



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council

DATE: July 13, 2005

SUBJECT: Study Session Agenda for July 18, 2005

PREPARED BY: Steve Smithers, Acting City Manager

*Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.*

Looking ahead to next Monday night's Study Session, the following schedule has been prepared:

*A light dinner will be served in the Council Family Room*

6:00 P.M.

### CONSENT AGENDA

1. Proposed Ambulance Fee Schedule

### CITY COUNCIL REPORTS

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

### PRESENTATIONS

1. Proposed 2004 Carryover
2. Big Dry Creek Wastewater Treatment Facility Upgrade and Expansion  
Overall Project Update and Scope Review
3. Discussion of the Transit Alliance (Verbal)

6:30 P.M.

### EXECUTIVE SESSION

1. Rocky Flats Legal Update

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

1. Monthly Residential Development Report
2. 20<sup>th</sup> Anniversary of Open Space

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,

Stephen P. Smithers  
Acting City Manager



**Staff Report**

City Council Study Session Meeting  
July 18, 2005



SUBJECT: Proposed Ambulance Fee Schedule  
  
PREPARED BY: Ken Watkins, Deputy Chief of Technical Services  
Randy Peterson, Emergency Medical Services Coordinator

**Recommended City Council Action:**

Council review and feedback of proposed Ambulance Fee Schedule.

**Summary Statement**

Staff has completed a bi-annual survey of ambulance fees in the Denver-metro area and is presenting it to City Council as Attachment #1. After evaluation of the survey data Staff is recommending approval of an increase to maintain the user fee philosophy adopted by City Council in 1991 when the City started ambulance operations. These ambulance user fees are used to offset the costs for the provision of emergency medical services. The proposed fee upgrades range from a 13% increase for advanced life support care to a 22% increase for basic life support care. Included in this proposed fee schedule is the elimination of the Standby/Assist Helicopter Fee. The following is a comparison of the current and proposed ambulance fees:

<u>Service</u>	<u>Current</u>	<u>Proposed</u>	<u>Metro Average</u>
Basic Life Support Care (BLS)	\$450	\$575	\$579
Advanced Life Support Care (ALS)	\$575	\$650	\$658
Mileage Charge	\$10	\$10	\$12
Oxygen Charge	\$45	\$50	\$49
Ortho/Spinal Immobilization Fee	\$50	\$50	\$66
Standby/Assist Helicopter	\$35	Eliminated	\$200
Care Rendered/No Transport	\$75	\$100	\$146
Disposable Medical Supplies	\$75	\$100	Itemized
Westminster Med Program	\$15/30	\$25/40	\$27/\$42

Westminster’s fees were last increased in 2003. Westminster’s fees will remain below the Denver Metro average in all but a couple of categories.

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

**Policy Issue(s)**

Should the City affirm the policy of a user fee-based ambulance operation and the maintenance of an ambulance fee structure roughly equal to the Denver-metro area average?

**Alternative(s)**

1. Leave the Ambulance Transport Fee Schedule unchanged. This will place the City below the Denver-metro average for ambulance service charges and eliminate estimated potential revenue of \$154,424 to offset expenses within the program.
2. Adopt the Ambulance Fee Schedule as proposed with the exception of the increase in the Westminster Med subscription fee. This would keep actual service fees in line with the metro average but keep the Westminster Med membership fee low for residents that use this service.
3. Increase existing fees up to the City Manager authorized 10% level adopted in 2002. This would generate additional estimated revenue of \$62,755 for the remainder of 2005, but Westminster would remain below the Denver-metro area average in most ambulance fees, and the City would fall further behind in covering costs of the ambulance operation.

**Background Information**

The proposed fee increase for ambulance services will bring the City's rates in line with the metro Denver area average. Projected annual ambulance revenues for 2005 are estimated to be \$1,660,556 with the approval of the new fee structure and projected ambulance transport activity. The annual revenue projection is based on a conservative 50% collection rate for ambulance services billed. The City's actual collection rate is currently 78% after write-offs for Medicare, Medicaid, Westminster Med and bad debt.

Included in this proposed fee schedule is the elimination of the Standby/Assist Helicopter Fee. The addition of the fourth ambulance and the effectiveness of the department's advanced life support system have reduced the need for helicopter transport considerably in Westminster. In 2004, the department only used a helicopter for transport nine times. If this fee is eliminated and there was the need for helicopter transport the department would charge for advanced life support services, excluding the mileage charge.

The attached Ambulance Fee Survey is a two-part survey that includes base fees plus a set of sample patient scenarios. Staff has created this two-part survey in order to be as accurate as possible since different billing systems charge for the same procedure or service in different ways, i.e. some may charge a fee for IV therapy or they may include it in the ALS charge or in a supply charge. There is a significant difference in how the City and other agencies charge for disposable supplies. The majority of agencies in the Denver Metro area itemize the disposable supplies used, charging separately for each item, whereas the City bills these items as a flat fee. Depending on patient treatment this can create large differences in the actual amount charged to the patient.

Staff also evaluated the fees charged for the Westminster Med Ambulance Membership Program available to Westminster residents. The program has over 430 members and continues to gain in popularity and revenues, but requires an increasing amount of staff time to administer the program.

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The individual and family membership fees for this program have remained at \$15 and \$30 respectively, since the program was started in 1991. Despite a lack of agencies offering this service, Staff was able to survey that the average fees for individual and family membership are \$27 and \$42 respectively. Staff has proposed a \$10 increase in individual and family coverage (increasing fees to \$25 and \$40) but is cautious in recommending this increase due to the limited survey data.

Please note that the City Manager has authorization to increase fees up to 10%. The reason that this revised fee schedule is being presented for City Council's consideration is to eliminate the Standby/Assist Ambulance Fee and the amount of increase needed to meet the Denver metro average.

Respectfully submitted,

Stephen P. Smithers  
Acting City Manager

Attachment

**Attachment #1: Ambulance Fee Schedule Survey**

The following fee survey was conducted in two parts. The first part (*Fees*) reflects the base fees that agencies charge. The second part (*Scenarios*) reflects what agencies actually charge for procedures, supplies, and service based on four given scenarios. Staff created this additional survey to capture true costs, as different billing systems charge for the same procedure or service in different ways, i.e. some may charge a fee for IV therapy or they may include it in the ALS charge or in a supply charge. N/A in the *Fees* section indicates that the agency doesn't charge for the item. N/A in the *Scenarios* section indicates that the agency did not provide this data.

	Action Care	Fed Hghts FD	Littleton FD	Northglenn Amb	North Metro FA	North Wash FPD	Parker FPD	Pridemark Amb	SWAC FPD	Thornton FD	West Metro FPD	Average	WFD	WFD Prop.
<b>Fees</b>														
Basic Life Support	\$550	\$400	\$550	\$540	\$575	\$595	\$675	\$550	\$590	\$750	\$595	\$579	\$450	\$575
Advanced Life support	\$725	\$475	\$575	\$810	\$645	\$595	\$675	\$700	\$590	\$750	\$695	\$658	\$575	\$650
Mileage	\$13	\$10	\$10	\$19.50	\$10	\$12	\$10	\$12	\$12	\$10	\$11	\$12	\$10	\$10
Oxygen	\$70	\$30	\$45	\$65	\$40	\$50	\$40	\$45	\$55	\$50	\$50	\$49	\$45	\$50
Spinal Immobilization	\$100	\$50	\$60	\$108	\$50	\$50	\$60	\$60	\$80	\$65	\$45	\$66	\$50	\$50
Standby/Assist Helicopter	N/A	N/A	N/A	N/A	N/A	\$200	N/A	N/A	N/A	N/A	N/A	\$200	\$35	\$0
Care Rendered No Transport	\$187	N/A	N/A	\$50	N/A	N/A	N/A	N/A	\$200	N/A	N/A	\$146	\$75	\$100
Disposable Medical Supplies	Note: Westminster is the only surveyed agency that charges a flat fee for disposables. Other agencies itemize each item individually												\$75	\$100
<b>Scenarios</b>														
Scenario A	\$1,249	\$740	N/A	\$1,244	\$890	\$1,005	\$915	N/A	\$1,010	\$984.50	N/A	\$1,005	\$745	\$850
Scenario B	\$866	\$580	N/A	\$1,204	\$795	\$841	\$855	N/A	\$857	\$945	N/A	\$868	\$825	\$930
Scenario C	\$1,690	\$920	N/A	\$1,536	\$990	\$1,263	\$1,020	N/A	\$1,233	\$1,300	N/A	\$1,244	\$840	\$940
Scenario D	\$466	\$225	N/A	\$250	\$205	\$290	N/A	N/A	\$350	\$222	N/A	\$287	\$195	\$250
Note: N/A represents incomplete survey data or a service not charged for by the represented agency.														

**Scenario A:** Advanced life support transport of a cardiac patient transported five miles code three; the patient received oxygen, IV's, blood draw, EKG, and medications administered by a paramedic.

**Scenario B:** Basic Life Support transport from a routine minor traffic accident where the patient was transported eight miles code two. The patient receives oxygen and spinal immobilization administered by an EMT.

**Scenario C:** Traumatic cardiac arrest patient transported 14 miles code three to a trauma center. The patient received intubation, suctioning, IV's, blood draw, EKG, and spinal immobilization performed by a paramedic.

**Scenario D:** Diabetic patient that received oxygen, IV, and blood test performed by a paramedic. Patient refused transport and charged for care rendered no transport.



## Staff Report

City Council Study Session Meeting  
July 18, 2005



SUBJECT: Proposed 2004 Carryover

PREPARED BY: Steve Smithers, Assistant City Manager  
Barbara Opie, Assistant to the City Manager

### Recommended City Council Action:

Direct Staff to bring to City Council an ordinance appropriating the 2004 carryover funds as outlined in this Staff Report.

### Summary Statement

- The City Council annually reviews and appropriates carryover funds from the previous year's budget into the current year budget for the following:
  - those items and services included in the previous year's budget but not received or provided until the current year's budget;
  - new items and services not included in the previous year's budget and funds were identified as available for these new priorities in late 2004, but the items or services were not received or provided until the current year's budget;
  - budget incentive funds into various departments' budgets based on savings from the prior year; and
  - existing or new capital projects and key operating priorities for which funds are needed and carryover funds are available.
- The total funding of \$15,928,850 for the items recommended in this memo comes from unrestricted revenues and unexpended 2004 funds in the various dollars identified. Further detail on these items is provided in the background section of this memo.
- Staff is again not recommending budget incentive funds into various departments' budgets based on savings from the prior year for 2005 due to the current uncertain economic times. No incentive funds were appropriated in 2002, 2003 or 2004; however, in 2001, these incentive funds totaled approximately \$435,000 for all funds.
- Staff is requesting that City Council review the proposed carryover items included within this Staff Report and direct staff to bring back an ordinance appropriating FY2004 carryover funds into the FY2005 budgets of the General, General Reserve, Fleet, Workers Compensation, Property Liability, General Capital Improvement, Utility, Stormwater, Conservation Trust and Open Space Funds.
- Staff will be in attendance at Monday night's Study Session to answer questions on carryover funds.

**Expenditure Required:** \$15,928,850

Staff Report – Proposed 2004 Carryover

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**Source of Funds:** General, General Capital Improvement, Utility, Stormwater, Conservation Trust and Open Space Funds

## **Policy Issue**

Should the City appropriate carryover funds as outlined below?

## **Alternatives**

1. City Council could decide not to appropriate any of these funds at this time. This is not recommended as many of the carryover requests are for items and services that have already received City Council approval during the FY2004 Budget process as priority expenditures for the City.
2. City Council could choose to approve the carryover appropriation for only previously appropriated operating items. Staff recommends utilizing the carryover funds for both the previously appropriated operating items as well as the new operating and capital improvement projects noted in this memorandum to maximize these funds in providing services to residents.

## **Background Information**

City Council is requested to review the following list of items proposed to be funded with FY 2004 carryover funds and direct staff to bring forward an ordinance to appropriate these funds, as described below, into the General, General Reserve, Fleet, Workers Compensation, Property Liability, General Capital Improvement, Utility, Stormwater, Conservation Trust and Open Space Funds. The carryover appropriation takes place annually once the audit is substantially completed for the prior year.

### PROPOSED RE-APPROPRIATION OF OPERATING ITEMS APPROVED IN 2004

Certain items ordered in 2004 were not received until 2005. In addition, certain services, authorized in 2004, were not fully performed by the end of the year. Under standard accounting procedures, these remaining funds must be re-appropriated in the new year to complete the desired purchase or service. Staff recommends the funds described below be re-appropriated in 2005.

#### **GENERAL FUND:**

City Attorney's Office – One item totaling \$1,500 for the purchase of two replacement office chairs. The purchase of these chairs was delayed due to changes in staff in the City Attorney's Office and the desire to match the chair with the new staff members hired.

Central Charges – Two items totaling \$317,000 as follows:

1. \$17,000 for legal services for various Barbara Banks' work on development agreements that were not completed in 2004. \$30,000 was originally approved by City Council for Ms. Banks' work and \$17,000 remains on that original contract.
2. \$300,000 for special projects and studies that may arise during the year per City Council and staff requests. These dollars represent savings in Central Charges 2004 operating budget that are proposed to help offset additional costs associated with economic development and redevelopment activities, special projects and studies, etc., that may arise through the balance of 2005.

General Services – Three items totaling \$21,100 as follows:

1. \$7,100 for the rescheduled SPIRIT Symposium for the Management Team. The SPIRIT Symposium focusing on ethics was originally scheduled for December 2004 but due to a family emergency, the guest speaker had to reschedule after the first of this year. This Symposium was conducted in February 2005.



2. \$11,000 for new office furniture, including two new desk chairs, in the Municipal Court. The Court Administrator and Collection Supervisor's workstations were a mismatched collection of furniture ill suited for their work and were poorly suited ergonomically. The final furniture plans were received in December but could not be ordered and delivered prior to year-end.

3. \$3,000 for additional postage costs and envelope and paper purchases necessary for the new Collections system. In November 2004, a new Collection module was purchased with the Municipal Court records management system. The new module allows the Court to send notices to defendants warning them that their case will be turned over to a collection agency should they not pay within the set timetable. Testing of the new module took longer than anticipated, thus delaying the postage costs and envelope and paper purchases until 2005, increasing the costs to be incurred this year. It is anticipated that approximately 4,000 notices will be sent to defendants for delinquencies dating back to 1997 in addition to the anticipated 2,000 notices to be sent on current 2005 cases.

Community Development – Three items totaling \$34,600 as follows:

1. \$600 for a cubicle upgrade for the Records Management Technician. With the addition of the new Landscape Architect in September 2004, a small furniture remodel was required to properly locate staff. Plans were prepared and approved in December but the furniture was not delivered prior to year end.

2. \$18,000 for the Economic Development Division for the update of the City Profile and design of collateral materials. The work commenced in late 2004 but was not completed prior to year end.

3. \$16,000 for the Economic Development Division for real estate expenses and continuation of prospect development efforts. These funds are utilized for expenses associated with surveys for city properties being marketed for sale. These funds are also needed for the update of the real estate data base, which was postponed due to other priorities last fall.

Police Department – Four items totaling \$23,292 as follows:

1. \$6,792 in grant money awarded in September 2004 from the Local Law Enforcement Block Grant Fund. SWAT Tactical Vests were ordered in October but not received until January.

2. \$12,700 for I/Leads and Computer Aided Dispatch (CAD) training on new upgrades. Software upgrades to these two critical computer systems for public safety were implemented in 2004 but the training was not possible until March 2005 due to scheduling conflicts.

3. \$2,300 for Sentralock (Knox Box) Encoders purchase for the Fire Department. The Knox Box Encoder purchase was delayed at the company's suggestion in 2004 due to a technologically advanced version of the Encoder being released in 2005. Encoders are part of the equipment at the dispatch consoles in the Police Department, which is why this purchase is paid for by the PD. The encoders allow the Dispatchers to send out the tone from the encoder so the Fire personnel can open the box. The vendor recommended that if it were possible, the City wait for the updated version. Fire Department staff reviewed the proposal to delay the purchase and concurred in order to get the most up to date technology.

4. \$1,500 for millwork associated with the addition of eight Dispatch employee mailboxes. With the addition of eight Dispatchers associated with the public safety tax, Staff worked to identify the best method to arrange supporting equipment to best serve their needs while also maintaining a professional appearance. Once that was identified, the new millwork was installed after the new year; these funds were appropriated with the new staff in 2004.

Fire Department – Three items totaling \$29,001 as follows:

1. \$16,949 for the support of training and exercises for City staff associated with the City's Incident Management Team (IMT) to achieve compliance with the National Incident Management System (NIMS) under Presidential Directive #5. These funds are also for contract services to assist in plans updates, City resource identification and exercise design. Finally, these funds are to be used for supplies associated with the activation of the City Emergency Coordinator Center (ECC) and the IMT, which are currently being developed. These components were initiated in 2004 but not completed prior to year end.
2. \$3,052 for training and reference materials for the City's Citizen Preparedness Outreach Program. These funds are also for computer-related expenses, such as installation and implementation of software associated with the emergency preparedness community volunteer program. This work was initiated in 2004 but not completed prior to year end.
3. \$9,000 for a variety of tools and equipment designated for the seventh engine and two new ambulances ordered in 2004. These tools and equipment were not able to be ordered and/or delivered prior to year end. The tools and equipment include fans, gas detectors, Knox box security, nozzles and an Automated External Defibrillator (AED) and complete the outfitting of these three apparatus.

Parks, Recreation & Libraries – One item totaling \$1,322 in scholarship funds, received from citizens and recreation program participants, for the Youth Sports Program. These funds are intended to supplement registration fees for individuals needing assistance. These funds will be available for scholarships in 2005.

UTILITY FUND:

Public Works & Utilities – Four items totaling \$129,936 as follows:

1. \$29,936 for completion of the solids master plan evaluation of Big Dry Creek Wastewater Treatment Facility (BDCWWTF). The City contracted with Brown & Caldwell Engineering in 2004 but did not complete the work prior to year-end.
2. \$40,000 for continued biosolids disposal during the year. Currently, BDCWWTF contracts with A-1 Organics to dispose of biosolids two days per week and during adverse weather conditions. This contract disposal allows the facility to stay ahead of biosolids production, reducing the backlog and storage of biosolids. Contracting for additional biosolids removal during the week has become necessary to adhere to regulatory requirements.
3. \$20,000 for additional laboratory analysis required for the biosolids program. Increased regulations require additional field testing for 2005, which includes soil sampling, laboratory analysis and biosolids analysis. The testing and analysis will be performed by private contractors due to the specialized testing that staff at the BDCWWTF are not equipped to perform in-house.
4. \$40,000 for contracts administration of the biosolids program and the industrial pretreatment program. These programs are currently being administered by a private contractor due to the loss of the Water Quality Administrator in December 2004.

OPEN SPACE FUND:

Central Charges – Two items totaling \$1,558,871 as follows:

1. \$12,500 for the completion of work by a consultant on the McKay Lake renovation. The project is dependent upon progress made by the developer downstream of McKay Lake and the approval process of the State Engineer, both of which have been delayed negatively affecting the schedule.
2. \$1,546,371 for the purchase of open space land. The majority of this amount reflects the open space funds that were unspent in 2004 on land purchases that will be available to purchase open space in 2005. All of these funds will be utilized towards the acquisition of open space land.

#### PROPOSED APPROPRIATION OF NEW OPERATING ITEMS

Staff recommends utilizing some of the General, Utility and Open Space Funds' carryover moneys available to help address new spending needs in this uncertain economy. The items listed below are intended to be proactive measures to help minimize the impact on future budgets for needed items.

#### GENERAL FUND:

City Council – Three items totaling \$9,890 as follows:

1. \$1,225 for the implementation of new broadband internet service for City Councillors. These funds are for one-time software and hardware purchases required with new broadband installation costs. They include not only the broadband connection hardware but also antivirus, Microsoft windows and spyware detection software and firewall hardware as previously outlined for City Council in December 2004 by the Information Technology Department.
2. \$3,665 for the implementation of the new City Council allowance and to cover accounts anticipated to be over expended by year-end. At the April 11 City Council meeting, City Council approved on second reading the implementation of a City Council allowance commencing November 14. The monthly allowance provides \$200/month for Councillors and Mayor Pro Tem and \$250/month for the Mayor to cover cell phone, internet service, fax line and car expenses (i.e., local commuting costs). Approximately \$2,200 is needed to implement this new allowance for the balance of 2005 (it will be prorated for the month of November). The balance of \$1,465 is needed to offset anticipated overages in the current 2005 Budget for mileage, cell phone, fax lines, and internet service.
3. \$5,000 for new Councillor and transition costs. As 2005 is an election year, there is a possibility of four new City elected officials. In City Council's 2005 Adopted Budget, \$1,000 was included for these conversion costs associated with new Council members. Upon further analysis, it has been determined that this amount does not cover the full costs associated with gearing up a new member. Providing a computer, printer/fax machine, fax telephone line installation, broadband installation, photographs, business cards, etc., cost approximately \$1,100 per person. As such, Staff is recommending that carryover funds be utilized to offset these expenses. In addition, \$1,600 is recommended for a recognition event for departing Councillors.

City Manager's Office – Two items totaling \$6,000 as follows:

1. \$1,500 for three replacement chairs for staff. These chairs have deteriorated and are needed to ensure proper ergonomic seating. One chair was identified in 2004 to be replaced but not ordered prior to year end due to uncertainty in potential staffing changes. The other two were identified this year and are recommended to be replaced utilizing savings from CMO's 2004 budget.
2. \$4,500 for replacement seating in the reception area. The current sofas in CMO's reception area are the original sofas purchased when the current City Hall opened in 1988. They are showing

significant signs of wear and need to be replaced. Staff recommends utilizing savings from CMO's 2004 budget to replace these worn and outdated sofas.

Central Charges – Five items totaling \$1,627,300:

1. \$3,700 to reimburse the professional services account for funds borrowed to cover the shortfall from reduced Community Development Block Grant (CDBG) funds for the Human Services Board (HSB). City Council had allocated a total of \$169,500 for Human Services agencies in 2005, of which \$100,000 was funded by CDBG moneys. However, after the federal budget was finalized for their 2005/2006 budget, CDBG was reduced nationally impacting the amount available for the City's Human Services. Rather than reduce funding to these agencies, the professional services account loaned \$3,700 to cover the shortfall in CDBG moneys.

2. \$245,000 transfer payment to the Workers Compensation Fund. Staff is recommending that a total of \$350,000 from carryover (\$245,000 from General Fund and \$105,000 from Utility Fund) be allocated to the Workers Compensation Fund due to increased claims costs currently being incurred. This split between the General and Utility Funds is based on the current split utilized in calculating the annual contributions to this fund (based on the number of staff within each fund). Staff is working aggressively to increase safety and decrease injuries both for the well-being of staff and the direct financial impacts.

3. \$500,000 transfer payment to the Property Liability Reserve Fund. Staff is recommending that this amount be allocated to the Property Liability Reserve Fund due to increased claims costs incurred. Staff continues to work diligently to minimize the City's liabilities through proactive efforts; however, several recent court decisions have increased the City's financial exposure.

4. \$278,600 transfer payment to the Fleet Maintenance Fund for increased fuel costs. Staff is recommending that a total of \$350,000 from carryover (\$278,600 from General Fund and \$71,400 from Utility Fund) be allocated to the Fleet Maintenance Fund due to increased fuel costs incurred. This split between the General and Utility Funds is based on the current split utilized in calculating the annual contributions to this fund (based on the number of vehicles, fuel consumption and fleet maintenance provided to each fund). Nationally, fuel costs are reaching all-time highs and the City is being significantly impacted by these escalating costs. When the 2005 budget was developed in 2004, Staff predicted a price per gallon of diesel fuel of approximately \$1.36. Actual fuel prices this year have averaged \$1.63 and have been as high as \$1.89 per gallon.

5. \$600,000 transfer payment to the General Reserve Fund. The City works to maintain a General Reserve Fund of approximately 10% of General Fund operating expenditures for unanticipated one-time expenditures and emergencies. With the implementation of the public safety tax in 2004, the overall City budget increased by approximately \$10 million with no increase to the General Reserve Fund; therefore these carryover moneys recommended for the Reserve Fund are from public safety tax carryover. The General Reserve Fund is currently approximately 9.5% of the 2005 General Fund operating budget and will be approximately 9.3% of the 2006 General Fund operating budget. Staff recommends utilizing carryover funds to increase reserves back to the 10% level for both 2005 and 2006; the \$600,000 recommended will achieve this reserve level.

General Services – One item totaling \$37,100 for the conversion costs associated with the retirement of the previous City Clerk. When the new City Clerk was hired, the City retained the previous City Clerk for three weeks overlap for training and transition purposes. In addition, the previous City Clerk had a significant amount of general leave built up at her retirement, resulting in a significant payout upon her departure from the City.

Finance – Three items totaling \$43,160 as follows:

1. \$35,000 for recruitment costs associated with filling the vacancy created by the Finance Director, who resigned in December 2004. These dollars represent savings in the Finance Department 2004 operating budget that are proposed to help fund this national recruitment process.
2. \$6,980 for cubicle reconfiguration, replacement office chairs and additional lateral file cabinets in the Treasury Division. The cubicle reconfiguration was needed for the Internal Auditor to provide greater confidentiality. Replacement office chairs were needed for the cashiers and payroll due to being worn out and/or not meeting ergonomic needs of staff. The additional lateral files were needed in Treasury to provide adequate filing space for staff and a locking cabinet for the Internal Auditor's confidential files.
3. \$1,180 for a replacement color printer for the department. These dollars represent savings in Finance Department's 2004 operating budget. The current printer has become obsolete and parts are no longer available to repair it.

Police Department – One item totaling \$3,560 for two replacement LCD projectors for the Public Safety Center training room. The large training room is often divided into two rooms, both of which utilize LCD projectors in various training scenarios, thus the need to have two projectors. One projector no longer functions and is not able to be repaired. The second projector is having the same overheating issue and it is anticipated that it, too, will no longer work.

Fire Department – One item totaling \$44,800 for upgrades of department Self-Contained Breathing Apparatus (SCBA) equipment. The Fire Department's newest air packs are not compatible with the older model air packs in terms of several of the newest safety features that have been mandated by federal standards. Savings from the Fire Department's 2004 budget are recommended to be used for these upgrades.

Parks, Recreation & Libraries – Four items totaling \$88,100 as follows:

1. \$12,600 for Standley Lake operational upgrades. These funds will be used for the acquisition of a computer system for accounting and record maintenance, cash control, creating "smart-card" user identification cards like the recreation centers utilize and processing boat/camping/daily use permits. Currently, staff uses a manual cash box system with paper back ups. This new system will function primarily the same as the recreation centers and golf courses through the RecTrac program. This upgrade will bring the Standley Lake operations into compliance with the City's cash handling procedures.
2. \$1,500 for the purchase and installation of four cash registers for the College Hill and Irving Street Libraries. This upgrade will bring the Library's operations into compliance with the City's cash handling procedures.
3. \$10,000 for handicap accessibility and safety related issues at the libraries. The restrooms at Irving Street Library do not currently have automated door openers and part of these funds would be utilized to install them. In addition, there are several safety and ergonomic issues at the two libraries that these funds would be utilized to address, such as bases for oversized book shelves, sit/stand stools for circulation and anti-fatigue mats for staff.
4. \$64,000 for a mobile concert stage. The City currently rents the City of Lakewood's stage for \$3,700 per year. Staff has been examining the acquisition of a stage for the City's use and has

identified a company that can provide a new stage with lighting, backdrop, guardrails and equipment ramp for \$64,000. Since the stage currently being rented is aging and worn, it is unknown how much longer it will be available; the City of Lakewood rents it out because all of their performances are now in an amphitheater and they no longer utilize portable staging.

**UTILITY FUND:**

Central Charges – Two items totaling \$176,400:

1. \$105,000 transfer payment to the Workers Compensation Fund. Staff is recommending that a total of \$350,000 from carryover (\$245,000 from General Fund and \$105,000 from Utility Fund) be allocated to the Workers Compensation Fund due to increased claims costs currently being incurred. This amount is attributable to the Utility Fund.
2. \$71,400 transfer payment to the Fleet Maintenance Fund for increased fuel costs. Staff is recommending that a total of \$350,000 from carryover (\$278,600 from General Fund and \$71,400 from Utility Fund) be allocated to the Fleet Maintenance Fund due to increased fuel costs incurred. This amount is attributable to the Utility Fund.

Public Works & Utilities – One item totaling \$20,000 for the purchase and installation of tank trailer liners. Two tank trailer units were acquired in 1999 for the BDCWWTF without liners in the tanks. Since this purchase, changes in waste treatment operations result in increased corrosion inside the tanks. Staff recommends using savings from their 2004 operating budget for the purchase and installation of non-corrosive lining for these tanks. The lining would extend the life of each unit by approximately 7-8 years.

**OPEN SPACE FUND:**

Central Charges – Two items totaling \$75,000 as follows:

1. \$25,000 for environmental reviews and testing costs associated with the acquisition of the Metzger property as designated open space. Savings in the open space 2004 operating budget are proposed to offset these additional unanticipated costs in the 2005 budget.
2. \$50,000 for additional fencing and signage on open space properties. Staff has not been able to keep up with fencing and signage associated with recent acquisitions; these funds would allow staff to catch up on identifying open space parcels throughout the City.

**PROPOSED APPROPRIATION FOR EXISTING OR NEW CAPITAL PROJECTS**

Normally, the balance of the carryover funds is brought back to be appropriated later in the summer for Capital Improvement Program (CIP) projects. However, Staff is recommending that the following new or existing capital projects be appropriated now since Staff has completed a review of potential capital improvement projects.

**GENERAL CAPITAL IMPROVEMENT FUND:**

A total of \$4,936,387 for capital projects is proposed to be appropriated into the General Capital Improvement Fund (GCIF) as follows:

1. \$200,000 to assist with facility major maintenance. These funds are for the maintenance and repair of City facilities that are larger in scope than projects included within the operating budget. The 2005 Adopted Budget included \$250,000 for this work but several unanticipated major repairs, such as major roof repair to City Park Recreation Center, have utilized a significant amount of these funds and prohibited staff from completing some of the other work scheduled for 2005.

2. \$200,000 for the installation of an aboveground fuel storage tank dispensing system and removal of the current underground fuel storage tank at the Municipal Service Center. The original project budget of \$200,000 included within Adopted 2005 Budget is not sufficient for the removal of the current underground system nor is there sufficient funds for contingency for the overall project.
3. \$2,000,000 for the Huron Street widening project. These funds are needed to replenish the project budget, which loaned funds for the acquisition of the White property (80 acres at the northeast corner of Huron Street and 144<sup>th</sup> Avenue) approved by City Council April 11, 2005. This property was critical to the Orchard at Westminster project. It was in the City's, WEDA's and Forest City's best interests to close on this property prior to April 27, 2004 primarily because it saved \$1.4 million on the cost of the land.
4. \$1,125,000 for the Holly Park redevelopment project. With the current Holly Park development going to condemnation, funds will be needed to clear the existing deteriorating buildings and other costs for redevelopment on the site. These funds are in anticipation of such redevelopment.
5. \$175,000 for an update to the City's Roadway Master Plan. The last update was completed in 1995 and is in need of an update to be in concert with the latest update to the Comprehensive Land Use Plan and current traffic patterns.
6. \$350,000 in design funds for the Big Dry Creek Trail at Old Wadsworth project. This project will construct a bridge on Wadsworth Boulevard over Big Dry Creek for a grade separated pedestrian crossing. This project was originally slated to commence funding in 2007 per the five-year Capital Improvement Program (CIP) but as a result of obtaining federal funding earlier than anticipated, the project is ready to commence design later this year. These funds are part of the local match needed with this joint project with the Colorado Department of Transportation (CDOT). The total project will cost approximately \$4,290,000, of which \$2,415,000 is federal funds provided through DRCOG. These initial funds will be utilized for design and acquisition of needed right-of-way for the project.
7. \$321,996 transfer payment to the Open Space Fund. These are funds collected from developers as cash-in-lieu for open space or park land acquisition. These funds are recommended to be deposited into the open space land acquisition account for the purchase of future open space parcels in the Open Space Fund.
8. \$24,850 for the underground utilities project. This project houses funds that are collected from developers with overhead utilities adjacent to their sites with the intent to eventually relocate overhead utilities underground. 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. These funds represent the moneys collected during 2004.
9. \$72,522 for the capital improvement project for Pool Disinfectant and Monitoring System. The total project cost is \$150,000, the balance of which is proposed from Conservation Trust Fund carryover moneys proposed to be transferred into the General Capital Improvement Fund. This project will convert all four city pools from gas chlorine and update and automate outdated equipment, which is needed due to safety and liability issues.
10. \$30,000 for sauna repairs at the City Park Recreation Center. These funds will be used to replace and refurbish benches and tile work to eliminate odor and mold issues in the current sauna. These funds are recommended to be deposited into the Recreation Center Improvement capital project account.

11. \$40,000 for the paving of a service road on the Brauch property. These are partial funds needed for this project (the total project is estimated to cost approximately \$80,000). The current service road is not paved and creates all-weather access problems, especially in the winter time. This new project will serve to build funds needed for this project to eventually be completed.

12. \$13,500 for Legacy Ridge Golf Course security system upgrades. Legacy Ridge Golf Course Club House has been burglarized several times over the past year. Upgrades to the burglar alarms and additional video cameras are proposed to help deter potential burglars and/or catch them.

13. \$8,000 for the acquisition of a lightning monitoring alarm system for the two Golf Courses. This system utilizes air horn alarms to warn golfers of the possibility lightning strikes in the area. This system will enhance the safety of golfers at both facilities.

14. \$18,000 for the purchase of a fertigation pump for The Heritage Golf Course. A fertigation pump applies fertilizer through the existing irrigation system, allowing greater efficiency in maintaining the golf course and management of the application of fertilizer. Legacy Ridge Golf Course has had a fertigation pump since the original construction of the facility.

15. \$356,996 to the GCIF Parks and Recreation CIP Reserve account. These moneys are proposed to be deposited into the Parks and Recreation CIP Reserve for future projects yet to be identified. Proposed use of these funds will be brought back by Staff to City Council for official approval.

16. \$523 to the Public Safety Center construction project. In 2003 and 2004, the 2001 Certificates of Participation (COPs) issued for the Public Safety Center earned interest of \$214 and \$309, respectively (total of \$523). Per arbitrage requirements, any interest earned from COPs issued must be used towards the project; these funds will be used towards the interest being paid on the COPs associated with this project. These interest earnings have not been appropriated to the project yet and are available in the 2004 carryover balance of the General Capital Improvement Fund. Since the project is nearing completion, the interest earnings need be appropriated to the project. These earnings, along with any excess project funds, will be used to offset the interest portion of the debt payments made in 2005 for the 2001 COPs.

#### UTILITY FUND:

One item totaling \$5,279,098 to the Utility Fund CIP Reserve account. These funds represent \$660,000 in savings from the change in 2003 to the water purchase agreement with the City of Thornton, \$995,440 in savings from unexpended debt service funds budgeted in 2004 and \$3,623,658 as the balance of Utility Fund carryover moneys available. In December 2003, City Council approved a contract amendment reducing Westminster's purchase of water by 1 million gallons a day from Thornton. The operating savings in 2004 are therefore being requested, as discussed with City Council, to be utilized for Utility Fund projects as identified from the pending Water Master Plan update. The savings from unexpended debt service funds is the result of the Big Dry Creek Wastewater Treatment Facility renovation and expansion not issuing debt and commencing construction in 2004. It was anticipated that construction would initiate in 2004 and therefore debt issued, thus requiring debt service and issuance fees in the amount of \$995,440. However, construction was delayed and therefore these funds were not needed in 2004. These moneys are proposed to be deposited into the Utility Fund CIP Reserve for future projects yet to be identified. Proposed use of these funds will be brought back by Staff to City Council for official approval.



**STORMWATER FUND:**

A total of \$1,387,955 is proposed for capital projects from Stormwater Fund savings. The Stormwater Fund has this amount of carryover due primarily to the closure of the Lowell Boulevard and 92<sup>nd</sup> Avenue improvement project in 2004, which had an original budget of \$840,000 (of which, only \$23,899 was spent). This project was closed after Staff identified that improvements made with the construction of Fire Station #2 were adequate for this intersection and that the costs of any additional improvements were not cost-effective. The carryover funds are proposed to be appropriated as follows:

1. \$900,000 for the Shaw Boulevard/Circle Drive Drainage improvements. This project has \$100,000 appropriated per the 2006 Adopted Budget. The total project cost is projected at \$1,000,000, of which \$500,000 was originally proposed in the five-year CIP for fiscal years 2006-2008. Staff is ready to proceed on this project and since these funds are available, Staff recommends moving forward with this project. The project is for the design and construction of drainage improvements to route storm runoff originating in the City of Westminster past the Allen Ditch and adjoining residential lots in unincorporated Adams County to the Rotary Park detention pond. It would provide an enhanced conveyance system that would protect the residential lots from flooding.

2. \$187,955 to the Miscellaneous Stormwater Drainage System Improvements project. This funding will provide several smaller storm drainage improvements throughout the City as necessary. Some of the smaller projects may include design and construction of minor drainage improvements along the Hyland Hills Golf Course, 94<sup>th</sup> Avenue and Lowell Boulevard, and 98<sup>th</sup> Avenue and Sheridan Boulevard.

3. \$300,000 the Stormwater CIP Reserve account. These moneys are proposed to be deposited into the Stormwater CIP Reserve for future projects yet to be identified. Proposed use of these funds will be brought back by Staff to City Council for official approval.

**CONSERVATION TRUST FUND:**

One item totaling \$77,478 for the capital improvement project for Pool Disinfectant and Monitoring System. The total project cost is \$150,000, the balance of which is proposed from General Fund moneys into the General Capital Improvement Fund. These funds are proposed to be transferred from the Conservation Trust Fund into the General Capital Improvement Fund.

Staff will be in attendance at Monday's Study Session to answer any questions City Council might have.

Respectfully submitted,

Stephen P. Smithers  
Acting City Manager



## Staff Report

City Council Study Session Meeting  
July 18, 2005



**SUBJECT:** Big Dry Creek Wastewater Treatment Facility Upgrade and Expansion: Overall Project Update and Scope Review

**PREPARED BY:** Kent W. Brugler, Senior Engineer, Public Works & Utilities  
Abel Moreno, Capital Projects and Budget Manager  
Jim Arndt, Director of Public Works and Utilities

### Recommended City Council Action:

1. Concur with staff's recommended scope of work for the project, representing a construction value of \$ 38,750,000 and a total project cost of \$ 44,713,500.
2. Concur with staff's recommendation to remove certain items from the base scope of work and approve a list of additive alternate items of work, totaling \$ 755,000, that could be incorporated into the project pending the availability of funds within the total project budget of \$44,713,500.
3. Direct staff to present the Construction Manager/General Contractor Guaranteed Maximum Price contract to City Council for award on July 25, 2005.

### Summary Statement

- The Big Dry Creek Wastewater Treatment Facility (BDCWWTF) must be upgraded and expanded: to accommodate build-out growth in the Big Dry Creek service area of the City and the resulting increased wastewater flow; to upgrade the treatment process to meet current and future regulatory discharge limits; and to replace older treatment process equipment.
- The City entered into an engineering services agreement with Camp, Dresser & McKee in August 2003 for final design and construction related services, and the design phase effort has been completed.
- The City competitively selected Lillard & Clark Construction Co., Inc. as the Construction Manager/General Contractor for the project in July 2004, and they have been providing design phase services including constructability reviews, cost estimating, construction sequencing and value engineering.
- Lillard & Clark has prepared a Guaranteed Maximum Price proposal in the amount of \$38,750,000, which fits within the overall project budget of \$44,713,000 approved by City Council on May 23, 2005 as part of the capital improvement project funding modifications.
- In order to achieve this acceptable construction value, staff diligently negotiated downward the costs as originally proposed by Lillard & Clark, as well as developed a list of additive alternates to include in the project scope pending the availability of funds.
- Staff intends to present Lillard & Clark's Guaranteed Maximum Price proposal to City Council for award on July 25, with construction scheduled to begin in August.
- Additional contract amendments for engineering and owner's representative services during construction will be presented to City Council for approval at a later date, within the approved project budget.

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

**STAFF REPORT- Big Dry Creek Wastewater Treatment Facility Upgrade and Expansion: Overall  
Project Update and Scope Review**

July 18, 2005

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**Policy Issue**

Should the City enter into a Construction Manager/General Contractor Guaranteed Maximum Price contract with Lillard & Clark Construction Co., Inc. in the amount of \$38,750,000, and approve a list of additive alternates that could be included in the project scope pending the availability of funding?

**Alternative**

The City could choose to not approve this Guaranteed Maximum Price contract with Lillard & Clark, and instead put the project out for conventional bids. This is not recommended since it would delay the start of construction by approximately six months and likely result in higher project costs due to the volatile condition of the materials and fuel pricing in the current construction market.

**Background Information**

The Big Dry Creek Wastewater Treatment Facility must be renovated and expanded to accommodate increasing flows and organic loadings through build-out conditions, improve the efficiency and reliability of the treatment process, meet emerging discharge standards and replace aging equipment that has reached its useful life. The planning and design phases of this project have recently been completed, and construction is anticipated to begin in August. Due to the size and complexity of the project, the construction manager/general contractor process was selected as the preferred method to complete the design and construction of the project. Under this process, an engineering firm is selected to complete the design of the project and a contractor, acting as the construction manager/general contractor, is competitively selected to provide design phase assistance including cost estimating, constructability reviews of the design, establishing the sequence of the work and conducting value engineering reviews. The construction manager/general contractor and the City then negotiate the Guaranteed Maximum Price for the construction of the project, based on the actual cost of the work and construction phase expenses and overhead and profit mark-ups that the construction manager/general contractor provided during the competitive selection process.

Camp, Dresser & McKee, Inc. was awarded the engineering design contract on July 14, 2003, and Lillard & Clark Construction Company, Inc. was awarded the construction manager/general contractor contract for design phase services only on July 26, 2004. City staff has negotiated the Guaranteed Maximum Price contract for construction services with Lillard & Clark, and anticipate bringing this contract to City Council for approval on July 25. The total project costs, including all design, construction, inspection, project contingency, owner's representative services and other construction phase costs, are currently budgeted to be \$44,713,000, with the construction costs set at \$38,750,000. These costs are consistent with the 2005 Capital Improvement Program modifications as approved by City Council on May 23, 2005. A summary breakdown of the total project cost is attached.

The scope of the planned improvements includes the following major items:

- a. Increase the hydraulic flow capacity from 9.2 million gallons per day (mgd) to 11.9 mgd to accommodate anticipated build-out conditions
- b. New headworks and influent pump station building
- c. New administration and control building
- d. Conversion of the main treatment process to an advanced biological nutrient removal process for better nitrogen and phosphorous removal
- e. Expanded and improved biosolids treatment and handling processes
- f. Replacement of the chlorine gas disinfection system with a safer ultraviolet light disinfection system
- g. New odor control facilities

**STAFF REPORT- Big Dry Creek Wastewater Treatment Facility Upgrade and Expansion: Overall  
Project Update and Scope Review**

July 18, 2005

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- h. Electrical, instrumentation and control system improvements
- i. Site security improvements

These improvements are schematically shown on the attached aerial drawing of the plant site.

The initial construction Guaranteed Maximum Price proposal presented by Lillard & Clark totaled \$42,295,470. Since this cost exceeded the established construction budget of \$38,750,000 by 9.1%, staff diligently negotiated the cost of the work and the scope of the improvements with Lillard & Clark, resulting in a revised Guaranteed Maximum Price cost of \$38,750,000 that fits within the established budget. This cost has been independently reviewed by the City's Owner's Representative, Sorenson Engineering, Inc., and was determined to be reasonable and competitive for this work.

In addition to reductions in construction costs identified by Lillard & Clark, staff identified several items of work that could be removed from the scope of work and either be completed at a later date or added back into the project if funds became available. The criteria used to evaluate the feasibility of removing these items of work included zero impact to plant capacity of treatment process, did not require significant redesign, provided substantial cost savings and ease of completing the work in the future. The following is a list of improvements and their value that staff has recommended be removed from the base scope of work, and be approved as additive alternates should funds become available within the currently approved project budget.

<b><u>Scope Item</u></b>	<b><u>Construction Value</u></b>
1. Existing Water Quality Building Improvements	\$ 275,000
2. Recreational Vehicle Dump Station	\$ 125,000
3. Existing Buildings Architectural Modifications	\$ 250,000
4. On-site Vehicle Wash Station	\$ 105,000
<b>Total Additive Alternates</b>	<b>\$ 755,000</b>

The existing water quality building improvements are not critical for the operation of the facility; however, they would make the work space more functional and upgrade some deteriorated components of the building and are therefore highest in priority for adding as an alternate scope item. The recreational vehicle dump station is a community service that the City has provided in the past at no cost to its residents. The current station is located within the secured plant site and requires considerable plant staff time to accommodate users. The proposed station would be located adjacent to the new administration building and outside the main secured plant area, and require less staff time to support. The decision to provide an RV dump station and the fee structure to utilize to pay for its construction and operation is a policy decision that the City will need to make.

The existing buildings architectural modifications on the plant site are intended to reduce the on-going maintenance requirements on non-structural areas of the buildings, and can be postponed or completed separately. The on-site vehicle wash station would allow plant staff to wash large biosolids vehicles, utility trucks and other large vehicles prior to leaving the plant site, but is not a critical need at this time and could be constructed at a later time.

Staff intends to bring the Lillard & Clark Guaranteed Maximum Price contract in the amount of \$38,750,000 to City Council for award on July 25, 2005. At a future meeting, staff will present contract amendments for engineering and owner's representative construction phase services for approval to City Council. These amendments will be required due to the longer construction time needed than was previously identified in their respective scopes of work. However, all of these costs are included in the currently approved budget of \$44,713,000. The funding for this project is comprised of a \$16,000,000 loan from the Colorado Water Resources and Power Development Authority, and cash funding from the City's Utility Capital Improvement Program.

**STAFF REPORT**- Big Dry Creek Wastewater Treatment Facility Upgrade and Expansion: Overall  
Project Update and Scope Review

July 18, 2005

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Staff will be present at the Study Session on July 18 to review this information with City Council in detail.

Respectfully submitted,

Stephen P. Smithers  
Acting City Manager

Attachment(s)

**STAFF REPORT- Big Dry Creek Wastewater Treatment Facility Upgrade and Expansion: Overall  
Project Update and Scope Review**

July 18, 2005  
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**Big Dry Creek WWTF Upgrade and Expansion  
Project Cost Summary**

**July 7, 2005**

<u>Cost Category</u>	<u>CIP Budget Amount</u>
Pre-Design	\$ 150,000
Final Design & Const. Insp.	\$ 4,058,500
CM/GC Design Phase Services	\$ 45,000
CM/GC Construction GMP	\$ 38,750,000
Owner's Representative	\$ 710,000
Project Contingency	\$ 900,000
Misc. Costs	\$ 100,000
<b>Total Project Budget</b>	<b>\$ 44,713,500</b>

**CM/GC GMP Construction Costs**

Lillard & Clark's Original GMP Proposal	\$ 42,295,470
Negotiated Construction GMP Proposal & Budget	<u>\$ 38,750,000</u>
<b>Cost Reductions Realized</b>	<b>\$ 3,545,470</b>

The total cost reductions realized are a combination of scope of work reductions, contractor cost reductions, value engineering reductions and removal of additive alternate scope items from the base scope of work.

The following list of scope items is recommended to be approved as additive alternate items to be included within the project scope pending the availability of funds within the approved CIP budget.

**Recommended Additive Alternate Scope Items**

<u>Item</u>	<u>Value</u>	<u>Criteria for Considering Items</u>
Water Quality Bldg. Impvts	\$ 275,000	1. Does not affect plant capacity. 2. Does not affect treatment process. 3. Does not require significant redesign effort. 4. Provides substantial cost savings. 5. Ability to be easily added in the future.
Rec. Vehicle Dump Station	\$ 125,000	
Architectural Modifications	\$ 250,000	
Vehicle Wash Station	<u>\$ 105,000</u>	
<b>Totals</b>	<b>\$ 755,000</b>	



# BIG DRY CREEK WASTEWATER TREATMENT FACILITY UPGRADE AND EXPANSION



**LEGEND:**

- NEW STRUCTURES / BUILDINGS
- MODIFICATIONS TO EXISTING STRUCTURES / BUILDINGS
- NEW LANDSCAPING
- NEW ROAD / CURB AND GUTTER
- NEW FENCE LINE

**CDM** Camp Dresser & McKee Inc.

ENGINEERS  
CONSULTANTS  
**RNH** GROUP



**WESTMINSTER**

**NORTH HURON STREET**

**132ND AVENUE**

**BULL CANAL**

**QUAL CREEK**

**BIG DRY CREEK**







WESTMINSTER

Staff Report

Information Only Staff Report
July 18, 2005



SUBJECT: Monthly Residential Development Report

PREPARED BY: Shannon Sweeney, Planning Coordinator

Summary Statement:

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

- The following report updates 2005 residential development activity per subdivision...
The table below shows an overall decrease (-63.3%) in new residential construction for 2005 year-to-date compared to 2004 year-to-date totals.
Residential development activity so far in 2005 reflects decreases in single-family detached (-53%), single-family attached (-79%), and multi-family and no change in senior housing development when compared to last year at this time.

NEW RESIDENTIAL UNITS (2004 AND 2005)

Table with 7 columns: UNIT TYPE, JUNE (2004, 2005), % CHG., YEAR-TO-DATE (2004, 2005), % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.



**Background Information**

In June 2005, service commitments were issued for 21 new housing units within the subdivisions listed on the attached table. There were a total of 17 single-family detached, four single-family attached, and no multi-family or senior housing building permits issued in June.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded service commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list. The Westfield ODP for the Park Place residential project received approval in June, and those 100 single-family detached units have been added to the attached table.

Respectfully submitted,

Stephen P. Smithers  
Acting City Manager

Attachment



# BIG DRY CREEK WASTEWATER TREATMENT FACILITY UPGRADE AND EXPANSION



**LEGEND:**

- NEW STRUCTURES / BUILDINGS
- MODIFICATIONS TO EXISTING STRUCTURES / BUILDINGS
- NEW LANDSCAPING
- NEW ROAD / CURB AND GUTTER
- NEW FENCE LINE

1" = 30'

**CDM** Camp Dresser & McKee Inc.

ENGINEERS  
CONSULTANTS  
**RNH** GROUP



**WESTMINSTER**

**NORTH HURON STREET**

**132ND AVENUE**

**BULL CANAL**

**QUAIL CREEK**

**BIG DRY CREEK**

**NEW OUTFALL STRUCTURE NO.004**

**NEW UV BUILDING**

**NEW SECONDARY DIGESTER**

**MODIFY POND LINER AND PIPING**

**MODIFY BLOWER BUILDING**

**MODIFY CHLORINE BUILDING**

**NEW BIOFILTER NO.2**

**MODIFY EXISTING PUMP STATION**

**MODIFY HEADWORKS BUILDING**

**ENTRANCES TO BE REMOVED**

**MODIFY WATER QUALITY BUILDING**

**NEW VEHICLE WASH**

**NEW SECONDARY ACCESS**

**ENTRANCE TO BE REMOVED**

**MODIFY THICKENED SOLIDS STORAGE**

**MODIFY SLUDGE PROCESSING BUILDING**

**MODIFY PRIMARY DIGESTERS**

**MODIFY DIGESTER BUILDING**

**MODIFY THICKENER BUILDING**

**MODIFY SECONDARY CLARIFIER NO. 2**

**MODIFY SECONDARY CLARIFIER NO. 1**

**MODIFY SECONDARY CLARIFIER NO. 3**

**MODIFY SECONDARY CLARIFIER NO. 4**

**MODIFY RAS PUMP STATION**

**NEW HYPOCHLORITE STORAGE**

**NEW AERATION BASINS**

**ANAEROBIC TANKS (2)**

**ANAEROBIC DISTRIBUTION**

**NEW BIOFILTER NO.1**

**NEW HEADWORKS BUILDING & INFLUENT PUMP STATION**

**NEW PARSHAL FLUME**

**N. HURON LIFT STATION**

**MODIFY DIVERSION STRUCTURE NO.1**





# WESTMINSTER

## Staff Report

Information Only Staff Report  
July 18, 2005



SUBJECT: 20<sup>th</sup> Anniversary of Open Space  
PREPARED BY: Katie Harberg, Public Information Officer

### Summary Statement:

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

### Background Information

As City Council is aware, this year marks the 20<sup>th</sup> anniversary of the dedicated tax used for the acquisition of open space. In the 20 years since this tax was first approved by voters, the program has closed in on the long range goal of preserving 15% of the City's land area in open space. Currently, just over 12% of the City's land area is permanently preserved as open space. When other green spaces including parks and greenbelts are added, the City of Westminster can boast that nearly one third of its land area is reserved for green spaces.

The City's open spaces and the extensive trail system are now viewed by residents as a major community amenity. It has grown to become a distinguishing element that sets Westminster apart from other suburban communities. Gary Shapiro, 9News morning anchor, extolled the virtues of the program during his focus on "my hometown," which aired in May.

Public Information Staff, working as part of an internal committee to plan and design Open Space anniversary commemorative activities, has proposed a 20<sup>th</sup> anniversary communication program. That proposed program includes the roll-out of a 20<sup>th</sup> anniversary logo/brand, and a number of other significant elements, including:

- A pocket-size trails map
- A clickable trails map for the web
- An anniversary video to be aired on Cable Channel 8 and available for community check-out
- A sign/banner campaign designed to reach as many residents as possible with news of the celebration

An example of the logo/brand is included with this staff report. It has been designed for a broad variety of uses, including as a possible addition to existing open space signs and for trail markers. It will appear on the cover of the fall Activities Guide, and will be visible in many other places as well.

Staff Report – 20<sup>th</sup> Anniversary of Open Space  
July 18, 2005  
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Some elements of the communication program are still being refined and these will be communicated to Council as they are finalized.

Respectfully submitted,

Stephen P. Smithers  
Acting City Manager

Attachment