



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: June 27, 2013

SUBJECT: Study Session Agenda for July 1, 2013

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:

Meeting will be held in the Multi-Purpose Room in the lower level of City Hall where dinner will also be served

6:00 P.M.

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. Strategic Planning Retreat Completion

6:30 P.M.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS

1. 1st Period 2013 CIP Status Report
2. 1st Period 2013 Citywide Workplan Update

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

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
July 1, 2013



SUBJECT: Capital Improvement Program (CIP) Project
Status Report – 2013 First Period

PREPARED BY: Aric Otzelberger, Assistant to the City Manager

Summary Statement

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

Attached is the first period status report for 2013 on Capital Improvement Program (CIP) projects. The project name, a brief description and status update is provided for each project. If City Council has questions about any of the projects included in this report, Staff will follow up with additional information.

Background Information

Staff has compiled the attached status report on Capital Improvement Program (CIP) projects for activities through the first reporting period of 2013, ending April 30.

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

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

The project name, a brief description of the project, project status, project budget, project expenditures as of April 30, 2013, the project manager(s), engineering firms/contractors, start date, projected completion date and percent complete is provided for each project on the “Capital Improvement Program – Major Projects” pages (Attachment B) and “Capital Improvement Program – Ongoing Projects” pages (Attachment C).

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

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

This Staff Report supports all five of City Council's Strategic Plan goals: Strong, Balanced Local Economy; Financially Sustainable City Government Providing Exceptional Services; Safe and Secure Community; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

– DEFINITIONS –

Capital Improvement Program (CIP) Project Status Report

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

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

Project Status – A brief update as to the progress made on this project, providing information such as how much work has been completed, if the project is on schedule, ahead or behind, if any challenges have developed as a result of contractors or the weather, etc. Staff will also use this section to report on construction change orders where formal Council action is not required. Reporting this information in the CIP Status Reports presents this information in a streamlined fashion and addresses a requirement in the Westminster Municipal Code.

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

For Ongoing Projects, this is the amount that has been entered into the financial management system that City Council has appropriated via the current or prior years’ budgets. This amount may be different from the total amount that has been appropriated over the years, since many projects that are ongoing have received funding for many years, in some cases over ten years. Showing the cumulative budget since project inception is not only difficult to gather given the financial management system conversion in 2000, but is not representative of the funds actually available to spend on these ongoing projects. Some projects may include open contracts from which some expenditures have been made but the “Spent” column reflects only those actual expenditures, and therefore the associated encumbrances (i.e., financial obligations) are not reflected in these figures.

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

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

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

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

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

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

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

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
GENERAL FUND CAPITAL IMPROVEMENTS										
▶	72nd Avenue/Little Dry Creek Bridge Replacement (formerly Bradburn Boulevard Re-Alignment) - A determination was made that CDBG funds could not be used for the more narrowly-focused bridge replacement project. This leaves federal bridge replacement funding of \$1.8 million and local funding to support the project. The approach will be to design and construct the structure and raise the pedestrian trail through it (reducing the frequency of trail inundation by creek flows) such that the realignment of Bradburn Boulevard can happen at some future date.	Language in the federal funding agreement with the Colorado Department of Transportation is under review and expected to be finalized in the 2Q 2013. An amendment to the design engineering contract was recently approved to revise the scope of work and cover unplanned costs in completing the design. Appraisals of needed right-of-way from five properties are complete. Construction is expected to begin in 4Q 2013.	\$2,490,018	\$215,415	Steve Baumann (CD)	City Employee	Jacobs Engineering Group	8/2010	6/2013 (design); TBD (construction)	10% design; 0% construction
▶	92nd Avenue/Federal Boulevard Intersection Improvements - This project will provide additional lanes at the intersection to improve traffic flow and existing overhead utilities will be placed underground. The City of Federal Heights was awarded DRCOG Transportation Improvement Program (TIP) funding in early 2012 that included matches from CDOT and Westminster for this intersection improvement. The total project cost is \$5.67 million and the City's share is \$600,500. This project is being managed by Federal Heights with oversight by CDOT. Westminster Staff will be involved in all funding and design decisions.	An IGA with Federal Heights was executed in 4Q 2012. Design is currently underway with construction scheduled to begin 1Q 2015. Completion is anticipated before the end of 2015.	\$431,000	\$0	Dave Loseman (CD)	Federal Heights	Muller Engineering	8/2012	10/2015	15% design; 0% construction
▶	120th Avenue and Federal Boulevard Intersection Improvement Project - This project includes the installation of additional lanes at this intersection and an overall configuration improvement. Improvements will include additional turn lanes and widening 120th Avenue to six through lanes and Federal to four through lanes north of 120th Avenue. This is a Colorado Department of Transportation project that was also awarded Transportation Improvement Program (TIP) funds from the Denver Regional Council of Governments. This budgeted amount represents the City's local match contribution. The City will also fund the construction of a pedestrian underpass under 120th Avenue, approximately 300 feet east of Federal Boulevard. This component of the project will be funded by the City's Stormwater Drainage Fund.	DRCOG has shifted the construction phase of this project to 2015. Therefore, CDOT is anticipating that design will be completed during 4Q 2014 and construction will commence in 1Q 2015. In addition to the \$580,000 that is currently budgeted for this project, the City will need to contribute an additional \$463,000 in the future. These additional funds will not be needed until 2015. City Staff will present a budget proposal for these funds at the appropriate time in the future.	\$580,000	\$39,979	Dave Loseman (CD)	Colorado Department of Transportation	TBD	8/2012	12/2015	5% design; 0% construction
NEW	120th Avenue/Lowell Boulevard Intersection Improvements (FASTER) - The Colorado Department of Transportation (CDOT) is improving the intersection of 120th Avenue and Lowell Boulevard to provide for double left turn lanes in both directions on 120th Avenue and three through lanes for east-bound 120th Avenue. Raised medians will be provided as well as a new mast arm traffic signal. The budget shown is the City's contribution towards this \$3.2 million FASTER project. The City and County of Broomfield will provide a total of approximately \$530,000 of the remaining 20% required local match for the project.	CDOT has completed 65% design in anticipation of constructing this project in 3Q 2013.	\$110,000	\$0	Dave Loseman (CD)	Colorado Department of Transportation	TBD	11/2012	12/2013	65% design; 0% construction
TO BE CLOSED	128th Avenue and Huron Street Landscaping - The City's Intergovernmental Agreement with School District 12 (SD 12) regarding Mountain Range High School obligates the City to build landscaping along 128th Avenue and Huron Street, abutting the high school site. This project will utilize \$93,708 in existing SD 12 school land dedication funds to construct the improvements.	This project is complete. Replacement of landscape material that perished during the first winter season for the plant material was completed in May 2012. The project warranty will expire in the spring of 2013.	\$93,708	\$68,795	Dave Loseman (CD)	City Employee	City Staff / CoCal Landscaping	8/2010	8/2011	100%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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▶	136th Avenue/144th Avenue Bridge Railing Painting and Repairs - This project will fund bridge railing painting and repairs at 144th Avenue and 136th Avenue over I-25. Westminster will cover 50% and Thornton will cover 50% of the project cost.	Staff is currently awaiting architectural fencing and coating repair design and construction administration plans from Wiss, Janney, Elstner Associates, Inc. Recoating and repairs to the 144th Avenue pedestrian bridge railing is scheduled for 2013. The actual plans and costs will determine scheduling for work on the 136th Avenue bridge, which is likely to occur in 2014 when the City of Thornton has available funds to contribute to the project.	\$289,911	\$5,000	Rob Dinnel (PW&U)	City Employee	Wiss, Janney, Elstner Associates, Inc. (WJE)	12/2012	12/2014	5%
NEW	City Council Chambers and Boardroom Renovation/Upgrade - The project includes renovation of interior spaces including flooring, furnishings, finishes, security and enhanced multimedia equipment and function. This project seeks to upgrade the facilities to improve the working environment and personal safety of the public, City Council and City Staff. These rooms have not had major updates since City Hall opened in 1988. Total project funding is estimated to cost over \$400,000; this project will start accumulating needed funds to complete this project.	Funding shown is earmarked for the future project. Appropriation of additional funds in future years will be necessary before the project proceeds.	\$25,000	\$0	Tom Ochtera (GS)	City Employee	TBD	TBD	TBD	0%
NEW	City Hall Courtyard Concrete Replacement - This project will fund the removal and replacement of 2,000 square feet of deteriorated concrete, re-caulk 4,000 linear feet of joints and power wash and re-seal 15,500 square feet of concrete courtyard to match the existing color.	Staff has received an alternate bid with the 2013 Concrete Replacement Project to perform this work depending on final direction. Staff is in the process of exploring alternate approaches to courtyard repairs and overall courtyard appearance.	\$67,000	\$0	Rob Dinnel (PW&U)	City Employee	Keene Concrete Company	5/2013	TBD	0%
NEW	City Hall HVAC Cooling Loop - This project will replace the current City Hall cooling loop with a geothermal solution. The current heat sink portion of the cooling system for City Hall no longer meets plumbing code and must be replaced. Total project cost is estimated at \$575,000. Existing BO&M Major Maintenance funds are will provide the balance of resources necessary to complete the project.	Project design has been awarded to Beaudin Ganze Engineering, working in partnership with Ameresco under the Phase III Energy Performance Contract (EPC). Design is expected to begin in May 2013. A full Technical Energy Audit (TEA) will also be conducted for the purpose of partially financing the project.	\$250,000	\$0	Tom Ochtera (GS)	City Employee	Beaudin Ganze Engineering; Ameresco	1/2013	TBD	5%
▶	City Park Recreation Center Aquatic Enhancement - Funded in part by the 2007 POST bond issue, this project is for the renovation of the City Park Recreation Center aquatics area and locker rooms, to include additional amenities into the pool area to increase the play-ability of the pool area, including a lazy river feature, a new waterslide and an outdoor splash pad. Locker room renovation will include the addition of family changing rooms.	This project remains under warranty and Staff continues to work with both the contractor and architect to resolve issues with the pool's filtration and ozone systems. The project warranty was extended through 1Q 2014. Staff is working with the design team to finalize decisions on alternate filtration options to be installed in 2Q 2014.	\$6,793,881	\$6,749,842	Becky Eades (PR&L)	City Employee	Sink Combs Dethliefs / Adolphson Peterson	11/2007	5/2010	100%
▶	Citywide Radio System Replacement - This project will replace the City's existing radio system with a P-25 digital interoperable simulcast radio system. The City's current radio system is 19 years old and its technology has reached end-of-life status. The P-25 radio system will provide improved coverage, direct interoperability with surrounding agencies and increased choices in radios themselves, as the P-25 system is non-proprietary. This project includes replacement of the major radio system components and dispatch equipment. Radios will be purchased separately.	City Council approved a purchase and sale agreement with Cassidian Communications, Inc. for the P25 digital radio communications infrastructure system for a total of \$1,900,380, a purchase and sale agreement with Avtec, Inc., for the P25 Consoles totaling \$383,595; and a contract with Frontier Communications for the towers and site development of up to \$80,000, with a contingency of \$20,000. Staff was awarded \$421,104 in federal grants to assist with the purchase of replacement radios for the new system. Radio demonstrations and testing will occur during 2Q 2013 with recommendations on radio purchases forthcoming. Current work on the radio system includes tower modifications at the Public Safety Center, placing orders for infrastructure equipment and finalizing the separation agreement and frequency ownership/reallocation with the City of Arvada.	\$2,383,975	\$285,057	Russ Bowers (PD)/ Nelson Martinez (PD)	City Employee	Cassidian Communications; Avtec, Inc.; AT&T	1/2013	12/2013	15%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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▶	Community Development Building Division Operating Computer System Software - This project is for the replacement of antiquated software currently being used to manage building permits, inspection information and rental property maintenance records.	Field devices have been deployed for building inspectors and Accela Citizen Access (ACA) has gone live on the City web site. Work continues on the implementation of Teleworks integrated voice recording (IVR) and the second phase of ACA, which will include limited online permitting with payments. In addition, bids are being requested for the development of a mobile application for rental housing field inspectors, as well as expanding the scope of ACA to include online contractor license processing. This is aimed at improving efficiencies.	\$245,000	\$164,721	Dave Hurras (CD)	City Employee	Accela, Inc.	1/2007	3/2014	75%
TO BE CLOSED	Core Data Network Switch Replacement/Upgrade - The project will bring the City's main routing and switching backbone into warranty compliance and upgrade the capabilities, capacity and performance of the main system. The core equipment is responsible for all data transmissions within the City's computing environment as well as the Voice Over IP system (phone system).	All core network devices have been installed at the City Hall data center and the Disaster Recovery center. The project can be closed.	\$150,000	\$149,990	Dan Hord (IT)	City Employee	N/A	1/2013	3/2013	100%
TO BE CLOSED	Data Backup and Recovery System - This project involves the replacement of the City's data backup storage array (disk drives) required to ensure ongoing product support, provide necessary capacity and achieve adequate hardware performance. The proposed solution provides the ability to expand data backup capacity over the next four years by simply adding additional disk drives, thereby eliminating the need to replace software and minimizing the costs associated with the project.	Replacement of the Storage Area Network (SAN) for the City's production data and backup data was originally planned and approved in the budget as two CIP projects, with the production data SAN scheduled for 2013 at a cost of \$150,000 and the backup data SAN scheduled for 2014 at a cost of \$100,000. Additionally, Staff included \$16,000 in this 2013 CIP account to extend maintenance on the existing SAN until a replacement backup data SAN could be installed in 2014. At the January 28th, 2013 City Council meeting, City Council authorized Staff to proceed with the full replacement of hardware in 2013 and the \$16,000 allocated in this account for 2013 was applied to the purchase. The hardware has been installed and is now operational. This project can be closed.	\$16,000	\$0	Scott Rope (IT)	City Employee	N/A	1/2013	4/2013	100%
	Energy Performance Contract (Phase II) - This project will modify or upgrade multiple energy and water consuming systems or facilities in the City. Specific systems/facilities will be selected based on a high rate of return in potential savings and/or greatest need based on age and stability of existing equipment. Individual projects include the installation of central controls, lighting, electrical upgrades, HVAC upgrades and irrigation improvements. The City will pay for the project up front through financing and will pay back that financing with the money from annual energy and water cost savings through a lease arrangement.	All major project activities are complete. The measurement and verification phase (M&V) has begun and will continue for three years (until November 2014). Warranty work is on-going.	\$3,368,750	\$3,333,631	Tom Ochtera (GS)	City Employee	Siemens	6/2010	6/2011	100%
▶	FasTracks Local Match - This project is to fund the City's anticipated FasTracks local match associated with RTD's commuter rail line through Westminster. While the total cost to local jurisdictions remains unknown at this time, it is anticipated that the City of Westminster's share will be significant.	Staff is working with RTD and corridor stakeholders on how to proceed with plans for the Northwest Rail corridor through the Northwest Area Mobility Study. RTD is funding the study and no City contribution is required.	\$250,000	\$0	Aric Otzelberger (CMO)	City Employee	N/A	N/A	TBD	0%
▶	Federal Boulevard Trail - This project will fund the installation of an eight-foot sidewalk along the west side of Federal Boulevard between 92nd Avenue and the south boundary of the Northpark Subdivision, a "missing link" section of sidewalk on the east side of Federal Boulevard, approximately 650 feet south of 119th Avenue and the extension of the trail on the west side of Federal for a distance of 1,000' from the north boundary of the Stratford Lakes community.	The City received an \$87,500 Open Space Grant in 2012 from Adams County for this project. Construction of this project was fully completed in 1Q 2013. Overall, a total of one construction change order was processed for this project (\$7,595.00). This change order is within the scope of the project, did not require Council action for approval pursuant to WMC and was only necessary due to unforeseen conditions or variations in project quantities from that shown in the design documents. The project is now in a one year warranty period.	\$288,350	\$284,036	Dave Loseman (CD)	City Employee	J.F. Sato and Associates	10/2010	3/2013	100%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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▶	Fire EMS Field Reporting (Hardware) - This project is to purchase and install field reporting tablets (laptops) and software, which will be integral components to the Fire Department's records management system. Field tablets will permit personnel to complete all required EMS, fire and inspection reports in the field, thereby reducing the need to paper reports and improving the efficiency of operations.	Fire reporting (NFIRS), EMS reporting (NEMSIS) and training modules have all been deployed. Narcotics auditing, digital billing data transfer and tracking of public education have also been implemented. Mobile EMS hardware and software has been deployed and is in use on several ambulances for a two month test period. These connectivity solutions will be extended to the entire ambulance fleet in 2Q 2013. The preplan module is complete and will be deployed in 2Q 2013. The fire inspection module is in final development stages and ancillary modules are in planning stages.	\$350,000	\$103,142	Alan Kassen (FD) Rich Welz (FD) Rick Spahn (FD)	City Employee	Alpine Software	3/2008	12/2013	75%
NEW	Fire - Information Technology and Radio Upgrades - With the decision to not pursue a Firefighting Simulator/Burn Building, funds appropriated to that project were split between the Citywide Radio System Replacement Project and this new project. This project will address information technology and radio communication needs at various fire stations.	Several projects are underway. The contract for installation of fiber optics at Fire Station #1 was approved at a cost of \$29,944. This project will increase internet connection speeds. The contract for Fire Station #5 radio network connection replacement was approved (\$33,896). This project will enable utilization of a licensed microwave radio signal (wireless link) to improve data signals. Both projects are anticipated to be completed in 2Q 2013.	\$122,000	\$0	Bill Work (FD)	City Employee	Various	1/2013	12/2013	5%
NEW	Fire Station #2 Office Creation and Reconfiguration - This project will create a professional and private office space for the Battalion Chiefs, Fire Station #2 Officers and the Training Coordinator.	This project will separate bedroom areas from office areas without incurring any increase in operational costs. The project is estimated to cost a total of \$71,000. \$30,000 has been earmarked within the current Fire Station Major Modifications project for the difference. Assessment and design are in the preliminary phases. Staff is considering several design options.	\$41,000	\$0	Alan Kassen (FD)	City Employee	TBD	1/2013	12/2013	10%
▶	Golf Course Fund Transfer - This transfer from the General Capital Improvement Fund (GCIF) to the Golf Course Fund is necessary in order to attain a balanced budget for the Golf Course Fund. Due to continuing debt obligations at The Heritage and challenges facing the golf industry as a whole, revenues from Golf operations alone are not projected to cover the total expenditures proposed for Golf operations in 2013.	This represents the budgeted transfer from GCIF to the Golf Course Fund for 2013. This transfer payment is occurring in monthly installments of approximately \$28,250.	\$339,000	\$113,000	Barbara Opie (CMO)	City Employee	N/A	1/2011	12/2012	100%
NEW	Heritage Club House HVAC Retrofit/Fire Sprinkler Renovation - The purpose of this project is to renovate the existing HVAC systems in the Heritage Clubhouse and add controls to address heating and cooling issues and make the building significantly more energy efficient. This project will also address freezing pipes in the bathrooms and renovate the existing fire detection and sprinkler system at The Heritage.	Project work was substantially completed in February 2013. Tests revealed several issues with heating/cooling, air flow and sprinklers. More investigation is underway. Change orders #1, #2, and #3 are complete for a total of \$9,603. These change orders added thermostats (instead of sensors), adjusted fire sprinkler heads, and added duct sealing to duct insulation. These change orders are within the scope of the project, did not require Council action for approval pursuant to WMC and were only necessary due to unforeseen conditions. No payments have been processed yet.	\$525,000	\$0	Tom Ochtera (GS)	City Employee	Farnsworth Group (design engineer) AMS of Colorado Springs (contractor)	12/2012	6/2013	95%
▶	Heritage Golf Course Back Nine Acquisition - These funds will be utilized towards purchasing the land associated with the back nine holes owned by and leased from the Rocky Mountain Metropolitan Airport. This lease has an escalator built into it that continues to strain the finances of the golf course operations.	Staff is working with Jefferson County and the Rocky Mountain Metropolitan Airport on finalizing this land acquisition. The Federal Aviation Administration has completed their public comment period regarding the sale of land and the airport is in receipt of the drafted land purchase agreement.	\$1,945,477	\$0	Rachel Harlow-Schalk (GS) Peggy Bocard (PR&L)	City Employee	N/A	8/2011	7/2013	80%
▶	Holly Park - This will provide funds to clear the existing deteriorating buildings and other costs for redevelopment on the Holly Park site.	The property was listed with a new agent, Cassidy/ Turley in 4Q 2012 in hopes of generating more interest in the property. Since then, several offers have been made on the property with the best offer being made by BoulderCreek Communities. The sale of this property is anticipated for 3Q 2013.	\$1,125,000	\$1,104,446	Dave Loseman (CD)	City Employee	N/A	7/2005	9/2013	85%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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NEW	Huron Street and 144th Avenue Roadway Settlement Mitigation - This project is to stabilize severely settled areas on Huron Street and 144th Avenue. The settlement in the subgrade and pavement have caused moderate to severe "rideability" pavement condition ratings. This work is being done in preparation of the planned maintenance work included in the 2014 Arterial Roadway Grinding/Resurfacing project.	This project is slated to begin in 2Q 2013. Completion is anticipated in October 2013.	\$100,000	\$0	Rob Dinnel (PW&U)	City Employee	TBD	7/2013	10/2013	0%
▶	Huron Street from 129th Avenue to 140th Avenue (Phase I) and Huron Street from 140th to 150th Avenue (Phase II) - The project is for the design and construction of a total of nearly two and a half miles of Huron Street.	The major improvements associated with the project are complete. Remaining project funds will be used to improve the sidewalks at 148th Avenue and Huron Street in the second half of 2013.	\$18,371,126	\$18,273,515	Steve Baumann (CD)	City Employee	Felsburg, Holt & Ullevig	6/1998	12/2013	95%
▶	Hyland Village Public/Private Improvements - The City received a settlement payment for performance bonds associated with the original McStain project located at 98th Avenue and Sheridan Boulevard. These funds will be utilized to install improvements that were the original obligations of the developer.	The funds from the settlement with the bonding company were appropriated in August 2012. Staff is working with a firm to design a bid package for the construction of 98th Avenue, which will be bid in 2Q 2013. Miscellaneous concrete repairs in the interior of the site were performed during 4Q 2012.	\$1,957,000	\$46,244	Dave Downing (CD)	City Employee	NV5, Inc. (design)	8/2012	12/2013	5%
NEW	I-25 North Managed Lanes - This \$59 million dollar project will fund one new managed toll lane in each direction on I-25 between U.S. 36 and 120th Avenue. This managed lane will allow motorists a choice to carpool, take transit or pay a toll to access the lane. A \$15 million federal TIGER IV discretionary grant was awarded to this project. State, regional and local dollars will fund the remaining project cost. \$500,000 represents Westminster's contribution to this project and is to be paid over a period of three years per agreement with the Colorado Department of Transportation commencing in 2013. This project is a top priority of the North Area Transportation Alliance (NATA).	Final design is complete and CDOT is moving forward to advertise the project in June. Construction is anticipated to commence in October 2013, with project completion anticipated at the end of 2015/early 2016. As part of CDOT's RAMP funding program, an application was submitted to continue the managed lanes north to State Highway 7. Funding decisions on potential RAMP projects are anticipated later this year.	\$167,000	\$0	Aric Otzelberger (CMO)	Colorado Department of Transportation	TBD	1/2013	1/2016	100% design; 0% construction
▶	JD Edwards System Upgrade - Oracle's JD Edwards EnterpriseOne is the enterprise application the City uses for financial management, human resources, budgeting and other functions. A multiple number of subprojects must take place over the next several years to extend the useful life of the EnterpriseOne system to see that it continues to deliver productivity in a cost-effective manner. This project would fund those subprojects.	This project is scheduled to begin in 2Q 2013.	\$33,000	\$0	Larry Garlick (IT)	City Employee	Oracle	6/2013	TBD	0%
▶	Jessica Ridgeway Memorial Park - Formerly known as Chelsea Park, this project will be funded by a combination of donations, grants, CIP funds and in kind services. The park will be renovated to include custom play equipment, a shelter, plaza, tables, benches and lighting.	The project has been designed by Staff and bids have been received. Staff will present the construction contract for City Council's consideration in the coming weeks. Construction is expected to be completed by September 2013.	\$534,000	\$194,000	Kathy Piper (PR&L)	City Employee	TBD	12/2012	9/2013	100% design; 5% construction

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	Kings Mill Park Renovation - This project includes the demolition of the building and the swimming pool on the site. The park expansion will include climbing boulders, a skate spot, a picnic shelter and free standing play elements such as swings and spinners.	The skatespot is complete, but has yet to open to the public due to construction workmanship issues. Repairs are expected to be completed in 2Q 2013. Construction of the second phase of improvements including the shelter, swing and climbing boulders is complete and open to the public. Staff is working to repave the existing parking lot. Overall, a total of 3 construction change orders have been processed for this project; the total amount of all construction change orders is \$3,405 to date. All of these change orders are within the scope of the project, do not require Council action for approval pursuant to WMC and were only necessary due to unforeseen conditions associated with existing conditions on site, related to the existing playground being incorporated into the park expansion.	\$250,000	\$188,785	Becky Eades (PR&L)	City Employee	California Skateparks and Goodland Construction	2/2010	6/2013	95%
▶	Lowell Boulevard Redevelopment (HUD Section 108) - This project represents funds awarded by the U.S. Department of Housing and Urban Development (HUD) through the HUD Section 108 Loan Fund program. These funds will be utilized for land acquisition and site preparation relative to redevelopment of a portion of the 7200 block of Lowell Boulevard.	The properties on the 7200 block of Lowell Boulevard have been acquired. The relocation of tenants is underway. Demolition of buildings is anticipated in 3Q 2013.	\$646,155	\$71,960	Tony Chacon (CD)	City Employee	TBD	10/2012	12/2013	50%
	McKay Lake Outfall Drainage - This is a joint project between the cities of Thornton and Westminster. It includes the planning, cost apportionment, design and construction of improvements to reduce the significant floodplain between Huron Street and Washington Street, north of 136th Avenue.	Construction of the portion of this project from I-25 east to Big Dry Creek in Thornton (Phase 3) was completed in July 2010. Subsequent phases are dependent on cost participation and developer plans for the area upstream of I-25. A portion of that funding was received in 2011 and has been appropriated to the project account.	\$9,589,386	\$4,093,775	Steve Baumann (CD)	City Employee	WHPacific / American West Construction, Inc.	1/1999	TBD (Future Phases)	TBD (Future Phases)
▶	Metzger Farm Improvements - This is a joint project with the City and County of Broomfield through the Broomfield-Westminster Open Space Foundation. These funds are for the first phase implementation of the Master Plan for the site. It is anticipated that improvements will include trails and structural enhancements to the buildings on site.	A grand opening was held in November 2012. Improvements include an overlook, dock, shelter, parking and trail system. The trail system includes a bridge connection to the Big Dry Creek Trail. The project account will remain open during a one year warranty period. The next phase of work includes basic stabilization of the existing buildings, which Broomfield will manage. Westminster will be managing improvements to the interior of the caretakers house with the goal of having a caretaker live on site and provide security to the farm by summer 2014.	\$662,875	\$633,951	Heather Cronenberg (CD) Becky Eades (PR&L)	City Employee	Wenk Associates (design): AJI (construction)	1/2008	12/2012	100%
▶	Orchard Parkway - 136th Avenue to 144th Avenue - This project will construct Orchard Parkway between 136th Avenue and 144th Avenue. This will be a four lane roadway between 142nd Avenue and 144th Avenue and a two lane roadway between 136th Avenue and 142nd Avenue. Features of the project include a 4 foot on-street bike lane, 8 foot detached walks, street lights and a raised landscape median.	Project design is 65% complete in anticipation of beginning construction in 4Q 2013. The construction schedule has moved to 4Q 2013 due to difficult right-of-way acquisitions with the landowners. Completion of the project is anticipated in 3Q 2014.	\$6,664,700	\$78,975	Dave Loseman (CD)	City Employee	Blue Sky Engineering	9/2012	8/2014	65% (design); 0% (construction)
	Photovoltaic Solar Panel System - The City entered into a power purchase agreement with Main Street Power for the installation of photovoltaic solar panels on four facilities. Pursuant to this agreement, the City needs to set aside the first six years of energy purchase funds as a guarantee to Main Street Power and their financiers that they will be receiving the income stream from the City's energy payments. At the conclusion of the six-year period, should the City decide to exercise the option to purchase the system, these funds could be utilized towards that purchase.	As of December 30, 2009, all solar energy systems were installed and producing energy at City Park Recreation Center, Westview Recreation Center, the Public Safety Center and the Municipal Service Center. No expenditures have been made to date, as these funds serve as an energy payment "guarantee" as discussed in the project description.	\$110,000	\$0	Jerry Cinkosky (GS)	City Employee	Main Street Power / Simple Solar	7/2009	12/2009 (funding will stay in place until 2015)	100%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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▶	Railroad Crossing Surface Replacement Program - This program will replace railroad crossing surfaces at several crossing locations throughout the City with concrete crossing pad materials. These crossings are rated poor to very poor. The program is proposed to be funded over several years.	Staff has made numerous attempts to obtain quotation and a contract for replacement of the Bradburn Boulevard crossing surface in 2013. No formal agreement is in hand, but BNSF Staff has verbally agreed to perform the work prior to commencement of the 72nd Avenue and Little Dry Creek bridge replacement project in an effort to avoid conflict in traffic control and lessen construction impacts on the neighborhood. City Staff will continue to push BNSF for a contract and replacement of this crossing.	\$207,507	\$119,411	Dave Cantu (PW&U)	City Employee	BNSF Railroad	1/2011	12/2013	50%
▶	Railroad Quiet Zone Study - This project will provide funds to conduct a quiet zone study associated with the FasTracks commuter rail project.	The Regional Transportation District (RTD) will not commence the preparation of a quiet zone study until revenue is identified to fund the future extension of the Northwest Rail Line. The U.S. 36 Mayors and Commissioners Coalition is exploring legislative and potential funding strategies to realize quiet zones in advance of the Northwest Commuter Rail Line. Staff is preparing to conduct a cooperative quiet zone assessment with neighboring communities on the corridor. A scope of work and cost estimate has been received. Staff is waiting for other communities to decide whether or not they would like to participate in the assessment. Negotiating a contract will be the next step.	\$100,000	\$0	Dave Downing (CD) Aric Otzelberger (CMO)	City Employee	Felsburg Holt and Ullevig	1/2008	6/2014	5%
▶	Recycling Drop-Off Location - This project will fund improvements at an existing City facility to create one consolidated, staffed, community recycling drop-off location. Pavement, fencing and other on-site improvements will be necessary after a specific site is vetted and chosen.	Staff is currently negotiating a contract with Hangar41 to complete site drawings. Also, Staff is coordinating this project with construction plans and timing for the 72nd Avenue Bridge Replacement project.	\$180,000	\$0	Harlow-Schalk (GS)	City Employee	Hangar41	1/2013	TBD	5%
	Revegetation of Sisters of the New Covenant Open Space Property - This project account is to help fund the revegetation and restoration of the recently-acquired 25.49-acre Sisters of the New Covenant open space property located at 100th Avenue and Alkire Street.	Staff is still working with the State of Colorado regarding the reimbursement towards the acquisition of this property. Once these funds are received, Staff will bid out the revegetation work. The work should take approximately two growing seasons to complete.	\$88,000	\$0	Heather Cronenberg (CD)	City Employee	N/A	1/2013	1/2015	0%
TO BE CLOSED	Savory Farms Open Space Rehabilitation - This project will fund the engineering, design and construction of improvements at the 8.1-acre Savory Farm Open Space. Improvements include extensive earthwork to redistribute the existing soil stockpile on-site, a 22-vehicle asphalt parking lot, 1 mile of concrete trails, wood open space fencing and re-vegetation.	Construction for the project is complete. The Contractor will continue to maintain the revegetated area with a series of mowings in 2013. Overall, a total of five construction change orders were processed for this project; the total amount of all construction change orders is \$27,299 to date. All of these change orders were within the scope of the project, did not require Council action for approval pursuant to WMC and were only necessary due to unforeseen conditions or variations in project quantities from that shown in the design documents. This project was partially funded with a \$232,000 Adams County Open Space Grant.	\$355,632	\$348,402	Sarah Washburn (PR&L)	City Employee	ECI Site Construction Management, Inc.	7/2011	10/2012	100%
▶	Shoenberg Farm Restoration - This project will help facilitate the acquisition of historic properties located at the former Shoenberg Farm site by commercial and non-profit users. The project will also help fund and facilitate rehabilitation of the concrete silo.	City received a \$169,000 grant from State Historical Fund for structural and exterior rehabilitation on the milk house. Construction is planned to commence in June 2013.	\$1,426,676	\$1,126,202	Tony Chacon (CD)	City Employee	TBD	3/2012	12/2013	75%

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▶	South Westminster Transit-Oriented Development - This design project will assist with the redevelopment projects and land acquisitions necessary to assist the forward movement of the FasTracks efforts for the Westminster Station near 71st Avenue and Irving Street, along with the development of the surrounding area. This project includes investments in station infrastructure, both north and south sides, along with the parking structure.	Refinement of the Westminster Station Area Plan continues. Property acquisition, along with planning and coordination activities with Denver Transit Partners (DTP), will be the focus of efforts in 2013. DTP will begin demolition of a building at the proposed station tunnel site in July 2013, followed by extensive utility relocation work west of Federal Boulevard.	\$9,332,815	\$5,067,476	Steve Baumann (CD)	City Employee	IBI Group / Van Meter, Williams, Pollack	12/2008	TBD	75% (design and land purchase); 0% construction
▶	South Westminster Transit-Oriented Development Roadway Improvements - This project will assist with the roadway improvements needed around Westminster Station and the City-proposed parking structure near 71st Avenue and Irving Street. The project funding is from the City's share of Adams County road tax revenues.	Work on the final design of Hooker Street, Westminster Station Drive, and the two primary accesses to Westminster Station is underway. Staff is coordinating this design with design work on the north plaza with the RTD design team. Submittals to RTD will be made in 2013.	\$553,839	\$271,467	Steve Baumann (CD)	City Employee	Martin/Martin	8/2010	12/2016	75% (Phase 1 design); 0% (construction)
TO BE CLOSED	Storage Area Network (SAN) Replacement - The SAN is a vital component in the City technology infrastructure that has allowed the City to virtualize over 100 servers and workstations, reducing costs and energy consumption. This project will provide the opportunity to expand the capacity of the SAN in order to meet current and projected storage capacity requirements for departments and City employees.	The Storage Area Network has been purchased, installed and is now operational. There are no additional costs associated with this project and the account can be closed. The project is complete.	\$256,000	\$256,000	Scott Rope (IT)	City Employee	N/A	1/2013	4/2013	100%
▶	Street Lights Standards Study - This project will fund a study to develop street lighting spacing standards for the City. Additionally, if funding permits, an initial street lighting technology review would be included in this study (the possibility of placing solar on each street light to take them off of the electrical grid).	A field inspection/feedback event occurred in late 2012, along with other study efforts. The results of the field inspection event and the proposed street lighting standards were presented to City Council on March 18, 2013. The study is 95% complete and should be completed by the end of May.	\$60,000	\$53,239	Mike Normandin (CD) / Ben Goldstein (CMO)	City Employee	Clanton and Associates, Inc.	8/2011	5/2013	95%
▶	Swim and Fitness Center Renovation - Funded in part by the 2007 POST bond issue, this project is for the renovation of the Swim and Fitness Center to include enhancements to the locker room and aquatics area, as well as the installation of an outside play area.	The second year of operation for the renovated facility has started. The splash pad equipment has been repaired and installed. The splash equipment will be started prior to SFC's first event in May. Renovation of the facility of still under warranty until March 2014.	\$2,041,533	\$1,977,734	Kathy Piper (PR&L) / Peggy Bocard (PR&L)	City Employee	Sink Combs Dethlefs / Dohn Construction	2/2009	5/2012	100%
▶	Teleworks Upgrade - This project is funded by both the General and Utility Funds. The City uses Teleworks to give citizens and businesses access to account information and to make payments in real-time. This upgrade will keep the current system under maintenance and receiving enhancements. This upgrade will also give the City the ability to interface with the Building Permit System and with the Court's Jury Plus System, allowing citizens and businesses to access their information and make payments through the phone.	AlertWorks is currently in production and is used by Municipal Court to remind jurors of their jury duty that week. Utility Works is currently in production. Staff is currently working with Teleworks and Accela on Building Works. Due to delays in working with Accela, this project will extend into 2013 as Staff completes work on Building Works.	\$166,000	\$127,775	Art Rea (IT)	City Employee	Teleworks	2/2011	11/2013	85%
▶	UPS Replacement/IT Server Room - The centralized Uninterruptible Power Supply (UPS) located at City Hall is a key component in providing City systems availability. The current unit was installed in 1994 and has been in operation for over 18 years. Normal lifespan of a UPS is typically 8-10 years. These funds will replace this unit and ensure dependability of this critical device.	The project will begin in 3Q 2013 depending on Staff availability and coordination with vendors. Staff estimates the project will take approximately two months to complete.	\$35,000	\$0	Scott Rope (IT)	City Employee	TBD	7/2013	9/2013	0%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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NEW	U.S. 36 Bikeway Underpass at 92nd Avenue - As part of the Colorado Department of Transportation's (CDOT) U.S. 36 Managed Lanes Project, CDOT will construct a bikeway parallel to the highway for the length of the project. Once Phase I and Phase II of the project are complete, this bikeway will run from roughly Pecos Street/Federal Boulevard in Westminster to Table Mesa in Boulder. The original project design contained an at-grade crossing of 92nd Avenue adjacent to the Westminster Urban Reinvestment Project (WURP) site. In order to improve safety and decrease travel time for citizens and commuters, the City proposed installing an underpass at 92nd Avenue for the bikeway. CDOT and its contractor examined the feasibility and have agreed to construct the underpass, provided the City provides a portion of the funding needed for the project (50%).	Design of this underpass is 65% complete with construction anticipated in 3Q 2013 as part of the US36 Managed Lanes Project.	\$250,000	\$0	Dave Loseman (CD)	Colorado Department of Transportation	Ames/Granite	2/2013	8/2013	65% design; 0% construction
▶	U.S. 36 Bus Kiosks Local Match - This project represents the City's share of the corridor-wide FASTER grant award through CDOT for U.S. 36 Bus Kiosks. Per the grant proposal, 14 kiosks will be installed along the U.S. 36 corridor, totaling \$781,000. Two kiosks will be installed at each park n ride along the corridor. These kiosks will allow more convenient payment for commuters and will help decrease travel time along the corridor, as the kiosks will eliminate some cash transactions between the driver and commuters.	The installation of the bus kiosks is not yet programmed by the contractor, but it is anticipated that these will be installed in 2014 in coordination with activities on the U.S. 36 Managed Lanes project.	\$44,630	\$0	Dave Loseman (CD)	City Employee	Ames/Granite	4/2012	4/2014	0%
▶	U.S. 36 Pedestrian Box Widening - Shops at Walnut Creek - This project is related to the U.S. 36 Managed Lanes project. Per a previous intergovernmental agreement (IGA) with CDOT, the City is obligated to lengthen the existing underpass that connects the Westminster Promenade to The Shops at Walnut Creek. The IGA was signed when the bridge was originally constructed. Per negotiations with CDOT, the City's total cost of this project is \$855,373. An additional \$467,000 will be needed in future years. The City will pay project costs to CDOT in three installments spread out over three years.	The widening of this bridge has begun as part of the U.S. 36 Managed Lanes Project. Construction completion for this structure is anticipated in 3Q 2013. The City has entered into an IGA with CDOT, which identifies a payment schedule in 2013, 2014 and 2015 for the total City obligation of \$855,373. The City's 2013 payment will be made in 2Q 2013.	\$389,000	\$0	Dave Loseman (CD)	City Employee	Ames/Granite	1/2013	9/2013	50%
▶	Wellness Clinic - This project will retrofit space in City Park Fitness Center for the new employee Wellness Clinic opening January 2013. Funds from the City's Medical/Dental Fund will pay for moving existing tenants out (IT with the disaster recovery room and PR&L programming that includes two massage rooms and one office with storage space), retrofitting the new space, and tenant improvements for the Wellness Clinic. Costs include fixtures, furniture and equipment for new clinic.	Relocation of the IT Disaster Recovery site is complete. Remodeling work at City Park Fitness Center was completed in mid-December 2012. Construction of new pump house/recreation storage facility will begin in June 2013. This project should take one month to complete.	\$300,000	\$193,170	Jerry Cinkosky (GS) / Brian Grucelski (GS)	City Employee	Sand Construction	8/2012	7/2013	90%
	Westminster Urban Reinvestment Project (WURP) - Capital Reserve Account - This funding is set aside as a contingency measure should the City need to complete payment on the Sears note due in February 2014. While the plan remains to have a developer on board assuming the note for the WURP site by that time, it is prudent to develop a contingency plan should unforeseen delays be experienced.	City Council appropriated funds into this account as part of the 2011 carryover process.	\$2,036,000	\$0	Steve Smithers (CMO)	City Employee	N/A	8/2012	12/2013	0%
UTILITY FUND CAPITAL IMPROVEMENTS (WATER, WASTEWATER AND STORMWATER)										
NEW	72nd Avenue and Bradburn Boulevard Sewer Relocation - As part of the continuing effort to revitalize the south Westminster area, this project will replace the existing concrete culvert that carries 72nd Avenue and its intersection with Raleigh Street over Little Dry Creek. Sewer improvements will be constructed in concert with the 72nd Avenue bridge replacement project to replace aged pipelines and to improve hydraulic capacity. Nearly 3,000 feet of large-diameter sewer main will be replaced as part of this project.	Staff coordinated water and wastewater utilities relocation and improvements as part of the 72nd Avenue Bridge Replacement Project. The project is now in final design phase. Design will be completed in May 2013 and construction will commence in fall 2013 or early 2014.	\$450,000	\$0	Mike Wong (PW&U)	City Employee	Jacobs Engineering Group, Inc.	4/2012	3/2014	70% design; 0% construction

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▶	78th Avenue and Stuart Place Sewer Line Replacement - This project includes the replacement of approximately 2,400 linear feet of sanitary sewer pipe that is either undersized or contains sags or other serious defects that affect the operations and/or maintenance of the pipeline, along with the replacement of several manholes. This work will be done in conjunction with the waterline replacement and street repaving.	This project is complete and in the warranty period. Reseeding of the staging area will be completed in spring 2013.	\$650,000	\$613,299	Mike Wong (PW&U)	City Employee	J&T Consulting, Inc. Brannan Construction	3/2012	11/2012	100%
▶	78th Avenue and Stuart Place Water Line Replacement - This project included the replacement of approximately 2,700 feet of waterline due to pipe size, pipe age and significant break history to improve service, pressure and/or fire flow capacity. This work will be done in conjunction with the sewer line replacement and street repaving.	This project is complete and in the warranty period. Reseeding of the staging area will be completed in spring 2013.	\$600,000	\$543,778	Mike Wong (PW&U)	City Employee	J&T Consulting, Inc. Brannan Construction	3/2012	11/2012	100%
NEW	80th Avenue and Clay Lift Station Elimination - Retiring or replacing the existing station is necessary because its components have reached the end of their useful life and are out of compliance with current safety standards and electrical codes. Based on a study completed by the City in 2011, the lift station can either be replaced or eliminated by re-directing its sewer flows to the Crestview Water and Sanitation District sewer system. The most cost-effective approach will be confirmed during the design phase of this project. Construction is anticipated in 2014.	Staff is finalizing the details for negotiation with Crestview Water and Sanitation District for elimination of the lift station. Additional calculations have included future flows from proposed redevelopment near the existing lift station.	\$250,000	\$0	Mike Wong (PW&U)	City Employee	Stantec	1/2013	1/2015	5%
▶	87th and Wadsworth Lift Station Replacement - The existing lift station was built in 1992. This project will construct a larger wet well, install parallel force mains, improve mechanical and electrical equipment and stand-by power. These improvements will improve functionality and help mitigate the risk of sewage overflows.	The new lift station design is complete and a contractor has been selected for construction, which is scheduled to begin in May 2013. The preferred site for the new lift station, selected through an alternatives study, is located west of Wadsworth Parkway at approximately 87th Avenue, directly across Wadsworth Parkway from the existing site. Possession and use of the required land has been obtained and the final settlement amount is currently being negotiated.	\$ 4,000,000	\$397,131	Dan Strietelmeier (PW&U)	City Employee	RN Civil Construction Carollo Engineers, Inc. Western States Land Services, Inc. Clayton and Company, Inc.,	3/2011	5/2014	100% (design); 0% construction
NEW	95th Avenue and Federal Boulevard Lift Station Remodel Project - This project will remodel the lift station and its pumps to improve its performance and to enhance safety and reliability. In addition, this project will include construction of improvements to better protect the lift station from possible vehicular damage.	This project is anticipated to commence in May 2013.	\$500,000	\$0	Mike Wong (PW&U)	City Employee	TBD	5/2013	01/2014	0%
NEW	Backwash Reclaimed Pump Station Repair and Replacement - This project involves the replacement of the station piping, valving and instrumentation at Semper Water Treatment Facility's backwash reclaimed pump station. Also included is replacing various pipeline connections. The project is necessary for maintaining safe and reliable operations at the facility.	Staff has refined the scope and schedule constraints associated with this project and prepared a Request for Proposals for the design. A contract is anticipated in the summer/early fall of 2013.	\$250,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	1/2013	12/2014	5%
▶	Big Dry Creek Waste Water Treatment Facility Improvements - This project will implement redundant electrical power to the UV process and the influent pump station. Funds will also be used to install a vehicle wash station, which will be used primarily by biosolids applicator vehicles.	Formal project scoping for the development of the engineering Request for Proposals (RFP) has begun. The RFP is scheduled to be issued in 2Q 2013. Construction of all improvements is anticipated to be completed by the end of 2014.	\$230,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	10/2012	12/2014	0%

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	Big Dry Creek Waste Water Treatment Facility: Solids Processing and Handling Improvements - Due to new plant operations and an unforeseeable increase in the viscosity of solids flow streams, current conditions at the plant have led to bottlenecks and plugging in the facility piping. This project will systematically evaluate current conditions and design appropriate system modifications to provide safe, stable and sustainable long-term treatment operations.	Improvements have been installed and are complete. The project is under warranty. Overall, one change order was processed for this project in the amount of \$2,460. This change order was within the scope of the project, did not require Council action for approval pursuant to WMC and was only necessary due to unforeseen conditions encountered during the completion of the project.	\$824,773	\$824,773	Kent Brugler (PW&U)	City Employee	Black and Veatch (engineering); Velocity Constructors, Inc. (Contractor)	6/2010	8/2012	100%
NEW	Big Dry Creek Wastewater Treatment Facility Boiler Replacement - This project involves replacing the existing boilers with new higher efficiency models. This project is necessary to maintain treatment capabilities at the plant and to remain in compliance with State and Federal regulations.	Staff has refined the scope and schedule constraints associated with this project and prepared a Request for Proposals for the design. A contract is anticipated in the fall of 2013.	\$900,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	1/2013	12/2014	5%
TO BE CLOSED	Big Dry Creek Wastewater Treatment Facility Capacity Analysis - This project will fund an evaluation of the treatment capacity of the Big Dry Creek Wastewater Treatment Facility. The influent waste water strength (also known as organic loading) has recently exceeded 80% of the State permitted capacity of the plant. Organic loadings at this level are a key regulatory trigger point that requires planning for re-rating the capacity of the plant and/or possible expansion of specific facility processes.	The project is complete and the final report has been issued. The Colorado Department of Public Health and Environment approved the findings of the report and granted a 20% increase in the plant's rated capacity. This allows the plant to remain in compliance with its discharge permit.	\$192,335	\$161,574	Kent Brugler (PW&U)	City Employee	Black and Veatch	6/2011	7/2012	100%
NEW	Big Dry Creek Wastewater Treatment Facility Electrical Equipment Replacement - The focus of this project is the assessment, repair and/or replacement of key electrical and instrumentation facilities throughout the complex that did not require replacement during the last expansion project. Electrical facilities that will be addressed include transformers, fiber optic control systems, and primary electrical feed equipment used to power the campus.	Staff has refined the scope and schedule constraints associated with this project and prepared a Request for Proposals for the design. A contract is anticipated in the summer/early fall of 2013.	\$795,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	1/2013	12/2014	5%
▶	Brighton Ditch Enlargement - This project is part of the City's Comprehensive Water Supply Plan (CWSP) - Wattenberg Gravel Lakes project, which will be a series of lined reservoirs adjacent to the South Platte River in southern Weld County. This specific project will provide for study, design and construction of an enlargement of the Brighton Ditch, which diverts water from the South Platte River. This added capacity will be used to divert Westminster's water from the South Platte into storage at Wattenberg Gravel Lakes. This project will also fund any necessary permitting.	Staff has conducted a needs assessment and is continuing to evaluate the options to best address the City's long term water storage needs. This project will be considered in the upcoming Raw Water Master Plan to ensure that the options considered provide sufficient flexibility and storage to meet build out needs.	\$900,000	\$0	Sharon Williams (PWU)	City Employee	Slattery & Hendrix Engineering, LLC.	4/2011	6/2014	100% (Needs Assessment Study); 0% (design and construction)
▶	Brookhill/Vance Street Water Main Replacement - This project will replace old water lines near the apartment complex located just off Vance Street, south of 92nd Avenue and north of 90th Avenue. In addition, this project will replace old water lines within the Brookhill Shopping Center. Both of these areas have a significant pipe break history.	Engineering design commenced in April 2012. The project was delayed at the property owner's request and is scheduled to be constructed in the summer of 2013.	\$1,107,510	\$70,004	Mike Wong (PWU)	City Employee	Jacobs Engineering Group, Inc.	12/2011	6/2013	100% (design); 0% construction
	Comprehensive Water Supply Plan (CWSP) - South Westminster Non-Potable System - This project consists of pursuing the development of non-potable water sources for irrigation purposes in the southern area of the City, which includes planning, design and construction of the system in conjunction with south Westminster development and redevelopment. The system would use sources of water that the City has rights to but cannot incorporate into the potable water system. The system would be separate and distinct from the City's Reclaimed Water System.	Staff is continuing to develop and scope a follow-up study to the URS feasibility report, which identified potential system demands, developed conceptual system infrastructure and provided "study-level" pre-design costs. The follow-up study will incorporate a broader master plan approach and assess potential water sources. It will also seek to enhance system design, develop better cost information and estimate the project schedule. This project will move forward in conjunction with other utility work in the South Westminster TOD area.	\$375,000	\$40,034	Sharon Williams (PWU)	City Employee	URS	5/2008	TBD	25% (study) 0% (design)

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
▶	Comprehensive Water Supply Plan (CWSP) - Standley Lake Bypass - This study will evaluate various alternatives for reducing vulnerability of the City's water supply system under certain emergency scenarios including drought, infrastructure failure, or water quality upsets. Final design and construction of the preferred alternative will commence following the study phase. Funding in future budget years will be needed to complete the project.	City Council provided direction to construct a new pipeline and engineering design is 50% complete. Pipeline construction will commence in 2014.	\$1,100,000	\$379,763	Stephanie Bleiker (PW&U)	City Employee	Hatch Mott MacDonald	3/2009	12/2013 (design); TBD (construction)	50% (design); 0% (construction)
	Comprehensive Water Supply Plan (CWSP) - Wattenberg Gravel Lakes Storage - In order to meet the City's build-out water demand, the City is pursuing construction of reservoirs from reclaimed gravel mines along the South Platte River near Wattenberg in Weld County. This project involves the mining company, Aggregate Industries, constructing water storage for Westminster as part of their mining reclamation plan. Westminster is responsible for constructing inlet and outlet facilities. The project is anticipated to take 17 years to complete.	Due to permitting issues and a drastically slowed construction environment, Staff negotiated new agreements with Aggregate Industries (AI) in 2008 with updated timelines and delivery dates for each component's completion. Staff also negotiated lease agreements with AI.	\$2,610,846	\$2,218,921	Sharon Williams (PWU)	City Employee	Aggregate Industries	1/2000	12/2017	15%
NEW	Croke Canal and Standley Lake Improvements - This project involves both formal inspections and follow-up repair work for these facilities. Costs for Standley Lake maintenance are coordinated and shared with members of the Standley Lake Operating Committee. Croke Canal improvements and repair work are anticipated to be a multi-year project beginning in 2013.	The Standley Lake Operating Committee (SLOC) along with its engineer, Ecological Resource Consultants, Inc. (ERC), are preparing for a State inspection of the Standley Lake facilities from the valve house to the intakes per Dam Safety requirements. Part of the preparation includes repairs to two 8-inch bypass pipelines within the valve shaft. The design of these repairs is being finalized by ERC and construction is planned for 2013.	\$220,000	\$85,751	Sharon Williams (PWU)	Ecological Resource Consultants, Inc.	Ecological Resource Consultants, Inc.	1/2013	TBD	5%
▶	England WTF Decommissioning - This project consists of demolishing and disposing of the former England Water Treatment Facility (WTF) buildings and structures in anticipation of development to the south Westminster corridor. Also, this project is related to the development of a south Westminster non-potable water system that may use this site.	The abatement process and demolition work is complete. Site vegetation will be restored when weather conditions are more suitable in 2Q 2013.	\$498,065	\$234,121	Stephanie Bleiker (PW&U)	City Employee	Farnsworth Group, Inc. / American Demolition	6/2011	5/2013	95%
▶	Lift Station Improvements (wastewater lifts) - This project consists of wet well lining, impeller replacements, spare pump purchases, access hatch replacements, emergency force main connections and preliminary investigation of emergency overflow connections to adjoining agencies' collection systems.	The 87th Avenue and Wadsworth Lift Station Replacement project was designed by Carollo. The project contract was approved and awarded to RN Civil. A pre-construction meeting is scheduled for May 16, 2013	\$385,567	\$315,071	Bob Booze (PW&U)	City Employee	Carollo RN Civil	4/2008	12/2013	75%
NEW	Little Dry Creek Interceptor Repair - Federal Boulevard and U.S. 36 Crossing - The existing pipeline will remain in place for redundancy in cases of emergency and/or maintenance activities. The new pipeline construction will involve tunneling under the highway to reduce costs and limit impacts to traffic. This project will increase hydraulic capacity and enhance the safety and reliability of the City's sewer service in the area.	The construction contract was approved by City Council in March 2013. Design effort will begin soon and construction is anticipated by 3Q 2013.	\$400,000	\$0	Andy Walsh (PW&U)	City Employee	Ames Granite Joint Venture	3/2013	12/2013	0%
▶	Little Dry Creek Regional Detention - This project is located between Federal and Lowell on the south side of the Burlington Northern Santa Fe (BNSF) railroad. This project will create a regional detention area to help facilitate the redevelopment of the TOD area north of the BNSF railroad between Federal and Lowell, south of 72nd Avenue. The project will also create an open space amenity for the neighborhood and the train station and surrounding area. The current estimated total project cost is \$9.1 million and is anticipated to be funded over several years.	The design team is in constant coordination with RTD/Denver Transit Partners, PW&U Staff for sewer relocation, Adams County, Urban Drainage and Flood Control District and the north plaza design team. Construction commenced in February 2013 with the first of three bores through the Federal Boulevard embankment for the sanitary sewers and the storm sewer. The Barnum Printing site General Contractor Demolition Bid has been advertised with bid opening planned for May 23rd, 2013. Barnum Printing site Environmental Consultant Proposal has been advertised with proposal evaluation planned for June 6th, 2013.	\$5,932,707	\$3,405,031	John Burke (CD)	City Employee	Muller Engineering	9/2009	12/2014	100% (preliminary design); 0% (final design)
	Lowell Boulevard Water Line - This project will replace approximately 1,750 feet of water main in Lowell Boulevard extended from 84th Avenue to Chestnut Lane. This segment of water line has experienced multiple waterline breaks in the past five years.	This project is complete and currently in a one year warranty period.	\$802,850	\$496,269	Mike Wong (PW&U)	City Employee	Burns & McDonnell	4/2011	6/2012	100%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
NEW	Municipal Service Center Gasoline Recovery Remediation Project - Starting in 1985, the City began remediation of gasoline that leaked into groundwater from tanks at the Municipal Service Center (MSC). Recent testing indicated the continued presence of gasoline in the groundwater. As part of ongoing plans to remediate this problem, more monitoring wells and pilot testing equipment will be designed and installed in 2013 with full-scale remediation equipment evaluated, designed and constructed in 2014.	Staff met with representatives from the State of Colorado's Oil and Public Safety (OPS) office on May 1 and received permission to decrease the number of sampling reports due to the State on this project. Staff was also authorized to research and put in place different remediation efforts than were originally planned for 2013. Staff is in the process of conducting research on these potential different approaches.	\$175,000	\$0	Martee Erichson (GS)	City Employee	TBD	1/2013	1/2015	5%
NEW	North Huron Lift Station Major Repair and Replacement - This project will replace electrical feed and communications equipment required to safely operate the facility including installation of two new variable frequency drives to Pumps No. 1 and 2 and replacement of the electrical, instrumentation and control panels.	This project will commence in May 2013.	\$213,000	\$0	Mike Wong (PW&U)	City Employee	TBD	5/2013	6/2014	0%
NEW	Northridge Water Storage Tank #3 - This project includes design and construction of a new 3 million gallon water storage tank near the existing Northridge Water Tanks. The project includes water distribution system improvements needed to allow sufficient flow of water between the City's tanks and its customers. The specific areas for water transmission main replacement and the alignment of the new water mains will be determined during the design phase of the project.	Staff has refined the scope associated with this project, will prepare a Request For Proposals for distribution and will request Council approval for the selected design firm in May 2013. A contract is expected by the end of 2Q 2013, with construction completion anticipated for the end of 2014.	\$5,800,000	\$0	Dan Strietelmeier (PW&U)	City Employee	TBD	5/2013	12/2014	5%
TO BE CLOSED	Pressure Relief Valve (PRV) Rehabilitation - PRVs are intended to control water system pressures and maintain safe pressures (less than 80 PSI) in the distribution system. This project is intended to return several PRV vaults to good working order and replace obsolete equipment with current, maintainable hardware.	The Home Farm PRV project is complete. The project can be closed.	\$275,000	\$179,375	Dan Strietelmeier (PW&U)	City Employee	J&T Consulting, Inc., Ricor, Inc.	1/2010	1/2012	100%
▶	Pressure Zone 12 Improvements - This project includes installation of pressure-reducing valves (PRVs) in the Arrowhead Subdivision. Correcting the high pressure currently experienced in the neighborhood will reduce pipe break frequency and help prolong the life of the existing pipeline.	A contractor has been selected for construction, which will commence in May 2013, with completion expected in July 2013.	\$900,000	\$85,475	Dan Strietelmeier (PW&U)	City Employee	Burns and McDonnell, Northern Colorado Constructors, Inc.	12/2011	7/2013	100% (design); 0% (construction)
NEW	Public Works and Utilities Department Workspace Renovation - This project includes a renovation to the Public Works and Utilities (PW&U) City Hall administrative offices to unite a majority of the Utilities Planning and Engineering (UPE) division staff in one location. The project includes the creation of office spaces and cubicles, a smaller storage room, and relocating the existing conference room to another space within the same department section of the building.	This project is substantially complete. New offices, cubicles, a small storage room and a larger conference room were created. Minor aesthetic components of the project will be completed in 2Q 2013.	\$100,000	\$61,802	Chris Gray (PW&U)	City Employee	Sand Construction Scott Communications	1/2013	6/2013	95%
▶	Quail Creek Channel Improvements - This project will rehabilitate the existing Quail Creek channel upstream of Huron Street to improve flow. The low slope of the existing channel has caused a standing water problem.	Project construction was completed during 3Q 2009. Some corrections and warranty work was necessary in 2010. Wetlands mitigation monitoring requirements for this project will extend into 2014 and the project will remain open to cover these expenses. The final wetlands monitoring payment has been made.	\$1,303,301	\$1,303,301	Steve Baumann (CD)	City Employee	Urban Drainage and Flood Control District / ICON Engineering / SaBell's Landscaping	10/2004	3/2010	100%
NEW	Ranch Creek at 120th Avenue and Federal Boulevard - This project will increase the size of the box culvert and also accommodate a pedestrian cell component into the design. Additionally, portions of the upstream and downstream sections Ranch Creek channel will be stabilized with this project. CDOT has scheduled the widening of 120th Avenue at this location in 2014. The Ranch Creek work needs to be done in advance of CDOT's project.	The pedestrian underpass is currently under design with construction anticipated for 2Q 2014. Adams County Open Space funds may be pursued to expand the scope of this project to add a pond, trailhead parking and trail at the northeast corner of the intersection.	\$121,000	\$0	Dave Loseman (CD)	City Employee	Felsburg, Holt & Ullevig	2/2013	4/2014	25% (design); 0% construction

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
NEW	Raw Water System Improvements (Study) - The purpose of the 2013 study is to evaluate the current condition of the two raw water pipelines that connect Standley Lake with the Semper Water Treatment Facility to develop a cost-effective approach to repairing, replacing, maintaining or improving these important infrastructure components. This project also includes an analysis of the City's raw water pump station that conveys flows to the water treatment facilities during times when Standley Lake water levels are low. The station is nearing the end of its useful life and this project will help determine the most cost-effective way to repair, replace, or improve its operations and performance.	This project is scheduled to commence 1Q 2014.	\$200,000	\$0	Stephanie Bleiker (PW&U)	City Employee	TBD	1/2014	TBD	0%
▶	Raw Water System Infrastructure Master Plan - This project will inventory and provide assessments of structures, facilities, and other components of the raw water delivery and storage system while identifying vulnerabilities in the existing system. The master plan will also recommend improvements to the system. Some of the items to be included in the assessment are stream by-pass structures, sampling stations, SCADA software systems and hardware.	Formal study efforts are scheduled to commence 1Q 2014.	\$325,000	\$0	Stephanie Bleiker (PW&U)	City Employee	Hatch Mott MacDonald	10/2012	TBD	10% (study-scoping)
▶	Reclaimed Water Salinity Projects - This project will provide funds to implement a management plan to assist reclaimed water customers and City Staff is dealing with issues related to salinity in landscaping at reclaimed water customer sites. The project will also fund the implementation of efforts to prevent or mitigate the impacts of salinity in reclaimed water.	Many landscape issues that were originally thought to be due to salinity in the reclaimed water have been determined to have a variety of other causes. Staff will assess existing data to quantify the causes as well as the level of salinity in the City's reclaimed water, develop approaches to address these variables and work with customers to plan for successful landscapes. Staff will perform this assessment upon the completion of the Reclaimed Water System Infrastructure Master Plan, which will be initiated in 2013 to determine necessary system improvements.	\$300,000	\$198	Sharon Williams (PWU)	City Employee	TBD	4/2011	12/2014	100% (irrigation pressure at City Hall); 30% (salinity improvements)
	Reclaimed Water Treatment Facility Expansion - This project is to both expand the Reclaimed Water Treatment Facility and to build new influent storage and pumping for the facility. The facility needs to be expanded in order to meet customer demands currently being added to the system. Covered storage will replace existing uncovered ponds and a new pump station will deliver the stored water to the treatment facility. The project is partially bond-funded (issued in 2010).	All phases of this project are now complete and online. The project is in a one-year warranty period. The facility is successfully treating ever-increasing flows. The volumes of water treated in 2012 were the highest on record.	\$13,757,603	\$13,726,921	Kent Brugler (PW&U)	City Employee	Black and Veatch / Overland Contracting, Inc. / Moltz Construction	1/2009	8/2012	100%
▶	Reclaimed Water Treatment Facility (RWTF) - Sodium Hypochlorite Tank - This project involves the replacement of the liners of two existing steel sodium hypochlorite storage tanks in the facility, which are experiencing significant interior corrosion.	This project is complete and is in the warranty phase. Final payment will be completed in May 2013. Overall, one construction change order was processed for this project in the amount of \$2,417. This change order was within the scope of the project, did not require Council action for approval pursuant to WMC and was only necessary due to unforeseen conditions.	\$213,637	\$165,288	Kent Brugler (PW&U)	City Employee	Black & Veatch/ Glacier Construction Company, Inc.	8/2012	4/2013	100%
	Rocky Flats Wildlife Refuge - This project represents funds received from Kaiser Hill in 2006 as payment to the City for the Rocky Flats closure. These funds will be utilized for water quality monitoring purposes within and around Rocky Flats Wildlife Refuge.	A review of appropriate monitoring systems is in process by Standley Lake cities. No use of City funds has been necessary at this time.	\$100,000	\$0	Mike Happe (PW&U)	City Employee	TBD	6/2007	TBD	5%
▶	SCADA Enhancements - This project is to replace the existing Supervisory Control and Data Acquisitions (SCADA) system with a new system that is consistent with present-day technology. Other improvements include providing enhanced communications and additional alarms for detecting water on the floor, door entry, building temperature, smoke detection, flood warning and vibration monitoring. Phase 2 of this project is the replacement of the aging access control and video monitoring systems at the two water treatment facilities.	Replacement of the access control and video systems has been initiated and installation is being completed in-house. Updated video equipment and other items were purchased. Installation of all components is proceeding building by building via in-house Staff.	\$1,671,500	\$1,424,734	Tom Settle (PW&U)	City Employee	TBD	7/2008	12/2013 (Phase 2 Access Control)	30% (Phase 2 Access Control)

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS	START DATE	PROJECTED COMPLETION DATE	% COMPLETE
NEW	Semper Water Treatment Facility Rapid Mixer #1 Repair and Replacement - This project focuses on the large diameter valves and piping adjacent to the Rapid Mix Chamber Number 1. These valves are showing signs of deterioration and are located in an area currently difficult to access. This project includes replacement of the valves and piping and construction of a new concrete vault to provide improved access for operations, maintenance and repairs.	Staff has refined the scope and schedule constraints associated with this project and have prepared a Request for Proposals for the design. A contract is anticipated in 3Q 2013.	\$580,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	9/2013	12/2014	5%
▶	Silo Pump Station Header Replacement - This project involves the replacement of the suction and discharge headers in the Silo Booster Pump Station. The major objectives of the project involve maintaining booster pump station services while the original suction and discharge headers are removed and replaced with new headers.	This project is complete and is in a warranty period. Overall, there was one construction change order processed for this project; the total amount of this construction change order was \$20,458. This change order was within the scope of the project, did not require Council action for approval pursuant to WMC and was only necessary due to unforeseen conditions discovered during the project.	\$276,935	\$252,851	Stephanie Bleiker (PW&U)	City Employee	Aslan Construction, Inc.	8/2012	3/2013	100%
▶	South Westminster TOD Sewer Utilities - The primary project is the design and construction of the Little Dry Creek interceptor sewer relocation between Lowell Boulevard and Federal Boulevard and was initiated due to the RTD FasTracks project and the Little Dry Creek Park project. As a separate project, RTD is coordinating with the City to relocate roughly 2,000 ft. of the interceptor sewer east of Federal Boulevard and the City will pay for betterments associated with this relocation. RTD and the City are jointly working on acquiring easements in the TOD area for the relocation of sewers around the Westminster Station.	City Council approved the construction contract in March 2013. Construction began in April 2013 and is anticipated to be substantially complete by October 2013. A portion of the funding is to be used for betterments, which will be constructed by RTD over the next two years.	\$3,850,000	\$271,097	Andy Walsh (PW&U)	Edge Contracting, Inc. (construction) URS (construction management)	URS	11/2010	10/2013	100% design; 5% construction
NEW	South Westminster TOD Storm Sewer (North Plaza/Infrastructure) - This project provides funding for stormwater-related needs to meet desirable opening day access and operational requirements for Westminster Station as generally required by the intergovernmental agreement with the Regional Transportation District. The request will supplement and/or substitute for portions of a very basic first phase of work that would meet RTD's minimal requirements.	Planning and design continues for the storm drainage infrastructure that is part of the City's commitments to RTD for Westminster Station. This includes water quality enhancement facilities that will serve the larger, transit-oriented redevelopment area near the station.	\$635,000	\$0	Steve Baumann (CD)	City Employee	TBD	1/2013	1/2016	5% design
▶	Strasburg Natural Resources Farm Projects - This project will fund the evaluation and refurbishment/replacement of three wells and pump systems that provide water to two pivot irrigation systems at the Farm.	Preliminary work indicated that well replacement is preferred over well refurbishment. Zero proposals were received from four solicited contractors. Staff worked with the City Attorney's Office to refine the standard contract and is currently in negotiations with a service provider for design and construction.	\$50,000	\$0	Mike Wong (PW&U)	City Employee	Hemenway Groundwater Engineering	8/2012	9/2013	20%
▶	Sunset Ridge Lift Station Improvement - This project will provide traffic protection to the Sunset Ridge Lift Station along Federal Boulevard. There is currently a high risk of damage to the lift station from motor vehicles. This project would help to mitigate this risk.	Installation of a protective device for the lift station needs to be approved by CDOT. This project will be incorporated with the 95th Avenue and Federal Boulevard Lift Station remodel project (listed as a separate entry on this report) with project kick-off anticipated for May 2013.	\$50,000	\$0	Mike Wong (PW&U)	City Employee	TBD	5/2012	12/2013	5%
TO BE CLOSED	SWTF Administrative Building Roof Replacement - This project will fund the replacement of the roof at the Administrative Building at the Semper Water Treatment Facility. Due to age and condition, the roof is due for replacement.	This project was completed in December 2012. One change order of \$14,100 has been processed to date. The change order was within the scope of the project, did not require Council action for approval pursuant to WMC and addressed necessary improvements to the roof structure.	\$472,817	\$455,354	Mike Wong (PW&U)	City Employee	Garland Co.	7/2012	2/2013	100%
TO BE CLOSED	SWTF Electrical System Improvements - This project will improve the existing treatment processes at the Semper Water Treatment Facility (SWTF) by modifying or replacing the existing, outdated electrical controls. This project will update the system to current electrical code standards.	All work is complete and project can be closed.	\$150,000	\$142,697	Tom Settle (PW&U)	City Employee	City Staff	4/2008	12/2012	100%

CAPITAL IMPROVEMENT PROGRAM - MAJOR PROJECTS

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TO BE CLOSED	SWTF Filter Valve Replacement - This project is for major work at the Semper Water Treatment Facility (SWTF) that is integral to water treatment processes. This project will replace aging filter valves at the facility.	All work is complete and the project can be closed.	\$457,000	\$457,000	Tom Settle (PW&U)	City Employee	Internal	1/2011	3/2013	100%
▶	SWTF Lagoon Valve/Raw Water Pipe Abandonment - This project is for major work at the Semper Water Treatment Facility (SWTF) that is integral to water treatment processes. This project will fund the replacement of four existing telescoping valves associated with solids handling lagoons and repair work to areas of the concrete lagoon. This project will also fund the elimination and abandonment of the old raw water line on the SWTF site that used to connect to the abandoned England Water Treatment Facility.	Staff has refined the scope and schedule constraints associated with this project and have prepared a Request for Proposals for the design. A contract is anticipated in 3Q 2013. Construction is scheduled to be completed by the end of 2014.	\$250,000	\$0	Kent Brugler (PW&U)	City Employee	TBD	1/2013	12/2014	5%
▶	SWTF Process Improvements - This project is to implement an additional process in the water treatment process at the Semper Water Treatment Facility (SWTF) to improve the sedimentation and filtration processes. The project will also fund a variety of chemical addition process improvements to replace aging piping and pump systems.	Work to date has focused on chemical system rehabilitation, primarily replacement of aging chemical piping, valves and feed pump equipment.	\$300,000	\$121,030	Tom Settle (PW&U)	City Employee	AECOM / MRI/Internal	6/2010	12/2013	85%
TO BE CLOSED	SWTF Pumps: Variable Frequency Drives Addition - This project is for major work at the Semper Water Treatment Facility (SWTF) that is integral to water treatment processes. This project will install variable frequency drives to two existing pumps to add flexibility and increase efficiency of the station.	All physical work is completed and the project can be closed.	\$192,704	\$192,704	Tom Settle (PW&U)	City Employee	Eaton Corporation	2/2011	4/2013	100%
▶	Turnpike Water Main Replacement - The Turnpike Drive Waterline project includes replacement of old waterlines in Turnpike Drive from U.S. 36 to 80th Avenue, and in 80th Avenue to Tennyson Street. The new waterline replacement total project length is approximately 2,200 feet. The old waterline has a history of water breaks and the Turnpike Drive portion of the project is scheduled to be completed in advance of planned street improvements.	This project is complete and currently in the warranty period. Overall, a total of two construction change orders were processed for this project; the total amount of all construction change orders was \$1,077. The change orders were within the scope of the project, did not require Council action for approval pursuant to WMC and were only necessary due to unforeseen conditions or variations in project quantities from that shown in the design documents.	\$1,052,454	\$949,958	Dan Strietelmeier (PW&U)	City Employee	J&T Consulting, Inc., Brannan Construction Company	10/2011	7/2012	100%
NEW	Wandering View Pump Station Improvements - The Wandering View Pump Station has many components that have reached the end of their useful life. This project involves replacing these components and includes yard piping, valves and pump station structures, electrical connections and service equipment, and key instrumentation equipment used to safely operate the facility.	This project is anticipated to begin in the fall of 2013.	\$1,342,000	\$0	Dan Strietelmeier (PW&U)	City Employee	TBD	9/2013	TBD	0%
▶	Wandering View Water Tank Repair/Replacement - This project is intended to rehabilitate the Wandering View Water Tanks that require significant roof repairs to keep these storage tanks operational and within Colorado Department of Health and Environment (CDPHE) compliance.	Riley Industrial Services, Inc. began construction in April 2012 and is now approximately 65% complete, with project completion anticipated for 2Q 2013. Overall, a total of one construction change order has been processed for this project; the total amount of all construction change orders is \$39,892 to date. Council approved a construction change order on 12/10/12 for \$39,892 due to the 5%/10% or \$50,000 rule being hit and unforeseen conditions or variations in project quantities from that shown in the design documents.	\$3,399,782	\$1,809,644	Dan Strietelmeier (PW&U)	City Employee	Carollo Engineers, Inc. Riley Industrial Services, Inc.	9/2011	6/2013	100% (design); 65% (construction)
▶	Zone 4 System Improvements - This project consists of the design and construction of pipeline improvements to provide a redundant source of supply to the current Silo pump station located at approximately 90th Avenue and Wadsworth Boulevard and internal zone pipe improvements. The piping improvements will increase redundancy in this pressure zone as well as better regulate water system pressures to an acceptable standard.	Staff conducted a feasibility review and preliminary design report for alternatives to a new pump station. Results showed that a new pipeline from the Countryside neighborhood to the neighborhood adjacent to the southeast corner of Standley Lake was the most cost effective option. HDR Engineering, Inc. was awarded the design contract on August 13, 2012. Design is scheduled to be completed in May 2013 with construction commencing thereafter. Construction completion is anticipated for late 2014.	\$5,987,000	\$196,482	Kent Brugler (PW&U)	City Employee	ID Modeling, Inc. (Pre-Design) HDR Engineering, Inc. (Final Design)	9/2008	12/2014	90% (final design); 0% (construction)

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
GENERAL FUND CAPITAL IMPROVEMENTS							
▶	Adams County Open Space Land Acquisition - The project funds will be utilized for the acquisition of additional open space lands in Westminster. The funds are a portion of the open space sales tax revenue received from Adams County from the 2001 voter-approved tax.	These funds are used towards annual debt payment for the acquisition of Metzger Farm. This has not been processed yet.	\$276,185	\$0	Heather Cronenberg (CD)	City Employee	Various
▶	Arterial Roadway Rehabilitation and Improvements - This project is to supplement arterial street maintenance in the PW&U operating budget. Project funds will be used for improvements to existing pavement on major arterials to extend the life of the pavement and to offset repair costs. In addition to various resurfacing strategies, improvements include cracksealing, concrete replacement, re-striping of lane lines and new pavement marking installations.	The 2013 project consists of resurfacing the following roadways: Church Ranch Boulevard - Wadsworth Boulevard to U.S. 36, 104th Avenue - U.S. 36 to Sheridan Boulevard, and Huron Street - 128th Avenue to 144th Avenue. Resurfacing of Church Ranch will occur first and commence in early June 2013.	\$650,000	\$0	Rob Dinnel (PW&U)	City Employee	Cutler Repaving Inc.
▶	Aquatics Major Maintenance - This project provides dedicated funds for major repair and replacement of aquatics equipment at the City's pools. This equipment includes pool pumps, motors, heat exchangers, boilers and ozone equipment. The City operates indoor pools at City Park Recreation Center and at Swim and Fitness Recreation Center. The City operates an outdoor pool at Countryside.	This project has funded tile replacement around the pool edges and replacement of two circulation pumps at the Swim and Fitness Center. This project has also funded replacement of contact chambers for hot tub filter systems at City Park Recreation Center and Countryside Pool. Remaining 2013 available funds are earmarked for ongoing repair/replacement of major pool infrastructure and equipment at City Park Recreation Center, Swim and Fitness Center and Countryside Outdoor Pool.	\$134,173	\$35,250	Jerry Cinkosky (GS)	City Employee	Various
▶	BO&M Major Maintenance - This project is for major maintenance projects throughout City facilities. Emphasis is placed on needs identified by the Bornengineering facility needs assessment. \$250,000 of the total project is set aside as an "emergency reserve" for major, unanticipated needs.	Staff has replaced heat pumps at the Department of Corrections building (former Police Facility). Carpet replacement and office painting in individual offices in City Hall is on-going. Completion of this project is anticipated for December 2013. Following completion of this work, Staff will proceed with carpet replacement for common areas of City Hall. Staff is also proceeding with a project to address warping of window seals/panes on the east side of City Hall to prevent water infiltration in heavy rains. Staff is working on an RFP for engineering and design to build a new geothermal cooling system for City Hall. Another upcoming project is the replacement of the automatic entry doors at Irving Street Library.	\$1,082,473	\$61,096	Jerry Cinkosky (GS)	City Employee	Various
▶	Bridge/Pedestrian Railing Repainting Project - This project is for repainting railings along bridges, drainage ways and right of way walkways throughout the City. Staff has identified 11 bridge locations with railings and fencing over state highways and railroad overpasses throughout the City.	Remaining funds in this project can help address 136th Avenue/144th Avenue Bridge Railing Painting and Repairs.	\$40,836	\$0	Rob Dinnel (PW&U)	City Employee	Wiss, Janney, Elstner Associates, Inc. (WJE)
	Cash-In-Lieu for Park Acquisition and/or Open Space Purchases - These are funds collected from private developers in lieu of land dedications for park and open space areas. These funds may be utilized for either park or open space acquisitions.	Funds are being held for potential opportunities in the future.	\$159,940	\$0	Barbara Opie (CMO)	City Employee	N/A

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
NEW	<p>City Facility Energy Improvements - As part of the City's ongoing efforts to reduce energy consumption, this project funds the salary of the City's Energy and Facilities Project Coordinator, along with projects focused on reducing energy consumption. For the next several years, funds are directed at the acquisition of the photovoltaic panels (solar) on City Park Recreation Center, Westview Recreation Center, the Public Safety Center and the Municipal Service Center. Additionally, funds are budgeted for an alternative energy study to evaluate what options the City has in generating or using alternative energy on City owned lands.</p>	<p>An energy services company has been retained for several portions of this project including solar photovoltaic panel deployment, an alternative energy study and a Technical Energy Audit (TEA). These projects are currently being scoped. Study outcomes an audits will help guide future energy improvement efforts and projects.</p>	\$270,000	\$25,835	Tom Ochtera (GS)	City Employee	Ameresco
▶	<p>City Facility Parking Lot Maintenance - This project funds the program to maintain City facility parking lots on an on-going basis (crack sealing, seal coating, resurfacing and reconstruction).</p>	<p>Project funds for 2013 and 2014 are earmarked for the reconstruction of the Public Safety Center's secured parking lot. J & T Consulting, Inc. has been hired to provide engineering and consulting services.</p>	\$116,611	\$0	Rob Dinnel (PW&U)	City Employee	J & T Consulting Inc.
▶	<p>Community Enhancement Program (CEP) - These funds provide for a variety of projects throughout the Westminster community. Project accounts include Travelways, City Amenities, Neighborhood Enhancements, Contractual Maintenance, General Maintenance and Staffing. Project types can include gateways, medians, rights-of-way, street improvements, bridges, public art and lighting. The budget, actual spent and descriptions shown reflect capital projects exclusively and do not reflect staffing and contractual maintenance accounts. This is in order to give a clearer picture of non-operating items funded by CEP.</p>	<p>All new available capital funds in 2013 through 2015 will be used to fund committed architectural enhancements to the Sheridan Boulevard bridge as part of the U.S. 36 Managed Lanes project. Staff is working on prioritizing projects for the existing balance of capital funds in the CEP.</p>	\$1,256,318	\$0	Kathy Piper (PR&L)	City Employee	Various
▶	<p>Facelift Program - This program provides matching grants to qualifying commercial properties and/or businesses to improve the aesthetic appearance of the site and/or buildings. The grant is provided on a one-for-one dollar basis not to exceed \$5,000 and can be used for landscaping, painting, awnings and signage for facade improvements.</p>	<p>An application was sent to the new owner of the Westy restaurant on 72nd Avenue.</p>	\$36,857	\$0	Tony Chacon (CD)	City Employee	N/A
▶	<p>Facility and Infrastructure Stewardship - As a component of the Building Operations and Maintenance (BO&M) Major Maintenance CIP program, this project account will fund, when appropriate, all or part of the incremental cost for utilizing higher efficiency equipment or design in certain projects when a Life Cycle Cost Analysis shows long term savings to the City. The fund can only cover the cost of the upgrade, not the cost of the capital improvement itself.</p>	<p>Staff is continuously seeking opportunities for utilization of these funds. Two projects have been completed to date in 2012, including the Westview Recreation Center Gym Racquetball LED retrofit and installation of a solar powered weather station/irrigation controller at 93rd Avenue and Lowell Boulevard. Final project accounting still needs to be performed, so the account is not showing any expenditures yet. More projects are being investigated for 2013.</p>	\$234,731	\$0	Tom Ochtera (GS)	City Employee	Various
▶	<p>Fire Station Concrete and Asphalt Replacement Program - This project provides funding for on-going replacement of deteriorated concrete curb, gutter and sidewalk, along with asphalt paving adjacent to the six fire stations.</p>	<p>On March 18, City Council approved driveway replacement for Fire Station #4, which was included in the City's 2013 Concrete Replacement Program.</p>	\$29,802	\$0	Bill Work (FD)	City Employee	N/A
▶	<p>Fire Station Major Modifications - This ongoing project will fund necessary modifications that fall outside of the purview of Building Operations and Maintenance. This project covers all six fire stations, the training tower and the storage facility (Former Station #2).</p>	<p>Staff from Fire and General Services met in February 2013 to coordinate and prioritize Fire Station Major Modification projects. The primary project for 2013 is to purchase and install a washer/extractor and dryer for bunker gear at Fire Station #4.</p>	\$101,851	\$0	Bill Work (FD)	City Employee	Various

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

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	Geographic Information System - The GIS is the warehouse for geographic data, utility layout and the mapping that supports planning, record keeping and maintenance activities throughout the City. All but the very basic support for the GIS comes from the City's Capital Improvement Program.	In addition to day-to-day data maintenance, the development of GIS applications to streamline data usage, and training for GIS users, the GIS Section is developing and defining a strategy for presenting GIS maps online through hosted and local services. In 2013, activities will include expanding web-based maps and pursuing a more versatile system of subscribing to licenses from the City's primary outside service provider.	\$122,475	\$13,819	Steve Baumann (CD) / Dave Murray (CD)	City Employee	N/A
▶	Golf Course Improvements - These funds are for capital projects at the City's two golf courses, Legacy Ridge and The Heritage.	Heritage Clubhouse patio furniture has been delivered. Heritage Clubhouse completed purchase of a new pressure washer to clean golf carts. Irrigation mainline replacement at Legacy Ridge holes #5 and #6 has taken place. Staff is purchasing a used large area seeder to address the turf damage caused by on-going drought conditions. No 2013 expenditures are reflected in the account to date.	\$154,985	\$0	Peggy Boccard (PR&L)	City Employee	Various
▶	Greenbelt Drainage Improvements - This project provides funding for improvements along greenbelts and drainageways. These improvements may be caused by flooding or mandates for wetland mitigation/monitoring. This project also funds improvements to ditches that convey raw water to ponds and environmental repair to areas damaged by prairie dog colonies (including removal and re-seeding).	Wetland mitigation continues with water monitoring of the Big Dry Creek underpass at Wadsworth Boulevard. Additional channel clean up work is scheduled for Airport Creek north of 112th Avenue and the concrete drainageway channel south of 136th Avenue and west of Quails Crossing will continue to be maintained in 2013. Improvements to the Little Dry Creek drainageway east of Lowell Boulevard and the new bridge work at 72nd Avenue and Raleigh Street should improve the drainage clean up requirements of this corridor in the future.	\$116,644	\$4,786	Richard Dahl (PR&L)	City Employee	Various
▶	Historical Preservation Grants - This is a project for City-sponsored preservation projects. Most of these projects are grant funded, but the City must often up-front costs and then be reimbursed. This account provides the up-front funds.	The City has applied for a \$30,000 grant from State Historical Fund (SHF) to continue exterior improvements to Shoenberg Milk House. The grants will be announced in June/July 2013.	\$1	\$0	Tony Chacon (CD)	City Employee	Various
▶	Median Rehabilitation (Minor Median Maintenance) - This project rehabilitates and maintains medians throughout the City.	Staff has identified 104th Avenue medians for planting in 2013. Planting will be coordinated with the City's median maintenance contractor.	\$180,355	\$0	Kathy Piper (PR&L)	City Employee	TBD
▶	Microsoft Software Replacement - The City plans to upgrade Microsoft Office, Microsoft Exchange, Microsoft SharePoint and Microsoft Lync on a four year cycle. These software upgrades ensure ongoing support and security patch availability from Microsoft, provide users with more advanced features and improved application interface, and achieve and maintain document compatibility between all versions of Microsoft Office being used both internally and externally.	Microsoft Office 2013 has been deployed to approximately 90% of all City computers and laptops. Training for Office 2013 concluded the last week of April, 364 employees attended the training classes. IT and Training will bring in a Trainer in May to offer a 1-2 day refresher and answer questions that may have come up since the training. IT staff will begin looking at options for replacing or upgrading the City's email solution in 3Q or 4Q of 2013. The existing system is scheduled for replacement in 2014.	\$429,188	\$9,520	Scott Rope (IT)	City Employee	Microsoft
	Miscellaneous Community Development Construction Projects - This ongoing project will provide funding for the maintenance and repair of City-owned brick walls and wood fences, as well as minor construction and maintenance work within public rights-of-way and other public lands.	In the summer of 2012, funds from this project were used to perform maintenance improvements to a portion of the wall located along the south side of 120th Avenue at The Ranch Subdivision. Future phases of this wall rehabilitation will be implemented as sufficient funds are accrued in this project account.	\$27,158	\$0	Dave Downing (CD)	City Employee	Martin/Martin

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

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NEW	<p>New Bicycle Facilities - This project is aimed at implementing bicycle facilities identified in the 2030 Bicycle Master Plan developed in 2010. The project includes striping and signing of bike lanes on certain streets that are going to be resurfaced. Funds will also be utilized for signage and marking for other roadways that provide connections to existing bicycle facilities.</p>	<p>In 2013, Staff will stripe on-street bike lanes as part of the City's road resurfacing program. The streets scheduled for work in 2013 that will receive the bike lanes include Legacy Ridge Parkway from 104th Avenue to 112th Avenue, along with 132nd Avenue from Huron Street to Pecos Street.</p>	\$40,000	\$0	Mike Normandin (CD)	City Employee	Various
▶	<p>New Art Participation - This project serves as a "holding account" for developer contributions toward public art.</p>	<p>A new sculpture "Wild Ice" has been commissioned for the Westminster Promenade at the entrance to the Ice Centre. This will be installed during spring of 2013. A new sculpture will also be installed in Westmoor at the Trimble building and as a part of the Orchard Town Center apartment project.</p>	\$111,454	\$40,069	John Carpenter (CD)	City Employee	N/A
▶	<p>New Development Participation - This project funds the City's share of certain public improvements (e.g. the middle portion of arterial streets) installed by private developers.</p>	<p>In 2013, a Broomfield developer will perform a minor realignment of 108th Avenue at Simms Street to avoid conflict with an existing gas metering station located at the west leg of this intersection. Due to the City's desire to avoid an offset of 108th Avenue across Simms Street, the City's share of this expense has been previously budgeted in New Development Participation and will be paid early in 2014. If development plans for the LongsView apartment project, located at Federal Parkway and Zuni Street, are approved in 2013, City participation in the widening of Federal Parkway adjacent to this development would be paid out of this project as well.</p>	\$639,910	\$1,353	Dave Downing (CD)	Various Developers	N/A
▶	<p>Parks Renovation Program - This program funds improvement projects that are needed to update the safety and quality of Westminster parks.</p>	<p>The renovation of Torii Square Park is underway with completion anticipated in 2Q 2013. Countryside Park tennis court renovation is complete, including the court lighting. New railing around the City Park pavilion and lake has been installed. Design work for the grand stair case renovation at City Park is slated for 2013.</p>	\$1,631,372	\$58,223	Richard Dahl (PR&L)	City Employee	Various
▶	<p>Public Safety Facilities Major Maintenance (BO&M) - This project provides funds for major maintenance projects for the Public Safety Center and fire stations. Types of projects include both interior and exterior replacements and improvements, along with major mechanical (HVAC), plumbing and electrical work.</p>	<p>Replacements of bay door openers and tracks were completed in the sally port at the Public Safety Center. Major repairs were made to the vehicle lift system at the Public Safety Center's Crime Lab. Staff replaced vinyl tile in the report writing room with more durable ceramic tile. Staff is currently working on running electrical service to the outside of the building adjacent to the Police Department's negotiation trailer. Upcoming projects will include replacement of carpet in common areas of the Public Safety Center. Staff is also finalizing priority projects for fire stations. Staff will proceed with replacement of bay drains at Fire Station #2.</p>	\$216,114	\$39,740	Jerry Cinkosky (GS) / Tom Ochtera (GS)	City Employee	Various
▶	<p>Recreation Facility Improvements - This project funds projects at various recreation facilities to enhance guest experiences. Types of projects include replacements and upgrades to aquatics, weight rooms, cardiovascular equipment, etc.</p>	<p>Projects that have been completed include remodeling the classroom/catering room at the MAC, including removing the center cabinets and adding doors to/from the ballroom. Staff is in the process of reviewing inventory and improving the replacement plan for aging fitness equipment.</p>	\$887,146	\$3,705	Peggy Boccard (PR&L)	City Employee	Various

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

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▶	Recreation Facilities Major Maintenance (BO&M) - This project provides funds for timely repairs and maintenance of all recreation facilities. Priority projects will focus on needs identified through the Bornengineering facility needs assessment study.	Staff is in the process of completing a prioritization of future recreation facility capital projects. Construction of the pump house/storage facility at City Park is nearing completion. Upcoming projects for 2013 include replacement of cracked glass windows at City Park Recreation Center, facility adjustments associated with filter replacement at City Park Recreation Center and HVAC/roof replacement at Legacy Ridge Golf Course. The work at the golf course will occur late fall/early winter.	\$1,182,814	\$225,221	Jerry Cinkosky (GS)	City Employee	Various
▶	Standley Lake Regional Park Improvements - This project will fund improvements that upgrade, update or renovate existing facilities at the Standley Lake Regional Park.	The patrol boat replacement and garage storage building is complete, as is the installation of the security camera system. Staff is completing a dock replacement project.	\$307,172	\$56,079	Peggy Boccard (PRL)	City Employee	Various
	Sidewalk Connections - This project provides funding for the design and construction of "missing links" of sidewalks at various locations where private development is not anticipated in the foreseeable future.	During 2012, funds from this project were used to install very minor missing links of sidewalk and curb ramps throughout the City. No specific, significant use of the remaining funds is projected for 2013.	\$17,150	\$0	Dave Downing (CD)	City Employee	Various
▶	Small Business Assistance Program (Capital Grant Program) - This project provides financial assistance to encourage the growth of existing businesses in Westminster with 50 or fewer employees. The program is designed to pay for one-time project related costs. Qualifying projects include tangible asset costs, office furnishings, specialized equipment, software purchases, IT equipment, capital improvements and machinery.	So far in 2013, eight grant applications have been received and are under review, while two have been approved and paid. The total amount requested/approved to date is \$33,000, leaving a balance of \$7,000 for the year, provided all the pending applications are approved. Grants will help fund business start up and expansion costs, including remodeling work, HVAC improvements, furniture purchases and equipment.	\$40,000	\$8,468	Susan Grafton (CMO)	City Employee	N/A
▶	South Westminster Revitalization - These project funds are to be used in conjunction with planning, appraisals, and capital funding of redevelopment within the south Westminster area.	Staff is working with a consultant to develop design plans for Rodeo Market Park.	\$132,489	\$15,151	Tony Chacon (CD)	City Employee	Various
▶	Street Lighting Improvements - This project provides funding for the installation (by Xcel Energy) of isolated street lights in appropriate areas in response to citizen requests.	An additional street light has been installed on Turnpike Drive at Bradburn Boulevard near the US 36 bike trail at a cost of \$6,559. This new light provides enhanced safety and hopefully will help mitigate graffiti activity in this area.	\$8,319	\$8,319	Mike Normandin (CD)	Xcel Energy	Xcel Energy
▶	Traffic Signal System Improvements - This project provides funding for the design and installation of traffic signals at selected intersections and the installation of major traffic signal infrastructure improvements.	Atielah Construction completed replacing one third of the aging LED traffic signal displays at a cost of \$49,500. Last fall City Council approved a Federal grant and supplemental appropriation in the amount of \$265,000 for a new traffic signal at 112th Avenue and Front Range Community College that is currently in the design stage. Community Development in participation with Jefferson Academy Charter School is constructing a traffic signal at Wadsworth Boulevard and 99th Avenue utilizing funds from the Jefferson County School Land Dedication Account in the amount of \$14,825 that represents the City's share for one half of the total project cost with a quarterly supplemental appropriation submitted for 1Q 2013.	\$523,849	\$60,782	Mike Normandin (CD)	City Employee	W/L Contractors, Inc.; Atielah Construction
▶	Trail Development - This project provides funding to implement the trails master plan by developing trails throughout the City.	Engineering design and construction documentation is underway for the Tanglewood Creek Trail, a new segment of a regional trail in the I-25 corridor. Because Staff was successful in obtaining a \$434,000 Adams County Open Space Grant (Spring 2013) for construction of this trail, Staff will proceed with the bidding process and subsequent City Council recommendations. Construction commencement is anticipated for late 2013.	\$384,992	\$52,962	Sarah Washburn (PR&L)	City Employee	Goodland Construction / M&M Contractors, Inc.

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

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▶	Tree Mitigation - This project serves as a "holding account" for developer contributions toward landscaping requirements. These funds will be utilized throughout the City towards forestry projects, including tree replacement and new plantings as needed.	\$15,530 was expended in 2Q 2013 to purchase 140 replacement trees that will be planted by City crews in several parks throughout the City. Staff is putting together a bid to plant replacement trees in the medians on 104th Avenue east of Sheridan, Sheridan from 104th Avenue to 112th Avenue, 92nd Avenue west of US 36, Church Ranch Boulevard and Westminster Boulevard. This project is slated for completion by October 2013.	\$97,599	\$15,530	Richard Dahl (PR&L) / John Kasza (PR&L)	City Employee	N/A
	Underground Utility Lines - This project houses funds that are collected from private developers as "cash-in-lieu" payments for the underground relocation of overhead utilities adjacent to their sites. Xcel Energy will not perform these relocations for short lengths of lines. In such cases, funds are collected from the developers for future, longer projects.	There are no current projects in process at this time. Funds are being held for future project opportunities.	\$177,124	\$0	Dave Downing (CD)	Xcel Energy	Xcel Energy
▶	Westminster Sports Center - This project will fund major capital needs associated with the Westminster Sports Center. For 2013, the funds would allow the installation of replacement garage doors for the service entry at the facility. In 2014, funds would start accumulating for the replacement of indoor turf for the large field at the facility.	The \$20,000 in this account will be banked to accumulate funds to replace the synthetic turf on the indoor soccer fields. It is estimated that this will cost approximately \$80,000.	\$20,000	\$0	Sean Layfield (PR&L)	City Employee	TBD

UTILITY FUND CAPITAL IMPROVEMENTS (WATER, WASTEWATER AND STORMWATER)

▶	Big Dry Creek Waste Water Treatment Facility - Major Repair and Replacement - This project funds major repair and replacement needs associated with the Big Dry Creek Waste Water Treatment Facility that were not addressed as part of the recent major capital projects at the plant. This project will fund replacement of existing equipment that is integral to treatment processes, along with major site maintenance and facility work.	This account is currently funding a project to resolve water penetration issues that the BDCWWTF Administration Building experiences during heavy rain events. Staff has confirmed a waterproofing product will protect the building's exterior and prevent wind-driven rain from entering the building, potentially causing mold and other water damage. Testing is still being completed and will resume in the spring of 2013.	\$150,294	\$0	Tim Woodard (PW&U) Chris Gray (PW&U)	City Employee	J & T / Lillard & Clark / Keene
▶	Comprehensive Water Supply Plan (CWSP) - Water Supply Development - The purpose of this project is to replace the annual volume of water supply lost due to the elimination of the treated water contract with Thornton and to develop water supply to meet future water demand of the City at build-out. This includes purchasing additional water rights, expanding the reclaimed system, developing a non-potable water system for the southern portion of Westminster, optimizing the raw water system and increasing water conservation efforts.	The final Water Conservation Plan has been adopted by City Council and approved by the State. Staff continues to coordinate with Community Development to integrate water availability with land use planning as part of the update of the Comprehensive Land Use Plan (CLUP).	\$366,041	\$16,230	Mike Happe (PW&U) Sharon Williams (PW&U) Chris Gray (PW&U)	City Employee	Aquacraft, Inc.
▶	Gravel Lakes Facilities - Major Repair and Replacement - This ongoing project will provide funds for needs at the City's gravel lakes facilities, which were developed to operate a series of water right exchanges to provide additional water to, and to help protect the quality of, Standley Lake. Projects will include work at the Kershaw Ditch, Sheets Lake facilities, Jim Baker Reservoir and the West Gravel Lakes facilities.	This ongoing project is for work at the Kershaw Ditch and Sheets Lake facilities. The project involves repair and enhancement of the pump inlet and piping infrastructure between the lake and the pump station as well as modifications to the lake outlet to allow for appropriate operations. Additional work will occur at Jim Baker Reservoir including repair and replacement of outlet control and flow measuring and monitoring equipment. A site condition assessment is included as part of this work.	\$92,744	\$4,679	Sharon Williams (PW&U)	City Employee	Various
	Miscellaneous Stormwater Drainage Improvements - This project is intended to fund the design and construction of all types of drainage improvements on an ongoing basis.	Based on the remaining amount of funding in the miscellaneous stormwater account this year, Staff will investigate contracting for the design work for several projects that can be bid out for construction in 2014.	\$208,846	\$77,036	John Burke (CD)	City Employee	Various

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▶	NWTF Major Repair and Replacement - The Northwest Water Treatment Facility (NWTF) was placed into service in 2002. This ongoing project funds a variety of necessary building maintenance and repairs for items including HVAC components, emergency generator upkeep and maintenance of on-site pavement.	No funds have been expended from this project to date. Prioritization of projects will occur in the coming months.	\$314,000	\$0	Tom Settle (PW&U)	City Employee	TBD
	Ongoing Water System Modeling/Master Planning: Project Development/Prioritization - This project is part of overall modeling and master planning efforts. This project will select certain proposed projects from this modeling to receive a pre-design level of detail, including appropriate timing and implementation scheduling for these projects.	This project account will fund support of ongoing modeling efforts related to design, development and planning.	\$230,992	\$0	Andy Walsh (PWU)	City Employee	TBD
	Ongoing Water System Modeling/Master Planning: Transmission Mains and Pressure Zones - This project is part of overall modeling and master planning efforts. Computer modeling will be performed to provide a variety of design scenarios related to planned improvements throughout the City. Pressure zones throughout the City will also be examined and modeled.	This project account will fund support of ongoing modeling efforts related to design, development and planning.	\$250,000	\$0	Andy Walsh (PW&U)	City Employee	TBD
▶	Open Cut Water Line Replacements - This project is for the replacement of identified sections of water distribution system piping that has reached the end of its economic life. Locations are selected based on part pipe break history, anticipated changes in pressure zones, or coordination with other sewer line or street rehabilitation projects. Vulnerable pipes are identified based on age, pipe material, pressure and other criteria.	An open cut project to be funded from this account in 2013 is the 72nd Avenue and Bradburn Boulevard box culvert, utilities design and construction (water line replacement).	\$1,393,777	\$64,510	Kent Brugler (PW&U) / Dan Strietelmeier (PW&U)	City Employee	J&T Consulting, Inc. Brannan Construction
	Payment in Lieu of Use Tax - This item represents a payment from the City's Utility and Stormwater Funds to the City's Sales and Use Tax and Parks, Open Space and Trails (POST) Funds. Use taxes must be paid on materials used by contractors on projects conducted by all institutions, including governmental, religious and charitable organizations. This payment is calculated based on estimated construction materials used in projects undertaken by the Utility and Stormwater Funds, calculated at the 3.85% use tax rate.	These payments are being made on a monthly basis from the Water, Wastewater and Stormwater funds to the City's Sales and Use Tax and Parks, Open Space and Trails funds. For all three funds combined, the total monthly payment is approximately \$23,750.	\$285,000	\$95,000	Barbara Opie (CMO)	City Employee	N/A
▶	Pump Station Improvements - This ongoing project allows for the general replacement of pump station mechanical, electrical and process equipment on an as-needed or on-condition basis.	These accounts are currently funding a variety of improvement projects. Relocation of an emergency stand-by generator from the Semper Water Treatment Plant to the Silo pump station is complete. Project funding will also replace the main entrance of the Wandering View Pump Station, which will include setting it back from the street to improve safety upon completion of the tank painting project.	\$766,602	\$7,700	Tom Settle (PW&U)	City Employee	Various
NEW	Pump Stations Piping and Yard Structures Repair and Replacement - This project includes routine repairs and equipment replacement at the Northridge, Silo, Countryside, and Jim Baker Reservoir pump stations. Also planned are improvements to electrical components at the Silo and Countryside stations to enhance safety and reliability and to allow for quick connections to trailer-mounted emergency generators.	This project is anticipated to begin in the fall of 2013.	\$246,000	\$0	Dan Strietelmeier (PW&U)	City Employee	TBD
▶	Reclaimed Water Distribution System Improvements - This project is for the design of improvements to the reclaimed water distribution system. These improvements will upgrade the distribution system to meet current and future demands. This project will also provide new customers with reclaimed water service and improved service to existing customers.	Staff continues to work with property owners to develop an interest in connecting to the reclaimed water system. A Reclaimed Water System Infrastructure Master Plan will be initiated in 2013 to determine necessary system improvements. This account will fund the identified implementation projects.	\$1,868,751	\$2,510	Sharon Williams (PW&U)	City Employee	Various

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	RWTF - Major Repair and Replacement - This ongoing project is for the maintenance and upkeep of the Reclaimed Water Treatment Facility (RWTF). Types of individual projects will include painting, mechanical equipment and pump replacement, electrical equipment maintenance and replacement, general building maintenance, and roofing replacement and repairs.	Staff is in the process of performing some concrete work at the facility. Other repairs will be completed as needed.	\$143,209	\$7,620	Tim Woodard (PW&U)	City Employee	Various
▶	Sanitary Sewer Line Trenchless Rehabilitation - This project will provide funds for the repair of deteriorated local sanitary sewer lines by trenchless rehabilitation (lining). This project will extend the lifespan of the existing collection system, while minimizing backups, inflow and infiltration into the sanitary sewer system.	The 2012 Sanitary Sewer Trenchless lining project has been completed. The 2013 lining projects are being evaluated by Staff and will be finalized during 2Q 2013.	\$440,048	\$0	Bob Booze (PW&U) / Dan Shjandemaar (PW&U)	City Employee	Insituform Technologies, Inc.
▶	Sewer Line Open-Cut Replacement - This project funds open cut replacement of sanitary sewer lines where trenchless technology cannot be utilized. Open cut replacements are also used to increase pipe sizes, eliminate sags and address other critical defects. These replacements will help to minimize backups and limit inflow and infiltration into the sanitary sewer system.	On 4/22/13 Council approved the transfer of project savings from this account to fund a shortfall in the 87th and Wadsworth Lift Station project (see project in the MAJOR projects tab). This account will provide a portion of the funding to complete the sewer component of the 72nd Avenue Bridge Replacement Project. Project design is anticipated to begin in 2Q 2013, with an anticipated construction start date in 4Q 2013.	\$1,215,229	\$20,891	Mike Happe (PW&U) Tom Settle (PW&U)	City Employee	Various
▶	SWTF Major Repair and Replacement - This ongoing project funds major repair and replacement needs at the Semper Water Treatment Facility (SWTF). Projects include general facility maintenance, painting, flooring replacement, HVAC major repair/replacement and pavement improvements. Other projects include replacement of various instruments.	Work completed to date in 2013 includes installation of a new HVAC unit for the SCADA office/records storage area and repairs to the Semper pump station bridge crane.	\$485,659	\$26,434	Tom Settle (PW&U)	City Employee	Various
▶	Utility Fund Facilities Parking Lot Maintenance Program - This ongoing project funds contractual cracksealing, resurfacing, sealcoating and concrete replacement at seven utilities-related municipal sites. Rotation for asphalt pavement requires cracksealing once every three years and sealcoating once every six years.	There is no scheduled work for 2013. Accordingly, there is no current budget for this ongoing project account.	\$0	\$0	Rob Dinnel (PW&U)	City Employee	TBD
▶	Water Meter Transponder Replacement Program - This project commenced in 2005 to replace customer water meters that are at the end or near the end of their useful life.	The 2012 project is complete. Staff is evaluating the meters to be replaced with the remaining funds.	\$140,518	\$0	Bob Booze (PW&U) / Dan Shjandemaar (PW&U)	City Employee	Various
NEW	Water Pressure Zone Improvements - This project consists of multi-year efforts including ongoing hydraulic modeling of the potable water distribution system and the repair/replacement of pressure reducing valves throughout the system.	This project account will fund support of ongoing modeling efforts related to design, development and planning.	\$100,000	\$0	Andy Walsh (PW&U)	City Employee	TBD
▶	Water Tanks - Major Repair and Replacement - This ongoing project funds design and construction of recommended repairs and improvements at six of the City's water storage tank sites. Repair and replacement items include improvements to piping, tank safety, structures, security and tank coating.	In 2011 Carollo Engineers Inc. completed dive inspections of the City's water tanks and presented recommended improvements for the tanks. Due to the nature and estimated cost of the recommended improvements, a second round of inspections of the highest priority tanks (while drained) was performed to further refine the recommendations. Implementation scenarios for tank repairs and replacement were presented to City Council in August 2011. The preferred scenarios approved by Council will be completed under separate CIP accounts beginning with the Wandering View Tanks Repairs construction, which commenced in April 2012. Funds for the Wandering View Tanks project were transferred out to specific accounts per Council action in 2011. Please see "Major Projects" section.	\$150,000	\$0	Dan Strietelmeier (PW&U)	City Employee	Carollo Engineers, Inc.

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UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/13)	BUDGET	SPENT (4/30/13)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	<p>Water/ Wastewater Facility and Infrastructure Stewardship - This project account was created to encourage the utilization of higher efficiency equipment or design alternatives for appropriate capital improvement projects in the Utility Fund. The purpose of these accounts is to provide funding for all or part of the incremental cost for utilizing higher efficiency equipment or design alternatives for appropriate capital improvement projects.</p>	<p>Staff is regularly investigating potential opportunities for utilization of these funds. Stewardship funds were used to coat the heated and cooled sections of the Semper Roof Project with a white EPDM product that will keep the roof cool. Final accounting has not occurred, so currently no expenditure is shown.</p>	\$192,500	\$0	Tom Ochtera (GS)	City Employee	TBD



W E S T M I N S T E R

Staff Report

Information Only Staff Report
July 1, 2013



SUBJECT: 2013 Citywide Goals and Objectives - First Period Update
PREPARED BY: Ben Goldstein, Management Analyst

Summary Statement

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

Attached is the first period status report on major projects/initiatives/programs undertaken to achieve City Council goals for 2013. The items included in the attached document focus on those items activity through April 30, 2013, which specifically tie to Council's stated goals for 2012 and will reflect the 2013 goals, once finalized next month.

Background Information

The attached document reflects the actions Staff is pursuing to achieve City Council's 2012 Citywide Goals and Objectives. This report focuses on those items that specifically tie to Council's stated goals and objectives previously identified. Should Council desire additional information on a particular item included within this document, Staff will prepare appropriate supplemental information on the specific item requested. This report reflects the revised Goals and Objectives based on Council's review in August 2012 and will reflect the 2013 goals, once finalized next month.

The City Council goals for the First Period in 2013 are as follows:

- Strong, Balanced Local Economy
- Financially Sustainable City Government Providing Exceptional Services
- Safe and Secure Community
- Vibrant Neighborhoods In One Livable Community
- Beautiful and Environmentally Sensitive City

The Goals & Objectives document includes the following information:

Goal – These are the priorities originally set by City Council at their 2002 Goal Setting Retreat. The goals were re-affirmed and refined for 2012 at City Council's August 2012 Strategic Plan Review.

Objective – Within each goal, Council has identified several objectives to help achieve that goal. Several "actions" will be undertaken within each objective to help achieve that goal.

Initiated – This column identifies the year in which the action initiates. Many actions were initiated prior to 2013; this reflects the long-term nature of projects/initiatives within the City.

Actions – This column reflects those specific projects, initiatives, and/or programs that Staff is working on to help achieve City Council’s goals. Additional new items added in 2012 have the designation “NEW” before the action item is noted.

Assigned To – Many projects have multi-departmental, multi-member teams to help complete the project, initiative, and/or program. The names listed within this column reflect the primary project managers for the associated task and their respective department in parentheses. The first name listed represents the project lead and primary activity contact.

Projected Cost – This column reflects the budgeted and/or estimated expense associated with completing the associated activity. The amount listed may include costs that will not be borne by the City (such as grant dollars being awarded) and they may also reflect estimated, but unappropriated, costs. In many cases, the projects’ expenditures include materials, supplies and salaries for staff time; these fixed or indirect costs are not reflected in the figures.

Percent Complete – This column reflects Staff’s estimate of the amount of the activity (i.e., project, initiative, and/or program) that is complete.

Target Completion – This column reflects the target date to complete the associated activity.

Staff updates the percent complete column as a progress report for City Council. If Staff modifies any of the other columns to reflect changes in the activity (such as revised projected costs and/or changes in the target completion dates), a note explaining the modification will appear in the far right column. Any change to a particular action item is identified by shading.

In some cases, Council will note that the originating year may be prior to the year 2013; several of the projects Staff is working on were initiated prior to 2013 and require multiple years to complete. These multi-year projects are carried forward to show continuing projects in addition to new ones.

The status of the activities reflects first period activity through April 30, 2013. This report does not highlight the full workload that Staff is pursuing. There are many assignments and departmentally oriented items that are tracked separately by the departments.

The Citywide Workplan represents the work being done by departments throughout the City and is reflective of all of City Council’s Strategic Plan goals. These include a Strong, Balanced Local Economy; Financially Sustainable City Government Providing Exceptional Services; Safe and Secure Community; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

2013 Citywide Goals & Objectives

First Period Update



GOAL 1: STRONG, BALANCED LOCAL ECONOMY

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 1: Maintain/expand healthy retail base, increasing sales tax receipts						
2006	Attract retailers to I-25 Corridor: 136th Avenue and 144th Avenue	Susan Grafton (CMO)	--	Ongoing	Ongoing	Interest in Quail Crossing has increased and two major retailers will announce soon at The Orchard.
2008	Work with real estate community to encourage the filling of empty space throughout the City	Susan Grafton (CMO)	--	Ongoing	Ongoing	Colorado Casual took the former Stickleys space and staff is working with the Marketplace to fill three spots at that location.
Objective 2: Attract new targeted businesses, focusing on primary employers and higher paying jobs						
2000	Attend trade shows, site selection conferences and make contacts with key people and businesses to encourage new business development	Susan Grafton (CMO)	--	Ongoing	Ongoing	Staff regularly meets and talks with the commercial real estate community concerning space available and new tenants. Staff is currently working 12 active prospects.
2009	Increase marketing presence in targeted industry groups	Susan Grafton (CMO)	--	Ongoing	Ongoing	Staff actively participated in the Colorado BioScience Association (CBSA), Colorado Software Association (CSIA), and the Energy Coalition and meetings and activities.
Objective 3: Develop business-oriented mixed use development in accordance with Comprehensive Land Use Plan						
2002	Pursue economic development prospects for the I-25 corridor and US 36 corridors	Susan Grafton (CMO)	--	Ongoing	Ongoing	St. Anthony Hospital breaks ground in mid-May, redevelopment efforts are under way at the former Avaya manufacturing facility and Triad Tooling opened in Park Centre.
Objective 4: Retain and expand current businesses						
1991	Work to eliminate vacancies and encourage new development in City offices and business parks	Susan Grafton (CMO)	--	Ongoing	Ongoing	Office vacancy rate is starting to come down. There is no space on the market over 30,000 sf other than the former Avaya space.
2002	Promote the sale and development of key City-owned parcels	Susan Grafton (CMO)	--	Ongoing	Ongoing	The 14 acre parcel is currently under contract and expected to close this year. It is currently progressing thru the review process.
2012	Maintain efficient business licensing processes within the City Clerk's Office	Linda Yeager	--	Ongoing	Ongoing	The program to route approval of business licenses electronically is ready and will be undergoing Beta testing during the 2nd & 3rd Q of 2013 to detect any bugs before permanent implementation.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 5: Develop multi-modal transportation system that provides access to shopping, to employment centers						
2005	Work with RTD on FasTracks implementation plans for the City's three commuter rail stations	John Carpenter (CD)	\$10,000	50%	Ongoing	Staff has been progressively working with consultants and RTD representatives on fine-tuning station locations, developing station and station-area plans and parking strategies for the Westminster and Westminster Center stations. A plan was prepared for additional development at the Shops at Walnut Creek Commuter rail station. Staff is actively involved in the Northwest Rail planning efforts. A station area plan for the Westminster Station has been finalized and presented to City Council. An IGA with RTD for the Westminster Station was executed in June 2012. Staff is now working on finalizing the construction plans for the Westminster Station north plaza and boarding platform.
Objective 6: Develop a reputation as a great place for small and/or local businesses						
1998	Nurture and provide support to existing business to help them grow and prosper in Westminster	Susan Grafton (CMO)	--	Ongoing	Ongoing	During 1st Period 2013 a Procurement focus group was held, the 1st Legacy Awards for 2013 were presented, Companies to Watch celebration was held at Cerapedics, the Tech Connect event had 23 local tech businesses attend, \$2000 was expended on Business Scholarships, \$34,000 was committed for Capital Grants and 33 businesses have been visited.
Objective 7: Revitalize Westminster Center Urban Reinvestment Area						
2003	Facilitate a major transformation of the Westminster Mall property into a mixed use urban center	Brent McFall (CMO), Susan Grafton (CMO)	TBD	Ongoing	Ongoing	Negotiations are moving forward.

Capital Improvement Projects Relating to Strategic Plan Goal: STRONG, BALANCED LOCAL ECONOMY
Westminster Retail Initiative (WURP), Business Capital Project Grant Program, South Westminster Revitalization, and Westminster Station TOD



2013 Citywide Goals & Objectives

First Period Update

GOAL 2: FINANCIALLY SUSTAINABLE CITY GOVERNMENT PROVIDING EXCEPTIONAL SERVICES

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 1: Invest in well-maintained and sustainable City infrastructure and facilities						
2012	Assure compliance with the City's document retention schedule and the State of Colorado's opens records act	Linda Yeager (GS), Traves McCabe (GS)	---	Ongoing	Ongoing	Prepare CORA request form/fee schedule and coordinate deployment on website; update retention schedules when necessary; and create audit standards to implement rotating annual audits of departmental records to ensure compliance with adopted policy.
2013	Phase I of V using Laserfiche to create electronic record connectivity for management's effective & efficient use in daily operations	Traves McCabe (GS)	\$49,240	5%	1st Q 2014	Phase I to include resolution of security issues; design, implementation and support of 2 workflows, JD Edwards/Laserfiche integration for quickfields, Affinity/JD Edwards integration and Full Court.
Objective 2: Secure and develop long-term water supply						
2003	Offer a high-efficiency appliance rebate program to gain water savings	Stu Feinglas (PWU)	\$23,500	Ongoing	Ongoing	Many high efficiency appliances have come down in cost to equal standard units. Others provide enough water savings to pay for the higher cost within just a few years. After evaluating rebates in the conservation plan, based on costs, water savings and the City's need, they were not chosen as a conservation program at this time.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 3: Focus on core city services and services levels as a mature city with adequate resources</i>						
2007	Lobby Federal delegation on City's rights to collect and return internet sales tax	Barb Dolan (Fin), Steve Smithers (CMO)	--	Ongoing	Ongoing	City Council visited with the City's Federal legislative delegation in March in Washington D.C. and discussed this issue. City Staff have also been meeting with staff members in our Federal legislators' local offices to discuss the importance of this issue. The US Senate passed The Marketplace Fairness Act in a 69-27 vote in May, 2013; is it unclear if/when this bill may be considered in the US House but Staff continues to monitor this legislation.
2011	Proactively pursue alternate funding for the City's Municipal Domestic Violence Fast Track Program	Lee Birk (Police) & J.J. Elliott (Police)	\$55,636	74%	4Q 2013	During this reporting period, the PD successfully applied for the 2013 1ST JD VALE Grant in the amount of \$13,419. The grant funds are for the partial funding of salary and benefits for a 1.0 FTE Victim Advocate assigned to the Municipal Domestic Violence Fast Track Program. The PD attended the 1st JD VALE Board Oral Interview on April 24, 2013. On April 29th, the PD was notified that we will be awarded full grant funding. However, it is preliminary pending the conclusion of the 1st VALE Board's review of requests for reconsideration of denial, if any, on May 21, at which time funding decisions will be made final. It is important to note that the PD requested a Budget Revision with the 17th JD VALE Board for the original grant award of \$43,402 (74% of 1.0 FTE Victim Advocate's salary and benefits) due to the fact that the assigned Victim Advocate had opted out of the City's Medical and Wellness Benefits for 2013. Overall, this was an approximate 5% cost savings on the total salary and benefits. The 17th JD VALE Budget Revision was approved by the 17th VALE Board.
2013	Complete the annual ambulance fee survey	Rick Spahn (Fire)	--	10%	4Q 2013	Annual survey to keep the Westminster ambulance billing structure within the metro area average for public ambulance operations, while working to cover costs associated with ambulance services. 2013 surveys will be sent out to local agencies with results expected 4Q. Recommendations to follow.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2012	Oversee Crown Vic Patrol Car Rebuilds	Jeff Bowman (GS)	\$18,000/car	15%	Ongoing	Replacement Police Patrol cars are \$35,000 apiece when upfitted with lights and cages. Rebuilding 2010 Crown Victorias at approximately \$18,000 each saves significant dollars as Police & Fleet compare total operating cost of 2 Ford Interceptors, 2 Chevy Caprice & 2 rebuilt Ford Crown Victorias from 2012. The rebuild program comes with a 100,000 mile, unlimited time engine warranty; better than a new Ford or Chevy. Rebuilds include paint, engine, interior, transmission and suspensions.
2012	Establish an email notification system when vehicle services are completed	Jeff Bowman (GS)	--	100%	Completed	The automated notification system for completed vehicles will streamline communication and reduce downtime for city vehicle users. This system will be tied to a Fleet tracking system upgrade scheduled in 1st quarter 2013.
2012	Develop plan to conduct 2013 runoff mayoral election should a runoff be needed	Linda Yeager (GS)	--	10%	3rd Q 2013	Mail ballot election plan being developed for review by the Election Commission in early June. Plan will need to be modified slightly following the 2013 Legislative Session to address anticipated changes to mail ballot laws.
2012	Manage a proactive Volunteer Program that assures diverse opportunities for volunteers within the organization and supports emergency operations when needed	Marina Miller (GS), Dee Martin (GS)	--	Ongoing	Ongoing	Placement of 111 NEW volunteers was completed during this report period including volunteers to support the PD during their regional bike trail training. This fire season has been difficult and the Volunteer Coordinator was able to support both the High Park and Waldo Canyon fires through CVCN (Colorado Volunteer Center Network). During these emergencies the Coordinator managed databases and allocated resources including donations and volunteers. The City's Volunteer Appreciation BBQ was provided and over 550 volunteers were in attendance. The Westminster Employee Service Club (ESC) was also launched during this period. The Club's mission is to enhance the quality of life of our City through community outreach and service.
2012	Write the library master plan for 2013 - 2018	Kate Skarbek (PR&L)	\$500	10%	3Q2013	Deferred until PR&L Master Planning takes place.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2012	Assure all media of municipal code is consistent, uniform in format, and updated within one month of new legislation adoption	Linda Yeager (GS)	\$24,000	Ongoing	Ongoing	Contractor has completed Titles 1 through 9 and Title 11 updates with uniform formatting, corrected typographical errors and inaccurate citations within the Code. The housekeeping ordinances to accomplish substantive changes in Titles 8 and 9 will be submitted to Council during the 2nd & 3rd Qtrs of 2013. All ordinances have been codified within 1 month of Council's final adoption.
2012	Conduct a community needs assessment of parks, recreation and libraries services through a valid citizen survey and a review of other available pertinent sources; will be used to develop a new Strategic Plan for the PRL Department and will focus the department work in the next 5-7 years to those services viewed as most critical to the City Council goals and the communities future quality of life	Jason Genck and Kate Skarbek (PRL)	\$50,000	10%	4Q2013	National Resource Center was selected to prepare, distribute and tabulate a survey instrument that will produce information regarding citizen perception of the relative important of various parks and recreation services to them in their lives. The survey has been sent out and staff anticipate data to be available during the second period update. Once the survey is back, data from other sources, such as National Sporting Goods Manufacturing Association and ESRI will be also used to understand market demand for PRL services. Then, a community Needs Assessment report will be completed, fully vetted and information will be used for the department to create a Strategic Plan for the future 5-7 years.
2013	Create mobile application for Westminster citizens and all PRL customers for better access to information regarding the services of the PRL Department	Don Tripp (PRL)	Unknown at this time	0%	4Q2013	People are moving rapidly toward use of their mobile devices to find all sorts of information. Thousand of applications exist today, which people are using to help them choose what to do and where to do it. It won't be long before the public will expect to be able to find information regarding parks, trails, golf, swimming, recreation programs, natural history, the environment and sundry of other areas through their mobile device. In 2012, a mobile application was created for the Westminster Public Libraries; it is called WPL. In the first few months of public access there have been many connections to the site. At this time, PRL staff are in a study and research phase to determine the feasibility of completing this project as outlined.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 4: Maintain sufficient reserves: general fund, utilities funds and self insurance funds</i>						
2006	Refinance debt issues as market conditions permit to reduce the City's expenses for debt service	Tammy Hitchens (FIN), Bob Smith (FIN) and Bob Byerhof (FIN)	--	Ongoing	Ongoing	Finance completed three refinancings of WEDA debt in 2012. The refinancings were done to mitigate interest rate risk and fee risk inherent in the 2009 WEDA refinancings. They were also undertaken to take advantage of current low interest rates in the 15 year time frame and provide more budget certainty by minimizing exposure to floating rate borrowing options. Finance closed in late January 2013 on an advance refunding of the COPs Series 2005 (144th Avenue and I-25 Interchange Project), again to lower interest costs for the remaining term of the original debt.
2002	Continue strong emphasis on loss prevention (i.e., workers comp, property and liability losses) using the City's Safety Committee	Martee Erichson (GS), Safety Committee	--	Ongoing	Ongoing	The Citywide Safety Committee reviews monthly employee injuries and automobile accidents. The Committee determines if the incident could have been avoided and if so, evaluates how the city can learn from each incident to help avoid similar situations in the future. The Committee has played an integral part in controlling and decreasing the number of injuries and accidents citywide. As of the end of the first quarter of 2013, the Safety Committee reviewed 17 compensable work-related injuries and determined that only 7 (41%) were avoidable. This is an improvement from the numbers at the end of 2012 where 47% of the injuries could have been avoided. The Committee also reviewed 28 automobile accidents that occurred in the first quarter of 2013 involving city vehicles and determined that 15 (54%) of those accidents could have been avoided by actions of the City or its employees. Although this is an improvement from the 79% avoidable automobile accidents at the end of 2012, there is still work to be done to increase City employees' safe driving habits. Risk Management staff reviews all automobile related incidents in order to distinguish patterns and evaluate possible areas for improvement or training. In addition, the Committee members continue to work with their individual workgroups to prevent injuries, accidents and decrease these percentages.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2002	Review all fund reserves annually to assure adequacy to meet fund obligations	Steve Smithers (CMO), Tammy Hitchens (FIN)	--	Ongoing	Ongoing	Fund reserves were reviewed as part of the 2013/2014 budget development process. Current reserve levels are in accordance with City policy and adequate to meet the City's financial needs. Additional funds are being added to the General Fund Stabilization Reserve in 2013 and the General Fund Reserve in 2014 to keep them in compliance with practices.
2012	Implement cost containment strategies to impact health care cost trends and promote a culture of health and balance	Debbie Mitchell (GS), Dee Martin (GS), Lisa Chrisman (GS)	\$687,000	80% (Cost containment strategies with the clinic will be on-going)	On-Going	Implementation of the Wellness Clinic along with current wellness initiatives are designed to impact an increasing cost trend. This past quarter was busy with the implementation and build-out of the Wellness Clinic. CareHere was selected as the vendor for the clinic, a site was selected (where the Rapids training facility used to be housed in the northwest corner of the City Park Fitness Center), and implementation plans were set into motion. This included a communications team, a facility design team, a wellness program re-design team, a data integration team and the actual facility buildout team. The facility was designed, which included re-locating IT's disaster recovery center and relocating the massage rooms and a recreation staff office. Plans to build a storage facility for recreation staff will be completed in 2013. The Center For Healthy Living was the name selected for the clinic. The Clinic opened January 15. Staff continued to offer wellness programs that addressed education and health screenings, illness and early detection and behavior modification programs during this time frame. Staff also continued to work with Hays to analyze trends and where to best focus wellness efforts. The first three months of the year were spent completing HRA's and helping employees', spouses and dependents access the CareHere system. The first quarterly meeting with CareHere staff and HR was held.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 5: Maintain a value driven organization through talent acquisition, retention, development, and management						
2009	Employee Healthcare Cost Containment Efforts	Debbie Mitchell (GS), Lisa Chrisman (GS), Dee Martin (GS), Nicki Leo (GS)	Integrated into overall healthcare costs - self funded	Ongoing	Ongoing	The Wellness Program is constantly evaluated to ensure it is meeting key health markers, risk factors and performance measures. Staff continues to work with Hays in the analysis of claims data to determine health risks that need to be addressed, and ultimately impact cost containment efforts. Staff has reviewed and made changes to the Wellness Program for compatibility with the strategies for the upcoming Clinic. Proactive efforts have been the focus with educational emphasis on family health, fitness and nutrition. The Wellness Program continues to focus on consumerism and personal accountability and addresses risk areas through screenings, educational classes and programs. With the opening of The Center For Healthy Living, the Wellness Program will be able to better address on going concerns, risky health behaviors and will have the benefit of medical providers to help employees address and better manage ongoing health concerns (disease management). The Center For Healthy Living will also help with cost containment efforts in regards to pharmaceuticals and the delivery of some medical services. Spouses have been incorporated into the Wellness Program and health clinic to help address claim costs incurred by our spouses. Staff worked to incorporate these aspects in with the Center operations. CareHere provided very preliminary utilization reports, and aggregate health data on the first three months of clinic use. More time and data is needed to conduct a thorough analysis.
2013	Monitor impact of Health Care Reform	Debbie Mitchell (GS), Lisa Chrisman (GS)	-	Ongoing	Ongoing	Staff prepared and presented a staff report to City Council updating Council on health care reform provisions and the impact to the City. More information will be available as Health Care Reform guidelines are put into place.
2012	Improve employee communication	Debbie Mitchell (GS), Dee Martin (GS), Lisa Chrisman (GS)	---	Ongoing	Ongoing	Staff continues to focus on best practices to enhance internal communications on areas including compensation, benefits, training and development opportunities, mission and values, plus important organizational initiatives and developments. HR staff continue to play a role in the Intranet re-design working closely with PIO staff and providing input on communication needs. Key communication on new features of Center of Healthy Living underway.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 6: Institutionalize the core services process in budgeting and decision making						
2010	Service Analyses	Brent McFall, Steve Smithers, Barbara Opie (CMO)	--	Ongoing	Ongoing	Commencing in November 2009, Staff developed and implemented the services inventory to identify areas of focus for funding. Staff is conducting a service inventory update and analysis in preparation for the mid-year 2014 budget review.
Objective 7: Maintain and enhance employee morale and confidence in City Council and management						
2010	Employee Recognition Efforts	Debbie Mitchell (GS), Dee Martin (GS), Lisa Chrisman (GS)	\$35,000	Ongoing	Ongoing	Recognition efforts include two Teams in Actions awards luncheons recognizing departmental and interdepartmental team efforts; Customer Service Champions Internal and External; an Employee Appreciation Week; Length of Service milestones; and SPIRIT individual recognition for ongoing demonstration of the SPIRIT values. Two Length of Service Luncheons have been held since the beginning of the year and employees were recognized for their long tenure with the organization in 5 year increments of time. Council recognizes employees with 20 years or more length of service at Council Meetings held each quarter. Tenured employees were honored at a City Council meeting on January 28 and February 25. The first Teams in Action luncheon was held in March and nominations are currently being accepted for the SPIRIT Award.
2011	Competitive Total Compensation Package	Debbie Mitchell (GS), Dee Martin (GS), Lisa Chrisman (GS)	\$2,500	Ongoing	Ongoing	A focus on comprehensive compensation and market based pay and benefits remain priorities for the organization. HR is conducting classification analysis and audits on select individual positions. A comprehensive compensation communication plan continues to be communicated through supervisors and managers. These communication efforts will be ongoing and integrated into all total compensation messaging. Staff continues to adhere to a pay philosophy that better meets the goals of the organization and remains market based while being sustainable and fiscally responsible and will continue to review merit based methods of pay to determine how or if they are appropriate for our organization.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2010	Inclusive Management Practices	Debbie Mitchell (GS), Dee Martin (GS), Lisa Chrisman (GS)	--	Ongoing	Ongoing	Staff continued efforts to train all supervisors in collaborative management practices that reflect our SPIRIT values with the Supervisory Academy. The foundational classes include seminars in teambuilding, communication, conflict management, partnering, coaching, systems thinking and building relationships with other supervisors. HR continues to assist department heads, division managers and supervisors with employee relations issues, and by suggesting ways to make our employees teams more effective. The Leadership Development Program was adjusted to better meet the needs of the organization and to address key management practices and policies.
2010	Employee Relations Consultation	Debbie Mitchell (GS), Dee Martin (GS), Lisa Chrisman (GS)	--	Ongoing	Ongoing	Ongoing work with departments on employee performance issues, discipline, conflict, EEOC concerns, etc. continues to be a key focus for HR. Work to ensure consistent and fair treatment of all employees in a respectful, honoring manner reinforces our SPIRIT values. Employees are given opportunities to correct behavior and are held accountable through various methods of behavior modification including coaching, performance expectations and discipline.
2010	Organizational Development and Change	Debbie Mitchell (GS), Dee Martin (GS), Lisa Chrisman (GS)	--	Ongoing	Ongoing	Consultation with departments on Service Analyses to ensure efficiency and an effective organizational structure to meet staffing needs continues to be a focus for HR. Staff developed various strategies that will address resource and strategic management goals. Another critical component consists of the ongoing coaching efforts by HR staff with departments through direct interaction with supervisors and their teams. These efforts improve effective supervision and teamwork, which ultimately improves service delivery to the community. Staff facilitated several groups through team building, communication and work group planning efforts.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 8: Invest in tools, training and technology to increase organization productivity and efficiency						
2012	Continue implementation of new Risk Management databases	Martee Erichson (GS), Jackie Bonavida (GS), Carey Jensen (GS)	--	45%	1Q 2014	The new Workers' Comp database, built by IT within the City's financial management platform, is working well and Risk staff have mapped out a similar version to be created for a new property and liability database. Due to changes in IT staffing, the property and liability database was put on hold until IT staff is fully staffed for JDE programming. In addition, Risk staff are working on a new environmental audit database to be more user friendly than the current database and allow access through the City's Intranet to track completed compliance items. Risk staff have also created a new CDL database for the centralized tracking of all CDL drivers working for the City.
2012	Deployment of iPads in the organization when a need is demonstrated	David Puntenney (IT)	--	Ongoing	Ongoing	Staff is continuing to evaluate opportunities to improve efficiency and customer service with the iPad technology. IT Staff has deployed iPads to City Council, some managers, the Building Division for Inspectors and select PR&L staff.
2012	Provide training courses that educate employees on Risk Management processes, safety and how to reduce general liability claim exposure	Martee Erichson (GS), Jackie Bonavida (GS), Carey Jensen (GS)	--	Ongoing	Ongoing	Staff is developing a general liability class in partnership with the City Attorney's Office, Infectious Disease Control Plan in partnership with the Fire Department, and continuing the Risk Management Road show. In addition, Risk staff have received input from their peers regarding various outside safety trainers with the goal of bringing in external speakers to add variety and insight to standard safety training. Risk staff is working on citywide training regarding amendments to OSHA's hazardous communication standard and the conversion to the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) that will replace the current Material Safety Data Sheet (MSD) system.

Capital Improvement Projects Relating to Strategic Plan Goal: FINANCIALLY SUSTAINABLE CITY GOVERNMENT PROVIDING EXCEPTIONAL SERVICES
Various Street and Intersection Improvements, Water and Sewer Line Replacements and Rehabilitation, BO&M major maintenance, Arterial Roadway Rehabilitations and Improvements, Bridge and Pedestrian Railing Repainting

2013 Citywide Goals & Objectives

First Period Update



GOAL 3: SAFE AND SECURE COMMUNITY

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 1: Citizens are safe anywhere in the city</i>						
2012	Enforcement of Statutes related to Driving Under the Influence of Drugs and/or Alcohol	T. Carlson (Police) and T. Reeves (Police)	\$0	Ongoing	Ongoing	<p>During this reporting period, the PD participated in 2 High Visibility Impaired Driving Enforcements that deployed 14 officers throughout the City, specifically around Super Bowl weekend and also St. Patrick’s Day. This deployment occurred over multiple days and had the specific goal of seeking and arresting suspected impaired drivers. The PD also participated in a multi-agency High Visibility effort with Adams County Sheriff’s Office and Colorado State Patrol. The benefit being that both the State Troopers and Adams County Deputies assisted in the efforts within the City to arrest suspected impaired drivers.</p> <p>The PD utilized grant funds from the Law Enforcement Assistance Funding to also deploy Police Officers, again with the specific goal of identifying and arresting suspected impaired drivers. In January, the PD deployed 4 officers for a minimum of 6 hours each. The deployment was random and was focused primarily on weekends. In February, the deployment was 10 officers and in March 16 officers. This deployment was again focused on weekends and times when drunk driving is reported at its highest. These efforts resulted in over 25 arrests specifically for impaired driving.</p> <p>The total number of DUI Arrests for this reporting period is 156. When compare to the same time period in 2012, there is a 5% increase.</p>

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 2: Public Safety Departments: well equipped and authorized staffing levels staffed with quality personnel						
2013	Order and equip a replacement ambulance for 2013	Rick Spahn (Fire)	\$139,000	50%	3Q 2013	New ambulance will replace #5213 a 2006 Ford Road Rescue. Bids received in March by four vendors ranging from \$122k to \$136k. Council agenda recommending vendor selection and purchase anticipated to go before Council in mid-April.
2013	Conduct the annual fitness testing and medical screenings for all commissioned personnel	Bill Work (Fire), Fire Department Fitness Team	\$52,850	10%	4Q 2013	The JSPA (Job Specific Performance Assessment) portion of the fitness testing began in March of this year and is expected to be completed by the end of May. The occupational medical physicals will begin in the second and third quarter. The general fitness testing will occur in the third and fourth quarter.
2011	Manage Municipal Court records in an efficient manner that assures compliance with applicable regulations	Carol Barnhardt (GS)	--	On-going	On-going	We completed the verification of closed files; we are about 4 months behind in laserfishing; and we are about 2 1/2 years behind when it comes to quality control of closed scanned documents. Our focus in 2013 will be to catch up as quickly as possible. We continue to perform numerous audits on our regular schedule to ensure accuracy. Purging of past retention cases is a 2013 project. In February 2013 we discovered errors in the RMS and anticipate that the vendor will fix the issues by mid-summer. Once fixed and tested, we will be purging past retention cases and files and plan to be current with destruction of scheduled files by 4th Qtr of 2013.
2012	Assure Municipal Court process flow is appropriately documented and current to assure compliance with applicable regulations	Carol Barnhardt (GS)	--	On-going	On-going	This is an on-going project. With the implementation of the new Records Management System, all procedures continue to be modified or changed to reflect the new processes required by the new system. This project is overseen by the supervisors and changes or modifications are submitted by the staff. For this quarter, several of the procedures have been updated. FULLCOURT ENTERPRISE - Staff continues to work closely with the vendor and IT project manager to correct issues with the upgrade. We anticipate major revision Version 5 3Q 2013.
2012	Revise vehicle replacement process	Jeff Bowman (GS)	--	75%	On-going	Vehicle replacement accuracy and timeliness are important factors that impact vehicle operation costs. Fleet is partnering with Purchasing to develop an SOP that identifies the steps and responsibilities for each purchase.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2013	Distance Conferencing/Learning Project to develop an E-Learning (distance learning) and real time conferencing capability as a supplemental and emergency management tool for Fire, EMS and Emergency Management	Alan Kassen (FD); Mike Reddy(FD); Rich Welz (FD) Dave Maikranz (FD); Harrison Davis (FD) Jeff Newsome (Contractor)	\$6,700	50%	3Q 2013	All equipment and project management costs have been supplied through federal grant funds. Licensing and software upgrades to purchase Adobe Connect are paid for through the Fire Department Training Budget in conjunction with General Services who presently uses this software for training purposes. All equipment has been purchased and is online. Contractor to develop training modules is in place and working on training curriculum. "Train the Trainer Course" for use of Adobe Connect Software is under development. Work group meetings are held every two weeks to assure progress on the project.
2013	Order and equip a replacement fire truck	Bill Work (Fire), Fire Department Apparatus Committee	\$564,393	25%	4Q 2013	Purchase of a 2013 Pierce Velocity Pump Under Cab (PUC) Fire Engine, replacing #5116, a 1998 Pierce Quantum Fire Engine was approved by Council on second reading on March 18. Following approval, contract was executed and down payment delivered, with an estimated delivery date of November 2013.
2013	Participate in the second consortium Fire Training Academy	Alan Kassen (FD); Dennis Bishop (FD); Dave Maikranz (FD)		0%	4Q 2013	Currently seven of the nine Metro are fire departments will be participating in the second joint fire training academy. Westminster is anticipating hiring two replacement firefighters in 2013 (due to attrition) that will be attending this academy. The academy is tentatively scheduled to run for 11 weeks from September 9 through November 22. Westminster Fire participated in the first consortium fire training academy in 2012, with 8 firefighters successfully completing the academy. This joint training venture with north area fire departments combines facilities, resources, instructors and equipment at minimal costs to each jurisdiction versus conducting their own in-house training academy.
2013	Pursue a 2013 Colorado Department of Public Health and Environment Provider Grant to purchase four hydraulic powered ambulance stretchers	Rick Spahn (Fire)	\$56,000	50%	4Q 2013	Council approval was obtained on March 18 to pursue a \$56k matching fund grant to purchase four hydraulic powered stretchers. Grant was submitted 1Q 2013. If approved, it will allow for replacement of two obsolete hydraulic power stretchers & upgrade of two manually operated stretchers. Grant response is estimated in 2Q 2013.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 3: Timely response to emergency calls						
2010	Implement Closest Unit Dispatching (CUD) through Public Safety Communication Center	Alan Kassen (Fire), Rich Welz (Fire)	--	35%	3Q 2013	This project was temporarily postponed until completion of public safety CAD system & upgrade of FD RMS system. Met with Dispatch and Vendor in Feb of 2013 to educate and streamline abilities of Intergraph. Prioritized calls for service as Priority 1, 2 or 3. Identified and confirmed addresses of True target hazards within the city as well as identified business types that no longer need multiple unit responses for automatic alarms. The ability to implement Closest Unit Dispatch (CUD) is dependent on connectivity of all field units and a true solution is forthcoming. Upon guarantee of connectivity, CUD will be implemented.
2010	Develop and deliver on-going training to 911 dispatchers regarding Fire Department operations	Paul Spellman (Fire), Derik Minard (Fire), Ron McCuiston (Fire)	--	Ongoing	Ongoing	This is on-going training that occurs on an annual or semi-annual basis. This is to develop the relationship between FD and Dispatch personnel and ensure we operate within the defined expectations and Standard Operating Guidelines. Training is scheduled as needed and will be conducted in 2013.
2010	Develop and delivery on-going training to the Police patrol group regarding Fire Department operations	Paul Spellman (Fire), Derik Minard (Fire), Ron McCuiston (Fire)	--	Ongoing	Ongoing	These trainings are part of the Police Academy to develop a relationship with new police officers and fire personnel. This is an opportunity to educate the new officers regarding FD operations and interoperability between the two departments. In 2013, the first training was accomplished in February for one new PD recruit.
2012	Average a 5 minute or less response time to a Top Priority 1 Call for Service	T. Carlson (Police), R. Bowers (Police) and JJ Elliott (Police)	\$0	Ongoing	Ongoing	<p>During this reporting period, IT received a fix from the vendor for the Computer Automated Dispatch (CAD) allowing for the existing Crystal Report that extracts the dispatched Top Priority 1 Calls to once again pull the data. However, in 2013 we will only be able to report the average Top Priority 1 Call for Service from February 2013 – December 2013, given there is no issues with the Computer Automated Dispatch (CAD) system.</p> <p>The overall average response time to Top Priority 1 Calls for Service from February 2013 – April 2013 is 5 minutes and 21 seconds. When compared to the same time period in 2012, there is a 3 percent increase.</p>

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 4: Citizens taking responsibility for their own safety and well-being						
2013	Conduct the 2013 Westminster Fire Department Citizen Academy	Sherrie Leeka (Fire)	\$1,000	50%	2Q 2013	This 13-week program gives participants "hands on" opportunity to learn more about Fire Department services and operations. The 2013 Academy started on March 7 and will end on May 29. A total of 22 participants which includes 4 city employees are scheduled to graduate on May 29.
Objective 5: Manage disaster mitigation, preparedness, response and recovery						
2006	Work with adjoining Fire Districts and cities to enhance mutual and automatic aid system	Alan Kassen (Fire), FD Battalion Chiefs (Fire), Fire Chief	--	Ongoing	Ongoing	Continue to work on Automatic Aid agreement with Arvada but need to assure that the new radio system will have interoperable radio communications. CAO and WFD are meeting in April to evaluate Automatic Aid verbiage and make adjustments as needed. Meetings with Arvada Fire Protection District have identified areas where an agreement can reduce responses when multiple units are dispatched. SWAC agreement has been adjusted to assure timely response of units to both Westminster and SWAC.
Objective 6: Maintain safe buildings and homes						
2010	Business inspection program	Bob Hose (FD)	--	Ongoing	Ongoing	Business inspections are conducted by fire crews to ensure life and fire safety for occupants and also to help each crew familiarize themselves with buildings and facilities in the event of a fire or other incident. The fire department benchmark completion rate for company inspections is 85%. The 2012 completion rate for company inspections was 99%, with 88% of these completed within the initial 45 days from assignment. The self inspection completion rate for low hazard businesses in 2012 was 78%. This is lower than the benchmark of 95%, which may be due to previous staff reductions resulting in less time to conduct follow up with those businesses. In 2013 all businesses were re-assigned to fire companies and the fire prevention bureau in order to ensure life and fire safety for the business community. Businesses recommended by fire crews for self inspections will be evaluated and placed back onto a self inspection rotation beginning in 2014.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2010	Senior Home Safety Survey Program	Sherrie Leeka (FD)	--	Ongoing	Ongoing	Conduct home safety survey for fire and other safety hazards, ensuring home has operating smoke alarms. Inspections will be offered on for occasions in 2013.
2010	Maintain above average ratings for building inspector performance based on post project contractor surveys	Dave Horras (CD)	--	Ongoing	Ongoing	Surveys are sent out to our customers asking for feedback on our plan review and permitting process and our inspection and permit completion process. 82% of respondents rated the plan review process as excellent and 76% of respondents rated the inspection services excellent ALL categories.
Objective 7: Protect residents, homes, and buildings from flooding through a stormwater management program						
2010	Continue proactive floodplain administration and stormwater management programs	John Burke (CD)	--	Ongoing	Ongoing	State and Federal Stormwater regulations continue to get more stringent. Specifically, Phase II permit renewal and Regulation #85 in Colorado in addition to the EPA's proposed Stormwater Rulemaking will have a direct impact on how the City of Westminster deals with stormwater. Staff is closely following these issues and have a statewide organization (Colorado Stormwater Council) that will support staff in these efforts.

Capital Improvement Projects Relating to Strategic Plan Goal: SAFE AND SECURE COMMUNITY
92nd Avenue/Federal Boulevard Intersection Improvements, Fire Station Major Maintenance/Remodel, Miscellaneous Stormwater Projects, Radio Replacement System, and EMS Records Management System



2013 Citywide Goals & Objectives

First Period Update

GOAL 4: VIBRANT NEIGHBORHOODS In One Livable Community

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 1: Develop transit oriented development around commuter rail stations</i>						
2005	Evaluate public infrastructure needs in South Westminster TOD Area	Andy Walsh (PW&U)	TBD	Ongoing	Ongoing	There are a number of utility related improvements that are taking place in the TOD area. Construction of the Little Dry Creek interceptor sewer project has begun through the Little Dry Creek Park, south of the Westminster Station and Public Works and Utilities is managing this project. We anticipate construction of the interceptor to be complete in October of 2013. PWU and RTD are jointly coordinating the relocation of 2,000 ft of the Little Dry Creek interceptor sewer east of Federal Blvd. PWU staff is also coordinating with RTD to acquire easements from TOD land owners to relocate sewer mains around the Westminster Station. The Target Completion Date for RTD related work cannot be defined at this time since staff is relying on RTD and other outside entities to manage these projects. The City will participate in the RTD projects by upsizing sewer mains as necessary and will pay betterment costs.
2005	Facilitate the development projects within the South Westminster transit oriented development (TOD) area	Tony Chacon (CD)	TBD	Ongoing	Ongoing	ROW acquisition ongoing. A voluntary clean up plan was completed and submitted to the State of Colorado for approval. Staff met with several developers who indicated some level of interest.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 2: Maintain and improve neighborhood infrastructure and housing</i>						
2005	Work to protect federal Community Development Block Grant funding	Tony Chacon (CD)	--	Ongoing	Ongoing	Staff is estimating a CDBG allocation of \$500,000 in 2013, which is proposed to be spent on 1) Bradburn Blvd. Realignment project; 2) Rodeo/Grange Park; 3) Rodeo/Grange Facility feasibility study; 4) 76th Avenue pedestrian enhancements; and 5) administration.
2003	Commence and complete Holly Park redevelopment project	Dave Loseman (CD)	TBD	80%	TBD	The property is currently listed with "Cassidy/Turley" in an effort to sell the property to a potential developer. City Council recently gave direction to pursue sale of the property to Boulder Creek Communities.
<i>Objective 3: Preserve and restore historic assets</i>						
2010	Restore/rehabilitate north porch and second story balcony along with restoration of chimney at Bowles House	Jerry Cinkosky (GS)	--	100%	Completed	Completed. Restoration of the north porch/balcony and the brick chimney was completed in December 2011. Additional soffit and building trim work will commence in June 2013.
<i>Objective 4: Have Home Owners Association's and residents taking responsibility for neighborhood private infrastructure</i>						
2010	Neighborhood Grant Program as part of the Community Enhancement Program	Kathy Piper (PRL)	\$50,000	Ongoing	Ongoing	The 2013 applications have been reviewed and selected. Staff provided a informational staff report to City Council. The grant recipients will have until December 31, 2013 to complete their project.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 5: Develop Westminster as a cultural art community						
2010	Complete stabilization of Shoenberg Farm Concrete Silo	Tony Chacon (CD)	94410	100%	Completed	The project has been completed.
Objective 6: Have a range of quality homes for all stages of life (type, price) throughout the City						
2010	Provide a range of housing options in the community	Mac Cummins (CD)	--	Ongoing	Ongoing	City staff coordinates with various county, state and federal agencies on programs that help implement a variety of housing programs. Additionally, staff monitors how the City's percentage of low and moderate income housing relates to the north Denver metro region.
Objective 7: Strong community events and active civic engagement						
2010	Maintain quality community events	Peggy Boccard (PRL)	TBD	Ongoing	Ongoing	Continue to provide community oriented special events to enhance quality of life and support convenient choices for an active, healthy lifestyle. Examples of events include: 4th of July; Westminster Faire; Community Pride Day; Holiday Tree Lighting and numerous other community enhancing activities.

Capital Improvement Projects Relating to Strategic Plan Goal: VIBRANT NEIGHBORHOODS AND COMMERCIAL AREAS
Holly Park, Hyland Village Public/Private Improvements, South Westminster Revitalization Projects, Lift Station Improvements, and Little Dry Creek Regional Detention



2013 Citywide Goals & Objectives

First Period Update

GOAL 5: BEAUTIFUL AND ENVIRONMENTALLY SENSITIVE CITY

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 1: Have energy efficient, environmentally sensitive city operations</i>						
2012	Develop citywide Waste Management Plan	Carey Jensen (GS), Martee Erichson (GS)	--	Ongoing	Ongoing	Staff completed a comprehensive Waste Management plan instead of operation specific including updates when regulations and operations change. This item will be an on-going item because the plan must be updated to reflect new regulations or operational changes. Due to current regulation changes, staff continues to work on getting all of the City's emergency generators registered and permitted with the CDPHE.
2012	NEW: MSC Gasoline Recovery Remediation	Martee Erichson (GS), Carey Jensen (GS)	TBD	TBD	TBD	In mid-2012, the Gasoline Recovery Remediation system for the MSC was turned over to GS - Risk Management staff from Utilities. Risk staff have worked with the current contracted vendor to get up to speed on the status of remediation and will be meeting with the State in early 2013 to determine the projects future course of action.
2012	Through the Green Team, work in partnership with departments to implement measures within operations that are energy efficient and environmentally sensitive	Rachel Harlow-Schalk (GS)	--	Ongoing	Ongoing	Between Jan and April of 2013, the Green Team continued to support the implementation of community recycling program improvement recommendations made by the Environmental Advisory Board (EAB), including contract negotiation for design and construction of the community recycling center and communication plan implementation. The Team also completed a full week of Earth focused activities to encourage employee environmental stewardship. Events included collection of used recreation equipment that will be donated to the Boys & Girls Club and Colorado Golf Association for children in need of equipment. The Team also supported the Board's Earth Day event and bridged a partnership with Whole Foods to attend the stores Earth Day event.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 2: Reduce energy consumption citywide						
2009	Phase II Energy Performance Contracts approved by City Council in May 2010	Jerry Cinkosky (BO&M), Brian Grucelski (BO&M), Thomas Ochtera (BO&M)	AIGG \$2,517,094 ARRA \$468,700	AIGG - 100% ARRA - 100%	4Q 2013	Completed--Measurement and Verification Phase (M&V). The work for both the Capital and ARRA funded contract is done as of December 2011 and the funding has been expended completely. The M&V phase is in contract review because of a reduced price negotiation and will continue through November of 2013. M&V funding will come from BO&M operational accounts.
Objective 3: Increase and maintain greenspace (parks, open space, etc.) consistent with defined goals						
2007	Work with surrounding communities to build support for a regional trail system linking to the Rocky Flats Wildlife Refuge	Heather Cronenberg (CD), Rich Dahl (PRL)	--	15%	TBD	This project has transitioned into supporting the Denver Greenway Trail network that will connect the Rocky Mountain Arsenal to the Rocky Flats National Wildlife Refuge. The Department of the Interior is spearheading this idea and planning for the trail location is being conducted by the U.S. Department of Transportation in partnership with the local communities involved. Westminster staff is working with these agencies and hopes that the trail will utilize the Little Dry Creek trail through parts of Westminster along with an improved trail on the east side of Standley Lake and a new trail through the Westminster Hills Open Space area. The City and County of Broomfield, Boulder County, and Arvada are supportive of this trail and of the connection to Rocky Flats. A design study is underway and the project partners are looking into possible funding sources for construction in 2014.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2004	Participate in the wildlife refuge planning process for the Rocky Flats National Wildlife Refuge (RFNWR) with RFSC and Fish and Wildlife Service on mineral rights acquisition and proposals for the use of the NRD funds set aside for the RFNWR; work with the recently organized community "Friends Group" name Friends of the Front Range Wildlife Refuges, with SPC helped organize in 2008 to provide support and assistance to the USFWS	Heather Cronenberg (CD)	--	Ongoing	Ongoing	The City continues to work with US Fish & Wildlife Service staff to encourage additional and timely funding for the Rocky Flats National Wildlife Refuge to implement the Comprehensive Conservation Plan (the master plan for the development of facilities, trails & other visitor features at the Refuge).
Objective 4: Preserve vistas and view corridors						
2003	Apply for grants from Adams County, Jefferson County, GOCO and others	Heather Cronenberg (CD), Rich Dahl (PRL), Becky Eades (PRL), Kathy Piper (PRL), Sarah Washburn (PRL)	--	Ongoing	Ongoing	In Spring 2013, the Adams County Open Space Advisory Board recommended awarding the City a \$434,000 grant for construction of the Tanglewood Creek Regional Trail and a \$607,899 grant for purchase of the Big Dry Creek Open Space Buffer. The formal award of these grants by the BCC will occur in May. Other recent grants awarded to the City by Adams County include: \$225,000 for the acquisition of the Bushnell parcel, \$448,700 for the acquisition of the McKay Lake Overlook parcels, \$1,538,670 towards the construction of Little Dry Creek Park, and \$87,500 towards the construction of a trail along Federal Boulevard between 92nd and 97th Avenue and 115th and 119th Avenue. The City also received \$200,000 from Jefferson County toward acquisition of the Bonnie Stewart parcel.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 5: A convenient recycling program for businesses and residents with a high level of participation</i>						
2002	City-wide recycling drop off locations	Jerry Cinkosky (GS), Rachel Harlow-Schalk (GS)	\$32,493 Annually	On-going	Ongoing	Having identified the former England Water Treatment plant site as the site for the construction of a staffed recycling center with hours of operation, staff is currently negotiating with Hangar 41 to complete the site drawing for construction bid and construction. While waiting for implementation of the new site, staff continues to maintain the current drop-off program. The budget for these sites increased in 2012 (from \$6,000 to \$11,500) and twice per year the State gives the city a rebate for offering the program. Rebate funds continue to shrink and in 2012, the city received \$5,680 in rebates-nearly \$2,000 less than \$7,665 received in 2011. To address volume and dumping issues, collections were increased and temporary staff were hired to clean sites. In 2012, \$57,000 was spent on collections and staff cleanup-well beyond the \$17,180 budgeted and received through State rebates. Possible delay of construction and opening of the center are being considered because of the possible need to close Raleigh Street for an extended period of time.

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2012	Run environmental education campaign focused externally on recycling in the community and promotion of operational environmental efforts	Rachel Harlow-Schalk (GS)	\$15,000 first year, \$5,000 annually	20%	Ongoing	The Green Team and the Environmental Advisory Board (EAB) have been working in partnership on this education campaign. Using the completed Strategic Communications Plan, staff are currently negotiating a contract with Kirshner Communications to brand the program, develop messaging and communicate recycling facility construction activities. This year, communication efforts will focus on two goals: educate the community on recycling in Westminster and improve curbside recycling. Staff is also in contact with a community engagement firm to help facilitate public meetings regarding the closure of the four drop-off locations and opening of the new facility. The Team and the Board jointly published a Special Pullout in the City Edition highlighting the efforts of operations to be energy efficient and environmentally sensitive.
2012	Continue programs for disposal of household hazardous waste and hard to recycle materials	Carey Jensen (GS), Martee Erichson (GS)	\$49,000 first year, \$43,000 annually	Ongoing	Ongoing	Staff completed the Hard to Recycle Guide in Spring of 2012 and it is available in hard copy or searchable pdf on the City's webpage. The Household Hazardous Waste disposal program is fully funded for 2013.

Capital Improvement Projects Relating to Strategic Plan Goal: BEAUTIFUL AND ENVIRONMENTALLY SENSITIVE CITY
Standley Lake Regional Park, Community Enhancement Program, Open Space Land Acquisition, Parks Renovation Program, and Recreation Facility Improvements