



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 1, 2007

SUBJECT: Study Session Agenda for August 6, 2007

PREPARED BY: Stephen P. Smithers, Acting City Manager

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

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

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

CITY COUNCIL REPORTS

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

PRESENTATIONS

6:30 P.M.

1. Increases in Liquor License Application Fees (*see Consent Response Form attached*)
2. Special Permit and License Board Revised Penalty Guidelines
3. "We're All Ears" Outreach Event – Westminster Faire – Attachment A – Attachment B
4. Review Human Services Board 2008 Funding Recommendations – Attachment A – Attachment B – Attachment C
5. Review City Council's Adopted 2008 Budget – Attachment

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS – Does not require action by City Council

1. Westminster on the "Moove"

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

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 6, 2007



SUBJECT: Increases to Liquor License Application Fees

PREPARED BY: Linda Yeager, City Clerk

Staff Recommendation:

Review the attached fee schedule that will, if adopted in a Councillor's Bill, amend Section 5-14-5 of the Westminster Municipal Code and implement the phased increase in liquor license application fees authorized by Senate Bill 07-149 and direct staff to prepare the Councillor's Bill and schedule its consideration for the August 27 City Council meeting.

Summary Statement:

- During the 2007 session, the Colorado General Assembly adopted and the Governor signed Senate Bill (SB) 07-149 authorizing incremental increases in specific liquor license application fees that have not been increased for at least ten years.
- SB 07-149 was supported by the Colorado Municipal Clerks Association (CMCA), the Colorado Municipal League (CML), and the Westminster City Council as a fair means of recapturing a percentage of the actual cost associated with processing and considering applications for liquor licenses.
- To minimize the financial impact of recommended increases to applicants and existing licensees, SB 07-149 allows phased-in, graduating fee increases over the four-year period from 2007 to 2010.
- Staff believes the fee increases proposed are justified based on actual costs of services provided. For instance, the application fee for new or transfers of licenses is \$500 while the cost of petitioning a neighborhood is \$700. Additional costs include legal publications, signage to notify passersby of a pending application, copying of local and state application forms, and staff time in the Police Department, City Clerk and City Attorney's Offices.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue:

Does the Council wish to increase fees paid by applicants and current liquor licensees and recapture a portion of the cost associated with processing and considering the applications?

Alternative:

Do not increase application fees for liquor licenses and continue to subsidize costs of processing that are in excess of current application fees. Staff does not recommend this approach as fees have not been adjusted since 1997 while costs in the interim have increased significantly.

Background Information:

Legislation recently adopted by the Colorado General Assembly and signed by the Governor recognizes the need to allow increases in local application fees that have not been adjusted in ten years. During that ten-year period the cost to local government of processing applications has risen, but fees have not been adjusted. State application fees are adjusted administratively on an annual basis to cash fund the Liquor Enforcement Division, but increases in local fees require action of the State Legislature.

In 2006, the CMCA convened an ad hoc committee to examine average costs of local processing and worked in concert with CML to propose a fee increase. The results of their work justified an increase in new application fees from \$500 to \$1,000; in transfer application fees from \$500 to \$750; in annual renewal fees from \$50 to \$100; and in special event permits from \$25 for a one-day permit to sell malt, vinous and spirituous liquors and \$10 for a one-day permit to sell fermented malt beverage (3.2% beer products) to \$100 for either one-day permit.

Faced with proposed legislation to authorize these large increases, the State Legislature ultimately adopted and the Governor signed SB 07-149 that permits the increases gradually in annual increments to minimize the financial impact on applicants and liquor licensees. The table below reflects the allowed annual increases by category of application process.

YEAR	NEW APPLICATION	TRANSFER APPLICATION	ANNUAL RENEWAL	SPECIAL EVENT PERMITS
2007	\$625	\$625	\$75	\$100
2008	\$750	\$750	\$100	n/c
2009	\$875	n/c	n/c	n/c
2010	\$1,000	n/c	n/c	n/c

In addition to the cost of conducting neighborhood surveys, publishing legal notices, and purchasing signs to notify the public of new license and special event permit applications, other costs associated with processing applications include City Clerk's Office, Police Department, and City Attorney's Office staff time, preparation and maintenance of State and local application forms, copying, and imaging. Adopting justifiable fee increases allowed by State law supports Council's strategic goal of a Financially Sustainable City Government with fees that more accurately reflect actual costs of service.

Staff Report - Increases to Liquor License Application Fees

August 6, 2007

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Staff will be present Monday evening to discuss the recommended fee increases and answer questions.

Respectfully submitted,

Stephen P. Smithers

Acting City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 6, 2007



SUBJECT: Special Permit and License Board Penalty Guidelines

PREPARED BY: Jeffrey M. Betz, Assistant City Attorney

Recommended City Council Action:

Staff recommends that Council concur with the action taken by the Special Permit and License Board on July 11, 2007, at which time the Board adopted the attached penalty guidelines. If Council concurs with Staff's recommendation this item will be brought back for official adoption at an upcoming City Council meeting.

Summary Statement:

On July 11, 2007, the Special Permit and License Board ("SPLB") adopted a new set of penalty guidelines for the imposition of penalties for violations of the State and City of Westminster beer and liquor codes. These guidelines allow the Westminster Police Department and the City Attorney's Office to take into account aggravating and mitigating circumstances of a liquor code violation when recommending a penalty to impose on the licensee to the SPLB. In addition, the guidelines allow the SPLB to consider issuance of a warning letter and acceptance of fines in lieu of suspension in the appropriate circumstances.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue:

Whether to concur with the action taken by the SPLB on July 11, 2007, at which time the Board adopted the attached guidelines.

Alternative:

Council could not concur and direct the SPLB to consider alternative penalty guidelines.

Background Information:

In 1996, the Special SPLB adopted penalty guidelines concerning the imposition of penalties for violations of the State and City of Westminster beer and liquor codes. These guidelines, which have been amended over the years, were intended to give guidance to the Westminster Police Department and the City Attorney's Office when bringing potential violations to the SPLB for disciplinary action and for reference in stipulations entered into with a licensee for a specific penalty for a violation of the beer or liquor code.

Although these guidelines did provide for consistency in the imposition of penalties for first, second and third violations, they failed to take into account any consideration of aggravating and mitigating circumstances surrounding the violation, as provided for in the State's penalty guidelines. As such, for the same violation all licensees received the same penalty, regardless of the circumstances surrounding the violation, the level of training it provided its staff or corrective action taken by the licensee to mitigate further violations. This resulted in significant impact on licensees who made every attempt to comply with the law and yet failed to adequately penalize those who failed to take any reasonable steps to comply with the liquor code. Furthermore, the guidelines failed to provide for any means for the SPLB to accept a fine in lieu of a suspension of someone's license, which is a means of deterrence specifically provided for within the State liquor code, and which is commonly used in other cities.

In the spring of 2007, the SPLB expressed interest in reviewing its current guidelines, for the purpose of addressing some of these issues. The SPLB received a presentation by Mr. Matt Cook, who has over twenty-five years of experience in liquor enforcement and was the former director of the Colorado Liquor Enforcement Division. The presentation focused on a number of areas, including State penalty guidelines and state-wide best practices.

The SPLB subsequently directed Staff to assemble an ad hoc committee to review and make recommended changes to the existing guidelines. A committee was formed that included Councillor Chris Dittman as liaison to the SPLB, two members of the SPLB, and representatives from the City Attorney's Office, Police Department and City Clerk's Office. In addition, Mr. Ben Martinez of the Bonefish Grill and Mr. James Dean of Westminster Total Beverage participated on the committee, in order to provide input from the licensee's perspective. After several meetings, the committee formulated a proposed set of guidelines for the SPLB's consideration. The most significant changes to the proposed guidelines included consideration of mitigating/aggravating circumstances, issuance of warning letters on first offenses, and the acceptance of fines in lieu of a suspension.

The proposed guidelines were reviewed and discussed at a special meeting of the SPLB on July 11, 2007. After a lengthy discussion, the SPLB adopted the proposed guidelines unanimously with the

Staff Report – Special Permit and License Board Penalty Guidelines

August 6, 2007

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understanding that they would be reviewed by City Council as well. Attached is a copy of the guidelines as adopted by the Board on July 11, 2007.

This matter is scheduled as an item for Council's consideration at the August 6, 2007 Study Session. Staff will be present to address any questions Council may have concerning the guidelines.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment

**CITY OF WESTMINSTER
SPECIAL PERMIT AND LICENSE BOARD
PENALTY/STIPULATION GUIDELINES
FOR VIOLATIONS OF THE BEER AND LIQUOR CODES**

The following guidelines are intended to be used by the Westminster Police Department and the City Attorney's Office when bringing potential violations to the Board for disciplinary action and for reference in stipulations entered into with a Licensee for a specific penalty for a violation of the Beer or Liquor Codes.

These are guidelines only. The Board retains its full discretion to impose other discipline, including informal reprimands, after considering the circumstances of individual cases. The Police Department and the City Attorney's Office retain full discretion to evaluate a case and shall consider mitigating and aggravating circumstances when recommending sanctions and/or deciding whether to bring it to the Board.

These guidelines do not create any rights to a specific course of action or a specific penalty for any Licensee alleged to have violated the Beer or Liquor Codes.

TYPES OF VIOLATIONS:

A. SALES TO MINORS OR VISIBLY INTOXICATED PERSONS:

1. **Mitigation/Aggravation to be considered regarding severity of the penalty imposed may include:**
 - Action taken by the licensee to prevent violation, i.e., qualified training of servers pursuant to Section 12-47-1001 C.R.S.
 - Licensee's past history of success or failure with compliance checks during the past five years.
 - Corrective action taken by the licensee.
 - Prior violations during the past five years/prior corrective action and its effectiveness.
 - Willfulness or deliberateness of the violation.
 - Likelihood of recurrence of the violation.
 - Factors which might make the situation unique, such as prior notification of checks for compliance or the dress or appearance of the underage purchaser.
 - Licensee or manager is the violator or has directed an employee or other individual to violate the law.

2. **First Offense:** Written warning to fifteen day suspension. Accepting a fine in lieu of up to fourteen days of actual suspension is at the discretion of the licensing authority, as is holding a portion of the suspension time in abeyance for a period of time.
3. **Second Offense (within five years):** Five to thirty day suspension. If no fine was paid or suspension served at the time of the first offense, it would be within the discretion of the licensing authority to accept a fine in lieu of actual days of suspension and/or to hold a portion of the suspension time in abeyance for a period of time.
4. **Third Offense (within five years):** Twenty to forty-five day suspension.
5. **Fourth Offense (within five years):** Forty-five day suspension to revocation.

B. FAILURE TO REPORT DISTURBANCE OR UNDERAGE EMPLOYEE SELLING OR SERVING:

1. **First Offense:** Three to fourteen day suspension. Any days not served under the suspension shall be held in abeyance for a period of two years. Any closure shall be served on a Friday or Saturday except in cases of an establishment licensed to serve 3.2% beer at retail, at least one day shall be served on a Sunday.
2. **Second Offense:** Seven to fifteen day suspension. Minimum of 2 days closure shall be served under any suspension. Any closure must include a Friday or Saturday, except that in the case of an establishment licensed to sell 3.2% beer at retail, any closure of service must include a Sunday. Any days not served shall be held in abeyance for a period of two years. The period of time between the first offense and any succeeding offense may be considered in determining the penalty. A second or succeeding offense need not be the same type of violation as the first offense.
3. **Third Offense:** Case-by-case basis. May include but not be limited to revocation.

C. ALL OTHER VIOLATIONS:

As types and natures of violations can vary greatly, it is difficult to determine specific penalty guidelines except on a case-by-case basis. An analysis of each violation not outlined above will be prepared jointly by the Police Department and the City Attorney's Office. After review and consideration of

items, which may include but not be limited to previous violations, severity and type of violation, and circumstances in aggravation or mitigation of the violation, a proposed penalty or stipulation may be presented to the Special Permit and License Board.



W E S T M I N S T E R

Staff Report

City Council Study Session Meeting
August 6, 2007



SUBJECT: "We're All Ears" Outreach Event – Westminster Faire

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Recommended City Council Action:

Staff is seeking guidance on how City Council wishes to handle the "We're All Ears" event at the Westminster Faire. Two alternatives are outlined in the Background section of this Staff Report for Council's consideration.

Summary Statement:

This report is to update City Council on the third "We're All Ears" City Council summer outreach event planned for the Westminster Faire, August 19 at 10:00 AM to 4:00 PM at City Park.

This is the final "We're All Ears" event scheduled this year taking place during the Westminster Faire at City Park. The purpose of the event is to allow Council to 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 2007 at the Westminster Faire on August 18.

Staff will be on hand to assist Council with logistics; however, this is intended to be Council interaction with the public. The event has been designed to make Council approachable and accessible, and for everyone to have fun!

Council will be stationed in one of two side-by-side 20’ x 30’ foot canopy tents, clearly marked advertising “We’re All Ears.” 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.

The Council giveaways for this year will be pinwheels (1,000) and “We’re All Ears” refrigerator magnets which encourage citizen comment by providing the City website address. The magnets help brand the “We’re All Ears” program in Westminster households and provide an opportunity alternative to the “comment cards” to provide citizen input to Council.

This year, we will have promotional t-shirts for Council and staff to wear as a Faire uniform.

Community Oriented Governance (COG), Public Information Office (PIO) and at least nine additional City programs will also be present at the Faire. COG and PIO will support Council with giveaways to citizens and also have a variety of City publications available for the public.

The Westminster Faire is scheduled as an all-day event from 10:00 AM to 4:00 PM. In addition, several Council members will be participating in the Holy COW 5k/10k event and the Pancake breakfast. Staff has observed City Councillors mingling with residents throughout the Faire in years past and seen how effective Council mingling with attendees has been. Council should consider whether or not they wish to staff the tent for the entire duration of the Faire or only staff the tent for a more limited time, thus maximizing informal mingling time. Two possible timeline options for Council to consider in their participation in the Westminster Faire follow.

Event Timeline

Staff is proposing the following timeline options for “We’re All Ears” at Westminster Faire on August 18 in City Park:

Option One: Full Day at “We’re All Ears” Tent (City Council members to work shifts)

9:45 AM to 10:00 AM –
Council members arrive at Council tent

10:00 AM to 4:00 PM –
Westminster Faire opens to the public. Council members meet, greet and interact with citizens at the Council tent.

4:00 PM –
Westminster Faire concludes

If City Council selects this option, it will be important to have at least one or two Councillors at the tent at all times during this six-hour event.

Option Two: Focused time at “We’re All Ears” Tent (All City Council present or utilize two shifts)

10:00 AM to 11:00 AM –
Westminster Faire opens to the public. Council members arrive and stroll through Faire.

11:00 AM to 2:00 PM –
Council members meet, greet and interact with citizens at the Council tent.

2:00 PM to 4:00 PM –
Council members stroll through Faire. COG and PIO make use of the Council tent space for remaining giveaways and citizen interactions.

4:00 PM –
Westminster Faire concludes

Staff requests that City Council provide direction on which timetable option they prefer to utilize for citizen outreach at the Faire.

In the case of questionable weather, the Department of Parks, Recreation and Libraries has established a hotline to call and check for event cancellation. Please call 303-412-8761, extension 428, to check the event status on the day of the event.

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

A map of the tent site location is attached for your information. The site map for the event is being finalized and is subject to minor changes. A final map will be distributed at the event.

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

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachments

Westminster Faire City Tent One (West) 2007



N

Storage & Staffing Area

Table

**Armed Forces Tribute
Garden**

**Westminster Police
Department**

**City Council
(CMO)**

**Water Resources
(PW&U)
(Bob & Stu)**

Table

Guest Reception Area

Westminster Faire City Tent Two (East) 2007



N

Storage & Staffing Area

**Westminster
Volunteer Services
(Pam)**

**Westminster
Open Space
(Heather)**

**Westminster
Environmental
Advisory Board**

**Westminster
Libraries**

**Westminster Historic
Preservation**

Guest Reception Area



WESTMINSTER

Staff Report

City Council Study Session
August 6, 2007



SUBJECT: Human Services Board (HSB) Recommended 2008 Funding

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Recommended City Council Action:

Review the proposed Human Services Board budget and those agencies recommended for funding in 2008 and provide Staff direction on changes, if any, to the proposed funding recommended.

Summary

- As part of the mid-year budget review, the Human Services Board (HSB) reviews, evaluates and recommends to City Council funding levels for the upcoming 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 with an opportunity to review the recommendations of the Human Services Board for 2008.

Expenditure Required: \$154,000 as currently recommended

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

Policy Issues

- Does City Council concur with the HSB recommended agencies to be funded in 2008?
- Does City Council concur with the HSB's proposed funding level (\$154,000) for 2008?

Alternatives

- Direct Staff to work with the HSB to allocate higher or lower funding level than the \$154,000 recommended by the HSB for 2008.
- Direct Staff to make different funding allocations than those recommended by the HSB.

Background Information

The Human Services Board makes recommendations to Council for the allocation of funds to support the mission of providing support to Westminster residents through clothing, food, shelter, mental and physical health and other services provided by outside agencies.

The members of the Human Services Board are Dennis White (Chair), Aurita Apodaca (Vice Chair), Kristin Burns, Sam Dixon, Jeff Konrade-Helm, and alternate Kathryn Dodaro. Councillor Jo Ann Price serves as the City Council Liaison and James Mabry serves as the staff liaison to the HSB. Vicky Bunsen is the Community Development Program Coordinator administering CDBG funds. The HSB met on February 13, 2007 to review board procedures and to set an interview schedule for the 2008 review process. The HSB conducted mandatory interviews with agencies on May 30, June 5, 6, 12, and 13. The interview sessions averaged approximately two and a half hours each evening.

The HSB reviewed current annual budgets and financial audits of all programs that applied for funding. In the review process, HSB members were most concerned about the number of Westminster residents served, the program's service area, and if the program had applied for, solicited, and/or received 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.

Requests for 2008 HSB funds decreased by \$81,750 from 2007. The HSB received thirty-three (33) applications for funding requests totaling \$327,500 for 2008 HSB funds. Thirty-three agencies were interviewed and recommended for 2008 funding. In 2007, the HSB received thirty-seven (37) applications for funding requests totaling \$409,250. In 2007, thirty-three (33) programs were funded for a total of \$161,000. In order to remain within the HSB budget, the Board recommended funding levels below the amount requested by many agencies. The summary of 2008 applications is as follows:

- 40 – applications were sent to requesting agencies
- 33 – applications were submitted for interview
- 33 – programs were interviewed and recommended for 2008 HSB funding to Council
- 27 – programs are recommended to receive funds from the City of Westminster General Fund totaling \$86,000
- 6 – programs are recommended to receive funds from CDBG totaling \$68,000
- 1 – new program, the Arvada Community Food Bank, was interviewed for 2008 funding

Total HSB budget and recommended expenditures for 2008

General Fund	\$86,000
CDBG	\$68,000
<u>Total</u>	<u>\$154,000</u>

The programs funded through the HSB since 2005 are included on the attached spreadsheet (Attachment A), which also includes the list of agencies requesting funding and the requested dollar amount for 2008 (new programs requesting funds in 2008 are in bold text). A brief description of the service(s) each program provides Westminster residents is attached (Attachment B).

HSB Challenges

The HSB experienced major changes in 2007. Board member Jean Pruitt resigned her position on the HSB in November 2006. Three new board members were appointed, Jeff Konrade-Helm, Richard Cohan, and Kathryn Dodaro. Richard Cohan resigned his position before participating on the board to take a position in Seattle. Kathryn Dodaro was appointed to serve as an alternate on the board.

The HSB and the staff liaison phased out the January – June 6-month reporting requirement for agencies that have a funding history with the board. The information within the 6-month document is also reported in the HSB application that agencies complete annually. The 6-month report will be required for agencies that have no history of funding and are new to the HSB process.

One program that received HSB funds in 2007, the Santa Claus Workshop, did not submit an application and were not recommended for 2008 funds. Follow up by the staff liaison with this agency yielded no response.

It is anticipated that Community Development Block Grant (CDBG) funds for 2008 will be reduced by 15%. To compensate for this decrease in funding the CDBG portion of the HSB budget was reduced by \$7,000 for 2008 as compared to the 2007 HSB budget. CDBG agencies need to meet the requirements set by CDBG and must have the financial resources to operate on the CDBG fiscal year of March 1, 2008, to February 28, 2009. 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 believed they would have any difficulties in adhering to CDBG regulations and reporting prior to final consideration for CDBG funding. A copy of the CDBG criteria letter provided these agencies is attached (Attachment C). Agencies recommended to be funded through CDBG:

Community Health Services (Adams 50 School District)	\$12,000
Adams County Housing Authority	\$11,000
Clinica Campesina	\$11,000
Colorado Homeless Families	\$11,000
Family Tree, Inc.	\$11,000
<u>Senior Hub</u>	<u>\$12,000</u>
<u>TOTAL</u>	<u>\$68,000 CDBG</u>

Staff Report – Human services Board (HSB) Recommended 2008 Funding
August 6, 2007
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Staff will be in attendance at Monday's Study Session to answer questions Council may have about the 2008 Human Services Board recommendations.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachments

HSB 2008 Recommendations

Attachment A

<u>HSB Agency 2008</u>	<u>Proposed CDBG</u>	<u>2007 Funded</u>	<u>2008 HSB Recommend</u>
Community Health Services (Adams 50 School District)	x	\$12,000	\$12,000
Adams County Housing Authority	x	\$12,000	\$11,000
Alternatives to Family Violence		\$11,000	\$11,000
Arvada Child Advocacy Center		\$3,000	\$4,000
CAAT		\$500	\$500
CASA of Adams County		\$1,500	\$1,000
CASA of Jeffco & Gilpin Counties		\$500	\$500
Catholic Charities		\$4,000	\$4,000
Center for People with Disabilities		\$1,500	\$1,000
Children's Outreach Project		\$2,500	\$2,500
Children's Advocacy Program - New Agency 2007		\$2,000	\$2,000
Clinica Campesina	x	\$11,000	\$11,000
Colorado Homeless Families	x	\$11,000	\$11,000
Colorado Rural Housing Development Corp.		\$1,500	\$1,500
Community Housing Services		\$500	\$1,000
Community Reach Center		\$15,000	\$12,000
FACES		\$2,500	\$2,000
Family Tree	x	\$12,000	\$11,000
FISH of Westminster		\$5,500	\$5,500
Food Bank of the Rockies		\$3,500	\$3,500
Growing Home		\$8,500	\$7,500
Have a Heart Project		\$3,500	\$4,000
The Denver Hospice (Hospice of Metro Denver)		\$5,000	\$4,000
Inter-Church ARMS		\$2,500	\$2,500
Jefferson Center for Mental Health		\$7,000	\$7,000
Kempe Children's Foundation		\$1,000	\$1,000
RAAP		\$2,500	\$2,000
Radio Reading Service		\$1,500	\$1,500
Senior Hub	x	\$12,000	\$12,000
Seniors Resources Center		\$1,000	\$1,000
Wilderness on Wheels		\$1,500	\$1,500
Yellow Ribbon		\$1,000	\$1,000
Arvada Community Food Bank - New 2008		\$0	\$1,000
		\$160,000	\$154,000

– 2008 HSB AGENCY DESCRIPTIONS –

Community Health Services (Adams 50 School District) – The program 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, which provide 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.

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

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 – CPWD provides resources, information and advocacy to assist people with disabilities in overcoming barriers to independent living and community integration.

Children’s Outreach Project – The mission of the center is “to offer an integrated, quality, early childhood and kindergarten education to typical, accelerated and developmentally delayed children.”

Children’s Advocacy Program – The program provides services that pay for forensic and medical exams related to child abuse. Services include an assigned volunteer liaison for each child that is paid for by other agencies.

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 Rural Housing Development Corp. – 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 (C. A. A. T.) – Our mission is to serve 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 - Providing assistance to seniors who are in need of subsidized housing; information to tenants on their rights and responsibilities as a tenant; 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.

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

Court Appointed Special Advocates (CASA of Jefferson & Gilpin Counties) – The program provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

Family Advocacy, Care, Education, Support, Inc. (FACES) – The program was established to assist 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.

Growing Home – Our mission is to provide shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

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.

The Denver Hospice (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 to help.

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 Fund – The Kempe Child Protection Team 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, and abuse prevention training program, and personal safety skills for women.

Radio Reading Service of the Rockies – The program 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.

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 balanced 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.

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

Yellow Ribbon – This educational outreach program focuses on suicide prevention training. Group provides educational materials and hotline to assist in addressing and preventing suicides.

– New Agency Requesting Funds –

Arvada Community Food Bank – The program's mission is to provide a well-balanced, three day food supply to families or individuals who qualify for limited emergency assistance.



WESTMINSTER

Attachment C

CDBG Frequently Asked Questions

In the past, Human Services Board funding has been allocated to nonprofits from City of Westminster General Fund monies. In 2003, the City began funding nonprofits with 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 again will be combined to make up the total 2008 Human Service allocation. Combining these two funding sources to allocate to nonprofits does 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 agency's 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 2008 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 moneys 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.

What changes occur to my allocation if my agency receives a 2008 allocation of CDBG Human Services funding?

- The 2008 CDBG program year is from March 1, 2008 – February 28, 2009. 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, 2008 and all funding would have to be expensed by February 28, 2009. This funding cycle is different from the Human Services General Fund allocation funding cycle, which is January 1, 2008 to December 31, 2008.
- 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 effective March 1, 2008, 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



WESTMINSTER

Attachment C

to expenditures.

- The non-profit will be required to submit the **Human Services Agency Report*** upon completion of their project.
- It is the City’s intent that CDBG funds be used only for human services. This funding may not be used for any work that has a physical impact or results in a physical change (such as work on a building or land acquisition).

The City’s CDBG grant administrator 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 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 2008 funding application.

Please return this page with appropriate signatures with your application.

I am aware that my program, _____, is being considered for 2008 Community Development Block Grant (CDBG) funding.

Agency Director

Board President

Date

Date

Please attach a note with your application if CDBG funding is a potential problem for your agency.



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 6, 2007



SUBJECT: City Council's 2008 Adopted Budget Review

PREPARED BY: Aric Otzelberger, Management Analyst

Recommended City Council Action:

Review City Council's Adopted 2008 Budget and provide Staff with direction on any proposed changes.

Summary Statement:

City Council adopted the 2007 and 2008 City Council Budgets in October of 2006 with the official adoption of the City's two-year Budget for 2007/2008.

Attached is City Council's Adopted Budget for 2008 for City Council's review (Attachment A). City Council's Adopted Budget for 2008 totals \$206,348, and represents a 0.65% increase over City Council's Adopted 2007 Budget. Staff is not proposing any revisions to the City Council's Adopted 2008 Budget.

Expenditure Required: \$206,348 for 2008

Source of Funds: General Fund City Council Budget

Policy Issue:

Does City Council wish to leave the Adopted 2008 Budget as is?

Alternative:

City Council could modify their Adopted 2008 Budget.

Background Information:

Attached is City Council’s Adopted Budget for 2008. Staff is in the process of reviewing the adopted 2008 budgets for all City departments and preparing minor modifications for review with City Council at the September 17th Budget Review Study Session. Staff is not proposing any revisions to the City Council’s Adopted 2008 Budget. A copy of the Adopted 2008 City Council Budget is attached for your information and review (Attachment A).

City Council’s Adopted 2007 Budget totals \$205,023 and Council’s Adopted 2008 Budget totals \$206,348. This represents a 0.65% increase from 2007 to 2008. The changes between 2007 and 2008 are in the following accounts: Other Contractual Service (increase of \$725), Supplies (increase of \$300), and Food (increase of \$300).

For Council’s information, Attachment B provides 2006 and 2007 year-to-date funding requests and Attachment C provides 2006 and 2007 year-to-date travel and conference expenses (career development).

The Budget is a planning tool and represents a “best estimate” regarding actual expenditures. As actual expenditures are made throughout the year, budget revisions may be necessary to maintain balanced accounts.

Staff requests that City Council reviews the attachments and provides Staff with direction on any proposed changes to the City Council Adopted 2008 Budget in preparation for the September 17th Budget Review Study Session.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachments

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	\$0	+	\$200	=	\$200
1/20/06	MMCYA	Recognition Event	\$300	Yes	\$300	+	\$0	=	\$300
1/24/06	Jefferson Academy High School	After Prom Party	\$200	Yes	\$0	+	\$200	=	\$200
1/24/06	7:10 Rotary	5th Annual Showcase Colorado	\$1,275	Yes	\$1,275	+	\$0	=	\$1,275
1/24/06	Community Reach Center	100 CCs of Vitamin Funny	-	No	\$0	+	\$0	=	\$0
1/24/06	Standley Lake High School	After Prom Party	-	Yes	\$600	+	\$0	=	\$600
2/2/06	Westminster Spotlight Theatre	Annual Budgeted Sponsorship	\$1,000	Yes	\$1,000	+	\$0	=	\$1,000
2/6/06	Jeffco Good News Coalition	Good News Breakfast		Yes	\$0	+	\$100	=	\$100
2/23/06	Arvada Senior High School	After-Prom Party	\$200	Yes	\$200	+	\$0	=	\$200
2/28/06	Children's Outreach Project	Annual Golf Tournament	\$600	Yes	\$0	+	\$600	=	\$600
3/1/06	FRCC Foundation	Annual Golf Tournament	\$500	Yes	\$500	+	\$0	=	\$500
3/9/06	ADCO Commissioner's	Golf tournament benefiting Sr. Hub	\$5000 - \$150	No	\$0	+	\$150	=	\$150
3/14/06	Westminster High School	After Prom Party	\$500	no	\$0	+	\$500	=	\$500
3/21/06	Metro North Chamber of Commerce	Annual golf tournament	\$500	Yes	\$500	+	\$0	=	\$500
3/21/06	City of Westminster	Legacy Foundation - Bonefish Grill Fundraiser & Benefit	-	Yes	\$0	+	\$75	=	\$75
3/21/06	Adams 12 Education Foundation	Annual 5 Star Gala	\$1,000	Yes	\$1,000	+	\$0	=	\$1,000

3/21/06	Yellow Ribbon Suicide Prevention Program	Awards Dinner	\$500	No	\$0	+	\$500	=	\$500	
3/27/06	The Senior Hub	Recognition and Awards Luncheon Flower Bouquet	\$30	No	\$0	+	\$30	=	\$30	
4/7/06	DRCOG	Annual Awards Dinner	\$750	Yes	\$750	+	\$0	=	\$750	
4/11/06	Dist 50 Education Foundation	Annual Golf Tournament	\$500	Yes	\$0	+	\$500	=	\$500	
4/10/06	Westminster Rotary Club (Noon Club)	2006 Community Charity Ball	\$2,500	Yes	\$2,500	+	\$0	=	\$2,500	
5/9/06	Active.com	Colorado Colfax Marathon	\$175	No	\$0	+	\$175	=	\$175	
5/29/06	Dist 50 Education Foundation	Water World tickets	\$2,100	Yes	\$2,100	+	\$0	=	\$2,100	
6/9/06	BRI	2006 Paint-a-thon	\$500	Yes	\$500	+	\$0	=	\$500	
6/20/06	Community Reach Center	Mary Ciancio Memorial Golf & Tennis Tournament	\$650	Yes	\$0	+	\$650	=	\$650	
6/20/06	Westminster Public Safety Foundation	golf tournament	\$400-60	Yes	\$0	+	\$60	=	\$60	
6/20/06	Adams 12 Education Foundation	Annual golf tournament	\$500	Yes	\$500	+	\$0	=	\$500	
7/13/06	Hyland Hills Foundation	14th annual Mary Bennett Golf Tournament	\$500	Yes	\$500	+	\$0	=	\$500	
7/14/06	Jefferson Foundation	Annual Crystal Ball	\$2,000	Yes	\$2,000	+	\$0	=	\$2,000	
8/9/06	Westminster Public Safety Foundation	Annual Banquet	\$1,000	Yes	\$1,000	+	\$0	=	\$1,000	
8/9/06	Westminster 7:10 Club	Golf Championship Scramble	\$1,300	Yes	\$1,225	+	\$0	=	\$1,225	
8/23/06	Hmong American Association of CO	Annual New Year's celebration	\$250	Yes	\$0	+	\$150	=	\$150	
9/13/06	North Metro Arts Alliance	2006 Contribution	\$10,000	Yes	\$10,000	+	\$0	=	\$10,000	
					TOTAL:	\$27,650	+	\$4,790	=	\$32,440

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	\$0	+	\$70	=	\$70
1/17/07	7:10 Rotary Club	Showcase Colorado	\$1,500	Yes	\$1,500	+	\$0	=	\$1,500
1/18/07	Metro North Chamber of Comm	Annual Gala (2 add'l tixs)	-	Yes	\$0	+	\$225	=	\$225
1/22/07	Platte Valley Children's Alliance Center	Fundraising dinner	\$500	Yes	\$0	+	\$500	=	\$500
1/23/07	MMCYA - County level	Annual Recognition Event	\$500	Yes	\$500	+	\$0	=	\$500
1/24/07	Standley Lake HS	After Prom	\$0	Yes	\$600	+	\$0	=	\$600
2/1/07	Jefferson Academy	After Prom	\$0	Yes	\$200	+	\$0	=	\$200
2/14/07	Brother's Redevelopment Inc.	Annual Paint-A-Thon	\$1,000	Yes	\$500	+	\$0	=	\$500
2/23/07	Jefferson County Coalition	Good News Breakfast		Yes	\$0	+	\$100	=	\$100
2/27/07	Children's Outreach Project	Golf Tournament	\$600	Yes	\$600	+	\$0	=	\$600
3/20/07	Adams Cty Dist 50	Westy HS After Prom Party	\$1,000	No	\$500	+	\$0	=	\$500
3/26/07	Westminster Optimist Club	Larry Silver Golf Tourney	\$1,000	Yes	\$0	+	\$600	=	\$600
4/5/07	FRCC Foundation	Create a Future Invitational Golf Tournament	\$500	Yes	\$500	+	\$0	=	\$500
4/6/07	Legacy HS	After Prom	\$200	Yes	\$200	+	\$0	=	\$200
4/10/07	Adams 12 Education Foundation	2007 Wes Brown Gala Royale	\$1,300	Yes	\$1,300	+	\$0	=	\$1,300
5/8/07	Dist 50 Education Fdn	5th Annual Golf Tournament	\$600	Yes	\$0	+	\$600	=	\$600
5/9/07	Westminster Legacy Foundation	The J & Nancy Heil Pro-Am Golf Tournament	\$5,000	No	\$0	+	\$750	=	\$750
5/9/07	Table Mountain Animal Shelter	Celebrate the Unveiling of the Heart Mobile Veterinary Clinic	Any amount	Yes	\$0	+	\$100	=	\$100

5/9/07	Westminster Rotary Foundation	15th Annual Charity/Scholarship Ball	\$90 per person	Yes	\$1,000	+	\$0	=	\$1,000
5/23/07	Food Bank of the Rockies	Panerathon	\$5,000	Yes	\$0	+	\$500	=	\$500
5/29/07	Hyland Hills Foundation	15th Annual Mary Bennett Golf Tournament	-	Yes	\$500	+	\$0	=	\$500
5/16/07	Metro North Chamber of Comm	Annual Golf Tournament	\$500	Yes	\$500	+	\$0	=	\$500
6/4/07	Westminster Public Safety Recognition Foundation	Annual Banquet	\$1,000	Yes	\$1,000	+	\$0	=	\$1,000
6/11/07	The Chamber Challenge	2nd Annual 5K	\$750 - \$4,000	?	\$0	+	\$0	=	\$0
6/26/07	Westminster Rotary Club Foundations	Chief Montgomery Roast	\$25 pp	?	\$0	+	\$0	=	\$0
6/26/07	Hyland Hills Foundation	15th Annual Mary Bennett Golf Tournament	\$250	Yes	\$0	+	\$250	=	\$250
					\$11,700	+	\$3,995	=	\$15,695

* Represents Receipt and City Council Decision on Funding Requests Through 7/24/2007



WESTMINSTER

Staff Report

Information Only Staff Report
August 6, 2007



SUBJECT: Westminster on the Moove

PREPARED BY: Peggy Boccard, Recreation Services Manager

Summary Statement:

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

This report is to update City Council on the “Westminster on the Moove” event. The kick-off for this event is planned for the Westminster Faire, August 19 at 10:00 AM to 4:00 PM at City Park.

The purpose of the event is to encourage wellness to residents by providing a fun, easy-to-follow program that emphasizes use of Westminster’s trails, parks, and recreation facilities.

Background Information:

Jefferson County Healthy Living Consortium comprises the Cities of Westminster, Golden, and Wheat Ridge; North Jeffco Park and Recreation District, and Foothills Park and Recreation District. These agencies and the Jefferson County Department of Health and Environment have teamed up to promote residents’ health awareness and present simple, practical alternatives.

Westminster staff has created a program to encourage residents to use our parks, trails, and facilities in order to enhance their recreational and wellness activities. The kick-off is scheduled for the Westminster Faire on August 18. Residents can sign up for the program at the First in Fun For Everyone booth and receive their “Passport to Better Health.” The passport has four different activities that are based around walking or engaging in some other type of physical activity. Each person who signs up gets a goody bag that includes a bottle of water, trail map, and a few other program-related items. As participants complete the various activities in the passport, they stop by one of the recreation centers to get that activity stamped. This gives the participants a reason to go to all the recreation centers and to complete activities utilizing Westminster’s extensive trail system, parks, and recreation centers.

The culmination of the Westminster on the Moove program is scheduled at Standley Lake Regional Park, 100th and Simms, Saturday, September 15, 9:00-11:00 a.m. Participants will turn in their passports for prize drawings, and each participant will receive a small duffel bag with items that fit into the wellness theme (water, lip balm, etc.). Participants who complete all four activities in the passport will be entered in a drawing for a 3-month All-Facility pass. A map of the Standley Lake trails will be available to all participants to encourage them to explore the Standley Lake Regional Park. Other activities that morning include exhibits by HawkQuest, which will bring an eagle, hawk, owl and falcon for informal presentations. The Wolf Sanctuary will also have an exhibit, which will provide information about improving the quality of life for wolves and wolf-dogs. Information about dinosaurs and fossils will also be exhibited.

Information Only Staff Report – Westminster on the Moove
August 6, 2007
Page 2

Staff is enthusiastic about this event and hopes to be able to continue this in following years. This is a great opportunity to encourage Westminster residents to exercise with family or friends, and to learn more about Westminster recreation facilities, trails, and parks. If you have any questions about these events, please contact Peggy Bocard, ext. 2211.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

**City of Westminster City Council Study Session
August 6, 2007**

Mayor Nancy McNally called the Study Session to order at 6:32PM. All Council was in attendance.

City Staff in attendance included: City Manager Brent McFall, Assistant City Manager Steve Smithers; City Attorney Marty McCoullough, City Clerk Linda Yeager; Assistant City Attorney Jeff Betz; Neighborhood Outreach Coordinator James Mabry; Management Analyst Aric Otzelberger; Budget and Special Projects Manager Barbara Opie; Senior Public Information Officer Katie Harberg; and Management Intern Phil Jones.

The guest in attendance was Rachel Ceccarelli with the Westminster Window.

Increases in Liquor License Application Fees

During the 2007 session, the Colorado General Assembly adopted and the Governor signed Senate Bill (SB) 07-149 authorizing incremental increases in specific liquor license application fees that have not been increased for at least ten years.

SB 07-149 was supported by the Colorado Municipal Clerks Association (CMCA), the Colorado Municipal League (CML), and the Westminster City Council as a fair means of recapturing a percentage of the actual cost associated with processing and considering applications for liquor licenses. To minimize the financial impact of recommended increases to applicants and existing licensees, SB 07-149 allows phased-in, graduating fee increases over the four-year period from 2007 to 2010.

Staff believes the fee increases proposed are justified based on actual costs of services provided. For instance, the application fee for new or transfers of licenses is \$500 while the cost of petitioning a neighborhood is \$700. Additional costs include legal publications, signage to notify passersby of a pending application, copying of local and state application forms, and staff time in the Police Department, City Clerk and City Attorney's Offices.

Council asked questions of staff regarding the new fees and was supportive of moving forward with the increase in fees.

Special Permit and License Board Revised Penalty Guidelines

On July 11, 2007, the Special Permit and License Board ("SPLB") adopted a new set of penalty guidelines for the imposition of penalties for violations of the State and City of Westminster beer and liquor codes. These guidelines allow the Westminster Police Department and the City Attorney's Office to take into account aggravating and mitigating circumstances of a liquor code violation when recommending a penalty to impose on the licensee to the SPLB. In addition, the guidelines allow the SPLB to consider issuance of a warning letter and acceptance of fines in lieu of suspension in the appropriate circumstances.

In the spring of 2007, the SPLB expressed interest in reviewing its current guidelines, for the purpose of addressing some of these issues. The SPLB received a presentation by Mr. Matt Cook, who has over twenty-five years of experience in liquor enforcement and was the former director of the Colorado Liquor Enforcement Division. The presentation focused on a number of areas, including State penalty guidelines and state-wide best practices. The SPLB subsequently directed Staff to assemble an ad hoc committee to review and make recommended changes to the existing guidelines. The proposed guidelines were reviewed and discussed at a special meeting of the SPLB on July 11, 2007. After a lengthy discussion, the SPLB adopted the proposed guidelines unanimously with the understanding that they would be reviewed by City Council as well.

Council discussed the proposed changes, was supportive of all the board's hard work, and directed staff to present it as an agenda item for the next council meeting.

“We’re All Ears” Outreach Event – Westminster Faire

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 2007 at the Westminster Faire on August 18. Staff will be on hand to assist Council with logistics; however, this is intended to be Council interaction with the public. The event has been designed to make Council approachable and accessible, and for everyone to have fun! Council will be stationed in one of two side-by-side 20’ x 30’ foot canopy tents, clearly marked advertising “We’re All Ears.” 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.

The Council giveaways for this year will be pinwheels (1,000) and “We’re All Ears” refrigerator magnets which encourage citizen comment by providing the City website address. The magnets help brand the “We’re All Ears” program in Westminster households and provide an opportunity alternative to the “comment cards” to provide citizen input to Council. Community Oriented Governance (COG), Public Information Office (PIO) and at least nine additional City programs will also be present at the Faire. COG and PIO will support Council with giveaways to citizens and also have a variety of City publications available for the public. The Westminster Faire is scheduled as an all-day event from 10:00 AM to 4:00 PM. In addition, several Council members will be participating in the Holy COW 5k/10k event and the Pancake breakfast.

Council was appreciative of staff’s efforts.

Review Human Services Board 2008 Funding Recommendations

The Human Services Board makes recommendations to Council for the allocation of funds to support the mission of providing support to Westminster residents through clothing, food, shelter, mental and physical health and other services provided by outside agencies.

The HSB reviewed current annual budgets and financial audits of all programs that applied for funding. In the review process, HSB members were most concerned about the number of Westminster residents served, the program’s service area, and if the program had applied for, solicited, and/or received 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.

Requests for 2008 HSB funds decreased by \$81,750 from 2007. The HSB received thirty-three (33) applications for funding requests totaling \$327,500 for 2008 HSB funds. Thirty-three agencies were interviewed and recommended for 2008 funding. In 2007, the HSB received thirty-seven (37) applications for funding requests totaling \$409,250. In 2007, thirty-three (33) programs were funded for a total of \$161,000. In order to remain within the HSB budget, the Board recommended funding levels below the amount requested by many agencies. Total HSB budget and recommended expenditures for 2008

General Fund	\$86,000
CDBG	\$68,000
Total	\$154,000

Council discussed the status of the board and thanked the board for its hard work in this process.

Review City Council’s Adopted 2008 Budget

City Council adopted the 2007 and 2008 City Council Budgets in October of 2006 with the official adoption of the City's two-year Budget for 2007/2008.

Attached is City Council's Adopted Budget for 2008 for City Council's review (Attachment A). City Council's Adopted Budget for 2008 totals \$206,348, and represents a 0.65% increase over City Council's Adopted 2007 Budget. Staff is not proposing any revisions to the City Council's Adopted 2008 Budget.

Council discussed travel allowances and their budgeted donations to area organizations.

Mayor McNally adjourned the Study Session at 7:30 PM.