



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 educational programs related to lawsuit avoidance.
- Prosecutes City Code violations in Municipal Court.
- Enforces the Westminster Municipal Code.

2017 Objectives:

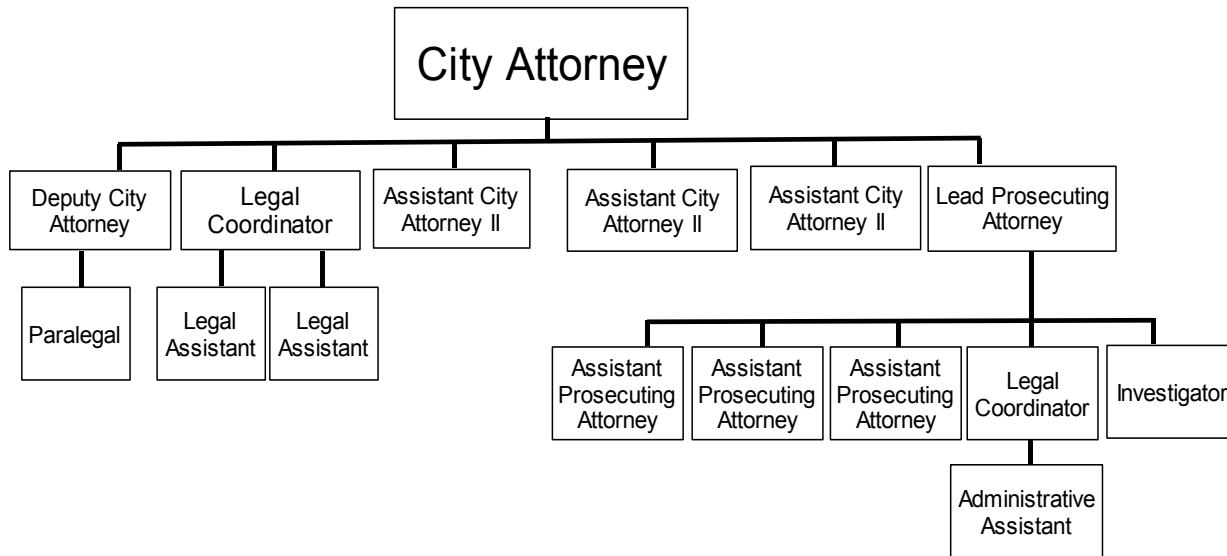
- Facilitate development of Downtown Westminster by providing prompt and reliable legal services.
- Review and modify attorney areas of responsibility and support staff assignments as needed to accommodate the evolving areas of expertise.
- Assist in the realization of economic development opportunities as they arise.
- Provide assistance as needed for the Westminster Station project.
- Maintain record of resolving personnel issues without any grievances to City’s Personnel Board.
- Hire 1.0 FTE Assistant City Attorney.
- Utilize the investigator’s talents, realign areas of responsibility, and redistribute workloads.
- Continue to consult with and provide legal advice to the North Metro Task Force.

2018 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 pursue development of Downtown Westminster and the Westminster Station area.
- Continue to consult with and provide legal advice to the North Metro Task Force.
- Continue to support City Council initiatives.
- Continue to defend the City’s home-rule authority.

Total Budget by Category

	2015 Actual	2016 Amended	2016 Estimated	2017 Adopted	2018 Adopted
Personnel	\$1,229,909	\$1,319,311	\$1,192,867	\$1,416,866	\$1,445,298
Contractual	\$62,386	\$76,482	\$76,527	\$77,180	\$77,201
Commodities	\$7,357	\$18,822	\$21,340	\$16,521	\$16,533
Capital Outlay	\$2,287	\$14,945	\$14,945	\$24,746	\$0
TOTAL	\$1,301,939	\$1,429,560	\$1,305,679	\$1,535,313	\$1,539,032

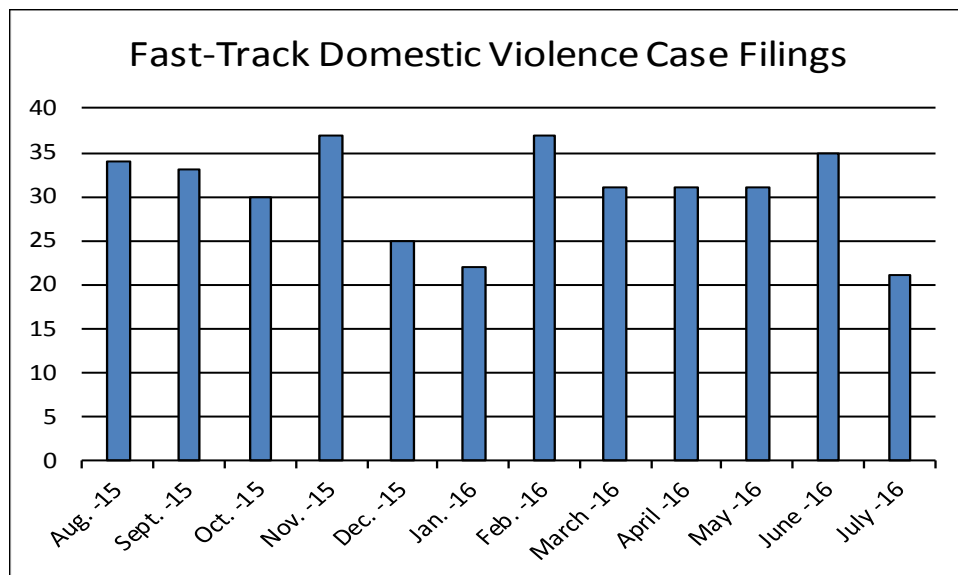


Staffing (Full-Time Equivalent Employees)

	2016	2017	2018
	Authorized	Authorized	Authorized
City Attorney's Office	14.700	15.700	15.700
TOTAL	14.700	15.700	15.700

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.



**2015/2016 Achievements:**

- Provided legal support for the Westminster Station and Little Dry Creek Trail projects.
- Negotiated Intergovernmental Agreements (IGAs) with the Colorado Department of Transportation (CDOT) defining local funding obligations concerning Little Dry Creek Trail improvements near Federal Boulevard and the City's reimbursement for these projects.
- Successfully negotiated with the Regional Transportation District (RTD) on an amendment to the Westminster Station IGA to update its milestones and clarify RTD's sales tax obligations.
- Successfully negotiated a lease amendment with J.C. Penney addressing the right-of-way for Westminster Boulevard, and allowing construction to begin on roads, utilities, and other infrastructure for Downtown Westminster.
- Prepared lease extension for Westminster Economic Development Authority and J.C. Penney Properties, Inc.
- Prepared Special Warranty Deed between the City of Westminster and KEW Realty Corporation concerning the "Triangle Parcel" adjacent to the Westminster Station parking garage.
- Prepared Special Warranty Deed between the City of Westminster and Urban Pacific Multi-Housing, LLC and Pacific West Communities, Inc., concerning a parcel of land at the Promenade development.
- Prepared Special Warranty Deed between Westminster Economic Development Authority and Alamo Westminster, LLC for a portion of Block A-2 in Downtown Westminster.
- Prepared Permanent and Temporary Easement Agreements with Jefferson County School District R1 for installing a fiber optic line in connection with the Standley Lake Bypass Pipeline Project, and with Standley Shores 01, LLC for installation of an electrical power conduit at the Big Dry Creek Blowoff site, as part of the Standley Lake Bypass Pipeline Project.
- Prepared Annexation Agreement with Mayham Reservoir for property known as the Moorings at Hidden Lake.
- Prepared Deed of conservation easement in gross in favor of the Adams County Board of County Commissioners for the Big Dry Creek buffer property near 112th Avenue and Sheridan Boulevard.
- Drafted an ordinance amending Title 14, Chapters 1 and 2, W.M.C., concerning Police and General Employee Pension Plans.
- Drafted an ordinance authorizing the 2015 Certificates of Participation for Downtown Westminster.
- Drafted an ordinance to allow beekeeping and chicken husbandry on single-family residential lots.
- Drafted an ordinance accepting a petition for improvements and creation of a City of Westminster Downtown General Improvement District.
- Drafted a resolution supporting the joint application for a Paths-to-Parks grant from the Great Outdoors Colorado Trust Fund to complete the Rocky Mountain Greenway Trail.
- Drafted a resolution to acquire fee interests and easements for the Little Dry Creek Grading Project.
- Drafted a resolution authorizing the pursuit of two grant requests from the Fall 2015 Adams County Open Space Grant Program to design and construct the Longview Trail, for reimbursement of the 6950 Lowell Boulevard acquisition, and demolition of 6930, 6940, 6950, and 6960 Lowell Boulevard.
- Researched the applicability of City sales and use tax upon certain membership services, and advising that sales tax does apply to Amazon's Prime membership customers.
- Successfully negotiated a use tax deficiency assessment concerning a care center's purchase of prepared meals, which is deemed as the purchase of tangible personal property and is taxable.
- Negotiating stipulations for penalty or suspension with liquor licensees.
- Researched and advised on a proposed construction defect ordinance.
- Researched and advised on collective bargaining and labor law issues.



WESTMINSTER