



WESTMINSTER
COLORADO
AGENDA

APRIL 12, 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 – Cub Scout Pack 405 Den 3**
- 2. Roll Call**
- 3. Consideration of Minutes of Preceding Meetings**
- 4. Presentations**
 - A. Ranum and Westminster High School Students to address City Council regarding their Close Up Trip to Washington DC
 - B. Employee Service Awards recognition of employees celebrating 10, 15, 20 and 25 years of service
- 5. Citizen Communication (5 minutes or Less in Length)**
 - A. Kellie Hott re Traffic Calming Devices
 - B. Dave Watts re Animal Ordinance amendments
- 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. Bid re Mowing Equipment for 15 foot gang mower to Colorado General Equipment Company for \$57,521
 - B. Big Dry Creek Parallel Interceptor Sewer Line Revegetation Bid to Randall & Blake Inc in the amount of \$39,391
 - C. Bids re Purchase of 4 Police Vehicles to John Elway Auto Nation Honda for \$70,752
 - D. Bids re Single Axle Dump Truck to Rocky Mountain International Trucks Inc for \$85,982
 - E. Bids re 1999 Chipseal Project to A-1 Chipseal Company for \$253,851
 - F. Lease Purchase of Golf Carts for Legacy/Heritage Golf Courses
 - G. Councillor's Bill No. 11 on second reading re Supplemental Appropriation for 1999 Ice Centre Lease Payments appropriating revenues received from Ice Center and Ice Arena (Atchison-Merkel)
 - H. Councillor's Bill No. 12 on second reading re Standley Lake Protection Project supplemental appropriation of DOE grant funds (Dixon-Atchison)

9. Appointments and Resignations

- A. Metro Wastewater Reclamation District Board of Directors Appointment of Curtis Aldstadt
- B. Resolution No. 23 re Appointment to Parks & Recreation Advisory Board and accepting resignation of Paul Targoff

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. Resolution No. 24 Zehender Property Annexation, accepting annexation petition and setting date of May 24, 1999 for annexation public hearing
- C. Resolution No. 25 Revised City Investment Policy
- D. Juvenile Accountability Block Grants conveyance to Adams County
- E. Resolution No. 27 Reorganization creating Infrastructure Improvements Division for Public Works and Utilities Department
- F. Intergovernmental Agreement with City of Arvada for Street Improvement to West 88th Avenue and Garrison Street
- G. Councillor's Bill No. 13 re Establishing Cost Recoveries for Westminster Boulevard Improvements between 104th Avenue and 112th Avenue
- H. Councillor's Bill No. 14 re Establishing Cost Recoveries for 128th Avenue and Huron Street Project
- I. Resolution No. 26 Adoption of Revised Standard Specifications for Design and Construction
- J. Councillor's Bill No. 15 re Hunting, Fishing and Wildlife regulations pertaining to Standley Lake
- L. Capital Improvement Project reallocation for Ice Centre of \$54,000 to extend contract with Jefferson County Construction Management
- M. Ice Center Change Order for owner requested changes of \$307,410.44
- N. Revised City Council Assignments for 1999

11. Business and Passage of Ordinances on Second Reading

None

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

- A. City Council
- B. Request for Executive Session

13. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, APRIL 12, 1999 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Members of Cub Scout Pack 405, Den 3 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, Hicks. Also present were William Christopher, City Manager; Martin McCullough, City Attorney; and Michele Kelley, City Clerk. Absent was Councillor Smith.

CONSIDERATION OF MINUTES:

A motion was made by Allen and seconded by Atchison to accept the minutes of the meeting of March 29, 1999 with no additions or corrections. The motion carried unanimously.

PRESENTATIONS:

Mark Ramsey, Teacher/Sponsor and students of Ranum and Westminster High School addressed Council on the Washington, D.C. Close Up Government Program and thanked the City for it's financial contribution.

The Mayor and Councillors presented service pins and Certificates of Appreciation to the following employees celebrating 10, 15, 20 and 25 years of service with the City: 10 years – Jerry Cinkosky, Jim Cloud, Linda Deutsch, Viola Duran, Valeria Hiiva, Larry Hulse, Sean Layfield, Robert Martinez, Pamela Mayhew, Margie Miller, Patti Osborne, Jess Rudey, Sandy Thornton and Ron Wilson; 15 Years – Steve Baumann, Pam Darula, Linda Dominguez, James Feggestad, Rober Harshman, Debra Larsen, Gary McGill, Pierrette Ray, Thomas Scribner, Paul Spellman, and Dan Stadler; 20 Years – Robert Brokate, Gary Casner, Ed Hopkins, Richard Leger, Steve Pacifico, Stephen Peterson, Ginny Pollock and Mark Schmidt; 25 Years – Patrick Casey, Cliff Coffman, Jim Kautz, Joe McArdle, Mike McLoughlin, Alan Miller and James Powell.

CITIZEN COMMUNICATION:

Kellie Hott, 9225 W. 94th Place, a member of the Oakhurst COG, addressed Council concerning increased funding for traffic calming devices for Independence Way as part of the 2000 Budget.

Dave Watts, owner of San Marino Retirement Villas located at 5000 West 75th Avenue, addressed Council requested allowing them to have 6 chickens and 2 geese at San Marino Retirement Villas.

CITY COUNCIL COMMENTS:

Mayor Heil announced the Library Book sale would be this coming weekend and the Library is looking for volunteers to work this book sale.

Councillor Dixon mentioned the Energy Communities Alliance meetings held last Thursday, Friday and Saturday, which she attended.

Councillor Hicks stated that he was at the State Capital today regarding the Senate Bills re Gun Control and Photo Radar, both bills passed the Senate and will be considered by the House tomorrow.

CONSENT AGENDA:

The following items were considered as part of the Consent Agenda: Mowing Equipment Purchase for Park Services – Award the bid for a 15 foot gang mower to the low bidder, Colorado General Equipment Company in the amount of \$57,521 and charge the expense to the appropriate Parks, Recreation and Libraries account; Big Dry Creek Parallel Interceptor Sewer Line Revegetation – Authorize City Manager to sign a contract with the low bidder, Randall & Blake, Inc. in the amount of \$39,391 for the revegetation contract associated with the Big Dry Creek interceptor sewer line installation, and charge this expenditure of funds to the appropriate Utility Fund capital improvement project fund; Purchase of Four Police Department Vehicles – Award bid for four Honda LX sedans to the low bidder, John Elway Auto Nation Honda in the amount of \$70,752 and charge the expense to the appropriate 1999 Police Department and Fleet Maintenance Budget accounts in the General and Fleet Maintenance Funds; Bids for New Single Axle Dump Truck – Award bid for one single axle dump truck, with snow plow and salt spreader, to the low bidder, Rocky Mountain International Trucks Inc. in the amount of \$85,982 and charge the expense to the appropriate 1999 Department of Public Works and Utilities budget account; Bids for 1999 Chipseal Project – Authorize City Manager to sign a contract for the 1999 Chip and Sealcoat Project to the low bidder, A-1 Chipseal Company, in the amount of \$253,851, including a 5% contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account; Golf Cart Fleet and Lease/Purchase for Legacy Ridge and The Heritage Golf Courses; Award bid to Colorado Golf and Turf for the purchase of the golf cart fleet in the amount of \$366,749 and authorize the City Manager to execute a four year lease/purchase agreement with the financial institution deemed most appropriate by the Finance Department to fund this expense and charge these expenses to the appropriate budget accounts in the Legacy Ridge and Heritage Golf Course funds; Councillor's Bill No. 11 – 1999 Ice Centre Lease Payments Appropriation; and Councillor's Bill No. 12 – Standley Lake Protection Project Supplemental Appropriation of DOE Grant funds.

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. A request was made from the audience to remove the lease/purchase of golf carts for Legacy Ridge and Heritage Golf Courses from the consent agenda.

A motion was made by Atchison and seconded by Allen to adopt the Consent Agenda items with the exception of the golf carts with the recommendations as presented. The motion carried unanimously.

GOLF CARTS FOR LEGACY RIDGE AND HERITAGE GOLF COURSE:

A motion was made by Allen and seconded by Dixon to award the bid to Colorado Golf and Turf for the purchase of the golf cart fleet in the amount of \$366,749 and authorize the City Manager to execute a four year lease/purchase agreement with the financial institution deemed most appropriate by the Finance Department to fund this expense and charge these expenses to the appropriate budget accounts in the Legacy Ridge and Heritage Golf Course funds. John Halbert of E-Z-GO was present to address Council. After considerable discussion, the motion carried unanimously.

APPOINTMENTS AND RESIGNATIONS:

A motion was made by Merkel and seconded by Atchison to appoint Curtis Aldstadt to the Metro Wastewater Reclamation District's Board of Directors with the term of office to be effective immediately through June 30, 2000. The motion carried unanimously. Curtis Aldstadt was present to address Council.

RESOLUTION NO. 23 – PARKS AND RECREATION ADVISORY BOARD APPOINTMENT:

A motion was made by Atchison and seconded by Allen to adopt Resolution No. 23 accepting the resignation of Paul Targoff from the Parks and Recreation Advisory Board and waiting until after recruiting for applicants to the Boards and Commissions pool to appoint a new member. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 24 – ZEHNDER PROPERTY ANNEXATION PETITION:

A motion was made by Allen and seconded by Merkel to adopt Resolution No. 24 accepting the annexation petition submitted by the Zehnders and make the findings required by State Statute on the sufficiency of the petition and set the date of May 24, 1999 for the annexation hearing. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 25 – REVISED CITY INVESTMENT POLICY:

A motion was made by Merkel and seconded by Dixon to adopt Resolution No. 25 revising and updating the Investment Policy for the City of Westminster including the repeal of Section VI of the Financial Policy Statement adopted by Resolution No. 59, Series of 1986, amended by Resolution No. 60, Series of 1988. Upon roll call vote, the motion carried unanimously.

JUVENILE ACCOUNTABILITY BLOCK GRANTS:

A motion was made by Dixon and seconded by Allen to authorize the City Manager to sign the Waiver of Direct Subgrant Award and to convey the City's share of the Juvenile Accountability Block Grant Funds to Adams County who is acting as the lead unit of Government in establishing an Adams County Juvenile Assessment Center.

A motion was made by Hicks to deduct \$10,000 from this grant amount to be transferred to the Mayor's Youth Advisory Committee. After discussion the motion was withdrawn. The main motion carried unanimously.

RESOLUTION NO. 27 – PUBLIC WORKS & UTILITIES DEPARTMENT REORGANIZATION:

A motion was made by Dixon and seconded by Merkel to adopt Resolution No. 27 authorizing the reclassification of 1.0 FTE position in the City pay plan. The motion carried unanimously.

INTERGOVERNMENTAL AGREEMENT WITH CITY OF ARVADA FOR STREET IMPROVEMENTS :

A motion was made by Allen and seconded by Atchison to authorize the City Manager to sign the Intergovernmental Agreement between the City of Arvada and the City of Westminster pertaining to the resurfacing of 88th Avenue and of Garrison Street. The motion carried unanimously.

COUNCILLOR'S BILL NO. 13 – COST RECOVERY FOR WESTMINSTER BOULEVARD:

A motion was made by Merkel and seconded by Atchison to pass Councillor's Bill No. 13 on first reading which establishes cost recoveries on the City's Westminster Boulevard Improvements between 104th Avenue and 112th Avenue. Don Ryan was present to address Council about this issue. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 14 – COST RECOVERY FOR 128TH AVENUE AND HURON STREET:

A motion was made by Dixon and seconded by Allen to table action on Councillor's Bill No. 14 which establishes cost recoveries on the City's 128th Avenue and Huron Street Intersection Improvement Project until the landowners affected have been notified. The motion carried unanimously.

RESOLUTION NO. 26 - STANDARD SPECIFICATIONS FOR DESIGN AND CONSTRUCTION:

A motion was made by Atchison and seconded by Dixon to table action on Resolution No. 26 which adopts the revised City's Standard Specifications for Design and Construction until the next Council meeting. The motion carried unanimously.

COUNCILLOR'S BILL NO. 15 – HUNTING, FISHING AND WILDLIFE REGULATIONS:

A motion was made by Merkel and seconded by Atchison to pass Councillor's Bill No. 15 on first reading amending the Westminster Municipal Code, Title 13, Chapter 1, to include fishing, hunting, and wildlife regulations to enable authorized City Staff to issue summonses for violations of said regulations. Upon roll call vote, the motion carried unanimously.

REALLOCATION OF CAPITAL IMPROVEMENT FUNDS FOR ICE CENTRE CONSTRUCTION:

A motion was made by Merkel and seconded by Allen to authorize the reallocation of \$54,000 from the City Park Phase III capital improvement project to the Ice Centre capital improvement project to fund the \$54,000 required for a change order to Jefferson County Construction Managers; authorize the City Manager to sign a change order with Jefferson County Construction Management Department in the amount of \$54,000 to professionally manage the remainder of the Ice Centre design/build contract. The motion carried unanimously.

ICE CENTRE CHANGE ORDER:

A motion was made by Allen and seconded by Merkel to authorize the City Manager to sign a change order to Tamminga Construction in the amount of \$307,410.44 for owner requested changes to the Ice Centre at the Promenade design/build contract which will not change the substantial completion date of May 31, 1999. Further, authorize the transfer of these funds from the Ice Centre Operations and Combined Obligations Reserve Fund to the Ice Centre Capital Improvement Project account.

A motion was made by Atchison and seconded by Hicks to amend the main motion to authorize items E, R and W to be paid to Tamminga Construction and the rest of the items listed on the change order be accomplished by another contractor after Tamminga has completed their specific tasks. The motion failed with the following votes: Aye – Atchison and Hicks, No – Allen, Dixon, Heil and Merkel. The main motion carried with the following votes: Aye: Allen, Dixon, Heil and Merkel, No – Atchison and Hicks.

REVISED CITY COUNCIL ASSIGNMENTS FOR 1999:

Mayor Heil announced the revised Council assignments for the remainder of 1999 as follows: DIA Airport - Nancy Heil/Marty McCullough; Adams County Transportation Issues - Ann Merkel/Dave Downing; Adams County Transportation Funding Alternatives - Ann Merkel/Bill Christopher; Jeffco Transportation Issues - Ann Merkel/Mike Normandin/Council Alternate - Butch Hicks; Adams County Economic Development - Sam Dixon/Susan Grafton; Jeffco Economic Council - Sam Dixon/Susan Grafton; DRCOG - Ann Merkel/Nancy Heil; ADCOG - Fred Allen/Butch Hicks; JEFFCO - Suzanne Smith/Herb Atchison; COW/Hyland Hills/School District 50 - Nancy Heil/Ann Merkel/Fred Allen/Bill Christopher/Bill Walenczak; CML Policy Committee - Bill Christopher/Sam Dixon; Historical Society (On Call) - Suzanne Smith/Fred Allen; Quality of Life Commission (On Call) - Suzanne Smith/Ann Merkel; Community Artist Series - Bill Christopher/Sam Dixon; Northwest Parkway - Nancy Heil/Ann Merkel/Dave Downing; I-25 Corridor - Nancy Heil/Ann Merkel/Dave Downing; JEFFCO Mayor/ Commissioner/Manager - Herb Atchison/Suzanne Smith; ADCO Mayor/Commissioner/ Manager - Nancy Heil/Bill Christopher; U.S. 36 MIS - Nancy Heil/Dave Downing/Council Alternate - Fred Allen; City Boards and Commissions, All are to be on call - Board of Adjustment - Fred Allen/Dave Falconieri; Board of Building Code Appeals - Fred Allen/Dave Horras; Election Commission - Suzanne Smith/Michele Kelley; Council Alternate - Butch Hicks; Environmental Advisory Board - Sue Nachtrieb; Human Services Board - Ann Merkel/Brian Bosshardt; Library Board - Suzanne Smith/Bill Walenczak - Council Alternate - Nancy Heil; Open Space Advisory Board - Herb Atchison/John Carpenter/Bob Lienemann, Council Alternate – Nancy Heil; Planning Commission - Herb Atchison/Dave Shinneman, Council Alternate – Ann Merkel; Parks & Recreation Advisory Board - Fred Allen/Bill Walenczak; Personnel Board - Suzanne Smith/Debbie Mitchell; Special Permit & License Board - Herb Atchison/Michele Kelley, Council Alternate Nancy Heil; Transportation Commission - Fred Allen/Dave Downing, Council Alternate – Butch Hicks.

EXECUTIVE SESSION:

The Mayor stated that there would be an executive session for discussion regarding Westcliff Service Commitment negotiations.

ADJOURNMENT:

The meeting was adjourned at 9:04 P.M.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Presentation of Employee Service Awards
Prepared by: Michele Kelley, City Clerk

Introduction

City Council is requested to present service pins and certificates of appreciation to those employees who are celebrating their 10th, 15th, 20th, and 25th anniversary of employment with the City.

Summary

In keeping with the City's policy of recognition for employees who complete increments of five years of employment with the City, the presentation of City service pins and certificates of appreciation has been scheduled for Monday night's Council meeting.

Staff Recommendation

City Council present service pins and certificates of appreciation to employees celebrating 10, 15, 20, and 25 years of service with the City.

Background Information

The following employees will receive their ten year service pin and certificate:

Jerry Cinkosky	General Services	Contract Services Coordinator
Jim Cloud	Fire Department	Fire Chief
Linda Deutsch	Police Department	Record Specialist II
Viola Duran	Parks, Recreation & Libraries	Recreation Specialist
Valeria Hiiva	Police Department	Report Specialist
Larry Hulse	Community Development	Project Coordinator
Sean Layfield	Parks, Recreation & Libraries	Recreation Specialist
Robert Martinez	Fire Department	Fire Fighter II
Pamela Mayhew	Finance Department	Billing Clerk
Margie Miller	Finance	Pension Administrator
Patti Osborne	Parks, Recreation & Libraries	Administrative Coordinator
Sandy Thornton	Finance Department	Utility Billing Account Processor
Ron Wilson	Parks, Recreation & Libraries	Irrigator II

Employee Service Awards

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The following employees will receive a fifteen year service pin and certificate:

Steve Baumann	Community Development	Assistant City Engineer
Pam Darula	Finance Department	Sales Tax Technician
Linda Dominguez	Public Works & Utilities	Secretary
James Feggestad	Fire Department	Fire Fighter II
Roger Harshman	Public Works & Utilities	Foreman, Utilities
Debra Larsen	Parks, Recreation & Libraries	Recreation Supervisor/Countryside
Gary McGill	Police Department	Senior Police Officer
Pierrette Ray	Finance Department	Risk Manager
Thomas Scribner	Public Works & Utilities	Plant Operator IV
Paul Spellman	Fire Department	Emergency Services Fire Captain
Dan Stadler	Information Technology	Software Engineer II

The following 20 year employees will be presented with a certificate and service pin:

Robert Brokate	Public Works & Utilities	Electromechanic Specialist
Gary Casner	Information Technology	Senior Telecommunications Admin
Ed Hopkins	Fire Department	Battalion Chief
Richard Leger	Police Department	Senior Police Officer
Steve Pacifico	Fire Department	Deputy Chief/Administration
Stephen Peterson	Police Department	Police Lieutenant
Ginny Pollock	Parks, Recreation & Libraries	Parksworker II
Mark Schmidt	Fire Department	Fire Engineer

The following 25 year employees will be presented with a certificate and service pin:

Robert Brokate	Public Works & Utilities	Electromechanic Specialist
Patrick Casey	Police Department	Police Lieutenant
Cliff Coffman	Public Works & Utilities	Streets Foreman
Jim Kautz	Police Department	Senior Police Officer
Joe McArdle	Police Department	Senior Police Officer
Mike McLoughlin	Police Department	Police Lieutenant
Alan Miller	City Manager's Office	Assistant City Manager
James Powell	Police Department	Senior Police Officer

On April 14th, the City Manager will be hosting an employee awards luncheon at which time 8 City employees will receive their five year service pins, while recognition will also be given to those who are celebrating their 10th, 15th, 20th and 25th anniversary. This will be the first of three luncheons for 1999 to recognize and honor City employees for their service to the public.

The aggregate City service represented among this group of employees is 710 years of City service. The City can certainly be proud of the tenure of each of these individuals and of their continued dedication to City employment in serving Westminster citizens.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Mowing Equipment Purchase for Park Services
Prepared by: Richard Dahl, Park Services Manager

Introduction

City Council action is requested to award the bid for replacement of one 15-foot riding mower used by the Park Services Division for turf maintenance in the City’s park system to Colorado General Equipment Company in the amount of \$57,521. Funds have been specifically allocated in the 1999 Parks, Recreation and Libraries Department budget for this expense.

Summary

The Park Services Division operates two 15-foot gang mowers to maintain large park areas and various sports fields. The efficiency of these units allows one person to mow as much grass as it takes a three person mowing crew to do in the same amount of time. The ability to drive this equipment “over the road” and not transport it on trailers increases the flexibility of this equipment and how much support it can provide to district mowing crews handling the smaller, more detailed mowing.

The mower being replaced is a 1987 Jacobsen gang mower, which has been in service approximately 7,000 hours (industry standards rate this equipment as having a useful life expectancy of 6,000 hours).

During the summer of 1998, Park Staff tested equipment from the three leading manufacturers (Toro, Jacobsen, and Howard Price) in the City’s parks for several days and were able to evaluate performance specifications while doing routine mowing operations.

Bids were sent to three separate companies representing different manufacturers in accordance to City Charter bidding requirements, with the following results:

Colorado General Equipment Company (Howard Price)	\$57,521
L.L. Johnson Distributing Company (Toro)	\$58,516
Mile High Turf Equipment, Inc. (Jacobsen)	\$62,383

Staff Recommendation

Award the bid for the 15-foot gang mower to the low bidder, Colorado General Equipment Company in the amount of \$57,521 and charge the expense to the appropriate Parks, Recreation and Libraries account.

Alternatives

Take no action at this time.

Background Information

The Park Services Division has experienced a dramatic increase in areas of responsibility for park maintenance, trails, open space, and right-of-way operations in the past three years. One method of managing additional responsibilities is to purchase equipment that performs at higher capacities, thereby reducing staff hour costs to maintain specific areas.

The technology incorporated in all the gang mowers evaluated for this purchase provides for safer and more efficient operation by the use of diesel engines (reduced fuel consumption and longer wear), hydraulic drive motors for the mowing deck, industrial drive train components that reduce maintenance costs, and the ability to attach snow removal equipment for year around operation.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Big Dry Creek Parallel Interceptor Sewer Line Revegetation

Prepared by: Rod Larsen, Open Space Supervisor

Introduction

City Council action is requested to authorize the award of a contract to Randall & Blake, Inc. in the amount of \$39,391. The contract will be for the restoration of approximately 20 acres of open space property which has been disturbed due to the installation of the interceptor sewer line located along Big Dry Creek between 120th Avenue and Sheridan Boulevard. Funding for this project has already been appropriated through the sewer line construction budget in the Utility Fund.

Summary

Staff and consultants prepared bid documents for this revegetation project, which consists of seedbed preparation, sowing of a cover crop and native grasses, installation of a drip irrigation system, and the planting of 32 trees over the disturbed site.

Staff contacted seven qualified firms which had previous experience in revegetation work. Bid documents were mailed out to these interested contractors and the bids were opened on March 26, 1999 with the following results:

Randall & Blake, Inc.	\$39,391
Western States Reclamation	\$43,807
Phillips Seeding	No Bid
Blue Mountain Seeding	No Bid
Arnold's Custom Seeding	No Bid
Rocky Mt. Seeding Specialists	No Bid
AJI	No Bid

It is estimated that the first phase of this work would begin around May 1 and would consist of the sowing of the cover crop, the installation of the drip irrigation system, and the planting of the trees. A second mobilization is required this fall during which the native grasses would be seeded.

Alternatives

Council could decide to rebid the contract with the desire to receive a lower bid. It should be noted, however, that bids were sent to eight contractors and only two responded, which indicates the difficulty in obtaining qualified contractors. An additional concern, is that the seed should be placed in the ground before the spring rains, which will help in germination.

Staff Recommendation

Authorize the City Manager to sign a contract with the low bidder, Randall & Blake, Inc. in the amount of \$39,391 for the revegetation contract associated with the Big Dry Creek interceptor sewer line installation, and charge this expenditure of funds to the appropriate Utility Fund capital improvement project fund.

Background

As development continues to increase in the area served by the Big Dry Creek Water Reclamation Facility, flow in the existing interceptor has increased to near capacity. Studies had shown the need for the installation of an additional phase of interceptor to handle the increased demand. This project has consisted of the installation of approximately 9,800' of 30-inch diameter sewer line. Construction of this project started in November and is estimated to be completed in April of 1999.

The installation of this sewer line required the disturbance of a wide corridor of open space land. The proper revegetation of open space land is a high priority to prevent invasion of the spread of weeds. Restoration is a delicate process and sometimes takes years to accomplish. This revegetation contract will be monitored closely to insure that this land will be restored as closely as possible to its original or better condition.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Purchase of Four Vehicles for the Police Department

Prepared by: Carl F. Pickett, Purchasing Specialist

Introduction

City Council action is requested to award the bid for two replacement vehicles and two new vehicles in the amount of \$70,752 to be used by the Police Department as follows: one for Administrative Services, one for Neighborhood Services, and two for Investigative Services. Funds have been specifically allocated in the 1999 General Fund, Police Department Budget and the Fleet Maintenance Fund, Fleet Maintenance Division Budget for this expense.

Summary

In March 1999, the City's Purchasing Specialist sent out Formal Bid Proposals for four (4) 1999 Honda Accord LX sedans for use by the Police Department. The two replacement and two new sedans to be purchased were previously approved by City Council in the 1999 budget. The low bid submitted by John Elway Auto Nation Honda, is being recommended for this purchase.

An alternative to the proposed purchase would be to purchase the Dodge counterpart to the Honda Accord LX sedan using State Bid. Although there would be some immediate savings with the purchase of the Dodge Intrepid, the Honda Accord provides the City with a vehicle that complies with Regulation 17, Colorado's Clean Fuel Fleet Act. The Honda Accord comes with a LEV (Low Emissions Vehicle) engine that operates on standard unleaded gasoline. This type engine is not available in the Dodge Intrepid, or any other vehicle in this class.

Staff Recommendation

Award the bid for four Honda LX sedans to the low bidder, John Elway Auto Nation Honda in the amount of \$70,752 and charge the expense to the appropriate 1999 Police Department and Fleet Maintenance Budget accounts in the General and Fleet Maintenance Funds.

Background Information

As part of the 1999 Budget, City Council approved the purchase of four sedans for the Police Department. These vehicles will replace two sedans, Units # 8102 and # 8121 that have reached a point that it is no longer economically reasonable to maintain them in full service. Unit #8102 is a 1991 Chevrolet Lumina that has been driven 97,500 miles and has cost \$4,056 to operate since purchased in 1991. Unit # 8121 is a 1993 Chevrolet Lumina that has gone 84,500 miles and has cost \$6,100 to operate since purchased in 1993. The present condition and maintenance history of each of these vehicles would make it impractical to continue to operate them in regular service. Fleet Maintenance recommended replacement of the sedans for 1999. Additionally, two sedans, one for Neighborhood Services and one for Investigation Services are new vehicles for the fleet. These new vehicles were approved for the 1999 Budget year by City Council.

The State bid this year for this size sedan was awarded to Valley Chrysler-Dodge-Plymouth, Inc. Comparably equipped Dodge sedans would cost \$60,008. However, Fleet Staff believes that compliance with Colorado's State Regulation 17 more than justifies the additional cost of the Hondas.

The Fleet Maintenance Division would prefer to purchase GM vehicles for these additions to the fleet to maintain its fleet standardization, however, GM does not offer a vehicle of this type that would comply with Colorado's State Regulation 17. Fleet Staff will be able to perform ongoing preventative maintenance and service on the Hondas but will rely on local dealerships for major repairs.

The State's Clean Fuel Fleet Program, also referred to as Regulation 17, was adopted to implement the Federally mandated provisions for fleets in the Federal Clean Air Act. The purpose of the regulation is to reduce carbon monoxide emissions and brown cloud pollutants, and to provide economic and energy benefits to Colorado from the use of alternative fuels. To achieve this goal, the Federal low emissions vehicle (LEV) standards have been set to determine whether a fuel reduces carbon monoxide emissions and brown cloud pollutants when compared to the reductions made by natural gas, propane and electricity as alternative fuels. With new advances in engine technology, some gasoline engines are capable of meeting the federal LEV standards for carbon monoxide.

It is the City's responsibility to ensure that 30% of the new vehicles purchased in 1999 meet the LEV standards. Regulation 17 allows fleet operators to make the most economical choice of fuels, including the use of new engine technology with the use of conventional unleaded gasoline, as long as the vehicle meets the federal LEV air quality standards. Non-compliance with Regulation 17 requirements carries a variety of civil penalties, with the most stringent being \$15,000 per day for each day of violation. Penalties are determined by the State of Colorado Air Quality Control Division and the U.S. Environmental Protection Agency.

The Honda Accord LX sedan is available with a LEV engine that operates on standard unleaded gasoline. This purchase will include this type of engine, and help satisfy the City's obligations under Regulation 17. At the same time, since these vehicles operate on standard unleaded pump gasoline, there will be no need for training or additional fueling activities as is required with the use of an alternative fuel such as Compressed Natural Gas. The purchase of these four NLEVs will allow the City to meet Regulation 17 light duty vehicle requirements for 1999 and have two vehicle credits toward new 2000 requirements.

The results of the bid process were as follows:

John Elway Auto Nation Honda, Inc	\$70,752
Mile High Honda	\$71,952
Ralph Schomp Honda	\$71,020
Planet Honda	No Bid
Empire Oldsmobile Honda	No Bid

The low bid from John Elway Honda, Inc. meets all the City's specifications for this bid. The cost of the four vehicles, \$70,752 exceeds the amount previously approved by City Council for this expense by \$1,152. Fleet Maintenance will provide the additional funds needed, over the amount budgeted in the Police Department, from its 1999 operating budget. Fleet Maintenance has historically covered the additional costs of Clean Fuel Vehicles.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Bids for Purchase of a New Single Axle Dump Truck
Prepared by: Dave Cantu, Street Division Foreman

Introduction

City Council action is requested to award the bid for one single axle dump truck to be utilized by the Street Division. Funds are available and were specifically allocated in the 1999 Department of Public Works and Utilities budget for this expense.

Summary

The new single axle dump truck, equipped with snow plow and salt spreader, will be an addition to the Street Division fleet and will be assigned to the Support Services Crew.

The State of Colorado offers a state award for this class of trucks which meets the formal bidding requirements of the City Charter. Therefore, the City did not solicit bids and opted to take advantage of the State bid. The low bid from the State award is for a model 4900 Navistar International truck through Rocky Mountain International Trucks. This truck meets all of the City's specifications, at a cost of \$85,982. The State bid offers a superior truck at a better price than the City could expect to obtain by bidding the truck on its own.

An alternative would be to not purchase the truck at this time, which would result in placing open drainage, ditching, shoulder and storm sewer maintenance projects on hold until other already heavily used dump trucks become available. Another alternative would be to lease a dump truck. However, over a 10 to 12 year period, leasing would not be cost effective.

Staff Recommendation

Award the bid for one single axle dump truck, with snow plow and salt spreader, to the low bidder, Rocky Mountain International Trucks Inc., in the amount of \$85,982 and charge the expense to the appropriate 1999 Department of Public Works and Utilities budget account.

Background

City Council previously allocated funds in the 1999 Department of Public Works and Utilities budget for the purchase of one new single axle dump truck. The vehicle will be utilized daily by the Street Division Support Services Crew in all phases of work associated with open drainage, shoulders, ditching and storm sewer maintenance as well as expansion of the City's Snow Removal Program. The purchase of this truck provides a readily available unit with which the above described work can be performed on a regular basis, thus eliminating the need to delay much needed ongoing maintenance until other trucks, already heavily utilized for other phases of work, become available.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Bids for the 1999 Chipseal Project
Prepared by: Ron Elrod, Street Projects Inspector

Introduction

City Council action is requested to award the bid for the 1999 Chip and Sealcoat Project. Funds are available in the 1999 Department of Public Works and Utilities Street Operations Budget for this expense.

Summary

Formal bids were solicited in accordance with City Charter bidding requirements for the 1999 Chipseal Project. Bid documents were sent to the four contractors who do this type of sealcoating with one responding as follows:

A-1 Chipseal	\$248,851
Keiwit Western	No Bid
GMCO	No Bid
Armor Coatings	No Bid

Staff estimate for this work was: \$311,665

The low bidder, A-1 Chipseal, meets all of the City's bid requirements and has successfully completed chipseal projects in 1997 and 1998 for the cities of Denver, Aurora, Frederick, Adams Country, Lakewood, and Arvada. A-1 Chipseal's owner has been in the business since 1981.

The chipseal application price of \$1.08 per square yard increased 3% over the 1998 price. A-1 Chipseal currently has contracts for chipsealing this year in the cities of Northglenn; Golden; Loveland; Estes Park; Douglas, Jefferson and Elbert Counties; and the Colorado Department of Transportation. All but two have been awarded without competitive bidders.

Alternatives to this project are:

1. Resurface these streets with a thin overlay of hot-mix asphalt (HMA)

With this alternative, the cost would increase by 160%, and the strength of the pavement structure would increase by less than 5%. The pavement's flexibility would not increase as it does with the polymerized asphalt used with a sealcoat. Thus, within two to three years, the pavement surface would need a sealcoat.

2. Apply a slurry seal surfacing to these streets, instead of chipseal

The initial cost with this alternative would decrease by 8%, and there would be no loose aggregate. The disadvantages to this alternative are that pavement flexibility would decrease due to the hardness and brittleness of a slurry seal and surface treatment stripping would be more prevalent after one winter as opposed to a chipseal treatment that would not strip for at least three years. Cracksealing would be necessary after one winter, and the streets have to be totally closed during the construction process.

Staff Recommendation

Authorize the City Manager to sign a contract for the 1999 Chip and Sealcoat Project to the low bidder, A-1 Chipseal Company, in the amount of \$253,851, including a 5% contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account.

Background

The 1999 Chipseal Project represents a total of 28.6 lane miles of pavement surface improvements at 51 locations throughout the City of Westminster. Approximately one-third of the additional \$300,000 appropriated for street improvements this year was utilized to increase the Chipseal Project by 43%. This sealcoating project is recommended by Staff after each street segment was carefully analyzed through the computerized Pavement Management process. It was determined that this preventative maintenance strategy would be the most cost effective. Staff believes this is the best sealcoat process presently available, but will continue to experiment with alternatives as they are developed.

Formal bids were solicited in accordance with City Charter bidding requirements for the 1999 Chipseal Project. Bid documents were sent to the four contractors who do this type of sealcoating. The low bidder, A-1 Chipseal, meets all of the City's bid requirements and has successfully completed numerous chipseal projects in 1997 and 1998 throughout Colorado.

GMCO stated that their reason for not bidding was because they are located in Carbondale, Colorado, and did not believe they could be competitive due to the hauling costs. Keiwi Western indicated this project did not fit well into their schedule. Armor Coatings Equipment is not adequate for larger projects.

In an effort to respond to citizen concerns, Staff will again be sending a letter to affected residents explaining the process of the chipseal application and what to expect during the curing period. Special attention will be given to consistent and timely inspection during the construction process and sweeping will be scheduled the day after the chipseal is applied. The new process which utilizes the fogseal after sweeping was performed successfully in 1992 and in 1994 to 1998. Attached is a list of the streets earmarked to receive the chipseal application in 1999.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

City of Westminster
Department of Public Works and Utilities
Street Division
1999 Chipseal Project Locations
March 30, 1999

1. Lowell Boulevard, 73rd Avenue to 78th Avenue
2. Church Ranch Boulevard, US 36 to Wadsworth Boulevard
3. Vance Street, 90th Avenue to 92nd Avenue
4. 90th Avenue, Pierce Street to Wadsworth Boulevard
5. Independence Drive, 88th Avenue to Brentwood Way
6. 88th Circle, Field Street to Field Street
7. 86th Circle, Dover Street to Dover Street
8. Carr Court, Southeast of 86th Circle
9. Cody Court, south of 86th Circle
10. 86th Place, southwest of 86th Circle
11. 86th Court, southwest of 86th Circle
12. 89th Circle, west of Independence Street
13. Iris Court, 88th Place to north of 89th Way
14. 89th Way, Iris Court to Jellison Court
15. Jellison Court, 88th Place to north of 89th Way
16. 88th Place, Iris Court to Jellison Court
17. 86th Avenue, Dover Street to Garrison Street
18. 103rd Drive, 103rd Avenue to 103rd Avenue
19. Mead Loop, 103rd Drive to 103rd Drive
20. 98th Avenue, Federal Boulevard to Irving Court
21. Julian Way, 99th Avenue to Irving Court
22. 98th Place, west of Julian Way
23. 98th Drive, east of Julian Way
24. Irving Court, south of 98th Avenue
25. Hooker Court, north and south of 98th Avenue
26. Grove Circle, west of Grove Street
27. Grove Street, 99th Avenue to south of 98th Avenue
28. Julian Court, north of 99th Avenue
29. King Street, 99th Avenue to Northpark Avenue
30. King Court, north of 99th Avenue
31. 101st Place, west of King Street
32. 101st Place, east of King Street
33. 100th Place, west of King Street
34. Hooker Court, northeast of 100th Drive

35. Hooker Street, 100th Drive to Northpark Avenue
36. Hooker Street, 104th Avenue to Northpark Avenue
37. Julian Way, south of Northpark Avenue
38. King Court, southwest of Northpark Avenue
39. 102nd Place, east of Northpark Drive
40. 102nd Circle, east of Northpark Drive
41. 103rd Place, east of Northpark Drive
42. Julian Court, north of Northpark Drive
43. King Court, north of Northpark Drive
44. Hooker Place, west of Hooker Street
45. Hooker Way, northwest of Hooker Street
46. Julian Court, north of 100th Drive
47. 100th Drive, King Street to 99th Avenue
48. 99th Circle, north of 99th Avenue
49. Grove Court, north of 99th Avenue
50. Grove Place, northwest of 99th Avenue
51. King Court, Northpark Drive to south end



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Golf Cart Fleet Bid and Lease/Purchase: Legacy Ridge and The Heritage Golf Courses

Prepared by: Richard Dahl, Park Services Manager
Ray Fielder, Head Golf Professional

Introduction

City Council action is requested to award the bid in the amount of \$366,749 to Colorado Golf and Turf to replace the golf cart fleet at Legacy Ridge and purchase a new fleet for The Heritage at Westmoor Golf Course; and authorize the City Manager to execute a lease/purchase agreement with an appropriate financial institution to fund the purchase of these two golf cart fleets. This method of lease/purchase financing has been specifically anticipated in the operating portion of the construction budget for The Heritage Golf course and in the operating budget for Legacy Ridge.

Summary

The existing golf cart fleet at Legacy Ridge has been in operation since September 1994 and is scheduled for replacement in 1999. The Heritage at Westmoor Golf Course is a new project scheduled to open in September 1999 and will require similar equipment to start golf operations. Electric carts have been used at Legacy Ridge and Staff is proposing to continue with electric carts for both golf courses due to their quietness, ease of maintenance, pollution-free operation, and compliance with the environmental requirements of the Audubon Sanctuary Program currently underway at the Heritage and the existing Environmental Steward Program at Legacy Ridge. The entire equipment package consists of the 127 golf carts, 4 marshal carts, 2 beverage carts, and 2 driving range utility vehicles, split between both golf courses.

Bids were sent to three companies in accordance to City Charter bidding requirements. The bid specifications requested bids for two alternative battery options: a 36-volt battery system and a 48-volt battery system. Only one company, Colorado Golf and Turf (Club Car), supplied a bid for the preferred 48 volt battery system for the cart fleet.

The 48 volt system is recommended by golf course staff due to its ability to efficiently store and deliver power to the electric motors used for cart propulsion. This system can be viewed as the "electrical equivalent to the capacity of a fuel tank," with the Club Car 48-volt system being able to use the electrical capacity more efficiently through computer management and lower vehicle weight.

The additional cost to purchase the 48 volt system will, in part, be recovered in lower electrical costs to operate the carts (recharging the batteries) and the resale value of the Club Car fleet at the end of the four year lease.

Based on the Legacy Ridge and Heritage Golf Courses' operating budget approved by City Council for 1999, a \$366,749 four-year lease/purchase agreement for the golf cart fleet is proposed for both golf courses. The golf cart lease approved in 1994 for Legacy Ridge was a five-year lease which was too long for continued low maintenance operations of the fleet. This lead to equipment and battery failures over the last two years.

Staff is structuring the new lease over four years with a four-year warranty on the carts and batteries. This lease/purchase option was reviewed by Finance Staff and deemed to be the most economical way to proceed for purchasing this equipment. The yearly payment on the plan would be approximately \$52,500 per course.

If this proposal is approved by City Council, the Finance Department will send invitations to financial institutions including, but not be limited to, the following: Key Bank, Banc One Leasing Corp., Norwest Bank, and US Bancorp Leasing & Financial for lease/purchase proposals. The Finance Staff will pursue the possibility of combining this bid with the Recreation Programs Division on their purchase of a transportation vehicle to help lower the interest rate.

Alternatives

- Continue to use the existing equipment and golf cart fleet. Staff recommends against this action due to the appearance, age of the fleet, and efficiency factors that directly affect customer service.
- City Council could reject these bids and require City Staff to re-bid the purchase of this equipment in hopes of a lower bid. Staff recommends against this action as it delays the delivery of the cart fleet, particularly in regard to The Heritage, which is scheduled to open September 1999.
- City Council could award the bid to the low bidder (E-Z GO) for a 36-volt system as opposed to the 48-volt system as recommended by City Staff.

Staff Recommendation

Award the bid to Colorado Golf and Turf for the purchase of the golf cart fleet in the amount of \$366,749 and authorize the City Manager to execute a four year lease/purchase agreement with the financial institution deemed most appropriate by the Finance Department to fund this expense and charge these expenses to the appropriate budget accounts in the Legacy Ridge and Heritage Golf Course funds.

Background Information

The 48-volt battery system for golf carts is desirable for several reasons: 48-volt batteries are 27% more efficient, requiring fewer amps to move the golf cart than the 36-volt systems, thereby increasing the distance traveled for the same expenditure of energy and resulting in lower costs to re-charge; The Club Car 48-volt electrical chargers keep the batteries from over-charging, thereby reducing heat build up which is the number one enemy of battery longevity; the on-board computer of the 48-volt Club Car also allows Staff to precisely track rounds, check the energy capacity of the battery system before sending the golf cart out, and insure proper fleet rotation by using a hand-held diagnostic reader.

The additional cost of purchasing the 48-volt Club Car Fleet will be offset by reduced energy costs used to recharge the battery systems and the increased resale value of the Club Car fleet after the four year lease. In 1998 the electrical use at Legacy Ridge was \$ 13,000 and Staff estimates a conservative 15% reduction (\$1,950) in those expenses. The resale value of Club Car golf carts, when compared to other manufacturers such as E-Z GO and Yamaha, are 20 to 30% percent higher as researched by Staff in golf publications. Based on this information, Staff estimates the additional cost of the 48-volt system will be recovered by savings on the utility costs and re-sale value over the next four years.

The cost to lease purchase the 48 volt system to the Golf Course Enterprise Fund for both golf courses is approximately \$105,000 per year (\$52,500 per course) over a 4 year lease term. The difference in the cost to lease purchase the 48 volt system over the 36 volt system is approximately \$6,000 per golf course per year. The expense to purchase new golf cart fleets for both golf courses is budgeted in the Legacy Ridge 1999 operating budget and The Heritage Golf Course Capital Construction Fund.

Both Legacy Ridge and The Heritage are participants in environmental programs that protect open space, encourage wildlife habitat areas, restrict the use of pesticides and allow a good mix of developed and undeveloped natural areas. The use of electric carts is required to participate in both the Audubon Sanctuary Program and the Environmental Stewardship Program and staff is charged with continually evaluating and upgrading its method of operations and equipment purchases to insure both these programs continue as originally designated by the awarding society.

Because of severe changes in grade and elevation at the Heritage Golf Course it is believed by the Golf Course Professional and staff that the 48-volt battery system will perform better under these conditions. Staff has checked references on Club Car and has found the product to be dependable and highly recommended by users of their golf carts.

Bids were sent to the following companies:

Colorado Golf and Turf (Club Car)	48-volt system	\$366,749
	36-volt system	\$340,079
Masek Golf Car Company (Yamaha)	48-volt system	no bid
	36-volt system	\$372,768
E-Z-GO (EZGO)	48-volt system	not available
	36-volt system	\$333,877

During the 1998 golf season, Staff demonstrated several different carts at Legacy Ridge and the Heritage to determine performance specifications as they applied to each course. Of the different types of carts demonstrated, the Club Car, 48-volt was the cart preferred by the evaluators.

Staff is currently utilizing E-Z GO golf carts at Legacy Ridge and has had negative experiences related to defective charging cables and connections. Several of these units were rendered inoperable resulting in lost revenues and after several complaints to E-Z GO, were finally replaced. Staff was disappointed with E-Z GO's initial response to these customer service concerns.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Reallocation of Capital Improvement Project Funds for Ice Center Construction Management
Prepared by: Bill Walenczak, Director of Parks Recreation and Libraries

Introduction

City Council action is requested to reallocate a portion of City Park Phase III project funds (\$54,000) to support an ongoing Capital Improvement Project (CIP). This \$54,000 is planned to be reimbursed in May, 1999 when the carry over funds are finalized after final audit reports are completed for 1998 revenue funds. The CIP project is to extend the Ice Centre Contract with Jefferson County Construction Management. City Council will also be requested to approve a change order to the Jefferson County Construction Management contract for continued construction project management services at the Ice Centre.

Summary

There is a need for additional CIP funds in the Ice Centre Project prior to the availability of CIP carryover funds in May. Staff suggests reallocating some funds from another CIP in order to continue construction management services at the Ice Centre. The source of the CIP funds is City Park Phase III project account. Since City Park Phase III is not due to begin construction until 2000 or 2001, funds used to temporary “bridge the gap” would not compromise this other project. Staff would request to have CIP carry over funds used to reimburse this account. There is a total of \$1,312,000 available in the City Park Phase III project CIP account. Staff is proposing to transfer \$54,000 for a period of three months so the Ice Center construction management services can continue as scheduled.

A brief description, dollar amount, and justification for these requests are as follows:

<u>General Capital Improvement Fund Projects</u>	<u>Estimated Cost</u>
Jefferson County Construction Management Fees for Ice Center	\$54,000
Total Reallocated to Capital Projects Fund	<u>\$54,000</u>

1. The Ice Center at the Promenade has been under construction since February 1998 and was due to be completed in October, 1998. This additional Construction Management Fee is to cover the extra construction administration time required to complete the project. Since the project is behind schedule, it is in need of more construction management time to track the progress of Tamminga’s work. Staff asked Jefferson County Construction Management to increase the amount of time committed to the project for tracking work progress and change orders. This \$54,000 change order to Jefferson County Construction Management is a not to exceed amount required to finish out the project. Staff recommends that City Council authorize the City Manager to execute a change order with Jefferson County's Project Management Department for an amount not to exceed \$54,000 to manage the Ice Center project to completion

Alternatives

1. City Council could reject Staff's recommendation and designate the entire \$54,000 in the City Park Phase III remain in the CIP account and wait until carry over revenue is available later in May. However, this would delay these two projects.
2. City Council could reject the change order with Jefferson County Construction Management. However, the support from Jefferson County Construction Managers is crucial to bring the Ice Centre Project to successful completion.

Staff Recommendation

Authorize the reallocation of \$54,000 from the City Park Phase III capital improvement project to the Ice Centre capital improvement project to fund the \$54,000 required for a change order to Jefferson County Construction Managers; authorize the City Manager to sign a change order with Jefferson County Construction Management Department in the amount of \$54,000 to professionally manage the remainder of the Ice Centre design/build contract.

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. A new substantial completion date of May 31, 1999, has been negotiated as part of a settlement agreement approved by City Council. 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 Jefferson County project manager estimates that the project is over 92% 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.

Staff would appreciate Council's favorable consideration of these requests.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Metro Wastewater Reclamation District Board of Directors Appointment

Prepared by: Ron Hellbusch, Director of Public Works and Utilities

Introduction

City Council action is requested by the Metro Wastewater Reclamation District to make an appointment to their Board of Directors due to the untimely passing of Alex Iacovetta. Staff recommends the appointment of Curtis Aldstadt to the Metro District Board of Directors for the remainder of Alex Iacovetta's term, which is scheduled to expire on June 30, 2000. Allen Jones is currently the City's only representative. Mr. Jones' term of office will expire June 30, 2001.

Summary

The Metro District Bylaws and State Statute require that in order to become a member of the Board of Directors, one must live within the member municipality and within the Metro District service area. At this time, there is not a suitable City Staff member to fill the vacancy based on these bylaws. Therefore, the recommendation of Staff is to fill the vacancy with Curtis Aldstadt a City resident and business owner who currently works closely with the Department of Public Works and Utilities on a variety of issues.

Currently, Allen Jones is the only Board Member representing the City of Westminster. Curtis Aldstadt is being recommended to the Board of Directors to replace Alex Iacovetta, who passed away on February 26, 1999.

Staff Recommendation

Appoint Curtis Aldstadt to the Metro Wastewater Reclamation District's Board of Directors. The term of office will be effective immediately through June 30, 2000.

Alternative

As an alternative, staff could solicit additional names of interested citizens who may wish to represent the City on the Metro Wastewater Reclamation Board. The value of Mr. Aldstadt's appointment is that he is currently involved with the Department of Public Works and Utilities on a number of projects that make him a valuable asset to our team. In addition, Mr. Aldstadt's involvement in the water and wastewater industry provides the City with a citizen who will protect its interest on the Metro Board of Directors and ensure representation of the City.

Background Information

Attached for your review are Mr. Aldstadt's resume and a map indicating the location of his residence meets the Metro District's Bylaws and State Statute.

The Metro Wastewater Reclamation District Board of Directors meets at 7:00 p.m. on the third Tuesday of each month. In addition, all Board Members serve on one operation committee, which meets monthly either in the morning or at noon.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

APPOINTMENT

I Nancy M. Heil, Mayor of the City of Westminster, by virtue of the authority vested in me by law, do hereby appoint **CURTIS ALDSTADT** as the City of Westminster representative on the Board of Directors of the Metro Wastewater Reclamation District, to complete the term of Alex Iacovetta, expiring on June 30, 2000, in accordance with the laws of the State of Colorado and the By-laws of the Metro Wastewater Reclamation District.

Approved by the Westminster City Council this 12th day of April, 1999.

Mayor

**WESTMINSTER CITY COUNCIL
APPROVAL OF APPOINTMENT**

It was moved by Councillor Merkel, and seconded by Councillor Atchison; that the City of Westminster appoint **CURTIS ALDSTADT** to fill out the unexpired term of office for Alex Iacovetta, with the term of office to expire on June 30, 2000; as the City of Westminster representative on the Board of Directors of the Metro Wastewater Reclamation District be and the same hereby is approved.

The motion carried unanimously.

STATE OF COLORADO }
 } §
COUNTY OF ADAMS

CERTIFICATE

I, Michele Kelley, City Clerk of the City of Westminster, do hereby certify that the Westminster City Council appointed **CURTIS ALDSTADT** as said City's representative on the Board of Directors of the Metro Wastewater Reclamation District and that the foregoing "Appointment" is an excerpt from the minutes of the regular meeting of the Westminster City Council held on the 12th day of April, 1999, and that said motion of approval is part of the official minutes of said meeting; and that a quorum was present at all times during the meeting.

Dated this 13th day of April, 1999.

City Clerk

(SEAL)



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Resolution No 23 re Resignation and Appointment to Parks and Recreation Advisory Board

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to accept the resignation of Paul Targoff from the Parks and Recreation Advisory Board and make the appointment of a new member.

Summary

Paul Targoff has recently resigned from the Parks and Recreation Advisory Board due to conflicting professional, civic and family responsibilities (see attached letter).

Paul Targoff was appointed to the Parks and Recreation Advisory Board on April 23, 1997 as an alternate member.

Currently there are 5 individuals within the "pool". A copy of the matrix indicating each individuals preference for Boards and Commissions is attached.

Staff Recommendation

Adopt Resolution No. _____ accepting the resignation of Paul Targoff from the Parks and Recreation Advisory Board and appointing a new member to fill the Board vacancy.

Background Information

A Resolution has been prepared for Council to formally accept the resignation of Paul Targoff from the Parks and Recreation Advisory Board. City Council will need to decide who to appoint from the current "pool" of 5 applicants.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **23**

INTRODUCED BY COUNCILLORS

SERIES OF 1999

CITY OF WESTMINSTER BOARD AND COMMISSION APPOINTMENTS

WHEREAS, A resignation has been received from Paul Targoff from the Parks and Recreation Advisory Board; and

WHEREAS, Currently there is a vacancy on the Parks and Recreation Advisory Board; and

WHEREAS, It is important to have each City Board or Commission working with its full complement of authorized appointees to carry out the business of the City of Westminster.

NOW THEREFORE, be it resolved that the City Council of the City of Westminster does hereby accept the resignation of Paul Targoff from the Parks and Recreation Advisory Board.

Appointment of a new citizen to fill this vacancy will occur after citizens are advised that the City is recruiting for residents to fill vacancies on Boards and Commissions.

Passed and adopted this 12th day of April, 1999 as amended.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Resolution No. _____ re the Zehnder Property Annexation

Prepared by: David Falconieri, Planner III

Introduction

City Council action is requested on the attached resolution concerning a finding of compliance for the petition requesting annexation of the Zehnder property, with statutory requirements and establishing a hearing date. The proposed annexation consists of 39.6 acres located on the north side of 96th Avenue and east of the Woman Creek Reservoir property and west of Alkire Street.

Summary

The Zehnder property is currently improved with a nine hole executive golf course that is irrigated with ditch water for which the owners have water rights. The property also contains various buildings associated with the golf course such as storage sheds and a pro shop. This area has recently been identified in the proposed intergovernmental agreement with the City of Arvada as an area where Westminster may annex.

The applicant is proposing an annexation agreement be approved which would assure the owner that the golf course would be an allowed use and that the City would require no new public improvements unless the property were redeveloped for a different use. The agreement also waives the \$300 annexation fee. The proposed agreement will be reviewed as part of the annexation hearing.

Staff is proposing that the property be zoned O-1 which permits golf courses and would restrict any other type of use unless the owner applies for and is granted a Planned Unit Development (PUD) zone in the future.

Staff Recommendation

Adopt Resolution No. _____ accepting the annexation petition submitted by the Zehnders and make the findings required by State Statute on the sufficiency of the petition. This resolution also sets the date of May 24, 1999, for the annexation hearing.

Background

Upon receiving a petition for annexation, the City Council is required by State Statute to make a finding of whether or not said petition is in compliance with Section 31-12-107 (1) C.R.S. In order for the petition to be found in compliance, Council must find that the petition contains the following information:

1. An allegation that the annexation is desirable and necessary.
2. An allegation that the requirements of Section 31-12-104 and 31-12-105 C.R.S have been met. (These sections are to be reviewed by the Council at the formal public hearing.)
3. Signatures and mailing addresses of at least 50% of the landowners of the land to be annexed. (In this case, The Zehnders, signers of the petition, own 100% of the property.)
4. The legal description of the land to be annexed.
5. The date of each signature.
6. An attached map showing the boundaries of the area.

Planning staff has reviewed the petition and has determined that it complies with the above requirements.

If the City Council finds that the petition is in substantial compliance with these requirements, a resolution must be approved that establishes a hearing date at which time the Council will review the merits of the proposed annexation.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

WHEREAS, there has been filed with the City Clerk of the City of Westminster, a petition, a copy of which is attached hereto and incorporated by reference, for the annexation of certain territory therein-described to the City;

WHEREAS, the City Council has been advised by the City Attorney and the City Manager that the petition and accompanying map are in substantial compliance with Sections 31-12-101, et.seq., Colorado Revised Statutes, as amended;

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

1. City Council finds the said petition and annexation map to be in substantial compliance with all state statutory requirements, including C.R.S. Section 31-12-107 (1).
2. City Council hereby establishes May 24, 1999, 7:00 PM at the Westminster City Council Chambers, 4800 West 92nd Avenue, for the annexation hearing required by C.R.S. Section 31-12-108 (1).
3. City Council hereby orders the City Clerk to give notice of the annexation hearing in accordance with C.R.S. Section 31-12-108 (2).

Passed and adopted this 12th day of April, 1999.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Resolution No. _____ re Revised City Investment Policy

Prepared by: Mary Ann W. Parrot, Finance Director
Bob Eiche, Treasury Manager

Introduction

City Council action is requested to repeal Section VI of the Financial Policy Statement adopted by Resolution No. 59, Series of 1986 and amended by Resolution No. 60, Series 1988. City Council is also requested to adopt the proposed Investment Policy as an updated policy.

Summary

Staff desires to update the City's investment policy, since the original policy was adopted thirteen (13) years ago (1986). During the annual audit the City's auditors, Bondi and Company, also recommended the City update the investment policy. Staff proposes to extract the investment policy from the other thirteen financial policies of the City of Westminster and establish it as a separate section for the investment policy of the City. This is because the other financial policies of the City are more general in nature and are seldom amended. The City Attorney's Office concurs with this action. The proposed investment policy is detailed to address the complex investments now available in the financial markets. In addition, the changing nature of the investment arena will require that the investment policy be reviewed annually and amended if necessary.

Staff Recommendation

Adopt Resolution No. _____ revising and updating the Investment Policy for the City of Westminster including the repeal of Section VI of the Financial Policy Statement adopted by Resolution No. 59, Series of 1986, amended by Resolution No. 60, Series of 1988.

Background

Section 9.9 of the City of Westminster Charter states that the City will use the investments authorized by the statutes of the State of Colorado. The current City investment policy was adopted in 1986 and amended in 1988. Staff desires to update this policy and the City's independent auditors also recommended that the policy be updated. Since the original resolution was passed thirteen years ago the investment arena for local governments has become much more complex and difficult to understand. The proposed policy is more extensive in detail and scope and will provide needed direction for staff and protection for the City.

The Investment Policy can be further restricted than the state statute, but not more liberal. The proposed policy for the City of Westminster is more restrictive than the state statutes. These restrictions apply mainly to U. S. Government Instrumentalities, reducing the maximum percentage of certain types of securities that may be held, and limiting the maximum maturities of certain categories of securities. The policy also addresses specific areas of internal controls that must be documented.

Alternative

An alternative Council action would be to make no change to the policy. This is not recommended, given the age of the existing policy, the changes in the markets to date, and the recommendations of the City's auditors.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO

INTRODUCED BY COUNCILLORS

SERIES OF 1999

ADOPTION OF CITY OF WESTMINSTER REVISED INVESTMENT POLICY

WHEREAS, The investment program of the City of Westminster has become more complex;

WHEREAS, Staff desires to update the City's Investment Policy to provide additional protection for the City and direction to Staff;

WHEREAS, The City's auditors, Bondi and Company, have also recommended updating the investment policies; and

WHEREAS, The City will realize and benefit from a more detailed and comprehensive written investment policy

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Westminster adopts the revised Financial Investment Policy for the City of Westminster and eliminates Section VI of the Financial Policy Statement of the City of Westminster, as adopted by Resolution No. 59, Series of 1986 and amended by Resolution No. 60, Series of 1988.

Passed and adopted this 12th day of April, 1999.

ATTEST

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Juvenile Accountability Block Grants

Prepared by: Lee Birk, Police Captain

Introduction

City Council is requested to authorize the City Manager to waive the City of Westminster's rights to Federal Fiscal Year 1998 sub-grant funds and to convey those funds to Adams County, Colorado, for the purpose of establishing and operating a county-wide Juvenile Assessment Center.

Summary

The City of Westminster is eligible to receive a Juvenile Accountability Incentive Block Grant (JAIBG) in the amount of \$28,459. This Grant represents federal monies that are being distributed by the State of Colorado to local jurisdictions. This Grant award requires a matching contribution by the City of \$3,162 for a combined total of \$31,621.

The purpose of this funding is to reduce juvenile delinquency, improve the juvenile justice system, and increase accountability for juvenile offenders. Specific guidelines further define acceptable program areas. The grant requires creation of a Juvenile Crime Enforcement Coalition (JCEC) to oversee and implement grant programs and expenditures.

The Adams County District Attorney's Office has taken a leadership role in Adams County and proposed that Adams County agencies work cooperatively and pool their grant funds to establish and operate an Adams County Juvenile Assessment Center. Jefferson County currently operates an assessment center, which the Westminster Police Department frequently utilizes and relies on. Based on our positive utilization of the Jefferson County Assessment Center and recognizing many of the unmet juvenile needs in Adams County, Staff believes this is a worthwhile and valuable endeavor. Staff recommends the City of Westminster convey their JAIBG funds to the Adams County JCEC along with other cities, in the combined effort to establish a Juvenile Assessment Center in Adams County.

Alternatives to using these funds for a Juvenile Assessment Center include:

1. The City could decline to accept the JAIBG funds and return them to the State for redistribution.
2. Some Jefferson County agencies have discussed pooling the funds from Jefferson County agencies to fund and establish a computer based juvenile database for juvenile offenders. At this point it does not appear that this proposal is receiving wide based support. Additionally, while such a system would certainly provide enhanced information capabilities for law enforcement and social service agencies, several limiting issues are of concern. First, is the fact that the database would be limited to Jefferson County juveniles, when in reality many juvenile contacts are with individuals who reside outside of Jefferson County. The second issue pertains to the complex issues of many different jurisdictions and agencies having a common and compatible computer hardware and software system. Staff time involved in database upkeep and input is also of concern.

3. The City could use the grant funds to operate a local initiative. Staff initially considered this approach, but had difficulty identifying local initiatives that met the grant requirements or were practical or feasible for the City to implement, particularly under some fairly stringent timelines.

While all of these options have merit, the Adams County Juvenile Assessment Center approach seemed to represent the best use of these dollars for the “greatest good for the greatest number” and would directly benefit both Westminster government operations as well as Westminster juveniles and their families.

Staff Recommendation

Authorize the City Manager to sign the Waiver of Direct Subgrant Award and to convey the City’s share of the Juvenile Accountability Block Grant Funds to Adams County who is acting as the lead unit of Government in establishing an Adams County Juvenile Assessment Center.

Background Information

The United States Congress enacted Public Law 105-119 in November 1997, through which Colorado was allocated \$3.5 million. The Division of Criminal Justice, Colorado Department of Public Safety, was designated as the state agency to administer these funds. The law defines the formula to be used to determine the local pass through block grants to eligible units of government. The allocation formula is based on a combination of law enforcement expenditures for each local unit of government and the average annual number of violent crimes reported by each unit of government for the last three calendar years. The City of Westminster is eligible to receive an allocation of \$28,459 with a minimum cash match of \$3,162 required.

The Adams County Juvenile Crime Enforcement Coalition first met on March 9, 1999, to discuss options on the use of these funds and is recommending the establishment of an Adams County Juvenile Assessment Center. The **deadline for filing grant applications is April 15, 1999**, so immediate action is required. Approval of grant funds is expected in May of 1999. The projected timetable would be to select an interim Juvenile Assessment Center (JAC) Coordinator in July, hire a full-time Coordinator in August, with an objective of the facility opening its doors for business in November of 1999.

The juvenile assessment center is a relatively new concept which provides law enforcement officers with detention options other than sitting with juvenile detainees in the department. Currently, only Jefferson, Denver, and Larimer counties operate JAC’s in Colorado although they are in use in other areas of the country. Colorado state statutes prohibit holding a juvenile charged with a criminal act in a cell for more than six hours while “status offenders,” such as runaways, cannot be placed in a cell or restrained at all. This often necessitates officers staying with the juvenile for several hours while detention at an approved facility was arranged or parents responded to take custody. This resulted in a loss of valuable police staff time.

The juvenile assessment center allows the contacting officer to immediately transport the juvenile, regardless if it is a status or criminal matter, to the assessment center after which the officer can return to service. The assessment center then arranges for appropriate detention or supervises the child until a parent can arrive to take custody.

The assessment center also evaluates the juvenile based upon the circumstances of the incident and arranges appropriate follow-up counseling, probation intervention, or release restrictions. They work closely with other agencies and professionals such as Social Services, Mental Health, drug treatment programs and school officials. Juvenile Assessment Centers (JAC) offer youth and their families immediate intervention services and connection to other integrated services while helping law enforcement agencies eliminate wasteful “babysitting” hours that officers can then use in more productive efforts. Furthermore, they give law enforcement officers an option in those not infrequent situations where they are detaining a juvenile and have no or limited options for placement or parents who are unavailable. Information is coordinated with the appropriate court and prosecuting attorney’s office.

At this point, Adams County, and the cities of Thornton, Broomfield and Brighton have committed their JAIBG funds to the JAC concept. The City of Aurora is committing a portion of their JAIBG funds to the Adams County JAC project with the remainder of their funds being committed to a similar JAC initiative in Arapahoe County. With required matching funds these entities have committed a total of \$217,849 for this endeavor. The cities of Federal Heights, Commerce City and Northglenn have elected to pursue local initiatives.

The cash match requirement of \$3,162 can be absorbed by the Police Department 1999 budget and no new monies will need to be allocated for the match requirement.

The Colorado Department of Public Safety has informed staff that the Congress has approved an appropriation making a similar allocation available next year. Staff is not making any recommendation or commitments for future JAIBG funds at this time.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Intergovernmental Agreement with the City of Arvada for Paving of 88th Avenue

Prepared by: Ray Porter, Street Projects Coordinator

Introduction

City Council action is requested on an intergovernmental agreement (IGA) with the City of Arvada pertaining to paving of West 88th Avenue, Garrison Street to Independence Street, and Garrison Street, 84th Avenue to 86th Avenue, which provides for reimbursement of funds by the City of Arvada.

Summary

An IGA has been negotiated between the cities of Westminster and Arvada regarding cooperation for resurfacing the following street segments this year:

1. 88th Avenue, Garrison Street to 650 ft. west of Independence Street
(50% Arvada and 50% Westminster)
2. Garrison Street, 84th Avenue to 88th Avenue
(70% Arvada and 30% Westminster)

The IGA calls for Arvada to reimburse Westminster \$26,515 for the remaining portion of Westminster's total cost for resurfacing of these pavements.

An alternative to this IGA could allow for Westminster to improve only the north half of 88th Avenue, between Garrison Street and Independence Street, and Arvada to improve the south half at an earlier or later date. The resulting construction work would be of lower quality and the motoring public would be disrupted twice at the same location. The cooperative agreement is a more cost-efficient and sound construction approach.

Staff Recommendation

Authorize the City Manager to sign the Intergovernmental Agreement between the City of Arvada and the City of Westminster pertaining to the resurfacing of 88th Avenue and of Garrison Street.

Background

Westminster has included the resurfacing of 88th Avenue, between Garrison Street and 650 ft. west of Independence Street, within the 1999 Asphalt Pavement Rehabilitation Project. Arvada has included the resurfacing of Garrison Street, between 84th Avenue and 88th Avenue, within their 1999 Overlay Project.

Staff and the City Attorneys from the two respective cities have produced an IGA which allows for compensation to Arvada for a portion of Garrison Street which is in Westminster and to Westminster for a portion of 88th Avenue which is in Arvada. These two segments of roadway have been under an IGA maintenance agreement between both cities since 1974.

The key provisions of the IGA are as follows:

- Westminster agrees to allocate funds to hire a contractor to patch, resurface and restripe 88th Avenue, from Garrison Street to 650 ft. west of Independence Street.
- Arvada agrees to reimburse Westminster for all work done to the portion of 88th Avenue which is within Arvada.
- Arvada agrees to allocate funds to hire a contractor to patch and resurface Garrison Street, from 84th Avenue to 86th Avenue.
- Westminster agrees to reimburse Arvada for all work done to the portion of Garrison Street that is in Westminster.
- Arvada agrees to pay an amount of \$26,515 to Westminster upon completion of the two resurfacing projects. This is the remaining portion of Westminster's total cost for 88th Avenue after subtracting Westminster's cost for Garrison Street.

The amount of \$26,515 will be placed into Westminster's 1999 Asphalt Pavement Rehabilitation Project account and left as part of the project's contingency. Additional street work will be accomplished at the end of the project with any leftover contingency amounts.

Respectfully submitted,

William M. Christopher
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Councillor's Bill No. _____ re Cost Recovery for Westminster Boulevard

Prepared by: David W. Loseman, Senior Projects Engineer

Introduction

City Council action is requested on the attached Councillor's Bill regarding the establishment of cost recoveries due to the City for costs incurred in constructing the Westminster Boulevard Improvements between 104th Avenue and 112th Avenue. The areas that will be subject to the proposed ordinance are shown on the attached Exhibit C.

Summary

- The Westminster Boulevard Improvements were completed by the City in 1998. This project included the construction of Westminster Boulevard between 104th Avenue and 112th Avenue and the pedestrian bridge construction over Westminster Boulevard.
- The actual total construction cost of the project was \$3,289,647.33. This does not include the pedestrian bridge costs included in the total project budget.
- Staff is proposing that cost recoveries for the Westminster Boulevard Project be established to compensate the City for a portion of the costs as provided for in the City Code.
- Attached Exhibit C shows two areas that are responsible for paying the recovery of \$175.01 per linear foot abutting, plus interest. These areas represent two ownerships and are shown separately for recordation purposes.

Staff Recommendation

Pass Councillor's Bill No. _____ on first reading which establishes cost recoveries on the City's Westminster Boulevard Improvements between 104th Avenue and 112th Avenue.

Background Information

The City Code provides for a means for the City to collect a portion of the cost for the installation of public improvements that may benefit future developers of property in the vicinity of the improvements. On roadway widening projects such as the Westminster Boulevard Improvements between 104th Avenue and 112th Avenue, the general formula defined in the Code allows the City to assess recovery costs against adjacent, undeveloped parcels for that portion of the project cost that exceeds the cost of improvements to the middle 20 feet of an arterial street (i.e., the City's "responsibility"). These recovery costs are collected at such time that a developer or property owner requests the approval of a subdivision plat or a building permit on an abutting, undeveloped parcel. Recovery costs are not assessed against owners of currently developed land.

The attached Councillor's Bill sets the unit recovery costs to be assessed against the future developers of the property adjacent to the Westminster Boulevard Improvements between 104th Avenue and 112th Avenue. The recovery costs for the project are \$175.01 per linear foot of frontage plus interest.

With the adoption of Ordinance No. 1430, Series of 1984, the City Code requires that cost recoveries on City projects be established by ordinance. This necessitates City Council action on the attached Councillor's Bill regarding the establishment of cost recoveries for the project mentioned above.

Title 11 of the Municipal Code provides some flexibility in calculating the cost share for property adjoining a project. The proposed ordinance uses a simplified approach and divides the City's share of the project cost among the City and the private properties which adjoin the project, and assesses it based on the amount of property frontage along the project. This approach is fair and is recommended to equitably distribute project costs.

The attached Councillor's Bill summarizes the overall costs of this project and the formulas for determining the apportioning of these costs.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.
SERIES OF 1999

COUNCILLOR'S BILL NO. ____
INTRODUCED BY COUNCILLORS

A BILL FOR AN ORDINANCE ESTABLISHING RECOVERIES DUE THE CITY FOR COSTS INCURRED ON THE WESTMINSTER BOULEVARD PROJECT

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Improvements for the Westminster Boulevard, 104th Avenue to 112th Avenue Project

- A. "Schedule of Roadway Construction Costs" shall be \$3,289,647.33 in accordance with Exhibit A, attached hereto and incorporated herein by reference.
- B. "Schedule of Participation Costs" shall be \$967,814.24 in accordance with Exhibit A.
- C. The "Schedule of Recoverable Costs" shall be \$175.01 per linear foot abutting Westminster Boulevard plus interest. Interest shall be calculated from the date of Second Reading at the rate established annually by City Council
- D. The areas responsible for paying these recoveries are shown on attached Exhibit C.

Section 2. This ordinance shall take effect upon its passage after second reading.

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 12th day of April, 1999.

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

ATTEST:

Mayor

City Clerk

EXHIBIT "A"

IMPROVEMENTS FOR: WESTMINSTER, COLORADO – WESTMINSTER BOULEVARD
IMPROVEMENT PROJECT

A. "Schedule of Roadway Construction Costs" shall be as shown on Exhibit "B".

B. "Schedule of Participation Cost" shall be:

City Participation - Total Roadway Construction Costs less two times the non-City share of 24 divided by 68 or 35.29% or: $(\$3,289,647.33) - [(\$3,289,647.33) \times 35.29\% \times 2] = \$967,814.24$

C. "Schedule of Roadway Recoverable Costs" shall be:

1. Total Roadway construction costs less City Participation divided by total private developer frontage, or: $(\$3,289,647.33 - \$967,814.24)$ divided by 13,267 feet = \$175.01 per linear foot abutting the line plus interest at the rate established annually by City Council

The interest is calculated from the date of Second Reading and shall accumulate up to a maximum of 50% of the total principal amount.

IN WITNESS WHEREOF, the parties hereto have caused this Exhibit to be executed on this 26th day of April, 1999 pursuant to Ordinance No 2669.

Attest: _____
Michele Kelley
City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Councillor's Bill No. re: Cost Recovery for 128th Avenue and Huron Street Project

Prepared by: David W. Loseman, Senior Projects Engineer

Introduction

City Council action is requested on the attached Councillor's Bill regarding the establishment of cost recoveries due to the City for costs incurred in constructing the 128th Avenue and Huron Street Intersection Improvement Project. The areas that will be subject to the proposed ordinance are shown on the attached Exhibit C.

Summary

The 128th Avenue and Huron Street Improvement project was completed by the City in 1997. This project included the construction of 128th Avenue and Huron Street intersection and roadway improvements in all directions approaching the intersection.

The actual total construction cost of the project was \$2,168,329.58.

In addition to the construction cost for the project, recoverable right-of-way acquisition costs paid by the City totaled \$92,000.

Staff is proposing that cost recoveries for the 128th Avenue and Huron Street Intersection Improvement project be established to compensate the City for a portion of the costs as provided for in the City Code.

Staff Recommendation

Pass Councillor's Bill No. on first reading which establishes cost recoveries on the City's 128th Avenue and Huron Street Intersection Improvement Project.

Background Information

The City Code provides for a means for the City to collect a portion of the cost for the installation of public improvements that may benefit future developers of property in the vicinity of the improvements. On roadway widening projects such as the 128th Avenue and Huron Street Intersection Improvements Project, the general formula defined in the Code allows the City to assess recovery costs against adjacent, undeveloped parcels for that portion of the project cost that exceeds the cost of improvements to the middle 20 feet of an arterial street (i.e., the City's "responsibility"). These recovery costs are collected at such time that a developer or property owner requests the approval of a subdivision plat or a building permit on an abutting, undeveloped parcel. Recovery costs are not assessed against owners of currently developed land.

The attached Councillor's Bill sets the unit recovery costs to be assessed against the future developers of the property adjacent to the 128th Avenue and Huron Street Intersection Improvements Project. The recovery costs for Area 1 (see Exhibit C) are \$259.26 per linear foot of frontage, and \$92,000 for the cost of the right-of-way that the City had to acquire to build the project, plus interest. The recovery cost for Area 2 is \$259.26 per linear foot of frontage plus interest.

With the adoption of Ordinance No. 1430, Series of 1984, the City Code requires that cost recoveries on City projects be established by ordinance. This necessitates City Council action on the attached Councillor's Bill regarding the establishment of cost recoveries for the project mentioned above.

The attached Councillor's Bill summarizes the overall costs of this project and the formulas for determining the apportioning of these costs.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1999

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE ESTABLISHING RECOVERIES DUE THE CITY FOR COSTS INCURRED ON THE 128TH AVENUE AND HURON STREET INTERSECTION IMPROVEMENTS PROJECT

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Improvements for the 128th Avenue and Huron Street Intersection Improvements Project:

A. "Schedule of Construction Costs" shall be \$2,168,329.58 in accordance with Exhibit A, attached hereto and incorporated herein by reference.

B. "Schedule of Participation Costs" shall be \$637,922.56 in accordance with Exhibit A.

C. The "Schedule of Recoverable Costs" for Area 1 of attached Exhibit C shall be \$259.26 per linear foot abutting 128th Avenue and Huron Street plus \$92,000 plus interest. The "Schedule of Recoverable Costs" for Area 2 shall be \$259.26 per linear foot abutting plus interest. Interest shall be calculated from the date of Second Reading at the rate established annually by City Council

D. The areas responsible for paving the recovereries are shown on attached Exhibit C.

Section 2. This ordinance shall take effect upon its passage after second reading.

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 12th day of April, 1999.

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

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Resolution No. _____ re Adoption of Standard Specifications for Design and Construction

Prepared by: Lonnie Henderson, Capital Projects Inspector

Introduction

City Council action is requested to adopt the attached Resolution establishing revised Standard Specifications for Design and Construction of Public Improvements; authorize the City Manager to establish for the purchase of these Standards, authorizing the City Engineer to issue future revisions as necessary and authorizing the addition of these Standards to the City's Internet/Intranet page.

Summary

In 1995, Council authorized funding for the update of the City's Standard Specifications for Design and Construction. Staff has completed this update and are now requesting adoption of these specifications by Council. These specifications have been reviewed by the Home Builders' Association, several design consultants and general contractors. Their review comments, where appropriate, were incorporated into the document.

An option to this recommendation is to continue using the City's current specifications. Since the current specifications are 18 years old and do not reflect current technology, Staff does not recommend this alternative.

The complete document is 322 pages. If any City Councillor desires a copy to review, please contact Engineering Division Staff.

Staff Recommendation

Adopt Resolution No. _____ which adopts the revised City's Standard Specifications for Design and Construction; set the initial fee for purchasing a copy of the revised Standards at \$40; authorize the City Manager to make future fee adjustments as warranted; authorize the City Engineer to issue future revisions to the Standards to reflect changes in City policy and technological advances in the construction industry; and authorize the addition of the Standards to the City's Internet/Intranet page.

Background

The last update to the City's Standards and Specifications for Design and Construction took place in 1982. Advances in technology, changes in City policy and increasing environmental concerns since that time have rendered the existing Standards inadequate in many areas. An example of a technological change is discontinuing the use of asbestos concrete pipe for water line construction. Similarly, clay pipe is no longer allowed in the construction of sanitary sewer.

In 1995, City Council authorized an Engineering Design Contract with Felsburg, Holt & Ullevig (FHU) to update and revise the existing Standards. FHU, in conjunction with City Staff, has completed the necessary research and has updated each section of the existing Standards.

In addition to updating the existing sections, new sections, including “Earthwork, Erosion Control and Seeding”, “Traffic Control”, “Trenching Backfill and Compaction” and “Acceptance Requirements” were added to the Standards.

The Standards are the result of a review of other cities’ documents to verify that the final document is not significantly more restrictive than those cities. In addition, the Standards were prepared using the City’s Water Master Plan, Sewer Master Plan and industry standards, such as the Colorado Department of Transportation’s Specifications.

Once a draft copy was completed, extensive in-house reviews by appropriate City Departments were completed. Outside entities representing contractors, professional associations and consulting engineers were also consulted in assembling the final product. These entities include: the Home Builders’ Association, HDR Engineering, Inc., Martin/Martin, Western Paving, TARCO, Inc. and the Colorado Contractor’s Association. Their comments and suggestions, when appropriate, were incorporated into the final product.

City Staff believes that the finished product is a complete (322-page) yet user-friendly document that clearly presents the City’s expectations and requirements for design and construction within the City of Westminster.

A survey was performed of other municipalities within the metro area to determine an appropriate fee for a copy of the Standards. These fees range from \$40.00 to \$75.00. Based on this information, Staff believes it is fair to charge \$40.00 for the purchase of these Specifications. This fee is intended to cover the cost of reproduction, binders and Staff time.

The addition of the Standards to the City’s Internet/Intranet Page would allow City employees, developers, engineers and contractors twenty-four hour electronic access to the Standards and help reduce production costs.

Staff believes that the adoption of these Standards will help consulting engineers in the development review process by providing more clear direction of the City’s requirements. It will also help contractors by providing clear construction requirements and finally, it will help Staff by eliminating the need to “negotiate” a standard. This will reduce the time necessary to review development proposals since these new specifications more clearly define the expectations of the City.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

ADOPTION OF STANDARDS AND SPECIFICATIONS FOR DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS

WHEREAS, it has been determined that the current City Specifications for Design and Construction of Public Improvements have not been updated for 18 year; and

WHEREAS, City Council previously budgeted funds for the revision of said Specifications; and

WHEREAS, the authorized revision has been completed.

NOW, THEREFORE, be it resolved that:

1. The Standards and Specifications for the Design and Construction of Public Improvements dated April 1, 1999, are hereby adopted by this reference.
2. Authorize the City Manager to establish an initial fee of \$40.00 for the purchase of said Standards and Specifications.
3. Authorize the City Manager to adjust the fee from time to time as may be warranted.
4. The City Engineer is hereby authorized to issue addenda and revisions to said Standards and Specifications, as the City Engineer deems necessary to reflect changes in City policy or technological advances in the construction industry.
5. The addition of said Standards and Specifications to the City of Westminster Intranet/Internet page is hereby authorized.

Passed and adopted this 12th day of April, 1999.

ATTEST:

Mayor

City Clerk

Date: April 12, 1999

Subject: Reallocation of Capital Improvement Project Funds for Ice Center Construction Management

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

Introduction

City Council action is requested to reallocate a portion of City Park Phase III project funds (\$54,000) to support an ongoing Capital Improvement Projects (CIP) project in need of funds. This \$54,000 would be reimbursed in May, 1999 when the carry over funds are finalized after final audit reports are completed for 1998 revenue funds. The CIP project is to extend the Ice Center Contract with Jefferson County Construction Management. City Council will also be requested to approve a change order to Jefferson County Construction Management for continued construction project management services at the Ice Center.

Summary

Staff is in need of additional CIP funds for the Ice Center Project prior to the availability of CIP carryover funds in May and would like to reallocate some funds in order to complete this CIP project. The source of the CIP funds is City Park Phase III project account. Since City Park Phase III is not due to begin construction until 2000 or 2001, funds used to temporary “bridge the gap” shall not compromise this project. Staff would request to have CIP carry over funds used to reimburse this account. There is a total of \$1,312,000 available in the City Park Phase III project CIP account. Staff is proposing to borrow \$54,000 for a period of three months so the Ice Center construction management services can continue as scheduled.

A brief description, dollar amount, and justification for these requests are as follows:

<u>General Capital Improvement Fund Projects</u>	<u>Estimated Cost</u>
Jefferson County Construction Management Fees for Ice Center	\$54,000
Total Reallocated to Capital Projects Fund	<u>\$54,000</u>

1. The Ice Center at the Promenade has been under construction since February 1998 and was due to be completed in October, 1998. This additional Construction Management Fee is to cover the extra construction administration time required to complete the project. Since the project is behind schedule, it is in need of more construction management time to track the progress of Tamminga's work. Staff asked Jefferson County Construction Management to increase the amount of time committed to the project for tracking work progress and change orders. This \$54,000 change order to Jefferson County Construction Management is a not to exceed amount required to finish out the project. Staff recommends that City Council authorize the City Manager to execute a change order with Jefferson County's Project Management Department for an amount not to exceed \$54,000 to manage the Ice Center project to completion. It might be possible to pay this sum back to the project at a later time, with the concurrence of Hyland Hills, once projected revenues are being met.

Alternatives

1. City Council could reject Staff's recommendation and designate the entire \$54,000 in the City Park Phase III remain in the CIP account and wait until carry over revenue is available later in May. However, this would delay these two projects.
2. City Council could reject the change order with Jefferson County Construction Management. However, the support from Jefferson County Construction Managers is crucial to bring the Ice Center Project to successful completion.

Staff Recommendation

Authorize reallocation of \$54,000 of City Park Phase III Capital Improvement Funds funding to the Ice Center General Capital Improvement Fund for \$54,000 required for a change order to Jefferson County Construction Managers. Also, authorize the City Manager to sign a change order with Jefferson County Construction Management Department in the amount of \$54,000 to professionally manage the remainder of the Ice Center design/build contract.

Background Information

The Ice Center 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. A new substantial completion date of May 31, 1999, has been negotiated as part of a settlement agreement approved by City Council. 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 Jefferson County project manager estimates that the project is over 92% complete. Staff believes that, once completed, the Ice Center will be one of the premier facilities in the Rocky Mountain region, and a great enhancement to the Promenade.

Staff would appreciate Council's favorable consideration of these requests.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Ice Centre Change Order

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

Introduction

City Council action is requested to authorize the City Manager to sign a change order to Tamminga Construction in the amount of \$307,410.44 for owner-recommended changes to the Ice Centre design/build contract. Funds for this expenditure are available in the Ice Centre Operations and Combined Obligations Reserve Fund (OCOR).

Summary

On April 5, 1999, City Staff along with representatives from Jefferson County Construction Management and Greg Mastriona, Executive Director of Hyland Hills Park and Recreation District presented to City Council an itemized list of proposed changes to the Ice Centre design/build contract. The Ice Centre team has carefully verified the proposed list of changes and believes that the items presented to City Council are necessary and reasonable additions to the project.

Under the City's contract with Tamminga Construction, adjustments to the Guaranteed Maximum Cost are provided for instances where the owner-requested changes to the original scope of work occur.

City Council previously authorized a change order in the amount of \$799,970 as part of a negotiated allocation of approximately \$1.7 million in cost increases experienced by this project. Nevertheless, added together, the total amount of these two change orders, \$1.106 million, represents a total project cost increase of 9.2%, which is well within the 15% contingency that is normally provided for projects of this magnitude. This final change order will bring the final Guaranteed Maximum Cost for the final project to \$13,095,452.

Alternatives

- City Council could reject the list of proposed change orders. This, in Staff's opinion, would negatively affect the overall quality, ease of maintenance, revenues, and systems efficiency of the Ice Centre operations.
- City Council could approve specific items on the list and reject others. This would restrict certain aspects of the project. Most of the additions are either revenue enhancing or maintenance reducing measures.

Staff Recommendation

Authorize the City Manager to sign a change order to Tamminga Construction in the amount of \$307,410.44 for owner requested changes to the Ice Centre at the Promenade design/build contract which will not change the substantial completion date of May 31, 1999. Further, authorize the transfer of these funds from the Ice Centre Operations and Combined Obligations Reserve Fund to the Ice Centre Capital Improvement Project account.

Background Information

On March 15, 1999, City Council authorized a change order to Tamminga Construction, Inc. in the amount of \$799,973 to pay for increased costs incurred by the contractor to the Ice Centre project. As part of a settlement agreement, the contractor agreed to absorb approximately \$968,000 in the additional cost increases.

One item that remained unresolved was the issue of changes to the project requested by the project team. City Council instructed Staff to produce an itemized list of these changes and present them to City Council. The original preliminary list of items added up to \$353,000. However, after close scrutiny, the project team cut the list down to \$307,410. Funds for this change order are available in the OCOR account and will be replaced as excess revenues from operations and Ice Centre sponsorships are built up.

Many of the items on the change order list will contribute to the Ice Centre operating more efficiently, creating easier maintenance operations, and add quality to the project.

This detailed list of changes was discussed with City Council on April 5, 1999 and is attached for City Council's reference. At that time, City Council gave concurrence to place the item on a regular City Council agenda for approval.

As stated at the Study Session, if Council takes final action on the owner added change order items by April 12, the substantial complete date of May 31, 1999 will be retained.

Respectfully Submitted,

William M. Christopher
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Revised City Council Assignments for 1999
Prepared by: Bill Christopher, City Manager

Introduction

Action is requested pertaining to Council assignments for the balance of 1999 now that Butch Hicks has been appointed to fill Glenn Scott's vacant seat. This pertains to internal committees of the City organization as well as numerous external organizations in which the City has an involvement.

Summary

A revised set of City Council assignments has been discussed by the Council and the updated listing of assignments is ready for formal action.

Staff Recommendation

Mayor announces revised Council assignments for the remainder of 1999.

Background Information

The City of Westminster is involved in a number of organizations which are external to the City government. These include a wide range of both standing committees as well as groups that are formed to address current issues. They range from regional air quality issues to representation on the Denver Regional Council of Governments (DRCOG), to coordination meetings with Hyland Hills Park and Recreation District, the Quality of Life Commission and School District No. 50 to the Westminster Community Artist Series. City Council and Staff are active participants on a number of committees related to transportation issues such as the Adams and Jefferson County Transportation Issues committees, the Northwest Quadrant/Parkway and the I-25 Corridor Study committees and the U.S. 36 MIS.

Also, there are 12 City Boards and Commissions in which a City Council liaison is assigned. The purpose of such Council assignments is to assure open and time sensitive communications between City Council and the respective Board or Commission. These particular assignments are to be handled on an "on-call" basis. The Chairperson of each respective Board or Commission shall be responsible to contact the Council representative when he or she is needed to be at the respective meeting. Otherwise, the Council representative will not be in attendance at the Board/Commission meeting.

Mayor Heil previously obtained feedback from Council members and the City Manager regarding the revised suggested list of Council assignments. The feedback received has been reflected in the attached final list. Letters will be sent to all outside organizations as well as to the chairperson of each City Board/Commission apprising them of any modifications to the appointments.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

COUNCIL ASSIGNMENTS
Revised April 12, 1999 through November, 1999

<u>Organization</u>	<u>Council/Staff Representatives</u>
Airport (DIA)	Nancy Heil/Marty McCullough
Adams County Transportation Issues	Ann Merkel/Dave Downing
Adams County Transportation Funding Alternatives	Ann Merkel/Bill Christopher
Jeffco Transportation Issues	Ann Merkel/Mike Normandin/ Council Alternate - Butch Hicks
Adams County Economic Development	Sam Dixion/Susan Grafton
Jeffco Economic Council	Sam Dixion/Susan Grafton
DRCOG	Ann Merkel/Nancy Heil
ADCOG	Fred Allen/Butch Hicks
JEFFCO	Suzanne Smith/Herb Atchison
COW/Hyland Hills/School District 50	Nancy Heil/Ann Merkel/Fred Allen/ Bill Christopher/Bill Walenczak
CML Policy Committee	Bill Christopher/Sam Dixion
Historical Society (On Call)	Suzanne Smith/Fred Allen
Quality of Life Commission (On Call)	Suzanne Smith/Ann Merkel
Community Artist Series	Bill Christopher/Sam Dixion
Northwest Parkway	Nancy Heil/Ann Merkel/Dave Downing
I-25 Corridor	Nancy Heil/Ann Merkel/Dave Downing
JEFFCO Mayor/Commissioner/Manager	Herb Atchison/Suzanne Smith
ADCO Mayor/Commissioner/Manager	Nancy Heil/Bill Christopher
U.S. 36 MIS	Nancy Heil/Dave Downing/ Council Alternate - Fred Allen

City Boards/Commission - All are to be on call

Board of Adjustment	Fred Allen/Dave Falconieri
Board of Building Code Appeals	Fred Allen/Dave Horras
Election Commission	Suzanne Smith/Michele Kelley Council Alternate - Butch Hicks
Environmental Advisory Board	Sue Nachtrieb
Human Services Board	Ann Merkel/Brian Bosshardt
Library Board	Suzanne Smith/Bill Walenczak Council Alternate - Nancy Heil
Open Space Advisory Board	Herb Atchison/John Carpenter/Bob Lienemann Council Alternate – Nancy Heil
Planning Commission	Herb Atchison/Dave Shinneman Council Alternate – Ann Merkel
Parks & Recreation Advisory Board	Fred Allen/Bill Walenczak
Personnel Board	Suzanne Smith/Debbie Mitchell
Special Permit & License Board	Herb Atchison/Michele Kelley Council Alternate Nancy Heil
Transportation Commission	Fred Allen/Dave Downing Council Alternate – Butch Hicks



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Citizen Communication – Dave Watts
Prepared by: Michele Kelley, City Clerk

Introduction

Dave Watts, owner of San Marino Retirement Villas, located at 5000 West 75th Avenue, has requested time on Monday night's agenda to address City Council.

Summary

Mr. Watts has requested an opportunity to address City Council regarding the City's animal ordinance. Mr. Watts would like Council to consider amending the animal ordinance in order to allow him to have 6 chickens and 2 geese at the San Marino Retirement Villas for the seniors residing there.

Mr. Watts has indicated that his presentation will be 5 minutes or less in length.

Staff Recommendation

Listen to the presentation by Dave Watts and take the request under advisement.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Citizen Communication – Kellie Holt
Prepared by: Michele Kelley, City Clerk

Introduction

Kellie Hott, who resides at 9225 West 94th Place, has requested time on Monday night's agenda to address City Council.

Summary

Kellie Holt is a member of the Oakhurst COG, and has requested an opportunity to address City Council regarding traffic calming devices. The Oakhurst COG would like Council to consider increasing funding for such improvements as part of the 2000 budget.

Ms. Holt has indicated that her presentation will be 5 minutes or less in length.

Staff Recommendation

Listen to the presentation by Kellie Holt.

Respectfully submitted,

William M. Christopher
City Manager

Summary of Proceedings

Summary of Proceedings of the regular City Council meeting held Monday, April 12, 1999.

Present at roll call were Mayor Heil, Mayor Pro Tem Merkel and Councillors Allen, Atchison, Dixon, and Hicks. Absent was Councillor Smith.

The minutes of the meetings of March 29, 1999 were approved with no additions or corrections.

The Mayor and Council presented service pins and Certificates of Appreciation to employees celebrating 10, 15, 20 and 25 years of service with the City. Ranum and Westminster High School students who participated in the Washington DC Close Up Government Program addressed Council.

Oakhurst COG representative Kellie Hott addressed Council regarding traffic calming devices, and Dave Watts of San Marino Senior Housing addressed Council concerning adding chickens and geese at their facility.

Curtis Aldstadt was appointed to the Metro Wastewater Reclamation District's Board of Directors, and Council accepted the resignation of Paul Targoff from the Parks & Recreation Advisory Board.

Council approved the following: Mowing Equipment purchase for Park Services; Big Dry Creek Sewer Line Revegetation; Purchase of 4 Police Department vehicles and new Single Axle Dump Truck; Bids for 1999 Chipseal Project; Golf Cart Fleet bid and lease/purchase for Legacy Ridge and Heritage Golf Courses; Conveyance of Grant Funds to Adams County for the county-wide Juvenile Assessment Center; IGA with City of Arvada for 88th Avenue and Garrison Street improvements; Reallocation of Capital Improvement Project Funds for Ice Centre Construction Management; Ice Centre Change Order; and Revised City Council assignments for 1999.

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

A BILL FOR AN ORDINANCE ESTABLISHING RECOVERIES DUE THE CITY FOR COSTS INCURRED ON THE WESTMINSTER BOULEVARD PROJECT. Purpose: Cost recoveries due for Westminster Boulevard improvements between 104th and 112th Avenues.

A BILL FOR AN ORDINANCE PROVIDING FOR ENFORCEMENT OF COLORADO BOATING REGULATIONS AND COLORADO DIVISION OF WILDLIFE RULES AND REGULATIONS. Purpose: Adopt several State wildlife and boating regulations into the City Code.

The following Councillor's Bills were passed and adopted on second reading:

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGET IN THE GENERAL FUND.

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGET IN THE UTILITY FUND.

The following Resolutions were adopted:

Resolution No. 23 – Resignation of Paul Targoff from Parks & Recreation Advisory Board.

Resolution No. 24 – Zehnder Property Annexation Petition and set date for public hearing.

Resolution No. 25 – Revised City Investment Policy.

Resolution No. 27 – Reorganization in Department of Public Works and Utilities.

At 9:04 P.M. the meeting was adjourned.

By order of the Westminster City Council

Michele Kelley, CMC, City Clerk

Published in the Westminster Window April 22, 1999.



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Resolution No. _____ re the Zehnder Property Annexation

Prepared by: David Falconieri, Planner III

Introduction

City Council action is requested on the attached resolution concerning a finding of compliance for the petition requesting annexation of the Zehnder property, with statutory requirements and establishing a hearing date. The proposed annexation consists of 39.6 acres located on the north side of 96th Avenue and east of the Woman Creek Reservoir property and west of Alkire Street.

Summary

The Zehnder property is currently improved with a nine hole executive golf course that is irrigated with ditch water for which the owners have water rights. The property also contains various buildings associated with the golf course such as storage sheds and a pro shop. This area has recently been identified in the proposed intergovernmental agreement with the City of Arvada as an area where Westminster may annex.

The applicant is proposing an annexation agreement be approved which would assure the owner that the golf course would be an allowed use and that the City would require no new public improvements unless the property were redeveloped for a different use. The agreement also waives the \$300 annexation fee. The proposed agreement will be reviewed as part of the annexation hearing.

Staff is proposing that the property be zoned O-1 which permits golf courses and would restrict any other type of use unless the owner applies for and is granted a Planned Unit Development (PUD) zone in the future.

Staff Recommendation

Adopt Resolution No. _____ accepting the annexation petition submitted by the Zehnders and make the findings required by State Statute on the sufficiency of the petition. This resolution also sets the date of May 24, 1999, for the annexation hearing.

Background

Upon receiving a petition for annexation, the City Council is required by State Statute to make a finding of whether or not said petition is in compliance with Section 31-12-107 (1) C.R.S. In order for the petition to be found in compliance, Council must find that the petition contains the following information:

1. An allegation that the annexation is desirable and necessary.
2. An allegation that the requirements of Section 31-12-104 and 31-12-105 C.R.S have been met. (These sections are to be reviewed by the Council at the formal public hearing.)
3. Signatures and mailing addresses of at least 50% of the landowners of the land to be annexed. (In this case, The Zehnders, signers of the petition, own 100% of the property.)
4. The legal description of the land to be annexed.
5. The date of each signature.
6. An attached map showing the boundaries of the area.

Planning staff has reviewed the petition and has determined that it complies with the above requirements.

If the City Council finds that the petition is in substantial compliance with these requirements, a resolution must be approved that establishes a hearing date at which time the Council will review the merits of the proposed annexation.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

WHEREAS, there has been filed with the City Clerk of the City of Westminster, a petition, a copy of which is attached hereto and incorporated by reference, for the annexation of certain territory therein-described to the City;

WHEREAS, the City Council has been advised by the City Attorney and the City Manager that the petition and accompanying map are in substantial compliance with Sections 31-12-101, et.seq., Colorado Revised Statutes, as amended;

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

1. City Council finds the said petition and annexation map to be in substantial compliance with all state statutory requirements, including C.R.S. Section 31-12-107 (1).
2. City Council hereby establishes May 24, 1999, 7:00 PM at the Westminster City Council Chambers, 4800 West 92nd Avenue, for the annexation hearing required by C.R.S. Section 31-12-108 (1).
3. City Council hereby orders the City Clerk to give notice of the annexation hearing in accordance with C.R.S. Section 31-12-108 (2).

Passed and adopted this 12th day of April, 1999.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Resolution No. _____ re Revised City Investment Policy

Prepared by: Mary Ann W. Parrot, Finance Director
Bob Eiche, Treasury Manager

Introduction

City Council action is requested to repeal Section VI of the Financial Policy Statement adopted by Resolution No. 59, Series of 1986 and amended by Resolution No. 60, Series 1988. City Council is also requested to adopt the proposed Investment Policy as an updated policy.

Summary

Staff desires to update the City's investment policy, since the original policy was adopted thirteen (13) years ago (1986). During the annual audit the City's auditors, Bondi and Company, also recommended the City update the investment policy. Staff proposes to extract the investment policy from the other thirteen financial policies of the City of Westminster and establish it as a separate section for the investment policy of the City. This is because the other financial policies of the City are more general in nature and are seldom amended. The City Attorney's Office concurs with this action. The proposed investment policy is detailed to address the complex investments now available in the financial markets. In addition, the changing nature of the investment arena will require that the investment policy be reviewed annually and amended if necessary.

Staff Recommendation

Adopt Resolution No. _____ revising and updating the Investment Policy for the City of Westminster including the repeal of Section VI of the Financial Policy Statement adopted by Resolution No. 59, Series of 1986, amended by Resolution No. 60, Series of 1988.

Background

Section 9.9 of the City of Westminster Charter states that the City will use the investments authorized by the statutes of the State of Colorado. The current City investment policy was adopted in 1986 and amended in 1988. Staff desires to update this policy and the City's independent auditors also recommended that the policy be updated. Since the original resolution was passed thirteen years ago the investment arena for local governments has become much more complex and difficult to understand. The proposed policy is more extensive in detail and scope and will provide needed direction for staff and protection for the City.

The Investment Policy can be further restricted than the state statute, but not more liberal. The proposed policy for the City of Westminster is more restrictive than the state statutes. These restrictions apply mainly to U. S. Government Instrumentalities, reducing the maximum percentage of certain types of securities that may be held, and limiting the maximum maturities of certain categories of securities. The policy also addresses specific areas of internal controls that must be documented.

Alternative

An alternative Council action would be to make no change to the policy. This is not recommended, given the age of the existing policy, the changes in the markets to date, and the recommendations of the City's auditors.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO

INTRODUCED BY COUNCILLORS

SERIES OF 1999

ADOPTION OF CITY OF WESTMINSTER REVISED INVESTMENT POLICY

WHEREAS, The investment program of the City of Westminster has become more complex;

WHEREAS, Staff desires to update the City's Investment Policy to provide additional protection for the City and direction to Staff;

WHEREAS, The City's auditors, Bondi and Company, have also recommended updating the investment policies; and

WHEREAS, The City will realize and benefit from a more detailed and comprehensive written investment policy

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Westminster adopts the revised Financial Investment Policy for the City of Westminster and eliminates Section VI of the Financial Policy Statement of the City of Westminster, as adopted by Resolution No. 59, Series of 1986 and amended by Resolution No. 60, Series of 1988.

Passed and adopted this 12th day of April, 1999.

ATTEST

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Juvenile Accountability Block Grants

Prepared by: Lee Birk, Police Captain

Introduction

City Council is requested to authorize the City Manager to waive the City of Westminster's rights to Federal Fiscal Year 1998 sub-grant funds and to convey those funds to Adams County, Colorado, for the purpose of establishing and operating a county-wide Juvenile Assessment Center.

Summary

The City of Westminster is eligible to receive a Juvenile Accountability Incentive Block Grant (JAIBG) in the amount of \$28,459. This Grant represents federal monies that are being distributed by the State of Colorado to local jurisdictions. This Grant award requires a matching contribution by the City of \$3,162 for a combined total of \$31,621.

The purpose of this funding is to reduce juvenile delinquency, improve the juvenile justice system, and increase accountability for juvenile offenders. Specific guidelines further define acceptable program areas. The grant requires creation of a Juvenile Crime Enforcement Coalition (JCEC) to oversee and implement grant programs and expenditures.

The Adams County District Attorney's Office has taken a leadership role in Adams County and proposed that Adams County agencies work cooperatively and pool their grant funds to establish and operate an Adams County Juvenile Assessment Center. Jefferson County currently operates an assessment center, which the Westminster Police Department frequently utilizes and relies on. Based on our positive utilization of the Jefferson County Assessment Center and recognizing many of the unmet juvenile needs in Adams County, Staff believes this is a worthwhile and valuable endeavor. Staff recommends the City of Westminster convey their JAIBG funds to the Adams County JCEC along with other cities, in the combined effort to establish a Juvenile Assessment Center in Adams County.

Alternatives to using these funds for a Juvenile Assessment Center include:

1. The City could decline to accept the JAIBG funds and return them to the State for redistribution.
2. Some Jefferson County agencies have discussed pooling the funds from Jefferson County agencies to fund and establish a computer based juvenile database for juvenile offenders. At this point it does not appear that this proposal is receiving wide based support. Additionally, while such a system would certainly provide enhanced information capabilities for law enforcement and social service agencies, several limiting issues are of concern. First, is the fact that the database would be limited to Jefferson County juveniles, when in reality many juvenile contacts are with individuals who reside outside of Jefferson County. The second issue pertains to the complex issues of many different jurisdictions and agencies having a common and compatible computer hardware and software system. Staff time involved in database upkeep and input is also of concern.

3. The City could use the grant funds to operate a local initiative. Staff initially considered this approach, but had difficulty identifying local initiatives that met the grant requirements or were practical or feasible for the City to implement, particularly under some fairly stringent timelines.

While all of these options have merit, the Adams County Juvenile Assessment Center approach seemed to represent the best use of these dollars for the “greatest good for the greatest number” and would directly benefit both Westminster government operations as well as Westminster juveniles and their families.

Staff Recommendation

Authorize the City Manager to sign the Waiver of Direct Subgrant Award and to convey the City’s share of the Juvenile Accountability Block Grant Funds to Adams County who is acting as the lead unit of Government in establishing an Adams County Juvenile Assessment Center.

Background Information

The United States Congress enacted Public Law 105-119 in November 1997, through which Colorado was allocated \$3.5 million. The Division of Criminal Justice, Colorado Department of Public Safety, was designated as the state agency to administer these funds. The law defines the formula to be used to determine the local pass through block grants to eligible units of government. The allocation formula is based on a combination of law enforcement expenditures for each local unit of government and the average annual number of violent crimes reported by each unit of government for the last three calendar years. The City of Westminster is eligible to receive an allocation of \$28,459 with a minimum cash match of \$3,162 required.

The Adams County Juvenile Crime Enforcement Coalition first met on March 9, 1999, to discuss options on the use of these funds and is recommending the establishment of an Adams County Juvenile Assessment Center. The **deadline for filing grant applications is April 15, 1999**, so immediate action is required. Approval of grant funds is expected in May of 1999. The projected timetable would be to select an interim Juvenile Assessment Center (JAC) Coordinator in July, hire a full-time Coordinator in August, with an objective of the facility opening its doors for business in November of 1999.

The juvenile assessment center is a relatively new concept which provides law enforcement officers with detention options other than sitting with juvenile detainees in the department. Currently, only Jefferson, Denver, and Larimer counties operate JAC’s in Colorado although they are in use in other areas of the country. Colorado state statutes prohibit holding a juvenile charged with a criminal act in a cell for more than six hours while “status offenders,” such as runaways, cannot be placed in a cell or restrained at all. This often necessitates officers staying with the juvenile for several hours while detention at an approved facility was arranged or parents responded to take custody. This resulted in a loss of valuable police staff time.

The juvenile assessment center allows the contacting officer to immediately transport the juvenile, regardless if it is a status or criminal matter, to the assessment center after which the officer can return to service. The assessment center then arranges for appropriate detention or supervises the child until a parent can arrive to take custody.

The assessment center also evaluates the juvenile based upon the circumstances of the incident and arranges appropriate follow-up counseling, probation intervention, or release restrictions. They work closely with other agencies and professionals such as Social Services, Mental Health, drug treatment programs and school officials. Juvenile Assessment Centers (JAC) offer youth and their families immediate intervention services and connection to other integrated services while helping law enforcement agencies eliminate wasteful “babysitting” hours that officers can then use in more productive efforts. Furthermore, they give law enforcement officers an option in those not infrequent situations where they are detaining a juvenile and have no or limited options for placement or parents who are unavailable. Information is coordinated with the appropriate court and prosecuting attorney’s office.

At this point, Adams County, and the cities of Thornton, Broomfield and Brighton have committed their JAIBG funds to the JAC concept. The City of Aurora is committing a portion of their JAIBG funds to the Adams County JAC project with the remainder of their funds being committed to a similar JAC initiative in Arapahoe County. With required matching funds these entities have committed a total of \$217,849 for this endeavor. The cities of Federal Heights, Commerce City and Northglenn have elected to pursue local initiatives.

The cash match requirement of \$3,162 can be absorbed by the Police Department 1999 budget and no new monies will need to be allocated for the match requirement.

The Colorado Department of Public Safety has informed staff that the Congress has approved an appropriation making a similar allocation available next year. Staff is not making any recommendation or commitments for future JAIBG funds at this time.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

DATE: April 12, 1999

SUBJECT: Resolution No. _____ re Reorganization in the Department of Public Works and Utilities

PREPARED BY: Ron Hellbusch, Director of Public Works and Utilities
Debbie Mitchell, Human Resources Manager

Introduction

City Council action is requested to adopt the reclassification of the classified 1.0 FTE Street Projects Coordinator to an unclassified 1.0 FTE Infrastructure Improvements Manager with a pay range of \$57,050 to \$64,050.

Summary

The Department of Public Works and Utilities is proposing the development of a new "Infrastructure Improvements Division" that will require reassigning 3.0 existing full-time equivalent (FTE) positions and reclassifying 1.0 FTE of these to a Division Head level from the Street Division to the new Infrastructure Improvements Division.

The requested positions are as follows: 1.0 FTE Street Projects Coordinator, 1.0 FTE Street Projects Inspector, a 0.5 FTE Street Projects Inspector, and a 0.5 FTE Clerk Typist II. Staff requests the reclassification of the 1.0 FTE classified Street Projects Coordinator to an unclassified Infrastructure Improvements Manager with a pay range of \$57,050 to \$64,050. The current adopted Street Division budget will be reallocated between the Street Division and the new Infrastructure Improvements Division.

Staff Recommendation

Adopt Resolution No. _____ authorizing the reclassification of 1.0 FTE position in the City pay plan.

Background Information

The Department of Public Works and Utilities is proposing the reassignment of 3.0 existing full-time equivalents (FTE) and reclassification of 1.0 FTE from these positions in developing the Infrastructure Improvements Division. The Infrastructure Improvement Division will be responsible for continuing the City's street improvement program, which includes street rehabilitation, reconstruction and the concrete replacement program. Other responsibilities will include coordination of infrastructure improvements with divisions within Public Works and Utilities and various City departments.

The City Manager's Office and Human Resource Staff have reviewed these recommended staffing changes and fully supports the creation of the new Infrastructure Improvements Division within the Department of Public Works and Utilities. The attached Resolution will incorporate the changes described above into the 1999 City Pay Plan and the City Staffing Plan.

An alternative to authorizing the reclassification of the current classified 1.0 FTE Street Projects Coordinator to an unclassified 1.0 FTE Infrastructure Improvements Manager is to maintain the City's current service, structure, and staffing pattern in the Department of Public Works and Utilities Street Operations Division. The benefit to authorizing the proposed change is the centralization of the City's street improvement program, concrete replacement program, and managing the improvements of deteriorating infrastructure currently being managed by other Public Works and Utilities divisions and various City departments.

Respectfully Submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

AUTHORIZING THE REASSIGNMENT OF THREE FULL TIME BENEFITTED POSITIONS AND RECLASSIFICATION OF ONE FULL TIME BENEFITTED OF THESE POSITIONS.

Whereas, the new "Infrastructure Improvements Division" is being developed to centralize infrastructure improvements including the current street improvement program, concrete replacement program, and various other projects in City, and

Whereas, the volume of work has increased in the Department of Public Works and Utilities and position responsibilities have changed significantly,

NOW, THEREFORE, be it resolved that the Westminster City Council resolves that 1.0 FTE position be reclassified.

Reclassify the current classified 1.0 full-time equivalent (FTE) Street Projects Coordinator to an unclassified Infrastructure Improvements Manager position (\$57,050 - \$64,050).

Passed and adopted this 12th day of April, 1999.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Intergovernmental Agreement with the City of Arvada for Paving of 88th Avenue

Prepared by: Ray Porter, Street Projects Coordinator

Introduction

City Council action is requested on an intergovernmental agreement (IGA) with the City of Arvada pertaining to paving of West 88th Avenue, Garrison Street to Independence Street, and Garrison Street, 84th Avenue to 86th Avenue, which provides for reimbursement of funds by the City of Arvada.

Summary

An IGA has been negotiated between the cities of Westminster and Arvada regarding cooperation for resurfacing the following street segments this year:

1. 88th Avenue, Garrison Street to 650 ft. west of Independence Street
(50% Arvada and 50% Westminster)
2. Garrison Street, 84th Avenue to 88th Avenue
(70% Arvada and 30% Westminster)

The IGA calls for Arvada to reimburse Westminster \$26,515 for the remaining portion of Westminster's total cost for resurfacing of these pavements.

An alternative to this IGA could allow for Westminster to improve only the north half of 88th Avenue, between Garrison Street and Independence Street, and Arvada to improve the south half at an earlier or later date. The resulting construction work would be of lower quality and the motoring public would be disrupted twice at the same location. The cooperative agreement is a more cost-efficient and sound construction approach.

Staff Recommendation

Authorize the City Manager to sign the Intergovernmental Agreement between the City of Arvada and the City of Westminster pertaining to the resurfacing of 88th Avenue and of Garrison Street.

Background

Westminster has included the resurfacing of 88th Avenue, between Garrison Street and 650 ft. west of Independence Street, within the 1999 Asphalt Pavement Rehabilitation Project. Arvada has included the resurfacing of Garrison Street, between 84th Avenue and 88th Avenue, within their 1999 Overlay Project.

Staff and the City Attorneys from the two respective cities have produced an IGA which allows for compensation to Arvada for a portion of Garrison Street which is in Westminster and to Westminster for a portion of 88th Avenue which is in Arvada. These two segments of roadway have been under an IGA maintenance agreement between both cities since 1974.

The key provisions of the IGA are as follows:

- Westminster agrees to allocate funds to hire a contractor to patch, resurface and restripe 88th Avenue, from Garrison Street to 650 ft. west of Independence Street.
- Arvada agrees to reimburse Westminster for all work done to the portion of 88th Avenue which is within Arvada.
- Arvada agrees to allocate funds to hire a contractor to patch and resurface Garrison Street, from 84th Avenue to 86th Avenue.
- Westminster agrees to reimburse Arvada for all work done to the portion of Garrison Street that is in Westminster.
- Arvada agrees to pay an amount of \$26,515 to Westminster upon completion of the two resurfacing projects. This is the remaining portion of Westminster's total cost for 88th Avenue after subtracting Westminster's cost for Garrison Street.

The amount of \$26,515 will be placed into Westminster's 1999 Asphalt Pavement Rehabilitation Project account and left as part of the project's contingency. Additional street work will be accomplished at the end of the project with any leftover contingency amounts.

Respectfully submitted,

William M. Christopher
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Councillor's Bill No. _____ re Cost Recovery for Westminster Boulevard

Prepared by: David W. Loseman, Senior Projects Engineer

Introduction

City Council action is requested on the attached Councillor's Bill regarding the establishment of cost recoveries due to the City for costs incurred in constructing the Westminster Boulevard Improvements between 104th Avenue and 112th Avenue. The areas that will be subject to the proposed ordinance are shown on the attached Exhibit C.

Summary

- The Westminster Boulevard Improvements were completed by the City in 1998. This project included the construction of Westminster Boulevard between 104th Avenue and 112th Avenue and the pedestrian bridge construction over Westminster Boulevard.
- The actual total construction cost of the project was \$3,289,647.33. This does not include the pedestrian bridge costs included in the total project budget.
- Staff is proposing that cost recoveries for the Westminster Boulevard Project be established to compensate the City for a portion of the costs as provided for in the City Code.
- Attached Exhibit C shows two areas that are responsible for paying the recovery of \$175.01 per linear foot abutting, plus interest. These areas represent two ownerships and are shown separately for recordation purposes.

Staff Recommendation

Pass Councillor's Bill No. _____ on first reading which establishes cost recoveries on the City's Westminster Boulevard Improvements between 104th Avenue and 112th Avenue.

Background Information

The City Code provides for a means for the City to collect a portion of the cost for the installation of public improvements that may benefit future developers of property in the vicinity of the improvements. On roadway widening projects such as the Westminster Boulevard Improvements between 104th Avenue and 112th Avenue, the general formula defined in the Code allows the City to assess recovery costs against adjacent, undeveloped parcels for that portion of the project cost that exceeds the cost of improvements to the middle 20 feet of an arterial street (i.e., the City's "responsibility"). These recovery costs are collected at such time that a developer or property owner requests the approval of a subdivision plat or a building permit on an abutting, undeveloped parcel. Recovery costs are not assessed against owners of currently developed land.

The attached Councillor's Bill sets the unit recovery costs to be assessed against the future developers of the property adjacent to the Westminster Boulevard Improvements between 104th Avenue and 112th Avenue. The recovery costs for the project are \$175.01 per linear foot of frontage plus interest.

With the adoption of Ordinance No. 1430, Series of 1984, the City Code requires that cost recoveries on City projects be established by ordinance. This necessitates City Council action on the attached Councillor's Bill regarding the establishment of cost recoveries for the project mentioned above.

Title 11 of the Municipal Code provides some flexibility in calculating the cost share for property adjoining a project. The proposed ordinance uses a simplified approach and divides the City's share of the project cost among the City and the private properties which adjoin the project, and assesses it based on the amount of property frontage along the project. This approach is fair and is recommended to equitably distribute project costs.

The attached Councillor's Bill summarizes the overall costs of this project and the formulas for determining the apportioning of these costs.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.
SERIES OF 1999

COUNCILLOR'S BILL NO. ____
INTRODUCED BY COUNCILLORS

A BILL FOR AN ORDINANCE ESTABLISHING RECOVERIES DUE THE CITY FOR COSTS INCURRED ON THE WESTMINSTER BOULEVARD PROJECT

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Improvements for the Westminster Boulevard, 104th Avenue to 112th Avenue Project

- A. "Schedule of Roadway Construction Costs" shall be \$3,289,647.33 in accordance with Exhibit A, attached hereto and incorporated herein by reference.
- B. "Schedule of Participation Costs" shall be \$967,814.24 in accordance with Exhibit A.
- C. The "Schedule of Recoverable Costs" shall be \$175.01 per linear foot abutting Westminster Boulevard plus interest. Interest shall be calculated from the date of Second Reading at the rate established annually by City Council
- D. The areas responsible for paying these recoveries are shown on attached Exhibit C.

Section 2. This ordinance shall take effect upon its passage after second reading.

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 12th day of April, 1999.

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

ATTEST:

Mayor

City Clerk

EXHIBIT "A"

IMPROVEMENTS FOR: WESTMINSTER, COLORADO – WESTMINSTER BOULEVARD
IMPROVEMENT PROJECT

A. "Schedule of Roadway Construction Costs" shall be as shown on Exhibit "B".

B. "Schedule of Participation Cost" shall be:

City Participation - Total Roadway Construction Costs less two times the non-City share of 24 divided by 68 or 35.29% or: $(\$3,289,647.33) - [(\$3,289,647.33) \times 35.29\% \times 2] = \$967,814.24$

C. "Schedule of Roadway Recoverable Costs" shall be:

1. Total Roadway construction costs less City Participation divided by total private developer frontage, or: $(\$3,289,647.33 - \$967,814.24)$ divided by 13,267 feet = \$175.01 per linear foot abutting the line plus interest at the rate established annually by City Council

The interest is calculated from the date of Second Reading and shall accumulate up to a maximum of 50% of the total principal amount.

IN WITNESS WHEREOF, the parties hereto have caused this Exhibit to be executed on this 26th day of April, 1999 pursuant to Ordinance No 2669.

Attest: _____
Michele Kelley
City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Councillor's Bill No. re: Cost Recovery for 128th Avenue and Huron Street Project

Prepared by: David W. Loseman, Senior Projects Engineer

Introduction

City Council action is requested on the attached Councillor's Bill regarding the establishment of cost recoveries due to the City for costs incurred in constructing the 128th Avenue and Huron Street Intersection Improvement Project. The areas that will be subject to the proposed ordinance are shown on the attached Exhibit C.

Summary

The 128th Avenue and Huron Street Improvement project was completed by the City in 1997. This project included the construction of 128th Avenue and Huron Street intersection and roadway improvements in all directions approaching the intersection.

The actual total construction cost of the project was \$2,168,329.58.

In addition to the construction cost for the project, recoverable right-of-way acquisition costs paid by the City totaled \$92,000.

Staff is proposing that cost recoveries for the 128th Avenue and Huron Street Intersection Improvement project be established to compensate the City for a portion of the costs as provided for in the City Code.

Staff Recommendation

Pass Councillor's Bill No. on first reading which establishes cost recoveries on the City's 128th Avenue and Huron Street Intersection Improvement Project.

Background Information

The City Code provides for a means for the City to collect a portion of the cost for the installation of public improvements that may benefit future developers of property in the vicinity of the improvements. On roadway widening projects such as the 128th Avenue and Huron Street Intersection Improvements Project, the general formula defined in the Code allows the City to assess recovery costs against adjacent, undeveloped parcels for that portion of the project cost that exceeds the cost of improvements to the middle 20 feet of an arterial street (i.e., the City's "responsibility"). These recovery costs are collected at such time that a developer or property owner requests the approval of a subdivision plat or a building permit on an abutting, undeveloped parcel. Recovery costs are not assessed against owners of currently developed land.

The attached Councillor's Bill sets the unit recovery costs to be assessed against the future developers of the property adjacent to the 128th Avenue and Huron Street Intersection Improvements Project. The recovery costs for Area 1 (see Exhibit C) are \$259.26 per linear foot of frontage, and \$92,000 for the cost of the right-of-way that the City had to acquire to build the project, plus interest. The recovery cost for Area 2 is \$259.26 per linear foot of frontage plus interest.

With the adoption of Ordinance No. 1430, Series of 1984, the City Code requires that cost recoveries on City projects be established by ordinance. This necessitates City Council action on the attached Councillor's Bill regarding the establishment of cost recoveries for the project mentioned above.

The attached Councillor's Bill summarizes the overall costs of this project and the formulas for determining the apportioning of these costs.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.
SERIES OF 1999

COUNCILLOR'S BILL NO. ____
INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE ESTABLISHING RECOVERIES DUE THE CITY FOR COSTS INCURRED ON THE 128TH AVENUE AND HURON STREET INTERSECTION IMPROVEMENTS PROJECT

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Improvements for the 128th Avenue and Huron Street Intersection Improvements Project:

A. "Schedule of Construction Costs" shall be \$2,168,329.58 in accordance with Exhibit A, attached hereto and incorporated herein by reference.

B. "Schedule of Participation Costs" shall be \$637,922.56 in accordance with Exhibit A.

C. The "Schedule of Recoverable Costs" for Area 1 of attached Exhibit C shall be \$259.26 per linear foot abutting 128th Avenue and Huron Street plus \$92,000 plus interest. The "Schedule of Recoverable Costs" for Area 2 shall be \$259.26 per linear foot abutting plus interest. Interest shall be calculated from the date of Second Reading at the rate established annually by City Council

D. The areas responsible for paving the recovereries are shown on attached Exhibit C.

Section 2. This ordinance shall take effect upon its passage after second reading.

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 12th day of April, 1999.

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

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Resolution No. _____ re Adoption of Standard Specifications for Design and Construction

Prepared by: Lonnie Henderson, Capital Projects Inspector

Introduction

City Council action is requested to adopt the attached Resolution establishing revised Standard Specifications for Design and Construction of Public Improvements; authorize the City Manager to establish for the purchase of these Standards, authorizing the City Engineer to issue future revisions as necessary and authorizing the addition of these Standards to the City's Internet/Intranet page.

Summary

In 1995, Council authorized funding for the update of the City's Standard Specifications for Design and Construction. Staff has completed this update and are now requesting adoption of these specifications by Council. These specifications have been reviewed by the Home Builders' Association, several design consultants and general contractors. Their review comments, where appropriate, were incorporated into the document.

An option to this recommendation is to continue using the City's current specifications. Since the current specifications are 18 years old and do not reflect current technology, Staff does not recommend this alternative.

The complete document is 322 pages. If any City Councillor desires a copy to review, please contact Engineering Division Staff.

Staff Recommendation

Adopt Resolution No. _____ which adopts the revised City's Standard Specifications for Design and Construction; set the initial fee for purchasing a copy of the revised Standards at \$40; authorize the City Manager to make future fee adjustments as warranted; authorize the City Engineer to issue future revisions to the Standards to reflect changes in City policy and technological advances in the construction industry; and authorize the addition of the Standards to the City's Internet/Intranet page.

Background

The last update to the City's Standards and Specifications for Design and Construction took place in 1982. Advances in technology, changes in City policy and increasing environmental concerns since that time have rendered the existing Standards inadequate in many areas. An example of a technological change is discontinuing the use of asbestos concrete pipe for water line construction. Similarly, clay pipe is no longer allowed in the construction of sanitary sewer.

In 1995, City Council authorized an Engineering Design Contract with Felsburg, Holt & Ullevig (FHU) to update and revise the existing Standards. FHU, in conjunction with City Staff, has completed the necessary research and has updated each section of the existing Standards.

In addition to updating the existing sections, new sections, including “Earthwork, Erosion Control and Seeding”, “Traffic Control”, “Trenching Backfill and Compaction” and “Acceptance Requirements” were added to the Standards.

The Standards are the result of a review of other cities’ documents to verify that the final document is not significantly more restrictive than those cities. In addition, the Standards were prepared using the City’s Water Master Plan, Sewer Master Plan and industry standards, such as the Colorado Department of Transportation’s Specifications.

Once a draft copy was completed, extensive in-house reviews by appropriate City Departments were completed. Outside entities representing contractors, professional associations and consulting engineers were also consulted in assembling the final product. These entities include: the Home Builders’ Association, HDR Engineering, Inc., Martin/Martin, Western Paving, TARCO, Inc. and the Colorado Contractor’s Association. Their comments and suggestions, when appropriate, were incorporated into the final product.

City Staff believes that the finished product is a complete (322-page) yet user-friendly document that clearly presents the City’s expectations and requirements for design and construction within the City of Westminster.

A survey was performed of other municipalities within the metro area to determine an appropriate fee for a copy of the Standards. These fees range from \$40.00 to \$75.00. Based on this information, Staff believes it is fair to charge \$40.00 for the purchase of these Specifications. This fee is intended to cover the cost of reproduction, binders and Staff time.

The addition of the Standards to the City’s Internet/Intranet Page would allow City employees, developers, engineers and contractors twenty-four hour electronic access to the Standards and help reduce production costs.

Staff believes that the adoption of these Standards will help consulting engineers in the development review process by providing more clear direction of the City’s requirements. It will also help contractors by providing clear construction requirements and finally, it will help Staff by eliminating the need to “negotiate” a standard. This will reduce the time necessary to review development proposals since these new specifications more clearly define the expectations of the City.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

ADOPTION OF STANDARDS AND SPECIFICATIONS FOR DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS

WHEREAS, it has been determined that the current City Specifications for Design and Construction of Public Improvements have not been updated for 18 year; and

WHEREAS, City Council previously budgeted funds for the revision of said Specifications; and

WHEREAS, the authorized revision has been completed.

NOW, THEREFORE, be it resolved that:

1. The Standards and Specifications for the Design and Construction of Public Improvements dated April 1, 1999, are hereby adopted by this reference.
2. Authorize the City Manager to establish an initial fee of \$40.00 for the purchase of said Standards and Specifications.
3. Authorize the City Manager to adjust the fee from time to time as may be warranted.
4. The City Engineer is hereby authorized to issue addenda and revisions to said Standards and Specifications, as the City Engineer deems necessary to reflect changes in City policy or technological advances in the construction industry.
5. The addition of said Standards and Specifications to the City of Westminster Intranet/Internet page is hereby authorized.

Passed and adopted this 12th day of April, 1999.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Councillor's Bill No. re Hunting, Fishing and Wildlife Regulations

Prepared by: Mark Reddinger, Standley Lake Coordinator

Introduction

City Council action is requested on the attached Councillor's Bill which amends the Westminster Municipal Code Title 13, Chapter 1, General Parks and Community Building Regulations to include fishing, hunting, and wildlife regulations to be enforced by authorized City Staff.

Summary

The proposed ordinance 13-1-6 would adopt several of the State wildlife and boating regulations into the City's Municipal Codes, allowing Standley Lake Park Rangers and other authorized personnel to issue summonses based on boating and safety violations and wildlife resource protection issues. Adopting this ordinance will give the Park Rangers at Standley Lake the authority to enforce the State boating statutes, and several of the State wildlife regulations, the violation of which has become an increasing problem at Standley Lake Regional Park. The positive aspect of adopting this ordinance is expanding Westminster's authority in public safety and wildlife resource protection at Standley Lake and other open space sites, and the money generated by these fines would remain with the City. There would be no increase in costs to enforce these regulations since Staff is already on-site to deal with these issues.

Alternative

Council could reject this proposal, and enforcement of boating safety and wildlife protection statutes would remain solely with the State.

Staff Recommendation

Pass Councillor's Bill No. on first reading amending the Westminster Municipal Code, Title 13, Chapter 1, to include fishing, hunting, and wildlife regulations to enable authorized City Staff to issue summonses for violations of said regulations.

Background Information

There has been a documented increase in boating safety violations at Standley Lake, such as skiing without an observer and failure to have personal flotation devices (PFDs) on board. Violations such as these relate directly to an increase in deaths statewide at water-based recreation areas. This is clearly a public safety issue and a concern in managing Standley Lake.

There has also been an increase in violations of Division of Wildlife regulations, such as illegal fishing and the number of fish over the legal limit. Already this year, Standley Lake Staff has had several contacts at City Park Pond and Standley Lake concerning these violations, and has been unable to write the necessary code summons. If these violations were to continue without some control, it could eventually impact and deplete wildlife resources.

The proposed ordinance would increase the authority of the City's Rangers, Staff, and other authorized personnel to enforce boating safety and wildlife resource protection regulations. The City would no longer have to wait for several hours for assistance from State Wildlife and Parks personnel, which would increase the effectiveness of authorized City Staff and present a more professional public image. Public safety and wildlife resource protection would be enhanced, and the City would be more consistent with enforcement strategies employed by other agencies with similar facilities. In addition, the fine money generated by these violations will stay with the City instead of going to the State agency involved in the regulations and there would be no increase in costs to enforce these regulations.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO. _____

COUNCILLOR'S BILL NO. _____

SERIES OF 1999

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE PROVIDING FOR ENFORCEMENT OF COLORADO BOATING REGULATIONS AND COLORADO DIVISION OF WILDLIFE RULES AND REGULATIONS

Whereas, Section 8.6 of the Westminster City Charter, Section 1-1-4 of the Westminster Municipal Code, and Section 31-16-202 of the Colorado Revised Statutes authorize City Council to adopt by reference any statutes or regulations promulgated by state statute and state agencies; and

Whereas, City Council hereby determines that it is necessary to protect the health, safety and welfare of the citizens of the City to exempt this ordinance from the provisions of Section 31-16-202 C.R.S., specifically Subsections 203, 204, and 205 thereof, as such subsections are duplicative or in conflict with the requirements of City Charter and City Code for the enactment of City ordinances.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The following are hereby adopted as Subsection 13-1-6(A) of the Westminster Municipal Code, by this reference:

1. Article 13 (Vessels) of Title 13 (Wildlife and Parks and Outdoor Recreation) of the Colorado Revised Statutes;
2. The Rules and Regulations promulgated by the state of Colorado pursuant to Section 33-1-106, C.R.S., regulating the taking, possession and use of wildlife and fish; and
3. The Rules and Regulations promulgated by the state of Colorado pursuant to Section 33-1-106, C.R.S., regulating the use, operation, and equipment of vessels.

Section 2. Chapter 11 of Title 13, W.M.C., is hereby amended by the addition of the following Sections:

13-1-6(B): Fishing Hunting, Wildlife Regulations: It shall be unlawful for any person to fail to comply with the following:

1. Any person sixteen years of age or over who fishes for or takes fish, amphibians, mollusks, or crustaceans shall have a proper and valid fishing license, issued by the state of Colorado, on his or her person. Persons under sixteen years of age are not required to have a fishing license but shall be entitled to only one-half the bag or possession limit set by the State.

2. Any person, regardless of age, who hunts or takes wildlife shall procure a proper and valid license therefor, issued by the state of Colorado, and shall have the valid license on his or her person when exercising the benefits it confers.
3. No person shall alter, transfer, sell, loan, or assign his or her own or another person's lawfully acquired license to another person.
4. No person shall hunt, take, or have in such person's possession any wildlife that is the property of the state as provided in Section 33-1-101, C.R.S., except as permitted by statutes or Rule and Regulation.
5. No person shall hunt or take any wildlife or fish outside the season establish by or in an area closed by Rule or Regulation.
6. No person shall fail to immediately dress or care for and provide for human consumption the edible portions of any game wildlife, including fish.
7. Colorado Rules and Regulation for the taking, possession or use of wildlife or fish.

13-1-6(C): Regulation of the Use, Operation, and Equipment of Vessels. It shall be unlawful for any person to fail to comply with the following:

1. Colorado Rules and Regulations for the use, operation, and equipment of vessels.
2. Colorado statutes regulating the use, operation, and equipment of vessels.

13-1-6(D): Penalties. Upon conviction, a violation of any provision of this Section 13-1-6 shall be punished by a fine of no less than Fifty Dollars (\$50.00). Each provision and each day shall be a separate violation.

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 12th day of April, 1999.

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

ATTEST:

Mayor

City Clerk

Date: April 12, 1999

Subject: Reallocation of Capital Improvement Project Funds for Ice Center Construction Management

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

Introduction

City Council action is requested to reallocate a portion of City Park Phase III project funds (\$54,000) to support an ongoing Capital Improvement Projects (CIP) project in need of funds. This \$54,000 would be reimbursed in May, 1999 when the carry over funds are finalized after final audit reports are completed for 1998 revenue funds. The CIP project is to extend the Ice Center Contract with Jefferson County Construction Management. City Council will also be requested to approve a change order to Jefferson County Construction Management for continued construction project management services at the Ice Center.

Summary

Staff is in need of additional CIP funds for the Ice Center Project prior to the availability of CIP carryover funds in May and would like to reallocate some funds in order to complete this CIP project. The source of the CIP funds is City Park Phase III project account. Since City Park Phase III is not due to begin construction until 2000 or 2001, funds used to temporary “bridge the gap” shall not compromise this project. Staff would request to have CIP carry over funds used to reimburse this account. There is a total of \$1,312,000 available in the City Park Phase III project CIP account. Staff is proposing to borrow \$54,000 for a period of three months so the Ice Center construction management services can continue as scheduled.

A brief description, dollar amount, and justification for these requests are as follows:

<u>General Capital Improvement Fund Projects</u>	<u>Estimated Cost</u>
Jefferson County Construction Management Fees for Ice Center	\$54,000
Total Reallocated to Capital Projects Fund	<u>\$54,000</u>

1. The Ice Center at the Promenade has been under construction since February 1998 and was due to be completed in October, 1998. This additional Construction Management Fee is to cover the extra construction administration time required to complete the project. Since the project is behind schedule, it is in need of more construction management time to track the progress of Tamminga's work. Staff asked Jefferson County Construction Management to increase the amount of time committed to the project for tracking work progress and change orders. This \$54,000 change order to Jefferson County Construction Management is a not to exceed amount required to finish out the project. Staff recommends that City Council authorize the City Manager to execute a change order with Jefferson County's Project Management Department for an amount not to exceed \$54,000 to manage the Ice Center project to completion. It might be possible to pay this sum back to the project at a later time, with the concurrence of Hyland Hills, once projected revenues are being met.

Alternatives

1. City Council could reject Staff's recommendation and designate the entire \$54,000 in the City Park Phase III remain in the CIP account and wait until carry over revenue is available later in May. However, this would delay these two projects.
2. City Council could reject the change order with Jefferson County Construction Management. However, the support from Jefferson County Construction Managers is crucial to bring the Ice Center Project to successful completion.

Staff Recommendation

Authorize reallocation of \$54,000 of City Park Phase III Capital Improvement Funds funding to the Ice Center General Capital Improvement Fund for \$54,000 required for a change order to Jefferson County Construction Managers. Also, authorize the City Manager to sign a change order with Jefferson County Construction Management Department in the amount of \$54,000 to professionally manage the remainder of the Ice Center design/build contract.

Background Information

The Ice Center 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. A new substantial completion date of May 31, 1999, has been negotiated as part of a settlement agreement approved by City Council. 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 Jefferson County project manager estimates that the project is over 92% complete. Staff believes that, once completed, the Ice Center will be one of the premier facilities in the Rocky Mountain region, and a great enhancement to the Promenade.

Staff would appreciate Council's favorable consideration of these requests.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Ice Centre Change Order

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

Introduction

City Council action is requested to authorize the City Manager to sign a change order to Tamminga Construction in the amount of \$307,410.44 for owner-recommended changes to the Ice Centre design/build contract. Funds for this expenditure are available in the Ice Centre Operations and Combined Obligations Reserve Fund (OCOR).

Summary

On April 5, 1999, City Staff along with representatives from Jefferson County Construction Management and Greg Mastriona, Executive Director of Hyland Hills Park and Recreation District presented to City Council an itemized list of proposed changes to the Ice Centre design/build contract. The Ice Centre team has carefully verified the proposed list of changes and believes that the items presented to City Council are necessary and reasonable additions to the project.

Under the City's contract with Tamminga Construction, adjustments to the Guaranteed Maximum Cost are provided for instances where the owner-requested changes to the original scope of work occur.

City Council previously authorized a change order in the amount of \$799,970 as part of a negotiated allocation of approximately \$1.7 million in cost increases experienced by this project. Nevertheless, added together, the total amount of these two change orders, \$1.106 million, represents a total project cost increase of 9.2%, which is well within the 15% contingency that is normally provided for projects of this magnitude. This final change order will bring the final Guaranteed Maximum Cost for the final project to \$13,095,452.

Alternatives

- City Council could reject the list of proposed change orders. This, in Staff's opinion, would negatively affect the overall quality, ease of maintenance, revenues, and systems efficiency of the Ice Centre operations.
- City Council could approve specific items on the list and reject others. This would restrict certain aspects of the project. Most of the additions are either revenue enhancing or maintenance reducing measures.

Staff Recommendation

Authorize the City Manager to sign a change order to Tamminga Construction in the amount of \$307,410.44 for owner requested changes to the Ice Centre at the Promenade design/build contract which will not change the substantial completion date of May 31, 1999. Further, authorize the transfer of these funds from the Ice Centre Operations and Combined Obligations Reserve Fund to the Ice Centre Capital Improvement Project account.

Background Information

On March 15, 1999, City Council authorized a change order to Tamminga Construction, Inc. in the amount of \$799,973 to pay for increased costs incurred by the contractor to the Ice Centre project. As part of a settlement agreement, the contractor agreed to absorb approximately \$968,000 in the additional cost increases.

One item that remained unresolved was the issue of changes to the project requested by the project team. City Council instructed Staff to produce an itemized list of these changes and present them to City Council. The original preliminary list of items added up to \$353,000. However, after close scrutiny, the project team cut the list down to \$307,410. Funds for this change order are available in the OCOR account and will be replaced as excess revenues from operations and Ice Centre sponsorships are built up.

Many of the items on the change order list will contribute to the Ice Centre operating more efficiently, creating easier maintenance operations, and add quality to the project.

This detailed list of changes was discussed with City Council on April 5, 1999 and is attached for City Council's reference. At that time, City Council gave concurrence to place the item on a regular City Council agenda for approval.

As stated at the Study Session, if Council takes final action on the owner added change order items by April 12, the substantial complete date of May 31, 1999 will be retained.

Respectfully Submitted,

William M. Christopher
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Revised City Council Assignments for 1999
Prepared by: Bill Christopher, City Manager

Introduction

Action is requested pertaining to Council assignments for the balance of 1999 now that Butch Hicks has been appointed to fill Glenn Scott's vacant seat. This pertains to internal committees of the City organization as well as numerous external organizations in which the City has an involvement.

Summary

A revised set of City Council assignments has been discussed by the Council and the updated listing of assignments is ready for formal action.

Staff Recommendation

Mayor announces revised Council assignments for the remainder of 1999.

Background Information

The City of Westminster is involved in a number of organizations which are external to the City government. These include a wide range of both standing committees as well as groups that are formed to address current issues. They range from regional air quality issues to representation on the Denver Regional Council of Governments (DRCOG), to coordination meetings with Hyland Hills Park and Recreation District, the Quality of Life Commission and School District No. 50 to the Westminster Community Artist Series. City Council and Staff are active participants on a number of committees related to transportation issues such as the Adams and Jefferson County Transportation Issues committees, the Northwest Quadrant/Parkway and the I-25 Corridor Study committees and the U.S. 36 MIS.

Also, there are 12 City Boards and Commissions in which a City Council liaison is assigned. The purpose of such Council assignments is to assure open and time sensitive communications between City Council and the respective Board or Commission. These particular assignments are to be handled on an "on-call" basis. The Chairperson of each respective Board or Commission shall be responsible to contact the Council representative when he or she is needed to be at the respective meeting. Otherwise, the Council representative will not be in attendance at the Board/Commission meeting.

Mayor Heil previously obtained feedback from Council members and the City Manager regarding the revised suggested list of Council assignments. The feedback received has been reflected in the attached final list. Letters will be sent to all outside organizations as well as to the chairperson of each City Board/Commission apprising them of any modifications to the appointments.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

COUNCIL ASSIGNMENTS
Revised April 12, 1999 through November, 1999

<u>Organization</u>	<u>Council/Staff Representatives</u>
Airport (DIA)	Nancy Heil/Marty McCullough
Adams County Transportation Issues	Ann Merkel/Dave Downing
Adams County Transportation Funding Alternatives	Ann Merkel/Bill Christopher
Jeffco Transportation Issues	Ann Merkel/Mike Normandin/ Council Alternate - Butch Hicks
Adams County Economic Development	Sam Dixion/Susan Grafton
Jeffco Economic Council	Sam Dixion/Susan Grafton
DRCOG	Ann Merkel/Nancy Heil
ADCOG	Fred Allen/Butch Hicks
JEFFCO	Suzanne Smith/Herb Atchison
COW/Hyland Hills/School District 50	Nancy Heil/Ann Merkel/Fred Allen/ Bill Christopher/Bill Walenczak
CML Policy Committee	Bill Christopher/Sam Dixion
Historical Society (On Call)	Suzanne Smith/Fred Allen
Quality of Life Commission (On Call)	Suzanne Smith/Ann Merkel
Community Artist Series	Bill Christopher/Sam Dixion
Northwest Parkway	Nancy Heil/Ann Merkel/Dave Downing
I-25 Corridor	Nancy Heil/Ann Merkel/Dave Downing
JEFFCO Mayor/Commissioner/Manager	Herb Atchison/Suzanne Smith
ADCO Mayor/Commissioner/Manager	Nancy Heil/Bill Christopher
U.S. 36 MIS	Nancy Heil/Dave Downing/ Council Alternate - Fred Allen

City Boards/Commission - All are to be on call

Board of Adjustment	Fred Allen/Dave Falconieri
Board of Building Code Appeals	Fred Allen/Dave Horras
Election Commission	Suzanne Smith/Michele Kelley Council Alternate - Butch Hicks
Environmental Advisory Board	Sue Nachtrieb
Human Services Board	Ann Merkel/Brian Bosshardt
Library Board	Suzanne Smith/Bill Walenczak Council Alternate - Nancy Heil
Open Space Advisory Board	Herb Atchison/John Carpenter/Bob Lienemann Council Alternate – Nancy Heil
Planning Commission	Herb Atchison/Dave Shinneman Council Alternate – Ann Merkel
Parks & Recreation Advisory Board	Fred Allen/Bill Walenczak
Personnel Board	Suzanne Smith/Debbie Mitchell
Special Permit & License Board	Herb Atchison/Michele Kelley Council Alternate Nancy Heil
Transportation Commission	Fred Allen/Dave Downing Council Alternate – Butch Hicks

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, APRIL 12, 1999 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Members of Cub Scout Pack 405, Den 3 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, Hicks. Also present were William Christopher, City Manager; Martin McCullough, City Attorney; and Michele Kelley, City Clerk. Absent was Councillor Smith.

CONSIDERATION OF MINUTES:

A motion was made by Allen and seconded by Atchison to accept the minutes of the meeting of March 29, 1999 with no additions or corrections. The motion carried unanimously.

PRESENTATIONS:

Mark Ramsey, Teacher/Sponsor and students of Ranum and Westminster High School addressed Council on the Washington, D.C. Close Up Government Program and thanked the City for it's financial contribution.

The Mayor and Councillors presented service pins and Certificates of Appreciation to the following employees celebrating 10, 15, 20 and 25 years of service with the City: 10 years – Jerry Cinkosky, Jim Cloud, Linda Deutsch, Viola Duran, Valeria Hiiva, Larry Hulse, Sean Layfield, Robert Martinez, Pamela Mayhew, Margie Miller, Patti Osborne, Jess Rudey, Sandy Thornton and Ron Wilson; 15 Years – Steve Baumann, Pam Darula, Linda Dominguez, James Feggestad, Rober Harshman, Debra Larsen, Gary McGill, Pierrette Ray, Thomas Scribner, Paul Spellman, and Dan Stadler; 20 Years – Robert Brokate, Gary Casner, Ed Hopkins, Richard Leger, Steve Pacifico, Stephen Peterson, Ginny Pollock and Mark Schmidt; 25 Years – Patrick Casey, Cliff Coffman, Jim Kautz, Joe McArdle, Mike McLoughlin, Alan Miller and James Powell.

CITIZEN COMMUNICATION:

Kellie Hott, 9225 W. 94th Place, a member of the Oakhurst COG, addressed Council concerning increased funding for traffic calming devices for Independence Way as part of the 2000 Budget.

Dave Watts, owner of San Marino Retirement Villas located at 5000 West 75th Avenue, addressed Council requested allowing them to have 6 chickens and 2 geese at San Marino Retirement Villas.

CITY COUNCIL COMMENTS:

Mayor Heil announced the Library Book sale would be this coming weekend and the Library is looking for volunteers to work this book sale.

Councillor Dixon mentioned the Energy Communities Alliance meetings held last Thursday, Friday and Saturday, which she attended.

Councillor Hicks stated that he was at the State Capital today regarding the Senate Bills re Gun Control and Photo Radar, both bills passed the Senate and will be considered by the House tomorrow.

CONSENT AGENDA:

The following items were considered as part of the Consent Agenda: Mowing Equipment Purchase for Park Services – Award the bid for a 15 foot gang mower to the low bidder, Colorado General Equipment Company in the amount of \$57,521 and charge the expense to the appropriate Parks, Recreation and Libraries account; Big Dry Creek Parallel Interceptor Sewer Line Revegetation – Authorize City Manager to sign a contract with the low bidder, Randall & Blake, Inc. in the amount of \$39,391 for the revegetation contract associated with the Big Dry Creek interceptor sewer line installation, and charge this expenditure of funds to the appropriate Utility Fund capital improvement project fund; Purchase of Four Police Department Vehicles – Award bid for four Honda LX sedans to the low bidder, John Elway Auto Nation Honda in the amount of \$70,752 and charge the expense to the appropriate 1999 Police Department and Fleet Maintenance Budget accounts in the General and Fleet Maintenance Funds; Bids for New Single Axle Dump Truck – Award bid for one single axle dump truck, with snow plow and salt spreader, to the low bidder, Rocky Mountain International Trucks Inc. in the amount of \$85,982 and charge the expense to the appropriate 1999 Department of Public Works and Utilities budget account; Bids for 1999 Chipseal Project – Authorize City Manager to sign a contract for the 1999 Chip and Sealcoat Project to the low bidder, A-1 Chipseal Company, in the amount of \$253,851, including a 5% contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account; Golf Cart Fleet and Lease/Purchase for Legacy Ridge and The Heritage Golf Courses; Award bid to Colorado Golf and Turf for the purchase of the golf cart fleet in the amount of \$366,749 and authorize the City Manager to execute a four year lease/purchase agreement with the financial institution deemed most appropriate by the Finance Department to fund this expense and charge these expenses to the appropriate budget accounts in the Legacy Ridge and Heritage Golf Course funds; Councillor's Bill No. 11 – 1999 Ice Centre Lease Payments Appropriation; and Councillor's Bill No. 12 – Standley Lake Protection Project Supplemental Appropriation of DOE Grant funds.

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. A request was made from the audience to remove the lease/purchase of golf carts for Legacy Ridge and Heritage Golf Courses from the consent agenda.

A motion was made by Atchison and seconded by Allen to adopt the Consent Agenda items with the exception of the golf carts with the recommendations as presented. The motion carried unanimously.

GOLF CARTS FOR LEGACY RIDGE AND HERITAGE GOLF COURSE:

A motion was made by Allen and seconded by Dixon to award the bid to Colorado Golf and Turf for the purchase of the golf cart fleet in the amount of \$366,749 and authorize the City Manager to execute a four year lease/purchase agreement with the financial institution deemed most appropriate by the Finance Department to fund this expense and charge these expenses to the appropriate budget accounts in the Legacy Ridge and Heritage Golf Course funds. John Halbert of E-Z-GO was present to address Council. After considerable discussion, the motion carried unanimously.

APPOINTMENTS AND RESIGNATIONS:

A motion was made by Merkel and seconded by Atchison to appoint Curtis Aldstadt to the Metro Wastewater Reclamation District's Board of Directors with the term of office to be effective immediately through June 30, 2000. The motion carried unanimously. Curtis Aldstadt was present to address Council.

RESOLUTION NO. 23 – PARKS AND RECREATION ADVISORY BOARD APPOINTMENT:

A motion was made by Atchison and seconded by Allen to adopt Resolution No. 23 accepting the resignation of Paul Targoff from the Parks and Recreation Advisory Board and waiting until after recruiting for applicants to the Boards and Commissions pool to appoint a new member. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 24 – ZEHNDER PROPERTY ANNEXATION PETITION:

A motion was made by Allen and seconded by Merkel to adopt Resolution No. 24 accepting the annexation petition submitted by the Zehnders and make the findings required by State Statute on the sufficiency of the petition and set the date of May 24, 1999 for the annexation hearing. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 25 – REVISED CITY INVESTMENT POLICY:

A motion was made by Merkel and seconded by Dixon to adopt Resolution No. 25 revising and updating the Investment Policy for the City of Westminster including the repeal of Section VI of the Financial Policy Statement adopted by Resolution No. 59, Series of 1986, amended by Resolution No. 60, Series of 1988. Upon roll call vote, the motion carried unanimously.

JUVENILE ACCOUNTABILITY BLOCK GRANTS:

A motion was made by Dixon and seconded by Allen to authorize the City Manager to sign the Waiver of Direct Subgrant Award and to convey the City's share of the Juvenile Accountability Block Grant Funds to Adams County who is acting as the lead unit of Government in establishing an Adams County Juvenile Assessment Center.

A motion was made by Hicks to deduct \$10,000 from this grant amount to be transferred to the Mayor's Youth Advisory Committee. After discussion the motion was withdrawn. The main motion carried unanimously.

RESOLUTION NO. 27 – PUBLIC WORKS & UTILITIES DEPARTMENT REORGANIZATION:

A motion was made by Dixon and seconded by Merkel to adopt Resolution No. 27 authorizing the reclassification of 1.0 FTE position in the City pay plan. The motion carried unanimously.

INTERGOVERNMENTAL AGREEMENT WITH CITY OF ARVADA FOR STREET IMPROVEMENTS :

A motion was made by Allen and seconded by Atchison to authorize the City Manager to sign the Intergovernmental Agreement between the City of Arvada and the City of Westminster pertaining to the resurfacing of 88th Avenue and of Garrison Street. The motion carried unanimously.

COUNCILLOR'S BILL NO. 13 – COST RECOVERY FOR WESTMINSTER BOULEVARD:

A motion was made by Merkel and seconded by Atchison to pass Councillor's Bill No. 13 on first reading which establishes cost recoveries on the City's Westminster Boulevard Improvements between 104th Avenue and 112th Avenue. Don Ryan was present to address Council about this issue. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 14 – COST RECOVERY FOR 128TH AVENUE AND HURON STREET:

A motion was made by Dixon and seconded by Allen to table action on Councillor's Bill No. 14 which establishes cost recoveries on the City's 128th Avenue and Huron Street Intersection Improvement Project until the landowners affected have been notified. The motion carried unanimously.

RESOLUTION NO. 26 - STANDARD SPECIFICATIONS FOR DESIGN AND CONSTRUCTION:

A motion was made by Atchison and seconded by Dixon to table action on Resolution No. 26 which adopts the revised City's Standard Specifications for Design and Construction until the next Council meeting. The motion carried unanimously.

COUNCILLOR'S BILL NO. 15 – HUNTING, FISHING AND WILDLIFE REGULATIONS:

A motion was made by Merkel and seconded by Atchison to pass Councillor's Bill No. 15 on first reading amending the Westminster Municipal Code, Title 13, Chapter 1, to include fishing, hunting, and wildlife regulations to enable authorized City Staff to issue summonses for violations of said regulations. Upon roll call vote, the motion carried unanimously.

REALLOCATION OF CAPITAL IMPROVEMENT FUNDS FOR ICE CENTRE CONSTRUCTION:

A motion was made by Merkel and seconded by Allen to authorize the reallocation of \$54,000 from the City Park Phase III capital improvement project to the Ice Centre capital improvement project to fund the \$54,000 required for a change order to Jefferson County Construction Managers; authorize the City Manager to sign a change order with Jefferson County Construction Management Department in the amount of \$54,000 to professionally manage the remainder of the Ice Centre design/build contract. The motion carried unanimously.

ICE CENTRE CHANGE ORDER:

A motion was made by Allen and seconded by Merkel to authorize the City Manager to sign a change order to Tamminga Construction in the amount of \$307,410.44 for owner requested changes to the Ice Centre at the Promenade design/build contract which will not change the substantial completion date of May 31, 1999. Further, authorize the transfer of these funds from the Ice Centre Operations and Combined Obligations Reserve Fund to the Ice Centre Capital Improvement Project account.

A motion was made by Atchison and seconded by Hicks to amend the main motion to authorize items E, R and W to be paid to Tamminga Construction and the rest of the items listed on the change order be accomplished by another contractor after Tamminga has completed their specific tasks. The motion failed with the following votes: Aye – Atchison and Hicks, No – Allen, Dixon, Heil and Merkel. The main motion carried with the following votes: Aye: Allen, Dixon, Heil and Merkel, No – Atchison and Hicks.

REVISED CITY COUNCIL ASSIGNMENTS FOR 1999:

Mayor Heil announced the revised Council assignments for the remainder of 1999 as follows: DIA Airport - Nancy Heil/Marty McCullough; Adams County Transportation Issues - Ann Merkel/Dave Downing; Adams County Transportation Funding Alternatives - Ann Merkel/Bill Christopher; Jeffco Transportation Issues - Ann Merkel/Mike Normandin/Council Alternate - Butch Hicks; Adams County Economic Development - Sam Dixon/Susan Grafton; Jeffco Economic Council - Sam Dixon/Susan Grafton; DRCOG - Ann Merkel/Nancy Heil; ADCOG - Fred Allen/Butch Hicks; JEFFCO - Suzanne Smith/Herb Atchison; COW/Hyland Hills/School District 50 - Nancy Heil/Ann Merkel/Fred Allen/Bill Christopher/Bill Walenczak; CML Policy Committee - Bill Christopher/Sam Dixon; Historical Society (On Call) - Suzanne Smith/Fred Allen; Quality of Life Commission (On Call) - Suzanne Smith/Ann Merkel; Community Artist Series - Bill Christopher/Sam Dixon; Northwest Parkway - Nancy Heil/Ann Merkel/Dave Downing; I-25 Corridor - Nancy Heil/Ann Merkel/Dave Downing; JEFFCO Mayor/ Commissioner/Manager - Herb Atchison/Suzanne Smith; ADCO Mayor/Commissioner/ Manager - Nancy Heil/Bill Christopher; U.S. 36 MIS - Nancy Heil/Dave Downing/Council Alternate - Fred Allen; City Boards and Commissions, All are to be on call - Board of Adjustment - Fred Allen/Dave Falconieri; Board of Building Code Appeals - Fred Allen/Dave Horras; Election Commission - Suzanne Smith/Michele Kelley; Council Alternate - Butch Hicks; Environmental Advisory Board - Sue Nachtrieb; Human Services Board - Ann Merkel/Brian Bosshardt; Library Board - Suzanne Smith/Bill Walenczak - Council Alternate - Nancy Heil; Open Space Advisory Board - Herb Atchison/John Carpenter/Bob Lienemann, Council Alternate – Nancy Heil; Planning Commission - Herb Atchison/Dave Shinneman, Council Alternate – Ann Merkel; Parks & Recreation Advisory Board - Fred Allen/Bill Walenczak; Personnel Board - Suzanne Smith/Debbie Mitchell; Special Permit & License Board - Herb Atchison/Michele Kelley, Council Alternate Nancy Heil; Transportation Commission - Fred Allen/Dave Downing, Council Alternate – Butch Hicks.

EXECUTIVE SESSION:

The Mayor stated that there would be an executive session for discussion regarding Westcliff Service Commitment negotiations.

ADJOURNMENT:

The meeting was adjourned at 9:04 P.M.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1998
Subject: Presentation by Ranum and Westminster High School Students
Prepared by: Michele Kelley, City Clerk

Introduction

City Council is requested to hear from several Ranum and Westminster High School students about their experience involving the Washington DC Close Up Government Program. This opportunity was a week long trip to Washington, D.C.

Summary

In appreciation of the City of Westminster's financial contribution, several of the students from Ranum and Westminster High School wish to make a presentation to City Council.

Mr. Mark Ramsey Teacher/Sponsor and several of the students that participated in this program will be present at Monday night's City Council meeting to make a short presentation of their impressions of their visit to Washington, D.C. and the workings of the federal government.

Staff Recommendation

Mayor and City Council listen to presentation by students.

Background Information

The City of Westminster provides matching funds to the School District No. 50 Education Foundation to send high school students to Washington, D.C. as part of the Washington Close Up Government Program.

This week long program experience was the week of March 15th. This program gives students the opportunity to interact with their legislators at the national level.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Presentation of Employee Service Awards
Prepared by: Michele Kelley, City Clerk

Introduction

City Council is requested to present service pins and certificates of appreciation to those employees who are celebrating their 10th, 15th, 20th, and 25th anniversary of employment with the City.

Summary

In keeping with the City's policy of recognition for employees who complete increments of five years of employment with the City, the presentation of City service pins and certificates of appreciation has been scheduled for Monday night's Council meeting.

Staff Recommendation

City Council present service pins and certificates of appreciation to employees celebrating 10, 15, 20, and 25 years of service with the City.

Background Information

The following employees will receive their ten year service pin and certificate:

Jerry Cinkosky	General Services	Contract Services Coordinator
Jim Cloud	Fire Department	Fire Chief
Linda Deutsch	Police Department	Record Specialist II
Viola Duran	Parks, Recreation & Libraries	Recreation Specialist
Valeria Hiiva	Police Department	Report Specialist
Larry Hulse	Community Development	Project Coordinator
Sean Layfield	Parks, Recreation & Libraries	Recreation Specialist
Robert Martinez	Fire Department	Fire Fighter II
Pamela Mayhew	Finance Department	Billing Clerk
Margie Miller	Finance	Pension Administrator
Patti Osborne	Parks, Recreation & Libraries	Administrative Coordinator
Sandy Thornton	Finance Department	Utility Billing Account Processor
Ron Wilson	Parks, Recreation & Libraries	Irrigator II

Employee Service Awards

Page 2

The following employees will receive a fifteen year service pin and certificate:

Steve Baumann	Community Development	Assistant City Engineer
Pam Darula	Finance Department	Sales Tax Technician
Linda Dominguez	Public Works & Utilities	Secretary
James Feggestad	Fire Department	Fire Fighter II
Roger Harshman	Public Works & Utilities	Foreman, Utilities
Debra Larsen	Parks, Recreation & Libraries	Recreation Supervisor/Countryside
Gary McGill	Police Department	Senior Police Officer
Pierrette Ray	Finance Department	Risk Manager
Thomas Scribner	Public Works & Utilities	Plant Operator IV
Paul Spellman	Fire Department	Emergency Services Fire Captain
Dan Stadler	Information Technology	Software Engineer II

The following 20 year employees will be presented with a certificate and service pin:

Robert Brokate	Public Works & Utilities	Electromechanic Specialist
Gary Casner	Information Technology	Senior Telecommunications Admin
Ed Hopkins	Fire Department	Battalion Chief
Richard Leger	Police Department	Senior Police Officer
Steve Pacifico	Fire Department	Deputy Chief/Administration
Stephen Peterson	Police Department	Police Lieutenant
Ginny Pollock	Parks, Recreation & Libraries	Parksworker II
Mark Schmidt	Fire Department	Fire Engineer

The following 25 year employees will be presented with a certificate and service pin:

Robert Brokate	Public Works & Utilities	Electromechanic Specialist
Patrick Casey	Police Department	Police Lieutenant
Cliff Coffman	Public Works & Utilities	Streets Foreman
Jim Kautz	Police Department	Senior Police Officer
Joe McArdle	Police Department	Senior Police Officer
Mike McLoughlin	Police Department	Police Lieutenant
Alan Miller	City Manager's Office	Assistant City Manager
James Powell	Police Department	Senior Police Officer

On April 14th, the City Manager will be hosting an employee awards luncheon at which time 8 City employees will receive their five year service pins, while recognition will also be given to those who are celebrating their 10th, 15th, 20th and 25th anniversary. This will be the first of three luncheons for 1999 to recognize and honor City employees for their service to the public.

The aggregate City service represented among this group of employees is 710 years of City service. The City can certainly be proud of the tenure of each of these individuals and of their continued dedication to City employment in serving Westminster citizens.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Mowing Equipment Purchase for Park Services
Prepared by: Richard Dahl, Park Services Manager

Introduction

City Council action is requested to award the bid for replacement of one 15-foot riding mower used by the Park Services Division for turf maintenance in the City’s park system to Colorado General Equipment Company in the amount of \$57,521. Funds have been specifically allocated in the 1999 Parks, Recreation and Libraries Department budget for this expense.

Summary

The Park Services Division operates two 15-foot gang mowers to maintain large park areas and various sports fields. The efficiency of these units allows one person to mow as much grass as it takes a three person mowing crew to do in the same amount of time. The ability to drive this equipment “over the road” and not transport it on trailers increases the flexibility of this equipment and how much support it can provide to district mowing crews handling the smaller, more detailed mowing.

The mower being replaced is a 1987 Jacobsen gang mower, which has been in service approximately 7,000 hours (industry standards rate this equipment as having a useful life expectancy of 6,000 hours).

During the summer of 1998, Park Staff tested equipment from the three leading manufacturers (Toro, Jacobsen, and Howard Price) in the City’s parks for several days and were able to evaluate performance specifications while doing routine mowing operations.

Bids were sent to three separate companies representing different manufacturers in accordance to City Charter bidding requirements, with the following results:

Colorado General Equipment Company (Howard Price)	\$57,521
L.L. Johnson Distributing Company (Toro)	\$58,516
Mile High Turf Equipment, Inc. (Jacobsen)	\$62,383

Staff Recommendation

Award the bid for the 15-foot gang mower to the low bidder, Colorado General Equipment Company in the amount of \$57,521 and charge the expense to the appropriate Parks, Recreation and Libraries account.

Alternatives

Take no action at this time.

Background Information

The Park Services Division has experienced a dramatic increase in areas of responsibility for park maintenance, trails, open space, and right-of-way operations in the past three years. One method of managing additional responsibilities is to purchase equipment that performs at higher capacities, thereby reducing staff hour costs to maintain specific areas.

The technology incorporated in all the gang mowers evaluated for this purchase provides for safer and more efficient operation by the use of diesel engines (reduced fuel consumption and longer wear), hydraulic drive motors for the mowing deck, industrial drive train components that reduce maintenance costs, and the ability to attach snow removal equipment for year around operation.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Big Dry Creek Parallel Interceptor Sewer Line Revegetation

Prepared by: Rod Larsen, Open Space Supervisor

Introduction

City Council action is requested to authorize the award of a contract to Randall & Blake, Inc. in the amount of \$39,391. The contract will be for the restoration of approximately 20 acres of open space property which has been disturbed due to the installation of the interceptor sewer line located along Big Dry Creek between 120th Avenue and Sheridan Boulevard. Funding for this project has already been appropriated through the sewer line construction budget in the Utility Fund.

Summary

Staff and consultants prepared bid documents for this revegetation project, which consists of seedbed preparation, sowing of a cover crop and native grasses, installation of a drip irrigation system, and the planting of 32 trees over the disturbed site.

Staff contacted seven qualified firms which had previous experience in revegetation work. Bid documents were mailed out to these interested contractors and the bids were opened on March 26, 1999 with the following results:

Randall & Blake, Inc.	\$39,391
Western States Reclamation	\$43,807
Phillips Seeding	No Bid
Blue Mountain Seeding	No Bid
Arnold's Custom Seeding	No Bid
Rocky Mt. Seeding Specialists	No Bid
AJI	No Bid

It is estimated that the first phase of this work would begin around May 1 and would consist of the sowing of the cover crop, the installation of the drip irrigation system, and the planting of the trees. A second mobilization is required this fall during which the native grasses would be seeded.

Alternatives

Council could decide to rebid the contract with the desire to receive a lower bid. It should be noted, however, that bids were sent to eight contractors and only two responded, which indicates the difficulty in obtaining qualified contractors. An additional concern, is that the seed should be placed in the ground before the spring rains, which will help in germination.

Staff Recommendation

Authorize the City Manager to sign a contract with the low bidder, Randall & Blake, Inc. in the amount of \$39,391 for the revegetation contract associated with the Big Dry Creek interceptor sewer line installation, and charge this expenditure of funds to the appropriate Utility Fund capital improvement project fund.

Background

As development continues to increase in the area served by the Big Dry Creek Water Reclamation Facility, flow in the existing interceptor has increased to near capacity. Studies had shown the need for the installation of an additional phase of interceptor to handle the increased demand. This project has consisted of the installation of approximately 9,800' of 30-inch diameter sewer line. Construction of this project started in November and is estimated to be completed in April of 1999.

The installation of this sewer line required the disturbance of a wide corridor of open space land. The proper revegetation of open space land is a high priority to prevent invasion of the spread of weeds. Restoration is a delicate process and sometimes takes years to accomplish. This revegetation contract will be monitored closely to insure that this land will be restored as closely as possible to its original or better condition.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Purchase of Four Vehicles for the Police Department

Prepared by: Carl F. Pickett, Purchasing Specialist

Introduction

City Council action is requested to award the bid for two replacement vehicles and two new vehicles in the amount of \$70,752 to be used by the Police Department as follows: one for Administrative Services, one for Neighborhood Services, and two for Investigative Services. Funds have been specifically allocated in the 1999 General Fund, Police Department Budget and the Fleet Maintenance Fund, Fleet Maintenance Division Budget for this expense.

Summary

In March 1999, the City's Purchasing Specialist sent out Formal Bid Proposals for four (4) 1999 Honda Accord LX sedans for use by the Police Department. The two replacement and two new sedans to be purchased were previously approved by City Council in the 1999 budget. The low bid submitted by John Elway Auto Nation Honda, is being recommended for this purchase.

An alternative to the proposed purchase would be to purchase the Dodge counterpart to the Honda Accord LX sedan using State Bid. Although there would be some immediate savings with the purchase of the Dodge Intrepid, the Honda Accord provides the City with a vehicle that complies with Regulation 17, Colorado's Clean Fuel Fleet Act. The Honda Accord comes with a LEV (Low Emissions Vehicle) engine that operates on standard unleaded gasoline. This type engine is not available in the Dodge Intrepid, or any other vehicle in this class.

Staff Recommendation

Award the bid for four Honda LX sedans to the low bidder, John Elway Auto Nation Honda in the amount of \$70,752 and charge the expense to the appropriate 1999 Police Department and Fleet Maintenance Budget accounts in the General and Fleet Maintenance Funds.

Background Information

As part of the 1999 Budget, City Council approved the purchase of four sedans for the Police Department. These vehicles will replace two sedans, Units # 8102 and # 8121 that have reached a point that it is no longer economically reasonable to maintain them in full service. Unit #8102 is a 1991 Chevrolet Lumina that has been driven 97,500 miles and has cost \$4,056 to operate since purchased in 1991. Unit # 8121 is a 1993 Chevrolet Lumina that has gone 84,500 miles and has cost \$6,100 to operate since purchased in 1993. The present condition and maintenance history of each of these vehicles would make it impractical to continue to operate them in regular service. Fleet Maintenance recommended replacement of the sedans for 1999. Additionally, two sedans, one for Neighborhood Services and one for Investigation Services are new vehicles for the fleet. These new vehicles were approved for the 1999 Budget year by City Council.

The State bid this year for this size sedan was awarded to Valley Chrysler-Dodge-Plymouth, Inc. Comparably equipped Dodge sedans would cost \$60,008. However, Fleet Staff believes that compliance with Colorado's State Regulation 17 more than justifies the additional cost of the Hondas.

The Fleet Maintenance Division would prefer to purchase GM vehicles for these additions to the fleet to maintain its fleet standardization, however, GM does not offer a vehicle of this type that would comply with Colorado's State Regulation 17. Fleet Staff will be able to perform ongoing preventative maintenance and service on the Hondas but will rely on local dealerships for major repairs.

The State's Clean Fuel Fleet Program, also referred to as Regulation 17, was adopted to implement the Federally mandated provisions for fleets in the Federal Clean Air Act. The purpose of the regulation is to reduce carbon monoxide emissions and brown cloud pollutants, and to provide economic and energy benefits to Colorado from the use of alternative fuels. To achieve this goal, the Federal low emissions vehicle (LEV) standards have been set to determine whether a fuel reduces carbon monoxide emissions and brown cloud pollutants when compared to the reductions made by natural gas, propane and electricity as alternative fuels. With new advances in engine technology, some gasoline engines are capable of meeting the federal LEV standards for carbon monoxide.

It is the City's responsibility to ensure that 30% of the new vehicles purchased in 1999 meet the LEV standards. Regulation 17 allows fleet operators to make the most economical choice of fuels, including the use of new engine technology with the use of conventional unleaded gasoline, as long as the vehicle meets the federal LEV air quality standards. Non-compliance with Regulation 17 requirements carries a variety of civil penalties, with the most stringent being \$15,000 per day for each day of violation. Penalties are determined by the State of Colorado Air Quality Control Division and the U.S. Environmental Protection Agency.

The Honda Accord LX sedan is available with a LEV engine that operates on standard unleaded gasoline. This purchase will include this type of engine, and help satisfy the City's obligations under Regulation 17. At the same time, since these vehicles operate on standard unleaded pump gasoline, there will be no need for training or additional fueling activities as is required with the use of an alternative fuel such as Compressed Natural Gas. The purchase of these four NLEVs will allow the City to meet Regulation 17 light duty vehicle requirements for 1999 and have two vehicle credits toward new 2000 requirements.

The results of the bid process were as follows:

John Elway Auto Nation Honda, Inc	\$70,752
Mile High Honda	\$71,952
Ralph Schomp Honda	\$71,020
Planet Honda	No Bid
Empire Oldsmobile Honda	No Bid

The low bid from John Elway Honda, Inc. meets all the City's specifications for this bid. The cost of the four vehicles, \$70,752 exceeds the amount previously approved by City Council for this expense by \$1,152. Fleet Maintenance will provide the additional funds needed, over the amount budgeted in the Police Department, from its 1999 operating budget. Fleet Maintenance has historically covered the additional costs of Clean Fuel Vehicles.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Bids for Purchase of a New Single Axle Dump Truck
Prepared by: Dave Cantu, Street Division Foreman

Introduction

City Council action is requested to award the bid for one single axle dump truck to be utilized by the Street Division. Funds are available and were specifically allocated in the 1999 Department of Public Works and Utilities budget for this expense.

Summary

The new single axle dump truck, equipped with snow plow and salt spreader, will be an addition to the Street Division fleet and will be assigned to the Support Services Crew.

The State of Colorado offers a state award for this class of trucks which meets the formal bidding requirements of the City Charter. Therefore, the City did not solicit bids and opted to take advantage of the State bid. The low bid from the State award is for a model 4900 Navistar International truck through Rocky Mountain International Trucks. This truck meets all of the City's specifications, at a cost of \$85,982. The State bid offers a superior truck at a better price than the City could expect to obtain by bidding the truck on its own.

An alternative would be to not purchase the truck at this time, which would result in placing open drainage, ditching, shoulder and storm sewer maintenance projects on hold until other already heavily used dump trucks become available. Another alternative would be to lease a dump truck. However, over a 10 to 12 year period, leasing would not be cost effective.

Staff Recommendation

Award the bid for one single axle dump truck, with snow plow and salt spreader, to the low bidder, Rocky Mountain International Trucks Inc., in the amount of \$85,982 and charge the expense to the appropriate 1999 Department of Public Works and Utilities budget account.

Background

City Council previously allocated funds in the 1999 Department of Public Works and Utilities budget for the purchase of one new single axle dump truck. The vehicle will be utilized daily by the Street Division Support Services Crew in all phases of work associated with open drainage, shoulders, ditching and storm sewer maintenance as well as expansion of the City's Snow Removal Program. The purchase of this truck provides a readily available unit with which the above described work can be performed on a regular basis, thus eliminating the need to delay much needed ongoing maintenance until other trucks, already heavily utilized for other phases of work, become available.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Bids for the 1999 Chipseal Project
Prepared by: Ron Elrod, Street Projects Inspector

Introduction

City Council action is requested to award the bid for the 1999 Chip and Sealcoat Project. Funds are available in the 1999 Department of Public Works and Utilities Street Operations Budget for this expense.

Summary

Formal bids were solicited in accordance with City Charter bidding requirements for the 1999 Chipseal Project. Bid documents were sent to the four contractors who do this type of sealcoating with one responding as follows:

A-1 Chipseal	\$248,851
Keiwit Western	No Bid
GMCO	No Bid
Armor Coatings	No Bid

Staff estimate for this work was: \$311,665

The low bidder, A-1 Chipseal, meets all of the City's bid requirements and has successfully completed chipseal projects in 1997 and 1998 for the cities of Denver, Aurora, Frederick, Adams Country, Lakewood, and Arvada. A-1 Chipseal's owner has been in the business since 1981.

The chipseal application price of \$1.08 per square yard increased 3% over the 1998 price. A-1 Chipseal currently has contracts for chipsealing this year in the cities of Northglenn; Golden; Loveland; Estes Park; Douglas, Jefferson and Elbert Counties; and the Colorado Department of Transportation. All but two have been awarded without competitive bidders.

Alternatives to this project are:

1. Resurface these streets with a thin overlay of hot-mix asphalt (HMA)

With this alternative, the cost would increase by 160%, and the strength of the pavement structure would increase by less than 5%. The pavement's flexibility would not increase as it does with the polymerized asphalt used with a sealcoat. Thus, within two to three years, the pavement surface would need a sealcoat.

2. Apply a slurry seal surfacing to these streets, instead of chipseal

The initial cost with this alternative would decrease by 8%, and there would be no loose aggregate. The disadvantages to this alternative are that pavement flexibility would decrease due to the hardness and brittleness of a slurry seal and surface treatment stripping would be more prevalent after one winter as opposed to a chipseal treatment that would not strip for at least three years. Cracksealing would be necessary after one winter, and the streets have to be totally closed during the construction process.

Staff Recommendation

Authorize the City Manager to sign a contract for the 1999 Chip and Sealcoat Project to the low bidder, A-1 Chipseal Company, in the amount of \$253,851, including a 5% contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account.

Background

The 1999 Chipseal Project represents a total of 28.6 lane miles of pavement surface improvements at 51 locations throughout the City of Westminster. Approximately one-third of the additional \$300,000 appropriated for street improvements this year was utilized to increase the Chipseal Project by 43%. This sealcoating project is recommended by Staff after each street segment was carefully analyzed through the computerized Pavement Management process. It was determined that this preventative maintenance strategy would be the most cost effective. Staff believes this is the best sealcoat process presently available, but will continue to experiment with alternatives as they are developed.

Formal bids were solicited in accordance with City Charter bidding requirements for the 1999 Chipseal Project. Bid documents were sent to the four contractors who do this type of sealcoating. The low bidder, A-1 Chipseal, meets all of the City's bid requirements and has successfully completed numerous chipseal projects in 1997 and 1998 throughout Colorado.

GMCO stated that their reason for not bidding was because they are located in Carbondale, Colorado, and did not believe they could be competitive due to the hauling costs. Keiwi Western indicated this project did not fit well into their schedule. Armor Coatings Equipment is not adequate for larger projects.

In an effort to respond to citizen concerns, Staff will again be sending a letter to affected residents explaining the process of the chipseal application and what to expect during the curing period. Special attention will be given to consistent and timely inspection during the construction process and sweeping will be scheduled the day after the chipseal is applied. The new process which utilizes the fogseal after sweeping was performed successfully in 1992 and in 1994 to 1998. Attached is a list of the streets earmarked to receive the chipseal application in 1999.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

City of Westminster
Department of Public Works and Utilities
Street Division
1999 Chipseal Project Locations
March 30, 1999

1. Lowell Boulevard, 73rd Avenue to 78th Avenue
2. Church Ranch Boulevard, US 36 to Wadsworth Boulevard
3. Vance Street, 90th Avenue to 92nd Avenue
4. 90th Avenue, Pierce Street to Wadsworth Boulevard
5. Independence Drive, 88th Avenue to Brentwood Way
6. 88th Circle, Field Street to Field Street
7. 86th Circle, Dover Street to Dover Street
8. Carr Court, Southeast of 86th Circle
9. Cody Court, south of 86th Circle
10. 86th Place, southwest of 86th Circle
11. 86th Court, southwest of 86th Circle
12. 89th Circle, west of Independence Street
13. Iris Court, 88th Place to north of 89th Way
14. 89th Way, Iris Court to Jellison Court
15. Jellison Court, 88th Place to north of 89th Way
16. 88th Place, Iris Court to Jellison Court
17. 86th Avenue, Dover Street to Garrison Street
18. 103rd Drive, 103rd Avenue to 103rd Avenue
19. Mead Loop, 103rd Drive to 103rd Drive
20. 98th Avenue, Federal Boulevard to Irving Court
21. Julian Way, 99th Avenue to Irving Court
22. 98th Place, west of Julian Way
23. 98th Drive, east of Julian Way
24. Irving Court, south of 98th Avenue
25. Hooker Court, north and south of 98th Avenue
26. Grove Circle, west of Grove Street
27. Grove Street, 99th Avenue to south of 98th Avenue
28. Julian Court, north of 99th Avenue
29. King Street, 99th Avenue to Northpark Avenue
30. King Court, north of 99th Avenue
31. 101st Place, west of King Street
32. 101st Place, east of King Street
33. 100th Place, west of King Street
34. Hooker Court, northeast of 100th Drive

35. Hooker Street, 100th Drive to Northpark Avenue
36. Hooker Street, 104th Avenue to Northpark Avenue
37. Julian Way, south of Northpark Avenue
38. King Court, southwest of Northpark Avenue
39. 102nd Place, east of Northpark Drive
40. 102nd Circle, east of Northpark Drive
41. 103rd Place, east of Northpark Drive
42. Julian Court, north of Northpark Drive
43. King Court, north of Northpark Drive
44. Hooker Place, west of Hooker Street
45. Hooker Way, northwest of Hooker Street
46. Julian Court, north of 100th Drive
47. 100th Drive, King Street to 99th Avenue
48. 99th Circle, north of 99th Avenue
49. Grove Court, north of 99th Avenue
50. Grove Place, northwest of 99th Avenue
51. King Court, Northpark Drive to south end



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Golf Cart Fleet Bid and Lease/Purchase: Legacy Ridge and The Heritage Golf Courses

Prepared by: Richard Dahl, Park Services Manager
Ray Fielder, Head Golf Professional

Introduction

City Council action is requested to award the bid in the amount of \$366,749 to Colorado Golf and Turf to replace the golf cart fleet at Legacy Ridge and purchase a new fleet for The Heritage at Westmoor Golf Course; and authorize the City Manager to execute a lease/purchase agreement with an appropriate financial institution to fund the purchase of these two golf cart fleets. This method of lease/purchase financing has been specifically anticipated in the operating portion of the construction budget for The Heritage Golf course and in the operating budget for Legacy Ridge.

Summary

The existing golf cart fleet at Legacy Ridge has been in operation since September 1994 and is scheduled for replacement in 1999. The Heritage at Westmoor Golf Course is a new project scheduled to open in September 1999 and will require similar equipment to start golf operations. Electric carts have been used at Legacy Ridge and Staff is proposing to continue with electric carts for both golf courses due to their quietness, ease of maintenance, pollution-free operation, and compliance with the environmental requirements of the Audubon Sanctuary Program currently underway at the Heritage and the existing Environmental Steward Program at Legacy Ridge. The entire equipment package consists of the 127 golf carts, 4 marshal carts, 2 beverage carts, and 2 driving range utility vehicles, split between both golf courses.

Bids were sent to three companies in accordance to City Charter bidding requirements. The bid specifications requested bids for two alternative battery options: a 36-volt battery system and a 48-volt battery system. Only one company, Colorado Golf and Turf (Club Car), supplied a bid for the preferred 48 volt battery system for the cart fleet.

The 48 volt system is recommended by golf course staff due to its ability to efficiently store and deliver power to the electric motors used for cart propulsion. This system can be viewed as the "electrical equivalent to the capacity of a fuel tank," with the Club Car 48-volt system being able to use the electrical capacity more efficiently through computer management and lower vehicle weight.

The additional cost to purchase the 48 volt system will, in part, be recovered in lower electrical costs to operate the carts (recharging the batteries) and the resale value of the Club Car fleet at the end of the four year lease.

Based on the Legacy Ridge and Heritage Golf Courses' operating budget approved by City Council for 1999, a \$366,749 four-year lease/purchase agreement for the golf cart fleet is proposed for both golf courses. The golf cart lease approved in 1994 for Legacy Ridge was a five-year lease which was too long for continued low maintenance operations of the fleet. This lead to equipment and battery failures over the last two years.

Staff is structuring the new lease over four years with a four-year warranty on the carts and batteries. This lease/purchase option was reviewed by Finance Staff and deemed to be the most economical way to proceed for purchasing this equipment. The yearly payment on the plan would be approximately \$52,500 per course.

If this proposal is approved by City Council, the Finance Department will send invitations to financial institutions including, but not be limited to, the following: Key Bank, Banc One Leasing Corp., Norwest Bank, and US Bancorp Leasing & Financial for lease/purchase proposals. The Finance Staff will pursue the possibility of combining this bid with the Recreation Programs Division on their purchase of a transportation vehicle to help lower the interest rate.

Alternatives

- Continue to use the existing equipment and golf cart fleet. Staff recommends against this action due to the appearance, age of the fleet, and efficiency factors that directly affect customer service.
- City Council could reject these bids and require City Staff to re-bid the purchase of this equipment in hopes of a lower bid. Staff recommends against this action as it delays the delivery of the cart fleet, particularly in regard to The Heritage, which is scheduled to open September 1999.
- City Council could award the bid to the low bidder (E-Z GO) for a 36-volt system as opposed to the 48-volt system as recommended by City Staff.

Staff Recommendation

Award the bid to Colorado Golf and Turf for the purchase of the golf cart fleet in the amount of \$366,749 and authorize the City Manager to execute a four year lease/purchase agreement with the financial institution deemed most appropriate by the Finance Department to fund this expense and charge these expenses to the appropriate budget accounts in the Legacy Ridge and Heritage Golf Course funds.

Background Information

The 48-volt battery system for golf carts is desirable for several reasons: 48-volt batteries are 27% more efficient, requiring fewer amps to move the golf cart than the 36-volt systems, thereby increasing the distance traveled for the same expenditure of energy and resulting in lower costs to re-charge; The Club Car 48-volt electrical chargers keep the batteries from over-charging, thereby reducing heat build up which is the number one enemy of battery longevity; the on-board computer of the 48-volt Club Car also allows Staff to precisely track rounds, check the energy capacity of the battery system before sending the golf cart out, and insure proper fleet rotation by using a hand-held diagnostic reader.

The additional cost of purchasing the 48-volt Club Car Fleet will be offset by reduced energy costs used to recharge the battery systems and the increased resale value of the Club Car fleet after the four year lease. In 1998 the electrical use at Legacy Ridge was \$ 13,000 and Staff estimates a conservative 15% reduction (\$1,950) in those expenses. The resale value of Club Car golf carts, when compared to other manufacturers such as E-Z GO and Yamaha, are 20 to 30% percent higher as researched by Staff in golf publications. Based on this information, Staff estimates the additional cost of the 48-volt system will be recovered by savings on the utility costs and re-sale value over the next four years.

The cost to lease purchase the 48 volt system to the Golf Course Enterprise Fund for both golf courses is approximately \$105,000 per year (\$52,500 per course) over a 4 year lease term. The difference in the cost to lease purchase the 48 volt system over the 36 volt system is approximately \$6,000 per golf course per year. The expense to purchase new golf cart fleets for both golf courses is budgeted in the Legacy Ridge 1999 operating budget and The Heritage Golf Course Capital Construction Fund.

Both Legacy Ridge and The Heritage are participants in environmental programs that protect open space, encourage wildlife habitat areas, restrict the use of pesticides and allow a good mix of developed and undeveloped natural areas. The use of electric carts is required to participate in both the Audubon Sanctuary Program and the Environmental Stewardship Program and staff is charged with continually evaluating and upgrading its method of operations and equipment purchases to insure both these programs continue as originally designated by the awarding society.

Because of severe changes in grade and elevation at the Heritage Golf Course it is believed by the Golf Course Professional and staff that the 48-volt battery system will perform better under these conditions. Staff has checked references on Club Car and has found the product to be dependable and highly recommended by users of their golf carts.

Bids were sent to the following companies:

Colorado Golf and Turf (Club Car)	48-volt system	\$366,749
	36-volt system	\$340,079
Masek Golf Car Company (Yamaha)	48-volt system	no bid
	36-volt system	\$372,768
E-Z-GO (EZGO)	48-volt system	not available
	36-volt system	\$333,877

During the 1998 golf season, Staff demonstrated several different carts at Legacy Ridge and the Heritage to determine performance specifications as they applied to each course. Of the different types of carts demonstrated, the Club Car, 48-volt was the cart preferred by the evaluators.

Staff is currently utilizing E-Z GO golf carts at Legacy Ridge and has had negative experiences related to defective charging cables and connections. Several of these units were rendered inoperable resulting in lost revenues and after several complaints to E-Z GO, were finally replaced. Staff was disappointed with E-Z GO's initial response to these customer service concerns.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Reallocation of Capital Improvement Project Funds for Ice Center Construction Management
Prepared by: Bill Walenczak, Director of Parks Recreation and Libraries

Introduction

City Council action is requested to reallocate a portion of City Park Phase III project funds (\$54,000) to support an ongoing Capital Improvement Project (CIP). This \$54,000 is planned to be reimbursed in May, 1999 when the carry over funds are finalized after final audit reports are completed for 1998 revenue funds. The CIP project is to extend the Ice Centre Contract with Jefferson County Construction Management. City Council will also be requested to approve a change order to the Jefferson County Construction Management contract for continued construction project management services at the Ice Centre.

Summary

There is a need for additional CIP funds in the Ice Centre Project prior to the availability of CIP carryover funds in May. Staff suggests reallocating some funds from another CIP in order to continue construction management services at the Ice Centre. The source of the CIP funds is City Park Phase III project account. Since City Park Phase III is not due to begin construction until 2000 or 2001, funds used to temporary “bridge the gap” would not compromise this other project. Staff would request to have CIP carry over funds used to reimburse this account. There is a total of \$1,312,000 available in the City Park Phase III project CIP account. Staff is proposing to transfer \$54,000 for a period of three months so the Ice Center construction management services can continue as scheduled.

A brief description, dollar amount, and justification for these requests are as follows:

<u>General Capital Improvement Fund Projects</u>	<u>Estimated Cost</u>
Jefferson County Construction Management Fees for Ice Center	\$54,000
Total Reallocated to Capital Projects Fund	<u>\$54,000</u>

1. The Ice Center at the Promenade has been under construction since February 1998 and was due to be completed in October, 1998. This additional Construction Management Fee is to cover the extra construction administration time required to complete the project. Since the project is behind schedule, it is in need of more construction management time to track the progress of Tamminga’s work. Staff asked Jefferson County Construction Management to increase the amount of time committed to the project for tracking work progress and change orders. This \$54,000 change order to Jefferson County Construction Management is a not to exceed amount required to finish out the project. Staff recommends that City Council authorize the City Manager to execute a change order with Jefferson County's Project Management Department for an amount not to exceed \$54,000 to manage the Ice Center project to completion

Alternatives

1. City Council could reject Staff's recommendation and designate the entire \$54,000 in the City Park Phase III remain in the CIP account and wait until carry over revenue is available later in May. However, this would delay these two projects.
2. City Council could reject the change order with Jefferson County Construction Management. However, the support from Jefferson County Construction Managers is crucial to bring the Ice Centre Project to successful completion.

Staff Recommendation

Authorize the reallocation of \$54,000 from the City Park Phase III capital improvement project to the Ice Centre capital improvement project to fund the \$54,000 required for a change order to Jefferson County Construction Managers; authorize the City Manager to sign a change order with Jefferson County Construction Management Department in the amount of \$54,000 to professionally manage the remainder of the Ice Centre design/build contract.

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. A new substantial completion date of May 31, 1999, has been negotiated as part of a settlement agreement approved by City Council. 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 Jefferson County project manager estimates that the project is over 92% 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.

Staff would appreciate Council's favorable consideration of these requests.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999

Subject: Metro Wastewater Reclamation District Board of Directors Appointment

Prepared by: Ron Hellbusch, Director of Public Works and Utilities

Introduction

City Council action is requested by the Metro Wastewater Reclamation District to make an appointment to their Board of Directors due to the untimely passing of Alex Iacovetta. Staff recommends the appointment of Curtis Aldstadt to the Metro District Board of Directors for the remainder of Alex Iacovetta's term, which is scheduled to expire on June 30, 2000. Allen Jones is currently the City's only representative. Mr. Jones' term of office will expire June 30, 2001.

Summary

The Metro District Bylaws and State Statute require that in order to become a member of the Board of Directors, one must live within the member municipality and within the Metro District service area. At this time, there is not a suitable City Staff member to fill the vacancy based on these bylaws. Therefore, the recommendation of Staff is to fill the vacancy with Curtis Aldstadt a City resident and business owner who currently works closely with the Department of Public Works and Utilities on a variety of issues.

Currently, Allen Jones is the only Board Member representing the City of Westminster. Curtis Aldstadt is being recommended to the Board of Directors to replace Alex Iacovetta, who passed away on February 26, 1999.

Staff Recommendation

Appoint Curtis Aldstadt to the Metro Wastewater Reclamation District's Board of Directors. The term of office will be effective immediately through June 30, 2000.

Alternative

As an alternative, staff could solicit additional names of interested citizens who may wish to represent the City on the Metro Wastewater Reclamation Board. The value of Mr. Aldstadt's appointment is that he is currently involved with the Department of Public Works and Utilities on a number of projects that make him a valuable asset to our team. In addition, Mr. Aldstadt's involvement in the water and wastewater industry provides the City with a citizen who will protect its interest on the Metro Board of Directors and ensure representation of the City.

Background Information

Attached for your review are Mr. Aldstadt's resume and a map indicating the location of his residence meets the Metro District's Bylaws and State Statute.

The Metro Wastewater Reclamation District Board of Directors meets at 7:00 p.m. on the third Tuesday of each month. In addition, all Board Members serve on one operation committee, which meets monthly either in the morning or at noon.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

APPOINTMENT

I Nancy M. Heil, Mayor of the City of Westminster, by virtue of the authority vested in me by law, do hereby appoint **CURTIS ALDSTADT** as the City of Westminster representative on the Board of Directors of the Metro Wastewater Reclamation District, to complete the term of Alex Iacovetta, expiring on June 30, 2000, in accordance with the laws of the State of Colorado and the By-laws of the Metro Wastewater Reclamation District.

Approved by the Westminster City Council this 12th day of April, 1999.

Mayor

**WESTMINSTER CITY COUNCIL
APPROVAL OF APPOINTMENT**

It was moved by Councillor Merkel, and seconded by Councillor Atchison; that the City of Westminster appoint **CURTIS ALDSTADT** to fill out the unexpired term of office for Alex Iacovetta, with the term of office to expire on June 30, 2000; as the City of Westminster representative on the Board of Directors of the Metro Wastewater Reclamation District be and the same hereby is approved.

The motion carried unanimously.

STATE OF COLORADO }
 } §
COUNTY OF ADAMS

CERTIFICATE

I, Michele Kelley, City Clerk of the City of Westminster, do hereby certify that the Westminster City Council appointed **CURTIS ALDSTADT** as said City's representative on the Board of Directors of the Metro Wastewater Reclamation District and that the foregoing "Appointment" is an excerpt from the minutes of the regular meeting of the Westminster City Council held on the 12th day of April, 1999, and that said motion of approval is part of the official minutes of said meeting; and that a quorum was present at all times during the meeting.

Dated this 13th day of April, 1999.

City Clerk

(SEAL)



WESTMINSTER
COLORADO

Agenda Memorandum

Date: March 15, 1999

Subject: Resolution No 23 re Resignation and Appointment to Parks and Recreation Advisory Board

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to accept the resignation of Paul Targoff from the Parks and Recreation Advisory Board and make the appointment of a new member.

Summary

Paul Targoff has recently resigned from the Parks and Recreation Advisory Board due to conflicting professional, civic and family responsibilities (see attached letter).

Paul Targoff was appointed to the Parks and Recreation Advisory Board on April 23, 1997 as an alternate member.

Currently there are 5 individuals within the "pool". A copy of the matrix indicating each individuals preference for Boards and Commissions is attached.

Staff Recommendation

Adopt Resolution No. _____ accepting the resignation of Paul Targoff from the Parks and Recreation Advisory Board and appointing a new member to fill the Board vacancy.

Background Information

A Resolution has been prepared for Council to formally accept the resignation of Paul Targoff from the Parks and Recreation Advisory Board. City Council will need to decide who to appoint from the current "pool" of 5 applicants.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **23**

INTRODUCED BY COUNCILLORS

SERIES OF 1999

CITY OF WESTMINSTER BOARD AND COMMISSION APPOINTMENTS

WHEREAS, A resignation has been received from Paul Targoff from the Parks and Recreation Advisory Board; and

WHEREAS, Currently there is a vacancy on the Parks and Recreation Advisory Board; and

WHEREAS, It is important to have each City Board or Commission working with its full complement of authorized appointees to carry out the business of the City of Westminster.

NOW THEREFORE, be it resolved that the City Council of the City of Westminster does hereby accept the resignation of Paul Targoff from the Parks and Recreation Advisory Board.

Appointment of a new citizen to fill this vacancy will occur after citizens are advised that the City is recruiting for residents to fill vacancies on Boards and Commissions.

Passed and adopted this 12th day of April, 1999 as amended.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO
AGENDA

APRIL 12, 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 – Cub Scout Pack 405 Den 3**
- 2. Roll Call**
- 3. Consideration of Minutes of Preceding Meetings**
- 4. Presentations**
 - A. Ranum and Westminster High School Students to address City Council regarding their Close Up Trip to Washington DC
 - B. Employee Service Awards recognition of employees celebrating 10, 15, 20 and 25 years of service
- 5. Citizen Communication (5 minutes or Less in Length)**
 - A. Kellie Hott re Traffic Calming Devices
 - B. Dave Watts re Animal Ordinance amendments
- 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. Bid re Mowing Equipment for 15 foot gang mower to Colorado General Equipment Company for \$57,521
 - B. Big Dry Creek Parallel Interceptor Sewer Line Revegetation Bid to Randall & Blake Inc in the amount of \$39,391
 - C. Bids re Purchase of 4 Police Vehicles to John Elway Auto Nation Honda for \$70,752
 - D. Bids re Single Axle Dump Truck to Rocky Mountain International Trucks Inc for \$85,982
 - E. Bids re 1999 Chipseal Project to A-1 Chipseal Company for \$253,851
 - F. Lease Purchase of Golf Carts for Legacy/Heritage Golf Courses
 - G. Councillor's Bill No. 11 on second reading re Supplemental Appropriation for 1999 Ice Centre Lease Payments appropriating revenues received from Ice Center and Ice Arena (Atchison-Merkel)
 - H. Councillor's Bill No. 12 on second reading re Standley Lake Protection Project supplemental appropriation of DOE grant funds (Dixon-Atchison)

9. Appointments and Resignations

- A. Metro Wastewater Reclamation District Board of Directors Appointment of Curtis Aldstadt
- B. Resolution No. 23 re Appointment to Parks & Recreation Advisory Board and accepting resignation of Paul Targoff

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. Resolution No. 24 Zehender Property Annexation, accepting annexation petition and setting date of May 24, 1999 for annexation public hearing
- C. Resolution No. 25 Revised City Investment Policy
- D. Juvenile Accountability Block Grants conveyance to Adams County
- E. Resolution No. 27 Reorganization creating Infrastructure Improvements Division for Public Works and Utilities Department
- F. Intergovernmental Agreement with City of Arvada for Street Improvement to West 88th Avenue and Garrison Street
- G. Councillor's Bill No. 13 re Establishing Cost Recoveries for Westminster Boulevard Improvements between 104th Avenue and 112th Avenue
- H. Councillor's Bill No. 14 re Establishing Cost Recoveries for 128th Avenue and Huron Street Project
- I. Resolution No. 26 Adoption of Revised Standard Specifications for Design and Construction
- J. Councillor's Bill No. 15 re Hunting, Fishing and Wildlife regulations pertaining to Standley Lake
- L. Capital Improvement Project reallocation for Ice Centre of \$54,000 to extend contract with Jefferson County Construction Management
- M. Ice Center Change Order for owner requested changes of \$307,410.44
- N. Revised City Council Assignments for 1999

11. Business and Passage of Ordinances on Second Reading

None

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

- A. City Council
- B. Request for Executive Session

13. Adjournment



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Citizen Communication – Dave Watts
Prepared by: Michele Kelley, City Clerk

Introduction

Dave Watts, owner of San Marino Retirement Villas, located at 5000 West 75th Avenue, has requested time on Monday night's agenda to address City Council.

Summary

Mr. Watts has requested an opportunity to address City Council regarding the City's animal ordinance. Mr. Watts would like Council to consider amending the animal ordinance in order to allow him to have 6 chickens and 2 geese at the San Marino Retirement Villas for the seniors residing there.

Mr. Watts has indicated that his presentation will be 5 minutes or less in length.

Staff Recommendation

Listen to the presentation by Dave Watts and take the request under advisement.

Respectfully submitted,

William M. Christopher
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

Date: April 12, 1999
Subject: Citizen Communication – Kellie Holt
Prepared by: Michele Kelley, City Clerk

Introduction

Kellie Hott, who resides at 9225 West 94th Place, has requested time on Monday night's agenda to address City Council.

Summary

Kellie Holt is a member of the Oakhurst COG, and has requested an opportunity to address City Council regarding traffic calming devices. The Oakhurst COG would like Council to consider increasing funding for such improvements as part of the 2000 budget.

Ms. Holt has indicated that her presentation will be 5 minutes or less in length.

Staff Recommendation

Listen to the presentation by Kellie Holt.

Respectfully submitted,

William M. Christopher
City Manager

Summary of Proceedings

Summary of Proceedings of the regular City Council meeting held Monday, April 12, 1999.

Present at roll call were Mayor Heil, Mayor Pro Tem Merkel and Councillors Allen, Atchison, Dixon, and Hicks. Absent was Councillor Smith.

The minutes of the meetings of March 29, 1999 were approved with no additions or corrections.

The Mayor and Council presented service pins and Certificates of Appreciation to employees celebrating 10, 15, 20 and 25 years of service with the City. Ranum and Westminster High School students who participated in the Washington DC Close Up Government Program addressed Council.

Oakhurst COG representative Kellie Hott addressed Council regarding traffic calming devices, and Dave Watts of San Marino Senior Housing addressed Council concerning adding chickens and geese at their facility.

Curtis Aldstadt was appointed to the Metro Wastewater Reclamation District's Board of Directors, and Council accepted the resignation of Paul Targoff from the Parks & Recreation Advisory Board.

Council approved the following: Mowing Equipment purchase for Park Services; Big Dry Creek Sewer Line Revegetation; Purchase of 4 Police Department vehicles and new Single Axle Dump Truck; Bids for 1999 Chipseal Project; Golf Cart Fleet bid and lease/purchase for Legacy Ridge and Heritage Golf Courses; Conveyance of Grant Funds to Adams County for the county-wide Juvenile Assessment Center; IGA with City of Arvada for 88th Avenue and Garrison Street improvements; Reallocation of Capital Improvement Project Funds for Ice Centre Construction Management; Ice Centre Change Order; and Revised City Council assignments for 1999.

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

A BILL FOR AN ORDINANCE ESTABLISHING RECOVERIES DUE THE CITY FOR COSTS INCURRED ON THE WESTMINSTER BOULEVARD PROJECT. Purpose: Cost recoveries due for Westminster Boulevard improvements between 104th and 112th Avenues.

A BILL FOR AN ORDINANCE PROVIDING FOR ENFORCEMENT OF COLORADO BOATING REGULATIONS AND COLORADO DIVISION OF WILDLIFE RULES AND REGULATIONS. Purpose: Adopt several State wildlife and boating regulations into the City Code.

The following Councillor's Bills were passed and adopted on second reading:

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGET IN THE GENERAL FUND.

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGET IN THE UTILITY FUND.

The following Resolutions were adopted:

Resolution No. 23 – Resignation of Paul Targoff from Parks & Recreation Advisory Board.

Resolution No. 24 – Zehnder Property Annexation Petition and set date for public hearing.

Resolution No. 25 – Revised City Investment Policy.

Resolution No. 27 – Reorganization in Department of Public Works and Utilities.

At 9:04 P.M. the meeting was adjourned.

By order of the Westminster City Council

Michele Kelley, CMC, City Clerk

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