



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: July 30, 2008

SUBJECT: Study Session Agenda for August 4, 2008

PREPARED BY: J. Brent McFall, City Manager

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

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

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

CITY COUNCIL REPORTS

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

PRESENTATIONS

6:30 P.M.

1. City Park Recreation Center Aquatics Renovation - Attachment
2. Fire Department Performance Review
3. 2008 Westminster Citizen Survey Results Follow-Up - Attachment
4. Council Proposed Budget Review – Attachments A – B – C – D

EXECUTIVE SESSION

1. Discuss strategy and progress on potential sale, acquisition, trade or exchange of certain water supply and storage rights and the City's position relative thereto, pursuant to WMC 1-11-3(C)(2) and 1-11-3(C)(7)

INFORMATION ONLY ITEMS – Does not require action by City Council

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,

J. Brent McFall
City Manager

Attachment – Minutes for the 07/21/08 Study Session



Staff Report

City Council Study Session Meeting

August 4, 2008



SUBJECT: City Park Recreation Center Aquatics Renovation

PREPARED BY: Peggy Bocard, Recreation Services Manager
Becky Eades, Landscape Architect II

Recommended City Council Action:

City Council is requested to review the plan for the City Park Recreation Center (CPRC) aquatics renovation and direct Staff to proceed with construction drawings and bidding. Staff and the design consultants will be present at the Study Session to present full-sized drawings of the proposed renovation.

Summary Statement:

- The CPRC aquatics renovation budget is \$3.5 million in POST revenue bond funds.
- The CPRC was built in 1986, and its aquatics component currently consists of three separate pools on three deck levels.
- The theme for the CPRC renovation is “Rocky Mountain Splash.”
- The existing locker rooms will be completely redone to include a central corridor with family changing rooms that access the pool directly.
- The renovation will maintain much of the existing deep pool and enhance this area with the addition of a jumping platform and climbing wall.
- The existing slide that connects the deep pool to the middle pool will be removed due to maintenance issues and replaced with a free-standing tube slide that exits and reenters the building.
- The middle pool and tot pool will be on the same deck level, eliminating stairs and ramps on the pool deck.
- An approximately 120-foot-long “lazy river” with a variable speed current channel will be added adjacent to the middle pool.
- The tot pool will include a zero-depth entry and include a play feature and tot slide, keeping in line with the renovation theme. There will also be sufficient room for pre-school swim lessons in this pool.
- A reservable party room will be added to increase facility revenue.
- A small outdoor splash pad will be added with landscape enhancements to create an inviting outdoor area, including a reservable shelter.
- Construction is expected to begin in early 2009 with completion anticipated in late fall 2009.
- Construction will include repairs required to existing elements of the aquatics area.

Expenditure Required: \$4,600,000

Source of Funds: POST Revenue Bond Funds
Parks Capital Reserve Fund

Policy Issue:

Does City Council wish to authorize Staff to proceed with construction drawings and bidding for the City Park Recreation Center Aquatics Renovation as presented to Council at the August 4, 2008, Study Session?

Alternatives:

1. Council could direct Staff to downscale the renovation plans. Staff does not recommend this as there is concern about constructing enough enhancements to justify the project.
2. Council could direct Staff to discontinue this project. Staff does not recommend this as the aquatics area has not been renovated in over 15 years and is struggling to remain regionally competitive with newer facilities that are being built in adjacent communities.

Background Information:

Council authorized Staff to hire Sink Combs Dethlefs on January 28, 2008, as the design consultant for the City Park Recreation Center Aquatics Renovations. Since that time, Staff has been working with the architect and pool consultant, Counsilman-Hunsaker, to prepare a schematic design for the renovation of the aquatics area that will allow the City Park Recreation Center to better serve Westminster residents, as well as to be more regionally competitive. An additional primary goal of the renovation project is to incorporate family changing rooms into the locker room area. Staff believes that the proposed design satisfies these concerns.

Previous renovation work was completed in 1992. This renovation focused on the pool disinfectant system to resolve the Hypersensitivity Pneumonitis problems associated with the aquatics area, and also included replacing the pools' skimmer system with a rim overflow, or gutter system. Keeping the previous issues in mind, Staff has directed the consultant to maintain a gutter system. Along with the pool renovation, a new disinfection system will also be installed.

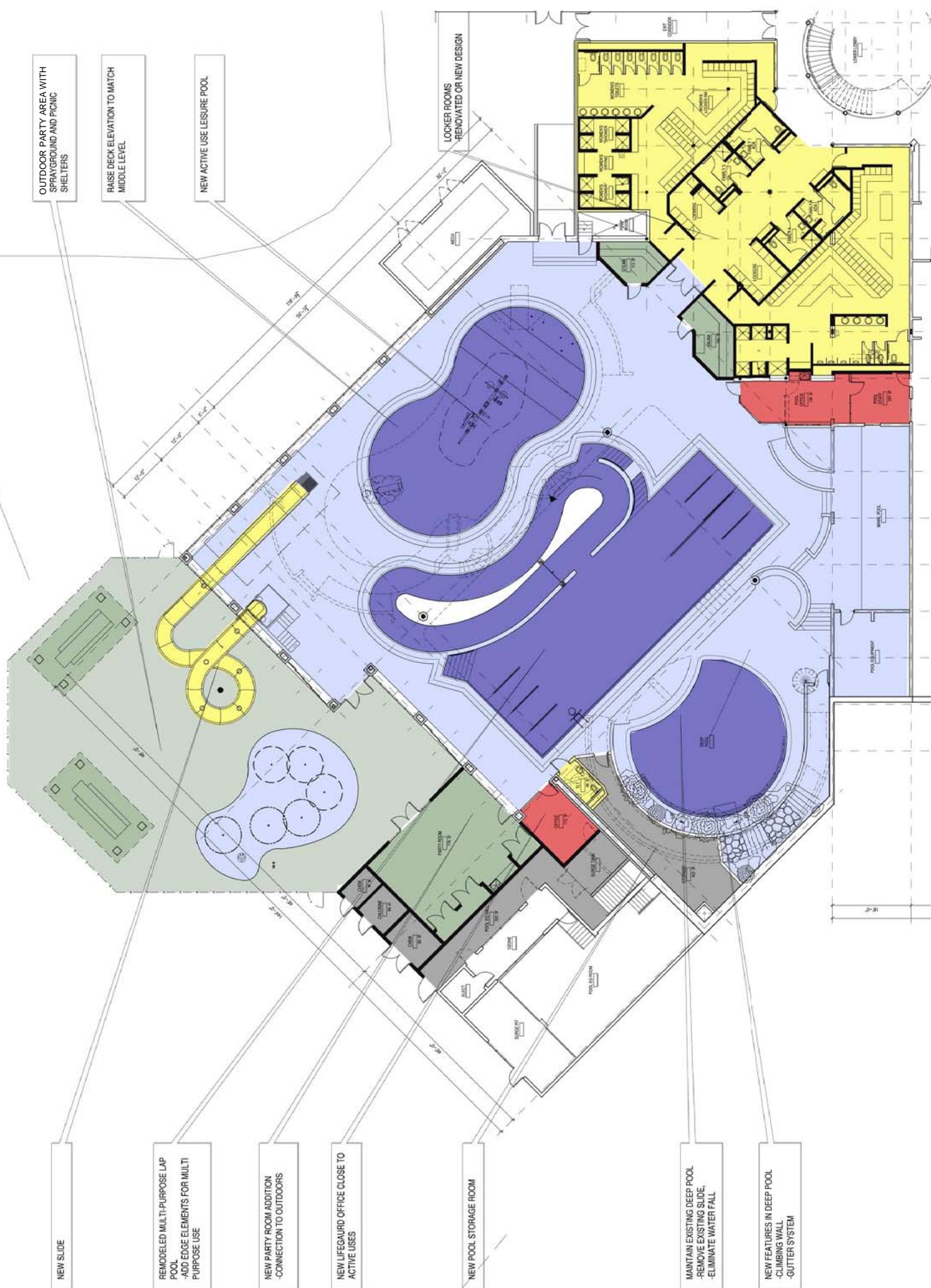
The proposed theme for the renovation is "Rocky Mountain Splash," and the interior finishes and play features will be linked together by this theme. Additionally, the existing locker rooms will receive a complete remodel in order to allow for the inclusion of a central corridor leading directly to the pool area. Four family changing rooms and two locker areas will be accessed directly from this corridor. The incorporation of family changing rooms was one of the priorities of this renovation project.

The renovation of the City Park Recreation Center aquatics area meets Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Beautiful and Environmentally Sensitive City."

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



OUTDOOR PARTY AREA WITH
SPRAYGROUND AND PICNIC
SHELTERS

RAISE DECK ELEVATION TO MATCH
MIDDLE LEVEL

NEW ACTIVE USE LEISURE POOL

LOCKER ROOMS
-RENOVATED OR NEW DESIGN

NEW SLIDE

REMODELED MULTI-PURPOSE LAP
POOL
-ADD EDGE ELEMENTS FOR MULTI
PURPOSE USE

NEW PARTY ROOM ADDITION
-CONNECTION TO OUTDOORS

NEW LIFEGUARD OFFICE CLOSE TO
ACTIVE USES

NEW POOL STORAGE ROOM

MAINTAIN EXISTING DEEP POOL
-REMOVE EXISTING SLIDE,
-ELIMINATE WATER FALL

NEW FEATURES IN DEEP POOL
-CLIMBING WALL
-GUTTER SYSTEM

Westminster City Park Recreation Center AQUATIC RENOVATION AND ADDITION

Design Concept



W E S T M I N S T E R

Staff Report

City Council Study Session Meeting
August 4, 2008



SUBJECT: Fire Department Performance Review

PREPARED BY: Jim Cloud, Fire Chief

Summary Statement:

Fire Department staff will be present the evening of August 4th, 2008 to provide a review of Fire Department performance during the time periods between January, 2006 and December, 2007.

Background Information

The Fire Department completed a performance review and master plan in July of 2006. This study was completed by Emergency Services Consulting, Inc. (ESCi) and presented to City Council. ESCi was contracted by the City and Fire Department in July of 2005 to complete this performance review.

As part of the contract with ESCi, the Fire Department gained access to software that would provide a geographical analysis of factors and performance that impact on or depict the delivery of emergency services within the community. Staff has taken this software and has updated the October, 2004-October 2006 analysis with data gathered between January 2006 and December, 2007.

Staff will make the presentation concerning a number of Fire Department performance areas and be available to address questions or receive comment.

Respectfully submitted,

J. Brent McFall
City Manager



W E S T M I N S T E R

Staff Report

City Council Study Session Meeting
August 4, 2008



SUBJECT: 2008 Westminster Citizen Survey Results Follow-up

PREPARED BY: Phil Jones, Management Intern II
Barbara Opie, Budget and Special Projects Manager

Summary Statement:

At the June 16, 2008 Study Session, staff from the National Research Center in Boulder presented the results from Westminster's 2008 Citizen Survey. During that meeting, Council requested time at a future meeting to further discuss specific questions about and policy issues stemming from the presentation of the results. This staff report is designed to provide additional information to aid in Monday night's Study Session discussion.

Staff requests that City Council bring their copies of the 2008 Citizen Survey Results to Monday night's meeting.

Background Information:

Some members of the City Council expressed concerns about the sampling size and process. As noted in the June 16 Staff Report, National Research Center sampled 3,000 randomly selected households, with a response rate of 30%, or 828 of the 2,782 eligible households. When sampling, statisticians consider a response rate in the range of 25% to 35% a good response rate. A 30% response rate, while lower than previous years for the City of Westminster, remains quite good for a mailed-response survey.

Another important aspect that makes the City's survey statistically valid is the random selection of households. Random samples are samples in which each unit in the population has an equal chance of being selected because the units are selected by chance. One critical advantage of random sampling is that it eliminates selection bias because everyone has an equal chance of being randomly selected. The other key advantage of random sampling is that it allows the researchers to generalize to the population so that using probability, they can make estimates about what is true for the entire population based on sample results.

Attached to this report is a three page document further describing the procedures for determining sample size, selecting the sample, and methods used to reduce non-response bias prepared by the National Research Center in 2006.

The report for 2008 included a new way to show residents' responses. For the first time in 2008, the results were reported in a format called "percent positive." In this fashion, the body of the report only shows a breakdown of answers from those who had an opinion, giving an answer other than "don't know." In the report tables and charts, the percent of people answering "don't know" is only noted when it is greater than 20%, therefore, it is important to look at the entire breakdown of results posted in Appendix E of the report.

The report and presentation also compare Westminster's results to National and Front Range benchmarks when available. Unfortunately, NRC regards the actual benchmarks themselves as proprietary and does not allow the public distribution of the numbers or of the magnitude of difference between the benchmarks and Westminster's rating. It is important to note that NRC is comparing our data against the data of other cities based on when they last conducted their survey, which means this data may be as much as five years old.

Staff has reviewed specific benchmarks that show Westminster above or below the National and Front Range by a large difference (more than 7 points). Those areas above the national benchmark by a large difference are preservation of natural areas such as open space; economic development; land use; planning and zoning; and recreation facilities (See Table 4: Quality of City Services on page 24 of the 2008 Citizen Survey report). The service area above the Front Range benchmark by a large amount is safety from fire. The one area below the National benchmark by a large amount is utility billing/meter reading. For the Front Range benchmark, the item below the mark by a large amount is City employee courtesy (see Table 1: Ratings of Contact with City Employees on page 16 of the report). From this overall analysis, Staff determined that the difference between Westminster and the benchmarks for National and Front Range cities, overall, is generally small and not statistically significant.

The following items reference information found in Appendix E of the 2008 Citizen Survey report starting on page 62. The results found in Appendix E differ slightly from the figures found in the forward section of the report and presentation materials due to the fact that Appendix E includes data for all responses, including the "don't know" responses.

One question that raised concerns among City Councillors is question thirteen which asked, “To what degree, if at all, are the following problems in Westminster?” Please note the NRC’s presentation to City Council combined all responses for a “minor,” “moderate,” or “major” problem. When combining these responses, the top choices included the following:

- graffiti (83% reporting at least a minor problem);
- vandalism (80% reporting at least a minor problem);
- crime (77% reporting at least a minor problem); and
- drugs (57% reporting at least a minor problem).

The choices with the highest percentage of “major problem” included the following:

- graffiti (23% reporting “major problem”);
- too much growth (18% reporting “major problem”);
- availability of affordable homes (15% reporting “major problem”); and
- vandalism (15% reporting “major problem”).

Many questions asked residents to rate various services they may or may not utilize. In these cases, unless the individual self-selects a response of “don’t know,” they may skew the results. For example, it may be better to remove “Rate the quality of land use and planning and zoning” from the Citizen Survey and instead use a customer satisfaction survey in Community Development for developers, builders, and business owners. The same is true for other services that can only be rated on a user basis such as building inspections or EMS/Ambulance services. In those cases, a survey to users or targeted groups may better serve the City’s needs.

One area where the survey has provided actionable information is the response to questions 11 and 12, found in Appendix E, page 72 of the report. Question 11 asks residents, “Do you use curbside recycling provided by your private trash collector?” Seventy-two percent of respondents answered no. For those who answered no, question 12 asked why residents did not use curbside recycling. The responses with the highest percent of selection are, “It is not provided by my trash collector” (30%), “Cost of Service” (27%), and “Was not aware of the service” (22%).

The interesting fact is that per Westminster Municipal Code, Section 5-7-8: **RECYCLING REQUIREMENT: (A) All collectors providing solid waste collection services to residential customers shall provide curbside recycling collection services to all such customers who desire such services**, for such materials as are designated from time to time by the City Manager as provided in Section 5-7-9 of this Chapter. And under part (D) Frequency of collection: **Curbside recycling collection services shall be provided to residential customers on at least a once-monthly basis and on the same day as the day of collection of solid waste from the customer.** The information from the residents tells Staff that there is a definite opportunity for education and outreach to both residents and solid waste collectors in the City. Through a concerted approach, the number of people who are uninformed or misinformed should dramatically drop and potentially more residents will opt for curbside recycling.

The Citizen Survey only gives us a macro view of the residents’ opinions and gives us no detailed data, such as why residents chose the option they did.

Finally, this year’s policy question focused on renewable energy devices in Westminster neighborhoods. With the overwhelming positive response from citizens, City Council may wish to discuss the current status of the City’s internal environmental team and discuss City policies regarding solar and wind energy devices in residential areas, open space, and on City facilities.

Staff Report – 2008 Citizen Survey Results Follow-up Discussion

August 4, 2008

Page 4

This is a brief look at a few of the issues regarding the 2008 Citizen Survey Report, and by no means addresses all of the policy topics/issues that may stem from this year's report. Staff will be on hand at Monday night's Study Session to address any questions about the survey and to help facilitate any follow up desired.

Staff will be present to discuss any other thoughts that City Council has and to answer questions.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



Sample Size, Sample Selection and Representativeness of the Results

Chapter 3 in the book *Citizen Surveys: How To Do Them, How To Use Them, What They Mean, 2nd edition* (authored by Tom Miller and Michelle Kobayashi, President and Vice President, respectively, of National Research Center, Inc.) covers much of the information summarized here.

Sample Selection

It would be quite expensive to contact each adult in any given jurisdiction and have them respond to a citizen survey. If we had unlimited resources, we could attempt to hear from each person in a community. However, this is rarely possible, and thus citizen surveying (and other types of polling) represent a compromise made to the scarcity of resources.

Not only would it be expensive to contact every adult in a jurisdiction of a thousand or more adults, statistical sampling practices make that expense unnecessary. The number of respondents required to achieve a valid and reliable profile of a community opinion usually remains unchanged no matter how large the jurisdiction's population is. For example, a sample of about 1,000 American adults is what is required for a representative sample of opinions of U.S. residents in a population of about 100 million. If the U.S. population were only 10 million or 1 million or 500,000, the sample size would not need to change to achieve the same reliability and validity.

The trick to selecting which people to survey is ensuring that those you choose are **representative** of the entire population. This is much more important than the proportion of people chosen to be surveyed. In the typical Gallup poll, good information on the opinions of Americans is gathered from the responses of only 1,000 Americans, representing 0.001% of all American adults.

The first step in choosing your sample is deciding who is eligible for the survey. In the case of most citizen surveys, all adults who reside in the jurisdiction are "eligible" for the survey. The next step would be to create a "sampling frame" that lists all eligible individuals. For a mailed citizen survey, the sampling frame is a mailing list of all addresses in the carrier routes inside of the jurisdictions.

A representative sample is generally chosen by "randomly" selecting residents to be surveyed from the sampling frame. In this case, there are two steps in randomly choosing an adult resident of the jurisdiction to participate. First, households are randomly selected from the mailing lists by using the technique of systematic sampling in which every Nth address is selected from the list until the desired number of households are chosen.

Of course, many households have more than one adult household member. So the second step requires us to randomly select the household member. We do this by employing the “birthday method,” which is a process to remove bias in the selection of an adult within the household by asking the “adult (18+) whose birthday has most recently passed” to complete the questionnaire. The underlying assumption in this method is that day of birth has no relationship to the way people respond to surveys.

Sample Size

The next step is to determine how many residents to survey. There are several factors to consider when deciding how many residents to include in the sample. One of these factors is the expected response rate. If the expected response rate is 25%, then four times as many households would be sent a mailing as the final expected completed number of surveys. If the expected response rate is 33%, then only three times as many households would be sent a mailing as the final expected completed number of surveys. Using our methods, we find that mailed citizen surveys yield anywhere from a 25% to a 50% response rate.

The number of people to be surveyed does not depend on the size of the population to be surveyed. As noted previously, the Gallup poll (and many others, such as the Roper, etc.) predicts election results and provides reasonably accurate information on the opinions of all Americans by surveying only a tiny fraction of a percent of the total population in America.

Sample size is generally determined by the precision of results needed. Polls as reported in the media generally refer to a “margin of error” which is defined by statistical theory. It quantifies how closely your sample is likely to reflect the sentiments of the adults living in your jurisdiction had you been able to contact all of them. Survey researchers generally refer to the “margin of error” as the 95% confidence interval. It refers to the statistical confidence in our results. Generally the 95% confidence interval is given as “plus or minus a certain number of percentage points.” This means (in a technical definition) that had we taken 100 samples of the same size of the same population, 95 of those times the results would have been within the range given. For example, if we had sampled 300 residents, and 60% said that public libraries provide “excellent” service, we can be confident that, had we asked all residents of the community, between 54.5% and 65.5% would have said that public libraries provide excellent service. This 95% confidence interval is dependent only on the sample size, and not on the size of the target population. (Actually, when the target population is very small, under about 4,000, small adjustments can be made to these estimates, but for any population size over 4,000, the target population size has no practical bearing on these calculations.)

The relationship between sample size and precision (the 95% confidence interval or margin of error) is shown in the table below:

<u>Sample Size</u>	<u>Margin of Error</u>
100	10%
300	5½%
400	5%
800	3½%
1,000	3%
1,500	2½%

A sample size of 400 is one commonly chosen by local governments for resident policy surveys because a margin of error of $\pm 5\%$ is felt to be acceptable to government officials and the public at large. Larger sample sizes are used when a priority of the survey is to compare responses over time or by subgroups of the population. A sample of 400 completed surveys is approximately the number that would be yielded by a mailing to 1,200 residents. If 25% of the surveys are returned from a mailing to 3,000 households in a jurisdiction, the sample size will be 750, and the 95% confidence interval will be plus or minus 3.6 percentage points. If 33% of the surveys are returned, the sample size will be 1,000 and the 95% confidence interval will be plus or minus 3 percentage points.

Methods Used to Reduce Non-Response Bias

Of much more concern to survey research than the sample size or proportion of the population sampled is ensuring that those surveyed are representative of the target population.

We discussed in the first section how the sample is chosen to reduce bias. (If, for example, we had not chosen all households included in a mailing list, but had chosen all addresses from vehicles registered to Porsche owners, our sample would not be representative of all adults in the community.) Even when the sample chosen is representative, though, we have to be concerned because not everyone we chose to include in our sample will respond to the survey. Those who choose not to respond may have different opinions or behaviors than those who do choose to respond. Thus, we need to make efforts to reduce this “non-response bias.”

We employ several methods to reduce this bias. First, we give residents multiple opportunities to respond. Households receive three mailings. The first is a postcard, signed by the mayor or other community luminary, notifying the household that it has been selected to participate in the survey. About a week later the same households are mailed a survey with a cover letter signed by the mayor. Then a second survey is mailed, with a cover letter asking those who had not yet participated to do so, while informing those who had already completed the survey not to do so again. Having the surveys signed by the mayor, with a cover letter explaining the importance of the survey, helps to increase the response rate by appealing to the civic sense of community residents.

Once the surveys have been received, we compare the demographic characteristics of the sample to the demographic profile of the community as a whole. If necessary, we will make statistical adjustments to account for the lower response of certain demographic subgroups. For example, we typically find that younger residents who rent their homes respond less frequently than older residents who own their homes. When this is true, we will statistically inflate the responses of younger renters, and statistically deflate the responses of older owners, so that the demographics of the sample reflect the demographics of the jurisdiction. We do this on the assumption that the younger renters who did not respond are more similar to the younger renters who did respond than they are like the whole group of those who responded.



WESTMINSTER

Staff Report

Post City Council Meeting
August 4, 2008



SUBJECT: City Council's Proposed 2009 and 2010 Budgets

PREPARED BY: Barbara Opie, Budget & Special Projects Manager

Recommended City Council Action:

Review the City Council's Proposed 2009 and 2010 Budgets and direct Staff to proceed with preparation of the budget.

Summary Statement:

Staff is currently finalizing the 2009 and 2010 budgets for presentation to City Council in September. (The proposed budget document is scheduled for delivery to City Council on August 29.) As part of the budget development process, Staff drafts a suggested budget for City Council based on historical spending and anticipated revenues. Staff is again preparing a two-year budget for official adoption by City Council this October. The proposed City Council budgets for 2009 and 2010 are attached for Council's review and comment.

Staff is requesting that City Council direct Staff at Monday nights post meeting with any adjustments Council would like to include in its 2009 and 2010 Budgets.

Expenditure Required: 2009 - \$210,900
2010 - \$212,234

Source of Funds: General Fund

Policy Issue:

Does City Council wish to make changes to the proposed 2009 and 2010 Council Budgets?

Alternative:

City Council could accept Staff’s recommended budgets for 2009 and 2010 as proposed.

Background Information:

With each budget cycle, Staff prepares the two-year budget for review and approval by the City Council. The City Council has a budget from which salaries, conferences, mileage, telephone, sponsorships, and other miscellaneous expenses associated with City Council are paid. The proposed 2009 budget for City Council is \$210,900, which is a 2.2% increase from the 2008 City Council budget.

The proposed 2010 budget for City Council is \$212,234 that is approximately a 0.6% increase from the proposed 2009 City Council budget. The details associated with each proposed budget are on the attached spreadsheets for 2009 and 2010 respectively (Attachments A and B).

City Council will note that a few accounts had minor adjustments from the Amended 2008 Budget. A summary of the changes are noted below:

Account Name/ Number	Explanation of Change (proposed 2009 budget over amended 2008 budget)
Council Allowance 10001010.61100.0000	This account increased by \$336. The Council allowance was implemented 11/14/05 as a comprehensive monthly allowance covering the expenses incurred by Councillors for cell phone, internet access, fax line and in-city car use (i.e., local commuting costs). The 2005 adopted allowance totaled \$200/month for fiscal years 2005 and 2006. The allowance is tied to the Denver-Boulder Consumer Price Index (CPI) and be automatically adjusted according to the current CPI with the two-year budget. The CPI-U Denver-Boulder for 2005 was 2.1%; therefore, the allowance increased from \$200/month in 2005/2006 to \$204/month in 2007/2008 per the adopted resolution. The CPI-U Denver-Boulder for 2007 was 2.2%; therefore, the allowance increases from \$204/month in 2007/2008 to \$208/month in 2009/2010 per the adopted resolution. (\$208*7 Councillors=\$1,456/month*12 months=\$17,472)
Meeting Expense 10001010.61400.0000	As Rocky Flats meetings continue to reduce and the focus shifts from cleanup to wildlife refuge efforts, the number of meetings related to Rocky Flats are phasing out. Therefore, this account reflects a shift in funding for Rocky Flats meetings from 2008 (\$850) to 2009 (\$300) and moving the difference to the miscellaneous meetings line detail within this account.
Career Development 10001010.61800.0000	Adjustments to the costs associated with the three annual conferences City Council attends are reflected. The cost for the annual NLC Conference in Washington, DC, each year is now averaging \$2,600/Councillor; the cost for annual NLC Congress of City (where locations vary around the country each year) is averaging \$2,150/Councillor; and the cost for the annual CML Conference (where locations vary around the state each year) is averaging \$715/Councillor.

	<p>Also, in 2008, Public Works & Utilities staff recommended eliminating the Energy Community Alliance membership for the City as the focus on Rocky Flats is no longer on clean up as much as it is for opening the wildlife refuge. As such, this annual membership cost is proposed to be eliminated from City Council’s budget in 2009 and 2010.</p>
<p>Telephone 10001010.66900.0000</p>	<p>In mid-year 2008, City Council members were provided Blackberry devices to help make them more efficient in managing their calendars as well as responding to citizen e-mails. The charge for this service is \$41/month per Council member. This is a new expense being reflected in the proposed 2009 budget.</p>
<p>Special Promotions 10001010.67600.0000</p>	<p>This account is proposed to be reduced by \$2,800 to help offset the increased funding for existing and new groups proposed in the Contract Services account below. City Council has been funding these groups for at least one or more years from the Special Promotions account through the funding request form sent by the CMO Support Staff throughout the year to City Council. Staff recommends simply officially moving the funds into the Contract Services account and City Council approving the funding for these groups now rather than having to deal with these special funding requests throughout the year. This does leave a reduced amount in the Special Promotions account but will still allow City Council the flexibility to handle unanticipated groups during 2009 and 2010.</p>
<p>Contract Services 10001010.67800.0000</p>	<p>The account overall increased by \$2,763 in efforts to better reflect costs incurred by City Council’s budget during the year.</p> <p>Each year, City Council utilizes a facilitator/consultant to assist with the annual Strategic Plan review session and in election years, the initial team orientation with the new City Council members. The budget for this expense is proposed to increase by \$1,558 for 2009 over the 2008 budget.</p> <p>In 2008, CMO Support Staff determined, with the help of Information Technology Department Staff, that the annual maintenance agreements for the City Council printers and fax machines were a not practical use of City funds and therefore discontinued those annual maintenance agreements. Instead, Staff has found it to be more cost effective to pay for the service calls on an as-needed basis. Therefore, this cost is proposed to be eliminated from the 2009 budget.</p> <p>Staff is again proposing to list the groups that annually request funding within this account. Because these groups will not be brought back to City Council during the budget year, <u>Staff respectfully requests that City Council pay particular attention to the groups listed to ensure accurate reflection of those groups City Council wishes to support on an ongoing basis, as well as the dollar amount.</u> Staff has attempted to identify the type of event/funding that City Council has provided in the past; they are listed under the following categories: Annual Sponsorships/Contributions, Banquets/Lunches, Golf Tournament Sponsorships, and After Prom Events. Should City Council approve this list of groups to be funded annually, Staff will utilize this City Council approved list for 2009 and 2010, not bring these requests back to City Council during the year, and fund them in the amount noted on this list. <u>Only new groups or one-time requests would then be forwarded to City Council for a funding determination.</u></p> <p>In 2009, one group is proposed to be eliminated from the list. The Westminster Spotlight Theater is not recommended for funding since they</p>

	<p>have not requested funding over the last year and they are no longer located within the City of Westminster.</p> <p>In addition, seven groups/events are proposed to be added to the list. These groups/events have requested funding during the last year or two and City Council has funded them. They include the following:</p> <ul style="list-style-type: none"> • Hmong American Association (misc fundraisers) (\$150) • North Metro Children’s Alliance Annual Banquet (\$600) • Heil Pro-Am Golf Tournament (\$750) • Optimist Larry Silver’s Golf Tournament (\$600) • Adams County School District 50 Foundation Golf Tournament (\$600) • Mary Cianco/Community Reach Golf Tournament (\$650) • Westminster Public Safety Recognition Foundation Golf Tournament (\$400) <p>A copy of the list of 2006, 2007 and year-to-date 2008 City Council contributions are attached (Attachment D) for your review.</p>
<p>Supplies 10001010.70200.0000</p>	<p>In the 2009 Supplies account, the budget is proposed to stay constant with the 2008 Budget. However, funds are earmarks to provide supplies for any new Councillors that may join City Council in 2009. Year 2009 is a City Council election year. These funds are proposed for any new Councillor that may be elected for his/her initial start up costs, such as name badge, business cards, paper supplies, printer, computer supplies, Blackberry device, etc.</p>

In the City Council’s proposed 2010 budget (Attachment B), only two changes from 2009 are proposed. In the Other Contractual Service account, the Strategic Planning facilitator fee is proposed to increase from \$5,300 in 2009 to \$5,634 in 2010. This is purely an estimate of how the facilitator may adjust his rates. The current facilitator utilized has not adjusted his rates in several years. The second change proposed for 2010 over 2009 is in the Food account. This account has remained constant for many years at the \$4,500 level and staff is proposing a modest increase to \$5,000 as food costs/delivery fees continue to escalate.

Copies of City Council’s 2007 and 2008 travel logs are attached for Council’s review (Attachment C). In addition, copies of City Council’s Contributions Lists for 2006, 2007 and 2008 are attached as well (Attachment D).

City Council Allowance Modification Proposal – In addition to the proposed budget highlights noted above, Staff proposes for City Council’s consideration a modification to the monthly City Council allowance. Currently, the original allowance of \$200/month/Councillor implemented in 2005 was based on the following items: \$53/month for internet service, \$79/month for in-City vehicle usage, \$33 for fax line and \$35 for cell phone use. This monthly allowance increases every two years based on the current Denver-Boulder CPIU. For 2009/2010, as noted above, the CPI-U Denver-Boulder for 2007 was 2.2%; therefore, the allowance will increase from \$204/month in 2007/2008 to \$208/month in 2009/2010 per the adopted resolution.

However, during 2008, City Council added the use of Blackberry devices to help make them more efficient in managing their respective calendars and in responding to citizen e-mails. Six of the seven Council members are utilizing the Blackberry devices. Currently, the invoices for these monthly costs are being sent to the City Manager’s Office for processing payment (with the exception of Councillor Winters’ blackberry, for which her work is covering the monthly expense). This will become more challenging as more of the City Council members opt to have their cell phone merge with the Blackberry

device in order to reduce another piece of technology to carry with them (i.e. the Blackberry device can be used as a cellular telephone as well; at least one Councillor has expressed interest in eliminating a separate cellular telephone and instead using the Blackberry for both data and telephone). Currently, for any Staff and City Council members who receive an allowance that covers their cellular telephone service, if they opt to utilize their Blackberry for both data and telephone, they have to receive the invoice for the Blackberry at their home and submit the invoice for the data portion separately for reimbursement since they are already receiving an allowance for the cellular telephone.

In addition, as technology has progressed, Staff has experienced a significant reduction in the utilization of the facsimile machines and associated telephone lines with City Council in correspondence. Before e-mail became so user friendly and accessible, City Council, Staff and businesses alike relied heavily on the facsimile machine for sharing information. Since e-mail has become so accessible, including the ability to scan and share documents, the use and need for facsimile machines and associated telephone lines has become significantly less. In recognition that the current facsimile line cost is approximately \$34/month included with the current allowance and the current Blackberry data transmission cost is \$41/month, Staff recommends increasing the City Council allowance by the \$7/month, increasing the 2009/2010 allowance from \$208/month to \$215/month. Staff proposes this become effective in November 2009 after the City Council elections since this change would technically be an adjustment to City Council’s pay, which cannot be implemented until after the next Council election.

In summary, Staff is proposing that the following changes be made to City Council’s allowance, effective in November 2009 after the 2009 City Council elections:

- o Eliminate the facsimile portion of the printer for future City Council printer purchases for use at their homes (i.e., future hardware purchases);
- o Convert the facsimile portion of the City Council allowance to a electronic data transmission allowance, increasing that amount from the approximately \$34/month to \$41/month; and
- o Convert all current Blackberry billing to each individual City Council member and have the invoices sent directly to each Council member’s home for processing and payment; this will make it easier to pay monthly invoices should a Councillor decide to have their Blackberry device be their cellular telephone as well.

In addition to simplifying the invoice situation of the Blackberry devices, this would also allow for an equitable coverage of data transmission costs for all City Council members. For example, Councillor Briggs is currently paying the costs associated with his Palm device that is not paid for nor supported by the City. Moving the data transmission cost into the allowance would make it equitable for all Council members, regardless of what type of technology they may choose to employ for managing their calendars and e-mails.

If City Council is interested in pursuing this option, Staff will draft an ordinance to this effect to bring back to City Council for consideration now so that the 2009/2010 budget may accurately reflect this proposed change.

The Budget is a planning tool and as such, represents a “best estimate” regarding actual expenditures. As actual expenditures are made throughout the year, budget revisions may be necessary to maintain balanced accounts and revise the Budget to match actual expenditures. Some budget revisions may be necessary to City Council’s 2008 Budget to address expenses during the year. Budget revisions may be required during 2009 and 2010 and will be addressed as necessary.

Staff Report – City Council’s Proposed 2009 and 2010 Budgets
August 4, 2008
Page 6

Staff requests that City Council review the attached City Council proposed budgets for 2009 and 2010 respectively and direct Staff on any adjustments that should be made.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- Attachment A – Proposed City Council 2009 Budget
- Attachment B – Proposed City Council 2010 Budget
- Attachment C – 2007 and 2008 City Council Travel Log
- Attachment D – 2006, 2007 and 2008 Contributions Lists

PROPOSED CITY COUNCIL 2009 BUDGET

Account Number	Account Description & Proposed 2009 Budget Detail	2008 Amended Budget Detail	2009 Proposed Budget Detail	2007 Revised Budget	2007 Actual Expenditures	2008 Revised Budget	2008 Spent/ Encumbered Year-To-Date (7/27/08)	2009 PROPOSED BUDGET	% Change (2008 Revised v. 2009 Proposed)
10001010.60800.0000	Salaries Mayor & City Councillor salaries	\$72,000	\$72,000	\$72,000	\$70,684	\$72,000	\$40,734	\$72,000	0%
10001010.61100.0000	Council Allowance City Council allowance (\$200/month) implemented 11/14/05 for comprehensive monthly allowance covering the expenses incurred by Councillors for cell phone, internet access, fax line and in-City car use (i.e., local commuting costs), and eliminate the paperwork required by City Council and Staff. The 2005 adopted allowance totaled \$200/month. The allowance is tied to the Denver-Boulder Consumer Price Index (CPI) and be automatically adjusted according to the current CPI when the budget is developed. Per HR, CPI-U Denver-Boulder for 2007 was 2.2%; therefore, the allowance increases from \$204/month in 2007/2008 to \$208/month in 2009/2010 per the resolution. (\$208*7 Councillors=\$1,456/month*12 months=\$17,472)	\$17,136	\$17,472	\$17,136	\$17,340	\$17,136	\$9,996	\$17,472	2%
10001010.61200.0000	Mileage Reimbursement Mileage Reimbursement for Council - All mileage for travel outside of the City of Westminster is a reimbursable expense (ie, not included in Council's allowance) per adopted policy 10/05, funds budgeted based on YTD 2008.	\$6,400	\$6,400	\$6,400	\$1,942	\$6,400	\$2,041	\$6,400	0%
10001010.61400.0000	Meeting Expense Annual Legislative Dinner Goal-Setting Retreat Annual Budget Retreat Boards & Commissions Brunch/Gift Certificates (1) Miscellaneous Meetings Rocky Flats meetings (2)	\$1,700	\$1,600	\$11,400	\$10,851	\$11,400	\$3,326	\$10,750	-6%
10001010.61800.0000	Career Development NLC Legislative Conference (Washington, DC) NLC Congress of Cities CML Conference Energy Community Alliance membership (3) US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC) (4)	\$14,630	\$18,200	\$36,600	\$35,197	\$36,600	\$20,441	\$39,425	8%

ATTACHMENT A

Account Number	Account Description & Proposed 2009 Budget Detail	2008 Amended Budget Detail	2009 Proposed Budget Detail	2007 Revised Budget	2007 Actual Expenditures	2008 Revised Budget	2008 Spent/Encumbered Year-To-Date (7/27/08)	2009 PROPOSED BUDGET	% Change (2008 Revised v. 2009 Proposed)
10001010.66900.0000	Telephone Cellular Telephone and fax line reimbursements were eliminated 11/05 with creation of the Council allowance; budget \$100 in this account for unanticipated expenses (e.g., if have Council turnover and need to set up new councillor with fax line, the City covers initial setup of expenses) Blackberry service plans - monthly service charge \$41/month for 7 Councillors	\$100	\$100	\$100	\$0	\$100	\$587	\$3,550	3450%
10001010.66950.0000	PC Replacement Fee Annual PC replacement fee for 6 laptops and 1 desktop (Councillor Major & Councillor Lindsey's laptops are scheduled for replacement in 2009)	\$2,625	\$2,353	\$2,625	\$2,625	\$2,625	\$2,625	\$2,353	-10%
10001010.67600.0000	Special Promotions Unanticipated requests from community groups for contributions and/or sponsorships for events.	\$6,000	\$3,200	\$6,000	\$6,050	\$6,000	\$2,930	\$3,200	-47%
10001010.67800.0000	Other Contractual Service Printing of misc materials (e.g., legislative booklet, organization charts, etc.) Strategic Planning facilitator fee Councillor expenses for photos, badges, & nameplates Miscellaneous contractual services We're All Ears events (3 summer concerts & Westminster Faire) Unanticipated Council printer and fax machine maintenance/service fees Annual newspaper advertisements/sponsorships for outside agencies (5) Annual Sponsorships/Contributions: (6) Adams County MMCYA North Metro Arts Alliance (NMAA) Westminster Spotlight Theater CEF Recreation for Education (Water World tickets) Brothers Redevelopment Inc - Paint-A-Thon Westminster Rotary Foundation (noon club) Westminster 7:10 Rotary Club Hmong American Association - PROPOSED NEW Banquets/Lunches: (6) MetroNorth Chamber Annual Banquet Adco School District 12 Five Star Gala DRCOG Awards Dinner Table Sponsorship The Jefferson Foundation Crystal Ball Adams County MMCYA banquet Westminster Public Safety Recognition Foundation - annual banquet	\$42,762	\$36,237	\$42,762	\$36,237	\$43,487	\$14,862	\$46,250	6%

ATTACHMENT A

Account Number	Account Description & Proposed 2009 Budget Detail	2008 Amended Budget Detail	2009 Proposed Budget Detail	2007 Revised Budget	2007 Actual Expenditures	2008 Revised Budget	2008 Spent/ Encumbered Year-To-Date (7/27/08)	2009 PROPOSED BUDGET	% Change (2008 Revised v. 2009 Proposed)
	Adams County Historical Moonlight Gala	\$500	\$500						
	North Metro Children's Alliance Annual Banquet - PROPOSED NEW	--	\$600						
	Golf Tournament Sponsorships: (6)								
	Front Range Community College Foundation	\$500	\$500						
	Adams District 12 Education Foundation	\$500	\$500						
	Hyland Hills Foundation	\$500	\$500						
	MetroNorth Chamber of Commerce	\$500	\$500						
	Children's Outreach	\$600	\$600						
	Senior Hub/Adams County Commissioner's	\$150	\$150						
	Heil Pro-Am Golf Tournament - PROPOSED NEW	--	\$750						
	Optimist Larry Silver's Golf Tournament - PROPOSED NEW	--	\$600						
	District 50 Foundation Golf Tournament - PROPOSED NEW	--	\$600						
	Mary Cianco/Community Reach Golf Tournament - PROPOSED NEW	--	\$650						
	Westminster Public Safety Recognition Foundation Golf Tournament - PROPOSED NEW	--	\$400						
	After Prom Events: (6)								
	Standley Lake High School	\$600	\$600						
	Arvada High School	\$200	\$200						
	Jefferson Academy	\$200	\$200						
	Westminster High School	\$500	\$500						
	Legacy High School	\$200	\$200						
	Ranum High School (last prom to be held in 2010)	\$200	\$200						
	Mountain View High School	\$200	\$200						
10001010.70200.0000	Supplies			\$9,990	\$3,009	\$6,100	\$1,020	\$5,000	-18%
	Office supplies	\$3,100	\$2,000						
	Fax machine paper & ink	\$2,000	\$1,500						
	Printer ink cartridges for PCs	\$1,000	\$1,000						
	New Councillors in 2009 supplies (7)	--	\$500						
10001010.70400.0000	Food			\$3,800	\$3,042	\$4,500	\$1,683	\$4,500	0%
	Refreshments and dinners for City Council meetings, Study Sessions & other special Council events	\$4,500	\$4,500						
TOTAL				\$208,813	\$186,977	\$206,348	\$100,245	\$210,900	2.2%

NOTE: Items detailed in each account are estimates only; actual costs for each item noted may vary.

- (1) Per City Council direction (5/06), City Council will alternate every-other-year between providing gift certificates to the Boards & Commissions members and hosting a brunch
- (2) As Rocky Flats completes transition to a National Wildlife Refuge, final meetings anticipated to conclude in 2008; therefore, reflecting a drop in funding for Rocky Flats meetings from 2008 (\$850) to 2009 (\$300)
- (3) As Rocky Flats completes transition to a National Wildlife Refuge, PW&U staff recommended eliminating this membership due in 2008 and therefore it is not reflected in the proposed 2009 budget.

ATTACHMENT A

- (4) The Mayor and Mayor Pro Tem have taken more active roles in lobbying on behalf of the US 36 corridor in conjunction with the US 36 Mayor & Commissioners Coalition (US 36 MCC). Trips have been taken since 200 on behalf of the US36 MCC (two per year). It is anticipated that these trips to Washington, DC, will continue in 2009 and 2010 as efforts continue to pursue federal assistance in achieving transportation improvements to the US 36 corridor.
- (5) Annual newspaper advertisements/sponsorships from City Council to outside agencies.
- (6) For 2009, Staff is recommending that several groups be dropped from Council's annual list and others be added. Please see the Background section of the Staff Report for more information.
- (7) Year 2009 is a City Council election year. These funds are proposed for new Councillor start up costs, such as name badge, business cards, paper supplies, printer, computer supplies, blackberry, etc.

PROPOSED CITY COUNCIL 2010 BUDGET

Account Number	Account Description & Proposed 2008 Budget Detail	2010 Proposed Budget Detail	2007 Actual Expenditures	2008 Revised Budget	2008 Spent/ Encumbered Year-To-Date (7/27/08)	2009 PROPOSED BUDGET	2010 PROPOSED BUDGET	% Change (2009 Proposed v. 2010 Proposed)
10001010.60800.0000	Salaries Mayor & City Councillor salaries	\$72,000	70,684	72,000	40,734	72,000	72,000	0%
10001010.61100.0000	Council Allowance City Council allowance (\$200/month) implemented 11/14/05 for comprehensive monthly allowance covering the expenses incurred by Councillors for cell phone, internet access, fax line and in-City car use (i.e., local commuting costs). The allowance is tied to the Denver-Boulder Consumer Price Index (CPI) and be automatically adjusted according to the current CPI when the budget is developed every two years. Allowance modified pursuant to CPI-U Denver-Boulder for the 2007/2008 budget years, increased from \$200/month in 2005/2006 to \$204/month in 2007/2008 per the resolution.	\$17,472	17,340	17,136	9,996	17,472	17,472	0%
10001010.61200.0000	Mileage Reimbursement Mileage Reimbursement for Council - All mileage for travel outside of the City of Westminster is a reimbursable expense (ie, not included in Council's allowance) per adopted policy 10/05, funds budgeted based on YTD 2006.	\$6,900	1,942	6,400	2,041	6,400	6,900	8%
	Annual Legislative Dinner	\$1,600						
	Goal-Setting Retreat	\$1,700						
	Annual Budget Retreat	\$500						
	Boards & Commissions Brunch/Gift Certificates	\$5,150						
	Miscellaneous Meetings	\$1,500						
	Rocky Flats meetings	\$300						
10001010.61800.0000	Career Development NLC Legislative Conference (Washington, DC) NLC Congress of Cities CML Conference US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC)	\$18,200 \$15,050 \$5,005 \$1,170	35,197	36,600	20,441	39,425	39,425	0%
10001010.66900.0000	Telephone Unanticipated telephone/fax line expenses (e.g., if have Council turnover and need to set up new councillor with fax line, the City covers initial setup of expenses) Blackberry service plans - monthly service charge \$41/month for 7 Councillors	\$100 \$3,450	0	100	587	3,550	3,550	0%
10001010.66950.0000	PC Replacement Fee Annual PC replacement fee for 7 laptops (Councillor Kaiser's laptop is scheduled for replacement in 2008)	\$2,353	2,625	2,625	2,625	2,353	2,353	0%
10001010.67600.0000	Special Promotions Unanticipated requests from community groups for contributions and/or sponsorships for events.	\$3,200	6,050	6,000	2,930	3,200	3,200	0%

ATTACHMENT B

Account Number	Account Description & Proposed 2008 Budget Detail	2010 Proposed Budget Detail	2007 Actual Expenditures	2008 Revised Budget	2008 Spent/ Encumbered Year-To-Date (7/27/08)	2009 PROPOSED BUDGET	2010 PROPOSED BUDGET	% Change (2009 Proposed v. 2010 Proposed)
10001010.67800.0000	Other Contractual Service		36,237	43,487	14,862	46,250	46,584	1%
	Printing of misc materials (e.g., legislative booklet, organization charts, etc.)	\$900						
	Strategic Planning facilitator fee	\$5,634						
	Councillor expenses for photos, badges, & nameplates	\$1,000						
	Miscellaneous contractual services	\$1,000						
	We're All Ears events (3 summer concerts & Westminster Faire)	\$1,700						
	Annual newspaper advertisements/sponsorships for outside agencies	\$2,000						
	Annual Sponsorships/Contributions:							
	Adams County MMCYA	\$500						
	North Metro Arts Alliance (NMAA)	\$10,000						
	CEF Recreation for Education (Water World tickets)	\$1,500						
	Brothers Redevelopment Inc - Paint-A-Thon	\$500						
	Westminster Rotary Foundation (noon club)	\$2,500						
	Westminster 7:10 Rotary Club	\$2,500						
	Hmong American Association - PROPOSED NEW 2009	\$150						
	Banquets/Lunches:							
	MetroNorth Chamber Annual Banquet	\$2,200						
	Adco School District 12 Five Star Gala	\$1,300						
	DRCOG Awards Dinner Table Sponsorship	\$750						
	The Jefferson Foundation Crystal Ball	\$2,000						
	Adams County MMCYA banquet	\$500						
	Westminster Public Safety Recognition Foundation - annual banquet	\$1,000						
	Adams County Historical Moonlight Gala	\$500						
	North Metro Children's Alliance Annual Banquet - PROPOSED NEW 2009	\$600						
	Golf Tournament Sponsorships:							
	Front Range Community College Foundation	\$500						
	Adams District 12 Education Foundation	\$500						
	Hyland Hills Foundation	\$500						
	MetroNorth Chamber of Commerce	\$500						
	Children's Outreach	\$600						
	Senior Hub/Adams County Commissioner's	\$150						
	Heil Pro-Am Golf Tournament - PROPOSED NEW 2009	\$750						
	Optimist Larry Silver's Golf Tournament - PROPOSED NEW 2009	\$600						
	District 50 Foundation Golf Tournament - PROPOSED NEW 2009	\$600						
	Mary Cianco/Community Reach Golf Tournament - PROPOSED NEW 2009	\$650						
	Westminster Public Safety Recognition Foundation Golf Tournament - PROPOSED NEW 2009	\$400						

ATTACHMENT B

Account Number	Account Description & Proposed 2008 Budget Detail	2010 Proposed Budget Detail	2007 Actual Expenditures	2008 Revised Budget	2008 Spent/ Encumbered Year-To-Date (7/27/08)	2009 PROPOSED BUDGET	2010 PROPOSED BUDGET	% Change (2009 Proposed v. 2010 Proposed)
	After Prom Events:							
	Standley Lake High School	\$600						
	Arvada High School	\$200						
	Jefferson Academy	\$200						
	Westminster High School	\$500						
	Legacy High School	\$200						
	Ranum High School (last prom to be held in 2010)	\$200						
	Mountain View High School	\$200						
10001010.70200.0000	Supplies		3,009	6,100	1,020	5,000	5,000	0%
	Office supplies	\$2,000						
	Fax machine paper & ink	\$2,000						
	Printer ink cartridges for PCs	\$1,000						
10001010.70400.0000	Food		3,042	4,500	1,683	4,500	5,000	11%
	Refreshments and dinners for City Council meetings, Study Sessions & other special Council events	\$5,000						
TOTAL			\$186,977	\$206,348	\$100,245	\$210,900	\$212,234	0.6%

NOTE: Items detailed in each account are estimates only; actual costs for each item noted may vary.

2007 City Council Travel Log

<i>Date</i>	<i>Event</i>	<i>Place</i>	<i>Cost</i>
Mayor Nancy McNally			
February 13-15,	US 36 MCC Lobbying Trip	Washington DC	\$1,115.96
March 7 - 11, 2007	NLC Congressional Cities Conference	Washington DC	\$2,056.23
June 4-5	US 36 Lobbying Trip	Washington DC	\$142.03 *
June 27-29	CML Annual Conference	Snowmass, CO	\$721.65
Nov 13-17	NLC Congress of Cities	New Orleans, LA	\$2,046.92
Councillor Chris Dittman			
May 20-23	ICSC Spring Conference	Las Vegas, NV	\$1,500.87
Nov 13-17	NLC Congress of Cities	New Orleans, LA	\$2,022.27
Councillor Mark Kaiser			
March 7-11	NLC Congress of Cities	Washington, D.C.	\$2,145.50
Nov 13-17	NLC Congress of Cities	New Orleans, LA	\$2,170.58
Mayor Pro Tem Tim Kauffman			
March 7 - 11, 2007	NLC Congressional Cities Conference	Washington DC	\$1,919.90
Councillor Mary Lindsey			
March 7-13	NLC Congressional Cities	Washington DC	\$2,893.68
June 26-30	CML Annual Conference	Snowmass, CO	\$720.49
Nov 13-17	NLC Congress of Cities	New Orleans, LA	\$2,003.06
Councillor Scott Major			
March 7-11	NLC Congressional Cities	Washington DC	\$2,091.10
June 26-30	CML Annual Conference	Snowmass, CO	\$496.00
Nov 13-17	NLC Congress of Cities	New Orleans, LA	\$2,145.01
Councillor Jo Ann Price			
March 7-10, 2007	NLC Congressional Cities Conference	Washington DC	\$1,802.78
June 26-30	CML Annual Conference	Snowmass, CO	\$926.55
Councillor Faith Winter			
Nov 13-17	NLC Congress of Cities	New Orleans, LA	\$2,409.69
Councillor Bob Briggs			
Nov 13-17	NLC Congress of Cities	New Orleans, LA	\$2,649.89
Total Travel Log			\$33,980.16
Career Development 2007 Budget			\$36,600.00
Travel Log expenses			\$33,980.16
Miscellaneous Career Development Expenses (as of 12/31/07)			\$1,217.33
Balance Available			\$1,402.51

NOTES: * CDOT reimbursed C36 \$930.61 (airfare/hotel)

2008 City Council Travel Log

<i>Date</i>	<i>Event</i>	<i>Place</i>	<i>Cost</i>
Mayor Nancy McNally			
Feb 12-14	US 36 MCC Lobbying	Washington DC	\$1,081.67
March 5-10	NLC Congressional Cities	Washington DC	\$2,682.39
June 17-20	CML Conference	Steamboat Springs CO	\$694.65
Mayor Pro Tem Chris Dittman			
March 5-11	NLC Congressional Cities	Washinton DC	\$2,559.64
May 17-21	ICSC Conference	Las Vegas, NV	\$1,605.53
Councillor Mark Kaiser			
March 5-9	NLC Congressional Cities	Washinton DC	\$2,327.85
Councillor Bob Briggs			
March 5-12	NLC Congressional Cities	Washinton DC	\$3,101.70
June 17-20	CML Conference	Steamboat Springs CO	\$907.83
Councillor Mary Lindsey			
March 5-11	NLC Congressional Cities	Washinton DC	\$2,587.06
June 17-20	CML Conference	Steamboat Springs CO	\$533.00
Councillor Scott Major			
March 5-10	NLC Congressional Cities	Washinton DC	\$2,149.99
Councillor Faith Winter			
March 5-11	NLC Congressional Cities	Washington DC	\$3,054.26
Total Travel Log			\$23,285.57
Career Development 2008 Budget			\$36,600.00
Travel Log expenses			\$23,285.57
Miscellaneous Career Development Expenses (as of 7/27/08)			\$0.00
Balance Available			\$13,314.43

NOTE: The travel log does not necessarily match what is currently entered into the City's financial management system as noted on the Proposed 2009/2010 spreadsheets (Attachments A and B) as the result of the reconciliation process that the Accounting Division must go through. The figures included in this spreadsheet represent the information provided by City Council members to the CMO Support Staff as of July 2008.

2006 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
1/5/06	Metro North Chamber of Commerce	2006 Metro North Chamber Annual Gala (JF)	\$1,200	Yes	\$1,200	+	\$900	=	\$2,100
1/6/06	MMCYA	Recognition Event - Organization requested \$500; Council allocated \$300. This \$200 makes up the difference and was approved by Council. Kim	\$200	Yes		+	\$200	=	\$200
1/20/06	MMCYA	Recognition Event	\$300	Yes	\$300	+		=	\$300
1/24/06	Jefferson Academy High School	After Prom Party	\$200	Yes		+	\$200	=	\$200
1/24/06	7:10 Rotary	5th Annual Showcase Colorado	\$1,275	Yes	\$1,275	+		=	\$1,275
1/24/06	Community Reach Center	100 CCs of Vitamin Funny	\$200	No	\$0	+	\$0	=	\$0
1/24/06	Standley Lake High School	After Prom Party	-	Yes	\$600	+		=	\$600
2/2/06	Westminster Spotlight Theatre	Annual Budgeted Sponsorship	\$1,000	Yes	\$1,000	+		=	\$1,000
2/6/06	Jeffco Good News Coalition	Good News Breakfast	\$100	Yes		+	\$100	=	\$100
2/23/06	Arvada Senior High School	After-Prom Party	\$200	Yes	\$200	+		=	\$200
2/28/06	Children's Outreach Project	Annual Golf Tournament	\$600	Yes		+	\$600	=	\$600
3/1/06	FRCC Foundation	Annual Golf Tournament	\$500	Yes	\$500	+		=	\$500
3/9/06	ADCO Commissioner's	Golf tournament benefitting Sr. Hub	\$5000 - \$150	No		+	\$150	=	\$150
3/14/06	Westminster High School	After Prom Party	\$500	No		+	\$500	=	\$500
3/21/06	Metro North Chamber of Commerce	Annual golf tournament	\$500	Yes	\$500	+		=	\$500
3/21/06	City of Westminster	Legacy Foundation - Bonefish Grill Fundraiser & Benefit	\$75	Yes		+	\$75	=	\$75
3/21/06	Adams 12 Education Foundation	Annual 5 Star Gala	\$1,000	Yes	\$1,000	+		=	\$1,000
3/21/06	Yellow Ribbon Suicide Prevention Program	Awards Dinner	\$500	No		+	\$500	=	\$500
3/27/06	The Senior Hub	Recognition and Awards Luncheon Flower Bouquet	\$30	No		+	\$30	=	\$30
4/7/06	DRCOG	Annual Awards Dinner	\$750	Yes	\$500	+		=	\$500
4/11/06	Dist 50 Education Foundation	Annual Golf Tournament	\$500	Yes		+	\$500	=	\$500
4/10/06	Westminster Rotary Club (Noon Club)	2006 Community Charity Ball	\$2,500	Yes	\$2,500	+		=	\$2,500
5/9/06	Active.com	Colorado Colfax Marathon	\$175	No		+	\$175	=	\$175
5/29/06	Dist 50 Education Foundation	Water World tickets	\$2,100	Yes	\$2,100	+		=	\$2,100
6/9/06	BRI	2006 Paint-a-thon	\$500	Yes	\$500	+		=	\$500
6/20/06	Community Reach Center	Mary Ciancio Memorial Golf & Tennis Tournament	\$650	Yes		+	\$650	=	\$650
6/20/06	Westminster Public Safety Foundation	golf tournament	\$400-60	Yes		+	\$60	=	\$60
6/20/06	Adams 12 Education Foundation	Annual golf tournament	\$500	Yes	\$500	+		=	\$500
7/13/06	Hyland Hills Foundation	14th annual Mary Bennett Golf Tournament	\$500	Yes	\$500	+		=	\$500
7/14/06	Jefferson Foundation	Annual Crystal Ball	\$2,000	Yes	\$2,000	+		=	\$2,000
8/9/06	Westminster Public Safety Foundation	Annual Banquet	\$1,000	Yes	\$1,000	+		=	\$1,000
8/9/06	Westminster 7:10 Club	Golf Championship Scramble	\$1,300	Yes	\$1,225	+		=	\$1,225
8/23/06	Hmong American Association of CO	Annual New Year's celebration	\$250	Yes		+	\$150	=	\$150
9/13/06	North Metro Arts Alliance	2006 Contribution	\$10,000	Yes	\$10,000	+		=	\$10,000
12/11/06	Legacy Foundation	Wines Around the World	\$490	Yes		+	\$490	=	\$490
					\$27,400	+	\$5,280	=	\$32,680

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted) 10001010.67800.0000	\$27,300	-	\$27,400	=	-\$100
Special Promotions (Unanticipated) 10001010.67600.0000	\$6,000	-	\$5,280	=	\$720
TOTALS =	\$33,300	-	\$32,680	=	\$620

2007 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
1/2/07	Metro North Chamber of Comm	Annual Gala	\$2,100	Yes	\$2,000	+	\$100	=	\$2,100
1/2/07	MMCYA - City Level	Annual Recognition Event	\$500	Yes	\$300	+	\$200	=	\$500
1/11/07	Hyland Hills Foundation	Annual Frozen Open	\$35 per person	Yes		+	\$70	=	\$70
1/17/07	7:10 Rotary Club	Showcase Colorado	\$1,500	Yes	\$1,500	+		=	\$1,500
1/18/07	Metro North Chamber of Comm	Annual Gala (2 add'l tixs)	\$225	Yes		+	\$225	=	\$225
1/22/07	Platte Valley Children's Alliance Center	Fundraising dinner	\$500	Yes		+	\$500	=	\$500
1/23/07	MMCYA - County level	Annual Recognition Event	\$500	Yes	\$500	+		=	\$500
1/24/07	Standley Lake HS	After Prom	\$0	Yes	\$600	+		=	\$600
2/1/07	Jefferson Academy	After Prom	\$0	Yes	\$200	+		=	\$200
2/14/07	Brother's Redevelopment Inc.	Annual Paint-A-Thon	\$1,000	Yes	\$500	+		=	\$500
2/23/07	Jefferson County Coalition	Good News Breakfast	\$100	Yes		+	\$100	=	\$100
2/27/07	Children's Outreach Project	Golf Tournament	\$600	Yes	\$600	+		=	\$600
3/20/07	Adams Cty Dist 50	Westy HS After Prom Party	\$1,000	No	\$500	+		=	\$500
3/26/07	Westminster Optimist Club	Larry Silver Golf Tourney	\$1,000	Yes		+	\$600	=	\$600
4/3/07	Senior Hub	Annual Banquet - centerpiece	\$30	Yes		+	\$30	=	\$30
4/5/07	FRCC Foundation	Create a Future Invitational Golf Tournament	\$500	Yes	\$500	+		=	\$500
4/6/07	Legacy HS	After Prom	\$200	Yes	\$200	+		=	\$200
4/10/07	Adams 12 Education Foundation	2007 Wes Brown Gala Royale	\$1,300	Yes	\$1,300	+		=	\$1,300
4/24/07	DRCOG	Awards Dinner	\$750	Yes	\$750	+		=	\$750
5/8/07	Dist 50 Education Fdn	5th Annual Golf Tournament	\$600	Yes		+	\$600	=	\$600
5/9/07	Westminster Legacy Foundation	The J & Nancy Heil Pro-Am Golf Tournament	\$5,000	No		+	\$750	=	\$750
5/9/07	Table Mountain Animal Shelter	Celebrate the Unveiling of the Heart Mobile Veterinary Clinic	Any amount	Yes		+	\$100	=	\$100
5/9/07	Westminster Rotary Foundation	15th Annual Charity/Scholarship Ball	\$90 per person	Yes	\$1,000	+		=	\$1,000
5/23/07	Food Bank of the Rockies	Panerathon	\$5,000	Yes		+	\$500	=	\$500
5/29/07	Hyland Hills Foundation	15th Annual Mary Bennett Golf Tournament	\$500	Yes	\$500	+		=	\$500
5/16/07	Metro North Chamber of Comm	Annual Golf Tournament	\$500	Yes	\$500	+		=	\$500
6/4/07	Westminster Public Safety Recognition Foundation	Annual Banquet	\$1,000	Yes	\$1,000	+		=	\$1,000
6/11/07	The Chamber Challenge	2nd Annual 5K	\$750 - \$4,000	No	\$0	+	\$0	=	\$0
6/18/07	Adams Cty Dist 50 Edu. Foundation.	Water World Adm. Tickets/food vouchers	\$2,100	Yes	\$2,100	+		=	\$2,100
6/26/07	Westminster Rotary Club Foundations	Chief Montgomery Roast	\$25 pp	Yes		+	\$175	=	\$175
6/26/07	Hyland Hills Foundation	15th Annual Mary Bennett Golf Tournament	\$250	Yes		+	\$250	=	\$250
7/2/07	North Metro Arts Alliance	Annual Sponsorship	\$10,000	Yes	\$10,000	+		=	\$10,000
7/18/07	Jefferson Foundation	Gala Sponsorship	\$2,000	Yes	\$2,000	+		=	
7/25/07	Community Reach Center	26th Annual Mary Ciancio Memorial Golf Tournament	\$650	Yes		+	\$650	=	\$650
8/6/07	Westminster Public Safety Recognition Foundation	5th Annual WPSRF Golf Tournament on 8/27/07	\$400	Yes		+	\$400	=	\$400
8/13/07	Westminster Rotary	Championship Scramble	\$1,000	yes	\$1,000	+		=	\$1,000
8/22/07	North Metro Children's Advocacy Center	NMCAC 1st Annual Golf Tournament	\$125 - \$2500	No	\$0	+	\$0	=	\$0
9/11/07	St. Anthony Health Foundation	Flight for Life Mash Bash - Celebrating 35 Years	\$100	Yes		+	\$100	=	\$100
9/19/07	Adams Co. Historical Society	Moonlight Gala Sponsorship	\$480	Yes	\$480	+		=	\$480
10/5/07	Tragedy Assistance Program for Survivors (TAPS)	Oct. 5 Event - Donation	\$200	Yes		+	\$200	=	\$200
10/10/07	Community of Faith United	Community of Faith United Annual Fundraising Banquet	\$25-\$200	No	\$0	+	\$0	=	\$0

ATTACHMENT D

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
10/12/07	The Senior Hub	First Annual Madrigal Holiday Dinner Event	\$100	Yes		+	\$100	=	\$100
10/10/07	Legacy Foundation	Wines Around the World	\$35 pp	Yes		+	\$385	=	\$385
10/23/07	St. Jude's Research Hospital	In memory of Elaine Valente	\$50	Yes		+	\$50	=	\$50
10/29/07	Hmong American Association of Colorado	Hmong DVD Project Sponsorship	\$100	Yes		+	\$100	=	\$100
11/30/07	Dist 12 Education Fdnt	Golf Tournament	\$500	Yes	\$500	+		=	\$500
11/30/07	Jefferson Economic Council	Economic forecast - table sponsorship	\$400	Yes		+	\$400	=	\$400
					\$28,530	+	\$6,585	=	\$33,115

City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted) 10001010.67800.0000	\$31,000	-	\$28,530	=	\$2,470
Special Promotions (Unanticipated) 10001010.67600.0000	\$6,000	-	\$6,585	=	-\$585
TOTALS =	\$37,000	-	\$35,115	=	\$1,885

**City of Westminster City Council Study Session Notes
July 21, 2008**

Mayor Nancy McNally called the Study Session to order at 6:35 PM. All Councillors were in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Police Chief Lee Birk; Fire Chief Jim Cloud; Deputy City Manager Matt Lutkus; Community Development Director John Carpenter; Finance Director Tammy Hitchens; Information Technology Director David Puntenney; Budget & Special Projects Manager Barbara Opie; Public Information Officer Katie Harberg; Neighborhood Outreach Coordinator James Mabry; Water Resources Manager Mike Happe; Management Analyst Christine Gray; Library Services Manager Kate Skarbek; Information Services Manager Scott Rope; and Management Intern II Phil Jones.

The guest in attendance was Nissa LaPoint with the Westminster Window.

Date selection for council outreach events:

Council reviewed the proposed dates for new council outreach events which included an event at the Orchard Town Center, Westview Recreation Center, and a service project to eradicate graffiti. Council proposed that the Orchard event take place August 23rd from 2 to 4 PM, the Westview meeting be scheduled for November 18, and the Graffiti Removal event, which will include the help of the Youth Advisory Panel take place October 4, 2008

Human Services Board Recommendations

Staff presented the recommendations for Human Services Board funding. The board met and interviewed all but two organizations, and then suggested funding amounts to be approved by City Council. Council was supportive of the recommendations being presented for adoption as part of the budget process. The Council then thanked staff for their hard work and assistance to the board.

Proposed FY 2007 Carryover

Staff presented the carryover requests and funding levels for FY 2007 carried over to FY 2008. The requests include the ratification of 2007 expenditures that were not completed by end of the year, due to product delivery or completion in 2008 after 2007 budget authority ceased December 31. Also listed is the proposed appropriation of new operating items, and finally some one time capital expenditures. City Manager McFall made two points: first that the Staff has approached this in a conservative manner, with 2.3 million dollars being kept in the Sales Tax Fund to maintain a fiscal safety cushion. The memo also lists \$750,000 going into the General Capital Improvement Fund for the 2009 budget.

Council was appreciative of the clear presentation of the financial information and asked a few clarifying questions regarding Fastracks and Conservation Trust dollars going towards park facilities renovations.

Council directed Staff to bring this item back to City Council for official action as proposed.

Water and Sewer Rate Review

Two years ago the City did a rate structure study to determine the needs for the utility fund operating and capital needs for reinvestment and repair of the aging infrastructure. Revisiting the water and wastewater rates proposal for 2009 and 2010, a fiscal policy adopted in 2006 ensures a stable funding mechanism to avoid sharp increases or decreases in utility rates. Currently revenues from water and wastewater taps fund much of the repair and replacement program. As build out of the City nears, more funding will need to be provided with rate revenues than with the one time tap fee revenues.

Water and Wastewater rate increases for 2009 and 2010 were originally projected at 3% and 6.3%, respectively. Now Staff is recommending that the Council approve 3% and 4.5% increases. The Wastewater increase is a lower increase due to higher than anticipated revenues, allowing rate increases to be lower than originally projected. The combined increase corresponds to an average single family increase of \$1.70 (3.49% increase) per month, resulting in an average utility bill around \$48.00 per month.

Council wanted to make a point of educating citizens that the rate increase doesn't just effect next year's utility operations. The rate increase is to fund improvements for the health and safety of future residents so that by taking care of the City's infrastructure today, it will be around to serve the citizens of tomorrow. For example, some pipes in the city are 40 to 50 years old, and too small to adequately meet the water demand. As the City replaces old lines, new lines are properly sized and built with new material that will better serve residents over the long term.

Council thanked staff for the presentation and requested a monthly status update of Westminster's share of water holdings in Standley Lake.

Boards and Commissions

Councillor Major brought up the subject of filling vacant board and commission seats. Council decided that they would like to meet during a week night in the near future, for a few hours to interview applicants. The date of August 7 was chosen, with the meeting starting at 5:30p for dinner and 6:00p for interviews.

Mayor McNally adjourned the Study Session at 8:33 PM.