

**City of Westminster City Council Study Session
August 21, 2006**

Mayor McNally called the Study Session to order at 6:40 PM. All Council was in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Community Development Director John Carpenter; Deputy City Manager for Administration Matt Lutkus; Police Chief Dan Montgomery; Assistant to the City Manager Barbara Opie; Fire Chief Jim Cloud; Finance Director Tammy Hitchens; Public Information Officer Katie Harberg; Public Works and Utilities Director Jim Arndt; Parks, Recreation, and Libraries Director Bill Walenczak; IT Scott Rope; Street Operations Manager Roy Porter; Financial Analyst Bob Byerhof; Management Intern Aric Otzelberger.

The guests in attendance were Evie Hemphill with the Westminster Window; and Jane Fancher.

Hyland Village Metropolitan Special District Formation

Staff provided Council with an update regarding preliminary plans for the 170-acre McStain Development proposed for the southwest corner of 98th Avenue and Sheridan. While nothing has been submitted to the Planning Commission yet, McStain seeks to build a new urbanist development with a mixture of owner-occupied townhomes, condos, and single family homes. A small amount of retail is also envisioned. McStain is seeking the ability to form a metropolitan special district (MSD) to implement a special property tax levy to pay for certain services in the development. In order to implement an MSD, Staff needs to develop a preliminary plan for the MSD and the current property owner in the proposed district needs to cast a vote in support of it. Staff requested Council's permission to place this item on the City Council agenda for August 28.

Council directed Staff to place the item on the City Council agenda for August 28th.

Large Item Cleanup Program

At the July 10 Council meeting, Council directed staff to budget for a Large Item Cleanup Program for 2007. Consensus was to provide for entire pickup of the City in 2007, and some level of user pay should be instituted, although the method of collection was left to staff to formulate and implement. At the Study Session, Staff recommended that a \$10 fee be established for users of the program, thus requiring an estimated City contribution of \$110,000 to continue the program. Staff is currently proposing to budget \$180,000 in 2007 and 2008, with anticipated offsetting revenues of \$70,000. Regarding the method of payment collection, participants will either mail in their fee (check or money order) or deliver it to City Hall. A form will be available at City Hall and on-line. Unfortunately, Staff determined that establishing a method of on-line payment is currently not cost-effective.

Council directed Staff to proceed with implementation of a Large Item Cleanup Program in 2007, with partial funding to come from a \$10 fee assessed to users. Staff will start an education process and advertise the new paid requirement through multiple outlets. Staff will also educate users as to options for disposal and enforce volume and types of items to be picked up in an effort to divert waste streams to other appropriate vendors.

Proposed 2008 Operating Budget Priorities City Manager Brent McFall and Assistant City Manager Steve Smithers apprised Council on revenue and expenditure highlights that are preliminarily recommended in the Proposed 2007 and 2008 Budget. Department Heads answered Council's questions regarding operating priorities in the Proposed 2007 and 2008 Budget. No specific decisions were made by City Council. Council's final decisions will be made with the adoption of the 2007/2008 Budget in October. The Proposed Budget for 2007 and 2008 will be submitted to City Council on September 1 for

review. After reviewing the Proposed Budget for several weeks, City Council is scheduled to deliberate at the Budget Retreat on Saturday, September 23 on final funding decisions in regards to staffing levels, programs, services, and capital projects for both fiscal years 2007 and 2008.

Council provided Staff with feedback regarding items related to the proposed 2008 Operating Budget. Council generally agreed with the overall 2008 operating priorities as preliminarily proposed by Staff.

Review of Proposed 2007 and 2008 Capital Improvement Program (CIP) Budget Priorities

City Manager Brent McFall and Assistant City Manager Steve Smithers apprised City Council of what Staff will be proposing in the 2007 and 2008 Capital Improvement Program (CIP) Budgets assuming revenues are sufficient to fund the proposed priorities. Department Heads answered Council's questions regarding particular CIP projects. No specific decisions by City Council were made. Council's final decisions will be made with the adoption of the 2007/2008 Budget in October.

Council provided Staff with feedback on items related to the proposed 2007 and 2008 Capital Improvement Program (CIP). Staff responded to City Council's questions regarding the recommended priority projects. Council generally agreed with the overall 2007 and 2008 capital improvement priorities as preliminarily proposed by Staff.

Mayor McNally adjourned the Study Session at 8:50.