



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: July 27, 2005

SUBJECT: Study Session Agenda for August 1, 2005

PREPARED BY: Brent McFall, City Manager

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

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

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

CONSENT AGENDA

None at this time.

CITY COUNCIL REPORTS

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

PRESENTATIONS

6:30 P.M.

1. Water Meter and Transponder Replacement Update
2. Human Services Board 2006 Funding Recommendations (Attach. A) (Attach. B) (Attach. C)

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS – Does not require Council action

1. We're All Ears Outreach Event

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

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 1, 2005



SUBJECT: Water Meter and Transponder Replacement Update

PREPARED BY: Richard A. Clark, P.E., Utilities Operations Manager

Summary Statement

This report provides an update of the City's water meter and transponder replacement program. No City Council action is required at this time. Staff will be in attendance at the Study Session to answer questions.

Background Information

As part of the City's potable water supply system, the Utilities Operations Division reads and maintains the City's water meter inventory. As of June 2005, the City had 31,144 water and sewer accounts. Of these accounts, 27,322 (88 percent) were 5/8 x 3/4 residential sized meters. The balance of the accounts are larger commercial/industrial accounts, flat rate sewer only accounts or accounts created for homes and business still under construction. \$500,000 has been budgeted in the 2005 CIP for meter and transponder replacements. This is in addition to lesser amounts in the operating budget for maintenance replacements and new account meters. The metering system consists of two major components, the transponder and the meter body.

Transponders

Currently, all 31,144 of the City's water meters are various models supplied by the Badger Meter Company and are fitted with TRACE electronic transponders, also supplied by Badger. The transponder transmits the reading to the City's mobile unit via radio signals. The TRACE technology was the state of the art when first implemented in 1994. This technology is still available, but has been superseded by other systems, available from Badger and from other vendors. The TRACE transponders have a guaranteed battery life of 5 years and an expected useful life of 10 years. However, once beyond the 5 year guarantee, replacements are at the City's cost.

The TRACE transponders have been maintained and replaced by the City since their installation. There are approximately 1,265 accounts where the transponders have failed. This failure requires that the meter be read manually and does not affect the accuracy of the meter itself. These failures slow the reading process, require additional manpower to accomplish and introduce human errors into the reading process. Transponders beyond their guaranteed life are awaiting selection of new transponder technology before they are replaced. Transponders still under guarantee are being replaced and the failed units are being exchanged by Badger. However, the City must absorb the labor expenses in this exchange.

Approximately 75 percent of the TRACE transponders were installed in 1996, 1997 and 1998 as part of a retrofit program. The remaining 25 percent of the transponders were installed from 1999 to present, either as part of new construction or replacement of failures in the existing inventory. In

2006, 75 percent of the transponders will reach 10 years of age and a substantial portion of those ten year-old transponders are expected to begin to fail. Therefore, the City has begun a process for selecting a replacement transponder, including a trial implementation and moving forward with replacements of the TRACE transponders.

Badger Meter Company has a successor product to TRACE called ORION. The ORION system is designed to fit only Badger meter products (as is TRACE). The two systems use a completely different technology, but both continue to use the CONNECT software, which runs between the City's utility billing program and the meter reading equipment itself. The ORION system is being implemented by most current Badger users in the area, including Aurora, Arvada and Northglenn. The TRACE system is being phased out and is no longer offered to new users; only to 'legacy' users.

Similar systems are available from third party vendors such as Datamatic, Itron and Hexagram. Their systems claim to be universal radio transponders, adaptable to all makes and models of meters. This is attractive as it would work with other meter manufacturers than Badger, but it adds another piece of equipment from another vendor to the system. A new intermediate software program would be needed. There are also other similar systems being developed, but the technologies are changing rapidly and none of the systems have a long history. A test period is recommended for any selection other than the ORION system. There are sufficient local users to prove the capabilities of the Orion system.

Meter Body

At the same time, the City must also evaluate replacement of the meters themselves. Limited inventory information about the meters is available. The Utilities Division Meter Shop staff is manually investigating each account in the City to determine the serial numbers and approximate age of the meters. This process, at its current rate, will take about a year to complete. Currently, 5,700 of the 31,144 meters have been inventoried to establish their age.

A study of meter purchase records from 1996 through 2005 indicates that about 12,000 meter bodies were replaced in this time period. This leaves approximately 15,000 meters that date from earlier than 1995. The City has used Badger meters since 1981 and it is possible that a very few meters date back this far. During the period 1996-1998, when the majority of the TRACE installation took place, meters that were not Badger were replaced and TRACE units added to them. Meters that were Badger, regardless of age, were left in service and TRACE units added. The older portions of the City likely received more new meters. The oldest meters left in service are probably in subdivisions built between 1980 and 1995. These locations likely have meters dating from their original construction. The City is putting into place with the new Utility Billing and Maintenance Management software a system that will allow detailed tracking of water meters/transponders allowing for more systematic replacement scheduling

Industry practice is to replace water meters every 10 to 15 years, with 10-12 years being the average recommended interval. Depending on the water quality and the total volume of water used through the meter, this interval can vary. Water meters are a very simple mechanical device and the technology in the meter itself has not advanced in 30 years. The risk of failure is loss of accuracy at low rates of flow, due to wear. The loss of accuracy accelerates with age and eventually the meter will not register any use at low rates of flow.

Replacement Program

Ultimately, the replacement of the water meters should become a level, routine program and be incorporated into the operating budget, rather than a sporadic replacement project in the capital budget. The future replacement program will be designed to protect the City's revenue stream, minimize re-reading costs and spread out the replacement program over time. The current 31,144 meters, if replaced on a 12-year cycle will require 2,600 meters per year at an approximate cost of \$200 per meter or \$520,000 annually (price includes cost of transponder). Initially, funding through the CIP program may be required to help bring the system current and spread the replacements over a wider span of years.

The current CIP Budget contains funding of \$500,000 for meter replacements in each of 2005 and 2006. Approximately 1,500 TRACE transponders and Badger 5/8 x 3/4 meter bodies are required to address the current critical needs and bring the system into better operational status. Staff will obtain prices from the authorized Badger vendor and return to the Council with a memorandum for the purchase of this equipment. The remaining 2005 CIP funds will be retained and combined with the 2006 allocation for future replacements, once a technology and replacement interval are accurately developed.

Staff will be taking the following additional actions:

- Continue physical survey to determine meter body ages; accelerating the survey if possible
- Acquire and install new meter bodies where the physical survey indicates advisable to maintain the City's revenue stream
- Acquire and install replacement TRACE transponders at locations where failures have occurred to minimize the City's re-read expenses
- Continue use of TRACE system for all new construction in 2005
- Evaluate replacement technologies to replace the TRACE system and bring back to City Council a recommendation
- Develop a plan for routine replacement of all meters and transponders on a set schedule and prioritize replacements on routes where meter body and TRACE transponders are both near failure

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session
August 1, 2005



SUBJECT: Human Services Board (HSB) Recommended 2006 Funding

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator
Barbara Opie, Assistant to the City Manager

Recommended City Council Action:

Review the proposed Human Services Board budget and those agencies recommended for funding in 2006 and provide Staff direction on changes, if any, to the proposed funding recommended.

Summary

- The Human Services Board (HSB) reviews, evaluates and recommends to Council funding levels for the budget year based on submittals from outside human service agencies and other non-profit organizations, considering how to best allocate funds to provide human services to the residents of Westminster.
- The purpose of this Staff Report is to provide City Council an update on the budget allocation process of the Human Services Board for 2006 and review the HSB's recommendations for funding agencies in 2006.

Expenditure Required: \$170,000

Source of Funds: 2006 General Fund and Community Development Block Grant (CDBG) Fund

Policy Issues

- Does City Council concur with the HSB recommended agencies to be funded in 2006?
- Does City Council concur with the City's General Fund absorbing an additional \$21,000 that was allocated as CDBG funded for 2006? This is due to the reduction in federal funding to the CDBG program nationally.

Alternatives

- Direct Staff to work with the HSB to allocate a lower or higher funding level than the \$170,000 currently recommended by the HSB for 2006. The \$170,000 recommended by the HSB is the amount authorized by City Council per the Adopted 2005/2006 Biennial Budget.
- Direct Staff to find another source for the additional \$21,000 needed to meet the HSB budget for 2006 due to the reduction in CDBG funding.

Background Information

The members of the Human Services Board are Jean Pruitt (Chair), Dennis White, Tanya Ishikawa, Harold Armenta and Ida Panlow-White. Councillor Sam Dixon serves as the HSB City Council liaison and James Mabry serves as the staff liaison. Vicky Bunsen is the Community Development Program Coordinator administering CDBG funds. The HSB met on February 9 to review board procedures and to set an interview schedule for the 2006 review process. The HSB conducted program application reviews with mandatory attendance by agency representatives on May 16 and on June 6, 8, 15 and 20. The interview and review process took approximately two hours each evening.

The HSB reviewed current budget and financial audits of all programs that applied for funding. In the review process, HSB members were most concerned about the program's service area and if the program had applied for and solicited funds from additional counties and municipalities within the program's service area. The HSB strongly suggested that all programs apply and solicit for funds from counties and municipalities within the program's service area.

The HSB received 33 applications for funding requests totaling \$324,500 for 2006. Thirty-two (32) applicants were interviewed for 2006 funding. In order to remain within the HSB budget, the Board recommended funding levels below the amount requested by most programs.

In 2005, 30 programs were funded at \$169,500; the authorized Human Services Board budget for 2006 was increased by \$500 to \$170,000 per the Adopted 2005/2006 Biennial Budget. The programs funded in 2005 are included on the attached spreadsheet (Attachment A), which also includes the list of agencies with their requested funding and the HSB recommended dollar amount for 2006 (the two new programs requesting funding in 2006 are in bold text). Agencies with "--" in the column did not request funding in that given year. A brief description of the service(s) each program provides Westminster residents is attached (Attachment B).

Changes in funding from 2005 – Access Housing, Community Housing Services, Exempla Healthcare and Santa Claus Workshop received funding in prior years but did not request funding from the HSB in 2005; however, these agencies returned to request funding in 2006. Access Housing, Community Housing Services and Exempla Healthcare did not apply for funding for 2005 due to changes at their agencies. The Santa Claus Workshop missed the application deadline and did not receive funding through the City of Westminster for 2005.

Yellow Ribbon/Light for Life Foundation and Westminster Sunrise Lions received HSB funding in 2005 but are not recommended to receive funding for 2006. The Yellow Ribbon Foundation missed the original and extended application deadlines and did not respond to phone messages. The Westminster Sunrise Lions ceased operations in 2005 due to declining membership and did not submit a request for 2006.

Jefferson County Foster Families was funded by City Council in 2005 to fill the void left by the late application of the Santa Claus Workshop. The Jefferson County Foster Families did not apply for funding for 2006 due to an unexpected change in management during the application period.

CEF Hearing and Vision did not apply for 2006 HSB funding. They reported that they are fully funded for 2006 and that they wanted to give other programs the opportunity to receive HSB funds.

The Center for People with Disabilities program plan did not meet the HSB mission and was not funded in 2005 but did request funding in 2006. In evaluating their application for 2006, the requested funds are to be used for providing resources, information and advocacy to assist people with disabilities, which meet the HSB mission; therefore the HSB recommended funding this agency for 2006.

CDBG Recommended Funding – With additional anticipated federal cuts in Community Development Block Grant (CDBG) funds for 2006, the General Fund (GF) must absorb an additional \$21,000 in 2006 based on the current HSB's 2006 Budget. The HSB has \$170,000 included in the current Adopted 2006 Budget – \$65,000 from the GF and \$105,000 from CDBG. Staff anticipates that the City's allocation of 2006 CDBG funds may be reduced by Congress up to 15%, which is why Staff is recommending that the 2006 CDBG funding be reduced from \$105,000 to \$84,000 (using the base 2005 allocation of \$100,000 and reducing it by approximately 15%). The 2006 recommended agencies to be funded by CDBG moneys totals \$84,000 and General Fund totals \$86,000 (an increase of \$21,000 from the originally budgeted \$65,000 for 2006).

Staff is recommending that the agencies listed below be funded through the City's 2006 allocation of CDBG funds. These agencies meet the requirements set by CDBG and have the financial resources to operate on a fiscal year of March 1, 2006, to February 28, 2007, which is the fiscal year for CDBG. These agencies received notification prior to the application and interview process that the City would be considering them for CDBG funding. Agencies were asked if they would have any difficulties in adhering to CDBG regulations and reporting prior to final consideration for CDBG funding. A copy of the information piece provided these agencies is attached (Attachment C). The proposed CDBG funded agencies are noted on the attached spreadsheet (Attachment A).

Adams 50 School District	\$13,000
Adams County Housing Authority	\$12,000
Alternatives to Family Violence	\$13,000
Clinica Campesina	\$10,000
Colorado Homeless Families	\$11,000
Family Tree, Inc.	\$13,000
<u>Senior Hub</u>	<u>\$12,000</u>
TOTAL	\$84,000

Community Reach Center – As previously reported to City Council in a Staff Report dated July 1, 2005, some difficulties were incurred this year with approximately 12 groups missing the original deadline. This was due to the fact that the deadline was moved to April; in prior years, the application deadline was in May but was moved this year due to numerous conflicts in scheduling

the HSB members for application reviews and interviews. We provided an additional 1 ½ weeks to those groups missing the original deadline to submit their applications.

One group that missed the original deadline but met the extended deadline was the Community Reach Center. Their interview was scheduled for Monday, June 20 however, their representative did not show up for his scheduled time. We received no communication from Community Reach indicating that no one would appear for the interview. Per HSB rules, applicants must attend their scheduled interview in order to be eligible for funding. At the conclusion of interviews on Monday night, the HSB completed their review of funding for all agencies and finalized their recommendations to forward to City Council, which are included in this Staff Report.

Normally, the HSB would recommend \$0 for the Community Reach Center since their representative did not appear for their interview and did not leave any messages for the HSB Staff Liaison James Mabry to indicate why he might miss the interview. However, the HSB realized that this group has received significant levels of funding (this group has received funding levels ranging between \$24,000-\$30,000 over the last 5 years) and is a community partner in some City projects, therefore the HSB included a funding level of \$12,000 (Community Reach received \$24,000 in 2005). The other \$12,000 that was allocated in 2005 for Community Reach was allocated to other agencies that requested funding.

After the June 20 meeting, James Mabry contacted Community Reach to find out what happened to their staff member Monday night. James found out that Community Reach's representative had checked himself into the hospital over the weekend and that his office was not aware that he had missed this interview with the HSB. Community Reach is clearly concerned about losing funding from the City and subsequently requested that the HSB meet with another representative for the interview. The HSB does not have another meeting scheduled for the year and has not granted such exceptions in the past. City Council received a letter from Community Reach's Chief Executive Officer, Richard Doucet, expressing his apology for missing the HSB interview and concern about the agency's funding. Mr. Doucet received a copy of the HSB's minutes from their June 20th meeting noting their recommended funding level of \$12,000 instead of \$0. A copy of his letter is attached (Attachment D).

As noted previously within this Staff Report, the General Fund (GF) is already absorbing an additional \$21,000 in 2006 based on the current HSB's 2006 Budget due to the federal reductions in CDBG funding. Obviously, absorbing an additional \$12,000 to make Community Reach whole would need to be offset elsewhere in the 2006 Budget.

Staff will be bringing this item back for further City Council consideration at the Budget Review Session scheduled for September 19th. Any direction that City Council has for Staff would be appreciated at this time.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

Westminster Human Service Board
2006 Funding Recommendations

Attachment A

Agency	Proposed CDBG	2005 Council Award	Agency 2006 Funding Requests	Final HSB 2006 Recommendation
Access Housing		--	\$10,000	\$7,500
Adams 50 School District Health Centers	X	\$12,500	\$40,000	\$13,000
ADCO Housing Authority	X	\$16,000	\$20,000	\$12,000
ADCO Interfaith Hospitality Network		\$5,000	\$15,000	\$7,500
Alternatives to Family Violence	X	\$13,500	\$20,000	\$13,000
Arapahoe House		\$1,000	\$5,000	\$1,000
Arvada Child Advocacy Center		\$4,000	\$4,000	\$4,000
Community Awareness Action Team (CAAT)		\$1,000	\$5,000	\$1,000
CASA - New Agency Request		--	\$1,000	\$1,000
Catholic Charities of Denver		\$3,500	\$9,000	\$3,500
CEF Hearing & Vision Assistance		\$500	--	--
Center for People with Disabilities		--	\$7,500	\$1,000
Children's Outreach Project		\$2,000	\$2,500	\$2,500
Clinica Campesina	X	\$6,500	\$20,000	\$10,000
Colorado Homeless Families	X	\$11,000	\$18,000	\$11,000
Colorado Housing Enterprises		\$1,500	\$5,000	\$1,500
Community Housing Services		--	\$2,500	\$1,000
Community Reach Center		\$24,000	\$28,000	\$12,000
Exempla Lutheran Hospice LMC		--	\$5,000	\$4,000
FACES		\$1,500	\$2,500	\$2,000
Family Tree	X	\$13,000	\$15,000	\$13,000
FISH of Westminster		\$5,500	\$5,500	\$5,500
Food Bank of the Rockies		\$4,000	\$5,000	\$3,500
Have A Heart Project, Inc		\$4,000	\$10,000	\$4,500
Hospice of Metro Denver		\$6,000	\$11,000	\$4,000
Inter Church ARMS		\$2,000	\$8,000	\$3,000
Jefferson Center for Mental Health		\$10,000	\$20,000	\$8,000
Jefferson County Foster Care - toys for kids		\$2,000	--	--
Kempe Children's Foundation		\$1,000	\$1,500	\$1,000
Light for Life Foundation /Yellow Ribbon		\$1,500	--	--
North Metro Community Services		\$1,000	--	--
RAAP		\$2,000	\$5,000	\$2,000
Radio Reading Service		\$1,000	\$2,500	\$1,000
Santa Claus Workshop		--	\$2,500	\$1,500
Senior Hub	X	\$12,000	\$12,000	\$12,000
Senior's Resource Center		\$1,000	\$5,000	\$1,000
Wilderness on Wheels - New Agency Request		--	\$1,500	\$1,500
Total		\$169,500	\$324,500	\$170,000

	2006
	<u>Recommendation</u>
Total CDBG Proposed	\$84,000
Total General Fund Proposed	\$86,000
TOTAL 2006 HSB Allocation	\$170,000

– AGENCY DESCRIPTIONS –

Access Housing – Provides emergency shelter and affordable transitional housing options to homeless and at-risk families while promoting stability, self-sufficiency, and personal growth.

Adams 50 School District Health Centers – Provides extended health care services to students and families receiving free or reduced lunch within the Adams 50 School District.

ADCO Housing Authority – Offers programs for families in Adams County by providing housing, personal development opportunities, counseling, financial assistance and educational services through networking and collaboration. ACHA creates an environment conducive for growth and development in order to promote self-sufficiency.

ADCO Interfaith Hospitality Network – Provides shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

Alternatives to Family Violence – Provides safety and empowerment to those affected by domestic violence, while promoting non-violence as a social value. They strive to be the first resource for families affected by domestic violence in Adams County.

Arapahoe House – Provides a safe environment for female adolescents in crisis, focusing on developmental and mental health issues and to promote self-sufficiency and self-respect.

Arvada Child Advocacy Center – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

Catholic Charities of Denver – Provides emergency services that meet the human needs existing within the broader community. Services provided include: limited financial assistance for rent, medical prescriptions, job-related transportation costs, temporary shelter, and a 2-3 day supply of emergency food with a referral to a larger food bank.

Center for People with Disabilities – Provides resources, information and advocacy to assist people with disabilities in overcoming barriers to independent living and community integration.

Children's Outreach Project – Offers an integrated, quality, early childhood and kindergarten education to typical, accelerated and developmentally delayed children.

Clinica Campesina – Provides medical care and health promotion services to the medically underserved, low-income households, and minority people on a sliding fee scale basis.

Colorado Homeless Families – Provides transitional housing and supportive services for homeless families with children, helping them become self-sufficient within eighteen months to two years.

Colorado Housing Enterprises – Provides housing counseling, credit counseling and repair, foreclosure prevention, financial education and home maintenance courses to our community.

Community Awareness Action Team (CAAT) – Serves as a catalyst for facilitating programs that will be effective in the prevention of the use of alcohol, tobacco and other drugs by children and teens.

Community Housing Services - Provides assistance to seniors who are in need of subsidized housing, information to tenants on their rights and responsibilities as a tenant, and general housing information to the public.

Community Reach Center – Provides mental health care to residents of Adams County including outpatient counseling, a 24-hour crisis line, treatment programs and programs designed to provide education and training to prepare individuals for employment and independent living.

Exempla Lutheran Hospice LMC – Provides comprehensive hospice services to terminally ill children, adults, and their families who lack the financial resources to pay for the care.

Family Advocacy, Care, Education, Support, Inc. (FACES) – Assists families at risk for abuse or neglect, but not yet involved with Child Protective Services.

Family Tree, Inc. – Offers services to help people be safe, strong, and self-reliant. Services provided include: emergency shelter and support services for victims of domestic abuse, comprehensive supportive housing assistance for homeless families and individuals, emergency shelter and outreach services for youth in crisis, and out-client services for families experiencing abuse, divorce, or separation.

FISH of Westminster – Provides area residents with short term, emergency staple foods.

Food Bank of the Rockies – Creates an efficient means of channeling food to participating agencies (food banks) that assist the needs of the hungry. Food is provided to shelters, emergency assistance programs, child welfare centers, senior citizen nutrition programs, churches, synagogues, community centers and halfway houses.

Have a Heart Project, Inc. – Provides for the basic needs of food and clothing for elementary age children and their families in the Westminster School District 50 area.

Hospice of Metro Denver – Provides specialized care and support for terminally ill individuals and their families while increasing community awareness of death and grief as a natural part of life

Inter Church ARMS – Inter-Church Arvada Resources for Ministry and Service (ARMS) is a non-profit coalition of twelve Arvada-area churches that combines volunteer and financial resources to help people who are striving to create and maintain their independence. Services include financial aid.

Jefferson Center for Mental Health – Promotes mental health and provides quality mental health services to persons with emotional problems and/or serious mental illness.

Kempe Children's Foundation – Provides an on-call physician and social worker 24-hours a day, seven days a week to evaluate and treat approximately 1,000 children who are suspected victims of sexual, physical or emotional abuse each year.

Rape Assistance and Awareness Program (RAAP) – Assists victims of sexual violence while educating the public about preventing sexual violence. Services provided include: rape crisis hotline, victim advocacy, counseling services, community outreach, abuse prevention training program, and personal safety skills for women.

Radio Reading Service of the Rockies – Provides audio reading of newspapers, magazines and other reading materials through a series of radio and televised broadcasts for the blind and hearing impaired community of Colorado.

Santa Claus Workshop – Provides free toys, books, games, and gifts to needy families living in Adams County who have children between the ages of birth and twelve years old.

The Senior Hub: Meals on Wheels – Delivers hot or frozen meals to homebound residents that are unable to prepare nutritious meals themselves, are unable to travel independently to a senior center or restaurant to obtain a balance meal and unable to afford the purchase of meals. **Respite and In-Home Supportive Services** – Assists those living at home alone with simple, non-medical assistance.

Seniors' Resource Center – Works in partnership with older persons and the community to provide centralized and coordinated service, information, education, and leadership to assist seniors in maximizing their independence and personal dignity.

– New Agencies Requesting Funds –

Court Appointed Special Advocates (CASA) – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

Wilderness On Wheels – Provides, builds and maintains wilderness access to the handicapped, seniors and others through a series of platform trails built by volunteers in the south west metro area.

– INFORMATION SHEET SENT TO POTENTIAL CDBG-FUNDED AGENCIES –

Exciting new changes to the Human Services Grant allocation to nonprofit organizations that will be implemented in the 2006 funding cycle.

In the past, Human Services Board funding has been allocated to nonprofits from City of Westminster General Fund monies. This year, the 2006 funding to nonprofits will include not only General Fund monies but also an allocation of Community Development Block Grant (CDBG) funds, allocated to the City from the U.S. Department of Housing and Urban Development (HUD). City General Fund monies and CDBG funding will be combined to make up the total 2006 Human Service allocation that will be determined by City Council in the fall of 2005. Combining these two funding sources to allocate to nonprofits will not impact the nonprofit application process. However, the Human Services funding application will ask your agency if it has the capacity and experience to receive a Human Services allocation of CDBG funding. Funding decisions and allocation of Human Services Grant funds by the Human Services Board will not be based on your agencies experience and capacity to administer CDBG funding.

After the HSB reviews the applications and prepares recommendations, staff will identify agencies to receive CDBG funding versus General Fund moneys. Those agencies that are allocated 2006 CDBG Human Service funding will be assigned to the City's CDBG grants administrator.

What are Community Development Block Grant (CDBG) Funds?

Community Development Block Grant funds are funds that the City of Westminster receives on an annual basis from the U.S. Department of Housing and Urban Development (HUD). CDBG funds require the recipient (the City) to promote citizen participation in the allocation of these funds and can be used to fund community service projects that benefit low to moderate income families and individuals, special needs populations such as the homeless, hungry, seniors, mentally ill, domestic violence, medical care to the indigent, low income children, etc.

Why is the Human Services Board combining CDBG funding with City of Westminster Human Services Grant monies?

The City of Westminster is committed to citizen participation as evidenced in the dedicated work performed by the Human Services Board and those non-profit organizations that tirelessly provide an invaluable service to the City's low to moderate income and special need populations.

The corner stone of the Community Development Block Grant (CDBG) program is citizen participation. The City of Westminster wanted to provide CDBG funds to the Human Services Board to allocate to nonprofit organizations in order to broaden and increase citizen participation and input in the allocation of CDBG funds.

What changes would occur to my allocation if my agency received a 2006 allocation of CDBG Human Services funding?

- The 2006 CDBG program year is from March 1, 2006 – February 28, 2007. A nonprofit that receives a CDBG Human Services grant allocation would only be able to expense their allocation during this time frame. Nonprofits would not be able to expense funding prior to March 1, 2006 and all funding would have to be expensed by February 2007. This funding cycle is different from the Human Services General Fund allocation funding cycle, which is January 1, 2006 to December 31, 2006.

- A nonprofit that receives a CDBG Human Services Grant allocation will be required to sign a Sub-grantee Agreement as required by the U.S. Department of Housing and Urban Development (HUD). Sub-grantee Agreements will be executed by March 1, 2006, and will cover a 12-month program year cycle.
- A nonprofit that receives a CDBG Human Services Grant allocation will be required to make the project expense first and then submit a bill to the City CDBG administrator for project expense reimbursement. A draw down form and status reporting form will be required to submit upon requests for project expense reimbursement. This is different than receiving a Human Services General fund allocation whereby agencies receive the full grant amount in January prior to expenditures.
- The non-profit will be required to submit the Human Services Agency Report upon completion of their project.

The City's CDBG grant administrator, Vicky Bunsen, will work with the nonprofit organizations that receive a CDBG Human Services Grant allocation to provide guidance and technical assistance on the use of these funds.

If you have questions about the CDBG Human services Grant funding, please contact Vicky Bunsen at 303 430-2400, ext. 2111.

Please be aware that the three/four forms noted above (i.e., Sub-grantee Agreement, draw down form and status reporting forms, and human services agency report) are not required with the submission of the funding application. These forms were enclosed as an informational piece so you understand the requirements associated with CDBG funding.

I am aware that my agency, _____, is being considered for 2006 Community development Block Grant (CDBG) funding.

Agency Director

Board President

Please note below if CDBG funding is a potential problem for your agency.



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 1, 2005



SUBJECT: We're All Ears Outreach Event

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Summary Statement:

This report is for City Council information only and requires no action by City Council. This report is to update Council on the We're All Ears City Council Summer Outreach event planned for August 4 at 6:00 PM at Irving Street Park.

This event is taking place prior to and during a portion of the Summer Concert Series event at Irving Street Park. The purpose of the event is to have Council interact with Westminster citizens in an informal environment while listening to and responding to citizen concerns.

Background Information

In 2004, the theme “We’re All Ears” was identified as a way to communicate Council’s objective to being an elected body that is willing to listen to citizens. The theme is again being used in 2005 as part of the summer concerts already scheduled as part of the Summer Concert Series. The concert series attracts large numbers of people and therefore provides a convenient way for citizens to meet the Council. The next event (August 4) will feature free popcorn and soda and water dispensed at the event location.

Wild Oats Community Market has been attending and distributing ice cream at the Summer Concert Series this year as part of their increased marketing to Westminster residents. Wild Oats did not distribute ice cream at the July 14 We’re All Ears event but would like to continue the practice of ice cream distribution at subsequent Summer Concert Series events. Staff anticipates Wild Oats will be present at the Irving Street concert. Staff will work with Wild Oats to complement Council’s tent as to not divide citizen attention from Council’s We’re All Ears outreach effort.

Council will be stationed in a 20’ x 20’ foot canopy tent, clearly marked with banners that say “We’re All Ears” and advertising the food giveaway. The tent will have two tables, sun block and mosquito repellent available for Council and citizens. The three A-frame, dual-sided signs featuring the We’re All Ears poster to help invite citizens into the event area will be utilized again.

Handouts will include City maps, the most recent copy of *City Edition* and comment cards. A receptacle box will be located near the comment cards for immediate return of the cards. Notepads will be provided for Council to take notes if needed.

Event Timeline

The timeline for We’re All Ears on August 4 at Irving Street Park is as follows:

4:30 – 5:00 P.M.

- Staff will arrive at Irving Street Park to secure the event area.

5:00 P.M.

- The tent for Council will arrive for set up by 5:00 PM. Tents will be removed at the conclusion of the event.
- Popcorn and information giveaway area will be set up by 5:30 PM.

5:45 to 6:00 P.M.

- City Council members arrive at Irving Street Park. Staff will be on location throughout the event.

6:00 to 7:00 P.M.

- We’re All Ears outreach event – City Council to interact with residents with giveaways available.

7:00 P.M.

- Concert commences.

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8:00 to 9:00 P.M.

- Conclusion of We're All Ears event (exact timing of shutdown is at the discretion of City Council members present)

If inclement weather forces cancellation of this event, this event will not be rescheduled due to scheduling constraints of City facilities and performer availability during the summer months.

Staff asks that City Council members confirm their attendance with Kim Farin (303-430-2400, ext. 2006) by Wednesday, August 3.

A map of the tent site location is attached for your information.

If you have any questions about this event, please contact James Mabry at 303-430-2400, ext. 2011.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment