



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 12, 2009

SUBJECT: Study Session Agenda for August 17, 2009

PREPARED BY: Stephen P. Smithers, Acting 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.

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. Proposed Amendments to Title V, Chapter 14, re Art Gallery Permits (Attachment)
2. Large Item Cleanup Program Alternatives
3. Mid-Year Review of City Council's Adopted 2010 Budget (Attachments)

6:30 P.M.

EXECUTIVE SESSION

None at this time

INFORMATION ONLY ITEMS – Does not require action by City Council

1. Major Snow Emergency Policy (Attachment)
2. Monthly Residential Development Report (Attachment)

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,

Stephen P. Smithers
Acting City Manager

No Minutes from August 3, 2009 Study Session



Staff Report

City Council Study Session Meeting
August 17, 2009



SUBJECT: Proposed Amendments to Title V, Chapter 14, re Art Gallery Permits

PREPARED BY: Linda Yeager

Recommended City Council Action:

Direct staff to prepare an ordinance amending Title V, Chapter 14, to allow the issuance of art gallery permits to qualifying entities in the City per state law and creating local fees for said permit.

Summary Statement

- The Colorado liquor code was amended in July 2008 to create art gallery permits that allow qualifying entities to offer complimentary alcoholic beverages for consumption on premise. Qualifying entities include establishments whose primary purpose is to exhibit and offer for sale works of fine art or precious or semiprecious metals or stones, as defined in state statutes. The permit allows alcoholic beverages to be served for a period not to exceed four hours each on 15 dates during each permit year.
- The owners of recently established art galleries in South Westminster have inquired about serving complimentary wine on special occasions, such as evening showings and gallery walks. In addition to art galleries, these permits can be issued to qualifying jewelry stores, although no local interest has been expressed to date.
- As stated in the City's open container law, it is unlawful for any person to drink, possess or have under his/her control any alcoholic beverage in an open container in any public place, which includes private property open to the general public, without a license or permit to do so. State law prohibits consumption of malt, vinous, or spirituous beverages in any public place except a premise licensed or permitted for said purpose.
- State and local approval of the permit is required, as is annual renewal. The combined fee for the permit is \$175.
- The proposed ordinance also includes miscellaneous technical clean up amendments to this section of the code.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Should art gallery permits be issued to Westminster qualifying entities?

Alternative

Council could decide not to have art gallery permits available to local businesses, as the state law is permissive rather than mandatory. Staff does not support this alternative, as it might restrict the ability of Westminster businesses to compete equally with identical businesses in neighboring communities.

Background Information

During the 2008 legislative session, House Bill 1105 created an art gallery permit so that persons operating an art gallery might be able to offer complimentary malt, vinous or spirituous liquors on premise 15 times annually for periods no longer than four hours each. This permit does not allow the sale of alcoholic beverages and, if issued, the art gallery cannot charge an entrance fee or a cover charge in connection with offering alcoholic beverages to customers. For purposes of this permit, art gallery means an establishment whose primary purpose is to exhibit and offer for sale works of fine art or precious or semiprecious metals or stones, per state statute definition of both.

Applications require state and local approval and annual renewal and may be rejected if the applicant fails to establish that he or she is able to offer complimentary alcohol beverages without violating the liquor code or creating a public safety risk to the neighborhood. The local fee is \$103.75; the state fee, \$71.25. The Colorado Liquor Code does not require that a hearing be held to grant issuance of an art gallery permit, and applications will be approved by the Special Permit and License Board.

Art gallery permittees are subject to all requirements and restrictions of the liquor code. Any violation of the state or local liquor codes would be subject to action of the Special Permit and License Board.

The City's open container law prohibits consumption or possession of open containers of alcoholic beverages in public places that are not properly licensed or permitted for such consumption or possession. The definition of public places includes private property open to the public. Additionally, state law prohibits consumption of malt, vinous, or spirituous beverages in any public place except a premise licensed or permitted for said purpose. Without art gallery permits, the owners of these businesses would not be able to serve complimentary alcoholic beverages to customers and advertise the special event to the public.

The availability of art gallery permits would promote strategic plan goal 3 by providing tools to businesses that enhance Westminster's development as a cultural arts community and goal 4 by supporting a healthy retail base that is regionally competitive.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment – proposed ordinance

BY AUTHORITY

ORDINANCE NO.
SERIES OF 2009

COUNCILLOR'S BILL NO. ____
INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING SECTIONS 5-14-4 AND 5-14-5 OF THE WESTMINSTER MUNICIPAL CODE CONCERNING FERMENTED MALT BEVERAGE AND ALCOHOLIC BEVERAGE LICENSE AND SPECIAL EVENTS PERMITS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 5-14-4, subsection (A), W.M.C., is hereby AMENDED to read as follows:

5-14-4: LICENSE APPLICATIONS:

(A) The following licenses and permits may be issued by the Licensing Authority in accordance with the provisions of the Colorado Beer Code and the Colorado Liquor Code;

(1) Fermented malt beverage licenses:

- (a) Sales for consumption off the premises of the licensee;
- (b) Sales for consumption on the premises of the licensee;
- (c) Sales for consumption both on and off the premises of the licensee.

(2) Malt, vinous and spirituous liquor licenses:

- (a) Retail liquor store;
- (b) Liquor-licensed drugstore;
- (c) Beer and wine;
- (d) Hotel and restaurant;
- (e) Tavern;
- (f) Brew Pub
- (g) Club;
- (h) Arts;
- (i) Racetrack;
- (j) Optional premises.
- (k) Optional premises permit for a hotel and restaurant license; and
- (l) Vintner's restaurant.

(3) Other licenses and permits:

- (a) Bed and breakfast permit;
- (b) Art gallery permit;
- (c) Special event permit;
- (d) Transfer of ownership;
- (e) Consent to changing, altering or modifying any licensed premises.

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- (e) Temporary License for the continuance of the sale of fermented malt beverages by a licensee whose license has expired where the licensee has applied for a permanent license;
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- 13. . Special events permit;¶
- 14. . Brew Pub License;¶
- 15. . Bed and Breakfast Permit, and¶
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(4) Administrative Approvals. The City Clerk is authorized to administratively approve the following applications in accordance with the provisions of the Colorado Beer Code and the Colorado Liquor Code:

- (a) Temporary permit pending the approval of applications for transfers of ownership
- (b) Transfer of ownership, unless the City Clerk determines in the Clerk's discretion that there is probable cause to believe that grounds exist for denying the transfer under C.R.S. section 12-47-303, as the same may from time to time be amended or recodified
- (c) Waiver, for good cause, of the time requirement for the filing of an application for renewal of an existing license
- (d) Renewal of an existing license, unless the City Clerk determines in her reasonable discretion that there is probable cause to believe that grounds exist for denying the application for renewal under C.R.S. section 12-47-307, as the same may from time to time be amended or recodified
- (e) Consent to changing, altering or modifying any licensed premises, unless the City Clerk determines in the Clerk's discretion that the premises, as changed, altered or modified, will not meet all of the pertinent requirements of the Colorado Liquor or Beer Codes and the regulations promulgated thereunder, including, but not limited to, those requirements set forth in C.C.R. 203-2, Regulation 47-302, as the same may from time to time be amended or recodified

Section 2. Section 5-14-4, W.M.C., subsections (I), (J), and (K), are hereby REPEALED IN THEIR ENTIRETY.

Section 3. Section 5-14-5, subsection (A), W.M.C., is hereby amended BY THE ADDITION OF A NEW SUBSECTION (9) to read as follows:

5-14-5: FEES:

(A) Each application for a license or transfer of a license shall be accompanied by the following application fees:

(9) Art gallery permit, one hundred three and 75/100 dollars (\$103.75).

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this ____ day of _____, 2009.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this ____ day of _____, 2009.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 17, 2009



SUBJECT: Large Item Cleanup Program Alternatives

PREPARED BY: Ray Porter, Street Operations Manager
Dave Cantu, Contract Maintenance Supervisor

Recommended City Council Action

Direct staff to proceed with one of five alternatives defined in this report for the Annual Large Item Cleanup Program.

Summary Statement

- Westminster has provided a Large Item Cleanup Program (Program) since 1977.
- The Program's purpose is to allow residents to dispose of large items not normally picked up by the local disposal companies.
- In 2003, due to internal funding and staffing constraints, the Department of Public Works and Utilities began outsourcing the program.
- Annual contractual costs for the program have been:
 - 2003 - \$ 95,000
 - 2004 - \$103,500
 - 2005 - \$104,000
 - 2006 - \$182,517
 - 2007 - \$69,102
 - 2008 - \$54,480
 - 2009 - \$87,000
- Staff has analyzed several options and determined these five to be most viable:
 - Continue existing program. (Estimated 2010 cost: \$105,000 minus \$21,000 collected results in a net City cost of \$84,000)
 - Identical program as 2009 except only do one half of the City each year. (Estimated 2010 cost: \$50,000 minus \$10,000 collected results in a net City cost of \$40,000)
 - Identical program as 2009 except increase the fee to \$30. (Estimated 2010 cost: \$105,000 minus \$63,000 collected results in a net City cost of \$42,000)
 - Adopt a voucher system that would offset the cost of the program; charging only residents who utilize the program.
 - Determine the program is not a core service and terminate or postpone during times when General Fund revenues are below normal.

Expenditure Required: \$0 - \$126,000

Source of Funds: General Fund – Street Division Operating Budget

Policy Issue

Should City Council determine this program a viable City service and establish a less expensive alternative version?

Alternative

City Council may choose to discontinue the program or may select a modified version of the alternatives presented.

Background Information

In 1977, Westminster initiated the Large Item Cleanup Program in an effort to encourage residents to rid their properties of large items not normally picked up by the local disposal companies. The program became very popular with Westminster residents and was performed by Department of Public Works and Utilities' crews twice each year. The program continued to grow until the Department of Public Works and Utilities was devoting over 8% of its annual available manpower to accomplish the pickup in 2001. In 2002 the program was reduced to one spring pickup due to the economic downturn.

In 2003, a quality service/competitive service analysis was done and the results showed that outsourcing was cheaper and allowed Public Works and Utilities personnel to gain 5% efficiency in terms of production. This analysis continues to be viable 7 years later. In 2006 costs for the free program skyrocketed to \$182,517. Citizen participation was 22.35% and a record number of 5,637 cubic compacted yards of debris was picked up at 8,056 stops.

The ever increasing costs of the program have dictated that citizen's who wished to continue using the program pay a minimal fee of \$10 to help offset direct costs.

In 2007-2009 the program enacted three major changes:

- o Require participating citizens to register
- o Charge a \$10 fee
- o Restrict curbside pickup to a maximum size of 8'long x 4'wide x 4'high

The results of the re-structured program were as follows:

YEAR	# of Pickups	Contractual Costs	Total Costs	Revenues Collected
2007	1,049	\$69,102	\$87,760	\$10,490
2008	908	\$54,480	\$69,190	\$9,080
2009	1,451	\$87,000	\$111,058	\$14,510

The City's cost per homeowner participating in 2009 was \$66.54/household, which includes City Staff's labor costs.

Citizens have realized over the past three years that the \$10 fee still makes this program very inexpensive. As such, Staff is projecting that participation in the program will continue to rise and costs to the City will increase if the program structure remains unchanged.

The existing 3 year contract with Waste Management has expired and requests for proposals will need to be solicited for 2010-2012.

Department of Public Works and Utilities Staff surveyed the six licensed residential solid waste companies working in Westminster.

- Five out of six pickup all large items included in the Westminster Program for a fee ranging from \$5 to \$30
- Four licensed haulers expressed an interest in bidding the Program no matter which alternative is chosen by City Council

Staff also contacted three neighboring cities; Arvada, Broomfield and Thornton, and the following is a summary of the results:

- Broomfield does an identical program to Westminster's at no charge to its citizens. Their program concluded with 3,100 stops at a cost of \$130,875 for a \$42.21 cost per stop. Western Disposal Services was their successful bidder.
- Thornton continues to contractually pickup large items by building the cost into their weekly trash collection rates. Their program concluded with 10,000 stops at a cost of \$246,000 for a \$24.60 cost per stop. Western Disposal Services was their successful bidder.
- Arvada does a similar program to Westminster's every other year at no charge to its citizens. Their program concluded with 6,755 stops at a cost of \$168,972 for a \$25.02 cost per stop. Allied Waste Services was their successful bidder.

The costs for other cities' programs do not include staff or other soft costs.

The following is a chart depicting all five suggested alternatives, utilizing 2010 estimates:

Westminster Department of Public Works and Utilities Large Item Cleanup Alternatives					
Option	Estimated Revenue Generated	Contractual Cost Estimate	Estimated Staff Costs	Net Cost to City (Contractual minus Revenue Generated)	Estimated Number of Participants
#1 - Continue existing program	\$21,000	\$105,000	\$36,000	\$84,000	2,100
#2 - Existing program only half of City each year	\$10,000	\$50,000	\$18,000	\$40,000	1,000
#3 - Identical to existing program but raise fee to \$30	\$63,000	\$105,000	\$36,000	\$42,000	2,100
#4 - \$30 Voucher System – Contractor identified by City and citizen uses voucher for pickup, Contractor invoices City	\$60,000	\$60,000	\$8,000	\$0	2,000
#5 – Terminate or Postpone program	\$0	\$0	\$0	\$0	0

Staff recommends terminating the program based on:

- Haulers pickup these items for a fee and Westminster will most likely have to continue charging a higher fee to offset rising costs of the program.
- Only 3% of Westminster's residential households participate in the program.
- Cost to the City per participant is \$66.54.
- The 2009/2010 Street Operations budget has absorbed significant cuts resulting in decreased street maintenance and fewer improvements being accomplished.
- The \$60,000 budgeted in 2010 could be used to realize an additional 2.83 lane miles of resurfacing.

Continuance of any other alternatives supports City Council's goals and objectives for "Vibrant Neighborhoods" and "Beautiful and Environmentally Sensitive" City by providing a program important to maintaining the appearance and aesthetics of the Westminster community.

Termination of the Program supports City Council's goals and objectives of a "Financially Sustainable City Government" through elimination of a non-essential service during tough economic times.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 17, 2009



SUBJECT: Mid-Year Review of City Council's Adopted 2010 Budget

PREPARED BY: Barbara Opie, Budget & Special Projects Manager

Recommended City Council Action:

Review City Council's Adopted 2010 Budget and provide Staff with direction on any proposed changes.

Summary Statement

City Council adopted the 2009 and 2010 City Council Budgets in October of 2008 with the official adoption of the City's two-year Budget for 2009/2010.

Attached is City Council's Adopted Budget for 2010 for City Council's review (Attachment A). City Council's Adopted Budget for 2010 totals \$240,362, and represents a 12.7% increase over City Council's Adopted 2009 Budget. City Council's Adopted Budget for 2009 totals \$213,244 but was reduced by \$29,425 per City Council direction in April 2009 to \$183,819. Staff is seeking direction from City Council on whether the reductions (totaling \$23,300) made earlier this year to the City Council's Adopted 2009 Budget plus the additional items noted in the Background Information (totaling an additional \$1,000) should carry forward into City Council's Adopted 2010 Budget.

Expenditure Required: \$240,362 as currently adopted or \$216,062 as proposed to be amended

Source of Funds: General Fund City Council Adopted 2010 Budget

Policy Issue

Does City Council wish to carry forward the reductions made in 2009 into the Adopted 2010 Budget?

Alternative

City Council could leave their Adopted 2010 Budget as is, reduce only \$4,455 as part of the \$750,000 2009 reduction plus the 2010 budget allocation increase (noted in the Background Information), or identify other modifications.

Background Information

Attached is City Council’s Adopted Budget for 2010. Staff is in the process of reviewing the adopted 2010 budgets for all City departments and preparing modifications for review with City Council at the September 21st Budget Review Study Session. The review of the City Council’s Adopted 2010 Budget is part of the normal mid-year budget process.

City Council’s Adopted Budget for 2009 totals \$213,244 but was reduced by \$29,425 per City Council direction in April 2009 to \$183,819 (total reduction of approximately 13.8%). City Council’s Adopted 2010 Budget totals \$240,362, which represents a 12.7% increase from City Council’s Adopted 2009 Budget. If the reductions outlined within this Staff Report are applied to City Council’s 2010 Budget, the revised total would be \$216,062, or 17.5% above City Council’s revised 2009 budget of \$183,819. The increase included within City Council’s 2010 Budget is primarily the result of the adjustment to be made to City Council’s salaries and allowance in December 1, 2009, after the new Council is seated.

As noted in the April 6 Staff Report, departments were asked to identify \$750,000 in reductions in their Adopted 2009 Budget. In reviewing revenue projections for year-end 2009 and projecting forward into 2010, departments have been asked to continue the \$750,000 of 2009 reductions into 2010; City Council’s share of the \$750,000 for 2009 was \$3,121.

When the 2010 budget was originally developed, General Fund non-public safety departments were allocated 1% and public safety departments were allocated 2% for a total increase of approximately \$541,300. In light of current revenue projections for 2010, departments are returning this allocation increase for 2010; City Council’s allocation increase was \$1,334 for 2010 and is included within their Adopted 2010 Budget.

With these two reductions being implemented, a total of approximately \$1,291,300 of the currently adopted 2010 General Fund budget is being reduced in preparation for the mid-year review/amendment process. If City Council wishes to participate again in reducing their budget, City Council’s share of this total is \$4,455 (\$3,121 of the 2009 \$750,000 reduction plus \$1,334 from City Council’s 2010 allocation).

At the Study Session in April, City Council directed Staff to reduce City Council’s 2009 budget by \$29,425, rather than the \$3,121 noted, adjusting the following accounts:

- Meeting Expense – Elimination of the Boards and Commissions gift certificates provided to members at year-end as a small thank you for serving the City of Westminster. The amount budgeted for the Boards and Commissions for their brunch/Strategic Planning Discussion and gift certificates totals \$5,150. Of this amount, approximately \$1,375 was spent for the Strategic Planning Discussion held April 1, which included the cost of the meal as well as the

facilitator’s fee. Based on Council direction, staff froze the balance of \$3,775 that would have been utilized towards gift certificates later this year. Staff recommends that should City Council wish to eliminate the gift certificates again in 2010 that Council’s budget be reduced by only \$3,000 and retain \$2,150 for the annual Strategic Plan review process (facilitator’s fee and facilitator/Council meals).

- Career Development – A total reduction of \$20,250 in out-of-state travel. This total is due to savings of \$5,200 from two Councillors not attending the March 2009 National League of Cities (NLC) Legislative Conference in Washington, DC. In addition, per Council’s direction, funding for the November NLC Congress of Cities conference in San Antonio, Texas, was eliminated saving the total budgeted amount of \$15,050. Staff recommends that should City Council wish to cut one of two national conferences for 2010, which would permit Council members to decide which conference to attend (i.e., the Congressional City Conference or the Congress of Cities & Exposition), only the amount allocated for the second conference (\$15,050) be reduced.
- Other Contractual Service – A total reduction of \$5,400 due to elimination of funding community groups that request funding from the City Council for more than one fundraising activity. This includes the following groups and events:
 - Adams County School District 50 Foundation – eliminate the foundation’s annual golf tournament (\$600) but continue to fund the Recreation for Education/Water World tickets (\$1,500)
 - Westminster Rotary Foundation – reduce the two club’s sponsorships (Noon Club and the 7:10 Club) from current funding at \$2,500 each to \$1,250 each
 - Adams County School District 12 Foundation – eliminate the golf tournament sponsorship (\$500) but continue to fund the Five Star Gala banquet (\$1,300)
 - Westminster Public Safety Recognition Foundation – eliminate the golf tournament sponsorship (\$400) but continue to sponsor the annual banquet (\$1,000)
 - Community Reach – eliminate the Mary Cianco/Community Reach golf tournament (\$650) funded through City Council’s budget but continue program sponsorship through the Human Services Board funding (in 2009, Community Reach Center was funded at \$12,000 through the HSB; for 2010, the HSB is recommending Community Reach Center be funded at \$12,000)
 - Senior Hub – eliminate the golf tournament sponsorship (\$150) funded through City Council’s budget but continue program sponsorship through the Human Services Board funding (in 2009, the Senior Hub was funded at \$14,000 through the HSB; for 2010, the HSB is not recommending the Senior Hub for funding since they did not submit a request for 2010). In recognition that the Senior Hub did not submit a request through the Human Services Board for 2010 funding, unless City Council decides to provide HSB funding to the Senior Hub, Staff recommends retaining the \$150 previously budgeted for 2010 for their annual golf tournament.
 - Children’s Outreach – eliminate the golf tournament sponsorship (\$600) funded through City Council’s budget but continue program sponsorship through the Human Services Board funding (in 2009, the Children’s Outreach was funded at \$3,500 through the HSB; for 2010, the HSB is recommending Children’s Outreach be funded at \$3,500)

Two groups that would have fallen under the same category already received funding in 2009 prior to the direction provided by City Council in April. However, per City Council direction, Staff suggests that the same rule be applied to these groups, eliminating funding for requests for more than one

fundraising activity. If City Council concurs, these additional reductions will be made with the 2010 budget amendment:

- MetroNorth Chamber – eliminate the golf tournament (\$500) but continue to fund the annual banquet (\$2,200)
- Adams County MMCYA – eliminate funding the Adams County MMCYA banquet (\$500) but continue to fund the region-wide program (\$500) [as discussed previously, Jefferson County has never requested funding for a county banquet or event recognizing MMCYA youth in Jefferson County, which is why no separate funding is included within City Council’s budget for Jefferson County]

Staff is seeking direction from City Council on whether the reductions (as modified per notes above, now totals \$23,300) made earlier this year to the City Council’s Adopted 2009 Budget plus the additional items noted above (totaling an additional \$1,000) should carry forward into City Council’s Adopted 2010 Budget. Copies of the revised 2009 and Adopted 2010 City Council Budgets are attached for your information and review (Attachments A and B respectively).

For Council’s information, Attachment C provides 2008 and 2009 year-to-date funding requests and Attachment D provides 2008 and 2009 year-to-date travel and conference expenses (career development).

The Budget is a planning tool and represents a “best estimate” regarding actual expenditures. As actual expenditures are made throughout the year, budget revisions may be necessary to maintain balanced accounts.

Staff requests that City Council review the attachments and provide Staff with direction on any proposed changes to the City Council Adopted 2010 Budget in preparation for the September 21st Budget Review Study Session.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachments

ADOPTED CITY COUNCIL 2009 BUDGET

Account Number	Account Description & Adopted 2009 Budget Detail	2009 Adopted Budget Detail	2009 ADOPTED BUDGET	2009 Modified Budget Detail	2009 REVISED BUDGET
10001010.60800.0000	Salaries Mayor & City Councillor salaries Salary increase for Council becomes effective 12/1/09: Mayor \$1,400/month (\$16,800/year); Mayor Pro Tem \$1,200/month (\$14,400/year); Councillors \$1,000/month (\$12,000/year); incremental increase to 2009 for one month totals \$1,700	\$72,000 \$1,700	\$73,700	\$72,000 \$1,700	\$73,700
10001010.61100.0000	Council Allowance City Council allowance (\$200/month) implemented 11/14/05 for comprehensive monthly allowance covering the expenses incurred by Councillors for cell phone, internet access, fax line and in-City car use (i.e., local commuting costs), and eliminate the paperwork required by City Council and Staff. The 2005 adopted allowance totaled \$200/month. The allowance is tied to the Denver-Boulder Consumer Price Index (CPI) and be automatically adjusted according to the current CPI when the budget is developed. Per HR, CPI-U Denver-Boulder for 2007 was 2.2%; therefore, the allowance increases from \$204/month in 2007/2008 to \$208/month in 2009/2010 per the resolution. (\$208*7 Councillors=\$1,456/month*12 months=\$17,472) Council allowance adjustment late 2009 - Increased allowance from \$208/month in 2009 to \$300/month after the November 2009 elections. As such, increase for 2 months of 2009 (best estimate at this time of payperiods) added to Council budget (\$300/new allowance-\$208/adjusted for CPIU allowance=\$92/month increase * 1 months=\$92 * 7 Councillors = \$644 increase needed for 2009)	\$17,472 \$644	\$18,116	\$17,472 \$644	\$18,116
10001010.61200.0000	Mileage Reimbursement Mileage Reimbursement for Council - All mileage for travel outside of the City of Westminster is a reimbursable expense (ie, not included in Council's allowance) per adopted policy 10/05, funds budgeted based on YTD 2008.	\$6,400	\$6,400	\$6,400	\$6,400
10001010.61400.0000	Meeting Expense Annual Legislative Dinner Goal-Setting Retreat Annual Budget Retreat Boards & Commissions Brunch/Gift Certificates (1) Miscellaneous Meetings Rocky Flats meetings (2)	\$1,600 \$1,700 \$500 \$5,150 \$1,500 \$300	\$10,750	\$1,600 \$1,700 \$500 \$1,375 \$1,500 \$300	\$6,975
10001010.61800.0000	Career Development NLC Legislative Conference (Washington, DC) NLC Congress of Cities CML Conference US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC) (3)	\$18,200 \$15,050 \$5,005 \$1,170	\$39,425	\$13,000 \$0 \$5,005 \$1,170	\$19,175
10001010.66900.0000	Telephone Cellular Telephone and fax line reimbursements were eliminated 11/05 with creation of the Council allowance; budget \$100 in this account for unanticipated expenses (e.g., if have Council turnover and need to set up new councillor with fax line, the City covers initial setup of expenses) Blackberry service plans - monthly service charge \$41/month for 7 Councillors	\$100 \$3,450	\$3,550	\$100 \$3,450	\$3,550
10001010.66950.0000	PC Replacement Fee Annual PC replacement fee for 6 laptops and 1 desktop (Councillor Major & Councillor Lindsey's laptops are scheduled for replacement in 2009)	\$2,353	\$2,353	\$2,353	\$2,353
10001010.67600.0000	Special Promotions Unanticipated requests from community groups for contributions and/or sponsorships for events.	\$3,200	\$3,200	\$3,200	\$3,200

Per City Council's direction at the Study Session meeting on April 6, Staff has prepared a list of operating budget reductions to City Council's meeting expense, career development, and other contractual service accounts. Based on Council's direction, the following changes totaling \$29,425 will be made to City Council's 2009 Budget unless otherwise instructed; these funds will be moved into a Budget Hold account from which funds may not be expended:

- Meeting Expense – Elimination of the Boards and Commissions gift certificates provided to members at year-end as a small thank you for serving the City of Westminster. The amount budgeted for the Boards and Commissions for their brunch/Strategic Planning Discussion and gift certificates totals \$5,150. Of this amount, approximately \$1,375 was spent for the Strategic Planning Discussion held April 1, which includes the cost of the meal as well as the facilitator's fee. Based on Council direction, staff will freeze the balance of \$3,775 that would have been utilized towards gift certificates later this year.
- Career Development – A total reduction of \$20,250 in out-of-state travel. This total is due to savings of \$5,200 from two Councillors not attending the March National League of Cities (NLC) Legislative Conference in Washington, DC. In addition, per Council's direction, eliminate the November NLC Congress of Cities conference in San Antonio, Texas, saving the total budgeted amount of \$15,050 for that conference.
- Other Contractual Service – A total reduction of \$5,400 due to elimination of funding community groups that request funding from the City Council for more than one fundraising activity. This includes the following groups and events:
 - o Adams County School District 50 Foundation – eliminate the foundation's annual golf tournament (\$600) but continue to fund the Recreation for Education/Water World tickets (\$1,500)
 - o Westminster Rotary Foundation – reduce the two two club's sponsorships (Noon Club and the 7:10 Club), from \$2,500 to \$1,250 each
 - o Adams County School District 12 Foundation – eliminate the golf tournament sponsorship (\$500) but continue to fund the Five Star Gala banquet (\$1,300)
 - o Westminster Public Safety Recognition Foundation – eliminate the golf tournament sponsorship (\$400) but continue to sponsor the annual banquet (\$1,000)
 - o Community Reach – eliminate the Mary Cianco/Community Reach golf tournament (\$650) funded through City Council's budget but continue program sponsorship through the Human Services Board funding (in 2009, Community Reach Center was funded at \$12,000 through the HSB)
 - o Senior Hub – eliminate the golf tournament sponsorship (\$150) funded through City Council's budget but continue program sponsorship through the Human Services Board funding (in 2009, the Senior Hub was funded at \$14,000 through the HSB)
 - o Children's Outreach – eliminate the golf tournament sponsorship (\$600) funded through City Council's budget but continue program sponsorship through the Human Services Board funding (in 2009, the Children's Outreach was funded at \$3,500 through the HSB)

Two groups that would have fallen under the same category have already received funding in 2009. However, Staff will return with this list for consideration with the mid-year budget review later this summer and will include the following two groups as potential permanent reductions:

- o MetroNorth Chamber annual banquet (\$2,200) and golf tournament (\$500)
- o Adams County MMCYA (\$500) and Adams County MMCYA banquet (\$500)

PER COUNCIL STAFF REPORT 4/20/09

Elimination of the Boards and Commissions gift certificates provided to members at year-end as a small thank you for serving the City of Westminster. The amount budgeted for the Boards and Commissions for their brunch/Strategic Planning Discussion and gift certificates totals \$5,150. Of this amount, approximately \$1,375 was spent for the Strategic Planning Discussion held April 1, which includes the cost of the meal as well as the facilitator's fee. Based on Council direction, staff will freeze the balance of \$3,775 that would have been utilized towards gift certificates later this year.

A total reduction of \$20,250 in out-of-state travel. This total is due to savings of \$5,200 from two Councillors not attending the March National League of Cities (NLC) Legislative Conference in Washington, DC. In addition, per Council's direction, eliminate the November NLC Congress of Cities conference in San Antonio, Texas, saving the total budgeted amount of \$15,050 for that conference.

Account Number	Account Description & Adopted 2009 Budget Detail	2009 Adopted Budget Detail	2009 ADOPTED BUDGET	2009 Modified Budget Detail	2009 REVISED BUDGET
10001010.67800.0000	Other Contractual Service		\$46,250		\$40,850
	Printing of misc materials (e.g., legislative booklet, organization charts, etc.)	\$900		\$900	
	Strategic Planning facilitator fee	\$5,300		\$5,300	
	Councillor expenses for photos, badges, & nameplates	\$1,000		\$1,000	
	Miscellaneous contractual services	\$1,000		\$1,000	
	We're All Ears events (3 summer concerts & Westminster Faire)	\$1,700		\$1,700	
	Annual newspaper advertisements/sponsorships for outside agencies (4)	\$2,000		\$2,000	
	Annual Sponsorships/Contributions: (5)				
	Adams County MMCYA	\$500		\$500	
	North Metro Arts Alliance (NMAA)	\$10,000		\$10,000	
	CEF Recreation for Education (Water World tickets)	\$1,500		\$1,500	
	Brothers Redevelopment Inc - Paint-A-Thon	\$500		\$500	
	Westminster Rotary Foundation (noon club)	\$2,500		\$1,250	
	Westminster 7:10 Rotary Club	\$2,500		\$1,250	
	Hmong American Association - NEW 2009	\$150		\$150	
	Banquets/Lunches: (5)				
	MetroNorth Chamber Annual Banquet	\$2,200		\$2,200	
	Adco School District 12 Five Star Gala	\$1,300		\$1,300	
	DRCOG Awards Dinner Table Sponsorship	\$750		\$750	
	The Jefferson Foundation Crystal Ball	\$2,000		\$2,000	
	Adams County MMCYA banquet	\$500		\$500	
	Westminster Public Safety Recognition Foundation - annual banquet	\$1,000		\$1,000	
	Adams County Historical Moonlight Gala	\$500		\$500	
	North Metro Children's Alliance Annual Banquet - NEW 2009	\$600		\$600	
	Golf Tournament Sponsorships: (5)				
	Front Range Community College Foundation	\$500		\$500	
	Adams District 12 Education Foundation	\$500		\$0	
	Hyland Hills Foundation	\$500		\$500	
	MetroNorth Chamber of Commerce	\$500		\$500	
	Children's Outreach	\$600		\$0	
	Senior Hub/Adams County Commissioner's	\$150		\$0	
	Heil Pro-Am Golf Tournament - NEW 2009	\$750		\$750	
	Optimist Larry Silver's Golf Tournament - NEW 2009	\$600		\$600	
	District 50 Foundation Golf Tournament - NEW 2009	\$600		\$0	
	Mary Cianco/Community Reach Golf Tournament - NEW 2009	\$650		\$0	
	Westminster Public Safety Recognition Foundation Golf Tournament - NEW 2009	\$400		\$0	
	After Prom Events: (5)				
	Standley Lake High School	\$600		\$600	
	Arvada High School	\$200		\$200	
	Jefferson Academy	\$200		\$200	
	Westminster High School	\$500		\$500	
	Legacy High School	\$200		\$200	
	Ranum High School (last prom to be held in 2010)	\$200		\$200	
	Mountain Range High School	\$200		\$200	

Account Number	Account Description & Adopted 2009 Budget Detail	2009 Adopted Budget Detail	2009 ADOPTED BUDGET	2009 Modified Budget Detail	2009 REVISED BUDGET
10001010.70200.0000	Supplies		\$5,000		\$5,000
	Office supplies	\$2,000		\$2,000	
	Fax machine paper & ink	\$1,500		\$1,500	
	Printer ink cartridges for PCs	\$1,000		\$1,000	
	New Councillors in 2009 supplies (6)	\$500		\$500	
10001010.70400.0000	Food		\$4,500		\$4,500
	Refreshments and dinners for City Council meetings, Study Sessions & other special Council events	\$4,500		\$4,500	
TOTAL			\$213,244		\$183,819

2009 SAVINGS:	\$29,425
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NOTE: Items detailed in each account are estimates only; actual costs for each item noted may vary.

- (1) Per City Council direction (5/06), City Council will alternate every-other-year between providing gift certificates to the Boards & Commissions members and hosting a brunch.
- (2) As Rocky Flats completes transition to a National Wildlife Refuge, final meetings anticipated to conclude in 2008; therefore, reflecting a drop in funding for Rocky Flats meetings from 2008 (\$850) to 2009 (\$300).
- (3) The Mayor and Mayor Pro Tem have taken more active roles in lobbying on behalf of the US 36 corridor in conjunction with the US 36 Mayor & Commissioners Coalition (US 36 MCC). Trips have been taken since 2003 on behalf of the US36 MCC (two per year). It is anticipated that these trips to Washington, DC, will continue in 2009 and 2010 as efforts continue to pursue federal assistance in achieving transportation improvements to the US 36 corridor.
- (4) Annual newspaper advertisements/sponsorships from City Council to outside agencies.
- (5) For 2009, Staff recommended that several groups be dropped from Council's annual list and others be added. Please see the Background section of the Staff Report for more information.
- (6) Year 2009 is a City Council election year. These funds are for new Councillor start up costs, such as name badge, business cards, paper supplies, printer, computer supplies, blackberry, etc.

ADOPTED CITY COUNCIL 2010 BUDGET

Account Number	Account Description & Adopted 2008 Budget Detail	2010 Adopted Budget Detail	2010 ADOPTED BUDGET	2010 Proposed Amended Budget Detail	PROPOSED 2010 AMENDED BUDGET
10001010.60800.0000	Salaries Mayor & City Councillor salaries [salary increase for Council effective 12/1/09: Mayor \$1,400/month (\$16,800/year); Mayor Pro Tem \$1,200/month (\$14,400/year); Councillors \$1,000/month (\$12,000/year)]	\$92,400	\$92,400	\$92,400	\$92,400
10001010.61100.0000	Council Allowance City Council allowance (\$200/month) implemented 11/14/05 for comprehensive monthly allowance covering the expenses incurred by Councillors for cell phone, internet access, fax line and in-City car use (i.e., local commuting costs). The allowance is tied to the Denver-Boulder Consumer Price Index (CPI) and be automatically adjusted according to the current CPI when the budget is developed every two years. Allowance modified pursuant to CPI-U Denver-Boulder for the 2007/2008 budget years, increased from \$200/month in 2005/2006 to \$204/month in 2007/2008 per the resolution. Council allowance adjustment December 2009 - Increased allowance from \$208/month in 2009 to \$300/month after the November 2009 elections. New allowance rate for 2010 \$300/month.	\$25,200	\$25,200	\$25,200	\$25,200
10001010.61200.0000	Mileage Reimbursement Mileage Reimbursement for Council - All mileage for travel outside of the City of Westminster is a reimbursable expense (ie, not included in Council's allowance) per adopted policy 10/05, funds budgeted based on YTD 2006.	\$6,900	\$6,900	\$6,900	\$6,900
10001010.61400.0000	Meeting Expense Annual Legislative Dinner Goal-Setting Retreat Annual Budget Retreat Boards & Commissions Brunch/Gift Certificates - ELIMINATE GIFT CERTIFICATES Miscellaneous Meetings Rocky Flats meetings	\$1,600 \$1,700 \$500 \$5,150 \$1,500 \$300	\$10,750	\$1,600 \$1,700 \$500 \$2,150 \$1,500 \$300	\$7,750
10001010.61800.0000	Career Development NLC Legislative Conference (Washington, DC) NLC Congress of Cities - ELIMINATE SECOND OUT-OF-STATE NATIONAL CONFERENCE CML Conference US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC)	\$18,200 \$15,050 \$5,005 \$1,170	\$39,425	\$18,200 \$0 \$5,005 \$1,170	\$24,375
10001010.66900.0000	Telephone Unanticipated telephone/fax line expenses (e.g., if have Council turnover and need to set up new councillor with fax line, the City covers initial setup of expenses) Blackberry service plans - monthly service charge \$41/month for 7 Councillors	\$100 \$3,450	\$3,550	\$100 \$3,450	\$3,550
10001010.66950.0000	PC Replacement Fee Annual PC replacement fee for 7 laptops (Mayor McNally and Mayor Pro Tem Dittman's laptop are scheduled for replacement in 2010)	\$2,353	\$2,353	\$2,353	\$2,353

Account Number	Account Description & Adopted 2008 Budget Detail	2010 Adopted Budget Detail	2010 ADOPTED BUDGET	2010 Proposed Amended Budget Detail	PROPOSED 2010 AMENDED BUDGET
10001010.67600.0000	Special Promotions Unanticipated requests from community groups for contributions and/or sponsorships for events.	\$3,200	\$3,200	\$3,200	\$3,200
10001010.67800.0000	Other Contractual Service Printing of misc materials (e.g., legislative booklet, organization charts, etc.) Strategic Planning facilitator fee Councillor expenses for photos, badges, & nameplates Miscellaneous contractual services We're All Ears events (3 summer concerts & Westminster Faire) Annual newspaper advertisements/sponsorships for outside agencies Annual Sponsorships/Contributions: Adams County MMCYA North Metro Arts Alliance (NMAA) CEF Recreation for Education (Water World tickets) Brothers Redevelopment Inc - Paint-A-Thon Westminster Rotary Foundation (noon club)- REDUCE ROTARY CLUB FUNDING Westminster 7:10 Rotary Club - REDUCE ROTARY CLUB FUNDING Hmong American Association Banquets/Lunches: MetroNorth Chamber Annual Banquet Adco School District 12 Five Star Gala DRCOG Awards Dinner Table Sponsorship The Jefferson Foundation Crystal Ball Adams County MMCYA banquet - ELIMINATE SECOND FUNDRAISER Westminster Public Safety Recognition Foundation - annual banquet Adams County Historical Moonlight Gala North Metro Children's Alliance Annual Banquet Golf Tournament Sponsorships: Front Range Community College Foundation Adams District 12 Education Foundation - ELIMINATE SECOND FUNDRAISER Hyland Hills Foundation MetroNorth Chamber of Commerce- ELIMINATE SECOND FUNDRAISER Children's Outreach - ELIMINATE SECOND FUNDRAISER Senior Hub/Adams County Commissioner's- LEAVE DUE TO NO HSB FUNDING IN 2010 Heil Pro-Am Golf Tournament Optimist Larry Silver's Golf Tournament	\$900 \$5,634 \$1,000 \$1,000 \$1,700 \$2,000 \$500 \$10,000 \$1,500 \$500 \$2,500 \$2,500 \$150 \$2,200 \$1,300 \$750 \$2,000 \$500 \$1,000 \$500 \$600 \$500 \$500 \$500 \$500 \$600 \$150 \$750 \$600	\$46,584	\$900 \$5,634 \$1,000 \$1,000 \$1,700 \$2,000 \$500 \$10,000 \$1,500 \$500 \$1,250 \$1,250 \$150 \$2,200 \$1,300 \$750 \$2,000 \$0 \$1,000 \$500 \$600 \$500 \$500 \$500 \$0 \$0 \$150 \$750 \$600	\$40,334

Account Number	Account Description & Adopted 2008 Budget Detail	2010 Adopted Budget Detail	2010 ADOPTED BUDGET	2010 Proposed Amended Budget Detail	PROPOSED 2010 AMENDED BUDGET
	District 50 Foundation Golf Tournament - ELIMINATE SECOND FUNDRAISER	\$600		\$0	
	Mary Cianco/Community Reach Golf Tournament- ELIMINATE SECOND FUNDRAISER	\$650		\$0	
	Westminster Public Safety Recognition Foundation Golf Tournament- ELIMINATE SECOND FUNDRAISER	\$400		\$0	
	After Prom Events:				
	Standley Lake High School	\$600		\$600	
	Arvada High School	\$200		\$200	
	Jefferson Academy	\$200		\$200	
	Westminster High School	\$500		\$500	
	Legacy High School	\$200		\$200	
	Ranum High School (last prom to be held in 2010)	\$200		\$200	
	Mountain Range High School	\$200		\$200	
10001010.70200.0000	Supplies		\$5,000		\$5,000
	Office supplies	\$2,000		\$2,000	
	Fax machine paper & ink	\$2,000		\$2,000	
	Printer ink cartridges for PCs	\$1,000		\$1,000	
10001010.70400.0000	Food		\$5,000		\$5,000
	Refreshments and dinners for City Council meetings, Study Sessions & other special Council events	\$5,000		\$5,000	
TOTAL			\$240,362		\$216,062

NOTE: Items detailed in each account are estimates only; actual costs for each item noted may vary.

Difference between 2010 Adopted & Proposed 2010 Amended Budgets	\$24,300
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2008 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
12/19/07	Adams Dist 50	After Prom - Ranum HS	\$200	Yes	\$200	+	--	=	\$200
1/14/08	MMCYA	Annual Sponsorship	\$500	Yes	\$500	+	--	=	\$500
1/14/08	MMCYA	Banquet	\$500	Yes	\$300	+	\$200	=	\$500
1/16/08	FRCC	Golf Tournament	\$500	Yes	\$500	+	--	=	\$500
1/23/08	Hmong National Development	National Conference in Denver	\$10,000	No	\$0	+	\$500	=	\$500
1/23/08	Jefferson Academy	After Prom	\$200	Yes	\$200	+	--	=	\$200
2/29/08	Metro North Chamber	Annual banquet	\$2,000	Yes	\$2,000	+	--	=	\$2,000
2/28/08	Brothers Redevelopment	Paint-a-Thon	\$500	Yes	\$500	+	--	=	\$500
3/17/08	Dist 12	Wes Brown Gala	\$2,000	Yes	\$1,300	+	--	=	\$1,300
3/18/08	MetroNorth Chamber	Golf Tournament	\$500	Yes	\$500	+	--	=	\$500
3/31/08	District 50	Westminster After prom	\$200	Yes	\$200	+	--	=	\$200
4/8/08	Westminster Optimist Club	Larry Silver Memorial Golf Tournament	\$600	Yes	\$0	+	\$600	=	\$600
4/9/08	Westminster Rotary Foundation (Noon Club)	16th Annual Community Charity Ball	\$1,000	Yes	\$1,000	+	--	=	\$1,000
4/11/08	Dist 12	Legacy HS After prom	\$200	Yes	\$200	+	--	=	\$200
4/21/08	The Senior Hub	banquet floral centerpiece	\$30	Yes	\$0	+	\$30	=	\$30
4/25/08	North Metro CAC	Annual Fundraising Dinner	\$550	Yes	\$0	+	\$550	=	\$550
4/30/08	Standely Lake High School	After Prom	\$600	Yes	\$600	+	--	=	\$600
5/15/08	Dist 50	Annual Golf Tournament	\$600	Yes	\$0	+	\$600	=	\$600
5/27/08	DRCOG	annual banquet - tickets	\$455	Yes	\$455	+	--	=	\$455
6/16/08	Devereux Cleo Wallace	Annual Golf Tournament	\$1,000	No	\$0	+	\$0	=	\$0
6/19/08	District 50 Education Foundation	Water World tickets	\$1,500	Yes	\$1,500	+	--	=	\$1,500
6/25/08	Dist 50 Education Foundation	Donation to Heil Memorial	\$50	Yes	\$0	+	\$50	=	\$50
7/1/08	Hyland Hills Foundation	Jim & Mary Bennett Annual golf tournament	\$800	Yes, budgeted only	\$500	+	--	=	\$500
7/7/08	Westminster Legacy Foundation	Nancy and J Heil Invitational Scramble	\$150- \$5000	Yes	\$0	+	\$750	=	\$750
7/8/08	Westminster Public Safety Recognition Foundation	Public Safety Golf Tournament	\$400	Yes	\$0	+	\$400	=	\$400
7/18/08	Jefferson Foundation	Crystal Ball	\$2,000	Yes	\$2,000	+	--	=	\$2,000
7/24/08	Westminster Public Safety Recognition Foundation	Annual Banquet - 9/11 Dinner	\$1,000	Yes	\$1,000	+	--	=	\$1,000

ATTACHMENT C

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
8/12/08	Community REACH Center	Mary Ciancio Memorial Golf and Tennis Tournament	\$650	Yes	\$0	+	\$650	=	\$650
8/15/08	ACCESS Housing	First Annual Family Futures Event	\$500	No	\$0	+	--	=	\$0
8/21/08	WPD/Vaughn Pepper	Senior Citizens' Safety & Resource Classes re Conversion to Digital TV	\$500	Yes	\$0	+	\$155	=	\$155
9/8/08	H.O.P.E.	Alternatives to Family Violence	\$500	No	\$0	+	\$0	=	\$0
9/11/08	Colorado Homeless Families	Fundraiser/Monetary Support	\$100	Yes	\$0	+	\$100	=	\$100
11/24/08	North Metro CAC	2008 Holiday Celebration	\$75 per person	No	\$0	+	--	=	\$0
						+		=	\$0
						+		=	\$0
					\$13,455	+	\$4,585	=	\$18,040

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted) 10001010.67800.0000	\$31,200	-	\$13,455	=	\$17,745
Special Promotions (Unanticipated) 10001010.67600.0000	\$6,000	-	\$4,585	=	\$1,415
TOTALS =	\$37,200	-	\$18,040	=	\$19,160

2009 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
1/1/09	MMCYA	Reception & Banquet for 2009	\$1,250	Yes	\$1,000	+	--	=	\$1,000
1/1/09	Metro North Chamber	Annual gala sponsorship	\$2,200	Yes	\$2,075	+	--	=	\$2,075
1/29/09	Standley Lake HS	After Prom Sponsorship	\$600	Yes	\$600	+	--	=	\$600
2/5/09	Brothers Redevelopment	Annual paint-a-thon sponsorship	\$500	Yes	\$500	+	--	=	\$500
2/5/09	Jefferson Academy	After Prom Sponsorship	\$200	Yes	\$200	+	--	=	\$200
2/5/09	Children's Outreach Theatre	golf tournament sponsorship	\$600	Yes	\$600	+	--	=	\$600
2/10/09	Devereux Cleo Wallace	3rd Annual Golf Challenge	\$500	No	\$0	+	--	=	\$0
2/11/09	Westminster High School	After Prom Sponsorship	\$500	Yes	\$500	+	--	=	\$500
3/4/09	Metro North Chamber of Commerce	golf tournament sponsorship	\$500	Yes	\$500	+	--	=	\$500
3/10/09	ADCO Department of Social Services	35th Annual Foster Parent Banquet	\$200	No	\$0	+	--	=	\$0
3/12/09	Five Star Adams School District 12 Education Foundation	Wes Brown Gala Stampede	\$1,000	Yes	\$1,000	+	--	=	\$1,000
3/18/09	Jefferson Economic Council	Industry Awards Breakfast	\$250	Yes	\$0	+	\$250	=	\$250
3/27/09	NMCA	annual banquet	\$500	Yes	\$500	+	--	=	\$500
4/7/09	National Alliance of Mental Illness	walk event sponsorship	\$500	No	\$0	+	--	=	\$0
6/17/09	Hmong American Association	New Year celebration sponsor	\$150	Yes	\$150	+	--	=	\$150
6/29/09	Liberty Day	Pocket Constitution Book	\$1,000	No	\$0	+	--	=	\$0
6/30/09	Legacy Foundation	Heil tournament sponsorship	\$750	Yes	\$750	+	--	=	\$750
7/13/09	Clear Creek Care Center	3rd Annual Fun Fair	\$100	No	\$0	+	--	=	\$0
7/24/09	Foodbank of the Rockies	Panerathon	\$500	No	\$0	+	--	=	\$0
						+		=	\$0
						+		=	\$0
					\$8,375	+	\$250	=	\$8,625

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted) 10001010.67800.0000	\$28,950	-	\$8,375	=	\$20,575
Special Promotions (Unanticipated) 10001010.67600.0000	\$3,200	-	\$250	=	\$2,950
TOTALS =	\$32,150	-	\$8,625	=	\$23,525

NOTE: original budget for outside groups \$34,350; but per Council's reductions in April 2009, the revised budget is \$28,950

2008 City Council Travel Log

ATTACHMENT D

<i>Date</i>	<i>Event</i>	<i>Place</i>	<i>Cost</i>
Mayor Nancy McNally			
Feb 12-14	US 36 MCC Lobbying	Washington DC	\$1,081.67
March 5-10	NLC Congressional Cities	Washington DC	\$2,682.39
June 17-20	CML Conference	Steamboat Springs CO	\$694.65
November 11-15	NLC Congress of Cities	Orlando, FL	\$2,656.61
Mayor Pro Tem Chris Dittman			
March 5-11	NLC Congressional Cities	Washington DC	\$2,559.64
May 17-21	ICSC Conference	Las Vegas, NV	\$1,605.53
November 11-15	NLC Congress of Cities	Orlando, FL	\$2,633.12
Councillor Mark Kaiser			
March 5-9	NLC Congressional Cities	Washington DC	\$2,327.85
November 11-15	NLC Congress of Cities	Orlando, FL	\$2,797.12
Councillor Bob Briggs			
March 5-12	NLC Congressional Cities	Washington DC	\$3,101.70
June 17-20	CML Conference	Steamboat Springs CO	\$907.83
November 11-15	NLC Congress of Cities	Orlando, FL	\$2,459.76
Councillor Mary Lindsey			
March 5-11	NLC Congressional Cities	Washington DC	\$2,587.06
June 17-20	CML Conference	Steamboat Springs CO	\$533.00
November 11-15	NLC Congress of Cities	Orlando, FL	\$2,674.73
Councillor Scott Major			
March 5-10	NLC Congressional Cities	Washington DC	\$2,149.99
November 11-15	NLC Congress of Cities (Did Not Attend/Cancelled)	Orlando, FL	\$792.20
Councillor Faith Winter			
March 5-11	NLC Congressional Cities	Washington DC	\$3,054.26
November 11-15	NLC Congress of Cities	Orlando, FL	\$2,733.83
Total Travel Log			\$40,032.94
Career Development 2008 Budget			\$36,500.00
Travel Log expenses			\$40,032.94
Balance Available			-\$3,532.94 (1)

NOTES:

(1) While this account exceeded the original budget for 2008, City Council's overall budget had over \$24,000 in savings that more than covered this minor overage.

2009 City Council Travel Log

ATTACHMENT D

Date	Event	Place	Cost
Mayor Nancy McNally			
2/10/09-2/12/09	US 36 Lobbying Trip	Washington DC	\$1,273.78
3/11/09-3/15/09	NLC Conference	Washington DC	\$2,326.53
6/18/09-6/20/09	CML Conference	Vail, CO	\$455.56
7/22/09-7/23/09	US 36 Lobbying Trip	Washington, DC	\$1,018.61
Mayor Pro Tem Chris Dittman			
3/11/09-3/15/09	NLC Conference	Washington DC	\$2,347.80
5/16/09-5/20/09	ICSC Conference	Las Vegas, NV	\$1,436.78
Councillor Mark Kaiser			
	none to date		
Councillor Bob Briggs			
3/11/09-3/17/09	NLC Conference	Washington DC	\$2,867.87
6/16/09-6/20/09	CML Conference	Vail, CO	\$1,198.31
Councillor Mary Lindsey			
3/11/09-3/17/09	NLC Conference	Washington DC	\$2,871.85
6/17/09-6/19/09	CML Conference	Vail, CO	\$1,084.00
Councillor Scott Major			
3/11/09-3/15/09	NLC Conference	Washington DC	\$2,317.55
Councillor Faith Winter			
6/17/09-6/19/09	CML Conference	Vail, CO	\$275.35
Total Travel Log			\$19,473.99
Career Development 2009 Budget - REVISED 4/20/09			\$19,175.00 (1)
Travel Log expenses			\$19,473.99
Miscellaneous Career Development Expenses (as of 7/31/09)			\$0.00
Balance Available			-\$298.99 (2)

NOTES:

(1) The 2009 Career Development adopted budget for City Council was \$39,425 but per Council direction 4/20/09, this was reduced by \$20,250 for out-of-state travel. This total is due to savings of \$5,200 from two Councillors not attending the March National League of Cities (NLC) Legislative Conference in Washington, DC. In addition, per Council's direction, the November NLC Congress of Cities conference in San Antonio, Texas, was eliminated for 2009 saving the total budgeted amount of \$15,050 for that conference. The revised budget totals \$19,175 for 2009.

(2) Staff will identify another account to move funds from to cover this unanticipated overage in the career development account.



Staff Report

Information Only Staff Report
August 17, 2009



SUBJECT: Major Snow Emergency Policy
PREPARED BY: Ray Porter, Street Operations Manager

Summary Statement

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

Background Information

Snow & Ice Control Policy

Westminster's goal during any snowstorm is to keep primary and secondary streets open and safe for the motoring public. In addition to primary and secondary streets, priorities are given to streets adjacent to hospitals, police, fire/rescue squad stations, schools, RTD bus routes, and dangerous intersections, hills, or curves on residential streets.

All remaining residential streets only receive service after the above priorities are attended to, and snow accumulations are greater than 8 inches.

Please refer to the attached map for an outline of primary, secondary and residential routes.

- Priority 1.** **Primary Routes** – All arterials and major collector streets considered to be the minimum network, which must be kept open to provide a transportation system covering the major traffic volume streets and providing access to hospitals, police stations, fire stations and rescue squad units.
- Priority 2.** **Secondary Routes** – Collector streets and select residential providing access to emergency stations, schools and bus routes.
- Priority 3.** **Residential Areas** – Dangerous intersections, hills and curves.

Storm Categories

- Category 1.** 1 inch or less of snow resulting in icy conditions throughout the City. All primary, secondary, hazardous stops, hills and emergency facilities are salt/sanded.
- Category 2.** 2 inches of snow resulting in slick, slushy conditions throughout the City. Primary and secondary streets, plus hazardous stops, hills and all emergency facilities are salt/sanded and plowed.
- Category 3.** Greater than 2 inches of snow with wind causing blizzard conditions. All primaries are plowed, salt/sanded until the storm subsides, then secondary and residential affected by drifting are plowed and salt/sanded.
- Category 4.** A major snowstorm greater than 8 inches of snow, possible closures due to drifting and blizzard conditions. Concentration is given to primaries and emergency facilities. Priorities to secondary and residential streets are plowed

and salt/sanded as soon as possible thereafter. The acceptable level of service for residential roadways is to provide a navigable surface; this is, the street may have snow or packed ice on it but plowing and material application allows a vehicle to travel the street safely on at least one center lane. When plowing is required, windrows of snow across driveways are created and opening of driveways are the responsibility of the property owner.

Major Snow Emergency (Category 4) Declared

Stage 1 - Blizzard Conditions – average duration 12-18 hours

- City Hall Emergency Coordination Center (City Hall ECC) opened
- MSC Street Operations Emergency Center (MSC EOC) opened
- Call Center at MSC EOC is staffed 24 hours a day until post storm operations are completed.
- Contractual assistance is deployed
- Primary roadways and emergency facilities maintained

Stage 2 – Snow / Wind Ends – average duration 12 hours

- Widen primaries
- Service secondaries
- Plow/De-ice residentials
- Residential streets may remain hard packed but accessible until snow melts

Stage 3 – Post Storm – (simultaneous with Stage 2) – average duration 12 hours

- Hauling operations
- Intersection cleanup
- Bus shelters and cluster mailboxes cleaned up
- Storm drains serviced as necessary

Staff will place twenty-seven contractors' machines with operators on standby 24 hours in advance of a predicted imminent storm. Eighteen pieces of contractual equipment and operators will be deployed for Stage 1 and 2 to assist Snowfighters and Public Safety personnel during blizzard operations and plowing operations once the snow/wind ends. An additional nine pieces of contractual equipment will be deployed for Stage 3 operations.

Every effort will be made to respond to citizen's non-emergency requests once Stage 1 Emergency Operations have ended.

As soon as Stage 2 Operations commence residential plowing will begin in an effort to plow streets sooner and minimize hard pack as much as possible.

Staff requests that any comments be provided to Ray Porter (rporter@cityofwestminster.us) by Friday, August 21st. Staff will follow-up with a proposed resolution for City Council adoption at a future meeting.

The Snow and Ice Control Program supports City Council's goal and objective of a "Safe and Secure Community" by providing navigable roadways during the winter months for the motoring public.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment – Snow & Ice Control Map



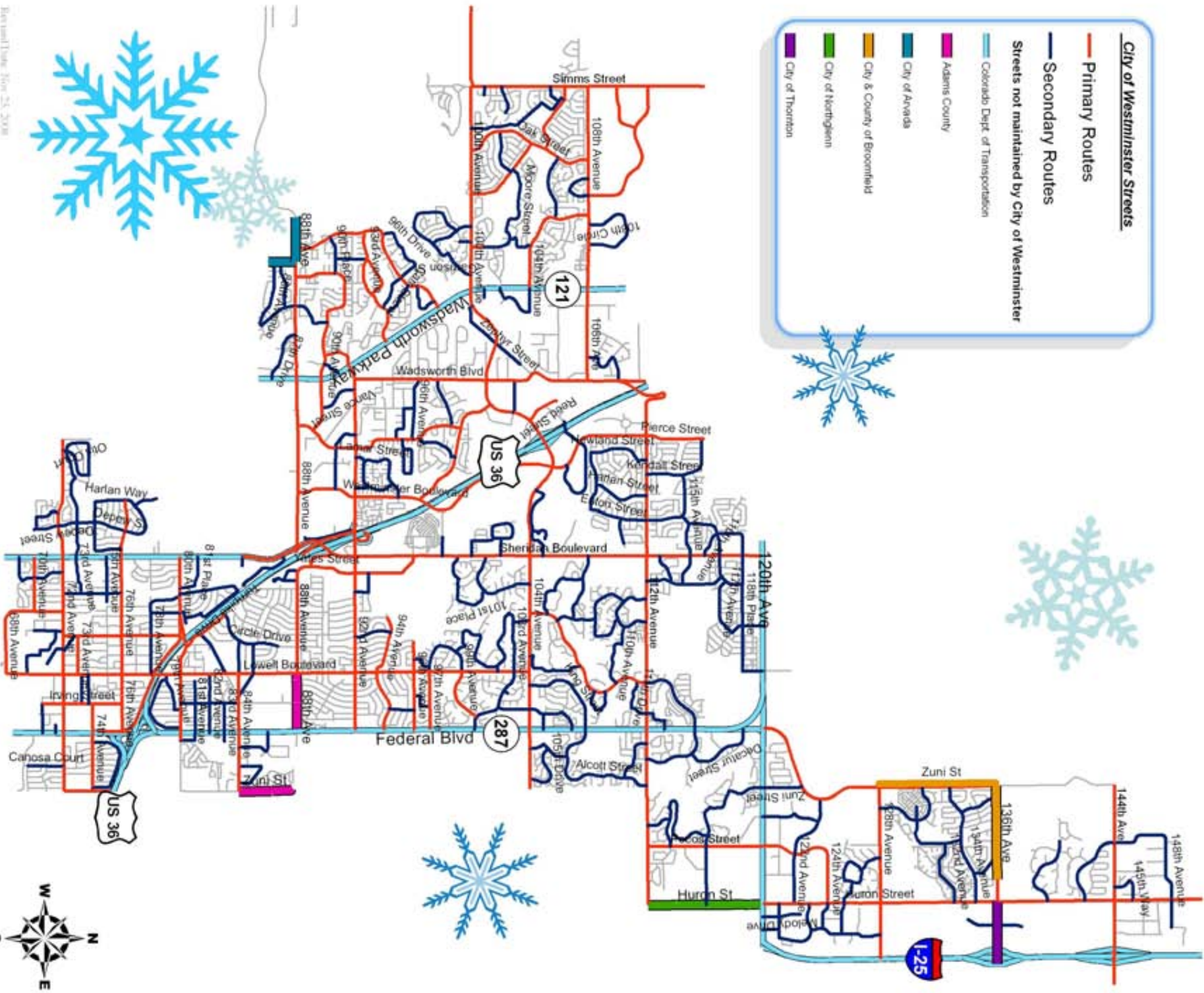
Snow & Ice Control Map

City of Westminster Streets

- Primary Routes
- Secondary Routes

Streets not maintained by City of Westminster

- Colorado Dept. of Transportation
- Adams County
- City of Arvada
- City & County of Broomfield
- City of Northglenn
- City of Thornton





Staff Report

Information Only Staff Report
August 17, 2009



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner I

Summary Statement:

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

- The following report updates 2009 residential development activity per subdivision (please see attachment) and compares 2009 year-to-date (July) totals with 2008 year-to-date (July) figures.
The table below shows an overall decrease (-77.6%) in new residential construction for 2009 year-to-date when compared to 2008 year-to-date totals.
Residential development activity in the month of July 2009 reflects a 71.4% decrease in single-family detached homes when compared to July 2008, and no change in single-family attached, multi-family or senior housing development when compared to the July totals in 2008 (0 for both years).

NEW RESIDENTIAL UNITS (2008 AND 2009)

Table with columns for UNIT TYPE, JULY (2008, 2009), % CHG., YEAR-TO-DATE (2008, 2009), and % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

Background Information

In July 2009, service commitments were issued for 2 new housing units within the subdivisions listed on the attached table.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded service commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment

ACTIVE RESIDENTIAL DEVELOPMENT

<u>Single-Family Detached Projects:</u>	Jun-09	Jul-09	2008 YTD	2009 YTD	# Rem.*	2008 Total
Bradburn (120th & Tennyson)	2	0	13	9	53	17
CedarBridge (111th & Bryant)	0	0	0	0	4	1
Country Club Highlands (120th & Zuni)	0	0	2	0	99	2
Countryside Vista (105th & Simms)	0	0	0	0	9	0
Huntington Trails (144th & Huron)	0	0	14	2	129	15
Hyland Village (96th & Sheridan)	0	0	4	0	107	4
Legacy Ridge West (104th & Leg. Ridge Pky.)	0	1	1	1	4	1
Lexington (140th & Huron)	0	0	0	1	3	0
Meadow View (107th & Simms)	0	0	1	0	2	2
Park Place (95th & Westminster Blvd.)	0	0	6	0	40	7
Ranch Reserve (114th & Federal)	0	0	1	0	0	2
Savory Farm Estates (109th & Federal Blvd.)	0	0	0	0	24	0
South Westminster (Shoenberg Farms)	0	0	5	0	47	5
Various Infill	1	1	1	3	4	2
Winters Property (111th & Wads. Blvd.)	0	0	0	0	8	0
Winters Property South (110th & Wads. Blvd.)	0	0	0	0	10	0
<i>SUBTOTAL</i>	3	2	48	16	543	58
<u>Single-Family Attached Projects:</u>						
Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	4	0	0	4
CedarBridge (111th & Bryant)	0	0	0	0	0	0
Cottonwood Village (88th & Federal)	0	0	0	0	62	0
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Eliot Street Duplexes (104th & Eliot)	0	0	0	0	10	0
Highlands at Westbury (112th & Pecos)	0	0	6	0	18	12
Hollypark (96th & Federal)	0	0	0	0	20	0
Hyland Village (96th & Sheridan)	0	0	12	0	153	12
Legacy Village (113th & Sheridan)	0	0	0	0	62	0
South Westminster (East Bay)	0	0	6	0	58	6
South Westminster (Shoenberg Farms)	0	0	0	0	54	0
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	1	0	0	1	17	0
<i>SUBTOTAL</i>	1	0	28	1	713	34
<u>Multiple-Family Projects:</u>						
Bradburn (120th & Tennyson)	0	0	0	0	233	0
Hyland Village (96th & Sheridan)	0	0	0	0	54	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	144	0
Prospector's Point (87th & Decatur)	0	0	0	0	24	0
South Westminster (East Bay)	0	0	0	0	29	0
South Westminster (Harris Park Sites I-IV)	0	0	0	0	12	0
<i>SUBTOTAL</i>	0	0	0	0	496	0
<u>Senior Housing Projects:</u>						
Covenant Retirement Village	0	0	0	0	0	0
Crystal Lakes (San Marino)	0	0	0	0	7	0
Legacy Ridge (112th & Federal)	0	0	0	0	168	0
<i>SUBTOTAL</i>	0	0	0	0	175	0
TOTAL (all housing types)	4	2	76	17	1927	92

* This column refers to the number of approved units remaining to be built in each subdivision.