



WESTMINSTER
COLORADO

TO: The Mayor and Members of the City Council

DATE: October 13, 2021

SUBJECT: Information Only Agenda - No Meeting Scheduled for October 18, 2021

PREPARED BY: Jody L. Andrews, Acting City Manager

Per City Council's direction, Monday night's Study Session has been cancelled. The following materials are being provided as information only updates for City Council.

PRESENTATIONS - None at this time.

EXECUTIVE SESSION - None at this time.

INFORMATION ONLY ITEMS

1. 2021 State and Local Ballot Measures
2. Business Appreciation Month and Business Support Activities
3. Imagine a Day without Water
4. Building Status Update for 3915 West 73rd Avenue

No meeting is scheduled for Monday night. However, Staff is providing these Staff Reports for City Council's information in helping keep the business of the City moving forward.

Additional items may come up between now and Monday night. City Council will be apprised of any changes.

Respectfully submitted,

Jody Andrews

Jody L. Andrews
Acting City Manager

Staff Report

Info Only Packet - No Meeting Scheduled
October 18, 2021



Foster and maintain a beautiful, desirable, safe, and environmentally responsible City.



Cultivate a thriving, inclusive, and engaged community through access to opportunity and a resilient and diverse economy.



Provide visionary, effective, and collaborative government.



Advance the City's long-term sustainability to provide ongoing excellence in City services and a well-planned community that meets the needs of residents now and in the future.

Subject: 2021 State and Local Ballot Measures

Prepared By: Chris M. Lindsey, Assistant City Manager
Theresa L. Booco, Policy and Budget Analyst

Recommended City Council Action:

Summary Statement:

- This report is for City Council information only and requires no action by City Council.
- Links below provide information regarding the 2021 Coordinated Election.

Background Information:

The state and local ballots for the 2021 Election have been finalized by both Adams and Jefferson Counties. Additionally, each county has published TABOR notices. All of these documents may be found online and links are provided below:

- 2021 Adams County Sample Ballot
- 2021 Adams County TABOR Notice
- 2021 Jefferson County All-Inclusive Sample Ballot
- 2021 Jefferson County TABOR Notice (City of Westminster)

Ballots will be mailed to all registered voters beginning October 8, 2021. The statewide Election Day is November 2, 2021, and voter service and polling centers will be open 7:00 a.m. to 7:00 p.m. on Election Day.

The 2021 State Ballot Information Booklet (commonly referred to as the Blue Book) was published by the Colorado General Assembly - Legislative Council on September 10, 2021. The Blue Book provides voters with the text, title, and a fair and impartial analysis of each initiated or referred constitutional amendment, law, or question on the ballot. The Blue Book analysis includes:

- a summary of the measure;
- the major arguments both for and against the measure;
- a brief fiscal assessment of the measure; and
- any other information that will help voters understand the purpose and effect of a measure.

Staff strongly recommend that City Council and the public read the Blue Book and TABOR notices to find the detail regarding all ballot measures as well as the published summary of comments for and against each ballot issue.

STAFF RECOMMENDATIONS REGARDING 2021 STATE AND LOCAL BALLOT MEASURES :

Staff, along with the City's state lobbyist team, have reviewed the 2021 state ballot measures based on policies and principles outlined in the 2021 Legislative Policy Statement. Based on this review, Staff recommends that City Council not take positions on any of the state ballot measures.

Also, as shown on the ballots for each respective county, neither Jefferson County nor Adams County has put forth ballot measures, nor are there any measures that impact school districts located within Westminster.

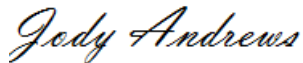
CITY COUNCIL POSITIONS ON CERTAIN 2021 CITY OF WESTMINSTER BALLOT MEASURES :

In terms of 2021 City of Westminster ballot measures, on September 27, 2021, by majority vote, City Council did adopt the following resolutions to take "support" positions on the following 2021 City of Westminster ballot measures:

- Resolution No. 37 - Public Safety Tax Ballot Measure
- Resolution No. 38 - Parks, Open Space, and Trails Tax Ballot Measure

Reviewing the 2021 state and local ballot measures ensures that City Council is fully informed on such measures and their potential impact on City operations and the community. This meets the City's Strategic Plan goals of: Foster and maintain a beautiful, desirable, safe, and environmentally responsible City; Cultivate a thriving, inclusive, and engaged community through access to opportunity and a resilient and diverse economy; Provide visionary, effective, and collaborative government; and Advance the City's long-term sustainability to provide ongoing excellence in City services and a well-planned community that meets the needs of residents now and in the future.

Respectfully submitted,



Jody L. Andrews
Acting City Manager

Staff Report

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Cultivate a thriving, inclusive, and engaged community through access to opportunity and a resilient and diverse economy.

Subject: Business Appreciation Month and Business Support Activities

Prepared By: Stephanie Troller, Business Development Manager
Shelby Wood, Business Resource Management Analyst

Summary Statement:

This report is for City Council information only and requires no action by City Council.

The purpose of this report is to inform City Council about upcoming activities planned to express the City's appreciation to local businesses for their contributions to both the community and local economy.

Background Information:

The City supports and encourages business development by providing financial resources, technical assistance, events, and advocacy for local businesses.

A core component of business development is retention. Business retention programs are designed to assist existing businesses within the community, including those that wish to expand. Business retention is applicable to all industries and to all sizes of businesses. The City has 3,000 licensed businesses that provide a tax base and job opportunities for residents and non-residents. As part of the business retention services, Staff works to educate businesses about the City's resources as well as build relationships within the business community.

On behalf of the City and throughout the months of November and December, Staff has planned outreach and information-sharing activities to inform and support the businesses contributing to Westminster's economy. The goal is to build awareness about City resources in order to retain and expand as many businesses as possible, as well as express the City's appreciation for the contributions made by the business community. Below is a list of efforts that will occur throughout the months of November and December for Westminster businesses.

Economic Development (ED) Website - The website will be used to promote Business Appreciation Month and the City's existing business programs, services, and grants. It will also highlight the Business Legacy award winners.

Social Media - Multiple social media posts are planned and will inform local businesses about City's resources and programs, as well as highlight the contributions of the businesses to the local economy.

Business Legacy Awards - The annual Business Legacy Awards recognize those businesses in Westminster who have been in operation for 25 years or longer in five year increments. Staff will be working with City Council to host the awards at The Establishment at Bradburn Village on Wednesday, November 10. The award winners will be posted on the ED website and through various marketing platforms throughout the months of November and December.

Sustainability Awards - The City will recognize businesses who have made contributions to the environment and the community with a Sustainable Business Award. These businesses will also be recognized during the Business Legacy Awards being held on Wednesday, November 10. Businesses that stand out for their sustainability efforts will be posted on the ED website and through various marketing platforms throughout the months of November and December.

Articles in ED Business Newsletters - Articles will be shared about Business Appreciation Month and the City's existing business programs, services, and grants.

Small Business Training - Staff has partnered with the North Metro Small Business Development Center (SBDC) for a year-long series of virtual trainings exclusively for Westminster businesses. These have been developed to provide local businesses a competitive advantage and help them transition to virtual business platforms. One such training, "How to Write a Business Plan," will be held on Wednesday, October 27, from 11:00 a.m. to 12:00 p.m. and will be focused on assisting businesses with how to write and present a business plan.

Shop Small Proclamation - Staff will request that City Council declare a "Shop Small" proclamation and recognize the Westminster Chamber of Commerce (Chamber) and the SBDC as part of the national movement to support local business through the annual Small Business Saturday campaign on Saturday, November 27.

Business Walks - Staff will conduct informal business outreach to a variety of businesses throughout November.

Taste of Westminster - Staff will operate a booth at the Chamber's "Taste of Westy" dine local event and will educate attendees about business resources and sustainability.

We Love Westy Campaign - ED will sponsor the Chamber's "We Love Westy" shop local event that will run from Saturday, November 27 through the month of December. This event is intended to help increase consumer confidence, support area businesses and ensure their vibrancy thereby stimulating our economy.

The City's Strategic Plan goal of "cultivate a thriving, inclusive, and engaged community through access to opportunity and a resilient and diverse economy" is met by providing retention services to a variety of local businesses and by showing the City's appreciation for the contributions made by the business community.

Respectfully submitted,

Jody Andrews

Jody L. Andrews
Acting City Manager

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Foster and maintain a beautiful, desirable, safe, and environmentally responsible City.



Advance the City's long-term sustainability to provide ongoing excellence in City services and a well-planned community that meets the needs of residents now and in the future.

Subject: Imagine a Day without Water

Prepared By: Christine Gray, Business Operations Administrator

Summary Statement:

This report is for City Council information only and requires no action by City Council.

- The City's water and wastewater infrastructure is valued at \$4 billion and includes almost 1,000 miles of underground pipes, four treatment facilities, 11 pump stations, seven lift stations, and approximately 5,000 fire hydrants.
- This infrastructure is essential to the quality of life and economic vitality of the City.
- The Imagine a Day Without Water campaign is an organized, nationwide effort to highlight the critical importance of investing in infrastructure that allows for the continuous access to safe, clean, high-quality drinking water and the ability to reliably dispose of wastewater.
- On October 21, 2021, supporters and participants of this campaign will recognize the significance of water and wastewater services.
- Recent infrastructure inventory and condition assessments of the City's water and sewer infrastructure show that this infrastructure has depreciated by more than half and that 25% of the total infrastructure is already at or beyond its designed life.
- Utilities nationwide are grappling with aging infrastructure and the ability to maintain their water and sewer systems. The American Society of Civil Engineers recently gave a score of C- to the nation's drinking water infrastructure and a score of D+ to the national wastewater infrastructure.
- The City's 2021 Capital Improvement Program (CIP) included \$28,218,000 of water and wastewater infrastructure projects. The recently approved 2022 CIP includes \$29,177,000 of ~~CIP~~ projects. These investments into the utility infrastructure allow the City to provide safe, high-quality, compliant and reliable drinking water and wastewater services to our residents and businesses 24 hours a day, 7 days a week, 365 days a year.

Fiscal Impact:

\$0 in expenses.

Source of Funds:

Not applicable.

Policy Issue(s):

None identified.

Alternative(s):

None identified.

Background Information:

Imagine a Day Without Water is a national education campaign held annually that brings together diverse stakeholders to highlight

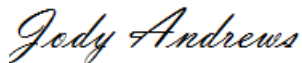
how water is essential, invaluable and in need of regular investment. This year's campaign falls on October 21, 2021.

A large portion of the City's water and wastewater infrastructure was built in the 1970s and early 1980s during a period of growth in the City, making this infrastructure close to 50 years old. This campaign is consistent with the City's goal to invest in the repair and replacement of the Utility's water and wastewater infrastructure in a timely manner to protect public health and maintain safe, high quality, compliant and reliable drinking water service to our residents and businesses.

Joining hundreds of water suppliers from across the country on October 21 to highlight the Imagine a Day Without Water campaign is one way the City can inform residents and businesses and raise awareness about the need to continually invest in our water and wastewater infrastructure. To learn more, please visit the campaign's website at <https://imagineadaywithoutwater.org/>.

This program supports the City's Strategic Plan goals of fostering and maintaining a beautiful, desirable, safe and environmentally responsible City and advancing the City's long-term sustainability to provide ongoing excellence in City services and a well-planned community that meets the needs of residents now and in the future by inviting our residents and businesses to consider the impacts of living and working for one day without water.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jody Andrews".

Jody L. Andrews
Acting City Manager

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Subject: Building Status Update for 3915 West 73rd Avenue

Prepared By: Stephanie Troller, Business Development Manager

Summary Statement:

This report is for City Council information only and requires no action by City Council. It is intended to inform City Council, as requested, as to the condition of the property at 3915 West 73rd Avenue and the estimated costs associated to rehabilitate the building.

Background Information:

The property located at 3915 West 73rd Avenue, also known as the Rodeo Market Building, is in stable condition. The City's Chief Building Inspector and Facilities Manager recently conducted an on-site visit and determined the building and its services are stable, however not conducive for occupancy. Significant upgrades to the building's systems are needed in order to meet the City's Building Codes.

The cost estimates, see Attachment, reflect pricing for rehabilitating the property specifically for a restaurant as the end use. P G Arnold, the firm selected to provide general contracting services for the Olde Westminster Pub and Tavern project, estimated the costs based on quotes received from subcontractors for both the core and shell and the tenant improvements (TIs).

Without a specific use determined for the property, Staff worked with the City's owner's representative to determine new approximate costs based on the previous, dated estimates. It was determined that approximately \$350,000 could be deducted from the core and shell costs listed below, if not building a restaurant as previously planned. For basic upgrades to the TIs, revised costs are estimated to be \$250,000. With these calculations, it is estimated that the new costs would be approximately \$1.2 million to rehabilitate the property. Additionally, the estimates reflect pricing from 2020 and it would be reasonable to add an additional 10 to 15% price increase per year to account for recent inflation in construction and materials costs.

In order to determine the specific cost estimates, Staff would need to confirm a final use along with design schematics to accurately bid and price the rehabilitation costs.

The property is designated as a historic site on the state and local historic registers. Any work to the building, beyond maintenance, requires approval from both the Westminster Historic Landmark Board and the Colorado Historical Fund. Additionally, the City accepted a grant from the Colorado Historical Fund in 2008 to repair the roof and the façade. As a part of the grant agreement, there is a 20-year preservation easement, which requires the preservation of the roof and façade elements of the building. The agreement prohibits alterations to these elements. The easement will expire in 2028. It is therefore prudent to have a specific use with designs agreed upon prior to seeking approval from either historic organization to avoid the risk of being denied potential additional requests to alter the building. Staff plans to revisit the desired uses for this property with the community and will return to City Council in 2022 regarding options for the property.

Finding an end use which is supported by the community prior to rehabilitating the building will advance the City's long-term sustainability to provide ongoing excellence in City Services and a well-planned community that meets the needs of residents now and in the future as well as cultivate a thriving, inclusive, and engaged community through access to opportunity and a resilient and diverse economy.

Respectfully submitted,

Jody Andrews

Jody L. Andrews
Acting City Manager

ATTACHMENTS:

Description	Upload Date	Type
Attachment - PG Arnold Cost Estimates	10/6/2021	Attachment



Olde Westminster Pub Tavern

Schematic Budget Estimate
Core Shell vs. TI Breakout

Div	Scope Item	TOTAL	Core & Shell	TI
Direct Costs				
0	General Conditions	\$ 155,878	\$ 77,939	\$ 77,939
1	General Requirements	\$ 54,316	\$ 27,158	\$ 27,158
2	Site Work	\$ 212,764	\$ 205,911	\$ 8,310
3	Concrete	\$ 31,253	\$ 3,840	\$ 27,413
4	Masonry	\$ 8,380	\$ 8,380	\$ -
5	Metals	\$ 47,286	\$ 47,286	\$ -
6	Carpentry	\$ 50,350	\$ 14,070	\$ 36,280
7	Moisture Protection	\$ 63,138	\$ 63,138	\$ -
8	Doors and Windows	\$ 44,550	\$ 30,700	\$ 13,850
9	Finishes	\$ 52,210	\$ 4,540	\$ 47,670
10	Specialties	\$ 44,170	\$ 1,690	\$ 42,480
11	Equipment	\$ 100,000	\$ -	\$ 100,000
12	Furnishings	\$ 2,820	\$ 2,820	\$ -
13	Special Construction	\$ -	\$ -	\$ -
14	Conveying Systems	\$ -	\$ -	\$ -
15	Mechanical	\$ 395,252	\$ 214,252	\$ 181,000
16	Electrical	\$ 169,974	\$ 84,987	\$ 84,987
Sub-Total Direct Costs		\$ 1,433,798	\$ 786,711	\$ 647,086
Contingencies				
	Design Contingency	\$ 43,014	\$ 23,601	\$ 19,413
	Construction Contingency	\$ 43,014	\$ 23,601	\$ 19,413
	Owner Contingency	\$ 100,000	\$ 100,000	
	Escalation Contingency	\$ -		
Sub-Totals Contingencies		\$ 186,028	\$ 147,203	\$ 38,825
Indirect Costs				
	Preconstruction Services	\$ -	\$ -	\$ -
	Design Fee Reimbursables	\$ 50,000	\$ 50,000	\$ -
	General Liability Insurance	\$ 18,998	\$ 10,424	\$ 8,574
	Builders Risk Insurance	\$ -	\$ -	\$ -
	Payment and Performance Bond	\$ 19,758	\$ 10,841	\$ 8,917
	Permit and Tap Fees	\$ 229,711	\$ 229,711	\$ -
Sub-Totals Indirect Costs		\$ 318,467	\$ 300,976	\$ 17,491
	Overhead and Profit	\$ 109,101	\$ 59,863	\$ 49,238
Estimate Totals		\$ 2,047,393	\$ 1,294,752	\$ 752,640