



CITY COUNCIL AGENDA

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

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

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

The "Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any Council member wishes to remove an item for separate discussion. Items removed from the consent agenda will be considered immediately following adoption of the amended Consent Agenda.

8. Consent Agenda
 - A. Application to State Historical Fund for Shoenberg Farm Milk and Ice House Rehabilitation
 - B. 128th Avenue and Huron Street Landscape Construction Contract
 - C. Engineering Services Contract for the Update to the Biosolids Management Master Plan
 - D. 87th Avenue and Wadsworth Boulevard Lift Station Replacement Project Design Contract
 - E. Intergraph Corporation 2011 Software Maintenance Contract
 - F. 2011 Tele-Works Upgrade Purchase
 - G. Second Reading of Councillor's Bill No. 8 re Westminster Hills Open Space Acquisition Supplemental Appropriation
9. Appointments and Resignations
10. Public Hearings and Other New Business
 - A. Councillor's Bill No. 11 Authorizing the 4th Quarter 2010 Supplemental Appropriation
11. Old Business and Passage of Ordinances on Second Reading
12. Miscellaneous Business and Executive Session
 - A. City Council
 - B. Executive Session
 - Obtain direction from City Council re Proposed Economic Development Agreement with Metalcraft Industries pursuant to Westminster Municipal Code Sections 1-11-3(C)(4) and (7) and Colorado Revised Statutes §24-6-402(4)(e)
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 wishing to speak other than the applicant will be required to fill out a “Request to Speak or Request to have Name Entered into the Record” form indicating whether they wish to comment during the public hearing or would like to have their name recorded as having an opinion on the public hearing issue. Any person speaking may be questioned by a member of Council or by appropriate members of City Staff.
- C.** The Chair shall rule upon all disputed matters of procedure, unless, on motion duly made, the Chair is overruled by a majority vote of Councillors present.
- D.** The ordinary rules of evidence shall not apply, and Council may receive petitions, exhibits and other relevant documents without formal identification or introduction.
- E.** When the number of persons wishing to speak threatens to unduly prolong the hearing, the Council may establish a time limit upon each speaker.
- F.** City Staff enters a copy of public notice as published in newspaper; all application documents for the proposed project and a copy of any other written documents that are an appropriate part of the public hearing record;
- G.** The property owner or representative(s) present slides and describe the nature of the request (maximum of 10 minutes);
- H.** Staff presents any additional clarification necessary and states the Planning Commission recommendation;
- I.** All testimony is received from the audience, in support, in opposition or asking questions. All questions will be directed through the Chair who will then direct the appropriate person to respond.
- J.** Final comments/rebuttal received from property owner;
- K.** Final comments from City Staff and Staff recommendation.
- L.** Public hearing is closed.
- M.** If final action is not to be taken on the same evening as the public hearing, the Chair will advise the audience when the matter will be considered. Councillors not present at the public hearing will be allowed to vote on the matter only if they listen to the tape recording of the public hearing prior to voting.

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, FEBRUARY 28, 2011 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

Boy Scouts from Pack 324 presented the colors and led the Council, staff and audience in the Pledge of Allegiance. The Scouts and their leaders introduced themselves. Most of the Scouts were working toward Communications Merit Badge, and one had recently earned his Eagle Scout designation.

ROLL CALL

Mayor Nancy McNally, Mayor Pro Tem Chris Dittman, and Councillors Bob Briggs, Mark Kaiser, Scott Major, and Faith Winter were present at roll call. Councillor Mary Lindsey was absent and excused. J. Brent McFall, City Manager, Martin McCullough, City Attorney, and Linda Yeager, City Clerk, also were present.

CONSIDERATION OF MINUTES

Councillor Kaiser moved, seconded by Mayor Pro Tem Dittman, to approve the minutes of the regular meeting of February 14, 2011, as written. The motion passed unanimously.

CITY MANAGER'S REPORT

Mr. McFall announced that after tonight's meeting, the City Council and the Board of Directors of the Westminster Economic Development Authority would convene jointly in executive session pursuant to Westminster Municipal Code Sections 1-30-3(B), 1-11-3(C)(4), (7) and (8) and Colorado Revised Statutes §24-6-402(4)(e) to consult with legal counsel concerning status of the *Westminster Mall Company* litigation and settlement discussions.

CITIZEN COMMUNICATION

Bill McCann, 10210 West 102nd Avenue, objected to any interference by the City in his private contract for trash. An article in the City Edition indicated that new policies and legislation were forthcoming. He wanted open dialogue with City Council and read a letter he had written to the Editor of the *Westminster Window*.

Susan Kochevar, 10021 Nelson Street, read a letter to the Editor of the *Westminster Window* she had written about "pay as you throw" trash disposal services. Council members had urged staff to explore more options at a recent study session, and she favored that approach.

CONSENT AGENDA

The following items were submitted for Council's consideration on the consent agenda: accept the January 2011 Financial Report; change the date of the first regularly scheduled City Council meeting in March from March 14 to March 21; based on the results of the State of Colorado light duty vehicle bid, award the bid for one Toyota Prius hybrid totaling \$24,501 to Stevenson Toyota, the bid for eight Chevrolet light vehicles for \$240,045 to Dellenbach Chevrolet and the bid for six light duty Chevrolet vehicles for \$133,815 to Mike Shaw Chevrolet; authorize payment of \$88,190 to Foothills Animal Shelter for the City's 2011 assessment for animal shelter services; based on the City Manager's recommendation, find that the public interest was best served by authorizing the City Manager to execute a \$65,046 contract with Hydrosystems KDI, Inc. for completion of the Reclaimed Water System Cross Connection Project - Phase II and authorize a ten percent contingency in the amount of \$6,505 for a total project budget of \$71,551; based on the City Manager's recommendation, find that the public interest would best be served by authorizing the City Manager to execute a sole source contract with Eaton Corporation for the purchase and installation of two variable frequency drive motor control systems in the amount of \$142,500 and authorize a project contingency of \$14,000 for a total project cost of \$156,500;

final passage on second reading of Councillor’s Bill No. 6 authorizing the City Manager to execute and implement an Economic Development Agreement Addendum with Scottrade, Inc. for the purpose of clarifying sales and use tax rebates on furniture and equipment purchases; and final passage on second reading of Councillor’s Bill No. 7 authorizing the City Manager to execute and implement the Amended Economic Development Agreement with The Bedrin Organization for the “Murdoch’s” store.

There was no request to remove an item for individual consideration, and Mayor Pro Tem Dittman moved, seconded by Councillor Major, to approve the consent agenda as presented. The motion carried.

RESOLUTION NO. 6 AUTHORIZING YEAR-END 2010 GENERAL FUND CONTINGENCY TRANSFER

Upon a motion by Councillor Kaiser, seconded by Mayor Pro Tem Dittman, the Council voted unanimously on roll call vote to adopt Resolution No. 6 authorizing the transfer of \$97,000 from the 2010 General Fund contingency account into the Street Division budget within the Public Works & Utilities Department.

RESOLUTION NO. 7 ESTABLISHING 2011 FEES FOR STANDLEY LAKE AND GOLF COURSES

Councillor Major moved to adopt Resolution No. 7 approving an increase in various Standley Lake Regional Park use fees and various user fees and passes for the City’s golf courses, Legacy Ridge and The Heritage at Westmoor. The motion was seconded by Councillor Winter and carried with all Council members voting in favor.

RESOLUTION NO. 8 SUPPORTING AGREEMENT FOR GOCO GRANT AWARD

It was moved by Councillor Briggs and seconded by Mayor Pro Tem Dittman to adopt Resolution No. 8. in support of the Agreement between the City of Westminster and the State Board of the Great Outdoors Colorado Trust Fund for a grant award to fund the Westminster Hills Open Space Acquisition. The motion carried unanimously at roll call.

COUNCILLOR’S BILL NO. 8 APPROPRIATING GOCO FUNDS FOR OPEN SPACE ACQUISITION

Councillor Kaiser moved to pass on first reading Councillor’s Bill No. 8 appropriating funds received from Great Outdoors Colorado in the amount of \$771,000 for the Westminster Hills Open Space Acquisition grant. Councillor Major seconded the motion and it carried unanimously on roll call vote.

COUNCILLOR’S BILL NO. 9 APPROVING WATER & WASTEWATER UTILITY DEBT OBLIGATION

Councillor Briggs moved, seconded by Councillor Major, to pass as an emergency ordinance Councillor’s Bill No. 9 approving a debt obligation by the Water and Wastewater Utility Enterprise in the principal amount of \$425,000. At roll call, the motion passed unanimously.

COUNCILLOR’S BILL NO. 10 AUTHORIZING AMENDED EDA - CHURCH RANCH HOTEL COMPANIES

Councillor Winter moved to pass as an emergency ordinance Councillor’s Bill No. 10 authorizing the City Manager to execute and implement an amendment to the economic development incentive agreement with the Church Ranch Hotel companies providing for a 19 month extension of the existing Business Assistance Agreement for the full service Marriott & Hyatt Place Hotels project. The motion was seconded by Councillor Kaiser and passed unanimously at roll call.

ADJOURNMENT

There being no further business to come before the City Council, it was moved by Dittman and seconded by Major to adjourn. The motion carried and the meeting adjourned at 7:27 P.M.

ATTEST: _____
City Clerk

Mayor



Agenda Item 8 A

Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: Application to State Historical Fund for Shoenberg Farm Milk and Ice House Rehabilitation

Prepared By: Tony Chacon, Senior Projects Coordinator

Recommended City Council Action

Authorize the City Manager to submit a grant application to the State Historical Fund in the approximate amount of \$238,109 to combine with a proposed City cash match of \$79,370 to complete rehabilitation work on the Shoenberg Farm Milk & Ice House.

Summary Statement

- A portion of Shoenberg Farm, including seven historic structures, is a designated local historic landmark located on the southwest corner of West 73rd Avenue and Sheridan Boulevard.
- The original farm buildings were built in 1911 as a facility supporting National Jewish Hospital.
- The original farm buildings were acquired by the City in 2009 using a State Historical Fund grant.
- Grant funding from the State Historical Fund and the Westminster Legacy Foundation has permitted the City to rehabilitate the dairy barn, provide site and drainage improvements, conduct historic structure assessments, and prepare construction documents to rehabilitate other structures.
- This grant would be used to rehabilitate the exterior of the 1911 brick Milk and Ice House directly adjacent to the recently rehabilitated dairy barn.
- The City's matching funds of \$79,370 are included in the adopted 2012 General Capital Improvement Fund.

Expenditure Required: \$317,479

Source of Funds: \$238,109 State Historical Fund Grant plus
\$79,370 from the 2012 General Capital Improvement Fund – Shoenberg Farm Restoration Project



Policy Issue

Should City Council authorize a grant application in the amount of \$238,109 to the State Historical Fund, to be combined with a 25% cash match of \$79,370 (City funds) to complete preservation and rehabilitation of the Shoenberg Farm Milk and Ice House?

Alternative

Do not authorize the grant application. This alternative is not recommended because there is no other source of funding in this amount to pay for the critical stabilization of the Milk and Ice House. Also there will not be another opportunity to apply for State Historical Funds until 2012.

Background Information

Shoenberg Farm was built in 1911 at the request of National Jewish Hospital by international philanthropist Louis Shoenberg. The hospital required a supply of fresh milk and eggs to treat its tuberculosis patients in the early 20th Century. Mr. Shoenberg was a founding partner with David May of May Department Stores in 1877. Jacob Tepper bought the farm in 1921 and developed a large wholesale egg and dairy facility, as well as establishing 19 Dolly Madison Ice Cream stores throughout the Denver area.

City Council designated a portion of Shoenberg Farm a local historic landmark on March 31, 2008. The State Historical Fund (SHF) has awarded a total of \$918,886 to date for acquisition, historic structure assessments, site and drainage improvements, construction documents on five structures, and the exterior and structural rehabilitation of the dairy barn. The Westminster Legacy Foundation (WLF) has also awarded a total of \$14,605 for Shoenberg Farm projects.

The dairy barn rehabilitation was completed in 2010 and the concrete silo stabilization will occur this summer. Completion of the milk and ice house project in 2012 would complete rehabilitation of the core portion of Shoenberg Farm. A condition of the major funding by the State Historical Fund is that Shoenberg Farm property owned by the City is subject to a preservation easement monitored by the Colorado Historical Foundation. This easement requires that the City continue to make progress on preservation and rehabilitation of the Shoenberg Farm structures.

The two-year City budget provides \$79,000 in 2012 as a cash match for this application. The application for the grant in 2011 is recommended because, if selected by the State, the grant funds do not become available for use until 2012. Waiting to apply for the grant until 2012 would mean the project could not start until 2013 at the earliest.

This grant supports the City Council's goal of a Financially Sustainable City Government Providing Excellent Services by providing revenues to support defined city services and service levels as a mature city and the City Council's goal of supporting Vibrant Neighborhoods in One Livable Community, by preserving and restoring historic assets.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



Agenda Item 8 B

Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: 128th Avenue and Huron Street Landscape Construction Contract

Prepared By: David W. Loseman, Senior Projects Engineer

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder, CoCal Landscaping, in the amount of \$69,962 for the 128th Avenue and Huron Street Landscape Construction Project and authorize a construction contingency in the amount of \$7,000, for a total project budget of \$76,962.

Summary Statement

- In June 2007, the City entered into an Intergovernmental Agreement (IGA) with Adams 12 Five Star Schools relating to certain improvements in and around Mountain Range High School and Silver Hills Middle School. One of the requirements of the City outlined in the IGA is the construction of a mile-long trail through the Tanglewood Creek Open Space located immediately east of the school site. Due to limited funds, City staff and Adams 12 officials agree that a more achievable and visibly attractive project would be to landscape the area between the curb and sidewalk and add supplemental trees along each school frontage adjacent to 128th Avenue and Huron Street.
- The Request for Bids for the construction of this project was sent to seven qualified landscape firms, and bids were opened on February 3. Six bids were received with the lowest bidder being CoCal Landscaping, Inc. with a bid of \$69,962.
- Staff has reviewed the bids and recommends awarding this construction contract to CoCal Landscaping. A contingency is also recommended in the amount of \$7,000.

Expenditure Required: \$76,962

Source of Funds: Cash-in-Lieu of Land Dedication for Public Schools Account
(Funds have been moved to the General Capital Improvement Project account)



Policy Issue

Should the City proceed with the 128th Avenue and Huron Street Landscaping project?

Alternative

Alternatives include postponing or abandoning the construction of this project. Given the desire by the City and Adams 12 School District to enhance the street landscaping in front of the schools, this alternative is not recommended.

Background Information

In June 2007, the City entered into an Intergovernmental Agreement with Adams 12 Five Star Schools relating to the improvements in and around Mountain Range High School and Silver Hills Middle School. One of the requirements of the City outlined in the IGA is the construction of a mile-long trail through the Tanglewood Creek Open Space using cash-in-lieu of “Land Dedication for Public School Sites” collected from developers in accordance with Westminster Municipal Code Section 11-6-8. The available balance in the account was approximately \$144,000, which was not enough to do the trail project. The trail would cost in the range of \$250,000 to design and construct. City staff and Adams 12 officials agree that a more achievable and visually beneficial project would be to landscape the area between the curb and sidewalk along 128th Avenue and Huron Street adjacent to the schools. Approximately 90 new trees will be planted on the school property and, thus, will be maintained by the District at the conclusion of the project. The areas behind the curb and within the public rights-of-way will be covered with blue gramma grass that is touted to be maintenance-free. City Council approved \$93,708 for the landscaping project with the second quarter supplemental appropriation in September 2010; any remaining funds will be returned to the school land dedication fee account for future projects.

Following the completion of the landscape design by Staff in November 2010, requests for bids for the construction of this project were sent to seven qualified landscape firms, and bids were opened on February 3.

The bid results are as follows:

<u>Contractor</u>	<u>Submitted Bid</u>
CoCal Landscape	\$69,962.00 , adjusted up from their original bid of \$64,820.00 (see explanation below)
T2 Construction	\$82,844.00
Coloco, Inc.	\$85,651.00
Arrow J Landscape and Design, Inc.	\$96,589.45
Urban Farmer	\$116,691.42
Goodland Construction, Inc.	\$136,935.00
Engineer’s Estimate	\$86,379.00

All bids received included a line item cost for an irrigation system that was based on as-built drawings provided by the School District. After the deadline to issue addendums during the bidding of the project, Staff became aware that the as-built drawings were inaccurate, thus requiring more irrigation work than what is reflected in all of the bids. Rather than rebid the entire project, Staff negotiated revisions to CoCal’s bid to reflect the extra work needed to install the irrigation system. CoCal’s proposed revised total cost to do the work is \$69,962. Staff believes that this is a prudent approach because CoCal’s

adjusted price is still less than the next lowest bidder, the revised price is reasonable for the work involved and CoCal concurs with the revised bid.

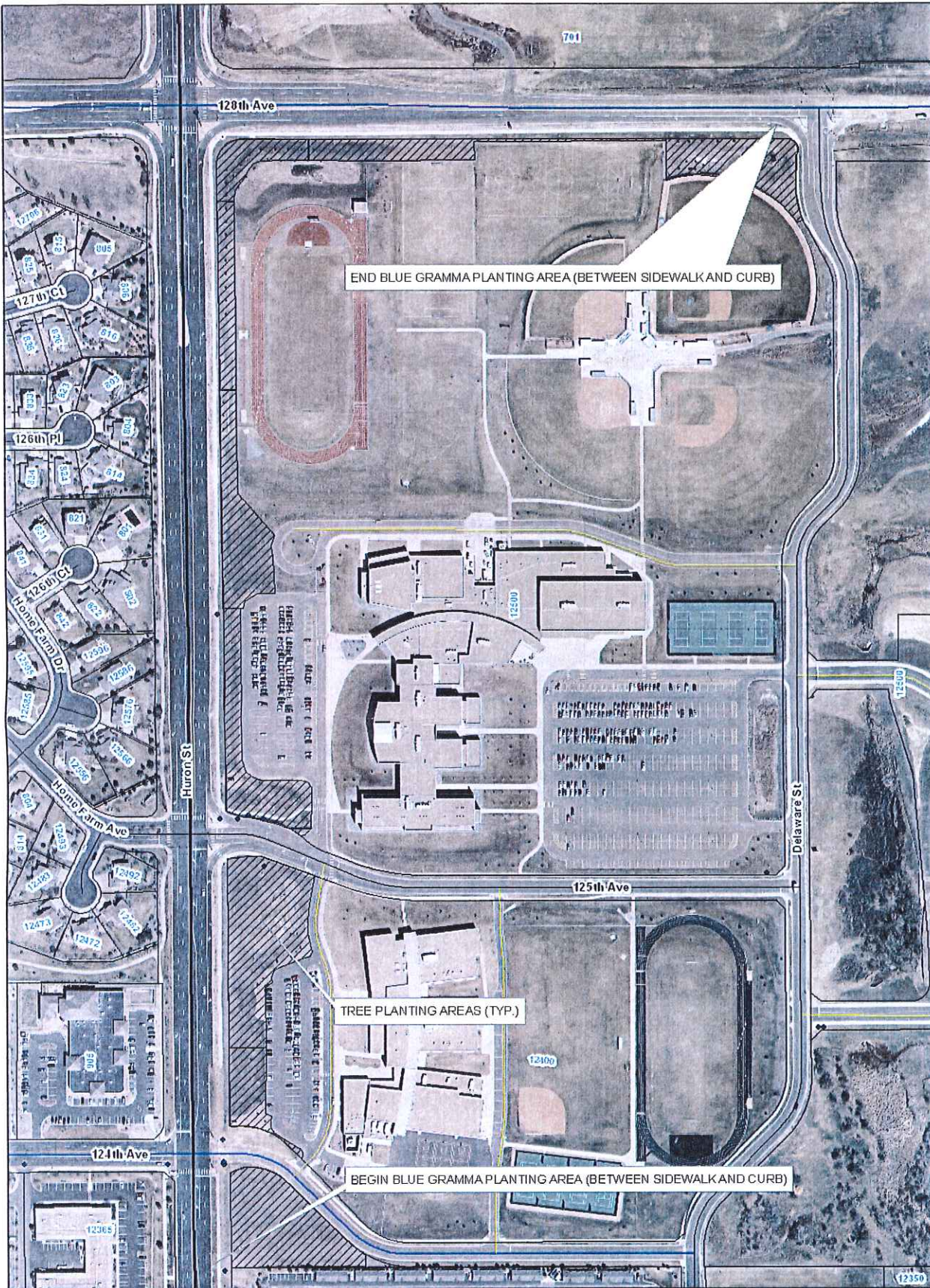
Staff has reviewed the results of the bidding procedure and recommends that the low bidder, CoCal Landscaping, be awarded the contract for construction in the amount of \$69,962. Staff has previous successful experiences with CoCal Landscaping and is convinced that they are very capable of constructing this project. The contingency amount of \$7,000 is approximately 10% of the cost of construction. Staff believes that this is an adequate contingency for a project of this size and complexity. With Council's approval of this contract, the installation of the landscaping improvements is anticipated to commence in April and conclude by July.

This project supports the City Council goal of a Beautiful and Environmentally Sensitive City.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment - Vicinity Map



**128TH AVENUE AND HURON STREET
LANDSCAPING PROJECT**





Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: Engineering Services Contract for the Update to the Biosolids Management Master Plan

Prepared By: Kent W. Brugler, Senior Engineer, Utilities Planning and Engineering Division
Steve Grooters, Senior Projects Engineer, Utilities Planning and Engineering Division

Recommended City Council Action

Based on the recommendation of the City Manager, find that the public interest is best served by authorizing the City Manager to execute a contract with CH2M Hill, Inc in the amount of \$180,000 for an engineering study to update the City’s 2005 Solids Management Master Plan and authorize a 10% project contingency of \$18,000 for a total expenditure of \$198,000.

Summary Statement

- The City owns and operates a total of four water and wastewater treatment facilities, each of which generates solids and/or biosolids as part of their processing. The majority of these solids are ultimately disposed through land application at the City’s Strasburg Natural Resources Farm.
- The long-term plan related to handling and disposal of treatment solids was originally developed as part of the 1995 Solids Management Study and updated by the 2005 Solids Management Master Plan.
- An update to the Solids Management Master Plan is warranted due to recent improvements to the treatment facilities, changes in the farm agronomy at the Strasburg Natural Resources Farm, regulatory and technology changes and growth around the farm.
- This master plan update will give the City an opportunity to confirm capital improvements necessary for near and long-term, sustainable solids disposal.
- Staff sent a Request for Proposals (RFP) to specialized engineering firms to assist the City in completing this project. Of four proposals received, CH2M Hill was the second lowest proposal. However, Staff believes CH2M Hill provides the best value to the City. Their proposed team has a history of successful projects of similar scope and their approach to the project was comprehensive and cost competitive.
- Adequate funds for this project were budgeted in the 2011 Utility Fund Capital Improvement Budget and are available for this expense.

Expenditure Required: \$198,000

Source of Funds: Utility Fund- Solids Master Plan- Utilities Capital Account



Policy Issue

Should the City proceed with awarding a contract to CH2M Hill, Inc. to assist the City with updating the Solids Management Master Plan?

Alternatives

1. City Council could decline to approve the contract and place the project on hold. This would likely result in higher disposal costs due to inadequate long-range planning and poor use of system-wide efficiencies that may be identified through this Master Plan update.
2. The City could award this contract to one of the other firms that submitted a proposal. However, this is not recommended as Staff believes that CH2M Hill, Inc. provides the best value for this project.

Background Information

The City owns and operates a total of four water and wastewater treatment facilities, each of which generates solids and/or biosolids as part of their processing. Solids from the Big Dry Creek, Northwest, and Reclaimed Water treatment facilities are currently disposed of through land application at the City’s Strasburg Natural Resources Farm (Farm). In 1995, the City developed a Solids Management Study and updated it in 2005 with the Solids Management Master Plan to determine long-term solids production rates and the associated impact to operations on the Farm. However, since that time, major capital improvement projects have been implemented by the City at each of the treatment facilities (i.e., expansions at the Big Dry Creek, Northwest and the Reclaimed Treatment Facilities) and more projects are currently in progress. These projects have implications related to solids production quantity, composition, handling, and disposal. In addition to treatment facility changes, allowable disposal rates at the Strasburg Natural Resources Farm have been more restrictive than previous projections. This is primarily due to the limited nitrogen uptake capabilities of the farm agronomy. Overall, these changes warrant an update to the 2005 Solids Management Master Plan.

In December 2010, Staff issued a request for proposals (RFP) from a select group of seven consultants to update the 2005 Solids Management Master Plan and to assist the City of Westminster in planning and budgeting for the operational and capital improvements necessary for near- and long-term, sustainable solids disposal. Of the four proposals received, CH2M Hill, Inc. is recommended for this work based on their response to the following criteria as outlined in the RFP:

- Approach that clearly indicates understanding of the project scope and City’s goals and expectations
- Firm’s specialized experience in solids disposal through farming and farm agronomy
- Recent project experience in the Colorado region on similar work
- Positive reference feedback regarding past project performance and the performance of individuals proposed for the project, including experience of each of the members of the team
- Project schedule that demonstrates their ability to meet the City’s targeted completion date
- Level of effort, hourly rates and associated fee relative to the proposed approach

The four consultants that submitted proposals and hourly rate ranges for their key staff were as follows:

CH2M Hill, Inc,	\$76 - \$193 /hr
Kennedy/Jenks Consultants	\$90 - \$200 /hr
MWH Americas, Inc.	\$80 - \$195 /hr
Stantec	\$75 - \$186 /hr

Staff then negotiated a contract with CH2M Hill, Inc. for the completion of the project. Their scope is comprehensive and their fee is cost competitive. Funds have been budgeted for this project in the Solids Master Plan capital account.

The 2011 Biosolids Management Master Plan Update helps achieve the City Council's Strategic Plan Goals of "Financially Sustainable City Government" by contributing to the objective of well-maintained City infrastructure and facilities and "Beautiful and Environmentally Sensitive City" by maintaining and improving environmentally sensitive City operations.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



Agenda Item 8 D

Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: 87th Avenue and Wadsworth Boulevard Lift Station Replacement Project Design Contract

Prepared By: Dan Strietelmeier, Senior Engineer
Steve Grooters, Senior Projects Engineer

Recommended City Council Action

Based on the recommendation of the City Manager, find that the public interest is best served by authorizing the City Manager to execute a contract with Carollo Engineers, Inc. in the amount of \$291,332 to provide engineering design services for the 87th Avenue and Wadsworth Boulevard Lift Station Replacement Project and authorize a 10% contingency in the amount of \$29,133 for a total expenditure of \$320,465.

Summary Statement

- The 2006 Utility System Infrastructure Master Plan identified the need for several improvements to the sewer collection system to improve reliability within the system. Included was a recommendation to replace the 87th Avenue and Wadsworth Boulevard sewer lift station (see attached map).
- The current lift station equipment and structures are degraded and have reached the end of their useful life.
- Other project objectives include reducing risk to the City by: 1) Relocating the pump station away from vehicle traffic, 2) Adding a redundant discharge pipeline for reliability, 3) Relocating the pump station out of the Colorado Department of Transportation right of way and into Westminster City limits, and 4) Relocating the pump station out of the storm water drainage way prone to flooding conditions.
- Of six proposals received, Staff believes Carollo Engineers, Inc. provides the best value to the City. Their proposed team has a history of successful lift station projects of similar size and scope, and their approach to the design was comprehensive and cost competitive.
- This contract includes engineering services through design and bidding. A separate contract for engineering services during construction will be presented to City Council following successful completion of the design phase.
- The project is anticipated to move into construction early 2012 with completion in June 2012.
- Adequate funds were included in the 2011 Utility Fund Capital Improvement Budget and are available for this expense.



SUBJECT: 87th Ave. & Wadsworth Blvd. Lift Station Replacement Design Contract

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Expenditure Required: \$320,465

Source of Funds: Utility Fund CIP – 87th Avenue and Wadsworth Boulevard Lift Station Replacement Project

Policy Issue

Should Council proceed with awarding the engineering contract to Carollo Engineers, Inc.?

Alternatives

1. City Council could decline to approve the contract and place the project on hold. This is not recommended since it would result in delaying the lift station replacement and could result in increased maintenance and repair expenses and the risk of environmental violations.
2. City Council could choose to award the contract to one of the other consultants that submitted proposals; however, this is not recommended as Staff believes that Carollo Engineers, Inc. (Carollo) provides the best value for this project. They also have gained a familiarity with the City's infrastructure, standards and specifications and presented a comprehensive, cost competitive approach to final design.

Background Information

The 2006 Utility System Infrastructure Master Plan recommended improvements to the City's wastewater collection system. As part of that project, the existing 87th Avenue and Wadsworth Boulevard pump station was recommended for replacement or modification. The problems with the existing pump station site include: the age and condition of the existing equipment and structures, the susceptibility to flooding and overflow, the proximity to Wadsworth Boulevard and risk of damage from a traffic accident and the lack of redundancy for the discharge pipeline. The pump station wetwell size also needs to be enlarged to reduce the risk of sewer overflows.

In preparation for replacing the lift station, Staff together with a consultant, completed the "87th Avenue and Wadsworth Boulevard Lift Station Alternative Study" that evaluated several alternatives for the new lift station and options for its location. The analysis determined that a new pump station is warranted. The recommended site for the new pump station was determined to be on the West side of Wadsworth near the Standley Lake Shops shopping center with a new redundant discharge pipeline installed adjacent to Wadsworth Boulevard running north to a point near 90th Avenue, then east under Wadsworth Boulevard for connection to the existing sewer collection system (see the attached map). This new site and pipeline route were selected based on several factors, including proximity to existing sewer pipelines and infrastructure, relative distance from and impact to commercial businesses, cost, ease of access, minimizing aesthetic impacts to the neighborhood and ability to remain outside of adjacent CDOT drainage ways. The existing force main on the east side of Wadsworth Boulevard will continue to be used as a redundant force main, but the existing lift station will be decommissioned, and the site restored to natural grass swale once the new lift station is operational. Easement acquisition and permitting will be required for the new site and pipeline alignment. Carollo will assist with the easement legal description, permitting, and a land acquisition agent will assist the City in the easement negotiations.

Due to the specialized nature of this project and the corresponding engineering expertise required, Staff sent a Request for Proposals (RFP) to seven engineering firms who specialized in sewer lift station design. Six proposals were received on January 13, 2011. Carollo Engineers, Inc. was selected for this work based on their response to the following criteria as outlined in the Request for Proposals:

- Approach that clearly indicates understanding of the project scope and City's goals and expectations.
- Firm's specialized experience in projects of similar size, scope and complexity.
- Recent project experience in the Colorado region on similar work.
- Positive reference feedback regarding past project performance and the performance of individuals proposed for the project, including experience and availability of each of the members of the team.

- Firm reputation with the City and familiarity with City codes, policy, procedures and regulations.
- Project schedule that demonstrates their ability to meet the City's targeted completion dates.
- Level of effort, hourly rates and associated fee relative to the proposed approach.

The six consultants that submitted proposals and hourly rate ranges for their key staff were as follows:

Carollo Engineers, Inc.	\$ 95 - \$205/hr
Arber and Associates (now Hatch Mott MacDonald)	\$105 - \$175/hr
Burns & McDonnell Engineering Company, Inc.	\$ 74 - \$192/hr
The Engineering Company (TEC)	\$ 75 - \$150/hr
HDR Engineering, Inc.	\$ 86 - \$220/hr
URS Corporation	\$ 75 - \$195/hr

In addition to Carollo's favorable response to the criteria outlined in the City's RFP, they demonstrated expertise and a positive track record in obtaining the permitting and easements necessary for the new lift station. Furthermore, Carollo presented unique ideas related to energy efficiency, green technologies and life-cycle and construction cost savings.

Engineering fees from the proposals received ranged from \$129,235 to \$427,506. Carollo's fee was not the lowest of those submitted. However, three of the firms submitted relatively lower-cost approaches inconsistent with the project goals and/or a scope that was incomplete (i.e., locating the new pump station outside of City limits or reusing existing degraded infrastructure that has reached the end of its useful life). These lower cost approaches had higher risk to the City in terms of long-term costs and safe, sustainable operations of the new lift station. Of the other firms, the Carollo approach and team experience were the best and most qualified for the project and their level of effort and fee competitive.

Carollo's proposed fee with contingency is for design services only and accounts for approximately 18% of the estimated construction cost of \$1.8 Million for the new lift station. This fee incorporates the relatively complex permitting required for the project and is in line with the industry standard of 15% to 20% for the design of this type of complex facility. Following successful completion of design, Staff intends to negotiate a subsequent contract for engineering services during construction and will return to Council for approval at that time. Costs for construction management services are estimated to be approximately 10% of the construction cost.

The 87th Avenue and Wadsworth Boulevard Lift Station Replacement Project helps achieve the City Council's Strategic Plan Goals of "Financially Sustainable City Government" and "Vibrant Neighborhoods and Commercial Areas" by contributing to the objectives of well-maintained City infrastructure and facilities. With the new lift station in place, residents will receive more reliable sewer services with reduced risk of system failures.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager

Attachment: 87th Avenue and Wadsworth Boulevard Lift Station Site Map

87th and Wadsworth Lift Station Replacement Project



City of Westminster





Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: Intergraph Corporation 2011 Software Maintenance Contract

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

Recommended City Council Action

Authorize payment of \$141,966.08 to Intergraph Corporation for the 2011 Annual Software Maintenance Contract for the integrated Fire and Police Computer Aided Dispatch, Police Records Management System, Fire Records Management System, and Mobile computer application systems.

Summary Statement

- The City of Westminster purchased an integrated Computer Aided Dispatch (CAD), Police Records Management System (RMS), Fire Records Management System (FMS) and Mobile computer applications from Intergraph Corporation in 2000. These systems are relied upon heavily by communications personnel for dispatching of police and fire to emergencies and non-emergency events. The programs are utilized by police and fire personnel for entering call data from the public, police and fire offense reports, incident reports, and they provide a tool for field units to receive dispatch data and handle calls in the field.
- The Intergraph Annual Software Maintenance contract was approved by City Council on February 22, 2010.
- The 2011 annual payment extends the Intergraph annual maintenance contract through March 31, 2012. The 2011 renewal amount increased by \$6,760.30, which is 5% over the 2010 annual maintenance contract.
- It is critical for these systems to remain operational at all times and that problems with the system are addressed in a timely manner to ensure public safety response to critical incidents and emergencies. The yearly maintenance also provides for upgrades in existing software to ensure that the applications have current functionality as well as any necessary updates or repairs. The Information Technology Department strongly recommends that departments maintain current software applications and software maintenance contracts with their vendors to avoid system problems, and they support the Intergraph Corporation maintenance contract.
- This expenditure was specifically budgeted in the Police and Fire Department's 2011 General Fund Operations Budget and is within budget.

Expenditure Required: \$141,966.08

Source of Funds: 2011 Police General Fund Operating Budget - \$99,376.26
2011 Fire General Fund Operating Budget - \$42,589.82



Policy Issue

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

Alternative

Do not pay for the annual software maintenance contract. Staff does not recommend this alternative because this action would leave the communication and information technology operations of both the Police and Fire Departments without the support needed to keep the systems operating.

Background Information

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

Communications staff input "service events" into a database and in turn, field units are able to receive those service events through their mobile data computers and consequently submit on-line offense reports into the Police RMS. The Police RMS is a repository for police crime reports, arrest data, impounded evidence and stolen property. It allows for the department to generate monthly and annual crime statistics that are required to be reported to the Federal Bureau of Investigations (FBI), via National Incident Based Reporting System (NIBRS), and to the Colorado Bureau of Investigations (CBI). The Fire RMS component is used for tracking building inspections, Emergency Medical Services (EMS) reporting and National Fire Incident Reporting System (NFIRS).

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

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

This request supports Council's Strategic Plan goals of a Safe and Secure Community and a Financially Sustainable City Government by maintaining a cost effective Police and Fire RMS, CAD and reporting system. This system assists both the Police and Fire departments in responding to calls for service quickly and efficiently while maintaining accurate records of such events.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: 2011 Tele-Works Upgrade Purchase

Prepared By: David Puntenney, Information Technology Director

Recommended City Council Action

Authorize Staff to proceed with the scheduled 2011 upgrade of the Tele-Works system through Tele-Works Incorporated in an amount not to exceed \$142,000 and also authorize Staff to purchase a building permit integration component from Accela in an amount not to exceed \$22,000.

Summary Statement

- The City installed the original Tele-Works system in 2000. The last Tele-Works upgrade was performed in 2005.
- An upgrade to the system will enable the City to receive ongoing maintenance and enhancements.
- The Tele-works system provides Interactive Voice Response (IVR) and web based access for utility customers for bill inquiry and payment services, as well as for community bulletin board and job line information.
- The system is very popular with customers. In 2010, the system logged 11,513 calls for the community bulletin board and job line and 35,883 calls for utility account inquiry or bill payments.
- Staff productivity and efficiency is greatly improved with this technology, since many customers choose to use the Tele-Works IVR and the Web to access their utility account information and pay their bills.
- In 2010, \$6,363,744 in utility bill payments were made through the Tele-Works IVR and Web based interface.
- An upgrade will provide the City with new hardware and software, providing additional capabilities. The upgrade includes new functionality, such as the ability to provide 24/7 access to permit information by phone. Additionally, the system will provide the capability to generate automated jury duty and other reminders.
- The recommended City Council action includes funds to purchase the necessary software to integrate the Tele-Works system with the City's Accela permit system to provide IVR and Web based services for building permits and inspections.
- As a current and long term customer, and through negotiations, Tele-Works is offering the City a customer loyalty discount of \$28,000 off new customer prices.
- Staff has been pleased with the reliability and capabilities of the Tele-Works solution and vendor services received since 2000.

Expenditure Required: \$164,000

Source of Funds: General and Utility Fund Capital Improvement Project Budgets



Policy Issue

Should the City upgrade the Tele-Works system to insure on-going product support and maintenance and to provide additional IVR and web based services for Building and Court Division customers?

Alternative

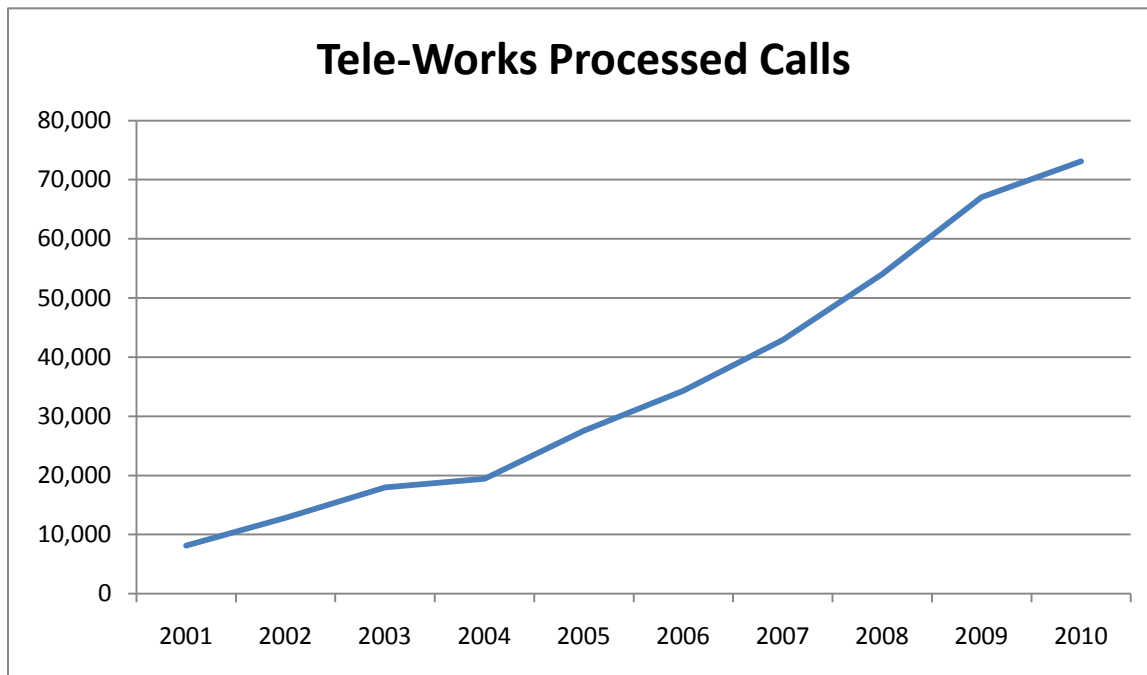
Forgo the upgrade and continue to use the older hardware and software to provide current services. This alternative is not recommended for the following reasons:

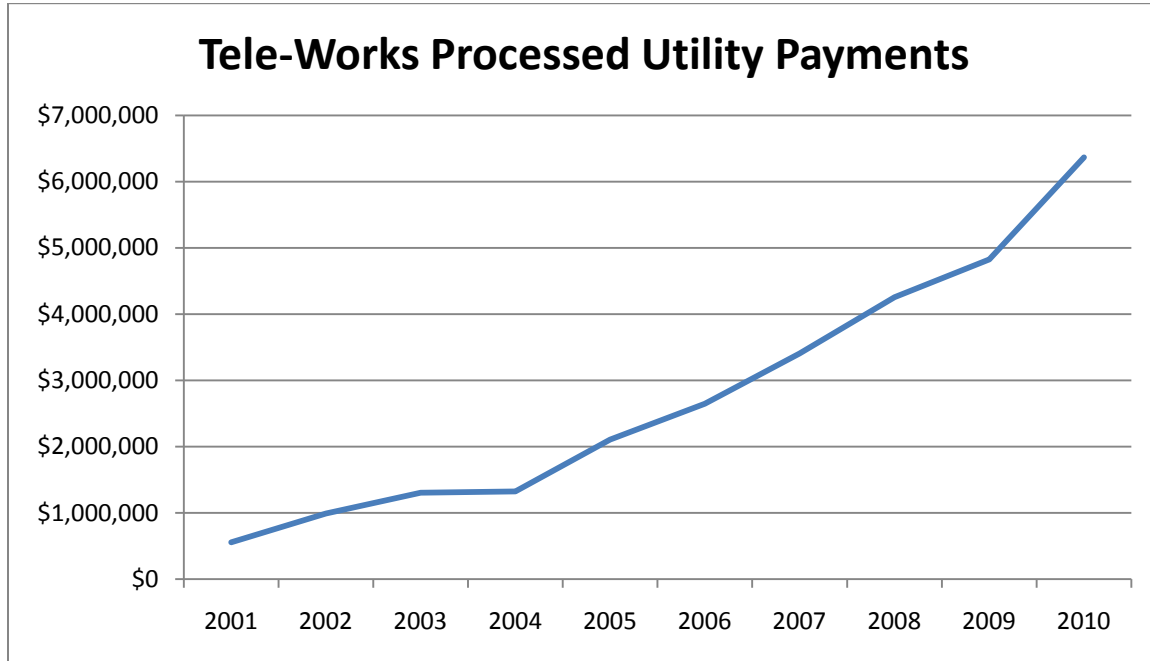
1. The Tele-Works system has become a critical technology infrastructure component in providing exceptional City services, 24 hours a day, seven days per week.
2. Reliability of computer hardware declines after five years of service.
3. On-going vendor support for the hardware and software is critical for this system and will not be available if systems are not kept up to date.
4. The City would lose opportunity to further extend exceptional services through the use of this technology.

Background Information

In 2000, the City of Westminster purchased and installed the first Tele-Works system to provide customers with the ability to access account information, pay utility bills and to provide fax back services for sales tax. In 2005, the City upgraded the system to provide for new hardware and additional features. The hardware is now more than five years old and in need of an upgrade in order to maintain support and reliability.

The importance of the system to the City’s customers and the productivity and efficiency that it brings to City staff has grown significantly over the years. The two charts below show the number of calls handled by the system, and the total payments processed through the system each year since 2001.





Benefits to upgrading the system today include not only more robust and reliable computer hardware, but also additional capabilities that will further extend the City’s ability to achieve City Council goal of a Financially Sustainable City Government Providing Exceptional City Services. The recommended upgrade will include two new modules to enhance services. The first, Alertworks, will provide the ability to generate automated outbound calls with reminder messages for jury duty, reducing manual staff time in dealing with reminders and reducing the number of no-shows. Court may also use the outbound calls capabilities to notify adult defendants of upcoming court dates and hearings. This would save staff time by reducing the number of no-shows and preparation of related bench warrants. The second module, Buildingworks IVR, will provide phone based real-time building permit and inspection information, inspection scheduling, cancelling and results inquiry and frequently asked question information. The system will also provide the ability for callers to be automatically routed to the assigned building inspector if needed. With approval of the recommended upgrade, these new services should be available to customers before the end of 2011.

City Council action on this item addresses the Strategic Planning Goal of a Financially Sustainable City Government Providing Exceptional Services by maximizing the effective expenditure of funds for Information Technology.

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: Second Reading of Councillor's Bill No 8 re Westminster Hills Open Space Acquisition Grant Supplemental Appropriation

Prepared By: Heather Cronenberg, Open Space Coordinator

Recommended City Council Action

Pass Councillor's Bill No. 8 on second reading appropriating funds received from Great Outdoors Colorado in the amount of \$771,000 for the Westminster Hills Open Space acquisition grant.

Summary Statement

- This Councillor's Bill was passed on first reading on February 28, 2011.
- In order to complete the acquisition, the City is required to contribute a cash match of up to \$850,000 for the Westminster Hills (Sisters of the New Covenant) acquisition, which will come from the City's Parks, Open Space and Trails bond funds.

Expenditure Required: \$771,000

Source of Funds: Great Outdoors Colorado

Respectfully submitted,

Stephen P. Smithers
Acting City Manager



BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **8**

SERIES OF 2011

INTRODUCED BY COUNCILLORS

**A BILL
FOR AN ORDINANCE AMENDING THE 2011 BUDGET OF THE PARKS, OPEN SPACE AND
TRAILS FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE
2011 ESTIMATED REVENUES IN THE FUNDS**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2011 appropriation for the Parks, Open Space and Trails Fund initially appropriated by Ordinance No. 3550 is hereby increased by \$771,000. This appropriation is due to the receipt of Great Outdoors Colorado grant funds.

Section 2. The \$771,000 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 D, dated February 28, 2011 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

Parks, Open Space and Trails Fund	<u>\$771,000</u>
Total	<u>\$771,000</u>

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

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

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 28th day of February, 2011.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 21st day of March, 2011.

ATTEST:

Mayor

City Clerk



Agenda Memorandum

City Council Meeting
March 21, 2011



SUBJECT: Councillor’s Bill No. 11 re 2010 4th Quarter Budget Supplemental Appropriation - REVISED

Prepared By: Gary Newcomb, Accountant

Recommended City Council Action

Pass Councillor’s Bill No. 11 on first reading providing for supplemental appropriation of funds to the 2010 budget of the General, Utility, General Capital Outlay Replacement, Parks Open Space Trails, and General Capital Improvement Funds.

Summary Statement

- At the end of each quarter, Staff prepares an ordinance to appropriate unanticipated revenues received during the quarter. Preparing quarterly supplemental appropriation requests is done to simplify administrative procedures and reduce paper work.
- This is the 2010 4th quarter supplemental appropriation.
- General Fund amendments:
 - (\$4,196) Lease Proceeds
 - \$18,270 Program Revenues
 - \$47,692 Reimbursements
 - \$72,793 Grants
- Utility Fund amendments:
 - (\$332) Lease Proceeds
 - \$10,755 Interest Earnings
- General Capital Outlay Replacement Fund amendments:
 - \$9,803 Interest Earnings
 - \$726,415 Lease Proceeds
- Parks Open Space Trails Fund amendments:
 - (\$345,900) Grants
- General Capital Improvement Fund amendments:
 - \$2,561 Interest Earnings
 - \$29,850 Contributions
 - \$30,000 Reimbursements
 - \$345,900 Grants
 - \$354,978 Cash-in-lieu

Expenditure Required: \$1,298,589

Source of Funds: The funding sources for these budgetary adjustments include lease proceeds, program revenues, grants, reimbursements, contributions, cash-in-lieu, and interest earnings.



Policy Issue

Does City Council support amending the appropriations for the 2010 budget of the General, Utility, General Capital Outlay Replacement, Parks Open Space Trails, and General Capital Improvement Funds as outlined?

Alternative

The alternative would be not to amend the 2010 budget appropriations for the General, Utility, General Capital Outlay Replacement, Parks Open Space Trails, and General Capital Improvement Funds and to utilize these funds for other purposes. Staff does not recommend this alternative as the various departments have already incurred expenses and covered them with their current budget in anticipation of appropriation of these additional funds.

Background Information

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

On June 28, 2010, City Council approved the purchase of multiple copiers for various locations in the City. The amount originally appropriated included interest cost of \$4,528. The appropriation should have only included the cost of the new machines without interest. In order to properly reflect the cost of machines, the interest cost is being un-appropriated.

The City received interest payments in the second half of 2010 in the amount of \$2,561 on the Energy Audit Lease. Issuance restrictions require the interest earnings to be appropriated for use on the respective projects or debt service. The funds are requested for appropriation to the Energy Performance CIP for contract expenses with Siemens Building Technology, Inc.

The Utility Fund received interest payments throughout 2010 in the amount of \$10,755 on the Water 2010 Bond Issue. Issuance restrictions require the interest earnings to be appropriated for use on the respective projects or debt service. The funds are requested for appropriation for debt service.

On September 28, 2009, City Council approved the purchase of a heavy rescue fire truck. At that time, Council also approved the addition of this purchase to the City's master lease program. Therefore, \$274,999 was added to the master lease. Additionally, \$5,719 in interest earnings on deposit funds was credited towards the purchase price. In order to properly reflect the receipt of the lease proceeds and interest earnings and the subsequent use on the City's books, the lease proceeds and interest earnings are being appropriated.

On December 21, 2009, City Council approved the purchase of a pumper fire truck. At that time, Council also approved the addition of this purchase to the City's master lease program. Therefore, \$451,416 was added to the master lease. Additionally, \$4,084 in interest earnings on deposit funds was credited towards the purchase price. In order to properly reflect the receipt of the lease proceeds and interest earnings and the subsequent use on the City's books, the lease proceeds and interest earnings are being appropriated.

The Police Department received grants of \$2,382, \$1,108, and \$1,080 for their participation in the 2010 High Visibility Impaired Driving Enforcement Campaign. The grants reimburse overtime the department incurred by enforcement officers while working on DUI Enforcement. The funds are requested for appropriation to the department's overtime account.

The Police Department received \$13,381 from the State of Colorado Department of Transformation for the federal DUI Checkpoint Grant. The grant reimburses overtime the department incurred by enforcement officers while working on the summer DUI Checkpoint Campaign. The funds are requested for appropriation to the department's overtime account.

The Jefferson County Emergency Communications Authority Board approved the reimbursement of \$44,884 to the Police Department for air card expenses for the vehicle mobile data computers used by the

Police and Fire Departments. The funds are requested for appropriation to the Police Department's telephone account.

The Jefferson County Emergency Communications Authority Board reimbursed \$2,808 to the Police Department for the Police Department staff to attend the Intergraph Corporation Users Conference. The funds are requested for appropriation to the department's career development account.

The Police Department received reimbursements of \$10,461 and \$5,149 from the North Metro Task Force High Intensity Drug Tracking Area (HIDTA) grant funding for overtime incurred by the Westminster Police Department's Task Force members working on Federal HIDTA cases. The reimbursement funds are requested for appropriation to the department's overtime account.

The Police Department received \$1,000 from the Wal-Mart Local Community Grant for the Santa Cops Program. The funding was utilized for the purchase of gifts and food for under-privileged children residing in the City of Westminster. The funds are requested for appropriation to the department's supply account.

The Police Department provides police security for City of Westminster businesses or events. The amount of contracted work was greater than budgeted and, therefore, the amount budgeted for extra duty overtime was not sufficient. In order to cover the extra duty overtime expense for 2010, excess off duty police services revenue in the amount of \$17,000 is requested for appropriation.

The Fire Department received \$24,800 from the State of Colorado towards the Emergency Management Program Grant (EMPG) as a result of allocation of excess funds available at the State level. These funds are being requested for appropriation to the Emergency Management account and were used for developing a City of Westminster Natural Hazard Mitigation Plan.

The Fire Department received \$10,000 from the State of Colorado for an Emergency Management Program Grant (EMPG) special grant. These funds are being requested for appropriation to the Emergency Management account used to install new workstation units and supplies for the Emergency Coordination Center/Training room.

The Fire Department received \$1,270 in class registration fees for conducting CPR training classes. The department is requesting appropriation of these funds to the EMS supplies account used to purchase supplies utilized during the classes.

The Fire Department received reimbursements in the amounts of \$1,402 and \$424 from the Colorado Urban Search and Rescue Task Force, West Metro Fire Protection District. The reimbursements were for required physicals and full scale exercise program costs incurred by fire personnel. The funds are requested for appropriation to the department's salaries, overtime, and professional services accounts.

The Fire Department received a reimbursement in the amount of \$1,606 from Arapahoe County on behalf of the Wildland Team. The reimbursements were for overtime incurred by fire personnel participating in annual Wildland drill training. The funds are requested for appropriation to the department's overtime account.

On November 17, 2008, City Council approved an IGA with Regional Transportation District (RTD) for the preparation of a conceptual development and improvement plan around the planned transit rail station at Hooker Street and the Burlington Northern & Santa Fe (BNSF) railroad tracks. This agreement provides for RTD to fund \$105,000 with the City providing a local match of \$64,930. \$75,000 of RTD's portion is a federal grant previously passed through to the City. This is the final \$30,000 received as reimbursement from RTD.

The City received \$404,978 in Public Land Dedication Funds from the Amberwood Estates and Orchard developments. This is a requirement for all residential developers per the formula set by Council. The amount of funds exceeding the original budget, or \$354,978, are requested for appropriation to the Cash-in-Lieu CIP account to be used for acquisition of open space or park land.

On November 15, 2010, the City of Westminster entered into a field use agreement and license with Westminster Association Football Club (WAFC), a local youth soccer organization, for their financial participation in the improvements to the small field at the Westminster Sports Center. As part of this agreement, WAFC sent the City a check for \$29,850 that will cover the entire cost of the project. These funds are requested for appropriation into PR&L’s CIP account for the purchase and installation of synthetic turf.

On August 9, 2010, City Council approved the appropriation of a \$345,900 Adams County Open Space grant for the Metzger Farm Master Plan implementation project. Subsequently, Staff has determined that this grant is better managed in a CIP and is requesting to un-appropriate the grant funds in the Parks Open Space Trails Fund and to appropriate them to the Metzger Farm CIP in the General Capital Improvement Fund.

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Federal Grants	1000.40610.0000	\$115,442	\$65,617	\$181,059
State Grants	1000.40620.0000	13,277	6,176	19,453
Other Grants	1000.40650.0057	13,700	1,000	14,700
Off Duty Police Services	1000.41340.0000	150,000	17,000	167,000
Off Duty Fire Services	1000.41340.0013	2,585	1,270	3,855
General	1000.43060.0000	313,111	47,692	360,803
Lease Proceeds	1000.46005.0000	25,157,472	(4,196)	25,153,276
Total Change to Revenues			<u>\$134,559</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Other Equip Fin Admin	10015050.76000.0000	\$10,484	(\$698)	\$9,786
Telephone Patrol Admin	10020050.66900.0000	0	44,884	44,884
Other Equip PD Admin	10020050.7600.0000	44,852	(3,020)	41,832
Salaries OT Inv Section	10020300.60400.0344	205,538	15,610	221,148
Career Dev Records	10020300.61800.0343	3,850	2,808	6,658
Supplies - Prof Svcs	10020300.70200.0341	11,000	1,000	12,000
Salaries OT Extra Duty	10020500.60400.0005	150,000	17,000	167,000
Salaries OT Traffic	10020500.60400.0348	70,977	17,951	88,928
Fire Salaries	10025260.60200.0000	6,641,464	337	6,641,801
Fire Salaries OT	10025260.60400.0000	186,196	2,030	188,226
Fire Professional Svcs	10025260.65100.0000	46,683	1,065	47,748
Contact Svcs EMPG Grant	10025260.67800.0545	29,100	34,800	63,900
Supplies EMS	10025260.70200.0546	7,205	1,270	8,475
Other Equipment City Park	10050720.76000.0860	136,640	(239)	136,401
Other Equip City Park Fit	10050720.76000.0861	10,540	(239)	10,301
Total Change to Expenses			<u>\$134,559</u>	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Interest Earnings 2010 Water Bond	2000.42520.1201	\$0	\$10,755	\$10,755
Lease Proceeds	2000.46005.0000	4,917	(332)	4,585
Total Change to Revenues			<u>\$10,423</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Interest Payments	20010900.78400.0000	\$1,390,383	\$10,755	\$1,401,138
Other Equip Water Plants	20035490.76000.0000	329,497	(332)	329,165
Total Change to Expenses			<u>\$10,423</u>	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Interest Earnings	4500.42510.0000	\$0	\$9,803	\$9,803
Lease Proceeds	4500.46005.0000	0	<u>726,415</u>	726,415
Total Change to Revenues			<u>\$736,218</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Vehicles	45010900.75600.0000	\$0	<u>\$736,218</u>	\$736,218
Total Change to Expenses			<u>\$736,218</u>	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
ADCO OS Grant	5400.40640.0010	\$2,770,900	<u>(\$345,900)</u>	\$2,425,000
Total Change to Revenues			<u>(\$345,900)</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Land Purchases	54010900.76600.0000	\$3,014,700	<u>(\$345,900)</u>	\$2,668,800
Total Change to Expenses			<u>(\$345,900)</u>	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Interest Earnings HVAC Energy	7500.42520.0925	\$0	\$2,561	\$2,561
Reimbursements	7500.43080.0000	0	30,000	30,000
Contributions	7500.43100.0000	80,482	29,850	110,332
Cash-in-lieu Parks	7501.40210.0105	0	354,978	354,978
ADCO OS Grant	7501.40630.0010	70,000	<u>345,900</u>	415,900
Total Change to Revenues			<u>\$763,289</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
SouthWesty TOD	80875030823.80400.8888	\$0	\$30,000	\$30,000
Cash-in-lieu Project	80875030824.80400.8888	0	354,978	354,978
Energy Performance Contract	81075012956.80400.8888	0	2,561	2,561
Synthetic Turf Sports Ctr	81075050979.80400.8888	0	29,850	29,850
Metzger Farm CIP	80875030807.80400.8888	0	<u>345,900</u>	345,900
Total Change to Expenses			<u>\$763,289</u>	

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

Respectfully submitted,

Matt Luktus
Acting City Manager

Attachment - Ordinance

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **11**

SERIES OF 2011

INTRODUCED BY COUNCILLORS

**A BILL
FOR AN ORDINANCE AMENDING THE 2010 BUDGETS OF THE GENERAL, UTILITY,
GENERAL CAPITAL OUTLAY REPLACEMENT, PARKS OPEN SPACE TRAILS, AND
GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL
APPROPRIATION FROM THE 2010 ESTIMATED REVENUES IN THE FUNDS**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2010 appropriation for the General, Utility, General Capital Outlay Replacement, Parks Open Space Trails, and General Capital Improvement Funds, initially appropriated by Ordinance No. 3432 are hereby increased in aggregate by \$1,298,589. This appropriation is due to the receipt of funds from lease proceeds, program revenues, grants, reimbursements, contributions, cash-in-lieu, and interest earnings.

Section 2. The \$1,298,589 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 A dated March 21, 2011 (a copy of which may be obtained from the City Clerk) amending City fund budgets as follows:

General Fund	\$134,559
Utility Fund	10,423
General Capital Outlay Replacement Fund	736,218
Parks Open Space Trails Fund	(345,900)
General Capital Improvement Fund	<u>763,289</u>
Total	<u>\$1,298,589</u>

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

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

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 21st day of March, 2011.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 11th day of April, 2011.

ATTEST:

Mayor

City Clerk