

**City of Westminster City Council Study Session  
December 5, 2005**

Mayor McNally called the Study Session to order at 6:35 PM. All Council was in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Director of Parks, Recreation & Libraries Bill Walenczak; Treasury Manager Bob Smith; Assistant to the City Manager Barbara Opie; Senior Management Analyst Emily Moon; Fire Chief Jim Cloud; Emergency Management Coordinator Mike Reddy; and Administrative Secretary Melissa Salazar.

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

**Possible Combining of the Parks and Recreation Advisory Board and the Library Advisory Board**

Brent McFall introduced Bill Walenczak who briefed Council on the specifics of combining the Parks and Recreation Advisory Board and the Library Advisory Board. The Parks and Recreation Advisory Board is currently made up of seven members and the Library Advisory Board is made up of eight members. Both Boards meet every other month or on rare occasions, once a month if there is a need. Both Boards are staffed by the Department of Parks, Recreation and Libraries. Due to the limited responsibilities of each Board, Staff believes that combining these Advisory Boards is advisable. If Council decided to combine both boards, Staff is recommending allowing all of the current active members to be members of the new board. As members resign through attrition, Staff would recommend not filling those vacancies until the board reaches a size of seven permanent members. Currently, there are three vacancies on the Parks and Recreation Advisory Board and two vacancies on the Library Advisory Board.

Council has agreed that the combining of both boards should be considered further and has directed Staff to pursue this with the boards because they would like to hear how the boards feel about the change. Staff is to come back to Council with the boards' feedback.

**Performance Measurement Report Overview and Discussion**

Brent McFall introduced Emily Moon who provided an overview of the City's Performance Measurement Program and the Take a Closer Look report. The City of Westminster has had a rigorous performance measurement program in place for more than four years. The program's goals are to encourage strategic planning and goal setting, gather meaningful data to help managers make informed decisions, foster critical reasoning throughout the organization, compare the City's accomplishments and practices to other cities, and add an extra layer of credibility to managers' policy recommendations. The performance measurement program also helps employees to better understand how each piece of the City's management framework (i.e., the strategic plan, the mission statement, SPIRIT, individuals' contributions in their daily work, the measurement of performance, and public reporting) leads to systematic achievement of the community's vision.

This discussion was for information only. No Council action was necessary.

**City of Westminster Emergency Management Plan**

Brent McFall introduced Mike Reddy who provided an overview of the City of Westminster Emergency Management Plan. This overview provided an understanding of the "all hazards" approach employed in the emergency management plan, helped City Council understand their role in the event of a major disaster within the community, and provided a quick overview of the National Incident Management

System (NIMS). City Council will be asked to formally adopt NIMS as the incident management system utilized by the City on December 12<sup>th</sup>, 2005.

This discussion was for information only. No Council action was necessary.

Mayor McNally adjourned the Study Session at 8:20 PM to enter into an Executive Session regarding a Development Agreement.