

**City of Westminster City Council Study Session
June 5, 2006**

Mayor McNally called the Study Session to order at 6:35 PM. All Council was in attendance except for Tim Kauffman who is out of town.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Police Chief Dan Montgomery; Neighborhood Services Administrator Janice Kraft; Lead Code Enforcement Officer Joy Tallarico; Assistant City Attorney I Eugene Mei; Code Enforcement Officer Lynell Keefer; Code Enforcement Officer Kinza Burney; Depute Police Chief Mike Cressman; Lead Prosecuting Attorney Kimberly Kauffman; Public Information Specialist Carol Jones; Management Intern Aric Otzelberger; Assistant to the City Manager Barbara Opie; Sales Tax Manager Barb Dolan; Sales Tax Auditor Josh Pens; City Engineer Dave Downing; Court Administrator Carol Barnhardt; Finance Director Tammy Hitchens; Accountant Sam Trevino; Accounting Manager Cherie Sanchez; Assistant City Attorney II Leslie Annand; and Administrative Secretary Melissa Salazar.

The guests in attendance were Evie Hemphill with the Westminster Window, Chris Biel, Chairman of the Board of Adjustments, Jane Fancher, Karen Harden, and Mike Litzau.

Property Related Code Enforcement Revisions

Police Department Code Enforcement Officers enforce a variety of sections from the Municipal Code that regulate property conditions, use, and maintenance. The community-at-large most commonly associates code enforcement with regulations pertaining to weeds, junk vehicles, trash and debris, snow and ice removal and graffiti. Code Enforcement actually has many more components such as signs, zoning, sidewalk obstructions, excavations, garage sales, accessory structures, illegal dumping, littering, parking complaints, compost piles, fencing, solicitors, storage units, wood burning violations, and home occupation licenses. Furthermore, Code Enforcement Officers can assist the City Clerk's Office with potential business license violations and inspections for renewing special permits; Sales Tax for sales tax violations; and Environmental Services for illegal dumping into the storm sewer systems.

Chief Dan Montgomery, Janice Kraft and PD Staff proposed clarifications of language to make the code more easily understood by property owners and modifications to the existing code to address conditions Code Enforcement Officers are asked to correct that are not adequately regulated. The most significant change deals with instituting a penalty assessment citation with appeals being heard by the Board of Adjustment and Appeals or an Administrative Hearing Officer.

Council was concerned with the proposed requirement for a property owner to remove graffiti within 14 days because of elderly people; people who cannot afford to remove graffiti every week; etc. Also, Council wants Staff to develop ways for community input regarding the proposed changes.

2005 Comprehensive Annual Financial Report and Management Letter

Every year Finance staff prepares a CAFR and contracts with an independent auditor to perform an audit of the financial statements. The 2005 CAFR received an unqualified opinion from Swanhorst & Company, LLC, the City's independent auditors. An unqualified opinion indicates the financial data of the City is fairly presented according to generally accepted accounting principals.

Finance Staff along with Wendy Swanhorst, Partner and Kyle Logan, Senior Manager, of Swanhorst & Company, LLC (Swanhorst), the City's independent audit firm, presented the 2005 CAFR and Management Letter to City Council for review. The CAFR is scheduled for formal acceptance at the Council meeting on June 12, 2006.

This was a review and discussion for Council only. No action was required.

Mayor McNally adjourned the Study Session at 8:20 PM.