



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council

DATE: September 5, 2012

SUBJECT: Briefing and Post-City Council Briefing Agenda for September 10, 2012

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. Access Westminster Demo and Training
2. Westminster's Best Video Presentation

### CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

### EXECUTIVE SESSION

1. Discuss strategy and progress on the sale, acquisition, trade or exchange of property or property rights for the Heritage Golf Course, pursuant to WMC section 1-11-3 (C)(2), (7) and (8) and CRS 24-6-402 (4)(a) and (e)

### INFORMATION ONLY

1. MSC Recycle Site Temporary Closure

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  
September 10, 2012

SUBJECT: Access Westminster Demo and Training

PREPARED BY: Joe Reid, Public Information Officer  
Jodie Carroll, Senior Public Information Specialist  
Kristi Delynko, Public Information Specialist

### Summary Statement

Access Westminster is a new web-based application that provides customers with easy access to information and services in the City of Westminster 24 hours a day, 7 days a week. This service launched on Sept. 4. Public Information Office staff will be on hand to conduct a demonstration of the service and provide training for City Council on how to submit services requests.

### Background Information

Access Westminster is the name for the city's new citizen relationship management service based on the Government Outreach software (GoRequest).

Initial information on this system was presented to City Council in an April 16, 2012, staff report. Since that time city staff has worked diligently with the Government Outreach team to implement this new service.

This effort has spanned every department in the city, to create content for the system, establish network connections, provide enhanced mapping functionality and even brand our own mobile applications.

Staff will be in attendance at Monday's Post Council meeting to demonstrate Access Westminster and provide training on how to submit service requests both via the web and through the mobile applications. This proposal supports City Council's Strategic Plan goals of Financially Sustainable City Government Providing Exceptional Services by investing in technology to increase productivity and efficiency.

Respectfully submitted,

J. Brent McFall  
City Manager



WESTMINSTER

## Staff Report



Post City Council Meeting  
September 10, 2012

SUBJECT: Westminster's Best Video Presentation

PREPARED BY: Joe Reid, Public Information Officer  
Jodie Carroll, Senior Public Information Specialist  
Kristi Delynko, Public Information Specialist

### Summary Statement

Westminster's Best is the name of a new video series that provides educational and informative content about city services, projects and issues. Public Information Office staff will debut the pilot video for the series and talk to members of City Council about their potential roles in future editions.

### Background Information

For the past year, PIO has been exploring ways to enhance the use of video as a communication tool, not only for cable Channel 8 but for the web and via our social media channels. The goal is to create educational and informative content about city services, projects and issues for our citizens.

PIO staff has developed a creative and cost-effective response to this goal with a new video series, Westminster's Best, that consists of a 5-minute feature segment on a specific project/issue/service plus a 2-3-minute "What's Happening" segment that includes teasers of upcoming events.

The feature segment would seek to involve members of council talking in an informal nature about a subject that they feel represents some of the best aspects of Westminster's community. Councillors can pick their own topics and would be interviewed on location by PIO staff. Questions would be prepared ahead of time so Councillors and Staff know what they will be asked. The interviews would be very casual in nature and not scripted.

Staff will be in attendance at Monday's Post Council meeting to debut the pilot video for the series and get feedback on future participation from City Council. This proposal supports City Council's Strategic Plan goal of Vibrant Neighborhoods in One Livable Community by providing another means for active civic engagement.

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

Information Only Staff Report  
September 10, 2012



SUBJECT: MSC Recycle Site Temporary Closure

PREPARED BY: Phil Jones, Utilities Operations Manager  
Carey Jensen, Environmental Analyst

### Summary Statement

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

On Thursday, September 6 and Friday, September 7, the drop-off recycling site at the Municipal Service Center will close for a construction project. City staff, engineers from CH2M-Hill and their sub-contractor will be at the site drilling test wells to gain a better understanding of the soil structure in the area. The site will likely re-open Friday evening, but may need to remain closed for an additional day due to unforeseen construction delays.

This work is to further the remediation efforts at the site regarding the 1986 underground gas leak. Results will allow staff and engineers to determine the next steps in the project, and engage the Colorado Department of Labor and Employment Division of Oil and Public Safety regarding next steps. At this point, no increase in contamination has occurred off site, and these additional measures are being taken to meet State requirements.

### Background Information

Staff discovered an underground gasoline leak in 1986 at the MSC site. An unknown quantity of gasoline leaked into the ground, and remediation efforts began as soon as possible. Over the last 26 years, numerous remediation efforts have been employed at the site, ranging from pump and treat, to dual phase vapor/liquid treatment, to the use of absorbent socks and together have collected or treated an estimated 70,000 plus gallons. Until October 2011, the status of the site was stable with little change in the amount of light non-aqueous phase liquid (LNAPL) or gas showing up in the test wells.

In October of last year, a significant amount of free product (gasoline) was discovered in a test well, bringing this project to the forefront of everyone's attention. Since that time, staff and CH2M-Hill engineers have proceeded to investigate the site and determine a path for future action. It has been determined that the most likely cause for the free product in the wells is a changing water table due to weather changes, pushing pockets of LNAPL around the diverse geology and soil structures on site.

As part of the current efforts for site remediation, the city's contractor will drill four test wells in the general vicinity of the recycling bins at the MSC. For the contractor to drill the wells safely, the site

will close to customers during construction, anticipated to be Thursday, September 6, and Friday, September 7.

The purpose of these four wells is to gather additional subsurface information for the site. The additional data will be used to determine what type of ISCO (In-situ chemical oxidation) can be used in a future pilot test if further remediation is necessary. Results from these drillings will help direct future action at the site.

Please direct any questions or comments regarding this project to Carey Jensen in General Services, or Phil Jones in Utilities Operations.

Respectfully submitted,

J. Brent McFall,  
City Manager