

TO: The Mayor and Members of the City Council
DATE: October 1, 2003
SUBJECT: Study Session Agenda for Monday, October 6, 2003
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.

CONSENT AGENDA

None at this time.

CITY COUNCIL REPORTS

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

PRESENTATIONS

6:30 P.M.

1. Proposed Legislative Dinner Dates and Format
2. City Council's 2004 Adopted Budget Review

EXECUTIVE SESSION

1. Business Assistance Package
2. Performance Evaluation: Presiding Judge
3. Performance Evaluation: City Attorney

INFORMATION ONLY ITEMS – Does not require Council action

1. North Metro Drug Task Force
2. 2003 Local Law Enforcement Block Grant

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

Respectfully submitted,

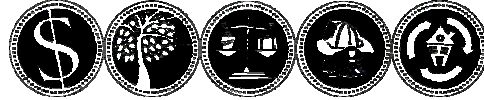
J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
October 6, 2003



SUBJECT: Proposed Legislative Dinner Dates and Format

PREPARED BY: Emily Moon, Management Analyst

Recommended City Council Action:

Review and discuss Staff's recommendations concerning the date and format of the proposed 2004 Legislative Dinner.

Summary Statement

Prior to the Colorado State Legislative Session commencing, City Council traditionally hosts a dinner or luncheon to meet with the City's state representatives to discuss the upcoming session and possible legislation. This Staff Report is to inquire as to possible dates and format for the 2004 Session's Legislative Dinner.

Staff is recommending the following format for the annual event with the State Legislators:

1. The City will host a dinner during late November or early December.
2. Staff is recommending an informal format to discuss the City of Westminster's legislative priorities and gather information on what potential bills might be sponsored by Westminster's legislators.
3. Staff has listed a series of possible dates in the background section of this Staff Report.

Staff requests that City Council bring their calendars to the October 6th meeting to aid in the selection of a date for the dinner.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Does City Council wish to host the City's state legislators for a dinner event to discuss the upcoming 2004 State Legislative Session?

Alternatives

- City Council could host a breakfast or luncheon meeting instead of a dinner event.
- City Council could opt not to host a state legislative event this year.
- See the background section of this Staff Report for further discussion of alternative formats for the evening's agenda.

Background Information

Each year, City Council invites the City's state representatives to discuss the upcoming session, possible legislation and the City's legislative priorities. Last year, City Council hosted a dinner event on December 10, 2003 at the Grill at Legacy Ridge.

Recognizing that legislators' days and evenings are filling with activities in anticipation of the upcoming session and the holidays, Staff recommends hosting the legislative event in late November or early December, rather than in January when the legislature is in full swing.

Luncheon v. Dinner – During the past four years, the City has hosted three legislative dinners and one luncheon with both formats yielding successful attendance. Staff is recommending a dinner format; however, a luncheon format can be pursued if this is City Council's desire. Staff is also recommending that a City facility, such as Legacy Ridge Golf Course's Club House, be used in an effort to control costs.

Presentation v. Discussion – Last year, Mayor Moss gave brief opening remarks highlighting the Westminster community and welcoming the legislators. Mayor Moss provided a broad introduction to each of the City's legislative priorities and appropriate Department representatives briefly conveyed more specific information regarding the City's activities in each of these areas. City Council followed these summaries with brief, supportive comments. After Staff and Council expressed the City's perspective, Mayor Moss engaged the legislators and City Council in discussion on Westminster's legislative priorities. Legislators were invited to share their thoughts and policy intentions on those issues.

Staff believes the more informal roundtable discussion format, used last year and suggested for this year's dinner, works best to sincerely communicate the City's priorities to state legislators. Last year's format included a slightly reinforced structure to better communicate the City's position and to reduce the amount of time spent discussing issues that are not directly related to municipal affairs. Again this year, Staff recommends presenting and discussing no more than three priorities.

Alternative approaches include:

1. A formal Staff presentation on a few key issues and no general discussion;
2. No Staff presentation with an emceed discussion on anticipated legislative issues for the upcoming session; or
3. A presentation by Council on all of the City's legislative priorities, with Staff in a supporting role to answer questions, followed by an open discussion with legislators on all of the topics presented.

Date of Event – The general election determining the composition of Westminster’s City Council occurs on November 5th. State legislators will begin submitting bill titles during the first week of December. Hosting the Legislative Dinner after the first week of December greatly increases the likelihood that potential attendees will have scheduling conflicts with holiday parties, etc. Some City Councillors will be at the National League of Cities Tuesday, December 9 – Saturday, December 13. Staff has reviewed the City Council events calendar and proposes holding the legislative dinner on one of the following days:

- A. Thursday, November 20, 2003
- B. Wednesday, December 3, 2003
- C. Thursday, December 4, 2003

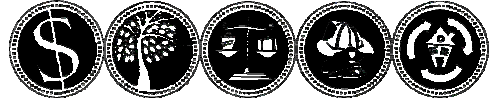
A copy of the City Council’s events calendar for November and December is attached. Please bring your calendar to Monday night’s meeting so that the group can select the most workable date.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

City Council Study Session Meeting
October 6, 2003



SUBJECT: City Council's 2004 Adopted Budget Review

PREPARED BY: Barbara Gadecki, Assistant to the City Manager

Recommended City Council Action:

Review City Council's Adopted 2004 Budget and provide Staff with direction on any changes.

Summary Statement

At the Mid-Biennial Budget Review of the Adopted 2004 Budget last Monday night, City Council directed Staff to bring back City Council's Adopted 2004 Budget for review and possible changes. City Council's Adopted 2004 Budget is attached as well as a listing of the organizations that City Council provided funding to during 2003.

Expenditure Required: \$0
Source of Funds: N/A

Policy Issue

Does City Council wish to modify their Adopted 2004 Budget?

Alternatives

- City Council could leave the Adopted 2004 Budget as is
- City Council could increase or decrease their Adopted 2004 Budget

Background Information

At the review of the Adopted 2004 Budget and associated proposed modifications last Monday night, City Council directed Staff to bring back City Council’s Adopted 2004 Budget for review and possible changes. City Council’s Adopted 2004 Budget is attached as well as a listing of the organizations that City Council provided funding to during 2003 year-to-date and for the full year 2002.

City Council’s adopted 2003 budget totals \$184,163; the adopted 2004 budget totals \$188,260, which represents a 2.2% increase. The changes between the 2003 and 2004 budgets are primarily in three accounts: Meeting Expense (61400), Career Development (61800) and Lease Payments to Others (67700).

In the Meeting Expense account, City Council reduced their 2003 budget by 10% during the review in 2002. The 2004 budget was returned to its prior 2001 level and therefore the 2004 Meeting Expense account increased by \$1,600 from the 2003 budget.

In the Career Development account, City Council decided to have three members of City Council not attend the second National League of Cities conference in 2003 and reduced their 2003 budget by \$7,333. In 2004, \$3,437 was returned to the Career Development account.

In the Lease Payments to Others account, the lease payments decreased in 2004 from 2003 as a result of paying off two City Council computers mid-year. As a result, the 2004 budget is \$940 less than the 2003 budget for this account.

City Council budgeted for annual sponsorships, contributions, banquets, luncheons, golf tournaments, and after prom events in the Other Contractual Service account (67800). This account includes not only these anticipated annual sponsorships but also funds for miscellaneous City Council expenses, such as printing, business cards, name tags, unanticipated maintenance expenses, etc. The total budget in the Other Contractual Service account is \$38,730, of which \$27,300 is budgeted for sponsorships and \$11,430 is for miscellaneous Council expenses. City Council budgets \$6,000 separately in the Special Promotions (67600) account for any unanticipated sponsorships.

City Council is requested to review the attachments and direct Staff should any changes be desired.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments



W E S T M I N S T E R

Staff Report

City Council Study Session Meeting
October 6, 2003



SUBJECT: North Metro Drug Task Force

PREPARED BY: Captain Lee Birk
Chief Dan Montgomery

Summary Statement:

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

Attached for City Council's review is a copy of the year-end grant report for the North Metro Drug Task Force. The Task Force is partially funded with grant funds and the grant's fiscal year runs from July 1, 2002 to June 30, 2003. This report covers that time period and is an excellent overview of the Task Force activity.

Background Information

The North Metro Drug Task Force is comprised of officers from the Adams County Sheriff's Office, Brighton, Broomfield, Commerce City, Federal Heights, Northglenn, Thornton and Westminster Police Departments, operating under an inter-governmental agreement. The Task Force serves Adams and Boulder Counties. The Thornton Police Department is currently providing the Task Force Commander and serves as the grant administrative agency. The Westminster Police Department currently has three officers assigned to the Task Force.

During the 2002/2003 fiscal year, the Task Force conducted 676 criminal investigations and made 656 arrests. They seized 27.76 kilograms of Cocaine and 157.74 pounds of Marijuana. They also seized 69 Methamphetamine labs and 12.89 kilograms of Methamphetamine. Methamphetamine (Meth), continues to be the most significant drug problem for the Task Force. Seizures of drug related cash dropped to \$86,977, the lowest figure in the last 11 years. The low seizure rate is largely attributable to new restrictive legislation passed in July of 2002 making asset seizures more difficult for law enforcement. The Task Force has been very involved in public and law enforcement education and training, specifically regarding drug awareness and Meth lab safety issues. The Task Force has provided training to 2,543 individuals during the recent fiscal year. The Task Force has also been very active in working with the legislature regarding legislation dealing with drug endangered children issues, such as children who are being exposed to toxins and hazardous materials in their homes as the result of drug manufacturing.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments



W E S T M I N S T E R

Staff Report

City Council Study Session Meeting
October 6, 2003



SUBJECT: 2003 Local Law Enforcement Block Grant

PREPARED BY: Dan Montgomery, Chief of Police
Mike Simmons, Senior Management Analyst

Summary Statement:

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

The Westminster Police Department has been notified that it is eligible to receive a Local Law Enforcement Block Grant (LLEBG) through the Department of Justice in the amount of \$28,774. This grant may be used to purchase equipment, technology, or other materials directly related to basic police functions. The grant is for the 2003 calendar year and will not require any additional or new City funding as all matching requirements can be met within the 2003 appropriated budget.

Background Information

The LLEBG of \$28,774 requires a cash match of \$3,197 (already appropriated funds) and may be used to purchase equipment used to support law enforcement operations. The Police Department plans to purchase the following pieces of sorely needed equipment with these funds:

- Unitrols
- LED light bars
- Motorcycle helmets

Unitrols are control devices located in each patrol vehicle that allow the officer to operate the lights, sirens and other emergency notifications. With the purchase of new patrol vehicles, the old unitrols do not fit in the new vehicles. Therefore, new unitrols need to be purchased. Under the grant program, the department would be able to purchase 10 unitrol devices for a total cost of \$5,000.

The LED light bars are necessary as part of the overall patrol fleet retrofit. The LED light bars are more energy efficient and reduce wear and tear on the patrol vehicle electrical system. With the addition of the mobile data terminals and other electrical needs in the vehicles, Fleet Maintenance had to replace alternators frequently in each vehicle at a cost of \$200/per alternator. The LED light bars will eliminate this cost. The department will purchase 10 LED light bars for a total cost of \$21,000.

New motorcycle helmets are required under federal OSHA regulations and have been recommended by the City's risk management staff. The current helmets do not meet safety standards and need to be replaced this year. Using grant funds, the department will be able to purchase 5 helmets for at a total cost of \$2,500.

The \$3,197 cash match can be absorbed in the previously approved 2003 budget, from funds already designated to purchase miscellaneous equipment.

Upon receipt of these funds, Staff will bring a supplemental appropriation before City Council to add these funds into the 2003 budget.

Respectfully submitted,

J. Brent McFall
City Manager