



CITY ATTORNEY’S OFFICE

The City Attorney’s Office is responsible for the general legal affairs of the City. The Office provides legal representation and counsel, and prepares contracts, ordinances, and other legal documents. The City Attorney’s Office also prosecutes all City Code violations.

OVERVIEW

- Plans, organizes and directs the legal programs and activities of the City.
- Counsels and advises the City Council, City Boards and Commissions, the City Manager and Department Heads on the legal implications of contemplated policy and administrative decisions.
- Determines legal means to implement City policies.
- Represents the City in litigation in state and federal courts and before local administrative agencies.
- Prepares and reviews City ordinances and contracts.
- Conducts legal trainings and other education programs related to lawsuit avoidance.
- Prosecutes City Code violations in Municipal Court.
- Enforces Westminster Municipal Code, including sales tax, zoning, rental housing and environmental provisions.

2015 Objectives:

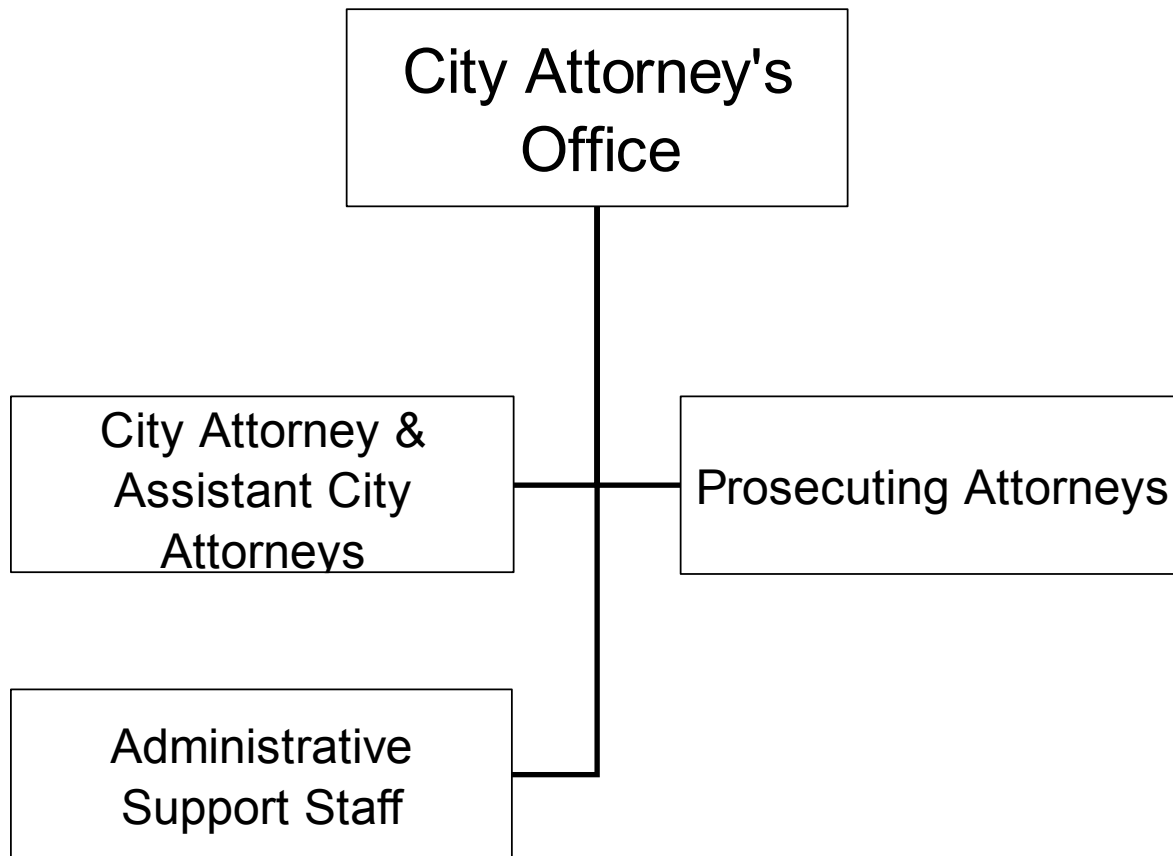
- Continue to facilitate redevelopment of the Westminster Center Urban Reinvestment Project site by providing prompt and reliable legal services.
- Continue to welcome, train and initiate the new City Attorney.
- Review and modify attorney areas of responsibility and support staff assignments as needed to accommodate the new City Attorney.
- Provide assistance as needed for the City’s South Westminster transit-oriented development project.
- Maintain record of resolving personnel issues without any grievances to City’s Personnel Board.

2016 Objectives:

- Continue to assist in the realization of economic development opportunities as they arise.
- Continue to provide outstanding legal representation to the City of Westminster.
- Continue to serve the community through appropriate prosecution of municipal offenses.
- Continue to support the City’s sales and use tax collection efforts.
- Continue to facilitate redevelopment of the WURP site.

Total Budget by Category

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Adopted
Personnel	\$1,169,373	\$1,228,605	\$1,269,035	\$1,256,817	\$1,256,817
Contractual	\$51,694	\$66,773	\$66,773	\$69,213	\$71,150
Commodities	\$22,974	\$21,129	\$23,129	\$21,702	\$22,840
Capital Outlay	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,244,041	\$1,316,507	\$1,358,937	\$1,347,732	\$1,350,807



Staffing (Full-Time Equivalent Employees)

	2013	2014	2015	2016
	Authorized	Authorized	Authorized	Authorized
Administration	8.20	8.20	8.20	8.20
Prosecutors	5.50	5.50	5.50	5.50
TOTAL	13.70	13.70	13.70	13.70

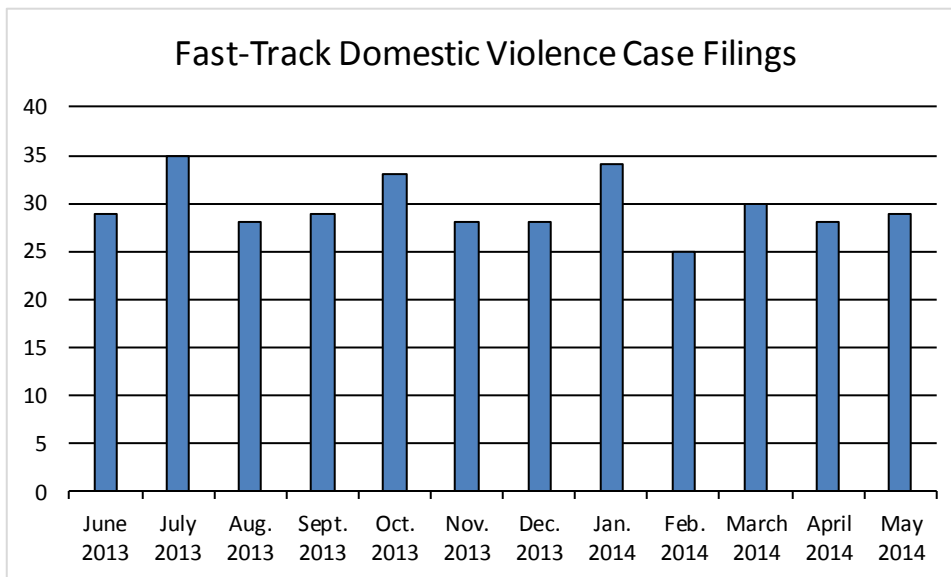


Quick Fact: In 2013 and through June 2014, the prosecution division has helped recover approximately \$100,000 for victims of crime in the City.



2013/2014 Achievements:

- Assisted in property acquisition and contract matters, allowing work to begin for Westminster Station (commuter rail and future transit-oriented development).
- Successfully negotiated with the Colorado Department of Transportation (CDOT) with the U.S. 36 Managed Lane Project to preserve City's affected easements.
- Negotiated Intergovernmental Agreements (IGAs) with CDOT for the 112th Avenue/Front Range Community College traffic signal and the 72nd Avenue bridge replacement project.
- Successfully negotiated with the Regional Transportation District (RTD) in relation to FasTracks projects to preserve City's affected easements, including the sale of a portion of the Jim Baker Reservoir property for RTD's use for the new Gold Line.
- Represented the City in the Adams County jail dispute through representation on the Adams County Criminal Justice Coordinating Committee.
- Assisted in sale of Westminster Commons senior apartments to Volunteers of America.
- Drafted ordinance banning commercial marijuana business in the City and revised criminal provisions to address Amendment 64 to the Colorado Constitution, which legalized recreational marijuana.
- Revised purchasing code, assisted in preparation of related administrative memoranda and conducted employee trainings on the topic.
- Drafted ordinance revising City's regulation of employee political activity per Council's direction.
- Drafted ordinances reorganizing the City's Boards and Commissions per Council direction.
- Revised standard forms used to obtain service proposals from outside vendors to require consideration of life-cycle cost analysis for all City projects.
- Negotiated easement and license agreement with Farmers' Highline Canal and Reservoir Company needed for construction and installation of Standley Lake bypass pipeline.
- Assisted in the City's land purchase of the back nine holes at Heritage Golf Course.
- Negotiated successful settlement of Kohl's case regarding sales tax implications and a "bad debt" deduction.
- Advised and assisted in developing a new process for responding to Colorado Open Records Act requests and in setting associated fees to reflect new state law requirements.
- Negotiated an agreement with SunShare for the purchase of power from a community solar garden.
- Coordinated title clearing work at former Westminster Mall site to facilitate WURP redevelopment.
- Bid farewell to long-time City Attorney and trusted colleague, Marty McCullough, due to retirement.
- Participated in recruitment of new City Attorney.



Performance Measure Snapshot....

The City Attorney's Office continues to place a high priority on prosecuting domestic violence offenses in the City through the "Fast-Track" program. The City experiences an average of 30 new domestic violence case filings each month. The chart shows recent monthly experience.



WESTMINSTER