



TOWN BOARD WORK SESSION
March 25, 2013 – 6:00 P.M.
301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.

AGENDA

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|-----------|----|---|
| 6:00 p.m. | 1. | Liquor licensing authority discussion – P. Garcia & I. McCargar |
| 6:30 p.m. | 2. | Economic Development Quarterly Update – S. Johnson |
| 7:30 p.m. | 3. | Future Meetings Agenda |



MEMORANDUM

Date: March 25, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk & Ian McCargar, Town Attorney
Re: Liquor Licensing Authority
Item #: Work Session - 1

Background / Discussion:

The Windsor Town Board currently serves as the liquor licensing authority for the Town of Windsor. A survey of 44 Colorado municipalities found that those that were responsible for more than 30 licenses along with a population over 15,000 had a separate liquor authority or hearing officer. The Town currently has 35 active liquor licenses with no violations reported in the past 12 months.

In order for a municipality to have a separate liquor authority or hearing officer an appointment is required by the Town Board. The Colorado Liquor Code provides that a local licensing authority can be designated by municipal charter or ordinance (CRS 12-47-103(17)). A separate liquor authority would have responsibilities that are currently be exercised by the Town Board; the duty and authority to grant or refuse licenses. Additional areas that a separate liquor authority could be responsible for include the conduct of investigations as required by law, hold hearings for violators and to levy penalties against licensees that have been convicted of a violation.

Under a separate authority, the Clerk's office would continue to receive and process applications. Additional responsibilities for the Clerk's office would include establishing a calendar for meetings, setting the agenda and keeping a record of all proceedings. A monthly report would be submitted in the Town Board packet which would provide a list of actions taken by the liquor authority over the past month along with any pending items. Setting of fees for liquor licensing would continue under the jurisdiction of the Town Board.

Hearing officers are generally local judges or attorneys that have a background in liquor licensing matters. Town Attorney McCargar has brought forward the idea to Teresa Ablao, Town of Windsor Assistant Municipal Judge, who has considerable experience in liquor licensing through her work in the City of Fort Collins City Attorney's Office; she has expressed interest in serving as the local authority dependent on Town Board direction.

Financial Impact:

A separate licensing authority would incur the expenses of paying an appointed hearing officer; this could be done on an hourly rate, flat amount per meeting, or a fixed annual amount. Along with the additional duties in the Clerk's office, either a police officer or a town attorney would need to be made available for show cause hearings.

Relationship to Strategic Plan:

Goal 1.A.

Recommendation:

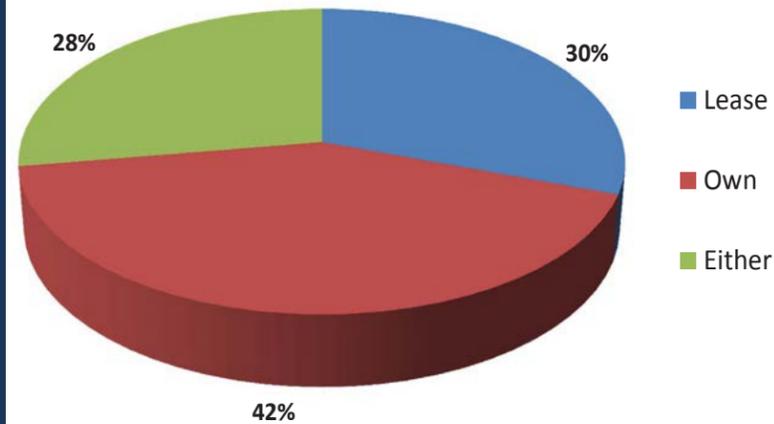
For discussion and provide direction to staff.



Windsor active attraction prospects would rather own (42%) than lease their space.

The percentages vary each quarter depending on access to capital. The harder it is for companies to secure a loan the more likely they will simply lease a space rather than make an investment in a property.

Active Attraction Prospects Lease, Own or Either



Windsor COLORADO

2013 QUARTERLY ECONOMIC DEVELOPMENT ATTRACTION PROSPECT REPORT

March 2013

General Overview:

In 2012 the Windsor Economic Development Department received 90 prospect requests. Through February of 2013 there have been 10 prospect requests, compared to eight through February of 2012. Of the 90 prospects in 2012 the Town did not qualify for 21 of them, were eliminated from six of them and one project is still delayed. Of the 10 prospects the department received so far, the Town did not qualify for two of them and were eliminated from one more.

There are a total of 69 active prospects currently, including three prospects from 2011 which remain active and open.

Windsor Economic Development has assisted with several business attraction prospects and local expansions. Here are just some of the major projects our team worked on in 2012:

- Plasma Process Group
- Titan Machinery
- Tolmar
- Woodward
- Army National Guard
- Althoff Chiropractic
- Foundations Counseling
- Columbine Commons
- Halliburton

These companies and others have invested nearly \$44 million into the community and acquired or built over 340,000 sq. ft. of space. They added 473 new jobs with an average salary over \$60K with a total payroll of \$32 million.*

*Tracking began in April 2011 when the department was formed.



Number of Leads & Prospect Visits by month for 2012			Number of Leads & Prospect Visits by month for 2013		
MONTH	LEADS	# OF VISITS	MONTH	LEADS	# OF VISITS
January	6	3	January	7	1
February	5	1	February	3	0
March	6	1	March		
April	11	2	April		
May	7	1	May		
June	7	0	June		
July	9	0	July		
August	12	2	August		
September	12	0	September		
October	5	0	October		
November	6	0	November		
December	3	0	December		

Non-Qualified Leads:

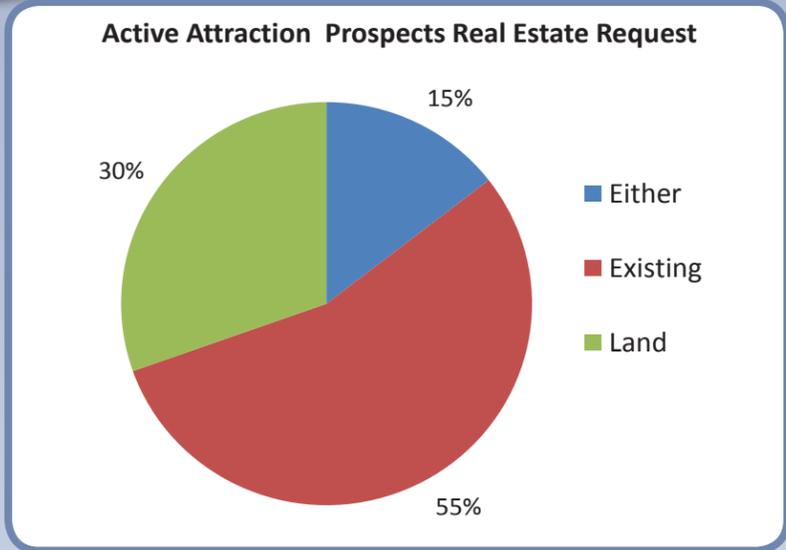
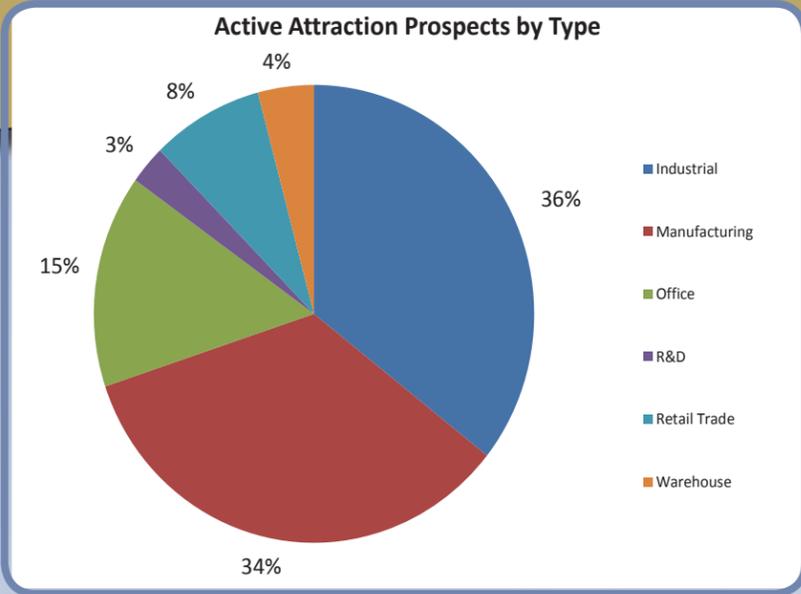
The Town of Windsor did not qualify for 21 attraction prospect leads in 2012, two in 2013 so far. The majority of those leads have been a request for office/lab/R &D space in Larimer County. The other reason is the request for existing space of 50,000 sq. ft. and larger, something Windsor does not currently possess.

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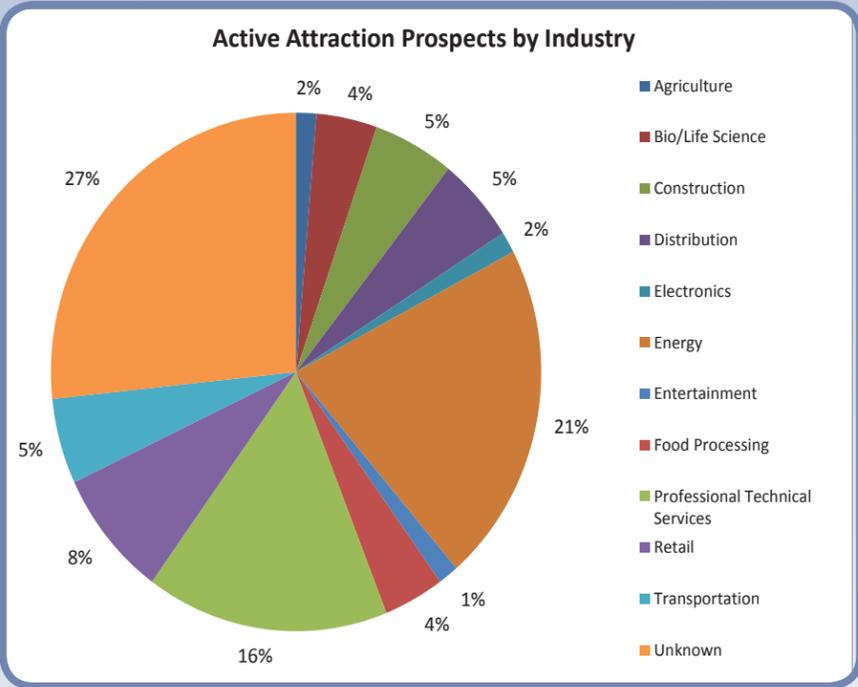


36% of the active attraction prospects are in the industrial sector, activity in the manufacturing sector is a close second at 34%.



The majority (55%) of the active attraction prospects are looking for existing space.

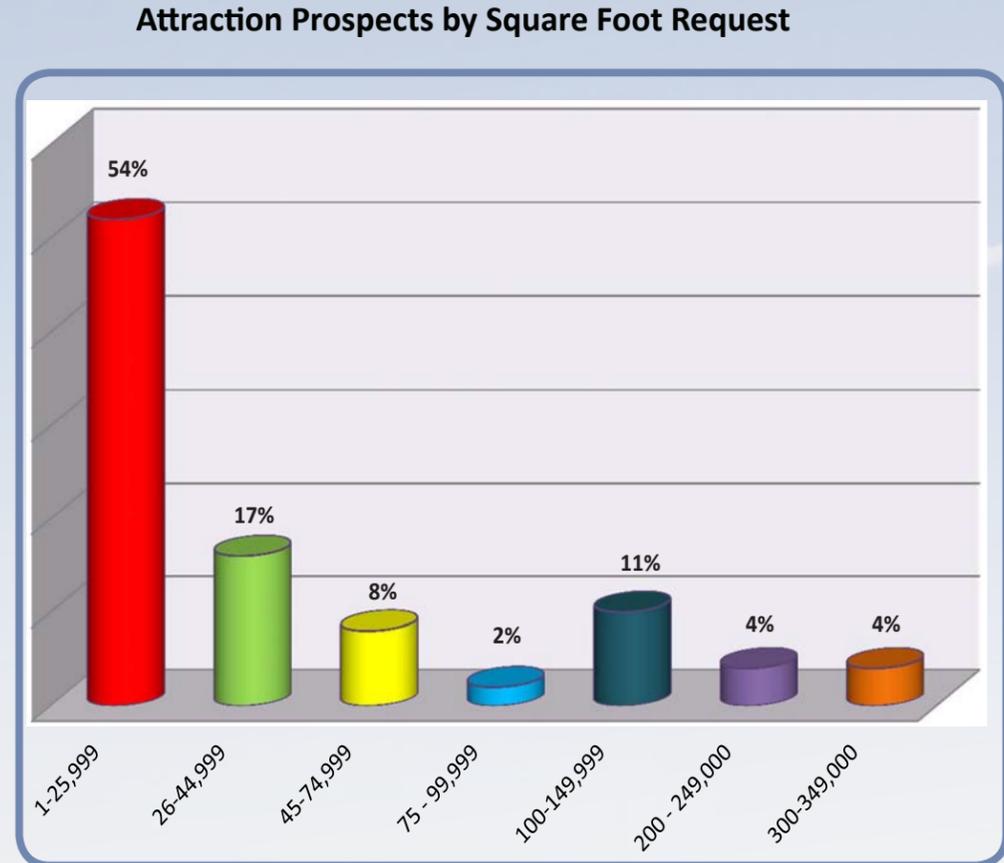
As you can see by the bar chart below, the majority of that space is under 25,000 square feet.



The Active Attraction Prospects span over 12 different industries, with 27% of the prospects not identifying their industry.

The Town of Windsor (TOW) has a very diverse breakdown on industries in the attraction pipeline. The largest percentage of TOW's active attraction prospects are in two sectors: Energy at 21%, and Professional Technical Services at 16%.

Of the 27% Unknown Industry, the overwhelming majority of TYPE of space requested is industrial, with some in manufacturing, warehouse, R&D and office.



The major concern for the Town of Windsor is the lack of industrial/manufacturing space under 25,000 sq. ft. specifically the demand is for 5,000 - 10,000 sq. ft.

Currently in Windsor there are 91 existing spaces under 25,000 sq. ft. Only 46 of those are zoned industrial, however the more important fact is that 36 of the spaces are UNDER 5000 sq. ft. and do not meet the majority demand.

The majority of attraction prospect leads this last quarter came from Upstate Colorado, one of our regional economic development partners. The next highest lead source is Xceligent, the real estate database the department subscribes to. With the majority of Windsor being in Weld County and the oil & gas surge, this is not a surprise.

*Leads from the State office of Economic Development & Metro Denver Economic Development Corporation get filtered through our regional partners; NCEDC & Upstate Colorado.

Attraction Prospect Lead Source	
NCEDC/Upstate (*MDEDC or State)	28%
Xceligent	25%
Upstate Colorado	20%
NCEDC	15%
Broker/Developer	5%
Company	4%
Community Partners	3%

