



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 10, 2005

SUBJECT: Study Session Agenda for August 15, 2005

PREPARED BY: Brent McFall, City Manager

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

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

A light dinner will be served in the Council Family Room

6:00 P.M.

CONSENT AGENDA

None at this time.

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. We're All Ears format at Westminster Faire
2. Municipal Court Quarterly Update
3. Consideration of Interfund Loan Modifications
4. Review of City Council's Adopted 2006 Budget - Attachment

6:30 P.M.

EXECUTIVE SESSION

1. Business Assistance Package

INFORMATION ONLY

1. Update on Employee Task Force-Review of Health Insurance Options
2. Monthly Residential Report – Attachment
3. Updated Community Oriented Governance (COG) Brochure
4. 2005 Year-to-Date Council Expenditures – Attachment
5. 2nd Qtr Update-2005 Citywide Goals and Objectives – Attachment
6. 2nd Qtr 2005 Status Report on Capital Improvement Program (CIP) Projects

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



W E S T M I N S T E R

Staff Report

City Council Study Session
August 15, 2005



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

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Recommended City Council Action:

Provide Staff with feedback on the proposed timetable options set forth in the background section of this Staff Report for the City Council's "We're All Ears" tent at Westminster Faire.

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 20 at 10:00 AM to 5:00 PM at City Park.

This is the final "We're All Ears" event scheduled this year taking place during the Westminster Faire. 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 2005 at the Westminster Faire on August 20.

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 a 20’ x 30’ foot canopy tent, clearly marked with banners advertising “We’re All Ears.” The tent will have tables, sun block and mosquito repellent available for Council and citizens. The three A-frame, dual-sided signs featuring the “We’re All Ears” poster will help invite citizens into the event area. Community Oriented Governance (COG), Public Information Office (PIO) and at least five additional City programs will also utilize this tent during the faire. COG and PIO will support Council in giveaways to citizens and will also have a variety of giveaway materials available for the public.

The Council giveaways for this year will be helium-filled balloons (500) and safety strobe flashers (1,000). The safety strobe flashers attach to clothing or a backpack to increase the visibility of cyclist, from the rear, in traffic. The flashers were chosen to complement the bicycle helmet giveaway by St. Anthony North Hospital. A card celebrating the 20th Anniversary of Open Space using the new Open Space logo and promoting the availability of the new Open Space map will be attached to each flasher to be given away at the Faire. Additional handouts will include City maps, *City Edition*, bookmarks and other City program material.

“We’re All Ears” comment cards will be available for citizens to fill out or mail to the City. A receptacle box will be located near the comment cards for immediate return of the cards. Notepads and pencils will be provided for Council to take notes if needed.

At previous “We’re All Ears” events, popcorn was distributed to the public. Since vendors will be selling food products at the Faire, free food giveaways are not permitted. Therefore, City Council’s tent will have no food giveaways, but will have informational material.

Westminster Open Space will also be promoting twenty years service and trails within Westminster. Promotional t-shirts will be made available for Council and staff to wear in recognizing Westminster Open Space.

The Westminster Faire is scheduled as an all-day event from 10:00 AM to 5:00 PM. Staff has observed City Councillors mingling with residents throughout the Faire in years past and seen how effective Council mingling with attendees has been. At last year’s Westminster Faire, City Council worked the entire day in pre-arranged shifts. 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.

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 5:00 PM –

- Westminster Faire opens to the public. Council members meet, greet and interact with citizens at the Council tent.

5:00 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 seven-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 5:00 PM –

- Council members stroll through Faire. COG and PIO make use of the Council tent space for their giveaways and citizen interactions.

5:00 PM –

- Westminster Faire concludes.

Staff is requesting City Council to decide which format (i.e., Option One or Option Two) they prefer to work the Faire. If Option One is selected, Staff requests that Council identify who will be at the tent throughout the day to ensure Council coverage (i.e., suggested shifts 9:45-11:30 AM, 11:30 AM-1:15 PM, 1:15-3:00 PM, and 3:00-5:00 PM).

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. A more detailed Westminster Faire map will be made available to Council prior to the Faire.

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

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 15, 2005



SUBJECT: Interfund Loans

PREPARED BY: Tammy Hitchens, Finance Director

Recommended City Council Action

Direct Staff to bring back for official City Council action at a future City Council meeting the following actions.

- 1) Write off \$3,712,246.75, plus 2005 accrued interest, for the benefit of the Westminster Economic Development Authority Fund (WEDA).
- 2) Write off \$2,452,567.47 plus 2005 accrued interest for the benefit of the Golf Course Fund.
- 3) Revise the Loan Agreement dated December 15, 1997, (loan) between the City of Westminster, Colorado, Utility Fund and WEDA to change the interest rate from 5% to 0%.
- 4) Pay the Utility Fund \$500,000 from money set aside for South Westminster projects toward the loan.
- 5) At a later date, revise the Cooperative Agreement dated December 15, 1997, between the City of Westminster and WEDA to include all urban renewal areas, rather than just South Westminster.

Summary Statement

During the audit of the 2004 financial statements, the City's independent auditors, Clifton Gunderson, LLP, expressed some concerns about the ability of the Golf Course Fund and Westminster Economic Development Fund to pay back some of the interfund borrowings that have occurred over the years. Staff agrees with those concerns and has analyzed the outstanding interfund loans that exist.

WEDA had \$8,723,782 outstanding at 12/31/04, if the above actions are taken, the outstanding amount will be \$4,511,535. This consists of \$3,100,000 loan balance from the Utility Fund, \$1,311,535 loaned to WEDA from the General Capital Improvement Fund (GCIF) for the condemnation case involving the Weigel property in the Mandalay Gardens (Mandalay) Urban Renewal Area (URA) and \$100,000 in the Westminster Center East Area URA.

The Golf Course Fund had \$4,443,194 outstanding at 12/31/04. If the above actions are taken, the outstanding amount at 12/31/05 will become the amount of any negative cash balance in the Golf Course Fund at 12/31/2005. As Council will recall, Council budgeted \$880,000 and \$862,000 for 2005 and 2006, respectively to assist the golf courses maintain a positive cash flow. With this

assistance and other cost saving strategies taken on by the golf courses, it is anticipated that the courses negative annual financial position will be corrected.

Expenditure Required: \$6,164,814.22, plus 2005 accrued interest (through loan and interest write-offs)

Source of Funds: Fund Balance/Retained Earnings of the General, Utility, Westminster Housing Authority (WHA), General Capital Improvement and Reserve Funds.

Policy Issue(s)

- 1) Should the interfund loans be written off for the benefit of WEDA and the Golf Course Funds?
- 2) Should the interest rate be changed on the loan to WEDA from the Utility Fund?
- 3) Should WEDA make a payment to begin paying off the Utility Fund loan?

Alternative(s)

- 1) Amounts less than those that are proposed could be written off. This is not recommended as WEDA and the Golf Course funds do not have the capacity to pay.
- 2) Lower, rather than eliminate, the interest rate on the Utility Fund Loan. This is not recommended as the South Westminster URA does not have the capacity to pay. Other City funds would need to be identified to make the payment.

Background Information

In 1987, the Westminster Economic Development Authority was established. In 1988, the South Westminster Urban Renewal Plan (South Westminster) was approved. For years, WEDA and South Westminster were synonymous and South Westminster was the only URA in WEDA. The first revitalization project that WEDA embarked on was the revitalization of the Westminster Plaza. In addition to issuing tax increment financing bonds, South Westminster borrowed \$3,600,000 from the Utility Fund to fund the project.

The Plaza has been successful but the South Westminster revitalization effort has not redeveloped as envisioned. Therefore, the URA is not generating the tax increment as expected, and South Westminster does not have the capacity to pay all of its obligations. Cash of approximately \$2.1 million has been accumulated in the South Westminster project account and staff is proposing that \$500,000 be used to pay the Utility Fund and the remaining principal of \$3,100,000 be paid back as revenues allow. Staff is also proposing that the interest rate on the Utility Fund loan be changed from 5% to 0% and all other South Westminster debt as noted below, be written off.

WEDA is now made up of six URA's. At 12/31/04, the WEDA Fund had \$8,723,782 in outstanding interfund loans. The details for each loan are listed below along with notations on the dates of the loans.

- \$5,213,307 – (\$3,600,000 principal and \$1,613,307 interest as of 12/31/2004) loaned to WEDA from the Utility Fund for Westminster Plaza. This loan is accruing interest at 5%. (South Westminster, 6/97)

- \$941,607 cooperative agreement between WEDA and the General Fund. This is also inclusive of accumulated interest. (South Westminster, 11/91) (South Westminster, 12/97 amended). When this agreement was originated and amended, South Westminster was the only URA in the WEDA Fund. WEDA currently has six URA's. This agreement needs to be revised to include all URA's.
- \$71,820.75 (\$50,000 principal and \$21,820.75 interest as of 12/31/2004) loaned to WEDA from the General Fund for WEDA's loan enhancement program. This loan is accruing interest at 5%. (South Westminster, 6/97)
- \$1,085,512 loaned to WEDA from WHA for the redevelopment of Aspen Care. (South Westminster, 5/04)
- \$100,000 loaned to WEDA from the General Fund for Westminster Center Reinvestment study. (Westminster Center East, 9/98) Loan remains on the books.
- \$1,311,535 loaned to WEDA from the GCIF for the Weigel property deposit with Jefferson County Court. (Mandalay, 4/04) Loan remains on the books.

As for the other WEDA URA's, the Westminster Center East and Mandalay obligations would remain on the books as staff anticipates these URA's generating enough revenue to meet the obligations.

The Golf Course Fund was established in 1992. Legacy Ridge Golf Course was built in 1993-1994 and the Heritage was built in 1998 -1999. Each of these golf courses were developed to not only provide championship caliber golf courses but also to spur quality development around the courses. The City provided various loans to get each course funded and built.

As Council is aware, due to the economic conditions and the increased competition in the Denver Metro area, golf course rounds are down significantly and the golf courses are unable to pay both operating and all of their debt service. Council took action in the 2005 and 2006 budgets to address the current debt service payments. However, the golf courses do not generate enough revenue to pay back the existing interfund loans. Staff is proposing writing off some of the interfund loans to the Golf Course Funds.

As of 12/31/04, the Golf Course Fund had \$4,443,194 of outstanding interfund loans.

- \$1,301,710 loaned to Legacy from the General Capital Improvement Fund for improvements and upgrades to the clubhouse and maintenance facility. (7/93)
- \$160,000 loaned to the Heritage from the General Capital Improvement Fund for changes to the clubhouse. (7/98 and 9/98)
- \$990,857.47 – (\$749,250 principal and \$241,607.47 interest as 12/31/2004) \$247,500 loaned to the Heritage from the Reserve Fund for the initial design of the course and \$501,750 loaned to the Heritage from the Reserve Fund for the bond reserve requirement. This loan is accruing interest at 5%. The total amount of the interest accrued at 12/31/04 was \$241,607.47.

Staff Report – Interfund Loans

August 15, 2005

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- \$1,990,627.02 – Negative cash at 12/31/2004 for the golf courses. Reclassified as a loan per generally accepted accounting principles. This “loan” created by having negative cash would remain on the books.

Clifton Gunderson, LLP, the City’s external auditors provided Council with a management letter expressing concern about the WEDA and Golf Course Funds’ ability to pay the interfund loans. The auditor’s concerns should be addressed by writing off the amounts summarized in the table below.

<u>Lending Fund</u>	<u>Beneficiary Fund</u>	<u>Amount</u>
General Fund -	WEDA	\$1,013,427.75, plus 2005 accrued interest
Utility Fund Enterprise	WEDA	\$1,613,307.00, plus 2005 accrued interest
Westminster Housing Authority	<u>WEDA</u>	<u>\$1,085,512.00</u>
	Total WEDA	<u>\$3,712,246.75</u> , plus 2005 accrued interest
General Capital Improvement Fund	Golf Course	\$1,461,710.00
Reserve Fund	<u>Golf Course</u>	<u>\$ 990,857.47</u> , plus 2005 accrued interest
	Total Golf Course	<u>\$2,452,567.47</u> , plus 2005 accrued interest

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 15, 2005



SUBJECT: City Council's 2006 Adopted Budget Review

PREPARED BY: Barbara Opie, Assistant to the City Manager

Recommended City Council Action:

Review City Council's Adopted 2006 Budget, review Staff's proposed changes to City Council's 2006 Budget, and provide Staff with direction on these and any other changes.

Summary Statement

City Council adopted the 2005 and 2006 City Council budgets in October of 2004 with the official adoption of the City's two-year budget for 2005/2006.

Attached is City Council's adopted budget for 2006 for City Council's review (Attachment A). The attached document reflects changes recommended by Staff to City Council's Adopted 2006 Budget including the adoption of a Councillors' allowance, which will be implemented November 14, 2005.

Expenditure Required: \$201,374 for 2006

Source of Funds: City Council's 2006 Budget in the General Fund

Policy Issue

Does City Council wish to modify their Adopted 2006 Budget?

Alternatives

- City Council could leave the Adopted 2006 Budget as is.
- City Council could increase or decrease their Adopted 2006 Budget.

Background Information

Attached is City Council’s adopted budget for 2006 and Staff’s proposed modifications. Staff has been reviewing the various departments’ budgets adopted for 2006 and preparing some minor modifications for review with City Council at the September 19th Budget Review Study Session. Staff is submitting a copy of both the adopted City Council budget for 2005 and 2006 for your information and review.

City Council’s Adopted 2005 Budget totals \$190,233 (Attachment B); the Adopted 2006 Budget totals \$193,469, which represents a 1.7% increase. (On August 8, 2005 Council will consider the second reading of FY 2004 carryover and the addition of \$9,890 to Council’s budget. The total budget listed here for 2005 excludes the additional carryover funds.) The changes between the 2005 and 2006 Adopted Budgets were in the following accounts: Mileage Reimbursement (increase of \$200), Meeting Expense (increase of \$400), Career Development (increase of \$1,400), Lease Payments to Others (increase of \$1,281), Other Contractual Service (increase of \$320), Supplies (decrease of \$465), and Food (increase of \$100).

However, changes to the originally adopted 2006 City Council budget are necessary with the approval of an official City Council allowance that becomes effective November 14, 2005. This monthly allowance provides \$200/month for Councillors and Mayor Pro Tem and \$250/month for the Mayor to cover cell phone, internet service, fax line and car expenses (i.e., local commuting costs).

City Council’s 2006 Budget is proposed to be increased from \$193,469 to \$201,374 due to the implementation of this new allowance, which represents a 5.9% increase over the Adopted 2005 Budget (versus the original 1.7% increase noted above). Staff identified in previous Staff Reports that City Council’s Adopted 2006 Budget would be short with the implementation of the new allowance. Staff is also recommending that some funds remain in the accounts where moneys are being reallocated due to the allowance (explained below). Changes to the adopted 2006 City Council budget are noted with ★ and *italics* text on Attachment B.

Staff is recommending that the Mileage Reimbursement account original 2006 budget of \$2,000 be reduced to \$800 due to the new allowance. The car use component of the monthly allowance is intended to cover commuting expenses (bus, personal vehicle use, light rail, etc.) within the Denver metropolitan area as defined by those counties included within the Denver Regional Council of Governments (DRCOG) (i.e., Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Gilpin, and Jefferson Counties). Use of personal vehicle for travel outside of the DRCOG counties will be considered a reimbursable expense at the rate equal to that allowed by the Internal Revenue Service. For example, if a Councillor attends the Colorado Municipal League’s Annual Conference in Breckenridge in 2006 and uses his/her personal vehicle to travel to the conference, then the mileage for that trip is reimbursable and not counted against the monthly allowance. As such, Staff recommends leaving some funds in this account for Council travel outside of the DRCOG counties.

Similarly, Staff is recommending that the Telephone account be reduced from \$6,300 to \$105 due to the new allowance. Staff is recommending that some funds remain in this account for facsimile line installation costs for Councillors during the year, should they be necessary. This figure estimates three such installations in a given year.

Staff is recommending that the Other Contractual Service account be reduced from \$39,050 to \$36,960 due to the new allowance (reduction of \$2,100). The current allocation under the detail line of “Misc. contractual services (e.g., internet line charges, etc.)” is \$3,700; Staff recommends reducing it to \$1,600 to reflect the new allowance’s coverage of internet service. Staff recommends leaving some funds in this line item for other miscellaneous expenses and for potential high speed internet installation costs that may be incurred during the year.

Finally, Staff has created a new account, Council Allowance, for the purposes of accurately representing the allowance for expenses incurred and keeping separate the salaries paid to Council as compensation for their time serving in their elected capacity. This account’s budget is proposed at \$17,400, which is the total for the new Council allowance for 2006. As previously noted, the monthly allowance will include an automatic adjustment every two years in concert with the adoption of the two-year budget and tied to the Denver-Boulder Consumer Price Index; as such, the Council allowance will be adjusted with the adoption of the 2007/2008 Budget.

Staff requests that City Council reviews the attachments and the proposed changes at this time and provide Staff with direction on these and any other changes proposed to the City Council Adopted 2006 Budget in preparation for the September 19th Budget Review Study Session.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

ATTACHMENT A

ADOPTED CITY COUNCIL 2006 BUDGET Mid-Budget Review

Account Number	Account Description & 2006 Budget Detail	ADOPTED 2006 DETAILS	PROPOSED REVISED 2006 DETAILS	2005 ADOPTED BUDGET	2005 Spent/ Encumbered Year- To-Date (8/1/05)	2006 ADOPTED BUDGET	2006 PROPOSED MID-BUDGET REVISIONS	% Change (2005 Adopted v. 2006 Proposed Revised)
10001010.60800.0000	Salaries Mayor & City Councillor salaries Deferred Compensation Program (City match)	\$72,000 \$5,500	\$72,000 \$5,500	\$77,500	\$38,019	\$77,500	\$77,500	0.0%
10001010.61100.0000	<i>Council Allowance</i> ★ <i>Per Council approval 4/11/05, new allowance for cover cell phone, internet service, fax line and car expenses (i.e., local commuting costs) implemented 11/14/05:</i> - \$200/month for Mayor Pro Tem and Councillors - \$250/month for Mayor Pro Tem and Councillors	\$0 \$0	\$14,400 \$3,000	\$0	\$0	\$0	\$17,400	N/A
10001010.61200.0000	Mileage Reimbursement ★ <i>Updated to reflect new Council allowance; this amount is for car travel outside of the DRCOG membership region as defined by the allowance (e.g. CML conference if outside of DRCOG area, etc)</i>	\$2,000	\$800	\$1,800	\$1,880	\$2,000	\$800	-55.6%
10001010.61400.0000	Meeting Expense Annual Legislative Dinner Goal-Setting Retreat Annual Budget Retreat Boards and Commission Brunch Boards & Commissions Gift Certificates (\$30/person; total of 117 projected = 80 members for B&C, 15 members for YAP, 12 members for BAG and 10 additional for potential transition) Miscellaneous Meetings Rocky Flats meetings	\$1,700 \$1,700 \$500 \$1,400 \$3,750 \$850 \$1,500	\$1,700 \$1,700 \$500 \$1,400 \$3,750 \$850 \$1,500	\$11,000	\$3,712	\$11,400	\$11,400	3.6%
10001010.61800.0000	Career Development NCL Legislative Conference (Washington, DC) NLC Congress of Cities CML Conference Energy Community Alliance membership US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC)	\$14,500 \$14,500 \$3,400 \$2,500 \$1,600	\$14,500 \$14,500 \$3,400 \$2,500 \$1,600	\$35,100	\$20,077	\$36,500	\$36,500	4.0%
10001010.66900.0000	Telephone ★ <i>Councillors' facsimile lines (average \$40/line/month per Councillor) - eliminated per allowance</i> <i>Cell phone reimbursement allowance (\$35/month per Councillor) - eliminated per allowance</i> <i>Councillors' facsimile lines (average \$35/line per Councillor - potential new installations)</i>	\$3,360 \$2,940 \$0	\$0 \$0 \$105	\$6,300	\$2,580	\$6,300	\$105	-98.3%
10001010.67600.0000	Special Promotions Unanticipated requests from community groups for contributions and/or sponsorships for events.	\$6,000	\$6,000	\$6,000	\$3,200	\$6,000	\$6,000	0.0%

★ Denotes proposed changes to the 2006 Adopted Budget.

ATTACHMENT A

Account Number	Account Description & 2006 Budget Detail	ADOPTED 2006 DETAILS	PROPOSED REVISED 2006 DETAILS	2005 ADOPTED BUDGET	2005 Spent/ Encumbered Year- To-Date (8/1/05)	2006 ADOPTED BUDGET	2006 PROPOSED MID-BUDGET REVISIONS	% Change (2005 Adopted v. 2006 Proposed Revised)
10001010.67700.0000	Lease Payments to Others Payments for Leased PCs: 2003 - Price laptop 2004 - Hicks & Kauffman laptops 2006 - Dittman, McNally laptops; 2 new Councillor laptops			\$3,738	\$3,738	\$5,019	\$5,019	34.3%
10001010.67800.0000	Other Contractual Service Printing of misc materials (e.g., legislative booklet, organization charts, etc.) Goal Setting facilitator fee Councillor expenses for photos, badges, & nameplates Unanticipated maintenance services ★ Misc. contractual services (e.g., internet line charges, etc.) Annual Sponsorships/Contributions: Adams County MMCYA Westminster Community Artist Series Contribution (includes B&C tickets) Westminster Spotlight Theater Community Education Foundation (CEF) (School Dist 50 - Close-Up) CEF Recreation for Education (Water World tickets) Brothers Redevelopment Inc - Paint-A-Thon Colorado Rapids - Kicks for Kids Program Westminster Rotary Foundation (noon club) Westminster 7:10 Rotary Club Martin Luther King Event Contribution Banquets/Lunches: MetroNorth Chamber Annual Banquet Adco School District 12 Five Star Gala Colorado Rapids Lunch Sponsorship DRCOG Awards Dinner Table Sponsorship The Jefferson Foundation Crystal Ball Adams County MMCYA banquet Westminster Public Safety Recognition Foundation - annual banquet Golf Tournament Sponsorships: Front Range Community College Foundation Adams District 12 Education Foundation Hyland Hills Foundation MetroNorth Chamber of Commerce			\$38,730	\$34,702	\$39,050	\$36,950	-4.6%

★ Denotes proposed changes to the 2006 Adopted Budget.

ATTACHMENT A

Account Number	Account Description & 2006 Budget Detail	ADOPTED 2006 DETAILS	PROPOSED REVISED 2006 DETAILS	2005 ADOPTED BUDGET	2005 Spent/ Encumbered Year- To-Date (8/1/05)	2006 ADOPTED BUDGET	2006 PROPOSED MID-BUDGET REVISIONS	% Change (2005 Adopted v. 2006 Proposed Revised)
	After Prom Events:							
	Pomona High School	\$200	\$200					
	Standley Lake High School	\$600	\$600					
	Horizon High School	\$200	\$200					
	Arvada High School	\$200	\$200					
10001010.70200.0000	Supplies			\$6,265	\$2,159	\$5,800	\$5,800	-7.4%
	Office supplies	\$2,800	\$2,800					
	Fax machine paper & ink	\$2,000	\$2,000					
	Printer ink cartridges for PCs	\$1,000	\$1,000					
10001010.70400.0000	Food			\$3,800	\$1,540	\$3,900	\$3,900	2.6%
	Refreshments and dinners for City Council meetings, Study Sessions & other special Council events	\$3,900	\$3,900					
TOTAL				\$190,233	\$111,606	\$193,469	\$201,374	5.9%

NOTES:

- 1) Items detailed in each account are estimates only; actual costs for each item listed may vary.
- 2) The 2005 Adopted Budget has not had any budget revisions to date, therefore a 2005 Revised Budget column is not included on this document, unlike the Adopted City Council 2005 Budget document that includes a 2004 Revised Budget column.

★ Denotes proposed changes to the 2006 Adopted Budget.



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 15, 2005



SUBJECT: Update on Employee Task Force
Review of Health Insurance Options

PREPARED BY: Matt Lutkus, Deputy City Manager for Administration

Summary Statement:

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

In early 2005 an employee task force was created for the purpose of reviewing alternatives to the City's health insurance benefit. This task force has met several times during the year to review and discuss information presented by the City's health benefits consultant Paulette Jerpe from Gallagher Benefit Services and from Great West Insurance Company. Three insurance products have been explored in detail. These are the Health Savings Account (HSA) Plan, a Health Reimbursement Account (HRA) Plan and a product called Consumer Advantage that is currently being offered through Great West.

During the last few weeks City Staff received 2006 health insurance pricing from Great West and Kaiser Permanente. The total cost for continuing the same level of benefit coverage that employees enjoy will be approximately 3% more in 2006 than what the City is currently paying. This amount is substantially less than what was previously anticipated, thus resulting in a considerable savings over what had previously been set aside in the 2006 Budget.

Staff is recommending that the City maintain its current level of health insurance coverage through 2006. It is anticipated that the employee task force will reconvene in March 2006 to review the claims loss history for 2005 and to resume its review and analysis of health plan alternatives.

Background Information

As Council is aware, in recent years the City has experienced considerable increases in the costs of health care mirroring the situation that has occurred with most other employers nationally. For 2005, the City implemented several benefit coverage reductions in the self-insured Preferred Provider Organizations (PPO) and Point of Service (POS) Plans administered by Great West. The total cost for both the self-insured plans and the Kaiser HMO was increased by 17% for both the City and employees. The same percentage increase was included in the 2006 Budget.

In order to begin to address what is believed to be an unsustainable level of health care increases projected for future years, the City Manager appointed an employee task force to identify and review health care plan alternatives and to provide a recommendation on alternative plans that could be implemented in future years. The task force is made up of the ten employees who serve on the City's Employee Advisory Committee plus four additional employees who have an interest and expertise in this area. The three alternatives that appear to have the most promise for maintaining an acceptable benefit level and at the same time allow for the containment of health care costs were:

- the Health Savings Account (HSA) Plan,
- a Health Reimbursement Account (HRA) Plan; and
- a more traditional plan currently marketed by Great West known as Consumer Advantage.

The HSA Plan is essentially a high deductible insurance plan in which the City and employees can contribute to a tax-deferred fund that employees would use to pay all or a portion of those expenses that are not covered under the health plan. The Federal Legislation that created these plans allows the dollars held in the individual reserve accounts to be carried over for future years and ultimately for the employees' retirement. The HRA Plan is similar in terms of having the same level of benefits and high deductible, however there is no mechanism for employee contributions and employer contributions to be carried over from one year to the next. The Consumer Advantage Plan provides for similar types of benefits that are in the City's current PPO and POS Plans but at a much lower benefit level for certain types of coverages. Taking into account some assumptions with regard to City contribution toward the savings or reserve accounts, the savings in the HSA and HRA Plans over the City's current plan would be minimal. The savings projected for the Consumer Advantage Plan would amount to approximately 12.9% from the current plan funding level.

City Staff recently met with representatives from Gallagher Benefit Services to review the quotes that had come in from Kaiser and Great West. The Kaiser Plan is, of course, is a fully funded HMO while the Great West contract is for administrative services only and the quote is comprised of expected claims for the coming year, the administrative and claims processing expenses and stop loss coverages. The overall cost increase for 2006 based on these quotes is 3% compared with the 17% that had been previously set aside in the 2006 Budget. As will be discussed with Council at the September 19 budget review meeting, the savings, which is in excess of \$1,000,000, will be utilized to offset the lower than anticipated increase in City revenues and some unanticipated expenses in 2006. The lower than anticipated costs of funding for medical and dental benefits in 2006 results largely from the leveling off of the claims experience, especially the frequency and amount of catastrophic claims. In addition, the City's consultants and Staff took a conservative approach when estimating the savings that would accrue from increases to the co-pay charges for office visits as well as several other changes to health care coverages in 2005. As a result, the City and its employees will be seeing a net increase in health plan reserves during 2005 and will be able to keep the premium increase for employees and the City for 2006 to 3% with no changes in coverage.

The only change that Staff is recommending for the 2006 health care plan is an increase in the specific stop loss deductible from \$75,000 to \$100,000 per claimant. This \$25,000 increase in the self-insured retention will result in a net savings of \$96,000 per year unless the City sees an increase in the number of catastrophic claims that go beyond the \$75,000 level. The increase in this deductible is justified by the size of the City's health care plan and the probability of the net savings over the long term.

Given the considerably lower than anticipated health insurance premium increase for 2006, Staff believes that it would be advantageous for the organization to maintain health and dental benefits at their current level for the coming year. The 3% increase provides both the City and its employees with a long overdue reprieve from the double digit increases that we had experienced in recent years. As noted above, it is Staff's intent to resume the review and analysis of health care plan alternatives again in 2006 for consideration of plan changes for subsequent years.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
August 15, 2005



SUBJECT: Monthly Residential Development Report

PREPARED BY: Shannon Sweeney, Planning Coordinator

Summary Statement:

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

- The following report updates 2005 residential development activity per subdivision...
The table below shows an overall decrease (-55.7%) in new residential construction for 2005 year-to-date compared to 2004 year-to-date totals.
Residential development activity so far in 2005 reflects decreases in single-family detached (-50.6%), single-family attached (-60.5%), and multi-family and no change in senior housing development when compared to last year at this time.

NEW RESIDENTIAL UNITS (2004 AND 2005)

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

Background Information

In July 2005, service commitments were issued for 45 new housing units within the subdivisions listed on the attached table. There were a total of 22 single-family detached, 23 single-family attached, and no multi-family or senior housing building permits issued in July.

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

Total numbers in this column increase as new residential projects (awarded service commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list. The Mountain Vista Village ODP received approval in July, and those 24 multi-family units have been added to the attached table.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

ACTIVE RESIDENTIAL DEVELOPMENT

<u>Single-Family Detached Projects:</u>	Jun-05	Jul-05	2004 YTD	2005 YTD	# Rem.*	2004 Total
Asbury Park III (94th & Teller)	0	0	0	0	0	1
Asbury Acres (94th & Wadsworth Bl.)	1	1	0	4	0	2
Bradburn (120th & Tennyson)	2	2	30	23	120	51
CedarBridge (111th & Bryant)	0	0	4	0	6	4
Covenant (115th & Sheridan)	0	0	6	0	0	6
Hazelwood Annexation (147th & Huron)	0	0	1	0	0	1
Huntington Trails (144th & Huron)	0	0	0	0	210	0
Legacy Ridge West (104th & Leg. Ridge Pky.)	2	8	123	44	11	152
Lexington (140th & Huron)	0	0	0	0	5	0
Maple Place (75th & Stuart)	0	0	4	0	0	4
Meadow View (107th & Simms)	0	2	3	4	10	6
Park Place (95th & Westminster Blvd.)	0	0	0	0	100	0
Quail Crossing (136th & Kalamath)	0	0	9	0	0	9
Ranch Reserve (114th & Federal)	0	0	1	1	2	3
Ranch Reserve II (114th & Federal)	0	1	6	2	7	15
Ranch Reserve III (112th & Federal)	0	0	10	0	1	10
Savory Farm (112th & Federal)	0	0	4	0	0	4
Various Infill	1	0	1	2	13	3
Village at Harmony Park (128th & Zuni)	11	8	46	45	78	79
Wadsworth Estates (94th & Wads. Blvd.)	0	0	5	0	1	5
Winters Property (111th & Wads. Blvd.)	0	0	0	0	8	0
Winters Property South (110th & Wads. Blvd.)	0	0	0	0	10	0
<i>SUBTOTAL</i>	17	22	253	125	582	355
<u>Single-Family Attached Projects:</u>						
Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	62	18	55	92
CedarBridge (111th & Bryant)	0	0	0	0	2	0
Cottonwood Village (88th & Federal)	0	0	10	0	72	10
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Highlands at Westbury (112th & Pecos)	4	21	0	25	71	75
Hollypark (96th & Federal)	0	0	0	0	20	0
Legacy Village (113th & Sheridan)	0	0	0	0	94	0
Ranch Creek Villas (120th & Federal)	0	0	16	0	0	32
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	4
Sunstream (93rd & Lark Bunting)	0	2	2	2	22	4
Walnut Grove (108th & Wadsworth)	0	0	24	0	0	30
<i>SUBTOTAL</i>	4	23	114	45	595	247
<u>Multiple-Family Projects:</u>						
Bradburn (120th & Tennyson)	0	0	0	0	54	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	24	0
Prospector's Point (87th & Decatur)	0	0	17	0	29	17
South Westminster (East Bay)	0	0	0	0	64	0
South Westminster (Harris Park Sites I-IV)	0	0	0	0	12	27
<i>SUBTOTAL</i>	0	0	17	0	183	44
<u>Senior Housing Projects:</u>						
Covenant Retirement Village	0	0	0	0	32	0
Crystal Lakes (San Marino)	0	0	0	0	7	0
<i>SUBTOTAL</i>	0	0	0	0	39	0
TOTAL (all housing types)	21	45	384	170	1399	646

* This column refers to the number of approved units remaining to be built in each subdivision.



WESTMINSTER

Staff Report

Information Only Staff Report
August 15, 2005



SUBJECT: Updated Community Oriented Governance (COG) Brochure

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Summary Statement:

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

Staff has completed an update to the Community Oriented Governance (COG) Brochure. Staff is pleased to share this updated brochure, which provides an expanded description of the COG outreach program.

Background Information

The present Community Oriented Governance (COG) brochure has been in use since throughout the City as an informational tool since 1999. The current brochure contained text and pictures highlighting activities that Westminster citizens and COG have engaged in to improve Westminster neighborhoods. The brochure is currently distributed through City libraries, recreations centers and other City facilities. The brochure is also distributed through COG and Homeowner Association (HOA) meetings and various City sponsored events.

The updated COG brochure has been redesigned to highlight citizen involvement in community as the "Community Mission" of COG. The brochure text highlights COG as a place for citizens to get involved and to be more informed about community happenings. The text emphasizes that COG can also be utilized as an entryway to accessing local government for all Westminster citizens.

Distribution of the new brochure will be through City libraries, recreations centers, mailings and COG and HOA meetings. A portable document file (PDF) version is in process for distribution through the COG web pages. This brochure will be unveiled at the Westminster Faire.

Attached is the new COG brochure.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 15, 2005



SUBJECT: 2005 Year-to-Date Council Expenditures

PREPARED BY: Emily Moon, Senior Management Analyst

Summary Statement:

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

The attached document is a listing of all 2005 City Council expenditures by each account. This report includes all posted expenditures from January 1 through July 31, 2005.

Background Information

The following report is a listing of City Council expenditures by each account for January 1 through July 31 as posted by August 3, 2005. As of July 31, 2005, 58.3% of the year has passed and Council has spent approximately 57.3%, or \$108,995 of its budget.

City Council's total budget for 2005 is \$190,233. (On August 8, 2005 Council will consider the second reading of FY 2004 carryover and the addition of \$9,890 to Council's budget. The total budget listed here excludes the additional carryover funds.) The largest portion of Council's total budget is the salaries account, comprising approximately 41% of the total budget. To date, City Council's largest expense has been in the salary account, with expenditures year-to-date totaling \$38,018.68, or 49.1% of the \$77,500 budget. The mileage account is 104.4% spent as of July 31, 2005. The other contractual services account is 84.0% spent as of the end of July. Staff will continue to monitor these accounts and look for savings in other accounts to cover these expenses.

The budget is a planning tool and represents a best estimate regarding actual expenditures. Staff will make budget revisions to balance accounts as necessary during the year. If you have any questions about items included in this report, please contact Emily Moon at 303-430-2400 ext. 2136, or at emoon@ci.westminster.co.us.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**City Council Expenditures
as of 7/31/2005**

SALARIES - MAYOR/COUNCIL (ACCT: 10001010.60800.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
2,715.62	1/14/2005	Salaries	Councillors
2,715.62	1/23/2005	Salaries	Councillors
2,715.62	2/6/2005	Salaries	Councillors
2,715.62	2/20/2005	Salaries	Councillors
2,715.62	3/6/2005	Salaries	Councillors
2,715.62	3/20/2005	Salaries	Councillors
2,715.62	4/3/2005	Salaries	Councillors
2,715.62	4/17/2005	Salaries	Councillors
2,715.62	5/1/2005	Salaries	Councillors
2,715.62	5/15/2005	Salaries	Councillors
2,715.62	5/29/2005	Salaries	Councillors
2,715.62	6/12/2005	Salaries	Councillors
2,715.62	6/26/2005	Salaries	Councillors
2,715.62	7/10/2005	Salaries	Councillors
38,018.68	TOTAL		<i>% of total City Council budget</i> 40.74%
77,500.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 49.06%
39,481.32	BALANCE		

MILEAGE REIMBURSEMENT (ACCT: 10001010.61200.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
94.50	3/1/2005	Price- January mileage reimbursement	Petty cash
83.25	3/1/2005	Price- February mileage reimbursement	Petty cash
119.03	3/2/2005	Dixon- February mileage	Petty cash
18.94	3/4/2005	Hicks- February mileage	Petty cash
66.83	3/8/2005	Dixon- January mileage	Petty cash
\$99.00	3/15/2005	McNally- February mileage	Petty cash
\$15.00	3/20/2005	Price- Parking fees	City Credit Card
\$40.88	4/4/2005	Price- December 2004 mileage	Petty cash
\$72.88	4/4/2005	Price- November 2004 mileage	Petty cash
\$97.24	4/6/2005	Dixon- March mileage	Petty cash
\$8.00	4/14/2005	Dixon- DRCOG Banquet mileage	Petty cash
\$24.73	4/28/2005	Hicks- March mileage	Petty cash
\$200.00	5/2/2005	Dixon- April Mileage	Petty cash
\$205.74	5/5/2005	McNally- March and April mileage	McNally
\$153.50	5/10/2005	Price- April mileage	Petty cash
\$36.45	5/10/2005	Price- March mileage	Petty cash
\$276.62	6/8/2005	Kaufman - January to May mileage	Kaufman
\$28.00	6/21/2005	Dixon parking for CED	Petty cash
\$140.94	6/21/2005	Dixon - May mileage	Petty cash
-\$104.21	6/30/2005	Correct posting for 2/7/05 Dixon mileage	City of Westminster
\$202.50	7/19/2005	McNally - May to mid-June mileage	McNally
1,879.82	TOTAL		<i>% of total City Council budget</i> 0.95%
1,800.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 104.43%
-79.82	BALANCE		

MEETING EXPENSES (ACCT: 10001010.61400.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
24.04	2/2/2005	Food for Mayor/ Council breakfast	Petty Cash
12.00	2/3/2005	Kaufman- Annual reception for Jefferson County Elected Officials	Petty Cash
84.00	2/16/2005	ADCOG dinner meeting	City of Thornton
60.00	2/23/2005	Development Council breakfast	North Metro Chamber of Commerce
27.50	2/25/2005	McNally- Breakfast with Senator Ragsdale	Petty Cash
39.73	2/28/2005	McNally- Breakfast with Representative Roper	Petty Cash
35.21	2/28/2005	McNally- Breakfast with Senator Wendells	Petty Cash
50.00	2/28/2005	Kaufman- membership renewal for International Council of Shopping Centers	City Credit Card
18.52	2/28/2005	Price- Rocky Flats lunch meeting	City Credit Card
8.03	2/28/2005	Dixon- RFCLOG meeting lunch	City Credit Card
-0.24	3/7/2005	Dixon- CC reimbursement payment	Petty Cash
-\$275.20	3/9/2005	McNally- reimbursement Washington DC	Mayor McNally
\$933.91	3/11/2005	McNally- reimbursement Washington DC	Mayor McNally
\$27.04	3/30/2005	Price- Council meeting	City Credit Card
\$24.00	4/7/2005	Davia, McNally- Good News Breakfast	Petty Cash
\$331.04	4/11/2005	Rock Bottom Council dinner with Hyland Hills Board	City P-Card
\$47.67	4/26/2005	The Red Room- McNally- lunch with Representative Benefield	City P-Card
\$19.26	4/26/2005	Uno Pizzeria- Dixon RFCLOG meeting	City P-Card
\$38.18	4/30/2005	Albertsons- snacks for strategic planning retreat	City P-Card
\$41.44	4/30/2005	IHOP- Dixon RFCLOG meeting	City P-Card
\$1,260.60	4/30/2005	Dadiotis- Strategic Planning retreat	City P-Card
\$24.20	5/13/2005	Los Arcos Mexican- Price RFCLOG lunch	City P-Card
\$30.00	5/13/2005	Metro North Chamber- Council development breakfast	City P-Card
\$216.65	5/25/2005	ADCOG dinner meeting on 4/27	Adams County Government
\$15.93	6/28/2005	Dixon 2/22/05 lunch with Kaaren Hardy	Las Montanas
\$17.36	6/28/2005	Dixon 3/23/05 lunch discussion of Rocky Flats	Chili's Westminster
\$10.53	7/12/2005	Applebee's (staff is reseaching who made this expenditure)	City P-Card
-\$15.00	7/12/2005	Reimbursement to City due to paying CML parking for Price twice	City P-Card

**City Council Expenditures
as of 7/31/2005**

\$15.57	7/12/2005	Dixon lunch at Perkins, discussion of Rocky Flats	City P-Card	
\$37.98	7/18/2005	Food purchased at Albertson's for Candidates' Forum	City P-Card	
\$277.20	7/18/2005	Adco Exec Committee breakfast on 6/10, Legacy Ridge Grill	City P-Card	
3,437.15	TOTAL		<i>% of total City Council budget</i>	5.78%
11,000.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	31.25%
7,562.85	BALANCE			

CAREER DEVELOPMENT		(ACCT: 10001010.61800.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
85.00	1/26/2005	Price- CML Legislative Workshop	Colorado Municipal League	
85.00	2/23/2005	McNally- CML Legislative Workshop	Colorado Municipal League	
85.00	2/23/2005	Dixon- CML Legislative Workshop	Colorado Municipal League	
85.00	2/23/2005	Kauffman- CML Legislative Workshop	Colorado Municipal League	
\$1,861.04	3/29/2005	McNally- NLC Conference (airfare- \$267.40, lodging- \$847.32, registration- \$585, local transportation- \$33, mileage- \$25.52, meals- \$65.17, other- \$37.63)	City Credit Card	
\$1,927.54	3/29/2005	Kauffman- NLC Conference (airfare- \$236.40, lodging- \$850.57, registration fee- \$585, local transportation- \$10, meals- \$76.14, other- \$169.43)	City Credit Card	
\$2,022.84	3/30/2005	Davia- NLC Conference (airfare- \$236.40, lodging- \$847.32, Registration fee- \$395, transportation- \$56.20, mileage- \$14.25, meals- \$156.86, phone calls- \$14.25, other- \$332.76)	City Credit Card	
\$2,847.17	3/30/2005	Price- NLC Conference (airfare- \$226.40, lodging- \$1373.41, registration fee- \$845, local transportation- \$131.90, meals- \$196.60, other- \$73.86)	City Credit Card	
\$2,500.00	6/8/2005	Membership renewal	Energy Communities Alliance	
\$1,111.92	6/21/2005	ICSC (airfare- \$282.40, lodging- \$438.18, registration fee- \$345.00, local transportation- \$22.00, meals- \$21.34, other- \$3.00)	Kaufman	
\$3,198.85	6/29/2005	NLC/ECA (airfare- \$226.40, lodging- \$1432.64, Registration fee- \$845.00, transportation- \$203.00, mileage- \$18.59, meals- \$337.83, parking- \$47.60, other- \$87.79)	Dixon	
\$867.62	7/1/2005	CML Annual Conference (registration fee- \$291.00, lodging- \$516.00, \$39.62 meals, \$21.00 misc. expenses)	Dixon	
\$991.84	7/1/2005	CML Annual Conference (lodging- \$492.00, registration fee- \$318.50, mileage- \$86.47, meals- \$44.35, other- \$50.52)	Hicks	
\$703.50	7/6/2005	CML Annual Conference (data unavailable at publication time)	McNally	
\$730.53	7/6/2005	CML Annual Conference (registration fee- \$283.50, lodging- \$299.28, mileage- \$123.93, meals- \$23.82)	Kaufman	
\$974.51	7/19/2005	CML Annual Conference (lodging- \$531.22, registration fee- \$291.00, mileage- \$96.80, meals- \$40.49, other- \$15.00)	Price	
20,077.36	TOTAL		<i>% of total City Council budget</i>	18.45%
35,100.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	57.20%
15,022.64	BALANCE			

TELEPHONE		(ACCT: 10001010.66900.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
25.62	1/5/2005	McNally- fax line reimbursement- January	Petty cash	
35.00	1/10/2005	Hicks- cell phone reimbursement for January	Petty cash	
30.92	1/10/2005	Hicks- fax line reimbursement for January	Petty cash	
38.42	1/12/2005	Dittman- fax line reimbursement for January	Qwest Communications	
35.65	1/26/2005	Dixon- fax line reimbursement for January	Qwest Communications	
25.93	1/26/2005	Kaufman- cell phone reimbursement for January	Qwest Communications	
30.77	1/31/2005	Price- fax line reimbursement for January	Qwest Communications	
35.00	2/7/2005	Hicks- cell phone reimbursement for February	Petty cash	
30.92	2/7/2005	Hicks- fax line reimbursement for February	Petty cash	
18.00	2/8/2005	Davia- fax line reimbursement for January	Petty cash	
35.00	2/8/2005	Kaufman- cell phone reimbursement for February	Petty cash	
25.82	2/8/2005	McNally- fax line reimbursement- February	Petty cash	
38.55	2/9/2005	Dittman- fax line reimbursement for February	Qwest Communications	
30.81	2/28/2005	Price- fax line reimbursement for February	Qwest Communications	
36.72	3/2/2005	Dixon- fax line reimbursement for February	Qwest Communications	
25.93	3/2/2005	Kaufman- fax line reimbursement for March	Qwest Communications	
17.50	3/8/2005	Davia- fax line reimbursement for February	Petty cash	
30.92	3/9/2005	Hicks- fax line reimbursement for March	Petty cash	
35.00	3/9/2005	Hicks- cell phone reimbursement for March	Petty cash	
\$35.00	3/11/2005	Dittman- cell phone reimbursement for February	Petty cash	
\$38.55	3/14/2005	Dittman- fax line reimbursement for March	Qwest Communications	
\$25.82	3/15/2005	McNally- fax line reimbursement for March	Petty cash	
\$35.00	3/21/2005	Price- cell phone reimbursement for February	Petty cash	
\$35.00	3/22/2005	Kauffman- cell phone reimbursement for March	Petty cash	
\$25.63	3/30/2005	Dixon- fax line reimbursement for March	Qwest Communications	
\$35.95	3/30/2005	Kauffman- fax line reimbursement for March	Qwest Communications	
\$35.00	4/4/2005	Price- cell phone reimbursement for January	Petty cash	
\$38.58	4/15/2005	Dittman- fax line reimbursement for April	Qwest Communications	
\$17.00	4/19/2005	Davia- fax line reimbursement for March	Petty cash	
\$25.82	4/26/2005	McNally- fax line reimbursement for April	Petty cash	
\$25.00	4/26/2005	Kauffman- cell phone reimbursement for April	Petty cash	
\$35.00	5/3/2005	Kauffman- cell phone reimbursement for May	Petty cash	

**City Council Expenditures
as of 7/31/2005**

\$36.73	5/4/2005	Kauffman- fax line reimbursement for April	Qwest Communications	
\$25.96	5/4/2005	Dixon- fax line reimbursement for April	Qwest Communications	
\$35.00	5/5/2005	Hicks- cell phone reimbursement for May	Petty cash	
\$30.92	5/5/2005	Hicks- fax line reimbursement for May	Petty cash	
\$25.84	5/10/2005	McNally- fax line reimbursement for May	Petty cash	
\$35.00	5/10/2005	Price- cell phone reimbursement for April	Petty cash	
\$39.21	5/11/2005	Dittman- fax line reimbursement for May	Qwest Communications	
\$70.00	5/12/2005	Dixon- cell phone reimbursement for January and February	Petty cash	
\$30.87	5/17/2005	Price- fax line reimbursement for May	Petty cash	
\$25.97	5/31/2005	Kauffman- fax line reimbursement for May	Qwest Communications	
\$38.68	5/31/2005	Dixon- fax line reimbursement for May	Qwest Communications	
\$25.84	6/2/2005	McNally- fax line reimbursement for June	Petty cash	
\$30.92	6/6/2005	Hicks- fax line reimbursement for June	Petty cash	
\$35.00	6/6/2005	Hicks- cell phone reimbursement for June	Petty cash	
\$51.00	6/8/2005	Davia- fax line reimbursement for April, May, June	Petty cash	
\$35.00	6/8/2005	Kauffman- cell phone reimbursement for June	Petty cash	
\$65.65	6/13/2005	Price- cell phone (May) and fax (June) reimbursement	Petty cash	
\$39.00	6/14/2005	Dittman- fax line reimbursement for June	Qwest Communications	
\$35.00	6/20/2005	Price- cell phone reimbursement for March	Petty cash	
\$35.00	6/21/2005	Dixon- cell phone reimbursement for June	Petty cash	
\$35.00	6/28/2005	Verizon cell phone (May); reimbursement to City for Dixon travel	City of Westminster	
\$61.75	6/28/2005	Price- fax line reimbursement for March, April	Petty cash	
\$36.51	6/29/2005	Dixon- fax line reimbursement for June	Petty cash	
\$25.76	6/29/2005	Kauffman- fax line reimbursement for June	Petty cash	
\$30.92	7/6/2005	Hicks- fax line reimbursement for July	Petty cash	
\$35.00	7/6/2005	Hicks- cell phone reimbursement for July	Petty cash	
\$70.00	7/6/2005	Dittman- cell phone reimbursement for April, May	Petty cash	
\$35.00	7/8/2005	Price- cell phone reimbursement for June	Petty cash	
\$25.84	7/12/2005	McNally- fax line reimbursement for July	Petty cash	
\$140.00	7/12/2005	Davia- cell phone reimbursement for Feb., Mar., Apr., May	Petty cash	
\$39.08	7/13/2005	Dittman- fax line reimbursement for July	Qwest Communications	
\$30.75	7/14/2005	Price- fax line reimbursement for July	Petty cash	
\$35.00	7/19/2005	Kauffman- cell phone reimbursement for July	Petty cash	
\$25.85	7/27/2005	Kauffman- fax line reimbursement for July	Qwest Communications	
\$36.14	7/27/2005	Dixon- fax line reimbursement for July	Qwest Communications	
2,399.02	TOTAL		<i>% of total City Council budget</i>	3.31%
6,300.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	38.08%
3,900.98	BALANCE			

SPECIAL PROMOTIONS		(ACCT: 10001010.67600.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
100.00	1/5/2005	Annual banquet contribution	North Metro Chamber of Commerce	
200.00	1/26/2005	After prom party sponsorship	Jefferson Academy	
700.00	2/28/2005	Metro North banquet tickets	City Credit Card	
500.00	4/6/2005	Westminster High School after prom party sponsorship	Adams County School District 50	
300.00	4/27/2005	Three additional seats at gala	Adams County School District 12	
500.00	5/31/2005	Sponsorship for golf tournament	Community Education Foundation	
500.00	6/8/2005	Social Butterflies contribution	Butterfly Pavilion	
300.00	6/8/2005	Open House on the Hill contribution	Bellevue Christian School	
100.00	7/18/2005	Adco Commissioners' Golf Tour	City P-Card	
3,200.00	TOTAL		<i>% of total City Council budget</i>	3.15%
6,000.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	53.33%
2,800.00	BALANCE			

LEASE PAYMENTS TO OTHERS		(ACCT: 10001010.67700.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
3,738.00	1/31/2005	Computer lease	Computer Lease Program	
3,738.00	TOTAL		<i>% of total City Council budget</i>	1.96%
3,738.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	100.00%
0.00	BALANCE			

OTHER CONTRACTUAL SERVICE		(ACCT: 10001010.67800.0000)		
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
500.00	1/5/2005	MMCYA 2005 Banquet funding	Adams County	
1,200.00	1/5/2005	Annual banquet contribution	Metro North Chamber of Commerce	
23.90	1/10/2005	Hicks- AOL Internet reimbursement- January	Petty cash	
22.00	1/11/2005	Kaufman- Internet reimbursement- January	Petty cash	
2,500.00	1/12/2005	2005 Charity Ball	Westminster Rotary Foundation	
900.00	1/12/2005	2005 showcase sponsorship	Westminster Rotary Club	
111.10	1/21/2005	Hicks- Comcast internet service set up charges and first month of service (January)	Petty cash	
23.90	1/31/2005	Dittman- Internet service for January	City Credit Card	
24.95	1/31/2005	Price- Internet service for January	City Credit Card	
23.90	1/31/2005	Dixon- Internet service for January	City Credit Card	
36.33	2/7/2005	Hicks- Comcast Internet reimbursement for February	Petty cash	
23.90	2/7/2005	Hicks- AOL service for February	Petty cash	
45.95	2/8/2005	Davia- Internet service for January	Petty cash	

**City Council Expenditures
as of 7/31/2005**

20.00	2/8/2005	Kaufman- Internet reimbursement- February	Petty cash
50.00	2/14/2005	Hicks- Comcast Internet service deposit. City will be reimbursed in Oct. 2005	City Credit Card
23.90	2/28/2005	Dittman- Internet service for February	City Credit Card
23.90	2/28/2005	Price- Internet service for February	City Credit Card
23.90	2/28/2005	Dixon- Internet service for February	City Credit Card
45.95	3/8/2005	Davia- Comcast Internet service for February	Petty cash
45.95	3/9/2005	Hicks- Comcast Internet service for March	Petty cash
\$200.00	3/21/2005	After prom contribution	Arvada Senior High School
\$32.84	3/22/2005	Kauffman- Internet service for March	Petty cash
\$500.00	3/29/2005	Golf tournament sponsorship	Metro North Chamber of Commerce
\$23.90	3/30/2005	Price- Internet service for March	City Credit Card
\$30.92	3/30/2005	Price- fax line reimbursement for March	City Credit Card
\$23.90	3/30/2005	Price- Internet service for April	City Credit Card
\$500.00	3/30/2005	Golf tournament sponsorship	Front Range Community College
\$500.00	4/5/2005	Bronze sponsorship	Brothers Redevelopment Inc.
\$385.00	4/11/2005	DRCOG- seven seats for the Metro Visions Awards dinner	City P-Card
\$45.95	4/11/2005	Hicks- Internet service for April	Petty cash
\$45.95	4/19/2005	Davia- Internet service for March	Petty cash
\$500.00	4/19/2005	Mary Bennet Memorial Golf Tournament	Hyland Hills Foundation
\$500.00	4/20/2005	Golf tournament sponsorship	Adams County District 12
\$94.04	4/26/2005	McNally- Internet reimbursement for April	Petty cash
\$23.90	4/27/2005	Price- Internet reimbursement for April	Petty cash
\$1,000.00	4/27/2005	2005 Gala major sponsor	Adams County District 12
\$20.00	5/3/2005	Kauffman- Internet service for April	Petty cash
\$1,983.28	5/5/2005	Consultation fees for Council retreat	Lyle Sumak & Associates
\$3,787.50	5/5/2005	Consultation fees for Council retreat	Lyle Sumak & Associates
\$600.00	5/5/2005	After prom contribution	Standley Lake High School
\$11.45	5/5/2005	NLC packet delivery	Federal Express
\$11.45	5/5/2005	NLC packet delivery	Federal Express
\$10.45	5/5/2005	NLC packet delivery	Federal Express
\$12.45	5/5/2005	NLC packet delivery	Federal Express
\$78.27	5/16/2005	Price- Internet reimbursement for May	Petty cash
\$30.83	5/31/2005	Price- fax line reimbursement for April	City Credit Card
\$23.90	5/31/2005	Dixon- internet reimbursement for April	City Credit Card
\$200.00	6/8/2005	Graduation issue	Metronorth Newspapers
\$10,000.00	6/8/2005	2005 City sponsorship	North Metro Arts Alliance
\$91.90	6/9/2005	Davia- Internet reimbursement for April, May	Petty cash
\$45.95	6/10/2005	Hicks- Internet service for May	Petty cash
\$15.00	6/15/2005	Price- parking for CML Legislative Workshop	City P-Card
\$500.00	6/15/2005	Golf tournament sponsorship	Adams 12 Five Star Schools
\$45.95	6/16/2005	Davia- Internet reimbursement for June	Petty cash
\$23.90	6/20/2005	Price- Internet reimbursement for June	City Credit Card
\$23.90	6/20/2005	Dixon- Internet reimbursement for May	City Credit Card
\$20.00	6/21/2005	Kauffman- Internet service for May	Petty cash
\$45.95	7/6/2005	Hicks- Internet service for July	Petty cash
\$45.95	7/6/2005	Dittman- Internet service for June	Petty cash
\$2,100.00	7/6/2005	Water World tickets	Community Education Foundation
\$45.95	7/11/2005	Price- Internet reimbursement for July	Petty cash
\$98.00	7/12/2005	Annual subscription	Rocky Mountain News
\$1,575.00	7/12/2005	Golf tournament sponsorship	Westminster Rotary Foundation
\$1,000.00	7/13/2005	Awards benefit sponsorship	Public Safety Recognition Foundation
\$20.00	7/19/2005	Kauffman- Internet service for June	Petty cash
32,542.96	TOTAL		<i>% of total City Council budget</i> 20.36%
38,730.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 84.03%
6,187.04	BALANCE		

SUPPLIES (ACCT: 10001010.70200.0000)			
EXPENDITURE	DATE	DESCRIPTION	PAID TO:
6.47	1/28/2005	cards	Petty cash
19.54	1/28/2005	Picture frames for Hyland Hills hockey team trip to Sweden	Petty cash
162.64	2/14/2005	Computer cables for three Councillors	City credit card
68.38	2/16/2005	Printer cartridges- Councillors	Associated Office Products
8.00	2/16/2005	Dittman- nametag	Signs by Tomorrow
21.51	3/1/2005	supplies- MMCYA reception	Petty cash
76.04	3/8/2005	Dixon- new printer	Petty cash
102.57	3/8/2005	City Council printer cartridges	Associated Office Products
37.50	3/9/2005	Food and drink supplies for MMCYA reception	Costco
\$85.34	3/22/2005	Dixon- four cartridges for new printer	Associated Office Products
\$35.00	3/24/2005	Volunteer flowers & luncheon	Senior Hub
\$86.90	3/31/2005	Kauffman- firewall for laptop	City credit card
\$44.89	4/5/2005	Council envelopes for packet	Associated Office Products
\$46.41	4/11/2005	Comp. USA- Price broadband upgrade	City P-card
\$27.47	4/11/2005	Strategic plan retreat supplies	Petty cash
-\$15.00	4/11/2005	Kauffman- Comp. USA rebate	Petty cash
\$23.85	4/19/2005	Postage	Petty cash
\$45.70	4/19/2005	Price- printer cartridges	Associated Office Products
\$97.61	4/25/2005	Proclamation frames	Petty cash
\$6.52	4/26/2005	Albertsons- greeting cards	City P-card

**City Council Expenditures
as of 7/31/2005**

\$55.00	4/26/2005	CC Green Plant/ Lila	Westminster Flowers and Gifts	
\$59.99	4/30/2005	Bed, Bath and Beyond- new hotplate	City P-card	
\$224.00	4/30/2005	Print shop charges	City of Westminster Print Shop	
\$88.35	5/11/2005	Office Supplies- General	Associated Office Products	
\$124.90	5/13/2005	Lewan and Associates- toner for fax machine	City P-card	
\$47.58	5/13/2005	CompUSA- Davia broadband upgrade hardware	City P-card	
\$52.00	5/13/2005	Trainers Warehouse- supplies for Eagle Scout awards	City P-card	
\$122.63	6/17/2005	FedEx	City P-card	
\$36.44	6/30/2005	Council ink cartridges	Associated Office Products	
\$108.87	7/6/2005	MMCYA recognition plaques	Presenta Plaque	
\$66.61	7/12/2005	Comp USA	City P-card	
\$9.35	7/15/2005	Ice for We're All Ears	Petty cash	
\$20.83	7/15/2005	Water for We're All Ears	Petty cash	
\$3.48	7/18/2005	King Soopers	City P-card	
\$67.50	7/19/2005	Buttons for We're All Ears	Shane Sales	
\$34.99	7/27/2005	Council printer cartridges	Associated Office Products	
\$51.98	7/27/2005	2 printer cartridges for Davia	Associated Office Products	
2,161.84	TOTAL		<i>% of total City Council budget</i>	3.29%
6,265.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	34.51%
4,103.16	BALANCE			

FOOD (ACCT: 10001010.70400.0000)				
EXPENDITURE	DATE	DESCRIPTION	PAID TO:	
21.67	1/3/2005	Council dinner 1/3	Petty cash	
69.54	1/6/2005	Council dinner 1/6	Petty cash	
40.00	1/12/2005	Council dinner 1/10	Petty cash	
100.80	1/12/2005	Grocery staples- soda	A&R Services	
46.19	1/26/2005	Council dinner 1/24	Petty cash	
62.50	2/9/2005	Council dinner 2/7	Valente's deli & bakery	
86.92	2/16/2005	Council dinner 2/14	Petty cash	
60.40	3/2/2005	Council dinner 2/28	Petty cash	
40.00	3/9/2005	Council dinner 3/4	Petty cash	
\$43.75	3/16/2005	Council dinner 3/ 15	Valente's deli & bakery	
\$50.40	3/22/2005	Council dinner 3/21	Petty cash	
\$69.50	3/29/2005	Council dinner 3/28	Petty cash	
\$64.80	3/30/2005	Grocery staples- soda	A&R Services	
\$55.00	4/5/2005	Council dinner 4/4	Petty cash	
\$60.00	4/13/2005	Council dinner 4/12	Petty cash	
\$50.40	4/20/2005	Council dinner 4/19	Petty cash	
\$69.54	4/28/2005	Council dinner 4/26	Petty cash	
\$40.00	5/4/2005	Council dinner 5/3	Petty cash	
\$60.00	5/12/2005	Council dinner 5/9	Petty cash	
\$55.40	5/17/2005	Council dinner 5/16	Petty cash	
\$69.54	5/26/2005	Council dinner 5/23	Petty cash	
\$42.26	6/10/2005	Council dinner 6/6	Petty cash	
\$58.50	6/14/2005	Council dinner 6/13	Petty cash	
\$62.50	6/22/2005	Council dinner 6/20	Valente's deli & bakery	
\$69.54	6/29/2005	Council dinner 6/27	Petty cash	
\$30.00	7/14/2005	Council dinner 7/11	Petty cash	
\$10.87	7/18/2005	Council dessert 7/11	Petty cash	
\$50.40	7/22/2005	Council dinner 7/18	Petty cash	
1,540.42	TOTAL		<i>% of total City Council budget</i>	2.00%
3,800.00	BUDGET	2005 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	40.54%
2,259.58	BALANCE			

190,233.00	TOTAL 2005 CITY COUNCIL BUDGET
-108,995.25	TOTAL 2005 YTD (as of August 3, 2005) CITY COUNCIL EXPENDITURES
81,237.75	BALANCE
57.30%	PERCENT OF BUDGET EXPENDED YTD



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 15, 2005



SUBJECT: 2nd Quarter Update – 2005 Citywide Goals and Objectives
PREPARED BY: Emily Moon, Senior Management Analyst

Summary Statement

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

Attached is the second quarter status report on major projects/initiatives/programs undertaken to achieve City Council goals for 2005 (see attached document “2005 Citywide Goals & Objectives”). The items included in the attached document focus on those items that specifically tie to Council’s stated goals for 2005.

Background Information

The attached document reflects the actions Staff is pursuing to achieve City Council's 2005 Citywide Goals. This report focuses on those items that specifically tie to Council's stated goals for 2005. Should Council desire additional information on a particular item included within this document, Staff will prepare appropriate supplemental information on the specific item requested.

The City Council goals for 2005 are as follows:

- Financially Sound City Government
- Revitalized Aging Neighborhoods and Commercial Areas
- Safe and Secure Community
- Balanced, Sustainable Local Economy
- Beautiful City

The Goals & Objectives document includes the following information:

Goal – These are the priorities originally set by City Council at their 2002 Goal Setting Retreat, which were re-affirmed and refined for 2005 at City Council's April 2005 Strategic Plan Review. The goals provide a foundation for the City's budget and for Staff's projects.

Objective – Within each goal, several objectives to help achieve that goal have been identified. Several "actions" will be undertaken within each objective to help achieve that goal.

Initiated – This column identifies the year in which the action initiates. Many actions were initiated prior to 2005; this reflects the long-term nature of projects/initiatives within the City.

Actions – This column reflects those specific projects, initiatives, and/or programs that Staff is working on to help achieve City Council's goals.

Assigned To – Many projects have multi-departmental, multi-member teams to help complete the project, initiative, and/or program. The names listed within this column reflect the primary project managers for the associated task and their respective department in parentheses. The first name listed represents the project lead and primary activity contact.

Projected Cost – This column reflects the budgeted and/or estimated expense associated with completing the associated activity. The amount listed may include costs that will not be borne by the City (such as grant dollars being awarded) and they may also reflect estimated, but unappropriated, costs. In many cases, the projects' expenditures include materials, supplies and salaries for staff time; these fixed or indirect costs are not reflected in the figures.

Percent Complete – This column reflects Staff's estimate of the amount of the activity (i.e., project, initiative, and/or program) that is complete.

Target Completion – This column reflects the target date to complete the associated activity.

Staff will update the percent complete column as a progress report for City Council. Should staff modify any of the other columns to reflect changes in the activity (such as revised projected costs and/or changes in the target completion dates), a note explaining the modification will appear in the far right column. In addition, any change to a particular action item is identified by shading.

In some cases, Council will note that the originating year may be prior to the year 2005; several of the projects Staff is working on were initiated prior to 2005 and require multiple years to complete. These multi-year projects are carried forward to show continuing projects in addition to new ones.

Staff will reflect any changes Council made at its 2005 strategic planning retreat, such as the order of the strategic plan goals, in the first quarter 2006 Citywide Goals and Objectives update.

The status of the activities reflects 2nd Quarter activity through June 30, 2005. This report does not highlight the full workload that Staff is pursuing. There are many assignments and departmentally oriented items that are tracked separately by the departments.

The Citywide Goals and Objectives document no longer includes detailed information about capital improvement projects (CIPs) but instead simply refers to capital improvement projects that relate to the associated strategic plan goal. The quarterly CIP Status Report will keep City Council informed of Staff's progress on CIP projects. The Citywide Goals and Objectives document will continue to describe non-CIP activities, as they relate to the strategic plan goals.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

2005 Citywide Goals & Objectives

Second Quarter Update



GOAL 5: BEAUTIFUL CITY

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
<i>Objective 1: Increased green space (parks, open space, etc.)</i>						
2003	Apply for grants from Adams County, Jefferson County, GOCO and others	Ruth Becker (CD)	--	Ongoing	Ongoing	Grant application submitted 6/05 to Jeffco OSAB for acquisition funds for NW corner of 104th & Sheridan.
2002	Complete the acquisition of the Metzger open space property	Ruth Becker (CD)	\$5,000,000	25%	4Q 2005	Target completion date changed from 3Q 2005 to 4Q 2005 to continue negotiations with Broomfield and the Metzger family.
2003	Amend the City's open space ordinance to clarify reimbursements for use for easements and transfers between parks to open space and vice versa	Ruth Becker (CD)	--	25%	4Q 2005	
2004	Explore the preservation and restoration of the historic Shoenberg Dairy buildings as a part of new retail and housing development on the Tepper Property	Vicky Bunsen (CD)	TBD	25%	Ongoing	Aaron Gagne's name removed from "Assigned To" field. Artspace consulting visits in April 2005; final report does not recommend pursuit of arts project at Shoenberg. Preliminary historical research complete. Negotiations with owner on-going. Consultations on-going re: available tax credits. Farm nominated to Colorado Preservation Inc. Endangered Places List.
2005	Initiate conceptual planning for Harris Park north of 73rd Avenue, west of Orchard Court	Vicky Bunsen (CD)/Tony Chacon (CD)	\$10,000	10%	4Q 2005	Consultant selected.



GOAL 5: BEAUTIFUL CITY

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
2005	Explore the possibility of extending the open space program at the existing or increased tax level as a means of meeting the City's open space goal	John Carpenter (CD)/Ruth Becker (CD)	--	100%	2Q 2005	Polling completed. City Council study session held on 6/6/05. Council has informally endorsed a referendum to extend the Parks and open space program and issue bonds at the current sales tax rate (\$0.25).
2005	Continue to acquire property and conceptual plan for area within the Little Dry Creek flood plain between Federal Boulevard and Lowell Boulevard for the potential development of a park/open space trail corridor in the area	Tony Chacon (CD)	\$65,000	10%	3Q 2005	
Objective 2: Land use plans and policies updated and used in planning and decisions						
1996	Continue to work closely with the Rocky Flats Coalition of Local Governments, as well as the Department of Energy and other local governments and state agencies to ensure accelerated cleanup and closure of the Rocky Flats and revisions to Rocky Flats Cleanup Agreements, federal and state and other regulatory and administrative closure agreements	Al Nelson (PW&U)/ Ron Hellbusch (PW&U)	--	70%	2006	Additional verbage added by Ron Hellbusch to clarify goal.
2004	Participate in the wildlife refuge planning process with RFCLOG and Fish and Wildlife Service on mineral rights acquisition and land transfer from the Department of Energy to the Department of Interior	Ron Hellbusch (PW&U)	--	50%	2007	Added action item to clarify two distinct Rocky Flats goals: (1) cleanup and (2) creation of the Rocky Flats Wildlife Refuge.
1996	Participate, coordinate and monitor the recommended Rocky Flats Wildlife Refuge Comprehensive Conservation Plan as member of RFCLOG Wildlife Refuge Subworking Group	Ron Hellbusch (PW&U)	--	70%	2006	



GOAL 5: BEAUTIFUL CITY

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
Objective 3: Well-designed City facilities						
2005	Conduct study of existing recreation programs and facility use and combine the efforts of program and facility staff to enhance customer service and maximize use of facilities	Peggy Boccard (PR&L)	--	50%	4Q 2005	Assessment of programs and facility operations is underway. Implementation of facility guest/host and recreation program enhancements has begun.
Objective 4: Expanded, developed and well-maintained parkland						
Please refer to list of capital improvement projects (CIPs) below						
Objective 5: Increased public and cultural art						
2000	Prepare a public art ordinance	Aaron Gagne (CD)	--	75%	On Hold	
2002	Complete city-wide inventory of public art and develop public access web-page	Aaron Gagne (CD)	--	100%	1Q 2005	Web site "went live" in February 2005.
2005	Work with Artscape to assess cultural needs and resources with goal of establishing potential cultural facilities in historic buildings	John Carpenter (CD)/Vicky Bunsen (CD)	\$7,200	100%	2Q 2005	Final report received; affordable housing study for artist live-work project initiated.
Objective 6: Attractive, low water use landscaping						
2004	Prepare Office Building Design Guidelines	Patrick Caldwell (CD)	--	0%	4Q 2005	
2005	Develop education and enforcement program for newly implemented landscape regulations and complete first full-year of operations	Stu Feinglas (PW&U)/Bret Eastberg (PW&U)		80%	4Q 2005	Developer/contractor training session complete. Implementation process developed and proceeding.



GOAL 5: BEAUTIFUL CITY

Initiated	Actions	Assigned To	Projected Cost	Percent Complete	Target Completion Date	Notes
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Capital Improvement Projects Relating to Strategic Plan Goal 1: BEAUTIFUL CITY

128th & Huron Park; Armed Services Memorial Sculpture Garden; Carroll Butts Park; City Park Skateboard Park; Della Villa Park; Farmers Highline Trail Extension; Savery Farm Water Tower Rehabilitation; Westfield Village Park; Willowbrook Park Improvements; Community Enhancement Program; Open Space Land Acquisition; Parks Renovation Program; Recreation Facility Improvements



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 15, 2005



SUBJECT: Second Quarter 2005 Status Report on Capital Improvement Program (CIP) Projects

PREPARED BY: Barbara Opie, Assistant to the City Manager

Summary Statement:

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

Attached is the second quarter status update for 2005 on Capital Improvement Program (CIP) projects. The project name, a brief description, and status update is provided for each project. If City Council has questions about any of the projects included in this report, Staff will follow up with additional information.

Background Information

Staff has compiled the attached status report on Capital Improvement Program (CIP) projects for activities through the second quarter of 2005, ending June 30. This report includes CIP projects authorized in 2005 or the prior years. Several projects included within this report are in the process of being closed out and therefore may not appear on the third quarter status report for 2005.

The “Updated” column on the far left side of the attached report will have a mark (▶) in it denoting that the project information (such as the description, status, budget, projected completion date or percent complete) has been updated, or it will have “NEW” typed in to identify any new projects added to the CIP Status Report since last quarter, or it will have “CLOSED” or “TO BE CLOSED” typed in to identify projects that have either been closed in the financial management system or about to be closed. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during that quarter; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

The definition for each of the columns included in the report is noted on the attached document (“Attachment A: Definitions – Capital Improvement Program (CIP) Project Status Report”). The definitions are utilized internally to ensure that staff is reporting information as consistently as possible.

The project name, a brief description of the project, project status, project budget, project expenditures as of June 30, the project manager(s), engineering firms/contractors, start date, projected completion date and percent complete is provided for each project on the “Capital Improvement Program – Major Projects” pages (Attachment B).

The project name, a brief description of the project, project status, project budget, project expenditures as of June 30, the project manager(s), and engineering firms/contractors is provided for each project on the “Capital Improvement Program – Ongoing Projects” pages (Attachment C).

The projects are sorted based on whether they are ongoing in nature or have a definitive beginning and completion date. Some projects may include funding from both the General and Utility Funds but are listed only once, reflecting the consolidated total in this report. Those projects on the Ongoing Projects pages (Attachment C) do not include a start date, projected completion date or a percent complete due to the nature of these projects (i.e., they are continuing projects from year to year).

Staff will continue to provide this report to City Council on a quarterly basis. If City Council has questions about any of the projects included in this report, Staff is available to meet individually with City Council members and provide additional information on the projects included within this document or provide appropriate information as requested

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

– DEFINITIONS –

Capital Improvement Program (CIP) Project Status Report

Updated – The Updated column is intended to simplify the review of the quarterly updates by drawing attention to those projects with new updates since the last quarter report. The column will have a ► mark in it denoting that the project information has been updated, or will include “NEW” to identify any new projects that may have been added since the last report via supplemental appropriations (such as from carryover, the receipt of a grant or the subdividing of a larger project into smaller components), or will include “CLOSED” to identify projects closed or “TO BE CLOSED” if the project will be closed before the next report. If a project does not have a mark designating that an update has been provided, it does not necessarily mean that no work has been conducted on the project during that quarter; it simply means that nothing substantial enough to report to City Council has occurred that warrants providing an update.

Project Title/Description – The Project Title is common name utilized by Staff in identifying the project. The Project Description is a brief description of the project, specifically focusing on the scope of the project for which funds are budgeted (i.e., are the funds appropriated for the full project, from design to construction, or simply the design/engineering component of the project).

Project Status – A brief update as to the progress made on this project, providing information such as how much work has been completed, if the project is on schedule, ahead or behind, if any challenges have developed as a result of contractors or the weather, etc.

Budget – For Major Projects, this is the total amount City Council has appropriated via the current and/or prior years’ budgets. Some projects have funding from multiple sources, i.e., the General and Utility Funds; in these cases, the combined total for the project is shown in this report.

For Ongoing Projects, this is the amount that has been entered into the financial management system that City Council has appropriated via the current or prior years’ budgets. This amount may be different from the total amount that has been appropriated over the years, since many projects that are ongoing have received funding for many years, in some cases over ten years. Showing the cumulative budget since project inception is not only difficult to gather given the conversion to a new financial management system, but is not representative of the funds actually available to spend on these ongoing projects. Some projects may include open contracts from which some expenditures have been made but the Spent column reflects only those actual expenditures, and therefore the associated encumbrances (i.e., financial obligations) are not necessarily reflected in these figures.

Spent – Actual expenditures made to date, *excluding* encumbrances.

Project Manager(s) – The City staff member(s) overseeing the completion of the project. Regardless of having an external project manager, a City staff member will always oversee City projects.

External Project Manager Utilized - This column identifies if the primary project lead is a City staff member or an outside contractor. On complex construction projects of approximately \$3-5 million or more, the City is likely also to hire a professional project manager on a contracted basis (in addition to an independent project construction inspector) to provide overall project management under the direction of City staff. If an external project manager is utilized, the name of the contractor is listed in this column.

Engineering Firms Or Contractors – Lists all outside firms the City has hired to work on this project, excluding the external project manager if applicable.

Start Date – Identifies the month and/or year in which the project was initiated (noted on the Major Projects’ pages only).

Projected Completion Date – The projected/targeted date for which the project is anticipated/scheduled to be complete (noted on the Major Projects' pages only).

Percent Complete – Identifies the amount of the overall project, as funded via City Council appropriations and defined in the Project Title/Description that is complete. It is based solely on what has been funded to date and may not include actual completion/construction of the project. There will not necessarily be a one-for-one correlation between the percent complete and the amount expended. (For example, City Council may have funded the design only of a project and based on this funding level, the project may be 75% complete, which would be reflected in the Percent Complete column. However, when looking at the overall project, which might be for the construction of a new bridge, the design component is only 5% of the overall project; however, City Council has not appropriated the construction funds as of yet and therefore this percent complete would remain at 75% until the total project funds are appropriated. Once the entire project budget is appropriated, the percentage complete column would be adjusted to 5%, reflecting the percentage of the total project that the design work represents. Some projects may be 100% complete but may reflect some funds remaining in the project and the project remains on this report due to warranty work that is yet to be completed; once warranties expire, the project will be closed.)

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 6/30/05)	BUDGET	SPENT (6/30/05)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
GENERAL CAPITAL IMPROVEMENT FUND							
▶	Arterial Roadway Rehabilitation and Improvements - Project to supplement arterial street maintenance in the PW&U operating budget; funds will be used for improvements to existing pavement on major arterials to extend the life of the pavement and offset the high cost of repairs.	CCA 3/28/05 to apply a Double Bonded Hot-Applied Chipseal Re-surface on 104th Avenue, Zuni St. to Federal Blvd.; 104th Avenue, Sheridan Blvd. To US 36; and to Church Ranch Blvd., US 36 to Wadsworth Parkway. Hot applied chipseal resurfacing completed on 104th Avenue, Federal to Zuni and from Sheridan to US 36 and for Church Ranch, US 36 to Wadsworth Parkway.	\$900,000	\$820,204	Ray Porter (PW&U)	City Employee	A-1 Chipseal
▶	BO&M Major Maintenance - Project is for maintenance projects throughout City facilities.	2005 workplan includes: roof repair at City Park Recreation and Swim & Fitness Centers; painting exterior of City Park Recreation Center; painting underside of all metal entrances where the paint has fallen off or is chipping off of City Park Fitness; repair the car wash bay at Fleet Maintenance; window replacement at City Hall and City Park Recreation Center. Budget in 2004 was \$537,298 but \$423,328 was capitalized at year-end 12/31/04; amount shown as Budget is the remaining amount available for expenditure. City Park roof project complete 3/1/05. City Park paving underway. Swim & Fitness roof repair/replacement underway.	\$363,970	\$133,449	Jerry Cinkosky (GS)	City Employee	Allied Roofing, Mile High Glass and others TBD
▶	City Facility Parking Lot Maintenance - Program to maintain City facility parking lots on an on-going program (cracksealing, seal coating, resurfacing or reconstruction as necessary).	CCA 3/28/05 to Slurry Seal seven City Facility parking lots. Construction to begin in Aug. 2005. City Facility parking lots include Legacy Ridge Golf Course (Turfgrass Management Facility & main parking lot), Westminster Municipal Court (all parking lots), Countryside Little League Ball Fields, Promenade Parking Lot South of Westin Hotel (100% City owned), Promenade parking lots West & North of Ice Center (50% cost shared by others), Oakhurst Park 1, East and West lots/9311 Larkbunting Drive, Oakhurst Park 2, East and West lots/9255 Ammons Street. Budget increased from \$300,000 by \$100,000 per the adopted 2005 Budget. \$12,000 expended for curb, gutter and sidewalk replacement at Legacy Ridge Golf Course parking lot.	\$400,000	\$312,000	Ray Porter (PW&U)	City Employee	Quality Resurfacing Company
▶	Community Enhancement Program - These funds provide for a variety of projects throughout the Westminster community. Projects include: Community enhancement master plan, US36/Federal landscape improvements, neighborhood enhancement grant, public art, median maintenance/renovation, and gateways.	US 36/Federal medians currently under construction; Xcel needs to connect wiring for the irrigation system to be operational. Neighborhood grant applications received and grants awarded. Median maintenance is ongoing (\$50,000). Staff is currently working on an update of the CEP Master Plan. Gateway lighting updated/repared. Hidden Lake Gateway sign complete.	\$3,687,119	\$360,581	Kathy Piper (PR&L)	City Employee	City Employee
	Facelift Program - The Facelift Program provides matching grants to qualifying commercial properties and/or businesses to improve the aesthetic appearance of the site and/or buildings. The grant is provided on a one-for-one dollar basis not to exceed \$5,000 and can be used for landscaping, painting, awnings and signage, and façade improvements	This program provided funds for improvements to Valente's Deli that will enhance the Meade Street improvement project. Budget in 2004 was \$100,000 but \$78,907 was capitalized at year-end 12/31/04; amount shown as Budget is the remaining amount available for expenditure.	\$21,093	\$9,175	Tony Chacon (CD)	City Employee	n/a
	Fire Station Concrete & Asphalt Replacement Program - Funding for on-going replacement of deteriorated concrete curb, gutter and sidewalk and asphalt paving adjacent to the six fire stations.	The Fire Department is working with Public Works to get an assessment of potential "inside" concrete work that might need to be done in the apparatus bays. Also, the FD is getting prices for expansion of the Station Five parking lot and the addition of vehicle access to the rear of that fire station with "drive through" capability as it was originally designed.	\$54,310	\$0	Bill Work & Gary Pedigo (Fire)	City Employee	Asphalt Specialties Co.
	Geographic Information System - The G.I.S. is the warehouse for geographic data, utility layout, and the mapping which supports planning, record-keeping, and maintenance activities throughout the City. All but the very basic support for the GIS comes from the Capital Improvement Program.	GIS staff is very involved in the modification of geographic data which will be the base platform for the Automated Maintenance System, Building Permit system and Utility Billing systems being implemented in 2005 and 2006.	\$175,659	\$36,286	Steve Baumann (CD)	City Employee	n/a
▶	Greenbelt Drainage Improvement - Funding for improvements along greenbelts and drainageways that require repairs caused by flooding or improvements mandated for wetland mitigation/monitoring.	Water quality testing at Big Dry Creek underpass at Wadsworth is ongoing. Drainage issues at Margarets Pond are being evaluated and repairs will be made in the 3rd/4th quarter of 2005. Various drainage projects throughout the City are under improvements.	\$162,035	\$27,622	Richard Dahl (PR&L)	City Employee	Various, ERO
▶	Major Fire Station Maintenance - This project consists of major maintenance and remodel items for all six Fire Stations, the Training Tower and the Storage Facility (old Station 2).	Station 3 exterior painting was completed during second quarter 2005. The remodel at Station 6 that moved the "Uniform Store" into the loft and added a bunk room, is nearing completion. The next priority is the replacement of the emergency generator at Station Five; currently working with BO&M for electrical work that will need to be done first. Electrical engineering for this project is expected to begin the first week of July. Remaining projects include the replacement of the solar shades at Station Five, carpet and window replacement at Station Six, remodel of the east side of Station One along with recliner replacement, replacement of back door slider and new blinds for Station Four, and appliance replacement and bunkroom phones for Station Three.	\$138,623	\$59,591	Bill Work (Fire)	City Employee	American Mechanical Services and various
▶	Median Rehabilitation - Project to rehabilitate and maintain medians throughout the City.	Bids have been received for the Federal and US36 intersection renovations. Plant renovation along 104th between Sheridan and Federal was awarded. Work to be done in summer 2005.	\$200,000	\$0	Kathy Piper (PR&L)	City Employee	Arrow J. Landscape & Design

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 6/30/05)	BUDGET	SPENT (6/30/05)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
	Neighborhood Traffic Mitigation - This project provides funding for the design and construction of traffic mitigation measures (e.g., traffic control signs, traffic circles, medians, speed humps, etc.) that may be identified in selected residential neighborhoods where there is speeding on residential and collector streets.	In November of 2004, Council decided to discontinue this program except for those projects that are designed and ready for construction. These remaining projects will be constructed in 2005.	\$348,928	\$36,896	Mike Normandin (CD)	Burns& McDonnell and BWR	Burns & McDonnell, BWR-Design / Goodland Construction, Inc.
▶	New Development Participation - This project funds the City's share of certain public improvements (e.g., the middle portion of arterial streets) installed by private developers.	Budget increased from \$1,008,892 by \$500,000 per the adopted 2005 Budget. Fund have been spent on the brick fence at the Ranch; these funds will be reimbursed by the homeowners per the Special Improvement District (SID) agreement.	\$1,508,892	\$479,146	Dave Downing (CD)	various developers	n/a
	Adams County Open Space Land Acquisition - The funds will be utilized for the acquisition of additional open space lands in Westminster. The funds are a portion of the open space sales tax revenue received from Adams County from the 2001 voter-approved tax. The Open Space Advisory Board prepares and utilizes a list of priority lands to acquire open space throughout the City and will be used when expending these funds.	Project represents some of the annual funding to be received via the Adams County voter-approved tax. Staff continues to work to acquire priority lands prior to development.	\$250,000	\$0	Ruth Becker (CD)	City Employee	various
	Park Improvement Program - This project improves the appearance of, and brings into compliance with ADA, older parks within the City by replacing playgrounds, adding picnic shelters and improving sidewalks, and other necessary renovations.	This program is no longer being funded; it is being combined into the Park Renovation Program. Remaining funds are being spent down on minor park repairs and the design of the skate park.	\$80,110	\$11,880	Richard Dahl (PR&L)	City Employee	In-House
	Parks Major Maintenance - This project provides funds for major repairs to existing parks, e.g., irrigation system replacement, tennis court/basketball court resurfacing, fencing repairs, athletic field reconstruction, etc.	This account as it is being combined into the Park Renovation Program.	\$32,456	\$5,221	Richard Dahl (PR&L)	United Green Tech; Fence Consultants	In-House
▶	Parks Renovation Program - This program seeks to combine the existing Parks Major Maintenance Program and the Park Improvement Program into one consolidated source of funds. Funds in this program will serve the purposes of the two previous programs to fund improvement projects that are needed to update the safety and quality of Westminster parks.	Sherwood Park renovation should be completed by September 2005. Squires Park shelter should be complete the winter of 2005. Bishop Square renovations to begin in the summer/fall 2005.	\$1,440,974	\$327,724	Richard Dahl (PR&L)	City Employee	BBB Architects, Hydrosystems
▶	Public Safety Facilities Maintenance - Funds for the maintenance costs for the Public Safety Center and Fire Stations throughout the City. Identified projects include painting the interiors of the public safety facilities, upgrading the HVAC systems at various fire stations and replacing the carpet as needed at the public safety facilities.	Staff has received bids for paint and texture of walls in common areas of Public Safety Building. Major roof repairs are complete at Fire Stations #5 and #6, presently assisting Fire Department with painting interior and exterior of stations and training tower.	\$60,000	\$25,570	Jerry Cinkosky (GS)	City Employee	Contractors for Painting: Total Discount Painting; Contractors for Roofing: Garland Company
▶	Recreation Facility Improvements - Projects at various recreation facilities to enhance customer service, including upgrades to aquatics, weight rooms, etc.	Funds are utilized to enhance guest services at all recreation facilities. Video Security projects at Legacy Ridge and Heritage Golf Courses are 99% complete. Other golf projects will continue during the off-season, i.e. addition of drinking fountains and restroom improvements. Recreation facility enhancements included replacement of aging fitness equipment at West View and City Park Fitness Centers. City Park Recreation Center fitness equipment replacement is 50% completed. Kings Mill pool re-plastering project was completed. Other service enhancement projects are in progress.	\$405,338	\$105,656	Peggy Bocard (PR&L)	City Employee	Various Suppliers
	Sidewalk Connections - This project provides funding for the design and construction of "missing links" of sidewalks at various locations where private development is not anticipated in the foreseeable future.	Budget increased from \$148,115 by \$25,000 per the adopted 2005 Budget.	\$173,115	\$0	Dave Downing (CD)	City Employee	n/a
	Traffic Signal System Improvements - This project provides funding for the design and installation of traffic signals at selected intersections that meet City warrants.	Expected expenditures in 2005 include \$120,000 for one new signal (signal warrant study to be completed 4/29/05), \$150,000 for new traffic operation software and hardware required to support the north Huron corridor expansion (\$60,000 for ICON software integration and \$90,000 for fiber optic communications).	\$307,405	\$7,400	Mike Normandin (CD)	City Employee	In House Design/Colorado Signal Co.
▶	Trail Development - Implement the trails master plan by developing identified trails throughout the City as funding permits.	2005 workplan includes: Farmers' High Line Canal Trail, Trail Improvements, BDC Huron – I-25, BDC- Standley Lake Park replacement, FRCC open space connection to BDC. Budget decreased by \$63,360 moved to Farmers' Highline Trail Connection project per 5/23/05 Council action.	\$449,065	\$94,326	Brad Chronowski (PR&L)	City Employee	In-House
	Street Lighting Improvements - This project provides funding for the installation (by Xcel Energy) of isolated street lights in areas requested by citizens.	Street lights are installed upon request by citizens and the approval of Staff.	\$66,730	\$27,209	Mike Normandin (CD)	Xcel Energy	Xcel Energy
	Underground Utility Lines - This project houses funds that are collected from private developers as "cash-in-lieu" payments for the underground relocation of overhead utilities adjacent to their sites. Xcel Energy will not perform these relocations for short lengths of lines. In such cases, funds are collected from the developers for future, longer projects.	Staff continues to monitor areas in which "cash-in-lieu" has previously been collected for opportunities to create larger projects that Xcel Energy would be willing to perform.	\$114,398	\$0	Dave Downing (CD)	Xcel Energy	Xcel Energy

CAPITAL IMPROVEMENT PROGRAM - ONGOING PROJECTS

UPDATED	PROJECT TITLE/DESCRIPTION	PROJECT STATUS (as of 6/30/05)	BUDGET	SPENT (6/30/05)	PROJECT MANAGER (DEPARTMENT)	EXTERNAL PROJECT MANAGER UTILIZED?	ENGINEERING FIRMS OR CONTRACTORS
UTILITY CAPITAL IMPROVEMENT FUND							
	Annual Local Sewer Line Replacement - Funding for the repair or replacement of deteriorated local sanitary lines by trenchless technology or conventional replacement methods. Maintenance and replacement of local sanitary sewers will minimize inflow and infiltration into the sanitary sewer collection system, minimize customer calls due to backups due to defective pipes and potentially reduce bill flows to metro Wastewater by eliminating inflow into the sanitary sewer system. Projects will be selected on a priority basis with the worst sewers being addressed first.	Staff is currently reviewing the priority list of projects to be completed in 2005. Improvements will include open cut and trenchless technology.	\$200,000	\$0	Dan Shjandemaar (PW&U)	City Employee	N/A
▶	Miscellaneous Stormwater Drainage Improvements - This project is intended to fund the design and construction of all types of drainage improvements on an ongoing basis. (Prior to the Stormwater Drainage Fee being established by City Council in 2001, funds were appropriated in the General Capital Improvement Fund; the project in the General Fund Ongoing Projects represents that prior commitment of the City to stormwater drainage improvements).	2nd quarter activities included progress on the NPDES permit requirements, including a strategy for data collection on the City's storm sewer system and participation in an ad hoc committee of stormwater program managers in the north metro area to share information and resources. The City was successful in securing maintenance services for several drainageways from the Urban Drainage and Flood Control District along with a commitment to participate in the improvements to Middle Hylands Creek as part of the intersection improvements planned for 104th and Sheridan Blvd.	\$522,739	\$34,728	Steve Baumann (CD)	City Employee	various
▶	Reclaimed User Connections - This project involves the addition of connection lines and service vaults to the existing Reclaimed Water Distribution System that will aid in expanding the current commercial user base.	Design of 2004 extensions to six Home Owner Associations is complete. The project was bid out with BT Construction submitting the low bid. However, bids came in higher than the engineer's estimate, thereby requiring staff to review the scope of work and project priorities. Per Council action 5/23/05, budget reduced from \$906,339 by \$400,000, which was moved to Utility Fund CIP Reserve.	\$506,339	\$26,481	Abel Moreno (PW&U)	City Employee	Martin/Martin Engineering BT Construction
	Special Assessments of Metro Wastewater Reclamation District - This project covers tap fees charged by the MWRD to connect users in the Little Dry Creek Basin (generally south of 97th Ave). The southern portion of the City is provided wastewater services by the MWRD. As new users connect in the City, the City pays MWRD a tap fee for the new connection.	Funds out of this account have not been paid to the Metro District as of this date.	\$100,000	\$0	Tim Woodard (PW&U)	City Employee	N/A
▶	Thornton Water Replacement - The purpose of this project is to replace the annual volume of water supply lost due to the reduction of the treated water contract negotiated with Thornton from 3 MGD to 2 MGD in 2004. This will include the purchase of additional water rights, expanding the reclaimed water system and increased water conservation efforts. The savings from the reduction of payments to Thornton will be used to fund this project.	Project will include a combination of water purchases and potential conservation programs. A purchasing strategy and priority share owners are being identified in order to make the best use of available funds. Shares continue to be purchased as they become available. Budget increased from \$1,099,703 by \$997,670 with 2004 year-end project closeouts and by \$1,000,000 per the adopted 2005 Budget.	\$3,097,373	\$0	Mike Happe (PW&U)	City Employee	Helton and Williamson will be assisting with water supply planning/modeling of alternatives
▶	Utility Site Landscaping Improvements - Funds to finalize or improve landscape at Utilities Operations facilities.	The funds are being used to repair the trail adjacent to the Allen Ditch at Pierce Street as a result of utility work that was previously completed; the second project is to improve the landscaping at the Countryside water storage facility. Staff is currently in preliminary design at the Countryside water storage tank. Design and construction are expected to commence in Sept 2005.	\$310,941	\$8,182	Andy Mead (PW&U)	City Employee	In-house
▶	Water Meter Transponder Replacement Program - Project commencing in 2005 to replace customer water meters that are at the end or near the end of their useful life. Meters of selected ages and in selected meter routes will be replaced in a programmed manner to transform from negative replacement of stopped meters to a proactive program of replacing meters as they approach the end of their useful lifespan.	Utilities Operations Division will make a status report to City Council during the 3rd Quarter of 2005 on recommendations for selection of technology & replacement meter/transponder purchases.	\$500,000	\$0	Richard Clark (PW&U)	City Employee	N/A