



## CITY COUNCIL AGENDA

**NOTICE TO READERS:** City Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items is reflective of Council's prior review of each issue with time, thought and analysis given. Many items have been previously discussed at a Council Study Session.

Members of the audience are invited to speak at the Council meeting. Citizen Communication (Section 7) is reserved for comments on any issues or items pertaining to City business except those for which a formal public hearing is scheduled under Section 10 when the Mayor will call for public testimony. Please limit comments to no more than 5 minutes duration.

1. Pledge of Allegiance
2. Roll Call
3. Consideration of Minutes of Preceding Meetings (April 27, 2015)
4. Report of City Officials
  - A. City Manager's Report
5. City Council Comments
6. Presentations
  - A. Employee Length of Service Awards
  - B. Mental Health Month Proclamation
  - C. Public Works Week Proclamation
  - D. Proclamation Recognizing 2014/2015 Youth Advisory Panel Graduating Seniors
7. Citizen Communication (5 minutes or less)

The "Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any Council member wishes to remove an item for separate discussion. Items removed from the consent agenda will be considered immediately following adoption of the amended Consent Agenda.

8. Consent Agenda
  - A. 2015 Solid Waste and Recycling Services Contract
  - B. Ratify Additional Expenditure to Airbus DS Corporation
  - C. Police Department Payment to North Metro Task Force
  - D. Purchase of Police Uniforms and Equipment
  - E. Second Reading of Councillor's Bill No. 19 Annexing Lower Church Lake Property
  - F. Second Reading of Councillor's Bill No. 20 re Lower Church Lake Property CP Amendment
  - G. Second Reading of Councillor's Bill No. 21 re Lower Church Lake Property Rezone
9. Appointments and Resignations
10. Public Hearings and Other New Business
  - A. Public Hearing re 13<sup>th</sup> Amended PDP for the Northpoint Center and Rezoning for Mercedes Benz Expansion
  - B. Councillor's Bill No. 22 to Rezone the Mercedes Benz Expansion Property
  - C. 13<sup>th</sup> Amended PDP for Northpoint Center Planned Unit Development
  - D. Councillor's Bill No. 23 Appropriating Carryover of 2014 POST Fund to the POST Land Purchases Account
  - E. Purchase of 6950 Lowell Boulevard for the Future Little Dry Creek Park
  - F. Resolution No. 19 re Foothills Animal Shelter Reserve Accounts and Dog Licensing Fees
11. Old Business and Passage of Ordinances on Second Reading
  - A. Special Legal Counsel Services for Drafting of Collective Bargaining Ordinance (Tabled 10-27-14)
  - B. Councillor's Bill No. 18 Updating the Comprehensive Plan (Tabled 04-13-15)
12. Miscellaneous Business and Executive Session
  - A. City Council
  - B. Executive Session - Discuss strategy and progress on negotiations related to economic development matters for the Westminster Urban Center Redevelopment, disclosure of which would seriously jeopardize the City's ability to secure the development; discuss strategy and progress on the possible sale, acquisition, trade or exchange of property rights, including future leases; and provide instruction to the City's negotiators on the same as authorized by Sections 1-11-3(C)(2), (4), and (7), W.M.C., and Sections 24-6-402 (4)(a) and (e), C.R.S. (*verbal*)
13. Adjournment

**NOTE:** Persons needing an accommodation must notify the City Clerk no later than noon on the Thursday prior to the scheduled Council meeting to allow adequate time to make arrangements. You can call [303-658-2161](tel:303-658-2161)/TTY 711 or [State Relay](mailto:lyeager@cityofwestminster.us) or write to [lyeager@cityofwestminster.us](mailto:lyeager@cityofwestminster.us) to make a reasonable accommodation request.

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**GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS**

- A.** The meeting shall be chaired by the Mayor or designated alternate. The hearing shall be conducted to provide for a reasonable opportunity for all interested parties to express themselves, as long as the testimony or evidence being given is reasonably related to the purpose of the public hearing. The Chair has the authority to limit debate to a reasonable length of time to be equal for both positions.
- B.** Any person wishing to speak other than the applicant will be required to fill out a “Request to Speak or Request to have Name Entered into the Record” form indicating whether they wish to comment during the public hearing or would like to have their name recorded as having an opinion on the public hearing issue. Any person speaking may be questioned by a member of Council or by appropriate members of City Staff.
- C.** The Chair shall rule upon all disputed matters of procedure, unless, on motion duly made, the Chair is overruled by a majority vote of Councillors present.
- D.** The ordinary rules of evidence shall not apply, and Council may receive petitions, exhibits and other relevant documents without formal identification or introduction.
- E.** When the number of persons wishing to speak threatens to unduly prolong the hearing, the Council may establish a time limit upon each speaker.
- F.** City Staff enters a copy of public notice as published in newspaper; all application documents for the proposed project and a copy of any other written documents that are an appropriate part of the public hearing record;
- G.** The property owner or representative(s) present slides and describe the nature of the request (maximum of 10 minutes);
- H.** Staff presents any additional clarification necessary and states the Planning Commission recommendation;
- I.** All testimony is received from the audience, in support, in opposition or asking questions. All questions will be directed through the Chair who will then direct the appropriate person to respond.
- J.** Final comments/rebuttal received from property owner;
- K.** Final comments from City Staff and Staff recommendation.
- L.** Public hearing is closed.
- M.** If final action is not to be taken on the same evening as the public hearing, the Chair will advise the audience when the matter will be considered. Councillors not present at the public hearing will be allowed to vote on the matter only if they listen to the tape recording of the public hearing prior to voting.

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE CITY COUNCIL MEETING  
HELD ON MONDAY, APRIL 27, 2015, AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

Mayor Atchison led the Council, Staff, and audience in the Pledge of Allegiance.

ROLL CALL

Mayor Herb Atchison, Mayor Pro Tem Bob Briggs, and Councillors Bruce Baker, Maria De Cambra, Alberto Garcia, Emma Pinter, and Anita Seitz were present at roll call. Also present were City Manager Donald M. Tripp, City Attorney David R. Frankel, and City Clerk Linda Yeager.

CONSIDERATION OF MINUTES

Mayor Pro Tem Briggs moved, seconded by Councillor Baker, to approve the minutes of the regular meeting of April 13, 2015, as presented. The motion carried unanimously.

It was moved by Mayor Pro Tem Briggs, seconded by Councillor Baker, to approve a supplement to the minutes of the regular meeting of January 26, 2015, as presented. The motion passed by unanimous vote.

CITY MANAGER'S REPORT

Mr. Tripp reported that following this meeting, the Westminster Economic Development Authority Board of Directors would meet. The post-meeting would feature presentations on the Little Dry Creek Interceptor Sewer Repair and Replacement and on public hearing procedures. After adjournment of the post-meeting, the Council would convene an executive session related to economic development matters for the Westminster Urban Center Redevelopment.

Mr. Tripp announced that he and Department Heads would be hosting, cooking, and serving breakfast to City employees this Wednesday, April 29, in the community room at City Park Recreation Center. The event was to show employees how appreciated they were and to celebrate their value to the organization and the citizenry.

COUNCIL REPORTS

Councillor Seitz reported that the City Council and Department Heads had participated in the Strategic Plan Retreat over the weekend. A thrilling and exciting experience, it also presented an opportunity to see the new City Manager's engaging leadership skills that empowered everyone to participate and voice bold new ideas. It had been a joy to see people, with distinct differences of opinion, aligned in their vision for the future.

Councillor Garcia shared Councillor Seitz's enthusiasm for the Strategic Plan process and outcomes. A great staff was leading the City and, through video, input had been obtained from employees across the organization. The boldness of vision evidenced that no one in the City organization was afraid to dream big. He thanked everyone who had given input and shared their ideas. Further, he reported that the Council soon would be presenting proclamations to honor the men and women of the Police Department who served in a variety of capacities. The public safety services they provided enhanced the quality of life in Westminster. While they faced life and death situations responding to calls throughout the community or in the 9-1-1 Communication Center or responding to calls to reunite pets with their owners, the residents of Westminster were comfortable and secure in day-to-day life due in no small measure to the Police staffs' dedication to keeping the public safe. Council was happy to be their partners and to give them the resources needed to do their jobs.

Councillor Pinter commended Barbara Opie, Assistant City Manager, who had worked tirelessly to provide opportunities to engage staff at every level and community leaders through Boards and Commissions membership in the strategic planning process. Once they articulated their vision, Ms. Opie had bundled their comments cohesively

for Council's use. The Strategic Plan would reflect a wide cross section of input. Additionally, Councillor Pinter reported that the City had received good press recently from an article published in the National Geographic about the smart planning and good financial oversight invested in the City's water resources that were reaping rewards of meeting the community's needs while conserving resources; and from an article published in the Denver Post about examples of the City collaborating with regional partners. She proudly commended staff.

Councillor De Cambra welcomed staff from the Police Department. Having completed the Citizens Police Academy, she had gained understanding of their challenges and of their passion and commitment. She thanked them for their service to the community. She also welcomed the family of Jody Andrews, the City's new Deputy City Manager, who had been feted at a reception before the Council meeting and thanked them for sharing their husband and dad in such an important position within the organization.

Mayor Pro Tem Briggs reported having toured the outer ring of Rocky Flats with the Division of Wildlife recently. The outer ring was where a public trail extending from the Arvada Two Ponds to Standley Lake and continuing along the outer ring of Rock Flats would one day in the future connect to Rocky Mountain National Park outside of Estes Park. It was exciting to see this trail being discussed and planned after years and years of visioning by members of the Open Space Advisory Board. Someday, it would be a reality.

#### POLICE WEEK PROCLAMATION

Mayor Atchison issued a proclamation declaring May 15 to be Peace Officers Memorial Day and May 10 through 16 to be Police Week to recognize the service and sacrifice of United States law enforcement and pay respect to those law enforcement officers who had lost their lives in the line of duty for the safety and protection of others. Present to accept the Council's accolades and the proclamation were Chief Lee Birk, Deputy Chiefs Mike Cressman and Tim Carlson, Commanders Jeff Jones, Kim Barron and Norm Haubert, and Senior Police Officer/Public Information Officer Kate Kazell. Chief Birk announced that a public memorial service would be held in front of the Public Safety Center on May 7 beginning at noon to honor fallen officers.

#### NATIONAL 9-1-1 EDUCATION MONTH PROCLAMATION

Councillor Seitz read the Mayor's proclamation declaring April to be National 9-1-1 Education Month. Throughout April Public Safety Dispatchers had provided educational information weekly on the City's website, had participated in educational events at the Orchard Town Center, and would participate in events on May 2 with Jefferson County Schools within the City. Several Public Safety Dispatchers received an award at the Jefferson County 9-1-1 Banquet for their participation and professionalism in locating a young autistic boy who had been lost. Accepting the proclamation were Communications Supervisors Emily Peek and Karin Marquez and Public Safety Communications Administrator Russ Bowers.

#### ANIMAL CONTROL OFFICER WEEK PROCLAMATION

Councillor Pinter read a proclamation declaring April 27 through May 3 to be Animal Control Officer Week. Westminster's six Animal Management employees strived to preserve the human/animal bond by insisting on responsible animal ownership. They served to protect the welfare of helpless animals and pets rescued from injury, disease, abuse, and starvation; and provided the essential community functions of enforcing animal control laws and protecting the public from diseases such as rabies. Accepting the proclamation were Veronica Blazewicz, Chris Branigan, Brittany Deyoe, Bryan Harmon, Kelli Jelen, and Janelle Koch.

#### DRINKING WATER WEEK PROCLAIMED

Mayor Pro Tem Briggs read the Mayor's proclamation declaring May 3 through 9 to be Drinking Water Week. The Mayor Pro Tem provided historical background information about the City's transition from well water to runoff water supply in Standley Lake. Being our most valuable natural resource, only tap water delivered public health

protection, fire protection, support for our economy and quality of life. He urged citizens to join in extending appreciation to Public Works and Utilities employees whose vision, expertise, and dedication provided residents with the high-quality drinking water that all residents enjoyed. Accepting the proclamation were Mary Fabisiak, Cathy Shugarts, Tom Scribner, Mark Miceli, and Mike Happe.

#### CITIZEN COMMUNICATION

Jeremy Rodriguez, 12600 West Colfax Avenue in Lakewood and a staff member of Congressman Ed Perlmutter, updated the Council on upcoming federal funding deficiencies for transportation and housing that would have local impact. On a brighter note, HUD (Housing and Urban Development) and the Department of Veteran Affairs were partnering funds to help veterans find housing.

Justin Gale, 7441 Bradburn Boulevard; Clinton Gale, 4061 West 74<sup>th</sup> Avenue; Eric Miller, 9294 West 90<sup>th</sup> Circle; Jana Symons, 17795 County Road 6 in Brighton; and Curtis and Samuel Griess, 7901 Quitman; urged the Council to take action to approve backyard chickens and beekeeping in the City and described the benefits of taking control of a portion of a family's food supply through urban farming. Neighboring communities had changed their laws to allow backyard chickens and beekeeping and residents of Westminster wanted to enjoy all of the environmental, educational, and health advantages associated with the growing movement to eat locally grown foods.

#### CONSENT AGENDA

The following items were submitted on the consent agenda for Council's consideration: accept the Financial Report for March as presented; accept the First Quarter 2015 Insurance Claims Report; change the date of the second regularly scheduled City Council meeting in May from May 25 to May 18, 2015; authorize the City Manager to execute a contract with American Demolition & Deconstruction, Inc., the lowest responsible bidder, in the amount of \$108,679 for demolition services for the 6945 Federal Boulevard site purchased from Nolan RV and authorize a contingency in the amount of \$16,000 for a total project budget of \$124,679; authorize the execution of the second amendment to the design/build contract with The Beck Group to include structural design modifications, the preparation of a lighting design for Grove Street, the design of architectural elevation alternatives, the preparation of a Threat and Vulnerability Analysis and the preparation of a Potential Hazard Analysis all in the total amount of \$75,500, thus increasing the total authorized expenditure to The Beck Group from the previously approved amount of \$1,506,804 to \$1,582,304; determine that the public interest would be best served by approving the Police Department's allocated assessment of \$54,858 for the 2015 Intergovernmental Agreement contribution to The Link Community Assessment and Resource Center (a sole source vendor); based on the City Manager's recommendation, find that the public interest would best be served by authorizing the negotiated purchase of aeration membrane diffusers from Xylem, Inc. for a total authorized expenditure not to exceed \$60,000; authorize the expenditure of \$111,625 to the low bidder, Union Metal Corporation, for the purchase of traffic signal poles and mast arms; authorize the City Manager to execute a contract for the installation of traffic signal equipment with the low bidder, W. L. Contractors, Inc., in the amount of \$197,230 and authorize a 10% contingency of \$19,723 for a total installation project budget of \$215,953; and final passage on second reading of Councillor's Bill No. 14 appropriating \$2,439,676 to the Little Dry Creek Project from an Adams County Open Space grant for the drainage and open space improvements.

No one asked that an item be removed from the consent agenda for individual consideration. Councillor Garcia moved, seconded by Councillor De Cambra, to approve the consent agenda, as presented. The motion carried by unanimous vote.

#### PUBLIC HEARING ON LOWER CHURCH LAKE ANNEXATION, CP AMENDMENT, AND ZONING

At 7:49 p.m., the Mayor opened a public hearing concerning the Lower Church Lake annexation, Comprehensive Plan amendment, and zoning. Mac Cummins, Planning Manager, entered in the record the agenda memorandum, its attachments, and evidence that all legal requirements concerning advertising this public hearing, as prescribed by the Westminster Municipal Code, had been satisfied. The size of the Lower Church Lake parcel was about 41.3

Acres. It was located east of Wadsworth Boulevard at 108<sup>th</sup> Avenue, and the City had purchased the property in 2010 for open space purposes. If this proposal were approved by Council, the land use designation would be changed to City-owned Open Space; the zoning to Open District (O-1). Responding to a question from Council, John Carpenter, Community Development Director, advised that the proposed action would not inhibit the City's ability to drain the lake and sell the lake bed.

Council had no other questions and the Mayor opened the podium for public testimony. Josh Holder, 10798 Yukon, asked if the parcel being annexed included the property his family had been using the past 31 years to park cars accessing the family business, Frightmare. Mr. Carpenter understood that the part of the property Mr. Holder identified had been excluded, as the potential existed to sell it to the family-run business. No others wished to speak.

Mr. Cummins reported that the Planning Commission had heard this proposal in public hearing and had recommended City Council's approval.

The Mayor closed the public hearing at 7:56 p.m.

#### COUNCILLOR'S BILL NO. 19 ANNEXING THE LOWER CHURCH LAKE PROPERTY

Upon a motion by Mayor Pro Tem Briggs, seconded by Councillor Seitz, the Council voted unanimously on roll call vote to pass on first reading Councillor's Bill No. 19 annexing the Lower Church Lake property into the City.

#### COUNCILLOR'S BILL NO. 20 AMENDING THE LOWER CHURCH LAKE CP DESIGNATION

Mayor Pro Tem Briggs moved, seconded by Councillor Seitz, the pass on first reading Councillor's Bill No. 20 approving a Comprehensive Plan amendment for the Lower Church Lake Property changing the designation from Jefferson County Northeast Comprehensive Development Plan to City Owned Open Space, based on a finding that the proposed amendment would be in the public good and was in compliance with the overall purpose and intent of the Comprehensive Plan. The motion passed unanimously at roll call.

#### COUNCILLOR'S BILL NO. 21 ZONING THE LOWER CHURCH LAKE PROPERTY

It was moved by Mayor Pro Tem Briggs, and seconded by Councillor Seitz, to pass on first reading Councillor's Bill No. 21 approving a re-zoning of the Lower Church Lake Property from Jefferson County A-1 and A-2 to City of Westminster Open District (O-1). At roll call, the motion passed unanimously.

#### PUBLIC MEETING FOR COMMENT ON 2015-2019 CDBG CONSOLIDATED PLAN & 2015 ACTION PLAN

At 7:59 p.m., the Mayor opened a public meeting to obtain comment on the 2015-2019 Community Development Block Grant Consolidated Plan and the 2015 Action Plan. Staff had no formal presentation, and the Mayor invited public comment.

Gary Shea, 3801 West 76<sup>th</sup> Avenue, voiced concern about the methods being used to engage low- and moderate-income residents in the CDBG process and obtain their comment. In addition to posting public notices at City facilities in the community, there seemed to be a heavy reliance on Survey Monkey, which was not able to track the location of respondents. Most target households had limited, if any, access to computers or any electronic device they could connect to Survey Monkey. While the results of the survey were identified in the draft CDBG report as "not statistically significant," there had to be a better way to obtain citizen involvement and accomplish outreach to make the program work as intended.

Larry Dean Valente, 7250 Meade Street, shared many of Mr. Shea's sentiments and had been concerned about the use of CDBG funds and the approval of projects in southern Westminster for many years. The City's purchase of Lowell Plaza between 72<sup>nd</sup> and 73<sup>rd</sup> Avenues on Lowell Boulevard was an example. The collection of buildings was

possibly the most disrepaired eyesore in the community. A private property owner would be issued citation after citation and have to appear before the Municipal Judge. Each time the City accepted federal money for the property, more restrictions were placed on the neighborhood. The small site could not absorb 48 low-income apartments with 6 commercial spaces. Alternate funding was needed, and the City needed to acknowledge that people living and businesses owned to the south of 80<sup>th</sup> Avenue were not in a different a different City, but rather a part of Westminster that continued to be strong and vibrant even though the City had grown. He opposed the Consolidated Plan and urged Council to continue asking questions, getting input, and to table action on this matter to obtain the answers needed. This was an active community as evidenced by public comment earlier from people wanting backyard chickens and bees.

No others wished to speak and the Mayor closed the public meeting at 8:07 p.m.

APPROVE ALLOCATION OF 2015 CDBG AND HOME FUNDS

Councillor Pinter moved to approve the allocation of Community Development Block Grant (CDBG) and Home Investment Partnership Act (HOME) funds as set forth in this agenda memorandum for 2015 and authorize staff to submit the 2015 Action Plan to HUD incorporating such allocations. Councillor Seitz seconded the motion.

Considerable discussion ensued about the need for diverse housing stock for all income levels interspersed throughout the entire community, shared concern about the level of input and feedback from the target population and techniques used to gather it, and the impact on regional partners of delaying approval to get more input. The full process used to engage the target population and the impact of delaying approval were described by Heather Ruddy, Community Development Program Planner.

At roll call, the motion passed by a 6:1 margin with Councillor Baker voting no.

APPROVE THE 2015-2019 CDBG CONSOLIDATED PLAN AND AUTHORIZE SUBMITTAL TO HUD

It was moved by Councillor Pinter and seconded by Councillor Seitz to approve the 2015-2019 CDBG Consolidated Plan and authorize staff to submit the plan to HUD. The motion passed on a 6:1 vote with Councillor Baker voting no.

RESOLUTION NO. 18 TO ACQUIRE PROPERTY INTERESTS FOR LDC GRADING PROJECT

Councillor Seitz moved, seconded by Councillor De Cambra, to adopt Resolution No. 18 authorizing City staff to proceed with the acquisition of fee simple and easement interests necessary for the Little Dry Creek Grading project subject to staff's spending authority up to \$75,000, including the use of eminent domain, if necessary. The motion passed unanimously at roll call.

ADJOURNMENT

There was no further business to come before the City Council, and, hearing no objections, Mayor Atchison adjourned the meeting at 8:30 p.m.

ATTEST:

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City Clerk

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Mayor



## Agenda Item 6 A

### Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Presentation of Employee Service Awards

**Prepared By:** Debbie Mitchell, General Services Director  
Dee Martin, HR Manager - Workforce

### Recommended City Council Action

Present service pins and certificates of appreciation to employees celebrating 20 or more years of service with the City and in five year increments thereafter.

### Summary Statement

- In keeping with the City's policy of recognition for employees who complete increments of five years of employment with the City, and City Council recognition of employees with 20 years or more of service, the presentation of City service pins and certificates of appreciation has been scheduled for Monday night's Council meeting.
- In the third grouping of 2015, employees with 20, 25, 30, 35, and 40 years of service will be celebrated tonight.
  - Presentation of 20-year certificate and pin – Councillor Seitz
  - Presentation of 25-year certificates, pins, and checks – Mayor Atchison
  - Presentation of 30-year certificate and pin – Councillor Briggs
  - Presentation of 35-year certificates and pins – Councillor De Cambra
  - Presentation of 40-year certificate and pin – Councillor Garcia

**Expenditure Required:** \$7,500

**Source of Funds:** \$5,000 – General Fund – PR&L Department  
\$2,500 – Utility Fund – IT Department



**Policy Issue**

None identified

**Alternative**

None identified

**Background Information**

The following 20-year employee will be presented with a certificate and service pin:

Steve Carlin	Equipment Operator II	Public Works & Utilities
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The following 25-year employees will be presented with a certificate, service pin, and check:

Larry Garlick	Lead Software Engineer	IT Department
Mike Hinrichs	Applications Specialist	Parks, Recreation & Libraries
Richard Knott	Parks Specialist	Parks, Recreation & Libraries

The following 30-year employee will be presented with a certificate and service pin:

Cindy McDonald	Recreation Specialist	Parks, Recreation & Libraries
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The following 35-year employees will be presented with a certificate and service pin:

Marty Chase	Contract Services Coordinator	Parks, Recreation & Libraries
Mary Joy Barajas	Executive Secretary to City Manager	City Manager's Office
Bob Moran	Equipment Operator II	Public Works & Utilities

The following 40-year employee will be presented with a certificate and service pin:

Carolyn Schierkolk	Secretary	Public Works & Utilities
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On May 13, 2015, the City Manager will host an employee awards luncheon. During this time, five (5) employees will receive their 15-year service pins; twelve (12) employees will receive their 10-year service pins; and three (3) employees will receive their 5-year service pin. Recognition will also be given to those celebrating their 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup> and 40<sup>th</sup> anniversaries. This is the third luncheon in 2015 to recognize and honor City employees for their service to the public.

The aggregate City service represented among this group of employees for the third luncheon is 510 years of City service. The City can certainly be proud of the tenure of each of these individuals and of their continued dedication to City employment in serving Westminster citizens. Background information on each individual being recognized is attached.

The recognition of employee's years of service addresses City Council's Strategic Plan Goal of "Excellence in City Services." Recognition efforts have long been recognized as an important management practice in organizations striving to develop loyalty, ownership and effectiveness in their most valuable resource – employees.

Respectfully submitted,

Donald M. Tripp  
City Manager

Attachment – Background on employees being recognized

## 20-Years

**Steve Carlin (car lin)** started twenty years ago as a Seasonal Laborer with the Parks Division then moved shortly thereafter into a full-time Maintenance worker position with the Streets Division. Currently, Steve is an Equipment Operator II in Public Works and Utilities at the Big Dry Creek Waste Water Treatment Plant.

Steve enjoys going to the lake to fish, wake board, and play on his stand-up paddle board. He also loves to watch his fourteen year old daughter play volleyball for the 5 Star Volleyball Club out of Brighton. Steve's family likes to travel to the Caribbean when they can. They are also long-time Denver Bronco fans.

## 25-Years

**Larry Garlick** joined the City in 1990, as a Programmer Analyst. He developed several applications including Utility Billing, Payroll, and the Library system. In 2000, he moved to fully concentrate on the implementation of the JD Edwards enterprise system as an ERP Software Engineer. In that role, Larry managed the development of major custom applications including Budget, Time Entry, Personnel Action Approval, and Training. Returning to the position of Lead Software Engineer in 2009, Larry currently manages several enterprise applications for the City including Accela, JD Edwards, Full Court Enterprise, and CIS Infinity utility billing. Larry completed his Masters in Computer Information Systems at Denver University in 2002, received his Project Management Professional certification in 2009, and Information Technology Infrastructure Library (ITIL) v3 Foundations certification in 2011. He received the SPIRIT Award in 2011 for his service to the City.

Larry lives in Westminster with his wife Karen and three of their four boys. He serves as Scoutmaster with the Boy Scouts and volunteers at his church.

**Mike Hinrichs (hin ricks)** was hired in 1990 as a seasonal Pool Manager for Kings Mill Pool. Since then, Mike worked as a Lifeguard at the Swim & Fitness Center and as a Facility Assistant at City Park Recreation Center. Since 2002, Mike has been an Application Specialist providing technical support for the RecTrac software system that is used by the entire department. Mike is extremely proud to have been part of a recreation department that has won the NRPA Gold Medal for Excellence in Parks and Recreation Management three times. He has received the Internal Customer Service Award and has been a part of teams that have won the Teams in Action CMO Choice Award.

In Mike's spare time, he enjoys making the trip "up the hill" to hopefully take a little money from the casinos. He participates in fantasy football, and spends time in the yard when the weather is warm. Mike also makes an annual fishing trip to northern Minnesota.

**Richard Knott (not)** started with the City as a Seasonal Parks Specialist in 1989. After two years of working as a seasonal employee, Richard was offered a permanent position as a Meter Reader in the Finance Department. In 1994, Richard began working for the Public Works & Utilities Department as a Senior Maintenance worker where he quickly moved up the ranks in the Utilities Division. Richard was promoted to Meter Reading Supervisor where he assisted with the successful relocation of the meter reading service from Finance to the Utilities Division in 1996. During his stay in Utilities, Richard oversaw the first water meter radio-frequency retrofitting program for the City. In 1999 Richard transferred back to the Parks, Recreation & Libraries Department where he is currently a Park Specialist/Irrigator.

Over the past 25 years of service for the City, Richard has received several Teams in Action Awards and multiple SPIRIT Awards.

## 30-Years

**Cindy McDonald** is a native of Colorado, growing up in Westminster. She began working for the City in 1996 as a Clerk at Kings Mill. From there, she became a Lifeguard, Swim Coach, Swim Instructor, Soccer Referee, Scorekeeper and Softball Announcer. Cindy also was a Trip Chaperone for field trips, which helped her to transition into her position overseeing the City's Preschool Program. Cindy has a degree in Education from the University of Northern Colorado. She is currently a Recreation Specialist overseeing Youth and Teen Programs and is also the staff liaison for the City's Youth Advisory Panel.

Cindy has devoted her career and lifework to helping young people. Her personal motto is "Every Child needs an adult who holds an unrealistic hope for their future!"

## 35-Years

**Mary Joy Barajas (bar ah haas)** started with the City as a Cooperative Office Education Student at Ranum High School receiving school credit for working in the Personnel Office. She worked in Community Development for seventeen years in both the Building and Planning Divisions and then transferred to the City Manager's Office in 1998. She was promoted to Executive Secretary to the City Manager in August 2001. Mary Joy was the coordinator for the Employee Picnic for a number of years, a member of the original Employee Advisory Committee, and has been a member of the City's Wellness Committee.

Mary Joy and Vince have been married for 30 years. They have three children Candice, Meghan and Vincent; along with a granddaughter, Torrance. Mary Joy and Vince enjoy traveling, camping, biking and hiking/snowshoeing. Mary Joy and Vince love to attend Bronco and Rockies games during their time away from work.

**Marty Chase** started his career in 1978 as a Seasonal Ranger at Standley Lake. He has also been a part of the Parks Construction Crew, and an Equipment Operator II. Marty is currently the Contract Services Coordinator for the Parks Division of the Parks, Recreation & Libraries Department. This position includes writing contracts and supervising contractors as they fulfill and complete their work with the City. Marty's additional duties include supervising the utilities locate requests for the City's Parks, Facilities, Medians and Right of Ways. During his career with the City, Marty has been involved, from the ground up, with building of many of the City's parks, playgrounds, Christmas displays and trails.

Marty's hobbies have included river rafting, catamaran sailing, gardening, traveling and bird watching. Marty and Margaret have been married for 32 years.

**Bob Moran (more an)** has worked for the City for 35 years. He began his career working in the Streets Division as a temporary Laborer for two summers and then was then hired full time in 1980 as a Maintenance worker. Bob worked in Streets for eight years before he transferred to the Utilities Division. He has moved into various positions within the Public Works and Utilities Department over the years and is currently an Equipment Operator II on the construction crew.

Bob is a Colorado native who grew up in Westminster. He is married to Beth and they have two children. Their daughter, Taylor, is a vet assistant in Mobridge, S.D. Their son, Jay, will graduate from Mesa University's Electrical Lineman Program in May. Bob enjoys bicycling, riding motocross, waterskiing, camping and anything that involves being in the great outdoors.

## 40-Years

**Carolyn Schierkolk (sheer colk)** currently works in the Department of Public Works and Utilities assigned to the Accela Asset Management Program. She began her career with the City in 1975 and was hired to do with a *pencil* what is now accomplished by the Fleet Faster Program. What took hours for the team to calculate manually forty years ago is now interfaced into the Accela Program. When there was a need to give Council attachments with color, out came the colored pencils. Her work today with the Accela computerized database assists many employees in their day-to-day work and decision making.

Carolyn enjoys spending time with her family when not at work.



## Agenda Item 6 B

### Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Mental Health Month Proclamation

**Prepared By:** Linda Yeager, City Clerk

### Recommended City Council Action

Councillor Pinter to present the proclamation for Mental Health Month.

### Summary Statement

- The Jefferson Center for Mental Health and Adams County Community Reach, which serve Westminster residents, have requested that the City proclaim the month of May 2015 as Mental Health Month in the City of Westminster.
- The City has been very supportive of these mental health organizations both through the City's Human Services funding and in-kind contributions.
- By proclaiming May 2015 as Mental Health Month, citizens, government agencies, public and private institutions, businesses, and schools are asked to recommit resources to increasing awareness and understanding of mental health, provide appropriate and accessible services for all citizens, and make mental health a priority.
- Representatives of both agencies will be present to accept identical proclamations.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

None identified

**Alternative**

None identified

**Background Information**

Community Reach and the Jefferson Center for Mental Health have requested that the month of May 2015 be recognized as Mental Health month in the City of Westminster in order to increase community awareness that:

- Mental illnesses and substance abuse disorders are treatable, and recovery is possible when appropriate treatment services are available and accessible;
- Mental health is a key component to a person’s overall health. Persons with mental health and substance abuse disorders who have access to local, community-based prevention, intervention, and treatment services are much less likely to require the more expensive alternatives of hospitalization or incarceration, and their chances of becoming homeless are greatly reduced; and
- Demand for mental health and substance abuse treatment has reached record levels in Colorado.

In 2015, the City will provide \$7,500 to Jefferson Center for Mental Health as part of the Human Services Agency funding. Additionally, Community Reach receives \$1,000 as part of the Human Services Agency funding and an in-kind contribution from the City in the form of facility space in the former 76<sup>th</sup> Avenue Library building for their Westminster office.

Teresa Legault, Senior Reach Manager for Jefferson County Mental Health, and Lindy Schultz, Public Relations and Communications Manager for Adams County Community Reach, will accept the proclamation.

This proclamation supports City Council’s Strategic Plan Goals of “Proactive Regional Collaboration” by supporting regional agencies serving the community to meet residents’ health needs and of “Comprehensive Community Engagement” by encouraging citizens to take responsibility for their whole well-being.

Respectfully submitted,

Donald M. Tripp  
City Manager

Attachment – Proclamation

**WHEREAS**, Mental Health month has been observed since 1949 to raise awareness about mental health conditions and the importance of mental health wellness for all; and

**WHEREAS**, Good mental health is essential to the overall health and emotional wellbeing of all children, youth, adults and families; and promotes a healthy community; and

**WHEREAS**, Mental illness is a leading cause of disability in Colorado and the state has the eighth highest suicide rate in the country; and

**WHEREAS**, Mental illnesses and substance use disorders are treatable, and recovery is possible when appropriate treatment services are available and accessible; increased focus on the prevention of mental illness among youth through protective factors, healthy environments, screening and early intervention has the potential to save and improve countless lives; and

**WHEREAS**, The community health system is advancing the integration of treating mental health, physical health and substance use disorders together to realize better patient outcomes, reduced health care costs, and improved patient satisfaction; and

**WHEREAS**, Community mental health providers play a critical role in responding to local emergencies and tragic events and are an essential resource for healing individual and community trauma.

**NOW, THEREFORE, I, Herb Atchison**, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff do hereby proclaim May to be

### **MENTAL HEALTH MONTH**

and call upon all citizens, government agencies, public and private institutions, businesses, and schools to recommit our resources to increase awareness and understanding of mental health, to provide appropriate and accessible services for all citizens, and to make mental health a priority.

Dated this 11th day of May, 2015.

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Herb Atchison, Mayor



## Agenda Item 6 C

### Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Proclamation Regarding National Public Works Week

**Prepared By:** Dave Cantu, Acting Director of Public Works and Utilities

### Recommended City Council Action

Councillor Seitz to proclaim the week of May 17 through 23, 2015, as Public Works Week in the City of Westminster.

### Summary Statement

- National Public Works Week is a celebration of the tens of thousands of men and women across America who provide and maintain the infrastructure and services collectively known as Public Works.
- The American Public Works Association and State Chapters dedicate the third week in May each year to inform and educate citizens of the importance of Public Works.
- The theme of this year's Public Works Week is "Community Begins Here."
- The City of Westminster has 137 employees in the Public Works and Utilities Department who are dedicated to providing exceptional value and quality of life through SPIRIT (Service, Pride, Integrity, Responsibility, Innovation, and Teamwork.)
- During National Public Works Week the Planning Committee invites all City employees to attend our In-House Snow Plow Rodeo and a BBQ with demonstrations, displays, and a "Hot Wheels" car and equipment show.
- Public Works and Utilities Department staff in attendance at the City Council meeting to accept the proclamation for the City of Westminster include Deb Bell, Dave Cantu, Christine Gray, Barb Cinkosky, Kiara Korrell and Tim Woodard.

**Expenditure Required:** \$0

**Source of Funds:** N/A



**Policy Issue**

None identified

**Alternative**

None identified

**Background Information**

Public Works professionals throughout the United States and Canada will celebrate National Public Works Week, May 17-23, 2015.

Since 1960, the annual observance has been an opportunity to increase public awareness of the role that Public Works plays in all of our daily lives. The week seeks to enhance the prestige of the often-unsung heroes of our society – the professionals who serve the public good every day with quiet dedication, including the 137 dedicated employees in the City’s Public Works and Utilities Department.

Through National Public Works Week, the Colorado Chapter of the American Public Works Association seeks to raise the public’s awareness of public works issues and to increase confidence in Public Works employees who are dedicated to improving the quality of life for present and future generations.

Below is the graphic that was created for this year’s National Public Works Week.



This proclamation supports the City’s goals of “Beautiful, Desirable, Environmentally Responsible City,” “Excellence in City Services,” and “Ease of Mobility,” by recognizing the Public Works and Utilities employees for their efforts providing efficient, sustainable and cost-effective services and maintaining the City’s infrastructure.

Respectfully submitted,

Donald M. Tripp  
City Manager  
Attachment - Proclamation

**WHEREAS**, Public Works and Utilities services provided in our community are an integral part of our citizens' lives; and

**WHEREAS**, support of an understanding and informed citizenry is vital to the efficient operation of Public Works and Utilities and programs concerning the maintenance of water, sewers, streets and highways, public buildings, and snow removal operations; and

**WHEREAS**, the health, safety, and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of Public Works and Utilities employees; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff the Public Works and Utilities Department are materially influenced by citizen and business attitudes and understanding of the importance of the work they perform.

**NOW, THEREFORE, I, Herb Atchison, Mayor**, on behalf of the entire City Council and Staff, do hereby proclaim the week of May 17 through 23, 2015, as

### **PUBLIC WORKS WEEK**

in the City of Westminster and call upon all citizens, businesses, and civic organizations to acquaint themselves with the challenges and opportunities involved in providing our Public Works and Utilities and to recognize the contributions that Public Works and Utilities employees make every day to our health, safety, comfort and quality of life.

Signed this 11th day of May, 2015.

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Herb Atchison, Mayor



## Agenda Item 6 D

### Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Proclamation Recognizing 2014-2015 Youth Advisory Panel Graduating Seniors

**Prepared By:** Cindy McDonald, Staff Liaison

### Recommended City Council Action

Mayor Atchison and Councillor Garcia to recognize and present certificates acknowledging the service of the graduating seniors from the 2014-2015 Youth Advisory Panel.

### Summary Statement

City Council is requested to recognize outgoing senior Youth Advisory Panel (YAP) members. All members did an outstanding job representing their respective schools and the community. They also demonstrated true service and leadership during their tenure on the Panel. City Council is requested to honor each outgoing member with a certificate.

- Christian Femrite (Legacy High School) began the panel in his freshmen year and served as Vice-Chairperson and is currently the Chairperson. Christian will attend the University of Notre Dame and major in Finance and Chemical Engineering.
- Ryan Blay (Jefferson Academy High School) began the panel in his junior year is currently the Vice-Chairperson. Ryan will attend the University of Colorado.
- Ty Schnurr (Standley Lake High School) began the panel in his freshmen year. Ty will attend the University of Colorado.
- Andrew Cannata (Standley Lake High School) began the panel in his freshmen year. Andrew will attend Front Range Community College.
- Amery Mateo (Legacy High School) began the panel in her senior year. Amery will attend the University of Colorado Boulder for Integrative Physiology.
- Karol (Karl) Semczuk (Academy High School) began the panel in his senior year. Karol (Karl) will attend the University of Colorado for Finance.
- Darian Michel (Mountain Range High School) began the panel in his senior year. Darian will have a gap year in the fall.

**Expenditure Required:** \$70

**Source of Funds:** Parks, Recreation and Libraries Youth/Teen Operations Budget

**Policy Issue**

None identified

**Alternative**

None identified

**Background Information**

On September 13, 1999, City Council adopted Resolution No. 68 creating the Westminster Youth Advisory Panel. YAP is made up of two or more representatives from local area high schools as well as "at large" members who are home-schooled in the City. Their purpose is to advise City Council and City Staff members of the interests and concerns of youth and teens in the City today. These matters include development of citywide community and/or neighborhood programs that address both the short and long-term needs of Westminster's youth and teen population. In addition to advising city leaders, they give back to the community by taking part in monthly community service projects that may consist of food and clothing drives. They also assist with City events and engage in other civic projects.

On October 25, 1999, the City Council appointed the first Youth Advisory Panel. Since 1999, the panel has worked to assist and advise the City on a variety of issues. The term of each panelist is one year, with reappointment possible up to four terms.

Since 1999, the Youth Advisory Panel has been very active in the community by assisting at City events such as the Holy C.O.W. Stampede, (a Parks, Recreation and Libraries race) to raise proceeds for youth programs, providing support for the Christmas Lighting Ceremony, assisting at the annual Father Daughter Ball, participating at Westminster Pride Day and most recently participating in Westminster Strategic Planning at the Community Forum. Through their various activities, the YAP members have fulfilled their goal of reaching out to the Westminster community in order to make a difference in the places where members attend school and live. They have also worked with Broomfield Lutheran Church to make and serve sandwiches to the homeless on the streets of downtown Denver. Additional project endeavors include gathering, sorting, sizing, and hanging clothing donations for A Precious Child and volunteering at Have-a-Heart helping to distribute food and clothing to Adams County School District #50 families.

The Panel will continue these very diverse and ambitious community service goals for the 2015/2016 school year. This Council action supports the City's Strategic Plan Goal of Comprehensive Community Engagement.

Respectfully submitted,

Donald M. Tripp  
City Manager

Attachment: Proclamation

**WHEREAS**, the City Council of the City of Westminster believes that our youth should share with their community leaders the responsibility in addressing their needs, desires, challenges and issues, in molding their own futures; and

**WHEREAS**, the City values its youth and desires to advance and promote their special needs and interests and therefore created the Westminster Youth Advisory Panel on September 13, 1999; and

**WHEREAS**, currently the Panel has had sixteen members appointed for the 2014-2015 school year; and

**WHEREAS**, these Westminster Youth Advisory Panel members will be graduating from High School and departing from the 2014-2015 Youth Advisory Panel; and

**WHEREAS**, it is important to acknowledge the contributions made by exiting panel members.

**NOW THEREFORE, I, Herb Atchison**, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff, do hereby recognize and extend appreciation to the following graduating seniors who have served on the Youth Advisory Panel, representing their schools and Westminster Youth:

<i>Christian Femrite</i>	<i>Legacy High School</i>	<i>Chairperson</i>	<i>4 Years of Service</i>
<i>Ryan Blay</i>	<i>Jefferson Academy</i>	<i>Vice-Chairperson</i>	<i>3 Years of Service</i>
<i>Ty Schnurr</i>	<i>Standley Lake High School</i>	<i>Outgoing Member</i>	<i>4 Years of Service</i>
<i>Andrew Cannata</i>	<i>Standley Lake High School</i>	<i>Outgoing Member</i>	<i>4 Years of Service</i>
<i>Amery Mateo</i>	<i>Legacy High School</i>	<i>Outgoing Member</i>	<i>1 Year of Service</i>
<i>Karol Semczuk</i>	<i>Academy High School</i>	<i>Outgoing Member</i>	<i>1 Year of Service</i>
<i>Darian Michel</i>	<i>Mountain Range High School</i>	<i>Outgoing Member</i>	<i>1 Year of Service</i>

Signed this 11th day of May, 2015.

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Herb Atchison, Mayor



## Agenda Item 8 A

### Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** 2015 Solid Waste and Recycling Services Contract

**Prepared By:** Tom Ochtera, Energy and Facilities Projects Coordinator  
Mark Ruse, Facilities CIP & Operations Manager

### Recommended City Council Action

Authorize the City Manager to execute a one-year contract with two one-year renewal options with Allied Waste Transportation, Inc., d.b.a. Republic Services, Inc., in the amount of \$104,908 per year for the City's solid waste and recycling services and authorize a contingency amount of 10% or \$10,490 for a total contract amount of \$115,398.

### Summary Statement

- The City's current contract with Allied Waste Services of Colorado Inc. will be expiring on June 30, 2015. For the past three years, Allied Waste Services has provided solid waste removal for City facilities, compost pick up at City Hall, and recycling services for four public recycling drop off locations and City facilities.
- On March 5, 2015, Staff sent requests for proposals to thirteen solid waste companies that were licensed to operate in the City of Westminster.
- On March 18, 2015, a mandatory pre-bid meeting was held to discuss and review specifications and schedule of services. Four solid waste removal and recycling services companies attended the pre-bid meeting.
- On March 25, 2015, a bid opening was held with four companies submitting bids for solid waste removal and recycling services. As a result of the competitive bid process, Staff recommends awarding the solid waste and recycling contract to Allied Waste Transportation, Inc. d.b.a. Republic Services, Inc., which submitted the lowest responsive bid.
- Adequate funds have been budgeted and are available for this expense.

**Expenditure Required:** \$115,398 annually

**Source of Funds:** 2015 General Fund - \$102,324  
2015 Utility Fund - \$11,089  
2015 Golf Course Fund -\$1,985

**Policy Issue**

Should City Council award a contract to Allied Waste Transportation, Inc., d.b.a. Republic Services, Inc., for solid waste removal and recycling services at City facilities and the four public drop-off recycling locations?

**Alternative**

City Council could direct Staff to break out solid waste collection and recycling services to be bid separately. Staff does not recommend this action based on the consistency of having one contract with one point of contact for all city facilities.

**Background Information**

Over the past three years, Allied Waste Services of Colorado has provided solid waste and recycling pickup at City facilities. The majority of solid waste collection happens on a regular recurring schedule. In addition to regular facility solid waste collection, the City utilizes large roll-off containers at a number of City facilities to be picked up and disposed of on an “on call” basis. Big Dry Creek Waste Water Treatment Plant utilizes roll-offs to dispose of grit collected from filters through the waste disposal process. A separate roll-off dumpster at the Municipal Service Center is used for the Adopt-A-Street program, materials collected from storm sewer inlets, special events trash collection, and for non-recyclable materials illegally placed at all public recycling locations.

At present, recycling services are provided at City facility locations as well as four public drop-off locations situated in City facility parking lots. The four public drop-off recycling locations are: Fire Station # 1, Municipal Court, West View Recreation Center and the Municipal Service Center.

The results of the March 25, 2015, bid opening (based on 2014 historic frequencies of pickups) for solid waste collection and recycling services are in the table below. After the competitive bid process was completed, Staff updated the frequencies of pickups based on 2015 actual trends. This update allowed Staff to refine service needs and finalize the contract amount of \$104,908 versus the bid amount of \$101,901.92. Note that this bid was done on a “per unit” basis, or the cost for picking up waste and recycling one time at all of the City facilities. The actual contract amount for the 2015 contract is the sum of: per unit costs multiplied by the frequency per year, including the estimated number of on-call pickups; and a 10% contingency.

**2015 Solid Waste and Recycling Services Bid Results**

	<b>Annual Total for Scheduled Pickups</b> (based on 2014 historic frequencies)			
<b>Bid Category</b>	<b>Waste Connections</b>	<b>Republic Services</b>	<b>Waste Management</b>	<b>Alpine Waste</b>
Total City Facilities	\$35,381.26	\$44,493.92	\$61,272.60	\$63,703.25
Community Recycling	\$103,334.40	\$57,408.00	\$192,890.88	\$49,155.60
<b>Annual Total for Scheduled Pickups</b>	<b>\$138,715.66</b>	<b>\$101,901.92</b>	<b>\$254,163.48</b>	<b>\$112,858.85</b>

For comparison, the City’s 2014 cost for solid waste and recycling services was \$64,807. This amount was comprised of \$26,226 for community recycling and \$38,581 for solid waste. After a thorough review of the solid waste and recycling bids, Staff is recommending awarding a one year contract, with the option to renew the solid waste contract for two one-year periods to Allied Waste Transportation, Inc., d.b.a. Republic Services, Inc.

Staff is also requesting a contingency of ten percent to be added to the original contract amount for any unforeseen or unscheduled pickups or disposal of non-recyclable materials placed at the City's public drop-off locations, and the cost of proper disposal of any hazardous waste (paint, oil, antifreeze etc.) placed at the City's public recycling drop-off locations.

The awarding of the solid waste and recycling services contract through the City's competitive bid process supports City Council's Strategic Plan Goals of "Excellence in City Services" and "Beautiful, Desirable, Environmentally Responsible City" by obtaining the best possible price for these services and making the City's recycling program convenient while continuing to encourage a high level of participation.

Respectfully submitted,

Donald M. Tripp  
City Manager





Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Ratify Additional Expenditure to Airbus DS Corporation

**Prepared By:** Lee Birk, Chief of Police  
Russ Bowers, Public Safety Communications Administrator

**Recommended City Council Action**

Based upon the recommendation of the City Manager, determine that the public interest will be best served by ratifying a payment of \$3,200 made to Airbus DS Corporation in March 2015 for subscriber licenses and authorize an additional \$3,200 for a potential future license purchase in 2015, bringing the total expenditure authorization request for Airbus DS Corporation in 2015 to \$154,900.

**Summary Statement**

- The Westminster Municipal Code requires that all purchases to a sole source vendor over \$50,000 be approved by City Council. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases of similar commodities or services from one vendor in a calendar year exceeds \$50,000.
- Staff has identified Airbus DS Corporation (formerly Cassidian Communications) as a vendor that has a total contractual expenditure exceeding \$50,000 for the year 2015.
- On February 9, 2015, City Council approved the payment of \$148,500 to Airbus DS Corporation for the 2015 Annual Software Maintenance Contract on the City’s Radio System. No additional funds were requested or authorized at that time for unidentified upgrades or additions to the Airbus DS system beyond the contractual expenditure.
- A payment of \$3,200 to Airbus Communications on March 24, 2015 for radio system subscriber licenses increased the total amount authorized to Airbus DS Corporation in 2015 to \$151,700 and requires City Council authorization for the additional \$3,200 paid to Airbus DS Communications.
- In order to alleviate the possibility of returning to City Council with an additional request in 2015, the police department is requesting an additional contingency of \$3,200 in the event the department should receive an additional subscriber request in 2015.
- Adequate funds are available in the Police Department’s General Fund Operating Budget for this expense.

**Expenditure Required:** Not to exceed \$154,900

**Source of Funds:** General Fund - Police Department Operating Budget

**Policy Issue**

Should Council ratify the March 24, 2015 payment of \$3,200 to Airbus DS Corporation for the subscriber licenses and approve an additional request of \$3,200 for a potential future subscriber license purchase in 2015 from Airbus DS Corporation?

**Alternative**

Council could decide not to ratify this expense. Staff does not recommend this alternative as Airbus DS Corporation has delivered the additional licenses required for interoperable communications and the City has already received and paid the invoice on March 24, 2015.

**Background Information**

In 2013, when Westminster made the decision to replace the radio communications system, the vision was to maximize the City's interoperability with neighboring jurisdictions and agencies throughout the State. This is accomplished by adding an Interoperability Sub-System Interface (ISSI) to the current system. As other agencies added ISSI to their radio systems, Westminster and those agencies would be able to seamlessly communicate with each other over the radio. In order to accomplish this, once the outside agency installs and activates their ISSI capabilities, the agencies desiring to have interoperability capabilities are required to purchase subscriber licenses from their vendor. In Westminster's case, that the vendor would be Airbus DS Corporation (Airbus). In 2014, Westminster and Arvada communication's staff periodically met and discussed Arvada's system progress. At that time, it was the opinion that Arvada communications would not have their ISSI capability operational until 2016.

On February 9, 2015, the Police Department requested and received authorization from City Council to pay Airbus (a sole source vendor) \$148,500 for the Software Maintenance Contract on the City's Radio System. The total amount approved was solely for the software maintenance contract and, at the time, this amount was considered to be appropriate through the remainder of 2015.

Subsequent to the Council authorization, the City of Arvada contacted the Westminster Police Department and advised that they were ready to go live on their ISSI interoperability and had purchased their subscriber licenses. The Police Department had an unexpected opportunity to gain full radio interoperability with the City of Arvada by purchasing subscriber licenses that allowed both agencies to talk on each other's channels. It would, however, be necessary to purchase the subscriber licenses through Airbus and the total cost of implementation was \$3,200. This was good news in regard to providing the capability of communicating with Arvada Public Safety. However, the Police Department had not included subscriber license costs in the February 9, 2015 Airbus Council authorized expenditure.

Due to Arvada being a neighboring City and the fact that Westminster's officers and firefighters/paramedics often have critical interactions, the decision was made to purchase enough subscriber licenses from Airbus for all Westminster mobile and portable radios in 2015. There are tremendous advantages to be gained in effective interagency public safety communications through the implementation of ISSI. Unfortunately, Staff cannot always foresee when other agencies are ready to connect. In order to eliminate this type of issue in the future, the Police Department will plan and make allowances for additional interoperability costs in requests to Council, particularly when it is for neighboring jurisdictions.

This request to Council is to ratify the additional \$3,200 payment made to Airbus on March 24, 2015 and authorize an additional amount of \$3,200 for the remainder of the year. In the future, Staff will include estimates of future subscriber licensing in Council expenditure approvals to Airbus in order to eliminate future ratifications.

**SUBJECT:** Ratify Additional Payment to Airbus DS Corporation

Page 3

This request supports Council's Strategic Plan goal of "Exceptional Services" and "Proactive Regional Collaboration" by providing a cost effective public safety radio communications system to the community.

Respectfully submitted,

Donald M. Tripp  
City Manager



Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Police Department Payment to North Metro Task Force to Exceed \$50,000

**Prepared By:** Lee Birk, Chief of Police  
Todd Reeves, Commander

**Recommended City Council Action**

Based upon the recommendation of the City Manager, determine that the public interest will be best served by approving the Police Department’s cumulative expenditures in calendar year 2015 to the North Metro Task Force in an amount not to exceed \$80,373.

**Summary Statement**

- The Westminster Municipal Code requires that all purchases/payments to a sole source vendor over \$50,000 and total expenditures over \$75,000 be approved by City Council. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases or payments of similar services from one vendor in a calendar year exceeds \$50,000. Staff has identified North Metro Task Force (NMTF) as an entity that will have total cumulative expenditures exceeding \$50,000 in 2015.
- A current Intergovernmental Agreement (IGA) establishes the NMTF as a separate legal entity operating as a drug task force with the following participating agencies and their respective law enforcement entities: Adams County, City and County of Broomfield, and the municipalities of Brighton, Commerce City, Federal Heights, Northglenn, Thornton and Westminster.
- The NMTF operating budget relies on the annual contribution from its participating agencies as well as grants and other external revenue sources. As a participating agency, the Police Department is obligated to provide a payment to the NMTF, who operates on a Federal fiscal year (October 1 to September 30).
- The total NMTF 2014/2015 fiscal year obligation is \$78,443. The police department received an Edward Bryne Memorial Justice Assistance Grant (JAG) of \$28,070 which was applied to the \$78,443 fiscal year obligation, leaving a balance of \$50,373. The Police Department is obligated to pay the remaining 2014/2015 fiscal year obligation of \$50,373 prior to September 30, 2015.
- The Police Department is anticipating applying for a JAG Grant later in 2015 for the 2015/2016 NMTF FY operations. It is unknown at this time if the Grant request will be approved or how much the grant award would be. If approved, the grant award would be based on the City’s obligation to the NMTF operations budget for the 2015/2016 fiscal year. If awarded, the grant payment to NMTF would add to the total cumulative expenditures to NMTF. The Police Department is estimating the amount to be no more than \$30,000, based on JAG Grant award history.

**Expenditure Required:** \$80,373

**Source of Funds:** General Fund – Police Department Operating Budget

**Policy Issue**

Should Council authorize the Police Department's cumulative payment obligations, not to exceed \$80,373 to the North Metro Task Force in 2015?

**Alternative**

City Council could decide not to approve the requested cumulative payments. However, this is not recommended because the City of Westminster is still obligated to pay their fiscal obligations to the NMTF. The NMTF continues to be a critical effort in combating illicit drug activity.

**Background Information**

The City of Westminster (including the Jefferson County portion of Westminster), along with Adams County, City and County of Broomfield, and the municipalities of Brighton, Commerce City, Federal Heights, Northglenn, Thornton and their respective Law Enforcement entities, participate in the NMTF. The NMTF operates under a Federal fiscal year, and the funding sources for the task force are through asset forfeiture seizures, grant funding, and funding obligations from participating agencies. Westminster's contribution to the NMTF is budgeted in the Police Department's General Fund budget each year.

The Police Department pursued and was awarded the 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance for partial funding of the City of Westminster's obligation to the NMTF's Operations Budget for the 2014/2015 fiscal Year. The Grant Award was \$28,070. The purpose of JAG grants is to support all components of the criminal justice system, such as multi-jurisdictional drug task forces like the NMTF. The JAG grant assists to fund efforts to prevent or reduce crime and violence.

The total obligation to NMTF for the 2014/2015 FY is \$78,443 and the Police Department met \$28,070 of this obligation with the JAG Grant funding. The remaining amount of \$50,373 for the 2014/2015 FY is due to NMTF prior to September 30, 2015. The funds for this payment are budgeted in the Police Department's 2015 General Fund Budget.

Later this year, the Police Department will be reviewing the possibility of submitting a new JAG Grant request for partial funding of the 2015/2016 NMTF fiscal year operations. However, it is unknown at this time if the Grant request will be approved, or how much the grant award reimbursement would be. The Police Department is estimating the amount to be no more than \$30,000. The total cumulative expenditures for NMTF for the year 2015 would then total \$80,373, if a Grant Award of \$30,000 was made. If the grant is not received, the total expenditure would remain at \$50,373 for the year 2015. Anticipating the possibility of the Grant Award, staff is requesting authorization of up to the \$80,373 figure.

Council's approval to authorize this payment supports and assists in achieving City Council's Strategic Plan Goals of "Excellence in City Services" by spending tax dollars in a responsible manner and "Pro-Active Regional Collaboration."

Respectfully submitted,

Donald M. Tripp  
City Manager



**Agenda Memorandum**

City Council Meeting  
May 11, 2015



**SUBJECT:** Purchase of Police Uniforms and Equipment

**Prepared By:** Lee Birk, Chief of Police  
Tim Carlson, Deputy Chief

**Recommended City Council Action**

Based upon the recommendation of the City Manager, determine that the public interest will be best served by approving the Police Department's cumulative purchases in 2015 with sole source vendor Precinct Police Products not to exceed \$150,000.

**Summary Statement**

- The Westminster Municipal Code requires that all purchases over \$75,000 be approved by City Council. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases of similar commodities or services from one vendor in a calendar year exceeds \$75,000.
- Staff has identified Precinct Police Products (Precinct) as a vendor that will have total cumulative expenditures exceeding \$75,000 for the year 2015.
- Precinct is one of two suppliers in the area that the Police Department utilizes for the purchase of uniforms and equipment in the department. The Police Department also utilizes Neves Uniforms and Equipment (Neves). However, Precinct is the primary vendor for the department because they have the ability to supply the majority of the City's uniform and equipment needs at a competitive cost and within a reasonable amount of time.
- Funds are budgeted in the Police Department General Fund Budget and are adequate for the purchases in 2015.

**Expenditure Required:** Not to Exceed: \$150,000

**Source of Funds:** General Fund – Police Department Operating Budget

**Policy Issue**

Should Council approve the purchase of uniforms and equipment from Precinct Police Products?

**Alternative**

City Council could decide not to approve the requested cumulative purchases. While it could be argued that each transaction represents a separate purchase, City Staff believes that a more conservative and prudent approach is to treat the smaller transactions as a cumulative larger purchases that are subject to Council approval.

**Background Information**

Precinct Police Products and Neves Uniforms are two of the suppliers in the area that the department has utilized since Public Safety Warehouse went out of business in 2010. In early 2012 and again in early 2014, the Police Department solicited quotes from Precinct and Neves. After a thorough review of each vendor's pricing, product availability, and ability to deliver supplies in a timely fashion, it has been determined that Precinct, because of their ability to supply the majority of the City's uniform and equipment needs and their ability to act as a "one stop shop," would be the vendor the City would be purchasing the majority of uniforms and equipment from. While Precinct is the primary source of uniforms and equipment, it is with the understanding that Neves would be utilized if Precinct could not supply the Police Department with specific uniform or equipment items at a competitive cost, or within a reasonable amount of time, or the uniform or equipment item was unavailable.

Precinct provides the Department's uniforms, ballistic vests, jackets, insulated coveralls, equipment bags, handcuffs, batons, clipboards, flashlights, and various other uniform supplies and equipment for all Police Department sworn personnel (184 FTE). The purchases also include specialized uniforms and supplies for the SWAT Team, Bike Unit, K9 Unit, Motorcycle Unit, Special Enforcement Team (SET), Criminalists, Honor Guard, Accident Investigators and Animal Management Officers.

Total expenditures for uniforms and equipment have increased over the past two years due to a 5% increase in vendor uniform prices, and the fact that the department has had a higher attrition rate over the last two years. The Police Department has hired six sworn replacement officers to date, and expect to be hiring an additional eight replacement officers by the end of the year. All new Police Officers must be equipped with uniforms and equipment and the cost per officer is \$3,000. The Police Department's total expenditure with Precinct in 2014 was \$110,700, and year-to-date it is \$53,000.

Based on the Police Department's current vacancy rate, replacement uniform needs, and the fact that it is difficult to project future vacancies, the department is projecting that the Police Department's cumulative purchases in 2015 with Precinct Police Products will not exceed \$150,000.

The City's approach to collective purchases from any single vendor is to assure that purchases in excess of \$75,000 are identified in advance and brought to City Council for approval and helps to achieve City Council's Strategic Plan Goal of "Excellence in City Services" by spending tax dollars in a responsible manner.

Respectfully submitted,

Donald M. Tripp  
City Manager



**Agenda Memorandum**

City Council Meeting  
May 11, 2015



**SUBJECT:** Second Reading of Councillor's Bills No. 19, 20, and 21 re the Annexation, Comprehensive Plan, and Zoning of Lower Church Lake Property

**Prepared By:** Walter Patrick, Planner

**Recommended City Council Action**

1. Pass Councillor's Bill No. 19 on second reading annexing the Lower Church Lake Property into the City.
2. Pass Councillor's Bill No. 20 on second reading approving a Comprehensive Plan amendment for the Lower Church Lake Property changing the designation from Jefferson County Northeast Comprehensive Development Plan to City Owned Open Space.
3. Pass Councillor's Bill No. 21 on second reading approving a re-zoning of the Lower Church Lake Property from Jefferson County A-1 and A-2 to City of Westminster Open District (O-1).

**Summary Statement**

- The Lower Church Lake Property consists of about 41.3 acres and is generally located east Wadsworth Boulevard at 108th Avenue.
- The property was purchased by the City in 2010 for open space purposes.
- The City currently has 3,029 acres of Open Space lands which represents 14.3 percent of the entire City area.
- These Councillor's Bills were approved on first reading by City Council on April 27, 2015.

**Expenditure Required:** \$ 0

**Source of Funds:** N/A

Respectfully submitted,

Donald M. Tripp  
City Manager



BY AUTHORITY

ORDINANCE NO. **3775**

COUNCILLOR'S BILL NO. **19**

SERIES OF 2015

INTRODUCED BY COUNCILLORS

**Briggs - Seitz**

A BILL

FOR AN ORDINANCE ANNEXING A PARCEL OF LAND LOCATED IN SECTION 11,  
TOWNSHIP 2 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN,  
COUNTY OF JEFFERSON, STATE OF COLORADO

WHEREAS, pursuant to the laws of the State of Colorado, specifically §31-12-106(3), C.R.S., the City Council may annex property of which it is the sole owner, when it is otherwise eligible for annexation, without notice or hearing; and

WHEREAS, the property proposed for annexation meets the requirements of §31-12-104(1)(a) and §31-12-105, C.R.S.;

NOW, THEREFORE, the City of Westminster ordains:

Section 1. That the City Council finds that the property described in Section 2., below, is owned by the City of Westminster and is not solely a public street or right-of-way and the property meets the requirements of §31-12-104(1)(a) and §31-12-105, C.R.S..

Section 2. That the annexation is hereby accomplished by and to the City of Westminster, State of Colorado, of the following described contiguous unincorporated territory situated, lying and being in the County of Jefferson, State of Colorado, to wit:

The Lower Church Lake Property:

A parcel of land being a portion of section 11, township 2 south, range 69 west of the sixth principal meridian, City of Westminster, County of Jefferson, State of Colorado more particularly described as follows.

BEGINNING AT THE CENTER QUARTER CORNER OF SAID SECTION 11, WHENCE THE SOUTH QUARTER CORNER OF SAID SECTION 11 BEARS SOUTH 01°46'15" WEST, A DISTANCE OF 2630.68 FEET WITH ALL BEARINGS HEREIN REFERENCED TO THIS LINE;

THENCE ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 11, NORTH 89°34'55" EAST, A DISTANCE OF 30.00 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE AND ALONG THE NORTH BOUNDARY OF LOWER CHURCH LAKE AS DESCRIBED IN PROPERTY LINE AGREEMENT RECORDED IN BOOK 773 AT PAGE 545 IN THE RECORDS OF THE JEFFERSON COUNTY CLERK AND RECORDER ALSO BEING THE

SOUTHERLY BOUNDARY OF THE ANNEXATION BOUNDARY AS DESCRIBED IN COMMISSIONERS DEED RECORDED UNDER RECEPTION NO. 2005114458 IN SAID RECORDS, THE FOLLOWING ELEVEN (11) COURSES:

1. ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, NORTH 89°34'55" EAST, A DISTANCE OF 1.20 FEET;
2. DEPARTING SAID NORTH LINE NORTH 36°35'19" EAST, A DISTANCE OF 81.20 FEET;
3. NORTH 64°19'49" EAST, A DISTANCE OF 143.60 FEET;
4. NORTH 76°32'19" EAST, A DISTANCE OF 143.60 FEET;
5. NORTH 82°02'49" EAST, A DISTANCE OF 133.00 FEET;
6. NORTH 84°50'19" EAST, A DISTANCE OF 86.70 FEET;
7. NORTH 81°10'19" EAST, A DISTANCE OF 209.70 FEET;
8. SOUTH 81°07'41" EAST, A DISTANCE OF 127.50 FEET;
9. SOUTH 76°38'41" EAST, A DISTANCE OF 252.80 FEET;
10. SOUTH 49°22'41" EAST, A DISTANCE OF 100.50 FEET;
11. SOUTH 31°48'41" EAST, A DISTANCE OF 78.53 FEET TO THE NORTH LINE OF SAID SOUTHEAST QUARTER;

THENCE ALONG SAID NORTH LINE, NORTH 89°34'55" EAST, A DISTANCE OF 84.92 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE BOULDER - DENVER TURNPIKE;

THENCE ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE, SOUTH 29°44'02" EAST, A DISTANCE OF 287.99 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN SANTA FE RAILWAY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 2,148.38 FEET, THE RADIUS POINT OF SAID CURVE BEARS NORTH 72°30'44" WEST;

THENCE ALONG SAID NORTHWESTERLY RIGHT-OF-WAY LINE, THE FOLLOWING TWO (2) COURSES:

1. SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 23°06'08" AN ARC LENGTH OF 866.25 FEET;
2. TANGENT TO SAID CURVE, SOUTH 40°35'24" WEST, A DISTANCE OF 409.26 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 11 AND THE MOST EASTERLY CORNER OF

THE ANNEXATION PARCEL DESCRIBED IN ORDINANCE NO. 3175 OF SERIES 2004 AND RECORDED UNDER RECEPTION NO. 2005047881 IN SAID RECORDS.

THENCE DEPARTING SAID NORTHWESTERLY RIGHT-OF-WAY ALONG SAID NORTH LINE AND ALONG THE NORTH BOUNDARY OF SAID ANNEXATION PARCEL THE FOLLOWING THREE (3) COURSES;

1. SOUTH 89°13'34" WEST, A DISTANCE OF 322.57 FEET;
2. NORTH 49°13'03" WEST, A DISTANCE OF 122.15 FEET;
3. NORTH 44°16'20" WEST, 504.03 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE, NORTH 88°54'02" WEST, A DISTANCE OF 108.68 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID WESTERLY RIGHT-OF-WAY LINE, NORTH 43°46'50" WEST, A DISTANCE OF 62.38 FEET;

THENCE NORTH 31°20'50" WEST, A DISTANCE OF 0.96 FEET TO A LINE PARALLEL WITH AND 44.00 FEET WESTERLY FROM SAID WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE ALONG SAID PARALLEL LINE, NORTH 00°25'40" EAST, A DISTANCE OF 748.53 FEET TO A LINE PARALLEL WITH AND 40.00 FEET SOUTHERLY FROM THE SOUTHERLY RIGHT-OF-WAY LINE OF WEST 108TH AVENUE;

THENCE ALONG SAID PARALLEL LINE, SOUTH 89°44'10" WEST, A DISTANCE OF 58.09 FEET TO THE EASTERLY BOUNDARY OF THAT PARCEL OF LAND DESCRIBED IN DEED RECORDED MAY 17, 1983 AT RECEPTION NO. 83044000 IN SAID RECORDS;

THENCE ALONG SAID EASTERLY BOUNDARY OF SAID PARCEL, NORTH 07°39'10" EAST, A DISTANCE OF 40.38 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF WEST 108TH AVENUE;

THENCE DEPARTING SAID EASTERLY BOUNDARY ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, NORTH 89°44'10" EAST, A DISTANCE OF 97.02 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID SOUTHERLY RIGHT-OF-WAY LINE ALONG SAID WESTERLY RIGHT-OF-WAY LINE, NORTH 00°25'40" EAST, A DISTANCE OF 30.00 FEET TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 11;

THENCE ALONG SAID NORTH LINE, NORTH 89°44'10" EAST, A DISTANCE OF 61.66 FEET TO THE POINT OF BEGINNING.

Consisting of approximately 41.358 acres, (1,801,536 SQUARE FEET), more or less.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 27th day of April, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 11th day of May, 2015.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
City Attorney's Office

BY AUTHORITY

ORDINANCE NO. **3776**

COUNCILLOR'S BILL NO. **20**

SERIES OF 2015

INTRODUCED BY COUNCILLORS

**Briggs - Seitz**

A BILL

FOR AN ORDINANCE AMENDING THE WESTMINSTER  
COMPREHENSIVE PLAN

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council finds:

a. That the City has initiated an amendment to the Westminster Comprehensive Plan, pursuant to Section 11-4-16(D), W.M.C., for the properties described in attached Exhibit A, incorporated herein by reference, requesting a change in the land use designations from "Unincorporated Jefferson County Northeast Comprehensive Development Plan" to "City-Owned Open Space" for the 41.3 acre parcel generally located southeast of 108<sup>th</sup> Avenue and Wadsworth Boulevard.

b. That such amendment has been referred to the Planning Commission, which body held a public hearing thereon on March 24, 2015 after notice complying with Section 11-4-16(B), W.M.C. and has recommended approval of the requested amendment.

c. That notice of the public hearing before Council has been provided in compliance with Section 11-4-16(D), W.M.C.

d. That Council, having considered the recommendations of the Planning Commission, has completed a public hearing and has accepted and considered oral and written testimony on the requested amendments.

e. That the requested amendment will further the public good and will be in compliance with the overall purpose and intent of the Comprehensive Plan, particularly the policy that encourages enhancing and funding the City's Open Space properties to provide unfettered public access while preserving the environmental and wildlife integrity of the property.

Section 2. The City Council approves the requested amendment and authorizes City Staff to make the necessary changes to the map and text of the Westminster Comprehensive Plan to change the designation(s) of the property more particularly described on attached Exhibit A, to "City-Owned Open Space," as depicted on the map attached as Exhibit B.

Section 3. Severability: If any section, paragraph, clause, word or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part deemed unenforceable shall not affect any of the remaining provisions.

Section 4. This ordinance shall take effect upon its passage after second reading.

Section 5. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 27th day of April, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 11th day of May, 2015.

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Mayor

ATTEST:

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City Clerk

APPROVED AS TO LEGAL FORM:

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City Attorney's Office

**EXHIBIT A**

LEGAL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF SECTION 11, TOWNSHIP 2 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, COUNTY OF JEFFERSON, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER QUARTER CORNER OF SAID SECTION 11, WHENCE THE SOUTH QUARTER CORNER OF SAID SECTION 11 BEARS SOUTH 01°46'15" WEST, A DISTANCE OF 2630.68 FEET WITH ALL BEARINGS HEREIN REFERENCED TO THIS LINE;

THENCE ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 11, NORTH 89°34'55" EAST, A DISTANCE OF 30.00 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE AND ALONG THE NORTH BOUNDARY OF LOWER CHURCH LAKE AS DESCRIBED IN PROPERTY LINE AGREEMENT RECORDED IN BOOK 773 AT PAGE 545 IN THE RECORDS OF THE JEFFERSON COUNTY CLERK AND RECORDER ALSO BEING THE SOUTHERLY BOUNDARY OF THE ANNEXATION BOUNDARY AS DESCRIBED IN COMMISSIONERS DEED RECORDED UNDER RECEPTION NO. 2005114458 IN SAID RECORDS, THE FOLLOWING ELEVEN (11) COURSES:

1. ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER, NORTH 89°34'55" EAST, A DISTANCE OF 1.20 FEET;
2. DEPARTING SAID NORTH LINE NORTH 36°35'19" EAST, A DISTANCE OF 81.20 FEET;
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4. NORTH 76°32'19" EAST, A DISTANCE OF 143.60 FEET;
5. NORTH 82°02'49" EAST, A DISTANCE OF 133.00 FEET;
6. NORTH 84°50'19" EAST, A DISTANCE OF 86.70 FEET;
7. NORTH 81°10'19" EAST, A DISTANCE OF 209.70 FEET;
8. SOUTH 81°07'41" EAST, A DISTANCE OF 127.50 FEET;
9. SOUTH 76°38'41" EAST, A DISTANCE OF 252.80 FEET;
10. SOUTH 49°22'41" EAST, A DISTANCE OF 100.50 FEET;

11. SOUTH 31°48'41" EAST, A DISTANCE OF 78.53 FEET TO THE NORTH LINE OF SAID SOUTHEAST QUARTER;

THENCE ALONG SAID NORTH LINE, NORTH 89°34'55" EAST, A DISTANCE OF 84.92 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE BOULDER - DENVER TURNPIKE;

THENCE ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE, SOUTH 29°44'02" EAST, A DISTANCE OF 287.99 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN SANTA FE RAILWAY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 2,148.38 FEET, THE RADIUS POINT OF SAID CURVE BEARS NORTH 72°30'44" WEST;

THENCE ALONG SAID NORTHWESTERLY RIGHT-OF-WAY LINE, THE FOLLOWING TWO (2) COURSES:

1. SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 23°06'08" AN ARC LENGTH OF 866.25 FEET;
2. TANGENT TO SAID CURVE, SOUTH 40°35'24" WEST, A DISTANCE OF 409.26 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 11 AND THE MOST EASTERLY CORNER OF THE ANNEXATION PARCEL DESCRIBED IN ORDINANCE NO. 3175 OF SERIES 2004 AND RECORDED UNDER RECEPTION NO. 2005047881 IN SAID RECORDS.

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THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE, NORTH 88°54'02" WEST, A DISTANCE OF 108.68 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID WESTERLY RIGHT-OF-WAY LINE, NORTH 43°46'50" WEST, A DISTANCE OF 62.38 FEET;



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THENCE ALONG SAID PARALLEL LINE, NORTH 00°25'40" EAST, A DISTANCE OF 748.53 FEET TO A LINE PARALLEL WITH AND 40.00 FEET SOUTHERLY FROM THE SOUTHERLY RIGHT-OF-WAY LINE OF WEST 108TH AVENUE;

THENCE ALONG SAID PARALLEL LINE, SOUTH 89°44'10" WEST, A DISTANCE OF 58.09 FEET TO THE EASTERLY BOUNDARY OF THAT PARCEL OF LAND DESCRIBED IN DEED RECORDED MAY 17, 1983 AT RECEPTION NO. 83044000 IN SAID RECORDS;

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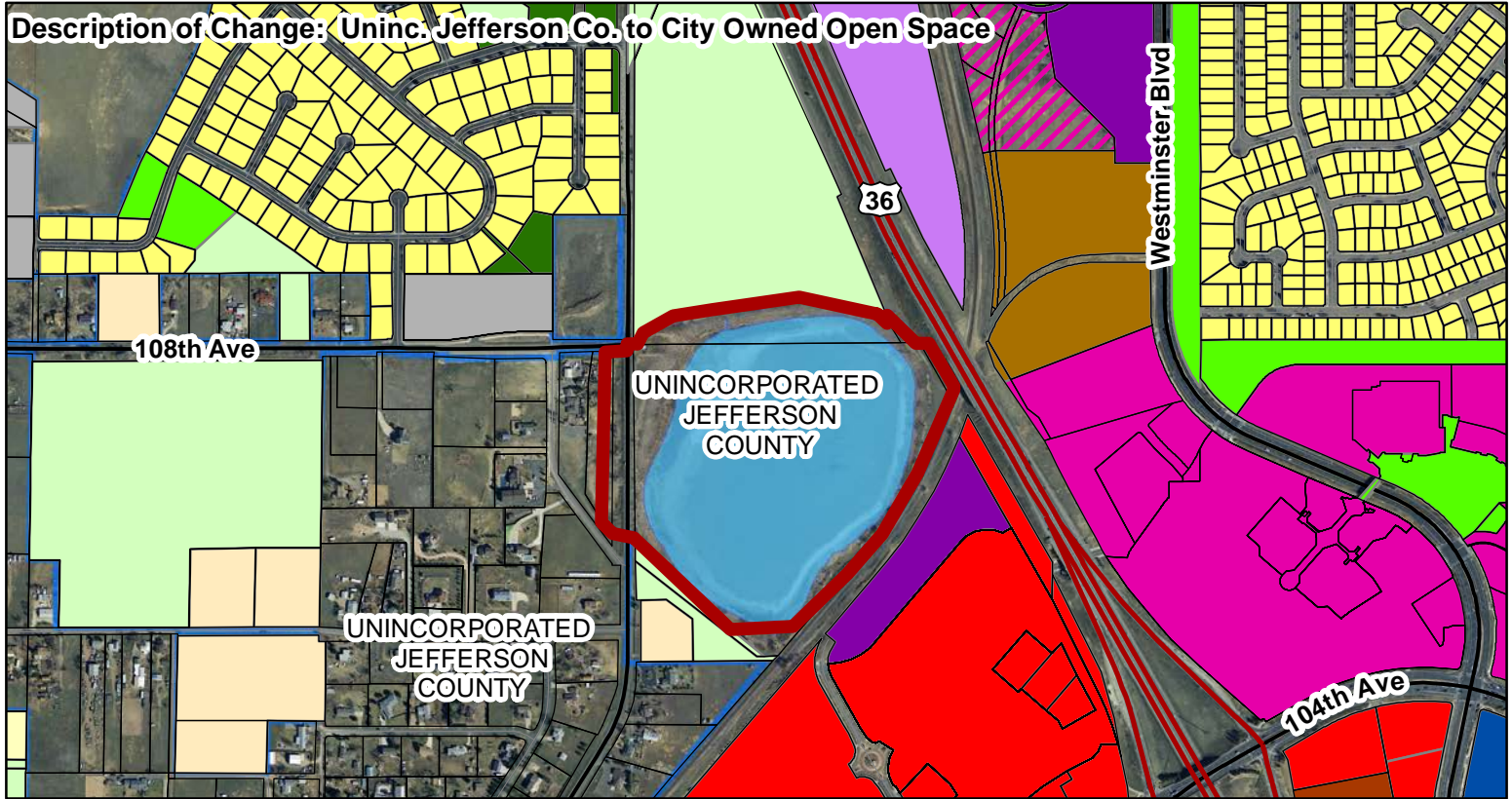
THENCE DEPARTING SAID EASTERLY BOUNDARY ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, NORTH 89°44'10" EAST, A DISTANCE OF 97.02 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

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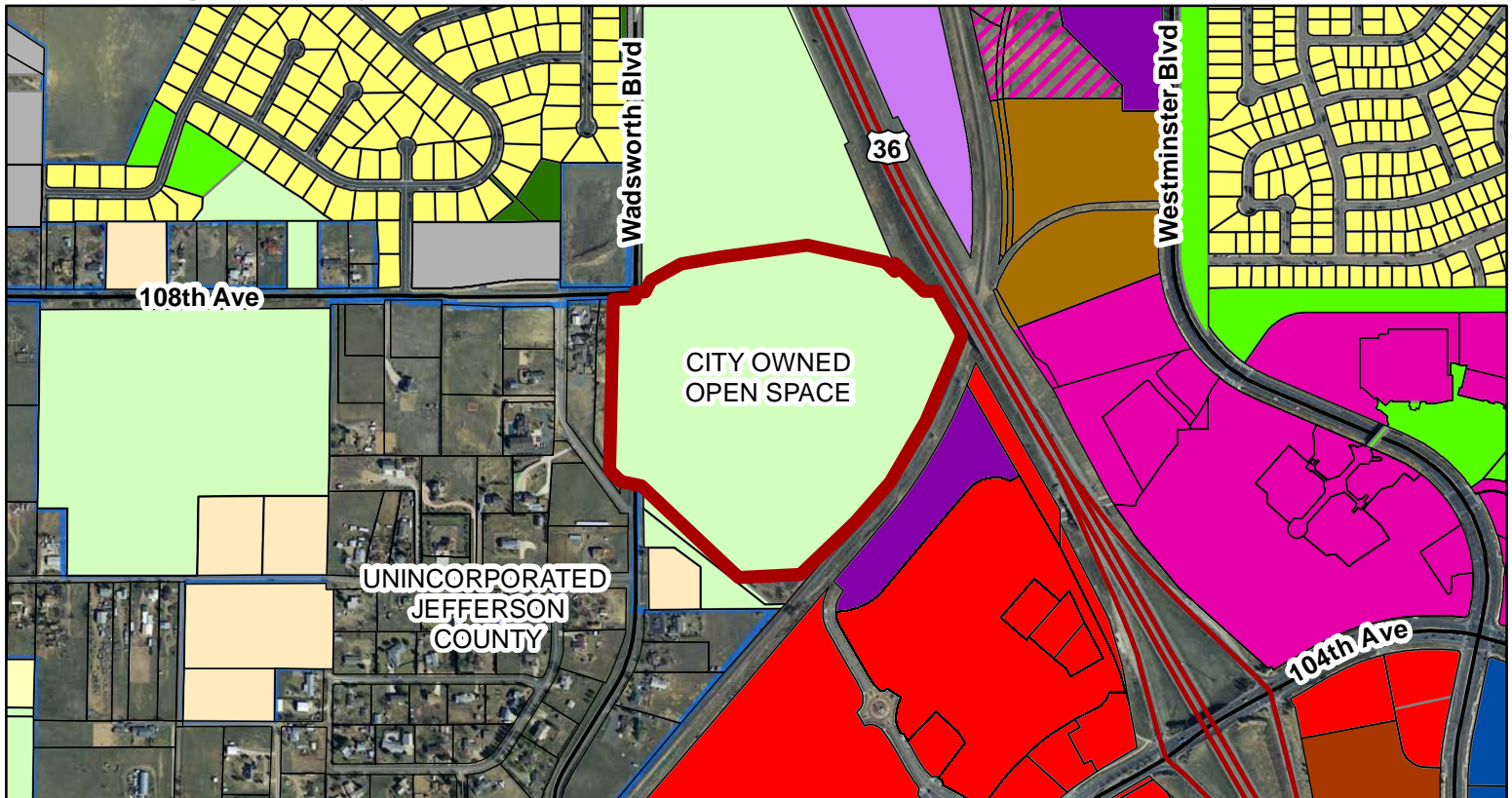
CONTAINING AN AREA OF 41.358 ACRES, (1,801,536 SQUARE FEET), MORE OR LESS.

Description of Change: Uninc. Jefferson Co. to City Owned Open Space



	R-1		R-36		Office		Private Park / Private Open Space
	R-2.5		TMUND		Office/RD Low		Golf Courses
	R-3.5		Mixed Use		Office/RD High		Public/Quasi Public
	R-5		Mixed Use Center		Flex/Light Industrial		Major Creek Corridor
	R-8		Retail Commercial		City Open Space		Public Parks
	R-18		Service Commercial				

New CP Designation = City Owned Open Space



BY AUTHORITY

ORDINANCE NO. **3777**

COUNCILLOR'S BILL NO. **21**

SERIES OF 2015

INTRODUCED BY COUNCILLORS

**Briggs - Seitz**

A BILL

FOR AN ORDINANCE AMENDING THE ZONING OF THE LOWER CHURCH LAKE PROPERTY, A 41.3 ACRE PARCEL GENERALLY LOCATED TO THE SOUTHEAST OF 108<sup>TH</sup> AVENUE AND WADSWORTH BOULEVARD, JEFFERSON COUNTY, COLORADO FROM JEFFERSON COUNTY A-1 AND A-2 TO CITY O-1.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council finds:

- a. That a rezoning of the property generally located southeast of 108<sup>TH</sup> Avenue and Wadsworth Boulevard, as described in attached Exhibit A, incorporated herein by reference, from the Jefferson County A-1 and A-2 zones to an O-1 zone is desirable because the current zoning is inconsistent with one or more of the goals or objectives of the City's Comprehensive Plan.
- b. That the notice requirements of Section 11-5-13, W.M.C., have been met.
- c. That such rezoning has been referred to the Planning Commission, which body held a public hearing thereon on March 24, 2015 and has recommended approval of the requested amendment.
- d. That Council has completed a public hearing on the requested zoning pursuant to the provisions of Chapter 5 of Title XI of the Westminster Municipal Code and has considered the criteria in Section 11-5-3, W.M.C.
- e. That based on the evidence produced at the public hearing, a rezoning to the proposed O-1 zoning complies with all requirements of Westminster Municipal Code, including, but not limited to, the provisions of Section 11-4-3, W.M.C., requiring compliance with the Comprehensive Plan, and the criteria of Section 11-5-3, W.M.C.

Section 2. The Zoning District Map of the City is hereby amended by reclassification of the property, described in Exhibit A, attached hereto and incorporated herein by reference, from the Jefferson County A-1 and A-2 zoning districts to the O-1 zoning district, as depicted on Exhibit B, attached hereto.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED  
PUBLISHED this 27th day of April, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED  
this 11th day of May, 2015.

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Mayor

ATTEST:

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City Clerk

APPROVED AS TO LEGAL FORM:

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City Attorney's Office

**EXHIBIT A**

LEGAL DESCRIPTION

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BEGINNING AT THE CENTER QUARTER CORNER OF SAID SECTION 11, WHENCE THE SOUTH QUARTER CORNER OF SAID SECTION 11 BEARS SOUTH 01°46'15" WEST, A DISTANCE OF 2630.68 FEET WITH ALL BEARINGS HEREIN REFERENCED TO THIS LINE;

THENCE ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 11, NORTH 89°34'55" EAST, A DISTANCE OF 30.00 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE AND ALONG THE NORTH BOUNDARY OF LOWER CHURCH LAKE AS DESCRIBED IN PROPERTY LINE AGREEMENT RECORDED IN BOOK 773 AT PAGE 545 IN THE RECORDS OF THE JEFFERSON COUNTY CLERK AND RECORDER ALSO BEING THE SOUTHERLY BOUNDARY OF THE ANNEXATION BOUNDARY AS DESCRIBED IN COMMISSIONERS DEED RECORDED UNDER RECEPTION NO. 2005114458 IN SAID RECORDS, THE FOLLOWING ELEVEN (11) COURSES:

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THENCE ALONG SAID NORTH LINE, NORTH 89°34'55" EAST, A DISTANCE OF 84.92 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE BOULDER - DENVER TURNPIKE;

THENCE ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE, SOUTH 29°44'02" EAST, A DISTANCE OF 287.99 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN SANTA FE RAILWAY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 2,148.38 FEET, THE RADIUS POINT OF SAID CURVE BEARS NORTH 72°30'44" WEST;

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2. NORTH 49°13'03" WEST, A DISTANCE OF 122.15 FEET;
3. NORTH 44°16'20" WEST, 504.03 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE, NORTH 88°54'02" WEST, A DISTANCE OF 108.68 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID WESTERLY RIGHT-OF-WAY LINE, NORTH 43°46'50" WEST, A DISTANCE OF 62.38 FEET;

THENCE NORTH 31°20'50" WEST, A DISTANCE OF 0.96 FEET TO A LINE PARALLEL WITH AND 44.00 FEET WESTERLY FROM SAID WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE ALONG SAID PARALLEL LINE, NORTH 00°25'40" EAST, A DISTANCE OF 748.53 FEET TO A LINE PARALLEL WITH AND 40.00 FEET SOUTHERLY FROM THE SOUTHERLY RIGHT-OF-WAY LINE OF WEST 108TH AVENUE;

THENCE ALONG SAID PARALLEL LINE, SOUTH 89°44'10" WEST, A DISTANCE OF 58.09 FEET TO THE EASTERLY BOUNDARY OF THAT PARCEL OF LAND DESCRIBED IN DEED RECORDED MAY 17, 1983 AT RECEPTION NO. 83044000 IN SAID RECORDS;

THENCE ALONG SAID EASTERLY BOUNDARY OF SAID PARCEL, NORTH 07°39'10" EAST, A DISTANCE OF 40.38 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF WEST 108TH AVENUE;

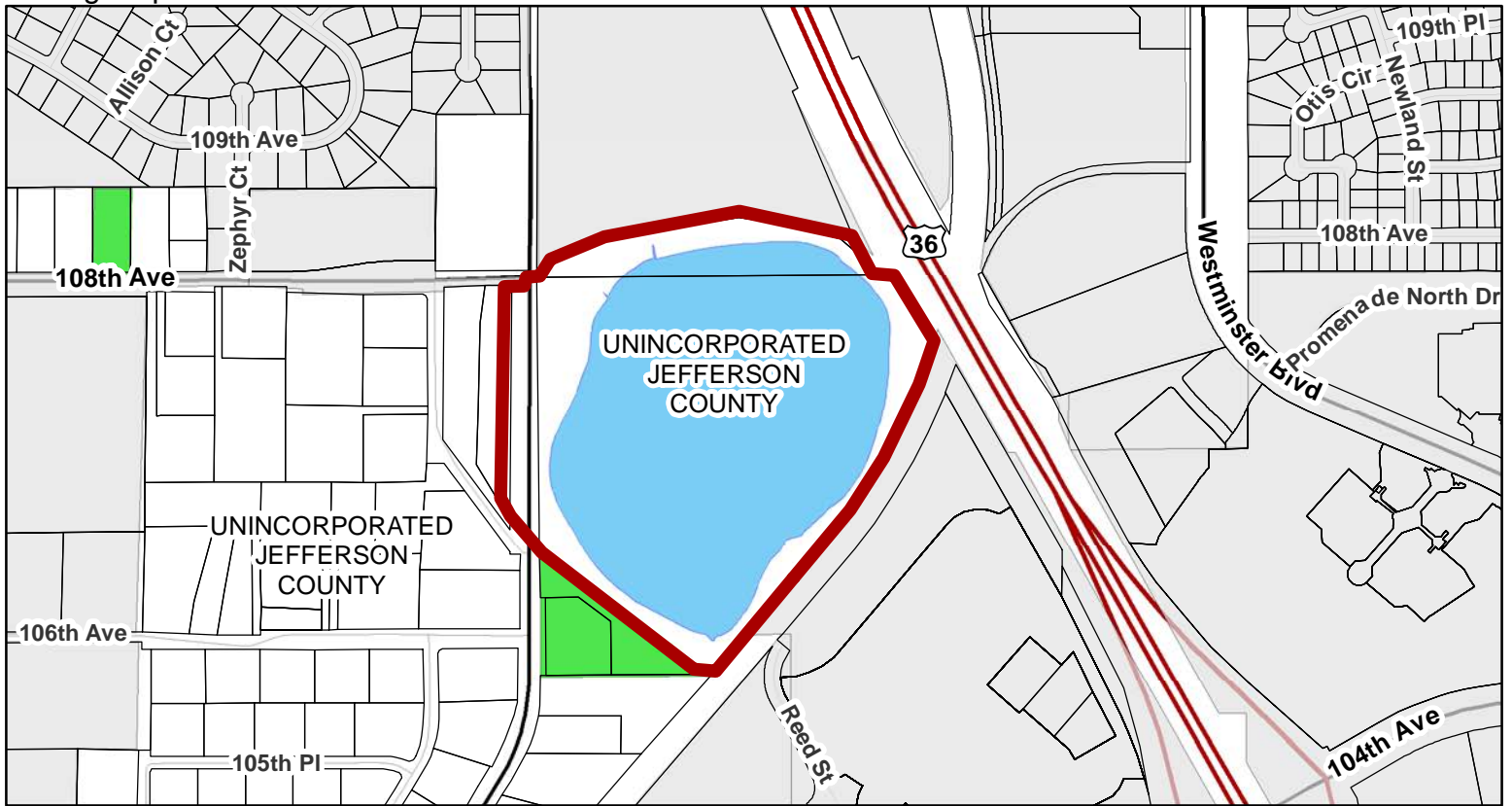
THENCE DEPARTING SAID EASTERLY BOUNDARY ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, NORTH 89°44'10" EAST, A DISTANCE OF 97.02 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF WADSWORTH BOULEVARD;

THENCE DEPARTING SAID SOUTHERLY RIGHT-OF-WAY LINE ALONG SAID WESTERLY RIGHT-OF-WAY LINE, NORTH 00°25'40" EAST, A DISTANCE OF 30.00 FEET TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 11;

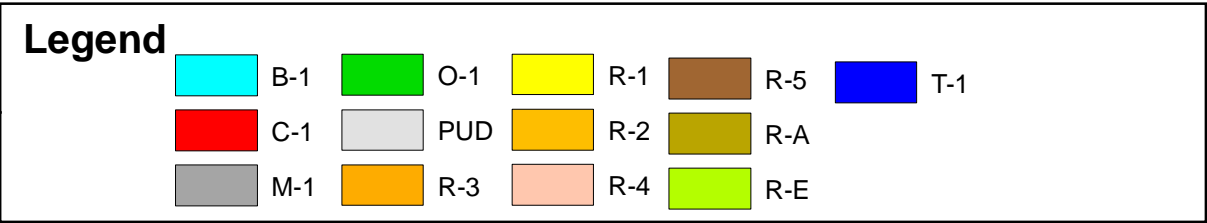
THENCE ALONG SAID NORTH LINE, NORTH 89°44'10" EAST, A DISTANCE OF 61.66 FEET TO THE POINT OF BEGINNING.

CONTAINING AN AREA OF 41.358 ACRES, (1,801,536 SQUARE FEET), MORE OR LESS.

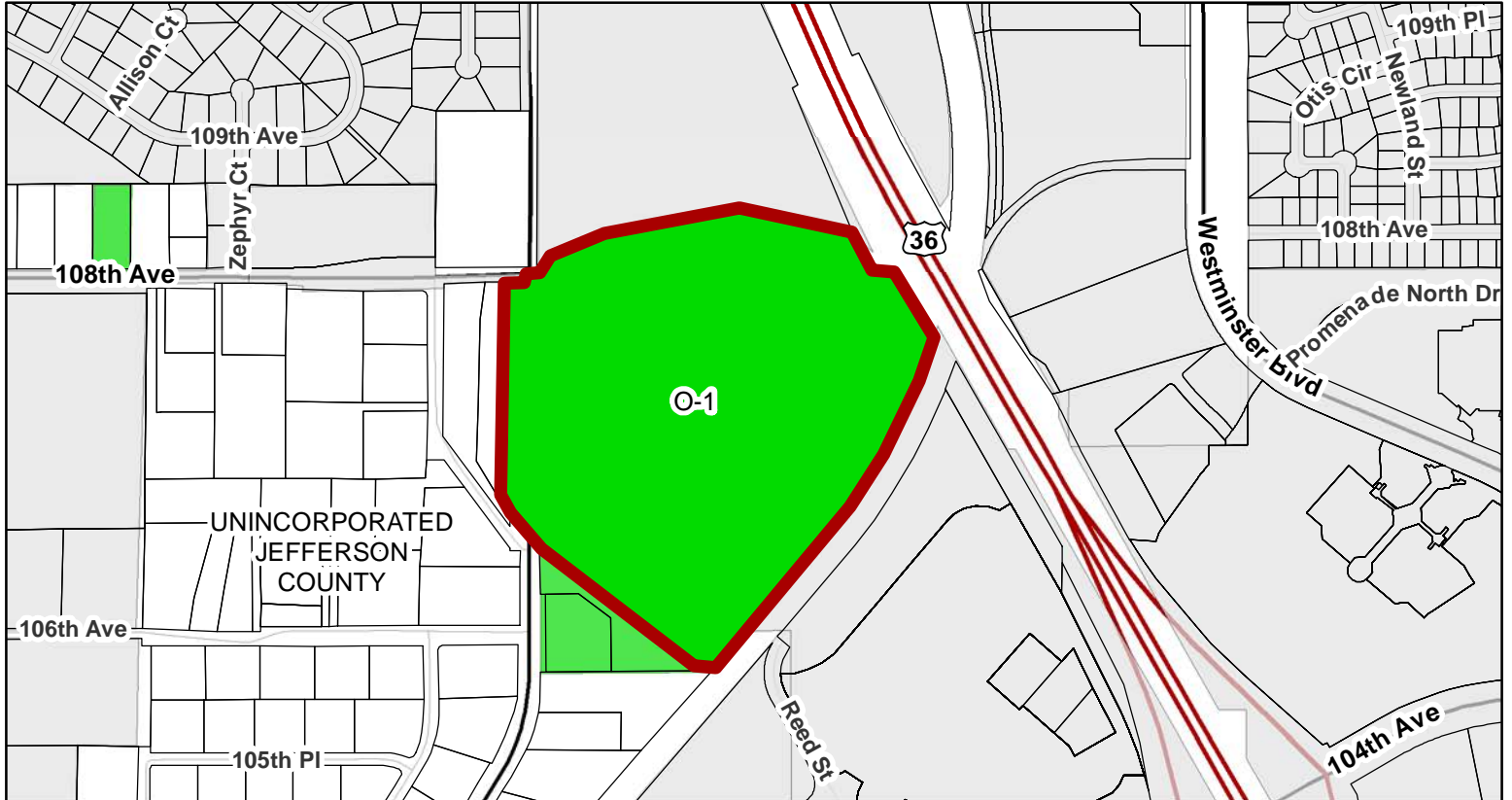




Description of Change: Uninc. Jefferson County to O-1



New Zoning Designation = O-1







Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Public Hearing and Action on the 13<sup>th</sup> Amended Preliminary Development Plan for the Northpoint Center and Rezoning for Mercedes Benz Expansion

**Prepared By:** Michele McLoughlin, Senior Planner

**Recommended City Council Action**

1. Hold a public hearing.
2. Pass Councilor’s Bill No. 22 on first reading, approving the rezoning for the Mercedes Benz expansion property from City of Westminster Open District to City of Westminster Planned Unit Development.
3. Approve the 13<sup>th</sup> Amended Preliminary Development Plan for Northpoint Center to include the Mercedes Benz Expansion property into the Northpoint Planned Unit Development. This recommendation is based on a finding that the criteria set forth in Sections 11-5-9(A)(2)(b) and 11-5-14 of the Westminster Municipal Code have been met.

**Summary Statement**

- Westminster Municipal Code Section 11-5-9(A)(2)(b) allows the City to initiate a Preliminary Development Plan (PDP) amendment and this proposed PDP amendment is in conformance with those requirements.
- This PDP amendment is a City-initiated action with the larger purpose of facilitating the expansion of the Mercedes Benz dealership onto a parcel of land directly south of the current facility.
- The City is acting on behalf of all of the property owners because at the time of application, Section 11-5-9(A)(2)(a), W.M.C., required “All owners of the property covered by the Preliminary Development Plan” to initiate an amendment to the PDP. It has been difficult for the owners of the Mercedes Benz dealership to coordinate with all of the property owners to initiate a PDP amendment to add the property directly south of Mercedes Benz. Because of the large number of property owners and the difficulty of obtaining all signatures, City staff has agreed to process the PDP amendment and prevent a lengthy signature gathering process. Recently, a new ordinance has been adopted that allows an individual property owner to process a PDP amendment without gathering all of the signatures of the other property owners within the PDP area.
- The Mercedes Benz expansion property contains approximately 3.945 acres and is located on the west side of Westminster Boulevard and directly south of the existing Mercedes Benz dealership.
- A service center with additional parking and vehicle storage is intended for the site once the Official Development Plan (ODP) is approved.
- The rezoning from Open (O-1) to Planned Unit Development (PUD) and the amended PDP will bring the Mercedes Benz expansion parcel into conformance with the Comprehensive Plan designation (Service Commercial), which was part of the 2013 Comprehensive Plan update, and include the parcel as part of the Northpoint Planned Unit Development (PUD).

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

### **Planning Commission Recommendation**

On April 21, 2015 the Planning Commission voted unanimously (7-0) to recommend approval of the Rezoning and Preliminary Development Plan for the Mercedes Benz expansion property.

### **Policy Issue**

Should the City rezone the Mercedes Benz Expansion parcel from Open (O-1) to Planned Unit Development (PUD) in order to add it to the existing Mercedes Benz property?

### **Alternative**

Deny the rezoning of the Mercedes Benz Expansion from O-1 to PUD. This is not recommended as the 2013 Comprehensive Plan update changed this parcel from District Center to Service Commercial in anticipation of an expansion for the Mercedes Benz site.

### **Background Information**

#### Nature of Request

In anticipation of the Mercedes Benz dealership needing to expand its facility, the 2013 Comprehensive Plan update changed this parcel from District Center to Service Commercial. Mercedes Benz is proposing to expand onto this site with a service center, car wash, and additional parking and vehicle storage.

#### Location

The site is located between US36 and Westminster Boulevard, and directly south of the existing Mercedes Benz dealership. (Please see attached vicinity map).

#### Public Notification

Westminster Municipal Code Section 11-5-13 requires the following three public notification procedures:

- **Published Notice:** Notice of public hearings scheduled before Planning Commission shall be published and posted at least 10 days prior to such hearing and at least four days prior to City Council public hearings. Notice was published in the Westminster Window on April 30, 2015.
- **Property Posting:** The City Code requires that a notice of public hearings be posted on the property with one sign in a location reasonably visible to vehicular and pedestrian traffic passing adjacent to the site. One sign was posted on the property on April 30, 2015.
- **Written Notice:** The City Code requires that the applicant shall mail individual notices by first-class mail to property owners and homeowners' associations registered with the City within 300 feet of the subject property at least 10 days prior to the date of the public hearing. The applicant has provided the Planning Manager with a certification that the required notices were mailed on April 30, 2015.

#### Applicant/Property Owner

TT of Westminster, Inc.  
505 South Flagler Drive, Suite 700  
West Palm Beach, Florida 33401

#### Surrounding Land Use and Comprehensive Land Use Plan Designation

<b>Development Name</b>	<b>Zoning</b>	<b>Comp Plan Designation</b>	<b>Use</b>
North: Mercedes Benz of Westminster	PUD	Service Commercial	Automobile Dealership
West: Semper Gardens	O-1	City Open Space	Open Space
East: Semper Gardens	O-1	Major Creek Corridor	Vacant
South: Semper Gardens	O-1	City Open Space	Open Space

Project Information

The following information provides an explanation of compliance with the City's land development regulations and the criteria contained in Sections 11-5-9(A)(2)(b) and 11-5-14 of the Westminster Municipal Code (attached).

1. The Planned Unit Development (PUD) zoning and the proposed land uses therein are in conformance with the City's Comprehensive Plan and all City Codes, ordinances and policies. *Staff Comment: The proposed Preliminary Development Plan (PDP) amendment modifies the boundary to facilitate the addition and development of an expansion for Mercedes Benz. No other modifications to the current PDP are proposed which would change its compliance with Sections 11-5-9(A)(2)(b) and 11-5-14.*
2. The Planned Unit Development (PUD) exhibits the application of sound, creative, innovative, and efficient planning principles. *Staff Comment: Staff believes that the PUD exhibits the application of sound, creative, innovative, and efficient planning principles with the rezoning and addition of the Mercedes Benz expansion area into the Northpoint Center PDP boundary, and bringing it into compliance with the Comprehensive Plan designation of Service Commercial. The PDP proposes adequate setbacks and buffering to adjacent properties.*
3. Any exceptions from standard Code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Preliminary Development Plan. *Staff Comment: No exceptions from the standard City Code requirements are proposed with this PDP amendment.*
4. The PUD is compatible and harmonious with existing public and private development in the surrounding area. *Staff Comment: The proposed boundary change has no effect on the compatibility or harmony with existing public and private development in the surrounding area. The boundary change will however, facilitate the development of an expansion for Mercedes Benz on a parcel of land that has already been designated for Service Commercial in the Comprehensive Plan.*
5. The PUD provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development. *Staff Comment: The provisions within the existing PUD that provide for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development (landscape, setbacks, buffering, and fencing) are not proposed to be modified.*
6. The PUD has no significant adverse impacts upon existing or future land uses nor upon the future development of the immediate area. *Staff Comment: The PUD is proposed to be amended to add a parcel of land which will only expand an existing use, but cause no adverse impacts.*
7. Streets, driveways, access points, and turning movements are designed in a manner that promotes safe, convenient, and free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and pedestrian traffic. *Staff Comment: The proposed boundary modification to the PDP will provide more control than the existing access and traffic conditions. Trucks delivering vehicles currently unload off of Westminster Boulevard, but with this proposal they will use the new service center access and will unload on site. The ODP, which is currently being processed, proposes an additional access onto Westminster Boulevard for the service center.*
8. The City may require rights-of-way adjacent to existing or proposed arterial or collector streets, any easements for public utilities and any other public lands to be dedicated to the City as a condition to approving the PDP. Nothing herein shall preclude further public land dedications as a condition to ODP or plat approvals by the City. *Staff Comment: The proposed boundary modification to the PDP will not require any additional street width or additional easements, or additional public land.*
9. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with overall master plans. *Staff Comment: The proposed boundary modification to the PDP will not affect any of the existing utility systems and storm drainage facilities.*
10. Performance standards are included that insure reasonable expectations of future Official Development Plans (ODP) being able to meet the Standards for Approval of an Official Development Plan contained in Section 11-5-15. *Staff Comment: No changes to the performance standards are proposed with the PDP boundary modification. The existing standards insure reasonable*

*expectations of future ODPs being able to meet the Standards for Approval of an Official Development Plan contained in Section 11-5-15.*

11. The applicant is not in default or does not have any outstanding obligations to the City. *Staff Comment: The applicant is the City, but the City is not aware of any of the landowners being now in default, nor having any outstanding obligations to the City.*

Site Plan Information

An Official Development Plan for this site is currently being processed which will include a service building with car wash, parking, and associated landscaping. The Official Development Plan (ODP), which is eligible for administrative approval once the rezoning and Preliminary Development Plan are in place.

Service Commitment Category

Service Commitments for this proposed “expansion” would be available from Category C of the Growth Management Program for “Non-residential Developments.”

Referral Agency Responses

A copy of the proposed plans was sent to the following agencies: Xcel Energy, Comcast, Century Link, RTD, and CDOT. Staff received responses from Xcel Energy, CDOT, RTD, and Comcast. No concerns were expressed by these agencies.

Neighborhood Meeting and Public Comments

A Neighborhood Notification was mailed by first class mail on December 30, 2014 to all property owners within the Northpoint PUD and within 300 feet of the subject parcel. No responses/concerns were received.

Strategic Plan

This request meets the City Council’s Strategic Plan goal of a *Dynamic, Diverse Economy*. The expanded Mercedes Benz facility will attract both additional jobs and clients to Westminster.

Respectfully submitted,

Donald M. Tripp  
City Manager

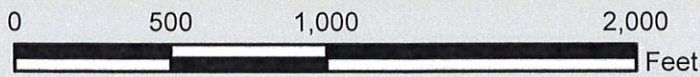
Attachments

- ATTACHMENT A - Vicinity Map
- Rezoning Ordinance (Exhibit A and Exhibit B)





Vicinity Map:  
 Mercedes Benz Expansion  
 Northpoint Center PUD





BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **22**

SERIES OF 2015

INTRODUCED BY COUNCILLORS

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A BILL

FOR AN ORDINANCE AMENDING THE ZONING OF THE  
MERCEDES BENZ EXPANSION PROPERTY, A 3.945 ACRE  
PARCEL GENERALLY LOCATED IN THE NW ¼ OF SEC.13, T2S,  
R69W OF THE 6<sup>TH</sup> P.M., JEFFERSON COUNTY, COLORADO  
FROM O-1 (Open) TO PUD (Planned Unit Development)

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council finds:

a. That an application for the rezoning of the property generally located south of 104<sup>th</sup> Avenue, east of U.S. 36, north of Big Dry Creek, and west of Westminster Boulevard, as described in attached Exhibit A, from the City of Westminster O-1 (Open) zone to the PUD zone has been submitted to the City for its approval pursuant to Section 11-5-2, W.M.C.

b. That the notice requirements of Section 11-5-1, W.M.C., have been met.

c. That such application has been referred to the Planning Commission, which body held a public hearing thereon on April 14, 2015 and has recommended approval of the requested amendment.

d. That Council has completed a public hearing on the requested zoning pursuant to the provisions of Chapter 5 of Title XI of the Westminster Municipal Code and has considered the criteria in Section 11-5-14, W.M.C.

e. That based on the evidence produced at the public hearing, a rezoning to the proposed PUD zoning district complies with all requirements of City Code, including, but not limited to, the provisions of Section 11-5-14, W.M.C., regarding standards for approval of planned unit development zoning and Section 11-4-3, W.M.C., requiring compliance with the Comprehensive Plan.

Section 2. The Zoning District Map of the City is hereby amended by reclassification of the property, described in Exhibit A, attached hereto, and incorporated herein as reference, from the O-1 (Open) zoning district to the PUD zoning district, as depicted on the map marked Exhibit B, attached hereto.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED  
PUBLISHED this 11th day of May, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED  
this 8th day of June, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
City Attorney's Office

**EXHIBIT A  
MERCEDES BENZ EXPANSION  
REZONING  
LEGAL DESCRIPTION**

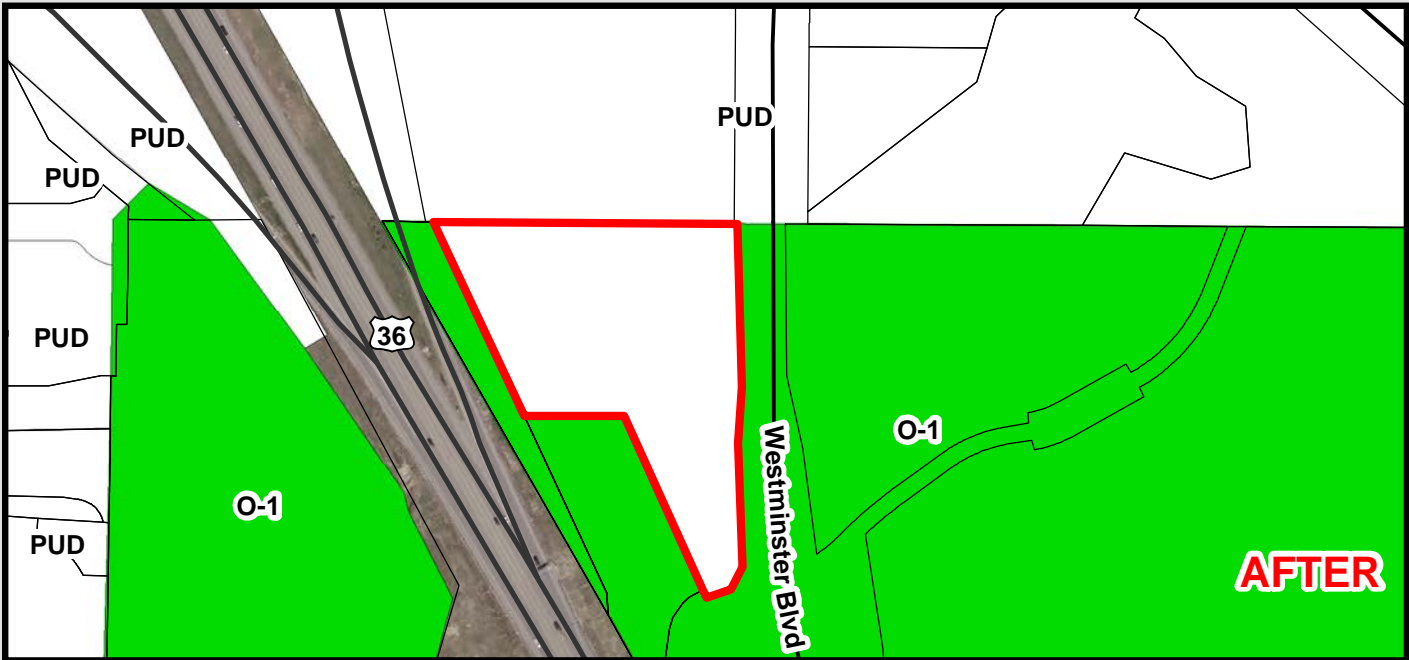
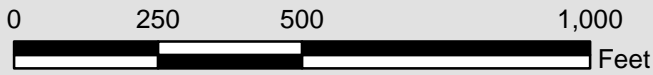
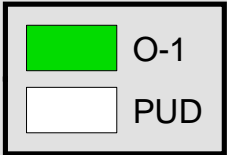
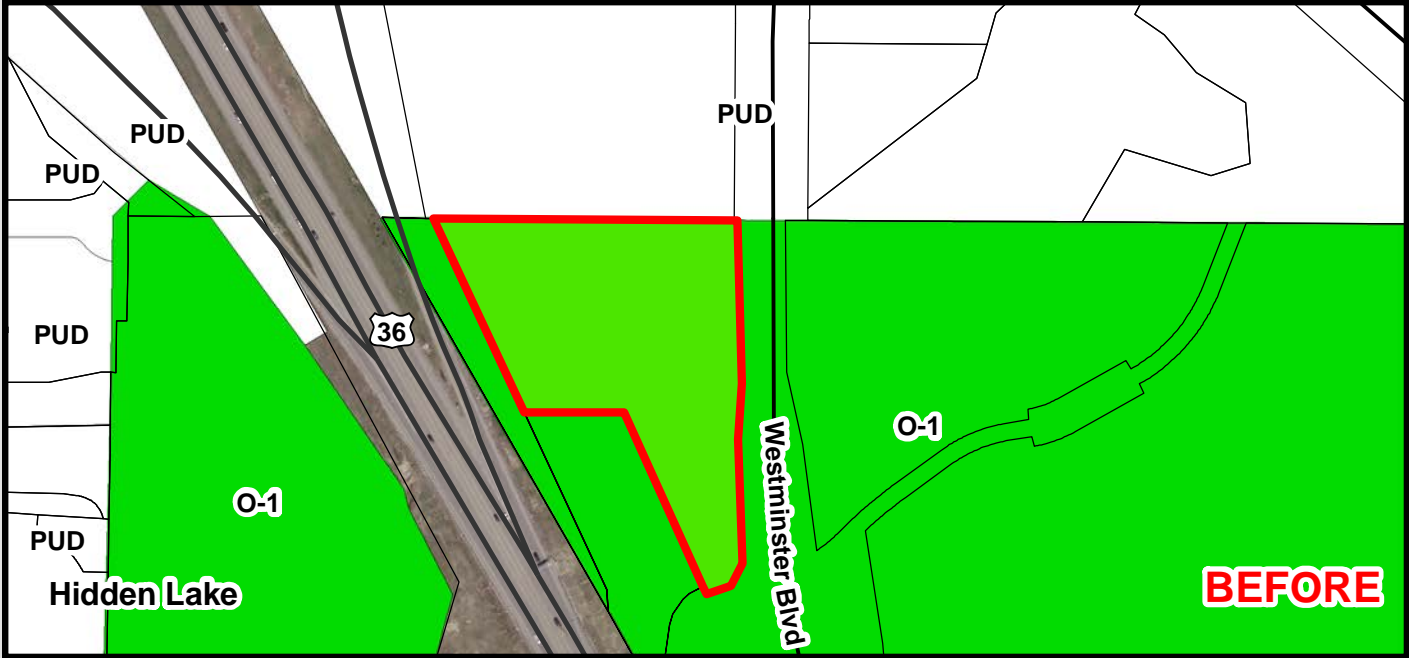
A PARCEL OF LAND, LOCATED IN THE NW1/4 OF SECTION 13, T2S, R69W OF THE 6TH P.M., CITY OF WESTMINSTER, COUNTY OF JEFFERSON, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 13; THENCE S 89°38'45" E, ALONG THE NORTH LINE OF SAID SECTION 13, A DISTANCE OF 584.06 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUING S 89°38'45" E, ALONG SAID NORTH LINE, A DISTANCE OF 499.52 FEET; THENCE S 00°12'44" E, A DISTANCE OF 108.54 FEET; THENCE ALONG THE ARC OF A TANGENT CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 03°07'41", A RADIUS OF 3502.06 FEET, FOR AN ARC DISTANCE OF 191.20 FEET; THENCE S 03°15'08" W, A DISTANCE OF 91.35 FEET; THENCE S 02°28'43" E, A DISTANCE OF 206.67 FEET; THENCE S 26°54'14" W, A DISTANCE OF 43.45 FEET; THENCE S 70°48'32" W, A DISTANCE OF 46.14 FEET; THENCE N 19°11'29" W, A DISTANCE OF 367.70 FEET; THENCE N 89°38'45" W, A DISTANCE OF 194.00 FEET; THENCE N 21°34'51" W, A DISTANCE OF 274.31 FEET; THENCE N 31°04'51" W, A DISTANCE OF 59.27 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 171,853 SQUARE FEET, OR 3.945 ACRES, MORE OR LESS.





## Zoning Map Change: Mercedes Benz Expansion

**EXHIBIT A**  
**MERCEDES BENZ EXPANSION**  
**REZONING**  
**LEGAL DESCRIPTION**

A PARCEL OF LAND, LOCATED IN THE NW1/4 OF SECTION 13, T2S, R69W OF THE 6TH P.M., CITY OF WESTMINSTER, COUNTY OF JEFFERSON, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 13; THENCE S 89°38'45" E, ALONG THE NORTH LINE OF SAID SECTION 13, A DISTANCE OF 584.06 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUING S 89°38'45" E, ALONG SAID NORTH LINE, A DISTANCE OF 499.52 FEET; THENCE S 00°12'44" E, A DISTANCE OF 108.54 FEET; THENCE ALONG THE ARC OF A TANGENT CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 03°07'41", A RADIUS OF 3502.06 FEET, FOR AN ARC DISTANCE OF 191.20 FEET; THENCE S 03°15'08" W, A DISTANCE OF 91.35 FEET; THENCE S 02°28'43" E, A DISTANCE OF 206.67 FEET; THENCE S 26°54'14" W, A DISTANCE OF 43.45 FEET; THENCE S 70°48'32" W, A DISTANCE OF 46.14 FEET; THENCE N 19°11'29" W, A DISTANCE OF 367.70 FEET; THENCE N 89°38'45" W, A DISTANCE OF 194.00 FEET; THENCE N 21°34'51" W, A DISTANCE OF 274.31 FEET; THENCE N 31°04'51" W, A DISTANCE OF 59.27 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 171,853 SQUARE FEET, OR 3.945 ACRES, MORE OR LESS.



## Agenda Item 10 D-E

### Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Councillor's Bill No. 23 re Early Supplemental Appropriation of 2014 Parks, Open Space and Trails (POST) Fund Carryover and Authorize the Purchase of 6950 Lowell Boulevard for the future Little Dry Creek Park and Open Space

**Prepared By:** Heather Cronenberg, Open Space Coordinator

### Recommended City Council Action

1. Pass Councillor's Bill No. 23 on first reading appropriating \$254,900 of 2014 Parks, Open Space & Trails Fund Carryover to the POST Land Purchases Account.
2. Contingent upon approval of Councillor's Bill No. 23 on second reading, authorize the purchase of 6950 Lowell Boulevard for \$249,900 for the future Little Dry Creek Park, plus closing costs not to exceed \$5,000, and authorize the City Manager to execute all documents required to close on the purchase of these properties.

### Summary Statement

- The properties at 6930, 6940, 6950, and 6960 Lowell Boulevard are located on the east side of Lowell Boulevard adjacent to the future Little Dry Creek Park and Open Space. Acquiring these properties will allow the City to construct the main access drive into the Little Dry Creek Park and Open Space, Creekside Drive, along with the formal entrance to the park.
- Council previously approved the acquisition of 6930, 6940, and 6960 Lowell Boulevard, but at the time, there was no movement in the negotiations to purchase the 6950 property. Recently, the 6950 property went on the market and under contract to another buyer. That buyer terminated the contract, allowing staff to negotiate directly with the Seller.
- The City's recent appraisal of 6950 Lowell Boulevard valued the property at \$230,000. The property was under contract to another buyer for \$249,900. Staff recommends matching the previous contract amount of \$249,900.
- After reviewing the revenues and expenses associated with the POST fund in 2014, staff feels confident that the amount requested for early carryover is available to purchase this property. The City plans to acquire this parcel by the end of June, 2015.
- City Council action is needed to appropriate the early supplemental request.

**Expenditure Required:** \$254,900 (Early POST Carryover Appropriation)

**Source of Funds:** 2014 POST Carryover Funds and Adams County

### **Policy Issues**

Should the 2014 early POST carryover be appropriated to the Parks, Open Space and Trails Fund land purchase account to help pay for the acquisition of 6950 Lowell Boulevard? Does Council support the purchase of this property at this time?

### **Alternatives**

City Council could choose not to authorize the acquisition or use of funds at this time. Council could direct staff to wait to purchase the property until after the next Adams County grant cycle. Staff does not recommend these options because acquisition of this property is a high priority for the future Little Dry Creek Park/Open Space. Staff recommends moving forward with the purchase at this time due to market pressures and interest from other parties in acquiring the property.

### **Background Information**

The four properties located at 6930, 6940, 6950, and 6960 Lowell are located on the east side of Lowell Boulevard, south of the railroad tracks, and on the western edge of the future Little Dry Creek Park and Open Space area in-between Lowell and Federal Boulevards. The City currently owns all of the property necessary for the park except for the area around these houses. The final design of the park/open space includes the construction of Creekside Drive in the location of the two southern most homes (6930 and 6940) and a playground where the two northern homes (6950 and 6960) currently sit. Acquiring all of the homes would open up the view of the future park/open space site from Lowell Boulevard and would allow for the construction of a sidewalk in this area.

The City originally submitted a grant to Adams County in the Fall, 2014 grant cycle to assist with acquiring all four properties. Due to requests larger than the amount available for funding, the Adams County Open Space Advisory Board asked applicants to lower their requests. Because there was no movement in the negotiations to purchase 6950 Lowell Boulevard at that time, staff dropped that acquisition out of the grant request. Staff hoped to begin negotiations and come back to Adams County with another grant request in the future to assist with the purchase of 6950 Lowell Boulevard. Due to the timing of the negotiations and the fact that the property was under contract to another buyer, staff recommends moving forward with this purchase without seeking a grant from Adams County prior to the purchase. Staff will evaluate whether requesting reimbursement for this purchase in the Fall 2015 is appropriate.

The City purchased 6930 and 6940 on April 30, 2015, and hopes to purchase 6960 by May 14, 2015. The City would like to acquire 6950 Lowell by the end of June, 2015. The 6950 property is currently on the market and listed for \$259,900. The previous contract for the property was for \$249,900. The City commissioned an appraisal that values the property at \$230,000. Staff recommends matching the previous contract price of \$249,900. Due to the need to move forward quickly to purchase this property, staff is requesting an early carryover appropriation. After reviewing the revenues and expenses associated with the POST fund in 2014, staff feels confident that the amount requested for early carryover is available to purchase this property. In order to pay for the acquisition, it is necessary to approve the attached Councillor's Bill to authorize the appropriation of 2014 Parks Open Space & Trails Fund Carryover.

These appropriations will amend the Parks, Open Space and Trails Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	5400.40020.0000	\$490,568	<u>\$254,900</u>	\$745,468
Total Change to Revenues			<u>\$254,900</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Land Purchases	54050550.76600.0000	\$673,000	<u>\$254,900</u>	\$927,900
Total Change to Expenses			<u>\$254,900</u>	

This acquisition supports the City’s Strategic Plan Goal of “Beautiful, Desirable, Environmentally Responsible City” by providing the City with increased open space and trails.

Respectfully submitted,

Donald M. Tripp  
City Manager

Attachments

- Councillor’s Bill
- Vicinity Map

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **23**

SERIES OF 2015

INTRODUCED BY COUNCILLORS

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**A BILL  
FOR AN ORDINANCE AMENDING THE 2015 BUDGET OF THE PARKS, OPEN SPACE AND  
TRAILS FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE  
2015 ESTIMATED REVENUES IN THE FUNDS**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2015 appropriation for the Parks, Open Space and Trails Fund initially appropriated by Ordinance No. 3737 is hereby increased by \$254,900. This appropriation is due an early appropriation of 2014 POST Carryover Funds to acquire the property at 6950 Lowell Boulevard along Little Dry Creek Park.

Section 2. The \$254,900 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item #10 D-E, dated May 11, 2015 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

Parks, Open Space and Trails Fund	<u>\$254,900</u>
Total	<u>\$254,900</u>

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 11th day of May, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 8th day of June, 2015.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



72nd Ave

**City of Westminster**  
6950 Lowell Boulevard  
Park & Open Space  
Acquisition







## Agenda Item 10 F

### Agenda Memorandum

City Council Meeting  
May 11, 2015



**SUBJECT:** Resolution No. 19 re Foothills Animal Shelter Reserve Accounts and Dog Licensing Fees

**Prepared By:** Aric Otzelberger, Assistant to the City Manager  
Kim Barron, Neighborhood and Support Services Commander

### Recommended City Council Action

Adopt Resolution No. 19 supporting the proposed dog licensing fee change to a flat rate of \$20 per dog and the proposed reduction in the required Foothills Animal Shelter capital reserve account to \$350,000.

### Summary Statement

- On November 25, 1996, City Council authorized the City Manager to enter into an Intergovernmental Agreement (IGA) for the provision of all animal sheltering functions for the City of Westminster to be located at Table Mountain Animal Center (TMAC). Westminster is party to this agreement with Jefferson County, Lakewood, Wheat Ridge, Arvada, Edgewater and Golden. The Agreement covers Westminster residents who live in Adams County as well as Jefferson County. In August 2010, TMAC changed its name to Foothills Animal Shelter (FAS) in conjunction with the move to the new facility located at 580 McIntyre Street in Golden.
- Currently, dog license fees are used to pay for operations costs for FAS. Since 2013, operating expenses for the shelter have exceeded projections and revenue. Funds in operating and capital reserve accounts for FAS will be depleted in 2015.
- Dog licensing compliance rates have averaged approximately 20% countywide since the program's inception. Despite recent concentrated marketing efforts towards promoting licensing, compliance rates have remained relatively flat. At the same time, operating costs of the shelter have risen, which has resulted in current and projected financial shortfalls.
- The FAS Board of Directors has determined the current financial position of FAS is not sustainable. The immediate goal is to cut expenses and increase revenue where possible. In order to position FAS for long-term financial stability, the Board recommends increasing licensing fees and amending the IGA to reduce the capital reserve account.

**Expenditure Required:** \$0

**Source of Funds:** N/A



**Policy Issue**

Should City Council support the proposed dog license fee change and reduced operations reserve requirement to facilitate a financially sustainable model for Foothills Animal Shelter and meet current budget gaps?

**Alternative**

Council could choose to not support these proposals. This alternative is not recommended as the City is a part of the IGA to provide a healthy and safe shelter environment for animals. The Foothills Animal Shelter remains a cost effective approach for the City to shelter animals.

**Background Information**

In November 1996, City Council authorized the City Manager to enter into an IGA with Table Mountain Animal Center (in 2010 the name was changed to Foothills Animal Shelter (FAS)) for the provision of all animal sheltering functions to be effective January 1, 1997. The IGA set out the method for calculating each participating agency's annual assessment for FAS operating expenses. Jefferson County and the partnering cities entered into a separate IGA in 2007 creating a County-Wide Dog Licensing Program in which the revenue generated from the dog licensing would be used towards \$9.7 million in construction costs of a new animal shelter facility. The dog licensing program applies to both the Jefferson County and Adams County portions of Westminster. In 2012, the two existing IGAs governing FAS and the County-Wide Dog Licensing Program were combined. The revised IGA updated the operational agreements for the governing and usage of FAS. Under this agreement, the City's budgeted and annual assessments are used to repay the construction debt, while revenue generated from the Dog Licensing Program offsets FAS operational costs.

Since 2013, operating expenses for the shelter have exceeded projections and revenue. Funds in operating and capital reserve accounts for FAS will be depleted in 2015. Despite ongoing dog licensing efforts, compliance rates have remained consistent, averaging approximately 20% collectively. Financial review by the FAS Board of Directors, made up of one person from each participating jurisdiction, along with the FAS Executive Director, has determined that the current financial position of FAS is not sustainable. The immediate goal is to cut expenses where practical and increase revenues where possible. In order to position FAS for long-term financial sustainability, the FAS Board recommends adjusting licensing fees, amending the IGA to reduce the capital reserve account and increasing local jurisdiction assessments in 2016.

License fees are currently set at \$15 for altered (spayed/neutered) and \$30 for unaltered dogs. These fees have not been adjusted since the licensing program's inception in 2007. In December 2014, the FAS Board and FAS staff met with participating entities' city/county managers to decide upon a recommended license fee structure for consideration. The proposed new fee structure is a flat rate of \$20 per dog, regardless of altered state, which would be effective July 1, 2015. Most participating jurisdictions are reporting only 3-5% of their unaltered dog population is licensed. It is unknown if those figures are reflective of the current altered/unaltered cost differential or if those who have unaltered dogs are less likely to license their dogs due to the higher costs.

Per IGA requirements, the City must meet a minimum licensing compliance rate of 20% of the estimated dog population in the City. For the past several years, the City has met this requirement, achieving an average 22% compliance rate. This equates to approximately \$100,000 in operating revenue for the FAS. Under the proposed \$20 license fee and with the current reality that most licensed dogs in Westminster are altered (\$15 license fee), it is anticipated that this fee adjustment will be an increase for most residents. This license fee increase for altered pets has the potential to generate an additional \$32,000 per year for FAS operations based on current licensing numbers.

As a result of expenses exceeding revenue over the past several years, the Board of Directors agreed to allow FAS to spend from reserve accounts to meet operating expenses. The FAS operating reserve and capital reserve accounts will be exhausted at the end of 2015. A subsequent review of IGA required reserve balances and what is prudent from a financial management standpoint has resulted in a recommendation from the FAS Board to reduce the capital reserve account requirement from \$500,000 to \$350,000 through an amendment to the IGA. The FAS current proposed financial plan allows for annual replenishment of both operational and capital reserve accounts. The operating reserve would be built back to the IGA-required level of three months of the previous year's operating expenses by 2018. The capital reserve would be incrementally built to the new proposed \$350,000 level by Year 2020.

Westminster representation on the FAS Board will continue to voice concerns and advocate for proper expenditure controls to balance the proposed increases in licensing fees and financial support from local jurisdictions. Despite financial challenges of FAS, Staff believes that continued participation in a regional shelter approach makes practical and economic sense.

The FAS Board will be presenting recommendations to the Jefferson County Board of County Commissioners regarding the license fee and capital reserve requirement in the near future. Each participating agency has been asked to provide formal documentation regarding support for these proposed changes. Proposed adjustments to the City's local assessment will be discussed and analyzed with City Council as part of the mid-year 2016 Budget review and amendment process.

Action on this item supports City Council's Strategic Plan goal of Excellence in City Services and Proactive Regional Collaboration.

Respectfully submitted,

Donald M. Tripp  
City Manager

Attachment: Resolution

RESOLUTION

RESOLUTION NO. **19**

INTRODUCED BY COUNCILLORS

SERIES OF 2015

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**A RESOLUTION OF THE WESTMINSTER CITY COUNCIL SUPPORTING A CHANGE IN THE COUNTYWIDE DOG LICENSE FEE AND REDUCTION IN THE REQUIRED BALANCE IN THE CAPITAL RESERVE ACCOUNT TO BENEFIT THE OPERATIONS OF THE FOOTHILLS ANIMAL SHELTER**

WHEREAS, in 1998, the City of Westminster, along with Jefferson County and the cities of Arvada, Edgewater, Golden, Lakewood, Morrison, Mountain View, and Wheat Ridge, established the Table Mountain Animal Center (TMAC); and

WHEREAS, the City of Westminster and the other member entities have contributed financially to the annual operations of TMAC; and

WHEREAS, in 2010, TMAC moved to a new and expanded facility and began operating as Foothills Animal Shelter; and

WHEREAS, in 2012, the City of Westminster and the other member entities agreed to use dog licensing revenue to support the operations of the shelter; and

WHEREAS, since 2007, the dog license fees have remained the same, while the costs of administering the dog license program and the costs to operate the shelter have increased annually; and

WHEREAS, the Foothills Animal Shelter Board, the various City Managers, and the County Administrator recommend changing the dog license fee from the current fees of \$15 annually for an altered dog and \$30 annually for an unaltered dog to a flat \$20 annually for all dogs; and

WHEREAS, the Jefferson County Board of County Commissioners is responsible for the establishment of and any changes to the dog license fee; and

WHEREAS, the Foothills Animal Shelter Board, the various City Managers, and the County Administrator recommend changing the required capital reserve account balance from \$500,000 to \$350,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER, COLORADO:

The Westminster City Council supports the recommended changes to the dog license fee and reduction of the required balance of the capital reserve account and encourages the Jefferson County Board of County Commissioners to adopt the proposed fee structure and reserve requirement.

PASSED AND ADOPTED this 11th day of May, 2015.

ATTEST:

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Herb Atchison  
Mayor

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Linda Yeager  
City Clerk

APPROVED AS TO LEGAL FORM:

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City Attorney