



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: November 3, 2011

SUBJECT: Briefing and Post-City Council Briefing Agenda for November 7, 2011

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	6:30 P.M.
Council Briefing (<i>The public is welcome to attend.</i>)	7:00 P.M.
SPECIAL CITY COUNCIL MEETING POST BRIEFING (<i>The public is welcome to attend.</i>)	7:30 P.M.

PRESENTATIONS

None at this time

CITY COUNCIL REPORTS

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

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY

1. Employee Appreciation Teams in Action Update
2. Westminster Hills Open Space Management
3. Westminster Economic Development Authority 3rd Qtr 2011 Fin Update
4. Capital Improvement Program (CIP) Project Status Report
5. Regional Transportation District Board of Directors Authority Inquiry

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

Information Only Staff Report
November 7, 2011



SUBJECT: Employee Appreciation Teams in Action Update

PREPARED BY: Lisa Chrisman, Human Resources Administrator
Debbie Mitchell, Human Resources Manager

Recommended City Council Action:

This staff report is provided to City Council for information purposes only. No Council action is being requested at this time.

Summary Statement:

The November Teams in Action luncheon will be held on Wednesday, November 9 from 12:00 noon to 1:30 pm in the community room at City Park Recreation Center. The employee recognition program is an integral part of the organization's efforts to provide a quality work environment with effective employees prepared to deliver quality service to citizens. This report is a summary of the November Teams in Action department submittals.

Background Information:

A basic tenet of modern personnel management strategy is to consistently, diligently and honestly recognize the valuable contributions employees make to the organization and to the community. The City's goal of being a "Financially Sustainable City Government Providing Exceptional Services" is advanced through efforts made to enhance employee morale and confidence by recognizing exceptional performance. Recognition can take many forms and it is the City's intent to utilize various awards systems to acknowledge the valuable contributions made by City employees. One form of recognition that occurs twice a year is the Teams in Action Award. This award is designed to allow each City department the ability to recognize efforts and accomplishments of various teams, task forces, or work groups that may operate intra or inter departmentally. The goal of this program is to encourage teamwork and recognize team accomplishments in the areas of quality service delivery, enhanced productivity, systems and procedures improvement and quality of work life enhancements.



Following is a summary of the Teams in Action Award Submittals:

City Manager's Office and Community Development Department– Westminster Mall Demolition team

The team that worked on the demolition kickoff event on July 23, 2011 epitomizes the SPIRIT value statement of the City of Westminster. Talk about a team! This team was responsible for three phases of demolition, which actually started with the demolition of the Trail Dust Steakhouse in 2010. This was a "sure, we can make that work" group that was dedicated to making the demolition kickoff event memorable. The event needed to be significant and newsworthy, yet artfully not "overdone" or "overspent." The sense of scale of the party was larger than anything the City had ever done - a 1.2 million square foot mall size with parking lot on one of the hottest days of the year! Directing the guests to the event, and giving everything the appropriate scale was both a design and functional challenge. To boot, the team had about three weeks to pull this off, given the rapidly changing nature of construction and awarding of demolition contracts. The team that pulled this off was made up of communicators, civil engineers, administrative professionals, parks and recreation administrators and field teams, and building operations staff! But it was also a team with one vision, and therefore the "yes, we can make that work" attitude prevailed. The result was the delivery of an event of great success.

Although the focus of this award is on the kickoff event, prior to this event this team performed many other activities, including environmental investigations, selling items at auction, removing copper pipes from the roof of the structure, providing security, general cleanup and snow removal for the property; and providing utility disconnects and system maintenance. The City of Westminster, with its brand, identity, and position as visionaries and catalysts for change, was successfully represented. The City "voice" was thus given a stake in history that should survive the arrival of a private developer and their own branding efforts.

Finance Department – Accounting Technician Team

This team consists of four individuals in Finance that process accounts payable activities for the organization. In 2010, a .5 Accounting Technician position was eliminated, creating an opportunity for the Finance Department to re-evaluate how they were delivering their services and work load amongst other finance employees. In addition to the position elimination, other organization wide changes were implemented, which added additional workload to the accounts payable and receivable functions. The Accounting Technicians immediately offered to assist in the A/P area. As a team, these four employees worked out a process and schedule to cover the additional workload. They demonstrated Service, Pride, Integrity, Responsibility, Innovation and Teamwork as they adapted to the change. This change was transparent to the rest of the City as most employees had no idea what happened behind the scenes. In recognition of their hard work and dedication, they are well deserving recipients of the Teams in Action Award. Their efforts help to ensure the City's future financial sustainability.

Fire Department – Fire Station 6 Kitchen Remodel Team

Station 6, originally constructed in 1988, is located at 999 West 124th Avenue. The goal of the remodel project was to ensure the design of a new kitchen that would be more ergonomic and efficient, as well as endure at least 15 years of "station life." The project team was thorough with their research, and determined a cost savings would be realized by managing the project in-house. BO&M, Fleet and Fire Department staff worked as a team to make this project a success. Their work has a "future forward" perspective, and will help to sustain a City facility for many years.

General Services Department – The Biggest Loser Challenge Team

The Biggest Loser Challenge created much SPIRIT across the organization. This was the first year the Biggest Loser Challenge was offered by our wellness coordinator, Nicki Leo and it proved to be an extremely successful activity for City employees. Thirty two teams consisting of a total of 338 employees took part in this challenge. Due to the large number of participants and the increased responsibilities of the team captains, the team captains were asked to represent their teams for this award. Each team captain was responsible for keeping team logs, tallying team results, motivating team members, exercising as a group, scheduling lunch and learns, and keeping their team members on track with their own personal goals. At the end of the challenge, participants experienced significant changes and a wonderful display of teamwork. The enthusiasm radiated throughout the organization to all employees, as employees who didn't participate in the challenge demonstrated support and encouragement to those who were trying to adopt healthier lifestyle habits. Results of the Biggest Loser Challenge include:

864 pounds were lost in a 12 week time period

213 individuals lost weight

The average number of pounds lost was 4.1 lbs per person

Fifteen employees lost more than 6% of their total body weight, which statistics indicate significantly reduces their risk for all chronic disease by one-third. The teams didn't stop at just weight loss. Most teams managed to also donate canned goods for every pound they lost, which led to a total donation of over 400 pounds of food to the Westminster Food bank.

Information Technology Department – Web Content Management System Technical Evaluation and Implementation Team

In February of 2002, the City purchased and installed a web content management system (CMS) called RedDot. The purpose of the content management system is to manage the more than 1400 pages of information associated with the City web site, and to provide web site contributors a method to easily add and update information. While the original content management system serve the City well for several years, growth in the City's site, as well as the need for more features and enhanced usability drove the IT Department to begin research for a replacement CMS System. IT staff researched and identified a produced that fit within the current infrastructure and provided a higher level of functionality.

Parks, Recreation and Libraries Department – Parks Services Construction Crew Team

The Parks Services Construction Crew is a worthy recipient of the Teams in Action Award. This ongoing team of employees has routinely performed vital functions and work on special projects over the course of many years. The team consists of Design Development staff and Parks staff that is normally tasked with other duties, but who assist with various construction projects as time and schedules allow. Over the years, this team of dedicated employees has built elaborate playgrounds, water-spouting dragons, trails and bridges. They've helped with countless specialty projects such as the Holiday train, sleigh and reindeer that are enjoyed by the community during the holiday season. As the City ages, they are rehabilitating amenities they installed years ago more and more frequently. Most recently, they renovated the Westbrook Park playground in a manner that was "green." This meant careful disassemble of an entire steel playground, reusing various pieces, hauling waste to a specialized recycling facility, and using refurbished pieces to reassemble the playground to meet current code standards. These efforts ultimately saved the City +/- \$100,000 over the cost of what a brand new play structure would cost. This is a team of individuals who are very well deserving of an award for the hundreds of projects they have completed for the City, both in the past and at the

present. Their efforts will ensure that the Westminster community will continue to enjoy beautiful parks and playgrounds well into the future.

Police Department – Laserfiche Project Team

Thanks to a team of 20 employees and volunteers, this year the Westminster Police Records successfully completed an extensive Laserfiche project. For the past five years, an average of 45 hours per week for a total of over 14,000 hours has been dedicated to the scanning and double-checking of police records in order to completely eliminate the paper copy filing and archiving system of criminal records in our agency. This effort resulted in the scanning of 1528 gigabytes of data cataloged into 312 volumes. The volumes collectively contain 222,773 documents that encompass 1,382,766 pages. Laserfiching these files provided a more efficient and accessible retrieval mechanism and a more effective use of office space. The oldest record in Laserfiche is a death investigation from January 1958, and the largest report is from a bank robbery in November of 2009, consisting of 3,779 pages! The tremendous commitment each member made to accomplish this project is an extraordinary feat, and will ultimately result in a safer City for our residents and our officers.

Public Works and Utilities Department – Accela Automation Right of Way Permits Implementation Team

For some time the Community Development and Public Works and Utilities Departments have been using a manual process to create and transfer information concerning newly created Right of Way (ROW) permits. The procedure was starting to become cumbersome to the point where a solution needed to be found to streamline the process. With the increasing use and development of the Accela Automation asset management application, consideration was given to using Accela to streamline the process and introduce new enhancements to the ROW permitting program. The Accela TEAM group met with staff members from the PWU Street Operations and CD Building divisions and developed a project scope and implementation schedule. With this cooperative team effort, the project was completed in April of 2011 using only internal staff resources. With the completion of the project, staff from both departments has realized numerous benefits. The Accela Automation ROW Permit Implementation is a great example of how interdepartmental cooperation can result in the enhancement and streamlining of existing work processes. Completing this project in house saved time and money, and will ultimately serve our City for many years. Congratulations on a job well done!

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
November 7, 2011



SUBJECT: Westminster Hills Open Space Management

PREPARED BY: Rod Larsen, Open Space Supervisor

Summary Statement:

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

- The Westminster Hills Open Space (WHOS) (purchased in 1988) is a large tract of land comprising approximately 1,000 acres. It is located on the western side of the City between Indiana Street and Simms Street and north of 100th Avenue.
- Up to 2009, the prairie dog population on this site had steadily increased due to relocation efforts and natural immigration of prairie dogs. Left unchecked, the prairie dog population inhabited the entire site and had exceeded the carrying capacity. The site encountered serious erosion and noxious weed issues for a number of years due to this overpopulation.
- In 2009, this site experienced an outbreak of bubonic plague, a flea-transmitted virus highly lethal to prairie dogs. Within weeks, the prairie dog population was reduced by roughly 90%. Jeffco Health Department closed WHOS for much of that summer until it was determined that the threat of bubonic plague was gone.
- In 2010, the first full growing season since the plague outbreak, Westminster Hills experienced a vegetative boom of “succession” plants, most notably sweet clover. This plant species engulfed most of the barren ground and provided both soil stabilization and nitrogen to the site. (See attached photos)
- In 2011, the succession of plant species continued at this site with a substantial decrease of sweet clover and an increase of native grass and forbs. (See attached photos)
- This “succession” of plant species is a natural occurrence when barren soil starts to support plant species again. It is a series of different plant species inhabiting the site, then dying off or giving way, to a higher species until the “climax” ecosystem of plant species has been reached. It is a process of the land using different plant species for specific purposes until the natural equilibrium has been achieved.



- Staff is currently coordinating a prescribed burn plan with the Fire Department. This is tentatively scheduled for the spring of 2012 and is targeting 25% of the Westminster Hills Open Space site. This action will have a positive effect on the succession process and will invigorate the growth of native plants. It will also serve to help control the spread of noxious weeds at the site. Residents of the area will be informed prior to this taking place.
- Staff originally recommended, in 2009, a four-year restoration plan for this site, which included reseeding the entire site with native grasses. At that time, it was not known that the natural succession of this site would be so dramatic and timely. Staff believes that Mother Nature is being much more effective in this natural process than a reseeding venture would be. With the prescribed burn, Staff will monitor this site closely and, if needed, can initiate reseeding efforts at that time.
- Staff has been active in controlling the spread of the small remaining prairie dog population. Although it is difficult to totally eliminate every prairie dog on the site, the population has been reduced to a level that will not impede the natural regeneration of the native ecosystem.
- Staff will continue to actively control noxious weed populations at this site through the use of an integrated pest control management system. This procedure is consistent with the goals listed in the City's Wildlife and Natural Resource Management Plan.

Background Information:

Up until 2009, Westminster Hills Open Space (WHOS) had become home to a growing number of prairie dogs. For 20 years, this open space served as a prairie dog relocation site for other City projects. Along with the natural immigration of prairie dogs from other sites, the prairie dog population at WHOS soon surpassed the carry capacity. This naturally resulted in the denuding of the vegetation as well as an increase in noxious weed control. The winter months of 2008/2009 were very dry and windy and led to extreme dust storms. The residential areas along Simms Street were often covered in inches of sand and dirt that blew into the yards and homes of residents after these wind storms. Staff received many calls from concerned residents about the over-population of prairie dogs at WHOS.

In the summer of 2009, bubonic plague was confirmed at the Westminster Hills Open Space site as well as Standley Lake Regional Park. Bubonic plague is a virus that is transmitted by fleas and is extremely lethal to small rodents such as squirrels and prairie dogs. The large prairie dog population at Westminster Hills Open Space was drastically reduced in a matter of weeks due to the effects of the plague. Jefferson County Health Department mandated that all affected sites be closed until treatment of the fleas could take place. Jeffco Health Department tested the area for fleas and then issued the clearance to reopen the entire Westminster Hills Open Space site.

Staff prepared a management plan for this property in the winter of 2009, which included seeding operations, noxious weed control, and the idea of using a prescribed burn. The 1,000-acre site was divided into four sections to be managed on a four-year cycle. Since 2009, the natural succession of desirable plant species on this site has been apparent and successful. Seeding operations have been put on hold as Mother Nature has demonstrated the ability to revegetate this site naturally. The prescribed burn planning is still underway and is tentatively scheduled for spring of 2012. Noxious weed control is being performed as needed by staff. Prairie dog control has been done by qualified in-house staff and has kept the population at absolute minimal levels.

This open space site meets City Councils goals of “Safe and Secure Community” and “Beautiful and Environmentally Sensitive City.”

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

Westminster Open Space Photos



January 2009



October 2011



July 2010



October 2011





July 2010



October 2011



WESTMINSTER

Staff Report

Information Only Staff Report
November 7, 2011



SUBJECT: Westminster Economic Development Authority 3rd Quarter 2011 Financial Update

PREPARED BY: Barb Dolan, Sales Tax Manager
Karen Creager, Special District Accountant

Summary Statement:

This report is for information only and requires no action by the Board. The report represents the unaudited financial position for each of the Westminster Economic Development Authority's (WEDA) Urban Renewal Areas (URAs) as of September 30, 2011.

Background Information:

WEDA currently includes seven separate URA's. This report presents the financial activity as of September 30, 2011. Included in the report are the following for each URA:

- Year-to-date comparative graphs showing three years of operating revenues and expenses and debt service, as of September 30; and
- A chart with an at-a-glance look at the changes in revenues and expenses for comparable reporting periods from 2010 to 2011.

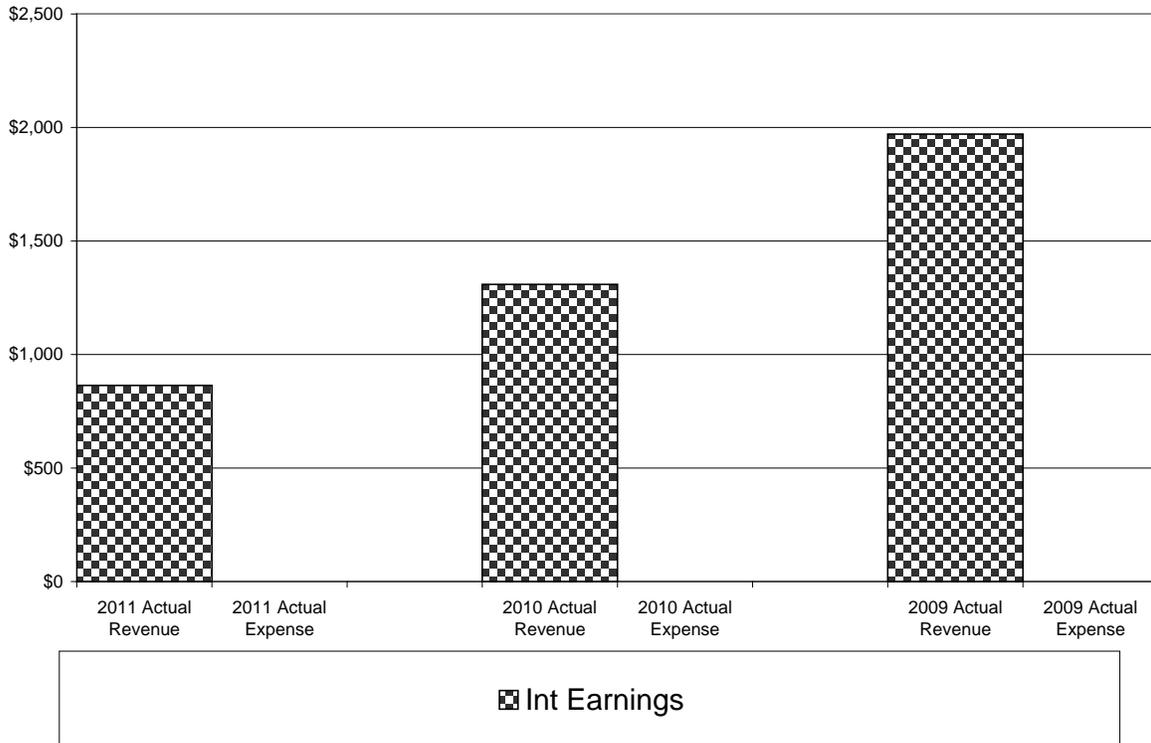
Additionally, attached are:

- A chart summarizing the unaudited financial position as of September 30, 2011
- A list of all current outstanding obligations of the URAs



Holly Park URA

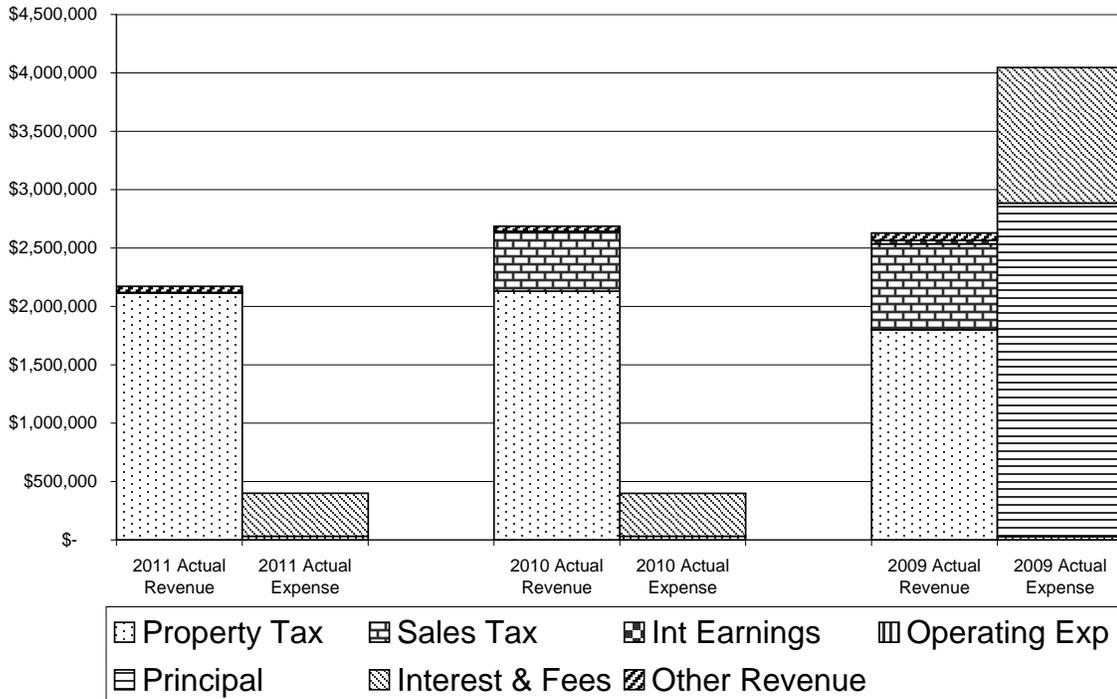
Holly Park URA Comparative Revenues vs Expenses as of 09/30



- The General Fund and General Capital Improvement Fund loaned \$120,000 and \$1,125,000, respectively, to this URA to fund the capital project for the clean-up of the Holly Park property to ready it for resale. It is anticipated that the interfund loan will be repaid when the property is sold.
- Interest earnings, the only revenue recorded in this URA to-date, decreased in 2011 from 2010.
- Due to minimal operating activity in the URA, no comparison table is included.

Mandalay Gardens URA (Shops at Walnut Creek)

Mandalay Gardens URA Comparative Revenues vs Expenses as of 09/30

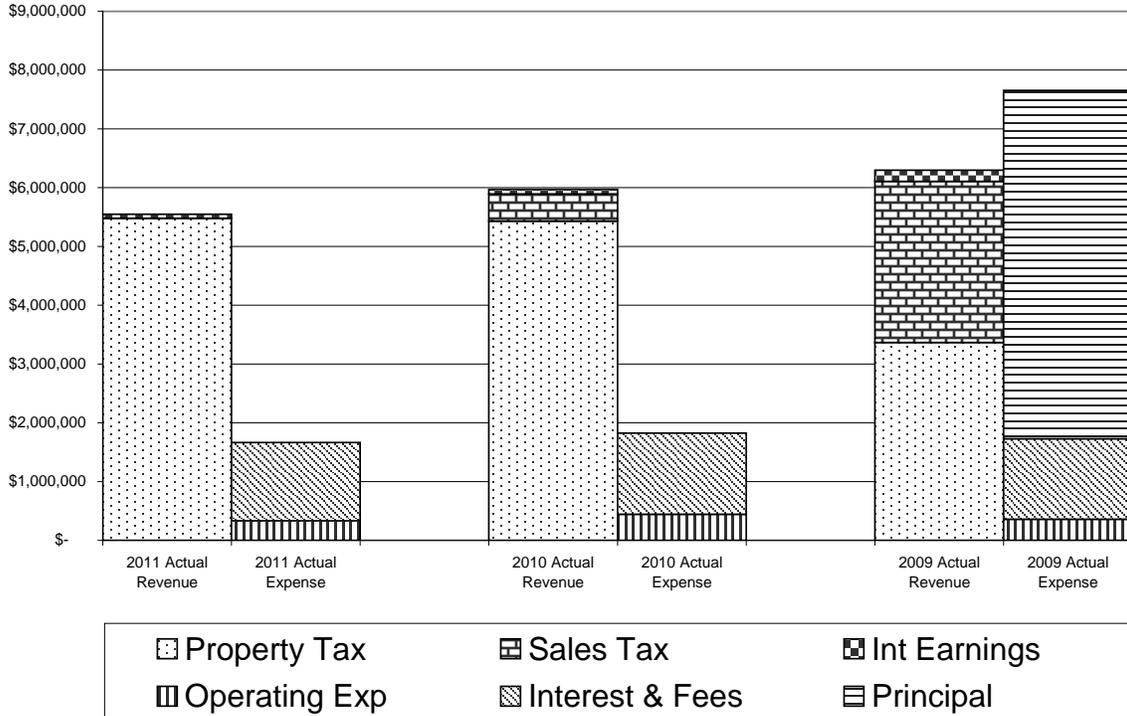


Description	2011	2010	Change
Property tax increment	\$ 2,116,754	\$ 2,130,299	\$ (13,545)
Sales tax increment	-	508,028	(508,028)
Interest Earnings	3,190	5,983	(2,793)
Other Revenue	52,000	42,912	9,088
Operating Exp	31,751	31,954	(203)
Interest and Fees	368,132	367,065	1,067

- Incremental assessed valuation decreased in 2011 from 2010 resulting in lower property tax increment in 2011 from 2010.
- The sales tax pledge was 1.75% from January 2009 through September 2009 and increased to 3% from October 2009 through February 2010 as part of the bond refinancing. From March 2010 through current, the pledge decreased to 0%, as funds already on deposit with US Bank Trust along with anticipated property tax increment were sufficient to meet debt service requirements. It is anticipated that the sales tax pledge will remain at 0% through the end of 2011. Therefore, all sales tax revenue will flow to the City.
- Due to the low interest rate earnings environment on funds at the Trust, the interest earnings on the funds invested at the US Bank Trust are low relative to historic performance.
- Other revenue increased slightly due to an increase in the amount received from the Mandalay Town Center General Improvement District.
- Year-to-date operating expenses decreased slightly in 2011 from 2010 due to a decrease in the property tax collection fee paid to the county treasurer, consistent with the decrease in property tax increment revenue.
- Total debt service costs are consistent in 2011 from 2010.
- Principal of \$1,185,000 is due on December 1, 2011.

North Huron URA

North Huron URA Comparative Revenues vs Expenses as of 09/30

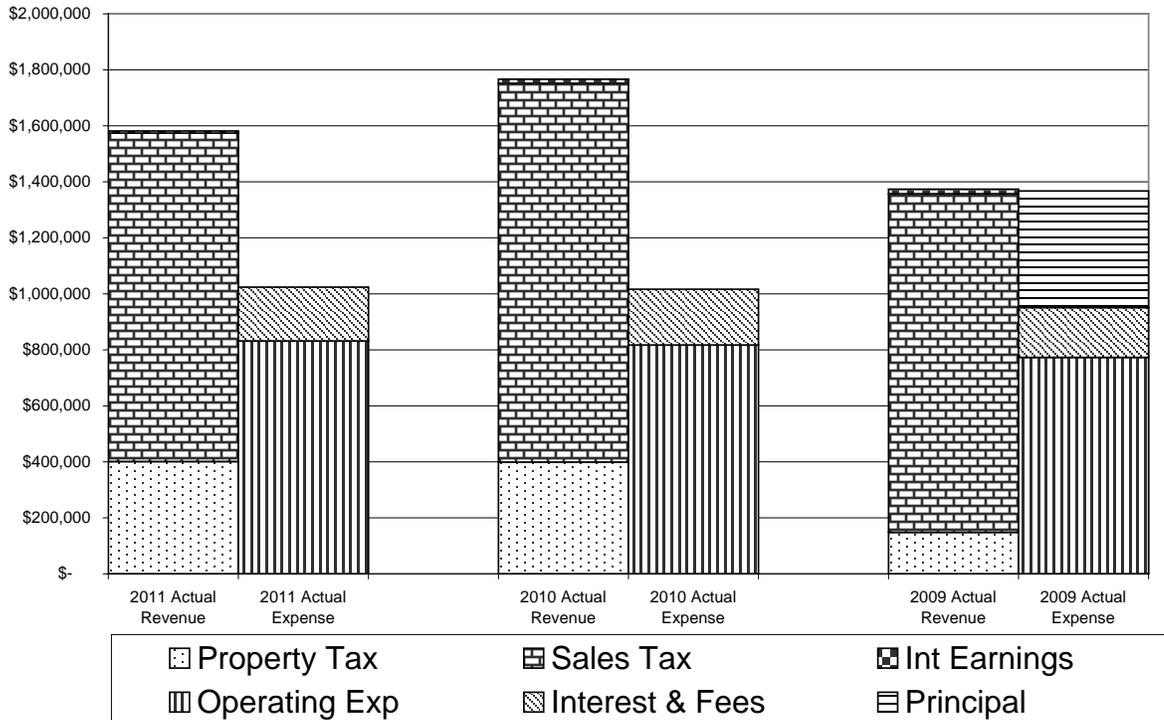


Description	2011	2010	Change
Property tax increment	\$ 5,478,868	\$ 5,431,417	\$ 47,451
Sales tax increment	-	460,570	(460,570)
Interest Earnings	68,276	77,297	(9,021)
Operating Exp	332,704	443,131	(110,427)
Interest and Fees	1,332,320	1,380,254	(47,934)

- Incremental assessed valuation increased slightly in 2011 from 2010 resulting in higher property tax increment in 2011 from 2010.
- The sales tax pledge was 1% from June 2009 through February 2010. From March 2010 through current, the pledge decreased to 0%, as funds already on deposit with Compass Bank along with anticipated property tax increment were sufficient to meet debt service requirements. It is anticipated that the sales tax pledge will remain at 0% through the end of 2011. Therefore, all sales tax revenue will flow to the City.
- Interest earnings decreased in 2011 from 2010 as a result of slightly lower escrow account balances 2011 compared to the same period in 2010.
- Although the property tax collection fee paid to the county treasurer increased, consistent with the increase in property tax increment revenues, total operating expenses decreased due to the completion of an economic development agreement in 2010.
- Year-to-date debt service costs were slightly lower in 2011 from 2010 consistent with a lower scheduled interest payment resulting from a reduced principal balance.
- Principal of \$2,215,000 is due on December 1, 2011.

South Sheridan URA

South Sheridan URA Comparative Revenues vs Expenses as of 09/30

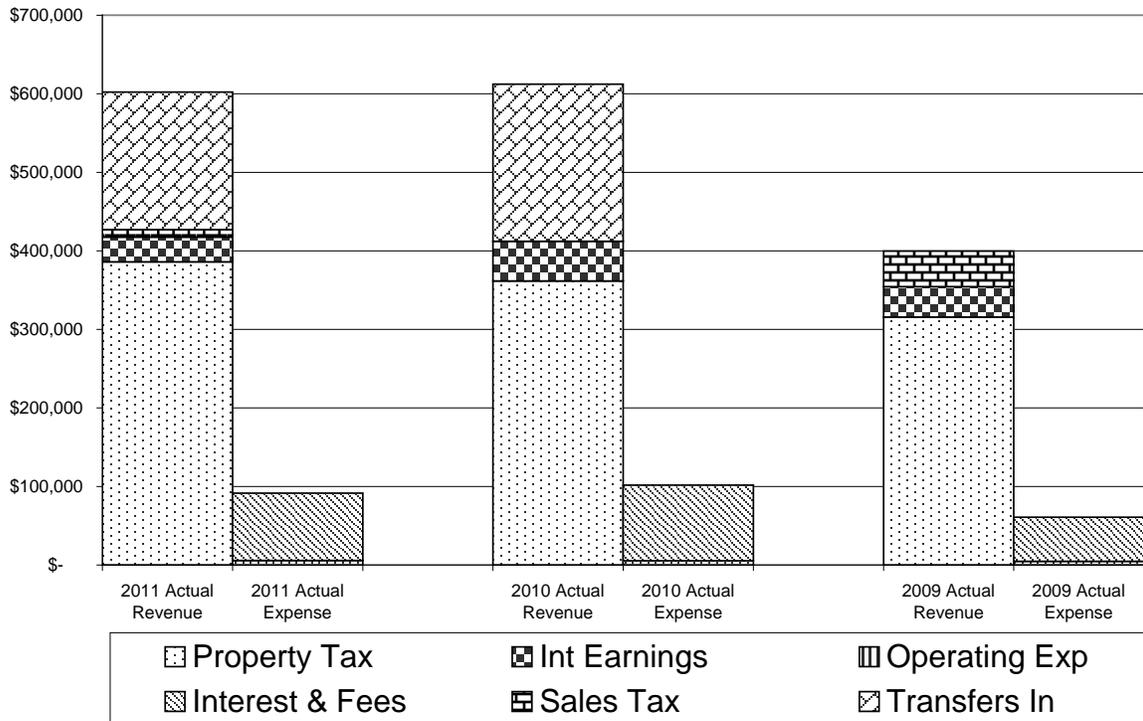


Description	2011	2010	Change
Property tax increment	\$ 401,178	\$ 399,350	\$ 1,828
Sales tax increment	1,172,726	1,352,229	(179,503)
Interest Earnings	7,800	14,744	(6,944)
Operating Exp	831,532	817,158	14,374
Interest and Fees	192,612	199,114	(6,502)

- Receipt of incremental property tax revenues began in 2009. Incremental assessed valuation increased in 2011 from 2010 resulting in slightly higher property tax increment in 2011.
- The sales tax pledge was 3% from inception of the URA through February 2011. From March 2011 through current, the pledge decreased to 2.3%. Beginning when the sales tax base was met in May, the City retained .7% of the additional sales tax collections in the URA, thereby reducing the sales tax increment in WEDA. It is anticipated that the sales tax pledge will remain at 2.3% through the end of 2011.
- Interest earnings decreased in 2011 from 2010 because of lower escrow account balances resulting from larger EDA payments.
- Operating expenses increased due to increased EDA expenses, consistent with the increase in total sales tax collections.
- Year-to-date debt service costs were slightly lower in 2011 from 2010 consistent with a lower scheduled interest payment resulting from a reduced principal balance.
- Principal of \$275,000 is due December 1, 2011.

South Westminster URA

South Westminster URA Comparative Revenues vs Expenses as of 09/30

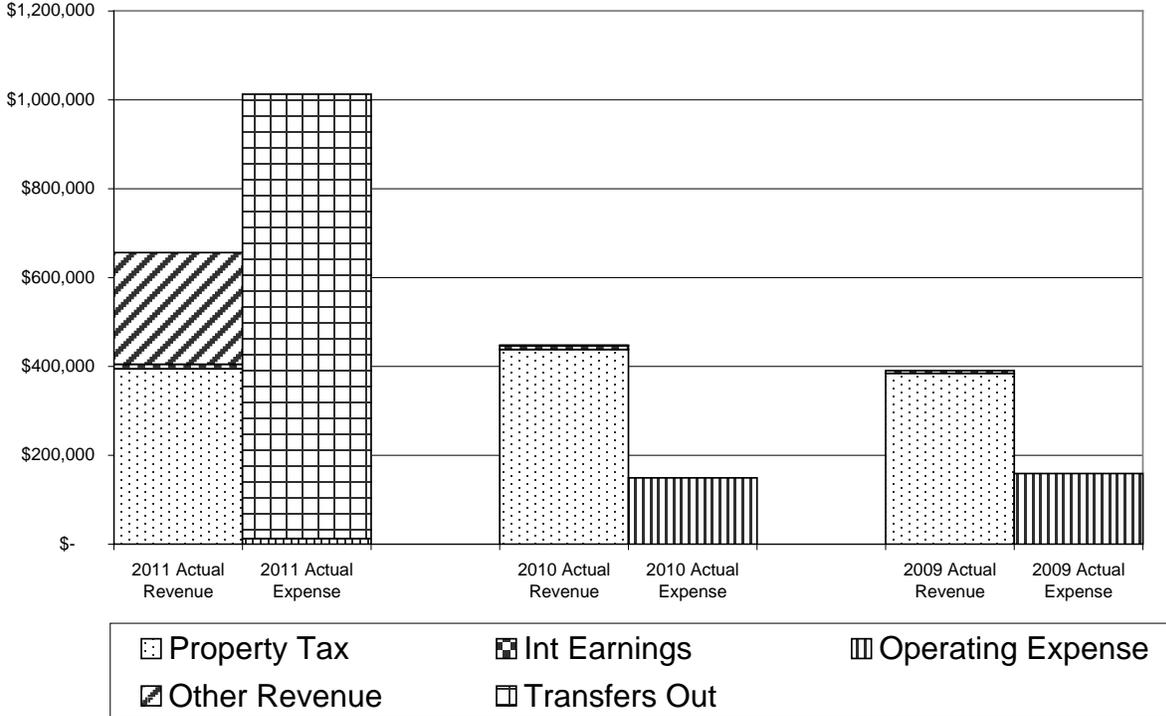


Description	2011	2010	Change
Property tax increment	\$ 385,976	\$ 361,640	\$ 24,336
Sales tax increment	9,579	-	9,579
Interest Earnings	31,604	50,619	(19,015)
Transfers in	175,000	200,000	(25,000)
Operating Exp	5,790	5,425	365
Interest and Fees	85,690	96,235	(10,545)

- Incremental assessed valuation increased in 2011 from 2010. Therefore, property tax increment increased in 2011 from 2010.
- Although Phase II did not meet the base sales tax amount, Phase I recorded a small amount of sales tax increment. Since the increment period has ended for both Phases, this is the total sales tax increment to be recorded for 2011.
- Interest earnings decreased in 2011 from 2010 as a result of a lower cash balance due to the reduction of incremental revenue in the URA.
- Transfers in decreased in 2011 from 2010. As was the case in 2010, it is anticipated that the cash available in South Westminster URA will not be sufficient to cover all of the obligations for the URA in 2011. Obligations include debt service and interfund loan payments. In order to have sufficient cash to fulfill the listed obligations for 2011, the City’s General Fund transferred \$175,000 to the WEDA fund to assist with these obligations.
- Operating expenses increased slightly in 2011 from 2010 due to an increase in the property tax collection fee paid to the county treasurer, consistent with the increase in property tax increment revenue.
- Year-to-date debt service costs were slightly lower in 2011 from 2010 consistent with a lower scheduled interest payment resulting from a reduced principal balance.
- Principal of \$575,000 is due December 1, 2011.

Westminster Center East URA

Westminster Center East URA Comparative Revenues vs Expenses as of 09/30



Description	2011	2010	Change
Property tax increment	\$ 394,564	\$ 438,349	\$ (43,785)
Interest Earnings	10,550	8,862	1,688
Other Revenue	251,191	208	250,983
Operating Exp	1,012,856	149,427	863,429
Transfers out	-	-	-

- Incremental assessed valuation decreased in 2011 from 2010 resulting in a decrease in property tax increment in 2011 from 2010.
- No sales tax increment was realized in 2011 or 2010, as property tax increment was sufficient to meet the URA’s obligations. Since the base sales tax amount for this URA has not been met, all sales taxes collected in this URA continue to flow to the City’s General Fund.
- Interest earnings increased in 2011 from 2010 as a result of some improvement in the rate of return on the pooled investments.
- Other revenue increased in 2011 from 2010 as a result of the return of funds rebated under an EDA. The business ceased operations in the City prior to the required length of time stipulated in the EDA.
- Total operating expenses decreased due to decreased EDA expenses and a decrease in property tax collection fee paid to the county treasurer, consistent with the decrease in property tax increment revenues.
- Transfers out increased in 2011 due to a payment to the General Fund in accordance with the cooperation agreement entered into with the City on June 27, 2011.
- This URA has no bonded debt obligations.

Westminster Center Urban Reinvestment Project Area

On April 13, 2009, City Council approved Resolution 12, Series 2009, which established the Westminster Center Urban Reinvestment Project Area (WURP) and the Reinvestment Plan. Tax increment financing approval was not requested at that time.

- At this point, there is no distinction between operating and capital components of this URA because revenues are appropriated to the project on regular basis. Therefore, no chart or table is included.
- This URA has received interest earnings and other revenue consisting of rent from tenants and receipts from the sale of assets when the Westminster Mall property was purchased. Cumulatively these revenues total \$961,284, of which \$623,666 has been appropriated to the WURP capital project. After allowing for 2011 year end accounting adjustments, a balance of \$201,274 is available to appropriate to the capital project.
- Currently, the URA has recorded \$22,707 in operating expenses. This amount represents auction expenses that will be reclassified to the capital project when the gross auction revenue is appropriated later this year.
- It is important to note that City participation funds of \$30,062,409 have been transferred to the WURP URA for redevelopment capital project expenditures.

This update assists the City in meeting the following Strategic Plan Goals: Financially Sustainable City Government Providing Exceptional Services, Vibrant Neighborhoods in One Livable Community, Strong Balanced Local Economy and Beautiful and Environmentally Sensitive City by reporting to the Board the changes in the revenues and expenses in the URAs in order to monitor the development and redevelopment efforts in the City.

Respectfully submitted,

J Brent McFall
Executive Director of Authority

Attachments

- WEDA Unaudited and Unadjusted Financial Statements for period ending 09/30/11
- WEDA Obligations at 09/30/11

**Westminster Economic Development Authority
Obligations at 9/30/11**

	URA	Outstanding Balance as of 12/31/10	Estimated 2011 Expense
<i>Debt-Principal only</i>			
2009 WEDA Bonds	South Westminster	\$ 4,510,000	\$ 575,000
2009 WEDA Loan	N Huron	59,080,000	2,215,000
2009 WEDA Bonds	Mandalay	34,705,000	1,185,000
2009 WEDA Loan	South Sheridan	7,695,000	275,000
Total Debt		<u>\$ 105,990,000</u>	<u>\$ 4,250,000</u>

<i>Interfund loans</i>			
Gen Capital Improv Fund	Holly Park	\$ 1,125,000	\$ -
General Fund	Holly Park	120,000	-
Utility Fund	South Westminster	2,000,000	175,000
Total Interfund loans		<u>\$ 3,245,000</u>	<u>\$ 175,000</u>

	URA	Maximum Payable per EDA	Estimated 2011 Expense
<i>Economic Development Agreement (EDA)</i>			
Lowe's HIW, Inc. - 136th Avenue location	N Huron	\$ 133,086	\$ 22,543
Shoenberg Ventures assigned to Wal-Mart	South Sheridan	2,699,770	1,107,600
Total EDA		<u>\$ 2,832,856</u>	<u>\$ 1,130,143</u>

Westminster Economic Development Authority
Unaudited and Unadjusted Financial Statements
For the period ending September 30, 2011

	Holly Park	Mandalay Gardens	North Huron	South Sheridan	South Westminster	Westminster Center East	Westminster Center Urban Reinvestment Area	Total
Revenues								
<i>Property Tax</i>	\$ -	\$ 2,116,754	\$ 5,478,868	\$ 407,178	\$ 385,976	\$ 394,564	\$ -	\$ 8,783,340
<i>Sales Tax</i>	-	-	-	1,172,726	9,579	-	-	1,182,305
<i>Interest</i>	864	3,190	68,276	7,800	31,604	10,550	145,614	267,898
<i>Miscellaneous</i>	-	-	-	-	-	251,191	472,826	724,017
<i>Intergovernmental</i>	-	52,000	-	-	-	-	-	52,000
<i>Transfers In</i>	-	-	-	-	175,000	-	6,497,134	6,672,134
Total Revenues	864	2,171,944	5,547,144	1,587,704	602,159	656,305	7,115,574	17,681,694
Expenses								
<i>Operating</i>	-	31,751	332,704	831,532	5,790	12,856	22,707	1,237,340
<i>Capital Project -proj exp</i>	4,521	-	58,376	450	-	-	23,095,792	23,159,139
<i>Principal</i>	-	-	-	-	-	-	-	-
<i>Interest & Fees</i>	-	368,132	1,332,320	192,612	85,690	-	-	1,978,754
<i>Other Financing Uses</i>	-	-	-	-	-	-	-	-
<i>Transfers Out</i>	-	-	-	-	-	1,000,000	-	1,000,000
Total Expenses	4,521	399,883	1,723,400	1,024,594	91,480	1,012,856	23,118,499	27,375,233
<i>Revenues Over(under) Exp</i>	(3,657)	1,772,061	3,823,744	563,110	510,679	(356,551)	(16,002,925)	(9,693,539)
Beginning Fund Balance	(325,036)	7,384,502	14,496,019	2,079,092	344,849	683,857	22,650,299	47,313,582
Ending Fund Balance*	\$ (328,693)	\$ 9,156,563	\$ 18,319,763	\$ 2,642,202	\$ 855,528	\$ 327,306	\$ 6,647,374	\$ 37,620,043

* Ending fund balance includes the following reserved amounts that can be spent only as indicated in the line description:

Debt Service Reserve	\$ -	\$ 9,128,526	\$ 16,899,212	\$ 2,530,527	\$ -	\$ -	\$ -	\$ 28,558,265
Capital Project Reserve	29,050	-	1,415,839	66,845	-	-	3,081,941	4,593,675
Inventory	850,000	-	-	-	-	-	3,250,523	4,100,523
Total Reserved Fund Balance	\$ 879,050	\$ 9,128,526	\$ 18,315,051	\$ 2,597,372	\$ -	\$ -	\$ 6,332,464	\$ 37,252,463



WESTMINSTER

Staff Report

Information Only Staff Report
November 7, 2011



SUBJECT: Capital Improvement Program (CIP) Project
Status Report – 2011 Second Period

PREPARED BY: Aric Otzelberger, Senior Management Analyst

Summary Statement:

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

Attached is the second period status report for 2011 on Capital Improvement Program (CIP) projects. The project name, a brief description and status update is provided for each project. If City Council has questions about any of the projects included in this report, Staff will follow up with additional information.



Background Information:

Staff has compiled the attached status report on Capital Improvement Program (CIP) projects for activities through the second reporting period of 2011, ending August 31.

The “Updated” column on the far left side of the attached report will have a mark (▶) in it denoting that the project information (such as the description, status, budget, projected completion date or percent complete) has been updated, or it will have “NEW” typed in to identify any new projects added to the CIP Status Report since last period, or it will have “TO BE CLOSED” typed in to identify projects that have either been closed in the financial management system or will be closed this year. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during the most recent period; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

The definition for each of the columns included in the report is noted on the attached document (“Attachment A: Definitions – Capital Improvement Program (CIP) Project Status Report”). The definitions are utilized internally to ensure that staff is reporting information as consistently as possible.

The project name, a brief description of the project, project status, project budget, project expenditures as of August 31, 2011, the project manager(s), engineering firms/contractors, start date, projected completion date and percent complete is provided for each project on the “Capital Improvement Program – Major Projects” pages (Attachment B) and “Capital Improvement Program – Ongoing Projects” pages (Attachment C).

The projects are sorted based on whether they are ongoing in nature or have a definitive beginning and completion date. Some projects may include funding from both the General and Utility Funds but are listed only once, reflecting the consolidated total in this report. Those projects on the Ongoing Projects pages do not include a start date, projected completion date or a percent complete due to the nature of these projects (i.e., they are continuing projects from year to year).

Major Projects are expensed each year rather than waiting until each project is substantially complete per generally accepted accounting procedures. As such, for continuity in this report, Staff is reporting the revised budgets for each project, excluding any expensing required by the auditors, so that City Council and the public may see the full cost of the project rather than an annually modified amount that does not accurately reflect the full cost and scope of the project. On the Ongoing Projects pages, the capitalized/expensed amounts will continue to be shown so that City Council and the public may see what funds are actually available for these projects that are continuous in nature.

Staff will continue to provide this report to City Council three times per year. If City Council has questions about any of the projects included in this report, Staff is available to meet individually with City Council members and provide additional information on the projects included within this document or provide appropriate information as requested.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

– DEFINITIONS –

Capital Improvement Program (CIP) Project Status Report

Updated – The Updated column is intended to simplify the review of the report by drawing attention to those projects with new updates since the last report. The column will have a ► mark in it denoting that the project information has been updated, or will include “NEW” to identify any new projects that may have been added since the last report via supplemental appropriations (such as from carryover, the receipt of a grant or the subdividing of a larger project into smaller components), or will include “TO BE CLOSED” if the project will be closed before the next report. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project since the previous report; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

Project Title/Description – The Project Title is common name utilized by Staff in identifying the project. The Project Description is a brief description of the project, specifically focusing on the scope of the project for which funds are budgeted (i.e., are the funds appropriated for the full project, from design to construction, or simply the design/engineering component of the project).

Project Status – A brief update as to the progress made on this project, providing information such as how much work has been completed, if the project is on schedule, ahead or behind, if any challenges have developed as a result of contractors or the weather, etc.

Budget – For Major Projects, this is the total amount City Council has appropriated via the current and/or prior years’ budgets. Some projects have funding from multiple sources, i.e., the General and Utility Funds; in these cases, the combined total for the project is shown in this report.

For Ongoing Projects, this is the amount that has been entered into the financial management system that City Council has appropriated via the current or prior years’ budgets. This amount may be different from the total amount that has been appropriated over the years, since many projects that are ongoing have received funding for many years, in some cases over ten years. Showing the cumulative budget since project inception is not only difficult to gather given the financial management system conversion in 2000, but is not representative of the funds actually available to spend on these ongoing projects. Some projects may include open contracts from which some expenditures have been made but the “Spent” column reflects only those actual expenditures, and therefore the associated encumbrances (i.e., financial obligations) are not reflected in these figures.

Spent – Actual expenditures made to date, *excluding* encumbrances.

Project Manager(s) – The City staff member(s) overseeing the completion of the project. Regardless of having an external project manager, a City staff member will always oversee City projects.

External Project Manager Utilized – This column identifies if the primary project lead is a City staff member or an outside contractor. On complex construction projects of approximately \$3-5 million or more, the City is likely to hire a professional project manager on a contracted basis (in addition to an independent project construction inspector) to provide overall project management under the direction of City staff. If an external project manager is utilized, the name of the contractor is listed in this column.

Engineering Firms Or Contractors – Lists all outside firms the City has hired to work on this project, excluding the external project manager if applicable.

Start Date – Identifies the month and/or year in which the project was initiated (noted on the Major Projects’ pages only).

Projected Completion Date – The projected/targeted date for which the project is anticipated/scheduled to be complete (noted on the Major Projects' pages only).

Percent Complete – Identifies the amount of the overall project, as funded via City Council appropriations and defined in the Project Title/Description that is complete. It is based solely on what has been funded to date and may not include actual completion/construction of the project. There will not necessarily be a one-for-one correlation between the percent complete and the amount expended. (For example, City Council may have funded the design only of a project and based on this funding level, the project may be 75% complete, which would be reflected in the Percent Complete column. However, when looking at the overall project, which might be for the construction of a new bridge, the design component is only 5% of the overall project; however, City Council has not appropriated the construction funds as of yet and therefore this percent complete would remain at 75% until the total project funds are appropriated. Once the entire project budget is appropriated, the percentage complete column would be adjusted to 5%, reflecting the percentage of the total project that the design work represents. Some projects may be 100% complete but may reflect some funds remaining in the project and the project remains on this report due to warranty work that is yet to be completed; once warranties expire, the project will be closed.)

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
	GENERAL CAPITAL IMPROVEMENT FUND									
▶	68th Avenue and Utica Street Improvements - The City's Intergovernmental Agreement (IGA) with School District 50 regarding Westminster High School obligates the City to construct roadway improvements to 68th Avenue and Utica Street abutting school property. This project will utilize a portion of the \$1.2 million in funds from School District 50 in accordance with the terms of the IGA. City street maintenance operating funds will be used to reconstruct 68th Avenue from the school's east boundary to Lowell Boulevard.	This project is approaching the end of warranty period and once any corrections are completed, this project will be complete and can be closed.	\$978,670	\$970,547	Dave Loseman (CD)	City Employee	Calibre Engineering, Inc.	10/2009	8/2010	100%
▶	80th Avenue Bridge/U.S. 36 Enhancements - This project will upgrade the standard plain bridge that the Colorado Department of Transportation (CDOT) typically installs with architectural enhancements similar to those installed on other recent bridges in the City.	The new bridge was re-opened to traffic during the 2nd CIP Reporting Period. Final inspections were conducted during August and several corrections are still needed. The project completion date has been adjusted to reflect the anticipated date when all seeding of disturbed areas will be finished. Due to weather concerns, this will be completed next spring.	\$600,000	\$144,460	Dave Downing (CD)	Colorado Department of Transportation	DTJ Design / Structures, Inc.	9/2008	6/2012	100% (design); 95% (construction)
▶	104th Avenue and Sheridan Boulevard Intersection - This project will provide double left turns for both north-bound and south-bound Sheridan Boulevard and three through-lanes for east-bound 104th Avenue approaching Sheridan Boulevard and through the intersection. The project also includes channel improvements to Hylands Creek immediately south of 104th Avenue. The channel improvements will be partly funded by the Urban Drainage and Flood Control District.	This project is complete. One more year of wetland monitoring is required by the Army Corps of Engineers before the project can be closed.	\$2,994,819	\$2,986,932	Dave Loseman (CD)	City Employee	Burns & McDonnell / Castle Rock	8/2001	12/2008	100%
▶	120th Avenue Corridor Turn Lanes and Restriping - A minor restriping effort in coordination with the Colorado Department of Transportation (CDOT) could create three through lanes in each direction for the portion of the 120th Avenue corridor located between Federal Boulevard and I-25. However, in order for this to occur in a safe manner, dedicated right turn lanes are needed at Zuni Street (eastbound and westbound), Tejon Street (eastbound) and Pecos Street (westbound). This project will fund the installation of separate right turn lanes at these intersections.	Staff is proposing to rename this project to the future 120th Avenue and Federal Boulevard intersection improvement project as part of the proposed Amended 2012 Budget. The funds would be used to pay for a portion of the City's required local participation for the 120th/Federal project.	\$580,000	\$0	Dave Loseman (CD)	City Employee	TBD	TBD	TBD	0%
▶	124th and Huron Street Intersection Improvements - This project is jointly funded by the City and the Adams 12 Five Star School District to improve roadway turning movements, add lanes and to add the west bound leg to the existing traffic signals. The City and the School District have agreed to share the estimated project cost of \$418,000 equally (\$209,000 each). This City is responsible for project management including design, construction management and contracting.	Construction is complete. The project account can be closed when cost participation provisions of the IGA with Adams District 12 are reconciled, which should occur before the end of the year.	\$625,145	\$585,144	Steve Baumann (CD)	City Employee	Stolfus & Associates, Inc. / Goodland Construction	11/2007	12/2008	100%
▶	128th Avenue and Huron Street Landscaping - The City's Intergovernmental Agreement with School District 12 (SD 12) regarding Mountain Range High School obligates the City to build landscaping along 128th Avenue and Huron Street, abutting the high school site. This project will utilize \$93,708 in existing SD 12 school land dedication funds to construct the improvements.	This project is complete. A one-year warranty period on the project will commence in September.	\$93,708	\$68,795	Dave Loseman (CD)	City Employee	City Staff / CoCal Landscaping	8/2010	8/2011	100%
▶	144th Avenue: Zuni to Huron - This project will fund design and construction for the widening of 144th Avenue between Huron and Zuni Streets. With the opening of The Orchard at Westminster, it is anticipated that a significant increase in traffic will occur along 144th Avenue between Huron Street and the western City limits at Zuni Street. The existing two-lane road will be widened to arterial street standards.	The project is in a warranty period. Corrections work is scheduled to begin in September 2011 and then the extended two-year warranty period will begin.	\$4,254,477	\$4,040,895	Dave Loseman (CD)	City Employee	Felsburg, Holt & Ullevig	1/2007	5/2010	100%
▶	Armed Forces Tribute Garden - This park honors six armed services (Army, Navy, Air Force, Marine Corps, Coast Guard and Merchant Marine) and is located at City Park. The project includes a fountain, brick pavers, seating, shade structures, irrigation and plant material.	Fundraising efforts continue. Landscape improvements were made to the site in 2011. Renovation of the fountain will commence in fall 2011. Work will consist of tile repair to damaged areas.	\$1,571,279	\$1,543,397	Bill Walenczak (PR&L) / Becky Eades (PR&L)	City Employee	Triple M Recreation / Goodland Construction / Alpine Pool and Plaster	Phase 2: 11/2010 / Landscape: 4/2011	Phase 2: 3/2011 Landscape: 5/2011	100% (Phase 1); 100% (Phase 2); 75% (Landscape Improvements)
▶	Big Dry Creek Trail at Old Wadsworth Boulevard - This project includes the construction of a bridge on Wadsworth Boulevard over Big Dry Creek for a grade separated pedestrian crossing.	This project is complete. One more year of wetland monitoring is required by the Army Corps of Engineers before the project can be closed.	\$4,970,725	\$4,958,924	Dave Loseman (CD)	City Employee	Muller / J.F. Sato	8/2005	7/2009	100%
▶	Bowles House Improvements - This project will fund rehabilitation of the east porch and repair a significant wall crack of the Edward and Mahalia Bowles home at 3924 West 72nd Avenue. This structure is a significant historical site and is listed on the National Register of Historic Places.	Rehabilitation and construction is underway and the project is currently on schedule to be completed this fall.	\$72,000	\$8,141	Tony Chacon (CD) / Laurie Brandt (CD)	City Employee	TBD	7/2011	10/2011	50%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
	▶ Bradburn Boulevard Re-Alignment - This project will create a four-legged intersection at the currently signalized junction of 72nd Avenue and Raleigh Street. The total project is estimated to cost over \$4 million. This first effort in 2010 and 2011 will be the preliminary design of the roadway re-alignment and perhaps some of the necessary right-of-way acquisitions.	Preliminary design of this project will be completed in 3Q 2011. Cost estimates for the desired improvement package exceed what the projected, combined funding sources over the next several years will allow. As part of the proposed Amended 2012 Budget, Staff is proposing to rename this project the "72nd Avenue/Little Dry Creek Bridge Replacement" and narrow the focus of the project to replacing the 72nd Avenue bridge and raising the pedestrian trail underneath it. The City could accomplish these project components with existing and projected available funding. Completion of these project segments would allow for realignment of Bradburn Boulevard at a future date.	\$1,103,926	\$0	Steve Baumann (CD)	City Employee	Jacobs Engineering Group	8/2010	9/2011 (preliminary design)	80% (preliminary design)
	▶ CEP Master Plan (Phase II) - These funds are to be used as a match with Adams County School District 50 funds to plan for and make physical improvements to the District Career Enrichment Park.	The final conceptual development plan is in final production. Completion is projected in October 2011.	\$339,018	\$322,001	Tony Chacon (CD) / Patty McCartney (CD)	City Employee	Perry-Rose, LLC Civitas	6/2002	10/2011	95%
TO BE CLOSED	▶ City Park Playground and Shelter - This project consists of adding a play lot and shelter near the fields at City Park. Citizens have been requesting a playground and these funds will allow this playground to become a reality and allow for a small picnic shelter to be constructed.	This project is complete and the warranty period has expired. The contractor will perform some concrete repair work this fall. Once this is complete, the project account can be closed.	\$350,000	\$345,793	Kathy Piper (PR&L)	City Employee	Goodland Construction	10/2009	8/2010	100%
	▶ City Park Recreation Center Aquatic Enhancement - Funded in part by the 2007 POST bond issue, this project is for the renovation of the City Park Recreation Center aquatics area and locker rooms, to include additional amenities into the pool area to increase the play-ability of the pool area, including a lazy river feature, a new waterslide and an outdoor splash pad. Locker room renovation will include the addition of family changing rooms.	This project remains under warranty and Staff is working with both the contractor and architect to resolve some issues with pool filtration and the pool's ozone systems.	\$6,793,881	\$6,728,827	Becky Eades (PR&L)	City Employee	Sink Combs Dethliefs / Adolphson Peterson	11/2007	5/2010	100%
	▶ Community Development Building Division Operating Computer System Software - This project is for the replacement of antiquated software currently being used to manage building permits, inspection information and rental property maintenance records.	Staff is currently testing field devices and expects to implement selected devices by the 4Q 2011. Staff continues to work with IT on upgrades to Accela V360 and Accela Citizen Access applications.	\$111,381	\$0	Dave Horras (CD)	City Employee	Accella, Inc.	1/2007	12/2011	50%
	▶ Energy Efficiency and Conservation Block Grant (EECBG) Projects - This project is funded by the federal 2009 ARRA stimulus package to improve energy efficiency and conservation efforts at the local level. Projects include an energy performance contract, residential and commercial rebates administered by the Governor's Energy Office (GEO), a bicycle master plan, an update to the City's Energy Code, support of the U.S. 36 Commuter CASH program, the hiring of a new Energy and Facilities Project Coordinator and education outreach efforts in the community. All funds must be expended by 9/29/12 per federal requirements.	The Bicycle Master Plan is complete. The Small Business Efficiency program is closing and approximately \$40,000 remains unspent. The energy performance contract project is complete, as is the recycling education campaign. \$1,000 remains for the U.S. 36 Commuter CASH program. All activities regarding the energy code are complete with approximately \$17,000 remaining.	\$952,800	\$768,250	Tom Ochterski (GS) / Barbara Opie (CMO)	City Employee	Various	9/2009	9/2012	75%
	▶ Energy Performance Contract (Phase II) - This project will modify or upgrade multiple energy and water consuming systems or facilities in the City. Specific systems/facilities will be selected based on a high rate of return in potential savings and/or greatest need based on age and stability of existing equipment. Individual projects include the installation of central controls, lighting, electrical upgrades, HVAC upgrades and irrigation improvements. The City will pay for the project up front through financing and will pay back that financing with the money from annual energy and water cost savings through a lease arrangement.	All major project activities are complete. Per the project contract, the City is required to spend remaining contingency funds on improvements to other energy or water consuming systems. Staff is examining the possibility of replacing the six oldest rooftop HVAC units at the Municipal Court with higher efficiency units. Staff is also looking into purchasing an infrared thermography gun to assist with energy management activities. The entire project will remain under a warranty period until April 2012.	\$3,367,655	\$3,236,327	Tom Ochterski (GS)	City Employee	Siemens	6/2010	6/2011	100%
	▶ FasTracks Local Match - This project is to fund the City's anticipated FasTracks local match associated with RTD's commuter rail line through Westminster. While the total cost to local jurisdictions remains unknown at this time, it is anticipated that the City of Westminster's share will be significant.	Staff is currently working with Adams County to identify their respective share of the \$3.4 million local agency contribution that will be required for the North West Electrified Segment (NWES) of the Gold Line to the southern portion of South Westminster.	\$250,000	\$0	Matt Lutkus (GS)	City Employee	N/A	N/A	TBD	0%
	▶ Federal Boulevard Trail - This project will fund the installation of an eight-foot sidewalk along the west side of Federal Boulevard between 92nd Avenue and the south boundary of the Northpark Subdivision, a sidewalk in front of the Mushroom Farm Pond property and a "missing link" section of sidewalk on the east side of Federal Boulevard, approximately 650 feet south of 119th Avenue. The current budget is for preliminary design work.	Design of this project is complete. Advertisement for construction will occur during 4Q 2011. Construction is scheduled to commence in the 2Q 2012.	\$24,850	\$0	Dave Loseman (CD)	City Employee	J.F. Sato and Associates	10/2010	2/2011 (design) / TBD (construction)	100% (design); 0% (construction)
	▶ Fire EMS Field Reporting (Hardware) - This project is to purchase and install field reporting tablets (laptops) and software, which will be integral components to the Fire Department's records management system. Field tablets will permit personnel to complete all required EMS, fire and inspection reports in the field, thereby reducing the need to paper reports and improving the efficiency of operations.	Fire and EMS reporting are in final stages of testing. Initial procurement of eight field laptop/tablets is underway. Training of end-users is scheduled for mid-September through early October. "Go live" for station/field reporting swill occur in mid-October 2011. Fire inspection, training and other modules are under development. The training module will be the next to be deployed.	\$350,000	\$29,595	Doug Hall (FD) / Rich Welz (FD) / Rick Spahn (FD)	City Employee	Alpine Software	3/2008	12/2011	75%
	▶ Firefighting Simulator/Burn Building - This project is for the design and construction of a firefighting simulator/burn building. Plans for a new simulator include two burn rooms, roof chop outs, a forcible entry simulator, a smoke distribution system and moveable maze partition panels.	Discussions regarding a potential site location continue with various City departments. The original proposed site for the structure is no longer feasible.	\$522,000	\$0	Bill Work (FD) / Dennis Bishop (FD)	City Employee	TBD	6/2007	12/2013	0%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
TO BE CLOSED	Fire Station Alarm Notification - This project will replace and upgrade the fire station alerting system at all six fire stations. This system "awakens" personnel at night when a call for service is dispatched to a station. The existing system has been in place since 1992 and is utilizing outdated technology that is presenting reliability issues. The new system will utilize the City's computer network for increased reliability and will offer specialized notification features so only those personnel assigned to a particular type of call would be notified.	Installation was completed in July. System functioning as per contract specifications. Final payment has been made. Project complete.	\$248,000	\$247,999	Bill Work (FD) / Rich Welz (FD)	City Employee	Low Voltage Installations, Inc.	6/2010	6/2011	100%
	Golf Course Fund Transfer - This transfer from the General Capital Improvement Fund (GCIF) to the Gold Course Fund is necessary in order to attain a balanced budget for the Golf Course Fund. Due to continuing debt obligations at The Heritage and challenges facing the golf industry as a whole, revenues from Golf operations alone are not projected to cover the total expenditures proposed for Golf operations in 2011 and 2012.	This transfer payment is occurring in monthly installments of approximately \$20,833.	\$250,000	\$166,667	Barbara Opie (CMO)	City Employee	N/A	1/2011	12/2012	66%
▶	Greenlawn Traffic Mitigation - This project was created to address a large number of concerns from residents over traffic issues associated with the development of Cambridge Farm and Asbury Subdivisions in the area bounded by Wadsworth Boulevard, 92nd Avenue, Pierce Street and 96th Avenue. A citizen task force identified the extension of 96th Avenue between Pierce Street and Teller Street as a solution to these concerns.	This project will be ready to close out in October 2012. The right-of-way agreement with an adjacent property will expire and final payment will be made for the water used to irrigate their property.	\$9,377	\$1,493	Mike Normandin (CD)	City Employee	Nolte / Asphalt Specialties	6/2000	12/2012	95%
NEW	Heritage Golf Course Back Nine Acquisition - These funds will be utilized towards purchasing the land associated with the back nine holes owned by and leased from the Rocky Mountain Metropolitan Airport. This lease has an escalator built into it that continues to strain the finances of the golf course operations.	Staff is continuing discussions with staff from Jefferson County, Jefferson County Open Space and the Rocky Mountain Metropolitan Airport regarding this land acquisition.	\$518,754	\$0	Bill Walenczak (PR&L) / Ken Watson (PR&L)	City Employee	N/A	8/2011	TBD	0%
	Historical Marker Program - This project is for the design and installation of markers throughout the City to record historical events, people and places from Westminster's history.	A plaque was installed at 78th Avenue and Lowell Boulevard by the butterfly sculpture. Plaques will be installed by the former Union High School and the original Westminster High School this fall.	\$30,000	\$25,581	John Carpenter (CD)	City Employee	Quinby Clune Designs / Arapahoe Sign Arts	11/2000	TBD	85%
▶	Holly Park - This will provide funds to clear the existing deteriorating buildings and other costs for redevelopment on the Holly Park site.	This project is ongoing. Staff has received limited interest from developers regarding purchase of the property. The City has been maintaining the property, but will cease to do so in the developed property areas in 2012.	\$1,125,000	\$1,094,905	Dave Loseman (CD)	City Employee	N/A	7/2005	TBD	80%
▶	Huron Street from 129th Avenue to 140th Avenue (Phase I) and Huron Street from 140th to 150th Avenue (Phase II) - The project is for the design and construction of a total of nearly two and a half miles of Huron Street.	The Huron Street major street improvements are complete. However, commitments remain to several smaller projects in the corridor, including sidewalk improvements at Huron Street/148th Avenue and landscape improvements at the Huron Street frontage of the Big Dry Creek Wastewater Treatment Facility. The latter project was recently completed. Landscaping of the Huron Street right-of-way along Casa Estates is also planned for late 2011.	\$18,821,737	\$18,214,154	Steve Baumann (CD)	City Employee	Felsburg, Holt & Ullevig	6/1998	2/2012	97%
▶	IP PBX Phone System Upgrade - The Internet Protocol Phone Bank Exchange (IP PBX) Phone System Upgrade is designed to consolidate the management and vendor deployment of all voice systems within the City of Westminster. The project will touch almost every City location and will provide a standardized four digit dialing structure to the entire organization. This will allow employees to utilize the same voicemail system, as well as use the same process and procedures when using the phone system.	Work at all public safety facilities has been completed. Upgrades are still needed at four City facilities. All remaining hardware has been purchased and is on-site.	\$501,000	\$476,334	Dan Hord (IT)	City Employee	Axess Communications	1/2009	12/2011	100% (Phase 1); 100% (Phase 2); 90% (Phase 3)
▶	Kings Mill Park Renovation - This project includes the demolition of the building and the swimming pool on the site. The park expansion will include climbing boulders, a skate spot, a picnic shelter and free standing play elements such as swings and spinners.	An RFP for a design/build contractor for the skate spot was sent out and six proposals were received. Staff is finalizing a recommendation to bring to City Council in fall 2011. The other project elements are currently under design.	\$250,000	\$46,371	Becky Eades (PR&L)	City Employee	American Demolition	2/2010	3/2012	100% (demolition); 10% (renovation)
▶	Little Dry Creek Dog Park - This dog park will be located at 69th Avenue and Lowell Boulevard. This dog park will include a small and large dog area, an asphalt parking lot for 20 cars, fencing, benches, two small shade structures dog watering and trees.	The project is complete and a park dedication ceremony will be held on Saturday, September 10. A one-year warranty period has commenced. Staff will submit a reimbursement request to Adams County Open Space for the \$70,000 grant that was awarded to this project.	\$190,000	\$168,348	Kathy Piper (PR&L)	City Employee	Urban Farmer, Inc.	8/2010	8/2011	100%
▶	Lowell Boulevard Corridor Enhancement - This project funds the partial construction of new curb, gutter and sidewalks, asphalt repaving, undergrounding of overhead utility wires, and installation of landscaping along Lowell Boulevard. The project is funded by CDBG funds (\$443,000), ARRA funds (\$135,000) and New Development Participating funds (\$370,600).	The most recent phase of improvements to Lowell Boulevard was completed in late 2010. Corrections work to close out the warranty period needs to be completed before the end of 3Q 2011. A public art piece was placed at the small park/plaza at Lowell Boulevard and Turnpike Drive in summer 2011.	\$984,052	\$911,474	Steve Baumann (CD)	City Employee	SEH, Inc. / New Design Construction, Inc.	1/2004	8/2010	100%
▶	McKay Lake Outfall Drainage - This is a joint project between the cities of Thornton and Westminster. It includes the planning, cost apportionment, design and construction of improvements to reduce the significant floodplain between Huron Street and Washington Street, north of 136th Avenue.	Construction of the portion of this project from I-25 east to Big Dry Creek in Thornton (Phase 3) was completed in July 2010. A two-year maintenance period is also part of the Phase 3 contract, running through 2012. Subsequent phases are dependent on cost participation and developer plans for the area upstream of I-25. A portion of that funding was received in 2011 and has been appropriated to the project account.	\$7,819,577	\$4,072,313	Steve Baumann (CD)	City Employee	WHPacific / American West Construction, Inc.	1/1999	7/2012 (Phase 3 Maintenance)	95% (Phase 3)

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	Metzger Farm Improvements - This is a joint project with the City and County of Broomfield through the Broomfield-Westminster Open Space Foundation. These funds are for the first phase implementation of the Master Plan for the site. It is anticipated that improvements will include trails and structural enhancements to the buildings on site.	Wenk Associates has been hired to prepare construction documents for the Phase 1 Master Plan implementation. The project will go out to bid in late 2011.	\$535,900	\$17,572	Heather Cronenberg (CD) / Becky Eades (PR&L)	City Employee	Wenk Associates (design)	1/2008	12/2012	60% (design); 0% (construction)
▶	Municipal Service Center (MSC) Service Drive Rehabilitation - This project will fund the removal and replacement of deteriorated concrete panels, joint sealing, and the application of liquid sealant on the west service drive at the MSC.	The concrete replacement is scheduled to be completed by mid-October. Staff is working on getting cost estimates for the sealant and joint sealing.	\$22,000	\$0	Rob Dinnel (PW&U)	City Employee	Keene Concrete	9/2011	10/2011	0%
	Photovoltaic Solar Panel System - The City entered into a power purchase agreement with Main Street Power for the installation of photovoltaic solar panels on four facilities. Pursuant to this agreement, the City needs to set aside the first six years of energy purchase funds as a guarantee to Main Street Power and their financiers that they will be receiving the income stream from the City's energy payments. At the conclusion of the six-year period, should the City decide to exercise the option to purchase the system, these funds could be utilized towards that purchase.	As of December 30, 2009, all solar energy systems were installed and producing energy at City Park Recreation Center, Westview Recreation Center, the Public Safety Center and the Municipal Service Center. No expenditures have been made to date, as these funds serve as an energy payment "guarantee" as discussed in the project description.	\$110,000	\$0	Jerry Cinkosky (GS)	City Employee	Main Street Power / Simple Solar	7/2009	12/2009	100%
▶	Railroad Crossing Surface Replacement Program - This program will replace railroad crossing surfaces at several crossing locations throughout the City with concrete crossing pad materials. These crossings are rated poor to very poor. The program is proposed to be funded over several years.	On August 22, 2011, City Council approved expenditures for crossing replacements at Lowell Boulevard and at 88th Avenue. Agreements for both of these projects were signed and forwarded to BNSF. Despite previous statements about completing the work sooner, BNSF has now stated that work will commence in November 2011. Staff has made it clear that any further delays are unacceptable and will continue efforts to have BNSF complete this work.	\$177,507	\$31,648	Dave Cantu (PW&U)	City Employee	BNSF Railroad	TBD	TBD	5%
▶	Railroad Quiet Zone Study - This project will provide funds to conduct a quiet zone study associated with the FasTracks commuter rail project.	The Regional Transportation District will not commence the preparation of a quiet zone study until a vote to increase the current sales tax is passed to fund the future extension of the Northwest Rail Line.	\$100,000	\$0	Dave Downing (CD)	City Employee	URS	1/2008	1/2015	5%
NEW	Savery Farms Open Space Rehabilitation - This project will fund the engineering, design and construction of improvements at the 8.1-acre Savery Farm Open Space. Improvements include extensive earthwork to redistribute the existing soil stockpile on-site, a 22-vehicle asphalt parking lot, almost 1 mile of concrete trails, wood open space fencing and re-vegetation.	A contract was awarded to ECI Site Construction Management, Inc. on July 25, 2011 per City Council action. Engineering, design and permitting are currently underway. The target date to begin earthwork is projected for February 2012. This project was made possible with an Adams County Open Space Grant award of \$232,000.	\$355,632	\$0	Sarah Washburn (PR&L)	City Employee	ECI Site Construction Management, Inc.	7/2011	9/2012	10% (design); 0% (construction)
▶	Sheridan Widening at 72nd Avenue - This project is for street improvement on Sheridan Boulevard from 69th Avenue to 74th Avenue, and along 72nd Avenue from Depew Street to Wolff Street. These improvements will result in six "through" lanes on Sheridan Boulevard with raised medians, a landscaped area and detached sidewalk on the east side of Sheridan Boulevard between 70th and 72nd Avenues, and intersection improvements at 72nd Avenue to allow double left hand turns in every direction.	The Colorado Department of Transportation (CDOT) is planning to resurface Sheridan Boulevard from 68th Avenue to U.S. 36 (89th Avenue) next summer (2012). As a component of that project, City Staff has asked CDOT to re-stripe Sheridan to include six through-lanes from 80th Avenue south to 74th Avenue where six lanes currently exist south to around 70th Avenue. Staff is currently preparing the environmental analysis to identify the impacts this project may have on adjacent properties.	\$1,605,531	\$1,561,697	John Burke (CD)	City Employee	CRCC / SEH, Inc.	10/2005	7/2012	95%
▶	Shoenberg Farm Restoration - This project will help facilitate the acquisition of historic properties located at the former Shoenberg Farm site by commercial and non-profit users. The project will also help fund and facilitate rehabilitation of the concrete silo.	The concrete silo restoration project is nearly completed and should be finished by the end of 3Q 2011.	\$1,373,154	\$1,126,570	John Carpenter (CD)	City Employee	TBD	1/2009	TBD	25%
▶	South Westminster Transit-Oriented Development - This design project will assist with the redevelopment projects and land acquisitions necessary to assist the forward movement of the FasTracks efforts for the RTD commuter rail station near 71st Avenue and Irving Street, along with the development of the surrounding area.	A draft circulation/improvement plan has been completed. A TOD land use plan revision is underway. The final draft of design guidelines is being completed. Staff is continuing to work on a land assemblage strategy. In July 2010, the City acquired the 6.87 acre Icon property at 70th Avenue and Hooker Street.	\$5,509,000	\$3,220,429	Mac Cummins (CD)	City Employee	IBI Group / Van Meter, Williams, Pollack	12/2008	TBD	75% (design and land purchase)
▶	South Westminster Transit-Oriented Development Roadway Improvements - This project will assist with the roadway improvements needed around the forthcoming FasTracks station and City-proposed parking structure near 71st Avenue and Irving Street. The project funding is from the City's share of Adams County road tax revenues.	A contract for design engineering of a first phase of infrastructure to support the Westminster Station was awarded in April 2011. This effort will parallel the design of the commuter rail track and station platform by RTD's concessionaire, which is expected to be complete by the end of 2011.	\$553,839	\$107,462	Steve Baumann (CD)	City Employee	TBD	8/2010	12/2016	50% (Phase 1 design)
NEW	Street Lights Standards Study - This project will fund a study to develop street lighting spacing standards for the City. Additionally, if funding permits, an initial street lighting technology review would be included in this study (the possibility of placing solar on each street light to take them off of the electrical grid).	The development of a Request for Proposals (RFP) is in the final stages. The RFP will be distributed in mid-October 2011 and a consultant should be selected by November 2011. The study should be completed by April 2012.	\$60,000	\$0	Mike Normandin (CD) / Ben Goldstein (CMO)	City Employee	TBD	8/2011	TBD	5%
▶	Swim and Fitness Center Renovation - Funded in part by the 2007 POST bond issue, this project is for the renovation of the Swim and Fitness Center to include enhancements to the locker room and aquatics area, as well as the installation of an outside play area.	The renovation of the facility commenced on August 22, 2011. Demolition is occurring in all parts of the locker rooms, pool deck and racquet ball court area. The weight room, racquet ball courts and stretch and tone studio remain open during construction. Staff hopes to have the locker rooms open in November 2011, followed by the other amenities (sauna, steam room and splash area) by the end of 2011.	\$2,041,533	\$187,226	Kathy Piper (PR&L) / Peggy Boccard (PR&L)	City Employee	Sink Combs Dethlefs / Dohn Construction	2/2009	12/2011	10%

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	Teleworks Upgrade - This project is funded by both the General and Utility Funds. The City uses Teleworks to give citizens and businesses access to account information and to make payments in real-time. This upgrade will keep the current system under maintenance and receiving enhancements. This upgrade will also give the City the ability to interface with the Building Permit System and with the Court's Jury Plus System, allowing citizens and businesses to access their information and make payments through the phone.	The Teleworks Upgrade, which includes AlertWorks, UtilityWorks and BuildingWorks, has been installed on a new server. AlertWorks is currently in production and is used by Municipal Court to remind jurors of their jury duty that week. UtilityWorks is in the final stages of testing with plans to implement it into production by October 2011. Staff is in the middle of testing and modifying the BuildingWorks module and plans to bring this module live by the end of the year.	\$166,000	\$58,863	Art Rea (IT)	City Employee	Teleworks	2/2011	12/2011	60%
TO BE CLOSED	Westminster Center Park - This project will develop the 9.5 acre park located directly across the street from City Hall. Funded mostly by the City's 2007 POST bond issue, this project will fund park construction including an amphitheater, plaza, shelters, play area, walking paths, open turf areas, parking, water features and restroom facilities.	The project is complete. The one-year warranty period expired in May 2011 and this project account can be closed.	\$3,218,021	\$3,066,168	Kathy Piper (PR&L) / Rich Dahl (PR&L)	City Employee	Arrow J Landscape	12/2007	5/2010	100%
UTILITY FUND CAPITAL IMPROVEMENTS (WATER, WASTEWATER AND STORMWATER)										
▶	10" Replacement Main, 80th Avenue under U.S. 36 - This project is to replace a 10-inch main along 80th Avenue under U.S. 36 in coordination with the 80th Avenue bridge replacement project being performed by the Colorado Department of Transportation (CDOT). This bridge project requires complete replacement of the main along with replacement of portions of pipeline on the east side of U.S. 36 in the vicinity of 80th Avenue, Osceola Street and Newton Street.	Work on this project has been substantially completed following some CDOT delays with the overall bridge replacement project. Final payment will be issued to CDOT upon receipt of an invoice from CDOT for work performed on the City's behalf.	\$509,179	\$9,179	Andy Walsh (PW&U) / Dave Downing (CD)	City Employee	Colorado Department of Transportation / CH2MHILL	5/2010	8/2011	100%
▶	87th and Wadsworth Lift Station Replacement - The existing lift station was built in 1992. This project will construct a larger wet well, install parallel force mains, improve mechanical and electrical equipment and stand-by power. These improvements will improve functionality and help mitigate the risk of sewage overflows.	The new lift station design has been initiated under a contract with Carollo Engineers, Inc. The preferred site for the new lift station, selected through an alternatives study, is located west of Wadsworth at approximately 87th Avenue, directly across Wadsworth from the existing site. Western States Land Services, Inc. is under contract to assist the City with easement acquisitions. Preliminary design is complete and the easement acquisition process is underway.	\$1,800,000	\$15,827	Dan Strietelmeier (PW&U)	City Employee	Carollo Engineers, Inc. / Western States Land Services, Inc.	3/2011	9/2012	25% (design)
NEW	Big Dry Creek Waste Water Treatment Facility Capacity Analysis - This project will fund an evaluation of the treatment capacity of the Big Dry Creek Waste Water Treatment Facility. The influent wastewater strength (also known as organic loading) has recently exceeded 80% of the State permitted capacity of the plant. Organic loadings at this level are a key regulatory trigger point that requires planning for re-rating the capacity of the plant and/or possible expansion of specific facility processes.	City Council approved a study contract with Black and Veatch on June 13, 2011. The data collection effort and development of the process and hydraulic models are complete. Remaining work involves the evaluation of plant capacity under several different influent loading scenarios and effluent quality limitations.	\$192,335	\$13,020	Kent Brugler (PW&U)	City Employee	Black and Veatch	6/2011	11/2011	50%
▶	Big Dry Creek Waste Water Treatment Facility Improvements - This project will implement redundant electrical power to the UV process and the influent pump station. Funds will also be used to install a vehicle wash station, which will be used primarily by biosolids applicator vehicles.	This project is scheduled to commence in 1Q 2012.	\$230,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	1/2012	6/2012	0%
TO BE CLOSED	Big Dry Creek Waste Water Treatment Facility Renovation and Expansion - This project involves the expansion and upgrade of the existing treatment facility to meet future needs as mandated by the State Department of Health. The project will also replace aging equipment, improve odor control, and improve the operations and maintenance efficiency of the facility.	The project has completed the warranty phase and is now complete. Final change order issues have been resolved and final payment has been released to the contractor.	\$45,946,669	\$45,613,816	Kent Brugler (PW&U)	City Employee	CDM / Lillard & Clark	7/2003	4/2011	100%
▶	Big Dry Creek Waste Water Treatment Facility: Solids Processing and Handling Improvements - Due to new plant operations and an unforeseeable increase in the viscosity of solids flow streams, current conditions at the plant have led to bottlenecks and plugging in the facility piping. This project will systematically evaluate current conditions and design appropriate system modifications to provide safe, stable and sustainable long-term treatment operations.	The analysis and preliminary engineering design work for this project are complete. Specific improvements and recommendations have been designed. Contractor bids are scheduled to be received in 3Q 2011. The construction of the improvements should be completed by 3Q 2012.	\$822,048	\$193,193	Steve Grooters (PW&U) / Kent Brugler (PW&U)	City Employee	Black and Veatch (engineering); Contractor (TBD)	6/2010	7/2012	100% (design); 0% (construction)
▶	Brighton Ditch Enlargement - This project is part of the City's Comprehensive Water Supply Plan (CWSP) - Wattenberg Gravel Lakes project, which will be a series of lined reservoirs adjacent to the South Platte River in southern Weld County. This specific project will provide for study, design and construction of an enlargement of the Brighton Ditch, which diverts water from the South Platte River. This added capacity will be used to divert Westminster's water from the South Platte into storage at Wattenberg Gravel Lakes. This project will also fund any necessary permitting.	A needs assessment determined that enlargement of the Brighton Ditch would not be the most reliable method to ensure delivery of water to Wattenberg Gravel Lakes and the focus of this project has shifted to pursuing the development of a well field.	\$200,000	\$0	Josh Nims (PW&U)	City Employee	Slattery & Hendrix Engineering, LLC.	4/2011	12/2013	2%
▶	Brookhill/Vance Street Water Main Replacement - This project will replace old water lines near the apartment complex located just off Vance Street, south of 92nd Avenue and north of 90th Avenue. In addition, this project will replace old water lines within the Brookhill Shopping Center. Both of these areas have a significant pipe break history.	This project is scheduled to commence in 4Q 2011.	\$1,100,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	12/2011	4/2013	0%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	City Hall Cashier System Replacement - This project is to install a new cashier system at City Hall. The existing system will no longer be supported after 12/31/10 and this replacement will ensure reliability of the system.	Active is working on integrating the Accela system with the cashier software. This should be accomplished before the end of the year. This is the final component of this project.	\$150,000	\$114,769	Robert Byerhof (FIN)	City Employee	Active Network	12/2008	11/2011	90%
	City Park Channel Improvements (Lowell to Big Dry Creek) - This project includes the construction of the City Park Channel on the south side of 120th Avenue between Lowell Boulevard and Big Dry Creek. This realignment of the existing channel will reduce the side of structure crossing needed across Lowell Boulevard north of 120th Avenue. Staff is working towards a cost sharing agreement between the Urban Drainage and Flood Control District (UDFCD), Broomfield and Westminster. This funding is Westminster's share.	Construction of the first phase of this project is complete. The first phase included a box culvert crossing of Lowell Boulevard and channel improvements. Due to economic conditions, construction of the second phase is now anticipated to begin in 2013. However, this date is uncertain, as UDFCD funding that was allocated to this project has been diverted to other projects.	\$858,000	\$450,000	Dave Loseman (CD)	Urban Drainage and Flood Control District	CH2MHILL	4/2006	12/2013	100% (Phase 1); 0% (Phase 2)
▶	Comprehensive Water Supply Plan (CWSP) - Raw Water Improvement Studies - This project will fund studies and assessments of the City's raw water supply system in order to develop additional water supply, promote system efficiencies and maximize resources.	Staff is planning for a raw water study, which is intended to address the components of the raw water system that are the City's responsibility. Staff anticipates completion of the study in 4Q 2012.	\$75,000	\$0	Josh Nims (PW&U)	City Employee	Deere & Ault Consultants, Inc.	3/2009	12/2012	5%
▶	Comprehensive Water Supply Plan (CWSP) - South Westminster Non-Potable System - This project consists of pursuing the development of non-potable water sources for irrigation purposes in the southern area of the City, which includes planning, design and construction of the system in conjunction with south Westminster development and redevelopment. The system would use sources of water that the City has rights to but cannot incorporate into the potable water system. The system would be separate and distinct from the City's Reclaimed Water System.	Staff is continuing to develop and scope a follow-up study to the URS feasibility report. The URS report identified potential system demands, developed conceptual system infrastructure and provided "study-level" pre-design costs. The follow-up study will incorporate a broader master plan approach and assess potential water sources. It will also seek to enhance system design, develop better cost information and estimate the project schedule.	\$375,000	\$40,035	Josh Nims (PW&U)	City Employee	URS	5/2008	12/2012	25% (study); 0% (design)
▶	Comprehensive Water Supply Plan (CWSP) - Standley Lake Bypass - This study will evaluate various alternatives for reducing vulnerability of the City's water supply system under certain emergency scenarios including drought, infrastructure failure, or water quality upsets. Final design and construction of the preferred alternative will commence following the study phase. Funding in future budget years will be needed to complete the project.	Staff released the Standley Lake Bypass RFP in May 2011. An Engineering Services Agreement with Hatch Mott MacDonald for the Bypass Study was approved by City Council on August 22, 2011. The Bypass Study is scheduled to be completed in April 2012. The study will lead to the preliminary design, final design and construction of improvements to protect the City's water supply.	\$600,000	\$0	Stephanie Bleiker (PW&U) / Josh Nims (PW&U)	City Employee	Hatch Mott MacDonald	3/2009	12/2013	0% (study); 0% (design)
▶	Comprehensive Water Supply Plan (CWSP) - Water Supply Development - The purpose of this project is to replace the annual volume of water supply lost due to the elimination of the treated water contract with Thornton and to develop water supply to meet future water demand of the City at build-out. This includes purchasing additional water rights, expanding the reclaimed system, developing a non-potable water system for the southern portion of Westminster, optimizing the raw water system and increasing water conservation efforts.	In March 2011, the City's water purchase program was successful in acquiring 86.04 FRICO-Standley Lake shares. The Residential Water Demand Study (previously known as the Water Conservation Verification Study) is finalized and the City's consultant is continuing to apply the results into the development of the Water Conservation Plan.	\$20,147,503	\$19,568,182	Mike Happe (PW&U) / Josh Nims (PW&U) / Chris Gray (PW&U)	City Employee	Hadden Acquisitions / Slattery Aqua Engineering / Spronk Water Engineers / Aquacraft, Inc.	1/2004	12/2011	80%
▶	Comprehensive Water Supply Plan (CWSP) - Wattenberg Gravel Lakes Storage - In order to meet the City's build-out water demand, the City is pursuing construction of reservoirs from reclaimed gravel mines along the South Platte River near Wattenberg in Weld County. This project involves the mining company, Aggregate Industries, constructing water storage for Westminster as part of their mining reclamation plan. Westminster is responsible for constructing inlet and outlet facilities. The project is anticipated to take 17 years to complete.	Due to permitting issues and a drastically slowed construction environment, Staff negotiated new agreements with Aggregate Industries (AI) with updated timelines and delivery dates for each component's completion. Staff also negotiated lease agreements with AI.	\$2,610,846	\$2,211,088	Josh Nims (PW&U)	City Employee	Aggregate Industries	1/2000	12/2017	15%
▶	Countryside Pump Station Improvements (Pressure Zone #5) - This project includes improvements to the Countryside Pump Station, located at 100th Avenue and Simms Street, to enhance the distribution of water and pressures in the far western edge of the City in Pressure Zone 5.	This project was put on hold in 2011, awaiting results of water distribution system modeling. The 2011 model results indicate that the interim Zone 5 pump station improvements made in 2010 and 2011 meet the demands of the water distribution system for the near term. Construction of this project is being postponed until the distribution system warrants larger scale improvements to the pressure zone.	\$2,383,000	\$95,867	Stephanie Bleiker (PW&U)	City Employee	J & T Consulting, Inc.	1/2009	TBD	5%
▶	Critical Sewer Repairs - This project will re-align some sewer infrastructure that is needed immediately. This project had been separated out of the main Sewer Open Cut project account in order to better track expenses associated with the project.	This project includes sewer repairs at The Ranch golf course open space area and in the Countryside subdivision area. The project is complete and under warranty.	\$726,586	\$311,892	Stephanie Bleiker (PW&U)	City Employee	Northern Colorado Constructors	12/2010	6/2011	100%
▶	England WTF Decommissioning - This project consists of demolishing and disposing of the former England Water Treatment Facility (WTF) buildings and structures in anticipation of development to the south Westminster corridor. Also, this project is related to the development of a south Westminster non-potable water system that may use this site.	Phase 1 environmental assessments have been completed and Phase 2 assessments are in progress. Overall, engineering services are anticipated to be completed in 4Q 2011. Decommissioning and demolition are anticipated to be completed in 3Q 2012.	\$600,000	\$2,354	Stephanie Bleiker (PW&U)	City Employee	The Engineering Company, Inc.	6/2011	8/2012	10% (design)
▶	Federal Boulevard Water Main/Wandering View Yard Piping Project - This project will replace broken water valves and aging pipeline in the 104th Avenue and Sheridan Boulevard/Wandering View areas. Due to the size of the project, it is being broken out into a separate account from the Open Cut Waterline Replacement CIP project account.	This project is complete. Valves were replaced at 104th Avenue and Sheridan Boulevard and yard piping was replaced at the Wandering View Tank site. A new water transmission main was installed at Federal Boulevard from 107th Place to 108th Avenue. Final payment for this work is anticipated in October 2011.	\$920,000	\$333,828	Stephanie Bleiker (PW&U)	City Employee	Northern Colorado Constructors / T. Lowell Construction, Inc.	12/2010	9/2011	100%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
TO BE CLOSED	GIS Mapping/Modeling Improvements - Water and Wastewater Systems - This project will provide assistance in completing and updating geographic information system (GIS) data. This City will also model the systems to determine future data needs and cleanup. This project will be a repetitive process until the model software and GIS software are unified. Future updates are expected to be accomplished in-house once the data work is completed.	This project is complete. Staff contracted with URS for work on several projects funded by this account, including water modeling refinements.	\$278,351	\$235,585	Andy Walsh (PW&U)	City Employee	URS	9/2008	9/2011	100%
▶	Gregory Hill Pump Station Improvements - This project consists of rebuilding the pump station walls due to the water pipe failure that the City experienced at the facility (located at 82nd Avenue and Meade Street) in late 2006.	The restoration of the pump station was completed in 2009. The remaining sound attenuation/mitigation improvements to the emergency generator are scheduled to be completed by end of 2011.	\$642,799	\$605,435	Mike Wong (PW&U)	City Employee	Stantec Consulting / Velocity Constructors	6/2008	12/2011	95%
▶	JBR Aeration System Replacement - This project is to replace the existing aeration system located in the eastern section of Jim Baker Reservoir (JBR). This aeration system is an important part of the site operations and provides valuable water quality benefits to the reservoir.	Staff has refined the scope of work and is soliciting bids to replace the aeration system. The projected completion date has been modified to 4Q 2011 to reflect the bid process, preferable construction time windows and department priorities.	\$50,000	\$13,275	Josh Nims (PW&U)	City Employee	TBD	9/2007	12/2011	25%
▶	Lift Station Improvements (wastewater lifts) - This project consists of wet well lining, impeller replacements, spare pump purchases, access hatch replacements, emergency force main connections and preliminary investigation of emergency overflow connections to adjoining agencies' collection systems.	For the 87th Avenue and Wadsworth Lift Station replacement project, an alternatives analysis was completed for the existing station. Design is complete and Staff is currently in the property acquisition process (see 87th and Wadsworth Lift Station project description above). Staff is also pursuing a Lift Stations Group Study. Stantec Consulting will conduct a comprehensive study to evaluate all lift stations owned and operated by the City for potential elimination or system upgrades if elimination is not feasible. Site applications for three lift stations are currently being prepared and a condition assessment of all lift stations has been completed.	\$1,175,000	\$108,447	Bob Booze (PW&U) / Dan Strietelmeier (PW&U) / Mike Wong (PW/U)	City Employee	Various	4/2008	12/2012	10% (study)
▶	Little Dry Creek Regional Detention - This project is located between Federal and Lowell on the south side of the Burlington Northern Santa Fe (BNSF) railroad. This project will create a regional detention area to help facilitate the redevelopment of the TOD area north of the BNSF railroad between Federal and Lowell, south of 72nd Avenue. The project will also create an open space amenity for the neighborhood and the train station and surrounding area. The current estimated total project cost is \$9.1 million and is anticipated to be funded over several years.	Preliminary design efforts are continuing. The current project focus is identifying improvements that will remove the forthcoming RTD rail line from the 100-year floodplain by lowering the floodplain. The project will also focus on accommodating the south plaza and platform to access the commuter rail station.	\$3,330,434	\$1,350,000	John Burke (CD)	City Employee	Muller Engineering	9/2009	12/2014	10%
▶	Lowell Boulevard Water Line - This project will replace approximately 1,750 feet of water main in Lowell Boulevard extended from 84th Avenue to Chestnut Lane. This segment of water line has experienced multiple waterline breaks in the past five years.	Design is complete and construction is anticipated to commence in 4Q 2011.	\$87,470	\$21,945	Mike Wong (PW&U)	City Employee	Burns & McDonnell	4/2011	12/2011	100% (design); 0% (construction)
TO BE CLOSED	Maintenance Management Computer System - This project funds the purchase of a Total Enterprise Asset Management (TEAM) Program for City-wide use. The City will utilize the technology for improved asset and resource management, improved customer service and enhanced performance measurement efforts.	This project is complete and can be closed.	\$700,000	\$539,013	Keith Alvis (PW&U)	City Employee	Accela, Inc.	1/2002	6/2011	100%
▶	Meadowlark Water Lines - This project will design and construct new water lines throughout the Meadowlark subdivision and along 71st Avenue and Irving Street in the TOD area. Due to the size of this project and the types of funding (cash and bond), it has been broken out into two separate accounts from the Open Cut Waterline Replacement CIP project account.	This project is 100% complete and under warranty. Final payment will be processed in September 2011.	\$2,094,392	\$1,521,348	Dan Strietelmeier (PW&U)	City Employee	Burns & McDonnell / BT Construction	9/2010	7/2011	100%
▶	Northwest Treatment Facility Membrane Expansion - This will fund the addition of three membrane filtration racks that will be necessary to replace the diminished potable water capacity resulting from reallocation of Thornton water purchases. These additional membranes will assure a basic drinking water supply under a variety of planned shutdown or emergency conditions. The added capacity will be equivalent to two to five million gallons per day.	Staff negotiated a design/build scope of work and fee with the design/build team of Garney Companies, Inc. and Burns & McDonnell for the purchase of the filtration equipment and the construction of the filtrate header and HVAC improvements. The main project is complete and the new facilities were placed into service on May 15, 2011. The remaining work is a change order related to the replacement of a deteriorated ammonia storage tank. This work will be completed in September 2011 after the peak water demand season.	\$3,000,000	\$2,715,000	Kent Brugler (PW&U)	City Employee	Garney Companies, Inc. / Burns & McDonnell	6/2010	10/2011	95%
▶	NWTF Major Repair and Replacement (Treatment Processes) - The Northwest Water Treatment Facility (NWTF) is in need of two major repairs to the facility. The HVAC project is intended to improve the current heating system for the membrane room in order to improve efficiencies with the calibration of instrumentation. The NWTF Filtrate Header will replace the 24" stainless steel header pipe that collects that final filtered water from the membrane filters, as the current pipe has developed numerous pinhole leaks.	This project is complete. Final design and construction for this work was included as part of the NWTF Membrane Expansion Project (described above). The project account is being left open to address the replacement of the ammonia tank as discussed above.	\$284,600	\$90,137	Kent Brugler (PW&U)	City Employee	Garney Companies, Inc. / Burns & McDonnell	8/2008	5/2011	100%
▶	Ongoing Water System Modeling/Master Planning: Project Development/Prioritization - This project is part of overall modeling and master planning efforts. This project will select certain proposed projects from this modeling to receive a pre-design level of detail, including appropriate timing and implementation scheduling for these projects.	This project is scheduled to commence in 2012.	\$250,000	\$0	Andy Walsh (PW&U)	City Employee	TBD	1/2012	TBD	0%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	Ongoing Water System Modeling/Master Planning: Transmission Mains and Pressure Zones - This project is part of overall modeling and master planning efforts. Computer modeling will be performed to provide a variety of design scenarios related to planned improvements throughout the City. Pressure zones throughout the City will also be examined and modeled, including the Westminster Center Urban Reinvestment Project (WURP) area and areas in the southern part of Westminster envisioned for transit-oriented development (TOD).	This project is scheduled to commence in 4Q 2011.	\$250,000	\$0	Andy Walsh (PW&U)	City Employee	TBD	11/2011	TBD	0%
▶	Ongoing Water System Modeling/Master Planning: Utility Wide Asset Valuation - This project is part of overall modeling and master planning efforts. This project will fund an asset valuation by facility value, age and anticipated remaining service life. This data will be used to prioritize and budget for large capital projects and to examine the amount of connection fee and rate monies required to maintain the City's utility system.	This project is scheduled to commence in 4Q 2011.	\$200,000	\$0	Chris Gray (PW&U)	City Employee	TBD	11/2011	TBD	0%
▶	Pressure Relief Valve (PRV) Rehabilitation - PRVs are intended to control water system pressures and maintain safe pressures (less than 80 PSI) in the distribution system. This project is intended to return several PRV vaults to good working order and replace obsolete equipment with current, maintainable hardware.	Staff received the results of a URS modeling report in late 2010, which indicated that the highest priority need in the system is to replace the PRV located in 128th Avenue adjacent to the Home Farm neighborhood. The Home Farm PRV project has been designed and is currently in the construction phase with completion anticipated by the end of 2011.	\$225,000	\$20,716	Andy Walsh (PW&U) / Dan Daly (PW&U)	City Employee	J&T Consulting, Inc.	1/2010	12/2011	100% (design) 5% (construction)
	Quail Creek Channel Improvements - This project will rehabilitate the existing Quail Creek channel upstream of Huron Street to improve flow. The low slope of the existing channel has caused a standing water problem.	Project construction was completed during 3Q 2009. Some corrections and warranty work was necessary in 2010. Wetlands mitigation monitoring requirements for this project will extend into 2014 and the project will remain open to cover these expenses.	\$1,800,000	\$1,283,151	Steve Baumann (CD)	City Employee	Urban Drainage and Flood Control District / ICON Engineering / SaBell's Landscaping	10/2004	3/2010	100%
▶	Raw Water System Infrastructure Master Plan - This project will inventory and provide assessments of structures, facilities, and other components of the raw water delivery and storage system while identifying vulnerabilities in the existing system. The master plan will also recommend improvements to the system. Some of the items to be included in the assessment are stream by-pass structures, sampling stations, SCADA software systems and hardware.	Work on this project will commence in 4Q 2011.	\$250,000	\$0	Dan Strietelmeier (PW&U)	City Employee	TBD	12/2011	TBD	0%
▶	Reclaimed Water Salinity Projects - This project will provide funds to implement a management plan to assist reclaimed water customers and City Staff is dealing with issues related to salinity in landscaping at reclaimed water customer sites. The project will also fund the implementation of efforts to prevent or mitigate the impacts of salinity in reclaimed water.	Many landscape issues that were originally thought to be due to salinity in the reclaimed water have been determined to have a variety of other causes. Staff is currently identifying and implementing improvements to help reclaimed water customers have successful landscapes. The City Hall irrigation project is currently underway and is intended to address pressure issues in the reclaimed irrigation system at City Hall.	\$250,000	\$0	Jenny Fifita (PW&U)	City Employee	TBD	4/2011	6/2012	5%
▶	Reclaimed Water Treatment Facility Expansion - This project is to both expand the Reclaimed Water Treatment Facility and to build new influent storage and pumping for the facility. The facility needs to be expanded in order to meet customer demands currently being added to the system. Covered storage will replace existing uncovered ponds and a new pump station will deliver the stored water to the treatment facility. The project is partially bond-funded (issued in 2010).	Phase 1 of this project has been completed, which included the installation of a 2.2 million gallon influent storage tank and a new pump station at the Reclaimed Water Treatment Facility (RWTF). Phase 2, consisting of the expansion of the filtration and pumping capacities of the RWTF, is currently under construction and is approximately 70% completed.	\$15,575,196	\$11,358,843	Kent Brugler (PW&U)	City Employee	Black and Veatch / Overland Contracting, Inc. / Moltz Construction	1/2009	6/2012	100% (Phase 1); 70% (Phase 2)
▶	Rocky Flats Wildlife Refuge - This project represents funds received from Kaiser Hill in 2006 as payment to the City for the Rocky Flats closure. These funds will be utilized for water quality monitoring purposes within and around Rocky Flats Wildlife Refuge.	A review of appropriate monitoring systems is in process by Standley Lake cities. No use of City funds has been necessary at this time.	\$100,000	\$0	Mike Happe (PW&U)	City Employee	TBD	6/2007	TBD	5%
▶	SCADA Enhancements - This project is to replace the existing Supervisory Control and Data Acquisitions (SCADA) system with a new system that is consistent with present-day technology. Other improvements include providing enhanced communications and additional alarms for detecting water on the floor, door entry, building temperature, smoke detection, flood warning and vibration monitoring.	Phase 1 of this project was completed in 2010. The goal of Phase 1 was to replace outdated software that monitors/controls the water treatment facilities and field stations. Phase 2 of the project is in process and includes enhancing the City's radio communications with licensed frequencies, redundant capabilities and increased data transfer capacity. Improvements have been made to the Semper Water Treatment Facility's communications systems and most improvements have also been made to the utilities and water resources field stations. The project is also providing funds for critical SCADA security upgrades at treatment plants and field stations.	\$1,571,500	\$989,997	Stephanie Bleiker (PW&U) / Tom Settle (PW&U)	City Employee	ESC	7/2008	12/2011	100% (Phase 1); 90% (Phase 2)
▶	Sewer Condition/Capacity Assessment - This project will evaluate the City's sewer system hydraulics to determine what improvements need to be performed to maintain the infrastructure.	Work to date has included seven months of data collection from 41 sewer flow meters throughout the City's sewer collection system. Work has also included a comprehensive sewer condition assessment. Flow results will be combined with condition data to prioritize sewer repairs and to develop a comprehensive sewer capital improvement plan. Project completion is scheduled for 4Q 2011.	\$750,000	\$440,585	Mike Wong (PW&U)	City Employee	HDR, Inc.	11/2010	12/2011	80%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	Shaw Boulevard/Circle Drive Drainage Improvements - This project is for the design and construction of drainage improvements to route storm runoff originating in the City of Westminster past the Allen Ditch and adjoining residential lots in unincorporated Adams County to the Rotary Park detention pond. The project will provide an enhanced conveyance system that will project residential lots from minor flooding events.	Construction is complete and the project is in the warranty stage.	\$400,000	\$400,000	John Burke (CD)	City Employee	S.E.H. / Concrete Express, Inc.	2/2008	8/2011	100%
▶	South Westminster TOD Sewer Utilities - This project will provide an evaluation of utility needs and project design plans to support redevelopment needs due to the RTD FasTracks project.	Pre-design services associated with the relocation of the City's interceptor sewer between Lowell Boulevard and Federal Boulevard are complete. A contract for the design of the preferred new sewer alignment has been negotiated with URS and will be brought to City Council for consideration in September 2011.	\$800,000	\$42,779	Andy Walsh (PW&U)	City Employee	URS	11/2010	12/2011	100% (preliminary design); 0% (final design)
▶	Southern Zone 1 Transmission Pipeline - The project consists of a new water pipeline extending from the existing high service pump station at 91st Avenue and Pierce Street to the existing water line in Sheridan Boulevard at approximately 86th Avenue. This pipeline will provide a second, larger diameter supply line directly from the Semper Water Treatment Facility pump station into the southern portions of Pressure Zone 1.	The project is complete and final payment was made in December 2010. The project is currently in a one-year warranty period.	\$3,422,388	\$3,190,269	Dan Strietelmeier (PW&U)	City Employee	Garney Companies, Inc. / BT Construction	4/2009	3/2010	100%
▶	St. Anthony Water Main - This project will design and construct replacement water lines at the St. Anthony Hospital area. Due to the size of this project, it has been broken out into a separate account from the Open Cut Waterline Replacement CIP project account.	This project has been fully constructed and was placed into service in November 2010. Final payment has been processed. The project will remain in a warranty period until November 2011.	\$450,000	\$367,662	Kent Brugler (PW&U)	City Employee	J&T Consulting, Inc. / Ricor, Inc.	9/2010	11/2010	100%
▶	SWTF Electrical System Improvements - This projects will improve the existing treatment processes at the Semper Water Treatment Facility (SWTF) by modifying or replacing the existing, outdated electrical controls. This project will update the system to current electrical code standards.	Sub-projects being funded by this account and moving forward include the upgrade of control system components, the addition of operator access points, and the consolidation of three emergency generators to one. Control system components have been acquired and are in the process of being installed. The generator consolidation has been evaluated for load capacity and will proceed to development of the final configuration and the identification of equipment needs.	\$150,000	\$105,576	Tom Settle (PW&U)	City Employee	CES, LLC / City Staff (in-house)	4/2008	12/2011	75%
▶	SWTF Filter Valve Replacement - This project is for major work at the Semper Water Treatment Facility (SWTF) that is integral to water treatment processes. This project will replace aging filter valves at the facility.	Valves have been delivered and await installation, which is scheduled to occur during the upcoming fall/winter season.	\$225,000	\$222,447	Tom Settle (PW&U)	City Employee	Internal	1/2011	3/2012	60%
▶	SWTF Lagoon Valve/Raw Water Pipe Abandonment - This project is for major work at the Semper Water Treatment Facility (SWTF) that is integral to water treatment processes. This project will fund the replacement of four existing telescoping valves associated with solids handling lagoons and repair work to areas of the concrete lagoon. This project will also fund the elimination and abandonment of the old raw water line on the SWTF site that used to connect to the abandoned England Water Treatment Facility.	This project is currently scheduled to be initiated in December 2011.	\$250,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	12/2011	1/2013	0%
▶	SWTF Process Improvements - This project is to implement an additional process in the water treatment process at the Semper Water Treatment Facility (SWTF) to improve the sedimentation and filtration processes. This process is flocculation, which is the controlled, mechanical mixing of chemically-treated raw water that generates the largest particles possible to enhance the settling and filtration processes. Adding this process will allow the treatment facility to meet new federal mandates on drinking water while avoiding more expensive technologies.	The pilot testing of settling basin diffusers proved effective. Staff is moving forward on the purchase of the remaining units, which are expected to be delivered sometime during October 2011. In-house Staff will perform installation.	\$300,000	\$22,650	Tom Settle (PW&U)	City Employee	AECOM / MRI	6/2010	12/2011	60%
▶	SWTF Pumps: Variable Frequency Drives Addition - This project is for major work at the Semper Water Treatment Facility (SWTF) that is integral to water treatment processes. This project will install variable frequency drives to two existing pumps to add flexibility and increase efficiency of the station.	Drives have been installed by Eaton Corporation and are awaiting final inspections and certification. City Staff are currently completing the rebuild of the programmable logic controller system to integrate the new components to the SCADA system. Pressure control valves for the pumps will be replaced with swing-style check valves. Bidding and ordering have been completed.	\$200,000	\$76,943	Tom Settle (PW&U)	City Employee	Eaton Corporation	2/2011	12/2011	60%
▶	Wadsworth Boulevard Water Main Installation/Replacement - This project will fund the installation of a new water main in two areas and the replacement of a water main in a third area. The first element of this project will provide an additional feed to the Wadsworth Estates neighborhood by connecting 95th Way to 96th Avenue with approximately 600 feet of new piping. The project will also eliminate a dead-end water main in Ammons Circle by connecting this dead-end back to 99th Avenue with approximately 600 feet of new piping. Lastly, the project will replace the existing old piping in the Zephyr Drive loop to and from 98th Avenue.	This project is currently scheduled to commence in February 2012.	\$900,000	\$0	Mike Wong (PW&U)	City Employee	TBD	2/2012	2/2013	0%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	<p>Zone 4 Pump Station - This project consists of a new pump station in the vicinity of Zone 4 (near the Semper Water Treatment Facility), which will replace the current Silo pump station located at approximately 90th Avenue and Wadsworth Boulevard. The new pump station will increase redundancy in this pressure zone as well as better regulate water system pressures to an acceptable standard.</p>	<p>Burns and McDonnell provided a feasibility review and preliminary design report for locating a new Zone 4 Pump Station at the current High Service Pump Station site at 91st Avenue and Pierce Street. Design of the pump station is pending distribution system modeling evaluation results and is anticipated to begin in 4Q 2011.</p>	\$1,000,000	\$2,982	Kent Brugler (PW&U)	City Employee	Burns & McDonnell	9/2008	6/2012	10% (design)

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
GENERAL CAPITAL IMPROVEMENT FUND							
▶	Adams County Open Space Land Acquisition - The project funds will be utilized for the acquisition of additional open space lands in Westminster. The funds are a portion of the open space sales tax revenue received from Adams County from the 2001 voter-approved tax.	These funds are used towards annual debt payment for the acquisition of Metzger Farm.	\$175,000	\$0	Heather Cronenberg (CD)	City Employee	Various
▶	Arterial Roadway Rehabilitation and Improvements - This project is to supplement arterial street maintenance in the PW&U operating budget. Project funds will be used for improvements to existing pavement on major arterials to extend the life of the pavement and to offset repair costs. In addition to various resurfacing strategies, improvements include cracksealing, concrete replacement, re-striping of lane lines and new pavement marking installations.	The 2011 project consists of resurfacing the following roadways: 88th Avenue - Wadsworth Parkway to Harlan Street, Westminster Boulevard - 104th Avenue to 112th Avenue, and 112th Avenue - Sheridan Boulevard to Main Street. Striping configuration on 112th Avenue will be changed to include new bike lanes. Funding for the 88th Avenue project will be split with the City of Arvada through an Intergovernmental Agreement (IGA). Work on Westminster Boulevard has been completed. Work on 112th Avenue, 88th Avenue and 100th Avenue are in progress at this time. Completion of all work is scheduled for the end of September 2011.	\$650,000	\$0	Rob Dinnel (PW&U)	City Employee	A-1 Chipseal; Keene Concrete; Roadsafe Traffic Systems; Asphalt Specialties Company
▶	Aquatics Major Maintenance - This project provides dedicated funds for major repair and replacement of aquatics equipment at the City's pools. This equipment includes pool pumps, motors, heat exchangers, boilers and ozone equipment. The City operates indoor pools at City Park Recreation Center and at Swim and Fitness Recreation Center. The City operates an outdoor pool at Countryside.	Tile replacement around the pool edge and replacement of two circulation pumps at the Swim and Fitness Center have been completed. Payment for this work has not been processed yet.	\$30,000	\$577	Jerry Cinkosky (GS)	City Employee	Various
▶	BO&M Major Maintenance - This project is for major maintenance projects throughout City facilities. Emphasis is placed on needs identified by the Bornengineering facility needs assessment. \$250,000 of the total project is set aside as an "emergency reserve" for major, unanticipated needs.	Replacement of granite structures at City Hall, work on granite monument signs at City Hall entrances (92nd Avenue and Yates Street) and installation of a metal cap on the arcade wall in front of City Hall has been completed. A matching grant of \$25,000 has been applied to the Bowles House Museum east porch rehabilitation project. Continued work at the Westminster Mall remains a priority and has resulted in a delay for other projects.	\$1,469,338	\$40,589	Jerry Cinkosky (GS)	City Employee	Various
▶	Bridge/Pedestrian Railing Repainting Project - This project is for repainting railings along bridges, drainage ways and right of way walkways throughout the City. Staff has identified 11 bridge locations with railings and fencing over state highways and railroad overpasses throughout the City.	The project's bid opening occurred on Aug 31, 2011. Staff plans to bring a contract for City Council's consideration in late September/early October.	\$183,443	\$893	Rob Dinnel (PW&U)	City Employee	TBD
	Cash-In-Lieu for Park Acquisition and/or Open Space Purchases - These are funds collected from private developers in lieu of land dedications for park and open space areas. These funds may be utilized for either park or open space acquisitions.	Funds are being held for potential opportunities in the future.	\$755,994	\$0	Barbara Opie (CMO)	City Employee	N/A
▶	City Facility Parking Lot Maintenance - This project funds the program to maintain City facility parking lots on an on-going basis (crack sealing, seal coating, resurfacing and reconstruction).	Staff is investigating alternative sealcoating strategies for City facility parking lots. To date, Staff has completed seal coating work on four of five parking lots and four more are out for quotes for alternate sealcoat application. Work at the Municipal Service Center is scheduled for completion by end of September 2011. Alternative sealcoat applications are slated to be completed by mid-October 2011.	\$115,020	\$0	Rob Dinnel (PW&U)	City Employee	A-1 Chipseal and Keene Concrete
▶	Community Enhancement Program - These funds provide for a variety of projects throughout the Westminster community. Project categories include gateways, medians, rights-of-way, street improvements, bridges, public art, lighting and contract maintenance.	Do to the majority of these funds being reappropriated at the end of 2010, the project categories will need to accrue additional funding in 2011 to meet the needs of the prioritized projects. Some design work may occur at the end of 2011 for street right of ways and gateways. Staff is soliciting cost estimates to light the gateway sign adjacent to Skyline Vista Park. Neighborhood grants were awarded in April and reimbursements are due by December 31, 2011.	\$2,167,104	\$743,712	Kathy Piper (PR&L)	City Employee	Various

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	Facelift Program - This program provides matching grants to qualifying commercial properties and/or businesses to improve the aesthetic appearance of the site and/or buildings. The grant is provided on a one-for-one dollar basis not to exceed \$5,000 and can be used for landscaping, painting, awnings and signage for facade improvements.	The City has not received any new applications in 2011.	\$26,857	\$0	Tony Chacon (CD)	City Employee	N/A
NEW	Facility and Infrastructure Stewardship - As a component of the Building Operations and Maintenance (BO&M) Major Maintenance CIP program, this project account will fund, when appropriate, all or part of the incremental cost for utilizing higher efficiency equipment or design in certain projects when a Life Cycle Cost Analysis shows long term savings to the City. The fund can only cover the cost of the upgrade, not the cost of the capital improvement itself.	Staff is investigating potential opportunities for utilization of these funds. No specific projects have been identified to date.	\$250,000	\$0	Tom Ochterski (GS)	City Employee	TBD
▶	Fire Station Concrete and Asphalt Replacement Program - This project provides funding for on-going replacement of deteriorated concrete curb, gutter and sidewalk, along with asphalt paving adjacent to the six fire stations.	Funds in this project are earmarked to replace the asphalt drive around the back of Fire Station 2, which will take place in 2012 (the second year of project funding).	\$56,460	\$0	Bill Work (FD) / Gary Pedigo (FD)	City Employee	N/A
▶	Fire Station Major Modifications - This ongoing project will fund necessary modifications that fall outside of the purview of Building Operations and Maintenance. This project covers all six fire stations, the training tower and the storage facility (old station #2).	The remodel of the Fire Station #3 bathroom is complete. The remodel of Fire Station #3 shop area, including the purchase of an extractor/washer and dryer for personal protective clothing, is also complete. Project funds were also used to remodel the kitchen at Fire Station #6.	\$95,222	\$32,086	Bill Work (FD)	City Employee	Various
▶	Geographic Information System - The GIS is the warehouse for geographic data, utility layout and the mapping that supports planning, record keeping and maintenance activities throughout the City. All but the very basic support for the GIS comes from the City's Capital Improvement Program.	GIS activities in 2011 include the insertion of 2010 aerial photography into the data layers and the refinement of Web-based mapping on the City's Web site and other links. Completion of a major upgrade to the GIS software platform will also be completed in 2011.	\$201,903	\$17,298	Steve Baumann (CD) / Dave Murray (CD)	City Employee	N/A
▶	Golf Course Improvements - These funds are for capital projects at the City's two golf courses, Legacy Ridge and The Heritage.	Phase 1 of the replacement of irrigation system pumps/motors is complete. Future projects being considered include chair replacement at Legacy Ridge restaurant, concrete replacement at Legacy Ridge Clubhouse and cart path, and range ball machine replacement.	\$207,814	\$20,581	Ken Watson (PR&L)	City Employee	Various
▶	Greenbelt Drainage Improvements - This project provides funding for improvements along greenbelts and drainageways. These improvements may be caused by flooding or mandates for wetland mitigation/monitoring. This project also funds improvements to ditches that convey raw water to ponds and environmental repair to areas damaged by prairie dog colonies (including removal and re-seeding).	Spring/summer rains caused extensive damage to parts of the Big Dry Creek trail system. It is anticipated that the majority of funds in this account will go toward repair and renovations of existing structures affected by these storm events.	\$122,416	\$17,740	Richard Dahl (PR&L)	City Employee	Various
▶	Historical Preservation Grants - This is a project for City-sponsored preservation projects. Most of these projects are grant funded, but the City must often up-front costs and then be reimbursed. This account provides the up-front funds.	The Shoenberg Farm Concrete Silo restoration is at about 80% complete and is anticipated to be finished by October 2011. The Bowles House porch and foundation stabilization project is about 50% completed and is anticipated to be finished by October 2011. The City was unsuccessful in procuring a grant from the State Historical Fund for the restoration of the "Milk House" at Shoenberg Farm.	\$33,413	\$20,388	Patrick Caldwell (CD)	City Employee	Various
▶	Major Software Upgrades - Funds in this project are intended for major software applications in the City including Intergraph, Microsoft and other selected enterprise applications.	The JDE enterprise management system upgrade is currently in the testing phase with a users group. A "go live" date is scheduled for October 3. The Public Safety Computer-Aided Dispatch (CAD) system contract is almost completed. Staff's goal is to implement upgrades to this system before the end of 2Q 2012.	\$591,205	\$5,866	Art Rea (IT) / David Puntenney (IT)	City Employee	Various
▶	Median Rehabilitation (Minor Median Maintenance) - This project rehabilitates and maintains medians throughout the City.	Minor plant replacements on medians are being identified by Staff at this time.	\$180,096	\$0	Kathy Piper (PR&L)	City Employee	TBD
▶	Miscellaneous Construction Projects - This ongoing project will provide funding for the maintenance and repair of City-owned brick walls and wood fences, as well as minor construction and maintenance work within public rights-of-way and other public lands.	City-owned brick walls have been hit by vehicles three times during 2011. The motorists' insurance companies have paid for two of those accidents, but the City paid for repairs necessitated by the third accident.	\$50,000	\$3,379	Dave Downing (CD)	City Employee	TBD

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
	New Art Participation - This project serves as a "holding account" for developer contributions toward public art.	A new sculpture will be installed at the Westminster gateway project located at U.S. 36 and Church Ranch Boulevard in fall 2011.	\$56,069	\$3,233	John Carpenter (CD)	City Employee	N/A
▶	New Development Participation - This project funds the City's share of certain public improvements (e.g. the middle portion of arterial streets) installed by private developers.	Negotiations are underway to potentially install a local roadway connection between Lexington and Huntington Trails Subdivisions during the last period of 2011.	\$560,002	\$1,354	Dave Downing (CD)	Various Developers	N/A
▶	Parks Renovation Program - This program funds improvement projects that are needed to update the safety and quality of Westminster parks.	Work on the City Park central fountain was completed early 2011. The Little Dry Creek Dog Park is also now complete. The other major 2011 renovation project at Westbrook Park is nearly finished and will be complete by the end of September 2011. Work at Westbrook Park included renovation of the tennis court, playground and site furnishings. Other project work has taken place or will take place at Skyline Vista Park, City Park, Torri Square Park and Trailside Park.	\$1,813,691	\$291,721	Richard Dahl (PR&L)	City Employee	Various
▶	Public Safety Facilities Major Maintenance (BO&M) - This project provides funds for major maintenance projects for the Public Safety Center and fire stations. Types of projects include both interior and exterior replacements and improvements, along with major mechanical (HVAC), plumbing and electrical work.	The shingle roof at Fire Station #3 has been replaced. Completed work at Fire Station #6 includes a kitchen remodel, carpet replacement and interior painting. Apparatus bay drainage crates were replaced at Fire Stations # 1 and #3. The old wood storefront and doors were replaced at Fire Station #1.	\$273,419	\$68,111	Jerry Cinkosky (GS) / Tom Ochterski (GS)	City Employee	Various
▶	Recreation Facility Improvements - This project funds projects at various recreation facilities to enhance guest experiences. Types of projects include replacements and upgrades to aquatics, weight rooms, cardiovascular equipment, etc.	Projects that have been completed thus far include the purchase of community use chairs for the Swim and Fitness Center and the MAC, new flooring for the stretch and tone studio at the Swim and Fitness Center, enhanced safety signage and materials for all pools and upgrades to the fire alarm system at the Sports Center. In process is the purchase of an improved surveillance system at the Swim and Fitness Center and replacement of aging fitness equipment at all facilities.	\$915,336	\$128,121	Peggy Bocard (PR&L)	City Employee	Various
▶	Recreation Facilities Major Maintenance (BO&M) - This project provides funds for timely repairs and maintenance of all recreation facilities. Priority projects will focus on needs identified through the Bornengineering facility needs assessment study.	Funds to date have been used to help fund some costs associated with the remodel project at the Swim and Fitness Center. In addition, sanding, painting, and re-sealing of the gymnasium at City Park Recreation Center has been completed. Two HVAC rooftop units and a major exhaust fan were replaced at the Legacy Ridge Golf Course Clubhouse in August. In addition, the engineering and design for HVAC upgrades to The Heritage Golf Course Clubhouse have been completed and installation will commence once the weather turns cooler and the level of play at the course diminishes accordingly.	\$1,035,032	\$50,786	Jerry Cinkosky (GS)	City Employee	Various
▶	Standley Lake Regional Park Improvements - This project will fund improvements that upgrade, update or renovate existing facilities at the Standley Lake Regional Park.	Upcoming projects include the application of a crushed asphalt overlay in the older section of the boat storage area, improvements to the seasonal Staff/storage building and the replacement of a patrol boat.	\$323,759	\$3,542	Ken Watson (PR&L)	City Employee	Sorenson Engineering / Ennis Associates / CG Construction
▶	Sidewalk Connections - This project provides funding for the design and construction of "missing links" of sidewalks at various locations where private development is not anticipated in the foreseeable future.	During 2011, a few short connections to benches at various bus stops were installed. Additionally, \$50,000 was transferred for use to construct a portion of sidewalk along the east side of Federal Blvd adjacent to the proposed Savory Farm open space improvements.	\$18,885	\$0	Dave Downing (CD)	City Employee	Various
▶	Small Business Assistance Program - This project provides financial assistance to encourage the growth of existing businesses in Westminster with 50 or fewer employees. The program is designed to pay for one-time project related costs. Qualifying projects include tangible asset costs, office furnishings, specialized equipment, software purchases, IT equipment, capital improvements and machinery.	To date in 2011, 13 small businesses in the City have applied for grant funding from this program. Seven grants have been awarded totaling approximately \$30,500. Two additional grants are in process totaling \$6,500.	\$46,415	\$30,507	Susan Grafton (CMO)	City Employee	N/A
▶	South Westminster Revitalization - These project funds are to be used in conjunction with planning, appraisals, and capital funding of redevelopment within the south Westminster area.	Funds have been used to prepare development plans at 72nd Avenue and Meade Street. This project has also funded planning work for potential plazas at the Rodeo Market and Fire Station #1. Staff is in the process of evaluating mixed use development on the 7200 block of Lowell Boulevard.	\$300,829	\$139,861	Tony Chacon (CD)	City Employee	Various

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	Street Lighting Improvements - This project provides funding for the installation (by Xcel Energy) of isolated street lights in appropriate areas in response to citizen requests.	Three new street lights were installed in May 2011 on 120th Avenue between Zuni and Tejon Streets at a cost of \$18,506.	\$25,089	\$15,101	Mike Normandin (CD)	Xcel Energy	Xcel Energy
▶	Traffic Signal System Improvements - This project provides funding for the design and installation of traffic signals at selected intersections and the installation of major traffic signal infrastructure improvements.	City Council approved a supplemental appropriation of \$62,691 on August 8, 2011 to be used to upgrade the remaining half of the existing school flashers. Staff will seek approval for the purchase of new school flasher clocks before the end of 2011.	\$279,631	\$157,276	Mike Normandin (CD)	City Employee	W/L Contractors, Inc.
▶	Trail Development - This project provides funding to implement the trails master plan by developing trails throughout the City.	Trail construction projects for 2011 include trails at Westminster Hills Open Space, the Doulos property and Standley Lake. A portion of the 2011 trail funding from this project was used as a local match for an Adams County Open Space grant. These funds were then subsequently allocated to trail development at Savory Farm Open Space for construction of trails on that property in 2011/2012.	\$259,514	\$13,097	Sarah Washburn (PR&L)	City Employee	Goodland Construction / M&M Contractors, Inc.
▶	Tree Mitigation - This project serves as a "holding account" for developer contributions toward landscaping requirements. These funds will be utilized throughout the City towards forestry projects, including tree replacement and new plantings as needed.	Three trees were moved at Squires Park in March 2011 from under electric transmission lines to prevent them from being topped. \$4,437 will be expended in September 2011 for tree spade moving of 13 donated trees from Sherrick Construction Company to Westview Recreation Center and Standley Lake Regional Park.	\$7,238	\$2,100	Richard Dahl (PR&L) / John Kasza (PR&L)	City Employee	N/A
▶	Underground Utility Lines - This project houses funds that are collected from private developers as "cash-in-lieu" payments for the underground relocation of overhead utilities adjacent to their sites. Xcel Energy will not perform these relocations for short lengths of lines. In such cases, funds are collected from the developers for future, longer projects.	There are no current projects in process at this time. Funds are being held for future project opportunities.	\$177,124	\$0	Dave Downing (CD)	Xcel Energy	Xcel Energy
UTILITY FUND CAPITAL IMPROVEMENTS (WATER, WASTEWATER AND STORMWATER)							
▶	Big Dry Creek Waste Water Treatment Facility - Major Repair and Replacement - This project funds major repair and replacement needs associated with the Big Dry Creek Waste Water Treatment Facility that were not addressed as part of the recent major capital projects at the plant. This project will fund replacement of existing equipment that is integral to treatment processes, along with major site maintenance and facility work.	Repairs were completed to the biofilter humidification process (odor control) in 2011. This project account also funded repairs to the concrete gutter/drive in certain areas of the facility.	\$112,542	\$17,463	Steve Grooters (PW&U)	City Employee	J & T / Lillard & Clark / Keene
▶	Gravel Lakes Facilities - Major Repair and Replacement - This ongoing project will provide funds for needs at the City's gravel lakes facilities, which were developed to operate a series of water right exchanges to provide additional water to, and to help protect the quality of, Standley Lake. Projects will include work at the Kershaw Ditch, Sheets Lake facilities, Jim Baker Reservoir and the West Gravel Lakes facilities.	Staff is working on the total scope of this project and it is scheduled to commence in 4Q 2011.	\$100,000	\$0	Josh Nims (PW&U)	TBD	TBD
▶	Miscellaneous Stormwater Drainage Improvements - This project is intended to fund the design and construction of all types of drainage improvements on an ongoing basis.	With major storm events hitting the City on July 8th and 13th, there are various locations in the City that are in need of repair work. Funds from this account, along with Stormwater Reserve funds, will be utilized to address this work.	\$293,602	\$133,170	John Burke (CD)	City Employee	Various
▶	NWTF Major Repair and Replacement - The Northwest Water Treatment Facility (NWTF) was placed into service in 2002. This ongoing project funds a variety of necessary building maintenance and repairs for items including HVAC components, emergency generator upkeep and maintenance of on-site pavement.	No funds have been expended from this project to date, as current major projects at the NWTF are being funded by other dedicated project accounts. This includes the NWTF Membrane Expansion, along with HVAC repairs to the membrane room and replacement of the filtrate header (collects final filtered water from the membrane filters). Please see the "Major Projects" section for a status update on these projects.	\$50,000	\$0	Tom Settle (PW&U)	City Employee	TBD

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	<p>Open Cut Water Line Replacements - This project is for the replacement of identified sections of water distribution system piping that has reached the end of its economic life. Locations are selected based on part pipe break history, anticipated changes in pressure zones, or coordination with other sewer line or street rehabilitation projects. Vulnerable pipes are identified based on age, pipe material, pressure and other criteria.</p>	<p>In 2011, funds are being used for water line replacement at Turnpike Drive between Bradburn Boulevard and the railroad tracks. This also includes water line replacement along a portion of 80th Avenue. A Request for Proposal (RFP) for this project will be distributed in September 2011 with design work anticipated in 4Q 2011. Construction is scheduled for completion prior to July 2012 in advance of programmed street improvements. A second project is water main replacement at 78th Avenue and Stuart Street. This project is scheduled to be initiated in late 2011. Due to the size and scope of these replacement projects, new project accounts will be requested at the time of design contract award to assist with project tracking and reporting.</p>	\$1,703,890	\$119,960	Kent Brugler (PW&U) / Dan Strietelmeier (PW&U)	City Employee	Various
	<p>Payment in Lieu of Use Tax - This item represents a payment from the City's Utility and Stormwater Funds to the City's Sales and Use Tax and Parks, Open Space and Trails (POST) Funds. Use taxes must be paid on materials used by contractors on projects conducted by all institutions, including governmental, religious and charitable organizations. This payment is calculated based on estimated construction materials used in projects undertaken by the Utility and Stormwater Funds, calculated at the 3.85% use tax rate.</p>	<p>These payments are being made on a monthly basis from the Water, Wastewater and Stormwater funds to the City's Sales and Use Tax and Parks, Open Space and Trails funds. For all three funds combined, the total monthly payment is approximately \$18,166.</p>	\$218,000	\$145,334	Barbara Opie (CMO)	City Employee	N/A
▶	<p>Pump Station Improvements - This ongoing project allows for the general replacement of pump station mechanical, electrical and process equipment on an as-needed or on-condition basis.</p>	<p>These accounts are collectively funding four projects: 1) Pecos and 144th Avenue Re-circulation Pump - This project is complete and final payment will be made in September 2011. 2) Well Abandonment Project - This project involves the surface clean-up of abandoned City wells and is ongoing. 3) Electrical and Mechanical Pump Improvements - This project is partially complete and will continue through 2011. 4) Other Projects - Jockey pumps have been ordered and delivered. Installation commenced in August 2010. A replacement pump for Wandering View has been purchased, along with replacement rotating elements for three other sites. Installation of piping replacements at the Wandering View site is complete.</p>	\$602,073	\$81,053	Tom Settle (PW&U) / Dan Strietelmeier (PW&U)	City Employee	Various
▶	<p>Reclaimed Water Distribution System Improvements - This project is for the design of improvements to the reclaimed water distribution system. These improvements will upgrade the distribution system to meet current and future demands. This project will also provide new customers with reclaimed water service and improved service to existing customers.</p>	<p>Scheduled 2011 improvements to the reclaimed water distribution system were completed in March 2011. All new customer connections for 2011 were made on schedule. The City has entered into three financing agreements with local homeowners' associations to assist with connection to the reclaimed water system. In these agreements, the City funds the upfront connection costs and the associations pay potable water costs until those costs are reimbursed, at which time the association is charged the lower reclaimed water rate. In 2010, City Council approved the one financing agreement involving costs over \$50,000. The other two agreements are less than \$50,000 and have been approved by the City Manager's Office.</p>	\$2,357,293	\$506,850	Stephanie Bleiker (PW&U) / Jenny Fifita (PW&U)	City Employee	Various
	<p>RWTF - Major Repair and Replacement - This ongoing project is for the maintenance and upkeep of the Reclaimed Water Treatment Facility (RWTF). Types of individual projects will include painting, mechanical equipment and pump replacement, electrical equipment maintenance and replacement, general building maintenance, and roofing replacement and repairs.</p>	<p>Most individual projects funded by this account are scheduled to begin at the end of the irrigation season in 4Q 2011.</p>	\$75,000	\$6,790	Tim Woodard (PW&U)	City Employee	Various
▶	<p>Sanitary Sewer Line Trenchless Rehabilitation - This project will provide funds for the repair of deteriorated local sanitary sewer lines by trenchless rehabilitation (lining). This project will extend the lifespan of the existing collection system, while minimizing backups, inflow and infiltration into the sanitary sewer system.</p>	<p>The 2011 project was approved by City Council on June 27, 2011. The 2011 project budget is \$488,124 with a 10% contingency (total = \$536,936). Pipe cleaning and pre-lining video inspection was started in August 2011 by Quality Pipe Service (QPS) and the lining is scheduled to commence in October 2011 with anticipated before the end of the year.</p>	\$1,957,658	\$1,089,143	Bob Booze (PW&U) / Dan Shjandemaar (PW&U)	City Employee	Insituform Technologies, Inc.

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	SCADA Hardware Installation - This ongoing project will fund SCADA hardware installation for the City's raw water system. The Supervisory Control and Data Acquisitions (SCADA) system allows Staff to effectively and efficiently operate and monitor water treatment activities in the City.	In parallel with the Utility-wide SCADA upgrade project, certain hardware will be placed at raw water facilities beginning in 2011. The particular facilities are to be confirmed as part of the Raw Water Infrastructure Master Plan. This will include equipment for the Semper Water Treatment Facility (SWTF) SCADA system, equipment for communication between the SWTF main building and out buildings, and inspection for field station communications upgrades at a number of tank and pump station sites.	\$150,000	\$0	Stephanie Bleiker (PW&U)	City Employee	Various
▶	Sewer Line Open-Cut Replacement - This project funds open cut replacement of sanitary sewer lines where trenchless technology cannot be utilized. Open cut replacements are also used to increase pipe sizes, eliminate sags and address other critical defects. These replacements will help to minimize backups and limit inflow and infiltration into the sanitary sewer system.	In 2011, funds are being used for replacement of the sewer main at 78th Avenue and Stuart Street. Staff will coordinate this project with the 78th Avenue and Stuart Street water main replacement. Staff will develop a scope for this project in late 2011. Staff is also completing critical sewer design work for the replacement of the sanitary sewer located on the Ranch Golf Course and Vogel Pond Open Space properties, as well as lining and repair for the sewer located adjacent to Witt Elementary School in the Countryside subdivision. This design work is 100% complete.	\$1,586,387	\$41,347	Kent Brugler (PW&U) / Stephanie Bleiker (PW&U)	City Employee	Northern Colorado Constructors
▶	SWTF Major Repair and Replacement - This ongoing project funds major repair and replacement needs at the Semper Water Treatment Facility (SWTF). Projects include general facility maintenance including painting, flooring replacement, HVAC major repair/replacement and pavement improvements. Other projects include replacement of various instruments.	Major repair components completed in 2011 include the replacement of failing boiler supply piping in administrative areas and replacement of two failed clear well underdrain pumps. Painting of the north settling basins was completed in May 2011. In addition, on-line instrument replacement progressed with the installation of three new chlorine analyzers. Other replacement analyzers will be evaluated and acquired during 3Q 2011.	\$373,273	\$288,865	Tom Settle (PW&U)	City Employee	National Coatings (paint); ACPH (boiler)
▶	Utility Fund Facilities Parking Lot Maintenance Program - This ongoing project funds contractual cracksealing, resurfacing, sealcoating and concrete replacement at seven utilities-related municipal sites. Rotation for asphalt pavement requires cracksealing once every three years and sealcoating once every six years.	Staff is investigating alternative sealcoating strategies for parking lots at Utility facilities. Cracksealing work has been completed.	\$25,000	\$0	Rob Dinnel (PW&U)	City Employee	A-1 Chipseal
▶	Water Meter Transponder Replacement Program - This project commenced in 2005 to replace customer water meters that are at the end or near the end of their useful life.	City-wide residential meter replacement is complete. Larger commercial meters are being replaced by in-house crews. Purchases and replacement work on 6-inch meters started in 4Q 2010. Project to replace domestic/fire line meters at "The Vintage" apartment complex proposed for spring 2012 due to paving, concrete replacement and landscaping replacement.	\$257,065	\$0	Bob Booze (PW&U) / Dan Shjandemaar (PW&U)	City Employee	TBD
▶	Water Pressure Zone Enhancements - This project consists of the installation of new water lines, pressure reducing valves, and pre-planning for water pumping stations and/or water storage tanks as identified in the Infrastructure Master Plan Study. Overall, this project will help regulate water pressure throughout the entire water distribution system.	In 2011, funds are being used for improvements along Federal Boulevard, 104th Avenue and Sheridan Boulevard valve replacement, and Wandering View Pressure Zone 1 improvements. Design engineering and construction are 100% completed for the two latter projects. Design is 100% complete and construction is substantially complete for the Federal Boulevard project.	\$273,224	\$59,168	Stephanie Bleiker (PW&U)	City Employee	Various
NEW	Water/ Wastewater Facility and Infrastructure Stewardship - This project account was created to encourage the utilization of higher efficiency equipment or design alternatives for appropriate capital improvement projects in the Utility Fund. The purpose of these accounts is to provide funding for all or part of the incremental cost for utilizing higher efficiency equipment or design alternatives for appropriate capital improvement projects.	Staff is investigating potential opportunities for utilization of these funds. No specific projects have been identified to date.	\$200,000	\$0	Tom Ochterski (GS)	City Employee	TBD

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 8/31/11)	BUDGET	SPENT (8/31/11)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	<p>Water Tanks - Major Repair and Replacement - This ongoing project funds design and construction of recommended repairs and improvements at six of the City's water storage tank sites. Repair and replacement items include improvements to piping, tank safety, structures, security and tank coating.</p>	<p>Carollo Engineers Inc. completed dive inspections of the City's water tanks and presented recommended improvements for the tanks. Due to the nature and estimated cost of the recommended improvements, a second round of inspections of the highest priority tanks (while drained) was performed to further refine the recommendations. Implementation scenarios for tank repairs and replacement were presented to City Council in August 2011. The preferred scenario will be designed under a contract with Carollo. The contract will be submitted to City Council for consideration in 3Q 2011 with design completion and construction initiation anticipated for 2012.</p>	\$1,100,000	\$256,779	Dan Strietelmeier (PW&U)	City Employee	Carollo Engineers, Inc.



WESTMINSTER

Staff Report

Information Only Staff Report
November 7, 2011



SUBJECT: Regional Transportation District Board of Directors Authority Inquiry

PREPARED BY: Aric Otzelberger, Senior Management Analyst

Summary Statement:

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

Recently, City Council inquired about the necessary actions to give the Regional Transportation District (RTD) Board of Directors authority to remove a Director for lack of attendance at meetings. Based on Staff's research and analysis, legislation would be necessary (statutory change) to have the State Legislature give the RTD Board the authority to expel a Director for dereliction of duties.



Background Information:

Recently, City Council inquired about the necessary actions to give the Regional Transportation District (RTD) Board of Directors authority to remove a Director for lack of attendance at meetings. In response to this request, Staff referenced the Regional Transportation District Act of 1973 (enabling legislation) and the RTD By-Laws. Staff also consulted other appropriate resources.

Based on Staff's research and analysis, legislation would be necessary (statutory change) to have the State Legislature give the RTD Board the authority to expel a Director for dereliction of duties. This would be accomplished by securing a bill sponsor, writing a bill to amend the Regional Transportation District Act and then moving that bill successfully through the legislative process. If the bill was signed into law by the Governor, then RTD could then update their By-Laws accordingly.

There is no other State law in Colorado that allows an elected body to expel a non-performing member or a member guilty of misconduct. The one exception involves a member of an elected body who is convicted of a felony. In all other cases, an elected official either has to resign or be recalled by the voters in order to be removed from office. RTD Board members are subject to the same recall provisions in State Statute as other State elected officials. Many Home Rule entities like the City of Westminster have the authority for their elected councils or boards to remove members who neglect their duty, but the RTD Board is a "creature of the State" and subject to State Statutes. If specific authority or powers are not explicitly granted by the Legislature, then it is generally assumed that the RTD Board does not possess them.

Based on the Adopted 2011 City of Westminster Legislative Policy Statement, this issue is currently not listed as a priority legislative item and it is not referenced with any specific policy language. City Council is requested to contact Staff with any additional questions or inquiries related to this item. Other legislative considerations could be discussed at that time.

Respectfully submitted,

J. Brent McFall
City Manager