



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 23, 2015)
4. Report of City Officials
 - A. City Manager's Report
5. City Council Comments
6. Presentations
 - A. Volunteer Recognition and National Volunteer Week Proclamation
 - B. Community Pride Day Proclamation
 - C. Arbor Day/Earth Day/Tree City USA 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. Benefit Broker Services
 - B. Geothermal Cooling Construction and Piping Insulation
 - C. Fire Station #6 Re-roofing and Skylight Removal
 - D. Intergovernmental Agreement with Front Range Community College re Radio Frequency Identification Project
 - E. Contract for Installation of Radio Frequency Identification at the Westminster Public Library
 - F. 2015 Water Treatment Facility Master Plan
 - G. 2015 Chipseal Contract Renewal
 - H. 2015 Asphalt Pavement Rehabilitation Project
 - I. Light Duty Vehicle Purchase
 - J. Purchase of Dump Trucks with Snow Removal Equipment
 - K. 2015 Meters and Meter Parts Purchase
 - L. 2015 Golf Courses Cumulative Purchases over \$75,000
 - M. Second Reading of Councillor's Bill No. 13 Vacating 68th Avenue ROW North of East Bay Senior Housing
 - N. Second Reading of Councillor's Bill No. 15 Appropriating POST and Grant Funds for LDC Park Land Purchase
 - O. Second Reading of Councillor's Bill No. 16 Authorizing 2014 4th Quarter Budget Supplemental Appropriation
 - P. Second Reading of Councillor's Bill No. 17 Updating Title XI, W.M.C., Off-Street Parking Standards
9. Appointments and Resignations
10. Public Hearings and Other New Business
 - A. Public Hearing and Councillor's Bill No. 18 Updating the Comprehensive Plan
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 23, 2015, AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

CONSIDERATION OF MINUTES

Mayor Pro Tem Briggs moved, seconded by Councillor Baker, to approve the minutes of the regular meeting of March 16, 2015, as presented. The motion carried unanimously.

CITY MANAGER'S REPORT

Mr. Tripp reported there would be no Council meeting on Monday, March 30, the fifth Monday of the month.

Further, he congratulated employees who were about to be recognized by City Council for 20, 25, 30, and 35 years of service to the organization. Celebrations of length of service were enjoyable events for City Council and valued experiences for City employees. The Length of Service luncheon would be held on Wednesday, March 25, where Mr. Tripp and Department Heads would congratulate employees on their accomplishments and thank them for their contributions to the organization's successes.

COUNCIL REPORTS

Councillor De Cambra thanked over 30 volunteers who joined Fire Department personnel to canvass the Fire Station 1 residential neighborhood to install smoke detectors and change batteries to maintain smoke detectors for citizens of the area.

Councillors Seitz invited citizens to volunteer for the City's Annual Spring Clean-up on May 9. Teams of volunteers would spend the morning cleaning winter's trash accumulations from green spaces and parks. Activities would culminate with a noon barbecue in the City Hall Plaza.

Councillor Garcia reported that the Friends of the Libraries' annual book sale was coming up in April with separate sales at both the Irving Street and the College Hill Libraries. Proceeds from the book sales were dedicated to help fund special programs, such as free Computer Classes for residents to learn all the functions of their electronic equipment. Citizens were encouraged to shop the book sales for deals, knowing they were supporting library services.

EMPLOYEE LENGTH OF SERVICE AWARDS

Before calling on members of Council to present Employee Service Awards, Mayor Atchison thanked the employees being recognized for their dedicated service and their families for supporting them in their endeavors. Councillor De Cambra presented a certificate and 20-year service pin to Bill Rendek and thanked him for his contributions to the City. Darren Delimont was unable to attend the meeting but also was celebrating 20 years of service. Councillor Garcia was pleased to present certificates and 30-year service pins to Keith Smith and Dan Strietelmeier. Councillor Pinter presented 35-year service pins and certificates to Sandy Schwab and Tim Burandt. Tony Noce had also achieved this hallmark in his career but was not able to attend. Mayor Atchison reported that while unable to attend this meeting, Bob Belich and Malgorzata Broussalian were celebrating 25 years of service. They would receive their certificates, 25-year service pins, and a \$2,500 check to mark this anniversary.

PROCLAMATIONS

Councillor Seitz announced that April was Child Prevention Awareness Month and presented a proclamation to representatives of the Ralston House. Accepting were Ann DeMers, Board President, Vanessa DeMott, Board Member, and Nancy McNally, Community Volunteer. Ms. DeMott gave members of City Council a blue pinwheel and announced that the pinwheels were sold at \$5 each to support prevention efforts. The goal was to plant pinwheel gardens throughout the community as visible evidence of the community's efforts to work tirelessly to end child abuse.

Mayor Atchison proclaimed April 9 to be Stand Up For Transportation Day and encouraged citizens to contact their federal elected officials to urge support of long-term, multimodal transportation funding for public transportation and aging highway and bridge infrastructure. The Regional Transportation District was organizing an April 9 Unity Parade from Market and 16th Street to the Denver Union Station where a rally would take place after the parade. Residents were urged to participate.

CITIZEN COMMUNICATION

Rodger Bouge, 10905 West 103rd Court, reiterated his request from a few weeks earlier for Council to intercede on his behalf and allow more than three dogs at his residence. The owners of champion English Bulldogs, Mr. and Mrs. Bouge had been contacted by Westminster Animal Management following a complaint received from a competitor at dog shows in which they had entered their bulldogs. Neighbors never complained about their pets and the Animal Management Officer was complimentary about the cleanliness of the home and property when she came to issue a citation. A prosecutor in Municipal Court had suggested ways they might offer to mitigate the issue; but it appeared the only solution was to sell their home of 40 years and move from Westminster. The Bouges were heartsick and consumed with the problem they faced. Their only hope rested with City Council, and Mr. Bouge requested Council's help.

CONSENT AGENDA

The following items were submitted on the consent agenda for Council's consideration: accept the February 2015 Financial Report as presented; 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 and a Police Department request for 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; 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 and 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; and accept the offer of Affiliate Membership in the West-Connect Corridor Coalition and authorize the Mayor to sign the Charter of the group.

Councillor Garcia moved, seconded by Councillor De Cambra, to approve the consent agenda as presented. The motion carried by unanimous vote.

APPOINTMENT OF CITY REPRESENTATIVE TO WEST-CONNECT CORRIDOR COALITION

It was moved by Councillor Pinter and seconded by Councillor Seitz to appoint Councillor Alberto Garcia as the City's representative to the West-Connect Corridor Coalition and City Engineer Dave Downing as the City's alternate representative. The motion carried unanimously.

RESOLUTION NO. 17 MAKING APPOINTMENTS TO FILL VACANCIES ON BOARDS & COMMISSIONS

Upon a motion by Mayor Pro Tem Briggs, seconded by Councillor Baker, the City Council voted unanimously at roll call to 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.

COUNCILLOR'S BILL NO. 16 AUTHORIZING 2014 BUDGET 4TH QTR SUPPLEMENTAL APPROPRIATION

Councillor Garcia moved, seconded by Mayor Pro Tem Briggs, to pass on first reading Councillor's Bill No. 16 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. The motion passed unanimously on roll call vote.

COUNCILLOR'S BILL NO. 17 UPDATING TITLE XI, W.M.C., OFF-STREET PARKING STANDARDS

Mayor Pro Tem Briggs moved, seconded by Councillor Seitz, to pass on first reading Councillor's Bill No. 17 updating off-street parking regulations in Title XI of the Westminster Municipal Code. At roll call, the motion passed with all Council members voting affirmatively.

ADJOURNMENT

There was no further business to come before the City Council, and, hearing no objections, Mayor Atchison adjourned the meeting at 7:44 p.m.

ATTEST:

City Clerk

Mayor



Agenda Item 6 A

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Volunteer Recognition and Proclamation re National Volunteer Week

Prepared By: Marina C. Miller, Volunteer Coordinator
Dee Martin, Human Resources Manager - Workforce

Recommended City Council Action

Mayor Herb Atchison to proclaim April 12 through April 18, 2015, as City of Westminster Volunteer Week in celebration of National Volunteer Week and in recognition of the significant contributions of volunteers to the overall success of the City and the quality of life of Westminster citizens. The Mayor will also recognize 27 Westminster volunteers with over 20 years of service to the City.

Summary Statement

- The Mayor and City Council are being requested to recognize volunteers with 20 years or more of service, the presentation of certificates of appreciation has been scheduled for Monday night's Council meeting.
- The Mayor and City Council are being requested to proclaim April 12 through April 18, 2015, as National Volunteer Week.
- In 2014, the City of Westminster and its citizens benefited from 56,622 volunteer hours, which is the hourly equivalent of over \$1.4 million. Volunteer Westminster places volunteers in a variety of positions citywide such as victim advocates, probation, library services, golf operations, open space, and streets to name a few.
- The purpose of the proposed proclamation is to recognize the over 1000 volunteers who comprise Volunteer Westminster.
- Citizens, who represent volunteers from all City departments, have been invited to attend Monday evening's meeting to accept the proclamation on behalf of Volunteer Westminster.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

None identified

Alternative

None identified

Background Information

The following volunteers have given 20 years or more of service to Westminster and will be recognized by Council with a certificate of appreciation:

Ben Beaty	Boards and Commissions	City Council
John Brann	Boards and Commissions	City Council
Martha Brundage	Boards and Commissions	City Council
Samantha (Sam) Dixon	Boards and Commissions	City Council
Denis DuFresne	Boards and Commissions	City Council
Bill Noonung	Boards and Commissions	City Council
Margaret Rivera	Boards and Commissions	City Council
Myron Trebor	Boards and Commissions	City Council
Pat Wales	Boards and Commissions	City Council
Betty Whorton	Boards and Commissions	City Council
Delores McCall	Courts	City Council
Carl Ruby	Friends of the Library	Parks, Recreation and Libraries
Elizabeth Price	Friends of the Library	Parks, Recreation and Libraries
Linda Cherrington	Historical Society	City Council
Dave Flanders	Historical Society	City Council
Illa Mae Immroth	Historical Society	City Council
Phillis Josey	College Hill Library	Parks, Recreation and Libraries
Nick Ditirro	Legacy Ridge Golf Course	Parks, Recreation and Libraries
Fern Olin	The MAC	Parks, Recreation and Libraries
Bev Marozsan	Open Space	Parks, Recreation and Libraries
Paul Niles	Open Space	Parks, Recreation and Libraries

The following Adopt-A-Street volunteer groups have given 20 years or more of service to the City and will be recognized by Council with a certificate of appreciation:

Ray Bilby	Westminster Optimist Club
John and Linda Brighton	Boy Scout Troop 98
Brandy Bustos	Arapahoe House Aspen Center
Erica Ewald	Standley Lake High School Student Council
Ken Harris	Ken Harris Adopt a Street Group
Richard Mayo	North Hidden Lake Owners Association

Additionally, National Volunteer Week, April 12 through April 18, honors City of Westminster volunteers who tirelessly share their time and talent with the City. The ability of the City of Westminster to provide quality municipal services is in no small part due to the commitment and dedication of the City’s volunteers.

City Council support can challenge and encourage the citizens and businesses to commit to a sustainable volunteer program. National Volunteer Week is about inspiring, recognizing and encouraging citizens to seek ways to engage in their community. It's about meeting society's challenges not as isolated individuals, but as members of a united community.

National Volunteer Week is sponsored by Points of Light. This special week was designated by an executive order of President Richard Nixon in 1974. Every President since has signed a proclamation of support announcing National Volunteer Week as the national week of recognizing volunteerism throughout the United States.

Recognition of the volunteer's contribution to the City addresses Council's Strategic Plan Goals of: Vibrant & Inclusive Neighborhoods; Comprehensive Community Engagement; Beautiful, Desirable, Environmentally Responsible City; Proactive Regional Collaboration; Excellence in City Services; and Ease of Mobility by acknowledging that a volunteer program encourages citizen engagement as an integral element of a thriving community.

The attached Proclamation recognizes the contributions of volunteers and their efforts by proclaiming April 12 through April 18, 2015, National Volunteer Week in the City of Westminster.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment - Proclamation

WHEREAS, the entire community can inspire, equip and mobilize people to take action that changes the world; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations; and

WHEREAS, individuals and communities are at the center of social change, discovering their power to make a difference; and

WHEREAS, during this week all over the nation, service projects will be performed and volunteers recognized for their commitment to service; and

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's social problems; and

WHEREAS, our country's volunteer force of more than 63 million is a great treasure; and

WHEREAS, volunteers are vital to our future as a caring and productive nation.

NOW, THEREFORE, I, Herb Atchison, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff, do hereby proclaim April 12 through 18, 2015, to be

**CITY OF WESTMINSTER
VOLUNTEER WEEK**

and urge my fellow citizens to volunteer, knowing that by volunteering and recognizing those who serve, we can come together to make a difference.

Signed this 13th of April, 2015.

Herb Atchison, Mayor



Agenda Item 6 B

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Community Pride Day Proclamation

Prepared By: Richard Dahl, Park Services Manager
Patti Wright, Open Space Volunteer Coordinator

Recommended City Council Action

Councillor Alberto Garcia is requested to present a proclamation to Open Space Volunteer Coordinator Patti Wright proclaiming May 9, 2015, as Community Pride Day in the City of Westminster. This event supports City Council's goals of Comprehensive Community Engagement and maintaining a Beautiful, Desirable, and Environmentally Responsible City.

Summary Statement

- Community Pride Day began over 25 years ago as part of the Keep America Beautiful campaign.
- For 16 years, the City of Westminster and Hyland Hills Park and Recreation District have partnered for Community Pride Day, the largest annual volunteer trash cleanup in Westminster.
- Community Pride Day activities will include litter pickup in right-of-ways, greenbelts, trails, parks, and open space sites throughout the City and District. This cleanup program fosters residents' commitment to a cleaner community and attracts volunteers from scout troops, homeowners associations, schools, civic organizations, businesses, families, and church groups.
- Research has shown that removing litter and debris encourages and promotes a clean community, long after the cleanup is completed. Visible litter and trash give the impression that no one cares. Human nature is to just toss down more litter. Therefore, the removal of litter can actually decrease the amount of trash that is thrown down along streets and trails and in parks and open space.
- The event will conclude at Westminster City Hall with a barbeque sponsored by the City of Westminster, Hyland Hills Park and Recreation District, and the Westminster Rotary Club, with assistance from the Westminster Youth Advisory Panel. Food, entertainment, music, door prizes, and fire engine rides are featured at the barbeque. The Environmental Advisory Board will be present to encourage and educate residents to reduce, reuse, and recycle.

Expenditure Required: \$3,500

Source of Funds: POST Fund – Open Space Operating Funds

Policy Issue

None identified

Alternative

None identified

Background Information

Community Pride Day was established over 25 years ago in recognition of the Keep America Beautiful anti-litter campaign. This popular volunteer cleanup event has grown from a few hundred volunteers to over 1,200 volunteers last year.

It is estimated that 800-900 bags of trash and many piles of debris were picked up by volunteers in 2014 as part of Community Pride Day. This event fosters a sense of community and ownership, and demonstrates the integrity, responsibility, and commitment for which Westminster and Hyland Hills Park and Recreation District are known.

Volunteers are recruited through email, flyers, Channel 8, banners, newsletters, etc. Interested participants contact Patti Wright in the weeks preceding the event to register. Many of the volunteers return year after year. Groups are assigned to areas that are as convenient as possible and age-appropriate for group members. Individual registrants are included in a group that is assigned as needed the week before the event. This process ensures that volunteers are working throughout the city.

On May 9, 2015, volunteers will begin cleaning up along designated routes at approximately 8 a.m. After completion of their cleanup, volunteers meet at Westminster City Hall to celebrate their hard work with food, entertainment, and prizes. The barbecue's entertainment includes music and games provided by Jackman Brothers Entertainment, Inc. Additional entertainment is provided by dancers from Westminster's Youth Dance Program. The Westminster Fire Department provides rides in the antique fire engine. Hotdogs and hamburgers will be prepared at City Hall, courtesy of the Westminster Rotary Club chefs, along with soda pop, chips, and dessert. Partnership with the Westminster Rotary Club and donations by the City of Westminster, Hyland Hills Park and Recreation District, and area merchants are instrumental in providing a quality event for the volunteers.

Mayor Herb Atchison is requested to read the Community Pride Day proclamation at the barbecue and recognize sponsors for their donations. The Westminster Youth Advisory Panel is also volunteering at the barbecue to help make it a success.

Community Pride Day provides an opportunity to advance the mission statement of Parks, Recreation and Libraries – Together we create exceptional opportunities for a vibrant community with a commitment to nature, wellness and literacy. A vibrant community is one in which residents can look proudly at clean streets, trails, open space and parks. In addition, a commitment to nature includes the health and vitality of our natural areas, which requires the removal of trash and debris. By engaging volunteers in this activity, the power of the event surpasses the one-day cleanup and becomes an ongoing commitment from residents to protect and advocate for their city. The continued popularity of this event demonstrates that many people enjoy the immediate positive impact of cleaning up trash, as well as the feeling of community as they come together as one large group.

The Parks, Recreation and Libraries Needs Assessment (July 2013) reported the following: "Respondents indicated that protecting the natural environment, creating a beautiful community, providing green, natural spaces, trails and paths and opportunities to support wellness were the most

important purposes of parks and recreation.” Community Pride Day provides the opportunity to support these purposes. Cleaning up trash and debris protects the environment and creates a beautiful community. The importance of natural spaces, trails, and paths would be greatly impaired if unsightly and dangerous litter and trash built up. There is even an element of wellness as participants get outside, walk, bend, and reach.

It should be noted that many children participate in Community Pride Day with their families, scouts, schools and churches. This instills values and community involvement in our future residents, voters, and decision makers. The “ready-made” quality of Community Pride Day appeals to the current busy generation. Everything is provided – trash bags, pick up of filled bags, assigned location, and great barbeque. It is a win-win proposition all the way.

Community Pride Day addresses two of City Council’s Strategic Plan Goals: Comprehensive Community Engagement and Beautiful, Desirable and Environmentally Responsible City.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment - Proclamation

WHEREAS, The City of Westminster and Hyland Hills Park and Recreation District have joined together to mobilize citizens to take action in their communities; and

WHEREAS, The goal of Community Pride Day is to bring together youth, government, businesses, families, churches, neighborhoods, and community leaders to help clean up the City and Hyland Hills Park and Recreation District and share pride in our community; and

WHEREAS, Westminster and Hyland Hills Park and Recreation District have organized a cleanup program with sponsors and donations from the community; and

WHEREAS, The caring citizen-volunteers of our communities are ready and willing to do their part to engage in cleanup activities and demonstrate their civic pride and individual responsibility.

NOW, THEREFORE, I, Herb Atchison, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff, do hereby proclaim May 9, 2015,

COMMUNITY PRIDE DAY

in the City of Westminster and call upon all citizens and civic organizations to recognize and support the efforts of the volunteers and citizens who take pride in keeping Westminster and Hyland Hills Park and Recreation District clean places to live.

Signed this 13th day of April, 2015.

Herb Atchison, Mayor



Agenda Item 6 C

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Proclamation re Arbor Day/Earth Day/Tree City USA

Prepared By: John Kasza, City Forester
Nick Butel, Environmental Health and Safety Analyst

Recommended City Council Action

Present a proclamation to City Forester John Kasza and Environmental Health and Safety Analyst Nick Butel proclaiming April 22, 2105, as Earth Day and May 2, 2015, as Arbor Day in the City of Westminster, and accept the Tree City USA Award as presented by Keith Wood, Community Forestry Program Manager with the Colorado State Forest Service.

Summary Statement

- Keith Wood, Community Forestry Program Manager with the Colorado State Forest Service and former Westminster City Forester, will present the Tree City USA award to the Mayor and City Council. This will be the 30th consecutive year that the City has received the Tree City USA Award. The City will also receive the Tree City USA Growth Award for the 15th time; the first time since 2007.
- Councillor Anita Seitz is requested to present the City's Arbor Day and Earth Day proclamation to City Forester John Kasza and Environmental Health and Safety Analyst Nick Butel.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

None identified

Alternative

None identified

Background Information

In 1872, J. Sterling Morton, the editor of Nebraska's first newspaper, proposed a tree-planting holiday to be called Arbor Day. Since that time, Arbor Day celebrations have spread to every state in the nation and to many foreign countries.

The Tree City USA Award is sponsored by the National Arbor Day Foundation and recognizes towns and cities across America that meet the standards of the Tree City USA Program. This program is designed to recognize those communities that effectively manage their public tree resources and to encourage the implementation of community tree management based on four Tree City USA Program elements:

1. A Tree Board or Department (The City's board consists of John Kasza, Rod Larsen, Rich Dahl, and Jason Genck)
2. A community tree ordinance (Title XIII, Chapter 3)
3. A community forestry program with an annual budget of at least \$2/capita
4. An Arbor Day observance and proclamation

The Tree City USA Growth Award is awarded by the National Arbor Day Foundation to recognize higher levels of tree care by participating Tree City USA communities and highlights innovative programs and projects and increased commitment resources for urban forestry.

In 1962, Senator Gaylord Nelson of Wisconsin suggested that, due to rising concern over the state of the environment, one day be set aside in observance of the environment. The first Earth Day was held on April 20, 1970. Earth Day is now celebrated annually on April 22 to raise awareness of and encourage citizen participation in activities that sway the balance of life and the Earth. Each year, a different theme is chosen and for 2015 the theme is "It's our Turn to Lead" so we can stand together and show the world a new direction.

The events scheduled for Arbor Day and Earth Day are as follows:

Arbor Day School Program and Tree Planting: Thursday, April 16, 2015

Park Service Division Staff will present an Arbor Day Program to The Academy 4th grade classes and plant two trees. Winners of the poster contest will be recognized and educational literature will be distributed.

Earth Day Celebration: Wednesday, April 22, 2015

Volunteers from Staples Advantage corporate office will celebrate Earth Day by donating \$1,000 for a Living Legacy tree and five other trees and helping Park Services Division Staff plant eight trees at Oakhurst Park.

Arbor Day Celebration and Planting: Saturday, May 2, 2015

Westminster Open Space Volunteers and Park Services Division Staff will plant 51 trees at the Westminster Urban Renewal Project South Park site along 88th Avenue and the Allen Ditch between Harlan Street and Sheridan Boulevard. The trees will be planted under the 50 remaining large cottonwood trees in this area that will become a major walkway and trail along the City's new downtown. This tree planting is a symbol of revitalization that is underway at the former Westminster Mall site. The City received a \$6,000 grant from the Colorado Tree Coalition and the Xcel Energy Foundation for this project.

Community Pride Day: Saturday, May 9, 2015

Members of the Environmental Advisory Board and Green Team will be on hand to provide information on living green, recycling, household hazardous waste, and storm water protection during Community Pride Day, Westminster's annual volunteer litter clean-up event.

These programs and events support City Council's Strategic Plan goals of Comprehensive Community Engagement and maintaining a Beautiful, Desirable, and Environmentally Responsible City.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment: Proclamation

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day called Arbor Day be set aside for the planting of trees; and

WHEREAS, The holiday called Arbor Day is now observed throughout the nation and the world; and

WHEREAS, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, are a source of joy and spiritual renewal, and provide habitat for wildlife; and

WHEREAS, Trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, Westminster has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree planting ways; and

WHEREAS, in 1970, Senator Gaylord Nelson of Wisconsin, suggested in a speech that a one-day demonstration be held to show concern for the environment. April 22, 1970, was designated the original Earth Day. Denis Hayes, then a Harvard Law School student, left school to organize the event, which involved thousands of schools, universities, and environmental groups as well as members of Congress and officials and activists throughout the U.S.; and

WHEREAS, The holiday called Earth Day is now observed throughout the nation and world; and

WHEREAS, the year 2015 Earth Day theme is “It’s our turn to Lead.”

NOW, THEREFORE, I, Herb Atchison, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff, do hereby proclaim Wednesday, April 22, 2015,

EARTH DAY

and Saturday, May 2, 2015,

ARBOR DAY

in the City of Westminster, and urge all citizens to support efforts to protect our trees, to support our City's urban forestry program, to plant trees to gladden the hearts and promote the wellbeing of present and future generations, and further to become aware of water quality impacts.

Signed this 13th day of April, 2015.

Herb Atchison, Mayor



Agenda Item 8 A

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Benefit Broker Services

Prepared By: Debbie Mitchell, General Services Director
Lisa Chrisman, Human Resources Manager - Benefits

Recommended City Council Action

Find that the public interest would be best served by authorizing the City Manager to execute a three year contract with Hays Companies of Denver for benefit broker services in the amount of \$90,000 per year for three years, with the option to renew for two additional years.

Summary Statement

The City contracts for benefit broker services to provide consultation and advice on establishment of analysis, cost savings measures, and assistance in administering all components of employee benefits. This includes employee Medical/Dental, Term Life/AD&D, Group Survivor benefits and Long Term Disability Insurance. In selecting a benefits consulting firm, City objectives included choosing a firm that will:

- Meet the needs of the City at a competitive cost;
- Provide a proactive partnering approach to benefit package formation with the final goal of maintaining a comprehensive and fiscally responsible, market driven benefit package;
- Provide proactive and responsive services that encourage communication and prompt action on projects;
- Remain well-informed on trends, legislation and cost containment strategies and provide advice and analysis on benefits, including advising on the Affordable Care Act regulations; and
- Advise the City on long-term and sustainable strategies for benefits formation, including wellness programs and an on-site employee clinic.

Based on the Request for Proposal (RFP) process, Staff believes Hays Companies of Denver is the best qualified firm to meet the current needs of the City for employee benefit consulting services. The City has a five year history with Hays, and has established a solid partnership with them. Hays Companies understands the City’s benefits and culture, and has a tremendous amount of expertise in the industry with an innovative, client-focused approach. Their records management/claims tracking and analysis is comprehensive and focused on wellness and on-site employee clinics, more so than what other respondents had to offer. Contracting with Hays will continue to move the City forward with effectively managing benefit costs.

Adequate funds have been budgeted and are available for this expense.

Expenditure Required: \$90,000 annually

Source of Funds: Medical and Dental Fund

Policy Issue

Should City Council continue to contract for benefit broker services and select Hays Companies of Denver to provide these services?

Alternatives

1. Council could choose not to authorize a contract with Hayes Companies of Denver and direct staff to further analyze other bids from the Request for Proposal process.
2. Discontinue contracting with a benefit broker consultant.

Hays Companies of Denver provides exceptional employee benefit consulting services and can build off of the efforts already in place to help the City continue towards the objective of maintaining a sustainable, cost effective and competitive benefit package to City employees. Therefore, Staff does not recommend any of the above listed alternatives.

Background Information

A Request for Proposal was issued for a benefit broker for the City of Westminster. Proposals were distributed to 8 brokers who had in the past expressed interest in doing business with the City, or were known to have provided the same kind of service for other companies and municipalities in the Denver metropolitan area. The RFP was also made available through DemandStar and through the City's website.

Four companies submitted proposals to act as broker and employee benefit consultant for the City. Those companies and their proposals were:

- **Hays Companies of Denver** **Fee Structure** - \$90,000 (includes all scope of services, including every other year GASB valuation); rate guarantee for 3 years. No increase from previous 5 year contract.
Commission Structure - n/a
- **HUB International** **Fee Structure** - \$90,000 (most services are included in price. Some additional charges may apply.)
Commission Structure - n/a
- **Mesirow Financial** **Fee Structure**- \$78,000 (not all scope of services included in price; additional fees on a project basis.) Rate guarantee for 3 years.
Commission Structure - n/a
- **The Segal Company** **Fee Structure**- \$75,000 (not all scope of services included in price; additional fees on a project basis. Additional \$25,000 for every other year GASB valuation.)
Commission Structure- n/a

The proposals received from Hays Companies of Denver, HUB International, Mesirow Financial and The Segal Company all included a proposal to provide the scope of services that were outlined in the RFP.

The criteria that had previously been identified for selection of the benefits broker were as follows:

1. Experience of the firm and its staff with providing benefits consulting services to include:
 - Prior years of experience with similar sized organizations and with similar benefits
 - Prior years of experience with governmental entities as clients
 - Experience with self-funded and fully insured medical and dental plans
 - Experience working with cafeteria-style benefit programs, including Sections 125 and 129 flexible spending plan arrangements
 - Experience in evaluating benefit program designs and in making recommendations for program improvements and/or restructuring
 - Experience with actuarial/underwriting services for self-insured plans
2. Qualifications of staff to be assigned to the City
3. The ability to provide the requested services
4. Fees and compensations
5. The value of service suggestions or other new ideas and enhancements
6. Quality and conciseness of proposal
7. Integration of wellness program benefits and in particular, expertise in on-site employee clinic operations and the impact to a healthcare plan

Per the RFP, the scope of services requested by the City included:

Description 1: Initial/Annual Strategic Planning

- Assess and identify benefit philosophy, risk profile, priorities
- Reaffirm plans for short/long term benefit goals
- Discuss new or alternative products and/or funding approaches
- Provide benefit and plan design analysis with recommendations
- Discuss budget timeline and implementation of any resulting actions

Description 2: Communication and Education

- Assist with employee benefit communication strategies
- Develop communication tools outlining plan design changes, task force results summaries
- Attend employee meetings as requested
- Assist with written information pieces as needed and legal compliance communication
- Assist with Open Enrollment information and communication to employees
- Educate and inform Human Resources staff / City Management on important industry trends, products, legislation and cost containment strategies
- Conduct educational seminars for Human Resources on topics such as COBRA, HIPAA, ACA, etc.
- Assist with communication strategy and implementation when a change in provider(s) occurs
- Educate and inform Benefits staff on ACA guidelines, development, deadlines, etc.

Description 3: 1st year, Renewal Analysis, Reporting

- Submit underwriting analysis of insured plan's carrier renewal/projections for self-funded plans
- Review performance of carriers
- Investigate alternative benefit options
- If client is interested in the viability of changing carriers - Prepare RFP(s) for both current and alternative plan designs and submit thorough analysis of responses including, but not limited to, cost, quality of services, assessment of services offered, background and references and long term implications with recommendations
- Negotiate terms of new contract(s)
- Assist with implementation of any new carrier(s)
- Assist with analysis and reports related to on-site clinics and wellness program management/efforts

Description 4: Renewal and Contract Negotiations

- For all plans, work with providers in assisting the City with service negotiations, favorable rates and contracting
- Compare documents to RFP's and SPD's for accuracy and legislative compliance
- Review and, as needed, consolidate and/or write Plan Documents, SPDs
- Request and edit amendments

Description 5: Legal Requirements

- Keep the City informed on new applicable legislation as it occurs
- Provide interpretation and resources, notification of significant case law, bulletins, assistance with implementation of required changes
- Provide assistance with form changes and mandated employee information and messages

Description 6: Benefit Plan Financial Information and Management

- Review and analyze carrier reports, submit and discuss reports with the City
- Determine the type and scope of reports needed to keep the City fully informed as to current and projected status of plans and the frequency of the reports
- Analyze benefits, risks and strategies of offering a fully-insured and self-insured option

Description 7: Actuarial/Underwriting Services for Self Insured Plans

- Provide annual analysis of adequacy of rates and rate calculations
- Provide analysis and discussion of funding alternatives
- Provide projections of impact on rates of plan revisions
- Provide projections of claims for subsequent years
- Complete a GASB 45 actuarial study on a two-year basis
- Provide periodic (frequency decided by the City and consultant as appropriate for each plan) claim reports with analysis of utilization and trends with frequency decided

Description 8: Benefit Cost Containment Strategies

- On-going analysis of benefit structure and options
- Provide cost containment ideas and strategies based on a Denver-metro market trend analysis and with special emphasis placed on public sector data
- Provide analysis of strategies
- Provide guidance regarding a comprehensive wellness program and wellness initiatives
- Provide analysis of wellness outcomes and on-site clinic initiatives
- Integrate data from self-funded plan and on-site clinic to help with the analysis of return on investment
- Offer suggestions and ideas on any new programs or cost containment strategies
- Provide implementation assistance as needed

Description 9: Eligibility Audit(s)

- Conduct periodic audit(s) as deemed appropriate by the City and consultant for healthcare eligibility and/or compliance with laws and regulations

Description 10: Ongoing City Benefit Administration Assistance

- Assist with claims administration by providing a comprehensive, objective review of received and processed claims to determine whether the claims are adjudicated according to contractual performance standards, appropriate benefits, and industry standards
- Provide responsive attention as needed to address claim issues providing research with carriers and adjudication of specific claims as requested by client
- Provide liaison services between the City and other benefits contractors/vendors and providers including coordination of reporting and assistance resolving problems and concerns

Description 11: Retiree Healthcare Program Actuarial Valuation and Strategies

- Complete a GASB 45 actuarial study on a two-year basis
- Provide analysis on annual required contribution
- Provide annual OPEB cost analysis and financial disclosure information

Description 12: Additional Requests for Other Services

- The City reserves the right under the terms of this RFP to request services or project support unrelated to this defined set of consulting services. The scope of these services and related costs will be agreed to prior to the consultant performing any work.

After extensive analysis of the proposals submitted by the four qualified firms in the RFP process, including a detailed analysis and interviews, Staff recommends to continue contracting benefits broker services with Hays Companies of Denver. The City has established a solid and very effective partnership with Hays Companies, and their efforts have helped the City develop a strategic and long term approach to benefits management. Several City / Hays Companies of Denver accomplishments over the past five years include:

- Introduced a Health Plan Intelligence data analytic tool in 2010 that allowed comprehensive reporting and trend analysis;
- A 10% decrease to Cigna Stop Loss premium in 2011;
- A 36% decrease to Cigna Administrative fees in 2011;
- Prescription audit and negotiation with Cigna PBM pricing terms with a result in actual savings of approximately \$125,000 in total spend (2011 versus 2010);
- A savings of approximately \$378,000 in total spend in our self-funded medical plan for 2011;
- Negotiated a 43% decrease in cost to move Life & Disability Plans to Cigna, with a projected savings of approximately \$451,600 for 2012;
- Employee on-site clinic analysis and integration of wellness program efforts. This included significant support and assistance that started with a feasibility study through the approval and implementation phase;
- Integration of clinic data with Cigna claims and wellness program data to allow for comprehensive analysis and decision making;
- The addition of Compass Professional Health Services, a program that provides customized assistance to help employees navigate the complex health care system; and
- A savings of approximately \$161,800 in total spend in our self-funded medical plan for 2014. This decrease includes all clinic expenses.

Furthermore, the City's 4 year trend average in the Cigna, self-insured plan is currently at 3.2%, which is extremely low and includes all clinic expenses for 2013 and 2014. The City believes this is due to our partnership with Hays Companies, along with a strategic, long term approach at cost containment management. Their innovative approach to healthcare planning, cost effective fee structure, quality team with diversified skills, superior analysis tools, long term strategic approach, and familiarity with the City is the best choice for the organization.

Staff has full confidence that the work performed by Hays Companies of Denver is of superior quality at a competitive cost. Contracting with Hays Companies of Denver will continue to allow the City to recruit and retain quality staff, and supports Council's Strategic Plan Goal of "Excellence in City Services."

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: City Hall Geothermal Cooling Loop Construction Contract

Prepared By: Tom Ochtera, Energy and Facilities CIP Coordinator
Mark Ruse, Facility CIP and Operations Manager

Recommended City Council Action

Based on the recommendation of the City Manager, find that the public interest will best be served by authorizing the City Manager to execute contracts with Can-America Drilling, Inc. in the amount of \$446,013.84 and with Major Heating and Air Conditioning Inc. in the amount of \$223,935.17 for construction of the City Hall geothermal ground-source heating and cooling system. In addition, a 10% contingency is requested in the amount of \$66,994.90, bringing the total project value to \$736,943.90

Summary Statement

- The existing cooling system at City Hall is coupled to the City’s domestic water distribution system. This no longer meets building codes and will need to be converted to a new cooling and heating system prior to repair work on the domestic water system.
- On February 2, 2015, Staff released a Request for Proposals for the construction of the wellfield system and retrofit of the building’s boiler room for a complete and functional system. Six contractors with experience in commercial geothermal systems were invited to participate. Of those six, three firms attended the mandatory pre-bid walk through. The bid was extended by two weeks at the request of one of the three firms to increase the likelihood of multiple competitive bids.
- On March 11, 2015, only one bid from Can-America Drilling, Inc. was received, and it was not complete. The limited number of bids is partially a result of the specialization of this type of work, the current work load of Contractors, and the City’s bidding, insurance, and bonding requirements. Staff negotiated with this single bidder to garner a complete bid.
- Because of the insurance and bonding requirements, and in the best interest of the City, two contracts will be awarded for one complete project. One contract is with Can-America Drilling, Inc. in the amount of \$446,013.84 for the construction of the geothermal wellfield (outside work). The other contract will be with Major Heating and Air Conditioning Inc. in the amount of \$223,935.17 for the mechanical boiler room (inside) portion of the work.

Expenditure Required: \$736,943.90

Source of Funds: General Capital Improvement Fund – City Hall HVAC Cooling Loop Replacement (\$250,000.00)
General Capital Improvement Fund - Building Operations and Maintenance Major Maintenance Project (\$420,000.00)
Facility & Infrastructure Stewardship Fund (\$66,943.90)

Policy Issue

Should City Council authorize the construction of the City Hall ground-source heating and cooling system to Can-America Drilling and Major Heating and Air Conditioning Inc.?

Alternatives

1. Council could chose to not authorize the project. This is not recommended because the City Hall cooling system no longer meets minimum building code requirements. The existing cooling system is no longer grandfathered-in due to the work on the Northridge Tank Project. Once this portion of the water distribution system is upgraded in part, the whole system needs to be brought up to code.
2. Council could also not authorize two contracts for the completion of this project. This is also not recommended as neither contractor has the ability to bond the entire project and would open the City to some liability in the case of contractor default.

Background Information

The City of Westminster retained Beaudin Ganze Consulting Engineers (BGCE) in early 2012 to review the condenser water loop system at the City Hall building. BGCE determined that the current installation was not code compliant and proposed three alternatives to modify the existing system:

- Alternate #1 - Replace existing configuration with a closed circuit cooling tower;
- Alternate #2 - Replace existing system with a chiller to condition a modified condenser water loop; or
- Alternate #3 - Replace existing system with a geothermal well field tied directly to the heat pump condenser water loop.

These alternatives were presented in the context of a Life Cycle Cost Analysis (LCCA) that considered capital investment, operational cost and maintenance cost over a 20 year life. Another factor considered was the life expectancy (LE) of the systems, alternates #1 and #2 have a 20-year LE, while option #3 has a LE of 70 years. When compared to the LE of alternative #3, alternatives #1 and #2 would have to be replaced two times during this same period of time. The LCCA only considered outside construction costs (Opinion of Probable Construction Cost NPV), as the inside construction work required for the project would be equal for all systems analyzed. The goal of this analysis was to identify the system that will provide the best value to the City and not simply the least first-cost. Costs outlined in the table below are from the 2012 LCCA and do not reflect inflationary increases from the time the analysis was conducted to present day.

	Total NPV (\$)	Opinion of Probable Construction Cost NPV (\$)	Operating and Maintenance NPV (\$)	Salvage Value (\$)
Alternative 1	\$304,700	\$71,500	\$233,200	\$0
Alternative 2	\$789,850	\$138,000	\$651,850	\$0
Alternative 3	\$320,000	\$383,400	\$6,600	(\$70,000)

The results of this lifecycle cost analysis feasibility study completed by BGCE in October, 2012 revealed that the lowest Net Present Value was the cooling tower alternative (#1), however the geothermal option (#3) was within range to also be considered as a viable alternative or equal to alternative #1. Attractive features of the geothermal alternative such as no water use and less maintenance presented a strong case for further investigation. Since site conditions can greatly affect the viability of geothermal systems, BGCE recommended a test well. The test resulted in favorable conditions for implementation of a geothermal well field. BGCE recommended pursuing the geothermal installation and associated modifications to the cooling system at City Hall. On February 10, 2014 City Council approved the selection of BGCE for the design and contract administration of the geothermal system. During design, a

detailed analysis of the cooling and heating needs of the 75,000 square foot City Hall was completed. The results of this analysis determined the exact size and depth of the well system sized for City Hall's specific cooling and heating needs.

This project is unique in that it is a retrofit to an existing building. Geothermal systems are typically installed during new construction when there is a general contractor responsible for the entire building and well field system. If that were the case for the City Hall project, it would be typical to award a single contract for the entire project and require a single performance bond which protects the City in the event of contractor default. Because there is no general contractor on this project, an alternative approach was required.

To be eligible for a performance bond, a company must be able to demonstrate direct experience in the work covered in that bond. A project like this can be divided into two parts: outside drilling work and inside mechanical work. Due to the unique and distinct nature of each portion of this work, a single bond covering the whole project was not possible for the contractors. This is part of the reason for the low number of bids received. After discussion with Staff, it was determined that it would be in the best interest of the City to award two contracts, each with their own performance bond. This approach results in adequate coverage for the City. As there is no general contractor on the project, Staff plans to oversee and coordinate work between the two contractors. If overall workload with other projects or specific challenges present concerns with this coordination, Staff will pursue the hiring of an owner's representative to ensure effective and seamless project coordination.

The project team will work with the Communication and Outreach Division to ensure both internal and external communication is thorough throughout the project. In addition, two signs will be placed on-location, the project will have a page on the City's website (cityofwestminster.us/CityHallImprovements) with continuous updates, similar to what is done for other construction projects in the City. External communication efforts will include messaging on the City's website, in City Edition, on Access Westminster, in The Weekly e-newsletter, as well as on the City's social media channels. Additionally, a slide on Channel 8 will direct viewers to the City's website for information. Internal communication efforts will include regular updates sent to employees via the weekly Tuesday Tidbits email, as well as a regular presence on COWnet, the employee intranet.

The selection and award of Can-America Drilling, Inc. and Major Geothermal, Inc. for the construction of the City Hall Geothermal Cooling Loop supports Council's Strategic Plan Goals of "Excellence in City Services and "Beautiful, Desirable, and Environmentally Responsible City" by providing well maintained and energy efficient City facilities and infrastructure.

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Item 8 C

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Fire Station #6 Reroofing and Skylight Removal Contract

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

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder ASR Companies, Inc., in the amount of \$163,905.54 for the roof replacement, skylight replacement, and soffit repair at Fire Station #6. And authorize a construction contingency of 10% in the amount of \$16,390.55 for a total expenditure of \$180,297.

Summary Statement

- The roof and skylight of Fire Station #6 has minor leaks in several places causing damage to the exterior masonry and eaves. This contract is for the reroofing of the main building and the removal of the long skylight at the entrance of the building, to be replaced with a typical roof.
- The project was competitively bid and the low bidder, ASR Companies Inc., has been selected to be the contractor for this project.

Expenditure Required: \$180,297

Source of Funds: General Capital Improvement Fund - Building Operations and Maintenance Major Maintenance Project

Policy Issue

Should City Council authorize the roof replacement and skylight removal at the Fire Station #6?

Alternative

City Council could direct Staff to continue making repairs to the existing roof and eaves at Fire Station #6. Staff does not recommend this approach because the skylight portion of the roof is past the end of its useful life. In addition, the main roof leaks, and other leaks in the entrance are causing damage to the eaves and masonry walls and will shorten the useful life of the structure. There is also the potential of additional damages to insulation under the roof, affecting building energy performance.

Background Information

Since 2013, the large skylight at the front entrance of Fire Station #6 has been experiencing a number of leaking conditions and damage to the split-face block masonry. At the same time, water damage along the entire exterior main roof eaves was also occurring. Finally, inside the Fire Station, minor leaks have been observed for some time.

Beginning in 2013, Staff hired SBSA Inc. engineering consultants to investigate all these issues. After some investigation, it was determined that the skylight entryway was at the end of its life and replacing the skylight with a new roof structure would be the longest lasting solution. That investigation also concluded that the original standing seam roof on the main part of the building had not been installed properly and over the years, water was able to get underneath the roof and damage the eaves. A solution was designed for these existing conditions that included reroofing the main building and repairing the eaves.

Staff bid this project two times. The first time, November 3, 2014, a Request For Proposals was sent to six contractors proposed on the project. Two contractors responded, but both bids came in much higher than the approved budget for this project. The second time, January 21, 2015, three contractors were invited and the project was placed on DemandStar, a national on-line procurement clearinghouse, to increase the list of potential bidders. This time, proposing contractors were encouraged to suggest Value Engineering (VE) ideas to reduce the cost of the overall project. Again two contractors responded according to the bid tab below:

Company Name	Base bid and alternates	(minus) Value Engineering	Total bid
ASR	\$199,855.30	\$35,949.76	\$163,905.54
Roofmasters	\$190,550.00	\$ 2,000.00	\$188,550.00

The original Budget estimate for this project was \$150,000 and the lowest bidder without the VE was over \$190,000. The Value Engineering suggestions yielded almost \$36,000 in project savings. These suggestions included a different roof truss system where the skylight was located, a change in the light fixture type, and reduced insulation on the main roof. The removal of the roof insulation, in this case, is not expected to reduce the energy efficiency of the building, because of the roofing system itself. Nonetheless, the total project cost of \$163,905.54 is \$13,905.54 more than the budget. Staff has appropriated additional funds from the same Major Maintenance fund to cover this difference.

SUBJECT: Fire Station #6 Reroofing and Skylight Removal Contract

Page 3

By bidding the project twice and accepting Value Engineered suggestions from the low-bid contractor, Staff believes they have completed adequate due diligence to insure every savings opportunity was utilized for the best value of this project. This project supports Council's Strategic Plan Goal of "Excellence in City Services."

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Item 8 D - E

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Radio Frequency Identification (RFID) Project at the Library

Prepared By: Veronica Smith, Library Automation Coordinator
Kate Skarbek, Library Services Manager

Recommended City Council Action

1. Authorize the City Manager to enter into an IGA partnership with Front Range Community College (FRCC) to share costs for the project.
2. Based on the recommendation of the City Manager, City Council finds that the public interest would best be served entering a contract with Tech-Logic for the installation and ongoing maintenance of Radio Frequency Identification at the Westminster Public Library.

Summary Statement

- Library operations are dependent upon streamlined material handling and inventory control of the 230,405 items in the collections. Converting the Westminster Public Library to Radio Frequency Identification (RFID) presents advantages over the current barcode application, including anti-theft tags for better security and tracking of multiple items at one time, resulting in faster check-out for library patrons and a reduction in repetitive motion for staff.
- As such, the library sought a single firm to provide a system that includes RFID equipment, installation, computer hardware, software, RFID tags, training, documentation, and ongoing support and maintenance by issuing an RFP in March 2014.
- The proposals solicited to convert the library to an RFID working environment included our library partner, Front Range Community College (FRCC), for RFID at College Hill Library.
- The RFID Capital Improvement Project (CIP) was funded by City Council as part of the Adopted 2015/2016 Budget. FRCC received approval for their portion of the project in late November 2014.
- Through an IGA between the City and FRCC, FRCC will pay \$59,182.37 for their share of RFID project costs and maintenance.

Expenditure Required: \$346,526.73

Source of Funds: General Capital Improvement Fund (\$110,503.36 in 2015, \$198,000 in 2016); Front Range Community College (\$38,023.37 in 2015 as a direct payment to Tech-Logic)

Policy Issues

- Should the City enter into a contract with Tech-Logic for the purchase, installation, annual software maintenance and support of the equipment and software for the RFID project?
- Should the City enter into an Inter-Governmental Agreement (IGA) with FRCC for the RFID project?

Alternatives

1. Do not approve the contract for RFID. Staff does not recommend this option as there are numerous benefits to implementing an RFID system for both the City and the college. These benefits include: productivity gains through reduction in key labor-intensive workflow processes; enhanced customer service; reduced material losses; reduced incidents of staff repetitive motion injuries; and improved inventory accuracy.
2. Do not approve the IGA with FRCC. Staff does not recommend this option as the library will not be able to implement the project at College Hill Library unless both collections housed in this facility are converted to RFID. FRCC has funds to pay the cost to convert their collection and will cover associated on-going maintenance costs for their collection.

Background Information

Westminster Public Library consists of the College Hill Library and the Irving Street Library. In 2014, the Library circulated 980,733 items to its 110,453 patrons. Its partner, Front Range Community College Library, circulated 26,304 items to its 17,831 patrons in 2014. The circulating library collections include a wide variety of materials, such as books, DVDs, audiobooks on CD, Playaway MP3 players, music CDs, book club bags, magazines, and other devices such as bike locks and Watts meters. At the end of 2014, the City collection totaled 230,405 items and the college's collection totaled 48,336 items.

This project will make it easier for patrons to check out materials, faster for staff members to return them back into circulation, and streamline inventory processes for better tracking of materials. All of this helps support the Parks, Recreation and Libraries mission of "Providing opportunities for a vibrant community through a commitment to nature, wellness and literacy."

In 2002, the library entered into an IGA with FRCC for a shared integrated library system (ILS) called Horizon from SirsiDynix. Horizon is used for acquiring, cataloging and circulating materials, maintaining patron records, notifying patrons of holds and overdues, providing remote access to the library's databases and the ebook collection, and more.

Radio Frequency Identification – or RFID – is a method of identifying or detecting data stored on a microchip with an antenna. RFID consists of three components: RFID tag, RFID antenna, and RFID reader. The antenna is for amplifying transmission to and from a reader via radio frequency technology. The reader receives the data from the RFID tag and sends a raw data stream to a computer and is interpreted by the software that identifies the library item to which the tag is attached.

Conversion to an RFID working environment that integrates with the existing ILS has many benefits:

- For patrons, the benefits include faster check-in and check-out since RFID allows them the ability to check out a book within seconds either by themselves or with assistance from staff. Under ideal circumstances, check-out with RFID can be up to ten to fifteen times faster than conventional check-out, depending on the speed of the integrated library system.
- For the collection itself, the benefits include improved security of materials and a more up-to-date collection, which is in line with patron needs due to a more efficient inventory system.
- For staff, the benefits include improved ergonomics due to a reduction in materials handling, faster check-in and check-out, and faster inventory of collection.

In February of 2014, City and FRCC staff served together on a committee to seek a vendor for the RFID project. An RFP was released in March of 2014 requesting bids from vendors who could provide all of the necessary information on hardware, software, installation, training, and on-going maintenance associated with the purchase of a complete RFID system. A joint committee reviewed the proposals from the four vendors who bid on the project. The review included an analysis of which vendors offered to implement the entire project as a whole in the most cost effective manner while meeting both the City and college library's needs. During the review, the committee found that one vendor could not provide a complete RFID system as they were missing the Automated Materials Handling system and did not provide any ongoing maintenance costs, so they were disqualified as a result (Library Automation Technologies, also known as LAT). The remaining three vendors were fairly close with total pricing as follows:

Company	Original Bid
Bibliotheca	\$365,740
Tech-Logic	\$354,099.40
3M	\$340,145

Tech-Logic pricing was in the middle of the high and low bids at \$354,099.40. Staff recommends utilizing Tech-Logic based on the following reasons (pursuant to W.M.C. 15-1-5 (E)):

- Tech-Logic's skill, ability and capacity to performs the services and furnish the materials, equipment and supplies required;
- Tech-Logic's ability to perform the services and furnish the materials, equipment and supplies promptly without delay;
- Tech-Logic's experience with implementation and ongoing support for this software and equipment; and
- Tech-Logic's ability to provide future maintenance and service.

Through the contract negotiation process, the Tech-Logic pricing was reduced to \$346,526.73.

After reviewing the proposals, the field was narrowed to two vendors who were asked to provide a demonstration of their products. From the demonstrations, the committee chose Tech-Logic as the vendor that could best provide the full scope of services needed for this project. They have solid local and regional references and can provide local technical support. While Tech-Logic was not the lowest bid on the RFP, they provide many unique features that other vendors did not provide, such as combination self-checkout stations, ergonomically designed wireless inventory wands, and direct check-in to the Horizon ILS.

The Library anticipates a three-phase project, which includes the installation of Patron Self-Checkout systems, a Radio Frequency Identification (RFID) system, new security gates, and an Automated Materials Handling (AMH) system. All parts of the RFID project must be optimized for use in a library environment and be efficient in their design, and expandable.

Phase I will include the purchase of self-checkout equipment to replace the current equipment that is outdated and out of warranty. In Phase II, all library materials will be converted to RFID, which involves the application of RFID tags and the installation of programming stations in order to convert current and new items in the collection. Phase II will also include the installation of new security gates. The security gates at both library facilities are more than ten years old and are out of warranty.

For phase I and II of the project, Westminster Public Library will partner with Front Range Community College at the shared Westminster campus library known as the College Hill Library and are due to begin in 2015. Staff recommends that the City of Westminster enter into an IGA with FRCC for the City to manage Phase I and II of the RFID project on behalf of FRCC. FRCC will pay for their own equipment and supplies and City staff will manage the project as a whole and provide library support for FRCC staff

during the conversion of materials and installation of equipment. Ongoing maintenance will be paid for by each institution for its own equipment and supplies. Staff recommends this arrangement since the City also plans to implement this technology at the Irving Street Library and having one contract with one primary point of contact will help streamline project implementation and ongoing coordination.

Phase III of the project is the installation of the Automated Materials Handling systems. This phase will only involve the College Hill and Irving Street Libraries since the FRCC Library does not circulate enough items to justify the cost of this system. Installation of the Automated Materials Handling (AMH) system is scheduled for 2016. While the contract includes pricing information for the purchase of the AMH system at each library facility, full implementation may require additional funding currently not included in this project for construction changes necessary for installation. In addition, the library will wait for the results of the Library Master Plan to be completed in 2015 in order to determine the necessity of the AMH systems at each library facility. The recommended contract is within budgeted funds available within the PRL Libraries capital projects (all of the RFID budget plus approximately \$26,000 from the Libraries Repair and Maintenance project).

City Council authorization is requested for the full project cost of \$308,503.36 (City share). Monies for this project were appropriated in the General Capital Improvement Fund (\$110,503.36 in 2015, \$198,000 in 2016); since City Council officially adopted the 2015 and 2016 budgets last year, City Council is requested to obligate these funds as proposed. The funds in 2016 will not be paid out until after January 1st since those funds are not available until that time.

Maintenance costs for year one are included in the purchase price of the project. Ongoing maintenance costs beyond year one average \$13,980 for the self-checkout equipment, security gates, and staff workstations. Maintenance costs for Automated Materials Handling systems begin at \$7,900 per year and are capped at a 3% increase each year.

Phases I and II of the project must be implemented at College Hill Library prior to the end of FRCC's fiscal year, which is June 30, 2015, or the FRCC funding for the project (\$38, 023.37) will expire. Tech-Logic is aware of this and the contract is structured accordingly.

As part of the authorization to contract this project with Tech-Logic, Staff is requesting that City Council authorize the City Manager to execute an IGA to formally establish the partnership with Front Range Community College (FRCC) to share costs for the project at Front Range Library. This establishes the cost sharing for the implementation and ongoing maintenance costs for this system.

This project supports the City Council Strategic Plan goals of Proactive Regional Collaboration by leading the region in a culture of innovation that exceeds expectations in all city services and providing Proactive Regional Collaboration by engaging with our partners to advance the common interests of the region.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment: IGA with FRCC with Attachments A and B

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between the City of Westminster, Colorado, a Colorado home-rule municipality (hereinafter referred to as "City"), and the STATE OF COLORADO, Department of Higher Education, by the State Board for Community Colleges and Occupational Education, for the use and benefit of Front Range Community College (hereinafter referred to as "College".)

WHEREAS, City and College have entered into an agreement dated October 16, 1995 (Contract #960039) to jointly build and operate a Joint Library and Media Center on the College's Westminster Campus; and

WHEREAS, City and College desire to provide access to all bibliographic, holdings, and patron information to the patrons and staff of both agencies' libraries through an integrated library automation system; and

WHEREAS, City and College agree that the most economical, efficient, and effective means to provide such access is through the implementation of a Radio Frequency Identification system ("RFID" or "System") to streamline the handling of library materials.

WHEREAS, the parties are authorized to enter intergovernmental agreements to provide any function, service or facility as provided in Section 29-1-203, C.R.S.

NOW, THEREFORE, in consideration of the above premises, the mutual promises contained herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the City and College agree as follows:

1. Agreement

1.1 The City and College agree to provide access to all bibliographic, holdings, and other relevant media to patrons of the College Hill Library through the use of an RFID System including patron self-checkout and RFID tag inventory-control features.

1.2 The City has solicited competitive bids and has selected the awarded vendor for procurement of the System as set forth in Attachment "A". The City shall engage the services of the awarded vendor by execution of a separate Agreement to Furnish Services.

1.3 The City and College shall each contribute toward the costs of the System on a pro rata basis, according to the size of their respective library collections for RFID tags. The City and College will each purchase their own RFID equipment including costs for self-checkout machines and associated equipment, software, and security gates as set forth in Attachment "B". The awarded vendor shall invoice the City and the College separately for their respective System costs. In full consideration for the College's share of the System provided by the awarded vendor, the College shall pay a total sum not to exceed Fifty-Nine Thousand Nine Hundred Eighty-Two Dollars and Thirty-Seven Cents (\$59,982.37). Ongoing maintenance costs shall be borne by each agency dependent upon the hardware and software purchased.

1.4 The City shall be responsible for managing the System installation directly with the awarded vendor. A designated representative from the City shall coordinate with the College on System timetables, delivery, installation, training and glitch-resolution topics.

1.5 Any future System enhancements shall be by mutual agreement between the City and the College. The costs for such enhancements shall be agreed upon at that time.

2. Term

2.1. The effective date of this Agreement is the date when the Controller of the State of Colorado or his designee signs it, as shown on page 5 and shall end five (5) years from such date ("Initial Term"). Upon expiration of the Initial Term, both parties will negotiate in good faith for the continuation of this Agreement if both parties deem the arrangement contained herein in their respective best interest and can agree on mutually satisfactory terms.

2.2. During the Initial Term of this Agreement, in the event either party elects to exercise its option to terminate the Joint Library and Media Center Agreement dated October 16, 1995 (Contract #960039), this Agreement shall immediately terminate and no financial obligation shall accrue to either party from the date of such termination.

2.3. Any financial obligations of the City or the College payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

3. Notice

3.1. Whenever a notice is either required or permitted to be given, it shall be given in writing and delivered personally, or delivered by the postal service, certified mail return receipt requested, to the other party at the address given below, or at such other address as may be designated by either party.

If to City:

If to College:

Front Range Community College
Attn: Controller
3645 West 112th Avenue, CB-3
Westminster, CO 80031-2105

4. Liability

4.1. College shall be responsible for any and all claims, damages, liability and court awards including costs, expenses and attorney fees incurred as a result of any action or omission by the College or its officers, employees, and agents in connection with the performance of this Agreement.

4.2 City shall be responsible for any and all claims, damages, liability and court awards including costs, expenses and attorney fees incurred as a result of any act or omission by the City, or its employees, agents, subcontractors, or assignees pursuant to the terms of this Agreement.

4.3 Nothing in the section 4 or any other provision of this Agreement shall be construed as a waiver of the notice requirements, defenses, immunities, and limitations the City or the College may have under the Colorado Governmental Immunity Act (Section 24-10-101, C.R.S., et

seq.) and to any other defenses, immunities or limitations to liability available to the City or College by law.

5. Default/Remedies

5.1. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default thereof.

5.2. In the event a party has been declared in default hereof, such defaulting party shall be allowed a period of twenty (20) days within which to cure said default. In the event the default remains uncorrected; the non-defaulting party may elect to: (a) terminate this Agreement and seek damages; (b) treat this Agreement as continuing and require specific performance; or (c) avail itself of any other remedy at law or equity.

6. Assignment

6.1. Neither City nor College may assign any rights or delegate any duties under this Agreement without the written consent of the other party.

7. Binding Effect

7.1. This writing, together with the exhibits hereto, constitutes the entire agreement between the parties and shall be binding upon the parties' officers, employees, agents and assigns and shall inure to the benefit of their respective survivors, heirs, successors and assigns of the parties.

8. Entire Agreement.

8.1 This Agreement, along with all exhibits and other documents incorporated herein, shall constitute the entire agreement of the parties. Covenants or representations not contained in this Agreement shall not be binding on the parties.

9. Law/Severability.

9.1 This agreement shall be governed in all respects by the laws of the State of Colorado. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of the Agreement.

SPECIAL PROVISIONS

These Special Provisions apply to all contracts except where noted in *italics*.

1. **CONTROLLER'S APPROVAL.** *CRS §24-30-202(1)*. This contract shall not be valid until it has been approved by the Colorado State Controller or designee.
2. **FUND AVAILABILITY.** *CRS §24-30-202(5.5)*. Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.
3. **GOVERNMENTAL IMMUNITY.** No term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, of the Colorado Governmental Immunity Act, *CRS §24-10-101 et seq.*, or the Federal Tort Claims Act, 28 U.S.C. §§1346(b) and 2671 et seq., as applicable now or hereafter amended.
4. **INDEPENDENT CONTRACTOR.** Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Contractor nor any agent or employee of Contractor shall be

deemed to be an agent or employee of the State. Contractor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the State and the State shall not pay for or otherwise provide such coverage for Contractor or any of its agents or employees. Unemployment insurance benefits will be available to Contractor and its employees and agents only if such coverage is made available by Contractor or a third party. Contractor shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this contract. Contractor shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding, except as expressly set forth herein. Contractor shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the State, and (c) be solely responsible for its acts and those of its employees and agents.

5. COMPLIANCE WITH LAW. Contractor shall strictly comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

6. CHOICE OF LAW. Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision incorporated herein by reference which purports to negate this or any other Special Provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this contract, to the extent capable of execution.

7. BINDING ARBITRATION PROHIBITED. The State of Colorado does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary in this contract or incorporated herein by reference shall be null and void.

8. SOFTWARE PIRACY PROHIBITION. Governor's Executive Order D 002 00. State or other public funds payable under this contract shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Contractor hereby certifies and warrants that, during the term of this contract and any extensions, Contractor has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that Contractor is in violation of this provision, the State may exercise any remedy available at law or in equity or under this contract, including, without limitation, immediate termination of this contract and any remedy consistent with federal copyright laws or applicable licensing restrictions.

9. EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST. CRS §§24-18-201 and 24-50-507. The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this contract. Contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Contractor's services and Contractor shall not employ any person having such known interests.

10. VENDOR OFFSET. CRS §§24-30-202 (1) and 24-30-202.4. [Not Applicable to intergovernmental agreements] Subject to CRS §24-30-202.4 (3.5), the State Controller may withhold payment under the State's vendor offset intercept system for debts owed to State agencies for: (a) unpaid child support debts or child support arrearages; (b) unpaid balances of tax, accrued interest, or other charges specified in CRS §39-21-101, et seq.; (c) unpaid loans due to the Student Loan Division of the Department of Higher Education; (d) amounts required to be paid to the Unemployment Compensation Fund; and (e) other unpaid debts owing to the State as a result of final agency determination or judicial action.

11. PUBLIC CONTRACTS FOR SERVICES. CRS §8-17.5-101. [Not Applicable to agreements relating to the offer, issuance, or sale of securities, investment advisory services or fund management services, sponsored projects, intergovernmental agreements, or information technology services or products and services] Contractor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this contract and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this contract, through participation in the E-Verify Program or the Department program established pursuant to CRS §8-17.5-102(5)(c), Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. Contractor (a) shall not use E-Verify Program or Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed, (b) shall notify the subcontractor and the contracting State agency within three days

if Contractor has actual knowledge that a subcontractor is employing or contracting with an illegal alien for work under this contract, (c) shall terminate the subcontract if a subcontractor does not stop employing or contracting with the illegal alien within three days of receiving the notice, and (d) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If Contractor participates in the Department program, Contractor shall deliver to the contracting State agency, Institution of Higher Education or political subdivision a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program. If Contractor fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., the contracting State agency, institution of higher education or political subdivision may terminate this contract for breach and, if so terminated, Contractor shall be liable for damages.

12. PUBLIC CONTRACTS WITH NATURAL PERSONS. CRS §24-76.5-101. Contractor, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that he or she (a) is a citizen or otherwise lawfully present in the United States pursuant to federal law, (b) shall comply with the provisions of CRS §24-76.5-101 et seq., and (c) has produced one form of identification required by CRS §24-76.5-103 prior to the effective date of this contract.

Revised 1-1-09

IN WITNESS WHEREOF, the parties have executed this Agreement.

For City:

For College:

State of Colorado, Department of Higher Education, by the State Board for Community Colleges and Occupational Education, for the use and benefit of Front Range Community College.

Andrew R. Dorsey, President

(Date)

(Date)

ALL CONTRACTS REQUIRE APPROVAL BY THE STATE CONTROLLER

CRS §24-30-202 requires the State Controller to approve all State Contracts. This Contract is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

By: _____
Joseph Harbouk
Vice President of Finance and Administration

Date: _____

Attachment A



WESTMINSTER

REQUEST FOR PROPOSAL

For the

RFID at Westminster Public Library
to be provided to the

CITY OF WESTMINSTER

City Project No. PRL 2-10-0-2014
March, 18th 2014

I. INVITATION TO SUBMIT PROPOSALS

Date of Request: March 18, 2014

Due Date for Proposals: 6:00 P.M. April 8, 2014

The City of Westminster, Colorado, respectfully requests proposals for the RFID at Westminster Public Library project from qualified consultants ("Consultants"). The selected Consultant will assist the City's Park, Recreation, and Libraries Department on the project that is discussed further in this request for proposal (the "RFP").

Four (4) copies of the sealed proposal must be submitted and be received at the Cashier's Desk located at the Westminster City Hall and shall be addressed as follows:

**Mayor and City Council
City of Westminster
4800 W. 92nd Ave.
Westminster, CO 80031
RFID at Westminster Public Library
Attention: Joe Lachermeier**

No proposals received after the due date for proposals shown above will be considered, and any proposals so received shall be returned to the Consultant unopened without consideration by the City under any circumstances. Sole responsibility rests with the Consultant to see that its proposal is received on time at the stated location.

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Consultant, according to the City's evaluation and as deemed to be in the best interest of the City.

Proposals must meet or exceed requirements contained in this RFP.

This RFP will be distributed directly to the following firms. Other firms will not be precluded from submitting proposals and may be considered. To request a copy of the RFP, please contact the Project Manager.

- 3M
- Bibliotheca
- Envisionware
- Library Automation Technologies
- Tech-Logic

This RFP will also be available at <http://www.demandstar.com>, or through the City's homepage (<http://www.ci.westminster.co.us/default.htm>).

II. PROJECT BACKGROUND, DESCRIPTION AND MINIMUM SCOPE OF SERVICES

A. Project Background and Description

PURPOSE:

The Westminster Public Library has initiated this RFP with the intent to purchase all equipment and software needed to convert the Westminster Public Library to a Radio Frequency Identification (RFID) working environment including delivery, installation, staff training, full warranty and post-warranty maintenance. The goal is to streamline its materials handling process and inventory by purchasing the equipment needed to operate self-checkout and security for materials as well as to provide automated check-in and sorting of returned materials. This project fits within the city's strategic plan to provide a financially sustainable city government providing exceptional services, specifically meeting the goal of investing in tools, training, and technology to increase organizational productivity and efficiency. As such, the library is seeking a single highly qualified firm to provide a system that includes equipment, computer hardware, software, RFID tags, training and documentation, and ongoing support and maintenance.

BACKGROUND:

Westminster Public Library in Westminster, Colorado, is requesting proposals for a three-phase project for the installation of Patron Self-Checkout systems, a Radio Frequency Identification (RFID) system, and an Automated Materials Handling (AMH) system. All parts of the RFID project must be optimized for use in a library environment, be efficient in their design, and expandable.

Installation of the patron self-checkout systems will be Phase I of the project, with new systems ordered to replace the aging units that are currently in place and to expand self-service options for patrons. Funding for this phase is available and the project is expected to be completed in 2014.

Phase II of the project is the implementation of the RFID tags, programming stations, and equipment necessary to start converting current and new items in the collection. Installation for this phase of the project may be scheduled for late 2014, depending on funding availability, for the continuation of this project into 2015.

Phases I and II of the project will involve Westminster Public Library's partner, Front Range Community College at the shared Westminster campus library (College Hill Library).

Phase III of the project is the installation of the Automated Materials Handling systems. This phase will only involve the two Westminster Public Library branches as the Front Range Library does not circulate enough items to justify the cost of this system. Installation of the Automated Materials Handling system is contingent upon funding and is scheduled for 2016. It is highly recommended that vendors perform a site-survey of each of the Westminster Public Library branch locations prior to bidding on this RFP.

Westminster Public Library was established in 1919. The library branches have changed exponentially over the years, currently serving the residents of the City of Westminster with two branches. The main library, College Hill Library, is a 76,000 square foot building which is a shared facility with Front Range Community College on the college's Westminster campus (3705 W. 112th Ave) . In addition to the main library, Westminster has a branch, the Irving Street Library, which is a 15,000 square foot building in the southern part of the city (7392 Irving Street). The library branches are open an average of fifty-seven hours per week, serving a resident population of 107,000.

The libraries are currently using the Horizon ILS from SirsiDynix. The public library (College Hill Library plus Irving Street Library) circulated 1,015,784 items to its 106,045 patrons in 2013. The Front

Range Community College library circulated 29,297 items to its 17,503 patrons in 2013. At the end of 2013 the city collection totaled 249,536 items and the college's collection totaled 52,422 items. Both libraries have been weeding their collections in order to make them more useable and relevant to their patrons. The library collections that circulate include a wide variety of materials, such as: books, DVDs, audiobooks on CD and Playaway, music CDs, book club bags, magazines, and other devices (e.g.: bike locks, Watts meters, etc).

Westminster Public Library purchased four self-checkout stations, three of which are at the College Hill Library and one is at the Irving Street Library. These stations handled about 32 % of the public library's circulation in 2013. In addition, the Front Range Community College Library has two self-checkout stations. These two stations handled about 20 % of the college's circulation in 2013.

BENEFITS:

Among other benefits, the proposed three-part project should provide:

- 1) Productivity gains through reduction in key labor-intensive workflow processes.
- 2) Enhanced customer service.
- 3) Reduced material losses.
- 4) Reduced incidents of staff repetitive motion injuries.
- 5) Improved inventory accuracy.

CRITICAL REQUIREMENTS:

- 1) Requirements for all phases of the project:
 - a. Real-time integration with existing Horizon ILS from SirsiDynix as well as other ILS vendors.
 - b. ESIP compliance.
 - c. Ability to run on the library network.
- 2) Requirements for Phase I - self-checkout stations:
 - a. Self-checkout machines should be able to read both printed barcodes in order to scan existing materials, but also be RFID ready in order to operate after phase 2 of the project.
 - b. Self-check software.
 - c. Necessary hardware such as touch screen monitors, computer hardware, RFID readers, barcode scanners, and receipt printers.
 - d. The ability to allow the self-checkout stations to email and print receipts.
 - e. PCI compliant credit card payment capability in order for patrons to pay library fines and fees as well as add funds to their print management accounts and make donations to the library foundation.
 - f. The systems should be ADA compliant and modular so that they can be installed on a variety of different types of furniture.
- 3) Requirements for Phase II - RFID solution:
 - a. RFID software.
 - b. Requisite hardware including antennas and barcode scanners.
 - c. Tags which are easily programmable for various types of materials.
 - d. Security gates.
- 4) Requirements for Phase III - Automated Materials Handling System:
 - a. Automated Materials Handling software.
 - b. Requisite hardware for the sortation system.
 - c. Capability for sorting into separate bins.

d. Ability to fit existing circulation workspaces.

Vendors must be able to demonstrate a proven ability to provide and implement the following:

- Durable, ISO compliant RFID tags that easily affix to the item, regardless of its medium.
- Multiple RFID tagging options that include easily maneuverable portable tagging stations, for lease or purchase, as well as recommend tagging options that the library may have not specified.
- Flexible self-checkout solutions that can be integrated into existing staff checkout stations and furniture.
- RFID conversion for the library's existing staff circulation stations or the provision of new hardware.
- Shelf-reading and inventory tools that can accommodate any collection size with ease;
- Comprehensive statistical reporting capabilities for self-checkout and Automated Materials Handling usage with the reporting available from a central access point.
- Installation of all necessary equipment.
- Staff training.
- On-going support and maintenance.

Proposals should include all necessary information on hardware, software, shipping, installation, training, and on-going maintenance associated with the purchase of a complete RFID system. Proposals should include the minimum specifications for existing computers and the Local Area Network (LAN) to operate in conjunction with the vendor's software. Vendors should, whenever possible, use and provide resources that are environmentally responsible, for example, receipt printers should use recyclable paper, options for emailing receipts to patrons should be available, and equipment that is purchased should be energy-star compliant.

III. INSTRUCTIONS AND PROPOSAL REQUIREMENTS

DATE: March 18th, 2014

PROJECT NO. PRL 2-10-0-2014

Project: RFID at Westminster Public Library

Project Manager: VERONICA SMITH
City of Westminster
4800 W. 92nd Avenue
Westminster, CO 80031
Email: VSMITH@CITYOFWESTMINSTER.US
Phone: 303-658-2645

Planned Proposal Schedule:

- RFP Issued to Consultants: March 18, 2014
- Site survey by vendors: February March 18 – March 28, 2014
- Proposal due date: April 8, 2014, 6:00 pm
- City Review Period: April 9 – April 21, 2014
- Consultant Selection: April 23, 2014
- City Council Meeting Date: May 5, 2014
- Execution of Contract and Project Initiation: May 27, 2014

PART 1 - INSURANCE REQUIREMENTS

The Successful Consultant shall carry the insurance specified in Section VII of the Standard Services Agreement (Non-Construction), which is included as Exhibit A with this request for proposal, and shall submit proof of such insurance when delivering the executed Contract to the City of Westminster. The City shall be named as an additional insured on the specified liability insurance policies and certificates of insurance. Insurance certificates required for this project shall be sent or delivered to City Hall, Parks Recreation & Libraries Administration, Attention: Veronica Smith

PART 2 - DEFINED TERMS

When used in this RFP, the following terms shall have the following meaning:

2.01 “Addenda” or “Addendum” means a clarification or modification to this RFP issued by the City according to Section 6.01 of these instructions.

2.02 “Agreement” means the Standard Form of Service Agreement (Non-Construction), which is included as **Exhibit A** to this request for proposal.

2.02 “Consultant” or “Consultants” means entities responding to this RFP.

2.03 “Project” means RFID at Westminster Public Library as more specifically described in Section II of this RFP.

2.03 “Project Manager” means Veronica Smith, Automation Services Coordinator, City of Westminster.

2.04 “RFP” means this request for proposal, dated March 18th, 2014, for Project No. PRL 2-10-0-2014, the RFID at Westminster Public Library project.

2.05 "Successful Consultant" means the best qualified, responsible Consultant to whom the City makes an award on the basis of the City's evaluations as hereinafter provided.

PART 3 - CONTRACT DOCUMENTS

3.01 Project Background, Description and Minimum Scope of Services are included in Section II of this RFP. Please specifically note any proposed deviations or exceptions from these requirements. If no deviations or exceptions are noted, Consultants will be expected to provide the project requirements set forth therein.

3.02 The Agreement is included as **Exhibit A** of this RFP. **The Consultant will be expected to sign the Agreement in the same form as presented in Exhibit A of this RFP packet**, except that the Agreement will be modified to reflect the actual scope of services being provided. **A request for changes or modifications to the Agreement may result in a disqualification of the Consultant.** The submission of a proposal constitutes Consultant's acceptance of all of the terms and conditions of the City's form of Agreement that is included with this RFP. The City reserves the right to negotiate optional scope of work items with the Successful Consultant.

3.03 Payment under the Agreement shall be according to Section IV of the Agreement. The City will not reimburse the Successful Consultant or other Consultants for any expenses incurred in preparing proposals in response to this RFP.

3.04 The City, in making the Agreement available on the above terms, does so only for the purpose of obtaining proposals on the work and does not confer a license or grant for any other use.

3.05 RFPs not obtained from the City or, if applicable, from the City's online bid platform, DemandStar, may be incomplete or inaccurate.

PART 4 - QUALIFICATIONS OF CONSULTANTS

4.01 All Consultants must be prepared to submit, within five days of the City's request, written evidence of their qualifications to perform the work. Consultants may be required to submit evidence that they have a practical knowledge of the particular work required by the Project and that they have the financial resources to complete the Project. In determining the Consultant's qualifications, the following factors will be considered: (a) work previously completed by the Consultant, (b) staff and resources available for this Project, (c) recent financial statement relative to resources, including cash and bank credits available, (d) statement of material on hand and available for this Project, (e) whether the Consultant maintains a permanent place of business, and (f) whether the Consultant has appropriate technical experience. Each Consultant may be required to show that it has handled similar work so that no just claims are pending against such work. No proposal will be awarded to a Consultant who is engaged on any work that would impair his ability to perform or finance this Project.

No agreement will be awarded to any person, firm, or corporation that is in arrears to the City, upon debt or contract that is a defaulter, as surety or otherwise, upon any obligation to the City or that is deemed irresponsible or unreliable by the City. If requested, any Consultant shall be required to submit satisfactory evidence that they have a practical knowledge of the particular service proposed upon and that they have the necessary financial resources to provide the proposed service called for as described in this RFP.

4.02 Evidence of Consultant's qualification to do business in the State of Colorado may be required.

4.03 Consultants will be required to establish to the satisfaction of the City the reliability and

responsibility of all proposed subcontractors and suppliers pursuant to the criteria set forth in these Instructions and Proposal Requirements. Prior to the award of the Contract, the City will notify Consultant in writing if the City has reasonable objection to any proposed subcontractor. In this event, Consultant may, at its option, (1) withdraw its proposal, or (2) submit a substitute sub-consultant acceptable to the City with an adjustment in the proposal to cover any difference in cost. The City may, at its discretion, accept the adjusted proposal.

PART 5 - EXAMINATION OF CONTRACT DOCUMENTS AND SITE

5.01 Before submitting a proposal, each Consultant should perform the following as applicable: (a) examine the RFP and project requirements thoroughly; (b) visit the libraries to become familiar with local conditions that may, in any manner, affect cost, progress or performance of the Project; (c) familiarize itself with federal, state, and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the Project; and (d) study and carefully correlate Consultant's observations with the RFP requirements.

5.02 Upon request, the City will provide each Consultant access to the site or sites to conduct such investigations and tests as each Consultant deems necessary for submission of its proposal.

5.03 Consultant's work on the Project shall be confined to street rights-of-way or other lands controlled by the City or as directed by the Project Manager.

5.04 Site access will be limited to normal working hours unless otherwise provided in the Specifications or otherwise directed by the Project Manager.

5.05 Submission of a proposal will constitute an incontrovertible representation by the Consultant that it has complied with every requirement of this Part 5 and that the RFP requirements are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Project.

5.06 If a meeting with City Staff or City-paid consultants is desired, the prospective Consultant should contact the Project Manager at least twenty-four hours prior to the time they would like an appointment to review the project, Monday through Thursday. Such requests will be accommodated on a time-available basis only.

PART 6 - INTERPRETATIONS AND GOVERNING LAW

6.01 All questions regarding the meaning or intent of this RFP should be submitted **IN WRITING ONLY VIA EMAIL** to the Project Manager. Only questions answered by formal written Addenda to this RFP will be binding. Oral and other interpretations or clarifications will be without legal effect and will NOT be considered in awarding the project. Addenda will be mailed or delivered to all parties recorded by the City as having received the RFP. It shall be each Consultant's responsibility to make inquiry as to Addenda that have been issued. All Addenda shall become part of this RFP, and all Consultants shall be bound by such Addenda, whether or not received by the Consultant.

6.02 All applicable State of Colorado and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Consultant and project throughout the project and are incorporated herein by reference. The Agreement with the selected Consultant, and all questions concerning the execution, validity or invalidity, capacity of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the Charter and Code of the City of Westminster and the laws of the State of Colorado.

PART 7 - BASIS FOR EVALUATION OF PROPOSALS AND AWARD OF PROJECT

The City does not discriminate on the grounds of race, religion, color, age, sex, disability, or national origin in consideration of an award. Disadvantaged business enterprises are afforded a full opportunity to submit proposals.

The award will be made to the best, most qualified responsible Consultant meeting the proposal requirements unless City Council determines, after reviewing the City Manager's report that the public interest would be better served by accepting a specific proposal. In determining whether the public interest would be better served by accepting a specific proposal, the following factors shall be considered:

1. The Consultant's skill, ability, and capacity to perform the services required;
2. Whether the Consultant can perform the services within the time period specified, without delay or interference;
3. The Consultant's character, integrity, reputation, judgment, experience and efficiency;
4. The quality of the Consultant's previous performance with the City;
5. The Consultant's previous and current compliance with statutes, ordinances and rules relating to the project;
6. The sufficiency of the Consultant's financial resources necessary for the performance of the project;
7. The Consultant's ability to provide future maintenance or service;
8. The number and nature of any conditions attached to the proposal.

In addition, the proposals will be evaluated on the Consultant's experience, project understanding and approach. Based on the preliminary review of the proposals, Consultants may then be interviewed prior to selection.

Upon recommendation of the City Manager, the City Council may reject all proposals when it determines that such action is in the public interest.

PART 8 - CONTRACT TIME

8.01 The number of days within which the Project is to be completed shall be negotiated prior to execution of the Agreement and made part thereof. The City's anticipates the Agreement may have a term of up to three (3) years, subject to annual appropriation.

PART 9 - PROPOSAL CONTENTS AND FORMAT

9.01 Each proposal should not exceed 15 pages of text and figures (at 12 point font). Cover letters and resumes in an appendix to the proposal do not count toward the proposal page limit. Proposals must specifically include the following, at a minimum, the Proposer's fee schedule .

9.02 Proposals must be completed in ink or by typewriter, and each Consultant must submit the proposal with a complete Certification Page (see **Exhibit B** to this RFP) in its usual signature by an authorized representative.

1. For corporations, the Certification Page must be executed in the corporate name by the

president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

2. For partnerships, the Certification Page must be executed in the partnership name and signed by a partner, whose title must appear under the signature. The official address of the partnership must be shown below the signature.
3. For joint ventures, the Certification Page shall be signed by each participant in the joint venture or by an authorized agent of each participant, and accompanied by evidence of authority to sign.
4. The names of all persons signing must also be legibly printed or typed below the signature. A proposal by a person who affixes to his signature the word "president", "secretary", "agent", or other designation without disclosing his principal may be held to be the proposal of the individual signing. When requested by the City, evidence of the authority of the person signing shall be furnished.
5. The full name of each person or company interested in the proposal shall be listed on the Certification Page.

9.03 The proposal shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be specified by Consultant.

9.04 No alterations in proposals, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Consultant. If initialed, the City may require the Consultant to identify an alteration so initialed. No alteration in any proposal shall be made after the proposal has been submitted.

9.05 The address and phone number to which communications regarding the proposal are to be directed must be shown.

9.06 All prices must be written in words and expressed in figures. The unit price items in the proposal must cover all items of work to be done and material to be furnished to fully complete the work in accordance with the RFP's Minimum Scope of Services, included in Section II of this RFP. The cost of appurtenant items of work, material, and equipment not listed separately, not shown on the drawings or not specified as necessary to complete the work in accordance with the RFP shall be considered as included.

9.07 The Consultant may be provided confidential information. Complete confidentiality must be maintained regarding City information and data. Signing of a confidentiality agreement may be required by the Successful Consultant.

9.08 The City is exempt from City, State, and Federal sales/excise taxes. Certificates will be issued upon request. Any appropriate taxes shall be shown as a separate item in the proposal.

PART 10 - SUBMISSION OF PROPOSAL

10.01 If the proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "PROPOSAL ENCLOSED" on the face thereof.

10.02 Proposals shall be submitted prior to the time and date set for receipt of proposals as indicated in these Instructions and Proposal Requirements, or the modified time and date as indicated by Addendum. Proposals received after the time and date set for receipt of proposals will not be considered. Consultant shall assume full responsibility for timely delivery at the location designated for receipt of proposals; Consultants must allow adequate time for delivery of their proposal either by hand delivery, postal service, or other means.

10.03 Oral, telephone, or telegraph proposals are invalid and will not be considered. No Consultant may submit more than one proposal. Multiple proposals under different names will not be accepted from one firm or association. Evidence of collusion among Consultants shall be grounds for exclusion of any Consultant who is a participant in any such collusion.

10.04 All information submitted to the City by the Consultant is a public record, and may be subject to disclosure under the Colorado Open Records Act, Colorado Revised Statute § 24-72-101, et seq. **The Consultant shall clearly identify any portion(s) of its proposal that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data which may not be subject to disclosure under the Colorado Open Records Act.**

10.05 To the extent required by C.R.S. § 8-17.5-102(1), by submitting a proposal, the Consultant certifies that at the time of proposal submission it does not knowingly employ or contract with an illegal alien who will perform work under its proposal, and that the Consultant will participate in the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration, or the employment verification program administered by the Colorado Department of Labor and Employment in order to verify the employment eligibility of all employees who are newly hired for employment to perform work under its proposal.

PART 11 - MODIFICATION AND WITHDRAWAL OF PROPOSAL

11.01 Proposals submitted early may be modified or withdrawn, subject to the Project Manager's discretion. Withdrawn proposals may be resubmitted until the deadline for submission of proposals.

PART 12 - OPENING OF PROPOSALS

12.01 Proposals will be opened by the Project Manager on the date and time specified in the Planned Proposal Schedule above. Thereafter, proposals will be evaluated by the Project Manager and other City staff. Proposals will be acted upon within approximately sixty (60) days from the opening of the proposals.

PART 13 - NOT USED

PART 14 - AWARD OF PROJECT

14.01 The City reserves the right and discretion to reject any and all proposals, to waive any and all informalities and to negotiate Agreement terms with the Successful Consultant, and the right to disregard all nonconforming, non-responsive or conditional proposals. Discrepancies between words and figures will be resolved in favor of the words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof shall be resolved in favor of the correct sum. Your attention is called to the fact that proposals that are not completed as directed in this RFP may be rejected without consideration.

14.02 In evaluating proposals, the City shall consider the qualifications of the Consultants, and whether or not the proposals comply with the prescribed requirements. The City reserves the right to reject the proposal of any Consultant who does not pass any such evaluation to the City's satisfaction.

14.03 The proposal of any Consultant that is in arrears to the City upon debt of contract or that is a defaulter, as surety or otherwise, upon any obligation to the City may be rejected.

14.04 If the Agreement is to be awarded, it will be awarded to the most qualified responsible Consultant, the evaluation of whom by the City indicates that the award will be in the best interest of the City.

14.05 If the Agreement is to be awarded, the City will give the Successful Consultant a notice of award within the time specified in this Section III of the RFP.

14.06 The Successful Consultant shall furnish the City with a proposed schedule and estimated monthly payments within ten (10) days after receipt of the notice of award.

PART 15 - SIGNING OF CONTRACT

15.01 When the City gives a notice of award to the successful Consultant, it will be accompanied by unsigned counterparts of the Agreement and this RFP. A successful Consultant shall execute the Agreement and deliver it, together with evidence of insurance to the City within ten (10) calendar days from the date of the notice of award. Failure to do so will be adequate and just cause for the annulment or cancellation of the awards.

PART 16 - NO WAIVER; PROPOSAL BECOMES CITY PROPERTY

The City reserves the right to waive technicalities and formalities in proposals, as well as to accept in whole or in part proposals where it is deemed advisable in protection of the best interests of the City.

Once submitted, a proposal becomes City property. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP.

CITY OF WESTMINSTER, COLORADO

Project Manager: VERONICA SMITH
City of Westminister
4800 W. 92nd Avenue
Westminster, CO 80031
Email: VSMITH@CITYOFWESTMINSTER.US
Phone: 303-658-2645

City of Westminister, Colorado
4800 West 92nd Avenue
Westminster, CO 80031
(303) 658-2400

Rev. 1/2014

EXHIBIT A TO REQUEST FOR PROPOSAL

AGREEMENT TO FURNISH SERVICES
TO THE CITY OF WESTMINSTER FOR

THIS AGREEMENT, made and entered into this ___ day of _____, 200__, between the **CITY OF WESTMINSTER**, hereinafter called the "City," and _____, a(n) corporation/partnership/ joint venture/individual organized pursuant to the laws of the State of Colorado hereinafter called the "Consultant," is as follows:

WHEREAS, the City wishes to [describe project for which Consultant's services are required] _____; and

WHEREAS, the City desires to engage the Consultant to render the professional services described in this Agreement and the Consultant is qualified and willing to perform such services; and

WHEREAS, sufficient authority exists in City Charter and state statute, sufficient funds have been budgeted for these purposes and are available, and other necessary approvals have been obtained.

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the City and the Consultant agree as follows:

I. THE PROJECT

The project consists of _____ as more specifically described the Scope of Services, attached hereto and incorporated herein as **Appendix A** (hereinafter, the "Project").

II. CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant agrees that it will furnish all of the technical, administrative, professional, and other labor; all supplies and materials, equipment, printing, vehicles, local travel, office space and facilities, testing and analyses, calculations, and any other facilities or resources necessary to provide the professional and technical services necessary to complete the Project.

III. ADDITIONAL SERVICES

When authorized in writing by the City, the Consultant agrees to furnish or obtain from others, additional professional services due to changes in the Project or its design, subject to separate written agreement between the City and Consultant as to additional compensation for additional services.

IV. CONSULTANT'S FEE

Alternate No. 1 - Lump Sum. As compensation for the Project, the Consultant shall be paid a lump sum fee of _____ [amount in words] _____ (\$ _____), which shall constitute full and complete payment for the Project and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement.

Alternate No. 2 - Hourly Basis Per Scheduled Rates. The compensation for the Project shall be according to the fee schedule attached hereto and incorporated herein as **Appendix B**, including reimbursable expenses as described therein. The maximum amount billable under this Agreement shall not exceed _____ [amount in words] _____ (\$ _____). The Consultant shall submit invoices to the City for services rendered during the preceding month, such invoices to be in the form and detail reasonably required by the City. Reimbursable expenses shall be itemized. The City agrees to pay the Consultant within thirty (30) days of receipt of properly documented invoices.

V. COMMENCEMENT & COMPLETION OF PROJECT

Consultant understands and agrees that time is an essential requirement of this Agreement. The Project shall be completed as soon as good practice and due diligence will permit. In any event, the Project shall be completed within [duration in words (____) months/days] after the Consultant receives notice to proceed, exclusive of time lost or due to delays beyond the control of the Consultant.

[Use if appropriate:] The City may renew this Agreement in writing for an additional [duration in words (____) months/days] term following the initial [duration in words (____) months/days] term. If this Agreement is renewed, compensation shall be mutually agreed by the parties. Any adjustment in compensation in the renewed agreement shall not be retroactive and shall apply only to services performed after renewal. The City shall provide Consultant at least thirty (30) days notice of its intent to renew. However, all payments under this Agreement are subject to annual appropriation of the funds. Therefore, nothing in this Agreement shall be deemed or construed as a multiple year fiscal obligation under the meaning of Colorado Constitution Article X, Section 20, also known as the TABOR Amendment.

VI. TERMINATION

This Agreement shall terminate at such time as the Project is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all services previously authorized and completed on the Project prior to the date of termination plus any services the City deems necessary during the notice period. Said compensation shall be paid upon the Consultant's delivering or otherwise making available to the City all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing work on the Project, whether completed or in progress.

VII. INSURANCE

During the course of the Project, the Consultant shall maintain Workers' Compensation Insurance in accordance with the Workers' Compensation laws of the State of Colorado, Professional Liability Insurance in the minimum amount of \$1,000,000, but in any event sufficient to cover Consultant's liability under paragraph X.D. below, Automobile Liability of \$500,000 per person/\$1,000,000 per occurrence, and Commercial General Liability of \$500,000 per person/\$1,000,000 per occurrence. The City shall be named as an additional insured under the Consultant's Automobile and Commercial General

Liability coverages, providing that such insurance is primary with respect to claims made by the City, and these coverages shall be occurrence-based policies, and shall specifically provide that all coverage limits are exclusive of costs of defense, including attorney fees. The Consultant shall provide certificates of insurance to the City indicating compliance with this paragraph. It shall be an affirmative duty of the Consultant to notify the City in writing within two days of the cancellation of or substantive change to any of the insurance policies set out herein, and failure to do so shall constitute a breach of this Agreement.

VIII. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Agreement, the Consultant shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, sex, national origin, or disability. Such actions shall include, but not be limited to the following: employment; upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant represents that it will require a similar affirmation of nondiscrimination in any contract it enters into with a subcontractor as part of the execution of this Agreement.

IX. PROHIBITED INTEREST

A. The Consultant agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Consultant further agrees that in the performance of the Agreement, no person having any such interests shall be employed.

B. No official or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

X. GENERAL PROVISIONS

A. Independent Contractor. In the performance of the Project, the Consultant shall act as an independent contractor and not as agent of the City except to the extent the Consultant is specifically authorized to act as agent of the City.

B. Books and Records. The Consultant's books and records with respect to the Project and reimbursable costs shall be kept in accordance with recognized accounting principles and practices, consistently applied, and will be made available for the City's inspection at all reasonable times at the places where the same may be kept. The Consultant shall not be required to retain such books and records for more than three (3) years after completion of the Project.

C. Ownership and Format of Drawings. All plans, drawings, specifications and the like relating to the Project shall be the joint property of the City and Consultant. Upon completion of the Project, or at such other time as the City may require, the Consultant shall deliver to the City a complete corrected set of drawings in hard copy and in an electronic/digital format acceptable to the City and such additional copies thereof as the City may request, corrected as of the date of completion of the Project.

D. Responsibility; Liability.

1. Professional Liability. The Consultant shall exercise in its performance of the Project the standard of care normally exercised by nationally recognized organizations engaged in performing

comparable services. The Consultant shall be liable to the City for any loss, damages or costs incurred by the City for the repair, replacement or correction of any part of the Project that is deficient or defective as a result of any failure of the Consultant to comply with this standard.

2. Indemnification. To the fullest extent permitted by law and except for all professional liability claims, damages, losses and expenses, the Consultant shall indemnify, defend, and hold harmless the City and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Project, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Project itself) including the loss of use resulting therefrom, but only to the extent caused by the negligent act or omission of, or breach of contract by, the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the City and its agents and employees from and against all professional liability claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Project provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Project itself) including the loss of use resulting there from, but only to the extent caused by the negligent act or omission of, or breach of contract by, the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph D.2. The City may, if it so desires, withhold the payments due the Consultant so long as shall be reasonably necessary to indemnify the City on account of such injuries.

In any and all claims against the City or any of its agents or employees by any employee of the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligations under this paragraph D.2 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any subcontractor under the workers' compensation acts, disability benefit acts or other employee benefit acts.

E. Communications. All communications relating to the day-to-day activities for the Project shall be exchanged between the following Project representatives of the City and the Consultant.

Project Representative for City:	Project Representative for Consultant:
Name:	Name:
Address:	Address:
Phone:	Phone:
email:	email:

All notices and communications required or permitted hereunder shall be in writing and delivered personally (which may include email to the address designated above) to the respective Project representatives of the City and the Consultant or shall be sent via registered mail, postage prepaid, return receipt requested to the parties at their addresses shown herein. When sent via registered mail, notices shall be effective three (3) days after mailing.

F. Assignment. The Consultant shall not assign this Agreement in whole or in part, including the Consultant's right to receive compensation hereunder, without the prior written consent of the City;

provided, however, that such consent shall not be unreasonably withheld with respect to assignments to the Consultant's affiliated or subsidiary companies, and provided, further, that any such assignment shall not relieve the Consultant of any of its obligations under this Agreement. This restriction on assignment includes, without limitation, assignment of the Consultant's right to payment to its surety or lender.

G. Applicable Laws and Venue. This Agreement shall be governed by the laws of the State of Colorado and the Charter of the City of Westminster. This Agreement shall be deemed entered into in both Adams County and Jefferson County, State of Colorado, as the City is located in both counties. At the City's option, the location for settlement of any and all claims, controversies and disputes arising out of or related to this Agreement or any breach thereof, whether by alternative dispute resolution or litigation, shall be proper only in either county.

H. Remedies. Consultant agrees that the economic loss rule as set forth in *Town of Alma v. Azco Construction, Inc.*, 10 P.3d 1256 (Colo. 2000), shall not serve as a limitation on the City's right to pursue tort remedies in addition to other remedies it may have against Consultant. Such rights and remedies shall survive the Project or any termination of this Agreement.

I. Entire Agreement. This Agreement and its attachments shall constitute the entire agreement between the parties hereto and shall supersede all prior contracts, proposals, representations, negotiations and letters of intent, whether written or oral, pertaining to the Project. To the extent there is any conflict between the terms of this Agreement and the terms of an attachment hereto, this Agreement shall control.

J. Subcontracting. Except subcontractors identified by name and accepted by the City as part of **Appendix A**, Consultant may not employ additional subcontractors to perform work on the Project without the City's express prior written approval. Consultant is solely responsible for any compensation, insurance, and all clerical detail involved in employment of subcontractors.

K. Enforcement of Agreement. In the event it becomes necessary for either party to bring an action against the other to enforce any provision of this Agreement, in addition to any other relief that may be granted, the prevailing party in such action shall be entitled to an award of its reasonable attorney fees as determined by the Court.

L. Authorization. The person or persons signing and executing this Agreement on behalf of each Party, do hereby warrant and guarantee that he/she or they have been fully authorized to execute this Agreement and to validly and legally bind such Party to all the terms, performances and provisions herein set forth.

[Use paragraph M, below, **if needed**. In general, you may **delete** this section if the contract will result in a specific end product such as a written report or study. When no specific end product is produced, such as lobbying, janitorial, or project management services, the following immigration compliance provision should be included. Please contact the City Attorney's Office for further information.]

M. Immigration Compliance. To the extent this Agreement constitutes a public contract for services pursuant to C.R.S. § 8-17.5-101 et seq., the following provisions shall apply: Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. In addition, Consultant shall not enter into a contract with any entity that fails to certify to the Consultant that it shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. If Consultant obtains actual knowledge that an entity performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall notify the entity and the City within three (3) days that Consultant has actual knowledge that the entity is employing or contracting with an illegal alien. Furthermore, Consultant shall terminate such contract if, within three (3) days of receiving the notice required pursuant to this paragraph, the entity does not stop employing or contracting with the illegal alien. Except that Consultant shall not terminate the contract with the entity if during such three (3) days

the entity provides information to establish that the entity has not knowingly employed or contracted with an illegal alien.

Consultant certifies that, prior to executing this Agreement, it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration (the "E-verify Program"), or the employment verification program administered by the Colorado Department of Labor and Employment (the "Colorado Verification Program"). Consultant shall not use either the E-verify Program or the Colorado Verification Program procedures to undertake pre-employment screening of job applicants while performing this Agreement.

Consultant shall comply with all reasonable requests by the Colorado Department of Labor and Employment made in the course of an investigation undertaken pursuant to the authority established in C.R.S. § 8-17.5-102(5).

[Use if over \$75k:] M./ N. This Agreement is expressly contingent upon the approval of the City of Westminster's City Council of all the terms set forth herein. In the event this Agreement is not approved in its entirety by City Council, neither Party shall be bound to the terms of this Agreement.

INSURANCE CERTIFICATES REQUIRED BY THIS AGREEMENT SHALL BE SENT TO
_____ DEPARTMENT, ATTENTION: _____.

REMAINDER OF PAGE INTENTIONALLY BLANK.
SIGNATURE PAGE FOLLOWS.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date first appearing above.

[REGISTERED NAME OF COMPANY]

CITY OF WESTMINSTER

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title:

Address:

Address:

4800 West 92nd Avenue
Westminster, Colorado 80031

ATTEST:

ATTEST:

Title: _____

City Clerk

APPROVED AS TO LEGAL FORM

Corporate Seal (if applicable)

By: _____
City Attorney

[If over \$75k] I certify that either an appropriation has been made by the City Council or that sufficient funds have otherwise been made available for the payment of this Agreement.

City Manager

Account No. _____

Rev. 1/2014

**Appendix A to Services Agreement
Scope of Services**

(To be inserted in final agreement)

**Appendix B to Services Agreement
Consultant's Fee Schedule**

(To be inserted in final agreement)

EXHIBIT B TO REQUEST FOR PROPOSAL

PROPOSER'S CERTIFICATION

NOTE: Please ensure that this document is completed and submitted with your proposal. Failure to do so may result in your proposal not being considered for award.

I have carefully examined the Request for Proposal and any other documents accompanying or made a part of this Request for Proposal, including the standard form of agreement provided as Exhibit A to the RFP (the "Agreement"). I hereby certify that, if selected, I can meet all insurance and other requirements contained within the Agreement and that I will sign the Agreement in substantially the form presented in this RFP.

I hereby propose to furnish the goods or services specified in the Request for Proposal at the prices or rates quoted in my proposal.

I agree to abide by all conditions of this proposal and understand that a background investigation may be conducted by the Westminster Police Department prior to award.

I certify that all information contained in this proposal is true to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Consultant as its act and deed and that the Consultant is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Westminster or of any other proposer interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained.

NAME OF BUSINESS

BY:

SIGNATURE

PRINTED NAME & TITLE

MAILING ADDRESS

CITY, STATE, ZIP CODE

() _____
TELEPHONE NUMBER

Attachment B - IGA Contract #150188

TOTAL COST OF OWNERSHIP FOR RFID PROJECT FOR 5 YEARS

Note: Pricing includes the original purchase with the first year of maintenance included + 4 additional years of maintenance. See the Maintenance spreadsheet for a breakdown of maintenance costs.

	WPL	FRCC
RFID PURCHASES		
CH	\$183,635.74	
IR	\$124,867.62	
FR		\$38,023.37
RFID MAINTENANCE		
WPL	\$121,875.57	
FRCC		\$21,959.00

TOTAL BY INSTITUTION \$430,378.93 \$59,982.37

GRAND TOTAL \$490,361.30

NOTES:

- 1) WPL stands for Westminster Public Library; FRCC stands for Front Range Community College.
- 2) A SIP license is required for the connection from the self-check out machines to the ILS. We plan to re-purpose the SIP license that is currently in use for the LAT self-check out machines.
- 3) Two monitors will be purchased by city IT staff to be used on the combo self-checkout stations for WPL.
- 4) The Total Cost of Ownership includes pricing for all three Phases of the RFID project as outlined in the RFP.
- 5) Phase 1 and 2 include the self check out machines, RFID conversion, and security gates; Phase 3 includes the installation of Automated Materials Handling (AMH) machines.
- 6) While the total cost of ownership includes costs for the AMH systems, the library must first ascertain

construction costs at each facility prior to implementation of this phase of the project. In addition, the library must wait for the results of the Library Master Plan which will be completed in 2015 in order to determine whether or not the AMH systems will be needed at each facility.

7) This total cost of ownership document covers a 5 year period, however the security gates and AMH systems have projected life spans of 10-12 years. A 5 year period was calculated for this document as that is the life-span of the self-checkout equipment.

8) The 5 year maintenance period shall begin on the date of the "Notice of Completion".

RFID Project Costs By Branch:

		TOTAL Cost							
College Hill:									
Self checks		\$18,145.70	**NOTE: This includes costs for 3 self-check units + 1 kiosk and						
RFID		\$54,866.22	the add'l monitor purchased by the city for the combo						
Gates		\$9,942.82	station.						
AMH		\$100,825.00							
TOTAL		\$183,779.74							
Irving Street:									
Self checks		\$3,825.90	**NOTE: This includes the cost of the add'l monitor purchased						
RFID		\$31,679.31	by the city for the combo station.						
Gates		\$7,371.41							
AMH		\$82,135.00							
TOTAL		\$125,011.62							
Front Range:									
Self checks		\$7,363.80							
RFID		\$20,402.46							
Gates		\$10,257.11							
TOTAL		\$38,023.37							



Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: 2015 Water Treatment Facility Master Plan

Prepared By: Mary Stahl, Senior Engineer
Stephen Grooters, Senior Projects Engineer

Recommended City Council Action

Authorize the City Manager to execute a contract with CH2M Hill, Inc. in the amount of \$399,824 for the development of the 2015 Water Treatment Facility Master Plan, plus a 12.5% project contingency of \$50,176 for a total authorized expenditure of \$450,000.

Summary Statement

- The City owns and operates two potable water treatment facilities that supply water to our customers. These plants are the Semper Water Treatment Facility (SWTF) and the Northwest Water Treatment Facility (NWTF).
- The SWTF has reliably delivered safe drinking water since its original construction in 1969 and has undergone various expansion projects over the years to match increasing water demands and tightening treatment regulations. The last major improvement project was constructed in 1996.
- The NWTF has delivered safe drinking water since its original construction in 2001 and has undergone one expansion project in 2010.
- Staff has conducted a thorough review of utility assets over the last few years. This review identified a number of repair and replacement needs at both treatment plants over the next several years, but especially at the older SWTF.
- Prior to implementing substantial reinvestments anticipated over the next 10 years, Staff recommends a comprehensive evaluation and preparation of a master plan for the City's potable water treatment facilities. This project will confirm priority projects, optimal timing, and the most cost-effective way to maintain high quality, potable water treatment to City customers.
- Of four engineering proposals received for the master plan, Staff believes CH2M Hill, Inc. provides the most comprehensive proposal and competitive engineering fees and provides the best value to the City. The master plan recommendations are expected within the first quarter of 2016 and will be used to inform Staff about capital improvement planning for the 2017-2018 budget process.
- As with all master planning projects, the project scope has several sequential steps. Staff is requesting a contingency of 12.5% to allow Staff to potentially implement more detailed analysis should early project phases show the need.
- Adequate funds were budgeted and area available for this project.

Expenditure Required: \$450,000

Source of Funds: Utility Capital Improvement Fund – Water Treatment Facility Master Plan Project

Policy Issue

Should City Council authorize a contract with CH2MHill for development of the 2015 Water Treatment Facility Master Plan?

Alternatives

1. City Council could decline approval of the contract and place the project on hold. However, Staff recommends proceeding with the project to validate priority capital projects in advance of the 2017-2018 budget process.
2. City Council could choose to award the contract to one of the other consultants that submitted proposals. This is not recommended because the CH2M Hill Inc. approach included value-added tasks that no other firm proposed. Staff believes that CH2M Hill, Inc. provides the best value for this project with fees that are competitive for the scope of work presented.

Background Information

The City owns and operates two potable water treatment facilities that supply water to our customers. These plants are the Semper Water Treatment Facility (SWTF) with a current value estimated at \$100 million and the Northwest Water Treatment Facility (NWTF) with a current value estimated at \$45 million. The SWTF was built in 1969 and, since that time, various expansion and improvement projects have been constructed to maintain service and meet more stringent regulations. The NWTF was built in 2001 and has since undergone one expansion project in 2010. Overall, the facilities at both plants have provided many years of high-level service to City water customers, but are beginning to age and need repairs, particularly the older SWTF.

Over the last few years, Staff developed a comprehensive repair and replacement program for all of the existing assets at the plants and identified and prioritized repair and replacement needs. From this review, a considerable reinvestment over the next 10 to 20 years is anticipated to maintain existing assets at the plants, especially the older SWTF. Some reinvestment work is already in progress including the high priority projects authorized by Council as part of the City's Capital Improvements Plans in 2014, 2015, and 2016. However, additional spending will be required to maintain the plants over the 10 to 20-year horizon. Cumulative spending over this timeline may be significant. Therefore, Staff is recommending future projects be reviewed in a larger context of: 1) future potable water demands within the City, 2) anticipated water quality and regulations, 3) capabilities of the water treatment technologies employed at the plants, and 4) expenses and risks associated with large improvement projects on the campus of treatment plants in active use. Overall, this project will confirm the most cost-effective ways of maintaining the City's potable water treatment capacity using life cycle analysis for asset repairs and/or replacements.

Staff sent a Request for Proposals (RFP) to six engineering firms that specialize in water treatment master plan work. Four proposals were received in February, 2015. It is Staff's assessment that awarding the contract to CH2M Hill, Inc. is in the best interest of the City based on this firm's response to the following criteria as outlined in the RFP:

- Response to the requirements in the RFP and an approach that clearly indicates understanding of the project scope and the City's goals and expectations.
- Recent and relevant project experience for work of similar size, scope, complexity, and positive reference feedback on past project performance.
- Experience, availability and office location of each of the members of the team and their qualifications.
- Total level of effort and fee relative to the proposed approach.
- Project schedule that demonstrates clear understanding of the project and allows the required City review of project deliverables.

The four engineering firms that submitted proposals and hourly rates ranges for key staff are as follows:

Engineering Firm	Hourly Rate Range	Fee Proposal Based on Scope Submitted
CH2M Hill, Inc.	\$121 to \$230 / hour	\$399,824
Burns and McDonnell	\$114 - \$225 / hour	\$386,151
Dewberry	\$120 - \$240 / hour	\$329,780
HDR, Inc.	\$100 to \$240 / hour	\$373,700

Engineering fees from the proposals received ranged from \$329,780 to \$399,824. Along with the range of fees, proposals ranged in the level of complexity and thoroughness of scope relative to the City’s goals for the project. Of the firms that proposed, the CH2M Hill Inc. approach was the most comprehensive and the team was the best qualified for the project. The firm’s fee was the highest of those submitted at \$399,824 but is competitive for the thorough scope of work proposed relative to the competition. In addition to a core scope of services, CH2M Hill Inc. proposed some value-added tasks for the City’s consideration that no other firm presented, such as real-time testing of various water qualities and treatment alternatives and a detailed risk assessment of repair and rebuild alternatives. It is Staff’s assessment that these tasks and the associated fees are in the best interest of the City and will provide the best value to the City. Staff recommends CH2M Hill be awarded the contract for a fee of \$399,824. Staff is requesting a 12.5% contingency of \$50,176 to allow the City to potentially implement more detailed condition assessment analyses on various buildings, structures, and pipelines should early project phases show the need. The total requested expenditure is \$450,000. Funds for the project were approved by City Council in the Adopted 2015 Budget.

Implementing this project now will provide core information early in 2016, in time for Staff to develop recommendations to City Council for the 2017 and 2018 Capital Improvement Plan budget process.

The Water Treatment Facility Master Plan helps achieve City Council’s Strategic Plan Goal of “Excellence in City Services” by planning for the long term water treatment needs of the City. The Water Treatment Facility Master Plan helps achieve City Council’s Strategic Plan Goal of “Beautiful, Desirable, Environmentally Responsible City” through a complete life cycle analysis of repairs to the treatment plants and providing for safe drinking water to promote customer health.

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Item 8 G

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: 2015 Chip Seal Project Contract Renewal

Prepared By: Kurt Muehlemeyer, Acting Street Operations Manager
Dave Cantu, Acting Public Works & Utilities Director

Recommended City Council Action

Find that the public interest will be served by authorizing the City Manager to execute a renewal of the current chip seal project contract with A-1 Chipseal Company for the 2015 calendar year in the amount of \$842,864 and authorize a 10% contingency of \$84,286 for a total authorized expenditure of \$927,150.

Summary Statement

- Chip seal is a cost effective preventative maintenance technique that seals the surface of asphalt pavements and prolongs pavement life. This process has been utilized on Westminster roadways for more than 15 years, and is part of the City’s pavement management process.
- The Chip Seal Project contract was bid competitively in 2013 and approved with renewal options for 2014 and 2015. In June 2014, City Council approved the first renewal of the chip seal project contract with A-1 Chipseal Company with the option of an additional contract renewal for 2015. The contract stipulates that annual unit price adjustments, if any, are to be based on the Consumer Price index for Urban Consumers, which amounted to an increase of 2.8% for 2014.
- Staff met with A-1 Chipseal Company concerning the 2015 contract renewal, quantities and unit price increases. The contractor requested a 4.3% increase.
- Following Staff inquiry regarding the increase, the contractor identified increases to labor costs, the increased cost of the aggregate used in the chip seal process, and the current high demand for trucking throughout the Front Range as the reasons for the cost increase above the CPI-U.
- Staff verified the contractor’s reasons, and through additional research found that A-1 Chipseal’s 2015 chip seal pricing for this proposed work is 11% to 14% lower than other Denver Metro area cities’ prices to date.
- The 2015 Chip Seal Project includes 149,535 square yards of conventional chip seal, and 49,348 square yards of hot applied chip seal, to be applied on 28 lane miles of arterial, collector and residential roadways.
- Adequate funds were budgeted and are available for this expense.

Expenditure Required: \$927,150

Source of Funds: General Fund - Street Operations Division Operating Budget

Policy Issue

Should the City extend the current chip seal contract with A-1 Chipseal Company (A-1) for application of chip seal products on City streets for one additional year?

Alternatives

1. City Council could request that Staff prepare bid documents and advertise the 2015 Chip Seal contract for competitive bid submittals. This alternative is not recommended because the Chip Seal Project contract was bid competitively in 2013 and approved with renewal options for 2014 and 2015. A-1 provided the only bid in 2013 and upon Staff request, substantiated 2015 industry increases associated with the project. Staff has checked other regional 2015 chipseal bids and is confident that A-1's 2015 pricing represents the best value to the City. Another round of bidding is unlikely to result in any savings to the City and could possibly increase City costs. In addition, going through the bid process would delay the 2015 Chip Seal Project by six weeks, which could result in a reduction of work that would be performed in 2015.
2. The City could choose to remove the hot applied chip seal (HAC) overlay items from this year's project. A-1's proposal included pricing for conventional chip seal as well as the HAC overlay. Only the unit prices for the HAC overlay exceed the Consumer Price index for Urban Consumers (CPI-U) increase of 2.8%. Staff does not recommend this alternative, as the City's computerized pavement management system has identified the HAC overlay process as an important and cost-effective component of improving the ride ability and structure of the City's roadways.

Background Information

Public Works and Utilities uses a variety of different processes to maintain and preserve the City's 1,100 lane mile street network. Conventional chip seal is a preventative maintenance process that utilizes liquid asphalt in conjunction with small rock chips which are applied to a road's surface simultaneously. This process seals the roadway surface, prevents moisture infiltration, stops pavement oxidation and prolongs pavement life. The HAC overlay is a one inch thick layer of open-graded hot mix asphalt that is placed on top of a conventional chip seal. This process gives a street a new riding surface and provides additional structural strength to the existing roadway. Both of these processes have successfully been used on Westminster roadways for more than 15 years. The Chip Seal Project is based on the City's comprehensive pavement management process. As a part of that process, Staff determined that the preventative maintenance strategies outlined in this memorandum are the most cost effective solution for the listed streets.

City Council originally authorized a contract with A-1 in 2013, with renewal options for 2014 and 2015. On June 9, 2014, City Council approved the first renewal of the chip seal project contract with A-1 with the option of an additional contract renewal for 2015. Annual unit price adjustments, if any, were to be based on the CPI-U that amounted to an increase of 2.8% for 2014. However, when Staff met with the contractor to discuss contract renewal for 2015, they agreed to the CPI-U increase on all unit prices with the exception of the HAC overlay items. A-1 requested a 9% increase on these unit prices, primarily due to reasons that the sub-contractor APC Construction Company (APC) provided. APC's letter of explanation detailed five reasons for the HAC cost increase.

1. A change in the asphalt cement supplier resulted in a 5% material cost increase.
2. Asphalt plant production costs have increased 8%.
3. Aggregate production costs have increased 10% because of high demand in the region.
4. Regional trucking costs have increased 22% because of high demand.
5. Labor costs have increased 7% due to wage and health care increases.

This increase on the HAC overlay, combined with the CPI-U increase requested on the other unit prices resulted in an overall requested project increase of 4.3%.

In determining whether renewing the contract was beneficial to the City, Staff researched the contractor's cost increases and found them to be justified. Staff also investigated 2015 pricing of chip seal and HAC overlay in other cities in the Denver Metro area and found prices are 11% to 14% higher than Westminster's 2015 pricing. Based on this information, Staff believes it is in the best interest of the City to extend the current Chip Seal contract with A-1 Chipseal Company for 2015. Due to the discrepancy between the contract stipulation requiring that annual unit price adjustments are to be based on the CPI-U and cost increases that are out of the City's control, Staff will evaluate the benefit of renewal options in future contracts.

The 2015 Chip Seal Project includes 149,535 square yards of conventional chip seal, and 49,348 square yards of hot applied chip seal, to be applied on 28 lane miles of arterial, collector and residential roadways (see attached location list and map).

The proposed Council action supports City Council's Strategic Plan Goals of "Vibrant & Inclusive Neighborhoods," "Excellence in City Services," and "Ease of Mobility" by providing well maintained City infrastructure through timely resurfacing of roadways.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments: Location List
Location Map

**City of Westminster
 Department of Public Works & Utilities
 Street Operations Division
 5-Year Street Improvement Master Plan
 2015**

Arterial/Collector/Industrial Streets

	LOCATION	FROM:	TO:
<u>HAC Overlay</u>			
1	Pierce Street	92nd Avenue	Westcliff Parkway
2	96th Avenue	Pierce Street	Wadsworth Boulevard
3	108th Avenue	Wadsworth Boulevard	Wadsworth Parkway

Chipseal

1	Lowell Boulevard	73rd Avenue	77th Avenue
2	Oak Street	Countryside Drive	108th Avenue
3	Countryside Drive	100th Avenue	Oak Street
4	Dover Street	86th Avenue	88th Avenue
5	144th Avenue	Huron Street	Zuni Street
6	124th Avenue	Huron Street	Pecos Street

Residential Streets

Chipseal

Sunset Ridge	1	Raleigh Street	92nd Avenue	94th Avenue
Sunset Ridge	2	Raleigh Court	Raleigh Street	Raleigh Street
Sunset Ridge	3	92nd Place	Raleigh Street	Utica Street
Sunset Ridge	4	Stuart Street	92nd Place	South End
Sunset Ridge	5	Tennyson Street	92nd Place	Utica Street
Sunset Ridge	6	Utica Street	Tennyson Street	94th Avenue
Sunset Ridge	7	90th Place	Lowell Boulevard	90th Avenue
Sunset Ridge	8	90th Avenue	Lowell Boulevard	90th Place
Huntington Trails	9	142nd Circle	Huntington Trails Parkway	Huntington Trails Parkway
Huntington Trails	10	Inca Street	142nd Circle	Santa Fe Street
Huntington Trails	11	Santa Fe Street	142nd Circle	Inca Street
Huntington Trails	12	Kalamath Street	142nd Circle	Lipan Street
Huntington Trails	13	Lipan Street	Kalamath Street	142nd Circle
Huntington Trails	14	Mariposa Street	142nd Circle	Navajo Street
Huntington Trails	15	Navajo Street	Mariposa Street	142nd Circle
Huntington Trails	16	Osage Street	Huntington Trails Parkway	Pecos Street
Huntington Trails	17	Pecos Street	Osage Street	Huntington Trails Parkway

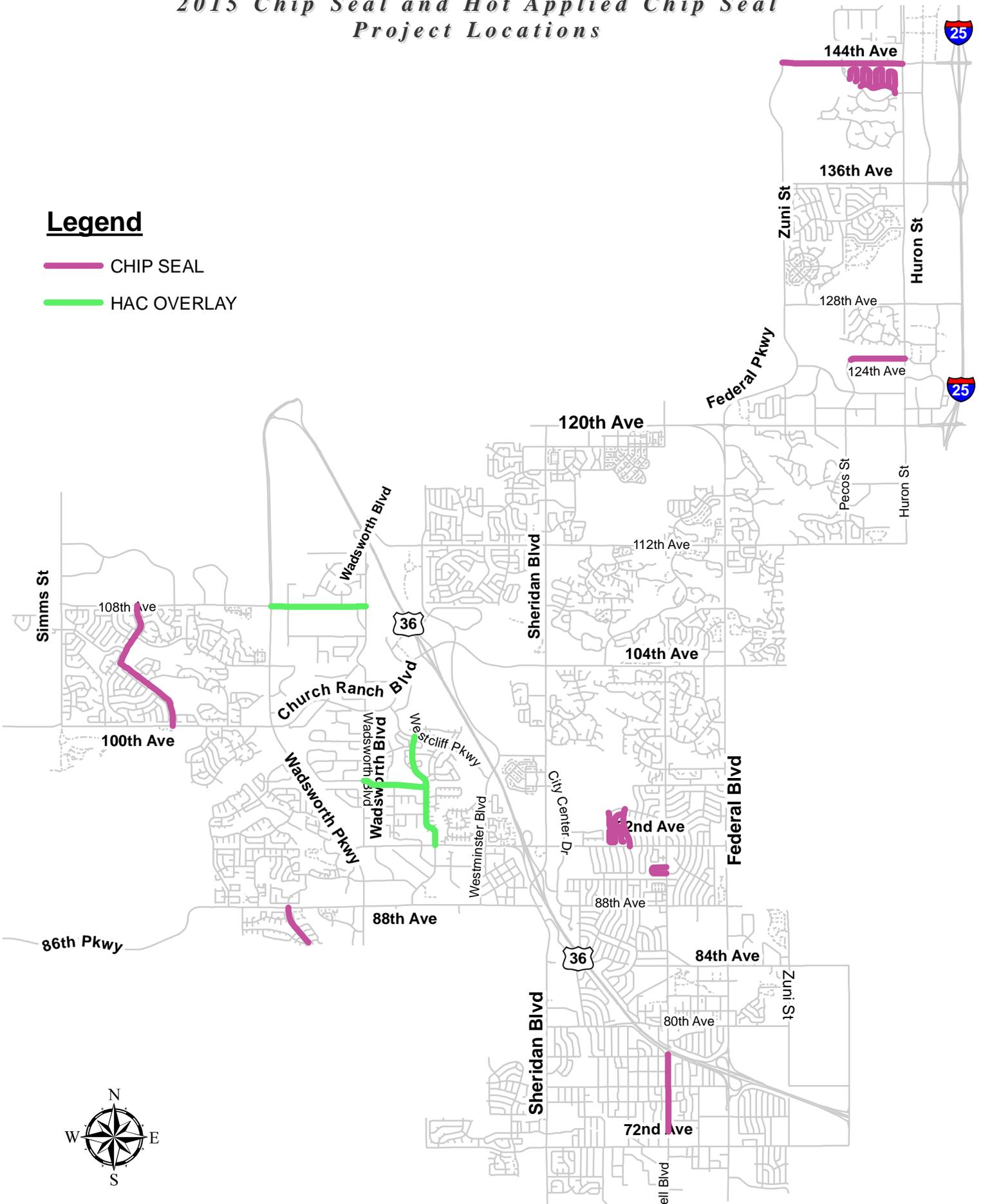


WESTMINSTER

2015 Chip Seal and Hot Applied Chip Seal Project Locations

Legend

-  CHIP SEAL
-  HAC OVERLAY





Agenda Item 8 H

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: 2015 Asphalt Pavement Rehabilitation Project

Prepared By: Kurt Muehlemeyer, Acting Street Operations Manager
Dave Cantu, Acting Public Works & Utilities Director

Recommended City Council Action

Authorize the City Manager to execute a contract for the 2015 Asphalt Pavement Rehabilitation Project with the low bidder, Martin Marietta Materials, Inc., in the amount of \$2,119,187 and authorize a contingency of \$200,000 for a total authorized expenditure of \$2,319,187.

Summary Statement

- Staff uses a variety of different processes to maintain and preserve the City’s 1,100 lane mile street network.
- This project calls for the Hot Mix Asphalt overlay of 21 lane miles of arterial and collector roadway, and total pavement reconstruction of 0.4 lane miles of residential roadway and trench patching following planned water main replacements.
- Public Works and Utilities retains the services of a contractor to perform Hot Mix Asphalt overlay, asphalt patching and total pavement reconstruction on roadways that have been identified by the City’s computerized pavement management system.
- The low bidder, Martin Marietta Materials, Inc., meets all of the City’s bid requirements and has completed similar projects in the Denver Metropolitan area over the past 25 years.
- The 2015 low bid price reflects a 3% increase over 2014 prices, but is below Staff’s estimate.
- Adequate funds were budgeted and are available for this expenditure.

Expenditure Required: \$2,319,187

Source of Funds:	\$1,330,000	General Capital Improvement Fund- Arterial Roadway Rehabilitation and Improvements
	\$631,187	General Fund - Street Operations Division Operating Budget
	\$358,000	Utility Fund – Utilities Field Operations Division Budget

Policy Issue

Should City Council award the low bid to Martin Marietta Materials, Inc. (Martin Marietta) for the 2015 Asphalt Pavement Rehabilitation Project?

Alternatives

1. City Council could choose to not award the bid to Martin Marietta and request a second round of bids in hopes of receiving lower pricing. Staff does not recommend this alternative, as another round of bidding is unlikely to result in any savings to the City and could possibly increase City costs for this project. In addition, re-opening this project for bids would delay the project’s start time by two months.

2. The City could choose not to resurface some or all of the streets earmarked for Hot Mix Asphalt (HMA) overlay. This alternative is not recommended because the City’s pavement rehabilitation strategy has been identified as the most appropriate, cost effective process to prolong pavement life. Delay will result in further pavement deterioration and higher repair costs at a later date.

Background Information

Staff uses a variety of different processes to maintain and preserve the City’s 1,100 lane mile street network. Staff retains the services of a contractor to perform HMA overlay, asphalt patching and total pavement reconstruction on roadways that have been identified by the City’s computerized pavement management system. The HMA overlay process is employed on roadways that require additional structural strength and a new riding surface. Total pavement reconstruction is utilized when a roadway has deteriorated to the point that the pavement is in poor condition and preventative maintenance is no longer a feasible option. This project calls for the HMA overlay of 21 lane miles of arterial and collector roadway, and total pavement reconstruction of 0.4 lane miles of residential roadway. This project also includes trench patching at 15 locations following planned water main replacements.

Formal bids were solicited from five qualified contractors, four of whom submitted bids. The low bidder, Martin Marietta Materials, Inc., meets all City bid requirements and has successfully completed similar projects in Westminster and the Denver Metropolitan area over the last 25 years.

The following sealed bids were received:

Vendor	Bid Amount
Martin Marietta Materials, Inc.	\$2,119,186.81
Asphalt Specialties Company, Inc.	\$2,213,337.20
Brannan Sand & Gravel Company	\$2,240,566.70
Aggregate Industries, Inc.	\$2,482,690.05
APC Construction Company, LLC	No Bid
Staff Estimate	\$2,221,691.62

Martin Marietta’s 2015 bid prices reflect a 3% increase over 2014 bid prices but is 4.6% lower than Staff’s estimate. This overall cost increase can be attributed to the high volume of construction projects in the Denver metropolitan area which has increased demand for aggregates used to produce HMA and created a shortage of available trucking providers.

On February 9, 2015, Council authorized the City Manager to sign an Intergovernmental Agreement (IGA) with the City of Federal Heights for the resurfacing of 104th Avenue from Zuni Street to Federal Boulevard. The main element of this IGA is to place a two-inch overlay on the Federal Heights portion of 104th Avenue. The estimated cost to complete this process is \$132,329 and is included within this project's quantities. Per the IGA, Federal Heights will reimburse Westminster for the actual costs associated with completing the HMA overlay no later than 30 days from receipt of an invoice from the City of Westminster.

The proposed Council action helps achieve City Council's Strategic Plan Goals of "Vibrant & Inclusive Neighborhoods," "Excellence in City Services," and "Ease of Mobility" providing well maintained, sustainable City infrastructure and ease of mobility for the residents and guests of Westminster.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments: Location List
Location Map

City of Westminster
Department of Public Works & Utilities
Street Operations Division
5-Year Street Improvement Master Plan
2015

Arterial/Collector/Industrial Streets

	LOCATION	FROM:	TO:
<u>HMA Overlay</u>			
1	104th Avenue	Zuni Street	Federal Boulevard (Federal Heights Shared)
2	Sheridan Boulevard	96th Avenue	104th Avenue
3	Westcliff Parkway	Westminster Boulevard	Church Ranch Boulevard
4	72nd Avenue	Sheridan Boulevard	Ingalls Street
5	Lowell Boulevard	96th Avenue	104th Avenue

Residential Streets

Reconstruction

Sunstream
Sunstream

1	93rd Place	94th Avenue	Southeast end (cul-de-sac)
2	Cody Drive	94th Avenue	South end (cul-de-sac)

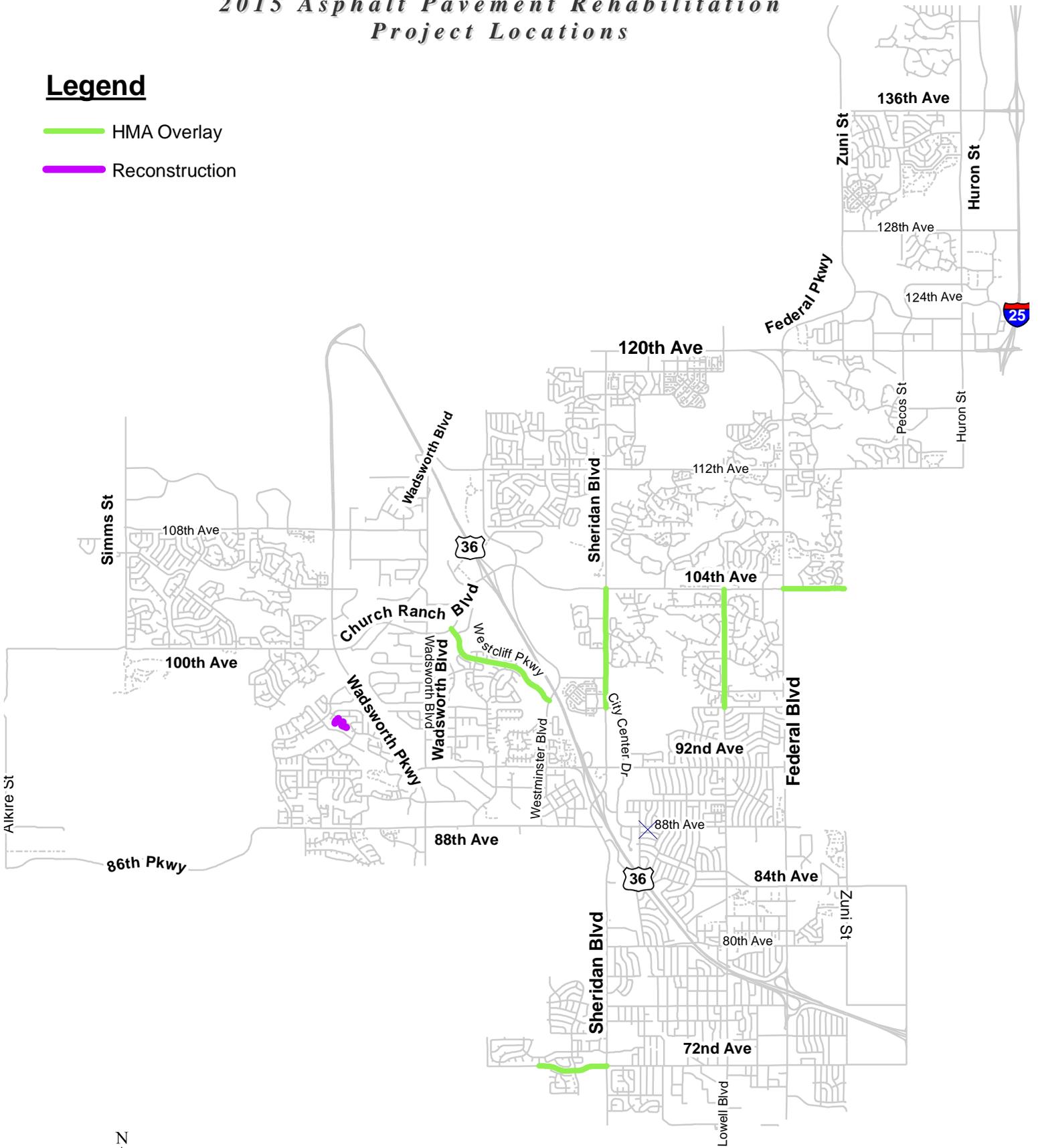


WESTMINSTER

2015 Asphalt Pavement Rehabilitation Project Locations

Legend

-  HMA Overlay
-  Reconstruction





Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Light Duty Vehicle Purchase
Prepared By: Jeffery H. Bowman, Fleet Manager

Recommended City Council Action

Based on the results of the State of Colorado light duty vehicle bid, award the purchase for fifteen Chevrolet light duty vehicles to Dellenbach Chevrolet in the amount of \$ \$477,155.

Summary Statement

City Council is requested to approve fifteen light duty vehicle purchases based on the State of Colorado light duty vehicle bid to Dellenbach Chevrolet. These vehicles were previously approved and are within the amount authorized by City Council in the 2015 General Capital Outlay Replacement Fund, the 2015 Public Safety Tax (PST) General Capital Outlay Replacement Fund and the 2015 Utilities Replacement Fund as outlined below.

- General Capital Outlay Replacement Fund
 - One replacement vehicle for the Community Development Department
 - Three replacement vehicles for the Parks, Recreation and Libraries Department
- POST - General Capital Outlay Replacement Fund
 - Two new-add vehicles for the Parks, Recreation and Libraries Department
- PST - General Capital Outlay Replacement Fund
 - Three replacement vehicles for the Police Department
- Utilities Vehicle Replacement Fund
 - Three replacement vehicles for the Public Works and Utilities Department.
 - Three new-add vehicles for the Public Works and Utilities Department.

The City saves considerable dollars by purchasing vehicles through cooperative bid awards such as the State of Colorado bid processes when possible.

Expenditure Required: \$477,155

Source of Funds:	\$123,757	General Capital Outlay Replacement Fund
	\$88,142	PST - General Capital Outlay Replacement Fund
	\$59,442	POST - General Capital Outlay Replacement Fund
	\$205,814	Utilities Vehicle Replacement Fund

Policy Issue

Should the City approve the purchase for fifteen light duty vehicles using the State of Colorado vehicle bid award, as outlined in this agenda memorandum?

Alternative

1. Reject the State of Colorado bid and instruct Staff to re-bid these light duty vehicles. This alternative is not recommended because the State bid reflects a lowered price based on the purchasing power of many political subdivisions in Colorado.
2. Council could choose to not approve the purchase of some or all of the fifteen light duty vehicles. This alternative is not recommended because ten of the vehicles needing to be replaced have a maintenance history that make it impractical to keep them in regular service and the five new vehicle additions support new work previously approved by City Council.

Background Information

City Staff documents the details for each replacement vehicle being purchased. These details are critical and require extensive review because a vehicle ordered using a government award cannot be exchanged. When a cut-off date is issued by the manufacturer for a specific model, vehicles ordered after that date become the next model year; in this case, they would become 2016 models. Missing the cut-off date generally means an increase in cost, a delay receiving the vehicle as current year models are being produced, and requiring the City to maintain the old vehicle for a longer period of time. On March 25, 2015, Dellenbach Chevrolet notified City Staff that the cutoff for ordering 2015 vehicles would be the fourth week of April. This vehicle order represents the remaining light duty vehicles for 2015, thus avoiding the anticipated fourth week of April cut-off date. All approved replacement vehicles identified in the table below have reached a point where it is no longer economically reasonable to maintain them in service. Please note, the life-to-date vehicle maintenance costs in the table do not include accident repairs or fuel cost. All new-add and replacement vehicles have mounted accessories calculated into the replacement cost, except for 8571, a Police bicycle patrol truck, that will have additional lighting installed after delivery. These vehicles are used to either transport crews, patrol city open space, plow snow, operate water valves, tow trailers, or perform other Police services around the City.

DEPT.	OLD UNIT #	YEAR	REPLACEMENT MAKE/MODEL	MILES	LIFE-TO-DATE VEHICLE MAINTENANCE COST	NEW VEHICLE MAKE/MODEL	PRICE	BIDDER AWARDED
Community Development	2412	2005	Chevrolet 2500 Regular Cab	116,382	\$9,112	Chevrolet Colorado Crew Cab	\$27,505	Dellenbach Chevrolet
Parks, Recreation & Libraries	7078	2000	Chevrolet 2500 Plow Truck	106,207	\$29,105	Chevrolet 3500 Plow Truck	\$34,198	Dellenbach Chevrolet
Parks, Recreation & Libraries	7084	2001	Chevrolet 2500 Utility Body	110,995	\$17,998	Chevrolet 3500 Utility Body	\$32,015	Dellenbach Chevrolet
Parks, Recreation & Libraries	7100	2006	Chevrolet 2500 Regular Cab	97,377	\$15,316	Chevrolet 3500 Regular Cab	\$30,039	Dellenbach Chevrolet
Police Department	2145	2004	Chevrolet Colorado	96,342	\$13,170	Chevrolet Colorado Extended Cab	\$24,975	Dellenbach Chevrolet
Police Department	8571	2005	Chevrolet Trailblazer	91,599	\$26,478	Chevrolet Colorado Crew Cab	\$32,315	Dellenbach Chevrolet
Police Department	8611	2006	Chevrolet 2500 Regular Cab	82,928	\$8,671	Chevrolet 3500 Crew Cab	\$30,852	Dellenbach Chevrolet

Public Works & Utilities	9351	2006	Chevrolet 2500 Regular Cab	98,550	\$16,206	Chevrolet 3500 Regular Cab W/Topper	\$32,504	Dellenbach Chevrolet
Public Works & Utilities	9356	2004	Chevrolet 2500 Utility Body	117,946	\$16,942	Chevrolet 3500 Utility Body	\$34,662	Dellenbach Chevrolet
Public Works & Utilities	9701	1994	Chevrolet 1500 Regular Cab	56,604	\$16,068	Chevrolet 3500 Utility Body	\$34,662	Dellenbach Chevrolet
Public Works & Utilities	New Add 1	N/A	N/A	N/A	N/A	Chevrolet 3500 Utility Body	\$34,662	Dellenbach Chevrolet
Public Works & Utilities	New Add 2	N/A	N/A	N/A	N/A	Chevrolet 3500 Utility Body	\$34,662	Dellenbach Chevrolet
Public Works & Utilities	New Add 3	N/A	N/A	N/A	N/A	Chevrolet 3500 Utility Body	\$34,662	Dellenbach Chevrolet
POST-Parks, Recreation & Libraries	New Add 4	N/A	N/A	N/A	N/A	Chevrolet 3500 Regular Cab	\$28,040	Dellenbach Chevrolet
POST-Parks, Recreation & Libraries	New Add 5	N/A	N/A	N/A	N/A	Chevrolet 3500 Crew Cab	\$31,402	Dellenbach Chevrolet

The replacement and new addition of these vehicles support City Council’s Strategic Plan Goal of “Excellence in City Services” by keeping a highly dependable fleet of trucks on the job and by obtaining the best possible price for these fifteen light duty vehicles.

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Purchase of Dump Trucks with Snow Removal Equipment

Prepared By: Jeffery Bowman, Fleet Manager

Recommended City Council Action

Authorize the purchase of the following:

1. Three tandem-axle dump trucks in the Street Division based on the 2015 City and County of Denver bid award for three Freightliner 114-SD cab/chassis trucks to Transwest Trucks in the amount of \$308,676.
2. One single-axle dump truck in the Parks, Recreation and Libraries Department based on the Colorado Department of Transportation (CDOT) bid award for one Freightliner 108-SD truck to Transwest Trucks in the amount of \$83,045.
3. In addition, based on the recommendation of the City Manager, find that the public interest would best be served by accepting the sole source proposal in the amount of \$466,222 from O.J. Watson Co., Inc. for the purchase and installation of the City's specification for outfitting of the single- and tandem-axle trucks with dump bodies and snow removal equipment.

Summary Statement

- Staff recommends using the 2015 City and County of Denver bid award for two 2015 replacement Freightliner 114-SD trucks to Transwest Trucks in the amount of \$204,784. Staff also recommends using the 2015 City and County of Denver bid award for one 2016 replacement Freightliner 114-SD truck to Transwest Trucks in the amount of \$103,892. Additionally, Staff recommends using the 2015 CDOT bid award for one 2016 Freightliner 108-SD truck to Transwest Trucks in the amount of \$83,045. In accordance with the bids, Transwest Trucks agrees to deliver and accept payment of \$103,892 for one of the three tandem trucks and payment of \$83,045 for one single-axle truck after January 1, 2016, when budget funds are available.
- City Council is requested to find that the public interest would be best served by approving the sole source standardized outfitting of three tandem trucks and one single-axle truck through O.J. Watson Co., Inc., at \$466,222, of which in accordance with the bid, O. J. Watson agrees to deliver and accept payment of \$231,512 after January 1, 2016, when budget funds are available for outfitting of one 2016 single- and one 2016 tandem-axle trucks with dump bodies and snow removal equipment.
- City Council previously approved adequate funds for these vehicle purchases and outfitting in the 2015 and 2016 General Capital Outlay Replacement Fund (GCORF) budgets.
- Transwest Trucks will offer a trade in allowance of \$80,000, reducing the total cost for four new cab/chassis trucks from \$471,721, down to \$391,721.
- The City saves considerable dollars by purchasing vehicles through bids completed by CDOT and municipalities such as the City and County of Denver when possible.
- Ordering two of the 2016 trucks this year, guarantees 2015 pricing, will assure delivery time of two trucks in the first quarter of 2016, and assists with streamlining/standardizing large fleet equipment.

Expenditure Required \$857,943

Source of Funds	\$439,494	2015 GCORF
	\$418,449	2016 GCORF

Policy Issue

Should the City proceed with the 2015 purchase of two tandem axle cab/chassis trucks equipped with the City's standardized dump bodies and snow removal equipment and the 2016 purchase of one additional tandem axle cab/chassis truck and one single axle cab/chassis truck equipped with the City's standardized dump body and snow removal equipment to be ordered in 2015 and delivered and paid for in 2016?

Alternatives

1. Reject the County of Denver bid awards for two 2015 Freightliner 114-SD tandem axle cab/chassis trucks to replace the Street Divisions' trucks that are scheduled to be replaced in 2015. This alternative is not recommended because the City and County of Denver bid award represents a competitively bid award to Transwest Trucks, as the lowest bid submitted, valid through June 30, 2015. Additionally, the City would have to solicit bids, possibly delaying delivery beyond the year-end snow removal season.
2. City Council could determine that the public's best interest is not best served by sole sourcing the standardized outfitting of the purchased single- and tandem-axle cab/chassis trucks through O.J. Watson Co., Inc. This alternative is not recommended. The City has made a considerable investment in standardizing the outfitting of single and tandem trucks through O.J. Watson Co., Inc., due to the myriad of safety and use requirements for these vehicles. Another company would not have this expertise and no other company in Colorado can offer the parts necessary to meet the City's standardized outfitting. Therefore, the City would have to negotiate a new standard with another company requiring solicitation for bids, ultimately delaying the vehicle delivery beyond the year-end snow removal season. Additionally, O.J. Watson Co., Inc. agrees to deliver and accept payment for two of the snow removal equipment installations after January 1, 2016, when budget funds are available. Staff is very confident that O.J. Watson Co., Inc. is providing the City with competitive pricing.
3. Reject the City and County of Denver bid award for one Freightliner 114-SD tandem-axle cab/chassis truck to replace the Street Division's tandem-axle cab/chassis truck that is scheduled to be replaced in 2016, and the CDOT bid award to replace the Parks Recreation and Libraries single-axle truck that is scheduled to be replaced in 2016. In accordance with the bids, Transwest Trucks agrees to deliver and accept payment for the trucks after January 1, 2016, when budget funds are available. This alternative is not recommended because the City and County of Denver bid award and the CDOT bid award both represent competitively bid awards. Additionally, the City would have to solicit bids, possibly delaying delivery beyond the new-year snow removal season.

Background Information

As part of the Street Division's 2015 GCORF budget, City Council approved the replacement of unit #6127 and #6234. Both are tandem dump trucks used for snow removal and hauling materials and asphalt for street projects and have high hours and maintenance costs. As part of the Street Division 2016 GCORF budget, City Council approved the replacement of unit #6226, a tandem dump truck also used for snow removal and hauling materials and street projects. As part of the Parks Recreation and Libraries Department 2016 GCORF budget, City Council also approved the replacement of unit #7092, a single-axle dump truck used by the Street Division as a primary snow route truck in the winter and used for removal and hauling materials year-round in the Parks operations. The value of ordering two 2016 trucks with the 2015 pricing is twofold – it allows the City to purchase less expensive 2016 replacement trucks at 2015 prices and ensures timely receipt of one tandem plow truck and one single-axle snow plow truck that can each be used during the 2016 winter/spring snow season. In addition, one 2016 tandem axle dump truck will be identical and match the 2015 units, making maintenance easier within the Fleet Division and operation easier within the Street Division due to acquiring identical units. The two units scheduled for replacement in 2015 are budgeted for a total of \$450,000 (unit #6127 at \$225,000 and unit

#6234 at \$225,000). The two units scheduled for replacement in 2016 are budgeted for a total of \$420,000 (unit #6226 at \$230,000 and unit #7092 at \$190,000). The grand total of \$870,000 is budgeted over the two years for these four units. By acquiring them now through the City and County of Denver and CDOT bids as proposed for a total of \$857,943, the City will save \$12,057 over the two year period.

Specific age, life to date cost information and purchasing information on the trucks being replaced can be found in the following chart:

Unit Number	Purchase Year	Replacement Make/Model	Hours	Life-to-Date Vehicle Maintenance Cost	New Vehicle Make/Model	Truck & Equipment Price, Trade-In Price, Total Price	Companies
6127	2003	Western Star Tandem Axle Dump, Plow, Spreader	5297 (Hrs.)	\$91,092	Freightliner 114-SD w/ Dump, Plow, Salter, Mag	\$242,247 -\$22,500 \$219,747	Transwest Trucks and O.J. Watson
6234	2003	Western Star Tandem Axle Dump, Plow, Spreader	5489 (Hrs.)	\$104,008	Freightliner 114-SD w/ Dump, Plow, Salter, Mag	\$242,247 -\$22,500 \$219,747	Transwest Trucks and O.J. Watson
6226	2004	International Tandem Axle Dump, Plow, Spreader	5045 (Hrs.)	\$98,770	Freightliner 114-SD w/ Dump, Plow, Salter, Mag	\$242,247 -\$21,000 \$221,247	Transwest Trucks and O.J. Watson
7092	2004	International Single Axle Dump, Plow, Spreader	4510 (Hrs.)	\$102,354	Freightliner 108-SD w/ Dump, Plow, Salter, Mag	\$211,202 -\$14,000 \$197,202	Transwest Trucks

Formal bids were not conducted for the purchase and installation of the dump bodies and snow removal equipment to outfit the tandem trucks due to an established standardized install in place with O.J. Watson Co., Inc. It is critical that dump truck outfitting be standardized not only to handle the day-to-day construction needs of the Street Division and Park, Recreation and Libraries Department, but also because these trucks are essential emergency equipment for snow and ice control operations. Standardization decreases the probability of operator error and accidents, facilitates replacements and repairs, and provides overall flexibility for assigning and training operators resulting in decreased downtime and a higher level of service on the road. O.J. Watson Co., Inc. is the only franchised dealer in Colorado that makes available truck products and dump bodies that meet the City’s standardized tandem outfitting specifications.

The purchase of the single and tandem dump trucks, and appropriate outfitting of the vehicles support City Council’s Strategic Plan Goal of “Excellence in City Services” by keeping a highly dependable fleet of trucks and snow equipment on the job and by obtaining the best possible price for these four trucks.

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: 2015 Water Meter and Meter Parts Purchases

Prepared By: Stephen Gay, Utilities Operations Manager
Robert L. Booze, Distribution & Collection Superintendent
Dan Shjandemaar, Meter Shop Foreman

Recommended City Council Action

Upon recommendation of the City Manager, find that the public interest is best served by authorizing a negotiated purchase from the sole source provider, National Meter & Automation, Inc. for new water meter replacement transponders, chambers, and other miscellaneous meter parts in an amount not to exceed \$174,362 for calendar year 2015.

Summary Statement

- Water meters are installed at every service connection to the City's water distribution system. These meters measure customer water consumption for monthly billing purposes. Meter accuracy is essential to ensuring accurate billing.
- Staff collaborates with Community Development to estimate the number of new metered connections to the distribution system annually, all of which require the installation of new water meters.
- Additionally, water meters are regularly tested for accuracy, based on manufacturer specification. Failing meters must be repaired and/or replaced to ensure billing accuracy.
- Staff anticipates purchasing meter bodies, transponders, and repair and replacement parts for both small residential meters and large water meters.
- Staff is requesting approval to negotiate these purchases from National Meter & Automation, Inc., as the meter system the City uses is a proprietary item and only available through the authorized local distributor, National Meter & Automation, Inc.
- Staff is requesting authorization to purchase these meter parts as needed throughout 2015 in an amount not to exceed \$174,362.
- Adequate funds are budgeted and available for this expense.

Expenditure Required: Not to exceed \$174,362

Source of Funds: Utility Fund – Utilities Operations Operating Budget

Policy Issue

Should City Council authorize the negotiated purchase of water meter replacement parts from National Meter & Automation, Inc. (National Meter) in an amount not to exceed \$174,362 for calendar year 2015?

Alternative

- City Council could choose to authorize the purchase of only a portion of the meters, transponders and repair parts, and delay the remainder to next year. Staff does not recommend this alternative, as the parts are purchased based on the new service connections to the distribution system, meter testing results, and needed repairs and/or replacements. Delaying the purchase could impact our ability to track consumption and to accurately bill our customers for their water use. These results would have a negative impact on revenues and customer service.
- City Council could choose to reject this negotiated purchase and request that the parts be purchased from another vendor. Staff does not recommend this alternative as National Meter is the only local vendor for Badger water meters, the proprietary water meter system that the City has successfully used.

Background Information

In 1995, Staff identified the Badger Water Meter System as the most reliable platform to provide the information necessary to accurately meter and bill the City’s water customers. Water meters are installed at every service connection to the City’s water distribution system. These meters measure customer water consumption for monthly billing purposes, and provide a significant portion of the Utility’s revenues.

Meters are periodically tested for accuracy using industry standards and the results are compared to manufacturer specifications. When meters are found to be performing outside of the manufacturer’s specifications, repairs and/or replacement becomes necessary. When a water meter is not performing within specifications, actual consumption as well as billing are impacted. Most often, meters are found to under-record, resulting in loss revenues. Inaccurate meters need to be repaired and/or replaced, which requires a stock of materials.

Staff also collaborates with Community Development to estimate the number of new metered connections to the distribution system annually, all of which require the installation of new water meters. Staff also maintains a stock of inventory which allows timely response to emergency customer service calls and timely installation of new residential meter sets.

Staff is requesting authority to purchase the specific materials listed below, as well as an additional \$20,000 of material on an as-needed basis as follows:

Categories	Extended Costs
Meter Bodies	\$95,231
Meter Transponders	\$20,805
Fire Hydrant Meter Assemblies	\$11,642
Meter Chambers	\$26,684
Miscellaneous Meter Repair Parts	\$20,000
Amount of total Expenditures (not to exceed)	\$174,362

National Meter is the western regional Badger Water Meter sole supplier, and all meters, transponders and parts furnished by National Meter meet the required specifications set by the City. Staff is requesting that Council authorize a negotiated purchase of Badger Water Meters and meter parts from the sole source provider, National Meter, for an amount not to exceed \$174,362.

National Meter has a long history of providing reasonable and competitive pricing and will have the material readily available when requested. If for some reason National Meter is not able to supply the needed parts, Staff has the option to go directly to Badger Meter for the purchase of meters and parts.

In addition to the meter parts purchased through National Meter, Staff utilizes a variety of vendors to provide other needed materials for the City's water and wastewater operations and programs. These purchases include routine, competitively bid items, along with emergency purchases needed to address water or wastewater system critical events

This purchase helps achieve the City Council's Strategic Plan Goal of "Excellence in City Services" by contributing to the objective of well-maintained City infrastructure and facilities, by making sure that the City's water customers are accurately billed for their water consumption.

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: 2015 Golf Courses Cumulative Purchases over \$75,000

Prepared By: Richard Dahl, Parks Services Manager
Lance J. Johnson, CGCS, Parks/Golf Superintendent

Recommended City Council Action

Based on the recommendation of the City Manager, determine that the public interest will be best served by approving 2015 expenditures to the following vendors: Titleist/FootJoy, not to exceed \$175,000, Nike U.S.A. Golf Division, not to exceed \$80,000, Oakley, not to exceed \$100,000 and LL Johnson Distributing, not to exceed \$80,000.

Summary Statement

- These purchases are for routine commodities provided for sale at the City's two golf course golf shops and driving ranges along with routine parts/repair purchases for maintenance equipment through specific single source vendors.
- The Westminster Municipal Code requires all purchases over \$75,000 be brought to City Council for authorization. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases of similar commodities or services from one vendor in a calendar year exceeds \$75,000.
- Adequate funding is appropriated in the 2015 City Council Approved Budget and are available in the Golf Course Funds for these purchases.

Expenditure Required: Not to exceed \$435,000

Source of Funds: Heritage at Westmoor Fund and Legacy Ridge Fund Operating Budgets

Policy Issue

Should Council approve the purchase of golf course commodities from the recommended vendors that total over \$75,000 for each vendor in 2015?

Alternative

1. Do not approve the purchases as recommended. While each transaction with the above vendors represents a separate purchase, City Staff believes that a more conservative and prudent approach is to treat the cumulative smaller transactions as larger purchases making them subject to City Council approval.
2. City Council could choose to approve individual vendors and not the entire package. Staff does not recommend this option as this approach might jeopardize the golf courses' ability to generate revenue by limiting the use of proven revenue producing lines of merchandise that is recognized as the most popular or stylish brands.
3. City Council could request we solicit other vendors. Golf shop staff currently utilizes other product lines to offer alternatives in merchandise and price points. Staff researches and works with many different vendors to offer a wide variety of selections. This would be a repetition of work already completed. The vendors listed in this agenda memo are typically the Staff's largest expenditures; other vendors that are used do not reach the City Council approved limits.

Background Information

Staff has identified all four vendors, Titleist/FootJoy, Nike U.S.A. Golf Division, Oakley and LL Johnson Distributing as potentially having aggregate amounts exceeding \$75,000 by the end of 2015. Funds are available in the appropriate budgets for these expenditures. These products are ordered directly from the manufacturer. They are sole source items and cannot be purchased from any other entity. The golf shops and maintenance operations receive the best pricing available based upon the volume of sales, purchases and use of the quality products and services the four vendors provide.

The details of these purchases are as follows:

- The City anticipates expenses not to exceed \$175,000 from Titleist/FootJoy for both of the City's golf courses combined. The City purchases high-quality range balls, merchandise for resale including golf shirts, shorts, outerwear, hats, golf gloves, golf balls and a limited number of clubs for stock in the golf shop and rental club sets. Titleist is the number one golf ball in the market and is the number one-selling golf ball and merchandise in the City's golf shops. Most golf club sets or individual clubs are sold on a special-order basis with Staff providing the customer with a custom club fit. With the release of a new product line from Titleist in 2015, we are expecting increased demand for their products.
- The City anticipates expenses from Nike USA Golf Division not to exceed \$80,000. The golf courses also purchase Nike USA Golf Division merchandise for resale including golf balls; 60% of our shoe inventory, clothing and a limited number of clubs and special-order all iron sets. In 2015, Staff will purchase approximately 50% of the golf shop's clothing line for resale from Nike USA Golf Division. Nike merchandise is at high demand for our charity events and tournaments for gifts and tee prizes. Nike provides competitive pricing for these events, helping events raise more funds and maintain our profit margin.

- The City anticipates expenses from Oakley not to exceed \$100,000. The golf courses also purchase Oakley merchandise for resale including approximately 30% of the shoe inventory at Legacy Ridge and over 33% at The Heritage at Westmoor in clothing and sunglasses and special-order clothing, shoes, and sunglasses. In 2014, Staff purchased approximately 40% of the golf shops' clothing line for resale from Oakley. Oakley is the number one sunglass manufacturer in the golf industry and is the number three top product sold in the City's golf shops. Oakley merchandise is at high demand for our charity events and tournaments for gifts and tee prizes. Oakley provides competitive pricing to these events, helping events raise more funds and maintain our profit margin.
- The net profit from Titleist, Nike and Oakley meets or exceeds our standards to maintain a 30% margin with merchandise for resale.
- The City anticipates expenses from LL Johnson Distributing not to exceed \$80,000. LL Johnson Distributing is the sole source dealer of Toro maintenance equipment and parts in the State of Colorado. Toro comprises 75% of the maintenance equipment used at Legacy Ridge and the Heritage at Westmoor. A majority of our dealer service repairs and repair parts are purchased through LL Johnson Distributing to keep specific equipment under warranty. Other golf course accessories, irrigation parts, supplies, and small equipment are also purchased through this vendor.

These purchases support City Council's Strategic Plan Goal of "Financially Sustainable City Government Providing Exceptional Services."

Respectfully submitted,

Donald M. Tripp
City Manager



Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Second Reading of Councillor’s Bill No. 13 re Right-of-way Vacation for a Portion of 68th Avenue, North of East Bay Senior Housing – Filing No. 1

Prepared By: Melanie Walter, P.E. Senior Engineer

Recommended City Council Action

Pass Councillor’s Bill No. 13 on second reading vacating a portion of the 68th Avenue right-of-way along the north line of Lot 1 within East Bay Senior Housing – Filing No. 1.

Summary Statement

- The vacation of a portion of the existing 68th Avenue right-of-way along the north line of Lot 1 within East Bay Senior Housing – Filing No. 1 is requested by the developer of the proposed Moorings at Hidden Lake Subdivision (see attached Exhibit “A”). This vacation will eliminate unnecessary right-of-way and will result in an alignment of the street right-of-way that will parallel the adjacent sidewalk consistent with normal City practice.
- The developer of East Bay Senior Housing – Filing No. 1, which was platted in 1995, dedicated ten feet of additional right-of-way along 68th Avenue. At the time of that dedication, a different alignment of 68th Avenue was anticipated than what exists today. Therefore, a portion of the current right-of-way is not needed for roadway purposes. Staff recommends the vacation of that portion of the unnecessary, existing right-of-way.
- This Councillor’s Bill was passed on first reading on March 16, 2015.

Expenditure Required: \$ 0

Source of Funds: N/A

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments:

- Councillor’s Bill
- Exhibit “A” legal descriptions and illustration

BY AUTHORITY

ORDINANCE NO. **3771**

COUNCILLOR'S BILL NO. **13**

SERIES OF 2015

INTRODUCED BY COUNCILLORS
Garcia - Seitz

**A BILL
FOR AN ORDINANCE VACATING A PORTION OF 68TH AVENUE RIGHT OF WAY
GENERALLY LOCATED NORTH OF EAST BAY SENIOR HOUSING FILING NO 1
SECTION 6, TOWNSHIP 3 SOUTH, ADAMS COUNTY**

WHEREAS, East Bay Senior Housing – Filing No. 1, located south of 68th Avenue and west of Lowell Boulevard, dedicated a 10-foot strip of right-of-way along 68th Avenue in anticipation of street improvements;

WHEREAS, in 2010, improvements occurred along 68th Avenue in a different alignment than anticipated;

WHEREAS, a small strip of right-of-way along 68th Avenue is no longer needed; and

WHEREAS, the City Council finds that all requirements for roadway vacation contained in the Westminster Municipal Code and applicable state statutes have been met.

NOW, THEREFORE, THE CITY OF WESTMINSTER ORDAINS:

Section 1. City Council determines that no present or future public access need exists for the area proposed for vacation.

Section 2. The area described in Exhibit A, attached hereto and incorporated herein by this reference, is hereby vacated.

Section 3. This ordinance shall take effect upon its passage after second reading. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING AND TITLE AND PURPOSE ORDERED PUBLISHED this 16th day of March, 2015.

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

Mayor

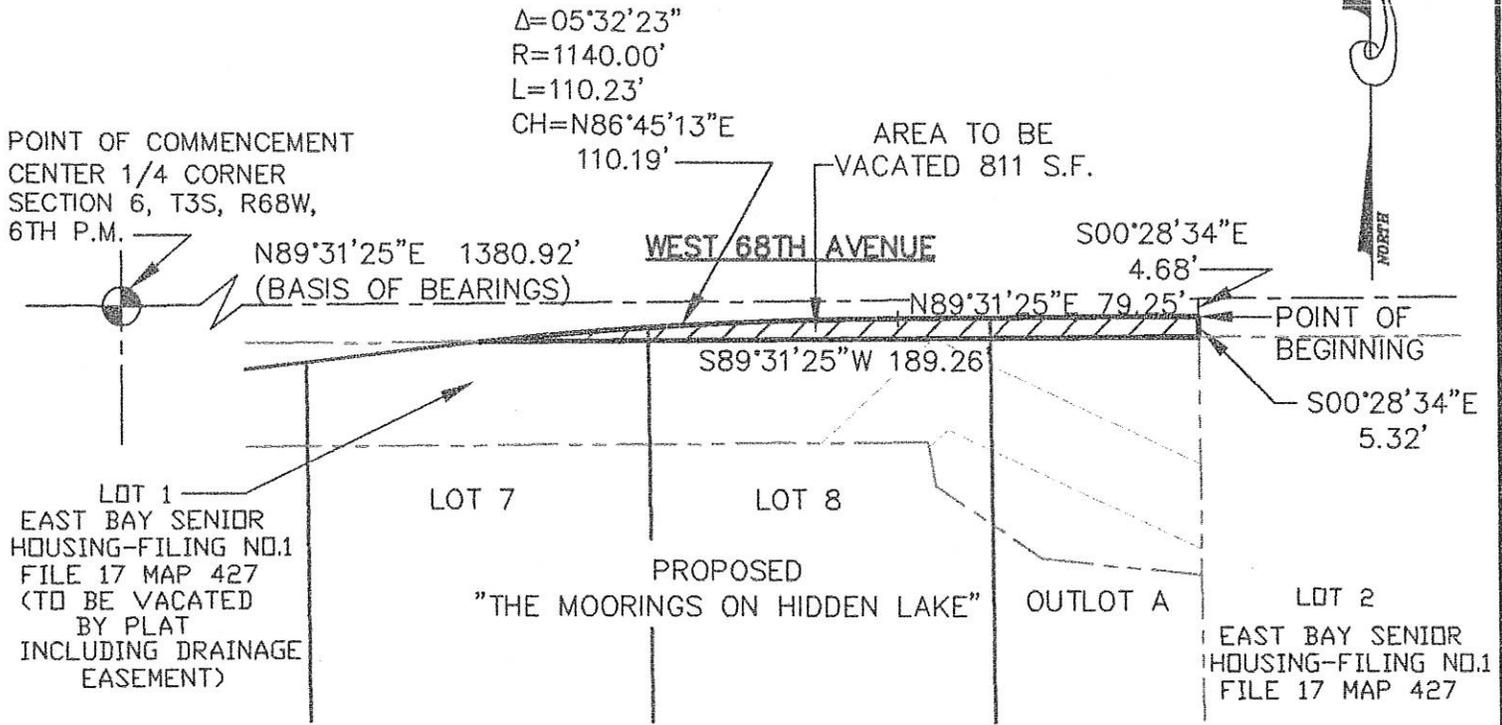
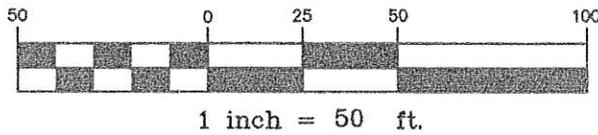
ATTEST:

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney's Office

EXHIBIT A
 RIGHT-OF-WAY VACATION - WEST 68TH AVENUE
 SITUATED IN THE NORTH 1/2 OF THE SE 1/4, SECTION 6,
 T3S, R68W, OF THE 6TH P.M.
 CITY OF WESTMINSTER, COUNTY OF ADAMS, STATE OF COLORADO



LEGAL DESCRIPTION:

A TRACT OF LAND SITUATED IN THE NORTH 1/2 OF THE SOUTHEAST 1/4 SECTION 6, TOWNSHIP 3 SOUTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF WESTMINSTER, COUNTY OF ADAMS, STATE OF COLORADO. SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS.

COMMENCING AT THE CENTER 1/4 CORNER SAID SECTION 6; THENCE N89°31'25"E ALONG THE NORTH LINE OF SAID SOUTHEAST 1/4, 1380.92 FEET; THENCE S00°28'34"E, 4.68 FEET TO THE POINT OF BEGINNING;
 THENCE S00°28'34"E, 5.32 FEET TO THE NORTHEAST CORNER LOT 1, EAST BAY SENIOR HOUSING FILING NO. 1 AS RECORDED AT FILE 17, MAP 427 ADAMS COUNTY CLERK AND RECORDER'S OFFICE;
 THENCE S89°31'25"W ALONG THE NORTH LINE SAID LOT 1, 189.26 FEET TO A POINT OF CURVATURE;
 THENCE ALONG A NON-TANGENT CURVE TO THE RIGHT WITH A CENTRAL ANGLE OF 05°32'23", A RADIUS OF 1140.00 FEET, AN ARC LENGTH OF 110.23 FEET AND A CHORD OF N86°45'13"E, 110.19 FEET;
 THENCE N89°31'25"E, 79.25 FEET TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINING 811 SQUARE FEET, MORE OR LESS.

PREPARED BY

moorings\westminster\plat & construction drawings\row-vacation.dwg

DANNY R. MERTZ DATE
 COLO. PLS NO. 30831

PREPARED: 9/26/14

JCM DEVELOPMENT, LLC 8300 GARLAND DRIVE
 LAND DEVELOPMENT/ENGINEERING ARVADA, CO
 CONSTRUCTION MANAGEMENT 80005
 PHONE 303 431-1921
 FAX 303 431-1921



Agenda Item 8 N

Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Second Reading of Councillor's Bill No. 15 re Early Supplemental Appropriation of 2014 Parks, Open Space and Trails (POST) Fund Carryover and Supplemental Appropriation of an Adams County Open Space Grant

Prepared By: Heather Cronenberg, Open Space Coordinator

Recommended City Council Action

Pass Councillor's Bill No. 15 on second reading 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.

Summary Statement

- This Councillor's Bill was passed on first reading on March 16, 2015.
The properties located at 6930, 6940, and 6960 Lowell Boulevard are on the east side of Lowell Boulevard adjacent to the future Little Dry Creek Park and Open Space.
The City submitted a grant to Adams County to assist with these acquisitions.
After reviewing the revenues and expenses associated with the POST Fund in 2014, Staff is confident that the amount requested for early carryover is available to purchase these properties.

Expenditure Required: \$293,992 (Early POST Carryover Appropriation and City's match/cost to purchase the three properties)
\$379,008 (Appropriation of Adams County Open Space Grant Funds)
Source of Funds: 2014 POST Carryover Funds and Adams County Open Space Grant Funds

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments: Councillor's Bill
Vicinity Map

BY AUTHORITY

ORDINANCE NO. **3772**

COUNCILLOR'S BILL NO. **15**

SERIES OF 2015

INTRODUCED BY COUNCILLORS
Seitz - Baker

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

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2015 appropriation for the Parks, Open Space and Trails Fund initially appropriated by Ordinance No. 3737 is hereby increased by \$673,000. This appropriation is due to the receipt of Adams County grant funds and early appropriation of 2014 POST Carryover Funds to acquire the three parcels along Little Dry Creek Park.

Section 2. The \$673,000 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 D&E, dated March 16, 2015 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

Parks, Open Space and Trails Fund	<u>\$673,000</u>
Total	<u>\$673,000</u>

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

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

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED
PUBLISHED this 16th day of March, 2015.

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

ATTEST:

Mayor

City Clerk

72nd Ave

City of Westminster Little Dry Creek Park & Open Space Acquisitions

71st Pl

71st Ave

Federal Blvd

70th Ave

Future Westminster
FASTracks Station

Future Little Dry
Creek Park and
Open Space

6960 Lowell Blvd

6940 Lowell Blvd

6930 Lowell Blvd

Little Dry Creek

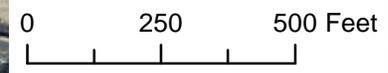
Little Dry Creek Trail

Little Dry
Creek
Dog Park

69th Pl

Water Quality
Pond

-  Trail Underpasses
-  Lowell Houses
-  Creekside Drive
-  Open Space
-  City Trails
-  Streams
-  Proposed Trails





Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Second Reading of 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 second 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

- City Council action is requested to adopt the attached Councillor’s Bill on second reading, authorizing a supplemental appropriation to 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
 - General Fund amendments total: \$ 653,448
 - Water Fund amendments total: \$ 43,064
 - Utility Capital Project Reserve Fund amendments total: \$2,360,563
 - General Capital Outlay Replacement Fund amendments total: \$ 9,706
 - Sales and Use Tax Fund amendments total: \$3,383,711
 - Parks, Open Space and Trails Fund amendments total: \$ 1,171
 - General Capital Improvement Fund amendments total: \$ 3,054,669
 - Community Development Block Grant Fund amendments total: \$ 123

- This Councillor’s Bill was passed on first reading on March 23, 2015.

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.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment – Ordinance

BY AUTHORITY

ORDINANCE NO. **3773**

COUNCILLOR'S BILL NO. **16**

SERIES OF 2014

INTRODUCED BY COUNCILLORS
Garcia - Briggs

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	<u>123</u>
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 Item 8 P

Agenda Memorandum

City Council Meeting
April 13, 2015



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

Prepared By: Walter Patrick, Planner

Recommended City Council Action

Pass Councillor's Bill No. 17 on second 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.
- This Councillor's Bill was approved on first reading by City Council on March 23, 2015.

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

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment – Councillor's Bill No. 17

BY AUTHORITY

ORDINANCE NO. **3774**

COUNCILLOR'S BILL NO. **17**

SERIES OF 2015

INTRODUCED BY COUNCILLORS
Briggs - Seitz

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) Lessen the 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 furtherance ~~pursuance~~ of these ~~these~~ 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 section ~~Title~~, 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 section ~~Title~~, then there need be provided only such off-street parking as is required in this section ~~Title~~. 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 ~~fifty~~ (~~250~~300) 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 (~~3~~200) square feet of gross floor area.

(c) Office/warehouse. Shall be the sum total of one (1) space per ~~two~~three hundred ~~fifty~~ (~~30~~250) 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: _____



Agenda Memorandum

City Council Meeting
April 13, 2015



SUBJECT: Public Hearing and Councillor’s Bill No.18 Adopting Amendments to the 2013 Comprehensive Plan

Prepared By: Sarah Nurmela, AICP, Senior Urban Designer

Recommended City Council Action

1. Conduct a public hearing on the proposed update to the 2013 Comprehensive Plan Update as submitted to the City Council.
2. Pass Councillor’s Bill No. 18 on first reading adopting amendments to the 2013 Comprehensive Plan.

Summary Statement

- The current Comprehensive Plan was adopted in November, 2013, and last updated in 2014 with the first annual update of the document.
- The 2015 Comprehensive Plan Update includes both text and graphics edits, with the majority of text edits directed toward providing clarification of key land use concepts and terminology (intensity and density calculations and land use classification descriptions).
- The proposed terminology change from “Primary” to “Allowed” and “Secondary” to “Limited” is reflected in all of the Development Standards tables in the land use classifications. The terminology change is reflective of the need to clarify the meaning of Primary and Secondary, and in so doing, improved, more accurate terminology of “Allowed” and “Limited” is proposed and defined. (The existing “Potentially Prohibited” terminology remains and is also defined.) The reflection of this terminology change in the R-3.5 Residential classification led to a staff recommendation to classify “Duplexes” into the “Limited” category based on the existing caveat in the Comprehensive Plan that they “may be allowed depending on location and design.”
- Additional edits to the Plan reflect the adoption of the Downtown Specific Plan, new open space, and minor text edits and updates to several chapters.
- Finally, the edits include an amendment of the current land use designation of a developable portion (approximately 1.8 acres) of the R. Dean Hawn Interest, Ltd. (RDHI) property in the proximity of Westminster Boulevard and 104th Avenue from “Major Creek Corridor on Non-Public Land” to “Retail Commercial.” This was due to a mapping error on the City’s part relative to the location of the flood plain and Big Dry Creek.
- No substantive changes in policy or implementation are proposed.
- A list of the proposed changes is provided in *Attachment A* and actual changes are highlighted in red (for text) or included (for updated graphics) in *Attachment B*.
- Each of the proposed changes was discussed with City Council at the Study Session on March 2, 2015, except for the proposal to close the RDHI land designation, which has only recently been brought to staff’s attention.

Expenditure Required: \$0

Source of Funds: N/A

Planning Commission Recommendation

The Planning Commission voted 5-2 (Anderson, Welch) to recommend the City Council approve the proposed edits to the Comprehensive Plan as presented, and to approve a re-designation of land on the portion outside of the 100-year flood plain in the northwest corner of the Hewitt property currently designated as Major Creek Corridor. Both Commissioner Anderson and Welch stated that they voted against the motion because they would rather see a specific land designation for the Hewitt property before approving the proposal.

Policy Issue

Should Council approve the proposed changes to the 2013 Comprehensive Plan? Updating the Plan will ensure that implementation of the Comprehensive Plan is improved.

Alternatives

The Council could choose to not support all or some of the revisions to the Comprehensive Plan. There are several types of changes proposed that include minor word edits, map and table edits, and clarifications and terminology for land use classifications and calculations. If the proposed changes do not move forward, retaining the Plan as is will have varying impacts, which include the following:

- Minor Text Edits: these edits will not significantly impact the document, although a few could impact the clarity or intent of the information being presented;
- Map and Table Edits: these edits are primarily to update Figure 2-2: Land Use Diagram with open space purchases, adoption of the Downtown Specific Plan and amendments or annexations already adopted by Council, so the impact of not completing these will mean the document does not reflect existing conditions accurately; and
- Clarifications to Land Use Terminology: all of the proposed edits do not change the existing information or policies existing in the Comprehensive Plan. They do, however, provide greater clarity on how development intensity and density are calculated and on the understanding of land uses appropriate within each classification. In not approving the clarification of the intensity and density terms, applicants and City staff may not understand how to calculate these standards, particularly if the concepts of gross acreage and minimums and maximums are not more clearly spelled out.

In not approving the change in terminology and the accompanying new definitions for the land use Development Standards tables from “Primary” and “Secondary” to “Allowed” and “Limited,” there may be misinterpretation of what the existing terms mean, since it is not clear whether these terms denote preference versus a spatial or other limitation. An additional alternative would be to keep the “Primary” and “Secondary” terms but provide the proposed definitions in order to ensure clarity in their interpretation.

Finally, if the classification of “Duplexes” as “Limited” in the R-3.5 is not approved, the Council could classify “Duplexes” as “Allowed” and keep the existing caveat of “may be allowed depending on location and design.” This alternative action would not change the City’s current or future interpretation of duplexes as a potentially limited use in the R-3.5 category; however, the organization and consistency with the proposed definitions of the “Allowed” and “Limited” terms of would be inconsistent for this land use classification.

- Amendment of Land Use for Portion of RDHI Parcel: this edit is to amend the designation of a developable portion of the property that was designated as Major Creek Corridor on Non-Public Lands to Retail Commercial. If this amendment is not approved, the property owner can work with the City to amend the land use as a separate effort from this Update. Additionally, an alternative land use designation for the portion of the property could be determined. However, the site has many physical constraints, including issues of slope stability due to proximity to the floodplain and creekway of Little Dry Creek, drainage, and dedication of right-of-way along Westminster Boulevard. As a result, more intense use of the land, particularly with higher intensity uses like Mixed Use Center is not recommended and may not be physically achievable.

The City Council could also propose alternative solutions to individual suggested changes to the Plan. The impact will likely depend on a few key factors: the significance of the proposed change (whether a word or clarification edit or a major policy change) and general consistency with the policies and direction of the adopted Comprehensive Plan.

Background Information

The Comprehensive Plan is the City's primary regulatory document for land use and physical development within the City. The document provides cohesive policy direction for all aspects of physical planning in the City, including parks and open space, community design, economic development, transportation and utility infrastructure, and resource management. The goals and policies of the Plan are aligned with the City's Strategic Plan and outline a direction for development, infrastructure improvements, and community building over the next 20 years. In laying out a strategic vision for the City, the Plan itself is an important communication tool for both the wider Westminster community and between City staff and departments.

The current Comprehensive Plan was adopted in 2013, and reflects a significant shift in planning paradigm. The document preceding the Comprehensive Plan was focused on land use—the Comprehensive Land Use Plan—and did not integrate strategic planning efforts or policy formation from other important functions of the City. The intent of a more robust and inclusive Comprehensive Plan was to ensure that all planning efforts in the City were aligned and informed. This more cohesive approach to planning is essential to a growing community of 110,000 residents with finite resources and infrastructure.

The Comprehensive Plan is the product of extensive analysis, which included tabulation of existing conditions for land use, development, public facilities and infrastructure in the City; a citywide economic market study; identification of opportunity sites for potential new and redevelopment; and build-out projections and evaluation by all departments in the City. This cohesive update to the Comprehensive Plan also provided the City the opportunity to become more proactive and responsive to the local and regional economic and development trends by establishing new land uses, designating specific areas in the City for employment creation and transit-supportive development as well as for a wide range of residential development. The expanded Comprehensive Plan also establishes strong ties between key resources, like land, water, sewer, and transportation infrastructure. The land use designations throughout the City are reflective of evaluation of water supply and availability (currently reflecting a very close balance between demand and supply at buildout), utility capacity, and infrastructure.

Key policy considerations that were incorporated into the Plan include:

- Ensuring that development in high profile locations in the City maximizes opportunity for economic growth, community identity and quality of life;
- Planning for sufficient parks and amenities to serve higher-intensity development and a growing, more diverse population;
- Ensuring the City's circulation network accommodates all modes of travel, transit and increased walkability, particularly in higher intensity areas;

- Recognizing and addressing the needs and demands created by the increasing urbanization of the City and the Denver Metropolitan area; and
- Ensuring that land use, development intensity and water supply—as well as other infrastructure and services—are monitored, evaluated and designed to balance supply and demand.

Although the Comprehensive Plan is a long range planning document, it is also a “living” document that must be responsive to an ever-evolving physical, economic and social environment. The effectiveness of the Comprehensive Plan as a planning tool relies on its ability to remain relevant to and reflective of changes in policy and physical changes over time. Annual updates to the Comprehensive Plan (even when minor in scope and nature), such as this 2015 Update, are an important part of ensuring the document is up-to-date and in alignment with changes to the Westminster Municipal Code, adoptions of new open space, and updates to other planning documents for the City, such as the Roadway Master Plan or Water Supply Master Plan. The updates also provide an opportunity for clarification of existing policies and regulations in order to make implementation more straightforward.

2015 Update to the Comprehensive Plan

The 2015 update comprises minor edits and clarifications that have been identified over the course of the past year. The edits and proposed changes to the Comprehensive Plan are described below, outlined in *Attachment A*, and shown in redline form (for text changes) in *Attachment B*.

Map and Table Edits

Map edits to the Comprehensive Plan are made in two places—first in the City’s GIS database after changes to the Plan have been adopted, and second, in the Comprehensive Plan document in concert with an annual update. The map edits proposed are within the Plan document and include new open space acquisitions, and two changes in land use approved over the last year by City Council (for Circle Point and the Moorings annexation). All maps will be edited as appropriate, depending on the information shown (the open space/parks layer is included in the base layer of many of the maps in the document). Table edits reflect open space acquisitions and new parks as adopted by the Downtown Specific Plan.

Text Edits

The text edits proposed for this update include minor word edits distributed throughout several chapters as well as more targeted edits reflecting the adoption of the Downtown Specific Plan and refinement of definitions and terminology within Chapter 2: Land Use. The changes in Chapter 2 are focused in Section 2.2 Land Use Framework. The intent of the proposed changes in this section is to eliminate ambiguity for (1) calculation of density and intensity (floor area ratio, or FAR), and addition of associated graphics, and (2), terminology within land use classification descriptions. (It is important to note that the latter changes do not represent a new interpretation by staff; the changes below are consistent with implementation and interpretations since the terminology was introduced in the 2004 Comprehensive Land Use Plan when adopted.)

(1) Density and Intensity: Although the terms of density and intensity were defined and illustrated in the original adopted Comp Plan, more guidance on how these measures are calculated has been provided. An additional text sidebar and graphic explain and illustrate “gross” site acreage and area as well as applicability of minimum and maximum density and intensity measures, when and if prescribed as part of a land use classification.

(2) Land Use Classification: In this subsection, the terminology used to describe allowances for land use within each classification is modified. The adopted plan uses “*Primary*” and “*Secondary*” to describe land uses that are allowed on all sites or that may be limited by the development review process. However, the meaning of these original terms has also been construed as “*Primary*” uses being preferred and “*Secondary*” uses being acceptable alternatives or allowed as a portion of a project. In order to better clarify the intent of the classification of uses, the “*Primary*” and “*Secondary*” uses are replaced by

“Allowed” and “Limited”. As a result, the changes proposed in this subsection include an expanded explanation in the introduction to further clarify these new terms as well as changes to the Development Standards table in each of the land use classifications, where the terms are replaced. The new introductory text is quoted below:

“This section describes each of the land use classifications shown in Figure 2-2: Land Use Diagram. Each classification is described by representative images and text, with a “Development Standards” table that addresses land use and development characteristics. Within the table, land uses are listed as:

- **Allowed.** *Uses that are permitted on all sites designated with such classification.*
- **Limited.** *Uses that are permitted but limited, such as in overall building area or proportion of a project, or by the development review process.*
- **Potentially Prohibited.** *Uses that may or may not be permitted, depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the development review process.*

Development characteristics in the table include maximum and minimum densities and/or floor area ratios (FARs), minimum lot size (for residential uses), and distribution of uses.”

An additional caveat added to this introductory text includes: “Land uses may also be subject to additional review or permitting processes as required by the Zoning Code.”

This new introductory text allows for the elimination of a footnote in several of the tables that describes “Potentially Prohibited” uses, which was already a term used in the Plan. Additionally, those tables that referenced “Potentially Prohibited” commercial uses as part of a footnote were amended to list the uses directly, in order to eliminate ambiguity caused by the reference. This change is made in the tables for: Mixed Use, Mixed Use Center, Office, Office/R&D Low Intensity, Office/R&D High Intensity, and Flex/Light Industrial. Finally, the “Site Characteristics” description was removed from the Development Standards table for the Retail Commercial and Service Commercial classifications. (The descriptive text was moved to the description for Retail Commercial and was already in the Service Commercial description.)

R-3.5 Residential Edit

As part of this terminology change, the only edit in the land use classifications tables that was not a direct replacement of terms from “Primary” to “Allowed” and “Secondary” to “Limited” was in the R-3.5 Development Standards table. The existing “Primary” uses include both “Single Family Detached Residences” and “Duplexes”—the latter with the following in parens: “may be allowed depending on location and design.” Since the use of duplexes are subject to the development review process, as indicated by the above caveat, duplexes were moved to the “Limited” category in the table, in order to maintain consistency with the proposed definition of a use that is allowed but somehow limited physically or by the development review process. This change is similar to the R-3.5 classification within the 2004 Comprehensive Land Use Plan (see **Attachment C**), which at the time of adoption, actually added duplexes in as a Primary Use for residential uses at 3.5 dwelling units per acre, with the same caveat listed in the Secondary Use: “Duplexes may be allowed depending on location and design.” (The 1997 Comprehensive Land Use Plan only allowed single family detached units in the “Single Family Moderate Density” category that had an average density of 3.5 dwelling units per acre, per **Attachment D**.)

In response to this specific edit in the R-3.5 category, of moving the duplexes from the “Primary”/“Allowed” section to the “Secondary”/“Limited” section, a property owner has submitted a complaint to the City. In a letter to the City Attorney David Frankel, the property owner, R. Dean Hawn Interests, Inc., states that the change “would have the practical effect of eliminating that [sic] currently permitted use for duplex and/or paired homes,” and that they “are concerned that once the modifications proposed to the Comprehensive Plan are implemented, the City will then take a position that would have the effect of impairing RDHI’s existing rights in [sic] its property.”

Amendment of Land Use for Portion of RDHI Parcel

Upon notification from the property owner (R. Dean Hawn Interests, Inc., or RDHI) of the land near the southwest corner of the Westminster Boulevard and 104th Avenue intersection, City staff have corroborated the fact that a portion of the 8.1-acre area at the northwest corner of this property designated as Major Creek Corridor on Non-Public Lands is outside of the 100-year floodplain. Since the Major Creek Corridor designation is specifically meant for “flood corridors within the 100-year floodplain located on private land,” designation of area outside of the floodplain is inconsistent with the land use classification. After analysis of the site, City staff have determined that approximately 1.8 acres is outside of the 100-year floodplain and could potentially be developed. The site is physically constrained, however, and is subject to dedication of land for the Westminster Boulevard right-of-way and potential additional setbacks or reduction in density due to slope stability along the eastern edge of the site in proximity to the Little Dry Creek floodplain and creek way. With these constraints in mind, as well as the existing uses to the north and west (public/quasi-public and a service commercial use, respectively) and the Mixed Use Center designation of the rest of the RDHI property, City staff propose a change in designation from “Major Creek Corridor on Non-Public Lands” to “Retail Commercial.” See **Attachment E** for the area proposed to be designated “Retail Commercial.”

The Comprehensive Plan update supports all eight of the City Council’s Strategic Plan goals of *Visionary Leadership & Effective Governance; Vibrant & 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

Attachments: Councillor’s Bill with Exhibit A
Summary of Proposed Update Changes to 2013 Comprehensive Plan (Attachment A)
Proposed 2015 Update Changes to Comprehensive Plan (Attachment B)
R-3.5 Residential Excerpt from 2004 CLUP (Attachment C)
R-3.5 Residential Excerpt from 1997 CLUP (Attachment D)
RDHI Parcel Proposed Land Use Designation (Attachment E)

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **18**

SERIES OF 2015

INTRODUCED BY COUNCILLORS

A BILL
FOR AN ORDINANCE ENACTING AN UPDATE TO THE 2013 WESTMINSTER
COMPREHENSIVE PLAN

Whereas, City Council finds that the City Charter and state statutes authorize City Council to adopt a comprehensive plan for the use, division and development of land for the purpose of protecting the public health, safety and welfare and accomplishing the harmonious development of the City; and

Whereas, City Council further finds that the proposed changes and updates to the 2013 Westminster Comprehensive Plan ("Plan") were preceded by appropriate and focused community outreach efforts and consultation with the City Council; and

Whereas, City Council further finds that the notice requirements of Section 11-4-16 (D)(1), W.M.C. have been met; and

Whereas, City Council further finds that the Planning Commission conducted a public hearing on March 24, 2015, and has considered the attached updates to the Plan and recommended their adoption to the City Council.

Whereas, City Council further finds that the changes and updates to the 2013 Plan are consistent with the overall Plan, enhance understanding and explanation of policies and concepts presented in the Plan, ensure that the information and data reflect current conditions in the City and the Denver Metropolitan area, protect the public health, safety and welfare, and guide and accomplish the coordinated, adjusted, and harmonious development of the City, and meet all of the stated objectives of Section 11-4-16, W.M.C., related to the adoption of a comprehensive land use plan for the City.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The amendments to the 2013 Westminster Comprehensive Plan, dated October 16, 2013, as set forth in Exhibit "A" attached, are hereby adopted.

Section 2. Compliance with said Plan, as amended, and as provided in Section 11-4-16, W.M.C., shall be mandatory upon the effective date of this ordinance.

Section 3. Land use designations shown in the Plan may be affected by pre-existing vested rights or contractual development commitments. The applicability and scope of such vested rights or contractual developments, if any, will be reviewed and determined at the time of development plan approval.

Section 4. If a provision of the Plan conflicts with a provision of any policy, standard, or regulation adopted by the City, the more strict provision shall prevail.

Section 5. Staff is directed to prepare and make available to the public, on request, copies of the 2013 Comprehensive Plan, as amended hereby.

Section 6. This ordinance shall take effect upon its passage after second reading.

Section 7. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED
PUBLISHED this 13th day of April, 2015.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED
this 27th day of April, 2015.

ATTEST:

City Clerk

Mayor

APPROVED AS TO LEGAL FORM:

City Attorney's Office

WESTMINSTER



Comprehensive Plan

November 11, 2013

Amended April 13, 2015



Church Ranch just north of the Shops at Walnut Creek. Westminster Station is funded as part of RTD's Eagle P3 project and will be an end-of-line station until funding/financing becomes available for the remainder of the Northwest rail corridor. Commuter rail service to this station is anticipated to begin in 2016. The City of Westminster will continue to aggressively pursue efforts to extend the commuter rail line through downtown Westminster and Church Ranch.

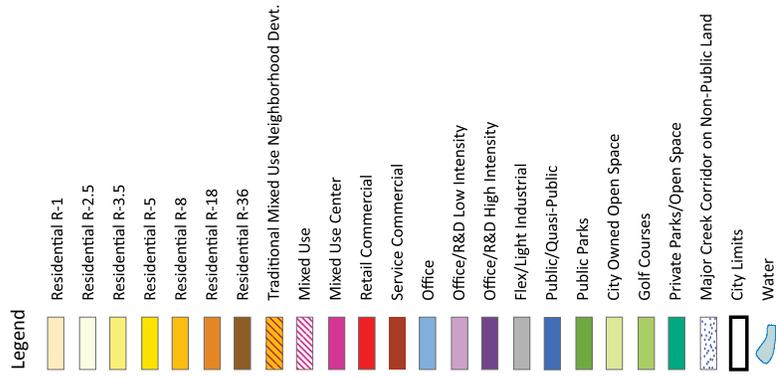
~~The improvements to the US 36 Corridor (commuter rail and BRT) will be refined and prioritized upon completion of the Northwest Area Mobility Study (NAMS). The study's goal is to develop represents~~ consensus between RTD, CDOT, corridor stakeholders and local jurisdictions on short and long-term transit improvements in the corridor. ~~Specific timing for completion of these improvements will be based on priorities identified by NAMS, which will be finalized in early 2014.~~ The document identifies five major priorities, including: completion of US 36 Bus Rapid Transit (BRT) service; planning and design for BRT service along Colorado 119 and US 287; development of strategies to address reverse commute solutions between Denver Union Station and Pecos Street along I-25; annual evaluation of strategies to accelerate implementation of the Northwest Rail line; and study of further implementation of BRT on other arterial corridors.

Rocky Mountain Metropolitan Airport and Master Plan

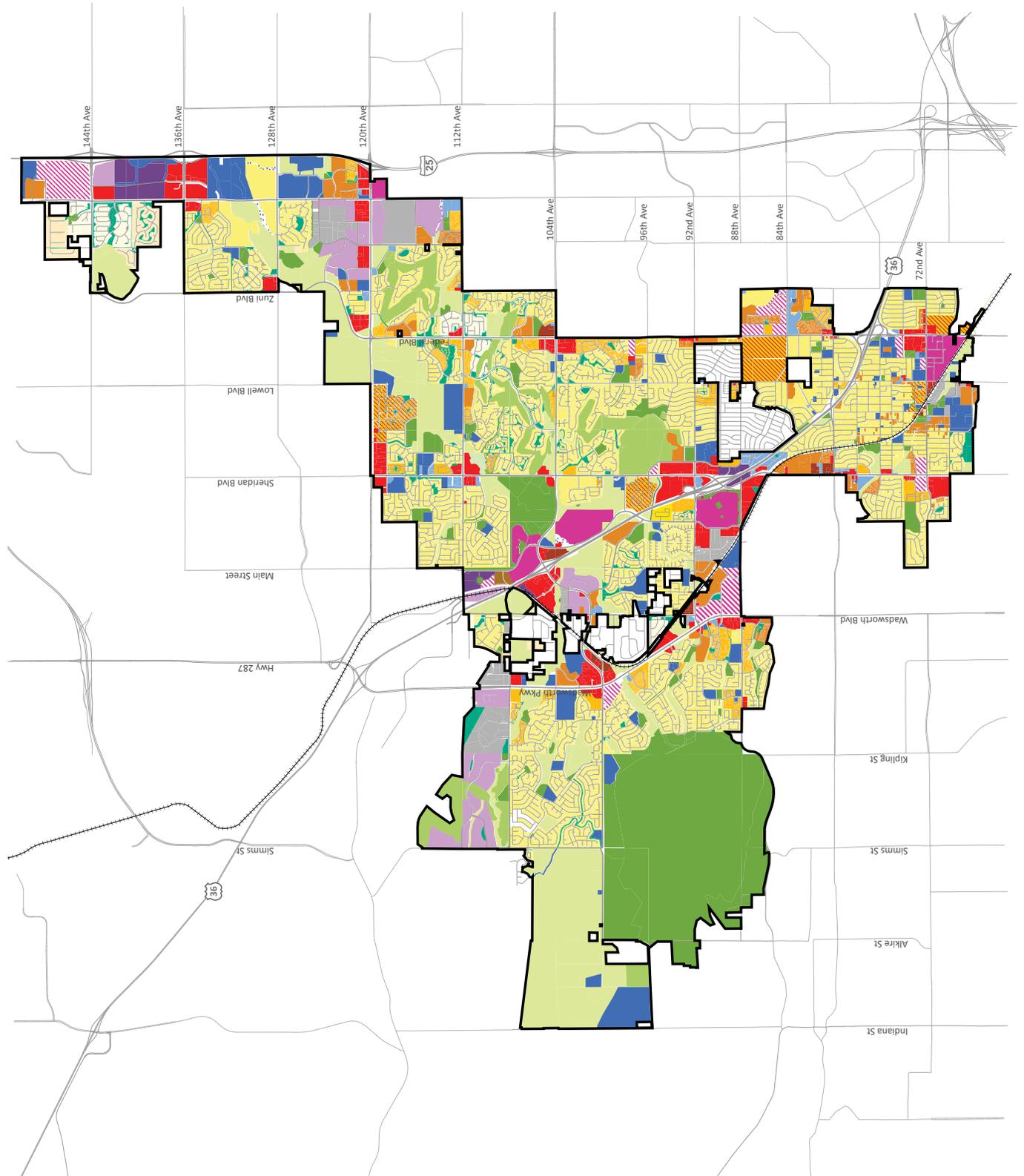
The Rocky Mountain Metropolitan Airport is located in Jefferson County just northwest of Westminster's city limits, between Simms Street and Wadsworth Parkway. Jefferson County owns and operates the airport, and recently completed an update to the airport's master plan in 2011. The master plan is an advisory document for local municipal jurisdictions within the Airport Influence Area. The master plan provides projections for airport operations and development on airport-owned land as well as land use guidance for lands within its Airport Influence Area, and most importantly, within its Instrument Critical Zone. The City of Westminster will continue to work with Jefferson County as land use decisions are made for property within the Instrument Critical Zone (see Figure 1-2).

The airport's master plan projects an annual 1.8 percent increase of airport operations through 2030. The increased activity will be coupled with slightly larger aircraft utilizing the airport. With this increased activity, the master plan proposes approximately 180-220 acres of development of airport-related commercial and industrial uses to the southwest of the existing runways. The master plan also identifies the need for an expanded terminal, airport operation facilities and improved circulation with a redirection of Simms Street and an extension of Jefferson Parkway along the northwest portion of the airport.

Figure 2-2: Land Use Diagram



Updated 2/4/15



Calculation of Density & FAR

Calculation of both density and FAR is based on the gross site. See graphic below.

The calculation of FAR only includes gross building area; parking structure area is excluded.

Minimum Densities & FARs

Where required, the overall density or FAR of a site must meet the minimum. If a phased project, the first phase must meet the minimum; subsequent phases must maintain the minimum across all phases.

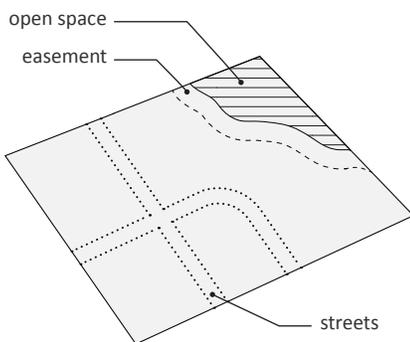
Maximum Densities & FARs

The maximum density or FAR may not be achievable on all sites due to site constraints such as topography or site area.

Density and Intensity

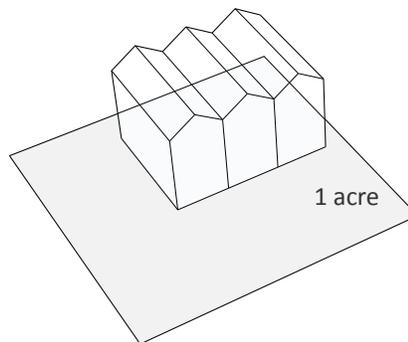
The Comprehensive Plan establishes density and intensity standards for each type of land use. Residential densities are expressed as dwelling units (du) per gross acre (ac), including land for public streets, storm drainage and other rights of way or dedications. This does not include land located within a designated 100-year flood plain (designated as Major Creek Corridor on Non-Public Land). It should be noted that maximum density may not be achievable on all sites due to specific site constraints such as topography, drainage patterns, floodplains, wetlands, required rights-of-way, the city’s adopted design guidelines, public land dedication, or other public improvements. Thus, the maximum density listed for each category is not “guaranteed.” The permitted density will be determined during the development review process taking into consideration the above constraints and enforcing the city’s residential design guidelines for each residential type.

A maximum permitted floor area ratio (FAR) is specified for mixed use and non-residential uses. FAR expresses the ratio of total building square footage to land square footage. For example, an FAR of 2.0 means that for every square foot of land, a developer may build two square feet of building space. Where an FAR is specified for mixed use classifications, the FAR applies to both residential and non-residential building space, excluding structured or surface parking. Similar to residential densities, maximum FARs may not be achievable due to site constraints.



Gross Site Acreage/Area

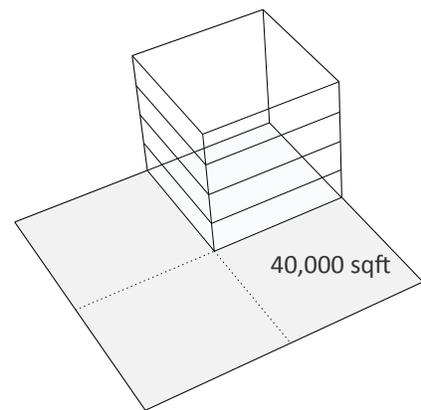
The gross site acreage (or area) encompasses the entire site, including area dedicated for open space, streets, and public easements, as illustrated above. The full acreage of the site (gray area above) is used in the calculation of density or FAR.



Density

$$\frac{\text{Dwelling Units}}{\text{Total Site Acres}} = \frac{3 \text{ du}}{1 \text{ acre}}$$

Shown above, 3.0 du/acre, where 3 dwelling units (du) sit on one acre of gross site acreage.



Floor Area Ratio (FAR)

$$\frac{\text{Total Building Area}}{\text{Total Site Area}} = \frac{40,000 \text{ sqft.}}{40,000 \text{ sqft.}}$$

Shown above, an FAR of 1.0, where a building with 4 floors of 10,000 sqft. each (40,000 sqft. total) sits on a parcel of 40,000 sqft. gross site area.



Land Use Classification

Land use designations are the tools used to define the city’s vision and intent for development throughout the city. They provide overarching direction for land use on a specific site. For the majority of the city’s land area, more specific uses are delineated on a property’s approved Planned Unit Development (PUD), which must be consistent with the property’s Comprehensive Plan land use designation. For properties that are straight zoned (such as Commercial C-1, Business B-1, etc.), the Municipal Code provides greater detail on specific uses permitted within each zoning district. In order to develop, all properties, whether zoned by PUD or **straight individual zoned** district, must be developed in accordance with the Comprehensive Plan.

This section describes each of the land use classifications shown in Figure 2-2: Land Use Diagram. Each classification is described by representative images and text, with a “Development Standards” table that addresses land use and development characteristics. Within the table, land uses are listed as:

- **Allowed.** Uses that are permitted on all sites designated with such classification.
- **Limited.** Uses that are permitted but limited, such as in overall building area or proportion of a project, or by the development review process.
- **Potentially Prohibited.** Uses that may or may not be permitted, depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the development review process.

Development characteristics in the table include maximum and minimum densities and/or floor area ratios (FARs), minimum lot size (for residential uses), and distribution of uses.

In addition to the uses described in each classification to follow, public/quasi public uses—including government offices, police and fire stations, public schools and places of assembly—are permitted in all land use classifications except for park and open space classifications, subject to **the development review process**. Land uses may also be subject to additional review or permitting processes as required by the Zoning Code.



New high density residential and mixed use categories create opportunity for transit-supportive development and vibrant, mixed-use districts.



New office development categories create opportunity for higher intensities of employment development in key areas in the city.



Service, flex and light industrial uses are designated throughout the city in areas of greatest compatibility and synergy.

R-1 Residential
Under 1.0 Dwelling Unit per Acre



This designation is intended to provide for single family detached residences developed at densities lower than typically found in urban areas. R-1 Residential is generally appropriate in areas distant from activity centers where development characteristics are more rural.

Development Standards	
	<i>Requirement</i>
Land Use	
Allowed Primary Uses	Single Family Detached Residences
Limited Secondary Uses	Non-commercial Recreational Uses
Development Characteristics	
Density	Maximum 1.0 du/acre
Minimum Lot Size	17,500 square feet
Distribution of Uses	30% of overall site must be preserved as common open space



R-2.5 Residential

Up to 2.5 Dwelling Units per Acre



This designation is intended to provide for single family detached residences located away from activity centers where land use and development characteristics are suburban or in areas that serve as a transition between rural and urban areas.

Development Standards

	<i>Requirement</i>
Land Use	
Allowed Primary Uses	Single Family Detached Residences
Limited Secondary Uses	Non-commercial Recreational Uses
Development Characteristics	
Density	Maximum 2.5 du/acre
Minimum Lot Size	10,000 square feet

R-3.5 Residential

Up to 3.5 Dwelling Units per Acre



This designation is intended to provide **primarily** for single family detached residences ~~and duplexes~~. This category is generally appropriate in locations outside urban activity centers in areas where development characteristics are suburban.

Development Standards	
	<i>Requirement</i>
Land Use	
Allowed Primary Uses	Single Family Detached Residences Duplexes (may be allowed depending on location and design)
Limited Secondary Uses	Non-commercial Recreational Uses Duplexes
Development Characteristics	
Density	Maximum 3.5 du/acre
Minimum Lot Size	7,000 square feet (for single family detached dwellings)



R-5 Residential

Up to 5.0 Dwelling Units per Acre



This designation is intended to provide for single family residences (detached and attached), duplexes, patio homes, townhomes and condominiums. This category is generally appropriate outside of urban activity centers in areas of moderate density.

Development Standards

	<i>Requirement</i>
Land Use	
Allowed Primary Uses	Single Family Detached Residences Single Family Attached Residences Duplexes Patio Homes Townhomes Condominiums
Limited Secondary Uses	Non-commercial Recreational Uses Senior Housing Facilities (1)
Development Characteristics	
Density	Maximum 5.0 du/acre
<i>(1) For facilities with beds rather than dwelling units, 2.5 beds shall equal one dwelling unit for purposes of calculating density.</i>	

R-8 Residential

Up to 8.0 Dwelling Units per Acre



This designation accommodates a mix of housing types from single family residences (attached and detached) and duplexes to townhomes, condominiums and walk-up apartments. This designation is appropriate in close proximity to activity centers and to areas that can be served by transit.

Development Standards	
	Requirement
Land Use	
Allowed Primary Uses	Single Family Detached Residences Single Family Attached Residences Duplexes Patio Homes Townhomes Condominiums
Limited Secondary Uses	Non-commercial Recreational Uses Senior Housing Facilities (1)
Development Characteristics	
Density	Maximum 8.0 du/acre
<i>(1) For facilities with beds rather than dwelling units, 2.5 beds shall equal one dwelling unit for purposes of calculating density.</i>	



R-18 Residential

Up to 18.0 Dwelling Units per Acre



This designation accommodates a mix of higher density housing types including townhomes, apartments and condominiums. R-18 Residential shall be located along arterial streets, near transit centers or available transit, and within or near activity centers with a mix of supportive uses.

Development Standards

	<i>Requirement</i>
Land Use	
Allowed Primary Uses	<ul style="list-style-type: none"> Apartments Condominiums Townhomes Single Family Residences
Limited Secondary Uses	<ul style="list-style-type: none"> Non-commercial Recreational Uses Senior Housing Facilities (1)
Development Characteristics	
Density	Maximum 18.0 du/acre
<i>(1) For facilities with beds rather than dwelling units, 2.5 beds shall equal one dwelling unit for purposes of calculating density.</i>	

R-36 Residential

18.0 to 36.0 Dwelling Units per Acre



This designation accommodates a range of higher density housing types from townhomes to apartments, condominiums and similar higher density typologies. R-36 Residential shall be located along arterial streets near transit and activity centers, where supportive neighborhood-serving uses and transit are within a 5- to 10-minute, or half-mile, walk.

Development Standards

Requirement

Land Use

~~Allowed Primary~~ Uses Apartments, Condominiums, Lofts and Townhomes

~~Limited Secondary~~ Uses Non-commercial Recreational Uses

Senior Housing Facilities (1)

Development Characteristics

Density Minimum 18.0 du/acre

Maximum 36.0 du/acre

(1) For facilities with beds rather than dwelling units, 2.5 beds shall equal one dwelling unit for purposes of calculating density.



Traditional Mixed Use Neighborhood Development (TMUND) Up to 18.0 Dwelling Units per Acre and 1.0 Commercial FAR



This designation is intended for inclusive neighborhoods with a mix of residential and supportive non-residential uses in a walkable, pedestrian-oriented, urban village development pattern. Housing types could range from medium and small-lot single family homes to multifamily apartments and lofts. Mixed or non-residential uses could include offices, personal/business services, retail and live/work development. An interconnected grid of streets, pedestrian connections and parks is emphasized. The maximum density and intensity for this designation may be applied to the entire TMUND master planned development as opposed to specific sites.

All new development shall be consistent with the TMUND Design Guidelines, which provide greater detail for site, building and landscape design. (Bradburn Village is an example of a successful TMUND project.)

Development Standards

Requirement

Land Use

Allowed Primary Uses	Apartments, Condominiums, Lofts and Townhomes Single Family Residences (attached or detached) Offices, Personal Services, Retail Commercial, Live/Work
Limited-Secondary Uses	Non-commercial Recreational Uses Senior Housing Facilities (1), Child Care
Limited or Prohibited Uses (2)	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services

Development Characteristics

Density	Maximum 18.0 du/acre (23)
Floor Area Ratio	Maximum 1.0 for Commercial uses

(1) For facilities with beds rather than dwelling units, 2.5 beds shall equal one dwelling unit for purposes of calculating density.
~~(2) Uses may be limited or prohibited depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the city.~~
 (23) Greater densities may be allowed if approved by the Planning Commission and City Council.

Mixed Use

8.0 to 36.0 Dwelling Units per Acre and Maximum Combined FAR of 1.5



This designation is intended to foster development with a mix of residential and commercial uses. Stand-alone commercial use or a combination of residential and commercial use is permitted. Where residential development is proposed, a vertical mix of uses (such as residential or office use above ground floor retail) is required with a minimum 0.10 FAR of commercial use (retail, offices or personal/business services). Parking should be located behind buildings, below grade or in structures to ensure active uses face onto public streets. Auto-oriented uses and drive-throughs are strongly discouraged as part of residential mixed-use projects.

Development Standards

	Requirement
Land Use	
Allowed Primary Uses	Apartments, Condominiums, Lofts and Townhomes Offices, Personal Services, Retail Commercial (1) , Live/Work (1)
Limited or Potentially Prohibited Uses (12)	Auto-oriented uses Stand-alone uses with vehicle drive-throughs
Potentially Prohibited Uses	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services
Development Characteristics	
Density	Minimum 8.0 du/acre, when provided Maximum 36.0 du/acre, when provided
Floor Area Ratio	Minimum 0.10 Commercial when Residential is provided Maximum 1.5 Combined Residential and Commercial

(1) Uses may not be permitted as part of a mixed-use project that includes both residential and commercial uses. Specific Retail Commercial uses may be limited or prohibited depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the city. See the Retail Commercial classification for a list of Limited or Potentially Prohibited Uses.

(2) Applicable to mixed-use projects with both residential and commercial uses.



Mixed Use Center

Minimum FAR of 0.75 and Maximum Combined FAR of 2.0*



This designation establishes key activity centers in the city, typically to be located with access to transit. Uses may include a mix of residential, retail, office and hotel uses. Along pedestrian-oriented street frontages, ground floor uses should be active, such as retail stores, restaurants and cafes. A vertical mix of uses is encouraged with retail at the ground level and office, hotel and/or residential on upper floors. Parking is strongly encouraged to be structured or below grade, with minimal surface parking—which should be located away from public view. Auto-oriented uses and new standalone uses with drive-throughs are not permitted.

Development Standards

	<i>Requirement</i>
Land Use	
Allowed Primary Uses (1)	Apartments, Condominiums, Lofts and Townhomes Offices, Personal Services, Retail Commercial (1) , Live/Work (1)
Potentially Prohibited Uses	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services
Development Characteristics	
Density	Minimum 18.0 du/acre, when provided
Floor Area Ratio	Minimum 0.75 Combined Residential and Commercial (23) (34) Maximum 2.0 Combined Residential and Commercial (23) (34) (45)

(1) Auto-oriented uses and stand-alone uses with vehicle drive-throughs are prohibited. However, formerly-established drive through uses may be permitted as a component of new development, subject to the development review process. Specific Retail Commercial uses may be limited or prohibited depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the city. See the Retail Commercial classification for a list of Limited or Potentially Prohibited Uses.

(2) The Combined Floor Area Ratio (FAR) is calculated with both residential and commercial building area.

(3) Calculation of FAR for master planned developments excludes rights-of-way.

(4) Greater Maximum FAR may be permitted if otherwise determined by preliminary development plan (PDP) or other regulatory plan.

Retail Commercial

Maximum FAR of 0.35



This designation serves a variety of neighborhood and regional commercial needs and can be comprised of retail stores, eating establishments, banks, supermarkets and business and professional offices. **Retail commercial uses are generally limited to arterial street intersections at one or two corners. Neighborhood commercial development is allowed on collector streets.** Auto service stations, convenience stores, drive-through facilities and other similar uses may be limited and may not be allowed in areas that directly abut residential districts, public/quasi-public or institutional uses or public space. When permitted, such facilities shall use enhanced architectural design to be compatible with surrounding uses. Design of all retail commercial development must be consistent with the Retail Commercial Design Guidelines.

Development Standards

	<i>Requirement</i>
Land Use	
Allowed Primary Uses	Retail stores, eating establishments, banks, supermarkets, and business and professional offices
Limited Uses	Auto-oriented uses Stand-alone uses with vehicle drive-throughs
Limited or Potentially Prohibited Uses (1)	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services

Development Characteristics

Floor Area Ratio	Maximum 0.35
Site Characteristics	Generally limited to arterial street intersections to one or two corners. Neighborhood commercial development is allowed on collector streets.

(1) Uses may be limited or prohibited depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the city.



Service Commercial

Maximum FAR of 0.35



This designation accommodates auto-oriented and general commercial uses including auto sales and service, nurseries and wholesale establishments. Retail commercial uses may also be located within this designation. Development is generally limited to arterial streets away from major intersections.

Development Standards

Requirement

Land Use	
Allowed Primary Uses	Auto-related sales and services, convenience stores, wholesale, nurseries Retail stores, eating establishments, banks, supermarkets, and business and professional offices
Development Characteristics	
Floor Area Ratio	Maximum 0.35
Site Characteristics	Generally limited to arterial street intersections to one or two corners. Neighborhood commercial development is allowed on collector streets.

Office

Maximum FAR of 0.35



This designation accommodates offices for medical, legal, banking, insurance and similar professional office uses. This designation is intended to be compatible with abutting residential and other sensitive uses. A limited amount of retail uses integrated into the office building is permitted as a portion of the project gross floor area, or GFA (see below for requirements).

Development Standards	
	Requirement
Land Use	
Allowed Primary Uses	Professional and commercial offices (medical, business, real estate, law and consulting offices)
Limited Secondary Uses	Support Commercial including eating establishments, pharmacies, personal business services, office supply (1)(2)
Potentially Prohibited Uses	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services
Development Characteristics	
Floor Area Ratio	Maximum 0.35
Distribution of Uses	Maximum 15% of GFA Support Commercial or 10,000 sqft, whichever is less (23)(34)
<p>(1) May be allowed through the city's development review process when developed in conjunction with, and accessory to, office buildings.</p> <p>(2) Specific Retail Commercial uses may be limited or prohibited depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the city. See the Retail Commercial classification for a list of Limited or Potentially Prohibited Uses.</p> <p>(3) Commercial building area shall not exceed 50 percent of the ground floor of any one building.</p> <p>(34) Support commercial uses may be further constrained by parking availability.</p>	



Office/R&D Low Intensity

Maximum FAR of 1.0



This designation is intended for campus-like development with offices, research and development facilities, medical facilities and supportive uses. Manufacturing and mass production space is limited to less than 30 percent of gross floor area on a lot. Accessory or small-scale supporting retail or personal/business services integrated into office buildings are also permitted up to 10 percent of gross floor area. Strategically located hotel uses that support employment uses may be permitted by PUD.

Development Standards

Requirement

Land Use

Allowed Primary Uses	Professional offices, research and development labs, medical facilities
Limited Secondary Uses	Hotel Manufacturing, warehouse, production Support Commercial including eating establishments, pharmacies, personal business services, office supply (1)(2)
Potentially Prohibited Uses	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services

Development Characteristics

Floor Area Ratio	Maximum 1.0
Distribution of Uses	Maximum 10% of GFA Support Commercial or 15,000 sqft, whichever is less (23) Maximum 30% of GFA Manufacturing, Warehouse and/or Production use

(1) May be allowed through the city's development review process when developed in conjunction with, and accessory to, office/R&D buildings.

(2) Specific Retail Commercial uses may be limited or prohibited depending on their proximity to residential, public, or quasi-public uses or for other reasons as determined by the city. See the Retail Commercial classification for a list of Limited or Potentially Prohibited Uses.

(3) Support commercial uses may be further constrained by parking availability.

Office/R&D High Intensity

Minimum FAR of 0.30 and Maximum FAR of 2.0



This designation identifies areas where higher-intensity employment uses are appropriate. These areas are located along major transportation corridors with high visibility and accessibility. Employment uses are emphasized, including high-rise or campus-like office developments and supportive research and development uses. Manufacturing and mass production space is limited to less than 10% of gross floor area. Accessory or small-scale supporting retail or personal/business service uses integrated into office buildings are also permitted up to 10% of gross floor area. Strategically located hotel uses are permitted by PUD. The desired type of development is multistory buildings served by a mix of structured and surface parking.

Development Standards

	<i>Requirement</i>
Land Use	
Allowed Primary Uses	Professional offices, research and development labs, medical facilities
Limited Secondary Uses	Hotel Manufacturing, warehouse, production Support Commercial including eating establishments, pharmacies, personal business services, office supply (1)(2)
Potentially Prohibited Uses	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services
Development Characteristics	
Floor Area Ratio	Minimum 0.3 Maximum 2.0
Distribution of Uses	Maximum 10% of GFA Support Commercial use, or 15,000 sqft, whichever is less (23) Maximum 10% of GFA Manufacturing, Warehouse and/or Production use

(1) May be allowed through city's development review process when developed in conjunction with, and accessory to, office/R&D buildings.

(2) Support commercial uses may be further constrained by parking availability.



Flex/Light Industrial

Maximum FAR of 0.5



This designation is intended to provide and protect land for flexible employment uses, including manufacturing and assembly, research and product development, warehousing and distribution facilities, and supportive office space. Flexible spaces may include storefront space for offices, sales and customer service. Auto-related service and self storage uses are also permitted. Uses that create objectionable levels of noise, vibration, odor, glare or hazards are not permitted. Outdoor storage must be screened from public right-of-way and non-industrial uses. Support commercial uses integrated into flex/light industrial buildings are also permitted up to 10% of gross floor area. In general, light industrial uses should be located away from residential areas and adequately buffered from other land uses. The city may impose a stricter standard for more intense industrial uses.

Development Standards

Requirement

Land Use

Allowed Primary Uses	Flex office space including professional office, research and development labs Warehousing, fabrication facilities, repair shops, wholesale distributors and light manufacturing
Limited Secondary Uses	Support Commercial including eating establishments, pharmacies, personal business services, studios, office supply (1)(2)
Potentially Prohibited Uses	Pawn shops, car sales, massage parlors, tattoo parlors, video and other arcades, night clubs, off-track betting, auction houses, thrift stores, used merchandise sales, billiard parlors, gun shops, adult businesses, check cashing offices and day labor services

Development Characteristics

Floor Area Ratio	Maximum 0.5
Distribution of Uses	Maximum 10% of GFA Support Commercial use, or 15,000 sqft, whichever is less (23)

(1) May be allowed through the city's development review process when developed in conjunction with, and accessory to, office/R&D buildings.

(2) Support commercial uses may be further constrained by parking availability.

3.1 DOWNTOWN WESTMINSTER FOCUS AREA

Downtown Westminster is a 105-acre area that constitutes the site of the former Westminster Mall. The area is bounded by Sheridan Boulevard/US 36 and Harlan Street to the east and west, and 92nd and 88th avenues to the north and south. Approximately 95 percent of the site is owned by the Westminster Economic Development Authority (WEDA), which worked to purchase the mall after years of significant vacancy and neglect. Although a few individual buildings remain, most of the mall structures were demolished by the end of 2012 in order to ready the site for redevelopment.



Left: Looking southwest into the site from the northeast corner. Middle: Cottonwoods and Allen Ditch along 88th Avenue. Right: Existing JCPenneys building at the south end of the focus area.

The site is strategically located in the heart of Westminster just 10 miles from Denver's central business district and 15 miles to Boulder. Development in the immediate area is primarily commercial, with some office and industrial flex space to the west. Residential development borders the area to the north, with US 36 and Sheridan Boulevard creating the eastern edge. Also bordering the site to the east is one of the most active RTD park-and-ride bus facilities within RTD's service area. A future RTD FasTracks commuter rail station is planned to the south of the site across 88th Avenue and just east of the Harlan Street alignment. Almost the entire focus area is located within a 10-minute walk of the planned station.

Westminster Mall was once a significant regional and citywide destination as well as an important gathering place for the Westminster community. In keeping with its original role as a community and regional destination, the City of Westminster envisions the focus area as a new downtown and regional hub (Figure 3-2). **As adopted in the Downtown Specific Plan, a high intensity mix of office, retail, residential and hotel uses will serve as the foundation for activity, to be enhanced by an interconnected network of plazas, parks and linear greens. A safe, walkable pedestrian environment will be emphasized along with clear navigation for bicyclists, vehicles and transit throughout the downtown area. A new street grid enhancing connectivity will be implemented, with maximized views to the mountains and downtown Denver. Finally, access and connectivity to existing and future transit will be a focus of future planning—ensuring** that employment and residential uses are connected to the larger metropolitan area.

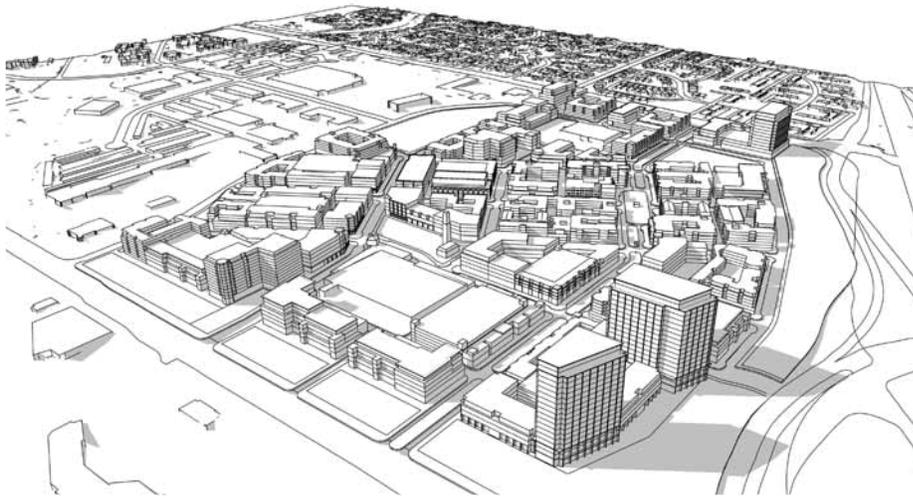


Figure 3-2: Downtown Specific Plan Illustrative Concept





GOALS

- F-G-1** Establish the Downtown Westminster Focus Area as the city's new downtown.
- F-G-2** Create a vibrant destination that serves as a cultural center for the community and as a regional hub and destination.

POLICIES

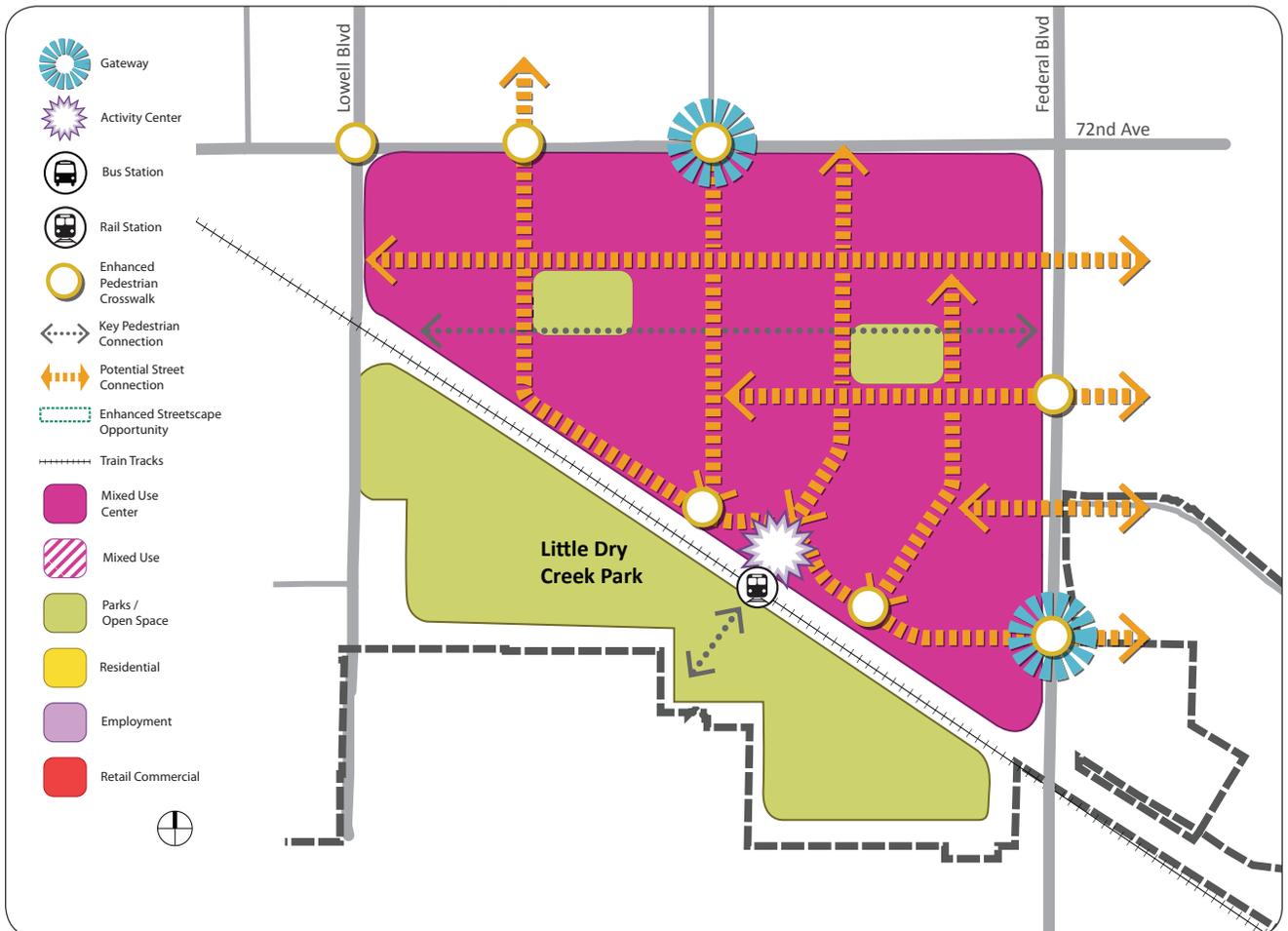
- F-P-1** Foster a synergistic mix of uses that will support transit and an active environment for retail, office and residential uses. **Ensure land uses are consistent with the Comprehensive Plan Land Use Diagram and Downtown Specific Plan Regulating Plan.**
- F-P-2** Encourage a vertical mix of uses throughout the focus area, with ground floor commercial uses and office, residential or hotel uses on upper floors.
- F-P-3** Ensure all development presents an “active frontage” to the street edge, with ample window area, frequent entries and enhanced façade articulation.
- F-P-4** Develop a vibrant public realm with a variety of experiences, public spaces and parks. Various plazas and parks should be designed as unique spaces that create distinct settings and environments throughout the area.
- F-P-5** Provide ample public and green space that will accommodate the needs of new residents, provide venues for community events and gathering, and establish identity for the downtown area.
- F-P-6** Design the street grid to foster connectivity for all modes of travel, with an emphasis on safe and comfortable pedestrian circulation.
- F-P-7** Facilitate direct, convenient access to transit with enhanced pedestrian crossings and connections.
- F-P-8** Ensure the downtown area is easy to access by all modes of transportation. Parking should be easy to find and allow visitors to park once and walk to key activity nodes.
- F-P-9** Enhance and complete trail connections to and within the downtown area, such as the Allen Ditch Trail and US 36 Commuter Bike Trail.





Little Dry Creek Park and Open Space Master Plan

Figure 3-3: Westminster Station Focus Area Illustrative Concept





Above, an illustrative view of the station looking south into the planned Little Dry Creek Drainage and Open Space. Transit riders will need to cross south through the tunnel in order to access the train ticketing and platform. Below, an illustrative view of the north transit plaza that will become a community gathering and event space.



Above, an illustrative view showing conceptual development facing onto the north plaza and along Westminster Station Drive and Hooker Street. Below, an illustrative view showing the relationship of the north and south plaza areas.



Wadsworth Parkway

Wadsworth Parkway, State Highway 121, extends south to Highlands Ranch and to the north as US 287. As a true regional connection, Wadsworth Parkway (Wadsworth Boulevard south of 92nd Avenue) has a significant role in many of the cities it passes through. In Westminster, the character of the street is primarily commercial, with some residential development. Commercial development along the corridor is primarily larger in scale than along Federal or Sheridan boulevards. Retail centers include mid- and large-box anchors that provide both community- and regional-serving retail. Many of these centers are older, have limited visibility due to variations in grade and have persistent vacancies.

The Comprehensive Plan looks to encourage redevelopment of many of these centers with mixed-use or new commercial development. As described in Chapter 2: Land Use, the vision for the 80-acre Brookhill Shopping Center is of a ~~high-intensity~~ mixed-use district with a range of residential and commercial uses. The physical presence of development along the corridor will be emphasized along the street edge, along with unified landscaping and connections to open space, trails and sidewalks. Although a newer street, the corridor could also benefit visually from streetscape improvements like a raised landscaped median and street trees that are closer to the right-of-way. A key opportunity for right-of-way landscape improvements is the west side of the street between 94th and 98th avenues.



Although development along Wadsworth Parkway is relatively newer than that along Sheridan and Federal boulevards, some centers are beginning to show their age. Others will benefit in the future from improvements or infill.



The city's expansive network of open space and parks includes Margaret's Pond, above, and the 205-acre City Park, below.

Overview

Over the past 40 years, the city has acquired or built four award-winning recreation centers, over 50 parks including the 205-acre City Park, two new libraries, two award-winning golf courses, an extensive 100-mile trail system and ~~over 3,000 thousands of~~ acres of open space throughout the community. Today (2013), this system of parks, recreation and open space occupies approximately 32 percent of the city's land area (Figure 7-1). As a result, most residents can easily access the city's network of trails, parks and open spaces within a ten-minute, or half-mile walk. In fact, the Big Dry Creek Trail, one of the most popular trails in the system, is used by an estimated 100,000 people annually. Likewise, recreational, learning and library services are also a key component of city life. In 2012 alone, over 4528,000 patrons visited one of the Westminster library facilities and over 6103,000 people participated in recreation classes.

This update to the Comprehensive Plan marks an important paradigm shift for parks and recreation planning. As the city becomes more densely developed, there will be significantly fewer opportunities to physically expand the park and open space network. Instead, optimizing the use of the city's existing parks, recreation facilities and open spaces will be emphasized. Planning will be focused on improving access, maintaining and improving existing facilities, and enhancing the quality and number of active recreation opportunities in the city. Additionally, the city will identify opportunities for providing high quality, well-designed parks and plazas to serve new residents in higher-intensity, mixed-use urban environments like downtown Westminster and the Westminster Station Area. The Plan provides a framework for ensuring that the city's existing and future parks and open spaces continue to provide a high quality of life and experience in the city.

7.1 PARKS AND RECREATION

Parks and recreation facilities provide opportunities for leisure, informal sports and gathering as well as formal recreation, sports activities and programs. Well-designed park spaces can contribute significantly to a city's identity and sense of place. However, these spaces must be accessible, safe and well-maintained, and must meet the needs of the city's changing demographics, activity trends and expectations for quality programming. As the city shifts its focus from expansion to maintenance of the city's parks, recreation facilities and open space these elements of design and function will be increasingly more significant.



Existing Parks and Recreation

The city currently maintains and operates 53 neighborhood, community and citywide parks, ranging in size from 1.4 to 200 acres and comprising almost 600 acres in total. The city also owns 4560 acres of undeveloped parkland. In addition to the city’s neighborhood and community parks, the city operates the 2,327-acre Standley Lake Regional Park and multiple recreation and sports facilities. Westminster’s Parks and Recreation Master Plan provides a complete inventory of the city’s parks and community facilities, which is summarized in Table 7-1. **The Parks, Recreation, and Libraries Department’s mission for delivering exceptional services focuses on nature, wellness, and literacy.** A major element of the city’s parks and recreation system is the programming of sports and activities for youth, adults, and families. **These Key programs areas include sports leagues, trips for seniors, swimming, arts and crafts, preschool and fitness programs, wellness, outdoor, educational enrichment, swimming, and sports activities.**

Parks and community facilities are classified based on size, function and characteristics, as described in Table 7-2. Aside from the Standley Lake Regional Park, located at the western edge of the city, the majority of park space in the city is classified as neighborhood and community parks. These parks are an integral part of the city’s high quality of life and are utilized by approximately 75 percent of the city’s residents on a daily basis.



Existing parks include the regional Standley Lake Park, above, and neighborhood parks like Faversham Park, middle, and Bishop Square Park, bottom.

Table 7-1: Parks, Recreation and Open Space Inventory

Facility Type	Quantity	Total Acreage
Parks	54	2919.4
Neighborhood Parks	45	259.5
Community Parks*	7	160.0
Citywide Park	1	205.0
Regional Park	1	2327.0
Undeveloped Parklands		4560.36
Special Use Facilities	15	484.0
Recreation Centers**	5	30.0
Sports Facilities	2	10.0
Golf Courses	2	414.0
Other Special Use***	6	30.0
Conservation & Open Space		30792.1
Subtotal Public Parks, Open Space and Golf Course Lands		6,4682.3
Non-City Owned Golf Courses	2	291
Total Parks, Open Space and Golf Course Lands		6,81147.81

*Includes the 205-acre City Park facility.

**City Park recreation and fitness facility acreage is included in the total 205-acre City Park acreage. An additional 11 acres is undeveloped at the Park Centre/Northeast Resource Center.

*** Refer to the City’s Parks and Recreation Master Plan for more detail.



The Jessica Ridgeway Memorial Park is one of the city's most recent park renovations, completed in 2013.



A rendering of the planned Little Dry Creek Park pond, looking east from the south station plaza area towards Federal Boulevard.

Proposed Parks and Improvements

Although the Comprehensive Plan does not specifically designate new parkland, the city will identify sites for potential new parks as part of new and infill development. Provision of well-designed and strategically located new park space ~~will be~~ is a specific focus for the downtown Westminster and Westminster Station areas ~~planning processes~~. Introduction of smaller pocket parks, squares and plazas will be focused in these higher-intensity, more urban areas in order to provide new residents a range of active and passive outdoor spaces within easy walking distance. ~~The Downtown Specific Plan, adopted in 2014, designates 15.3 acres of new parks and public spaces.~~

The most significant parks improvement underway is the new Little Dry Creek ~~Park Drainage and Open Space, which will be a~~ that encompasses 37.5-acres ~~community park~~ just south of the Burlington Northern Santa Fe rail corridor between Federal and Lowell boulevards. Additional new parks and improvements to existing facilities are outlined in the Parks and Recreation Master Plan, which is slated to be updated in 201~~4~~6. Specific improvements to park facilities currently under study include increased native planting areas and reduced potable and reclaimed water consumption. Use of reclaimed water to serve the city's public realm is a priority for the city.

Needs Assessments

In addition to planning for new facilities as development occurs, the city conducts periodic surveys and needs assessments to ensure that trends in active and passive recreation uses in the city are met by its parks and recreation system. The most recent Parks, Recreation and Libraries survey, conducted in April of 2013, indicates that the Westminster community prioritizes:

- Protecting the natural environment and promoting environmental sustainability
- Creating and maintaining a more beautiful community
- Providing green, natural spaces within the community with parks, open space and golf courses
- Providing trails and paths for residents to use for exercise and non-motorized transportation
- Providing opportunities for residents to maintain or improve physical health
- Helping revitalize areas of the community through new or enhanced facilities

To complement the survey, ~~a more thorough needs assessment is planned for 2015, which will help identify opportunities for improvements and optimization of the city's parks and recreation system.~~ an additional Community Survey will be implemented for Parks, Recreation, and Libraries. A more thorough needs assessment will be completed in 2016.



7.2 COMMUNITY FACILITIES AND LIBRARIES

Year-round access to recreation and library services is a key amenity for the Westminster community. The city's active population has a range of indoor and outdoor opportunities for sports and fitness activities as well as educational and enrichment programs. As the city's population increases, maintaining the city's recreational offerings and availability will be essential for ensuring the continued high quality of life that current residents enjoy.

Recreation Facilities

Recreation and Sports Centers

The city operates five recreation centers with a range of uses, including the City Park Recreation and Fitness centers, Swim and Fitness Center, Westview Recreation Center and the MAC Center. These facilities are available to residents and non-residents. Additionally, the city has two sports centers, the Westminster Sports Center indoor soccer facility and the Ice Centre at the Westminster Promenade. The city also has agreements with other organizations and districts to provide residents additional recreational options. These organizations include the Hyland Hills Park and Recreation District, the Adams and Jefferson County Open Space Programs and Great Outdoors Colorado Trust Fund, the Butterfly Pavilion, and the North Metro Arts Alliance to provide recreational and cultural amenities for its citizens and visitors.

Golf Courses

Three public golf courses are located within the city. These include the Heritage at Westmoor Golf Course (18 holes), Legacy Ridge Golf Course (18 holes) and Hyland Hills Golf Course (27 holes). The City of Westminster and Jefferson County developed the Heritage at Westmoor Golf Course in the Westmoor Technology Park, north of 108th Avenue between Wadsworth Parkway and Simms Street in 1999. Development of this course provided a golf amenity in the western portion of the city and accelerated the development of the Westmoor Technology Park as a new major employment center. The Legacy Ridge Golf Course, located south of 104th Avenue between Sheridan and Federal boulevards, provides a high quality golf facility with a regional draw. This course was developed in 1994. Together, these courses comprise 414 acres in the city and accommodate over 7264,000 rounds of golf annually.

Finally, the 230-acre Hyland Greens Golf Course, located at approximately 96th Avenue and Sheridan Boulevard, is owned and operated by the Hyland Hills Parks and Recreation District and open to the Westminster public. Additional private golf courses are located in the city, including the Ranch Country Club and Stoney Creek courses.



Community facilities include the Westview Recreation Center, top; City Park Recreation Center, middle; and the Legacy Ridge Golf Course.



Irving Street Library, above, is the most recent addition to the city's library system. College Hill Library, below, is a shared facility with the Front Range Community College.

Libraries

The city operates two libraries—Irving Street Library and College Hill Library, constructed in 2004 and 1998, respectively. The Irving Street Library is located in South Westminster, adjacent to the Irving Street Park on Irving Street at 74th Avenue. The College Hill Library on 112th Avenue is a joint public and academic facility for the city and Front Range Community College. Both libraries offer a variety of services in addition to media rental, including free wifi, computer access, and a variety of youth and adult services and events. These services reflect the ever-evolving technology and cultural needs of the Westminster community. **Together, these Libraries serve over 420,000 visitors a year.**

Planned Improvements

Planned improvements to city recreational facilities are outlined in the Parks and Recreation Master Plan. Facility improvements are focused on renovation and repair of older facilities, such as the recent improvements to the Swim and Fitness Center in 2012. These improvements included a complete renovation of the locker rooms with the addition of family changing rooms; improved handicap accessibility; improvements to the hot tub and sauna; and the addition of an outdoor patio area and splashpad. Future improvements to existing facilities will be similarly focused, and potentially more frequent as use of the facilities increases with new population.

In order to accommodate future population growth in the city, there may be need for an additional recreation facility to maintain the city's existing level of service for recreational facilities and programs. Likewise, new library or event space may be needed, as trends in technology, media and community meeting space evolve. Assessment of the location and timing of new facilities will be conducted in concert with planning for parks and programming to ensure that adequate space is available to serve the city's recreational needs.



7.3 OPEN SPACE AND TRAILS

Westminster's extensive open space system is a key element of its unique setting and identity as a Front Range community. The city has made preservation and protection of natural environments and habitats a priority, integrating their conservation into the physical development of the city. As a result, Westminster's visual landscape is rich with a variety of open spaces, trails, preserved historic sites and scenic vistas.

The city's extensive open space system began with authorization of an open space sales tax in 1985 to purchase land for preservation and natural habitat protection. Westminster was only the second city in Colorado to enact a sales tax for an open space acquisition program (after Boulder). As part of this effort, the city set a goal of preserving 15 percent of the city's overall land area as open space. With over 14 percent of the city's land area preserved as of 2013, the city has begun to transition efforts from acquisition to ~~the development of an open space~~ management and operations ~~plan~~ that will ensure this vital resource will be preserved and maintained into the future. A more limited open space acquisition program will still continue.

Existing Open Space and Trails

Since 1985, the city has acquired 3,0792 acres of open space to be preserved for passive recreational use and protection of natural wildlife habitat. These open space areas can be found throughout the city, as shown in Figure 7-1, but are concentrated in the city's western area near Standley Lake and along drainage ways and irrigation ditches that cross the community, including Walnut Creek, Big Dry Creek, the Farmers' High Line Canal and Little Dry Creek. Preserved open space by creek and natural corridors is summarized in Table 7-3.

Existing open space in the city provides for protection of sensitive habitat areas and wildlife movement corridors, view corridors and preservation of open and rural landscapes. Additionally, the city's open space system provides recreation opportunities such as hiking, biking, fishing, horseback riding and nature study. Many of the city's open spaces are linear connections that follow major creek corridors or serve as buffers between developments. These linear connections allow for an extensive network of trails that play a vital role in the city, linking neighborhoods, parks, schools and employment areas to a citywide and regional trail system. In all, Westminster currently has over 1065 miles of trails, as shown on Figure 7-1.

The city's open space and trail systems also connect to the larger regional system, particularly to the west of the city where vast areas of open space are preserved in the City of Boulder, Boulder County, Jefferson County and the Rocky Mountain National Wildlife Refuge.



The city's open spaces are a major asset for the community, providing trails (Big Dry Creek, top), wide open spaces for recreation and passive use (Hyland Ponds) as well as habitat for wildlife (Loon Lake, bottom).



Maintenance and improvements to the city's highly-used trail system are a key focus of the open space program.

Table 7-3: Preserved Open Space by Corridor

<i>Corridor</i>	<i>Acres</i>
Big Dry Creek	970:382.8
Little Dry Creek	76:38.5
Walnut Creek	187.2
Farmers' High Line and Niver Canals	147:750.3
Westminster Hills	1,029.2
McKay Lake	134.6
Hyland Ponds and South Hylands Creek	69:18.8
Wadsworth Wetlands	19.3
Vogel Pond	44.7
Natural Areas, Water, Trees & Wildlife	284.2
Other Areas	109:512.5
Total Preserved Open Space	3,0792.1

Source: City of Westminster, ~~October 2013~~ February 2015.

Planned Improvements

~~Two master planning efforts serve the open space system—an Open Space Master Plan, which will be developed in 2014, and the city's Trails Master Plan. The Open Space Master Plan will be periodically updated and In 2014, the City completed the Open Space Stewardship Plan. This plan identifies~~ priorities for land acquisition and open space management. Future acquisitions will be limited and focused on protecting view sheds, preserving unique natural areas and purchasing properties that will improve trail access throughout the city. Enhancement of the city's open spaces will also be pursued including trail improvements and addition of educational areas in order to attract greater use of the system. However, maintenance and operations of the city's existing open space system will be the primary focus of future iterations of this plan, particularly as use of open space and trail facilities will only increase with the city's projected residential and employment population growth.

The Trails Master Plan identifies trails and connection points along the main trail corridors of Walnut Creek, Big Dry Creek, the Farmers' High Line Canal and Little Dry Creek. This plan was last updated in 2011~~4~~ and provides a basis for trail connections in both open space and new development in the city. Almost ~~5960~~ miles of new trail are proposed as part of this plan, as shown in Figure 7-1. These new trail alignments include completion of the Little Dry Creek Trail and other connections to facilitate the Refuge to Refuge Trail. Improvements to the open space and trails system are outlined in these master plans. ~~This plan will be updated in 2014.~~



Provision of sports courts and other active uses will be a focus of the city's needs assessment to ensure that residents have access to a wide range of activities and that parks spaces are maximized.

Parks and Recreation

- PRLO-P-8** Promote the development of park facilities that encourage pedestrian and bicycle access, provide a range of services and meet the needs of a variety of all ages and abilities.
- PRLO-P-9** Plan for new parks near downtown Westminster and Westminster Station that support redevelopment efforts and add to the image of the city.
- PRLO-P-10** Pursue updated master plans for City Park and Standley Lake Regional Park.
- PRLO-P-11** Pursue park landscaping and planting schemes that will reduce water consumption.

Community Facilities

- PRLO-P-12** Review infrastructure needs for recreation, and where appropriate, identify required improvements or new facility needs in the city's Capital Improvement Program.
- PRLO-P-13** Integrate mixed-use library facilities into high-intensity development areas, which should include library functions as well as cultural programs, event and meeting space. Evaluate the opportunity to locate such a facility within the downtown Westminster site.
- PRLO-P-14** Evaluate the possible alternative of locating library kiosks throughout the city to increase library access to all residents.

Open Space and Trails

- PRLO-P-15** Enhance and fund the city's open space properties to provide unfettered public access while preserving the environmental and wildlife integrity of the property.
- PRLO-G-6** Direct more resources to the management and operation of open space, reducing resources to acquisitions.
- PRLO-P-16** ~~Develop an~~ Utilize the 2014 Open Space Stewardship Master Plan for Operations and Maintenance.
- PRLO-P-17** ~~Update and~~ Utilize the Trails Master Plan to develop connections between open space areas.
- PRLO-P-18** Work with proposed development projects to provide new linkages to existing trails and create new trails where feasible.
- PRLO-P-19** Work with the Adams County Open Space Program, the City and County of Broomfield Open Space and Trails Program, Jefferson County Open Space Program and Great Outdoors Colorado Trust Fund as partners in open space programs.



The city will continue to add to the city's open space network. One of the most recent purchases of open space property include a 9.9-acre area south of Big Dry Creek on the southeast corner of 112th Avenue and Sheridan Boulevard.



8.1 WATER SUPPLY

Water supply, treatment and distribution are essential elements of the city's high quality of life and services. Ensuring that all residents and businesses in the city have access to high quality water service, even in periods of drought, is a necessity for both existing and future development in the city. As the city intensifies and builds out, and water costs continue to rise, maintaining a water supply to meet demand will be a key focus of land use and water supply planning.

Water System

The city's water supply is composed of a system of raw water, potable water and reclaimed water (treated recycled water). The water supply system is centered on Standley Lake, which receives raw (untreated) water from several sources including Clear Creek, Coal Creek, and the West Slope via the City of Denver's raw water system. Currently, approximately 23,000 acre-feet of water is diverted to the city's water supply system each year. This **potable** water is treated at one of the city's two **potable** water treatment facilities and then distributed as potable drinking water throughout the city. The city's raw water supply is designed to meet the demand of the city in a drought equal to the most severe recorded drought. With Colorado's arid environment, the city aggressively works to protect existing water supply and ensure sufficient supply to meet future needs.

Reclaimed Water

The city complements its raw water supply by using highly-treated waste water, or "reclaimed water", for use as an irrigation source, while preserving potable drinking water for human consumption. During peak irrigation season, the city's Reclaimed Water Treatment Facility treats up to 10 million gallons per day of waste water from the Big Dry Creek Waste Water Treatment Facility with additional filtering and disinfection. This high quality reclaimed water currently provides an estimated 1,600 acre feet to **99110 permitted** reclaimed water customers, including golf courses, parks, commercial properties, rights-of-way, and common areas of homeowners' associations. By 2035, a projected 3,500 acre feet will be treated and distributed to reclaimed water customers through separate reclaimed water distribution mains during summer irrigation months, significantly reducing the burden on the city's potable water system.



Standley Lake is the primary storage facility for the city's water supply, top. Bottom, the Labrynth Spillway, which is part of Standley Lake Dam.

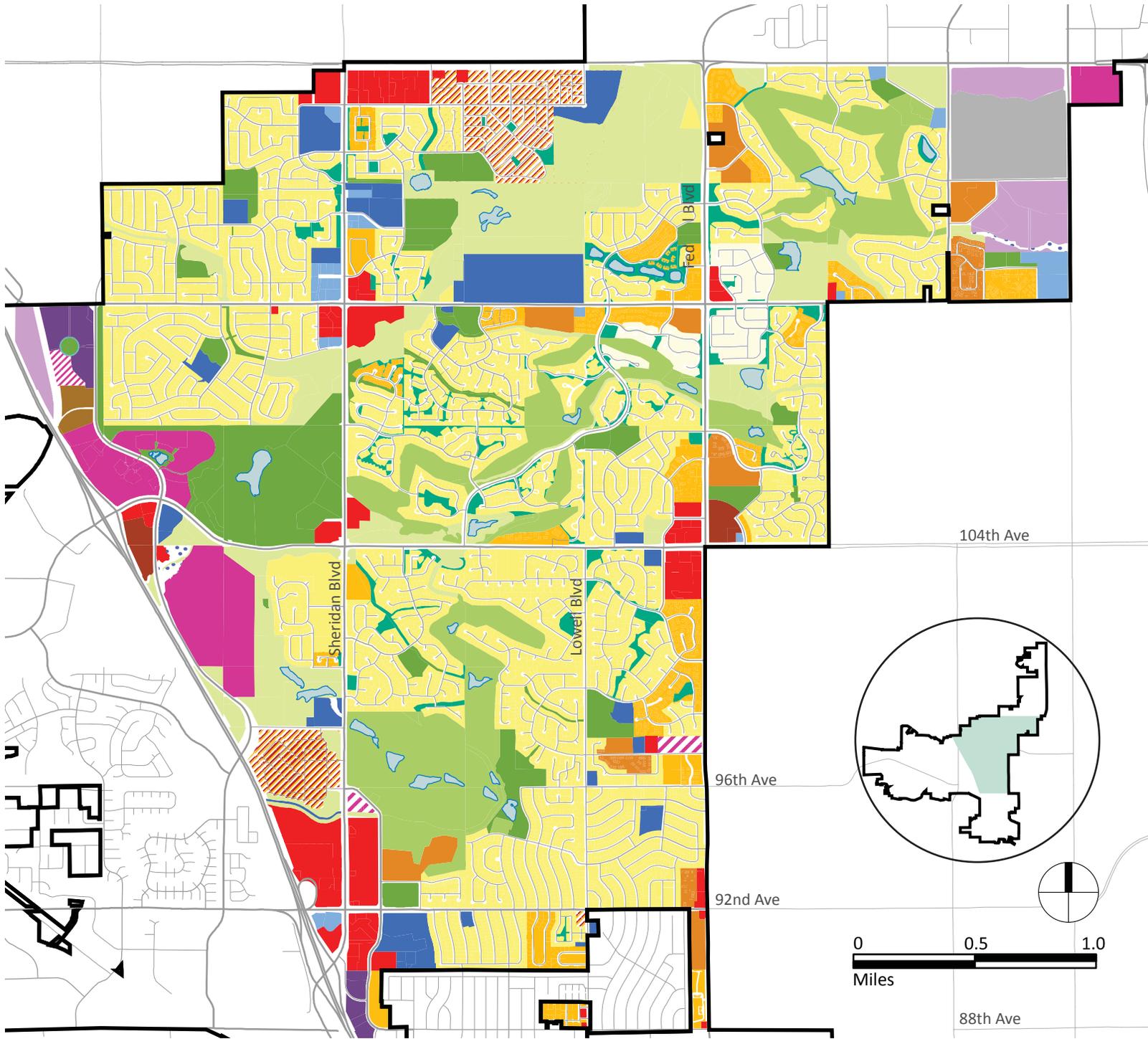
9.3 FOCUS AREA SPECIFIC PLANS

Specific plans for focus areas identified in this Comprehensive Plan will be completed to provide more detailed direction for future development. The purpose of these plans is to ensure that development is planned and designed cohesively with a synergistic mix of uses; connected, multimodal circulation system; access to transit and public amenities; and adequate provision of public utilities and services. The location and boundaries of each focus area are identified in Figure 3-1. These areas include downtown Westminster, Westminster Station, North I-25, Church Ranch and Brookhill.

Implementation

The City of Westminster will coordinate planning efforts for each focus area and determine the appropriate time for plan preparation. A work program will be prepared to complete the plan, including a schedule for preparation and a program for public outreach. The plans at a minimum will include a cohesive vision for land use, urban design, multimodal circulation, public amenities and adequate utilities and services. Upon completion, each specific plan with associated rezoning or updates to the Comprehensive Plan, if applicable, will be adopted by City Council and incorporated by reference into the Comprehensive Plan. **Adopted Specific Plans include the Westminster Downtown Specific Plan, adopted in 2014.**

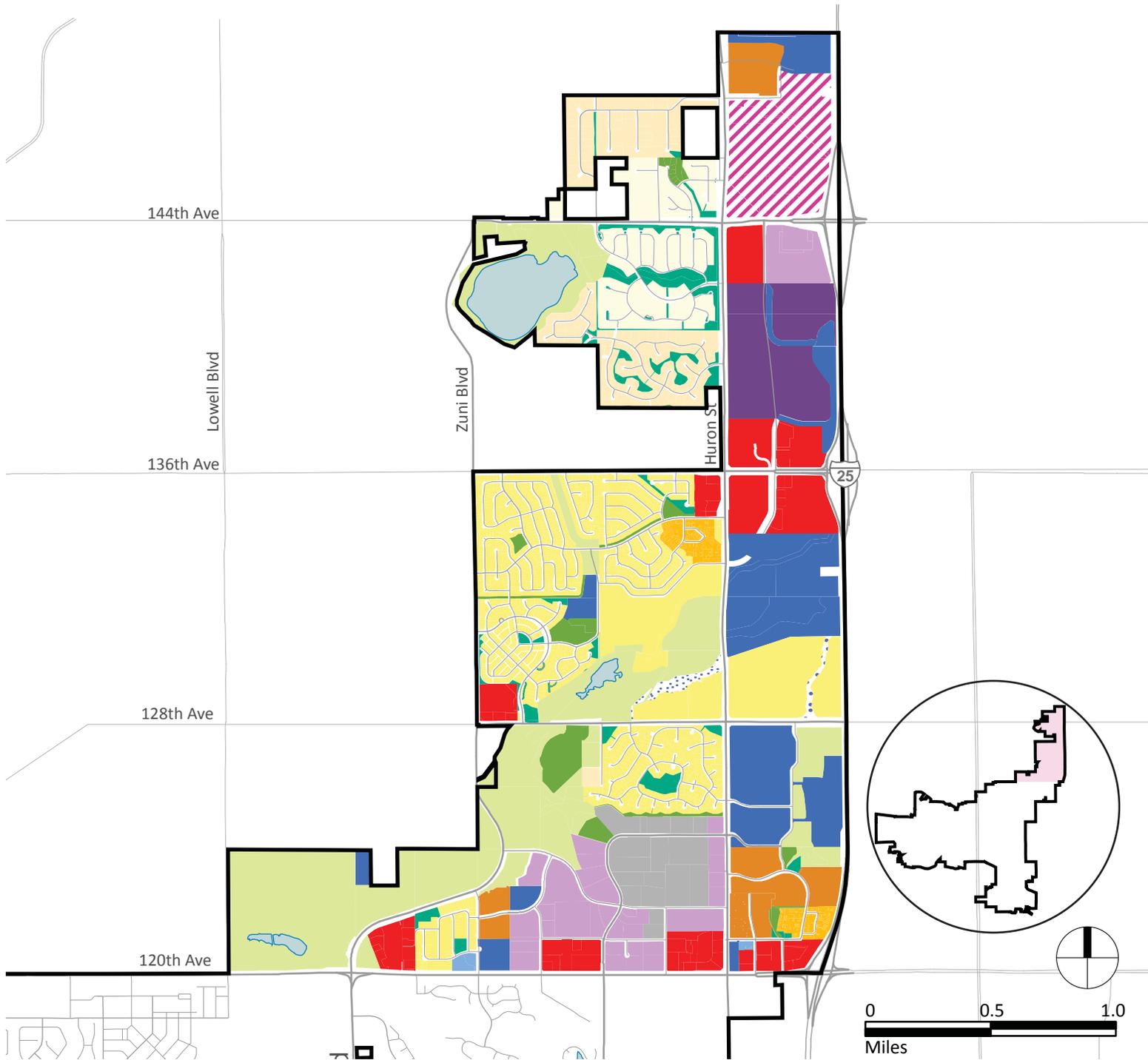
Figure C-1: Central Area Land Use Diagram



- | | | |
|--|---|---|
|  Residential R-1 |  Mixed Use |  Public/Quasi-Public |
|  Residential R-2.5 |  Mixed Use Center |  Public Parks |
|  Residential R-3.5 |  Retail Commercial |  City Owned Open Space |
|  Residential R-5 |  Service Commercial |  Golf Courses |
|  Residential R-8 |  Office |  Private Parks/Open Space |
|  Residential R-18 |  Office/R&D Low Intensity |  Major Creek Corridor on Non-Public Land |
|  Residential R-36 |  Office/R&D High Intensity |  City Limits |
|  TMUND |  Flex/Light Industrial |  Water |

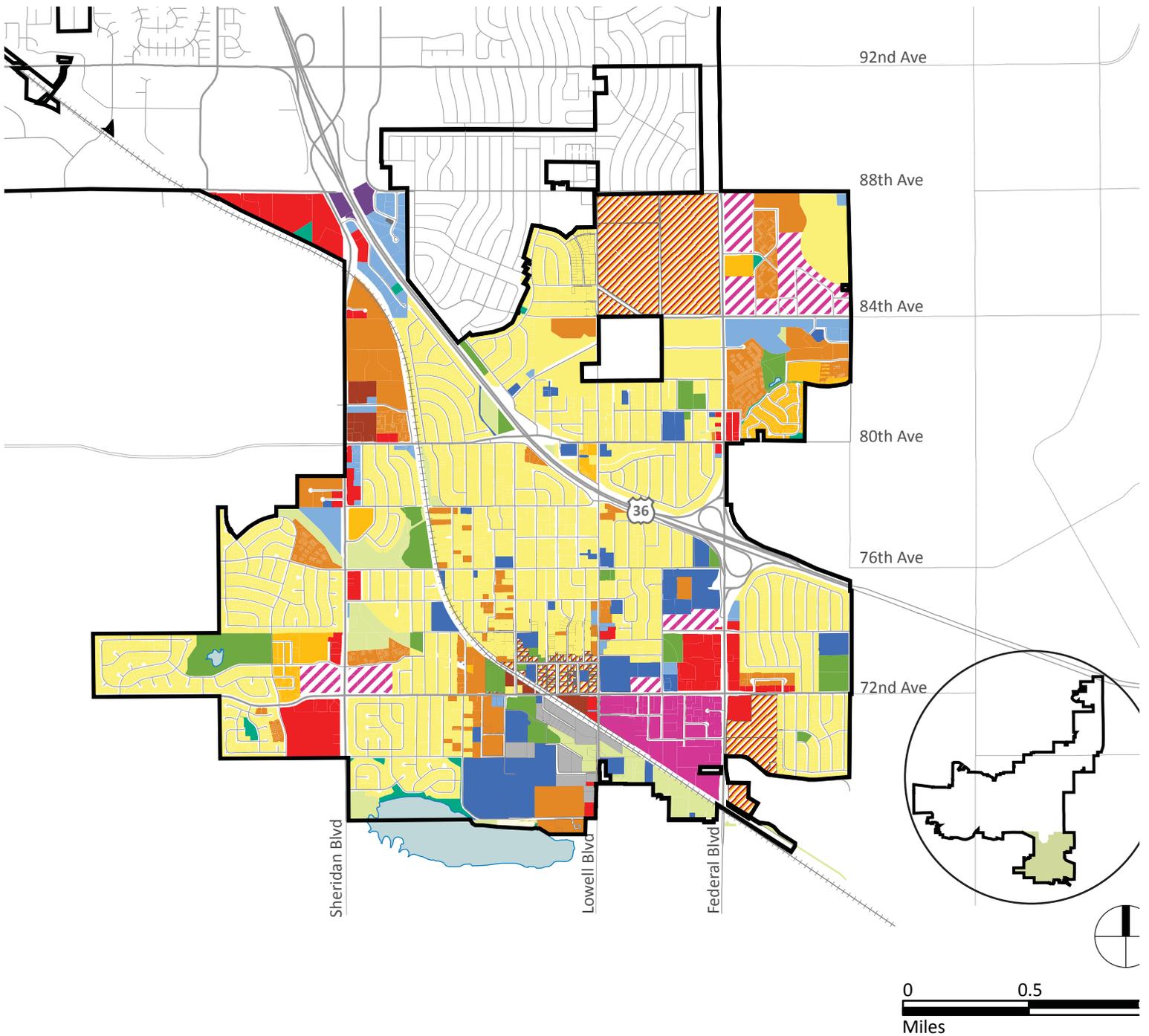
Updated 2/4/15

Figure C-2: Northeast Area Land Use Diagram



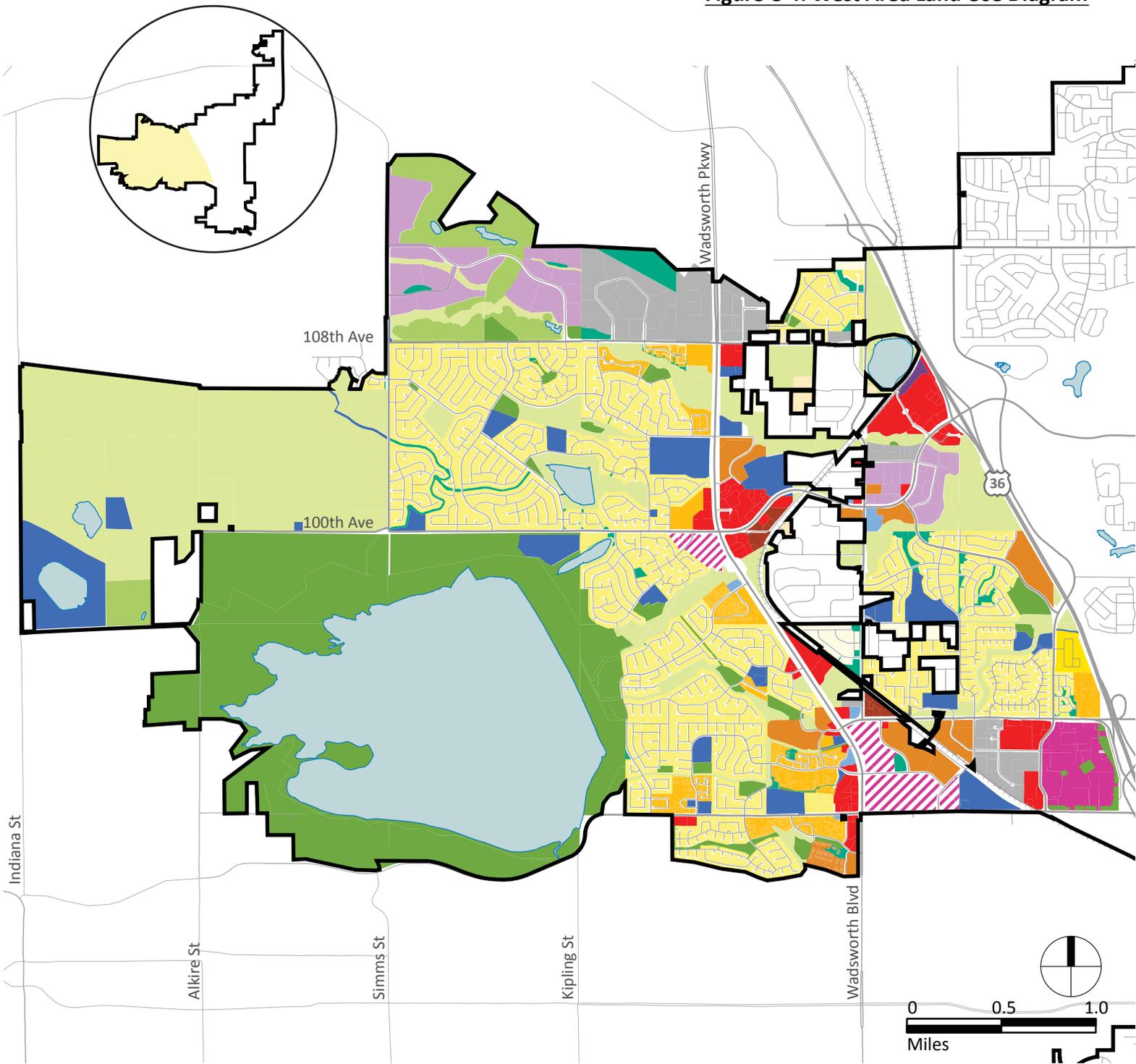
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|--|-------------------|--|---------------------------|--|---|
| | Residential R-1 | | Mixed Use | | Public/Quasi-Public |
| | Residential R-2.5 | | Mixed Use Center | | Public Parks |
| | Residential R-3.5 | | Retail Commercial | | City Owned Open Space |
| | Residential R-5 | | Service Commercial | | Golf Courses |
| | Residential R-8 | | Office | | Private Parks/Open Space |
| | Residential R-18 | | Office/R&D Low Intensity | | Major Creek Corridor on Non-Public Land |
| | Residential R-36 | | Office/R&D High Intensity | | City Limits |
| | TMUND | | Flex/Light Industrial | | Water |

Figure C-3: Southeast Area Land Use Diagram



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|---|---|---|
|  Residential R-1 |  Mixed Use |  Public/Quasi-Public |
|  Residential R-2.5 |  Mixed Use Center |  Public Parks |
|  Residential R-3.5 |  Retail Commercial |  City Owned Open Space |
|  Residential R-5 |  Service Commercial |  Golf Courses |
|  Residential R-8 |  Office |  Private Parks/Open Space |
|  Residential R-18 |  Office/R&D Low Intensity |  Major Creek Corridor on Non-Public La |
|  Residential R-36 |  Office/R&D High Intensity |  City Limits |
|  TMUND |  Flex/Light Industrial |  Water |

Figure C-4: West Area Land Use Diagram



- | | | |
|--|---|---|
|  Residential R-1 |  Mixed Use |  Public/Quasi-Public |
|  Residential R-2.5 |  Mixed Use Center |  Public Parks |
|  Residential R-3.5 |  Retail Commercial |  City Owned Open Space |
|  Residential R-5 |  Service Commercial |  Golf Courses |
|  Residential R-8 |  Office |  Private Parks/Open Space |
|  Residential R-18 |  Office/R&D Low Intensity |  Major Creek Corridor on Non-Public Land |
|  Residential R-36 |  Office/R&D High Intensity |  City Limits |
|  TMUND |  Flex/Light Industrial |  Water |

4/1/15	
Summary of Proposed Changes to 2013 Comprehensive Plan	
<i>Type of Change</i>	<i>Description</i>
<i>Text Changes/Clarifications</i>	
1-13	Update text regarding NAMS, as the study has been completed and add findings from the study.
2-8	Adding additional text and graphics to explain and clarify the calculation of gross density and FAR.
2-11	Adding additional general description of what each land use classification provides; and clarifying text addressing approval of public/quasi-public uses in second paragraph.
	Adding text to explain development standards table contents.
2-12 to 2-27	Change "Primary" and "Secondary" uses to "Allowed", "Limited" and "Potentially Prohibited". Removed references to other land use classifications for Potentially Prohibited uses in order to provide greater clarity. Both changes result in redlines to the Development Standards table and corresponding footnotes.
3-8	Update text for Westminster Station amend dates.
Chapter 5	Update text in planned improvements. Anything else?
6-9	Removed "high-intensity" from description of Brookhill Shopping Center to be consistent with land use designation.
Chapter 7	update Table 7-1 and corresponding text with 15.3 acres added by the Specific Plan
	Update Table 7-3 and corresponding text with 20 acres of added open space
	minor word edits.
8-3	minor word edits.
9-6	Add "Adopted Specific Plans include: Downtown Specific Plan"
<i>Land Use Designation Edit</i>	
Figure 2-1	Edit to amend designation of the developable portion of the R. Dean Hawn Interests property from Major Creek Corridor on Non-Public Lands to Retail Commercial.
<i>Drawing Edits</i>	
All maps	Update parks & open space layer, if shown, to reflect open space added since the 2014 update and new streets, parcels, and platted (undeveloped) park space in the downtown; revised city boundary.
Figure 2-1	Updating with Moorings project and annexation and showing addition of new parks within the Downtown area.
pages 3-10 and 3-11	replacing images with more updated graphics from the Downtown Specific Plan and the Westminster Station plaza and Little Dry Creek Drainage and Open Space projects.
Appendix C maps	Updated to match 2-1 Land Use Diagram

ATTACHMENT B

IS IDENTICAL TO

COUNCILLOR'S BILL NO. 18 EXHIBIT A

AND WAS NOT REPRODUCED

IN THE AGENDA PACKET.

SEE **EXHIBIT A** FOR ALL

REFERENCES TO

ATTACHMENT B.

R-3.5 Residential: Up to 3.5 Dwelling Units per Acre

Primary Uses

Single family detached residences and duplexes.

Secondary Uses

Public and private open space; schools, libraries, non-commercial recreational facilities, and other public uses. Duplexes may be allowed depending on location and design.

Density

R-3.5 residential areas are proposed to develop at a maximum density of 3.5 dwelling units per acre, with a minimum lot size of 7,000 square feet.

Locational Characteristics

This category is generally appropriate in locations outside urban activity centers in areas where development characteristics are suburban residential. They are generally served by and accessed from collector streets that connect to the arterial network.

Examples

Wandering View, Harmony Park, Hyland Greens, and Cotton Creek Filing 1, West 117th, Legacy Ridge West Filing 2



West 117th (3.5 DU/AC) at 117th Avenue East of Sheridan Boulevard)

Multi-family residential areas are designated for apartment, condominiums, and similar higher density types of dwelling units. Single family attached and detached units are also permitted. The maximum allowable density is 18 dwelling units per acre. These areas tend to be located along arterial streets or close to arterial intersections. Multi-family developments must also provide private recreational facilities.

Table 4-4 describes future land use categories, range of allowable densities, average density/ intensity, and the general characteristics and typical uses permitted uses in each land use category.

Table 4-4 Future Land Use Categories

Land Use	Average Density	Maximum Floor Area Ratio (FAR)	Characteristics and Uses
Single Family Very Low Density	1 du per acre	n/a	Areas designated for very low density single family detached home development, to develop at a gross density of 1 dwelling unit per acre. Building lots will be a minimum of 17,500 sq. ft., with a minimum of 30% of the overall site preserved as common open space.
Single Family Low Density	2.5 du's per acre	n/a	Conventional single family detached home development with average lot sizes of 10,000 square feet.
Single Family Moderate Density	3.5 du's per acre	n/a	Conventional single family detached home development with average lot sizes of 7,000 square feet.
Single Family Attached	Up to 10 du's per acre	n/a	Areas designated for single family attached dwellings, including duplexes, town homes, and other similar types of dwellings, at densities of up to 10 dwelling units per acre.
Multi-Family	Up to 18 du's per acre	n/a	Areas designated for apartments, condominiums, and other similar types of dwellings, at densities up to 18 dwelling per acre.
Neighborhood Mixed-Use	Same as underlying land use	n/a	Areas will incorporate a mix of housing types, in order to foster more creative approaches to

