



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 Meeting
4. Report of City Officials
 - A. City Manager's Report
5. City Council Comments
6. Presentations
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. Financial Report for November 2013
 - B. Solid Waste & Recycling Cumulative Purchases over \$50,000 in 2013
 - C. 2013 PRL Day Porter and Custodial Services Cumulative Purchases over \$50,000
 - D. 2013 Water Treatment Chemicals and Ratification of Additional Expenses
 - E. City Park Recreation Center Hot Tub Ozone Equipment Replacement
 - F. Landscape Maintenance Services Contract Award
 - G. 2014 Asphalt Pavement Crackseal Project Contract
 - H. Second Reading of Councillor's Bill No. 53 Enacting Housekeeping Amendments to Titles XIII & XVI, W.M.C.
9. Appointments and Resignations
10. Public Hearings and Other New Business
 - A. Councillor's Bill No. 54 Authorizing Colorado Brownfields Grant Supplemental Appropriation
11. Old Business and Passage of Ordinances on Second Reading
 - A. Renewal of G4S Court Security Contract for 2014 – Tabled 12-09-13
 - B. Second Reading of Councillor's Bill No. 52 to Decrease Water Tap Fees
12. Miscellaneous Business and Executive Session
 - A. City Council
13. Adjournment

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.



WESTMINSTER
Strategic Plan
2013-2018
Goals and Objectives

STRONG, BALANCED LOCAL ECONOMY

- Maintain/expand healthy retail base, increasing sales tax receipts
- Attract new targeted businesses, focusing on primary employers and higher paying jobs
- Develop business-oriented mixed use development in accordance with Comprehensive Land Use Plan
- Retain and expand current businesses
- Develop multi-modal transportation system that provides access to shopping and employment centers
- Develop a reputation as a great place for small and/or local businesses
- Revitalize Westminster Center Urban Reinvestment Area



SAFE AND HEALTHY COMMUNITY

- Maintain citizens feeling safe anywhere in the City
- Public safety departments: well-equipped and authorized staffing levels staffed with quality personnel
- Timely response to emergency calls
- Citizens taking responsibility for their own safety and well being
- Manage disaster mitigation, preparedness, response and recovery
- Maintain safe buildings and homes
- Protect residents, homes, and buildings from flooding through an effective storm water management program



FINANCIALLY SUSTAINABLE CITY GOVERNMENT PROVIDING EXCEPTIONAL SERVICES

- Invest in well-maintained and sustainable city infrastructure and facilities
- Secure and develop long-term water supply
- Focus on core city services and service levels as a mature city with adequate resources
- Maintain sufficient reserves: general fund, utilities funds and self insurance
- Maintain a value driven organization through talent acquisition, retention, development and management
- Prepare for next generation of leaders; managers and employees.
- Maintain and enhance employee morale and confidence in City Council and management
- Invest in tools, training and technology to increase organization productivity and efficiency



VIBRANT NEIGHBORHOODS IN ONE LIVABLE COMMUNITY

- Develop transit oriented development around commuter rail stations
- Maintain and improve neighborhood infrastructure and housing
- Preserve and restore historic assets
- Have HOAs and residents taking responsibility for neighborhood private infrastructure
- Develop Westminster as a cultural arts community
- Have a range of quality homes for all stages of life (type, price) throughout the City
- Have strong community events and active civic engagement



BEAUTIFUL AND ENVIRONMENTALLY SENSITIVE CITY

- Have energy efficient, environmentally sensitive city operations
- Reduce energy consumption citywide
- Increase and maintain green space (parks, open space, etc.) consistent with defined goals
- Preserve vistas and view corridors
- A convenient recycling program for residents and businesses with a high level of participation



Mission statement: We deliver exceptional value and quality of life through SPIRIT.

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, DECEMBER 9, 2013, 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 Faith Winter and Councillors Bruce Baker, Bob Briggs, Alberto Garcia, and Emma Pinter were present at roll call. City Manager J. Brent McFall, City Attorney Martin McCullough, and City Clerk Linda Yeager were also present.

CONSIDERATION OF MINUTES

Councillor Briggs moved, seconded by Councillor Baker, to approve the minutes of the regular meeting of November 25 and of the special meetings of November 26 and December 2, 2013, as presented. The motion carried unanimously.

CITY MANAGER'S REPORT

Mr. McFall reported that at the end of this meeting the City Council would select a qualified applicant to fill the vacancy on City Council that had been created when the oath of office was administered to Herb Atchison, the newly elected Mayor. Once created, the Council had 30 days to fill the vacancy. The person selected tonight would be sworn into office immediately, satisfying the 30-day requirement. The new Councillor would complete Mr. Atchison's term to expire in November 2015. Applications had been received from 15 interested citizens. Two applicants had withdrawn. The names of the remaining 13 individuals were listed on ballots prepared for City Council's use in selecting the new Councillor.

After adjournment of this meeting, the Westminster Economic Development Authority (WEDA) Board of Directors would meet. At the conclusion of that meeting, the WEDA Board would meet in executive session to discuss strategy and progress on negotiations related to the Westminster Urban Center Redevelopment and the possible sale, acquisition, trade or exchange of property interests including future leases and provide instructions to negotiators as authorized by Sections 24-6-402(4)(a) and (e), C.R.S.

CITY COUNCIL COMMENTS

Councillor Briggs noted Becky Hogan was in the audience and credited her for bringing H Mart, an Asian Market, into the community. He urged those who preferred fresh fruits and vegetables to visit H Mart where variety was plentiful. It was a good addition to the City.

Mayor Atchison thanked all involved in preparing for the Saturday night Christmas lighting and Santa Claus visit in the City Hall Plaza. Members of the Youth Advisory Panel had escorted Santa Claus and there was an excellent crowd that enjoyed the event and built Christmas spirit.

2013 DIGITAL CITIES SURVEY AWARD PRESENTED TO INFORMATION TECHNOLOGY

Councillor Pinter proudly presented the 2013 Digital Cities Survey Award to David Puntteney, Director of Information Services, Scott Rope, Information Systems Manager, Dan Hord, Senior Telecommunications Administrator, and Art Rea, Software Engineering Manager. This was the 11th consecutive year the Department had received this award. This year's award was a 4th place finish nationwide for a community in Westminster's population category.

CITIZEN COMMUNICATION

Mike Byrne, 2391 Ranch Reserve Ridge; Mike Kommpa, Corum Real Estate Group; Becky Hogan R & R Engineering and Surveying; Jason Brown, Ascent Builders; Bill Christopher, resident and former City Manager of Westminster; Steve Ormiston, Home Builders Association of Metro Denver; John Warnick, Century Communities; and Chris LaPlante of McWhinney addressed Council in support of proposed Councillor's Bill No. 52 scheduled for the City Council's consideration later in the agenda. Councillor's Bill No. 52 would reduce adopted water tap fees scheduled to become effective January 1, 2014, from a 40% increase to a 23% increase. They stressed the need for Westminster to remain competitive, drew comparisons of water tap fees in similarly sized metro area municipalities, and hoped to be able to develop properties within the City. They urged City Council to pass the Councillor's Bill.

CONSENT AGENDA

The following items were submitted for Council's consideration on the consent agenda: authorize the City Manager to execute a \$251,956 contract with W.L. Contractors, Inc. for traffic signal and street light maintenance in calendar year 2014 with an option for a one-year renewal; authorize the City Manager to increase the contract with Brownstein Hyatt Farber Schreck, LLP for special legal services in connection with the preparation of legal documents for the City's pension plans and other retirement plan related legal issues that might arise; authorize the City Manager to execute two Intergovernmental Cooperation Agreements between the City of Westminster and the Westminster Economic Development Authority, in substantially the same form as distributed with the agenda, providing payment to the City by WEDA for reimbursement of costs incurred by the City associated with maintenance of improvements and other contractual obligations in the North Huron Urban Renewal Area and the Westminster Center Reinvestment Plan Area; authorize the City Manager to exercise the final one-year renewal option in the contract for Municipal Court Security Services to G4S Secure Solutions (USA), Inc. in an amount not to exceed \$86,900; based on the results of the State of Colorado bid, award the purchase for eight Police Department patrol vehicles to Lakewood Fordland in the amount of \$218,929; award the purchase for three 2014 Harley-Davidson police motorcycles to the low bidder, Sun Harley-Davidson, in the amount of \$58,080; award the purchase for one stainless steel, insulated, deep-drop, tank-trailer for the amount of \$74,798 to Kersten Trailer Sales Inc.; find that the Western States Contracting Alliance pricing meets City Charter bidding requirements and authorize Staff to proceed with 2014 calendar year purchases of laptop and desktop PCs, storage hardware, computer servers, printers and software through Dell Computer Corporation in an amount not to exceed \$211,652; final passage on second reading of Councillor's Bill No. 50 authorizing the City Manager to execute a ten-year franchise agreement with Comcast of Colorado IX LLC to provide cable television services in the City of Westminster; and final passage on second reading of Councillor's Bill No. 51 providing for a supplemental appropriation of funds to the 2013 budget of the General, Water, General Capital Outlay Replacement, and General Capital Improvement Funds.

Councillor Baker requested that Agenda Item 8C, the City/WEDA Intergovernmental Cooperation Agreement, be removed from the consent agenda for individual consideration. Councillor Garcia removed Agenda Item 8D, Municipal Court Security Services Contract, for separate consideration.

Councillor Briggs moved, seconded by Mayor Pro Tem Winter, to approve the consent agenda as modified to exclude Agenda Items 8C and 8D. The motion carried with all Council members voting in favor.

CITY/WEDA ICA TO REIMBURSE COSTS IN NORTH HURON URA AND WURP AREA (ITEM 8C)

Councillor Briggs moved to authorize the City Manager to execute two Intergovernmental Cooperation Agreements between the City of Westminster and the Westminster Economic Development Authority, in substantially the same form as distributed with the agenda, providing payment to the City by WEDA for reimbursement of costs incurred by the City associated with maintenance of improvements and other contractual obligations in the North Huron Urban Renewal Area and the Westminster Center Reinvestment Plan Area. Mayor Pro Tem Winter seconded the motion.

Councillor Baker moved to table this item to obtain more information about several unresolved matters. Councillor Garcia seconded the motion, which failed by a 2:4 margin with all member of Council except Councillors Baker and Garcia voting no.

The vote on the original motion was taken and passed by a 4:2 margin with Councillors Baker and Garcia voting no.

MUNICIPAL COURT SECURITY SERVICES CONTRACT (ITEM 8D)

It was moved by Councillor Garcia to table consideration of this matter based on concerns about oversight of the contractor and lack of performance standards. Councillor Baker seconded the motion. Following brief discussion about any potential gap in services and the cost-effective approach of providing security services by private contract compared to sworn Police Officers, the motion passed by a 4:2 margin with Mayor Atchison and Councillor Briggs voting no.

PUBLIC MEETING ON 2014 PROPOSED CDBG, HOME PROJECTS AND 2014 ACTION PLAN

At 7:40 p.m., Mayor Atchison opened a public meeting to receive citizen comments on the 2014 proposed Community Development Block Grant (CDBG) and Home Investment Partnership Act (HOME) funds projects and the 2014 Action Plan. Mr. McFall reported this was the final opportunity for public input on this topic. Staff was present to answer any questions of Council or the public. Council members had no questions. No citizen wished to comment. The Mayor closed the public comment opportunity at 7:42 p.m.

CDBG AND HOME FUND ALLOCATIONS AND 2014 ACTION PLAN APPROVED

Upon a motion by Mayor Pro Tem Winter, seconded by Councillor Briggs, the Council voted unanimously to approve the 2014 allocation of Community Development Block Grant (CDBG) and Home Investment Partnership Act (HOME) funds as set forth in the agenda packet and authorize staff to submit the 2014 Action Plan to HUD incorporating such allocations.

COUNCILLOR'S BILL NO. 52 DECREASING WATER TAP FEE

It was moved by Councillor Briggs, seconded by Councillor Garcia, to pass on first reading Councillor's Bill No. 52 authorizing a decrease to the water tap fee to \$20,836 effective January 1, 2014. Before voting on the motion, Council members thanked those who had spoken in support of this item under Citizen Communication. On roll call vote, the motion passed by a 5:1 margin with Councillor Baker voting no.

COUNCILLOR'S BILL NO 53 – HOUSEKEEPING AMENDMENTS TO TITLES XIII AND XVI, W.M.C.

Upon a motion by Councillor Briggs, seconded by Councillor Baker, the Council voted unanimously on roll call vote to pass on first reading Councillor's Bill No. 53 adopting housekeeping amendments to sections within Chapters 2 and 3, Title XIII, Parks and Recreation, and sections of Chapters 1 and 3, Title XVI, Utilities and Franchises, of the Westminster Municipal Code.

RESOLUTION NO. 32 ESTABLISHING 2014 LEGISLATIVE POLICY STATEMENT

It was moved by Councillor Pinter, seconded by Mayor Pro Tem Winter, to adopt Resolution No. 32 establishing the City of Westminster 2014 Legislative Policy Statement. The motion carried unanimously.

SELECTION AND SWEARING IN OF NEW CITY COUNCILLOR

Following interviews of interested applicants, the City Council cast written ballots to select a new City Councillor. By unanimous vote on the first ballot, the Council selected Anita L. Seitz to fill the unexpired term of the City Councillor position vacated by Herb Atchison after being sworn in as the newly-elected Mayor.

Municipal Court Judge John Stipech administered the oath of office to Anita L. Seitz who joined the balance of City Council on the dais.

ADJOURNMENT

There was no further business to come before the City Council. It was moved by Mayor Pro Tem Winter, seconded by Councillor Baker, to adjourn. The motion carried unanimously. The meeting adjourned at 7:58 p.m.

ATTEST:

Mayor

City Clerk



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: Financial Report for November, 2013

Prepared By: Tammy Hitchens, Finance Director

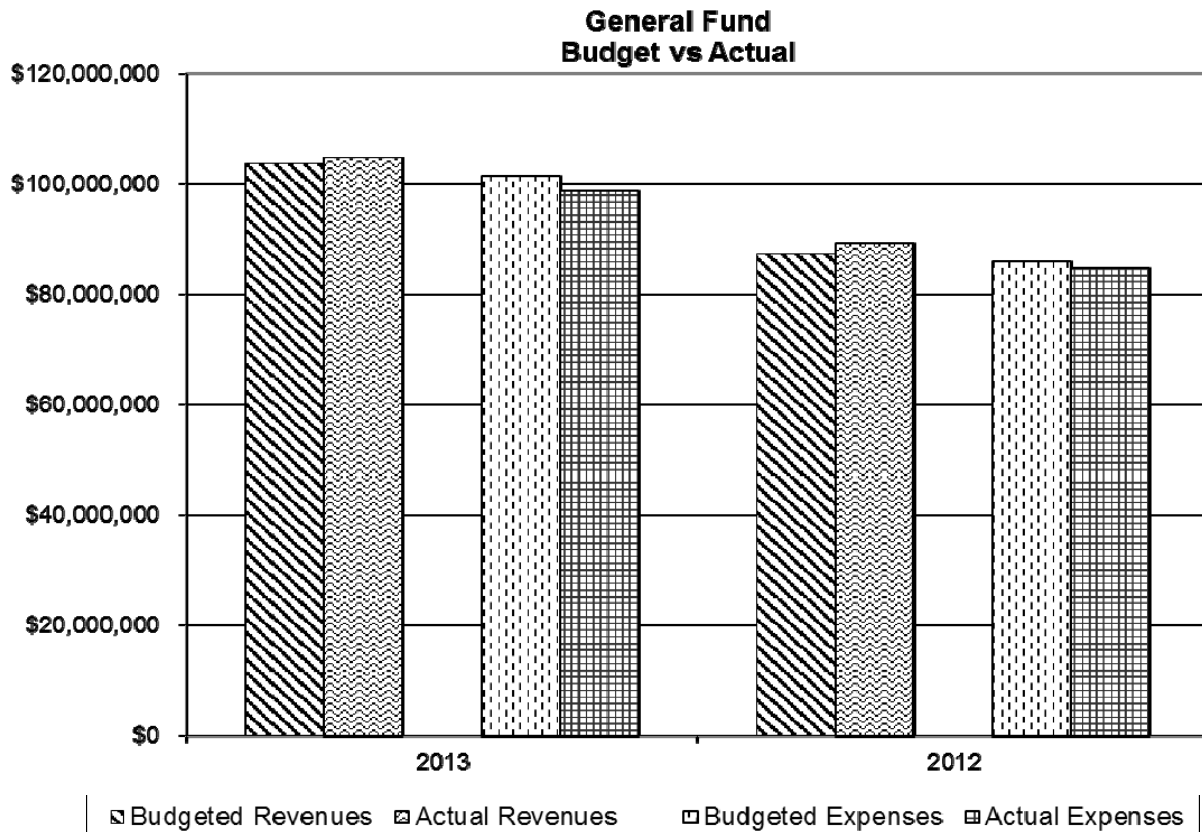
Recommended City Council Action

Accept the Financial Report for November as presented.

Summary Statement

City Council is requested to review and accept the attached monthly financial statement. The Shopping Center Report is also attached. Unless otherwise indicated, "budget" refers to the pro-rated budget. The budget numbers that are presented reflect the City's amended adopted budget. Both revenues and expense are pro-rated based on 10-year historical averages.

Current projections show General Fund revenues exceeding expenditures by \$3,562,869. The following graph represents Budget vs. Actual for 2012-2013.

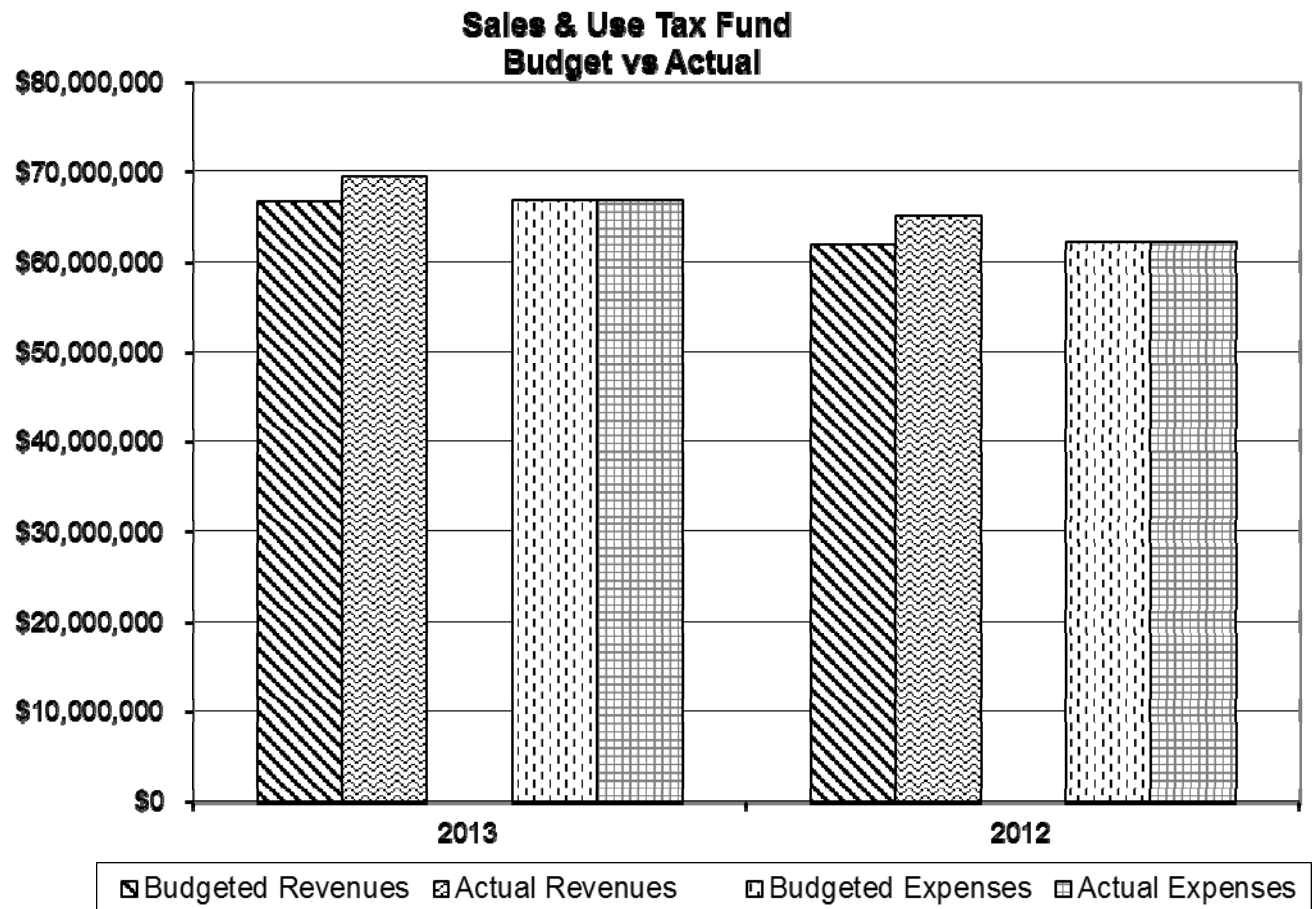


The revenue and expense variance between years reflects the 2013 refinancing of the 2005 Certificates of Participation.

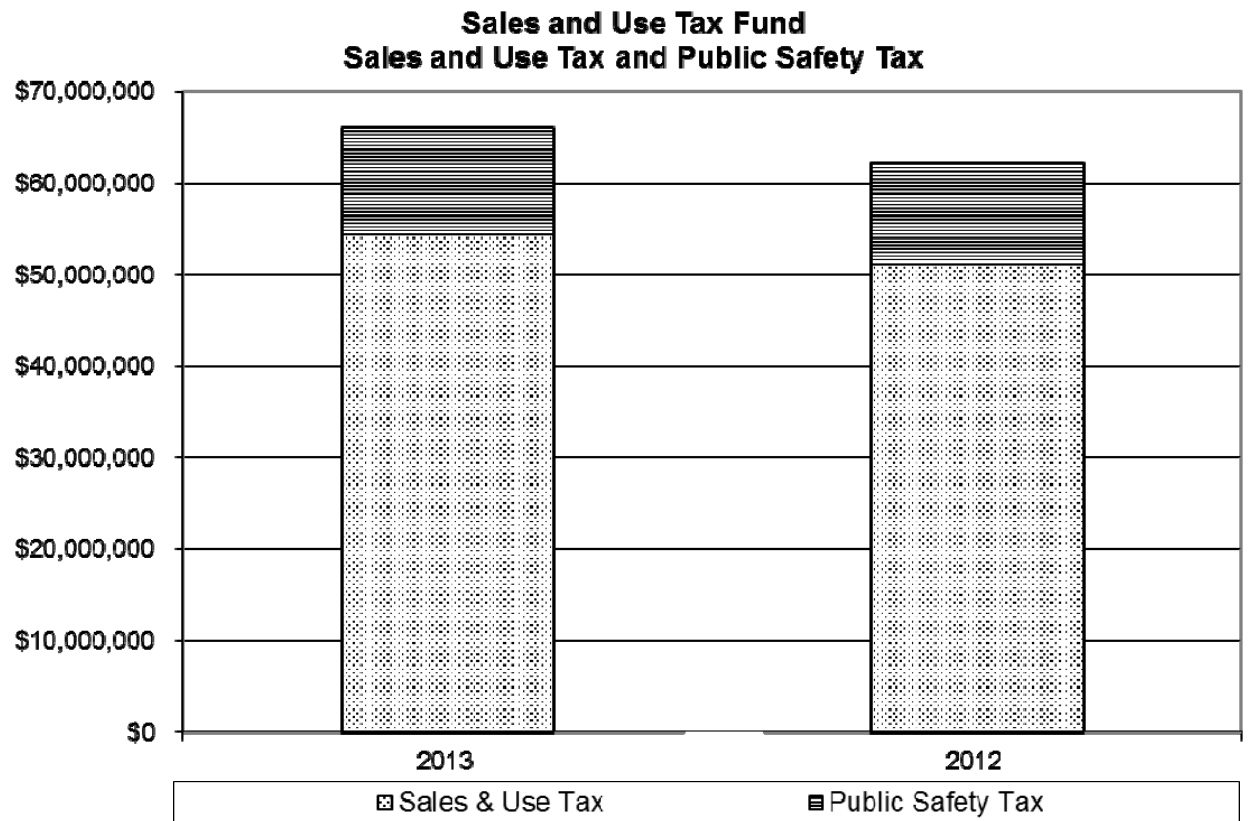
Public Works and Utilities has a large positive variance in the street rehabilitation maintenance and repair account at the end of November. A large payment was made in December.

Current projections show the Sales and Use Tax Fund revenues exceeding expenditures by \$2,737,333. On a year-to-date cash basis, total sales and use tax is up 6.4% from 2012. Key components are listed below:

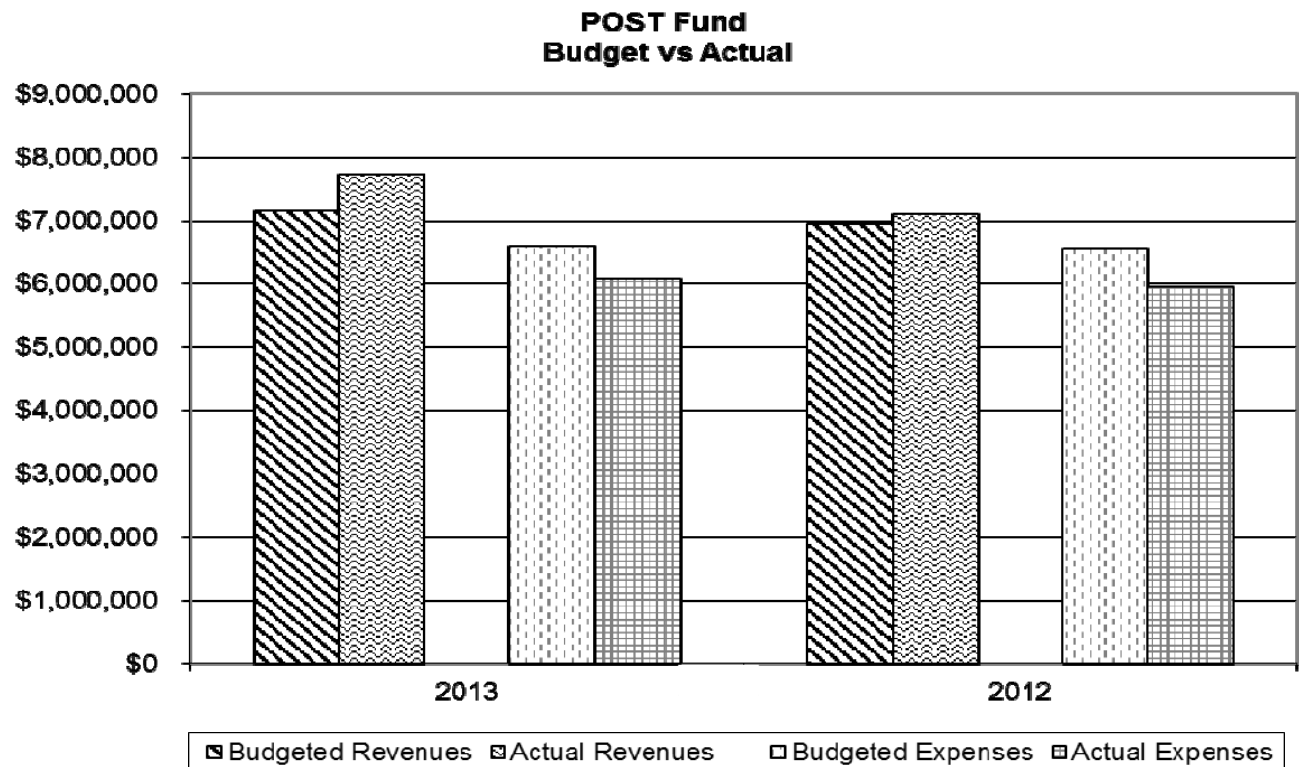
- On a year-to-date basis, across the top 25 shopping centers, total sales and use tax receipts are up 3.0% from the prior year.
- Sales tax receipts from the top 50 Sales Taxpayers, representing about 59.0% of all collections, are up 1.7% for the month when compared to 2012.
- Urban renewal areas make up 40.7% of gross sales tax collections. After urban renewal area and economic development assistance adjustments, 86.3% of this money is being retained for General Fund use.



The graph below reflects the contribution of the Public Safety Tax to the overall Sales and Use Tax revenue.

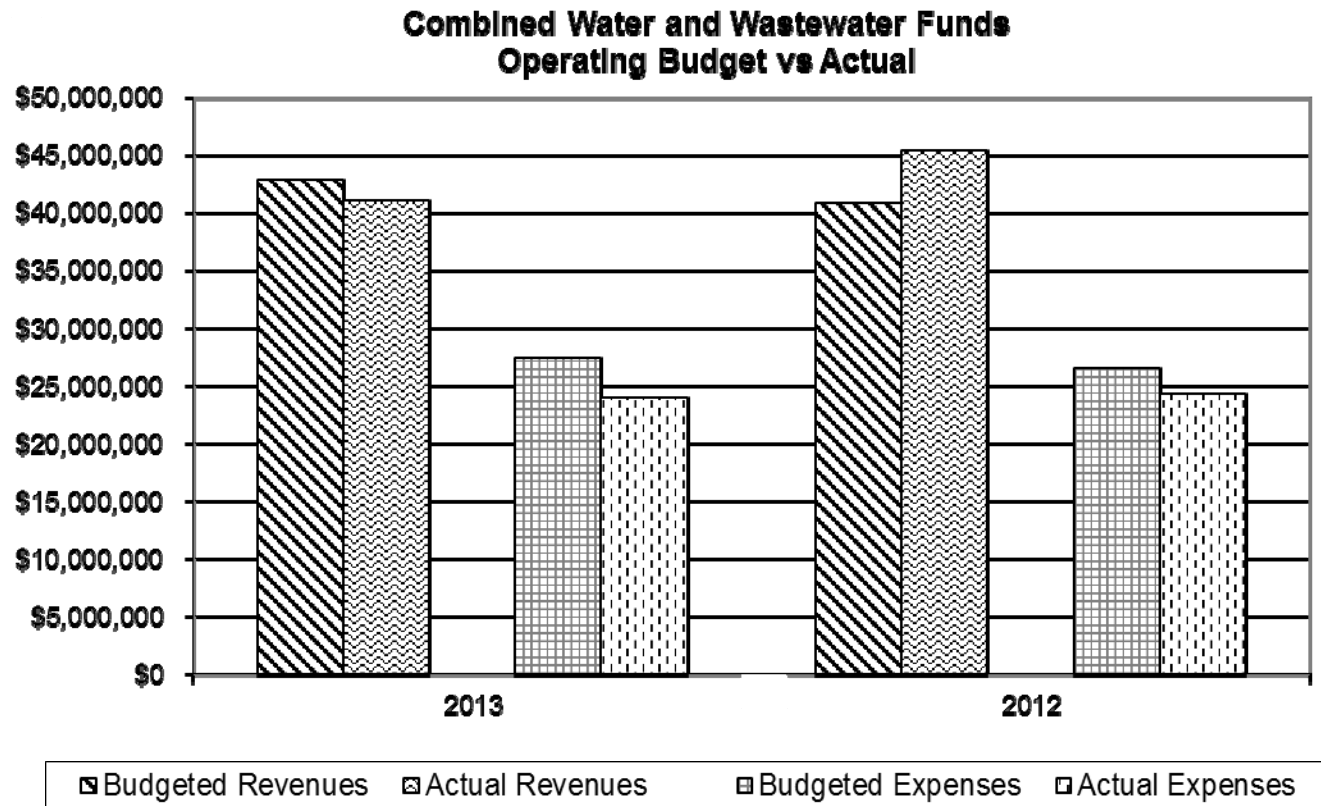


Current projections show Parks Open Space and Trails (POST) Fund revenues exceeding expenditures by \$1,104,305.

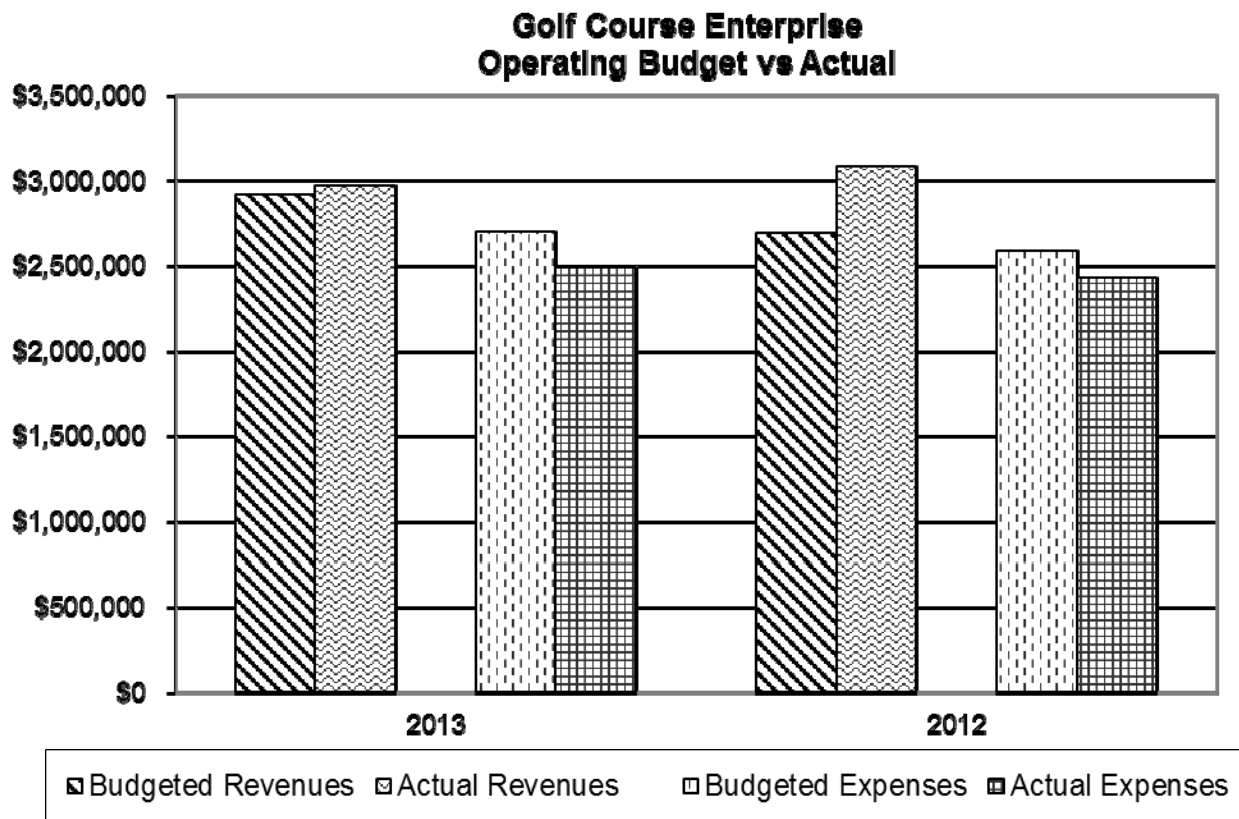


Intergovernmental reimbursements appropriated in prior years are reflected in the 2013 budget to actual revenue variance.

Current projections show combined Water & Wastewater Fund revenues exceeding expenditures by \$2,233,872. As 2012 was a drier year, water revenues were up.



Current projections show combined Golf Course Fund revenues exceeding expenditures by \$817,386.



At this time in 2012, green fees and driving range fees were slightly higher. The snowy Spring decreased the number of rounds played in 2013.

Policy Issue

A monthly review of the City’s financial position is the standard City Council practice; the City Charter requires the City Manager to report to City Council on a quarterly basis.

Alternative

Conduct a quarterly review. This is not recommended, as the City’s budget and financial position are large and complex, warranting a monthly review by the City Council.

Background Information

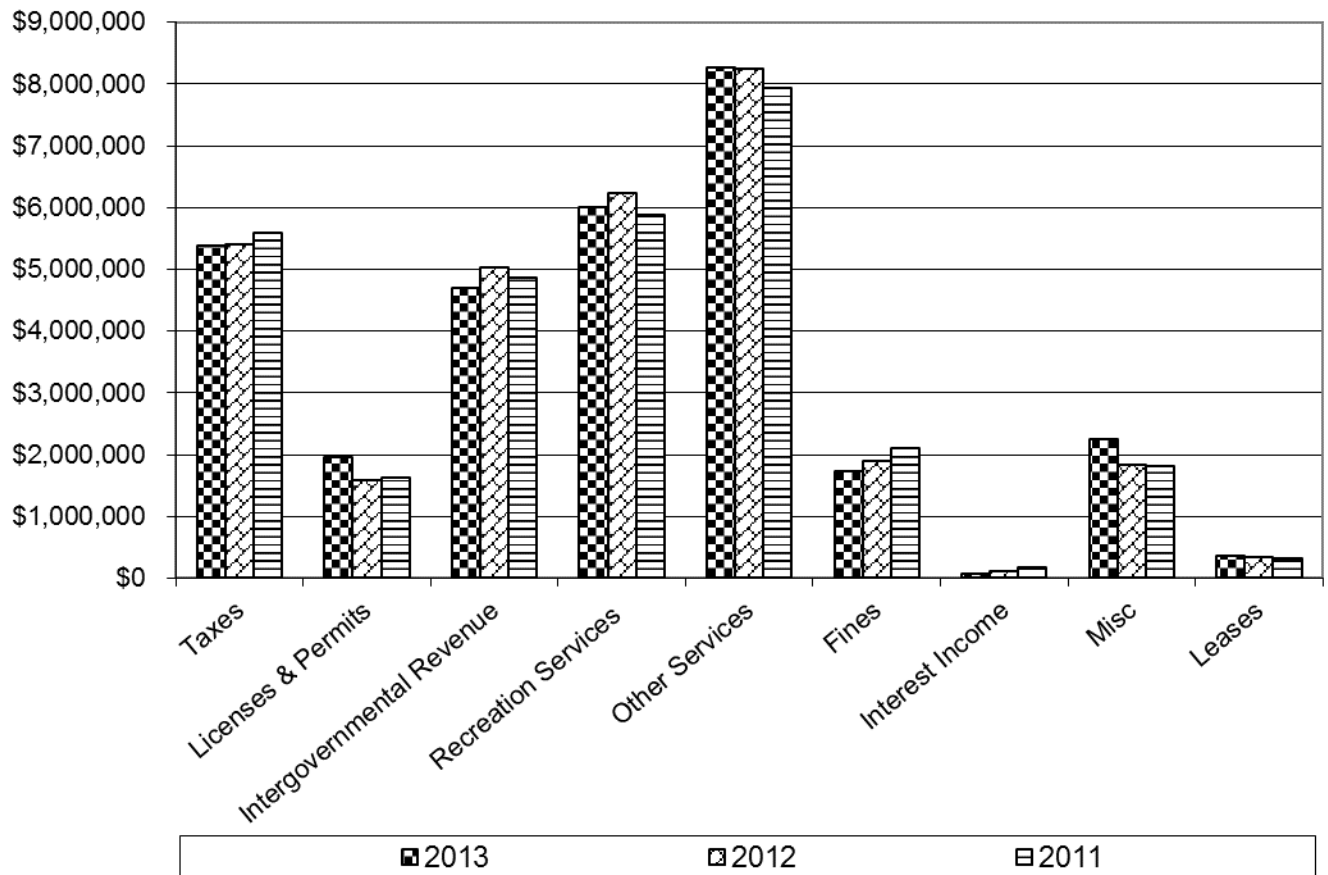
This section includes a discussion of highlights of each fund presented.

General Fund

This fund reflects the result of the City’s operating departments: Police, Fire, Public Works (Streets, etc.), Parks Recreation and Libraries, Community Development, and the internal service functions: City Manager, City Attorney, Finance, and General Services.

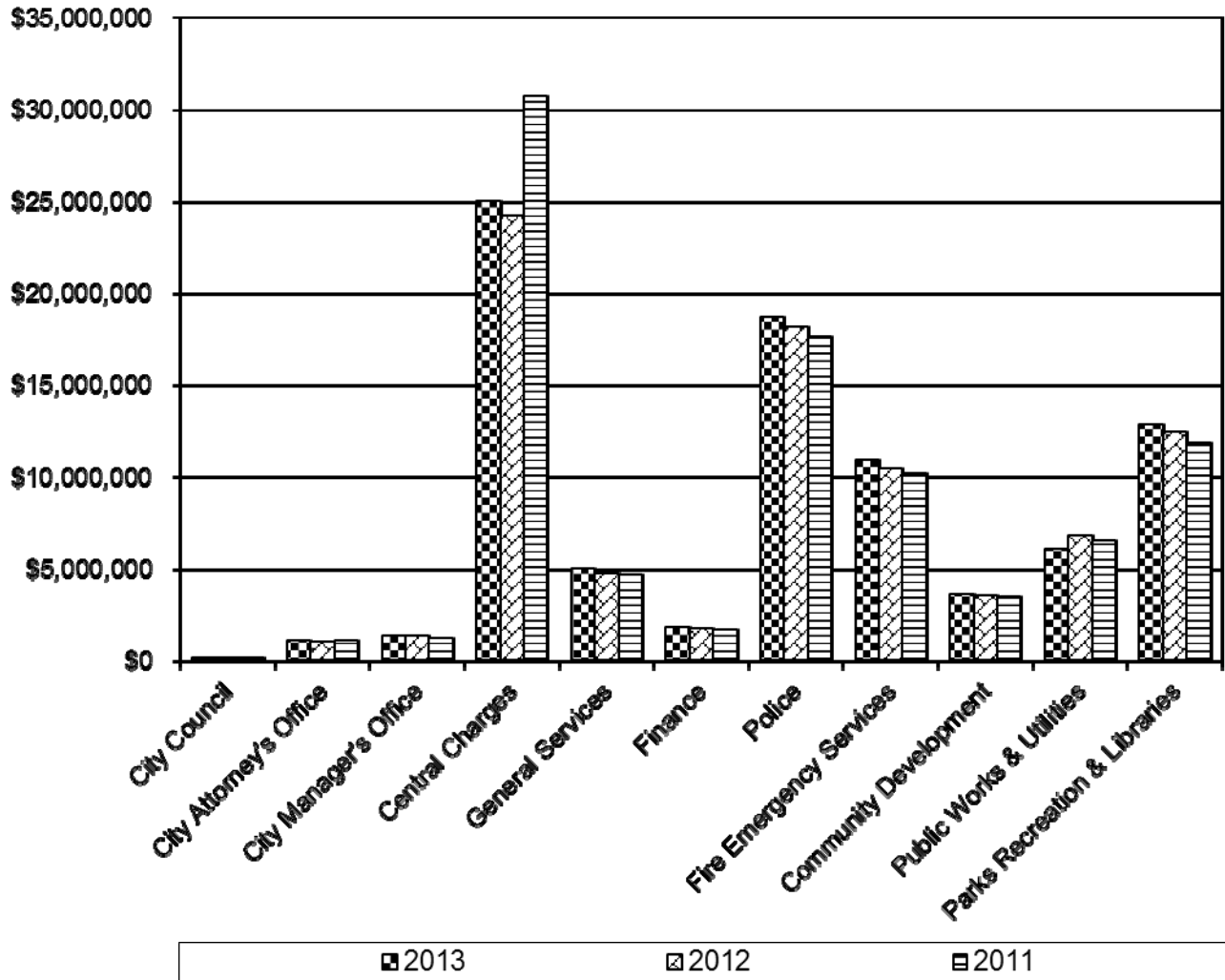
The following chart represents the trend in actual revenues from 2011-2013 year-to-date.

**General Fund Revenues without Transfers, Carryover, and Other Financing Sources
2011-2013**



Licenses and Permits revenue is up due mostly to Adams County building permits, including development projects at The Orchard. Intergovernmental Revenue is down slightly, mostly due to Road and Bridge and grant revenues. Miscellaneous revenue includes a significant receipt from the Utility Fund for the purchase of a park property easement.

**General Fund Expenditures by Function, less Other Financing Uses
2011-2013**

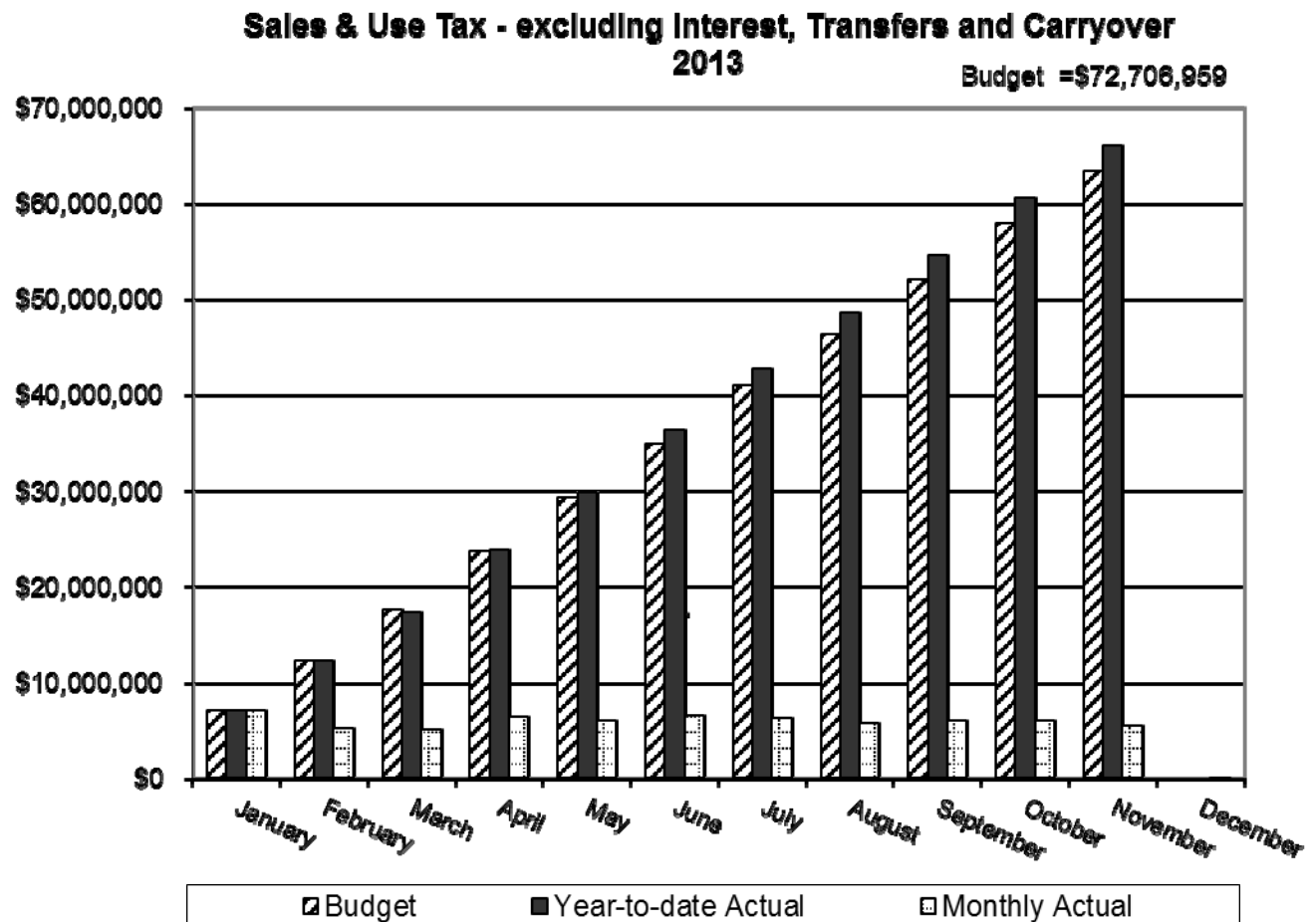


Central Charges expenditures is higher in 2011 primarily due to a transfer to WEDA of \$5.1 million.

Sales & Use Tax Funds (Sales & Use Tax Fund & Parks, Open Space & Trails Sales & Use Tax Fund)

These funds are the repositories for the 3.85% City Sales & Use Tax. The Sales & Use Tax Fund provides monies for the General Fund, the General Capital Improvement Fund, and the Debt Service Fund. The Parks, Open Space and Trails Sales & Use Tax Fund revenues are pledged to meet debt service on the POST bonds, pay bonds related to the Heritage Golf Course, buy open space land, and make park improvements on a pay-as-you-go basis. The Public Safety Tax (PST) is a 0.6% sales and use tax to be used to fund public safety-related expenses.

This chart indicates how the City’s Sales and Use Tax revenues are being collected on a monthly basis. This chart does not include Parks, Open Space and Trails Sales & Use Tax.

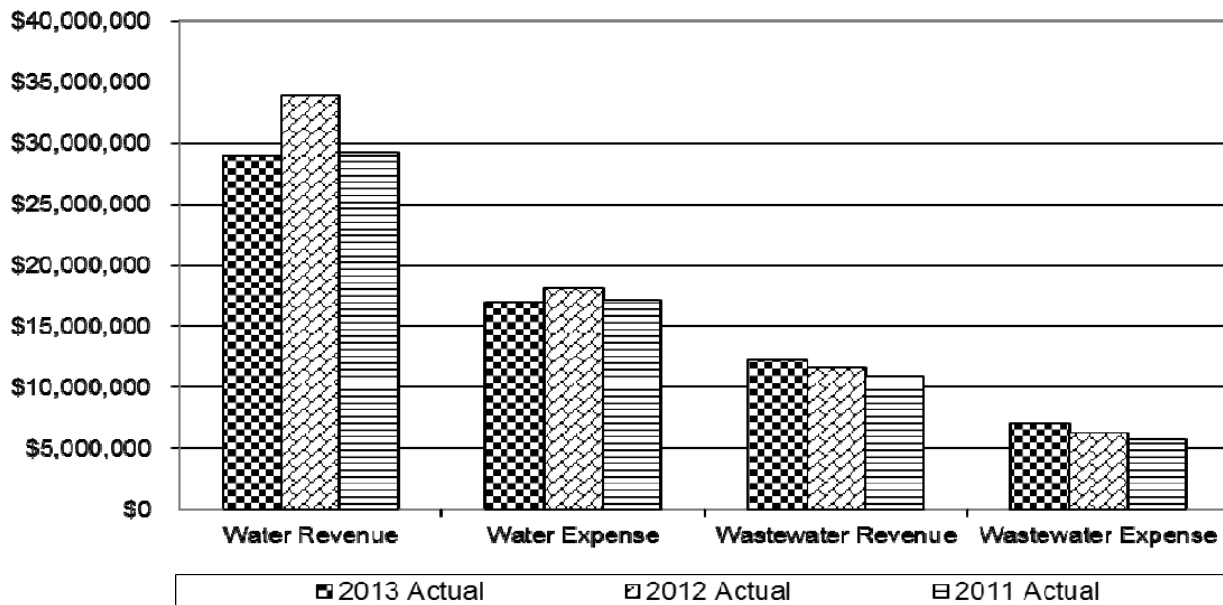


Water, Wastewater and Storm Water Drainage Funds (The Utility Enterprise)

This fund reflects the operating results of the City’s water, wastewater and storm water systems. It is important to note that net revenues are used to fund capital projects and reserves.

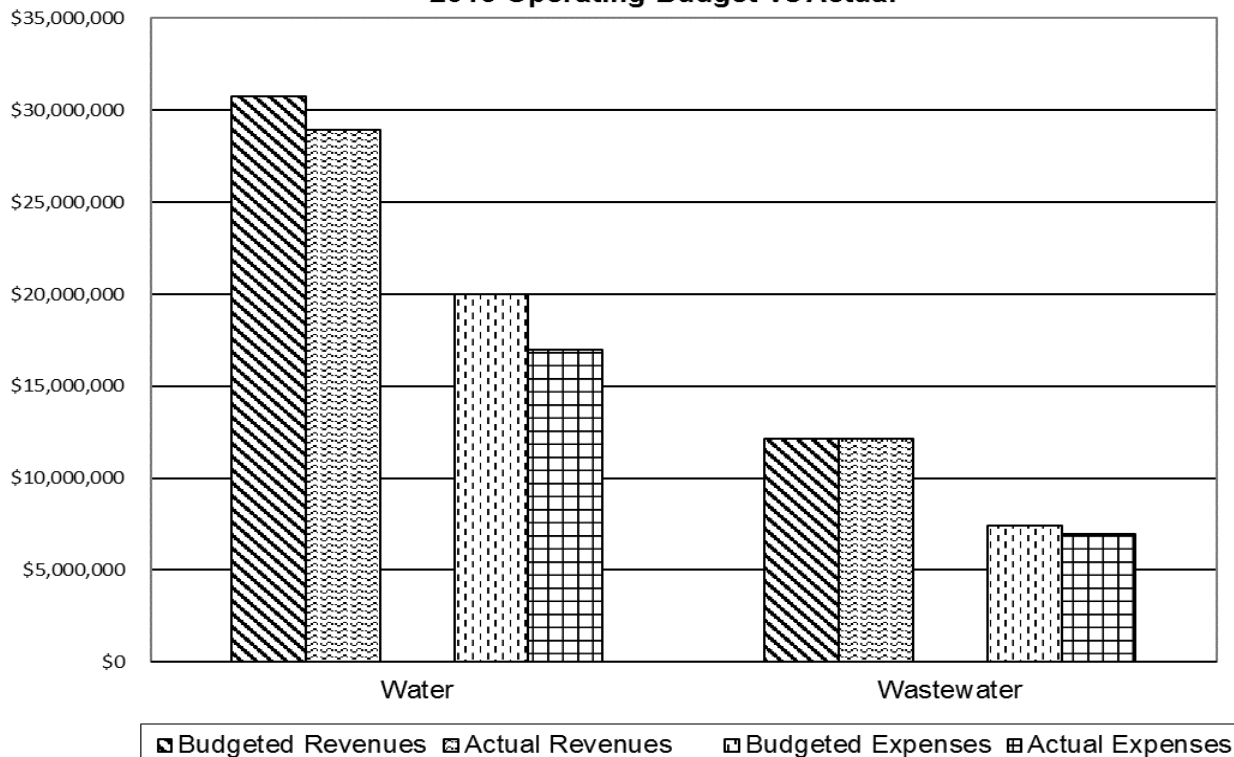
These graphs represent segment information for the Water and Wastewater funds.

**Water and Wastewater Funds
Operating Revenue and Expenses 2011-2013**



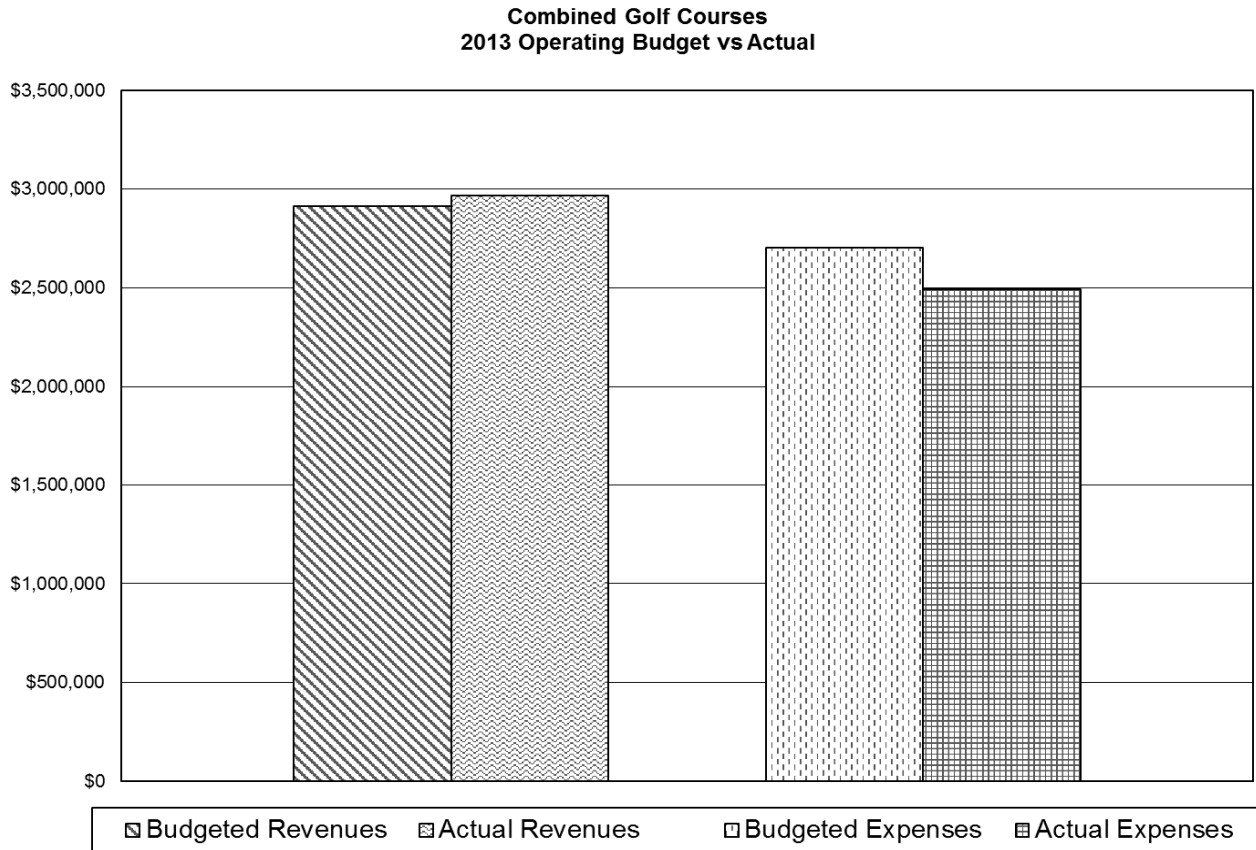
The Water Fund revenue variance is due to the effect of climatic variations on water consumption as well as changes in billing rates. 2012 was an exceptionally dry year and 2013 has seen a lot of rain. 2013 Wastewater revenues are up slightly due to changes in billing rates. 2013 Wastewater expenses exceed prior years due to capital purchases for field operations.

**Water and Wastewater Funds
2013 Operating Budget vs Actual**

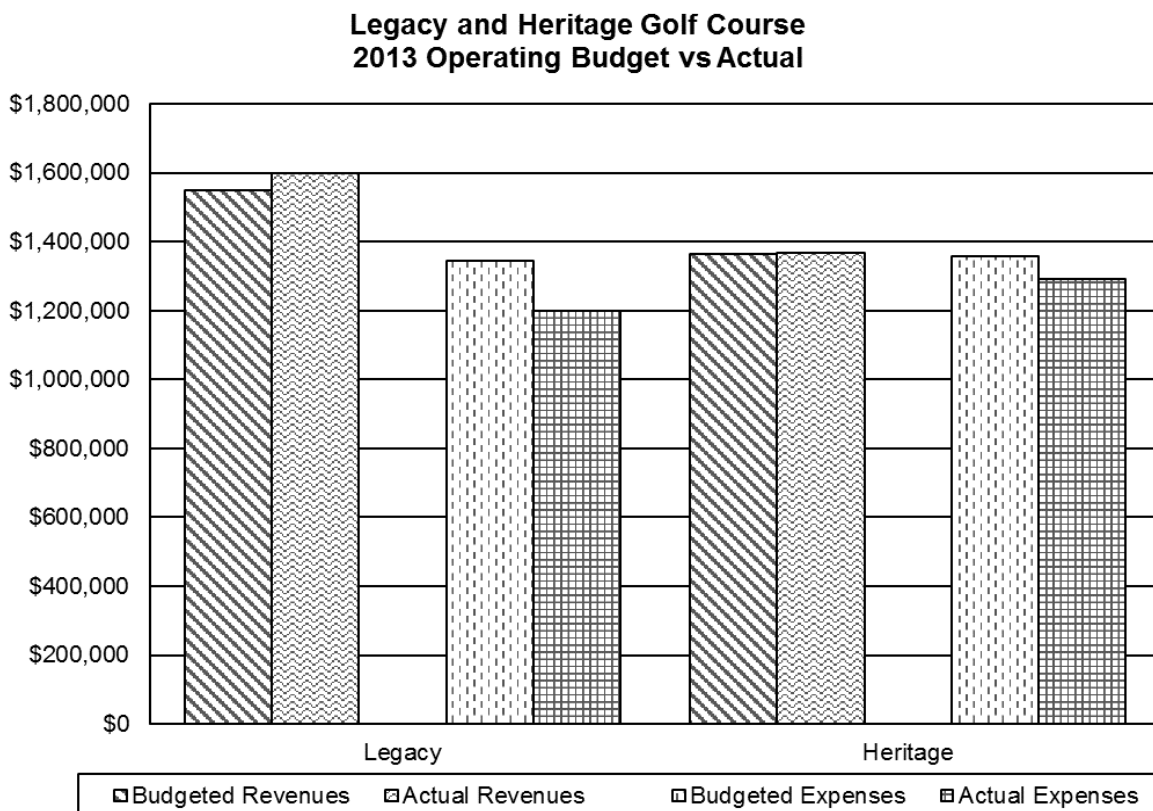


Golf Course Enterprise (Legacy and Heritage Golf Courses)

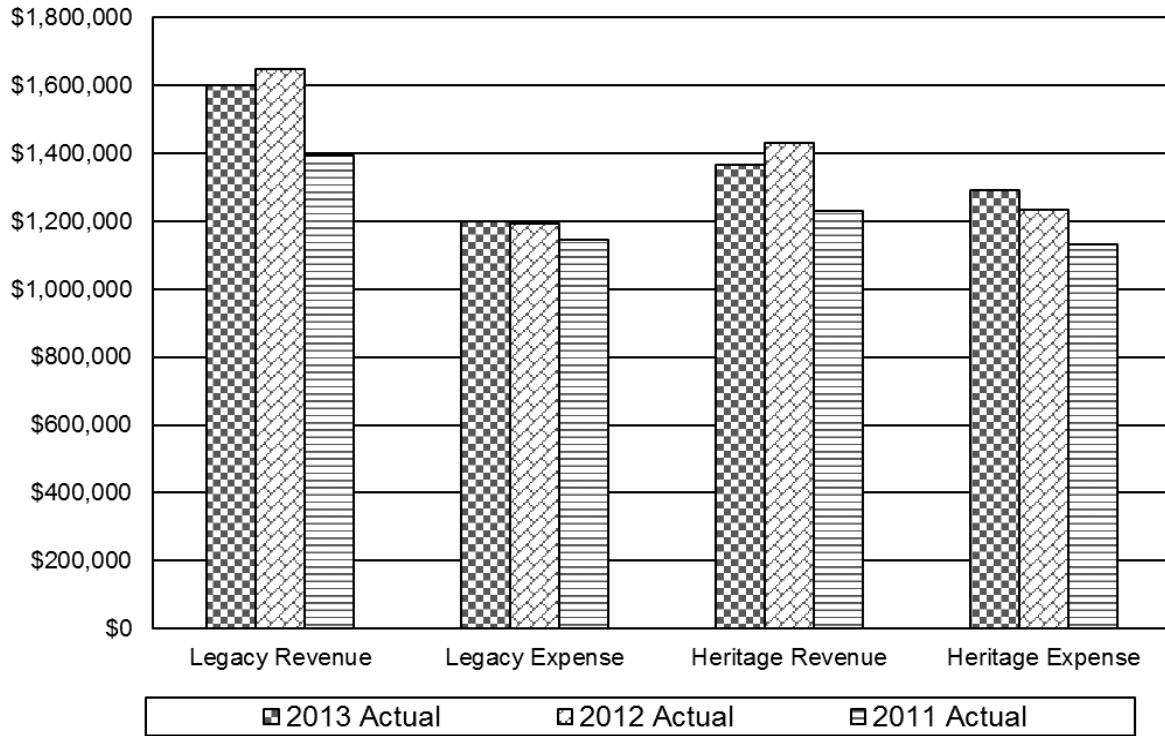
This enterprise reflects the operations of the City's two municipal golf courses.



The following graphs represent the information for each of the golf courses.



**Legacy and Heritage Golf Courses
Operating Revenue and Expenses 2011-2013**



Revenue variances are due primarily to charges for services including driving range and greens fees.

This financial report supports City Council’s Strategic Plan Goal of Financially Sustainable City Government Providing Exceptional Services by communicating timely information on the results of City operations and to assist with critical decision making.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

- Financial Statements
- Shopping Center Report

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description General Fund	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Revenues						
Taxes	5,729,500	5,606,873	(1)	5,381,507	(225,366)	96.0%
Licenses & Permits	1,619,750	1,464,260		1,965,828	501,568	134.3%
Intergovernmental Revenue	5,077,706	4,297,645		4,693,779	396,134	109.2%
Charges for Services						
Recreation Services	6,710,438	5,960,384		5,997,370	36,986	100.6%
Other Services	9,881,292	8,239,215		8,260,774	21,559	100.3%
Fines	2,260,000	2,108,783	(2)	1,738,075	(370,708)	82.4%
Interest Income	125,000	106,545		75,293	(31,252)	70.7%
Miscellaneous	1,745,932	1,604,837	(3)	2,246,914	642,077	140.0%
Leases	401,779	364,299		364,299	0	100.0%
Interfund Transfers	64,049,819	58,712,334		58,712,334	0	100.0%
Other Financing Sources	12,262,165	12,262,165		12,262,165	0	100.0%
Sub-total Revenues	<u>109,863,381</u>	<u>100,727,340</u>		<u>101,698,338</u>	<u>970,998</u>	<u>101.0%</u>
Carryover	2,921,136	2,921,136		2,921,136	0	100.0%
Total Revenues	<u>112,784,517</u>	<u>103,648,476</u>		<u>104,619,474</u>	<u>970,998</u>	<u>100.9%</u>
Expenditures						
City Council	254,094	210,377		172,171	(38,206)	81.8%
City Attorney's Office	1,256,450	1,099,999		1,085,379	(14,620)	98.7%
City Manager's Office	1,573,013	1,373,943		1,324,987	(48,956)	96.4%
Central Charges	40,536,771	37,588,751		37,250,220	(338,531)	99.1%
General Services	6,009,953	5,204,795		4,997,523	(207,272)	96.0%
Finance	2,110,661	1,847,515		1,803,336	(44,179)	97.6%
Police	21,446,162	18,814,859		18,668,307	(146,552)	99.2%
Fire Emergency Services	12,574,040	11,028,436		10,952,913	(75,523)	99.3%
Community Development	4,228,402	3,706,026		3,607,976	(98,050)	97.4%
Public Works & Utilities	8,046,221	7,372,008		6,039,344	(1,332,664)	81.9%
Parks, Recreation & Libraries	14,748,750	13,069,113		12,821,795	(247,318)	98.1%
Total Expenditures	<u>112,784,517</u>	<u>101,315,822</u>		<u>98,723,951</u>	<u>(2,591,871)</u>	<u>97.4%</u>
Revenues Over(Under) Expenditures						
	<u>0</u>	<u>2,332,654</u>		<u>5,895,523</u>	<u>3,562,869</u>	

(1) The budget to actual Taxes variance is due mostly to property, admissions and accommodations taxes.

(2) The budget to actual Fines variance is due mostly to traffic fines.

(3) The budget to actual Miscellaneous variance is due mostly to the purchase of a City park property easement by the Utility Fund.

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Sales and Use Tax Fund						
Revenues						
Sales Tax						
Sales Tax Returns	47,601,952	43,650,990		44,798,294	1,147,304	102.6%
Sales Tx Audit Revenues	724,000	663,908		642,358	(21,550)	96.8%
S-T Rev. STX	<u>48,325,952</u>	<u>44,314,898</u>		<u>45,440,652</u>	<u>1,125,754</u>	102.5%
Use Tax						
Use Tax Returns	8,017,000	7,148,811		7,934,136	785,325	111.0%
Use Tax Audit Revenues	785,000	719,845		996,462	276,617	138.4%
S-T Rev. UTX	<u>8,802,000</u>	<u>7,868,656</u>		<u>8,930,598</u>	<u>1,061,942</u>	113.5%
Total STX and UTX	<u><u>57,127,952</u></u>	<u><u>52,183,554</u></u>		<u><u>54,371,250</u></u>	<u><u>2,187,696</u></u>	104.2%
Public Safety Tax						
PST Tax Returns	11,883,683	10,853,412		11,384,336	530,924	104.9%
PST Audit Revenues	308,500	282,895		327,639	44,744	115.8%
Total Rev. PST	<u>12,192,183</u>	<u>11,136,307</u>		<u>11,711,975</u>	<u>575,668</u>	105.2%
Interest Income	85,000	77,917		51,886	(26,031)	66.6%
Interfund Transfers	265,458	243,337		243,337	0	100.0%
Carryover	3,036,366	3,036,366		3,036,366	0	100.0%
Total Revenues	<u><u>72,706,959</u></u>	<u><u>66,677,481</u></u>		<u><u>69,414,814</u></u>	<u><u>2,737,333</u></u>	104.1%
Expenditures						
Central Charges	<u>72,706,959</u>	<u>66,901,076</u>		<u>66,901,076</u>	<u>0</u>	100.0%
Revenues Over(Under)						
Expenditures	<u><u>0</u></u>	<u><u>(223,595)</u></u>		<u><u>2,513,738</u></u>	<u><u>2,737,333</u></u>	

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description POST Fund	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Revenues						
Sales & Use Tax	5,085,325	4,647,303		4,878,739	231,436	105.0%
Intergovernmental Revenue	832,899	832,899	(1)	1,232,899	400,000	148.0%
Interest Income	10,000	9,167		14,222	5,055	155.1%
Miscellaneous	87,130	79,870		22,554	(57,316)	28.2%
Interfund Transfers	19,542	17,914		17,914	0	100.0%
Sub-total Revenues	<u>6,034,896</u>	<u>5,587,153</u>		<u>6,166,328</u>	<u>579,175</u>	110.4%
Carryover	1,566,139	1,566,139		1,566,139	0	100.0%
Total Revenues	<u>7,601,035</u>	<u>7,153,292</u>		<u>7,732,467</u>	<u>579,175</u>	108.1%
Expenditures						
Central Charges	7,270,219	6,356,371		5,832,839	(523,532)	91.8%
Park Services	330,816	241,696		240,098	(1,598)	99.3%
Total Expenditures	<u>7,601,035</u>	<u>6,598,067</u>		<u>6,072,937</u>	<u>(525,130)</u>	92.0%
Revenues Over(Under) Expenditures	<u>0</u>	<u>555,225</u>		<u>1,659,530</u>	<u>1,104,305</u>	

(1) Actual Intergovernmental Revenue reflects a \$400,000 grant reimbursement that was budgeted in a prior year.

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Water and Wastewater Funds - Combined						
Operating Revenues						
License & Permits	75,000	68,750		93,110	24,360	135.4%
Intergovernmental Revenue	0	0	(1)	512,572	512,572	
Rates and Charges	45,315,766	42,409,095		40,185,764	(2,223,331)	94.8%
Miscellaneous	435,000	398,750		292,586	(106,164)	73.4%
Total Operating Revenues	<u>45,825,766</u>	<u>42,876,595</u>		<u>41,084,032</u>	<u>(1,792,563)</u>	95.8%
Operating Expenditures						
Central Charges	6,299,672	5,774,699		5,598,009	(176,690)	96.9%
Finance	646,064	577,581		485,747	(91,834)	84.1%
Public Works & Utilities	21,486,266	18,352,980		15,382,710	(2,970,270)	83.8%
Parks, Recreation & Libraries	152,415	147,538		113,249	(34,289)	76.8%
Information Technology	2,868,928	2,541,870		2,353,156	(188,714)	92.6%
Total Operating Expenditures	<u>31,453,345</u>	<u>27,394,668</u>		<u>23,932,871</u>	<u>(3,461,797)</u>	87.4%
Operating Income (Loss)	<u>14,372,421</u>	<u>15,481,927</u>		<u>17,151,161</u>	<u>1,669,234</u>	
Other Revenue and Expenditures						
Tap Fees	4,560,000	4,222,015		4,747,961	525,946	112.5%
Interest Income	365,000	334,584		282,972	(51,612)	84.6%
Interfund Transfers	2,533,172	2,322,075		2,322,075	0	100.0%
Sale of Assets	0	0		90,304	90,304	
Carryover	9,058,544	9,058,544		9,058,544	0	100.0%
Debt Service	(7,221,199)	(7,192,308)		(7,192,308)	0	100.0%
Reserve Transfer	(5,941,977)	(5,941,977)		(5,941,977)	0	100.0%
Total Other Revenue (Expenditures)	<u>3,353,540</u>	<u>2,802,933</u>		<u>3,367,571</u>	<u>564,638</u>	
Revenues Over(Under) Expenditures	<u>17,725,961</u>	<u>18,284,860</u>		<u>20,518,732</u>	<u>2,233,872</u>	

(1) The Intergovernmental budget variance is primarily reflective of the 2010 Build America Bonds interest rate subsidy.

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Water Fund						
Operating Revenues						
License & Permits	75,000	68,750		93,110	24,360	135.4%
Intergovernmental Revenue	0	0	(1)	512,572	512,572	
Rates and Charges	32,100,766	30,295,345		28,048,441	(2,246,904)	92.6%
Miscellaneous	425,000	389,583		283,836	(105,747)	72.9%
Total Operating Revenues	<u>32,600,766</u>	<u>30,753,678</u>		<u>28,937,959</u>	<u>(1,815,719)</u>	
Operating Expenditures						
Central Charges	4,427,473	4,058,517		3,899,124	(159,393)	96.1%
Finance	646,064	577,581		485,747	(91,834)	84.1%
Public Works & Utilities	14,527,801	12,645,574		10,109,243	(2,536,331)	79.9%
PR&L Standley Lake	152,415	147,538		113,249	(34,289)	76.8%
Information Technology	2,868,928	2,541,870		2,353,156	(188,714)	92.6%
Total Operating Expenditures	<u>22,622,681</u>	<u>19,971,080</u>		<u>16,960,519</u>	<u>(3,010,561)</u>	84.9%
Operating Income (Loss)	<u>9,978,085</u>	<u>10,782,598</u>		<u>11,977,440</u>	<u>1,194,842</u>	
Other Revenue and (Expenditures)						
Tap Fees	3,500,000	3,241,000		3,526,836	285,836	108.8%
Interest Income	250,000	229,167		194,785	(34,382)	85.0%
Interfund Transfers	2,097,065	1,922,310		1,922,310	0	100.0%
Sale of Assets	0	0		90,304	90,304	
Carryover	7,451,335	7,451,335		7,451,335	0	100.0%
Debt Service	(5,714,756)	(5,685,866)		(5,685,866)	0	100.0%
Reserve Transfer	(4,777,768)	(4,777,768)		(4,777,768)	0	100.0%
Total Other Revenues (Expenditures)	<u>2,805,876</u>	<u>2,380,178</u>		<u>2,721,936</u>	<u>341,758</u>	
Revenues Over(Under) Expenditures	<u>12,783,961</u>	<u>13,162,776</u>		<u>14,699,376</u>	<u>1,536,600</u>	

(1) The Intergovernmental budget variance is primarily reflective of the 2010 Build America Bonds interest rate subsidy.

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Wastewater Fund						
Operating Revenues						
Rates and Charges	13,215,000	12,113,750		12,137,323	23,573	100.2%
Miscellaneous	10,000	9,167		8,750	(417)	95.5%
Total Operating Revenues	<u>13,225,000</u>	<u>12,122,917</u>		<u>12,146,073</u>	<u>23,156</u>	100.2%
Operating Expenditures						
Central Charges	1,872,199	1,716,182		1,698,885	(17,297)	99.0%
Public Works & Utilities	6,958,465	5,707,406		5,273,467	(433,939)	92.4%
Total Operating Expenditures	<u>8,830,664</u>	<u>7,423,588</u>		<u>6,972,352</u>	<u>(451,236)</u>	93.9%
Operating Income (Loss)	<u>4,394,336</u>	<u>4,699,329</u>		<u>5,173,721</u>	<u>474,392</u>	
Other Revenue and Expenditures						
Tap Fees	1,060,000	981,015		1,221,125	240,110	124.5%
Interest Income	115,000	105,417		88,187	(17,230)	83.7%
Interfund Transfers	436,107	399,765		399,765	0	100.0%
Carryover	1,607,209	1,607,209		1,607,209	0	100.0%
Debt Service	(1,506,443)	(1,506,442)		(1,506,442)	0	100.0%
Reserve Transfer	(1,164,209)	(1,164,209)		(1,164,209)	0	100.0%
Total Other Revenues (Expenditures)	<u>547,664</u>	<u>422,755</u>		<u>645,635</u>	<u>222,880</u>	
Revenues Over(Under) Expenditures	<u>4,942,000</u>	<u>5,122,084</u>		<u>5,819,356</u>	<u>697,272</u>	

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Storm Drainage Fund						
Revenues						
Charges for Services	2,082,000	1,908,500		1,848,182	(60,318)	96.8%
Interest Income	50,000	45,833		28,887	(16,946)	63.0%
Miscellaneous	0	0		716	716	
Sub-total Storm Drainage Revenues	<u>2,132,000</u>	<u>1,954,333</u>		<u>1,877,785</u>	<u>(76,548)</u>	96.1%
Carryover	44,136	44,136		44,136	0	100.0%
Total Revenues	<u>2,176,136</u>	<u>1,998,469</u>		<u>1,921,921</u>	<u>(76,548)</u>	96.2%
Expenditures						
General Services	86,200	76,287		76,077	(210)	99.7%
Community Development	174,090	155,985		151,144	(4,841)	96.9%
PR&L Park Services	200,000	113,000		63,412	(49,588)	56.1%
Public Works & Utilities	358,590	255,675		216,140	(39,535)	84.5%
Total Expenditures	<u>818,880</u>	<u>600,947</u>		<u>506,773</u>	<u>(94,174)</u>	84.3%
Revenues Over(Under) Expenditures	<u>1,357,256</u>	<u>1,397,522</u>		<u>1,415,148</u>	<u>17,626</u>	

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Golf Courses Combined						
Operating Revenues						
Charges for Services	2,967,608	2,913,797		2,966,871	53,074	101.8%
Total Revenues	<u>2,967,608</u>	<u>2,913,797</u>		<u>2,966,871</u>	<u>53,074</u>	101.8%
Operating Expenditures						
Central Charges	217,435	199,491		158,371	(41,120)	79.4%
Recreation Facilities	2,594,708	2,502,205		2,333,448	(168,757)	93.3%
Total Expenditures	<u>2,812,143</u>	<u>2,701,696</u>		<u>2,491,819</u>	<u>(209,877)</u>	92.2%
Operating Income (Loss)	<u>155,465</u>	<u>212,101</u>		<u>475,052</u>	<u>262,951</u>	
Other Revenues and Expenditures						
Interest Income	0	0		4,435	4,435	
Other Financing Sources	484,283	484,283		484,283	0	100.0%
Other Financing Use	(484,283)	(484,283)		(484,283)	0	100.0%
Debt Service	(737,608)	(675,926)		(675,926)	0	100.0%
Interfund Transfers In	617,771	569,259	(1)	1,119,259	550,000	196.6%
Interfund Transfers Out	(585,628)	(585,628)		(585,628)	0	100.0%
Carryover	550,000	550,000		550,000	0	100.0%
Total Other Revenue (Expenditures)	<u>(155,465)</u>	<u>(142,295)</u>		<u>412,140</u>	<u>554,435</u>	
Revenues Over(Under) Expenditures	<u>0</u>	<u>69,806</u>		<u>887,192</u>	<u>817,386</u>	

(1) Interfund Transfers In reflects a reallocation of funds from Legacy to Heritage at Westmoor.

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Legacy Ridge Fund						
Operating Revenues						
Charges for Services	1,582,258	1,550,613		1,600,442	49,829	103.2%
Total Revenues	<u>1,582,258</u>	<u>1,550,613</u>		<u>1,600,442</u>	<u>49,829</u>	103.2%
Operating Expenditures						
Central Charges	113,659	104,225		81,088	(23,137)	77.8%
Recreation Facilities	1,274,371	1,239,963		1,117,975	(121,988)	90.2%
Total Expenditures	<u>1,388,030</u>	<u>1,344,188</u>		<u>1,199,063</u>	<u>(145,125)</u>	89.2%
Operating Income (Loss)	<u>194,228</u>	<u>206,425</u>		<u>401,379</u>	<u>194,954</u>	
Other Revenues and Expenditures						
Interest Income	0	0		4,168	4,168	
Other Financing Sources	240,539	240,539		240,539	0	100.0%
Other Financing Use	(240,539)	(240,539)		(240,539)	0	100.0%
Debt Service	(158,600)	(152,059)		(152,059)	0	100.0%
Interfund Transfers Out	(585,628)	(585,628)		(585,628)	0	100.0%
Carryover	550,000	550,000		550,000	0	100.0%
Total Other Revenue (Expenditures)	<u>(194,228)</u>	<u>(187,687)</u>		<u>(183,519)</u>	<u>4,168</u>	
Revenues Over(Under) Expenditures	<u>0</u>	<u>18,738</u>		<u>217,860</u>	<u>199,122</u>	

**City of Westminster
Financial Report
For Eleven Months Ending November 30, 2013**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Heritage at Westmoor Fund						
Operating Revenues						
Charges for Services	1,385,350	1,363,184		1,366,429	3,245	100.2%
Total Revenues	<u>1,385,350</u>	<u>1,363,184</u>		<u>1,366,429</u>	<u>3,245</u>	100.2%
Operating Expenditures						
Central Charges	103,776	95,266		77,283	(17,983)	81.1%
Recreation Facilities	1,320,337	1,262,242		1,215,473	(46,769)	96.3%
Total Expenditures	<u>1,424,113</u>	<u>1,357,508</u>		<u>1,292,756</u>	<u>(64,752)</u>	95.2%
Operating Income (Loss)	<u>(38,763)</u>	<u>5,676</u>		<u>73,673</u>	<u>67,997</u>	
Other Revenues and Expenditures						
Interest Income	0	0		267	267	
Other Financing Sources	243,744	243,744		243,744	-	100.0%
Other Financing Use	(243,744)	(243,744)		(243,744)	-	100.0%
Debt Service	(579,008)	(523,867)		(523,867)	-	100.0%
Interfund Transfers In	617,771	569,259	(1)	1,119,259	550,000	196.6%
Total Other Revenue (Expenditures)	<u>38,763</u>	<u>45,392</u>		<u>595,659</u>	<u>550,267</u>	
Revenues Over(Under) Expenditures	<u>0</u>	<u>51,068</u>		<u>669,332</u>	<u>618,264</u>	

(1) Interfund Transfers In reflects a reallocation of funds from Legacy to Heritage at Westmoor.

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
MONTH OF NOVEMBER 2013

Center Location Major Tenant	/----- Current Month -----/			/----- Last Year -----/			/--- %Change ---/		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
THE ORCHARD 144TH & I-25 JC PENNEY/MACY'S	357,717	6,920	364,637	354,080	17,286	371,367	1	-60	-2
WESTFIELD SHOPPING CENTER NW CORNER 92ND & SHER WALMART 92ND	304,480	967	305,447	302,232	1,417	303,650	1	-32	1
NORTHWEST PLAZA SW CORNER 92 & HARLAN COSTCO	228,659	2,073	230,732	217,416	1,164	218,580	5	78	6
SHOPS AT WALNUT CREEK 104TH & REED TARGET	228,404	1,299	229,703	212,645	2,018	214,663	7	-36	7
BROOKHILL I & II N SIDE 88TH OTIS TO WADS HOME DEPOT	207,776	2,224	210,000	185,006	1,353	186,359	12	64	13
INTERCHANGE BUSINESS CENTER SW CORNER 136TH & I-25 WALMART 136TH	171,886	489	172,376	164,112	472	164,584	5	4	5
SHOENBERG CENTER SW CORNER 72ND & SHERIDAN WALMART 72ND	170,258	299	170,556	188,726	586	189,311	-10	-49	-10
SHERIDAN CROSSING SE CORNER 120TH & SHER KOHL'S	158,838	624	159,462	153,601	523	154,124	3	19	3
PROMENADE SOUTH/NORTH S/N SIDES OF CHURCH RANCH BLVD SHANE/AMC	122,377	13,259	135,636	132,679	15,082	147,761	-8	-12	-8
NORTH PARK PLAZA SW CORNER 104TH & FEDERAL KING SOOPERS	118,194	613	118,807	110,596	179	110,775	7	243	7
CITY CENTER MARKETPLACE NE CORNER 92ND & SHERIDAN BARNES & NOBLE	98,107	558	98,665	118,419	562	118,980	-17	-1	-17
STANDLEY SHORES CENTER SW CORNER 100TH & WADS KING SOOPERS	81,261	177	81,438	73,780	70	73,850	10	152	10
VILLAGE AT THE MALL S SIDE 88TH DEPEW-HARLAN TOYS 'R US	65,715	785	66,500	60,255	195	60,450	9	302	10
ROCKY MOUNTAIN PLAZA SW CORNER 88TH & SHER GUITAR STORE	66,313	182	66,494	61,915	278	62,194	7	-35	7
WESTMINSTER CROSSING 136TH & I-25 LOWE'S	57,480	216	57,696	51,618	112	51,729	11	93	12

CITY OF WESTMINSTER
 GENERAL RECEIPTS BY CENTER
 MONTH OF NOVEMBER 2013

Center Location Major Tenant	Current Month			Last Year			%Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
WESTMINSTER PLAZA FEDERAL-IRVING 72ND-74TH SAFEWAY	54,980	369	55,350	51,670	300	51,970	6	23	7
LUCENT/KAISER CORRIDOR 112-120 HURON - FEDERAL LUCENT TECHNOLOGY	8,996	44,743	53,739	14,334	54,754	69,088	-37	-18	-22
VILLAGE AT PARK CENTRE NW CORNER 120TH & HURON CB & POTTS	46,736	778	47,514	43,549	621	44,170	7	25	8
STANDLEY LAKE MARKETPLACE NE CORNER 99TH & WADSWORTH SAFEWAY	43,203	137	43,339	45,368	180	45,547	-5	-24	-5
WILLOW RUN 128TH & ZUNI SAFEWAY	32,014	167	32,180	32,797	277	33,074	-2	-40	-3
BROOKHILL IV E SIDE WADS 90TH-92ND MURDOCH'S	30,227	116	30,343	26,305	0	26,305	15	*****	15
MEADOW POINTE NE CRN 92ND & OLD WADS CARRABAS	30,088	40	30,128	32,204	104	32,308	-7	-62	-7
STANDLEY PLAZA SW CORNER 88TH & WADS WALGREENS	27,524	88	27,612	28,051	84	28,136	-2	5	-2
NORTHVIEW 92ND AVE YATES TO SHERIDAN SALTGRASS	24,439	272	24,711	21,849	62	21,912	12	337	13
BOULEVARD SHOPS 94TH & WADSWORTH CORRIDOR AMERICAN FURNITURE WAREHOUSE	23,742	265	24,008	20,026	275	20,301	19	-4	18
	2,759,411	77,661	2,837,072	2,703,233	97,953	2,801,187	2	-21	1

CITY OF WESTMINSTER
 GENERAL RECEIPTS BY CENTER
 NOVEMBER 2013 YEAR-TO-DATE

Center Location Major Tenant	YTD 2013			YTD 2012			%Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
THE ORCHARD 144TH & I-25 JC PENNEY/MACY'S	4,747,178	154,309	4,901,487	4,277,839	150,213	4,428,053	11	3	11
WESTFIELD SHOPPING CENTER NW CORNER 92ND & SHER WALMART 92ND	3,671,082	26,863	3,697,945	3,758,467	22,188	3,780,655	-2	21	-2
SHOPS AT WALNUT CREEK 104TH & REED TARGET	2,781,909	33,858	2,815,767	2,590,624	19,452	2,610,076	7	74	8
NORTHWEST PLAZA SW CORNER 92 & HARLAN COSTCO	2,630,393	11,048	2,641,440	2,516,414	10,655	2,527,070	5	4	5
BROOKHILL I & II N SIDE 88TH OTIS TO WADS HOME DEPOT	2,370,114	55,066	2,425,180	2,088,758	20,355	2,109,114	13	171	15
SHOENBERG CENTER SW CORNER 72ND & SHERIDAN WALMART 72ND	1,909,307	6,645	1,915,952	2,137,223	6,071	2,143,294	-11	9	-11
SHERIDAN CROSSING SE CORNER 120TH & SHER KOHL'S	1,884,196	10,889	1,895,085	1,877,014	37,045	1,914,059	0	-71	-1
INTERCHANGE BUSINESS CENTER SW CORNER 136TH & I-25 WALMART 136TH	1,849,075	14,729	1,863,804	1,813,912	6,301	1,820,213	2	134	2
PROMENADE SOUTH/NORTH S/N SIDES OF CHURCH RANCH BLVD SHANE/AMC	1,494,870	206,648	1,701,518	1,390,254	194,843	1,585,097	8	6	7
NORTH PARK PLAZA SW CORNER 104TH & FEDERAL KING SOOPERS	1,408,537	13,939	1,422,475	1,307,556	8,024	1,315,579	8	74	8
CITY CENTER MARKETPLACE NE CORNER 92ND & SHERIDAN BARNES & NOBLE	1,176,674	14,541	1,191,214	1,306,124	8,123	1,314,247	-10	79	-9
STANDLEY SHORES CENTER SW CORNER 100TH & WADS KING SOOPERS	949,473	4,398	953,870	878,891	2,069	880,960	8	113	8
VILLAGE AT THE MALL S SIDE 88TH DEPEW-HARLAN TOYS 'R US	832,321	5,729	838,050	817,484	6,659	824,144	2	-14	2
WESTMINSTER CROSSING 136TH & I-25 LOWE'S	736,911	26,934	763,845	693,823	5,615	699,438	6	380	9
ROCKY MOUNTAIN PLAZA SW CORNER 88TH & SHER GUITAR STORE	692,212	5,973	698,184	669,659	2,886	672,545	3	107	4

CITY OF WESTMINSTER
 GENERAL RECEIPTS BY CENTER
 NOVEMBER 2013 YEAR-TO-DATE

Center Location Major Tenant	YTD 2013			YTD 2012			%Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
WESTMINSTER PLAZA FEDERAL-IRVING 72ND-74TH SAFEWAY	626,628	7,043	633,671	611,391	8,186	619,577	2	-14	2
VILLAGE AT PARK CENTRE NW CORNER 120TH & HURON CB & POTTS	510,426	20,012	530,438	478,157	22,245	500,402	7	-10	6
WESTMINSTER MALL 88TH & SHERIDAN JC PENNEY	493,777	8,639	502,416	804,019	19,715	823,735	-39	-56	-39
STANDLEY LAKE MARKETPLACE NE CORNER 99TH & WADSWORTH SAFEWAY	491,958	2,189	494,147	496,518	7,609	504,127	-1	-71	-2
WILLOW RUN 128TH & ZUNI SAFEWAY	370,511	2,697	373,208	384,164	3,475	387,639	-4	-22	-4
BROOKHILL IV E SIDE WADS 90TH-92ND MURDOCH'S	337,474	6,054	343,527	301,725	1,290	303,015	12	369	13
BOULEVARD SHOPS 94TH & WADSWORTH CORRIDOR AMERICAN FURNITURE WAREHOUSE	329,210	4,988	334,198	296,216	2,994	299,210	11	67	12
NORTHVIEW 92ND AVE YATES TO SHERIDAN SALTGRASS	294,160	21,372	315,532	275,096	4,875	279,971	7	338	13
STANDLEY PLAZA SW CORNER 88TH & WADS WALGREENS	285,084	6,626	291,711	283,131	9,257	292,388	1	-28	0
MEADOW POINTE NE CRN 92ND & OLD WADS CARRABAS	275,774	853	276,627	266,587	680	267,268	3	25	4
	<u>33,149,251</u>	<u>672,040</u>	<u>33,821,291</u>	<u>32,321,048</u>	<u>580,825</u>	<u>32,901,873</u>	<u>3</u>	<u>16</u>	<u>3</u>



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: Solid Waste & Recycling Cumulative Purchases over \$50,000 in 2013

Prepared By: Jerry Cinkosky, Facilities Manager

Recommended City Council Action

Based on the report and recommendation of the City Manager, determine that the public interest will best be served by ratifying past purchases and approving remaining 2013 expenses with Allied/Republic Waste up to a maximum of \$65,000.

Summary Statement

- The Westminster Municipal Code requires that all purchases over \$50,000 be brought to 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 or when a particular vendor exceeds the amount of a contract previously approved by City Council.
- During routine year end audit of purchases greater than \$50,000 for the calendar year, Staff identified Allied/Republic Waste as exceeding the original contract amount of \$55,080, which had been approved by City Council in late 2011 with two (2) one-year renewal options.
- Funds were previously appropriated in the 2013 budget and are available in the individual department's operating budgets for the purchases.

Expenditure Required: \$65,000

Source of Funds: General Fund – General Services, Fire, Parks, Recreation & Libraries
and Public Works & Utilities Budgets
Utility Fund – Public Works & Utilities Operating Budget

Policy Issue

Should City Council approve the purchase of solid waste and recycling services that will have exceeded the original contract amount for 2013 by year-end?

Alternative

Do not approve the purchases as recommended. While it could be argued that transactions by individual departments represent a separate purchase, City Staff believes that a more conservative and prudent approach is to treat the smaller cumulative transactions as a larger purchase that are subject to City Council approval.

Background Information

In 2011, City Council authorized a contract with Allied Waste of Colorado in the amount of \$55,080 to provide solid waste removal for city buildings and both employee and community recycle programs. In 2011, the actual contract amount was \$50,080 with Staff recommending adding an additional \$5,000 for contingency based on the previous year's expenditures. Building Operations and Maintenance (BO&M) manages the Allied Waste contract Citywide; department contracts work on service issues through BO&M but process payment through their respective department budgets.

While the original contract fees for trash hauling by facility have not increased since 2011 and the contract with Allied Waste was renewed in 2012 and 2013, frequency levels for community recycling participation has required adding additional days of pickup service at all four drop off locations throughout the City. In addition to increasing frequency levels for the public drop off sites, the City's emphasis on employees to recycle in the workplace has resulted in adding several facilities receiving recycle pickups and increasing the frequencies of service pickups at a number of other buildings.

Over the past year, Big Dry Creek Waste Water Treatment Facility, Park Operations, Street Operations and Building Operations and Maintenance have experienced additional on-call service pickups for their 30 yard roll-off containers.

Throughout the year, Staff across different departments will often take advantage of the Allied Waste competitive pricing to obtain additional services for their own operational needs. Cumulative purchases with a specific vendor across City Departments are currently only identified at the end of the year. Moving forward, Staff from individual departments that utilize trash hauling and recycling services will be working with the City's Purchasing Officer to obtain a quarterly report of expenditures in an attempt to avoid cumulative purchases exceeding the original contract amount.

Staff recommends ratifying past expenditures to Allied Waste that have exceeded the original contract amount \$55,080 and to authorize an additional \$9,920 to cover remaining services and invoices not yet received for the month of December. Staff's recommendation to ratify 2013 trash hauling and recycling services helps to achieve City Council's goal of a Beautiful and Environmentally Sensitive City by supporting the objective of a convenient recycling program for residents and businesses.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: 2013 PRL Day Porter and Custodial Services Cumulative Purchase over \$50,000

Prepared By: Jason Genck, PRL General Operations Manager

Recommended City Council Action

Based upon the report and recommendation of the City Manager, determine that the public interest will be best served by ratifying 2013 Department of Parks, Recreation and Libraries expenses for custodial services with KG Clean, Inc. and approve remaining 2013 expenses with KG Clean up to a maximum of \$120,000.

Summary Statement

- The Westminster Municipal Code requires that all purchases over \$50,000 be brought to 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 or when a particular vendor exceeds the amount of a contract previously approved by City Council.
- Contracts are created by the Department of Parks, Recreation and Libraries (PRL), per facility, for day-porter custodial services. To ensure cost effectiveness, these day-porter services are bid with the evening custodial services as published by the Building Operations and Maintenance Division (BO&M). On December 17, 2012, City Council approved the BO&M recommendation to contract with KG Clean, Inc., the lowest bidder, for evening custodial services for the year 2013 with an optional two years renewal. At that time, day-porter services in the PRL were not anticipated to go beyond the \$50,000 that would have required City Council approval. As a result, Staff did not seek Council approval for 2013 PRL day-porter services though KG Clean, Inc.
- In March of 2013, the City Golf Courses began contracting evening custodial services with KG Clean, Inc. These services were not covered by the Building Operations and Maintenance Division’s evening custodial services contract although PRL Staff believed they were.
- Within PRL, Staff have identified that 2013 combined invoices from KG Clean, Inc., for services delivered outside of BO&M’s 2013 evening custodial services contract exceed the \$50,000 spending requirement for City Council approval. Staff was operating under the incorrect assumption that a contract and property authorizations were in place for custodial services. PRL has expended \$93,975.01 as of early December and anticipates that cumulatively by year end 2013 it will spend no more than a total of \$120,000 on evening custodial services and day-porter services combined.
- Staff is reviewing the contract and expenditure process within PRL to identify breakdowns in this process and will implement appropriate procedures to ensure compliance with City purchasing procedures, PRL will return to Council after January 1, 2014 with a recommended contract for day-porter services and evening custodial services for 2014 as spending will exceed \$50,000 in 2014 for these services.

Expenditure Required: \$120,000
Source of Funds: General Fund, Parks Recreation & Libraries Operating Budget
- \$104,000
Golf Fund, Legacy Ridge and Heritage Operating Budget – \$16,000

Policy Issue

Should City Council ratify expenditures related to 2013 contractual custodial services for Parks, Recreation and Libraries Department facilities with KG Clean, Inc. that exceed the \$50,000 authorization level and approve remaining 2013 expenses up to a maximum of \$120,000?

Alternative

Council could choose to not approve past expenditures as recommended. Staff does not recommend this action based on the company's good faith efforts to work with Staff providing custodial services and having already provided this much needed service over the past year.

Background Information

For the past 25 years, the City has successfully contracted with the private sector to provide custodial services in City facilities.

Contracts are created by the Department of Parks, Recreation and Libraries, per facility, for day-porter custodial services. To ensure cost effectiveness, day-porter services were included in the Request for Bid for evening custodial services published by the Building Operations and Maintenance Division in 2012. On December 17, 2012, City Council approved the BO&M's recommendation to contract with KG Clean, Inc., the lowest bidder, for evening custodial services for the year 2013 with an optional two years renewal. At that time, day-porter services in PRL were not anticipated to go beyond the \$50,000 City Council approval required contract limit and as a result, Staff did not seek Council approval for day-porter services though KG Clean, Inc. In 2012, contractual day-time porter services were used on a limited basis; in 2013, this business practice changed and expanded in nearly all PRL facilities.

“Day porter” services are cleaning services conducted during normal business hours at each facility. The “day porter” services partially replace custodial services previously conducted by City Staff. Starting in March of 2013, the Golf Courses also added after-hours custodial services that were not a part of the 2013 Building Operations and Maintenance Division’s evening custodial services contract although PRL Staff believed they were.

With these increased services, a total of \$93,975.01 has been expended as of the beginning of December, thus the total expenditure for facility custodial services within the department exceeded \$50,000. This work was authorized by PRL Staff without getting the necessary City Council action because the individual contracts were not anticipated to exceed \$50,000. Because PRL believed the evening custodial expenses at the Golf Courses were included in the BO&M contract, Staff did not realize the breach in policy until December 2013. Combined contracts did exceed \$50,000 and were not covered under the City Council authorization BO&M received in 2012. Staff operated under the incorrect assumption that a contract and proper authorization were in place for custodial services for PRL. Staff should have coordinated efforts and requested funding prior to contracting additional services. Staff is implementing additional purchasing training throughout December 2013 and January 2014 to review policies and procedures to ensure correct procedures are followed and proper authorizations are obtained. Staff will return to Council after January 1, 2014, with a recommended contract for day-porter services.

Staff requests ratification of the amount expended to date and requests approval of remaining 2013 expenses with KG Clean to a maximum of \$120,000.

SUBJECT: 2013 PRL Cumulative Purchase over \$50,000

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Contract custodial services support the Strategic Plan Goal of a Financially Sustainable City Government Providing Exceptional Services and the goal of a Safe and Healthy Community since clean facilities ensure safe buildings for visitors to enjoy.

Respectfully submitted,

J. Brent McFall
City Manager



City Council Meeting
December 23, 2013



SUBJECT: 2013 Water Treatment Chemicals - Ratification of Additional Expenses

Prepared By: Stephen Gay, Utilities Operations Manager
Tom Settle, Water Treatment Superintendent

Recommended City Council Action

Based on the report and recommendation of the City Manager, determine that the public interest will be best served by ratifying past purchases and approving additional expenditures of up to \$25,000 to DPC Industries, for a total of up to \$200,000, for the purchase of Sodium Hypochlorite and Caustic Soda, and up to an additional \$7,500 to Harcros Chemical Co., for a total of up to \$60,000, for Permanganate and Citric Acid, a total combined increase in requested authorization to these vendors of \$32,500.

Summary Statement

- Adequate funds for the purchase of water treatment chemicals were included in the approved 2013 Utility Enterprise Fund budget.
- The City uses two vendors to supply Sodium Hypochlorite and Caustic Soda to the water treatment facilities, but had to shift more of the purchases to DPC Industries in 2013 due to delivery scheduling conflicts with the other City supplier, Thatcher Chemical, thereby increasing the total expenditures to DPC Industries and reducing those to Thatcher Chemical.
- Greater volumes of Permanganate and Citric Acid were used at the Northwest Water Treatment Facility due to the 2013 storm impacts and additional chemical cleanings required to restore and maintain filtration capacity of the membrane filtration systems, thereby increasing the total expenditures to Harcros Chemical Co.

Expenditure Required: \$32,500

Source of Funds: Utility Fund – Utilities Operations Division Budgets

Policy Issue

Should the City ratify and approve the additional amounts outlined in this agenda memorandum?

Alternative

Council could decide not to ratify these additional expenses. Staff does not recommend this alternative as these chemicals are necessary for the continued safe treatment of the City’s potable water supply.

Background Information

As part of the 2013 Utility Enterprise Fund budget, City Council approved the purchase of treatment chemicals for the City’s two water treatment facilities, based on the bid put out on behalf of MAPO, a cooperative of state, municipal, county, special district, school district and other local government agencies. This is a competitive bid offering greater volume and lower prices to the City than the City can obtain on its own. Westminster Municipal Code section 15-1-4(A)(1) specifically states that this is an acceptable form of purchasing for the City.

Sodium Hypochlorite is the primary disinfectant utilized at the water treatment facilities and represents the second-largest chemical expense in the treatment process. Two vendors provide this chemical to the City: DPC Industries and Thatcher Company. The purchases were planned to be split between the two in a 2/3 and 1/3 fashion, based on delivery constraints of Thatcher Company in Salt Lake City. Council previously approved expenditures on January 28, 2013, to DPC Industries for \$141,600 and Thatcher Company for \$70,800 for Sodium Hypochlorite. Due to scheduling challenges in 2013, Staff was unable to take full advantage of Thatcher Company for Sodium Hypochlorite deliveries, thereby reducing expenditures to Thatcher to \$25,000 and requiring additional purchases from DPC Industries.

Caustic Soda is utilized for pH and alkalinity control at both facilities. Purchases of this chemical of approximately \$30,000 was also awarded to DPC Industries as the low bidder, bringing the anticipated total 2013 expenditures to DPC Industries to approximately \$175,000 for the year, as previously approved by City Council in January. Increased purchases from DPC Industries of Sodium Hypochlorite due to reduced purchases from Thatcher Chemical will increase the total expenditures with DPC Industries by \$25,000 above the amount previously approved by City Council.

The purchase award for Permanganate and Citric Acid products was made to Harcros Chemical Company and authorized by City Council in January up to \$52,500. Permanganate is used to remove contaminant metals such as iron and manganese and to control taste and odor at both water treatment facilities. Increased purchases of Permanganate and Citric Acid from Harcros Chemical due to the 2013 storm impacts and additional chemical cleanings required to restore and maintain filtration capacity of the membrane filtration systems raised the total expenditures with this vendor by \$7,500 above the amount previously approved by City Council.

The following table summarizes the requested changes:

<i>VENDOR</i>	<i>CHEMICAL</i>	<i>PREVIOUSLY APPROVED (Jan. 28, 2013)</i>	<i>AMOUNT SPENT</i>	<i>REVISED TOTAL REQUEST</i>
<i>DPC Industries</i>	Sodium Hypochlorite, Caustic Soda	\$175,000	\$188,081	\$200,000
<i>Harcros Chemical Co.</i>	Permanganate, Citric Acid	\$52,500	\$55,417	\$60,000
<i>Total</i>		\$227,500	\$243,498	\$260,000

The cost of the 2013 chemical purchases described above is within the amount approved by City Council in the 2013 Utility Enterprise Fund budget.

This expenditure meets Council's Strategic Plan goals of Safe and Healthy Community, Financially Sustainable City Government, and Beautiful and Environmentally Sensitive City by keeping the City's water supply clean and safe and maintaining the service level of the treatment plants.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 E

Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: City Park Recreation Center Hot Tub Ozone Equipment Replacement

Prepared By: Brian Grucelski, Maintenance Foreman
Jerry Cinkosky, Facilities Manager

Recommended City Council Action

Based on the recommendation of the City Manager, find that the public interest will best be served by authorizing the City Manager to execute a sole source contract in the amount of \$75,000 with Dr. Guenter Moldizo for design, fabrication, installation and commissioning of City Park Recreation Center's hot tub ozone generation system plus a contingency of \$7,500, for a total authorized expenditure of \$82,500.

Summary Statement

- In mid-October during a routine maintenance inspection of City Park Recreation Center hot tub ozone disinfection system, the City's consultant, Dr. Guenter Moldzio, identified key components of the equipment that needs to be rebuilt within three to six months. Dr. Moldzio noted in his report it was just a matter of time before the ozone generation system would no longer be operable.
- Staff was informed that many of the needed components were discontinued and no longer available from the manufacturer. In light of the fact this piece of equipment has outlived the manufacturers' recommended useful life and any parts that are available are priced at a point that makes their purchase cost prohibitive, Staff recommends replacing the entire ozone generator.
- To avoid losing the amenity of the hot tub, loss of revenue, and inconvenience to recreation center guests, Staff would like to order a new ozone generation unit as soon as possible. This unit has a lead time of 12 – 14 weeks.

Expenditure Required: \$75,000

Source of Funds: General Capital Improvement Fund - Building Operations Aquatics Capital Project

Policy Issue

Should City Council authorize the purchase of replacement ozone generation equipment for the City Park Recreation Center hot tub?

Alternative

Council could choose not to authorize the replacement of the ozone generation system until it becomes inoperable. This alternative is not recommended based on the value the community places on this center amenity.

Background Information

During an annual routine maintenance inspection of the hot tub ozone generation system at City Park Recreation Center, the City's consultant, Dr. Guenter Moldzio, identified certain components of the system that will need to be rebuilt within the next three to six months. Dr. Guenter Moldzio originally designed, built and installed the equipment over 20 years ago. Dr. Moldzio assessed all of the ozone equipment and informed Staff that it was only a matter of time before the equipment would fail beyond repair and the facility would no longer be able to operate the ozone generation system for the hot tub.

This ozone generation equipment was identified through the 2007 Bornengineering Long-Term Facility Needs Assessment as needing to be replaced in 2008 at a cost of \$175,000. In September 2012, Council approved a contract with Dr. Moldzio in the amount of \$85,600 to replace the hot tub contact chambers and sand filter chamber. Staff has been able to keep the current equipment operating beyond its useful life by rebuilding key components of the system. Unfortunately, many of the replacement parts in the rebuild kits are no longer available. Also, the high cost of parts that are available for the system make their purchase cost prohibitive. The hot tub and associated ozone generation equipment was not included in the overall pool remodeling in 2009 and 2010.

Dr. Moldzio is one of two primary ozone system providers in the nation and one of the leading experts in ozone generation systems. The other company was utilized for the 2009 City Park Recreation facility pool renovation and Staff is continuing to work with that company on outstanding issues at the pool. Due to Dr. Moldzio's experience and technical expertise with the hot tub, Staff recommends utilizing him for this project.

The replacement of ozone generation equipment for the hot tub amenity at City Park Recreation Center supports Council's Strategic Plan goal of a Safe and Healthy Community along with a Financially Sustainable City Government Providing Exceptional Services by providing well maintained City facilities and infrastructure.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: Landscape Maintenance Services Contract Award

Prepared By: Richard Dahl, Park Services Manager
Marty Chase, Parks Contract Maintenance Specialist

Recommended City Council Action

Authorize the City Manager to execute a contract for the City’s Landscape Maintenance Services with the low bidder, CoCal Industries, Inc., in the amount of \$323,628.50 and authorize up to \$300,000 for irrigation and related landscape repairs as required in the contract for a total authorized expenditure of \$623,628.50.

Summary Statement

- The City has successfully partnered with the private sector for contractual landscape maintenance services of some of the City’s landscapes. For the past fifteen years, City Council has supported the use of various private contractors to maintain approximately 320 sites. These contractors have been a cost effective means of accomplishing the City’s goal of maintaining street and landscape median areas.
- This landscape maintenance services contract was bid through the City’s purchasing agent using the established competitive bid process. The low bidder, CoCal Industries Inc. (\$323,628.50), has successfully completed similar contracts in Westminster and the Denver Metro Area and has successfully provided service to the City in the past.
- Under the terms of this contract, CoCal will repair irrigation, address vandalism, and other items and/or added maintenance on a time and materials cost basis above and beyond the base bid for an additional amount not to exceed \$300,000. The length of this contract is one year with the option of four renewals for five years (2014-2018), subject to satisfactory delivery of services and annual appropriation.
- Staff anticipates an evaluation of all Parks, Recreation and Libraries Department maintenance contracts over the next 12-months, including this contract, to ensure quality maintenance of these important and highly visible areas.

Expenditure Required: \$623,628.50

Source of Funds: General Fund - Parks, Recreation & Libraries Operating Budget;
Storm Drainage Fund – Parks, Recreation & Libraries Operating Budget;
General Capital Improvement Fund - Community Enhancement Project;
Amherst GID Fund; and Sheridan Crossing GID Fund

Policy Issue

Does the City wish to continue the use of outside contractors to perform specific park maintenance operations instead of using in-house Staff, supplies and equipment?

Alternatives

1. City Council could decide not to approve the Landscape Maintenance Services Contract and rely on City Staff to take over the maintenance of these 320 sites. Staff does not recommend this alternative because there is not currently adequate authorized staffing levels to perform this work nor does the City own the necessary equipment to do this work in 2014. Staff will be studying this issue in the next 12-months.
2. City Council could decide to take no action on this contract. Staff does not recommend this as Staff has received competitive bids from qualified contactors and these bids will expire on January 20, 2014, which is 60 days from the bid opening.

Background Information

Caring for the City’s landscapes is completed by a combination of City employees and outside contractors. Contractors have been responsible for the mowing, irrigation, trash and graffiti removal, weed management, and tree, shrub and plant care of approximately 320 areas. These areas maintained by contract are drainage ways, streetscapes including medians, and municipal building facilities. The care of most of the park and open space grounds are performed by City of Westminster Staff.

Examples of sites under contract maintenance include but are not limited to:

Medians and Streetscapes:

- Sheridan Boulevard – US 36 to 120th Ave.
- 104th Ave – Zuni St. to Wadsworth Boulevard
- Huron Street – 128th Ave. to 146th Street
- Federal Boulevard – US 36 to 70th Ave.
- 72nd Ave – Depew St. to Pierce St.
- 88th Ave – Sheridan to Wadsworth Boulevards

Drainage areas:

- Airport Creek – Westminster Boulevard to Eaton Street
- Countryside Detention Pond – Countryside Drive and Routt St
- Ranch Greenbelt – 112th Ave. to the Ranch Golf Course
- Cotton Creek Greenbelt – Vrain St to Stuart St

Facilities:

- Northwest Water Treatment Plant – 104th and Wadsworth
- Semper Water Treatment Plant – 8900 Pierce St.
- Fire Stations 1 thru 6
- Westminster City Center Park – 92nd and Yates St.

Hiring contractors has allowed Staff to concentrate their maintenance activities in parks, sports complexes, trails and open space, and special use facilities (e.g., dog parks). Provisions of the 2014 Landscape Maintenance Services Contract specifically address the standards of care required by the contractor and the importance of timely removal and replacement of dead plant material to insure the health and vitality of the City’s streetscapes and medians. This, along with weekly maintenance standards such as weed removal, trash and graffiti control, will contribute to the Strategic Plan goal of a beautiful and well maintained City.

While the contract being proposed includes the option of a multi-year renewal of up to five years, the City is not bound to those five years. The Parks, Recreation and Libraries Department anticipates a full review of all maintenance contracts within park operations in the next 12 months and this contract will be a part of that evaluation.

In accordance with City Charter bidding requirements and with the assistance of the City’s Purchasing Officer and the City Attorney’s Office, the following bids were received:

Company	Bid
CoCal Landscape	\$323,628.50
Schultz Industries, Inc.	\$418,559.00
Valley Crest Landscape Maintenance	\$425,590.12
Vargas Property Services, Inc.	\$445,616.36
Brickman Group	\$551,199.00

Environmental Designs, Greenland Landscape Services, JPL Inc., T2 Construction, Coloco Inc., Custom Landscapes of Colorado, Keesen Landscape Management, and L.I.D Landscapes received the bid package but made no bid. The base contract of \$323,628.50 is for regularly scheduled maintenance; the additional amount of up to \$300,000 is for unanticipated irrigation and related landscape repairs.

This project supports City Council’s Strategic Plan Goals of a Financially Sustainable City Government, Vibrant Neighborhoods and Commercial Areas and a Beautiful City by effectively utilizing budgeted funds to provide well-designed and maintained City drainage ways, streetscapes, and roadsides that consistently meet high customer satisfaction as found in the City’s Biennial Citizen Survey.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: 2014 Asphalt Pavement Crackseal Project Contract

Prepared By: Rob Dinnel, Street Project Specialist
Dave Cantu, Street Operations Manager

Recommended City Council Action

Authorize the City Manager to execute a contract for the 2014 Asphalt Pavement Crackseal Project with the low bidder, A-1 Chipseal Company, in the amount of \$117,400 and authorize a contingency of \$20,000 for a total authorized expenditure of \$137,400.

Summary Statement

- The City has utilized the services of a private contractor to perform a portion of the city's annual asphalt pavement cracksealing projects since 2004.
- City Council approved adequate funds for this expense in the 2014 Department of Public Works and Utilities, Street Operations Division budget in the General Fund.
- Formal bids for this project were solicited and opened on December 4, 2013, in accordance with City's purchasing policy. Requests for bids were sent to the five contractors in the metropolitan area who do this type of pavement preventative maintenance treatment with four responding.
- The low bidder, A-1 Chipseal Company, meets all of the City bid requirements and has successfully performed this process in the City of Westminster, as well as the Denver Metro area, the past twelve years.
- Forty-two streets totaling 84 lane miles will receive the crackseal preventative maintenance treatment on streets earmarked for roadway surface improvements in 2014 and 2015 (see attached location list and map).
- The contracted cracksealing program allows Street Division crews to concentrate their pavement preservation and maintenance efforts on roadways where improvements will not be scheduled for several years, stretching annual maintenance funding.

Expenditure Required: \$137,400

Source of Funds: General Fund - Public Works & Utilities 2014 Street Operations Budget

Policy Issue

Should this bid for 2014 Asphalt Pavement Cracksealing be awarded to the low bidder, A-1 Chipseal Company?

Alternatives

1. Reject the Westminster bid and instruct Staff to re-bid this project. This alternative is not recommended because the City of Westminster project was sent directly to the five Denver metro area contractors performing this type of work.
2. Discontinue the practice of cracksealing all or some of the proposed streets prior to resurfacing. This alternative is not recommended because water would be allowed to penetrate the pavement's subgrade and reduce the life expectancy of the resurfacing projects by 50%.
3. A third alternative is to crackseal these streets in-house. Staff does not recommend this alternative, because City crews would fall behind with scheduled pavement preservation and the combined use of contract/in-house labor for this service has proven successful in stretching annual maintenance funding.

Background Information

Cracksealing is the most cost effective preventative maintenance strategy available in fighting asphalt pavement deterioration and prolonging pavement life. The biggest benefit of an effective crackseal program is keeping water from entering and weakening roadway base and sub-base.

Cracksealing is performed from late fall through early spring when pavement cracks are at maximum width. Cracks are blown free of debris by means of compressed air, dried with a heat lance when required and filled with a hot rubberized sealant.

The City has utilized the services of a contractor to perform a portion of the City's annual asphalt pavement cracksealing projects since 2004, because given the number of streets resurfaced annually (average 165 streets), City crews would fall behind with other scheduled pavement preservation activities; and combined use of contract/in-house labor for this service has proven successful in stretching annual maintenance funding.

The low bidder, A-1 Chipseal Company meets all of the City bid requirements and has successfully completed this process for the City of Westminster, as well as cities in the Denver Metro area, for the past twelve years.

The 2014 Asphalt Pavement Crackseal Project represents a total of 84 lane miles of asphalt pavement preventative maintenance at forty-two streets (see attached location list and map). This cracksealing on streets earmarked for 2014 and 2015 improvements allows Street Division crews to concentrate their pavement preservation and maintenance efforts on roadways where improvements will not be scheduled for several years.

The following formal sealed bids were opened on December 4, 2013:

A-1 Chipseal Company	\$117,400
Coating Inc.	\$124,000
Foothills Paving & Maintenance, Inc.	\$134,000
Precise Striping Inc.	\$138,500
Staff Estimate	\$115,000

The 2014 low bid crackseal application price of \$1.174 per pound is an increase of 8.7% above the 2013 price for cracksealing performed in early 2013. This increase is attributed to fluctuating oil and fuel prices.

The proposed Council action helps achieve City Council's goals of "Financially Sustainable City Government Providing Exceptional Services" and "Vibrant Neighborhoods in One Livable Community" meeting the objectives of well-maintained city infrastructure and city facilities and maintained and improved neighborhood infrastructure.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: Project Map
Location List

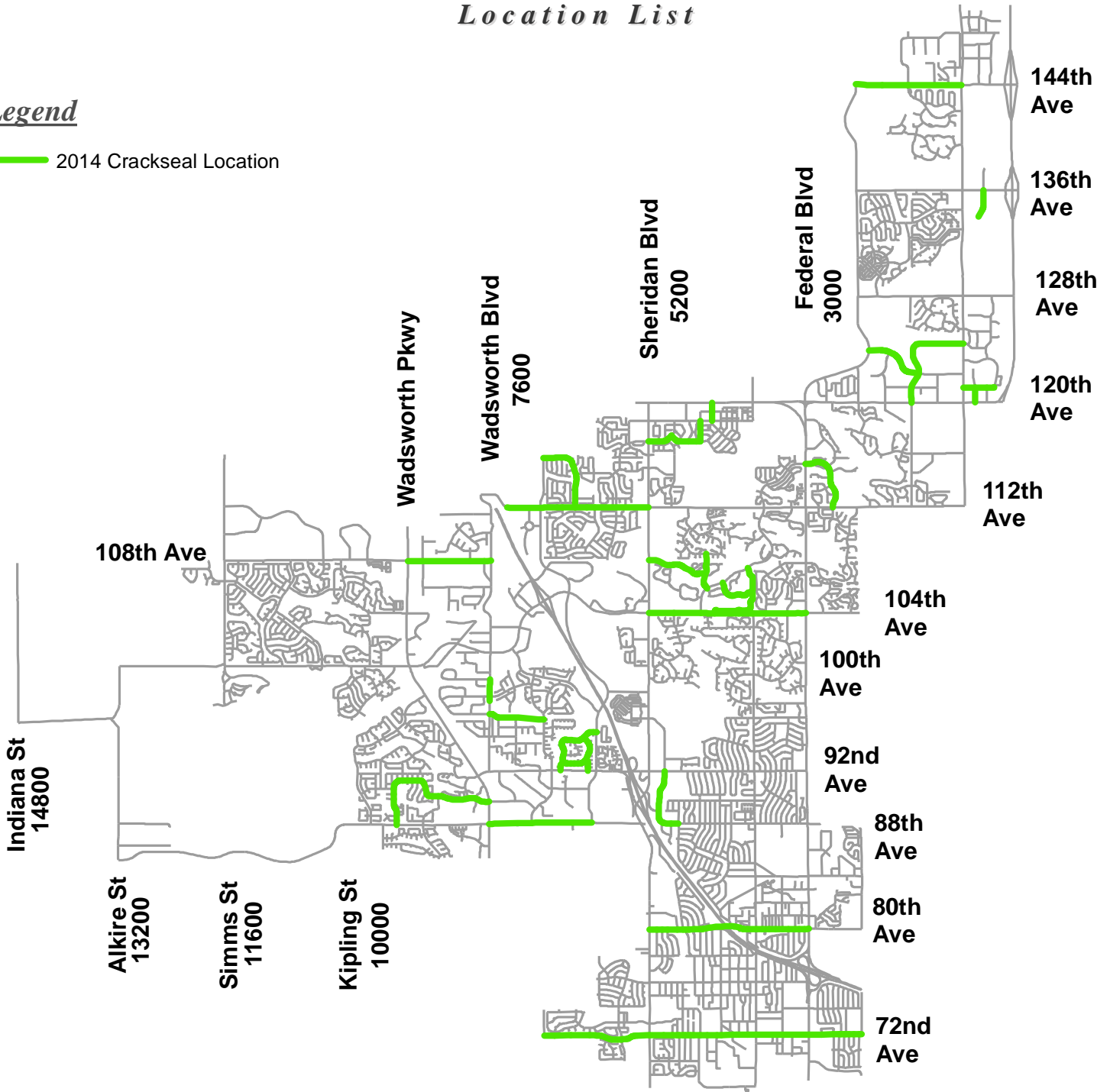


WESTMINSTER

2014 Asphalt Pavement Crackseal Project Project SCRS-14-1 Location List

Legend

 2014 Crackseal Location



City Project No. SCRS-14-1

2014 Arterial/Collector Crackseal Location List

	<i>Street</i>	<i>From</i>	<i>To</i>
1	144th Avenue	Huron Street	Zuni Street
2	124th Avenue	Huron Street	Pecos Street
3	Pecos Street	124th Avenue	120th Avenue
4	112th Avenue	Sheridan Boulevard	West to RR Crossing
5	104th Avenue	Federal Boulevard	Sheridan Blvd
6	108th Avenue	Wadsworth Blvd	Wadsworth Pkwy
7	Wadsworth Blvd	S of 98th Ave	99th Place
8	Yates Street	88th Avenue	92nd Avenue
9	88th Avenue	Wagner Lane	Yates Street
10	88th Avenue	Harlan Street	Wadsworth Blvd
11	80th Avenue	Sheridan Boulevard	Federal Boulevard
12	72nd Avenue	Zuni Street	Pierce Street
13	90th Avenue	Wadsworth Pkwy	Cody Street
14	Cody Street	90th Avenue	91st Avenue
15	91st Avenue	Cody Street	Field Street
16	Field Street	88th Avenue	91st Avenue
17	121st Avenue	Bannock Street	Huron Street
18	122nd Avenue	Pecos Street	Federal Boulevard
19	Melody Drive	120th Avenue	121st Avenue
20	Orchard Parkway	128th Avenue	Zuni Street
21	Ranch Reserve Pkwy	112th Avenue	Federal Boulevard
22	Irving Drive	111th Drive	112th Avenue
23	111th Drive	Irving Drive	Legacy Ridge Pkwy
24	Lowell Drive	Legacy Ridge Pkwy	105th Drive
25	Perry Drive	105th Drive	Legacy Ridge Pkwy
26	105th Drive	Lowell Drive	Perry Drive
27	Lowell Court	105th Drive	104th Drive
28	104th Drive	Lowell Court	Newton Loop
29	Newton Loop	104th Avenue	104th Drive
30	107th Drive	Stuart Street	Sheridan Blvd
31	Stuart Street	Legacy Ridge Pkwy	107th Drive
32	Tennyson Street	107th Drive	Cotton Creek Drive
33	Tennyson Street	117th Avenue	Main Street
34	117th Avenue	Sheridan Boulevard	Quitman Street
35	Bradburn Blvd	118th Place	120th Avenue
36	Kendall Street	112th Avenue	116th Avenue
37	116th Avenue	Kendall Street	Main Street
38	96th Avenue	Pierce Street	Wadsworth Blvd
39	95th Avenue	Westminster Blvd	Lamar Street
40	Lamar Street	95th Avenue	92nd Avenue
41	Ingalls Street	95th Avenue	92nd Avenue
42	92nd Place	Ingalls Street	Lamar Street



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: Second Reading of Councillor's Bill No. 53 re Housekeeping Amendments to Specific Chapter Sections in Title XIII, Parks and Recreation, and XVI, Utilities and Franchises, of the Westminster Municipal Code

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Pass Councillor's Bill No. 53 on second reading adopting housekeeping amendments to sections within Chapters 2 and 3, Title XIII, Parks and Recreation, and sections of Chapters 1 and 3, Title XVI, Utilities and Franchises, of the Westminster Municipal Code.

Summary Statement

- As City Council is aware, the Westminster Municipal Code (W.M.C. or Code) is a codification of general ordinances of the City and serves as a major resource to Staff, citizens, and businesses both in print and electronically.
- Staff attempts to keep the Code current by regularly seeking Council approval of necessary amendments. Council has requested Staff to review and update the Code on a regular basis to maintain accuracy and ensure it is as free of errors as possible. In general, state, federal and city codes benefit from regular housekeeping measures such as those being proposed at this time for Westminster.
- Staff considers these proposed amendments to be primarily housekeeping in nature, but beyond the scope of authority granted to the City Clerk in Section 1-1-5, W.M.C., to correct errors of punctuation, capitalization, formatting, grammar and spelling, and internal references.
- Staff believes these amendments will improve the overall quality of the Code.
- This Councillor's Bill was passed on first reading at the December 9 Council meeting.

Expenditure Required: \$0

Source of Funds: N/A

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Councillor's Bill

BY AUTHORITY

ORDINANCE NO. **3711**

COUNCILLOR'S BILL NO. **53**

SERIES OF 2013

INTRODUCED BY COUNCILLORS
Briggs - Baker

A BILL

FOR AN ORDINANCE AMENDING SECTIONS 13-2-1, 13-3-4, 13-3-5, 16-1-2, 16-1-3, and
16-3-5 OF THE WESTMINSTER MUNICIPAL CODE AS HOUSEKEEPING MEASURES
THROUGH NOVEMBER 2013

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 13-2-1, W.M.C., is hereby AMENDED to read as follows:

13-2-1: PURPOSE AND INTENT: (3455) The City's parks, community buildings and recreation facilities shall be made available for the exclusive use of persons and groups ~~who have been issued subject to the issuance of a use permit by the Director and paid the applicable fees therefor subject to payment of fees therefor as provided.~~ No use of any park, building or recreational facilities for pre-advertised assemblies or groups consisting of twenty-five (25) or more persons may be made without the issuance of a permit therefor. All applications for exclusive use of any park, building or recreation facility must be signed or co-signed by some person at least twenty-one (21) years of age who shall agree to be responsible for payment for any damage occurring during said exclusive use. No exclusive use permit will be granted if, prior to the time the application was filed, the City has scheduled a City-sponsored event at the same time and place as the activity proposed in the application.

No exclusive use permit shall be granted for use of a park or other facility for any activity involving more than one hundred (100) participants during any of the time between one (1) hour before sunset and one (1) hour after sunrise, unless the park or facility has the appropriate program lighting, and the desired park is large enough to accommodate the anticipated number of participants. Special requests, such as for Easter sunrise services, will be considered on an individual basis by the Director.

Section 2. Section 13-3-4, subsections (A) and (B), W.M.C., are hereby AMENDED to read as follows:

13-3-4: REMOVAL OR TREATMENT OF INFECTED OR INFESTED TREES: (792 1634 1680 1889)

(A) The Department of Parks, Recreation and Libraries has discovered the existence of Dutch Elm and Emerald Ash Borer disease in trees at various locations within the City of Westminster, and such trees must be treated or disposed of immediately to prevent the spread of that disease to uninfected trees. The Director of Parks, Recreation and Libraries or his authorized representatives are empowered to inspect any trees, shrubs, vines, hedges, plants, logs or branches existing or growing upon any property within the City. The Director or his authorized representatives shall from time to time conduct surveys to determine if any destructive or communicable disease or other pestilence exists that may be detrimental or endanger the good health and well-being of trees or other plant life in the City.

(B) Upon discovery of any destructive or communicable disease or other pestilence that endangers the growth, health, life, or wellbeing of other trees or plants, or that is capable of causing an epidemic spread of communicable disease or insect infestation, such as Dutch Elm and Emerald Ash Borer disease, the Director of Parks, Recreation and Libraries or his authorized representatives shall at once notify in writing the owner, occupant or agent of the premises whereon the same are located, or the owner, occupant or agent of the premises abutting on public property whereon the same are located, of the condition thereof, and direct such owner, agent or occupant to eradicate, remove, or otherwise control such condition within a reasonable time to be specified in said written notice.

Section 3. Section 13-3-5, W.M.C., is hereby AMENDED to read as follows:

13-3-5: COMPLIANCE REQUIRED; UNLAWFUL ACTS: (792 1889 A1889) ~~It shall be unlawful:~~

(A) ~~It shall be unlawful f~~For the owner, occupant or agent of any premises to fail or refuse to comply with the requirements set forth in any notice issued under any Section of this Chapter within the time specified in said notice, or to fail or refuse to comply with any rule or regulation promulgated by the Director of Parks, Recreation and Libraries under the authority granted in this Chapter.

(B) ~~It shall be unlawful t~~To plant or place upon any public right-of-way or other public place in the City any trees, shrubs or other plants, other than as prescribed in rules and regulations promulgated by the Director of Parks, Recreation and Libraries.

~~(C) Because the Department of Parks, Recreation and Libraries has discovered the existence of Dutch Elm disease in trees at various locations within the City of Westminster, and such trees must be treated or disposed of immediately to prevent the spread of that disease to uninfected trees.~~

Section 4. Specific definitions within Section 16-1-2, W.M.C., are hereby AMENDED to read as follows:

16-1-2: DEFINITIONS: (1879 3370) For the purpose of this Title XVI, the following words and phrases shall have the meaning given in this Section. When not inconsistent with the context, words used in the present tense include future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is mandatory and "may" is permissive. Words not defined in this Section shall be given their common and ordinary meaning.

~~“Cable Television Service or System” shall be as defined in Chapter 3 of this Title.~~

“Public Places” shall mean alleys, viaducts, bridges, roads, lanes, parks, drainageways, rights-of-way and public easements in the City.

Section 5. Section 16-1-3, subsection (B)(4), W.M.C., is hereby AMENDED to read as follows:

16-1-3: OBLIGATIONS REGARDING FACILITIES: (1879 3370)

(B) LOCATION OF FACILITIES:

(1) The installation, maintenance, renovation and replacement of any facilities in public streets and other public places by the public utility shall be subject to approval of location by the City.

(2) Public utility facilities shall not interfere with street and traffic facilities, water facilities, sanitary or storm sewer facilities or the use of public streets, and public places by the public or the City.

(3) Public utility facilities shall be installed and maintained so as to minimize interference with other property, trees and other improvements and natural features.

(4) A public utility shall not, pursuant to this ordinance, place any of its facilities on, over, under or within any City park, City greenbelt or open space, or designated park property owned by the City, unless the City grants a revocable permit therefor.

Section 6. Section 16-3-5, subsection (A), W.M.C., is hereby AMENDED to read as follows:

16-3-5: FINANCIAL QUALIFICATIONS: (3370)

(A) Unless Securities and Exchange Commission (“SEC”) Forms 10K and 10Q are available on the Electronic Data-Gathering, Analysis, and Retrieval system (“EDGAR”) database, Applicants with existing operations shall provide audited financial statements, including statements of income, balance sheets and cash flow statements, together with any notes necessary to the understanding of the financial statements for the last three (3) fiscal years for the Applicant and any Parent Corporation.

Section 7. This ordinance shall take effect upon its passage after second reading.

Section 8. 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 9th day of December, 2013.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 23rd day of December, 2013.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney’s Office



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: Councillor's Bill No. 54 Authorizing Colorado Brownfields Grant Supplemental Appropriation

Prepared By: Andrew Hawthorn, Senior Engineer

Recommended City Council Action

Pass Councillor's Bill No. 54 on first reading appropriating funds granted by the Colorado Brownfields Revolving Loan Fund in the amount of \$200,000 for the remediation of contaminated groundwater at the site of the former Barnum Printing business, located near the future Westminster Station on the Northwest Rail Line corridor.

Summary Statement

- Colorado Brownfield's Revolving Loan Fund program has awarded the City of Westminster a grant in the amount of \$200,000 for the costs associated with the remediation of groundwater contamination at the former Barnum Printing site.
- The former Barnum Printing business was located near the future Westminster Station site on the south side of the Burlington Northern/Santa Fe (BNSF) railroad track at the approximate 69th Avenue alignment (see attached vicinity map). This site was purchased by the City in 2010 as part of an effort to accumulate the land necessary to construct the future station platform, a linear park and a regional storm water detention pond along Little Dry Creek, which runs parallel to the railroad track between Lowell Boulevard and Federal Boulevard.
- During the acquisition process, the City's environmental consultant discovered evidence of soil and groundwater contamination at the site, thus triggering the need for a voluntary cleanup program to mitigate the contamination. The total cost of the mitigation will be approximately \$350,000.
- This is a federal grant from the Environmental Protection Agency (EPA) that is passed through the State of Colorado, and it requires no matching funds from the City.
- The City Council approved the pursuit and acceptance of this grant from the Brownfields Fund on June 10, 2013. The proposed action is to accept the grant and appropriate the money.

Expenditure Required: \$200,000

Source of Funds: Federal Grant from the Colorado Brownfield's Revolving Loan Fund

Policy Issue

Should the federal grant through the Colorado Brownfields Revolving Loan Fund be appropriated into the Storm Drainage Fund to pay for the groundwater remediation at the former Barnum Printing site?

Alternative

An alternative is not amend the 2013 Storm Drainage Fund budget and decline the Brownfields Fund grant money. Staff does not recommend this alternative since groundwater remediation is required by State and federal regulations and these funds are needed towards the overall storm drainage improvement project in this area.

Background Information

Staff received authorization from City Council at the June 10, 2013, meeting to pursue a grant from the Colorado Brownfields Revolving Loan Fund. The Colorado Brownfields Revolving Loan Fund subsequently awarded the City of Westminster a grant in the amount of \$200,000 for the costs associated with remediation of groundwater contamination at the former Barnum Printing site. The former Barnum Printing site is located near the future Westminster Station site. These funds are needed to assist in the cleanup of the Barnum Printing site and move the overall Little Dry Creek regional detention improvement project forward.

These appropriations will amend the Storm Drainage Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Federal Grants	2500.40610.0000	\$0	<u>\$200,000</u>	\$200,000
Total Change to Revenues			<u>\$200,000</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Little Dry Creek Regional Detention	80825030829.80400.8888	\$1,434,184	<u>\$200,000</u>	\$1,634,184
Total Change to Expenses			<u>\$200,000</u>	

This grant supports the City Council’s goal of a Financially Sustainable City Government Providing Exceptional Services by providing revenues to support City services as well as the goal of supporting Vibrant Neighborhoods in One Livable Community by cleaning up a contaminated site and transforming it into a transportation hub, park and open space.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - Ordinance

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **54**

SERIES OF 2013

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE 2013 BUDGET OF THE STORM DRAINAGE FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2013 ESTIMATED REVENUES IN THE FUND

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2013 appropriation for the Storm Drainage Fund, initially appropriated by Ordinance No. 3655 is hereby increased by \$200,000. This appropriation is due to the receipt of federal grant funds.

Section 2. The \$200,000 increase in the Storm Drainage Fund shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 A, dated December 23, 2013 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

Storm Drainage Fund	<u>\$200,000</u>
Total	<u>\$200,000</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 23rd day of December, 2013.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 13th day of January, 2014.

ATTEST:

Mayor

City Clerk



Agenda Item 11 A

Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: Municipal Court Security Services Contract

Prepared By: Carol J. Barnhardt, Municipal Court Administrator

Recommended City Council Action

1. Removed the Municipal Court Security Services Contract from the table.
2. Authorize the City Manager to exercise the final one-year renewal option in the contract for Municipal Court Security Services to G4S Secure Solutions (USA), Inc. in an amount not to exceed \$86,900.

Summary Statement

- Since 1998, the Municipal Court has utilized the services of G4S Secure Solutions (USA), Inc., (formerly known as The Wackenhut Corporation) to screen the public entering the Court building for weapons and to provide a variety of other security-related services in the building. Services delivered by G4S have met all expectations outlined in the contractual agreement and have met all City expectations with regard to quality service and professionalism.
- In 2009, Request for Proposals were developed and sent to five companies. An oral board interviewed the bidders and determined that The Wackenhut Corporation (now known as G4S Secure Solutions (USA), Inc.) had the requisite qualifications to perform the high level of security services required at the Municipal Court.
- On January 11, 2010, City Council awarded a one-year contract with a four year annual renewal provision for Court security services to the Wackenhut Corporation.
- In October 2013, the Court Administrator met with the regional General Manager of G4S Secure Solutions and both parties agreed to the rates as provided for under paragraph IV. COMPANY'S FEE section of the contract with the City, which resulted in a slight increase of \$700 to the annual contract amount.
- Services will be bid out again in 2014.
- Adequate funds are appropriated within the 2014 Municipal Court Budget. This is a one-year contract.

Expenditure Required: Not to Exceed \$86,900

Source of Funds: 2014 General Fund – Municipal Court Budget

Policy Issue

Should City Council renew the agreement with G4S Secure Solutions (USA), Inc., (formerly known as The Wackenhut Corporation) for Municipal Court security services?

Alternative

Do not approve the renewal for security services. Staff does not recommend this option. Staff thoroughly evaluated proposals and companies in 2009 and awarded a one-year contract that is renewable for up to four additional years to The Wackenhut Corporation (now known as G4S Secure Solutions (USA), Inc.). G4S Secure Solutions continues to provide a high level of security services at the Municipal Court.

Background Information

Safety and security are of the utmost importance for the Municipal Court staff and its customers. Judges and staff, jurors, witnesses, citizens, and vendors entering the Court facility should feel safe and secure. The Court's most effective security screening is provided at the entry to the building. The Court has over 48,000 customers per year entering the facility. With so many people walking through the doors, providing a secure environment means using adequate technology along with well-trained security personnel. The high quality of service that the Court, its staff, and citizens are accustomed to should be a primary factor of consideration. Under the terms of the security services agreement, the G4S Secure Solutions (USA), Inc. is required to provide 80 security guard hours weekly for screening all visitors to the building and assisting Police Department Court Marshalls with prisoner supervision and courtroom security.

The original agreement with The Wackenhut Corporation, approved by City Council January 11, 2010, provided for a one-year agreement for security services that is renewable for four (4) one-year renewals. The 2014 year will be the fifth year of the total five years authorized by Council in 2010.

In 2011, The Wackenhut Corporation formally amended its name to G4S Secure Solutions (USA), Inc. (G4S). In October 2013, the Municipal Court Administrator met with regional General Manager from G4S and both parties agreed to the revised service rates as provided for under paragraph IV. COMPANY'S FEE, of the attached service contract. The maximum billable to the City under this Agreement will not exceed \$86,900 (Attachment A).

The only changes to this agreement are the changes to *Section IV., Company's Fee*, wherein the hourly rate for Security Guard 2 with more than one (1) year of service will be paid at the rate of \$21.23, and the maximum billable amount not to exceed \$86,900; and *Section V., Commencement & Completion of Services*, changing the date to reflect December 31, 2014.

At the City Council meeting held on December 9, 2013, City Council tabled this item and requested some additional information. Pursuant to that request, Staff has attached G4S training curriculum requirements (Attachment B), use of force policy (Attachment C), performance review form (called "Career Development Review") for non-supervisory staff (Attachment D), and annual qualification testing for firearms (Attachment E). Customer service and technical proficiency are both outlined as requirements in the G4S that led to their selection. Training of Security Officers is also required. G4S has been prompt and responsive to the rare occasion when a Security Officer did not meet the City's expectation. A recent customer service survey conducted of all October 2013 visitors to the Court had numerous positive comments about both Security Officers currently assigned to the Westminster Municipal Court. An additional survey was conducted of satisfaction of employees with the G4S Security Officer services. Results of that survey will be available Monday for City Council consideration.

A request of City Council to determine the cost of the use of Police Officers in lieu of the contractual security services at the front door of the Court was made. A quick assessment of the cost is that the salary and benefits of two police officers providing 80 hours of work in the same capacity would be approximately \$185,000. This does not include coverage for leave time, uniform allowance, equipment, ammunition, training and metal detection equipment to fully burden a comparative cost. Staff will proceed with a comprehensive review, if requested; if a full review is requested, Staff recommends renewing the contract for 2014 as proposed and completing a comprehensive review in preparation of the 2015/2016 budget during 2014.

This Staff recommendation supports the Strategic Plan Goals of Safe and Healthy Community by ensuring that Staff and citizens are safe while at the Court facility and that the City utilizes the services of this well-equipped organization with quality personnel. The Strategic Plan Goal of Financially Sustainable City Government Providing Exceptional Services is also supported as this revised contract ensures services are provided within budgeted funds appropriated.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: Attachment A - Contract Amendment with G4S Secure Solutions
Attachment B – G4S Training Curriculum Requirements
Attachment C – Use of Force Policy
Attachment D - Performance Review Form for Non-Supervisory Staff (“Career Development Review”)
Attachment E – Annual Qualification Testing for Firearms

AMENDMENT TO THE
AGREEMENT TO FURNISH SECURITY SERVICES
FOR THE MUNICIPAL COURT BUILDING
BETWEEN THE CITY OF WESTMINSTER AND G4S SECURE SOLUTIONS (USA), INC.
DATED JANUARY 1, 2013

The City of Westminster (hereinafter referred to as "City") and G4S Secure Solutions (USA), Inc., (hereinafter referred to as the "Company") agree to amend the Agreement described above as follows:

1. Section IV of the Agreement, "COMPANY'S FEE," shall be amended as shown below with new language appearing in underline and deleted language appearing in ~~striketrough~~:

The City shall pay the Company on an hourly basis for its services pursuant to this Agreement. For security guards with one (1) year or less of service to the City, Company shall be paid \$20.52 per hour per officer. As an incentive to continuity of service, but subject to the provisions of Section V., below, a higher hourly rate for security guards with more than one (1) year of service to the City shall be determined by mutual agreement of the City and Company prior to each anniversary date of this Agreement. The Court Administrator and the General Manager for G4S have agreed that for the year 20132014, Security Guard 1 with less than one year service will be paid at the rate of \$20.52 per hour; and Security Guard 2 with more than one year will be paid at the rate of ~~\$20.86~~ \$21.23 per hour. The City shall not be responsible for any additional costs that the Company may incur as a result of any overtime necessary to fulfill Company's obligations under this Agreement. The maximum amount billable under this Agreement shall not exceed ~~Eighty Six Thousand Two Hundred Dollars (\$86,200)~~ Eighty Six Thousand Nine Hundred Dollars (\$86,900). The Company shall submit invoices to the City for services rendered during the preceding month, such invoices to be in such form and detail as shall reasonably be required by the City. Reimbursable expenses shall be itemized. The City agrees to pay the Company within thirty (30) days of receipt of properly documented invoices.

2. Section V of the Agreement, "COMMENCEMENT & COMPLETION OF SERVICES," shall be amended as shown below for this final year of this Agreement. New language appears in underline and deleted language appears in ~~striketrough~~:

The Company understands and agrees that time is an essential requirement of this Agreement. The Services shall be completed as soon as good practice and due diligence will permit. The term of this Agreement shall continue through December 31, 2013 2014, unless terminated sooner pursuant to Section VI, below. ~~This Agreement may be renewed by the City on a yearly basis not to exceed a total of one (1) additional renewals. Compensation for any renewal period shall be determined by mutual agreement.~~

3. All other terms and conditions of the Agreement shall remain in effect.

This Amendment is dated the _____ day of _____, 20__.

G4S SECURE SOLUTIONS (USA), INC.

CITY OF WESTMINSTER

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Address:

Address:

1395 University Blvd.

4800 West 92nd Avenue

Jupiter, FL 33458

Westminster, Colorado 80031

ATTEST:

ATTEST:

Title: _____

City Clerk

APPROVED AS TO LEGAL FORM

By: _____
City Attorney

I certify that either an appropriation has been made by the City Council or that sufficient funds have otherwise been made available for the payment of this Construction Contract.

City Manager

Account No. _____



CLASSROOM TRAINING RECORD

Page 1 of 4

Revised 10/13/2011: G4S Denver

	Last four	
NAME	EID	DATE
Facility Assigned:		

PART 1 ORIENTATION

A. PUTTING SAFETY FIRST

Date: _____ Trainee's Signature: _____

B. SECURITY OFFICERS HANDBOOK ISSUE, REVIEW AND EXAMINATION

Date: _____ Trainee's Signature: _____

C. SAFETY HANDBOOK RECEIPT & EXAMINATION

Date: _____ Trainee's Signature: _____

D. STANDARDS OF BEHAVIOR REVIEW Date: _____ Initials: _____

PART 2 GENERAL SECURITY TRAINING

PROGRAM TEXT		Date Completed	Trainee Initials
LP-1	Basic Duties of Private Security Personnel		
LP-2	Human Public & Media Relations & Video		
LP-3	Legal Authority of the Security Officer		
LP-4	Protecting Crimes Scenes and Preserving Evidence		
LP-5	Search and Seizure		
LP-6	Techniques of Effective Patrol		
LP-7	Report Writing		
LP-8	Bomb Threats & Video		
LP-9	Crowd Management		
LP-10	Night Vision Techniques for Patrol		
LP-11	Courtroom Testimony		
LP-12	Traffic Control		
LP 13	Telephone Procedures and Etiquette		
LP 14	Two -way Radio operations		
LP-18	Facility Access and Key Control		
LP 19	Information Protection		
LP 22	Field Note Taking		
LP 25	Fire Detection, Suppression and Life Safety		
LP 29	Protective Alarm Systems		
LP-30	Patrol Vehicle Driving Safety		
LP-32	Accident Prevention, Investigation and Ergonomics		
LP-33	Shift Work, Sleep, and Alertness		

CLASSROOM TRAINING RECORD

Page 2 of 4

Revised 10/13/2011: G4S Denver



Name: _____

PART 2 GENERAL SECURITY TRAINING-Continued

PROGRAM TEXT		Date Completed	Trainee Initials
LP-35	Abnormal Behavior		
LP-38	Powers of Arrest		
LP-44	Controlled Substances		
LP-48	OSHA First Responder – Awareness Level		
LP-52	Emergency Response		
LP-53	Violence in the Workplace		
LP-56	Security Interviewing Techniques		
LP-58	Private Security and Police Relations		
LP-63	Serving the Security Customer		
LP-72	Effective Assertion		
LP-93	Evacuation Procedures		
Video	Blood Born Pathogens		
Video	Distracted Driving		
Video	Patrons with Disabilities		
LM-09	Emergency Power Off Devices		

PART 2.B COURT SERVICES / FLEX FORCE OFFICERS / OTHERS

PROGRAM TEXT		Date Completed	Trainee Initials
#1	General Court Training Tape		
#2	Disguised Weapons		
#3	ATA Screener		
#4	Extremist Groups		
#5	Magnascanner Training		
LP-64	Court House Security		
LP-87	X-Ray, Electromagnetic, and Personal Search Techniques		

PART 2-C APPLICABLE TO ALL ARMED POSITIONS

PROGRAM TEXT		Date Completed	Trainee Initials
LP-46	Firearms Safety		
TR-7A	Firearms Orientation		
TR-7B	Firearms Mechanical		
TR-7C	Firearms Marksmanship		
VIDEO: Handgun Retention			
Firearms Exam on all areas reviewed			
NRA Instruction and Exam			



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PART 2-D SUPERVISORS, MANAGERS & DESIGNATED OTHERS

PROGRAM TEXT		Date Completed	Trainee Initials
LP-23	Instruction Techniques for On-The-Job Training		
LP-39	Manager's Guide to Bomb Threats		
LP-57	Security Surveys		
LP-73	Teamwork in Security Operations		
LP-80	Ethics		
LP-81	Time and Task Management		
LP-82	Practice in Report Writing		
LP-85	Recruitment & Retention of Quality Personnel		
LP-86	Urban Terrorism		
AHA	AHA G4S CPR/ First Aid Training		

PART 2-E SPECIALIZED TRAINING

PROGRAM TEXT		Date Completed	Trainee Initials
LP-16	Hospital Security		
HS-706	New to the Hospital		
HS-703	An Orientation to Hospital Security		
HS-604	Quality Security		
HS-702	J.C.A.H.O. & The Security Management Plan		
HS-704	J.C.A.H.O. & The Role of Each Hospital Security Officer		
HS-403	Securing the Hospital Pharmacy		
HS-304	Courteous Enforcement		
HS-203	Emergency Room Control		
HS-605	Hospital Security and the J.C.A.H.O. "A New Emphasis"		
HS-602	Calming the Aggressor		
IA-798	Infant Abductions "It could happen here"		
LP-21	Retail Security		
LP-24	Finger Printing		
LP-27	Security For Hotels, Motels and Other Lodging Facilities		
LP-37	Shopping Mall Security		
LP-40	Construction Site Security		
LP-42	Condominium Security		
LP-43	Museum Security		
LP-47	High Rise Building Security		
LP-70	Parking Facility Security		
LP-36	Basic Emergency First Aid		
LP-50	Fundamentals of Personal Security		
LP-83	Field Security Training and Orientation Program		
LP-84	Telephone Skills for Secretaries and Receptionists		
LP-79	Elevator / Escalator Security		
LP-65	Corporate Aviation Security		
LP-66	Bicycle Patrol		



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PART 2-E SPECIALIZED TRAINING -Continued

PROGRAM TEXT		Date Completed	Trainee Initials
LP-20	Industrial Security and Drug Abuse		
LP-49	Cargo Security		
LP-75	Terrorism		
LP-17	Interpersonal Communications		
LP-54	Cultural Diversity		
LP-15	Alcohol Abuse and it's Effects		
LP-59	Sexual Harassment and Video		
LP-28	Stress Management		
LP-88	Central Station system Operations		
LP-67	Transit Systems Security		
LP-68	Casino Security		
LP-55	Special Events Security		
LP-71	Executive Protection		
LP-31	Bank Security		
LP-61	ATM and Bank Card Users' Security		
LP-41	School Security		
LP-74	Residential Subdivision Security		
LP-69	Closed Circuit Television (CCTV)		
LP-89	Chemical Plant & Refinery Security		
LP-60	Campus Security		
LP-99	Chemical Facility Anti-Terrorism Standards		
LP-76	Strike Security		
LP-78	Duties of Security Receptionists		
TASER	TASER USER TRAINING		
WMD	WEAPONS OF MASS DESTRUCTION		
RTD	SECURITY AND PUBLIC TRANSPORTATION EXAM		
UOF	G4S WACKENHUT USE OF FORCE TRAINING		
USO	USO FINAL EXAM		
CPO	CPO FINAL EXAM		

ON-THE-JOB TRAINING/POST ORDERS REVIEW

Facility Assigned _____ Date Scheduled For OJT _____

I CERTIFY I HAVE COMPLETED ALL TRAINING

Date _____ Trainee's Signature _____

NATI Certified Training Representative _____



G4S Use of Force Policy

Security personnel have no greater legal authority than private citizens do. Thus, your arrest authority is limited to the citizen's arrest powers granted to all members of the general public in the state.

- In every arrest situation, security personnel must be firm and prepared to protect themselves and others. Force that may vary from that of a command to actual physical contact may be necessary; however, the only force that may be used is that force necessary to complete the arrest. A person who is peacefully submitting must not be physically abused or attacked.
- Security personnel acting under the citizen's arrest authority must be aware of the legal framework that defines the permissible amount of force that may be used. If excessive force is used in an arrest, the private security employee may be personally liable to civil suit and criminal prosecution.
- You can use the amount of force that is *reasonably necessary* to make an arrest. Use of force should be resorted to as a last resort. It is difficult to use force and then draw the fine line between reasonable force and fatal force.
- Deadly force is the use of force as is necessary to affect the arrest of a criminal – even to taking that person(s) life. Deadly force can only be used to protect life itself – either yours or another person(s).
- Deadly force is never justified solely for the protection of property against destruction. Only when a threat to human life is involved is the use of a weapon justified.
- Before you use a weapon: request that the person stop his/her dangerous conduct and give a verbal warning of your intentions. If that is not enough to stop the person, you may use your weapon under life threatening situations. **This is only to be done as a last resort when threat to human life is involved.**



G4S Use of Force/Control Continuum	
1. Psychological Intimidation	1. Officer Presence
2. Verbal Non Compliance	2. Verbal Direction
3. Passive Resistance	3. Soft Empty Hand Techniques
4. Defensive Resistance	4. Hard Empty Hand Techniques
5. Active Aggression	5. Intermediate Weapons
6. Deadly Force Assaults	6. Deadly Force Control

If you are unable to detain a violator for whatever reason, be sure to observe and remember the facts that would aid the police, such as a description of the person, any vehicles involved etc.

For additional information regarding the use of force, please refer to your security officer handbook.

CAREER DEVELOPMENT REVIEW: Non-Supervisor

Employee's name and title

Office/Location

Principal reviewer's name & title

Date of review

Reason for review

(Examples: Special, Promotion, Reassignment, Transfer, etc.)

(if other than annual)

Instructions to reviewer: Assess individual's success in the below competencies:

-					+
1	2	3	4	5	

(Put a check in the appropriate box. Support with comments at end of form.)

Acting with professionalism and integrity

Definition: Doing the right thing at all times.

Behavioral indicators: Overall demonstration of job knowledge, including assigned duties and responsibilities. Quality of work. Calm and focused demeanor. Actively seeks to learn and develop skills. Acts on feedback from supervisors. Demonstrates integrity and honesty in everyday performance. Exhibits good judgment. Adheres to rules and regulations.

Focusing on the customer

Definition: Enhancing loyalty and trust by providing good service to internal and external customers

Behavioral indicators: Projects positive and "can do" image. Seeks to exceed service expectations. Is pleasant and cooperative. Communicates well, with courtesy and effectiveness.

Working together

Definition: Sharing knowledge and capabilities

Behavioral indicators: Shares job knowledge and resources. Demonstrates good attitude, initiative, cooperation and team spirit. Works well and cooperates with others. Reports to post on time and in proper uniform.

Attentiveness to safety

Behavioral indicators: Observes and reports safety infractions and/or hazards. Demonstrates an active interest in promoting safety consciousness.

Enter reviewer's comments and recommendations for future career development, employee's desires for growth and how the reviewer will assist. List any formal education or training this period. Base comments on past performance on fact, using specific examples, and not opinion.

(Continue on next page or back, if necessary)

Employee: Your signature indicates that this performance assessment has been reviewed with you. It does not indicate your agreement or disagreement with its contents.

Employee's Signature and Date

Reviewer's Signature and Date

Manager's Signature and Date

CAREER DEVELOPMENT REVIEW: Non-Supervisor

Reviewer's Comments and Recommendations (cont.):

Initials: **Employee** **Reviewer** **Manager** _____



**G4S SECURE SOLUTIONS, COLORADO AREA OFFICE
FIREARMS/RANGE SAFETY**

1. Shooter will never remove their weapon from the holster until given the command to do so by the instructor.
2. Shooters will ensure that the muzzle of their weapon always points down range.
3. When drawing weapons from the holster or re-holstering DO NOT have trigger finger in the trigger guard.
4. Weapons will only be loaded or unloaded on command from the instructor.
5. Shooters will not change positions or re-holster after a stage of fire until the instructor gives the command to do so.
6. In the event of a weapons malfunction, the shooter will keep the muzzle pointed down-range and raise the non-shooter hand. The instructor will, after completion of the stage of fire, assist the shooter in determining the problem and correcting it.
7. **NO ONE** will fire any rounds until given the command to **FIRE**.
8. **ANY** shooter may, if they detect an unsafe condition, call a cease-fire.
9. At the command "**Cease Fire**" all shooters will immediately stop shooting and place their weapon in the low ready position and await further commands.
10. **ANY SHOOTER VIOLATING SAFETY FOR ANY REASON WILL BE IMMEDIATELY DISQUALIFIED AND BE TOLD TO LEAVE THE RANGE AFTER CLEARING AND TURNING IN THEIR WEAPON. THE INDIVIDUAL CONCERNED, WILL NOT BE ALLOWED TO PERFORM DUTIES AS AN ARMED SECURITY OFFICER UNTIL THEY COMPLETE THE G4S SECURE SOLUTIONS BASIC FIREARMS TRAINING PROGRAM. THIS TRAINING WILL BE COMPLETED ON THEIR TIME, NOT COMPANY TIME.**

I HAVE READ AND FULLY UNDERSTAND THE ABOVE INSTRUCTIONS.

SIGNATURE

DATE

PLEASE PRINT NAME CLEARLY

FIREARMS INSTRUCTOR'S SIGNATURE



Agenda Memorandum

City Council Meeting
December 23, 2013



SUBJECT: Second Reading on Councillor's Bill No. 52 re Water Tap Fee Decrease

Prepared By: Christine Anderson Gray, Management Analyst
Stu Feinglas, Water Resources Analyst

Recommended City Council Action

Pass Councillor's Bill No. 52 on second reading, authorizing a decrease to the water tap fee to \$20,836 effective January 1, 2014.

Summary Statement

- Water tap fees are charged to new utility customers to connect to the City's water system, and are based on the current value and size of the utility system.
- The water tap fee structure is composed of several components that together reflect the equitable portion of the water system impacted by new customers.
- Periodically the City increases the water tap fee charged to new utility tap customers to address the system's infrastructure and water resources critical needs.
- In 2012, Council adopted a water tap fee increase for a single family equivalent service commitment from \$16,325 to \$22,986 and delayed the effective date to January 1, 2014, to allow sufficient time for the development community to adjust to the change. This water tap fee reflected the cost recoveries necessary to meet the capital needs of the water system (including anticipated costs of water purchases) and to ensure that costs are equitably distributed between current and future users of the system.
- Council adopted the Amended 2014 Budget in October based on water tap fee revenues set at \$22,986.
- After further review, Council has since instructed Staff to prepare an ordinance for Council consideration that will reduce the adopted water tap fee to \$20,836, effective January 1, 2014.
- This Councillor's Bill was passed on first reading December 9, 2013, by a vote of 5 yes, and 1 no.

Expenditure Required: \$0

Source of Funds: N/A

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Water Tap Fee Ordinance

BY AUTHORITY

ORDINANCE NO. **3712**

COUNCILLOR'S BILL NO. **52**

SERIES OF 2013

INTRODUCED BY COUNCILLORS

Briggs - Garcia

**A BILL
FOR AN ORDINANCE AMENDING SECTION 8-7-3 OF THE WESTMINSTER MUNICIPAL
CODE CONCERNING WATER TAP FEES AND CREDITS**

WHEREAS, the City of Westminster operates a water and wastewater enterprise utility; and

WHEREAS, the City Charter requires that the utility be self-supporting; and

WHEREAS, the City wishes to equitably distribute costs throughout user classes.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 8-7-3, subsection (A) W.M.C., is hereby AMENDED to read as follows:

8-7-3: WATER TAP FEES AND CREDITS:

(A) FEE CALCULATION:

(1) An applicant for a water tap shall pay the fees set forth hereinafter, the total of which shall be known as the Water Tap Fee, or those portions that are applicable to the type of tap required by this Chapter. The Water Tap Fee or portions thereof are due and payable upon issuance of the water tap utility permit unless earlier paid as provided in Section 8-7-2(C). The Water Tap Fee may consist of the following individual fees.

(a) Water resources fee, being the share of the cost to provide adequate raw water supply to be utilized by the tap;

(b) Treated water investment fee, being the share of the utility system related to treating and distributing water to be utilized by the tap;

(c) Meter connection fee, being the actual cost for installation of a meter with electronic remote readout device, when applicable; inspection of the tap, service line and meter pit installation; meter testing, when applicable; account and billing activation and other administrative procedures; and

(d) When applicable, a fire connection fee, being that charge associated with a tap providing fire protection.

(2) Water taps, water tap lines, and meters for the same service shall normally be the same size. If otherwise approved and/or required by the City, the tap and meter may be of different sizes in which case the fee for the meter size shall be paid. Water taps cannot be issued prior to building and/or tap entitlement approval. Any exceptions must be approved by the City Manager, i.e., conversion from well to the City water system, pursuant to Section 8-7-15.

(3) The base water tap fees are as follows*:

Water Resources Fee	\$7,338.00 <u>\$10,750</u>
Treated Water Investment Fee	\$8,987.00 <u>\$10,086</u>
Meter Connection Fee	This connection is based on installed meter size and assessed on a per meter basis.
Fire Connection Fee	\$182.00

* On April 1st of each year, the Water Tap Fee and its individual components shall be automatically increased in accordance with the Consumer Price Index (CPI) for the previous calendar year as established for the Denver metropolitan area. The meter connection fee may also be adjusted separately at any time, when necessary, to reflect the full cost of said connection to the City.

Section 2. Section 8-7-3, subsection (D) W.M.C., is hereby AMENDED to read as follows:

(D) IRRIGATION WATER TAPS: The following regulations apply to taps for irrigation:

- (1) Separate irrigation taps and meters shall be required for:
- (a) all residential developments other than a development whose land area consists entirely of single-family detached lots; and
 - (b) all non-residential developments having any irrigated landscaped areas.

(2) Irrigation tap fees are required based on the area and type of landscaping. Landscape types are defined as either high water, moderate water or low-water as determined by the Community Development Department.

(3) An irrigation water tap shall be used only for irrigation purposes. Each irrigation water tap shall be assigned a service address and billing account in the name of the property owner or manager.

(4) The irrigation tap fee consists of the meter connection fee plus the following square footage fees based upon landscape type:

- (a) ~~\$1.61~~\$2.05 per square foot for high water landscaping requiring an annual application of more than ten (10) gallons of water per square foot;
- (b) ~~\$0.80~~\$1.02 per square foot for moderate water landscaping requiring an annual application of three (3) to ten (10) gallons of water per square foot;
- (c) ~~\$0.40~~\$0.51 per square foot for low water landscaping requiring an annual application of less than three (3) gallons per square foot.

Section 3: The 2012 Ordinance No. 3636 shall be repealed in its entirety.

Section 4: This ordinance shall take effect on January 1, 2014. 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 9th day of December, 2013.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 23rd day of December, 2013.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office