



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 16, 2006

SUBJECT: Study Session Agenda for August 21, 2006

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.

CITY COUNCIL REPORTS

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

PRESENTATIONS

6:30 P.M.

1. Large Item Cleanup Program
2. Review Proposed 2008 Operating Budget Priorities
3. Review Proposed 2007/2008 Capital Improvements Program (CIP) Budget Priorities

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY STAFF REPORTS

1. Findings of Municipal Court Needs Assessment
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,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 21, 2006



SUBJECT: Large Item Clean Up Program

PREPARED BY: Jim Arndt, P.E., Public Works and Utilities Director

Recommended City Council Action

Direct staff to proceed with implementation of a Large Item Clean Up Program in 2007, with partial funding to come from a \$10 fee assessed to users.

Summary Statement

- The Council has determined that the Large Item Clean Up Program should continue in 2007 and should include some form of user fee to offset the program cost.
- Of an estimated 2006 cost of \$25/user, Staff recommends a fee of \$10 be established, thus requiring an estimated City contribution of \$120,000 to continue the program.
- Staff reviewed various methods of fee collection, including internet registration, in-person registration, attachment of fee to the utility bill, or fee attached to waste haulers serving the City.
- Early information regarding the number of participants and their addresses would assist in modifying the format of the contract to allow more favorable bids.
- Staff will educate users as to options and enforce volume and types of items to be picked up in an effort to divert waste stream to other appropriate vendors.
- Unknowns in the revised program will make it difficult to accurately predict the budget impacts. Staff is currently proposing to budget \$180,000 in 2007 and 2008, with anticipated offsetting revenues of \$70,000.

Expenditure Required: \$180,000

Source of Funds: General Fund, 2007 Street Operating Budget

Policy Issue

Should the City assess a \$10 fee for users to participate in the Large Item Clean Up Program for 2007?

Alternatives

- The City could charge more, or less, with varying impacts on the amount of City participation to carry out the program. Higher user costs might discourage participation and effectively end the service. Lower rates will continue a substantial City cost of the program and do little to promote users to seek alternate sources of disposal. The \$10 fee is recommended with the provision that the program be revisited after the 2007 pick up.
- The City could assess a charge to solid waste contractors doing business in the City in the form of a license fee, or on each truck operating in the City. This would likely be a pass through fee to their customers. Depending on the fee, the City participation would vary. If implemented, it would eliminate the need for the City to implement a collection process to collect a fee. Because of potential differences and changes among haulers, this alternative is not recommended.

Background Information

At the July 10 Council meeting, Council directed staff to budget for a Large Item Cleanup Program for 2007. Consensus was to provide for entire pickup of the City in 2007, and some level of user pay should be instituted, although the method of collection was left to staff to formulate and implement. Other issues include minimizing costs through modification of the vendor contract; customer education and enforcement of conditions of pickup; and budget implications of implementing a revised program.

User Pay

A majority of Council endorsed some fee for direct users of the program. Based on 2006 data, 8,000 users participated at a cost of \$200,000, or approximately \$25/user. A fee could be chosen anywhere from \$25 (user pays) to \$0 (City pays). Staff recommends a fee of \$10, which would require City participation of \$110,000 (based on 7,000 users for costs associated with the contract, in addition to minimal City administrative costs for the fee collection; this assumes a slight drop off in participation due to the proposed fee). Council direction for fee level is necessary in order to begin to educate the public, budget the program in 2007, and implement the fee.

Method of Collection

Staff investigated varying methods of user pay in the areas of on-line or telephone/on-site application. Payment options under consideration could be via credit card, cash/check, or application to utility bill. Also reviewed is a fee/license applied to a waste contractor license or truck at a level that would generate similar revenue as that anticipated via direct user pay systems. The waste contractors would likely pass on fees to their customers through monthly use charges.

Representatives from Public Works and Utilities, Finance (Utility Billing) and Information Technology recommend that the method for 2007 be simple to administer. To that end, a participant would either mail in their fee (check or money order) or deliver it to City Hall. A form would be available on-line (or at City Hall) that could be printed out, completed, and sent to City Hall. Unfortunately, establishing a method of on-line payment with a credit card would require an estimated \$10,000 - \$20,000 cost to set up a collection contract. Costs of that magnitude would likely offset any revenue from the \$10 fee. Based on the results of the 2007 program, options for subsequent years could be revisited.

Modification of Vendor Contract

Staff believes that with more accurate user data and education/enforcement of acceptable items for pickup, it will be possible for interested contractors to more precisely determine their costs, and thus provide a bid that reduces their risk. In order to provide this information, it would be necessary to have both the number of users (and their addresses) as well as commitment by the City to educate users regarding the types of items to be picked up as well as establish/monitor an allowable cubic yardage of items that will be picked up. To provide information in the contract with the number and addresses of users, the application period must be limited and terminated in ample time to enter user applicant information into the vendor contract.

Customer Education/Monitoring

It is estimated that up to 40% of items picked up could be discarded through normal, weekly solid waste pickup. In addition, many items may be disposed of via recycling companies rather than discarded. Some users abused the program by filling up their driveways with debris, including one driveway full of tires.

Staff would establish a "standard volume" to limit allowable waste and work on enforcement, with the intent to give more predictability to contractors as to what they might expect. Current thinking is a maximum of 4' x 8' x 4' high (pickup load).

An education program would assist users of various options available to dispose of recyclable materials, as well as clarify what their solid waste hauler currently accepts. Again, the intent is to reduce the volume the City's program must pickup and divert items to other available means.

Budget Implications

It is extremely difficult to predict the number of users that may participate in the program, given the change to a charge for service and the need to register to participate. Therefore, the impact to the budget is also difficult to predict.

Factors that influence budgeting include:

- Will one neighbor buy a voucher for use by multiple neighbors?
- What type of decline will be seen in participation when a charge is instituted? The City would be responsible for making up the difference between fees collected and costs of the program.
- How will a modified contract affect vendor bidding and what effect will that have on pricing?
- Collection of a charge will have some (as yet undetermined) impact on staff time to implement.

Staff will continue to evaluate various options related to collection of a user fee or hauler charge to supplement City funding. The selected method will be submitted to Council for final review in the fall of 2006.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 21, 2006



SUBJECT: Proposed 2008 Operating Budget Priorities

PREPARED BY: Steve Smithers, Assistant City Manager
Barbara Opie, Assistant to the City Manager
Aric Otzelberger, Management Intern II
Robert Byerhof, Financial Analyst

Recommended City Council Action:

Provide Staff with Council feedback on the items highlighted below as they relate to the proposed 2008 Operating Budget.

Summary Statement

- The Proposed Budget for 2007 and 2008 will be submitted to City Council on September 1 for review. After reviewing the Proposed Budget for several weeks, City Council is scheduled to deliberate at the Budget Retreat on Saturday, September 23, on final funding decisions in regards to staffing levels, programs, services, and capital projects for both fiscal years 2007 and 2008.
- The intent for the discussion at Monday night's Study Session is to apprise City Council of what the City Manager will be proposing in the 2008 Budget assuming revenues are sufficient to fund the identified priorities and, in turn, to provide Staff with any feedback regarding these recommendations. No specific decisions by City Council are expected on Monday evening since those will be made after all the public meetings/hearings and the Budget Retreat are held. Council's final decisions will be made with the adoption of the 2007/2008 Budget in October.
- Staff continues to refine the proposed 2008 budget; therefore, City Council may see some minor modifications in the final proposed budget that is distributed in September.
- Department Heads will be in attendance at Monday night's Study Session to provide more details about these priorities and answer any questions that City Council may have with regard to any specific items.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Does City Council agree with the overall 2008 operating priorities as preliminarily proposed by Staff?

Alternative

City Council may provide Staff with alternative approaches to 2008 operating priorities as deemed appropriate.

Background Information

In April, City Council revisited their Strategic Plan and confirmed their goals and priorities for 2007 and 2008. The City Council Goals are listed below:

- Financially Sound City Government
- Safe and Secure Community
- Balanced, Sustainable Local Economy
- Vibrant Neighborhoods and Commercial Areas
- Beautiful City

The direction provided by City Council through these Strategic Plan goals assists City Staff as they develop and review the proposed 2007 and 2008 City Budgets. Other considerations that go into developing a comprehensive budget are department priorities that strive to maintain existing service levels and citizen or neighborhood input.

The entire proposed Budget for fiscal years 2007 and 2008 will be submitted in a budget notebook to City Council on September 1st for review. After reviewing the proposed Budget for several weeks, City Council is scheduled to meet on Saturday, September 23rd for the Budget Retreat to deliberate on final funding decisions on staffing levels, programs, services, and capital projects.

This Staff Report highlights enhancements or anticipated service changes that are reflected in the 2008 operating budget. This report also identifies the additional revenue enhancing initiatives that Staff was given guidance on to pursue based on discussions at the July 10th post Council session on the 2007 Operating Priority review.

Departments prepared their 2008 proposed budgets with a 1% increase from their 2007 budgets (with the exception of the Police and Fire Departments, who had an increase of 2% over their 2007 budgets due to the public safety sales tax, and the Utility Fund operations, who had an increase of 2% over their 2007 budgets due to water sales and system repair and replacement needs). It should be noted that departments primarily stayed within this 1% allocation. Some adjustments were permitted for contractual expenses, such as electricity, natural gas, fuel, and water increases. As previously reported in the 2007 operating priorities review, departments prepared their proposed 2007 budgets with a 0% allocation increase over their amended 2006 budgets (excluding the Police and Fire Departments, who had an increase of 2% over their 2006 budgets due to the public safety sales tax, and the Utility Fund operations, who had an increase of 2% over their 2006 budgets due to water sales and system repair and replacement needs).

The majority of the operating priorities represent incremental changes to existing City programs. Some changes are proposed to current service levels in order to meet Council goals and are noted accordingly as service modifications. As a reminder for City Council, the operating budgets, according to current City fiscal policies, are funded by recurring revenue such as sales and property taxes in the General Fund and by monthly water and sewer charges in the Utility Fund. The Capital Improvement Program (CIP) priorities, which City Council also is scheduled to discuss at Monday's

Study Session, are funded by one-time revenues such as park development fees, building use taxes, utility tap fees and carryover funds.

The current revenue picture reflects the changing dynamics within the City of Westminster. While there are numerous economic development and redevelopment projects underway, the fruits of these efforts will not materialize until late 2008. Due to complicated financings and timing issues associated with actual construction and business openings along with continued decreases in Westminster mall revenues, the revenues anticipated from these developments will not create positive cash flow until late 2008, which leaves all of 2007 and the majority of 2008 facing financial challenges.

PROPOSED REVENUE ENHANCEMENTS:

Based on feedback from Council at the July 10th post City Council meeting, Staff is pursuing several key strategies to bridge a projected \$2 million shortfall in the General Fund in the 2007 Budget and one additional adjustment for 2008. The following items are revenue enhancements that Staff is recommending that will require City Council action to implement:

- Proposed budgeting of \$1 million in attrition savings in regular salaries. This reduction is reflected in each regular salary account within the General Fund.
- Creation of a new infrastructure fee of \$3.00 per month for each business and residence, which will replace the current concrete fee and include funding for street light expenses. The \$3.00 fee would include \$1.00 per month for concrete expenses (incorporating the \$0.50 increase City Council concurred with) and \$2.00 per month to cover approximately 50% of the City's current street light expenses. This fee would appear as a single line item on utility bills, replacing the current concrete fee line item and eliminating the need for a separate street light line item
- Enact a \$10 registration fee for the Large Item Trash Pick-up program to help offset the total projected cost of \$180,000 by \$70,000 in registration fees (assuming 7,000 residents continue to participate in the program). This proposal is discussed further in a separate Staff Report submitted for discussion at Monday's Study Session. City Council direction is requested in the establishment of this new fee.
- Increase the Stormwater Utility Fee from the current base rate of \$1.50/month to \$3.00/month. Staff is recommending that this rate increase go into effect on January 1, 2008 and that Staff return at the mid-year budget review in September with specific project amendments to the Capital Improvement Program (CIP) in the Adopted 2008 Budget.

PROPOSED OPERATING PRIORITIES:

The operating priorities proposed for 2008, organized by Fund and Department, are as follows:

ALL FUNDS

Citywide

- The 2008 proposed budget includes a 1.0% Across-the-board (ATB) increase, which equates to \$541,819 (\$432,123 in the General Fund; \$80,550 in the Utility Fund). The ATB for 2005 and 2006 was 1% and is proposed at 2.5% for 2007. All of the proposed salary adjustments are budgeted in the Central Charges regular salaries accounts. As part of the mid-year budget review during September 2007, Staff reviews with City Council the financial environment as it exists in 2007 and how it is developing for 2008 to determine if adjustments need to be made to the Adopted 2008 Budget. With this review, the Human Resources Division updates the salary projections for the coming year based on current staffing, as turnover during the year impacts each department's budget. Budgeting all of the proposed salary increases (including ATB, step

and merit) within a central account to be distributed with the budget amendment simplifies the adjustments significantly.

- The overall 2008 salary adjustments for step and merit increases Citywide totals \$800,717, excluding the ATB. Of this, \$638,605 is included within the General Fund and \$69,040 in the Utility Fund.
- One new position is proposed with the 2008 budget totaling \$47,188 plus \$8,022 in benefits (budgeted in Central Charges). This one new position is proposed in the General Fund for the Police Department, to be paid for with public safety tax funds.
- The City's retirement contribution is estimated to increase 2.8% over 2007 (+\$135,420) based on current staffing levels and projected salary increases. Of this increase, \$107,200 is included within the General Fund and the remaining \$28,220 is included within the Utility Fund.
- Medical insurance is projected to increase approximately 6% over 2007, which totals an increase of \$478,086 across all funds. A total increase of \$395,940 is in the General Fund and \$72,746 in the Utility Fund. The increases in the health insurance industry continue to impact the City and its employees. Staff received confirmation in July that the City's rate adjustment for 2007 will indeed be 4% as proposed in the 2007 budget. Staff will continue to actively monitor health insurance costs on an ongoing basis.
- The estimated cost increase to allow credit card payments for various fees, registration, and utility billing is \$17,474 for a total cost of \$199,565, which is a 9.6% increase over these projected costs for 2007. Credit card companies charge the City a percentage of total transactions during the year.
- The estimated increase in water and sewer charges is \$131,223 for a total cost of \$1,390,622, which represents an increase of 10.4% over the proposed 2007 budget. The Park Services Division in Parks, Recreation and Libraries accounts for the largest portion of this increase (\$108,607); additional information is highlighted below.
- The impact of rising energy costs continues to place stress on funding of other programs and services. Overall energy costs are anticipated to increase \$243,551 over the 2007 budget (7.3% increase). Of this total amount, \$95,782 is estimated to be from the Big Dry Creek renovation/expansion project.
- Fuel charges citywide represent an approximate \$127,556 increase over 2007, a 13.5% increase. In 2008, the Fleet Division is requesting a total of \$1,042,537 to cover fuel and lubricants for City operations, which represents an increase of 14.6% over 2007. The Fleet Division increases are reflected throughout the budget as this expense is distributed back to the departments through the motor fuel charges account.
- Increase in insurance premiums for the Property Liability Fund. It is anticipated that the Colorado Intergovernmental Risk Sharing Agency (CIRSA) will seek a rate increase for 2007 but staff will not have final information until September 2006. Insurance premiums are budgeted at \$465,504, an increase of \$10,829 over 2007. The total Property Liability Fund is proposed to increase by \$13,446 for a fund total of \$1,173,181. Staff is anticipating that the fund as a whole will be over budget by approximately \$132,000 in 2006 due primarily to increasing insurance premiums. This overage in 2006 will be covered by the reserve moneys in this fund. Staff will likely recommend the utilization of carryover funds anticipated from 2006 for 2007 to replenish the reserve. The current reserve balance is \$2,048,620, per the 2005 audit.
- The Workers Compensation Fund is proposed to increase by \$8,114 for a fund total of \$823,429 for 2008. Self insurance claims payments continue to escalate as the severity of the claims increase and the medical expenses increase. At this time, it is anticipated, however, that the fund will come in under budget by approximately \$73,000 in 2006. Staff may recommend the utilization of carryover funds anticipated from 2006 for 2007 to increase the reserve as a few large claims paid over the last few years have reduced the reserve fund level. The current reserve balance is \$1,320,979, per the 2005 audit.

GENERAL FUND

Central Charges

- The Professional Services account reflects funding the citizen survey in 2008 (\$16,000) plus projected increases in lobbyist and mediation costs (a total \$27,500 increase is proposed to this account).
- An increase payment of \$57,460 to the General Capital Outlay Replacement Fund (GCORF). This increase is despite the net reduction in the total number of vehicles being replaced in 2008 from 2007. In 2007, a total of 10 vehicles from non-public safety operations and 15 public safety vehicles are scheduled to be replaced from GCORF (this excludes a fire engine scheduled for replacement in 2007; it will be lease-purchased and therefore not reflected in GCORF). In 2008, a total of 5 vehicles from non-public safety operations and 16 public safety vehicles are scheduled to be replaced from GCORF (this excludes a fire engine scheduled for replacement in 2008; it will be lease-purchased and therefore not reflected in GCORF). However, of the 5 non-public safety vehicles to be replaced in 2008, two are tandem trucks for the Street Division, which cost approximately \$175,000 each.
- An increase of \$290,832 in certificate of participation (COP's) payments associated with the 2005 COP's, which funded the east half of the 144th Avenue interchange. Per an Intergovernmental Agreement (IGA), the City of Thornton will reimburse the City for the 2005 COP payments based on the sales tax revenue sharing agreement. The increase in 2008 is associated with the depletion of capitalized interest, which funds interest payments during the construction period and for a period of time while the revenues from the project are ramping up.
- An additional \$21,960 is proposed for costs associated with the Jefferson County possessory interest for the Westminster Conference Center based on similar increase proposed for 2007. The City is the owner of the Westminster Conference Center, while the Westin Westminster (Inland Pacific) manages and operates the facility. The Westin makes payments to the City for the lease of this facility. However, by contract, the City is obligated to pay any assessed property tax for the conference center.
- Siemens Building Technologies, Inc., has agreed to sponsor the City's Recycling Program, paid from the Central Charges budget but managed by the Building Operations and Maintenance Division. Siemens is the City's energy performance company and mentioned early in the project their desire to be more engaged in the Westminster community. Staff discussed the possibility of Siemens sponsoring the recycling program and they agreed to provide annual contribution not to exceed \$5,000 per year, based on invoices received from the City's recycler for the next three years. This contribution will totally offset the annual cost associated with the recycling program (roll off bins located at various city facilities) that is made available to residents.
- A transfer payment of \$155,000 to the General Capital Improvement Fund (GCIF), which reflects the additional revenues produced from the proposed boat fee increase for 2007. This amount represents a net increase of \$36,000 over the proposed 2007 amount to be transferred to the GCIF. Per the discussion with City Council at the July 10th Post Council Meeting, most of the additional revenues generated by the proposed boat fee increase will be utilized to address the growing capital improvement needs at the regional park. These funds are proposed to be budgeted in the Capital Improvement Program under a Standley Lake Regional Park improvement account.

General Services

- Staff is proposing to replace some worn and aging furniture for staff at the Municipal Court in the amount of \$25,000. This furniture is included within the Municipal Court's capital outlay budget.
- A 1996 GMC Sonoma truck is scheduled for replacement in the General Capital Outlay Replacement Fund for the Building Operations and Maintenance (BO&M) Division in 2008 for \$17,800. Staff is proposing to upgrade this replacement truck to include a ¾ ton utility box, tow package, extended mirrors and ladder rack (\$5,700) to avoid load weight problems and ensure that it has sufficient space to carry necessary equipment. The upgrade costs are proposed in the capital outlay budget for BO&M.

Police

- The Police Department is evaluating reassigning the School Resource Officers (SROs) from area middle schools in order to provide satisfactory police coverage in the Northeast sector of the City. The Police Department plans to develop and implement a Northeast Police Deployment Plan for this growing area. With the addition of Wayne Carl Middle School, the Police Department will have three SROs in area middle schools this coming school year. There is no fiscal impact with the reassignment of SROs; however, staff is aware that this may cause concern in the middle schools. Staff is evaluating this reassignment in efforts to maximize current resources as part of balancing limited revenues and escalating costs.
- Related to the above item, the Police Department anticipates commencing operations at their new Orchard office in 2008. Initial start up costs total \$45,000 and include Fingerprint System (\$14,500), Mug System (\$10,500), computer (\$1,343) and tenant finishing and associated office furniture for the space (\$18,657). Annual costs are projected to total \$17,250 and include a T-1 line (fiber is still being discussed as possibility that would eliminate the cost of \$15,000), Copier/Printer/Fax (\$1,500), and Phone/Fax Lines (\$750).
- The Police Department is proposing to add a 1.0 FTE Police Officer in 2008. The associated costs for this new position total \$52,638 (plus \$8,022 in benefits budgeted in Central Charges), which includes \$47,188 for salary, \$3,000 for uniforms and equipment, \$250 for a digital camera, and \$2,200 for a portable radio. This is the only new FTE proposed City-wide for 2008.
- In 2007, \$7,200 is proposed for the purchase of ballistic vests for nine Community Service Officers (CSOs). The Police Department is proposing \$4,000 in 2008 to purchase vests for any new CSOs that may be hired; this is in part due to high turnover experienced in the CSO program and the non-transferable nature of ballistic vests.
- Staff is proposing \$4,800 for the purchase of ballistic vests for Animal Management Officers in 2008. These funds would purchase ballistic vests for six individuals (5.5 FTE). All Animal Management Officers would be required to wear the ballistic vests while on duty. This proposal focuses on the safety of officers, as animal management personnel come into contact with the same individuals that police officers do, often under tense and difficult circumstances.
- As in 2007, the Police Department will purchase three motorcycles in 2008 at a cost of \$42,000 to continue to transition from leasing to ownership. After the purchase in 2008, the Department will own 6 motorcycles and lease 6 motorcycles. Three motorcycles will be purchased in 2009 and three in 2010 to completely phase out the motorcycle-lease program. As previously reviewed with City Council, Staff's analysis has clearly indicated that ownership is a more cost effective option than leasing given current market conditions. Fleet has budgeted approximately \$2,000 for training classes for technicians in 2007 so they have the skills to service the motorcycles in house.
- Sprint cellular charges are budgeted to reflect a \$10,375 increase over 2007. These charges represent recurring monthly cellular charges for Mobile Data Terminals (MDTs) in vehicles to access system applications. The charges will cover 73 units including, for the first time in 2008, 4 laptops being used by Westminster personnel on the North Metro Drug Task Force.
- The Police Department (PD) is proposing to continue services for the placement of arrested youth through both The LINK (Adams County Juvenile Assessment Center) and JAC (Jefferson Assessment Center). As in 2007, the PD has budgeted \$65,740 for services from LINK and JAC. In 2007, LINK is requesting \$46,740 and JAC is requesting \$19,000 in funding. The PD has committed to LINK for 2007, but continues to explore the possibility of leaving LINK and taking Adams County youth to JAC. JAC is still considering the feasibility of this. Under this scenario, JAC might request another \$21,000 for a grand total of \$40,000, which would provide an annual savings of \$26,740. However, due to the uncertainty of whether JAC can accept Westminster youth from the Adams County side, staff is requesting funding for both JAC and The LINK in the proposed 2008 budget until resolution is reached.

- \$299,082 is recommended for capital outlay for the Department for items including police motorcycle emergency equipment, motorcycle moving radars, hand-held Lidar units (for speed detection), and additional X-26 tasers, excluding replacement vehicles budgeted within GCORF.

Fire

- In 2008, funds are proposed for the purchase of a replacement ambulance, which will replace a 2004 Ford E-450. Staff is proposing that this vehicle be retained and added to the reserve fleet for the Fire Department. This would increase the number of reserve ambulances from 2 to 3, resulting in a total fleet of 7 ambulances (four are utilized full time in daily operations and a fifth ambulance is put into service approximately 40% of the time). Related to this request, the Fire Department is proposing \$28,000 to purchase tools and equipment for the new ambulance, as the equipment currently on the ambulance awaiting replacement would be kept on that ambulance so it could function in a reserve capacity.
- As in 2007, \$1,000 is proposed for costs associated with the Fire Department's Citizen Academy. 2008 will represent the second year that Department will offer this program. At this time, overtime costs associated with the Academy are estimated at \$2,000 (\$10,000 - \$20,000 was erroneously reported in the 2007 Operating Priorities Staff Report). However, the Fire Department will explore staffing the Citizen Academy without the use of overtime by scheduling presenters during their regular shifts or by flexing staff hours. (no increase in funding is proposed in 2008 over 2007)
- Lab supplies are proposed at \$101,052 in 2008. This item includes disposable medical supplies for the City's Emergency Medical Services (EMS). This is a 12% increase over the 2007 proposed total of \$90,000. This request is due to an anticipated increased call load, new technology, and new protocols. This increase will be offset by increased ambulance billing revenues.
- \$100,000 is proposed for the down payment for a replacement fire truck. The replacement fire truck will take the place of a 1993 Pierce Lane and is based on the Fleet Maintenance Division recommended replacement schedule. Due to the cost of this vehicle, projected at \$495,000, it will be paid for utilizing the lease purchase program, as is utilized currently for all large fire apparatus purchases. As such, this vehicle replacement is budgeted within the department's operating budget instead of the General Capital Outlay Replacement Fund (GCORF) as are other General Fund vehicles replacements.
- \$22,300 is recommended to replace a command vehicle that is utilized by administrative staff; the replacement is budgeted in GCORF. Staff is proposing to upgrade the replacement vehicle to a Chevrolet Tahoe with an emergency package that includes lights and a siren for the additional cost of \$15,300. The vehicle that is being replaced, a GMC Jimmy, is no longer manufactured.
- \$193,929 is recommended for capital outlay items including EMS equipment, replacement fire tools and equipment, and replacement hoses and nozzles, excluding replacement vehicles budgeted within GCORF.

Community Development

- Staff is proposing to cover the anticipated shortfall of Community Development Block Grant (CDBG) funding for staff administrative costs in the additional amount of \$13,419. The federal agency is forewarning of potential cuts in CDBG funding and staff is anticipating that the City will receive a 10% reduction in 2007 and an additional reduction of 10% in 2008 from the 2006 funding level. The proposed amount covers a portion of salary associated with 2.0 FTE in this program and computer costs. Per CDBG regulations, only 20% of the City's allocation may be utilized on administrative costs.
- Staff is proposing to return funding back to the 2006 levels for traffic studies, citizen requests, and special projects that may arise in the Engineering Division's budget for 2008 in the amount of \$14,599. This account was reduced to balance the Department budget in 2007 in order to cover other fixed costs in the department.

- A reduction in the Engineering Division's electricity and gas account due to the final lease payments made in 2007 for the LED traffic signal lights purchased in 2004. This results in an additional savings of \$25,221 in 2008 over 2007.
- Staff is proposing to reduce the Engineering Division budget by \$37,507 for Storm Drainage Program management associated with a 0.5 FTE Indexed Senior Civil Engineer and moving the expense to the Stormwater Fund in 2008. Currently, the Stormwater Fund is covering the cost of 0.5 FTE Indexed Senior Civil Engineer; Staff is proposing to move the other half from the General Fund and fully fund the 1.0 FTE position in the Stormwater Fund. With the program growth anticipated in 2008 with the rate increase, this position will spend all of its time overseeing the day-to-day management of the capital and operating program helping the City adhere to the federal mandates associated with the National Pollutant Discharge Elimination System (NPDES) requirements.

Public Works & Utilities

- Under the Maintenance/Repair account for Street Rehabilitation, a net increase of \$24,551 is proposed for 2008. In 2007, the primary focus of the Street Division will be for residential street preparation, with significant funds spent on concrete replacement, cracksealing, and hot mix asphalt. In 2008, the focus shifts to intense residential street rehabilitation, with significant funds spent on hot chip overlay and resurfacing.
- As noted in a separate Staff Report with tonight's packet, the Large Item Cleanup Program is proposed to be funded partially via a small user service fee. However, the total cost of the program would change from the original \$60,000 proposed in 2007 to \$180,000 in both 2007 and 2008. It is proposed that a \$10 fee per participant household would cover approximately \$70,000 of this cost with the General Fund absorbing the balance of \$110,000. This proposed modification would continue to allow this program to be fully available to all citizens.
- The street light account is proposed to increase by \$60,000 due to the additional costs associated with streetlight electricity and streetlight pole painting by Xcel Energy, which is mandated by Xcel. The total 2008 estimated cost is \$1,632,457, approximately half of this would be covered by the portion of the new infrastructure fee (\$2.00 per month per business and residence) dedicated to street light expenses.
- Staff is proposing to increase the snow removal materials budget by \$24,000 over 2007 for de-icing rock salt. In late 2006, the new salt storage facility is anticipated to be opened along north Huron Street. These funds will permit the stocking of both the storage facility at the Municipal Service Center as well as the north Huron Street location. The increase is due to projected price increases and to an additional 40 lane miles added into service.
- Staff is proposing to reduce the Street Division budget by \$260,000 for street sweeping operations and moving the expense to the Stormwater Fund in 2008. This program provides for better water quality in runoff and helps the City adhere to the federal mandates associated with the National Pollutant Discharge Elimination System (NPDES) requirements. This is a legitimate stormwater expense and this is a practice followed by other cities with stormwater fees.

Parks, Recreation & Libraries

- After the planned dedication of the Armed Forces Tribute Garden in 2007, the Department plans on holding an annual Veteran's Day Event at the new amenity. The cost is absorbed in the Department's special promotions account, so there is not a net increase related to this event. The opportunity for private sponsorships for this event will be explored.
- A new seasonal temporary maintenance position is being proposed in 2008 in the Park Services Division for a cost of \$11,317. This seasonal employee will perform trash removal, restroom cleaning, shelter maintenance, and park cleanup. This temporary position is proposed due to the increased league play at Wolff Run and England Park ball fields, along with the heavy usage of picnic shelter facilities. This position will work four-day weekends (Friday through Monday) during the summer months. PR&L will also explore the possibility of refundable deposits for

baseball leagues and picnic shelter rentals to try and mitigate the high levels of trash being generated and not disposed of properly.

- A new seasonal, part-time temporary position is proposed to assist in operating the Standley Lake Visitor Center on weekends during the high-use season for a cost of \$4,500. This position will process ID photo cards, among other duties. The position will be funded through increased base revenues at Standley Lake and not from the proposed increased boating fees. As previously discussed with City Council, addition revenues outside of operations will be prioritized towards capital improvement needs at Standley Lake and are reflected in a transfer payment to the General Capital Improvement Fund as noted under Central Charges.
- As noted under the Citywide section, water and sewer costs for parks and public facilities (including recreation centers) are proposed to increase \$95,063 over 2007 costs, excluding the addition of the US 36 and Federal Boulevard interchange noted separately below. Increases are due, in part, to new facilities including Big Dry Creek Park, Federal Boulevard landscape improvements, and 92nd Avenue medians west of Pierce Street. \$40,607 of this increase is to address water rate increases in 2008.
- In January of 2008, Park Services will assume responsibility for the maintenance and watering of the 12-acre US 36 and Federal Boulevard interchange. In 2008, a total of \$52,000 is proposed for this expense, which includes \$34,000 for maintenance costs and \$18,000 for water costs. Maintenance will include mowing, trash and graffiti removal, weeding, fertilizing, aerating, and irrigation repair.
- In 2008, PR&L will take over contract administration, but not cost responsibility for water and maintenance for north Huron Street (128th to 150th Avenues) and the 144th Avenue interchange. These costs will continue to be paid out of the respective Capital Improvement Project accounts through 2009 as a balancing measure for the 2008 budget. In 2009, the General Fund and Park Service's operating budget will assume responsibility for these expenses. The current full-year costs are projected at a total of \$201,690 for north Huron Street (Maintenance: \$28,500, Water: \$43,000) and the 144th Avenue interchange (Maintenance: \$77,190, Water: \$53,000).
- A \$1,000, one-time expense is recommended for graphic design services to create a logo for Standley Lake. This logo would be utilized in future marketing on signage and merchandise. Currently, the Standley Lake Regional Park does not have an official logo.
- A total of \$20,000 is proposed to replace the 14-year old floor tile in the Senior Center ballroom. The aging floor is in poor condition due to water damage and subsequent cracking. Hyland Hills will reimburse the City for half of the cost of this project at year-end when reconciling expenditures against total revenues for the facility.
- A total of \$157,397 is recommended for capital outlay items for the Parks, Recreation And Libraries Department including replacement mowers, replacement small engine equipment for parks maintenance, and several replacement printers for patrons and staff at College Hill Library.

UTILITY FUND

Public Works & Utilities

- A decrease of \$10,000 in professional services related to the proposed contract with the City and County of Broomfield to provide technical support related to the Rocky Flats cleanup and closure site monitoring. In 2007, \$20,000 was proposed for technical services. It is anticipated that these technical services will no longer be needed after 2008 but due to uncertainty in the timing of final wrap up at Rocky Flats, Staff is proposing these funds as a precautionary measure.
- As noted under the Citywide section, an increase is proposed in the electricity and gas account of \$183,733 over the proposed 2007 amount. The total energy costs for Public Works and Utilities Department operations totals \$1,748,384 in 2008, an increase of 11.7% over 2007. Included in this amount is the full year of operation of the renovated and expanded Big Dry Creek Wastewater Treatment Facility (BDCWTF). The increased energy costs for the BDCWTF renovation and expansion totals \$307,070 over the two year period, bringing the energy grand total for the wastewater plant to \$805,989 in 2008. Between the combination of energy cost increases

projected and the renovation and expansion of the plant, the total cost for operating the BDCWTF in 2008 has increased by approximately 129% over its 2006 funding level of \$352,307.

- A total of \$103,147 increase is proposed for water contracts. For both the Thornton and Moffat Tunnel water leases, Staff is proposing increases for 2008 since historically the rates increase each year. However, since the rate increases are unknown at this time, Staff is providing best estimates for increases for 2008. The Thornton water lease payments are projected to increase by \$83,010, or approximately 4%. The City must purchase a minimum of 1.8 million MGD per the contract; however, Staff continues to negotiate lower minimum purchase levels on an ongoing basis. The Moffat Tunnel water contract is projected to increase by \$20,137 or a 5% increase over 2007. Westminster has an agreement with Denver Water to purchase 4,500 acre-feet of raw water of which it must pay Denver Water for at least one-half of 3,500 acre-feet regardless of need; however, it is anticipated that at build-out, the entire 4,500 acre-feet of water will be needed.
- Staff is proposing to increase waterline replacement materials by \$70,000, inclusive of 8” PVC pipe replacements, in 2008 in anticipation of increased materials costs. These expenses are associated with staff reprioritizing operations to focus on waterline replacement for long term maintenance.
- Ditch assessments associated with water transmission are projected to increase by \$12,466. The largest increase is associated with the Farmers Highline Canal assessment fees.
- Staff is proposing a total increase of \$28,876 for additional costs associated with the renovation and expansion of the Big Dry Creek Wastewater Treatment Facility for 4 months of operation (this excludes the additional \$95,782 in energy costs previously highlighted). The \$28,876 reflects a reduction of \$21,322 in costs associated with the reduction of chlorine needed at the plant due to the shift to ultraviolet disinfection process and the use of sodium bisulfate for odor control chemicals. When the electricity and gas costs are included, the combined additional ongoing costs resulting from the renovation and expansion total an additional \$114,465 in costs for 2008 (in 2007, the increase totals \$240,164; when adding both years together, the total increase is \$354,629 in annual costs).
- A 6% increase in the assessment charge from Metro Wastewater resulting in an incremental increased cost of \$125,311 and a total cost of \$1,945,408. This is based on Metro Wastewater Reclamation District’s release plan of annual rate increases.
- Capital Outlay for the Department in the Utility Fund totals \$629,180, which is a reduction of \$244,265 from 2007. This reduction is primarily the result of a reduction in the cost of vehicles being scheduled for replacement per the Fleet Maintenance Division. Capital items include replacement, new and upgraded vehicles (some of the previously highlighted vehicles/equipment above), radio replacements, replacement fire hydrants, new housing start water meters, meter transponder replacements, replacement filter control valves, replacement high service pumps, etc. In addition, an upgrade is proposed for a 1985 IHC 1900 crane unit to be replaced with a tandem truck to maximize staff time in the field with waterline repairs and main breaks and also allow the department a backup for snow removal; the upgraded unit includes a lift gate (IHC replacement costs \$58,000; the upgrade to a tandem costs an additional \$109,000 for a total cost of \$167,000).

Information Technology

- In 2008, an Enterprise Anti-Spyware program is proposed to be purchased for \$30,000 to centrally control and eliminate most adware and spyware infiltration into workstations. The City has experienced dramatic increases of spyware infections, resulting in computer performance reduction. Currently, the IT Department experiences 10-12 cases a month where spyware has significantly degraded the functionality of a workstation. IT staff spends on average two hours per case to clean up and recalibrate computer workstations back to normal operation. With the purchase of this new Anti-Spyware program, annual software support to enhance protection against spyware infiltration into the City’s computer system is projected to cost \$5,400 per year to maintain and keep this software current.

Stormwater Fund

- Staff is proposing to fund a 0.5 FTE Indexed Senior Civil Engineer currently in the General Fund and move the expense to the Stormwater Fund in 2008. Currently, the Stormwater Fund is covering the cost of 0.5 FTE Indexed Senior Civil Engineer; Staff is proposing to move the other half from the General Fund and fully fund the 1.0 FTE position in the Stormwater Fund as noted under the Community Development section above.
- Staff is proposing to fund \$260,000 for street sweeping operations in the Stormwater Fund in 2008. This program is currently paid for by the General Fund as noted under the Public Works and Utilities section above.

GOLF COURSE FUND

- Staff is proposing to offset the debt service payments for 2007 and 2008 in The Heritage Golf Course by utilizing a portion of the Open Space Fund moneys earmarked for parks and recreation facilities. Currently, all of the Legacy Ridge Golf Course debt (\$593,299 in 2007 and \$570,729 in 2008) is paid for in the Debt Service Fund from Open Space Fund moneys earmarked for parks and recreation facilities. The Heritage Golf Course debt (\$500,463 in 2007 and \$500,315 in 2008) must remain within the Golf Course Fund as a result of how the debt issue was created. Currently, the Sales and Use Tax Fund offsets The Heritage debt service payments with a transfer payment of \$285,000 in 2006 and is proposed to continue in both 2007 and 2008. In efforts to address the balance of the debt service associated with The Heritage, Staff is proposing to utilize an additional portion of the Open Space Fund moneys earmarked for parks and recreation facilities in the amount of \$163,200 in 2007 and \$192,400 in 2008. The amount transferred from the Open Space Fund to the General Capital Improvement Fund for parks and recreation capital projects will be reduced accordingly. This proposal is another step staff is recommending to help address concerns raised by the City's auditors about the golf course operations and balancing expenditures against revenues. Staff will continue to pursue other revenue generating ideas, including fee increases to keep the courses competitive within the market, creative marketing, and working to increase rounds played at each golf course.

GENERAL CAPITAL OUTLAY REPLACEMENT (GCORF) FUND

- Staff is proposing to utilize \$32,000 of the public safety portion of GCORF fund balance to purchase a new Fleet Maintenance Division lift capable of lifting fire apparatuses. This will allow for a second hydraulic lift for large vehicles, thereby increasing efficiency and effectiveness of Fleet staff. This will enable the Fleet Maintenance Division to more immediately address maintenance needs for fire engines. GCORF is utilized to purchase all General Fund replacement vehicles (with the exception of large fire apparatus that are lease-purchased). The balance in the public safety tax component of the GCORF was \$1,785,589 as of December 31, 2005.

OPEN SPACE FUND

- Staff is proposing a reduction of \$60,000 in the professional services account as the initial renovation projects associated with the Metzger Farm property conclude in 2007. During 2007, Staff is anticipating to incur environmental, planning & repair costs of \$60,000. Staff plans to pursue grant funding to offset costs in 2007 and any that may arise in 2008.
- The Open Space Fund will begin reflecting the annual certificate of participation (COPs) payments for the purchase of the Metzger Farm that was completed in 2006. In 2007, the COP payments total \$565,595 and in 2008 totals \$565,795. However, in both years, Staff is proposing to utilize the \$125,000 proposed each year from Adams County open space attributable share back to the City (reflected in the Capital Improvement Program proposed budget) towards the Metzger Farm acquisition; therefore the amount charged to the Open Space Fund will be reduced by the \$125,000 annually.

DEBT SERVICE FUND

- Overall reduction to the total fund of \$417,075. This is due to the retirement of the 1999 Parks, Open Space and Trails (POST) bond issue during 2007. The savings resulting from this retirement is reflected in the Open Space Fund budget and can be utilized for land acquisition and parks and recreation capital improvement projects.

The above priorities represent the current proposed major incremental operating budget changes proposed in the 2008 Budget. Staff will be in attendance at Monday night's Study Session to provide more details about these priorities and answer any questions that City Council may have with regard to any of these items.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session
August 21, 2006



SUBJECT: Review of Proposed 2007 and 2008 Capital Improvement Program (CIP) Budget Priorities

PREPARED BY: Steve Smithers, Assistant City Manager
Barbara Opie, Assistant to the City Manager
Robert Byerhof, Financial Analyst

Recommended City Council Action

Provide Staff with feedback on the items highlighted below as they relate to the proposed 2007 and 2008 Capital Improvement Program (CIP) Budget priorities.

Summary Statement

- The Proposed Budget for 2007 and 2008 will be submitted to City Council on September 1 for review. After reviewing the Proposed Budget for several weeks, City Council is scheduled to meet on Saturday, September 23, in a Budget Retreat to deliberate on final funding decisions in regards to staffing levels, programs, services, and capital projects for both fiscal years 2007 and 2008.
- The intent for the discussion at Monday night's Study Session is to apprise City Council of what the City Manager will be proposing in the 2007 and 2008 Capital Improvement Program (CIP) Budgets assuming revenues are sufficient to fund the proposed priorities and, in turn, to provide Staff with any feedback regarding these recommendations. No specific decisions by City Council are expected on Monday evening since those will be made after all the public meetings/hearings and the Budget Retreat are held. Council's final decisions will be made with the adoption of the 2007/2008 Budget in October.
- Staff continues to refine the proposed 2007 and 2008 Capital Improvement Program budget; therefore, City Council may see some minor modifications in the final proposed budget that is distributed in September.
- Appropriate Staff will be present Monday night at the Study Session to review the proposed 2007 and 2008 CIP and respond to City Council's questions regarding the recommended priority projects.

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

Policy Issue

Does City Council generally agree with the overall 2007 and 2008 capital improvement priorities as preliminarily proposed by Staff?

Alternative

City Council may provide Staff with alternative approaches to 2007 and 2008 capital improvement priorities as deemed appropriate.

Background Information

City Council is scheduled to review the proposed 2007 and 2008 General Fund and Utility Fund Capital Improvement Program (CIP) at the August 21 Study Session. The practice of having Staff and City Council review the proposed CIP for the ensuing budget years prior to the Budget Retreat has been productive in past years. Attached is a summary list of the projects proposed for 2007 and 2008, including a brief description and estimated cost of each project. The amounts shown indicate what the City Manager’s Office is proposing based on projected available funding in 2007 and 2008. The proposed 5-year CIP budget will be included within the Proposed 2007/2008 Budget document to be delivered to City Council on September 1. The focus at Monday’s Study Session will be on the proposed 2007 and 2008 CIP budget since these two years will be officially adopted and appropriated in October.

The main focus of the overview is to inform City Council of those CIP projects deemed to be a priority for the next two years. No decisions from City Council are expected at this overview. Any comments from Council members are welcomed and would be helpful to Staff in finalizing the proposed 2007/2008 Budget.

It is projected that pay as you go funds will be available for capital improvement projects as follows:

PROPOSED 2007 CIP	
Revenue Source	Available Funds
General Capital Improvements	\$3,671,000
Public Safety Capital Improvements	\$391,000
Park Capital Improvements	\$4,083,000
<i>Subtotal General CIP Funds</i>	<i>\$8,145,000</i>
Wastewater and Water Improvements	\$18,523,000
Stormwater Improvements	\$644,000
<i>Subtotal Utility CIP Fund</i>	<i>\$19,167,000</i>
Grand Total 2007 PROPOSED CIP	<u>\$27,312,000</u>

PROPOSED 2008 CIP	
Revenue Source	Available Funds
General Capital Improvements	\$3,335,000
Public Safety Capital Improvements	\$748,000
Park Capital Improvement	\$4,341,000
<i>Subtotal General CIP Funds</i>	<i>\$8,424,000</i>
Wastewater and Water Improvements	\$20,810,000
Stormwater Improvements	\$1,264,000
<i>Subtotal Utility CIP Fund</i>	<i>\$22,074,000</i>
Grand Total 2008 PROPOSED CIP	<u>\$30,498,000</u>

The total proposed 2007 Capital Improvement Fund is \$27,312,000 consisting of 66 projects. When considering all sources of funding in 2007, the total proposed General Capital Improvement Fund is \$8,145,000 and consists of 33 projects. All of the projects proposed in the 2007 Utility Fund Capital Improvement program are predicated on a “pay-as-you-go” basis in the amount of \$19,167,000, consisting of 33 projects.

The total proposed 2008 Capital Improvement Fund is \$30,498,000 consisting of 62 projects. When considering all sources of funding in 2008, the total proposed General Capital Improvement Fund is \$8,424,000 and consists of 32 projects. All of the projects proposed in the 2008 Utility Fund Capital Improvement program are predicated on a “pay-as-you-go” basis in the amount of \$22,074,000, consisting of 30 projects.

The General Fund CIP and Utility Fund CIP are made up of one time revenue sources such as building and use taxes, park development fees, lottery proceeds, open space revenue, utility tap fees, and carryover funds. They continue to remain strong, primarily as a result of conservative fiscal policy including conservative budgeting. Projects in the public safety CIP are proposed to be funded via the public safety tax that was approved by voters in November of 2003. The public safety tax allows for \$391,000 in 2007 and \$748,000 in 2008 capital improvements that may not have been otherwise possible.

The 2007 and 2008 Utility Fund CIP reflects the more aggressive approach to repair and replace the water and wastewater system to ensure high quality and reliable service. Staff will be returning with the results of the Infrastructure Master Plan Study (conducted by URS Corporation) on the entire water and wastewater system at the September 12 Study Session and the Reclaimed Water System Master Plan at the September 18 Post City Council meeting. City Council will find in the attached description list of projects some broader categories with significant funding proposed. This is based on information received from the City’s consultants on the level of funding for system-wide maintenance that will be needed. The Study Session and Post City Council meeting will help identify more specific details associated with these projects.

The Utility Fund CIP reflects the proposed rate increase to the Stormwater Fund in 2008. The rate increase in 2008 will allow for a more proactive approach to addressing stormwater issues throughout the City. City Council will see that the entire program for 2008 for the Stormwater Fund is proposed to be placed into the Miscellaneous Stormwater Projects (based on the current rate structure) and Stormwater Capital Reserve (based on the anticipated funds to be generated by the rate increase). Staff intends to utilize the next nine months to update the Stormwater Master Plan and return during the mid-year budget review in September 2007 with the plan and proposed capital improvement projects for 2008. Staff will be bringing a request to City Council in the next month to utilize funds from the Stormwater Capital Reserve towards the hiring of a consultant to assist with the update to the Stormwater Drainage Master Plan.

The total CIP continues to reflect an aggressive effort to move forward on many capital improvement “fronts” to address the City’s needs as well as to enhance community quality of life. These improvements not only benefit existing citizens, but also act to strengthen the tax base and act as an economic development influence for the type and quality of businesses the City is seeking to attract to Westminster.

Appropriate Staff will be present Monday night at the Study Session to review the proposed 2007 and 2008 CIP and respond to City Council’s questions regarding the recommended priority projects.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

PROPOSED 2007 CAPITAL IMPROVEMENT PROGRAM

Proposed General Fund Capital Improvement Projects

General Capital Improvements:

New Traffic Signals/Speed Control Devices	\$145,000
New Development Participation	\$200,000
Community Development Project Manager	\$81,000
Geographic Information System (GIS) Upgrades	\$75,000
104 th Avenue and Sheridan Boulevard Intersection Improvements	\$500,000
Arterial Roadway Grinding/Resurfacing	\$500,000
80 th Avenue/Federal Boulevard Intersection Improvements	\$700,000
99 th Avenue Trail Connection	\$150,000
City Facilities Parking Lot Maintenance Program	\$100,000
South Westminster Revitalization Projects/Historic Preservation	\$415,000
Building Operations and Maintenance Major Maintenance	\$400,000
Business Facelift Program	\$50,000
Open Space Land Purchase Reimbursement	\$100,000
City Hall Courtyard and Delivery Drive Ramp Renovation	\$200,000
Computer Room Air Conditioning System	<u>\$55,000</u>
Proposed 2007 General Capital Improvements Total	\$3,671,000

Public Safety Capital Improvements

Fire Station Major Maintenance/Remodel	\$60,000
Firefighting Simulator/Burn Building	\$75,000
Public Safety Facilities' Maintenance (BO&M)	\$65,000
Public Safety Capital Reserve	<u>\$191,000</u>
Proposed 2007 Public Safety Capital Improvements Total	\$391,000

Park Capital Improvements:

Community Enhancement Program	\$1,100,000
Median Rehabilitation	\$150,000
Greenbelt and Drainage Improvements	\$50,000
Trail Development	\$125,000
Landscape Architect II/Project Manager	\$61,000
128 th and Huron Park	\$250,000
Cheyenne Ridge Park	\$300,000
Recreation Facilities Improvements	\$250,000
Park Maintenance (JCOS)	\$425,000
Adams County Open Space Land Acquisition	\$125,000
Park Renovation Program	\$650,000
Golf Course Improvements	\$50,000
Standley Lake Regional Park Improvements	\$119,000
Parks & Recreation Capital Reserve	<u>\$428,000</u>
Proposed 2007 Park Improvements Total	\$4,083,000

PROPOSED 2007 GENERAL FUND Total **\$8,145,000**

Proposed 2007 Utility Fund Capital Improvement Projects

Wastewater and Water Capital Improvements:

PACP Sanitary Sewer Line Trenchless Rehabilitation	\$2,100,000
PACP Sewer Line Open-Cut Replacement	\$1,686,000
94 th Ave / Quitman Lift Station Elimination	\$200,000
Hyland Village Sewer Upsizing – McStain / 98 th and Sheridan	\$100,000
99 th / Wadsworth Sewer Line Improvements	\$100,000
GIS Mapping/Modeling Improvements – Wastewater portion	\$50,000
Computer Room Air Conditioning System	\$55,000
Water Meter & Transponder Replacement Program	\$4,000,000
Open-Cut Water Line Replacements	\$3,000,000
Reclaimed Raw Water System Interconnection	\$1,000,000
Municipal Service Center Renovation	\$3,750,000
Zone 14 Pump Station	\$500,000
SWTF Filter 1-14 Media Replacement	\$250,000
SWTF Backwash Pump Replacement	\$85,000
SWTF HSPS Meter Replacement	\$70,000
SWTF Raw Water Vault Re-Build	\$200,000
80 th / Federal Water Line Improvements	\$100,000
Phase 3 Filing – Country Club Highlands Zuni Main Upsizing	\$200,000
SWTF Filter 1-6 Effluent Valve Replacement	\$80,000
102nd Avenue Reclaimed Pipeline Extension	\$185,000
Reclaimed Water New User Connections	\$165,000
Wandering View Roof Replacement	\$75,000
Reclaimed Water Project User Retrofits	\$169,000
GIS Elevation Update	\$50,000
System-wide SCADA Enhancements	\$125,000
GIS Mapping/Modeling Improvements – Water portion	\$50,000
JBR Aeration System Replacement	\$50,000
RWTF Security Fencing	\$78,000
TEAM System Enhancements	<u>\$50,000</u>
Proposed 2007 Wastewater and Water Capital Improvements Subtotal	\$18,523,000

Stormwater Capital Improvements:

Miscellaneous Storm Drainage Improvements	\$80,000
City Park Channel Improvements (Lowell to Big Dry Creek)	\$214,000
Cozy Corner Tributary Number 5	\$150,000
Quail Creek Osage to Huron	<u>\$200,000</u>
Proposed 2007 Stormwater Capital Improvements Subtotal	\$644,000

PROPOSED 2007 UTILITY FUND Total **\$19,167,000**

PROPOSED 2007 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL **\$27,312,000**

PROPOSED 2008 CAPITAL IMPROVEMENT PROGRAM

Proposed General Fund Capital Improvement Projects

General Capital Improvements:

New Traffic Signals/Speed Control Devices	\$125,000
New Development Participation	\$200,000
Community Development Project Manager	\$83,000
Geographic Information System (GIS) Upgrades	\$72,000
Arterial Roadway Grinding/Resurfacing	\$500,000
112 th Avenue (Federal to Huron) Improvements	\$292,000
BDC Trail Upgrade at Wadsworth Blvd	\$750,000
120 th Avenue Access to DIA	\$108,000
City Facilities Parking Lot Maintenance Program	\$100,000
South Westminster Revitalization Projects	\$400,000
Building Operations and Maintenance Major Maintenance	\$450,000
Open Space Land Purchase Reimbursement	\$150,000
Major Software Upgrades	<u>\$105,000</u>
Proposed 2008 General Capital Improvements Total	\$3,335,000

Public Safety Capital Improvement

Fire Station Major Maintenance/Remodel	\$60,000
Firefighting Simulator/Burn Building	\$150,000
Fire EMS Field Reporting	\$50,000
Public Safety Facilities' Maintenance (BO&M)	\$65,000
Major Software Upgrades	\$100,000
Public Safety Capital Reserve	<u>\$323,000</u>
Proposed 2008 Public Safety Capital Improvement Total	\$748,000

Park Capital Improvements:

Community Enhancement Program	\$1,120,000
Median Rehabilitation	\$150,000
Greenbelt and Drainage Improvements	\$50,000
Trail Development	\$125,000
Landscape Architect II/Project Manager	\$64,000
Recreation Facilities Improvements	\$300,000
Park Maintenance (JCOS)	\$433,000
Open Space Land Acquisition	\$125,000
Park Renovation Program	\$650,000
Golf Course Improvements	\$50,000
Standley Lake Regional Parks Improvements	\$155,000
City Center Park	\$820,000
Parks & Recreation Capital Reserve	<u>\$299,000</u>
Proposed 2008 Park Improvements Total	\$4,341,000

PROPOSED 2008 GENERAL FUND Total **\$8,424,000**

Proposed Utility Fund Capital Improvement Projects

Wastewater and Water Capital Improvements:

PACP Sanitary Sewer Line Trenchless Rehabilitation	\$2,000,000
PACP Sewer Line Open-Cut Replacement	\$1,500,000
94 th Ave / Quitman Lift Station Elimination	\$1,800,000
GIS Mapping/Modeling Improvements – Wastewater portion	\$125,000
Major Software Upgrades	\$45,000
Open-Cut Water Line Replacements	\$4,355,000
Reclaimed Raw Water System Interconnection	\$6,200,000
80 th / Federal Water Line Improvements	\$400,000
Reclaimed Water New User Connections	\$100,000
GIS Mapping/Modeling Improvements – Water portion	\$125,000
TEAM System Enhancements	\$100,000
Zone 4 Pump Station Replacement	\$1,000,000
Northridge Tank Improvements	\$100,000
SWTF Maintenance Shop Expansion	\$100,000
SWTF BIF SCADA Replacement	\$236,000
SWTF Permanganate Bulk Storage	\$75,000
SWFF North Trac Vac Pump System Improvements	\$54,000
Westmoor Tech Park Pipeline Extensions/User Connections	\$200,000
SWTF Lime System Improvements	\$75,000
SWTF Electrical System Improvements	\$150,000
SWTF Clearwell Site Fencing	\$75,000
NWTF Site Fencing	\$75,000
SWTF Access Control System	\$345,000
SWTF North Basin Roof Replacement	\$150,000
Water Pressure Zones Enhancements	\$1,000,000
South Westminster Non-Potable System	\$100,000
England WTF Decommissioning	\$300,000
Utility Fund Facilities Parking Lot Management	<u>\$25,000</u>
Proposed 2008 Wastewater and Water Capital Improvements Subtotal	\$20,810,000

Stormwater Capital Improvements:

Miscellaneous Storm Drainage Improvements	\$625,000
Stormwater Capital Reserve	<u>\$639,000</u>
Proposed 2008 Stormwater Capital Improvements Subtotal	\$1,264,000

PROPOSED 2008 UTILITY FUND Total **\$22,074,000**

PROPOSED 2008 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL **\$30,498,000**

PROPOSED 2007 AND 2008 CAPITAL PROJECT DESCRIPTIONS

General Fund Capital Improvement Projects

General Capital Improvements:

New Traffic Signal/Speed Control Devices

Proposed 2007 = \$145,000

Proposed 2008 = \$125,000

This project provides funding for traffic signal installations and speed control devices. As traffic volumes increase on streets that intersect the City's arterial roadways, those intersections may qualify for the installation of a traffic signal. Citizens in neighborhoods with heavy traffic flow frequently make these requests. This level of funding along with previously appropriated (and unencumbered) funds that currently reside in the New Traffic Signals project could provide for one full four-way traffic signal in 2007 as well as potentially one or two speed control devices. The speed control devices would be installed in concert with the Drive Wise neighborhood traffic calming program to help drivers be more aware of their speeds.

New Development Participation

Proposed 2007 = \$200,000

Proposed 2008 = \$200,000

This project provides funding for the City's share of certain public improvements installed by private developers. For 2007 and 2008, it is anticipated that City participation will be required to reimburse the developer of the parcel located on the west side of Sheridan Boulevard between the Farmers High Line Canal and 98th Avenue for the cost of the construction of the north one-half of 98th Avenue (where it abuts City open space) and the cost of the installation of one-half of a new traffic signal at the intersection of Sheridan Boulevard/96th Avenue (where cash-in-lieu of construction of this signal was previously collected from the developer of the property located on the east side of the intersection).

Community Development Project Manager

Proposed 2007 = \$81,000

Proposed 2008 = \$83,000

This project funds a 1.0 FTE Senior Engineer that is indexed to construction activity. Roadway and bridge construction activity remains well above the benchmarks that were established by City Council in 1994. Since that time, the project management responsibilities associated with the Storm Water Utility have also been added to the workload of the Department. The City has enjoyed great success and cost-savings on many projects of the past 12 years by providing sufficient personnel to allow the Department's engineers to take an active "hands on" approach to project management.

Geographic Information System (GIS) Upgrades

Proposed 2007 = \$75,000

Proposed 2008 = \$72,000

This ongoing project provides funding for the continual enhancement of the City's geographic information system (GIS). Specific enhancements planned include the GIS component of the Computerized Maintenance Management System which will use the GIS as a basis for inventorying and budgeting for infrastructure needs in the Public Works and Utilities Department. Also planned are the development of the GIS intranet and internet sites and the direct link to the pavement management and snow route mapping systems. In 2007, funds are requested for GIS participation in the survey control modernization effort associated with the GIS elevation update.

104th Avenue and Sheridan Boulevard Intersection Improvements

Proposed 2007 = \$500,000

Proposed 2008 = \$0

This project will provide double left turns for both northbound and southbound Sheridan Boulevard, three through lanes for east-bound 104th Avenue approaching Sheridan Boulevard, and

three through lanes for north-bound Sheridan Boulevard approaching 104th Avenue. The project also includes channel improvements to Hylands Creek immediately south of 104th Avenue. The project will improve the intersection capacity so traffic approaching the intersection from east-bound 104th Avenue and north-bound Sheridan Boulevard does not back up during rush hour traffic as badly as it currently does. The proposed improvements will allow turning vehicles to get out of the through lanes more quickly, thus enhancing the traffic flow through the intersection. 50% of the total funding for this project is from a federal grant.

Arterial Roadway Grinding/Resurfacing

Proposed 2007 = \$500,000
Proposed 2008 = \$500,000

This ongoing project provides funding for one or more arterial roadway per year is proposed for resurfacing the existing pavement for a smoother ride, elimination of ruts, and resealing of the surface of the roadway. Proposed improvements to the existing pavement on major arterials will extend the life of the pavement and offset the high cost of repairs with a cost savings being realized over time, due to the elimination of rutting and weak areas. The asphalt mix design, which would be used, is highly resistant to rutting and traffic loads. In 2007, Huron Street from 120th Avenue to 128th Avenue, 80th Avenue from Sheridan Boulevard east to the City limits, and 128th Avenue from Zuni Street to Huron Street have been identified as projects. Proposed arterial roadways for 2008 include Sheridan Boulevard from 113th Avenue to 120th Avenue and 72nd Avenue from Zuni Street to Lowell Boulevard.

112th Avenue (Federal to Huron St)

Proposed 2007 = \$0
Proposed 2008 = \$292,000

This project sets aside funding for the future construction of 112th Avenue to minor arterial street standards with two travel lanes in each direction, turn lanes at intersections and a painted median. With the installation of the bridge over I-25 by the City of Northglenn, 112th Avenue now serves as a convenient alternative to the congested 120th Avenue for area motorists. Traffic counts indicate the current need to widen the entire length of the street between Huron Street and Federal Boulevard to minor arterial standards. The City of Northglenn will participate in the cost of this project.

80th Avenue and Federal Blvd Intersection Improvements

Proposed 2007 = \$700,000
Proposed 2008 = \$0

The project is for the construction of intersection improvements at 80th Avenue and Federal Boulevard. The project will create additional left and right-turn capacity for north and southbound Federal Boulevard along with an additional receiving lane for 80th Avenue west of Federal. A new traffic signal will also be installed. Overhead utilities will be placed underground and sidewalks will be installed throughout the project area. The improvements will enhance the flow of traffic, particularly the northbound to westbound left turn which is currently very congested during peak travel times. This is a federal-aid project where the local funding commitments from the City, Adams County and the State will secure nearly \$2.5 million in federal funding. The Colorado Department of Transportation (CDOT) is managing the project and construction is intended to begin in 2007. The City's share appropriated to date totals \$455,000; the additional funds proposed in 2007 will bring the City's total contribution to \$1,155,000 for this project. The intersection improvements are estimated to cost a total of \$4.4 million.

Big Dry Creek Trail Upgrade at Wadsworth Blvd

Proposed 2007 = \$0
Proposed 2008 = \$750,000

The primary purpose of this project is to construct a bridge on Wadsworth Boulevard over Big Dry Creek for a grade separated pedestrian crossing. The vertical realignment of the road to accommodate this pedestrian crossing requires the reconstruction of Wadsworth Boulevard from

98th Avenue to 99th Place to minor arterial street standards as part of the project. (The total project cost is \$4.29 million, of which the City has appropriated \$1,395,000 to date. The federal government is funding half of the project as part of the trail underpass project.)

99th Avenue Trail Connection

Proposed 2007 = \$150,000

Proposed 2008 = \$0

This project is proposed to construct a trail between the Burlington Northern Santa Fe (BNSF) railroad underpass at the west end of 99th Avenue and along 99th Avenue to old Wadsworth Boulevard, which will provide a safer means for pedestrian and bicycle traffic rather than having to walk/ride on the 99th Avenue roadway. (The City has received a grant of \$45,000 of T-21 federal funds towards this project.)

120th Avenue Access to Denver International Airport

Proposed 2007 = \$0

Proposed 2008 = \$108,000

This project provides funding for the City's share of the cost of a regional effort to extend 120th Avenue between Quebec Street and US Highway 85 as part of an agreement with Adams County to assist with the extension. In 1999, City Council Resolution No. 88 defined the City's commitment of \$88,400 to pay for a share of the initial construction of a two-lane road over the South Platte River that would provide convenient access to DIA for Westminster residents. In 2002, the City committed another \$20,000 for a share of the cost to widen 120th Avenue to four lanes. (The total cost of the entire project was approximately \$37.3 million, which included \$19.3 million of federal funds, \$16.5 million of Adams County funding and \$1.5 million of local funding from benefitting municipalities.)

City Facilities Parking Lot Maintenance Program

Proposed 2007 = \$100,000

Proposed 2008 = \$100,000

Annual contractual crackseal, resurfacing, sealcoating and concrete replacement as required at 86 municipal sites. 46 locations have pavement requiring regular maintenance and two courtyards need annual maintenance. Rotation for asphalt pavements requires cracksealing every three years and sealcoating every six years. Funding assures timely preventive maintenance based on sound pavement management practices. In 2007, ten locations are proposed to receive sealcoating, seven cracksealing, and three concrete maintenance work. In 2008, seven locations are proposed to receive sealcoating, six cracksealing, and three concrete maintenance work

South Westminster Revitalization Projects

Proposed 2007 = \$415,000

Proposed 2008 = \$400,000

This project provides City funding assistance to numerous redevelopment projects located within the South Westminster Renewal area. A prime example of the type of redevelopment that could benefit from this project is the proposed transit oriented development in the vicinity of the 70th Avenue/Irving Street commuter rail station. There are many urban renewal projects in various stages of implementation throughout the southern portion of the City. Surveys of City residents indicate strong concerns for the appearance and viability of the southern commercial areas

Building Operations & Maintenance Major Maintenance

Proposed 2007 = \$400,000

Proposed 2008 = \$450,000

This on-going project is proposed for the maintenance and repair of City facilities that are larger in scope than the projects funded in the operating budget, such as carpet, roof, and glass/window replacement and floor refinishing at various facilities. Projects for 2007 include replacing the roof at the Animal Shelter; replacing carpet in offices at City Hall, throughout the City Park Fitness Center, Swim and Fitness Center and Municipal Court; replacing the clock tower controls; replacement of failing glass windows and seals at City Hall and City Park Recreation Center; and

replacing the fire alarm panel at City Hall. In 2008, projects include replacement of the roof at City Hall; completion of replacing carpet in offices at City Hall and Municipal Court; replacing the wood floor at City Park Recreation Center; and replacement of failing glass windows and seals at City Hall. This project also includes funding for emergency repairs for items not anticipated.

Business Facelift Program

Proposed 2007 = \$50,000

Proposed 2008 = \$0

This program provides matching grant funds to businesses and commercial property to improve building exteriors and/or site improvements in the south Westminster area. Eligible improvements include paint, architectural enhancements, landscaping, and signage. The program has been successful in encouraging smaller businesses and property owners to spend an matching amount or substantially more of their own funds to improve the appearance of their property which in turn gradually improves the character of the neighborhood.

Open Space Land Purchase Reimbursement

Proposed 2007 = \$100,000

Proposed 2008 = \$150,000

This project is proposed for the reimbursement of the Open Space Fund for rights-of-way acquired over several open space properties purchased with open space sales tax funds. The rights-of-way were acquired prior to July 2004 and reimbursement has been deferred until 2007, with funding proposed over the next five years for a total of \$860,000 being repaid to the Open Space Fund.

City Hall Courtyard and Delivery Ramp Renovation

Proposed 2007 = \$200,000

Proposed 2008 = \$0

This project is for the removal and replacement of deteriorated steps, concrete panels and brick banding in the City Hall Courtyard as well as the replacement of deteriorated delivery drive ramp slabs. City Hall is 18 years old and the mortar securing the decorative brick banding inlay on the courtyard has deteriorated, allowing moisture freeze/thaw to damage some of the colored concrete panels and the step areas. The courtyard has been sealed and caulked annually but continued to deteriorate, especially the mortar securing the brick steps which have been repaired several times. Staff has researched various repair methods and recommends the total removal of the steps and brick banding. Staff is currently evaluating options that may include replacing the brick steps and banding with stamped colored concrete that will extend the useful life of the courtyard and minimize annual maintenance costs..

Secondary Computer Room Air Conditioning Unit

Proposed 2007 = \$55,000

Proposed 2008 = \$0

This project is for the purchase and installation of a second air conditioning unit for the computer room at City Hall. With only one air conditioning unit serving the computer room, the Building Operations and Maintenance Division is unable to shut down the current unit to perform the recommended quarterly inspections and all comprehensive preventative maintenance. A secondary computer room air conditioner will allow routine maintenance to be completed on the main air conditioning unit without interrupting the functionality of the computer room as well as serve in general as a back up unit should the primary air conditioning unit fail. (The total project costs \$110,000; since this project benefits both the General and Utility Fund, it is proposed that the two funds share the cost.)

Major Software Upgrades

Proposed 2007 = \$0

Proposed 2008 = \$105,000

This project is for the recurring upgrade costs associated with major software applications such as Microsoft software and the Police and Fire Departments' Computer Aided Dispatch/Records Management System (CAD/RMS) software. The next major upgrade to the Microsoft software

program is anticipated for 2008/2009 as is the next major upgrade to the CAD/RMS system. Staff believes it is more cost effective to repurchase Microsoft Office on a four year cycle instead of receiving those updates through a more costly maintenance alternative. These software products require upgrades to acquire new features and to guarantee ongoing vendor support. (The total project costs \$250,000 in 2008 funding the full upgrade for the CAD/RMS system and funding half of the Microsoft Office software upgrade; an additional \$150,000 is proposed in 2009 for completing the Microsoft Office upgrade. Since this project benefits the General, Public Safety, and Utility components of the City, it is proposed that the three funding sources share the cost.)

<i>Proposed 2007 General Capital Improvements Total</i>	<i>\$3,671,000</i>
<i>Proposed 2008 General Capital Improvements Total</i>	<i>\$3,335,000</i>

Public Safety Capital Improvement Projects:

Fire Station Major Maintenance/Remodel

Proposed 2007 = \$60,000

Proposed 2008 = \$60,000

These funds are proposed for both the remodeling and interior updating of each Fire Station as identified and prioritized. This project will address the on-going major fire station maintenance needs such as carpet replacement, painting, HVAC upgrades, fencing, and window replacement.

Firefighting Simulator/Burn Building

Proposed 2007 = \$75,000

Proposed 2008 = \$150,000

This project is proposed for site improvements and the design and construction of a firefighting simulator/burn building at the existing Fire Department Training facility located at 3851 Elk Drive. Site improvements proposed include the addition of a fire hydrant, extension of the concrete slab area, adding electrical utilities, sanitary facilities, rehab and briefing area, storage building and fencing the entire site for security. The new simulator will be added to the existing five story training tower and will be equipped with 2 burn rooms, roof chop outs, forcible entry simulator, smoke distribution system, and moveable maze partition panels. (The total project is estimated to cost \$500,000; the balance of funding is proposed in 2009 and 2010.)

Fire EMS Field Reporting

Proposed 2007 = \$0

Proposed 2008 = \$50,000

In 2006, the Fire Department installed a field reporting program and "tablet" style PC on each of the ambulances. Using the portable tablet PC, the ambulance personnel are able to complete incident reports in the field which are automatically linked to the Fire Department's Record Management System (RMS). This project is proposed to expand and purchase tablets for use in 14 frontline units plus 2 spares, extending field reporting to all fire engine/ladder companies and the Fire Prevention Bureau. The tablets eliminate duplicate report writing as currently the reports are hand-written and then are re-entered in the Report Management System (RMS). (The total project is estimated to cost \$93,000; the balance of funding is proposed in 2009.)

Public Safety Facilities Maintenance (BO&M)

Proposed 2007 = \$65,000

Proposed 2008 = \$65,000

Funds are proposed for the maintenance costs for the Public Safety Center and Fire Stations throughout the City. Identified projects include replacement of floor coverings, roof, windows, exterior repairs, and kitchen and bathroom remodeling. Funds will be accrued in this account to fund these needs in future years as appropriate.

Major Software Upgrades

Proposed 2007 = \$0

Proposed 2008 = \$100,000

This project is for the recurring upgrade costs associated with major software applications such as Microsoft software and the Police and Fire Departments' Computer Aided Dispatch/Records Management System (CAD/RMS) software. This is proposed to be an ongoing project managed by the Information Technology Department to keep the CAD/RMS system upgraded and current

Public Safety Capital Reserve

Proposed 2007 = \$191,000

Proposed 2008 = \$323,000

This project represents the incremental difference between operating and capital expenses and revenues associated with the public safety sales and use tax projected for 2007 and 2008. Staff recommends that these funds be set aside to finance future years' facility replacement needs. The public safety sales tax increase was developed to provide for existing and future public safety needs in Westminster. Any surplus revenue that exists beyond what is needed in any given year to pay for existing services and some enhancements will be set aside to provide for future public safety needs. Any proposed use of these funds will be brought back by Staff to City Council for official approval.

Proposed 2007 Public Safety Capital Improvements Total

\$391,000

Proposed 2008 Public Safety Capital Improvements Total

\$748,000

Park Capital Improvements:

Community Enhancement Program

Proposed 2007 = \$1,100,000

Proposed 2008 = \$1,120,000

These projects are funded from the hotel and accommodation tax. This tax allows the City to fund projects that benefit the entire community. Pursuant to the Master Plan adopted by City Council on March 13, 2006, the plan serves as a planning guide for all future City enhancement development, including medians, gateways, bridges, public art, lights and banners. Anticipated projects for 2007 and 2008 include: banner design and installation, median maintenance and renovation, Neighborhood Enhancement Grants, right-of-way improvements, city gateways, bridge upgrades, art/sculpture throughout the City, illuminated street signs, and phasing of decorative lighting. It also pays the salaries of five full-time equivalents (FTEs) associated with program implementation and maintenance.

Median Rehabilitation

Proposed 2007 = \$150,000

Proposed 2008 = \$150,000

These funds provide for median plant material throughout the City to be rehabilitated/replaced on a rotating scheduled. Medians are a vital part of the City of Westminster by providing both a nice driving experience and upgrade commercial and retail areas. The harsh environment means that plant material and irrigation needs to be refurbished on a 5 to 7 year cycle.

Greenbelt and Drainage Improvements

Proposed 2007 = \$50,000

Proposed 2008 = \$50,000

These funds provide for additional right of way improvements in greenbelt and drainage areas along with mandated Corp of Engineers wetland mitigation and State drainage permitting. Examples of these areas include Airport Creek (Sheridan Green), Walnut Creek, Big Dry Creek trail discharge permit (100th and Wads.), and Quails Creek (134th and Huron).

Trail Development

Proposed 2007 = \$125,000

Proposed 2008 = \$125,000

This project is proposed to complete trail connections, including bridges where applicable, throughout the city. Some scheduled projects include: Standley Lake, Walnut Creek, Big Dry

Creek, Farmer's High Line Canal and Vogel Pond. The Trails Master Plan identifies several trail connections throughout the City to be constructed. This project works to construct those connections to make the Master Plan a reality.

Landscape Architect II/ Project Manager

Proposed 2007 = \$61,000

Proposed 2008 = \$64,000

This project funds a 1.0 FTE Landscape Architect II that is indexed to park and trail development activities. This position concentrates on trail development, grant acquisition, grant administration and park development.

128th and Huron Park

Proposed 2007 = \$250,000

Proposed 2008 = \$0

This project is for the construction of an 18-acre park that will serve as a community park. It will consist of soccer, ballfields, shelters, picnic areas and a play area. This park is located adjacent to Big Dry Creek Open Space and Trail System. The total project is estimated to cost approximately \$2.2 million. The City has appropriated \$750,000 to date; Hyland Hills Park and Recreation District is contributing \$500,000 towards the project. The remaining cost will be addressed through the pursuit of Adams County grants and/or the reduction in scope of the project.

Cheyenne Ridge Park

Proposed 2007 = \$300,000

Proposed 2008 = \$0

This project is for the development of a 5-acre neighborhood park located on north of 144th Avenue in the Cheyenne Ridge neighborhood. Minor park improvements were implemented in the year 2000 for \$24,000, which included 40 trees that were irrigated and a soft trail around the perimeter of the site. The funds proposed will allow for a small playground to be installed and some landscaping on the site, with a portion of the site to remain in its native condition.

Recreation Facilities Improvements

Proposed 2007 = \$250,000

Proposed 2008 = \$300,000

This project provides ongoing funding for the various Recreation Facilities for projects that will upgrade, update and/or renovate existing facilities. Projects for 2007 and 2008 include: locker room renovations, pool tile replacement and grouting, weight and cardio equipment replacement, classroom and program area enhancements. Other projects include pool attractions, completion of video security systems, and modification of the current Rapids rental space.

Park Maintenance (JCOS)

Proposed 2007 = \$425,000

Proposed 2008 = \$433,000

This project is proposed to continue funding nine staff members (3.0 FTE Crewleaders, 2.0 FTE Irrigators and 4.0 FTE Parkworker positions) in the Park Services Division via the use of Jefferson County attributable share funds. These positions perform needed maintenance in the Jefferson County portion of the City open space and at City Park. As the City continues to grow its park and open space program, expanded service levels are required to maintain the properties developed and/or acquired.

Adams County Open Space Land Acquisition

Proposed 2007 = \$125,000

Proposed 2008 = \$125,000

These funds are proposed for the acquisition of additional open space lands in Westminster. These funds are a portion of the open space sales tax revenue received from Adams County from the 2001 voter-approved tax, so the funds must be utilized for acquisitions within the Adams County portion of the City. In 2007 and 2008, Staff is proposing that these funds be utilized towards the certificates of participation (COP) payments due for the Metzger Farm open space acquisition

completed in 2006. The annual payments for the Metzger property are \$565,595 in 2007 and \$565,795 in 2008. The balance of these COP payments will be made from the Open Space Fund budget in each year.

Park Renovation Program

Proposed 2007 = \$650,000

Proposed 2008 = \$650,000

This project provides annual funding for existing parks that are in need of repair and renovation. Renovations planned for 2007 include Torri Square Park shelter area replacement; Nottingham Park playground and surfacing replacement; Squires Park basketball court resurfacing; England Park playground replacement. In addition, funding will provide for minor improvements such as re-painting, drainage improvements to Cotton Creek Park, Westy T-Ball, Foxshire Park and Stratford Lakes Park, and miscellaneous structural and play equipment repairs as needed throughout the City.

Golf Course Improvements

Proposed 2007 = \$50,000

Proposed 2008 = \$50,000

This project is proposed to fund improvements that will upgrade, update and/or renovate existing facilities at The Heritage Golf Course at Westmoor and The Legacy Ridge Golf Course. Projects proposed for 2007 and 2008 include restroom renovations, some carpet replacement, restaurant equipment replacement, phone system replacement, and shop fixtures.

Standley Lake Capital Improvements

Proposed 2007 = \$119,000

Proposed 2008 = \$155,000

This project is proposed to fund improvements that will upgrade, update and/or renovate existing facilities at the Standley Lake Regional Park. Pursuant to the proposed boating fee permit increase in 2007, the increased revenues will offset needed capital improvements at the regional park. Improvements proposed in 2007 and 2008 include phased restroom construction and piping, campground equipment repair and replacement, roadway improvements, parking area improvements, and buoy replacement.

City Center Park

Proposed 2007 = \$0

Proposed 2008 = \$820,000

This project is proposed to develop the 10-acre park site located across from City Hall on 92nd Avenue. The master plan for the park includes detailed walls, planting areas, extensive fountain work and garden designs. This proposed park, because of its location, is not a traditional neighborhood park but more of an urban park that will include a lot of hardscape. The total park cost is estimated to be approximately between \$1,240,000 and \$2,000,000 (\$1,240,000 is included within the proposed 2007-2011 CIP budget). Due to the high cost of this project, it is anticipated that this park may be proposed as one of the projects to be debt financed should an open space sales tax extension and bond issue be approved by voters in November.

Parks & Recreation Capital Reserve

Proposed 2007 = \$428,000

Proposed 2008 = \$299,000

This project represents anticipated funds associated with parks and recreation projects in the General Capital Improvement Fund that are not being recommended to be earmarked for specific projects at this time. Staff recommends that these funds be set aside in anticipation of the open space sales tax extension and bond issue being approved by voters in November to pay for debt service that would be attributable to parks and recreation. Should the ballot measure not succeed in November, Staff then recommends that these funds be utilized towards the future renovation of the City Park Recreation Center. Any proposed use of these funds will be brought back by Staff to City Council for official approval.

Open-Cut Water Line Replacements

Proposed 2007 = \$3,000,000
Proposed 2008 = \$4,355,000

This proposed project is for the replacement of identified sections of water distribution system piping that has reached the end of its economic life. Locations will be selected based on past pipe break history, anticipated changes in pressure zones, or coordination with other sewer line or street rehabilitation projects. Future project selection will be enhanced by using tools developed in Infrastructure Master Plan to select vulnerable pipelines based on age, material, pressures and other criteria.

Reclaimed Raw Water System Interconnection

Proposed 2007 = \$1,000,000
Proposed 2008 = \$6,200,000

This project is proposed to construct 12,750 feet of 20 inch pipeline to connect the reclaimed system to the Standley Lake valve house; construct a 4.5 million gallons per day raw water pump station for pumping raw water into the reclaimed system; and construct a pipeline to connect between the valve house and reclaimed system. This project is the result of HDR Inc's completed master plan for the expansion of the Reclaimed Water system. This connection will allow the system to serve peak demands of 2,600 acre feet, supplementing the system with raw water. The current treatment facility can treat 6 million gallons per day delivering approximately 1,400 acre feet. The raw water that will supplement the reclaimed system is firm yield water supply that would have otherwise been a demand on the potable system, thus allowing the City to serve a larger reclaimed water system customer base throughout the year.

Municipal Service Center Renovation

Proposed 2007 = \$3,750,000
Proposed 2008 = \$0

This project is proposed to complete the renovation of the Municipal Service Center currently under design. The project will consist of renovating the Administration and Operations buildings, two heated storage buildings, and possibly the construction of a new heated storage facility. Also, the improvements may include yard layout, material storage, traffic flow improvements and storm drainage improvements.

Zone 14 Pump Station Replacement

Proposed 2007 = \$500,000
Proposed 2008 = \$0

This project is proposed to install a pump station in the newly proposed Zone 14 to improve water pressures in the southern portion of Westminster. Per the Infrastructure Master Plan Study, a new Zone 14 is recommended due to elevations that are higher than Zone 1, resulting in lower water pressures in this area of the City.

SWTF Filter 1-14 Media Replacement

Proposed 2007 = \$250,000
Proposed 2008 = \$0

This proposed project will enable the Semper Water Treatment Facility (SWTF) to improve existing treatment processes by renovating the filters and replacing the media that has reached its useful as recommended by the Infrastructure Master Plan Study. This will address aging infrastructure and will address regulatory requirements with how the filter system is operating.

SWTF Backwash Pump Replacement

Proposed 2007 = \$85,000
Proposed 2008 = \$0

This project is proposed to enable the Semper Water Treatment Facility to improve existing treatment processes by replacing four failing/obsolete vertical turbine pumps for the backwash water reclaim process as recommended by the infrastructure master plan study. Two of these pumps were installed in 1973 and the other two in 1986 and all have been rebuilt at various times

over the years. The brand of pumps is no longer in production and pump-specific components are becoming difficult to acquire.

SWTF HSPS Meter Replacement

Proposed 2007 = \$70,000

Proposed 2008 = \$0

This project is proposed to enable the Semper Water Treatment Facility to improve existing treatment processes by replacing the existing 54-inch flow meter that at times inaccurately reads usage. The differential pressure style meter that was installed in 1995 as part of the SWTF expansion project will not properly calibrate and accurately measure the full range of flows from the High Service Pump Station. This meter is a primary audit point for SWTF water production and is recommended to be replaced with a magnetic flow meter, which is the standard in the rest of the City's potable water system.

SWTF Raw Water Vault Re-Build

Proposed 2007 = \$200,000

Proposed 2008 = \$0

This proposed project will permit the Semper Water Treatment Facility to improve existing treatment processes by repairing valve and piping components in the raw water metering vault as recommended by the Infrastructure Master Plan Study. The Raw Water Metering Vault contains two pipelines, meters and control valves for regulating the flow of water from Standley Lake into the SWTF. Each of the two pipelines has experienced a corrosion failure in recent years that required the application of a welded patch as a temporary repair.

80th Avenue and Federal Water Line Improvements

Proposed 2007 = \$100,000

Proposed 2008 = \$400,000

This proposed project will replace the water line in the area of 80th Avenue and Federal Boulevard. The Colorado Department of Transportation is currently designing intersection improvements but wants the City to replace the water line under a separate contract ahead of the intersection improvement project. This watermain section within Federal Boulevard has experienced multiple breaks and in need of replacement. This project will also provide additional pipeline linkage between the east and west sides of Federal Boulevard. Staff is also investigating the possibility of realigning this water line to avoid going through this heavily trafficked intersection.

Phase 3 Filing - Country Club Highlands Zuni Main Upsizing

Proposed 2007 = \$200,000

Proposed 2008 = \$0

This proposed project is for the City's participation with developer to upsize existing 12-inch watermain to 24-inch watermain as part of Phase 3 of the Country Club Highlands project. Existing main to be replaced due to changes in grading. The City will pay developer cost differential between 12-inch pipeline and 24-inch pipeline.

SWTF Filter 1-6 Effluent Valve Replacement

Proposed 2007 = \$80,000

Proposed 2008 = \$0

This project is proposed to enable the Semper Water Treatment Facility to improve existing treatment processes by replacing aging filter effluent valve controllers on Filters 1-6 as recommended by the Infrastructure Master Plan Study. These valve controllers were installed in the 1986 SWTF plant expansion and have experienced two failures in 2006. Repair parts are no longer available. The remaining units should be replaced at the same time to maintain continuity of wiring, control programming, etc. These replacements will stabilize filter operation and meet regulatory water quality requirements for turbidity. The work on this project will be conducted by in-house staff.

102nd Avenue Reclaimed Pipeline Extension

Proposed 2007 = \$185,000

Proposed 2008 = \$0

This project is proposed to construct a pipeline extension from the proposed new reclaimed raw water interconnect (separate project listed previously) along 102nd Avenue for connecting to new and existing customers. This project would increase the number of customers that could be connected to the reclaimed water system at both new and existing sites. The additional customers are needed to fully develop a 2,600 acre foot reclaimed system.

Reclaimed Water Project New User Connections

Proposed 2007 = \$165,000

Proposed 2008 = \$100,000

This project is proposed to add connection lines and services vaults for new customers with sites near the reclaimed water system. In addition, irrigation booster pumps will be added for new and some existing customers in the western zone of the system where low pressure currently exists. Recommended new connections to participate include: Green Acres Commercial; Big Dry Creek Park (City facility); and Walnut Grove Filing 12. Other expenses associated with this project include the acquisition of an easement for the reclaimed water line between 121st Avenue and Zuni; customer booster pumps to provide adequate pressure for the west end of the system; and a contingency amount for "walk-in" new customer connection requests for two years.

Wandering View Roof Replacement

Proposed 2007 = \$75,000

Proposed 2008 = \$0

This project is proposed to address the aging and leaking roof at the Wandering View Pump Station located at 104th Avenue and Hooker Street. It is critical to replace the roof to avoid damage to internal system controls.

Reclaimed Water Project User Retrofits

Proposed 2007 = \$169,000

Proposed 2008 = \$0

Due to increasing demand for service from the Reclaimed Water Treatment Facility, this project proposes increasing the number of connection lines and service vaults to the existing Reclaimed Water Distribution System. Converting existing treated water irrigation users increases the amount of treated water available for residential and commercial use, freeing up treatment plant and raw water capacity. This project will consist of adding connection lines and service vaults to the existing reclaimed water system at sites currently irrigated with potable water. Retrofit customers to be converted from potable to reclaimed water: Standley Lake High School; North West Water Treatment Facility; Wallace Village; Standley Lake Marketplace; and Alliance Data. These retrofits, with the exception of Alliance Data, would connect to the new reclaimed raw water interconnect pipeline, which is listed as a separate proposed 2007 CIP project.

GIS Elevation Update

Proposed 2007 = \$50,000

Proposed 2008 = \$0

This project is proposed to update the geographic information system (GIS) elevation data and to bring all of the survey control points in the City to current standards and will include several phases. The first phase will field verify the location and elevation of all of the City's 212 quarter-section survey control monuments and replace those damaged or lost. These are the control points used for all projects done by landowners, developers and government agencies in the City. In addition to the verification of existing control monuments, the Public Works and Utilities Department has requested that twelve additional Third Order control points be set at critical facilities like the Big Dry Creek Wastewater Treatment Facility. The total project is proposed to cost \$200,000, with \$100,000 funded from the General Fund GIS Upgrades' project account balance and \$50,000 from the Stormwater Fund Miscellaneous Stormwater Project account.

System-Wide SCADA Enhancements

Proposed 2007 = \$125,000
Proposed 2008 = \$0

This project is proposed to connect to the Supervisory Control and Data Acquisitions (SCADA) system additional alarms at various water and wastewater system facilities for detecting water-on-the-floor, door entry, building temperature, intrusion detection, smoke detection, flood warning and vibration monitoring. These connections will standardize the sensing in all facilities, alert staff to equipment problems more quickly and provide better security for all locations.

GIS Mapping/Modeling Improvements - Water System

Proposed 2007 = \$50,000
Proposed 2008 = \$125,000

This proposed project will provide assistance in completing and updating geographic information system (GIS) data with sewer pipe age, slope, material, etc. where documents do not exist or field data need to be obtained. Also, upon updating the GIS data, the City will model the sewer system to determine future data needs and cleanup. This project will be a repetitive process until the model software and GIS software are unified. Future updates are expected to be accomplished in-house once the data work is completed. The need for this project is the result of the Infrastructure Master Plan Study being conducted by the URS Corporation. During this study, it became apparent that the GIS data was incomplete and a significant review and update of data needed. As noted under the wastewater system improvement section, the total project is estimated to cost \$350,000 and funded by wastewater and water funds over 2007 and 2008.

JBR Aeration System Replacement

Proposed 2007 = \$50,000
Proposed 2008 = \$0

This project is proposed to replace the existing aeration system located approximately in the eastern section of Jim Baker Reservoir (JBR), located approximately south of 60th Avenue between Tennyson Street and Lowell Boulevard. The City of Westminster owns the reservoir property and attendant water rights and shares parks facilities at this location with Adams County. The existing aeration system was installed as part of the overall reservoir construction completed in 1996. The compressor pumps, cooling system and air lines to the reservoir have exceeded their anticipated useful life and are in need of major repair and/or replacement. This aeration system is an important part of the site operations and provide valuable water quality benefits to the reservoir.

RWTF Security Fencing

Proposed 2007 = \$78,000
Proposed 2008 = \$0

This proposed project is in response to increased security needs at water system facilities and consists of installing site perimeter fencing around the Reclaimed Water Treatment Facility (RWTF). Currently there is no security fencing around the facility and is an issue of security. Staff will ensure that any fencing installed is complimentary to the facility itself and the neighboring structures.

TEAM System Enhancements

Proposed 2007 = \$50,000
Proposed 2008 = \$100,000

This project proposes to enhances the existing Total Enterprise Asset Management (TEAM) System. This project includes the implementation of the Parks, Recreation and Libraries Park Services Division, moving the system to a web-based version, increasing the functionality of the existing interfaces and development of additional interfaces, and implementing a realtime wireless connection to the maintenance management system. The total project is estimated to cost \$150,000 proposed to be funded between 2007 and 2008.

Zone 4 Pump Station Replacement

Proposed 2007 = \$0
Proposed 2008 = \$1,000,000

This proposed project is for the installation of a new pump station in the vicinity of Zone 4 (near the Semper Water Treatment Facility), which will replace the current Silo Pump Station located at approximately 90th Avenue and Wadsworth Boulevard. Per the Utility Fund Infrastructure Master Plan, the new pump station will increase redundancy in this part of the City as well as better regulate water system pressures to an acceptable standard.

Northridge Tank Improvements

Proposed 2007 = \$0
Proposed 2008 = \$100,000

Staff is proposing to modify and update the Northridge water tanks cathodic protection system. This water tank is located at 90th Avenue and Yates Street. This project will switch the system from a suspended anode system with access ports to a submerged bouyed anode system. Also, the improvements will allow for tank to be inspected while dry. The new system will provide better coverage of tank interior and will not be affected by freezing water in the tanks. It also eliminates the need for mutiple handhole openings in the tank roof, enhancing the security of the water stored.

SWTF Maintenance Shop Expansion

Proposed 2007 = \$0
Proposed 2008 = \$100,000

Due to the growth of the City's water treatment system, staff is proposing this project to construct additional maintenance shop and storage space at the Semper Water Treatment Facility. Since the maintenance staff for both the Northwest and Semper Water Treatment Facilities work out of the Semper Water Treatment Facility, it is important to have adequate work space for staff.

SWTF BIF SCADA Replacement

Proposed 2007 = \$0
Proposed 2008 = \$236,000

This project will enable the Semper Water Treatment Facility to improve existing treatment processes by replacing the utility System Control and Data Acquisition (SCADA) software system as recommended by the Infrastructure Master Plan Study. The current BIF SCADA system is a highly specialized proprietary system that is no longer supported by a major supplier. The system is utilized to monitor and operate the Semper WTF, Northwest WTF, the Utility Field water pumping stations and the sanitary sewage lift stations. The first phase of the new SCADA software package is being implemented with the Big Dry Creek Wastewater Treatment Facility renovation and expansion project currently. The total project will cost \$472,000 with the balance proposed to be funded in 2009.

SWTF Permanganate Bulk Storage

Proposed 2007 = \$0
Proposed 2008 = \$75,000

This project will enable the Semper Water Treatment Facility to improve existing treatment processes by installing a bulk chemical storage tank for sodium permanganate as recommended by the Infrastructure Master Plan Study. Permanganate is currently the last dry chemical used at SWTF that is manually batched into liquid form for the treatment process. A liquid form of the chemical has now been tested for two years and proven to be effective and easy to use. The addition of a bulk storage tank will allow staff to purchase the material in greater volume at reduced costs as well as enhance efficiencies by reducing staff time needed to manually mix the chemical.

SWTF North Trac Vac Pump System Improvements

Proposed 2007 = \$0
Proposed 2008 = \$54,000

This project will enable the Semper Water Treatment Facility to improve existing treatment processes by replacing the sludge removal pumping system for the north settling basins. The north settling basins currently utilize a system of piping and four pumps to withdraw accumulated residuals (sludge) from the basins on a twice-daily basis. The system was a poor original design

that requires many staff-hours to operate and maintain, primarily starting and keeping the pumps primed for operation. The pumps are now 20 years old and due for replacement. The system should be redesigned in conjunction with replacement to improve the process and make the pumping more efficient.

Westmoor Tech Park Pipeline Extensions/User Connections **Proposed 2007 = \$0**
Proposed 2008 = \$200,000

This project consists of adding a reclaimed system line extensions and customers connections in the Westmoor Technology Park. These items will be scheduled for 2008 to coincide with anticipated new development at Westmoor.

SWTF Lime System Improvements **Proposed 2007 = \$0**
Proposed 2008 = \$75,000

This project is proposed to enable the Semper Water Treatment Facility to improve existing treatment processes by modifying and/or replacing the existing dry lime feeder system. The existing lime feed system was installed in 1995. It immediately proved to be a continuous maintenance and operation challenge due to its poor dust management system, inadequate solution generation properties and high maintenance requirements due to its design.

SWTF Electrical System Improvements **Proposed 2007 = \$0**
Proposed 2008 = \$150,000

This project will enable the Semper Water Treatment Facility to improve existing treatment processes by modifying and/or replacing the existing, outdated electrical controls. Many of the electrical control components were installed as part of the original facility construction in 1069 or in the expansions of 1973 and 1986. Aging wiring and control components will fail without warning and parts availability is limited in some cases. The insulation and protective elements of high voltage wiring and electrical controls over 20 years old degrades rapidly and presents significant safety risks for maintenance and operations staff. This project will update the system to current electrical code standards.

SWTF Clearwell Site Fencing **Proposed 2007 = \$0**
Proposed 2008 = \$75,000

This proposed project is in response to increased security needs at water system facilities and consists of installing site perimeter fencing around the Semper Water Treatment Facility. This project will install site perimeter fencing around the 5 million gallon treated water clearwell. Staff will ensure that any fencing installed is complimentary to the facility itself and the neighboring structures.

NWTF Site Fencing **Proposed 2007 = \$0**
Proposed 2008 = \$75,000

This proposed project is in response to increased security needs at water system facilities and consists of installing site perimeter fencing around the Northwest Water Treatment Facility. This project will install site perimeter fencing around the NWTF.. Staff will ensure that any fencing installed is complimentary to the facility itself and the neighboring structures

SWTF Access Control System **Proposed 2007 = \$0**
Proposed 2008 = \$345,000

This proposed project is in response to increased security needs at water system facilities and consists of improving security by replacing and expanding the facility access control technology. Electronic access control was installed at the water treatment facilities in 2002. The manufacturer of the system has been absorbed into a larger corporation and ceased production of the repair

components. This project will assist in the maintenance of proper access control to all buildings/doors in the water treatment facilities.

SWTF North Basin Roof Replacement

Proposed 2007 = \$0
Proposed 2008 = \$150,000

This proposed project will replace approximately 16,000 square feet of built-up asphalt roof on the two north settling basin buildings that have passed their useful life at the Semper Water Treatment Facility. These two building were originally built in 1979 and no roof work has been done since installation. Moisture has entered below the roof material and corrosion of the steel roof decking has resulted. All of the asphalt roofing needs to be removed and repairs completed to the steel support decking prior to installaion of new roofing materials.

Water Pressure Zones Enhancements

Proposed 2007 = \$0
Proposed 2008 = \$1,000,000

This proposed project consists of the installation of new water lines, pressure reducing valves, and pre-planning for water pumping stations and/or water storage tanks as identified in the Infrastructure Master Plan Study. Currently, the plan is to enhance the City’s water distribution system by regulating the water pressure throughout the system. Locations will be selected based on anticipated changes in pressure zones, which may include the installation of pressure reducing valves, water line installations or pre-planning for new pump stations and/or water storage tanks. These changes are needed to minimize additional straining on an already aging water system infrastructure.

South Westminster Non-Potable System

Proposed 2007 = \$0
Proposed 2008 = \$100,000

This project is proposed associated with the pursuit of the development of non-potable water sources for irrigation purposes in the southern area of the City. Planning, design and construction of the system will be in conjunction with south Westminster development and redevelopment. This project will begin with an analysis of non-potable options including ditch water and City wells. In addition, the project will identify demands, evaluate the feasibility of a dual water system and focus on maximizing system efficiency. Project components will include use of the England Water Treatment Plant site demolition, testing the Kershaw Ditch pump station and pipeline, constructing Allen Ditch improvements, testing City wells, and constructing Little Dry Creek diversion structures. Specific evaluation of water supply needs based on projected demands will be part of these planning efforts. The total project is proposed to cost \$225,000, with the balance of funding proposed in 2009.

England WTF Decommissioning

Proposed 2007 = \$0
Proposed 2008 = \$300,000

This proposed project consists of demolishing and disposing of the former England Water Treatment Facility (WTF) buildings and structures in anticipation of development to the south Westminster corridor. Also, this project is related to the development of a south Westminster non-potable system (mentioned above) that may be located at this site. The facility is now only used for storage of holiday decorations by the Parks, Recreation and Libraries Department and it has become increasingly a victim of vandalism.

Utility Fund Facilities Parking Lot Management

Proposed 2007 = \$0
Proposed 2008 = \$25,000

This proposed on-going project is to contractually crackseal, resurfacing, sealcoating and concrete replacement as required at nine utility related municipal sites. Timely preventative maintenance based on sound pavement management practices will decrease future costs. Rotation for asphalt



Staff Report

Information Only Staff Report
August 21, 2006



SUBJECT: Findings of Municipal Court Needs Assessment

PREPARED BY: Jerry Cinkosky, Facilities Manager

Summary Statement:

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

As requested, Staff contracted with a firm to conduct an evaluation of the structural, mechanical and electrical integrity as well as the fire protection systems, indoor air quality and external appearance of the Municipal Court building. This Staff Report summarizes the findings from these evaluations and outlines steps taken to date to make building improvements and Staff's recommendations for future actions.

Background Information

In the 3rd quarter of 2005, City Council requested Staff evaluate the structural, mechanical and electrical integrity as well as the fire protection systems, external appearance and indoor air quality of the Municipal Court building. These evaluations were requested in response to ongoing roof leaks, basement flooding, exterior appearance degradation and concerns with lack of air circulation in the building.

Through a competitive bid process, BornEngineering, Inc. was selected to complete a property condition evaluation with physical needs analysis of the Municipal Court. This work was conducted to evaluate the current condition of the building and whether the building could be utilized for another 20 years.

In the 4th quarter of 2005, BornEngineering's evaluation team of structural, electrical, and mechanical engineers inspected the 3.5 acre site. This inspection evaluated site drainage and the condition of asphalt, curbs and gutters outside of the building and the following areas of the building itself:

- mechanical and boiler systems with associated components;
- roofing and associated flashing systems;
- foundation and structural components;
- exterior building envelope;
- burglar and fire protection systems; and
- electrical components.

The inspection was performed consistent with the Fannie Mae DUSTTM physical assessment guidelines. Additionally, the inspection utilized the American Society for Testing and Materials' Annual Book of Standards along with applicable building codes, manufacturer's installation requirements, American Society of Heating, Refrigeration & Air Conditioning Engineers (ASHRAE) standards and those standards of the American's with Disabilities Act.

Upon completion of the inspection, BornEngineering provided the City a report detailing:

- the age of components evaluated;
- any immediate component issues to be addressed assuring the health and safety of occupants;
- any immediate physical needs to ensure the integrity of the building;
- any physical site needs;
- the expected useful and effective life of each component;
- any actions necessary for repair or replacement of each component;
- the quantity and cost by year of each component to be repaired or replaced both uninflated and inflated as well as total cumulative inflated costs over a period of 20 years;
- any interior finishes and actions to be taken;
- and any maintenance to be deferred.

In summary, there were no immediate physical or systems issues identified by BornEngineering that needed to be addressed to assure the health and safety of occupants or the integrity of the building. So long as maintenance and replacement of components identified by BornEngineering takes place, the building is structurally sound for another 20 years. Some components, such as the foundation and all exterior walls, will last from 80 to 100 years.

The majority of items reported by BornEngineering are already under a maintenance and replacement schedule within the Building Operation and Maintenance Division. Examples of issues already addressed and completed by the Division include the repointing of mortar joints on exterior brick veneer walls, painting of the interior of the building, the installation of new gutters and drainage systems to draw water away from the facility, and eliminating water entry into the basement. The Division also expects that by the end of 2006, remodeling and updating of the public restrooms, employee restrooms, and employee lounge as well as increasing the usable square footage of court room A will be completed.

The structural issues identified by BornEngineering that are not included in the Divisions maintenance and replacement schedule are being addressed as follows:

- In July of 2006, \$175,000 in carryover funds was appropriated by Council to upgrade different areas of the facility. These projects include painting and repair of the exterior of the building, replacement of 71 steel windows that are no longer effective, replacement of worn and damaged window coverings, and remodeling of break room, public restrooms, and employee restrooms.
- Through the proposed five-year Capital Improvement Program budget, Staff is recommending that in 2007/2008 the carpet be replaced, new covered entryway be constructed, and in 2009 the boiler and associated water pumps be replaced.
- Concrete, curb and gutter repairs recommended are scheduled as part of the Street Division's normal maintenance and repair program at City facilities.
- Site grading and drainage issues identified adjacent to the structure where landscaping is present will be addressed in partnership with the Parks Division in 2006 and 2007.

Staff also evaluated the indoor air quality of the building. In the 1st quarter of 2006, Staff contacted John Colvin, Senior Loss Control Representative and Certified Industrial Hygienist for the Colorado Risk Sharing Agency (CIRSA the City's Risk sharing pool), to complete this evaluation. Mr. Colvin evaluated the workplace for temperature, humidity, carbon dioxide, and mold. If there is adequate air exchange in the building, there will be low levels of carbon dioxide. Temperature and humidity were evaluated for employee comfort and molds were evaluated as possible allergens.

None of the indoor air quality conditions evaluated were found to be outside of standards and/or regulatory limits. Even though the amount of carbon dioxide within the building was below the ASHRAE recommended standard for employee comfort, Mr. Colvin recommended the City continue to evaluate means for providing increased fresh air exchange in the building. This issue was addressed through the Siemens energy performance contract. Under the energy performance contract, Siemens

replaced 5 roof top units that were no longer effective, and by doing so increased the fresh air exchanges by 100%. BornEngineering also identified the replacement of an additional 8 roof top units that are within their scheduled life expectancy. These units are the remaining units not replaced under the Siemens contract; however, these units have been added into the Building Operations and Maintenance Division's maintenance and replacement schedule to ensure continued good indoor air quality.

BornEngineering also reviewed the condition of the Municipal Court Roof. BornEngineering's engineers noted the roof had an expected useful life of 9 years with the expectation of incurring inordinately high maintenance costs due to the amount of pitch pan stanchions that provide supporting frame work for mechanical equipment screen wall. Most of the reported leaks are caused by wind pushing the mechanical screen back and forth causing the stanchions to open the roof area where they are attached and penetrate the roof structure. BornEngineering recommends at the end of the 9 year useful life period the entire roof system be replaced with modified bitumen roof assembly estimated to cost approximately \$194,000. This is the same roofing system presently being installed at the Municipal Service Center which carries a 30 year warranty. The City presently has a warranty on the Municipal Court roof with Tremco Roofing to cover roof repairs. The warranty will be in effect for another seven years until the year 2013.

The Municipal Court roof now experiences far fewer leaks in comparison to most other City facilities. These types of roof leaks on flat EPDM (rubber roofs) are not uncommon given the extreme weather conditions in Colorado and the amount of foot traffic they are subjected to during maintenance of the HVAC roof top units.

Over the last 3 ½ years, a total of approximately \$335,000 has been invested in the facility for roof replacement and repairs, paint, window replacement, HVAC replacement, carpet and concrete replacement, parking lot maintenance and security improvements. An additional estimated \$218,000 remains available in the court security and facility improvement projects for work in the facility over the next year. A grand total of approximately \$553,000 will be spent from 2003 to 2006 on the municipal court. Staff will continue to provide ongoing maintenance to ensure the facility remains viable and functional for years to come.

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

Information Only Staff Report
August 21, 2006



SUBJECT: Monthly Residential Development Report

PREPARED BY: Shannon Sweeney, Planning Coordinator

Summary Statement:

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

- The following report updates 2006 residential development activity per subdivision (please see attachment) and compares 2006 year-to-date totals with 2005 year-to-date figures through the month of July.
- The table below shows an overall decrease (-16.6%) in new residential construction for 2006 year-to-date compared to 2005 year-to-date totals.
- Residential development activity so far in 2006 reflects a decrease in single-family detached (-27.1%), an increase in single-family attached (11.1%), and no change in multi-family or senior housing development when compared to last year at this time.

NEW RESIDENTIAL UNITS (2005 AND 2006)

UNIT TYPE	JULY		% CHG.	YEAR-TO-DATE		% CHG.
	2005	2006		2005	2006	
Single-Family Detached	22	17	-22.7	118	86	-27.1
Single-Family Attached	23	23	0.0	45	50	11.1
Multiple-Family	0	0	0.0	0	0	0.0
Senior Housing	0	0	0.0	0	0	0.0
TOTAL	45	40	-11.1	163	136	-16.6

Background Information

In July 2006, service commitments were issued for 40 new housing units within the subdivisions listed on the attached table. There were a total of 17 single-family detached, 23 single-family attached, and no multi-family or senior housing utility permits issued in July.

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,

J. Brent McFall
City Manager

Attachment

ACTIVE RESIDENTIAL DEVELOPMENT

<u>Single-Family Detached Projects:</u>	Jun-06	Jul-06	2005 YTD	2006 YTD	# Rem.*	2005 Total
Asbury Acres (94th & Wadsworth Bl.)	0	0	4	0	0	4
Bradburn (120th & Tennyson)	0	7	21	12	121	22
CedarBridge (111th & Bryant)	0	0	0	0	6	0
Country Club Highlands (120th & Zuni)	0	0	0	0	118	0
Huntington Trails (144th & Huron)	2	2	0	9	201	0
Legacy Ridge West (104th & Leg. Ridge Pky.)	4	0	39	5	7	40
Lexington (140th & Huron)	0	0	0	0	5	0
Meadow View (107th & Simms)	0	0	4	1	8	5
Park Place (95th & Westminster Blvd.)	2	3	0	20	79	1
Ranch Reserve (114th & Federal)	0	0	1	0	1	1
Ranch Reserve II (114th & Federal)	0	0	2	4	4	5
Ranch Reserve III (112th & Federal)	0	0	0	0	1	0
Shoenberg Farms (72nd & Depew)	0	0	0	0	64	0
Various Infill	0	0	2	4	11	2
Village at Harmony Park (128th & Zuni)	0	5	45	31	10	82
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>	8	17	118	86	654	162
<u>Single-Family Attached Projects:</u>						
Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	6	18	18	25	25
CedarBridge (111th & Bryant)	0	0	0	0	2	0
Cottonwood Village (88th & Federal)	0	0	0	0	72	0
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Highlands at Westbury (112th & Pecos)	0	15	25	18	53	25
Hollypark (96th & Federal)	0	0	0	0	20	0
Legacy Village (113th & Sheridan)	0	0	0	8	86	0
Shoenberg Farms (72nd & Depew)	0	0	0	0	60	0
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	2	0	2	4	18	2
Walnut Grove (104th & Wadsworth Pkwy.)	0	2	0	2	64	0
<i>SUBTOTAL</i>	2	23	45	50	659	52
<u>Multiple-Family Projects:</u>						
Bradburn (120th & Tennyson)	0	0	0	0	54	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	24	0
Prospector's Point (87th & Decatur)	0	0	0	0	29	0
South Westminster (East Bay)	0	0	0	0	64	0
South Westminster (Harris Park Sites I-IV)	0	0	0	0	12	0
<i>SUBTOTAL</i>	0	0	0	0	183	0
<u>Senior Housing Projects:</u>						
Covenant Retirement Village	0	0	0	0	26	0
Crystal Lakes (San Marino)	0	0	0	0	7	0
<i>SUBTOTAL</i>	0	0	0	0	33	0
TOTAL (all housing types)	10	40	163	136	1529	214

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