



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: October 29, 2003

SUBJECT: Study Session Agenda for Monday, November 3, 2003

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.

CONSENT AGENDA

None at this time.

CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

PRESENTATIONS

6:30 P.M.

1. Transit Oriented Housing Pool Private Activity Bond Request
2. Code Amendments re Concealed and Unconcealed Weapons

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY

1. 2004 Community Development Block Grant Proposed Projects

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



Staff Report

City Council Study Session Meeting

November 3, 2003



SUBJECT: Transit Oriented Housing Pool Private Activity Bond Request

PREPARED BY: Tony Chacon, Senior Projects Coordinator

Recommended City Council Action:

Authorize Staff to prepare documentation necessary to join the Transit Oriented Housing Pool (Pool) board and provide a \$500,000 Private Activity Bond (PAB) contribution towards the pooled fund.

Summary Statement

- The Metro Mayors Caucus (MMC) has partnered with the Colorado Housing and Finance Authority (CHFA) and the Regional Transportation District (RTD) to establish a program to fund the development of affordable workforce housing around potential transit stations.
- Developers willing to construct multi-family rental workforce housing in immediate proximity (about 1,500 linear feet) to an established or a FasTracks designated transit station may apply for an allocation of PAB, permitting the Developer to pursue State tax credits and sell tax-exempt bonds to construct the project.
- The Pool is looking to partner with local municipalities to raise an initial \$50 million in PAB capacity. Commitments from the cities of Arvada, Lakewood, Denver, Littleton, the Metro Mayors Caucus and CHFA have generated more than half of the goal to date.
- Cities that provide a PAB contribution are entitled to sit on the Pool's board of directors. Cities that do not contribute financially to the Pool may still be eligible to serve on the board upon approval of the Pool board.
- The City of Westminster could immediately benefit from participation in the Pool given a developer, McDermott Properties, Inc., proposes to develop a workforce housing project in the immediate vicinity of the proposed south Westminster transit station, and intends to apply for a PAB allocation to finance the project.
- Staff proposes that the City support the Pool and serve on the board of directors by making an initial contribution of \$500,000 from the City's 2003 PAB allocation. By contributing to the Pool, prospective developers would have access to \$50 million in PAB, thereby reducing the necessity for the City to provide direct PAB funding from its \$3.5 million annual allocation for a transit oriented workforce housing project.

Expenditure Required: \$500,000

Source of Funds: 2003 Private Activity Bond Cap

Policy Issue

Should the City of Westminster assign \$500,000 of its 2003 PAB allocation to the Pool for the purposes of supporting the development of workforce housing throughout the metro area at existing and proposed transit station locations, knowing that such proceeds may never be used in conjunction with a project within the City of Westminster?

Alternatives

- The City Council may choose not to provide the PAB allocation and not participate in the activities of the Pool in any manner. Staff recommends this alternative not be chosen as it could hamper prospective workforce housing developers in securing PAB from the Pool for transit related workforce housing projects. Without access to these pooled funds a prospective developer would likely request consideration for direct City PAB from its annual \$3.5 million allocation, which if approved, would limit the City using such allocation on other eligible projects.
- The City Council may choose not to provide the PAB allocation to the Pool, but petition the Pool to have a seat on the board of directors. Staff recommends that this alternative not be considered given there is no guarantee the City would be invited to serve, and if invited to serve on the board, may diminish the City's effectiveness in supporting local project funding.

Background Information

Given the Regional Transportation District's (RTD) announcement to proceed with the pursuit of a vote for a sales tax increase to build a rapid transit system of the Denver metro area, known as FasTracks, most likely in November, 2004, the Metro Mayors Caucus and RTD initiated a dialog with CHFA and metro area cities to strategize a means of encouraging affordable workforce housing to be constructed at transit station locations. The dialog resulted in a proposal to work with PAB eligible entities to pool an initial \$50 million worth of PAB capacity to give prospective developers access to tax-exempt bond financing. To date the Pool has received about \$20 million in commitments. To implement this project, the initial parties to the discussions proceeded to establish the Transit Oriented Housing Pool (Pool) as the mechanism for controlling and distributing the pooled PAB funds.

The Pool is governed by a board of directors comprised of "participating" jurisdictions and will be administered by CHFA serving as the "bank." Cities that contribute a PAB allocation to the Pool automatically become an "entitled" member of the board giving them a say in which projects are to be funded. Jurisdictions not eligible to receive a direct PAB allocation from the state but having a transit station designated within their jurisdiction are also eligible to serve on the board as a "non-entitlement" member. Cities having PAB eligibility but choosing not to provide a PAB allocation to the fund may be eligible to participate in the Pool upon petition to and approval of the board.

Developers interested in developing an affordable workforce housing project within 1,500 feet of an existing or FasTracks designated transit station would be eligible to apply for a PAB allocation from the Pool. The board of directors of the Pool would be responsible for approving the funding. Upon approval of the funding request, the developer would be able to sell tax-exempt bonds to provide the financing to construct the project and pursue tax credits from the State of Colorado Division of Housing.

By participating in the Pool, the City of Westminster will be able to partner with prospective workforce housing developers to pursue any PAB required from the Pool, rather than allocating a portion of its annual PAB allocation to such a project. The City currently receives about \$3.8 million annually, a minimum amount that would be necessary to support a workforce housing project assuming CHFA and/or the State provide a matching amount. If the State and/or CHFA were not to provide a matching allocation, a prospective developer would require almost \$6 million worth of City PAB allocation to finance a project. Thus, a \$500,000 PAB allocation to the Pool at this time would leverage access to a potential \$50 million pool of PAB funds to use in conjunction with transit related workforce housing. The City, then, would preserve its annual PAB allocation for assignment to other PAB eligible projects such as Westminster Economic Development Authority (WEDA) projects.

By virtue of having been designated for several transit stations (bus and rail), the City of Westminster would be able to pursue residential development around these stations using the pooled funds. The City has an immediate opportunity to apply for use of the funds upon completion of the south Westminster transit oriented development plan. At such time the plan is completed, McDermott Properties, a workforce housing developer, intends to pursue a PAB allocation for a housing project in the vicinity of the south Westminster transit station. Application for use of the funds from the Pool could come as early as the spring 2004.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Metro Mayors Caucus



WESTMINSTER

Staff Report

City Council Study Session Meeting
November 3, 2003



SUBJECT: Code Amendments re Concealed and Unconcealed Weapons

PREPARED BY: Matt Lutkus, Deputy City Manager for Administration
Rachel Harlow-Schalk, Environmental Services Coordinator
Sharon Widener, Assistant City Attorney

Recommended City Council Action:

Direct City Staff to schedule formal Council consideration of an ordinance revising the Title VI of the Westminster City Code, Chapter 2, re: Crimes Against Peace to comply with recent State Legislation.

Summary Statement

- Governor Owens signed into law both Senate Bill 24 establishing a statewide regulation permitting concealed handguns, and Senate Bill 25 limiting municipalities' authority to regulate firearms on March 18, 2003.
- Municipalities must now ensure that they are in compliance with these new laws.
- The City Manager previously established a Task Force to develop recommendations on changes to the Westminster City Code and administrative policy to both ensure Westminster's compliance with the new legislation and maintain a safe environment for City employees, contractors, and citizens visiting public facilities.
- Based on their review of the State Legislation, and survey data from cities in the area, the Task Force recommended several steps to respond to the State Law. The recommendations include prohibiting the carrying of open firearms except those carried by police officers and other authorized personnel and the posting of all City facilities and to prohibit possession of deadly weapons except as allowed by Code.
- The proposed changes represent a relatively hard-line approach by allowing the possession of firearms and other deadly weapons only to the degree required by State Law. City Staff believes that such an approach provides the highest degree of safety to the public and employees within the constraints of the new legislation.

Expenditure Required \$0

Source of Funds N/A

Policy Issue(s)

Should the City update the Municipal Code to both achieve compliance with the new State Statutes and establish the City's limited authority (under these statutes) to regulate firearms.

Alternative(s)

Make no modification to the section of the Code regarding Crimes Against Peace. Staff believes that the recommended changes to the Code address the need for the City to comply with State Law. At the same time, the proposed ordinance establishes restrictions on the carrying of firearms in City facilities within the limited authority allowed under the State Statutes.

Background Information

In spite of opposition by Westminster and many other municipalities, on March 18, 2003, Governor Bill Owens signed into law Senate Bill 24 establishing a statewide regulation permitting concealed handguns, and Senate Bill 25 limiting municipalities' authority to regulate firearms. As a result of this, municipalities must now ensure compliance with these new laws.

The provisions of Senate Bill 24:

- Eliminate concealed handgun permitting by local police departments;
- Establish criteria for issuing concealed handgun permits by sheriffs;
- Establish form, duration of concealed handgun permits;
- Require possession of permit whenever concealed handgun is carried;
- Require a concealed handgun permit to be produced upon demand by a law enforcement officer;
- Require that citations for failure to carry permit must be dismissed if produced to court prior to defendant's first appearance; and
- Define where concealed handguns may be carried.

Under Senate Bill 25, a local government may not enact an ordinance, regulation, or other law that prohibits the sale, purchase, or possession of a firearm that a person may lawfully sell, purchase, or possess under state or federal law except within closely defined parameters. In addition, all previously enacted local laws prohibiting the sale, purchase or possession of firearms, which are permitted under state law, are void and unenforceable.

The greatest impact of the new laws is the ability of those carrying a concealed handgun to enter any public building unless the building meets the definition of "secured." A secured building is defined as having permanent security personnel and electronic screening devices at each entrance; security personnel must screen each person entering the building for weapons; and security personnel must require each person carrying a weapon of any kind to leave the weapon with security personnel while inside the building. It is staff's interpretation that this applies to the Municipal Court Building. No other City facilities meet the definition of "secured" buildings.

Under Senate Bill 25 the City can adopt an ordinance prohibiting the open carrying of a firearm if signs stating the prohibition of such activity are posted at public entrances. Some cities have already enacted provisions to enforce this provision. The City of Lakewood, for example, now posts the

following signs at City facilities: “OPEN CARRYING OF A FIREARM OR ANY UNAUTHORIZED OR UNLAWFUL POSSESSION OF A FIREARM IS PROHIBITED”

The City of Arvada has not yet posted signs, but has amended their Code to include provisions that state if a firearm is seen in whole or part that the carrying of a concealed weapons permit will be no defense. The City of Boulder has revised their City Code (5-8-15 Deadly Weapons in City Building and the (Pearl Street) Mall Prohibited) making a more pronounced statement than the City of Lakewood. The City of Boulder plans to place a sign in Council Chambers prohibiting anyone, other than a Police Officer, from entering with a “deadly weapon.” The City of Boulder also bans all deadly weapons in any “... public building owned by the City and open to the public ...” provided that the sign is posted at a public entrance. The signs will be placed at the end of every block of the Pearl Street Mall.

A staff task force was formed to recommend Code and administrative policy changes to help ensure Westminster’s compliance with the new state statutes, while at the same time protecting City employees, contractors, and citizens visiting public facilities. Task Force members were Police Lieutenant Mike Cressman; Director of Parks, Recreation and Libraries Bill Walenczak; Assistant City Attorney Sharon Widener; and Deputy City Manager for Administration Matt Lutkus. The Task Force closely reviewed the State Legislation and survey data from cities in the area that have taken steps to respond to the State Law. Based on the Task Force’s review of the new legislation, the following recommended changes to Westminster’s City Code are suggested in order to comply with the new laws regarding concealed and unconcealed firearms:

1. Provide definitions that are consistent with State Law.
2. Require that anyone carrying a concealed firearm show, upon request, proof of this permit.
3. State that the right to carry a concealed weapon is not applicable if any part of the weapon is visible.
4. Eliminate language in the Code related to the City’s authority to issue permits for concealed weapons.
5. Prohibit the possession of any deadly weapons on City premises except as provided in the section on concealed weapons.

If Council approves the proposed ordinance, it is Staff’s intent to post signs with the following verbiage at all City facilities:

“Except as allowed under WMC 6-2-10, POSSESSION OF ANY DEADLY WEAPON IS PROHIBITED.”

In addition to the recommended Code changes, the City Manager will be revising the City’s administrative policies to achieve compliance with the State Legislation. Under this legislation an employer has the right to prohibit possession of firearms by its employees on the employer’s property regardless of whether or not the employee has a concealed weapons permit. The updated Administrative Memorandum on “Violence In The Workplace” will incorporate this statement.

Staff Report – Code Amendments re Concealed and Unconcealed Weapons

November 3, 2003

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General Services and City Attorney's Office Staff will be present at Monday evening's study session to respond to any questions Council may have on the proposed ordinance.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO.

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE CRIMES AGAINST PEACE CODE

THE CITY OF WESTMINSTER ORDAINS:

6-2-9: FIREARMS: (A) It shall be unlawful for any person to intentionally, knowingly or recklessly discharge firearms, deadly weapons or destructive devices of any kind or description within the limits of the City; provided, however, that this shall not apply to police officers in the discharge of their duties. (1224 2001)

(B) Exceptions; Permits: The City Manager may at any time, upon receipt of proper application, grant a permit to shooting galleries, gun clubs, rifle ranges, and others for shooting in fixed locations. Such permits shall be in writing and shall conform to such requirements as the City Manager shall specify, after consulting with the Police Chief, necessary to protect the public health, safety and welfare. The permits thus issued shall be subject to revocation at any time by the City Manager pursuant to Chapter 1 of Title V of this Code. (1224 2001)

(C) EXCEPT AS PROVIDED IN SECTION 6-2-10, IT SHALL BE A CRIMINAL OFFENSE FOR ANYONE TO POSSESS A DEADLY WEAPON WHILE ON CITY PREMISES.

(D) A violation of this Section is a criminal offense, punishable by a fine or imprisonment, or both, as proved in Section 1-8-1 of this Code. (2001)

6-2-10: CONCEALED WEAPONS: (A) It shall be unlawful for any person other than a police officer to carry concealed on or about his person any deadly weapon, EXCEPT A PERSON WHO AT THE TIME OF CARRYING A CONCEALED HANDGUN HAD A VALID WRITTEN PERMIT TO CARRY THE HANDGUN ISSUED PURSUANT TO STATE LAW. (1270 2001)

~~(B) It shall be an affirmative defense that the defendant was: (1270 2001)~~

~~1. A person in his own dwelling or place of business or on property owned or under his control at the time of the act of carrying, or~~

~~2. A person in a private automobile or other private means of conveyance who carries a weapon for lawful protection of his or another's person or property while traveling, or~~

~~3. A person, who at the time of carrying a concealed weapon, had a valid current written permit to carry the weapon issued pursuant to State law by the chief of police of a city or the sheriff of a county.~~

(B) ALL PERSONS CARRYING A CONCEALED HANDGUN MUST SHOW, UPON REQUEST OF A POLICE OFFICER, PROOF OF WRITTEN PERMIT ISSUED PURSUANT TO STATE LAW.

(C) NOTHING IN THIS SECTION SHALL BE CONSTRUED TO FORBID A POLICE OFFICER, AN ARMORED CAR EMPLOYEE PROVIDING MONEY TRANSPORT FROM A

CITY FACILITY, A PRIVATE SECURITY GUARD HIRED BY THE CITY, OR OTHER DULY AUTHORIZED CITY EMPLOYEE FROM CARRYING A WEAPON.

(D) IT SHALL BE A CRIMINAL OFFENSE FOR ANYONE, OTHER THAN A POLICE OFFICER, AN ARMORED CAR EMPLOYEE PROVIDING MONEY TRANSPORT FROM A CITY FACILITY, A PRIVATE SECURITY GUARD HIRED BY THE CITY, OR AN AUTHORIZED CITY EMPLOYEE, TO CARRY ANY WEAPON IN VIEW ONTO OR IN A CITY PREMISES. POSSESSION OF A CONCEALED HANDGUN PERMIT SHALL BE OF NO DEFENSE IF THE HANDGUN IS CARRIED IN SUCH A MANNER AS TO BE VISIBLE, IN WHOLE OR IN PART, AND ACCESSIBLE FOR ANY LENGTH OF TIME TO ANOTHER INDIVIDUAL.

(E) DEFINITIONS

1. "HANDGUN" MEANS A PISTOL, REVOLVER, OR OTHER FIREARM OF ANY DESCRIPTION, LOADED OR UNLOADED, FROM WHICH ANY SHOT, BULLET, OR OTHER MISSILE CAN BE DISCHARGED AND THE LENGTH OF THE BARREL, NOT INCLUDING ANY REVOLVING, DETACHABLE, OR MAGAZINE BREECH, DOES NOT EXCEED TWELVE INCHES.

2. "CITY PREMISES" MEANS ANY CITY-OWNED RECREATION FACILITY, OFFICE BUILDING, LIBRARY, PARK, OPEN SPACE, TRAIL, GOLF COURSE, ICE CENTER, OR OTHER CITY PROPERTY OPEN TO THE PUBLIC.

3. DEADLY WEAPON MEANS ANY OF THE FOLLOWING WHICH IN THE MANNER IT IS USED OR INTENDED TO BE USED, IS CAPABLE OF PRODUCING DEATH OR SERIOUS BODILY INJURY: A FIREARM, WHETHER LOADED OR UNLOADED; A KNIFE; A BLUDGEON; AN ILLEGAL WEAPON; OR ANY OTHER WEAPON, DEVICE, INSTRUMENT, MATERIAL, OR SUBSTANCE, WHETHER ANIMATE OR INANIMATE.

~~(E)~~ (F) Carrying a concealed weapon IN VIOLATION OF THE ABOVE SUBSECTIONS is a criminal offense, punishable by a fine or imprisonment, or both, as provided in Section 1-8-1 of this Code. (2002)

6-2-11: ILLEGAL WEAPONS:

(A) DEFINITIONS: (2001)

1. "Blackjack" means any billy, sand club, sandbag, or other hand-operated striking weapon consisting, at the striking end, of an encased piece of lead or other heavy substance and, at the handle end, a strap or springy shaft which increases the force of impact.

2. "Gas gun" means a device designed for projecting gas-filled projectiles which release their contents after having been projected from the device and includes projectiles designed for use in such a device.

3. "Gravity knife" means any knife that has a blade released from the handle or sheath thereof by the force of gravity or the application of centrifugal force, that when released is locked in place by means of a button, spring, lever, or other device.

4. "Metallic knuckles" means a weapon worn on the hand, consisting of a metal strip or chain with holes or links into which the fingers fit.

5. "Nunchaku" means an instrument consisting of two sticks, clubs, bars, or rods to be used as handles, connected by a rope, cord, wire or chain which is in the design of a weapon used in connection with the practice of a system of self-defense.

6. "Switchblade knife" means any knife, the blade of which opens automatically by hand pressure applied to a button, spring, or device in its handle.

7. "Throwing star" means a disk having sharp radiating points or any disk-shaped bladed object which is hand-held and thrown and which is in the design of a weapon used in connection with the practice of a system of self-defense.

(B) It shall be unlawful for any person to knowingly possess an illegal weapon, unless such person is a peace officer as defined by State law while acting in the lawful discharge of his duties or such person has a valid permit and license for possession of such weapon. An "illegal weapon" means a blackjack, gas gun, gravity knife, metallic knuckles or switchblade knife. (2001)

(C) It shall be unlawful to knowingly aim, swing, or throw a throwing star or nunchaku at another person or to knowingly possess a throwing star or nunchaku in a public place, except for the purpose of presenting an authorized public demonstration or exhibition, receiving instruction in conjunction with an organized school or class, or transporting the throwing star or nunchaku in a closed container for said demonstration or instruction. (2001)

(D) Upon the motion of the prosecuting attorney after the conviction of a defendant, the court may order the forfeiture of any illegal weapon as an element of sentencing or as a condition of probation or of a deferred sentence. (2001)

(E) Violation of this section is a criminal offense, punishable by a fine or imprisonment, or both, as provided in Section 1-8-1 of this Code. (2001)

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this ____ day of _____, 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this ____ day of _____, 2003.

ATTEST:

Mayor

City Clerk



WESTMINSTER

Staff Report

Information Only Staff Report
November 3, 2003



SUBJECT: 2004 Community Development Block Grant Proposed Projects

PREPARED BY: Robin Byrnes, Community Development Programs Coordinator

Summary Statement:

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

- The City of Westminster receives an annual allocation of Community Development Block Grant funds (CDBG) from the United States Department of Housing and Urban Development (HUD).
The City is required by HUD to submit an Annual CDBG Action Plan that outlines its proposed uses for the funding.
Prior to submission of the CDBG Action Plan to HUD on January 15, 2004, the City will submit the CDBG Action Plan to Adams County on December 15, 2003, for a 30-day review and public comment period.
The CDBG funds are to be used for projects and programs that primarily benefit the City's low to moderate-income populations and address blight conditions.
Eligible project activities may include economic development/redevelopment, public facility and infrastructure improvements, and affordable housing activities.
The following are the proposed 2004 CDBG projects:

Table with 2 columns: Project Name and Amount. Rows include 2004 CDBG Program Administration (\$139,200), Lowell Boulevard Streetscape Improvements (Phase 1 Construction) (\$274,000), Meade Street Streetscape Improvements (Construction) (\$142,450), Westminster Grange Civic Use Feasibility Study (\$15,000), Career Enrichment Park Phase II Landscaping Improvements (\$25,000), Human Service Advisory Board Recommendations (\$100,350), and TOTAL: (\$696,000).

Background Information

The proposed 2004 CDBG budget and projects were developed from input provided by Westminster residents, City Staff, and independent organizations operating in the City. Public notices, citizen comment periods and Administrative Public Hearing were also used to solicit community input on the development of the 2004 CDBG Action Plan. The following is a summary of each proposed project.

2004 CDBG Program Administration \$139,200

The program administration funds would cover the salaries of the Community Development Programs Coordinator and one full-time Secretary. HUD allows grantees to utilize up to 20% of the CDBG funding for administration and planning expenses. Administrative costs associated with the administration of the CDBG program would be funded to include: professional/consultant fees, meeting expenses, professional training, supplies/materials, studies, environmental reviews, etc. Administration expenses also provide for the submission of the 5 year Consolidated Plan, preparation of the annual action and performance reports, hosting citizen participation activities and community meetings, developing an Impediments to Fair Housing plan, monitoring minority business contract reports, implementation of the City's CDBG monitoring plan, conducting environmental reviews, compliance within the Davis Bacon wage act, lead based paint evaluations, national objective and eligibility review, contracting and procurement regulatory procedures.

72nd Avenue to 80th Avenue Lowell Boulevard. Streetscape Enhancement (Construction) \$274,000

The project will provide funding for Phase I construction of streetscape improvements from 73rd Avenue to 76th Avenue on the East and West side of Lowell Blvd. Construction will include street, sidewalk and landscaping improvements and undergrounding of utilities. The project was provided 2002 and 2003 CDBG funds for design, landscaping and construction documents.

Meade Street Streetscape Improvements \$142,450

The project will provide funding for construction of physical improvements to include curb, gutter, sidewalk, street lighting and landscaping improvements to Meade Street between 72nd Avenue and 73rd Avenue in conjunction with the Meade Street Townhouse redevelopment project. The project will complete street improvements to this area and complement the 73rd Avenue Street Reconstruction project on 73rd Avenue between Bradburn Boulevard and Lowell Boulevard that was completed in the summer of 2003.

Westminster Grange Civic Uses Feasibility Study \$15,000

The project will provide funding to undertake feasibility and design study to develop a plan for redevelopment of the Westminster Grange for community use. The scope of the study will involve examining the Grange Hall interior restoration and possible addition to the Grange Hall to incorporate an adjacent building for public and cultural use. The project was provided 2002 and 2003 CDBG funds to undertake the exterior renovation of the Westminster Grange Hall, and recently received \$100,000 from the Historical Society of Colorado.

Career Enrichment Park Phase II Landscaping Improvements \$25,000

The project will pay for partial landscaping improvements to the Career Enrichment Park. The City would provide funding for the landscaping supplies and school district #50 would provide the labor for installation. Phase I landscaping and parking lot improvements were completed in the summer of 2003.

Human Service Advisory Board Recommendation \$100,350

The following programs and projects, totaling \$100,350, were previously approved by City Council during the adoption of the 2003-2004 City budget process.

- Access Housing, Inc \$7,500

To partially pay the staff salary of the Emergency Service Coordinator for the provision of homeless services that includes: Homeless Prevention, Emergency Shelter, Adult Education, Transitional Housing, and Motel Vouchering programs.

- Adams County Housing Authority \$8,000

To pay for costs associated with the delivery of services under the Housing Counseling Program. Housing Counseling Program services includes: homeless prevention, utility assistance, home ownership, foreclosure/eviction prevention, rental subsidy, reverse mortgage counseling and certification, money management, and post-counseling to ensure continued housing retention.

- Community Reach Center \$24,000

To pay for costs associated with the delivery of outpatient counseling services that include 24-hour crisis telephone service, day treatment programs, and programs that provide education and training to prepare individuals for independent living and employment.

- Alternatives to Family Violence \$15,000

To pay for costs associated with the provision of housing for battered women, 24 hour crisis counseling, information, referral and advocacy, individual and group counseling for women, children and adolescents.

- Colorado Homeless Families \$11,000

To pay for costs associated with the provision of transitional housing units for homeless families. Families receive housing, case management, counseling, education, support groups, English classes, and computer training. Colorado Homeless Families also provides food, clothing and furniture.

- Family Tree, Inc \$13,000

To pay for costs associated with the provision of emergency housing and support services for victims of domestic violence. Services provided include: crisis intervention, legal advocacy, food, shelter, children's counseling, case management, and family therapy.

- Jefferson Center for Mental Health \$10,000

To pay for costs associated with the provision of mental health services including outpatient counseling, 24-hour emergency services, hospital-alternative programs, residential care, case management, vocational assistance, etc.

- The Senior Hub \$11,850

To pay for costs associated with the provision of respite care to senior caregivers, the RSVP program recruits and places senior volunteers in the public and non-profit sectors, and the Meals on Wheels program that delivers hot meals to homebound Westminster residents.

Staff will be present at Monday Night's Study Session to answer City Council's questions.

Respectfully submitted,

J. Brent McFall
City Manager