



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: June 27, 2012

SUBJECT: Study Session Agenda for July 2, 2012

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:

Board & Commission Interviews **5:15 P.M.**

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

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. Westminster Center Public Outreach Summary
2. Presentation on the Standley Lake Bypass Study
3. Water Tap Fee Increase

6:30 P.M.

INFORMATION ONLY ITEMS

1. 2012 Resource Management Program – Adjustments for Parks Irrigation
2. Capital Improvement Program (CIP) Project

EXECUTIVE SESSION

1. Discuss strategy and progress on potential sale, acquisition, trade or exchange of certain City owned real property and the City's position relative thereto, pursuant to WMC 1-11-3 (C)(2) and CRS 24-6-402(4)(a)

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

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Information Only Staff Report
July 2, 2012



SUBJECT: Westminster Center Public Outreach Summary

PREPARED BY: Sarah Nurmela, Senior Urban Designer

Recommended City Council Action

This report and presentation are for City Council information only and require no action by City Council.

Summary Statement

- The first round of public outreach for redevelopment of the former mall site (Westminster Center) was held in March 2012.
- Public outreach included a visioning session with City Council, two community-wide open houses and a two-week online survey on the project website: www.westminstercenter.us.
- Over 200 community members participated in the outreach process.
- The attached summary describes the feedback received and results of the surveys from this first round of meetings and includes the materials presented at all the meetings.

Expenditure Required: \$0

Source of Funds: N/A

Background Information

The first round of community outreach for the Westminster Center planning process was held in March and April, 2012. The outreach included an initial visioning session with City Council, two community-wide open houses held at the City Park Recreation Center and a two-week-long online web survey. The intent of these visioning and open house sessions was to introduce the City's vision for the former Westminster Mall site to the community and to create a venue for input on the built environment, open spaces and land uses that could be located within the site. Input was collected in several ways, including through:

- *Preference Surveys:* Community members were asked to share their preference for specific urban districts, as well as a range of building types and open spaces that could be located in the site.
- *Brainstorming Questions:* Questions were posed for each topic presented at the meetings and on the online survey, including urban districts, land use, urban design and open space.
- *Individual Comments:* All community members were provided the opportunity to submit additional individual comments on comment cards distributed at the open houses as well as online.

An email distribution list was also started as part of this process, with email addresses collected at the open houses and online. Over 200 people participated in the meetings and survey. The community open houses and online survey were advertised citywide through Westminster Window, Channel 8, Weekly Edition, postings at City venues like the MAC, Swim and Fitness Center and Irving Street Library and the City and project websites (www.westminstercenter.us).

In general, all participants in the process were excited to see planning for the area commence and were happy to be a part of the planning process. Key themes that presented themselves throughout the responses from the open houses and survey included a desire for unique character, walkable, friendly environment, public events and engagement, public spaces and activities and accessibility. These themes are summarized below:

- *Unique Character:* Community members envisioned Downtown Westminster as a community-wide destination with a distinct character and unique mix of businesses. A sense of ownership was important for many, where downtown would have a “hometown” feel that would attract both existing and new Westminster residents.
- *Walkable, Friendly Environment:* Having a walkable, pedestrian- and bike-friendly environment in downtown was important for community members. Connections to open spaces, transit, shopping and parking were emphasized. For many, it was important to have an environment that would be comfortable for all ages, particularly children and the elderly.
- *Public Events and Engagement:* A consistent theme in community responses was that of community involvement. People wanted to feel more connected to Westminster, with fairs, festivals and public and holiday events. Major civic events desired included outdoor music/concerts, a farmers market, festivals and fairs.
- *Public Spaces and Activities:* Creating a sense of openness within the downtown area was emphasized by many. People wanted to see a variety of outdoor spaces, from natural open spaces to small parks and plazas adjacent to commercial areas. The open spaces would provide places to relax, linger and recreate, providing a reason to come and stay in downtown beyond shopping or other activities. They could also provide a central focal point and sense of place in the heart of downtown where civic events could take place.
- *Accessibility:* Accessibility into and throughout downtown was a constant theme in community responses. Being able to easily access the Downtown area, find parking, and navigate the area

by foot was essential for many. Additionally, community members felt the area should have a network of walkways and bikeways with easy access to public transit.

The full public outreach summary is included as part of this Staff Report as Attachment A. The summary was posted to the Westminster Center website in mid May, 2012.

Next Steps

Staff will closely review and consider the input received from the first round of public comment and will incorporate it into development of a preferred plan for the site. The preferred plan is expected to be developed over the course of the year and will be the subject of additional community meetings that will be held to help refine the plan. The Westminster Center and City websites will post the dates for future community meetings as they are identified.

Strategic Goals

Completion and implementation of a plan for Westminster Center meets several strategic goals. Establishing a framework for a new, vibrant downtown that fosters economic growth in the heart of the City meets the goal of maintaining a “Strong, Balanced Local Economy” while also supporting “Vibrant Neighborhoods in One Livable Community.” Additionally, redevelopment of the 105-acre property that is primarily vacant supports the City’s goal of a “Financially Sustainable City Government Providing Exceptional Services.”

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- Attachment A: Westminster Station TOD Area Public Outreach Summary



WESTMINSTER
C E N T E R

Community Outreach Summary
May 2012



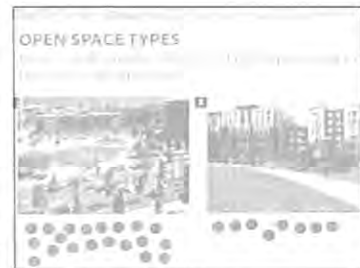
WESTMINSTER

The City of Westminster has begun the planning process for the redevelopment of the former Westminster Mall site. The 105-acre area is located in the heart of Westminster between 88th and 92nd avenues along the US 36/Sheridan Boulevard corridor. The area is envisioned as a new downtown for the City of Westminster with a vibrant mix of uses, open spaces, and activities. In March and April of 2012, a first round of community outreach was initiated. Outreach included a visioning session with City Council and a community-wide and online interactive open house.

This document provides a summary of the input received from the community during this first round of outreach. The document is organized into three chapters:

- *Chapter 1: City Council Visioning Session*, provides an overview of the comments and direction received by City Council.
- *Chapter 2: Interactive Open Houses*, summarizes the key themes that emerged throughout all of the input gathered in the open houses and online survey; describes specific feedback on each of the brainstorming questions and preference surveys; and summarizes individual comments received at the open houses and online.
- *Chapter 3: Next Steps*, describes the planning process and future opportunities for public input.

The appendix at the end of this summary provides the materials presented at the open houses and online.



1 City Council Visioning Session

A visioning session with the Westminster City Council was held on March 19th, 2012. City Council members were presented with the City's vision for the former Westminster mall site as the city's new downtown and mixed-use district. The presentation included discussion and brainstorming of other downtowns and urban districts that could serve as inspiration for Westminster's new downtown. Questions relating to land use, urban design and open space and public amenities were posed, along with a visual preference survey for building types and design.

Overall, City Council supported a dense urban district with a mix of uses that would establish the area as a vibrant downtown district. Further discussion of the vision for the former Westminster mall site included the following points:

- *Land Use:* Land uses in the site should include a mix of uses including retail, office, residential and open space. Retail in the core of the area should have a mix of large and small stores.
- *Views:* Development should take advantage of views with rooftop seating areas and locate taller buildings to preserve views to the mountains.
- *Building Heights:* In general, there should be verticality on the site with some taller buildings, particularly for office uses. Taller portions of buildings should be set back from the street edge above three or four stories in order to preserve a pedestrian scale at the street level and to allow for sun access.
- *Building Design:* Building massing, especially of taller buildings, should not be bulky or overwhelming to the street. Natural materials, such as masonry, and earth tones should be used.
- *Open Spaces:* There should be a range of appropriately-scaled park spaces throughout the site, such as smaller green and gathering spaces in pedestrian-oriented mixed-use areas and larger park spaces in residential areas. There should be an open/public space area that could accommodate festivals, fairs and public events. Finally, water features should be incorporated when appropriate into the open space framework.
- *Streetscape:* Streets should have ample trees and landscaping with planting strips wide enough to accommodate healthy plant life. Sidewalks should be wide to accommodate pedestrian traffic, outdoor seating areas and pedestrian amenities like benches.

2 Interactive Open Houses

Two community-wide open houses were held at the Westminster City Park Recreation Center on March 28th and March 31st, 2012. The open houses included five topical stations: Project Vision, Downtowns and Urban Districts, Land Use, Community Character, and Open Space and Public Amenities. Four of the stations included an opportunity for community input through polls, preference surveys, and brainstorming questions. City staff members were also present at each station to help answer any questions and guide community members through the activities. An online version of the open house activities was also developed to run concurrent with and for two additional weeks beyond the open house dates. Comments on the online open house closed on April 15th; however, additional comments may still be provided through the Westminster Center website throughout the planning process. To date, over 200 community members participated in this first round of outreach.

This chapter provides an overview of the feedback obtained through the open houses and online survey. The first section, Key Themes, describes several constant themes that emerged from all of the public comments and activity responses. These themes will help provide direction for the City as the planning process moves forward. The Brainstorming Questions, Preference Surveys, and Additional Comments sections describe the input gathered through each activity and the individually-submitted comments from community members.

2.1 Key Themes

Themes that presented themselves throughout the responses and input from the open houses and survey included a unique character, walkable, friendly environment, public events and engagement, outdoor space and activities, and accessibility.

Unique Character

Community members envisioned Downtown Westminster as a community-wide destination with a distinct character and unique mix of businesses. A sense of ownership was important for many, where downtown would have a “hometown” feel that would attract both existing and new Westminster residents.



Walkable, Friendly Environment

Having a walkable, pedestrian- and bike-friendly environment in downtown was important for community members. Connections to open spaces, transit, shopping and parking were emphasized. For many, it was important to have an environment that would be comfortable for all ages, particularly children and the elderly.

Public Events and Engagement

A consistent theme in community responses was that of community involvement. People wanted to feel more connected to Westminster, with fairs, festivals and public and holiday events. Major civic events desired included outdoor music/concerts, a farmers market, festivals and fairs.

Outdoor Space and Activities

Creating a sense of openness within the downtown area was emphasized by many. People wanted to see a variety of outdoor spaces, from natural open spaces to small parks and plazas adjacent to commercial areas. The open spaces would provide places to relax, linger and recreate, providing a reason to come and stay in downtown beyond shopping or other activities. They could also provide a central focal point and sense of place in the heart of downtown where civic events could take place.

Accessibility

Accessibility into and throughout downtown was a constant theme in community responses. Being able to easily access the Downtown area, find parking, and navigate the area by foot was essential for many. Additionally, community members felt the area should have a network of walkways and bikeways with easy access to public transit.

2.2 Brainstorming Questions

Several of the open house stations posed brainstorming questions for community members. These questions were meant to provide an understanding of the community's vision and point of view regarding the composition and character of a new Westminster Downtown. Community members responded to each question on a sticky note and posted the answers below each question. These responses (including those received from the online survey) were recorded and categorized to provide a clear description of the community's varied vision for Downtown Westminster. These descriptions are organized by station topic below.

Downtowns and Urban Districts

Where else do you go to shop, linger and play?

For community members, places to shop, linger and play were located throughout the Denver metro area, foothills, and nearby mountain towns. Half of the places mentioned were shopping and lifestyle centers, most notably the Flatirons Mall in Broomfield (16%) and the Orchard Town Center in Westminster (13%). Approximately 40 percent of community members cited downtowns (31%) and urban districts (13%) in and around the Denver metro area, with the most popular being Olde Town Arvada. Other popular downtowns and districts included the Highlands and Tennyson areas, Downtown Golden and Downtown Boulder, and mountain downtowns like Estes Park and Breckenridge. The remaining five percent of responses referenced open spaces and trails in and around the Denver metro area and Westminster.



Are there other downtowns or districts outside of the Denver area that should serve as inspiration for Downtown Westminster?

A wide range of downtowns and districts were mentioned by community members, almost half of which were out of state. Just over half of the downtowns or districts cited were small-scale or historic areas with building heights of four or less stories. In the Denver metro and surrounding area, these included many foothill, Front Range, and mountain downtown areas, as well as smaller-scale districts in Denver like the Highlands. Olde Town Arvada, Downtown Boulder, and Bradburn Village in Westminster were popular responses. Mid- and larger-scale districts comprised an additional 35 percent of responses (19% and 16%, respectively) ranging from areas like LoDo in Denver



with four to seven stories to downtown districts like Washington D.C., Seattle, Washington and Portland, Oregon with buildings of 15 stories or more. Finally, approximately 14 percent of responses referenced shopping and lifestyle districts within the Denver metro area and other cities, including places like the Streets at Southglenn, Flatirons Mall, and Country Club Plaza in Kansas City, Missouri.

Community Character

Name one or two adjectives that would describe Downtown Westminster



The most common words used to describe a new Downtown Westminster included or were synonyms of: “friendly and inviting” (16%), “fun and lively”(16%), “walkable” (15%), “hometown and quaint” (11%) and “open and parklike” (9%). Accessibility, a sense of openness, and a unique character were also key concepts expressed by Downtown descriptions.

How many stories should buildings be in Downtown Westminster?

Approximately 70 percent of respondents supported building heights of four stories or more—half of which supported a variety of building heights of 7-10 stories (13%) or greater (21%). The tallest building heights suggested were between 15-30 stories. Conversely, approximately 30 percent of respondents did not want to see tall buildings or more than three stories. Preservation of views to the mountains and maintaining a smaller-scale district were important factors for the lower heights.

Land Use

Name one type of business, activity, or event that would bring you to Downtown Westminster.



Participant responses reflected a desire to have reason to not only visit Downtown Westminster, but to stay for the day with a wide variety of uses, attractions and activities. The majority of responses included multiple uses, the greatest number of which referenced entertainment and special events (39%), which included outdoor music and concerts, farmers market, festivals and fairs, and movies. Shopping was also mentioned as a big draw, particularly specialty, boutique and unique store offerings (22%). Dining was important as well (comprising 9% of responses), where unique, non-chain restaurants were more desirable. Civic and cultural events and facilities such as museums, a library and

art were also strong attractions for many (8%). Additional suggestions included outdoor spaces like playgrounds, parks and plazas where people could linger and extend their stay, as well as bars, breweries and wine tasting.

What businesses, land uses, and activities make up a vibrant, interesting downtown?

Overall, community members envisioned a vibrant downtown as having a wide variety of uses, with almost equal mention of entertainment and events, public space and parks, shopping and dining experiences. Entertainment and events such as music, theater, farmers market and festivals constituted approximately 20 percent of the responses. Another 18 percent were focused on the provision of a rich outdoor environment with parks, playgrounds, public assembly places and recreation. A rich diversity of unique destinations and events was desired from all, particularly for shopping (17%) and dining uses (13%). For many, this meant capitalizing on local, independent and small businesses to establish character, attract visitors and provide diversity in retail and restaurant offerings. Civic and cultural uses comprised an additional 10 percent of responses, with art and museums as the most popular.

Open Space and Public Amenities

What are your favorite park spaces that you think would be appropriate for Downtown Westminster?

Community members responded to this question in two ways, naming specific parks as well as features that they would like to see in park spaces. Of those responses that listed a specific park, 45 percent cited large-scale or grand city parks as their favorite spaces. The majority cited Washington Park in Denver and Westminster City Park as their favorites. Just over a quarter (26%) of responses cited a neighborhood-scale park, some of which included Squires Park in Westminster and Boulder's Central Park/Boulder Creek spaces. Water-oriented park spaces (along creeks, lakes or rivers) comprised another 20 percent of favorite spaces.

A wide variety of park features and activities were also mentioned. These included active recreation like biking, jogging, and sports courts (24%); passive recreation with shaded areas, open lawns, and seating areas (22%); ample planting, trees and gardens (19%); water features (16%); and spaces that would accommodate a variety of uses like play and recreation, gatherings and festivals, and passive uses (13%).



What types of civic events should be held in Downtown Westminster?

Almost all of the responses from community members focused on outdoor enjoyment and activities for Downtown Westminster. Events that might be held on a weekly basis, like a Farmers Market, outdoor concerts in the summer, and movies or live theater in the park comprised over 50 percent of the responses, with outdoor music events and concerts being the most popular suggestion. Another 40 percent of the responses referenced large-scale events like fairs, festivals, art shows and holiday celebrations or parades. Other civic activities mentioned included sports events like bicycle or road races, fundraiser/charity events, City-government events, rallies and other cultural and gathering opportunities.

2.3 Preference Surveys

Three preference surveys were presented as part of the open house and online survey. They included a poll of local downtowns and urban districts that community members often visited; a visual preference survey of building types that would express community character; and a poll of preferred open space types and features for parks and public amenities. Each preference survey component included six choices, of which community members could “vote” for as many as they liked. The results of these surveys were tallied to show overall preferences for specific places, building types, and open space features. These results are discussed below.

Downtowns and Urban Districts

Community members were asked to indicate which, if any, of six local downtowns or urban districts they frequented to shop, linger and play. Table 2-1 shows that places like LoDo, Downtown Boulder and the Denver Highlands were popular destinations. Belmar in Lakewood and Cherry Creek were also generally popular among participants.

Table 2-1: Downtowns and Urban Districts Poll Results

<i>Location</i>	
Highlands, Denver	19%
LoDo, Denver	24%
Downtown Boulder	22%
Belmar in Lakewood	15%
Cherry Creek	12%
Downtown Fort Collins	9%

Community Character

Five visual preference surveys were presented as part of the Community Character station. The visual preference surveys were used as a technique to identify the viewer's preference for physical design characteristics. These included building height, bulk, materials and design. The images presented illustrated a range of building types and design—no specific image or building was intended as a proposal for Downtown Westminster. Rather, the survey was intended to achieve an understanding of the community's preference and comfort with specific design characteristics. The five building types presented in the survey included mixed use (residential, office, or other uses above ground floor retail), residential, office, retail and parking structures. The combined results of the visual preference surveys from the open houses and online surveys are shown in Table 2-2 below.



Table 2-2 Continued: Community Character Visual Preference Survey Results



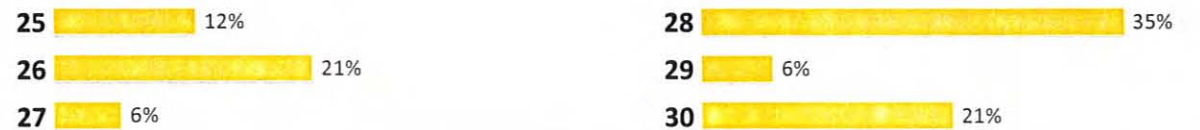
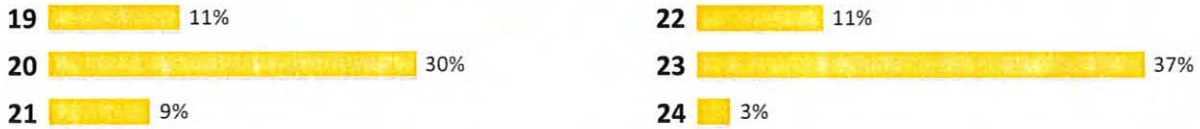
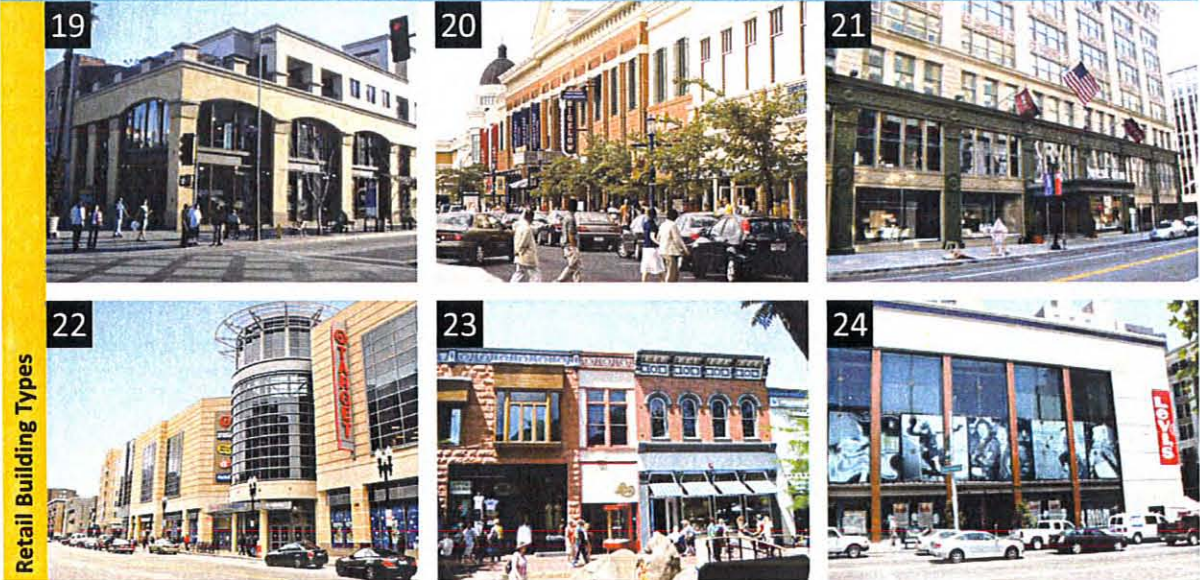
Residential Building Types



Office Building Types



Table 2-2 Continued: Community Character Visual Preference Survey Results



Open Space and Public Amenities

Community members were also polled for their preference for specific park types and features. The first survey included a series of park spaces that presented different scales, activities, and physical design elements. The second preference survey was more focused on park features and elements such as seating areas, lawns for passive recreation and public art. The results from both surveys are documented in Table 2-3.

2.4 Additional Comments

In addition to input gathered through the open house station activities, community input was collected through comment cards at the open houses and a comment form on the online survey. Over 120 community members took the time to contribute thoughtful and meaningful input through this forum. A summary of the comments, organized by topic, is below.

Community Character

Community members emphasized the role of Downtown Westminster as a public and social gathering space—a place that belongs and appeals to all Westminster residents, not just the new residents on the site. For many this meant creating a strong sense of place—establishing a “focus”, or “there there” within the downtown, with development that included a mix of uses, an attractive public realm, public art and even historic remnants or elements of the former mall (like the balloons). A consistent theme in the comments was that of interaction—creating spaces and a public realm that fostered community gathering and events, and that would invite people to stay in the area. Examples included town squares, piazzas and a central park or square.

The envisioned character of a new downtown for Westminster varied, however, from a smaller-scale hometown feel to an urban, lively district with taller buildings. Many who expressed a desire for a hometown feel felt that buildings should be lower (mostly four or less stories in order to preserve views to the mountains) and designed to express a timeless, “old city” style. On the other hand, some community members felt that a denser, yet still pedestrian-scaled environment with some taller buildings would help foster a vibrant atmosphere and establish an urban scale and visibility of downtown. Regardless of the scale, the majority of community member responses expressed a desire for a unique, varied, walkable environment with a range of stores, activities, and districts, access to public transportation, and integration into the surrounding context of Westminster.

Table 2-3: Open Space Visual Preference Survey Results



Open Space and Park Types



Open Space Features



Finally, an additional theme in the responses for community character was that of authenticity. People wanted Downtown Westminster to be representative of the city and distinct from other lifestyle or “downtown” projects like Belmar in Lakewood, the Orchard Town Center in Westminster or 29th Street Mall in Boulder. Specific comments included “timeless” design, allowing the downtown to “evolve over time”, and avoiding the creation of a “fake downtown” and “anyplace” design.

Land Use Mix

The mix and arrangement of land uses within the site were important factors for many community members. For many, it was essential to have a dense, mixed-use urban environment that would underline the area as a true downtown district. There would be a range of uses, including both large and small-scale shopping establishments, grocery and neighborhood services for residents, diverse and unique dining options, office uses, residential development, parks and public spaces and civic venues and uses. Several community members emphasized the need for a vertical mix of these uses, with retail at the ground floor and other uses located above to support an active pedestrian environment. Additionally, several comments emphasized the need to replace the extent of shopping that was lost with demolition of the mall: community members wanted to stay within Westminster to meet their shopping needs.

Circulation and Accessibility

Some community members expressed concern about potential traffic impacts that might result from increased intensity in the area. Access to and from US 36 was cited as a key element of circulation and access into the site. Others expressed concern for traffic and access along 88th and 92nd avenues, citing potential for traffic impacts to these arterials. Access to existing and future public transportation was also a key concern—particularly in crossing significant streets like Sheridan Boulevard to the RTD park-and-ride and 88th Avenue to the future rail station.

Circulation through the site was also important for many community members—in terms of accessing key destinations and parking, as well as ensuring safe and direct circulation for pedestrians and bicyclists. Several people mentioned the need for wide walkways and sidewalks to accommodate pedestrian movement and traffic. Additional comments prioritized connections to existing bike trails and residential areas, such as the Discovery Trail in Arvada and into the Green Knolls residential neighborhood in Westminster.

In addition to traffic impacts and circulation, access to parking was a key concern for many. The ease of getting to parking, its proximity to shopping and other destinations, and the perception of easy, safe parking were all mentioned as important aspects of site design and function. Several comments addressed parking location within the site, with some advocating for central, shopping-adjacent parking and others for structures to be located at the perimeter of activity in order to encourage people to walk to destinations.

Sustainability and Local Business

A sustainable Downtown Westminster was important for many on several levels—both economically and environmentally. Community members wanted to ensure that new development would be viable, with a synergistic range of market-appropriate businesses that would not compete with existing business in adjacent and nearby areas within the city. Several comments focused on incorporating and supporting small and local mom-and-pop businesses into the downtown, with the caveat that smaller local businesses would not be able to afford the higher rents of new development.

Environmental concerns were focused on creating a sustainable infrastructure through support of green building and resource conservation practices. Comments ranged from wanting to see recycling and dog waste bins incorporated throughout development and open spaces, recharging stations for electric cars and bicycle parking to natural, water-efficient plantings throughout parks and public spaces.

Open Space and Public Amenities

Community members envision an attractive downtown environment that reflects the City's values for open space, high quality landscape design and recreation. Additionally, community comments advocated for public spaces that would serve as central gathering spaces, venues for public events and activities, and community interaction. Key aspects of parks and the public realm that were mentioned included maintaining an open, green feel throughout the downtown, with trees (including preserving the cottonwoods along 88th Avenue), integrated green spaces and ample plantings; incorporating public art and sculpture; creating some pedestrian-only areas; and providing an engaging environment for children with informal play areas (like the rocks along the Boulder Pearl Street Mall) or water features.

Providing for active recreational opportunities was emphasized by many, with comments suggesting the inclusion of walkways, bike paths, tennis courts and green spaces throughout the site. Additionally, programmed recreational activities were suggested, such as outdoor fitness classes and children's activities.

A venue for public activities and events was also desired by the community, whether it be a town square, lawn or pedestrian or vehicular street. Suggested events included entertainment, music, fireworks, parades, farmers markets and any other community-oriented activities that would foster interaction.

Outdoor Environment

Many community members placed a great deal of emphasis on the design of the site, shopping areas, streets and open space with respect to Colorado's climate and intense sun. People advocated for open spaces with shade structures and trees to escape the summer sun. For cold and inclement weather, many community members reflected on the need for indoor or protected spaces. Places like the Orchard Town Center, for example, were listed as undesirable destinations in the cold winter months, while indoor malls like Flatirons were extolled as comfortable places to shop. The primary concern was over finding a place that would foster lingering beyond just a shopping experience, where some comfort and protection could be provided. This was particularly important for families with children and the elderly.

Accommodating a Range of Incomes and Ages

Accommodation of a range of incomes and ages was an important aspect for many community members. This was reflected in not only the advocacy for local businesses to be able to locate within the Downtown area, but also for residential and commercial uses that would meet a range of income levels and ages. Several community members felt that affordable housing should be provided in the area, while others felt that commercial uses like grocery stores and shops should cater to a range of income levels. Additionally, several people expressed the need to accommodate the growing senior population—not only in providing appropriate housing types but also in creating an environment that would support the needs of the elderly such as easy access to key services, public transportation and passive recreation space.

3 Next Steps

The City of Westminster planning team will closely review and consider input from this first round of public outreach and incorporate it into the planning process for the former Westminster mall site. A preferred plan will be developed over the next six months, during which additional community meetings will be held as the plan is refined. It is expected that these meetings will be held once the refined plans are available. The Westminster Center and City of Westminster websites will post the dates as they are identified. Community members can sign up on the Westminster Center website (www.westminstercenter.us) to receive updates for important events and milestones during the planning process.

Appendix -Open House Materials

This Appendix provides the materials presented at the Open Houses at the City Park Recreation Center as well as online at the Westminster Center website.

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Project Vision

1. Create a new downtown for Westminster with a mix of office, retail, and residential uses.
2. Focus on the human scale within a downtown, urban environment.
3. Establish building heights and densities that foster an urban experience and walkable pedestrian environment.
4. Ensure that circulation through the site and access to transit is accessible for all modes of transportation.
5. Integrate the site into the Westminster community, creating inviting edges and easy visual and physical access.
6. Reinforce the urban environment and ease of access by distributing structured parking throughout the site.
7. Accentuate natural views and view corridors through site and building design.
8. Encourage development that incorporates sustainable development practices.
9. Establish a sense of place with the first phase of development, upon which future development can build.

Downtowns & Urban Districts

PLACES YOU MAY KNOW

You likely know many different downtowns and urban districts within the Denver metro area and beyond. Here's how they would fit into Downtown Westminster.

How big is 105 acres?



LODO, Denver



Cherry Creek, Denver



San Francisco, CA



Portland Pearl District, OR



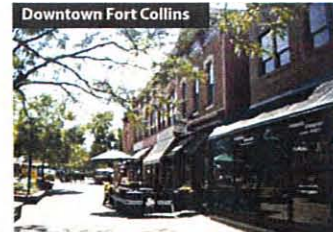
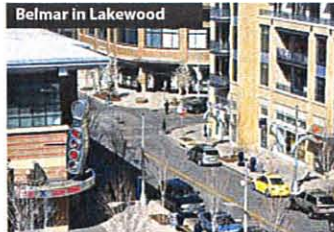
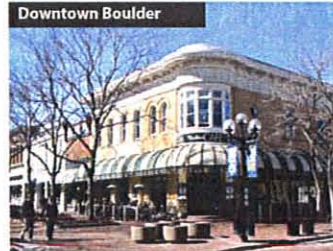
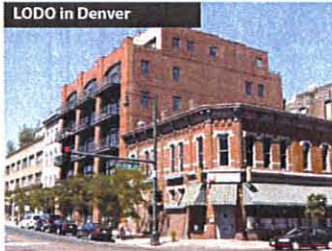
Downtown Boulder



Downtowns & Urban Districts

PLACES YOU MAY GO

Where do you go to shop, linger and play in the Denver area? Place a sticker below the places you like to visit.



Land Use

A wide range of land uses and activities are anticipated in Downtown Westminster. These include:

RESIDENTIAL



EMPLOYMENT



ENTERTAINMENT & RECREATION



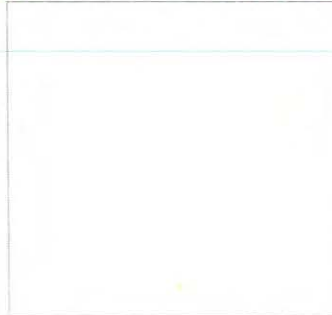
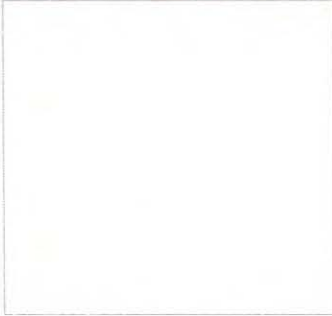
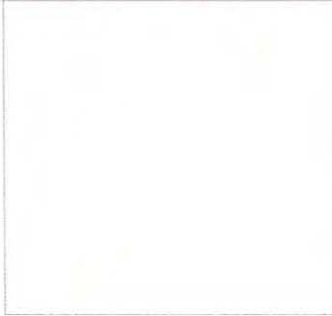
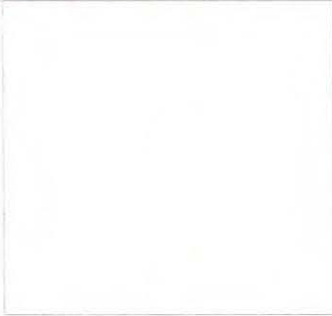
CIVIC & CULTURAL



Community Character

MIXED USE BUILDING TYPES

Place a sticker under the types of buildings you would like to see in Downtown Westminster.



Community Character

RESIDENTIAL BUILDING TYPES

Place a sticker under the types of buildings you would like to see in Downtown Westminster.



Community Character

OFFICE BUILDING TYPES

Place a sticker under the types of buildings you would like to see in Downtown Westminster.



Community Character

RETAIL BUILDING TYPES

Place a sticker under the types of buildings you would like to see in Downtown Westminster.



Community Character

PARKING STRUCTURE TYPES

Place a sticker under the types of buildings you would like to see in Downtown Westminster.



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Open Space & Public Amenities

OPEN SPACE TYPES

Place a sticker under the types of open spaces you would like to see included in Downtown Westminster.



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Open Space & Public Amenities

OPEN SPACE FEATURES

Place a sticker under the features you think would most benefit parks and open spaces in Downtown Westminster.



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Staff Report

City Council Study Session Meeting
July 2, 2012



SUBJECT: Standley Lake Bypass Study

PREPARED BY: Stephanie Bleiker, Senior Engineer
Steve Grooters, Senior Projects Engineer

Recommended City Council Action

Concur with Staff recommendation to move forward with the next steps on the Standley Lake Bypass for improving the reliability of the City's water supply.

Summary Statement

- The City's water supply system is set up to divert raw water from various sources and deliver that water through several conveyance systems to Standley Lake.
- From the Standley Lake outlet works, water is conveyed again through multiple pipelines to the City's water treatment facilities.
- These multiple sources and treatment plants provide redundancy and increase reliability to the water supply system. Presently, however, all water must go through Standley Lake and its outlet works.
- Additional system redundancy is desired to maintain reliable service should facilities be taken offline for emergencies, maintenance, or other reasons.
- During development of the 2009 Comprehensive Water Supply Plan, Council gave Staff direction to proceed with a project that would add redundancy to the raw water supply system.
- This study was performed to determine the most efficient way to maintain water delivery without the use of Standley Lake or its outlet works.
- The main recommendation from this study is construction of a new +/- 3,000-foot pipeline that connects the Farmers' High Line Canal to the raw water pipelines supplying the City's water treatment plants.
- Additional recommendations were identified to maximize the use of the City's existing interconnects with neighboring water providers.
- The recommended pipeline will enable the City to convey current and buildout indoor water demand flow rates and will position the City to provide a large portion of the City's projected irrigation demands in the event that Standley Lake is taken offline.
- The presentation will review the results of the study, recommended options for moving forward and associated project costs.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issues

Should the City implement a pipeline project that can bypass Standley Lake by connecting the Farmers' High Line Canal to the City's raw water pipelines?

Should the City size such pipeline to accommodate irrigation demands in addition to buildout indoor demands?

Alternatives

Council could choose not to implement the Standley Lake Bypass pipeline. This is not recommended because this improvement is necessary to provide the City with raw water supply redundancy and reduce the City's overall water supply vulnerability.

Council could choose to move forward with a pipeline that would limit capacity to buildout indoor demand. This is not recommended because building a nominally larger pipeline would also provide additional flexibility in system operations, avoid restrictions, meet irrigation demand and protect the City's landscaping during emergencies.

Background Information

During development of the 2009 Comprehensive Water Supply Plan, Council gave Staff direction to proceed with a project that would add redundancy to the City's raw water supply system. At that time, a conceptual project was formulated for a pipeline to collect water from raw water sources, bypass Standley Lake and its outlet works, and tie into the Standley Lake outlet pipelines. As the preliminary design was evaluated, it became apparent that this conceptual pipeline would be expensive (on the order of \$11 million) and complicated to operate. It was decided to perform the Standley Lake Bypass Study to identify other potential ways to add necessary reliability to the City's raw water supply, using a broader range of potential options.

Overall, the study involved three main tasks: 1) A survey of other Front Range utilities regarding the level and means of redundancy and reliability of their raw and potable water delivery systems relative to the City of Westminster, 2) Identifying the most cost-effective way that the City can increase our system reliability and be in line with other water providers, and 3) Confirming the City's water rights availability and ways to maximize delivery of this water to the potable water treatment system under current and future water demands. The following paragraphs briefly summarize the results of these tasks and will be discussed in the presentation to City Council at the study session.

Task 1: Reliability of Front Range Water Providers

The Standley Lake Bypass Study was initiated with an evaluation of the comparative reliability and redundancy in the City's water supply as measured against other Front Range water providers. The Front Range water providers included in the survey were Broomfield, Arvada, Golden, Greeley, Loveland, Aurora, Lafayette, Thornton, Northglenn, Ft. Lupton, Longmont, Ft. Collins and Denver.

The comparison included the following water reliability criteria:

1. Redundant raw water source
2. Finished water interconnects with adjacent facilities
3. Formal agreements in place for finished water interconnect
4. Ability to provide peak demand upon loss of primary water source

5. Ability to provide indoor demand upon loss of primary water source
6. Formal emergency response plan
7. Future planned redundancy improvements

This survey showed that reliability of the City's water supply is less than other Front Range water providers. Overall, the results show that improvements to Westminster's system would position the City to better deliver water during times of maintenance or emergency conditions.

Task 2: Identifying the Most Cost-Effective Improvements for Increased Reliability

A key goal of this effort was to maximize use of currently-owned infrastructure and water rights such as existing potable water interconnects shared with adjoining water providers; existing raw water ditches, canals, and pipelines; and exchanges for maximizing existing water rights available to the City. Study recommendations involved all of these ideas as well as construction of a new +/- 3,000-foot pipeline from the Farmers' High Line Canal to the City's water treatment plant raw water pipelines. This recommendation collects raw water flows into Farmers' High Line Canal and then pipes the water from the canal directly to the raw water pipelines that then feed the City's water treatment facilities (see the attached map).

Task 3: Confirming the City's Water Rights Availability

As part of the study, detailed watershed and water supply analysis was performed to predict the City's ability to supply water during times when Standley Lake is bypassed. Various methods and exchanges were identified to match water demands and will be reviewed as part of the study session.

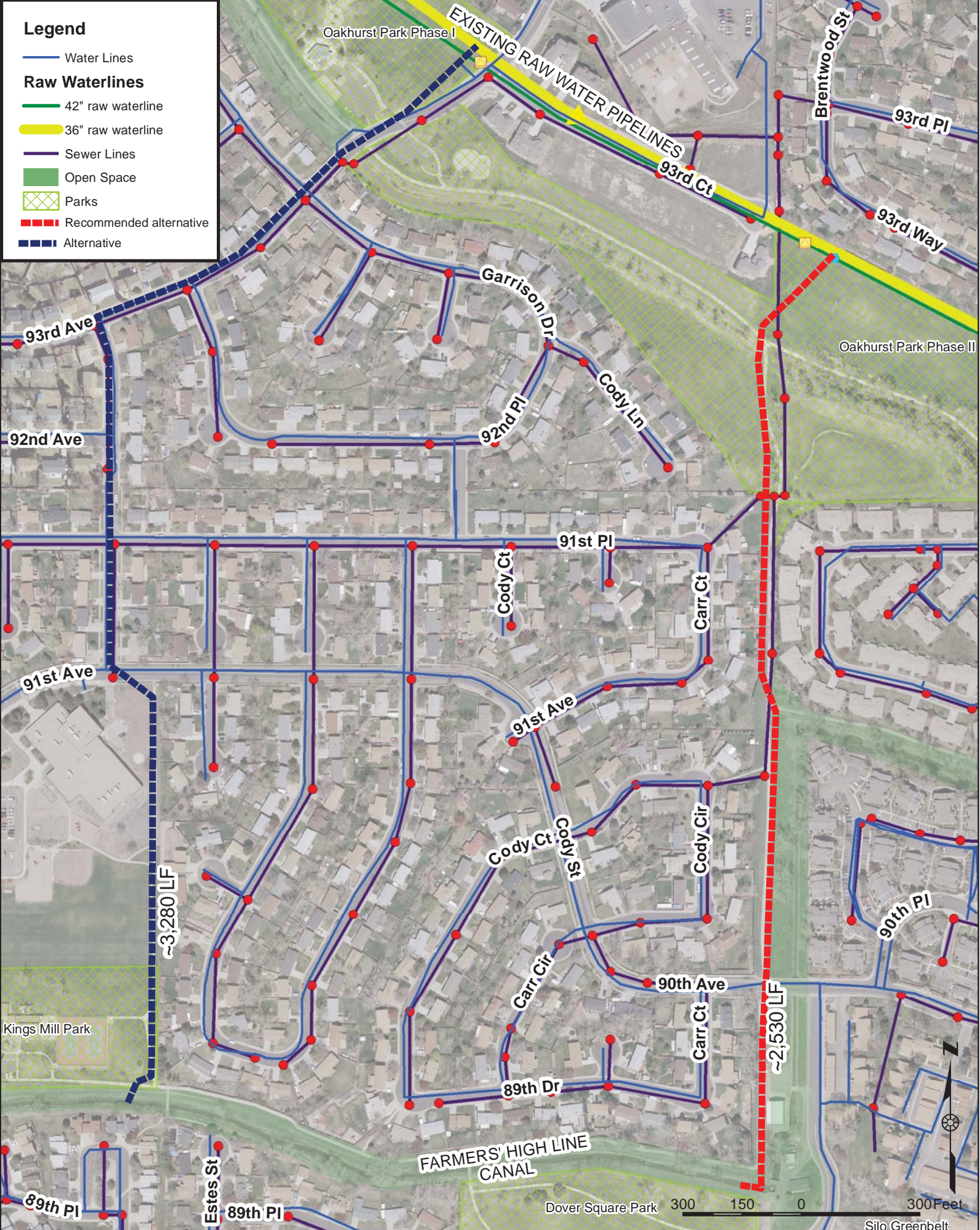
Overall, the study identified a cost-effective way to improve the reliability of the City's water delivery system. Results of the study show that a new pipeline would supply current and buildout indoor water demand flow rates to the treatment plants without the use of Standley Lake or its outlet works. For additional cost, the pipeline size can be enlarged, positioning the City to be able to provide irrigation demands. The cost of a pipeline sized for indoor demand is projected to be approximately \$3.5M. A nominally larger pipeline sized to include outdoor demand, as well, would cost approximately \$5.5M. Staff recommends the larger diameter pipeline because it would provide enough water to also meet the demands of the City's landscaping and avoid needing to ban outdoor watering in the event of an emergency during the irrigation season. Information will be presented during the Study Session to review the options Staff looked at and to seek Council's direction on how to proceed.

The Standley Lake Bypass Pipeline Project helps achieve the City Council's Strategic Plan Goals of "Financially Sustainable City Government Providing Exceptional Services," "Safe and Secure Community," and "Vibrant Neighborhoods in one Livable Community" by contributing to the objectives of well-maintained City infrastructure.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Farmers' High Line Canal to Raw Water Pipelines Interconnect Map



Legend

- Water Lines
- Raw Waterlines**
- 42" raw waterline
- 36" raw waterline
- Sewer Lines
- Open Space
- Parks
- Recommended alternative
- Alternative

STANDLEY LAKE BYPASS STUDY - ALTERNATIVE RAW WATER INTERCONNECT ALIGNMENTS



WESTMINSTER

Staff Report

City Council Study Session Meeting
July 2, 2012



SUBJECT: Water Tap Fee Increase

PREPARED BY: Christine Gray, Management Analyst
Stu Feinglas, Water Resources Analyst

Recommended City Council Action

Review the proposed water tap fee increases and direct Staff to return to City Council for formal action increasing the water tap fee effective January 1, 2013.

Summary Statement

- Water tap fees are charged to new utility customers to connect to the City's water system, and are based on the current value and size of the utility system.
- The water tap fee structure is composed of several components that together reflect the equitable portion of the water system impacted by new customers.
- Periodically the City increases the water tap fee charged to new utility tap customers to address the system's infrastructure and water resources critical needs.
- This increase will reflect the cost recoveries necessary to meet the capital needs of the water system and to ensure that costs are equitably distributed between current and future users of the system.
- The recommended water tap fee for a single family equivalent service commitment would increase from \$16,325 to \$20,836.
- Sewer tap fees are not impacted by this increase. Sewer tap fees are increased separately on an annual basis and are based on the Metro Wastewater Reclamation District's annual sewer tap fee increases.
- Staff will be present to answer questions.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Should the City increase the water tap fees that fund necessary capital improvements to the water system?

Alternatives

1. Council could direct Staff to leave water tap fees at the current rate. Staff does not recommend this alternative as water tap fees are priced to recover the costs necessary to maintain a sustainable water utility. By not recovering adequate funding, necessary repairs and improvements will need to be funded by existing water customers through larger water rate increases.
2. Council could direct Staff to phase in a water tap fee increase. Staff does not recommend this alternative as delaying an increase to water tap fees could delay the proactive funding of the repair, replacement and improvement needs of the utility system, and put pressure on for use of utility operating funds to address current capital needs.

Background Information

Tap fees are charges that new connections to the City's water and wastewater system pay in order to recover an equitable share of system capacity that has been developed to service growth. The City sets separate tap fees for connecting to the water system and the wastewater system. Past and current customers have invested to develop the water system sized to meet build-out demands. As new customers connect to the system, they pay for the portion of the developed system they will use. In this way, current customers benefit from lower system costs (water rates) and increased reliability, while new customers pay their fair share.

The water tap fee includes three components:

1. The Infrastructure or Treated Water Investment Fee is set to recover an equitable portion of the City's infrastructure required to meet the demand of the new customer. The infrastructure includes all components of the utility system required to divert, treat and distribute water to customers. Infrastructure tap fees are calculated based on fixture count and resulting meter size, which is the best determination of projected peak demand on the infrastructure system. The current cost of the infrastructure component for a typical single family water tap fee is \$8,987.
2. The Water Resources Fee is set to recover the value of the City's water supplies developed to meet the demand of the new customer. Water resources are calculated in terms of Service Commitments (SC). One SC is equal to 140,000 gallons of annual use, which is the projected use of one new single-family home. For those other than single-family homes, multiples of service commitments are purchased based on a projected volume of use. The current cost of the water resources component for a single family water tap fee is \$7,338.
3. The Connection Fee is the portion set to recover the cost of calibration and installing the water meter. The current cost of a single family water tap Connection fee is \$321.

The total current cost of a single family water tap fee is \$16,646.

Periodically the City increases the cost of the infrastructure portion of the water tap fee to ensure that new users are paying an equitable portion of the overall costs to maintain and improve the water system. A recent study determined that the infrastructure portion of the water tap fee should be increased from \$8,987 to \$10,086 to address the water system’s replacement cost. This is based on the value of the improvements made to the system and the increase in the replacement costs for the rest of the system since the infrastructure fee was previously set.

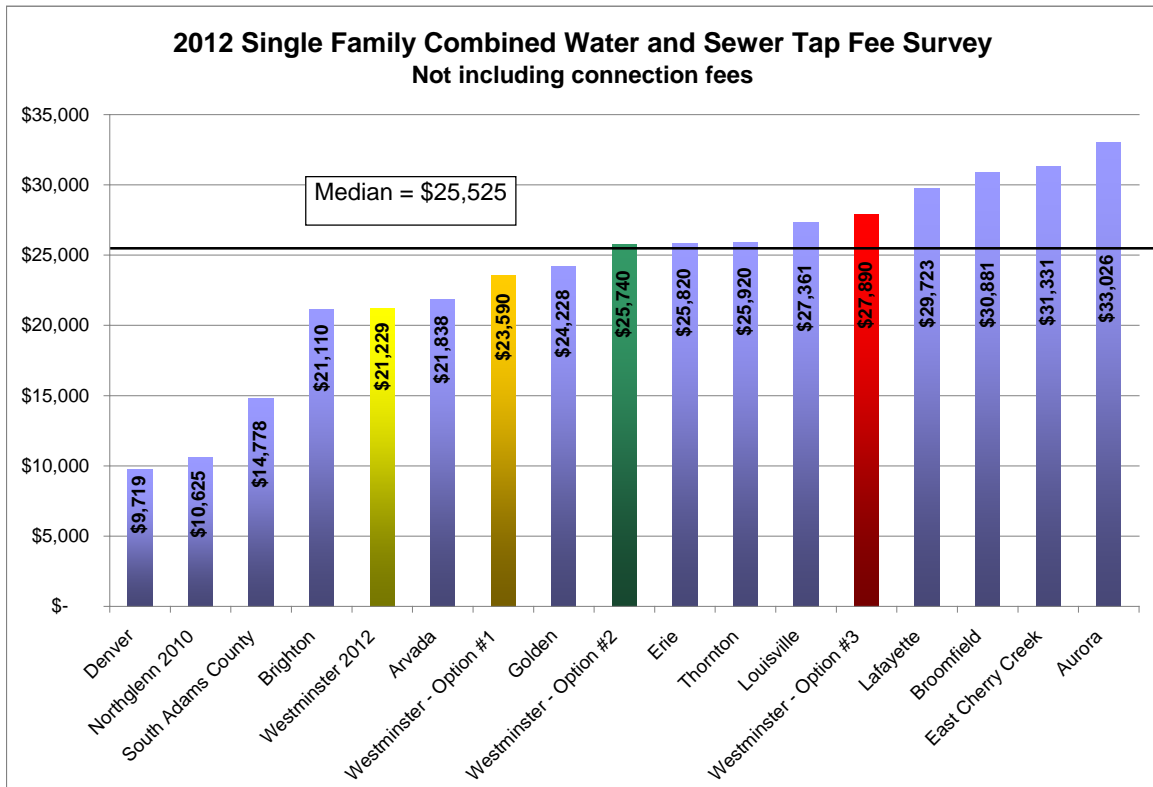
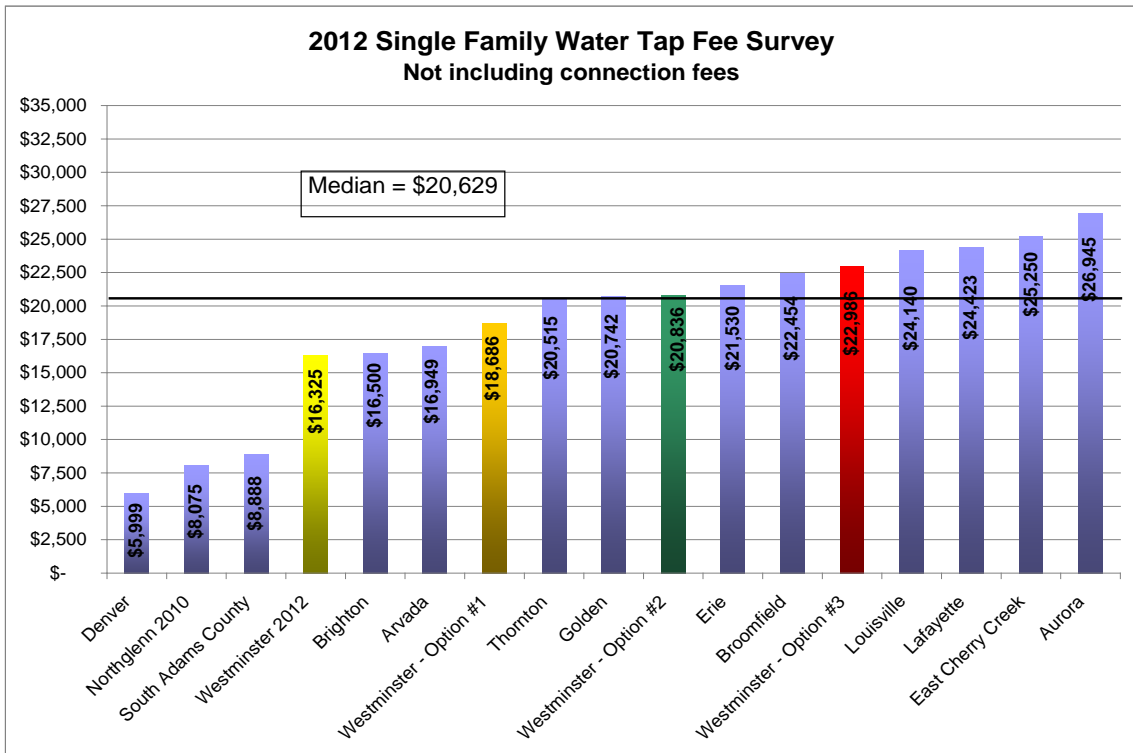
The water resources portion of the tap fee is based on the current market value of the water resources owned by the City. Recent water purchases are used as a basis for determining the current market value. Water purchases are valued in terms of the cost per acre foot (AF) of reliable annual water delivery. Currently, Westminster’s tap fee is based on a water value of \$17,000 per AF. Since this value was established, the market for water rights in the Front Range of Colorado has become even more competitive. Several purchases since 2009 have ranged from a low of \$22,000 per AF up to \$50,000 per AF. Recent purchases in the Clear Creek/Standley Lake market have ranged from \$22,000 per AF to \$30,000 per AF. Staff is recommending using a value of \$25,000 per AF for our current tap fee calculation, which is on the lower side of the current market.

A chart is provided below that compares single family water tap fees at the existing rate to water tap fees fully implementing the infrastructure cost increase and three options on the market value of the water resources component:

- Option 1: Water Resources value at \$20,000 per acre foot
- Option 2: Water Resources value at \$25,000 per acre foot
- Option 3: Water Resources value at \$30,000 per acre foot

Single Family Water Tap Fee Comparisons				
<u>Water Tap Fees</u>	<u>2012 Current Tap Fee</u>	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Infrastructure component:	\$8,987	\$10,086	\$10,086	\$10,086
Water Resources component:	\$7,338	\$8,600	\$10,750	\$12,900
Total Water Tap Fee: Not including connection fees	\$16,325	\$18,686	\$20,836	\$22,986

Westminster’s tap fee is currently below the median for surrounding communities. Below are two charts illustrating the comparisons between single family water tap fees and combined water and wastewater single family tap fees with other neighboring entities. Staff is recommending the second option; however, three water resources valuation options are included for comparison.



The revenue impacts to this proposed increase would allow for the funding of projects that support the operation and maintenance of the City’s water system, including the construction of such projects as

the Standley Lake Bypass project. These projects will help to maintain the City's high quality water system. To the extent new development does not pay its fair share for improvement, repair and replacement of the water system, these costs would need to be covered by existing customers through rates.

Staff is sensitive to the impacts that a water tap fee increase will have upon the building community and recommends that the tap fee increase be implemented effective January 1, 2013 to allow sufficient time to notify developers of the increase. If Council is supportive of a water tap increase, Staff will return for formal action increasing the water tap fees effective January 1, 2013. Per City Code the water tap fee would continue to increase by the Denver Metro area's Consumer Price Index on an annual basis.

This recommendation supports the City Council strategic goal of Financially Sustainable City Government Providing Exceptional Services by ensuring that the City's water system infrastructure is maintained as a high quality water system.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
July 2, 2012



SUBJECT: 2012 Resource Management Program – Adjustments for Parks Irrigation

PREPARED BY: Richard Dahl, Park Services Manager

Summary Statement

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

Due to the severe weather conditions and lack of moisture, the Park Services Division has made changes to the City's irrigation program as outlined in the April 18, 2011, staff report, Resource Management Program for City Parks (Tier Service Levels). To compensate for current low levels of moisture, Staff has increased the amount of water being applied to Tier 2 and 3 parks while turning off irrigation to Tier 4 parks (designated detention ponds and greenbelts).

Background Information

In April 18, 2011, Park Division Staff presented to Council the Resource Management Program for City Parks, also known as Tier Service Levels. This plan established four different service levels (1 thru 4) for the City's parks based on visitation, reservation availability, recreation programs and related classifications including; facilities and citywide parks, community parks, neighborhood parks, and greenbelt/detention ponds and right of ways.

These changes are temporary and only apply to the irrigation component of Tier Service Levels. Under the existing plan, water is applied based on a percentage of need for Kentucky Bluegrass where need is defined as 24 to 26 inches of water (either through rainfall or irrigation) per growing season to produce a lawn of good to excellent quality. Tier 1 parks are irrigated at 100% of need; Tier 2 at 80% of need; Tier 3 at 75% of need; Tier 4 lowest level of need or completely turned off.

Field observation indicates that all parks are currently suffering some level of stress due to lack of moisture and at this time Staff has been directed to temporarily move all Tier 2 parks to the Tier 1 level and all Tier 3 parks to the Tier 2 level. Tier 4 parks (mostly detention ponds, some greenbelts and parks with drought tolerant grass areas) are being turned off to save water resources and reduce the impact on the park irrigation budget caused by moving the other parks to a higher level. Bluegrass has the capability of going dormant when under stress and can survive up to two months without any precipitation or irrigation. Staff will turn the Tier 4 areas back on once the weather patterns reduce the need for this change in irrigation requirements.

Long-range weather forecasts from the National Weather Service are predicting more abnormally high temperatures for the week of June 25, 2012, which will continue to stress the City's landscaped areas.

“MODELS CONTINUE TO SHOW A VERY STRONG UPPER RIDGE REMAINING ANCHORED OVER THE CENTRAL PART OF THE COUNTRY WHICH WILL HOLD THE WARM AND DRY AIRMASS IN PLACE THROUGH THE END OF THE WEEK. MODEL TEMPERATURES ARE WARM ENOUGH TO SUPPORT AFTERNOON HIGHS AT OR ABOVE THE CENTURY MARK ON THE PLAINS THROUGH WEDNESDAY. FOR THE LATTER HALF OF THE WEEK HIGHS MAY MODERATE BACK INTO THE MID 90S. THE ONLY CHANGES IN MODELS IS A GENERAL DECREASE IN EARLY MONSOONAL MOISTURE THAT ROTATES AROUND THE UPPER RIDGE. UNTIL A PLUME OF DECENT MID-LEVEL MOISTURE DEVELOPS. CONDITIONS ACROSS THE STATE WILL REMAIN VERY DRY AND ABNORMALLY WARM.”

It is unlikely that any wet weather patterns will be long lived and that drought conditions will continue to prevail along the Front Range. Staff will continue to monitor the irrigation levels and adjust them as necessary to insure the health and long-term survivability of the park areas while continuing to monitor the impacts on the City’s 2012 expenditure budget.

The Resource Management Program for City Parks, as presented to Council in 2011, was meant to offer general guidelines for managing the limited resources of the Park Services Division and Staff is dedicated to operating within the spirit and intent of that program.

The City’s Resource Management Program for City parks supports the City’s Strategic Plan goals of “Financially Sustainable City Government Providing Exceptional Services” and Beautiful and Environmentally Sensitive City.”

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
July 2, 2012



SUBJECT: Capital Improvement Program (CIP) Project
Status Report – 2012 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 2012 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.

Beginning with this 1st Period 2012 CIP Status Report, Staff will be reporting on construction change orders where formal Council action is not required. If applicable to a project, this information will be reflected in the “Project Status” section of the report. For this report, examples of this change order reporting can be found in projects including the Savory Farms Open Space Rehabilitation, Reclaimed Water Treatment Facility Expansion and SCADA Enhancements. Reporting this information in the CIP Status Reports will present this information in a streamlined fashion and will address a requirement in the Westminster Municipal Code.

Background Information:

Staff has compiled the attached status report on Capital Improvement Program (CIP) projects for activities through the first reporting period of 2012, 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, 2012, 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.

Beginning with this 1st Period 2012 CIP Status Report, Staff will be reporting on construction change orders where formal Council action is not required. If applicable to a project, this information will be reflected in the “Project Status” section of the report. For this report, examples of this change order reporting can be found in projects including the Savory Farms Open Space Rehabilitation, Reclaimed Water Treatment Facility Expansion and SCADA Enhancements. Reporting this information in the CIP Status Reports will present this information in a streamlined fashion and will address a requirement in the Westminster Municipal Code. Per Westminster Municipal Code 15-1-7:

AMENDMENTS TO PURCHASE AGREEMENTS:

A. The City Manager shall have authority to approve an amendment to a purchase agreement when the amount of the amendment does not exceed five percent of the original agreement or fifty thousand dollars (\$50,000), whichever is greater, and the amount of the cumulative amendments does not exceed ten percent of the original agreement or fifty thousand dollars (\$50,000), whichever is greater. Amendments, or change orders, to agreements for the purchase of construction services shall be reported to City Council.

B. All other amendments to a purchase agreement shall be approved or ratified by City Council.

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

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

– DEFINITIONS –
Capital Improvement Program (CIP) Project Status Report

Updated – The Updated column is intended to simplify the review of the 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.

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 - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/12)	BUDGET	SPENT (4/30/12)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
	GENERAL CAPITAL IMPROVEMENT FUND						
	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.	\$225,000	\$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 2012 project consists of resurfacing the following roadways: Sheridan Boulevard - 92nd Ave. to 96th Ave., 100th Ave. - Simms St. to Alkire St., Wadsworth Blvd - 108th Ave. to 111th Ave., Main St - 112th Ave. to 116th Ave., 90th Ave. - Wadsworth Pkwy to Cody St., Cody St. - 90th Ave. to 91st Ave., 91st Ave. - Cody St. to Field St. and Field St. - 91st Ave to 88th Ave.	\$650,000	\$0	Rob Dinnel (PW&U)	City Employee	A-1 Chipseal; Keene Concrete; Roadsafe Traffic Systems; Asphalt Specialties Company
▶	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.	Tile replacement around the pool edge and replacement of two circulation pumps at the Swim and Fitness Center have been completed. Payment for this work is pending. Additional projects identified in 2012 include replacement of contact chambers for hot tub filter systems at City Park Recreation Center and Countryside Pool.	\$44,423	\$0	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.	Replacement of granite structures, granite monument signs at entrances (92nd Avenue and Yates Street) and installation of a metal cap on the arcade wall in front at City Hall have been completed. An engineering study and soil sampling is underway for potential City Hall cooling loop replacement with geothermal cooling system. A matching grant has been utilized for the Bowles House Museum east porch rehabilitation project and the North Porch rehabilitation project, which have also been completed. At Irving Street Library, the underground fire line piping replacement was completed in December 2011. Continued work at the Westminster Mall remains a priority.	\$1,457,469	\$145,863	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.	The 2012 project bid opening is scheduled for 5/30/12 with City Council consideration in June. The scheduled bridge for this year is 92nd Avenue over US 36. Staff also plans to work with the City of Thornton regarding surface preparation and coating recommendation of shared maintenance bridges (136th and 144th) over I-25.	\$254,566	\$0	Rob Dinnel (PW&U)	City Employee	TBD
	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.	\$755,994	\$0	Barbara Opie (CMO)	City Employee	N/A
▶	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).	2011 funds carried over to 2012 were used to crackseal the following parking lots in 2012: Fire Station 2, West View Recreation Center, Heritage Golf Course, Municipal Court, City Park and Skyline Vista Park. Additional 2012 projects include concrete replacement and asphalt patching at City Park, Westview Recreation Center, Heritage Golf Course, Legacy Ridge Golf Course and Municipal Court.	\$144,274	\$38,840	Rob Dinnel (PW&U)	City Employee	A-1 Chipseal and Keene Concrete, Coatings Inc.

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE	PROJECT STATUS (as of 4/30/12)	BUDGET	SPENT (4/30/12)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
▶	Community Enhancement Program (CEP) - These funds provide for a variety of projects throughout the Westminster community. Project categories include gateways, medians, rights-of-way, street improvements, bridges, public art, lighting and contract maintenance.	Skyline Vista Park gateway has received lighting improvements. 15 neighborhood grants for 2012 will be reviewed and awarded by the PR&L Board. Staff has had preliminary discussions on current and future CEP funding needs. Staff has been directed to review the funding categories and to provide recommendations to Council. This will occur as part of the 2013/2014 Budget process. The budget and actuals only includes "true" capital project accounts to give a better picture of funds truly available for capital projects. This does not include CEP funding for staffing, right of way/median maintenance and other operating items.	\$1,041,785	\$36,934	Kathy Piper (PR&L)	City Employee	Various
▶	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.	The City has not received any new applications in 2012.	\$26,857	\$0	Tony Chacon (CD)	City Employee	N/A
	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.	Staff is investigating potential opportunities for utilization of these funds. No specific projects have been identified to date.	\$250,000	\$0	Tom Ochterski (GS)	City Employee	TBD
▶	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.	Funds for this project replaced the asphalt drive around the back of Fire Station 2 with concrete. Due to favorable weather, this project was completed in March 2012. The Fire Department's costs for this project was \$104,658 and was a part of the PW&U 2010 Concrete Replacement Project.	\$111,460	\$104,658	Bill Work (FD) / Gary Pedigo (FD)	City Employee	N/A
▶	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 (old station #2).	Station 2 Battalion Chief office project is in the design phase. Station 3 kitchen remodel work has begun. A meeting with the Station Captains and BO&M Staff took place in March 2012 to identify and prioritize 2012 major station maintenance and modification needs.	\$84,659	\$0	Bill Work (FD)	City Employee	Various
▶	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 offering training for GIS users, the GIS Section is developing and defining a strategy for presenting GIS maps online through hosted and local services. In 2012, the City will again collaborate with other DRCOG members to get updated aerial photography, a basic component of base-mapping for City projects and operations.	\$184,834	\$9,118	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.	Phase 1 of the replacement of irrigation system pumps/motors is complete. Tables and chairs at Legacy Ridge have been received and are being utilized. Other projects, such as concrete replacement at Legacy Ridge Clubhouse and cart path, and range ball machine replacement are underway. Other projects will be reviewed based upon budget.	\$185,648	\$47,052	Ken Watson (PR&L)	City Employee	Various

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	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).	Spring/summer rains in 2011 caused extensive damage to parts of the Big Dry Creek trail system. Major repairs to structures effecting trails along Big Dry Creek were completed by Urban Drainage. Yet to be resolved is the movement of Big Dry Creek against the trail north of 120th Avenue. Staff is working to resolve this situation either through bank stabilization or securing more easement right-of-way from the adjacent land owner.	\$150,057	\$6,765	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 Shoenberg Farm Concrete Silo restoration is complete. The Bowles House porch and foundation stabilization project is complete. The City was unsuccessful in procuring a grant from the State Historical Fund for the restoration of the "Milk House" at Shoenberg Farm. There are no additional historical preservation grant funds awarded to the City at this time, so accordingly, there is no budget for this project at this time.	\$0	\$0	Patrick Caldwell (CD)	City Employee	Various
▶	Major Software Upgrades - Funds in this project are intended for major software applications in the City including Intergraph, Microsoft and other selected enterprise applications.	The JDE enterprise management system upgrade is live. The Public Safety Computer-Aided Dispatch (CAD) system contract is completed. Staff's goal is to implement upgrades to this system before the end of 2Q 2012. Court implementation is completed, but Staff continues to work on some functionality and server issues.	\$589,038	\$79,780	Scott Rope (IT) / Art Rea (IT) / David Punttenney (IT)	City Employee	Various
▶	Median Rehabilitation (Minor Median Maintenance) - This project rehabilitates and maintains medians throughout the City.	Minor plant replacements on medians are being identified by Staff at this time and planting plan will be scheduled for spring/early summer. Planting will be coordinated with maintenance contractor.	\$180,355	\$0	Kathy Piper (PR&L)	City Employee	TBD
▶	Miscellaneous 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 will be used to perform maintenance improvements to the wall located along the south side of 120th Avenue at The Ranch Subdivision.	\$71,037	\$0	Dave Downing (CD)	City Employee	Martin/Martin
▶	New Art Participation - This project serves as a "holding account" for developer contributions toward public art.	A new sculpture has been commissioned for the Westminster Promenade at the entrance to the Ice Centre.	\$44,568	\$0	John Carpenter (CD)	City Employee	N/A
▶	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.	During the spring and summer of 2012, funds from this project will be used to pay for the north 1/2 of 98th Avenue, which abuts City open space. The work will be performed by a contractor for McStain Homes' bonding company, which is responsible for Hyland Village public improvement obligations of the bankrupt developer.	\$516,264	\$1,354	Dave Downing (CD)	Various Developers	N/A
▶	Parks Renovation Program - This program funds improvement projects that are needed to update the safety and quality of Westminster parks.	2011 completed work includes the City Park central fountain, the Little Dry Creek Dog Park, and Westbrook Park renovations of the tennis court, playground and site furnishings. Other project work has taken place or will take place at Skyline Vista Park, City Park, Torri Square Park and Trailside Park.	\$1,921,864	\$17,619	Richard Dahl (PR&L)	City Employee	Various

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▶	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.	The shingle roof at Fire Station #3 has been replaced and at Fire Station #6 projects completed include a kitchen remodel, carpet replacement and interior painting. At Stations #1 and #3, apparatus bay drainage crates were replaced and the old wood storefront and doors were replaced at Station #1. At the Public Safety Center, the parking lot drainage project was completed and Electrical/lighting and HVAC modifications in Fire Administration were completed. Staff is working in partnership with the Fire Department to prioritize 2012 major repair and replacement projects.	\$268,368	\$7,427	Jerry Cinkosky (GS) / Tom Ochterski (GS)	City Employee	Various
▶	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.	Projects that have been completed include an upgrade to the security system at Swim and Fitness Center, the purchase of outdoor furniture for the new splash pad at the Swim and Fitness Center, replacement of a 15 year old ice machine at the MAC, review of prioritization for replacement of aging fitness equipment at all facilities and ordering necessary items, and purchase of a floor scrubber at City Park Fitness Center.	\$999,437	\$27,108	Peggy Bocard (PR&L)	City Employee	Various
▶	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.	Funds to date have been used remodel the Swim and Fitness Center. In addition, sanding, painting, and re-sealing of the gymnasium at City Park Recreation Center has been completed. The elevator replacement at City Park Recreation Center was also completed. Two HVAC rooftop units and a major exhaust fan were replaced at the Legacy Ridge Golf Course and the engineering and design for HVAC upgrades to the Heritage Golf Course Clubhouse have been completed. Installation at Heritage will commence once the weather turns cooler and the level of play at the course diminishes (tentatively November 2012).	\$1,401,780	\$219,184	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.	Upcoming projects include the application of a crushed asphalt overlay in the older section of the boat storage area, improvements to the seasonal Staff/storage building. A replacement patrol boat is on order.	\$437,217	\$392	Ken Watson (PR&L)	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 2011, a few short connections to benches at various bus stops were installed. Additionally, \$50,000 was transferred for use to construct a portion of sidewalk along the east side of Federal Boulevard adjacent to the proposed Savory Farm open space improvements.	\$18,885	\$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.	Three small businesses in the City have applied for grant funding from this program during 1Q 2012. Two grants have been awarded.	\$25,670	\$7,708	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.	Funds are being used to assist in preparation of development plans at 72nd Avenue and Meade Street. An initial development plan was submitted to Planning Division for potential mixed use development in the 7200 block of Lowell Boulevard. Initial review has been completed by Staff. Plans for plaza on east side of Rodeo building were completed. Construction of Plaza at Rodeo Market was completed.	\$143,202	\$42,005	Tony Chacon (CD)	City Employee	Various

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▶	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.	Three proposed additional street lights on residential and collector streets are currently in the planning stage at an estimated cost of \$6,500.	\$9,988	\$0	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.	The installation of the 2011 school flasher clocks was completed in January 2012. Traffic signal studies are currently in progress and should be completed by June 2012 to determine if any intersections warrant the installation of a traffic signal.	\$165,320	\$40	Mike Normandin (CD)	City Employee	W/L Contractors, Inc.
▶	Trail Development - This project provides funding to implement the trails master plan by developing trails throughout the City.	Trail construction project priorities for 2012 include Semper Farm, Vogel Pond, and Westcliff trails. Some of the trails rely on easements or other logistical factors to be in place prior to construction work commencing. This is being coordinated with Community Development.	\$345,122	\$5,528	Sarah Washburn (PR&L)	City Employee	Goodland Construction / M&M Contractors, Inc.
▶	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.	\$38,917 from the Harlan Commercial Center at 88th Ave. and Harlan St. and \$7,200 from Verizon Wireless at 72nd Ave. and Newton St. were deposited into the account in 4Q 2011. \$4,223 was expended to purchase 40 trees that were planted by City crews in Countryside, Stratford, Trailside, and Municipal Parks. Staff is putting together a bid to plant replacement trees in the medians on 104th Ave. from Westminster Blvd. to Grove St. and Sheridan Blvd. from 104th Ave. to 112th Ave. This project is slated for completion by September 2012.	\$48,934	\$4,223	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