



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: July 28, 2004

SUBJECT: Study Session Agenda for Monday, August 2, 2004

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings 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 next Monday night's Study Session, the following schedule has been prepared:

A light dinner will be served in the Council Family Room 6:00 P.M.

CONSENT AGENDA

None at this time.

PRESENTATIONS

6:30 P.M.

1. Special Permit & License Board Meeting to Discuss Possible Tasting Ordinance
2. Water & Sewer Rate Increase
3. Council Discussion of Board & Commission Process – *Verbal*
4. Revised 2004 Council Assignments Discussion

CITY COUNCIL REPORTS

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

EXECUTIVE SESSION

1. North I-25 Economic Development Negotiations (**Verbal**)

INFORMATIONAL ITEMS – Do not require action from City Council

1. Quarterly Summary of Jury Service Exit Questionnaires
2. We're All Ears Outreach Event
3. The Ranch Subdivision Special Improvement District Proposal

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 2, 2004



SUBJECT: New State Law Allowing Tastings in Retail Liquor Stores

PREPARED BY: Michele Kelley, City Clerk

Summary Statement:

The State legislation passed and the governor signed HB 04-1021 that allows a municipality the opportunity to enact an ordinance to allow retail liquor store licensed premises to have “tastings.” A copy of the State law and CML’s analysis of the law are attached to this Staff Report.

- Vintage Wines International, located at 9084 Marshall Court has requested the City allow tastings. Another retail liquor store has also inquired about tastings, but Staff has not received any written correspondence.
- The Special Permit and License Board met on June 16th, and Harry Rochelle of Vintage Wines International addressed the Board.
- The Special Permit and License Board met again on July 7th, and discussed this issue and reviewed information from Broomfield, which has passed a “tastings” ordinance.
- The Special Permit and License Board voted to recommend to City Council to draft an ordinance allowing tastings within Westminster retail liquor store licenses.
- Donna McMillan, Vice Chair of the Special Permit and License Board and perhaps other members of the Board will be present to address this issue with City Council. Nancy Peters, Chairperson is out of town.

Background Information:

Rob Wood, of the Westminster Police Department discussed this issue with the Special Permit and License Board. The Police Department concerns include:

- Sufficient staff to assure that the licensees are in compliance with the law.
- The accounting of when each different business may be having tastings, including what days of the week and what hours.
- The PD would like to know the number of employees the business will have when a tasting is going on. (i.e. will one person be serving samples, assisting customers and running the cash register?)
- What kind of a workload commitment will be required if an application process will be necessary and the Police Department is required to review the application prior to approval.

The Board indicated an interest to allow the tasting on a 5 to 2 vote.

The Board indicated an interest in creating Westminster's own criteria, where allowed by State law, on a 6 to 1 vote.

The Board is interested in having an application process, with a notice to the City at least 30 days prior to a tasting, and suggested the Council determine the amount of money for the application fee.

The Board agreed to the statutory limit of 104 days for the tastings on a 5 to 2 vote.

The question was raised on tastings being allowed conditionally upon compliance with liquor laws, and about businesses that had violations previously, and whether they would be allowed to serve as long as they had days held in abeyance on their prior violation.

The Board suggested that stores could apply for a tasting permit with the renewal of their retail liquor store license.

The Board suggested that the ordinance be enacted for one year and then the ordinance could be reviewed, and Council could determine if the ordinance needed to be modified or repealed.

The major concern of the retail liquor store establishments is that Broomfield has enacted an ordinance, Thornton, will have an ordinance in effect shortly and the Westminster businesses do not feel that they are able to compete with these other businesses unless they can also have tastings.

Enclosed are the sections of the state law pertaining to tastings, and a memo from CML.

Staff will be present Monday evening along with members of the Special Permits and Licensing Board to review this issue with City Council.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 2, 2004



SUBJECT: Proposed Water and Sewer Rates Adjustment

PREPARED BY: Bob Krugmire, Water Resources Engineer
Stu Feinglas, Water Resources Analyst
Mike Happe, Water Resources and Treatment Manager

Recommended City Council Action

Review the proposed water and sewer rates adjustment and provide direction to Staff in preparation of an ordinance for City Council consideration.

Summary Statement

- This proposal is in keeping with City Council's biennial water and sewer rates adjustments.
- The proposed 2005 and 2006 Utility Fund budgets are predicated on a 9% overall increase, or 4.5% per year, (which spans a 24-month timeline) in operating revenues effective January 1, 2005.
- The recommended revenue increase is necessary to meet cash flow requirements for increased operating costs, pay-as-you-go capital improvement projects and the continuing debt service for the Reclaimed Water System, Big Dry Creek Wastewater Treatment Facility, and the Northwest Water Treatment Facility, as well as budget impacts to the City of Westminster from the street cut impact fees.
- The Big Dry Creek Wastewater Treatment Facility renovation and expansion will also extend the life of the existing facility for current users. As a result, it is necessary to recover a portion of these costs through water and sewer rates.
- Staff, utilizing water billing records and the long-range financial planning model, has analyzed water rates and usage patterns and is recommending changes to water and sewer rates in order to meet these revenue requirements.
- These rates are designed to avoid impacting lower water users and will increase the incentive to conserve water in the future.
- These rates would be effective January 1, 2005 and barring unexpected costs or significant revenue reductions due to a continued drought, no additional increase would be recommended for calendar years 2005 and 2006.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue(s)

- Should the meter service charges, water and sewer rates and tap fees recover the costs of providing water and sewer services?
- Is it appropriate to utilize the meter service fee increase to offset the budget impacts to the City of Westminster from the street cut impact fee?

Alternative(s)

1. Do not adjust water and sewer rates and instead reduce expenditures to balance the budget. To maintain current level of service, the operating and capital improvement budgets for 2005 and 2006 have been reviewed and adjusted to minimize the requested rate modifications. Further reductions in these budgets could result in a reduced level of service to customers.

2. Do not increase the monthly meter service fee to offset the effects of the street cut impact fee to the City of Westminster. If the meter service fee is not increased to offset the effects of the street cut impact fee, these funds will need to be made available from an alternative budget source, or through expenditure reductions.

Background Information

The 2005 and 2006 Utility Fund budgets are predicated on a 9%, (or 4.5% per year), overall increase in operating revenues in response to the following increased costs:

- Thornton treated water contract – While the overall amount of water used under the contract has been reduced, the cost per thousand gallons has increased resulting in an additional annual cost of \$65,700. Additionally, savings realized through the overall contract reduction are being used to fund replacement water supplies.
- Permitting fees – In order to balance the State budget, Colorado has increased permitting fees and moved charges related to regulatory requirements to end-users. In addition, regulatory requirements have been increased resulting in additional monitoring and testing costs.
- Energy costs continue to increase at a rate greater than the Consumer Price Index (CPI), resulting in substantial increases to operating costs.
- Metro wastewater fees, which cover the treatment of wastewater within the Little Dry Creek basin, continue to increase. Metro is proposing a 6% increase annually until 2015, and a 4% increase annually from 2015 through 2023.

Additionally, the recommended revenue increase is required to meet cash flow requirements for pay-as-you-go capital improvement projects and the continuing debt service for the Reclaimed Water System, the Big Dry Creek Wastewater Treatment Facility upgrade/expansion project, the Northwest Water Treatment Facility as well as financial impacts to the City of Westminster from the required street cut impact fees.

City Council has historically adjusted water and sewer rates every two years. Staff, utilizing water billing records and the long-range financial planning model, has analyzed water rates and usage patterns and, in addition to the proposed conservation incentive rates, recommends the following changes to water rates to arrive at an overall nine percent increase over the 2005/2006 period. The rate increases would be effective January 1, 2005, and remain in effect through 2006.

1. Single Family Residential Water Rates: Adjust the residential block rates as follows:

- a. The “lifeline rate” of \$1.95 per 1,000 gallons for the first 4,000 gallons would remain unchanged.
- b. Add \$0.27 to the middle block, going from \$2.95 to \$3.22 per 1,000 gallons for usage between 5,000 and 20,000 gallons per month.
- c. \$0.50 would be added to the top block, going from \$4.25 to \$4.75 per 1,000 gallons for consumption above 20,000 gallons. While individual residential customers have use that falls within this top tier, the typical residential customer does not exceed 19,000 in any given month.

2. Single Family Meter Service Charge: Increase the residential Meter Service Charge from \$4.70 per month to \$5.45. This increase is intended to cover the financial impacts to the City resulting from the street cut impact fee. The monthly water bill for the average residential customer, including the recommended rate adjustment and meter service charge, would increase by \$2.20 per month. By increasing this account to address the street cut impact fee, a proportional increase will be realized by all customers and not be based on water consumption.

4. Meter Service Charge for Non-Single Family Residential: Adjust the Meter Service Charge for all non-Single Family Residential meters by adding a pro-rata increase in their meter service charge based upon meter size.

5. Commercial Water Rates: Adjust the commercial block rates by:

- a. adding \$0.35 to the bottom block, going from \$3.65 to \$4.00 per 1,000 gallons.
- b. adding \$0.35 to the top block, going from \$4.50 to \$4.85 per 1,000 gallons. The breakpoint for commercial blocks is based upon meter size.

6. Residential Irrigation, Townhome, Condo, Public/Quasi-Public Users and Residential Irrigation: Add \$0.35 to the rate charged to these customers, going from \$3.65 to \$4.00 per 1,000 gallons. Additionally, townhome communities that apply for, and can prove at least 80% occupancy, are entitled to receive a blended rate (currently \$3.00 per 1,000 gallons). The new blended rate would increase to \$3.30.

7. Shaw Heights: Shaw Heights water users, per the perpetual comprehensive agreement, are charged the corresponding in-City rates plus 10%.

8. Sewer Rates: Adjust residential and public rates from \$2.84 to \$3.10 and Commercial from \$3.17 to \$3.46 per 1,000 gallons of average winter water usage. This increase equates to a 9% increase in rates.

Staff Report – Proposed Water and Sewer Rates Adjustment

August 2, 2004

Page 4

Staff will be present at the August 2nd City Council Study Session to present this information and answer any questions with respect to this topic.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Study Session Meeting
August 2, 2004



SUBJECT: Revised 2004 City Council Assignments

PREPARED BY: Mary Joy Barajas, Executive Secretary

Recommended City Council Action:

Review and discuss the attached City Council assignments list and make necessary assignments to vacancies left by Ed Moss' departure and any other adjustments Council desires and direct Staff to schedule this item for Council action at the August 9th City Council meeting.

Summary Statement

- Council discussion is requested pertaining to Council assignments for the remainder of 2004 with special attention to vacancies left by Ed Moss and the related changes that have occurred with his departure.
- These assignments pertain to internal committees of the City organization as well as numerous external organizations in which the City has an involvement.
- Staff recommends that Council make assignments to any vacancies left by Ed Moss' departure and make assignments to fill those vacancies and any other changes effective August 23, 2004.
- Staff has shaded the areas on the attached list to denote where assignments are needed.

Expenditure Required: \$0
Source of Funds: N/A

Policy Issue

No policy issue was identified.

Alternative

Council could choose not to make assignments at this time to committees that Ed Moss previously served on. This alternative is not recommended, as the City should have representation for organizations such as DRCOG, US 36 MCC, etc.

Background Information

The City of Westminster is involved in a number of organizations that are external to the city government. These include a wide range of both standing committees as well as groups that are formed to address current issues. They range from regional air quality and transportation issues to representation on the Denver Regional Council of Governments (DRCOG) and the Urban Drainage and Flood Control District (UDFCD). City Council and Staff are active participants on a number of committees related to regional issues such as the U.S. 36 Environmental Impact Study (EIS).

Also, there are 14 City Boards and Commissions to which a City Council liaison is assigned. The purpose of such Council assignments is to assure open and time sensitive communications between City Council and the respective Board or Commission. These particular assignments are to be handled on an "on-call" basis. The Chairperson of each respective Board or Commission shall be responsible to contact the Council representative when he or she is needed to be at the respective meeting. Otherwise, the Council representative is not required to be in attendance at the Board/Commission meeting.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

CITY COUNCIL ASSIGNMENTS
August 2004

Organization	Meeting Time/Date/Place	Council/Staff Representatives
Adams County Airport Coordinating	4-6 times a year, no set meeting schedule	ChrisDittman/Butch Hicks/Nancy McNally
ADCOG Dinner	4 th Wednesday, (except Dec which varies due to holidays).	All
Adams County Economic Development	4th Thursday, 11:30 a.m.-1:30 p.m. 12050 Pecos St, Suite 200.	Sam Dixon/Susan Grafton
ADCO Mayors Executive Committee	3 rd Thursday, 7:30 a.m., location varies per municipality.	xxxxxxx/Brent McFall
CML Affordable Housing Committee	No set meeting schedule. Will send notices.	Butch Hicks
CML General Municipal Issues Committee	Varies	Butch Hicks/Steve Smithers
CML Policy Committee	Three times a year at CML offices (2/6 9:30am-3pm at CML offices – final meeting in May)	Sam Dixon/Brent McFall
CML Sales Tax Simplification Committee	No set meeting schedule. Will send notices.	Barb Dolan/Butch Hicks
CML Tax Policy Committee	Varies	Butch Hicks/Steve Smithers
CML Youth Issues Committee	No set meeting schedule. Will send notices.	Butch Hicks
Community Artist Series	4 th Thursday, 4:30 p.m. at Dist. 50 Admin Bldg. (except January. 1/8 @ 4:30p)	Sam Dixon, Jo Ann Price
DRCOG Board	3 rd Wednesday, 7:00-9:00 p.m.	Nancy McNally/xxxxxxx/Barbara Opie

Organization	Meeting Time/Date/Place	Council/Staff Representatives
Jefferson County Transportation Advisory & Advocacy Group (JEFFTAAG)	4 th Wednesday, 3-5pm at Jeffco Human Services Building	Tim Kauffman/Dave Downing
Jeffco Economic Council	3 rd Friday, 7:30 – 9:30 a.m., Jeffco Admin. Building	Tim Kauffman/Susan Grafton
JEFFCO Mayor/Commissioner/Manager Breakfast	7:15 a.m.-8:45 a.m. @ Jeffco Admin Bldg. – Lookout Mtn Rm. on 2/4; 4/7; 6/2; 8/4; 10/64	Tim Kauffman/other Council invited/Brent McFall
Jefferson Parkway	Meeting schedule not yet established.	Tim Kauffman/Brent McFall/Dave Downing
Jeffco Youth Alcohol Intervention Program Board	4/8, 7/8, 10/14. 11:30am-1:30pm, Jeffco Admin Bldg. - Buffalo Bill Room. <u>April 8 meet at 10:30am.</u>	Jo Ann Price/Butch Hicks
Metro Mayors Caucus	1/11, 2/11, 4/14, 6/9, 8/11, 10/13 at Denver Metro Chamber of Commerce from 9:00 – noon. Except 1/11 meeting runs from 9:00 am to 3:00 pm.	Nancy McNally
NLC – Community & Economic Development Steering Committee	Meeting schedule to be determined at the March NLC Conference in Washington, D.C.	Sam Dixon
NLC Information Technology Policy Committee	Two times a year	Butch Hicks
North Metro Community Diversion Board	2 nd Thursday, 1:30 p.m. Locations vary.	Jo Ann Price
Rocky Flats Coalition of Local Governments	1 st Monday, 8:30 – 11:30 a.m., Jeffco Airport. No meeting March 1- meet Feb 23 instead.	Sam Dixon/Jo Ann Price/Hellbusch
Transit Alliance	Meets quarterly (3/25, 6/24, 9/23 & 12/9), location varies around the metro area, from noon – 2:00.	Nancy McNally/xxxxxxxx
Volunteer Firefighter Pension Board	As needed, will send notices.	Nancy McNally/Gary Doane & Gary Buschy/Sam Dixon

Organization	Meeting Time/Date/Place	Council/Staff Representatives
US 36 Transportation Management Organization (TMO)	2 nd Tuesday, 7:30-9:00 a.m. at the TMO offices, 4 Garden Center.	Nancy McNally/xxxxxx/Dave Downing/Steve Smithers
U.S. 36 Mayors/Commissioners Coalition	As needed, will send notices.	Nancy McNally/xxxxxx/Steve Smithers /Dave Downing
Westminster Historical Society	3 rd Saturday, 10:00 – 11:30 am at the Bowles House.	Chris Dittman/Jo Ann Price

City Boards/Commission	Meeting Time/Date/Place	Council Representatives
Board of Adjustment Staff Liaison – Dave Falconieri/Terrilyn Willette	3 rd Tuesday of the month @ 7:00 p.m. in Council Chambers	Butch Hicks
Board of Building Code Appeals Staff Liaison – Dave Horras	Meets on an as needed basis, typically Wednesday evening.	Chris Dittman
Election Commission – Staff Liaison - Michele Kelley	As needed basis in the GS Conf Rm.	Chris Dittman
Environmental Advisory Board Staff Liaison - Rachel Harlow-Schalk	Last Thursday of every month @ 6:30 p.m.	Butch Hicks
Historic Landmark Board Staff Liaison – Vicky Bunsen	Second Wednesday of every month @ 7pm	XXXXXXXXXX
Human Services Board Staff Liaison – James Mabry	Two to seven times a year. (Location: TBD)	Sam Dixion
Library Board Staff Liaison – Mary Grace Barrick	Meets every other month on the 2 nd Wednesday @ 6:00 p.m. in the Bruchez Room, College Hill Library	Jo Ann Price
Open Space Advisory Board Staff Liaison – Lynn Wodell	One Wednesday per month (when items warrant) @ 5:00 p.m. in CD Conf Room C	Nancy McNally
Planning Commission Staff Liaison – Betty Losasso	2 nd & 4 th Tuesday of each month @ 7:00 p.m. in Council Chambers	Chris Dittman/Butch Hicks
Parks & Recreation Advisory Board Staff Liaison – Brad Chronowski	3 rd Thursday of each month (except December) @ 5:30 p.m. in the PRL Conf Rm.	Chris Dittman
Personnel Board Staff Liaison – Debbie Mitchell	Meets 2 times per year for legal updates and training of Board’s choice and as needed for personnel hearings.	Jo Ann Price
Special Permit & License Board Staff Liaison – Michele Kelley	On January 7, 2004 @ 7:00 p.m. in Council Chambers (Other meetings TBD through the year and will advise)	Chris Dittman/Butch Hicks

Transportation Commission Staff Liaison – Dave Downing/Frances Velasquez	2 nd Wednesday of every odd month @ 7:00 p.m. in CD Conf Rm. C	Nancy McNally
Youth Advisory Panel Staff Liaison – Cindy McDonald	1 st Wednesday of each month @ 5:30 p.m. in the Council Boardroom	Butch Hicks/Chris Dittman



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 2, 2004



SUBJECT: Quarterly Summary of Jury Service Exit Questionnaires

PREPARED BY: Matt Lutkus, Deputy City Manager for Administration

Summary Statement:

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

- As requested by City Council, Presiding Judge John Stipech has been providing jurors with survey questionnaires at the conclusion of jury trials.
- During the period of April through June 2004, fifteen jurors were asked to complete questionnaires. Seven of these jurors returned completed questionnaires.
- A large majority of the jurors/respondents continues to rate each of the four performance areas as good.

Background Information

During City Council's annual appraisal of Judge Stipech in 2001, the Judge was asked to implement juror feedback survey on an ongoing basis. Since February 2002, Judge Stipech has been providing these questionnaires to citizens who serve on jury trials. Citizens who are called to serve as jurors but are later released from service prior to the trial are not given surveys to complete.

The jurors are asked to complete the survey form and return it to the Deputy City Manager for Administration in an envelope that is preaddressed and stamped. The results of the survey are then tabulated and periodically provided to City Council.

Attached is a summary of the questionnaire ratings and a listing of the written survey responses.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**Westminster Municipal Court
Jury Service Exit Questionnaire Summary
April 1, 2004, through June 30, 2004**

Ratings on the following:	Excellent	Good	Adequate	Poor	N/A	Not Working
Initial notification process	2	4	1	--		
Jury information Brochure	2	4	1	--		
Orientation (video presentation)	1	4	2	--		
Treatment by Court Personnel	4	3	--	--		
Overall Jury trial experience		6	1	--		

What could be done to improve the process:

- Backup power to continue the trial.
- Frustrated that one juror focused on “penalty” defendant would receive more than facts of case.
- Is there any way possible that more notice could be given when # is selected? Calling night before is very inconvenient!
- I would also recommend giving copy of the law in the beginning of the trial. That way we could verify as we go that ALL points of the law are being met.
- Need backup power service for the courthouse.
- Video is very old.
- Lots of downtime—not anyone’s fault.
- Better use of juror question process.

Cases involved:

- Defendant Maria Villalobos, Case Number 2004-000641-MO (04/16/04)—3 jurors
- Defendant Heather Suzanne Hoffman, Case Number 2004-005239-MO (06/04/04)—6 jurors
- Defendant John Gomez, Case Number 2004-005021-DV (06/18/04)—6 jurors



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 2, 2004



SUBJECT: We're All Ears Outreach Event

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Summary Statement:

This report is for City Council information only and requires no action by City Council. This report is to update Council on the second We're All Ears City Council summer outreach event planned for August 5 at 6:00 PM at Irving Street Park.

This event is taking place prior to and during a portion of the Summer Concert Series event at Irving Street Park. The purpose of the event is to have Council interact with Westminster citizens in an informal environment while listening to and responding to citizen concerns.

Background Information

Mayor Nancy McNally requested earlier this year that staff develop ways for City Council to be more visible and accessible to Westminster citizens. Public Information Office staff conceived the theme “We’re All Ears” as a way to communicate Council’s objective to being an elected body that is willing to listen to citizens. The theme is being used as part of two summer concerts already scheduled as part of the Summer Concert Series and at the Westminster Faire. The concert series attracts large numbers of people and therefore provides a convenient way for citizens to meet the Council. The two concerts will feature free corn-on-the-cob (playing on the “We’re All Ears” theme) and ice cream dispensed by a caterer at the Council location.

Council will be stationed in a 20 x 20 foot canopy tent, clearly marked with banners that say “We’re All Ears” and advertising the food giveaway. Buttons with the logo and theme for the event will be provided to Council to wear for the “We’re All Ears” outreach events. The tent will have two tables; sun block and mosquito repellent will also be available for Council and citizens.

Handouts will include City maps, the most recent copy of *City Edition*, the Westminster Retail Guide and comment cards. A receptacle box will be located near the comment cards for immediate return of the cards. Notepads will be provided for Council to take notes if needed.

Staff will be on hand to assist Council with logistics; however, this is intended to be Council interaction with the public. Community Service assistants will help with trash maintenance and removal at this event. The event has been designed to make Council approachable and accessible, and for everyone to have fun!

Event Timeline

The timeline for We’re All Ears on August 5 Irving Street Park is as follows:

3:30 – 3:45 P. M.

Staff will arrive at Irving Street Park to secure the event area.

4:00 P. M.

- The tent for Council will arrive for set up by 5:00 PM. Tents will be removed at the conclusion of the event.
- The caterer will arrive to set up corn and ice cream giveaway area by 5:00 PM. When all giveaways are exhausted the caterer will leave.

5:45 to 6:00 P.M.

City Council members arrive at Irving Street Park. Staff will be on location to assist in the event start up.

6:00 to 7:00 P.M.

We’re All Ears outreach event – City Council to interact with residents with food giveaways (corn and ice cream) available.

7:00 P.M. –

Concert commences

8:00 to 9:00 P.M.

Conclusion of We're All Ears event (exact timing of shutdown is at the discretion of City Council members present)

If inclement weather forces cancellation of this event, this event will not be rescheduled due to scheduling constraints of City facilities and performer availability during the summer months.

In the case of questionable weather, the Department of Parks, Recreation and Libraries has established a hotline to call and check for event location change or cancellation. Please call 303-412-8761, extension 428, to check the event status after 4:00 p.m. the day of the event.

If the event is cancelled 24 hours or less prior to the event, payment for all catered food, per the catering contract, will be the responsibility of the City of Westminster.

At the July 15th event, the City was able to donate a small amount of ice cream (150 cups) to Meals On Wheels. Staff will pursue a similar course of action with Meals On Wheels for distributing ice cream remaining from this event. Staff will handle distributing any remaining corn and ice cream.

Staff asks that City Council members confirm their attendance with Kim Farin (303-430-2400, ext. 2006) by Wednesday, August 4.

A map of the tent site location is attached for your information.

If you have any questions about this event, please contact James Mabry at 303-430-2400, ext. 2011.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



WESTMINSTER

Staff Report

Information Only Staff Report
August 2, 2004



SUBJECT: The Ranch Subdivision Special Improvement District Proposal

PREPARED BY: Aaron B. Gagné, Senior Projects Coordinator

Summary Statement:

This report is for City Council information only and requires no action by City Council. Meeting notices and “Frequently Asked Question” summaries for The Ranch Filings 2 and 6 are attached. The scheduled meetings represent the next step in the pilot program to replace the existing deteriorated perimeter fence with a masonry wall funded via a “Special Improvement District”.

Background Information

Pursuant to Council's previous direction, staff has been working with the HOA's of The Ranch Filings 2 and 6, adjacent to 120th Avenue on either side of Zuni Street, toward the formation of a Special Improvement District to replace the existing dilapidated perimeter fence with a masonry wall. Council's previous direction was to accept a petition only from a minimum of 60% of the respective properties, up from the statutorily required 51%. The scope of the project has been refined, the wall priced and legal petitions prepared. The upcoming meetings will include formal staff presentations of the proposed program, and provide an opportunity for residents to pose questions. Assuming that the required 60% of signatures are received, the petitions will then be presented to City Council for the formation of the Special Improvement District. Further details may be found in the attached materials.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment