



WESTMINSTER

**Staff Report**

TO: The Mayor and Members of the City Council

DATE: March 15, 2006

SUBJECT: Study Session Agenda for March 20, 2006

PREPARED BY: J. Brent McFall, City Manager

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

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

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

CONSENT AGENDA

None at this time.

CITY COUNCIL REPORTS

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

PRESENTATIONS

6:30 P.M.

- 1. Neighborhood Traffic Safety Public Education Program
- 2. Biosolids Land Application Program
- 3. Annual Large Item Cleanup Program

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS – Does not require Council action

- 1. Monthly Residential Development Report (Attachment)
- 2. Community Mediation Concepts Year End Report 2005 (Attachment)
- 3. Environmental Sustainability Grocery Bag Campaign

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY (WEDA)

EXECUTIVE SESSION

- 1. Obtain direction from the WEDA Board of Directors re proposed amendments to WEDA’s redevelopment assistance agreements with Lowe’s Home Improvement Warehouse (88<sup>th</sup> & Sheridan) and Pappa’s Restaurants, pursuant to CRS 24-6-402(4)(e).

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



## Staff Report

Information Only Staff Report  
March 20, 2006



SUBJECT: Neighborhood Traffic Safety Public Education Program

PREPARED BY: Katie Harberg, Public Information Officer  
Al Wilson, Police Commander

### Summary Statement:

In response to the considerable number of questions and expressions of concern that City Councillors receive relating to neighborhood traffic safety, the Police Department and Public Information Office have created a neighborhood traffic safety public education program. "Drive Wise Westminster" will be unveiled to City Council with a special presentation.

### Background Information

The 2003 public safety tax ballot measure raised the City's sales tax in 2004 by 0.6 percent in order to fund enhanced public safety services. As a result of the tax increase, additional resources were allocated to the Police Department in order to provide more police visibility and additional enforcement in neighborhoods reporting traffic safety concerns. Three new staff members and needed equipment were acquired for this purpose.

An additional component to the increased services has been the creation of a public education program to inform citizens about the neighborhood traffic safety program and to enhance their understanding of the neighborhood role in addressing safety concerns.

"Drive Wise Westminster" has been prepared as the first step in a concerted neighborhood partnership to help address traffic safety issues. The campaign is ready for roll-out in time for the annual peak season of traffic complaints, March to September. The program features a system of communication materials that explain the procedure for getting police evaluation and assistance in problem areas, and the role of traffic engineering and neighborhood peer pressure in addressing concerns.

The program features an owl mascot/brand that will be repeated on all campaign materials. An informational brochure has been developed using the Drive Wise Westminster slogan and providing information to citizens about procedures for involving police in their neighborhood traffic problems, as well as additional resources and information about traffic safety. City Council will receive copies of the brochure at the Study Session.

Another major component to the campaign is the installation of signs in neighborhoods that are the focus of additional enforcement, a subtle branding effort intended to be used in conjunction with increased police visibility and as an ongoing reminder to adhere to traffic laws. The signs will be rotated to target neighborhoods, and will be left up for at least a month while officers "work" the area.

A short video presentation designed to be shown at COG meetings and on cable channel 8 has also been prepared. The presentation hits the highlights of the various components to traffic safety,

SUBJECT: Neighborhood Traffic Safety Public Education Program

March 20, 2006

Page 2

including engineering, enforcement, public education and neighborhood involvement. This video will be shown to City Council at the Study Session on Monday night.

Drive Wise Westminster is the first step in a program being developed by the Police Department's Traffic Section that will provide neighbors with an array of options that use citizens as team members in the fight to control neighborhood traffic speed and adherence to other traffic safety laws.

Monday night's presentation to City Council will summarize the history of traffic "calming" installations like speed humps, the use of electronic speed reporting devices, City Staff's conclusions about what really slows people down on neighborhood streets, and how the Police Department discerns a real problem from a perceived one. Staff members from Community Development Traffic Engineering, the Police Department Traffic Section, and the Public Information Office will be present to answer questions.

Respectfully submitted,

J. Brent McFall  
City Manager



## Staff Report

Information Only Staff Report  
March 20, 2006



SUBJECT: Biosolids Land Application Program

PREPARED BY: Dave Meyer, Water Quality Specialist  
Tim Woodard, Wastewater Treatment Superintendent

### Summary Statement

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

The City of Westminster operates a biosolids land application program in compliance with State and Federal environmental regulations. Biosolids are a treated byproduct of the wastewater treatment process. Land application is the beneficial use of the nutrient content and soil conditioning properties of the biosolids. The City of Westminster currently produces about 1,200 dry tons of biosolids annually which translates into approximately four million gallons per year of liquid biosolids transported to the City of Westminster farm site in Strasburg, Colorado. Staff's presentation will provide an overview and the history of the City's biosolids treatment and disposal program, current practices and future capacity of the farm.

### Background Information

Since the Big Dry Creek Wastewater Treatment Facility began operation in 1972, land application has been used for biosolids disposal. At that time, biosolids were applied to privately owned farm fields in close proximity to the wastewater treatment facility. In 1993, the Environmental Protection Agency along with the State of Colorado enacted biosolids regulations to ensure protection of public health and the environment. Due primarily to land development pressures, the City of Westminster purchased approximately 3,000 acres of farmland in 1997 near Strasburg, Colorado. This land was purchased to provide a future for the City's biosolids land application program. The farm was named the Strasburg Natural Resources Farm and is used for biosolids application, crop production, and cattle grazing.

Biosolids produced at Big Dry Creek are hauled to the farm in tanker trucks by three equipment operators employed by the City. At the farm, the drivers transfer the biosolids to specialized application equipment that allows the biosolids to be applied evenly to the fields and tilled into the soil immediately. State and Federal regulations control the use of biosolids as a fertilizer and require application at or below the nutrient requirements for the crops grown.

Although the City's biosolids program was designed to meet all applicable requirements, in 2003 and 2004 errors were made and biosolids were applied to some fields above the allowed rate. An enforcement action was taken by the Environmental Protection Agency (EPA) against the City. The City paid a fine to the EPA and agreed to fund two supplemental environmental projects. One is the stabilization of a section of eroded bank in Big Dry Creek. The other is the presentation of a seminar providing biosolids program information and training to other cities.

SUBJECT: Biosolids Land Application Program

March 20, 2006

Page 2

As a result of the enforcement action, every aspect of the City's biosolids program has been thoroughly reviewed and all problems have been completely resolved. Systems for carefully documenting, tracking and communicating the day to day operations of the program have been put in place.

Staff has compiled a comprehensive plan for utilization of the farm to meet our biosolids needs through projected City build out. More detailed information related to the biosolids program and long term planning for the Strasburg Natural Resource Farm will be presented.

Respectfully submitted,

J. Brent McFall  
City Manager



WESTMINSTER

## Staff Report

City Council Study Session Meeting  
March 20, 2006



**SUBJECT:** Annual Large Item Cleanup Program Update

**PREPARED BY:** Jim Arndt, P.E., Director Public Works and Utilities  
Katie Harberg, Public Information Officer  
Ray Porter, Street Operations Manager

### Recommended City Council Action

Staff is recommending that the City not offer a Spring Large Item Cleanup Program due to contractor bids that are considerably over-budget.

### Summary Statement

- The City received two bids for the Spring Large Item Cleanup Program. The lowest response bid was \$64,000 over budget.
- The program has been offered many years, with 25% of residential homes participating annually.
- Alternatives will be assessed and Staff will report back in July of 2006 as to the feasibility of these possible alternatives.

**Expenditure Required:** \$0

**Source of Funds:** N/A

### **Policy Issue**

Should the City continue the Spring Large Item Cleanup program, acknowledging that the lowest responsive bid is \$64,000 over budget?

### **Alternatives**

- Proceed with the program scheduled for this spring, and fund the additional contract amount with contingencies. This is not recommended, as this is a one-time fix and the increased cost is anticipated to continue into the future, whereas revenues grow at a slower pace.
- Proceed with the program scheduled for this spring, and fund the additional contract amount with reduction of services in the Streets Division. This is not recommended due to reduction of core services that would be cut.
- Bring back a list of alternatives for Council consideration in July of 2006. A variety of services and programs will be reviewed, including discontinuance of the program. This alternative is recommended.

### **Background Information**

Staff is in the early stages of revenue projection for the 2007-2008 budget process and is anticipating continued slow growth in the General Fund for the foreseeable future. This environment of restraint has led to a cautious review of the Large Item Cleanup Program, a long-standing and popular program, after the low bid was \$64,000 over what was budgeted for 2006. Staff budgeted for an 8% increase in cost; the low bid is 58% over budget.

This program has been offered for many years in the spring with 25% of residential households participating annually. Westminster is in a minority of cities offering this free curb-side pick up service. Most other cities in the metro area do not offer a program like this. As an alternative, a number of low and no-cost programs are available to citizens to aid them in disposing of large trash items without the City of Westminster's involvement.

Staff is recommending that Council cancel the Large Item Cleanup Program this spring due to contractor bids that are considerably over-budget, perhaps offering the program this fall in a modified and more affordable form, or considering other alternatives.

Staff recognizes the value and popularity of this program and the difficulty in making a decision to reduce or eliminate it. However, slow revenue growth coupled with rising costs from contractors is causing Staff to review programs that are not considered core and essential City services.

The program was scheduled for Saturday, April 22 and 29 and May 6. A decision about cancellation now would provide the City time to notify residents so that alternate plans can be made for items they were planning to have picked up. In addition, because residents have come to rely on the City of Westminster for this service, the City could play a role in helping point residents to these alternatives. The City will make every attempt to inform residents of alternatives.

SUBJECT: Annual Large Item Cleanup Program Update  
March 20, 2006  
Page 3

Viable alternatives to the City program are available and the following currently available alternatives can be suggested to citizens:

- Most trash haulers will pick up large items such as furniture and some appliances.
- Businesses can be identified who will pickup old appliances.
- Old furniture and other items may be donated to charitable organizations.
- Existing recycling centers may be utilized.
- Adams County offers “Free Dump Days” on May 13 and September 9, 2006.

Bids were solicited from eight contractors and only the following two responded:

- |   |           |
|---|-----------|
| 1. *Allied Waste Services of Denver (formerly BFI)  | \$158,000 |
| *Did not follow the defined scope of service as specified, and<br>not considered responsive |           |
| 2. Waste Management of Colorado   | \$175,000 |
| 3. Staff’s Estimate (budgeted 2006)   | \$111,000 |

Staff recommends not offering the Spring Large Item Cleanup Program at this time. However, given the popularity of this program, Staff will conduct additional research on options for this program, and provide a report and a recommendation to City Council in July 2006. In the report, Staff will provide alternatives to the Spring Large Item Cleanup program that will consider costs, nature/time of collection, alternative ways of disposal, and other agency programs that provide similar services. In the meantime, Staff will make every attempt to inform residents of known alternatives available currently until the complete report of alternatives to the Spring Large Item Cleanup Program is reviewed with City Council.

Respectfully submitted,

J. Brent McFall  
City Manager





Staff Report

Information Only Staff Report
March 20, 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 February.
The table below shows an overall decrease (-61.4%) in new residential construction for 2006 year-to-date compared to 2005 year-to-date totals.
Residential development activity so far in 2006 reflects decreases in single-family detached (-34.6%) and single-family attached (-100%), and no change in multi-family or senior housing development when compared to last year at this time.

NEW RESIDENTIAL UNITS (2005 AND 2006)

Table with 7 columns: UNIT TYPE, FEBRUARY (2005, 2006), % CHG., YEAR-TO-DATE (2005, 2006), % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

Background Information

In February 2006, service commitments were issued for 10 new housing units within the subdivisions listed on the attached table. There were a total of 10 single-family detached and no single-family attached, multi-family, or senior housing building permits issued in February.

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.

In February, the Walnut Grove ODP received approval, and those 66 single-family attached units have been added to the attached table.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment

## ACTIVE RESIDENTIAL DEVELOPMENT

<b><u>Single-Family Detached Projects:</u></b>	<b>Jan-06</b>	<b>Feb-06</b>	<b>2005 YTD</b>	<b>2006 YTD</b>	<b># Rem.*</b>	<b>2005 Total</b>
Asbury Acres (94th & Wadsworth Bl.)	0	0	1	0	0	4
Bradburn (120th & Tennyson)	0	0	2	0	133	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)	1	0	0	1	209	0
Legacy Ridge West (104th & Leg. Ridge Pky.)	1	0	12	1	8	43
Lexington (140th & Huron)	0	0	0	0	5	0
Meadow View (107th & Simms)	0	0	2	0	9	5
Park Place (95th & Westminster Blvd.)	0	0	0	0	99	1
Ranch Reserve (114th & Federal)	0	0	0	0	2	1
Ranch Reserve II (114th & Federal)	0	0	0	0	4	5
Ranch Reserve III (112th & Federal)	0	0	0	0	1	0
Various Infill	0	0	0	0	14	2
Village at Harmony Park (128th & Zuni)	5	10	9	15	26	82
Winters Property (111th & Wads. Blvd.)	0	0	0	0	8	0
Winters Property South (110th & Wads. Blvd.)	0	0	0	0	10	0
<b><i>SUBTOTAL</i></b>	<b>7</b>	<b>10</b>	<b>26</b>	<b>17</b>	<b>652</b>	<b>165</b>
<b><u>Single-Family Attached Projects:</u></b>						
Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	18	0	43	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	0	0	0	71	25
Hollypark (96th & Federal)	0	0	0	0	20	0
Legacy Village (113th & Sheridan)	0	0	0	0	94	0
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	0	0	0	0	22	2
Walnut Grove (104th & Wadsworth Pkwy.)	0	0	0	0	66	0
<b><i>SUBTOTAL</i></b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>649</b>	<b>52</b>
<b><u>Multiple-Family Projects:</u></b>						
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
<b><i>SUBTOTAL</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>183</b>	<b>0</b>
<b><u>Senior Housing Projects:</u></b>						
Covenant Retirement Village	0	0	0	0	32	0
Crystal Lakes (San Marino)	0	0	0	0	7	0
<b><i>SUBTOTAL</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>0</b>
<b>TOTAL (all housing types)</b>	<b>7</b>	<b>10</b>	<b>44</b>	<b>17</b>	<b>1523</b>	<b>217</b>

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



W E S T M I N S T E R

## Staff Report

Information Only Staff Report  
March 20, 2006



SUBJECT: Community Mediation Concepts Year End Report 2005

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

### Summary Statement:

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

Community Mediation Concepts (CMC) provides mediation services to the City of Westminster. Mediation is a voluntary process where trained and qualified mediators sit down with Westminster citizens and businesses in conflict and help them work out their own solutions. CMC custom designs and implements a process for the successful and effective resolution of community conflict.

The purpose of this report is to update City Council on Community Mediation Concepts activities during 2005.

## **Background Information**

Community Mediation Concepts (CMC) has provided mediation services for the City of Westminster, on a referral basis, since 1999. CMC is available to all departments but works primarily with the Westminster Police Department, the City Attorney's Office and the City Prosecutor's Office. CMC mediation services are offered to the entire Westminster community at no cost to those individuals and entities utilizing the services.

For 2005, CMC was contracted to provide citywide mediation services for an anticipated 100 mediations at a cost of \$12,500. CMC is kept on a retainer of \$12,500 to provide these services; in some years, they may provide mediation to more than 100 cases and in other years, less. In 2005, CMC addressed a total of 51 cases for the City. 33 parties agreed to mediation with 33 completing mediation successfully. The majority of CMC referrals (23) came from the Westminster Police Department, followed by 7 cases self-referred by citizens. Two referrals came from the Office of the City Attorney, 6 from Animal Management and 4 cases from neighborhood organizations.

There were 4 "no contact" referrals in 2005. "No contact" referrals are those in which the involved parties are unable to be contacted or that mediation would be inappropriate for the circumstances surrounding the case (e.g. the situation involved a more serious criminal matter). Five parties declined to participate in mediation initiated by a concerned party.

CMC successfully contacted 79% of all parties involved in cases referred to their program. 21% of parties refused to enter into mediation to reach a solution on their grievance. 100% of the 33 mediated cases resulted in a positive resolution for the involved individuals. In the cases where one party refused to mediate or failed to show up at a scheduled mediation, CMC worked with the party present in helping them devise an approach to communication and problem solving that they could undertake on their own, which was not dependent on the other party's cooperation.

The number of referrals to CMC has varied widely over the almost seven years of this program's existence. The rise in number of referrals from 1999 to 2002 can be attributed to CMC Mediation being a new services offered to Westminster citizens.

In 2005, mediation referrals dropped almost 50% off the 2002 peak year. There is no direct way to measure what may have caused this shift in accessing and use of these services. Causes could include: independent resolution of conflicts, citizens altering their perception of a problem or fewer court and police cases that are suitable for mediation during the measuring period of 2005.

Promotion of this program continues to be high profile by CMC at the Offices of the City Attorney and City Prosecutor. Information on CMC mediation appears on each COG web page. Promotion of this program continues at all COG and HOA meetings along with a presence on the City of Westminster Municipal Court web pages and cable Channel 8.

In 2005, CMC met with Westminster Police personnel at all roll call shifts to promote the availability of their services, when appropriate, for the citizens the police contact daily. In addition, CMC met with Westminster Code Enforcement and the Citizen's Police Academy to review and promote Westminster mediation services. CMC mediation services are also advertised through Westminster cable Channel 8, the City of Westminster website, *City Edition*, the Office of the City Attorney and COG and HOA meetings.

In the time that CMC has performed mediation for the City, Staff believes the program has been successful in these areas:

- Providing a constructive, problem-solving forum where the alternative may only be Municipal Court fines, which do not necessarily solve the problem.
- Teaching skills to disputing parties that they can use to resolve conflict in the future, which is particularly beneficial in the case of juvenile disputants.
- Preventing escalation in several matters where escalation of hostilities appeared to be a possibility.
- Encouraging citizens to proactively solve their disputes.
- Saving repeated Police and Animal Management officer contacts.
- Saving Staff time in several other matters where parties contacted the City for assistance in dispute resolution.
- Improving the quality of life and level of community control among the parties in all the cases.

The attached table summarizes the 51 cases that CMC mediated for the City of Westminster in 2005 and a summary of mediation referrals from 1999 – 2005. The attached mediation brochure is distributed to citizens through COG and HOA meetings within Westminster.

CMC's contract for \$12,500 is up for renewal in 2006. The RFP process for mediation services will begin in July 2006. Staff will request an RFP from CMC and two additional mediation services for a three year contract for the period 2007 – 2009 to serve the City of Westminster mediation needs. In the upcoming year, CMC Staff will meet with the Department Head group to review services offered and continue to promote the program internally.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

<b>City of Westminster Community Mediation Concepts Statistics</b>							
	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
<b>Total Referred</b>	<b>20</b>	<b>28</b>	<b>85</b>	<b>101</b>	<b>68</b>	<b>53</b>	<b>51</b>
<b>Parties Contacted</b>	N/A	21	46	73	60	47	47
<b>No Contact/Other</b>	N/A	9	29	28	8	6	4
<b>Agreed to Mediate</b>	N/A	19	56	51	49	33	33
<b>Refused to Mediate</b>	N/A	12	29	22	11	11	5
<b>Police Referral</b>	N/A	5	28	46	38	22	23
<b>City Attorney Referral</b>	6	7	13	8	6	8	2
<b>Self Referral</b>	1	9	20	30	15	12	7
<b>Other Referral</b>	N/A	2	9	27	3	5	8



## WESTMINSTER

### Staff Report

Information Only Staff Report  
March 20, 2006



**SUBJECT:** Environmental Sustainability Grocery Bag Campaign

**PREPARED BY:** Tom Acre, Environmental Advisory Board Chairperson  
Carey Rangel, Environmental Analyst  
Rachel Harlow-Schalk, Environmental and Administrative Services Officer

#### **Summary Statement:**

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

At this year's Westminster Faire, instead of giving away tote bags, the Environmental Advisory Board will be giving away one free Environmental Sustainability grocery bag to each family. Citizens interested in having more than one bag may purchase additional bags for one dollar each. Not only will the Board provide this option at the Westminster Faire, the Board will begin partnership discussions with Westminster grocers to encourage sale of the bags to consumers in stores. The Board will make an initial purchase of 10,000 bags to offer for sale at the Faire, other City events and use for discussions with local grocers. There is sufficient funding in the stormwater education budget to cover the cost to purchase the bags and all money from the sales will be returned to the Stormwater Fund.

#### **Background Information**

According to the U.S. Environmental Protection Agency (US EPA), over 380 billion plastic bags are consumed each year. Most bags are used once and discarded, and too often become litter. In 2000, the US EPA found that 1% of plastic bags were recycled. Even bags properly discarded become windblown litter out of trash cans, garbage trucks and landfills. More than an eyesore, plastic bag litter has become a significant threat to the stormwater system preventing flow within our surface drainage areas. At the grocery store, consumers are offered the choice of plastic or paper bags. Paper bags are made from trees which are renewable resources. However, current US EPA research demonstrates that paper in today's landfills does not degrade or break down at a substantially faster rate than plastic does. Even worse, almost none of the waste sent to the landfill completely degrades due to the lack of water, light, oxygen, and other important elements that are necessary for the degradation process to be completed.

Annually, the Environmental Advisory Board hands out tote bags with information on environmental issues in the Westminster community at Earth Day events and the Westminster Faire. Learning of a new type of bag used in California and in countries such as Australia and New Zealand, Staff researched the possibility of replacing the tote bags with a recyclable, flat bottom grocery bag. The Board liked the idea and requested Staff to purchase these grocery bags in place of the tote bags. The bags are made from a durable non-woven polypropylene that is non-toxic, 100% recyclable and non-reactive should a citizens spill a household chemical in them. Just one bag replaces four standard plastic bags. Because the bags support sustainability of our natural resources and reduce trash in our



stormsewer systems, the Board agreed that an Environmental Sustainability logo should be used on one side of the bag with the City's logo on the opposite side.

In addition to replacing the tote bags with the reusable grocery bags, the Board requested Staff look into the sale of the bags at City events and in grocery stores. Today, these grocery bags are not offered for sale, and are not readily available. Also, many grocers offer end of sale rebates to consumers of up to \$0.05 per bag brought in for use.

Based on supplier pricing, Staff recommended the Board purchase 10,000 bags to take advantage of the bulk purchase and printing cost of \$12,000. Staff researched how much the bags should be sold for and contacted nearby grocers. Staff found that many grocers were selling tote bags for between five and twelve dollars for consumers to use in place of plastic or paper bags. Additionally, Staff called merchants in California where the reusable grocery bags are sold and found the price to be one dollar, a very competitive and affordable price. As a result of this research, Staff recommended the Board sell the bags for one dollar each not only to make it easier for consumers to purchase, but to help consumers focus on the importance of keeping our environment clean and reducing our use of natural resources. The public education money already included in the stormwater education budget will provide sufficient up front funds to make this initial purchase. All money received from sales would be placed back into the Stormwater Fund.

Respectfully submitted,

J. Brent McFall  
City Manager

**WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY  
WESTMINSTER CITY HALL, 4800 W 92<sup>ND</sup> AVENUE  
MONDAY, MARCH 20, 2006  
7:30 P.M.\***

1. Roll Call
2. Minutes of Previous Meeting (February 27, 2006)
3. Executive Session
  - A. Obtain Direction from the WEDA Board of Directors re Proposed Amendments to WEDA's Redevelopment Assistance Agreements with Lowe's Home Improvement Warehouse (88<sup>th</sup> & Sheridan) and Pappas' Restaurants, pursuant to C.R.S. §24-6-402(4)(e)
4. Adjournment

**\*Time listed is an approximation. Meeting will immediately follow the Westminster City Council Study Session.**

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY  
MONDAY, FEBRUARY 27, 2006 AT 8:14 P.M.

ROLL CALL:

Present at roll call were Chairperson McNally, Vice Chairperson Kauffman, and Board Members Dittman, Kaiser, Lindsey, Major and Price. Also present were Stephen P. Smithers, Acting Executive Director, Martin McCullough, Attorney for the Authority, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES:

Board Member Price moved, seconded by Major, to accept the minutes of the meeting of February 13, 2006 with no additions or corrections. The motion carried unanimously.

RESOLUTION NO. 87 RE SUPPLEMENTAL APPROPRIATION OF CITY TRANSFER OF FUNDS

Board Member Price moved to adopt Resolution No. 87 approving a supplemental appropriation to the 2006 WEDA (Westminster Economic Development Authority) budget of a \$630,000 transfer from the City's 2005 General Capital Improvement Fund carryover. Board Member Major seconded the motion, and it carried unanimously on roll call vote.

IGA WITH CITY FOR REPAYMENT OF ASSISTANCE TO CONSTRUCT RTD PARKING LOT

It was moved by Board Member Dittman, seconded by Major, to authorize the Chairperson of WEDA to execute an Intergovernmental Agreement (IGA) with the City of Westminster to repay up to \$630,000 to assist in the construction of the Regional Transit District Parking lot at the Shops at Walnut Creek. The motion passed unanimously.

ADJOURNMENT:

There was no additional business to be considered, and the meeting adjourned at 8:16 p.m.

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson