



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council
DATE: October 27, 2004
SUBJECT: Study Session Agenda for Monday, November 1, 2004
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.

PRESENTATIONS

6:30 P.M.

1. Adams County Economic Development Corporation Council Presentation
2. Growth Management Program re Service Commitment Allocations
3. Rating Agency Presentation

CITY COUNCIL REPORTS

1. Report from Mayor
2. Reports from City Councillors

EXECUTIVE SESSION

1. North I-25 Financing Summary (Verbal)
2. Economic Development Update (Verbal)

INFORMATION ONLY

1. Boards & Commissions Pool Candidate Interviews – Attachment
2. Quarterly Summary of Jury Service Exit Questionnaires

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
November 1, 2004



SUBJECT: Adams County Economic Development Corporation Council Presentation

PREPARED BY: Becky Johnson, Economic Development Program Coordinator

Recommended City Council Action:

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

Summary Statement

Bill Becker, President and CEO of Adams County Economic Development Corporation, will make a presentation to City Council that will include an overview of the organization and services provided by Adams County Economic Development Corporation (ACED).

Background Information

Councillor Sam Dixon is the City's ex-officio representative on the ACED Board of Directors. The City does not have a voting representation on the ACED Board of Directors because the City pays less than the full amount of the assessed ACED dues. Working on County Business incentive agreements and administration of the City's Enterprise Zone are key functions of the organization.

The President and CEO from ACED is usually asked to update City council on the ED organizations. The overview will include discussion of ACED's various committees, support of legislative initiatives, and business attraction and retention activities. Bill Becker and staff will be present to answer any questions.

Respectfully submitted,

J. Brent McFall
City Manager

cc: Susan Grafton, Economic Development Manager



Staff Report

City Council Study Session Meeting
November 1, 2004



SUBJECT: Growth Management Program re: Service Commitment Allocations

PREPARED BY: Shannon Sweeney, Planning Coordinator

Recommended City Council Action:

Direct City Staff to prepare a resolution for City Council consideration allocating Service Commitments for 2005 to the various Growth Management categories including new residential competition categories as detailed in this report.

Summary Statement

- At this time each year, City Staff completes projections for Service Commitment (SC) demand in the upcoming year and develops recommendations for City Council regarding SC allocations for each of the various Growth Management categories. The SC allocation recommendations for 2005 are detailed in the table in the Background Information section. These allocations include 82 SCs to be awarded on a competitive basis to new residential projects in 2005 as shown below:
 - 20 SCs (20 new units in 2005) for one new single-family detached (SFD) project
 - 18 SCs (25 new units in 2005) for one new single-family attached (SFA) project
 - 13 SCs (25 new units in 2005) for one new multiple-family (MF) project
 - 25 SCs (25-50 new units in 2005 depending on unit types) for one new traditional mixed use neighborhood development (TMUND)
 - 6 SCs (15 new units in 2005) for one new senior housing project
- The total allocation from the potable water supply as shown in the table in the Background section is approximately 300 more Service Commitments than allocated for 2004. This is due to the proposed increase in non-residential Service Commitments needed for new development in 2005 such as the Forest City development, other retail proposed along the I-25 corridor, Shoenberg Farms redevelopment, etc.
- The total proposed allocation from the non-potable (reclaimed) water supply is 137 Service Commitments as compared to an allocation of 177 for 2004.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issues

- Should the City allocate Service Commitments to the various Growth Management categories as detailed in this report?
- Should the City conduct competitions next year in each of the new residential categories as outlined in this report?

Alternative

- Direct Staff not to conduct new residential competitions next year. This option is not recommended as the residential competition process is the mechanism the City uses to allow a small number of new residential projects to proceed to the City's development review process. In addition, the Service Commitments set aside for the competition process constitute only five percent of the total allocation for 2005. If there are no applications submitted in some of the competition categories, those Service Commitments are returned to the City's water supply figures. In 2004, for instance, the City conducted competitions in all five categories, and a total of only 58.8 of the 139 Service Commitments allocated were awarded for 2004 as a result of the competitions.

Background Information

At this time each year, City Staff complete projections of new development in the upcoming year and develop recommendations for City Council regarding Service Commitment allocations to serve the demand in the following year for all of the various Growth Management categories. With the exception of the new residential competition categories, these Service Commitment allocation recommendations have been based on estimated demand for new commercial, office, parks and other public projects, outside City contracts, active residential projects, and those residential projects accommodated by the City's Growth Management Program (such as infill, South Westminster projects, and build-out developments).

The number of new residential subdivisions is managed through the competition process. "Active" residential (Categories A and L) refers to projects that are under construction, have previous binding agreements with the City (such as Legacy Ridge), meet build-out and infill development criteria, are approved projects awarded in previous competitions, and new South Westminster residential projects. These projects are awarded on a first-come, first-served basis (up to any limits placed on the original competitive awards). New residential (Category B) projects must compete for available Service Commitments through competitions. Service Commitments for single-family detached projects are calculated at one Service Commitment per unit, 0.7/unit for single-family attached, 0.5/unit for multi-family and 0.35/unit for senior housing. This equates to the relative amounts of water used annually by each of these types of dwelling units.

The intent of the Service Commitment competitions is for a limited number of new residential projects to proceed to the City's development review process. Each of the five competitions (SFD, SFA, MF, Senior Housing, and Traditional Mixed Use Neighborhood Development) is based on the City's adopted residential design guidelines for that category, and all projects must meet all of the minimum requirements in the design guidelines. With the exception of the Traditional Mixed Use Neighborhood Development competition (judged by a jury), projects receive points by providing "incentive" items the applicants choose. These incentive items are listed and detailed in the

guidelines. The competitions typically begin in January each year, and depending on the number of projects submitted, Service Commitments are awarded to individual projects by City Council resolution in March or April.

The table below lists the proposed allocations in 2005 for each of the Growth Management Program categories. More specific breakdowns are listed for most of the categories to show what has been factored into the allocations. As a reminder, any Service Commitments allocated to any of the categories that are not awarded during the year are returned to the water supply figures for use in future years.

SERVICE COMMITMENT ALLOCATIONS

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u># Units</u>	<u>#SCs</u>	PROPOSED 2005 ALLOCATIONS
	<u>Potable Water Supply</u>			
A and L	All Active and Legacy Ridge Residential			679
	<i>A-1 and L-1</i>	339	339	
	<i>A-2 and L-2</i>	344	240.8	
	<i>A-3 and L-3</i>	199	99.5	
B-1	New Single-Family Detached	20	20	20
B-2	New Single-Family Attached	25	17.5	18
B-3	New Multi-Family	25	12.5	13
B-4	New Traditional Mixed Use (Residential)	25-50	25	25
	<i>(depending on unit types)</i>			
C	Non-Residential (<i>new development</i>)		714	714
D	Outside City Contracts			25
	<i>Federal Heights</i>		15	
	<i>Standley Lake Water & Sewer Dist.</i>		5	
	<i>Shaw Heights</i>		5	
E	Senior Housing			42
	<i>Existing Projects</i>	104	36	
	<i>New Senior Housing (Competition)</i>	15	6	
F	Public and Contingency			<u>77</u>
	<i>City Park Maintenance Facility</i>		1.17	
	<i>Westfield Village (114th & Wolff)</i>		52	
	<i>Willowbrook Park (123rd & Bannock)</i>		14	
	<i>Miscellaneous Irrigation</i>		5	
	<i>Community Enhancement</i>		5	
	Total Potable Water Supply			1613
	<u>Non-Potable</u>			
R	Reclaimed			<u>137</u>
	<i>Business Parks</i>		39.7	
	<i>Public Parks</i>		31.72	
	<i>Residential</i>		22	
	<i>Public/Quasi-Public</i>		40.42	
	<i>Right-of-Way</i>		3.03	
	Total Non-Potable (Reclaimed)			137

According to figures supplied by the City's Water Resources Staff, in the Department of Public Works and Utilities, there were approximately 10,195 Service Commitments available in the potable water supply at the beginning of 2004. With the 660 Service Commitments awarded in 2004 as of

October 1, this leaves approximately 9,535 treated water Service Commitments for future new development. This estimate of Service Commitments is for a water supply sufficient to provide full water service during a drought as severe as the one in the 1950's. If, in the future, the City decides to change its planning assumptions, the number of Service Commitments available could change. Please keep in mind, that even though the supply would accommodate this number of new Service Commitments, the City would be unable to serve such development at this point from an infrastructure standpoint. Distribution system improvements would be necessary to serve that many more customers.

Staff has been contacted by developers interested in the competition process next year. Because Service Commitments are awarded to new residential projects on a competitive basis and many developers do not want their possible competitors to know their plans in advance, Staff has not included a specific list of the potential sites for competition submittals. However, Staff has received inquiries on six different sites at this point.

Staff will be present at Monday night's study session to discuss these recommendations further and to answer questions from City Council.

Respectfully submitted,

J. Brent McFall
City Manager



Staff Report

Information Only Staff Report
November 1, 2004



SUBJECT: Ratings Agency Presentation

PREPARED BY: Mary Ann Parrot, Finance Director

Summary Statement:

This report is for City Council information only and requires no action by City Council. Staff will present a set of summary charts on the City's financial position at the Study Session on November 1, 2004. These materials are those presented to the credit rating agencies with whom the City has worked for the past two decades.

This briefing is in accord with past procedures established prior to the City's presentation of its financial position to the credit rating agencies: Standard and Poors, Moody's Investor Services and Fitch/IBCA Rating Services. The City has a long-standing policy of taking a pro-active approach to presenting a full picture to the citizens, the credit agencies, financial institutions and other interested parties. As a result, the City of Westminster has earned the respect and confidence of the financial institutions and investors, both with regard to long-term strategic and financial management, and with regard to the relevance and accuracy of the information presented.

Background Information

The City has policies and procedures regarding financial reporting, both as a result of charter requirements, ordinances and other policies and procedures in practice for decades. These include the following:

- Development, formal presentation and acceptance of the City's Comprehensive Annual Financial Report (CAFR) to City Council each June. In the past, this has included a brief summary of the City's financial position.
- Notification to selected parties of the City's financial position regarding bonded indebtedness and other obligations. This is required of the City because of regulations promulgated by the Securities and Exchange Commission (SEC Rule 15(c)2-12 regarding Continuing Disclosure).
- With a new financing initiative, or when events warrant an ad-hoc presentation to the City's financial institutions. Staff develops appropriate materials for delivery to the institutions, under the direction of City Council. Many examples of this policy are evident: the issuance of bonds at various times from 1994 to the present. Another example of this event-specific presentation was the 2003 Staff presentation on a redevelopment project for the Westminster Economic Development Area (WEDA), its financial feasibility and Council direction required regarding the financing to be pursued.
- Presentations to the City's credit agencies and other financial advisors and interested institutions on a biennial basis, addressing the City's comprehensive financial position.

This was done in 1997, again in 1999, and in 2002 when the three rating agencies visited the City of Westminster; and again in 2004. Staff believes this practice of a formal presentation on a biennial basis must be continued, including making trips to the credit agencies in New York City, or having them visit the City of Westminster, whichever best serves the City's interests.

In advance of the biennial presentation of the City's Financial Position to the City's credit agencies, Staff desires to brief City Council on the City's position. The presentation Monday evening will be comprised of four parts:

- Council Strategy and Tools
- Strategic Financial Management
- Debt Management
- Projects 2004 and Beyond

Although the City manages other funds, the credit agencies are concerned with the top-down approach of the City's financial management policies and practices, as well as with the three key funds the City operates: General Fund, Sales Tax Fund and Water/Wastewater Enterprise.

Staff will attend the study session to answer questions.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
November 1, 2004



SUBJECT: Boards and Commissions Pool Candidate Interviews

PREPARED BY: Michele Kelley, City Clerk

Summary Statement:

This report is for City Council information only.

- City Council is scheduled to interview 13 applicants for the 2005 Boards and Commissions "pool." These interviews are scheduled to begin at 6:00 P.M. on Tuesday, November 9th in the City Council Board Room. Interviews are also scheduled for Friday, November 12th beginning at 6:00 PM. Staff will be providing dinner prior to the interviews at 5:30 on both evenings.

Background Information

Applications were solicited for Westminster citizens to apply for the Boards and Commissions pool, which would establish candidates for 2005 vacancies. Various means were used to reach the community, including a press releases published in the Westminster Window, and information on the City's web page, information on Channel 8, and a letter to all home owner associations within the City. Thirteen applications were received through the deadline of October 8th.

A chart is attached indicating the boards and commission of interest of the current pool members and the people to be interviewed on Tuesday, November 9th and Friday evening November 12th.

Council has directed Staff to schedule 20-minute interviews for the new applicants.

The schedule for interviews is as follows:

Tuesday – November 9, 2004

6:00 P.M.	Judy White
6:20 P.M.	Brian Barry
6:40 P.M.	Emil Rinaldi
7:10 P.M.	Sam Biller
7:30 P.M.	Sarah Rothwell
7:50 P.M.	Henry Sand
8:20 P.M.	Corey Ciacchetti

Friday – November 12, 2004

6:00 P.M.	Virginia Panzer
6:20 P.M.	Ida Whitelow-Pandet
6:40 P.M.	Scott Major
7:10 P.M.	Bernice Aspinwall
7:30 P.M.	Kristen Burns

Nancy Allen is **not** available during this timeframe to be interviewed. She will be out of town until November 13th. It is requested, that Council set a date for this individual.

Currently the following vacancies exist:

Board of Adjustment – Jim Hall does not want to be reappointed

Historic Landmark Board – Henry Sand does not want to be reappointed

Criteria includes demonstrated interest, competence or knowledge in historic preservation. Professional members must be experienced in reservation related disciplines such as architecture, landscape architecture, architectural history, archaeology, history and planning, or related disciplines such as building trades, real estate, law, cultural geography or cultural anthropology.

Human Services Board – (Davia)

Library Board – Ted Fleagle does not want to be reappointed

Special Permit and License Board – (DeVoe)

Transportation Commission – (Vezina)

Currently there are 14 citizens within the 2004 pool. Each of these applicants have been contacted to see if they are interested in being considered for vacancies during 2005. To date six of the applicants have responded that they will be considered during 2005. The current pool members have until November 5th to respond. Copies of the individual applications were given to City Council last week.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Chart

BOARD AND COMMISSION POOL

2005 NEW APPLICANTS

Name	Bldg Codes	BOA	Election Environ	Historical	Human Svcs	Library	Open Space	P&R	Personnel	Planning	SP&LB	Trans
Nancy Allen							3	1	2			
Bernice Aspinwall		3			2						1	
Brian Barry			1				3	2				
Samuel Biller		2			1		4	3	5		6	
Kristin Burns					2	1		3				
Corey Ciocchetti			2					1		3		
Scott Major							1				2	3
Virginia Panzer				3		1		2				
Emil Rinaldi		2							3		1	
Sarah Rothwell				1								
Henry Sand		1					2			1		
Judy White				X	X		X					
Ida Whitelow-Pandit			3		1			2				



W E S T M I N S T E R

Staff Report

Information Only Staff Report
November 1, 2004



SUBJECT: Quarterly Summary of Jury Service Exit Questionnaires

PREPARED BY: Matt Lutkus, Deputy City Manager for Administration

Summary Statement:

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

- As requested by City Council, Presiding Judge John Stipech has been providing jurors with survey questionnaires at the conclusion of jury trials.
- During the period of July through September 2004, eighteen jurors were asked to complete questionnaires. Seven of these jurors returned completed questionnaires.
- A large majority of the jurors/respondents continues to rate each of the four performance areas as excellent or good.
- Court Staff are following up on the two written comments related to the availability of drinking water and listing of jurors' last names on the juror information telephone recording.

Background Information

During City Council's annual appraisal of Judge Stipech in 2001, the Judge was asked to implement juror feedback survey on an ongoing basis. Since February 2002, Judge Stipech has been providing these questionnaires to citizens who serve on jury trials. Citizens who are called to serve as jurors but are later released from service prior to the trial are not given surveys to complete.

The jurors are asked to complete the survey form and return it to the Deputy City Manager for Administration in an envelope that is preaddressed and stamped. The results of the survey are then tabulated and periodically provided to City Council.

Attached is a summary of the questionnaire ratings and a listing of the written survey responses.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**Westminster Municipal Court
Jury Service Exit Questionnaire Summary
July 1, 2004, through September 30, 2004**

Ratings on the following:	Excellent	Good	Adequate	Poor	N/A	Not Working
Initial notification process	5	1	1	--		
Jury information Brochure	3	4	--	--		
Orientation (video presentation)	2	5	--	--		
Treatment by Court Personnel	6	1	--	--		
Overall Jury trial experience	4	3	--	--		

What could be done to improve the process:

- **I was displeased with my name being stated on the phone line when I called the evening before to confirm I was to attend the next day's jury duty. Why can't you just use our juror # instead?**
- **I had never been on jury duty before so it was an entirely new experience for me. I found it to be very interesting, but I thought the process of the whole thing very slow and too many breaks. But being new to this, maybe it is just the way it goes.**
- **Small complaint—there was nothing to drink, especially water in the jury room for a long time.**
- **Judge and Prosecuting Attorney did excellent job of conducting a fair trial.**