



WESTMINSTER
COLORADO
AGENDA

MARCH 15, 1999
7:00 P.M.

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.

Members of the audience are invited to speak at the Council meeting. Citizen Communication (item 5) and Citizen Presentations (item 12) are reserved for comments on items not contained on the printed agenda.

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Consideration of Minutes of Preceding Meetings**
- 4. Presentations**
- 5. Citizen Communication (5 minutes or Less in Length)**
- 6. Report of City Officials**
 - A. City Manager's Report**
- 7. City Council Comments**

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 citizen wishes to have an item discussed. Citizens then may request that the subject item be removed from the Consent Agenda for discussion separately.

- 8. Consent Agenda**
 - A. 96th Avenue Extension from Pierce Street to Teller Street Design Contract for \$92,754 to Nolte Associates and \$9,000 for design contingency**
 - B. Big Dry Creek/Interstate 25 project Change Order for TARCO for \$261,429**
 - C. Semper Water Treatment Facility Landscaping Contract with Arrow J Landscaping for \$244,610**
 - D. Phase II Cost Allocation Contract to DMG Maximus in the amount of \$40,000 for quantified program costs for City projects and programs**
 - E. Transfer of Utility Capital Improvement Project Funds of \$1,400,000 to the Reclaimed Water Project and \$192,000 into the Standley lake Renovation Project**
 - F. Conservatory Consultant Contract with EDAAW for \$80,000 for site analysis, program development, conceptual designs, cost estimates and marketing materials**
 - G. Councillor's Bill No. 8 on second reading re Home Depot Business Assistance Package (Allen-Smith)**
- 9. Appointments and Resignations**
 - A. Resolution No. 11 re Accepting Resignation of Kenneth Miller and Appointing new member to Environmental Advisory Board**

10. Public Hearings and Other New Business

- A. TABLED - Intergovernmental Agreement with City of Arvada addressing issues of Northwest Parkway, cleanup of Rocky Flats, annexation boundaries, revenue sharing and Standley Lake Regional Park
- B. TABLED Intergovernmental Agreement with City of Broomfield regarding Kohl Department Store to be located south of 120th Avenue and West of Sheridan Boulevard.
- C. Resolution No. 12 extending Category B-1 Service Commitments timeline for Savory Farm Single Family Detached project
- D. Resolution No. 13 extending Category B-2 Service Commitments timeline for Hollypark Single Family Attached project
- E. Public Hearing re Weatherstone PDP a 90-acre residential project located at the southeast corner of Sheridan Boulevard and 118th Place.
- F. Councillor's Bill No. 9 re Amendment to Comprehensive Land Use Plan to include Weatherstone PDP a 90-acre residential project located at the southeast corner of Sheridan Boulevard and 118th Place.
- G. Preliminary Development Plan for Weatherstone a 90-acre residential project located at the southeast corner of Sheridan Boulevard and 118th Place.
- H. Construction Contract for Northwest Area Recreation Center contract with JHL Constructors for \$172,463 for construction and design phase services at 108th Avenue west of Oak Street
- I. Amendment to Ice Centre Intergovernmental Agreement with Hyland Hills
- J. Ice Center Agreement with Tamminga Construction in the amount of \$799,973 with \$170,783 into contingency for this project
- K. Year 2000 Computer Aided Dispatch System Upgrade Contract with GEAC for \$164,900
- L. Councillor's Bill No. 10 re Appropriation of Supplemental Funds for Y2K Computer Aided Dispatch System Upgrade
- M. Resolution No. 14 re Amending Loan from Water and Wastewater Enterprise Fund to Westminster Economic Development Authority re Housekeeping Clarifications
- N. Resolution No. 15 re Private Activity Bond Allocation for Westminster Economic Development Authority converting taxable WEDA bonds to tax-exempt status
- O. Woman Creek Reservoir Authority Lease of 360 acres north of Woman Creek Reservoir for Open Space
- P. Set Date for Special City Council Meeting for March 22 for appointment to fill City Council Vacancy

11. Old Business and Passage of Ordinances on Second Reading

None

12. Citizen Presentations (5 Minutes + in Length) & Miscellaneous Business

- A. 1998 Year End Activity Report
- B. City Council
- C. Request for Executive Session

13. Adjournment

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 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.

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, MARCH 15, 1999 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Members of Boy Scout Troop #476 led Council, Staff and the audience in the Pledge of Allegiance.

ROLL CALL:

Present at roll call were Mayor Heil, Mayor Pro Tem Merkel and Councillors Allen, Atchison, Dixon and Smith. Also present were William Christopher, City Manager; Vicky Bunsen, Assistant City Attorney; and Michele Kelley, City Clerk. Absent none.

CONSIDERATION OF MINUTES:

A motion was made by Atchison and seconded by Merkel to accept the minutes of the meeting of February 22, and March 1, 1999 with no additions or corrections. The motion carried unanimously.

CITIZEN COMMUNICATION:

Roy Bernshausen and Cyndie Talarico, of VFW Post 9332 requested permission to place three flagpoles at the Skyline Vista Parksite, dedication of the one 30 foot and two 25 foot flag poles would be held on Saturday, April 24th.

CONSENT AGENDA:

The following items were considered as part of the Consent Agenda: 96th Avenue Extension, Pierce to Teller Street – Authorize City Manager to execute an Engineering Design Contract with Nolte Associates, Inc. in the amount of \$92,754 and a design contingency of \$9,000 for the design of the 96th Avenue Extension between Pierce Street and Teller Street; Big Dry Creek at Interstate 25 Change Order – Authorize the City Manager to execute a contract change order with TARCO Inc. for \$261,428.75 of additional work on the Big Dry Creek/Interstate 25 project and to execute a contract change order with the Sear-Brown Group for \$26,313 and charge the expenses to the appropriate Utility Fund project account; Semper Water Treatment Facility Landscaping – Authorize the City Manager to sign a contract with Arrow-J Landscape and Design Inc. for an amount not to exceed \$244,610 and authorize a budget of \$244,610 with a contingency budget of \$25,000 and charge the expenditures to the Semper Water Treatment Facility Expansion CIP Budget; Phase II Cost Allocation Contract – Authorize the City Manager to execute a contract with DMG Maximus, Inc. in an amount not to exceed \$40,000 for Phase II of Cost Allocation Study, on the finding that the negotiated contract with DMG Maximus, as recommended by the City Manager, will best serve the public interest; Transfer of Utility Capital Improvement Project Funds – Authorize a transfer of Capital Improvement Project funds from the Henderson Tunnel Water Supply Project in the amount of \$1,400,000 to the Reclaimed Water Project and \$192,000 to the Standley Lake Renovation Project; Conservatory Consultant Contract – Authorize the City Manager to sign a contract with EDAW Inc. in the amount of \$80,000 for the programming, site feasibility analysis, concept design, and other illustrative materials for the proposed Westminster Conservatory project, and charge this expense to the appropriate capital improvement project account in the General Capital Improvement Fund; and Councillor's Bill No. 8 re Home Depot Business Assistance Package.

The Mayor asked if there was any member of Council or anyone from the audience who would like to have any of the consent agenda items removed for discussion purposes or separate vote. There was no request.

A motion was made by Merkel and seconded by Atchison to adopt the Consent Agenda items as presented. The motion carried unanimously.

RESOLUTION NO. 11 – RESIGNATION/APPOINTMENT TO ENVIRONMENTAL ADVISORY BOARD:

A motion was made by Atchison and seconded by Allen to adopt Resolution No. 11 accepting the resignation of Kenneth Miller, appoint Charles Lortie from Alternate to Regular member and appointing William Wierzbicki as an Alternate member to the Environmental Advisory Board with terms of office to expire December 31, 1999. Upon roll call vote, the motion carried unanimously.

TABLED – INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF BROOMFIELD:

A motion was made by Allen and seconded by Merkel to remove this item from the Table and approve the modified Intergovernmental Agreement between the Cities of Broomfield and Westminster pertaining to the cooperation venture involving land located at the southwest corner of 120th Avenue and Sheridan Boulevard and authorize the appropriate City officials to sign the agreement. After discussion it was determined that this item would be considered at the end of the meeting to consider additional language to the motion.

RESOLUTION NO. 12 – EXTENDING SAVORY FARM SERVICE COMMITMENT TIMELINE:

A motion was made by Merkel and seconded by Allen to adopt Resolution No. 12 extending the Category B-1 Service Commitment award to the Savory Farm Single-Family Detached project. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 13 – EXTENDING HOLLYPARK SERVICE COMMITMENT TIMELINE:

A motion was made by Merkel and seconded by Allen to adopt Resolution No. 13 extending the Category B-2 Service Commitment award to the Hollypark Single-Family Attached project. Upon roll call vote, the motion carried unanimously.

PUBLIC HEARING ON COMPREHENSIVE LAND USE PLAN AMENDMENT FOR WEATHERSTONE:

At 7:24 P.M. the meeting was opened to a public hearing on the proposed Comprehensive Land Use Plan amendment changing an area designated as Business Park to Single Family Detached and the second amended Preliminary Development Plan for 3-M PUD, generally located at the southeast corner of Sheridan Boulevard and 118th Place. Dave Shinneman, Planning Manager, entered a copy of the Agenda Memorandum, Planning Commission recommendation and other related items as Exhibits. Community Development Group representative Jon Lee, contract purchaser of the property, gave a brief presentation. No one spoke in opposition. At 7:36 P.M. the public hearing was declared closed.

COUNCILLOR'S BILL NO. 9-COMPREHENSIVE LAND USE PLAN AMENDMENT-WEATHERSTONE:

A motion was made by Smith and seconded by Dixon to pass Councillor's Bill No. 9 on first reading amending the Comprehensive Land Use Plan changing the land use designation from Business Park to Single Family Attached and Single Family Detached – Medium Density as described in the Agenda Memorandum, based on the finding that the requested amendment will be in the public good and is in compliance with the overall purpose and intent of the Comprehensive Land Use Plan. Upon roll call vote, the motion carried unanimously.

SECOND AMENDED PRELIMINARY DEVELOPMENT PLAN FOR 3M PUD:

A motion was made by Smith and seconded by Atchison to approve the Second Amended Preliminary Development Plan for the 3-M Planned Unit Development based on a finding that the amendment to the Comprehensive Land Use Plan and the Second Amended Preliminary Development Plan for the 3-M Planned Unit Development meet the requirements of Title 11 of the Westminster Municipal Code, and will be in conformance with the Westminster Comprehensive Land Use Plan. The motion carried unanimously.

CONSTRUCTION CONTRACT FOR NORTHWEST AREA RECREATION CENTER:

A motion was made by Merkel and seconded by Allen to authorize the City Manager to sign a contract with JHL Constructors Inc. in the amount of \$15,000 for the design phase services and \$157,463 for construction phase services for the Northwest Area Recreation Center and charge this expense to the appropriate CIP account. The motion carried unanimously.

AMENDMENT TO ICE CENTRE INTERGOVERNMENTAL AGREEMENT WITH HYLAND HILLS:

A motion was made by Allen and seconded by Merkel to approve the Second Amendment to Second Intergovernmental Agreement between the City of Westminster and Hyland Hills Park and Recreation District concerning the Westminster Promenade Ice Arena, and authorize the City Manager to sign the agreement. The motion carried unanimously.

ICE CENTRE AGREEMENT WITH TAMMINGA CONSTRUCTION:

A motion was made by Atchison and seconded by Merkel to authorize the City Manager to sign the agreement between Tamminga Construction Company and the City of Westminster; authorize the transfer of \$970,756 from the following accounts into the ice arena construction account: \$292,675 from interest earnings on the ice arena certificates of participation and \$678,081 from the operations and combined obligations reserve fund (\$71,000 has already been transferred from the Promenade construction account to the ice arena contingency account.); and authorize the City Manager to approve the change order in the amount of \$799,973 to Tamminga Construction Company and place the remaining funds (\$170,783) in the Ice Centre project contingency account. The motion carried unanimously.

YEAR 2000 COMPUTER AIDED DISPATCH SYSTEM UPGRADE:

A motion was made by Allen and seconded by Dixon to authorize the City Manager to sign a contract with GEAC in the amount of \$164,900 for software services and software support maintenance to make the City's Computer-Aided Dispatch (CAD) and Records Management Information System (RMIS) Year 2000 compliance, and direct the City Manager to research vendors and state-of-the art Computer-Aided Dispatch and Records Management Information Systems for public safety purposes and applications. The motion carried unanimously.

COUNCILLOR'S BILL NO. 10 – SUPPLEMENTAL APPROPRIATION FOR Y2K CAD UPGRADE:

A motion was made by Allen and seconded by Dixon to pass Councillor's Bill No. 10 on first reading appropriating supplemental funds from the OCS settlement for the Y2K Computer Aided Dispatch System Upgrade. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 14 – LOAN AMENDMENT FROM W&WW ENTERPRISE TO WEDA:

A motion was made by Smith and seconded by Atchison to adopt Resolution No. 14 amending the May 9, 1997 loan between the City of Westminster Water and Wastewater Enterprise and the Westminster Economic Development Authority to clarify that repayment will be made at such time as excess tax increment revenue is available. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 15 – PRIVATE ACTIVITY BOND ALLOCATION FOR WEDA BOND CONVERSION:

A motion was made by Allen and seconded by Merkel to adopt Resolution No. 15 regarding the City's intent to issue Private Activity Bonds in the amount of \$2,015,000, and authorize the Mayor to sign the resolution on behalf of the City. Upon roll call vote, the motion carried unanimously.

WOMAN CREEK RESERVOIR AUTHORITY LEASE:

A motion was made by Atchison and seconded by Dixon to authorize the Mayor to sign an Intergovernmental Agreement with the Woman Creek Reservoir Authority which would enable the City to lease and manage as part of the City's Open Space Program approximately 360 acres. The motion carried unanimously.

SET DATE FOR SPECIAL CITY COUNCIL MEETING:

A motion was made by Atchison and seconded by Merkel to set the date of Monday, March 22, 1999 at 7 PM for a special City Council meeting to select the person to fill the vacancy on City Council. The motion carried unanimously.

TABLED – INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF BROOMFIELD:

A motion was made by Allen and seconded by Smith to remove this item from the Table and approve the modified Intergovernmental Agreement between the Cities of Broomfield and Westminster pertaining to the cooperation venture involving land located at the southwest corner of 120th Avenue and Sheridan Boulevard subject to the City of Broomfield City Council approving the Public Improvements Agreement with Kohl's Department Store and authorize the appropriate City officials to sign the agreement.

The Assistant City Attorney recommended additional language as follows: Amend section 3.5(a), changing the words "a special purpose" to "an open space program" and add to Section 3.5(a) of the IGA with Broomfield: "Revenues shall be shared pursuant to this paragraph regardless of whether either party includes the revenue sharing area within an urban renewal area or plan during the term of this agreement." The amendment to the motion was accepted by the maker of the motion and the second. The motion carried unanimously.

MISCELLANEOUS BUSINESS:

Council reviewed the 1998 Year End Activity Report.

Councillor Dixon reported on the National League of Cities conference that was held in Washington, D.C., and the Energy Alliance and Rocky Flats meetings she attended.

Councillor Atchison requested an Executive Session concerning the Westminster Mall negotiations.

ADJOURNMENT:

The meeting was adjourned at 8:05 P.M.

ATTEST:

Mayor

City Clerk



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Agenda Memorandum

Date: March 15, 1999

Subject: 96th Avenue Extension – Pierce Street to Teller Street Design Contract

Prepared By: Michael Normandin, Transportation Engineer

Introduction

City Council action is requested to authorize the City Manager to execute an Engineering Design Contract with Nolte Associates, Inc. in the amount of \$92,754 and a design contingency of \$9,000 for the design of the 96th Avenue Extension between Pierce Street and Teller Street. Funds for this expense are available in the Greenlawn Traffic Mitigation Project in the General Capital Improvement Fund.

Summary

The 96th Avenue Extension project consists of the construction of a new roadway between Teller Street and Pierce Street (see attached map) and a school bus loading area, which will connect the new link of 96th Avenue to the Mandalay Middle School parking area. The sponsors of this project include the City, Jefferson County Schools and Jefferson County.

Following a couple of heated public hearings on the Cambridge Farms and Asbury Park developments within the Jefferson County enclave area, a mediation process was used a few years ago to assist the residents in the affected area to define desired street improvement projects. While the residents differed on the prioritization, the 96th Avenue extension was one project that received consensus approval from the neighborhood.

Late last year, Jefferson County and Jefferson County Public Schools indicated that they are in a position to participate in this project and have identified funding sources within their respective budgets. A three-way Intergovernmental Agreement (IGA) will be prepared within the next few months, which will address the responsibilities of each entity.

City Staff believes that it is appropriate to move forward with the final design contract at this time, as it would be desirable to attempt to construct this project during this summer. All three entities will be sharing the cost of this design effort.

City Staff prepared a Request for Proposals for final design with input from Jefferson County and Jefferson County Schools. The project was advertised in the Daily Journal, and seven consulting firms submitted proposals. The proposals were then evaluated by a review team consisting of Staff from Jefferson County, Jefferson County Schools and Westminster based on the following selection criteria:

- 1) The firm's capabilities,
- 2) Past performance on similar projects,
- 3) Proposed work plan, and
- 4) Ability to meet scheduling parameters.

The following is a listing of the cost proposals for the two firms that were short-listed:

Nolte Associates, Inc.	\$ 92,754.00
TranSystems Corporation	\$106,797.00

Both consultants were deemed highly capable of conducting the design, but it was the opinion of the review team that Nolte Associates, Inc. presented the clearest understanding of the various aspects related to the design project and had a greater depth of resources to complete the project.

As an alternative, Council could choose to not participate in the design and construction of the 96th Avenue extension due to other funding priorities. This option is not recommended because of the previous commitments from the City and the County to the residents of the enclave area and nearby City area to work toward improved traffic flow in their neighborhood.

Staff Recommendation

Authorize the City Manager to execute an Engineering Design Contract with Nolte Associates, Inc. in the amount of \$92,754 and a design contingency of \$9,000 for the design of the 96th Avenue Extension between Pierce Street and Teller Street.

Background

At the public hearings for the Asbury Park and Cambridge Farms projects, there were lengthy discussions pertaining to traffic issues. These developments are located in the vicinity of 93rd Avenue and Teller Street (see attached map). In response to the concerns expressed by the neighborhoods, City Council instructed Staff to develop a Neighborhood Traffic Plan, which would establish a comprehensive set of recommendations on a variety of issues such as traffic control and additional street connections in the neighborhood.

The additional street connections that were discussed with the neighborhood include the 92nd Lane extension and the 94th Avenue extension (see attached map). The 94th Avenue extension at Pierce Street was a street connection upon which the neighborhood could not reach consensus, while the 92nd Lane connection was one where consensus was reached. City Staff has had preliminary discussions with potential developers of the parcel of land where the 92nd Lane extension would occur with an eye towards completing this street connection in conjunction with the development of the property.

City Staff believes that it is appropriate to move forward with the design contract at this time as it would be desirable to attempt to construct this project during the upcoming construction season. The initial schedule for this design project calls for the completion of the design plans in June with advertisement of construction bids in July.

Respectfully submitted,

William M. Christopher
City Manager

Attachment



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Agenda Memorandum

Date: March 15, 1999

Subject: Big Dry Creek at Interstate 25 Change Order

Prepared by: Sheila Beissel, Senior Civil Engineer

Introduction

City Council action is requested to authorize change orders to the City's contracts with TARCO, Inc. and the Sear-Brown Group to address unanticipated construction conditions and a change in the design and construction of the Big Dry Creek/Interstate 25 bridge to accommodate the future 136th Avenue interchange. If approved, the original construction contract amount with TARCO, Inc. will be increased by \$261,428.75, and the work can be included in the existing project schedule with a two-week delay in completion. The Engineer Inspection Services contract with the Sear-Brown Group will be increased by \$26,313. Funds for this change order are available within the project budget for this expense.

Summary

In December 1998, City Council authorized the City Manager to execute a contract with TARCO, Inc. for the construction of drainage improvements at Interstate 25 and Big Dry Creek for \$661,003.50, and channel improvements east of Huron Street for \$302,521.00. The total project cost was \$963,524.50 with a contingency of \$145,000. The completion of both projects would remove the Big Dry Creek Wastewater Treatment Plant (BDCWWTP) from the 100-year floodplain. However, to minimize the conflicts with the construction of the Water Reclamation Facility near Huron Street, the channel improvements portion of the project was postponed until October 2000. Thus, TARCO, Inc. was only awarded the construction of the Interstate 25 drainage improvements for \$661,003.50. This project is scheduled for completion in May 1999.

The improvements to Big Dry Creek at I-25 include modification of the bridge inlet and channelization downstream of I-25 with riprap protection. Unanticipated field conditions require that a contract amendment with TARCO, Inc. be prepared. They include the lowering of an 8-inch irrigation line on the Thorn Creek Golf Course, inadequate subgrade conditions under the I-25 bridge, and a requirement for additional bedding material beneath the riprap protection. The increase in the construction contract will be \$126,428.75 which is available in the contingency for this project. A cost increase of \$8,613 to the Sear-Brown Group is needed to provide for additional design services. The funding for this change is available in the 1999 Utility Fund for this project.

Recently, 136th Avenue was selected as the future I-25 interchange location. The preliminary design for the 136th Avenue interchange indicates that the I-25 bridge will need to be widened by 15-feet to the west to accommodate the future southbound acceleration/merge lane. The bridge modifications as currently designed will **not** accommodate this widening.



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The bridge inlet can be redesigned and constructed at this time to accommodate the bridge widening and avoid the need to remove and reconstruct the bridge inlet with the 136th Avenue interchange project. The design change will cost \$17,700. The construction contract change will be \$135,000. Due to the fact that the channel improvements portion of the project was postponed until 2000, funds are available in the 1999 Utility Fund. Funding for the channel improvements portion of the project would need to be appropriated in the 2000 budget.

As another alternative, the construction of the project can be stopped at this time. However, about \$350,000 of the construction project budget has been spent to date. If the project is not completed, the construction work done to date will not last and will need to be removed and replaced when the entire project is constructed in the future. Also, there is potential damage to the Thorn Creek Golf Course just downstream of I-25 due to the changes in the channel conditions done to date.

Thus, three alternatives are available for this project. First, the project can be stopped at this time; however, the improvements done to date will not last and will need to be removed and reconstructed in the future. BDCWWTP will remain in the 100-year floodplain of Big Dry Creek. Second, the project could be completed as designed which requires a change order of \$126,428.75 to the current construction contract with TARCO and a change in the design contract of \$8,613 with The Sear-Brown Group. Under this scenario, the improvements on the west side of I-25 will need to be removed and reconstructed when the I-25 bridge is widened for the 136th Avenue interchange. Staff's recommendation is the third alternative which is to approve a change order with TARCO for \$261,428.75 and with The Sear-Brown Group for \$26,313 to redesign and construct the bridge inlet to accommodate the widening of the I-25 bridge with the 136th Avenue interchange.

Staff Recommendation

Authorize the City Manager to execute a contract change order with TARCO, Inc. for \$261,428.75 of additional work on the Big Dry Creek/Interstate 25 project and to execute a contract change order with the Sear-Brown Group for \$26,313 and charge the expenses to the appropriate Utility Fund project account.

Background Information

In December 1998, City Council authorized the City Manager to execute a construction contract with TARCO, Inc. for the construction of the drainage improvements at Interstate 25 and Big Dry Creek and channel improvements to Big Dry Creek just east of Huron Street. The two projects in combination would remove the WWTP from the 100-year floodplain of Big Dry Creek. The cost of the two projects was \$963,524.50; \$661,003.5 associated with the crossing at Interstate 25 and \$302,521.00 for the channel improvements at Huron Street. A contingency of \$145,000 was authorized for these projects. Subsequent to Council's action, the channel improvements portion of the contract near Huron Street was postponed until October 2000 in order to minimize the disruptions and conflicts with the construction of the Water Reclamation Facility, south of Big Dry Creek.

The drainage improvements at I-25 consist of grading Big Dry Creek on the east side of I-25, installing riprap protection in the channel at the bridge outlet to prevent erosion, lowering the invert of the creek at I-25 by 3-feet, concrete paving the invert of the bridge, and constructing a concrete inlet just west of I-25 to accelerate the flow through the bridge. Construction of the bridge improvements began in January 1999 and is 30% complete at this time.

Several circumstances have arisen that will necessitate changes to the project which will best be handled under a change order with TARCO, Inc. These items pertain to the construction project as currently designed. The Thorn Creek Golf Course installed an 8-inch irrigation line within the project limits within the last year. This irrigation line must be lowered in order to construct the necessary improvements. In addition, very poor support conditions were encountered in the subgrade under the I-25 bridge. The geotechnical engineer has evaluated the subgrade, which must support the new concrete floor of the I-25 bridge, and recommends that the poor material be overexcavated, removed, and replaced with rock. The other field conditions change relates to the bedding of the riprap protection downstream of I-25. To obtain the approval of the Urban Drainage and Flood Control District (UDFCD) and secure eligibility for their maintenance program, it will be necessary to substitute Type II bedding material for the bedding called for in the plans. The net increased cost due to the changed field conditions to the construction contract is \$126,428.75 and can be covered by the contingency fund allotted for this project. An increase of \$8,613 is necessary to The Sear-Brown Group contract to cover the additional design services required which is available in the 1999 Utility Fund. Staff believes these changes are necessary.

The second element of the proposed change order involves the recent conclusion that an interchange will be built at 136th Avenue interchange on Interstate 25. Based on the preliminary drawings for the interchange, the Big Dry Creek bridge will need to be widened 15-feet to the west to accommodate the required southbound acceleration/merge lane. The bridge inlet as currently designed will not function as intended if the bridge is widened by more than 5-feet. A fifteen-foot widening in the future would necessitate removal and reconstruction of much of the work in TARCO's contract to keep the WWTP out of the floodplain. About \$250,000 of the existing contract will be spent building the improvements on the west side of I-25. However, the bridge inlet can be redesigned and constructed under the present contract to accommodate the future expansion of the I-25 bridge due to the 136th Avenue interchange requirements. The abutment walls and pier walls can be designed to handle the future bridge and bridge loads with minimal changes in the future. The cost to redesign the bridge inlet is \$17,700 with a construction cost of approximately \$135,000 for TARCO to incorporate the work into their current contract.

The project could be stopped at this time; however, about \$350,000 of the project budget has been spent to date. The construction completed to date will not last unless the project is completed. Thus, when this project is started again in the future, the construction done at this time will need to be removed and reconstructed. Also, the Thorn Creek Golf Course may sustain damage due to the change in the hydraulic conditions and the WWTP would remain in the floodplain.

In summary, the alternatives are as follows:

1. Stop the project at this time; however, about \$350,000 of the project budget has been spent to date and the WWTP would remain in the floodplain.
2. Amend TARCO's contract to perform the work occasioned by changed field conditions at a cost of \$126,428.75 plus \$8,613 for related engineering work by the Sear-Brown Group. This is the minimum change recommended by Staff if the project is to continue. This expense can be covered by the existing project contingency.

3. Amend TARCO's contract to also include the construction of a revised bridge inlet which will accommodate the merge lane from the future I-25/136th Avenue interchange. The construction cost will be approximately \$135,000 plus \$17,700 for the redesign, which will be done by the Sear-Brown Group. It will be necessary to utilize a portion of the funding approved for the Big Dry Creek channel improvements east of Huron Street, but these expenditures can be replaced in the year 2000 capital project budget if Council approves. Ultimately, the expenditure may be recoverable from the Improvement District that is likely to be formed to fund the interchange improvements, since the modifications of the bridge inlet result from the choice of the 136th Avenue as the interchange location.

Staff recommends that the third alternative be approved.

Respectfully submitted,

William M. Christopher
City Manager



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Agenda Memorandum

Date: March 15, 1999

Subject Semper Water Treatment Facility Landscaping

Prepared by: George Bosser, Semper Water Treatment Facility Supervisor

Introduction

City Council action is requested to authorize a contract in an amount not to exceed \$244,610 for Semper Water Treatment Facility Landscaping with Arrow-J Landscape and Design, Inc.; and authorize a budget of \$244,610 with a contingency budget of \$25,000. Funds are available for this expenditure in the Semper Water Treatment Facility Capital Improvement Project.

Summary

The Semper Water Treatment Facility at 8900 Pierce Street went through an expansion during 1996 and 1997, adding sedimentation basins, filters, piping and a chemical building. The expansion increased the treatment capability from 33 million gallons per day to 44 million gallons per day. During this construction, the existing landscaping was seriously damaged or removed.

Sealed bids were received from three landscape contractors, all of which were pre-qualified:

Arrow-J Landscape & Design, Inc.	\$244,610
COCAL Landscape	\$249,054
Randall & Blake, Inc. R. B. I.	\$261,612

Alternatives:

1. Do not contract for the landscaping project and leave the site in its current condition.
2. Award the contract to one of the two higher bidders.

Staff Recommendation

Authorize the City Manager to sign a contract with Arrow-J Landscape and Design, Inc. for an amount not to exceed \$244,610 and authorize a budget of \$244,610 with a contingency budget of \$25,000. The expenditures are to be charged to the Semper Water Treatment Facility Expansion CIP Budget.

Background Information

Sealed bids were received from three landscape contractors ranging from \$244,610 to \$261,600 for the project. City Staff recommendation is to award the contract to the lowest bidder, Arrow-J Landscaping and Design, Inc. for \$ 244,610. The engineer estimated cost is \$258,000. Arrow-J has just completed a successful \$600,000 landscaping/park development project at Cotton Creek for the City’s Department of Parks, Recreation and Libraries. This project was completed within budget and has produced a quality park. With the completion of this landscaping project, the Semper Water Treatment Facility will again be able to offer full tours of the facility starting in late June 1999 as well as be a “good neighbor”.



WESTMINSTER
C O L O R A D O

No. _____

Fifty-eight trees are to be planted which will include hackberry, ash, honeylocust, linden, oak, berry, aspen, pinion pine, limber pine, Colorado spruce, Austrian pine and ponderosa pine. A total of 1,210 shrubs will be planted.

The work will entail 70,000 cubic yards of topsoil stripping, 470 cubic yards of imported topsoil. The irrigation system will include a backflow preventer, 31 valve boxes, 42 station controllers, 234 rain bird sprinklers, 220 sleeves and 7,500 feet of lateral lines.

Planting material will include 21,000 square feet of sod; 8,500 square feet of prairie mix seed, 20,000 square feet of foothills mix seed and 23,900 square feet of perennial bed ground cover and 19,150 square feet of gravel. All the landscaping will be at the Semper Water Treatment Facility.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Phase II Cost Allocation Contract

Prepared by: Tammy Hitchens, Accounting Manager

Introduction

City Council action is requested to award a contract for \$40,000 to DMG Maximus for Phase II of a Cost Allocation Study for the City. Funds for this expense have been budgeted and are available in the 1999 Finance Department budget in the General Fund.

Summary

The City entered into a contract with DMG Maximus, Inc. for Phase I of a cost allocation study in 1998. Phase I produced an auditable and defensible allocation of overhead costs to the various City Departments. It is now time to begin Phase II of the Cost Allocation Study. Phase II will result in quantified costs for City projects and programs, and Phase II will incorporate the overhead costs with the direct costs associated with City provided services. The result will produce documented costs on specific City services, programs and projects.

If this contract is approved by Council, Steve Fisher of DMG Maximus, Inc. will be meeting with the five Departments who provide "external services" to further analyze the true costs of programs and services (e.g., the cost of a building permit, the cost of an emergency medical service run, etc.). These departments are: Community Development, Public Works and Utilities, Fire Department, Police Department, and Parks, Recreation, and Libraries.

Alternatives

Bid out the Phase II cost allocation services. This alternative is not recommended because a new provider would essentially have to start over. This would be a waste of the time, effort and money expended in Phase I.

Drop Phase II and do not complete the cost analysis effort. This is not recommended as it is important to obtain cost data on City programs and services, especially when considering outsourcing options.

Staff Recommendation

Authorize the City Manager to execute a contract with DMG Maximus, Inc. in an amount not to exceed \$40,000 for Phase II of Cost Allocation Study, on the finding that the negotiated contract with DMG Maximus, as recommended by the City Manager will best serve the public interest.

Background Information

The City is interested in knowing the actual cost to provide certain services and programs. Staff researched various options to gain this information. Three alternatives were discussed: purchase and implement a full cost accounting system, use direct costs and add a percentage for overhead, or allocate overhead using a systematic defensible process.

The information will be used to determine if the fees associated with programs are adequate, compare the true cost of providing services versus the private sector, and determine the true cost to provide basic services.

Staff determined the best alternative would be to use a systematic process to allocate overhead. City staff interviewed several public finance officials and received several positive recommendations for DMG Maximus Inc. In 1998, City staff negotiated and entered into a \$15,000 contract with DMG Maximus, Inc. to perform Phase I of a Cost Allocation Study. Phase I has provided an auditable and defensible method of allocating overhead to departments. This information is then taken into consideration when determining the true cost of providing services, which will be completed in Phase II.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Transfer of Utility Capital Improvement Project Funds

Prepared by: Diane M. Phillips, Capital Improvement Projects Coordinator

Introduction

City Council action is requested to authorize a budget transfer of previously authorized Utility Fund Capital Improvement Project (CIP) account funds from the Henderson Tunnel Water Supply Project to the Reclaimed Water Project in the amount of \$1,400,000. The Henderson Tunnel Water Supply Project was a joint venture with the Denver Water Department to provide additional water supply through the Henderson Tunnel. This project did not materialize, making the funds in the amount of \$1,592,000 that had been budget for the Henderson Tunnel Water Supply Project available for other Utility Fund capital projects.

Summary

On July 13, 1998, City Council approved the construction of the Reclaimed Water Treatment Facility by CDM Engineers and Construction, Inc. for \$9,977,592 and the construction of the Reclaimed Water Distribution System by Tierdael Construction Company for \$7,333,333. Funds for the construction of these two key projects are available through the Colorado Water and Power Authority Loan.

Funds in the 1998 and 1999 CIP budgets had been earmarked for potential change orders, placement of the fiber optic line, user connection incentive funds and other expenses related to the start-up of the Reclaimed Water Supply Project. The Henderson Tunnel Water Supply Project funds in the amount of \$1.4 million are recommended to be used for contingency purposes during construction and start-up costs.

The remainder of the funds from the Henderson Tunnel Water Supply Project, \$192,000, are proposed to be added to the Standley Lake Renovation Project.

Alternatives

Alternative contingency funds could be identified for potential use, but the use of the Henderson Tunnel Water Supply Project has been identified as the most prudent funds to use.

Staff Recommendation

Authorize a transfer of Capital Improvement Project funds from the Henderson Tunnel Water Supply Project in the amount of \$1,400,000 to the Reclaimed Water Project and \$192,000 to the Standley Lake Renovation Project.

Background Information

The Henderson Tunnel Water Supply Project was a joint venture water supply project with the Denver Water Department that did not materialize. 1998 and 1999 CIP funds have been identified for construction and start-up contingency purposes and additional funds may be needed for the Reclaimed Water Project. The Henderson Tunnel Water Supply Project funds of \$1,400,000 will be adequate funds to cover any possible additional construction and contingency needs.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Conservatory Consultant Contract

Prepared by: Bill Walenczak, Director of Parks, Recreation and Libraries

Introduction

City Council action is requested to authorize the City Manager to sign a contract with EDAW, Inc., in the amount of \$80,000 for site analysis, program development, conceptual designs, cost estimates, and marketing materials for the proposed Conservatory/IMAX/Women of the West Museum project that the City is currently contemplating. Funds for this expense are available in the appropriate capital improvement project accounts in the General Capital Improvement Fund.

Summary

On October 28, 1998, City Staff presented to City Council highlights of a field trip to Moody Gardens in Galveston, Texas. Included in the presentation were descriptions of the Moody Gardens Rainforest Pyramid, 3-D IMAX Theatre, IMAX Ride Film Theatre, and the Discovery Pyramid Museum. City Staff recommended pursuing some of these concepts for the City's proposed plant conservatory project. City Council concurred, and directed Staff to proceed with the project.

The City had previously engaged the planning firm of EDAW Inc., to master plan the City Park site. Part of EDAW's contract included concept development for the proposed plant conservatory. EDAW engaged the services of Morris Architects of Houston, Texas to develop the footprint for the conservatory. Morris Architects had previously designed the Rainforest Pyramid and Discovery Pyramid at Moody Gardens. After visiting Moody Gardens, however, Staff thought it was necessary to expand the scope of the conservatory project to include alternate site feasibility analysis and an expanded building program that could perhaps include the Rainforest Pyramid concept, 3-D IMAX, and a museum project. In addition, architectural renderings and marketing materials are recommended to be included in the scope of services. A breakdown of EDAW's proposed fees is attached for City Council review. Since this is a professional services contract, Staff believes a negotiated fee schedule with EDAW is appropriate.

As mentioned earlier, this contract will also include studying the feasibility of combining this facility with a proposed museum project. Staff has been discussing the possibility of partnering with a museum to create a unique cultural center.

Alternative

City Council could reject Staff's recommendation to award this professional services contract and require Staff to competitively bid this item. Staff sees no advantage to this alternative in that EDAW is already under contract to complete the City Park master plan, of which the conservatory is a very important component. In addition, Morris Architects is also part of the design team and brings with them the valuable experience of already designing and building the Moody Gardens Rainforest Pyramid. Staff hopes to use the Rainforest Pyramid as a model for the City's conservatory project.

Staff Recommendation

Authorize the City Manager to sign a contract with EDAW Inc., in the amount of \$80,000 for the programming, site feasibility analysis, concept design, and other illustrative materials for the proposed Westminster Conservatory project, and charge this expense to the appropriate capital improvement project account in the General Capital Improvement Fund.

Background

On March 31-April 2, a fact finding team from the City of Westminster was sent to Texas to visit some of the state's cultural and botanical attractions. The City task force was made up of Councillor Glen Scott, City Manager Bill Christopher, and Director of Parks, Recreation and Libraries Bill Walenczak. Also on the trip were Russ Butler, principle in charge of EDAW's Denver office and representatives from Morris Architects, Houston, Texas.

The highlight of the trip was the visit to the Moody Gardens complex in Galveston. The focal point of the Moody Gardens development is the Rainforest Pyramid. The Pyramid is a beautiful glass pyramid shaped conservatory, which covers over 40,000 square feet on the ground and is over 100 feet tall. The inside of the pyramid houses over 1,700 exotic tropical plants from rainforests of Asia, South America, and Africa. Also within the Pyramid are hundreds of exotic birds, fish, and butterflies. The animals interact freely with the visitors and create an exciting educational experience.

Other attractions within the Rainforest Pyramid include a bat cave with live bats, insect museum, and architectural features that replicate ancient Mayan ruins. In addition to its educational and ecological value, the Rainforest Pyramid is often used to provide therapy and rehabilitation to trauma patients.

Another exciting part of this complex is the 3-D IMAX Theatre, the Ride IMAX, and Discovery Pyramid. The special effects of the IMAX Theatres were breathtaking and the Discovery Pyramid housed a variety of museum exhibits. A space exhibit and artifacts from past NASA space flights were on exhibit in the Discovery Pyramid during the group's tour.

Lastly, a specialized tyoe of museum is interested in partnering with the City to possibly build their museum in concert with the conservatory project. The possibility of including the museum with the conservatory is in Staff's opinion, an exciting prospect.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

Westminster Cultural Entertainment Complex	EDAW
Scope of Services	02/26/99

<u>Work Task</u>	<u>Fee</u>
------------------	------------

- | | | |
|------------|---|----------|
| 1.0 | Field trip to Moody Gardens, Texas
(representatives from Westminster, EDAW and Morris Architects) Suggested date: April 27-29, 1999 | |
| 2.0 | Programming Workshop – 1 day, Westminster, Colorado
(C.O.W., EDAW, Morris Architects) | \$10,000 |
| | <ul style="list-style-type: none"> • Discuss Texas tour – likes, dislikes • Determine potential audience • Discuss component facilities (including plant conservatory, IMAX theater, “Women of the West” museum and other thematic attractions) • Define theme of project • Describe exhibit subjects and components • Define area and space needs to determine the size requirements (including building square footages and parking) • Develop mission statement | |
| | • Discuss budget issues | |
| 3.0 | Site feasibility analysis | \$15,500 |
| | 3.1 Apply program elements to three alternative sites as designated by Owner, and develop rough plans for each site | |
| | 3.2 Develop matrix of site criteria for analysis | |
| | 3.3 Meet with Client to select a specific site alternative for further refinement | |
| 4.0 | Concept Design | \$26,000 |
| | Based on approved program and site location, develop project concepts to master plan level (illustrate with similar components thematic photos and descriptive text) | |
| | 4.1 Site master plan
(includes one color rendered plan) | |
| | 4.2 Architectural concepts
(includes 2-3 character sketches) | |
| | 4.3 Develop preliminary cost estimates | |
| 5.0 | Marketing materials | |
| | 5.1 Package illustrative materials into one board mounted wall display, one set of reproducible 8 ½ X 11 pages and one CD ROM disk | \$ 8,500 |
| | 5.2 Create a marketing brochure for distribution to potential sponsors and funding agencies | \$ 8,000 |

Total Labor	\$68,000
Expense Allowance	<u>\$12,000</u>
Total Project	\$80,000



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 11, 1999

Subject: TABLED – Intergovernmental Agreement with the City of Broomfield

Prepared by: Bill Christopher, City Manager

Introduction

City Council previously tabled an Intergovernmental Agreement between the Cities of Broomfield and Westminster at its January 25, 1999 City Council meeting. This Intergovernmental Agreement (IGA) pertains to certain land located south of 120th Avenue and west Sheridan Boulevard. In particular, the agreement focuses on the Kohl's Department Store development site. The agreement is ready for City Council's consideration to approve the agreement.

Summary

The IGA between the Cities of Westminster and Broomfield regarding cooperation on the southwest corner 120th Avenue and Sheridan Boulevard has now been updated and modified. The Broomfield City Council has approved the agreement and is ready for Westminster's City Council consideration. The agreement focuses on the Kohl's Department Store site, which is in Westminster and is currently under construction. The agreement provides for certain ingress/egress movements from 120th Avenue involving the development site, as well as resolving a storm drainage issue which impacts the site caused by upstream drainage flow from property within the City of Broomfield.

The IGA calls for a revenue sharing formula involving sales and property tax revenues and would pertain to property in both Westminster and Broomfield.

The IGA has been modified since the January 25 version to reflect the specific public improvements which the City of Broomfield is requiring of Kohl's Department Store to fund and construct, as well as clarifying the language on property tax sharing between the two cities and adding a provision whereby Westminster agrees to grant to Broomfield a utility easement at a cost of \$2,300 to be paid by Broomfield to Westminster to accommodate a sanitary sewer line.

Staff Recommendation

1. Remove the Intergovernmental Agreement with the City of Broomfield from the table.
2. Approve the modified Intergovernmental Agreement between the Cities of Broomfield and Westminster pertaining to the cooperation venture involving land located at the southwest corner of 120th Avenue and Sheridan Boulevard and authorize the appropriate City officials to sign the agreement.

Background

Westminster City Council tabled a proposed IGA between the Cities of Westminster and Broomfield at its January 25 meeting due to last minute changes raised by City of Broomfield Staff. The subject changes have now been worked out and reflected in a revised agreement that is attached for City Council's consideration. The City of Broomfield City Council has approved the agreement and is ready for the Westminster City Council's consideration.

The previous agenda memorandum and agreement from January 25 are attached for City Council's background information. The updated agreement includes the following changes:

- Section 3.5 Revenue Sharing (a) – This section has been modified to spell out the respective mill levies that would be imposed in generating and collecting property taxes within the Revenue Sharing Area by each party. The mill levies are based on the respective mill levies for calendar year 1999 which is 13.894 mills levied by Broomfield and 3.65 mills levied by Westminster. Broomfield had the concern that Westminster would interpret the previous language to include their future Broomfield County mill levy once they implement their city/county. That was not the intent of the previous negotiations and this is clarifying language.
- Section 3.6 – This is new language whereby Westminster agrees to grant to Broomfield a utility easement at a price of \$2,300 to be paid by Broomfield. Westminster would be granting a sanitary sewer easement within a small section of City Open Space land located adjacent to the Broomfield Wastewater Treatment Plant.

City of Broomfield representatives and Kohl's Department Store representatives have resolved the concerns which the Broomfield Staff had raised in late January pertaining to the public improvements that Kohl's is obligated to fund and build within the City of Broomfield. Westminster Community Development Staff has reviewed these improvements. All expenses pertaining to said improvements are to be borne by Kohl's Department Store with no participation by the City of Broomfield. Kohl's has asked the City of Westminster for further consideration in the previously approved Business Assistance Agreement to partially offset the increased costs, which Kohl's has to absorb. The recommended amended Business Assistance Agreement will be submitted to City Council in the very near future for discussion and Council's consideration.

This IGA is important to all three involved parties and will accomplish resolution of long-pending issues involving the Docheff site, which Kohl's Department Store has purchased and is currently developing. Staff recommends approval of the revised agreement which has been reviewed and approved as to legal content and format by the City Attorney's Office.

Respectfully submitted,

William M. Christopher
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999
Subject: Service Commitment Award Extensions
Prepared by: Shannon Sweeney, Planner III

Introduction

City Council action is requested to adopt the attached Resolutions extending the existing Category B-1 Service Commitment Award to the Savory Farm Single-Family Detached project (proposed for the southeast corner of 112th Avenue and Federal Boulevard) and the existing Category B-2 Service Commitment Award to the Hollypark Single-Family Attached project (proposed for the northwest corner of 96th Avenue and Federal Boulevard). Please note that the attached Resolutions do not award new or additional Category B Service Commitments to each project. These Resolutions extend the time period for the developers to use the existing Service Commitment Awards City Council has already awarded to these specific projects.

Summary

Developers of two residential projects, the Savory Farm Single-Family Detached (SFD) project and the Hollypark Single-Family Attached (SFA) project, awarded Service Commitments in the 1997 new residential competitions, have requested extensions of their Service Commitment awards. (Please see attached map for project locations). In each case, unique circumstances have prevented the developers from receiving building permits for their projects, and both developers have proceeded with the City's development review processes. Unless extensions are granted, as of March 17, 1999, the Service Commitments awarded to these two projects will expire as specified in the original Service Commitment Award Resolutions for these projects, and both projects would need to compete in future competitions for Service Commitments.

Growth Management Program language adopted in 1998 allows City Council to consider (based on specific criteria) these requests and grant extensions if desired. The criteria are listed below:

1. The need for the extension is the result of some unusual and unforeseeable circumstance reasonably beyond the control of the developer, and
2. The extension is needed to avoid undue or inequitable hardship that would otherwise result if the extension were not granted, and
3. There is no reason to believe that the developer will not be able to proceed with the development of the project within the extended time period.

A brief description and the circumstances leading to the extension requests of each project are given below. Please see the attached map for project locations. Also attached are the written requests for Service Commitment award extensions from each developer. The developers plan to attend the March 15 City Council meeting to answer questions Council may have.

Savory Farm Project

The developer for the Savory Farm project, proposed for the southeast corner of 112th Avenue and Federal Boulevard, is BGD II Co. This project was one of five SFD projects awarded Service Commitments in the 1997 Category B-1 (New Single-Family Detached) competition. On March 17, 1997, City Council awarded a total of 93 Service Commitments to this project over a three-year period. The developer submitted both the Preliminary Development Plan (PDP) and Official Development Plan (ODP) for the project for the City's development review process, and the PDP received City Council approval on August 24, 1998.

As explained in the attached letter from the developer, environmental assessment issues on the site have caused a delay in further processing of the development plans for this project. The developer, Bob Gerlofs, has submitted a Response Action Plan and a Voluntary Cleanup and Redevelopment Plan to the Colorado Department of Health and Environment, and provided the State accepts this plan, will proceed with the ODP for the project. Bob Gerlofs anticipates starting construction on the project in 1999 and requests a total of 10 Service Commitments in 1999, 50 in 2000, and the remaining 33 in the year 2001.

Hollypark

The developer for the Hollypark project, proposed for the northwest corner of 96th Avenue and Federal Boulevard, is Frontier Development. This project was one of two SFA projects awarded Service Commitments in the 1997 Category B-2 (New Single-Family Attached) competition. On March 17, 1997, City Council awarded a total of 56 Service Commitments to this project over a two-year period. The developer submitted both the Preliminary Development Plan (PDP) and Official Development Plan (ODP) for the project for the City's development review process, and the combined PDP/ODP document received City Council approval on December 14, 1998.

The City has determined an upgrade to the sewer lift station is necessary to serve this new project, existing, and future development in the area. The City's Public Works & Utilities Department anticipates the sewer lift station improvements should be completed in July 1999. Frontier Development hopes to begin grading and construction work on the project while these improvements are underway. The developer requests a total of 32 Service Commitments in 1999 and the remaining 24 in the year 2000 which is the same distribution of Service Commitments on a per-year basis as originally approved by the City Council.

Staff Recommendation

1. Adopt Resolution No. _____ extending the Category B-1 Service Commitment award to the Savory Farm Single-Family Detached project.
2. Adopt Resolution No. _____ extending the Category B-2 Service Commitment award to the Hollypark Single-Family Attached project.

This recommendation is based on a finding that both projects meet Westminster Municipal Code Section 11-3-2 (A) 2 criteria of the City's Growth Management Program.

Background

Within the City's Growth Management Program, new residential projects must compete for Service Commitments within the applicable competition for the project type (New Single-Family Detached, Attached, Multi-Family, and Senior Housing). City Council awards Service Commitments by Resolution to specific projects in each competition. These Resolutions identify the number of Service Commitments awarded to specific projects on a year-by-year basis until build-out of the projects. One provision within these Resolutions specifies Service Commitments expire two years from the date of the award. If allowed to expire, the Service Commitments are returned to the water supply figures for future development needs. The Growth Management Program authorizes the City Council to consider Service Commitment Award extension requests.

In 1997, the City conducted a Category B-1 (New Single-Family Detached) competition. Five projects were submitted for this competition, and City Council awarded Service Commitments to all five of these projects. The Savory Farm project was awarded a total of 93 Service Commitments (15 in 1997, 40 in 1998, and 38 in 1999). Because a building permit has not yet been issued for this project, the entire Service Commitment Award will expire on March 17, 1999 as specified in the original Service Commitment Award Resolution No. 14, Series 1997, for the project. The developer does wish to proceed with the project but needs additional time to work through the environmental issues related to the site. A written request for a Service Commitment award extension is attached. The developer requests a total of 10 Service Commitments in 1999, 50 in the year 2000, and the remaining 33 in the year 2001. The attached Resolution that awards Service Commitments to this project follows this distribution on a per-year basis.

Also in 1997, the City held a Category B-2 (New Single-Family Attached) competition, and developers of three projects entered the competition. The City Council chose the two highest-scoring projects to proceed to the City's development review process by awarding Service Commitments to both of those projects. One of these two projects was the Hollypark (Westminster Park) residential project. City Council awarded a total of 56 Service Commitments for this project over a two-year period. Although the developer (Frontier Development) just received PDP and ODP approval in December 1998, Frontier believed they would start construction prior to the March 17, 1999 Service Commitment award expiration. At the Planning Commission public hearing to consider the PDP/ODP document, residents near this proposed project expressed concern about the existing sewer capacity and system in their area. After investigating this further, the City Public Works and Utilities Department determined improvements are necessary to the sanitary sewer lift station in this area. During completion of these improvements (anticipated to be completed in July 1999), the developer plans to begin grading and construction on the development site.

Frontier Development requests a Service Commitment extension to accommodate the original Service Commitment distribution over the same number of years. A total of 32 Service Commitments were awarded for 1997 and the remaining 24 were set aside for the project in the following year (1998). The attached Resolution for this project awards 32 Service Commitments in 1999 and the remaining 24 in 2000.

Respectfully submitted,

William M. Christopher, City Manager

Attachments:

Location Map, Extension Request Letter from BGD II (Savory Farm Project); Extension Request Letter from Frontier Development (Hollypark Project); Resolutions

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

CATEGORY B-1 (NEW SINGLE-FAMILY DETACHED RESIDENTIAL) SERVICE COMMITMENT AWARD EXTENSION FOR THE SAVORY FARM PROJECT

WHEREAS, the City of Westminster has adopted by Ordinance No. 2651 a Growth Management Program for the period 1990 through 2000; and

WHEREAS, within Ordinance No. 2651 there is a provision that Service Commitments for residential projects shall be awarded in Category B-1 (new single-family detached) on a competitive basis through criteria adopted periodically by resolution of the City Council and that each development shall be ranked within each standard by the degree to which it meets and exceeds the said criteria; and

WHEREAS, the City's ability to absorb and serve new single-family detached development is limited, and the City of Westminster has previously adopted Resolution No. 76, Series of 1997, specifying the various standards for new single-family detached projects based upon their relative impact on the health, safety and welfare interests of the community, and has announced to the development community procedures for weighing and ranking projects prior to receiving the competition applications; and

WHEREAS, the City of Westminster City Council has previously awarded 93 Category B-1 Service Commitments for the Savory Farm (Federal Square) project at the southeast corner of W. 112th Avenue and Federal Boulevard per Resolution No. 14, Series 1997; and

WHEREAS, Resolution No. 14, Series 1997 establishes that the Service Commitment award to the Savory Farm project shall expire two years after the Service Commitment award date (March 17, 1997) adopted by the Westminster City Council and shall, therefore, expire on March 17, 1999; and

WHEREAS, the developer of the Savory Farm (Federal Square) project has provided a written request for an extension of the 93 Category B-1 Service Commitments awarded to the Savory Farm project by the Westminster City Council on March 17, 1997; and

WHEREAS, Westminster Municipal Code Section 11-3-2 (A) 2 establishes criteria for City Council to consider when reviewing requests for Service Commitment Award extensions for new residential projects that previously received Service Commitment Awards as a result of the City's new residential competition process; and

WHEREAS, the Service Commitment award extension for the Savory Farm project is the result of an unusual and unforeseeable circumstance reasonable beyond the control of the developer, is needed to avoid undue hardship that would otherwise result if the extension were not granted, and there is not reason to believe that the developer will not be able to proceed with the development of the project within the extended time period; and

WHEREAS, the developer for the Savory Farm project has proceeded to the City's development review process and received City Council approval of the Savory Farm Preliminary Development Plan approved on August 24, 1998; and

WHEREAS, the goals of the Growth Management Program include balancing growth with the City's ability to provide water and sewer services, preserving the quality of life for the existing Westminster residents, and providing a balance of housing types; and

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster, that:

1. A Category B-1 Service Commitment award is hereby extended to the Savory Farm (Federal Square) project proposed for the southeast corner of W. 112th Avenue and Federal Boulevard listed below as follows:

<u>Project</u>	# SERVICE COMMITMENTS PER YEAR			
	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>Total</u>
Savory Farm (Federal Square)	10	50	33	93

2. The Service Commitment award to the project listed above is conditional and subject to the following:

a) For each project, the applicant must complete and submit proposed development plans to the City for the required development review processes.

b) Each Service Commitment award is conditional upon City approval of each project listed above and does not guarantee City approval of any project or proposed density.

c) The City of Westminster shall not be required to approve any Preliminary Development Plan, Official Development Plan, or rezoning action necessary for development of property involved in this Category B-1 award nor shall any other binding effect be interpreted or construed to occur in the City as a part of the Category B-1 award.

d) The Growth Management Program does not permit City Staff to review any new residential development plans until Service Commitments have been awarded to the project. The City Staff during the competition process does not review the sketch plans submitted by applicants. Significant changes to the sketch plan are probable once the City's development review process begins for any project.

e) Any and all projects that do not receive City approval are not entitled to the Service Commitment awards, and the Service Commitments shall be returned to the water supply figures.

f) The Service Commitment award for the project listed above, if approved by the City, may only be used within the project specified above.

g) This Service Commitment award shall be subject to all of the provisions specified in the Growth Management Program within Chapter 3 of Title XI of the Westminster Municipal Code.

h) The Category B-1 Service Commitment awards shall be valid for a period of two years from the date of award specified on this Resolution (March 15, 1999) provided the applicant proceeds with the development review process and the project is approved by the City. The Service Commitment award for any project shall expire unless at least one building permit is issued for the project during that two-year period. Future year awards are effective as of January 1 of the specified year.

i) If Service Commitments are allowed to expire, or if the applicant chooses not to pursue the development, the Service Commitment award shall be returned to the water supply figures. The award recipient shall lose all entitlement to the Service Commitment award under those conditions.

j) All minimum requirements and all incentive items indicated by the applicant as specified within the competition shall be included as part of the proposed development and listed on the Official Development Plan for the project.

3. The Category B-1 Service Commitment award shall be reviewed and updated each year. If it is shown that additional or fewer Service Commitments are needed in the year specified, the City reserves the right to make the necessary modifications. If fewer Service Commitments are needed in any given year, the unused amount in that year will be carried over in to the following year provided the Service Commitments have not expired as specified above.

Passed and adopted this 15th day of March, 1999

ATTEST:

Mayor

City Clerk

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

CATEGORY B-2 (NEW SINGLE-FAMILY ATTACHED RESIDENTIAL) SERVICE COMMITMENT AWARD EXTENSION FOR THE HOLLYPARK PROJECT

WHEREAS, the City of Westminster has adopted by Ordinance No. 2651 a Growth Management Program for the period 1990 through 2000; and

WHEREAS, within Ordinance No. 2651 there is a provision that Service Commitments for residential projects shall be awarded in Category B-2 (new single-family attached) on a competitive basis through criteria adopted periodically by resolution of the City Council and that each development shall be ranked within each standard by the degree to which it meets and exceeds the said criteria; and

WHEREAS, the City's ability to absorb and serve new single-family attached development is limited, and the City of Westminster has previously adopted Resolution No. 66, Series of 1994, specifying the various standards for new single-family attached projects based upon their relative impact on the health, safety and welfare interests of the community, and has announced to the development community procedures for weighing and ranking projects prior to receiving the competition applications; and

WHEREAS, the City of Westminster City Council has previously awarded 56 Category B-2 Service Commitments for the Hollypark (Westminster Park) project at the northwest corner of W. 96th Avenue and Federal Boulevard per Resolution No. 15, Series 1997; and

WHEREAS, Resolution No. 15, Series 1997 establishes that the Service Commitment award to the Hollypark project shall expire two years after the Service Commitment award date (March 17, 1997) adopted by the Westminster City Council and shall, therefore, expire on March 17, 1999; and

WHEREAS, the developer of the Hollypark (Westminster Park) has provided a written request for an extension of the 56 Category B-2 Service Commitments awarded to the Hollypark project by the Westminster City Council on March 17, 1997; and

WHEREAS, Westminster Municipal Code Section 11-3-2 (A) 2 establishes criteria for City Council to consider when reviewing requests for Service Commitment Award extensions for new residential projects that previously received Service Commitment Awards as a result of the City's new residential competition process; and

WHEREAS, the Service Commitment award extension for the Hollypark project is the result of an unusual and unforeseeable circumstance reasonable beyond the control of the developer, is needed to avoid undue hardship that would otherwise result if the extension were not granted, and there is not reason to believe that the developer will not be able to proceed with the development of the project within the extended time period; and

WHEREAS, the developer for the Hollypark project has proceeded to the City's development review process and received City Council approval of the Hollypark Preliminary and Official Development Plan approved on December 14, 1998; and

WHEREAS, the goals of the Growth Management Program include balancing growth with the City's ability to provide water and sewer services, preserving the quality of life for the existing Westminster residents, and providing a balance of housing types; and

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster, that:

4. A Category B-2 Service Commitment award is hereby extended to Hollypark (Westminster Park) project proposed for the northwest corner of W. 96th Avenue and Federal Boulevard listed below as follows:

<u>Project</u>	<u># SERVICE COMMITMENTS PER YEAR</u>		
	<u>1999</u>	<u>2000</u>	<u>Total</u>
Hollypark (Westminster Park)	32	24	56

5. The Service Commitment award to the project listed above is conditional and subject to the following:

a) For each project, the applicant must complete and submit proposed development plans to the City for the required development review processes.

b) Each Service Commitment award is conditional upon City approval of each project listed above and does not guarantee City approval of any project or proposed density.

c) The City of Westminster shall not be required to approve any Preliminary Development Plan, Official Development Plan, or rezoning action necessary for development of property involved in this Category B-2 award nor shall any other binding effect be interpreted or construed to occur in the City as a part of the Category B-2 award.

d) The Growth Management Program does not permit City Staff to review any new residential development plans until Service Commitments have been awarded to the project. The City Staff during the competition process does not review the sketch plans submitted by applicants. Significant changes to the sketch plan are probable once the City's development review process begins for any project.

e) Any and all projects that do not receive City approval are not entitled to the Service Commitment awards, and the Service Commitments shall be returned to the water supply figures.

f) The Service Commitment award for the project listed above, if approved by the City, may only be used within the project specified above.

g) This Service Commitment award shall be subject to all of the provisions specified in the Growth Management Program within Chapter 3 of Title XI of the Westminster Municipal Code.

h) The Category B-2 Service Commitment award shall be valid for a period of two years from the date of award specified on this Resolution (March 15, 1999) provided the applicant proceeds with the development review process and the project is approved by the City. The Service Commitment award for any project shall expire unless at least one building permit is issued for the project during that two-year period. Future year awards are effective as of January 1 of the specified year.

i) If Service Commitments are allowed to expire, or if the applicant chooses not to pursue the development, the Service Commitment award shall be returned to the water supply figures. The award recipient shall lose all entitlement to the Service Commitment award under those conditions.

j) All minimum requirements and all incentive items indicated by the applicant as specified within the competition shall be included as part of the proposed development and listed on the Official Development Plan for the project.

6. The Category B-2 Service Commitment award shall be reviewed and updated each year. If it is shown that additional or fewer Service Commitments are needed in the year specified, the City reserves the right to make the necessary modifications. If fewer Service Commitments are needed in any given year, the unused amount in that year will be carried over in to the following year provided the Service Commitments have not expired as specified above.

Passed and adopted this 15th day of March, 1999

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Weatherstone Comprehensive Land Use Plan Amendment and Second Amended Preliminary Development Plan, 3-M Planned Unit Development

Prepared by: John Quinn, Planner II

Introduction

The City Council is requested to hold a public hearing, and later on the Agenda, pass the attached Councillor's Bill on first reading amending the Comprehensive Land Use Plan changing an area designated as Business Park to Single Family Detached; and approve the Second Amended Preliminary Development Plan for the 3-M Planned Unit Development.

Summary

Weatherstone is a proposed 90-acre residential project located at the southeast corner of Sheridan Boulevard and 118th Place. (See attached Vicinity Map).

This project has been through several reviews and revisions prior to arriving in its present form. Staff has reviewed this project and determined that the project, as presented, meets all of the Single Family Detached Design Criteria. A number of enhancements to the project have been provided as a result of the commitments made in the 1998 Single Family Detached Category B Competition.

Major items in considering approval of the Preliminary Development Plan:

- **Conformance with the Comprehensive Plan:**
The change in the Comprehensive Land Use Plan will bring the proposed project into conformance.
- **Access and circulation within the proposed development:**
The major east-west access to this project will occur at Sheridan Boulevard and 117th Avenue, then loop north to 118th Place. The north-south access will occur on the Wolff Street alignment.
- **Landscaping adjacent to the development and within the project:**
Major landscaping areas are proposed along Sheridan Boulevard, 118th Place and Tennyson Street on the perimeter of the site. The interior of the development will provide detached sidewalks with landscaping on both sides of the walks.
- **The provision of open space and trails:**
Within the property there are open storm water ditches extending north-south and east-west. These will be enhanced by providing concrete trails and irrigated landscaping.
- **The ability to provide a variety of housing styles and types within the development:**
A portion of the area is currently designated as Business Park along Sheridan Boulevard. The new designation of this area is proposed to have a residential density not to exceed six dwelling units per acre, as established by the Preliminary Development Plan. The residential densities will decrease as the project phasing moves eastward, through a series of single family neighborhoods of varying lot sizes with an overall density not to exceed 3.5 dwelling units per acre.

Applicant/Property Owner

Community Development Group
Mr. Jon Lee
2500 Arapahoe Road
Boulder, CO

Location

This project is located at the southeast corner of 118th Place and Sheridan Boulevard.

Size of Site

The site is 90.2 acres in size.

Description of Proposed Use

Single Family Detached housing.

Major Issues

All issues related to this project have been resolved.

Planning Commission Recommendation

The Planning Commission held a public hearing on the Amendment to the Comprehensive Land Use Plan (CLUP) and the Second Amended Preliminary Development Plan for the 3-M Planned Unit Development on February 23, 1999.

Following the public hearing the Planning Commission voted unanimously to recommend approval to the City Council, on both the CLUP Amendment and the Second Amended Preliminary Development Plan for the 3-M Planned Unit Development for the Weatherstone residential development.

The applicant, Mr. Jon Lee made a presentation to the Planning Commission describing how the proposed change in the Comprehensive Land Use Plan would benefit his project. The inclusion of the Business Park property into the residential development will provide a larger more viable residential project. This will permit the densities to be somewhat higher adjacent to Sheridan Boulevard, and decrease as the housing units are constructed near the proposed 10 acre City Park in the southeast corner of the property.

Mr. Art Bruchez, the property owner to the east spoke in favor of the project. He had three requests of the City.

1. That he be permitted to see the grading plan for the City Park prior to implementation, to determine how it may effect his property.
2. Have input into how and where Tennyson Street enters his property.
3. That the cottonwood and plum trees at the northeast corner of 120th Avenue and Tennyson Street be saved when the street is developed.

Mr. Kim R. Grice, Property Manager for the North Sheridan Professional Offices at 11550 N. Sheridan Boulevard spoke to raise two concerns: (See attached letter)

1. The Plan does not call for the immediate widening of Sheridan Boulevard. This will increase the already heavy traffic on a two-lane street and increase the danger of fatal accidents.
2. A 25-foot access easement exists on the south property line of the office building, which provides access to a residence at 11500 Sheridan Boulevard. The Medical Building owners would like the City to provide access to this property from Wolff Street.

Staff responded to Mr. Bruchez, that the appropriate City Departments would be made aware of his concerns and issues.

Mr. Grice was informed that the developers of the 3-M project were being required to place money into the Fund to construct Sheridan Boulevard. The Sheridan Boulevard improvement is scheduled for the year 2001 as part of the City's Capital Improvement Program. The City is seeking TEA 21 funds through the Denver Regional Council of Governments. The request for access to a future Wolff Street was forwarded to the Engineering Division.

Staff Recommendation

1. Hold a public hearing on the proposed Comprehensive Land Use Plan Amendment and Second Amended Preliminary Development Plan for the 3-M Planned Unit Development.
2. Pass Councillor's Bill No. on first reading amending the Comprehensive Land Use Plan changing the land use designation from Business Park to Single Family Attached and Single Family Detached – Medium Density as described in the Agenda Memorandum, based on the finding that the requested amendment will be in the public good and is in compliance with the overall purpose and intent of the Comprehensive Land Use Plan.
3. Approve the Second Amended Preliminary Development Plan for the 3-M Planned Unit Development based on a finding that the amendment to the Comprehensive Land Use Plan and the Second Amended Preliminary Development Plan for the 3-M Planned Unit Development meet the requirements of Title 11 of the Westminster Municipal Code, and will be in conformance with the Westminster Comprehensive Land Use Plan.

Alternatives

1. Deny the CLUP Amendment and require the developer to revise his plans to conform to the original parcel size designated residential, and continue to support the residential development of the parcel.
2. Approve the CLUP Amendment, but limit the residential designation to Single Family Detached – Medium Density.

Background Information

The Comprehensive Land Use Plan Amendment proposed is shown on the attached map. The map shows the current plan designation on the top and the proposed plan change on the bottom, with the proposed change outlined with a heavy black line. This project was awarded service commitments in the 1998 Single Family Design Category B Competition.

The developer submitted an initial concept plan for Staff review in early summer 1998. During the Staff's review of the plan, Staff determined that the designation of the property fronting on Sheridan Boulevard shown on the Comprehensive Land Use Plan (CLUP) as Business Park was not appropriate. Staff suggested to the developer that he obtain the property and incorporate the land into his single family development.

Staff is recommending an amendment to the Comprehensive Land Use Plan (CLUP) from Business Park to Single Family Attached for the following reasons:

- The change in the CLUP will prohibit the future use of the site as a strip commercial/business location along Sheridan Boulevard. Also, most of the "momentum" for the non-residential development in this area is along 120th Avenue and not Sheridan Boulevard.

- Adding this property to the residential development permits a transition from a higher density residential use adjacent to Sheridan Boulevard to a low density on the eastern edge of the site adjacent to the park.
- This additional parcel of land will make the project viable as a significant residential development.
- A project of this increased size creates the opportunity to provide a recreational center, trails along the open space drainage's and more landscaping adjacent to the arterial and collector streets adjacent to and within the project.
- Due to the size of the project, Staff was able to obtain a significant 10-acre Public Land Dedication to be located adjacent to the existing City Open Space.
- Approval of the amendment will serve to reduce the number of curb cuts onto Sheridan Boulevard and reduce traffic.
- The amendment will give Sheridan Boulevard and south of 118th Place a residential feeling.

Architectural/Building Materials

Not applicable at the PDP review

Public Land Dedication, Parks/Trails

The applicant is proposing to dedicate 10 acres of land for a public park. An additional 6 acres will be preserved for private greenbelts, parks and trails within the project. The 10 acres of public land dedication in the southeast corner of the site is adjacent to and will enhance the existing City open space along Big Dry Creek. All of the private open space, pool and clubhouse will be improvements by the developers and maintained by the Home Owners Association.

Access and Circulation

The primary access to the site will be on 117th Avenue from Sheridan Boulevard. This access will continue to the western property line connecting to the extension of Tennyson Street. North-south access to the property will occur on the Wolff Street alignment from 118th Place. Wolff Street will serve as access to the commercial development to the north (Sheridan Crossing), as well as extend south through the City's open space, eventually connecting with 112th Avenue.

Site Design

The site design includes several small neighborhoods providing a variety of housing products that will be available to home buyers within this one project. In addition, the project provides landscaped trails, public and private open space, a pool and club house facility. These amenities will create a unique, livable development.

Signage

A project identification sign is proposed for the main entry into the development from Sheridan Boulevard.

Service Commitment Category

Service Commitment awards for this project are from the B-1 category. The first year Award for this project is 50 service commitments, with a total allocation of 233 over four years. Additional Service Commitments will be necessary to permit the build out of the development due to the additional residential acreage. Staff will bring a Service Commitment Award Resolution for City Council consideration at a later date.

Referral Agency Responses

All referral agencies have reviewed and approved the Preliminary Development Plan.

Public Comments

None

Surrounding Land Use and Comprehensive Land Use Plan Designations

The current land use and Comprehensive Land Use Plan (CLUP) designations for the land adjacent to the proposed project are as follows:

North – The property is developed as Commercial (Sheridan Crossing), and designated as Retail Commercial on the Comprehensive Land Use Plan.

East – The property is Business Park (vacant) and Single Family Detached – Medium Density (Torrey Peaks). The Comprehensive Plan designates this area as Business Park and Single Family Detached – Medium Density.

South – The property is developed as a church, vacant land and City Open Space. The area is designated as Public/Quasi Public, Single Family Detached – Medium Density, and Open Space on the Comprehensive Land Use Plan.

West – The property is vacant and designated as Business Park and Single Family Detached – Medium Density on the Comprehensive Land Use Plan.

Respectfully submitted,

William M. Christopher
City Manager

Attachments: Site Location Map
Comprehensive Land Use Plan Amendment Map
Preliminary Development Plan
Letter to Planning Commission

BY AUTHORITY

ORDINANCE NO.
SERIES OF 1999

COUNCILLOR'S BILL NO. ____
INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE WESTMINSTER COMPREHENSIVE LAND USE PLAN FOR THE PROPERTY SHOWN ON EXHIBIT "A" FROM BUSINESS PARK TO SINGLE FAMILY ATTACHED AND SINGLE FAMILY DETACHED – MEDIUM DENSITY.

WHEREAS, the City maintains a Comprehensive Land Use Plan which regulates land uses within the City; and

WHEREAS, City Staff has reviewed the proposed amendment and has recommended approval of amending the land use designation on the subject property to Single Family Attached and Single Family Detached – Medium Density; and

WHEREAS, the Planning Commission has reviewed the proposed amendment and has recommend approval to the City Council.

NOW THEREFORE, the City Council hereby finds that the required procedures for amending the Comprehensive Land Use Plan as delineated in the Westminster Municipal Code have been satisfied.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council finds that the proposed amendment is in the public good and in compliance with the overall purpose and intent of the Comprehensive Land Use Plan.

Section 2. The City Council authorizes City Staff to make the necessary changes to the maps and text of the Westminster Comprehensive Land Use Plan which are delineated and described on the attached "Exhibit A".

Section 3. 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 deemed unenforceable shall not affect any of the remaining provisions.

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

Section 5. 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 (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 15th day of March, 1999.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this ____ day of _____, 1999.

ATTEST:

Mayor

City Clerk



**WESTMINSTER
COLORADO**

Agenda Memorandum

Date: March 15, 1999
Subject: Construction Contract for Northwest Area Recreation Center
Prepared by: Philo Shelton, Park Project Engineer

Introduction

City Council action is requested to authorize the City Manager to sign a Construction Manager/General Contract (CMGC) contract with JHL Constructors, Inc. (JHL) in the amount of \$172,463 for both design and construction phase services for the Northwest Area Recreation Center. Funds for this expense are available in the 1999 Northwest Area Recreation Center CIP account.

Summary

Staff prequalified and invited six contractors to interview for the Northwest Area Recreation Center CMGC Contract and four contractors responded to the City’s request for proposals. A fee summary of the proposals that were received by Staff is listed below.

Company	Design Phase	Construction Phase	Total Fee	General Condition Estimate
JHL	\$15,000	\$157,463	\$172,463	\$199,920
Pinkard Construction	\$15,000	\$197,250	\$212,250	\$257,982
Taylor Ball	\$20,000	\$134,261	\$154,261	\$320,090
Gerald Phipps	\$17,600	\$162,000	\$179,600	\$297,381

All four contractors were interviewed by Parks, Recreation and Libraries Staff, Bill Bowen with BBB Architects, and Anne Hayes with Westfield Development, Inc. While all the contractors were qualified to perform the work, the interview team selected JHL for the project. JHL demonstrated some value engineering ideas in their interview that keeps the original design in tact while realizing a project cost savings by identifying cost effective construction processes, techniques, and coordination of subcontractors. Project references were checked and it was determined that JHL brought their projects in within both the project schedule and budget and came highly recommended. In addition, JHL was the general contractor for Westminster’s Westbrook Park, which was a successful project that was also brought in within the project schedule and budget. As noted in the fee analysis, JHL is also proposing the lowest fee of any of the contractors interviewed.

Staff decided to use the CMGC contract for this project to help control costs and to build this project within the construction budget. JHL does 50% of their work with the CMGC contract process. The CMGC contract has a lump sum design phase fee where the contractor provides value engineering and accurate cost estimates for the project prior to entering into the construction phase. This helps to eliminate the unknowns of the general bidding process, allows the contractor to understand the project in detail before finalizing prices for the project, and minimizes the need for change orders in the project. The construction phase fee includes the contractor’s overhead, profit, salaries and expenses for the office support staff such as the project manager, project engineer and project administrator.

These fees are fixed to help control administrative costs, overhead, and profit. Prior to the start of the construction phase, the contractor is required to establish a guarantee maximum price (GMP) for the project. The GMP is based on the cost of general conditions, cost of the work plus a 3% contractor's contingency. The contractor is then required to guarantee to build this project within the GMP. Staff will review all the subcontractor's bids and qualifications prior to the contractor establishing the GMP. This will help to establish if the costs are reasonable and control the quality of subcontractors selected for this project that a normal bid process would not allow. Finally, after the GMP is established, if the Contractor can find cost savings in the project during the construction phase and with owner's approval, there is an incentive clause stipulating that the contractor would receive 25% of these savings and the City would keep the other 75% of this amount. On the other hand, any over runs in the GMP require the contractor to absorb these costs. City Council's approval of the GMP is required prior to start of the construction phase.

Alternative

City Council could require Staff to bid this project under the traditional bidding process. However, a traditional bidding process would not allow for value engineering of the project, selection of a qualified subcontractor, and establishment of construction costs that will fit within the project's construction budget. Most well-established contractors are no longer interested in participating in a sealed bid process.

Staff Recommendation

Authorize the City Manager to sign a contract with JHL Constructors, Inc. in the amount of \$15,000 for the design phase services and \$157, 463 for construction phase services for the Northwest Area Recreation Center and charge this expense to the appropriate CIP account.

Background

In 1994, the City of Westminster determined a need to either renovate or construct a new recreation center in the northwest area of the City. Preliminary planning included citizen surveys, public meetings, conceptual drawings, etc. for a phased project. The new site location, donated by Westfield Development, Inc., on the north side of 108th Avenue, west of Oak Street was presented at a public hearing on the office park, and concurrence was given by City Council on the proposed site (see attached site location map).

In September 1997, City Council directed Staff to formalize a contract with BBB Architects to develop design documents, specifications, and bid documents for the construction of a new recreation center in the northwest area of the City. Originally, City Council authorized the City Manager to sign a contract with BBB Architects for the renovation of the existing Countryside Recreation Center. Immediately following City Council's authorization, but prior to the actual signing of the contract documents, Staff learned of the possibilities of a cooperative recreation center project being proposed by the developer of the Westmoor Business Park. BBB Architects was notified and later submitted a letter proposing to honor the same contract for the design, construction documents, specifications, and bid documents for a new recreation center at another location.

City Staff held citizen meetings to receive input on the proposed Northwest Area Recreation Center. In addition to those meetings, a comprehensive survey was mailed out to approximately 3,000 residents of the Countryside area. Results of the survey were compiled and presented at a community meeting held in January 1998.

Summary results from the survey revealed that citizens favored locating the new recreation center on the north side of 108th Avenue, just west of Oak Street. People who responded also favored a facility that included a gymnasium, indoor track, exercise room, lockers and showers, aerobics, childcare, and multipurpose room. A task force representing individuals from different neighborhoods within the service area of the new recreation center was selected to review design alternatives and provide input to City Staff. The task force meeting held on May 6, 1998, reached a consensus on the design alternatives that were presented. A community-wide meeting was then scheduled on June 22, 1998 to present the recommendations of the task force and City Staff, and the design recommendation was well received.

In December 1998, Staff applied for a \$200,000 Jefferson County Open Space (JCOS) Joint Venture Grant to help fund the community room portion of the recreation center. Westminster is slated to receive \$150,000 from JCOS subject to Jefferson County Commissioner's approval.

Phase I funds available are from the following sources; \$250,000 1996 Westminster CIP funds, \$4.0 million Parks, Open Space and Trails (POST) bond money, a \$200,000 1999 Westminster CIP funds, a \$500,000 contribution from Westfield Development Inc., a \$150,000 JCOS Joint Venture Grant and a 7.0 acre land contribution from the Westmoor developer. Also a 3.0 mill maintenance/operating fee to be collected from each property owner in the Westmoor development will be used. This \$5.1 million budget is divided as follows.

Design Fees	\$ 320,000
Off Site Drainage Work	\$ 43,000
2" Water Tap Fee	\$ 69,000
Equipment Allowance	\$ 250,000
Construction Testing	\$ 38,000
Traffic Signal/Intersection	\$ 200,000
Building Construction Costs (32,000 SF @ \$117/SF)	\$3,744,000
Contractor's Contingency (3% of Building Construction)	\$ 112,000
Owner's Contingency (8.6% of Building Construction)	<u>\$ 324,000</u>
Total Project Budget	\$5,100,000

Presently, the project is maintaining an 11.6% contingency that includes the contractor's and owner's contingency. To accomplish this level of contingency, the 2000 square foot community room is not included as part of the project (estimated to cost \$234,000). As design progresses and value engineering options are explored, Staff will evaluate whether the community room can be added back into the project.

Respectfully submitted,

William M. Christopher
City Manager

Attachments: Project Area Map



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Proposed Amendment to Ice Centre Intergovernmental Agreement

Prepared by: Bill Walenczak, Director of Parks, Recreation and Libraries

Introduction

City Council action is requested to authorize the City Manager to sign the “Second Amendment to Second Intergovernmental Agreement” between the City and Hyland Hills Park and Recreation District related to the construction and operation of the Ice Centre at the Promenade.

Summary

The major revision to this Ice Centre intergovernmental agreement (IGA) relates to Section 8.2 of the operations and combined obligations reserve fund (OCOR). The amendment authorizes the use of OCOR funds to cover construction costs related to the construction of the Ice Centre at the Promenade.

Referencing Item C on this evening’s Council Agenda, Councillors will be asked to approve a change order to Tamminga Construction for additional costs associated with the construction of the Ice Centre at the Promenade. One of the recommended sources of funding for this change order is a portion of the operations and combined obligations reserve fund. City Council would need to approve this amendment if the proposed Ice Centre change order is to be approved and funds authorized. The Hyland Hills Board of Directors has discussed this issue and indicated their approval of amending the IGA and using OCOR funds for construction-related purposes.

Alternatives

City Council could deny this request and restrict the use of OCOR funds strictly to cover shortfalls in ice arena operations and expenses as originally stated in the IGA. This action would in effect cancel The Ice Centre Agreement Council action on this evening’s agenda and place the completion of the Ice Centre project in jeopardy.

Staff Recommendation

Approve the “Second Amendment to Second Intergovernmental Agreement Between the City of Westminster and Hyland Hills Park and Recreation District concerning the Westminster Promenade Ice Arena”, and authorize the City Manager to sign the agreement.

Background

The Promenade Ice Centre Intergovernmental Agreement between the City of Westminster and Hyland Hills Park and Recreation District was approved by both entities and created an OCOR fund of \$1,000,000 to cover any shortfalls in the operations and debt repayment of the Promenade Ice Centre. Each entity initially contributed \$500,000 to create the OCOR fund. To date, with interest earnings, the fund has grown to \$1,031,617.

With better than expected sponsorship money being secured for arena advertising, the Ice Centre Operating Committee is confident that the enterprise status of the Ice Centre will be maintained. It is the intent of the enterprise to pay back the OCOR fund from money secured from sponsorship fees, after operational shortfalls (if any) are first applied. Hyland Hills Staff estimates that approximately \$300,000 in sponsorship revenues should be realized in 1999 and possibly increasing to over \$400,000 per year in subsequent years beyond. A \$100,000 per year (for 15 years) sponsorship agreement with Pepsi has already been signed, and a \$150,000 per year naming rights agreement is being finalized with a major corporation located in the north metro area.

To date, despite delays in construction, the Ice Centre, with assistance in revenues from the Hyland Hills Ice Arena, has met all operations and debt repayment costs. Hyland Hills Park and Recreation District is hopeful that the Ice Centre revenue flow will continue to allow the Centre to operate as an enterprise and not affect the status of the OCOR fund.

Respectfully submitted,

William M. Christopher
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Ice Centre Agreement

Prepared by: Bill Walenczak, Director of Parks, Recreation and Libraries

Introduction

City Council action is requested to authorize the City Manager to sign an agreement to approve a change order in the amount of \$799,973 and to adjust the guaranteed maximum price for the Promenade Ice Centre Project to \$13,029,828. Council is also requested to authorize the transfer of an additional \$170,783 to the project contingency account.

Summary

The Ice Centre project is nearing completion. To date, two of the three ice rinks are open and are being used by area hockey clubs and the Banff Hockey Academy. Unfortunately, the project has not progressed as anticipated, and the originally projected completion date has not been met. In addition, due to a variety of circumstances, the cost of the project has increased. Staff and the contractor have been negotiating for several months on the parties' dispute concerning the delay and additional costs that this project has experienced. After considering over \$1,768,000 in cost increases claimed by the contractor, Staff is recommending that Council approve a final change order for the project in the amount of \$799,973. This amount (\$799,973) reflects a recovery by the City and Hyland Hills of \$150,000 for lost ice revenues due to the delays in finishing the project. Hyland Hills Staff concurs with this amount.

The contractor will absorb approximately \$968,348 of the cost increases in question.

Funds for covering the change order and additional contingency are available from excess interest earnings from the Certificates of Participation, overlot grading reimbursements from the Promenade project account, and a portion of the Operations and Combined Obligations Reserve fund (OCOR).

This proposed agreement between the City and the contractor is expressly contingent upon the contractor meeting the new GMP and the new date of substantial completion. If for any reason either or both conditions are not met, the City and the contractor may then pursue whatever claims and defenses they may deem appropriate with respect to the delay and cost issues.

Alternative

- City Council could reject Staff's recommendation to authorize additional funds to cover the change order and additional contingency requested by the contractor. This action would likely result in the contractor withdrawing from the project due to lack of sufficient funds to complete the work. The building would remain unfinished and the City would have to rebid the project.

- City Council could reject the contractor's request for a change order and attempt to call in the contractor's performance bond. If successful, the bonding company would then take over the project and be responsible for its completion. This option, however, would require that a general contractor be brought in to finish the project, which would undoubtedly cause additional delays, as well in all likelihood, add additional cost to the project. The City would be required to pay for any cost increases above the original guaranteed maximum price.

Staff Recommendation

Authorize the City Manager to sign the agreement between Tamminga Construction Company and the City of Westminster. In addition, authorize the transfer of \$970,756 from the following accounts into the ice arena construction account: \$292,675 from interest earnings on the ice arena certificates of participation and \$678,081 from the operations and combined obligations reserve fund (\$71,000 has already been transferred from the Promenade construction account to the ice arena contingency account.); and authorize the City Manager to approve the change order in the amount of \$799,973 to Tamminga Construction Company and place the remaining funds (\$170,783) in the Ice Centre project contingency account.

Background Information

The Ice Centre at the Promenade is a partnership between the City of Westminster and Hyland Hills Park and Recreation District. The project consists of building three National Hockey League regulation ice rinks, along with pro shop, restaurant, retail space, lockers and showers, warming rooms, party rooms, ice skate rental, Promenade Club room, ballet room, and concession stands. The total size of the building is approximately 144,000 square feet. The original guaranteed maximum price for the project was \$11,988,072. The cost of construction has gone beyond the guaranteed maximum price agreed to by the contractor. In addition, the project is expected to take approximately three more months to complete for a total delay of approximately seven months. The project team of Eric Hjelle and Hillary Messa, project managers; Greg Mastriona, Executive Director of Hyland Hills Park and Recreation District; and Bill Walenczak, Director of Parks, Recreation and Libraries, has been negotiating with the contractor to keep the project moving to completion. Neither Hyland Hills nor City Staff believe that terminating this project and commencing litigation is in the best interest of anyone at this point. A new substantial completion date of May 31, 1999, has been negotiated as part of the agreement. If the project is not substantially completed by that date for the revised GMP of \$13,029,828, the agreement will become null and void, and the City retains the option to pursue legal action against the contractor.

The project manager estimates that the project is over 90% complete. Staff believes that, once completed, the Ice Centre will be one of the premier facilities in the Rocky Mountain region, and a great enhancement to the Promenade.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Year 2000 Computer Aided Dispatch System Upgrade

Prepared by: Dan Montgomery, Chief of Police
Janice Kraft, Technical Services Administrator

Introduction

City Council action is requested to: authorize the City Manager to sign a contract with Geac in the amount of \$164,900 for software, services, and software support maintenance to make the City's Computer Aided Dispatch (CAD) and Records Management Information System (RMIS) Year 2000 compliant and, adopt the attached Councillor's Bill appropriating supplemental funds from the settlement with OCS for this expense.

Summary

The Police and Fire Departments CAD, Police Department's RMIS and Fire Records system are not Year 2000 (Y2K) compliant. The CAD system is a computer system used by Staff in the Emergency Communications Center to process calls from the public requesting Police, Fire, and Emergency Medical Services (EMS). Additionally, this computer system is used to keep track of the status of police and fire personnel. The CAD system is interfaced with the Enhanced 9-1-1 system.

Both the police and fire components of this computerized system contain records keeping modules. The Police Department uses the RMIS as a repository for police crime reports, arrests, warrants, impounded evidence, stolen property, impounded vehicles and generates monthly and annual crime statistics that are required to be reported to the Federal Bureau of Investigation and Colorado Bureau of Investigation. The Fire records were intended to be used for tracking building inspections, EMS reporting, and National Fire Incident Reporting (NFIRs). It also contains software modules for tracking the status of hydrants, keeping inventory and maintenance records of equipment and supplies, scheduling, tracking of certifications, and ambulance billing. The police and fire records systems are interfaced with the CAD system allowing for common information to be shared and information from dispatched calls for service to be fed to the records component.

In its current state, the CAD and Police RMIS are totally functional. Due to problems that will be addressed further in this report, the Fire records module has components that are not functional and do not meet the current needs of the Fire Department.

Two options exist to remedy the Y2K compliance issue. One option involves upgrades of the current software for Y2K readiness and the other option would be replacement of the CAD and RMIS systems to include new hardware and software. Both options listed include new costs for on going hardware and software maintenance.

Proposals to **upgrade the software for Y2K compliance** were received from Geac, the current holder of the software license, and Public Safety Net, a value added reseller of the software:

Geac proposal	\$123,200
New annual recurring costs for software maintenance	\$ 41,700
Public Safety Net proposal	\$184,650
New annual recurring costs for software maintenance	\$ 54,210

A proposal was made by Vision Software for **replacement of the systems** to include hardware and software:

Vision Software proposal	
Hardware costs	\$129,745
Software costs	\$338,245
Contractual services for network configuration	<u>\$ 67,000</u>
TOTAL	\$534,990
New annual recurring costs for software maintenance	\$ 36,074
New annual recurring costs for hardware maintenance	\$ 27,000

Current funds available for this project are:

Communications Upgrade Capital Improvement Project	\$142,928
OCS Settlement	<u>298,851</u>
TOTAL	\$441,779

Both alternatives have advantages and disadvantages that will be elaborated upon later in this report. Readily apparent is the significant short term cost difference between the option of upgrading current software and replacement of the system. The option of upgrading the current software, in addition to being the least expensive alternative, is the option that Staff concluded would guarantee that this critical computer system will function as we move into the new millennium. This option is only an interim solution and would not address the functionality and performance deficiencies of the Fire Department records component. Replacement of the system would address this problem in addition to providing a state of the art, interfaced computer system for emergency communications, police records and fire records – a system that staff would ultimately recommend be replaced as early as the year 2000.

Recommendation

1. Authorize the City Manager to sign a contract with GEAC in the amount of \$164,900 for software services and software support maintenance to make the City's Computer-Aided Dispatch (CAD) and Records Management Information System (RMIS) Year 2000 compliance, and direct the City Manager to research vendors and state-of-the art Computer-Aided Dispatch and Records Management Information Systems for public safety purposes and applications
2. Adopt Councillor's Bill No. ___ appropriating supplemental funds from the OCS settlement for this expense.

Background Information

In 1992, the City contracted with EAI Systems Inc., (EAI) for the purchase and installation of a computer aided dispatch system (CAD), and a records management system (RMIS) for police, fire and the municipal court. This system was to be implemented in phases with the CAD portion completed in 1993. In 1994 when the records management components were to be implemented, EAI was sold to Bell Atlantic Systems Group. Bell Atlantic in turn sold the system to OCS Technologies (OCS). During this period of turnover, implementation of the records modules fell behind schedule and were wrought with complications. Some progress was being made on the police and fire records implementation, but the company was not able to deliver on the municipal court module. The company was found to be in breach of the contract relating to the court records implementation, liquidated damages were assigned and ultimately that portion of the contract between the City and the company was terminated. OCS continued to develop some of the system but in early 1995, discontinued work on the contract entirely. This left the Police and Fire Departments with a system that was 80% complete, but only 40% functional due to incomplete interfacing of software modules.

In January 1996, OCS Technologies filed for bankruptcy and in a private foreclosure sale, Geac Public Safety Inc., (Geac) acquired the assets of OCS. Geac notified the City that it did not intend to honor the licenses regarding software and maintenance on our system unless we entered into a new software maintenance agreement with Geac. The City did not initially enter into an agreement with Geac due to the cost of the maintenance. In addition, Geac was an “unknown quantity”, had no prior experience with public safety software (similar to Bell Atlantic and OCS) and Geac would have been the fourth company the City worked with on the implementation. At this time, the CAD system and police records software was stable. The small portion of fire records software that was usable and functional for the Fire Department was stable. There was in-house Information Technology (IT) staff who had experience with the software and could provide the minimal amount of maintenance the system was requiring at the time.

The City filed a claim on the contract’s performance bond in February 1996 and a settlement was finally reached in January 1998 after protracted negotiations between City staff and Bell Atlantic, holder of the bond. The City received the software source code for our current system as well as a cash settlement in the amount of \$298,851.04.

In third quarter 1998, the City contracted with the consulting firm Whittman-Hart Inc., for an assessment of the current system – hardware, software, Y2K compliance issues, functionality and suitability with the City’s public safety needs and long term goals. Whittman-Hart’s report indicated that the system was old technology, not compliant with the Year 2000, did not meet minimal needs and requirements of public safety information technology and should be replaced. Whittman-Hart researched vendors whose CAD and RMIS products would fall in a mid-range cost category and most importantly vendors who would guarantee an implementation of a new CAD system by the end of 1999 followed by a police and fire records implementation in early 2000.

Only three out of nearly a dozen vendors contacted would agree to this implementation schedule. Vendor demonstrations for IT, police and fire staff were scheduled. Only one of the three vendors’ systems would meet the City’s needs for today and that company was Vision Software.

At the same time, Staff explored the option of upgrading the current system to address Y2K compliance. Staff recontacted Geac and received a more favorable proposal from them than had been received a couple of years earlier.

A second vendor, Public Safety Net, also could provide Y2K upgrade services and they were contacted for a proposal. It is interesting to note that Public Safety Net is a new company made up of former employees and former owners of EAI Systems, the original company the City contracted with for purchase of the system. Public Safety Net is now a value-added reseller of the software Geac owns. It is Staff's understanding that this arrangement was reached through some complex litigation.

System Upgrade Advantages

- Vendors can complete the system upgrade in about a week's time and well before the rollover to the year 2000. This would allow for ample opportunity to test and verify Y2K compliance.
- This is the least expensive option in the short term, funding currently exists for the total proposal cost.
- The systems will continue to look and function the same. There will be no need for employee training on the system.
- The critical application of police and fire CAD and the police records functionality is there and the system is easy to operate.
- IT staff is very familiar with the current system and would be an experienced resource to assist in the upgrade.
- Staff can complete the upgrade for the immediate Y2K compliance and still have some funds available to put towards the purchase of a new system.

System Upgrade Disadvantages

- All fire records modules are currently not working and there is the potential that two modules may not function properly even after the upgrade. The Fire Department currently does not have a working fire RMIS package; therefore they would gain little benefit from going with the upgrade option.
- For the cost, the benefit to the City will be a short-term investment only to reach Y2K compliance. There are no enhancements to currently functioning modules and this expense will not further long term public safety goals for software applications.

New System Advantages

- Vision Software is a brand new system – new hardware, technology, and software functionality. It is a public safety integrated system that sets the Police and Fire Departments in the right direction towards achievement of immediate and long-term goals.
- The system provides for integration of police and fire CAD and police records and fire records.
- Vision Software offers enhancements not currently available to public safety responders such as mapping and mug photo integration.

New System Disadvantages

- It could be difficult to get the system installed in time to do adequate system testing before the end of 1999. Vision Software requires a signed contract by March 31, 1999 to guarantee full system installation and testing before the year 2000.
- Currently funds do not exist for the full system cost. Long term financing options need to be resolved.
- There are other critical systems in the Emergency Communications Center (i.e. 9-1-1 phone system and 800 MHz radio system) that need upgrades or replacement for Y2K compliance. It would be difficult for Staff to complete these projects plus implementation of a new computer system prior to the year 2000.
- Vision Software's system does not provide some functionality of the current system that affects Emergency Communications such as a Zetron 25 Encoder interface or a Colorado Crime Information Computer (CCIC) interface. The Zetron interface allows for quick fire station alerting on calls being dispatched. The CCIC interface allows for automatic wanted and stolen status checks on license plates that officers call out while on traffic stops. Vision Software has not provided an estimate for completion of the encoder interface. The CCIC interface would not be completed until mid-year 2000.
- Vision Software only has their fire records component operational currently in a few sites. This is of concern because they indicate they have many Fire customers. Vision's response when questioned about this is that most fire departments are waiting for the new release of the NFIRS report. This is of concern to Staff because only one of the Fire Department references checked on this issue indicated that they were fully operational. One indicated they were only partially operational and one indicated they were receiving error reports from the system.
- This system runs in the Windows NT environment. IT staff has very limited experience with Windows NT and would not be as much of a resource to Staff during and after installation. IT also has some concerns with the stability of Windows NT for a critical application such as CAD.
- Vision Software is proposing 40 days of training for this system. Not all employees will attend all 40 days, but there are long periods of training for different modules – for example CAD requires 3 ½ days per employee for training, police records 7days per employee and fire records 10 days per employee. This is a scheduling and soft dollar cost consideration, as extensive overtime may need to be used in order to cover shifts vacated by employees who must attend training.
- The Vision Software does not provide the State mandated Incident Based Reporting required by Colorado Bureau of Investigation. This component would not be completed until the end of 1st quarter 2000, so the Police Department would not be able to report crime statistics. The certification process with CBI for our current system was 18 months. A similar certification process would be required for a new system.

This computer system is a critical component to the delivery of life saving services to the citizens of Westminster.

Respectfully submitted,

William M. Christopher, City Manager
Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILOR'S BILL NO. _____

SERIES OF 1999

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGET IN THE GENERAL CAPITAL IMPROVEMENT FUND

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 1999 appropriation for the General Capital Improvement Fund, initially appropriated by Ordinance No. 2654 in the amount of \$14,159,000 is hereby increased by \$298,851 which, when added to the fund balance as of the City Council action on March 15, 1999 will equal \$49,863,468. The actual amount in the General Capital Improvement Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to a settlement received from Bell Atlantic on a performance bond claim relating to the City's records management information system.

Section 2. The \$298,851 increase in the General Capital Improvement Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description	Current Budget	\$Increase	Final Budget
REVENUES			
Carryover 75-0090-000	(\$715,884)	\$298,851	(\$417,033)
Total Change to Revenues		\$298,851	
EXPENSES			
Community Services Enhancement			
75-20-88-555-211	\$85,815	\$298,851	\$384,666
Total Change to Expenditures		\$298,851	

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. 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 15th day of March 1999.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this ____ day of March, 1999.

ATTEST:

City Clerk

Mayor



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Resolution No. Amending the Loan from the Water and Wastewater Enterprise to WEDA

Prepared by: Mary Ann Parrot, Finance Director
Vicky Bunsen, Assistant City Attorney

Introduction

City Council action is requested to adopt the attached Resolution, which amends the May 19, 1997, loan from the City of Westminster Water and Wastewater Enterprise and the Westminster Economic Development Authority. Staff has determined the language in the current loan document is confusing and requires clarification. In addition, a clause regarding reference to “an attached amortization schedule” needs to be deleted. These items are “housekeeping” in nature and will guarantee clarity in the future.

Summary

The Enterprise loaned \$3,600,000 to the Authority in order to assist with the financing of the Westminster Plaza redevelopment. The original loan document referred to an approximate starting date for payments and an amortization schedule. The loan terms were changed when the WEDA financing was completed in December 1997, but the documents were not completely revised to reflect the changes. Staff recommends the loan documents be changed to delete the reference to “amortization schedule” and reword the phrase regarding interest accrual.

Staff Recommendation

Adopt Resolution No. amending the May 19, 1997 loan between the City of Westminster Water and Wastewater Enterprise and the Westminster Economic Development Authority to clarify that repayment will be made at such time as excess tax increment revenue is available.

Background Information

The Enterprise loaned \$3,600,00 to the Authority on May 19, 1997, in order to help finance the redevelopment of the Westminster Plaza Shopping Center, a blighted commercial area located at the northwest corner of 72nd Avenue and Federal Boulevard. The loan document estimated the repayment would begin around December 1, 2000, and referred to an amortization schedule.

WEDA also issued bonds in 1997 and the tax increment revenue in the urban renewal area is pledged to service this debt. Tax increment cannot be used to repay the Enterprise loan until such revenue exceeds the bond debt service. Since the date upon which this happens is somewhat uncertain, any amortization schedule cannot be finally prepared until this date is known. This was reflected in the WEDA bond documents, but the revisions to the loan document were not clear, as they retained reference to an amortization schedule.

Thus, it is recommended that the loan document be amended to omit reference to a specific start date and amortization schedule. The change recommended will provide for repayment if, when and, as tax increment revenues become available. This language is the same as was used in the Enterprise loan to the Heritage at Westmoor Golf Course Enterprise.

The alternative is not to revise the document. This is not recommended as it leaves the legal and historical record in conflict with prior approved action.

Respectfully submitted,

William M. Christopher
City Manager

Attachments:

RESOLUTION

RESOLUTION NO. _____

INTRODUCED BY COUNCILLORS

SERIES OF 1999

A RESOLUTION AMENDING THE LOAN FROM THE CITY OF WESTMINSTER WATER AND WASTEWATER ENTERPRISE TO THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the Water and Wastewater Enterprise has entered into an agreement to loan \$3,600,000 to the Westminster Economic Development Authority; and

WHEREAS, the Water and Wastewater Enterprise wishes to amend that loan to provide for repayment at such time that tax increment revenues are available after the payment of debt service for previously issued WEDA bonds;

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster that:

The President of the City of Westminster, Colorado, Water and Wastewater Utility Enterprise is hereby authorized to execute an amendment of the Agreement dated May 19, 1997, between the City of Westminster, Colorado, Water and Wastewater Enterprise and the Westminster Economic Development Authority which amendment revises Paragraph I to read as follows:

1. LOAN

- A. The Enterprise agrees to loan to the Authority three million six hundred thousand dollars (\$3,600,000.00) (the "Loan" amount) subject to the repayment provisions set forth below.
- B. The Authority agrees to repay to the Enterprise the Loan amount IF, WHEN AND AS NET REVENUES BECOME AVAILABLE. "NET REVENUES" MEANS ~~over a period of 20 years at 5% interest per annum in annual payments due December 1, commencing approximately December 1, 2000, or as excess tax increments are available after payment of debt service on WEDA Bonds issued December 15, 1997, in accordance with the amortization schedule attached hereto and incorporated herein by the reference.~~ WITHOUT LIMITING THE FOREGOING, THE PARTIES AGREE THAT THE AUTHORITY'S OBLIGATIONS PUSUANT TO THIS AGREEMENT ARE DEEMED TO BE SUBORDINATE TO ANY CURRENT OR FUTURE INDEBTEDNESS OF THE AUTHORITY.
- C. THE UNPAID BALANCE OF THE LOAN AMOUNT SHALL ACCRUE SIMPLE INTEREST AT THE RATE OF FIVE (5) PERCENT PER ANNUM. PAYMENTS DUE HEREUNDER SHALL BE APPLIED FIRST TO ACCRUED INTEREST AND THEN TO PRINCIPAL.

PASSED AND ADOPTED this 15th day of March 1999.

ATTEST:

Mayor

City Clerk



**WESTMINSTER
COLORADO**

Agenda Memorandum

Date: March 15, 1999

Subject: Resolution No. 14 re Private Activity Bond Allocation for WEDA Bond Conversion from Taxable to Tax-Exempt

Prepared by: Mary Ann Parrot, Finance Director

Introduction

City Council action is requested to adopt the attached Resolution approving Private Activity Bond (PAB) allocation assignment to WEDA, thus allowing the conversion of \$2,015,000 of taxable WEDA bonds to tax-exempt status. This will save the City an additional \$20,000 in interest cost annually. No other action is required to allow the conversion to proceed.

Summary

In December 1997, WEDA bonds in the amount of \$6.46 million were issued, to be used for the redevelopment of the Westminster Plaza. Because of the nature of the project, the bonds had to be issued on a taxable basis, wherein the interest earned by the investor (paid by the City) is taxed. On an annual basis, the bonds have been converted from taxable to tax-exempt by using the Private Activity Bond Allocation from the State of Colorado. This allows for incremental issuance of tax-exempt bonds for “private activity” purposes and thus saves the City significant amounts in interest costs on an annual basis.

The final piece of WEDA bonds to be converted is \$2,015,000. This will be done, subject to Council approval of the attached resolution, on March 15, 1999. When this is accomplished, the annual savings to the City in reduced interest costs will be approximately \$65,000 per year.

The PAB allocation for 1999, and its proposed usage, is as follows:

- 1999 PAB Allocation \$2,393,300
- Less WEDA Conversion (2,015,000)
- Balance Remaining for other projects \$378,300

Staff Recommendation

Adopt Resolution No. 14 regarding the City’s Intent to Issue Private Activity Bonds in the Amount of \$2,015,000, and authorize the Mayor to sign the resolution on behalf of the City.

Background

The WEDA project has been successful for the City, the Community and has resulted in a cost-effective redevelopment of the Westminster Plaza. Another component of the success of the project is the conversion of the bonds for WEDA from taxable status to tax-exempt status, thus saving the City approximately \$65,000 in annual interest costs.

Resolution re Private Activity Bond Allocation for WEDA Bond Conversion from Taxable to Tax Exempt – Page 2

The issuance of the tax-exempt bonds has taken place over the past three years, and will be completed upon City Council approval of the attached resolution:

- Issuance of 1st segment of tax-exempt bonds Dec 1997 \$2,100,000
- Conversion of 2nd segment of bonds Jan, 1998 2,345,000
- Conversion of 3rd segment of bonds Mar, 1999 2,015,000
- Total Bonds in Tax-Exempt Status \$6,460,000

An alternative would be to leave the remaining segment of the WEDA bonds in the amount of \$2.015 million in taxable status. This would allow other potential uses for the tax exempt Private Activity Bonds (PAB). This is not recommended, as it would cost an extra \$20,000 in interest costs annually on the existing WEDA bonds.

At the same time, by converting this final bond segment, the remainder of PAB allocation to be used for other projects is \$378,300. The Council will be asked to determine the use of the PAB balance in the near future.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Resolution

SERIES OF 1999 _____

A RESOLUTION EXPRESSING THE INTENT OF THE CITY OF WESTMINSTER TO ISSUE BONDS IN AN APPROXIMATE AGGREGATE PRINCIPAL AMOUNT OF \$2,015,000 TO FINANCE A QUALIFIED REDEVELOPMENT PROJECT; AND AUTHORIZING THE OFFICERS, EMPLOYEES AND AGENTS OF THE CITY TO PROCEED AND CONTINUE WITH STEPS PRELIMINARY TO THE ISSUANCE OF SUCH BONDS.

WHEREAS, the City of Westminster (the "City"), is a municipal corporation duly organized and existing as a home-rule municipality under Article XX of the State Constitution (the "Constitution") and laws of the State of Colorado; and

WHEREAS, the members of the City Council of the City (the "Council") have been duly elected and qualified; and

WHEREAS, pursuant to the Private Activity Bond Ceiling Allocation Act, Title 24, Article 32, Part 17, of Colorado Revised Statutes (the "Allocation Act"), the City has been allocated private activity bond "volume cap" for 1999 in the amount of \$2,398,300; and

WHEREAS, the Westminster Economic Development Authority ("WEDA") issued its Taxable Convertible Tax Increment Adjustable Rate Revenue Bonds (Westminster Plaza Urban Renewal Project) Series 1997B (the "Bonds") in the aggregate original principal amount of \$4,360,000, to finance qualified redevelopment purposes (the "Project") as described in Section 144(c) of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, in order to lower the interest expense to be paid by WEDA, the City desires to assign its 1999 volume cap in the amount of \$2,015,000 to WEDA to use to convert a portion of the Bonds to Tax-Exempt Tax Increment Adjustable Rate Revenue Bonds (Westminster Plaza Urban Renewal Project) Series 1997A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER, IN THE COUNTIES OF ADAMS AND JEFFERSON, STATE OF COLORADO:

Section 1. All action (not inconsistent with the provisions of this resolution) heretofore taken by the City Council and the officers, employees and agents of the City directed toward the issuance and sale of the Bonds therefor, is hereby ratified, approved and confirmed.

Section 2. The City hereby assigns its 1999 volume cap in the amount of \$2,015,000 to WEDA to use to convert a portion of the Bonds to Tax-Exempt Tax Increment Adjustable Rate Revenue Bonds (Westminster Plaza Urban Renewal Project) Series 1997A.

Section 3. The officers, employees and agents of the City shall take all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated hereby and shall take all action necessary or desirable to finance the Project and to otherwise carry out the transactions contemplated by this resolution, including without limiting the generality of the foregoing, the following:

(i) notifying the Colorado Department of Local Affairs of the assignment of its initial 1999 allocation of private activity bond volume cap to WEDA for the Project;

(ii) executing a form of assignment of its initial 1999 allocation of private activity bond volume cap to WEDA in a form satisfactory to the Colorado Department of Local Affairs;

(iii) obtaining (to the extent necessary) an additional share of the allocation for 1999 allotted to the State of Colorado pursuant to Section 146 of the Internal Revenue Code of 1986, as amended (the "Code"); and

(iv) electing to carry forward any unused private activity bond volume cap allocation for 1999 pursuant to Section 146(f) of the Code.

Section 4. The officers and employees of the City are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution.

Section 5. If any section, paragraph, clause or provision of this resolution or the question shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution or the question.

Section 6. All acts, orders and resolutions, and parts thereof, inconsistent with this resolution be, and the same hereby are, repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

Section 7. This resolution shall be in full force and effect upon its passage and approval.

PASSED AND ADOPTED this March 15, 1999.

Mayor

(SEAL)

Attest:

City Clerk

STATE OF COLORADO)
)
COUNTIES OF ADAMS) SS.
AND JEFFERSON)
)
CITY OF WESTMINSTER)

I, Michele Kelley, the City Clerk of the City of Westminster, Colorado (the City), do hereby certify:

1. The foregoing pages are a true and correct copy of Resolution No 14, (the "Resolution") passed and adopted by the City Council (the "Council") of the City at a meeting of the Council held on March 15, 1999.

2. The Resolution was duly moved and seconded and the Resolution was adopted at the meeting of March 15, 1999, by an affirmative vote of a majority of the members of the Council as follows:

Those Voting Aye:	Councillor Fred Allen Councillor Herb Atchison Councillor Sam Dixion Mayor Nancy M. Heil Mayor Pro Tem Ann Merkel Councillor Suzanne Smith
Those Voting Nay:	None
Those Absent:	None
Those Abstaining:	None

3. The Six members of the Council were present at such meetings and voted on the passage of such Resolution as set forth above.

4. The Resolution was approved and authenticated by the signature of the Mayor, sealed with the City seal, attested by the Clerk and recorded in the minutes of the Council.

5. There are no bylaws, rules or regulations of the Council which might prohibit the adoption of said Resolution.

6. Notice of the meeting of March 15, 1999 in the form attached hereto as Exhibit A was posted at the City Hall, Westminster, Colorado, not less than 24 hours prior to the meeting in accordance with law.

WITNESS my hand and the seal of said City affixed this 16th day of March, 1999.

(SEAL)

City Clerk

EXHIBIT A
(Attach Form of Notice of Meeting)



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Woman Creek Reservoir Authority Lease

Prepared by: Rod Larsen, Open Space Supervisor

Introduction

City Council action is requested to authorize the Mayor to sign an Intergovernmental Agreement with the Woman Creek Reservoir Authority (WCRA) to lease approximately 360 acres of the WCRA property north of Woman Creek Reservoir and manage it as part of the City of Westminster Open Space program. The lease shall be for a term of 20 years in exchange for the payment of \$1 (one dollar).

Summary

The Intergovernmental Agreement For Lease Of Real Property with the WCRA would allow the City of Westminster to lease approximately 360 acres of WCRA property. This property, which is situated north of the Woman Creek Reservoir, would be managed as part of the City of Westminster Open Space program with the same management standards that are applied to other open space properties. All open space properties are intended to be preserved and managed in a natural condition with all recreational uses being passive in nature, such as hiking, biking, and equestrian use.

Specific maintenance practices might include fence installation/repair, public access control, trail establishment/maintenance, water quality control, grazing management, weed control, native grass enhancement, and improving overall integrity of the ecosystem. Since part of this property falls within the bald eagle habitat, priority will be given to practices that preserve and protect the eagle habitat. The Open Space budget has sufficient funds to cover the cost of maintaining this area.

The addition of 360 acres to the City of Westminster Open Space program would greatly enhance the program's objective of promoting the quality of life for citizens of Westminster through the preservation and protection of the natural environment. This property is located adjacent to over 600 acres of City of Westminster open space, which when combined would total almost 1,000 acres of open space property. This would amount to roughly half of the City's total acreage of open space sites. This wide corridor of open space would provide panoramic views, wildlife habitat, and a continuous ecosystem.

Staff Recommendation

Authorize the Mayor to sign an Intergovernmental Agreement with the Woman Creek Reservoir Authority which would enable the City of Westminster to lease approximately 360 acres and manage as part of the City's Open Space Program.

Background Information

Woman Creek Reservoir was built in 1995 as part of the Standley Lake Protection Project (SLPP) for the purpose of protecting the water quality at Standley Lake, which supplies water to Westminster, Northglenn, and Thornton. These three cities formed the Woman Creek Reservoir Authority (WCRA) in order to own and operate the project. By forming the WCRA, the respective Cities could limit their potential liability in the event of a contamination.

Woman Creek Reservoir is approximately 120 acres and is part of a 480 acre tract of land that was purchased for the SLPP. The remaining 360 acres north of Woman Creek Reservoir, which is being proposed for open space lease, is former rangeland with gently rolling hills and a healthy stand of native grasses. The WCRA recognizes the need to manage this land in a way that will protect the integrity of existing natural resources yet control the build-up of the bio-mass. Without some type of management, the risk of fire, weed invasion, and overall deterioration increases dramatically.

With the addition of 360 acres, the continuous tract of City of Westminster Open Space property in this area would total around 1,000 acres. This would be a great benefit to the citizens of Westminster by preserving a large tract of land that could be managed as one solid parcel rather than the piecemeal effect that we often see. This would allow greater flexibility with management issues and increase the potential for passive recreational uses.

Respectfully submitted,

William M. Christopher
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999
Subject: Set Date for Special City Council Meeting
Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to set the date of Monday, March 22, 1999 to appoint a person to the City Council vacancy created by the appointment of Glenn Scott to the Colorado House of Representatives District #62 seat.

Summary

Currently, City Council has a Study Session scheduled for Monday, March 22. Council will be conducting interviews with several of the Council candidates on this evening also.

At this time it is recommended that City Council set the time for the Special Council meeting at 7:00 P.M.

After the deadline for applications to be received, Friday, March 12th, Council may wish to change the start time for this Special Council meeting.

Staff Recommendation

Set the date of Monday, March 22, 1999 at 7 PM for a special City Council meeting to select the person to fill the vacancy on City Council.

Background

City Council is also planning on having the new Councillor sworn into office at this Special City Council meeting. Staff will make arrangements for Municipal Court Judge, John Stipech to be present to swear in the new Councillor.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: 1998 Year-end Activity Report

Prepared by: Brian Bosshardt, Management Assistant

Attached for City Council's review is the 1998 Year-end Activity Report which covers Departmental activities for the last six months ending December 31, 1998.

As apparent with the information that follows, the City continues to experience steady activity. The activities include achieving stated objectives to support City Council's key focus areas as well as acting upon unanticipated "opportunities."

Respectfully submitted,

William M. Christopher
City Manager

Attachments

YEAR-END ACTIVITY REPORT
July 1, 1998 through December 31, 1998

GENERAL SERVICES DEPARTMENT

Administration Division

Volunteer Program Activities:

- Volunteer Management Trainings for staff - Held 1 training: “Improving Your Volunteer Program Through Record Keeping & Evaluations” – 8 employees at 2 hours
- Training for DOVIA (Director s of Volunteers in Agencies) - “Tooting Your Horn through Record keeping” – 24 attendees at 3 hours
- Clearinghouse of volunteer opportunities - added 3 agencies
- Technical Service: 1998 - Provided technical service to 5 agencies/programs
- Recognition:
 1997 BBQ – 500 people attended
 1998 BBQ – 570 people attended
- Recruitment – Recruited for:
 City’s Emergency Exercise
 Energy Communities Alliance Conference
- Outreach Projects:
 1997 One project: Make A Difference Day – Each of the five families that were adopted received 3 boxes of food and 10 bags of clothing
 1998 – Two projects: Minor Home Repairs – Coordinated with Leasetec Corporation and Make A Difference Day/ Collected 338 nonperishable food items and donated them to Westminster FISH
- Volunteer Hours:
 1997: 23,563
 1998: 17,873 (estimate) – Decrease due to the discontinuation of the Volunteer Firefighter program, the Graffiti Removal Program and the decreased need placed on the Snow Busters program.
- Number of Volunteers:
 1997: 752
 1998: 922

Status of Volunteers & Volunteer Programs:

<u>Category</u>	<u>1997</u>	<u>1998</u>	<u>%Change</u>
Volunteers:			
Inquired	122	144	+18%
Placed	15	24	+60%
Interns*:			
Inquired	30	13	-57%
Placed	3	1	-66%
Court Ordered Vols:			
Inquired	42	42	0%

*The total number of inquiries and placement of interns is down due to HR not using interns during 1998.

Status of Snowbusters: (This program runs October through April so the stats reflect this)

	<u>1997/98</u>	<u>1998/99</u>	<u>% Change</u>
# of Vols.	34	33	-2.9%

November – the carpet replacement for CMO’s area was completed. Demolition of the third phase of the east wing of the Municipal Court was completed. Christmas lighting and wiring was completed at City Hall, the Police Department, and the Main Library.

December – Staff accepted bids for a new computerized carillon controller; a new security camera system; and an upgraded card reader system for the doors.

Purchasing/Telecommunications Division

- Privatized the custodial services at City Park Recreation Center.
- Obtained additional parking at the Westminster Commons through a land purchase with the Catholic Church.
- Hired a consultant to assist with the preparation of the bid for the fiber optics line to be installed with the reclaimed water system.
- Met with the Denver Metro Hispanic Chamber and gave them information on how to do business with the City.

City Clerk's Office

Summary of the twelve months of 1998 compared to 1997:

	July-Dec <u>1997</u>	Year Total <u>1997</u>	July-Dec <u>1998</u>	Year Total <u>1998</u>	% Change
Councillor Bills	49	94	59	85	-10%
Ordinances	52	95	62	87	-08%
Resolutions	48	84	39	77	-08%
New business licenses	154	273	138	250	-08%
Active business licenses	--	1,512	--	1,516	+01%
New home occupation lic	271	459	160	400	-13%
Active Home occupation licenses	--	1,261	--	1,345	+07%
Active Sales tax licenses	--	1,470	--	1,501	+02%
Licensed refuse haulers	0	7	0	9	+22%
Solid Waste vehicles	0	84	0	98	+14%
Recycling vehicles	0	23	0	29	+21%
New liquor licenses	5	11	3	5	-45%
Liquor Admin Approvals	77	153	76	132	-14%

- The City Clerk's office participated with Adams County School District #50 students casting 2,754 votes on Election Day.
- During the General Election on November 3rd, 29,224 voters cast their ballots. This was a 48% voter turnout.
- During 1998 Home Occupation Licenses were added to the City's Web Page. Currently 469 Home Occupation Licensees are listed as requested by the licensee.

Human Resources Division

Major Recruitment Activity for 1998 compared to 1997:

	<u>1997</u>	<u>1998</u>	<u>%Change</u>
Personnel Action forms processed	1,200	1,385	+14%
Applications submitted	3,495	4,557	+24%
Applicants tested or interviewed	1,189	1,697	+30%
Position openings	170	202	+16%

- Recruitments included one division manager position - Recreation Programs Manager. Additionally, recruitments took place for Management Assistant, Landscape Architect, Recreation Specialist, Foreman, Human Resources Technician, Police Officer (8), Firefighter (4), GIS Specialist, Deputy Court Clerk, Secretary, Clerk Typist II, Payroll Technician,

Communication Specialists, HVAC Specialist, Electromechanic Specialist, PC Analyst, Facility Assistant, Supervisor Assistant, Facility Supervisor, Planning Technician, Parkworker and Carpenter.

Benefits:

Open Enrollment for Health Insurance was held October 27 through December. The following is a summary of the changes made during January 1999 to reflect current statistics.

- 726 - employee verification forms were returned to General Services
- 594 - employees had no changes in their Medical coverage
 - 4 - employees switched from Kaiser to BlueCross BlueShield
- 26 - employees added or deleted dependents
- 11 - employees switched BlueCross BlueShield plans
 - 5 - employees switched from BlueCross BlueShield to Kaiser
- 54 - employees names/addresses were processed
- 24 - employees counties were changed
- 47 - employees phone number changes were processed
- 95 - employees opted out for 1999
- 17 - employees purchased vision coverage
- 16 - employees cancelled their vision coverage
- 18 - employees joined or rejoined the dependent care program
- 101- employees requested medical, dental, life or dependent care changes and did not return the forms
 - 2 - employees had sex changes (I'm assuming it was just entered wrong).
 - 40 - employees needed locations updated
 - 54 - employees needed work extensions updated
 - 7 - employees needed division updated
- 132 - employees needed supervisor updates
 - 2 - employees changed their birthdates
- 189 -employees needed updates on emergency contacts
 - 35 - employees had marital changes
- 107 - employees changes to spouse/children information
- 201 - employees had changes to their Basic Life Insurance beneficiaries
- 203 - employees had changes to their Pension beneficiaries
- 22 - employees turned in requests for additional life insurance
 - 8 - employees termed their additional life insurance

In the last six months of 1998, insurance paperwork was processed for 61 medical/dental enrollments. There are 11 COBRA participants starting off in 1999 and there are 12 Retiree participants.

	<u>1/97-6/97</u>	<u>1/98-6/98</u>	<u>7/98-12/98</u>
New hires – benefit eligible	43	70	61
COBRA participants	15	13	11
Retiree participants	9	7	12

Fleet Maintenance Division

Summary of the last six months of 1998 compared to the last six months of 1997:

	<u>1997</u>	<u>1998</u>	<u>%Change</u>
# repair orders*	2,884	3,184	+10%
Gallons of diesel fuel**	43,529	63,380	+46%
Gallons of unleaded fuel**	95,975	109,027	+14%

Used motor oil collected 11,547 8,028 -30%

*These figures now include scheduled services, vehicle repairs, service calls and vehicle sublet repairs.

**1997 figures are for first half of 1997

Other major activities for the last six months of 1998:

- Steve Grabarek attended the Fire Academy in Greeley. This is one of only a few training opportunities for mechanics that work on fire equipment.
- Fleet Maintenance welcomed Rich Vermillion to the staff as Fleet Foreman.
- Fleet completed fabrication of a training device for the Fire Dept. that replicates the platform of a helicopter.
- Roy Romero and Frank Grasmugg attended the annual Rocky Mountain Fleet Management Association Conference at Copper Mountain on Aug. 5-7.
- Bill Hall inspected three vehicles involved in accidents for the Police Dept. and was an expert witness on behalf of the City at court.
- Frank Grasmugg attended pre-hearing conferences at both the State Attorney General's Office and the Colorado Department of Health in preparation for the October Air Quality Control Commission meeting.
- Gary Kammerzell and Mike Conley built several specialty tools for Community Development.
- All of the Fleet technical staff attended the Snow and Ice Conference in Estes Park.
- Gary Kammerzell and Rich Vermillion built coat racks for the Police Department.
- Joyce Garcia attended 23 COG related events including; Information Guide Committee meetings, Team Leader Meetings and COG related trainings and conferences.
- Fleet staff attended a total of 160 hours of training in a variety of classes such as engine, air conditioning and brake repair and computer usage.

Municipal Court Division

Summary of July – December 1998 Statistics:

<u>Filings</u>	<u>1997</u>	<u>1998</u>	<u>%Change</u>
Parking Tickets	616	530	-14%
Traffic Tickets	2,941	6,160	+109%
General Ordinance	1,810	1,830	+1%
Domestic Violence	220	203	-8%
Pre-Sentence Investigations	172	52	-70%
Sentenced to Probation	283	196	-31%
Probation Assign. Volunteer	35	21	-40%

- Trained on Crystal Reports to develop reports on the records management system.
- City Council approved purchase to upgrade the records management system with Progressive Solutions, Inc.
- Training staff attended initial training on upgrade for the records management system.
- Staff attended Progressive Solutions Users conference.
- Made arrangements for training on Video Arraignment equipment.
- Remodel continued, Probation Section has moved into new space.
- Interviewed applicants for three Deputy Court Clerk positions

Risk Management Division

- During the months of July through December 1998 the City experienced 46 injuries compared to 44 during the same period last year.
- Twenty-four property and liability claims were filed with the City in the last six months of 1998 compared to 42 for the same period of 1997.

- Risk Management received the Most Improved Safety Program Award from the Colorado Intergovernmental Risk Sharing Agency (CIRSA).
- Risk Management held three monthly City Safety Committee meetings during the last six months of 1998 to work on editing the City's Safety Manual.
- Risk Management sponsored Coaching the Maintenance Driver as a citywide training. Thirty City employees attended the training.
- Risk Management worked with the Environmental Compliance and Parks Divisions to investigate a chemical spill that occurred at the Semper Water Treatment Plant. No injuries occurred.
- Risk Management, together with a representative from the Colorado Intergovernmental Risk Sharing Agency (CIRSA), conducted the annual property survey of City facilities. All recommendations were forwarded to individual departments and responses were received and sent to CIRSA in December.
- Risk Management sponsored a safety training for all Parks Division employees, including seasonal workers, on defensive driving (to include safe backing procedures), as well as hazard recognition and safe behavior.
- Risk Management presented a workers' compensation training to all Parks Division supervisors.
- The Safety Committee conducted a seat-belt check at City Hall and the Municipal Service Center. Results were published in Tuesday Tidbits.

Wellness Program Activities

- All health and fitness evaluations conducted from late 1997 were analyzed and distributed to employees; 476 employees completed evaluations.
- Follow-up on health assessments led to consultations with 6 employees, each over one hour in length.
- Nicki is personally training 3 individuals, three times per week.
- Bulletin boards have been updated and weekly OA messages have kept employees updated on wellness activities.
- Nicki conducted 3 body fat analyses in July.
- A meeting with the Wellness Committee has been scheduled for the last week of July. This meeting will introduce the members to the new Wellness Coordinator, as well as open the table for re-structuring the wellness program.
- The Annual Blood Drive was scheduled to be conducted on August 4th, 1998, from 7:30-10:30 am at MSC.
- Employees who have not been assessed since starting employment have been scheduled. Individuals who have been participating in the Wellness Program and have not received health insurance benefits will be reimbursed for their participation.
- At the end of 1998, 623 employees were participating in the Wellness program, representing a 31% increase over the year-end 1997 participant level of 476 employees.
- Walk the Walk started in October and 178 employees registered to play the incentive game. Carol Knapp and Karen Wetzstein were declared the winners after completing the entire walking distance and answering 33 of 35 trivia questions correctly. The average number of trivia questions answered correctly was 11.5.
- The Wellness program was moved to the Human Resources Division and the program was re-evaluated in a meeting with Alan Miller, Lisa Chrisman, and Debbie Mitchell. New goals include to increase positive health behaviors among at risk individuals and making incentive games more fair.
- The Wellness library was expanded to include over 150 wellness titles.
- 1998 introduced a series of educational seminars called "Wellness Wednesdays". The programs were offered every Wednesday beginning in August. Participation was not as anticipated and therefore, the decision to address specific health questions by facility was addressed.

- Two hiking trips were planned and conducted in the Fall of 1998. Each trip averaged 12 individuals. Future skiing, hiking, rafting, and snowshoeing trips have been planned.
- The Wellness Committee ended the year with 18 members
- Personal trainer, Jane Martin-Shelton, was hired at the first personal trainer for Wellness participants. Jane ended 1998 averaging 20 hours of training per week.
- Every Friday since July, employees were sent off to the weekend with a Wellness Wish.
- To increase marketing and visibility of the Wellness program, trinkets with the wellness logo were ordered to be distributed at upcoming events sponsored by the program
- All incentive games were re-evaluated and it was decided that every quarter, a new incentive game will begin.
- The Health Fair was coordinated and scheduled for January 20th, 1999. Assessments will be conducted by facility beginning in February and ending in late March.
- All equipment problems were addressed and new equipment requests will be honored in 1999.

FINANCE DEPARTMENT

YTD summary of 3rd and 4th quarters 1998 statistics compared to 3rd and 4th quarters 1997 and 1998 1st-half statistics compared to 1998 2nd-half statistics:

	<u>1997</u>	<u>1998</u>	<u>% change</u>	<u>1st half 1998</u>	<u>2nd half 1998</u>	<u>%change</u>
Audit assessments issued	85	83	(2%)	55	28	(49%)
Audit & enforcement dollars collected ytd	\$835,846	\$1,550,479	85%	\$541,239	\$1,009,240	86%
% Sales tax accounts delinquent	2.8%	2.2%	(21%)	3%	1.4%	(53%)
Total A/P checks issued	16,690	17,005	2%	8,621	8,384	(3%)
Purchase orders issued	16,035	17,229	7%	8,447	8,782	4%
Returned checks processed	291	309	6%	144	165	15%
Computer support calls made	1,295	2,089	61%	889	1,200	35%
Number of water accounts processed	338,194	340,576	1%	170,060	170,516	0%
Total PIE participants	2,246	2,324	3%	2,258	2,324	3%
Pension activities processed	770	801	4%	427	374	(12%)

Administration Division

The \$19.5 million Capital Facilities Financing was sold (net interest cost 5.29%) and funds were settled on December 3, 1998. Bob Eichem started November 16 as our new Treasury Manager, a welcome addition needed. Martha Gault also joined us as our new Administrative Secretary, replacing Lili Cox. We're glad to have her, too!

Accounting Division

The Accounting Division developed and implemented the Project Management Follow-up training module. This module was designed to educate capital project personnel about the financial framework of capital project administration. The training encompassed discussions on budgets, grant management, the Accounts Payable process, and financial research tools. The training was well received and has been added to the 1999 City Training Calendar. Also during the fourth quarter, the Accounting Division spent numerous hours gathering documentation for the City's outside auditors for interim audit work.

Sales Tax Division

2,332 annual City Sales and Use Tax returns were mailed to licensed taxpayers. The returns are due on January 20, 1999.

1,670 monthly and quarterly Sales and Use Tax coupon books were printed, stuffed, and prepared for mailing to taxpayers in late January 1999.

Work on the electronic filing project continued. A draft return form is close to final, and programming for the uploading of information from the internet to the internal HP system is progressing.

Utility Billing

Follow up on 1st half Activities -

- a. The changeover to the billing of Shaw Heights water customers went smoothly. There were several inquiries in the first two months and then questions dropped off to the normal level incurred from the rest of our customers. The outreach communication program that we used to notify customers of the change proved to be beneficial.
 - b. The elimination of after hours restoration of water service for customers who had their service terminated went well last August. No significant problems arose from the change. After one month staff felt comfortable enough to discontinue security staffing.
 - c. The first three issues of Water Matters have been successful. The publication has generated additional interest in the main topics of budget billing, PIE, and third-party customer notification.
2. During the second half of the year, we filled two vacant clerks positions. The training phase has gone well. We also merged with the cashiers and rate analyst to become the new division called Treasury.
 3. Information Technology and Utility Billing spent several months testing procedures to transfer to the new printing contractor. The transfer had some major bumps in the road but the bridge wasn't out. We are continuing to work with the new company to improve the service level.
 4. A Y2K Task Force was created in the City and a member of Utility Billing, Kathy Kvasnicka, is the representative for the department of Finance.
 5. October's budget approval brought an increase in water/sewer rates effective January 1, 1999. Customers were notified in the December issue of Water Matters. We are expecting billing inquiries to be heavy during the first quarter of 1999.
 6. A Task Force was created in November to consider options to reduce the large number of shut-offs that Utility Billing performs each week. A recommendation will be forthcoming based on the suggestions of the group.
 7. Beside their normal job duties the Utility Billing Clerks continue to serve in other programs in the City:

Sandy Thornton – EAC Issues Committee, Y2K Meter Reading Task Force.
 Pam Mayhew – ERAT
 Andy Doerr – Christmas Party Committee, City Edition Editorial Board, and Water Matters Editor.
 Kathy Kvasnicka – Y2K Task Force and Stained Glass Instructor for Parks & Rec.
 Tammy Church – COW Talk Editorial Board

POLICE DEPARTMENT

- For the second six months of 1998, police service events totaled 54,211 compared to 51,686 events during the same period last year, an increase of 4.9%. Roughly 60% of police service events are citizen-initiated while 40% is officer-initiated activity.
- On the average, 12.28 police service events occurred every hour during the first six months of 1998, while 11.7 events occurred on an hourly basis last year. A "police service event" is an activity requiring the action(s) of one or more police officers.

Number of Major Police Service Events from July - December 1998 (compared to 1997):

<u>Type of Event</u>	<u>1997</u>	<u>1998</u>	<u>%Change</u>
Assault	307	317	+3.3%
Burglary	441	437	-0.9%
Drug Activity	153	169	+10.5%
DUI	528	498	-5.7%
Homicide	1	0	n/a
Robbery	43	32	-25.6%
Shoplifting/Theft	1580	1452	-8.1%
Stolen Vehicle	373	301	-19.3%
Theft from Motor Vehicle	553	575	+4.0%
Traffic Stops	6433	9911*	+54.1%
Warrant Arrests	610	572	-6.2%

*Increase due to a more aggressive enforcement approach.

FIRE DEPARTMENT

Following is year-to-date statistical data for the second half of the year with previous year comparison. Also provided is the percent of increase or decrease in activity where appropriate.

Activity	1997 Second Half	1998 Second Half	% Change	1997 Year to date	1998 Year to date	% Change
Total Alarms	2,811	3,089	10%	5,457	5,973	9%
Structure/Vehicle Fires	88	68	-23%	199	185	-7%

Emergency Medical	1,852	2,072	12%	3,639	4,100	13%
Ambulance Transports	1,254	1,466	17%	2,420	2,668	10%
Ambulance Revenues	\$346,694	\$402,485	16%	\$634,132	\$686,382	8%
Westy-Med Enrollees	10	16	60%	181	193	7%
Pub Ed Classes	201	188	-6%	404	380	-6%
Inspections	889	1,017	14%	2,463	2,225	-10%
Training Hours	10,401	8,701	-16%	24,672	18,848	-24%

- Five Westminster Firefighters placed sixth out of 120 teams competing in the National Firefighter Combat Challenge Team in Orlando, Florida. Team members Lt. Dave Green, Engineers Mark Schmidt and Mike Lynch and Firefighters Scott Murdie and Gabe Garcia competed in this year's event.
- Volunteer Liaison Officer John Wittek and Volunteer Staffing Officer Russ Saunders retired on August 18 after 20 years of volunteer service with the Fire Department.
- The Fire Department coordinated the Annual Employee Charity Drive, November 23 through December 11.
- Conference calling was implemented the 2nd half of 1998 to link all 6 station supervisors with the Battalion Chief to coordinate and streamline daily shift activities.
- Fire Prevention Week was celebrated October 4 – 10. Major activities included a display at the Westminster Mall and coloring contest with Westminster elementary schools.
- A 1998 Pierce quantum fire pumper truck joined the Fire Department fleet July 1. The new fire truck is equipped with a compressed air foam system lays a “blanket” of foam and water over the fire for quicker extinguishment.
- Career and volunteer firefighters continued with the holiday tradition of transporting Santa in a fire truck to visit good girls and boys in Westminster, December 6 – 10.
- The City's Training Facility was dedicated along with a Section of Little Dry Creek Trail on August 19. The Training facility includes a five story fire training tower and a 52,000 square foot driving and recreational surface.
- Fire Station 3 hosted its Annual community/COG Open House on October 24.
- Product review and vendor selection for replacement of self contained breathing apparatus (SCBA) to promote efficiency and employee safety was finalized the 4th quarter of 1998.
- A replacement ambulance was ordered in the fourth quarter.

COMMUNITY DEVELOPMENT DEPARTMENT

Open Space Division

- The Open Space Advisory Board (OSAB) and Staff meet regularly to direct City of Westminster Open Space acquisition efforts, to recommend to City Council a priority list of lands to be preserved with additional funding from Jefferson County, and to consider all new citizen requests.
- Four key acquisitions along Big Dry Creek were completed in late 1998. Approximately four acres of land were dedicated by the proposed Collonade Shopping Center at the southeast corner of 100th Avenue and Wadsworth Parkway. Fifty-six(56) acres were purchased just south of 120th Avenue and Lowell Boulevard from the Foster family (a portion of this property will be resold for a Middle School and/or for development, and the Open Space Fund will be reimbursed per Ordinance). Two acres were donated by the Westminster Presbyterian Church,

just west of Front Range Community College. Approximately 10 acres of park, trail and open space land were purchased from Broomfield Associates, just north of 128th Avenue.

- Two additional acquisitions along Big Dry Creek were nearing completion. Staff and consultants testified in a condemnation hearing to acquire land for trail and open space from the R. Dean Hawn family, and await the Court's decision on possession. Staff made progress with several property owners to acquire trail right of way just east of the Burlington Northern Railroad in unincorporated Jefferson County.
- Open space acres acquired to date total 1,593, or approximately 8.9% of the City's are (excluding Standley Lake).
- Jefferson County voters approved the "Save Open Space" or SOS initiative, allowing the County to sell bonds to accelerate acquisition of park and open space lands.
- Negotiations are underway on many key properties identified by OSAB and City Council. Additional closings will take place in 1998.
- Open Space fencing and signs have been installed at key locations to identify new open space acquisitions.

Building Division

Summary of 1998 statistics compared to 1997 (July – December) and Year End:

	1997	1998	% Change	1997 1st Half	1998 2nd Half	% Change
Const. valuation	\$154.3M	\$222.8M	+14%	\$98.4M	\$124.4M	+26%
SFD starts	695	658	-5%	345	313	- 9%
New comm permit	26	35	+35%	14	21	+50%
Ten Finish Permit	117	101	-14%	49	52	+6%
Comm Plan revw	109	90	-17%	40	50	+25%
Residential plan	426	518	+22%	272	246	-10%
Permits	4,413	4,475	+1%	2,147	2,328	+ 8%
Inspections	40,198	36,769	-9%	17,598	19,171	+9%

Projects completed during the second half of 1998:

- Westminster Ice Arena (partial occupancy)
- St. Anthony Hospital remodel & renovation
- Blockbuster Video building
- Citizens Bank Building
- Texaco @ Northpark Plaza
- Safeway Store @ Westminster Plaza
- Westmoor Office Building #1
 - Tenant Finish for Ball Corporation
 - Tenant Finish for Super PC Memory
- Westmoor Office Building #2
 - Tenant finish for GeoData
 - Tenant finish for Storage Tek Solutions
- Westminster Mall Tenant Finishes:
 - Foot Action
 - Pacific Sunwear
 - Miller Outpost
 - Office Max Center
 - TC Men's Store
- Park Centre tenant finish
 - Colorado Greenhouse
- Lake Arbor Industrial Park Tenant Finishes:
 - Renal Care Dialysis
 - Pizza Hut Express
- Misson Commons Tenant Finishes
 - Souper Salad Restaurant
 - Gateway Computer
- Key Products/Genesee Wester office/warehouse building
- Northpark Plaza tenant finishes:
 - Radio Shack
 - ATicket A Tasket
 - India Grill Restaurant
 - Showtime Video
 - Chinese Wok Express
- Church Ranch Tenant Finishes
 - MC Technology
 - Level 3
 - All American
 - Advantage Computing
- Match Logic

Engineering Division

	1 st Half Current Year	2 nd Half Current Year	1 st Half Previous Year	2 nd Half Previous Year
Public Improvements Agreements Executed	10	12	N/A	N/A
Feet of New Streets	N/A	9,187	N/A	N/A

Installed				
Feet of New Water Mains Installed	N/A	27,127	N/A	N/A
Feet of New Sanitary Sewer Mains Installed	N/A	16,272	N/A	N/A
Capital Improvement Projects Managed	N/A	13	N/A	N/A
Requests for GIS Maps/Information	N/A	182	N/A	N/A

N/A – Information not available.

Planning Division

Summary of 1998 Statistics

Current Development Review

	<i>1st Half 1998</i>	<i>2nd Half 1998</i>	<u>1998 Total</u>	<i>% Change</i>
ODP's Approved/Denied	21	21	42	0%
ODP's Under Review	41	42	83	+2%
PDP's Approved/Denied	7	6	13	-14%
PDP's Under Review	7	7	14	0%
Administrative Amendments	15	15	30	0%
ODP Waivers	10	10	20	0%
Annexations	4	4	8	0%
Comprehensive Land Use Plan Amendments	4	33	37	+825%

Other Review Activities

	<i>1st Half 1998</i>	<i>2nd Half 1998</i>	<u>1998 Total</u>	<i>% Change</i>
Planning Commission/City Council	25	25	50	0%
Special Use & License Board	6	6	12	0%
Referrals	15	18	33	+20%
Public Inquiries	1500	1500	3000	0%
Sign Permits	93	75	170	-19%
Building Permits Reviewed	40	47	87	+18%
Business Licenses Reviewed	131	140	271	+7%
Board of Adjustments and Appeals Meetings	6	6	12	0%

Private Improvement Agreements	12	18	30	+50%
ODP Inspections	180	195	375	+8%
Zoning Infraction Inspections	90	90	180	0%

Major Planning Activities

- Development Review Process Revisions and Guidebook
- Park Centre – Trail Planning Project
- Economic Development Support Activities
- Update of Land use and Demographic Data Base
- Growth Management Program Coordination
- Comprehensive Land Use Plan Implementation
- Monitoring of the DRCOG Vision 2020 Process
- Adams County IGA Regarding the Coordination of Adams County’s Comprehensive Land Use Plan with the City of Westminster
- Planner II and Planning Technician Recruitment and Hiring
- Monthly Residential Development Staff Reports
- Senior Housing Design Guidelines
- Comprehensive Land Use Plan Lawsuit
- Environmental Effects Study
- Northwest Business Park Preliminary Meetings
- Bruchez Property 120th Avenue
- Conducted New Senior Housing Competition
- Revised Multi-Family Design Guidelines
- Revised the Existing Growth Management Program:
 - Allocated Service Commitments for 1999
 - Authorized New Residential Competitions for 1999
 - Amended the Growth Management Program Ordinance
- Organized and Conducted Annual Design Awards Program

Economic Development Division

Key Happenings:

- AMC Theatre opened in April, estimated to generate approximately \$400,000 per year in new admissions and sales tax.
- Next Stage/Colorado Showplace publicly announced plans for a 7,000 seat, indoor entertainment facility, estimated to generate approximately \$900,000 per year in admissions, sales and property tax.
- Westin Hotel and Conference Center broke ground, estimated to generate about \$2 to \$3 million in new sales, room, and property tax annually.
- Marriott Hotel announced plans for a 250-room hotel, estimated to generate over \$1 million in sales and room tax annually.
- Residence Inn and Hampton Inn opened adding 200 rooms and additional room and sales tax.
- Retail growth under construction or approved

- . Kohl's Department Store
- . Stein Mart at Sheridan Crossing
- . Standley Lake Marketplace with new Safeway grocery store
- . Village at Park Centre
- . The Colonnade shopping center
- . The Westminster Promenade
- Redevelopment
 - . Westminster Plaza-new Safeway and shopping center
 - . Brookhill Town Center-home improvement center to build 114,000 s.f. store
- Business Advisory Group met throughout the year. Primary discussion topics included the Westminster Chamber issues and increasing the role and visibility of the group.
- Business Services Program was researched and developed.
- Boulder County Business Report special "Westminster Business" section was completed in September.
- Showcase Event

	<u>1997</u>	<u>1998</u>
Westmoor Technology Park featured	147	257
- Business Appreciation Event

Four Businesses Recognized	180	260
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<u>Year-End Summary Statistics</u>	<u>1997</u>	<u>1998</u>
Direct Inquiries	491	448
Current Active Prospects	19	20
Small Business Scholarships		
Approved Application	32	40
Funding	\$4,600	\$7,300
Face Lift Program		
Inquiries Processed	21	27
Applications Funded	14	16
City Funding	\$45,800	\$65,100

Basic Job Creation

- Lucent Technology, 480,000 expansion planned
1200 to 1500 new jobs
- Match Logic, 31,000 s.f. remodel
200 new jobs
- Genesee Wester/Key Products, 60,000 s.f. new building
65 new jobs
- Paragon Systems Group, 28,000 s.f. new building planned
20 new jobs
- Level 3 Communications, 125,000 s.f. leased
350 new jobs
- Media One Communications, 50,000 s.f. leased
134 new jobs
- Geo Data Solutions, 21,000 s.f. leased
95 jobs retained
- Ball Corporation-Container Division, 28,000 s.f. leased
86 new jobs
- Ball Corporation-Aerospace Division, 42,000 s.f. leased
100 new jobs
- Hitachi, 11,300 s.f. leased
25 new jobs

- Storage Tech, 62,500 s.f. leased
210 new jobs
- Super PC, 8,800 s.f.
30 new jobs

- Over 1,400 jobs were created or retained in 1998
- Over 1,500 jobs are already announced for 1999/2000

Office Space Development

- Westmoor Technology Park
350,000 s.f. Office completed
100,000 s.f. under construction
508,000 s.f. in plan review
- Church Ranch Corporate Center
125,000 s.f. Office Showroom completed
139,400 s.f. Office Showroom under construction
68,100 s.f. R & D space under construction
203,600 s.f. Multi-Store Office in plan review
- Park Centre, MLC Development
150,000 s.f. Office/Warehouse in plan review
- North Park Plaza, Medical Office
21,000 s.f. under construction
- Westpark Business Park
16,500 s.f. Office complete
16,500 s.f. Office ready to construct
- Westminster Promenade
200,000 s.f. Office approved
- Walnut Creek Business Park
98,000 s.f. Office Showroom/Light Manufacturing approved
- Northwest Business Park
1.2 million s.f. Office Park in plan review

	<u>1997</u>	<u>1998</u>
Total Completed	48,630 s.f.	491,500 s.f.
Total Approved/Under Construction	557,500 s.f.	643,000 s.f.
Total Currently in Planning	525,500 s.f.	2,100,000 s.f.

PUBLIC WORKS & UTILITIES

Administration Division

- Public Works and Utilities Staff began working on the transition of staff from the Utilities Division to the Water Resources Division as part of the Department's phase II reorganization that will occur after the first of the new year. The phase II reorganization consists of transferring responsibility of the Semper Water Treatment Facility and Big Dry Creek Water Reclamation Facility under the direction of the Water Resources Manager in order to balance out the number of staff reporting to Division Heads.

- Public Works and Utilities Staff continued to develop the Quality Service/Competitive Service (QS/CS) program that will be utilized in evaluating and improving service delivery within the department. The program was developed after staff visited five cities around the nation that were innovative in their service delivery methods. The QS/CS program is unique from programs offered at the five cities visited, but valuable information was gathered during the visits in developing the program.
- Black & Veatch completed the design of the Reclaimed Water Project. Fourteen pre-qualified contractors were invited to submit construction bids.
- Construction has begun on the Big Dry Creek Sewer Interceptor Phase III that runs from 110th Avenue and Sheridan Boulevard to 120th Avenue and Federal Boulevard. This is the final phase of sewer interceptor that the City will need. Construction of the 30-inch line will be complete in May of 1999.
- Design is underway for the replacement of the 88th and Zuni sewer lift station. The existing station is a confined space hazard and is in poor operational condition. The new lift station will be complete in the spring of 1999.
- The construction of the Reclaimed Water Supply Project is underway. Three miles of the total eleven miles of pipeline have been laid and over half of the tunneling under highways has been completed on the Pipeline portion of the project. The Plant construction continues with the concrete in place for the pump room and treatment mixing basins. The plant will go on-line in the spring of 2000.
- Construction bids were awarded for the Reclaimed Water Project to Tierdael Construction for the pipeline installation and CDM Constructors for the treatment plant construction.
- Staff has prepared a timeline for customer and general public outreach programs for the Reclaimed Water Project. Over the next 15 months, new presentation materials will be developed, training sessions hosted and public informational updates presented as startup of the project approaches in the Spring of 2000.

Environmental Compliance Activities

- Staff met with the City Manager's Office and received approval to finalize and distribute the Environmental Compliance Audit.
- The request for funding to cleanup the gasoline contamination at the Municipal Service Center was approved in the 1999 CIP budget. A request for Statements of Interest was publicized and several firms responded. An evaluation panel will review the statements and select a small number of firms to proceed in the Request for Proposal process.
- Work continues with the Semper Water Treatment Facility with the development and submittal of a Risk Management Plan for the storage of chlorine gas at the facility as required by Section 112(r) of the Clean Air Act. This comprehensive plan is due to EPA by June 21, 1999.
- Staff is evaluating other options available to provide annual household chemical roundups to Westminster citizens.
- An asbestos awareness training class was provided to Public Works and Utilities, Community Development, Building Operations and Maintenance, and Parks employees.
- Staff is working with the Environmental Advisory Board and City Councilor Glenn Scott to select a new working project for the Board. Their options have been narrowed down to Open Space, the Conservatory, and Recycling.
- The Environmental Compliance Program has moved from Public Works and Utilities into General Services and has returned to City Hall.

Rocky Flats Coordinator Activities

- Organized a local government meeting with Seth Kirshenberg, Executive Director of the Energy Communities Alliance, Barry Steinberg and George Schlossberg of the Washington D.C. law firm of Kutak Rock, to discuss issues related to stewardship, reuse and transfer of Department of Energy property to local government control.

- As City of Westminster representative and co-chair of the soil Action Levels Review Oversight Panel, served on committee to review proposals and select a contractor to perform the scientific review of the soil action levels set for plutonium at Rocky Flats. The Risk Assessment Corporation (RAC), was selected to perform the review. The evaluation of the Rocky Flats standard is expected to be finalized in September 1999.
- Participated as City representative on the Surface Water issues working group. The group is tasked with resolving issues related to surface water protection in the near and far term at Rocky Flats. The Pond System, site discharge permit as well as the plutonium standard exceedance on Walnut Creek are being discussed. Requires coordination with Water Resources staff on all water-related issues.
- Coordinated with the City of Broomfield preparation of a letter requesting that the Environmental Protection Agency levy a fine against the Department of Energy for plutonium standard exceedances on Walnut Creek in 1997. As a result of the efforts of the two cities a \$45,000 fine was levied against DOE for the exceedances.
- Coordinated, and provided oversight of the successful Energy Communities Alliance Fall conference. Mounted an aggressive fund raising campaign through booth sponsorships at the conference, which resulted in a \$18,090.00 profit, which was forwarded to the Alliance.
- Served on the Citizens Advisory Board as Secretary for 1999. Declined to accept the nomination as chair due to the time commitments involved. Continue to represent the city's position on all cleanup and closure decisions that come before the Board.
- Continue to provide input to the Rocky Flats Local Impacts Initiative stewardship dialogue group that is preparing a final draft of a white paper on stewardship issues for the Rocky Flats Environmental Technology site. This group is the first site specific group to tackle the stewardship topic.
- Participate as City representative on the Rocky Flats Decommissioning and Decontamination working group, technical review group for the Actinide Migration studies.
- Worked with staff of seven local governments surrounding Rocky Flats to develop an Intergovernmental Agreement to form the new Rocky Flats Coalition of Local Governments. Serve as alternate to Councilor Dixon on the Coalition.

Utilities Division

- During the last two quarters of 1998, the Utilities Division experienced 1 sewer backup and 56 water main breaks.
- The Construction Crew focused on replacing 8,815 feet of water lines during the last two quarters.
- As part of the sewer line rehabilitation project, the Construction Crew did not replace any sewer lines during the last two quarters.
- Delta Environmental Consultants performed four (4) quarterly *Discharge* reports for the Gasoline Recovery System. Along with the *Discharge* reports are quarterly monitoring reports, which track the progress of the remediation at the Municipal Service Center.
- Utility Field Operations contracted the installation of sheet piling to protect the 18-inch sanitary sewer outflow main due to the Little Dry Creek drainage eroding from around the piping. This was a temporary repair pending investigation by Community Development and Urban Drainage. This work was located south of 80th Avenue and east of Wolff Street.
- Mountain States Pipe and Supply Company completed the third and final phase of the residential meter retro-fit program. All residential water meters now utilize the new Radio Frequency Meter Reading System. The Meter Shop is planning the replacement of the large meters in the year 2000.
- The conclusion of the residential water meter retro-fit project has allowed the Meter Services section of Utilities Operations to perform meter reading in two days versus five. The Radio Frequency technology allowing reading the meters by driving by with a computer has improved the efficiency of the program.

- In 1998 the Utilities Division tried a pilot program allowing volunteers (primarily youth groups from Hyland Hills) to paint fire hydrants. For the first year the City's civic associations re earning money for their organizations, sprucing up the neighborhood, and engaging non-profit organizations to volunteer activity through a fire hydrant painting program. The City of Westminster wins also. Since hydrant painting is a necessary City function, the outsourcing program allows the City to get the job done at minimal cost. The non-profit organizations receive \$5 per hydrant. The City's Utility Field Operation's Division supplies wire brushes for surface preparation, red paint and a demonstration on the proper way to paint the hydrant. Volunteers do the rest with their own paint brushes. This activity will continue in 1999, and four (4) other non-profit organizations have expressed interest in being involved in this program. Painting 2,000 hydrants in 1999 is the goal.
- The Utility Operations supervisors toured five (5) Colorado cities to compare their operations with the City of Westminster's operations. Topics concentrated on included comparing computer management programs, outsourced activities, and water and wastewater routine daily activities.
- Utility Operations employees have participated in the departmental task force evaluating quality service and competitive service. The task force's goal is to evaluate every departmental activity to the private sector's service.
- During the year, Utility operations field crews operated 2,194 fire hydrants and repaired 308 of those hydrants.
- Utility Operations outsourced the inspection of 180,000 feet of water main utilizing leak detection. Leak detection is a survey performed on a water pipe line. The leak survey is carried out by the use of a noise correlator. The noise correlator determines the time difference between similar sounds (vibrations) or noise patterns reaching sensors positioned at opposite ends of the section of pipeline being tested. By measuring this time difference, based on the velocity of sound and the distance between sensors, the instrument computes the location of any continuous noise (i.e., leaks). The survey report indicates to the field crews the area(s) where water may be leaking and repairs may need to be made.
- Once again the Utility Operations employees performed very well at the National Snow Plow Rodeo. Those Public Works and Utilities employees who participated in the national event all did a great job representing the City of Westminster.
- Semper Water Treatment Facility's peak consumption day was on June 28, as 41.2 million gallons flowed through the distribution system. The year-to-date consumption is 6,554,020,000 gallons. The deviation from the previous year is +9 percent. Water treatment cost per 1,000 gallons, based on expenditures is \$0.65/1,000 gallons. The costs associated with the operation of the Semper Water Treatment Facility are as follows: \$668,880 - electrical; \$195,405 chemical; \$734,918 - labor; \$34,759 - maintenance cost (contract); \$46,072 - overtime (FLSA/Operators/on-call). Semper has expended 94 percent of its budget encumbrance.
- The City of Westminster acquired the Colorado Department of Public Health and Environment biosolids application permits on 2,053 acres of farmland at the City's Strasburg Natural Resource Farm. The City installed monitoring wells at the Strasburg Natural Resource Farm to monitor groundwater elevations and nitrate concentrations.
- The Wastewater Operations Coordinator, Dave Cross, performed quarterly sampling on four (4) permitted industries and annual inspections on six (6) industries as required by industrial pretreatment regulations.
- The City of Westminster's Wastewater Operations Coordinator, Dave Cross, surveyed and inspected 120 Westminster businesses to determine their potential for discharge of prohibited wastes to the City's collection system.

Activity	1997 2 nd Half	1998 2 nd Half	%Change e 2 nd Half	1997 YTD	1998 YTD	% Change YTD
BDC Wastewater treated gallons/day	6.33M	6.06M	-4.45%	6.03M	6.08M	+0.83%
Metro Wastewater treated gallons/day	4.67M	4.23M	-10.4%	4.20M	4.25M	+1.19%
Water consumption/day	16.4MG	17.9MG	+9.0%	16.4MG	17.9MG	+9.0 %
Water taps installed	325	154	-53.0%	650	309	-110%
In-House Water line installed/feet	7,458	8,815	+2.0%	14,915	17,630	+18.2%
Water main breaks repaired	83	56	-33.0%	141	112	-25.8%
Sewer line rehabilitation (new category)	10,345	10,404	+0.05%	10,345	10,404	+0.05%
Manhole rehabilitation (new category)	28	12	-57.0%	28	12	-57.0

Street Division

- Asphalt Specialties resurfaced and reconstructed asphalt at 28 various locations throughout the City and also on Adams County School Districts 14 and 50 properties as specified in the contract documents for the 1998 Asphalt Pavement Rehabilitation Project. Asphalt Specialties completed the project on November 13, 1998, for a final contract price of \$1,332,460.
- Asphalt work to improve the rideability of designated roadways within the City was performed by City crews as part of the 1998 Rideability Project.
- Concrete Express performed work associated with the 1998 Customer Service Concrete Replacement Program. A change order for curb, gutter and sidewalk replacement on Tennyson Street, from 90th Avenue to 92nd Avenue, was submitted for City Council approval at the August 24 Council meeting. The program was completed the week of August 24, which was two weeks ahead of schedule, and the program was also completed under budget. A total of 16,000 linear feet of deteriorated curbs, gutters and sidewalks were replaced.
- S&D Construction replaced 20,000 linear feet of curbs, gutters, sidewalks and crosspans on streets that were resurfaced and reconstructed throughout the City as part of the 1998 Street Improvement Concrete Replacement Program. The project was completed the week of September 7, and correction work was completed the last week in November. The final contract price of the project was \$550,000.
- Infrastructure Management Services (IMS) performed tests on City roadways for the annual Pavement Management Program update. This update assures that data being utilized with the computerized Pavement Management System is no older than five years by performing new tests in 20% of the City each year. The re-testing also aids in building prediction models for the life expectancy of each City street so that consistent priorities can be established. IMS also delivered the new Windows "95" based software to Street Division Staff making the program more user friendly and GIS compatible.
- A-1 Chipseal Company commenced 140,000 square yards of work associated with the 1998 Chipseal Project on July 6, 1998, and completed the chipseal application to 29 streets on July 10, 1998, for a total cost of \$147,200.
- As part of the 1998 In-house Asphalt Rehabilitation Project, City crews reconstructed Xavier Street, from 72nd Avenue to 72nd Place, and 72nd Place, from Xavier Street to Wolff Street, following the replacement of a water line in the first part of the 1998 by the Utilities Division.
- Work began in October to mark concrete and measure streets scheduled to be overlaid and reconstructed as part of the 1999 Street Improvement Projects.

- Requests for proposals were sent to contractors in November for the 1999 Asphalt Pavement Rehabilitation Project, the prebid conference was held November 19 and the bid opening was held on December 8. A total of five contractors purchased bid packages. A recommendation to award the bid will be presented for City Council approval in February.
- Bid documents were prepared in November for the 1999 Street Improvement Concrete Replacement Project, a prebid conference was held on December 8 and the bid opening was held on December 29. A recommendation to award the bid will be presented for City Council approval in February.
- Bid documents were prepared in November for the 1999 Customer Service Concrete Replacement Program, the prebid conference was held on Tuesday, December 8 and the bid opening was held on December 29. A recommendation to award the bid will be presented for City Council approval in February.
- The 1999 Sealcoat Project bid documents are being prepared and the bid opening date will be in the first quarter of 1999.
- Street Division Staff compiled information for the 1999 Street Improvement Projects. Streets that were marked for reconstruction in 1999 were cored for asphalt and basecourse thickness and the Pavement Management data was studied to determine the appropriate rehabilitation strategies.
- Fasick Concrete Inc. replaced concrete under warranty from the 1997 Customer Service Concrete Replacement Program.
- Bid documents for the 1999 Full City Street Sweeping Contract were prepared and sent to contractors on November 9, and the bid opening was held on November 23. Five sweeping contractors received bid documents, the prebid meeting was held November 16 and the bid opening was held on November 23. The low bid was \$32.47 per curb mile, which is 9 percent lower than 1998's price of \$35.70 per curb mile. A Council Memo, designating Alpha Brooming as the contractor, was presented to City Council for approval at the December 14 City Council Meeting. The new contract will commence on January 1 and will remain in effect for five years with one-year renewals.
- Snowfighters' Training was held on December 2 and 3 for all Street and Utilities Division personnel. All drivers received four hours of classroom and four hours of hands-on training with their respective snow removal trucks and equipment.
- The In-House Snowplow Rodeo Competition for snow fighters from the Department of Public Works and Utilities was held September 22 and 23 and the top qualifiers from this completion attended and competed in the 18th Annual APWA Western Snow & Ice Conference/Rodeo that was held in Estes Park from September 29 to October 2. This training is designed to sharpen the skills of the drivers and equipment operators from the Street and Utilities Divisions prior to the 1998-1999 snow season.
- The second rotation of the painting of crosswalks, arrows and legends was completed the week of August 24, and new pavement markings were installed on newly-overlaid streets. The second rotation of street striping was completed the week of September 21.
- Striping operations were performed at various City facilities, and 3M tape pavement markings were installed at various locations throughout the City. Pavement markings were installed on US 36 per a request from the Police Department. These markings are used to designate speed zone areas.
- As part of the work share Intergovernmental Agreement program with the City of Englewood, the City of Englewood and City of Westminster crews used Englewood's milling machine and loader to grind pavement in preparation for overlay. In exchange, Westminster crews performed street striping for the City of Englewood.
- The Support Services Crew performed the annual storm sewer inlet inspection, and updates to the storm sewer list were made. Open drainage areas were cleaned to aid in the prevention of flooding. To solve an ongoing drainage problem at 121st and Delaware Street, the Support

Services Crew installed a new drainage pipe. A private contractor, under the City's supervision, installed a manhole box located at West 121st Avenue and Delaware. This work should eliminate a severe drainage problem that was affecting both private and public properties.

- The City of Westminster's Fall Cleanup Program was held October 19 to October 30. During this time period, City crews removed oversized unwanted items from Westminster residents' curbsides. Clerical Staff at the Municipal Service Center (MSC) took 440 phone calls regarding the program, as compared with 689 in 1997. The overall totals were as follows: in 1998, there were 2,793 participating households, compared with 2,198 in 1997 (an increase of 27%), and we hauled a total 3,825 cubic yards of debris to the landfill in 1998, compared to 3,032 cubic yards in 1997 (an increase of 25%).
- A City-wide emergency mock exercise was held on September 16, and a partial Street Division crew was made available to respond for this exercise.

	1997 2nd Half	1998 2nd Half	%Chang e 2nd Half	1997 YTD	1998 YTD	%Chang e YTD
Striping (feet)	352,700	506,282	+44%	1,163,000	1,443,882	+24%
Signs Installed	288	303	+5%	468	458	-2%
Signs Repaired	493	284	-42%	963	755	-22%
Miles Street Swept	3127.94	2715.14	-13%	5,763.25	6,727.66	+17%
Pothole Hotline Calls	69	67	0%	129	108	-16%
Customer Service Requests	88	131	+48%	170	184	+8%
Concrete Replacement Requests	102	125	+23%	246	254	+3%
Potholes Patched	513	1218	+137%	2,898	6,877	+137%

Water Resources Division

- The City of Westminster purchased 1.5 shares of Farmers' High Line stock and 8.5 shares of FRICO stock, representing approximately 60 acre feet of firm yield water.
- Westminster and the other Plaintiffs in the City of Golden Lee, Stewart, and Eskins Case made oral arguments before the Colorado Supreme Court. A decision is expected from the Supreme Court in the first quarter of 1999.
- The Farmers' High Line Canal and Reservoir Company submitted Leyden Reservoir breach plans to the Colorado State Engineer's Office.
- All cells of Woman Creek Reservoir were emptied for the first time in the last quarter of 1998. The water, the majority of which was captured during spring run-off, was sampled and tested by staff from Rocky Flats and found to be below the action level of 0.15 pCi/l.
- The Jim Baker Reservoir wetlands are again the subject of a field inspection to determine the status of the continuing establishment of the wetlands. Results of this study will be received and reviewed early in 1999.
- A total of 21 replacement trees were planted on the eastern side of Jim Baker Reservoir. These replaced trees that had died since the initial construction of the reservoir. In addition, the City hired Cat Construction to replace the outlet gates at the reservoir due to damage.
- With the successful completion of the restoration obligations associated with the construction of Jim Baker Reservoir, the City of Westminster's reclamation permit with the State of Colorado Division of Minerals and Geology was released from further obligations and the file closed.
- The Capital Improvement Program recommended by the Treated Water Master Plan was being incorporated into the Tap Fee Study. The Tap Fee Task Force convened and evaluated potential

changes to the Tap Fee Ordinance. These changes were incorporated into the tap fee ordinance adopted by City Council.

- Evaluation of water demand data was accomplished using the GIS Water Tracking System developed as part of the Joint Water Management System Study (HBA Study). This data was incorporated into the Tap Fee Model and used to determine residential tap fees.
- The Standley Lake Cities, in cooperation with the Upper Clear Creek Watershed Association, are developing a sampling plan to assess the impacts of stormwater runoff and septic systems in the Clear Creek Basin.
- Staff completed work collecting information on septic systems located within with the Clear Creek Basin (Clear Creek, Gilpin, and Jefferson Counties). The information is now being assimilated into GIS format for mapping. The data will be used as an input to the watershed model of nutrient sources within the Clear Creek drainage basin.
- Water Resources Staff prepared a new analysis and estimates Westminster's treated and reclaimed water supply and demand, in conjunction with the Planning Division in order to estimate the remaining unallocated water supply available for future growth.
- The Semper Lab Task Force provided its collection of data and analysis to Montgomery Watson consultants for review and a more detailed analysis. The Final Report was received the last week of December, 1998 and is currently being reviewed. Based on early cost analysis, the decision was made to immediately outsource two water quality analysis programs: metals and radionuclides.
- Staff completed the Final Draft of the 1996-97 update of the Standley Lake & Standley Lake Tributaries Water Quality Analyses and Trends Report in order to cut costs. In years past, consultants generated this report.
- Educational brochures on outdoor water conservation, developed in consultation with the Boulder Energy Conservation Center (BECC), were mailed to 50 test homes within the City's boundaries. The BECC did a follow-up survey with some of the brochure recipients and a control group of Westminster citizens to find out about the effectiveness of the brochure and more about Westminster residents' water use patterns. The BECC also conducted basic water conservation training with the Utility Billing Clerks earlier this year. The project is currently in the completion stage.
- The Water Resources Manager became involved with the Semper high service pump station, chemical building and clearwell rehabilitation project in November. He also participated in the interviews for the Big Dry Creek Water Reclamation Facility Supervisor position.
- Water Resources Staff settled a water rights case with the Agricultural Ditch Company regarding the change in place of diversion of the Welch Ditch on Clear Creek.
- Water Resources Staff prepared for trial in a water rights case filed by the Consolidated Mutual Water Company changing the Lake Erie storage right under the Farmers' High Line Canal.

PARKS, RECREATION AND LIBRARIES

Summary of 1998 statistics compared to 1997 (July – December) and Year End:

Recreation Facilities Division

Drop-In Participation	1997 6 month	1998 6 month	% Change	1997 Year End	1998 Year End	% Change
City Park	117,268	136,759	+16%	313,664	308,984	- 2%
SFC	56,322	53,871	-5%	116,748	111,351	- 5%
Countryside	12,674	12,068	-5%	24,510	22,686	- 7%
Kings Mill	2,390	2,367	-1%	4,634	3,532	- 24%
Senior Center	38,984	38,021	-3%	68,925	82,410	+20%
Standley Lake	20,384	27,993	+37%	35,587	47,510	+34%
Aquatics	4,425	4,316	-2%	9,662	10,100	+ 4%
Facilities Revenue						
City Park	\$480,549	\$493,946	+3%	\$962,108	\$1,012,760	+5%
SFC	\$146,376	\$156,930	+7%	\$310,993	\$ 322,916	+4%
Countryside	\$ 31,953	\$ 35,801	+11%	\$ 74,099	\$ 81,400	+9%
Senior Center	\$ 77,816	\$ 74,446	-4%	\$159,501	\$ 162,940	+2%
Kings Mill Pool	\$ 2,100	\$ 2,411	+13%	\$ 4,935	\$ 5,865	+16%

Recreation Programs	1997 6 month	1998 6 month	% Change	1997 Year End	1998 Year End	% Change
Participation	88,106	90,462	+3%	110,440	114,671	+4%
Revenue	\$208,270	\$255,509	+23%	\$485,482	\$559,308	+15%

Legacy Ridge Golf Course	1997 6 month	1998 6 month	% Change	1997 Year End	1998 Year End	% Change
Revenue	\$852,068	\$946,701	+11%	\$1,635,020	\$1,759,443	+8%

Standley Lake	1997 6 month	1998 6 month	% Change	1997 Year End	1998 Year End	% Change
Revenue	\$35,067	\$33,011	-6%	\$330,355	\$328,545	N/A

Library Services Division

Activity Indicators (some figures not available for College Hill Library. Please note that April opening of College Hill attracted patrons from other City libraries. Also note that Bookmobile discontinued in April 1998.)

Library	1997	1998	%	1997	1998	%
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Services	6 month	6 month	Change	Year End	Year End	Change
Circulation						
76 th Ave.	130,510	104,453	-20%	266,497	222,852	-14%
Kings Mill	53,867	36,921	-30%	109,301	83,009	-29%
College Hill	N/A	249,700	N/A	N/A	345,996	
Bookmobile	10,716	N/A	N/A	20,171	5,893	discontinued
TOTAL	194,093	391,074	+101%	395,969	657,750	+66%
Patrons	98,263	192,523	+96%	142,921	283,802	+98%
Reference Questions	13,622	32,433	+138%	19,866	48,601	145%
Program Attendance	2,921	12,791	+338%	3,987	16,596	+316%

College Hill Library continued to attract more patrons in the last half of 1998. As a result, total circulation for Westminster's three libraries was up over 100%. Circulation decreased at 76th Avenue and Kings Mill Libraries. However, circulation is still strong at 76th Avenue Library for a facility of its size.

The Library Instruction Room at College Hill, equipped with 22 PC workstations and an instructor's station, was completed. Several hundred City of Westminster employees received training on the City's new e-mail system in this instruction room. Library staff developed a series of free classes on the Internet and other electronic resources to be offered in this room starting January 1999.

A major exhibition by the Front Range Contemporary Quilters was held at the College Hill Library. The show will be featured on Home and Garden TV network some time during the summer of 1999.

Upgrades were made to furnishings and shelving at 76th Avenue Library, greatly improving the overall appearance of the facility.

Summary of Proceedings

Summary of Proceedings of the regular City Council meeting held Monday, March 15, 1999.

Present at roll call were Mayor Heil, Mayor Pro Tem Merkel and Councillors Allen, Atchison, Dixon, and Smith. Absent none.

The minutes of the meetings of February 22 and March 1, 1999 were approved with no additions or corrections.

At 7:24 P.M. a public hearing was held on an amendment to the Comprehensive Land Use Plan and the Preliminary Development Plan for Weatherstone, to be located at the southeast corner of Sheridan Boulevard and 118th Place.

Council accepted the resignation of Kenneth Miller and appointed Charles Lortie as a Regular member and William Wierzbicki as an Alternate member to the Environmental Advisory Board.

Council approved the following: 96th Avenue Extension, Pierce to Teller Street; Big Dry Creek at Interstate 25 Change Order; Semper Water Treatment Facility Landscaping; Phase II Cost Allocation Contract; Transfer of Utility Capital Improvement Project Funds; Conservatory Consultant Contract; Amended Intergovernmental Agreement with City of Broomfield; 2nd Amended PDP for 3M PUD; Construction Contract for Northwest Area Recreation Center; Amendment to Ice Centre Intergovernmental Agreement with Hyland Hills; Ice Centre Agreement with Tamminga Construction; Year 2000 Computer Aided Dispatch System upgrade; and Woman Creek Reservoir Authority Lease.

Council set the date of March 22, 1999 at 7:00 P.M. for a Special City Council meeting to select the person to fill the vacancy on City Council.

The following Councillor's Bills were introduced and passed on first reading:

A BILL FOR AN ORDINANCE AMENDING THE WESTMINSTER COMPREHENSIVE LAND USE PLAN FOR THE PROPERTY SHOWN ON EXHIBIT "A" FROM BUSINESS PARK TO SINGLE FAMILY ATTACHED AND SINGLE FAMILY DETACHED – MEDIUM DENSITY. Purpose: Amended to allow 90 acre residential project at 118th Place and Sheridan Boulevard.

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGET IN THE GENERAL CAPITAL IMPROVEMENT FUND. Purpose: Funding for Y2K Computer Aided Dispatch System upgrade.

The following Councillor's Bill was passed and adopted on second reading:

A BILL FOR AN ORDINANCE AUTHORIZING AN ASSISTANCE AGREEMENT WITH HOME DEPOT, USA, A DELAWARE CORPORATION.

The following Resolutions were adopted:

Resolution No. 11 – Resignation/Appointment to Environmental Advisory Board
Resolution No. 12 – Extend Savory Farm Service Commitment Timeline
Resolution No. 13 – Extend HollyPark Service Commitment Timeline
Resolution No. 14 – Loan Amendment from Water & Wastewater Enterprise to WEDA
Resolution No. 15 – Private Activity Bond Allocation for WEDA Bond Conversion

At 8:05 P.M. the meeting was adjourned.

By order of the Westminster City Council
Michele Kelley, CMC, City Clerk
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