



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 10, 2011

SUBJECT: Study Session Agenda for August 15, 2011

PREPARED BY: J. Brent McFall, City Manager

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

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

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

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. Covenant Village Retirement Village Request
2. Mid Year Report from Municipal Court
3. Review City Council's Adopted 2012 Budget
4. Centennial Celebration
5. Paperless Packet Software Training

6:30 P.M.

EXECUTIVE SESSION

None at this time

INFORMATION ONLY ITEMS

None at this time

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

Respectfully submitted,

J. Brent McFall
City Manager





WESTMINSTER

Staff Report

City Council Study Session Meeting
August 15, 2011



SUBJECT: Covenant Village Retirement Village Request

PREPARED BY: Dave Horras, Chief Building Official

Recommended City Council Action:

Review the request from Covenant Village of Colorado that their property be specifically excluded from the licensing and inspection provisions of the Rental Property Maintenance Code and concur with staffs previous determination that, other than the Assisted Living and Skilled Nursing housing units, the property does fall under the provisions of the Code as adopted.

Summary Statement

The Executive Director of Covenant Village of Colorado, William Lange, has written a letter to the City of Westminster requesting that City Council amend the Westminster Municipal Code to exclude Covenant Village of Colorado from the inspection and fee requirements of the Rental Property Maintenance Code. A copy of Mr. Lange's letter is attached. This request is being made after an interpretation of the provisions of the Rental Property Maintenance Code determined that the property is considered by definition as a rental property and subject to the licensing and inspection provisions of the code.

Expenditure Required: \$0

Source of Funds: N/A



Policy Issue

Should City Council grant Covenant Village of Colorado's request to specifically exclude their units from the licensing and inspection provisions of the Rental Property Maintenance Code?

Alternative

Grant Covenant Village of Colorado's request to exclude them from the licensing and inspection provisions of the Rental Property Maintenance Code by modifying the current code to exclude properties approved as "Life Care Institutions" as regulated by the Colorado Division of Financial Services. This alternative is not recommended for the reasons identified in the background section of this Staff Report.

Background Information

Covenant Village of Colorado's 215 residential units have been included as part of the Rental Property Maintenance program since their first scheduled inspection in 2003. While the management of Covenant Village has not necessarily agreed that they should have been included in the program they have cooperated with inspections over the years. These residential units are not subject to inspection by any other agency and over the years there have been a number of violations identified. The property is generally very well maintained but the property file does include identified violations such as non-operational smoke detectors, miscellaneous minor electrical and plumbing violations and work that has been completed without required building permits. There have also been a few resident complaints over the past eight years.

When the Rental Property Maintenance Code was revised last year to include licensing and inspection fees Mr. William Lange, Executive Director of Covenant Village, requested that the City of Westminster reconsider the applicability of the code to their property. In January of 2011 Mr. Lange met with staff to present his reasoning why he believed Covenant Village is not a rental property. He described the occupancy requirements, presented a residency agreement and described other characteristics that he believes differentiates their property from other rental properties in the City.

Staff considered the information presented by Mr. Lange and determined that, even though it is managed differently than most rental properties in the City, it is still considered a rental property as defined in the code. This determination was made based primarily on two factors; the recorded ownership of the property and the fact that the residency agreement constitutes a "lease". A more detailed explanation of the staff consideration is explained in the attached letter to Mr. Lange dated January 26, 2011.

In addition to the possibility of rental property code violations, excluding these units from the licensing and inspection program would reduce fees by \$8,560 in 2011 based on Covenant Village's next scheduled inspection. Based on the age of the property Covenant Village is scheduled for inspection every four years. Covenant Village's inspection fees will increase to \$9,640 in 2015 when their newest building is added to the inspection program.

If City Council determines that it is in the best interest of the City of Westminster and Covenant Village to exclude them from the Rental Property Maintenance Code as proposed in the alternative

staff would recommend that staff be directed to draft an exemption to the code specifically exempting “Life Care Institutions” as regulated by the Colorado Division of Financial Services. These Institutions have Life Care Contracts with their residents that provides for life care for the duration of the residents life. There are only eight Life Care Institutions in the State of Colorado and Covenant Village is the only one in the city.

These facilities are investigated for their business and financial management practices but are not inspected for fire, life or health minimum standards. If City Council decides to exempt “Life Care Institutions” from the Rental Property Maintenance Code these residential units will not be physically inspected by any agency other than the management of the property itself.

The Rental Property Maintenance Code and the Rental Inspection Program are part of the City’s Strategic Plan in a number of ways. The overall goal of the program is to help provide a Safe and Secure Community by maintaining safe buildings and homes as well as the goal to help assure Vibrant Neighborhoods in One Livable Community by maintaining and improving neighborhood infrastructure and housing and by proving a range of quality homes for all stages of life (type, price) throughout the city. The assessment of fees fits with the goal of a Financially Sustainable City Government Providing Exceptional Services and the specific objective of focusing on core city services and service levels as a mature city with adequate resources.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - Letter from Covenant Village dated January 26, 2011
- Letter from Covenant Village dated April 20, 2011



WESTMINSTER

January 26, 2011

William H. Lange
Executive Director
Covenant Village of Colorado
9153 Yarrow Street
Westminster CO 80021-4561

Dear Mr. Lange:

Thank you for taking the time to meet with me, Holly Clayton, and Hilary Graham on January 12, 2011. The information you provided about Covenant Village and your standard residency agreement was useful and there is no doubt that your facility is an asset to the City.

City of Westminster
Department of
Community Development

4800 West 92nd Avenue
Westminster, Colorado
80031

303-658-2400
FAX 303-706-3972

However, it remains the City's determination that Covenant Village does fall under the new licensing and inspection requirements set out in Westminster Municipal Code ("W.M.C."), Title VI, Chapter 12, and Title XI, Chapter 12, which require every rental property within the City to be licensed and periodically inspected. W.M.C. §§ 5-12-3; 11-12-9.

Specifically, a "rental property" is defined as "...any building or buildings, or portion thereof, on one property under common ownership consisting of more than three units that provides shelter for human habitation or residential purposes, any portion of which is leased by the owner for occupation by a tenant. "Rental property" shall not mean hotels, motels, hospitals, State licensed residential care facilities, assisted living facilities or nursing homes." W.M.C. § 11-12-3(18) (emphasis added).

In turn, a "lease" is defined, in relevant part, as "...an agreement by which an owner gives up to a tenant, for valuable consideration, possession and use of his property or a portion thereof for a definite term, at the end of which term the owner has an absolute right to retake control and use of the property." W.M.C. § 11-12-3(11)(a).

While your residency agreement does contain certain unique provisions, the City has determined that the separate dwelling units within Covenant Village are nonetheless "rental property" subject to City licensing and inspection based on at least two factors:

- 1) Covenant Village of Colorado, Inc., is the record owner of all 245 units located on the Covenant Village campus. As such, there are more than three residential units on the property under common ownership, meeting the





Covenant Village of Colorado, Inc.
January 26, 2011
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definition of "rental property" in W.M.C. § 11-12-3(18).

- 2) The residency agreement constitutes a "lease" according to the definition in W.M.C. § 11-12-3(11)(a) in that a resident pays valuable consideration (in the form of the entrance fee and monthly service fees) in exchange for a terminable right to occupy the property. Even when benevolent care is provided, all subsidies and deferrals "will be accrued and will continue to be an obligation of the Resident and his or her estate." (See Section IV(II) of the residency agreement). Despite the admirable efforts Covenant Village makes to prevent residents from being evicted, Covenant Village of Colorado, Inc., as the owner of the property does retain an absolute right of entry (see Section V(I) of the rental agreement) and the unilateral right to terminate the agreement "at any time...for good and sufficient cause." (See Section VII(D)(2) of the residency agreement.) In addition, at the end of a resident's lifetime or upon termination of the residency agreement, Covenant Village does retain the absolute right to retake control and use of the property. At no time does a resident possess a legal or equitable property interest in Covenant Village that is capable of being passed on to the resident's estate or heirs.

As such, the City has determined that Covenant Village does fall under the City's licensing and inspection requirements. In order to comply, a rental property license application must be filed on or before March 1, 2011, and Covenant Village dwelling units that are not separately inspected as part of state health care licensing and regulation will be subject to City inspection every two to four years (depending on the age of the structures). See W.M.C. § 5-12-5. As you know, there will be a \$40 inspection fee assessed per unit.

As we have discussed, the City is willing to work with you to defer payment of the inspection fees. Please understand that adoption of rental property regulations and application of those licensing and inspection requirements to Covenant Village furthers the City's goal of safeguarding the life, limb and health of all of its residents.

Sincerely,

Dave Horras
Chief Building Official

cc: Hilary Graham, Asst. City Attorney II
Holly Clayton, Lead Housing Inspector



**COVENANT
VILLAGE OF COLORADO**

A Covenant Retirement Community

9153 Yarrow Street • Westminster, CO 80021-4561

303.424.4828 phone • 303.424.0320 fax

ASSISTED LIVING:

Aspen Place
9221 Wadsworth Parkway
Westminster, CO 80021-4598
303.403.2900 phone
303.403.2904 fax

SKILLED NURSING:

The Village Care and
Rehabilitation Center
9221 Wadsworth Parkway
Westminster, CO 80021-4598
303.403.2900 phone
303.403.2904 fax

April 20, 2011

Brent McFall
City Manager
City of Westminster
4800 W 92nd Street
Westminster, CO 80021-4561



Dear Mr. McFall:

The City of Westminster, in interpreting the inspection requirements of the W.M.C., Title VI, Chapter 12, has determined that Covenant Village of Colorado is deemed a rental property and therefore subject to inspection.

I met on January 12, 2011 with the following city officials: Dave Horras, Hilary Graham and Holly Clayton. The purpose was to explain what we believe to be a unique relationship with the residents of Covenant Village as contrasted with a rental property. Our argument for this distinction is based on the following.

- The residents enter into a residency agreement, regulated by the Insurance Commissioner of the State of Colorado, as a life care agreement, which provides services, including assisted living and nursing home care. A copy was provided and a thorough explanation of this agreement was discussed with the officials.
- Upon being approved for residency, an entrance fee is paid to the community which provides for the performance of the residency agreement and assurance that the agreement will not be terminated, following a 90 day adjustment period, except under limited circumstances by Covenant Village.
- The residents of the community have a Resident Association that interacts with Covenant Village management and advises management on matters of interest to the residents including the upkeep of the campus and amenities.
- Representatives of the resident community are full members of the community's Management Advisory Committee which has been established by the Covenant Retirement Communities governing board to oversee the management of Covenant village.
- Lastly, other retirement communities in the Westminster area understand the above distinctions and refer to themselves as rental communities in their

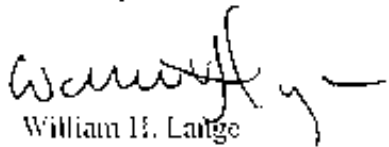
marketing materials specifically setting themselves apart from the entrance fee residency agreement of Covenant Village.

We ask that the City Council consider our request to amend the W.M.C. excluding Covenant Village of Colorado from the rental inspection requirements of the Code.

I would of course be available to discuss this matter with you and our members of the Council.

Thank you and the Council for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Lutz", with a long horizontal flourish extending to the right.

William H. Lutz
Executive Director

cc: Donna Johnson, President, Resident Advisory Council

MEMORANDUM

TO: Mayor and City Council

FROM: John A. Stipech, Presiding Judge

DATE: August 15, 2011

SUBJECT: Mid-Year Report

INTRODUCTION: The following report covers the first six months of Municipal Court operations. We had a five month period of not receiving filings of Domestic Violence cases from August 1, 2010 to December 31, 2010 so the Probation Department statistics will be skewed to reflect a lower caseload than they usually manage. We again started receiving the filings of Domestic Violence cases in our Court on January 1, 2011 which will reflect the true caseload when I present my end of year report. Essentially, the caseload is not going down, but the figures would suggest that because of our five month hiatus of filing the cases in the County Courts.

SIX MONTH FILING FIGURES: The caseload for the first six months of 2011 indicates that all new case filings are up 6% or 453 cases from last year's filings with the largest increases being in traffic citations. In general, criminal ordinance violations are down 14% or 245 cases. (These are Municipal ordinance violations including Domestic Violence cases); traffic violations are up 9% or 529 cases; and parking violations are up 39% or 169 cases.

2011 - June Statistics

CASES FILED	YTD Jun-11	YTD Jun-10	Percent Diff	Number Diff
Municipal Ord (aka Criminal)	1,340	1,554	-14%	(214)
Domestic Violence	146	177	-18%	(31)
Total Criminal	1,486	1,731	-14%	(245)
No Proof of Insurance	1,046	909	15%	137
Traffic Mandatory (aka Criminal)	168	149	13%	19
Traffic Payable (aka Infraction)	4,984	4,611	8%	373
Total Traffic without parking	6,198	5,669	9%	529
Total Criminal & Traffic w/o parking	7,684	7,400	4%	284
Parking	603	434	39%	169
Court Grand Total	8,287	7,834	6%	453

CASES CLOSED	YTD Jun-11	YTD Jun-10	Percent Diff	Number Diff
Municipal Ord (aka Criminal)	2,407	2,598	-7%	(191)
Domestic Violence	292	330	-12%	(38)

Total Criminal	2,699	2,928	-8%	(229)
No Proof of Insurance	1,124	944	19%	180
Traffic Mandatory (aka Criminal)	192	166	16%	26
Traffic Payable (aka Infraction)	5,047	4,507	12%	540
Total Traffic without parking	6,363	5,617	13%	746
Total Criminal & Traffic w/o parking	9,062	8,545	6%	517
Parking	982	833	18%	149
Court Grand Total	10,044	9,378	7%	666

ENTERPRISE RECORDS MANAGEMENT UPGRADE: City Council approved the upgrade contract on April 25, 2011. Since that approval the Court Administrator Carol Barnhardt has been working with Justice Systems, Inc. and the City's IT staff to coordinate and continue planning for the upcoming records management upgrade that is slated to be implemented October 2011. Two supervisors are scheduled to receive training on the new systems in Albuquerque, N.M. in late September. The current system Full Court has been a very effective system and valuable information and serviceable material was provided by the system. However, the provider for the system has expanded their service into the new Enterprise System and failing to convert would have left us without a support staff to handle problems or be able to secure any expansion of capabilities.

JUROR REMINDER CALLING: The Court staff has implemented a calling program to potential jurors to remind them that they are scheduled for jury duty. This effort has resulted in fewer jurors forgetting their court dates. The Court Administrator and Deputy Court Administrator have partnered with IT software engineering managers and engineers and the vendor teleWORKS in implementing an automated calling system which will hopefully cut down considerably on staff time in making these reminder calls. Administrators Carol Barnhardt and Nevada Torres and Deputy Court Clerk Judy Smith have received training from a representative of teleWORKS. On June 6, the Court implemented the use of the automated telephone calls using the teleWORKS system to call jurors and remind them to call Wednesday night to check the status of their appearance requirements on Thursday which is Jury trial day. The Court staff working with this project named it the Court Partnership Calling Project (CPCP). Jurors were polled and appreciated receiving the reminder calls. During the first month of implementation, 134 calls were made in a little over two hours. The system saved the staff five hours of calling time.

ADVANCED TRAINING: The staff continues to take advantage of training opportunities. Probation Officer Tracy Cutshaw received her Chemical Addictions Counseling Certification Level III (CAC III). After attending 60 classes and documenting 5,000 hours of experience in a variegated array of disciplines, she is now qualified to complete substance abuse and alcohol evaluations, work with client addictions, and instruct certain drug related adult groups. Deputy Court Clerk Gail Reynolds earned a Key Foundations Certification by completing courses in Performance Measures, Strategic Planning, Mission Statement and SPIRIT Values.

EMPLOYEES STATUS: Myra Couture began her employment with the Court on January 3 and has been a welcome addition to our staff. On January 19, the Court also welcomed to its staff a former Westminster Prosecutor, Dennis Wanebo, as an Associate Pro-Tem Judge. Unfortunately, we've had two long-term employees retire. Loretta Martinez retired July 11 and Chuck DiGiacomo retired August 4. Both were very good workers and friends and will be missed by all. When we fill these two positions we will be fully staffed and ready to meet the challenges on the horizon.

FINES AND FEE SCHEDULES: After careful consideration and working with the City Attorney's Office, the Police Department, and receiving direction from City Council and the City Manager's Office, on January 1 we implemented new fines and fees schedules. The Court Administrator polled our surrounding jurisdictions and received input from other municipal judges. We updated the fines and fees schedules which should serve us well for some time to come. With the proposed passage of the updated Model Traffic Code and the changes recommended by the City Attorney's Office we will be addressing the particular needs of our community. The proposed passage of the point reduction ordinance will assist the officers in writing citations without making calculation errors as was prevalent before, and will make the summonses less confusing for citizens as well. Retention of the Court's discretion in administering fines affords the citizens the opportunity to have their day in court if they so choose or have an alternative mail in option to avoid a Court appearance.

SECURITY: Security has screened 25,977 customers through June of 2011. This is an increase of 3,642 individuals or an increase of 16%.

SECURITY SCREENINGS				
	YTD Jun-11	YTD Jun-10	Percentage Difference	Number Difference
Customers per month	25,977	22,335	16%	3642
Hand Scans	3,242	4,922	-34%	(1680)
Confiscated or returned items	1,033	2,194	-53%	(1161)

JAIL SPACE: Our continuing concern is the jail situation. On July 29 we received definitive information from Adams County Sheriff Douglas Darr regarding implementation of the Adams County new policies and procedures that will be effective August 15. Westminster will be allowed 5 jail beds to hold all of our prisoners, excluding Domestic Violence offenders. The City Manager, the Police Chief, City Attorney, Court Administrator and I will set up a series of meetings to strategize on what our position will be if and when we do receive word that the assessments are going to be made.

CONCLUSION: Our City Manager's Office and all the City Departments continue to give us excellent support in our endeavors. We also appreciate and recognize the strong support from City Council and wish to extend our appreciation.



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 15, 2011



SUBJECT: Mid-Year Budget Review of City Council's Adopted 2012 Budget

PREPARED BY: Barbara Opie, Budget & Special Projects Manager

Recommended City Council Action:

Review City Council's Adopted 2012 Budget and provide Staff with direction on any proposed changes.

Summary Statement

City Council adopted the 2011 and 2012 City Council Budgets in October of 2010 with the official adoption of the City's two-year Budget for 2011/2012.

Attached is City Council's Adopted Budget for 2012 for City Council's review (Attachment A). City Council's Adopted Budget for 2012 totals \$240,119, and represents no change from City Council's Adopted 2011 Budget. No revisions are proposed to the City Council's Adopted 2012 Budget. Staff requests that City Council reviews the Adopted 2012 Budget and provide Staff with direction on any proposed changes.

Expenditure Required: \$240,119

Source of Funds: General Fund – City Council's Adopted 2012 Budget



Policy Issue

Does City Council wish to leave the Adopted 2012 Budget as is?

Alternative

City Council could modify their Adopted 2012 Budget.

Background Information

Attached is City Council’s Adopted Budget for 2012. Staff is in the process of reviewing the adopted 2012 budgets for all City departments and preparing minor modifications for review with City Council at the September 26th Post City Council Meeting Budget Review.

A copy of the Adopted 2012 City Council Budget is attached for review (Attachment A). The Adopted 2012 Budget, including all associated line item detail, is exactly the same as City Council’s Adopted 2011 Budget of \$240,119.

Based on direction provided by City Council in July, iPads are replacing the City-provided Blackberrys and laptops. Based on these changes, the PC Replacement Fee and Telephone accounts should be modified to reflect this change. However, given that the iPads are officially being deployed at tonight’s Study Session, Staff recommends leaving the funds as currently allocated within City Council’s Adopted 2012 Budget and revisit them with the 2013/2014 budget development process next summer. This allows time to ensure that the iPad and associated data plans are meeting City Council’s technology needs. Staff has inserted notes to this effect in the Telephone and PC Replacement Fee accounts on Attachment A (see colored text). Otherwise, no revisions are proposed to the City Council’s Adopted 2012 Budget.

For Council’s information, Attachment B provides 2010 and 2011 year-to-date funding requests and Attachment C provides 2011 year-to-date travel and conference expenses (career development).

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

Staff requests that City Council reviews the attachments and provides Staff with direction on any proposed changes to the City Council Adopted 2012 Budget. Staff will be in attendance at Monday night’s meeting to answer questions and receive direction.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- A – Adopted 2012 City Council Budget
- B – City Council Funding Requests
- C – City Council Travel Log

ADOPTED CITY COUNCIL 2012 BUDGET

Account Number	Account Description & Proposed 2012 Budget Detail	Adopted 2011 Budget Detail	Adopted 2012 Budget Detail	ADOPTED 2011 BUDGET	ADOPTED 2012 BUDGET
10001010.60800.0000	Salaries Mayor & City Councillor salaries	\$92,400	\$92,400	\$92,400	\$92,400
10001010.61100.0000	Council Allowance City Council allowance - tied to the Denver-Boulder Consumer Price Index (CPI) and will be automatically adjusted according to the current CPI when the budget is developed every two years. Allowance modified pursuant to CPI-U Denver-Boulder for 2009 (-0.7%) for the 2011/2012 budget years, decreasing the allowance from \$300/month to \$298/month per the resolution.	\$25,032	\$25,032	\$25,032	\$25,032
10001010.61200.0000	Mileage Reimbursement Mileage Reimbursement for Council - All mileage for travel outside of the City of Westminster is a reimbursable expense (ie, not included in Council's allowance) per adopted policy 10/05; maintain 2011 funding level for 2012.	\$3,000	\$3,000	\$3,000	\$3,000
10001010.61400.0000	Meeting Expense Annual Legislative Dinner Goal-Setting Retreat Annual Budget Retreat Community Summit with Boards & Commission members Miscellaneous Meetings	\$1,600 \$2,300 \$500 \$2,150 \$7,000	\$1,600 \$2,300 \$500 \$2,150 \$7,000	\$13,550	\$13,550
10001010.61800.0000	Career Development NLC Legislative Conference (Washington, DC) (average cost \$2,600/Councillor) NLC Congress of Cities (location varies) (average cost \$2,500/Councillor) CML Conference (average cost \$715/Councillor) US 36 Mayor & Commissioners Coalition (MCC) lobbying trips (Washington, DC) Miscellaneous Training/Travel	\$18,200 \$17,500 \$5,005 \$2,500 \$5,000	\$18,200 \$17,500 \$5,005 \$2,500 \$5,000	\$48,205	\$48,205
10001010.66900.0000	Telephone Smart Phone Blackberry service plans - monthly service charge \$41/month for 7 Councillors - Retain funding for 2012 until certain iPad (\$20/month data service plan) devices meet Council's technology needs	\$3,450	\$3,450	\$3,450	\$3,450
10001010.66950.0000	PC Replacement Fee Annual PC replacement fee for 7 laptops (no laptops are scheduled for replacement in 2012) - Retain funding for 2012 until certain iPad devices meet Council's technology needs	\$1,750	\$1,750	\$1,750	\$1,750

Attachment A: Adopted 2012 City Council Budget

Account Number	Account Description & Proposed 2012 Budget Detail	Adopted 2011 Budget Detail	Adopted 2012 Budget Detail	ADOPTED 2011 BUDGET	ADOPTED 2012 BUDGET
10001010.67600.0000	Special Promotions Unanticipated requests from community groups for contributions and/or sponsorships for events	\$3,500	\$3,500	\$3,500	\$3,500
10001010.67800.0000	Other Contractual Service Printing of misc materials (e.g., legislative booklet, organization charts, etc.) Strategic Planning facilitator fee Councillor expenses for photos, badges, & nameplates Miscellaneous contractual services We're All Ears events (3 summer concerts & Westminster Faire) Annual newspaper advertisements/sponsorships for outside agencies Annual Sponsorships/Contributions: North Metro Arts Alliance (NMAA) CEF Recreation for Education (District 50-Water World tickets) Brothers Redevelopment Inc - Paint-A-Thon Westminster Rotary Foundation (noon club) Westminster 7:10 Rotary Club Hmong American Association Banquets/Lunches: MetroNorth Chamber Annual Banquet Adco School District 12 Five Star Gala DRCOG Awards Dinner Table Sponsorship The Jefferson Foundation Crystal Ball Adams County MMCYA banquet (county level only) Westminster Public Safety Recognition Foundation - annual banquet Adams County Historical Moonlight Gala North Metro Children's Advocacy Center (CAC) Annual Banquet Golf Tournament Sponsorships: Front Range Community College Foundation Hyland Hills Foundation Heil Pro-Am Golf Tournament Optimist Larry Silver's Golf Tournament	\$900 \$5,634 \$1,000 \$1,400 \$1,700 \$2,000 \$10,000 \$1,500 \$500 \$1,250 \$1,250 \$150 \$2,200 \$1,300 \$750 \$2,000 \$500 \$1,000 \$500 \$600 \$500 \$500 \$750 \$600	\$900 \$5,634 \$1,000 \$1,400 \$1,700 \$2,000 \$10,000 \$1,500 \$500 \$1,250 \$1,250 \$150 \$2,200 \$1,300 \$750 \$2,000 \$500 \$1,000 \$500 \$600 \$500 \$500 \$750 \$600	\$40,484	\$40,484

Attachment A: Adopted 2012 City Council Budget

Account Number	Account Description & Proposed 2012 Budget Detail	Adopted 2011 Budget Detail	Adopted 2012 Budget Detail	ADOPTED 2011 BUDGET	ADOPTED 2012 BUDGET
	After Prom Events: Jefferson Academy Legacy High School Mountain Range High School Pomona High School Standley Lake High School Westminster High School	\$200 \$200 \$200 \$200 \$600 \$600	\$200 \$200 \$200 \$200 \$600 \$600		
10001010.70200.0000	Supplies Office supplies	\$3,748	\$3,748	\$3,748	\$3,748
10001010.70400.0000	Food Refreshments and dinners for City Council meetings, Study Sessions & other special Council events	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL				\$240,119	\$240,119

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

Difference between Adopted 2011 & Adopted 2012 Budgets	\$0
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2010 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
1/1/10	Metro North Chamber	Annual Gala	\$2,150	Yes	\$2,150	+	--	=	\$2,150
1/11/10	Adams County Education Consortium	Backpacks 2 Briefcases	\$200	Yes	\$0	+	\$200	=	\$200
3/22/10	Colorado Homeless Families	Monetary Support	\$100	No	\$0	+	--	=	\$0
3/23/10	Adams School District 50	Harris Park Elementary 5th Grade Continuation Ceremony	\$50	No	\$0	+	--	=	\$0
4/6/10	Pomona High School	After Prom	\$200	No	\$0	+	--	=	\$0
4/12/10	Almost Home Adoptions for rescued cats	Power of Love Fundraiser	\$40 pp	No	\$0	+	--	=	\$0
4/13/10	DRCOG	Annual Awards dinner	\$750	Yes	\$750	+	--	=	\$750
4/16/10	NAMI Colorado/Boulder	NAMI Walks - Team Ian's Hope	\$500	No	\$0	+	--	=	\$0
6/1/10	Hyland Hills Parks & Recreation District	Mary and Jim Bennett Memorial Golf Tournament	\$500	Yes	\$500	+	--	=	\$500
6/7/10	Jefferson Foundation	Crystal Ball	\$2,000	Yes	\$2,000	+	--	=	\$2,000
7/23/10	Five Star Education Foundation	Gala	\$1,525	Yes	\$1,300	+	\$225	=	\$1,525
8/31/10	BVB General Contractors	Inaugural Sporting Clay Charity Tournament- benefitting Bright 27J and FRCC education foundations	\$1000-\$250	No	\$0	+	--	=	\$0
8/31/10	Hyland Hills Foundation	Annual Silent Auction	\$250	No	\$0	+	--	=	\$0
8/31/10	Ralston House	Benefit for Ralston House	\$500	No	\$0	+	--	=	\$0
9/20/10	Legacy Foundation	8th Annual Wine Tasting & Silent Auction	\$40 pp	Yes	--	+	\$160	=	\$160
11/13/10	Butterfly Pavilion	Wings & Strings Fundraiser (Bob only)	\$125 pp	Yes	--	+	\$125	=	\$125
						+		=	
						+		=	

\$6,700	+	\$710	=	\$7,410
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City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted) 10001010.67800.0000	\$27,950	-	\$6,700	=	\$21,250
Special Promotions (Unanticipated) 10001010.67600.0000	\$4,700	-	\$710	=	\$3,990
TOTALS =	\$32,650	-	\$7,410	=	\$25,240

2011 City Council Funding Requests

DATE	COMPANY	EVENT	AMOUNT REQUESTED	REQUEST FUNDED?	BUDGETED	+	UNBUDGETED	=	TOTAL FUNDED
1/3/11	Metro North Chamber	Annual Gala	\$1,500	Yes	\$1,500	+	--	=	\$1,500
1/3/11	Metro North Chamber	Annual Gala(additional seats)	\$650	Yes	--	+	\$650	=	\$650
1/20/11	Standley Lake High School	After Prom	\$600	Yes	\$600	+	--	=	\$600
2/28/11	Adams County 4-H Kids First	Fundraising Dinner/Dance/Auction	\$20 pp	No	\$0	+	--	=	\$0
3/1/11	Adams County 37th Annual Foster Parent Banquet	Parent Banquet/Children's Party	\$100	No	\$0	+	--	=	\$0
3/14/11	Jefferson Center for Mental Health	A Night at the Aquarium Gala	\$100	No	\$0	+	--	=	\$0
5/2/11	Devereux Cleo Wallace	5th Annual Golf Challenge	\$250	No	\$0	+	--	=	\$0
5/4/11	Hyland Hills	Mary and Jim Bennett Memorial Golf Tournament	\$500	Yes	\$500	+	--	=	\$500
6/20/11	Community Reach Center	31st Annual Golf Tournament	\$1,000	No	\$0	+	--	=	\$0
						+		=	
						+		=	
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\$2,600	+	\$650	=	\$3,250
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City Council Funding Requests - SUMMARY

ACCOUNT	BUDGET	-	EXPENDED	=	BALANCE
Other Contractual Services (Budgeted) 10001010.67800.0000	\$27,850	-	\$2,600	=	\$25,250
Special Promotions (Unanticipated) 10001010.67600.0000	\$3,500	-	\$650	=	\$2,850
TOTALS =	\$31,350	-	\$3,250	=	\$28,100

Attachment C

2011 City Council Travel Log

<i>Date</i>	<i>Event</i>	<i>Place</i>	<i>Cost</i>
Mayor Nancy McNally			
2/15/11 - 2/17/11	US 36 Lobbying Trip	Washington DC	\$1,324.36
3/12/11 - 3/16/11	NLC Congressional Cities Conference	Washington DC	\$1,758.30
6/1/11 - 6/3/11	US 36 BRT trip	Los Angeles	\$635.64
6/22/11 - 6/25/11	CML Conference	Vail, CO	\$1,485.00
11/8/11-11/12/11	NLC Congress of Cities	Phoenix, AZ	\$599.40
Mayor Pro Tem Chris Dittman			
	N/A		
Councillor Mark Kaiser			
11/8/11-11/12/11	NLC Congress of Cities	Phoenix, AZ	\$410.00
Councillor Bob Briggs			
3/12/11 - 3/16/11	NLC Congressional Cities Conference	Washington DC	\$355.00 (1)
6/22/11 - 6/25/11	CML Conference	Vail, CO	\$860.85
Councillor Mary Lindsey			
3/12/11 - 3/16/11	NLC Congressional Cities Conference	Washington DC	\$2,198.92
6/22/11 - 6/25/11	CML Conference	Vail, CO	\$329.00
11/8/11 - 11/12/11	NLC Congress of Cities Conference	Phoenix, AZ	\$549.40
Councillor Scott Major			
03/13/11 - 3/16/11	NLC Congressional of Cities Conference	Washington DC	\$1,777.77
Councillor Faith Winter			
6/2/11 - 6/5/11	Young Elected Officials Conference	Washington, DC	\$505.10 (2)
6/16/11-6/18/11	100 Young Elected Officials White House Briefing	Washington, DC	\$699.40
6/22/11 - 6/25/11	CML Conference	Vail, CO	\$349.00
Total Travel Log			\$13,837.14
Career Development 2011 Budget			\$48,205.00
Travel Log expenses			\$13,837.14
Miscellaneous Career Development Expenses			\$0.00
Balance Available (may not necessarily match JDE as some costs may not have hit JDE from this list and vice versa)			\$34,367.86

NOTES:

(1) Bob Briggs did not attend this conference due to a health issue. The deadline for requesting a refund had passed, so no ability to recoup any of the registration fee.

(2) Faith received a scholarship for the conference registration fee and hotel



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 15, 2011



SUBJECT: Centennial Celebration

PREPARED BY: Katie Harberg, Communication Coordinator

Summary Statement:

This topic is for discussion only and requires no action by City Council. Public Information staff is interested in Council's input on remaining opportunities in 2011 to observe the City's centennial year.

Background Information:

On April 4, 2011 the City of Westminster observed its 100th anniversary of a vote by 35 citizens that incorporated the municipality and gave it the name "Westminster." Citizen exposure to the anniversary has been maximized through a series of events and a widespread branding program, with the centennial logo in evidence wherever possible. As the fall months approach, there are still a number of special events and opportunities for additional observation of the centennial.

Remaining Opportunities for Observation of Centennial

- Community Service Project - Saturday, Sept. 24 planting 100 trees for 100 years in conjunction with REI
- Orchard Festival/Time Capsule Display/Parade – Saturday, Oct. 8
- Possible Honoring of Centennial Citizens – Staff will provide additional details on this potential recognition Monday night
- Community Outreach Events – Dessert and Conversation at Duke's Auto Garage, Aug. 18, Mayor/Council Breakfast Covenant Retirement Village Oct. 20
- Holiday Lighting Ceremony

Novelties and Giveaways

- Posters
- Lapel Pins
- Historical Coloring Book for Orchard Festival Parade



Staff Report – Centennial Celebration
August 15, 2011
Page 2

Public Information Staff will be present at Monday nights Study Session to obtain City Council input on the Centennial Celebration for the remainder of 2011.

J. Brent McFall
City Manager



Staff Report

City Council Study Session Meeting
August 15, 2011



SUBJECT: Paperless Packet Software Training

PREPARED BY: David Puntteney, Information Technology Director

Summary Statement:

At the July 18th City Council Study Session, City Council concurred with staff recommendations to proceed with the issuance of City provided iPads to City Council Members for the purpose of moving to electronic packets. At the August 8th City Council pre-meeting, City Council Members received their iPad, cover, stylus, electronic packet/iAnnotate instructions, a listing of required applications and \$30 in iTunes gift cards for the purchase of required applications. Staff requests that City Council Members activate the iPad and install the required software in advance of the training at the August 15th Study Session. City Council Members are reminded that one-on-one assistance with installing iTunes, activating the iPad and downloading the applications is available by contacting the Information Technology Service Center at extension 2050. Staff from the Information Technology Department will be in attendance at the August 15th Study Session to provide City Council with training on the basic functions of iAnnotate, Office 2HD and PrintNShare applications.

Background Information

At the June 20th City Council meeting, Information Technology Department Staff provided a mobile communications technology session to review options and suggestions for City Council Members to consider. During the meeting, several City Council Members expressed interest in the ability to have one primary device for City Council packets and data/e-mail access. City Council Members also discussed the need to move to a paperless packet and the importance of having a device that is easy and functional for packet review. At the July 18th Study Session, Staff recommended and City Council concurred that the City provide City Council Members with Apple iPad2 tablets and a 1 GB \$20 per month Verizon data plan. The iPad2 tablets replaced existing blackberry/smart phone devices and City provided computers. On August 8th, City Council Members received the new iPad2 tablets along with associated information and supplies.

The training session scheduled for the August 15th Study Session is intended to help City Council Members learn how to download meeting packets to the iPad and use the required applications to mark up, save, search and store packets on the iPad.



Staff Report – Paperless Packet Software Training

August 15, 2011

Page 2

Information Technology Staff will also be attendance at the September 19th Study Session to provide opportunity for City Council Members to ask follow up questions related to the iPad and the required applications.

Respectfully submitted,

J. Brent McFall
City Manager