



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 13, 2008

SUBJECT: Study Session Agenda for August 18, 2008

PREPARED BY: J. Brent McFall, City Manager

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

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

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

CITY COUNCIL REPORTS

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

PRESENTATIONS

6:30 P.M.

1. Adams County Housing Authority Development at 71st Avenue and Federal Boulevard
2. Municipal Court Summary: January 1 through July 31, 2008
3. Proposed 2010 Operating Budget Priorities
4. Proposed 2009/2010 Capital Improvement Program (CIP) Budget Priorities

EXECUTIVE SESSION

None at this time

INFORMATION ONLY ITEMS – Does not require action by City Council

1. Monthly Residential Development Report (Attachment)
2. "We're All Ears" Outreach Event – Westminster Faire (Attachment)

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

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Minutes for the 08/04/08 Study Session



WESTMINSTER

Staff Report

City Council Study Session Meeting
August 18, 2008



SUBJECT: Adams County Housing Authority Development at 71st Avenue and Federal Boulevard (Arrow Motel site)

PREPARED BY: Tony Chacon, Senior Projects Coordinator

Recommended City Council Action:

Direct Staff to work with the Adams County Housing Authority to prepare a cooperative development agreement 71st Avenue and Federal Boulevard for future City Council consideration.

Summary Statement

- The Arrow Motel property, located on the northwest corner of 71st Avenue and Federal Boulevard, has been abandoned and in serious disrepair since early 2004, and has been a source of complaints related to criminal activity, a hazard to safety and shelter for transient persons.
- The Adams County Housing Authority (ACHA) staff, having an interest in acquiring the adjacent Terrace Garden Apartments, was introduced to the site by Westminster staff in early 2008; ACHA has determined that the location was well suited to building and relocating its administrative offices from Commerce City.
- The Adams County Housing Authority acquired the Arrow Motel and adjoining property (Bekerman) in July 2008, and is negotiating the acquisition of a third parcel being owned by Carlene Walker.
- Upon securing the property, the Adams County Housing Authority intends to proceed with plans to build a new multi-story building on the site. The building would be of sufficient size to house the Authority's administrative offices on an upper floor and provide additional office space for lease. The ground floor would be rented to commercial and retail businesses.
- The Adams County Housing Authority proposes to work with the City to prepare a development agreement that could include financial assistance from the City.

Expenditure Required: N/A

Source of Funds: N/A

Policy Issue(s)

Should the City work in partnership with the Adams County Housing Authority to prepare a development agreement to facilitate redevelopment of the site?

Alternative(s)

The City Council could choose not to participate in the development. Staff recommends this alternative not be pursued as it could result in the project becoming financially infeasible given extraneous costs related to the acquisition and infrastructure requirements, and the current economic market.

Background Information

The Arrow Motel property, located on the northwest corner of 71st Avenue and Federal Boulevard, was built as a motor court motel serving traffic along Federal Boulevard, a state highway, prior to construction of U.S. Interstate 25 (I-25). As Federal Boulevard moved from primary utilization as a State highway to serving local commuter traffic, the property was used more as short-term apartment rentals up until about 2002. The property had not been adequately repaired or maintained for many years leading to the City citing the property owner for non-compliance with the City codes. As a result of the City's actions, the residential units had to be vacated due to safety infractions that were not remedied. Since about 2004, the property has sat vacant and insufficiently secured. As a result of this neglect, the buildings were ransacked of all plumbing and electrical wiring, and severely damaged. This condition has led to continual complaints related to criminal activity, hazard conditions, and a continual stream of homeless persons using the buildings for shelter.

In the latter part of 2004, the IMH Development group went under contract to purchase the Arrow Motel as part of an assemblage of three ownership parcels at the northwest corner of 71st Avenue and Federal Boulevard. Over a two year period beginning in late 2004, IMH submitted proposals to the City to assist the developer in assembling the property through eminent domain and funding a 16,000-20,000 square foot retail center. The developer eventually dropped the project because of the exorbitant land acquisition costs, the reluctance of the City Council to provide a high level of public funding, and the loss of prospective tenants to occupy the project.

Upon the departure of IMH from the project, the owner of the Arrow Motel property attempted to sell it to several parties over the last several years. Most prospects looked towards reusing the existing buildings as either apartments or commercial space. With no viable prospects in the offering, the owner of the Arrow Motel property chose to submit plans to the City to rezone the entire property for commercial use, rehabilitate the units, and to operate the property as a motel. The rezoning of the property was approved on July 28, 2008.

In April 2008, the Adams County Housing Authority (ACHA) staff advised Community Development Department staff that it was in the process of acquiring the Terrace Garden Apartments at 71st Avenue and Hooker Street. The apartments back up to and are immediately across Grove Street from the Arrow Motel site. In discussing the potential acquisition of the apartments, City staff noted its interest in eventually finding a developer to redevelop the Arrow Motel and adjoining properties. This information peaked the interest of ACHA, whereby they looked at the potential of building and relocating their offices on the site. In May 2008, ACHA proceeded to negotiate and enter into contract to acquire the Arrow Motel and adjoining property to the north (Bekerman). ACHA closed on both properties in July 2008.

ACHA is negotiating on a third, parcel north of the Bekerman parcel, owned by Carlene Walker. The building has been vacant for the better part of a year, with the last occupant being a day-labor supplier.

ACHA is preparing to proceed with development plans for the site that includes all three properties. They are soliciting the services of a design firm to proceed with preparation of an Official Development Plan (ODP) for submittal to the City. The interest of ACHA is to construct about 50,000 square feet of office and commercial space in a multi-story building. The upper floor of the building would serve as their new administrative offices, which would be relocated from Commerce City. The balance of the office space would be leased, and the ground floor would provide space for commercial and retail tenants. The ACHA will also be evaluating the viability of constructing a parking structure to serve both the Arrow Motel site and redevelopment of the adjacent Terrace Garden Apartments. ACHA is working to identify sources to help fund the project, and could include seeking funding from the City and/or the Westminster Economic Development Authority. City staff would work with ACHA to identify any potential City financial assistance and develop strategy for potential funding.

Don May, Executive Director of ACHA, will be in attendance at the Study Session to make a brief presentation and answer questions regarding the project.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

Attachment A

Map of Properties



PRESIDING JUDGE MEMORANDUM



TO: Mayor and City Council

FROM: John A. Stipech, Presiding Judge

DATE: August 18, 2008

SUBJECT: Municipal Court Summary: January 1 through July 31, 2008

INTRODUCTION

This Report is the current State of the Court for the first seven months of 2008. This past year has again posed challenges for the Court Administrator and her staff. I am happy to report that the Court is fully staffed. Earlier this year, two of our employees transferred to the Police Department. The two new employees have been a pleasant addition to our already highly qualified staff. Bernadette Tedesco worked for the District Attorney's Office and brings in a wealth of knowledge. Michelle Ramos also has an abundance of Court experience. The cross-training has enabled the Court to process the case filings in an expedient and timely manner. Although we were short staffed for several months, the employees pulled together and helped each other to facilitate handling of the case load without any interruptions.

We experienced some personnel changes again this year in the City Prosecutor's Office. The City Attorney has hired a fourth prosecutor, Bruce Logan, who is an experienced attorney that fits in well with the Prosecutor's staff and the Court. The Court judiciary is fully staffed. Judge Basso remains as our .8 FTE and has been available to cover additional Court time. Jeff Cahn, Boulder Municipal Judge, serves as a Pro Tem replacement Judge. We also have the services of Ms. Tammy Greene, and our former prosecutor and retired Broomfield County Court Judge, Randall Davis.

The Court is always appreciative of the support we always receive from our Department Head Matt Lutkus, the City Manager's Office, City Attorney's Office, the Departments of Public Safety, City Council and the other City Departments. The "SPIRIT" concept has clearly been embraced by most, if not all, of our City employees and is demonstrated by the ability of various Departments and Divisions to work together and help each other out. Our Court employees and I are certain other City employees are proud of the City and are happy to be employed here. Under the City Manager's Office and City Councils' lead, we have been able to weather some serious financial issues without laying anyone off and everyone is very appreciative of that. Although the Judiciary, Executive and Legislative entities in our City have different individual goals, we are working toward the same end which is a vibrant and successful City. We at the Court will continue to implement the desires of Council and welcome any suggestions or requests.

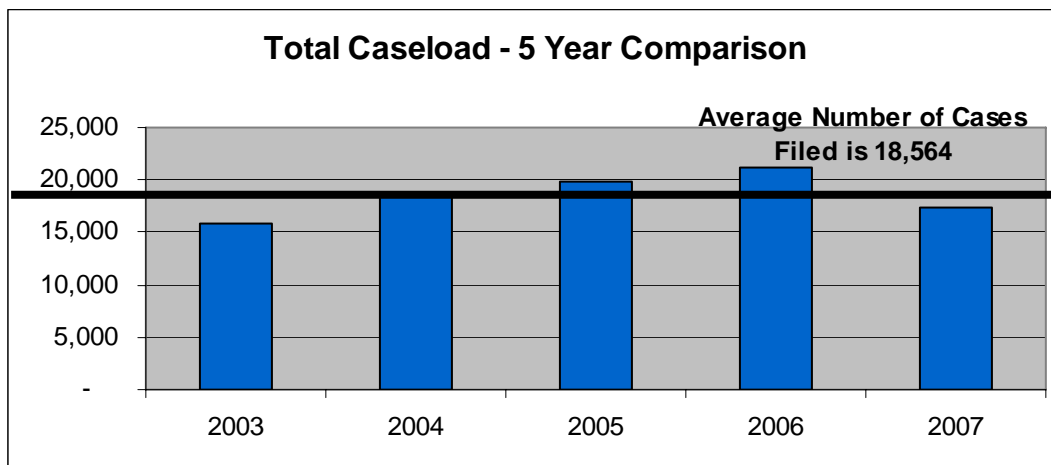
Court Workload

The following chart compares the first 7-month periods from 2007 to 2008.

CASES FILED COURT	YTD		% Difference	No. Difference
	Jul-08	Jul-07		
Municipal Ord (aka Criminal)	1,924	1,667	15%	257
Domestic Violence	191	199	-4%	-8
Total Criminal	2,115	1,866	13%	249
No Proof of Insurance	721	802	-10%	-81
Traffic Mandatory (aka Criminal)	238	261	-9%	-23
Traffic Payable (aka Infraction)	4,760	6,819	-30%	-2,059
Total Traffic without parking	5,719	7,882	-27%	-2,163
Total Criminal & Traffic w/o parking	7,834	9,748	-20%	-1,914
Parking	752	1,475	-49%	-723
Court Grand Total	8,586	11,223	-23%	-2,637

As the above numbers indicate there is a marked decrease in the number of traffic tickets and parking tickets issued. The main reasons for the decline, we believe, is officer training, Democratic National Convention training, and the adoption of the neighborhood calming philosophy relegating traffic officers to more neighborhood patrols and visibility in the business and neighborhood properties. The consequence of that activity is the issuance of 2,163 fewer traffic citations, and 723 fewer parking citations during the first seven months of this year. The average traffic citation brings in excess of \$125. It should be noted that with the 249 additional filings increase in Municipal Ordinance violations, those cases are often much more complex than traffic and/or parking violations and often take more time to process.

The chart below shows the trend over the last five years. Court filings range from 15,000 to over 22,000 per year. We are on track for approximately over 15,000 case filings this year.



Probation Section

The Probation Section is fully staffed and operating very efficiently under the direction of the Probation Services Coordinator, Brian Poggenklass. Tracy Cutshaw and Kimmie Lif are full time Probation Officers. Even though the Probation Section has a caseload of 750 individuals, they are operating very effectively. Approximately 35% of the total active cases are Domestic Violence perpetrators. Currently we have 263 Domestic Violence defendants on probation. The probation section is directly supervising 374 individuals. There are 376 individuals on unsupervised probation. Of the total number of probationers, 549 are adults and 201 are juveniles. The Section is utilizing nine Volunteers In Probation who are currently supervising 12 individuals. Through July 2008, the Court has received 191 new Domestic Violence summonses. When adjudicated, almost all of these type of cases end up either on supervised or unsupervised probation.

Court Programs

- (a) Evening Probation appointments and Court appearances.
- (b) Mediation services are currently available which provide an alternative method to resolve minor disputes without formal Judicial intervention. Neighborhood disputes concerning noise or animal issues can be handled by the mediation process quite effectively.
- (c) The Generous Juror Program charity chosen for 2008 is the Have-A-Heart Project. Through July, jurors have donated \$1,494.
- (d) Collection efforts: We are currently utilizing a collection agency to attempt to collect delinquent accounts. For this year-to-date the agency has assisted the Court in collecting approximately \$64,840 after their fees have been deducted.
- (e) The security officers have been tabulating an inventory of items found in the possession of individuals entering the Court Building. Through the end of July, security officers have checked approximately 23,194 individuals through the screening devices. The number of knives and firearms is of concern. Fortunately the screening process appears to be effective. The following items were confiscated or ordered back to their automobiles.

Knives	252	Handcuffs	7
Scissors	23	Handcuff keys	4
Screwdrivers	23	Firearms	2
Razors	85	Ammunition	21
Mace	27	Cameras	120
Tools or clubs	69	Audio / Video Recorders	10
Chains	42	Other prohibited items (nail files, combs, hair picks, etc)	153

Records Management System

The Records Management System is providing us with information that is very useful in obtaining accurate statistics and information regarding criminal histories. Customer service and inter-departmental information has been greatly enhanced by the system and its continued implementations of updated applications. The Court Administrator and supervisors are regularly

monitoring the system and auditing the case filings, open warrants, open files, and open protection orders regularly.

Jail Space

Both Adams County and Jefferson County have accepted all our prisoners. We are continuing to explore alternative sentencing measures such as in home detention and work release programs. It is vital that the Court have the ability to sentence the more serious offenders to jail when no other punishment is appropriate. Judge Basso and I did met with the Jefferson County Sheriff and heard about the possibility of a future restriction on Municipal Court bed space. We have been assured at least in the very near future that if we have an individual that needs jail time we will not be refused. I anticipate that we are okay for bed space for another year or two. If available spaces become an issue, we have Clear Creek County's detention facility as a back up.

Diversion Programs

Adams and Jefferson Counties' programs are dealing with alcohol and marijuana offenders. Both agencies are being utilized by our officers and we have received positive reports as to the agencies' effectiveness.

Customer Service

We continue to stagger arraignments on traffic days. We have four arraignment sessions at 8:30 a.m.; 9:30 a.m.; 1:30 p.m.; and 2:30 p.m. This procedure has been an effective method to alleviate waiting times for our customers.

Interpreters continue to be provided for non-English speaking individuals. We have two or three Spanish interpreters that are available on a regular basis to handle the increasing number of Hispanic defendants. We also bring in Chinese, Hmong, Russian, Arabic, Bulgarian and other interpreters as needed. The Court has contracted with a telephonic interpreter service that has access to 165 languages to accommodate individuals that have foreign language needs when we are unable to secure live interpreters.

Court Administration

The Court is operating very efficiently. Court Administrator Carol Barnhardt implements innovative and effective procedures including cross-training which enables the Court to operate even when we are under staffed.

Conclusion

We are well staffed and anticipate an increase in filings after the convention is over. The Police Department will free up additional officers for patrol and regulating traffic after their commitments for the convention have concluded. The Court is anticipating finishing the year with little if any disruptions. However, we are prepared for any unforeseen contingencies.

cc: Brent McFall, City Manager
Matt Lutkus, Deputy City Manager



WESTMINSTER

Staff Report

City Council Study Session
August 18, 2008



SUBJECT: Proposed 2010 Operating Budget Priorities

PREPARED BY: Steve Smithers, Assistant City Manager
Barbara Opie, Budget & Special Projects Manager
Aric Otzelberger, Management Analyst
Phil Jones, Management Intern II

Recommended City Council Action:

- Provide Staff with feedback on the items highlighted below as they relate to preparations for the proposed 2010 Operating Budget.

Summary Statement

- The intent for the discussion at Monday night's Study Session is to apprise City Council of what the City Manager will be proposing in the 2010 Budget assuming revenues are sufficient to fund the proposed priorities and, in turn, to provide Staff with any feedback regarding these recommendations. No specific decisions by City Council are expected since those will be made after the public meetings/hearings and the Budget Retreat are held. Council's final decisions will be made with the adoption of the Budget in October.
- Staff continues to refine the proposed 2010 budget; therefore, City Council may see some minor modifications in the final proposed budget that is distributed in September.
- Department Heads will be in attendance at Monday night's Study Session to provide more details about these priorities if needed and answer any questions that City Council may have with regard to any specific items.

Expenditure Required: \$0

Source of Funds: General and Utility Funds

Policy Issue

- Does City Council agree with the overall 2010 operating priorities as preliminarily proposed by Staff?

Alternative

- City Council can provide Staff with alternative approaches to 2010 operating priorities and revenue options as deemed appropriate.

Background Information

In April, City Council revisited their Strategic Plan and outlined their goals and priorities for 2009 and 2010. The City Council Goals are listed below:

- Safe and Secure Community
- Financially Sustainable City Government Providing Exceptional Services
- Vibrant Neighborhoods and Commercial Areas
- Strong, Balanced Local Economy
- Beautiful and Environmentally Sensitive City

The direction provided by City Council through these Strategic Plan goals is key for City Staff as they develop and review the proposed 2009 and 2010 City Budgets. Other considerations that go into developing a comprehensive budget are department priorities that strive to maintain existing service levels and citizen/neighborhood input.

In November of 2000, Westminster voters approved a City Charter amendment that allows the City Council to adopt a formal two-year budget. The first official biennial budget was adopted with the 2003/2004 Budget in October 2002. Staff is again recommending adoption of a biennial 2009/2010 City Budget this October.

The entire proposed Budget for fiscal years 2009 and 2010 will be submitted to City Council at the end of August for review. After reviewing the proposed Budget for several weeks, City Council is scheduled to meet on Saturday, September 27th for the Budget Retreat to deliberate on final funding decisions on staffing levels, programs, services, and capital projects.

The City Manager's Staff has had an opportunity to review operating budget priorities for the 2009 Budget with City Council at the July 7, 2008 Study Session. This Staff Report highlights any enhancements or anticipated service changes that are a result of the conservatively projected increase in revenues for FY2010. The significant majority of the operating priorities represent incremental changes to existing City programs. Some changes are proposed to current service levels in order to meet Council goals and are noted accordingly as a service modification. As a reminder for City Council, the operating budgets, according to current City fiscal policies, are funded by recurring revenue such as sales and property taxes in the General Fund and by monthly water and sewer charges in the Utility Fund. The Capital Improvement Program (CIP) priorities, which City Council is also scheduled to discuss at the August 18th Study Session, are funded by one-time revenues, such as park development fees, building use taxes, utility tap fees and carryover funds.

The revenue picture for 2010 is anticipated to start to rebound somewhat over the generally flat revenues for 2009. Numerous economic development and redevelopment projects currently underway are starting to bear fruit in 2008 and 2009; the progress made in the urban renewal areas in particular makes growth in revenue projections for 2010 possible. Sales and use taxes remain the

primary revenue source for the City's General Fund. Excluding the public safety and parks open space and trails (POST) sales and use taxes, the Sales and Use Tax Fund is not projected to return to the revenue levels of 2001 in 2009. The Amended 2008 Budget is approximately \$1.5 million below the revenues collected in the Sales and Use Tax Fund for 2001, excluding the public safety tax and POST revenues. Commencing in 2010, as a result of the urban renewal areas producing additional revenues, it is anticipated that the City's sales and use tax revenues will exceed 2001 collections by approximately \$2.5 million. In 2009 and 2010, Staff has built into the sales and use tax revenue projections additional reductions in revenues generated by the Westminster Mall (additional reductions of \$750,000 and \$1,000,000 respectively), offsetting some of the positive impacts of the urban renewal areas but clearly the strategy of putting in place replacement revenues to offset the Mall reductions is working.

This Staff Report includes a summary of 2010 operating priorities/modifications for City Council's preview. Staff is requesting that City Council provide feedback and direction as it relates to these items.

In preparing the 2009 budgets, departments in the General Fund received a 0% increase in their base allocation (excluding regular salary accounts) in preparing their budgets, except the Police and Fire Departments, who received a 2% increase in their base budget allocation due to the growth in the public safety tax that is excluded from any economic development agreements and urban renewal areas. In addition, the Utility Fund departments received a 1% increase in their base allocations in 2009 pursuant to their proposed rate increase to address ongoing operating and capital needs throughout the utility system. Some additional adjustments were made to department allocations for both 2009 and 2010 for such items as energy, fuel, etc.

In preparing the 2010 budgets, departments in the General Fund received a 1% increase in their base allocation in preparing their budgets, except the Police and Fire Departments, who received a 2% increase in their base budget allocation due to the growth in the public safety tax that is excluded from any economic development agreements and urban renewal areas. In addition, the Utility Fund departments received a 1.5% increase in their base allocations pursuant to their proposed rate increase to address ongoing operating and capital needs throughout the utility system. In most cases, these modest increases allowed departments to catch up with increasing costs in various areas and therefore this Staff Report highlights only the significant changes between 2009 and 2010.

STAFFING PLAN FOR 2010:

Based on the departmental submittals made in May, the City Manager's Office prepared the proposed Staffing Plan for 2010. The City Manager's Office subsequently prioritized the requests and departments prepared their proposed 2010 budgets around these recommended positions.

Overall, a net total of 3.00 full-time equivalents (FTE) additional staff are being proposed as part of the Proposed 2010 Budget. A total of 2.0 new FTE are being recommended in the General Fund, and 1.0 new FTE is being recommended in the Utility Fund. All positions are contingent upon sufficient revenues being available.

A summary of the staffing changes is shown in the table below, including 2008 midyear adjustments that were adopted by City Council in June 2008 (6/23/08 for the MAC staffing). Information related to the new staff proposed for 2009 was highlighted in the July 7 Staff Report. One item that has changed since that date is the proposed change in staffing in the City Manager's Office, which is outlined under the "Proposed 2010 Operating Priorities" section below (converting a Management Intern position which does not have an official FTE associated with it to a 1.0 FTE Management

Analyst position). This change is reflected in the “2009 Budget New Positions and Eliminations” total in the table below (for the July 7 Staff Report, a total net new of 0.6 FTE was shown; the figure below reflects the proposed staffing change in the City Manager’s Office, thus a net change of 1.6 FTE is shown for 2009 below).

Highlights for new positions for 2010 are listed in appropriate Department sections in the “Proposed 2010 Operating Priorities” section. Proposed new positions include a 1.0 FTE Police Officer in the Police Department, a 1.0 FTE EMS Field Coordinator in the Fire Department, and a 1.0 FTE Reclaimed Systems Analyst in Public Works and Utilities. More information is provided in the Proposed 2009 Operating Priorities section below.

Staffing	FTEs
1/1/08 Authorized Staffing Plan	981,124
2008 Midyear adjustments (MAC staffing)	+ 1,200
2009 Budget Net New Positions	+ 1,600
Proposed Staffing Plan – 2009 Budget	983,924
2010 Budget New Positions	+ 3,000
Proposed Staffing Plan – 2010 Budget	986,924

PROPOSED 2010 OPERATING PRIORITIES:

This section highlights operating priorities/expenditure modifications proposed for 2010, organized by Fund and Department. These items highlight significant or Staff-related changes

ALL FUNDS

Citywide

- The 2010 proposed budget includes a proposed 1.0% Across-the-board (ATB) salary increase, which equates to \$601,257 for all funds. This increase is key to the City’s strategic commitment to pay employees wages that are competitive in the marketplace. The ATB for 2008 was 2.5% and for 2009 is proposed at 2.0%.
- Other overall salary adjustments Citywide amount to \$1,094,225, excluding ATB, for all funds. Of this amount, \$211,004 is associated with new positions, including benefits; and the remaining \$883,221 associated with proposed step & merit increases.
- Citywide, electricity and gas costs are projected at \$4,093,095, which is an \$186,039 increase when compared to 2009. These figures do not include streetlight costs, which are discussed in the Public Works Operating Priorities section below. This proposed increase is due to Xcel Energy’s continuing increases to electricity rates. Xcel’s monthly natural gas cost adjustments continue to increase as well.
- Fuel charges represent an increase of \$254,152 over 2009 (24%). In 2010, Fleet is requesting a total of \$1,559,163 to cover fuel and lubricants for City operations. Staff believes this increase is conservative as fuel costs have risen dramatically over the past year. Fuel consumption at the City has remained relatively flat and Staff continues to look for ways to control fuel usage. For the rest of 2008, the City locked diesel prices at \$3.58 per gallon and unleaded gasoline at \$2.92 per gallon. The City will continue to pursue locking in fuel prices if the end analysis projects a cost savings. These proposed fuel increases are reflected throughout the budget as this expense is distributed back to the departments.

GENERAL FUND

City Council

- An increase of \$7,728 is proposed in the City Council's Allowance account pursuant to the City Council discussion at the August 4, 2008, Study Session. Per Council direction, Staff will be preparing an ordinance for City Council's consideration that would increase their allowance from \$208/month in 2009 to \$300/month after the City Council elections in November 2009. This proposed increase is to help offset rising costs incurred by City Council as a part of representing the City, particularly for in-city vehicle mileage that is covered under the monthly allowance. If City Council approves the ordinance, a full year of the new allowance rate would be in place in 2010, thus warranting the increase in City Council's budget.

City Manager's Office

Since the 2009 Proposed Operating Priorities were submitted to City Council, two adjustments to the City Manager's Office have been proposed, both to be implemented with the 2009 budget but since they were not highlighted previously, Staff felt it prudent to include within this 2010 Staff Report.

- Staff is proposing to convert a benefited but non-FTE'd position of Management Intern II to a 1.0 FTE Management Analyst within the City Manager's Office. With the recent announcement of turnover within the CMO budget team, Staff took the opportunity to re-evaluate the staffing within CMO and is recommending that the Management Intern II position be upgraded to a permanent FTE. This is in addition to the existing 1.0 FTE Senior Management Analyst. The Management Intern program within the City Manager's Office has a long history, spanning well over 25 years, and is a program providing an excellent opportunity for young professionals seeking entry into the field of city management. While Staff is recommending the elimination of the Management Intern II position with the 2009 budget, Staff hopes to return the Management Intern II position within the CMO in 2010 or 2011, revenues permitting. This would permanently increase the staffing level of the CMO budget team from three staff members to four.
- The second item proposed for implementation in 2009 is the transfer of the Economic Development Division from the Community Development Department. As City Council has been informed, with the increasingly complex and important economic development projects on the horizon, such as the redevelopment of the Westminster Mall, the City Manager and Assistant City Manager are increasingly involved in these complex day-to-day negotiations. As such, it is prudent to have this division report directly to the City Manager and continue to work closely on these projects. As such, a net reduction of \$394,007 in 2009 will be reflected in the Community Development Department and a net increase of the same will appear in the City Manager's Office. There is no net cost to the General Fund.

Central Charges

- Health care costs are projected to increase approximately 8%, which is an increase of approximately \$558,887 in the General Fund when excluding proposed new staff. Cost increases in health care continue to impact the City and its employees. This brings the total for medical and dental insurance in the General Fund to \$7,277,377, including new staff benefits.
- The retirement contribution for 2010 is estimated at an increase of \$228,000, excluding proposed new staff since they are not eligible for City pension contributions until they reach 22 months with the City.
- Other benefits (life, LTD, survivors benefit) are projected to increase 8.1% in 2010, which is an increase of \$82,200 over 2009 benefits.
- The Education Reimbursement Program is proposed to be moved from the General Services Department – Administration Division budget in 2009 over to Central Charges. This benefit was previously budgeted within GS with the Training Program. However, since it is a benefit, Staff believes it is prudent to move it over with the other benefits offered to employees within the

Central Charges budget. The 2008 funding level is \$25,000; the proposed 2009 level is \$38,000 and 2010 is \$40,000. These higher funding levels are more in line with recent experience for this important benefit that incents employees to pursue further formal education. (This change was suggested after the 2009 highlights were presented to City Council and therefore included within this 2010 Staff Report.)

- A total of \$921,000 is proposed for 27 General Fund vehicle replacements (includes 12 police patrol cars). This includes converting one pickup truck to a hybrid small SUV and replacing three sedans with Toyota Prius hybrids. This does not include a \$100,000 for down payment on fire replacement apparatus budgeted in the Fire Department's lease budget or three replacement motorcycles for the Police Department's capital outlay.
- An increase of \$494,995 in certificates of participation (COP's) payments is projected in 2010. This is primarily associated with the refinancing of several issues and the City's 2007 COPs, whereby the City received benefits for the first three years of the refinancing and the COP payments level back out commencing in 2010.
- Due to the potential sale of the conference center, the contract services account in central charges is being reduced by approximately \$301,000 because of the elimination of possessory interest charges from Jefferson County.
- An increase in contractual services of \$17,000 is proposed to pay for the 2010 biennial citizen survey. This amount was not budgeted in 2009 since the survey is administered every two years.

General Services

- An increase of \$20,386 is proposed in the Building Operations and Maintenance Division for the maintenance and repair of infrastructure. This is a priority of the department and the full 1% allocation increase (excluding funds needed for standardized cost increases) were placed into this account for BO&M maintenance contracts.

Finance

- The contract for the independent audit of the City's financial statements will be sent out for bids in 2010. Staff is anticipating a \$10,000 increase in the cost of the audit, budgeting for a total cost of \$66,000.

Police

- In 2010, Staff is proposing a new 1.0 FTE Police Officer position proposed to be funded with public safety tax revenues. This new position will help achieve City Council's Strategic Plan Goal of "Safe and Secure Community" by helping to provide patrol coverage in the City and by helping to address coverage for new development in the northeastern part of the City. The proposed budget for this position and ancillary costs total \$54,491 and includes regular salaries (\$48,131), overtime (\$2,000), uniforms/equipment (\$3,360), career development (\$250), and small tools and equipment (\$750). An additional \$8,182 for benefits for this position is included within the General Fund Central Charges budget.
- Staff is proposing a \$20,000 increase in funding for the North Metro Drug Task Force. \$61,343 was budgeted for this item in 2009 and \$63,660 was budgeted for this item in 2008, but the department received a Justice Assistance Grant (JAG) for \$34,000, so the City is only paying \$29,660 in 2008. The remainder of funds will be held in the Department's account. JAG grant availability is uncertain in 2009 and the current estimate of the City's participation level for 2009 is \$82,988. This proposed budget includes \$61,343. The Department will apply for a \$14,000 Edward Bryne JAG grant to help fund this item, and the Department will submit an additional JAG grant as well to assist with funding the Task Force. The future success of Edward Bryne grant submittals for the City and for the North Metro Drug Task force remain uncertain, so the proposed 2010 budget for this item needs to be revisited next summer for the 2010 Budget Amendment process.

- A 10% increase is proposed for Table Mountain Animal Center (TMAC) expenses (+\$8,050). Historically, the Department has experienced around a 5% increase in charges each year. However, as discussions continue about future capital needs to keep TMAC viable, the City's contribution to TMAC could increase to a greater level in the future. The total proposed budget for the TMAC account is \$88,550. The Department continues to analyze options, but Table Mountain still provides the best level of services at the lowest cost compared to other animal management options.
- A \$24,575 increase is proposed for Professional Services (total = \$105,315). These funds will help address anticipated cost increases for juvenile services provided by LINK (Adams County) and JAC (Jefferson County), along with detoxification services provided by Arapahoe House. Utilizing these services remains very cost-effective for the City and allows for better Patrol coverage in Westminster.

Fire

- A 1.0 FTE EMS Field Coordinator is proposed for the Emergency Medical Services section of the department and proposed to be funded with Public Safety tax revenues. This new position will bring the total number of field coordinators to 3, providing one dedicated lead paramedic to each operation shift. This person will oversee training, research, quality control, report writing, and assist in the day-to-day EMS operations. The proposed budget for this position and ancillary costs total \$78,833 and includes regular salaries (\$74,673) and uniforms/equipment (\$160). An additional \$12,694 for benefits for this position is included within the General Fund Central Charges budget.
- The Fire Department is proposing to replace an engine in 2010 and is requesting \$100,000 for a down payment. The current 1995 Pierce Lance is at the end of its useable life and will be traded in on a new Peirce Pump-Under-Cab engine. The total cost for the new engine is \$473,836.

Community Development

- Staff proposes to budget \$44,496 in the General Fund to cover anticipated shortfall of Community Development Block Grant (CDBG) funding. As has been the case over the last several years, the federal agency is forewarning of potential cuts in grants. For 2009 and 2010, the anticipated reduction is 20% of the 2008 funding level (total CDBG 2008 funding totaled \$553,850). The proposed amount covers a portion of salaries for 2.0 FTE and computer costs associated with CDBG. Per CDBG regulations, only 20% of the City's allocation may be utilized on administrative costs (i.e., in 2010, only \$88,616 is permitted for administrative costs). With the projected additional reduction of 10% in 2010, administrative expenses will exceed the 20% administration charges permitted under CDBG by \$44,496. This is an increase of \$18,113 in the amount absorbed by the General Fund. These funds are budgeted within the Administrative Division within Community Development.
- The Planning Division has proposed an update to the Comprehensive Land Use Plan (CLUP) for 2010. The CLUP is the guiding document for the development and redevelopment of real property within the City of Westminster. The most recent update to the CLUP was June 14, 2004. Ideally, the CLUP is updated every five years. The timeline for completing an update is typically 12 to 18 months. The projected cost is budgeted at \$95,000.

Public Works & Utilities

- Staff is proposing an increase in the street rehabilitation program within the Street Division. Staff is concerned about increasing concrete and asphalt costs and budgeting an increase of \$144,949 over the 2009 budget for a total of \$2,976,407.
- As noted in the 2009 Budget Priorities Staff Report, energy costs continue to escalate. In the Street Division, streetlights costs are rapidly increasing, both the electricity costs associated with

keeping the lights on as well as the costs associated with repairing lights when they are damaged (typically by an auto accident). Staff is proposing to increase the street lights account for 2010 by \$103,686 over the Proposed 2009 Budget for increased energy costs. This account has exceeded its budget over the last few years and the Street Division has been able to adjust other expenditures to cover the costs. The street lights account in 2010 is proposed for a total of \$2,124,000, an increase of approximately 5% over the Proposed 2009 Budget.

Parks, Recreation & Libraries

- A \$133,561 increase is proposed for Park Services maintenance of parks, medians, and rights-of-way. Landscaping maintenance costs associated with new landscaping at US 36 and Federal will become a responsibility of the General Fund in January 2010, which will represent a \$34,000 increase to this account. Additional new maintenance responsibilities coming online in 2010 include Lowell Boulevard between 75th and 78th (\$3,000), Westminster Center Park (\$62,491) and 72nd/Sheridan medians (\$8,000). In addition, CPI-U increases are being projected for existing maintenance contracts. The proposed budget for this account totals \$564,521. For certain areas within urban renewal areas, urban renewal revenues will be utilized to address these maintenance costs (total maintenance costs covered by URA revenues = \$176,483).
- A \$33,600 increase is proposed for irrigation costs for parks, medians, and rights-of-way. The projected cost increases for irrigation due to new areas coming on-line along with rate increases. The proposed budget for this account totals \$1,291,188. For certain areas within urban renewal areas, urban renewal revenues will be utilized to address these irrigation costs (total irrigation costs covered by URA revenues = \$118,500).
- Staff is proposing a \$43,568 increase to temporary salaries across the department. These proposed increases will help address minor pay rate adjustments and will help staff enhance, revenue-generating programs such as Silver Sneakers. A large portion of this increase (\$25,000) will help fund additional aquatic staff for the City Park Recreation Center aquatics addition that will be open for the full year in 2010. Other increases are proposed in libraries (\$1,250), Swim and Fitness Center (\$10,000), Fitness Programs (\$2,713), and Recreation Programs (\$4,605).

UTILITY FUND

Central Charges

- Health care costs are projected to increase approximately 8%, which is an increase of approximately \$114,687 in the Utility Fund when excluding proposed new staff. Increased health care costs continue to impact the City and its employees. This brings the total for medical and dental insurance in the Utility Fund to \$1,424,332, including new staff benefits.
- The retirement contribution for 2010 is estimated at an increase of \$37,500, excluding proposed new staff since they are not eligible for City pension contributions until they reach 22 months with the City.
- Other benefits (life, LTD, survivors benefit) are projected to increase 8.1% in 2010, which is an increase of \$17,600 over 2009 benefits.
- In 2010, Staff proposes to issue approximately \$16.2 million in debt for water system projects as outlined in the “Review of Proposed 2009 and 2010 Capital Improvement Program (CIP) Budget Priorities” Staff Report in tonight’s packet. Assuming City Council concurs, Staff proposes to issue the debt during the first quarter of 2010, which would result in having three quarterly payments of debt service to be paid during 2010. This results in an increase in debt service in the Central Charges budget for the water system of approximately \$1,082,404 over the 2009 proposed debt service (total debt service for a full year is estimated at \$1.3 million).

Public Works & Utilities

- A new 1.0 FTE Reclaimed Systems Analyst is proposed in the Water Resources and Treatment Division in 2010 to assist with the reclaimed system. The City’s reclaimed water system continues

to grow in demand and popularity, with a new record for demand set in July of this year at 6 million gallons per day (plant capacity). This position will assist in managing accounts, tracking assets, and accounting for reclaimed system water. The projected salary (\$57,542 plus \$9,782 in benefits budgeted in Central Charges) and ancillary costs (cubicle and computer) for this position total \$61,607.

- The department is requesting \$30,000 in professional services for Eurasion Milfoil invasive species removal. In 2008 the department used weevils to combat the Milfoil outbreak and has seen positive results. The total amount for the professional services budget in Water Quality totals \$173,265.
- Ditch assessments associated with water transmission are projected to increase by \$13,600. The largest increase is associated with the anticipated Farmers Highline Canal (\$6,378) and Church Ditch (\$4,966) assessment fees.
- An increase of \$21,394 is proposed in contract services for wastewater collection system maintenance. This is a time and material intensive process and the increase can be directly attributed to the rising cost of construction materials and energy.
- The Metro Waste Water District is planning to raise treatment fees by 9% in 2010, which is a \$224,964 increase. This rate increase will bring the budgeted amount for the 2010 Metro Waste Water District Operating costs to \$2,536,088.

Information Technology

- IT's proposed capital outlay for 2009 totals \$178,500 and includes standard server upgrades and maintenance, uninterruptable power supply maintenance and upgrades, and new security measures for the City's information infrastructure. This is a reduction of \$12,500 from the proposed 2009 Budget of \$191,000. The reduction in the IT capital outlay budget reflects the positive impacts of the server virtualization project. In 2007, Staff began the virtualization project, and has successfully eliminated 31 servers, reducing the total number of servers from 56 to 30 in 2009 and from 30 to 25 in 2010 (saving the City an average of \$60,000/year in net costs associated with server replacement costs).

STORMWATER FUND

Public Works & Utilities

- The Street Division is proposing to modify the schedule for contract street sweeping as originally proposed in the June 9 Staff Report on Proposed Adjustments to Department Workloads. Staff proposes that the sweeping schedule be revised to every other month, which would still be greater than the normal metro area practice; this would result in a 38% reduction in service but also result in an estimated annual cost savings of \$100,000. Arterial roadways would still be swept after every storm to continue meeting PM 10 Regulations. The service level would be monitored closely and evaluated to determine any reduction in cleanliness of pavements and customer dissatisfaction. Staff recommends that the new schedule commence in 2010 when a new contract will be bid.

PARKS, OPEN SPACE & TRAILS (POST) FUND

Parks, Recreation & Libraries

- Staff is proposing a \$8,959 increase in Parks, Open Space, and Trails (POST) funding for the Park Services Division for ongoing operating and maintenance costs for trails and open space. In 2010, a total of \$349,188 is proposed in POST dollars for maintenance activities for trails and open space, weed control, pond management, open space maintenance materials, and other open space related costs. While acquisition of new open space properties remains a priority, these dollars for

maintenance and operations help to maintain and improve the quality of the City's existing open space properties. This is possible thanks to the modified language approved by voters in 2007 allowing POST funds to be utilized for ongoing maintenance as well as new acquisition and park development.

The priorities identified above represent the current proposed major operating budget changes proposed in the 2010 Budget. Staff will be in attendance at Monday night's Study Session to provide more details about these priorities and answer any questions that City Council may have with regard to any of these items.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session
August 18, 2008



SUBJECT: Review of Proposed 2009 and 2010 Capital Improvement Program (CIP) Budget Priorities

PREPARED BY: Steve Smithers, Assistant City Manager
Barbara Opie, Budget & Special Projects Manager
Aric Otzelberger, Management Analyst
Phil Jones, Management Intern II

Recommended City Council Action

Provide Staff with feedback on the items highlighted below as they relate to the proposed 2009 and 2010 Capital Improvement Program (CIP) Budget priorities.

Summary Statement

- The Proposed Budget for 2009 and 2010 will be submitted to City Council on August 29 for review. After reviewing the Proposed Budget for several weeks, City Council is scheduled to meet on Saturday, September 27, in a Budget Retreat to deliberate on final funding decisions in regards to staffing levels, programs, services, and capital projects for both fiscal years 2009 and 2010.
- The intent for the discussion at Monday night's Study Session is to apprise City Council of what the City Manager will be proposing in the 2009 and 2010 Capital Improvement Program (CIP) Budgets assuming revenues are sufficient to fund the proposed priorities and, in turn, to provide Staff with any feedback regarding these recommendations. No specific decisions by City Council are expected on Monday evening since those will be made after all the public meetings/hearings and the Budget Retreat are held. Council's final decisions will be made with the adoption of the 2009/2010 Budget in October.
- Staff continues to refine the proposed 2009 and 2010 Capital Improvement Program budget; therefore, City Council may see some minor modifications in the final proposed budget that is distributed in August.
- Appropriate Staff will be present Monday night at the Study Session to review the proposed 2009 and 2010 CIP and respond to City Council's questions regarding the recommended priority projects.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Does City Council generally agree with the overall 2009 and 2010 capital improvement priorities as preliminarily proposed by Staff?

Alternative

City Council may provide Staff with alternative approaches to 2009 and 2010 capital improvement priorities as deemed appropriate.

Background Information

City Council is scheduled to review the proposed 2009 and 2010 General Fund and Utility Fund Capital Improvement Program (CIP) at the August 18 Study Session. The practice of having Staff and City Council review the proposed CIP for the ensuing budget years prior to the Budget Retreat has been productive in past years. Attached is a summary list of the projects proposed for 2009 and 2010, including a brief description and estimated cost of each project. The amounts shown indicate what the City Manager's Office is proposing based on projected available funding in 2009 and 2010. The proposed 5-year CIP budget will be included within the Proposed 2009/2010 Budget document to be delivered to City Council on August 29. The focus at Monday's Study Session will be on the proposed 2009 and 2010 CIP budget since these two years will be officially adopted and appropriated in October.

The main focus of the overview is to inform City Council of those CIP projects deemed to be a priority for the next two years. No decisions from City Council are expected at this overview. Any comments from Council members are welcomed and would be helpful to Staff in finalizing the proposed 2009/2010 Budget.

The proposed funding for the 2009 and 2010 CIP is as follows:

PROPOSED 2009 CIP	
Revenue Source	Available Funds
General Capital Improvements	\$3,921,000
Public Safety Capital Improvements	\$669,000
Park Capital Improvements	\$4,238,000
<i>Subtotal General CIP Funds</i>	<i>\$8,828,000</i>
Wastewater Capital Improvements	\$5,420,000
Water Capital Improvements	\$19,126,000
Stormwater Capital Improvements	\$1,072,000
<i>Subtotal Utility CIP Fund</i>	<i>\$25,618,000</i>
Grand Total 2009 PROPOSED CIP	<u>\$34,446,000</u>

PROPOSED 2010 CIP	
Revenue Source	Available Funds
General Capital Improvements	\$3,635,000
Public Safety Capital Improvements	\$756,000
Park Capital Improvement	\$4,153,000
<i>Subtotal General CIP Funds</i>	<i>\$8,544,000</i>
Wastewater Capital Improvements	\$3,866,000
Water Capital Improvements	\$22,672,000
Stormwater Capital Improvements	\$1,220,000
<i>Subtotal Utility CIP Fund</i>	<i>\$27,758,000</i>
Grand Total 2010 PROPOSED CIP	<u>\$36,302,000</u>

The figures in the above tables include both “pay-as-you-go” projects and debt funded projects. The total proposed 2009 Capital Improvement Program is \$34,346,000 consisting of 78 projects. When considering all sources of funding in 2009, the total proposed General Capital Improvement Fund is \$8,728,000, going to 42 projects, and are all “pay-as-you-go.” A total of 36 projects are proposed in the 2009 Utility Fund Capital Improvement Program for a total of \$25,618,000. Two projects totaling \$1,969,000 are proposed to be funded with a 2010 debt issue. The remaining 34 projects are predicated on a “pay-as-you-go” basis in the amount of \$23,649,000.

The total proposed 2010 Capital Improvement Program is \$36,202,000 consisting of 56 projects. When considering all sources of funding in 2010, the total proposed General Capital Improvement Fund is \$8,444,000 and consists of 38 projects, and all are “pay-as-you-go.” A total of 18 projects are proposed in the 2010 Utility Fund Capital Improvement Program for a total of \$27,758,000. Seventeen projects are on a “pay-as-you-go” basis in the amount of \$13,572,000. The remaining project, a \$14,186,000 reclaimed water plant expansion, is proposed to be debt financed through a 2010 bond issue.

Debt Financing for Utility Fund Capital Projects -- Staff is proposing that the City issue a \$16,155,000 bond in 2010 for improvements in the water system. The projects proposed to be bond funded at this time for 2009 and 2010 include:

- Design and expansion of the Reclaimed Water Treatment Facility (\$1,389,000 in 2009; \$14,186,000 in 2010 for a total of \$15,575,000)
- Gregory Hill Pump Station Improvements (\$580,000 in 2009)

If City Council concurs, Staff proposes to have City Council approve a reimbursement resolution in 2009 whereby the costs incurred in 2009 will be reimbursed to the Utility fund once a bond is issued in 2010. This will be similar to the way the recent POST bond was handled.

The Utility Fund last issued \$40,090,000 in debt in 2005 for the Big Dry Creek Wastewater Treatment Facility renovation and expansion project. Issuing debt for capital improvement projects is part of the Public Works and Utilities Department’s financial model and allows the City to address critical needs today, while paying for them over the useful life of the project. Not only does this provide intergenerational equity, but it provides greater flexibility in financial planning for City operations. Issuing debt also allows the City to keep up with essential repair and replacement projects, while addressing the utility system needs as the City approaches build out.

The General Fund CIP and Utility Fund CIP are made up of one time revenue sources such as building use taxes, park development fees, lottery proceeds, open space revenue, utility tap fees, and carryover funds. They continue to remain strong, primarily as a result of conservative fiscal policy. Projects in the public safety CIP are proposed to be funded via the public safety tax that was

approved by voters in November of 2003. The public safety tax allows for \$669,000 in 2009 and \$756,000 in 2010 capital improvements that may not have been otherwise possible. Additionally, as noted in the July 28 Agenda Memorandum for FY2007 carryover into FY2008, Staff is proposing to utilize \$944,000 of 2007 carryover funds in the General Capital Improvement Fund to be appropriated with the Proposed 2009 Budget to help address the significant revenue reduction (approximately \$1.5 million) resulting from the reallocation of the Adams County road tax approved by voters that goes into effect January 1, 2009.

The total CIP continues to reflect an aggressive effort to move forward on many capital improvement fronts to address the City's needs as well as to enhance community quality of life. These improvements not only benefit existing citizens, but also act to strengthen the tax base and act as an economic development influence for the type and quality of businesses the City is seeking to attract to, and maintain in Westminster.

Appropriate Staff will be present Monday night at the Study Session to review the proposed 2009 and 2010 CIP and respond to City Council's questions regarding the recommended priority projects.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

Proposed 2009 General Fund Capital Improvement Projects

General Capital Improvements

New Traffic Signals/Speed Control Devices	\$95,000
New Development Participation	\$200,000
Sidewalk Connection	\$25,000
New Street Light Program	\$21,000
Community Development Project Manager	\$60,000
Arterial Roadway Grinding/Resurfacing	\$650,000
112 th Avenue (Navajo to Huron)	\$700,000
Railroad Quiet Zone Study	\$50,000
City Facilities Parking Lot Maintenance Program	\$115,000
South Westminster Revitalization Project	\$155,000
Building Operations and Maintenance Major Maintenance	\$550,000
Small Business Assistance Program	\$50,000
Open Space Land Purchase Reimbursement	\$180,000
Major Software Upgrades	\$61,000
Storage Area Network (SAN) Drive Replacement	\$68,000
IP PBX Phone System Upgrade	\$75,000
South Westminster Transit Oriented Development	\$100,000
Westminster Center Transit Oriented Development	\$400,000
Tape Library Backup System Replacement	\$60,000
Railroad Crossing Surface Replacement Program	\$62,000
Bridge/Pedestrian Railing Repainting Project	\$65,000
Shoenberg Farm Restoration	<u>\$179,000</u>
Proposed 2009 General Capital Improvements Total	\$3,921,000

Public Safety Capital Improvements

Station Alarm Notification	\$117,000
Fire EMS Field Reporting	\$150,000
Public Safety Facilities' Maintenance (BO&M)	\$150,000
Major Software Upgrades	\$90,000
Storage Area Network (SAN) Replacement	\$34,000
IP PBX Phone System Upgrade	\$59,000
Tape Library Backup System Replacement	\$30,000
Eldorado Mountain Radio Microwave Upgrade/Replacement	<u>\$39,000</u>
Proposed 2009 Public Safety Capital Improvements Total	\$669,000

Park Capital Improvements

Community Enhancement Program	\$1,212,000
Greenbelt and Drainage Improvements	\$50,000
Trail Development	\$125,000
Landscape Architect II/Project Manager	\$60,000
Recreation Facilities Improvements	\$300,000
Park Maintenance (JCOS)	\$455,000
Adams County Open Space Land Acquisition	\$155,000
Park Renovation Program	\$650,000
Golf Course Improvements	\$50,000
Standley Lake Regional Park Improvements	\$80,000
Recreation Facilities Major Maintenance (BO&M)	\$951,000
City Park Playground and Shelter at Christopher Ballfields	<u>\$150,000</u>
Proposed 2009 Park Improvements Total	\$4,238,000
PROPOSED 2009 GENERAL FUND Total	\$8,828,000

Proposed 2009 Utility Fund Capital Improvement Projects

Wastewater System Capital Improvements

Sanitary Sewer Flowmeters	\$100,000
PACP Sanitary Sewer Line Trenchless Rehabilitation	\$2,000,000
PACP Sewer Line Open-Cut Replacement	\$2,950,000
Lift Station Improvements	\$75,000
Storage Area Network (SAN) Drive Replacement	\$34,000
IP PBX Phone System Upgrades	\$16,000
Tape Library Backup System Replacement	\$30,000
144 th Ave Sanitary Sewer Extension (Pecos to Tejon)	\$160,000
Strasburg Natural Resource Farm Projects	<u>\$55,000</u>
Proposed 2009 Wastewater System Capital Improvements Total	\$5,420,000

Water System Capital Improvements

Wattenberg Gravel Lakes Storage	\$175,000
Reclaimed Water Treatment Facility Expansion	\$1,389,000*
Major Software Upgrades	\$25,000
Water Meter and Transponder Replacement Program	\$300,000
Open-Cut Waterline Replacements	\$2,025,000
System-wide SCADA System Improvements	\$957,000
Water Pressure Zones Improvements	\$1,200,000
South Westminster Non-Potable System Improvements	\$125,000
Gregory Hill Pump Station Improvements	\$580,000*
Kershaw Ditch Non-Potable Water Pump Station Improvements	\$120,000
IP PBX Phone System Upgrade	\$16,000
Storage Area Network (SAN) Drive Replacement	\$34,000
Tape Library Backup System Replacement	\$30,000
Southern Zone 1 Transmission Pipeline	\$5,700,000
Semper Water Treatment Facility (SWTF) Major Repair & Replacement	\$1,350,000
Northwest Water Treatment Facility (NWTF) Major Repair & Replacement	\$260,000
Reclaimed System Improvements	\$1,600,000
Semper Water Treatment Facility (SWTF) Process Improvements	\$300,000
Quagga / Zebra Mussel Treatment Plan	\$100,000
Pump Station Improvements	\$390,000
Reclaimed Water System Open Storage	\$600,000
Raw Water Improvements	\$375,000
Pressure Relief Valves (PRV) Rehabilitations	\$175,000
10" Replacement Main, 80 th Avenue under US 36	<u>\$1,300,000</u>
Proposed 2009 Water Capital Improvements Total	\$19,126,000

* Proposed debt financed projects = \$1,969,000

Stormwater Capital Improvements

Miscellaneous Storm Drainage Improvements	\$157,000
City Park Channel Improvements (Lowell to Big Dry Creek)	\$150,000
Little Dry Creek (Lowell to Federal)	<u>\$765,000</u>
Proposed 2009 Stormwater Capital Improvements Total	\$1,072,000
PROPOSED 2009 UTILITY FUND Total	\$25,618,000

PROPOSED 2009 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL \$34,446,000

Proposed 2010 General Fund Capital Improvement ProjectsGeneral Capital Improvements

New Traffic Signals/Speed Control Devices	\$120,000
New Development Participation	\$200,000
Community Development Project Manager	\$65,000
Geographic Information System (GIS) Upgrades	\$75,000
Arterial Roadway Grinding/Resurfacing	\$650,000
Sheridan Boulevard (westside, 98 th to 104 th Avenues)	\$25,000
Lowell Boulevard (120 th to 124 th Avenues)	\$274,000
City Facilities Parking Lot Maintenance Program	\$115,000
South Westminster Revitalization Project	\$201,000
Building Operations and Maintenance Major Maintenance	\$550,000
Small Business Assistance Program	\$50,000
Open Space Land Purchase Reimbursement	\$209,000
Major Software Upgrades	\$74,000
IP PBX Phone System Upgrade	\$76,000
South Westminster Transit Oriented Development	\$100,000
Westminster Center Transit Oriented Development	\$650,000
Railroad Crossing Surface Replacement Program	\$26,000
Bridge/Pedestrian Railing Repainting Project	\$65,000
City Park Recreation Center Concrete Replacement	<u>\$110,000</u>
Proposed 2010 General Capital Improvements Total	\$3,635,000

Public Safety Capital Improvements

Firefighting Simulator/Burn Building	\$127,000
Station Alarm Notification	\$131,000
Fire EMS Field Reporting	\$150,000
Public Safety Facilities' Maintenance (BO&M)	\$150,000
Major Software Upgrades	\$100,000
IP PBX Phone System Upgrade	\$60,000
PSC Fire Apparatus Parking Pad Concrete Replacement	<u>\$38,000</u>
Proposed 2010 Public Safety Capital Improvements Total	\$756,000

Park Capital Improvements

Community Enhancement Program	\$1,236,000
Greenbelt and Drainage Improvements	\$50,000
Trail Development	\$125,000
Landscape Architect II/Project Manager	\$65,000
City Park Phase IV	\$122,000
Recreation Facilities Improvements	\$300,000
Park Maintenance (JCOS)	\$482,000
Adams County Open Space Land Acquisition	\$155,000
Park Renovation Program	\$650,000
Golf Course Improvements	\$50,000
Standley Lake Regional Parks Improvements	\$88,000
Recreation Facilities Major Maintenance (BO&M)	<u>\$830,000</u>
Proposed 2010 Park Capital Improvements Total	\$4,153,000
PROPOSED 2010 GENERAL FUND Total	\$8,544,000

Proposed 2010 Utility Fund Capital Improvement Projects

Wastewater Capital Improvements

Inflow & Infiltration Study for Sewer Collection System	\$250,000
PACP Sanitary Sewer Line Trenchless Rehabilitation	\$1,250,000
PACP Sewer Line Open-Cut Replacement	\$1,500,000
Lift Station Improvements	\$600,000
IP PBX Phone System Upgrades	\$16,000
ERP/CMOM/Master Plan Updates	<u>\$250,000</u>
Proposed 2010 Wastewater Capital Improvements Total	\$3,866,000

Water Capital Improvements

Wattenberg Gravel Lakes Storage	\$510,000
Reclaimed Water Treatment Plant Expansion	\$14,186,000*
Major Software Upgrades	\$45,000
Water Meter and Transponder Replacement Program	\$250,000
Open-cut Waterline Replacements	\$2,500,000
Water Pressure Zone Improvements	\$4,050,000
IP PBX Phone Systems Upgrade	\$16,000
Reclaimed System Improvements	\$890,000
Pump Station Improvements	<u>\$225,000</u>
Proposed 2010 Water Capital Improvements Total	\$22,672,000

* *Proposed debt financed projects = \$14,186,000*

Stormwater Capital Improvements

Miscellaneous Storm Drainage Improvements	\$155,000
City Park Channel Improvements (Lowell to Big Dry Creek)	\$200,000
Little Dry Creek (Lowell to Federal)	<u>\$865,000</u>
Proposed 2010 Stormwater Capital Improvements Total	\$1,220,000
PROPOSED 2010 UTILITY FUND Total	\$27,758,000

PROPOSED 2010 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL \$36,302,000

PROPOSED 2009 AND 2010 CAPITAL PROJECT DESCRIPTIONS

General Fund Capital Improvement Projects

General Capital Improvements:

New Traffic Signal and Speed Control Devices

Proposed 2009 = \$95,000

Proposed 2010 = \$120,000

This project provides funding for traffic signal installations and speed control devices. As traffic volumes increase on streets that intersect the City's arterial roadways, those intersections may qualify for the installation of a traffic signal. Citizens in neighborhoods with heavy traffic flow frequently make these requests. This level of funding along with previously appropriated (and unencumbered) funds that currently reside in the New Traffic Signals project will help address future traffic signal or speed control device needs. The average estimated cost for full signalization of a four-legged intersection is \$190,000.

New Development Participation

Proposed 2009 = \$200,000

Proposed 2010 = \$200,000

This project provides funding for the City's share of certain public improvements installed by private developers. For 2009, the only known participation payment required by the City will be a relatively minor amount due to McStain Homes for the completion of 98th Avenue improvements between Sheridan Boulevard and Westminster Boulevard. In 2009 or 2010, City participation will be due to the developer of the Erickson Retirement Community for a portion of their improvements to 128th Avenue between I-25 and Huron Street.

Sidewalk Connection

Proposed 2009 = \$25,000

Proposed 2010 = \$0

This project provides funds for the installation of "missing links" of sidewalk that were not previously constructed by private developers due to varying circumstances, or for areas in which development is not anticipated to occur in the near future and a significant need exists for sidewalk connections. Targeted sub-projects include routes to schools and other highly-used pedestrian paths.

New Street Light Program

Proposed 2009 = \$21,000

Proposed 2010 = \$0

This project provides funds for the installation of new street lights when a need arises in existing developments, in parks, along trails, or in other locations. Funding is recommended every-other year.

Community Development Project Manager

Proposed 2009 = \$60,000

Proposed 2010 = \$65,000

This project funds a 1.0 FTE Engineer that is indexed to construction activity. Roadway and bridge construction activity remains well above the benchmarks that were established by City Council in 1994. Since that time, the project management responsibilities associated with the Stormwater Utility have also been added to the workload of the Department. The City has enjoyed great success and cost-savings on many projects of the past 12 years by providing sufficient personnel to allow the Department's engineers to take an active "hands on" approach to project management.

Geographic Information System (GIS) Upgrades

Proposed 2009 = \$0
Proposed 2010 = \$75,000

This ongoing project provides funding for the continual enhancement of the City's geographic information system (GIS). Specific enhancements planned for 2010 include the regularly scheduled two-year update of the City's aerial photography, programming related to the GIS intranet site, external GIS Web site development, training and miscellaneous hardware.

Arterial Roadway Grinding/Resurfacing

Proposed 2009 = \$650,000
Proposed 2010 = \$650,000

This ongoing project provides funding for one or more arterial roadways per year for resurfacing the existing pavement for a smoother ride, elimination of ruts, and resealing of the surface of the roadway. Proposed improvements to the existing pavement on major arterials will extend the life of the pavement and offset the high cost of repairs with a cost savings being realized over time, due to the elimination of rutting and weak areas. The asphalt mix design proposed to be used is highly resistant to rutting and traffic loads. In 2009, work is proposed for 112th Avenue from Westminster Boulevard to Federal Boulevard. In 2010, projects are proposed for 88th Avenue from Harlan Street to Wadsworth Parkway and for 92nd Avenue from Harlan Street to Wadsworth Parkway.

112th Avenue (Navajo to Huron Street)

Proposed 2009 = \$700,000
Proposed 2010 = \$0

This project is the last phase of improvements to 112th Avenue to improve traffic flow on the north side of 112th Avenue immediately west of Huron Street. This project will re-stripe 112th Avenue for two westbound lanes between Federal Boulevard and Huron Street. This project will also replace the existing 4-foot wide attached sidewalk and will install a new 8-foot wide sidewalk between Navajo Street and Huron Street on the north side of 112th Avenue.

Railroad Quiet Zone Study

Proposed 2009 = \$50,000
Proposed 2010 = \$0

This project provides the City's share of initial funding for a multi-jurisdictional investigation of the feasibility of implementing "Quiet Zones" at all or some at-grade crossings of the BNSF railroad track along the FasTracks Northwest Rail line. Train noise has been one of the main concerns expressed by citizens during public meetings of the Northwest Rail Environmental Evaluation. The City of Westminster has the most residences within close proximity of the rail track of all of the jurisdictions along the route.

Sheridan Boulevard (west side, 98th to 104th Avenues)

Proposed 2009 = \$0
Proposed 2010 = \$25,000

This project includes the widening of Sheridan Boulevard between 98th Avenue and 100th Avenue on the west side of the road. This project would also include re-striping between 98th Avenue and 104th Avenue. This widening and re-striping will improve traffic flow on Sheridan Boulevard by providing three south-bound through lanes from 104th Avenue to U.S. 36. The total project is estimated to cost \$315,000. The funds proposed in 2010 will allow the City to commence design and engineering work. The remaining funding is proposed in 2011, revenues permitting.

Lowell Boulevard (120th to 124th Avenues)

Proposed 2009 = \$0
Proposed 2010 = \$274,000

The project includes the widening of Lowell Boulevard between 120th Avenue and 124th Avenue to a four-lane arterial with auxiliary lanes and a raised landscape median. The City and County of Broomfield is managing this project and Westminster would participate by funding 19% of the

cost of the project, since only a portion of one north-bound lane is within Westminster's jurisdiction. This project is adjacent to the Metzger Farm Open Space and will improve traffic flow at the 120th Avenue and Lowell Boulevard intersection. The total project (Westminster's share) is estimated at \$1,096,000 and proposed to be funded 2011 -- 2013, revenues permitting.

City Facilities Parking Lot Maintenance Program

Proposed 2009 = \$115,000

Proposed 2010 = \$115,000

Annual contractual crackseal, resurfacing, sealcoating and concrete replacement as required at 86 municipal sites. Forty-six locations have pavement requiring regular maintenance and two courtyards need annual maintenance. Rotation for asphalt pavements requires cracksealing every three years and sealcoating every six years. Funding assures timely preventive maintenance based on sound pavement management practices. In 2009, seven locations are proposed to receive sealcoating, four cracksealing, and two concrete maintenance work. In 2010, five locations are proposed to receive sealcoating, five cracksealing, and two concrete maintenance work

South Westminster Revitalization Project

Proposed 2009 = \$155,000

Proposed 2010 = \$201,000

This project provides City funding assistance to numerous redevelopment and revitalization projects located within multiple areas of the southern portion of the City. The funds can provide a readily available local match to help leverage funding from outside sources that help support revitalization efforts. Potential projects could include the development of a restaurant incubator program, art installation, small scale streetscape improvements, development plans and studies.

Building Operations & Maintenance Major Maintenance

Proposed 2009 = \$550,000

Proposed 2010 = \$550,000

This on-going project is proposed for the maintenance and repair of City facilities that are larger in scope than the projects funded in the operating budget, such as carpet, roof, and glass/window replacement and floor refinishing at various facilities. As noted in the 2009 Proposed Operating Priorities Staff Report, a new 1.0 FTE Facilities Project Coordinator is proposed to be funded through this project to assist with facilities' capital improvement projects. Anticipated projects for 2009 include window replacement at City Hall, roof replacement at the former animal shelter, roof overhang replacement at the former police facility (Colorado Department of Corrections), and garage door/opener replacement at the Fleet Maintenance facility. In 2010, anticipated projects include boiler replacements at City Hall, heat pump replacement at the former police facility (Colorado Department of Corrections), and rooftop HVAC unit replacements at Municipal Court.

Small Business Assistance Program

Proposed 2009 = \$50,000

Proposed 2010 = \$50,000

This program was formerly the Business Facelift Program, which provides matching grant funds to businesses and commercial property to improve building exteriors and/or site improvements in the south Westminster area. Eligible improvements include paint, architectural enhancements, landscaping, and signage. The program has been successful in encouraging smaller businesses and property owners to spend a matching amount or substantially more of their own funds to improve the appearance of their property which in turn gradually improves the character of the neighborhood. Staff recommends changing the project title to reflect the City's interest in looking at a greater variety of ways to help support small businesses in the City of Westminster. Staff in Economic Development plans to refine and expand the façade improvement program to better address the needs of small business throughout the City with the proposed expansion of the program to include other business assistance efforts.

Open Space Land Purchase Reimbursement

Proposed 2009 = \$180,000

Proposed 2010 = \$209,000

This project is proposed for the reimbursement of the Open Space Fund for rights-of-way acquired over several open space properties purchased with open space sales tax funds totalling \$854,000. The rights-of-way were acquired prior to July 2004 and reimbursement was deferred until 2006-2011. A total of \$250,000 has been appropriated by City Council in the 2007/2008 budget. The remaining \$604,000 owed to the Parks, Open Space, and Trails (POST) Fund is proposed to be repaid in 2009 – 2011 revenues permitting.

Major Software Upgrades

Proposed 2009 = \$61,000

Proposed 2010 = \$74,000

This is an ongoing project funded through the General, Public Safety Tax, and Utility funds based on the software application and its primary users. This project is for the recurring upgrade costs associated with major software applications such as Microsoft, JD Edwards Financial Management System, and Justice Systems Incorporated. The City of Westminster has made significant investments in application software for court, financial and human resources, and office productivity tools. These software products require upgrades to acquire new features and to guarantee ongoing vendor support. The City maintains active support agreements on all major critical applications, with the exception of Microsoft Office. Staff has determined that it is more cost effective to repurchase Microsoft Office on a four year cycle instead of receiving those updates through a more costly maintenance alternative. The funding proposed for 2009 covers Microsoft Office purchases (\$25,000) and upgrades to the City's financial and human resources information system (\$36,000). In 2010, the funding is proposed for Microsoft Office purchases (\$25,000) and upgrades to the financial and human resources information system (\$49,000).

Storage Area Network (SAN) Drive Replacement

Proposed 2009 = \$68,000

Proposed 2010 = \$0

This project is proposed to replace existing Storage Area Network (SAN) to meet growing data storage requirements. Vendor support for the existing SAN will expire in 2009 and cannot be extended. This proposed project has citywide benefits and it is proposed to be funded by the various revenue sources benefitting from its upgrade. The project costs totals \$170,000 in 2009 (\$68,000 is proposed in the General Fund, and \$34,000 is proposed to be funded out of each of the public safety tax, water, and wastewater revenue funds.) The City's data storage needs have quadrupled from 2 terabytes in 2003 to over 8 terabytes in 2008. A terabyte is 1,000 gigabytes (GB) or just over 1 million megabytes of hard drive storage space. The SAN upgrade will provide storage to meet the City's current needs and provide the scalability and flexibility to grow as the need for capacity increases.

Internet Protocol Phone Bank Exchange Phone Upgrade

Proposed 2009 = \$75,000

Proposed 2010 = \$76,000

The Internet Protocol Phone Bank Exchange (IP PBX) Phone System Upgrade is designed to consolidate the management and vendor deployment of all voice systems within the City of Westminster. The overall scope will touch almost every City location, and provide a standardized 4-digit dialing structure to the entire organization. This will remove the multiple, disparate systems that exist today, allowing for all City employees to utilize the same voicemail system, as well as use the same process and procedures when using the phone system regardless of location. This project will also eliminate the current scenario where the same extension exists in multiple locations, like at Fire Stations and Recreation Centers. At the conclusion of the project, all City facilities will have 4 digit dialing access to all other facilities. The project costs totals \$500,000 proposed to be funded over three years, revenues permitting, and funded by the general, public safety tax, water and wastewater revenues. The funding will be split proportionally based on the benefit

received by the fund. The general capital improvement revenues are proposed to fund a total of \$227,000 or approximately 45% of the project cost.

South Westminster Transit Oriented Development

Proposed 2009 = \$100,000

Proposed 2010 = \$100,000

These funds are proposed as a portion of the City's potential contribution for future redevelopment efforts associated with a planned FasTracks commuter rail station in the southern part of Westminster between Federal and Lowell Boulevards and 68th and 72nd Avenues. This funding will assist the City in planning and design, land acquisitions, public improvements, match for RTD improvements and development.

Westminster Center Transit Oriented Development

Proposed 2009 = \$400,000

Proposed 2010 = \$650,000

These funds are proposed as a portion of the City's potential contribution for future redevelopment efforts associated with a planned FasTracks commuter rail station at the existing Westminster Mall site. This funding will assist the City in forming partnerships with private development interests and the Regional Transportation District (RTD) to help make the Westminster City Center commuter rail station a reality. Redevelopment of the Westminster Mall remains one of City Council's highest priorities.

Tape Library Backup System Replacement

Proposed 2009 = \$60,000

Proposed 2010 = \$0

The project is recommended to upgrade the City's existing tape backup system with disk-based technology. The backup system captures the data on critical computer systems to ensure the ability to recover data in the event of a disaster. The system then replicates the captured data from City Hall to the City's disaster recovery facility providing an additional copy of the data. This will reduce the need for backup tapes and decrease the time it takes to recover missing data. Upgrading the backup system is critical to maintaining an effective disaster recovery system. The project cost totals \$150,000 and is proposed to be funded by 2009 general capital improvement, public safety tax, water, and wastewater revenues proportionally based on benefit received. The general capital improvement revenues are proposed to fund a total of \$60,000 or approximately 40% of the project cost.

Railroad Crossing Surface Replacement Program

Proposed 2009 = \$62,000

Proposed 2010 = \$26,000

This program will replace railroad crossing surfaces at three crossing locations throughout the City with concrete crossing pad materials. These three crossings are rated poor to very poor. In 2009, the crossings proposed to be replaced are located at Bradburn Boulevard at 72nd Way and Lowell Boulevard at approximately 71st Avenue. In 2010, the railroad crossing proposed to be replaced is located at 76th Avenue between Winona Court and Stuart Street.

Bridge/Pedestrian Railing Repainting Project

Proposed 2009 = \$65,000

Proposed 2010 = \$65,000

This project is proposed for repainting railings along bridges, drainage ways and right-of-way walkways throughout the City. Staff has identified 11 bridge locations with railings and fencing over state highways and railroad overpasses throughout the City. Four locations are proposed for 2009 and 2010. These locations will require a contractor with specialized equipment to accomplish repainting as well as Colorado Department of Transportation (CDOT) involvement for lane closures. The 2009 projects will repaint railings on Sheridan Boulevard, while 2010 projects will repaint railings on 92nd Avenue and Sheridan Boulevard over railroad overpasses. The total project

is anticipated to cost \$259,000, proposed to be funded over four years (2009-2012), revenues permitting.

City Park Recreation Center Concrete Replacement

Proposed 2009 = \$0
Proposed 2010 = \$110,000

This would fund the removal and replacement of the deteriorated concrete service drive at City Park Recreation Center. When inspected in 2008, the drive showed severe deterioration, but this project is recommended to be delayed until 2010 to allow for completion of the construction activities related to the renovation of City Park Recreation Center.

Shoenberg Farm Restoration

Proposed 2009 = \$179,000
Proposed 2010 = \$0

This project would help facilitate the acquisition of historic properties located at the former Shoenberg Farm site by commercial and non-profit users. These funds would allow for the acquisition of lot 5 and a portion of lot 14 of the Shoenberg Farm Commercial Center. The funds would also allow for the structural and exterior rehabilitation of the 1911 Dairy Barn and Milkhouse. The City does not plan to operate any portion of the Shoenberg Farm.

Proposed 2009 General Capital Improvements Total **\$3,921,000**
Proposed 2010 General Capital Improvements Total **\$3,635,000**

Public Safety Capital Improvement Projects:

Firefighting Simulator/Burn Building

Proposed 2009 = \$0
Proposed 2010 = \$127,000

This project is proposed for site improvements and the design and construction of a firefighting simulator/burn building at the existing Fire Department Training facility located at 3851 Elk Drive or an alternate site if needed. Site improvements proposed include the addition of a fire hydrant, extension of the concrete slab area, adding electrical utilities, sanitary facilities, rehab and briefing area, storage building and fencing the entire site for security. The new simulator is proposed to be added to the existing five story training tower and will be equipped with 2 burn rooms, roof chop outs, forcible entry simulator, smoke distribution system, and moveable maze partition panels. The total project is estimated to cost \$522,000 over five years (2007-2011), revenues permitting; \$225,000 has been appropriated to date.

Station Alarm Notification

Proposed 2009 = \$117,000
Proposed 2010 = \$131,000

This project will replace and upgrade the fire station alerting system at all six fire stations. This system "awakens" personnel at night when a call for service is dispatched to a station. The existing system has been in place since 1992 and is utilizing outdated technology that is presenting reliability issues. Also, it is difficult to find parts to repair the existing system. The proposed new system would utilize the City's computer network for increased reliability and would offer specialized notification features so only those personnel assigned to a particular type of call would be notified. The proposed project cost totals \$248,000 proposed to be funded in 2009 and 2010.

Fire EMS Field Reporting

Proposed 2009 = \$150,000
Proposed 2010 = \$150,000

In 2006, the Fire Department installed a field reporting program and "tablet" style PC on each of the City's ambulances as a test for mobile field reporting. Due to the vendor going out of business and issues with the hardware and software, the Fire Department put the EMS field reporting project on hold. The Fire Department is proposing to pursue a portable tablet PC, whereby the

ambulance personnel will be able to complete incident reports in the field that are then automatically linked to the Fire Department's Record Management System (RMS). This project is proposed to expand and purchase tablets for use in 16 frontline units, extending field reporting to all fire engine/ladder companies and the Fire Prevention Bureau. The tablets eliminate duplicate report writing as currently the reports are hand-written and then are re-entered in the Report Management System (RMS). This project will improve the Fire Department's efficiency and will be a "green" effort by reducing the use of paper and energy. The proposed total project cost is estimated at \$350,000, of which \$50,000 was appropriated in 2008; the balance of funds are proposed in 2009 and 2010.

Public Safety Facilities Maintenance (BO&M)

Proposed 2009 = \$150,000

Proposed 2010 = \$150,000

Funds are proposed for the ongoing maintenance costs for the Public Safety Center and Fire Stations throughout the City. Identified projects based on the citywide facility structural assessment study include replacement of roofs and windows, exterior repairs, replacement of roof top (HVAC) units, and interior repairs and replacements (floor coverings, walls, etc.). Unused funds in any given year will be accrued in this account to fund these needs in future years as appropriate.

Major Software Upgrades

Proposed 2009 = \$90,000

Proposed 2010 = \$100,000

This is an ongoing project funded through the General, Public Safety Tax, and Utility funds based on the software application and its primary users. This project is for the recurring upgrade costs associated with major software applications such as Microsoft software and the Police and Fire Departments' Computer Aided Dispatch/Records Management System (CAD/RMS) software. This is proposed to be an ongoing project managed by the Information Technology Department to keep the CAD/RMS system upgraded and current. The funding in 2009 is proposed to cover Microsoft software purchases (\$25,000) and upgrades to the CAD/RMS (\$65,000). In 2010, \$25,000 is proposed for Microsoft purchases and \$75,000 for CAD/RMS upgrades.

Storage Area Network (SAN) Drive Replacement

Proposed 2009 = \$34,000

Proposed 2010 = \$0

This project is proposed to replace existing Storage Area Network (SAN) to meet growing data storage requirements. Vendor support for the existing SAN will expire in 2009 and cannot be extended. This proposed project has citywide benefits and it is proposed to be funded by the various revenue sources benefitting from its upgrade. The project costs totals \$170,000 in 2009 (\$68,000 is proposed in the General Fund, and \$34,000 is proposed to be funded out of each of the public safety tax, water, and wastewater revenue funds.) The City's data storage needs have quadrupled from 2 terabytes in 2003 to over 8 terabytes in 2008. A terabyte is 1,000 gigabytes (GB) or just over 1 million megabytes of hard drive storage space. The SAN upgrade will provide storage to meet the City's current needs and provide the scalability and flexibility to grow as the need for capacity increases.

Internet Protocol Phone Bank Exchange Phone Upgrade

Proposed 2009 = \$59,000

Proposed 2010 = \$60,000

The Internet Protocol Phone Bank Exchange (IP PBX) Phone System Upgrade is designed to consolidate the management and vendor deployment of all voice systems within the City of Westminster. The overall scope will touch almost every City location, and provide a standardized 4-digit dialing structure to the entire organization. This will remove the multiple, disparate systems that exist today, allowing for all City employees to utilize the same voicemail system, as well as use the same process and procedures when using the phone system regardless of location.

This project will also eliminate the current scenario where the same extension exists in multiple locations, like at Fire Stations and Recreation Centers. At the conclusion of the project, all City facilities will have 4 digit dialing access to all other facilities. The project costs totals \$500,000 proposed to funded over three years, revenues permitting, and funded by the general, public safety tax, water and watest water revenues. The funding will be split proportionally based on the benefit received by the fund. The public safety tax revenues are proposed to fund a total of \$179,000 or approximately 36% of the project cost.

Tape Library Backup System

Proposed 2009 = \$30,000

Proposed 2010 = \$0

The project is recommended to upgrade the City's existing tape backup system with disk-based technology. The backup system captures the data on critical computer systems to ensure the ability to recover data in the event of a disaster. The system then replicates the captured data from City Hall to the City's disaster recovery facility providing an additional copy of the data. This will reduce the need for backup tapes and decrease the time it takes to recover missing data. Upgrading the backup system is critical to maintaining an effective disaster recovery system. The project cost totals \$150,000 and is proposed to be funded by 2009 general capital improvement, public safety tax, water, and wastewater revenues proportionally based on benefit received. The public safety tax revenues are proposed to fund a total of \$30,000 or 20% of the project cost.

PSC Fire Apparatus Parking Pad Concrete Replacement

Proposed 2009 = \$0

Proposed 2010 = \$38,000

This project is proposed to replace the concrete fire apparatus parking pad at the Public Safety Center (PSC). The existing pad has a substantial amount of cracking with water surfacing through the cracks. Further deterioration will continue until the pad becomes unserviceable. These funds will allow for the replacement of the parking pad in 2010.

Eldorado Mountain Radio Microwave Upgrade/Replacement

Proposed 2009 = \$39,000

Proposed 2010 = \$0

The City's 800 MHz trunked radio system utilizes a 6 GHz microwave hop between the Public Safety Center and the main radio transmit site located on Eldorado Mountain. The existing primary microwave on Eldorado Mountain is currently 11 years old. Technical support and repair parts for the existing microwave are become harder to find due to this model becoming obsolete. This microwave link is a very critical part of the City's radio system and it has been experiencing a recent increase in failures. The replacement of this microwave radio will provide the radio system with a more dependable uplink to the primary radio site for the next 10 years. Since the City shares its radio system with the City of Arvada, and this is a shared component of the overall system, Arvada will cover 50% of the cost of microwave replacement. The project cost listed is the City of Westminster's share of this project to replace the radio equipment.

Proposed 2009 Public Safety Capital Improvements Total

\$669,000

Proposed 2010 Public Safety Capital Improvements Total

\$756,000

Park Capital Improvements:

Community Enhancement Program

Proposed 2009 = \$1,212,000

Proposed 2010 = \$1,236,000

These projects are funded from the accommodations tax. This tax allows the City to fund projects that benefit the entire community. Pursuant to the Master Plan adopted by City Council on March 13, 2006, the plan serves as a planning guide for all future City enhancement development, including medians, gateways, bridges, public art, lights and banners. Anticipated projects for 2009 and 2010 include: banner design and installation, median maintenance and renovation,

Neighborhood Enhancement Grants, right-of-way improvements, city gateways, bridge upgrades, art/sculpture throughout the City, illuminated street signs, and phasing of decorative lighting. The program also pays the salaries of five full-time equivalents (FTEs) associated with program implementation and maintenance.

Greenbelt and Drainage Improvements

Proposed 2009 = \$50,000

Proposed 2010 = \$50,000

These funds provide for ongoing right of way improvements in greenbelt and drainage areas along with mandated Corp of Engineers wetland mitigation and State drainage permitting. 2009 projects within Jefferson County include water quality improvements for the Westin detention pond and the ongoing ground water monitoring trail underpass at 99th Avenues and Wadsworth. The 2009 Adams County projects include erosion control and drainageway improvements at 104th Avenue east of Sheridan Boulevard and other miscellaneous drainageway improvements. 2010 Jefferson County projects include groundwater monitoring at the trail underpass at 99th Avenue and Wadsworth and miscellaneous drainageway/erosion control improvements. The 2010 Adams County projects include Vogel Pond mitigation, Cobblestone drainageway and pond renovations, and miscellaneous drainageway improvements.

Trail Development

Proposed 2009 = \$125,000

Proposed 2010 = \$125,000

This ongoing project is proposed to complete trail connections, including bridges where applicable, throughout the City. Proposed projects for 2009 and 2010 include: Standley Lake, Walnut Creek, Big Dry Creek, Farmer's High Line Canal and Vogel Pond. The Trails Master Plan identifies several trail connections throughout the City to be constructed. This project works to construct those connections to make the Master Plan a reality.

Landscape Architect II/ Project Manager

Proposed 2009 = \$60,000

Proposed 2010 = \$65,000

This ongoing project funds a 1.0 FTE Landscape Architect II that is indexed to park and trail development activities. This position concentrates on trail development, grant acquisition, grant administration and park development.

City Park Phase IV

Proposed 2009 = \$0

Proposed 2010 = \$122,000

This proposed project will accumulate funds to eventually provide resources to begin the master plan for the northern court game complex. City Park Phase IV consists primarily of court games such as basketball, volleyball, in-line hockey and tennis. Additional features include a playground, landscaping, parking and picnic shelters. This will be a phased project. The projected cost totals \$1,820,000 and is proposed to be funded over numerous years, commencing in 2010.

Recreation Facilities Improvements

Proposed 2009 = \$300,000

Proposed 2010 = \$300,000

This project provides ongoing funding for the City's recreation facilities for projects that will upgrade, update and/or renovate existing facilities and equipment. Projects for 2009 and 2010 include locker room improvements, pool equipment replacement, weight and cardio equipment replacement, replacement of table and chairs, classroom and program area enhancements.

Park Maintenance (JCOS)

Proposed 2009 = \$455,000

Proposed 2010 = \$482,000

This project is proposed to continue funding nine staff members (3.0 FTE Crewleaders, 2.0 FTE Irrigators and 4.0 FTE Parkworker positions) in the Park Services Division via the use of

Jefferson County attributable share open space funds. These positions perform needed maintenance in the Jefferson County portion of the City open space and at City Park. As the City continues to grow its park and open space program, expanded service levels are required to maintain the properties developed and/or acquired.

Adams County Open Space Land Acquisition

Proposed 2009 = \$155,000

Proposed 2010 = \$155,000

These funds are proposed for the acquisition of additional open space lands in Westminster. These funds are a portion of the open space sales tax revenue received from Adams County from the 2001 voter-approved tax, so the funds must be utilized for acquisitions within the Adams County portion of the City. The Open Space Advisory Board prepares and utilizes a list of priority lands to acquire open space throughout the City.

Park Renovation Program

Proposed 2009 = \$650,000

Proposed 2010 = \$650,000

This ongoing project provides annual funding for existing parks that are in need of repair and renovation. Renovations planned for 2009, funding permitting, include wall repairs and court resurfacing for Wolff Run and Municipal Park playgrounds, renovation to Faversham Park Basketball court and dogpark, landscaping improvements along Cotton Creek, ball field renovations, and Firehouse 4 landscape improvements. 2010 renovations include Fireman's Park, Kennedy Park ball field improvements, and Kings Mill pool and park. Maxicom irrigation conversions and miscellaneous structural and play equipment repairs as needed throughout the City are included each year.

Golf Course Improvements

Proposed 2009 = \$50,000

Proposed 2010 = \$50,000

This ongoing project is proposed to fund improvements that will upgrade, update and/or renovate existing facilities at The Heritage Golf Course at Westmoor and The Legacy Ridge Golf Course. Projects proposed for 2009 and 2010 include irrigation pump replacements, concrete replacement, kitchen floor repair, pro shop display improvements, and updated range ball equipment.

Standley Lake Regional Park Improvements

Proposed 2009 = \$80,000

Proposed 2010 = \$88,000

This ongoing project is proposed to fund improvements that will upgrade, update and/or renovate existing facilities at the Standley Lake Regional Park. Improvements proposed in 2009 and 2010 include phased roadway improvements, boat storage area fencing, parking area improvements, and design work for a new picnic pavillion.

Recreation Facilities Major Maintenance (BO&M)

Proposed 2009 = \$951,000

Proposed 2010 = \$830,000

This ongoing project provides ongoing funding for major facility maintenance for the City's Recreation Facilities based on the Facility Structural Assessment Study. Projects proposed for 2009 and 2010 include window replacements, exterior maintenance, gymnasium and court floor refinishing, interior and exterior roof replacements and refinishing, HVAC unit replacements, tile replacements, and door replacements.

City Park Playground and Shelter at Christopher Ballfields

Proposed 2009 = \$150,000

Proposed 2010 = \$0

This project consists of adding a playlot and shelter near the Christopher Fields complex. The playground and shelter were shown on the original drawings for this area, but were eliminated at the time of the original project due to budget constraints. Citizens have been requesting a

playground since the ballfields opened and these funds would allow this playground to become a reality and allow for a small picnic shelter to be constructed.

<i>Proposed 2009 Park Capital Improvements Total</i>	\$4,238,000
<i>Proposed 2010 Park Capital Improvements Total</i>	\$4,153,000
<i>Proposed 2009 GRAND TOTAL General Capital Improvement Fund</i>	\$8,828,000
<i>Proposed 2010 GRAND TOTAL General Capital Improvement Fund</i>	\$8,544,000

Utility Fund Capital Improvement Projects

Wastewater System Capital Improvements:

Inflow & Infiltration Study for Sewer Collection System

Proposed 2009 = \$0

Proposed 2010 = \$250,000

This study is proposed to measure the amount of inflow and infiltration to the City's Sanitary Sewer System. The study takes place over a six month period to monitor flows and helps evaluate the need for, and location of additional monitoring work. It will also verify the inflow and infiltration assumptions used in modeling and planning. The study determines how the City can enhance precipitation stations at plants and establish additional permanent and remotely linked precipitation stations as needed around the City. After the study is complete, the City can install piezometers and flow meters along and in Little Dry Creek, Big Dry Creek, and other drainages where appropriate to help mitigate storm water surges in the sanitary sewer system.

Sanitary Sewer Flowmeters

Proposed 2009 = \$100,000

Proposed 2010 = \$0

This project proposes to conduct a pilot program, purchasing and installing semi-permanent sanitary sewer flowmeters in major collection system lines to monitor sanitary sewer flow rates. Utilities will then use metering information, along with rain gauges and groundwater piezometers to determine collection system response to precipitation events. Flowmeters will also be used to calibrate the collection system hydraulic model. The pilot program will consist of two meters, and the program can potentially be expanded or relocated based on information collected by the meters.

PACP Sanitary Sewer Line Trenchless Rehabilitation

Proposed 2009 = \$2,000,000

Proposed 2010 = \$1,250,000

This ongoing project will provide funds for the repair of deteriorated local sanitary lines by trenchless rehabilitation (lining) of small diameter (less than 18-inch) sewers throughout City. Funding would continue at this level for approximately five years until all sewers rating poor or failing in the PACP (Pipeline Assessment and Certification Program) rating system are addressed. Locations would vary from year to year and sections would be consolidated by location, so some sewers may be relined out of sequence to facilitate the process. Maintenance 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. This project will help extend the lifespan of the existing collection system.

PACP Sewer Line Open-Cut Replacement

Proposed 2009 = \$2,950,000

Proposed 2010 = \$1,500,000

This ongoing project consists of open cut replacement of sanitary sewer lines where trenchless technology cannot be utilized. Open-cut replacements are used to increase pipe sizes, eliminate

sags and other serious defects and will be used where both the water and sewer lines in a particular location require replacement. The initial years of this project will address existing problems; later years will address issues related to growth and defects that develop subsequent to the latest inspections. 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.

Lift Station Improvements

Proposed 2009 = \$75,000
Proposed 2010 = \$600,000

This project is an ongoing repair and replacement project that includes capital equipment replacements, wet well lining, and other site improvements based on the Utility Master Plan. In 2009, it is proposed that a portable generator set is replaced. In 2010, the lift stations at 95th Avenue and Federal Boulevard, 80th Avenue and Clay Street, and 87th Avenue and Wadsworth Boulevard will be improved.

Storage Area Network (SAN) Drive Replacement

Proposed 2009 = \$34,000
Proposed 2010 = \$0

This project is proposed to replace existing Storage Area Network (SAN) to meet growing data storage requirements. Vendor support for the existing SAN will expire in 2009 and cannot be extended. This proposed project has citywide benefits and it is proposed to be funded by the various revenue sources benefitting from its upgrade. The project costs totals \$170,000 in 2009 (\$68,000 is proposed in the General Fund, and \$34,000 is proposed to be funded out of each of the public safety tax, water, and wastewater revenue funds.) The City's data storage needs have quadrupled from 2 terabytes in 2003 to over 8 terabytes in 2008. A terabyte is 1,000 gigabytes (GB) or just over 1 million megabytes of hard drive storage space. The SAN upgrade will provide storage to meet the City's current needs and provide the scalability and flexibility to grow as the need for capacity increases.

Internet Protocol Phone Bank Exchange Phone Upgrade

Proposed 2009 = \$16,000
Proposed 2010 = \$16,000

The Internet Protocol Phone Bank Exchange (IP PBX) Phone System Upgrade is designed to consolidate the management and vendor deployment of all voice systems within the City of Westminster. The overall scope will touch almost every City location, and provide a standardized 4-digit dialing structure to the entire organization. This will remove the multiple, disparate systems that exist today, allowing for all City employees to utilize the same voicemail system, as well as use the same process and procedures when using the phone system regardless of location. This project will also eliminate the current scenario where the same extension exists in multiple locations, like at Fire Stations and Recreation Centers. At the conclusion of the project, all City facilities will have 4 digit dialing access to all other facilities. The project costs totals \$500,000 proposed to funded over three years, revenues permitting, and funded by the general, public safety tax, water and watest water revenues. The funding will be split proportionally based on the benefit received by the fund. The wastewater revenues are proposed to fund a total of \$47,000 over three years, revenue permitting, or approximately 9% of the project cost.

Tape Library Backup System

Proposed 2009 = \$30,000
Proposed 2010 = \$0

The project is recommended to upgrade the City's existing tape backup system with disk-based technology. The backup system captures the data on critical computer systems to ensure the ability to recover data in the event of a disaster. The system then replicates the captured data from City Hall to the City's disaster recovery facility providing an additional copy of the data. This will

reduce the need for backup tapes and decrease the time it takes to recover missing data. Upgrading the backup system is critical to maintaining an effective disaster recovery system. The project cost totals \$150,000 all proposed for 2009 and is proposed to be funded by the general, public safety tax, water, and wastewater revenues proportionally based on benefit received. The wastewater revenues are proposed to fund \$30,000 or 20% of the project cost.

**144th Avenue Sanitary Sewer Extension (Pecos to Tejon) Proposed 2009 = \$160,000
Proposed 2010 = \$0**

This proposed project includes water and sewer extensions to fulfill a 2001 Annexation Agreement executed by the City. This requires the construction of approximately 1,200 feet of both water and sanitary sewer mains from the intersection of 144th Avenue and Pecos Street west to the two affected properties. A project to complete the improvement of 144th Avenue from Jason to Zuni Street is currently under preliminary design by Community Development. This amount includes the sewer portion costs only.

**Strasburg Natural Resource Farm Projects Proposed 2009 = \$55,000
Proposed 2010 = \$0**

This project proposes the expansion of the farm building and the addition of insulation and heating. The addition to the farm building (equipment storage shed) will lengthen the building to accommodate the tractor and tank system currently used for biosolids application. Insulation and heating of the building will eliminate the freezing of equipment during the winter, reducing maintenance costs and increasing the longevity of the equipment.

**ERP/CMOM/Master Plan Update Proposed 2009 = \$0
Proposed 2010 = \$250,000**

This Emergency Response Plan (ERP)/CMOM (capacity, management, operation & maintenance)/Master Plan Update project stems from a need to update the wastewater collection system master plan after the 94th Avenue and Quitman Street lift station is removed. This study will assist in the revision of system hydraulics as needed, based on latest GIS information. Utilities can use the Master Plan Updates for a basis of Little Dry Creek and Big Dry Creek sewer rehabilitation and replacement projects. The study will also aid in the creation of emergency response plans for lift station failures and major sewer failures. The CMOM report update will re-identify critical pipelines and pipelines approaching capacity, and review the status of current CMOM regulations.

Proposed 2009 Wastewater System Capital Improvements Total \$ 5,420,000
Proposed 2010 Wastewater System Capital Improvements Total \$ 3,866,000

Water System Capital Improvements:

**Wattenberg Gravel Lakes Storage Proposed 2009 = \$175,000
Proposed 2010 = \$510,000**

This project is the ongoing improvement of the Wattenberg Gravel Lakes project, originally started in 2000. The City has an agreement with Aggregate Industries for the construction of gravel lake storage near Wattenberg in Weld County on the South Platte River. The City is purchasing a minimum of 4,000 acre feet of storage at this site and is responsible for the construction of the reservoir facilities including the inlet, outlet, and interconnects. This lined gravel lake water storage will capture and store consumable water belonging to the City that cannot otherwise be used. The water will be used to pay return flow obligations to the South Platte River and to effectuate exchanges that will increase the amount of water available to Standley Lake. This also enables the City to utilize more treated effluent from the Big Dry Creek Waste Water Treatment Facility for the reclaimed water program. The two years funding includes \$175,000 in 2009 for engineering design of outlet works and additional facilities, and \$510,000 in 2010 for the

construction of outlet works and additional facilities. The total project is anticipated to cost \$8,248,000 with funding proposed beyond 2013, revenues permitting.

Reclaimed Water Treatment Plant Expansion

Proposed 2009 = \$1,389,000

(2009 and 2010 funding proposed to be debt issued in 2010)

Proposed 2010 = \$14,186,000

This project is proposed to both expand the Reclaimed Water Treatment Facility and build in new storage for the Reclaimed Water Treatment plant. The facility needs to be expanded in order to meet the customer demands currently being added to the system. On July 25, 2008, demand for reclaimed water met the existing plant's capacity of 6 MGD. The Reclaimed Water Treatment Facility was designed to be easily expanded and the proposed expansion was included as an option in the master plan for the reclaimed system. The covered storage part of the project will take the existing uncovered retention ponds out of the system and use a water tank set up to hold water and keep it clean and free from birds, weeds, algae, and the like that can reduce the plant's efficiency and effectiveness by clogging filters. The costs for the expansion include \$1,389,000 in design work planned for 2009 and \$14,186,000 in construction costs for 2010. The plant is proposed to be funded through a debt issue in 2010. The total project cost is proposed at \$15,575,000 and funded in 2009 and 2010.

Major Software Upgrades

Proposed 2009 = \$25,000

Proposed 2010 = \$45,000

This is an ongoing project funded through the General, Public Safety Tax, and Utility funds based on the software application and its primary users. This project is for the recurring upgrade costs associated with major software applications such as Microsoft software and the Police and Fire Departments' Computer Aided Dispatch/Records Management System (CAD/RMS) software. This is proposed to be an ongoing project managed by the Information Technology Department to keep the CAD/RMS system upgraded and current. The funding in 2009 is proposed to cover Microsoft software purchases (\$25,000) and upgrades to the CAD/RMS (\$65,000). In 2010, \$25,000 is again proposed for Microsoft purchases and \$20,000 for Accela software upgrades.

Water Meter and Transponder Replacement Program

Proposed 2009 = \$300,000

Proposed 2010 = \$250,000

This proposed project will fund the purchase of materials required for the conversion of commercial accounts from TRACE to Orion system transponders. At the same time as these meters are being converted to Orion, meter maintenance activities will be undertaken for all the meters. This will require purchase of a considerable amount of repair material for the existing meters and will also involve replacement of some of the meters in the event their technology has been surpassed and that replacement is the preferred alternative. The total project cost is proposed at \$550,000 and to be funded in 2009 and 2010.

Open-Cut Water Line Replacements

Proposed 2009 = \$2,025,000

Proposed 2010 = \$2,500,000

This ongoing project is for the replacement of identified sections of water distribution system piping that has reached the end of its economic life. Locations will be selected based on past pipe break history, anticipated changes in pressure zones, or coordination with other sewer line or street rehabilitation projects. Projects in 2009 and 2010 include a fire protection line to St. Anthony's North, Federal Boulevard Water Main from 81st Avenue to 82nd Avenue, and the area of Sunset Ridge between Lowell and Federal Boulevards and 92nd and 96th Avenues.

System-Wide SCADA Improvements

Proposed 2009 = \$957,000

Proposed 2010 = \$0

This project is proposed to connect to the Supervisory Control and Data Acquisitions (SCADA) system additional alarms at various water and wastewater system facilities for detecting water-on-the-floor, door entry, building temperature, intrusion detection, smoke detection, flood warning and vibration monitoring. These connections will standardize the sensing in all facilities, alert staff to equipment problems more quickly, and provide better security for all locations. Another component of this is the Semper Water Treatment Facility (SWTF) System SCADA Communication and Video Improvements. Currently there is a need for increasing the level of security and operational improvement. The existing video monitoring system at the two water treatment facilities is limited in scope and functionality. Camera quality is poor in some locations and missing in key areas. There is no monitoring of remote, unmanned pump stations. Newer software system provide programmability that can continually move cameras, alert to motion detected and other features that would alert staff to problems without demanding their attention at all times to make the system function properly. The other major component of this project will be completing the upgrades of the SCADA system communications system including adding redundancy and communications capacity to handle the additional video links to the Utility field locations.

Water Pressure Zone Improvements

Proposed 2009 = \$1,200,000

Proposed 2010 = \$4,050,000

This ongoing project is intended to fund large diameter transmissions mains throughout the City. These mains have a variety of sizes routes and functions. The overall Utility Master Plan calls for approximately \$94 million dollars over a twenty year span to construct these mains. Refinements of the overall Utility Master Plan and actual growth and developments will dictate which lines are needed and when they will need to be constructed. Projects anticipated for 2009 include the extension of the 144th Avenue water main (Pecos to Tejon), Country Club Highland East/Federal Parkway water main, and transit oriented development water main from Hooker Street/72nd Avenue to 71st Avenue/ Federal Boulevard. In 2010, projects anticipated include 104th Avenue water main replacement (phase I), super zone 3 transmission main, and work on the Federal Boulevard transmission mains.

South Westminster Non-Potable System Improvements

Proposed 2009 = \$125,000

Proposed 2010 = \$0

The City is pursuing the development of non-potable water sources for irrigation purposes in the southern area of the City. Planning, design and construction of the system will be in conjunction with south Westminster development and redevelopment. This project will begin with an analysis of non-potable options, including ditch water and City wells. In addition, the project will identify demands, evaluate the feasibility of a dual water system and focus on maximizing system efficiency. Specific evaluation of water supply needs based on projected demands will be part of these planning efforts. The 2009 funding is to complete the evaluation that was started in 2008 and to do an investigation of the water rights and planning components and requirements. Future funding (to be determined) would be needed for specific construction projects to implement the recommendations of the studies in an out year.

Gregory Hill Pump Station Improvements

(2009 funding proposed to be debt issued in 2010)

Proposed 2009 = \$580,000

Proposed 2010 = \$0

The proposed project will return the Gregory Hill Pump Station to an operable pump station. The pump station also has a number of physical deficiencies that may shorten the life of the facility, or may present unsafe conditions for personnel working at the facility. The facility needs to be returned to service by replacement of the station's electrical gear and replacement of the obsolete

pumps. Returning this station to routine use will allow for better circulation of the distribution system and an increase in fire flows in the southern portion of Zone 1.

**Kershaw Ditch Non-Potable Water Pump Station
Station Improvements**

Proposed 2009 = \$120,000
Proposed 2010 = \$0

This proposed project activities will make improvements to the Kershaw Ditch pump station located at 55th Avenue and Tennyson. This project proposes to improve the physical safety hazards in the building, relocate the building's electrical, and perform site grading to improve drainage away from the building.

Internet Protocol Phone Bank Exchange Phone Upgrade

Proposed 2009 = \$16,000
Proposed 2010 = \$16,000

The Internet Protocol Phone Bank Exchange (IP PBX) Phone System Upgrade is designed to consolidate the management and vendor deployment of all voice systems within the City of Westminster. The overall scope will touch almost every City location, and provide a standardized 4-digit dialing structure to the entire organization. This will remove the multiple, disparate systems that exist today, allowing for all City employees to utilize the same voicemail system, as well as use the same process and procedures when using the phone system regardless of location. This project will also eliminate the current scenario where the same extension exists in multiple locations, like at Fire Stations and Recreation Centers. At the conclusion of the project, all City facilities will have 4 digit dialing access to all other facilities. The project costs totals \$500,000 proposed to funded over three years, revenues permitting, and funded by the general capital improvement, public safety tax, water and wastest water revenues. The funding will be split proportionally based on the benefit received by the fund. The water revenues are proposed to fund a total of \$47,000 over three years, revenue permitting, or approximately 9% of the project cost.

Storage Area Network (SAN) Drive Replacement

Proposed 2009 = \$34,000
Proposed 2010 = \$0

This project is proposed to replace existing Storage Area Network (SAN) to meet growing data storage requirements. Vendor support for the existing SAN will expire in 2009 and cannot be extended. This proposed project has citywide benefits and it is proposed to be funded by the various revenue sources benfitting from its upgrade. The project costs totals \$170,000 in 2009 (\$68,000 is proposed in the General Fund, and \$34,000 is proposed to be funded out of each of the public safety tax, water, and wastewater revenue funds.) The City's data storage needs have quadrupaled from 2 terabytes in 2003 to over 8 terabytes in 2008. A terabyte is 1,000 gigabytes (GB) or just over 1 million megabytes of hard drive storage space. The SAN upgrade will provide storage to meet the City's current needs and provide the scalability and flexibility to grow as the need for capacity increases.

Tape Library Backup System

Proposed 2009 = \$30,000
Proposed 2010 = \$0

The project is recommended to upgrade the City's existing tape backup system with disk-based technology. The backup system captures the data on critical computer systems to ensure the ability to recover data in the event of a disaster. The system then replicates the captured data from City Hall to the City's disaster recovery facility providing an additional copy of the data. This will reduce the need for backup tapes and decrease the time it takes to recover missing data. Upgrading the backup system is critical to maintaining an effective disaster recovery system. The project cost totals \$150,000 and is proposed to be funded by the 2009 general capital improvement, public safety tax, water, and wastewater revenues proportionally based on benefit reeived. The water revenues are proposed to fund \$30,000 or 20% of the project cost.

Southern Zone 1 Transmission Pipeline

Proposed 2009 = \$5,700,000

Proposed 2010 = \$0

The proposed project generally consists of a new water pipeline extending from the existing High Service Pump Station (HSPS) near the Semper Water Treatment Facility (SWTF) to an existing 16" water line (England Pipeline Project) in Sheridan Boulevard at approximately 86th Avenue. The 2006 Infrastructure Master Plan (Master Plan) recommends a 36" and 30" diameter pipeline routed generally from SWTF HSPS along 91st Avenue to Harlan Street and then, along the BNSF tracks to the upper end of the England Pipeline Project. This pipeline would provide a second larger diameter supply line directly from the SWTF HSPS into the southern portion of pressure Zone 1. This line would be independent of the current 16" single supply line in Sheridan Boulevard.

SWTF Major Repair & Replacement

Proposed 2009 = \$1,350,000

Proposed 2010 = \$0

The Semper Water Treatment Facility (SWTF) is in need of some major repairs and the replacement of parts and processes as part of its normal operational life. The proposed 2009 projects include general building maintenance, replacement of the Trac Vac Sludge Removal System, Lime System Improvements, Filter Valve Replacement, and on-line instrument replacement.

NWTF Major Repair & Replacement

Proposed 2009 = \$260,000

Proposed 2010 = \$0

The Northwest Water Treatment Facility (NWTF) is in need of two major repairs to the facility in 2009. The projects include HVAC Improvement and the Filtrate Header Replacement. The HVAC project is intended to improve the current heating system for the membrane room that was only designed to maintain a 50-55 degree temperature level during the winter months. All instrumentation for the facility was located in this room and requires operator calibration on a daily basis, a process which takes 4-6 hours per day. This project is intended to identify and implement the best option for upgrading the existing HVAC equipment or other options to maintain room temperatures in the mid-60's. The NWTF Filtrate Header Replacement is intended to implement the best solution for the 24" stainless steel header pipe that collects the final filtered water from the membrane filters that has developed numerous pinhole leaks in early 2007. Engineering analysis will be conducted in 2008 to determine whether to replace the header with the same material or if a better alternative is available.

Reclaimed System Improvement

Proposed 2009 = \$1,600,000

Proposed 2008 = \$890,000

This ongoing project proposes improvements to the City's reclaimed system. Projects include an extension of a service line to The Orchard commercial development, which has more than 40 irrigated acres currently using potable water that could instead use reclaimed water. Extending this line would also make reclaimed water available to the developing properties between Lowe's (136th Avenue) and The Orchard (144th Avenue). All combined, serving all of these areas with reclaimed water will free up about 275 acre feet of water that can be used for development elsewhere in the City. Another improvement is proposed for the Stantec System. This includes the installation of 2 booster pumps, a number of new valves, blowoffs and airvacs. These improvements will help maintain compliance with State regulation, improve ease of operation and reduce the number of customers out of service when there is work being done on a certain section of line. Finally, the projects proposed to fund improvements will include additional vault metering, vault piping and addressing salinity issues. The other part of the project is to connect additional customers to the reclaimed water system. This will reduce demands on the potable water system

by avoiding the need to develop additional water rights to meet the City's build out water demands.

SWTF Process Improvements

Proposed 2009 = \$300,000
Proposed 2010 = \$0

This project is proposed to implement an additional process in the water treatment process at the Semper Water Treatment Facility (SWTF) to improve the sedimentation and filtration processes. Flocculation was previously not possible due to space constraints. Replacement of the tube settler system with plate settlers in 2006 created the necessary space for adding the flocculation process. Flocculation is the controlled, mechanical mixing of the chemically-treated raw water that generates the largest particles possible to enhance the settling and filtration processes. The adoption of the Long Term 2 Enhanced Surface Water Treatment Rule amendment of the Safe Drinking Water Act has generated increased mandates on filtered water quality. Adding this process will reinforce the ability of the existing SWTF sand filtration to meet these requirements and avoid more expensive technologies such as membrane filtration.

Quagga / Zebra Mussel Treatment Plan

Proposed 2009 = \$100,000
Proposed 2010 = \$0

This project is proposed to develop a Master Plan for addressing the impacts of invasive species at Standley Lake. Standley Lake is the sole raw water storage and supply for the City's drinking water system. The 2008 discovery of another invasive species in the State of Colorado, quagga mussels, now presents a new and dangerous threat. These mussels are capable of clogging the outlet pipes and obstructing other water conveyance structures in the Standley Lake and City systems if not prevented or controlled. Many steps have been taken to prevent the mussels from entering the lake, however, their incredible growth rates create a need to pre-plan actions that will be taken to control them in the event they are discovered in Standley Lake. This planning effort will evaluate nationwide efforts to control the mussels and generate the appropriate action items and mussel control/treatment system designs and costs for Standley Lake that would be implemented at any point in the future that the mussels were found.

Pump Station Improvements

Proposed 2009 = \$390,000
Proposed 2010 = \$225,000

This ongoing project allows for the general replacement of pump station mechanical, electrical and process equipment on an as-needed or on-condition basis. It allows for the planned replacement of major capital items instead of an unplanned failure. Projects for 2009 will consist of installing 5 new and replacement pumps in existing stations to accommodate lower winter flows at better efficiencies, and decrease the City's overall electrical load. Additional pumps will also incrementally increase the firm pumping capacity at the stations. Future projects will be selected on an as-needed basis as equipment ages or becomes obsolete.

Reclaimed Water System Open Storage

Proposed 2009 = \$600,000
Proposed 2010 = \$0

This proposed project is for the design and preliminary construction of a 200 acre foot storage reservoir between the Big Dry Creek Waste Water Treatment Facility and Wal-Mart on 136th Avenue. This reservoir is a necessary improvement (identified in the Reclaimed Water System Master Plan) to meet future reclaimed customer demands. The reservoir will store treated reclaimed water during spring and fall months that can be used to meet demands during the middle of summer when reclaimed water demands reach their peak. The total project is anticipated to cost approximately \$4,460,000 and be funded in out years as revenues permit. This initial funding in 2009 will permit initial site work to be completed.

Raw Water Improvements

Proposed 2009 = \$375,000
Proposed 2010 = \$0

This proposed project will provide for two projects in 2009. The first is a Raw Water System Improvements Study that will inventory the structures, facilities and other components of the raw water delivery and storage system. Also, a condition assessment of the system will take place and a plan will be developed to schedule and implement necessary repairs, maintenance and replacement. This will assess aging infrastructure, needs for potential repair and replacement, reduce system vulnerability, and increase system reliability, efficiency and optimization. The second project is the Standley Lower Bypass Pipeline that will allow Clear Creek water to bypass Standley Lake and thus provide an alternative means of delivering water to Westminster. This project will provide redundancy, protect water quality and reduce vulnerability.

Pressure Reducing Valves (PRV) Rehabilitations

Proposed 2009 = \$175,000
Proposed 2010 = \$0

This project proposes the reconstruction and replacement of existing pressure reducing valves for the Torrey Peaks Subdivision, the 128th Avenue and Huron Street PRV and the addition of flow meters to two other existing PRV vault, and the construction of one new PRV vault at 119th Avenue and Sheridan Boulevard. PRVs are intended to control water system pressures and maintain safe pressures (less than 80 PSI) in the distribution system. This project is intended to return several PRV vaults to good working order and replace obsolete equipment with current, maintainable hardware.

10-inch Replacement Main, 80th Avenue Under US 36

Proposed 2009 = \$1,300,000
Proposed 2010 = \$0

This project is proposed to replace a 10-inch main along 80th Avenue under US Highway 36. The Colorado Department of Transportation (CDOT) is proposing a new 80th Avenue bridge over US 36, and the new bridge is anticipated to conflict with the 10" water main crossing of the Turnpike. At this time, the exact location or scope of CDOT's project is unknown. Staff anticipates, however, that the crossing US 36 itself will require complete replacement along with portions of the pipeline in the original 80th Avenue/Turnpike Drive alignment, along with the piping on the east side of the US 36 in the vicinity of 80th Avenue, Osceola Street, and Newton Street. The new project will consist of a new crossing of the Turnpike bored into place with a 16" water line extending from 80th Avenue and Bradburn Boulevard easterly to the current alignment of Osceola Street south of 80th Avenue.

Proposed 2009 Water System Capital Improvements Total **\$19,126,000**
Proposed 2010 Water System Capital Improvements Total **\$22,672,000**

Proposed 2009 Wastewater and Water Projects Total **\$24,546,000**
Proposed 2010 Wastewater and Water Projects Total **\$26,538,000**

Stormwater Capital Improvements:

Miscellaneous Stormwater Drainage System Improvements

Proposed 2009 = \$157,000
Proposed 2010 = \$155,000

This ongoing funding will provide for several smaller storm drainage improvements throughout the City as necessary. Funds are also be used for compliance activities associated with the Clean Water Act as administered by the Colorado Department of Public Health and Environment (CDPHE), topographic mapping of the City for updating the Flood Insurance Rate Maps, and studies with the Urban Drainage and Flood Control District (UDFCD).



Staff Report

Information Only Staff Report
August 18, 2008



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 2008 residential development activity per subdivision...
The table below shows an overall decrease (-41.5%) in new residential construction for 2008...
Residential development activity so far in 2008 reflects decreases in single-family detached... and senior housing... an increase in single-family attached... and no changes in multi-family development...

NEW RESIDENTIAL UNITS (2007 AND 2008)

Table with columns: UNIT TYPE, JULY (2007, 2008), % CHG., YEAR-TO-DATE (2007, 2008), % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

Background Information

In July 2008, service commitments were issued for seven new housing units within the subdivisions listed on the attached table. There were a total of seven single-family detached and no single-family attached, multi-family, or senior housing utility 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.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

ACTIVE RESIDENTIAL DEVELOPMENT

<u>Single-Family Detached Projects:</u>	Jun-08	Jul-08	2007 YTD	2008 YTD	# Rem.*	2007 Total
Bradburn (120th & Tennyson)	0	5	17	13	65	24
CedarBridge (111th & Bryant)	0	0	1	0	5	1
Country Club Highlands (120th & Zuni)	0	0	10	2	99	17
Countryside Vista (105th & Simms)	0	0	0	0	9	0
Huntington Trails (144th & Huron)	1	0	22	14	132	38
Hyland Village (96th & Sheridan)	2	0	0	4	107	0
Legacy Ridge West (104th & Leg. Ridge Pky.)	0	0	0	1	6	0
Lexington (140th & Huron)	0	0	0	0	4	0
Meadow View (107th & Simms)	0	0	1	1	3	1
Park Place (95th & Westminster Blvd.)	2	1	14	6	41	31
Ranch Reserve (114th & Federal)	0	0	1	1	0	3
Savory Farm Estates (109th & Federal Blvd.)	0	0	0	0	24	0
South Westminster (Shoenberg Farms)	1	1	10	5	48	12
Various Infill	0	0	1	1	7	2
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>	6	7	77	48	568	129
<u>Single-Family Attached Projects:</u>						
Alpine Vista (88th & Lowell)	0	0	0	0	84	0
Bradburn (120th & Tennyson)	0	0	2	4	0	4
CedarBridge (111th & Bryant)	0	0	0	0	0	0
Cottonwood Village (88th & Federal)	0	0	0	0	62	10
East Bradburn (120th & Lowell)	0	0	0	0	117	0
Eliot Street Duplexes (104th & Eliot)	0	0	0	0	10	0
Highlands at Westbury (112th & Pecos)	0	0	11	6	24	17
Hollypark (96th & Federal)	0	0	0	0	20	0
Hyland Village (96th & Sheridan)	0	0	0	12	153	0
Legacy Village (113th & Sheridan)	0	0	8	0	62	8
South Westminster (East Bay)	0	0	0	6	58	0
South Westminster (Shoenberg Farms)	0	0	6	0	54	6
Summit Pointe (W. of Zuni at 82nd Pl.)	0	0	0	0	58	0
Sunstream (93rd & Lark Bunting)	0	0	0	0	18	0
<i>SUBTOTAL</i>	0	0	27	28	720	45
<u>Multiple-Family Projects:</u>						
Axis (108th & Westminster Blvd.)	0	0	0	0	233	0
Bradburn (120th & Tennyson)	0	0	0	0	54	0
Hyland Village (96th & Sheridan)	0	0	0	0	144	0
Mountain Vista Village (87th & Yukon)	0	0	0	0	24	0
Prospector's Point (87th & Decatur)	0	0	0	0	29	0
South Westminster (Harris Park Sites I-IV)	0	0	0	0	12	0
<i>SUBTOTAL</i>	0	0	0	0	496	0
<u>Senior Housing Projects:</u>						
Covenant Retirement Village	0	0	26	0	0	26
Crystal Lakes (San Marino)	0	0	0	0	7	0
Legacy Ridge (112th & Federal)	0	0	0	0	168	0
<i>SUBTOTAL</i>	0	0	26	0	175	26
TOTAL (all housing types)	6	7	130	76	1959	200

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



WESTMINSTER

Staff Report

Information Only Staff Report
August 18, 2008



SUBJECT: "We're All Ears" Outreach Event – Westminster Faire Saturday August 16

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Summary Statement:

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

This report is to update City Council on the fourth and final "We're All Ears" City Council summer outreach event planned for the Westminster Faire, August 16 at 10:00 AM to 4:00 PM at City Park.

This is the final "We're All Ears" event scheduled this year taking place during the Westminster Faire at City Park. The purpose of the event is to allow Council to interact with Westminster citizens in an informal environment while listening to and responding to citizen concerns.

Background Information

In 2004, the theme "We're All Ears" was identified as a way to communicate Council's objective to being an elected body that is willing to listen to citizens. The theme is again being used in 2008 at the Westminster Faire on August 16.

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

Council will be stationed in one of two side-by-side 20' x 30' foot canopy tents with clearly marked advertising "We're All Ears". The two A-frame, dual-sided signs featuring the "We're All Ears" poster to help invite citizens into the event area will be utilized again.

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

We have distributed promotional t-shirts (stone washed red t-shirts) for Council and staff to wear as a Faire uniform.

Council Community Outreach, the Public Information Office (PIO) and at least nine additional City programs will also utilize this tent during the Faire (see attached layout). Staff will support Council with giveaways to citizens and also have a variety of City publications available for the public.

The Westminster Faire is scheduled as an all-day event from 10:00 AM to 4:00 PM. Staff is recommending that City Council participate at the tent location from 10 am to 2 pm. This will allow Council some time at the conclusion of the event to mingle casually on their own.

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.

If you have any questions about this event, please contact James Mabry at 303-658-2011.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

Westminster Faire City Tent One (West) 2008

20 Chairs /5 columns 4 rows



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H H H H

Storage & Staffing Area

H H H H

H H H H

H H H H

H H H H

**Armed Forces Tribute
Garden**

**Westminster Police
Department**

**City Council
(CMO)**

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

Guest Reception Area

Westminster Faire City Tent Two (East) 2008



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Storage & Staffing Area

**Westminster
Volunteer Services
(Pam)**

**Westminster
Open Space
(Heather)**

**Westminster Historic
Preservation**

**Westminster
Libraries**

**Westminster
Environmental
Advisory Board**

Guest Reception Area

**City of Westminster City Council Study Session Notes
August 4, 2008**

Mayor Nancy McNally called the Study Session to order at 6:30 PM. All Councillors were in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; Assistant City Attorney Jane Greenfield; Fire Chief Jim Cloud; Parks, Recreation and Libraries Director Bill Walenczak; Public Information Officer Katie Harberg; Recreation Services Manager Peggy Boccard; Landscape Architect II Becky Eades; Recreation Supervisor Gina Barton; Recreation Specialist Carrie Johnson; Fire Lieutenant Rich Welz; Software Engineer II Desiree Sefair Hazzi; Management Analyst Jennifer Galli; and Management Intern II Phil Jones.

The guests in attendance were Nissa LaPoint with the Westminster Window, Steve King, project architect with Sink, Combs, and Dethlefs; and pool consultant Doug Cook with Counsilman Hunsaker.

City Park Recreation Center Aquatics Upgrade

Staff and consultants were on hand at Monday night's meeting to present to Council the proposed upgrades to the City Park Rec Center aquatics area. Staff is proposing to make the existing pool area new and exciting by reconfiguring the pool areas and renovating the locker rooms, pool entry method, and expanding the building by adding a party room that can be rented out for private parties.

The existing pool setup was constructed as part of the original City Park Recreation Center project in 1986. Since then, many new, larger recreation centers have been built and it is time to update the existing recreation center with revamps to the pool and locker room areas. The proposed changes include updating the locker rooms, reconfiguring the layout and design with more user-friendly lockers and private showers, plus four new family-style changing rooms. Not only will this beautify the area, it will provide an added level of safety for families with small children.

The new pool layout will feature enhancements to the deep pool with rock wall climbing structures, a swinging rope, and a cliff type area for recreation. The main pool area will include a 4 lane lap pool, current channel for swimming, aerobics, and recreation, and a tot pool with a zero depth entry. Reconfiguring the pools will allow for better use of deck space for parents and parties, and alleviate structural issues with pools at different grade levels in the facility. The new pool area will also feature a water slide.

In addition to the pool renovation and locker room remodels, a party room is going to be constructed near the pools on the west side of the building. Not only will this be a great asset for customers, it will also produce revenue for the City through room rentals for parties. Project construction costs are still being determined and Staff is still in the process of finalizing project elements to include in the project.

Fire Department Performance Update

Fire Chief Jim Cloud presented an update on the fire department's performance including response times, resource use and allocation, and performance statistics relating to fire suppression. Many interesting facts were shared including that Westminster Fire Rescue serves about 2/3 Westminster residents and 1/3 non-residents. Approximately 70% of all calls received by the Westminster Fire Department are medical calls, highlighting the need for highly qualified fire fighters and paramedics. Also noted was the increase in call volume for the fifth ambulance, stationed in District 6 in the north part of the City. Currently this ambulance is staffed about 70% of the time using overtime dollars.

Ambulance collections for 2007 approximate \$2.4 million and approximately 73% of all bills for service are paid. The fire chief also spoke about various other Fire Department related issues.

Council was appreciative of the report.

Citizen Survey Follow-up Discussion

After presenting information about survey methods and highlighting information from the Citizen Survey report, Council asked questions regarding certain policy topics stemming from the survey results. The first few questions related to improved communication with residents, specifically about curbside recycling and City services. The major issue in the discussion was centered on Code Enforcement. It was suggested that staff from Code Enforcement give a presentation to Council at a future study session about their current performance and operating procedures. Council also discussed how the City could better educate citizens that the function of Code Enforcement is not the same as a Home Owners' Association. Code Enforcement's mission is to enforce the Municipal Code by remedying health and safety issues, not to enforce HOA covenants as commonly thought by residents.

Council asked Staff to schedule a Code Enforcement update at a future meeting.

City Council's Proposed 2009 and 2010 Budgets

Staff presented the 2009 and 2010 budget to Council and asked for feed back regarding proposed changes. Council noted that due to the increasing cost of doing business, the Council allowance was not sufficient to cover increased transportation costs. Council directed staff to increase Council allowance to \$300 for the 2010 budget.

Mayor McNally adjourned the Study Session at 8:45 PM.