



CITY COUNCIL AGENDA

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

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

1. Pledge of Allegiance
2. Roll Call
3. Consideration of Minutes of Preceding Meetings (March 16, 2015)
4. Report of City Officials
 - A. City Manager's Report
5. City Council Comments
6. Presentations
 - A. Employee Service Awards Presentation
 - B. Child Abuse Prevention Month Proclamation
 - C. Stand Up For Transportation Day Proclamation
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 February 2015
 - B. 2015 Intergraph Corporation Software Maintenance Contract
 - C. Waterline Replacement – 88th Avenue and Zuni Street Water Main Construction Contract
 - D. Waterline Replacement – 88th Avenue and Zuni Street Engineering Contract Amendment
 - E. West-Connect Corridor Coalition – Authorization for Execution of Charter
9. Appointments and Resignations
 - A. West-Connect Corridor Coalition – Appointment of City Representatives
 - B. Resolution No. 17 Making Appointments to Fill Vacancies on Boards and Commissions
10. Public Hearings and Other New Business
 - A. Councillor's Bill No. 16 re 2014 4th Quarter Budget Supplemental Appropriation
 - B. Councillor's Bill No. 17 re Updates to the W.M.C. Regarding Off-Street Parking Standards
11. Old Business and Passage of Ordinances on Second Reading
 - A. Special Legal Counsel Services for Drafting of Collective Bargaining Ordinance (Tabled 10-27-14)
12. Miscellaneous Business and Executive Session
 - A. City Council
 - B. Executive Session

Discuss strategy and progress on negotiations related to economic development matters for the Westminster Urban Center Redevelopment, disclosure of which would seriously jeopardize the City's ability to secure the development; discuss strategy and progress on the possible sale, acquisition, trade or exchange of property rights, including future leases; and provide instruction to the City's negotiators on the same as authorized by Sections 1-11-3(C)(2), (4), and (7), W.M.C., and Sections 24-6-402 (4)(a) and (e), C.R.S. (*verbal*)

13. Adjournment

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

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.



2014 CITY OF WESTMINSTER STRATEGIC PLAN



VISIONARY LEADERSHIP & EFFECTIVE GOVERNANCE

The City of Westminster has articulated a clear vision for the future of the community. The vision

is implemented through collaborative and transparent decision making.

- Secure a replacement for our retiring City Manager that has the combination of experience, knowledge, style and values that are consistent with City Council vision and organizational values; ensure a smooth transition.



VIBRANT & INCLUSIVE NEIGHBORHOODS

Westminster provides housing options for a diverse demographic citizenry, in unique settings

with community identity, ownership and sense of place, with easy access to amenities, shopping and employment.

- Complete St. Anthony North Hospital (84th Avenue) impact analysis
- Create an Arts District



COMPREHENSIVE COMMUNITY ENGAGEMENT

Westminster is represented by inclusive cultural, business, nonprofit and geographic participation.

Members of the community are involved in activities; they are empowered to address community needs and important community issues.

- Create an Inclusiveness Commission



BEAUTIFUL, DESIRABLE, ENVIRONMENTALLY RESPONSIBLE CITY

Westminster thoughtfully creates special places and settings. The city is an active steward, protecting and enhancing natural resources and environmental assets. The city promotes and fosters healthy communities.

- Develop and implement Open Space Master Plan
- Identify and implement alternative energy options for city facilities
- Achieve “Solar City” designation to benefit both our environment and economy



PROACTIVE REGIONAL COLLABORATION

Westminster is proactively engaged with our partners to advance the common interests of the region.

- Collaborate with counties, school districts and neighboring cities



DYNAMIC, DIVERSE ECONOMY

Westminster is a local government that fosters social, economic, and environmental vitality and cultivates and strengthens a wide array of economic opportunities.

- Construct Westminster Station and develop TOD area
- Identify and pursue FasTracks next step
- Continue North I-25 development
- Proceed with Phase I of the Westminster Center Reinvestment Project
- Advance business attraction strategy
- Encourage the development of chef-owned and/or operated restaurants
- Grow small businesses through incubation



EXCELLENCE IN CITY SERVICES

Westminster leads the region in a culture of innovation that exceeds expectations in all city services – the city is known for “the Westy Way.”

- Analyze Fire/EMS alternative service delivery
- Provide improved collaboration and communication between City Council and employees at all levels of the organization
- Improve planning and permit process to be business friendly and achieve city goals



EASE OF MOBILITY

Westminster pursues multi-modal transportation options to ensure the community is convenient, accessible and connected by local and regional

- transportation options through planning, collaboration, advocacy and execution. Transportation objectives include walkability, bike friendly, drivability and mass transit options.*
- Enhance trail connectivity

VISION: *Westminster is an enduring community – a unique sense of place and identity; we have a choice of desirable neighborhoods that are beautiful and sustainable by design. Westminster residents enjoy convenient choices for an active, healthy lifestyle, are safe and secure, and have ease of mobility within our City and convenient connection to the metro area. Westminster is a respectful, diverse community in which*

residents are engaged. Westminster City Government provides exceptional city services, and has a strong tax base through a sustainable local economy.

MISSION: *Our job is to deliver exceptional value and quality of life through S-P-I-R-I-T (Service, Pride, Integrity, Responsibility, Innovation, Teamwork)*

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, MARCH 16, 2015, AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

Girl Scouts from Troops 3972 and 60282 presented the colors and led the Council, Staff, and audience in the Pledge of Allegiance.

ROLL CALL

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

CONSIDERATION OF MINUTES

Mayor Pro Tem Briggs moved, seconded by Councillor Baker, to approve the minutes of the regular meeting of February 23, 2015, as presented. The motion carried unanimously.

CITY MANAGER'S REPORT

Mr. Tripp welcomed the Girl Scouts to the meeting and thanked them for participating.

He reported that immediately following this meeting, the City Council post-meeting would convene in the Council Board Room for presentations concerning West-Connect Corridor and the City Hall Plaza Master Plan. The post-meeting was open to the public. At the conclusion of the post-meeting presentations, an executive session would be conducted to discuss strategy and progress on negotiations related to economic development matters for the Westminster Urban Center Redevelopment, disclosure of which would seriously jeopardize the City's ability to secure the development; to discuss strategy and progress on the possible sale, acquisition, trade or exchange of property rights, including future leases; and to provide instruction to the City's negotiators on the same as authorized by Sections 1-11-3(C)(2), (4), and (7), W.M.C., and Sections 24-6-402 (4)(a) and (e), C.R.S.

COUNCIL REPORTS

Councillor De Cambra announced the Fire Department would be partnering with the American Red Cross on Saturday, March 21, to install smoke detectors in residences around Fire Station 1. She was joining them and asked for Spanish-speaking citizens to volunteer to assist with communication when needed.

Councillors Garcia, Seitz, and Pinter reported on the National League of Cities Annual Conference, which they had attended the week of March 9. In addition to networking with other elected municipal officials throughout the nation, there were opportunities to meet with members of Colorado's Congressional delegation and officials from federal agencies to talk about issues and projects of need and benefit to Westminster. Deputy City Manager Stephen P. Smithers also attended and was a staunch advocate for the City's needs. The trip had been most worthwhile in every aspect. Further, on Saturday, March 14, they attended the groundbreaking ceremony for the rebuilding of the Lao Buddhist Temple that had been destroyed by fire a few years earlier. They thanked staff members who had assisted members of the Lao community throughout the development review and building permit processes. Their efforts and those previously of Parks staff to build a Top Spin Court at Skyline Vista Park had gone far to create an inclusive relationship with the Lao community and engage them in local government.

Councillor Garcia reported that the Youth Advisory Panel's Annual Duck Race had been held over the weekend. This event raised funds for youth scholarships and was completely organized and orchestrated by members of the Youth Advisory Panel. They had done a great job and he congratulated them.

Councillor Seitz had attended the Ralston House fundraising dinner. This organization helped children after they had been abused and had helped over 1,000 children in 2014. April would be Child Abuse Prevention Month and the Ralston House was very involved in promoting community awareness with a goal of eliminating child abuse.

Councillor Briggs reported that former Westminster businessman, Mike Schaffner and his wife, Charlotte, would be honored at a reception hosted by their daughter at Noah's Event Center on March 26. In 1955, Mr. Schaffner had opened a gas and service station near 72nd and Lowell Boulevard that eventually grew in success to become the Peerless Tyre Company. The reception was a means for the community to celebrate the rags to riches story of a local resident.

Councillor Pinter reported that the Fire Chief's Ale Green Chile Cook-off would begin at 6 p.m. in the Promenade Rock Bottom Brewery. This popular annual fundraiser supported the Burn Fund and provided an opportunity for residents to meet local firefighters.

PROCLAMATIONS

Councillor Pinter presented the Girl Scout Week proclamation to members of Troops 3972 and 60282. In Colorado, Girl Scouts involved nearly 25,000 girls in grades K to 12 and reached all 64 counties. Founded in 1912, Girl Scouts had worked to advance girls by developing leadership potential through activities that enabled them to discover their values, skills, and environment.

CITIZEN COMMUNICATION

Kimberly Mudd, 5716 Yarrow Street in Arvada, thanked Council for the opportunity to have a successful Farmer's Market in 2014 and reported that an application for this year's market had been filed with the City. The proposed location was 72nd and Sheridan.

Karen Puglisi, 4535 West 110th Avenue, read a letter to the Mayor and Council from her neighbor, Bonnie Eggers, 3666 West 100th Avenue, who was unable to attend this meeting. Ms. Eggers conveyed her experiences caring for chickens on a farm, stating that chickens were okay, but not in a densely populated neighborhood. She urged Council to consider the chicken issue carefully for the peace, quiet, and safety of all residents. Ms. Puglisi added that bee keeping in an urban environment could create life or death situations for neighbors with allergies to bee stings; and she wondered who would be liable if an innocent neighbor were stung and died.

Mark Clark, 3317 West 113th Avenue and President of the Adams 12 Five Star District Board of Education, thanked the Council for attending the District's Gala and getting involved. He updated the Council about current affairs in the District. There was a vacancy on the Board to be filled within 60 days; negotiations between the Board and teachers were starting; and on April 7 Mountain Range and Horizon High Schools varsity basketball teams would coach Special Olympians at both schools in a competition, to which he gave City Council tickets and hoped they would attend.

CONSENT AGENDA

The following items were submitted on the consent agenda for Council's consideration: based on the recommendation of the City Manager, find that the public interest would best be served by authorizing the negotiated purchase from the sole source provider Power Equipment Company for the purchase of two replacement asphalt rollers in an amount not to exceed \$125,000; authorize the City Manager to execute a contract for concrete replacement to the low bidder, Keene Concrete, Inc., in the amount of \$1,560,937 and authorize a contingency of \$100,000 for a total authorized expenditure of \$1,660,937; authorize Staff to proceed with 2015 calendar year purchases of water chemicals through Multiple Assembly of Procurement Officials (MAPO) bids from PVS Technologies, Harcros Chemical Company and DPC Industries, and based on the recommendation of the City Manager, find that the public interest would best be served by authorizing negotiated purchases from the sole source

providers Mississippi Lime Company in an amount not to exceed \$129,500 for lime, DPC Industries in an amount not to exceed \$49,932 for sodium hydroxide, and Thatcher Chemical Company in an amount not to exceed \$76,731 for ACH and ferric sulfate, and allow the purchase of these water treatment chemicals from other sources should the listed vendors be unable to deliver product for a total authorized amount of these water treatment chemical purchases not to exceed \$854,311 in 2015; based on the recommendation of the City Manager, determine that the public interest would be best served by authorizing purchases from Baker & Taylor not to exceed \$257,150 and Midwest Tapes not to exceed \$90,000 for a grand total authorized expenditure not to exceed \$347,150 for the purchase of library materials and eMaterials; authorize the City Manager to amend the KG Clean custodial services contract to \$457,679 and amend the Carnation Building Service custodial services contract to \$42,648 and authorize contingency spending authority with the remaining custodial service providers for unanticipated custodial related requirements that fall outside of the current custodial contract scope of services not to exceed \$29,000 that equals approximately 5% of the total original cost (\$572,424) for the City's custodial services contracts, resulting in an annual increase not to exceed \$41,444 (\$12,444 for the contract amendments and \$29,000 for contingency request) to the City's total custodial services contracts; and authorize the acceptance of the donation of the 0.2-acre Gregg Homes, LLC property located approximately at 110th Avenue and Yarrow Street for open space, and authorize the City Manager to execute all documents required to close on the property.

Councillor Baker moved, seconded by Councillor Seitz, to approve the consent agenda as presented. The motion carried by unanimous vote.

COUNCILLOR'S BILL NO. 13 VACATING 68TH AVE. R-O-W NORTH OF EAST BAY SENIOR HOUSING

Upon a motion by Councillor Garcia, seconded by Councillor Seitz, the City Council voted unanimously at roll call to pass on first reading Councillor's Bill No. 13 vacating a portion of the West 68th Avenue right-of-way along the north line of Lot 1 within East Bay Senior Housing Filing No. 1.

COUNCILLOR'S BILL NO. 14 APPROPRIATING GRANT FUNDS TO LDC PARK LAND PURCHASE

Mayor Pro Tem Briggs moved, seconded by Councillor De Cambra, to pass on first reading Councillor's Bill No. 14 appropriating \$2,439,676 to the Little Dry Creek Project from an Adams County Open Space grant for the drainage and open space improvements. After expressing appreciation to Adams County for this grant funding, the motion passed unanimously on roll call vote.

LDC GRADING PROJECT CONSTRUCTION SERVICES CONTRACT AMENDMENT

It was moved by Councillor Pinter, seconded by Councillor Baker, to authorize the City Manager to sign the amended Guaranteed Maximum Price contract with Concrete Express, Inc., in the amount of \$7,143,022, for the phase 1 Little Dry Creek grading project. The motion carried with all Council members voting affirmatively.

COUNCILLOR'S BILL NO. 15 APPROPRIATING FUNDS FOR LDC PARK LAND PURCHASE

Councillor Seitz moved to pass on first reading Councillor's Bill No. 15 appropriating a total of \$673,000, comprised of \$293,992 of 2014 Parks, Open Space & Trails Fund Carryover and \$379,008 of funds received from the Adams County Open Space Grant Program, for the Little Dry Creek Park and Open Space Acquisitions grant into the POST Land Purchases Account. Councillor Baker seconded the motion, and it passed unanimously on roll call vote.

PURCHASE OF THREE LOWELL BLVD PROPERTIES FOR LDC PARK AND CREEKSIDE DRIVE

Councillor Briggs moved that contingent upon final passage of Councillor's Bill No. 15 on second reading, Council authorize the purchase of 6930 Lowell Boulevard for \$173,000, 6940 Lowell Boulevard for \$210,000, and 6960 Lowell Boulevard for \$275,000 for the future Little Dry Creek Park, plus closing costs not to exceed \$15,000, for a total authorized amount of \$673,000, and authorize the City Manager to execute all documents required to close on the purchase of these properties. Councillor Garcia seconded the motion, and it passed unanimously at roll call.

ADJOURNMENT

There was no further business to come before the City Council, and, hearing no objections, Mayor Atchison adjourned the meeting at 7:32 p.m.

ATTEST:

City Clerk

Mayor



Agenda Item 6 A

Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: Presentation of Employee Service Awards

Prepared By: Debbie Mitchell, General Services Director
Dee Martin, Workforce Planning & Compensation Manager

Recommended City Council Action

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

Summary Statement

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

Expenditure Required: \$5,000

Source of Funds: \$2,500 – General Fund – Fire Department
\$2,500 – Utility Fund – IT Department

Policy Issue

None identified

Alternative

None identified

Background Information

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

Darren Delimont	Fire Lieutenant	Fire Department
Bill Rendek	Senior Maintenance worker	Public Works & Utilities

The following 25-year employees will be presented with a certificate, service pin, and check:

Bob Belich	Fire Engineer	Fire Department
Malgorzata Broussalian	Software Engineer II	IT Department

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

Keith Smith	Senior Police Officer	Police Department
Dan Strietelmeier	Senior Engineer	Public Works & Utilities

The following 35-year employees will be presented with a certificate and service pin:

Sandy Schwab	Administrative Coordinator	Police Department
Tony Noce	Fire Engineer	Fire Department
Tim Burandt	Fire Lieutenant	Fire Department

On March 25, 2015, the City Manager will host an employee awards luncheon. During this time, three (3) employees will receive their 15-year service pins; Fifteen (15) employees will receive their 10-year service pins, and two (2) employees will receive their 5-year service pin. Recognition will also be given to those celebrating their 20th, 25th, 30th, and 35th anniversaries. This is the second luncheon in 2015 to recognize and honor City employees for their service to the public.

The aggregate City service represented among this group of employees for the second luncheon is 460 years of City service. The City can certainly be proud of the tenure of each of these individuals and of their continued dedication to City employment in serving Westminster citizens. Background information on each individual being recognized is attached.

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

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment – Background on employees being recognized

20-Years

Darren Delimont (del e mont) was hired in 1995 as a Firefighter and then promoted to Fire Lieutenant in 2006. He has also held the position of Field Training Officer. Darren is currently a Lieutenant at Fire Station Five. He has participated on many committees throughout his career that include: The Firefighter Combat Team, The Issues Task Force, The Chaplin's Team, and the Westminster Public Safety Recognition Committee to name a few.

Darren and his wife, Marci, have been married for 16 years. They have two sons, D.J. who is 14 and in middle school and Danny who is in the fourth grade in elementary school. They spend much of their family time hiking, camping, hunting and fishing. Each summer, they try to take an extended camping trip to such places as the Grand Canyon, the Redwood Forest, Yellowstone, and Banff, Canada.

Bill Rendek (ren deck) joined the City on February 27, 1995, as a Maintenance Worker in Building Operations and Maintenance. In 1998, Bill was promoted to Building Repair Worker, then in 2003, transferred to the Public Works and Utilities Department as a Meter Repair Worker. Since that time, Bill has been promoted to Senior Maintenance Worker on the Field Operations Crew, and now works on the wastewater cleaning and 'TVing' crew. Bill was part of the team that won the CMO Choice Award for the Silo Pump Station Project, which included major renovations to the pump station. He is a certified water professional currently holding Water Distribution II and Collections II certifications.

Bill enjoys travelling to warm, tropical places. He also enjoys hiking, snow skiing, scuba diving. A future dream for Bill is to safely jump out of perfectly good aircraft.

25-Years

Bob Belich (bell itch) NOT ATTENDING started in the fire service in 1988 as a Volunteer Firefighter with Westminster. In 1990, he was hired as a career Firefighter and held that rank for 18 years. Bob's current position is Engineer. He was one of the original members of the Juvenile Fire Starter Team, a member of the Dive Team for 13 years, and has received two Life Saving Awards.

Bob and his wife, Terri, have been married for 21 years. They have a son, Jake, who is a freshman in college and a daughter, Hannah, who is currently a senior at Stanley Lake High School. Bob enjoys hunting, hiking, fishing, and yard/house projects.

Malgorzata Broussalian (mel gor jata) (brew sillian) NOT ATTENDING started working for the City in 1990 as a Programmer Analyst after moving to Colorado from California. She was originally hired on a contract basis, and was then offered a part-time position in the Data Processing Division of the Finance Department. Malgorzata has been instrumental in developing and maintaining Westminster's Sales Tax System. As of today, this system is one of the last remaining software applications still widely used by the City that was completely written and fully supported in-house. Malgorzata currently holds the position of Software Engineer II in the Information Technology Department and has significantly and continuously contributes to the success of the IT Department.

Malgorzata lives in Loveland with her husband, Chris, and two daughters, Katarzyna and Lilianna. Katarzyna graduated from New York University with an MA degree and currently resides in New York City working for the New School in Manhattan. Her daughter, Lilianna, is currently a senior at the University of Colorado and will be graduating this May with a BA in Geology.

30-Years

Keith Smith was hired as a Police Officer in January 1985. During his employment, he has worked in the Patrol Division for 24 years where he has served as a Field Training Instructor. Keith has also held several assignments in Investigations both as an Auto Theft Detective and a Liquor Enforcement Detective. Keith is currently assigned to the Investigation Division as a Court Marshal.

Keith and his wife Michele just celebrated their 30th wedding anniversary. They have two daughters, Lindsey and Samantha. Lindsey graduated from the Colorado School of Mines with a Petroleum Engineering Degree and currently works for an energy company in West Virginia. Samantha will be attending the University of Colorado - School of Nursing in June to finish her Bachelor of Science Nursing Degree. The family lives on a 30-acre hobby farm near Greeley. Keith enjoys farming, hunting and fishing.

Dan Strietelmeier (street el meyer) began his career in 1985 as a Water Resources Analyst in the Water Resources Division of the Public Works and Utilities Department. Dan spent over 20 years in the Water Resources Division and his work included water rights acquisitions, serving on canal company boards, and managing the preliminary design of the Reclaimed Water System. Dan served as Westminster's Project Manager for the Standley Lake Dam Renovation. He is currently a Senior Engineer in the Utilities Planning and Engineering Division where he has managed the construction of over \$50 million worth of Utilities Capital Improvement Projects. Dan has served on various committees throughout his career with the City and currently serves on the General Employee Pension Board. He holds a Master's Degree in Civil Engineering from the University of Colorado and a Master's Degree from Indiana University. Dan and his wife, Jill, have three children. The family enjoys skiing, playing golf, tennis, and volleyball.

35-Years

Tim Burandt (burr ant) was hired in February 1980 as a Firefighter Trainee. He has promoted through the ranks, including Fire Engineer and today serves as a Fire Lieutenant. Assigned to Fire Station Six, Tim leads an engine and medic company serving the northeast area of the City. Throughout the years, Tim's crew have received multiple life-saving awards. In 2006, he received the Fire Department's life time achievement award.

Tim has lived in the City of Westminster since 1977 and enjoys spending time with his family. He and his wife, Beverly, have been married for 34 years and have two sons; one is a Firefighter for Fredrick – Firestone Fire Department; and one is a Police Officer for the Federal Heights Police Department.

Tim is retiring from the Fire Department in September. He is very proud to have served the community for 35 plus years. Tim's passion and commitment can be seen through his many years of hard work of research and design for the fire apparatus committee. His attention to detail has enabled the City to have the best fleet of fire apparatus. In addition, he is very proud to have been the lead on providing the station alerting system for all fire stations in the City of Westminster.

Tim looks forward to his next chapter in life. He will continue to stay active playing hockey, fishing, camping, and enjoying time with his family.

Tony Noce (no chee) NOT ATTENDING joined the Fire Department 35 years ago as a Firefighter Trainee. In 1988, he was promoted to Firefighter/Engineer which is the position he holds today. He is also a commissioned Fire Investigator with the Westminster Police Department.

Tony received a Lifesaving pin in 2008 and also received the Medal of Honor in 1992.

Tony has three children, one in California, and two in Arizona. He has two grandchildren living in Arizona, as well. He enjoys softball, rugby, football, racquetball and camping. Tony's biggest hobby is traveling. He has visited 45 countries and hopes to add to that number every year. Retirement is on the horizon...possibly February 2016.

Sandy Schwab was hired February 4, 1980, as the Clerk Typist II in the Patrol Division of the Police Department. Later that year, she was reclassified to Secretary. In March 1987, Sandy was promoted to the position of Senior Secretary in Police Administration and then reclassified to the position of Administrative Secretary on January 1, 1995. On January 1, 2000, she was promoted to the position of Administrative Coordinator. Sandy currently works for Chief Lee Birk, and also serves as the department's budget coordinator, along with other projects and assignments. Some of Sandy's accomplishments at the City include numerous awards, including Teams in Action, City Manager's Office Choice Award, Excellence in Action, and Customer Service Champion. She also served on the Employee Recognition Action Team for ten years. When the Public Safety Building was being planned and constructed, Sandy was a member of several committees. She has also participated on other miscellaneous committees and task forces throughout her tenure. She was also a member of the Adams County Chief Executive Secretaries Board for nine years. The board initiated, sponsored and coordinated annual conferences for law enforcement civilian support staff throughout the Metro area. She has also been a volunteer for the Westminster Federal Credit Union for 30 years and is currently the Vice Chairman for the Board of Directors.

Sandy has a son who is married and is a Design and Publications Manager living in Parker. She also has a daughter and son-in-law, who live in Spokane, Washington and are both Doctors of Physical Therapy. In October 2013, she became the proud Grandmother of a beautiful little girl, who is now walking and talking and keeping her parents very busy. Sandy especially enjoys spending time with her family and friends. She loves animals and her favorite things to do are reading books, watching movies, swimming, horseback riding and, recently, she became interested in American and world history.



Agenda Item 6 B

Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: Child Abuse Prevention Month Proclamation

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Councillor Seitz to present a proclamation declaring April 2015 to be Child Abuse Prevention Month.

Summary Statement

- Child abuse and neglect knows no boundaries and is a serious problem world-wide. Nationally, 1 in 7 girls and 1 in 25 boys will be sexually abused before their 18th birthday, 90% by people they know.
- Ralston House, a nationally-accredited nonprofit agency, is the child advocacy center in Colorado's 1st and 17th Judicial Districts. It provides a safe, comfortable, child-friendly setting to help child victims and their families begin the healing process after traumatic sexual or physical experiences.
- Representatives from the Ralston House, will be present to accept the proclamation.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

None identified

Alternative

None identified

Background Information

Ralston House professionals work with police departments, social services, and district attorneys in the 1st and 17th Judicial Districts to provide forensic interviews, forensic sexual assault medical exams and support services to children and teens suspected of being sexually or physically abused. Comprehensive services at child-friendly Ralston House help child victims and their families begin the healing process after traumatic experiences.

Blue pinwheels are a symbol of child abuse prevention awareness across the nation. Ralston House is approaching organizations around Jefferson County asking them to plant gardens of pinwheels in April to support the children in the community who have suffered abuse and to support efforts to keep children safe from abuse. Each garden will be a visible demonstration to child victims and their families that the community supports them, is on their side, believes in them, and wants to help them heal.

Attending to accept the proclamation on behalf of the Ralston House are Ann DeMers, Board President; Vaness DeMott, Board Member; and Nancy McNally, Community Volunteer.

This proclamation addresses City Council's Strategic Plan Goal of Comprehensive Community Engagement.

Respectfully submitted,

Donald M. Tripp
City Manager

WHEREAS, every child deserves to grow up in a nurturing environment, free from harm and fear; and

WHEREAS, every responsible person would agree that even one abused child is too many, it is up to us as a community to tirelessly work to end the abuse of children through awareness and action; and

WHEREAS, Westminster has dedicated individuals and organizations who work daily to counter the problem of child abuse and to help parents obtain the assistance they need; and

WHEREAS, effective child abuse prevention programs, such as Ralston House, succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies and the business community; and

WHEREAS, our community is stronger when all citizens become aware of child abuse prevention and become involved in supporting parents to raise their children in a safe and nurturing environment.

NOW, THEREFORE, I, Herb Atchison, Mayor of the City of Westminster, Colorado, on behalf of the Westminster City Council, do hereby proclaim April 2015 to be

CHILD ABUSE PREVENTION MONTH

and urge all citizens, community agencies, faith organizations and businesses to work collaboratively to increase their efforts to support families and prevent child abuse.

Signed this 23rd day of March, 2015.

Herb Atchison, Mayor



Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: Stand Up For Transportation Day Proclamation

Prepared By: Aric Otzelberger, Assistant to the City Manager

Recommended City Council Action

Mayor Herb Atchison to present Stand Up For Transportation Day Proclamation.

Summary Statement

- April 9, 2015 marks Stand Up For Transportation Day, which is an advocacy event in coordination with National Transportation Infrastructure Day that highlights the critical need to invest in updating our nation's infrastructure. This includes both public transportation and highway infrastructure.
- Through this proclamation, the City of Westminster will be joining local governments, transportation agencies and businesses from around the region and across the United States in bringing attention to transportation needs.
- The Regional Transportation District (RTD) is organizing several events on April 9, 2015, including a Unity Parade and rally at Denver Union Station.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

None identified

Alternative

None identified

Background Information

April 9, 2015 marks Stand Up For Transportation Day, which is an advocacy event in coordination with National Transportation Infrastructure Day that highlights the critical need to invest in updating our nation's infrastructure. This includes both public transportation and highway infrastructure. This event is being coordinated by the American Public Transportation Association (APTA). Phil Washington, General Manager of RTD, is the current Chair of APTA.

Transportation is a critical economic driver for our local and national economies. The City, along with regional partners, continues to lobby Congress to pass a long-term, multimodal transportation bill that provides sufficient funding to address aging highway and bridge infrastructure needs while providing support for transit, bicycle and pedestrian modes as well.

The Regional Transportation District (RTD) is organizing several events on April 9, 2015, including a Unity Parade and rally at Denver Union Station. The Unity Parade will begin at 10am from the Market Street Plaza (16th and Market) to Denver Union Station. A rally will occur at the conclusion of the parade.

This proclamation supports City Council's Strategic Plan Goals "Ease of Mobility" and "Proactive Regional Collaboration."

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment: Proclamation

WHEREAS, April 9, 2015 marks STAND UP FOR TRANSPORTATION DAY, a national transportation infrastructure day that highlights the critical need to invest in updating our nation's transportation infrastructure; and

WHEREAS, transportation is the economic backbone of our nation's economy and public transportation is an important part of our nation's transportation system, federal funding for public transportation infrastructure needs to increase and Congress needs to pass a long-term, multimodal transportation bill by May 31, 2015; and

WHEREAS, public transportation is a proven catalyst for economic growth since for every \$1 invested in public transportation, \$4 in economic returns is generated locally, creating economically vibrant and prosperous communities; and

WHEREAS, public transportation offers millions of Americans access to economic opportunities since nearly 60 percent of the trips taken on public transportation are for work commutes; and

WHEREAS, STAND UP FOR TRANSPORTATION DAY will be celebrated in small, medium, and large communities across the United States, as a day that highlights the critical need for funding transportation infrastructure, both public transportation and highway infrastructure.

NOW, THEREFORE I, HERB ATCHISON, Mayor of the City of Westminster, on behalf of the entire Council and Staff do hereby proclaim April 9, 2015 as

STAND UP FOR TRANSPORTATION DAY

and that the City of Westminster will join with public transportation agencies and businesses across the country to participate in STAND UP FOR TRANSPORTATION DAY to encourage greater federal investment in public transportation infrastructure;

Dated this 23rd day of March, 2015.

Herb Atchison, Mayor



Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: Financial Report for February 2015

Prepared By: Tammy Hitchens, Finance Director

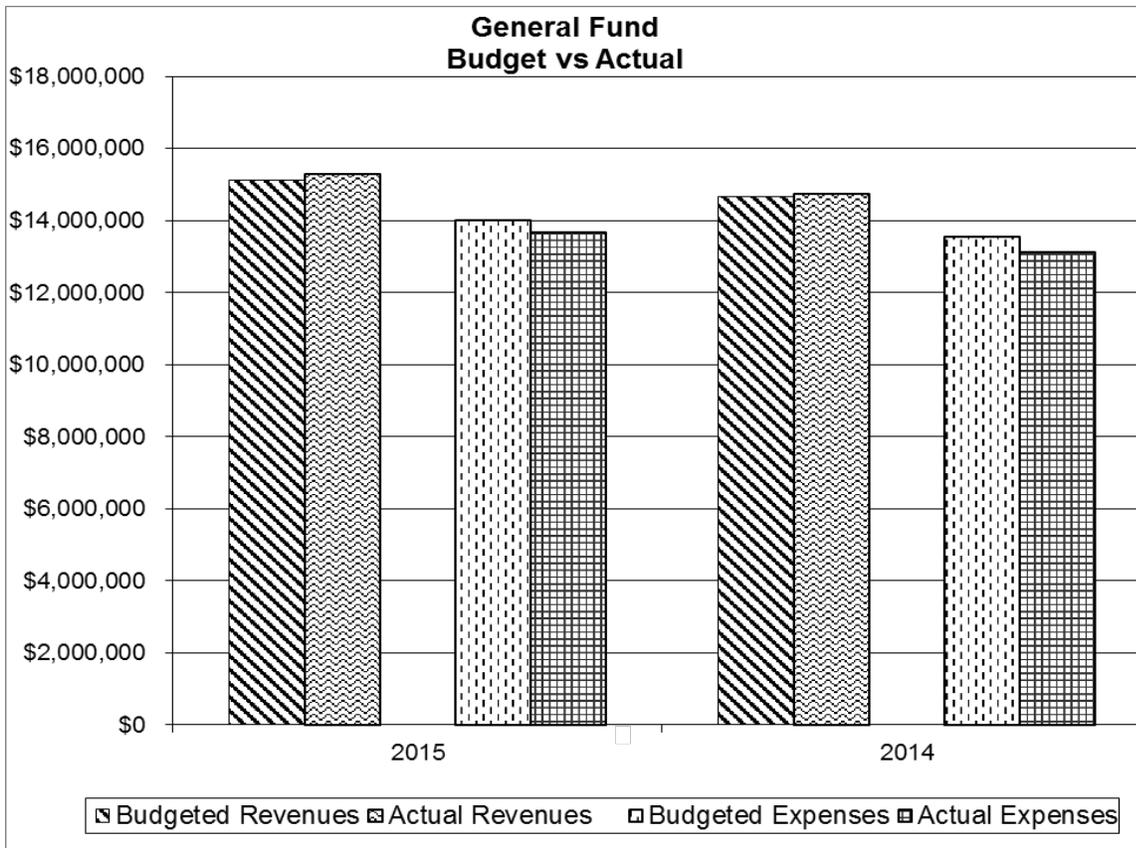
Recommended City Council Action

Accept the Financial Report for February as presented.

Summary Statement

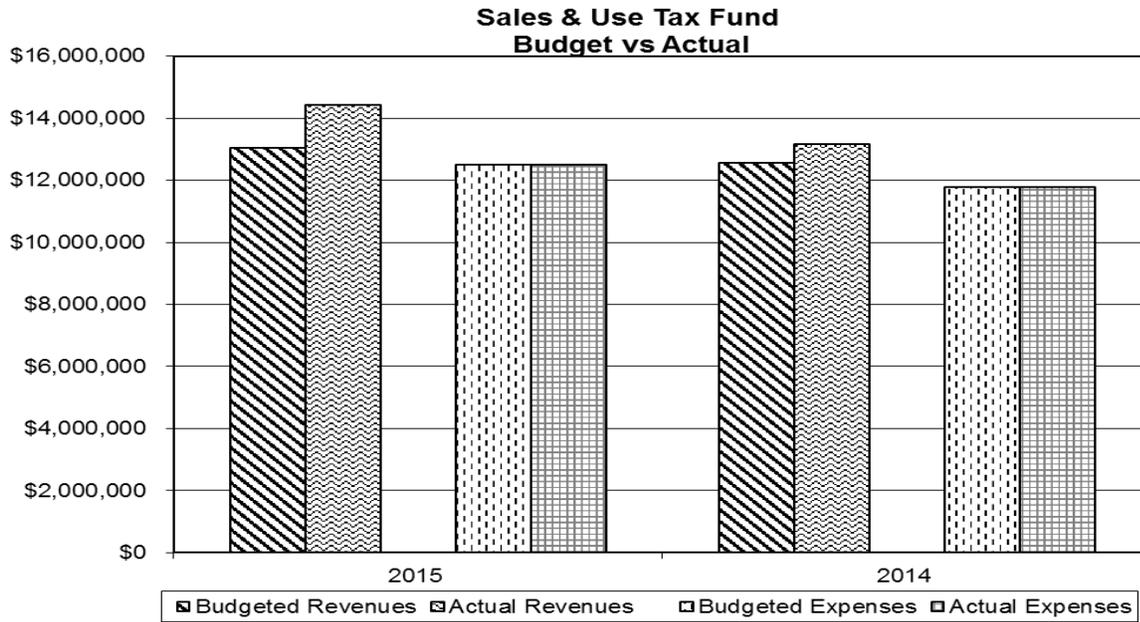
City Council is requested to review and accept the attached monthly financial statement. The Shopping Center Report is also attached. Unless otherwise indicated, “budget” refers to the pro-rated budget. The budget numbers that are presented reflect the City’s amended adopted budget. Both revenues and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

Current projections show General Fund revenues exceeding expenditures by \$490,664. The following graph represents Budget vs. Actual for 2014-2015.

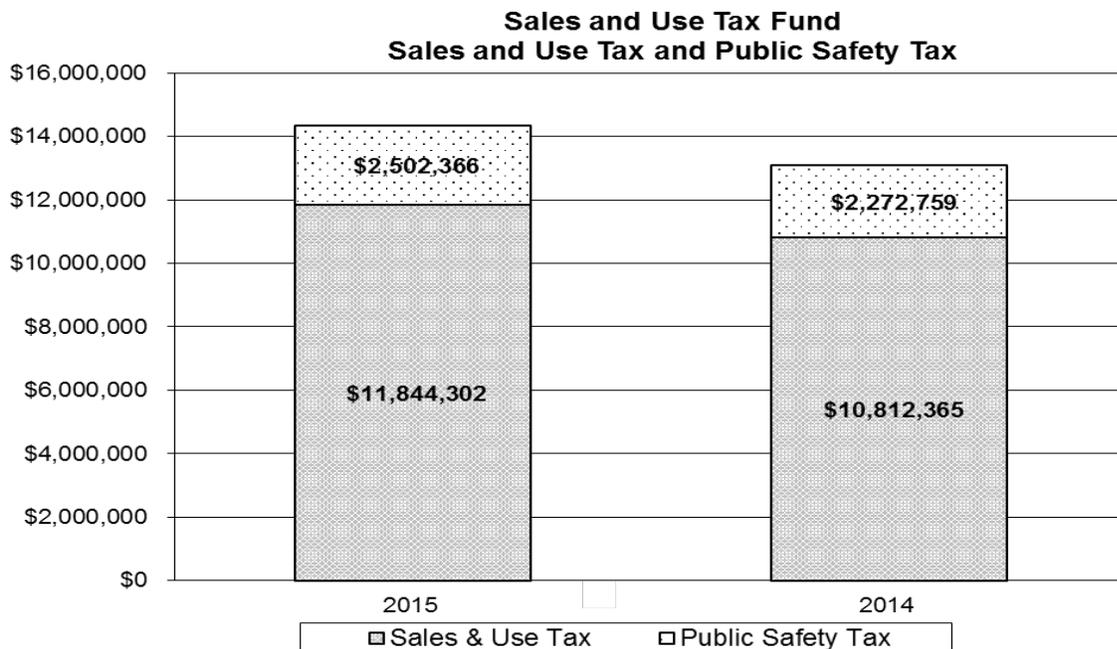


Current projections show the Sales and Use Tax Fund revenues exceeding expenditures by \$1,400,311. On a year-to-date cash basis, total sales and use tax is up 9.5% from 2014. Key components are listed below:

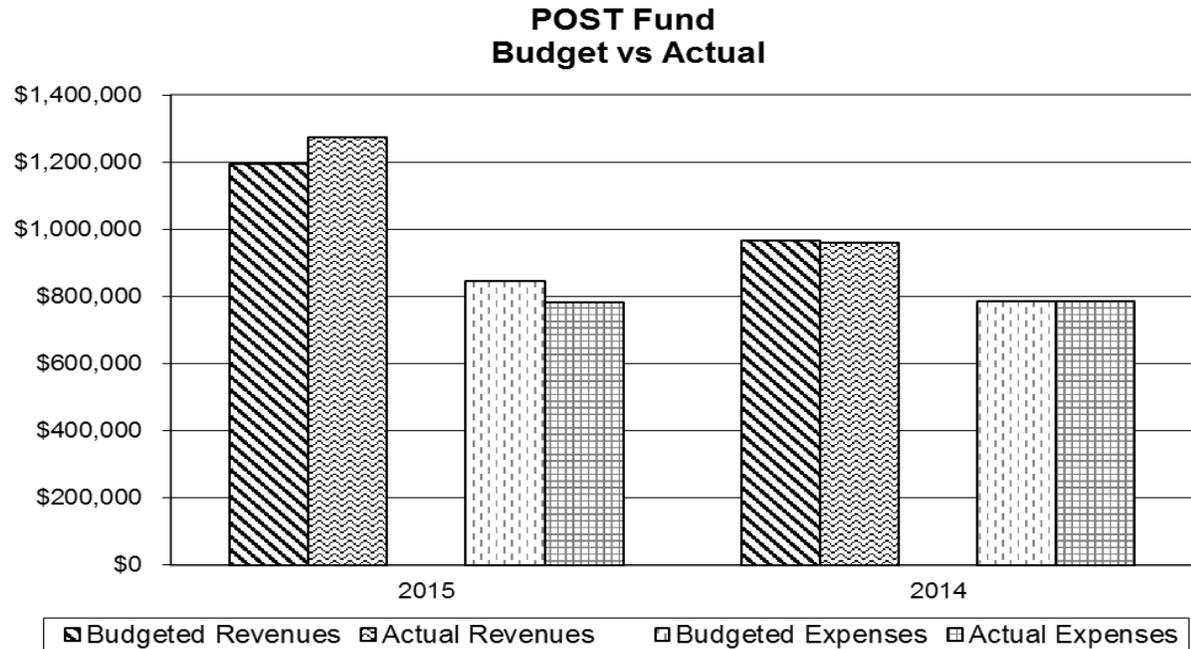
- On a year-to-date basis, across the top 25 shopping centers, total sales and use tax receipts are up 8.0% from the prior year.
- Sales tax receipts from the top 50 Sales Taxpayers, representing about 59.6% of all collections, are up 8.3% for the month when compared to 2014.
- Urban renewal areas make up 35.4% of gross sales tax collections. After urban renewal area and economic development assistance adjustments, 85.0% of this money is being retained for General Fund use in operating the City.



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

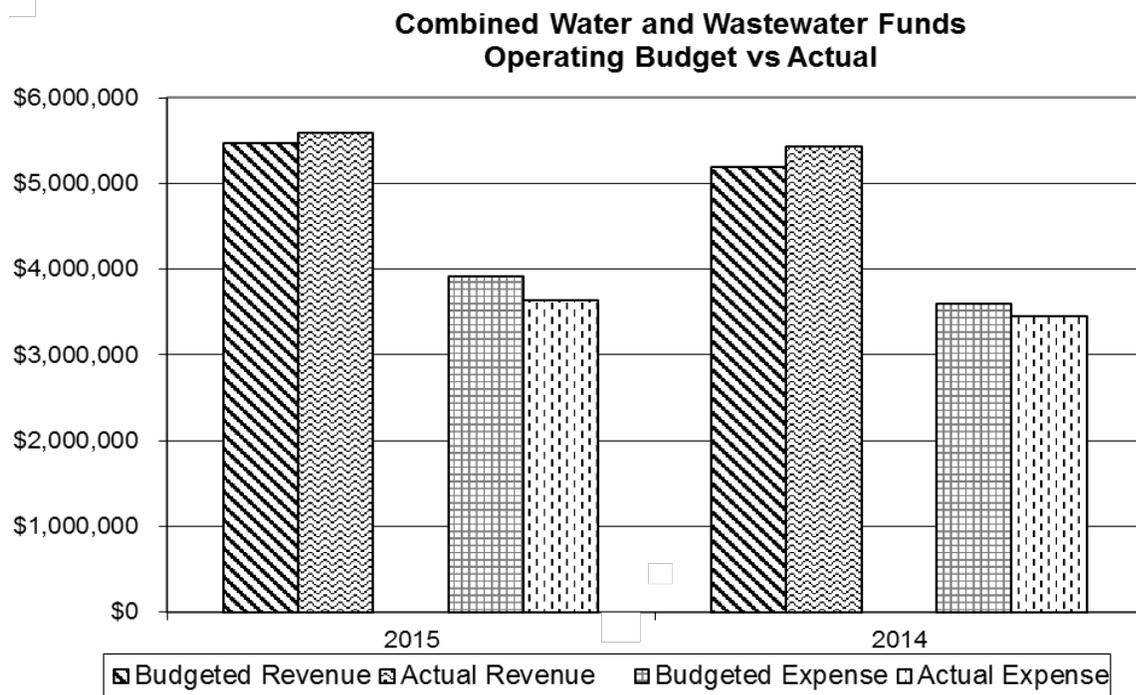


Current projections show Parks, Open Space and Trails (POST) Fund revenues and carryover exceeding expenditures by \$141,207.

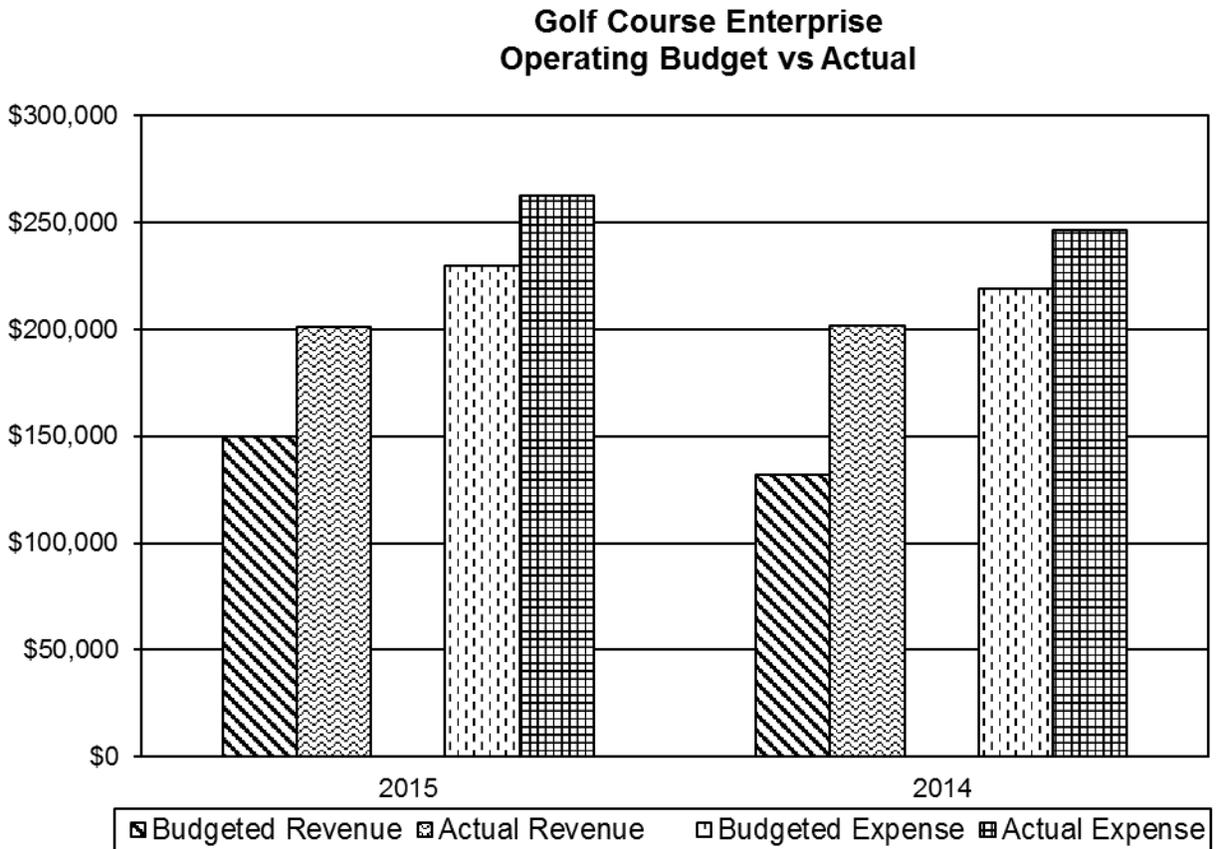


The increase in 2015 revenue is primarily due to carryover and an increase in Sales Tax collections over 2014.

Overall, current projections show combined Water & Wastewater Fund expenditures exceeding revenues by \$404,229, mostly due to tap fees. Operating projections show combined Water & Wastewater Fund revenues exceeding expenditures by \$398,394.



Current projections show combined Golf Course Fund revenues and carryover exceeding expenditures by \$20,248. Operating projections show combined Golf Course Fund revenues exceeding expenditures by \$18,429.



The expenditure variance is mostly due to the Parks, Recreation and Libraries 2014 reorganization and personnel services attrition, as well as a 2015 vehicle purchase by Legacy.

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

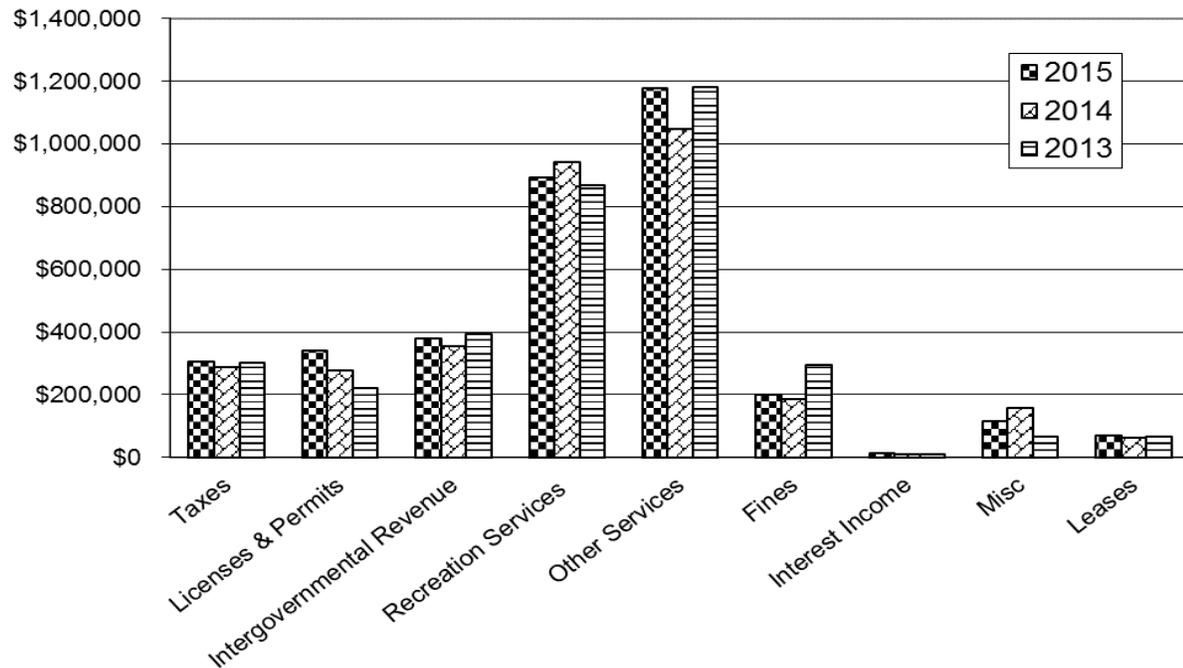
This section includes a discussion of highlights of each fund presented.

General Fund

This fund reflects the result of the City’s operating departments: Police, Fire, Public Works (Street Operations), 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 2013-2015 year-to-date.

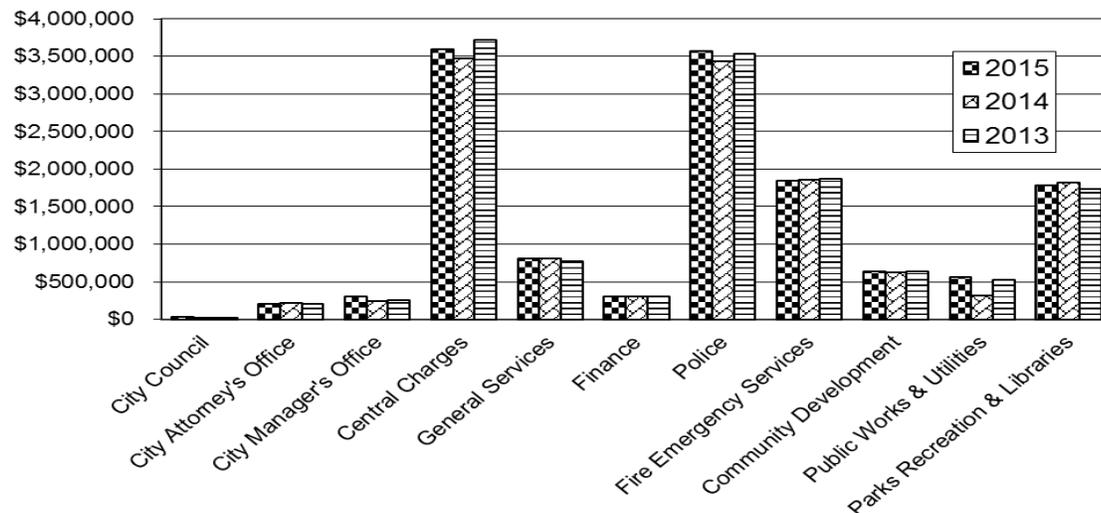
**General Fund Revenues excluding Transfers
2013-2015**



Licenses and Permits revenue is higher than the prior two years due mostly to commercial and residential permitting activity. Other Revenue is up compared to 2014 due to an increase in EMS and infrastructure billings.

The following chart identifies where the City is focusing its resources. The chart shows year-to-date spending for 2013-2015.

**General Fund Expenditures by Function
2013-2015**

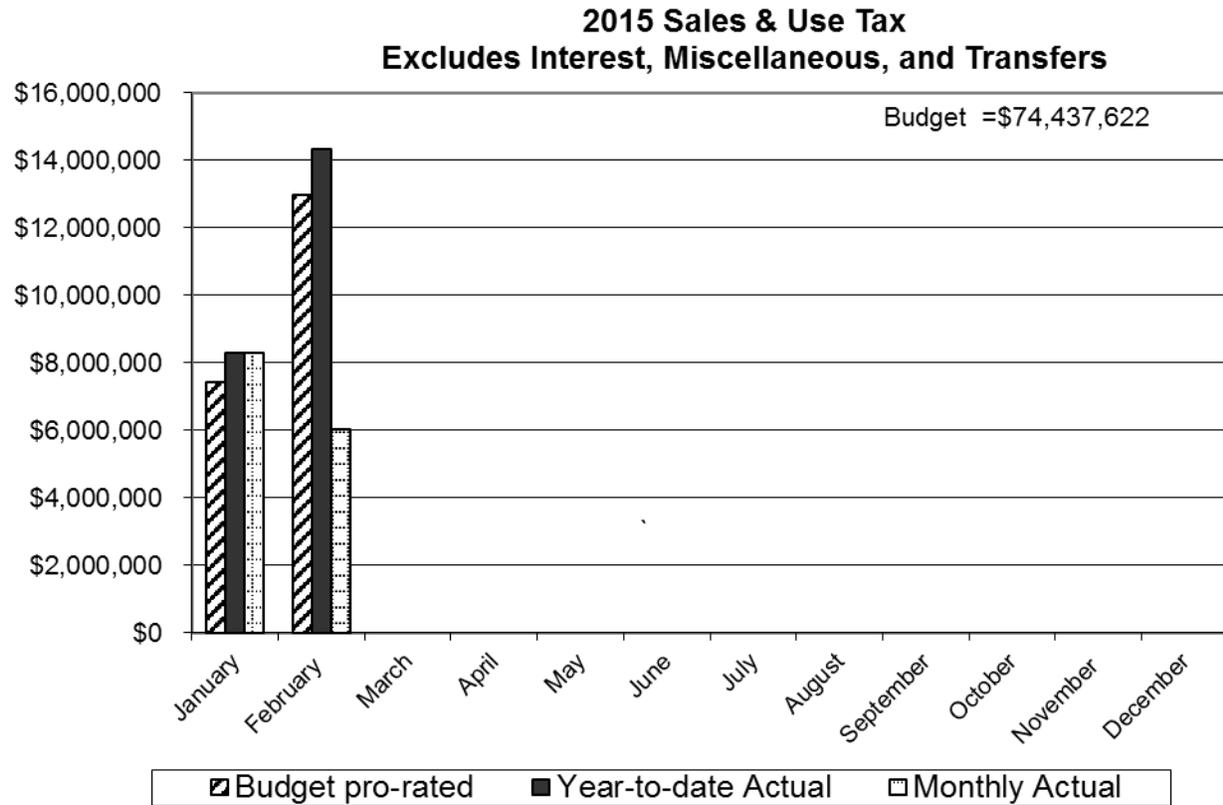


Central Charges expenditures is slightly higher than in 2014 due mostly to increased costs for health insurance, contractual services, and rental fees to fund equipment replacement.

Sales and Use Tax Funds (Sales & Use Tax Fund and Parks, Open Space and 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 (POST) 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 for funding public safety-related expenditures.

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.

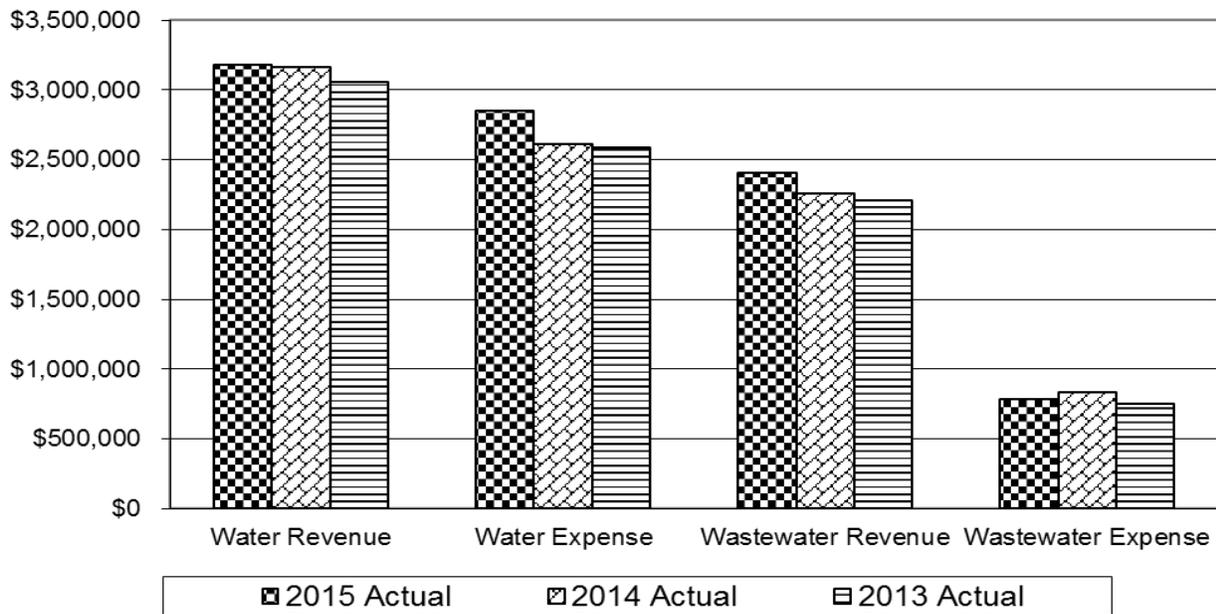


Water, Wastewater and Storm Water Drainage Funds (The Utility Enterprise)

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.

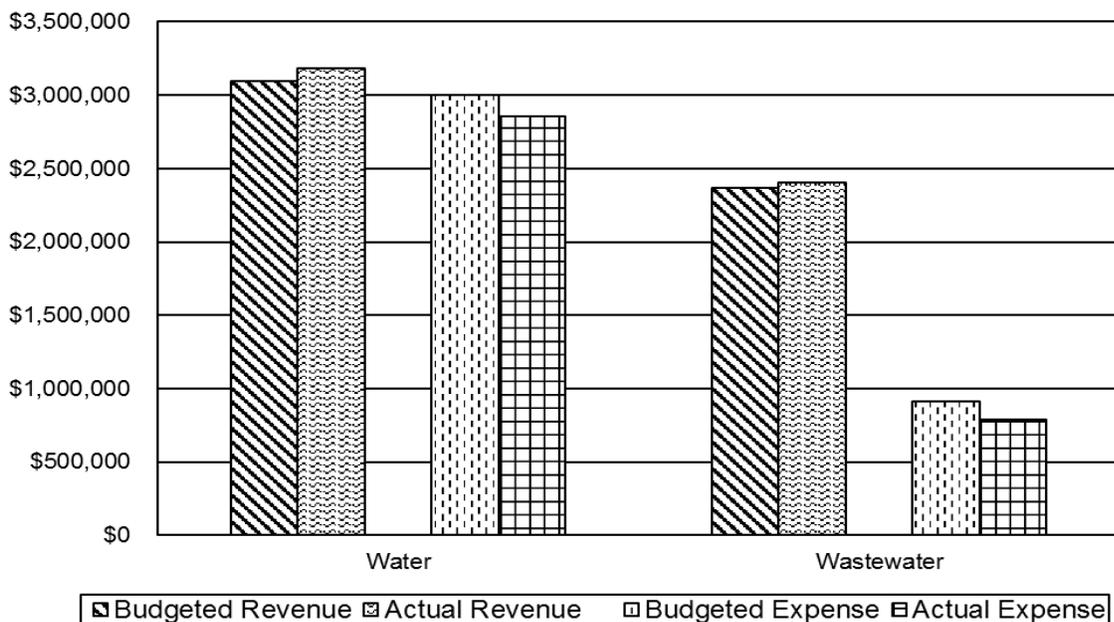
These graphs represent segment information for the Water and Wastewater funds.

**Water and Wastewater Funds
Operating Revenues and Expenditure
2013-2015**



The increase in revenue is due to the effect of climatic variations on water consumption as well as changes in billing rates. Water expenses for 2015 are higher due mostly to timing differences in the payment of various assessments and fees between years.

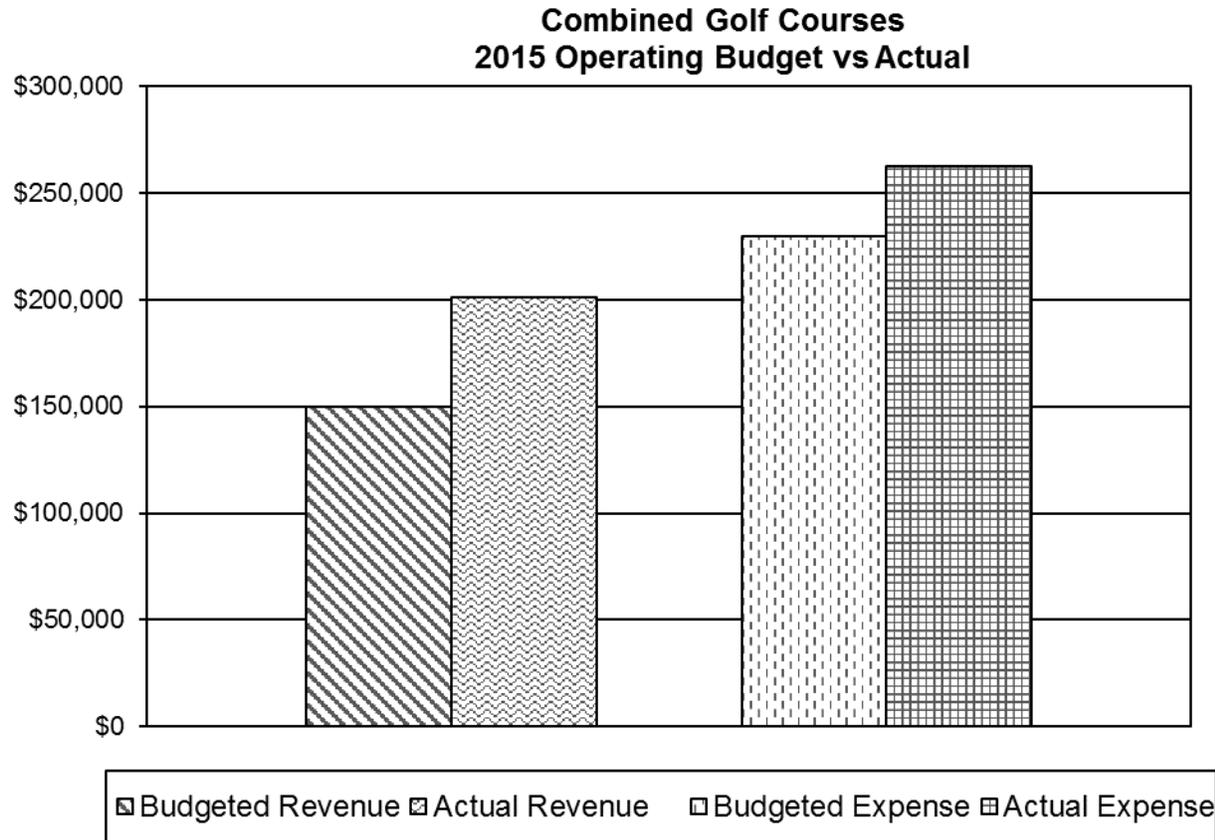
**Water and Wastewater Funds
2015 Operating Budget vs Actual**



The Storm Water Fund information is provided in the attached financial reports.

Golf Course Enterprise (Legacy and Heritage Golf Courses)

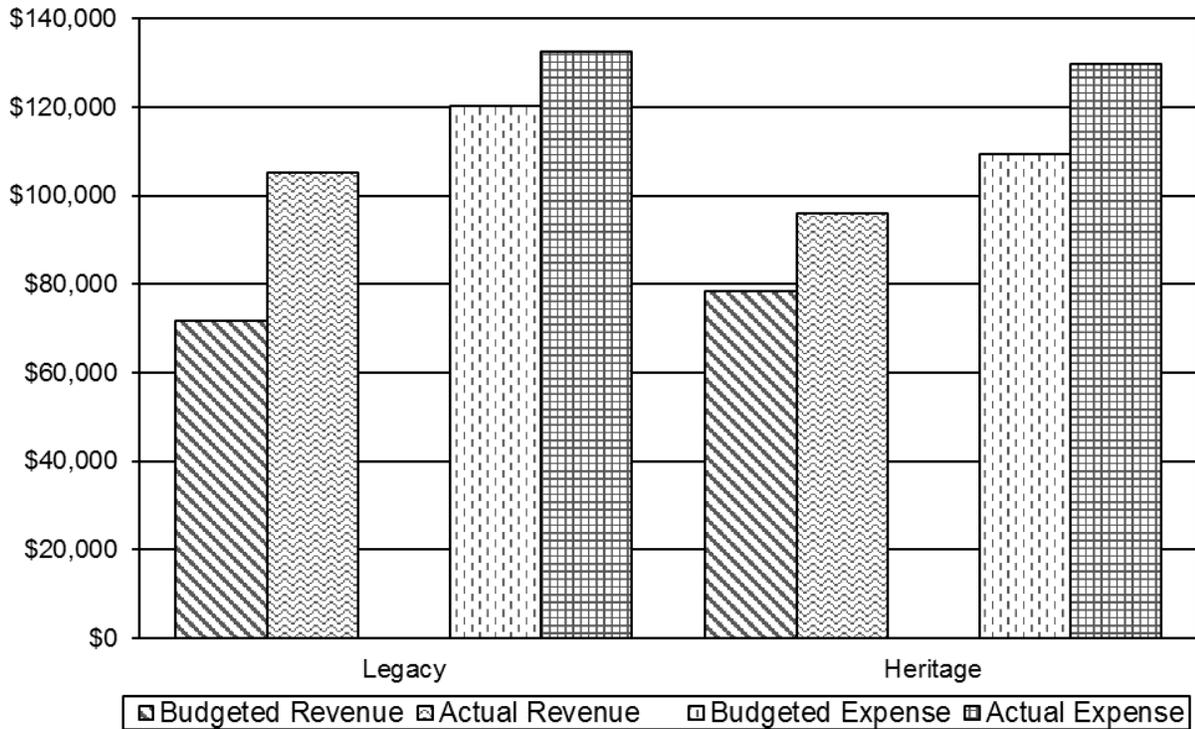
This enterprise reflects the combined operations of the City's two municipal golf courses.



The budget to actual revenue variance reflects the effect of mild weather on play and the expense variance is due to personnel services and capital outlay.

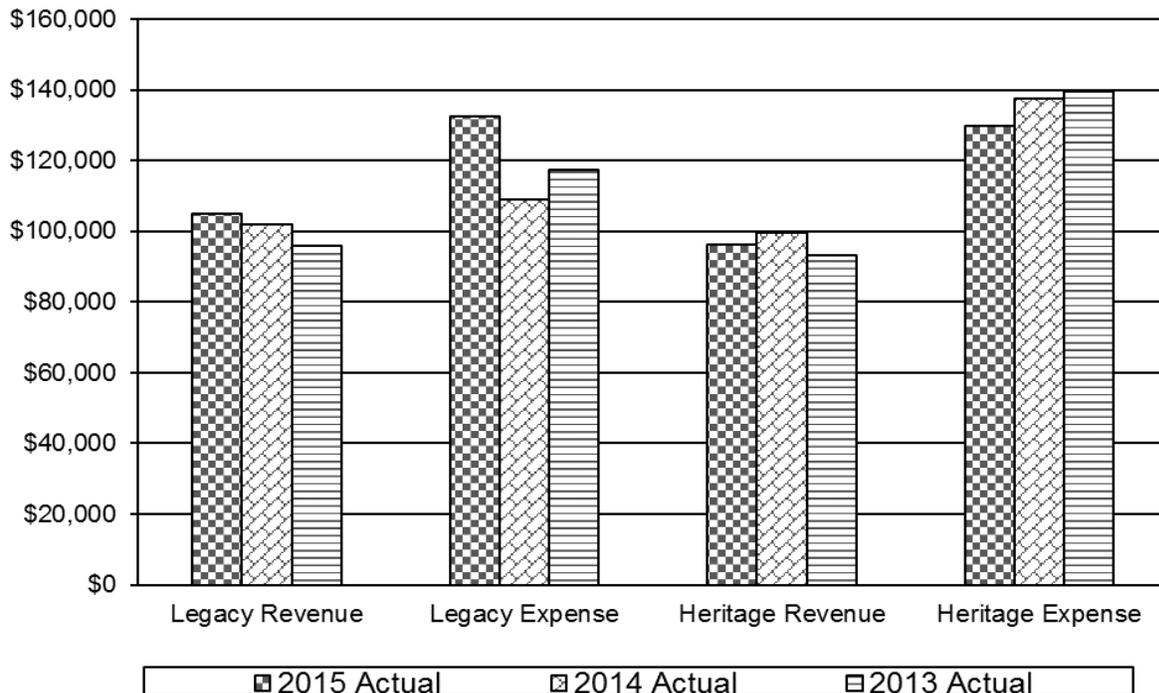
The following graphs represent the information for each of the golf courses.

**Legacy and Heritage Golf Course
2015 Operating Budget vs Actual**



Revenue variances at both course are due mostly to greens fees. The expenditure variance is mostly due to the Parks, Recreation and Libraries 2014 reorganization and personnel services attrition, as well as a 2015 vehicle purchase by Legacy.

**Legacy and Heritage Golf Courses
Operating Revenue and Expenditures
2013-2015**



Fluctuations in golf course revenue are largely due to the effect of climatic variations on play from year to year. The Legacy expenditure variance is mostly due to an increase in transfers to Heritage to assist with debt service and capital outlay for a vehicle purchase. The Heritage expenditure variance is due mostly to the timing of resale merchandise purchases for the pro shop.

This financial report supports City Council's Strategic Plan Goal of Excellence in City Services by communicating timely information on the results of City operations to assist with critical decision making.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments: -Financial Statements
-Shopping Center Report

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Water and Wastewater Funds - Combined						
Operating Revenues						
License & Permits	75,000	12,500		15,480	2,980	123.8%
Rates and Charges	49,200,891	5,382,184		5,538,198	156,014	102.9%
Miscellaneous	410,000	68,334		32,745	(35,589)	47.9%
Total Operating Revenues	<u>49,685,891</u>	<u>5,463,018</u>		<u>5,586,423</u>	<u>123,405</u>	102.3%
Operating Expenditures						
Central Charges	6,465,084	1,077,514		1,065,243	(12,271)	98.9%
Finance	662,357	121,211		121,337	126	100.1%
Public Works & Utilities	21,818,221	2,208,728		1,994,321	(214,407)	90.3%
Parks, Recreation & Libraries	152,467	6,861		6,810	(51)	99.3%
Information Technology	3,173,708	498,272		449,886	(48,386)	90.3%
Total Operating Expenditures	<u>32,271,837</u>	<u>3,912,586</u>		<u>3,637,597</u>	<u>(274,989)</u>	93.0%
Operating Income (Loss)	<u>17,414,054</u>	<u>1,550,432</u>		<u>1,948,826</u>	<u>398,394</u>	
Other Revenue and Expenditures						
Tap Fees	12,685,226	2,114,205		1,304,081	(810,124)	61.7%
Interest Income	360,500	60,083		67,584	7,501	112.5%
Debt Service	(6,543,780)	(1,900)		(1,900)	0	100.0%
Reserve Transfer In	930,000	930,000		930,000	0	100.0%
Total Other Revenue (Expenditures)	<u>7,431,946</u>	<u>3,102,388</u>		<u>2,299,765</u>	<u>(802,623)</u>	
Revenues Over(Under) Expenditures	<u>24,846,000</u>	<u>4,652,820</u>	(1)	<u>4,248,591</u>	<u>(404,229)</u>	

(1) Net revenues are used to fund capital projects and reserves.

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description General Fund	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Revenues						
Taxes	5,887,933	270,231		305,727	35,496	113.1%
Licenses & Permits	1,739,217	247,317		340,945	93,628	137.9%
Intergovernmental Revenue	5,864,508	356,603		380,725	24,122	106.8%
Charges for Services						
Recreation Services	7,075,498	970,917		893,315	(77,602)	92.0%
Other Services	9,871,075	1,154,257		1,177,651	23,394	102.0%
Fines	1,511,000	231,735		201,028	(30,707)	86.7%
Interest Income	75,000	7,841		12,884	5,043	164.3%
Miscellaneous	1,658,088	34,625		113,985	79,360	329.2%
Leases	401,779	70,475		70,475	0	100.0%
Interfund Transfers	70,704,714	11,784,119		11,784,119	0	100.0%
Total Revenues	<u>104,788,812</u>	<u>15,128,120</u>		<u>15,280,854</u>	<u>152,734</u>	<u>101.0%</u>
Expenditures						
City Council	266,525	30,201		28,695	(1,506)	95.0%
City Attorney's Office	1,347,732	196,845		200,033	3,188	101.6%
City Manager's Office	2,089,120	316,803		308,404	(8,399)	97.3%
Central Charges	28,329,421	3,678,160		3,598,496	(79,664)	97.8%
General Services	6,299,645	865,718		812,618	(53,100)	93.9%
Finance	2,274,069	325,283		303,913	(21,370)	93.4%
Police	22,481,949	3,431,690	(1)	3,572,559	140,869	104.1%
Fire Emergency Services	12,840,305	1,894,022		1,848,207	(45,815)	97.6%
Community Development	4,649,312	681,421		638,350	(43,071)	93.7%
Public Works & Utilities	8,634,295	632,484		566,848	(65,636)	89.6%
Parks, Recreation & Libraries	15,576,439	1,951,819		1,788,393	(163,426)	91.6%
Total Expenditures	<u>104,788,812</u>	<u>14,004,446</u>		<u>13,666,516</u>	<u>(337,930)</u>	<u>97.6%</u>
Revenues Over(Under) Expenditures	<u>0</u>	<u>1,123,674</u>		<u>1,614,338</u>	<u>490,664</u>	

(1) The budget to actual overage is attributable to contractual services that have fluctuated over the 10 year historical average.

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Sales and Use Tax Fund						
Revenues						
Sales Tax						
Sales Tax Returns	50,545,930	9,149,863		10,180,502	1,030,639	111.3%
Sales Tx Audit Revenues	729,000	121,743		112,740	(9,003)	92.6%
S-T Rev. STX	<u>51,274,930</u>	<u>9,271,606</u>		<u>10,293,242</u>	<u>1,021,636</u>	111.0%
Use Tax						
Use Tax Returns	9,020,573	1,141,347		1,512,929	371,582	132.6%
Use Tax Audit Revenues	785,000	131,095		38,131	(92,964)	29.1%
S-T Rev. UTX	<u>9,805,573</u>	<u>1,272,442</u>		<u>1,551,060</u>	<u>278,618</u>	121.9%
Total STX and UTX	<u>61,080,503</u>	<u>10,544,048</u>		<u>11,844,302</u>	<u>1,300,254</u>	112.3%
Public Safety Tax						
PST Tax Returns	13,048,619	2,359,525		2,472,203	112,678	104.8%
PST Audit Revenues	308,500	51,520		30,163	(21,357)	58.5%
Total Rev. PST	<u>13,357,119</u>	<u>2,411,045</u>		<u>2,502,366</u>	<u>91,321</u>	103.8%
Interest Income	51,000	8,517		17,253	8,736	202.6%
Interfund Transfers	434,975	72,496		72,496	0	100.0%
Total Revenues	<u>74,923,597</u>	<u>13,036,106</u>		<u>14,436,417</u>	<u>1,400,311</u>	110.7%
Expenditures						
Central Charges	<u>74,923,597</u>	<u>12,487,266</u>		<u>12,487,266</u>	<u>0</u>	100.0%
Revenues Over(Under) Expenditures	<u>0</u>	<u>548,840</u>		<u>1,949,151</u>	<u>1,400,311</u>	

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description POST Fund	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Revenues						
Sales & Use Tax	5,379,727	977,920		1,042,391	64,471	106.6%
Interest Income	10,000	1,670		2,288	618	137.0%
Miscellaneous	74,651	12,442		25,597	13,155	205.7%
Interfund Transfers	32,025	5,338		5,338	0	100.0%
Sub-total Revenues	<u>5,496,403</u>	<u>997,370</u>		<u>1,075,614</u>	<u>78,244</u>	<u>107.8%</u>
Carryover	196,576	196,576		196,576	0	100.0%
Total Revenues	<u>5,692,979</u>	<u>1,193,946</u>		<u>1,272,190</u>	<u>78,244</u>	<u>106.6%</u>
Expenditures						
Central Charges	5,023,027	765,667		743,061	(22,606)	97.0%
Park Services	669,952	79,042		38,685	(40,357)	48.9%
Total Expenditures	<u>5,692,979</u>	<u>844,709</u>		<u>781,746</u>	<u>(62,963)</u>	<u>92.5%</u>
Revenues Over(Under) Expenditures	<u>0</u>	<u>349,237</u>		<u>490,444</u>	<u>141,207</u>	

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Water Fund						
Operating Revenues						
License & Permits	75,000	12,500		15,480	2,980	123.8%
Rates and Charges	35,019,138	3,018,558		3,132,732	114,174	103.8%
Miscellaneous	400,000	66,667		32,195	(34,472)	48.3%
Total Operating Revenues	<u>35,494,138</u>	<u>3,097,725</u>		<u>3,180,407</u>	<u>82,682</u>	
Operating Expenditures						
Central Charges	4,503,673	750,612		739,675	(10,937)	98.5%
Finance	662,357	121,211		121,337	126	100.1%
Public Works & Utilities	15,192,115	1,622,019		1,534,255	(87,764)	94.6%
PR&L Standley Lake	152,467	6,861		6,810	(51)	99.3%
Information Technology	3,173,708	498,272		449,886	(48,386)	90.3%
Total Operating Expenditures	<u>23,684,320</u>	<u>2,998,975</u>		<u>2,851,963</u>	<u>(147,012)</u>	95.1%
Operating Income (Loss)	<u>11,809,818</u>	<u>98,750</u>		<u>328,444</u>	<u>229,694</u>	
Other Revenue and (Expenditures)						
Tap Fees	10,327,653	1,721,276		971,533	(749,743)	56.4%
Interest Income	277,500	46,250		51,456	5,206	111.3%
Debt Service	(5,422,971)	0		0	0	
Total Other Revenues (Expenditures)	<u>5,182,182</u>	<u>1,767,526</u>		<u>1,022,989</u>	<u>(744,537)</u>	
Revenues Over(Under) Expenditures	<u>16,992,000</u>	<u>1,866,276</u>	(1)	<u>1,351,433</u>	<u>(514,843)</u>	

(1) Net revenues are used to fund capital projects and reserves.

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Wastewater Fund						
Operating Revenues						
Rates and Charges	14,181,753	2,363,626		2,405,466	41,840	101.8%
Miscellaneous	10,000	1,667		550	(1,117)	33.0%
Total Operating Revenues	<u>14,191,753</u>	<u>2,365,293</u>		<u>2,406,016</u>	<u>40,723</u>	101.7%
Operating Expenditures						
Central Charges	1,961,411	326,902		325,568	(1,334)	99.6%
Public Works & Utilities	6,626,106	586,709		460,066	(126,643)	78.4%
Total Operating Expenditures	<u>8,587,517</u>	<u>913,611</u>		<u>785,634</u>	<u>(127,977)</u>	86.0%
Operating Income (Loss)	<u>5,604,236</u>	<u>1,451,682</u>		<u>1,620,382</u>	<u>168,700</u>	
Other Revenue and Expenditures						
Tap Fees	2,357,573	392,929		332,548	(60,381)	84.6%
Interest Income	83,000	13,833		16,128	2,295	116.6%
Debt Service	(1,120,809)	(1,900)		(1,900)	0	100.0%
Reserve Transfer In	930,000	930,000		930,000	0	100.0%
Total Other Revenues (Expenditures)	<u>2,249,764</u>	<u>1,334,862</u>		<u>1,276,776</u>	<u>(58,086)</u>	
Revenues Over(Under) Expenditures	<u>7,854,000</u>	<u>2,786,544</u>	(1)	<u>2,897,158</u>	<u>110,614</u>	

(1) Net revenues are used to fund capital projects and reserves.

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Storm Drainage Fund						
Revenues						
Charges for Services	3,382,000	563,667		528,665	(35,002)	93.8%
Interest Income	26,000	4,333		5,673	1,340	130.9%
Miscellaneous	0	0		5	5	
Other Financing Sources	4,650,000	4,610,000	(1)	4,610,000	0	100.0%
Total Revenues	<u>8,058,000</u>	<u>5,178,000</u>		<u>5,144,343</u>	<u>(33,657)</u>	99.4%
Expenditures						
General Services	86,200	1,034		0	(1,034)	
Community Development	181,396	28,008		28,041	33	100.1%
PR&L Park Services	200,000	17,400		17,684	284	101.6%
Public Works & Utilities	338,404	12,859		130	(12,729)	1.0%
Total Expenditures	<u>806,000</u>	<u>59,301</u>		<u>45,855</u>	<u>(13,446)</u>	77.3%
Revenues Over(Under) Expenditures	<u>7,252,000</u>	<u>5,118,699</u>	(2)	<u>5,098,488</u>	<u>(20,211)</u>	

(1) Storm Drainage 2015 Bond Issue

(2) Net revenues are used to fund capital projects and reserves.

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Golf Courses Combined						
Operating Revenues						
Charges for Services	3,283,750	150,001		201,199	51,198	134.1%
Total Revenues	<u>3,283,750</u>	<u>150,001</u>		<u>201,199</u>	<u>51,198</u>	134.1%
Operating Expenditures						
Central Charges	186,184	32,902		36,670	3,768	111.5%
Recreation Facilities	2,626,576	196,760		225,761	29,001	114.7%
Total Expenditures	<u>2,812,760</u>	<u>229,662</u>		<u>262,431</u>	<u>32,769</u>	114.3%
Operating Income (Loss)	<u>470,990</u>	<u>(79,661)</u>		<u>(61,232)</u>	<u>18,429</u>	
Other Revenues and Expenditures						
Interest Income	0	0		1,819	1,819	
Other Financing Use	(6,080)	(400)		(400)	0	100.0%
Debt Service	(819,282)	(225,023)		(225,023)	0	100.0%
Interfund Transfers	519,969	86,662		86,662	0	100.0%
Interfund Transfers Out	(84,598)	(84,598)		(84,598)	0	100.0%
Carryover	134,001	134,001		134,001	0	100.0%
Total Other Revenue (Expenditures)	<u>(255,990)</u>	<u>(89,358)</u>		<u>(87,539)</u>	<u>1,819</u>	
Revenues Over(Under) Expenditures	<u>215,000</u>	<u>(169,019)</u>	(1)	<u>(148,771)</u>	<u>20,248</u>	

(1) Net revenues are used to fund capital projects and reserves.

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Legacy Ridge Fund						
Operating Revenues						
Charges for Services	1,746,984	71,626		105,080	33,454	146.7%
Total Revenues	<u>1,746,984</u>	<u>71,626</u>		<u>105,080</u>	<u>33,454</u>	146.7%
Operating Expenditures						
Central Charges	98,935	17,808		18,514	706	104.0%
Recreation Facilities	1,319,132	102,522		114,059	11,537	111.3%
Total Expenditures	<u>1,418,067</u>	<u>120,330</u>		<u>132,573</u>	<u>12,243</u>	110.2%
Operating Income (Loss)	<u>328,917</u>	<u>(48,704)</u>		<u>(27,493)</u>	<u>21,211</u>	
Other Revenues and Expenditures						
Interest Income	0	0		1,165	1,165	
Other Financing Use	(3,000)	0		0	0	
Debt Service	(160,320)	(110,580)		(110,580)	0	100.0%
Interfund Transfers Out	(84,598)	(84,598)		(84,598)	0	100.0%
Carryover	42,001	42,001		42,001	0	100.0%
Total Other Revenue (Expenditures)	<u>(205,917)</u>	<u>(153,177)</u>		<u>(152,012)</u>	<u>1,165</u>	
Revenues Over(Under) Expenditures	<u>123,000</u>	<u>(201,881)</u>	(1)	<u>(179,505)</u>	<u>22,376</u>	

(1) Net revenues are used to fund capital projects and reserves.

**City of Westminster
Financial Report
For Two Months Ending February 28, 2015**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Heritage at Westmoor Fund						
Operating Revenues						
Charges for Services	1,536,766	78,375		96,119	17,744	122.6%
Total Revenues	<u>1,536,766</u>	<u>78,375</u>		<u>96,119</u>	<u>17,744</u>	122.6%
Operating Expenditures						
Central Charges	87,249	15,094		18,156	3,062	120.3%
Recreation Facilities	1,307,444	94,238		111,702	17,464	118.5%
Total Expenditures	<u>1,394,693</u>	<u>109,332</u>		<u>129,858</u>	<u>20,526</u>	118.8%
Operating Income (Loss)	<u>142,073</u>	<u>(30,957)</u>		<u>(33,739)</u>	<u>(2,782)</u>	
Other Revenues and Expenditures						
Interest Income	0	0		654	654	
Other Financing Use	(3,080)	(400)		(400)	0	100.0%
Debt Service	(658,962)	(114,443)		(114,443)	0	100.0%
Interfund Transfers	519,969	86,662		86,662	0	100.0%
Carryover	92,000	92,000		92,000	0	100.0%
Total Other Revenue (Expenditures)	<u>(50,073)</u>	<u>63,819</u>		<u>64,473</u>	<u>654</u>	
Revenues Over(Under) Expenditures	<u>92,000</u>	<u>32,862</u>	(1)	<u>30,734</u>	<u>(2,128)</u>	

(1) Net revenues are used to fund capital projects and reserves.

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
MONTH OF FEBRUARY 2015

Center Location Major Tenant	Current Month			Last Year			Percentage Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
THE ORCHARD 144TH & I-25 JC PENNEY/MACY'S	333,893	11,728	345,621	311,930	11,436	323,366	7	3	7
WESTFIELD SHOPPING CENTER NW CORNER 92ND & SHER WALMART 92ND	288,337	6,909	295,246	282,564	6,169	288,733	2	12	2
NORTHWEST PLAZA SW CORNER 92 & HARLAN COSTCO	260,917	478	261,395	229,735	603	230,338	14	(21)	13
SHOPS AT WALNUT CREEK 104TH & REED TARGET	222,194	1,314	223,508	199,155	1,409	200,564	12	(7)	11
BROOKHILL I & II N SIDE 88TH OTIS TO WADS HOME DEPOT	178,674	838	179,512	172,617	1,180	173,797	4	(29)	3
PROMENADE SOUTH/NORTH S/N SIDES OF CHURCH RANCH BLVD SHANE/AMC	142,311	26,900	169,211	125,105	19,839	144,944	14	36	17
SHOENBERG CENTER SW CORNER 72ND & SHERIDAN WALMART 72ND	161,116	2,510	163,626	148,297	728	149,025	9	245	10
INTERCHANGE BUSINESS CENTER SW CORNER 136TH & I-25 WALMART 136TH	152,122	505	152,627	154,667	383	155,050	(2)	32	(2)
SHERIDAN CROSSING SE CORNER 120TH & SHER KOHL'S	148,945	2,180	151,125	137,343	2,004	139,347	8	9	8
NORTH PARK PLAZA SW CORNER 104TH & FEDERAL KING SOOPERS	127,149	811	127,960	122,411	408	122,819	4	99	4
CITY CENTER MARKETPLACE NE CORNER 92ND & SHERIDAN BARNES & NOBLE	101,900	750	102,650	83,868	499	84,367	22	50	22
STANDLEY SHORES CENTER SW CORNER 100TH & WADS KING SOOPERS	93,718	458	94,176	85,160	200	85,360	10	129	10

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
MONTH OF FEBRUARY 2015

BRADBURN VILLAGE 120TH & BRADBURN TED'S MONTANA GRILL	69,472	5,857	75,329	15,155	66	15,221	358	8,774	395
VILLAGE AT THE MALL S SIDE 88TH DEPEW-HARLAN TOYS 'R US	51,400	6,136	57,536	47,657	459	48,116	8	1,237	20
ROCKY MOUNTAIN PLAZA SW CORNER 88TH & SHER GUITAR STORE	54,205	395	54,600	59,494	284	59,778	(9)	39	(9)
WESTMINSTER PLAZA FEDERAL-IRVING 72ND-74TH SAFEWAY	54,133	387	54,520	52,643	478	53,121	3	(19)	3
VILLAGE AT PARK CENTRE NW CORNER 120TH & HURON CB & POTTS	51,858	304	52,162	46,788	224	47,012	11	36	11
WESTMINSTER CROSSING 136TH & I-25 LOWE'S	48,825	190	49,015	46,997	154	47,151	4	23	4
NORTHVIEW 92ND AVE YATES TO SHERIDAN H MART	43,595	563	44,158	38,398	2,876	41,274	14	(80)	7
GREEN ACRES NORTH SIDE 112TH SHER-FED CONOCO/FRCC	37,032	0	37,032	43,057	0	43,057	(14)	--	(14)
WESTMINSTER MALL 88TH & SHERIDAN JC PENNEY	34,157	356	34,513	33,539	505	34,044	2	(30)	1
WILLOW RUN 128TH & ZUNI SAFEWAY	33,433	252	33,685	29,934	142	30,076	12	77	12
STANDLEY LAKE MARKETPLACE NE CORNER 99TH & WADSWORTH SAFEWAY	29,909	1,063	30,972	43,364	157	43,521	(31)	577	(29)
BOULEVARD SHOPS 94TH & WADSWORTH CORRIDOR AMERICAN FURNITURE WAREHOUSE	26,042	3,922	29,964	21,613	228	21,841	20	1,620	37
LUCENT/KAISER CORRIDOR 112-120 HURON - FEDERAL LUCENT TECHNOLOGY	7,972	18,966	26,938	8,408	40,339	48,747	(5)	(53)	(45)
	<u>2,753,309</u>	<u>93,772</u>	<u>2,847,081</u>	<u>2,539,899</u>	<u>90,770</u>	<u>2,630,669</u>	<u>8</u>	<u>3</u>	<u>8</u>

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
FEBRUARY 2015 YEAR-TO-DATE

Center Location Major Tenant	Current Month			Last Year			Percentage Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
THE ORCHARD 144TH & I-25 JC PENNEY/MACY'S	1,103,839	23,983	1,127,822	1,022,361	28,681	1,051,042	8	(16)	7
WESTFIELD SHOPPING CENTER NW CORNER 92ND & SHER WALMART 92ND	768,790	8,696	777,486	763,338	7,325	770,663	1	19	1
SHOPS AT WALNUT CREEK 104TH & REED TARGET	579,499	3,211	582,710	548,682	2,780	551,462	6	16	6
NORTHWEST PLAZA SW CORNER 92 & HARLAN COSTCO	562,498	1,450	563,948	530,183	37,428	567,611	6	(96)	(1)
BROOKHILL I & II N SIDE 88TH OTIS TO WADS HOME DEPOT	420,601	2,651	423,252	426,903	3,449	430,352	(1)	(23)	(2)
SHERIDAN CROSSING SE CORNER 120TH & SHER KOHL'S	408,526	7,370	415,896	388,351	8,529	396,880	5	(14)	5
PROMENADE SOUTH/NORTH S/N SIDES OF CHURCH RANCH BLVD SHANE/AMC	353,623	47,605	401,228	322,105	43,981	366,086	10	8	10
SHOENBERG CENTER SW CORNER 72ND & SHERIDAN WALMART 72ND	386,663	3,372	390,035	366,524	1,120	367,644	5	201	6
INTERCHANGE BUSINESS CENTER SW CORNER 136TH & I-25 WALMART 136TH	376,091	7,712	383,803	383,563	917	384,480	(2)	741	0
NORTH PARK PLAZA SW CORNER 104TH & FEDERAL KING SOOPERS	380,610	2,335	382,945	352,514	2,247	354,761	8	4	8
CITY CENTER MARKETPLACE NE CORNER 92ND & SHERIDAN BARNES & NOBLE	295,904	1,485	297,389	238,504	1,025	239,529	24	45	24
STANDLEY SHORES CENTER SW CORNER 100TH & WADS KING SOOPERS	267,752	757	268,509	237,435	720	238,155	13	5	13

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
FEBRUARY 2015 YEAR-TO-DATE

VILLAGE AT THE MALL S SIDE 88TH DEPEW-HARLAN TOYS 'R US	177,875	7,812	185,687	168,464	882	169,346	6	786	10
BRADBURN VILLAGE 120TH & BRADBURN TED'S MONTANA GRILL	118,660	57,861	176,521	31,908	182	32,090	272	31,692	450
ROCKY MOUNTAIN PLAZA SW CORNER 88TH & SHER GUITAR STORE	123,151	752	123,903	134,168	1,292	135,460	(8)	(42)	(9)
WESTMINSTER PLAZA FEDERAL-IRVING 72ND-74TH SAFEWAY	121,766	1,237	123,003	110,592	824	111,416	10	50	10
WESTMINSTER CROSSING 136TH & I-25 LOWE'S	119,457	941	120,398	110,641	240	110,881	8	292	9
WESTMINSTER MALL 88TH & SHERIDAN JC PENNEY	109,754	927	110,681	105,412	1,245	106,657	4	(26)	4
VILLAGE AT PARK CENTRE NW CORNER 120TH & HURON CB & POTTS	99,170	2,659	101,829	89,241	1,047	90,288	11	154	13
CHURCH RANCH CORPORATE CENTER CHURCH RANCH BOULEVARD LA QUINTA	91,050	7,394	98,444	19,285	25,225	44,510	372	(71)	121
NORTHVIEW 92ND AVE YATES TO SHERIDAN H MART	86,265	1,888	88,153	81,485	3,150	84,635	6	(40)	4
WILLOW RUN 128TH & ZUNI SAFEWAY	64,499	471	64,970	63,849	383	64,232	1	23	1
BROOKHILL IV E SIDE WADS 90TH-92ND MURDOCH'S	64,277	3,409	67,686	62,847	684	63,531	2	398	7
STANDLEY LAKE MARKETPLACE NE CORNER 99TH & WADSWORTH SAFEWAY	58,264	1,846	60,110	91,133	498	91,631	(36)	271	(34)
STANDLEY PLAZA SW CORNER 88TH & WADS WALGREENS	56,861	867	57,728	48,567	965	49,532	17	(10)	17
	<u>7,195,445</u>	<u>198,691</u>	<u>7,394,136</u>	<u>6,698,055</u>	<u>174,819</u>	<u>6,872,874</u>	<u>7</u>	<u>14</u>	<u>8</u>



Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: 2015 Intergraph Corporation Software Maintenance Contract

Prepared By: Lee Birk, Chief of Police
Karin Marquez, Communications Supervisor

Recommended City Council Action

Authorize payment of \$177,361.16 to Intergraph Corporation for the 2015 Annual Software Maintenance Contract for the integrated Fire and Police Computer Aided Dispatch, Police Records Management System, Fire Records Management System, and Mobile computer application systems. The Police Department is also requesting a 10% contingency not to exceed the amount of \$18,000 for unanticipated needs requiring Intergraph services outside of the maintenance contract for a total authorized expenditure amount of \$195,361.16.

Summary Statement

- The City of Westminster purchased an integrated Computer Aided Dispatch (CAD), Police Records Management System (RMS), Fire Records Management System (FMS) and the Mobile computer applications from Intergraph Corporation in 2000. These systems are relied upon heavily by communications personnel for dispatching police and fire to emergencies and non-emergency events. The programs are utilized by police and fire personnel for entering call data from the public, police and fire offense reports and incident reports. They also provide a tool for field units to receive dispatch data and handle calls in the field.
- The 2015 annual payment of \$177,361.16 extends the Intergraph annual maintenance contract through March 31, 2016.
- It is critical for these systems to remain operational at all times and that problems with the system are addressed in a timely manner to ensure public safety response to critical incidents and emergencies. The yearly maintenance also provides for upgrades in existing software to ensure that the applications have current functionality as well as any necessary updates or repairs. The Information Technology Department strongly recommends that departments maintain current software applications and software maintenance contracts with their vendors to avoid system problems, and they support the Intergraph Corporation maintenance contract.
- The maintenance expenditure is specifically budgeted in the Police and Fire Department’s 2015 General Fund operating budget and is within budget.
- The Jefferson County E911 Authority Board will reimburse the City of Westminster in the amount of \$92,976 as part of a program fund to assist agencies with their CAD (computer aided dispatch) maintenance should funds be available.
- The Police Department is also requesting a 10% contingency, not to exceed \$18,000, for unanticipated needs requiring Intergraph services outside of maintenance.

Expenditure Required: \$195,361.16

Source of Funds: Police General Fund Operating Budget - \$136,752.81
Fire General Fund Operating Budget - \$58,608.35

Policy Issue

Should the City of Westminster renew the annual software maintenance contract with Intergraph Corporation for the Police and Fire CAD, Police RMS, and Mobile computer application system and include the 10% contingency component?

Alternatives

Do not allocate the 10% contingency. Staff does not recommend this alternative because the contingency allows for unanticipated needs requiring Intergraph support outside of maintenance. Should the Police or Fire Departments have a need to request support services from Intergraph, the Police Department would have to come back to City Council for approval or ratification of funds.

Do not pay the annual software maintenance and support. Staff does not recommend this alternative because this action would leave the communication and information technology operations of both the Police and Fire Departments without the support needed to keep the systems operating. This system is used for all non-emergency and emergency calls for service and is critical that patches and fixes are available in a timely fashion for Citizen and responder safety.

Background Information

The Intergraph systems were purchased in 2000 and included a Computer Aided Dispatch (CAD) system, Police Records Management System (RMS), Fire Records Management System (RMS), the Mobile Computer Application and various system interfaces to include Enhanced 911 (E911) and Automatic Vehicle Locating. The original cost of this system was \$1,473,475. The system was designed to integrate all applications and components together to allow for a seamless transmission of data and information.

Communications staff input “service events” into a database and in turn, field units are able to receive those service events through their mobile data computers and consequently submit on-line offense reports into the Police RMS as well as sending required data to the Fire RMS for follow up reporting. These events may be generated by a non-emergency or emergency request for service or received via radio from a field unit. The Police RMS is a repository for police crime reports, arrest data, impounded evidence and stolen property. It allows for the department to generate monthly and annual crime statistics that are required to be reported to the Federal Bureau of Investigations (FBI) via National Incident Based Reporting System (NIBRS) and to the Colorado Bureau of Investigations (CBI).

The City has executed and maintained a maintenance contract with Intergraph Corporation every year since the system was purchased. The annual maintenance contract allows all components of the system to be covered by the Intergraph Corporation. The contract provides for CAD system maintenance 24 hours a day, 365 days a year due to the critical nature of the application.

Support by Intergraph Corporation allows customers several options; the first is to have an immediate response to a problem by calling a telephone service support line that provides software support. The support line is answered by Intergraph Corporation support engineers for product specific technical needs and problems. The second option, generally used for non-emergency requests, is to seek on-line help via a service request. Additionally, the yearly maintenance contract provides for software upgrades, updates and fixes to ensure that the applications have current functionality.

This request supports Council's Strategic Plan goal of "Excellence in City Services" by maintaining a cost effective Police and Fire RMS, CAD and reporting system. This system assists both the Police and Fire Departments in responding to calls for service quickly and efficiently while maintaining accurate records of such events.

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: Waterline Replacement – 88th Avenue and Zuni Street Water Main Construction Contract and Engineering Contract Amendment

Prepared By: Julie Koehler, Senior Engineer
Stephen Grooters, Senior Projects Engineer

Recommended City Council Action

1. Authorize the City Manager to execute a contract with the low bidder, Brannan Construction Company, in the amount of \$1,543,981 to complete a water pipeline replacement in 88th Avenue and water pipeline improvements in Zuni Street plus a 10% contingency of \$154,398 for a total authorized expenditure of \$1,698,379.
2. Authorize an amendment to the contract with Kennedy Jenks Consultants to provide engineering services during construction in the amount of \$96,361 plus a 10% contingency of \$9,636 for a total authorized expenditure of \$105,997, bringing the total authorized expenditure with this firm to \$285,347.

Summary Statement

- This project involves replacing one of the oldest water pipelines in the City. The existing water main is constructed of materials that are obsolete and repair parts are no longer available. The replacement pipeline and components are sized for future demand and fire protection.
- Other project components include replacing an aged master meter that is required to supply water to the City of Federal Heights (Federal Heights), extending new fiber optic cable for communication between Utility facilities, and performing additional improvements to the Federal Heights water distribution system.
- Staff executed an Intergovernmental Agreement (IGA) in 2014 requiring Federal Heights to reimburse the City for these improvements, which amount to approximately 10% of the total project cost or approximately \$170,000.
- Staff anticipates that the project will be completed before the reconstruction of the intersection at 92nd Avenue and Federal Boulevard by the City, Federal Heights, and Colorado Department of Transportation (CDOT).
- Although the City is retaining Kennedy Jenks for project and design intent continuity, the City's newly hired Construction Engineer will perform construction observation and some engineering administration work on this project, saving the City money over hiring full-time and full-scope engineering services during construction from Kennedy Jenks.
- Construction is anticipated to be completed by fall 2015.
- Adequate funds were budgeted for and are available for this project.

Expenditure Required: \$1,804,376

Source of Funds: Utility Capital Improvement Fund – 88th Avenue Water Main Replacement Project

Policy Issues

- Should City Council authorize a contract with the low bidder Brannan Construction Company (Brannan) for construction of the waterline replacement at 88th Avenue and Zuni Street?
- Should City Council authorize a contract amendment with Kennedy Jenks Consultants (Kennedy Jenks) for limited engineering services during construction?

Alternatives

- City Council could choose to reject all of the construction bids and rebid the project. However, the City received four bids from qualified construction companies that were within a tight range. The lowest bid is approximately 20% lower than the engineer's opinion of cost and six percent lower than the next highest bid. Staff believes the bid is competitive and complete.
- City Council could choose to construct the improvements at a later date. However, due to the age of the pipeline in 88th Avenue and the timing of relocating the aging master meter serving Federal Heights, Staff recommends making the improvements at this time.
- City Council could choose not to award a contract amendment with Kennedy Jenks for limited engineering services during construction. Staff believes the scope and fee negotiated is fair and competitive. The City's newly hired Construction Engineer will provide full-time construction observation and some engineering administration work on this project, saving the City approximately \$80,000 over hiring Kennedy Jenks for full-time and full-scope engineering services during construction. Kennedy Jenks will provide continuity and integrity of the design intent by focusing on submittal review and attendance at weekly construction progress meetings.

Background Information

The main element of this project is the replacement of the waterline in 88th Avenue. The pipeline is at the end of its useful life and is made of materials that are obsolete and repair parts are unavailable. This pipeline is part of a major loop within the water distribution system, making it important for the transmission of water throughout the central and eastern parts of the City. The replacement pipeline is sized for future demand and fire protection.

The project includes three components in addition to replacing the pipeline. The first component will replace and relocate a City-owned master meter that provides water to Federal Heights according to an existing agreement. The current location of the meter is in the middle of the intersection of 92nd Avenue and Federal Boulevard, and poses a safety risk to Staff during maintenance activities. In addition, it is past its useful life. The new meter will be located near 88th Avenue and Elm Court, an area that is away from major traffic and will provide easier and safer access for Staff. The location of the new meter will also better circulate water through the Federal Heights distribution system.

The second component extends fiber optic cable to add the City's 88th Avenue and Zuni Street wastewater lift station infrastructure to the existing fiber optic communication system. Currently this wastewater lift station uses a radio communications system that is prone to service interruptions. Connecting this station to the City's fiber system is a cost effective way to increase communication reliability and enhance the operation, maintenance, and security of the wastewater lift station.

The third component includes improvements to Federal Heights' water distribution system. Federal Heights has paid for the design of improvements to its system in the vicinity of City improvements and will work with Staff to construct these improvements concurrently with the City's project. An IGA was executed with Federal Heights in October 2014 requiring them to reimburse the City for its portion of the construction and engineering costs. These improvements comprise approximately 10% of the overall project cost, for a total of approximately \$170,000.

The project design was completed in December 2014 and request for bids were sent to nine qualified contractors. Four competitive bids were received in February 2015 and are summarized in the following table:

Contractors	Bid Price
Brannan Construction Company	\$ 1,543,981
Redpoint Contracting	\$ 1,636,017
T. Lowell Construction	\$ 1,737,000
Iron Woman Construction	\$ 1,831,199
Engineer’s Opinion of Cost	\$ 1,944,217

A review of the bids received indicated that Brannan’s bid was valid and the dollar amount reasonable for the scope of work. For reference, Brannan’s bid is six percent lower than the next highest bid and 20% lower than the Engineer’s Opinion of Cost, indicating a very competitive bid. Brannan provided references, including references for City of Westminster projects, which were all favorable. Staff recommends Brannan be awarded the construction contract. Construction is anticipated to commence following award of the contract, with completion in the fall of 2015.

Following successful completion of the project design, Staff negotiated a contract amendment for engineering services during construction with Kennedy Jenks in the amount of \$105,997. Costs for these services are estimated to be approximately six percent of the construction contract. Kennedy Jenks will provide continuity and integrity of the design intent by focusing their efforts on submittal review, attendance at weekly construction progress meetings, assistance with requests for information and completion of the as-built drawings. The City’s newly hired Construction Engineer will perform full-time construction observation and some engineering administration work on this project, saving the City approximately \$80,000 over hiring Kennedy Jenks for full-time and full-scope engineering services during construction.

The Waterline Replacement – 88th Avenue and Zuni Street Project helps achieve City Council’s Strategic Plan Goals of “Vibrant and Inclusive Neighborhoods,” “Excellence in City Services,” and “Proactive Regional Collaboration” by contributing to well-maintained City infrastructure, providing water service with reduced risk of system failures, and collaborating with adjacent local governments.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment: Map – Waterline Replacement - 88th Avenue and Zuni Street Project

Waterline Replacement: 88th Avenue and Zuni Street Project





Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: West-Connect Corridor Coalition – Authorization for Execution of Charter

Prepared By: Dave Downing, City Engineer

Recommended City Council Action

City Council action is requested to accept the offer of Affiliate Membership in the West-Connect Corridor Coalition and authorize the Mayor to sign the attached Charter of that group.

Summary Statement

- On March 16, 2015, Jefferson County Commissioner Don Rosier addressed the City Council on the efforts of the West-Connect Corridor Coalition to identify and implement transportation solutions for the western portion of the potential beltway around the Denver-metropolitan region.
- The City of Westminster has been invited to join the Coalition as an Affiliate Member, which does not require a monetary payment for membership.
- Due to the proximity of the potential beltway to the northwestern reaches of the City, staff recommends that the City Council accept the offer of Affiliate Membership in the Coalition to allow City representatives to participate in future meetings of the group and to monitor decisions that might affect City interests.
- Commissioner Rosier has requested that the attached Charter of the West-Connect Corridor Coalition, which has been reviewed and approved as to legal form by the City Attorney, be executed by the Mayor to demonstrate Council's endorsement of the proposed goals and operating procedures of the Coalition.

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

Policy Issue

Should the City join the West-Connect Corridor Coalition as an Affiliate Member?

Alternative

The City is not obligated to participate in the West-Connect Corridor Coalition. However, due to the proximity of the proposed beltway to the northwestern boundaries of the City of Westminster, it is recommended that City representatives “sit at the table” during future meetings of the Coalition in order to best monitor the progress of this group and protect the City’s interests.

Background Information

Over the past 25 or more years, various sponsors have attempted to complete the circumferential roadway loop around the Denver-metropolitan region. Such attempts have been known by names like W-470, the Northwest Corridor, the Northwest Parkway and the Jefferson Parkway. In virtually all of those instances, the efforts of the sponsors were stymied by the failure to gain a consensus from all affected jurisdictions, particularly with respect to the segment of the loop that would be located along the southern portion of State Highway 93 and US Highway 6 within the City of Golden.

Over the past year, the Jefferson County Commissioners appear to have been successful at pulling all of the most affected jurisdictions, including the City of Golden, together into a working group known as the West-Connect Corridor Coalition to continue the effort to identify transportation solutions within the western reaches of the potential roadway loop. The City of Westminster has been invited to join the Coalition as an Affiliate Member, which requires no monetary contribution from the City. City staff believes that it would be prudent for City representatives to attend future meetings of the Coalition in order to be best positioned to monitor decisions that might impact the interests of the City. For that reason, it is recommended that the City Council agree to join the Coalition by authorizing the Mayor to sign the attached Charter.

The City’s involvement in the West-Connect Corridor Coalition would support the City Council’s goal of participating in *Proactive Regional Collaboration* and could result in the enhancement of *Ease of Mobility* for Westminster citizens.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment – West-Connect Coalition Charter

CHARTER OF THE WESTCONNECT CORRIDOR COALITION

I. PURPOSE

The WestConnect Corridor Coalition (the “Coalition”) has come together to afford various public and quasi-public entities a forum for engaging in a coordinated and collaborative process to improve mobility for the C-470 (Segment 2), 6th Avenue, State Highway 93, Jefferson Parkway, and Interlocken Loop Corridors from Kipling Parkway to Northwest Parkway. The Coalition can consider advocating other projects that are expected to improve the overall transportation system in the area affected by the WestConnect Corridor. Options for those solutions will be advanced by consensus.

This Charter provides the framework for Coalition participants to seek transportation solutions and funding opportunities, contemplated to be reflected in separate memoranda of understanding or intergovernmental agreements. This Charter also sets forth a process to help fund and effectuate various tasks associated with achieving the identified improvements through this Coalition.

II. ADOPTED MISSION STATEMENT

The Coalition has adopted the following statement of its mission:

To collaboratively design and effectuate solutions enhancing the public’s welfare, safety and mobility along the WestConnect Corridors and subsequent feeder roadways within Jefferson County in order to:

- *Provide Mobility Improvements for all Modes of Travel*
- *Enrich Quality of Life;*
- *Provide Economic Opportunity;*
- *Foster Regional Alliances;*
- *Engage and Encourage Public Support; and*
- *Accelerate Project Delivery.*

the employment of existing entities and the establishment of specific entities to accomplish the strategic plan it develops and to see to its phased implementation.

V. MEMBERSHIP

The Coalition's membership comprises three membership categories: Members, Affiliate Members and State/Federal Affiliate Members (collectively the "Coalition Membership") as described below. Additional participants may be added to any membership category by the members present at a meeting of the Coalition Membership.

The Coalition shall conduct its business, to the extent possible, without engaging in voting formalities, other than the election of a chairperson and vice chairperson pursuant to Section VI, but with the aim of reaching unanimous consensus. For the purpose of reaching unanimous consensus, all members of the Coalition shall be considered; including, Members, Affiliate Members, and State/Federal Affiliate Members.

Such consensus shall not be unreasonably withheld by any of the Coalition Membership. The Coalition Membership recognizes that there may come a time or issue that will nevertheless create some disagreement that the Coalition Membership will need to sort out.

A. Members

The Coalition's Members shall be the following municipal, county and local governmental entities or agencies traversed or abutted by C-470, 6th Avenue, State Highway 93, and Interlocken Loop:

1. Jefferson County
2. City of Arvada
3. City and County of Broomfield
4. City of Golden
5. City of Lakewood
6. Town of Morrison

Each Member shall designate one elected official to appear at and participate in the Coalition's meetings as that Member's representative, as well as one alternate representative who may be either an elected official or a staff person employed by the designating Member. Designations shall be submitted in writing. Changes in designations shall be submitted in writing at subsequent meetings of the Coalition and they shall be effective immediately upon submission. Each Member shall act through its representative or, in his/her absence, its alternate representative.

4. Denver Regional Council of Governments (“DRCOG”)

The State/Federal Affiliates are recognized separately for either their ownership of or investment in C-470, 6th Avenue, and State Highway 93, their unique ability to provide funding opportunities for WestConnect Corridor transportation or their role in issuing official rulings, decisions or authorizations related to permitting and funding necessary for the C-470, 6th Avenue, and State Highway 93 Corridors. They are critical to improving transportation but, given political and legal considerations, will likely have to consider consent to certain C-470, 6th Avenue, and State Highway 93 Corridor activities or may be in a position to consider approval of activities in some official capacity. Therefore, they have chosen to participate in a limited capacity in order to maintain the independence of their official roles.

State/Federal Affiliates, other than the Colorado Department of Transportation, shall designate both a primary and an alternate representative who may be elected officials, or who may be staff of the State/Federal Affiliates with policy making responsibilities. CDOT shall be represented by one appointed Transportation Commissioner that represents Jefferson County. The Transportation Commissioner may designate CDOT staff with policy making responsibilities as either their primary representatives or as their alternates. Written notice of the designation shall be provided in the manner set forth in Section V(A).

VI. COALITION STEERING COMMITTEE

The Members’ representatives shall comprise the steering committee for the Coalition (the “Steering Committee”). The Steering Committee shall execute on all Coalition activities undertaken in furtherance of the Coalition’s goals and shall be specifically empowered to set Coalition Membership meetings and agendas therefore, and to conduct the Coalition Membership’s meetings. Typically, the chairman (or the vice chairman in his / her absence), shall set the meeting agendas, until the Steering Committee elects to do otherwise. In furtherance of these duties, the Steering Committee may establish rules of conduct for the meetings and elect, from among its primary (not its alternate) representatives, a chairman and a vice-chairman.

The Steering Committee shall be authorized to interface with all entities, public and private, relevant to the WestConnect Corridors and shall report to the Coalition Membership at Coalition meetings.

All Steering Committee meetings shall be open to the public. The Steering Committee shall determine whether and how the public can provide comments to the Coalition.

VII. COALITION TECHNICAL WORKING GROUP

The Coalition recognizes that technical solutions and related issues are integral to the WestConnect Corridors and the Coalition will convene a working group to evaluate, study and make



and forecasting, banking, traffic and revenue modeling and forecasting, taxation authorization, construction, operational and administrative (e.g., legal, accounting and audit) and other costs.

The funding for these needs, alone or in combination, must ultimately be met or obtained by the Coalition Membership, if the Coalition's goals are to be attained. However, it is the Coalition's intent that the Coalition Membership self-select whether to participate in operational and funding opportunities. Therefore, the following protocols will guide involvement of the Coalition Membership:

A. Identification of Funding Need

Funding needs may be identified by the Coalition's Technical Working Group or the Steering Committee and, once identified, will be presented to the Coalition Membership at one or more meetings.

B. Funding Request Issued

Following the Members' determination to proceed with one or more funding needs, the Steering Committee may cause to be issued a written "Request for Funding" to all of the Coalition Membership.

Those Members, Affiliate Members or State/Federal Affiliates interested in participating in funding may deliver to the Steering Committee a written "Notice of Intent to Participate," including participation parameters, if any.

C. Participation by IGA/MOU

All Members, Affiliate Members and State/Federal Affiliates interested in participating in funding opportunities shall thereafter, as soon as is reasonably possible, negotiate and enter into an intergovernmental agreement ("IGA"), a memorandum of understanding ("MOU") or such other documentation as is appropriate to provide such funding. Any IGA or MOU entered into pursuant to this section may provide solely for funding or may identify or establish one or more interim funding entities, and provide for their operation and governance.



Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: West-Connect Corridor Coalition – Appointment of City Representatives

Prepared By: Dave Downing, City Engineer

Recommended City Council Action

City Council action is requested, subject to Council's decision to join the West-Connect Corridor Coalition as an Affiliate Member, to appoint _____ as the City's representative to the Coalition and appoint City Engineer Dave Downing as the City's alternate representative.

Summary Statement

- On March 16, 2015, Jefferson County Commissioner Don Rosier addressed the City Council on the efforts of the West-Connect Corridor Coalition to identify and implement transportation solutions for the western portion of the potential beltway around the Denver-metropolitan region.
- The City of Westminster has been invited to join the Coalition as an Affiliate Member, which does not require a monetary payment for membership.
- Due to the proximity of the potential beltway to the northwestern reaches of the City, staff recommends that the City Council accept the offer of Affiliate Membership in the Coalition to allow City representatives to participate in future meetings of the group and to monitor decisions that might affect City interests.
- Staff recommends that the Council appoint _____ as the City's representative to the Coalition and City Engineer Dave Downing as the City's alternate representative.

Expenditure Required: N/A

Source of Funds: \$0

Policy Issue

Subject to the City Council's decision to authorize the City to join the West-Connect Corridor Coalition as an Affiliate Member, should _____ and City Engineer Dave Downing be appointed as the City's representatives to the Coalition?

Alternative

The Jefferson County Commissioners have requested that an elected official serve as the City's representative to the Coalition, and any member of the City Council could serve in this capacity. Council is also free to appoint any member of the City Council, staff or the public as the City's alternate representative to this group. Due to his long history of participation in various regional study groups pertaining to the proposed roadway loop around the region, City Engineer Dave Downing is recommended to fill this role.

Background Information

Over the past 25 or more years, various sponsors have attempted to complete the circumferential roadway loop around the Denver-metropolitan region. Such attempts have been known by names like W-470, the Northwest Corridor, the Northwest Parkway and the Jefferson Parkway. In virtually all of those instances, the efforts of the sponsors were stymied by the failure to gain a consensus from all affected jurisdictions, particularly with respect to the segment of the loop that would be located along the southern portion of State Highway 93 and US Highway 6 within the City of Golden.

Over the past year, the Jefferson County Commissioners appear to have been successful at pulling all of the most affected jurisdictions, including the City of Golden, together into a working group known as the West-Connect Corridor Coalition to continue the effort to identify transportation solutions within the western reaches of the potential roadway loop. The City of Westminster has been invited to join the Coalition as an Affiliate Member, which requires no monetary contribution from the City. City staff believes that it would be prudent for City representatives to attend future meetings of the Coalition in order to be best positioned to monitor decisions that might impact the interests of the City.

Subject to the Council's decision to join the Coalition as an Affiliate Member, it would be appropriate for the Council to appoint City representatives to this regional group. The County has requested that an elected official serve as the City's representative, and it is recommended that City Engineer Dave Downing, who has participated in nearly all of those previous attempts to complete the beltway loop, be appointed as the City's alternate representative.

The City's involvement in the West-Connect Corridor Coalition would support the City Council's goal of participating in *Proactive Regional Collaboration* and could result in the enhancement of *Ease of Mobility* for Westminster citizens.

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Item 9 B

Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: Resolution No. 17 Making Appointments to Fill Vacancies on Boards and Commissions

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Adopt Resolution No. 17 making appointments to fill vacancies on the Election Commission, the Environmental Advisory Board, the Human Services Board, the Personnel Board, and the Special Permit & License Board.

Summary Statement

- The Westminster Municipal Code establishes the membership composition of each City Board and Commission and, in some instances, sets forth expertise requirements for membership where professional experience is valuable to the Board's role.
- In recent months, resignations were received from individuals who were serving as members of the Election Commission, the Human Services Board, the Personnel Board or the Special Permit and License Board. Additionally, Sharon Powers accepted appointment as the alternate to the Environmental Advisory Board with the understanding that when a vacancy occurred, she would be appointed to one of the three Boards of interest she had marked on her application.
- Citizens interested in serving on these boards have been interviewed by Council.
- If adopted, the attached resolution officially appoints six qualified citizens of Westminster to fill vacancies on the previously mentioned Boards and Commissions so all groups can continue to function with full representation.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Does City Council wish to fill vacancies on the Election Commission, the Environmental Advisory Board, the Human Services Board, the Personnel Board, and the Special Permit and License Board so a full complement of qualified members can fulfill established duties?

Alternative

Do not fill the vacancies at this time. This is not recommended as City Council invested the time into completing interviews and identifying qualified citizens to fill the vacancies. In addition, having these Boards and Commissions function with full memberships allows them to continue their efforts as outlined in the City Charter and Westminster Municipal Code.

Background Information

Resignations from four members on Boards and Commissions were received at or shortly after the time of their term expiration on December 31, 2014.

Board	Resigned Member Name
Election Commission	Shannon Bird
Human Services Board	Samantha “Sam” Dixon
Personnel Board	Margaret Rivera
Special Permits and License Board	Mark Whitney

At the same time, vacancies on the Environmental Advisory Board and the Personnel Board already existed. City Council filled the vacancy on the Environmental Advisory Board by appointing Sharon Powers the alternate. The appointment was made with Council’s understanding that, when a vacancy occurred, Ms. Powers hoped to be appointed to one of her three Boards of interest selected on her application. The previous vacancy on the Personnel Board has not been filled to date.

If the attached resolution is adopted, six individuals will be appointed to fill four vacancies created in recent months and the two pre-existing vacancies.

The citizens appointed to serve on the City’s Boards and Commissions play important roles in helping the City reach its Strategic Goals. Working in coordination with Staff and City Council, the members contribute toward a Dynamic, Diverse Economy; Vibrant and Inclusive Neighborhoods; Comprehensive Community Engagement; and Beautiful Desirable, Environmentally Responsible City.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment - Resolution

RESOLUTION

RESOLUTION NO. **17**

INTRODUCED BY COUNCILLORS

SERIES OF 2015

**A RESOLUTION FOR THE CITY OF WESTMINSTER
BOARD AND COMMISSION NEW APPOINTMENTS**

WHEREAS, it is important to have each City Board or Commission working with its full complement of authorized members to carry out the business of the City of Westminster with citizen representation; and

WHEREAS, every member of the City's Boards and Commissions whose term expired on December 31, 2014, was contacted and some tendered their resignations, as they could no longer continue to serve; and

WHEREAS, City Council conducted interviews of citizens who responded to the 2014 Boards and Commissions' recruitment and, from the pool of eligible citizens, has selected individuals to fill existing vacancies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER that the following individuals are hereby appointed to the Westminster Board or Commission identified below with terms of office to expire on December 31, 2015.

<u>BOARD/COMMISSION</u>	<u>NAMES OF APPOINTEES</u>
Election Commission	Sharon Powers (regular member)
Environmental Advisory Board	Victor Karels (alternate member)
Human Services Board	Joe Sloan (alternate member)
Personnel Board	Fred Dorr (1st alternate member) Stephen Pischke (2nd alternate member)
Special Permit and License Board	Sean Forest (alternate member)

PASSED AND ADOPTED this 23rd day of March, 2015.

ATTEST:

Mayor

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney



Agenda Memorandum

City Council Meeting
March 23, 2015



SUBJECT: Councillor's Bill No. 16 re 2014 4th Quarter Budget Supplemental Appropriation

Prepared By: Karen Barlow, Accountant

Recommended City Council Action

Pass Councillor's Bill No. 16 on first reading, providing for a supplemental appropriation of funds to the 2014 budget of the General, Water, Utility Capital Project Reserve, General Capital Outlay Replacement (GCORF), Sales and Use Tax, Parks Open Space and Trails (POST), General Capital Improvement (GCIF), and Community Development Block Grant (CDBG) Funds, and also providing for a reallocation of contingency funds.

Summary Statement

- At the end of each quarter, Staff prepares an ordinance to appropriate unanticipated revenues received during the quarter. Preparing quarterly supplemental appropriation requests is done to simplify administrative procedures and reduce paper work.
- General Fund amendments:
 - \$261,384 Permit and Conference Center Fees
 - \$255,149 Reimbursements
 - \$116,315 Grant Proceeds
 - \$19,600 Program Revenue
 - \$1,000 Contributions
- Water Fund amendments:
 - \$42,604 Program Revenue
 - \$460 Interest Earnings
- Utility Capital Project Reserve Fund amendments:
 - \$2,360,563 Carryover
- General Capital Outlay Replacement Fund amendments:
 - \$9,706 Transfers
- Sales and Use Tax Fund amendments:
 - \$3,383,711 Sales & Use Taxes
- Parks, Open Space, and Trails Fund amendments:
 - \$1,007 Rent Proceeds
 - \$164 Sales & Use Taxes
- General Capital Improvement Fund amendments:
 - \$1,401,420 Cash-in-Lieu
 - \$909,654 Contributions
 - \$733,882 Accommodations Taxes

- \$8,706 Grant Proceeds
- \$1,007 Transfers
- Community Development Block Grant Fund amendments:
 - \$123 Interest Earnings

Expenditure Required: \$9,506,455

Source of Funds: The funding sources for these budgetary adjustments include permit & conference center fees, reimbursements, grants, program revenue, interest earnings, carryover, sales & use taxes, rent, accommodations taxes, contributions, cash-in-lieu, and transfers.

Policy Issue

Does City Council support amending the appropriations for the 2014 budget of the General, Water, Utility Capital Project Reserve, General Capital Outlay Replacement, Sales and Use Tax, Parks Open Space and Trails, General Capital Improvement, and Community Development Block Grant Funds as outlined, and does City Council support the reallocation of contingency funds in the General Fund as outlined?

Alternative

The alternative would be not to amend the 2014 budget appropriations for the General, Water, Utility Capital Project Reserve, General Capital Outlay Replacement, Sales and Use Tax, Parks Open Space and Trails, General Capital Improvement, and Community Development Block Grant Funds and to utilize these funds for other purposes. Staff does not recommend this alternative as the various departments have already incurred expenses and covered them with their current budget or planned projects in anticipation of appropriation of these additional funds.

Background Information

The attached Councillor's Bill is a routine action addressing the need to adjust revenue and expenditure appropriations as a result of activities or events that were not anticipated during the normal budget process.

Staff is recommending that \$143,951 be reallocated from the General Fund's Central Charges contingency budget to the General Fund's Parks, Recreation and Libraries (PRL) Departmental budgets, including Park Services, Library Services, and Recreation Facilities, to cover regular salaries. Additionally, Staff is recommending that \$2,148 be reallocated from the Storm Drainage PWU Street Maintenance budget to the Storm Drainage Community Development Engineering budget to cover regular salaries. Commencing in 2007, the City began budgeting for attrition savings in regular salaries in the General Fund as a means to help address a shortfall within the General Fund and to more closely align the budget with actual expenditures. Staff had not previously budgeted for attrition in projecting regular salaries for two primary reasons: 1) the City had maintained a very conservative approach to budgeting (assume 100% staffing and salary/merit increases for incumbents) and 2) the challenge of identifying where the attrition savings may be incurred.

For example, if the City Manager's Office has no turnover during one year but the Police Department does, the same may not be true the following year. This is the challenge in budgeting for attrition; no certainty exists for where the actual salary savings may occur in any given year. Since the 2007/2008 Budget, the City has budgeted for attrition by applying a flat percentage to all General Fund regular salaries' accounts. It has been noted each year that Staff may need to return with a clean-up budget resolution to move funds as necessary from one department to another based on where the actual attrition has occurred, since moving funds across departmental lines requires City Council's authorization. In 2014, due to the attrition variance, the regular salaries accounts for the General Fund PRL Department exceeded budget by approximately \$143,951. In order to handle this variance in the best manner, Staff is requesting that this amount be reallocated from the General Fund Central Charges contingency budget to bring the total PRL Department budget into balance. Additionally, the regular salaries in the Storm Drainage Community Development Engineering budget exceeded budget by approximately \$2,148. Staff is requesting that this amount be reallocated from the Storm Drainage PWU Street Maintenance budget to bring the total departmental budget into balance.

The Police Department received \$28,070 from the US Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG). This is partial funding for the Police Department's agency contribution to the North Metro Task Force for their operations budget. The funds are being appropriated to the department's Contract Services account.

The Police Department received \$1,308 from the US Department of Justice Edward Byrne Memorial JAG for the JAG Graffiti Grant Program. These funds were used for wireless internet access and surveillance cameras. The funds are being appropriated to the department's Telephone and Supplies accounts.

The Police Department received \$28,390 from the State of Colorado Department of Transportation for their participation in the High Visibility Impaired Driving Enforcement (HVIDE) campaign. The grant reimburses overtime incurred by enforcement officers while working the Labor Day, Fall Festival, Holiday Party, Halloween, and New Year's Eve enforcement campaigns. The funds are being appropriated to the department's Overtime account.

The Police Department received \$1,000 each from Target Corporation and WalMart Corporation for gifts and supplies used in the December 2014 Santa Cops program. The funds are being appropriated to the department's Supplies account.

The Police Department received \$1,000 from the Adams County Victim Assistance Fund. This reimbursement is for the Colorado Organization for Victim Assistance (COVA) conference attended by the Victim Advocate Supervisor and Victim Advocates. The reimbursement is being appropriated to the department's Career Development account.

The Police Department received \$2,795 from the State of Colorado Department of Transportation, Law Enforcement Assistance Funding (LEAF) Grant, for overtime incurred while officers worked DUI enforcement campaigns. The funds are being appropriated to the department's Overtime account.

The Police Department received \$550 from the Police Officers Standards Training Greater Metro Region Scholarship. This was for the 2014 Hostage Negotiator's Conference held in the City of Englewood and attended by a Westminster police officer. The funds are being appropriated to the department's Career Development account.

The Police Department received \$18,845 from the North Metro Task Force as reimbursement for overtime incurred by the department's Task Force members working on Federal High Intensity Drug Tracking Area (HIDTA) cases. The reimbursement from the Task Force was for overtime incurred in 2014, and the reimbursement is being appropriated to the department's Overtime account.

The Police Department and Fire Department received \$73,043 from the Jefferson County Emergency Communications Authority Board (E911) for mobile computer data charges, Emergency Medical Dispatch re-certifications, additional computer monitors for the Communications Center, and the Association of Public Safety Communications Officers (APCO) conference expenses. The funds are being appropriated to the Police Department and Fire Department Telephone accounts for \$50,820 and \$20,633, respectively. They are also being appropriated to the Police Department's Career Development and Supplies accounts for \$475 and \$1,115, respectively.

The Police Department received an additional \$81,297 from the Jefferson County Emergency Communications Authority Board (E911). \$5,514 of this reimbursement was for conference costs of the APCO conference and re-certification costs for Communications personnel and is being appropriated to the department's Career Development account. \$74,688 of this reimbursement was for the computer aided dispatch (CAD) portion of the Intergraph Corporation software maintenance agreement and is being appropriated to the department's Maintenance/Repair of Equipment account. \$1,095 of this reimbursement was for a Surviving Stress training class for a Communications Specialist and for the Emergency Medical Dispatch manuals for the Communications Center. The funds are being appropriated to the Career Development account.

The Police Department received a reimbursement of \$342 from the State of Colorado for the cost of a police officer to attend the Colorado Student Trainer Drug Recognition Expert School. The reimbursement is being appropriated to the department's Career Development account.

The Police Department provides businesses located in the City of Westminster contractual police security for their businesses and special events. This police security is considered extra duty and the revenue received from this service reimburses the police department for the hours worked by the officers. In order to cover the extra duty overtime expense incurred year to date, the amount of \$19,600 is being appropriated to the department's Extra Duty Overtime account.

The Fire Department received \$8,562 from the West Metro Fire Protection District on behalf of the Colorado Urban Search and Rescue Task Force One. This reimbursement is for expenses and overtime incurred by the Fire Department personnel while assisting with various projects such as the Hazmat Cache, Cache Manager Work, modular exercise, and annual physicals. The funds are being appropriated to the Salaries Overtime and Professional Services accounts.

The Fire Department received \$80,072 from the State of Colorado Forest Service on behalf of the Wildland Team. These funds were received as reimbursement for fire personnel overtime and expenses incurred during the Wildland Team deployment to the Granite Creek Fire, Kitten Complex Fire, Stemler Fire, VAD National Severity Fire, Crane Creek Fire, Deception Fire, and Staley Complex Fire in Oregon in 2014. \$70,366 of these funds are being appropriated to the Salaries Overtime, Career Development, and Equipment expense accounts. \$9,706 of these funds are being appropriated as a transfer to the GCORF. This transfer from the General Fund in the amount of \$9,706 is being appropriated to the Wildland Truck Replacement account in the GCORF, which will assist with future apparatus replacement.

In 2014 the Fire Department received a total of \$69,100 from the State of Colorado for the Emergency Management Program Grant (EMPG). \$11,600 has been previously appropriated, and \$35,000 was included in the original budget. Staff is requesting the appropriation of the remaining \$22,500 in funds. These funds will be partially used to fund a portion of the Emergency Management Coordinator's salary. They are also used to purchase GIS tabletop exercise software, to support exercises and training, and to continue to develop the City of Westminster Emergency Management program.

The PRL Department received a grant for \$23,690 from the Colorado State Library. Staff is requesting that this grant be appropriated to the Electronic Information Resources account and the Library eMaterials account. The funds will be used to obtain educational resources to support efforts to improve literacy and learning, including early literacy and other educational related needs.

The Water Fund received interest payments throughout 2014 in the amount of \$460 on the Water 2010 Bond Issue. Issuance restrictions require the interest earnings to be appropriated for use on the respective projects or debt service. The funds are requested for appropriation for debt service in the Interest Payments account.

The Public Works and Utilities (PWU) Department is requesting the appropriation of \$42,604 to the Lease Payments to Others account. Westminster is a party to a contractual agreement to pass through the cost of a certain amount of treated drinking water from Thornton to Brighton each year. The agreement requires Westminster to be reimbursed 100% for all costs incurred. The expense for this contract is in the PWU operating budget, and the amount budgeted for 2014 was \$2,220,660. Subsequent to the development of the City of Westminster's 2014 budget, Thornton increased its treated water rate. The total amount of 2014 payments to Thornton was \$2,288,688, resulting in a shortfall of \$68,028 in the operating budget. Staff realized a savings of \$25,424 for another item budgeted in the account and has applied those to the shortfall, resulting in a request of \$42,604 to make the operating account whole. The City billed Brighton the increased amount in 2014, and those funds are available. Staff is requesting a supplemental appropriation of \$42,604 to be funded from the revenue account to make the operating account whole.

In 2007, Council authorized the creation of a Capital Project Reserve (CPR) to assist in funding long-term capital requirements. In 2011, Council authorized amending the policy to define when CPR funds would be utilized to cover a short fall in tap fee revenues. During 2014, revenue from water tap fees budgeted to fund capital projects were \$2,360,563 below budget. Per the reserve policy, PWU is requesting that City Council authorize a transfer of \$2,360,563 from the CPR to cover the Water Fund capital shortfall and balance the 2014 budget.

\$43,243 in funds are requested for the reallocation of funds from the Utility Operations-Wastewater Plants budget to the Wastewater Central Charges budget, mainly to cover increased costs associated with medical insurance provided to employees. During budget development, Staff estimates the number of employees who will participate (some may opt out) in the City's insurance program and at what level (single up to full family coverage). This is primarily done by utilizing the current year's enrollment patterns and applying

that forward. In 2014, shifts in program utilization by employees occurred, resulting in higher costs within the insurance category of the Wastewater Fund's Central Charges budget. As this budget is primarily benefits and debt service, no savings in other accounts were available to cover this overage.

Community Development Staff is requesting that \$1,007 be appropriated to the Bonnie Stewart CIP for rent funds that were collected for residential property which is located on open space property. The grant provided by Jefferson County specifies that any net revenue from rental of the two residences on this property shall be spent for future improvements to this property. The rental period shall not exceed two years, and 24% of the net income shall be paid to Jefferson County. This appropriation to the CIP will allow the funds to be spent in accordance with the grant agreement.

The Fleet Maintenance and Building Operations and Maintenance Divisions of the General Services Department are requesting that \$3,706 be appropriated to the Facility and Infrastructure Stewardship CIP for grant proceeds received from the Charge Ahead Colorado Grant, managed by the Regional Air Quality Council, distributed by Federal Highway Administration and Congestion Mitigation Air Quality. These proceeds will be used for the purchase and installation of an electric vehicle charging station for a new Chevrolet Volt electric vehicle.

The Community Development Staff is requesting the appropriation of \$909,654 to the Westminster Station North CIP. Per the Intergovernmental Agreement (IGA) between the City and the Regional Transportation District (RTD), the City was responsible for acquiring and demolishing one of the industrial buildings owned by KEW Realty Corporation for the purpose of constructing the Westminster Station tunnel and north plaza near 69th Avenue & Hooker Street. This \$909,654 is RTD's proportionate cost associated with the acquisition. City Council authorized this acquisition on October 22, 2012.

Staff is requesting that \$1,401,420 be appropriated into the WURP-Phase I Public Improvements CIP for future use with the Westminster Center Urban Reinvestment Project associated with the redevelopment efforts at the former Westminster Mall site. The funds are the result of a development agreement the City entered with Orchard Lakes LLC in August 2013. This payment is for recoveries owed for City installed public improvements of the Orchard Parkway and McKay Lake Outfall Drainage located approximately between 138th and 144th Avenues between Huron Street and I-25 benefiting the private properties owned by Orchard Lakes LLC. Repayment of these recovery funds are tied to the platting and sale of Orchard Lakes property to third party purchasers. As these are recovery funds for expenses previously incurred by the City, they are available for use on this redevelopment project.

The Community Development Staff is requesting the appropriation of \$5,000 in grant proceeds to the Trail Development CIP. These funds are a reimbursement from the Federal government for funds spent by the City to request review of the Greenway Trail project by the ditch companies that are being affected by the trail.

CDBG contains \$123 in restricted funds from current-year interest earnings on Section 108 loan funds. The City's agreement with HUD restricts the use of these funds. Staff recommends that this amount of \$123 be appropriated to the CIP for the Lowell Redevelopment Project to be used for future debt service payments.

As an important element of economic development, the City sometimes utilizes Economic Development Agreements (EDAs) and IGAs to attract and retain high quality development to provide employment opportunities and increased revenue for City service provisions. A portion of the new revenue generated from projects is utilized to fund these agreements. When payments related to these agreements are issued, they are recorded as a reduction to the appropriate revenue account, thereby reflecting only the net new revenue received on the City's monthly financial statements. However, the Government Accounting Standards Board (GASB) requires the new revenues to be fully recorded as received, and the applicable rebate of revenues to be recorded as an expense in the Comprehensive Annual Financial Report. This year-end housekeeping appropriation makes the appropriate changes to the City's budget to reflect this requirement as follows: \$3,383,875 in the Sales and Use Tax and POST Funds to record the IGA with the City of Thornton for the North I-25 corridor and various other EDAs involving sales and use taxes; \$733,882 in the GCIF to record various EDAs involving the Accommodations Tax; and \$261,384 in the

General Fund to record various EDAs involving building permit and conference center fees; for a total increase of \$4,379,141 to City revenues and expenses.

These appropriations will amend General Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Bldg Permit Com ADCO	1000.40185.0010	\$350,000	\$68,047	\$418,047
Bldg Permit Com JEFFCO	1000.40185.0020	350,000	12,615	362,615
Federal Grants	1000.40610.0000	106,397	60,440	166,837
State Grants	1000.40620.0000	146,699	54,875	201,574
Other Grants	1000.40650.0057	7,500	1,000	8,500
Gen Fee Conf Ctr-EDA/IGA	1000.41310.0075	0	180,722	180,722
Off Duty Police Services	1000.41340.0000	150,000	19,600	169,600
Reimbursements	1000.43080.0000	317,965	255,149	573,114
Contributions	1000.43100.0000	3,500	1,000	4,500
Total Change to Revenues			<u>\$653,448</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Contract Svcs-EDA/IGA	10010900.67800.0075	\$0	\$261,384	\$261,384
Transfers Capital Replacement	10010900.79800.0450	0	9,706	9,706
Telephone	10020050.66900.0000	137,741	51,607	189,348
Salaries OT-Investigation Section	10020300.60400.0344	210,596	18,845	229,441
Career Development-Investigation Section	10020300.61800.0344	25,575	1,000	26,575
Career Dev-Comm Sect	10020300.61800.0345	19,222	7,084	26,306
Maint/Repair Equip-Records & Prop Section	10020300.66100.0343	164,351	74,688	239,039
Contract Svcs-Inv Section	10020300.67800.0344	109,295	28,070	137,365
Supplies-Prof Svcs	10020300.70200.0341	11,589	2,000	13,589
Supplies-Neigh Svcs	10020300.70200.0342	9,102	521	9,623
Supplies-Comm Section	10020300.70200.0345	6,995	1,115	8,110
Salaries OT-Extra Duty	10020500.60400.0005	150,000	19,600	169,600
Salaries OT-Traffic	10020500.60400.0348	117,714	31,185	148,899
Career Dev-Patrol Adm Section	10020500.61800.0000	36,745	892	37,637
Salaries Overtime	10025260.60400.0000	242,506	37,368	279,874
Salaries Overtime-EMS	10025260.60400.0546	80,095	26,949	107,044
Career Dev	10025260.61800.0000	46,245	4,511	50,756
Prof Serv	10025260.65100.0000	53,703	1,300	55,003
Maint/Repair Equipment	10025260.66100.0000	78,771	8,800	87,571
Telephone	10025260.66900.0000	66,482	20,633	87,115
Contract Services (EM Grant)	10025260.67800.0545	11,600	22,500	34,100
Electronic Info Resources	10050620.70600.0000	57,900	21,512	79,412
Library eMaterials	10050620.71700.0000	106,750	2,178	108,928
Total Change to Expenses			<u>\$653,448</u>	

These appropriations will amend Water Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Water Sales Wholesale-Brighton	2000.40710.0055	\$2,220,660	\$42,604	\$2,263,264
Interest Earnings Water 2010	2000.42520.1201	0	460	460
Total Change to Revenues			<u>\$43,064</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Interest Payments	20010900.78400.0000	\$1,852,095	\$460	\$1,852,555
Lease Pay to Others	20035480.67700.0000	2,765,084	42,604	2,807,688
Total Change to Expenses			<u>\$43,064</u>	

These appropriations will amend Utility Capital Project Reserve Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2070.40020.0000	\$8,977,314	<u>\$2,360,563</u>	\$11,337,877
Total Change to Revenues			<u>\$2,360,563</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers to Water	20710900.79800.0200	\$8,619,230	<u>\$2,360,563</u>	\$10,979,793
Total Change to Expenses			<u>\$2,360,563</u>	

These appropriations will amend General Capital Outlay Replacement Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
TRF General Fund	4500.45000.0100	\$0	<u>\$9,706</u>	\$9,706
Total Change to Revenues			<u>\$9,706</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Wildland Truck Replacement	81145010911.80400.8888	\$56,919	<u>\$9,706</u>	\$66,625
Total Change to Expenses			<u>\$9,706</u>	

These appropriations will amend Sales and Use Tax Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
ST Returns-EDA/IGA	5300.40070.0075	\$0	\$3,154,405	\$3,154,405
UT Returns-EDA/IGA	5300.40095.0075	0	79,537	79,537
UT Building-EDA/IGA	5300.40100.0075	0	149,769	149,769
Total Change to Revenues			<u>\$3,383,711</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Contract Svcs-EDA/IGA	53010900.67800.0075	\$0	<u>\$3,383,711</u>	\$3,383,711
Total Change to Expenses			<u>\$3,383,711</u>	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
UT Building-EDA/IGA	5400.40100.0075	\$0	\$164	\$164
Gen Misc Rentals	5400.43060.0540	25,151	<u>1,007</u>	26,158
Total Change to Revenues			<u>\$1,171</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Contract Svcs-EDA/IGA	54010900.67800.0075	\$0	\$164	\$164
Transfers GCIF	54010900.79800.0750	853,959	<u>1,007</u>	854,966
Total Change to Expenses			<u>\$1,171</u>	

These appropriations will amend General Capital Improvement Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Cash in lieu-Fut Cap Proj	7500.40210.0751	\$46,236	\$1,401,420	\$1,447,656
Federal Grants	7500.40610.0000	5,319,660	3,706	5,323,366
Contributions	7500.43100.0000	0	909,654	909,654
TRF - Open Space	7500.45000.0540	263,871	1,007	264,878
Accom Tax-EDA/IGA	7501.40055.0075	0	733,882	733,882
Federal Grants	7501.40610.0000	0	<u>5,000</u>	5,000
Total Change to Revenues			<u>\$3,054,669</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Contract Svcs-EDA/IGA	75010900.67800.0075	\$0	\$733,882	\$733,882
Trail Development - JCOS	80975050135.80400.8888	1,250	5,000	6,250
Facility & Infrastructure Stewardship	81175012300.80400.8888	193,127	3,706	196,833
Bonnie Stewart CIP	81275030001.80400.8888	25,457	1,007	26,464
Westy Station North	81375030072.80400.8888	277,283	909,654	1,186,937
WURP-Phase I Public Improvements	81575030085.80400.8888	0	<u>1,401,420</u>	1,401,420
Total Change to Expenses			<u>\$3,054,669</u>	

These appropriations will amend Community Development Block Grant Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Interest-HUD 108	7600.42535.0558	\$0	<u>\$123</u>	\$123
Total Change to Revenues			<u>\$123</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Lowell Redvl HUD Section 108	81276030998.80400.8888	\$0	<u>\$123</u>	\$123
Total Change to Expenses			<u>\$123</u>	

Total appropriations of the Storm Drainage Fund do not change; however, a reallocation of budget between expenditure accounts in the fund is shown below for information purposes.

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Regular Salaries	25030380.60200.0000	\$178,990	\$2,148	\$181,138
Contract Svcs	25035450.67800.0000	317,810	<u>(2,148)</u>	315,662
Total Change to Revenues			<u>\$0</u>	

These adjustments will bring the City’s accounting records up-to-date to reflect the various detailed transactions.

The proposed action supports all of City Council’s strategic goals, including: Visionary Leadership and Effective Governance; Vibrant and Inclusive Neighborhoods; Comprehensive Community Engagement; Beautiful, Desirable, Environmentally Responsible City; Proactive Regional Collaboration, Dynamic, Diverse Economy; Excellence in City Services; and Ease of Mobility.

Respectfully submitted,

Donald M. Tripp
 City Manager
 Attachment – Ordinance

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **16**

SERIES OF 2014

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE 2014 BUDGETS OF THE GENERAL, WATER, UTILITY CAPITAL PROJECT RESERVE, GENERAL CAPITAL OUTLAY REPLACEMENT, SALES AND USE TAX, PARKS OPEN SPACE AND TRAILS, GENERAL CAPITAL IMPROVEMENT, AND COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2014 ESTIMATED REVENUES IN THE FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2014 appropriation for the General, Water, Utility Capital Project Reserve, General Capital Outlay Replacement, Sales and Use Tax, Parks Open Space and Trails, General Capital Improvement, and Community Development Block Grant Funds, initially appropriated by Ordinance No. 3655 is hereby increased in aggregate by \$9,506,455. This appropriation is due to the receipt of funds from permit & conference center fees, reimbursements, grants, program revenue, interest earnings, carryover, sales & use taxes, rent, accommodations taxes, contributions, cash-in-lieu, and transfers.

Section 2. The \$9,506,455 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 A dated March 23, 2015 (a copy of which may be obtained from the City Clerk) amending City fund budgets as follows:

General Fund	\$653,448
Water Fund	43,064
Utility Capital Project Reserve Fund	2,360,563
General Capital Outlay Replacement Fund	9,706
Sales and Use Tax Fund	3,383,711
Parks, Open Space and Trails Fund	1,171
General Capital Improvement Fund	3,054,669
Community Development Block Grant Fund	123
Total	<u>\$9,506,455</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 March, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 13th day of April, 2015.

ATTEST:

Mayor

City Clerk



Agenda Memorandum

City Council Meeting
March 23, 2014



SUBJECT: Councillor's Bill No. 17 re Updates to the Westminster Municipal Code Regarding Off-Street Parking Standards

Prepared By: Walter Patrick, Planner

Pass Councillor's Bill No. 17 on first reading updating parking regulations in Title XI of the Westminster Municipal Code.

Summary Statement

- The City Code currently requires that off-street parking be provided for all development.
- Staff has carefully reviewed the existing Parking Code and proposes to revise the regulations to an easier to regulate version by consolidating mixed commercial uses into one parking requirement. In addition, the proposed parking reductions to some commercial and residential parking requirements will address the concerns of some developers who believe that the parking regulations are excessive.
- Staff proposes to allow commercial (retail and office) uses in mixed-use shopping centers to use the same parking requirement. Staff also proposes to reduce the off-street parking requirement for multi-family residential, senior housing, stand alone restaurants, and offices.
- Staff research for the proposed revisions included the collection of on-site parking counts, review of peer community parking requirements, and review of the Parking Generation Manual published by the Institute of Traffic Engineers which provides comparable parking data from communities across the country.
- Staff discussed the proposed changes with the City Council at the February 9, 2015, Council Study Session. As discussed, staff has prepared an ordinance for consideration by the City Council.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

Should the City initiate revisions to the Off-Street Parking Code as proposed by Staff?

Alternatives

1. Modify some or all of the proposed Parking Code changes.
2. Remove some of the proposed revisions for further discussion at a future study session.

Background Information

Staff is proposing an update to the City's Off-Street Parking Standards. The existing Code is cumbersome and difficult to regulate, particularly regarding commercial uses. Currently, the various commercial uses located in a shopping center often have different parking requirements. This creates difficulties in determining accurate parking requirements as tenants are continually rotating in and out of retail centers. Allowing mixed commercial uses in a shopping center, including retail, restaurants and office, to use the same parking calculation will make parking easier to regulate. In addition, staff has heard from a number of developers over the years that the City's parking regulations are excessive. This complaint is primarily in response to existing commercial and multi-family residential (including senior housing) parking requirements.

Staff contracted with the Fox Tuttle Hernandez (FTH) Transportation Group, a Boulder, Colorado based transportation consulting firm, to review and recommend updates to the City's off-street parking standards. Their review involved field data collection, peer community review, and review of the City's existing parking regulations.

The FTH team completed about 50 hours of field data collection to understand how parking is currently being used in Westminster. A variety of residential, commercial, and office sites were evaluated. Most of the residential sites were evaluated on a weekday during the evening, when many people are home from work. Most of the commercial sites were evaluated on the weekend between 10 a.m. and 2 p.m. when shopping activity is at its peak. Sites that had both residential and commercial, such as the Bradburn Subdivision, were evaluated over the course of a full day to capture both the residential and commercial peaks. Office sites were evaluated on a weekday afternoon.

Staff compared City parking requirements with the findings of the Parking Generation Manual published by the Institute of Transportation Engineers (ITE). The ITE manual provides parking information obtained from the research of ITE engineers and planners and lists parking data observed for many different land uses in locations across the country. This manual is widely referenced by planners and engineers nationwide.

FTH also provided a review of the parking requirements of peer communities in the Denver Metro area. These communities are similar in size or have similar development patterns to Westminster. The peer communities include Arvada, Boulder, Broomfield, Englewood, and Golden.

The field data, existing Official Development Plan (ODP) data, peer code evaluations, and ITE parking data were used to develop a series of recommended revisions to the existing parking minimums in the Westminster Code. The proposed revisions and relevant Code sections are listed below.

Update the Purpose and Intent of Off-Street Parking Regulations

It is common for municipalities to provide a purpose and intent for their parking regulations. The purpose for off-street parking in Westminster's current Code is stated as *the lessening of congestion upon the public streets of the City*. Staff believes the current purpose and intent is narrow in scope and should be expanded to encompass a vision for the community based on the City of Westminster's recent

Comprehensive Plan updates. Staff proposes that the Purpose and Intent Section be changed to include the following four intent statements.

- (a) Provide adequate off-street parking that balances parking demand with the need for multiple modes of travel.
- (b) Recognize the parking efficiencies gained through mixed-use development and development proximate to rail and bus transit and their impact on parking demand.
- (c) Encourage adequate parking for land uses in Westminster without creating excess vacant parking.
- (d) Promote bicycle use by providing safe and convenient bike parking through minimum requirement for bike parking facility type and amount.

Update the Application of Code

Staff proposes updating the current regulations in this section of Code to clarify that parking requirements listed in current or future specific plans, such as the recently adopted Downtown Specific Plan, will supersede those described in the Municipal Code.

Handicapped Parking Spaces

The language in this section of the Parking Code should be revised such that handicapped parking regulations are always in conformance with the latest Federal regulations regulations.

Parking Minimums

Residential Multi-Family

FTH staff evaluated five multifamily residential sites and one senior housing site (Keystone Place). The amount of parking observed on each site, the parking rate based on being 85% fully parked, the parking rate required (using current Code regulations), and the parking rate that would be required by the recommended Code changes are summarized in the table below. A parking lot is typically considered comfortably “full” when 85% of the spaces are occupied. Parking lots above 85% full may result in drivers circling the parking lot searching for empty spaces or customers possibly becoming frustrated and leaving. Thus, an 85% parking supply rate is considered an appropriate rate from which to measure parking demand. The amount of parking actually observed during site visits was used to calculate a rate that would equate to an 85% full parking lot. The table below shows that the current residential parking rates in Westminster’s Code results in excess parking.

Residential Site	Parking Observed (spaces per unit)	Parking Supply Rate based on 85% Full (spaces per unit)	Parking Rate Required by Current Code (spaces per unit)	Parking Rate Required by Recommended Code (spaces per unit)
Bradburn Multi-Family	1.66 (included on-street parking)	1.95	2.23	1.71
Arbour Square at Orchard Town Center	1.14 (included on-street parking)	1.34	2.09	1.46
Prospector’s Point (84th & Federal)	1.07	1.26	2.10	1.46
Toscana Apartments (84th & Sheridan)	0.83	0.98	2.09	1.46
The Village at Legacy Ridge (112th Avenue across from FRCC)	1.31	1.54	2.12	1.49

Keystone Place Senior Housing (112th & Federal)	0.80	0.94	1.20	1.07
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There are only two sites that would not be accommodated with the proposed parking rates – Bradburn Multi-Family and the apartments at 112th Avenue and Legacy Ridge. Each of these sites has a large amount of parking provided in private garages. During field observations by FTH, most of the garage doors were closed and it was not possible to tell which of the garage spaces were occupied. Rather than removing all of the garage spaces from consideration, an occupancy rate of 85% was applied to all of the garage spaces and used to calculate the overall parking usage. Given the observed parking rates across Westminster, it is very unlikely that 85% of garage parking spaces were being occupied. This number is considered a very conservative estimate of private garage parking use. As such, staff and FTH feel comfortable with the recommended parking rates.

FTH also provided peer community review to compare how much parking is being required in other local communities. This data as well as the parking rates from ITE is listed in the table below.

Peer Community	Multifamily	Senior Housing
Arvada	Efficiency – 1 space/unit 2.2 spaces/unit in central parking areas used 2 spaces/unit if no central parking + 0.5 spaces central guest parking	0.5 space/unit
Boulder	1br, 2br – 1 space/unit 3br – 1.5 spaces/unit 4br or more – 3 spaces/unit	No senior housing requirements
Broomfield	1br – 1.5 spaces/unit 2br – 2 spaces/unit 3br – 2.5 spaces/unit 4br – 3 spaces/unit more than 4br add 0.5 space/additional bedroom	No senior housing requirements
Englewood	Efficiency, 1br, 2br – 1.5 spaces/unit 3br or more – 2 spaces/unit 1 guest space/5 units	0.75 spaces/unit, 1 guest spaces/5 units
Golden	1br, 2br – 1.5 spaces/unit, 3br or more - 2 spaces/unit	Nursing home – 1.5 spaces/6 occupants
Westminster	1 br – 1.5 spaces 2br or more – 2 spaces 1 guest spaces/3 units	1 space/1br or efficiency 1.5 spaces/2 br or larger 1 guest space/5 units
ITE	1.23 spaces/unit	.6 spaces/unit

For multi-family developments, the Westminster Code currently requires 1.5 spaces for 1 bedroom units and 2 spaces per two or more bedroom units with 1 space per 3 units for guest parking. Based on the field data collected, these rates are resulting in more parking being provided than is needed for multi-family developments. The peer communities shown in the table above are requiring similar multi-family parking rates, with some requiring higher rates and others requiring lower rates. **Staff and FTH recommend reducing the parking rates to 1 space per efficiency and one bedroom; 1.5 spaces for 2 or more bedroom units; and 1 space per 5 units for guest parking.**

Residential Senior Housing

Senior housing is currently required to provide 1 parking space per 1 bedroom or efficiency unit; 1.5 spaces per 2 bedroom or larger unit; and 1 space per 5 units for guest parking. As shown in the multi-family table above for Keystone Place, the current parking rates for senior housing are providing excess parking. Additionally, each of the peer communities evaluated required lower parking for senior housing. As such, **staff and FTH recommends reducing parking for senior housing to 1 parking space per unit (regardless of the number of bedrooms) plus 1 space per 5 units for guest parking.**

Single Family Attached and Single Family Detached

Based on peer review FTH has advised that a parking reduction could also be considered for single family detached residential and single family attached residential. However, staff has not seen excessive parking at these developments and existing parking rates for these uses have not historically been a concern with the development community. To avoid adverse impacts from reducing the parking for these uses, staff is not recommending parking reductions for these residential categories.

Commercial (Retail and Office)

FTH staff evaluated four commercial shopping centers. The amount of parking observed on site, the parking rate based on the parking lot being 85% full (extrapolated from the observed rate), the seasonally adjusted observed rate, the parking rate required using existing code requirements, and the parking rate that would be required by the recommended parking rates are summarized below. As mentioned above, a parking lot is considered comfortably full when 85% of the spaces are occupied. Additionally, since the field data collection was completed during summer months, seasonal parking adjustment rates (obtained from the Urban Land Institute) were used to convert parking demand to December rates as shown above. This data clearly shows that the current commercial parking rates in Westminster’s Code results in excessive parking.

Shopping Center/ Commercial Area	Demand Rate Observed (spaces per 1,000 square feet)	Parking Supply Rate based on 85% Full Observed (spaces per 1,000 square feet)	Seasonally Adjusted Observed Demand Rate (spaces per 1,000 square feet)	Parking Rate Required by Current Code (spaces per 1,000 square feet)	Parking Rate Required with Recommended Code Changes (spaces per 1,000 square feet)
Bradburn (Excluding Events Center)	2.17	2.55	2.95	5.59	3.3
The Orchard Town Center	1.59	1.87	2.16	5.00	3.3
Walnut Creek including Target	2.34	2.75	3.18	5.77	3.86
Northpark (104th & Federal)	2.30	2.71	3.13	5.90	3.7

FTH also reviewed peer community parking codes to understand how much parking is being required in peer communities as shown in the table below.

Peer Community	Service and Sales	Restaurant
Arvada	1 space/200 square feet	1 space/3 seats
Boulder	1 space/400 square feet	1 space/3 seats
Broomfield	1 space/200 square feet	1 space/150 square feet
Englewood	Under 7,500 square feet: an area equal to 1/2 of the gross floor area; 7,500 square feet gross floor area and above: an area equal to the gross floor area	1 space/100 square feet
Golden	1 space/250 square feet	1 space/3 seats
Westminster	1 space/200 square feet	1/70 square feet (restaurant/fast food) 1/50 square feet (restaurant/bar)
ITE	2.94 spaces per 1,000 square feet (Friday non- December)	13.5/1,000 square feet

Restaurants

The Code currently requires 1 space per 70 square feet for restaurants without a bar (including fast food) and 1 space per 50 square feet for a restaurant with a bar. While restaurant parking data was not collected exclusive of the retail shopping center in which they were housed, the peer information collected in the table above shows that the current rates for restaurant space are high. **Staff and FTH recommends reducing the rates and creating a stand alone restaurant/bar rate that requires 1 space/100 square feet.**

Retail Service and Sales

The Code currently requires 1 space per 200 square feet for all types of retail which includes shopping centers, convenience stores, and personal services. The on-site observation of existing Westminster shopping centers clearly reveals that our shopping centers are over parked. **Staff and FTH recommends creating one retail rate for all types of service and sales that provides 1 space/300 square feet.**

Office/Light Industrial

FTH staff evaluated 3 Office and 1 Office/Light Industrial (124th Avenue and Huron) sites. The parking demand rate observed, the supply rate based on 85% full (extrapolated from the observed rate), the rate required by the proposed Code updates, and the parking rate required by existing Code are summarized below. This data shows that the current office parking rates in Westminster’s existing Code results in excess parking.

The Code currently requires 1 space per 250 square feet for general office as well as the office portion of a warehouse. Based on the observed parking demand rates and the peer community codes reviewed, **FTH recommends reducing the rates to 1 space/300 square feet. For consistency, staff also recommends including Medical Offices in this reduced rate.**

Office/Lt. Industrial Sites	Demand Rate Observed (spaces per 1,000 square feet)	Parking Supply Rate based on 85% Full Observed (spaces per 1,000 square feet)	Parking Rate Required by Existing Code (spaces per 1,000 square feet)	Parking Rate Required by Recommended Code Changes (spaces per 1,000 square feet)
CirclePoint (Adjusted for Vacancy)	2.10	2.47	4.79	3.3
124th & Huron (Adjusted for Vacancy)	1.99	2.34	3.42	2.92
10385 Westmoor Drive	3.66	4.31	4.00	3.3
72nd & Hooker (Chase Building)	1.25	1.47	4.00	3.3

This data shows that with recommended revisions to the Parking Code, office and flex industrial sites would still provide adequate parking. The exception is the Westmoor Drive property. This property provided more than the recommended minimum required under current Code. In some cases a developer may have a specific need for additional parking or may be planning ahead for a future expansion and will provide more parking spaces than required by City Code.

FTH also reviewed peer community parking codes to understand how much parking is being required in peer communities.

Peer Community	Office	Industrial
Arvada	3 spaces/1,000 square feet (same for office portion of warehouse or flex space)	If < 3,000 square ft.: 3 per 1,000 sq. ft. If 3,000--5,000 sq. ft.: 2 per 1000 sq. ft. If 5,000--10,000 sq. ft.: 1 per 750 sq. ft. If >10,001 sq. ft.: 1 per 1,250 sq. ft.
Boulder	1 space/400 square feet	1 space/400 square feet
Broomfield	1 spaces/300 square feet	1 space/2 employees or not less than 1/200 square feet
Englewood	1 space/300 square feet	An area equal to 1/4 the gross floor area occupied by the use in a structure
Golden	1 space/300 square feet	1 space/2 employees
Westminster	1 space/250 square feet	1 space/1,000 square feet
ITE	2.84 space/1,000 square feet	1.27 space/1,000 square feet

Based on the information gathered in the field data collection and peer community code review, FTH recommends reducing office parking rates required by the Code. That warehouse parking requirements in the Westminster Code seem consistent with those reviewed in the peers communities. As such, FTH only recommends changing the office element of warehousing and manufacturing parking requirements.

The Code currently requires 1 space per 250 square feet for general office as well as the office portion of a warehouse. Based on the observed parking demand rates, peer community codes reviewed, and ITE data, **staff and FTH recommends reducing the rates to 1 space/300 square feet.**

The proposed Parking Code updates supports the following Strategic Goals: *Excellence in City Services and Vibrant & Inclusive Neighborhoods* by requiring adequate parking that is favorable to thoughtful development.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment: Councillor's Bill

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **17**

SERIES OF 2015

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING SECTIONS 11-7-2 AND 11-7-4 OF THE WESTMINSTER MUNICIPAL CODE CONCERNING PARKING REGULATION CODE UPDATES

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 11-7-2, sub-subsection (B)(7), W.M.C., is hereby AMENDED to read as follows:

11-7-2: LOT AND BLOCK STANDARDS: (2534)

(B) The width, depth, shape, and orientation of lots shall be designed for the type of use contemplated. As a minimum, all lots shall conform to the following standards:

(7) Subdivision lots and streets shall be oriented in a manner to ~~insure~~ ensure location of structures and landscaping in the most energy efficient manner.

Section 2. Section 11-7-4, sub-subsections (A)(1), (2), (3) and (6), sub-subsections (B)(2), (B)(3), (B)(4) and (B)(5), and subsection (D), W.M.C., are hereby AMENDED to read as follows:

11-7-4: OFF-STREET PARKING STANDARDS: (2534 2678 3084 3531)

(A) DUTY TO PROVIDE AND MAINTAIN OFF-STREET PARKING:

(1) The Council hereby finds, determines and declares that it serves the interest of the public to that among the purposes of this Title is:

- (a) Lessenthe lessening of congestion upon the public streets of the City;
- (b) Provide adequate off-street parking that balances parking demand with the need for multiple modes of travel;
- (c) Recognize the parking efficiencies gained through mixed-use development and development proximate to rail and bus transit and their impact on parking demand;
- (d) Encourage adequate parking for land uses in Westminster without creating excess vacant parking; and
- (e) Promote bicycle use by providing safe and convenient bicycle parking through minimum requirements for bicycle parking facility type and amount.

The regulations stated herein are in furtherancepursuance of theseis purposes by requiring the owners and operators of land, structures and uses to provide parking on their own premises and off the public streets for their employees, customers, tenants, clients, patients and other visitors. Nothing in these regulations shall be deemed to deprive such owners or operators of the right to maintain control over all such land devoted to off-street parking space or to make whatever charges to persons making use thereof as they may deem appropriate.

(2) For land, structures or uses actually used, occupied or operated on or before the respective effective dates of this sectionTitle, there shall be provided such off-street parking space as was required for such land, structures or uses by any previous ordinance, or development plan approval, except that, if any previous ordinance or approval required more off-street parking for land, structures or uses than is required under this sectionTitle, then there need be provided only such off-street parking as is required in this sectionTitle. If such land, structures or uses are enlarged, extended, or changed, there shall be provided for the increment only at least the amount of off-street parking space that would be required

hereunder if the increment were a separate land, structure or use established or placed into operation after the effective date of this section~~Title~~.

(3) For all uses established or placed into operation after the effective date of this section~~Title~~, there shall be provided at least the amount of off-street parking hereinafter set forth.

(6) These off-street parking regulations in this Chapter shall apply to all development in Westminster, including those to the areas included in the Westminster Urban Renewal Plan, as well as other locations with adopted Specific Area Plans, except as otherwise specified in the Plan. If different requirements for off-street parking are contained in any adopted Specific Area Plan, those requirements will supersede those described in this section. If off-street parking requirements are not included in a Specific Area Plan, the regulations in this section shall control.

(B) OFF-STREET VEHICLE PARKING:

(2) Minimum off-street vehicle parking spaces.

(a) Residential.

(i) Single-family detached: Four (4) spaces per unit, with two (2) spaces enclosed in a garage and two (2) spaces in driveway, except that parking. ~~NOTE: Parking for neo-traditional developments may be reduced~~viewed by the Planning Manager on a case-by-case basis, upon a finding that less parking is needed based upon the design of the development.

(ii) Single-family attached: Two (2) spaces per efficiency, one- (1) bedroom, two- (2) bedroom, and three- (3) bedroom unit; three (3) spaces per four- (4) or more bedroom unit; and one (1) space per three (3) units for guest parking.

(iii) Multiple family: ~~One and one half (1.5) spaces per efficiency and one (1) bedroom unit;~~ two one and a half (1.52) spaces per two (2) or more bedroom units, plus one (1) space per three five (53) units for guest parking.

(iv) Mobile homes: Two (2) spaces per unit, plus one (1) space per unit for guest parking to be located within the mobile home park, and not more than two hundred feet (200') from unit it is serving.

(v) Senior housing:

(aa) Independent living: One (1) space per ~~one (1) bedroom or efficiency unit.~~ One and one half (1.5) spaces per two (2) or larger bedroom unit, plus one (1) space per five (5) units for guest parking.

(bb) Congregate care: Three-fourths (.75) of one (1) space per one (1) unit.

(cc) Assisted living: One (1) space per three (3) patient beds.

(dd) Skilled care: One (1) space per three (3) patient beds.

(b) Commercial.

(i) Retail:

(aa) Entertainment:

(1) Dance/night club: One (1) space per three (3) patron seats, plus one (1) space per seventy-five (75) square feet of the gross floor area that does not containing patron seats.

(2) Theaters: One (1) space per three (3) seats.

(bb) Hotels:

(1) All types: One and two-tenths (1.2) spaces per unit.

(cc) Stand alone Restaurants/bar:

(1) ~~Restaurant, including fast food: One (1) space per seventy one hundred (10070) square feet gross floor area.~~

~~(2) Restaurant/bar: One (1) space per fifty (50) square feet of gross floor area.~~

(dd) Service and sales:

(1) All types: Shopping centers or individual retail establishments located separate from a shopping center and engaged in retail sales or services: One (1) space per ~~three~~two hundred (3200) square feet of gross floor area. NOTE:- Shopping centers containing mixed uses (including but not limited to retail, general office, medical/dental office, and non-stand alone restaurants) shall calculate parking at the ~~sum total of all the parking~~

~~spaces required for each individual use rate of 1 space per 300 square feet
e. Office + Restaurant + Retail = Total required parking).~~

~~(2) Convenience store and automobile services: One (1) space per two hundred (200) square feet of gross floor area.~~

~~(3) Automotive wash facilities: One (1) space per two hundred (200) square feet of gross floor area.~~

~~(4) Personal services: One (1) space per two hundred (200) square feet of gross floor area.~~

(ee) Private recreation facilities:

(1) Fitness centers: One (1) space per one hundred (100) square feet of gross floor area.

(2) Driving ranges: One (1) space per tee box

(3) Miniature golf: Two and one-half (2.5) spaces per hole

(4) Golf course: Five (5) spaces per hole

(5) Bowling alleys: One (1) space per two hundred (200) square feet of gross floor area.

(6) Arcades/pool hall: One (1) space per one hundred eighty (180) square feet of gross floor area.

~~(3)~~ (c) Office.

~~(ai)~~ General office. One (1) space per ~~three~~two hundred ~~thirty~~two (250) square feet of gross floor area. ~~NOTE:—The Planning Manager may require more parking for mixed use flex-space and/or multiple tenant office buildings, based upon a finding that the types or mix of uses requires more parking.~~

~~(bii)~~ Medical/dental office. One (1) space per ~~two~~three hundred (300) square feet of gross floor area.

(c) Office/warehouse. Shall be the sum total of one (1) space per ~~two~~three hundred ~~thirty~~two (300) square feet of gross floor area for office portion plus one (1) space per five hundred (500) square feet of gross floor area for warehouse portion. NOTE: A minimum area equal to sixty percent (60%) of the gross floor area of office space shall be used to calculate the parking requirement.

~~(4)~~ (d) Wholesale industrial.

~~(ai)~~ All types. One (1) space per one thousand (1,000) square feet of gross floor area.

~~(5)~~ ~~(e)~~ Institutional.

~~(a)~~ (i) General care.

~~(aa)~~ Child care: One (1) space per classroom, plus one (1) space per five (5) persons rated capacity with proper drop-off facility.

~~(bb)~~ Group home: One (1) space per patient bed.

~~(cc)~~ Hospital: One and one-quarter (1.25) space per patient bed.

~~(b)~~ (ii) Educational.

~~(aa)~~ Pre-school: One (1) space per classroom plus one (1) space per five (5) persons rated capacity with proper drop-off facility.

~~(bb)~~ Elementary/junior high school: One and three-quarter (1.75) space per class room.

~~(cc)~~ High schools: One and one-half (1.5) spaces per classroom plus one quarter of one (.25) space per student.

~~(dd)~~ College/universities: One and one-half (1.5) spaces per classroom, plus one quarter of one (.25) space per student.

~~(c)~~ (iii) Places of public assembly.

~~(aa)~~ Churches: One (1) space per three persons rated seating capacity, plus two (2) spaces per classroom.

~~(bb)~~ Funeral homes: One (1) space per three (3) persons rated seating capacity.

~~(cc)~~ Lodges: One (1) space per three (3) persons rated seating capacity.

~~(dd)~~ Community center/auditorium: One (1) space per three (3) persons rated seating capacity.

(D) HANDICAPPED PARKING SPACES:

~~(1) Each off-street h~~Handicapped parking spaces shall be in an amount required by current Federal Regulations, not less than nine feet (9') wide and nineteen feet (19') long and shall have an

~~adjacent access aisle that shall be not less than five feet (5') wide and nineteen feet (19') long. Each handicapped parking space shall be designed, constructed, and identified in conformance with City standards.~~

~~(2) The number of off street handicapped accessible parking spaces required shall be a portion of the total number of spaces required by Section 11-7-4(B), W.M.C., as follows:~~

TOTAL PARKING SPACES	NUMBER	OF
ACCESSIBLE	IN LOT OR GARAGE	
PARKING SPACES	1 to 100	1 for each
25 or fraction thereof	101 to 200	1 for each
additional 50 or fraction thereof	201 to 300	(or more)
1 for each additional 100 or fraction thereof		

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 23rd day of March, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 13th day of April, 2015.

ATTEST:

City Clerk

Mayor

APPROVED AS TO LEGAL FORM:

BY: _____