



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: April 28, 2010

SUBJECT: Study Session Agenda for May 3, 2010

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. Human Services Board Proposed Funding for 2011 (Attachment)

EXECUTIVE SESSION

1. Discuss strategy and progress on potential sale, acquisition, trade or exchange of certain real property for the City's open space program pursuant to WMC 1-11-3 (C)(2), WMC 2-1-6, WMC 2-11-2 and CRS 24-6-402 (4)(a) and (e)
2. Discuss strategy and progress on the sale, acquisition, trade or exchange of property or property rights for the South Westminster Transportation Oriented Development and Little Dry Creek Drainage projects, pursuant to WMC section 1-11-3 (C)(2), (7) and (8) and CRS 24-6-402 (4)(a) and (e)

INFORMATION ONLY ITEMS – Does not require action by City Council

1. 2010 1st Quarter City Council Expenditure Report (Attachment)
2. Community Emergency Response Volunteers

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
May 3, 2010



SUBJECT: Human Services Board Proposed Funding for 2011 and 2012

PREPARED BY: Barbara Opie, Budget & Special Projects Manager

Recommended City Council Action:

Provide Staff direction regarding what level of funding to plan for in the 2011 and 2012 Budget.

Summary Statement

City Council and Staff have been discussing the long term sustainability of City services as this becomes a smaller organization with more limited resources. As noted at the April 19, 2010, Study Session discussion on Core Services, the City Manager's Office serves as the Staff liaison to the Human Services Board (HSB).

This Staff Report is the first of many difficult discussions Staff will be having with City Council over the course of this summer on services provided and potential modifications, reductions, and/or eliminations. Staff is seeking early direction on the 2011 funding for the HSB as a result of the HSB's quickly approaching review/interview process with applications for the 2011 funding cycle (scheduled for June).

Expenditure Required: \$0-156,000

Source of Funds: General Fund - Central Charges 2011 and 2012 Budget

Policy Issue

What level of funding does City Council wish to provide for the Human Services Board for the 2011 and 2012 Budget?

Alternative

Not provide any direction to Staff on the proposed level of funding for the 2011 and 2012 Budget for the Human Services Board at this time. Staff does not recommend this because the Human Services Board will commence interviews with applicants in June and need to know what level of funding they have to work with in making recommendations to City Council for the 2011 funding cycle. Staff is also requesting funding level recommendation for the 2012 Budget at this time as well; while the HSB will not be making recommendations on the 2012 funding cycle at this time, it is very important for Staff to know what to build into the proposed 2012 Budget in order to provide City Council with a balanced budget for 2011 and 2012. The background section of this report discusses various alternatives on what level of funding should be allocated to outside agencies.

Background Information

Over the summer, Staff anticipates touching base with City Council concerning proposed modifications, reductions, and/or eliminations to services as Staff works to balance the 2011 and 2012 Budget. This Staff Report is the first of a number of discussions Staff will be having with City Council in regard to difficult budget challenges.

Human Services Board applications were distributed to potential grant recipients for the 2011 funding cycle on March 15. The applications are due back on April 29 at 5 PM. Dates have been set with the Human Services Board for the first two weeks of June to meet and interview all eligible applicants for 2011 funding recommendations for City Council.

In 2010, the Human Services Board recommended to City Council funding 33 agencies at the City Council approved level of \$156,000. As work is commencing on developing the 2011/2012 Budget, Staff is seeking direction on the funding level for 2011 and beyond.

Staff is sensitive to the level of support, both in terms of staff time and financial resources, allocated to outside agencies. Each year, Staff spends a significant amount of time throughout the year supporting the HSB process. This Staff time is spent doing the following items:

- Processing Payments – ensuring accurate billing information in the City’s financial management system; proper paperwork is on file for Accounting for auditing purposes; purchase orders are processed for payment; and distribution of payments with associated paperwork.
- Human Services Board Meeting Facilitation – preparing HSB meeting agendas and minutes; communicating with HSB Board members and agencies; posting meeting notices with the City Clerk to ensure proper public notice is provided for meetings; coordinating and hosting the initial meeting in February to review and modify the HSB funding application and scheduling the interview dates for June (both with the HSB members and then the applicants/agencies); coordinating and facilitating the actual HSB interviews with the agencies, which includes the evaluation and recommendation process in June.

- Processing Annual HSB Applications – compiling/creating the proposed application; reviewing any proposed changes with the HSB; modifying the applications per HSB direction; preparing and distributing press releases about the availability of HSB funding and the application process; distributing blank applications to previously funded and new agencies; collecting submitted applications; and distributing complete application packets to the HSB members for review.
- New Agency Administration – ensuring that new agencies receiving funding in a given year submit their 6-month report (previously funded agencies no longer have this 6-month reporting requirement as much of the information requested is included in the annual funding request application; the HSB requests this of first year agencies to ensure a level of oversight until the agency has experience with the City).

Aside from the support required for this board, the amount of funds allocated is significant. Staff is very sensitive to the impacts of the current recession on these non-profit agencies providing services to those in need. However, in light of the long term impacts of the current recession bringing to light the City's need to reduce spending for long term sustainability and the need for the City of Westminster to be a smaller, more agile organization, Staff is concerned with the current funding level. The core services discussion between City Council and Staff has helped highlight the need to evaluate the services/businesses the City offers and revisiting the role of local government. While these agencies provide valuable services to the community, they are human service functions that traditionally fall as a function of the state and/or counties. Given the City's limited resources (both financial and staffing), Staff is recommending City Council consider reducing the funding provided these agencies.

Staff is proposing reallocating part or all of the HSB funding as one piece of the overall budget strategy to fill the significant shortfall in funding that Staff is projecting for the 2011/2012 budget. Given that the HSB applications are due on April 29, Staff proposes a phased elimination in the funding level for the HSB commencing with the 2011 funding cycle currently in progress. Staff has identified two options for this potential phased reduction/elimination of funding:

- Commence a two year phased reduction/elimination – reduce the funding for 2011 in half, from \$156,000 to \$78,000 and then to \$0 for 2012 and beyond. This would allow the HSB to inform the agencies through this year's funding cycle to prepare for 2012. It would also make it easier for the HSB to make recommendations to City Council for 2011 funding levels for agencies with a 50% reduction over their 2010 funding levels.
- Commence a three year phased reduction/elimination – reduce the funding for 2011 by 40% (\$62,400) to \$93,600; for 2012, reduce the total funding by \$43,600 to \$50,000; and then either retain the funding at \$50,000 indefinitely or reduce the funding to \$0 in 2013 and beyond.

Other alternatives that City Council could consider include:

- Eliminate funding completely for 2011 and into the future. While this will assist the City with long term financial sustainability, given that applications have been distributed, eliminating the funding completely for 2011 may prove more challenging. However, given the difficult decisions that lie ahead with the 2011/2012 Budget related to staffing levels and services provided Westminster residents, this option certainly can be accommodated.

- No change – maintain the current funding level of \$156,000 for 2011 and 2012 respectively. Staff does not recommend maintaining the current funding levels given the difficult decisions that will ensue with the 2011/2012 Budget related to staffing levels and services. However, if City Council desires maintaining the current funding levels for HSB, Staff will continue to search for other funding reductions within the 2011/2012 Budget and bring those back at another meeting.
- Cut the funding in 2011 by 50% to \$78,000 and sustain this level of funding in the future.

Staff is seeking direction on whether any of the options identified above are viable to City Council. The list of outside agencies and amounts funded in 2010 is attached for City Council reference.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Outside Agency Funding List

**2010 Human Services Board
City Council Approved Funding Recommendations**

Agency	2009 Award	2010 Requested	2010 APPROVED
Access Housing	\$3,000	\$5,000	\$3,500
Adams County Housing Authority	\$11,000	\$20,000	\$11,400
Alternatives to Family Violence	\$11,000	\$20,000	\$11,500
Arvada Community Food Bank	\$1,000	\$2,500	\$1,500
Audio Information Network	\$1,500	\$1,500	\$1,500
CASA of Adams County	\$2,000	\$3,500	\$2,500
CASA of Jefferson & Gilpin Counties	\$1,000	\$500	\$500
Catholic Charities of Denver	\$5,000	N/A	N/A
Children's Outreach Project	\$3,500	\$3,500	\$3,500
Clinica Campesina Family Health Services, Inc.	\$12,000	\$20,000	\$12,500
Colorado Homeless Families	\$11,000	\$20,000	\$11,400
Colorado Rural Housing Development Corp.	\$1,000	\$5,000	\$1,500
Commerce City Community Health Services	\$15,000	\$20,000	\$15,000
Community of Faith United - New 2010	N/A	\$3,000	\$1,000
Community Reach Center	\$12,000	\$15,000	\$12,000
Denver Hospice - Returning 2010	N/A	\$7,000	\$4,500
Family Tree Foundation, Inc.	\$10,000	\$6,700	\$6,700
FACES (Family, Advocacy, Care, Education, Support)	\$2,000	\$3,000	\$2,500
Food Bank of the Rockies	\$3,500	\$6,000	\$4,000
Growing Home - Returning 2010	N/A	\$12,000	\$8,000
Have a Heart Project	\$4,500	\$12,000	\$5,000
Hope House Inc.- New 2010	N/A	\$3,000	N/A
Inter-Church ARMS	\$4,500	\$5,000	\$5,000
Jefferson Center for Mental Health	\$7,000	\$16,000	\$7,500
Kempe Foundation - Returning 2010	N/A	\$2,000	\$1,000
Platte Valley/North Metro CAC	\$2,000	\$5,000	\$2,500
Project Angel Heart	\$2,000	\$14,000	\$2,500
RAAP	\$2,000	\$2,000	\$2,000
Ralston House	\$4,000	\$5,000	\$4,500
SANE/St. Anthony Health Foundation - Returning 2010	N/A	\$5,000	\$2,000
Santa Claus Workshop - Returning 2010	N/A	\$3,000	N/A
Senior Hub	\$14,000	N/A	N/A
Seniors Resource Center	\$1,000	\$5,000	\$1,500
Westminster Area CAAT	\$500	\$5,000	\$500
Westminster FISH, Inc.	\$5,000	\$6,500	\$5,500
Wilderness on Wheels	\$1,500	\$1,500	\$1,000
Yellow Ribbon Suicide Prevention Program	\$500	\$2,500	\$500
TOTAL	\$154,000	\$266,700	\$156,000

Bold = New or Returning Agency Interviewed for 2010 HSB Funds

N/A = Agency not funded by HSB during this calendar year

– 2010 HSB AGENCY DESCRIPTIONS –

Access Housing – Provides housing support services to homeless residents to self sufficiency in job search, education, and household skills.

Adams County Housing Authority – Offers programs for families in Adams County, which provide housing, personal development opportunities, counseling, financial assistance and educational services through networking and collaboration. ACHA creates an environment conducive for growth and development in order to promote self-sufficiency.

Alternatives to Family Violence – Provides safety and empowerment to those affected by domestic violence, while promoting non-violence as a social value. They strive to be the first resource for families affected by domestic violence in Adams County.

Arvada Community Food Bank – Provides a well-balanced, three day food supply to families or individuals who qualify for limited emergency assistance.

Audio Information Network – Provides audio reading of newspapers, magazines and other reading materials through a series of radio and televised broadcasts for the blind and hearing impaired community of Colorado.

CASA (Court Appointed Special Advocates) of Adams County – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

CASA (Court Appointed Special Advocates) of Jefferson & Gilpin Counties – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

Children's Outreach Project – Offers an integrated, quality, early childhood and kindergarten education to typical, accelerated and developmentally delayed children.

Clinica Campesina Family Health Services – Provides medical care and health promotion services to the medically underserved, low-income households, and minority people on a sliding fee scale basis.

Colorado Homeless Families – Provides transitional housing and supportive services for homeless families with children, helping them become self-sufficient within eighteen months to two years.

Colorado Rural Housing Development Corp. – Provides housing counseling, credit counseling and repair, foreclosure prevention, financial education and home maintenance courses to our community.

Commerce City Community Health Services– Provides extended health care services to students and families receiving free or reduced lunch within the Adams 50 School District.

Community Reach Center – Provides mental health care to residents of Adams County including outpatient counseling, a 24-hour crisis line, treatment programs and programs designed to provide education and training to prepare individuals for employment and independent living.

Family Tree, Inc. – Offers services to help people be safe, strong, and self-reliant. Services provided include: emergency shelter and support services for victims of domestic abuse, comprehensive supportive housing assistance for homeless families and individuals, emergency shelter and outreach services for youth in crisis, and out-client services for families experiencing abuse, divorce, or separation.

FACES (Family Advocacy, Care, Education, Support, Inc.) – Assists families at risk for abuse or neglect, but not yet involved with Child Protective Services.

Food Bank of the Rockies – Creates an efficient means of channeling food to participating agencies (food banks) that assist the needs of the hungry. Food is provided to shelters, emergency assistance programs, child welfare centers, senior citizen nutrition programs, churches, synagogues, community centers and halfway houses.

Have a Heart Project, Inc. – Provides for the basic needs of food and clothing for elementary age children and their families in the Westminster School District 50 area.

Inter-Church ARMS (Inter-Church Arvada Resources for Ministry and Service) – Provides financial aid through this non-profit coalition of twelve Arvada-area churches. Combines volunteer and financial resources to help people who are striving to create and maintain their independence.

Jefferson Center for Mental Health – Promotes mental health and provides quality mental health services to persons with emotional problems and/or serious mental illness.

Platte Valley/North Metro CAC (formerly Children's Advocacy Program) – Agency provides services that pay for forensic and medical exams related to child abuse. Services include an assigned volunteer liaison for each child that is paid for by other agencies.

Project Angel Heart – Provides meal services to clients with life threatening illnesses. Referrals come from hospitals, social workers, renal care units, and the visiting nurse association.

RAAP (Rape Assistance and Awareness Program) – Agency assists victims of sexual violence while educating the public about preventing sexual violence. Services provided include: rape crisis hotline, victim advocacy, counseling services, community outreach, and abuse prevention training program, and personal safety skills for women.

Ralston House – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

Senior Resource Center – Works in partnership with older persons and the community to provide centralized and coordinated service, information, education, and leadership to assist seniors in maximizing their independence and personal dignity.

Westminster Area Community Awareness Action Team (CAAT) – Facilitates programs that will be effective in the prevention of the use of alcohol, tobacco and other drugs by children and teens.

Westminster FISH Inc. – Provides area residents with short term, emergency staple foods.

Wilderness On Wheels – Provides builds and maintains wilderness access to the handicapped, seniors and other through a series of platform trails built by volunteers in the south west metro area.

Yellow Ribbon Suicide Prevention Program – Focuses on suicide prevention training. The group provides educational materials and hotline to assist in addressing and preventing suicides.

– New/Returning Agency Requesting Funds –

Community of Faith United – New Agency 2010 – Provides food and/or clothing to the needy and under sourced in our community with the goal of creating self-reliance through the Life Plus program.

Denver Hospice – Returning 2010 (last funded in 2008) – Agency provides specialized care and support for terminally ill individuals and their families while increasing community awareness of death and grief as a natural part of life.

Growing Home – Returning 2010 (last funded in 2008) – Provides shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

Kempe Foundation – Returning 2010 (last funded in 2008) – Provides an on-call physician and social worker 24 hours a day, seven days a week, to evaluate and treat approximately 1,000 children who are suspected victims of sexual, physical or emotional abuse each year.

SANE/St Anthony’s North – Returning Agency 2010 (funded in 1997-2000, last funded in 2004) – Provides comprehensive healthcare, including evidence collection, to survivors and perpetrators of sexual assault, and is trained to effectively provide expert witness testimony in a court of law through the 17th Judicial District Sexual Assault Nurse Examiner (SANE).

Santa Claus Workshop – Returning Agency 2010 (funded in 1993-2007, not funded in 1995 or 2005, last funded in 2007) – Provides free toys, books, games, and gifts to needy families living in Adams County who have children between the ages of birth and twelve years old.

– Agencies Not Funded –

Catholic Charities of Denver – Did not submit an application for 2010 – Provides emergency services that meet the human needs existing within the broader community. Services provided include: limited financial assistance for rent, medical prescriptions, job-related transportation costs, temporary shelter, and a 2-3 day supply of emergency food with a referral to a larger food bank.

The Senior Hub – Did not submit an application for 2010 – Meals on Wheels delivers hot or frozen meals to homebound residents that are unable to prepare nutritious meals themselves, are unable to travel independently to a senior center or restaurant to obtain a balance meal and unable to afford the purchase of meals. **Respite & In-Home Supportive Services** assists those living at home alone with simple, non-medical assistance.

Hope House, Inc. – New Agency 2010 – Did not receive an interview date and time letter and missed scheduled interview; declined make-up time for interview – Serves as a source of emergency housing and shelter to women, their children and pets in involved in domestic violence situations.

Ralston House – Did not receive an interview date and time letter and missed scheduled interview; interviewed at make-up time – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.



W E S T M I N S T E R

Staff Report

Information Only Staff Report
May 3, 2010



SUBJECT: 2010 1st Quarter City Council Expenditure Report

PREPARED BY: Aric Otzelberger, Senior Management Analyst
Lynn Voorhees, Secretary

Summary Statement:

- This report is for City Council information only and requires no action by City Council.
- The attached document is a listing of all 2010 City Council posted expenditures from January 1 through March 31, 2010.

Background Information:

The following report is a listing of City Council expenditures by each account for January 1 through March 31 as posted by April 9, 2010. As of March 31, 2010, 25% of the year elapsed and Council spent approximately 17.6%, or \$39,033 of its amended 2010 budget.

City Council's amended 2010 budget totals \$222,312. This reflects a 7.5% reduction (\$18,080) from the originally adopted 2010 City Council budget. City Council approved this reduction in October of 2009 as part of the City's overall 2010 budget amendment.

The budget is a planning tool and represents a best estimate regarding actual expenditures. If you have any questions about items included in this report, please contact Aric Otzelberger at 303-658-2004 or at aotzelbe@cityofwestminster.us.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

City Council Expenditure Report - 1st Quarter 2010

SALARIES - MAYOR/COUNCIL (ACCT: 10001010.60800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
749.58	1/3/2010	Salaries	Councillors
3,498.06	1/17/2010	Salaries	Councillors
3,498.06	1/31/2010	Salaries	Councillors
3,498.06	2/14/2010	Salaries	Councillors
3,498.06	2/28/2010	Salaries	Councillors
3,498.06	3/14/2010	Salaries	Councillors
3,498.06	3/28/2010	Salaries	Councillors
\$21,737.94	TOTAL		<i>% of total City Council budget</i> 41.56%
\$92,400.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 23.53%
\$70,662.06	BALANCE		

COUNCIL ALLOWANCE (ACCT: 10001010.61100.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
1,050.00	1/3/2010	Council allowances	Councillors
1,050.00	1/17/2010	Council allowances	Councillors
1,050.00	1/31/2010	Council allowances	Councillors
1,050.00	2/14/2010	Council allowances	Councillors
1,050.00	2/28/2010	Council allowances	Councillors
1,050.00	3/14/2010	Council allowances	Councillors
1,050.00	3/28/2010	Council allowances	Councillors
\$7,350.00	TOTAL		<i>% of total City Council budget</i> 11.34%
\$25,200.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 29.17%
\$17,850.00	BALANCE		

MILEAGE REIMBURSEMENT (ACCT: 10001010.61200.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
0.00	--	--	--
\$0.00	TOTAL		<i>% of total City Council budget</i> 3.10%
\$6,900.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 0.00%
\$6,900.00	BALANCE		

MEETING EXPENSES (ACCT: 10001010.61400.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
354.33	2/28/2010	Dinner with School District 50	Saltgrass
60.00	3/3/2010	ADCOG Meeting, McNally, Dittman, Briggs	City of Commerce City
90.00	3/26/2010	3/11 Mayors Round Table, Winter, Briggs, Lindsey	Metro North Chamber
\$504.33	TOTAL		<i>% of total City Council budget</i> 3.49%
\$7,750.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 6.51%
\$7,245.67	BALANCE		

CAREER DEVELOPMENT (ACCT: 10001010.61800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
50.00	2/28/2010	Membership fee - McNally	ICSC
911.04	3/11/2010	McNally 3/10/10 Lobbying Trip (Lodging \$845.00, Transportation \$10.00, Meals \$56.04)	City of Westminster
34.61	3/15/2010	2/19 Legislative Lunch with Rep. Peniston, McNally, Lutkus, Tomlinson	Panera Bread
39.31	3/15/2010	2/22 Legislative Lunch with Sen. Steadman, McNally, McFall, Lutkus, Tomlinson	Panera Bread
56.31	3/15/2010	2/26 Legislative Breakfast with Rep. Soper, McNally, McFall, Lutkus, Tomlinson	Delectable Egg
1,193.07	3/24/2010	McNally NLC (Lodging \$1,048.84, Parking \$38.25, Local Transportation \$10.00, Mileage \$30.30, Meals \$45.89, Tips \$15.00)	McNally
\$2,284.34	TOTAL		<i>% of total City Council budget</i> 13.21%
\$29,375.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 7.78%
\$27,090.66	BALANCE		

City Council Expenditure Report - 1st Quarter 2010

TELEPHONE (ACCT: 10001010.66900.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
30.00	2/2/2010	January PDA Reimbursement	Bob Briggs - Petty Cash
30.00	2/23/2010	February PDA Reimbursement	Bob Briggs - Petty Cash
41.56	2/28/2010	Council Blackberry	Verizon Wireless
41.78	2/28/2010	Council Blackberry	Verizon Wireless
41.56	2/28/2010	Council Blackberry	Verizon Wireless
41.56	2/28/2010	Council Blackberry	Verizon Wireless
41.56	2/28/2010	Council Blackberry	Verizon Wireless
217.39	2/28/2010	Council Blackberry	Verizon Wireless
-31.32	3/18/2010	Council Blackberry Reimbursement (Lindsey)	City of Westminster
41.56	3/26/2010	Council Blackberry	Verizon Wireless
73.10	3/26/2010	Council Blackberry	Verizon Wireless
41.56	3/26/2010	Council Blackberry	Verizon Wireless
41.56	3/26/2010	Council Blackberry	Verizon Wireless
41.56	3/26/2010	Council Blackberry	Verizon Wireless
\$693.43	TOTAL		<i>% of total City Council budget</i> 1.55%
\$3,450.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 20.10%
\$2,756.57	BALANCE		

PC REPLACEMENT FEE (ACCT: 10001010.66950.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
0.00	--	--	--
\$0.00	TOTAL		<i>% of total City Council budget</i> 1.06%
\$2,353.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 0.00%
\$2,353.00	BALANCE		

SPECIAL PROMOTIONS (ACCT: 10001010.67600.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
200.00	2/11/2010	Backpacks 2 Briefcases Sponsorship	Adams County Economic Development
\$200.00	TOTAL		<i>% of total City Council budget</i> 2.11%
\$4,700.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 4.26%
\$4,500.00	BALANCE		

OTHER CONTRACTUAL SERVICE (ACCT: 10001010.67800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
500.00	1/7/2010	Awards Banquet Sponsorship	Adams County -MMCYA
600.00	1/28/2010	After Prom Sponsorship	Standley Lake High School
200.00	1/28/2010	Ranum After Prom Sponsorship	Adams County School District 50
500.00	2/3/2010	Annual VIP Dinner Sponsorship	North Metro CAC
255.00	2/25/2010	Council Photos	Cronin Photography
500.00	3/3/2010	Golf Tournament Sponsorship	Front Range Community College
200.00	3/3/2010	After Prom Sponsorship	Jefferson Academy
200.00	3/3/2010	Mountain Range After Prom Sponsorship	Adams 12 Five Star Schools
2,150.00	3/11/2010	Metro North Chamber Gala Sponsorship	Metro North Chamber
\$5,105.00	TOTAL		<i>% of total City Council budget</i> 18.08%
\$40,184.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 12.70%
\$35,079.00	BALANCE		

SUPPLIES (ACCT: 10001010.70200.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
232.56	2/17/2010	Compostible Paper Products	Waste Farmers
58.34	2/18/2010	MMCYA Recognition Event	Costco
-80.89	2/24/2010	Council Shirt Reimbursement McFall, Hall, Grafton	City of Westminster
214.08	2/28/2010	Council Shirts	Lands End Business
95.00	2/28/2010	Composting Container for Council Family Room	CSN
-30.45	3/26/2010	Lands End Refund - McFall	City of Westminster
96.60	3/26/2010	MMCYA Certificate Frames	Trainers Warehouse
\$585.24	TOTAL		<i>% of total City Council budget</i> 2.25%
\$5,000.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 11.70%
\$4,414.76	BALANCE		

City Council Expenditure Report - 1st Quarter 2010

FOOD (ACCT: 10001010.70400.0000)				
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
47.90	1/12/2010	Council Dinner	Papa J's Italian Restaurant	
79.20	2/17/2010	Council Soda	Vend One	
53.00	2/28/2010	Council Dinner	Li's Chinese Restaurant	
61.46	2/28/2010	Council Dinner	Pizza Hut	
76.41	2/28/2010	Council Dinner	Los Lagos	
123.86	3/26/2010	Council Dinner	Chili's Restaurant	
54.00	3/26/2010	Council Dinner	Wishbone Restaurant	
76.41	3/26/2010	Council Dinner	Los Lagos	
\$572.24	TOTAL		<i>% of total City Council budget</i>	2.25%
\$5,000.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	11.44%
\$4,427.76	BALANCE			
\$222,312.00	TOTAL 2010 CITY COUNCIL BUDGET			
-\$39,032.52	TOTAL 2010 CITY COUNCIL EXPENDITURES YTD			
\$183,279.48	BALANCE			
17.56%	PERCENT OF BUDGET EXPENDED YTD			



Staff Report

Information Only Study Session Meeting
May 3, 2010



SUBJECT: Community Emergency Response Volunteers

PREPARED BY: Pamela Mayhew, Volunteer Coordinator

Summary Statement

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

In preparation for any type of community emergency or disaster, the Westminster Volunteer Program has identified a core group of volunteers ready to respond and support the City. This group has been created from the database of current, actively involved volunteers and is not a separate volunteer opportunity. Anyone who is an active volunteer over the age of 18 and interested can be a part of this volunteer opportunity. Currently, there are 417 citizens committed to assisting the City in the event of a community disaster.

Background Information

Westminster's Volunteer Program is a national leader in emergency volunteer management and is often called upon to assist during local and national emergencies. The Volunteer Coordinator has assisted during national hurricane relief efforts and more recently during the Democratic National Convention held in Denver. Volunteer Staff have learned that in a disaster volunteers respond spontaneously ready to assist. Most of these volunteers are not affiliated with an organization and have not been screened or background checked. A significant delay in placement of spontaneous volunteers occurs during emergencies because of time needed to appropriately screen them. Spontaneous volunteers also may present a liability to the City because of their potential to injure not only themselves, but others including vulnerable populations like seniors and children.

Every volunteer over the age of 18 who wishes to volunteer for a position in the City is screened for appropriate placement and given a background check. In January 2007, the City's Volunteer Application was revised to ask volunteers if they will be willing and available to help in the event of a community emergency. Additionally, the application asks volunteers to identify any usable skills or resources they may be able to make available to the City during an emergency. Since 2007, the Program has gathered over 417 emergency volunteers whose vocations include interpreters, doctors, nurses and pilots and others whose skills include the ability to operate a variety of equipment including portable backup generators and boats. In the event of a community emergency or disaster, this information can be pulled and sorted from the volunteer database as needed. This screened database of volunteers ready to serve in varying capacities was created at minimal cost to the City and will not only help in the initial phases of an emergency but also during the recovery process.

Recently the City Manager's Office approved a memorandum of understanding with the Colorado Volunteer Center Network and the State of Colorado Division of Emergency Management that will

facilitate the coordination of volunteer centers in the event of a community emergency. Having this memorandum of understanding in place will ease reimbursement from the State during an emergency and provide even more resources and volunteers to Westminster in the event of a disaster.

Creation of this group of volunteers supports City Council's Strategic Plan objective of citizens taking responsibility for their own community safety and well-being by enlisting the help of currently active, screened and background checked volunteers to be of immediate support during an emergency.

Respectfully submitted,

J. Brent McFall
City Manager

City of Westminster City Council Study Session Notes
April 19, 2010

Mayor Nancy McNally called the Study Session to order at 6:34 PM. All Councillors were in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Attorney II Jane Greenfield; Presiding Judge John Stipech; Budget and Special Projects Manager Barbara Opie; Community Development Director John Carpenter; Deputy City Manager Matt Lutkus; Senior Public Information Specialist Joe Reid; City Engineer Dave Downing; Senior Engineer Mike Normandin; Management Analyst Phil Jones; Street Plan Collaborative Mike Lydon; and Management Analyst Ben Goldstein

Citizen: Mike Litzau

Press: June Younger.

Bicycle Master Plan

Mike Lydon of Street Plan Collaborative, the firm selected to update the City's Bicycle Master Plan, gave a presentation of their overall approach and his initial perception of biking in the City of Westminster. The new approach will focus on a web-based model utilizing social media to learn about the communities needs and to get the word out about the final plan. Street Plan Collaborative will also conduct a handlebar survey, riding around Westminster for one week, as well as, a bike summit at City Park Recreation Center on May 27th. The web address for information about the bike master plan, and cycling in Westminster will be www.bikewestminster.org. Council would like information about connecting with Mike Lydon on Facebook, as well as ensuring that the City will have links to the www.bikewestminster.org site.

Legislative Update with Danny Tomlinson

Danny Tomlinson provided an update to Council on the legislative session thus far. Danny noted that with the long bill passed and school finance completed the session is quickly coming to a close. As for the bills that Westminster has been tracking:

SB 109 (Medical Marijuana Doctor Patient Relations) – Passed both houses and is waiting to pass through conference committee, but is anticipated to be signed shortly.

HB 1284 (Medical Marijuana Regulations) – It is anticipated that local control will be added back into the bill on the floor during second reading in an amendment proposed by Massey.

HB 1368 (County Land-use Approval Under PUD Act) – CCI did not endorse the bill and it may be pulled as a result.

HB 1162 (Retainage Construction Contracts) – The bill was amended to reduce retainage from 10% to 5%, and eliminate any interest requirements.

SB 84 (Police Officers Bill of Rights) – The bill was passed out of committee on a party line vote and out of appropriations with no fiscal impact.

There was also some discussion about legislation regarding historic preservation relating to the Capitol Dome. Danny also noted that the State's March 20 revenue forecast came in a little higher than anticipated but overall the picture is still not good. Danny and Council also discussed the possible impacts and strategies for addressing Amendment 101, Referendum 60 and 61. Council directed staff to follow up on HB 1284 with another email of the City's position on the bill to our legislators.

Continuation of Core Services

Staff from General Services, CAO, and CMO made presentations on their core services recommendations to Council. General Services proposed the possible elimination of facilities that are owned and maintained by the City and used by other organizations, like the former library facility. Under General Services, the Courts proposed the possible reduction or elimination of probations. It was noted that this would have a larger impact on current efforts pertaining to domestic violence and juvenile offenders. CAO did not provide any specific reductions, but did note that reductions would likely effect other departments as they are an internal service. CMO proposed several changes to service businesses, including: reduction or elimination of CH 8, reductions in community outreach, elimination of participation in MMCYA, reduction of funding for human

service board, elimination of contract lobbyist, and elimination of legislative breakfast/dinner. Council noted that they feel that legislative affairs and the legislative breakfast may not be the best use of resources. Council said that staff is spending too much time on MMCYA and school tours, and it would be ok to look at other options. Council was also ok with an evaluation of ending the clippings program. In general, Council would like to see the PIO work plan, have staff update the house criteria on all departments' templates to reflect a consistent model, and would like to be able to evaluate services with a cost benefit analysis. Minor changes to priorities were noted on the specific departmental templates and will be provided separately.

Executive Season

See separate notes.

Mayor McNally adjourned the Study Session at 8:49 PM.