



## WESTMINSTER

### Staff Report

TO: The Mayor and Members of the City Council

DATE: May 27, 2009

SUBJECT: Study Session Agenda for June 1, 2009

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

1. Solar Proposal for City Facilities - Attachment
2. North Area Transit Alliance Update
3. Energy Efficiency Conservation Block Grant Plan - Attachment
4. Coyote Management Plan - Attachment

6:30 P.M.

#### EXECUTIVE SESSION

1. Discussion with City Attorney of proposed settlement with Jefferson County of City's possessory interest tax abatement claim and obtaining Council direction thereon, pursuant to WMC sections 1-11-3(C)(3), (7) and (8), and CRS sections 24-6-402(b) and (e).

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

1. Siemens Energy Audit, Phase II - Attachment

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

Respectfully submitted,

J. Brent McFall  
City Manager

Minutes – May 4, 2009 Study Session



# WESTMINSTER

## Staff Report

City Council Study Session Meeting  
June 1, 2009



**SUBJECT:** Agreement for Photovoltaic Solar Panel Installations at City Facilities

**PREPARED BY:** Jerry Cinkosky, Facilities Manager

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

Direct Staff to continue working with Main Street Power towards the development of a power purchase agreement for the installation of photovoltaic (PV) solar systems to be placed on City facility roofs.

### **Summary Statement:**

- During the recent strategic planning retreat, City Council expressed interest in the possible use of renewable energy, specifically PV solar power generating systems. Council's interest coincides with work already underway by Staff over the last year.
- In recent years, the cost effectiveness of installing solar systems has improved substantially due to advances in the technology and the availability of utility company rebates and Federal and State tax incentives.
- Since December of 2008, Staff has been working in good faith with Simple Solar (presently operating as Main Street Power) reviewing facility utility invoices, electrical consumption and potential facilities where solar installations could be accomplished.
- If Council concurs with Staff's recommendation, Staff will provide a report in July that contains more specifics regarding which facilities are most favorable for solar panel installation and present the final power purchase agreement document for Council's review and consideration.

**Expenditure Required:** No expenditures required for the first 6 years. In year 7, the City may at its option, stay in the current PPA program with an annual 3.5% escalator or purchase the systems outright at an estimated fair market cost of \$708,000.

**Source of Funds:** Specific funding source to be determined at a later date

**Policy Issue:**

Does City Council wish Staff to continue negotiations with Main Street Power for the development of an agreement for the installation of solar energy equipment at City facilities?

**Alternatives:**

Do not proceed with a negotiated Power Purchase Agreement with Main Street Power and direct Staff to put the project out for competitive bid.

Staff is not recommending this action based on the amount of time and funds Main Street Power has expended thus far for site visits for engineering, and their willingness to negotiate in good faith over the past six months. In addition, Staff believes timing is of the essence due to the limited availability of solar rebates and federal tax incentives remaining for 2009.

**Background Information:**

As Council is aware, energy costs in Colorado continue to rise and this has the potential of straining the City's budget in coming years. Over the last few years electrical costs have risen between 20% - 30%. Energy costs are expected to continue this trend with little relief in the foreseeable future. With the continued likelihood of future electrical increases, local governments have grown increasingly aware of the economic, environmental, and societal benefits of taking a leading role in implementation of renewable energy, particularly distributed photovoltaic (PV) installations. Recently, solar energy's cost premiums have declined as a result of technology improvements and an increase in the cost of traditional energy generation. At the same time, a nationwide public policy focus on carbon-free, renewable energy has created a wide range of financial incentives to lower the costs of installing PV systems even further. These changes have led to increases in the availability of capital for solar projects, and tremendous creativity in the development of third-party ownership structures or power purchase agreements (PPA).

In June 2008 Staff began researching the possible use of solar energy to reduce the burden of rising electrical costs. After learning of the City and County of Broomfield's contracting for solar system installations on some of their facilities, Staff contacted the Westminster firm of SunEdison, the solar company that had completed Broomfield's solar installations under the terms of a PPA.

Based on the recommendation received from another facility manager, Staff also contacted the firm of Garland Energy Systems. SunEdison and Garland Energy Systems were provided with site addresses and site plans for each location being considered for potential solar panel installation. Each firm was asked to provide a proposed future kilowatt (kw) price based on the purchase of up to 300kw through the use of a PPA. Both solar energy firms came back with similar cost per kw pricing. SunEdison proposed a cost of \$.058 and Garland Energy Systems a cost of \$.060. Staff met with each energy firm to discuss pricing and what requirements the City would need to meet for this pricing to be viable for each party. Both SunEdison and Garland Energy Systems would like to have one of the following two facility size requirements met for making a solar project or PPA financially feasible:

1. Building locations with more than 50,000 square feet of un-obstructive available roof space.
2. At least three acres of available land adjacent to the facility for producing ground solar facilities.

Although the City does not have a building with 50,000 square feet of un-obstructive roof space or three acres of land adjacent to any facility, SunEdison Staff stated the possibility was still there to work with the City; however, they recommended the use of a smaller or mid-range solar company to make a PPA more financially advantageous to the City.

Unable to meet SunEdison and Garland Energy's criteria with regard to the amount of roof space or land adjacent to proposed facilities needed, Staff began looking at smaller solar installation companies that had completed similar solar projects for other metro area cities.

In November 2008, Staff was asked by a City Green Team member to meet with and review a solar proposal they had received from Simple Solar on a proposed solar installation at Legacy Ridge Golf Course maintenance building. Although the facility roof was not aligned correctly for full use of a solar system, Staff from Simple Solar continued working with City Staff on viable options. One of the options proposed by Simple Solar was to erect or build a covered carport for maintenance equipment storage that could be aligned on the property to make full use of sunlight producing enough energy to make the project financially feasible. This project is still being reviewed.

In February 2009, Staff began checking Simple Solar's references for similar completed solar projects. Some of the completed solar projects include Mesa Elementary School in Boulder, Colorado Springs School District 11 and the City of Boulder municipal buildings. Staff also contacted the City of Aurora where Main Street Power is a finalist to provide solar photovoltaic panel design, installation and Power Purchase financing on a variety of sites. Main Street Power is presently working with the City of Lafayette and Colorado University Real Estate Operations on solar installations through the use of a PPA. In April 2009, Main Street Power announced the partnership with Simple Solar bringing together the experience and innovation for creating Power Purchase Agreements by Main Street Power and solar technology and installation services provided by Simple Solar.

In early May 2009, after review by the City Attorney's Office, a Letter of Intent was signed with Main Street Power (MSP). Signing the Letter of Intent allowed the City and MSP to work under mutually exclusive good faith negotiations to complete an agreement on general terms until June 30, 2009 (exclusivity period). During the exclusivity period, MSP will commence site evaluations, project structural and electrical engineering investigations and preparation of a draft PPA for the City's review. If the agreement is not completed within the exclusivity period the Letter of Intent will terminate with no obligation on the City's behalf.

In addition, with the signing of the Letter of Intent, MSP can begin the application process for federal tax incentive, renewable energy credits (RECs) and Xcel Energy rebates through Xcel Energy's Solar Reward Program. All of these will be needed for MSP to pursue a 20 year fixed rate debt financing agreement, and completion of terms required in the final PPA.

In the Letter of Intent, Main Street Power proposes a kilowatt cost of \$.045 which is far less than recent PPAs signed by Denver International Airport, Boulder County and the City and County of Broomfield. As can be seen in the attached chart, Westminster's cost for purchasing solar generated from solar systems installed by Main Street Power on City facilities is estimated to be 34% less than average cost for the other three entities.

Main Street Power staff will be present at Monday night's Study Session to give an overview of the proposed photovoltaic solar project, explain in more detail the advantages of working within the Power Purchase Agreement and answer any questions Council may have regarding the City's solar pilot program.

The recommended City Council action addresses Council's strategic plan goal of a Financial Sustainable City Government Providing Exceptional Services through the negotiation of an agreement that will result in significant long-term energy cost savings. The proposed actions will also coincide with the City's goal of Beautiful and Environmentally Sensitive City by facilitating the installation of alternative, renewable energy facilities in several City-owned locations throughout the community.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment – Colorado PPA Comparison Chart

ATTACHMENT

<b>Colorado Power Purchase Agreements Comparison Chart</b>				
<u>Project</u>	<u>Energy Price</u>	<u>Escalator over 20 years</u>	<u>Buyout price/Watt</u>	<u>Equivalent for Buyout on 300kw</u>
Denver International Airport	\$0.0600	6.00%	\$4.08	\$1,224,000.00
Boulder County Buildings	\$0.0635	3.73%	\$2.55	\$764,380.25
City of Broomfield	\$0.0580	2.00%	\$3.14	\$942,000.00
<b>Average</b>	\$0.0605	3.91%	\$3.26	\$9,076,793.42
Westminster - Proposed	0.0450	3.50%	\$2.36	\$708,000.00
Westminster Savings	34%	12%	38%	\$268,793.42



WESTMINSTER

## Staff Report

City Council Study Session Meeting  
June 1, 2009



SUBJECT: Update on North Area Transportation Alliance

PREPARED BY: Matt Lutkus, Deputy City Manager

### Recommended City Council Action:

Provide Staff with direction with regard to the City's continued participation in the North Area Transportation Alliance.

### Summary Statement:

- In December 2008, the City of Thornton facilitated a meeting with elected and appointed officials from Adams and Weld Counties, cities and towns located within the greater Interstate 25 North Corridor, several business leaders and other interested parties. The purpose of the meeting was to review the current status of the Regional Transportation District's (RTD) FasTracks Program as it relates to the North Metro Commuter Rail Line and to determine the actions that these civic and business leaders should be taking to press for the completion of this project.
- During the first several months of 2009, this group has met two additional times. In addition, a steering committee representing several of these government entities and private sector businesses has met to develop a consensus on further actions to recommend to the larger group.
- As a result of these meetings, the group known as the North Area Transit Alliance (NATA) has increased the scope of their interest from the North Metro Rail Line to interest in a variety of transportation modes in a much larger area extending roughly from Highway 287 on the west to US 85 on the east and I-70 on the south to approximately the Boulder / Larimer County line extended on the north.
- Based on the recommendations of the NATA Steering Committee, all participating public organizations are currently being asked to approve by Council resolution a Memorandum of Understanding (MOU) to officially create NATA, approve the financial contribution for the startup of this organization and, for those entities that have representatives on the Steering Committee, to appoint a member and alternate member to this committee.

**Expenditure Required:** \$3,000

**Source of Funds:** General Fund Central Charges Operating Account

**Policy Issue:**

Does City Council wish to continue to devote City resources in terms of a financial contribution and Council and Staff time to the creation and on-going activities of the North Area Transit Alliance?

**Alternatives:**

1. City Council could decide not to continue to participate in NATA.
2. The City Council could decide to participate in NATA through the adoption of the Memorandum of Understanding and a financial contribution but limit its involvement to just those areas focused on improvements to the North Metro Commuter Rail Corridor and improvements to Interstate 25.
3. The City Council could direct Staff to bring the Memorandum of Understanding back to City Council for formal consideration but decline to make a financial contribution to this organization in 2009 due to budgetary constraints.

City Staff believe that City Council should support the efforts of NATA at least to the level at which this organization pursues funding and public support for the North Metro Commuter Rail Line and improvements to Interstate 25.

**Background Information:**

In late 2008, Thornton Mayor Erik Hansen invited other communities to participate with Thornton in efforts to garner additional support and funding for the full build-out of the FasTracks North Metro Commuter Rail Line as approved by District voters in 2004. The major impetus for setting up this meeting was the release of the most recent financial report from RTD that showed that, based on current revenue and expenditure projections, there would not be sufficient funding available in the FasTracks budget to complete the North Metro and Northwest Commuter Rail Lines and the I-225 Light Rail Line. Approximately 50 people representing north area cities and towns, Weld and Adams Counties, the State of Colorado, RTD and the private sector attended the meeting held at Thornton City Hall on December 11, 2008. This group met again on February 5, 2009, and decided at that point to create a smaller steering committee that consisted of the entities that were most directly impacted. Public sector members that continue to have at least some level of involvement in this organization are Adams and Weld Counties, the City and County of Broomfield, Brighton, Commerce City, Dacona, Federal Heights, Frederick, Firestone, Erie, Northglenn, Longmont, Thornton and Westminster. Other entities that have been involved through attendance at various meetings include the Metro North Chamber of Commerce, Adams County Economic Development and School District 12.

Through the subsequent meetings of the larger group and the Steering Committee, the focus of the group has evolved from a specific interest in the North Metro Rail Line to much broader transportation interests in a fairly large area described earlier in this memorandum. The current thinking of many on the Steering Committee is to include not just support for I-25 improvements and the completion of the North Metro Rail Line but also to promote support and funding for other roadways such as Highways 7 and 2, and US 85 and for a future extension of FasTracks beyond the voter approved North Metro Line. The major advantage to expanding the area and the number of entities involved is that it has the potential for significantly increasing the political clout of NATA. The major disadvantages would be the lack of a clear focus and direction on a specific project and the challenges inherent in obtaining consensus from such a large and diverse group..



Attached for City Council's review is a document that describes the mission, membership and structure of the organization. This includes a schedule of the proposed membership fees for 2009. Under this formula, Westminster's contribution would be \$3,000.

It is anticipated that these initial contributions are needed to establish NATA but that more substantial contributions would be needed in future years if the organization were to contract for lobbying services in Washington, D.C. In the way of background, the US 36 Mayors' and Commissioners' Coalition (MCC) currently contracts with Dutko as its Washington lobbyist for an annual fee of \$110,000.

A Memorandum of Understanding, if approved by the participating organizations, would formally create NATA. As it is currently structured, the larger NATA organization consists of any representatives or members of the public who wish to attend its general meetings. The smaller group that is formally created under the Memorandum of Understanding is the Steering Committee that will have representatives from some of the counties, cities and towns in the greater North I-25 Corridor as well as members representing the private sector. Although many members of the current Steering Committee felt strongly that the public entity representatives should be elected officials, they did agree to Mayor McNally's request that the governing rules allow for staff persons to also serve as members of this group. As currently outlined, each public entity must be represented by an elected official, however, either an elected official or an appointed staff person may serve as an alternate on the Steering Committee. If Council agrees to continue the current representation from the City, Mayor McNally would serve in the elected member's position and Deputy City Manager, Matt Lutkus, would serve as the alternate.

The discussion of the City's continued participation in NATA is scheduled for Monday evening's Study Session to obtain City Council's direction. If Council decides to continue to have the City involved in NATA, formal action approving the Memorandum of Understanding will be scheduled for the June 8 City Council meeting. Participation in an organization such as NATA coincides with the City's Strategic Planning Goals of Financially Sustainable City Government Providing Exceptional Services and Vibrant Neighborhoods and Commercial Areas by supporting transportation systems that further improve the City's tax base and enhance economic opportunities in the community.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment



WESTMINSTER

## Staff Report

City Council Study Session Meeting  
June 1, 2009



**SUBJECT:** Proposed Energy Efficiency and Conservation Strategy

**PREPARED BY:** Barbara Opie, Budget & Special Projects Manager  
Phil Jones, Management Analyst

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

Review Staff's proposed Energy Efficiency and Conservation Strategy (EECS) and provide direction to Staff.

### **Summary Statement:**

The Energy Efficiency and Conservation Block Grants (EECBG) Program is being funded by the American Recovery and Reinvestment Act (ARRA) of 2009. In the EECBG, the City of Westminster was identified as an entitlement community within the State of Colorado with a grant award of \$952,800.

Staff is proposing the attached list of programs/projects to be incorporated into the City's proposed Energy Efficiency and Conservation Strategy (EECS) required by the Department of Energy (DOE) in order to receive the entitlement funding. Staff is seeking City Council review and concurrence to proceed with this proposed approach to the EECBG Program.

Pursuant to DOE, the City's application, including the proposed EECS, must be submitted by June 25, 2009. If City Council concurs with the proposed EECS programs/projects attached, Staff will return to City Council at the June 8 City Council meeting for official authorization to pursue the EECBG grant, utilizing the proposed EECS.

**Expenditure Required:** \$952,800

**Source of Funds:** American Recovery & Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant (EECBG) Funds

**Policy Issue:**

Does City Council concur with the proposed EECS attached?

**Alternative:**

Not adopt an EECS at this time. This is not recommended. While the US Department of Energy implementing the EECS program permits an additional 120 days to submit a EECS after the June 25 deadline, the information required through the original submittal requires enough detail that Staff recommends focusing on the programs/projects proposed and working to get these implemented, thus expediting the flow of stimulus funds assisting residents, businesses and the City.

**Background Information:**

The Energy Efficiency and Conservation Block Grants (EECS) Program represents a Presidential priority to deploy the cheapest, cleanest, and most reliable energy technologies available – energy efficiency and conservation – across the country. The program is being administered by the Department of Energy. The program, authorized in Title V, Subtitle E of the Energy Independence and Security Act (EISA) and signed into law on December 19, 2007, is modeled after the Community Development Block Grant (CDBG) program administered by the Department of Housing and Urban Development (HUD). The EECS is intended to assist U.S. cities, counties, states, territories, and Indian tribes to develop, promote, implement, and manage energy efficiency and conservation projects and programs designed to:

- Reduce fossil fuel emissions;
- Reduce the total energy use of the eligible entities;
- Improve energy efficiency in the transportation, building, and other appropriate sectors; and
- Create and retain jobs.

Through formula and competitive grants, the Program empowers local communities to make strategic investments to meet the nation's long-term goals for energy independence and leadership on climate change.

Funding for the EECS Program under ARRA totals \$3.2 billion. Of this amount, approximately \$2.7 billion has been awarded through formula (entitlement) grants. In addition, more than \$400 million will be allocated through competitive grants, which will be awarded through a separate process yet to be determined. The remaining funds will be used to provide a variety of technical assistance tools to state, local, and tribal grantees. The City of Westminster was recently notified of its status as an entitlement community and awarded \$952,800. Funds must be expended within 36 months after the notice of award, which occurs after DOE reviews and approves the City's submittal (which is due by June 25, 2009).

Grants can be used for energy efficiency and conservation programs and projects community wide, as well as renewable energy installations on government buildings. Activities eligible for use of funds include:

- Development of an energy efficiency and conservation strategy;
- Building energy audits and retrofits, including weatherization;
- Financial incentive programs for energy efficiency such as energy savings performance contracting, on-bill financing, and revolving loan funds;
- Transportation programs to conserve energy;
- Building code development, implementation, and inspections;

- Installation of distributed energy technologies including combined heat and power and district heating and cooling systems;
- Material conservation programs including source reduction, recycling, and recycled content procurement programs;
- Reduction and capture of greenhouse gas emissions generated by landfills or similar waste-related sources;
- Installation of energy efficient traffic signals and street lighting;
- Installation of renewable energy technologies on government buildings; and
- Any other appropriate activity that meets the purposes of the program and is approved by DOE.

Based on this list of potential ways the funds may be utilized and associated restrictions associated with federal funds, Staff solicited ideas from the City's Green Team (staff representing every City department), Community Development (Administration and Building Divisions), and General Services (Administration, Fleet and Building Operations & Maintenance Divisions). Staff received some citizen comments/inquiries via e-mail that were taken into consideration in preparing the proposed EECS. In addition, Staff has been working with the Governor's Energy Office (GEO) and staff from the cities of Arvada, Broomfield, Boulder, Thornton and Adams and Jefferson Counties to identify areas of shared interest that may maximize the federal funding. The State received \$9,593,500, of which 60% must be provided back to non-entitlement communities. Of the remaining funds, the GEO is looking to match \$1.5 million back to entitlement communities leveraging their EECSBG funds with GEO energy efficiency programs. Staff is recommending that several programs proposed by the GEO be included within the City's EECS and hopes to tap some of the State's \$1.5 million in matching funds.

Federal funding is contingent upon the City adopting an Energy Efficiency and Conservation Strategy (EECS) and the Department of Energy (DOE) approving the EECS. Staff is proposing the attached scope of work as the proposed EECS and seeking City Council concurrence on this proposed plan of action. While the EECSBG program is modeled after the CDBG program, there are no guarantees that the EECSBG program will receive ongoing funding beyond the current moneys through the ARRA. As such, Staff worked to develop a proposed EECS that provides immediate benefits to both the City in lowering energy consumption and residents and businesses through the GEO programs, Green Team proposals, and US36 Commuting Solutions that are sustainable beyond the immediate funding provided by the federal government.

The attached charts include significant proposed funding for the GEO. Discussions are ongoing on the GEO participation levels, which will not be finalized until a later date.

Staff will be in attendance on Monday night to answer any questions from City Council and receive direction on the proposed EECS.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment

# PROPOSED City of Westminster Energy Efficiency & Conservation Strategy

## Program Overview

Local EECBG  
contribution

### Creating a Community-wide Bicycle Master Plan (\$50,000)

An area of need that has been identified in the City is the lack of a coordinated, connected, and convenient bicycle transportation network. Utilizing \$50,000 of EECBG funding, the City intends to hire a consultant to study the existing network of trails, transportation needs, and create a strategy to improve bicycle transportation throughout the City. The plan would look for potential bike lane and bike route opportunities as well as trail missing links. Also, the plan would factor in arterial sidewalks, which if wide enough and appropriate, will attract bike usage and promote connectivity throughout the City. The plan will provide a starting point for future construction, lane re-striping, trail connections, and educational opportunities to make this form of alternative transportation more viable in the City.

\$50,000

### Governor's Energy Office Program (\$98,600) - RESIDENTIAL

This project intends to leverage funds with the Governor's Energy Office (GEO) to increase the accessibility of energy audit funding and programs. The City of Westminster intends to allocate funds to the GEO residential programs for audits, energy efficiency retrofits, energy efficiency and conservation programs for homes. [potential for matching funds from GEO of \$65,600]

*Home Energy Audit* (outside of Xcel Energy territory) - The GEO network of certified energy auditors will provide a full audit at a cost of \$200 [a total of 3 audits are proposed in this category; approximately 40 homes within the City of Westminster are outside of Xcel Energy territory in United Power (Silver Oaks & Quail Hill subdivisions)].

\$150

- \$100 paid by customer
- \$100 total paid by Local Government (\$50) and GEO (\$50)

*Insulate Colorado* - \$300 rebate per homeowner (outside Xcel Territory) [a total of 3 rebates are proposed]

\$450

- \$300 total paid by Local Government (\$150) and GEO (\$150)

*Home Energy Audit* (Within Xcel Energy territory) - The GEO network of certified energy auditors will provide a full audit at a cost of \$200 [a total of 300 audits are proposed in this category as the majority of the City of Westminster is located within Xcel Energy territory].

\$24,000

- \$65 paid by customer
- \$135 total paid by Local Government (\$80) and GEO (\$55)

*Insulate Colorado* - \$150 rebate per homeowner (inside Xcel Territory) [a total of 300 rebates are proposed]

\$30,000

- \$150 total paid by Local Government (\$100) and GEO (\$50); potential for an additional rebate of \$150 from Xcel Energy

*Air Sealing* - direct Rebate to consumer - \$50 [a total of 100 rebates are proposed]

\$2,500

- \$50 total paid by Local Government (\$25) and GEO (\$25)

*Rebates for the installation of a furnace* with an AFUE of 92% or greater, and that include variable speed fan motors to reduce the amount of electricity used to power the motor [a total of 100 rebates are proposed]

\$40,000

- \$700 total paid by Local Government (\$400) and GEO (\$300)

*Duct Sealing* - Direct rebate to consumer \$100 [a total of 25 rebates are proposed]

\$1,500

- \$100 total paid by Local Government (\$60) and GEO (\$40)

**Governor’s Energy Office Program (\$40,000) - COMMERCIAL**

This project intends to leverage funds with the Governor’s Energy Office (GEO) to increase the accessibility of energy audit funding and programs. The City of Westminster intends to allocate funds to the GEO commercial program for audits, energy efficiency retrofits, energy efficiency and conservation programs for buildings and facilities. [potential for matching funds from GEO of \$30,000]

*Re-Energize Main Street Small commercial energy audit and retrofit program* - GEO contractor will evaluate the energy efficiency (EE) needs and renewable energy (RE) opportunities of participating small commercial property owners and provide a list of recommended retrofits. In some cases, the business owners may select an Energy Service Company (ESCO) to aggregate savings under one project umbrella. The local government can scale the program down to education and outreach only (\$3,000 to \$5,000 cost) or up to include the cost of the energy audit (\$1,000 to \$4,000 per building). Premium programs will include incentives to business owners to implement EE and RE measures. Specific details associated with this program are still being worked out with the GEO but it is proposed that the City work to maximize the opportunity for small businesses to improve their energy efficiency, whether the funding be applied towards the energy audit or towards the actual implementation of improvements. [a total of 10 rebates are proposed]

- \$7,000 total paid by Local Government (\$4,000) and GEO (\$3,000)

\$40,000

**Information/Education Program (\$10,000)**

Funding is proposed to help educate the public about the programs being offered by the City of Westminster through the Governor's Energy Office (citizen and business energy efficiency programs noted above), the City's Building Division energy code training (for both residents and local contractors noted below) and the US36 Commuting Solutions program (noted below).

\$10,000

**Governor’s Energy Office Program (\$10,000) - GREENING GOVERNMENT**

This project intends to leverage funds with the Governor’s Energy Office (GEO) to incorporate renewable energy into the Energy Performance Contract being pursued by the City of Westminster; see EPC below. [the GEO is proposing to match one renewable energy project incorporated into an Energy Performance Contract for \$15,000; City's match is \$10,000]

\$10,000

**Energy Performance Contracting (EPC) - Phase 2 (\$470,900)**

The City of Westminster wishes to apply EECBG funds towards the capital costs associated with the second phase of the City's energy performance contract program. The first phase was completed in 2007 with Siemens Energy acting as the City's Energy Service Company (ESCO). The auditing portion of the second phase with Siemens Energy is now underway. Using EECBG funds towards the capital costs will reduce the overall long-term cost of the program, making the projects proposed more viable for repayment in a timely manner that does not extend beyond the useful life of the replaced, more energy efficient equipment. Two renewable energy projects are also proposed for consideration under the EPC: installation of a photo voltaic solar membrane on the City Hall roof (generating potentially 58 kWh of energy) and installation of free standing solar powered LED parking lot/park lights citywide (potential to take the lights off the Xcel Energy grid). It is proposed that these projects be considered with the energy audit as part of the second phase energy performance contract if they work from both the energy efficiency and financial perspectives.

\$470,900

**Hiring an Energy/Capital Facilities Coordinator (starting salary \$71,609-75,000, \$238,800 total (excludes benefits))**

The City of Westminster proposes to hire an Energy/Capital Facilities Coordinator as a permanent staff position. This salaried position will oversee and manage the City’s energy performance contract which includes construction of energy saving projects, and measurement and verification associated with the EPC. The position will also monitor and track energy consumption for all City facilities, create strategies to reduce total energy consumption and resulting energy costs, implement energy savings programs in existing facilities, assist with capital projects that may include energy efficiency retrofits, and will evaluate the potential for other energy saving projects throughout the City. This position's dual role as an energy strategist as well as capital facilities' project coordinator will assist the City in both reducing energy consumption and also provide capital project coordination on future projects throughout the City. It is anticipated that once the grant funding expires, the position may be able to pay for itself through energy savings. [Note that the position originally proposed in the 2009 Budget was an E8/\$61,965-77,457 as a Capital Facilities Coordinator but due to the proposed expansion of responsibilities, potentially involving an engineering background, Human Resources recommends that the position be reclassified as a E10/\$71,609-89,511; this the salary level proposed with the EECS.]

\$238,800

**Expanded Public Education Recycling Campaign (\$5,000)**

The City of Westminster’s Green Team, an internal working group of staff from throughout the organization, has been working extensively to provide suggestions on ways the City can “green” operations and ways the community can also develop a “green” lifestyle. One of the recommendations of the Green Team is to create a guidebook for green living in the Westminster area. Currently, the City provides a "Hard to Recycle Guide" that informs residents on how to recycle materials locally that would otherwise end up in the trash or dumped in publicly owned spaces. The funding for this narrowly focused guide is paid for out of the City's Stormwater Program as part of the required education the City must complete through the Stormwater Phase II regulations. A broader, electronic, "Green Guide" would incorporate the Hard to Recycle Guide and provide a larger green focus as recommended by the Green Team. The additional funds will be used to create an electronic Green Guide that will be a resource for households throughout the City. This electronic document will help connect households with energy efficiency information that is locally relevant and specific to the community and resources available in the area. The guide will provide information to residents on how to compost waste, utilize curbside recycling, and recycle hard-to-recycle items. The City will also use the guide to inform citizens about steps the City is taking to green local government and provide opportunities to citizens to assist in the effort.

\$5,000

**Funding for US 36 Commuting Solutions (\$5,000)**

The City of Westminster has been a member of the 36 Commuting Solutions (the US 36 Transportation Management Organization) since its creation over 10 years ago. One of the organizations recent programs has been the Commuter Cash Program. The 36 Commuter CASH program is an incentive program which pays US 36 commuters who currently drive solo to work when they “make the switch” to cleaner commuting options such as bicycling, carpooling, riding transit, teleworking, vanpooling or walking. Participants can earn \$2 per day, as much as \$180 over a 90 day period. Since July 2008, the program has attracted 300 participants who have reduced vehicle miles traveled by more than 180,000 and reduced more than 170,000 pounds of carbon emissions.

\$5,000

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**Adopting and Educating Customers about the 2009 Energy Code (\$24,500)**

The City's Building Division issues permits for all new construction within Westminster. This involves the detailed examination of building plans, calculations and specifications for compliance with building, plumbing, mechanical, energy, residential and electrical codes, as well as field inspections of all aspects of construction and its various component parts and systems. The City plans to adopt the 2009 Energy Code late this year or early in 2010. The City proposes the use of \$10,000 of EECBG funds for the education and training of City staff. An additional \$4,400 is proposed to educate local contractors and \$10,100 to educate citizens to ensure they understand and are complying with the standards set forth in the 2009 IECC, and receiving the maximum benefits from the procedures and actions required or suggested by the code.

\$24,500

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**TOTAL EECBG Allocation to the City of Westminster**

**\$952,800**

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WESTMINSTER

## Staff Report

City Council Study Session Meeting  
June 1, 2009



SUBJECT: Coyote Management Plan  
PREPARED BY: Rod Larsen, Park Supervisor

### Recommended City Council Action:

City Staff will present the proposed Coyote Management Plan to City Council. City Councillors are being asked to review the plan and provide Staff with comments and direction.

### Summary Statement:

- Staff has received reports of an increasing number of incidents involving coyote/human and coyote/domestic pet interactions over the past three years.
- Coyote/human interactions are metro-wide concerns and some municipalities have implemented coyote reduction programs.
- The proposed Coyote Management Plan will provide information on the biology of the coyote as well as management and control options for City Staff to follow.
- Staff is beginning the process of putting together the City's various animal management plans into an encompassing wildlife management plan. However, this will take some time and Staff believes it is important to have a coyote management plan in place in the interim.

**Expenditure Required:** \$5,000

**Source of Funds:** POST – Park Services Operating Budget

**Policy Issue:**

Should Staff follow a coyote management plan for City open space properties that may include control and removal options?

**Alternatives:**

1. Council could direct Staff to revise the proposed coyote management plan for open space properties. Staff believes that the proposed management plan would give the City appropriate options to use depending on circumstances.
2. City Council could choose to not approve the management plan and continue with minimal action toward coyote conflicts. Staff believes that the increasing number of contacts and incidents with coyotes justifies the adoption of a plan.

**Background Information:**

Over the last few years, staff has seen a steady increase in coyote sightings within the City of Westminster. This increase in sightings has also led to a number of close interactions between coyotes and humans and between coyotes and domestic pets. Although no direct attack between a coyote and human has been reported within the City of Westminster, the potential of this happening does exist. Other Front Range cities, Broomfield, Englewood, Thornton, Federal Heights and Highlands Ranch, have had human/coyote incidents that have led to the capture or shooting and killing of the problem coyotes. There have been several incidents in the City involving coyotes attacking or killing domestic pets. Currently, most Front Range cities are developing coyote management plans that address this problem along with management options.

Although most of the coyote sightings have occurred in the large open space sites in the City of Westminster, there have also been many sightings of coyotes in the heart of the City. This points out the fact that coyotes have lost their fear of humans and associate people and their pets with a reliable food source. The increase in sightings also shows that the population of these urban coyotes has increased over the past few years.

Staff has prepared a Coyote Management Plan that gives information on the biology and behavior of the coyote as well as management options. Coyotes do provide a unique and beneficial quality to the ecosystem and it is not the intention of Staff to eradicate the coyotes that reside in the City. Rather, Staff believes that the City needs a plan to be in place that educates the public, instills the fear of humans back into the coyote, and protects the safety of the residents. This management plan would aid in this goal.

This project supports the City's Strategic Plan Goals of "Safe and Secure Community" and "Beautiful and Environmentally Sensitive City."

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment



WESTMINSTER

# Coyote Management Plan

DRAFT



City of Westminster

May 26, 2009

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# City of Westminster Coyote Management Plan

## I. PURPOSE OF THE PLAN

*The purpose of this document is to provide a management strategy to be used by staff that aims at reducing human/coyote conflicts within the City of Westminster. Public safety is the City's the number one concern, and coyotes will be managed with human safety as a priority. While the City employs educational outreach tools as the primary program in managing human/coyote conflicts, the City recognizes that there are situations where immediate control may be necessary. This plan focuses on changing and adapting the behavior of the coyote through human interaction.*



## II. COYOTE BIOLOGY/BEHAVIOR

*Canis latrans* is the scientific name for coyote and it means barking dog. They are usually less than three feet tall and have erect, pointed ears, a slender muzzle and a bushy tail. Coyotes are brownish gray with a light gray to cream-colored belly; however, color can vary from nearly black to nearly white. Male coyotes can weigh 25 to 45 pounds while female coyotes weigh 22 to 35 pounds. Coyotes usually live an average of six to eight years in the wild.

Coyotes breed in January and February and have a gestation period of approximately 63 days and the young are usually born in March, April or May. While the average coyote litter is five or six pups, the reproductive potential of female coyotes is generally connected with population density and can range from 3 pups per litter in large populations to 12 pups per litter in smaller populations. Urban coyotes may make their dens in storm drains, under storage sheds, or in holes dug in vacant lots, parks, golf courses and similar sites. Coyotes are most active at night and in early morning, but can be seen any time during the day.

The coyote is one of the most adaptive of all wildlife species. They are found throughout North America from the remote regions of the mountains and prairies to highly urbanized areas. One of the keys to the coyote's success is its varied behavior and diet as it is an opportunistic feeder and will eat almost anything. Coyotes not only feed in the wild on deer, rodents, carrion, fruits, and insects, but also on domestic livestock, poultry, cats and dogs. Coyotes that have adapted to human population expansion or dispersed into developed suburban landscapes unoccupied by other coyotes tend to thrive in such environments. The ready supply of food, water and shelter helps coyotes survive in the suburbs and makes them tend to lose their fear of humans. Suburban coyotes have access to rodents, rabbits, household garbage, compost piles, pets, pet food, and water from ponds and landscape irrigation. Coyotes in the wild are extremely cautious of humans in areas where they are harassed, hunted or trapped.



However, in suburban areas, where they have lost their fear of humans, coyotes may associate people and their pets with an easy and dependable source of food. This has led to an increase in human/coyote as well as pet/coyote confrontations. Educating the public about coyotes and their behavior is a vital component of the Coyote Management Plan.



### **III. COYOTE EDUCATION OUTREACH**

The education of the public is an important tool in this plan for humans and coyotes to coexist in a safe environment. The City of Westminster and the Colorado Division of Wildlife (CDOW) will work together to provide education and information to citizens on how to coexist with coyotes successfully. It will be the responsibility of the Open Space staff to organize and implement the education outreach program.

### **Examples of the education outreach:**

1. Educational brochures will be made available in all city facilities.
2. Informational post cards will be mailed by CDOW to neighborhoods with human/coyote conflicts.
3. Coyote information will be made available to the City Edition and the City of Westminster website.
4. Coyote information will be part of the public service announcements (PSA) on Channel 8.
5. Educational human/wildlife conflict signs will be posted in appropriate parks and open spaces.
6. A link to the CDOW will be provided on the City of Westminster website.
7. Education programs for schools, HOAs, and other groups will be available by both CDOW and City of Westminster staff.

## **IV. COYOTE HAZING**

One of the basic issues with urban coyotes is that they have lost their fear of humans. Over the years, coyotes have had more contact with humans because of habitat encroachment and food supply issues. This has led to more coyote/human conflicts and abnormal behavior of the coyote. One of the solutions to this problem is to reinstall the coyote's fear of humans again by adopting a hazing program designed to help accomplish this goal. The hazing program is one that encourages implementing harassing actions without the use of weapons or bodily harm to the coyote. Some examples of this would be shouting, clapping hands, whistles, or throwing rocks in a coyote's vicinity.

### **A. Coyote Hazing Techniques for Citizens**

1. Shouting and clapping of hands
2. Use of a whistle or air horn
3. Running or bicycling toward a coyote
4. Throwing objects in the coyote's vicinity



## V. **MONITORING PROGRAM AND DEFINITIONS**

One of the tools associated with this plan will be a monitoring program that would receive input from both the public and employees. The purpose of the monitoring program is to document where coyotes are frequently seen, how many coyotes are within the City of Westminster, identifying dangerous coyotes, and to give staff an understanding of where the City needs to focus the management plan.

A standard monitoring form will be available on the City of Westminster's website that explains the different types of interaction. Citizens are encouraged to call a designated telephone number in Animal Management and be directed to give specific information. This information will be compiled on a regular basis by Animal Management staff. The following definitions have been defined by CDOW as the proper terms to be used when dealing with coyote issues. They are intended to easily identify the proper interactions between humans and coyotes.

### A. **Interaction Definitions**

1. **Observation** - Noticing tracks, scat or vocalizations of coyotes in an area.
2. **Sighting** -A visual observation of a coyote made from a distance.
3. **Encounter**- An unexpected direct meeting between a human and a coyote without incident. A coyote may be in close proximity to a human but does not create an unsafe situation.
4. **Incident** - A conflict between a human and a coyote where a coyote exhibits behavior creating an unsafe situation. A coyote may show aggression towards a human without any physical contact.
5. **Attack** – A direct, aggressive physical contact by a coyote on a human or a pet on a leash.

### B. **Coyote Behavior Definitions**

It is important, based on the level of interaction between a coyote and a human, to identify a coyote as either a nuisance coyote or a dangerous coyote. The City of Westminster will only take lethal control actions on a dangerous coyote. These are the two terms that will be used when considering management levels.

## **1. Nuisance Coyote**

A coyote may be defined as nuisance using the following guidelines:

- a) A coyote that has been involved in a sighting and/or encounter and,
- b) a coyote that may frequently associate with humans or human-related food sources, and may exhibit little wariness of the presence of people and,
- c) a coyote that may be preying on pets that are off leash.

## **2. Dangerous Coyote**

A coyote may be defined as dangerous using the following guidelines:

- a) A coyote that preys on pets that are on-leash and/or on private property and,
- b) a coyote that has been involved in an incident and/or attack.

## **VI. CITY'S RESPONSES TO COYOTE/HUMAN INTERACTIONS**

After staff has been notified of the specific coyote/human interaction, the following responses by appropriate City of Westminster staff will be implemented.

### **A. To Observations, Sightings, and Encounters:**

- 1. Document caller's information.
- 2. Provide caller with information on urban wildlife and ways to mitigate conflicts.
- 3. Mail caller additional information or refer to City or state website.
- 4. Explain to caller the coyote hazing techniques for citizens.

**B. To Incidents and Attacks:**

1. Document caller's information.
2. Notify the CDOW.
3. Determine if lethal control is appropriate and initiate.
4. Notify City of Westminster's Public Information Officer with facts and information.

**VII. CITY'S RESPONSE TO COYOTE/PET ENCOUNTERS**

It is important for pet owners to be aware of the potential for coyote/pet interactions. Coyotes see pets as both prey and competition. Pet owners need to keep their pets on leash and under voice control at all times when in coyote habitat. There are three separate scenarios in which a pet could be attacked and/or killed by a coyote.

**A. While Off Leash**

Pets are required to be on a leash within the City of Westminster except at the off-leash dog parks. Even when in the off-leash dog park, pets are required to be under voice command at all times. Pets should never be allowed to run free when coyotes are present.

City of Westminster Response

The City of Westminster will not take lethal action on a coyote if a pet is attacked and/or killed while off leash. The exception may be if the attack occurred within a COW off-leash dog park.

**B. While On Leash**

Even when on leash, pets may be attacked and/or killed by coyotes. This will be considered an incident or attack by definition.

City of Westminster Response

If a pet is attacked and/or killed by a coyote while on leash, the City of Westminster will consider this type of aggression as an incident/attack and lethal control actions may be initiated. See section VIII.

### **C. While On Private Property**

Pets may be attacked and/or killed while on their owner's property.

#### **City of Westminster Response**

If a pet is attacked and/or killed while on private property, the City of Westminster may consider this type of aggression by a coyote as an incident/attack and lethal control actions may be initiated. See section VIII.



## **VIII. LETHAL CONTROL**

The City may implement a lethal control program when interactions between humans and coyotes threaten human safety. There are two different situations where lethal control of a coyote may be needed – immediate and post incident/attack.

- A. Immediate Lethal Control** – This is a situation where a coyote is jeopardizing human safety at that moment. Where coyotes are posing an immediate safety threat to humans and some type of defense is necessary at that moment, Westminster Police Officers may take immediate lethal control actions. This is a situation where a decision is made on the spot by the police officer and does not need approval by a higher authority.

**B. Post-Attack Lethal Control** – This is a situation where an incident/attack has already occurred. If a report of an incident/attack is verified, Staff will immediately contact CDOW and the appropriate City of Westminster personnel with the information. CDOW will have the authority to use lethal control on the specific coyote involved in the incident/attack and will carry out any lethal control actions. If CDOW cannot carry out the lethal control actions, a private contractor may be used. All information and facts will be forwarded to the City of Westminster Public Information Officer.

**Lethal Control Steps**

1. An incident or attack is reported by a citizen and verified by City of Westminster Staff.
2. Staff will immediately contact CDOW along with appropriate personnel in the City Manager’s Office, the Police Department, and the Parks, Recreation and Libraries Department.
3. A decision may be made by CDOW and COW to use lethal actions concerning the specific dangerous coyote. CDOW will implement these lethal control actions. If CDOW is unable to perform the lethal control actions, an outside contractor may be hired. A list of available contractors will be established and on-hand for staff to use at any time needed.
4. All information will be forwarded to the City of Westminster Public Information Officer.

**IX. ORDINANCES**

There are both State of Colorado and City of Westminster ordinances that will be followed with the Coyote Management Plan.

**State of Colorado ordinances:**

**33-1-106** gives the Wildlife Commission the authority to regulate the circumstances under which wildlife may be taken and to determine the disposition of usable portions of wildlife.

**33-1-105(1)(h)** gives the Wildlife Commission the authority to provide for destruction of any wildlife that poses a threat to public health, safety, or welfare.

**33-6-107(9)** permits any person, any member of such person's family, or any employee of the person to hunt, trap, or take coyotes on land owned or leased by the person without securing licenses to do so, but only when such wildlife is causing damage to crops, real or personal property, or livestock.

Wildlife Commission **Regulation 303 (A)** prohibits the relocation of coyotes without a permit. Studies have shown that relocation is not an effective solution to coyote conflicts. The Colorado Division of Wildlife (CDOW) generally will not authorize the relocation of coyotes.

**33-6-205** gives federal, state, county or municipal departments of health the ability to grant an exemption to Amendment 14 to take (by use of leg hold traps, snares, instant kill body-gripping design traps or poisons) wildlife for the purpose of protecting human health and safety.

**City of Westminster ordinances:**

**6-2-9: FIREARMS:** (1224 2001 3070)

(A) It shall be unlawful for any person to intentionally, knowingly or recklessly discharge firearms, deadly weapons or destructive devices of any kind or description within the limits of the City; provided, however, that this shall not apply to police officers in the discharge of their duties.

"Firearm" shall mean any instrument or device used in the propulsion or discharge of shot, slugs, shells, cartridges, bullets or other harmful objects or projectiles by the action of gunpowder exploded or burned within it, or by the action of compressed air within it, or by the power or action of springs, and including what are commonly know as air rifles, air pistols and B-B guns.

**13-1-3: USE REGULATIONS:** (796 847 1889 2811) It shall be unlawful for any person to fail to comply with the following:

R) Weapons. Discharge, fire, or shoot any firearm, air gun, slingshot or bow and arrow or other projectile or projectile launching device on any park except at places designated and posted specifically for such purposes.

(S) Fauna - Disturbing Wildlife. Take, seize, molest, injure or hunt any bird, reptile, fish or animal in any park or community building, or portion thereof unless posted specifically for that purpose or with the expressed written consent of the Director, and in compliance with the game, fish and wildlife laws of the State of Colorado.



## Staff Report

Information Only Staff Report  
June 1, 2009



SUBJECT: Siemens Energy Audit, Phase II  
PREPARED BY: Jerry Cinkosky, Facilities Manager

### Summary Statement:

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

- In 2004, with the assistance of the Governor's Office of Energy Management, Staff began an interview process for the selection of an energy services company (ESCO) for the purpose of conducting a comprehensive, Citywide, facility energy usage audit. Siemens Energy Technologies was chosen from a field of three pre-qualified energy savings companies.
- In 2006, the City signed an Energy Performance Contract with Siemens Energy Technologies. Under the terms of the Performance Contract, if Siemens implemented recommended facility improvement measures identified through the audit process and the energy savings were not achieved, Siemens would be obligated to pay the City the difference between actual savings and identified savings that Siemens had guaranteed in the Performance Contract. The benefit to the City was a potentially low risk opportunity to upgrade equipment and facilities that otherwise would not be funded due to the large front-end cost of the facility energy improvements. Ultimately, facility energy improvements would help to reduce rising utility expenses in a number of City facilities and replace energy consuming systems that had outlived their useful life.
- In late 2006, Siemens successfully completed all energy savings retrofits in 26 City facilities. Measurement and verification required by the Governors' Office of Energy Management has shown the energy savings improvements have resulted in a utility savings of \$189,384 in 2007 and \$184,158 in 2008 (see "Siemens Annual Measurement and Verification 2008" attachment "B").
- With the rising cost of energy and a strong emphasis being placed on City Council's goal of a "Financially Sustainable City Government", Staff is proceeding with a Phase II Energy Audit with Siemens. Once the energy audit is complete, Staff will provide an overview of recommended energy saving projects for Council's review.

### **Background Information:**

As Council is aware, energy costs continue to rise in Colorado, with a very real potential to strain the City's budget. Staff continues to explore options that will aid the City in becoming more energy efficient in energy consumption.

In early 2004 City Staff began investigating energy service companies (ESCO) and, with the assistance of the Governor's Office of Energy Management, Siemens Energy Technologies was selected for energy reduction services.

In early 2005, Council authorized Staff to move forward with an energy audit on City facilities. The traditional way that an ESCO conducts its audit is to assess all of the energy-consuming systems or facilities within the City and then propose upgrades to Staff. Staff selects which projects should move forward focusing on projects with a higher rate of return in potential savings. Projects that may be identified by the ESCO include the installation of central controls, lighting, electrical upgrades, and HVAC upgrades. The identified upgrades are paid for, in part, with the savings in energy costs as outlined by the ESCO. The City pays for a project up front through debt financing, and pays the debt service with money produced from energy saving improvements. If projected savings are not realized, the ESCO will guarantee the savings by paying a contractually defined amount to make up the difference. If the audit itself finds no savings for the City, there is no cost for the audit to the City. The end result is a low risk opportunity for the City to upgrade equipment and facilities that otherwise would be delayed.

Once the 2005 energy audit was complete, Staff returned to Council in June 2005 to receive Council's authorization to begin contract negotiations and to identify the financing of a Performance Contract with Siemens Energy Technologies for energy and other related improvements in City facilities. In 2006, City Council gave authorization to enter into an Energy Performance Contract with Siemens in the amount of \$2,946,718 which included \$592,723 in financing costs.

In late 2006, Siemens successfully completed all recommended upgrades and energy saving retrofits in 26 City facilities. The result was an annual energy cost savings of \$189,384 in 2007 and \$184,158 in 2008. In addition, the numerous upgrades and replacements of energy efficient mechanical equipment enabled the Building Operations & Maintenance Division to become more effective and energy efficient. The Division was able to provide pro-active preventive maintenance versus responding to constant critical emergency mechanical failures. Staff estimates approximately \$50,000 - \$75,000 was saved over the past two years in cost avoidance associated with hiring outside contractors to provide back up emergency response on failed mechanical equipment.

During the original audit process, there were a number of additional energy saving retrofit recommendations that could not be implemented for a variety of reasons. For example, Siemens recommended replacing all the boiler systems at City Hall and the old Police building with new energy efficient boilers. Staff decided this would not be an effective use of limited funds considering the present boiler systems in the 2 facilities still had 3 - 4 years of useful life remaining. Additionally, many of the recommended equipment replacements would not generate enough energy savings to offset the cost of the work within the ten year financing option. During the original facility audit, Siemens Energy and City Staff concentrated on reducing energy consumption on the interior components of the identified facilities.

With the rapid advancements in energy reduction technology, Staff has found substantial savings can be realized by use of LED lighting and solar systems to provide exterior lighting in many of the City facility parking lots and parks. Since the original Siemens energy audit in 2005, thermal solar



technology has improved. In addition, with federal tax incentives, renewable energy credits and Xcel rebates, Siemens Energy Staff believe thermal solar is a great candidate for energy saving to reduce natural gas consumption for heating the pools at City Park Recreation Center.

In 2007, Bornengineering completed a comprehensive long-term facilities needs assessment that identified numerous pieces of energy consuming boiler, HVAC, and mechanical systems that had outlived the manufacturer's recommended useful life. In most cases, energy-consuming equipment that has outlived its useful life is no longer operating at the designed energy performance efficiencies. There was equipment identified by Bornengineering as needing replacement in 2007, 2008, and 2009 that was deferred due to other major maintenance capital improvement priorities.

With new energy saving technologies having been developed over the past four years, the backlog of Bornengineering-identified energy saving projects recommended but not implemented in the Phase I Energy Performance Contract, and the recent award of federal energy stimulus dollars, Staff is proposing a Phase II Energy Audit with Siemens Energy Technologies to identify further energy saving improvements and upgrades to city facilities.

Staff has pursued the energy audit with the thought that any costs associated with the audit would be paid for with energy savings from the installation of energy efficient equipment, and that no out of pocket money would be required. For this reason, funds were not requested in 2009 or 2010 budget for this project. The City would only incur costs for the audit if the City were to award the audit contract to Siemens; have Siemens complete an energy audit, and then decide not to proceed with any recommendations. In this scenario, the City would be obligated to pay for the cost of conducting the audit. According to the proposal received from Siemens it is anticipated that the cost will not exceed \$30,000. Funds for this expenditure would likely come from Federal Stimulus Energy Efficiency Community Block Grant (EECBG) Funds.

Upon completion of Phase II Energy Audit, City Staff will provide Council with a detailed report of recommended energy saving upgrades, estimated energy savings identified, and potential financing options for Council's review and consideration. Staff anticipates that the Phase II Audit will be complete in the fall and specific recommendations will be brought back to City Council shortly thereafter.

This second phase of the City facility energy audit directly relates to the City Council's Strategic Goal of a Financially Sustainable City Government Providing Exceptional Services by identifying and pursuing a series of projects that will result in significant long-term energy cost savings. In addition, the actions that will be proposed coincide with global efforts to reduce dependence on fossil fuels in line with Council's goal of Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments



# SIEMENS

**City of Westminster  
and  
Siemens Building Technologies  
Energy Management and Performance Contract**

**1<sup>st</sup> Annual Report  
February, 2008**

## Executive Summary

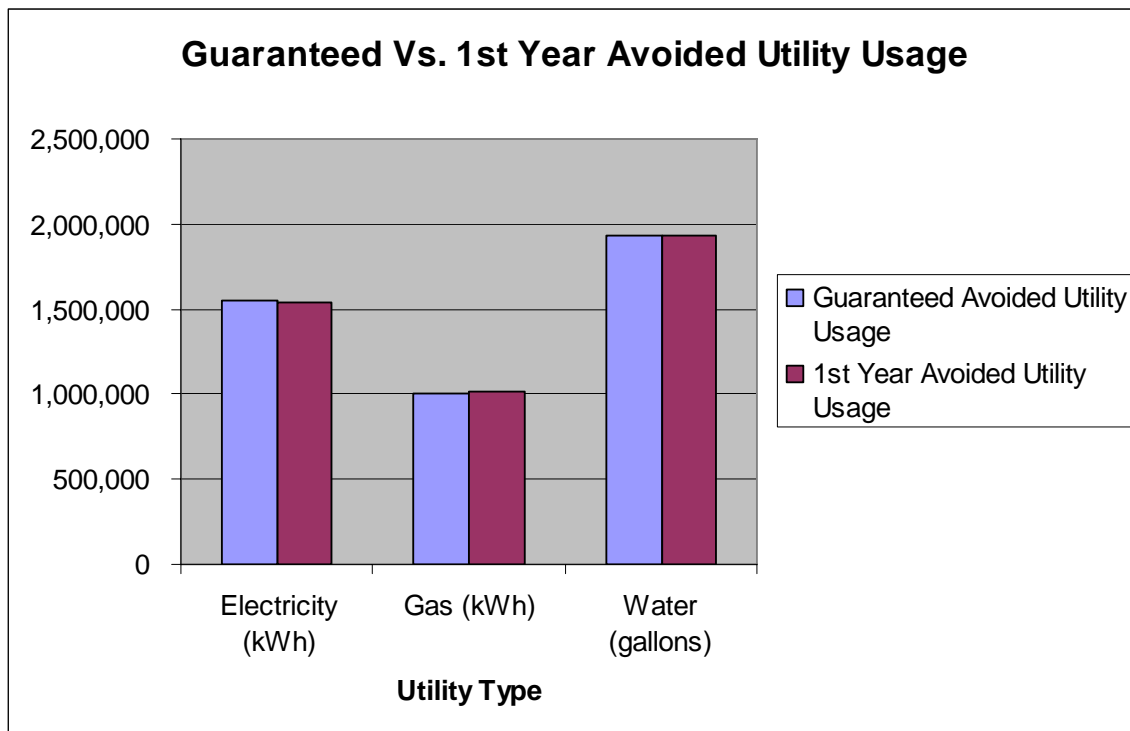
In January, 2006 the City of Westminster entered into a Performance Contract with Siemens Building Technologies, Inc for the purpose of reducing energy and water usage, costs, and negative environmental impacts. This was accomplished by improving system and operational efficiencies of numerous facilities belonging to the City of Westminster. The Performance Contract included facility improvement measures (FIMs) in which equipment upgrades, system redesigns, and control strategies were implemented resulting in operational and utility savings guaranteed for the City. This project was completed in January 2007.

After completion, the project was commissioned under the Energy Service Contract, which includes Measurement and Verification (M&V). The purpose of commissioning is to ensure that all of the equipment was installed and operating properly, and that the efficiencies and control strategies were in accordance with the design. By verifying these things it is also verified that the project is on track to attain the guaranteed energy and water savings and the projected cost avoidance for the first year can be calculated. For the City of Westminster the first year will be considered to be from the beginning of January 2007 to the end of December 2007.

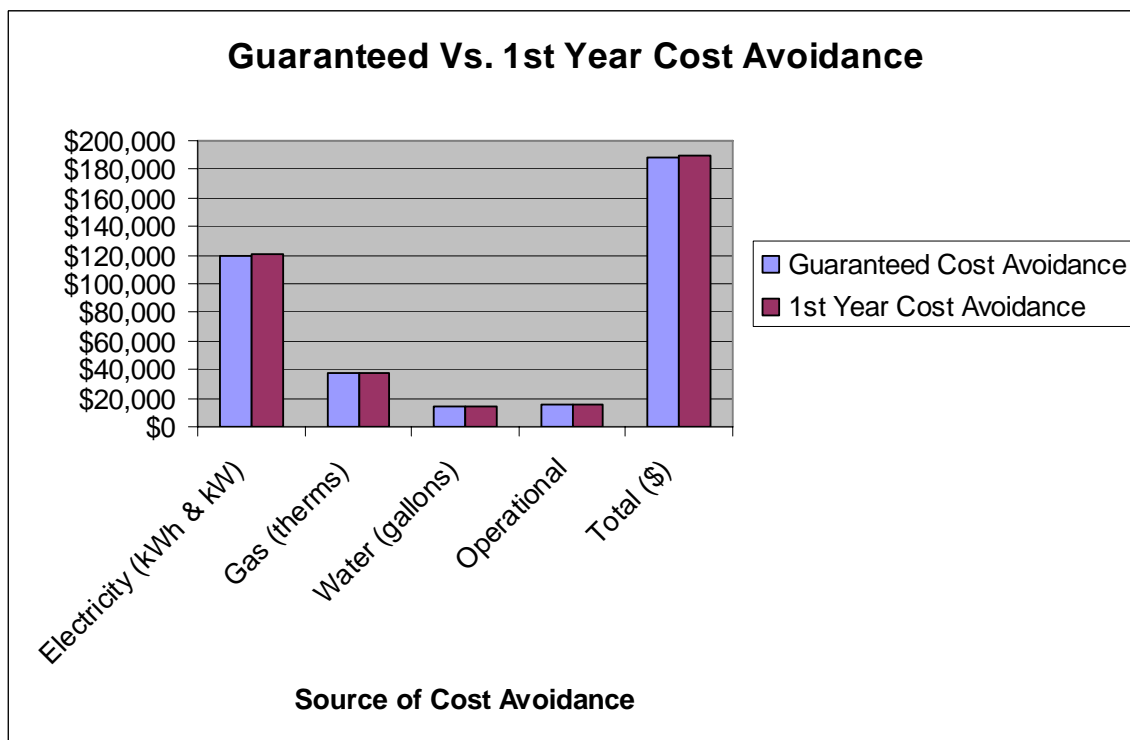
At the end of the first year an annual inspection was performed to make sure that the installed equipment has not been removed or replaced and that it is being properly maintained, that no changes have been made to the control strategies, and that there has not been a decline in equipment efficiencies. In addition, Siemens Building Technologies looks for ways to further improve the operating efficiency of the buildings in which the FIMs were implemented by working with city staff to improve behavioral patterns and by reexamining control strategies. Once the inspections are complete the energy and water savings, and cost avoidance for the first year are calculated again, this time looking back over the first year. This report details the findings of the first annual inspection and the calculated utility and cost avoidance. The following table summarizes the guaranteed and achieved utility and cost avoidance for the past year. Utility rates for the first year are determined according to the terms of Schedule E of the Performance Contract.

	Total Guaranteed Avoided Utility Usage	1st Year Avoided Utility Usage	1st Year Avoided Utilities Surplus	Total Guaranteed Cost Avoidance	1st Year Cost Avoidance	1st Year Cost Avoidance Surplus
Electricity (kWh)	1,550,506	1,539,122	(11,384)	\$119,997	\$120,723	\$726
Electricity (kW/Mo)	268	268	0			
Gas (therms)	34,378	34,491	113	\$37,645	\$38,221	\$576
Water (gallons)	1,930,843	1,930,843	0	\$14,398	\$14,542	\$144
Operational				\$15,889	\$15,898	\$9
<b>Total (\$)</b>				<b>\$187,928</b>	<b>\$189,384</b>	<b>\$1,455</b>

The following graph compares the guaranteed and achieved utility avoidance for the first year. Note that the gas has been converted to units of kWh in this graph to allow a more direct comparison between avoided gas and avoided electricity usage.



The next graph compares the guaranteed and achieved cost avoidance for the first year.



In addition to the operational and utility cost avoidance associated with the project, each FIM has a positive environmental impact. The reduction in the use of electricity and natural gas results in a reduction in the release of harmful pollutants and greenhouse gases. The table below shows the reduction in these gasses associated with the reduction in both natural gas and electricity usage as well as the total reduction and some equivalent reduction comparisons.



# Statement of Environmental Impact

City of Westminster  
Westminster Colorado

## Year 1 Environmental Impact

### Pollutants Reduced by Electricity Conservation

Carbon Dioxide	3,276,791 lb CO2
Sulfur Dioxide	4,419 lb SO2
Nitrogen Oxides	4,953 lb NOx

### Pollutants Reduced by Natural Gas Conservation

Carbon Dioxide	403,821 lb CO2
Sulfur Dioxide	3 lb SO2
Nitrogen Oxides	518 lb NOx

### Total Pollutants Reduced by Energy Conservation

Greenhouse Gases	3,680,612 lb CO2
Sulfur Dioxide	4,422 lb SO2
Nitrogen Oxides	5,471 lb NOx

### Total Pollutants Reduction is Equivalent to One of the Following

- 2,005 Acres of forest preserved from deforestation
- 13 Railcars of coal burned
- 524 Cars removed from the road for one year
- 5,593 Barrels of oil burned

## **Introduction**

In January, 2006, the City of Westminster entered into a Performance Contract with Siemens Building Technologies, Inc for the purpose of reducing energy and water usage, costs, and negative environmental impacts. This was accomplished by improving system and operational efficiencies of numerous facilities belonging to the City of Westminster. The Performance Contract included facility improvement measures (FIMs) in which equipment upgrades, system redesigns, and control strategies were implemented resulting in operational and utility savings guaranteed for the City. This project was completed in January 2007.

The Energy Service Contract, including Measurement and Verification (M&V), began at the completion of the project. In the first stage of this contract all of the FIMs were commissioned by Siemens Building Technologies to ensure that all of the equipment was installed and operating properly, and that the efficiencies and control strategies were in accordance with the design. By verifying these things it is also verified that the project is on track to attain the guaranteed energy and water savings and the associated cost avoidance. When the commissioning was completed in April of 2007, a report was generated detailing the commissioning of each FIM and the projected energy and water savings and cost avoidance for the first year.

In the next stage of the Energy Service Contract Siemens Building Technologies performed an annual inspection. The purpose of the annual inspection is to make sure that the installed equipment has not been removed or replaced and that it is being properly maintained, that no changes have been made to the control strategies, and that there has not been a decline in equipment efficiencies. In addition, Siemens Building Technologies looks for ways to further improve the operating efficiency of the buildings in which the FIMs were implemented by working with city staff to improve behavioral patterns and by reexamining control strategies. Once the inspections are complete the energy and water savings, and cost avoidance for the first year are calculated again, this time looking back over the past year. This is the current stage of Energy Service Contract and the purpose of this report.

Three different methods were used to verify the savings for the City of Westminster Performance contract. These methods are detailed below.

### **Measurement & Verification Methods**

#### **Option A – Partially Measured Retrofit Isolation**

This approach is intended for Facility Improvement Measures where a one-time measurement for specific equipment or systems instantaneous baseline energy use, and a one-time measurement for specific equipment or systems instantaneous post-implementation (Post) energy use can be measured. Baseline and Post energy consumption is calculated by multiplying the measured end use instantaneous capacity (i.e. – kW, Gal/hr, BTU/hr) by stipulated hours of operation for each mode of operation (i.e. – hours, week, month). The calculations for energy consumption will be defined in the Measurement and Verification article of this Exhibit C. The work sequence required for data collection, evaluation, and reporting will be defined in the Measurement and Verification article of this Exhibit A.

#### **Option B- Retrofit Isolation**

This approach is intended for Facility Improvement Measures where one-time measurements for specific equipment or systems baseline energy use, and short-term or continuous periodic measurements for that equipment or systems post-implementation (Post) energy use can be measured. The calculations for energy consumption will be defined in the Measurement and Verification section of Schedule F. Periodic inspections and consumption measurements of the equipment or systems may be necessary to verify the on-going efficient operation of the equipment and

saving attainment. The descriptions of the processes used for data collection, evaluation, and reporting for the measures in this program are contained in the Performance Inspection Methodology and Frequency section of Schedule D.

**Option E – Stipulated**

This approach is intended for Facility Improvement Measures where the end use capacity or operational efficiency; demand, energy consumption or power level; or manufacturer's measurements, industry standard efficiencies or operating hours are known in advance, and used in a calculation or analysis method that will stipulate the outcome. Both CLIENT and CONTRACTOR agree to the stipulated inputs and outcome(s) of the analysis methodology. Based on the established analytical methodology the savings stipulated will be achieved upon completion of the Facility Improvement Measures Work and that no further measurements or calculations will need to be performed. The methodology and calculations to establish savings value will be defined in the Measurement and Verification section of Schedule F.

## Utility & Cost Avoidance Summary

The following table lists the Facility Improvement Measure (FIMs) and their associated measurement and verification method. For each FIM the guaranteed and achieved avoided utility usage is also listed. Replacing the lighting resulted in an increased use of natural gas because the new lights are more efficient and lose less energy to the generation of heat. However, because of the large electricity savings associated with the replacement of the lights, overall the retrofit generates significant utility cost avoidance as can be seen in Table 2.

**Table 1: Avoided Utility Use**

FIM ID:	M&V Method	Guaranteed or Achieved	Avoided Electricity Usage (kWh)	Avoided Demand (kW/Mo)	Avoided Gas Usage (Therms)	Avoided Water Usage (Gallons)
FIM 1: Lighting Retrofits	A	Guaranteed	1,279,112	268	(13,019)	
		Achieved	1,279,112	268	(13,019)	
FIM 2: Water Retrofits	B	Guaranteed			1,377	1,929,974
		Achieved			1,377	1,929,974
FIM 3: Vending Miser	E	Guaranteed	37,800			
		Achieved	34,650			
FIM 4: Fire Stations – Interlock Doors with Infrared Heaters	E	Guaranteed			1,719	
		Achieved			1,719	
FIM 5: Fire Stations - Replace RTU's	E	Guaranteed	7,766			
		Achieved	7,766			
FIM 6: Municipal Court - Replace Rooftop Units	A	Guaranteed	13,603		670	
		Achieved	13,820		670	
FIM 7: Senior Center - Replace RTU's, Boxes, Controls	E	Guaranteed	16,055			
		Achieved	17,339			
FIM 8: Swim Fitness Center - Replace Rooftop Units / Rewiring	E	Guaranteed	2,371			
		Achieved	2,547			
FIM 9: Public Safety - Optimize Make Up Air Unit Runtimes	A	Guaranteed	4,555			869
		Achieved	4,555			869
FIM 10: Public Safety - Hardwire Thermostats	N/A	Guaranteed				
		Achieved				
FIM 11: Public Safety - Boiler Temperature Reset	E	Guaranteed			250	
		Achieved			250	
FIM 12: NOT USED	N/A	Guaranteed				
		Achieved				
FIM 13: MSC Admin - Replace Boiler	N/A	Guaranteed				
		Achieved				
FIM 14: MSC Admin - Replace Condensing Unit	N/A	Guaranteed				
		Achieved				
FIM 15: City Park Rec Center - Replace Boiler	A	Guaranteed			5,451	
		Achieved			7,994	
FIM 16: City Park Rec Center - Repl.	A	Guaranteed	861		2,550	



AHU-2,3,4 / Insulate Refrig. Lines		Achieved	861		2,477	
FIM 17: City Park Rec Center - Replace AHU-1 with Heat Recovery Unit	A	Guaranteed			16,728	
		Achieved			16,245	
FIM 18: City Park Rec Center - Replace AHU-5 with Heat Recovery Unit	A	Guaranteed			9,041	
		Achieved			8,780	
FIM 19: City Park Rec Center - Replace Controls / Optimize Runtimes	A	Guaranteed	1,552		1,578	
		Achieved	1,552		1,551	
FIM 20: City Park Rec Center - Replace VAV boxes / Add VFD	N/A	Guaranteed				
		Achieved				
FIM 21: City Park Rec Center - Replace Rooftop Units	E	Guaranteed	3,046			
		Achieved	3,046			
FIM 22: City Park Rec Center - Replace Pool Boilers	N/A	Guaranteed				
		Achieved				
FIM 23: City Park Rec Center - Replace Domestic Water Heater	N/A	Guaranteed				
		Achieved				
FIM 24: City Hall - Heat Pump Runtime Optimization	A	Guaranteed	173,874		6,447	
		Achieved	173,874		6,447	
FIM 25: City Hall - Make Up Air Unit Runtime Optimization	A	Guaranteed	9,911		1,586	
		Achieved				
FIM 26: Irving Street Library - Add Glycol to Heat Loop	N/A	Guaranteed				
		Achieved				
<b>TOTALS</b>		Guaranteed	<b>1,550,506</b>	<b>268</b>	<b>34,378</b>	<b>1,930,843</b>
		Achieved	<b>1,539,122</b>	<b>268</b>	<b>34,491</b>	<b>1,930,843</b>
		Surplus	<b>(11,384)</b>	<b>0</b>	<b>113</b>	<b>0</b>

The avoided costs achieved by the City of Westminster are calculated annually using the utility rates as spelled out in the terms of Schedule E of the Performance Contract. These amounts are then compared to the cost avoidance guaranteed by Table C.2 in Schedule C of the Performance Contract. This comparison is used to determine if there are excess savings or savings shortfalls. Results of the first annual inspections and calculations are listed by each FIM in the table below. Note that while the overall project has a surplus of \$4,001, there are a handful of FIMs that have small shortfalls. For FIM 3 this is due to the fact that there was a reduction in scope and 4 of the 24 Vending Misers that were originally planned to be installed were not installed. For the remainder of the FIMs the shortfalls are due to the fact that the efficiency of the new boiler system installed at the City Park Rec. Center is higher than that which was used to perform the initial calculations. Therefore heat is generated more efficiently, and thus the measures that save heat, save less natural gas. The higher efficiency affects FIMs 15 through 19. The effect on FIM 15 is positive and far out weighs the negative effects to the other FIMs. Overall the increased efficiency has generated a surplus of \$2,243.

**Table 2: Avoided Costs**

FIM ID:	M&V Method	Guaranteed Utility Cost Avoidance	Stipulated Operational Cost Avoidance	Total Guaranteed Cost Avoidance	1st Year Cost Avoidance	1st Year Surplus
FIM 1: Lighting Retrofits	A	\$91,932	\$15,012	\$106,944	\$108,014	\$1,070
FIM 2: Water Retrofits	B	\$15,888		\$15,888	\$16,047	\$159
FIM 3: Vending Miser	E	\$1,841		\$1,841	\$1,705	(\$136)
FIM 4: Fire Stations – Interlock Doors with Infrared Heaters	E	\$2,072		\$2,072	\$2,092	\$20
FIM 5: Fire Stations - Replace RTU's	E	\$378		\$378	\$382	\$4
FIM 6: Municipal Court - Replace Rooftop Units	A	\$1,470		\$1,470	\$1,496	\$26
FIM 7: Senior Center - Replace RTU's, Boxes, Controls	E	\$782		\$782	\$853	\$71
FIM 8: Swim Fitness Center - Replace Rooftop Units / Rewiring	E	\$115		\$115	\$125	\$10
FIM 9: Public Safety - Optimize Make Up Air Unit Runtimes	A	\$1,164		\$1,164	\$1,176	\$12
FIM 10: Public Safety - Hardwire Thermostats	N/A	\$0	\$729	\$729	\$736	\$7
FIM 11: Public Safety - Boiler Temperature Reset	E	\$271		\$271	\$274	\$3
FIM 12: NOT USED	N/A	\$0		\$0	\$0	\$0
FIM 13: MSC Admin - Replace Boiler	N/A	\$0		\$0	\$0	\$0
FIM 14: MSC Admin - Replace Condensing Unit	N/A	\$0		\$0	\$0	\$0
FIM 15: City Park Rec Center - Replace Boiler	A	\$5,909		\$5,909	\$8,752	\$2,843
FIM 16: City Park Rec Center - Repl. AHU-2,3,4 / Insulate Refrig. Lines	A	\$2,900		\$2,900	\$2,849	(\$51)
FIM 17: City Park Rec Center - Replace AHU-1 with Heat Recovery Unit	A	\$18,133		\$18,133	\$17,785	(\$348)
FIM 18: City Park Rec Center - Replace AHU-5 with Heat Recovery Unit	A	\$9,801		\$9,801	\$9,613	(\$188)
FIM 19: City Park Rec Center - Replace Controls / Optimize Runtimes	A	\$1,787		\$1,787	\$1,774	(\$13)
FIM 20: City Park Rec Center - Replace VAV boxes / Add VFD	N/A	\$0		\$0	\$0	\$0
FIM 21: City Park Rec Center - Replace Rooftop Units	E	\$148		\$148	\$150	\$2
FIM 22: City Park Rec Center - Replace Pool Boilers	N/A	\$0		\$0	\$0	\$0
FIM 23: City Park Rec Center - Replace Domestic Water Heater	N/A	\$0		\$0	\$0	\$0

FIM 24: City Hall - Heat Pump Runtime Optimization	A	\$15,406		\$15,406	\$15,560	\$154
FIM 25: City Hall - Make Up Air Unit Runtime Optimization	A	\$2,190		\$2,190	\$0	(\$2,190)
FIM 26: Irving Street Library - Add Glycol to Heat Loop	N/A	\$0		\$0	\$0	\$0
<b>TOTALS</b>		<b>\$172,187</b>	<b>\$15,741</b>	<b>\$187,928</b>	<b>\$189,383</b>	<b>\$1,455</b>

## Inspection & Calculation Details

### FIM 1: Lighting Retrofits – Option A

*Guaranteed energy savings generated by retrofit and replacement of existing lighting systems with new lighting technology were based upon stipulated run time hours for the building spaces included in this FIM, and ballast and lamp wattages as specified by the LE-1 lighting audit form.*

*Lighting modifications were installed throughout the facilities and included replacement of T12 fluorescent lamps and magnetic ballasts with T8 lamps and electronic ballasts and replacement of incandescent lights with compact fluorescent lights as well as the installation of LED exit signs and occupancy sensors in some areas.*

*A visual inspection of the lighting systems throughout the many facilities in which this FIM was executed is conducted annually to ensure that the fixtures are being properly maintained, that burned out lamps and ballasts are being replaced, and that the lighting control are still functioning properly. All lighting and lighting systems were found to be in good working order during this year's annual inspection. The lighting at the former police department had been relocated to another area of the building, but according to City staff none of it had been removed and so all avoided utility usage and costs should still be realized. During the annual inspection it was also noted that the lights in the Municipal Services Center Warm Storage Buildings were found to be on during the day while these spaces were unoccupied. The same was true of the kart storage at both the golf courses. It is recommended that these lights be turned off except when these areas are being utilized. Turning these lights off when they are not needed could result in hundreds or even thousands of dollars in additional avoided energy costs each year.*

*Based off of this year's inspections, the lighting systems appear to be in good working order. The City of Westminster has achieved the guaranteed savings of 1,239,918 kWh and 243 kW. After taking into account heating and cooling interaction and maintenance savings this equates to \$108,014 using the utility rates as detailed in Schedule E of the Performance Contract.*

## **FIM 2: Water Retrofits – Option B**

*Guaranteed water savings achieved through this FIM were calculated based on stipulated usages and post retrofit measurements of water discharge and flush volumes.*

Like the lighting retrofits the water retrofits were performed at numerous facilities. These retrofits included installation of low consumption water closets, flush valves, showerheads, and sink aerators.

Annual inspections found all inspected retrofits to be in place. Adjustments were made to many of the tank type water closets as the floats were set a little higher than the level needed to achieve the 1.6 gallon per flush rating in some of the inspected toilets. This was found to be true in most of the facilities in which the water retrofits were performed.

Based on this year’s inspection the City of Westminster has achieved the guaranteed savings of 1,929,974 gallons and 1,377 therms. At the utility rates detailed in Schedule E of the Performance Contract this equates to \$16,047.

## **FIM 3: Vending Misers – Option E**

Because the guaranteed energy savings for this FIM is relatively small and meaningful measurement would be difficult and expensive to obtain, the guaranteed energy savings for this FIM is calculated based on values that were stipulated and agreed upon in the Performance Contract.

Annual inspections have found the same number of VendingMisers that were counted in the initial commissioning, though with a few discrepancies in their locations. Note that at City Park Fitness 4 VendingMisers were counted during the commissioning. Close inspection this year found 3 vending machines on VendingMisers, and 1 snack machine that was not. During the commissioning it may have been assumed that the snack machine was on a VendingMiser as visual access to the rear of the machine is difficult to obtain. A similar situation exists at the Municipal Court, though it is not difficult to see behind the vending machines there. The discrepancies at Legacy Ridge Golf Course and Swim Fitness are most likely due to a small change in plans between the project development and implementation. In all 21 of the originally specified 24 units were installed, and were found to be in place during the annual commissioning. The table below shows the detailed counts from this year’s inspections.

<b>BUILDING:</b>	<b>PLANNED QTY:</b>	<b>COMMISSIONING QTY:</b>	<b>YEAR 1 QTY:</b>
City Hall	2	2	2
City Park Rec Ctr	9	9	9
City Park Fitness	4	4	3
Legacy Ridge GC	3	2	2
Heritage GC	1	0	0
Municipal Court	2	0	1
Westview Rec Ctr	3	3	3
Swim Fitness	0	1	1
<b>TOTALS</b>	<b>24</b>	<b>21</b>	<b>21</b>

As a result of this year's findings it has been determined that there was a small shortfall in savings of 6,300 kWh as the guaranteed savings was 40,950 kWh and the achieved savings is 34,650 kWh. The achieved savings results in avoided costs of \$1,705 as calculated using the rates detailed in Schedule E of the Performance Contract. This is a \$136 shortfall from the guaranteed cost avoidance, but this is more than compensated for by the total avoided cost surplus of all the FIMs performed under the Performance Contract.

#### **FIM 4: Fire Stations – Interlock Doors with Infrared Heaters – Option E**

This FIM was performed at all of the fire stations with the exception of Old Fire Station #2. At each of the stations where the interlocks were installed the heater was turned on and each door was open. At every location opening each door turned off the infrared heaters without fail.

Based on the findings of this year's annual inspection this FIM achieved its first year annual guaranteed savings of 1719 therms. This is represented by a cost avoidance of \$2,092 and a small surplus of \$20.

#### **FIM 5: Fire Stations - Replace Roof Top Units – Option E**

Savings for this FIM are based on improved efficiency of the RTUs and the fact that the new RTUs have outside air economizers with the ability to utilize 100% outside air.

New RTUs were installed at about half of the fire stations under this FIM. With the help of the City of Westminster maintenance staff the majority of these units were inspected and several were put through all of their cycles to confirm that all operation were functional. Inspections found all units to be well maintained and in good working order.

Based on the finding of these inspections this FIM achieved its annual energy savings of 7,766 kWh at an avoided cost of \$382 per Schedule E.

#### **FIM 6: Municipal Court - Replace Rooftop Units – Option A**

Under this FIM the RTUs at the Municipal Court were replaced with new RTUs equipped with DX and 100% outside air dampers. The result of the new units is both gas and electricity savings

This year's annual inspection found the RTUs at the Municipal Court to be in good working order and well maintained.

This year's findings suggest that the guaranteed annual savings has been achieved. This includes 670 therms of gas and 13,820 kWh or electricity. This results in avoided costs of \$1,496 based on the rates in Schedule E of the Performance Contract and is a surplus of \$486 of the guarantee.

#### **FIM 7: Senior Center - Replace Roof Top Units, Boxes, Controls – Option E**

Seven RTUs at the senior center were replaced with new, more efficient DX RTUs with 100% outside air economizers. In addition the variable air volume boxes and controls at this facility have been replaced.

This year's annual inspection found the RTUs at the Senior Center to be in good working order and well maintained. In addition the schedule for the RTUs was checked in the control system to ensure that it was reasonable and included night setbacks.

Annual inspections suggest that the annual guaranteed savings of 16,055 kWh has been surpassed and a savings of 17,389 kWh has been realized. Using the rates spelled out in Schedule E of the Performance Contract this results in avoided costs of \$844 which is a ~~modest~~ \$62 surplus over the guarantee.

#### **FIM 8: Swim Fitness Center - Replace Rooftop Units / Rewiring – Option E**

Under this FIM the 4 RTUs above the racquetball courts and the aerobics room were replaced with new, more efficient DX RTUs with 100% outside air economizers.

This year's annual inspection found the RTUs at the Swim Fitness Center to be in good working order and well maintained.

Based on this year's annual inspections the guaranteed savings of 2,371 kWh has been surpassed and a savings of 2,547 kWh has been attained. This equates to avoided costs of \$125, a \$10 surplus over the guarantee.

#### **FIM 9: Public Safety - Optimize Make Up Air Unit Runtimes – Option A**

Under this FIM new runtime schedules were implemented for the makeup air unit (MAU) and the exhaust fan serving the kennel. This reduces energy consumption due to fan usage and heating.

This year's inspection found the unit to be in place and well maintained. Recent trends indicate that this unit is effectively reducing the runtime hours of the MAU and exhaust fan even more than was originally planned.

Based on this year's annual inspection the guaranteed annual savings of 869 therms and 4,555 kWh have been achieved resulting in an avoided cost of \$1,164.

#### **FIM 10: Public Safety - Hardwire Thermostats – Operational Savings Only**

The only savings claimed for this FIM are the saved expense on the batteries that are normally purchased to power the wireless thermostats.

Under this FIM the 81 thermostats at public safety that were wireless have been replaced with hardwired thermostats. This was done because it was found that there were communication issues with the wireless thermostats resulting in poor control. Annual inspections found the thermostats to be in place and functioning well

This year's annual inspection leads to the conclusion that the stipulated operational savings of \$729 will be realized.

#### **FIM 11: Public Safety - Boiler Temperature Reset – Option E**

Savings for this FIM are obtained by resetting the supply setpoint on the boiler based on outside air temperature. Because the savings for this measure is relatively small, savings for this measure have been stipulated.

The guaranteed savings of 250 therms has been achieved for this year which translates to \$274 in avoided costs.

#### **FIM 12: NOT USED**

## FIM 13: MSC Admin - Replace Boiler – No Savings Claimed

Under this FIM the hot water boiler at the MSC Administration Building was replaced with a new boiler. The intent of this FIM was to provide a boiler that required less maintenance than the old boiler.

During the annual inspections a boiler combustion efficiency test was performed on this boiler to ensure that it was operating efficiently. As can be seen from the results below, the current operating efficiency is 85.7%.



### Siemens Building Technologies

7810 Shaffer Parkway Suite 100  
Littleton, CO 80127  
Phone (303) 568-1755  
Fax (303) 568-7397  
Internet [www.siemens.com](http://www.siemens.com)

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## Flue Gas Analysis

**Owner**  
City of Westminster

**Location**  
City of Westminster Administration

**Measurement**  
Time 1/23/2008 2:36:03 PM  
Instrument testo 330-2  
Serial number 01218948  
  
Fuel Natural gas  
Oil derivate

1/23/2008 2:36:03 PM	Date / time
176.2	°F Tstack
4.10	% CO2
85.7	% EFF
164.3	% ExAir
13.6	% O2
1	ppm CO
3	ppm COAF
73.0	°F Tamb
56.3	°F Tinst
-	°F deltaT
-	ppm CO2a
-	ppm aCO
0.60	l/min Pump

#### **FIM 14: MSC Admin - Replace Condensing Unit – No Savings Claimed**

Under this FIM the condensing unit at the MSC Administration Building was replaced with a condensing unit. The intent of this FIM was to provide a condensing unit that required less maintenance than the old boiler.

#### **FIM 15: City Park Rec Center - Replace Boiler – Option A**

Under this FIM the four hot water boilers that were in place the City Park Rec. Center were replaced with four new, more efficient hot water boilers. Savings is achieved through reduced gas expenditure.

Annual inspections found all of the four new boilers to be in place and functioning well.

Based on this year's annual inspections the guaranteed savings of 5,451 therms has been surpassed and a savings of 7,994 therms has been attained. This equates to avoided costs of \$8,752, a \$2,843 surplus over the guarantee.

#### **FIM 16: City Park Rec Center - Repl. AHU-2,3,4 / Insulate Refrig. Lines – Optn A**

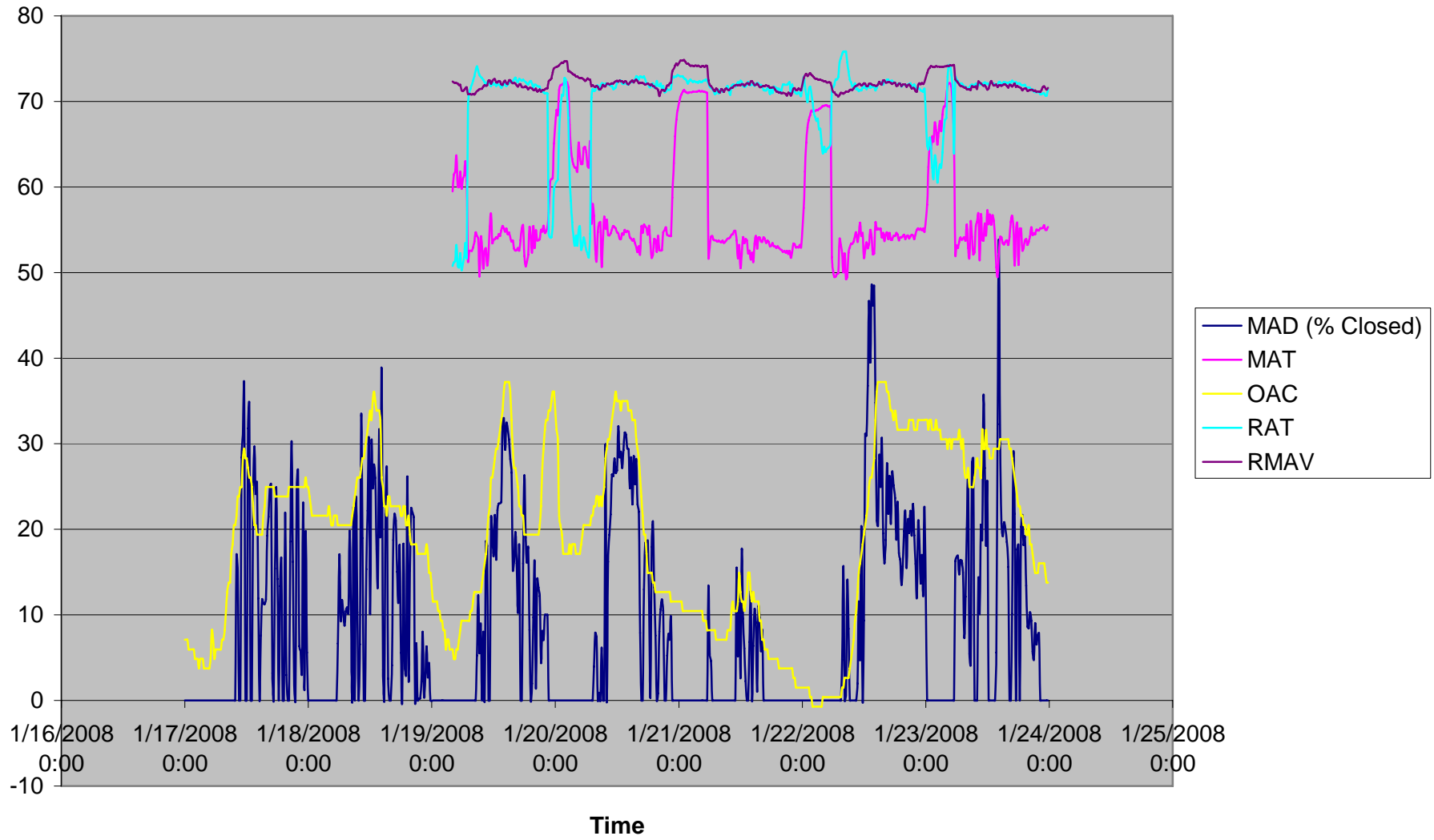
Under this FIM AHU 2, 3, and 4 were replaced with more efficient AHUs with better temperature control and reliable operation. The refrigerant lines from the compressors to each of these units was also insulated and covered with weatherproof jacketing. Both electricity and natural gas savings are achieved under this FIM.

Annual inspection of these units found them to be in good working order and well maintained. Based on the trend data AHU02 and AHU04 are operating well. While AHU03 is maintaining room temperature within about 5°F, the dampers, valves, and supply air temperature are modulating more frequently and in more amplitude than is optimal. This may cause excess wear on these components and reduced efficiency of the operation of this unit. Finally, a visual inspection of the installed insulation found it to be in place and in good condition.

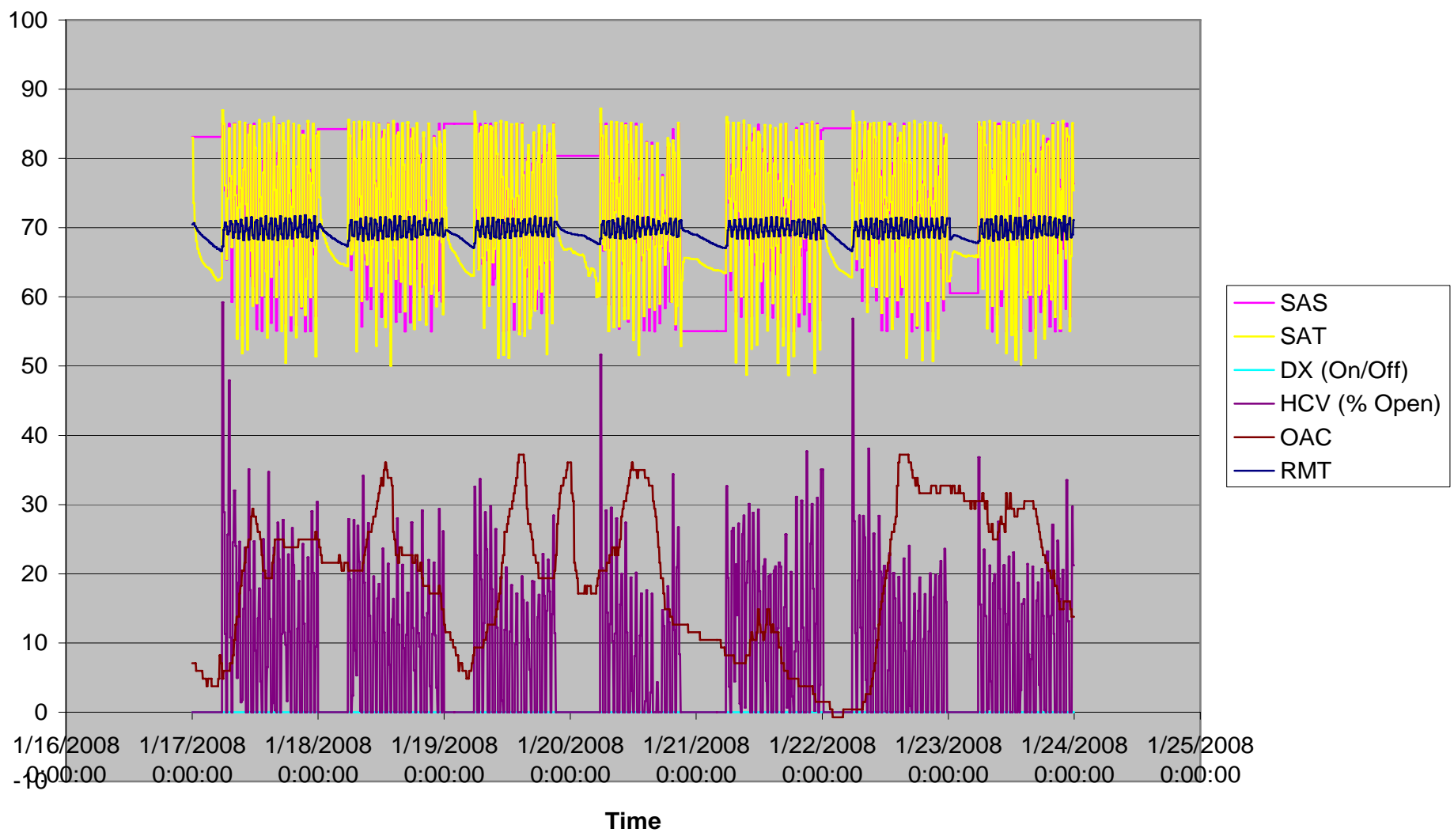
Calculations for this FIM are based on pre and post construction measurements and thus this FIM has achieved a first year avoided energy savings of the exact effect on the savings of the fluctuations would be considerably involved and time consuming so for the time being it will be assumed that half of the savings of AHU03 is lost due to the control issues. With this assumption made at these operating conditions the energy savings equates to avoided costs of \$2,373 which is a shortfall of \$527 from the guarantee amount of \$2,900. If the unit were running efficiently 861 kWh and 2,476 therms would have been saved over the last year resulting in avoided costs of \$2,848. This is a small shortfall of \$52 dollars.



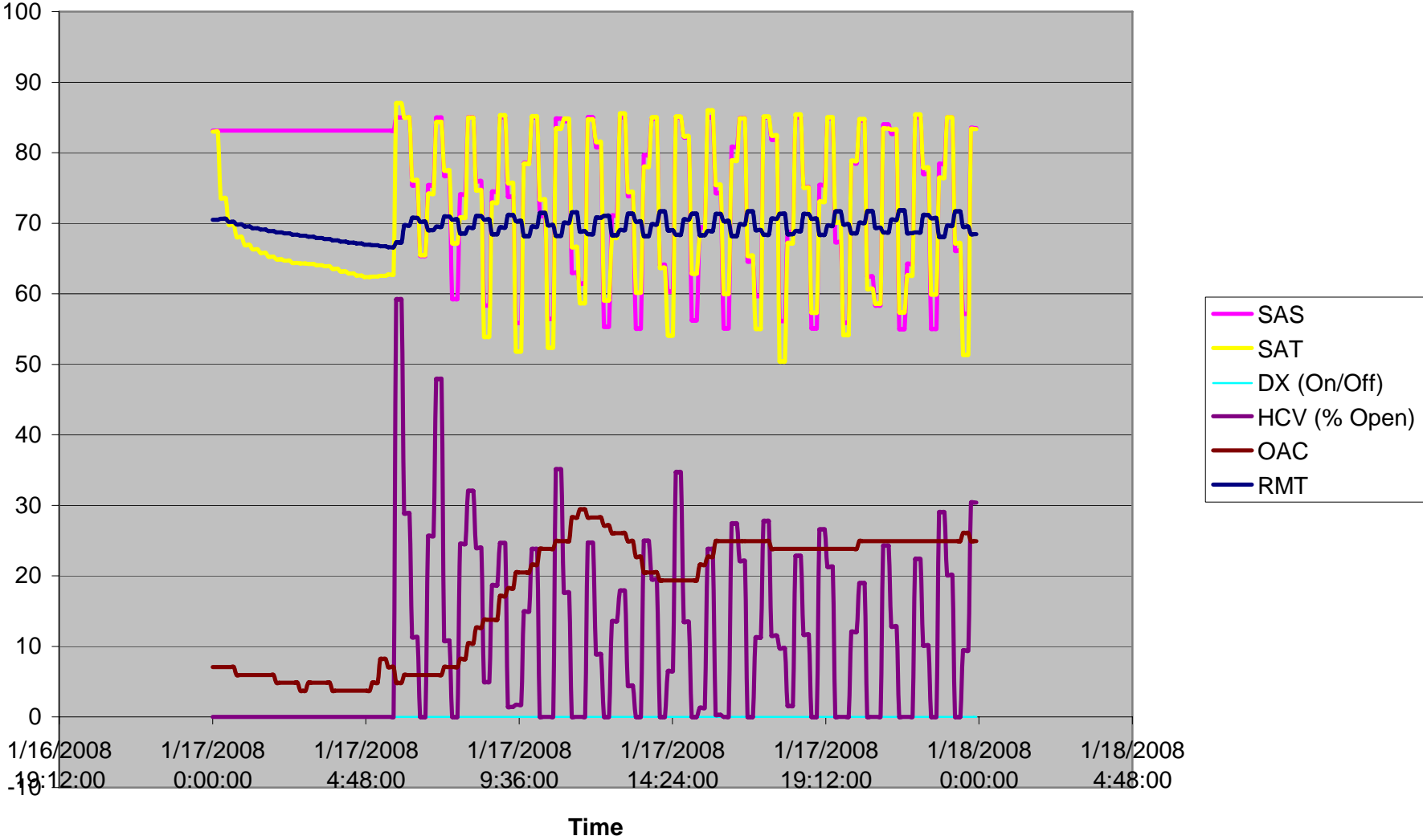
### Westminster Rec. Center AHU02: Week



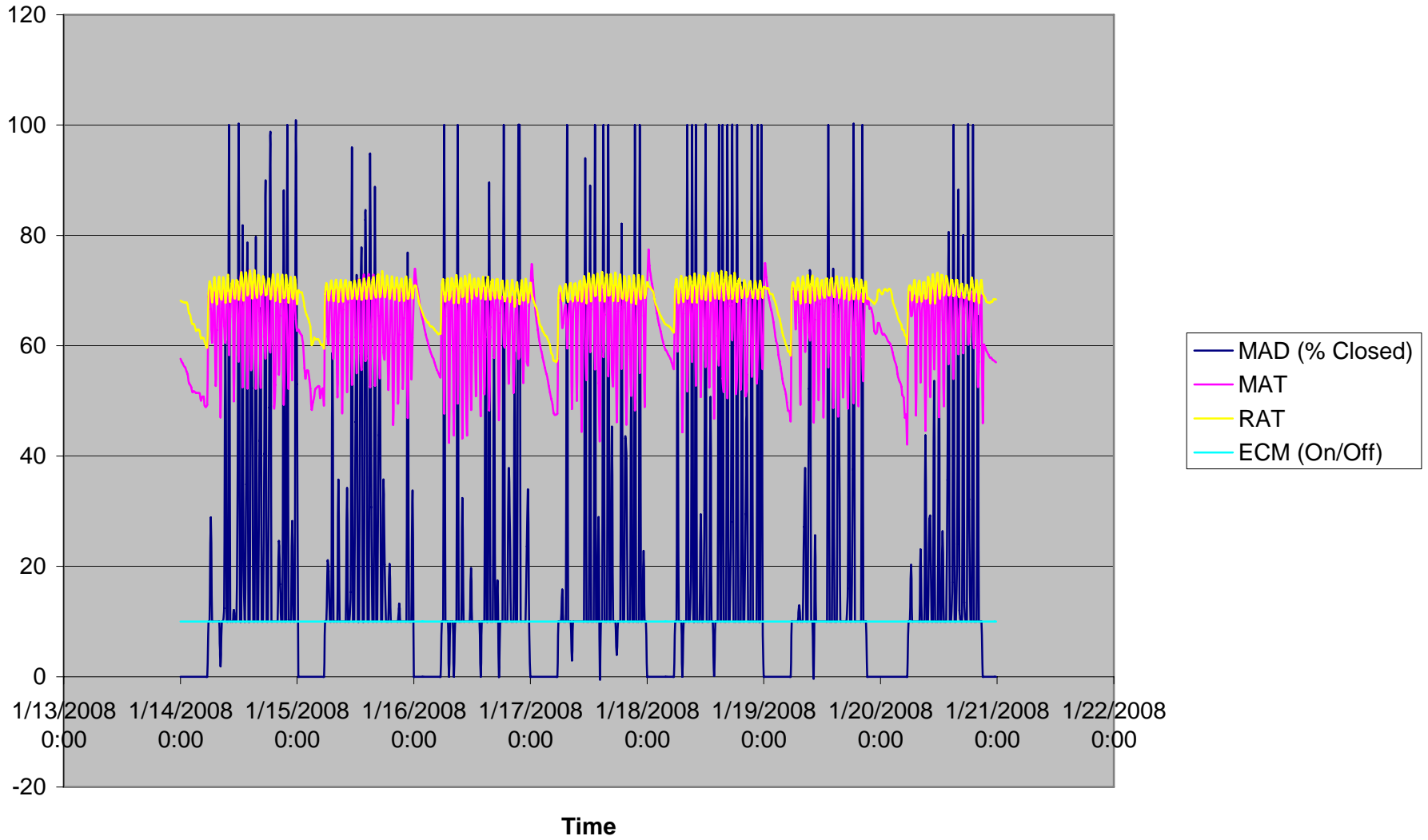
### Westminster Rec. Center AHU03: Supply Air - Week



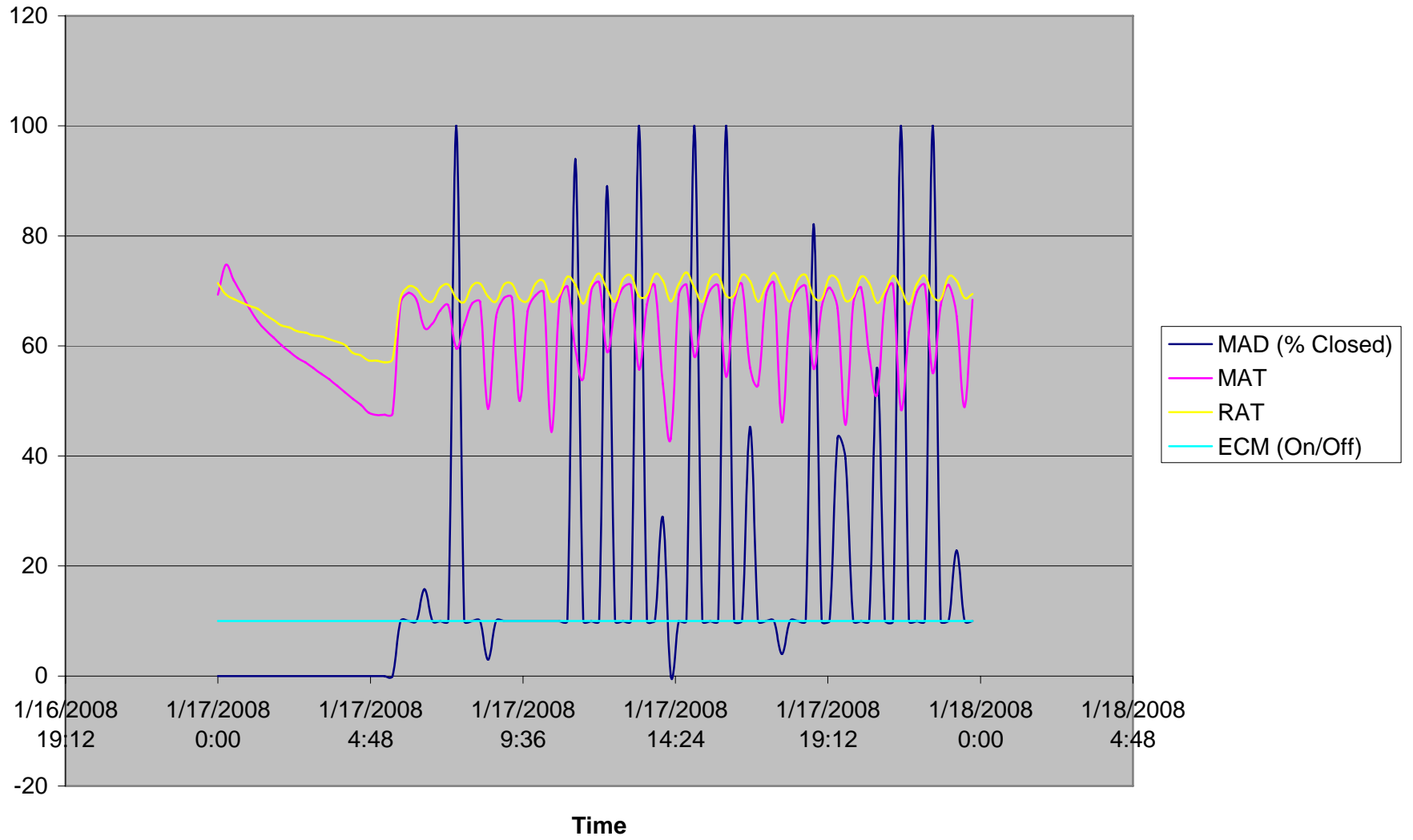
### Westminster Rec. Center AHU03: Supply Air - Day



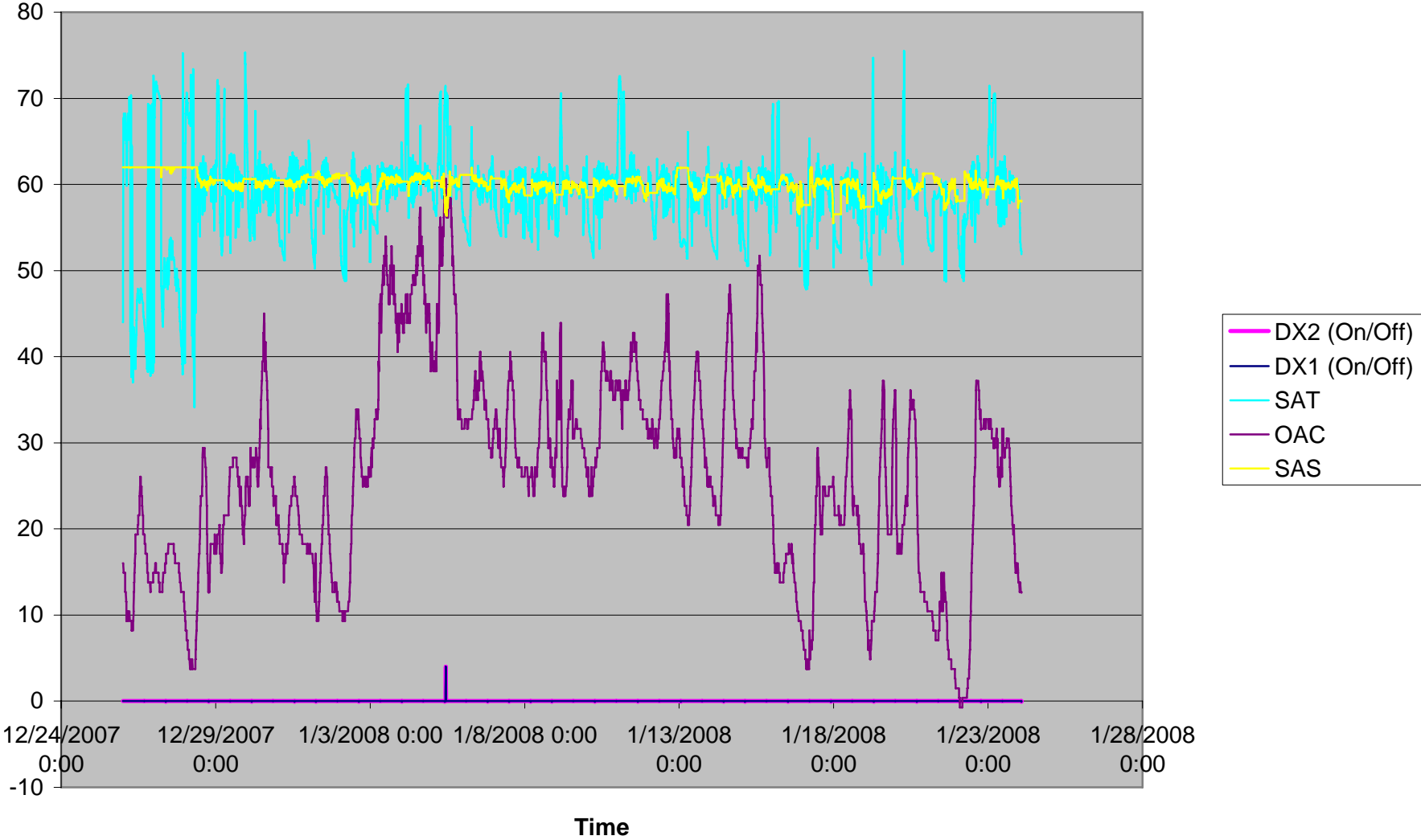
### Westminster Rec. Center AHU03: Mixed Air - Week



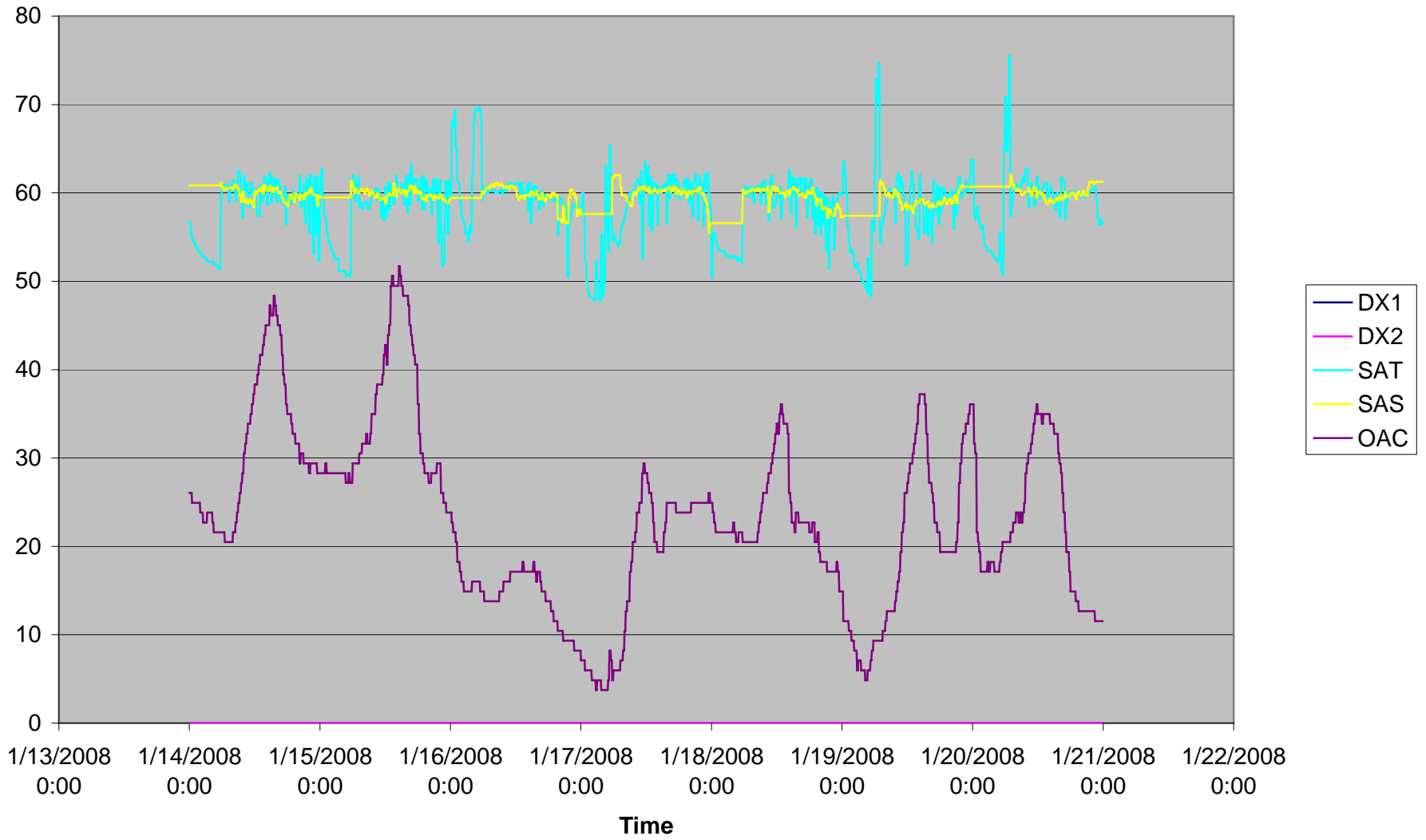
### Westminster Rec. Center AHU03: Mixed Air - Day



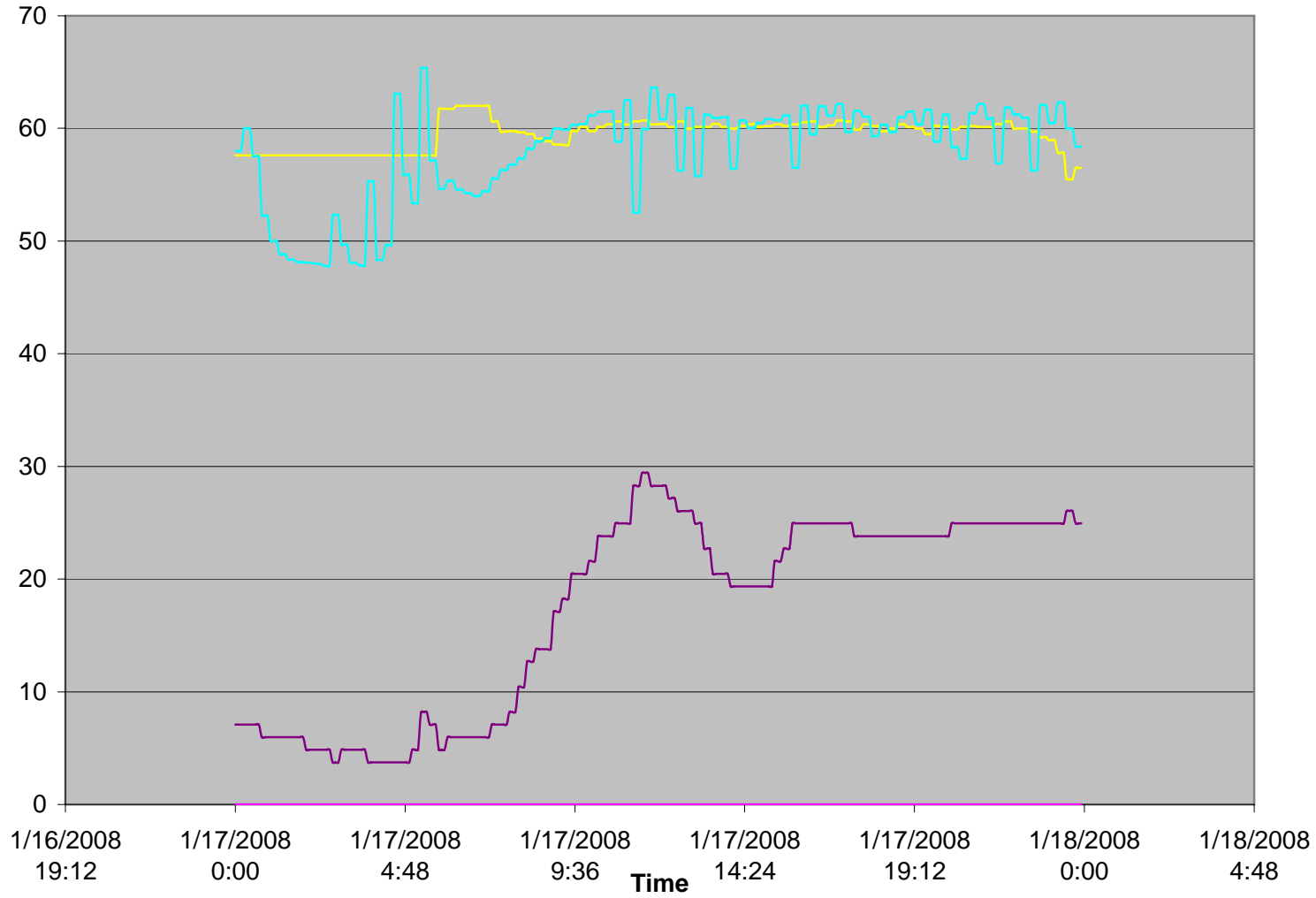
### Westminster Rec. Center AHU04: Month



### Westminster Rec. Center AHU04: Week

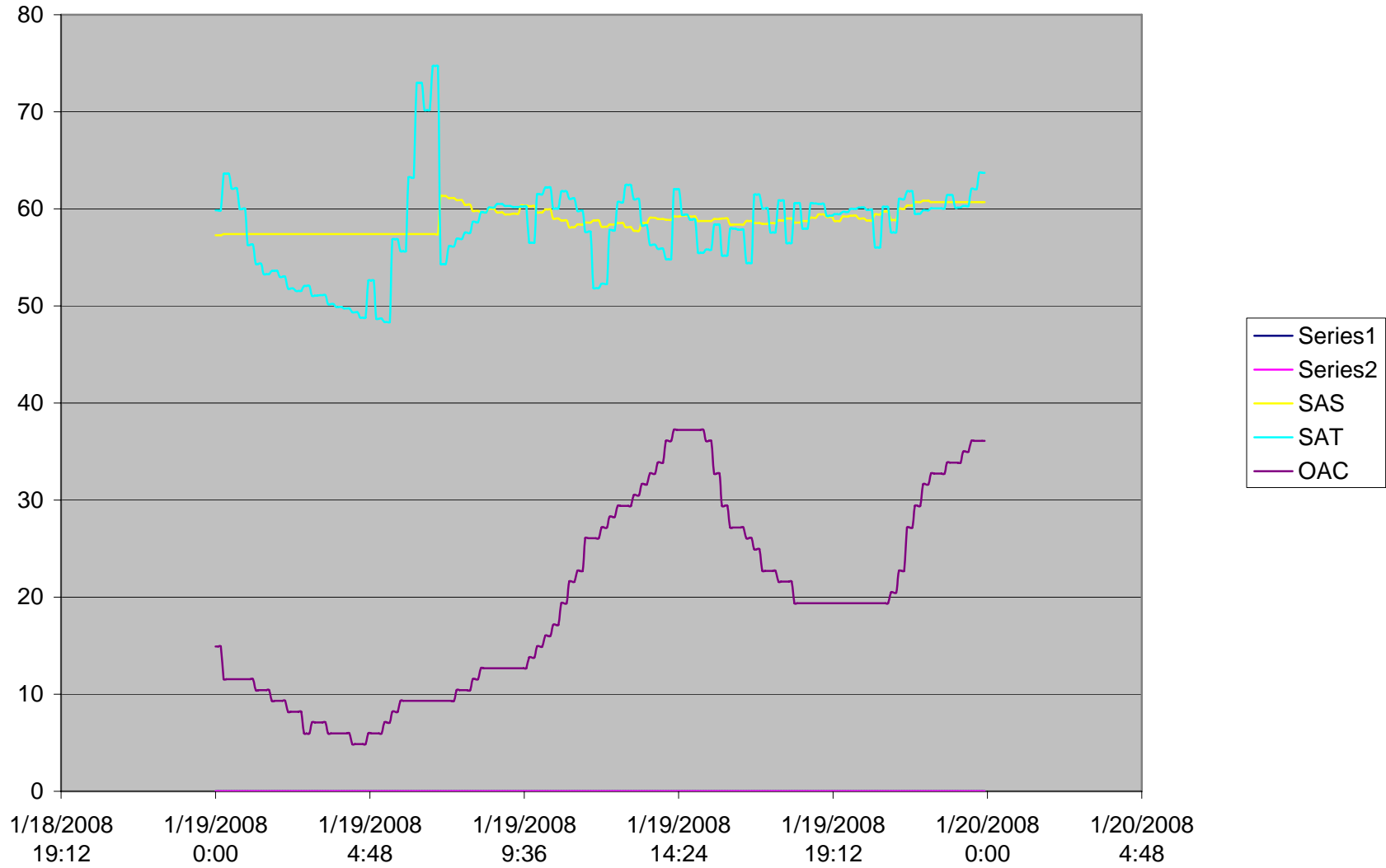


### Westminster Rec. Center AHU04: Day 1





### Westminster Rec. Center AHU04: Day 2





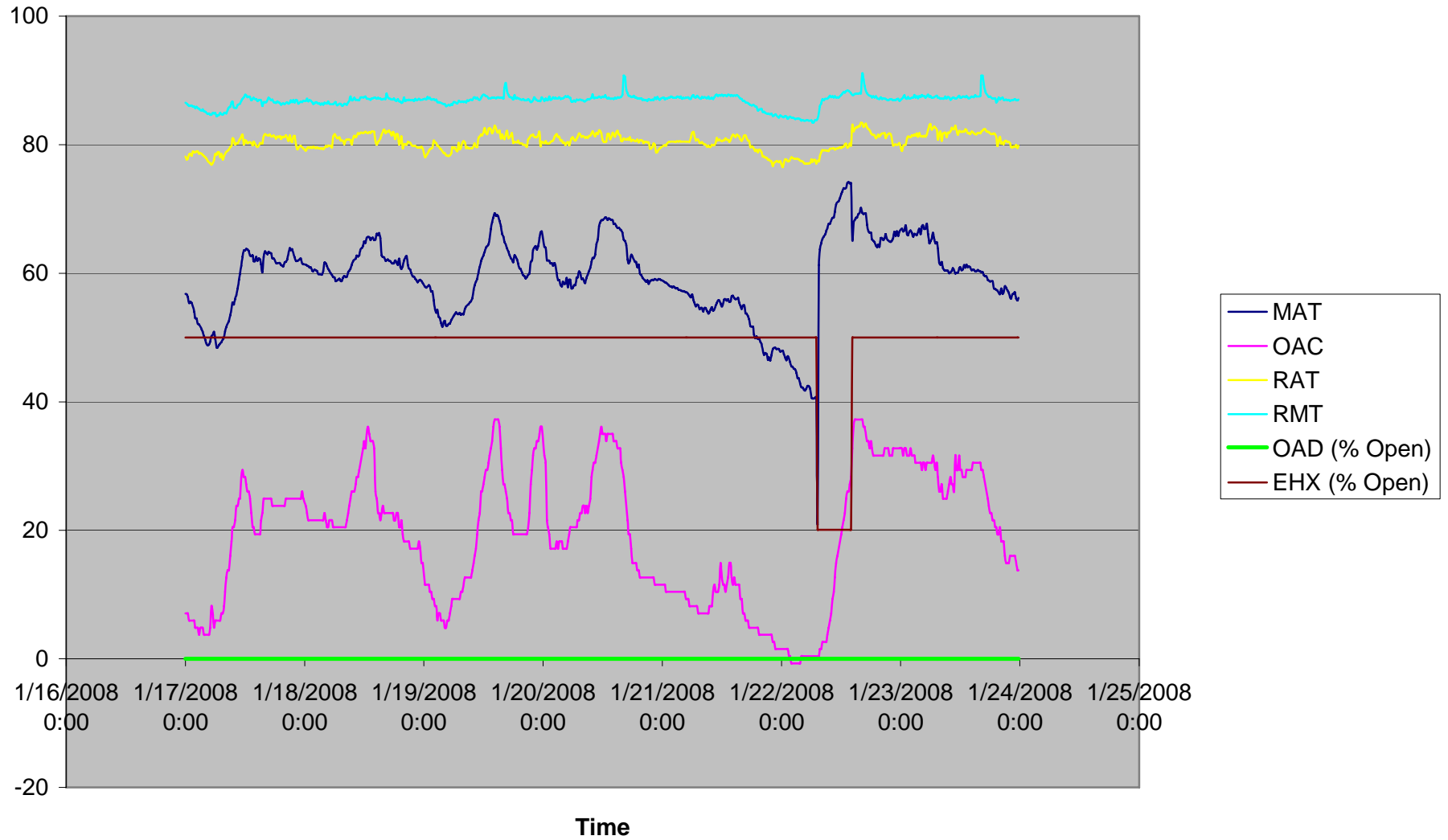
## **FIM 17: City Park Rec Center - Replace AHU-1 with Heat Recovery Unit – Option A**

Natural gas savings were realized under this FIM by replacing AHU01 with a high efficiency heat recovery unit. Not only is this unit more efficient at performing mechanical heating, but a heat exchanger also acts to capture energy that would otherwise be lost in the exhaust air.

Visual inspection of this unit and review of the trends show that this unit is being maintained correctly and operating well. In the graphs below EHX (% Open) represents the position of the damper that controls the amount of outside air that is brought in over the heat exchanger. Notice that as the outside air temperature decreases so does the amount of outside air that is brought in. This helps reduce energy costs and maintain comfortable space temperatures.

Based on this year's annual inspections the achieved savings for the past year was 16,245 therms. This is a slight shortfall of 483 therms from the guaranteed savings of 16,728 therms. This shortfall is due to the fact that the new boiler system installed under this FIM has a higher than expected efficiency and there is an interaction between FIM 15 and this FIM. This equates to avoided costs of \$17,785 with a small shortfall of \$348, which again is relatively insignificant when compared to the \$2,843 surplus generated by the increased efficiency of the boiler system installed under FIM 15.

### Westminster Rec. Center AHU01: Week



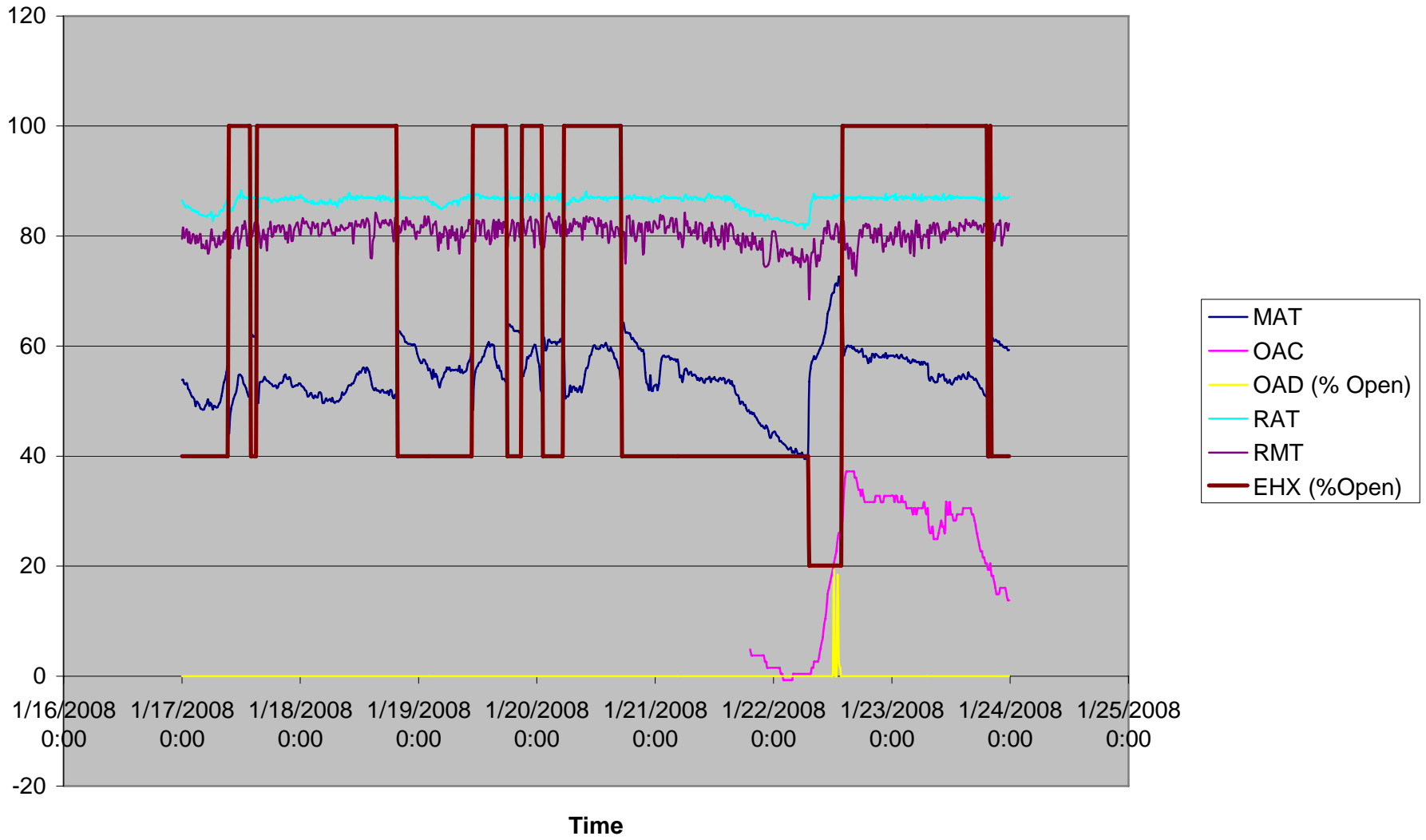
### **FIM 18: City Park Rec Center - Replace AHU-5 with Heat Recovery Unit**

Natural gas savings were realized under this FIM by replacing AHU05 with a high efficiency heat recovery unit. Not only is this unit more efficient at performing mechanical heating, but a heat exchanger also acts to capture energy that would otherwise be lost in the exhaust air.

Visual inspection of this unit and review of the trends show that this unit is being maintained correctly and operating well. As is the case with AHU-1 the amount of outside air that is brought in varies with the outside air temperature. Again, this helps reduce energy costs and maintain comfortable space temperatures.

Based on this year's annual inspections the achieved savings for the past year was 8,780 therms. This is a slight shortfall of 261 therms from the guaranteed savings of 9,041 therms. This shortfall is due to the fact that the new boiler system installed under FIM 15 has a higher than expected efficiency and there is an interaction between FIM 15 and this FIM. This equates to avoided costs of \$9,612 with a small shortfall of \$189, which again is relatively insignificant when compared to the \$2,843 surplus generated by the increased efficiency of the boiler system installed under FIM 15.

### Westminster Rec. Center AHU05: Week



### **FIM 19: City Park Rec Center - Replace Controls / Optimize Runtimes – Option A**

Under this FIM the building automation system at City Park Rec Center was replaced with modern DDC controls. Energy savings was achieved by including night setbacks in the implementation of these controls which reduce the gas usage of AHU 2, 3, and 4 during the night.

Review of the trends shows that all three of these units do have night shutdown for the correct duration of time. In other words, things are operating as planned.

Based on this year's annual inspections the achieved savings for the past year was 1,551 therms. This is a slight shortfall of 27 therms from the guaranteed savings of 1,578 therms. This shortfall is due to the fact that the new boiler system installed under FIM 15 has a higher than expected efficiency and there is an interaction between FIM 15 and this FIM. This equates to avoided costs of \$1,757 with a small shortfall of \$30, which again is relatively insignificant when compared to the \$2,843 surplus generated by the increased efficiency of the boiler system installed under FIM 15.

### **FIM 20: City Park Rec Center - Replace VAV boxes / Add VFD – No Savings Claimed**

Under this FIM all of the VAV boxes in City Park Rec Center were replaced with new VAV boxes and VFDs were added to AHU 2 and 4. No energy savings were claimed for this measure.

Annual inspection found the VAV boxes and VFDs to be in place and in good working order.

### **FIM 21: City Park Rec Center - Replace Rooftop Units – Option D**

Five, 5 ton RTUs were replaced at City Park Rec. Center Under this FIM. The new RTUs are DX units with 100% outside air dampers reduce the electricity usage.

Annual inspection of these units found them to be in good working order and maintained appropriately.

The annual guaranteed savings of 3,046 kWh was achieved resulting in avoided costs of \$148.

## **FIM 22: City Park Rec Center - Replace Pool Boilers – No Savings Claimed**

Under this FIM the boilers that are used to heat the pool water were replaced with new boilers and two flat plate heat exchangers were installed so that the boiler water and pool water could each be in separate closed loops.

During annual inspections these boilers were found to be in good condition, but it was also discovered that the boilers were short cycling. This not only adds to the wear and tear on the boilers, but during the pre and post purge cycles blowing the unheated air through the boilers results in some heat losses from the heated water. If this process is repeated frequently the amount of lost energy can be significant. This was discussed with City Park Rec. Center personnel who promptly called the boiler manufacturer and determined that simply increasing the difference between the enabling temperature setpoint of the two boilers by a few degrees could solve this problem. The City staff member stated that they would make this adjustment immediately. The responsiveness with which the City staff member dealt with this issue was impressive and will hopefully result in a noticeable benefit to the City of Westminster. Boiler combustion efficiency tests were also performed on these boilers during the annual inspections the results of which are shown below.





## Siemens Building Technologies

7810 Shaffer Parkway Suite 100  
Littleton, CO 80127  
Phone (303) 568-1755  
Fax (303) 568-7397  
Internet [www.siemens.com](http://www.siemens.com)

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### Flue Gas Analysis

**Owner**  
City of Westminster

**Location**  
City Park Rec. Center - Pool Boiler #1

**Measurement**  
Time 1/24/2008 11:49:45 AM  
Instrument testo 330-2  
Serial number 01219949  
  
Fuel Natural gas  
Oil derivate

1/24/2008 11:49:45 AM	Date / time
213.8	°F Tstack
6.62	% CO2
86.9	% EFF
68.4	% ExAir
9.1	% O2
5	ppm CO
9	ppm COAF
93.1	°F Tamb
93.9	°F Tinst
-	°F deltaT
-	ppm CO2a
-	ppm aCO
0.58	l/min Pump



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### Flue Gas Analysis

**Owner**  
City of Westminster

**Location**  
City Park Rec. Center - Pool Boiler #2

**Measurement**  
Time 1/24/2008 11:54:09 AM  
Instrument testo 330-2  
Serial number 01219949  
  
Fuel Natural gas  
Oil derivate

1/24/2008 11:54:09 AM	Date / time
175.2	°F Tstack
6.12	% CO2
87.7	% EFF
81.3	% ExAir
10.0	% O2
6	ppm CO
11	ppm COAF
88.5	°F Tamb
90.5	°F Tinst
-	°F deltaT
-	ppm CO2a
-	ppm aCO
0.58	l/min Pump

### **FIM 23: City Park Rec Center - Replace Domestic Water Heater – No Savings Claimed**

**ALTERED:** The original plan for this FIM was to install an instantaneous gas fired heater. Instead, a flat plate heat exchanger was placed between the hot water boilers and the domestic hot water lines. The temperature is regulated by a mixing valve.

Inspection of the heat exchanger found it to be in good working order and well maintained.

### **FIM 24: City Hall - Heat Pump Runtime Optimization – Option A**

Under this FIM the existing Carrier Comfort Controller was programmed for night and weekend setbacks. Savings are achieved by reducing heating and cooling loads and fan usage during the setback periods.

Annual Inspections found that most thermostats were set for setbacks between the hours of 10PM and 6AM (8 hours). In Schedule A of the contract the setbacks are specified to be between 8PM to 5AM (9 hours), however, the original saving calculations are based on a setback period from 10PM to 6AM. Therefore, the full savings is achieved.

Thus, based on the annual inspections the guaranteed savings of 6,446 therms and 173,874 kWh were achieved at total avoided costs of \$15,405.

### **FIM 25: City Hall - Make Up Air Unit Runtime Optimization – Option A**

Under this FIM the existing Siemens building automation system was to be programmed to shutdown make up air units 1 and 2 from 8 PM to 5 AM every night. Savings are achieved by reducing heating and cooling loads and fan usage during the shutdown periods.

Trend data was collected and reviewed for both of the make up air units as well as for both of the unfiltered supply fans. The trends for the make-up-air units revealed that they are running all the time. A look at the program that controls these units found that the line of code containing the schedule has been disabled. Both Siemens and City of Westminster personnel were interviewed and neither knew when this had been done or for what reason. Based on these findings the cost avoidance for this measure will not be claimed for this year. It should however be noted that during the implementation of the project City of Westminster staff requested that the unfiltered supply fans be left off all the time, and that the air be supplied solely through the filtered make-up-air units. This was done and thus there are some unanticipated and unclaimed savings that exist from shutting these fans down. The schedule for the make up air units will be enabled some time in June. Furthermore, if City Hall is not generally used on the weekends perhaps this schedule could be expanded to shutdown the make-up-air units on the weekends as well. This issue demonstrates the importance of continuing measurement and verification.

Based on these finding the guaranteed avoided utility usage of 9,911 kWh, 1,586 therms, and guaranteed avoided costs of \$2,190 has not been achieved for this year. It should be noted, however, that overall there is still a \$1,455 cost avoidance surplus for the project overall, and that this issue will be remedied in the near future.

### **FIM 26: Irving Street Library - Add Glycol to Heat Loop – No Savings Claimed**

Under this FIM glycol was added to the Irving Street Library heating system to create a 30% glycol mixture and help prevent the water from freezing. In addition a 50 gallon storage tank of glycol was provided to the customer along with an auto-feed pump to maintain the 30% glycol mixture.

Annual inspections found that while the system still contains a 30% mix of glycol and the 50 gallon storage tank are still in place the auto feed pump has been disabled. The decision to disable this pump was made by the maintenance department. Their thinking is that if a leak develops in the system then the auto feed pump will only prolong the time that it takes to become aware of the leak and dump all the glycol down the drain at the while the leak went unnoticed. To compensate for disabling the auto-feed pump the mixture is checked and recorded

regularly. This log book was viewed by SIEMENS during the annual inspections and it was found that the glycol mixture was maintained at 30% plus or minus 3%. The maintenance department is doing a superb job of maintaining that heating system and ensuring minimal losses if a failure should occur.

## **Environmental Impact**

The next two pages contain information on the environmental impact that the implementation of the Performance Contract has made. There are two statements, one for electricity conservation and one for natural gas conservation.

# SIEMENS

City of Westminster  
Performance Contract  
Westminster, Colorado

Based on an expected annual savings  
of 1539122 kWh of Total  
Generated Electricity

This will prevent the following greenhouse gases from being released into the atmosphere:



**3,276,791 lbs**  
Carbon Dioxide  
(CO<sub>2</sub>)



**4,953 lbs**  
Nitrogen Oxide  
(NO<sub>x</sub>)



**4,419 lbs**  
Sulfur Dioxide  
(SO<sub>2</sub>)

Your greenhouse gas emissions savings are equivalent to:



**1,210**

Acres of forest  
preserved from  
deforestation



**8**

Railcars of  
coal burned



**316**

Cars removed from  
the road for one  
year



**3,376**

Barrels of oil  
burned

# SIEMENS

City of Westminster  
Performance Contract  
  
Westminster, Colorado

Based on an expected annual savings  
of **34491 Therms of Natural  
Gas**

This will prevent the following greenhouse gases from being released into the atmosphere:



**403,821 lbs**  
Carbon Dioxide  
(CO<sub>2</sub>)



**518 lbs**  
Nitrogen Oxide  
(NO<sub>x</sub>)



**3 lbs**  
Sulfur Dioxide  
(SO<sub>2</sub>)

Your greenhouse gas emissions savings are equivalent to:



**795**  
Acres of forest  
preserved from  
deforestation



**5**  
Railcars of  
coal burned



**208**  
Cars removed from  
the road for one  
year



**2,217**  
Barrels of oil  
burned

## ***Conclusion***

The first annual inspection found that all of the equipment installed under the Performance Contract is still in place, is being well maintained, and is functioning according to the design with the exception of one or two air handlers at the City Park Rec. Center. The programmed setbacks for the heat pumps at City Hall were found to be unchanged and programmed setbacks for the makeup air unit at the same location were assumed to be unchanged. This assumption will be verified as soon as possible with any changes being reported to the City of Westminster immediately.

Despite the issues with the small air handling units at the City Park Rec. Center the project is performing very well. The City of Westminster should expect to avoid more than the guaranteed amount of utility usage due mostly to the fact that the efficiency of the new boiler system installed at the Rec. Center is higher than was originally anticipated. In addition the reduction in utility usage has made a substantial environmental impact as can be seen from the above pages.

*Measurement and verification personnel are available to the City of Westminster for problem identification, resolution and analysis within the scope of the Technical Service Program (TSP) as well as to perform the contractual measurement and verification duties. As was mentioned above this could include investigation of possible resolutions to the inefficient operation of AHU03 at the Rec. Center. Please feel free to call with any questions or concerns regarding the contents of this report or any other measurement and verification related issue.*

Sincerely,

Benjamin Biehl  
Performance Assurance Specialist  
SIEMENS Building Technologies  
benjamin.biehl@siemens.com  
Office: (303) 568-7155  
Cell: (720) 480-9487

**City of Westminster  
Proposed Energy Performance Contract Projects**

	Y/N	Facility	Item	Implementation Price	Energy Savings	Associated Savings	Payback (yrs)
1	Y	City Wide	Lighting Retrofits	\$454,767	\$58,391	\$9,628	6.7
2	Y	City Wide	Water Retrofits	\$95,702	\$15,292	\$0	6.3
3	Y	City Wide	Vending Miser	\$8,226	\$1,213	\$0	6.8
4	Y	Fire Stations	Interlock Doors with Heat	\$14,220	\$1,372	\$0	10.4
5	Y	Fire Stations	Replace RTU's	\$42,469	\$249	\$0	N/A
6	Y	Municipal Court	Replace RTU's	\$56,946	\$932	\$0	N/A
7	Y	Senior Center	Replace RTU's / Boxes / Ctrls.	\$156,703	\$280	\$0	N/A
8	Y	Swim & Fitness	RTU's / Rewiring	\$39,836	\$44	\$0	N/A
9	Y	Public Safety	Optimize MUA Runtimes	\$1,268	\$598	\$0	2.1
10	Y	Public Safety	Hardwire T'stats	\$30,246	\$0	\$729	N/A
11	Y	Public Safety	Boiler Temp Reset	\$1,028	\$129	\$0	8.0
13	Y	MSC Admin	Replace Boiler	\$22,317	\$0	\$0	N/A
14	Y	MSC Admin	Replace Condensing Unit	\$15,946	\$0	\$0	N/A
15	Y	City Park Rec Ctr	Replace Boiler	\$190,567	\$2,835	\$0	N/A
16	Y	City Park Rec Ctr	Replace AHU-2,3,4 / insul. ref. pipe	\$277,131	\$1,416	\$0	N/A
17	Y	City Park Rec Ctr	Replace AHU-1 with Ht. Rcvry Unit	\$266,243	\$8,699	\$0	N/A
18	Y	City Park Rec Ctr	Retrofit AHU-5 with Heat Wheel	\$79,331	\$4,701	\$0	16.9
19	Y	City Park Rec Ctr	Replace Ctrls. / Optimize Runtimes	\$151,270	\$871	\$0	N/A
20	Y	City Park Rec Ctr	Replace VAV boxes / Add VFDs	\$108,875	\$0	\$0	N/A
21	Y	City Park Rec Ctr	Replace RTU's	\$64,910	\$97	\$0	N/A
22	Y	City Park Rec Ctr	Replace Pool Boilers	\$50,983	\$0	\$0	N/A
23	Y	City Park Rec Ctr	Replace Domestic Water Heater	\$67,357	\$0	\$0	N/A
24	Y	City Hall	Heat Pump Runtime Optimization	\$3,463	\$8,930	\$0	0.4
25	Y	City Hall	MUA Runtime Optimization	\$1,568	\$1,032	\$0	1.5
26	Y	Irving St. Library	Add Glycol to heat loop	\$25,455	\$0	\$0	N/A
			<b>Base Construction Costs</b>	<b>\$2,226,827</b>	<b>\$107,081</b>	<b>\$10,357</b>	<b>19.0</b>

#	Y/N		Non Construction Items	Implementation Price	Energy Savings	Op Savings	Payback (yrs)
1	Y		Audit	\$41,000	\$0	\$0	N/A
2	Y		Bond	\$15,126	\$0	\$0	N/A
3	Y			\$0	\$0	\$0	N/A
			<b>Non Construction Subtotal</b>	<b>\$56,126</b>	<b>\$0</b>	<b>\$0</b>	

<b>Total Project Cost</b>				<b>\$2,282,953</b>	<b>\$107,081</b>	<b>\$10,357</b>	<b>19.4</b>
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**City of Westminster City Council Study Session Notes**  
**May 4, 2009**

Mayor Nancy McNally called the Study Session to order at 6:49 PM. All Councillors were in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Deputy City Manager Matt Lutkus; Parks, Recreation and Libraries Director Bill Walenczak; Park Services Manager Richard Dahl; Human Resources Manager Debbie Mitchell; Human Resources Administrator Dee Martin; Human Resources Administrator Lisa Chrisman; Capital Projects Coordinator Aaron Gagne; Public Information Officer Katie Harberg and Management Analyst Aric Otzelberger.

Guests in attendance included Mark Smiley and Brandon Edelman with the Seniors' Resource Center, and Nissa LaPoint with the Westminster Window.

**Community Transit Program Update**

Deputy City Manager Matt Lutkus, along with Mark Smiley and Brandon Edelman with the Seniors' Resource Center, were present to deliver an informational update to City Council on Adams County's A-Lift transportation service. The City contracts with the Seniors' Resources Center to help provide this transportation service to senior and disabled persons for medical appointments, grocery shopping and other purposes. Mr. Lutkus presented ridership statistics, customer satisfaction data and A-Lift revenue and expenditure information. For 2009, City Council approved \$26,420 to help fund these transportation services. This item was informational in nature and no action was necessary from City Council.

**Human Resources Division Activity Update**

Human Resources Manager Debbie Mitchell, Human Resources Administrator Dee Martin and Human Resources Administrator Lisa Chrisman were present to provide City Council with an update on recent initiatives and activities in the Human Resources Division. Human Resources Staff discussed efforts and actions focused on talent acquisition, talent management and employee development. Staff also discussed efforts to sustain the foundational efficiencies of Human Resources. This item was informational in nature and no action was necessary from City Council.

**Faversham Dog Park/Little Dry Creek Dog Park**

Parks, Recreation and Libraries Director Bill Walenczak and Park Services Manager Richard Dahl were present to discuss the dog park originally proposed for Faversham Park and the new proposed location for this dog park. Based upon community feedback, Staff recommended not pursuing the construction of a dog park at Faversham Park. Instead, Staff proposed an alternate location for a dog park in the southern portion of the City. Staff discussed and described a new potential site for the dog park located on City open space property between the Fire Training Tower at England Park and Lowell Boulevard. Staff expressed their opinion that this would be a favorable location for a dog park. The proposed dog park could include a 1.2 acre area for large dogs, a 0.35 acre area for smaller dogs and parking for 20 cars. Council concurred with Staff's recommendation to not pursue a dog park at Faversham Park. Council asked several questions about parking, fencing, cleaning up after dogs and other issues related to the new proposed site. City Council supported the concept of a dog park at the new proposed location and directed Staff to further explore the feasibility of a dog park at the new site.

Mayor McNally adjourned the Study Session at 8:21 PM.