



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: January 8, 2014

SUBJECT: Briefing and Post-City Council Briefing Agenda for January 13, 2014

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Dinner 6:00 P.M.

Council Briefing (*The public is welcome to attend.*) 6:30 P.M.

POST BRIEFING (*The public is welcome to attend.*)

PRESENTATIONS

1. Public Works and Utilities Briefing: Functions, Responsibilities and Issues
2. Water Tanks Major Repair and Replacement Program Update and Northridge Tank
No. 3 Design Contract Negotiations
3. City Council Assignments

CITY COUNCIL REPORTS

None at this time.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY

None at this time.

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Post City Council Meeting
January 13, 2014



SUBJECT: Public Works and Utilities Briefing: Functions, Responsibilities and Issues

PREPARED BY: Jody Andrews, Director of Public Works and Utilities

Recommended City Council Action

City Council is requested to listen to Staff's overview of the Public Works and Utilities Department's operations, responsibilities and potential upcoming issues that might be coming to City Council for direction in the future.

Summary Statement

Public Works and Utilities Staff has prepared an overview of the Department's operations to share with all of City Council. This will serve as an opportunity to orient new City Councillors as well as re-familiarize existing Council members on the wide variety of services and programs the Public Works and Utilities Department offers Westminster residents, businesses and visitors.

Public Works and Utilities Department Staff will be in attendance at Monday's Study Session to provide a brief overview of the Department's operations and answer any questions.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

None at this time.

Alternative

None at this time.

Background Information

The Public Works and Utilities Department maintains and enhances the safety and well-being of the community by providing exceptional water and wastewater services and maintaining the City's extensive network of street infrastructure.

As one of the larger City departments with 132 employees, an annual budget of nearly \$30 million, and a two-year capital improvement budget of over \$45 million, the Department's goal is to deliver exceptional value and quality of life to Westminster residents, businesses and visitors by embodying the City's core SPIRIT values: Service, Pride, Integrity, Responsibility, Innovation, and Teamwork.

The Public Works and Utilities Department is comprised of four Divisions:

Director's Office and Administration – oversees the Department, including managing the Department's budgets and performance, public information, and collaboration with other City departments.

The Director's Office and the Administration Division are comprised of 3 staff located on the second floor of City Hall.

Street Operations – maintains the City's street network of 1,100 lane-miles of city streets including stormwater drainage, snow and ice control, bridge painting and over 17,000 signs. Each year the Division repairs over 3,500 potholes, applies 285,000 pounds of crackseal material, sweeps over 3,600 miles of streets, logs 48,000 miles of snow plowing/deicing miles and applies 3,600 tons of deicer. Street Operations also manages the Annual Street Improvement Program, the Adopt-A-Street Program, the Pavement Management Program, and the Public Facility Parking Lot Management Program.

The Street Operations Division is comprised of 24 staff located at the Municipal Services Center.

Utilities Operations – operates and maintains the City's water and wastewater collection, treatment and distribution systems including approximately 535 miles of potable water lines, 25 miles of reclaimed water lines, 25 miles of raw water lines, 404 miles of sanitary sewer lines, 8 treated water storage facilities, 11 water storage tanks, 2 water treatment facilities treating up to 59 million gallons per day (mgd), one reclaimed water treatment facility treating up to 10 mgd, and one wastewater treatment facility treating up to 11.9 mgd. The Division also coordinates water and sewer system improvement projects and programs, provides potable and reclaimed water meter reading services to approximately 32,246 customer accounts, oversees biosolids land application, runs the Department's maintenance, asset management program, geographic information system (GIS) and document management applications and performs snow and ice control in conjunction with Street Operations.

The Utilities Operations Division is comprised of 78 staff located at the Municipal Services Center, the Semper Water Treatment Facility, and the Big Dry Creek Wastewater Treatment Facility.

Utilities Planning and Engineering – responsible for planning, design, construction and oversight of the City’s potable water, reclaimed water and wastewater systems with a total asset replacement value of approximately \$2.7 billion, water resources and raw water acquisition with a water rights value of approximately \$1.0 billion, the operation of water quality laboratories for continuous testing of raw water and wastewater to ensure high water quality and compliance with State and Federal regulations, proactive watershed protection, management of the City’s Biosolids and Industrial Pre-Treatment programs, and water conservation.

The Division is implementing \$45.1 million of water and wastewater capital improvements in the 2013-2014 Capital Improvement Program, including improvements to the Wandering View Pump Station, construction of new Northridge Water Storage Tank #3, and construction of a bypass water pipeline to Standley Lake.

The Utilities Planning and Engineering Division is comprised of 27 staff located on the second floor of City Hall, the Semper Water Treatment Facility, and the Big Dry Creek Wastewater Treatment Facility.

Except for Street Operations, which is funded from the City’s General Fund, the Public Works and Utilities Department is funded from the City’s Enterprise Utility Fund, which includes the City’s Utilities Capital Improvement Program. The Enterprise Utility Fund receives most of its funding through water and wastewater rates and tap fees. The Department’s Description and Responsibilities document and Organizational Chart are attached for more detailed information.

Staff is planning to come back before City Council in 2014 with more detailed presentations on the following important issues:

- The City’s Comprehensive Water Supply Plan.
- The Enterprise Utility Fund, including long term financial sustainability, funding for utility capital projects, and rate and tap fees.
- The City’s Treated Water Storage Tank Repair and Rehabilitation Program.
- Construction of the sewer lift station at 87th Avenue and Wadsworth Boulevard.
- The City’s Pavement Management System, including current street condition ratings.

The Department of Public Works and Utilities supports all five of the City’s Strategic Plan goals: Strong, Balanced Local Economy; Safe and Healthy Community; Financially Sustainable City Government Providing Exceptional Services; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: Department of Public Works and Utilities Description & Responsibilities
Department of Public Works and Utilities Organization Chart

City of Westminster
DEPARTMENT DESCRIPTIONS & RESPONSIBILITIES

PUBLIC WORKS AND UTILITIES

The Public Works and Utilities Department maintains and enhances the safety and well-being of the community by providing exceptional water and wastewater services and maintaining the city's extensive network of street infrastructure.

The Department has two main funding sources:

- General Fund (street operations)
- Enterprise Utility Fund, which includes the Capital Improvement Program (water and wastewater operations and wastewater capital projects)

The Department's 2014 annual budget is \$29.4 million and its 2013-2014 Capital Improvement Program budget (for water and wastewater improvement projects) is \$45.1 million.

The Department consists of 132 staff in four divisions: the Director's Office and Administration Division, the Street Operations Division, the Utilities Planning and Engineering Division, and the Utilities Operations Division.

Director's Office and Administration Division

- Provides overall management of the Department and contributes to the effective management of the City through coordination and collaboration with other City departments.
- Directs Department programs and projects and prepares and oversees the Department's operating and capital project budgets, including taking overall responsibility for the fiscal sustainability of the Enterprise Utility Fund including financial planning, tap fee setting, water/wastewater rate setting and management of the financial reserves.
- Evaluates long-term water supply sources, plans for utilities to accommodate growth in the City, and works with key staff in matters of personnel, training and long-range planning.
- Coordinates with external agencies and authorities, represents the Department and the City at regional meetings, and monitors and comments on relevant legislation.
- Provides public information on Departmental operations and projects, and prepares reports as needed.

Street Operations Division

- Provides overall maintenance of streets, rights-of-way, lane marking, striping, signage and storm sewers.
- Utilizes the computerized Pavement Management System to inventory/monitor street improvements, manage the City's street network infrastructure investment and compile the 5 year Street Improvement Master Plan.
- Administers and oversees contractual pavement rehabilitation/maintenance projects, pavement resurfacing, reconstruction, sealcoating, crack sealing, concrete replacement, lane line re-painting, street sweeping and bridge railing repainting.

- Administers the In-House Pavement Rehabilitation Program, Public Facility Parking Lot Management Program, and the Adopt-a-Street Program.
- Provides efficient snow and ice control to assure safe driving conditions.
- Maintains storm sewers and open drainage to eliminate damage to private and public properties.
- Maintains the Traffic Sign Management Database.

Utilities Operations Division

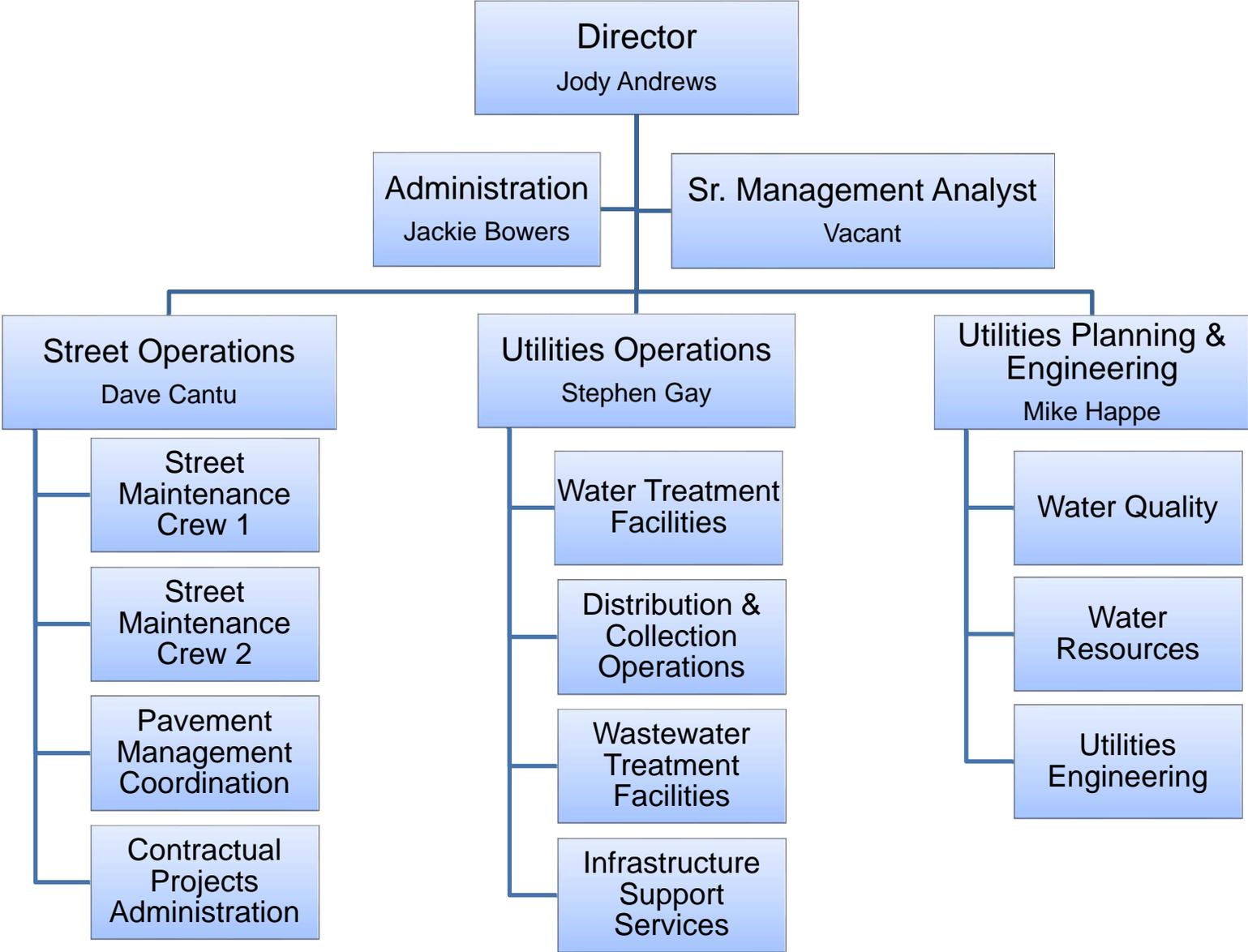
- Maintains water distribution and wastewater collection systems and reclaimed water distribution system.
- Operates and maintains water treatment, wastewater treatment, and reclaimed water treatment facilities:
 - Treats the City's water at the 44 million gallon per day (mgd) Semper Water Treatment Facility at 8900 Pierce Street and the 15 mgd Northwest Water Treatment Facility at 8595 W. 104th Avenue.
 - Treats the City's wastewater at the 11.9 mgd Big Dry Creek Wastewater Treatment Facility at 13150 Huron Street.
 - Treats the City's reclaimed water at the 10 mgd Reclaimed Water Treatment Facility at 13070 Huron Street.
- Disposes of approximately 1,100 dry tons per year of biosolids through land application or composting.
- Replaces deteriorating water lines and rehabilitates deteriorating sanitary sewer lines.
- Administers the asset management, document management and GIS applications to effectively manage the performance, risks and expenditures related to maintaining city infrastructure.
- Operates and maintains sanitary sewer lift stations, water pumping stations, potable water storage facilities and one reclaimed water storage standpipe.
- Utilizes a mobile radio-read system to provide meter reading services to residents in the city.
- Provides high-quality drinking water through the City's treated water supply system ensuring regulatory compliance.
- Performs snow and ice control in conjunction with Street Operations.

Utilities Planning and Engineering Division

- Responsible for all aspects of water and wastewater capital projects including long-term planning, project design and construction, project tracking, oversight of external consultant work, and master plan coordination and review.
- Responsible for all aspects of raw water supply planning and acquisition for the City including monitoring the raw water resources of the City to assure physical and legal protection, quality and yield of water rights, and storage.

- Responsible for the protection and quality of Westminster's water resources including operation of water quality laboratories for continuous testing of raw water and wastewater to ensure high quality results and compliance with State and Federal regulations, technical support to the water, wastewater and reclaimed facilities, proactive watershed protection.
- Manages the city's Biosolids and Industrial Pre-Treatment programs.
- Administers the City's Reclaimed Water program including compliance with State regulations, master planning, managing Reclaimed water deliveries; providing service to existing customers, and prioritization of new customer connections to the Reclaimed Water System.
- Reviews and provides feedback on State regulations and legislation that have an impact on water supplies, water and wastewater operations and water quality.
- Ensures the delivery and maintenance of the City's water supply through participation on relevant Boards and Committees.
- Oversees development and implementation of water conservation programs including general customer education, conservation rebates, and improved water efficiencies for irrigation/industrial/commercial users.
- Provides staff involvement and current and timely information to City Council and Staff on issues related to the Rocky Flats National Wildlife Refuge.
- Provides Enterprise Utility Fund financial planning including rate and tap fees analysis and recommendations.

Public Works and Utilities Department





Staff Report

Post City Council Meeting
January 13, 2014



SUBJECT: Water Tanks Major Repair and Replacement Program Update and Northridge Tank No. 3 Design Contract Negotiations

Prepared By: Dan Strietelmeier, Senior Engineer
Stephen Grooters, Senior Projects Engineer

Recommended City Council Action

The City Manager recommends that City Council receive the Water Tanks Major Repair and Replacement Program Update, provide direction to Staff regarding negotiations with Burns and McDonnell Engineers Inc. for the final design contract for new Northridge Tank No. 3, and instruct Staff to report back with a recommendation for action following negotiations.

Summary Statement

- The City's Water Tanks Major Repair and Replacement Program was initiated in 2010 to extend the life of the City's tanks and improve reliability within the potable water distribution system, including replacing corroded roof supports, installing new coatings, and carrying out other safety related repairs to conform to current State regulations.
- The Program includes: 1) evaluations of each tank and development of prioritized capital improvements, 2) design of recommended improvements, and 3) construction of improvements.
- The implementation plan supported by City Council after receiving a Staff Report on August 1, 2011 will repair all of the City's tanks and add new storage over the next 8 years with the following three key initial steps: 1) repair the two tanks at the Wandering View site (completed in 2013), 2) repair the tank at the Northwest Treatment Facility (currently in construction), and 3) add a new third tank at the Northridge Tank site behind the Public Safety Center.
- This Staff Report provides an update on the City's Water Tanks Major Repair and Replacement Program and seeks City Council's direction regarding negotiations with Burns and McDonnell Engineers Inc. for the final design contract for new Northridge Tank No. 3, and instructs Staff to report back with a recommendation for action following these negotiations.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

1. Should the City continue with the Water Tanks Major Repair and Replacement Program, including the design and construction of new Northridge Tank No.3?
2. Should Staff proceed with negotiating a contract for final design engineering for the Northridge Tank No. 3 with Burns and McDonnell Engineers, Inc. and present it to City Council for approval at a future meeting?

Alternatives

1. Do not proceed with the Water Tanks Repair and Replacement Program. This is not recommended due to the critical near-term improvements recommended to maintain the reliability of the water tanks and the City's water distribution system. In particular, proceeding with the Northridge Tank No. 3 project addresses the current need for more storage and also provides the desired flexibility related to repairs on the two existing Northridge tanks.
2. City Council could choose to request proposals for the Northridge Tank No. 3 design task. This is not recommended as Burns and McDonnell Engineers Inc. was selected through a competitive process for the Northridge Tank No. 3 preliminary design, which anticipated additional project tasks such as final design of new Northridge Tank No.3. It is Staff's assessment that Burns and McDonnell Engineers Inc. provides the best value because their team has already performed the predesign work for the new tank and will be able to streamline tasks on the Northridge site.

Background Information

The City currently owns and operates 12 water storage tanks with a total replacement value of approximately \$54 Million dollars. These tanks are a necessary part of the water distribution system to meet short-term periods of high consumer demand, emergency storage for potential times of interrupted water supply, and fire flow. The Water Tanks Major Repair and Replacement Program began in 2010 with inspection of all the City's tanks by Carollo Engineers Inc. to:

- Identify conditions that might potentially impact water quality;
- Identify issues related to tank access, safety and security;
- Evaluate the adequacy of the overflow at each tank and confirm overflow piping conforms to Colorado Department of Public Health and Environment (CDPHE) regulations;
- Summarize the current condition of each tank structure and state of their protective coatings;
- Provide a program for maintenance at each tank in checklist form; and
- Identify and prioritize a list of necessary tank upgrades and improvements

The inspections revealed that the degree of corrosion in the roof and supports has increased significantly since the last inspection and is now driving the need for repairs and/or replacements. While all items identified in the evaluations are important, addressing the roof framing corrosion is the most critical in order to prevent possible roof damage. The following four tanks had the highest level of corrosion and metal loss in their roof structures:

- Wandering View South
- Wandering View North
- Northridge West
- Northridge East

Due to the size and scope of recommended construction activities anticipated for the Water Tanks Major Repair and Replacement Program, improvements to the tanks required a multi-year effort to spread out project costs and limit the number of tanks that are offline at any given time. The attachment shows funding requirements and phasing for the recommended improvements. The recommended scenario is updated from 2011 based on actual 2013/14 budgets and anticipated future funding as follows:

Step 1- Complete repairs at the two Wandering View tanks first to prevent irreparable corrosion of their roof structure (completed in 2013). The Wandering View tank repairs were made immediately before more corrosion or metal loss could take place. A large portion of the roof structure was able to be repaired instead of replaced, providing a significant cost savings to the City.

Step 2- Build additional storage at the Northridge site. Staff modeled the City's current and projected water demand scenarios and determined that one additional tank would meet current water demands. The new tank would also enhance system reliability and provide flexibility when undertaking repairs to the two existing Northridge tanks.

Step 3- Repair the remaining tanks in the City's system in order of priority. Construction on the Northwest Treatment Facility tank is in progress with completion anticipated by June 2014. Staff have initiated the project to design Hydropillar and Gregory Hill tanks repairs and anticipates bringing a design contract to City Council in early 2014. Construction of repairs to the Hydropillar tank is budgeted and anticipated for the 2014/15 winter season with repairs to the Gregory Hill tanks during the 2015/2016 winter season. Thereafter, the remaining City tanks at Sunset Ridge and the Northridge sites will be repaired at a rate of approximately one per year ending in 2020.

Step 4- Repair the two existing Northridge tanks. Unlike the Wandering View tanks, full roof replacement is necessary due to the high level of corrosion.

Step 5 – Add storage to the system timed with development, redevelopment, and growth needs.

With respect to the design of the new Northridge Tank No.3, the preliminary design has confirmed that the new tank should be sized similarly to the existing tanks at 3.5 million gallons. A key finding is that, based on current material and commodity costs, a concrete tank with concrete dome roof (see attached renderings) will be more cost-effective compared to a steel tank. Because of its superior resistance to corrosion, the concrete tank does not require frequent and expensive recoating. As such the slightly higher capital costs will be offset within the first 20 years of the 60-year life-cycle.

Staff is seeking Council direction to negotiate with Burns and McDonnell Engineers Inc. for the final design of Northridge Tank No. 3. Burns and McDonnell Engineers Inc. was selected through a competitive process for the Northridge Tank No. 3 preliminary design, which anticipated additional project tasks such as the final design of new Northridge Tank No.3. It is Staff's assessment that Burns and McDonnell Engineers Inc. provides the best value because their team has already performed the predesign work for the new tank and will be able to streamline tasks on the Northridge site. Based on City Council's directions, Staff would bring a report back to City Council with the results of those negotiations and recommendations for action at a future meeting.

Staff Report - Water Tanks Major Repair and Replacement Program Update and Northridge Tank No. 3

Design Contract Negotiations

January 13, 2014

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This project helps achieve the City Council's Strategic Plan Goals of "Financially Sustainable City Government Providing Exceptional Services" and "Vibrant Neighborhoods In One Livable Community" by contributing to the objectives of well-maintained City infrastructure and facilities and maintaining neighborhood infrastructure.

Respectfully submitted,

J. Brent McFall

City Manager

Attachments: Recommended Scenarios
Map of Tank Sites
Photo of Model Tank Landscaped





WESTMINSTER

Staff Report

Post City Council Meeting
January 13, 2013



SUBJECT: City Council Assignments

PREPARED BY: Mary Joy Barajas, Executive Secretary to the City Manager

Recommended City Council Action

Review the attached Council Assignments list and discuss.

Summary Statement

- With the November 5th election and recent appointment of the seventh Council member, it is time for City Council to review the attached City Council assignments list and make appointments to positions previously held by former Mayor McNally and Councillors Kaiser, Lindsey and Major and to give the rest of Council the opportunity to revisit their current assignments.
- These assignments pertain to internal committees of the City organization as well as numerous external organizations in which the City is involved.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

None identified.

Alternative

None identified.

Background Information

The City of Westminster is involved in a number of organizations that 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 transportation issues to representation on the Denver Regional Council of Governments (DRCOG) and the Urban Drainage and Flood Control District (UDFCD). City Council and Staff are active participants on a number of committees related to regional issues, such as the U.S. 36 Mayors/Commissioners Coalition (MCC), that works to develop strategies to improve commuting on US 36.

There are now 11 City Boards and Commissions to which a City Council liaison is 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 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 is not required to be in attendance at the Board/Commission meeting.

City Council is requested to review the attached City Council assignments lists and make assignments to the vacancies left by former Mayor Nancy McNally and Councillors Kaiser, Lindsey and Major, and discuss any desired changes by the current members of City Council.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**CITY COUNCIL ASSIGNMENTS
December 2013**

Organization	Meeting Time/Date/Place	Council/Staff Representatives
Adams County Economic Development Board of Directors	4th Thursday of every other month (Jan, Mar, May, Jul, Sept, Nov), 11:00 networking; 11:30 a.m.-1:00 p.m. 12200 Pecos St, Suite 100.	Mayor/Chris Gray
ADCO Mayors Executive Committee	3rd Friday, 7:30 a.m., location varies per municipality.	Mayor/Brent McFall
Broomfield-Westminster Open Space Foundation	Varies. Scheduled as needed.	Mayor/ 1 Councilmember / Heather Cronenberg/Brent McFall
CML Policy Committee	Three times a year at CML office	1 Councilmember /Ben Goldstein/Steve Smithers
DRCOG Board	3rd Wednesday, 6:30-8:30 p.m., 1290 Broadway, 1 st Floor – 1 st Wednesday is MVC from 4pm – 6pm	Mayor /Aric Otzelberger
Jeffco Economic Council Board Meeting	3 rd Wednesday, 11:45 – 1:00 p.m., Jeffco Admin. Building	1 Councilmember /Chris Gray
JeffTAGG	2nd Wednesday, 7-9am at Jeffco Admin Courts Bldg – Lookout Mtn Rm, 100 Jefferson County Pkwy, Golden	1 Councilmember /Dave Downing
Metro Mayors Caucus	1 st Weds of Feb/Apr/Jun/Aug/Oct from 7:30-10:00am @ Denver Metro Chamber of Commerce, 4 th Flr, 1445 Market Street, Denver	Mayor
Rocky Flats Stewardship Council	Feb 6th 8:30 – 11:30 a.m., Rocky Mtn. Metro Airport. Will decide regular meeting schedule at that time.	1 Councilmember /Mary Fabisiak
Urban Drainage and Flood Control District Board Meeting 303-455-6277	3 rd Thursday of each month, except for Jan/Jul @ UDFCD offices. 12:15 lunch; 1:00pm meeting, Annual Meeting Feb 1	Mayor
U.S. 36 Mayors/Commissioners Coalition Debra Basket 303-469-3301	1 st Thursday each month 7:30-9am; location – odd months/Broomfield, even months/Superior	Mayor/Aric Otzelberger /Dave Downing

City Boards/Commission/Panel	Meeting Time/Date/Place	Council/Staff Representatives
Board of Building Code Appeals Staff Liaison – Dave Horras x2077	Meets on an <u>as needed basis</u> – At least once a year	1 Councilmember
Election Commission Staff Liaison – Linda Yeager x2161	As needed basis in the GS Conf Rm.	1 Councilmember
Environmental Advisory Board Staff Liaison – Rachel Harlow-Schalk x2189	Last Thursday of every month @ 6:30 p.m. Council Board Room (until Oct-Dec)	1 Councilmember
Historic Landmark Board Staff Liaison – Patrick Caldwell x2090/Terrilyn W. x2357	1 ST Tuesday of every month @ 7pm Council Board Room/Council Chambers for Public Hearings Only	1 Councilmember
Human Services Board Staff Liaison – Ben Goldstein x2007	Two to seven times a year. (Location: TBD) Feb. Planning/Scheduling Meeting	1 Councilmember
Open Space Advisory Board Staff Liaison – Heather Cronenberg x2142	4 th Wednesday of every other month @ 5:30 p.m. in the Main Level Conference Room (Feb, April, June, Aug, Oct)	1 Councilmember
Planning Commission Staff Liaison – Mac Cummins/Betty L. x2092	2 nd & 4 th Tuesday of each month @ 7:00 p.m. in Council Chambers	1 Councilmember
Parks, Recreation & Library Advisory Board Staff Liaison - Jason Genck x2177	2nd Thursday of every other month starting in Jan. 6:00 p.m., location varies. (Multi-purpose Room)	1 Councilmember
Personnel Board Staff Liaison – Debbie Mitchell x2155	Meets 1 time per year for legal updates and training of Board's choice and as needed for personnel hearings.	1 Councilmember
Special Permit & License Board Staff Liaison – Linda Yeager x2161	1 st and 3 rd Wednesdays of each month (dependent upon applications) 7:00 p.m., Council Chambers	1 Councilmember
Youth Advisory Panel Staff Liaison – Cindy McDonald x2219	1 st Wednesday of each month @ 6:30 p.m. PRL Conf Rm	1 Councilmember