

## STUDY SESSION NOTES

### CITY OF WHEAT RIDGE, COLORADO

City Council Chambers 7500 W. 29<sup>th</sup> Avenue

September 19, 2016

Mayor Pro Tem George Pond called the Study Session to order at 6:30 p.m.

Council members present: Janeece Hoppe, Monica Duran, Tim Fitzgerald, George Pond, Zachary Urban, Genevieve Wooden, and Larry Mathews

Absent: Kristi Davis, Joyce Jay

Also present: City Clerk, Janelle Shaver; City Manager, Patrick Goff; Parks Director, Joyce Manwaring; Public Works Director, Scott Brink; guests and interested citizens

Prior to the Agenda Mayor Pro Tem Pond reported receiving a request from Councilmembers Duran and Mathews to add a discussion item to the agenda. Councilmember Duran reported being contacted by some citizens who want to know why 38<sup>th</sup> Avenue was not put on the ballot. She would like to get that answered now rather than later. Councilmember Mathews said the citizens are fearful of an end run by the Council on this project; there is distrust and possible backlash on 2E.

Councilmember Hoppe remarked there are people on both sides of this issue. She doesn't feel this discussion is appropriate tonight with no back up material and such short notice.

Councilmember Fitzgerald suggested Council follow its rules and not include this.

Councilmember Urban asserted no rules are being broken and backup material is not required or necessary. This is timely as it could affect 2E.

Councilmember Fitzgerald doesn't see any urgency to discuss this.

Councilmember Wooden noted nothing was taken off the ballot. She doesn't think this should be discussed at this time.

Councilmember Duran read a statement describing how citizens asked her to put this on the agenda. She and Councilmember Mathews met with the City Manager last Friday about this and the Council was informed on Friday.

Mayor Pro Tem Pond stated he would put this on another future agenda.

There was discussion about scheduling rules. Mr. Dahl advised that per Council rules two councilmembers adding something to the agenda is subject to the scheduling authority of the Mayor Pro Tem.

Mr. Mathews pointed out that a motion could be made to add an item to the agenda and the Council would vote it up or down. Mr. Dahl agreed.

Councilmember Mathews asked for a consensus to add to the agenda discussion of the 38<sup>th</sup> Avenue ballot issue as requested by citizens of the community. The consensus failed 3-4.

### **CITIZEN COMMENT ON AGENDA ITEMS**

**John Clarke** (WR) stated that he had no remarks on the current agenda items and would withhold comment unless and until the other topic is discussed.

#### 1. Staff Report(s)

a.) Historical Society Agreement Update ~ Dahl & Manwaring  
Mr. Dahl outlined that the City has two agreements with the Historical Society (WRHS) for operations of the Historic Park and the Baugh House. The City owns all the buildings except the old Post Office. The WRHS operates the two sets of buildings and takes care of two sets of artifacts – some owned by the City, some owned by the WRHS. The City funds one staff person. The agreements, from 1987 and 1998, are old and he has folded them into one agreement to address upkeep, maintenance and liability.

One issue is upkeep of the Post Office building. Currently the City provides upkeep, but the WRHS reimburses the City. If the WRHS were to transfer title over to the City, the City would then pay for the upkeep.

The WRHS has discussed this and would like to wait until the first of the year after they have completed the inventories. They were invited to this meeting.

Councilmember Fitzgerald urged the WRHS to have a retired librarian do the inventory so that it is in a searchable format.

Councilmember Hoppe noted the Society is an organization of volunteers and believes it's reasonable to give them until the new year so they can complete the inventories – which can become Exhibits A and B. She doesn't see any rush.

Councilmember Mathews noted from the WRHS email they want to transfer the 3x5 cards to a digital format so it can be updated – hence the need for more time.

Mr. Dahl will pass on Mr. Fitzgerald's suggestion. Mr. Mathews suggested offering IT help from the City to make sure the format is compatible, user friendly and can be imported.

Councilmember Urban inquired how the City factored into past ownership of the Post Office. Ms. Manwaring explained the City was not interested in purchasing the Post Office building or helping them move it off of W 38<sup>th</sup> Ave. The WRHS did that on their own with a grant and they have title to it. If the WRHS chooses to transfer ownership to the City that can be accommodated.

#### b) Clear Creek Trail Grant Update ~ Joyce Manwaring

Ms. Manwaring provided an update on the trail west of 43<sup>rd</sup> & Moore Street.

When the City applied for the Open Space grant for the trailhead on the west side of Kipling, the design included a pedestrian bridge over Clear Creek. They weren't able to build that so they kept the trail on the south side of the creek. As a result, there was grant money left over (bridges are expensive). She has asked for and received permission from Open Space to use the money to continue to replace the asphalt trail traveling west towards Prospect Park. It is about \$80,000. It will be built to standard, which is 10 feet of concrete. Council may get comments from people who are attached to the trail.

## 2. Large (Special) Event Fee Policy ~ Joyce Manwaring

Ms. Manwaring reported that "large events" are now labeled as "special events". Every special event using City resources has to get a permit. She outlined the current permit process and highlighted where direction is needed from Council.

### Background

- The City processes 12-16 special event permits per year.
- There's a \$50 processing fee which is waived a majority of the time
- Staff and resources are impacted, possible limited availability depending on the event and date

Policy direction is needed for how to:

- Accommodate more event requests
- Determine criteria for city sponsored event
- Determine fees to charge to host events

She noted the proposed event policy is not about charging people or making revenue. It is a tool to determine what is City-sponsored, what should people pay or not pay, and how many City resources should be available at what cost.

### Current Policy

Staff evaluates requests base on:

- Impact to City facilities (parks, roads, etc.)
- Direct benefit to the community
- Staff capacity (Usually concerns police staffing)
- Organization requesting the event (Is it a group within the city?)

The non-refundable \$50 fee is waived if the City Sponsors the event (all LocalWorks events, the Rumble, Kite Flite, the Carnation Festival)

#### Proposed new fees/charges and new policy

Special event permit requests to pay a non-refundable administrative review and processing fee proportionate to the level of review time and coordination required by staff based on size, type, scope, and duration.

#### Classifications

There are Tier 1, Tier 2 and Tier 3 categories based on the length of the event, anticipated attendance, whether alcohol is served, if there are any street or intersection closures, if any trail or park use is impacted, and whether it is a City-sponsored event. Tier category based on one or more of the following criteria:

- Tier 1: Full day or multi-day; closure of street or intersection; anticipated attendance in excess of 3,000; alcohol more than 4 hrs; and exclusive use of a City park or trail
- Tier 2: Street/intersection closure; attendance between 500 and 3,000; alcohol less than 4 hours; portion of park or trail closed.
- Tier 3: No street closures; less than 4 hours; attendance of less than 500, no alcohol; no trail or park use that interferes with public use
- Proposed fees: Tier 1 - \$150, Tier 2 - \$100, Tier 3 - \$50; any City-sponsored event could be negotiated or waived

Cost recovery for the City is an issue.

- Event fees based on City requirements for street closures, police needs, closure of parks or other facility (revenue loss), business license and sales tax collection, electricity use, structure/power inspections, other services
- Each event responsible for all direct costs - professional security for alcohol, site security, traffic management, trash, toilets, barricades, etc.
- An in-kind contribution cap for the City could be established.
- The damage deposit suggested: Tier 1 - \$500; Tier 2 - \$300; Tier 3 N/A; City-sponsored - negotiated
- Alcohol policy was laid out; police review and inspect for compliance.

Policy questions?

1. Which events are City-sponsored and will receive in-kind support?
2. By what process should event requests be approved as City-sponsored?
3. Should there be a set cap on City donated in-kind service costs?

Ms. Manwaring recommended that City Council approve a specific number of special events at budget time.

Questions and Council opinions followed.

- No caps on in-kind for City-sponsored events. All events by City entities such as LocalWorks should be classified as City-sponsored. Public entities such as Wheat Ridge 5000 should also be an exception.
- A cap should be considered, but have a discretionary percentage leeway. We should know the City-sponsored events in the budget.
- Events that are free to the public and build social capital should get in-kind support. Cost over-runs for in-kind should be evaluated case by case. Fundraiser events that people pay to enter should have a small fee. Look at a different procedure to keep from having sales tax staff spend so much time at an event.
- Comfortable using tiers for events that are not city-sponsored. Supports knowing a year ahead so staff can plan.

There was consensus that timing be considered for budgeting; that approval be necessary for Tier 1 & 2; that there be a more flexible mechanism for Tier 3. Ms. Manwaring said she would move forward using the policy as presented.

**Mayor Pro Tem Pond received approval from Council to proceed with Item 4 before Item 3 – since the guests had arrived for Item 4.**

#### 4. Martensen School Update ~ Steve Bell and John McDonald

**John McDonald** informed Council that the Martensen school has been converted from a school into a law enforcement school safety training center. In the last 1½ years there has been an amazing turnout of law enforcement, fire fighters and paramedics. It's become the preeminent training facility for first responders in the metro area. Navy SEALs and ATF agents have come from around the country. There is no charge for the training; it's the district's way of giving back. Being able to use this facility for training has been remarkable. ~ The school board supports it. It was painted just recently – police blue.

**Steve Bell** shared that there is a vision for this facility that is still in progress. It is unique in the country as a training facility -- being shared by a vast number of agencies. They are making improvements and integrating new ideas. It is an ongoing development. From the school district's perspective, the use is incredible; they look for bigger and better things. They're happy working with the City and WRPD -- with what they've done and looking forward into the future.

Answers to Council questions

- Neighborhood impact? They have opened more on-site parking to get parking off the street. They have signage to inform the neighbors when training is in progress so they aren't alarmed.
- They are full 4 days a week, but it is open for training anytime, including night.
- The facility services all agencies of Jefferson County, plus now Denver, Adams and Douglas Counties, State Patrol, CBI, West Metro Fire rescue task force, Arvada Fire and others.
- Last year over 6,000 first responders received training here.
- Ability to control the schedule is a big bonus – instead of trying to schedule at existing schools.
- It is not a revenue generator. Use of the training facility is free.
- An office is being located there permanently, which should help alleviate the burglary problems and improve exterior maintenance issues.

### 3. Snow Removal Policy ~ Scott Brink

Mr. Brink went through suggested elements of the snow removal ordinance.

Protracted discussion and questions followed.

Councilmember Fitzgerald received consensus to move forward with the ordinance to include 24 hours, 2 inches, a policy of warning > fine > abatement for repeat offenders, and the first year only give warnings.

### CITY MANAGER'S MATTERS

Mr. Goff provided a handout for the six month budget update. So far this year:

- 101% of projected revenue was collected through June. (\$85,000 more than expected.)
- Expenditures are down -- 86% of projected. (Park utilities were down.)
- Compared to last year sales tax revenue is up 7.8%; total revenue is up 4.6% (About \$500,000.)
- Marijuana revenue through June: sales tax - \$154K; fees from the State - \$77K; Total - \$220K through June
- Unrestricted reserves were projected to be 17%; now predicting reserves should be up to 22.1% by end of year.
- Police is fully staffed at this time, so more traffic tickets are being written.
- The 2017 Budget should be available to Council on October 10, with first discussion on November 7.

## ELECTED OFFICIALS' REPORT(S)

**Zach Urban** reported enjoying the Farmers 5000, and the Sts. Peter & Paul 5K is on October 1 at 9am.

**Larry Mathews** commented that he is discouraged and disappointed that once again a deaf ear has been turned to the voters.

**Tim Fitzgerald** announced that he and **George Pond** are having a District 3 meeting on Oct 8 at 9:30am at the Rec Center.

**Genevieve Wooden** reported on the widening of the Garrison Street bridge (the I-70 bridge over Garrison) that is being done by CDOT. Construction will reportedly happen from 7am-6pm through Winter 2017. ~ She also reported helping to start a new Toastmasters group in Wheat Ridge. The first meeting is Oct 19<sup>th</sup>; she has fliers.

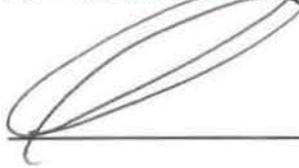
## ADJOURNMENT

The Study Session adjourned at 8:30 p.m.



Janelle Shaver, City Clerk

APPROVED BY CITY COUNCIL ON October 10, 2016



George Pond, Mayor Pro Tem