



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council

DATE: July 15, 2015

SUBJECT: Study Session Agenda for July 20, 2015

PREPARED BY: Don Tripp, City Manager

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

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

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

### CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
  - a. July 28th RTD Board meeting Southwest Rail Extension
2. Reports from City Councillors (10 minutes)

### CITY MANAGER'S REPORT

### PRESENTATIONS

6:30 P.M.

1. City Hall Xeriscape/Plaza Master Plan Update
2. Review of Proposed 2014 Carryover Allocations

### EXECUTIVE SESSION

1. An executive session pursuant to WMC 1-11-3(C)(7) and CRS 24-6-402(4)(e) to discuss the City's position on proposed amendments to the Adams County Jail IGA, a matter subject to formal negotiation, and instructing negotiators – (*Verbal*)

### INFORMATION ONLY ITEMS

None at this time.

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,

Donald M. Tripp  
City Manager

**NOTE:** Persons needing an accommodation must notify the City Manager's Office no later than noon the Thursday prior to the scheduled Study Session to allow adequate time to make arrangements. You can call [303-658-2161](tel:303-658-2161) /TTY 711 or State Relay) or write to [mbarajas@cityofwestminster.us](mailto:mbarajas@cityofwestminster.us) to make a reasonable accommodation request.



## Staff Report

City Council Study Session Meeting  
July 20, 2015



**SUBJECT:** City Hall North Lawn Renovation/Xeriscape Garden and Plaza Renovation Master Plan Update

**PREPARED BY:** Kathy Piper, Landscape Architect II  
Becky Eades, Landscape Architect II  
Tom Ochtera, Energy & Facilities Project Coordinator  
Barbara Opie, Assistant City Manager

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

Review options based on varying levels of scope and cost for the City Hall plaza renovation and north lawn renovation/xeriscape garden and direct Staff on how to proceed.

### **Summary Statement**

- Parks, Recreation and Libraries (PR&L) Department Staff was asked to develop a master plan for enhancements to the City Hall campus, focusing on the plaza and northern lawn. Funds were appropriated with the Adopted 2015/2016 Budget for these projects and projected in the 2017 CIP.
- The proposed projects update worn out infrastructure, provide better public access to the City Hall campus, educate our citizens and businesses on how to conserve water through landscape design, improve the safety of visitors to City Hall, and reduce the maintenance costs over the life cycle of the improvements.
- Minimal changes or improvements have been made to the site since City Hall was constructed 27 years ago. Major repairs are needed to the concrete plaza; and the geothermal well field installation will require some level of re-landscaping in the northern lawn along 92<sup>nd</sup> Avenue.
- The appropriated project budgets total \$2,859,000. Additional funding is included within the 5-year CIP projected in 2017, bringing the original project budget to a total of \$3,220,000 as follows: plaza \$1,515,000 and north lawn/xeriscape \$1,705,000.
- On March 16, 2015, during a presentation on this project, City Council requested that Staff prepare alternatives to the full implementation of the master plans and return to Council for direction.
- Staff has prepared alternatives for the plaza, ranging from approximately \$707,250 to \$1,509,240.
- Staff has prepared alternatives for the north lawn/xeriscape project, ranging from approximately \$155,250 to \$1,480,000.
- Twenty-four additional parking spaces can be added to the City Hall site, adjacent to the plaza, along with increased accessibility as part of the plaza construction, depending on which option is selected.
- Three alternatives for additional parking in the public lot are included, with preliminary opinions of probable cost ranging from \$155,000 for 44 spaces to \$374,000 for 90 spaces.

**Expenditure Required:** Up to \$3,220,000

**Source of Funds:** General Capital Improvement and Water Funds – Park Renovation Project for initial development of construction documents for bidding this master plan; dedicated revenue sources include Adams County Open Space Tax Attributable Share, Conservation Trust Fund (state lottery proceeds), Accommodations Tax, Parks Cash in Lieu, POST and Water Funds

## **Policy Issue**

Does City Council wish to proceed with the City Hall Plaza Renovation and North Lawn Renovation/Xeriscape Garden projects are recommended within this Staff Report? Does City Council wish to include the bid alternates as recommended should these projects proceed?

## **Alternative**

City Council may elect to approve or deny all, none, or a combination of the improvements outlined in this memo. PR&L originally worked with multi-departmental teams in preparation of the conceptual plans, has analyzed these conceptual designs in detail with the selected consultants to refine the master plans, and is presenting the options for direction as requested.

## **Background Information**

As City Council is aware, a geothermal system is being installed on the north lawn to replace the existing cooling/heating system for City Hall. Work commenced in June 2015 on the drilling of the well field necessary for the ground heat exchange system. As a result of the anticipated geothermal work, Staff prepared a proposal to renovate the north lawn and the plaza at City Hall; the initial concept was reviewed with City Council earlier in 2015.

The most significant impact of the installation of the geothermal system will be to the northern lawn of City Hall. Upon commencing drilling of the well field, the irrigation system was turned off and the grass will not receive supplemental water during the summer months. Additionally, heavy equipment residing on and disturbing the area over the course of the four month project will result in a significant area of the front lawn being destroyed and in need of replacement.

With this knowledge, Staff started work on what a repair might look like. An obvious choice is to return the front lawn to the existing field of bluegrass. However, as far back as 2009, the Public Works & Utilities (PW&U) Department has been planning for a future xeriscape garden (location to be determined) to help promote conservation and serve as a demonstration garden for developers and residents on the natural beauty and water conserving qualities a xeriscape garden can provide. More recently, PW&U identified the City Hall campus as a likely location, but the specific site was uncertain.

When the geothermal project gained momentum and the reality of the damage to the front lawn was identified, it was clear that this was an opportunity to rethink the “message” of City Hall. Following the City’s history and its relationship with water illustrates how important this resource has been in the evolution of the City and the creation of many of our current policies. From the use of the “safe but stinky” Kershaw Ditch for drinking water resulting in the 1962 “Mother’s March on City Hall,” to the creation of a Growth Management Plan (first adopted in 1978) to marry available water with growth, the City has made the provision of adequate, high quality water a priority. When City Hall was designed and constructed in 1988, the large bluegrass lawn and later addition of a water fountain on the plaza were deliberate messages to signify that the City had sufficient water for residents and businesses alike.

As City Council is aware, water is a very valuable commodity and the lifeblood of a community. Without safe, reliable, and quality drinking water, a community may be stymied. As such, PW&U has developed a high quality, stable and dependable water portfolio, positioning Westminster to be in control of its destiny as it relates to development and build out. A key component of Westminster’s success is the identification and investment in conservation efforts, including the reclaimed water system and promoting a conversation ethic throughout the community, including City facilities.

As such, when the geothermal project became the selected option for installation, PR&L Department Staff were asked to look at this opportunity to redefine the front lawn and the City Hall plaza and the messages they convey to the community. Staff contracted for the design work associated with the front lawn and City Hall plaza renovation projects. Plans for the front lawn ranged from simply replacing the irrigation system (which is over 27 years old) and reinstalling the bluegrass lawn, to taking the opportunity to create a demonstration project of how xeriscape can complement and not detract from a building. Plans for the plaza ranged from simply replacing the existing large area of concrete to narrower concrete paths, tapping the geothermal system from the front lawn to help provide an ice melt system, improving handicapped accessibility from the east parking lot (i.e., eliminating the stairs) and potentially adding more visitors' parking. Staff presented recommendations for xeriscape on the front lawn and the plaza renovation projects as part of the proposed 2015/2016 Budget and City Council approved the funding of that project in October 2014.

Both the plaza renovation and the north lawn renovation/xeriscape projects address major renovation needs. Minimal changes or improvements have been made to the site since City Hall was constructed 27 years ago. Major repairs are needed to the concrete plaza; and the geothermal well field installation will require some level of re-landscaping in the northern lawn along 92<sup>nd</sup> Avenue. These proposed projects will update worn out infrastructure, such as the deteriorated concrete plaza which can be hazardous (although temporary fixes have been installed) and is unsightly. It will replace irrigation both in the plaza and north lawn that is 27 years old and at the end of its useful life. It will remove the existing fountain; the pool does not have a protective railing that might be required based on the depth of the pool, and has become an ongoing maintenance problem (the pumps are nearing the end of their useful life). The proposed redesign of the concrete entrance to City Hall would eliminate the set of stairs that currently present challenges to many visitors and business people utilizing the primary visitor parking east of City Hall, and replace it with an accessible sidewalk to the main entrance. The additional sidewalk paths throughout the north lawn and to the City Hall parking lot will increase the public's access to the area, making the front lawn more accessible to the surrounding neighborhoods as well as businesses, and provides improved linkage to the Westminster Center Park. The xeriscape garden provides an educational opportunity with a small demonstration area (located on the eastern end near the driveway and stair connection to the City Hall parking lot) identifying xeric plants for use on a residential scale. The replacement of the existing deteriorated concrete plaza will eliminate the existing hazards (that have temporary repairs in place), improving the safety of visitors to City Hall. The installation of the heated sidewalks reduces the snow removal costs (staff time as well as deicing materials), prolongs the life of the concrete and plant material in the plaza (deicing materials are tough on both), and assists the overall geothermal system operations over the life of the system.

Both the plaza renovation and the north lawn renovation/xeriscape projects capitalize on the desire to illustrate to the public a stewardship of the City's water resources. The proposed renovation, particularly to the north lawn and removal of the fountain with a potential low water replacement in the plaza, is intended to better reflect the stewardship and protection of this valuable resource (water), while showcasing the creative and beautiful application of native species and xeriscape plants in an urban setting that can be used in both residential and business applications.

In addition, both projects update all facets of these areas with improved technologies and provide for more efficient maintenance, such as using the geothermal well system to feed an ice melt system in the plaza area, saving snow removal manpower and reducing wear and tear on the plaza hardscape as well as surrounding landscape. The original irrigation system in the affected areas will also be updated with modern, water efficient equipment.

In March 2015, Staff returned to Council with the proposed layout and design for the renovated front lawn and plaza. Staff presented the "full master plans" referenced in this document, or Option Three in both the Plaza and North Lawn proposals, at that meeting. Council requested further information on the cost breakdowns prior to proceeding with construction documents, which are included within

this Staff Report and will be discussed at the Study Session. Originally, work was to commence on the installation of the xeriscape garden this summer, but due to the geothermal project beginning a little later than originally anticipated, plant material will not be installed this fall. However, it is critical for Staff to receive direction on this project as the irrigation system could be installed this fall/winter prior to spring planting season. The irrigation design for a like-for-like bluegrass lawn is significantly different than a xeriscape garden. In addition, if City Council concurs with the xeriscape option, plant material needs to be selected immediately as it will need to be grown over the winter months in order to have appropriate plant material in time for spring planting. Construction documents need to be finalized for early 2016 construction bidding and installation in spring 2016. Work on the plaza was to commence during the summer 2015, but due to a variety of delays, this project will not be ready for construction until spring of 2016. Since concrete is a significant component of the work, winter installation is less than ideal for such a high traffic location. However, it is critical that Staff receives direction on this project in order to finalize construction drawings for early 2016 bidding and for construction, to be completed by the end of summer 2016.

**Project Budget:**

The plaza and xeriscape projects both have multiple dedicated funding sources totaling to a combined budget of \$3,220,000 over the 2015-2017 budget schedule. As previously noted, these funds are dedicated and cannot be utilized for non-park related items, such as facility renovations to the Public Safety Center or the Municipal Court buildings. The funds appropriated with the Adopted 2015/2016 Budget totals \$2,859,000 as reflected below. An additional \$361,000 is included in the 5-Year Capital Improvement Program for 2017, but those funds are not officially appropriated. A summary reflecting the funding by source follows:

<b>City Hall Campus Renovation (2015/2016 Appropriated Funds)</b>	
<b>North Lawn Renovation/Xeriscape Garden</b>	
Adams County Open Space	\$292,040
Conservation Trust Funds	\$810,368
Parks Cash In Lieu	\$2,592
Water Fund	\$375,000
<b>Total</b>	<b>\$1,480,000</b>
<b>Plaza Renovation (includes Arcade Wall and \$62K existing)</b>	
City Sources (POST and Accommodations Tax)	\$1,095,782
Adams County Open Space	\$283,218
<b>Total</b>	<b>\$1,379,000</b>
<b>2017 Funds (as shown in the Adopted 2015/2016 Budget)</b>	
Xeric Garden	\$225,000
Plaza	\$136,000
<b>Proposed 2017 Total</b>	<b>\$361,000</b>
<b>Grand Total (if 2017 funds appropriated)</b>	<b>\$3,220,000</b>

**City Hall Plaza Renovation:**

The plaza sends an important message to those entering the building. City Halls are the civic center of a city and a source of community pride; Westminster’s high quality expectations for business partners and residents alike are reflected in the appearance and feel of the building. Without being excessive, it states in subtle ways the City’s expectations for quality and excellence in all we do. The current deteriorated state of the plaza does not reflect the City’s standards and needs to be addressed. In

addition, the current deteriorated state provides hazards that have been temporarily mitigated but need an appropriate long term fix.

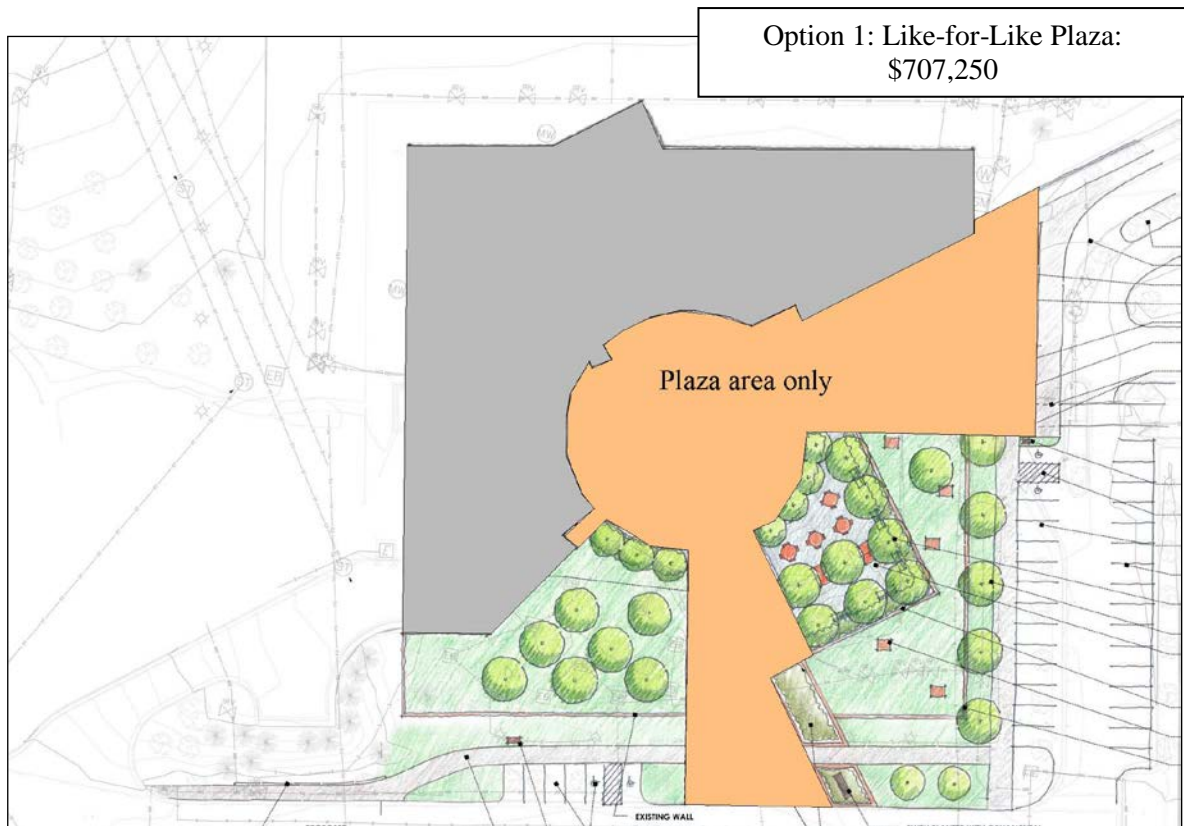
The originally proposed plaza renovations included modifying the arcade at the front of the building; realignment of the median entrance off of 92<sup>nd</sup> Avenue for better accessibility up a ramp rather than the existing stair entrance as well as for better traffic flow; removing the existing fountain and adding a new low water feature (with no standing water) that reflects the City’s water conservation efforts; and xeriscape planting beds to help reduce the amount of concrete. Additional elements considered in the original project scope included adding seating, a small outdoor gathering area, and an ice melt system to eliminate the use of chemicals that would reduce landscape material damage and reduce staff time needed for snow removal around City Hall. Staff returned on March 16, 2015, with a Staff Report to receive direction from City Council on the final design details prior to starting construction documents. Council requested further information on the cost breakdowns prior to proceeding with construction documents, including scaled back alternatives.

City Council previously approved a budget for the plaza renovations totaling \$1,515,000, including \$136,000 in proposed 2017 funding. Staff has provided two additional options for the plaza renovations from the originally proposed renovations and is providing associated cost breakdowns to assist Council in identifying the proposed amenities for the plaza renovation. Once the desired components have been identified, Staff can move forward with construction documents.

*OPTION ONE: Like-For-Like Plaza: \$707,250*

This option would replace the existing concrete layout with standard grey concrete only (retaining the stairs); replace some lighting on the arcade; provide new bollards at the east entrance; and complete minor wall repairs at the stairs. The ice melt system is not part of this basic replacement. The layout of the plaza would not change, leaving the fountain and all other amenities in current location.

<b>OPTION ONE: LIKE-FOR-LIKE PLAZA – REPLACEMENT ITEMS ONLY</b>	
<b>ITEM</b>	<b>TOTAL COST</b>
Site Preparation	\$150,000
Concrete (grey only, wall repair)	\$350,000
Irrigation system (repairs only)	\$5,000
Electrical system (arcade lights, bollards)	\$75,000
Site furniture (bench and trash only)	\$35,000
Subtotal	\$615,000
Contingency (15%)	\$92,250
<b>Total</b>	<b>\$707,250</b>



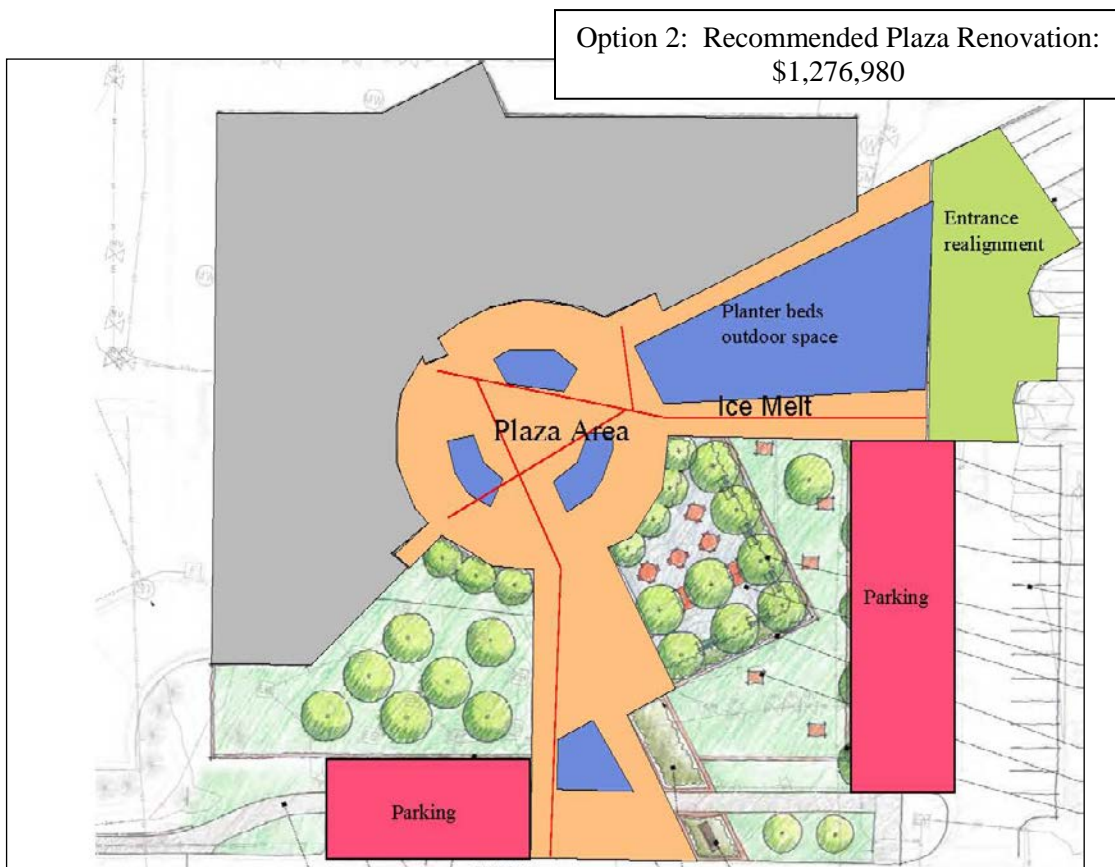
*OPTION TWO: Recommended Revised Plaza Renovation: \$1,276,980*

This option would include the elements within Option One plus the following items: the ice melt system, realignment of the entrance off of 92<sup>nd</sup> Avenue eliminating the stairs, the south and east visitor parking, seat wall, plaza plantings and sod. Existing trees along the perimeter of the road would be removed to accommodate the new parking areas. It does include additional benches and picnic tables that would be available to the public and staff alike throughout the plaza, making the area more vibrant and welcoming. This option includes significantly reducing the concrete area in the plaza and replacing it with planting areas. It includes the removal of the existing fountain that has various hazards and maintenance issues associated with it. The estimated savings for the plaza renovation associated with the installation of the heated sidewalks in snow removal and maintenance costs for a 20 year period following the conversion are \$40,000.

This revised plaza renovation scope does not include the installation of a replacement water feature/fountain. It eliminated the outdoor meeting room concept. It does not include any enhancements to the arcade except replacing the existing lighting and it does not include any art pedestals that were part of the original master plan. Staff does recommend installing conduit to where a future water feature might be installed for water and electrical in efforts to minimize damaging the plaza at a future date. The design allows for future installation of an art piece or low water use future fountain near the entrance of City Hall.



<b>OPTION TWO: Recommended Revised Plaza Renovation</b>	
<b>ITEM</b>	<b>TOTAL COST</b>
Site preparation	\$250,000
Concrete (greycolored, wall repair)	\$285,000
Irrigation system (repairs only)	\$10,000
Electrical system (arcade lights, bollards, 12 pole lights)	\$135,000
Site furniture (bench, trash, picnic tables)	\$100,000
Realigned street	\$50,680
Ice melt system	\$90,000
East parking (trees will be removed to accommodate parking)	\$39,400
South parking (trees will be removed to accommodate parking)	\$19,500
Planters/concrete seat wall at future fountain/art near entrance	\$46,550
Plantings and sod	\$84,250
Subtotal	\$1,110,380
Contingency (15%)	\$166,600
<b>Total</b>	<b>\$1,276,980</b>



**OPTION THREE: Full Master Plan Plaza Renovation: \$1,509,240**

This option would include the elements within Options One and Two plus the following items: architectural enhancements to the arcade, installation of art pedestals throughout the plaza area, and a low water use/artistic feature in the center of the plaza.



A summary of these options, as well as the full cost of the original proposal, are shown below:

<b><i>City Hall Plaza Scope Options with Preliminary Opinion of Probable Cost</i></b>		
Option 1	Like-for-like repair – replace concrete plaza with grey concrete in current footprint (including stairs), no ice melt system, minimallighting replacement on arcade, and new bollards at the east entrance	\$707,250
Option 2	Recommended renovation – all of option one plus ice melt system, realignment of the entrance off 92 <sup>nd</sup> Avenue, approximately 24 additional visitors/ADA spaces along the interior drive, no replacement fountain or enhanced arcade features	\$1,276,980
Option 3	Entire project as originally scoped (includes water feature, art pedestals, and full arcade)	\$1,509,240

**Staff Recommendation Regarding the Plaza:** Staff recommends Option Two, which will enhance the accessibility of the northern entrance, add approximately 24 visitor/ADA parking spaces along the interior drive, install an innovative ice melt system that assists the larger geothermal system, and replaces a significant area of concrete with more environmentally friendly plant material. It also eliminates the existing hazards regarding the concrete and fountain. This alternative is \$102,020 (7.4%) under the appropriated budget of \$1,379,000 and still provides for much needed repair to this very public entrance. [If the additional \$136,000 included within the 2017 CIP were authorized next summer or added through the mid-year 2016 CIP budget amendment this fall, the project would then be \$238,020 (15.7%) under the current total budget of \$1,515,000.]

**City Hall North Lawn Renovation/Xeriscape Garden:**

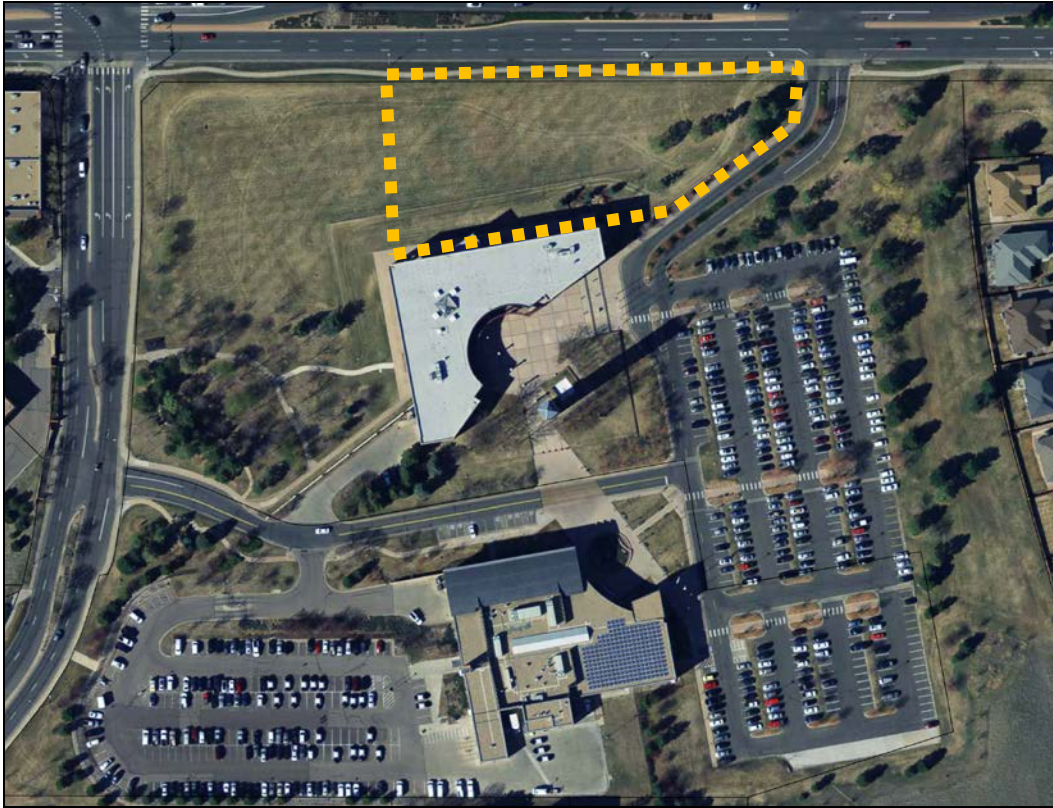
Staff have identified alternatives in scope and cost for the restoration and/or conversion of the north lawn of City Hall into a xeriscape garden. In addition to the summary below, overlays highlighting the proposed portion of the xeriscape master plan are included below for clarification.

***OPTION ONE: Like-For-Like North Lawn: \$155,250***

This option would replace the existing irrigation system and bluegrass with new materials specifically in the area disturbed by the geothermal project. No other irrigation improvements, xeriscape materials or new pedestrian sidewalks would be installed.

<b><i>OPTION ONE: LIKE-FOR-LIKE NORTH LAWN – REPLACEMENT ITEMS ONLY</i></b>	
<b>ITEM</b>	<b>TOTAL COST</b>
Site Preparation	\$15,000
Sod and Irrigation system (repairs only)	\$120,000
Subtotal	\$135,000
Contingency (15%)	\$20,250
<b>Total</b>	<b>\$155,250</b>

Option 1: Like-for-Like North Lawn:  
\$155,250



*OPTION TWO: Recommended North Lawn Renovation/Xeriscape Garden: \$1,260,410*

This option would include the following items: installation of the xeriscape garden including walks, planting, and irrigation in north lawn. It includes the stair connection to the plaza from the north lawn and redoing the landscape, irrigation and electrical in the entry median from 92<sup>nd</sup> Avenue with enhanced plantings along entry and includes enhanced streetscape (trees) along 92<sup>nd</sup> Avenue and the detention basin to the northwest of City Hall. The estimated savings in irrigation and maintenance costs for a 20 year period following the conversion are \$350,000.

<b>OPTION TWO: NORTH LAWN RENOVATION – XERISCAPE GARDEN</b>	
<b>ITEM</b>	<b>TOTAL COST</b>
Site Preparation/Mobilization/Demolition	\$130,120
Irrigation system	\$131,530
Electrical	\$20,000
Trails and Paving	\$175,930
Plantings	\$596,930
Site Amenities	\$15,500
Educational Signage	\$26,000
Subtotal	\$1,096,010
Contingency (15%)	\$164,400
<b>Total</b>	<b>\$1,260,410</b>

Option Two: Recommended North Lawn  
Renovation – Xeriscape Garden: \$1,260,410



This alternative is \$219,590 (14.8%) under the appropriated budget of \$1,480,000 and still provides for an excellent xeriscape garden (including a demonstration area with plant identification) at a very public location, reinforcing the City’s dedication to water conservation and reinforcing to the development community that the City is willing to install what we are asking of them. [If the additional \$225,000 included within the 2017 CIP were authorized next summer or added through the mid-year 2016 CIP budget amendment this fall, the project would then be \$444,590 (26%) under the current total budget of \$1,705,000.]

**OPTION THREE: Full Master Plan North Lawn Renovation/Xeriscape Garden: \$1,480,000**

This option would include the elements within Options One and Two plus the improvements proposed east of the public parking lot. The improvements east of the parking lot allowed for continuation of the trail/sidewalk network completely around and through the City Hall/Public Safety Center campus, conversion of part of the area from bluegrass to low water use native grasses and a small wellness area for sports activities and other uses.

A summary of these options, as well as the full cost of the original proposal, are shown below:

<b>City Hall North Lawn (Xeriscape) Scope Options with Preliminary Opinion of Probable Cost</b>		
Option 1	Like-for-like repair – replace irrigation and re-sod north lawn (area disturbed for geo-thermal) only	\$155,250
Option 2	Recommended renovation – includes installation of the xeriscape garden including walks, planting, and irrigation in north lawn including stair connection to plaza and redoing the landscape, irrigation and electrical in the entry median from 92 <sup>nd</sup> Avenue with enhanced plantings along entry; also includes tree lawn along 92 <sup>nd</sup> Avenue and the detention basin to the northwest of City Hall	\$1,260,410
Option 3	Entire project as originally scoped (includes the improvements proposed east of the public parking lot)	\$1,480,000

**Staff Recommendation Regarding the North Lawn:** Staff recommends Option Two, which will renovate the entrance drive to City Hall, provide access (pedestrian crossing of the drive and stairs) to the north lawn and xeriscape demonstration garden area, and replaces a significant area of bluegrass with lower water use plant material, allowing for savings in both water and maintenance as identified previously.

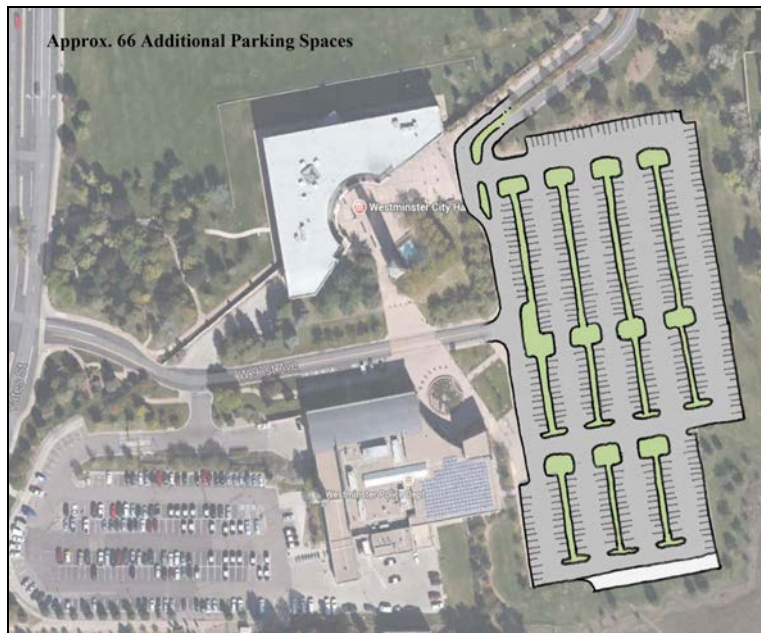
In any option, it is highly unlikely that any plant material will be installed prior to year end 2015 due to the timing of the geothermal project, which is scheduled to be completed at the end of October. Straw will likely be spread over the north lawn to assist with storm water mitigation until spring planting is possible. Temporary signage that explains the construction project to the public will be installed.

**Additional City Hall Parking:**

At Council’s request, Staff had Stream Design, LLC prepare a cost estimate for three options extending the existing public parking lot to the east of City Hall. The costs and resultant parking space gain are projected as follows:

Additional Parking Space Gain (Approximate)	Approximate Cost	Approximate Cost per Space
44	\$155,000	\$3,525
66	\$220,000	\$3,335
90	\$374,000	\$4,155

Costs are based on a double row of parking with full curb and gutter. Eastward expansion of the parking lot will result in the loss of the majority of the evergreen landscape buffer between the parking lot and the subdivision to the east of City Hall. Currently, this buffer area ranges from 135 to 160 feet; if the parking lot were expanded the buffer would be reduced to 75 to 100 feet. If City Council wishes to increase public parking spaces, Staff recommends adding approximately 66 spaces as an add alternate to the project. The 66 spaces are the lowest cost per space alternative provided. The cost increases at the southern corner due to elevation changes and the potential need for a retaining wall along that corner. A sketch of how these spaces are anticipated to lay out is shown below:





It should be noted that rehabilitation of the public parking lot asphalt at City Hall is planned for 2016, and consists of a full mill and overlay plus concrete replacement. If additional parking is desired, now is the time to have Staff plan for it. If the additional 66 spaces are added along the eastern edge plus the potential additional 24 spaces along the interior drive, a total of 90 public spaces would be added to the City Hall campus, which is a 22.5% increase to the existing 309 public spaces (including 10 handicapped spaces, but excluding 40 spaces designated for City vehicles only). With project savings identified in both projects, the estimated \$220,000 for the additional 66 spaces is available within the appropriated project budget. The Street Division will coordinate their parking lot rehabilitation work with whatever renovations are approved to minimize disruption and prevent unnecessary damage.

**Other Campus Renovation Considerations:**

Another consideration, should the City Hall plaza renovation proceed as recommended, is to replace the Public Safety Center (PSC) plaza concrete. Staff recommends bidding this out as an alternate. While there is not sufficient capacity in the geothermal system to extend the ice melt to this area, the concrete is in need of replacement as snow removal materials have been tough on the existing concrete. Staff estimates this area might cost \$100,000 to \$160,000 depending on how much additional sidewalk is replaced and/or if colored concrete is utilized. At a minimum, approximately \$100,000 would be needed to replace the plaza in front of the PSC. Again, sufficient savings in the project budget might allow for this work to be completed. Staff recommends including this as a bid alternate given the current construction environment; this additional concrete work may exceed available funds but Staff would like the opportunity to complete the work in concert with the larger project if funding permits.

**Summary:**

In total, the two recommended alternatives for the plaza and north lawn are \$321,610 (11.2%) under the appropriated budget of \$2,859,000 as shown below:

<b>SUMMARY</b>	
City Hall Plaza – Recommended Option Two	\$1,276,980
City Hall North Lawn – Recommended Option Two (Xeriscape Garden)	\$1,260,410
<b>Total Recommended Renovation Project</b>	<b>\$2,537,390</b>
Appropriated Budget (to date)	\$2,859,000
<b>Estimated Savings</b>	<b>\$321,610</b>
Add Alternative: Additional 66 public parking spaces	\$220,000
Add Alternative: Replace PSC plaza concrete	\$100,000
<b>Remaining balance</b>	<b>\$1,610</b>

Staff is requesting direction at Monday’s Study Session about which options City Council prefers for the plaza and north lawn. Staff recommends the following:

- proceeding with the preferred City Hall Plaza renovation (Option Two), with an ice melt system, additional visitor parking, xeriscape plantings, and enhanced accessibility by the removal of the existing stepped northern entrance;
- proceeding with the preferred City Hall northern lawn xeriscape garden (Option Two);
- including as an add alternate the addition of approximately 66 parking spaces on the northeastern edge of the existing City Hall public parking lot; and
- including as an add alternate replacement of the concrete plaza at the Public Safety Center.

If City Council concurs with moving forward as recommended, Staff will proceed with completing construction documents, issue bids and proceed with implementation of improvements in 2016.

Staff Report – City Hall Xeriscape and Plaza Master Plan Update

July 20, 2015

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Staff will be in attendance at Monday's Study Session to present these alternatives and receive direction.

The City Hall campus renovation projects support City Council's Strategic Plan goals Beautiful, Desirable, Environmentally Responsible City and Excellence in City Services.

Respectfully submitted,

Donald M. Tripp  
City Manager



## Staff Report

City Council Study Session Meeting  
July 20, 2015



**SUBJECT:** Proposed FY2014 Carryover Appropriation into FY2015

**PREPARED BY:** Barbara Opie, Assistant City Manager  
Steve Smithers, Deputy City Manager

### Recommended City Council Action:

Direct Staff to prepare an ordinance for City Council consideration appropriating the FY2014 carryover funds as outlined in this Staff Report and bring this item back for official action at the next regularly scheduled Council meeting.

### 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 or funds that were identified as available for these new priorities in late 2014, but the items or services were not received or provided until the current year's budget; and
  - existing or new capital projects and key operating priorities for which funds are needed and carryover funds are available.
- Total funding of \$12,264,525 to be appropriated for the items recommended in this Staff Report comes from revenues and unexpended 2014 funds in the various amounts identified.
- 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 FY2014 carryover funds into the FY2015 budgets of the General, General Reserve, General Fund Stabilization Reserve, General Capital Improvement (GCIF), Fleet, Sales and Use Tax, Utility, Utility Reserve, Storm Drainage, General Capital Outlay Replacement (GCORF), and Golf Course Funds. The proposed carryover is close to final but minor adjustments may be necessary prior to City Council official consideration; any proposed modifications, if any, will be highlighted in the Agenda Memorandum.
- Two high priority carryover recommendations are to allocate \$75,000 to the General Fund Reserve and \$460,000 to the General Fund Stabilization Reserve Fund. This continues City Council's policy of maintaining healthy reserves to address future economic downturns.
- The carryover appropriation takes place annually once the audit is completed for the prior year and carryover amounts are finalized.
- Staff will be in attendance at Monday night's Study Session to answer questions on the proposed use of carryover funds.

**Expenditure Required:** \$12,264,525

**Source of Funds:** 2014 Carryover from the General, General Capital Improvement (GCIF), Fleet, Sales and Use Tax, Utility, Storm Drainage, General Capital Outlay Replacement (GCORF), and Golf Course Funds



## **Policy Issue**

Should the City Council appropriate 2014 carryover funds as proposed?

## **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 FY2014 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 the previously appropriated operating items as well as the new operating and capital improvement projects noted in this memorandum to maximize the use of these funds in providing services to residents and businesses.

## **Background Information**

The annual financial audit was completed last month. Upon completion of the annual audit, the City Council 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 or funds that were identified as available for these new priorities in late 2014, but the items or services were not received or provided until the current year's budget; and
- existing or new capital projects and key operating priorities for which funds are needed and carryover funds are available.

Under previous current practices, all carryover, including the Capital Improvement Program (CIP) funding, is typically appropriated at one time in July or August annually. However, since carryover is such a substantial and critical funding component of the City's CIP, particularly in the GCIF, Staff recommended and City Council concurred in July 2013 continuing to appropriate carryover for operating budgets annually in July or August but only appropriating funds for critical capital projects at that same time; the remaining funds would be incorporated into the biennial budget development or mid-year budget review process. "Critical" is defined as having an immediate need for the execution of a contract or key purchase of equipment necessary to keep a project moving forward. Non-critical capital project funding from carryover will be incorporated into the following year's CIP plan and reviewed more comprehensively through the normal budget process. This will cause the five-year CIP plan to look larger in the first two years with "actual" carryover built in and lower in the out years with estimated carryover built in as Staff will continue its practice of conservative budgeting. Staff believes by incorporating the carryover into the next year's budget process that greater transparency of available funding is possible as well as helping truly line up Council priorities in one comprehensive CIP document. This modified approach for carryover is incorporated in the recommendations contained in this Staff Report; the remaining carryover of \$4,830,043 (\$59,894 in Storm Drainage; \$746,563 in Golf Course; \$2,329,793 in GCIF-general; \$923,668 in GCIF-park/recreation/libraries dedicated; \$131,945 in Conservation Trust; and \$638,180 in POST Funds) will be incorporated into the Mid-Year 2016 CIP budget that City Council will consider in September with the budget development process. Included within the recommended carryover outlined in this Staff Report, a total of \$7.4 million is associated with City Council's 2015 Strategic Plan action items previously identified so that Staff can make progress on these Council priorities (of which, \$6.4

million is associated with Downtown Westminster). A substantial amount of the recommended 2014 Utility Fund carryover is proposed to be appropriated at this time to the Utility Fund's Rate Stabilization Reserve (RSR) and Capital Project Reserve (CPR) pursuant to the Utility Fund Fiscal Policy adopted in January 2011.

PROPOSED RE-APPROPRIATION OF OPERATING ITEMS PREVIOUSLY APPROVED IN 2014

Certain items were budgeted and ordered in 2014 but were not received until 2015. In addition, certain services, authorized in 2014, were not fully performed by the end of the year. Under standard accounting procedures, these remaining funds should be re-appropriated in the new fiscal year to complete the desired purchase or service. Staff recommends the funds described below be re-appropriated in 2015.

GENERAL FUND

Fire Department – One item totaling \$11,475 associated with the Emergency Management Preparedness program. These funds represent department savings incurred during 2014 and is requested for carryover to be spent on Emergency Management Operations in 2015. These funds are the primary source for funding the Emergency Management Program for the City.

General Services – One item totaling \$65,000 for the 2015 public defender contract. As noted in the November 10, 2014, City Council agenda memorandum 8C, the Municipal Court only budgeted \$30,812 in 2015 for the Public Defender contract. The new contract was awarded with a cost of \$70,000 for the Public Defender agreement and an additional \$10,000 to cover additional anticipated expenses as outlined in agenda memo. Also during 2015, numerous appeals cases have been filed. Because of indigency, the Court is required to provide public defender services for the appeals. A conflict attorney has been appointed on six pending appeals. The conflict attorney appointment agreement costs are not to exceed \$12,000. The Court is also required to pay for all transcripts. The Court anticipates costs to be approximately \$3,000 for the transcriber. The Court is requesting an additional \$15,000 to cover these unfunded anticipated appeal costs as a result. Funding is not available within the Court's 2015 budget. It is expected that additional unknown and unfunded costs may arise from additional pending cases. Appropriated funding of \$30,812 will be expended by the end of April 2015.

Parks, Recreation & Libraries – One item totaling \$40,000 for the Library Master Plan. Funds were budgeted in 2014 in the Library Contractual Services account but work was delayed until 2015. Work is well underway on the Master Plan.

Public Works & Utilities – One item totaling \$60,000 for snow removal materials account in the Street Operations Division for the purchase of deicing materials in advance of the snow season. This amount reflects savings in the Snow Removal Materials account. If carried over to the 2015 Street Operations Division budget, the funds would be used to stockpile additional deicing materials for the end of the year. Deicing materials purchased in the "off season," or during the summer months, are less expensive than those purchased during the snow season. When funds are available, Staff works to proactively stockpile deicing materials for the end of the year snow season.

UTILITY FUND

Information Technology – One item totaling \$13,200 to fund an additional 0.2 FTE temporary Internet Software Engineer position to address increased demands for web based projects related to the City's internet and intranet. This temporary position was included within the 2014 budget and these funds are requested to carry forward allowing full staffing in 2015.

Public Works & Utilities – One item totaling \$321,515 for the 2015 purchase of Denver "Moffat" water. As part of the City's water portfolio, Denver Water is required to deliver up to 4,500 acre-feet (AF) of raw water to Westminster each year. This Denver "Moffat" water is delivered from the West Slope through Denver's system into the City's Kinnear Ditch pipeline and stored in Standley Lake. The City's contracts with Denver Water require that the annual delivery occur from July 1st through June 30th the following year, and that the City pays Denver Water the raw water rate for the use of the water each year. In addition, the City has a contractual obligation to pay for 1,750 AF during the same time period, even if the City does not take delivery of any Denver Water. In 2014, \$543,270 was budgeted to pay for the obligatory 1,750 AF for the contract period July 1, 2014, through June 30, 2015. Due to unusually full storage conditions, existing in large part due to the September 2013 floods, the City did not take full water delivery between July 1 and December 31, 2014, and spent only \$221,755 of the budgeted 2014 funds. Staff is requesting carryover of 2014 funds in the amount of \$321,515 to complete the payment due for water delivery through June 30, 2015. By using 2014 funds for the July 1, 2014, to June 30, 2015, contract period, the 2015 funds will be preserved for the purchase and delivery of water from July 1, 2015, through December 31, 2015, as necessary to keep the City's storage full.

#### PROPOSED APPROPRIATION OF NEW OPERATING ITEMS

Staff recommends utilizing some of the General and Utility Funds' carryover moneys available to help address new high priority needs in the funds identified below. The items listed below are intended to be proactive measures to help minimize the impact on future budgets for needed items.

#### GENERAL FUND

City Manager's Office – Four items totaling \$200,000 as follows:

1. \$60,000 to hire an agency to guide the City through the branding process as identified in the 2015 Strategic Plan action item "Build brand identity for Westminster (social media, multi lingual, promote Westminster)." As noted in the June 22 review with City Council, Staff recommends hiring an agency to help align our current brand with the new vision of Westminster as the next urban center on the Front Range. This work would coordinate closely with marketing the new downtown site and with overall economic development efforts for the City. Deliverables would include a branding product, a brand management playbook, messaging, design guidance, etc. This effort would also include a sustainable marketing plan to ensure the branding message connects with essential audiences. Based on City Council support during that discussion, staff recommends utilization of 2014 carryover funds to allow this work to commence in 2015.
2. \$60,000 to hire a consultant to prepare a baseline assessment of current affordable/workforce housing options in Westminster as identified in the 2015 Strategic Plan action item "Pursue workforce housing." Upon completion of this assessment, Staff would return to a Study Session with City Council to review current policies and affordable housing successes in Westminster and surrounding cities, define exactly what workforce housing means and review options for moving forward.
3. \$20,000 to retain a consultant, including brokerage fees to assist with the 2015 Strategic Plan action item "Recruit and open locally (chef) owned restaurants, starting with at least three in the next 18 months; target at least one in South Westminster in the 73rd Avenue/Arts District area." (Staff is working, per City Council direction at the June 22 Study Session, to refine the phrasing of this action item.) The proposed consultant will assist Staff in developing a strategy and attracting one chef-owned restaurant in the next 18 months. As noted previously, securing three will be difficult to achieve in 18 months, as chef-owned restaurants are often limited by the availability of vacant restaurants to modify and move into. Regarding specific actions, Staff plans to identify available vacant restaurants, put together demographic real estate and other focused

marketing materials for restaurant recruitment, develop a focused strategy for the 73rd Avenue area, and work with a retail/restaurant consultant to market properties.

4. \$60,000 associated with the reorganization and staff turnover within the City Manager's Office, including the addition of new staff, temporary staff, and costs associated with staff departures (i.e., general leave payout for long tenured staff).

Central Charges – Four items totaling \$3,534,924 as follows:

1. \$75,000 to the General Reserve Fund. Per the 2014 audit, the balance is \$10,061,528 as of 12/31/2014. An additional \$198,000 from 2015 sales and use tax revenues plus \$81,568 will be added to the General Reserve Fund from projected interest earnings. Per City Council policy, the General Reserve Fund target is 10% of General Fund budgeted operating expenditures, excluding contingency. As the combined sales and use tax revenues and projected interest earnings may be insufficient to fund the reserve, Staff recommends adding carryover funds to ensure the General Reserve Fund balance remains at the 10% mark. The revised year-end estimated balance will be \$10,416,243 (10.07%) if City Council approves these additional funds.
2. \$460,000 to the General Fund Stabilization Reserve (GFSR) created in 2009. The current available carryover balance is \$4,762,255 according to the 2014 audit. Per the Adopted 2015 Budget, an additional \$52,000 from sales and use tax revenues plus \$38,455 will be added to the GFSR from projected interest earnings. Per City Council adopted policy, the GFSR target range is between 5% and 10% of the total Sales and Use Tax Fund revenues budgeted for the year, as funding allows. For 2015, the Sales and Use Tax Fund revenues budgeted total \$74,923,596; therefore, the target range for 2015 is between \$3,746,179 (5%) to \$7,492,359 (10%). The current GFSR balance is 6.4% of the 2015 Sales and Use Tax Fund total (using the 2014 audited GFSR balance). The additional funds proposed through carryover, added to the 2015 budgeted amount, will bring the total GFSR balance to \$5,312,710 or 7.09%.
3. \$300,000 for South Westminster Urban Renewal Area (URA). For 2015, it is anticipated that the cash available in South Westminster URA will not be sufficient to cover all of the obligations for the URA. Obligations include debt service, economic development agreement payments and interfund loan payments. In order to have sufficient cash to fulfill the listed obligations for 2015, Staff proposes that the General Fund transfer these funds to the Westminster Economic Development Authority Fund for the South Westminster URA and assist with these obligations.
4. \$2,699,924 to the General Capital Improvement Fund (GCIF) balance for use on future capital improvement projects. Some of these funds are proposed to be utilized with this carryover appropriation, but any remaining funds would be available for the 2016 CIP. Per the practice of appropriating carryover funds with the 2015 Budget, this action is proposed to move the remaining carryover funds available in the General Fund over to the GCIF so they may be utilized in updating the Adopted 2016 CIP Budget through the mid-year budget review. As noted previously, any remaining carryover funds would be incorporated into the biennial budget development or mid-year budget review process and reviewed more comprehensively through the normal budget process; this will be part of the City Council budget review in September.

Community Development Department – Two items totaling \$68,420 as follows:

1. \$43,420 for costs associated with the 6.4 new full time equivalent (FTE) positions added to Community Development pursuant to Resolution 22 adopted June 8 by City Council. While funding for salaries was addressed in the corresponding Councillor's Bill No. 27, the costs associated with furniture, computers, and other associated staffing costs were not addressed. This is the estimated cost for the associated cubicle reconfiguration and new cubicle and chair purchases needed to house these new staff as well as computers and cell phone allowances (as applicable).
2. \$25,000 for outreach efforts associated with the 2015 Strategic Plan action item "Complete a Framework Plan for South Westminster to compliment efforts for the Specific Plans for

Westminster Station area transit-oriented development (TOD) and Harris Park to maximize TOD and encourage innovative uses by the end of 2017.” As noted in the June 22 review with City Council, these funds would assist in the outreach efforts associated with the framework and initial specific plan work for this initiative.

Parks, Recreation & Libraries – One item totaling \$25,000 associated with opening the Irving Street Library on Sundays commencing in September 2015. As noted in the 2015 Strategic Plan action item “Ensure social equity in the amenities we provide,” City Council identified the desire to offer Sunday hours at Irving Street Library. Staff is diligently working towards that goal and is proposing to temporarily increase staffing by 1.7 FTE, with a formal request as part of the 2016 mid-year budget review. These funds will cover the temporary salaries, additional custodial services and increased energy costs through year-end.

Public Works & Utilities – One item totaling \$117,000 for the street rehabilitation maintenance/repair account in the Street Operations Division for the continuation of pavement resurfacing on Sheridan Boulevard, from 92nd Avenue south to the US 36 bridge. The US36 Managed Lanes Project was recently completed, which included a widening of Sheridan Boulevard over the US36 bridge and a resurfacing of the pavement on the bridge. Approximately 600 feet of Sheridan Boulevard, from 92nd Avenue south to the US36 bridge, was not resurfaced as part of the project due to cost and timing issues with the Colorado Department of Transportation (CDOT). This section of Sheridan Boulevard (from 88th Avenue to 92nd Avenue) is one of the most heavily traveled roads in Westminster. Numerous potholes were filled during the winter 2014/2015, and there are significant ride-ability issues. Staff recommends resurfacing this section of Sheridan Boulevard to provide a continuous, smooth riding surface for residents and visitors on Sheridan Boulevard from 92nd Avenue all the way to 88th Avenue.

#### UTILITY FUND

Information Technology – One item totaling \$100,000 to add additional storage capacity at the disaster recovery (DR) center in order to keep backed up files and application longer than 30 days. Part of these funds will also prepare the DR for the SQL cluster. Currently, if there is a disaster, the City could not operate a SQL cluster out of the DR due to the lack of storage, disks that are fast enough and server processing capacity. This request is a result of the Information Technology Department’s most recent security audit that recommended additional storage capacity be added to the disaster recovery center in order to archive a longer retention period for backups and for future growth. Staff is also in the process of selecting a SQL cluster solution and the finalists (vendors) all require 10K revolutions per minute (RPM) hard drives at the DR. Currently, the DR does not have an array of disks (hard drives) that meet the minimum requirement for backing up the SQL cluster and activating it in the event there is a disaster at City Hall.

#### UTILITY RESERVE FUND – WATER AND WASTEWATER

Staff proposes appropriating a total of \$262,552 to the Rate Stabilization Reserve (RSR) and \$1,380,015 to the Capital Project Reserve (CPR).

1. Rate Stabilization Reserve – The RSR was established and funded to meet a specific risk such as revenue loss related to a certain level of water demand curtailment. The reserve is designed to minimize or mitigate service cuts and/or rate impacts. Impacts to the rate stabilization reserves are determined by the annual performance of rates versus the budgeted rate revenue. The target level for this reserve is set at 25% of budgeted revenues for the Water Fund and 10% of budgeted revenues for the Wastewater Fund. The RSR has an upper limit of 140% of the target and a lower limit of 70% of the target. Staff recommends appropriating carryover for the RSR totaling \$198,113 for the Water Fund and \$64,439 for the Wastewater Fund to keep the balances within

the upper portion of the reserve balance target range. Per the 2014 audit, the Water RSR balance is \$11,315,283 and the Wastewater RSR balance is \$1,864,942.

2. Capital Project Reserve – This reserve was created to establish and maintain a Capital Improvement Program capable of sustaining long-term utility capital requirements. The City established the CPR to accumulate funds in excess of near-term needs. This policy is intended to foster timely system reinvestment, while providing resources for periodic increases in outlays without undue rate burden. Staff recommends appropriating \$585,400 in carryover to the CPR in the Water Fund and appropriating \$794,615 to the CPR in the Wastewater Fund. The Water CPR balance is \$16,121,202 and the Wastewater balance is \$4,017,825 per the 2014 audit.

#### STORM DRAINAGE FUND

Central Charges – One item totaling \$24,204 for the 2015 debt service associated with the storm drainage private placement bonds issued in February 2015 financing a portion of the drainage improvements in the transit-oriented development in South Westminster along Little Dry Creek. This was part of the intergovernmental agreement with Adams County approved by City Council in January 2015 formalizing Adams County’s financial participation in the improvements whereby the City up fronts the costs and Adams County repays the City \$4.5 million over a ten year period. A short term (five years) bank private placement bond was utilized to cover Adams County’s share (total borrowing was \$4.61 million, which includes associated borrowing fees). Each year, including 2015, Adams County will reimburse the City \$456,611 that will be applied towards the debt service during the years 2015-2019. The first payment due in 2015 totals \$480,815 and the funds requested through carryover are the difference not covered by the Adams County payment this year.

Community Development – One item totaling \$20,000 for the regular salaries account in the Engineering Division associated with Storm Drainage Fund operations and capital improvement projects. A total of 2.5 FTE are funded through the Storm Drainage Fund (1.5 FTE Engineer/Sr. Engineer and 1.0 GIS Technician). The salary projections were lower for 2015 than what is needed as a result of the engineers progressing through their professional certifications more quickly than anticipated. Since the Engineering Division within the Storm Drainage Fund only has salaries budgeted, there is no offset available within this fund and division to cover these costs.

#### GOLF COURSE FUND

Legacy Ridge Golf Course

Parks, Recreation & Libraries – One item totaling \$24,286 for a replacement 4X4 extended cab pickup truck at Legacy Ridge that was ordered in late 2014 but not delivered until 2015. Pursuant to accounting rules, since the vehicle was not delivered until 2015, the expense must match the delivery year.

#### SALES & USE TAX FUND

Central Charges – Two items totaling \$7,037,908 as follows:

1. \$500,000 is proposed to be transferred from public safety sales and use tax collections to the public safety vehicle purchase account in the General Capital Outlay Replacement Fund (GCORF). These funds will be added to the current balance within this account and be authorized for use by City Council at a future time when revenues impact the City’s ability to fund replacement vehicles in a given year. These funds are for vehicles that serve public safety operations in the General Fund. Over the past several years, the fund balance has been tapped to assist with the public safety radio replacement project as well as catch up provisions to maintain a healthy and efficient vehicle fleet. These funds are intended to help offset that spend down and be available for future capital equipment needs. The current balance in the GCORF-PST account is approximately \$1.07 million.

2. \$6,537,908 to the General Capital Improvement Fund. These funds are proposed to be allocated to the GCIF fund balance for use on current and future capital improvement projects. Per the practice of appropriating carryover funds with the 2015 Budget, this action is proposed to move the remaining carryover funds available in the Sales & Use Tax Fund over to the GCIF so they may be utilized with immediate GCIF needs identified within this Staff Report as well as in preparing the amendment to the Adopted 2016 CIP Budget through the mid-year budget review. As noted previously, any remaining carryover funds would be incorporated into the biennial budget development or mid-year budget review process and reviewed more comprehensively through the normal budget process.

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

Staff has completed a review of potential capital improvement projects for the balance of carryover funds. However, as noted, Staff is recommending that carryover funds be appropriated only for the critical Capital Improvement Program (CIP) projects listed below at this time; these are projects with an immediate need to execute a contract or complete an equipment purchase to keep a project moving forward prior to yearend. Non-critical capital project funding from carryover (\$4,830,043) will be incorporated into the mid-year budget review of the Adopted 2016 CIP Budget with City Council later this summer. Better than anticipated expenditure savings and higher than anticipated revenues in the General, Utility, Sales & Use Tax, General Capital Improvement, GCORF, Golf Course, and POST Funds are proposed to be utilized for these projects.

#### GENERAL CAPITAL IMPROVEMENT FUND

A total of \$8,047,321 for capital projects is proposed to be appropriated into the General Capital Improvement Fund (GCIF) as follows:

1. \$225,000 to the Arterial Roadway Rehabilitation project. These funds are proposed to complete the resurfacing of the roadway from Sheridan Boulevard from Ingalls Street to Pierce Street and includes the installation of dedicated bike lanes on 72nd Avenue from Sheridan Boulevard to Pierce Street. This roadway was originally slated for pavement resurfacing and bike lane installation in 2015, but the project was scaled back due to the higher costs of the 2015 concrete bids. The current project (approximately \$250,000) is scheduled to resurface the roadway from Sheridan Boulevard to Ingalls Street, leaving the section from Ingalls Street to Pierce Street untouched until 2016 or later. City Council has emphasized the importance of ensuring multi-modal transportation options for the City's residents and visitors. 72nd Avenue is a major Westminster thoroughfare, and the addition of bike lanes will increase transportation options in south Westminster. These lanes are considered to be a key piece of the regional on-street bike plan, linking bike lanes from the City of Arvada with those in Westminster. Staff is recommending the completion of this resurfacing project, including the bike lane installation on 72nd Avenue, with carryover funds in the amount of \$225,000. If the project is completed in 2015, traffic will be disrupted only one time (instead of once in 2015 and again in the future), and will provide for the completion of this key bicycle link in the region.
2. \$75,000 to hire a consultant for a comprehensive space study including the Municipal Court, City Hall, Public Safety Center and Municipal Service Center associated with the 2015 Strategic Plan action item "Assess the following major infrastructure categories and develop funding/implementation strategies: municipal court, municipal government buildings, utilities, recreation, golf, streets, parks, open space, police, fire and technology." As noted in the June 22 review with City Council, these funds would fund a consulting contract to a complete space requirement assessment for not only the Municipal Court but also City Hall, the Public Safety Center and the Municipal Service Center to have a more comprehensive approach to space needs in the larger administrative facilities. Staff recommends utilizing carryover funds to allow the space study to commence in 2015.



3. \$600,000 for the selection, acquisition and implementation of an e-permitting system associated with the 2015 Strategic Plan action item “Implement Community Development service enhancement (audit) recommendations.” The implementation of an e-permitting system will accomplish many of the concerns identified in the audit, such as increasing transparency, reducing review times, and tracking/publishing review timeframes. An e-permitting system will also reduce the amount of administration tasks required by the case planner and allow more time for project review, applicant communication, and outreach. This may involve updating the Building Division Accela system or going with a new permitting system altogether, which is necessary to ensure seamless transition to the new development review process contemplated in the audit. Proposals are due in early August and Staff hopes to have a consultant selected in early September. Should costs cost in higher than currently proposed, Staff will evaluate cost savings measures for greatest impact and efficiencies but, if needed, will return to Council for consideration of additional funding through the mid-year 2016 budget review.
4. \$6,400,000 for the Downtown Westminster Redevelopment Project, which was listed as the cash amount in the sources of funds previously presented to City Council. Separately, Staff identified approximately \$15.3 million in land sales proceeds with City Council as part of the funding sources for this project. The timing of land sales may not happen in a timeline to make the funds available to construct needed infrastructure, including construction of the telecommunication infrastructure and parking garages on the site; should this develop to be the case, Staff may return through the mid-year 2016 CIP budget amendment to request temporary assistance with the cash flow. Construction of the roadway and Utility infrastructures is anticipated to begin in late July.
5. \$447,560 to the Westminster Station Drive/North Plaza project. These are funds received in 2013 and 2014 but not appropriated at that time; these were funds expended from this project on behalf of RTD (associated with the retaining wall design work and value of land transferred to Nolan RV as part of the land sale/swap) and need to be replenished within the project account for other project costs.
6. \$94,751 from the City’s share of Adams County road tax revenues (dedicated revenue) to the Creekside Drive and parking lot along the southern edge of the Little Dry Creek drainage way, open space and future park site near the commuter rail Westminster Station under construction. The total project is estimated to cost \$3.63 million; the January 2015 intergovernmental agreement between the City and Adams County previously noted includes a cost sharing agreement whereby the County will contribute \$1,811,190 towards the construction of the Creekside Drive in its entirety along the south side of the Little Dry Creek drainage improvements and future park at Westminster Station. Only \$90,537 of the City’s share has been appropriated to date.
7. \$180,000 for consulting services to identify options to extend commuter rail associated with the 2015 Strategic Plan action item “Bring commuter rail to Westminster and Promote commuter rail extension beyond Westminster Station along U.S. 36.” As Staff briefed City Council in early June, Staff recommends engaging a consulting firm to develop a feasibility analysis on the 88th Avenue rail extension.
8. \$20,000 for the City Hall Furniture Replacement project for basic ergonomic adaptations as funding allows. This project was originally created to fund a comprehensive replacement and updating of cubicle furniture within City Hall as the current cubicle system was acquired in 1988 and has been adapted over the last 27 years to meet current needs. Staff has been challenged over the last several years to match existing fabrics and cubicle configurations within the current cubicle system, which is slowly being phased out by the manufacturer. As City Hall is the “corporate headquarters” of City operations, Staff believes it is important to retain the appearance standards adopted when this facility was opened. The funds proposed through 2014 carryover are simply to assist with basic ergonomic adaptations of the existing furniture system. Staff still hopes to identify a future cubicle system but funding for future replacement will need to occur over multiple years and will be incorporated into future five-year CIP budgets as funding allows.

9. \$5,010 for Tree Mitigation Program account for replacement of trees damaged in automobile accidents. These are subrogation funds paid to the City during 2014 that were not appropriated into the capital replacement account during 2014.

#### UTILITY FUND

One project totaling \$50,000 for the Critical Sewer Repairs project in the Wastewater Fund. This account is used to cover unexpected emergency costs and higher than anticipated bid costs. The current project balance is approximately \$77,000; adding these funds will provide approximately \$127,000 for unexpected needs.

#### GENERAL CAPITAL OUTLAY REPLACEMENT FUND (GCORF)

A total of \$99,537 is proposed to be distributed as follows:

1. \$36,729 into the general vehicle purchase account. These funds will be added to the current balance within this account and be authorized for use by City Council at a future time when revenues impact the City's ability to fund replacement vehicles in a given year. These funds are for those vehicles that are non-public safety and serve operations in the General Fund. These funds are the result of 2014 vehicle auction proceeds and interest earnings in GCORF.
2. \$34,539 into the public safety vehicle purchase account. These funds will be added to the current balance within this account and be authorized for use by City Council at a future time when revenues impact the City's ability to fund replacement vehicles in a given year. These funds are for vehicles that serve public safety operations in the General Fund. These funds are the result of 2014 vehicle auction proceeds and interest earnings in GCORF.
3. \$17,519 into the Citywide PC Replacement account. These funds will be added to the current balance within this account and be authorized for use by City Council during future years when revenues impact the City's ability to fund replacement computers. These funds are the result of 2014 interest earnings in GCORF.
4. \$4,479 into the Fire wildland truck replacement account. These funds will be added to the current balance within this account and be authorized for use by City Council during future years when revenues impact the City's ability to fund replacement a truck. These funds are the result of 2014 interest earnings in GCORF.
5. \$6,271 into the Citywide Copier Replacement account. These funds will be added to the current balance within this account and be authorized for use by City Council during future years when revenues impact the City's ability to fund replacement copiers. These funds are the result of 2014 interest earnings in GCORF.

These proposed carryover items support all eight of the City's Strategic Plan Goals: Visionary Leadership and Effective Governance; Vibrant and Inclusive Neighborhoods; Comprehensive Community Engagement; Beautiful, Desirable, Environmentally Responsible City; Proactive Regional Collaboration; Dynamic, Diverse Economy; Excellence in City Services; and Ease of Mobility.

Staff will be in attendance at Monday's Study Session to answer any questions City Council might have about the proposed use of 2014 carryover funds as outlined in this Staff Report.

Respectfully submitted,

Donald M. Tripp  
City Manager