have had to repeatedly place asphalt patches on Huron Street at 134th Avenue and at Huntington Trails Parkway to eliminate areas of settlement at bridge and culvert structure approaches. The settlement in the subgrade and pavement have caused moderate to severe "rideability" pavement condition ratings. There are now similar areas on 144th Avenue west of Interstate 25 that will need to be patched before conditions worsen. This work is being done in preparation of the planned maintenance work included in the 2014 Arterial Roadway Grinding/Resurfacing project.

New Bicycle Facilities

Proposed 2013 = \$40,000

Proposed 2014 = \$0

This new project for 2013 is proposed to implement bicycle facilities identified in the 2030 Bicycle Master Plan developed in 2010. The project includes striping and signing of bike lanes on certain streets that are going to be resurfaced by the Street Division in the Public Works and Utilities Department. Funds will also be utilized for signage and marking for other roadways that provide connections to existing bicycle facilities. The project objective is to address the growing need to accommodate bicycles throughout the City, providing a viable transportation alternative that complements the existing transportation network.

**92nd Avenue and Federal Boulevard Intersection (TIP) Proposed 2013 = \$250,000
Proposed 2014 = \$170,000**

This project will provide additional lanes at the intersection to improve traffic flow and existing overhead utilities will be placed underground. The City of Federal Heights submitted a proposal for DRCOG Transportation Improvement Program (TIP) funding in early 2012 that included matches from CDOT and Westminster for this intersection improvement. Through a series of events, this project was selected for funding and moved the project timeline to 2012-2014 (originally it was proposed for later years). The total project cost is over \$5.67 million and the City's share is only \$600,500. \$181,000 was appropriated through 2011 carryover, which covers the amount needed in 2012 to commence final engineering design.

**I-25 North Managed Lanes Proposed 2013 = \$167,000
Proposed 2014 = \$167,000**

This \$44 million dollar project will fund one new managed toll lane in each direction on I-25 between U.S. 36 and 120th Avenue. This managed lane will allow motorists a choice to carpool, take transit or pay a toll to access the lane. A \$15 million federal TIGER IV discretionary grant was awarded to this project. State, regional and local dollars will fund the remaining project cost. \$500,000 represents Westminster's contribution to this project and is to be paid over a period of three years per agreement with the Colorado Department of Transportation commencing in 2013. This project provides meaningful relief for one of the most congested corridors in the Denver area. Peak period traffic jams currently span four hours both in the morning and evening with traffic operating at 15 miles per hour versus the posted 55-65 miles per hour. This project is the top priority for the North Area Transportation Alliance (NATA). NATA members committed approximately \$5 million in local support to this project.

**120th Avenue/Lowell Boulevard Intersection Improvements (FASTER) Proposed 2013 = \$110,000
Proposed 2014 = \$0**

CDOT is improving the intersection of 120th Avenue and Lowell Boulevard to provide for double left turn lanes in both directions on 120th Avenue and three through lanes for east-bound 120th Avenue. West-bound 120th Avenue will remain two through lanes as in the current condition. Raised medians will be provided as well as a new mast arm traffic signal. The budget shown is the City's contribution towards this \$3.2 million FASTER project that is mostly being funded by the Colorado Department of Transportation. The City and County of Broomfield will provide a total of approximately \$530,000 of the remaining 20% required local match for the project.

**City Facilities Parking Lot Maintenance Program Proposed 2013 = \$115,000
Proposed 2014 = \$120,000**

This ongoing project funds annual contractual crackseal, resurfacing, sealcoating and concrete replacement as required at 98 municipal sites. For 2013 and 2014, these funds are proposed to rehabilitate the secured parking lot at the Public Safety Center. Pavement at this site is showing distress with water surfacing through cracks. In addition to reconstructing the asphalt pavement, an under drain system will need to be installed and the sub grade may need to be chemically stabilized with fly ash or hydrated lime.

**South Westminster Revitalization Project Proposed 2013 = \$50,000
Proposed 2014 = \$50,000**

This ongoing project provides City funding assistance to numerous redevelopment and revitalization projects located within the southern portion of the City. The funds can provide a readily available local match to help leverage funding from outside sources that help support revitalization efforts. This funding would allow the Community Development Department to aggressively work towards facilitating infill development in the Harris Park neighborhood, development on the Northgate property, and redevelopment of the South Westminster Transit-Oriented Development area.

Building Operations and Maintenance Major Maintenance **Proposed 2013 = \$50,000**
Proposed 2014 = \$50,000

This ongoing project is for the maintenance and repair of City facilities that are larger in scope than the projects funded in the operating budget, such as carpet, roof, HVAC and glass/window replacement at various facilities. Funding would allow for projects at City Hall, the old police facility (leased by Colorado Department of Corrections), Municipal Court, the Municipal Service Center, Fleet Facility, Community Reach building and Five Star Pups facility (leased). This project account currently has a healthy balance due to savings from other projects and a delay of pursuit of “non-critical” projects, so the proposed budgets for 2013/2014 are less than average. This account balance can be utilized to address other critical project needs, including partial funding of the proposed City Hall HVAC cooling loop replacement proposed in 2013.

Recycling Drop Off Location **Proposed 2013 = \$180,000**
Proposed 2014 = \$0

Per City Council direction, this project would fund improvements at an existing City facility to create one consolidated, staffed, community recycling drop-off location. Pavement, fencing and other on-site improvements will be necessary after a specific site is vetted and chosen. Once a consolidated community recycling drop-off location is established, the current four unstaffed locations around the City will be closed.

Capital Project Reserve **Proposed 2013 = \$268,000**
Proposed 2014 = \$0

This project is proposed as a contingency measure should the City need to complete payment on the Sears note due in December 2013. Staff continues to work with development interests in planning and pursuing redevelopment of the former Westminster Mall site, which remains one of the City Council’s highest priorities. While the plan remains to have a developer on board assuming the note for the Westminster Center Urban Reinvestment Program (WURP) site by that time, Staff believes it is prudent to develop a contingency plan should unforeseen delays be experienced. A total of \$1.5M was appropriated into this account from 2011 carryover. This proposed funding brings the total to \$1.768M set aside.

Railroad Crossing Surface Replacement Program **Proposed 2013 = \$30,000**
Proposed 2014 = \$26,000

This ongoing program will replace railroad crossing surfaces at two crossing locations with concrete crossing pad materials. These crossings are rated poor. For 2013, Staff would pursue replacement of the crossing at Bradburn Boulevard. In 2014, Staff would work to replace the crossing at Wadsworth Boulevard. Burlington Northern Santa Fe (BNSF) railway must perform the work and Staff is working to coordinate with BNSF on these replacements.

Shoenberg Farm Restoration **Proposed 2013 = \$73,000**
Proposed 2014 = \$0

Over the past several years, the City has worked to leverage State Historical Grant opportunities to restore elements of the Shoenberg Farm site at 72nd Avenue and Sheridan Boulevard. This proposed funding would leverage another State Historical Grant opportunity to complete some structural and exterior rehabilitation work on the milk house. This rehabilitation work would place the City in a better position for selling the property in the future and for encouraging private investors to rehabilitate and invest in other properties on the site.

UPS Replacement/IT Server Room **Proposed 2013 = \$14,000**
Proposed 2014 = \$0

The centralized Uninterruptible Power Supply (UPS) located at City Hall is a key component in providing City systems availability. The current unit was installed in 1994 and has been in operation for over 18 years. Normal lifespan of a UPS is typically 8-10 years. These funds would replace this unit and ensure dependability of this critical device. The total proposed budget for this project is \$35,000; proposed

funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Miscellaneous CD Construction Projects

Proposed 2013 = \$25,000

Proposed 2014 = \$25,000

This ongoing project provides funding for the maintenance of City-owned brick walls and wood fences, as well as minor construction and maintenance work within public rights-of-way and other public lands managed by the Community Development Department. Specific examples include City-owned brick walls at 72nd Avenue/Sheridan Boulevard and along 120th Avenue adjacent to The Ranch Subdivision, along with the wood fence along 92nd Avenue adjacent to Trendwood Subdivision.

City Hall HVAC Cooling Loop Replacement

Proposed 2013 = \$250,000

Proposed 2014 = \$0

This project would replace the current heat-sink portion of the City Hall cooling loop with a geothermal solution. The current heat sink portion of the cooling system for City Hall no longer meets the plumbing code and must be replaced. Total project cost is estimated at \$575,000. Existing BO&M Major Maintenance funds are being looked at to provide the balance of funds necessary to complete the project.

Storage Area Network (SAN) Replacement

Proposed 2013 = \$60,000

Proposed 2014 = \$0

The City of Westminster has made a significant investment in information technology hardware to provide data storage for departments and employees. The hardware must be upgraded every four years to acquire new features, improve performance, expand storage capacity and maintain ongoing vendor support. The SAN is a vital component in the City technology infrastructure that has allowed the City to virtualize over 100 servers and workstations, reducing costs and energy consumption. This project will provide the opportunity to expand the capacity of the SAN in order to meet current and projected storage capacity requirements for departments and City employees. The total proposed budget for this project is \$150,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Data Backup and Recovery System

Proposed 2013 = \$16,000

Proposed 2014 = \$40,000

This project involves the replacement of the City's data backup storage array (disk drives) required to ensure ongoing product support, provide necessary capacity and achieve adequate hardware performance. The proposed solution provides the ability to expand data backup capacity over the next four years by simply adding additional disk drives. The Information Technology Department has identified and evaluated a backup storage array solution that is compatible with the existing backup software, eliminating the need to replace software and minimizing the costs associated with the project. The total proposed budget for this project is \$116,000 and proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund. The \$16,000 proposed in 2013 allows for the warranty to be extended on the current system for one additional year, placing this hardware into a 4-year replacement schedule offset from some of the other significant technology replacement needs proposed in the 2013-2017 CIP.

Core Data Network Switch Replacement/Upgrade

Proposed 2013 = \$60,000

Proposed 2014 = \$0

The Core Infrastructure Upgrade Project will bring the City's main routing and switching backbone into warranty compliance and upgrade the capabilities, capacity and performance of the main system. The core equipment is responsible for all data transmissions within the City's computing environment as well as route decision for the Voice over IP system (phone system). The core infrastructure upgrade project will replace this end of life gear with new equipment that will not only renew the warranty and service contract state, but also increase the capabilities, decrease the cost of maintenance and perform at a much more environmentally responsible energy consumption rate. The total proposed budget for this project is

\$150,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

JD Edwards System Upgrade

Proposed 2013 = \$13,000

Proposed 2014 = \$24,000

Oracle's JD Edwards EnterpriseOne is the enterprise application the City uses for financial management, human resources, budgeting and other functions. Over the twelve years the City has been using EnterpriseOne, the Information Technology Department has been in conversations with Oracle on its direction and is confident the City will be able to utilize this application into the 2020s. However, a multiple number of subprojects must take place over the next several years to extend the useful life of the EnterpriseOne system to see that it continues to deliver the productivity in a cost-effective manner. This project would fund those subprojects. The total proposed budget for this project in 2013/2014 is \$92,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Microsoft Software Replacement

Proposed 2013 = \$62,000

Proposed 2014 = \$62,000

The Information Technology Department is proposing the City upgrade Microsoft Office, Microsoft Exchange, Microsoft SharePoint and Microsoft Lync on a four year cycle. The City is predominantly currently using Microsoft Office 2003, a software suite that is nearly ten years old. Additionally, both Microsoft Exchange 2007 and Microsoft Office Communicator 2007 (Lync) are nearly five years old. These software upgrades would ensure ongoing support and security patch availability from Microsoft, provide users with more advanced features and improved application interface, and achieve and maintain document compatibility between all versions of Microsoft Office being used both internally and externally. The total proposed annual budget for this project in 2013/2014 is \$154,000 (\$308,000 total for both years); proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

City Facility Energy Improvements

Proposed 2013 = \$270,000

Proposed 2014 = \$88,000

As part of the City's ongoing efforts to reduce energy consumption, this project would fund the salary of the City's Energy and Facilities Project Coordinator (originally funded through the City's Energy Efficiency & Conservation Block Grant (EECBG) allocation), along with projects focused on reducing energy consumption. For 2013 and the next several years, funds are proposed for the acquisition of the photovoltaic panels (solar) on City Park Recreation Center, Westview Recreation Center, the Public Safety Center and the Municipal Service Center. The City's current power purchase agreement with Main Street Power has the option for the City to purchase the panels towards the end of 2015. Total cost is estimated at \$700,000. Currently, \$110,000 has been set aside for this purpose. Staff will continue to evaluate the benefit of owning the panels versus continuing to purchase power from Main Street Power. Additionally, funds are proposed in 2013 for an alternative energy study to evaluate what options the City has in generating or using alternative energy on City owned lands, which is a policy action priority for City Council in their Strategic Plan.

City Council Chambers and Boardroom Renovation/Upgrade

Proposed 2013 = \$25,000

Proposed 2014 = \$75,000

This project would renovate the City Council Chambers and Boardroom. The project includes renovation of interior spaces including flooring, furnishings, finishes, security and enhanced multimedia equipment and function. This project seeks to upgrade the facilities to improve the working environment and personal safety of the public, City Council and City Staff. These rooms have not had major updates since City Hall opened in 1988. The total project funding is estimated to cost over \$400,000; this project will start accumulating needed funds to complete this project. Initial funds may be utilized in hiring a consultant to assist with designing needed updates to the Chambers and Boardroom.

South Westminster Façade Renovation

Proposed 2013 = \$15,000

Proposed 2014 = \$15,000

The Façade Renovation program was created in 2002 to provide small matching grants to businesses and commercial property owners in the South Westminster area. The program currently provides \$1.00 for \$1.00 matches, up to a maximum of \$5,000, for exterior painting and architectural enhancements, window and door replacement, signage, landscaping, and some interior finish.

Small Business Capital Project Grant Program

Proposed 2013 = \$40,000

Proposed 2014 = \$40,000

The Small Business Capital Project Grant provides financial assistance to encourage the growth of existing businesses in Westminster with 25 or fewer employees. This program provides grant funds to businesses for one-time, project related costs. Qualifying projects include tangible asset costs, office furnishings, specialized equipment, software purchases, information technology equipment, capital improvements and machinery. The maximum grant amount is \$5,000 or 10% of total project cost. One grant is allowed per business per year.

Westminster Station Parking Expansion (4th Story)

Proposed 2013 = \$100,000

Proposed 2014 = \$373,000

Westminster Station commuter rail station will go into service in 2016. The City is obligated to provide parking for 350 rail-user vehicles on opening day and plans to do so by constructing a three-story parking structure. This proposed amounts for 2013 and 2014 would start setting funds aside to add a fourth story to the parking structure, which would provide an additional 130 parking spaces to address both expected commuter needs and the prospective demand by transit-oriented development in the area. Staff estimates that cost of the fourth story totals \$1,851,000. For planning purposes, Staff is proposing an additional \$397,000 in funding for this project in 2015. Additional funds would be needed over the next several years to fully fund this project. Staff continues to search for alternative funding sources.

Westminster Station Infrastructure – North Side

Proposed 2013 = \$1,936,000

Proposed 2014 = \$664,000

This proposed project involves funding needed for planning, design, property acquisition, and street and utility infrastructure needed to meet desirable opening day access and operational requirements for Westminster Station as generally required by the intergovernmental agreement with the Regional Transportation District (RTD). The request will supplement and/or substitute for portions of a very basic first phase of work that would meet RTD's minimal requirements. While this initial work is funded, it consists of temporary facilities and less desirable circulation elements that are not part of the ultimate transit-oriented development concept. The proposed \$2.6 million in funding allows for the permanent circulation to be constructed, minimizing construction of temporary facilities, and includes acquisition of additional properties and the design and construction of access to the station via 69th Avenue by the end of 2015. It also makes possible the assemblage of various parcels into blocks that would be ready for development, an aspect lacking in the current "basic" first phase.

Westminster Station Platform (Phase 1) & South Plaza

Proposed 2013 = \$400,000

Proposed 2014 = \$575,000

The City plans to submit a "betterment" request to RTD to allow for a proposed pedestrian tunnel for the station to be accessible from the south side of the commuter rail tracks at Westminster Station. The current RTD platform plan includes basic elements that do not compliment the City's vision for this area, including a pedestrian underpass that is completely enclosed on the south end, requiring pedestrians to utilize enclosed stairwells or ramps to access the platform above. The proposed betterment will allow for the pedestrian underpass to daylight into the Little Dry Creek drainage area and park (i.e., open to the south with no enclosed areas). This would allow patrons to enjoy the 35-acre Little Dry Creek drainage area and park and allow direct access for Adams County residents and to users of the regional pedestrian/bicycle trail. Total project cost is estimated at \$1,525,000. Funds would need to be

accumulated over several years to pursue this project. These funds are anticipated to cover a portion of the total cost for the proposed betterment.

Lowell Boulevard (120th Avenue to 124th Avenue)

Proposed 2013 = \$0
Proposed 2014 = \$274,000

This project would fund the widening of Lowell Boulevard between 120th Avenue and 124th Avenue to a four-lane arterial street with turn lanes and a raised median. The City and County of Broomfield will manage the project, and Westminster would pay approximately 19% of the cost of the work since only a portion of one northbound lane will be within the City's jurisdiction. The estimated cost of the entire project is approximately \$5.6 million. This budget request is for the City's share of the cost only (\$1.096 million) and is proposed to be paid in annual increments of \$274,000 from 2014-2017.

U.S. 36 Pedestrian Box Widening – Shops at Walnut Creek

Proposed 2013 = \$0
Proposed 2014 = \$182,000

As part of the Colorado Department of Transportation's U.S. 36 Managed Lanes Project, the existing Promenade Drive underpass of the highway must be widened in order to accommodate the proposed, wider cross-section of U.S. 36. When the City installed this underpass, a condition of CDOT's approval was that the City must pay for any future widening of the structure necessitated by a widening of the highway. Therefore, the City is contractually obligated to pay for this facet of the U.S. 36 Managed Lanes Project. CDOT has agreed to allow the City's payment to be made in three equal installments over a three-year period beginning in 2013. Total project cost is \$855,375 and \$389,000 was appropriated to the project in 2012.

Wireless Communications Upgrade

Proposed 2013 = \$0
Proposed 2014 = \$30,000

The Wireless Communications Upgrade Project will increase the wireless network availability and performance within all City facilities. This project involves increasing the number of access points, moving an existing Wireless LAN Controller (WLC) to the disaster recovery facility and adding new switching equipment. This project will result in increased wireless capacity and higher performance between the data center at City Hall and the City's computer disaster recovery facility. The total proposed budget for this project is \$75,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Westminster Station Platform – Full Buildout

Proposed 2013 = \$0
Proposed 2014 = \$200,000

This project would start setting funds aside to fund the infrastructure costs associated with “full buildout” of the proposed City “betterment” design that will be submitted to RTD for the Westminster Station in 2012. RTD is funding basic elements associated with the station platform and additional resources will be necessary to realize the complete project. These funds will be utilized to complete the full project, complimenting the Phase I work proposed for funding in 2013 and 2014 for the Westminster Station Platform and South Plaza noted previously.

Proposed 2013 General Capital Improvements Total	\$5,966,000
Proposed 2014 General Capital Improvements Total	\$4,077,000

Public Safety Capital Improvement Projects:

Fire Station Major Modifications

Proposed 2013 = \$23,000
Proposed 2014 = \$15,000

This ongoing project will fund necessary modifications to fire stations that fall outside of the purview of Building Operations and Maintenance (i.e., remodel and maintenance projects related to basic facility or structural needs, painting, carpet, windows, etc.). For 2013/ 2014, a significant project is the addition of a PPE (personal protective equipment) washer/extractor and dryer at Fire Station 4. This is the last fire

station that does not currently have a washer/extractor and dryer. This equipment is specially manufactured to address the need of properly being able to clean bunker gear, uniforms, and related personal protective clothing. To install this equipment, some remodel work will be necessary to place this equipment within the fire station and to get electrical power and water to these devices.

Fire Station Concrete/Asphalt Replacement Program **Proposed 2013 = \$23,000**
Proposed 2014 = \$0

This ongoing project funds concrete and asphalt replacement needs at the City's six fire stations. For 2013, these funds are proposed to remove and replace the driveway and sidewalk at Station 4. Fire Department Staff works with Street Division Staff in coordinating concrete/asphalt maintenance at the fire stations.

Public Safety Facilities' Maintenance (BO&M) **Proposed 2013 = \$50,000**
Proposed 2014 = \$50,000

These funds are for the ongoing maintenance costs for the Public Safety Center (PSC) and Fire Stations throughout the City managed by the Building Operations and Maintenance Division. 2013/2014 proposed projects include the replacement of bay door openers and springs at Fire Station #5, replacement of the floor in the report writing area of the PSC, carpet replacement in common areas of the PSC and other miscellaneous projects.

Citywide Radio System Replacement **Proposed 2013 = \$263,000**
Proposed 2014 = \$294,000

This project would replace the City's existing radio system with a P-25 digital interoperable simulcast radio system. The City's current radio system is 19 years old and its technology has reached end-of-life status. This project would continue setting funds aside for the eventual replacement of this system. The P-25 radio system would provide improved coverage, direct interoperability with surrounding agencies and increased choices in radios themselves, as the P-25 system is non-proprietary. This project includes replacement of the major radio system components, dispatch equipment and radios. Total project cost is estimated at \$4,345,000. The City of Arvada would continue to partner with the City on the radio system, so the City of Westminster's portion of this estimated cost would be \$2,172,500. Staff is proposing to accrue funding for this project over several years. Staff is also pursuing two public-safety related grants and is looking for alternative funding options to help supplement capital project funding for this major project. Total proposed funding for 2013/2014 is \$557,000. City Council appropriated \$643,423 to date for this project as well. Depending on the outcome of grants and actual project costs, the City could utilize up to \$1 million of existing balance in the General Capital Outlay Replacement Fund – Public Safety Tax (GCORF-PST) account to fully fund the project by 2014. Due to the large cost of the replacement radio system and the financial challenges the City faces in funding capital projects in the near term, Staff identified utilizing part of the GCORF-PST fund balance to assist with the replacement of the radio system. GCORF-PST has a healthy balance of approximately \$1.9 million; Staff will return to City Council with this option for consideration at a later date but believes that applying these funds for this purpose is an appropriate use of GCORF-PST funds.

Storage Area Network (SAN) Replacement **Proposed 2013 = \$30,000**
Proposed 2014 = \$0

For more information on this project, please see the project description under the "General Capital Improvement Projects" section. The total proposed budget for this project is \$150,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Core Data Network Switch Replacement/Upgrade **Proposed 2013 = \$30,000**
Proposed 2014 = \$0

For more information on this project, please see the project description under the "General Capital Improvement Projects" section. The total proposed budget for this project is \$150,000; proposed funding

is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

JD Edwards System Upgrade

Proposed 2013 = \$6,000

Proposed 2014 = \$11,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section above. The total proposed budget for this project in 2013/2014 is \$92,000 and proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Microsoft Software Replacement

Proposed 2013 = \$31,000

Proposed 2014 = \$31,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed annual budget for this project in 2013/2014 is \$154,000 (\$308,000 total for both years); proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

UPS Replacement/IT Server Room

Proposed 2013 = \$7,000

Proposed 2014 = \$0

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$35,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Fire Station #2 Office Creation and Reconfiguration

Proposed 2013 = \$41,000

Proposed 2014 = \$0

This project would create a professional and private office space for the Battalion Chiefs, Fire Station Two Officers, and the Training Coordinator, without increased operational costs associated with moving the Training Division/EMS Field Coordinators to another facility. The specific project would modify the current bedroom/office configuration for the Battalion Chief and Station Officers. Currently, the Battalion Chiefs and Station Two Officers routinely conduct meetings with their employees and the public in a bedroom type setting that requires those in attendance to sit on a bed due to limited space. This project will create a more professional work atmosphere by separating the bedroom area from the office area. The project is estimated to cost a total of \$71,000; \$30,000 has been earmarked within the current Fire Station Major Modifications project for this purpose.

CAD/RMS Software Upgrades

Proposed 2013 = \$0

Proposed 2014 = \$135,000

This project funds the upgrades on a three year basis for Public Safety computer applications (computer-aided dispatch, records management, ILeads, and Imobile) to insure ongoing product support and enhancements. The City of Westminster has made a significant investment in application software to provide public safety services and records management tools for employees. These software products require upgrades to acquire new features and to guarantee ongoing vendor support.

Municipal Court Security System Improvements (BO&M)

Proposed 2013 = \$0

Proposed 2014 = \$30,000

This project will replace, upgrade and/or enhance the existing security systems at the Municipal Court, including replacement of the metal detector at the front entry, replacement of approximately 40 security cameras, and enhancement of video recording equipment. This project would also fund replacement of card readers, burglar alarm system, intercoms, panic alarms, and proxy card interfaces when needed. Funding is proposed in 2014 and in 2016; projects will be implemented as funding permits.

Data Backup and Recovery System

Proposed 2013 = \$0
Proposed 2014 = \$20,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$116,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Wireless Communications Upgrade

Proposed 2013 = \$0
Proposed 2014 = \$15,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$75,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Proposed 2013 Public Safety Capital Improvements Total	\$504,000
Proposed 2014 Public Safety Capital Improvements Total	\$601,000

Park Capital Improvement Projects:

Community Enhancement Program (CEP)

Proposed 2013 = \$1,300,000
Proposed 2014 = \$1,313,000

Funded from the City’s accommodations tax, these projects benefit the entire community. Pursuant to the CEP Master Plan adopted by City Council in March 2006, this program funds projects including medians, gateways, bridges, rights-of-way, public art, lights and banners. The major anticipated project for 2013-2015 consists of the architectural enhancements to the Sheridan Boulevard bridge. As part of the Colorado Department of Transportation’s (CDOT) U.S. 36 Managed Lanes Project, CDOT will replace the Sheridan Boulevard bridge over the highway. The City of Westminster will provide funding for various architectural enhancements to that new bridge, including decorative railings and form lining on concrete abutment walls. Historically, the City has provided aesthetic enhancements to virtually all bridges located within Westminster, especially those that span U.S. 36 or I-25 in order to create a unique identity. This replacement bridge will serve as the gateway to the future downtown Westminster. Total cost to the City is \$1,191,000 and will be funded over a period of three years per agreement with CDOT (\$397,000 per year). In addition to capital projects, funding from the CEP program is also proposed for salaries for Park Services and Design Development staff, contractual maintenance for City medians and rights-of-way, Promenade maintenance, greenhouse operations, forestry operations, replacement park signs and the City’s Plant-A-Tree program.

Trail Development

Proposed 2013 = \$100,000
Proposed 2014 = \$100,000

This ongoing project is to complete trail connections, including culverts and bridges where applicable, throughout the City. The Trails Master Plan has identified several trail connections throughout the City to be constructed. This project works to construct those connections to make the Master Plan a reality. Planned 2013 projects include trail work on Tanglewood Creek and at Willowbrook. 2014 projects include work along Big Dry Creek and Little Dry Creek.

Landscape Architect II/Project Manager

Proposed 2013 = \$68,000
Proposed 2014 = \$70,000

This ongoing project funds a 1.0 FTE Landscape Architect II that works on park and trail development activities. This position concentrates on trail development, grant acquisition, grant administration, master planning and park development.

Park Maintenance (JCOS)

Proposed 2013 = \$468,000

Proposed 2014 = \$481,000

This ongoing project funds the salaries of nine staff members (3.0 FTE Crewleaders, 2.0 FTE Irrigators and 4.0 FTE Parkworker positions) in the Park Services Division via the use of Jefferson County open space attributable share funds. These positions perform needed maintenance in the Jefferson County portion of the City open space and at City Park.

Adams County Open Space Land Acquisition

Proposed 2013 = \$175,000

Proposed 2014 = \$175,000

These funds are a portion of the open space attributable share sales tax revenue received from Adams County from the 2001 voter-approved tax. As such, the funds must be utilized for acquisitions within the Adams County portion of the City. The City will use these funds to help pay for the Metzger Farm Certificates of Participation (COPs) payments in 2013 and 2014, as has been the practice in prior years. This debt service commenced in 2006 and will be paid off under the current schedule in 2016. These COPs financed the acquisition of the Metzger Farm Open Space.

Park Renovation Program

Proposed 2013 = \$400,000

Proposed 2014 = \$600,000

This ongoing project provides annual funding for existing parks in need of repair and renovation. Planned projects for 2013 include playground renovation at Countryside and Quails Crossing, along with rehabilitation of the Grand Staircase at City Park. For 2014, planned projects include playground renovation at Chelsea Park, Trailside Crossing Park and Skyline Vista. For both years, this project would fund miscellaneous repairs that arise with structural and irrigation-related elements of parks.

Golf Course Improvements

Proposed 2013 = \$100,000

Proposed 2014 = \$100,000

This ongoing project provides funds for improvements that will upgrade, update and/or renovate existing facilities at The Heritage Golf Course at Westmoor and Legacy Ridge Golf Course. Proposed projects for 2013 include acquisition of replacement equipment for computerized irrigation system at both courses, replacement of the video security system at The Heritage and installation of emergency sprinkler system for cold storage/equipment building. For 2014, proposed projects include installation of permanent sealant for The Heritage shop floor, replacement of table tops in the banquet room at The Heritage, replacement of cast iron water main lines under all bridge crossings at Legacy Ridge, replacement of patio furniture at Legacy Ridge, a new security gate at The Heritage, new pumps and motors at The Heritage and other miscellaneous replacements/improvements. This project also provides funding for replacement needs of the restaurants at both courses.

Standley Lake Regional Parks Improvements

Proposed 2013 = \$65,000

Proposed 2014 = \$65,000

This ongoing project is funded from boating permit fees and provides funds for improvements that will upgrade, update and/or renovate existing facilities at the Standley Lake Regional Park. For 2013, Staff plans to continue using recycled asphalt for roadways, parking lots and the boat storage area. In 2014, Staff would start accumulating funds to eventually renovate and/or expand the nature center.

Recreation Facilities Improvements

Proposed 2013 = \$142,000

Proposed 2014 = \$240,000

This project provides ongoing funding for the City's recreation facilities for projects that will upgrade, update and/or renovate existing facilities and equipment. Projects include locker room improvements, pool equipment replacement, weight and cardio equipment replacement, stereo and security system replacements, replacement of table and chairs, classroom and program area enhancements. Funds will also be leveraged with Building Operations and Maintenance funds for painting and flooring improvements. This capital account funds projects at City Park Recreation Center, City Park Fitness

Center, The MAC, Swim and Fitness Center, West View Recreation Center, and Countryside Pool and Facility.

Recreation Facilities Major Maintenance (BO&M)

Proposed 2013 = \$517,000

Proposed 2014 = \$806,000

This ongoing project provides funding for major facility maintenance for the City's Recreation Facilities based on the Facility Structural Assessment Study. Examples of 2013/2014 projects include exterior stucco work at Swim and Fitness Center, boiler replacement at Swim and Fitness Center, exterior work on the Legacy Ridge Golf Course Clubhouse, and hot water heater replacement at The MAC.

Aquatics Major Maintenance (BO&M)

Proposed 2013 = \$125,000

Proposed 2014 = \$90,000

This project dedicates funds for major repair and replacement of aquatics equipment at the City's pools. This equipment includes pool pumps, motors, heat exchangers, boilers and ozone equipment. The City operates indoor pools at City Park Recreation Center and at Swim and Fitness Recreation Center as well as an outdoor pool at Countryside. Examples of 2013/2014 projects include replacement of equipment related to the ozone system for the hot tub at City Park Recreation Center, along with replacement of filters and media for the pool at this facility.

Golf Course Fund Transfer

Proposed 2013 = \$339,000

Proposed 2014 = \$336,000

This transfer from the General Capital Improvement Fund (GCIF) to the Golf Course Fund is necessary in order to attain a balanced budget for the Golf Course Fund. Due to continuing debt obligations at The Heritage and challenges facing the golf industry as a whole, revenues from Golf operations alone are not projected to cover the total expenditures proposed for Golf operations in 2013/2014.

Minor Median Maintenance

Proposed 2013 = \$0

Proposed 2014 = \$25,000

The ongoing project provides funds for the replacement of median plant material. Medians are a vital part of the City of Westminster that provide a pleasant driving experience and serve to enhance commercial and retail areas. Medians are a harsh environment for vegetation and plant material and associated irrigation needs to be replaced on a five to seven year cycle.

Heritage Club House HVAC Retrofit/Fire Sprinkler Renovation

Proposed 2013 = \$525,000

Proposed 2014 = \$0

The purpose of this project is to renovate the existing HVAC systems in the Heritage Clubhouse and add controls to address heating and cooling issues and make the building significantly more energy efficient. This facility has chronic heating and cooling issues year-round. This project will also address freezing pipes in the bathrooms. The project will also renovate the existing fire detection and sprinkler system at the Heritage. The proposed project will change the system to a pre-action (compressed air) system and will decrease the likelihood of false release of water into the sprinkler line. Currently at the Clubhouse, piping is exposed to freezing temperatures in the winter on the coldest nights. When the pipes freeze, they can break the sprinkler heads, leading to water damage.

Westminster Sports Center

Proposed 2013 = \$20,000

Proposed 2014 = \$20,000

This project will fund major capital needs associated with the Westminster Sports Center. For 2013, the funds would allow the installation of replacement garage doors for the service entry at the facility. In 2014, funds would start accumulating for the replacement of indoor turf for the large field at the facility. Future requests for annual funds would provide for replacement in 2017.

Proposed 2013 Park Capital Improvements Total

\$4,344,000

Proposed 2014 Park Capital Improvements Total

\$4,421,000

Proposed 2013 GRAND TOTAL General Capital Improvement Fund	\$10,814,000
Proposed 2014 GRAND TOTAL General Capital Improvement Fund	\$9,099,000

UTILITY FUND CAPITAL IMPROVEMENT PROJECTS

Wastewater System Capital Improvement Projects:

Force Main/ Lift Station Improvements – 87th and Wadsworth **Proposed 2013 = \$800,000**
Proposed 2014 = \$0

The City’s wastewater collection system includes several pump stations that help transfer and direct sewer flows to the City’s wastewater treatment facilities. The largest pump station within the system is the 87th Avenue and Wadsworth Boulevard pump station. Because the components of this lift station have reached the end of their useful life, the City initiated a project in 2011 to replace the station with a new one, which is currently underway. The project identified herein for 2013 is a planned continuation of the lift station replacement project and includes construction of a new 2,500 foot long discharge pipeline. The existing pipeline will remain in place for redundancy in cases of emergency and/or maintenance activities. The new pipeline will increase the safety and reliability of the City’s sewer service in the area.

Sanitary Sewer Line Trenchless Rehabilitation **Proposed 2013 = \$100,000**
Proposed 2014 = \$250,000

This ongoing project will provide funds for the repair of deteriorated sanitary sewer lines by trenchless rehabilitation techniques (i.e., pipe lining). Repairs are prioritized based on age and condition as determined through the City’s inspection programs. Maintaining sanitary sewers helps to minimize inflow and infiltration into the sanitary sewer collection system, reduces pipeline failures and resulting backups, and helps to reduce costs that the City pays for flows directed to the Metro Wastewater Reclamation District. This project helps extend the lifespan of the existing collection system by the most cost-effective methods available.

Storage Area Network (SAN) Replacement **Proposed 2013 = \$30,000**
Proposed 2014 = \$0

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$150,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Core Data Network Switch Replacement/Upgrade **Proposed 2013 = \$30,000**
Proposed 2014 = \$0

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$150,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

JD Edwards System Upgrade **Proposed 2013 = \$7,000**
Proposed 2014 = \$12,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project in 2013/2014 is \$92,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Microsoft Software Replacement **Proposed 2013 = \$30,000**
Proposed 2014 = \$30,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed annual budget for this project in 2013/2014 is

\$154,000 (\$308,000 total for both years); proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

UPS Replacement/IT Server Room

Proposed 2013 = \$7,000

Proposed 2014 = \$0

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$35,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Big Dry Creek Wastewater Treatment Facility Boiler Replacement

Proposed 2013 = \$900,000

Proposed 2014 = \$0

Existing treatment equipment at the Big Dry Creek Wastewater Treatment Facility requires hot water produced using large-scale boilers. The existing boilers were originally installed in 1995 and have provided many years of service. However, they now have reached the end of their useful life and need to be replaced. This project involves replacing the existing boilers with new higher efficiency models. This project is necessary to maintain treatment capabilities at the plant and to remain in compliance with State and Federal regulations.

BDCWWTF Electrical Equipment Replacement

Proposed 2013 = \$795,000

Proposed 2014 = \$0

The Big Dry Creek Wastewater Treatment Facility was initially constructed in 1971 and has undergone many renovations/expansions over the last 40 years to meet regulatory requirements and to accommodate new developments and growth within the City. The last plant renovation focused on increased capacity and on increasing the treatment capabilities of the facility to meet current and anticipated future regulations. The focus of this 2013 project is the assessment, repair and/or replacement of key electrical and instrumentation facilities throughout the complex that did not yet require replacement during the last expansion project. Electrical facilities that will be addressed include transformers, fiber optic control systems, and primary electrical feed equipment used to power the campus.

80th Avenue and Clay Lift Station Elimination

Proposed 2013 = \$250,000

Proposed 2014 = \$1,750,000

The wastewater pumping station located at 80th Avenue and Clay Street was originally constructed in 1987 as part of the Shadow Ridge Subdivision and is critical to the sewer service of more than 200 single family homes. Retiring or replacing the existing station is now necessary because its components have reached the end of their useful life and are out of compliance with current safety standards and electrical codes. Based on a study completed by the City in 2011, the lift station can either be replaced with a new one or eliminated by re-directing its sewer flows to the Crestview Water and Sanitation District sewer system. The most cost-effective approach will be confirmed during the design phase of this project with construction anticipated within 2014. This project will enhance the safety and reliability of the City’s sewer service in the area.

95th Avenue and Federal Boulevard Lift Station Remodel Project

Proposed 2013 = \$500,000

Proposed 2014 = \$0

The 95th Avenue and Federal Boulevard Lift Station provides sewer service to the Sunset Ridge Subdivision. In recent years the pump station has required increased operating and maintenance efforts to eliminate clogging and the resulting increased risks of sewer backups and/or spills. This project will remodel the lift station and its pumps to improve its performance and to enhance safety and reliability. In addition, this project will include construction of improvements to better protect the lift station from possible vehicular damage.

North Huron Street Lift Station Major Repair and Replacement **Proposed 2013 = \$213,000**
Proposed 2014 = \$0

The North Huron Street Lift Station is one of several pump stations that help transfer and direct sewer flows to the City's wastewater treatment facilities. This station was constructed in 1994 and its electrical components have reached the end of their useful life. This project will replace electrical feed and communications equipment required to safely operate the facility including installation of two new variable frequency drives to Pumps No. 1 and 2 and replacement of the electrical, instrumentation and control panels.

72nd Avenue and Bradburn Boulevard Sewer Relocation **Proposed 2013 = \$450,000**
Proposed 2014 = \$0

As part of the continuing effort to revitalize the south Westminster area, the City completed a planning study for the 72nd Avenue corridor in 2009. The study reviewed alternatives and developed recommendations for future projects to improve infrastructure in the area. A key recommendation included replacing the existing concrete culvert that carries 72nd Avenue and its intersection with Raleigh Street over Little Dry Creek. Sewer improvements will be constructed in concert with the bridge replacement planned by the Community Development Department to replace aged pipelines and to improve hydraulic capacity. Nearly 3,000 feet of large-diameter sewer main will be replaced as part of this project.

Little Dry Creek Interceptor Repair – Federal and US 36 Crossing **Proposed 2013 = \$400,000**
Proposed 2014 = \$0

The City completed an extensive survey of the age, condition, and hydraulic capacity of its large-diameter sewer mains in 2011. One project identified as part of that effort included installation of a new 250-foot sewer pipeline under the U.S. 36 highway along Federal Boulevard. The existing pipeline will remain in place for redundancy in cases of emergency and/or maintenance activities. The new pipeline construction will involve tunneling under the highway to reduce costs and limit impacts to traffic. This project will increase hydraulic capacity and enhance the safety and reliability of the City's sewer service in the area.

BDCWWTF Major Repair and Replacement **Proposed 2013 = \$0**
Proposed 2014 = \$350,000

The Big Dry Creek Wastewater Treatment Facility is in need of various repairs and replacement of assets as part of its normal operational life. The 2014 projects proposed include repairs/replacements of buildings, roofs, valves and piping, pumps, chemical storage tanks, and treatment equipment. This project also includes treatment tank cleaning to remove sediment that could otherwise damage pumps and other equipment. Work included within the project is necessary to maintain the functionality of the plant and reduce excessive maintenance costs and emergency repairs.

Data Backup and Recovery System **Proposed 2013 = \$0**
Proposed 2014 = \$20,000

For more information on this project, please see the project description under the "General Capital Improvement Projects" section. The total proposed budget for this project is \$116,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Wireless Communications Upgrade **Proposed 2013 = \$0**
Proposed 2014 = \$15,000

For more information on this project, please see the project description under the "General Capital Improvement Projects" section. The total proposed budget for this project is \$75,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

BDCWWTF Biosolids & De-watering Improvements

Proposed 2013 = \$0
Proposed 2014 = \$150,000

The Big Dry Creek Wastewater Treatment Facility generates solids and biosolids as part of its treatment processes. These solids are processed at the plant and subsequently hauled to the Strasburg Natural Resource Farm for ultimate disposal. Based on a study completed by the City in 2011, it is advantageous for the treatment plant to phase-in over time a move from a solids thickening treatment process (6-7% solids) to a solids de-watering process (18-24% solids). The first phase of this change is planned for 2014 and involves pilot testing to evaluate various de-watering systems and determine the most cost-effective system to implement full-scale. The project includes a pre-design of the recommended improvements to determine equipment needs, building requirements, operational impacts at the plant, and to quantify the benefits of the de-watering process on the Strasburg Natural Resource Farm.

Little Dry Creek Interceptor Repair – England Park to Lowell Blvd.

Proposed 2013 = \$0
Proposed 2014 = \$1,200,000

The City completed an extensive survey of the age, condition, and hydraulic capacity of its large-diameter sewer mains in 2011. One project identified as part of that effort includes replacing approximately 1,750 feet of large-diameter sewer pipe between 71st Avenue and Lowell Boulevard and between 72nd Avenue and Raleigh Street. This project is needed to replace aged piping that is in poor condition and also to improve hydraulic capacity of these two reaches. This project will enhance the safety and reliability of the City’s sewer service in the southern third of the City.

LDC Interceptor Repair – 70th from Sheridan to England Park

Proposed 2013 = \$0
Proposed 2014 = \$700,000

The City completed an extensive survey of the age, condition, and hydraulic capacity of its large-diameter sewer mains in 2011. One project identified as part of that effort includes rehabilitation of approximately 4,500 feet of large-diameter sewer in west 70th Avenue from Sheridan Boulevard to England Park. The hydraulic capacity of the existing pipe is adequate, but the condition of the pipe requires repairs. Therefore, this work will target use of the cure-in-place lining method whereby the existing pipe is rehabilitated rather than replaced. This project will enhance the safety and reliability of the City’s sewer that serves a large portion of south Westminster.

Payment in Lieu of Use Tax

Proposed 2013 = \$80,000
Proposed 2014 = \$82,000

This item represents a payment from the City’s Utility Fund to the City’s Sales and Use Tax, public safety tax, and Parks, Open Space and Trails (POST) Funds. Use taxes must be paid on materials used by contractors on projects for all institutions, including governmental, religious and charitable organizations. Westminster’s Home Rule Charter requires that the rates and charges for any City utility be fixed as to at least meet all the operating costs of such utility. Therefore, the cost of use tax should be borne by the payer’s rate and factored into utility rates. This payment is calculated based on estimated construction materials used in projects undertaken and managed by the Utility Fund, calculated at the 3.85% use tax rate.

Proposed 2013 Wastewater System Capital Improvements Total	\$4,592,000
Proposed 2014 Wastewater System Capital Improvements Total	\$4,559,000

Water System Capital Improvement Projects:

Semper Water Treatment Facility Major Repair and Replacement

Proposed 2013 = \$350,000
Proposed 2014 = \$50,000

The Semper Water Treatment Facility was originally constructed in 1969 and is in need of various repairs and replacement of assets as part of its normal operational life. The 2013 and 2014 projects include repairs/replacements of buildings, roofs, valves and piping, pumps, chemical storage tanks, treatment equipment, and electrical components. Additional project work will include a condition assessment of

various plant components to identify those assets that are in greatest need of repair and the best timing for cost-effectively implementing replacement. Work included within the project is necessary to maintain the functionality of the plant and reduce excessive maintenance costs and emergency repairs.

Northwest Water Treatment Facility Major Repair and Replacement **Proposed 2013 = \$229,000**
Proposed 2014 = \$84,000

The Northwest Water Treatment Facility has been in operation for over 10 years and is in need of various repairs and replacement of assets as part of its normal operational life. The 2013 and 2014 projects include repairs/replacements of building components (pavement, curb and gutter, landscaping, etc.) and repairs to chemical storage tanks. Work included within the project is necessary to maintain the functionality of the plant and reduce excessive maintenance costs and emergency repairs.

Raw Water System Improvements **Proposed 2013 = \$200,000**
Proposed 2014 = \$0

The City operates two pipelines and a pump station to convey flows from Standley Lake to the Semper Water Treatment Facility. One pipeline is 36-inches in diameter and was constructed in the early 1970s. The second pipeline is 42-inches in diameter and was constructed in the 1980s. A preliminary condition assessment of the two pipelines from 2007 recommended that the City consider repairing or replacing the 36-inch pipeline within the 10-year horizon. The purpose of the 2013 study is to evaluate the current condition of the two raw water pipelines to develop a cost-effective approach to repairing, replacing, maintaining or improving these important infrastructure components. This project also includes an analysis of the City's raw water pump station. This station is used to convey flows to the water treatment facilities during times when Standley Lake water levels are low. The station is nearing the end of its useful life and this project will help determine the most cost-effective way to repair, replace, or improve its operations and performance.

Open Cut Water Line Replacements **Proposed 2013 = \$200,000**
Proposed 2014 = \$200,000

This ongoing project is for the replacement of high priority sections of water distribution system piping that has reached the end of its economic life. Locations are selected based on pipe break history, changes necessary for system pressure improvements, or coordination with other City sewer, street rehabilitation, or development projects.

Croke Canal and Standley Lake Improvements **Proposed 2013 = \$100,000**
Proposed 2014 = \$150,000

Infrastructure for the Croke Canal and Standley Lake requires ongoing maintenance and/or repairs as part of their normal operations. This project involves both formal inspections and follow-up repair work for these facilities. Costs for Standley Lake maintenance are coordinated and shared with members of the Standley Lake Operating Committee. Croke Canal improvements and repair work are anticipated to be a multi-year project beginning in 2013. The budget for 2013 and 2014 are the shared expenses belonging to Westminster.

Gravel Lakes Facilities – Major Repair and Replacement **Proposed 2013 = \$50,000**
Proposed 2014 = \$50,000

This on-going project funds infrastructure needs at the City's gravel lakes. These facilities were developed primarily for the purpose of exchanging water rights to provide additional water to, and to help protect the quality of, Standley Lake. Specific projects include repair and enhancement of the pump inlet and piping infrastructure between the Kershaw Ditch and Sheets Lake as well as modifications to the lake outlet to enhance operations. Additional work includes improvements to the Jim Baker Reservoir outlet control, flow measuring, and monitoring equipment and repair and replacement of miscellaneous items at the West Gravel Lakes facilities.

Storage Area Network (SAN) Replacement

Proposed 2013 = \$30,000

Proposed 2014 = \$0

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$150,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Core Data Network Switch Replacement/Upgrade

Proposed 2013 = \$30,000

Proposed 2014 = \$0

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$150,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

JD Edwards System Upgrade

Proposed 2013 = \$7,000

Proposed 2014 = \$12,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project in 2013/2014 is \$92,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Microsoft Software Replacement

Proposed 2013 = \$31,000

Proposed 2014 = \$31,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed annual budget for this project in 2013/2014 is \$154,000 (\$308,000 total for both years); proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

UPS Replacement/IT Server Room

Proposed 2013 = \$7,000

Proposed 2014 = \$0

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$35,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

PW&U Department Renovation

Proposed 2013 = \$100,000

Proposed 2014 = \$0

This project includes a renovation to the Public Works and Utilities (PW&U) City Hall administrative offices to unite a majority of the Utilities Planning and Engineering (UPE) division staff in one location. Currently, the Water Resources Engineering group is housed at the City's Municipal Service Center, while the Utilities Engineering group and the Administrative group are located at City Hall. Because these groups interact frequently with the offices of the City Manager, Community Development and City Attorney, it is important for the UPE division to have these staff in the same location. The project includes the creation of office spaces and cubicles, a smaller storage room, and relocating the existing conference room to another space within the same department section of the building.

SCADA and PLC Updates

Proposed 2013 = \$100,000

Proposed 2014 = \$100,000

This project includes improvements and upgrades to the supervisory control and data acquisition (SCADA) and the programmable logic control (PLC) components of the City's potable water treatment and distribution systems including pump stations, water tanks, and water treatment processes. PLCs are the computers that control the instruments, machinery, and equipment that comprise pump stations, water tanks, and water treatment processes. SCADA is the computer programming that collects data for

operations staff that monitors and maintains pump stations and water treatment processes. SCADA also provides a means for utilities operations staff to remotely control some field stations in emergency situations. This is a multi-year project that will allow for replacing PLCs and SCADA equipment on a regularly scheduled plan. The specific SCADA and PLC improvements are planned based on priority needs within the potable water system. 2013 and 2014 projects will be completed at the Northridge and Zone 5 Pump Stations and the Semper Water Treatment Facility Filtration and Chemical Feed Buildings.

SWTF Rapid Mixer No. 1 Repair and Replacement

Proposed 2013 = \$580,000

Proposed 2014 = \$0

The Semper Water Treatment Facility was constructed in phases over the span of a number of years. The oldest portions of the facility are about 45 years old and include underground valve vaults, basins, and junction boxes. Due to their age and condition, some of these assets now require repair and/or replacement. One area of focus for 2013 is the large diameter valves and piping adjacent to the Rapid Mix Chamber Number 1. These valves are showing signs of deterioration and are located in an area currently difficult to access. This project includes replacement of the valves and piping and construction of a new concrete vault to provide improved access for operations, maintenance, and repairs.

Backwash Reclaimed Pump Station Repair and Replacement

Proposed 2013 = \$250,000

Proposed 2014 = \$0

The Semper Water Treatment Facility was constructed in phases over the span of a number of years. The oldest portions of the facility are about 45 years old and include underground valve vaults, basins, and junction boxes. Due to their age and condition, some of these assets now require repair and/or replacement. One area of focus for 2013 is the facility's Backwash Reclaimed Pump Station. This project involves the replacement of the station piping, valving and instrumentation. Also included is replacing various pipeline connections. The project is necessary for maintaining safe and reliable operations at the facility.

Water Pressure Zone Improvements

Proposed 2013 = \$100,000

Proposed 2014 = \$100,000

This project consists of multi-year efforts regarding: 1) Ongoing hydraulic modeling of the potable water distribution system and 2) repairing/replacing pressure reducing valves throughout the system. Hydraulic modeling is a cost-effective tool for analyzing flows and pressures throughout the water distribution system under a variety of hydraulic demand scenarios. The City uses this tool to size new and replacement water lines to meet flow demands under normal and emergency conditions. Hydraulic modeling is also used for planning purposes to estimate capital projects required to support development, redevelopment, and increases in water demands. Currently there are 19 pressure reducing valves in the City's distribution system. These valves are used to maintain target pressure ranges within the City's distribution system and require regular maintenance and/or replacement as part of their normal operational life. This project includes repairing and/or replacing some of these valves based on age, condition, and proximity to other planned construction projects.

Pump Stations Electrical and Instrumentation Repair & Replacement

Proposed 2013 = \$278,000

Proposed 2014 = \$360,000

The City operates several potable water pump stations that are used to meet potable water demands and for fire flow service during emergencies. Repairs are required on a regular basis in order to maintain safe operations and high quality potable water service to City customers. This project involves electrical repairs to four of the City's stations including the Countryside, Jim Baker, Northridge, and Silo Pump Stations. Repairs include replacing, upgrading or adding electrical motor variable frequency drives (VFDs) or soft starts, generators, automatic transfer switch upgrades for emergency generator services, electrical controls, and supervisory control and data acquisition equipment (SCADA). The improvements will upgrade electrical components enhancing safety and reliability, and will allow for quick connections to standby generators to reduce response times during emergencies or power outages.

Pump Stations Piping and Yard Structures Repair & Replacement **Proposed 2013 = \$246,000**
Proposed 2014 = \$0

The City operates several potable water pump stations that are used to meet potable water demands and for fire flow service during emergencies. Repairs are required on a regular basis in order to maintain safe operations and high quality potable water service to City customers. This project includes routine repairs and equipment replacement at the Northridge, Silo, Countryside, and Jim Baker Reservoir pump stations. Also planned are improvements to electrical components at the Silo and Countryside stations to enhance safety and reliability and to allow for quick connections to trailer-mounted emergency generators.

Wandering View Pump Station Improvements **Proposed 2013 = \$1,342,000**
Proposed 2014 = \$0

The City operates several potable water pump stations that are used to meet potable water demands and for fire flow service during emergencies. Repairs are required on a regular basis in order to maintain safe operations and high quality potable water service to City customers. The Wandering View Pump Station has many components that have reached the end of their useful life. This project involves replacing these components and includes yard piping, valves and pump station structures, electrical connections and service equipment, and key instrumentation equipment used to safely operate the facility.

Northridge Water Storage Tank #3 **Proposed 2013 = \$5,800,000**
Proposed 2014 = \$0

Studies completed by the City in 2010 recommended that the City increase potable water storage within the drinking water distribution system. This additional storage is needed to increase the reliability of the system to provide water during periods of high demand, emergency situations that interrupt water supply, and firefighting. This project includes design and construction of a new 3 million gallon water storage tank near the existing Northridge Water Tanks. The project includes water distribution system improvements needed to allow sufficient flow of water between the City's tanks and its customers. The specific areas for water transmission main replacement and the alignment of the new water mains will be determined during the design phase of the project.

MSC Gasoline Recovery Remediation Project **Proposed 2013 = \$175,000**
Proposed 2014 = \$200,000

Starting in 1985, the City began remediation of gasoline that leaked into groundwater from tanks at the Municipal Service Center (MSC). Remediation efforts continue to this day. Recent testing indicated the continued presence of gasoline in the groundwater. As part of ongoing plans to remediate this problem, more monitoring wells and pilot testing equipment will be designed and installed in 2013 with full-scale remediation equipment evaluated, designed and constructed in 2014. With a desire to finalize the solution to this problem, these new remediation efforts will remain in place until the situation is resolved.

CWSP – Bypass Pipeline to Standley Lake **Proposed 2013 = \$0**
Proposed 2014 = \$5,500,000

This project includes the design and construction of a new 3,300-foot raw water pipeline from the Farmers' High Line Canal to the City's 42-inch and 36-inch diameter raw water pipelines. The new pipeline will allow the City to convey water directly from Farmers' High Line Canal to its two water treatment facilities without routing water to Standley Lake or the Standley Lake Dam outlet structures. This new pipeline will increase the reliability of the City's raw water supply, especially during times when Standley Lake and its outlet structures are offline for maintenance or other emergency situations.

Reclaimed Water Treatment Facility Major Repair and Replacement **Proposed 2013 = \$0**
Proposed 2014 = \$50,000

The Reclaimed Water Treatment Facility was originally constructed in 2000. Some of the original mechanical equipment has reached the end of its useful life and requires repair and/or replacement as part of normal operations of the facility. Equipment identified for repairs/replacement in 2014 includes high service pumps, heating and ventilation components, and various process monitoring equipment. Also

included are building repairs to the roof and concrete sidewalks. Proactively addressing these maintenance repairs is necessary to maintain water quality and service to City customers.

Data Backup and Recovery System

Proposed 2013 = \$0
Proposed 2014 = \$20,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$116,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

Wireless Communications Upgrade

Proposed 2013 = \$0
Proposed 2014 = \$15,000

For more information on this project, please see the project description under the “General Capital Improvement Projects” section. The total proposed budget for this project is \$75,000; proposed funding is proportionately split between the General Capital Improvement Fund (General and Public Safety), the Wastewater Fund and the Water Fund.

On-site Sodium Hypochlorite Generation Feasibility Study & Pre-Design

Proposed 2013 = \$0
Proposed 2014 = \$150,000

This project includes studying potential improvements to the water disinfection systems at the Semper and Northwest Water Treatment Facilities (WTFs). The study will evaluate the feasibility of adding on-site sodium hypochlorite generation at either or both of the City's WTFs. Currently 10-12% strength sodium hypochlorite is used in the treatment and disinfection of water and requires regular deliveries to meet demands. This engineering study will help determine the costs and benefits of producing sodium hypochlorite on-site in lieu of purchased deliveries. The study will incorporate a life-cycle cost-benefit analysis and recommendations for future improvements at the treatment facilities.

Sedimentation Basins 1-4 Overflow Re-Route

Proposed 2013 = \$0
Proposed 2014 = \$350,000

The Semper Water Treatment Facility has a total of eight sedimentation basins that are integral to its water treatment process. The four sedimentation basins located on the north side of the site were constructed in the late 1960s and early 1970s and various improvements are needed to their overflow piping to comply with current regulations. The 2014 project includes the design and construction of a piping system to collect and recycle sedimentation basin overflows to the head of the plant for treatment.

Semper Water Treatment Facility Filter Repair and Replacement

Proposed 2013 = \$0
Proposed 2014 = \$225,000

The Semper Water Treatment Facility has a total of 26 filters that purify the City's drinking water. Periodically the sand and anthracite that make up the filters must be replaced. The filter media in 12 of the 26 filter beds has reached the end of its useful life and is due for replacement in 2014. Maintaining the filters and replacing the filter media helps maintain quality drinking water for City residents and businesses.

Water Quality Lab Equipment Major Repair and Replacement

Proposed 2013 = \$0
Proposed 2014 = \$75,000

A gas chromatographer is an instrument used to analyze treated water. It is used by the City to verify drinking water safety and compliance with Colorado Department of Public Health and Environment and Safe Drinking Water Act requirements. This project consists of purchasing a new gas chromatographer for the Water Quality Lab to replace the existing machine that has reached the end of its useful life. Installation of a new ventilation hood/fan in the room containing this equipment is required by building codes and is included as part of the project.

Lowell Water Main Replacement – 84th Avenue to Bradburn Drive **Proposed 2013 = \$0**
Proposed 2014 = \$600,000

This project will replace approximately 580 feet of existing 12-inch diameter water main within Lowell Boulevard from 84th Avenue to Bradburn Drive. The existing water main is aged, has a break history and is in need of replacement. The replacement pipeline will be sized to accommodate current and future water needs for City customers.

88th Avenue Water Main Replacement – Federal to Zuni **Proposed 2013 = \$0**
Proposed 2014 = \$1,500,000

This project will replace approximately 2,700 feet of existing 12-inch diameter water main within 88th Avenue from Federal Boulevard to Zuni Street. The existing water main is aged, has a break history and is in need of replacement. During the design phase of this project, trenchless water main repair technologies will be considered for use in rehabilitating the pipe rather than open cut replacement. This water main is a major loop within the distribution system making it a priority project for 2014.

Gregory Hill Pump Station Piping & Yard Structures Repair **Proposed 2013 = \$0**
Proposed 2014 = \$412,000

The City operates several potable water pump stations that are used to meet potable water demands and for fire flow service during emergencies. Repairs are required on a regular basis in order to maintain safe operations and high quality potable water service to City customers. This project includes routine repairs and equipment replacement at the Gregory Hill Pump Station. The major infrastructure to be replaced includes 1,000 feet of waterline piping in the yard, yard valves and buried concrete valve vaults.

NWTF Storage Tank Major Repair and Replacement **2013 = \$0**
2014 = \$1,500,000

Inspections performed in 2010 on the Northwest Water Treatment Facility water storage tank identified the need for structural repairs to the roof supports and the need to re-coat the tank as part of regular on-going tank maintenance. Additional modifications are needed to comply with new regulations and safe drinking water requirements and also to improve tank safety for maintenance personnel. Repairs to the tank will improve the structural integrity of the tank and extend its operational life.

Water Purchases **Proposed 2013 = \$0**
Proposed 2014 = \$300,000

The City's Comprehensive Water Supply Plan calls for a certain amount of water rights to be purchased by the time that buildout occurs. These funds are for the timely purchase of water rights that become available on the market and that are advantageous to incorporate in the City water supply system. In addition, these funds can be used to purchase water rights on lower Clear Creek and Ralston Creek for use in the City's Jim Baker Reservoir system and future South Westminster non-potable water systems.

Payment in Lieu of Use Tax **Proposed 2013 = \$180,000**
Proposed 2014 = \$214,000

This item represents a payment from the City's Utility Fund to the City's Sales and Use Tax, public safety tax, and Parks, Open Space and Trails (POST) Funds. Use taxes must be paid on materials used by contractors on projects for all institutions, including governmental, religious and charitable organizations. Westminster's Home Rule Charter requires that the rates and charges for any City utility be fixed as to at least meet all the operating costs of such utility. Therefore, the cost of use tax should be borne by the payer's rate and factored into utility rates. This payment is calculated based on estimated construction materials used in projects undertaken and managed by the Utility Fund, calculated at the 3.85% use tax rate.

Proposed 2013 Water System Capital Improvements Total	\$10,385,000
Proposed 2014 Water System Capital Improvements Total	\$12,248,000

Proposed 2013 Wastewater and Water Projects Total	\$14,977,000
Proposed 2014 Wastewater and Water Projects Total	\$16,807,000

Stormwater System Capital Improvement Projects:

Miscellaneous Stormwater Drainage System Improvements	Proposed 2013 = \$78,000
	Proposed 2014 = \$40,000

This ongoing project provides funds for several smaller storm drainage improvements throughout the City as necessary. Funds are also used for compliance activities associated with the Clean Water Act as administered by the Colorado Department of Public Health and Environment (CDPHE), topographic mapping of the City for updating the Flood Insurance Rate Maps, and studies with the Urban Drainage and Flood Control District (UDFCD).

Little Dry Creek (Lowell Boulevard to Federal Boulevard)	Proposed 2013 = \$490,000
	Proposed 2014 = \$308,000

With the proposed Fastracks station and South Westminster transit-oriented development (TOD) on the north side of the Burlington Northern Santa Fe Railroad, this project will greatly enhance the existing Little Dry Creek area with a regional stormwater detention facility. Additionally, various properties that are currently in the flood plain will be removed from the floodplain. The project will fund improvements that will include re-aligning Little Dry Creek to move it away from existing single family residences, a regional detention facility near Federal Boulevard, a regional water quality facility, various grade control structures, and pedestrian bridges across the re-aligned creek and massive excavation to accommodate the needed detention storage. The estimated total project cost is \$9.1 million. Adams County and the Urban Drainage and Flood Control District (UDFCD) are partners with the City on this project and will help fund project costs. The City will continue to request project funds from Adams County and UDFCD on an annual basis as the project moves forward. To date, City Council has appropriated \$3,864,434 for this project. For planning purposes, Staff is proposing \$612,000 for this project in 2015 in addition to the proposed amounts above for 2013/2014.

Ranch Creek at 120th Avenue and Federal Boulevard	Proposed 2013 = \$121,000
	Proposed 2014 = \$480,000

Ranch Creek in the vicinity of 120th Avenue and Federal Boulevard was identified as one of the top 10 stormwater projects per the 2007 Storm Drainage Study. The existing box culvert under 120th Avenue is undersized and has erosion issues. This project will increase the size of the box culvert and also accommodate a pedestrian cell component into the design. Additionally, portions of the upstream and downstream sections Ranch Creek channel will be stabilized with this project. CDOT has scheduled the widening of 120th Avenue at this location in 2014. The Ranch Creek work needs to be done in advance of CDOT's project.

South Westminster TOD Storm Sewer (North Plaza/Infrastructure)	Proposed 2013 = \$635,000
	Proposed 2014 = \$500,000

This proposed project involves funding needed for stormwater-related needs to meet desirable opening day access and operational requirements for Westminster Station as generally required by the intergovernmental agreement with the Regional Transportation District. The request will supplement and/or substitute for portions of a very basic first phase of work that would meet RTD's minimal requirements.

Payment in Lieu of Use Tax	Proposed 2013 = \$25,000
	Proposed 2014 = \$26,000

This item represents a payment from the City's Utility Fund to the City's Sales and Use Tax, public safety tax, and Parks, Open Space and Trails (POST) Funds. Use taxes must be paid on materials used by contractors on projects for all institutions, including governmental, religious and charitable organizations. Westminster's Home Rule Charter requires that the rates and charges for any City utility be fixed as to at

least meet all the operating costs of such utility. Therefore, the cost of use tax should be borne by the payer's rate and factored into utility rates. This payment is calculated based on estimated construction materials used in projects undertaken and managed by the Utility Fund, calculated at the 3.85% use tax rate.

Proposed 2013 Stormwater Capital Improvements Total	\$1,349,000
Proposed 2014 Stormwater Capital Improvements Total	\$1,354,000
Proposed 2013 GRAND TOTAL Utility Capital Improvement Fund	\$16,326,000
Proposed 2014 GRAND TOTAL Utility Capital Improvement Fund	\$18,161,000
Proposed 2013 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL	<u>\$27,140,000</u>
Proposed 2014 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL	<u>\$27,260,000</u>



URBAN DRAINAGE AND FLOOD CONTROL DISTRICT

Paul A. Hindman, Executive Director
2480 W. 26th Avenue, Suite 156B
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Telephone 303-455-6277
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UDFCD POSITION STATEMENT

FROM: Paul Hindman, Executive Director
Ken MacKenzie, Manager of Master Planning

SUBJECT: The UDFCD Position on the EPA's Proposed Rulemakings to Modify the Clean Water Act and to Clarify Which Features will be Considered "Waters of the United States"

DATE: April 26, 2012

The United States Environmental Protection Agency (EPA) has initiated a national rulemaking to establish a program to "reduce stormwater discharges from newly developed and redeveloped sites and make other regulatory improvements to strengthen its stormwater program". The proposed national rulemaking (the draft of which may not be available for review and comments until March 2013) is considering five key rulemaking actions which have the potential to heavily fiscal impact the seven counties and 34 municipal governments (representing 2.8 million citizens) within the Urban Drainage and Flood Control District (UDFCD). The purpose of this memorandum is to state the UDFCD concerned position on the five rulemaking actions that affect our constituents.

EPA Rulemaking Action Item 1: Develop performance standards from newly developed and redeveloped sites to better address stormwater management as projects are built.

The Water Quality Act of 1987 expanded the National Pollutant Discharge Elimination System (NPDES) permit program to cover stormwater discharges from municipal separate storm sewer systems (MS4s) and from industrial sources. The MS4 NPDES permits require regulated municipalities to use Best Management Practices (BMPs) to reduce pollutants to the Maximum Extent Practicable (MEP). The MEP standard is the existing standard (also referred to as the technology-based standard). Experts around the world and in our own region are discovering, inventing, and refining stormwater treatment methods, and we are adopting those methods as soon as they are thoroughly vetted and adapted to our climate and geology. Numerical standards for stormwater management performance are based on use attainability (i.e., does the quality of the receiving water body meet the minimum quality required for its designated use) are inherently problematic and in some cases unachievable. **Our position is that, while numerical water quality goals are important tools, numerical water quality compliance standards are not. We believe the current MEP standard is the most reasonable standard for measuring stormwater management performance and should be left in place as currently codified in the Clean Water Act, as the national performance standard.**

EPA Rulemaking Action Item 2: Explore options for expanding the protections of the municipal separate storm sewer systems (MS4) program.

The EPA is considering different approaches to expanding the land area that would be subject to the MS4 permits. Options include adding exurban development (low-density residential development occurring beyond incorporated city limits) adjacent to a permitted MS4, county-wide permitting, and watershed-based permitting. From an environmental perspective, the watershed approach to stormwater management makes the most sense, but to comply with the MS4 permit, the permittee must first have land use authority and police powers to enforce the permit compliance requirements. In the recent case of *Natural Resources Defense Council V. County Of Los Angeles*, a watershed-based permit resulted in a third party citizen lawsuit action against the downstream-most permittee, holding that party responsible for the pollutants of all the other watershed permittees. This case has been elevated to the Supreme Court where it is still under consideration. **Our position is that watershed-based permits are desirable but, until a suitable and trustworthy legal instrument is in place to protect the individual permittees from unwarranted EPA or State-initiated enforcement actions and from baseless third party lawsuits, the individual permittees have no motivation to partner with others and doing so can only increase their individual liability. Until legal protections are offered, we recommend maintaining the current practice with regard to MS4 permitting.**

EPA Rulemaking Action Item 3: Evaluate options for establishing and implementing a municipal program to reduce discharges from existing development.

This item causes us the most concern as it has the most potential of all actions items being considered to result in unfunded mandates that could very heavily impact the budgets of every permittee. Primary consideration is being given to a stormwater quality BMP retrofitting requirement for existing urban development. These retrofits would include like green roofs, permeable pavements, rain gardens, sand filters, retention ponds, detention basins, etc. The EPA has demonstrated their intentions for retrofitting existing development when they included in the newly-drafted MS4 permit for Washington D.C. a requirement for retrofitting a minimum of 413 acres of impervious surfaces during the permit term; including a minimum tree planting rate of 4,150 annually, a requirement to achieve a tree canopy coverage of 40% by 2035, and a requirement to install minimum 350,000 square feet of green roofs on government buildings during the permit term. In Colorado, we have estimated the cost of retrofitting urban development at \$50,000 per acre. Based on this number, Douglas County has determined the cost of retrofitting the developed area within that county at approximately \$95 million. On a regional scale, this could result in an unfunded mandate of over \$1 billion for the 2.8 million citizens within the UDFCD service area. From Item 1, we know the EPA is strongly considering an endpoint of numeric effluent pollution limits in the receiving waters - limits that have not been proven to be achievable through a green infrastructure retrofitting requirement. **Our position is that our limited resources should be spent on implementing green infrastructure and stormwater quality BMPs in conjunction with new development and redevelopment, and on stabilizing and restoring the natural**

functions of our receiving waters. Retrofitting of existing development should only be done on a voluntary basis; when adequate State or federal funding assistance is made available; and when a benefit-cost analysis is favorable toward the work when compared to other stormwater quality improvement opportunities.

EPA Rulemaking Action Item 4: Evaluate establishing a single set of minimum measures requirements for regulated MS4s. However, industrial requirements may only apply to regulated MS4s serving populations of 100,000 or more.

There are currently two permit groups; Phase 1 (released in 1990 to permit stormwater discharges from 900 of the nation's largest municipalities), and Phase 2 (released in 1999 to cover all other communities greater than 10,000 within urban areas). In 1993, UDFCD assisted the first three Phase 1 MS4 permittees in Colorado in developing their permits, permits which are in place today in much the same form. One permit requirement for those large MS4s is wet weather water quality monitoring of their receiving streams, a measure that has been performed annually since 1998 and which has demonstrated a general trend over time toward improved water quality in our receiving streams. This measure has been beneficial in demonstrating the success of our work, but is very costly (\$35,000 per site per year) and would put an unfair burden on the smaller MS4s. Larger communities have greater resources and enjoy economies of scale that enable them to do more compliance activities than their smaller neighboring communities. **Our position is that the “one size fits all” approach is a convenience to the regulator that is inappropriate and unfair to the smaller regulated communities.**

EPA Rulemaking Action Item 5: Explore options for establishing specific requirements for transportation facilities.

Without knowing specifically what the EPA has in mind, we agree that transportation-based MS4s (such as the Colorado Department of Transportation [CDOT] or the Regional Transportation District [RTD]) are fundamentally different than municipalities in that they span many different jurisdictions in narrow corridors that are seldom conducive to traditional stormwater quality measures available to standard MS4 permittees. Reasonably, these entities should therefore be regulated in a different manner. **Our position is that we agree with the EPA on this item in concept and look forward to reviewing and commenting on their plan.**

Our final position statement regards the 2012 guidance document on determination of “Waters of the United States” to clarify protection of waters under the Clean Water Act; this has been submitted by the EPA and U.S. Army Corps of Engineers (USACE) to the Office of Management and Budget for federal interagency review. The term “Waters of the United States” is broadly defined in the Clean Water Act and has weathered 25 years of litigation. It means navigable waters, tributaries to navigable waters, interstate waters, the oceans out to 200 miles, and intrastate waters which are used by interstate travelers for recreation or other purposes, as a source of fish or shellfish sold in interstate commerce, or for industrial purposes by industries engaged in interstate commerce.

The South Platte River is a navigable water because of its heritage as a means of travel by fur trappers and also because it is used currently for kayaking and canoeing. We have no problem with this categorization, but the EPA and USACE have always had an expansive interpretation of this definition and would like to now broaden the definition to include waters that fall under an “other waters” category of the regulations. The guidance divides these waters into two categories, those that are physically proximate to jurisdictional waters and those that are not, presumably with the USACE making determinations on a case-by-case basis. Examples of these “other waters” include mudflats, sandflats, sloughs, prairie potholes, wet meadows, playa lakes, and natural ponds. According to the EPA’s guidance document on this proposed rulemaking, a water body adjacent to a water of the U.S. that is visited by non-migratory waterfowl that also frequent that adjacent water of the U.S. will be considered to also be a water of the U.S. due to its “ecological interconnection basis for adjacency.” Also, if the EPA’s proposed Construction General Permit is adopted, all projects within 50 feet of waters of the U.S. would be required to have buffer zone stormwater BMPs. Clearly, broadening the scope of waters of the U.S. or leaving certain types of features ambiguously defined could increase both permitting and construction costs for many projects.

In the 2012 U.S. Supreme Court hearing of *Sackett V. Environmental Protection Agency*, Justice Scalia expressed concern that:

“Interested parties would lack guidance on precisely how to read Congress’ limits on the reach of the Clean Water Act and would be left to feel their way on a case-by-case basis...”

To which Justice Alito added:

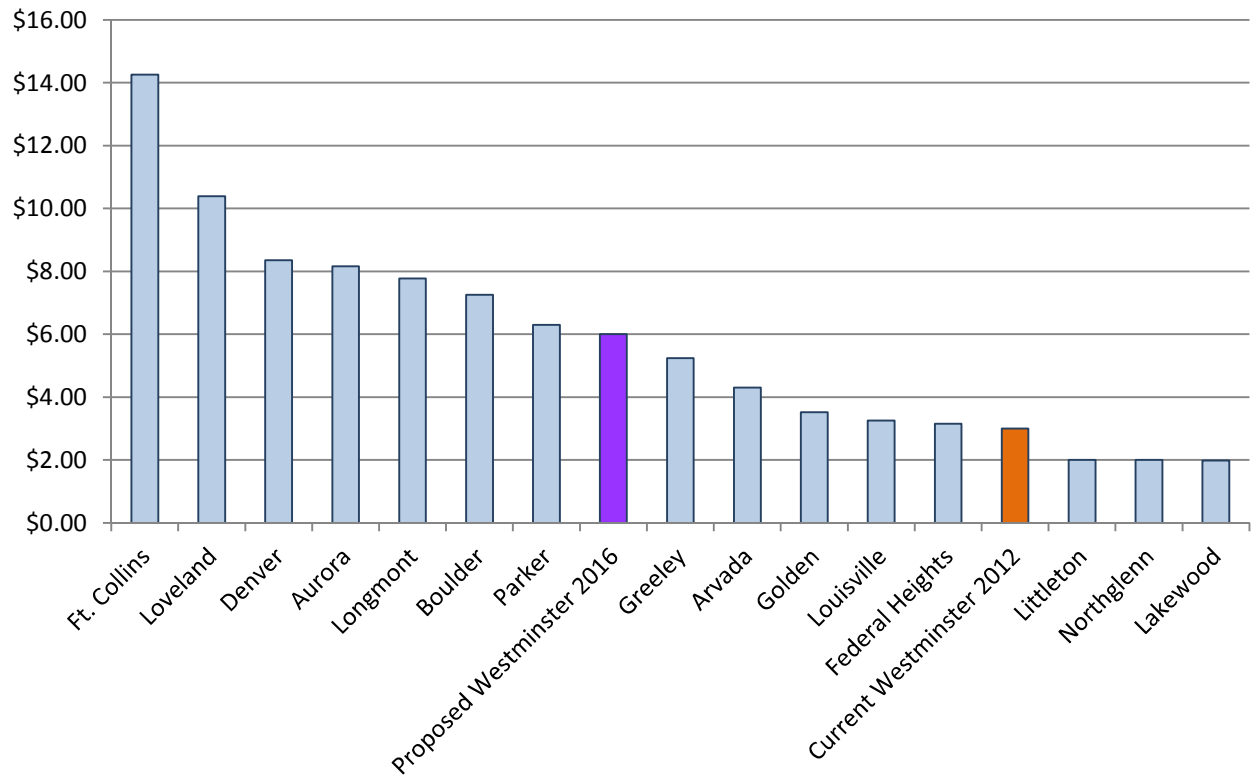
“Real relief requires Congress to do what it should have done in the first place; provide a reasonably clear rule regarding the reach of the Clean Water Act. When Congress passed the Clean Water Act in 1972, it provided that the Act covers “the Waters of the United States” but Congress did not define what it meant by “the Waters of the United States”; the phrase was not a term with a known meaning; and the words themselves are hopelessly indeterminate. Unsurprisingly, the EPA and the Army Corps of Engineers interpreted the phrase as an essentially limitless grant of authority. We rejected that boundless view.”

Our position is that we fully agree with the U.S. Supreme Court that Congress should act immediately to settle this controversial and litigious matter.

Municipal Stormwater Fees 2012

Ft. Collins	\$14.26
Loveland	\$10.39
Denver	\$8.35
Aurora	\$8.16
Longmont	\$7.77
Boulder	\$7.25
Parker	\$6.30
Proposed Westminster 2016	\$6.00
Greeley	\$5.24
Arvada	\$4.30
Golden	\$3.52
Louisville	\$3.25
Federal Heights	\$3.15
Current Westminster 2012	\$3.00
Littleton	\$2.00
Northglenn	\$2.00
Lakewood	\$1.98
Average Utility Rate:	\$5.68

Municipal Stormwater Fees 2012



Proposed Stormwater Capital Improvement Program 2013-2017

LINE NO.		CMO REC'D 2013	CMO REC'D 2014	CMO REC'D 2015	CMO REC'D 2016	CMO REC'D 2017	CMO REC'D TOTAL
1	Stormwater System Improvements - WITH CURRENT RATE (\$3/mo)						
2	Misc Storm Drainage Improvements	\$78	\$40	\$100	\$90	\$100	\$408
3	Little Dry Creek Storm Drainage/Detention (Lowell to Federal)	\$490	\$308	\$612	\$0	\$0	\$1,410
4	South Branch Hylands Creek	\$0	\$0	\$100	\$779	\$0	\$879
5	Ranch Creek at 120th Ave & Federal Blvd	\$121	\$480	\$445	\$0	\$0	\$1,046
6	South Westminster TOD Storm Sewer (North Plaza/Infrastructure)	\$635	\$500	\$0	\$0	\$0	\$1,135
7	Middle Branch Hylands Creek	\$0	\$0	\$55	\$420	\$95	\$570
8	Big Dry Creek Stabilizations	\$0	\$0	\$0	\$25	\$350	\$375
9	Middle Cotton Creek	\$0	\$0	\$0	\$0	\$270	\$270
10	Cozy Corner Tributary #5	\$0	\$0	\$0	\$0	\$508	\$508
11	Payment In Lieu of Use Tax (transfer to S&U Tax Fund)	\$25	\$26	\$25	\$25	\$25	\$127
12	Total Stormwater System Improvements (no rate increase)	\$1,349	\$1,354	\$1,337	\$1,339	\$1,348	\$6,728
13							
14							
15							
16	Stormwater System Improvements - WITH RATE INCREASE (2013=\$3/mo; 2014=\$4/mo; 2015=\$5/mo; 2016=\$6/mo)						
17	Misc Storm Drainage Improvements	\$78	\$64	\$100	\$100	\$100	\$442
18	Little Dry Creek Storm Drainage/Detention (Lowell to Federal)	\$490	\$910	\$0	\$0	\$0	\$1,400
19	South Branch Hylands Creek	\$0	\$0	\$200	\$659	\$0	\$859
20	Ranch Creek at 120th Ave & Federal Blvd	\$121	\$540	\$400	\$0	\$0	\$1,061
21	South Westminster TOD Storm Sewer (North Plaza/Infrastructure)	\$635	\$500	\$0	\$0	\$0	\$1,135
22	Middle Branch Hylands Creek	\$0	\$0	\$595	\$0	\$0	\$595
23	Big Dry Creek Stabilizations	\$0	\$0	\$453	\$400	\$400	\$1,253
24	Middle Cotton Creek	\$0	\$0	\$270	\$0	\$0	\$270
25	Cozy Corner Tributary #5	\$0	\$0	\$682	\$218	\$0	\$900
26	Hyland Hills Tributary #4	\$0	\$0	\$0	\$80	\$0	\$80
27	Lake Erie Basin Tributary #6	\$0	\$0	\$0	\$830	\$0	\$830
28	Walnut Creek	\$0	\$0	\$0	\$1,099	\$2,909	\$4,008
29	Payment In Lieu of Use Tax (transfer to S&U Tax Fund)	\$25	\$39	\$52	\$65	\$66	\$247
30	Total Stormwater System Improvements (with rate increase)	\$1,349	\$2,053	\$2,752	\$3,451	\$3,475	\$13,080
31							
32							
33	Difference between Current Rate v. Proposed Rate Increase	+\$0	+\$699	+\$1,415	+\$2,112	+\$2,126	+\$6,352



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 20, 2012



SUBJECT: Direction Requested on Financial Contributions to Outside Agencies/
Organizations

PREPARED BY: Barbara Opie, Assistant City Manager

Recommended City Council Action

Provide Staff direction on Council's philosophy towards financial contributions to outside agencies.

Summary Statement

During the Strategic Plan review at the August 6 Study Session City Council requested that funding of outside agencies and organizations be brought back to City Council for discussion prior to the finalization of the 2013/2014 Budget. As such, Staff is seeking direction from City Council on this item.

Expenditure Required: \$145,455

Source of Funds: General Fund

Policy Issue

How does City Council want to evaluate requests for funding from outside agencies?

Alternatives

1. City Council could evaluate each request individually and evaluate each one based on merit and the availability of funds and leave the Human Services Board review process intact. This is the current practice utilized by City Council.
2. City Council could identify a different method to evaluating outside funding sources, such as a subcommittee of Council members or the Westminster Legacy Foundation to evaluate requests or utilizing Staff to evaluate requests based on a specific set of guidelines established by City Council.

Background Information

City Council requested during the Strategic Plan review that funding of outside agencies and organizations be brought back to City Council for discussion prior to the finalization of the 2013/2014 Budget.

Numerous organizations and agencies receive funding from the City throughout the year; some are core to operations and others are not. Agencies or organizations that are core for day-to-day City operations are funded within the respective departments' budgets (i.e., if the organization went away, the City would have to attempt to replace the service due to the integral relationship to providing core City services or change the way the City does business). Examples of organizations that receive financial support from the City are related to law enforcement operations. Such organizations include the Arapahoe House (drunk driving holding area), the Link (Adams County Juvenile Assessment Center), the JAC (Jefferson County Juvenile Assessment Center) and Foothills Animal Shelter. In the Amended 2012 Budget, the City allocated \$169,190 for these organizations that support the Police Department's operations. In the Proposed 2013 Budget, Staff is proposing \$245,393 for these organizations; most of this increase (+\$73,983) is associated with an increased assessment from Foothills Animal Shelter. Despite this proposed increase for 2013, these partnerships with these organizations allow the City to provide a high level of service to the community in a more cost-effective manner than "going it alone." These groups are not highlighted in the attached document since they are directly engaged in the provision of core City services.

Other agencies or organizations that receive funding are not core to City operations. These groups provide valuable services or programs to the community but they are not tied to any specific department and/or program provided by the City of Westminster. Groups receive direct or indirect financial support from the City; a listing of examples follows:

- Human Services Board process provides funding to agencies providing basic human services to Westminster residents. A total of \$80,000 is proposed to fund 24 agencies for 2013; \$90,000 is proposed for 2014 (agencies to be funded in 2014 will be considered during the summer of 2013).
- Ongoing funding has been identified for the Adams County Community Transit Program (A-Lift) based on previous presentations with City Council. A total of \$26,420 is proposed for 2013 and is included on an ongoing basis within the Central Charges budget.
- Other groups receive support from City Council by the provision of a facility at a discounted rate. Examples include the following: SWAG pays \$1/year for both the Rodeo Market and the 73rd

Avenue Playhouse; Westminster Historic Society pays \$1/year for the Bowles House; Community Reach Center pays \$1/year for the former 76th Avenue Library building. Each group receives a slightly different level of support from the City as it relates to the provision of grounds maintenance, facility maintenance, paying for utilities, etc.

- Outside organizations the City supports are included within the City Council's operating budget under the Other Contractual Service account that supports fundraisers, banquets, after prom events, etc. A total of \$29,035 is proposed for 2013 and 2014. These groups often request Council support through their personal attendance at these fundraising events in addition to the financial support.
- Two county economic development agencies are funded within the City Manager's Office, Economic Development Division budget.
 - The Adams County Economic Development (ACED) requests funding of \$21,000 but City funds \$5,000, in line with JEC funding. Benefits include showing regional cooperation with County organization; Staff learns about activity occurring throughout Adams County; at the City's request, ACED presents incentive packages to Adams County Commissioners for consideration; and ACED provides services for Enterprise Zones in Adams County. Drawbacks include the City receiving limited economic development prospects from ACED; the City is no longer a voting seat on the Board since the City does not fully fund ACED's requested amount; and the size of the Enterprise Zone administered by ACED within the Adams County side of the City is very small.
 - Jefferson Economic Council (JEC) requests funding of \$8,700 but City funds \$5,000, in line with ACED funding. Benefits include showing regional cooperation with County organization; Staff learns about activity occurring throughout Jefferson County; at the City's request, JEC presents incentive packages to Jefferson County Commissioners for consideration; the City has a voting seat on the Board; and JEC provides services for Enterprise Zones in Jefferson County. Drawbacks include the City receiving limited economic development prospects from JEC; and the City does not have an Enterprise Zone in the Jefferson County portion of the City.
- Finally, other requests are considered through annual citizen requests as part of the budget, such as the current requests under review through the 2013/2014 Budget citizen requests from South Westminster Arts Group (SWAG – requesting \$45,000) and Adams County Youth Initiative (ACYI – requesting \$10,000).

These groups that are not tied to core City services are listed on the attached document for review. There may be other outside organizations funded throughout the organization, but these are the most significant ones.

Staff is presenting this information for Council's consideration and discussion. If City Council needs additional information, please let Staff know and they will work to provide any additional information desired for Council's discussion on Monday night.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

Outside Agencies/Organization Funding Requests

Department Budget/ Account Number	Description	2013 Proposed Budget Detail	2013 Proposed Budget Totals
City Council	Other Contractual Service		\$29,035
10001010. 67800.0000	Annual Sponsorships/Contributions:		
	North Metro Arts Alliance (NMAA)	\$10,000	
	CEF Recreation for Education (District 50-Water World tickets)	\$1,500	
	Brothers Redevelopment Inc. - Paint-A-Thon	\$500	
	Westminster Rotary Foundation (noon club)	\$1,250	
	Westminster 7:10 Rotary Club	\$1,250	
	South Westminster Arts Group (SWAG) Orchard Festival (<i>new group added in 2013</i>)	\$500	
	Banquets/Lunches:		
	Metro North Chamber Annual Banquet	\$2,200	
	Adco School District 12 Five Star Gala	\$1,500	
	DRCOG Awards Dinner Table Sponsorship	\$750	
	The Jefferson Foundation Crystal Ball (<i>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</i>)	\$2,000	
	Adams County MMCYA banquet (county level only)	\$750	
	Westminster Public Safety Recognition Foundation - annual banquet	\$1,000	
	North Metro Children's Advocacy Center (CAC) annual banquet	\$600	
	Metro North Chamber of Commerce Taste of the Chamber (<i>new group added in 2013</i>)	\$200	
	Legacy Foundation Wine Tasting Event (<i>new group added in 2013</i>)	\$385	
	Golf Tournament Sponsorships:		
	Front Range Community College Foundation (<i>amount budgeted to sponsor a hole; if want to sponsor 4-some, need to budget \$1,000</i>)	\$500	
	Hyland Hills Foundation (<i>2012 sponsorship rates: \$800 tee/green sponsor, \$2,000 cart sponsor, putting green sponsor or beverage cart/concessions sponsor</i>)	\$800	
	Heil Pro-Am Golf Tournament	\$750	
	Optimist Larry Silver's Golf Tournament	\$600	
	After Prom Events: (<i>current Westminster student enrollment percentages noted in parentheses</i>)		
	Jefferson Academy (<i>58% as of 4/30/12</i>)	\$200	
	Legacy High School (<i>25% as of 4/30/12</i>)	\$200	
	Mountain Range High School (<i>13% as of 4/30/12</i>)	\$200	
	Pomona High School (<i>29% as of 4/30/12</i>)	\$200	
	Standley Lake High School (<i>84% as of 4/30/12</i>)	\$600	
	Westminster High School (<i>99% as of 5/24/12</i>)	\$600	
City Manager's Office/	City Memberships		\$10,000
Economic Development	Adams County Economic Development (ACED) - Requests funding of \$21,000 but City funds \$5,000	\$5,000	
10005340. 67500.0000	Jefferson Economic Council (JEC) - Requests funding of \$8,700 but City funds \$5,000	\$5,000	

Department Budget/ Account Number	Description	2013 Proposed Budget Detail	2013 Proposed Budget Totals
Central Charges	Other Contractual Service - Senior Transit Consortium		
10010900. 67800.0705	Adams County Community Transit Program (A-Lift)	\$26,420	\$26,420
Central Charges	Other Contractual Service - Human Services		
10010900. 67800.0706	Access Housing	\$1,000	\$80,000
	Adams County Housing Authority	\$1,500	
	Alternatives to Family Violence	\$2,500	
	Audio Information Network	\$1,000	
	CASA of Adams County	\$3,500	
	Catholic Charities of Denver (North Area CARES)	\$5,000	
	Center for People With Disabilities (CPWS)	\$1,500	
	Children's Outreach Project	\$3,500	
	Colorado Homeless Families	\$3,000	
	Community Health Centers	\$9,000	
	Denver Hospice	\$4,000	
	Family Tree, Inc.	\$1,000	
	FISH Inc.	\$5,500	
	Food Bank of the Rockies	\$5,000	
	Growing Home - Interfaith Hospitality Network (IHN)	\$1,000	
	Have a Heart Project, Inc.	\$5,000	
	Inter-Church ARMS	\$2,500	
	Jefferson Center for Mental Health	\$6,500	
	Kempe Children's' Fund	\$1,000	
	North Metro CAC (Children's Advocacy Program)	\$1,500	
	Project Angel Heart	\$2,000	
	Ralston House (Arvada Child Advocacy Center)	\$2,000	
	Senior Hub	\$10,000	
	Senior Resource Center	\$1,500	
Total Proposed Funding within 2013 Budget			\$145,455

Description - Funding Requests Under Consideration	2013 Requested
South Westminster Arts Group (SWAG)	\$45,000
Adams County Youth Initiative (ACYI)	\$10,000
Total Still Under Consideration for Funding within 2013 Budget	\$55,000



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 20, 2012



SUBJECT: City Council's Revised Proposed 2013 and Proposed 2014 Budgets

PREPARED BY: Barbara Opie, Assistant City Manager

Recommended City Council Action

Review City Council's Revised Proposed 2013 and Proposed 2014 Budgets and provide Staff with direction.

Summary Statement

Staff is currently finalizing the 2013 and 2014 budgets for presentation to City Council in September. The proposed budget document is scheduled for delivery to City Council on August 30. 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. City Council's revised proposed 2013 and proposed 2014 budgets are attached for Council's review and comment.

Expenditure Required: \$244,094 - Proposed for both 2013 and 2014

Source of Funds: General Fund

Policy Issue

Does City Council wish to make changes to the revised Proposed 2013 and Proposed 2014 Council Budgets?

Alternative

City Council could make modifications to Staff’s revised proposed budget for 2013 and/or 2014.

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. City Council reviewed Staff’s proposed 2013 Council budget on July 16. Based on feedback at that meeting, minor modifications are proposed to the 2013 City Council budget and carry into the proposed 2014 Council budget.

The proposed 2013 and 2014 budgets for City Council is \$244,094. The Proposed 2013 Budget is a 1.7% increase from the 2012 Amended City Council budget; the Proposed 2014 Budget is a 0% increase from the Proposed 2013 Budget.

The details associated with the revised proposed 2013 Council budget are on Attachment A. A quick summary of the 2013 accounts with updates from the July 16 review is noted below:

Account Name/Number	Explanation of Change (revised proposed 2013 budget from the originally proposed 2013 budget)
Other Contractual Service 10001010.67800.0000	<p>Staff again proposed 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 requested 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 attempted to identify the type of event/funding that City Council has provided in the past and listed them under the following categories: Annual Sponsorships/ Contributions, Banquets/ Lunches, Golf Tournament Sponsorships, and After Prom Events.</p> <p>Based on City Council direction, the Hmong American Association was removed from the funding list based on the fact they had not requested funding since 2009. In addition, Staff contacted the Adams County Historical Society concerning the Moonlight Gala and was informed that they had not held the event in two years. As such, Staff removed the funding for the Historical Society as well.</p> <p>In addition, City Council directed Staff to increase the Hyland Hills Foundation funding for the annual golf tournament from \$500 to \$800 to fully sponsor a tee or green. The savings from removing the Hmong American Association (\$150) and Adams County Historical Society (\$500) was used to offset the increase for the Hyland Hills sponsorship.</p>

	<p>The remaining \$350 was moved to the miscellaneous contractual services line in the Other Contractual Service account, keeping this account funded at \$42,885 as originally proposed. Staff recommends retaining the \$350 in City Council’s budget to help with any unplanned events/activities that might arise during the year.</p> <p>All of these changes are highlighted in yellow and marked with colored text on the Proposed 2013 Budget (Attachment A).</p>
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The details associated with the proposed 2014 Council budget are on Attachment B. The proposed budget for 2014 is the same as of the proposed 2013 budget as revised, with the one change noted below:

Account Name/Number	Explanation of Change (proposed 2014 budget from the proposed 2014 budget)
Meeting Expense 10001010.61400.0000	This account is proposed to increase for miscellaneous meetings. The increase of \$498 is proposed to move from the Supplies account. In the Proposed 2013 Council Budget, a slight increase is recommended in the Supplies account from the 2012 budget to assist with initial set up costs for four new Councillors being elected in 2013. Staff recommends retaining the \$498 but reallocating them to Council’s Meeting Expense account for unanticipated needs. A corresponding reduction may be found in the Supplies (10001010.70200.0000) account.

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 Revised Proposed 2013 Budget and the Proposed 2014 Budget.

The Proposed 2013/2014 City Budget is scheduled for delivery to City Council on August 30 and will be reviewed at the September 17 Budget Retreat at the regularly scheduled Study Session.

Reviewing and modifying City Council’s budget supports the Strategic Plan goal of Financially Sustainable City Government Providing Exceptional Services by ensuring adequate resources to fund operations.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- Attachment A – Revised Proposed City Council 2013 Budget
- Attachment B – Proposed City Council 2014 Budget

CITY COUNCIL PROPOSED 2013 BUDGET - REVISED

Account Number	Account Description & 2013 Budget Detail	Adopted 2012 Budget Detail	2013 Proposed Budget Detail	2011 Revised Budget	2011 Actual Expenditures	2012 Revised Budget	2012 Spent/ Encumbered Year-to-Date (8/8/12)	2013 PROPOSED BUDGET	% Change (2012 Amended v. 2013 Proposed)
10001010.60800.0000	Salaries			\$92,400	\$91,235	\$92,400	\$52,721	\$92,400	0.0%
	Mayor & City Councillor salaries	\$92,400	\$92,400						
10001010.61100.0000	Council Allowance			\$25,032	\$25,032	\$25,032	\$15,645	\$25,956	3.7%
	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 2011 (+3.7%) for the 2013/2014 budget years, increasing the allowance from \$298/month to \$309/month per the resolution.	\$25,032	\$25,956						
10001010.61200.0000	Mileage Reimbursement			\$3,000	\$634	\$3,000	\$1,050	\$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 2012 funding level for 2013.	\$3,000	\$3,000						
10001010.61400.0000	Meeting Expense			\$13,550	\$8,349	\$13,550	\$8,517	\$15,550	14.8%
	Annual Legislative Dinner	\$1,600	\$2,000						
	Goal-Setting Retreat	\$2,300	\$3,500						
	Annual Budget Retreat	\$500	\$500						
	Community Summit with Boards & Commission members	\$2,150	\$3,500						
	Miscellaneous Meetings	\$7,000	\$2,250						
	Telephone Town Hall	\$0	\$3,800						
10001010.61800.0000	Career Development			\$48,205	\$19,289	\$48,205	\$20,344	\$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			\$3,450	\$2,609	\$3,450	\$660	\$1,680	-51.3%
	iPad cellular data plans - \$20/Councillor/month * 12 months * 7 Councillors	\$3,450	\$1,680						
10001010.66950.0000	PC Replacement Fee			\$1,750	\$1,750	\$1,750	\$1,750	\$1,470	-16.0%
	Annual PC replacement fee for 7 iPads (implemented 8/2011); 3-year replacement schedule	\$1,750	\$1,470						
10001010.67600.0000	Special Promotions			\$5,900	\$5,790	\$3,500	\$1,030	\$3,500	-40.7%
	Unanticipated requests from community groups for contributions and/or sponsorships for events	\$3,500	\$3,500						
10001010.67800.0000	Other Contractual Service			\$38,084	\$36,113	\$40,484	\$23,030	\$42,885	12.6%
	Printing of misc. materials (e.g., legislative booklet, organization charts, etc.)	\$900	\$900						
	Strategic Planning facilitator fee	\$5,634	\$6,500						
	Councillor expenses for photos, badges, & nameplates	\$1,000	\$1,000						
	Miscellaneous contractual services (increased by \$350 based on changes requested by Council 7/16/12)	\$1,400	\$1,750						
	We're All Ears events (3 summer concerts & Westminster Faire)	\$1,700	\$1,700						
	Annual newspaper advertisements/sponsorships for outside agencies	\$2,000	\$2,000						

Account Number	Account Description & 2013 Budget Detail	Adopted 2012 Budget Detail	2013 Proposed Budget Detail	2011 Revised Budget	2011 Actual Expenditures	2012 Revised Budget	2012 Spent/Encumbered Year-to-Date (8/8/12)	2013 PROPOSED BUDGET	% Change (2012 Amended v. 2013 Proposed)
	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						
	Hmong American Association - per Council direction 7/16/12, delete funding in 2013	\$150	\$0						
	Banquets/Lunches:								
	Metro North Chamber Annual Banquet	\$2,200	\$2,200						
	Adco School District 12 Five Star Gala (proposed increase for 2013 based on actual annual request)	\$1,300	\$1,500						
	DRCOG Awards Dinner Table Sponsorship	\$750	\$750						
	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) (proposed increase for 2013 based on actual annual request and Council funding)	\$500	\$750						
	Westminster Public Safety Recognition Foundation - annual banquet	\$1,000	\$1,000						
	Adams County Historical Moonlight Gala - per Staff research, event has not been held in two years	\$500	\$0						
	North Metro Children's Advocacy Center (CAC) annual banquet	\$600	\$600						
	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 (2012 sponsorship rates: \$800 tee/green sponsor, \$2,000 cart sponsor, putting green sponsor or beverage cart/concessions sponsor) - per Council direction 7/16/12, increase 2013 to \$800	\$500	\$800						
	Heil Pro-Am Golf Tournament	\$750	\$750						
	Optimist Larry Silver's Golf Tournament	\$600	\$600						
	After Prom Events: (current Westminster student enrollment percentages noted in parentheses)								
	Jefferson Academy (58% as of 4/30/12)	\$200	\$200						
	Legacy High School (25% as of 4/30/12)	\$200	\$200						
	Mountain Range High School (13% as of 4/30/12)	\$200	\$200						
	Pomona High School (29% as of 4/30/12)	\$200	\$200						
	Standley Lake High School (84% as of 4/30/12)	\$600	\$600						
	Westminster High School (99% as of 5/24/12)	\$600	\$600						
	New Groups for Council Sponsorship (new groups approved per Council direction 7/16/12):								
	South Westminster Arts Group (SWAG) Orchard Festival (based on previous Council participation)	\$0	\$500						
	Metro North Chamber of Commerce Taste of the Chamber (based on previous Council participation)	\$0	\$200						
	Legacy Foundation Wine Tasting Event (based on previous Council participation)	\$0	\$385						
10001010.70200.0000	Supplies			\$3,748	\$4,154	\$3,748	\$278	\$4,448	18.7%
	Office supplies (adjusted based on anticipated new Councillor initial set up per 2013 elections)	\$3,748	\$4,448						
10001010.70400.0000	Food			\$5,000	\$4,361	\$5,000	\$1,525	\$5,000	0.0%
	Refreshments and dinners for City Council meetings, Study Sessions, and other special Council events	\$5,000	\$5,000						
TOTAL				\$240,119	\$199,316	\$240,119	\$126,550	\$244,094	1.7%

CITY COUNCIL PROPOSED 2014 BUDGET

Account Number	Account Description & 2014 Budget Detail	2013 Proposed Budget Detail	2014 Proposed Budget Detail	2013 Proposed Budget	2014 PROPOSED BUDGET	% Change (2013 Proposed v. 2014 Proposed)
10001010.60800.0000	Salaries			\$92,400	\$92,400	0.0%
	Mayor & City Councillor salaries	\$92,400	\$92,400			
10001010.61100.0000	Council Allowance			\$25,956	\$25,956	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 2011 (+3.7%) for the 2013/2014 budget years, increasing the allowance from \$298/month to \$309/month per the resolution.	\$25,956	\$25,956			
10001010.61200.0000	Mileage Reimbursement			\$3,000	\$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 2013 funding level for 2014.	\$3,000	\$3,000			
10001010.61400.0000	Meeting Expense			\$15,550	\$16,048	3.2%
	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 (<i>funds moved from Supplies account</i>)	\$2,250	\$2,748			
	Telephone Town Hall	\$3,800	\$3,800			
10001010.61800.0000	Career Development			\$48,205	\$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	\$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	0.0%
	Annual PC replacement fee for 7 iPads (implemented 8/2011); 3-year replacement schedule	\$1,470	\$1,470			
10001010.67600.0000	Special Promotions			\$3,500	\$3,500	0.0%
	Unanticipated requests from community groups for contributions and/or sponsorships for events	\$3,500	\$3,500			

Attachment B

PROPOSED 2014 CITY COUNCIL BUDGET

Account Number	Account Description & 2014 Budget Detail	2013 Proposed Budget Detail	2014 Proposed Budget Detail	2013 Proposed Budget	2014 PROPOSED BUDGET	% Change (2013 Proposed v. 2014 Proposed)
10001010.67800.0000	Other Contractual Service			\$42,885	\$42,885	0.0%
	Printing of misc. materials (e.g., legislative booklet, organization charts, etc.)	\$900	\$900			
	Strategic Planning facilitator fee	\$6,500	\$6,500			
	Councillor expenses for photos, badges, & nameplates	\$1,000	\$1,000			
	Miscellaneous contractual services	\$1,750	\$1,750			
	We're All Ears events (3 summer concerts & Westminster Faire)	\$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 <i>(new group added in 2013)</i>	\$500	\$500			
	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	\$750	\$750			
	The Jefferson Foundation Crystal Ball <i>(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)</i>	\$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 <i>(new group added in 2013)</i>	\$200	\$200			
	Legacy Foundation Wine Tasting Event <i>(new group added in 2013)</i>	\$385	\$385			
	Golf Tournament Sponsorships:					
	Front Range Community College Foundation <i>(amount budgeted to sponsor a hole; if want to sponsor 4-some, need to budget \$1,000)</i>	\$500	\$500			
	Hyland Hills Foundation <i>(2012 sponsorship rates: \$800 tee/green sponsor, \$2,000 cart sponsor, putting green sponsor or beverage cart/concessions sponsor)</i>	\$800	\$800			
	Heil Pro-Am Golf Tournament	\$750	\$750			
	Optimist Larry Silver's Golf Tournament	\$600	\$600			

Attachment B

PROPOSED 2014 CITY COUNCIL BUDGET

Account Number	Account Description & 2014 Budget Detail	2013 Proposed Budget Detail	2014 Proposed Budget Detail	2013 Proposed Budget	2014 PROPOSED BUDGET	% Change (2013 Proposed v. 2014 Proposed)
	After Prom Events: <i>(current Westminster student enrollment percentages noted in parentheses)</i>					
	Jefferson Academy <i>(58% as of 4/30/12)</i>	\$200	\$200			
	Legacy High School <i>(25% as of 4/30/12)</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			
	Standley Lake High School <i>(84% as of 4/30/12)</i>	\$600	\$600			
	Westminster High School <i>(99% as of 5/24/12)</i>	\$600	\$600			
10001010.70200.0000	Supplies			\$4,448	\$3,950	-11.2%
	<i>Office supplies (moved funds proposed in 2013 for anticipated new Councillor initial set up per 2013 elections to Meeting Expense account for miscellaneous meetings)</i>	\$4,448	\$3,950			
10001010.70400.0000	Food			\$5,000	\$5,000	0.0%
	Refreshments and dinners for City Council meetings, Study Sessions, and other special Council events	\$5,000	\$5,000			
TOTAL				\$244,094	\$244,094	0.0%



WESTMINSTER

Staff Report

Information Only Staff Report
August 20, 2012



SUBJECT: Small Business Grant
PREPARED BY: Ryan Johnson, Economic Development Specialist

Summary Statement

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

- This report is a summary of the awards made for both the Small Business Scholarship as well as the Small Business Capital Project Grant from January 2010 through July 2012.
- The Small Business Scholarship Grant has been funded through the general fund since 1994. The application for this grant is attached.
- The Small Business Capital Project Grant has been funded through the capital projects fund since 2009. The application for this grant is attached.
- This report provides an overview of the applications made from January 2010 through July 2012 as well as lists common items that businesses have purchased over the years.

Background Information

The city has a full program for existing businesses as noted on the attached “Business Services Program” sheet. There are two main programs that offer financial assistance to small businesses in the city: the Small Business Scholarship Grant and the Small Business Capital Project Grant. Both programs remain effective tools in helping businesses to have a highly trained workforce as well as make capital investments in their business.

Small Business Scholarship Grant

The Small Business Scholarship Grant has been in place for 18 years and was one of the first programs of its kind in the Denver Metro area. The grant provides 50% reimbursement to licensed businesses in Westminster with 50 or fewer employees. The reimbursement covers tuition and related materials for business related training. The annual cap for this grant is \$500 per business. This can be spread out among multiple employees or be allocated to one employee. A business can apply multiple times throughout the year until they hit their annual cap. Below is a table outlining the performance of this grant from January 2010 through July 2012.

Small Business Scholarship Grant Performance			
	2010	2011	2012 (January- July)
No. of Scholarships Awarded	29	50	17*
No. of Scholarships Awarded in 1st Half of Year	9	12	4
No. Scholarships Awarded in 2nd Half of Year	20	38	13
No. of Businesses that Participated	15	16	7
Total No. of Businesses who Hit their Annual Cap (\$500)	6	4	1
Avg. Size of Business (Employees)	4.75	5.35	2
Total Cost of Training (From all participating businesses: Includes tuition and materials, before reimbursement)	\$31,212	\$29,268	\$4,073*
Total City Reimbursement Provided	\$5,498	\$5,972	\$1,842 *

* Includes completed and pending scholarships

Key Points

- Typically, a business will wait until the second half of the year before committing to sending their employees to training; and more commonly, a business owner will wait until the fourth quarter of the year before making this commitment.
- Although the city provides 50% reimbursement on tuition and materials, a business will often times spend more than the city reimbursement amount.
- Types of courses for which businesses use this grant include:
 - Annual tax code updates
 - Accounting
 - Automotive maintenance
 - Public speaking
 - Human Resources
 - Dry Needling for sports medicine
 - CT Scanner/Imaging
 - Transportation of Radioactive Materials by Highway and Air
- Many businesses become repeat users of this grant. In 2011, 57% of the businesses who applied for this grant were businesses who applied for the grant in 2010. Thus far in 2012, 71% of the businesses who have applied for this grant have used this grant in either 2010 or 2011.

Small Business Capital Project Grant

The Small Business Capital Project Grant was first implemented in 2009 and is funded out of a CIP account. The grant provides reimbursement for 10% of a project cost to licensed businesses in Westminster with 50 or fewer employees. The reimbursement is for one-time capital project related expenses and does not include ongoing operational expenses. The annual cap for this grant is \$5,000 per business. A business may only apply once per calendar year. Below is a table outlining the performance of this grant from January 2010 through July 2012.

Small Business Capital Project Grant Performance			
	2010	2011	2012 (January-July)
No. of Capital Project Grants Awarded	17	17	7*
No. of Capital Project Grants Awarded in 1st Half of Year	2	5	3
No. Capital Project Grants Awarded in 2nd Half of Year	15	12	4*
No. of Businesses that Participated	17	17	7*
Total No. of Businesses who Hit their Annual Cap (\$5,000)	10	6	2
Avg. Size of Business (Employees)	7.47	14.94	14*
Total Costs of Projects (From all participating businesses: before reimbursement)	\$879,702	\$1,304,860	\$1,681,140*
Total City Reimbursement Provided	\$42,448	\$46,518	\$23,009*

* Includes completed and pending grants

Key Points

- Many businesses wait until the fourth quarter of the year to submit their applications and supporting documentation in order to ensure their respective budgets allow for completing these projects.
- Types of projects for which businesses have applied include:
 - IT Equipment (replacement and new)
 - Tenant finish costs
 - Specialized Equipment (i.e. medical office chairs, manufacturing machinery, sports medicine equipment etc.)
 - Solar panels
 - Prairie dog traps
 - Defibrillators
- As shown in the above table, the total amount of capital investment that our businesses are making is increasing steadily year over year, which indicates increased confidence in the economy and stronger financial performance for our businesses.
- Some businesses become repeat users of this grant. In 2011, just under 12% of businesses had used the program in 2010. Thus far in 2012 nearly 43% of the businesses who have applied have used this program in either 2010 or 2011.

These programs continue to support the city’s Strategic Plan by meeting the following goal: Strong, Balanced Local Economy. By continuing to support these programs, businesses in the city will be able to retain and maintain a highly educated workforce as well as make continual capital investments into their businesses which make our businesses more sustainable over a longer period of time, more viable and more competitive within the region.

Respectfully submitted,

J. Brent McFall
 City Manager

Attachments: Small Business Scholarship Grant Application
 Small Business Capital Project Grant Application
 Business Services Sheet

PROGRAM OVERVIEW

The Small Business Scholarship Program offers reimbursement to Westminster entrepreneurs, licensed small business owners, and their employees for business training. Program participants are reimbursed up to 50% of the cost of tuition, fees, and required materials, up to \$500 per business per calendar year, after successful completion of the course.

Eligible course topics include:

Management
Marketing
Computer Skills
Manufacturing Trades
Financing
Sales
Human Resources
Technology

The program allows access to affordable training to small businesses with 50 or less FTE. The City of Westminster believes in its small business community and supports their efforts to develop a productive, well trained workforce.



WESTMINSTER
COLORADO

Economic Development Office

4800 W. 92nd Avenue • Westminster, CO 80031
303-658-2108 • Fax: 303-706-3922
ecodevo@cityofwestminster.us
www.cityofwestminster.us



WESTMINSTER

SMALL BUSINESS SCHOLARSHIP PROGRAM

Providing reimbursement for a wide range of business training and educational programs to Westminster's small business community

APPLICATION PROCESS

- The Westminster business owner, employee or entrepreneur determines what types of training will benefit their business operations.
- The participant completes the application and returns it prior to the course start date to:

City of Westminster
 Economic Development Office
 4800 W 92nd Avenue
 Westminster, CO 80031
 Email: EcoDevo@CityofWestminster.us
 FAX: 303-706-3922

- City Staff reviews the application and approves or denies the request. Approval is based on availability of program funds and the course's relevance to the business' operations.
- If approved, the business owner or employee registers and pays for the course tuition and required materials.
- After successful completion of the course, the business submits proof of satisfactory completion (certificate, letter of completion, etc.) and proof of payment (receipt, credit card statement, returned check, etc.) for the course to the City's Economic Development Office.
- The business receives 50% reimbursement for the course, up to a maximum of \$500 per calendar year.

SMALL BUSINESS SCHOLARSHIP PROGRAM APPLICATION

1

Name of the person taking the course _____
 Email _____
 Person taking the course is:
 _____ a Westminster small business owner. **Complete sections 2, 3, and 4.**
 _____ employed by a Westminster small business. **Complete sections 2, 3, and 4.**
 _____ a Westminster entrepreneur interested in establishing a small business. **Complete sections 3 and 4.**

2

Name of business _____
 Nature of business _____
 Owner's/manager's name _____
 Business address _____
 Work phone number _____ Westminster Business License number _____

3

Name of course to be taken _____
 School/institution providing course _____
 Provide a brief description of the course (attach course description) _____

 Describe how this course will assist your business _____

 Start date of course _____ Completion date of course _____
 Cost of course _____ Cost of materials _____

4

I understand that reimbursement for tuition is contingent upon approval from the City of Westminster. Documentation of satisfactory course completion and paid tuition receipts must be presented to the City of Westminster prior to reimbursement. Reimbursement will be made directly to the approved applying business and not to individual owners, managers or employees. Students taking classes as part of a degree program are not eligible for reimbursement.

Signature of Business Owner/Manager approving course _____ Date: _____
 Signature of Participant taking class _____ Date: _____

Westminster Economic Development Office Use Only

Date Received _____ Date application approved _____
 Tuition Cost \$ _____ Materials Cost \$ _____ Amount to be reimbursed \$ _____

REQUIREMENTS & ELIGIBILITY

SMALL BUSINESS CAPITAL PROJECT GRANT APPLICATION

Call 303-658-2108 for application assistance, if needed

Business Eligibility:

- Must have an active Westminster business license
- 50 or fewer full time equivalent employees
- Business must show proof of project completion and proof of payment before receiving reimbursement for project costs

Grant Guidelines:

- Grant amount is 10% of project cost
- Maximum grant amount of \$5,000
- Only one grant per business per year
- Must be submitted by business owner
- Available only as funding is available
- Proof of purchase/project completion required

Qualifying Projects:

- One-time project related costs
- Tangible asset costs
- Non-operational costs

1

Business Name: _____

Business Address: _____

City, State, Zip: _____

Contact Person: _____ Title: _____

Contact Phone: _____ Email: _____

Westminster Business License #: _____

Number of Employees: _____

2

Description of Project (attach description if necessary):

Total Project Cost: _____

Grant Amount Requested: _____ (Maximum 10% of project total or \$5,000)

3

Please submit the following documentation along with grant application:

- Detailed list of all project-related costs, with vendor's name and supporting invoices
- Identify if grant monies should be paid directly to vendor or directly to applying business

Applicant Signature: _____ Date: _____

I attest that the information stated above is correct and that the project is complete and in compliance with all City codes and regulations.

Office Use Only

Date Received: _____ Project Completion Date: _____

Application Approved: _____ Approval Date: _____ Project Verified: _____

Amount Paid: _____ Date Paid: _____

BUSINESS SERVICES PROGRAM

The City of Westminster is committed to serving the needs of all Westminster businesses. The following services and resources are available to help your business.

BUSINESS E-NEWSLETTER:

The **Westminster Business News** is a monthly email with information about local and regional business events, business news, resources, and a listing of new businesses. Please notify the Economic Development office if you would like to be included in the newsletter distribution.

SMALL BUSINESS CAPITAL PROJECT GRANT:

The program provides financial assistance to encourage the growth of existing businesses in Westminster with 50 or fewer employees. The program is designed to compensate 10% (up to \$5,000) for one-time project related costs.

SMALL BUSINESS SCHOLARSHIP GRANT:

The program reimburses 50% of the cost of tuition, fees, and required materials, up to \$500 per business, per calendar year, after successful completion of courses. Applicants must be Westminster business owners/employers with 50 employees or less, and courses must be related to their field of business.

WESTMINSTER GREEN GUIDE:

The City of Westminster is dedicated to making our city one of the most environmentally friendly cities in the area. Whether you are a business or a resident, this guide is intended to assist you in your efforts to live more sustainable. To view the *Green Guide*, visit the Environmental Services page at <http://www.ci.westminster.co.us/Environment/WasteRecycling/RecyclingGuide.aspx>

REAL ESTATE:

Economic Development staff can provide you with up-to-date information about availability in commercial land and buildings, as well as average lease rates and CAM charge information.

BUSINESS DIRECTORY:

The online listing of all licensed businesses in Westminster is available thru the City web site. It is a great place to find businesses nearby to purchase goods and services and provides an opportunity to list your business website to gain exposure. Visit the site at <https://www.ci.westminster.co.us/busdir/default.asp>

SHOP WESTMINSTER

The Shop Westminster program is designed to encourage Westminster residents and businesses to shop locally to benefit the community and businesses in the City. Citizens and businesses are encouraged to look for the *Shop Westminster* decal where they shop as part of the "buy local" campaign. To get a Shop Westminster decal or stickers, contact Economic Development at 303-658-2108.

BUSINESS QUESTIONS:

Want to know what is being built on a specific corner? Need to know who to call about State regulations? Want to know about City sign regulations or have other questions? The Economic Development staff is a great point of contact for a variety of business related issues. Call, e-mail, or drop by anytime.

DOING BUSINESS WITH THE CITY

Westminster believes in open, fair competition and strives to ensure that all vendors in the City have equal opportunity to compete for City business. Licensed businesses in the City can be placed on the Bid List by contacting the Purchasing Office or clicking on "Bids & Purchasing" on the City website.

COLLEGE HILL LIBRARY:

Located next to Front Range Community College, the library has a myriad of products and services available to businesses, from the obvious to the unexpected.

- *Business Source Elite* provides full text for over 2170 businesses journals covering management, economics, finance and international business.
- *Regional Business News* is a full text newswire database covering world wide business news.
- *Reference USA* contains detailed information on over 12 million businesses.
- Web access to library services and resources is <http://www.ci.westminster.co.us/Libraries.aspx>
- Thousands of books on business-related topics including accounting, management, creating a business plan, entrepreneurial resources, and computer handbooks.
- *North Metro Small Business Development Center* is affiliated with the library offering information & counseling related to business plans, leadership skills, sales strategies, web page creation, marketing, staff management, technology, and everything else you need to know to run your business.
- Free series of business classes for small business owners
- Free study rooms for 6 or fewer people to meet
- Meeting rooms for rent that anywhere from 7 to 80 people can gather
- Personal computers and professional quality printers

RECREATION FACILITIES:

As a Westminster business your employees are eligible for discounted admissions to the City's recreation facilities. In addition, meeting rooms are available to accommodate groups up to 300 people.

POLICE & FIRE DEPARTMENTS

In addition to keeping the City safe, police & fire personnel provide training in the areas of fire extinguisher utilization, first aid/CPR, emergency planning, fire alarm drills, security surveys, robbery prevention, and many more. Most of these trainings are free of charge.

CONTACT US

Contact Economic Development if you have questions or would like more information about any of the programs listed above. We can put you in contact with the right person / program.

ecodevo@cityofwestminster.us
303-658-2108

Updated July 2012



Information Only Staff Report
August 20, 2012



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner II

Summary Statement:

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

- The following report updates 2012 residential development activity per subdivision (please see attachment) and compares 2012 year-to-date totals with 2011 year-to-date totals.
- The table below shows an overall decrease (-67.8%) in new residential construction for 2012 year-to-date totals when compared to 2011 year-to-date totals (109 units in 2012 vs. 339 units in 2011).
- Residential development activity for the month of July 2012 versus July 2011 reflects an increase in single-family detached (16 units in 2012 versus 8 units in 2011), an increase in single-family attached (8 units in 2012 versus 0 units in 2011), and no change in multiple-family or senior housing (0 units in both years).

NEW RESIDENTIAL UNITS (2011 AND 2012)

<u>UNIT TYPE</u>	<u>JULY</u>		<u>% CHG.</u>	<u>YEAR-TO-DATE</u>		<u>% CHG.</u>
	2011	2012		2011	2012	
Single-Family Detached	8	16	100.0	43	76	76.7
Single-Family Attached	0	8	-	12	33	175.0
Multiple-Family	0	0	-	284	0	-
Senior Housing	0	0	-	0	0	-
TOTAL	8	24	200.0	339	109	-67.8

Background Information:

In July 2012, Service Commitments were issued for 24 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 increase as new residential projects (awarded Service Commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Residential Development Report

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)
Meadow View (107th & Simms)
Tuscany Trails (95th & Westminster Blvd.)
Ranch Reserve (114th & Federal)
Savory Farm Estates (109th & Federal Blvd.)
Shoenberg Farms (72nd & Sheridan)
Various Infill
Winters Property (111th & Wads. Blvd.)
Winters Property South (110th & Wads. Blvd.)

Jun-12	Jul-12	2011 YTD	2012 YTD	# Rem.*	2011 Total
5	4	5	20	14	10
0	0	0	0	3	0
0	0	0	5	91	0
0	0	0	0	9	0
0	3	25	18	45	44
0	0	0	0	105	0
0	0	1	2	0	2
0	0	0	0	3	0
0	0	0	0	0	0
3	4	6	12	8	14
0	0	0	0	0	0
0	0	0	0	24	0
3	5	6	18	18	9
0	0	0	1	9	0
0	0	0	0	8	0
0	0	0	0	10	0
11	16	43	76	347	79

SUBTOTAL

Single-Family Attached Projects:

Alpine Vista (88th & Lowell)
Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Cottonwood Village (88th & Federal)
East Bradburn (120th & Lowell)
Eliot Street Duplexes (104th & Eliot)
Highlands at Westbury (112th & Pecos)
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	0	0
0	0	0	0	0	0
0	0	0	0	62	0
0	0	0	0	117	0
0	0	0	0	10	0
0	0	0	0	0	0
0	0	0	0	20	0
0	0	0	0	153	0
0	0	0	0	54	0
5	0	0	5	53	0
8	8	12	28	8	20
0	0	0	0	58	0
0	0	0	0	14	0
13	8	12	33	633	20

SUBTOTAL

Multiple-Family Projects:

Bradburn (120th & Tennyson)
Hyland Village (96th & Sheridan)
Mountain Vista Village (87th & Yukon)
Orchard Arbour Square
Prospector's Point (87th & Decatur)
South Westminster (East Bay)
South Westminster (Harris Park Sites I-IV)

0	0	0	0	233	0
0	0	0	0	54	0
0	0	0	0	144	0
0	0	284	0	244	300
0	0	0	0	24	0
0	0	0	0	28	0
0	0	0	0	6	0
0	0	284	0	733	300

SUBTOTAL

Senior Housing Projects:

Covenant Retirement Village
Crystal Lakes (San Marino)
Legacy Ridge (112th & Federal)

0	0	0	0	0	0
0	0	0	0	7	0
0	0	0	0	91	0
0	0	0	0	98	0

SUBTOTAL

TOTAL (all housing types)

24	24	339	109	1811	399
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* This column refers to the number of approved units remaining to be built in each subdivision.