



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council  
DATE: December 1, 2004  
SUBJECT: Study Session Agenda for Monday, December 6, 2004  
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.

### PRESENTATIONS

6:30 P.M.

1. Date Selection for 2005 Mayor and City Council Breakfasts and We're All Ears Outreach Events
2. Computer Technology Q & A and High Speed Data Connection Discussion - Attachment
3. Traffic Mitigation and Neighborhood Traffic Enforcement
4. Toscana Apartments Private Activity Bond Request
5. Westfield Village Park Master Plan

### CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)
3. Councillor Requests/Questions for Staff

### EXECUTIVE SESSION

1. Economic Development Prospect

### INFORMATION ONLY

1. Arbitrage Rebate on 1999 COPS
2. Title Change from Animal Control to Animal Management
3. Lobbyist Contract Renewal and Lobbyist Protocol for City Council
4. Recreation Facilities, Golf Courses and Standley Lake – 2005 Fees
5. DRCOG Metro Vision 2030 Plan
6. 2004 Year-to-Date Council Expenditures - Attachment

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

Respectfully submitted,

J. Brent McFall  
City Manager



WESTMINSTER

## Staff Report

City Council Study Session Meeting  
December 6, 2004



**SUBJECT:** Date Selection for 2005 Mayor and City Council Breakfasts and We're All Ears City Council Outreach Events

**PREPARED BY:** James Mabry, Neighborhood Outreach Coordinator

### **Recommended City Council Action:**

Provide staff direction in the scheduling of quarterly meetings for the Mayor and City Council Breakfast and scheduling We're All Ears City Council Outreach events for the 2005 calendar year.

### **Summary Statement**

City Council is being asked to provide direction to staff on the scheduling of quarterly meetings for the Mayor and City Council Breakfast at four different City facilities for 2005. In addition, City Council is being asked to provide direction to staff on the scheduling of We're All Ears event dates in 2005. City Council is requested to bring their 2005 calendars to Monday night's meeting.

**Expenditure Required:** \$0

**Source of Funds:** N/A

### **Policy Issue**

Does the City Council wish to schedule four meetings for the Mayor and City Council Breakfast and/or three We’re All Ears City Council Outreach events, at this time, for 2005?

### **Alternative**

Council could choose to not schedule meetings for the Mayor and City Council Breakfast and the We’re All Ears events at this time. Staff recommends scheduling these meeting dates at this time due to demands for meeting space at City facilities and to provide adequate time for promotion of these activities to the public.

### **Background Information**

Staff is seeking direction in the scheduling and number of meetings for the Mayor and City Council Breakfast and We’re All Ears events in 2005.

The Mayor and City Council Breakfasts are the current version of breakfasts held by Mayor Nancy Heil. Mayor Heil would request staff put together meetings to update Westminster citizens on City activities. The majority of these meetings were held at the Community Senior Center at irregular intervals.

The format of the Mayor’s Breakfast was changed for Mayor Ed Moss to a regularly scheduled interval. In addition, meeting locations were expanded from the Community Senior Center and City Park Recreation Center to take advantage of City facilities in the northern and western communities of Westminster, on a rotating basis. This was done to increase the availability and visibility of City Council in all regions of Westminster. The name for this event was also changed from the Mayor’s Breakfast to the Mayor and City Council Breakfast.

Promotion of the Mayor’s Breakfast initially relied on press releases to local papers and the Mayor contacting community leaders and members, due to the short time window to prepare for these meetings. When the scheduling of Mayor and Council Breakfasts became more regular, promotion of the event included press releases, City Edition, City of Westminster website, cable Channel 8, postings and flyers at public City facilities, and flyers mailed to HOA presidents and management companies.

Staff scheduled four Mayor and City Council Breakfasts beginning at 7:30 AM at the following City facilities in 2004:

- Thursday, February 3 – The Community Senior Center, 32 citizens in attendance
- Thursday, May 6 – Reclaimed Water Treatment Facility, 18 citizens in attendance
- Thursday, August 12 – City Park Recreation Center, 23 citizens in attendance
- Thursday, October 7 – West View Recreation Center, 8 citizens in attendance

Staff is proposing the following dates for the Mayor and City Council Breakfasts beginning at 7:30 AM at the following City facilities for 2005:

- Wednesday, February 2 – The Community Senior Center
- Thursday, May 5 – Reclaimed Water Treatment Facility
- Thursday, August 4 – City Park Recreation Center

Staff Report – Date Selection for 2005 Mayor and City Council Breakfasts and We’re All Ears City Council Outreach Events

December 6, 2004

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- Thursday, October 6 – West View Recreation Center

Mayor Nancy McNally requested earlier this year that staff develop ways for City Council to be more visible and accessible to Westminster citizens. Public Information Office staff conceived the theme “We’re All Ears” as a way to communicate Council’s objective to being an elected body that is willing to listen to citizens. In 2004, the theme was used as part of two summer concerts scheduled with the Summer Concert Series and at the Westminster Faire. The concert series attracts large numbers of people and therefore provides a convenient way for citizens to meet the Council.

Staff anticipates that the Summer Concert Series event dates will be scheduled for late June and end in early to mid August, including the week of July 3, 2004. As of this time, no dates have been officially scheduled for the Summer Concert Series and the Westminster Faire for 2005. However, some tentative dates have been provided. Should these dates change, Staff will return with revised dates for these events to ensure City Council is comfortable with the new dates.

Staff scheduled three We’re All Ears events beginning at 6:00 PM during the Summer Concert Series at the following City venues for 2004:

- Thursday, July 15 – City Park, cancelled due to rain
- Thursday, August 5 – Irving Street Park, approximately 175 citizens in attendance
- Saturday, August 28 – Westminster Faire, approximately 7,000 citizens in attendance (10:00 AM start)

Staff is proposing the following dates for We’re All Ears events beginning at 6:00 PM at the following City venues for 2005:

- Thursday, June 23 (anticipated date) – City Park. This proposed date conflicts with the 2005 CML Conference and will be revised when the official dates for the Summer Concert Series are confirmed.
- Thursday, July 14 (anticipated date) – Irving Street Park.
- Saturday, August 27 (anticipated date) – Westminster Faire (10:00 AM start).

Staff recommends that Council schedule quarterly meeting dates for the Mayor and City Council Breakfasts and three We’re All Ears events dates between June 1 and August 31 for 2005. The Council calendar for the months of February, May, June, July, August and October 2005 is attached for Council’s review.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments



W E S T M I N S T E R

## Staff Report

Information Only Staff Report  
December 6, 2004



SUBJECT: Technology Question and Answer Session

PREPARED BY: David Puntteney, Information Technology Director

### Summary Statement:

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

Several members of City Council had previously requested staff to consider conducting a technology question and answer session for City Councillors. Information Technology Staff will be present at the December 6<sup>th</sup> Study Session to provide Councillors the opportunity to ask questions related to viruses and security, email, attachments, dealing with spam, voice mail and any other technology related issues.

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

City Council Study Session Meeting  
December 6, 2004



**SUBJECT:** High Speed Internet Access for City Council

**PREPARED BY:** David Puntteney – Information Technology Director

### **Recommended City Council Action:**

Provide Staff with direction on how to proceed with reimbursement of City Council members for basic Internet, DSL or broadband services.

### **Summary Statement:**

Several City Council members recently requested Staff investigate the feasibility and cost associated with providing high speed Internet access for Councillors. Staff has completed the research and verified availability of DSL and Cable Internet services at City Council member's home addresses. Staff will be available at the December 6<sup>th</sup> City Council Study Session to address questions related to this topic at the conclusion of the Computer Technology Q&A section on Monday night.

The cost of high-speed Internet services range from \$31.99 per month to \$52.00 per month depending on the service provider and desired connection speed. One-time installation fees and hardware expenses (cable/DSL modem and firewall hardware) of approximately \$175 are required for each installation.

Funds have not been included in the 2004, 2005 or 2006 City Council operating budget for this expense. Should City Council direct Staff to proceed with installation of and reimbursement for high speed Internet at Councillors' homes, a budget review and revision within the City Council operating budget would be required. A copy of the 2005 and 2006 approved budget has been attached for review. Current reimbursements of up to \$24.00 per month for dial-up Internet services are charged to the contractual services account of City Council's budget (totals approximately \$2,016/year total for all of City Council).

The total expense to provide high-speed Internet access for all City Council members would range between \$224 per month (\$2,688/year) to \$364 per month (\$4,368/year), plus taxes and fees. Total one-time fees would be approximately \$1,225. However, if City Council selects to change to high-speed Internet service providers, the current cost of \$24/month for basic Internet service would be eliminated.

**Expenditure Required:** Net increase ranges from \$672 to \$2,352 (plus taxes and fees) per year plus the initial set up fees of \$1,225

**Source of Funds:** General Fund, City Council Budget

### **Policy Issues**

- Does City Council wish to swap out basic Internet service and begin paying for Councillor's Qwest DSL Internet access? If so, City Council will need to identify trade offs within their 2005 and 2006 budget to cover the increased expenses associated with this change.
- Does City Council wish to swap out basic Internet service and begin paying for Councillor's Comcast broadband Internet access? If so, City Council will need to identify trade offs within their 2005 and 2006 budget to cover the increased expenses associated with this change.

### **Alternative**

Make no changes to City Council's reimbursement program for Internet service.

### **Background Information**

During the past several years, members of City Council have used e-mail and Internet access to communicate with constituents and conduct research and business for the City. The City Council operating budget contains funds to reimburse City Council members an amount up to \$24.00 per month for dial-up services. Currently, six council members are submitting for reimbursement ranging from \$20.00 to \$23.90 per month.

Staff has investigated high-speed Internet options available for City Council, and has determined that Comcast services are available at all City Council member's home addresses. DSL service is not available at Nancy McNally's home. Staff was unable to verify with Qwest if DSL service is available at JoAnn Price's home or David Davia's home. DSL is confirmed as available at other City Council home locations.

Installation of high-speed Internet access will require the purchase and installation of a DSL or Cable modem, as well as a hardware firewall to provide adequate security.

Below is a comparison of DSL and Comcast offerings.

#### **Quest DSL:**

Qwest DSL services are available in two speeds – and prices are set accordingly. The 256 DSL is faster than dialup service, but is not nearly as fast as the 1.5 MB DSL service or the Comcast 3.0 MB service.

Qwest 256 DSL – \$31.99/month (plus taxes and surcharges)

Qwest 1.5 MB DSL – \$44.99/month (plus taxes and surcharges)

*Current Promotion:* \$26.99 for the first three months

Quest offers some small discounts for customers who have a qualifying home phone package.

#### **Comcast Broadband:**

Comcast 3.0 MB Service – \$52.95/month (plus taxes and surcharges)

*Current Promotion:* \$29.99 for the first three months

Comcast offers a discounted rate of \$42.95/month (plus taxes and surcharges) for Comcast cable TV subscribers.



Comcast broadband and the Qwest DSL service would provide the Internet Service Provider (ISP), so Council would no longer need to use their AOL or other basic Internet service. Thus, the net increase to Council's budget would range from \$672 to \$2,352 (plus taxes and fees) per year plus the initial set up fees of \$1,225.

If City Council chooses to proceed with high-speed access, Staff recommends Comcast service, since it is available at all City Councillors homes providing higher access and download speeds.

Information Technology staff would need to be on-site at the time of service installation to install and configure the firewall hardware. Furthermore, since high-speed, always-on Internet connections increase security risks, IT staff would schedule time to configure Norton Antivirus, Windows updates, and Spyware detection software as required.

Funds have not been included in the 2004, 2005 or 2006 City Council operating budget for this expense. Should City Council direct Staff to proceed with installation of and reimbursement for high speed Internet at Councillors' homes, a budget review and revision within the City Council operating budget would be required. A copy of the 2005 and 2006 approved budget has been attached for review. Current reimbursements of up to \$24.00 per month for dial-up Internet services are charged to the contractual services account of City Council's budget (totals approximately \$2,016/year total for all of City Council).

If City Council wishes to pursue high-speed Internet access, an option to offset the increased unbudgeted expense, City Council could consider eliminating their fax lines, averaging \$31/month/Councillor, which would result in a savings of \$2,604/year, which would cover the expense of the Comcast broadband service. The only item outstanding would be the cost associated with the initial set up of each Councillor's home with necessary equipment and software for the high-speed Internet (i.e., the \$1,225 set up fees). Another alternative would be to reduce the Special Promotions Account (2005/06 budget - \$6,000) to cover this cost.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

## APPROVED CITY COUNCIL 2005 BUDGET

Account Number	Account Description & Approved 2005 Budget Detail	2004 Revised Budget	2004 Spent/ Encumbered Year-To-Date (11/30/04)	2005 APPROVED BUDGET	% Change (2004 Revised v. 2005 Approved)
10001010.60800.0000	Salaries Mayor & City Councillor salaries \$72,000 Deferred Compensation Program (City match) \$5,500	77,500	58,628	77,500	0%
10001010.61200.0000	Mileage Reimbursement Based on expenditure history \$1,800	2,500	2,710	1,800	-28%
10001010.61400.0000	Meeting Expense Annual Legislative Dinner \$1,600 Goal-Setting Retreat \$1,600 Annual Budget Retreat \$500 Boards and Commission Brunch \$1,300 Boards & Commissions Gift Certificates (1) \$3,750 Miscellaneous Meetings \$750 Rocky Flats meetings \$1,500	8,510	6,705	11,000	29%
10001010.61800.0000	Career Development NCL Legislative Conference (Washington, DC) \$14,000 NLC Congress of Cities \$14,000 CML Conference \$3,200 Energy Community Alliance membership \$2,500 US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC) (2) \$1,400	35,104	23,824	35,100	0%
10001010.66900.0000	Telephone Councillors' facsimile lines (average \$40/line/month per Councillor) \$3,360 Cell phone allowance (\$35/month per Councillor) (3) \$2,940	4,300	3,550	6,300	47%
10001010.67600.0000	Special Promotions Unanticipated requests from community groups for contributions and/or sponsorships for events. \$6,000	6,000	5,665	6,000	0%
10001010.67700.0000	Lease Payments to Others (4) Payments for Leased PCs: 2004 - Kauffman laptop \$2,613 2005 - Hicks & new Councillor laptops	4,351	4,351	2,613	-40%

Account Number	Account Description & Approved 2005 Budget Detail	2004 Revised Budget	2004 Spent/ Encumbered Year-To-Date (11/30/04)	2005 APPROVED BUDGET	% Change (2004 Revised v. 2005 Approved)
	2006 - Dittman, Dixon, & McNally laptops; new Councillor desktop 2007 - Price laptop				
10001010.67800.0000	Other Contractual Service	39,070	37,394	38,730	-1%
	Printing of misc materials (e.g., legislative booklet, organization charts, etc.)	\$1,350			
	Goal Setting facilitator fee	\$2,500			
	Councillor expenses for photos, badges, & nameplates	\$2,500			
	Unanticipated maintenance services	\$500			
	Misc. contractual services (e.g., internet line charges, etc.)	\$3,580			
	Annual Sponsorships/Contributions:				
	Adams County MMCYA	\$300			
	Westminster Community Artist Series Contribution (includes B&C tickets)	\$6,000			
	Westminster Spotlight Theater	\$1,000			
	Community Education Foundation (CEF) (School Dist 50 - Close-Up)	\$1,500			
	CEF Recreation for Education (Water World tickets)	\$1,500			
	Brothers Redevelopment Inc - Paint-A-Thon	\$500			
	Colorado Rapids - Kicks for Kids Program	\$2,500			
	Westminster Rotary Foundation (noon club)	\$2,500			
	Westminster 7:10 Rotary Club	\$2,500			
	Martin Luther King Event Contribution	\$300			
	Banquets/Lunches:				
	MetroNorth Chamber Annual Banquet	\$1,200			
	Adco School District 12 Five Star Gala	\$1,000			
	Colorado Rapids Lunch Sponsorship	\$500			
	DRCOG Awards Dinner Table Sponsorship	\$500			
	The Jefferson Foundation Crystal Ball	\$2,000			
	Adams County MMCYA banquet	\$300			
	Westminster Public Safety Recognition Foundation - annual banquet (5)	\$1,000			
	Golf Tournament Sponsorships:				
	Front Range Community College Foundation	\$500			
	Adams District 12 Education Foundation	\$500			
	Hyland Hills Foundation	\$500			
	MetroNorth Chamber of Commerce	\$500			

Account Number	Account Description & Approved 2005 Budget Detail	2004 Revised Budget	2004 Spent/ Encumbered Year-To-Date (11/30/04)	2005 APPROVED BUDGET	% Change (2004 Revised v. 2005 Approved)
	After Prom Events: Pomona High School \$200 Standley Lake High School \$600 Horizon High School \$200 Arvada High School \$200				
10001010.70200.0000	Supplies Office supplies \$2,665 Fax machine paper & ink \$1,800 Printer ink cartridges for PCs \$800 New Councillors in 2005 supplies (6) \$1,000	6,625	6,478	6,265	-5%
10001010.70400.0000	Food Refreshments and dinners for City Council meetings, \$3,800 Study Sessions & other special Council events	4,300	4,030	3,800	-12%
10001010.76800.0000	Budget Hold (7) \$0	0	0	0	-
<b>TOTAL</b>		<b>\$188,260</b>	<b>\$153,336</b>	<b>\$189,108</b>	<b>0.45%</b>

NOTE: Items detailed in each account are estimates only; actual costs for each item noted may vary.

(1) Per City Council direction (8/5/02), the Boards & Commissions dinner to be replaced with gift certificates to be distributed to all B&C members; proposed \$30/member [this line item reduced from \$9,000 to \$3,510]; [total of 117 projected = 80 members for B&C, 15 members for YAP, 12 members for BAG and 10 additional for potential transition of members off of the B&Cs during the identified period of recognition (i.e., the prior year).

(2) The Mayor and Mayor Pro Tem have taken more active roles in lobbying on behalf of the US 36 corridor in conjunction with the US 36 Mayor & Commissioners Coalition (US 36 MCC). Trips were taken in 2003 and 2004 on behalf of the US36 MCC (two per year). It is anticipated that these trips to Washington, DC, will continue in 2005 and 2006 as efforts continue to pursue federal assistance in achieving transportation improvements to the US 36 corridor. Council has essentially absorbed these costs within their budget in 2003 and 2004; Staff is simply listing the trips to more accurately reflect Council's travel expenses.

(3) Per City Council direction (8/5/02), the telephone account was broken out to better reflect expenses charged (i.e., facsimile versus cellular charges). Additionally, based on Council direction, a maximum amount per Council member of \$35/month for cellular service was established. Despite the City Council's current plan that only three members will utilize this \$35/month allowance, since City Council is officially adopting a two-year budget, Staff believes it prudent to budget for all seven members to utilize this allowance and therefore has budgeted the full amount (\$35/month times 12 months times 7 City Council members).

(4) This account reflects the amount associated with City Council computers that are included in the new citywide computer lease purchase program implemented in 2001. Please see the Background section of the attached Staff Report for additional information.

Account Number	Account Description & Approved 2005 Budget Detail	2004 Revised Budget	2004 Spent/ Encumbered Year-To-Date (11/30/04)	2005 APPROVED BUDGET	% Change (2004 Revised v. 2005 Approved)
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- (5) The Westminster Public Safety Recognition Foundation was created in late 2002 and hosted the first annual banquet in 2003. One of the foundation's mission is to organize an annual banquet in appreciation of local individuals and City employees (both public safety and non-public safety) who have conducted heroic acts during the year. The City is represented on the Board by staff from the Police and Fire Departments as well as the City Manager's Office. City Council contributed to the event in 2003 and 2004.
- (6) Year 2005 is a City Council election year. With term limits taking affect in 2005, it is anticipated that there will be at least two new members to City Council in 2005. These funds are proposed for new Councillor start up costs, such as name badge, business cards, paper supplies, fax machine, computer supplies, etc.
- (7) The budget hold account is a depository in which funds previously authorized by City Council for expenditure have been moved into this account as a savings measure. The amount shown in 2003 reflects the 1/2% reduction City Council made to their budget in spring 2003 and not intended for expenditure.



## Staff Report

City Council Study Session Meeting  
December 6, 2004



SUBJECT: Traffic Mitigation and Neighborhood Traffic Enforcement

PREPARED BY: Mike Normandin, Transportation Engineer, Community Development; and Al Wilson, Commander, Police Department

### Recommended City Council Action:

Research has shown that traffic mitigation devices have generally been ineffective in controlling the speed of traffic and also in reducing “cut through” traffic. Staff recommends a measured move away from mitigation devices and a transition to residential traffic enforcement and education efforts along with a thorough study and possible implementation of photo-enforcement.

### Summary Statement

- Council and Staff receive many traffic related complaints in residential areas. The primary complaints are those of speeding, reckless driving and disobedience to traffic control devices. Over the past several years, staff has attempted to address many of the residential traffic issues through mitigation devices, coupled with enforcement efforts.
- Before and after studies conducted by staff indicate that calming devices are relatively ineffective in addressing most complaints.
- Based upon police department call load, accident investigation efforts, the requirement for arterial roadway enforcement and administrative assignments, the number of available enforcement officers for residential areas is limited.
- Dedicated residential enforcement can only be achieved by re-directing existing enforcement resources. Staff recommends this be accomplished through the addition of key personnel and through a **measured** move to photo-enforcement. Two additional civilian Accident Investigators and one Traffic Technician administrative position (an existing position moved over from Community Development) would be added to the police department and phased in over a two-year period, beginning in 2005. These positions would free two enforcement officers for assignment to strictly residential enforcement activities and education as well as working with individual communities to develop partnerships toward impacting residential traffic complaints.
- There are five traffic calming devices that went through the traffic calming approval process prior to the moratorium that was established in January of this year. City Staff proposes that these devices be constructed in 2005. These devices are located on Stratford Lakes Drive in the Stratford Lakes subdivision and on Bruchez Parkway in the Legacy Ridge neighborhood.

**Expenditure Required: 2005 costs: \$105,560. 2006 additional costs: \$106,466.**

**Source of Funds:** General Fund, Operations Budget, General Capital Improvement Fund and Public Safety tax revenue.

**Policy Issue(s)**

Should the City's traffic enforcement and engineering posture change to reflect a more proactive enforcement stance in residential neighborhoods, a de-emphasis on the utilization of speed mitigation devices in neighborhoods, a measured evaluation of photo-red light enforcement on the major arterials and photo-radar in certain residential areas and school zones?

**Alternative(s)**

- One alternative is to maintain the status quo where there is an aggressive enforcement stance with regard to major arterials, and a speed mitigation program for residential neighborhoods.
- Another alternative would be to increase enforcement in residential neighborhoods and at the same time, maintain or increase the utilization of speed mitigation devices in these neighborhoods. This would require additional funding that is not currently available in the 2005 or 2006 budgets.
- Staff could also reduce arterial roadway, highway and collector street enforcement efforts and strictly concentrate on residential enforcement. This is not recommended as these efforts are critical to maintaining the safety of these roadways.

Obviously, there is a wide array of alternative approaches to dealing with traffic problems in residential neighborhoods, and at the same time, there is a wide array of costs involved. The approach outlined in this staff report appears to be a reasonable and balanced strategy taking into consideration a host of alternative solutions.

### **Background Information**

Council directed staff to evaluate traffic enforcement and mitigation efforts. One of the most frequent complaints experienced are traffic complaints in neighborhood or residential areas. In the past five to seven years, staff has handled many of these complaints through a two pronged attack, involving enforcement and for those appropriate situations, mitigation devices. Much of the research regarding mitigation devices indicates they have been minimally effective in reducing speed related complaints and also in reducing the amount of traffic. Before installation and after installation traffic counts and speed surveys provide the basis for these comments. Although some devices have been effective, on the whole, most are ineffective at accomplishing intended goals.

City Staff proposes that a nominal amount of funding be provided in the Neighborhood Traffic Mitigation Capital Improvement Program account for the installation of electronic speed limit awareness signs. These devices would be installed on select major collector streets where there is a demonstrated speeding problem. The electronic speed limit signs are intended to serve as a tool to supplement the speed enforcement efforts on streets that are experiencing a chronic speeding problem.

Given current police traffic and patrol services division staffing, and considering the other associated factors, (call load, administrative duties, vacation time, training time, court time, report writing duties, etc.) a move to strict neighborhood enforcement can only be accomplished through reassigning some of the current job duties of traffic enforcement officers. Once the duties are reduced, specific residential enforcement time can be gained.

Police traffic enforcement officers currently respond to requests for traffic enforcement throughout the City. Those requests occur in residential areas, as well as arterial roadways and high-speed highways. Traffic enforcement resources are also directed toward high accident, high violation areas and intersections. It is normal for the traffic section to have between 10 and 20 requests for traffic enforcement on any given day. During the school year, additional requests for enforcement are registered for areas near elementary, secondary and high schools. A majority of the requests for traffic enforcement service are between the hours of 7:00 a.m. to 9:00 a.m., 11:00 a.m. to 1:00 p.m. and 2:00 p.m. through 7:00 p.m. These hours coincide to the morning rush hour, the lunch hour period and the after school/evening rush hour periods. Not surprisingly, the majority of traffic accidents also occur during those times.

Colorado Revised Statutes, (State law), requires law enforcement agencies to take accident reports. The police department currently handles between 180 and 220 traffic accidents per month. The monthly number of collisions does not break down equally to a "daily" average. Non-injury property damage accidents can be handled in about an hour. Injury accidents require additional resources and can require three or more officers for two or more hours. Serious accidents that require an in depth investigation for the filing of more serious misdemeanor or felony charges can require more than 80 man hours to investigate. The police traffic section averages one such serious collision per month. Police traffic section personnel (17 officers and the four civilian accident investigators) currently handle approximately 75% of the accidents that occur in the City. The remaining 25% are handled by police officers assigned to the patrol shifts. When the accident call load overwhelms the available civilian accident investigator resources, traffic enforcement officers are utilized to handle accident calls.



The sheer number of traffic accidents and enforcement requirements (both residential requests and those oriented toward problem intersections for accident reduction) fully utilizes the current traffic enforcement resources. In order to free enforcement officers for strict residential enforcement, staff recommends that three key positions be added within the police department. The recommended positions would be phased in over a two-year period in 2005 and 2006.

Two civilian accident investigators, (2.0 FTE) would be added to the traffic section to handle an increased number of traffic accident calls. This would reduce the number of traffic enforcement officers needed to handle traffic accidents, thus freeing up valuable enforcement time.

A Traffic Enforcement Technician position would also be added to the traffic section. This position would be a reclassification of the Community Development Neighborhood Traffic Specialist job. This position would provide a focal point for traffic enforcement requests and complaints throughout the City. This position would evaluate requests for service and then assign them to the appropriate enforcement officer(s) to be worked. The technician would then track assigned complaints documenting the number of assigned resources and the productivity. If warranted, further enforcement would then be assigned on a continuing basis. This individual would also provide feedback to complainants regarding the evaluation of the problem and if enforcement efforts are necessary based upon a time vs. productivity analysis. In addition to controlling complaints, this position would also handle several administrative traffic duties, further freeing enforcement officer time. The position may also coordinate or control portions of the photo enforcement effort if that materializes. This position would also free supervisory time so first line supervisors could be responsive to field units and other more pressing supervisory duties.

Staff believes a “phased” approach to adding the three positions represents the best alternative. Beginning in 2005, the Traffic Enforcement Technician position and one Civilian Accident Investigator would be added to the Police Department Traffic Section. In 2006, an additional Civilian Accident Investigator and necessary equipment would be added.

Adding the two requested positions in 2005 would enable the traffic section to schedule a total of two residential traffic enforcement officers 5 days each week. The traffic officers and accident investigators are currently assigned to two shifts, a dayshift and an afternoon shift. We would assign one dayshift officer and one afternoon shift officer to specific residential enforcement. Given the current shift scheduling (5-9 hour days), this would allow the officers to rotate through all days of the week, providing a combination of weekday and weekend enforcement.

Beginning in 2006, with the addition of the second Civilian Accident Investigator, staff would increase residential enforcement coverage to two officers on the dayshift and two officers on the afternoon shift. This approach provides at least one officer assigned to residential enforcement on the dayshift and one officer on the afternoon shift, seven days each week. Two days in each eight-day period, there would be two officers assigned to residential enforcement. The following chart shows how officers would be assigned.

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Officer A	Off	Off	Off					
Officer B				Off	Off	Off		

The requested positions would also allow us to work “smarter” and schedule regular enforcement on a continuing basis for those “justified” residential traffic complaint areas. We would also have a better ability to evaluate complaints, determine when our enforcement will be most effective, and track the utilization of resources through more complete data.

We expect four resulting outcomes by assigning officers to strict residential enforcement.

1. The number of summonses will go down. Summonses issued in residential areas will be fewer in number and for less flagrant violations than we generally see on collector and arterial roadways. (This is based upon the fact that residential streets have fewer vehicles than collector and arterial streets). Subsequently, summons related revenue would be reduced.
2. In order to be effective at impacting speed related events in residential areas, officers will be required to stop and cite violators at lower speeds. Where officers may allow nine or ten miles over the posted speed limits on collector or arterial roadways before they contact and cite; many residential areas do not experience speeds ten miles per hour in excess of the posted speed limit. Officers may elect to contact and issue summonses at five miles per hour over the posted speed limit in residential areas. The most common complaint we receive in residential areas involves speeding. Many of the complaints stem from a “perception” of speed. This is due to the topographical roadway considerations and the narrowed visual acuity prominent on many residential streets.
3. Officer complaints and complaints to City Council about “picking on” residential areas will likely increase. A common complaint voiced to traffic enforcement officers and to the police department administrators when enforcement officers are assigned to residential areas is: Why aren’t you attacking the real traffic problems instead of bothering me in my own neighborhood? In one recent situation, two traffic officers went into a residential area based upon a complaint and issued six summonses. Four of the recipients called to complain, essentially saying that the officers should be doing something else.
4. A reduction in enforcement on some arterial and collector roadways.

### **Photo Enforcement**

To supplement the reduction of arterial and collector street enforcement, staff recommends evaluating photo red-light enforcement. This appears to be a viable alternative to human enforcement and may prove more effective in reducing accident rates. Additionally, photo speed enforcement may also supplement human enforcement in school zones and specific residential high complaint areas. Recent research into photo-enforcement indicates a host of programs are available and most vendors are willing to tailor those for “individual” needs. These programs are touted as, cost neutral programs. However, based upon the experiences of other City’s, the workload for police department and Court personnel would increase, possibly requiring additional personnel.

Police personnel have seen four photo-enforcement presentations by vendors. Based upon studies conducted nationwide, photo red light enforcement is supported by 75% to 85% of citizens. Additionally, the use of photo-enforcement can reduce the accident rate at intersections by 30% to 40%. When surveyed regarding the use of photo radar, 50% to 65% of citizens supported the use of photo radar. Three vendors offering photo radar enforcement programs advised us that photo radar is

less accepted in the community (as compared to photo red light enforcement), however, when reserved for use in certain areas, such as in school zones, and coupled with a specific plan, it is more widely accepted.

The City of Northglenn installed photo red light enforcement approximately one year ago at two locations. According to the program director, Northglenn has seen a 33% reduction in accidents at the two locations. We have been told that their program will be cost neutral in the first year of operation. Northglenn does advise that the program has caused an increase in workload in both the Court and the police department.

The City of Boulder has had both red light and photo radar programs for about 6 years. They have photo red light enforcement in use at six intersections and have seen a 40% reduction in accidents where they have red light cameras installed. Their photo radar program roves to various locations for speed enforcement. They indicate that photo speed enforcement has reduced speeding; however, Boulder has had a difficult experience with photo enforcement. During the first five years of operation, they operated in the red investing approximately \$850,000. This year will be the first year they will have positive revenue in their photo enforcement programs. Program coordinators in Boulder advised us that they would recommend a “go slow/start small” approach to photo enforcement.

Many decisions would have to be made regarding photo enforcement parameters. Some of these decisions will be policy decisions for staff and Council. Currently the City falls under Colorado Department of Transportation Region 6 with regard to State Highways. C-DOT Region 6 administrators are currently opposed to and will not allow photo enforcement on state highways. Although we could proceed with photo enforcement at some non-state highway municipal intersections, this policy severely limits us. Many of the state highway intersections are our most prolific accident locations. Additionally, municipal ordinances would need to be written and adopted in order to comply with state statutes relating to photo-enforcement. Requests for Proposal (RFP's) will need to be designed and an appropriate vendor selected. Fortunately, in designing a program, we can draw on the experiences of some of the other city's already using photo enforcement.

Staff s recommendation is to start slowly in the photo enforcement arena. The best approach might be to conduct a thorough feasibility study and then make appropriate decisions as to the application of photo-enforcement for our community.

### **Financial Issues**

Over the past several years, mitigation funding in the Capital Improvement Projects budget has averaged approximately \$200,000 per year. During 2005, current traffic mitigation projects will require these funds be maintained and utilized for current project completions. Beyond 2005, Staff recommends that approximately \$50,000 be maintained for necessary traffic mitigation devices. This will leave approximately \$150,000 available that could be applied to enforcement program funding.

The Traffic Enforcement Technician position would be reclassification of Neighborhood Traffic Specialist position currently held in the Community Development Department. Reclassifying that position would create a salary savings of approximately \$12,500.00. This amount could be utilized to offset initial year startup costs. Additional funding resources would be utilized to cover the remaining costs for the 2005 Accident Investigation position. In 2006, applying the Capital Improvement

Project traffic calming funds toward that position would fund the added Accident Investigation position.

**Cost breakdown 2005**

One Accident Investigator (1.0 FTE)	\$ 51,513.00
Equipment, computers & uniforms	<u>\$ 8,920.00</u>
<b>Total</b>	<b>\$ 60,433.00</b>

Traffic Technician (1.0 FTE)	\$ 41,466.00
Computer, software & equipment	<u>\$ 3,660.00</u>
<b>Total</b>	<b>\$ 45,126.00</b>

**2005 Program Total: \$105,559.00**

**Additional Cost breakdown 2006**

One Accident Investigator (1.0 FTE)	\$ 52,543.00
Equipment, computers & uniforms	<u>\$ 8,920.00</u>
<b>Total</b>	<b>\$ 61,463.00</b>

Accident investigation van:	<b>Total</b>	<b><u>\$ 45,000.00</u></b>	(Funded from Public Safety Tax Capital Outlay Funds)
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**Total: \$106,463.00**

**2005 Program Total: \$105,559.00**

**2006 Program Total: \$212,022.00**

Respectfully submitted,

J. Brent McFall  
City Manager



WESTMINSTER

## Staff Report

City Council Study Session Meeting  
December 6, 2004



**SUBJECT:** Resolution No. \_\_\_ re Assignment of 2004 Private Activity Bonds Relative to Toscana Apartments

**PREPARED BY:** Tony Chacon, Senior Projects Coordinator

### **Recommended City Council Action:**

Authorize Staff to prepare a resolution for formal consideration assigning \$500,000 of the City's 2004 Private Activity Bond (PAB) allocation of \$4,160,440 to the Adams County Housing Authority (ACHA), for the purposes of refinancing existing taxable rate bond debt relative to the Toscana Apartments at Sheridan Boulevard and 84<sup>th</sup> Avenue (previously known as the Semper Village apartments), a qualified affordable housing project.

### **Summary Statement**

- The City's 2004 Private Activity Bond (PAB) allocation is \$4,160,440. The PAB, allocated annually by the State of Colorado, provides municipalities the opportunity to issue or allocate tax exempt bonds to provide funding for federally eligible activities such as residential mortgage programs, urban renewal projects, and provision and retention of affordable housing.
- On August 23, 2004 City Council passed a resolution exercising its right to "carry forward" a decision relative to use of the PAB allocation until February 15, 2005, by which time the City will have had to "allocate" the PAB to a project or program or return the allocation to the State.
- The City has not as yet assigned any portion of the allocation to any project or program, and as in previous years, Staff anticipated the allocation would be assigned for south Westminster redevelopment in the event no other eligible projects were identified by February 15, 2005.
- In July, 2004, Semper Village Apartments, LLC (SVA), a partnership of Baron Property Services and the Adams County Housing Authority, purchased and renovated the Toscana apartment complex (f.k.a. Semper Village) for \$14 million. All but \$500,000 was financed with tax exempt bonds using PAB awarded by the Colorado Division of Housing and issued by the Adams County Housing Authority, with the balance of \$500,000 being financed with the issuance of taxable rate bonds.
- SVA invested \$3.15 million on building and ground renovation, amounting to about \$12,000 per unit.
- By purchasing the complex using PAB, SVA is required to rent 100% of the units to income qualified households per State of Colorado income thresholds. The complex is required to be retained as an affordable housing project for the next 20 years.
- Given the affordability restrictions, SVA has requested the City give consideration to providing a PAB assignment of \$500,000 to ACHA so as to refinance the taxable rate bonds issued at the time of purchase. With the City PAB assignment, ACHA would be able to issue low-interest tax exempt bonds to pay off the taxable rate bonds.

**Expenditure Required:** \$500,000

**Source of Funds:**

2004 Private Activity Bonds

## **Policy Issues**

Whether to assign a portion of the City's 2004 Private Activity Bond allocation to ACHA or retain all of the 2004 allocation for assignment to other eligible projects such as south Westminster redevelopment.

## **Alternatives**

Deny the request and wait until February 15, 2005 to make a decision on where to make an assignment(s). Staff recommends that this option not be considered. If granted, the assignment of \$500,000 would equate to a 3% contribution towards providing and retaining this affordable housing for Westminster residents over the next 20 years.

## **Background Information**

Private Activity Bonds (PAB) are tax-exempt bonds that can be issued for specific purposes. The program was started by the federal government in the 1980's to allow developers and other builders the use of lower-cost, tax-exempt financing to build projects. Qualified uses of Private Activity Bonds include:

- Industrial bonds sold for construction of manufacturing facilities.
- Mortgage revenue bonds sold to obtain below market rate mortgages for persons with low to moderate incomes.
- Qualified redevelopment bonds sold to acquire property in blighted areas, and to prepare land for redevelopment activities.
- Student loans where bond proceeds are used to provide low interest loans to eligible students.
- Qualified residential rental project bonds used to finance new construction or acquisition/rehabilitation of housing for persons with low to moderate incomes.
- Exempt facility bonds such as hazardous waste facilities, water, sewer and solid waste facilities, etc.

The State of Colorado is the agent of the federal government, which administers the allocations of bonding authority granted to the states each year. The Colorado Private Activity Bond allocation program was established by state statute to provide for the allocation of the state PAB under the federal Tax Reform Act.

Fifty percent (50%) of the state allocation is made available directly to state authorities including the Colorado Housing and Finance Authority, the Colorado Agricultural Development Authority, the Colorado Post-Secondary Education Facility Authority, the Colorado Health Facilities Authority and the Colorado Student Obligation Bond Authority. The remaining 50% of the PAB allocation is distributed to local governments on a proportional basis based on population. Those local governments whose populations warrant allocations of \$1 million or more receive a direct allocation.

The City of Westminster currently receives an annual allocation of approximately \$4.1 million in Private Activity Bonds (PAB) as determined by the Colorado State Division of Local Affairs. The allocation is available to be assigned to eligible projects by the local governments from January 1 to September 15 of each year. Any portion of a direct allocation not used for a qualified project by a local government by September 15 of each funding year reverts to the "statewide balance," unless the local government

chooses to “carry forward” the allocation into the forthcoming year by resolution. If the local government chooses not to “carry forward” the PAB allocation by September 15 or does not assign it to an eligible project by February 15 of the year following the allocation, the non-assigned portion of the allocation reverts to the State for redistribution to other eligible projects.

The City has utilized its PAB allocation in the past to fund the following projects:

<b>Year</b>	<b>Total PAB</b>	<b>Recipient</b>	<b>Project</b>	<b>Amount</b>
1999	\$2,398,300	Metro Mayors Caucus	Mortgage Bond Program	\$ 250,000
		Westminster Economic Development Authority	Westminster Plaza redevelopment	\$2,148,300
2000	\$2,432,675	Metro Mayors Caucus	Mortgage Bond Program	\$1,000,000
		Mendel-Allison	Affordable senior housing	\$1,432,675
2001	\$3,069,281	Westminster Economic Development Authority	South Westminster Urban Renewal Projects	\$3,069,281
2002	\$3,785,250	Westminster Economic Development Authority	South Westminster Urban Renewal Projects	\$3,785,250
2003	\$3,858,938	Westminster Economic Development Authority	South Westminster Urban Renewal Projects	\$3,358,938
		Metro Mayors Caucus	Transit Oriented Development Affordable Housing	\$ 500,000

In 2004, the City received a PAB allocation of \$4,160,440. Given the City did not anticipate a need for use of the PAB before the September 15, 2004 deadline, the City Council passed a resolution authorizing a decision related to use of the funds be “carried forward” to February 15, 2005. If a project(s) was not identified by January 2005, Staff had proposed to assign the 2004 allocation, or any remaining part thereof, to the Westminster Economic Development Authority (WEDA) to help fund redevelopment projects in the future.

In early 2004, the 252 unit Toscana apartment complex at Sheridan Boulevard and 84<sup>th</sup> Avenue was listed for sale. Given its availability, the Adams County Housing Authority expressed an interest in working with a private sector partner to acquire and retain the complex as affordable housing for Westminster and Adams County residents. The Housing Authority, in association with Baron Property Services, formed Semper Village Apartments, LLC (SVA) for the purposes of purchasing and renovating the property. SVA approached the State of Colorado Division of Housing requesting an allocation of PAB to allow SVA to sell tax-exempt bonds with which to purchase and improve the complex. The State of Colorado agreed to provide a PAB assignment of \$13.5 million to be used towards the project. To close the deal, SVA was required to finance another \$500,000 by issuing taxable rate bonds. SVA closed on the purchase of the property in July 2004.

Staff Report – Assignment of 2004 Private Activity Bonds Relative to Toscana Apartments

December 6, 2004

Page 4



Following the closing, SVA met with Staff to discuss the possibility of an assignment of \$500,000 in 2004 City PAB permitting the refinancing of the taxable rate bond debt. Accordingly, Staff requested information pertaining to the improvements made in conjunction with the acquisition. A list of improvements provided by SVA indicates a total expenditure of \$3,146,950 of which \$994,000 was spent on external, common-area improvements. The balance of \$2,152,950 (about \$8,500 per unit) was spent on upgrading the units. The Housing inspection program of the City's Building Division gave the SVA ownership and the apartment complex itself a favorable assessment.

Given the positive assessment, Staff requests that \$500,000 in 2004 PAB be assigned to ACHA on behalf of SVA for the purposes of refinancing an equal amount of taxable rate bond debt. By authorizing the assignment, the City would retain \$3,660,440 of 2004 PAB capacity to assign to other projects by February 15, 2005, including the redevelopment activities of WEDA. WEDA currently has \$7,144,188 in bonding capacity.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

RESOLUTION

RESOLUTION NO. \_\_\_\_\_

INTRODUCED BY COUNCILLORS

SERIES OF 2004

\_\_\_\_\_

A RESOLUTION AUTHORIZING THE ASSIGNMENT OF \$500,000 OF THE CITY OF WESTMINSTER PRIVATE ACTIVITY BOND ALLOCATION FOR 2004 TO THE HOUSING AUTHORITY OF ADAMS COUNTY, STATE OF COLORADO, FOR THE TOSCANA APARTMENT PROJECT; PROVIDING OTHER DETAILS IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Private Activity Bond Ceiling Act, constituting Title 24, Article 32, Part 17, Colorado Revised Statutes (the "Allocation Act"), the City of Westminster, Colorado (the "City") has received a direct allocation of the State of Colorado's 2004 Private Activity Bond Ceiling in the amount of \$4,160,440 (the "2004 Allocation"); and

WHEREAS, the City desires to assign \$500,000 of the 2004 Allocation to the Housing Authority of Adams County, State of Colorado (the "Authority") pursuant to Section 24-32-1706 of the Allocation Act to be used to as provided in the form of Assignment of Allocation (the "Assignment") presented to City Council (the "Council") at this meeting; and

WHEREAS, the Authority has agreed to accept the 2004 Allocation on the terms set forth in the Assignment.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF WESTMINSTER, COLORADO:

Section 1. The City hereby authorizes the assignment of \$500,000 of the 2004 Allocation to the Authority for use solely in the manner described in the Assignment.

Section 2. The form, terms and provisions of the Assignment hereby are approved and the Mayor or Director of Finance of the City hereby is authorized and directed to execute and deliver the Assignment, with such necessary or desirable changes thereto as are reasonable and necessary to facilitate the transactions contemplated thereby, all as are approved by the officers of the City executing the Assignment. The execution of the Assignment shall be conclusive evidence of the approval by the City of such document in accordance with the terms hereof.

Section 3. The officers of the City shall take such other steps or actions necessary or reasonably required to carry out the terms and intent of this Resolution and the Assignment.

Section 4. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. All action not inconsistent with the provisions of this Resolution heretofore taken by the Council and the officers of the City directed toward the assignment of the 2004 Allocation and the authorization of the Assignment hereby are ratified, approved and confirmed.

Section 6. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2004.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## ASSIGNMENT OF ALLOCATION

THIS ASSIGNMENT (the "Assignment") dated this \_\_\_\_ day of \_\_\_\_\_ 2004, is between the City of Westminster (the "Assignor"), and the Adams County Housing Authority (the "Assignee").

### RECITALS

WHEREAS, the Assignor and the Assignee are authorized and empowered under the laws of the State of Colorado (the "State") to issue revenue bonds for the purpose of financing multifamily rental housing projects for low- and moderate-income persons and families; and

WHEREAS, the Internal Revenue Code of 1986, as amended (the "Code"), restricts the amount of tax-exempt bonds ("Private Activity Bonds") which may be issued in the State to finance such rental housing projects and for certain other purposes (the "State Ceiling"); and

WHEREAS, pursuant to the Code, the Colorado legislature adopted the Colorado Private Activity Bond Ceiling Allocation Act, Part 17 of Article 32 of Title 24, Colorado Revised Statutes (the "Allocation Act"), providing for the allocation of the State Ceiling among the Authority and other governmental units in the State, and further providing for the assignment of allocations from such other governmental units to the Authority; and

WHEREAS, pursuant to an allocation under Section 24-32-1706 of the Allocation Act, the Assignor has an allocation of the 2004 State Ceiling for the issuance of a specified principal amount of Private Activity Bonds (the "2004 Allocation"); and

WHEREAS, the Assignor has determined that, in order to increase the availability of adequate affordable housing by low- and moderate-income persons and families within the City of Westminster and elsewhere in the State, it is necessary or desirable to provide for the utilization of all or a portion of the 2004 Allocation; and

WHEREAS, the Assignor has determined that the 2004 Allocation, or a portion thereof, can be utilized most efficiently by assigning it to the Assignee to issue Private Activity Bonds for the purpose of financing one or more multifamily rental housing projects for low- and moderate-income persons and families ("Revenue Bonds"), and the Assignee has expressed its willingness to attempt to issue Revenue Bonds with respect to the 2004 Allocation; and

WHEREAS, the City Council of the Assignor has determined to assign to the Assignee \$500,000 of its 2004 Allocation, and the Assignee has agreed to accept such assignment, which is to be evidenced by this Assignment.

NOW, THEREFORE, in consideration of the premises and the mutual promises hereinafter set forth, the parties hereto agree as follows:

1. The Assignor hereby assigns to the Assignee \$500,000 of its 2004 Allocation, subject to the terms and conditions contained herein. The Assignor represents that it has received no monetary consideration for said assignment.

2. The Assignee hereby accepts the assignment to it by the Assignor of \$500,000 of Assignor's 2004 Allocation, subject to the terms and conditions contained herein.

3. The Assignor hereby consents to the election by the Assignee, if the Assignee in its discretion so decides, to treat all or any portion of the assignment set forth herein as an allocation for a project with a carry-forward purpose.

4. The Assignor and Assignee each agree that it will take such further action and adopt such further proceedings as may be required to implement the terms of this Assignment.

5. This Assignment is effective upon execution and is irrevocable.

IN WITNESS WHEREOF, the Assignor and the Assignee have caused this instrument to be executed to be effective as of the date and year first written above.

By: \_\_\_\_\_  
Mayor as Assignor

ATTEST:

By: \_\_\_\_\_  
City Clerk

ADAMS COUNTY HOUSING AUTHORITY, as Assignee

[SEAL] By: \_\_\_\_\_  
Executive Director

ATTEST:

\_\_\_\_\_



# WESTMINSTER

## Staff Report

City Council Study Session Meeting  
December 6, 2004



SUBJECT: Westfield Village Park Master Plan Overview

PREPARED BY: Julie M. Meenan Eck, Landscape Architect II

### Recommended City Council Action:

City Council is requested to review the attached Westfield Village Park Master Plan and direct Staff to proceed with construction documentation and bidding.

### Summary Statement

- The following funding sources have been secured for the Westfield Village Park project:
  - \$900,000 from Hyland Hills 2002 General Obligation Bond
  - \$1,400,000 in the Capital Improvement Project Program, \$400,000 of which is included in the budget
- A total of \$2,202,740 is available for park construction. This is approximately \$550,000 short of the architect's estimate to construct the full master plan. Therefore, the bids will be structured in a way that the City can choose add alternates to keep within budget.
- Two public meetings were held with the adjacent neighborhoods and COG groups.
- The proposed attached 25-acre park master plan was presented to the public as the final design.
- Based on preliminary cost estimates and the current project funding, Staff and Hyland Hills Park and Recreation District will attempt to secure additional grant monies to help complete full funding for this project.
- Staff will be returning to City Council in December to authorize Hyland Hills to seek a \$600,000 grant from Adams County Open Space for this project.
- Construction on the Westfield Village Park is expected to begin in the spring of 2005, with completion anticipated by the end of 2005.

**Expenditure Required:** \$2,202,740

**Source of Funds:** \$1,400,000 CIP funding  
\$ 900,000 Hyland Hills Bond

### **Policy Issue**

Does the City Council wish to approve the Westfield Village Park Master Plan as shown in the attached site plan?

### **Alternatives**

- Council could direct Staff to revise the master plan to eliminate some park elements and revise the scope of the project. Staff will do this if additional grant monies cannot be secured.
- Council could choose to not move forward with this park at this time. Staff does not recommend this option as the community is expecting this facility to be constructed in 2005. In addition, Hyland Hills has \$900,000 available to assist with construction of this park. This park is included in the Parks and Recreation Master Plan.

### **Background Information**

Westfield Village is a joint project with Hyland Hills Park and Recreation District and includes \$900,000 from the District's voter approved bond issue and \$1.4 million from the City, committed as part of an intergovernmental agreement (IGA) to develop this park. The City of Westminster owns the 25-acre park site east of Life Fellowship Church, and the IGA states that the City will jointly schedule recreation programs with Hyland Hills Park and Recreation District. The Park is surrounded by Westfield Village neighborhood to the south, a newer neighborhood, West 117<sup>th</sup>, to the north, and College Hill Open Space to the east.

Professional landscape architectural services were obtained to design the park, which will feature a shelter, play area, tennis court, three soccer fields, three little league-size baseball fields, rest room enclosures, trails, and a self-contained parking lot. The sports park is designed to serve as a community park with athletic fields serving a diverse array of users and uses. Hyland Hills Park and Recreation District and the City will schedule the use of the little league fields and the City will run its 330 soccer teams at both City Park and the Westfield Village Park.

A citizen survey was mailed out and returned on July 9, 2004. Out of 466 surveys, 182 residents responded, which is a respectable 39% response rate. The write-in comments were very favorable for the park development. Staff provided a letter stating the City was including soccer and ball fields as part of the project to serve the City of Westminster and Hyland Hills Park and Recreation District needs. The installation of soccer fields was well received from this survey based on write in comments.

The evening of September 14, 2004, a public meeting was held to discuss the master plan for the Park and the Wolff Street expansion, which approximately 40 people attended. By the end of the two hour meeting, it was clear that some of the members of the audience did not want any development. They were particularly concerned with the traffic that the new road would generate and the athletic fields proposed in the park. A second meeting was held November 17, 2004, which approximately 20 people attended. Some of the same concerns were voiced by a few residents who live adjacent to the park. Staff has tried to appease as many residents as possible, while keeping in mind this is a community park that serves a five-mile diameter and programming needs for Hyland Hills and the City. This project is included in the Parks and Recreation Master Plan that was adopted December 15, 1997, and is in the current draft master plan scheduled for adoption yet this year.

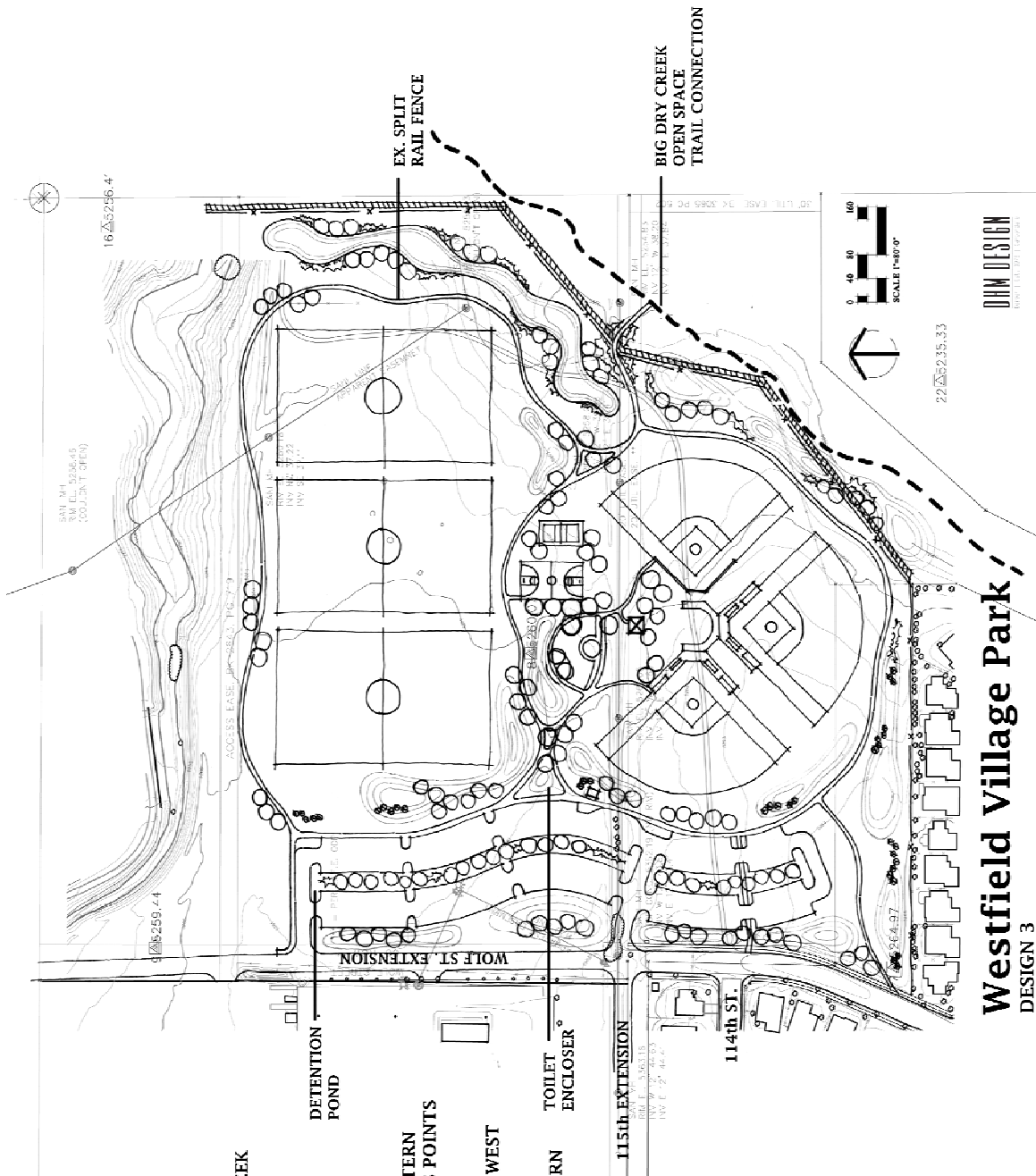
City Staff will be in attendance Monday evening to provide further details on the Westfield Village Park Master Plan and answer questions from City Council.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment





**PROGRAM ELEMENTS**

- 3 CHAMPION SOCCER FIELDS
- 3 LITTLE LEAGUE FIELDS
- PICNIC SHELTER
- AGE SEPERATED PLAYGROUNDS
- (TODDLER & SCHOOL AGE)
- TRAILS
- TRAIL CONNECTION TO BIG DRY CREEK
- IN-LINE HOCKEY

**CHARACTER ELEMENTS**

- PARKING LOT LOCATED ALONG WESTERN EDGE WITH TWO VEHICULAR ACCESS POINTS
- 288 SPACES
- CORE AREA IS CENTRALLY LOCATED
- DETENTION POND LOCATED NORTH WEST CORNER
- ALTERED EX. FENCE LINE
- VEGETATIVE BERMING ALONG EASTERN EDGE

**Westfield Village Park**

DESIGN 3

DHW DESIGN  
11111 11111 11111

Staff Report – Westfield Village Park Master Plan Overview

December 6, 2004

Page 5 of 5



# WESTMINSTER

## Staff Report

Information Only Staff Report  
Monday, November 29, 2004



SUBJECT: Arbitrage Rebate on 1999 COPS

PREPARED BY: Robert Byerhof, Financial Analyst

### Summary Statement:

This report is for City Council information only and requires no action by City Council. Due to interest earnings exceeding the bond yield on the 1999 Certificates of Participation (COP's), the City must rebate \$136,942.08 in excess interest earnings to the IRS to be paid out of the General Capital Improvement Fund. Since the IRS allows for submission of 90% of the total amount due, the City will submit \$123,247.87 at this time and the balance by the next filing date, September 15, 2009.

Staff has been tracking this development and funds have been identified to pay for this arbitrage rebate.

### Background Information

In September 1999, the City issued the 1999 COP's primarily to fund two capital projects; the Westminster Boulevard and Westminster Mall improvements. The COP funds were deposited into a trust and earned interest while being used for the project. Federal Internal Revenue Service regulations, known as arbitrage regulations, prohibit issuers from earning interest above the net interest rate on the bonds.

Arbitrage Compliance Specialists (ACS), the City's arbitrage consultant, completed the complex calculations associated with arbitrage reports for this COP issue. ACS determined that the City could earn as much as 5.56% on the bonds without penalty. In actuality, the City earned 5.96%, and must rebate the excess earnings of \$136,942.08 back to the IRS.

The use of these excess earnings helped fund capital improvement projects that otherwise would have been paid out of the City's General Capital Improvement Fund. The City benefited from the total \$1.3 million interest earnings on the COP proceeds, but must return the excess interest earnings because of the federal arbitrage regulations. Staff will make the rebate payment from the General Capital Improvement Fund where the excess interest revenues were appropriated. This will reduce total interest earnings for 2004.

Additionally, ACS has advised City Staff that a rebate report is due in early December for the 1999 Parks, Open Space, and Trails (POST) debt issue of \$2.65 million. Staff is anticipating that this issue will also have a rebate liability due to the amount of interest earned on the bond proceeds. Because the 1999 Post issue was a small issue, the rebate liability, if any, will be small in comparison to the 1999 COP rebate.

Respectfully submitted,

J. Brent McFall  
City Manager



W E S T M I N S T E R

## Staff Report

Information Only Staff Report  
November 24, 2004



SUBJECT: Title Change From Animal Control To Animal Management

PREPARED BY: Mary McKenna, Animal Control Supervisor

### Summary Statement:

This report is for City Council information only and requires no action by City Council. The report details the title change for Westminster Police Department's Animal Control Unit to Animal Management.

### Background Information:

Over the years the Westminster Police Department's Animal Control Unit has evolved into more than just a "dog catcher" service. Employees are trained in many areas relating to people and animals such as animal behavior, animal neglect and abuse as it relates to domestic violence, wildlife issues, aggressive behaviors in animals, etc. Staff believes that the title of Animal Management more closely reflects the many varied services we provide to the citizens of Westminster. Staff is available for COG meetings, informal neighborhood meetings and home owner's association meetings. Staff provides education programs for the schools in our city as well as education for citizens on domestic animal and wildlife issues. The title of Animal Management more closely reflects that Staff work to manage problems and issues relating to animals and not simply control them or take punitive enforcement actions.

The trend in animal control is to change the title to a more customer service oriented, user friendly name that reflects the services provided. Some examples of agencies in the metro area who have instituted this change already are the City of Arvada Animal Management and the City of Aurora Animal Care Division.

There will be minimal impacts from a cost perspective to make this change as expenses are estimated at only \$500 for the initial change to uniforms and vehicles. This will be a gradual change phased in as new employees, new vehicles, and new uniforms are needed. A more formal adoption of the title change can occur when the 2006 adopted budget is reviewed in 2005.

Respectfully submitted,

J. Brent McFall  
City Manager



WESTMINSTER

## Staff Report

Information Only Staff Report

December 6, 2005



SUBJECT: Lobbyist Contract Renewal and Lobbyist Protocol for City Council

PREPARED BY: Emily Moon, Management Analyst

### Summary Statement

This report is for City Council information only and requires no action by City Council. The purpose of this Staff Report is to provide City Council with an update on the City's approach to State legislative activities for the 2005 session and to provide a copy of the updated Lobbyist Protocol that was established by City Council in 2000. Secondly, Staff wishes to make Council aware that the City Manager will renew the City's contract with Danny L. Tomlinson of Tomlinson & Associates and Robert M. Ferm of Hall & Evans, L.L.C. to provide lobbying services for calendar year 2005 for \$35,000.

### Background Information

#### Lobbyist Protocol

The first regular session of the 67th Colorado General Assembly convenes on January 12<sup>th</sup> and Staff will be working with the City's lobbyists over the coming weeks to sort through the 600+ bills that are anticipated to be introduced by the end of January. There will be no shortage of issues affecting municipalities this legislative session. The legislative session will adjourn on May 11, 2005.

A copy of the 2005 lobbyist protocol is attached for City Council's review. This is the same set of procedures that City Council approved last year. Staff believes that these protocols have served the City well. Staff will be available to discuss these procedures further should City Council wish to do so at a future study session or post meeting.

Steve Smithers, Assistant City Manager, will have overall responsibility for the City's legislative program, with assistance from Emily Moon, Management Analyst, and other City Staff. Staff will be focused on maintaining timely responses on key legislative issues as they arise. Council will be consulted on a regular basis to assure the City's positions are properly represented. The City's lobbyists, Danny Tomlinson and Bob Ferm, will present Council with a legislative update on two occasions during the session on February 7 and April 4 and for an end-of-session review on June 6.

The 2005 legislative session is gearing up to be another challenging 120 days for local governments, especially given the State of Colorado's budget situation. Staff will be monitoring issues closely and will keep City Council alert of legislative proposals that have significant impacts on the City. In addition, Staff will post updated legislative scorecards on the City's website. Weekly Edition will feature brief summaries of each bill for which City Council takes an official position. City Council and the City's Management Team will receive an updated legislative scorecard every two weeks and as often as the City's legislative positions change.

A copy of last year's legislative scorecard is attached to this Staff Report for Council's review. The scorecard depicts the issues on which Council took an official position during the 2004 session.

Contract with City's Lobbyists

The City has utilized the services of a contract-lobbying firm (Tomlinson & Associates) for the last six years. Staff sent out a Request for Proposals (RFP) to three firms to solicit proposals for 2003 and 2004 lobbying services during 2002.

Tomlinson & Associates has agreed to provide lobbying services in 2005 for \$35,000, which is \$5,000 higher than their 2004 fee and the only raise the firm has received during their six-year tenure. In 2003, the firm provided its services at a reduced rate of \$10,000 in an effort to assist the City through a financial downturn and to provide continuity in the City's representation at the Capitol. \$30,000 was appropriated in the 2005 Adopted Budget for lobbying and the additional \$5,000 will be allocated from the same account (Central Charges Professional Services). Staff is not required to bring a contract of this expenditure amount to City Council for approval; however, Staff wished to inform City Council of this contract renewal.

Please contact Steve Smithers or Emily Moon if you have any questions about the attached protocol or on any issues facing the City during this legislative session.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

## **LOBBYIST PROTOCOL**

### **Official City Position**

Throughout the legislative session, the City takes official positions in support of or opposition to legislation before the State Senate and/or House of Representatives. It is important that policy issues be reviewed with the City Council to assure that they are priorities of the City. Prior to stating any official City position, Staff will review the legislation to determine the potential impact on the City. After thorough review, Staff will provide the City Council with a brief summary of the legislation and a recommendation. In order to release an official City position, the majority of City Council must agree upon a position of support, opposition or neutrality on the legislation or issue.

Often official positions on specific issues have a time sensitivity that requires Staff to utilize the City Council fax back response system. As noted above, Staff will review the legislation, provide to the City Council a brief summary and provide a recommendation. Once City Council takes an official position on a piece of legislation or issue, the City's legislative scorecard will be updated and made available to the public.

### **Testimony at the Capitol**

Often City Council, Board and Commission members, or Staff are requested to testify or lobby in support or opposition of various pieces of proposed legislation at the State Capitol. When requested to testify or lobby, City Council, Board and Commission members, and Staff should notify the City Manager's Office to ensure that the City Council has taken an official position on the legislation or issue. Additionally, by notifying the City Manager's Office, Staff can ensure that both City Council and the City's lobbyists are advised that a City representative will testify or lobby on a particular piece of legislation. It is important that lines of communication between Staff and the lobbyists remain open at all times to ensure that the City's lobbying efforts are as effective as possible, and that we coordinate our efforts with other groups including the Colorado Municipal League.

### **Lobbyist Interaction**

In order to streamline interaction and avoid confusion with the City Council, lobbyists and Staff, the City Council and Staff will coordinate all correspondence with the lobbyists through one person designated by the City Manager. This individual will coordinate the tracking of legislation, obtaining City Council's official position and conducting other miscellaneous research as necessary in presenting the official position(s) of the City Council. The lobbyists, in turn, will coordinate all of their correspondence with City Council and Staff through the same City Manager designee.

Prior to utilizing the lobbyists in taking a position on legislation, the City Council will be surveyed to ensure that a majority of the City Council concurs with moving forward with a position on a particular issue.

Any interaction (either City Council, Board and Commission members, or Staff) with State Senators or Representatives on behalf of the City must have the City Council's approval/concurrence that the issue is a priority. Staff needs to be kept apprised of any contacts made on specific legislation in order to ensure that the lobbyists are well informed to maximize their effectiveness.



# WESTMINSTER

## Staff Report

Information Only Staff Report  
December 6, 2004



**SUBJECT:** Recreation Facilities, Golf Courses and Standley Lake – 2005 Fees

**PREPARED BY:** Peggy Boccard, Recreation Services Manager  
Ken Watson, Regional Parks and Golf Manager

### Summary Statement:

This report is for City Council information only and requires no action by City Council. Staff is sending out this Staff Report to make City Council aware of 2005 fee increases for the City's recreation centers, golf courses and Standley Lake Regional Park. Staff has reviewed data and survey information to ensure fiscally sound operations with competitive fees.

### Background Information:

#### Recreation Centers:

- Staff is recommending fee increases to the City's four recreation centers. The increased fees are required to assist with recreation facilities' revenue recovery targets.
- In July 2000, City Council adopted Resolution No. 55. This resolution authorizes the City Manager to make annual adjustments to recreation center admission fees up to 25 cents and annual passes up to \$30.
- Recreation center fees were last adjusted in 2003.
- The City Manager and Parks, Recreation and Libraries Staff have reviewed usage statistics, budgets, and fee survey information. The City Manager has authorized recreation center admission fees to increase 25 cents across the board for all user categories, and up to \$30 on all pass categories with the exception of the Special Needs Passes, which are available to Westminster/Hyland Hills handicapped or low-income citizens. Since there are hundreds of recreation facility fees, for simplicity, See Chart A for an example of how fees will be adjusted.
- Survey data from other parks and recreation agencies supports these proposed fee increases.
- Staff is also recommending that a revenue recovery rate (40%) be established for the Senior Center. This rate will assist Staff in providing quality programs and amenities while being fiscally responsible.
- Unless Staff hears otherwise from City Council, new recreation center fees will become effective January 1, 2005.



**Chart A**  
**2005 City Park Recreation Center Fees**  
**Effective January 1, 2005**

**(Other recreation center fees will also be adjusted 25 cents or up to \$30 for all fee categories.)**

Admission Usage Categories	Existing		Recommended	
	Resident	Non-resident	Resident	Non-resident
Adult (18 yrs & older)	\$3.50	\$5.00	\$3.75	\$5.25
Youth (13-17 yrs)	\$2.75	\$4.00	\$3.00	\$4.25
Child (2-12 yrs)	\$2.25	\$3.00	\$2.50	\$3.25
Sr. Citizen (60+ yrs)	\$2.25	\$3.50	\$2.50	\$3.75
Annual Passes Usage Categories	Existing		Recommended	
	Resident	Non-resident	Resident	Non-resident
Household	\$550	\$800	\$580	\$830
Adult (18 yrs & older)	\$280	\$405	\$310	\$435
Minor (17 yrs & younger)	\$165	\$230	\$175	\$240
Sr. Citizen (60+ yrs)	\$165	\$280	\$185	\$300
Special Needs	\$85	N/A	\$95	N/A

**Golf Courses:**

- Based on cost of operation and survey data from area golf courses, Staff has recommended fee increases to various green fees at the City’s two golf courses, Legacy Ridge and The Heritage.
- In October 1993, City Council adopted Resolution No. 50, which authorizes the City Manager to adjust green fees up to 10% annually.
- All recommended increases to golf green fees are within the 10% authority granted to the City Manager.
- Golf green fees were last adjusted in 2003.
- The City Manager and Parks, Recreation and Libraries Staff have reviewed usage statistics, expenditure budgets, revenue projections and fee survey information. The City Manager has authorized green fee increases for residents of \$2 for 18-hole play and green fee increases for non-residents of \$1 for 18-hole play. The differential in this increase reflects the fact that the City’s non-resident rates are already above market rates for surrounding courses. See Chart B for specific green fees.
- Unless Staff hears otherwise from City Council, new golf fees will become effective March 1, 2005, depending on weather and course conditions.

**Chart B**  
**2005 Golf Greens Fees**  
**Effective March 1, 2005**

User Category	Existing		Recommended	
	Resident	Non-resident	Resident	Non-resident
18-Hole Weekday (M-Th)	\$29	\$38	\$31	\$39
18-Hole Weekend (Fri-Sun, Hol.)	\$36	\$44	\$38	\$45
18-Hole Senior/Junior (M-Th)	\$24	\$33	\$24	\$33
9-Hole Weekday (M-Th)	\$17	\$22	\$18	\$22
9-Hole Weekend (Fri-Sun, Hol.)	\$19	\$24	\$20	\$25
9-Hole Senior/Junior (M-Th)	\$15	\$21	\$15	\$21

**Standley Lake:**

- Based on cost of operation and survey data from other area lake operations, Staff has recommended fee increases to various usage categories at the Standley Lake Regional Park.
- In September 2000, City Council adopted Resolution No. 70, which grants the City Manager authority to adjust Standley Lake fees up to 10% annually.
- All recommended increases to Standley Lake fees are within the 10% authority granted to the City Manager.
- Standley Lake fees were last adjusted in 2003.
- The City Manager and Parks, Recreation and Libraries Staff have reviewed usage statistics, expenditure budgets, revenue projections and fee survey information. The City Manager has authorized fee increases as shown on Chart C.
- Unless Staff hears otherwise from City Council, new Standley Lake fees will become effective January 1, 2005.

**Chart C**  
**2005 Standley Lake Fees**  
**Effective January 1, 2005**

<b>User Category</b>	<b>Existing</b>	<b>Recommended</b>
Season Power Boat	\$585	\$595
Sailboat/Fishing Boat	\$150	\$160
Season Camping	\$110	\$120
Annual Park Pass	\$60	\$60
Senior Citizen Pass	\$11	\$12
Daily Camping	\$10	\$10
Daily Gate Admission	\$5	\$5.50
Daily Boat (under 20 hp)	\$11	\$12
Summer Boat Storage	\$150	\$150
Off-Season Boat Storage	\$185	\$185

The survey data supports all increases shown. Recreation centers, golf courses and Standley Lake continue to be popular recreation venues for residents and non-residents. Operating expenses increase each year and fee increases are necessary to assist with revenue expectations.

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

Information Only Staff Report  
December 6, 2005



SUBJECT: DRCOG Metro Vision 2030 Plan

PREPARED BY: Terri Hamilton, Planner III

### **Summary Statement:**

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

### **Background Information**

At the October 18, 2004, City Council Study Session, City Council discussed the Denver Regional Council of Governments (DRCOG) draft Metro Vision 2030 Plan (the Plan). This document will be an update from the existing 1997 Metro Vision Plan. The three general areas that the Plan addresses are Growth and Development, Transportation, and Environmental Quality. The Metro Vision Plan growth and development policies and transportation policies are also intended for use when evaluating the allocation of federal funding for regional transportation improvements.

During discussion of the 2030 Plan, City Council expressed concern regarding the lack of urban center designations within Westminster, and data used for population and employment projections. City Staff has been working with DRCOG on population and employment projections, and will continue to monitor this data and projections thereof. In regard to the identification of urban centers, City Staff did not initially propose locations for urban centers within Westminster, due to the specific criteria provided by DRCOG indicating minimum requirements for the three types of urban centers (the specific criteria is not noted within the 2030 Plan document itself). However, when comparing some of the urban center designations indicated for several other jurisdictions as indicated in the draft 2030 Plan, it appears on the surface that several other jurisdictions were overly generous in their application of the DRCOG criteria.

City Staff has recently discussed concerns regarding the criteria and evaluation of urban center locations in the 2030 Plan with DRCOG and will continue to work with DRCOG on this issue. Revisions regarding urban center locations in the draft 2030 Plan will not be accepted by DRCOG at this time, due to DRCOG's push to keep to the schedule of finalizing the Plan in the next few weeks. Annual amendments of the 2030 Plan are anticipated by DRCOG and City Staff will be pursuing re-evaluation of the urban center designations for Westminster for 2005.

In the meantime, City Staff will begin re-evaluating the DRCOG urban center criteria. City Staff will keep City Council apprised of this issue, as well as others that may arise with the Plan.

Respectfully submitted,

J. Brent McFall  
City Manager



W E S T M I N S T E R

## Staff Report

Information Only Staff Report  
December 6, 2004



SUBJECT: 2004 Year-to-Date Council Expenditures

PREPARED BY: Christy Owen, Management Intern II

### Summary Statement:

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

The attached document is a listing of all 2004 City Council Expenditures by each account. This report includes all posted expenditures from the beginning of the year through November 30, 2004.

### **Background Information**

The following report is a listing of City Council expenditures by each account for January through November 30, 2004, as posted by December 1, 2004. As of November 30, 2004, 91.6% of the year has passed and Council has spent approximately 84.25% or \$158,610 of its budget.

City Council's total budget for 2004 is \$188,260. In order to balance accounts that were previously overspent, budget revisions were made to move money between accounts. The total dollar amount of City Council's budget did not change during the revision process. Despite these actions, two accounts are overspent as of November 30, 2004. The mileage account is over by \$209 (original budget \$900, revised budget \$2,500) and the supplies account is over by \$602 (original budget \$5,265, revised budget \$6,065).

Also attached is the City Council's travel by year-to-date. Please note that it includes the travel expenses associated with the National League of Cities conference that are not reflected in the financial management system as of November 30, 2004. City Council's current career development account available balance is \$11,279.67. Per the attached travel log, it is anticipated that approximately an additional \$8,616 for hotel, airfare and conference registration plus approximately an additional \$3,000 for food and miscellaneous travel will be incurred at this conference that is not reflected in the attached expenditure report from the financial management system.

The budget is a planning tool and represents a best estimate regarding actual expenditures. Staff will make budget revisions to balance accounts for the year. If you have any questions about items included in this report, please contact Christy Owen at 303-430-2400 ext. 2004, or at [cowen@ci.westminster.co.us](mailto:cowen@ci.westminster.co.us).

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

**City Council Expenditures  
as of 11/30/2004**

<b>SALARIES - MAYOR/COUNCIL (ACCT: 10001010.60800.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
2,715.62	1/11/2004	Payroll	City Councillors
2,715.62	1/25/2004	Payroll	City Councillors
2,715.62	2/8/2004	Payroll	City Councillors
-581.92	2/17/2004	Revised 2003 accrued payroll	City of Westminster
2,715.62	2/22/2004	Payroll	City Councillors
2,715.62	3/7/2004	Payroll	City Councillors
2,715.62	3/21/2004	Payroll	City Councillors
2,715.62	4/4/2004	Payroll	City Councillors
2,715.62	4/18/2004	Payroll	City Councillors
2,715.62	5/2/2004	Payroll	City Councillors
2,715.62	5/16/2004	Payroll	City Councillors
2,715.62	5/30/2004	Payroll	City Councillors
2,715.62	6/13/2004	Payroll	City Councillors
2,715.62	6/27/2004	Payroll	City Councillors
2,531.51	7/11/2004	Payroll	City Councillors
2,365.81	7/25/2004	Payroll	City Councillors
2,715.62	8/8/2004	Payroll	City Councillors
2,715.62	8/22/2004	Payroll	City Councillors
2,715.62	9/5/2004	Payroll	City Councillors
2,715.62	9/19/2004	Payroll	City Councillors
2,715.62	10/3/2004	Payroll	City Councillors
2,715.62	10/17/2004	Payroll	City Councillors
2,715.62	10/31/2004	Payroll	City Councillors
2,715.62		Payroll	City Councillors
2,715.62		Payroll	City Councillors
64,059.04	TOTAL		<i>% of total City Council budget</i> <b>41.17%</b>
77,500.00	BUDGET	2004 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> <b>82.66%</b>
13,440.96	BALANCE		

<b>MILEAGE REIMBURSEMENT (ACCT: 10001010.61200.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
6.00	1/22/2004	Parking - Kauffman	Petty cash
53.25	2/6/2004	Moss	Petty cash
118.28	2/17/2004	Dixon	Petty cash
79.50	4/6/2004	Price	Petty cash
100.13	5/3/2004	Moss	Petty cash
57.00	5/3/2004	Moss	Petty cash
112.50	5/4/2004	Price	Petty cash
131.25	5/20/2004	Moss	Petty cash
156.00	6/8/2004	Moss	Petty cash
93.00	6/17/2004	Price	Petty cash
67.88	7/6/2004	Price	Petty cash
15.00	8/6/2004	Divia	Petty cash
109.01	8/31/2004	Dixon- March Mileage	Petty cash
124.31	9/1/2004	Dixon- May mileage	Petty cash
174.19	9/1/2004	Dixon- April Mileage	Petty cash
94.50	9/13/2004	Kauffman	Petty cash
146.66	9/27/2004	Dixon- February Mileage	Petty cash
83.25	9/27/2004	Dixon June Mileage	Petty cash
111.53	9/28/2004	Dixon July Mileage	Petty cash
117.38	10/17/2004	Davia Millage August- October	Petty cash
18.00	10/27/2004	Hicks parking CFD Mayor Nite	Petty cash
127.50	11/10/2004	McNally October milleage	Petty cash
133.35	11/22/2004	Dixon- September Milleage	Petty cash
77.25	11/22/2004	Price- September Milleage	Petty cash
89.25	11/22/2004	Price- October Milleage	Petty cash
137.21	11/22/2004	Dixon- August milleage	Petty cash
105.75	11/22/2004	Price- July milleage	Petty cash
70.88	11/22/2004	Price- August milleage	Petty cash
2,709.81	TOTAL		<i>% of total City Council budget</i> <b>1.33%</b>
2,500.00	BUDGET	2004 REVISED BUDGET (\$900 Original Budget)	<i>% of account budget expended year-to-date</i> <b>108.39%</b>
-209.81	BALANCE		

<b>MEETING EXPENSES (ACCT: 10001010.61400.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
85.00	1/14/2004	Legislative workshop - Price	Colorado Municipal League
45.00	1/14/2004	"The Women" Performance - Price	League of Women Voters
135.00	1/15/2004	Legislative workshop - Dixon	Colorado Municipal League
12.00	1/21/2004	Jeffco government meeting - Kauffman	Petty cash

**City Council Expenditures  
as of 11/30/2004**

85.00	1/28/2004	Legislative workshop - Kauffman	Colorado Municipal League	
15.97	2/11/2004	Human Services Board Meeting	Petty cash	
52.51	2/15/2004	Rocky Flats meeting - Dixon	City credit card	
6.16	2/15/2004	DOE meeting - Dixon	City credit card	
18.29	2/23/2004	MMCYA reception supplies	Petty cash	
53.15	2/24/2004	MMCYA reception supplies	Petty cash	
10.00	2/27/2004	Parking for CML meeting - Price	Petty cash	
86.19	2/29/2004	Lunch with U.S. Rep. Udall - Dixon	City credit card	
83.70	3/9/2004	1/28 ADCOG dinner, 6 councillors	City of Federal Heights	
-20.00	3/9/2004	2/25 ADCOG dinner, CML's payment	City of Westminster	
-40.00	3/9/2004	2/25 ADCOG dinner, Adams County's payment	City of Westminster	
-160.00	3/9/2004	2/25 ADCOG dinner, Commerce City payment	City of Westminster	
-120.00	3/9/2004	2/25 ADCOG dinner, Federal Heights' payment	City of Westminster	
-20.00	3/9/2004	2/25 ADCOG dinner, DRCOG's payment	City of Westminster	
-40.00	3/9/2004	2/25 ADCOG dinner, Broomfield's payment	City of Westminster	
-20.00	3/9/2004	2/25 ADCOG dinner, Arvada's payment	City of Westminster	
5.00	4/22/2004	Parking at CML - Dixon	Petty cash	
179.70	4/26/2004	3/24 ADCOG dinner	Adams County	
125.00	5/5/2004	4/28 ADCOG dinner for 5 councillors	City of Arvada	
13.83	5/6/2004	Mayor/Councillors' Breakfast	Petty cash	
131.51	5/17/2004	Mexican Consulate lunch	Petty cash	
240.50	5/31/2004	Adams County Executive Committee	City credit card	
571.20	5/31/2004	2/25 ADCOG Dinner (Westminster hosted)	City credit card	
1,120.00	5/31/2004	Council Strategic Planning Retreat	City credit card	
50.00	6/14/2004	Children's Day Dinner - Moss	City credit card	
22.63	6/14/2004	Rocky Flats meeting - Dixon	City credit card	
54.00	6/16/2004	5/26 ADCOG dinner	City of Brighton	
2,970.00	8/4/2004	Dining gift certificates, Board of Commissioners	Sinks-Links LLC	
150.00	8/11/2004	ADCOG Dinner (TK, JP, BH, DD, CD, SD)	City of Aurora	
55.00	8/31/2004	McNally Sate Luncheon	City credit card	
-48.50	8/31/2004	Refund- LR Grill planning dinner	City credit card	
36.00	9/1/2004	Human Services Dixon-McNally Annual Tea	City credit card	
125.00	9/1/2004	ADCOG Dinner	City of Broomfield	
265.01	9/1/2004	Lyle Summak retreat	Sinks-Links LLC	
35.49	9/13/2004	Food- employee appreciation week	City credit card	
17.44	9/13/2004	Dixon Rocky Flats meeting	City credit card	
15.00	9/15/2004	McNally- community Breakfast	Adams 12 five star school	
18.00	9/15/2004	Price- Ticket Reimbursement	Petty cash	
157.18	9/21/2004	Budget Retreat dinner supplies	Petty cash	
8.00	9/24/2004	Dixon- parking	Petty cash	
9.13	9/30/2004	Dixon RFCLOG meeting	City credit card	
68.00	9/30/2004	Dixon, gas for fire truck to Colorado Springs	City credit card	
-120.00	10/1/2004	Legacy Grill reimbursement gift certificates	Petty cash	
21.95	10/13/2004	Kaufman CML District Dinner 9/29/04	City of Thornton	
14.50	10/16/2004	Kaufman COW Trail Stampede	City credit card	
11.52	10/20/2004	Dixon food for RFCLOG meeting	Petty cash	
115.00	11/10/2004	ADCOG Dinner on 10/27/04	City of Federal Heights	
6,705.06	TOTAL		<i>% of total City Council budget</i>	4.52%
8,510.00	BUDGET	2004 REVISED BUDGET (\$10,510 Original Budget)	<i>% of account budget expended year-to-date</i>	78.79%
1,804.94	BALANCE			

<b>CAREER DEVELOPMENT (ACCT: 10001010.61800.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
701.59	2/29/2004	Travel reconciliations for US 36 D.C. trip	McNally
214.57	3/17/2004	NLC Congressional City, D.C. (lodging \$262.21, meals \$38.36, other \$105.00)	Moss
2,222.27	3/24/2004	NLC Congressional City, D.C. (lodging \$1,115.75, registration \$630.00, airfare \$258.20)	Kauffman
2,130.53	4/26/2004	NLC Congressional City, D.C. (registration \$480.00, Lodging \$1,061.15, airfare \$258.20)	Dittman
2,211.89	4/26/2004	NLC Congressional City, D.C. (registration \$570.00, lodging \$1,059.15, airfare \$258.20)	Price
1,503.58	4/27/2004	NLC Congressional City, D.C. (registration \$385.00, lodging \$615.43, airfare \$298.20)	Hicks
194.71	4/27/2004	NLC Congressional City, D.C. (continuation of reimbursement, see above)	Hicks
1,912.32	5/31/2004	NLC Congressional City, D.C. (registration \$670.00, lodging \$847.32, airfare \$238.20)	McNally
2,904.19	5/31/2004	NLC/ECA (registration \$1,270.98, airfare \$258.20, transportation \$229.10)	Dixon

**City Council Expenditures  
as of 11/30/2004**

668.20	5/31/2004	NLC (documentation being processed)	Moss	
50.00	5/31/2004	ICSC Membership - Kauffman	City credit card	
2,500.00	6/10/2004	Dixon ECA	ECA	
1,408.29	6/15/2004	ICSC, Las Vegas (lodging \$262.21, meals \$38.36, other \$105.00)	Kauffman	
50.00	6/16/2004	Hicks membership for National Black Caucus of Local Elected Officials	National League of Cities	
877.72	6/30/2004	Department of Energy Transportation External Coordination Conference, Albuquerque - Dixon (lodging \$241.58, airfare \$386.70, local transportation \$116.60)	Science Application International Corp.	
940.25	7/7/2004	McNally Conference Steamboat (Registration- \$340.00, Lodging- \$455.00, Meals- \$11.00, Millage-\$134.25	City credit card	
512.97	7/12/2004	Dixon CML Conference- (Registration- \$291.00, Meals- \$185.57	City credit card	
973.22	7/12/2004	Price CML Conference (Registration- \$340, Lodging- \$470.86, Milage- \$132, Food- \$30.36)	City credit card	
1,163.35	7/12/2004	Kaufman CML Conference (Registration- \$375, Lodging- \$644.40, Millege- \$134.25, Meals- \$9.70	City credit card	
511.43	7/12/2004	Hicks CML- Conference (Registration- \$222.00, Lodging- \$227.50, Meals- \$61.93)	City credit card	
-105.51	10/5/2004	Dixon ECA- 7/21	Petty Cash	
278.76	10/20/2004	NLC Conference airfare reimbursement	Tim Kauffman	
23,824.33	TOTAL		<i>% of total City Council budget</i>	<i>18.65%</i>
35,104.00	BUDGET	2004 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	<i>67.87%</i>
11,279.67	BALANCE			

<b>TELEPHONE</b>			
<b>(ACCT: 10001010.66900.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
30.92	1/15/2004	Fax line for January - Hicks	Petty cash
25.40	1/16/2004	Fax line for January - McNally	Petty cash
28.57	1/21/2004	Fax line for January - Dittman	Qwest Communications
31.11	2/3/2004	Fax line for January - Kauffman	Qwest Communications
30.35	2/3/2004	Fax line for January - Dixon	Qwest Communications
74.14	2/4/2004	Fax line for January & February - Moss	Qwest Communications
25.59	2/6/2004	Fax line for February - McNally	Petty cash
35.00	2/9/2004	Cell reimbursement for January - Hicks	Petty cash
30.92	2/9/2004	Fax line for February - Hicks	Petty cash
33.20	2/12/2004	Fax line for February - Dittman	Qwest Communications
182.02	2/15/2004	Fax line for January - Price	City credit card
35.00	2/18/2004	Cell reimbursement for January - Price	Petty cash
27.22	2/29/2004	Fax line for February - Price	City credit card
35.00	3/2/2004	Cell reimbursement for February - Hicks	Petty cash
30.92	3/2/2004	Fax line for March - Hicks	Petty cash
34.49	3/2/2004	Fax line for February - Dixon	Qwest Communications
25.67	3/2/2004	Fax line for February - Kauffman	Qwest Communications
31.93	3/9/2004	Fax line for March - Moss	Qwest Communications
37.23	3/15/2004	Fax line for March - Dittman	Qwest Communications
25.59	3/23/2004	Fax line for March - McNally	Petty cash
27.13	3/31/2004	Fax line for March - Price	City credit card
35.49	3/31/2004	Fax line for March - Dixon	Qwest Communications
25.69	3/31/2004	Fax line for March - Kauffman	Qwest Communications
32.94	4/6/2004	Fax line for April - Moss	Qwest Communications
35.00	4/8/2004	Cell reimbursement for March - Hicks	Petty cash
30.92	4/8/2004	Fax line for April - Hicks	Petty cash
70.00	4/8/2004	Cell reimbursement for January & February - Dittman	Petty cash
99.69	4/8/2004	Cell reimbursement for Oct-Dec 2003 - Dittman	Petty cash
38.26	4/13/2004	Fax line for April - Dittman	Qwest Communications
35.00	4/14/2004	Cell reimbursement for March - Price	Petty cash
25.59	4/21/2004	Fax line for April - McNally	Petty cash
35.00	5/3/2004	Cell reimbursement for May - Hicks	Petty cash
30.92	5/3/2004	Fax line for May - Hicks	Petty cash
35.49	5/4/2004	Fax line for April - Dixon	Qwest Communications
25.69	5/4/2004	Fax line for April - Kauffman	Qwest Communications
32.94	5/5/2004	Fax line for May - Moss	Qwest Communications
35.00	5/11/2004	Cell reimbursement for April - Price	Petty cash
25.59	5/11/2004	Fax line for May - McNally	Petty cash
38.27	5/12/2004	Fax line for May - Dittman	Qwest Communications
27.16	5/15/2004	Fax line for April - Price	City credit card
35.50	6/2/2004	Fax line for May - Dixon	Qwest Communications
25.70	6/2/2004	Fax line for May - Kauffman	Qwest Communications



**City Council Expenditures  
as of 11/30/2004**

25.59	6/8/2004	Fax line for June - McNally	Petty cash	
30.92	6/8/2004	Fax line for June - Hicks	Petty cash	
35.00	6/8/2004	Cell reimbursement for June - Hicks	Petty cash	
31.27	6/9/2004	Fax line for June - Moss	Qwest Communications	
35.00	6/14/2004	Cell reimbursement for June - Hicks	Petty cash	
36.59	6/14/2004	Fax line for June - Dittman	Qwest Communications	
30.92	7/1/2004	Hix Fax line- June	Petty cash	
35.00	7/1/2004	Cell reimbursement for July - Hicks	Petty cash	
24.18	7/7/2004	Fax line for June- Dixon	Qwest Communications	
33.82	7/7/2004	Fax line for June- Kauffman	Qwest Communications	
25.59	7/9/2004	Fax line for July- McNally	Petty cash	
38.12	7/13/2004	Fax line for July- Dittman	Qwest Communications	
27.16	7/15/2004	Fax line for May-correction- Price	City credit card	
25.65	7/15/2004	Fax line for June-correction- Price	City credit card	
35.00	7/16/2004	Cell reimbursement for July- Price	Petty cash	
105.00	7/26/2004	Cell reimbursement May, June, July- Dittman	Petty cash	
17.78	7/28/2004	Faxline for Moss through 7/5/04	Qwest Communications	
35.00	8/3/2004	Cell reimbursement for July- Hicks	Petty cash	
30.92	8/3/2004	Faxline for Hicks 7/24/04-8/25/04	Petty cash	
25.71	8/3/2004	Faxline for Dixon 7/19-8/19	Qwest Communications	
35.31	8/3/2004	Faxline for Kaufman 7/19- 8/19	Qwest Communications	
6.00	8/6/2004	Internet reimbursement- Davia- July	Petty cash	
37.11	8/11/2004	Faxline for Dittman- July	Qwest Communications	
27.18	8/15/2004	Fax Line for July - Price	City credit card	
7.00	8/17/2004	Cell reimbursement for July- Davia	Petty cash	
35.00	8/17/2004	Cell reimbursement for July- Price	Petty cash	
25.62	8/17/2004	Fax line for August- McNally	Petty cash	
70.00	8/25/2004	Cell reimbursement for June/ August- Dixon	Petty cash	
23.49	9/1/2004	Fax line for August- Hicks	Petty cash	
35.00	9/1/2004	Cell reimbursement- Hicks, August	Petty cash	
35.00	9/1/2004	Cell reimbursement- Dixon, May	Petty cash	
35.00	9/1/2004	Cell reimbursement- Dixon, July	Petty cash	
35.00	9/13/2004	Cell reimbursement for August- Kauffman	Petty cash	
38.16	9/14/2004	Fax line for August- Dittman	Qwest Communication	
25.62	9/16/2004	Fax line for Price- August	Petty cash	
35.00	9/16/2004	Cell reimbursement for August- Price	Petty cash	
34.75	9/28/2004	Kaufman- September fax reimbursement	Qwest Communication	
24.66	9/29/2004	Dixon August fax line reimbursment	Qwest Communication	
27.18	9/30/2004	Price- Fax line charges	City credit card	
35.00	10/1/2004	Hicks- September cell reimbursement	Petty cash	
30.92	10/1/2004	Hicks- September fax line reimbursement	Petty cash	
35.00	10/5/2004	Kaufman September cell reimbursement	Petty cash	
25.71	10/5/2004	Kaufman fax line reimbursemet	Qwest Communication	
35.39	10/7/2004	Dixon September fax line reimbursment	Qwest Communication	
35.00	10/13/2004	Price- September cell reimbursement	Petty cash	
38.16	10/13/2004	Dittman- October fax line reimbursement	Qwest Communication	
25.62	10/20/2004	McNally fax line reimbursement	Petty cash	
27.18	10/20/2004	Price- faxline October	City credit card	
36.00	10/27/2004	Davia- Fax reimbursement Aug- Oct.	Petty cash	
35.80	11/2/2004	Dixon- Fax line October 18- November 18	Qwest Communications	
25.71	11/2/2004	Kauffman- Fax line October 18- November 18	Qwest Communications	
25.62	11/3/2004	McNally fax line reimbursement- October	Petty cash	
23.90	11/4/2004	Hicks- October reimbursement for internet	Petty cash	
35.00	11/4/2004	Hicks- October reimbursement for cell phone	Petty cash	
30.92	11/4/2004	Hicks- October reimbursement for fax line	Petty cash	
35.00	11/9/2004	Kauffman- cell phone reimbursement for October	Petty cash	
38.16	11/10/2004	Dittman- November Fax line reimbursement	Qwest Communications	
35.00	11/19/2004	Price- October cell phone reimbursement	Petty cash	
3,498.63	TOTAL		<i>% of total City Council budget</i>	2.28%
4,300.00	BUDGET	2004 REVISED BUDGET (\$6,300 Original Budget)	<i>% of account budget expended year-to-date</i>	81.36%
801.37	BALANCE			

<b>SPECIAL PROMOTIONS</b>		<b>(ACCT: 10001010.67600.0000)</b>	
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
200.00	3/10/2004	After-Prom party contribution, unbudgeted	Jefferson Academy
1,000.00	3/24/2004	Donation (approved during budget's citizen requests process)	Light for Life
100.00	3/29/2004	2004 banquet sponsorship, unbudgeted	Metro North Chamber of Commerce
250.00	3/31/2004	Open House on the Hill sponsorship	Bellevue Christian School
500.00	4/7/2004	After-Prom party contribution for WHS, unbudgeted	Adams County School District 50
200.00	5/5/2004	Deposit for We're All Ears Event	Jules Gourmet Café
600.00	6/14/2004	Council Sponsorship- Golf Tournament	Children's Outreach Therapeutic
1,000.00	6/16/2004	Recognition and awards banquet	Westminster Public Safety Recognition Foundation

**City Council Expenditures  
as of 11/30/2004**

250.00	7/22/2004	Recognition of Ms. Wheelchair Colorado	Jennifer Siegle	
500.00	7/28/2004	Golf Tournament contribution	Higher Ground Youth	
500.00	9/22/2004	2004 Moonlight Gala	Adams County Historical Society	
280.00	10/31/2004	Wines Around the World	City Credit Card	
35.00	10/31/2004	Kauffman- Wines Around the World	City Credit Card	
250.00	11/10/2004	Human Services- Kieldascope youth trip to DC	CASA of Adams County and Broomfield	
5,665.00	TOTAL		% of total City Council budget	3.19%
6,000.00	BUDGET	2004 APPROVED BUDGET	% of account budget expended year-to-date	94.42%
335.00	BALANCE			

**LEASE PAYMENTS TO OTHERS (ACCT: 10001010.67700.0000)**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
4,351.00	1/31/2004	Computer lease	Computer Lease Program	
4,351.00	TOTAL		% of total City Council budget	2.31%
4,351.00	BUDGET	2004 APPROVED BUDGET	% of account budget expended year-to-date	100.00%
0.00	BALANCE			

**OTHER CONTRACTUAL SERVICE (ACCT: 10001010.67800.0000)**

EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
20.00	1/20/2004	Internet service for January - Kauffman	Petty cash	
200.00	2/4/2004	After-Prom party contribution	Horizon High School	
200.00	2/4/2004	After-Prom party contribution	Pomona High School	
23.90	2/9/2004	Internet service for January - Hicks	Petty cash	
20.00	2/11/2004	Internet service for February - Kauffman	Petty cash	
85.00	2/12/2004	Renewal of Council advertisement in WHS sports calendar	DBR Publishing Company	
23.90	2/15/2004	Internet service for January - Dittman	City credit card	
29.23	2/15/2004	Internet service for January - Dixon	City credit card	
600.00	2/17/2004	After-Prom party contribution	Standley High School	
500.00	2/18/2004	Annual golf tournament sponsorship	Front Range Community College	
2.95	2/29/2004	Internet service for February - Dixon	City credit card	
23.90	2/29/2004	Internet service for February - Dixon	City credit card	
23.90	2/29/2004	Internet service for February - Dittman	City credit card	
23.90	3/2/2004	Internet service for February - Hicks	Petty cash	
500.00	3/17/2004	Golf tournament sponsorship, June 2	Metro North Chamber of Commerce	
2,500.00	3/17/2004	Charity Ball sponsorship	Westminster Rotary Club	
2,500.00	3/24/2004	Kicks for Kids sponsorship	Colorado Rapids	
1,200.00	3/29/2004	Reverse pre-paid expenses, annual banquet sponsorship	Metro North Chamber of Commerce	
20.00	3/31/2004	Internet service for March - Kauffman	Petty cash	
23.90	3/31/2004	Internet service for March - Dittman	City credit card	
20.00	4/6/2004	Internet service for April - Kauffman	Petty cash	
20.00	4/6/2004	Internet service for April - Kauffman	Petty cash	
165.00	4/7/2004	McNally- Registration awards dinner	Denver Regional Council of Governments	
1,225.00	4/7/2004	Five Star Gala Contribution	Adams Twelve Five Star Schools	
23.90	4/8/2004	Internet service for March - Hicks	Petty cash	
2.95	4/13/2004	Internet service for March - Dixon	City credit card	
23.90	4/13/2004	Internet service for March - Dixon	City credit card	
89.00	4/15/2004	Renewal of Council advertisement in WHS sports calendar	DBR Publishing Company	
6,000.00	4/19/2004	Sponsor contribution	Westminster Community Artist Series	
21.75	4/20/2004	Print Shop Charges-April	City of Westminster	
23.90	5/3/2004	Internet service for April - Hicks	Petty cash	
20.00	5/4/2004	Internet service for April - Kauffman	Petty cash	
500.00	5/11/2004	2004 BRI Paint-a-thon Sponsor	Brothers Redevelopment, Inc.	
2.95	5/15/2004	Internet service for April - Dixon	City credit card	
23.90	5/15/2004	Internet service for April - Dixon	City credit card	
1.15	5/15/2004	Internet service for April - Dixon	City credit card	
23.90	5/15/2004	Internet service for April - Dittman	City credit card	
23.90	5/31/2004	Internet service for April - Price	City credit card	
23.90	5/31/2004	Internet service for May - Dittman	City credit card	
20.00	6/8/2004	Internet service for May - Kauffman	City credit card	
23.90	6/8/2004	Internet service for May - Hicks	City credit card	
500.00	6/10/2004	Golf Tournament sponsorship	Adams County School District #12	
200.00	6/10/2004	Graduation Issue, 5/20-5/21	Metro North Newspapers	
120.00	6/11/2004	Print Shop Charges-May	City of Westminster	
23.90	6/14/2004	Internet service for May - Price	City credit card	
2.95	6/14/2004	Internet service for April - Dixon	City credit card	
23.90	6/14/2004	Internet service for April - Dixon	City credit card	
500.00	6/16/2004	Mary Bennet Memorial Golf Tournament	Hyland Hills Foundation	
300.00	6/23/2004	County Fair and Rodeo guide contribution for Adco	Community Newspapers	
23.90	6/30/2004	Internet service for June- Price	City credit card	
23.90	6/30/2004	Internet service for June - Dittman	City credit card	
2.95	6/30/2004	Internet service for May - Dixon	City credit card	

**City Council Expenditures  
as of 11/30/2004**

23.90	6/30/2004	Internet service for May - Dixon	City credit card	
23.90	7/1/2004	Internet service for June- Hicks	Petty cash	
-975.00	7/12/2004	Reimbursement for Water World Tickets- employees	Petty cash	
20.00	7/13/2004	Internet Service for June- Kauffman	Petty cash	
45.00	7/21/2004	We're All Ears buttons	Shane Sales	
1,110.00	7/28/2004	We're All Ears- corn and ice cream for event	Jules Catering	
174.00	7/28/2004	Canopy and tables for We're All Ears	Fun Service Inc.	
4,733.47	7/28/2004	Council/ CMO Consultants- Strategic Planning	Lyle Sumek & Associates	
2,475.00	7/28/2004	Water World Tickets	Community Education Foundation	
23.90	8/3/2004	Internet service for July- Hicks	Petty cash	
93.00	8/4/2004	Ed Moss Reception- additional expenses for table cloths	Area Rent-Alls	
910.00	8/11/2004	We're All Ears- corn and ice cream for event	Jules Catering	
174.00	8/11/2004	Canopy and tables for We're All Ears	Fun Service Inc.	
188.00	8/11/2004	Public meeting advertisement	Metro North Newspapers	
23.90	8/15/2004	Internet service for July - Dittman	City credit card	
35.00	8/16/2004	Annual CC charge- Hicks	City credit card	
23.90	8/17/2004	Internet service for July- Price	City credit card	
2.95	8/18/2004	Internet service for July - Dixon	City credit card	
23.90	8/19/2004	Internet service for July - Dixon	City credit card	
30.00	8/17/2004	Internet service for August - Davia	Petty cash	
208.00	8/18/2004	Official photos for Davia	Cronin Photography	
750.00	8/24/2004	Quarter page in newspaper	Metro North Newspapers	
68.33	8/25/2004	Tent rental for Westminster Faire	Fun Service Inc.	
2,500.00	8/26/2004	Golf Tournamnet Gold sponsor	Westminster Rotary Club	
23.90	9/1/2004	Internet service for August- Hicks	Petty cash	
500.00	9/1/2004	MMCYA Banquet	Adams County MMCYA	
2,500.00	9/1/2004	2004 Crystal Ball Contribution	Jefferson Foundation	
220.00	9/1/2004	Adams County Faire Guide advertisement	Metronorth Newspapers	
20.00	9/13/2004	Internet Service for September- Kauffman	Petty cash	
1,000.00	9/13/2004	Suuport to WSTC	Westminster Spotlight Theatre Center	
126.00	9/22/2004	Fall sports preview advertisement	Metro North Newspapers	
775.00	9/22/2004	Ad for Arvada Centinal	Sentinal and Transcript news	
4.15	9/30/2004	Internet service for August - Dixon	City credit card	
23.90	9/30/2004	Internet service for August - Dittman	City credit card	
23.90	9/30/2004	Internet service for August - Dixon	City credit card	
-35.00	9/30/2004	Hicks annual credit card fee reimbursement	City credit card	
23.90	9/30/2004	Internet service for August- Price	City credit card	
23.90	10/1/2004	Hicks- September AOL charges	Petty cash	
20.00	10/5/2004	Internet service for October- Kauffman	Petty cash	
23.90	10/20/2004	Internet service for September- Price	City credit card	
23.90	10/20/2004	Internet service for September- Dittman	City credit card	
750.00	10/20/2004	Metro North Chamber Directory charges	Metro North Newspapers	
70.00	10/27/2004	Internet service for Davia- August through October	Petty Cash	
20.00	11/9/2004	Internet Service for November- Kauffman	Petty cash	
37,343.68	TOTAL		<i>% of total City Council budget</i>	20.75%
39,070.00	BUDGET	2004 REVISED BUDGET (\$38,730 Original Budget)	<i>% of account budget expended year-to-date</i>	95.58%
1,726.32	BALANCE			

<b>Supplies (ACCT: 10001010.70200.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
194.94	1/29/2004	Printer cartridges for Council	Associated Office Products
140.75	2/24/2004	Fax machine toner for Council	Ram Computer Supply
198.68	3/2/2004	Recognition plaques for MMCYA	Presenta Plaque
53.18	3/15/2004	Plates and cups	Petty cash
189.90	3/17/2004	Council gallery framing	Creative Framing
252.63	3/31/2004	Strategic planning retreat supplies	Associated Office Products
35.00	4/13/2004	Volunteer recognition lunch supplies	The Senior Hub
432.15	4/20/2004	Print shop charges- April	City of Westminster
3.35	5/24/2004	File folders	Petty cash
206.75	5/25/2004	Fax toner for three councillors	Ram Computer Supply
174.92	5/26/2004	Prints and framing for Hellbush retirement	Petty cash
-69.00	6/9/2004	Dixon contribution for Hellbush gift	Petty cash
282.00	6/11/2004	Print Shop Charges- May	City of Westminster
-23.00	6/11/2004	Moss - contribution for Hellbush gift	Petty cash
-46.00	6/15/2004	Hicks & Price contribution for Hellbush gift	Petty cash
54.03	6/18/2004	Picture frames	Petty cash
-23.00	6/22/2004	Kauffman - contribution for Hellbush gift	Petty cash
68.23	6/22/2004	Binders	Associated Office Products
11.42	6/23/2004	Cards	Petty cash
16.12	6/23/2004	Moss present from Council	Associated Office Products
87.66	6/23/2004	General office supplies	Associated Office Products
9.54	6/23/2004	General office supplies	Associated Office Products

**City Council Expenditures  
as of 11/30/2004**

15.00	6/23/2004	Badges, emblems and name tags for Mayor McNally	Signs By Tomorrow	
26.57	7/2/2004	Supplies	Petty cash	
99.85	7/2/2004	Supplies- Moss reception	Petty cash	
62.50	7/7/2004	Bartender for Moss reception	Petty cash	
79.08	7/9/2004	McNally reception- supplies	Petty cash	
16.20	7/12/2004	centerpiece for McNally reception	Petty cash	
79.78	7/14/2004	Booth items- We're All Ears	Petty cash	
205.00	7/14/2004	McNally New mayor reception- Cheesecakes	Cheesecake and Such	
-115.00	7/19/2004	Moss gift	Petty cash	
15.00	7/19/2004	Badges, emblems and name tags for Davia and Kauffman	Signs By Tomorrow	
3.24	7/24/2004	Cards- Muser	Petty cash	
83.27	7/21/2004	Office supplies- general for City Council	Associated Office Products	
103.96	7/28/2004	Office supplies- Davia fax/ printer cartridges	Associated Office Products	
340.00	7/28/2004	Banners for We're All Ears events	Signs By Tomorrow	
-23.00	8/3/2004	Hicks- Reimbursement for Moss gift	Petty cash	
15.00	8/3/2004	Price/ Kauffman extra name tags	Signs By Tomorrow	
112.11	8/3/2004	Four seasons- Frame	Creative Framing	
278.80	8/31/2004	Print Shop Charges- August	City of Westminster	
54.10	8/31/2004	Cables for Davia	City Credit Card	
-54.10	8/31/2004	returned cables for Davia	City Credit Card	
8.14	9/8/2004	Packing supplies- McNally	Petty cash	
41.02	9/15/2004	COW caps for Westminster Faire	Shane Sales	
316.95	9/15/2004	Photo gallery update	Creative Framing	
7.50	9/22/2004	Davia- name tag	Signs By Tomorrow	
43.18	9/27/2004	Supplies- Council dinner	Petty cash	
500.00	9/30/2004	Faire ballons	Bedazzelled ballon production	
71.09	10/28/2004	Cartridge supplies- Price	Associated Office Products	
71.98	10/28/2004	Cartridge supplies- Dixon	Associated Office Products	
1,088.00	10/31/2004	Print shop charges	City of Westminster	
71.98	11/16/2004	Two replacement printer cartridges	Associated Office Products	
5,867.45	TOTAL		<i>% of total City Council budget</i>	3.22%
6,065.00	BUDGET	2004 REVISED BUDGET (\$5,265 Original Budget)	<i>% of account budget expended year-to-date</i>	96.74%
197.55	BALANCE			

<b>FOOD (ACCT: 10001010.70400.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
95.07	1/15/2004	Council dinner, January 5	Petty cash
64.80	1/21/2004	Grocery staples	A&R Services
71.09	1/22/2004	Council dinner, January 12	Petty cash
62.00	2/6/2004	Council dinner, February 2	Petty cash
12.43	2/6/2004	Mayor/Council Breakfast February 3	Petty cash
57.68	2/6/2004	Council dinner, January 26	Petty cash
94.02	2/10/2004	Council dinner, February 9	Petty cash
72.26	2/24/2004	Council dinner, February 23	Petty cash
12.45	3/2/2004	Council dinner, March 2	Petty cash
84.44	3/2/2004	Council dinner, March 3	Petty cash
93.94	3/16/2004	Council Dinner March 15	Petty cash
48.41	3/23/2004	Council Dinner March 22	Petty cash
64.80	3/23/2004	Grocery staples	A&R Services
73.11	4/6/2004	Council dinner April 5	Petty cash
70.35	4/14/2004	Council dinner April 12	Petty cash
64.80	4/26/2004	Grocery staples	A&R Services
46.60	4/27/2004	Council Dinner April 27	Petty cash
76.00	5/4/2004	Council Dinner May 3	Petty cash
103.90	5/11/2004	Council Dinner May 10	Petty cash
59.90	5/18/2004	Council Dinner May 17	Petty cash
100.80	5/20/2004	Grocery staples	A&R Services
82.75	5/27/2004	Council Dinner May 24	Petty cash
62.43	6/8/2004	Council Dinner June 7	Petty cash
60.00	6/15/2004	Council Dinner June 14	Petty cash
68.67	6/22/2004	Council Dinner June 21	Petty cash
77.51	6/29/2004	Council Dinner June 28	Petty cash
438.24	7/7/2004	Moss Reception	Petty cash
29.16	7/9/2004	Moss reception	Petty cash
28.79	7/12/2004	Moss reception- cakes	Petty cash
73.52	7/13/2004	Council Dinner July 12	Petty cash
108.00	7/14/2004	Grocery staples	A&R Services
70.00	7/20/2004	Council Dinner July 19	Petty cash
62.72	7/21/2004	Councilor interview dinner	Petty cash
45.50	7/27/2004	Council Dinner August 3	Petty cash
52.45	8/3/2004	Council Dinner August 3	Petty cash
73.61	8/10/2004	Council Dinner August 9	Petty cash

**City Council Expenditures  
as of 11/30/2004**

37.56	8/16/2004	Mayor/ Council Breakfast August 12	Petty cash	
48.25	8/17/2004	Council Dinner August 16	Petty cash	
49.42	8/27/2004	Interview dinner	Petty cash	
75.17	8/31/2004	Council Dinner August 23	Petty cash	
43.20	9/1/2004	Grocery staples	A&R Services	
50.51	9/3/2001	Council Dinner- August 30	Petty cash	
-6.55	9/14/2004	Reimbursement of petty cash	Petty cash	
15.00	9/14/2004	Council food	Petty cash	
90.25	9/14/2004	Council Dinner September 13	Petty cash	
50.00	9/21/2004	Budget retreat dinner night 2	Petty cash	
43.20	9/22/2004	Grocery staples	A&R Services	
48.66	9/28/2004	Council Dinner	Petty cash	
92.01	10/5/2004	Council Dinner	Petty cash	
39.32	10/11/2004	Mayor/ Council Breakfast October 7	Petty cash	
72.00	10/11/2004	Grocery staples	A&R Services	
65.00	10/12/2004	Council Dinner	Petty cash	
60.00	10/19/2004	Council Dinner	Petty cash	
107.07	10/26/2004	Council Dinner	Petty cash	
-3.20	11/3/2004	CMAA reimbursement for soda pop	Petty cash	
74.75	11/3/2004	Council Dinner for November 1	Valente's Deli/ Bakery	
41.49	11/10/2004	Council Dinner for November 8	Petty cash	
28.23	11/10/2004	Council Dinner for November 9	Petty cash	
49.83	11/16/2004	Council Dinner for November 15	Petty cash	
39.25	11/16/2004	Dinner for Boards and Commissions interviews	Petty cash	
57.60	11/17/2004	Grocery staples	A&R Services	
4,030.22	TOTAL		<i>% of total City Council budget</i>	2.28%
4,300.00	BUDGET	2004 REVISED BUDGET (\$3,600 Original Budget)	<i>% of account budget expended year-to-date</i>	93.73%
269.78	BALANCE			

<b>OTHER EQUIPMENT</b>		<b>(ACCT: 10001010.76000.0000)</b>		
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>	
556.42	8/12/2004	fax/printer for Davia	Petty cash	
556.42	TOTAL		<i>% of total City Council budget</i>	0.30%
560.00	BUDGET	2004 REVISED BUDGET (\$0 Original Budget)	<i>% of account budget expended year-to-date</i>	99.36%
3.58	BALANCE			

<b>188,260.00</b>	<b>TOTAL 2004 CITY COUNCIL BUDGET</b>
<b>-158,610.64</b>	<b>TOTAL 2004 YTD (as of November 30, 2004) CITY COUNCIL EXPENDITURES</b>
<b>29,649.36</b>	<b>BALANCE</b>
<b>84.25%</b>	<b>PERCENT OF BUDGET EXPENDED YTD</b>