

December 1, 1997
7:00 PM

Notice to Readers: City Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the City Council's part as issues have been discussed by Council previously. Council may defer final action on an item to a future meeting. Members of the audience are invited to speak at the Council meeting. Citizen Communication (item 5) and Citizen Presentations (item 12) are reserved for comments on items not contained on the printed agenda.

- 1. Pledge of Allegiance**
 - 2. Roll Call**
 - 3. Consideration of Minutes of Preceding Meetings**
 - 4. Presentations**
 - A. Jefferson County Children's Advocacy Center Hero Award
 - B. 3CMA SAVVY Award Presentations
 - 5. Citizen Communication (5 minutes or Less in Length)**
 - 6. Report of City Officials**
 - A. City Manager's Report
 - 7. City Council Comments**
- The "Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any citizen wishes to have an item discussed. Citizens then may request that the subject item be removed from the Consent Agenda for discussion separately.
- 8. Consent Agenda**
 - A. Community Gateway Project
 - B. Recreation Center Design Contract
 - 9. Appointments and Resignations**
 - A. Resolution No. 71 Reappointments to Boards & Commissions
 - 10. Public Hearings and Other New Business**
 - A. Resolution No. 72 Adoption of Traffic Calming Policy
 - B. Councillor's Bill No. 85 re Sign Code Amendment
 - C. Amended Agreement with UDFCD for Little Dry Creek Phase C
 - D. Councillor's Bill No. 86 re Federal Block Grant Appropriation
 - E. Councillor's Bill No. 87 re VALE Funded Victim Advocate Position
 - F. Councillor's Bill No. 88 re Special Event Permits Procedures
 - G. Resolution No. 73 re Year End Contingency Transfers
 - H. City Council Assignments for 1998-1999
 - 11. Old Business and Passage of Ordinances on Second Reading**

None
 - 12. Citizen Presentations (5 Minutes + in Length) & Miscellaneous Business**
 - A. City Council
 - B. Request for Executive Session
 1. Real Estate Negotiations on Park Site
 - 13. Adjournment**

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, DECEMBER 1, 1997 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Mayor Heil led Council, Staff and the audience in the Pledge of Allegiance.

ROLL CALL:

Present at roll call were Mayor Heil and Councillors Allen, Atchison, Dixon, Scott and Smith. Also present were William Christopher, City Manager; Martin McCullough, City Attorney; and Michele Kelley, City Clerk. Absent was Mayor Pro Tem Merkel.

CONSIDERATION OF MINUTES:

A motion was made by Allen and seconded by Atchison to accept the minutes of the meeting of November 24, 1997 with no additions or corrections. The motion carried unanimously.

PRESENTATIONS:

Mayor Heil and Vicky Fly, Jefferson County Advocacy Center, presented the "1997 Hero Awards" to Police Chief Dan Montgomery, Captain Matt Raia, Sergeant Bob Dowling, Senior Police Officer Tod Crandall, Detective Bernard VonFeldt and Victim Advocates Amy Morton and Barb Lamanna.

Mayor Heil and COG Coordinator John Marx presented the 3CMA Savvy Award to the COG Leadership Council Advisory Board representatives Susan Nachtrieb and Patti Osborne and COG Team Leaders.

CITY COUNCIL COMMENTS:

Councillor Scott introduced a guest from Senator Wayne Allard's office in Washington, D.C. Councillor Atchison reported on the meeting he attended at Jefferson County and Councillor Dixon attended the Peace Rally held in Denver.

CONSENT AGENDA:

The following items were considered as part of the consent agenda: **Community Gateway Project** - Award a construction Change Order to Randall and Blake, Inc. in the amount of \$63,258, authorize a project budget of \$76,733 which includes contingency, and charge the expense to the appropriate project account in the General Capital Improvement Fund; and, **Recreation Center Design Contract** - Authorize the City Manager to sign a contract with BBB Architects in the amount of \$268,400 for the design of a recreation center adjacent to Westmoor Business Park, authorize a 10% contingency allowance of \$26,840, and charge the expense to the appropriate Parks, Recreation and Libraries project account in the General Capital Improvement Fund.

The Mayor asked if there was any member of Council or anyone from the audience who would like to have any of the consent agenda items removed for discussion purposes or separate vote. There was no request.

A motion was made by Scott and seconded by Dixon to adopt the Consent Agenda items as presented. The motion carried unanimously.

RESOLUTION NO. 71 - REAPPOINTMENTS TO BOARDS AND COMMISSIONS:

A motion was made by Allen and seconded by Atchison to adopt Resolution No. 71 making reappointments to the following Boards and Commissions: Human Services Board - Nancy Field and Bruce Vezina; Library Board - Beverly Bishop, Mary Boston, Ted Fleagle (Alternate) and Roman Koehler; Open Space Advisory Board - Ed Getsch and Karen Scheuerman; and Parks and Recreation Advisory Board - Ronald Dickerson (Alternate), Michele Haney and Paul Targoff (Alternate); with all terms of office to expire December 31, 1999. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 72 - TRAFFIC CALMING POLICY/PROCEDURE:

A motion was made by Allen and seconded by Scott to adopt Resolution No. 72 which adopts the Policy/Procedure for Traffic Calming projects throughout the City of Westminster. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 85 - SIGN CODE AMENDMENT:

A motion was made by Dixon and seconded by Atchison to pass Councillor's Bill No. 85 on first reading amending the WMC by adding a new Section 11-11-3(N) pertaining to Off-Site Directional Signs for commercial businesses on out-parcels surrounding a regional shopping center, and adding a new Section 11-2-19(E) defining the term "regional shopping center". Chuc Duff, 8000 Bradburn Blvd and Doug and Richard Parker, owners of Traildust Steakhouse, were present to address Council. Upon roll call vote, the motion carried unanimously.

AMENDED AGREEMENT WITH UDFCD FOR LITTLE DRY CREEK PHASE C:

A motion was made by Scott and seconded by Dixon to authorize the City Manager to execute an amended agreement with the Urban Drainage and Flood Control District regarding the Little Dry Creek, Phase C project; authorize the expenditure of \$310,000 for the City's share of the costs of design and construction of this project; and charge the expense to the appropriate Little Dry Creek project account in the General Capital Improvement Fund. The motion carried unanimously.

COUNCILLOR'S BILL NO. 86 - FEDERAL GRANT APPROPRIATION:

A motion was made by Atchison and seconded by Allen to pass Councillor's Bill No. 86 on first reading appropriating \$57,527 from Federal grant funds to the appropriate capital outlay account in the Police Department budget for the purpose of purchasing an Automated Fingerprint Information System. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 87 - VALE FUNDED VICTIM ADVOCATE POSITION:

A motion was made by Allen and seconded by Dixon to pass Councillor's Bill No. 87 on first reading appropriating \$36,362 into the Police Department Investigation Services Division Budget for one FTE Victim Advocate for 1998. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 88 - SPECIAL EVENT PERMITS:

A motion was made by Atchison and seconded by Dixon to pass Councillor's Bill No. 88 on first reading amending the Municipal Code to amend to the process for Special Event Permits. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 73 - YEAR END CONTINGENCY TRANSFERS:

A motion was made by Allen and seconded by Atchison to adopt Resolution No. 73 authorizing the transfer from the General Fund Contingency account into the various operating budgets. Upon roll call vote, the motion carried unanimously.

CITY COUNCIL ASSIGNMENTS FOR 1998-1999:

Mayor Heil announced the following Council assignments for calendar years 1998 and 1999: **Airport (DIA)** - Nancy Heil/Marty McCullough; **ADCO Transportation Issues** - Ann Merkel/Dave Downing/Glenn Scott; **ADCO Transportation Funding Alternatives** - Ann Merkel/Bill Christopher; **Jeffco Transportation Issues** - Glenn Scott/Mike Normandin/Ann Merkel; **Rocky Flats Issues** - Sam Dixon/Mary Harlow; **Regional Air Quality Council** - Glenn Scott/Brian Bosshardt; **ADCO Economic Development** - Sam Dixon/Susan Grafton; **Jeffco Economic Council** - Sam Dixon/Susan Grafton; **DRCOG** - Glenn Scott/Herb Atchison; **ADCOG** - Fred Allen/Sam Dixon; **JEFFCO** - Glenn Scott/Herb Atchison; **COW/Hyland Hills/School District 50** - Nancy Heil/Ann Merkel/Fred Allen/Bill Christopher/Bill Walenczak; **CML Policy Committee** - Sam Dixon/Bill Christopher; **Front Range Water Authority** - Nancy Heil/Ron Hellbusch; **Front Range Water Forum** - Nancy Heil/Ron Hellbusch; **Historical Society (On Call)** - Suzanne Smith; **Quality of Life Commission (On Call)** - Suzanne Smith; **Volunteer Firefighter Pension Board** - Nancy Heil/Retired Volunteer/Ann Merkel; **Community Artist Series** - Bill Christopher/Sam Dixon; **Northwest Parkway** - Nancy Heil/Ann Merkel/Dave Downing; **I-25 Corridor** - Nancy Heil/Ann Merkel/Dave Downing; **JEFFCO Mayor/Commissioner/Manager** - Glenn Scott/anyone; **ADCO Mayor/Commissioner/Manager** - Nancy Heil/Bill Christopher; **Board of Adjustment** - Fred Allen/Dave Falconieri; **Board of Building Code Appeals** - Fred Allen/Dave Horras; **Election Commission** - Suzanne Smith/Michele Kelley; **Environmental Advisory Board** - Glenn Scott/Sue Nachtrieb; **Human Services Board** - Ann Merkel/Brian Bosshardt; **Library Board** - Suzanne Smith/Bill Walenczak; **Open Space Advisory Board** - Herb Atchison/John Carpenter/Bob Lienemann; **Planning Commission** - Herb Atchison/Dave Shinneman; **Parks & Recreation Advisory Board** - Fred Allen/Bill Walenczak; **Personnel Board** - Suzanne Smith/Debbie Mitchell; **Special Permit & License Board** - Herb Atchison/Michele Kelley; and, **Transportation Commission** - Ann Merkel/Dave Downing.

MISCELLANEOUS BUSINESS:

The Mayor stated there would be an Executive Session concerning real estate negotiations on a Park site, a campaign finance matter, a personnel issue and contract negotiations on the Ice Arena.

ADJOURNMENT:

The meeting was adjourned at 8:00 P.M.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997

Subject: Presentation of Children's Advocacy Center Hero Award

Prepared by: Dan Montgomery, Chief of Police
Matt Raia, Captain

Introduction

Vicky Fly, from the Jefferson County Children's Advocacy Center, will be in attendance at the November 24, 1997 City Council meeting to present awards to eight Westminster Police Department employees for their support of the Advocacy Center in 1997.

Summary

The Children's Advocacy Center wishes to present the "1997 Hero Awards" to honor individuals and provide a special thank you to Westminster Police Department personnel providing services to our children in their time of need.

Staff Recommendation

Recognize Vicky Fly, Jefferson County Children's Advocacy Center, who will present the center's "1997 Hero Award" to Chief Dan Montgomery, Captain Matt Raia, Sergeant Bob Dowling, Senior Police Officer Tod Crandall, Detective Bernard VonFeldt, Victim Services Coordinator Jackie June, Victim Advocates Barb Lamanna, and Amy Morton.

Background Information

The Jefferson County Children's Advocacy Center has been in operation for seven years. The Center is a community-based effort whose mission is to reduce the trauma of child victims of abuse. The Center is a non-profit organization serving children throughout Jefferson and Adams Counties. The purpose of the Center is to create a friendly, safe environment to make children feel more comfortable during the investigative process. The children range in age from 2-16 years old. The Center is available 24 hours a day at no cost to any agency requesting services. The center has a full-time forensic therapist and a part-time pediatrician on staff.

The Advocacy Center is a united community based effort which furnishes a child-oriented environment to compassionately serve and protect children while coordinating interviews of the child and family, medical services, victim advocacy, criminal and civil prosecution, court, schools, community education, training, victim custody issues, case reviews, psycho-education groups for non-offending parents, and support groups for non-offending parents. In 1996, the number of children served was 273. For 1997, January-September, 273 children have already received services.

Respectfully submitted,

William M. Christopher
City Manager

Date: December 1, 1997

Subject: Presentation of 3CMA Savvy Award for COG Program

Prepared by: Marc Lumpkin, Interim Public Information Specialist

Introduction

The City of Westminster's Community Oriented Governance program received a Silver Circle Savvy Award from 3CMA, the City-County Communications and Marketing Association, in September. The award recognizes COG for its cooperative neighborhood "task force" which has built innovative and effective partnerships in the community.

The Savvy Award is the highest honor 3CMA bestows on local communities in recognition of outstanding achievement. Savvy Awards are presented annually to local government professionals whose programs and projects have demonstrated outstanding qualities of creativeness, innovation and effectiveness.

Summary

The City of Westminster submitted an application for a 3CMA Savvy Award in an effort to bring recognition to the popular Westminster Community Oriented Governance program. The award was presented at the 1997 3CMA Ninth Annual Conference in Seattle in September.

The award recognizes the importance of Westminster's COG on a national level and serves it up as a model to other cities.

The following COG representatives will be present at Monday night's Council meeting: COG Coordinator John Marx, Advisor's Susan Nachtrieb and Patti Osborne, and Team Leaders Paul Spellman, Laura Magnetti, Jerry Calabrese, Philo Shelton, Tom Settle, Jean Ward, Cynthia Holmes, Lisa Chrisman, Barb Lamanna, Scott Murdie and Jim Mueller.

Staff Recommendation

Mayor present the Savvy Award to COG team leaders to recognize their role in this successful, award-winning program.

Background Information

Westminster's COG program was launched in response to a gang-related stabbing that occurred in a quiet, family-oriented neighborhood in 1990. The neighbors formed a task force to address that issue and others. From that concept, COG was born. In 1994, City and community leaders began meeting at City schools to hold neighborhood meetings. In order for the project to be successful, COG developed a five phase process of program development:

1. Build trust with community through regular meetings.
2. Solve problems.
3. Share information.
4. Build partnerships.
5. City steps back and becomes equal partner with community leaders.

The COG program is currently in phase #4 as more than 70 City of Westminster employees work to build partnerships with 11 neighborhood COG groups. With over 200 citizens participating each month on COG projects, COG has succeeded in improving citizen communications, enhancing community pride and improving the overall quality of life in Westminster.

Some of COG's accomplishments recognized by the 3CMA Savvy Award include:

- One team created a volunteer school crossing guard program then raised community funds to underwrite the cost of erecting a lighted crossing signal to protect neighborhood children.
- Another group addressed constant speeding problems by training and certifying volunteers to use police radar guns to clock speeding cars. The violators are sent a warning letter initiated by the neighborhood volunteers.
- Several groups have become involved in the design of their neighborhood parks.

Respectfully submitted,

William M. Christopher
City Manager

Date: December 1, 1997
Subject: Community Gateway Project
Prepared By: Kathy Piper, Landscape Architect

Introduction

City Council action is requested to authorize a construction change order to Randall & Blake, Inc. in the amount of \$63,258, and to authorize the project budget to construct a new City "gateway" signwall and modify the existing signwall at the intersection of 104th Avenue and Federal Boulevard. Funds have been specifically allocated in the 1997 General Capital Improvement Project Fund for this expense.

Summary

The proposed work includes a new flagstone signwall with "WESTMINSTER" in raised letters, lighting, irrigation and landscaping, in coordination with the new Northpark Plaza Shopping Center, located at the southwest corner of 104th Avenue and Federal Boulevard. Southwestern Production Corporation (Southwestern), the shopping center developer, agreed to facilitate construction of the new signwall along with their work, per the Official Development Plan for Northpark Plaza.

In addition, City Staff has received several recent requests to shorten the existing gateway signwall at the northwest corner of this same intersection, to improve sight distance and safety for pedestrians crossing Federal Boulevard. The work would entail shortening the wall, and slight revisions to landscape and irrigation. It was anticipated that future street widening projects would require shortening the wall at a future date, and a "cold joint" was designed into the wall construction to facilitate the change. The sight distance problem was not anticipated, but with the citizen concerns, Staff recommends making the changes now.

The existing lighting would be modified to make the sign more visible at night.

The new signwall proposed for the southwest corner of the intersection is being built in its shorter and final form. The two signwalls together will complete the City gateway at this location.

Currently, Southwestern Production Corporation has Randall and Blake, Inc. (RBI) on site as their landscape subcontractor. RBI constructed the City's gateway improvements at US36 and Sheridan Boulevard and the existing signwall at the northwest corner of 104th Avenue and Federal Boulevard several years ago. City Council awarded a contract to RBI for a similar signwall at US36 and 104th Avenue/Church Ranch Boulevard earlier this year, and RBI recently completed the Little Dry Creek trail construction project.

Because RBI is already on site, and under contract with the City to construct similar work, Southwestern negotiated a bid from RBI of \$49,448 for the new signwall, which represents an excellent bid.

Staff negotiated a second bid with the firm of \$13,810 to modify the existing signwall, which is also an excellent price for the work. RBI extended their previous, low bid unit prices from their gateway project at 104th Avenue and US 36 for the additional work at Northpark Plaza, and indicated an interest in completing this new work while they are still in the area. Staff recommends the negotiated bid approach in this particular case, and is confident from past performance that RBI will construct a quality project if awarded this work.

Because RBI is already working under a City contract for similar work at US36 and 104th Avenue/Church Ranch Boulevard, the quickest, simplest and least expensive approach for awarding this work would be to approve a Change Order to the previous contract. A Change Order of this size requires City Council approval.

Staff has worked with the developer for the past year, to coordinate construction of the gateway work along with the private improvements. A portion of the work involves moving an existing Public Service Company (PSCo) switch cabinet and some other minor utilities away from the corner, to allow construction of the signwall, landscape, and to provide safe sight distance for pedestrians and motor vehicle operators. The old switch cabinet provided power for the City's Wandering View Water Storage Facility, located at 104th Avenue and Hooker Street, and provided electrical service for construction of the shopping center. The switch cabinet could not be taken off-line and moved until now. PSCo crews will be completing this work within the next several weeks. Not being able to move the PSCo switch cabinet until the very end of the shopping center project has created the time bind, where to complete all public and private work together, Staff recommends the negotiated bid awarded as a Change Order.

A 10% budget contingency is recommended, as this project is located within Colorado Department of Transportation (CDOT) right of way (Federal Boulevard/US285), and CDOT inspectors may request additional traffic control or other work based upon their visits to the project. The proposed project budget is:

Construction by Change Order (RBI)	\$63,258
Construction Testing	1,500
Utilities - PSCo electrical service	5,000
Contingency (10%)	<u>6,975</u>
TOTAL	\$76,733

Alternatives

The recommended alternative is that City Council accept the bid from RBI, and authorize the work to begin immediately through a Change Order to their existing contract. This alternative would allow the work to be completed in the near future, at approximately the same time as the new shopping center, providing a coordinated and positive image for the City and the new center.

City Council could accept the bid from RBI, but could require that this work be contracted separately. This alternative would require approximately four to six weeks to get under contract. The bid from RBI assumes that they could add this new work to their existing operations, while still on site. If delayed for a 4-6 weeks, RBI might wish to increase their bid slightly, since they would have to remobilize and reschedule time and crews for this project. The signwall and gateway completion would lag behind completion of the shopping center.

City Council could reject the negotiated bid and ask Southwestern and Staff to rebid these projects to several bidders. This would require approximately three months to finalize bid-ready drawings, advertise, bid, and bring bid results to City Council for award. It is likely that the construction bids would be higher, as RBI is extending their previous unit prices from a competitive low bid, and because they are already on site and under contract, and would not have to remobilize, bond or set up for a new project. With re-bidding, completion of the City's work would lag farther behind completion of the shopping center.

Staff Recommendation

Award a construction Change Order to Randall and Blake, Inc. in the amount of \$63,258; authorize the project budget of \$76,733, which includes contingency, and charge the expense to the appropriate project account in the General Capital Improvement Fund.

Background Information

The proposed project is part of the Community Enhancement Program. The designated funding comes from an accommodations tax, and constructs priority projects which improve the physical appearance of the community. These projects include the most visible "gateways" and "travel corridors" throughout the City. Improvements are intended to promote community pride, and to improve the City's competitive edge in attracting and maintaining businesses.

Respectfully submitted,

William M. Christopher
City Manager

Attachments:

Date: December 1, 1997

Subject: Recreation Center Design Contract

Prepared by: Ken Watson, Recreation Facilities Manager

Introduction

City Council action is requested to authorize the City Manager to sign a contract with BBB Architects for design, specifications, and bid documents for a new recreation center to be built north of 108th Avenue in the proximity of Oak Street on land donated to the City by the Westfield Development Company.

Summary

In September, City Council directed Staff to formalize a contract with BBB Architects to develop design documents, specifications, and bid documents for the construction of a new recreation center in the northwest area of the City. Originally, City Council authorized the City Manager to sign a contract with BBB Architects for the renovation of the existing Countryside Recreation Center. Immediately following City Council's authorization, but prior to the actual signing of the contract documents, Staff learned of the possibilities of a cooperative recreation center project being proposed by the developer of the Westmoor business park.

BBB Architects was notified and later submitted a letter proposing to honor the same contract for the design, construction documents, specifications, and bid documents for a new recreation center at another location.

In September at a Study Session meeting, City Council directed Staff to finalize a new contract with BBB Architects as outlined above. The contract has been finalized, approved by the City Attorney's Office, and is now ready for City Council's review.

Staff Recommendation

Authorize the City Manager to sign a contract with BBB Architects in the amount of \$268,400 for the design of a recreation center adjacent to Westmoor Business Park; authorize a 10% contingency allowance of \$26,840, and charge the expense to the appropriate Parks, Recreation and Libraries project account in the General Capital Improvement Fund..

Background Information

In 1994, the City determined a need to either renovate or construct a new recreation center in the northwest area of the City. Preliminary planning included citizen surveys, public meetings, conceptual drawings, etc. for a phased project. The new site location was presented at a public hearing on the office park, and concurrence was given by City Council on the proposed site location north of 108th Avenue in the proximity of Oak Street (see attached site location map).

Phase I funds available are \$4.0 million Parks, Open Space and Trails (POST) bond money, a \$500,000 contribution and a 7.0 acre land contribution from the Westmoor developer, and a 3.0 mill maintenance/operating fee to be collected from each property owner in the Westmoor development.

BBB Architects has worked on the Swim and Fitness Center renovation project, which has resulted in a very successful facility. Bill Bowen, principal of the firm, has extensive experience throughout the Rocky Mountain region in community recreation design and brings a wealth of experience and knowledge to the project.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Map

Date: December 1, 1997

Subject: Resolution No. re Appointments to Boards and Commissions

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to consider the second set of reappointments to the various Boards and Commissions where terms of office will expire on December 31, 1997.

Summary

In 1993, Council implemented a performance feedback system in conjunction with the consideration of reappointment of individual Board and Commission members when terms of office were to expire. The Chairperson and Vice Chair of each Board were requested to give performance feedback to Council. This information has previously been submitted to City Council.

Beginning in 1994, Council has considered the various appointments over several Council meeting periods with the second and third set of the reappointments being scheduled for December 1st and December 15th Council meetings.

At this time, Council is considering reappointments to the Human Services Board, Library Board, Open Space Advisory Board and Parks and Recreation Advisory Board. Each individual whose term will expire in 1997 was contacted and asked if they were interested in being reappointed to the Board, if Council so desires. The reappointments are for two years.

Staff Recommendation

Adopt Resolution No. making reappointments to the Human Services Board, Library Board, Open Space Advisory Board and Parks and Recreation Advisory Board with all terms to expire on December 31, 1999.

Background Information

The terms of office of two of the Human Services Board members will expire on December 31, 1997. Nancy Field and Bruce Vezina are both interested in being reappointed to the Board.

The terms of office of four of the Library Board members will expire on December 31, 1997. Beverly Bishop, Mary Boston, Ted Fleagle (Alternate) and Roman Koehler are all interested in being reappointed to the Board if Council so desires.

The terms of office of four of the Open Space Advisory Board Board members will expire on December 31, 1997. Ed Getsch (alternate) and Karen Scheuerman are all interested in being reappointed to the Board if Council so desires. Frank Dennis and Kevin Vanek do not wish to be reappointed.

The terms of office of three of the existing Parks and Recreation Advisory Board members will expire on December 31, 1997. Ronald Dickerson (alternate), Michele Haney and Paul Targoff (alternate) are all interested in being reappointed to the Board.

Currently the City has 20 citizens within the 1997 "pool" to fill vacancies on the various Boards and Commissions. It is recommended that Council only make reappointments at this time. After all reappointments have been made, and Council has had an opportunity to interview all of the new applicants for the 1998 "pool" new appointments can be scheduled.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1997

CITY OF WESTMINSTER BOARD AND COMMISSION APPOINTMENTS

WHEREAS, The City Council has established a review process for members of the various Boards and Commissions prior to expiration of the current term of office; and

WHEREAS, City Council has reviewed evaluations of the current Board and Commission members for the Human Services Board, Library Board, Open Space Advisory Board and Parks and Recreation Advisory Board; and

WHEREAS, City Council has also reviewed attendance records for each of the Human Services Board, Library Board, Open Space Advisory Board and Parks and Recreation Advisory Board; and

WHEREAS, Each member whose term is to expire on December 31, 1997 has been contacted and asked if they wish to be reappointed to the Board where they are currently serving; and

WHEREAS, It is important to have each City Board or Commission working with its full complement of authorized appointees to carry out the business of the City of Westminster.

NOW THEREFORE, be it resolved that the City Council of the City of Westminster does hereby reappoint the following individuals to the City of Westminster Board or Commission listed below with the terms of office to expire December 31, 1999.

<u>NAME</u>	<u>BOARD/COMMISSION</u>
Nancy Field	Human Services Board
Bruce Vezina	Human Services Board
Beverly Bishop	Library Board
Mary Boston	Library Board
Ted Fleagle (Alt)	Library Board
Roman Koehler	Library Board
Ed Getsch (Alt)	Open Space Advisory Board
Karen Scheuerman	Open Space Advisory Board
Ronald Dickerson (Alt)	Parks & Recreation Advisory Board
Michele Haney	Parks & Recreation Advisory Board
Paul Targoff (Alt)	Parks & Recreation Advisory Board

Passed and adopted this 1st day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997

Subject: Resolution No. re Traffic Calming Policy/Procedure

Prepared by: Mike Normandin, Transportation Engineer

Introduction

City Council action is requested to pass the attached Resolution adopting a policy/procedure for traffic calming projects.

Summary

In recent years, City Council and Staff have received a rapidly increasing number of requests from citizens for the installation of mitigation measures to slow speeding motorists on residential streets. It is noted that there is a clear trend across the United States where citizens are becoming more alarmed as speeding in their neighborhoods and expecting the local government to mitigate their concerns. Generally, citizens specifically ask for the construction of isolated speed humps or the erection of multi-way stop signs, which, in the opinion of City Staff, would be a short-sighted approach to dealing with a neighborhood-wide problem. A comprehensive program needs to be implemented City-wide so that a thoughtful, equitable system of traffic mitigation measures is implemented rather than a haphazard collection of speed humps and/or stop signs.

Over the past few months, City Staff and a traffic consultant, have been diligently working on a traffic calming document which includes proposed policies, a prioritization process, a traffic calming alternative matrix and a "toolbox". Traffic calming is the popular name for roadway design strategies to reduce vehicle speeds and volumes, often by applying traffic enhancement strategies in reverse. This document has been attached for City Council's information. It reflects City Council's direction on this issue provided at the fall Budget Retreat held at the Doubletree Hotel in late September.

City Council directed City Staff to develop a policy which is structured as follows:

- * The implementation of traffic calming will be on a roadway segment basis. City Staff will collect data on all collector roadways within the City, on all roadway that front school property and other roadways where the Transportation Engineer has reason to believe that traffic calming measures may be needed.
- * Roadway segments must meet minimum volume, speed and accident thresholds in order to be eligible for traffic calming.
- * Eligible roadway segments will be prioritized.
- * City Staff will pursue neighborhood involvement on eligible projects.
- * The City will fund a base plan option, more elaborate plans will require financial participation by the neighborhood. The City will not impose any form of assessment or fee to collect the funds from the residents.

However, at the request of the neighborhood, the City will assist the neighborhood with the creation of a General Improvement District to allow for funding of traffic calming efforts by the neighborhood that are beyond the cost of the City-funded base plan.

The objectives of the Traffic Calming Policy are as follows:

- > Encourage reasonable driver behavior in residential neighborhoods.
- > Improve neighborhood livability by encouraging adherence to speed limits.
- > Discourage non-local traffic from using streets through residential areas.
- > Pursue a pro-active approach to identifying roadway segments throughout the City whose traffic speed and volume patterns meet minimum thresholds for the traffic mitigation program and whose operation can be improved by the application of traffic calming measures.
- > Effectively balance the public's interest in traffic mitigation with emergency response.
- > Encourage citizen involvement and input into determination of appropriate traffic calming devices for use on roadway segments in their neighborhood.
- > Maximize the utilization of traffic calming funds by:
 - * Identifying roadway segments in need of traffic calming measures;
 - * Prioritizing roadway segments in need of traffic calming measures;
 - * Identifying the most applicable and cost effective traffic calming plan for each roadway segment considered;
- > Provide flexibility for neighborhood financial participation if the desired solution identified by local residents exceeds the cost of the "most cost effective plan" identified;
- > Integrate education, engineering, enforcement and enhancement;
- > Encourage residents to minimize the need for traffic calming measures through the Neighborhood Speed Watch Program;
- > Continually evaluate the effectiveness and public acceptance of this neighborhood traffic calming policy/procedure.

Staff Recommendation

Adopt Resolution No. _____ which adopts the Policy/Procedure for Traffic Calming projects throughout the City of Westminster.

Background Information

City Council, City Staff and Community Oriented Governance (COG) groups have received an increasing number of requests for traffic calming measures in residential neighborhoods. The primary concerns expressed by residents usually pertain to speeding with an occasional complaint about "cut-through" traffic traversing through their neighborhood.

Over the past few months, City Staff and a consultant have been working on a pilot project with the residents of NorthPark Subdivision on various traffic calming strategies for their neighborhood. To date, a neighborhood-wide survey and meeting have been conducted, two meetings have been held with a working group, speed and traffic count data have been collected at various locations throughout the neighborhood and various traffic calming scenarios have been developed. The cost of these various identified scenarios range from \$150,000 to \$550,000.

At the working group meeting held with the NorthPark neighborhood on August 7th, extensive discussions occurred about the potential for neighborhood financial participation. The NorthPark Homeowner's Association Board has clearly indicated that they are very much opposed to any sharing of the costs for traffic calming in their neighborhood. The Northpark Homeowner's Association Board was also concerned that the City had not established a formal policy on the funding of traffic calming projects. These concerns were articulated by the NorthPark Homeowner's Association Board at the September 8th City Council meeting. City Staff has advised the NorthPark representatives that City Council has agreed to address the NorthPark street needs pursuant to the proposed Traffic Calming Policy.

An overview of the proposed policy/procedure is outlined below:

POLICY DISCUSSION

A. Compatibility with City Plans:

> Traffic calming projects will be compatible with overall City transportation goals and objectives. Specific considerations that apply to neighborhood traffic calming efforts include:

- * Incorporate traffic calming strategies as part of the City's review of new developments.
- * The implementation of traffic calming plans will be in accordance with the procedures set forward in this document, in keeping with sound engineering practices and within the limits of available resources.

B. Emergency Response:

> Reasonable emergency vehicle access and response will be preserved. The use of traffic calming devices on these streets will be limited to any combination of devices that increases total response time by a maximum of 30 seconds.

C. Roadway Segment Focus:

> The implementation of traffic calming in Westminster will be on a roadway segment basis. This is necessary to maintain a comprehensive and objective approach to neighborhood traffic calming efforts City-wide, and to meet the goals and policies of this policy/procedure.

To insure that resident's issues and concerns are adequately addressed in the traffic calming process, significant involvement by the neighborhood is essential.

Neighborhood traffic calming is not designed to address hazardous intersections, mitigate noise from major arterials or re-design the overall transportation/street classification system.

D. Managing the Traffic of Existing Facilities:

Traffic calming is intended to slow traffic that is driving too fast on residential streets and to re-route traffic that is using residential streets as an alternative route to an arterial street. The intent of traffic calming is not to relocate the problem from one residential street to another.

- > Arterials are the most desirable facilities for through traffic. Feasible opportunities for re-routing traffic from local streets to arterial streets will be encouraged.

E. Data Collection Efforts:

The City's Engineering Staff will compile the traffic data necessary on roadways City-wide to allow the identification and prioritization of roadway segments in need of neighborhood traffic calming efforts. The comprehensive data collection effort will be conducted every five years with annual updates on roadways where there is evidence that traffic conditions have changed significantly. Data collected will include daily traffic volumes, traffic accident history, traffic speeds, roadway characteristics (houses facing street, schools and public facilities along the street), cut-through traffic patterns (if a pattern is suspected) and resident concerns that have been expressed.

F. Prioritization:

- > The Neighborhood Traffic Calming Procedure will appropriately channel public resources by prioritizing traffic mitigation efforts according to documentable criteria. Any two lane, residential street may be considered for traffic mitigation through this policy/procedure. Emphasis will be placed on residential streets that carry the highest volume of traffic, have the highest speeds, have pedestrian traffic generators, and have a history of neighborhood concerns about traffic safety.

The process for prioritizing traffic calming projects will include the percentage of traffic traveling over the posted speed limit, the traffic volume, the number of houses fronting on the street and the presence of public facilities such as schools.

G. Neighborhood Involvement:

- > One of the most critical elements of developing an effective traffic calming plan for a specific roadway segment is to involve the local neighbors in the process. Neighbors should provide input on the extent of the problem and the range of appropriate solutions.

Surveys will be used as an initial tool to define the range of issues within a neighborhood and to solicit input from all area residents regarding the traffic calming efforts on roadways that have been identified as having a need for traffic calming.

H. Toolbox of Traffic Calming Devices:

A toolbox of traffic calming devices has been developed that can be considered for use on City streets. Each device, or tool, has specific applications, advantages, disadvantages and special considerations for its use.

I. Evaluation Matrix:

- > A Traffic Calming Alternatives Evaluation Matrix has been developed to aid in the identification of the most appropriate and cost effective traffic calming measures for a specific roadway segment. The relationships between application, effectiveness and costs are laid out in a graphic format to be used in the selection of appropriate traffic calming devices for a roadway segment. The matrix provides the basis for developing a neighborhood traffic calming plan that addresses the individual problems in a neighborhood in the most cost effective manner.

Because there are a number of tools that may address the problem(s) and each has costs and benefits associated with it, Staff will work to identify the least expensive system that will meet the traffic needs of the roadway segment. This becomes the **base plan** to which all other options are compared for funding considerations.

J. Funding:

- > A set of criteria has been developed to determine what portion of the cost of the base plan will be eligible for funding by the City. These criteria are based on the City goal of allocating limited traffic calming funds to those roadway segments that have the highest priority and greatest need for traffic calming.

The City will fund 100% of the cost of the base plan on the highest priority segments, subject to all roadway specific speed and volume thresholds.

Roadways that do not meet the speed and volume thresholds identified are not eligible for City funding of traffic calming measures.

- > This approach requires that the City initiate its traffic calming effort by prioritizing each roadway segment that is experiencing traffic problems. Then working with the residents in the neighborhood around the roadway segment experiencing the most pressing problems, the City will develop a base plan using the effectiveness matrix that would be eligible for City funding.

In the plan development process, local residents may identify a traffic calming plan that includes some additional devices, more expensive devices, or amenities to enhance neighborhood character while achieving the local traffic calming goals. If the neighborhood elects to implement a plan that is more expensive than the base plan, or wants to implement calming measures that did not meet the minimum speed and volume thresholds for City funding, the residents will be responsible for paying for any costs in excess of the cost of the City funded base plan (subject to City approval of the appropriateness and effectiveness of this expanded plan). It will be the responsibility of the neighborhood to collect the funds necessary to pay their portion. This can be done through homeowners dues, fund raisers or other financing means. Whatever funding the residents choose, it will be their responsibility to implement. The City will not impose any form of assessment or fee to collect funds from the residents.

However, at the request of the neighborhood (possibly through the local homeowners association), the City will assist the neighborhood with the creation of a General Improvement District to allow for funding of traffic calming efforts by the neighborhood that are beyond the cost of the City funded base plan.

The process of shared funding beyond a base plan to address existing problems allows the neighborhood to develop a plan that is reflective of its priorities, identity and character. It also allows the City to address concerns in the greatest number of neighborhoods possible given limited funds. Shared funding also increases the neighborhood's sense of ownership in the plan.

SPECIFIC NEIGHBORHOOD TRAFFIC CALMING PROCEDURE STEPS

Step 1 Initial Data Collection:

Engineering Staff will conduct initial data on roadway segments City-wide as follows:

- All collector roadways
- All roadways that front on school property
- Any local access roadways where the Transportation Engineer has reason to believe that traffic calming measures may be needed (previous history of speeding, neighborhood complaints about traffic, anticipated cut-through traffic pattern, etc.)

Step 2 Project Identification:

Based on the roadway segments identified above, and the initial data collected, the Engineering Staff will compare the traffic data to the minimum threshold criteria for application of traffic calming measures.

Step 3 Follow-Up Data Collection:

Roadway segments that are eligible for traffic calming treatments will then have additional data collected as follows:

- Accident history
- Number of houses fronting the street
- Inventory of schools and other public facilities
- Cut-through percentage
- Compilation of resident concerns.

Step 4 Project Prioritization:

Develop a prioritized list of projects that qualify for traffic calming measures by scoring each roadway segment using the initial and follow-up data collected.

Step 5 **Funding Availability:**

Based on the number of projects which qualify for neighborhood traffic calming measures and a coarse evaluation of anticipated cost per project, make an evaluation of the adequacy of annual funds allocated for traffic calming.

Step 6 **Conduct Neighborhood Survey:**

Conduct a traffic calming survey in the neighborhoods surrounding the top three prioritized projects. Conducting three surveys per year by City Staff will allow the advancement of more than one project per year if the project costs and available funding allow.

Step 7 **Initial Neighborhood Meeting:**

After the survey data are compiled, City Staff will meet with the neighborhood to share the results of the survey and discuss the neighborhood's desired outcomes for traffic calming on the roadway segment being considered.

Step 8 **Develop Base Plan and Supplemental Plans:**

City Staff will develop a base plan for the roadway segment based on speed and volume data and on information gathered at the neighborhood meeting. Staff will work with the neighborhood to develop a preferred plan that may be the base plan or may incorporate more costly devices based on the desires of the residents and other stakeholders in the process.

Step 9 **Neighborhood Meeting to Evaluate Base Plan and Any Alternatives:**

The base plan and the preferred plan (if not the same) will be presented to the neighborhood for revisions.

Step 10 **Establish Funding:**

Funding for the plan will be considered throughout the plan development process. If funding limitations will impact the range of options available, this needs to be identified early in the process and the range of appropriate devices should reflect these limitations. If a finite amount of funding is anticipated, the planning process should use this as a guideline on the number and combination of devices to be considered, and the associated anticipated effectiveness. The base plan developed by City Staff after the first meeting needs to reflect available funding from the City.

If a neighborhood feels that it has developed a preferred plan for the area and the plan includes a number of "high-end" options, such as landscaped, raised medians or roadway re-alignment, the residents will need to identify a mechanism for collecting their portion of the cost of improvements above the level of the base plan.

Step 11 Roadway Segment Plan Approval:

Plan approval is a very important step in the process. The plan must be acceptable to all affected parties in order to be effective and implementable. An advisory ballot will be distributed to the residents living adjacent to the effected roadway segment in an effort to finalize their approval. This will include the residents that live on the roadway segment and the residents who live on the blocks on either side of the effected roadway segment. After approval of the conceptual plan by the neighbors, the plan will be presented to City Council for final approval.

Step 12 Final Design:

Final engineering plans and specifications will be prepared so that the project can be implemented.

Step 13 Plan Implementation:

The approved plan will be implemented as soon as possible given available funding and construction seasons.

Step 14 Follow-Up Studies:

A critical component of successful traffic calming endeavor is the evaluation of plans and of specific traffic calming tools. Follow-up studies will be conducted to evaluate the measures of the success defined in advance by the neighborhood and to learn more about how individual devices and systems of devices affect driver behavior.

The proposed Traffic Calming Policy/Procedure reflects a consistent approach towards addressing traffic calming concerns and attempts to address funding levels within the City's capability. As stated at the outset, citizen expectations for implementation of traffic calming is running high throughout the urbanized areas in the United States. The proposed Policy and Procedures are considered "trend setting" and represent a rationale approach to the problem.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Resolution

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1997

WHEREAS, the City has received an increased number of requests for traffic calming in residential neighborhoods, which has driven the need to develop a City-wide policy/procedure for traffic calming projects, and;

WHEREAS, the major objectives of the City-wide Traffic Calming Policy/Procedure are to improve neighborhood livability by encouraging adherence to speed limits, implement a pro-active approach to identify roadway segments throughout the City whose operation can be improved by the application of traffic calming measures, maximize the utilization of City funds by prioritizing roadway segments in need of traffic calming measures, by identifying the most applicable and cost effective traffic calming plan for each roadway considered and provide flexibility for neighborhood financial participation, and;

WHEREAS, the Traffic Calming Policy/Procedure document will serve as a tool for the evaluation, prioritization and implementation of traffic calming projects.

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster that the Traffic Calming Policy/Procedure document is hereby adopted.

Passed and adopted this 1st day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997

Subject: Councillor's Bill No. Sign Code Amendment

Prepared by: David Shinneman, Planning Manager

Introduction

City Council action is requested on the attached Councillor's Bill amending Title XI of the Westminster City Code to permit additional directional signage for commercial out-parcels surrounding a regional mall with access to a public street, which street connects to an arterial street only through use of a private road or easement.

Summary

As part of the general transportation Improvement Program for the Westminster Mall area, the City recently closed Benton Street north of 88th Avenue as an access point to the Mall. Although, through this closing the traffic circulation around the Mall will be improved, this action changed the access to a few out-parcels of the Mall and required vehicular traffic to traverse private roads or easements to access these parcels. In this case new directional signs are warranted for those few out-parcels.

Under the current sign code, directional signage for commercial establishments is limited to its site only. Therefore, off-site signage for the businesses affected by the closing of Benton Street would not be permitted. The code did not anticipate that there may be commercial sites with access only through private roads or easements. Without direct access to through a public road, traffic is forced through private roads or easements and on-site signs are significantly less effective as a tool for directing traffic to the site itself.

The proposed limited amendment to the sign code would allow such free-standing retail uses surrounding a regional mall to have a maximum of four directional signs to direct traffic to the pad site from any public street adjacent to the mall. The amendment would limit the sign size to 16 square feet with a maximum height of 4 feet. This very limited amendment addresses a unique situation that does not occur elsewhere in the City except at the Westminster Mall.

Staff Recommendation

Pass Councillor's Bill No. on first reading, amending the Westminster Municipal Code by adding a new Section 11-11-3(N) pertaining to Off-Site Directional Signs for commercial businesses on out-parcels surrounding a regional shopping center, and adding a new Section 11-2-19(E) defining the term "regional shopping center".

Background Information

In order to improve the traffic flow around the Westminster Mall, the City recently closed Benton Street at 88th Avenue. As a result of that closure, some of the pad sites that were along the Benton Street right-of-way can now only be accessed through private roads or easements or the Mall property. This action has left those businesses with an advertising disadvantage when compared to the other pad sites whose wall signs can be seen from adjacent public rights-of-way. The City's Sign Code currently permits on-site signage only. This assumes that a business is located on a parcel of land with frontage on or with direct access to a public throughfare.

The purpose of the proposed amendment to the Code is to allow some signs to be placed "off-site" from any such use which would direct traffic to the affected property, but still be located within the bounds of the Mall. Staff is proposing that this type of directional sign be limited to 16 square feet. Staff is also proposing that the signs be limited in height to 4 feet and that the number of signs be limited to four which should allow for adequate information on how to approach a pad from nearby streets. The signs will only be allowed with the approval of an overall sign program which is reviewed for proper locations and design.

Staff is proposing that this type of sign be permitted for out-parcels of regional shopping centers with access to a public street which street connects to an arterial only through use of a private road or easement. The proposed definition of regional shopping center is proposed in order to clarify the distinction between uses such as the Westminster Mall and smaller retail centers such as Brookhill and the Westminster Marketplace. The proposed definition incorporates characteristics of a regional shopping center that have been widely accepted within the development and planning communities.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING CHAPTER 11 OF TITLE 11 OF THE
WESTMINSTER MUNICIPAL CODE BY THE ADDITION OF NEW SECTIONS
11-2-19(E) AND 11-11-3(N)

THE CITY OF WESTMINSTER ORDAINS:

WHEREAS, Section 11-11 of the Westminster Municipal Code regulates signage within the City; and

WHEREAS, it is the intent of the City of Westminster's Sign Regulations to recognize that signs are a necessary means of visual communication for the convenience of the public, and to ensure the rights of those concerned to identify businesses, and services by the use of signs; and

WHEREAS, certain commercial properties surrounding regional shopping centers with access to a public street which connect to an arterial street only through use of a private road or easement require off-site directional signs to adequately provide visual communication to the public; and

WHEREAS, the City of Westminster desires to amend the sign regulations to permit such signage.

Section 1. Section 3 of Chapter 11 of Title 11 is amended by the addition of the following:

(N) CLASS 14, OFF-SITE COMMERCIAL DEVELOPMENT DIRECTIONAL SIGNS

1. PERMITTED FOR COMMERCIAL ESTABLISHMENTS ON OUT-PARCELS SURROUNDING A REGIONAL SHOPPING CENTER WITH ACCESS TO A PUBLIC STREET, WHICH STREET CONNECTS TO AN ARTERIAL STREET ONLY THROUGH USE OF A PRIVATE ROAD OR EASEMENT.

2. CHARACTERISTICS: A PERMANENT GROUND SIGN INTENDED TO DIRECT VEHICULAR TRAFFIC THROUGH THE PRIVATE ROADS OR EASEMENTS OF A REGIONAL SHOPPING CENTER TO A COMMERCIAL ESTABLISHMENT.

3. LOCATION: SUCH SIGNS SHALL BE PERMITTED WITHIN THE PUBLIC RIGHTS-OF-WAY ADJACENT TO THE REGIONAL SHOPPING CENTER OR NEXT TO THE PRIVATE DRIVES WITHIN THE CENTER WITH WRITTEN PERMISSION OF THE OWNER OF THE PARCEL WITHIN THE REGIONAL SHOPPING CENTER, FOR THE SOLE PURPOSE OF DIRECTING VEHICULAR TRAFFIC THROUGH THE REGIONAL SHOPPING CENTER. ALL SUCH SIGNS SHALL BE LOCATED OUTSIDE THE REQUIRED SIGHT DISTANCE TRIANGLES.

4. MAXIMUM AREA: 16 SQUARE FEET PER SIGN

5. MAXIMUM HEIGHT: 4 FEET

6. LIMITATION IN NUMBER: 4 PER COMMERCIAL ESTABLISHMENT

7. RESTRICTIONS, CLARIFICATIONS, AND EXCEPTIONS:

(a.) MAXIMUM OF ONE (1) SIGN ON EACH CORNER (THE INTERSECTION OF TWO PRIVATE ROADS OR A PRIVATE ROAD AND A PUBLIC ROAD) LEADING TO THE COMMERCIAL ESTABLISHMENT.

(b.) CO-LOCATION: WHERE MORE THAN ONE COMMERCIAL ESTABLISHMENT REQUESTS SIGNS UNDER THIS SECTION, ALL ESTABLISHMENTS WILL BE REQUIRED TO USE THE SAME SIGN STRUCTURES. SUCH JOINT SIGNS SHALL NOT EXCEED THE SIZE RESTRICTIONS FOR THE INDIVIDUAL SIGNS.

(c.) MAINTENANCE: SIGNS ERECTED UNDER THIS SECTION SHALL BE STRUCTURALLY SOUND AND MAINTAINED TO THE SATISFACTION OF THE CITY, OR TO THE REGIONAL SHOPPING CENTER SO AS NOT TO BECOME A NUISANCE TO THE SURROUNDING BUSINESSES OR TO THE PUBLIC.

(d.) SIGN DESIGN, COLOR, AND CONSTRUCTION: THE ENTIRE SIGN STRUCTURE SHALL BE OF NEUTRAL COLORS, WHITE, CREAM, TAN, OR BEIGE. SIGN PANELS SHALL BE COORDINATED WITH OTHER DIRECTIONAL SIGNS AND MAY BE OF ANY COLOR EXCEPT FLUORESCENT, DAYGLO, OR OTHER REFLECTIVE OR BRILLIANT COLORS.

(e.) SIGNS SHALL BE THE MINIMUM NUMBER NECESSARY TO DIRECT TRAFFIC TO THE ESTABLISHMENT: SUCH SIGNS MAY ONLY CONTAIN THE NAME OF THE ESTABLISHMENT, A DIRECTIONAL ARROW, OR DIRECTIONAL WORDS.

(f.) SUPPORTING STRUCTURE OF GROUND SIGNS SHALL BE OF SOLID CONSTRUCTION AT LEAST TWO-THIRDS THE DIMENSION OF THE WIDTH AND THICKNESS OF THE SIGN IT SUPPORTS.

8. APPROVAL: A MASTER SIGN PLAN THAT INDICATES THE LOCATION AND CONFORMANCE WITH THIS SECTION SHALL BE REQUIRED TO BE SUBMITTED FOR REVIEW AND APPROVAL BY THE CITY MANAGER OR HIS/HER DESIGNEE.

Section 2. Section 19 of Chapter 2 of Title 11 is amended by the addition of the following:

(E) REGIONAL SHOPPING CENTERS. A GROUP OF COMMERCIAL ESTABLISHMENTS MANAGED AS A TOTAL ENTITY (NOT NECESSARILY UNDER A SINGLE OWNERSHIP) WITH ON-SITE PARKING PROVIDED. MAY INCLUDE RETAIL, OFFICE AND SERVICE USES. A REGIONAL CENTER OCCUPIES AT LEAST 100 ACRES, HAS FOUR OR MORE ANCHOR STORES AND A MINIMUM OF ONE MILLION SQUARE FEET OF GROSS LEASEABLE AREA.

Section 3. Severability: If any section, paragraph, clause, word or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part deemed unenforceable shall not affect any of the remaining provisions.

Section 4. This ordinance shall take effect upon its passage after second reading.

Section 5. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 1st day of December, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997

Subject: Amended Agreement with the Urban Drainage and Flood Control District re Little Dry Creek, Phase C

Prepared by: David R. Downing, City Engineer

Introduction

City Council action is requested to authorize the City Manager to execute the attached amended agreement with the Urban Drainage and Flood Control District (UDFCD) regarding funding and the division of responsibilities between the two parties for the construction of drainage improvements to that portion of Little Dry Creek located between England Park and Lowell Boulevard; authorize the expenditure of \$310,000 for the City's share of the design and construction of these improvements; and charge the expense to the appropriate Little Dry Creek project account in the General Capital Improvement Fund.

Summary

The proposed amendment to the 1996 agreement is necessary to encumber additional funding that has been appropriated by both parties in their separate budgets in 1997 and 1998. Under the original agreement, the City purchased properties needed for the construction of Phase C at a cost of approximately \$80,000, and the District matched this expense by funding the cost of the design work. Now that the parties are ready to bid and construct the channel improvements, an additional \$620,000 (\$310,000 from each entity) must be contributed toward the project to cover the estimated cost of the work. Sufficient funds for the City's portion of the amended agreement are available through a \$100,000 appropriation in the 1997 General Capital Improvement Fund (GCIF) and a \$215,000 appropriation in the 1998 GCIF. The payment of the City's share will not be due until after the first of next year.

Staff Recommendation

Authorize the City Manager to execute an amended agreement with the Urban Drainage and Flood Control District regarding the Little Dry Creek, Phase C project; authorize the expenditure of \$310,000 for the City's share of the costs of design and construction of this project; and charge the expense to the appropriate Little Dry Creek project account in the General Capital Improvement Fund.

Background Information

In 1996, the City and the UDFCD entered into an agreement to design and construct drainage improvements to the section of Little Dry Creek located between England Park south of 72nd Avenue and Lowell Boulevard (see attached map). This Phase C of the project is the last remaining unimproved reach of Little Dry Creek within the boundaries of Westminster, and this cost sharing agreement with the District to improve a segment of the creek is the latest in a series that began in the early 1980's.

To date, the City and the UDFCD have jointly funded six separate phases of construction along Little Dry Creek between Sheridan Boulevard and Lowell Boulevard, and, in the process, have resulted in more than 50 residential and commercial structures no longer being located within the 100-year floodplain.

With Council's approval of the proposed amended agreement, City and District Staffs will proceed with the advertisement of the project for construction bids. Bids will probably be opened in January, at which time Council will be asked to award a contract to the lowest qualified bidder. The construction of the channel improvements for Phase C will extend through the spring and into the summer of 1998.

The designation of potential phases of the Little Dry Creek project was accomplished years ago, and the phases have not been constructed in the order that they were originally envisioned. Hence, Phase C is not the third segment of the channel to be improved. In fact, six phases of improvements to the creek have been built since the project commenced in 1983-84. Phase C will provide drainage enhancements to that portion of the channel located between England Park (i.e., the very first construction phase) and the bridge over the creek at Lowell Boulevard. Once this phase is completed, all of the channel of Little Dry Creek within the boundaries of Westminster will have been improved. Future consideration may be given to projects to increase the conveyance of storm flows under Sheridan Boulevard and Lowell Boulevard, but no other work on the channel of the creek is anticipated for the foreseeable future.

The proposed scope of work for Phase C will create a slightly meandering, open channel with a boulder-lined, natural bottom low-flow area. A total of three drop structures will be included within this stretch of the creek to lower the velocity of the runoff and, thus, reduce the possibility of severe erosion. The existing channel that currently hugs the rear lot lines of the businesses that front upon Newton Street will be shifted to the south in order to protect these private properties and many of the large trees that have grown along the creek. The finished product will not have the appearance of a manicured park (as does that portion of the creek located immediately upstream in England Park since much of this land is designated as City Open Space), but it will provide a wide, clean view corridor off of Lowell Boulevard that will act as an appropriate gateway at this southern entrance to the City.

Alternative actions identified include (1) taking no action at this time, (2) deferring action to next year or later, or (3) seeking a more favorable ratio of District funds to City funds for the project. None of these alternatives are viewed as constructive or assure completion of this last segment.

Respectfully submitted,

William M. Christopher
City Manager

Attachments: Map, Agreement

Date: December 1, 1997

Subject: Councillor's Bill No. re Supplemental Appropriation of Federal Grant

Prepared by: Dan Montgomery, Chief of Police
Patrick F. Casey, Lieutenant

Introduction

City Council action is requested to pass the attached Councillor's Bill on first reading appropriating \$57,527 to the Police Department Investigations Division Capital Outlay Equipment Account. This money is to be received from the Department of Justice Federal Block Grant Agreement program to assist the City with the purchase an Automated Fingerprint Information System (AFIS).

Summary

Earlier this year, the Department of Justice notified the City Manager's Office that the City was eligible to receive a direct grant award of \$57,527 under the local law enforcement block grant program. This federal block grant funding is for the purchase of an Automated Fingerprint Information System. This system will enhance the Police Department's ability to identify potential criminal impersonator suspects and expedite the booking process. The system will save valuable time for the officers and will enable them to return to their visible patrol function much quicker.

Staff Recommendation

Pass Councillor's Bill No. on first reading appropriating \$57,527 from Federal grant funds to the appropriate capital outlay account in the Police Department budget for the purpose of purchasing an Automated Fingerprint Information System.

Background Information

In May of this year, Council was apprised of the fact that the police department was eligible and had applied for U.S. Department of Justice Block Grant in the amount of \$57,527. The purpose of this grant request is to obtain funds necessary to purchase the AFIS equipment. The basic elements of the grant are as follows:

1. The "grant period" for this award is from October 1, 1997 to September 30, 1999.
2. Under the conditions of this Grant, a maximum of \$57,527 will be paid to purchase the equipment.
3. The City must agree to provide \$6,392 over the Grant period in a cash match. These funds have been approved in the Police Department's 1998 budget.

4. The Grant requires the establishment of an Advisory Board to make "nonbinding recommendations to the recipient of local government for the use of funds received under this program."

According to the Grant language, this Board must include the following:

- A. Police Department representative
- B. Local Prosecutor representative
- C. A representative from the Municipal Court
- D. A representative from a Westminster School District
- E. A representative from a local non-profit, educational, or community group active in crime or drug prevention.

5. The Grant is subject to the approval of City Council.

6. Semi-annual reports to the Department of Justice are required.

The AFIS equipment is a live-scan management system that captures a person's fingerprints without the use of ink. The operator can view the print as it is being rolled on a video monitor to ensure the print is of high quality and classifiable. This part of the booking process time will be cut by 33%, since the printer will be able to generate the three print cards required from the one set of prints taken. The printer will allow the officer to communicate with the CBI (Colorado Bureau of Investigation) Fingerprint Database to ensure that the information we have for the person who is being booked is, in fact, the correct information and that the person is not a criminal impersonator.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 1998 BUDGET OF THE GENERAL FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1998 ESTIMATED REVENUES IN THE VARIOUS FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 1998 appropriation for the General Fund, initially appropriated by Ordinance No. 2566 in the amount of \$49,228,260 is hereby increased by \$57,527 which, when added to the fund balance as of the City Council action on December 1, 1997, will equal \$49,285,787. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to a Department of Justice Federal Block Grant for the purchase of an Automated Fingerprint Information System (AFIS).

Section 2. The \$57,527 increase in the General Fund shall be allocated to City Revenue and Expense accounts which shall be amended as follows:

<u>Description</u> <u>Final Budget</u>	<u>Current Budget</u>	<u>\$ Increase</u>	
<u>REVENUES</u>			
Intergovernmental			
10-0426-000	\$0	<u>\$57,527</u>	\$57,527
<u>EXPENSES</u>			
Capital Outlay - Equipment			
10-20-30-406-000	\$17,000	<u>\$57,527</u>	\$74,527

Section 3 - Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this Ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 1st day of December, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997

Subject: Councillor's Bill No. re VALE Funded Victim Advocate Position

Prepared by: Jacqueline June, Victim Services Coordinator

Introduction:

City Council action is requested to pass the attached Councillor's Bill on first reading appropriating \$36,362 for the salary, benefits, training, on-call pay and overtime for one FTE Victim Advocate for 1998.

Summary

The Victim Services Unit is charged with insuring compliance with the Colorado State Constitutional Amendment for crime victims' rights. The unit is currently staffed by a coordinator and two victim advocates. An additional advocate is needed in order to fully cover on-call duties, training, vacation, sick time, comp time and administrative tasks. The First and Seventeenth Judicial District Victim Assistance and Law Enforcement (VALE) Boards have fully funded a new victim advocate position. This position will insure high standards of service for the growing Westminster citizenry, and indications from both boards are that this grant position will most likely be funded in 1999 as well. If not, a decision will have to be made by Staff as to the priority for funding from the 1998 General Fund Budget.

Staff Recommendation

Pass Councillor's Bill No. on first reading appropriating \$36,362 into the Police Department Investigation Services Division Budget.

Background Information

The Victim Services Unit is charged with insuring compliance with the Colorado State Constitutional Amendment for crime victims' rights. The unit provides 24 hour, 365 days per year on call services, follow-up services, and the fast track domestic violence program. Services include crisis intervention, emotional support, case status information, referrals to community services, access to victim compensation, advocacy within the criminal justice system, and intervention with families, employers and landlords.

The unit is currently staffed by a coordinator and two FTE victim advocates, all of whom provide direct client services on a daily basis. Victim Services staff is currently serving approximately 3,000 citizens per year. The severity of the criminal incidents and the ensuing needs of the clients have increased over time, and the number of officers who are the unit's internal customers has grown from 112.5 in 1992 to 127 in 1997. Unit staff is constantly stretched in order to cover on-call duties, training, vacation, sick time, comp time and administrative tasks while maintaining a high standard of customer service.

It should be noted that the unit has fewer or the same number of personnel than other programs in the north metro area which do not have the responsibility of running a full fast track program. An active volunteer program is in place; however, appropriate volunteers who have daytime availability are difficult to recruit. This appears to be due to the demographics of the City. People who do volunteer for the unit tend to be professional people who are employed full time during business hours. Additional staff is needed to maintain quality services.

The First and Seventeenth Judicial District VALE Boards have fully funded a new victim advocate position, including salary, benefits, training, on call pay, and overtime pay and no City funding will be required. The First Judicial District Board has granted \$14,545 and the Seventeenth Judicial District Board has granted \$21,817. This position will insure that the growing number of Westminster citizens continue to receive high standards of service.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 1998 BUDGET OF THE GENERAL FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1998 ESTIMATED REVENUES IN THE VARIOUS FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 1998 appropriation for the General Fund, initially appropriated by Ordinance No. 2566 in the amount of \$49,228,260 is hereby increased by \$36,362 which, when added to the fund balance as of the City Council action on December 1, 1997, will equal \$49,322,149. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to VALE grants for one FTE Victim Advocate position from both Adams and Jefferson County.

Section 2. The \$36,362 increase in the General Fund shall be allocated to City Revenue and Expense accounts which shall be amended as follows:

<u>Description</u> <u>Final Budget</u>	<u>Current Budget</u>	<u>\$ Increase</u>	
<u>REVENUES</u>			
Victim Assistance 10-0450-000	\$10,000	<u>\$36,362</u>	\$46,362
<u>EXPENSES</u>			
Regular Salaries 10-20-30-100-000	\$1,643,548	28,742	\$1,672,290
Salaries-Overtime 10-20-30-103-000	\$140,000	\$827	\$140,827
Career Development 10-20-30-144-000	\$11,000	\$100	\$11,150
Benefits 10-10-90-123-594	\$1,403,109	<u>\$5,887</u>	\$1,488,996
Total change to Expenses		<u>\$36,362</u>	

Section 3 - Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this Ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 1st day of December, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997
Subject: Councillor's Bill No. re Special Event Permits
Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to pass on first reading the attached Councillor's Bill, changing the processing of Special Event Permits pursuant to the Special Permit and License Board request.

Summary

Recently the Special Permit and License Board members requested the City Attorney's office to review the procedures for Special Event Permits to see if these permits could be approved administratively if the event had a 3 year record of no violations.

Staff Recommendation

Pass Councillor's Bill No. on first reading amending the Municipal Code to amend to the process for Special Event Permits.

Background Information

The Special Permit and License Board has been provided with a copy of this proposed ordinance. The Board met on Wednesday, November 19th, and there were no changes proposed by the Board.

The Board has noted that special event permits are most often requested by organizations which hold special events, such as church bazaars and the Westminster Faire, on an annual basis and that the events proceed smoothly with no problems and no violations. It is more customer-friendly to allow the permits to be issued administratively rather than requiring a formal appearance before the Board every year. An organization with little or no history of successful events would still be required to appear before the Board, as would any applicant which had problems or liquor/beer code violations.

Administrative approvals are authorized by the state special event law, Section 12-48-107(4), C.R.S.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Councillor's Bill

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING TITLE V, CHAPTER 14 OF THE MUNICIPAL CODE PERTAINING TO SPECIAL EVENT LIQUOR PERMITS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Title V, Chapter 14, Section 10 of the Westminster Municipal Code is hereby amended as follows:

5-14-10: SPECIAL EVENT PERMIT:

(A) Definition: A special event permit is a special license which authorizes a qualified organization or political candidate to sell, by the drink only, malt beverages or malt, spirituous or vinous liquors. A qualified organization is an organization which has been incorporated under the laws of this State for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain; a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes which is not for profit; a regularly established religious or philanthropic institution; or a municipality owning arts facilities at which productions or performances of an artistic nature are presented.

(B) Application Procedure:

1. At least thirty (30) days prior to the event, the applicant shall file a verified application for a special event permit with the City Clerk on forms provided by the City Clerk. The application shall include a fee in the amount specified in 5-14-5.

2. Upon receipt of the completed application, THE CITY CLERK SHALL REVIEW THE APPLICATION ACCORDING TO THE STANDARDS ESTABLISHED BELOW. THE CITY CLERK SHALL ALSO POST THE PROPERTY, GIVING NOTICE OF THE APPLICATION AND PROVIDING INFORMATION FOR FILING A PROTEST, INCLUDING THE DEADLINE FOR FILING THE PROTEST. THE PROPERTY SHALL BE POSTED AT LEAST TEN (10) DAYS PRIOR TO ANY FURTHER ACTION BY THE CITY CLERK.

~~and after investigation, the City Clerk shall schedule the application for decision by the Licensing Authority. The City Clerk shall also post the proposed location at least ten (10) days prior to action by the Authority with a public notice of the proposed permit and the procedure for protesting issuance of the permit. The City Clerk shall notify the applicant and any formal protesters of the date scheduled for action by the Authority.~~

3. Any protest shall be filed with the City Clerk in writing NO LATER THAN THE DATE ESTABLISHED IN THE NOTICE. ~~within ten (10) days after the date the public notice is posted.~~

4. IF NO PROTEST IS RECEIVED AND THE CITY CLERK'S REVIEW FINDS NO DISQUALIFYING FACTORS, THE CITY CLERK SHALL ISSUE THE PERMIT.

5. IF A PROTEST HAS BEEN FILED, OR DISQUALIFYING FACTORS HAVE BEEN IDENTIFIED, OR AT THE DISCRETION OF THE CITY CLERK, A PUBLIC HEARING BEFORE THE BOARD SHALL BE SCHEDULED. NOTICE OF THE PUBLIC HEARING SHALL BE POSTED ON THE PROPERTY NO LESS THAN TEN (10) DAYS PRIOR TO THE HEARING. THE CITY CLERK SHALL NOTIFY THE APPLICANT AND ANY PERSON WHO HAS FILED A PROTEST.

4-6. Upon approval of the application, the City Clerk shall submit the approved application and fees to the state licensing authority at least ten (10) days prior to the date of the special event.

5-7. The Licensing Authority may require an applicant to post a performance bond to assure compliance with the provisions of this Code or state statute.

(C) STANDARDS FOR APPROVAL BY CITY CLERK:

1. THE APPLICANT HAS, FOR A PERIOD OF THREE (3) YEARS, CONDUCTED A SUBSTANTIALLY SIMILAR EVENT WITH NO VIOLATIONS OF THE LIQUOR CODE OR BEER CODE; OR THE EVENT HAS BEEN SPONSORED BY THE CITY WITH NO SUCH VIOLATIONS IN THE PREVIOUS THREE (3) YEARS; AND

2. ANY INVESTIGATION BY THE POLICE DEPARTMENT REVEALS NO EVIDENCE OF SUBSTANTIAL PROBLEMS WITH CROWD CONTROL, ASSAULTS OR FIGHTING OR SIMILAR MISCONDUCT, OR ANY OTHER HISTORY OF PROBLEMS ASSOCIATED WITH THE EVENT.

3. IF THE APPLICATION DOES NOT MEET THE ABOVE STANDARDS, THE APPLICATION SHALL BE SCHEDULED FOR DECISION BY THE BOARD.

~~(C)~~(D) Grounds for issuance:

1. A special event permit may be issued only upon a satisfactory showing by an organization or a qualified political candidate that

(a) Existing licensed facilities are inadequate for the purposes of serving members or guests of the organization or political candidate and that additional facilities are necessary by reason of the nature of the special event being scheduled; or

(b) The organization or political candidate is temporarily occupying premises other than the regular premises of such organization or candidate during such special events as civic celebrations or county fairs and that members of the general public will be served during such special events.

2. The CITY CLERK AND THE Licensing Authority shall also consider the eligibility of the applicant and whether the issuance would be injurious to the public welfare by reason of the nature of the special event, its location within the community, or the failure of the applicant in a past special event to conduct such event in compliance with applicable laws and regulations.

Section 2. Severability: If any section, paragraph, clause, word or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part deemed unenforceable shall not affect any of the remaining provisions.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 1st day of December, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997
Subject: Resolution No. re Year End Contingency Transfers
Prepared by: Barbara Gadecki, Assistant to the City Manager

Introduction

City Council action is requested to adopt the attached Resolution which authorizes various transfers from the General Fund contingency account into a variety of General Fund operating accounts. No contingency transfers are being requested into any other of the City's funds. These actions are part of the year end housekeeping functions to address certain unanticipated expenses in various budget accounts. Funds for these transfers are available in the General Fund contingency account.

Summary

The year end contingency transfer is a routine action to address the need for some additional funds in a variety of accounts as a result of unanticipated expenses that could not be absorbed within the operating budget. Each year, contingency funds are budgeted for unanticipated expenses that cannot be absorbed within the operating budget such as the ones which follow. The transfers needed from the General Fund contingency are outlined below:

- | | |
|----------|---|
| \$22,000 | Needed in the City Council budget due to higher than anticipated expenses for special promotions such as special momemtos and multiple sponsorships and contributions for charitable and nonprofit organizations. |
| \$7,000 | Needed in the City Manager's Office due to the unanticipated departure of two employees (one very long term employee) that required a significant expense for their general leave payout. |
| \$10,000 | Needed in the City Attorney's Office for the purposes of ordering and obtaining furniture for additional prosecution staffing approved for the Municipal Court. Due to the time required for selecting, ordering, and receiving the furniture items, the funds are requested now so that this time consuming process may begin. |
| \$14,000 | Needed in the Finance Department due to unanticipated additional expenses incurred with the hiring and relocating the new Finance Director. |
| \$36,400 | Needed for General Services for unanticipated costs associated with modification of the gas recovery system, additional drug and alcohol screens, and City Charter publication expenses. The Gas Recovery System located at the Municipal Services Center must be modified to achieve compliance with the State Discharge Permit and various sections of the City Code. The total cost for this system is \$35,000, half of which can be absorbed in the Fleet Division budget. |

Employee Services implemented drug and alcohol screens for seasonal and unbenefitted part time employees as currently done for all benefitted positions as part of their pre-employment physicals. This is a new practice and the cost was not fully anticipated.

\$90,000 Needed for Park Services in the Parks, Recreation & Libraries Department for water used to irrigate parks and public facilities. Moisture received to date is 14.29 inches (15 inches is an average year); however, 7 inches of this occurred in just 8 days which created a condition of sporadic and inconsistent moisture availability. To balance water needs for grass, trees, and related plant material, an additional 11 inches of irrigation was required to offset the 66 days of over 80 degree temperatures recorded between June and August.

\$12,900 Needed for Community Development due to unanticipated costs associated with consulting fees for a commuter rail presentation and studies related to the Westminster Mall.

\$92,000 Needed for the Economic Division of Community Development due to printing additional copies (\$8,000) of the Business Directory for residents and business and for higher than anticipated demands on the Business Assistance account which had higher than anticipated expenses. This account provides funds for the Face Lift, Small Business Scholarship, and Emergency Assistance Programs.

\$284,300 TOTAL

Currently, the General Fund contingency account has \$492,309 available to fund these unanticipated expenses.

Staff Recommendation

Adopt Resolution No. authorizing the transfer from the General Fund contingency account into the various operating budgets as described above.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.
SERIES OF 1997

INTRODUCED BY COUNCILLORS:

WHEREAS, City Council supports year end transfers from the General Fund Contingency account to balance various expenditure accounts due to unanticipated or additional costs, and

WHEREAS, the General Fund Contingency balance is \$492,309.

NOW, THEREFORE, be it resolved that the Westminster City Council resolves that:

\$284,300 be transferred from the General Fund Contingency to the appropriate Operating Budget as follows:

10-01-01-245-000	City Council special promotions	\$22,000
10-05-05-144-000	CMO Departing Employee Expenses	7,000
10-03-12-404-000	City Attorney's Office Prosecution Increased staffing furniture	10,000
10-15-05-205-000	Finance Department Department Head Relocation costs	14,000
10-12-05-299-000	GS Gas Recovery System Mod	17,000
10-12-06-132-000	GS Employee Drug/Alcohol Testing	12,000
10-12-07-243-000	GS Legal Notice Publication 6,900	
10-50-55-283-000	PRL Water Usage	90,000
10-30-38-209	CD Commuter Rail Presentation	14,900
10-30-34-299	CD Westminster Mall Studies 8,000	
10-30-34-242	CD Business Directory Printing	8,000
10-30-34-297	CD Ecoc Dev Business Assistance	84,000
	TOTAL	284,300

Passed and adopted this 1st day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: December 1, 1997
Subject: City Council Assignments for 1998-99
Prepared by: Bill Christopher, City Manager

Introduction

Action is requested pertaining to the Council assignments for calendar years 1998 and 1999. This pertains to internal committees of the City organization as well as numerous external organizations in which the City has an involvement.

Summary

Every two years, the Mayor makes appointments involving Council members to both internal Boards and Commissions and external organizations. The next cycle of such assignments is due for 1998-1999. Mayor Heil has solicited comments from members of Council and the City Manager regarding the draft list of assignments and they are now ready to be finalized.

Staff Recommendation

Mayor announces Council assignments for calendar years 1998 and 1999.

Background Information

The City of Westminster is involved in a number of organizations which are external to the City government. These include a wide range of both standing committees as well as groups that are formed to address current issues. They range from regional air quality issues to representation on the Denver Regional Council of Governments (DRCOG), to coordination meetings with Hyland Hills Park and Recreation District, the Quality of Life Commission and School District No. 50 to the Westminster Community Artist Series. City Council and Staff are active participants on a number of committees related to transportation issues such as the Adams and Jefferson County Transportation Issues committees, the Northwest Parkway and the I-25 Corridor Study committees.

Also, there are 12 City Boards and Commissions in which a City Council liaison is to be assigned. The purpose of such Council assignments is to assure open and time sensitive communications between City Council and the respective Board or Commission. These particular assignments for 1998-1999 are to be handled on an "on-call" basis. The Chairperson of each respective Board or Commission shall be responsible to contact the Council representative when he or she is needed to be at the respective meeting. Otherwise, the Council representative will not be in attendance at the Board/Commission meeting.

Mayor Heil previously obtained feedback from Council members and the City Manager regarding the suggested list of Council assignments. The feedback received has been reflected in the attached final list. Letters will be sent to all outside organizations as well as to the chairperson of each City Board/Commission apprising them of the appointments.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

**COUNCIL ASSIGNMENTS
1998/99**

Organization

Council/Staff Representatives

Airport (DIA)	Nancy Heil/Marty McCullough
Adams County Transportation Issues	Ann Merkel/Dave Downing/Glenn Scott
Adams County Transportation Funding Alternatives	Ann Merkel/Bill Christopher
Jeffco Transportation Issues	Glenn Scott/Mike Normandin/Ann Merkel
Rocky Flats Issues	Sam Dixion/Mary Harlow
Regional Air Quality Council	Glenn Scott/Brian Bosshardt
Adams County Economic Development	Sam Dixion/Susan Grafton
Jeffco Economic Council	Sam Dixion/Susan Grafton
DRCOG	Glenn Scott/Herb Atchison
ADCOG	Fred Allen/Sam Dixion
JEFFCO	Glenn Scott/Herb Atchison
COW/Hyland Hills/School District 50	Nancy Heil/Ann Merkel/Fred Allen/Bill Christopher/Bill Walenczak
CML Policy Committee	Sam Dixion/Bill Christopher
Front Range Water Authority	Nancy Heil/Ron Hellbusch
Front Range Water Forum	Nancy Heil/Ron Hellbusch
Historical Society (On Call)	Suzanne Smith
Quality of Life Commission (On Call)	Suzanne Smith
Volunteer Firefighter Pension Board	Nancy Heil/Retired Volunteer/Ann Merkel
Community Artist Series	Bill Christopher/Sam Dixion
Northwest Parkway	Nancy Heil/Ann Merkel/Dave Downing
I-25 Corridor	Nancy Heil/Ann Merkel/Dave Downing
JEFFCO Mayor/Commissioner/Manager	Glenn Scott/anyone
ADCO Mayor/Commissioner/Manager	Nancy Heil/Bill Christopher

City Boards/Commission - All are to be on call

Board of Adjustment	Fred Allen/Dave Falconieri
Board of Building Code Appeals	Fred Allen/Dave Horras
Election Commission	Suzanne Smith/Michele Kelley
Environmental Advisory Board	Glenn Scott/Sue Nachtrieb
Human Services Board	Ann Merkel/Brian Bosshardt
Library Board	Suzanne Smith/Bill Walenczak
Open Space Advisory Board	Herb Atchison/John Carpenter/Bob Lienemann
Planning Commission	Herb Atchison/Dave Shinneman
Parks & Recreation Advisory Board	Fred Allen/Bill Walenczak
Personnel Board	Suzanne Smith/Debbie Mitchell
Special Permit & License Board	Herb Atchison/Michele Kelley
Transportation Commission	Ann Merkel/Dave Downing