



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council

DATE: April 30, 2008

SUBJECT: Study Session Agenda for May 5, 2008

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. Overview of the Risk Management Program
2. Revisions to the City of Westminster's Investment Policy (Attachment 1) (Attachment 2) (Attachment 3) (Attachment 4)
3. City Council Blackberry Distribution and Training

### EXECUTIVE SESSION

1. Discuss Strategy and Progress on Economic Development Matters in which the Disclosure of Information such as Financial Data or Proposed Incentives would, if made Public, Seriously Jeopardize the City's Ability to Secure the Development, and Provide Direction and Instructions to the City's Negotiators, as allowed by WMC 1-11-3(C)(4) and CRS 24-6-402(4)(e) (*Verbal*)

### INFORMATION ONLY ITEMS – Does not require action by City Council

1. First Quarter 2008 Status Report on Capital Improvement Program (CIP) Projects

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 5, 2008



**SUBJECT:** Overview of the Risk Management Program  
**PREPARED BY:** Martee Erichson, Risk Management Officer

### Recommended City Council Action

No action is being requested at this time.

### Summary Statement

- Councillor Bob Briggs recently requested that staff provide a description of the City's workers' compensation program. Staff believes that this overview will be of interest to all of Council. A description of the City's property and liability program is also included.
- Risk Management for the City of Westminster is an office within the General Services Department. The Risk Management Officer reports directly to the Deputy City Manager. The goals of Risk Management are to control and minimize the risks to which the City might be exposed by focusing on the protection of the City's assets including personnel, facilities, automobiles and equipment. The Office concentrates on preventing the losses from occurring, mitigating the losses when they do occur and if all else fails, funding or insuring the losses.
- Risk Management handles Workers' Compensation, Property and Liability and the City's Safety and Loss Control programs including Chemical Health and Safety.
- The Risk Management program has placed a very high priority on worker safety and has been successful over the last few years in reducing serious accidents, which has resulted in a significant reduction in workers compensation costs.
- Staff will present a short PowerPoint presentation at Monday evening's Study Session and will respond to any questions Councillors may have on the City's insurance programs.

**Expenditure Required:** No additional funding is requested at this time.

**Source of Funds:** N/A

## **Policy Issue**

No policy issue is being presented at this time.

## **Alternatives**

N/A

## **Background Information**

### Workers' Compensation

In late 1985 the City decided to move to a self-insured workers' compensation program due to increases in the costs associated with commercial insurance. It was also believed that this approach would lead to improved administration of the City's on-the-job injury claims. The State of Colorado, Department of Labor regulates self-insured employers; therefore, an application for a self-insured permit was submitted to the State for the 1986 policy year. This permit is renewed each year along with a \$2,000 permit fee payable to the State. The Department of Labor also requires all self-insured employers to post a bond to guarantee the payment of workers' compensation claims incurred by the City.

To further protect the City's assets, Risk Management purchases excess stop loss insurance to cover the cost of catastrophic on-the-job injuries to employees. Currently the City self-insures the first \$350,000 of each claim with an additional corridor deductible per year of \$100,000. This deductible would be payable by the City if any claims exceed the City's current retention limit but would be aggregate on all claims. Once the first \$100,000 over \$350,000 was paid, it would be satisfied for the year and the excess carrier would pick up dollar one over \$350,000.

This self-insured program has indeed allowed the City to better manage the administration of claims as well as a benefit from the City strong loss control and safety programs. Although the City is self-insured, Risk Management contracts with outside claims adjusting firms to administer the payment of claims and claim-specific reports to the State. In 2006 the City entered into an Intergovernmental Agreement (IGA) with Jefferson County School District's Risk Management office to administer the City's claims. This has proven to be a very successful and cost effective agreement.

Other programs that have proven successful in mitigating the City's workers' compensation claim losses include:

- Citywide Safety Committee
- Quarterly Safety SPIRIT Award and annual Safety V.I.P. Programs
- Classes on Risk Management, Safety and Defensive Driving
- Designated workers' compensation medical provider list
- On-going communication between all parties involved in a claim

Although recent law changes have required all Colorado employers who designate workers' compensation medical care providers to designate at least two unaffiliated providers, the City maintains a list with a minimum of three medical providers for employees to choose from. Risk Management staff believes the employees deserve a choice and are open to requests from injured employees to change from one doctor to another on the City's list. Risk Management also meets with all medical providers on a regular basis to ensure that not only are the City's interests being met, but that the employees are receiving the best medical care possible.

The following chart shows the total claims and claim's costs incurred in each of the past seven years:

<b>WC Program</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
<b># of claims</b>	196	122	121	124	103	118	89
<b>Incurred cost as of December 31st</b>	\$631,239	\$446,097	\$438,050	\$740,006	\$304,954	\$213,990	\$141,286

Property and Liability

Recognizing the shifting world of municipal insurance coverage, the City decided to participate in a task force of municipalities looking into the establishment of an insurance pool. In 1982, Westminster became one of the founding members of the Colorado Intergovernmental Risk Sharing Agency (CIRSA) established to provide property and liability coverage that is tailored to meet municipal exposures.

The City has remained with CIRSA since 1982 as they have continually provided competitive quotes for insurance coverage and have the expertise to provide services that meet the unique needs of Colorado cities and towns. In addition to extensive insurance coverage, CIRSA currently provides the City with claims handling and loss control services. To control insurance costs, the City has chosen a high deductible of \$250,000 for each property, liability or automobile claim.

To ensure cost effective coverage and further protect the City's assets, Risk Management staff has hired an outside risk management consultant and insurance broker to do an in-depth analysis of the City's Property and Liability and Safety programs. The consultant will be working throughout 2008 to complete their study and a determination of whether or not a program change is needed will take place for the 2009 policy period.

The City's Risk Management program works to support City Council's strategic plan of a Safe and Secure Community and a Financially Sustainable City Government. Westminster's strong program helps create a more efficient, effective and predictable operational environment as well as demonstrates a long-term commitment to the City's health and culture.

Respectfully submitted,

J. Brent McFall  
City Manager



WESTMINSTER

## Staff Report

City Council Study Session Meeting

May 5, 2008



**SUBJECT:** Revisions to the City of Westminster's Investment Policy

**PREPARED BY:** Tammy Hitchens, Finance Director  
Bob Byerhof, Senior Financial Analyst

### **Recommended City Council Action:**

Direct Staff to prepare a resolution for Council action to revise the City's investment policy.

### **Summary Statement**

The last time Council reviewed and adopted the Investment Policy was in 1999. The City of Westminster's Investment Policy adheres to the State of Colorado statutes for the investment of public funds. As a Home Rule city, the City is not required to follow the State statutes; however, the City has chosen to follow this standard as a course of prudent and conservative investment practice. Staff is bringing this item forward because changes enacted in the State statute warranted revisions to the Investment Policy.

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

## **Policy Issue**

Should the City Council adopt the revised Investment Policy?

## **Alternative**

Do not approve the proposed Investment Policy and adhere to the existing policy language. This is not recommended as the City currently follows state statutes for the investment of public funds. If the Council does not approve the revised Investment Policy the language in City’s current Investment Policy would be outdated, despite the actual practice whereby the City is currently adhering to the revised statute language because our Investment Policy recognizes changes to state statutes “immediately upon being enacted.” Revising the City’s Investment Policy language to reflect changes in state statutes provides the City and an Investment Advisor with a clear and consistent policy with respect to the investment of public funds.

## **Background Information**

The City has a portfolio of investable funds in the order of \$160 million. The total value fluctuates based on cash-flow demands such as debt service payments, major capital investments, and working capital requirements. The investment of these public funds is conservative by law and follows the “prudent investor” standard. The “prudent investor” standard is an industry recognized term that applies the following mandate to investments: a fiduciary “shall exercise the judgment and care, under circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital.” This language is embedded in Colorado Revised Statute 15-1-304, Standard for Investments and adhered to by the City of Westminster. It is important to note that the City is not required to follow state statute but has chosen to adhere to the State’s standards as a prudent and conservative policy for the investment of public funds.

The City’s Investment Policy provides Staff and any investment advisor with a sound reference tool for prudent and lawful guidance for the investment of public funds. The goals of the Investment Policy, in order of importance, are Safety, Liquidity, and Yield. The preservation of capital is maintained by following very conservative investment guidelines that are structured in the state statutes not only in regards to the types of securities permissible for investment but the importance of diversification when investments are purchased that are not direct U.S. Government securities. The flexibility to invest in securities outside of U.S. Treasuries allows the City to capture a higher yield of investment earnings; however, the statutes mandate portfolio minimum and maximum levels within investment instruments as well as limits by issuer and maturity length as a means to protect entities from bearing unnecessary risk by not being adequately diversified. Page 9 of the City’s Investment Policy (See attached Exhibit A) outlines the guidelines that the City follows regarding the composition of the portfolio. The Investment Advisor maintains a constant watch on the securities purchased and sold within the portfolio to ensure compliance. *Attachment A* compares the proportional changes made between the 1999 and 2008 Investment Policy, which highlights that diversification principals are maintained between the original and revised policy.

The Colorado legislature adopted changes to CRS 24-75-601 with House Bill 06-1287 that went into effect on August 7, 2006 and *Attachment B* outlines these changes. Although the City has maintained

a prudent conservative investment strategy since the passage of the statute revisions, as well as adhered to these enacted changes since then, the City’s Investment Advisor recommended that the Investment Policy be updated to reflect the changes in the statute. These proposed changes are all technical in nature and would not make any major changes to the City’s current investment policy.

The Investment Advisor wrote a summary of changes incorporated into the revised Investment Policy to more clearly and concisely track changes from the existing policy, *Attachment C*.

Staff and personnel from the City’s Investment Advisor, MBIA, will be on hand at the Study Session Meeting to address any concerns the Council may have regarding the revised Investment Policy. It is the intent of Staff to bring forth for approval the revised Investment Policy to the Council on May 12, 2008.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

# City of Westminster Investment Policy

## I. POLICY

The City of Westminster (“the City”) is a Colorado home rule municipality operating under its City Charter. The City functions under the direction of a City Manager who is appointed by a seven member City Council. Colorado Statutes provide home rule municipalities with legal authority to promulgate and implement local standards for cash and investment management operations.

It is the policy of the City to invest public funds in a manner that will provide preservation of capital, meet the daily liquidity needs of the City, diversify the City’s investments, conform to all local rules and state statutes governing the investment of public funds, and generate market rates of return.

This Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the City’s funds. It replaces any previous Investment Policy or investment procedures of the City.

This Investment Policy was adopted by the City Council of the City of Westminster on \_\_\_\_\_ . (new date to be inserted if City Council chooses to adopt the modified investment policy)

## II. SCOPE

This Investment Policy applies to the activities of the City with regard to investing the financial assets of all funds except for its Employee Pension Plan Funds, the Deferred Compensation Fund, and the Volunteer Firefighter Pension Fund that are organized and administered separately. The policy shall apply to any new fund that may be created unless specifically exempted from the policy. Funds collected for the City of Westminster by other government agencies shall be governed by the investment policies of that agency and are not subject to the provisions of this policy.

Cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average daily balances relative to the total pooled balance in the investment portfolio.

## III. INVESTMENT OBJECTIVES

The City’s principal investment objectives are:

- Preservation of capital and protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated cash flows.
- Diversification to avoid incurring unreasonable financial risks.
- Attainment of a market rate of return as defined in Section XIII of this Investment Policy.



- Conformance with all applicable City policies, State statutes and Federal regulations.

#### **IV. DELEGATION OF AUTHORITY**

Authority to manage the City's investment portfolio is derived from City Charter Section 4.12. Management responsibility for the investment program is vested with the Finance Director. The Finance Director shall maintain a list of employees of the City of Westminster who are authorized to purchase, sell, wire securities or funds, or transfer custodianship on behalf of the City.

The Finance Director shall have the discretion to appoint one or more investment advisers, registered with the Securities and Exchange Commission under the Investment Advisers Act of 1940, to assist in the management of all or a portion of the City's investment portfolio. All investments made through such investment advisers shall be within the guidelines of the City's investment policies.

The Finance Director shall establish written procedures and internal controls for the operation of the City's investment program, designed to prevent loss of public funds due to fraud, error, misrepresentation and imprudent actions.

#### **V. PRUDENCE**

The standard of prudence to be used for managing the City's assets is the "prudent investor" standard applicable to a fiduciary, which states that a prudent investor "shall exercise the judgment and care, under circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital." (Colorado Revised Statutes 15-1-304, Standard for Investments.)

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally riskless and that the investment activities of the City are a matter of public record. Accordingly, the City recognizes that occasional measured losses may be desirable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

Authorized investment staff acting in accordance with written policies and procedures, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Finance Director and appropriate action is taken to control adverse developments.

## **VI. INVESTMENT COMMITTEE**

The Finance Director shall appoint an Investment Committee, chaired by the Treasury Manager and shall include at least two additional employees of the City knowledgeable in the area of governmental investments. The purpose of the Investment Committee shall be to provide advice regarding the operation of the cash management and investment program. The Committee shall meet at least once per quarter.

## **VII. ETHICS AND CONFLICTS OF INTEREST**

City employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the City's investment program or that could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees shall disclose to the Finance Director and to the City Manager any personal financial interests that may be related to or that may conflict with the City's investment program.

## **VIII. AUTHORIZED SECURITIES AND TRANSACTIONS**

All investments will be made in accordance with the Colorado Revised Statutes (C.R.S.) as follows: C.R.S. 11-10.5-101, et seq. Public Deposit Protection Act; C.R.S. 11-47-101, et seq. Savings and Loan Association Public Deposit Protection Act; C.R.S. 24-75-601, et. seq. Funds - Legal Investments; C.R.S. 24-75-603, Depositories; and C.R.S. 24-75- 702, Local governments - authority to pool surplus funds. Any revisions or extensions of these sections of the statutes will be assumed to be part of this Investment Policy immediately upon being enacted.

This Investment Policy further restricts the investment of City funds to the securities and transactions listed below and summarized in Exhibit A.

1. U.S. Treasury Obligations: Treasury bills, Treasury notes, Treasury bonds and Treasury STRIPS with maturities not exceeding seven years from the date of trade settlement. At all times, the City shall maintain at least 15% of its investment portfolio in U.S. Treasury obligations.
2. Federal Agency debentures and mortgage-backed securities with a final maturity not exceeding seven years from the date of trade settlement issued by the Government National Mortgage Association (GNMA). The total investment in Federal Agency securities shall not exceed 10% of the City's investment portfolio.
3. Federal Instrumentality Securities: Debentures, discount notes, callable securities, step-up securities, collateralized mortgage obligations, and stripped principal or coupons with maturities not exceeding seven years from the date of trade settlement issued by the following only: Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), Federal Home Loan Banks (FHLB) and Federal Home Loan Mortgage Corporation (FHLMC). Federal Instrumentality securities must be rated not less than Aaa by Moody's, AAA by Standard & Poor's or AAA by Fitch at the time of purchase by at least two services that rate the securities. Not more than 30% of the City's investment portfolio may be invested in the securities of any one federal instrumentality. The total

investment in collateralized mortgage obligations shall not exceed 10% of the City's investment portfolio.

4. Repurchase Agreements or flexible repurchase agreements collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in 1. and 3. above with a final maturity not exceeding ten years. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the transaction. Collateral shall be held by the City's third-party custodian bank, and the market value of the collateral securities shall be marked-to-the market daily. Repurchase agreements shall have a termination date of 180 days or less. Flexible repurchase agreements shall have a maximum term of the life of the corresponding construction project or one year, whichever is less.

Repurchase Agreements shall be entered into only with broker/dealers recognized as primary dealers by the Federal Reserve Bank of New York, or with firms that have a primary dealer within their holding company structure. Approved Repurchase Agreement counterparties shall have a short-term credit rating of at least A-1 or the equivalent and a long-term credit rating of at least A or the equivalent by a Nationally Recognized Statistical Rating Organization. Repurchase agreement counterparties shall execute a City approved Master Repurchase Agreement with the City. The Finance Director shall maintain a copy of the City's approved Master Repurchase Agreement along with a list of broker/dealers who have executed same.

5. Commercial Paper with maturities not exceeding 270 days, rated at least A-1 by Standard & Poor's, P-1 by Moody's, or F-1 by Fitch at the time of purchase by at least two services that rate the commercial paper, and rated not less by any service that rates the commercial paper. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated by each service that rates the issuer at least A+ by Standard & Poor's, A1 by Moody's or A+ by Fitch by at least two services that rate the issuer, and rated not less by any service that rates it. The total investment in commercial paper shall not exceed 20% of the City's investment portfolio. The aggregate investment in commercial paper, bankers acceptances and corporate securities shall not exceed 50% of the City's investment portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer.
6. Eligible Bankers Acceptances with maturities not exceeding 180 days, issued by FDIC insured state or national banks with combined capital and surplus of at least \$250 million. Banker's acceptances shall be rated at least A-1 by Standard & Poor's, P-1 by Moody's, or F-1 by Fitch at the time of purchase by at least two services that rate the instrument, and rated not less by any service that rates it. If the issuing bank has senior long-term debt outstanding, it must be rated at the time of purchase A by Standard & Poor's, A2 by Moody's or A by Fitch by at least two services that rate the bank, and rated not less by any service that rates it. The total investment in bankers acceptances shall not exceed 20% of the City's investment portfolio. The aggregate investment in bankers acceptances, commercial paper, and corporate securities shall not exceed 50% of the City's investment portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer.
7. Corporate Securities denominated in U.S. dollars of any corporation or bank organized and operating within the United States with a net worth in excess of \$250 million. Corporate securities shall have a maximum maturity of three years from the date of trade

settlement and must be rated at least AA- by Standard and Poor's, Aa3 by Moody's or AA- by Fitch, by at least two rating services, and not less by any service that rates it. The total investment in corporate securities shall not exceed 20% of the City's investment portfolio. The aggregate investment in corporate securities, commercial paper and bankers acceptances shall not exceed 50% of the City's investment portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer.

8. General Obligations and Revenue Obligations of state or local governments with a maturity not exceeding three years from the date of trade settlement, rated at the time of purchase at least AA by Standard & Poor's, Aa by Moody's or AA by Fitch by at least two services that rate the obligations. The total investment in general obligations and revenue obligations shall not exceed 10% of the City's investment portfolio and not more than 3% of the City's investment portfolio may be invested in the general obligations and revenue obligations of any one issuer.
9. Non-negotiable Certificates of Deposit with a maturity not exceeding one year in any FDIC insured state or national bank, or state or federal savings bank located in Colorado that is a state approved depository per C.R.S. 24-75-603. Certificates of deposit that exceed FDIC insurance limits shall be collateralized as required by the Public Deposit Protection Act or the Savings and Loan Association Public Deposit Protection Act. The total investment in non-negotiable certificates of deposit shall not exceed 10% of the City's investment portfolio and not more than 5% of the City's investment portfolio may be invested in the certificates of any one bank.
10. Local Government Investment Pools authorized under C.R.S. 24-75-702 that: 1) are "no-load" (no commission or fee shall be charged on purchases or sales of shares); 2) have a constant net asset value of \$1.00 per share; 3) limit assets of the fund to those securities authorized by state statute; 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 5) have a rating of AAAM by Standard & Poor's, Aaa by Moody's or AAA/V1+ by Fitch. The total investment in local government investment pools shall not exceed 50% of the City's investment portfolio and not more than 30% of the City's investment portfolio may be invested in any one pool.
11. Money Market Mutual Funds registered under the Investment Company Act of 1940 that: 1) are "no-load" (no commission or fee shall be charged on purchases or sales of shares); 2) have a constant net asset value of \$1.00 per share; 3) limit assets of the fund to those securities authorized by state statute; 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 5) have a rating of AAAM by Standard & Poor's, Aaa by Moody's or AAA/V1+ by Fitch. The total investment in money market mutual funds shall not exceed 20% of the City's investment portfolio and not more than 10% of the City's investment portfolio may be invested in any one fund.

The foregoing list of authorized securities shall be strictly interpreted. Any deviation from this list must be pre-approved by the City Council.

Tests for limitations on percentages of holdings apply to the composite of the City's entire investment portfolio, not to individual portfolios maintained by the City. Percentage limitations used for measurements are based on the percentage of portfolio cost value.

If following the purchase of a security, its credit rating falls below the required minimum rating, the security may be retained by the Finance Director with the approval of the Investment Committee.

## **IX. INVESTMENT MATURITY AND LIQUIDITY**

The investment portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. To the extent possible, investments shall be matched with anticipated cash flows and known future liabilities. Investments shall be limited to maturities not exceeding seven years from the date of trade settlement, unless the maturity is matched to a specific cash flow need, and the purchase is preapproved by the Investment Committee. The weighted average final maturity of the investment portfolio shall not exceed three years.

## **X. COMPETITIVE TRANSACTIONS**

Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded. If the City is offered a security for which there is no other readily available competitive offering, quotations for comparable or alternative securities will be documented.

## **XI. SELECTION OF BROKER/DEALERS**

The Finance Director shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to purchase securities only from those authorized firms.

To be eligible, a firm must meet at least one of the following criteria:

1. Be recognized as a primary dealer by the Federal Reserve Bank of New York or have a primary dealer within its holding company structure,
2. Report voluntarily to the Federal Reserve Bank of New York,
3. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

Broker/dealers will be selected by the Finance Director on the basis of their expertise in public cash management and their ability to provide service to the City's account. Approved broker/dealer representatives and the firms they represent shall be licensed to do business in Colorado and as such are subject to the provisions of the Colorado Revised Statutes, including but not limited to C.R.S. 24-75-601. Each authorized broker/dealer shall be required to submit and annually update a City approved Broker/Dealer Information Request Form that includes the firm's most recent financial statements. Broker/dealers shall attest in writing that they have received and reviewed a copy of this Investment Policy.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in item 5 of the Authorized Securities and Transactions section of this Investment Policy.

## **XII. SAFEKEEPING AND CUSTODY**

The Finance Director shall approve one or more banks to provide safekeeping and custodial services for the City. A City approved safekeeping agreement shall be executed with each custodian bank. To be eligible, a financial institution shall qualify as a depository of public funds in Colorado as defined in C.R.S. 24-75-603.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities, except non-negotiable Certificates of Deposit, Local Government Investment Pools and Money Market Mutual Funds, purchased by the City will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by the City approved custodian bank, its correspondent bank or the Depository Trust Company (DTC).

All Fed wireable book entry securities shall be evidenced by a safekeeping receipt or a customer confirmation issued to the City by the custodian bank stating that the securities are held in the Federal Reserve system in a Customer Account for the custodian bank which will name the City as "customer."

All DTC eligible securities shall be held in the custodian bank's Depository Trust Company (DTC) participant account and the custodian bank shall issue a safekeeping receipt evidencing that the securities are held for the City as "customer."

All non-book entry (physical delivery) securities shall be held by the custodian bank or its correspondent bank and the custodian bank shall provide evidence that the securities are held for the City as "customer."

The City's custodian will be required to furnish the City monthly reports of holdings of custodied securities as well as a report of monthly safekeeping activity.

## **XIII. PERFORMANCE BENCHMARKS**

The City's investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the investment portfolio shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the investment portfolio's weighted average effective maturity. When comparing the performance of the investment portfolio, all fees involved with managing it shall be included in the computation of its rate of return net of fees.

## **XIV. REPORTING**

Performance of the portfolio shall be reported quarterly and submitted to the City Manager. Reports shall include details of the characteristics of the portfolio as well as its performance for that period. Material deviations from projected investment strategies shall be reported immediately to the City Manager.

## **XV. POLICY REVISIONS**

This Investment Policy shall be reviewed annually by the Investment Committee. If deemed appropriate, the Investment Committee shall recommend revisions to the City Council.

**EXHIBIT A**

**SUMMARY OF AUTHORIZED SECURITIES THAT MAY BE PURCHASED BY THE CITY OF WESTMINSTER**

<b>INSTRUMENT</b>	<b>PORTFOLIO MIN/MAX</b>	<b>ISSUER MAXIMUM MAXIMUM</b>	<b>ISSUER MAXIMUM MATURITY</b>
U.S. Government Securities	15% min 100% max	100%	Seven (7) years unless the maturity is matched to a specific cash flow need.
U.S. Government Agencies	10% max	10%	Seven (7) years unless the maturity is matched to a specific cash flow need.
U.S. Government Instrumentalities	100% max	30%	Seven (7) years unless the maturity is matched to a specific cash flow need.
Collateralized Mortgage Obligations (CMOs)	10% max	10%	Seven (7) years unless the maturity is matched to a specific cash flow need.
Repurchase Agreements	100% max	100% max	180 days
Commercial Paper	20% max	5%	270 days
Banker's Acceptances	20% max	5%	180 days
Corporate Bonds & Medium Term Notes	20% max	5%	Three (3) years
State and Local Government debt	10% max	3%	Three (3) years
CD's (non-negotiable)	10% max	5%	One (1) year
LGIPs	50% max	30%	Comply with Rule 2a-7
Money Market Mutual Funds	20% max	10%	Comply with Rule 2a-7



## Attachment A

**SUMMARY COMPARING PROPORTIONAL CHANGES ALLOWABLE IN  
PORTFOLIO FROM 1999 TO 2008 INVESTMENT POLICY**

**Note:** *Bold Italic* font denotes previous proportion levels from 1999 Investment Policy or where applicable, no change made.

<b>PORTFOLIO INSTRUMENT</b>	<b>ISSUER MIN/MAX</b>	<b>MAXIMUM MAXIMUM</b>	<b>MATURITY</b>	<b>Proportion of Portfolio (3/31/08)</b>
U.S. Government Securities	15% min 100% max  <b><i>No Change</i></b>	100%  <b><i>No Change</i></b>	Seven (7) years unless the maturity is matched to a specific cash flow need.	<b>19.73%</b>
U.S. Government Agencies	10% max  <b><i>20%</i></b>	10%  <b><i>20%</i></b>	Seven (7) years unless the maturity is matched to a specific cash flow need.	
U.S. Government Instrumentalities	100% max  <b><i>75%</i></b>	30%  <b><i>No Change</i></b>	Seven (7) years unless the maturity is matched to a specific cash flow need.	<b>65.22%</b>
Collateralized Mortgage Obligations (CMOs)	10% max  <b><i>No Change</i></b>	10%  <b><i>3%</i></b>	Seven (7) years unless the maturity is matched to a specific cash flow need.	
Repurchase Agreements	100% max  <b><i>No Change</i></b>	100% max  <b><i>50%</i></b>	180 days	
Commercial Paper	20% max  <b><i>50%</i></b>	5%  <b><i>10%</i></b>	270 days	<b>4.07%</b>
Banker's Acceptances	20% max  <b><i>50%</i></b>	5%  <b><i>10%</i></b>	180 days	
Corporate Bonds & Medium Term Notes	20% max  <b><i>10%</i></b>	5%  <b><i>3%</i></b>	Three (3) years	<b>9.56%</b>
State and Local Government debt	10% max  <b><i>No Change</i></b>	3%  <b><i>No Change</i></b>	Three (3) years	
CD's (non-negotiable)	10% max  <b><i>No Change</i></b>	5%  <b><i>No Change</i></b>	One (1) year	
LGIPs	50% max  <b><i>No Change</i></b>	30%  <b><i>No Change</i></b>	Comply with Rule 2a-7	<b>1.42%</b>
Money Market Mutual Funds	20% max  <b><i>No Change</i></b>	10%  <b><i>No Change</i></b>	Comply with Rule 2a-7	

## Attachment B

**Colorado House Bill 06-1287**  
**Signed by Governor April 24, 2006**  
**Effective August 7, 2006**  
**Revises CRS 24-75-601 as follows:**

### Definitions

- States that “public funds” shall not include PERA funds or certain school district trust funds.
- Deletes reference to a “qualified provider” bank.
- Expands definition of “security” from “bond, note, bill” to include Bankers Acceptance, Commercial Paper, Repurchase Agreement, Reverse Repurchase Agreement, Securities Lending Agreement, Guaranteed Investment Contract, Guaranteed Interest Contract, Annuity Contract and Funding Agreement.
- States no security shall be convertible to equity or represent any equity interest.
- Requires all securities to be U.S. dollar denominated.

### Maximum Maturity

- Deletes the overall five year from date of purchase maximum maturity.
- Establishes maximum maturities from date of settlement for each authorized security.
- Retains the provision that governing bodies of public entities may authorize maturities exceeding the maximums.

### Treasuries

- Adds inflation indexed securities.
- States the maximum maturity is five years from date of settlement.

### Agencies & Instrumentalities

- Expands the definition to specifically include FFCEB, FLB, FHLB, FHLMC, FNMA, EXIMBANK, TVA, GNMA & World Bank.
- States the maximum maturity is five years from date of settlement.
- Increases the requirement for the highest category rating from one to two NRSROs and states no NRSRO shall rate the obligation any lower.
- Allows an exception to the above rating requirements if the security meets the requirements for corporate or bank debt.

### Municipals – General Obligation

- Changes the rating requirement from one of the three highest to one of the two highest and requires two NRSROs rather than one.
- States the maximum maturity is three years from date of settlement.

### Municipals – Revenue Obligations

- Changes the rating requirement from one of the two highest to the highest and requires two NRSROs rather than one.
- States the maximum maturity is three years from date of settlement.

Repurchase Agreements

- Adds a requirement for DVP of the securities.
- States repo collateral may have a maturity exceeding five years.
- States the maximum maturity is five years from date of settlement.

Reverse Repurchase Agreements

- Added new section authorizing reverse repo with detailed requirements.

Securities Lending Agreements

- Replaced the existing section with a new section, more concise and easier to understand.

Money Market Funds

- Qualifies the no sales or load fee requirement by stating “unless the governing body of the public entity authorizes such a fee at the time of the initial purchase.”
- Deletes references to allowable securities for money market funds.

Guaranteed Investment Contracts

- Requires ratings by two NRSROs rather than one.
- Provides a maximum maturity of three years, unless purchased with proceeds from bonds, COPs, lease agreements or similar.

Corporate or Bank Debt

- Eliminates \$250 million net worth requirement for issuers.
- Provides that money market instruments such as commercial paper or bankers acceptances must be rated not less than “A1, P1, or F1” by any NRSRO and must be rated by at least two.
- Increases the portfolio maximum from 30% to 50%.

Eligible Broker/Dealers

- Requires public entities to adopt criteria for the selection of broker/dealers for the purchase of term securities, except bond proceeds.



## Summary of Recommended Changes to the Investment Policy of the City of Westminster

MBIA Asset Management has conducted a review of the City of Westminster's April 12, 1999 investment policy. Because of the passage of time, extensive revisions were required to bring the investment policy current with respect to Colorado's investment statute (revised in 2006), broker/dealer qualifications and safekeeping procedures. Instead of attempting to incorporate the revisions into the existing investment policy, we drafted an entirely new document which retains some of the original language and includes the revisions.

Two documents are presented with this summary: the new policy, and the old policy with the revisions shown in redline. The revisions are summarized as follows:

### **Policy** – Page 1

- Added a paragraph explaining the City's status as a home rule municipality with authority to develop its own investment standards.
- Reworded the existing paragraph and deleted the City Charter and Colorado statute references. The quoted City Charter section simply refers to the Colorado statute which is cited at the beginning of the Authorized Securities and Transactions section.

### **Scope** – Page 1

- Expanded the second paragraph to describe the method of allocating income from pooled investments.

### **Objectives** – Pages 1-2

- Revised to a simple list and added a fifth objective, conformance.

### **Prudence** – Pages 2-3

- Quoted the exact language from the statute.
- Added a paragraph providing for "occasional measured losses" if taken to improve overall portfolio return.

### **Delegation of Authority** – Page 3

- Added a third paragraph requiring the establishment of procedures and controls.

### **Ethics and Conflicts of Interest** – Pages 3-4

- Reworded for clarity.

### **Authorized Financial Dealers and Institutions** – Page 4

- We renamed this section "Selection of Broker/Dealers" and eliminated references to financial institutions. Other than broker/dealers, few financial institutions act in that capacity.

- The three criteria in Paragraph A. were updated and we added language allowing repurchase counterparties that have a primary dealer within their holding company structure. For example, Merrill Lynch, one of the City’s approved brokers is not a primary dealer. Merrill Lynch Government Securities Inc. is the primary dealer within the firm’s holding company structure.
- Paragraphs B. and C. were combined and reworded for easier reading.
- A final paragraph was added providing for the direct purchase of commercial paper.

#### **Portfolio Matching of Assets and Liabilities – Page 5**

- Deleted this section. Its contents are found in the Investment Maturity and Liquidity section of the revised policy.

#### **Diversification**

- The revised investment policy does not have a diversification section because specific limits on security issues, limits on issuers and maximum maturities are set forth in the Authorized Securities and Transactions section. The table of maximums on Page 6 of the existing policy was deleted for the same reason.
- Paragraphs 3. and 4. in the former Diversification section are now found at the end of the new Authorized Securities and Transactions section.

#### **Profiles of Allowable Investments and Transactions – Pages 7-16**

- Renamed this section “Authorized Securities and Transactions” and updated the statute references.
- Replaced the existing descriptions of allowable investments with a concise paragraph for each.

#### **Investment Maturity and Liquidity – Page 16**

- This new section replaces the Portfolio Matching of Assets and Liabilities section in the existing policy.

#### **Competitive Transactions – Page 17**

- This new section provides for the conducting security transactions in a competitive way.

#### **Safekeeping and Custody – Page 17**

- This new section updates the language found in Paragraphs A. and B. of the Internal Controls section of the existing policy.

#### **Performance Benchmarks, Reporting and Policy Revisions – Page 19**

- They are simply renamed and reworded versions of the last two sections of the existing policy.

#### **Glossary**

- We deleted the glossary. MBIA does not recommend investment policy glossaries because they become outdated and incomplete.



# WESTMINSTER

## Staff Report

City Council Study Session  
May 5, 2008



SUBJECT: City Council Blackberry Distribution and Training

PREPARED BY: David Puntenney, Information Technology Director

### Summary Statement:

During the April 14<sup>th</sup> City Council Post meeting, staff presented information regarding integration of the City Council calendar with personal PDAs. During that meeting, staff recommended that City Council members consider using a City provided Blackberry and City email account to enable real time integrated calendar and email capabilities.

At the conclusion of the meeting, six City Council members indicated interest in proceeding with the Blackberry solution. IT Department staff has been in contact with each City Council member and has ordered the devices as requested. Once received, staff will configure and test the devices in advance of the May 5<sup>th</sup> training session with City Council. Each City Council member will receive the Blackberry as well as user training materials during the May 5<sup>th</sup> meeting.

### Background Information:

During a recent City Council technology Q&A session, Council requested that staff investigate calendar integration and migration between exchange and various models and ages of PDAs and PDA operating systems. On April 14<sup>th</sup>, staff providing findings that the hardware, software and procedures required to migrate calendars with various PDA devices varies in complexity and accuracy.

Staff suggested that any technology or solution proposed for enhancing access to City Council calendars meet the following objectives:

Provide the ability for City staff to easily add events directly to City Council calendars, eliminating the need for City Council to perform additional steps as may be needed to import such events into personal owned PDAs.

Provide a technology that is proven in terms of reliability of synchronization and accuracy of data within calendars.

Provide a technology solution in which Information Technology staff has been trained and will be able to assist City Council members with prompt troubleshooting and problem resolution.

Provide a solution that is easy to learn and use for scheduling, email and contacts.

These objectives could not be achieved by using a variety of PDA devices and synchronization processes. However, these objectives could be realized by providing City Council members a City provided exchange/outlook account for calendar and email and a City issued Blackberry PDA. The Blackberry will provide City Council members the ability to have a consolidated personal and City Council event calendar.

During the April 14<sup>th</sup> meeting, six members of City Council opted for the Blackberry solution.

Staff will be present at the May 5<sup>th</sup> meeting to distribute the new devices and to provide City Council a training session to demonstrate how to use email and calendar on the Blackberry device.

Respectfully submitted,

J. Brent McFall  
City Manager



W E S T M I N S T E R

## Staff Report

Information Only Staff Report  
May 5, 2008



**SUBJECT:** First Quarter 2008 Status Report on Capital Improvement Program (CIP) Projects

**PREPARED BY:** Barbara Opie, Budget & Special Projects Manager

### **Summary Statement:**

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

Attached is the first quarter status update for 2008 on Capital Improvement Program (CIP) projects. The project name, a brief description, and status update is provided for each project. If City Council has questions about any of the projects included in this report, Staff will follow up with additional information.



### **Background Information**

Staff has compiled the attached status report on Capital Improvement Program (CIP) projects for activities through the first quarter of 2008, ending March 31. Several projects included within this report are in the process of being closed out and therefore may not appear on the second quarter status report for 2008.

The “Updated” column on the far left side of the attached report will have a mark (▶) in it denoting that the project information (such as the description, status, budget, projected completion date or percent complete) has been updated, or it will have “NEW” typed in to identify any new projects added to the CIP Status Report since last quarter, or it will have “CLOSED” or “TO BE CLOSED” typed in to identify projects that have either been closed in the financial management system or about to be closed. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during that quarter; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

The definition for each of the columns included in the report is noted on the attached document (“Attachment A: Definitions – Capital Improvement Program (CIP) Project Status Report”). The definitions are utilized internally to ensure that staff is reporting information as consistently as possible.

The project name, a brief description of the project, project status, project budget, project expenditures as of March 31, the project manager(s), engineering firms/contractors, start date, projected completion date and percent complete is provided for each project on the “Capital Improvement Program – Major Projects” pages (Attachment B), and “Capital Improvement Program – Ongoing Projects” pages (Attachment C).

The projects are sorted based on whether they are ongoing in nature or have a definitive beginning and completion date. Some projects may include funding from both the General and Utility Funds but are listed only once, reflecting the consolidated total in this report. Those projects on the Ongoing Projects pages (Attachment C) do not include a start date, projected completion date or a percent complete due to the nature of these projects (i.e., they are continuing projects from year to year).

Please note that due to an accounting change directed by the City’s auditor, Major Projects are now being expensed each year rather than waiting until each project is substantially complete; this is new in 2008. As such, for continuity in this quarterly report, Staff is reporting the revised budgets for each project, excluding any expensing required by the auditors, so that City Council and the public may see the full cost of the project rather than an annually modified amount that does not accurately reflect the full cost and scope of the project. On the Ongoing Projects pages, the capitalized/expensed amounts will continue to be shown so that City Council and the public may see what funds are actually available for these projects that are continuous in nature.

Staff will continue to provide this report to City Council on a quarterly basis. If City Council has questions about any of the projects included in this report, Staff is available to meet individually with City Council members and provide additional information on the projects included within this document or provide appropriate information as requested.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

## – DEFINITIONS –

**Capital Improvement Program (CIP) Project Status Report**

**Updated** – The Updated column is intended to simplify the review of the quarterly updates by drawing attention to those projects with new updates since the last quarter report. The column will have a ► mark in it denoting that the project information has been updated, or will include “NEW” to identify any new projects that may have been added since the last report via supplemental appropriations (such as from carryover, the receipt of a grant or the subdividing of a larger project into smaller components), or will include “CLOSED” to identify projects closed or “TO BE CLOSED” if the project will be closed before the next report. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during that quarter; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

**Project Title/Description** – The Project Title is common name utilized by Staff in identifying the project. The Project Description is a brief description of the project, specifically focusing on the scope of the project for which funds are budgeted (i.e., are the funds appropriated for the full project, from design to construction, or simply the design/engineering component of the project).

**Project Status** – A brief update as to the progress made on this project, providing information such as how much work has been completed, if the project is on schedule, ahead or behind, if any challenges have developed as a result of contractors or the weather, etc.

**Budget** – For Major Projects, this is the total amount City Council has appropriated via the current and/or prior years’ budgets. Some projects have funding from multiple sources, i.e., the General and Utility Funds; in these cases, the combined total for the project is shown in this report.

For Ongoing Projects, this is the amount that has been entered into the financial management system that City Council has appropriated via the current or prior years’ budgets. This amount may be different from the total amount that has been appropriated over the years, since many projects that are ongoing have received funding for many years, in some cases over ten years. Showing the cumulative budget since project inception is not only difficult to gather given the conversion to a new financial management system, but is not representative of the funds actually available to spend on these ongoing projects. Some projects may include open contracts from which some expenditures have been made but the Spent column reflects only those actual expenditures, and therefore the associated encumbrances (i.e., financial obligations) are not necessarily reflected in these figures.

**Spent** – Actual expenditures made to date, *excluding* encumbrances.

**Project Manager(s)** – The City staff member(s) overseeing the completion of the project. Regardless of having an external project manager, a City staff member will always oversee City projects.

**External Project Manager Utilized** - This column identifies if the primary project lead is a City staff member or an outside contractor. On complex construction projects of approximately \$3-5 million or more, the City is likely also to hire a professional project manager on a contracted basis (in addition to an independent project construction inspector) to provide overall project management under the direction of City staff. If an external project manager is utilized, the name of the contractor is listed in this column.

**Engineering Firms Or Contractors** – Lists all outside firms the City has hired to work on this project, excluding the external project manager if applicable.

**Start Date** – Identifies the month and/or year in which the project was initiated (noted on the Major Projects’ pages only).

**Projected Completion Date** – The projected/targeted date for which the project is anticipated/scheduled to be complete (noted on the Major Projects' pages only).

**Percent Complete** – Identifies the amount of the overall project, as funded via City Council appropriations and defined in the Project Title/Description that is complete. It is based solely on what has been funded to date and may not include actual completion/construction of the project. There will not necessarily be a one-for-one correlation between the percent complete and the amount expended. (For example, City Council may have funded the design only of a project and based on this funding level, the project may be 75% complete, which would be reflected in the Percent Complete column. However, when looking at the overall project, which might be for the construction of a new bridge, the design component is only 5% of the overall project; however, City Council has not appropriated the construction funds as of yet and therefore this percent complete would remain at 75% until the total project funds are appropriated. Once the entire project budget is appropriated, the percentage complete column would be adjusted to 5%, reflecting the percentage of the total project that the design work represents. Some projects may be 100% complete but may reflect some funds remaining in the project and the project remains on this report due to warranty work that is yet to be completed; once warranties expire, the project will be closed.)

## CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
<b>GENERAL CAPITAL IMPROVEMENT FUND</b>										
▶	<b>72nd Avenue Streetscape</b> - This project involves the design efforts for extending the 72nd Avenue improvements from Meade Street westerly to Raleigh Street, which will serve as a gateway to South Westminster from the west. The improvements include street widening, wide sidewalks, new curb and gutter, planters, utility underground and decorative lighting.	Working out details of the contract and scope of work has affected the start of this planning study. Data collection will be the first task under the contract and will lead to analysis of land use and other future factors that will shape the plan for 72nd Avenue. Recommendations and a preliminary plan should be available in the third quarter of 2008.	\$150,000	\$330	Steve Baumann (CD)	TBD	Jacobs--Carter Burgess	10/2007	8/2008	5%
▶	<b>80th Avenue and Federal Boulevard Intersection Improvements</b> - Project to widen Federal Blvd and 80th Avenue to provide for northbound double turn lanes, southbound right turn lane and pedestrian facilities. Funding for the project includes participation by Adams County and the State, along with Federal Aid funds.	CDOT awarded a contract for construction which got underway in September 2007. The phased project will widen Federal Blvd to add left-turn capacity for northbound Federal to westbound 80th Ave. Other enhancements include new/wider sidewalks, street lighting, sandwall, and other utility improvements. Winter weather slowed progress. The official contract time for 80th/Federal is supposed to end in April, but recently it appears CDOT will not make that due to minor setbacks (relocation of conflicting utilities, for example). CDOT's resident engineer passed away in early March and that has had an effect as well. Both circumstances are hard to quantify and they just add to the overall slow pace of the contractor. Projected completion date modified from 4/08 to June 2008 based on these issues.	\$1,541,435	\$730,702	Steve Baumann (CD)	CDOT	CDOT Staff for design engineering	4/2004	6/2008	60%
▶	<b>88th Avenue Bottleneck/Standley Lake</b> - The only portion of 88th Avenue/86th Parkway at the boundary between Westminster and Arvada that is not four-lanes wide is a short section at the crossing of the Farmers High Line Canal (FHLC). That street crossing of the canal is actually located within a tiny enclave of unincorporated Jefferson County. Arvada and Jefferson County have expressed interest in sponsoring such a project and splitting the approximate \$1.05 million cost between the three jurisdictions at \$350,000 each.	Funds appropriated per the 2005 carryover in 6/2006. City of Arvada Staff will manage this project with Westminster's contribution capped at \$350,000. City's payment was delivered to Arvada in 12/2007 per the IGA. Rights-of-way were secured and construction commenced in the 1st quarter of 2008.	\$350,000	\$350,000	Dave Downing	City of Arvada	Huitt-Zollars (design)	3/2007	7/2008	25%
▶	<b>99th Avenue: Wadsworth to BNSF Railroad</b> - This project will provide for the design and construction of the realignment of 99th Avenue within the existing right-of-way in order to accommodate the installation of a connection in the Big Dry Creek trail system.	Engineering design completed the second quarter of 2007. Scope of work was modified during 2Q07 to delay realignment of 99th Ave due to lack of current funding. Trail will be constructed between 99th Ave and new BDC bridge in conjunction with the Big Dry Creek Trail at Old Wadsworth Boulevard project in 2008-09. Project design completed 12/2007. The construction of the project currently does not have a final completion date since necessary budget for the entire project is not available. Concurrent with the Big Dry Creek Trail/Bridge project, a portion of the Big Dry Creek trail between the Wadsworth bridge and Yarrow Court will be constructed utilizing what available funds there are remaining in the 99th project. Between Yarrow Court and the BNSF railroad, pedestrian/cyclists will utilize the 99th Avenue street as the trail and interconnect until such time as the necessary budget for the separate trail construction has been appropriated and available.	\$150,000	\$48,501	Dave Loseman (CD)	City Employee	Calibre Engineering	3/2007	12/2007 design; construction TBD	100% design; 0% construction
▶	<b>104th Avenue and Sheridan Boulevard Intersection</b> - This project will provide double left turns for both north-bound and south-bound Sheridan Boulevard and three through lanes for east-bound 104th Avenue approaching Sheridan Boulevard and through the intersection. The project also includes channel improvements to Hylands Creek immediately south of 104th Avenue. The channel improvements will be partly funded by the Urban Drainage and Flood Control District.	The project awarded federal Transportation Improvement Program (TIP) funds for the years 2005-2007 and Urban Drainage and Flood Control District (UDFCD) funding in 2007. Construction was completed in 4Q07. Budget increased from \$1,537,300 to \$3,316,175 per City Council action on 5/14/07 adopting the 1st Quarter Budget Supplemental Appropriation for CDOT receipt of federal funds through the TIP process (\$1,478,875) and from UDFCD (\$300,000) in participation awards to be used on the project. Project was substantially complete on 11/2007 with only corrections work remaining. Budget was \$3,316,708 but \$225,000 of funds from this project were moved to the Big Dry Creek Trail at Wadsworth Boulevard project to cover a potential shortage in that project budget. This was done so staff could certify to CDOT and FHWA that the necessary funds are in the project account for the Big Dry Creek Trail at Wadsworth project.	\$3,091,708	\$2,686,358	Dave Loseman (CD)	City Employee	Burns & McDonnell (design); Castle Rock (construction)	8/2001	11/2007	99%
▶	<b>112th, Federal to Huron</b> - This project includes the design and construction of roadway improvements to 112th Avenue between Clay Street and Huron Street. The design includes the widening of 112th to minor arterial standards within the limits mentioned to accommodate increased traffic from the City's recently completed 112th and Federal intersection improvements and The City of Northglenn's recently completed 112th "flyover" of I-25.	Northglenn executed an IGA and City Council approved this IGA at the 4/12/02 meeting. Final construction plans and deliverables were accepted by the City of Westminster 3/2/07. Final payment for design work was made during 2Q07. Construction of 1st phase between the Ranch Townhomes and Ranch Reserve Parkway is anticipated to commence in spring of 2008. Staff is repackaging the construction drawings to allow a first phase of construction between Clay Street and the Ranch Townhomes by JR Engineering with construction to follow.	\$700,000	\$93,181	Dick Kellogg (CD)/ Dave Loseman (CD)	City Employee	JR Engineering (design)	7/2004	10/2008 Phase 1 construction	100% design; 0% Plan Repackage; 0% construction

## CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
NEW	<b>120th Avenue Access to DIA (city contribution to ADCO)</b> - 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. (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.)	The 120th Avenue is a major four-lane roadway that built the missing roadway network between Quebec Street and US-85. It was open for the public on August 17, 2006. Per agreement with the County, the City was to pay the County in 2007 and/or 2008; City Council approved funding for 2008. Staff will process Agenda Memorandum for City Council's authorization to expend the funds within the next quarter.	\$108,000	\$0	Dave Downing (CD)	City Employee	N/A	1/2008	6/2008	0%
NEW	<b>124th &amp; Huron Intersection Improvements</b> - This project is jointly funded by the City and the Adams 12 Five Star School District to improve roadway turning movements, laneage and to add the west bound leg to the existing traffic signals. The City and the School District have agreed to share the estimated project cost of \$418,000 equally (\$209,000 each). The City is responsible for the project management including design, construction management and contracting for the construction.	The City entered into a contract for the design in November 2007. Design has been completed and Staff is currently in the process of advertising the project for construction.	\$209,000	\$26,886	Steve Baumann (CD)	City Employee	Design: Stolfus & Associates, Inc. Construction Contractor: TBD	11/2007	7/2008	100% design; 0% construction
▶	<b>128th Avenue Bridge Widening</b> - Design work for the widening of 128th Avenue bridge over I-25. The Colorado Department of Transportation (CDOT) is sponsoring a project to replace the deteriorated, two-lane bridge that carries 128th Avenue over I-25. However, CDOT is requiring that Westminster and Thornton pay for the incremental difference in cost to design and construct a four-lane bridge at this location instead of a two-lane bridge. The incremental cost difference for the design work, which occurred during late 2006 and the first two quarters of 2007, currently remains estimated at \$126,000, or \$63,000 for each of the two cities. City Staff has worked with Thornton Staff on the details of a construction funding plan in which Thornton will carry the total construction cost over a number of years through an Intergovernmental Agreement (IGA) whereby Thornton will be reimbursed by Westminster for its share of the costs with Westminster's tax shared revenues through the Revenue Sharing IGA.	CDOT is the Project Manager, City of Westminster will reimburse CDOT for design (\$63,000) based on the three way IGA between CDOT, the City of Westminster and the City of Thornton approved by City Council and dated 1/23/07. Construction commenced during the 3rd quarter of 2007. Thornton will pay all of the Westminster construction costs up front. Thornton will be reimbursed from future sales tax generated in their part of the sales tax sharing area. Additionally the City has designed and construction is currently under way to widen the south side of 128th Avenue between Delaware Street and I-25 to coincide with the CDOT project.	\$75,000	\$0	Steve Baumann (CD)	CDOT	CDOT responsible for the roadway design, CDOT retained Stantec Consulting Inc. for the bridge design and Jalisco International Inc. is the construction contractor.	11/2006	9/2008	100% design; 50% construction
▶	<b>144th Avenue/I-25 Interchange</b> - Project funded jointly with the City of Thornton to complete a feasibility study and environmental assessment for an interchange at 144th Avenue and I-25. The Final design and construction of the project is entirely funded by the City with later reimbursement by Thornton.	The project was opened to the public on 8/30/06 and completion of the entire roadway portion of the project was achieved on 3/22/07. The budget shown includes the entire CIP budget and all of the bond funds and utility funds. Final payment for landscaping was made in the 1st quarter of 2008 with the exception of landscape maintenance costs to be paid monthly until August 2008.	\$31,258,412	\$28,745,064	Dave Loseman (CD)	Matt Condon, City of Thornton	Felsburg, Holt & Ullevig	5/2003	2/2008	99%
▶	<b>144th Avenue: Zuni to Huron</b> - Design work for widening 144th Avenue between Huron and Zuni Streets. With the opening of The Orchard at Westminster in 2006-2007, it is anticipated that a significant increase in traffic will occur along 144th Avenue between Huron Street and the western City limits at Zuni Street. The existing two-lane road should be widened to arterial street standards within the next few years. The initial project, a corridor study was completed in October 2007, funded a conceptual design effort that identified a general alignment, basic right-of-way needs and a preliminary cost estimate for the future construction. In the fourth quarter of 2007, City Council decided to proceed with the preliminary and final design and construction of the widening of 144th Avenue.	Funds appropriated per the 2005 carryover in 6/2006. Consultant design services were completed during the third quarter of 2007. City Council approved an IGA with Adams County for additional funding of \$25,000 to expand the study services. Budget increased from \$150,000 to \$2,599,688 per City Council on 6/25/07 per FY 2006 Carryover Funds into FY2007, which included \$489,008 in Adams County attributable road tax share dollars, which must go to an Adams County road project in the City. In January 2008, the continuation contract for Felsburg Holt & Ullevig was presented to City Council for the preliminary and final design of the 144th widening, with expected completion of design towards the end of the second quarter of 2008. Construction is expected to proceed in 2009. Budget increased from \$2,599,688 by \$1,580,000 per the Amended 2008 Budget.	\$4,179,688	\$114,108	Dave Loseman (CD)	City Employee	Felsburg, Holt & Ullevig	1/07 conceptual design; 1/2008 final design	10/2007 conceptual design; 7/1/2008 final design	100% conceptual design; 10% final design; 0% construction
	<b>Armed Forces Tribute Garden</b> - This park will honor the six armed services (Army, Navy, Air Force, Coast Guard, Marine Corps and Merchant Marine) and be located at City Park. The design will include a fountain, brick pavers, seating, shade structures, irrigation and plant material. This project is for design and construction.	Fundraising efforts continue. Phase one of the project, including the center fountain and Grieving Friends sculpture, is under construction and the dedication has been set for May 17, 2008. The project budget was increased by \$455,000 from the Community Enhancement fund (budget increased from \$1,036,000 to \$1,490,797) per City Council on 6/25/07.	\$1,490,797	\$684,485	Bill Walenczak (PR&L)/ Becky Eades (PR&L)	City Employee	DHM Design Corp. Goodland Construction	3/2006	5/2008	65%
NEW	<b>Armed Forces Tribute Garden Trail Bridge</b> - This project consists of the addition of a pedestrian bridge that was part of the original project master plan. It will provide a more direct connection from the parking lot to the core of the Garden.	The 2008 CIP budget was amended to include \$225,000 for a pedestrian bridge. Footers for the bridge are complete. The bridge is being manufactured by Contech and will be installed in April of 2008.	\$225,000	\$35,000	Becky Eades (PR&L)	City Employee	Goodland Construction	1/2008	5/2008	35%
▶	<b>Big Dry Creek Park</b> - This 18-acre park will serve as a community park that will consist of soccer fields, ball fields, shelters, picnic areas and a play area. The park is located adjacent to the Big Dry Creek Open Space and Trail System. This is part of the Hyland Hills bond issue; the District is contributing \$500,000 and the City is required to apply \$700,000 of funds towards this park per the IGA with Hyland Hills. An additional \$250,000 was approved as part of the 2007 CIP Budget.	Ball field fencing installed, plant material is in with the exception of a few trees at east end of dog area. Shelters and amenities installed. The park is anticipated to be completed by late spring 2008. The ballfields will remain closed through the fall to establish the sod. Parking lot and stripping complete. Playground to be installed within April. Preliminary walk through scheduled for the end of April. Some plant material will be replaced prior to completion.	\$2,701,404	\$2,269,037	Kathy Piper (PR&L)	City Employee	n/a	9/2005	5/2008	90%

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	<b>Big Dry Creek Trail at Old Wadsworth Boulevard</b> - Initial funds are for the design for the Big Dry Creek Trail at Old Wadsworth project. This project will construct a bridge on Wadsworth Boulevard over Big Dry Creek for a grade separated pedestrian crossing. These funds are part of the local match needed with this joint project with the Colorado Department of Transportation (CDOT). The total project will cost approximately \$4,290,000, of which \$2,415,000 is federal funds provided through DRCOG. These initial funds will be utilized for design and acquisition of needed right-of-way for the project.	Design was completed in the third quarter of 2007 with construction to start in Spring of 2008. TEA21 grant funds (\$1,400,000) appropriated with 2006 year-end appropriation. Once the project is cleared by CDOT for advertisement then the remaining Federal funds of \$750,000 will be granted by an amendment to the existing IGA that the City has with CDOT. Construction is anticipated to begin in the third quarter of 2008 because of a delay in obtaining clearance from CDOT. The project budget was increased by \$225,000 by a transfer of funds from the 104th Avenue and Sheridan Boulevard project account. Budget increased from \$3,020,000 by \$750,000 per Amended 2008 Budget.	\$3,770,000	\$603,455	Dave Loseman (CD)	City Employee	Muller (design)	8/2005	12/2009	100% design
	<b>Big Dry Creek Trail Extension - 128th Avenue</b> - Trail extension toward Bull Reservoir and Huron Street.	Remainder of funds will be used toward extending a loop trail around the Bull Reservoir. This will be a complex piece that will require civil engineering and environmental work (much as the earlier work on the on the BDC trail here at 128th). The remaining funds will be utilized for these studies. Work on this had not begun due to staff assignment changes. Staff anticipates being able to start this project upon the completion of the Armed Forces Tribute Garden. Staff anticipates modifying the projected completion date when the project commences.	\$150,000	\$24,997	Becky Eades (PR&L)	City Employee	n/a	6/2002	6/2008	0%
	<b>BDC Trail/Jeffco</b> - This account consists of four trails projects: Wadsworth Blvd underpass (T21 Grant), BNSF trail underpass, BNSF to 99th Avenue, and the future 99th Avenue to Old Wadsworth (GOCO grant).	There is a \$45,000 grant in the budget for this project that will complement the T-21 grant. The Wadsworth Parkway underpass and BNSF railroad elevated tunnel have been completed. The remaining trail connection will follow along 99th Avenue, then pass beneath Wadsworth Boulevard. For additional information, please see the 99th Avenue: Wadsworth to BN/SF Railroad project above since these two projects are linked.	\$3,269,125	\$3,138,699	Dick Kellogg (CD)/ Kathy Piper (PR&L)	Loris & Associates	Transystems, Neatline, Delta	1997	12/2008	85%
<b>NEW</b>	<b>Braugh Property Storage Facility Floor Improvements</b> - Allows for a new concrete floor to be installed at the Braugh property, increasing the storage capacity and quality.	Project has commenced.	\$30,000	\$0	Rod Larsen (PR&L)	City Employee	Goodland Construction	3/2008	6/2008	60%
	<b>CEP Master plan</b> - Funds to be used as match with Adams County School District No. 50 funds to make physical improvements to the District Career Enrichment Park (CEP). Improvements include new park, parking, walking trail and soccer field.	Tentative concept plans related to Phase II improvements are completed, but improvements have been put on hold pending District 50 direction. The approval of the bond issue has provided an opportunity to reassess the long term use and therefore improvements to the property. Staff is preparing scope regarding preparation of reuse/redevelopment plan, seeking design consultant.	\$44,976	\$0	Tony Chacon (CD)	City Employee	TBD	6/2002	12/2008	100% phase I
	<b>Cheyenne Ridge Park</b> - This project is for the development of a 5-acre neighborhood park located 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 adopted 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.	Construction was completed in October 2007. The project includes a half court basketball court, concrete loop trail, and playground. The site was sodded (with some areas remaining native seed) and 32 trees are being relocated to this site from other areas in the City. Budget increased from \$300,000 to \$380,000 per City Council on 6/25/07 per grant received from Adams County open space. Paperwork to close out the Adams County Grant has been submitted and Staff is waiting to hear back from the County.	\$380,000	\$341,853	Becky Eades (PR&L)	City Employee	AJI	10/2006	12/2007	100%
	<b>City Center Redevelopment</b> - Funds to be used for redevelopment efforts in the City Center area.	Staff continues to strategize options to assist with vitality of the City Center area. Budget increased from \$3,000,000 to \$6,000,000 per the 2006 carryover appropriation approved by City Council in July 2007. Budget increased by \$49,706 due to closing the old Westminster Retail Initiative project and moving the funds into this account at year-end 2007.	\$6,049,706	\$20,301	Brent McFall (CMO)	City Employee	N/A	6/2006	TBD	TBD
	<b>City Park Recreation Center Aquatic Enhancement</b> - Funded by the 2007 POST bond issue, this project is for the renovation of the City Park Rec Center aquatics area and locker rooms, to include additional amenities into the pool area to increase the play-ability of the pool area, possibly including a separate lap pool and/or outdoor splash pad. Locker room renovation will include the addition of family changing rooms.	Sink Combs Dethliefs has begun design work on options for the pool area renovation, the locker room renovation, and addition of family changing rooms. Staff anticipates going out to bid by the end of 2008.	\$3,507,019	\$0	Becky Eades (PR&L)	City Employee	Sink Combs Dethliefs	11/2007	9/2009	2%
<b>NEW</b>	<b>City Park Recreation Center Ozone Equipment Replacement</b> - The City Park ozone system provides disinfectant for the pools. The system was installed during the summer of 1982 and the manufacturer's recommended lifetime for the unit is 15 - 20 years. Parts are becoming difficult to obtain and are very high priced due to the unit's age.	The design and replacement will coincide with the Aquatics area renovation to streamline the process, coordinate installation and to reduce cost.	\$175,000	\$0	Peggy Bocard (PR&L)	City Employee	TBD	11/2007	9/2009	0%
	<b>Community Development Building Division Operating Computer System Software</b> - This project is for the replacement of antiquated software currently being used to manage building permits, inspection information and rental property maintenance records.	Accela Automation software was put into use on 8/15/05. Budget increased from \$80,000 by \$40,000 per the Amended 2008 Budget.	\$120,000	\$0	Dave Horras (CD)	City Employee	Accela, Inc.	1/2007	12/2008	0%

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►	<b>Court Complex Security Enhancements</b> - Project entails various security replacements and improvements within the Court building. Suggested improvements or recommendations are from a 2006 Jeffco Jail report, the 1995 National Center for State Courts security study, and suggestions and recommendations of court administration and staff.	2008 enhancements anticipated are continued improvements to jail area including security enhancements to restrooms, replace cell doors with passage slots, and other necessary enhancements.	\$180,000	\$106,882	Carol Barnhardt (GS)	City Employee	TBD	5/2005	12/2008	60%
TO BE CLOSED	<b>Document Imaging System</b> - This project will provide all departments with access to a document imaging system to reduce the space necessary for filing paper documents, and to provide cost effective storage for long-term and permanent public records, efficient research of records, elimination of lost records within a file and/or misfiled records and elimination of time to re-file records after viewing. The current system being used is obsolete and parts were no longer be available after June, 2002. Records currently stored on optical disk will be converted to be compatible with the new document imaging system.	Project expanded in 2007 to include development of a city-wide records management/retention policy. An outside consultant has been selected to assist in this phase. As a result of the city-wide records management/retention policy review, new project called Records Management created during the fourth quarter (see project below) and \$35,000 moved to the new project, thus the budget was reduced from \$440,000 to \$405,000. Project may be closed.	\$405,000	\$394,656	Scott Rope (IT)/ Art Rea (IT)	City Employee	Scorp	4/2002	6/2008	100%
NEW	<b>Fire EMS Field Reporting (Hardware)</b> - In 2006, the Fire Department tested a field reporting program and "tablet" style PC on a few of the ambulances but due to technical problems, have removed them temporarily from 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.)	Awaiting demo models from vendors. Evaluations of the hardware to proceed after demo.	\$50,000	\$0	Rich Welz (FD)/ Doug Hall (FD)/ Randy Peterson (FD)	City Employee	TBD	3/2008	12/2009	5%
►	<b>Firefighting Simulator/Burn Building</b> - This project is 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 adopted 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 scheduled for approval in 2009 and 2010.)	Fact finding for this project continues. Two possible burn building/simulators have been identified. An RFP for the engineering is being developed. Engineering is anticipated to be accomplished in 2008. Any infrastructure improvements will occur as funding is available. Actual construction of the structure will probably not take place until 2010 when sufficient funds are available. Budget increased from \$75,000 by \$150,000 per the Amended 2008 Budget.	\$225,000	\$0	Bill Work (FD)/ Dennis Bishop (FD)	City Employee	TBD	6/2007	12/2010	5%
NEW	<b>Fire Station #1 Roof Replacement</b> - Fire Station #1 has had numerous roof leaks over the past several years. The roof is nearly 22 years old with the original warranty having expired 12 years ago. When this roof is replaced it will meet today's roofing codes with regards to proper slope for drainage, which was not required 22 years ago.	Fire Station # 1 roof replacement completed March 2008. Final payments to be paid and then project may be closed.	\$125,000	\$53,739	Jerry Cinkosky (GS)	City Employee	Alpine Roofing	2/2008	3/2008	100%
NEW	<b>Fire Station #5 &amp; 6 Apparatus Bay Roof Replacements</b> - Project is for the tear off and roof replacement over apparatus bays for both Fire Stations #5 and #6. Fire Station #5 has two separate types of roofing materials with expired warranties. A partial roof replacement was completed in 2000 but carried no warranty. The original roof was installed in 1981, which carried a five year warranty. Continued leaks are causing interior damages in living quarters and apparatus bays.	Fire Station # 5 & 6 apparatus bay roof replacements completed March 2008. Final payments to be paid and then project may be closed.	\$65,000	\$35,936	Jerry Cinkosky (GS)	City Employee	Western Roofing	2/2008	3/2008	100%
	<b>Golf Course Restrooms</b> - Funded by the 2007 POST bond issue, this project will attempt to implement the following improvements (funding permitting): four permanent restrooms/comfort stations (replacing portable san-o-lets) out on the two golf courses (two per golf course); and cart path repairs.	Project funded through voter approved 2007 POST bond proceeds. Bids are planned to go out to hire an engineering firm during the 2nd quarter of 2008. Bids and installation of the restroom units tentatively scheduled for 3rd/4th quarter 2008 depending of availability of the units and qualified contractors.	\$501,003	\$0	Lance Johnson (PR&L)/ Sara Washburn (PR&L)/ Ken Watson (PR&L)	City Employee	TBD	3/2008	12/2008	0%
	<b>Greenhouse Expansion</b> - Expand the existing greenhouse located at 71st Avenue and Raleigh, adding another 3,000 s.f. of cool growing space to meet service needs throughout the City.	Evaluating future expansion involving England Park and urban renewal master plan. Project has been placed on hold due to redesign of England Park and surrounding area through Community Development.	\$50,000	\$0	Rich Dahl (PR&L)	City Employee	n/a	TBD	TBD	0%
	<b>Greenlawn Traffic Mitigation</b> - This project was created to address a large number of concerns from residents over traffic issues associated with the development of Cambridge Farm and Asbury Subdivisions in the area bounded by Wadsworth Boulevard, 92nd Avenue, Pierce Street and 96th Avenue. A citizen task force identified the extension of 96th Avenue between Pierce Street and Teller Street as a solution to these concerns.	The construction of the 96th Avenue connection was completed in 2001. Remaining funds in this project will be used to pay for a specified amount of City water through 2011 to replace a small pond that was taken for the roadway construction. The completion date (2011) indicates the last year in which the City will be responsible for the payment of water to the owner of one of the parcels of right-of-way taken for this project.	\$9,377	\$0	Mike Normandin (CD)	City Employee	Nolte (design) Asphalt Specialties (construction)	6/2000	2011	95%

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▶	<b>Heritage Golf Course Expansion</b> - The project is to eventually construct an additional 9 holes to the Heritage Golf Course and involves negotiations with Ball Corp and the Jeffco Airport/County staff. Phase one of the project is for the design of a 9-hole golf course expansion, which includes research and analysis, land survey, environmental assessment, schematic and design development including a grading plan	Staff is in very preliminary discussions with the Airport and Jeffco to regain an interest in the project but officially it remains on hold.	\$75,000	\$41,897	Bill Walenczak (PR&L)/ Ken Watson (PR&L)	City Employee	Hurdzan Fry GC Design	1/2004	12/2009	50%
	<b>Historical Marker Program</b> - This project is for the design and installation of markers throughout the City to record historical events, people and places from Westminster's history.	All 24 markers have been cast. All remaining funds will be used to pay for installation costs. Markers will be placed as street projects are completed in order to avoid need to remove concrete only to place the markers.	\$30,000	\$25,581	Vicky Bunsen (CD)	City Employee	Quinby Clune Designs; Arapahoe Sign Arts	11/2000	TBD	83%
▶	<b>Holly Park</b> - Funds to clear the existing deteriorating buildings and other costs for redevelopment on the Holly Park site. These funds are in anticipation of such redevelopment.	RFP for new developer issued 12/06; no viable responses to the RFP were received. The site will be stabilized and maintained until the market improves. Only remaining expenditures include maintenance of vacant property. The City had hired a residential broker in an attempt to sell the property.	\$1,125,000	\$1,058,872	Chuck Trout	City Employee	n/a	7/2005	TBD	60%
	<b>Huron Street from 129th to 140th Avenues (phase one) and Huron Street from 140th Avenue to 150th Avenue (phase two)</b> -Design and construction of a total of nearly two and a half miles of Huron Street	The maintenance and warranty periods on the two phases of this project are now complete. A claim for delay by the contractor on the Huron, 128th-140th Avenue project is now in the preliminary stages of litigation.	\$22,000,000	\$17,470,000	Steve Baumann (CD)	City Employee	Felsburg Holt Ullevig and Hamon Contractors	6/1998	3/2007	99%
	<b>JDE Upgrades/Maintenance/Enhancements</b> - This project uses savings from the original J.D. Edwards (JDE) financial and human resources management software system implementation project to implement upgrades to the software application.	We have upgraded development environment of Oracle's JD Edwards EnterpriseOne ERP application to 8.11 and have extensively tested it. We upgraded IBM Websphere to 6.0 and implemented the IBM Portal. New portal rolled out in September.	\$100,000	\$45,256	Tammy Hitchens (FIN)/ Debbie Mitchell (GS)/Larry Garlick (IT)	N/A	N/A	4/2006	12/2008	85%
▶	<b>Lowell Boulevard Corridor Enhancement</b> - Partial construction of new curb and gutter and sidewalks, asphalt repaving, undergrounding of overhead utility wires, and installation of landscaping.	First quarter activities included finalizing arrangements for the conversion of overhead utilities to underground between 76th Avenue and US-36. This work will get underway in May 2008. The contract for street reconstruction will be awarded late in the second quarter so that street work between 75th and 77th Avenues can follow the utility work closely and be completed in 2008. Budget reduced from \$391,000 by \$72,921 per Council action 3/17/08 to cover funding for the preparation of a park development plan for the area along Little Dry Creek between Federal and Lowell Boulevards utilizing CDBG funds.	\$318,079	\$101,943	Steve Baumann (CD)	City Employee	TBD	2004	12/2008	100% design
▶	<b>McKay Lake Outfall Drainage</b> - A joint project between the Cities of Thornton and Westminster. It includes the planning, cost apportionment, design and construction of improvements to reduce the significant floodplain between Huron Street and Washington Street, north of 136th Avenue.	Preliminary design of this project has mirrored progress on the planning for the Orchard Park Place development west of I-25 between 140th and 144th Avenues. Final design of the drainageway is still expected to begin in the third quarter to reach the goal of construction contract award in early 2009. With the budget amendment to the Adopted 2008 Budget, the budget was increased by \$444,000 with stormwater drainage funds.	\$7,792,648	\$211,154	Steve Baumann (CD)	City Employee	n/a	1999	2009	85% prelim design
NEW	<b>Metzger Farm Improvements</b> - This is a joint project with the City and County of Broomfield through the Broomfield-Westminster Open Space Foundation. The specific parameters of the Master Plan for the Metzger Farm are being refined. These funds are for the first phase of implementation of the Master Plan once it is agreed upon, which is anticipated to include building trails and making improvements to the structural integrity of the buildings.	Work on the master plan for Metzger Farm is on-going. Staff hopes to complete the master plan by the end of 2008. Staff hopes to begin building stabilization measures during Summer 2008.	\$190,000	\$0	Heather Cronenberg (CD)	City Employee	Wenk Associates (master planning)	2008	2010	0%
▶	<b>Municipal Service Center Renovation</b> - Facility to address space needs at the Municipal Service Center for Public Works & Utility and BO&M.	In order to accommodate the renovation of the operations and administration building, staff was relocated to the former Police Department building located on 88th Avenue and Sheridan Boulevard. Budget increased from \$4,779,096 to \$7,315,096 per City Council on 6/25/07 per FY 2006 Carryover Funds into FY2007; these moneys (\$2,536,000) are the General Fund's contribution to this project. City Council approved the guaranteed maximum price contract at the 1/14/08 City Council meeting in the amount of \$8.467 million. JHL Constructors has completed demolition of the site and is in the process of renovating the operations and administration buildings. Council approved transferring \$3,738,993 from the Utility Capital Project Reserve Fund to the Municipal Service Center Facility Renovation project account 1/28/08, increasing the budget from \$7,314,005. Projected completion date modified from 12/08 to 2/09 to reflect final completion date that is identified in JHL's construction contract.	\$11,054,089	\$701,236	Abel Moreno (PW&U)/ Mike Wong (PW&U)	City Employee	Fisher Associates - JHL Constructors	10/2000	2/2009	30%



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▶	<b>Open Space Land Purchase Reimbursement</b> - This project is 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 recommended over the next five years for a total of \$860,000 being repaid to the Open Space Fund.	The Parks, Open Space & Trails (POST) Fund received payment of \$100,000 in 2007 as the first reimbursement for rights-of-way acquired prior to July 2004. City Council approved the payment of \$100,000 in 2007 and \$150,000 in 2008. Budget increased from \$100,000 by \$150,000 per the Amended 2008 Budget.	\$250,000	\$250,000	Heather Cronenberg (CD)	City Employee	n/a	2007	2012	20%
	<b>Pool Disinfectant &amp; Monitoring System</b> - This project will convert all four city pools from gas chlorine and update and automate outdated equipment, which is needed due to safety and liability issues.	The first phase of the projects identified under the aquatic enhancements, pool disinfectant and monitoring, was completed in 2007. Other items that still are in process of being completed include filter bed repairs and replacement and updates to mechanical equipment. Those items are still in process and, as the work affects our ability to operate/keep open the pools, we will be completed as time permits. This is typically during our annual shutdown for maintenance.	\$150,000	\$54,771	Peggy Bocard (PR&L)/ Stacy Koenig (PR&L)	City Employee	TBD	11/2005	6/2009	85%
	<b>Promenade Parking Garage</b> - This project is for the construction of a 600-700 space parking deck to serve the Promenade Office Building and Promenade East.	Project is on hold but may be incorporated as part of current development efforts on the Promenade.	\$1,500,000	\$0	Steve Smithers (CMO)	City Employee	n/a	n/a	n/a	n/a
NEW	<b>Railroad Quiet Zone Study</b> - Funds to conduct a quiet zone study associated with the FasTracks commuter rail project.	In conjunction with several jurisdictions in the metro area and RTD, the City will investigate the feasibility of the installation of Quiet Zones in the vicinity of at-grade crossings of the Northwest Rail line.	\$50,000	\$0	Dave Downing (CD)	City Employee	n/a	1/2008	1/2015	0%
▶	<b>Records Management</b> - This project is for the creation of customized retention schedules and development of Citywide Policies and Standards to manage documents of all media for the City of Westminster.	A consultant was hired and met with Users Group to explain the scope of work and the users involvement during the fourth quarter 2007. Records inventory form was provided to all users so inventorying can be done. Projected completion date extended to 4Q 2008 because (1) internal records inventory is taking staff longer than one quarter to complete; (2) consultants provided the proposed format for the customized retention schedule in a database program that IT does not support and the database is being rebuilt in a database program IT can maintain after project completion; and (3) complications accessing existing Laserfiche images.	\$65,000	\$21,667	Linda Yeager (GS)/ Tami Cannon (CAO)	City Employee	Graham Information Management Associates	11/2007	12/2008	20%
NEW	<b>Recreation Facilities Major BO&amp;M Maintenance</b> - Funds will allow for more timely repairs and maintenance of all recreation facilities, also providing more flexibility in funding non-recreational facility repairs by freeing up funds for those projects. Projects will focus primarily on recreational facility deficiencies identified through Bornengineering facility needs assessments study.	Projects identified in 2008 with immediate needs are : Countryside Roof Replacement; City Park Recreation Center back flow water main replacement; Swim & Fitness Center fire alarm replacement; Legacy Ridge Maintenance Facility roof top HVAC unit replacement; Countryside Recreation Center HVAC heating and cooling system replacement; City Park Recreation Center structural repairs; and misc. recreation facility repairs.	\$530,000	\$0	Jerry Cinkosky (GS)	City Employee	U.S. Engineering and Bornengineering	1/2008	12/2008	10%
▶	<b>Roadway Master Plan Update</b> - This project is for the update of the City's Roadway Master Plan. The last update was completed in 1995 and is in need of an update to be in concert with the latest update to the Comprehensive Land Use Plan and current traffic patterns.	Master plan completed and presented to City Council and the general public for comment. A resolution will be presented to City Council in late April for formal adoption of the Roadway Plan Update.	\$175,000	\$143,034	Mike Normandin (CD)	City Employee	BWR	4/2007	4/2008	95%
▶	<b>Salt Storage</b> - Facility is to provide a northern location for storing road salt, truck-mounted snow plows and equipment for the Street Division. The planned location is near the Big Dry Creek Wastewater Treatment Facility.	Staff is currently working with the Street Division on the new design of the salt storage facility, which will consist of a metal structure versus the hi-arch gambrel that was previously proposed at the other site. Discussions are on-going with Lillard & Clark, the BDCWWTF contractor, to discuss pricing and the construction schedule. Construction is anticipated to begin in late May 2008. Projected completion date modified from 6/08 to 8/08 to reflect current schedule.	\$484,000	\$139,315	Kent Brugler (PW&U)	Jason Murray J&T Consulting	Lillard & Clark Construction, Inc.	5/2007	8/2008	6%
▶	<b>Secondary Computer Room Air Conditioning Unit</b> - This project is for the purchase and installation of a second air conditioning unit for the computer room at City Hall. 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, City Council authorized the two funds to share the cost.)	Preliminary pricing has been received to gauge size of project. Mechanical system under design by the Mechanical Engineering firm. They have done their calculations as far as sizing the cooling loads that will be needed for the computer room; they are presently calculating the electrical load needed to be placed on the emergency generator once the AC unit is installed. We will need to make sure we have the ability to switch the AC unit over to the generator in case of a power outage. Mechanical and electrical engineering complete. RFP will be sent out in April 2008.	\$110,000	\$6,776	Brian Grucelski (GS)	City Employee	MKK Engineering; Synergy Mechanical; Kelly Electric	2/2007	12/2008	25%
▶	<b>Sheridan Widening at 72nd Avenue</b> - This project is for street improvements on Sheridan Boulevard from 69th Avenue to 74th Avenue and 72nd Avenue from Depew Street to Wolff Street. Generally, these improvements will result in six "through" lanes on Sheridan Blvd. with raised medians, a landscaped area and detached sidewalk on the east side of Sheridan Boulevard between 70th and 72nd Avenues, and intersection improvements at 72nd Avenue to allow double left hand turns in every direction. (Budget amount reflects cash-in-lieu funds as well as WEDA funds)	Construction is in progress. The project is scheduled for completion by the end of April 2008.	\$1,605,531	\$1,289,562	John Burke (CD)	City Employee	CRCC (contractor); S.E.H. (engineering inspector)	10/2005	4/2008	80%

## CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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TO BE CLOSED	<b>The Shops at Walnut Creek (aka: Promenade/Mandalay Gardens)</b> - This project includes the development of a land use plan, design guidelines, annexation map and PDP for Mandalay Gardens and a land use plan for Promenade North. The project also includes property valuations, a blight study and an urban renewal plan for Mandalay Gardens. Land acquisitions completed with two parcels final price being negotiated. This aspect of project almost complete except for finals bill and legal expenses for land acquisition to be paid.	The IGA with RTD was signed on July 18, 2006 and construction of the Park-n-Ride at the north portion of the site completed. Most of the site development is complete with construction of several buildings all that remains. This project can be capitalized and closed.	\$3,743,951	\$3,658,033	Dave Loseman (CD)/ Steve Smithers (CMO)	City Employee	DTJ; Gorsuch Kirgis; and Bowes & Co.	3/2002	6/2007	100%
▶	<b>Sport Center Remodel</b> - This project is for the replacement/installation of dasher boards, field turf, lights, furnishings, etc., and a complete renovation now that the City has taken back over this facility.	In March of 2007, the City cancelled the contract for the management of the 33,000-square-foot metal building donated to the City. On May 21, 2007, Colorado Soccer vacated the premises and the facility was turned over to the City of Westminster. Budget set at \$55,000 per City Council on 8/13/07 per 2007 2nd Quarter Budget Supplemental Appropriation. The facility re-opened in late November 2007. Renovations included the purchase and installation of new flooring, dasher boards for the two fields, and lighting; restroom and office re-models are complete. The interior was painted and the HVAC system was updated in the offices. Staff is wrapping up a few lingering details but then the project may be closed. Project funded through voter approved 2007 POST bond proceeds; budget increased by \$1,002 as part of the 4th quarter 2007 supplemental appropriation.	\$501,002	\$476,651	Peggy Boccard (PR&L)	City Employee	S&L; Athletica; Dynamic painting; Rhino Sports; Colorado Lighting	5/2007	11/2007	99%
▶	<b>Swim &amp; Fitness Center Renovation</b> - Funded by the 2007 POST bond issue, this project is for the renovation of the Swim and Fitness Center to include enhancements to the locker rooms and possible additions to the aquatics area.	Based on workload, this project will not likely commence design work until late 2008/early 2009.	\$1,002,005	\$0	Peggy Boccard (PR&L)	TBD	TBD	12/2008	12/2010	0%
NEW	<b>Swim &amp; Fitness Center Expansion/Walker House Removal</b> -This project will consist of asbestos mitigation, utilities abandonment, house demolition and backfilling of foundation for SFC future expansion.	Bids have been received for Demolition, Abatement, Utilities Abandonment and will be completed by the end of the year.	\$35,000	\$905	Marty Chase (PR&L)	City Employee	Alpine demolition and Recycling, Quicks Hoe, Colorado Hazzard Control	5/2008	12/2008	5%
▶	<b>Westminster Boulevard Extension</b> - This roadway project links Harlan Street north of 92nd Avenue with the Westminster Promenade area at 104th Avenue and includes bridges over US-36 and Big Dry Creek.	Street improvement project is complete. Landscaping design and installation have been delayed while other priorities are addressed, including waiting on the US36 EIS to identify potential impacts on remaining landscaping portion of this project. Modifications to the Westminster Blvd medians, landscaping and a trail extension to fit with the Hyland Village development are all potential projects in 2008 so that the project account can be closed at year-end.	\$14,145,873	\$13,367,640	Steve Baumann (CD)	Washington Group	Washington Group; SEMA Construction Inc	8/2000	12/2008	95%
▶	<b>Westminster Center Park</b> - 9.5 acre park located directly across the street from City Hall. Funded by the 2007 POST bond issue, this project will attempt to implement the following improvements (funding permitting): amphitheater, plaza, shelters, play area, walking paths, open turf areas, parking water feature, restroom facilities.	Architerra Group is a landscape architectural firm hired as of 12/07 to refine master plan and construction documents. Conceptual Master Plan will be presented at City Council Staff Session on April 7. Staff will proceed with detailed design and construction documents after City Council comments.	\$1,803,610	\$177,410	Kathy Piper (PR&L); Rich Dahl (PR&L)	City Employee	Architerra Group Landscape Architectural firm	12/2007	8/2009	20% Design
▶	<b>Wolff Street: 114th to 116th Avenues</b> - Funds the installation full street improvements to connect the Weatherstone and Westfield subdivisions and provide access to the Westfield Village Park, including the creek vehicle crossing near 116th Avenue. Also, funds the design and construction of a connection of 115th Avenue between Sheridan Boulevard and future Wolff Street.	The Wolff Street construction project has been completed; however, a portion of the remaining Wolff Street budget is being retained for ROW landscaping along 115th Avenue abutting the Westfield Village Subdivision. The one-year warranty period has expired. Final landscaping and irrigation will be bid and installed during either the first or second quarter of 2008; project can be closed once the landscaping has been completed. Landscaping design has been completed, the project bid and a landscape contractor selected. Construction to commence in April 2008 with completion by mid-May 2008.	\$956,976	\$878,728	Dick Kellogg (CD)	Wilson & Co.	Roadway Construction - Asphalt Specialties Co., Inc.; Landscape Construction - Arrowhead Landscaping	7/2003	6/2008	95%

UTILITY CAPITAL IMPROVEMENT FUND										
TO BE CLOSED	<b>75th-78th-Stuart St. Water main</b> - The project includes the installation of a waterline to improve fire flows and water system efficiency in 78th Avenue from Sheridan Boulevard across the BNSF Railroad to Stuart Street; south along Stuart Street to 75th Avenue. (Previously known as the 76th Avenue 20" Water Main project; renamed per Council action 5/23/05)	City Council authorized the construction award to BT Construction on 3/26/07. The project was completed in November 2007. Despite several unforeseen issues, the project was completed within the authorized budget. Project is complete.	\$2,455,000	\$1,942,422	Abel Moreno (PW&U)	Jason Murray, J&T Consulting	S.A. Miro; BT Construction	9/2004	10/2007	100%

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►	<b>94th Avenue &amp; Quitman Lift Station Elimination</b> - The project is for the construction of a gravity sewer system to divert flow away from the City's current 94th Avenue and Quitman Lift Station to Sheridan Boulevard via a gravity sewer. The change in the system will remove approximately 0.5 million gallons per day from the Little Dry Creek interceptor that flows to the Metro District and add it to the Big Dry Creek interceptor that flows to the Big Dry Creek Wastewater Treatment Facility. The project cost totals \$2,000,000 and funded over the 2007 and 2008 budget years.	Staff attended a Hyland Hills Park and Recreation Board of Director meeting in July 2007 to discuss the alignment through the golf course and received approval of the alignment. The project is currently on hold while the City negotiates with the Metro District on excluding this lift station from the Metro District. Per state law, City Council authorized an ordinance on 7/23/07 requesting exclusion of service from the Metro District. The Metro District is concerned with loss of revenues due to excluding this lift station, so City staff are in discussions with Metro District staff to resolve the outstanding concerns. The City extended the review period by the Metro District to 4/1/08 in order to allow more time for negotiating a settlement. Budget increased from \$200,000 by \$1,800,000 per the Amended 2008 Budget. Projected completion date modified from 3/08 to 3/09 to reflect current schedule since the City is still in negotiations with the Metro District.	\$2,000,000	\$130,636	Mike Wong (PW&U)	City Employee	URS Corp	4/2007	3/2009	10%
►	<b>99th Avenue &amp; Wadsworth Sewer Line Improvements</b> - This project consists of relining approximately 1,000 feet of 18 and 21 inch sanitary sewers and requires bypass pumping and heavy wall structural liner. The relining will be completed ahead of Community Development Department project for improvements to Wadsworth Boulevard. This project will reduce the inflow and infiltration of groundwater into the wastewater collection system.	Due to the Wadsworth Blvd widening and Big Dry Creek Trail underpass project, it is necessary to replace and re-line approximately 2,000 linear feet of sanitary sewer main. Council authorized the construction contract to Twin Peaks Construction Company 9/24/07. The project commenced in late November 2007 with the open cut sewer and lining portion being completed by year-end. However, due to the boring contractor hitting the asbestos cement water line with the bore, the project was delayed by several weeks. There are still several outstanding issues on this project including the resolution of the damaged water line. Budget was \$100,000 but \$360,628 moved from the PACP San Sewer Line Rehabilitation project per Council action 9/24/07. Construction project was completed in late December, but still awaiting final payment and as-builts. Staff is currently in negotiations with the contractor on a final change order due to the damaged water line that occurred.	\$460,628	\$410,928	Mike Wong (PW&U)	City Employee	Muller Engineering; Twin Peaks Construction	6/2007	3/2008	99%
►	<b>102nd Avenue Reclaimed Pipeline Extension</b> - This project is to construct a pipeline extension from the adopted new Reclaimed Raw Water Interconnect Project (separate project #80720035755) along 102nd Avenue for connecting to new and existing reclaimed 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.	Stantec Consultants completed design for this reclaimed connection and others under the Reclaimed Interconnect project mentioned below. This pipeline extension will be down 102nd Avenue from Wadsworth Parkway to end in order to connect Cleo Wallace. City Council awarded the construction contract to Duran Excavating, Inc. 2/11/08. This portion of the project is not expected to commence until May 2008 when the contractor gets down to 102nd Avenue from 108th Avenue.	\$185,000	\$0	Dan Strietelmeier (PW&U)	City Employee	Stantec Consultants, Inc.; Duran Excavating, Inc.	4/2007	6/2008	12%
NEW	<b>Airport Creek Stormwater Improvements</b> - There is a 48" diameter raw water line that is exposed in this section of Airport Creek just upstream of Sheridan Boulevard at approximately 110th Avenue. This project was identified in the top 3 priority projects in the 2007 storm drainage study.	City Staff contacted the Urban Drainage and Flood Control District (UDFCD) to request their participation in the project. UDFCD has accepted and will also financially contribute to this project. UDFCD has sent out a request for proposal and we are currently awaiting the response.	\$300,000	\$0	John Burke (CD)	City Employee	TBD	1/2008	12/2008	0%
►	<b>Big Dry Creek Interceptor Sewer Inflow &amp; Infiltration Improvements</b> - This project will make improvements to reduce infiltrations and inflow into the Big Dry Creek sewer basin. It is intended to reduce the number of customer sewer backups in the event of a severe rain. This project will require a mix of sewer replacement, sewer rehabilitation and source reduction.	City Council awarded the contract for video inspection to RnR Enterprises in September 2006. The project includes video inspecting approximately 138,000 linear feet of sanitary sewer lines ranging in size from 18" to 54". RnR Enterprises completed the video inspection of the large diameter pipeline in both the Little Dry Creek and Big Dry Creek Interceptor Sewers. Staff is currently evaluating the video inspection data to determine future system improvements and will implement the improvements by Dec 2008. A second phase of this project is currently being developed, which will include a strategy for cleaning and improving portions of the BDC system.	\$334,740	\$218,094	Richard Clark (PW&U)	City Employee	RnR Enterprises	6/2003	12/2008	100% inspections only
►	<b>Big Dry Creek Waste Water Treatment Facility Renovation &amp; Expansion</b> - This project involves the expansion and upgrade of the existing treatment facility to meet future needs as mandated by the State Department of Health, to replace aging equipment, to improve odor control and to improve the operating and maintenance efficiency of the facility.	The ground breaking for the BDCWWTF expansion/renovation project occurred 8/05. The liquid changeover of the facility improvements occurred in 8/07, which was a major milestone for the project. Although there were some minor start-up related issues, the liquid changeover went extremely well. Remaining items include renovating existing equipment and bringing into service other new facilities. The ultraviolet disinfection facility has been brought on-line thus eliminating the use of chlorine gas at the site. Rehabilitation of existing facilities is on-going and will be completed during the second quarter. The project is still on schedule to be completed in the Spring 2008.	\$45,946,669	\$40,864,857	Kent Brugler (PW&U)	City Employee	CDM - Eng/Cons. Mgmt; Sorenson - Owner's Rep Svcs; Lillard & Clark - Contractor	7/03 for final design	6/2008 for design & construction	82%

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►	<b>City Park Channel Improvements (Lowell to Big Dry Creek)</b> - This project includes the construction of the City Park Channel on the south side of 120th Avenue between Lowell Boulevard and Big Dry Creek. This realignment of the existing channel will reduce the size of the structure crossing needed across Lowell Boulevard north of 120th Avenue. This plan is in accordance with the updated Master Plan being prepared by the Urban Drainage and Flood Control District (UDFCD). Staff is working towards a cost sharing agreement between UDFCD, Broomfield and Westminster. The funding proposed is Westminster's anticipated share.	The IGA between the City and County of Broomfield, the Urban Drainage and Flood Control District (UDFCD) and the City of Westminster has been signed by all parties. A design engineer was hired by the UDFCD; design is currently underway. The IGA already approved by Council included an initial expenditure of \$150,000 as the City's 25% share towards the design of the improvements. Ultimately, The UDFCD will pay for 50% of the project with each of the cities paying their respective 25% shares. The funds spent reflect the City's contribution towards the project; the percent complete reflects the actual amount of design work completed to date. CH2MHILL was hired by the UDFCD to design the project. Budget increased from \$294,000 by \$214,000 per the Adopted 2007 Budget. Construction of the lowering of the waterline portion of the project will begin in April 2008, with the channel construction to begin approximately one month later. The first phase of the project is estimated to cost \$1.8M and the second phase cost estimates to be an additional \$1.4M for a total project cost of \$3.2M.	\$508,000	\$150,000	Dave Loseman (CD)	UDFCD	CH2MHILL	4/2006	9/2009	95% design only
►	<b>Country Club Village 24" Water Main Upsizing in Zuni Street</b> - This water main is required to be replaced as part of the development project at 120th Avenue and Zuni Street. Per the Water Master Plan, the current 12-inch main needs to be upsized to a 24-inch water main. The developer is required to install the 12-inch main and Public Works & Utilities is upsizing the water main at this time rather than waiting until a later date, avoiding higher costs and additional disruptions to vehicle travel and businesses. These funds are for the incremental costs between a 12-inch and 24-inch main plus new bore and connections to the water main on the south side of 120th Avenue.	On 5/8/06, City Council authorized the amendment to the Public Improvement Agreement with John Laing Homes for the upsizing of a 12-inch water line with a 24-inch water line in Zuni Street from 120th Avenue to approximately 122nd Avenue. Phase 2 of this project will take the 24-inch water line from 122nd Avenue to the Federal Boulevard extension in Zuni Street. John Laing Homes has completed construction of the pipeline portion of the project associated with Phase 1. Budget increased from \$300,000 to \$500,000 per the Adopted 2007 Budget for Phase 2 work. The Phase 2 work was recently constructed in Zuni Street to the Federal Boulevard extension. However, the new portion of the water line has not been accepted and is still being discussed. Payment for the improvements is expected to occur in the 2nd quarter after acceptance and as-builts have been produced.	\$500,000	\$299,061	Kent Brugler (PW&U)	City Employee	John Laing Homes; Calibre Engineering	7/2007	10/2008	Phase 1 construction 100%; Phase 2 negotiations 90%
NEW	<b>Countryside Pump Station Improvements</b> - This project is for Improvements to the Countryside pump Station located at 100th Avenue and Simms Street, which will enhance the distribution of water in the far western edge of pressure zone 5.	This project is anticipated to start in May of this year.	\$1,000,000	\$0	Stephanie Bleiker (PW&U)	City Employee	TBD	5/2008	4/2009	0%
►	<b>Cozy Corner Tributary No. 5 Channel Improvements (Sheridan Boulevard to Big Dry Creek along the 116th Avenue alignment)</b> - This project includes the construction of the Cozy Corner Tributary No. 5 Channel on the north side of the 116th Avenue alignment between Sheridan Boulevard and Big Dry Creek. Alternatives are still being reviewed but the currently favored alternative is the redesign of the 3M detention pond at the northeast corner of Wolff Street and the 116th Avenue alignment. This redesign would allow the pond to accept some of the minor flows of the channel and eliminate the need to reconstruct the channel itself, which runs through open space property. Council approved an IGA with the Urban Drainage and Flood Control District which defines an equal cost sharing for the project.. The funding proposed is Westminster's anticipated share.	The IGA between the Urban Drainage and Flood Control District (UDFCD) and the City has been approved and ASCG hired to design the project. The funds spent reflect the City's contribution towards the project; the percent complete reflects the actual amount design of work completed to date. Budget increased from \$500,000 to \$600,000 per City Council on 6/25/07 per FY 2006 Carryover Funds to cover unanticipated permitting process required with the Army Corps of Engineers (COE). The COE permitting has taken a long time, thus delaying the completion of the design to 4th quarter 2007. The project is being bid in the 1st quarter of 2008 with construction to begin in the second quarter of 2008.	\$600,000	\$600,000	Dave Loseman (CD)	UDFCD	ASCG Incorporated (design)	6/2006	8/2008 construction	100% design; 0% construction
►	<b>Croke Canal Creek Headworks</b> - The project involves renovation of the existing Croke Canal Diversion structure on Clear Creek in Golden. Westminster uses the Croke Canal for delivery of the City's FRICO shares to Standley Lake. The project will include new gates that will improve the hydraulic efficiency, ease of operation and capacity of the Croke diversion from Clear Creek. The total cost will be split 3 ways among the Standley Lake Cities, the budgeted amount will be Westminster's portion of the cost.	The Croke Canal Headworks project is being managed by FRICO and the Standley Lake Operating Committee (SLOC). The City is paying its portion of the improvement costs to FRICO. The construction of this project has been completed. However, total payment has not been submitted to FRICO yet. This project funding may have additional funding due to construction related issues but details are being worked out. Final payment has not been made to FRICO at this time.	\$155,000	\$133,590	Dan Strietelmeier (PW&U)/ Josh Nims (PW&U)	FRICO	ERC Inc. (engineering firm); Kemp & Hoffman (contractor)	1/2007	11/2007	100%
TO BE CLOSED	<b>England Pipeline/Treated Transmission Line</b> - The project includes funds to convert the existing raw water England Plant supply line to a treated water line to deliver water from the Semper Water Plant to the south portion of the City.	City Council awarded the construction contract to Tierdael Construction for the construction of a 24" pipeline that starts at the LaBelle's Shopping Plaza (86th/Sheridan) heading southeast to 78th Avenue in Sunset Park (approx 6,000 linear feet). Construction complete.	\$2,291,824	\$2,291,824	Abel Moreno (PW&U)	Jason Murray J&T Consulting	ASCG Engineers; Tierdael Construction	4/2002	4/2007	100%
NEW	<b>England WTF Decommissioning</b> - This 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.	This project is anticipated to start in September of this year.	\$300,000	\$0	Dan Strietelmeier	City Employee	TBD	9/2008	2/2009	0%

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TO BE CLOSED	<b>GIS Elevation Update</b> - This project is 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. The total project costs \$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.	Finalizing the mapping and the transfer of project records into the GIS database will finish this phase of the project in the fourth quarter. The project has been completed. The contractor has been paid and we have the updated survey information. Project to be closed.	\$50,000	\$37,917	Dave Murray (CD)/ Keith Alvis (PW&U)	City Employee	TBD	3/2007	3/2008	100%
	<b>GIS Mapping/Modeling Improvements - Water &amp; Wastewater Systems</b> - This 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 systems 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.	Staff has been meeting internally to develop a strategy for improving the data in the City's GIS program. The strategy will include internal staff resources and outsourcing a portion of the improvements. This project has been delayed due to the delays experienced on the Accela implementation. Budget increased from \$100,000 by \$250,000 per the Amended 2008 Budget.	\$350,000	\$0	Keith Alvis (PW&U)	City Employee	TBD	1/2007	8/2008	0%
	<b>Gravel Lake Storage</b> - In order to meet the City's build out raw water demand, the City is pursuing construction of reservoirs from reclaimed gravel mines along the South Platte River near Wattenberg in Weld County. This project is unique in that the mining company Aggregate Industries is constructing the reservoirs for Westminster as part of the mining reclamation plan. Westminster is responsible for constructing inlet and outlet facilities. The project is anticipated to take between 8 and 12 years to complete.	Aggregate Industries has completed permitting for this project and is currently mining the site. Mining of the site is expected to last through 2012.	\$2,435,846	\$2,163,128	Josh Nims (PW&U)	City Employee	Aggregate Industries; Various Engineering Firms	2000	2012	15%
NEW	<b>Gregory Hill Pump Station Improvements</b> - This project consists of rebuilding the pump station walls due to the water pipe failure that the City experienced at the facility (located at 82nd Avenue and Meade Street) in late 2006.	This project is anticipated to start in the spring of 2008.	\$150,000	\$0	Mike Wong (PW&U)	City Employee	TBD	4/2008	4/2009	0%
▶	<b>Hyland Village Sewer Upsizing-McStain/98th Ave &amp; Sheridan</b> - This project is to pay the City participation of upsizing the sanitary sewer interceptor at 98th Avenue and Sheridan Boulevard. This pipeline provides capacity to accept flow from the diversion of 94th Avenue and Quitman Lift Station and provides additional depth to allow gravity sewer service to adopted Hyland Village project located at 98th Avenue and Sheridan Boulevard.	The project is currently in design phase. Due to findings during the hydraulic analysis that was conducted by McStain's sub-consultant, Nolte Engineering, it is necessary for the City to improve approximately 1,000 linear feet additional downstream in order to adequately and safely transmit the flows to the Big Dry Creek interceptor. This project is also critical for the 94th/Quitman Lift Station elimination project that was previously mentioned. McStain has begun constructing the portion of sewer system for their development. However, the City still needs to build the additional downstream sanitary sewer system to accommodate the 94th/Quitman Lift Station elimination. Budget increased from \$100,000 by \$250,000 per the Amended 2008 Budget. Construction is expected to be completed by mid-June.	\$350,000	\$0	Stephanie Bleiker (PW&U)	City Employee	McStain Homes Nolte Associates, Inc. J&T Consulting	6/2007	8/2008	21%
NEW	<b>Kershaw Ditch Non-Potable Water Pump Station Improvements</b> - This project consists of improving the Kershaw Ditch Non-Potable Water Pump Station located at 60th Avenue and Tennyson in unincorporated Adams County. This would fund the replacement of the roof, along with an improved electrical control system and security enhancements at the site.	This project is anticipated to start in April of this year.	\$130,000	\$0	Mike Wong (PW&U)	City Employee	TBD	4/2008	12/2008	0%
▶	<b>LDC Inflow &amp; Infiltration Improvements</b> - Study and carryout improvements to the Lower Dry Creek Sewer System.	City Council awarded the contract for video inspection to RnR Enterprises in September 2006. The project video inspected approximately 138,000 linear feet of sanitary sewer lines ranging in size from 18" to 54". RnR Enterprises completed the video inspection of the large diameter pipeline in both the Little Dry Creek and Big Dry Creek Interceptor Sewers. Staff is currently evaluating the video inspection data to determine future system improvements and will implement the improvements by Dec 2008. A second phase of this project is currently being developed, which will include a strategy for cleaning and improving portions of the LDC system.	\$579,228	\$395,353	Richard Clark (PW&U)	City Employee	RnR Enterprises	4/2002	12/2008	100% inspections only
NEW	<b>Lift Station Improvements (wastewater lifts)</b> - This project consists of wet well lining, impeller replacements, spare pump purchases, access hatch replacements, emergency forcemain connections and preliminary investigation of emergency overflow connections to adjoining agencies collection systems	This project is anticipated to start in April of this year.	\$100,000	\$0	Richard Clark (PW&U)	City Employee	TBD	4/2008	12/2008	0%

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UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
►	<b>JBR Aeration System Replacement</b> - This project is to replace the existing aeration system located approximately in the eastern section of Jim Baker Reservoir (JBR), located south of 60th Avenue between Tennyson Street and Lowell Boulevard. Westminster owns the reservoir property and attendant water rights and share 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 provides valuable water quality benefits to the reservoir.	Staff has been reviewing the scope of work and identifying options for completing the project. Staff anticipates beginning this effort in late spring 2008. Projected completion date modified from 4/08 to 8/08 to reflect current status of the project.	\$50,000	\$0	Josh Nims (PW&U)	City Employee	TBD	9/2007	8/2008	0%
►	<b>Maintenance Management Computer System</b> - To fund the purchase of a Total Enterprise Asset Management (TEAM) Program for eventual citywide use. Utilizing the latest technology for asset and resource management, improved customer service and better management of all maintenance tasks.	City Staff has been working with Accela Staff to convert the City's asset management system from a desktop based program to a web based program. Staff finalized the contract amendment with Accela in February 2008, with a new anticipated completion date of September 2008. No additional cost is expected to be incurred by the City as a result of the contract amendment. Budget increased from \$261,970 by \$100,000 per the Amended 2008 Budget. Projected completion date modified from 4/08 to 9/08 to reflect the new web based program that was negotiated.	\$361,970	\$136,353	Abel Moreno/ Keith Alvis (PW&U)	City Employee	ACCELA Inc.	1/2002	9/2008	40%
NEW	<b>Northridge Tank Improvement</b> - This project consists of modifying and updating the Northridge water tanks (located at 90th Avenue and Yates Street) cathodic protection system . including switching the system from a suspended anode system with access ports to a submerged bouyed anode system and improving security at the site.	This project is anticipated to start in April of this year.	\$100,000	\$0	Mike Wong (PW&U)	City Employee	TBD	4/2008	2/2009	0%
►	<b>NWTF Compressed Air Replacement</b> - This project is to replace the 3 failing air compressors at the Northwest Water Treatment Facility. The compressors provide process control air to regulate water flow through the plant and to assist with the filter backwash process. Repair parts became obsolete and unavailable two years ahead of schedule.	Staff worked with Xcel Energy conducting a study of the NWTF air system to evaluate the best possible replacement equipment to provide the necessary quantities of air and highest energy efficiency. Specifications were prepared and bids received. Council authorized the project and awarded the equipment bid to Blackhawk Equipment on Nov 2007. Equipment was installed by City staff and placed in operation in early March. Paperwork for an Xcel Energy rebate has been filed. Project will be complete and closed upon receipt of the rebate.	\$84,733	\$83,156	Tom Settle (PW&U)	City Employee	TBD	9/2007	3/2008	95%
NEW	<b>NWTF Site Fencing</b> - This project consists of improving security needs at water system facilities and consists of installing site perimeter fencing around the Northwest Water Treatment Facility.	This project is anticipated to start in June of this year.	\$75,000	\$0	Dan Strietelmeier (PW&U)	City Employee	TBD	6/2008	12/2008	0%
NEW	<b>Pressure Zone 15 Water System Improvements</b> - This project consists of installing a pumping station and additional water distribution piping to create a proposed Zone 15 in order to improve water pressures in the Countryside neighborhood. Since the elevations are higher than in Zone 5, the master plan includes a new pump station that will increase the water pressure from a minimum industry standard of 40 psi to approximately 50 psi.	This project is anticipated to start in May of this year.	\$1,000,000	\$0	Stephanie Bleiker (PW&U)	City Employee	TBD	5/2008	4/2009	0%
►	<b>Quail Creek Channel Improvements</b> - Project to rehabilitate the existing Quail Creek channel upstream of Huron Street to improve flow. The low slope of the existing channel has caused standing water problem.	The IGA with UDFCD for the project was amended in the fourth quarter 2007 to confirm a final budget for the overall project of \$800K from the UDFCD, \$200K from adjacent development and \$1,600K from the City. The construction contract will be advertised in the second quarter of 2008 and begin construction in late summer or early fall. Budget increased from \$1,550,000 by \$250,000 per the Amended 2008 Budget.	\$1,800,000	\$1,800,000	Steve Baumann (CD)	City Employee	UDFCD/ICON Engineering, Inc.	10/2004	3/2009	90% (design)
►	<b>Reclaimed Raw Water System Interconnection</b> - This project is to construct 12,750 feet of 20 inch pipeline to connect the reclaimed system to the Standley Lake valve house and construct a 4.5 million gallons per day raw water pump station for pumping raw water into the reclaimed system. This project was recommended in HDR Inc.'s recently completed master plan for the expansion of the reclaimed water system. This connection will allow the system to serve peak demands for a 2,600 acre foot reclaimed system, supplementing the system with raw water. The raw water that will supplement the reclaimed system equates to 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.	The interconnection project will also include connecting and retrofitting additional 102nd Ave area customers to the reclaimed system in the project area, which generally extends from 108th Ave, south along Wadsworth Pkwy. City Council awarded the construction contract to Duran Excavating, Inc. at its February 11, 2008 City Council meeting. The contractor has completed the reclaimed connection in 108th Avenue and is currently heading south in Wadsworth Parkway towards the NWTF where the new pumping station will be located. Budget increased from \$1,000,000 by \$4,000,000 per the Amended 2008 Budget.	\$5,000,000	\$453,844	Dan Strietelmeier (PW&U)	City Employee	Stantec Consultants Inc. ; Duran Excavating\	4/2007	6/2008	30%

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►	<b>Reclaimed Water Project New User Connections</b> - This project is to add connection lines and service vaults for new customers with sites near the reclaimed water system, which will help to fully develop the 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 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.	The Walnut Grove Filing 12 new reclaimed user connection was designed and will be constructed as a part of the Reclaimed Raw Water Interconnection Project. City Council awarded the construction contract to Duran Excavating, Inc. at its February 11, 2008 City Council meeting. Budget increased from \$165,000 by \$100,000 per the Amended 2008 Budget.	\$265,000	\$17,824	Dan Strietelmeier (PW&U)	City Employee	Stantec Consultants, Inc; Duran Excavating	7/2007	12/2008	30%
►	<b>Reclaimed Water Project User Retrofits</b> - As part of the plan to fully develop the Reclaimed Water System, this project proposes increasing the number of connection lines and service vaults to the existing system. by converting existing treated water irrigation users to reclaimed water. These retrofits will increase 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; Northwest Water Treatment Facility; Wallace Village; Standley Lake Marketplace; and Alliance Data.	Design and construction of the retrofits for Standley Lake High School, Northwest Water Treatment Facility, Wallace Village and Standley Lake Marketplace will be completed as part of the Reclaimed Raw Water Interconnection Project. City Council awarded the construction contract to Duran Excavating, Inc. at its February 11, 2008 City Council meeting. Budget increased from \$169,000 by \$169,000 per the Amended 2008 Budget.	\$338,000	\$0	Dan Strietelmeier (PW&U)	City Employee	Stantec Consultants, Inc; Duran Excavating	7/2007	12/2008	30%
►	<b>Reclaimed Water Treatment Plant Expansion Study</b> - This project was to study various alternatives to fully develop the Reclaimed Water System including the option of expanding the Reclaimed Water Treatment facility.	An Extended Reclaimed Water Master Plan was presented to City Council at the September 18, 2006 post City Council meeting. Scope items were added to the Extended Reclaimed Master Plan and a change order was brought to City Council in February 2007. Recommended improvements were included in the 2007-2011 CIP Budget Request; the study is now 100% complete. An evaluation was also conducted with the Master Plan to identify the siting of an open reclaimed water reservoir near the Reclaimed Water Treatment Facility. This study is nearly completed with its recommendations. Staff is currently evaluating the consultant's recommendations to determine an appropriate next step.	\$450,000	\$235,320	Mike Happe (PW&U)	City Employee	HDR, Inc.	3/2004	4/2008	95%
	<b>RWTF Security Fencing</b> - This 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.	This project is ready to commence once an internal meeting with staff occurs. The plan is to fence the perimeter of the Reclaimed Water Treatment Facility. It is possible that this project will be combined with another fencing project that is scheduled in 2008.	\$78,000	\$0	Stephanie Bleiker (PW&U)	City Employee	TBD	10/2007	7/2008	0%
	<b>Rocky Flats Wildlife Refuge</b> - Funds received from Kaiser Hill in 2006 as payment to the City for Rocky Flats Closure. These funds will be utilized for water quality monitoring purposes within and around Rocky Flats Wildlife Refuge.	Work is ongoing.	\$100,000	\$0	Ron Hellbusch (PW&U)	City Employee	TBD	6/2007	TBD	0%
	<b>Shaw Boulevard/Circle Drive Drainage Improvements</b> - This project is for the design and construction of drainage improvements to route storm runoff originating in the City of Westminster past the Allen Ditch and adjoining residential lots in unincorporated Adams County to the Rotary Park detention pond. During high rainfall events, storm runoff originating within Westminster flows to the intersection of Shaw Heights Boulevard/Circle Drive and into the nearby Allen Ditch. In some instances, water from the Ditch overtops the banks and into residential lots located within unincorporated Adams County. The proposed project would provide an enhanced conveyance system that would protect the residential lots from such flooding.	Due to other high priority drainage projects (Quail Creek), the Shaw Boulevard project has been postponed until 2009 with the Urban Drainage & Flood Control District. Budget reduced from \$1,000,000 by \$600,000 and funds moved to Quail Creek project.	\$400,000	\$50,000	John Burke (CD)	City Employee	TBD	5/2006	12/2009	5%
►	<b>Shaw Heights</b> - This project represents the remaining funds contributed from Shaw Heights Water District; not available for other purposes.	Remaining funds being held for demolition of remaining wells and well houses, closure and possible sale of properties. These funds are the carryover of funds supplied by the Shaw Heights District when the district dissolved. With the assistance of J&T Consulting, Staff researched the abandonment and demolition of these wells. J&T Consulting completed a cost/benefit analysis to determine cost of demolishing the wells versus continuing to maintain them in the City's system. The City is currently under contract with J&T Consulting, Inc. to prepare construction documents to begin properly abandoning the Shaw Heights Wells.	\$717,325	\$610,750	Dan Strietelmeier (PW&U)	City Employee	J&T Consulting	7/2005	9/2008	15%



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►	<b>Shoenberg Property Water Mains to 70th Avenue</b> - This project installs a 12-inch water main connection across Sheridan Boulevard at 70th Avenue, connecting the proposed water main within the Shoenberg site and extends across Sheridan Boulevard. This project will be coordinated with the Sheridan widening to minimize the length of bore, as well as simplifying permitting needed through the Colorado Department of Transportation (CDOT). This connection will reinforce the water main loop in the southern portion of the Westminster water system, providing greater reliability for fire flows for commercial and residential properties in the area.	Construction is complete and As-Builts are in the process of being prepared. The final retainage will be released once As-Builts are complete. Staff is still awaiting final as-builts in order to release final retainage. Upon receipt of final as-builts, the project can be closed.	\$388,000	\$359,224	John Burke (CD)/ Mike Wong (PW&U)	City Employee	ASCG (Engineer); Castle Rock Construction	4/2006	12/2007	100%
TO BE CLOSED	<b>Signal Reservoir Spillway Enlargement</b> - The Colorado State Engineer has notified the City that the Signal Reservoir No. 1 spillway is inadequate and needs to be enlarged. Signal Reservoir No. 1 has an approximate capacity of 234 acre feet and enlarging the spillway would add additional cost to continued use of the reservoir with little benefit to Westminster. The preferred options at this time are breach of the dam and abandonment of the reservoir or sale of the entire property.	Sale of the Signal Reservoir Property was approved by City Council on February 26, 2007. Due to a property boundary issue, additional time is needed to obtain a legal description and negotiate with the prospective buyers of the land. A revised sale agreement was negotiated, which lowered the amount received by the City by about \$30,000 due to the land issues previously mentioned. The property closed; project is complete and can be closed.	\$7,100	\$0	Dan Strietelmeier (PW&U)/ Josh Nims (PW&U)	City Employee	Todd Creek Farms	9/2002	1/2008	99%
TO BE CLOSED	<b>Silo Pump Station Upgrade</b> - This project will include additional hydraulic analysis of the Silo pressure zone and building structure, ventilation and electrical upgrades to the Pump Station building.	Building renovation work was completed by Sand Construction. These funds were also used for a hydraulic analysis for what URS calls Super Zone 3 in the 2006 Infrastructure Master Plan. The new pressure zone is anticipated to be expanded east past US36 and the Westminster Mall. Prior to determining the specific needs for establishing Super Zone 3, additional hydraulic analysis needs to be performed to determine if it is feasible, what the actual boundaries of the zone will be, and to analyze other URS recommendations for the new zone. Project is complete and can be closed.	\$524,243	\$57,381	Pat Evans (PW&U)/ Dan Strietelmeier (PW&U)	City Employee	Ludvik Electric; Sand Construction	1/2005	3/2008	100%
NEW	<b>South Westminster Non-Potable System</b> - This projects consists of pursuing the development of non-potable water sources for irrigation purposes in the southern area of the City, which includes planning, design and construction of the system 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.	This project is anticipated to start in May of this year.	\$100,000	\$0	Josh Nims (PW&U)	City Employee	TBD	5/2008	12/2009	0%
►	<b>South Westminster TOD Utilities Study</b> - Study of the utilities system in South Westminster in the vicinity of the transit oriented development per the estimated land use designation in this area. (project formerly known as: Northgate Main Extensions - Project to support the anticipated Northgate Redevelopment project. This main will provide a redundant feed into the project area and help increase fire flow available to the site from the City's water distribution center. The location of this project is currently anticipated to be along 70th Ave and Hooker Street.)	With the passing of the FasTracks initiative and the City's plans for the transit oriented development, staff is conducting a study on the water and wastewater systems in the southern part of town to ensure the water and wastewater development needs are adequately defined. Staff will be working with Community Development to get a master plan of the area to ensure the water and wastewater systems are adequately addressed as construction commences in the future. URS will be conducting some analysis based on known redevelopment in this part of the City.	\$75,000	\$0	Richard Clark (PW&U)	City Employee	URS	1/2008	6/2008	0%
►	<b>Standley Lake Stormwater Interceptor (aka Standley Lake Water Quality Protection Project) - Church Ditch Water Quality Project.</b> An IGA was executed in 2006 by the Standley Lake Cities, the City of Arvada and the Church Ditch Water Authority for construction of facilities that will bypass stormwater from Arvada developments around Standley Lake. The Standley Lake Cities and Church Ditch Water Authority agreed to construct two new Church Ditch structures, one for delivering Church water to Standley Lake and one for spilling stormwater from the Church Ditch to Big Dry Creek. FRICO agreed to cover the cost of these facilities up to an amount of \$1,034,000. These funds were earmarked by FRICO for water quality protection as part of the Standley Lake Park land sale.	Construction bidding was done through Northglenn's competitive bidding process. Staff anticipates that the FRICO funds will cover the cost for construction of both Church Ditch structures. The first phase of this project was not constructed due to having a less than competitive bidding environment. The Church Ditch Water Authority decided to delay construction until November 2007 in order to obtain competitive bids from prospective contractors. This project is ready to start construction. FRICO will be paying for the improvements to these structures. Project is on schedule to be completed by end of April 2008.	\$865,000	\$5,942	Dan Strietelmeier (PW&U)/ Josh Nims (PW&U)	Church Ditch Water Authority	ERC Consultants	1/2001	4/2008	60%
►	<b>SWTF Backwash Pump Replacement</b> - This project is 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.	Specific components were identified for replacement including 4 pumps, two check valves and an isolation valve. Bids were solicited for the equipment and all components have been ordered. 75% of the materials have been received and 50% of the total equipment installed. One of two pumps slated for overhaul has been removed for inspection and determination of repair feasibility. Full completion is expected by June 1, 2008.	\$85,000	\$15,453	Tom Settle (PW&U)	City Employee	In-house	5/2007	6/2008	65%



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NEW	<b>SWTF BIF SCADA Replacement</b> - This project consists of improving the 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.	This project is anticipated to start in April of this year.	\$472,000	\$0	Stephanie Bleiker (PW&U)	City Employee	ESC	4/2008	2/2009	0%
NEW	<b>SWTF Clearwell Site Fencing</b> - This project consists of improving 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.	This project is anticipated to start in June of this year.	\$75,000	\$0	Dan Strietelmeier (PW&U)	City Employee	TBD	6/2008	12/2008	0%
NEW	<b>SWTF Electrical System Improvements</b> - This project consists of improving the existing treatment processes by modifying and/or replacing the existing, outdated electrical controls. 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.	This project is anticipated to start in April of this year.	\$150,000	\$0	Tom Settle (PW&U)	City Employee	TBD	4/2008	1/2009	0%
▶	<b>SWTF Filter 1-6 Effluent Valve Replacement</b> - This project is 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 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.	Plant maintenance staff have received the materials. The process of replacing the valve operators will begin at the completion of the Filter Media Replacement Project and be completed by 5/1/2008.	\$80,000	\$48,000	Pat Evans (PW&U)	City Employee	In-house	3/2007	3/2008	50%
▶	<b>SWTF Filter 1-14 Media Replacement</b> - This 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 life 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.	City Council authorized the procurement of anthracite filter media at the August 27, 2007 meeting. Materials were installed in February and filters were run through break-in periods in March.	\$219,000	\$88,572	Kent Brugler (PW&U)/ Tom Settle (PW&U)	City Employee	McDonald Farms Enterprises; Carbonite Filter Corp; Red Flint Sand & Gravel	5/2007	4/2008	95%
NEW	<b>SWTF Lime System Improvements</b> - This project will enable the Semper Water Treatment Facility to improve existing treatment processes by modifying and/or replacing the existing dry lime feeder system as recommended by the infrastructure master plan study.	City Council authorized Boyle Engineering for the design work for this project on March 17, 2008. Project kickoff is planned for April 16.	\$75,000	\$0	Tom Settle (PW&U)	City Employee	Boyle Engineering	4/2008	1/2009	5%
NEW	<b>SWTF Maintenance Shop Expansion</b> - This project consists of the construction of a 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.	City Council authorized Boyle Engineering for the design work for this project on March 17, 2008. Project kickoff is planned for April 16.	\$100,000	\$0	Tom Settle (PW&U)	City Employee	Boyle Engineering	4/2008	1/2009	5%
NEW	<b>SWTF North Basin Roof Replacement</b> - This project consists of replacing 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 buildings 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.	This project is anticipated to start in June of this year.	\$150,000	\$0	Tom Settle (PW&U)	City Employee	TBD	6/2008	4/2009	0%
NEW	<b>SWTF North Trac Vac Pump System Improvements</b> - This project consists of improving the 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.	City Council authorized Boyle Engineering for the design work for this project on March 17, 2008. Project kickoff is planned for April 16.	\$54,000	\$0	Tom Settle (PW&U)	City Employee	Boyle Engineering	4/2008	1/2009	5%
NEW	<b>SWTF Permanganate Bulk Storage</b> - This project consists of improving the 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.	City Council authorized Boyle Engineering for the design work for this project on March 17, 2008. Project kickoff is planned for April 16.	\$75,000	\$0	Tom Settle (PW&U)	City Employee	Boyle Engineering	4/2008	1/2009	5%

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▶	<b>SWTF Raw Water Vault Re-Build</b> - This 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.	Boyle Engineering was retained to provide design services for the rehabilitation of the vault. The two replacement valves were pre-ordered and received. Final bid documents are complete and an RFP for construction was issued. American West Construction was awarded the construction contract by City Council. Construction is underway with completion expected by May 15, 2008.	\$231,000	\$41,593	Tom Settle (PW&U)	City Employee	Boyle Engineering; American West Construction	9/2007	5/2008	40%
▶	<b>System-Wide SCADA Enhancements</b> - This project is 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.	City Council approved ESC for the SCADA Enhancement project at its October 8, 2007. The project will be completed in at least two phases. Phase I includes analyzing the communication network for the City's water and wastewater SCADA system and a standardized SCADA system. Phase II will include implementing recommendations identified during Phase I. It is possible that there will be a Phase III depending on necessary funding to complete the project. Staff is currently evaluating ESC's recommendation report for developing the construction phase(s) of the project.	\$125,000	\$22,824	Stephanie Bleiker (PW&U)	City Employee	ESC	3/2007	12/2008	12%
	<b>Utility Billing Software Replacement</b> - The old system was developed in-house and was operating beyond its capabilities. This project is to identify and select a software vendor and implement the new Utility Billing software system.	The City went "LIVE" on the new system December 2005. Included in the contract is an upgrade to a new version (version 3.0) that the City will undertake in 2008. Interfaces with the maintenance management system and GIS system have not been completed.	\$750,000	\$616,062	Bob Smith (Finance)/ Sandy Christopher (Finance)	City Employee	Advanced Utility Systems Corp (Purchased by Harris Computer Systems June 2006)	12/2003	6/2008	90%
NEW	<b>Utility Facilities Parking Lot Management</b> - Program to maintain Utility facilities parking lots. (cracksealing, seal coating, resurfacing or reconstruction as necessary).	The Utility Facilities Parking Lot Maintenance contract (Slurry Seal) for 2008 includes- England Park Plant, Big Dry Creek Water Reclamation Facility, Northwest Water Treatment Facility and Clear Well facility at 91st and Pierce. Estimated square yardage of Slurry Seal resurfacing applied at all facilities totals 17,915 square yards, which equates to 2.5 Lane Miles. Improvements include concrete replacement, pavement crack sealing and restriping of the parking lots.	\$25,000	\$0	Dave Cantu (PW&U)	City Employee	A-1 Chipseal	7/2008	10/2008	0%
NEW	<b>Water Pressure Zone Enhancements</b> - This 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.	This project is anticipated to start in April of this year.	\$1,000,000	\$0	Dan Strietelmeier (PW&U)/ Stephanie Bleiker (PW&U)	City Employee	TBD	4/2008	2/2009	0%
NEW	<b>Westmoor Technology Park Pipeline Extensions/User Connections</b> - This projects 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 new development.	This project is anticipated to start in July of this year.	\$200,000	\$0	Dan Strietelmeier (PW&U)	City Employee	TBD	7/2008	4/2009	0%
NEW	<b>Zone 4 Pump Station Replacement</b> - This project consists 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.	This project is anticipated to start in June of this year.	\$1,000,000	\$0	Stephanie Bleiker (PW&U)	City Employee	TBD	6/2008	4/2009	0%
▶	<b>Zone 14 Pump Station Replacement</b> - This project is to install a pump station in the newly adopted 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.	The Design of the Zone 14 Booster Pump Station was approved by City Council on February 26, 2007 and was awarded to Farnsworth Group Inc. The design work for the booster pump station is currently in progress. Design was completed in March 2008, with bidding occurring in April, and construction award in April with anticipated completion in September 2008. Projected completion date modified from 7/08 to 9/08 to reflect current construction schedule.	\$500,000	\$53,733	Stephanie Bleiker (PW&U)	City Employee	Farnsworth Group Inc.	3/2007	9/2008	15%

## CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
<b>GENERAL CAPITAL IMPROVEMENT FUND</b>							
▶	<b>Adams County Open Space Land Acquisition</b> - The funds will be utilized for the acquisition of additional open space lands in Westminster. The funds are a portion of the open space sales tax revenue received from Adams County from the 2001 voter-approved tax. The Open Space Advisory Board prepares and utilizes a list of priority lands to acquire open space throughout the City and will be used when expending these funds.	Project represents some of the annual funding to be received via the Adams County voter-approved tax. Staff continues to work to acquire priority lands prior to development. \$125,000/year will be applied to Metzger COPS lease payments in 2007 and 2008. Remainder will be applied to Tanglewood Creek purchase or other open space in Adams County. Budget in 2007 was \$500,000 but \$125,000 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$375,000 by \$125,000 per the Amended 2008 Budget.	\$500,000	\$0	Heather Cronenberg (CD)	City Employee	various
▶	<b>Arterial Roadway Rehabilitation and Improvements</b> - Project to supplement arterial street maintenance in the PW&U operating budget; funds will be used for improvements to existing pavement on major arterials to extend the life of the pavement and offset the high cost of repairs.	CCA 4/14/08 to apply a 7/8" Double Bonded Hot-Applied Chipseal. Streets slated for 2008: Sheridan Blvd.- 113th Ave to 120th Ave.; and 72nd Ave.- Zuni Street to Lowell Blvd. Improvements include Crack Sealing, Concrete Replacement, Striping and Pavement markings. Budget in 2007 was \$900,000 but \$891,103 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$8,897 by \$500,000 per the Amended 2008 Budget.	\$508,897	\$0	Dave Cantu (PW&U)	City Employee	A-1 Chipseal
▶	<b>BO&amp;M Major Maintenance</b> - Project is for maintenance projects throughout City facilities. Emphasis is placed on immediate needs identified by Bornengineering facility needs assessment.	Projects in the 2008 work plan include: City Hall brick facade repair; ongoing glass replacement at City facilities; Municipal Court carpet replacement (Phase II); repairs and water proofing to radius wall in front of City hall; City Hall fire alarm system replacements; replacement of exterior sealant joints at City Hall. Budget in 2007 was \$1,589,110 but \$586,194 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$1,002,916 by \$675,000 per the Amended 2008 Budget.	\$1,677,916	\$47,652	Jerry Cinkosky (GS)	City Employee	Siemens; Garland Roofing; Asset Management Corp; Integrated Safety Services; Bornengineering
▶	<b>City Facility Parking Lot Maintenance</b> - Program to maintain City facility parking lots on an on-going program (cracksealing, seal coating, resurfacing or reconstruction as necessary).	The City Facility Parking Lot Maintenance contract (Slurry Seal) for 2008 includes- Westminster Sports Center, City Hall, MAC, Big Dry Creek trail parking lot, Wolf Run Park, Public Safety Building, and Nottingham Park. Estimated square yardage of Slurry Seal resurfacing applied at all facilities totals 48,655 square yards, which equates to 6.9 Lane Miles. Improvements include concrete replacement, pavement crack sealing and restriping of the parking lots. Budget in 2007 was \$100,000 but \$94,687 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$5,313 by \$100,000 per the Amended 2008 Budget.	\$105,313	\$0	Dave Cantu (PW&U)	City Employee	A-1 Chipseal
▶	<b>Community Enhancement Program</b> - These funds provide for a variety of projects throughout the Westminster community. Projects include: US 36/Federal landscape improvements, neighborhood enhancement grant, public art, median maintenance/renovation, and gateways.	Community Enhancement Master Plan approved by Council in 2006. Categories include: gateways, medians, ROW, street improvements, bridges, art, lighting and contracts. US 36 and Federal Interchange landscape postponed until CDOT completes improvements on Federal from US36 Bridge to 81st Ave. 92nd to 96th Ave on Sheridan rehabed and complete. Funds (\$200k) applied towards upgrade of 128th bridge. Budget decreased from \$4,022,070 to \$3,567,273 per City Council on 6/25/07 moving funds from the CEP to the Armed Forces Tribute Garden Capital Improvement account. Budget in 2007 was \$3,566,210 but \$1,045,005 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$2,521,205 by \$1,120,000 per the Amended 2008 Budget.	\$3,641,205	\$135,713	Kathy Piper (PR&L)	City Employee	n/a
▶	<b>Facelift Program</b> - The Facelift Program provides matching grants to qualifying commercial properties and/or businesses to improve the aesthetic appearance of the site and/or buildings. The grant is provided on a one-for-one dollar basis not to exceed \$5,000 and can be used for landscaping, painting, awnings and signage, and façade improvements	Staff actively recruiting business to apply for funds. Application pending for Stan's Auto Sales. Budget in 2007 was \$83,639 but \$15,519 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$68,120	\$0	Tony Chacon (CD)	City Employee	n/a
▶	<b>Fire Station Concrete &amp; Asphalt Replacement Program</b> - Funding for on-going replacement of deteriorated concrete curb, gutter and sidewalk and asphalt paving adjacent to the six fire stations.	There are some bay area and parking lot drainage issues at Station 3 that the remaining funds in this account are being requested to be spent on. Budget in 2007 was \$104,310 but \$97,850 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$6,460	\$0	Bill Work (Fire)/ Gary Pedigo (Fire)	City Employee	n/a

## CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
►	<b>Geographic Information System</b> - The GIS is the warehouse for geographic data, utility layout, and the mapping which supports planning, record-keeping, and maintenance activities throughout the City. All but the very basic support for the GIS comes from the Capital Improvement Program.	GIS staff continues to provide support for the Accela Automated Management System, the Stormwater Utility, and other functions that rely on up-to-date geographic mapping and data. 2008 projects include the continuation of the Survey Control Modernization Project to update and expand the control monument system referenced by all GIS operations. Budget in 2007 was \$219,456 but \$67,927 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$151,529 by \$72,000 per the Amended 2008 Budget.	\$223,529	\$0	Steve Baumann (CD)/ Dave Murray CD)	City Employee	n/a
►	<b>Golf Course Improvements</b> - These funds will be used for golf course projects including additional golf carts at Legacy Ridge, restaurant equipment (as needed and funded), Legacy Ridge irrigation pump/filter equipment, Heritage restroom and entry renovation, bridge railings at Legacy Ridge and possibly on-course drinking fountains.	Carpet replacement at both golf courses is complete. Indoor restrooms renovations are complete. Budget in 2007 was \$137,670 but \$41,011 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$96,659 by \$144,000 per the Amended 2008 Budget.	\$240,659	\$29,400	Ken Watson (PR&L)	City Employee	n/a
►	<b>Greenbelt Drainage Improvement</b> - Funding for improvements along greenbelts and drainageways that require repairs caused by flooding, improvements mandated for wetland mitigation/monitoring, improvements to ditches conveying raw water to ponds, environmental repair to areas damaged by prairie dog colonies including removal and reseeding.	Water quality testing at Big Dry Creek underpass at Wadsworth is ongoing. Various drainage projects along Big Dry Creek, Walnut Creek and Little Dry Creek continue to be monitored and improved as needed, especially where trails cross the drainageways or oxbows create dangerous erosion conditions. Watershed protection has been completed at the Hyland Ponds Open Space including prairie dog control and re-vegetation. Similar programs are scheduled for the following open space areas: 3m pond, Big Dry Creek at FRCC, Mushroom Pond, Vogel Pond, and College Pond and should be completed by the end of the second quarter 2008. Aeration of the Westin pond is programmed for 2008 based on scheduled improvements to the adjacent drainageways and increasing storage capacity. Staff is also scheduling maintenance improvements to Walnut Creek where it passes under Church Ranch Blvd for the fourth quarter (after the rainy season) which should reduce tunnel and trail flooding. Budget in 2007 was \$73,287 but \$12,869 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount	\$60,418	\$5,475	Richard Dahl (PR&L)	City Employee	Various, ERO Westminster Excavating
►	<b>Historical Preservation Grants</b> - Project for City preservation projects. Most of these projects are grant funded but the City must up-front the costs and then be reimbursed; this account provides the upfront funds prior to receiving reimbursements.	Budget increased from \$81,412 to \$115,345 per City Council on 8/13/07 per 2007 2nd Quarter Budget Supplemental Appropriation for a State Historical Fund grant award for the Shoenberg Farm building historic structure assessments and to fund the assessment of the Shoenberg Farm Dairy Barn. Budget increased to \$247,694 per City Council on 12/10/07, per the 2007 Q3 Budget Supplemental Appropriation for a State Historical Fund grant award for the Exterior rehabilitation of the Semper Farmhouse. Budget in 2007 was \$278,509 but \$118,882 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Wesley Chapel Cemetery Preservation Plan complete. Shoenberg Farm Historical Structure Assessments complete. State Historical Fund (SHF) grant received for Semper Farmhouse Exterior Rehabilitation to be completed in 2008. SHF grant received for Rodeo Market Facade Restoration to be completed in 2008. Applications totaling \$988,202 submitted April 1, 2008, to SHF for Shoenberg Farm lots 5 and 14A acquisition and rehabilitation.	\$159,627	\$0	Vicky Bunsen (CD)	City Employee	n/a
	<b>Major Fire Station Maintenance</b> - This project consists of major maintenance and remodel items for all six Fire Stations, the Training Tower and the Storage Facility (old Station 2).	Station Captains and BO&M have met to identify the 2008 priorities. Significant items identified other than routine maintenance issues such as painting, carpet, etc. include bedroom remodels at Stations 1, 3 & 4; the kitchen remodel at Station 2; and a bathroom remodel at Station 4. Budget in 2007 was \$158,399 but \$96,750 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$ by \$60,000 per the Amended 2008 Budget.	\$121,649	\$542	Bill Work (Fire)	City Employee	various
<b>NEW</b>	<b>Major Software Upgrades</b> - The major upgrade scheduled for 2008 is the Intergraph Software system. Intergraph Software powers Westminster's Public Safety 911PSAP and provides automation to support Police operations. Funds in this project are intended for major software applications in the City, including Intergraph and Microsoft Office Suite.	The public safety Intergraph software upgrade project began in December 2007 and is expected to be substantially complete by May 2008. The project includes software enhancements (version 8.1) with a new database release (Oracle 10gR2) which will provide productivity and functionality improvements. Instructor led classroom training with hands-on software training will be provided for Patrol, Investigations, Records, Dispatch, Property/Evidence and other Police Department personnel.	\$250,000	\$0	Art Rea (IT)/ Scott Rope (IT)/ Jim Maydew (IT)	City Employee	TBD
►	<b>Median Rehabilitation</b> - Project to rehabilitate and maintain medians throughout the City.	Budget in 2007 was \$251,845 but \$98,726 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$153,119 by \$150,000 per the Amended 2008 Budget. Anticipate some overall clean up, plant material and mulch improvements on Church Ranch medians summer 2008.	\$303,119	\$0	Kathy Piper (PR&L)	City Employee	T2 Construction

## CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	<b>New Art Participation</b> - Project created as a "holding account" for developer contributions toward public art.	Budget increased from \$75,310 to \$109,310 per City Council on 8/13/07 per 2007 2nd Quarter Budget Supplemental Appropriation for cash-in-lieu funds for public art for the 72nd and Sheridan Wal-Mart project. Art received and contract issued for caisson installation; completed January 2008 at 136th Ave and Orchard. Budget in 2007 was \$109,310 but \$62,730 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$46,580	\$5,130	Aaron Gagne (CD)	City Employee	n/a
	<b>New Development Participation</b> - This project funds the City's share of certain public improvements (e.g., the middle portion of arterial streets) installed by private developers.	In 2008 and 2009, funds from this project will be used to pay McStain Development for their construction of the north one-half of 98th Avenue between Sheridan Boulevard and Westminster Boulevard adjacent to the Hyland Village project. Budget in 2007 was \$680,491 but \$25,842 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$654,649 by \$323,000 per the Amended 2008 Budget.	\$977,649	\$1,354	Dave Downing (CD)	various developers	n/a
▶	<b>Parks Renovation Program</b> - This program seeks to combine the existing Parks Major Maintenance Program and the Park Improvement Program into one consolidated source of funds. Funds in this program will serve the purposes of the two previous programs to fund improvement projects that are needed to update the safety and quality of Westminster parks.	Playground renovations at Nottingham Park and Windsor Park have been awarded and should be complete by summer 2008. Resurfacing of the basketball court at Squires Park will be complete by mid-June. An RFP for design build services for the Oakhurst Park shelter renovation is underway, after being placed on hold in 2007. Design work for irrigation replacement along Countryside Drive is underway, and renovations at Torri Square Park and repair work at City Park will begin later this year. Budget in 2007 was \$1,490,685 but \$639,102 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$851,583 by \$650,000 per the Amended 2008 Budget.	\$1,501,583	\$5,957	Richard Dahl (PR&L)	City Employee	Applied Design Services
▶	<b>Public Safety Facilities Maintenance (BO&amp;M)</b> - Funds for the maintenance costs for the Public Safety Center and Fire Stations throughout the City. Identified projects include painting the interiors of the public safety facilities, upgrading the HVAC systems at various fire stations and replacing the carpet as needed at the public safety facilities and individual fire stations as identified.	2008 work plan includes misc. repair and replacement projects at all fire stations and public safety facilities. Projects include: painting exterior of Fire Stations # 1, 5, 6; repair and/or replacement of bay doors at Fire Stations; exterior stucco repairs as identified through Bornengineering facility needs assessment; sectional painting of Public Safety Center interior. Budget in 2007 was \$84,956 but \$43,308 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$41,648 by \$65,000 per the Amended 2008 Budget.	\$106,648	\$8,698	Jerry Cinkosky (GS)	City Employee	Bonner Painting, various suppliers
▶	<b>Recreation Facility Improvements</b> - Projects at various recreation facilities to enhance customer service, including upgrades to aquatics, weight rooms, etc.	Funds are utilized to enhance guest services at all recreation facilities. Recreation facility enhancements include on-going replacement of aging fitness equipment pieces at City Park Recreation Center, City Park Fitness Center and West View Recreation Center. Budget in 2007 was \$787,571 but \$227,811 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$559,760 by \$350,000 per the Amended 2008 Budget.	\$909,760	\$9,814	Peggy Boccard (PR&L)	City Employee	Various Suppliers
▶	<b>Standley Lake Regional Park Improvements</b> - This project will fund improvements that upgrade, update and/or renovate existing facilities at the Standley Lake Regional Park. Pursuant to the adopted boating fee permit increase in 2007, the increased revenues will offset needed capital improvements at the regional park. Improvements adopted in 2007 and 2008 include phased restroom construction and piping, campground equipment repair and replacement, roadway improvements, parking area improvements, and buoy replacement.	Projects in progress include special needs fishing pier (matching grant), restroom addition (this may need to be a phased project/matching grant), roadway/ campground/ guest equipment improvements (as the budget permits). Budget in 2007 was \$462,663 but \$83,570 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$379,093 by \$225,000 per the Amended 2008 Budget.	\$604,093	\$0	Ken Watson (PR&L)	City Employee	Various
▶	<b>Sidewalk Connections</b> - This project provides funding for the design and construction of "missing links" of sidewalks at various locations where private development is not anticipated in the foreseeable future.	Budget in 2007 was \$164,239 but \$71,648 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Future projects are to be determined.	\$92,591	\$0	Dave Downing (CD)	City Employee	n/a

## CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	<b>South Westminster Revitalization</b> - Funds to be used in conjunction with planning, appraisals and capital funding of redevelopment projects within south Westminster including the Northgate Center and 73rd/Lowell redevelopments.	Revisions to strategic plan underway; continued work on Harris Park development guidelines; refinements to TOD plan; land acquisition along Little Dry creek; 73rd Avenue and Lowell Boulevard redevelopment project, Phase III. Working with National Development Council (NDC) to prepare HUD Section 108 application. Budget in 2007 was \$1,590,520 but \$907,967 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$682,553 by \$332,000 per the Amended 2008 Budget.	\$1,014,553	\$85,516	Tony Chacon (CD)	City Employee	Perspective 3; PUMA, Inc.; Winter and Co.
▶	<b>Traffic Signal System Improvements/Speed Control Devices</b> - This project provides funding for the design and installation of traffic signals at selected intersections and installation of major traffic signal infrastructure improvements as well as speed control devices in areas that meet City warrants. 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.	2008 Projects include \$27,000 for a Video Detection System at Sheridan and 80th traffic signal, \$18,000 for overhead school flashers on Huron at 125th, \$95,000 for 74 new school flasher clocks to replace old 1991 infrastructure and possible funding of a new traffic signal if warranted. Budget in 2007 was \$438,089 but \$267,905 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$170,184 by \$125,000 per the Amended 2008 Budget.	\$295,184	\$13,800	Mike Normandin (CD)	City Employee	In House Design; Integrated Electric.
▶	<b>Trail Development</b> - Implement the trails master plan by developing identified trails throughout the City as funding permits.	The Trails Master Plan will be updated in 2008; Staff is working to identify the 2008 trails development projects. Budget in 2007 was \$394,783 but \$333,881 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$60,902 by \$125,000 per the Amended 2008 Budget.	\$185,902	\$0	Becky Eades (PR&L)	City Employee	In-house
▶	<b>Tree Mitigation</b> - This project serves as a "holding account" for developer contributions toward landscaping requirements. These funds will be utilized throughout the city towards forestry projects - replacement and new tree plantings as needed. The tree mitigation money is being used to replace trees that have been removed from public grounds across the City.	Tree planting projects completed in 2007. Budget in 2007 was \$31,140 but \$30,819 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Anticipate additional funds in 2008 via carryover for tree mitigation payments received during 2007; funds will be utilized for tree replacements in fall 2008.	\$321	\$0	Richard Dahl (PR&L)/ Rob Davis (PR&L)	City Employee	TBD
▶	<b>Street Lighting Improvements</b> - This project provides funding for the installation (by Xcel Energy) of isolated street lights in areas requested by citizens.	Street lights are installed upon request by citizens and the approval of Staff. Budget in 2007 was \$27,101 but \$4,774 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$22,327	\$0	Mike Normandin (CD)	Xcel Energy	Xcel Energy
▶	<b>Underground Utility Lines</b> - This project houses funds that are collected from private developers as "cash-in-lieu" payments for the underground relocation of overhead utilities adjacent to their sites. Xcel Energy will not perform these relocations for short lengths of lines. In such cases, funds are collected from the developers for future, longer projects.	Staff continues to monitor areas in which "cash-in-lieu" has previously been collected for opportunities to create larger projects that Xcel Energy would be willing to perform. Budget in 2007 was \$139,248 but \$16,576 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$122,672	\$0	Dave Downing (CD)	Xcel Energy	Xcel Energy

## UTILITY CAPITAL IMPROVEMENT FUND

▶	<b>Annual Local Sewer Line Replacement</b> - Funding for the repair or replacement of deteriorated local sanitary lines by trenchless technology or conventional replacement methods. Maintenance and replacement of local sanitary sewers will minimize inflow and infiltration into the sanitary sewer collection system, minimize customer calls due to backups due to defective pipes and potentially reduce bill flows to metro Wastewater by eliminating inflow into the sanitary sewer system. Projects will be selected on a priority basis with the worst sewers being addressed first.	The 2007 Local Sewer Line Replacement project was awarded to The Engineering Company in January 2007. The project consists of open-cut design and construction management of approximately 5,600 linear feet of sanitary sewer pipeline and 2,700 linear feet of waterline. This project has been completed. This project will be recommended for closeout after all final payments have been made to the engineer for the local sewer line replacement project. Outstanding engineering items for the project are still being negotiated with TEC. These items are expected to be finalized in the next month or so. Budget in 2007 was \$400,000 but \$359,162 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$40,838	\$20,440	Kent Brugler (PW&U)	City Employee	The Engineering Company
▶	<b>Miscellaneous Stormwater Drainage Improvements</b> - This project is intended to fund the design and construction of all types of drainage improvements on an ongoing basis. (Prior to the Stormwater Drainage Fee being established by City Council in 2001, funds were appropriated in the General Capital Improvement Fund; the project in the General Fund Ongoing Projects represents that prior commitment of the City to stormwater drainage improvements).	Current miscellaneous stormwater projects include the investigation of the leaking Dry Creek Valley Ditch in the Countryside subdivision; minor roadside ditch improvements along the north side of 108th Ave. east of Dover St.; Letter Of Map Revision (LOMR) for Middle Branch Hylands Creek; and the Hidden Lake Drainageway Planning update with UDFCD. Budget in 2007 was \$617,961 but \$365,021 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$246,792 by \$70,000 per the Amended 2008 Budget.	\$322,940	\$9,907	John Burke (CD)	City Employee	various

## CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
►	<b>Open-Cut Water Line Replacements</b> - This 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 the Infrastructure Master Plan to select vulnerable pipelines based on age, material, pressures and other criteria.	The 2007 open cut project is nearly complete with pavement and punchlist items being the outstanding issues to be addressed. Staff is currently working on finalizing the scope of work for 2008 projects so that an RFP can be sent out to prospective engineering firms.	\$7,187,000	\$1,996,513	Kent Brugler (PW&U)/ Stephanie Bleiker (PW&U)	City Employee	The Engineering Co; Concrete Works of CO; Merrick & Co; Tierdael Construction Co
►	<b>PACP Sewer Line Open-Cut Replacement</b> - This project consists of open cut replacement of sanitary sewer lines where trenchless technology cannot be utilized. Open cut replacements are used to increase pipe sizes, eliminate sags and other serious defects and will be used where both the water and sewer lines in a particular location require replacement. The initial years of this project will address existing problems; later years will address issues related to growth and defects that develop subsequent to the latest inspections. Replacement of local sanitary sewers will minimize inflow and infiltration into the sanitary sewer collection system, minimize customer calls of backups due to defective pipes and potentially reduce bill flows to Metro Wastewater by eliminating inflow into the sanitary sewer system.	This project consists of two open cut water and sanitary sewer line projects. The first project is the Local Sewer Line replacement project that includes water line replacement and is complete. The second project is the Design of the Open-Cut Waterline & Sanitary Sewer Replacements Project that was awarded to Merrick & Company (March 2007) and Tierdael Construction Company (July 2007). Due to late year weather delays, the Open Cut Waterline & Sanitary Sewer Replacement Project awarded to Tierdael is not yet complete. It is anticipated to be completed in early 2008 depending on the weather. The 2007 open cut project is nearly complete with pavement and punchlist items being the outstanding issues to be addressed. Staff is currently working on finalizing the scope of work for 2008 projects so that an RFP can be sent out to prospective engineering firms Budget increased from \$1,686,000 by \$1,800,000 per the Amended 2008 Budget.	\$3,486,000	\$1,542,889	Kent Brugler (PW&U)/ Stephanie Bleiker (PW&U)	City Employee	The Engineering Co; Concrete Works of CO; Merrick & Co; Tierdael Construction Co
►	<b>PACP Sanitary Sewer Line Trenchless Rehabilitation</b> - The project will provide funds for the repair of deteriorated local sanitary lines by trenchless rehabilitation (lining) of small diameter (less than 18-inch) sewers throughout the City. Funding would continue at this level for approximately five years until all sewers rating poor or failing in the PACP (Pipeline Assessment and Certification Program) rating system are addressed. Locations would vary from year to year and sections would be consolidated by location, so some sewers may be relined out of sequence to facilitate the process. Maintenance of local sanitary sewers will minimize inflow and infiltration into the sanitary sewer collection system, minimize customer calls of backups due to defective pipes, and potentially reduce bill flows to Metro Wastewater by eliminating inflow into the sanitary sewer system. This project will help extend the lifespan of the existing collection system.	The 2008 program has been let out by Utilities Operations Staff. Staff expects to go to City Council for approval at the April 28 City Council meeting. Budget in 2007 was \$1,739,372 but \$1,279,287 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure. Budget increased from \$460,085 by \$1,350,000 per the Amended 2008 Budget.	\$1,810,085	\$134,645	Dan Shjandemaar (PW&U)	City Employee	Insituform Technologies Inc (Phase I only)
►	<b>Reclaimed User Connections</b> - This project involves the addition of connection lines and service vaults to the existing Reclaimed Water Distribution System that will aid in expanding the current commercial user base.	The 120th Avenue project from Vrain Street east about 2,000 linear feet is nearly ready to begin construction. The project was awarded to Duran Excavating, Inc. in conjunction with the Reclaimed Interconnect project. There will be a small amount of money at the completion of this project that may be available for use on another reclaimed water system project. Budget in 2007 was \$544,670 but \$114,517 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$430,153	\$11,087	Dan Strietelmeier (PW&U)	City Employee	Stantec, Inc. Duran Excavating, Inc.
	<b>Special Assessments of Metro Wastewater Reclamation District</b> - This project covers tap fees charged by the MWRD to connect users in the Little Dry Creek Basin (generally south of 97th Ave). The southern portion of the City is provided wastewater services by the MWRD. As new users connect in the City, the City pays MWRD a tap fee for the new connection.	Funds out of this account have not been paid to the Metro District as of this date. Staff has been spending funds out of the Wastewater Plant's Operating Budget prior to using this CIP account.	\$200,000	\$0	Tim Woodard (PW&U)	City Employee	n/a
►	<b>Thornton Water Replacement</b> - The purpose of this project is to replace the annual volume of water supply lost due to the reduction of the treated water contract negotiated with Thornton from 3 MGD to 2 MGD in 2004. This will include the purchase of additional water rights, expanding the reclaimed water system and increased water conservation efforts. The savings from the reduction of payments to Thornton will be used to fund this project.	Project includes a combination of water purchases and potential conservation programs. A purchasing strategy and priority share owners are being identified in order to make the best use of available funds. Shares continue to be purchased as they become available. Budget in 2007 was \$4,359,373 but \$896,040 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.	\$3,463,333	\$466	Mike Happe (PW&U)	City Employee	Helton and Williamson (water supply planning/modeling)

**CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS**

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 3/31/08)	BUDGET	SPENT (3/31/08)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	<p><b>Water Meter Transponder Replacement Program</b> - Project commencing in 2005 to replace customer water meters that are at the end or near the end of their useful life. Meters of selected ages and in selected meter routes will be replaced in a programmed manner to transform from negative replacement of stopped meters to a proactive program of replacing meters as they approach the end of their useful lifespan.</p>	<p>City Council authorized a negotiated contract with National Meter &amp; Automation, Inc. in September 2006. Project continues on schedule at a rate of approximately 500 meters per week. As of October 1, 2007, approximately 14,000 meters left to install. Completion anticipated June 30, 2008. After contract completion, there will be approximately 3,000 TRACE units remain. These are larger commercial meters &amp; selected residential routes and will be completed by in-house crews over the next 3-5 years. Project completion projected in April 2008, barring lost time due to weather conditions. The project is still on schedule for completion at the end of the month. Budget in 2007 was \$4,083,898 but \$2,741,454 was capitalized at year-end 12/31/07; amount shown as Budget is the remaining amount available for expenditure.</p>	\$1,342,444	\$424,551	Richard Clark (PW&U)	City Employee	National Meter & Automation, Inc.



**City of Westminster City Council Study Session  
May 5, 2008**

Mayor Nancy McNally called the Study Session to order at 6:35 PM. All Council was in attendance except Mary Lindsey and Faith Winter.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Deputy City Manager Matt Lutkus; Public Information Officer Katie Harberg; Risk Management Officer Martee Erichson; Finance Director Tammy Hitchens; Treasury Manager Bob Smith; Senior Financial Analyst Bob Byerhof; Financial Analyst Rachel Kammerzell; Information Technology Director David Puntenny; Information Systems Manager Scott Rope; and Management Intern II Phil Jones.

The guests in attendance were Nissa LaPoint with the Westminster Window; and Mary Donovan with MBIA Financial.

**Risk Management presentation**

Risk Management Officer Martee Erichson gave a presentation highlighting the Risk Management office and shared information about the City of Westminster's Property Liability pay premiums for coverage of both property/liability and workers compensation insurance. She also presented a graph of how much has been paid in property and liability claims.

With worker's compensation, risk management is working to bring down claims costs through safety and loss control. The City has introduced several programs to help reinforce the importance of safety on the job and reduce the city's loss. These programs include new employee orientation, Risk Management 101, Risk Management for Supervisors, Safety 101, Attitudinal Dynamics of Driving, and others. Martee also spoke about involving the Department Heads in the discussion of loss and implementing safety briefings for employees across the city. These measures have helped to significantly reduce the city's loss and insurance pay-outs.

**Investment policy update**

Treasury and Finance staff were on hand Monday night to give a brief overview of the changes in the City's investment policies. The City's policy is in keeping with the State's suggested investment guidelines. The update to Westminster's policy is to bring the city inline with the State's after their most recent update to the recommended guidelines. Safety, liquidity, and yield are the three primary areas of focus for the investment policy. Changes in the policy are technical in nature to update the policy according to statutes.

The policy update will be scheduled for Council action at a future council meeting..

**Blackberry handout and presentation**

Staff from IT was on hand to issue Blackberries to a few of the council members and assisted in orientation to the wireless handheld devices.

Mayor McNally adjourned the Study Session at 8:00 PM.

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