



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: December 31, 2014

SUBJECT: Study Session Agenda for January 5, 2015

PREPARED BY: Steve Smithers, Acting City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to next Monday night's Study Session, the following schedule has been prepared:

Outgoing Reception for Mayor Pro Tem Faith Winter 5:00 P.M.

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

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. Rocky Flats Issues Updates
 2. Inclusivity Task Force
 3. Discussion of 2015 Strategic Planning Retreat - *verbal*
 4. Discussion of Council Teambuilding Session Tentatively Scheduled for January 31, 2015 - *verbal*
- 6:30 P.M.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS

1. Delivery of the Adopted 2015/2016 Budget Document

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

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

NOTE: Persons needing an accommodation must notify the City Manager's Office no later than noon the Thursday prior to the scheduled Study Session to allow adequate time to make arrangements. You can call [303-658-2161](tel:303-658-2161) /TTY 711 or State Relay) or write to mbarajas@cityofwestminster.us to make a reasonable accommodation request.



WESTMINSTER

Staff Report

City Council Study Session Meeting
January 5, 2015



SUBJECT: Rocky Flats Issues Update

PREPARED BY: Mary Fabisiak, Water Quality Administrator
Mike Happe, Utilities Planning and Engineering Division Manager

Recommended City Council Action

This report is an update for City Council and requires no action. The City Manager recommends that City Council receive the Rocky Flats Issues Update information.

Summary Statement

- The Rocky Flats Site, operated by the Department of Energy from 1951 until 1992, served as the nation's primary nuclear weapons trigger production facility.
- Site operations and industrial fires in the late 1950's and 1960's resulted in significant contamination.
- The site cleanup project was completed in 2005 and the site was declared officially closed in 2007.
- Post-closure, the former buffer zone was transferred to the Department of Interior to establish the Rocky Flats National Wildlife Refuge, operated by the U.S. Fish & Wildlife Service.
- The Rocky Flats Stewardship Council, consisting of local governmental agencies and community members, was formed in 2006 to provide ongoing oversight of the post-closure management of Rocky Flats.
- Two recent developments have been raised recently that warrant the City Council's attention:
 - A prescribed burn is proposed on the Refuge Site in 2015; and
 - The surface water standard for Uranium was exceeded on Walnut Creek.
- Staff will be in attendance at the January 5th Study Session for a short presentation and to answer questions on these issues.

Expenditure Required: \$0

Source of Funds: N/A

Background Information

The Department of Energy (DOE) operated the Rocky Flats Site from 1951 until 1992, producing triggers for the nation's nuclear weapons. Site operations and fires in two buildings spread contamination throughout the industrial area as well as the buffer area and off-site lands. Clean up of the site began in 1995 and ended in 2005. The former buffer area was removed from the Superfund list and transferred to the Department of the Interior, operated by the U.S. Fish & Wildlife Service (USFWS), to be protected as the Rocky Flats National Wildlife Refuge. The former industrial area remains under DOE's jurisdiction. The remaining contamination in the industrial area poses no immediate threat to human health and the environment, but does require ongoing management and monitoring. Water leaving the site must meet stringent standards, with regulatory oversight by the Colorado Department of Public Health & Environment (CDPHE) and the U.S. EPA. The Rocky Flats Stewardship Council (Stewardship Council) was formed in February 2006 to provide ongoing local government and community oversight of the post-closure management of Rocky Flats. The City is represented on the Stewardship Council Board of Directors by Councillor Briggs and Mary Fabisiak, the City's Water Quality Administrator.

The purpose of this memo is to bring to the attention of City Council two issues that have come to light recently with respect to Rocky Flats.

Prescribed Burn at the Rocky Flats National Wildlife Refuge

The USFWS's mission at the Rocky Flats National Wildlife Refuge includes restoring the prairie environment at the site. The southern part of the Refuge is becoming increasingly infested with weeds and non-native species. Tools for managing vegetation include mowing, grazing, thinning, spraying and fire. USFWS believes a prescribed burn of approximately 700 acres on the southern boundary of the Refuge in spring 2015 will enhance habitat and reduce the risk of wildfire (see Attachment A). USFWS is confident the proposed burn will not be harmful to the public.

The Stewardship Council opposes the USFWS plan and passed a motion to that effect at its October 16, 2014, Board of Directors' Meeting. The opposition is based on two factors: 1) a burn will cause widespread community concern that will not be sufficiently alleviated through public education; and 2) there are other management options USFWS can employ, avoiding the need to burn at this time.

The Stewardship Council will be meeting with USFWS representatives on January 26, 2015, to be briefed and discuss the plan, contamination, risk, and proposed public outreach.

Uranium at Rocky Flats

Radioactive uranium was used in the production process at the Rocky Flats site. Surface water from Rocky Flats is collected by DOE contractors in accordance with the legacy monitoring plan from Woman and Walnut Creeks as it leaves the former industrial area. The water is monitored for uranium, among other contaminants of concern. The CDPHE has set standards for the water leaving the Rocky Flats site. The site-specific standard for uranium at Rocky Flats is 16.8 parts per billion, based on a 12-month rolling average.

On December 3, 2014, the DOE officially notified the City of Westminster and the public that elevated levels of uranium were detected at the regulatory Point of Compliance on Walnut Creek (see WALPOC on Attachment A). The 12-month rolling average for available data for the period ending on October 31, 2014, was calculated at 17.2 parts per billion, slightly over the standard.

Following the historic flood of September 2013, the hydrologic conditions in the Walnut Creek drainage at Rocky Flats have been unusual, causing higher than normal background levels of uranium. DOE collected additional samples and conducted a study on how uranium moves in the environment to try to determine the source. The study results are in review by DOE and are still considered preliminary.

Walnut Creek water leaves the Rocky Flats site, crosses under Indiana Street and passes through Westminster before the confluence with Big Dry Creek south of Church Ranch Boulevard at U.S. 36. While the 12-month rolling average uranium concentration in Walnut Creek is above the standard for water leaving Rocky Flats, it is below the drinking water standard of 30 parts per billion.

This is the first time a water quality standard has been exceeded at a Point of Compliance on Rocky Flats. Staff will be monitoring DOE's discussions with the regulatory agencies and making comments as appropriate to ensure appropriate actions are taken.

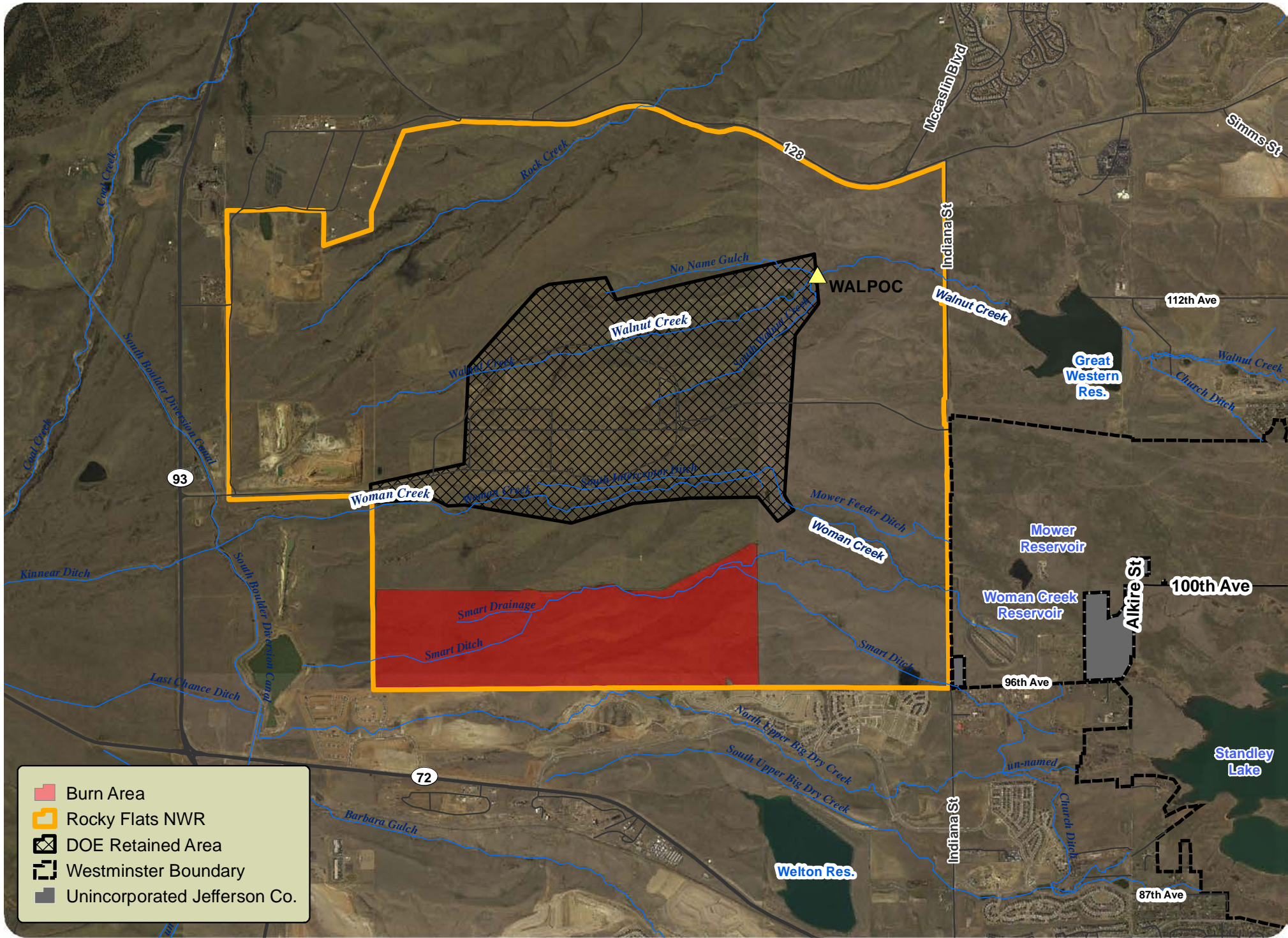
Water from Rocky Flats does not flow into Standley Lake, which is in the Woman Creek drainage basin, and is protected from flows from the Rocky Flats site by Woman Creek Reservoir constructed in 1995 for the purpose of protecting the lake and capturing all stormwater flows.

Staff will be in attendance at Monday's Study Session to provide an overview and answer questions. Continued monitoring and documented responses help achieve City Council's Strategic Plan Goal of a Beautiful, Desirable, and Environmentally Responsible City by overseeing the City's interests, and ensuring long-term stewardship of the Rocky Flats Site and the post-closure management of the Rocky Flats National Wildlife Refuge.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment A – Area Map



- Burn Area
- Rocky Flats NWR
- DOE Retained Area
- Westminister Boundary
- Unincorporated Jefferson Co.

The City of Westminister has made every reasonable effort to obtain and maintain this data as accurately as possible. However, the data and maps are provided without warranty of any kind, either expressed or implied. The City does not guarantee the accuracy, completeness, timeliness, or correct sequence of the data and hereby expressly disclaims any responsibility for the validity and accuracy of any data and information.

ATTACHMENT "A"



Staff Report

City Council Study Session Meeting
January 5, 2015



SUBJECT: Inclusivity Task Force

PREPARED BY: Debbie Mitchell, Director of General Services
Dee Martin, Workforce Planning and Compensation Manager
Marina Miller, Volunteer Coordinator

Recommended City Council Action

Provide direction to staff on the specifics regarding the purpose and objectives of the newly formed Inclusivity Task Force as it relates to recommending the mission, vision, roles and responsibilities of a potential Westminster Inclusivity Board that may be created by Council in 2015. Staff recommends the following specific guidance to the task force:

- The Inclusivity Task Force will gain a general education on diversity and inclusivity initiatives in other communities, including their structure, composition, mission and authority.
- The Inclusivity Task Force will investigate community needs through subject matter experts and a gap analysis in order to better understand the potential vision and mission of an Inclusivity Board.
- The Inclusivity Task Force will investigate opportunities for community engagement, collaboration and partnerships between various organizations and associations.
- The Inclusivity Task Force will be familiarized by staff on best practices of communities throughout the country regarding inclusive community collaboration, appreciation of diversity in and facilitation of partnerships.
- The Inclusivity Task Force will make a recommendation to Council regarding the vision, mission and role of a possible Inclusivity Board after a thorough review of options.
- The Inclusivity Task Force will make a recommendation to Council regarding the make-up, membership requirements, length of tenure, and meeting protocols through the creation of proposed board bylaws. Unless recommended by the task force and adopted by Council, the Inclusivity Board will be advisory in nature, making recommendations and advising Council on community issues as they relate to inclusive community engagement.
- The formed Inclusivity Task Force will meet twice monthly on the first and third Tuesdays beginning January 20, 2015, from 6:15 pm to 8:30 pm at City Hall, as needed, with staff support from the City Manager's Office and General Services Department.
- All recommendations made by the Inclusivity Task Force will be supportive of Council's strategic goal of Comprehensive Community Engagement where Westminster is represented by inclusive cultural, business, nonprofit and geographic participation and where members of the community are involved in activities and empowered to address community needs and important community issues. The creation of an Inclusivity Board or Commission is a primary objective established within the 2014 City of Westminster Strategic Plan.
- The Inclusivity Task Force is expected to develop recommendations by September 2015 for City Council consideration.

Summary Statement

Many Front Range cities have established diversity councils or human services commissions. The charge of each citizen group is varied as is the structure and responsibilities of the boards. Council has expressed interest in creating an Inclusivity Board. An initial Inclusivity Task Force is being formed to make recommendations to Council as to the structure, bylaws, mission, vision, participant requirements, board roles and responsibilities and membership of a Westminster Inclusivity Board to be formed by Council in 2015.

Per Council request, this item is scheduled for Monday’s Study Session to help clarify focus and intent for the efforts of the task force in providing recommendations to City Council as it relates to the potential creation of an Inclusivity Board.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

City Council is forming an Inclusivity Task Force of 13 members with three additional subject matter experts to make recommendations on the objectives, scope of responsibility, structure and composition of a proposed new Westminster Inclusivity Board based on their research, assessment of the needs of the community and review of best practices by other Inclusivity Boards and Commissions throughout the region. Does City Council concur with Staff's recommendation for specific guidance to the task force?

Alternative

1. City Council could direct Staff to create the proposed bylaws for the proposed new Inclusivity Board for review and consideration by the Inclusivity Task Force prior to Council consideration.
2. City Council could alter the recommendations to the task force.

Background Information

City Council has formed an Inclusivity Task Force after interviewing 18 interested applicants who applied through a public, competitive process. The task force will work through August of 2015, as needed, to create recommendations for Council on the mission, objectives, bylaws, including the scope of responsibility, reporting responsibility as well as number and composition of members of a proposed new Inclusivity Board.

Previously, Staff investigated a variety of local approaches related to citizen involvement in council-authorized groups related to diversity. Most commissions investigated have advisory responsibility. Many were charged with convening the community, researching topics, doing needs assessments and reporting back to City Council. In Denver, the commissions are also charged with convening community groups to encourage collaboration between non-profits, for profit and governmental agencies already mobilized in the area of need. Whatever the mission of the group, success hinges on clear focus, charge and direction in the formation of the group. The composition of the group is also critical in promoting the opportunity for success. A small community task force was recommended to be formed to research and make recommendations to Council about the creation of an Inclusivity Board.

Staff will be in attendance at Monday's Study Session to receive feedback from City Council on the proposed task force directives outlined in the Recommended City Council Action.

The investigation of the creation of a diversity-focused citizen group supports the following strategic plan goals of City Council as it encourages increased community involvement from diverse sets of individuals in Westminster: Visionary Leadership & Effective Governance, Vibrant & Inclusive Neighborhoods, Comprehensive Community Engagement, Proactive Regional Collaboration, and Excellence in City Services. This increased participation and discourse would lead to strategies and services more closely aligned to community needs across the whole population. A group of this sort would also serve as a vehicle for engaging a larger, more diverse group of citizens in activities focused on building a strong, supportive community.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
January 5, 2015



SUBJECT: Delivery of the Adopted 2015/2016 Budget Document

PREPARED BY: Barbara Opie, Assistant City Manager

Summary Statement

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

At Monday night's Study Session, the biennial budget document for the Adopted 2015-2016 Budget will be waiting for City Council in the Council Board Room at City Hall. Copies for public use will be made available in the City Clerk's Office at City Hall and at both College Hill and Irving Street Libraries. Additionally, the entire budget document may be found on the City's website at <http://www.cityofwestminster.us/budget>.

Background Information

Staff is pleased to present the Adopted 2015-2016 Budget document, which represents the City's seventh officially adopted biennial budget. This document is the result of many hours of hard work by both City Council and Staff and reflects the budget formally adopted by City Council on October 27, 2014. Due to the snowy weather, the printed copy of the document will be delivered to City Council at Monday night's study session; the full document is also available on line as noted above.

In November 2000, Westminster voters approved a City Charter amendment to enable the City to adopt a two-year budget. One of the foremost benefits of biennial budgeting is the shift in focus towards the long-term and strategic aspects of budgeting and financial planning including the City's 5-Year Capital Improvement Program and Strategic Plan. The two-year budgeting approach emphasizes longer planning time frames and more consistent priorities from year to year.

The budget supports all of City Council's Strategic Plan goals: Visionary Leadership and Effective Governance; Vibrant and Inclusive Neighborhoods; Comprehensive Community Engagement; Beautiful, Desirable, Environmentally Responsible City; Proactive Regional Collaboration; Dynamic, Diverse Economy; Excellence in City Services; and Ease of Mobility.

If you have any questions concerning the final budget document, please contact Barbara Opie at 303-658-2009.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment