



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: April 23, 2014

SUBJECT: Briefing and Post-City Council Briefing Agenda for April 28, 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. Adams County Commissioner Discussion on County Facilities (Verbal)
2. Review of Land Use Regarding Chickens and Bees

CITY COUNCIL REPORTS

None at this time.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY

1. 2014 Neighborhood Enhancement Grant Awards
2. 1st Quarter 2014 Council Expenditure Report
3. Friday Building Inspection Services

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

NOTE: Persons needing an accommodation must notify the City Manager's Office no later than noon the Thursday prior to the scheduled Study Session to allow adequate time to make arrangements. You can call 303-658-2161 /TTY 711 or State Relay) or write to mbarajas@cityofwestminster.us to make a reasonable accommodation request.



WESTMINSTER

Staff Report

Post City Council Meeting
April 28, 2014



SUBJECT: Review of City Land Use Policy regarding Chickens and Bees

PREPARED BY: Ben Goldstein, Senior Management Analyst

Recommended City Council Action

Review the provided survey data from the 2012 Citizen Survey regarding Chickens and Bees and provide Staff with direction on how to proceed with possible changes to land use policies that would affect residents ability to have chickens and/or bees. This item is being brought back to City Council, per Council direction, as it would require significantly more than three hours of Staff time to research and provide recommendations.

Summary Statement

Per City Council's direction Staff has provided the result of the 2012 Citizen Survey regarding a questions asked pertaining to chickens and bees. This information is intended to add Council in deciding whether to direct Staff to do additional research and provide recommendations on changes to existing land use policies regarding chickens and bees.

A question pertaining to chickens and bees was not asked as part of the 2014 survey that was recently administered. In 2012, respondents had mixed feelings about their support for, or opposition to, allowing residents in their neighborhoods to have honey bees (about half supported and half opposed), with a majority opposed to allowing chickens in neighborhoods (60%).

Once City Council has provided further direction on this topic Staff will proceed accordingly.

Expenditure Required: N/A

Source of Funds: N/A

Policy Issue

Does City Council want to reallocate staff resources to conduct research and provide recommendations on changes to existing land use policies regarding chickens and bees?

Alternative

City Council may direct Staff to continue with existing land use policies and make no changes regarding chickens and/or bees.

Background Information

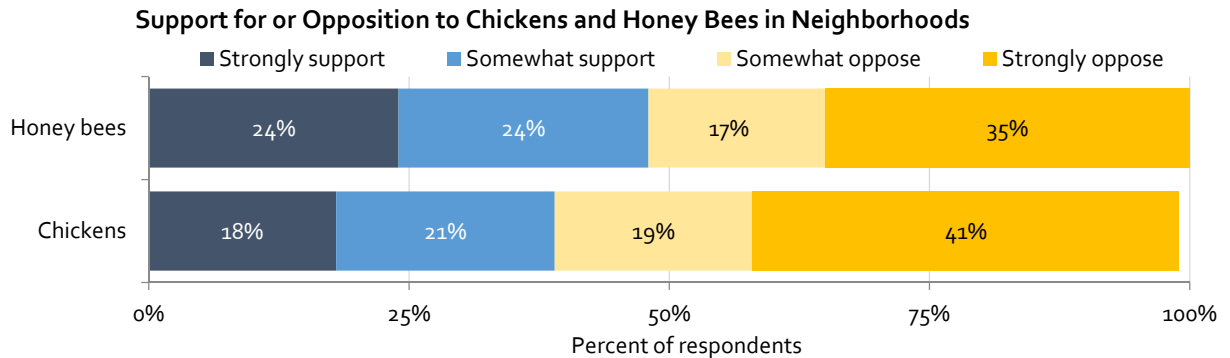
Every two years, the City conducts a citizen survey to measure residents’ satisfaction level with City services and gathers opinions on specific policy questions. The data gathered from past surveys has been used by both Staff and City Council as a tool to assist with decision making and help guide policy direction. In 2012, the City Council at the time, asked a question pertaining to changes in land use policies that would allow for residents to keep chickens and/or bees.

To what extent do you support or oppose the City permitting residents in your neighborhood to keep each of the following on their property?

	<u>Strongly support</u>	<u>Somewhat support</u>	<u>Somewhat oppose</u>	<u>Strongly oppose</u>	<u>Don't know</u>
Chickens	1	2	3	4	5
Honey bees	1	2	3	4	5

Generally, respondents opposed such an initiative, with 52% “strongly” or “somewhat” opposing honey bees in neighborhoods and 60% opposing chickens on residential properties. More than twice as many residents strongly opposed than strongly supported allowing chickens in neighborhoods.

Respondents in Jefferson County were more supportive of allowing chickens in residential neighborhoods than those in other areas. Support for honey bees was similar within the three school districts. When compared by age and length of residency, support for allowing chickens in neighborhoods decreased as age and length of residency increased.



The information provided above is intended to aid Council in deciding whether to direct Staff to do additional research and provide recommendations on changes to existing land use policies regarding chickens and bees.

Given possible impact of the changes in land use Staff feels this item touches many of City Council's Strategic Plan Goals. These include a Safe and Healthy Community; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
April 28, 2014



SUBJECT: 2014 Neighborhood Enhancement Grant Awards

PREPARED BY: Kathy Piper, Landscape Architect II

Summary Statement

This report is for City Council information only and requires no action by City Council.

Currently, the Parks, Recreation and Libraries Advisory Board receives \$50,000 every year from the Community Enhancement fund to provide a funding source for communities willing to enhance their neighborhood streetscapes.

- On March 13, 2014 the Parks, Recreation and Library Advisory Board met to review and award this year's neighborhood grants.
- There is \$50,000 available for the Neighborhood Enhancement Grant applications in 2014. There is an additional \$26,000 in funding from previous years returned grants. These funds were either for projects not completed or funds that were not awarded.
- The Board received 8 applications requesting \$46,082 in grants with 7 receiving funding totaling \$30,304. The awarded grant applicants are as follows:

Applicant	Grant Amount Awarded
Stratford Lakes HOA	\$5,000
Ivywood HOA	\$3,813
North Park East HOA	\$4,000
Legacy Ridge West HOA	\$3,500
Harris Park Townhomes HOA	\$2,600
Bradburn HOA	\$7,885
Townhomes at the Ranch	\$3,506

- Those who did not receive funding, either had a project that did not meet the criteria, such as being on private property or not visible to the public, or did not complete the application, did not provide matching funds or some volunteer efforts.
- Each applicant will receive acknowledgement for applying and will be informed of who received a Neighborhood Enhancement Grant.
- Those receiving grants will be required to meet all City of Westminster standards and regulations. All projects must be completed before December 31, 2014.
- The Parks, Recreation, and Libraries Board will meet later this year to discuss using the remaining funds for one or more special projects that benefits the community.

Background Information

The Neighborhood Enhancement program is a component of the Community Enhancement Program and is designed to provide a funding source for neighborhood communities who wish to enhance the appearance of their neighborhood and community. Staff has posted flyers in all City recreational facilities, mailed information to all HOA's and management companies, along with posting the application on the City website. Several communities that have received grants in the past are reapplying and/or are requesting grants for several projects within their community. Applications are received once a year in spring with work to be completed by December 31. Each year the Neighborhood Grant funding is \$50,000. Additional funding may be available through uncompleted projects or funds that were not awarded.

This program meets the following Strategic Plan Goals/Principles:

Vibrant Neighborhoods in One Livable Community-Citizens taking responsibility for their neighborhoods; and

Beautiful and Environmentally Sensitive City-Well designed and maintained private developments and buildings.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
April 28, 2014



SUBJECT: 2014 First Quarter City Council Expenditure Report

PREPARED BY: Ben Goldstein, Senior Management Analyst
Melissa Diaz, Administrative Secretary

Summary Statement

This report is for City Council information only and requires no action by City Council.

The attached document is a listing of all 2014 City Council posted expenditures from January 1 through March 31, 2014.

Background Information

The following report is a listing of City Council expenditures by each account for January 1 through March 31, 2014, as posted by March 31, 2014. As of March 31, 2014, 24.7% of 2014 had elapsed and Council spent 19.4%, or \$49,302, of its revised 2014 budget that totals \$254,094.

The budget is a planning tool and represents a best estimate regarding actual expenditures. If you have any questions about items included in this report, please contact Ben Goldstein at 303-658-2007 or at bgoldstein@cityofwestminster.us.

The quarterly expenditure report for City Council ties to the Strategic Plan Goal of a “Financially Sustainable City Government Providing Exceptional Services,” as Staff and Council work together to continually find greater efficiency in City operations.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**1st Quarter 2014 City Council Expenditure Report
(as of April 15, 2014)**

SALARIES - MAYOR/COUNCIL		(ACCT: 10001010.60800.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
(\$499.72)	1/12/14	2013 YE Salary Accrual Reversal	Council
\$3,498.06	1/12/14	Salaries	Council
\$3,498.06	1/26/14	Salaries	Council
\$3,498.06	2/9/14	Salaries	Council
\$3,498.06	2/23/14	Salaries	Council
\$3,498.06	3/9/14	Salaries	Council
\$3,498.06	3/23/14	Salaries	Council
\$20,488.64	TOTAL		<i>% of account budget expended year-to-date</i>
			22.17%
\$92,400.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i>
			36.36%
\$71,911.36	BALANCE		
COUNCIL ALLOWANCE		(ACCT: 10001010.61100.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$1,081.50	1/3/14	Council Allowance	Council
\$1,081.50	1/12/14	Council Allowance	Council
\$1,081.50	2/9/14	Council Allowance	Council
\$1,081.50	2/23/14	Council Allowance	Council
\$1,081.50	3/9/14	Council Allowance	Council
\$1,081.50	3/23/14	Council Allowance	Council
\$6,489.00	TOTAL		<i>% of account budget expended year-to-date</i>
			25.00%
\$25,956.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i>
			10.22%
\$19,467.00	BALANCE		

**1st Quarter 2014 City Council Expenditure Report
(as of April 15, 2014)**

CAREER DEVELOPMENT		(ACCT: 10001010.61800.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
\$50.00	1/30/14	H. Atchison Membership Dues	ICSC	
\$275.00	2/25/14	2/13 A. Garcia 13th Annual New Partners for Small Growth Conference	act New Partners Conference	
\$450.00	2/25/14	2/13 E. Pinter 13th Annual New Partners for Small Growth Conference	act New Partners Conference	
\$196.56	3/12/14	2/22-23/14 DRCOG Bd Retreat - \$97.44 Lodging; 99.12 mileage	H. Atchison	
\$1,088.56	3/12/14	2/26-28/14 US 26 Lobbying Trip Wash DC	Herb Atchison	
\$85.00	3/12/14	B. Baker Effective Governance for Elected Officials Workshop	CML	
\$2,916.64	3/27/14	NLC Conf. - Reg \$830; Lodging \$1499.95; air \$218.20; meals \$161.55; Misc. \$206.94	Anita Seitz	
\$5,061.76	TOTAL		<i>% of account budget expended year-to-date</i>	10.50%
\$48,205.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i>	18.97%
\$43,143.24	BALANCE			

**1st Quarter 2014 City Council Expenditure Report
(as of April 15, 2014)**

TELEPHONE		(ACCT: 10001010.66900.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$20.00	1/12/14	H. Atchison iPad Data Plan	Verizon
\$20.00	1/13/14	A. Seitz iPad Data Plan	Verizon
\$20.00	1/19/14	B. Baker iPad Data Plan	Verizon
\$20.00	1/19/14	E. Pinter iPad Data Plan	Verizon
\$20.00	1/26/14	B. Briggs iPad Data Plan	Verizon
\$20.00	1/26/14	A. Garcia iPad Data Plan	Verizon
\$20.00	1/27/14	F. Winter iPad Data Plan	Verizon
\$20.00	2/12/14	H. Atchison iPad Data Plan	Verizon
\$20.00	2/13/14	A. Seitz iPad Data Plan	Verizon
\$20.00	2/16/14	B. Briggs iPad Data Plan	Verizon
\$20.00	2/19/14	B. Briggs iPad Data Plan	Verizon
\$20.00	2/19/14	E. Pinter iPad Data Plan	Verizon
\$20.00	2/26/14	A. Garcia iPad Data Plan	Verizon
\$20.00	2/27/14	F. Winter iPad Data Plan	Verizon
\$280.00	TOTAL		<i>% of account budget expended year-to-date</i>
\$1,680.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i>
\$1,400.00	BALANCE		
PC REPLACEMENT FEE		(ACCT: 10001010.66950.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$1,470.00	01/31/14	PC Replacement Fee	Cost Allocation/Flex Budget
\$1,470.00	TOTAL		<i>% of account budget expended year-to-date</i>
\$1,470.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i>
\$0.00	BALANCE		

**1st Quarter 2014 City Council Expenditure Report
(as of April 15, 2014)**

SPECIAL PROMOTIONS		(ACCT: 10001010.67600.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
		None to date.	
\$0.00	TOTAL		<i>% of account budget expended year-to-date</i> 0.00%
\$3,500.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i> 1.38%
\$3,500.00	BALANCE		
OTHER CONTRACTUAL SERVICE		(ACCT: 10001010.67800.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$750.00	01/06/14	ACMCYA - Banquet	Adams County
\$600.00	01/30/14	After Prom	Standley Lake HS
\$1,500.00	02/16/14	Annual Gala Sponsorship	Five Star Education Foundation
\$10,000.00	03/12/14	Sponsorship	North Metro Arts Alliance
\$500.00	03/25/14	Golf Tournament	Front Range Community College
\$13,350.00	TOTAL		<i>% of account budget expended year-to-date</i> 25.24%
\$52,885.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i> 20.81%
\$39,535.00	BALANCE		

**1st Quarter 2014 City Council Expenditure Report
(as of April 15, 2014)**

SUPPLIES		(ACCT: 10001010.70200.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$86.94	01/09/14	Flowers for Mayor Pro-Tem of Federal Heights Funeral from Council - Cherry Blossoms	Valerie White
\$46.16	01/26/14	Photo Prints - Council Photo Display	Walmart
\$107.78	02/11/14	Nameplates for Council Display Photos	Action Awards & Engraving
\$19.98	02/26/14	ACMCYA Reception Cups	Party America/City
\$260.86	TOTAL		<i>% of account budget expended year-to-date</i>
\$3,950.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i>
\$3,689.14	BALANCE		
FOOD		(ACCT: 10001010.70400.0000)	
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
\$32.50	01/28/14	Soda/Tea	Valerie White
\$66.24	01/08/14	1/6 Council Dinner	Garlic Knot
\$60.00	01/14/14	1/13 Council Dinner	Dickeys
\$74.35	01/28/14	1/27 Council Dinner	Los Lagos
\$91.63	02/05/14	2/5 Council Dinner	Double D's
\$19.15	02/11/14	Chips - Council Dinner/Get Well Cards	King Soopers
\$45.00	02/12/14	2/10 Council Dinner	Subway
\$54.00	02/26/14	2/24 Council Dinner	Wishbone
\$31.98	02/27/14	Council Drinks	Costco
\$20.20	03/11/14	Cookies/Salad	Walmart
\$55.90	03/05/14	3/3 Council Dinner	Hung Fu
\$550.95	TOTAL		<i>% of account budget expended year-to-date</i>
\$5,000.00	BUDGET	2014 APPROVED BUDGET	<i>% of total City Council budget</i>
\$4,449.05	BALANCE		
\$254,094.00	TOTAL 2014 CITY COUNCIL BUDGET		
\$49,302.29	TOTAL 2014 CITY COUNCIL EXPENDITURES THROUGH 03/31/2014		
\$204,791.71	BALANCE		
19.4%	PERCENT OF BUDGET EXPENDED THROUGH 03/31/2013		



WESTMINSTER

Staff Report

City Council Information Only Staff Report
April 28, 2014



SUBJECT: Friday Building Inspection Services
PREPARED BY: Dave Horras, Chief Building Official

Summary Statement

This report is for City Council information only and requires no action by City Council.

Background Information

During the March 3, 2104 City Council study session, staff presented an overview of the Planning Development and Building Inspection processes. As part of that discussion, a concern was raised over the lack of regularly scheduled building inspection services available on Fridays since the implementation of the City's Focused Work Week schedule.

Staff has responded to this concern and is as of April 25th, offering regularly scheduled inspections on Fridays. Two Building Division field inspectors, one general and one electrical, will be available for up to four hours each on Fridays to handle inspection services. This Friday service will be in addition to the regular Focused Work Week hours of 7:00 a.m. to 6:00 p.m., Monday through Thursday, and increase the availability of building inspection services from 40 to 44 hours each week. These additional hours will be by covered by existing building inspection staff on an overtime basis. Friday inspection requests will need to be turned in prior to the close of business on Thursday and will be done on a first-come, first-served basis with any uncompleted inspections rolling over until the following Monday. Staff will be notifying customers of the Friday inspection services as well as stipulations for Friday inspection requests.

Staff considered many options for providing Friday building inspection services. The selected schedule was chosen because it added to the level of service without reducing the service level the rest of the week, does not require additional staffing and can be modified if the ongoing demand for Friday inspections consistently exceeds the available 4-hour time allotment.

Staff believes that the new changes to the inspection schedules will be business friendly and help to better serve customers in the construction industry. This change in our service delivery supports the City of Westminster Strategic Plan goals of a Strong, Balanced Local Economy and a Financially Sustainable City Government Providing Exceptional Services.

Respectfully submitted,

J. Brent McFall
City Manager