

**City of Westminster City Council Study Session
August 6, 2007**

Mayor Nancy McNally called the Study Session to order at 6:32PM. All Council was in attendance.

City Staff in attendance included: City Manager Brent McFall, Assistant City Manager Steve Smithers; City Attorney Marty McCoullough, City Clerk Linda Yeager; Assistant City Attorney Jeff Betz; Neighborhood Outreach Coordinator James Mabry; Management Analyst Aric Otzelberger; Budget and Special Projects Manager Barbara Opie; Senior Public Information Officer Katie Harberg; and Management Intern Phil Jones.

The guest in attendance was Rachel Ceccarelli with the Westminster Window.

Increases in Liquor License Application Fees

During the 2007 session, the Colorado General Assembly adopted and the Governor signed Senate Bill (SB) 07-149 authorizing incremental increases in specific liquor license application fees that have not been increased for at least ten years.

SB 07-149 was supported by the Colorado Municipal Clerks Association (CMCA), the Colorado Municipal League (CML), and the Westminster City Council as a fair means of recapturing a percentage of the actual cost associated with processing and considering applications for liquor licenses. To minimize the financial impact of recommended increases to applicants and existing licensees, SB 07-149 allows phased-in, graduating fee increases over the four-year period from 2007 to 2010.

Staff believes the fee increases proposed are justified based on actual costs of services provided. For instance, the application fee for new or transfers of licenses is \$500 while the cost of petitioning a neighborhood is \$700. Additional costs include legal publications, signage to notify passersby of a pending application, copying of local and state application forms, and staff time in the Police Department, City Clerk and City Attorney's Offices.

Council asked questions of staff regarding the new fees and was supportive of moving forward with the increase in fees.

Special Permit and License Board Revised Penalty Guidelines

On July 11, 2007, the Special Permit and License Board ("SPLB") adopted a new set of penalty guidelines for the imposition of penalties for violations of the State and City of Westminster beer and liquor codes. These guidelines allow the Westminster Police Department and the City Attorney's Office to take into account aggravating and mitigating circumstances of a liquor code violation when recommending a penalty to impose on the licensee to the SPLB. In addition, the guidelines allow the SPLB to consider issuance of a warning letter and acceptance of fines in lieu of suspension in the appropriate circumstances.

In the spring of 2007, the SPLB expressed interest in reviewing its current guidelines, for the purpose of addressing some of these issues. The SPLB received a presentation by Mr. Matt Cook, who has over twenty-five years of experience in liquor enforcement and was the former director of the Colorado Liquor Enforcement Division. The presentation focused on a number of areas, including State penalty guidelines and state-wide best practices. The SPLB subsequently directed Staff to assemble an ad hoc committee to review and make recommended changes to the existing guidelines. The proposed guidelines were reviewed and discussed at a special meeting of the SPLB on July 11, 2007. After a lengthy discussion, the SPLB adopted the proposed guidelines unanimously with the understanding that they would be reviewed by City Council as well.

Council discussed the proposed changes, was supportive of all the board's hard work, and directed staff to present it as an agenda item for the next council meeting.

“We’re All Ears” Outreach Event – Westminster Faire

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 2007 at the Westminster Faire on August 18. 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, clearly marked advertising “We’re All Ears.” The three 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. Community Oriented Governance (COG), Public Information Office (PIO) and at least nine additional City programs will also be present at the Faire. COG and PIO 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. In addition, several Council members will be participating in the Holy COW 5k/10k event and the Pancake breakfast.

Council was appreciative of staff’s efforts.

Review Human Services Board 2008 Funding Recommendations

The Human Services Board makes recommendations to Council for the allocation of funds to support the mission of providing support to Westminster residents through clothing, food, shelter, mental and physical health and other services provided by outside agencies.

The HSB reviewed current annual budgets and financial audits of all programs that applied for funding. In the review process, HSB members were most concerned about the number of Westminster residents served, the program’s service area, and if the program had applied for, solicited, and/or received funds from additional counties and municipalities within the program’s service area. The HSB strongly suggested that all programs apply and solicit for funds from counties and municipalities within the program’s service area.

Requests for 2008 HSB funds decreased by \$81,750 from 2007. The HSB received thirty-three (33) applications for funding requests totaling \$327,500 for 2008 HSB funds. Thirty-three agencies were interviewed and recommended for 2008 funding. In 2007, the HSB received thirty-seven (37) applications for funding requests totaling \$409,250. In 2007, thirty-three (33) programs were funded for a total of \$161,000. In order to remain within the HSB budget, the Board recommended funding levels below the amount requested by many agencies. Total HSB budget and recommended expenditures for 2008

General Fund	\$86,000
CDBG	\$68,000
Total	\$154,000

Council discussed the status of the board and thanked the board for its hard work in this process.

Review City Council’s Adopted 2008 Budget

City Council adopted the 2007 and 2008 City Council Budgets in October of 2006 with the official adoption of the City's two-year Budget for 2007/2008.

Attached is City Council's Adopted Budget for 2008 for City Council's review (Attachment A). City Council's Adopted Budget for 2008 totals \$206,348, and represents a 0.65% increase over City Council's Adopted 2007 Budget. Staff is not proposing any revisions to the City Council's Adopted 2008 Budget.

Council discussed travel allowances and their budgeted donations to area organizations.

Mayor McNally adjourned the Study Session at 7:30 PM.