

November 24, 1997

7:00 PM

Notice to Readers: City Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the City Council's part as issues have been discussed by Council previously. Council may defer final action on an item to a future meeting. 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** - Boy Scout Troop #212
2. **Roll Call**
3. **Consideration of Minutes of Preceding Meetings**
4. **Presentations**
 - A. 25 Year Service Award to Jack Rudey
 - B. 25 Year Service Award to George Barnett
 - C. Recognition of Fire Department Combat Challenge Team Members
5. **Citizen Communication (5 minutes or Less in Length)**
6. **Report of City Officials**
 - A. City Manager's Report
7. **City Council Comments**

The "**Consent Agenda**" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any citizen wishes to have an item discussed. Citizens then may request that the subject item be removed from the Consent Agenda for discussion separately.

8. **Consent Agenda**
 - A. Reclaimed Water Distribution System
 - B. US West Enterprise Group Contract
 - C. Wolff Run Park Plaza Renovations
 - D. Bids re Replacement Fire Pumper
 - E. College Hill Furniture and Equipment Purchase
9. **Appointments and Resignations**
 - A. Resolution No. 65 Reappointments to Boards & Commissions
10. **Public Hearings and Other New Business**
 - A. Public Hearing re Martin Annexation and Zoning
 - B. Resolution No. 66 re Annexation Findings
 - C. Councillor's Bill No. 77 re Annexation of Martin Property
 - D. Councillor's Bill No. 78 re Zoning of Martin Property
 - E. Public Hearing re Comprehensive Land Use Plan Amendment
 - F. Councillor's Bill No. 79 re Comprehensive Land Use Plan Amendment
 - G. Shaw Heights Water District Service Agreement
 - H. Resolution No. 67 re Consulting Services re South Westy Revitalization
 - I. Councillor's Bill No. 80 re Sheridan Boulevard Cost Recovery
 - J. Security Services for Municipal Court
 - K. Resolution No. 68 re Security Services Supplemental Appropriation
 - L. Councillor's Bill No. 81 re Fleet Maintenance Supplemental Appropriation
 - M. Adams/Jefferson County Hazardous Materials Response Authority IGA
 - N. Councillor's Bill No. 82 re Police Department Supplemental Appropriation
 - O. Councillor's Bill No. 83 re Graffiti Equipment Supplemental Appropriation
 - P. Resolution No. 69 re JeffCo Open Space Grant Application
 - Q. Resolution No. 70 re GOCO Trails Grant Application
 - R. Councillor's Bill No. 84 re 1998 Appropriations
11. **Old Business and Passage of Ordinances on Second Reading**

None
12. **Citizen Presentations (5 Minutes + in Length) & Miscellaneous Business**
 - A. 1997 Third Quarter Activity Report
 - B. October Financial Report
 - C. City Council

D. Request for Executive Session

13. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, NOVEMBER 24, 1997 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Members of Boy Scout Troop #212 presented the flag and 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, Scott and Smith. Also present were William Christopher, City Manager; Martin McCullough, City Attorney; and Michael Allen, Deputy City Clerk. Absent none.

CONSIDERATION OF MINUTES:

A motion was made by Atchison and seconded by Scott to accept the minutes of the 7:00 P.M. meeting of November 10, 1997 with no additions or corrections. Councillors Atchison and Smith requested to abstain as they were not sworn into office for the meeting. The motion carried with 5 aye votes and Councillors Atchison and Smith abstaining.

A motion was made by Allen and seconded by Dixon to accept the minutes of the 8:00 P.M. meeting of November 10, 1997 with no additions or corrections. The motion carried unanimously.

PRESENTATIONS:

Mayor Heil presented Utilities Field Operations Supervisor Jack Rudey and Meter Programs Specialist George Barnett with \$2,500 checks in recognition of their 25 years of service to the City of Westminster.

The Mayor and Fire Chief Jim Cloud presented the Fire Department Firefighter Combat Challenge Team members Mark Schmidt, Dave Green, Mike Lynch and Harrison Davis with certificates in recognition of their outstanding accomplishment at the World Firefighter Combat Challenge competition.

CONSENT AGENDA:

The following items were considered as part of the Consent Agenda: **Reclaimed Water Distribution System** - Authorize the City Manager to execute a contract with Black and Veatch in the amount of \$396,667 for the design of the Reclaimed Water Distribution System and approve an additional design contingency of \$39,500 with the expense associated with this work to be charged to the Reclaimed Water Project Capital Improvement Account in the Utility Fund; **US West Enterprise Group Contract** - Authorize the City Manager to sign a two year contract with US West Enterprise Group in an amount not to exceed \$65,000, with the expense to be charged to the Finance Department, Data Processing Division's Professional Services account; **Wolff Run Park Plaza Renovations** - Authorize the City Manager to sign a contract with McBride Construction in the amount of \$420,676; authorize a project contingency of \$33,654 for construction on the Wolff Run Plaza Renovation and charge these expenses to the Park Major Maintenance account in the General Capital Improvement Fund; **Bid for Replacement Fire Pumper** - Authorize the City Manager to sign a contract with Pierce Manufacturing, Inc., and the local sales representative, Front Range Fire Apparatus, in the amount of \$344,476 for one Pierce Quantum Pumper Truck and authorize a down payment of \$50,000 with the expense to be paid from the appropriate 1997 Fire Department budget account with the balance of the cost to be provided by a lease purchase agreement;

College Hill Library Furniture and Equipment Purchase - Authorize the expenditure of \$441,005.75 from the College Hill Library Capital Improvement Project account for furniture and equipment for the College Hill Library with \$217,641.65 to be reimbursed to the City by Front Range Community College, including \$30,000 in contingency for miscellaneous furniture items; Authorize the City Manger to sign a contract with Business Interiors, Inc., in the amount of \$314,865.75 for furnishings and equipment for the College Hill Library, with Library Interiors West, Inc., in the amount of \$67,140 for shelving for the College Hill Library, and with Scott Rice, Inc., in the amount of \$29,000 for stacking chairs for the College Hill Library.

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

A motion was made by Allen and seconded by Merkel to adopt the consent agenda items as presented. The motion carried unanimously.

APPOINTMENTS AND RESIGNATIONS:

A motion was made by Dixon and seconded by Allen to accept the resignation of Herb Atchison from the Special Permit and License Board. Councillor Atchison abstained from voting. The motion carried with 6 aye votes and Councillor Atchison abstaining.

A motion was made by Dixon and seconded by Allen to adopt Resolution No. 65 making reappointments to the following Boards and Commissions: Personnel Board - Nick DiTirro (Alternate), Colleen Peace and Jack Rhoads; Planning Commission - Joseph Barsoom, Michael Crocker (Alternate), Bob Klock and Greg Lockridge (Alternate); Special Permit & License Board - Phillip Auth, Ed Moss and Nancy Peters; Transportation Commission - John Reiss (Alternate), Dottie Urban and Pat Wales; with all terms of office to expire on December 31, 1999. The motion carried unanimously.

PUBLIC HEARING ON MARTIN PROPERTY ANNEXATION AND ZONING:

At 7:27 P.M. the meeting was opened to a public hearing on the Martin Property annexation and zoning for the property located on the north side of Church Ranch Boulevard, west of the Diamond Shamrock Station.

City Planner David Falconieri entered a copy of the Agenda Memorandum, Planning Commission Recommendation and other related items as exhibits. Rebecca Martin, owner of the property, was present to address Council and gave a brief slide presentation. No one spoke in opposition to the proposal. At 7:34 P.M. the public hearing was declared closed.

RESOLUTION NO. 66 - ANNEXATION FINDINGS FOR MARTIN PROPERTY:

A motion was made by Merkel and seconded by Allen to adopt Resolution No. 66 making certain findings of fact required by Section 31-12-110, C.R.S. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 77 - ANNEXATION OF MARTIN PROPERTY:

A motion was made by Merkel and seconded by Atchison to pass Councillor's Bill No. 77 on first reading annexing the Martin Property to the City of Westminster. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 78 - ZONING OF MARTIN PROPERTY:

A motion was made by Merkel and seconded by Allen to pass Councillor's Bill No. 78 on first reading zoning the Martin Property Planned Unit Development. Upon roll call vote, the motion carried unanimously.

PRELIMINARY DEVELOPMENT PLAN FOR MANDALAY GARDENS PUD:

A motion was made by Merkel and seconded by Allen to approve the Preliminary Development Plan for Mandalay Gardens as presented. The motion carried unanimously.

PUBLIC HEARING ON COMPREHENSIVE LAND USE PLAN AMENDMENT:

At 7:35 P.M. the meeting was opened to a public hearing on the proposed amendment to the Comprehensive Land Use Plan to include the Northeast Comprehensive Development Plan. Planning Manager David Shinneman entered a copy of the Agenda Memorandum, Planning Commission recommendation and other related items as Exhibits. No one spoke in favor or in opposition to the proposed amendment. At 7:38 P.M. the public hearing was declared closed.

COUNCILLOR'S BILL NO. 79 - COMPREHENSIVE LAND USE PLAN AMENDMENT:

A motion was made by Scott and seconded by Atchison pass Councillor's Bill No. 79 on first reading adopting the following amendments to the Westminster Comprehensive Land Use Plan: a. Amend the final paragraph of Page 11 of the Westminster Comprehensive Land Use Plan to include the following: "The Northeast Comprehensive Development Plan shall be the governing document for the enclave area and shall, by reference, be part of the Westminster Comprehensive Land Use Plan. Upon annexation of the enclave area, or portions thereof, all land uses shall be in compliance with the Northeast Comprehensive Development Plan unless amended by the City as provided for in the respective plans." b. Amend the Westminster Comprehensive Land Use Plan maps to reflect the Northeast Comprehensive Development Plan area. c. Amend Table 4-4, page 39-40 of the Westminster Comprehensive Land Use Plan to include the Northeast Comprehensive Development Plan as a land use designation. Upon roll call vote, the motion carried unanimously.

SHAW HEIGHTS WATER DISTRICT TOTAL SERVICE AGREEMENT:

A motion was made by Merkel and seconded by Dixon to approve a new perpetual full service water agreement with the Shaw Heights Water District and authorize the Mayor and City Clerk to execute the Agreement. The motion carried unanimously.

RESOLUTION NO. 67 - CONSULTING SERVICES FOR SOUTH WESTMINSTER:

A motion was made by Atchison and seconded by Allen to adopt Resolution No. 67 authorizing a transfer from the 1997 General Fund Contingency of \$13,000 to the appropriate Community Development budget account to cover costs of administering the community survey. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 80 - SHERIDAN BOULEVARD COST RECOVERY:

A motion was made by Smith and seconded by Scott to pass Councillor's Bill No. 80 on first reading which establishes cost recoveries on the City's Sheridan Boulevard Improvements between 105th Avenue and 113th Avenue. Upon roll call vote, the motion carried unanimously.

SECURITY SERVICES FOR MUNICIPAL COURT:

A motion was made by Allen and seconded by Merkel to authorize the City Manager to sign a negotiated agreement with Wackenhut Corporation for Municipal Court security services at a cost of \$58,050 and charge this expense to the 1998 Municipal Court Budget in the General Fund. The motion carried unanimously.

RESOLUTION NO. 68 - SECURITY SERVICES SUPPLEMENTAL APPROPRIATION:

A motion was made by Allen and seconded by Atchison to adopt Resolution No. 68 authorizing a \$15,950 transfer from the 1998 General Fund Contingency to the appropriate account in the 1998 Municipal Court Budget. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 81 - FLEET MAINTENANCE APPROPRIATION:

A motion was made by Dixon and seconded by Merkel to pass Councillor's Bill No. 81 on first reading authorizing a supplemental appropriation of \$10,000 in anticipated repair and fuel sales revenue to the contractual services account of the Fleet Maintenance budget. Upon roll call vote, the motion carried unanimously.

ADAMS/JEFFERSON COUNTY HAZMAT RESPONSE AUTHORITY IGA:

A motion was made by Dixon and seconded by Merkel to authorize the City Manager to enter into an Intergovernmental Agreement with the Adams/Jefferson County Hazardous Materials Response Authority for services related to the repair of Authority vehicles. The motion carried unanimously.

COUNCILLOR'S BILL NO. 82 - POLICE DEPARTMENT APPROPRIATION:

A motion was made by Atchison and seconded by Dixon to pass Councillor's Bill No. 82 on first reading appropriating \$20,677 in grants and reimbursement revenue to the appropriate accounts in the Police Department budget. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 83 - GRAFFITI EQUIPMENT APPROPRIATION:

A motion was made by Dixon and seconded by Scott to pass Councillor's Bill No. 83 on first reading appropriating \$3,675 from the Community Service Work revenue account to the appropriate Street Division budget account for reimbursement of expenses incurred with regard to the City Graffiti Program. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 69 - JEFFERSON COUNTY OPEN SPACE GRANT APPLICATION:

A motion was made by Scott and seconded by Atchison to adopt Resolution No. 69 authorizing the submittal of two Joint Venture development grant applications to Jefferson County Open Space for the construction of the two remaining bid alternates for City Park Ballfields Phase I and for construction of Big Dry Creek Trail at Burlington Northern Santa Fe Railroad. Funding for these projects are available in 1998. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 70 - GREAT OUTDOORS COLORADO GRANT APPLICATION:

A motion was made by Scott and seconded by Atchison to adopt Resolution No. 70 authorizing the submittal of a trails grant application to GOCO and Colorado State Parks for the construction of the Big Dry Creek Trail from the confluence of Big Dry Creek and Walnut Creek north-east under the Boulder Turnpike to 104th Ave. next to the Butterfly Pavilion. Funding for this project is available in 1998. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 84 - 1998 APPROPRIATIONS:

A motion was made by Allen and seconded by Merkel to pass Councillor's Bill No. 84 on first reading appropriating funds for the 1998 budget. Upon roll call vote, the motion carried unanimously.

MISCELLANEOUS BUSINESS:

Council reviewed the Quarterly Activity Report and the Financial Report for October 1997.

Mayor Heil commented on the groundbreaking ceremonies held Sunday for the new facilities at City Park. Councillor Scott reported on the DRCOG meeting that he attended.

ADJOURNMENT:

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

ATTEST:

Mayor

City Clerk

Date: November 24, 1997

Subject: Presentation of 25 Years of Service Award

Prepared by: Alex Iacovetta, Utilities Operations Manager

Introduction

City Council action is requested to present a \$2,500 check to Utilities Field Operations Supervisor Jack Rudey, in recognition of his 25 years of service to the City of Westminster. Funds have been specifically allocated in the 1997 Utilities Fund Budget for this expense.

Summary

Jack Rudey began his career in Westminster on November 29, 1972, when he became employed as a Maintenance worker at the age of 20. Over the 25 years, Jack has progressed to the level of Supervisor. The purpose of this City Council Action is to recognize his 25 years of outstanding service to the City of Westminster.

Staff Recommendation

Mayor recognize Jack Rudey's tenure with the City and present a \$2,500 check to Jack Rudey for his 25 years of service to the City of Westminster.

Background Information

On November 29, 1972, Jack Rudey became employed as a Maintenance worker. He was promoted to the position of Equipment Operator I on April 4, 1974, and on May 10, 1978, Jack was promoted to Crewleader. Then, on May 25, 1981, Jack was again promoted, this time to Utilities Foreman. Ultimately, on January 1, 1992, he was elevated to Utilities Field Operations Supervisor.

During his 25-year career with the City, Jack Rudey has been a member of the American Public Works Association and Rocky Mountain Water Pollution Control Association. At the present time, he is the Supervisor of the Field Operations in the Utilities Division.

Over the course of Jack's employment with the City of Westminster, he has received many awards and certificates including:

- * August 1995: City Manager's Choice Award for the Huron Street Repair Team.
- * May 15, 1995: Teams in Action for the Semper Water Plant Shutdown Team.
- * October 12, 1994: Certificate of Training for alcohol misuse and controlled substance use in accordance with D.O.T.
- * 1986: Collection System Award for accomplishing outstanding results in wastewater collection at the City of Westminster.

* July - December 1984: Certificate for Supervisory Training

* November 16, 1983: Certificate from APWA for on-the-job safety.

Jack has also received several letters of appreciation for outstanding performance above and beyond the call of duty from the Department of Public Works and Utilities, the City Manager, and citizens.

In addition to his supervisory responsibilities, Jack is a member of: Rocky Mountain Water Pollution Control Association, and the American Public Works Association.

In 1986, City Council passed a Resolution to award individuals who have given 25 years of service to the City with financial recognition in the form of a \$2,500 check. Under the program, employees receive \$100 for each year of service, in the aggregate, following the anniversary of their 25th year of employment.

The City program recognizes the dedicated service of those individuals who have spent most, if not all, of their career with the City.

Respectfully submitted,

William M. Christopher
City Manager

Date: November 24, 1997

Subject: Presentation of 25 Years of Service Award

Prepared by: Robert L. Booze, Utilities Services Supervisor

Introduction

City Council action is requested to present a \$2,500 check to Meter Programs Specialist George Barnett, in recognition of his 25 years of service to the City of Westminster. Funds have been specifically allocated in the 1997 Utilities Fund Budget for this expense.

Summary

George Barnett began his career in Westminster on November 13, 1972, when he became employed as a Maintenance Man I in the Sanitation Division at the age of 30 and progressed to Meter Program Specialist. The purpose of this City Council Action is to recognize his 25 years of outstanding service to the City of Westminster.

Staff Recommendation

Mayor recognize George Barnett's tenure with the City and present a \$2,500 check to George Barnett for his 25 years of service to the City of Westminster.

Background Information

On November 2, 1972, George Barnett became employed as a Maintenance Man I. George then transferred from the Sanitation Division to the Water Division in April 1973. He was promoted to the position of Senior Maintenance Man on January 16, 1975, and received a provisional appointment to the Utilities Foreman position on February 10, 1979. He was promoted to the Utilities Foreman position on April 10, 1979, and he currently holds the position of Meter Programs Specialist, which he received on August 1, 1994.

During his 25-year career with the City, George Barnett has received numerous commendations including: February 12, 1979, George received a Certificate of Commendation for leadership services he performed during the Winter of 1978/1979. George was also a key player in a Departmental Teams in Action Award and received an inter-Departmental City Manager's Choice Award for establishing a workable, open line of communication between Utilities employees and Fleet Maintenance staff.

- * George has improved his technical expertise and knowledge through training and education received during his employment.
- * He received training in the Water Distribution System, which has assisted the Utilities Division.
- * He attended Colorado Distribution and Collection Systems short schools in 1983.

- * He also attended an American Water Works Association (AWWA) water distribution school
- * In 1990, he received a Class-One Certification in the maintenance and operation of water distribution systems.
- * In 1980, George completed the large water meter training program at the Hersey Water Meter Company. This training was so effective that today, the Meter Shop tests and repairs all of the water meters in-house, as opposed to the previous policy of contracting out large meter repairs.
- * In 1984, George became certified as a "Cross-Connection Tester" to assist the City with originating a backflow/cross-connection program.
- * George has been instrumental with retro-fitting the water meters with automated reading devices. Due to George's hard work and planning, 75 percent of all of the residential water meters utilize the new radio meter reading technology.

In 1986, City Council passed a Resolution to award individuals who have given 25 years of service to the City with financial recognition in the form of a \$2,500 check. Under the program, employees receive \$100 for each year of service, in the aggregate, following the anniversary of their 25th year of employment.

The City program recognizes the dedicated service of those individuals who have spent most, if not all, of their career with the City.

Respectfully submitted,

William M. Christopher
City Manager

Date: November 24, 1997

Subject: Recognition of Fire Department Combat Challenge Team Members

Prepared by: Marc Lumpkin, Administrative Intern for Fire Department

Introduction

City Council is requested to recognize the members of the successful Westminster Fire Department Firefighter Combat Challenge Team. The team competed in the World Firefighter Combat Challenge competition in Las Vegas, Nevada, on November 8, 1997, and finished in 11th place. Their efforts demonstrate commitment to maintaining strong firefighting skills while exemplifying the importance of physical fitness levels in the Fire Service.

Summary

The Westminster Fire Department Combat Challenge Team competed and finished 11th in the world with a combined team time that fell about 24 seconds short of the champions. The Firefighter Combat Challenge is a competition which tests the physical strength and endurance of firefighters in a punishing obstacle course.

The members of the 1997 Westminster Fire Department Firefighter Combat Challenge Team are:

Mark Schmidt, Fire Engineer
Dave Green, Fire Lieutenant
Mike Lynch, Fire Engineer
Harrison Davis, Fire Paramedic and Team Trainer

These firefighters trained for months and accomplished a great feat. They each beat their own personal best times during the world competition. This shows they gave the competition their best efforts in the face of such tough competition this year.

Staff Recommendation

Recognize the members of the Westminster Fire Department Firefighter Combat Challenge Team for their outstanding accomplishment.

Background Information

The Westminster Combat Team qualified for the World Firefighter Combat Challenge after taking first place in regional competition in San Antonio, Texas, in October. Westminster has swept the regional event for the last two years, muscling their way past 16 teams. In November, they competed against more than 150 world teams in Las Vegas.

The obstacle course for the Firefighter Combat Challenge consists of five separate events that simulate the required physical activity of the job of firefighting. This includes carrying a 45-pound load of firehose up a five-story tower, pulling equipment up the tower using a rope, using a mallet on a chopping block, carrying and operating a charged hose line, and finally dragging a 175-pound dummy.

Recognition of Fire Department Combat Challenge Team Members

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Finishing the course in under seven minutes is considered "acceptable." However, Westminster's team finished the course in less than two and a half minutes each! Lt. Dave Green deserves special recognition for completing the course in a lightning-fast time of 1:37, placing him at 15th in the world for the fastest time.

This is the sixth year for the National Firefighter Combat Challenge. The event will air on the ESPN sports network in April of 1998.

Respectfully submitted,

William M. Christopher
City Manager

Date: November 24, 1997

Subject: Reclaimed Water Distribution System

Prepared by: Diane Phillips, Utilities Operations Coordinator/Engineer
Tom Settle, Water Quality Coordinator

Introduction

City Council action is requested to authorize the City Manager to sign a contract with Black and Veatch in the amount of \$396,667 for the design of the Reclaimed Water Distribution System (RWDS) and approve an additional design contingency of \$39,500. These funds are available in the Utilities Fund for the Reclaimed Water Project Capital Improvement.

Summary

The proposal for design of the Reclaimed Water Distribution System (RWDS) was requested from and submitted by Black and Veatch in October, 1997. Black and Veatch has contracted originally with the City to design the Reclaimed Water Treatment Facility (RWTF) and they have proposed to design the Reclaimed Water Distribution System in conjunction with the Reclaimed Water Treatment Facility as a continuation of the total Reclaimed Water System. By coordinating design activities on both the treatment and distribution portions of the project, Black and Veatch and Staff anticipate a total cost savings to the City of \$192,000.

Continuation of project design with Black and Veatch will integrate the design of the reclaimed distribution system with the treatment facility into a complete package. In addition, the project can then be bid as a single package which will yield additional savings during the construction phase. Overall, there will be an increased effectiveness and efficiencies in the final operation of the system due to the conjunctive design and construction.

Construction bidding for the project will not move forward until the Colorado Department of Public Health and Environment has reviewed and approved the Facility Plan for the treatment facility and the site management plans for the areas which will receive the reclaimed water. Each of these plans is the responsibility of the respective designers, thus a single designer will facilitate the entire review/approval process with the State and allow the project to move ahead expeditiously and on schedule. The estimate for the full distribution system construction is \$10,198,000.

The alternative to contracting with Black and Veatch would be to solicit proposals from other design consultants, which would result in a delay on the project.

Staff Recommendation

Authorize the City Manager to execute a contract with Black and Veatch in the amount of \$396,667 for the design of the Reclaimed Water Distribution System and approve an additional design contingency of \$39,500. The expense associated with this work should be charged to the Reclaimed Water Project Capital Improvement Account in the Utility Fund.

Background Information

The Reclaimed Water Treatment Facility (RWTF) will be located adjacent to the Big Dry Creek Wastewater Reclamation Facility and will be the only source of supply for the Reclaimed Water Distribution System. The Reclaimed Water Distribution System will consist of approximately 95,000 linear feet of pipeline. The system will provide supply to all areas that are irrigated with reclaimed water and to a reclaimed water standpipe at the Northridge Pump Station site. Construction of the project is expected to begin in the summer of 1998 and it is projected that the start-up and testing of the entire reuse system will occur in late 1999.

The estimated combined construction cost of the system will be approximately \$19 million, with an estimate for the Distribution System portion being \$10,198,000. Typical of a project this large, there are a number of operational issues associated with it which must be addressed during the design process. A complete design package from a single source will improve project efficiency and will yield a high quality integrated facilities product upon completion.

In order to meet the Fall 1999 completion date to serve The Heritage at Westmoor Golf Course, the City will need to proceed immediately to satisfy various project requirements and ensure completion of the two project phases.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Map

Date: November 24, 1997
Subject: Contract with US West Enterprise Group
Prepared by: David Puntteney, Data Processing Manager

Introduction

City Council action is requested to authorize the City Manager to approve a two year contract with US West Enterprise group for managed data services on data communication lines provided by US West. Funds are available for this expense in the first year of this 1998 Data Processing Division Budget.

Summary

The City of Westminster leases data communication lines (Frame Relay Circuits) from US West to provide employees throughout the City with access to central computer systems. Facilities that use frame relay circuits include; City Park, Kings Mill Library, Fire Stations 1-6, Hydropiller, Big Dry Creek Water Reclamation Facility, Countryside Recreation Center, Swim and Fitness Center, and Semper Water Treatment Facility.

US West provides optional services to those organizations using frame relay circuits. Included in the service are the following:

- > 24 hours per day, 7 days per week remote monitoring of network circuits
- > 24 hours per day, 7 days per week remote monitoring of City data communications equipment attached to these circuits
- > Proactive network analysis to provide remote device management and periodic network efficiency checks
- > Equipment and network usage performance reports
- > Configuration/re-configuration of data communication devices to resolve problems
- > Single point of contact for facilitating resolution of network problems

Because the City currently leases its data communications lines from US West, it is prudent to expect them also to provide the monitoring services the City needs.

This service provides the opportunity to outsource an appropriate level of network administration. It will also enable the Data Processing Division's one FTE Network Administrator to effectively support the planned increase in network devices and circuits in 1998 and 1999.

Staff Recommendation

Authorize the City Manager to sign a two year contract with US West Enterprise group in an amount not to exceed \$65,000, with the expense to be charged to the Finance Department, Data Processing Division's Professional Services account.

Background Information

In 1995, the City made the decision to convert from slow, dial up and digicom data communication lines supporting terminals to high speed network connections and PCs to all facilities. Part of this conversion required leasing new data communications lines (Frame Relay Circuits) from US West. These circuits provide PC users in remote locations with access to central computer systems used for applications such as Utility Billing, Finance, Budget, purchase orders, e-mail, calendars, word processing, recreation registration, etc.

With higher speed lines and more advanced communication hardware (Cisco routers), managing networks is more complex, and is consuming a larger percentage of Data Processing staff time. As we move forward into 1998 and 1999, all employees requiring access to centralized computer systems will be using personal computers and network connections. Reliability of these connections, and the ability to quickly identify and resolve problems will be increasingly important as internal customers continue to expand their dependence on computers to support their operation and provide service to citizens and businesses. Because the City currently leases its data communications lines from US West, it is prudent to expect them also to provide the monitoring services the City needs.

Staff recommends outsourcing a portion of the network support services through US West Enterprise group. Services provided through the recommended contract will enable the one FTE Network Administrator to effectively support the planned increase in network devices and circuits schedule for installation in 1998 and 1999.

Respectfully submitted,

William M. Christopher
City Manager

Date: November 24, 1997
Subject: Wolff Run Park Plaza Renovation
Prepared by: Kathy Piper, Landscape Architect

Introduction

City Council action is requested to authorize the City Manager to approve a contract with McBride Construction in the amount of \$420,676 for renovation of the Wolff Run Park plaza. Other project costs include park signage, geotechnical testing, and an 8% construction contingency of \$36,154. Funds for these expenses are available in the General Capital Improvement Fund Parks Major Maintenance account providing for a total project budget of \$459,830.

Summary

City Council identified Wolff Run Park playground and ballfield plaza as one of the top priority park improvement projects in 1997 CIP budget. Renovation of the north side of Wolff Run Park (Wolff Run II) located at 78th Avenue and Wolff Court was completed in May 1997 and included a second picnic shelter, new play equipment, plaza and connection concrete pathways, and a new pedestrian crossing leading to the baseball fields at the southern portion of the park. Wolff Run Park ballfields (Wolff Run I) are located in the southern half of the park site at 76th Avenue and Winona Court.

This park requires special attention and additional work to replace the existing restroom, concession, and bleacher areas. These facilities, originally built in 1979, do not meet the current Americans with Disabilities criteria and the structures themselves have deteriorated to the point of being unsafe for the level of use that this park receives.

Terrasan and Knudson Gloss Architects were hired by the City to develop the construction documents for the project. This November, the project was advertised and bid according to the City's purchasing ordinances and procedures. Eighteen contractors attended the mandatory pre-bid meeting and 40 copies of construction documents were obtained by various contractors and suppliers. The following is a tabulation from the November 13 bid opening:

McBride Construction	\$420,676
Kirsche Construction	\$439,542
JC Brooks and Co	\$439,918
Breiner Construction	\$483,065
Palmer Enterprises	\$484,173
Randall and Blake	\$493,964
Conner Construction	\$561,968
Valley del Rio	\$599,812

The low bid, by McBride Construction, is considered a good bid and the construction references have been verified. Staff believes that McBride is qualified and will be a competent contractor.

In addition to the construction contracts mentioned above, other construction costs include geotechnical testing, and miscellaneous costs such as park signage. The following is a construction budget established for Wolff Run Park.

Construction by McBride	\$420,676
Geotechnical Testing	\$ 2,500
Misc. Costs (sign, etc)	\$ 3,000
8% Contingency	\$ 33,654
TOTALS	\$459,830

Alternatives

1. City Council could reject the low bid from \$420,676 and select the second lowest bidder, Kirsche Construction to perform the work.

However, the low bid from McBride Construction has been determined to be a good bid and the evaluation of the company has been verified.

2. City Council could decline all bids and perform the renovation at a later date.

Staff Recommendation

Authorize the City Manager to sign a contract with McBride Construction in the amount of \$420,676; authorize a project contingency of \$33,654 for construction on the Wolff Run Plaza Renovation and charge these expenses to the Park Major Maintenance account in the General Capital Improvement Fund.

Background Information

While evaluating the ballfield facilities at Wolff Run Park, Staff and consultants determined that the facilities did not comply with the Americans with Disabilities Act (ADA) standards and Consumer Safety Product guidelines. Staff and the consultants considered the option of renovation of the existing structure but it became evident that meeting ADA guidelines would result in a structure that would be unsuitable for recreational use. A new structure will provide the City with a building which can accommodate both the current and future needs.

The planned construction of Wolff Run includes:

1. demolition of the existing concrete building which contains restrooms, mechanical room and score keeper area;
2. removal of the bleacher and concrete plaza which has deteriorated;
3. construct a new building which will contain restrooms, storage areas and an integrated shade structure;
4. construct two new score keeper areas behind each backstop; provide new bleacher sections for both ballfields.

Funding for the renovation construction are summarized below:

1997 Park Major Maintenance CIP Fund	\$410,000
1998 Park Major Maintenance CIP Fund	<u>\$49,830</u>
TOTAL FUNDING	\$459,830

Currently, there are organizations that use this facility on an annual basis. They are as follows:

1. School District #50 for J.V. Baseball
2. Little League
3. YMCA
4. City Leagues
5. Senior City Leagues

Use of the fields occurs from February through October, generating approximately \$63,000 per year in user fees.

The renovations at Wolff Run Park, along with the those recently completed at Sunset Park and Westminster Hills Park, plus the new Skyline Vista Park scheduled to start construction by the end of 1997, continue to enhance the recreational opportunities in south Westminster.

Respectfully submitted,

William M. Christopher
City Manager

Attachments: Project area map, Building Plan and Elevation.

Date: November 24, 1997

Subject: Bid re Replacement Fire Pumper

Prepared By: Jim Cloud, Fire Chief
Tim Burandt, Fire Lieutenant

Introduction

City Council action is requested to award a purchase contract to Front Range Fire Apparatus for one replacement fire pumper truck. A down payment on the purchase price is available in the 1997 Fire Department budget with the remainder of the cost to be financed through a lease purchase agreement.

Summary

City Council allocated funds in the 1997 Fire Department budget for the replacement of a pumper truck. The vehicle to be replaced, a 1979 Seagrave pumper, is utilized on a very limited basis as a reserve unit due to maintenance/safety concerns and will be sold or auctioned. The new pumper truck will be used as a front line service unit assigned to Fire Station No. 4, 4180 West 112th Avenue.

In April of 1995, City Council approved a recommendation by Staff to establish Pierce Manufacturing, Inc., as the single source vendor for the purchase of major pieces of fire apparatus.

Staff has negotiated a purchase price for a new pumper with the local representative for Pierce Manufacturing, Inc., Front Range Fire Apparatus, out of Boulder, Colorado. The total price of the new pumper is \$344,476. This price includes the base price of the pumper - \$283,677, necessary ancillary equipment - \$19,777, and an optional compressed air foam system - \$42,011. This bid estimate is in line with regional market data for jurisdictions who have recently purchased or contracted for similar pieces of fire apparatus. This price includes a five percent profit for the dealer.

Staff Recommendation

Authorize the City Manager to sign a contract with Pierce Manufacturing, Inc., and the local sales representative, Front Range Fire Apparatus, in the amount of \$344,476 for one Pierce Quantum Pumper Truck and authorize a down payment of \$50,000 with the expense to be paid from the appropriate 1997 Fire Department budget account with the balance of the cost to be provided by a lease purchase agreement.

Background Information

Unit to be Replaced

The new pumper truck being proposed for purchase will replace an existing 1979 Seagrave Pumper Truck that is currently being used by the Fire Department in a limited capacity as a reserve unit.

Repairs needed for proper certifications and safe operation of the pumper are very extensive and cost prohibitive. Justification for replacement include the following:

- > Unit has 100,031 miles and 4,852 hours of service.
- > Body rusting is and has been an on-going problem since the unit was purchased.
- > Unit emits a high level of black exhaust smoke.
- > Unit does not have an enclosed cab which compromises firefighter safety and comfort.
- > Shops personnel have determined the unit to be unreliable for regular use.
- > Vehicle braking system is unsafe and irreparable.
- > Due to the age of the vehicle, replacement parts are difficult or impossible to find.
- > This vehicle was refurbished and overhauled in 1991 which extended the functional life of the vehicle by five years.

Single Source Vendor Recommendation

Staff studied and provided a detailed Staff Report to City Council in April, 1995, recommending the establishment of Pierce Manufacturing, Inc., as the single source vendor for major pieces of fire apparatus. City Council approved this Staff recommendation. The following justification is summarized from the Staff Report.

- > Small cost savings through bids for fire apparatus ranging in value from \$250,000 to over \$500,000 are more than offset by the need for high quality, low maintenance fire apparatus that has a useful life of 12 to 15 years or more. Pierce Manufacturing, Inc., builds high quality, low maintenance apparatus.
- > Pierce Manufacturing, Inc., and the local sales representative, Front Range Fire Apparatus, have been consistently competitive in their bids, thus earning 100% of the City's major fire apparatus purchase awards between 1987 and 1995.
- > The current City-owned fleet of major fire apparatus is predominantly of the Pierce make and the maintenance facility stocks a number of parts that are only usable on Pierce apparatus.
- > Both the Fire Department and Fleet Maintenance personnel characterize Pierce fire apparatus as the best units on the market today.
- > The City has an investment in maintenance equipment and employee training specific only to Pierce apparatus.
- > Pierce Manufacturing, Inc., offers a superior warranty package.
- > Pierce Manufacturing, Inc., produces all major component parts on their apparatus which equates to a higher quality of apparatus.
- > Pierce Manufacturing, Inc., has a reputation for the production of quality fire apparatus, and the City's experience confirms this.
- > The City of Westminster has received excellent service when needed from Front Range Fire Apparatus, the local sales representative for Pierce Manufacturing, Inc.

- > Pierce Manufacturing, Inc., offers superior engineering with respect to the design and construction of fire apparatus.
- > Pierce Manufacturing, Inc., and Front Range Fire Apparatus have an extensive used fire apparatus marketing program which provides for a higher trade in allowance on used apparatus owned by the City.
- > Several jurisdictions in the metro area have established Pierce Manufacturing, Inc., as the sole vendor for major pieces of fire apparatus.

Base Bid and Equipment Options

Staff developed and provided a detailed pumper truck specification and options list to Front Range Fire Apparatus. Front Range Fire Apparatus submitted a bid for a 1997 Pierce Quantum Pumper. The base cost of the proposed unit is \$283,677 and the cost for necessary replacement ancillary equipment adds another \$19,777. Ancillary equipment includes axes, nozzles, fire extinguishers, pike poles, and other specialized fire/rescue equipment. This is an additional cost to the City that has been avoided in the past with the transfer of said equipment from the older unit to the newer unit. This transfer of equipment was not possible with this purchase as the old equipment is worn out or obsolete. The following items represent a summary of the most significant equipment included in the base or ancillary equipment price:

- > A more spacious cab with increased visibility to enhance safety during emergency response.
- > A 1250 gallon per minute pump and a 500 gallon water tank.
- > Additional siren and warning lights for safety.
- > Four sets of emergency strobe lighting with power supply for response safety.
- > Combination radio/intercom system to enhance emergency crew communications.
- > Automatic mechanical snow chains.
- > Total apparatus nozzle package
- > Larger alternator for emergency systems
- > Hydraulic ladder assembly to allow for personnel access at the side of the apparatus while storing the ladders on the top rear.
- > 5,000 Kilowatt generator and extendable halogen lighting for illumination of emergency scenes.
- > Spacious high side storage compartments on both sides of unit.
- > Opticom emitter to enhance emergency response safety.
- > Heavy duty diesel engine and transmission.

Additionally a bid of \$40,011 for an on-board compressed air foam system is recommended by Staff. This compressed air foam system represents the latest in fire suppression technology which has application for fuel fires, grass fires, hazardous materials spills, and exposure protection for buildings adjacent to a structure on fire. Staff has reviewed this new technology and believes that it will enhance the level of emergency protection offered to the community.

Finally, as part of the bid, Front Range Fire Apparatus was asked to provide a guaranteed trade-in value for the old 1979 Seagrave. Front Range was unwilling/unable to provide a guaranteed trade-in value as they have in the past because the market for used fire apparatus is extremely soft. This trade-in value has translated into a \$10,000 to \$30,000 dollar savings on the cost of past fire apparatus purchases. Front Range Fire Apparatus will however continue to try to market the 1979 unit until delivery of the new unit.

At the same time the Fire Department will market the unit through trade journals.

A summary of the bid proposal is as follows:

Base Cost	\$ 283,677
Ancillary Equipment	<u>19,777</u>
Less COD Payment	\$(989)
Base + Equipment	\$302,465
Compressed Foam	<u>42,011</u>
Total Cost	\$344,476

National and Regional Market Data

One of the guidelines set forth in the Single Source Vendor Staff Report was that Staff would monitor fire apparatus costs. This was included to ensure the bids from Front Range Fire Apparatus were both fair and acceptable to the City. Regional market data was obtained from seven fire departments which had recently purchased pumper trucks. This information is provided in the attachment labeled Chart 1.

Lease Purchase Estimates

The 1997 Fire Department Budget includes \$50,000 for a down payment on this pumper truck with the remaining portion of the cost to be paid by a lease purchase. The purchase of fire apparatus utilizing lease purchase is consistent with past City policy. Although an interest rate for this lease purchase cannot be determined at this time since the lease will not take place for approximately seven months, Staff has calculated the quarterly payments based on a seven percent interest rate for five years to be \$17,910. This rate is conservatively high based on a review of lease purchase interest rates received by the City over the recent past. Staff believes interest rates will remain favorable and are projecting the lease rate to be around 6.5%. The lease purchase will be competitively pursued at the proper time and brought to City Council for approval.

Delivery and Assignment

Delivery time for this piece of equipment is 7 to 8 months after the order is placed. This replacement unit is currently scheduled to be assigned to Fire Station 4 at 4180 West 112th Avenue. Typical calls will include car fires, rescue and medical calls, hazardous materials alarms, structure fires and grass fires. Additionally, the apparatus will be used for business inspections, preplan development, home safety surveys, public education, and firefighter training. Given the assignments for this unit, the projected life expectancy is 12 to 15 years, with 10 to 12 years of front line service and three to five years as a reserve unit.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

Date: November 24, 1997
Subject: College Hill Furniture and Equipment Purchase
Prepared by: Kathy Sullivan, Library Services Manager

Introduction

City Council action is requested to authorize the City Manager to sign contracts with Business Interiors, Inc., Library Interiors West, Inc., and Scott Rice, Inc., for furniture and equipment for the College Hill Library. The total cost of all items listed for both the City's and College's purchases is \$411,005.75. Of this cost, \$217,641.65 will be reimbursed to the City by Front Range Community College and \$193,364.10 will be expended by the City. Council action is also requested to approve an additional furniture contingency of \$30,000 for miscellaneous items for the City's portion of the library, such as book theft detection equipment, book carts and trucks, stepping stools, waste baskets, floor mats, clocks, etc., which are not included in the furniture bids of any vendors listed below. The total proposed expenditure by the City for furniture and equipment, including contingency, is \$223,364.10.

Funds for this purpose are available in the College Hill Library project account in the General Capital Improvement Fund.

Summary

The Intergovernmental Agreement approved by Council in 1995 states that "the City and College will jointly select and agree upon all furnishings, equipment, and technologies for the Library." City and College staff have worked closely with the project architects to select furnishings for the library which meet the functional and aesthetic requirements of both institutions, and which work with the interior finishes and custom millwork specified by the architects. City and College library staff met with the purchasing officers of both institutions during 1997 to discuss the best method for jointly purchasing library furniture and equipment. The decision was made to purchase all furniture and equipment through the City's purchasing process. The City and College each listed their respective needs for their areas of the library, and reached an agreement on how to share costs for shared areas of the library (Reference, Technical Services, and Administration). A Request for Proposal was sent out by the City in July of 1997 for the majority of equipment and furnishings for the Library. A separate Request for Proposal was sent in October for Library Shelving. Three vendors responded to the request for proposal for furnishings, as follows:

Business Interiors, Inc.	\$412,367
Scott Rice (partial bid)	\$ 29,000
Pear Interiors (partial bid)	\$154,329

The Business Interiors bid included all equipment and furnishings needed for the new library except shelving and book security equipment. Book carts and trucks and a few other miscellaneous furniture items were removed from the bid after a review of costs showed that significant savings could result if these items were purchased directly from the manufacturer. The Business Interiors bid amount after the omission of these items is \$314,865.75.

The architect compared costs of individual items for the three furniture vendors and found no significant differences for most items. However, one vendor (Scott Rice, Inc.) offered a lower price for stacking chairs which would be used throughout the library. The project architects have recommended awarding the bid for all furniture and equipment, except the stacking chairs, to Business Interiors, Inc. and award the stacking chairs bid to Scott Rice, Inc.

Four vendors submitted bids for shelving for the Library, as follows:

Library Interiors West, Inc.	\$67,140
SpaceSaver Systems, Inc.	\$76,559
Shakespeare Associates	\$89,400
First Continental Library Equipment	\$116,250

After reviewing all bids submitted by the four vendors, staff recommends awarding the bid to the low bidder, Library Interiors West, Inc.

Recommendation

Authorize the expenditure of \$441,005.75 from the College Hill Library Capital Improvement Project account for furniture and equipment for the College Hill Library with \$217,641.65 to be reimbursed to the City by Front Range Community College, including \$30,000 in contingency for miscellaneous furniture items. Authorize the City Manger to sign a contract with Business Interiors, Inc., in the amount of \$314,865.75 for furnishings and equipment for the College Hill Library, with Library Interiors West, Inc., in the amount of \$67,140 for shelving for the College Hill Library, and with Scott Rice, Inc., in the amount of \$29,000 for stacking chairs for the College Hill Library.

Background

Costs for library furnishings and equipment purchased under these contracts will be divided between the College and City as follows:

<u>Vendor</u>	<u>City Purchase</u>	<u>College Purchase</u>	<u>Total</u>
Business Interiors	\$145,009.84	\$169,855.91	\$314,865.75
Scott Rice, Inc.	\$ 8,012.00	\$ 20,988.00	\$ 29,000.00
Libr Interiors W.	\$ 40,342.26	\$ 26,797.74	\$ 67,140.00
Total	\$193,364.10	\$217,641.65	\$411,005.75

Business Interiors, Inc., bid includes the following items to be owned by either the College or City:

FIRST FLOOR: City will purchase

- 9 high task chairs for staff seated at service desks
- 92 stacking chairs for the multipurpose room and other areas
- 6 folding tables for the multipurpose room and Friends gift shop
- 25 low task chairs for staff seated in offices and work areas
- 13 office workstations for staff in Children's, Circulation, and Technical Services
- 8 Reading tables in the Children's area
- 6 adult-sized wooden chairs for the Children's area
- 42 child-sized wooden chairs for the Children's area

4 lounge-type chairs for the children's area
3 lateral files for the children's area
34 stacking chairs and 4 folding tables for the Children's Program room
2 tables and 10 stacking chairs for two small study rooms
104 wooden adult-sized chairs for adult reading areas
24 lounge chairs for adult reading areas
6 tables for adult reading areas

SECOND FLOOR: City will purchase

16 high task chairs for Board room
3 lateral files for administrative offices
2 lounge chairs and 1 side table for admin/reception area
(College is buying 2 workstations for this area)
5 high task chairs for Administrative offices
5 workstations for administrative offices
12 stacking chairs for administrative offices
1 round table for administrative offices

The College will purchase all chairs, tables, etc., for the second floor, except items listed above, plus furniture for College Technical Services staff on the first floor.

The Scott Rice, Inc. purchase of stacking chairs will include 92 for the City, and 241 for the College.

The Library Interiors West, Inc. bid includes 461 shelving units, of which 277 will be purchased and owned by the City, and 184 will be purchased and owned by the College.

Since all furniture items purchased by the City and College for the library will be identical, City and College library staff will be able to "borrow" items such as tables and chairs for special events, rather than purchasing extra items to hold in reserve.

All items will be labeled with either the City's or College's property labels to ensure correct identification of equipment.

Respectfully submitted,

William M. Christopher
City Manager

Date: November 24, 1997

Subject: Resolution No. re Appointments to Boards and Commissions

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to consider the first set of reappointments to the various Boards and Commissions where terms of office will expire on December 31, 1996.

Summary

In 1993, Council implemented a performance feedback system in conjunction with the consideration of reappointment of individual Board and Commission members when terms of office were to expire. The Chairperson and Vice Chair of each Board were requested to give performance feedback to Council. This information has previously been submitted to City Council.

Beginning in 1994, Council has considered the various appointments over several Council meeting periods with the second and third set of the reappointments being scheduled for December 1st and December 15th Council meetings.

At this time, Council is considering reappointments to the Personnel Board, Planning Commission, Special Permit and License Board and Transportation Commission. Each individual whose term will expire in 1997 was contacted and asked if they were interested in being reappointed to the Board, if Council so desires. The reappointments are for two years.

Staff Recommendation

Adopt Resolution No. making reappointments to the Personnel Board, Planning Commission, Special Permit and License Board and Transportation Commission with all terms to expire on December 31, 1999.

Background Information

The terms of office of four of the Personnel Board members will expire on December 31, 1997. Nick DiTirro, Colleen Peace and Jack Rhoads are all interested in being reappointed to the Board. Myron Treber has recently been appointed as Chair of a national organization which will require a significant amount of travel and has decided not to request to be reappointed.

Appointments to Boards

Page 2

The terms of office of four of the Planning Commission members will expire on December 31, 1997. Joseph Barsoom, Michael Crocker (alternate), Bob Klock and Greg Lockridge (alternate) are all interested in being reappointed to the Board if Council so desires.

The terms of office of four of the existing Special Permit and License Board members will expire on December 31, 1997. Phillip Auth, William Bernstein (alternate), Ed Moss and Nancy Peters are all interested in being reappointed to the Board if Council so desires.

The terms of office of three of the existing Transportation Commission members will expire on December 31, 1997. John Reiss (alternate), Dottie Urban and Pat Wales are all interested in being reappointed to the Board.

Currently the City has 20 citizens within the 1997 "pool" to fill vacancies on the various Boards and Commissions. It is recommended that Council only make reappointments at this time. After all reappointments have been made, and Council has had an opportunity to interview all of the new applicants for the 1998 "pool" new appointments can be scheduled.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1997

CITY OF WESTMINSTER BOARD AND COMMISSION APPOINTMENTS

WHEREAS, The City Council has established a review process for members of the various Boards and Commissions prior to expiration of the current term of office; and

WHEREAS, City Council has reviewed evaluations of the current Board and Commission members for the Personnel Board, Planning Commission, Special Permit and License Board and Transportation Commission; and

WHEREAS, City Council has also reviewed attendance records for each of the Personnel Board, Planning Commission, Special Permit and License Board and Transportation Commission; and

WHEREAS, Each member whose term is to expire on December 31, 1997 has been contacted and asked if they wish to be reappointed to the Board where they are currently serving; 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 reappoint the following individuals to the City of Westminster Board or Commission listed below with the terms of office to expire December 31, 1999.

<u>NAME</u>	<u>BOARD/COMMISSION</u>
Nick DiTirro (Alt)	Personnel Board
Colleen Peace	Personnel Board
Jack Rhoads	Personnel Board
Joseph Barsoom	Planning Commission
Michael Crocker (Alt)	Planning Commission
Bob Klock	Planning Commission
Greg Lockridge (Alt)	Planning Commission
Phillip Auth	Special Permit & License Board
Ed Moss	Special Permit & License Board
Nancy Peters	Special Permit & License Board
John Reiss (Alt)	Transportation Commission
Dottie Urban	Transportation Commission
Pat Wales	Transportation Commission

Passed and adopted this 24th day of November, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997
Subject: Martin property Annexation and Preliminary Development Plan
Prepared by: David Falconieri, Planner III

Introduction

City Council requested to hold a public hearing and take action on the attached Resolution and Councillor's Bills on the request by Becky Martin for annexation and zoning to Planned Unit Development (PUD) for the property located on the north side of Church Ranch Boulevard, west of the Diamond Shamrock Service Station (see attached vicinity map).

Summary

Applicant/Property Owner: Becky Martin

Location: 7695 Church Ranch Boulevard (just west of Old Wadsworth Boulevard on the northside of Church Ranch Boulevard).

Size of site: 29,568 Square Feet (.68 Acres)

Description of Proposed Use: Office commercial

Major Issues -

The property in question is subject to the provisions of the Northeast Comprehensive Development Plan (the plan jointly prepared and adopted by the City of Westminster and Jefferson County) which permits the proposed office use at this location.

There is an existing modular building on the site which the applicant proposes to use until a permanent office building is constructed. Improvements to the site will be made immediately including landscaping and removal of various out-buildings. The proposed Preliminary Development Plan (PDP) allows a maximum of five years to complete the redevelopment of the site.

Planning Commission Recommendation

Planning Commission, at their November 11th meeting, voted unanimously to recommend approval of the annexation of the Becky Martin property, and that the property be zoned Planned Unit Development and that the Preliminary Development Plan be approved as submitted.

There was no testimony in favor or opposition to the proposal.

Staff Recommendation

1. Hold a public hearing on the Martin annexation/zoning request.
2. Adopt Resolution No. making certain findings of fact required by Section 31-12-110, C.R.S.
3. Pass Councillor's Bill No. on first reading, annexing this property to the City of Westminster.
4. Pass Councillor's Bill No. on first reading zoning this property Planned Unit Development.

Background Information

Discussion of Major Issues

The applicant wishes to use the existing buildings until a plan can be formalized for the final development of the property. The Northeast Comprehensive Development Plan shows this area to be within Sub-area "I" as shown on the plan, which permits a broad range of commercial uses including office uses. That Plan was jointly adopted in 1996 by both Jefferson County and the City in order to provide for a unified approach to development within the unincorporated "Old Wadsworth" area.

It is possible that this property can be combined with the adjacent properties to the west in order to form a larger parcel for the future office building. However, applicant has been unable to negotiate that purchase at this time.

The applicant will install some landscaping along Church Ranch Boulevard at this time. The remainder of the landscaping will be installed at the time of Official Development Plan (ODP) approval. Until such time as the ODP is approved, the site will be landscaped with irrigated native grasses.

Architectural/Building Materials

The existing structures will be repainted and repaired where necessary and all out-buildings removed. The architecture of the new office building will be reviewed at the time of ODP approval.

Access and Circulation

When the Diamond Shamrock station was annexed provision was made at that time for a joint access onto Church Ranch Boulevard. This was accomplished in order to minimize the number of access points on that arterial. That common drive will be the only access into the site.

Site Design

Final design of the site will be reviewed at the time of the ODP approval.

Signage

The applicant will be permitted one monument sign which will not exceed the maximum size permitted by the sign code.

Service Commitment Category

Service commitments will be awarded out of Category C. The amount required for the office building will be calculated at the time of ODP approval. Since landscaping along the Church Ranch right-of-way will be installed at this time, a total of .9 service commitments would be required.

Public Comments

In lieu of a public meeting, the applicant sent letters to all adjacent property owners within 500 feet of the property describing the proposal and soliciting comments. There were no responses to the mailing.

Surrounding Zoning

To the east is the Diamond Shamrock station zoned PUD in the City; north is plant nursery; south is the Dry Creek Animal Hospital; and west are some existing rural residential uses.

Respectfully submitted,

William M. Christopher
City Manager

Attachments

RESOLUTION

RESOLUTION NO

INTRODUCED BY COUNCILLORS

SERIES OF 1997

A RESOLUTION PURSUANT TO SECTION 31-12-110, C.R.S., SETTING FORTH THE FINDINGS OF FACT AND CONCLUSION OF CITY COUNCIL WITH REGARD TO THE PROPOSED ANNEXATION OF CONTIGUOUS INCORPORATED TERRITORY IN THAT PART OF TRACT 61 MANDALAY GARDENS, SECTION 14, TOWNSHIP 2 SOUTH, RANGE 69 WEST, OF THE 6TH P.M., COUNTY OF JEFFERSON, STATE OF COLORADO

WHEREAS, pursuant to the laws of the State of Colorado, there has been filed with the City Clerk a petition (the "Petition") for Martin property described in said Petition; and

WHEREAS, City Council has previously adopted Resolution No. 61 finding the Petition to be in substantial compliance with the provisions of section 31-12-107(1), C.R.S., and;

WHEREAS, City Council has held a hearing concerning the proposed annexation as required by sections 31-12-108 and -109, C.R.S.; and

WHEREAS, having completed the required hearing, the City Council wishes to set forth its findings of fact and conclusion regarding the proposed annexation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER THAT:

1. The City Council finds:

- a. Not less than 1/6 of the perimeter of the area proposed to be annexed is contiguous with the City of Westminster;
- b. A community of interest exists between the area proposed to be annexed and the City;
- c. The area is urban or will be urbanized in the near future; and
- d. The area is integrated with or is capable of being integrated with the City.

2. The City Council further finds:

- a. With respect to the boundaries of the territory proposed to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, has been divided into separate parts or parcels without the written consent of the landowners thereof, except to the extent such tracts or parcels are separated by dedicated street, road, or other public way; and
- b. With regard to the boundaries of the area proposed to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, comprising twenty (20) acres or more (which, together with the buildings and improvements situated thereon has a valuation for assessment in excess of \$200 for ad valorem tax purposes for the previous year), has been included in the area being proposed for annexation without the written consent of the owners thereof, except to the extent such tract of land is situated entirely within the outer boundaries of the City immediately prior to the annexation of said property.

3. The City Council further finds:

- a. That no annexation proceedings concerning the property proposed to be annexed by the City has been commenced by another municipality;
- b. That the annexation will not result in the attachment of area from a school district;
- c. That the annexation will not result in the extension of the City's boundary more than three (3) miles in any direction;
- d. That the City of Westminster has in place a plan for the area proposed to be annexed; and
- e. That in establishing the boundaries of the area to be annexed, the entire width of any street or alley is included within the area annexed.

4. The City Council further finds that an election is not required and no additional terms or conditions are to be imposed upon the area to be annexed.

5. The City Council concludes that the City may proceed to annex the area proposed to be annexed by ordinance pursuant to section 31-12-111, C.R.S.

PASSED AND ADOPTED this 24th day of November, 1997.

ATTEST:

Mayor

City Clerk

Martin Property

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO.

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE APPROVING AND ACCOMPLISHING THE ANNEXATION OF CONTIGUOUS UNINCORPORATED TERRITORY IN THAT PART OF TRACT 61 MANDALAY GARDENS, SECTION 14, TOWNSHIP 2 SOUTH, RANGE 69 WEST, OF THE 6TH P.M. COUNTY OF JEFFERSON, STATE OF COLORADO.

WHEREAS, pursuant to the laws of the State of Colorado, there was presented to and filed with the Council of the City of Westminster a written petition for annexation to and by the City of Westminster of the hereinafter-described contiguous, unincorporated territory situate, lying and being in the County of Jefferson, State of Colorado; and

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

WHEREAS, City Council has held the required annexation hearing in conformance with all statutory requirements; and

WHEREAS, City Council has heretofore adopted Resolution No. 61 making certain findings of fact and conclusions regarding the proposed annexation as required by Section 31-12-110, C.R.S., and now finds that the property proposed for annexation under the Annexation Petition may be annexed by ordinance at this time; and

WHEREAS, the Council of the City of Westminster has satisfied itself concerning the conformance of the proposed annexation to the annexation policy of the City of Westminster.

NOW, THEREFORE, the City of Westminster ordains:

Section 1. That the annexation is hereby accomplished by and to the City of Westminster, State of Colorado, of the following described contiguous unincorporated territory situate, lying and being in the County of Jefferson, State of Colorado, to wit:

That part of Tract 61, Mandalay Gardens, according to the recorded plat thereof, described as follows:

Beginning at a point on the South line, 279.5 feet West of the Southeast corner of said Tract 61; thence West along said South line 186.5 feet, more or less to the Southeast corner of the property described in Book 1301 at Page 46; thence North along the east line of the property described in Book 1301 at Page 46, a distance of 232 feet, more or less, to the North line of said Tract 61; thence east along said North line 186 feet, more or less to the Northwest corner of property described in Book 868 at Page 21; thence South along the West line of property described in Book 868 at Page 21 a distance of 231 feet, more or less to the point of beginning, except that portion as described in deed recorded July 27, 1995, at Reception No. F0089649, County of Jefferson, State of Colorado.

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 24th day of November, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this day of December, 1997.

ATTEST:

Mayor

City Clerk

Martin Property

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO.

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE ZONING LAW AND ESTABLISHING THE ZONING CLASSIFICATION OF CERTAIN DESCRIBED PROPERTY IN THAT PART OF TRACT 61 MANDALAY GARDENS, SECTION 14, TOWNSHIP 2 SOUTH, RANGE 69 WEST, OF THE 6TH P.M. COUNTY OF JEFFERSON, STATE OF COLORADO.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council finds:

a. That an application for the zoning of the property described below from Jefferson County A-2 to City of Westminster PUD - Planned Unit Development zoning has been submitted to the City for its approval pursuant to Westminster Municipal Code section 11-2-1.

b. That Council has completed a public hearing on the requested zoning pursuant to the provisions of Chapter 2 of Title XI of the Westminster Municipal Code.

c. That based on the evidence produced at the public hearing, the City Council finds that the proposed zoning complies with all requirements of City Code, including, but not limited to, the provisions of Westminster Municipal Code sections 11-5-1.

d. That the proposed zoning is compatible with existing zoning and land uses of adjacent properties in the general vicinity of the property proposed for zoning.

e. That the proposed zoning is consistent with all applicable general plans and policies concerning land use and development relative to the property proposed for zoning.

Section 2. The Zoning District Map of the City is hereby amended by reclassification of the property described herein hereto from Jefferson County A-2 to City of Westminster PUD--Planned Unit Development.

That part of Tract 61, Mandalay Gardens, according to the recorded plat thereof, described as follows:

Beginning at a point on the South line, 279.5 feet West of the Southeast corner of said Tract 61; thence West along said South line 186.5 feet, more or less to the Southeast corner of the property described in Book 1301 at Page 46; thence North along the east line of the property described in Book 1301 at Page 46, a distance of 232 feet, more or less, to the North line of said Tract 61; thence east along said North line 186 feet, more or less to the Northwest corner of property described in Book 868 at Page 21; thence South along the West line of property described in Book 868 at Page 21 a distance of 231 feet, more or less to the point of beginning, except that portion as described in deed recorded July 27, 1995, at Reception No. F0089649, County of Jefferson, State of Colorado.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. 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 24th day of November, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this day of December, 1997.

ATTEST:

Mayor

City Clerk

Martin Property

Date: November 24, 1997

Subject: Comprehensive Land Use Plan Amendment

Prepared by: Dave Falconieri, Planner III

Introduction

City Council action is requested on the attached Councillor's Bill regarding a proposed amendment to the Westminster Comprehensive Land Use Plan (the Comprehensive Plan) to include the Northeast Comprehensive Development Plan (the Northeast Plan). The Northeast Plan was adopted jointly by the Westminster City Council and Jefferson County Commissioners in 1996. The area covered by the Northeast Plan is shown in the attached vicinity map.

Summary

The Comprehensive Plan and the Northeast Plan are administered as two separate plans. However, the City has taken the position that upon annexation, property covered in the Northeast Plan shall continue to be covered in terms of land use regulation, by the Northeast Plan. In the interest of clarifying and streamlining the annexation process for this area, this amendment proposes to amend the Comprehensive Plan to specifically include the Northeast Plan. The amendment would clarify the land use restrictions on property annexed into the City within the area covered by the Northeast Plan and provide for a land use designation in the Comprehensive Plan. Upon approval, the Comprehensive Plan will then include, by reference, the Northeast Plan and its guidelines as the appropriate land uses for these enclaves in of Westminster.

Planning Commission Recommendation

Planning Commission members, at their November 11th meeting, voted unanimously to recommend approval of the following amendments to the Westminster Comprehensive Land Use Plan to include the following:

- a. "The Northeast Comprehensive Development Plan shall be the governing document for the enclave area and shall, by reference, be part of the Westminster Comprehensive Land Use Plan. Upon annexation of the enclave area, or portions thereof, all land uses shall be in compliance with the Northeast Comprehensive Development Plan unless amended by the City as provided for in the respective plans."
- b. Amend the Westminster Comprehensive Land Use Plan maps to reflect the Northeast Comprehensive Development Plan area.
- c. Amend Table 4-4, page 39-40 of the Westminster Comprehensive Land Use Plan to include the Northeast Comprehensive Development Plan as a land use designation.

Staff Recommendation

1. Hold a public hearing.
2. Pass Councillor's Bill No. , on first reading, adopting the following amendments to the Westminster Comprehensive Land Use Plan:
 - a. Amend the final paragraph of Page 11 of the Westminster Comprehensive Land Use Plan to include the following:

"The Northeast Comprehensive Development Plan shall be the governing document for the enclave area and shall, by reference, be part of the Westminster Comprehensive Land Use Plan. Upon annexation of the enclave area, or portions thereof, all land uses shall be in compliance with the Northeast Comprehensive Development Plan unless amended by the City as provided for in the respective plans."
 - b. Amend the Westminster Comprehensive Land Use Plan maps to reflect the Northeast Comprehensive Development Plan area.
 - c. Amend Table 4-4, page 39-40 of the Westminster Comprehensive Land Use Plan to include the Northeast Comprehensive Development Plan as a land use designation.

Background Information

The Northeast Plan was approved in 1996 in order to provide both Westminster and Jefferson County a single set of development guidelines for the unincorporated enclave areas in Jefferson County. In most cases, the City's standards were adopted, such as the sign code, parking standards and landscaping requirements. City street standards were also adopted for the areas which are not rural in nature. The Northeast Plan breaks up this enclave portion of northeast Jefferson County into sub-areas and provides a list of permitted and prohibited land uses. In some of the sub-areas the Northeast Plan allows for the permitted uses to be amended subsequent to annexation and PUD approval.

There are many agricultural type uses permitted by the County under existing zoning which do not correlate well with the land use designations of the City's Comprehensive Plan. Rather than attempt to create new categories, Staff is recommending that the Northeast Plan and its various land uses restrictions be used to regulate this area after annexation. All annexations within this area will follow the Northeast Plan guidelines and will be in conformance with the Comprehensive Plan without a separate plan amendment.

This coordination between the two plans was contemplated under the Intergovernmental Agreement with the County which states under Section 3.2:

"Any master plans or zoning plans adopted or amended by the City or the County after the effective date of this agreement shall be in conformance with the provisions of the Northeast Plan to the extent such plans apply to any property within the Enclave Area and to the extent the subject matter of such plans is addressed by the provisions of the Northeast Plan."

Respectfully submitted,

William M. Christopher
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE WESTMINSTER COMPREHENSIVE LAND USE PLACE ADDING BY REFERENCE THE PROVISIONS OF THE NORTHEAST COMPREHENSIVE DEVELOPMENT PLAN

WHEREAS, City Council adopted the Westminster Comprehensive Land Use Plan on June 23, 1997; and

WHEREAS, the Westminster Comprehensive Land Use Plan fails to adequately recognize the Northeast Comprehensive Development Plan; and

WHEREAS, The City desires the Northeast Comprehensive Development Plan to be included the Westminster Comprehensive Land Use Plan; and

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

WHEREAS, this proposed Comprehensive Land Use Plan Amendment has been presented to City Council and recommended for approval by City Staff.

NOW THEREFORE, the City Council hereby approves the revisions to the Comprehensive Land Use Plan as contained in this ordinance.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Amend the final paragraph of Page 11 of the Westminster Comprehensive Land Use Plan to include the following:

"The Northeast Comprehensive Development Plan shall be the governing document for the enclave area and shall, by reference, be part of the Westminster Comprehensive Land Use Plan. Upon annexation of the enclave area, or portions thereof, all land uses shall be in compliance with the Northeast Comprehensive Development Plan unless amended by the City as provided for in the respective plans."

Section 2. Amend the Westminster Comprehensive Land Use Plan maps to reflect the Northeast Comprehensive Development Plan area.

Section 3. Amend Table 4-4, page 39-40 of the Westminster Comprehensive Land Use Plan to include the Northeast Comprehensive Development Plan as a land use designation.

Section 4. Severability: If any section, paragraph, clause, word or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part deemed unenforceable shall not affect any of the remaining provisions.

Section 5. This ordinance shall take effect upon its passage after second reading.

Section 6. 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 24th day of November, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997

Subject: Shaw Heights Water District Total Service Agreement

Prepared by: Bill Christopher, City Manager

Introduction

City Council action is requested on a new Total Service Agreement with the Shaw Heights Water District. This agreement calls for the City of Westminster to operate the District on a "turn key" basis providing treated water on a perpetual basis and carrying out the various operational functions for the District.

Summary

The existing wholesale water contract between the City of Westminster and Shaw Heights Water District is set to expire in August, 1998. Representatives from the two entities have been involved in protracted negotiations on a new contract for over five years. The existing contract calls for good faith negotiations to commence five years prior to expiration.

The recommended agreement calls for the City of Westminster to operate the Water District on behalf of the Board of Directors on a perpetual basis. The agreement calls for the City to provide water meter reading, billing, collection, water line maintenance and water line replacement functions. The City would take over full operation of the District effective June 1, 1998. The Water District and its Board of Directors will continue to exist under the terms of the proposed agreement.

From a financial perspective, the District water customers will pay in-City water rates plus a 10% surcharge. Also, the District shall pay the City a sum of \$1.225 million which will be applied toward future water line replacements.

This Agreement reflects a significant amount of time, energy, thought and commitment by both parties over the past 5 years. The approach that is reflected in the attached recommended agreement was a new and different approach from the construct used in 1968. It affords the District a perpetual quality water supply as well as experienced staff with appropriate resources to carryout the functions of the Water District. It is noted that this agreement in no way addresses the issue of annexation. This topic has purposely been left as a separate policy issue.

Staff Recommendation

Approve a new perpetual full service water agreement with the Shaw Heights Water District and authorize the Mayor and City Clerk to execute the Agreement.

Background Information

In 1968, the City of Westminster and the Shaw Heights Water District entered into a 30 year contract whereby the City would provide treated water on a wholesale basis with pricing set by a 3 year trailing cost calculation.

In other words, the City provided treated water at a designated connection point using a master meter with the District having the responsibility for meter reading, billing, collection, water line maintenance and water line replacement functions. Over the course of the past 29 years, there has been litigation on two occasions involving interpretation of the contract. A land mark decision by Judge Richard Shannon in Jefferson County District Court provided interpretation of several provisions of the water contract and have been used subsequently when calculating the new rate every three years. In the existing contract, there is provision that starting five years before the expiration of the existing agreement (1998), the two parties will in good faith pursue negotiations for a new contract.

Representatives from the two entities have in fact been negotiating a new contract since 1992. These negotiations have been "on again, off again" over the past 5 years. The most recent approach or construct that was proposed by the City has been acceptable to the District Board of Directors. City Council previously reviewed and approved this approach which calls for a full service contract in perpetuity with the City charging a water rate of 10% above the in-City rate schedule. The District found the full service approach to be a viable method and has indicated that they would like to have the full service part of the agreement become effective June 1, 1998. It is necessary for the District to give their service contractor, Bob Jones Service Company, six months notice to sever their existing contract. This in turn reflects the June 1 start date with the City as far as meter reading, billing, collection, water line maintenance and future water line replacement.

The key provisions of the agreement include the following:

- * The contract is in perpetuity. This was a fundamental goal of the Board of Directors to accomplish.
- * The City would provide all services needed by the District including water meter reading, utility billing, payment collection, water line maintenance including valves and fire hydrants, and a planned phased water line replacement program compatible with the criteria used by the City in its own water line replacement program.
- * The District is to pay the City \$1.225 million in cash within 30 days after the June 1 full service implementation date. This would leave the District with approximately \$245,000 in assets for the continued use by the Board of Directors for their various expenses.
- * The water rate for Shaw Heights residents will be 10% above the appropriate rate category i.e. residential or commercial on an ongoing basis including the meter service charge. The net effect at the initial implementation of this rate structure will be comparable to what District residents are currently paying for District water service.
- * All tap fee payments for future development within the Water District will be paid to the City with the one exception of the pending Marriott Residence Inn on Yates Street.
- * Shaw Heights is to convey its water rights and property to the City.
- * The perpetual water agreement is not tied in any way to annexation of the District area to the City.

This agreement represents a monumental, cooperative venture between a special district and the City of Westminster. It assures a perpetual quality, reliable water supply to the residents of the water district and at the same time is a fair business arrangement for the City.

The City will bring valves and fire hydrants up to city standards where needed. All water meters will be retrofitted next year with the radio frequency meter reading equipment used in the City.

Alternative approaches to approving this new contract would be to (1) pursue a new contract using the present formula or (2) reject any contract after the August, 1998 expiration date. Neither approach has merit in Staff's opinion. The former approach is not a good business approach for the City and the latter approach would probably not withstand a legal challenge. Costly litigation would be realized by both parties with an unpredictable outcome.

The Staff negotiating team is to be commended for its efforts in working with District President Lloyd O'Neil and the District's Attorney Dick Herring. The City task force has consisted of Ron Hellbusch, Mary Ann Parrot, Kelly DiNatale, Barb Dolan, Alex Iacovetta, Sharon Widener and Bill Christopher.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

Date: November 24, 1997

Subject: Resolution No. re Consulting Services for South Westminster Revitalization

Prepared by: Tony Chacon, South Westminster Revitalization Projects Coordinator

Introduction

City Council action is requested to adopt the attached Resolution approving a 1997 General Fund Contingency transfer in the amount of \$13,000 for administration of a community survey.

Summary

The pending redevelopment of the Westminster Plaza Shopping Center has heightened awareness and interest in improving the "quality of life" in South Westminster. Subsequently, more and more issues are being brought to the attention of City Staff for resolution. City Staff, however, presently does not have general community consensus on where the City's resources should be applied.

To address this situation, the Community Development Department is initiating a strategic planning effort to identify and prioritize these issues and opportunities. This South Westminster Revitalization Strategy Plan effort includes conducting a community survey as a critical component. The survey is necessary to set the stage for further strategy development and prioritization of resource allocation. The survey also would serve to help document citizen priorities for the possible use of Community Development Block Grant funds in this part of the City.

The cost for the community survey is \$13,000. This project was not originally contemplated when preparing the Community Development Department budget, as the South Westminster Revitalization Projects Coordinator was not hired at the time of budget preparation.

Recommendation

Adopt Resolution No. authorizing a transfer from the 1997 General Fund Contingency of \$13,000 to the appropriate Community Development budget account to cover costs of administering the community survey.

Background Information

The proposed community survey is being administered in conjunction with a Community Development Department planning effort to develop a comprehensive strategy to revitalize South Westminster. Part of the original purpose for hiring the Coordinator position was to work with the community to identify issues and problems and work towards their resolution. In response, the Community Development Department is in the process of initiating the South Westminster Strategic Revitalization Plan effort. The key to the success of this project lies in creating a more thorough understanding of the needs and perceptions of the community.

While the Westminster Plaza, in its current state, dominated public opinion up until recently, it is not clear what the "priority" and consensus might be related to other issues and potential projects. To assist in this endeavor, City Staff is proposing to retain the services of National Research Center, Inc. to prepare, administer and analyze a community survey. The results of the survey will in turn be used as the basis for developing and prioritizing appropriate revitalization strategies.

The intent of the community survey is not to replicate more recent selective statistical efforts conducted in the area, but is intended to build upon and reinforce these previous efforts. By design, it will serve three principal functions:

- Facilitate preparation of the South Westminster Revitalization Strategy Plan.
- Support in the preparation of a plan for redesign and reuse of the School District No. 50 Career Enrichment Park (CEP).
- Provide technical data and information for preparation of the Community Development Block Grant (CDBG) Consolidated Plan.

The contingency transfer is necessary for the implementation of the community survey. Currently, the contingency account has a balance of \$492,309.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Resolution

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1997

GENERAL FUND CONTINGENCY ACCOUNT TRANSFER TO PROVIDE
SUPPLEMENTAL FUNDS FOR DEVELOPMENT PLANNING SERVICES

WHEREAS, the City Council is committed to revitalizing South Westminster; and,

WHEREAS, the City of Westminster is prepared to initiate a strategic revitalization plan process; and,

WHEREAS, The City of Westminster is prepared to facilitate redevelopment opportunity throughout the area;
and,

WHEREAS, administration of a community survey and consulting for design related services are necessary to
facilitate improvements to South Westminster, and

WHEREAS, City Council supports transfers from the 1997 General Fund Contingency for unanticipated or
additional costs, and

WHEREAS, the 1997 General Fund Contingency currently has a balance of \$492,309.

NOW, THEREFORE, be it resolved that the Westminster City Council authorizes a \$13,000 transfer from the 1997
General Fund Contingency account to the 1997 Planning Division Professional Services account, 10-30-36-209-000, to
administer a community survey for South Westminster.

Passed and adopted this 24th day of November, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997

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

Prepared by: Dave 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 Sheridan Boulevard Improvements between 105th Avenue and 113th Avenue (City Project No. S94-1). The areas that will be subject to the proposed ordinance are shown on the attached Exhibit D.

Summary

- > The Sheridan Boulevard Improvements (Project No. S94-1) was completed by the City in 1995. This project included the reconstruction of the 112th Avenue and Sheridan Boulevard intersection and bridge construction over Big Dry Creek.
- > The actual total construction cost of the project was \$3,419,408.84.
- > In addition to the construction cost for the project, recoverable right-of-way acquisition costs paid by the City totaled \$61,900.00.
- > Staff is proposing that cost recoveries for Capital Improvement Project No. S94-1 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 Sheridan Boulevard Improvements between 105th Avenue and 113th 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 Sheridan Boulevard Improvements between 105th Avenue and 113th 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 24 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 properties adjacent to the Sheridan Boulevard Street Improvements between 105th Avenue and 113th Avenue as well as 112th Avenue from Sheridan Boulevard to a point approximately 600 feet to the west. The recovery costs for Area 1 (see Exhibit D) are \$193.09 per linear foot of frontage, \$61,900 for the cost of the right-of-way that the City had to acquire to build the project, plus interest. The recovery cost for Areas 2, 3, 4 and 5 is \$235.12 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 fact 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

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO.

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE ESTABLISHING RECOVERIES DUE THE CITY FOR COSTS INCURRED ON CITY CAPITAL IMPROVEMENT PROJECT NO. S94-1

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Improvements for the Sheridan Boulevard, 105th to 113th Avenue - City Project S94-1.

A. "Schedule of Construction Costs" shall be \$3,356,663.86 (Road) plus \$62,744.98 (Bridge) in accordance with Exhibit A, attached hereto and incorporated herein by reference.

B. "Schedule of Participation Costs" shall be \$987,530.51 for road construction and \$182,866.47 for bridge construction in accordance with Exhibit A.

C. "Schedule of Recoverable Costs" for Area 1 of attached Exhibit D shall be \$193.09 per linear foot abutting 112th Avenue and Sheridan Boulevard plus \$61,900 plus interest. Schedule of Recoverable Costs for Areas 2, 3, 4 and 5 shall be \$235.12 per linear foot abutting plus interest. Interest shall be calculated from the date of Second Reading at the rate established annually by City Council.

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 24th day of November, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997

Subject: Contracted Security Services for Municipal Court

Prepared by: Matt Lutkus, Deputy City Manager for Administration
Julia Hume, Court Administrator

Introduction

City Council action is requested to authorize the City Manager to sign an agreement with Wackenhut Corporation for Municipal Court security services and to adopt the attached Resolution authorizing a General Fund contingency transfer to fund the portion of the contract expense that has not been budgeted in 1998.

Summary

The Municipal Court currently uses the services of a contract security services firm to screen those entering the Court building for weapons and to provide a variety of other security-related services. After five years where the "best bid" method was used for selecting a contractor, Staff has concluded that this type of service is more appropriately obtained through a negotiated agreement. Staff is therefore recommending that the current contract not be renewed and that Staff utilize a negotiated agreement with the Wackenhut Corporation to obtain court security services. A contract with Wackenhut will require an expense of \$15,950 more than what was budgeted for security services in the Court's 1998 budget. Therefore, a transfer from the 1998 Contingency Fund will be required if Council agrees with this approach.

Alternatives to the Staff's recommended approach would be to:

- 1) Continue to use the services of the current contractor, Western Protection Services for 1998.
- 2) Proceed with the development of a new request for proposal (RFP) and a competitive bid process for the purpose of selecting a firm to provide the services.

Recommendation

1. Authorize the City Manager to sign a negotiated agreement with Wackenhut Corporation for Municipal Court security services at a cost of \$58,050 and charge this expense to the 1998 Municipal Court Budget in the General Fund.
2. Adopt Resolution No. authorizing a \$15,950 transfer from the 1998 General Fund Contingency to the appropriate account in the 1998 Municipal Court Budget.

Background Information

As part of the 1998 Budget, Council authorized funds for Court security services utilizing the services of a private security firm.

The firm is required to provide 80 security guard hours weekly for screening all visitors to the building and assisting Police Officers working in the Court with prisoner supervision and courtroom security. Western Protection Security (formerly known as Heather Ridge Security Services, Inc.) currently provides these services.

Although the Court security guards do not have the same scope of day to day duties as Police Officers, the level of responsibility required for these individuals is substantially greater than that normally associated with security personnel. The selection criteria for the contracted agency has included: training in the handling of firearms for the guards and the firm's prior experience working in a court or similar setting.

The current contract and the contract which Staff would continue to recommend, is a one-year contract which is renewable for up to three years. Western Protection Security is presently completing its first year as the Court's security services firm. The agreement requires that the City provide a 30 day notice if services are not to be continued.

The initial security services contract for the Municipal Court was a one year non-renewable contract awarded in 1992 to Wackenhut Corporation. The City's experience with Wackenhut was very favorable. Security officers were trained in firearms handling, each of the officers showed a high degree of professionalism and dependability, the officers demonstrated strong public relations skills, their relationship with the Court Staff was very positive, and the turnover rate among employees was relative low. Although the City's experience with Wackenhut was positive, the firm's bid for 1993 was not the lowest bid and, therefore, their services were not continued. Since 1993, the City has contracted with two other firms and, despite ongoing efforts on the part of Court Staff, it has been very difficult to maintain an acceptable service level. This situation illustrates the point that the low bid is not necessarily the best bid. Some of the major concerns with these firms have been as follows:

- 1) The firms consistently hired below the standard and quality required for Court security guards. Typically, guards were not certifiable by the State of Colorado as peace officers as required by the contract.
- 2) When customers and Staff members complained about the services provided, the firms failed to respond positively to the complaints or requests.
- 3) The firms have regularly transferred security guards out of the Court building without providing Staff with any notice as required under the contract.
- 4) Also contrary to the contract provisions, new security guards were placed in the facility before security clearances were completed by the Police Department.
- 5) There have been discrepancies in the information received from the current company representative and the guards assigned to the facility.
- 6) Turnover of guards has been high which has created several problems due to the fact that replacement guards need several weeks training to become proficient in all aspects of the job.

Ongoing communication with the current contractor, especially during the last few months, has failed to result in the correction of performance issues. Based on experience of the last several years, Staff believes that the competitive bid approach to selecting a security service firm has proven to be unsatisfactory.

Given the importance of assuring a highly competent and dependable service, the preferred approach for obtaining this type of service is through a negotiated bid. The City has previously used the negotiated bid approach particularly when using consultants and in those areas where there are a limited number of contractors who are able to provide the quality of services required. Such a process is allowed for under the City Charter and the Municipal Code. Approval of a negotiated contract with a single bidder can only be accomplished by a unanimous vote by Council.

The Custom Protection Division of the Wackenhut Corporation specializes in court security. The firm currently provides court facility security at Adams, Arapahoe, Boulder, Douglas, and Larimer County courthouses, as well as Thornton, and Wheat Ridge municipal courts. City Staff contacted all of these courts to discuss the firm's performance and received favorable references from each. Wackenhut Custom Protection Officer does a full field background investigation, and complete testing and screening of applicants and provides an extensive training program for its employees. The employee turnover rate is 17% compared to the commercial security industry norm of 300% to 500% annually. Given the advantages of utilizing Wackenhut Corporation's services, Staff's recommendation is to notify Western Protection Services of the decision not to renew their contract for 1998 and to execute a negotiated contract with the Wackenhut Corporation.

The 1998 budget amount for this service was based on the assumption that the City would notify the current provider of the City's intent to continue the use of their services for the second year. However, if Council supports Staff's recommendation to utilize the negotiated contract with Wackenhut, the cost for this service will increase to \$58,050 which is \$15,950 more than the \$42,100 budget for 1998. A transfer from the contingency fund would therefore be required in order to proceed with the negotiated contract approach.

The current balance of the 1998 General Fund Contingency account is \$1,228,725.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1997

FOR A GENERAL FUND CONTINGENCY TRANSFER TO FUND A NEGOTIATED AGREEMENT FOR MUNICIPAL COURT SECURITY SERVICES

WHEREAS, the Westminster Municipal Court obtains security services for the Court facility through a contract with a private vendor and these services include screening all visitors to the building and assisting with prisoner supervision and courtroom security, and

WHEREAS, having trained, competent officers and a dependable and responsive security services firm is necessary to help assure a safe environment for citizens and employees, and

WHEREAS, City Staff is recommending that Council approve a negotiated agreement with Wackenhut Corporation in order to provide the level of services appropriate for this facility, and

WHEREAS, the expenditure required for this negotiated contract is \$58,050, or \$15,950 more than the \$42,100 budget for 1998, and

WHEREAS, the General Fund Contingency account for the 1998 budget year currently stands at \$1,228,725,

NOW, THEREFORE, BE IT RESOLVED that the Westminster City Council hereby authorizes a General Fund Contingency Fund transfer of \$15,950 to the General Services Department, Municipal Court Division budget to provide for the additional expense required for the negotiated contract.

Passed and adopted this 24th day of November, 1997

ATTEST:

Mayor

City Clerk

Date: November 24, 1997
Subject: Councillor's Bill No. re 1998 Appropriations
Prepared by: Barbara Gadecki, Assistant to the City Manager

Introduction

City Council action is requested to pass on first reading the Appropriations Ordinance for 1998, which sets forth the amounts of estimated revenue and expenditures by each separate fund of the City for calendar year and fiscal year 1998. This action is in compliance with the City Charter Budget Provisions and is consistent with the 1998 Budget documents previously adopted by City Council on October 27, 1997.

Staff Recommendation

Pass Councillor's Bill No. on first reading appropriating funds for the 1998 budget.

Background Information

The 1998 Appropriations Ordinance reflects the budget adopted by City Council on October 27, 1997. The Appropriations Ordinance does not reflect funds for those capital projects that will be financed through bonds or other debt funded projects such as the Promenade Conference Facility and Countrydale Business Park road. Funds for these projects will be appropriated when the bonds are issued and funds become available.

The 1998 appropriated City Budget totals \$113,886,182, comprised of \$104,762,673 budget, \$2,623,509 contingencies, and \$6,500,000 reserves. All capital improvements, services and programs previously discussed with City Council are reflected in the budget including any adjustments made by City Council at the Budget Retreat and at the various budget public hearings.

Copies of the final printed budget will be distributed to City Council and available to others on or before December 31.

In order to have the ordinance effective January 1, 1998, the first reading of this bill should take place at this time.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Councillors Bill

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO.

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE MAKING APPROPRIATIONS TO PAY THE EXPENSE OF CONTINUING THE PUBLIC BUSINESS FOR THE YEAR 1998 AND OTHER PURPOSES REQUIRED BY THE CHARTER AND BY ANY OTHER LAW.

THE CITY OF WESTMINSTER ORDAINS:

Section 1: Non-emergency reserve as of December 31, 1997, along with revenue for the calendar and fiscal year 1998 are combined and reflected as the total in each of the following funds:

NON-EMERGENCY RESERVE AND NEW REVENUE

a.	General Fund		\$49,228,260
b.	Utility Fund		33,045,000
c.	General Capital Improvement Fund	17,405,000	
d.	Fleet Maintenance Fund		1,343,999
e.	General Debt Service Fund		7,505,768
f.	Conservation Trust Fund		575,000
g.	Sales and Use Tax Fund		41,355,000
h.	Open Space Fund		4,052,000
i.	General Reserve Fund		2,850,000
j.	Utility Reserve Fund		3,650,000
k.	Golf Course		<u>1,783,723</u>
	Total Funds Available		\$162,793,750
	Less Transfers		<u>-48,907,568</u>
	GRAND TOTAL		\$113,886,182

Section 3: The following amounts are hereby appropriated for expenditure by fund to be expended by the City Manager in accordance with the City Charter.

a.	General Fund		\$49,228,260
b.	Utility Fund		33,045,000
c.	General Capital Improvement Fund	17,405,000	
d.	Fleet Maintenance Fund		1,343,999
e.	General Debt Service Fund		7,505,768
f.	Conservation Trust Fund		575,000
g.	Sales and Use Tax Fund		41,355,000
h.	Open Space Fund		4,052,000
i.	General Reserve Fund		2,850,000
j.	Utility Reserve Fund		3,650,000
k.	Golf Course		<u>1,783,723</u>
	Total Funds Available		\$162,793,750
	Less Transfers		<u>-48,907,568</u>
	GRAND TOTAL		\$113,886,182

This ordinance shall become effective January 1, 1998.

INTRODUCED AND PASSED on first reading this 24th day of November, 1997. PASSED AND ADOPTED on second reading this ____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997

Subject: IGA with Adams/Jefferson County Hazardous Materials Response Authority

Prepared by: Frank Grasmugg, Fleet Manager
Matt Lutkus, Deputy City Manager for Administration

Introduction

City Council action is requested to pass the attached Councillor's Bill on the first reading appropriating up to \$10,000 which is expected to be received from various governmental entities, as payment to Fleet Maintenance, for vehicle repair and fuel sales. In addition, Council approval is requested to authorize the City Manager to enter into an Intergovernmental Agreement(IGA) with the Adams/Jefferson County Hazardous Materials Response Authority for the repair of the Authority's vehicles and equipment.

Summary

The City's Fleet Maintenance Division has, on occasion, performed work for other governmental entities at the City's Fleet Maintenance facility. The City's fueling facility has also been used as an emergency fueling site for other governmental entities, most recently Adams County School District 50. The funds expended in the performance of this work or in fuel sales have not been budgeted into the Fleet Maintenance operating budget.

The attached IGA would formalize the agreement between the Adams/Jefferson County Hazardous Materials Response Authority and the City for the repair and maintenance of the Authority's vehicles and equipment. Fuel sales to other entities are in relatively small increments and are generally in response to emergency situations. Thus, an IGA for the fuel purchases would not be practical.

Staff Recommendation

1. Pass Councillor's Bill No. on first reading regarding the supplemental appropriation of \$10,000 in anticipated repair and fuel sales revenue to the contractual services account of the Fleet Maintenance budget.
2. Authorize the City Manager to enter into an Intergovernmental Agreement with the Adams/Jefferson County Hazardous Materials Response Authority for services related to the repair of Authority vehicles.

Background Information

The City's Fleet Maintenance Division has been assisting other entities in both repair work and as an emergency fuel location. Given the current level of services and fuel purchases being provided, it is appropriate to reimburse the Division through a supplemental appropriation. This would also provide a better audit trail of Fleet Division's extra repair and fuel sales activities.

Fleet Maintenance has worked on vehicles belonging to the Jefferson County HazMat Authority for several years and has begun to do work for the newly formed Adams/Jefferson County Hazardous Materials Response Authority. Also, Federal Heights and most recently Adams County School District 50 have used the City's fueling facilities as an emergency fuel location.

The attached Councillor's Bill will authorize a supplemental appropriation of \$10,000 of expenses charged to other entities for the repair or fueling of their vehicles at the Westminster Fleet Facility. The proposed Intergovernmental Agreement will formalize the relationship with the City currently has with the Adams/Jefferson County Hazardous Materials Response Authority related to the repair of the Authority's vehicles.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

**INTERGOVERNMENTAL AGREEMENT BETWEEN ADAMS/JEFFERSON COUNTY
HAZARDOUS MATERIALS RESPONSE AUTHORITY AND THE
CITY OF WESTMINSTER FOR VEHICLE REPAIR AND MAINTENANCE**

THIS INTERGOVERNMENTAL AGREEMENT, is made and entered into this
day of _____, 1997, between the ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE
AUTHORITY and the CITY OF WESTMINSTER, a Colorado home-rule municipality (hereinafter referred to as "City").

WHEREAS, the ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY is desirous
of securing vehicle repair and maintenance work: and

WHEREAS, the CITY is equipped and staffed to perform the type of work required: and

WHEREAS, the ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY and the
CITY desire to enter into an Intergovernmental Agreement to set forth their respective obligations and responsibilities
relative to the repair and maintenance of the vehicles assigned to the ADAMS/JEFFERSON COUNTY HAZARDOUS
MATERIALS RESPONSE AUTHORITY.

NOW, THEREFORE, in consideration of the above premises, and the mutual covenants and promises herein contained,
the parties agree as follows:

1. Responsibility of Adams/Jefferson County Hazardous Materials Response Authority

The ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY will provide the
vehicles assigned to the AUTHORITY to the CITY shop for required repair and maintenance.

The ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY will reimburse the
CITY for expenses incurred in the repair and maintenance of their vehicles.

The ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY may take the vehicles
assigned to the AUTHORITY to other repair facilities as they deem appropriate.

2. Responsibility of City

The CITY will perform only those repair and maintenance activities specifically requested by the ADAMS/JEFFERSON
COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY. Such repairs and maintenance activities shall be
performed in a timely and workmanlike manner.

The CITY will provide ordinary and customary documentation to the ADAMS/JEFFERSON COUNTY HAZARDOUS
MATERIALS RESPONSE AUTHORITY for all repair and maintenance activities performed for which the CITY is
seeking reimbursement. ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY
shall pay the City for all work done by the City within thirty days of receipt of the City's invoice for such work. In the
event that it becomes necessary for the City to pursue steps to collect unpaid charges due and owing under this agreement
the City shall be entitled to its costs and attorney fees.

3. Third Party Claims or Suits

The ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY and the CITY agree that in the event any claim or suit is brought against either or both entities by any third party as a result of the operation of this agreement, that both parties will cooperate with each other, and with the insuring entities of both ADAMS/JEFFERSON COUNTY HAZARDOUS MATERIALS RESPONSE AUTHORITY and the CITY, in defending such claim or suit.

4. Termination

This agreement may be terminated at will by either party upon three(3) days written notice to the other.

5. No Waiver Of Immunity

Nothing in this Agreement shall be deemed or construed as a waiver or limitation upon any rights or protections either party may be entitled to under the Colorado Governmental Immunity Act.

6. Amendment

This instrument contains the entire agreement between the parties, and no statement, promised or inducements made by either party or agent of either party that is not contained in this written agreement shall be valid or binding; this agreement may not be modified except in writing, signed by the parties and endorsed on this Agreement.

IN WITNESS WHEREOF, the parties have hereto set their hand and seal on the dates so indicated below.

City of Westminster
Authority

Adams/Jefferson County Hazardous Materials Response

By
Bill Christopher, City Manager

By

Attest:

Michele Kelley, City Clerk

Approved as to Form:

City Attorney

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1996

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 1997 BUDGET OF THE FLEET FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1997 ESTIMATED REVENUES IN THE FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 1997 appropriation for the Fleet Fund initially appropriated by Ordinance No. 2473 in the amount of \$998,235 is hereby increased by \$10,000 which, when added to the fund balance as of the City Council action on November 10, 1997 will equal \$1,129,074. The actual amount in the Fleet Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of funds received from various governmental entities for vehicle repair and fuel sales.

Section 2. The \$10,000 increase in the Fleet Fund shall be allocated to City Revenue and Expense accounts which shall be amended as follows:

<u>Description</u> <u>Final Budget</u>	<u>Current Budget</u>	<u>\$ Increase</u>	
<u>REVENUES</u>			
Miscellaneous Revenue			
30-1072-000	\$0	<u>\$10,000</u>	\$10,000
<u>EXPENSES</u>			
Other Contractual Services			
30-12-46-299-000	\$50,000	<u>\$10,000</u>	\$60,000

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

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

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 24th day of November, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997
Subject: Councillor's Bill No. re Police Department Supplemental Appropriations
Prepared by: Pat Casey, Lieutenant

Introduction

City Council action is requested to pass the attached Councillor's Bill on first reading which appropriates a total of \$20,677 to various Police Department budget accounts. This appropriation reflects funds received from several law enforcement grants and for reimbursement of Westminster police resources expended during the Boulder riots earlier this year.

Summary

The Police Department often receives grants each year that help to pay for vital police programs and services. In 1997, the department received several grants from the Victim Assistance Law Enforcement (VALE) Board that were used for Spanish language training and various victim advocate training programs. In addition, the department received two grants from the Colorado Consortium for Community Policing. One enabled the department to sponsor three "Hooked on Fishing - Not on Drugs" clinics to area youth. The second grant provided funding for a School Watch program at Standley Lake High School which involved the purchase and installation of security video equipment in and around the school.

In May of this year, the Westminster TAC team assisted the Boulder Police Department during the student riots on the Hill near the campus of the University of Colorado. The Westminster Police Department was reimbursed by the City of Boulder for the overtime expenses incurred related to the riots.

Staff Recommendation

Pass Councillor's Bill No. on first reading appropriating \$20,677 in grants and reimbursement revenue to the appropriate accounts in the Police Department budget.

Background Information

Throughout the year, the Police Department receives funding through grants and other types of reimbursements. Listed below are the amounts of money received from various agencies along with a brief description of what the funding was used for. Also included are the Police Department budget account numbers that will receive the supplemental appropriation.

\$400

1st Judicial District VALE Board

This grant funding was used for the COVA Conference scholarship training. These funds will be transferred into the 10-20-30-144-000 career development account in the Investigation Services Division.

- \$270 **17th Judicial District VALE Board**
This grant funding was also used for the COVE Conference scholarship training. These funds will be added into the 10-20-30-144-000 career development account in the Investigation Services Division.
- \$450 **Kaiser**
This funding was used to provide jackets for victim advocates. The 10-20-30-321-000 supplies account in the Investigation Services Division will receive these funds.
- \$7,400 **17th Judicial District VALE Board**
This grant was used to send eight police officers to an intensive, week-long spanish language training class. The 10-20-50-144-000 career development account in the Patrol Services Division will be reimbursed for this expense.
- \$1,252 **Colorado Consortium for Community Policing**
This grant was used to conduct three, one-day fishing clinics and provide free fishing equipment to area youth as part of the "Hooked on Fishing - Not on Drugs" program. These funds will be added to the 10-20-50-321-000 supplies account in the Patrol Services Division.
- \$1,077 **Colorado Consortium for Community Policing**
This grant was used to purchase a school security monitoring system to be used to reduce criminal activity in and around Standley Lake High School. These funds will be transferred into the 10-0478-000 intergovernmental revenue account.
- \$9,828 **City of Boulder**
This reimbursement was for the overtime expenses incurred by the Police TAC Team for their assistance during the Boulder student riots this past May. This funding will be transferred back into the 10-20-50-103-000 overtime account in the Patrol Services Division.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLORS BILL NO. _____

SERIES OF 1997

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 1997 BUDGET OF THE GENERAL FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1997 ESTIMATED REVENUES IN THE FUND

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 1997 appropriation for the General Fund initially appropriated by Ordinance No. 2473 in the amount of \$45,304,273 is hereby increased by \$20,677 which, when added to the fund balance as of the City Council action on November 24, 1997 will equal \$46,044,706. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of funds received from various agencies for grants and other reimbursements.

Section 2. The \$20,677 increase in the General Fund shall be allocated to City Revenue and Expense accounts which shall be amended as follows:

<u>Description</u> <u>Final Budget</u>	<u>Current Budget</u>	<u>\$ Increase</u>	
<u>REVENUES</u>			
Intergovernmental - Victim Assistance 10-0450-000	\$15,000	\$8,520	\$23,520
Intergovernmental 10-0478-000	\$2,000	<u>\$12,157</u>	14,157
Total change to Revenue		<u>\$20,677</u>	
<u>EXPENSES</u>			
Career Development - Investigations 10-20-30-144-000	\$12,850	\$670	\$13,520
Supplies - Investigations 10-20-30-321-000	\$9,035	\$400	\$9,435
Career Development - Patrol 10-20-50-144-000	23,000	\$7,400	\$30,400
Supplies - Community Services 10-20-27-321-000	\$35,000	\$1,077	\$36,077
Supplies - Patrol 10-20-50-321-000	\$55,000	\$1,252	\$56,252
Salaries/Overtime - Patrol 10-20-50-103-000	\$318,000	<u>\$9,828</u>	\$327,828

Total change to Expenses

\$20,677

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

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

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 24th day of November, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this ____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997

Subject: Councillor's Bill No. Graffiti Equipment Supplemental Appropriation

Prepared by: Sam LaConte, Street Operations Manager

Introduction

City Council action is requested to pass the attached Councillor's Bill on the first reading, which provides for a supplemental appropriation of \$3,675 to be used to reimburse expenses for equipment and supplies associated with the Graffiti Program.

Summary

The City of Westminster Municipal Courts and the City's Street Division share a working relationship in carrying out Community Service assignments. Community Service recipients are assigned work hours and charged a processing fee of \$25 for 19 assigned hours or less, or \$50 if assigned 20 hours or more. The fees are collected prior to working the assigned hours and later used to reimburse expenditures related to the Graffiti Program. This Supplemental Appropriation will reimburse the Street Division's Budget for expenses already incurred.

Staff Recommendation

Pass Councillor's Bill No. on first reading appropriating \$3,675 from the Community Service Work revenue account to the appropriate Street Division budget account for reimbursement of expenses incurred with regard to the City Graffiti Program.

Background Information

In January 1997, City Staff members from the City Manager's Office, the Municipal Courts, the Police Department, and the Street Division developed a comprehensive Community Service Program that would coincide with the Graffiti Program. It was decided that Municipal Court service requirements would be targeted at necessary projects which would contribute to the beauty and safety of the City. Required duties for these recipients would be removal of graffiti, painting City-owned fixtures, sweeping sidewalks, collecting roadway trash, and cleaning City equipment. In addition, a processing fee is collected to subsidize some of the related costs of safety equipment and supplies, such as paints, cleaning chemicals, shovels, rakes, and hand brooms.

In 1996, a total of 617 work hours were assigned to the Graffiti Program. The program has shown a tremendous growth in 1997. As of October 30, 1997, a total of 2,355 hours have been assigned.

Respectfully submitted,

William M. Christopher, City Manager
Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. _____

SERIES OF 1996

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 1997 BUDGET OF THE GENERAL FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 1997 ESTIMATED REVENUES IN THE FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 1997 appropriation for the General Fund initially appropriated by Ordinance No. 2473 in the amount of \$45,304,273 is hereby increased by \$3,675 which, when added to the fund balance as of the City Council action on November 24, 1997 will equal \$46,024,029. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of funds received from defendants in performing community service work.

Section 2. The \$3,675 increase in the General Fund shall be allocated to City Revenue and Expense accounts which shall be amended as follows:

<u>Description</u>	<u>Current Budget</u>	<u>\$ Increase</u>	
<u>Final Budget</u>			
<u>REVENUES</u>			
Miscellaneous Revenue - Community Service Work			
10-1072-481	\$0	<u>\$3,675</u>	\$3,675
<u>EXPENSES</u>			
Street Division Supplies			
10-35-45-321-000	\$10,700	<u>\$3,675</u>	\$14,375

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

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

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 24th day of November, 1997.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this _____ day of December, 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997
Subject: Resolutions re JeffCo Open Space and GOCO Grant
Prepared by: Philo Shelton, Park Project Engineer

Introduction

City Council action is requested to adopt the attached Resolutions to authorize the submittal of two Joint Venture development grants to Jefferson County Open Space (JCOS) and one trails grant to Great Outdoors Colorado (GOCO) and Colorado State Parks.

Summary

JCOS provides the opportunity to park and recreation agencies in Jefferson County to submit two joint venture grant applications each year for the development of parks, recreation facilities, open space, and trails. Staff is requesting City Council to adopt the attached Resolution supporting two joint venture grant applications. JCOS requires formal action (adopted Resolution) by City Council before joint venture development grant applications will be considered.

The first request is for construction of the two bid alternatives not selected for City Park Phase I Softball Complex base contract due to budget restraints. The base contract for City Park Phase I was \$2,018,116. The two alternates that were not selected as part of the base contract have a cost of \$214,488 for paving of the west parking lot and for topsoil on the ballfields. Since the general contractor, Tarco, will still be on site these two alternates can be completed as part of the first phase of construction. The total construction costs of the project, including the base contract and the two bid alternates is \$2,232,604 and Staff is recommending a 4.5% match from JCOS totalling \$100,000 for this project.

The second grant application is for the construction of the Big Dry Creek Trail at the Burlington Northern and Santa Fe Railroad crossing. City Council appropriated \$900,000 in the 1998 General CIP Fund to complete Big Dry Creek Trail in Jefferson County. This portion of the trail was previously funded 100% by the Jefferson County Open Space (JCOS) Trails 2000 program. As a result of a citizen survey in Jefferson County, funding from the Trails 2000 program is no longer available due to a shift in JCOS program to focus on open space acquisition instead of trail development. The construction costs of the project is anticipated to be \$450,000 and Staff is recommending a 22% match from JCOS totalling \$100,000 for this project.

Great Outdoors Colorado and Colorado State Parks are supporting this annual trails grant cycle. The grant application is for the construction of Big Dry Creek Trail from the confluence of Big Dry Creek and Walnut Creek north-east under the Boulder Turnpike to 104th Ave. next to the Butterfly Pavilion. This portion of the trail was also previously funded by JCOS Trails 2000 program. The construction costs of the project is anticipated to be \$230,000 and Staff is recommending a 22% match from GOCO totalling \$50,000 for this project.

Alternatives

City Council could approve the City Park Phase I request, and change the construction request from Big Dry Creek Trail at Burlington Northern Santa Fe Railroad to another project in Jefferson County. However, Staff believes that more people would utilize the Big Dry Creek Trail city wide, than any other alternative. In addition, JCOS has supported the Big Dry Creek Trail project in the past through the Trails 2000 program.

Staff Recommendation

1. Adopt Resolution No. _____ authorizing the submittal of two Joint Venture development grant applications to Jefferson County Open Space for the construction of the two remaining bid alternates for City Park Ballfields Phase I and for construction of Big Dry Creek Trail at Burlington Northern Santa Fe Railroad. Funding for these projects are available in 1998.

2. Adopt Resolution No. _____ authorizing the submittal of a trails grant application to GOCO and Colorado State Parks for the construction of the Big Dry Creek Trail from the confluence of Big Dry Creek and Walnut Creek north-east under the Boulder Turnpike to 104th Ave. next to the Butterfly Pavilion. Funding for this project is available in 1998.

Background Information

Westminster has greatly benefited from the JCOS Joint Venture development grant program. From 1992-1997, Westminster has received nearly \$1.7 million from Joint Venture grants for City Park Phase II Soccer Fields, Westminster Sports Center renovation, Westbrook Park, Countryside Little League Fields, Waverly Park, and Trailside Park renovation. Although most of the grant applications were 50:50 matching grants, Westminster has matched funds in excess of \$5.5 million with the \$1.7 million over the past five years for the development of the Joint Venture projects. In addition, Westminster has also benefited from JCOS for trail development along Big Dry Creek as part of the Trails 2000 program, and Jefferson County's financial contribution of more than \$550,000 for design and engineering costs for Standley Lake Regional Park and City Park Ballfields. JCOS has been supportive of Westminster projects over the years and Staff believes the 1998 proposed projects are good projects to be considered by the JCOS Advisory Committee.

In addition, Westminster has benefited from the GOCO and Colorado State Parks trails grants. Over the past three years, Westminster has been successful in receiving a trails grant for every year. These projects include Big Dry Creek Trail from Sheridan to 128th for \$45,000, Big Dry Creek trail from 128th to Huron and Amherst School for \$40,000, and Little Dry Creek Trail from Federal to Zuni Street for \$50,000.

Respectfully submitted,

William M. Christopher
City Manager

Attachments: Resolutions, Maps

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1997

JOINT VENTURE DEVELOPMENT GRANT REQUESTS WITH JEFFERSON COUNTY OPEN SPACE

WHEREAS, Jefferson County Open Space has established a Joint Venture grant application process to assist with development of parks, recreation, open space, and trails to park and recreation agencies in Jefferson County; and

WHEREAS, the City of Westminster is desirous of constructing and completing the final two bid alternates for City Park Phase I Softball Complex; and

WHEREAS, a need to construct the Big Dry Creek Trail at the Burlington Northern Santa Fe Railroad; and

NOW, THEREFORE, the Westminster City Council hereby resolves that City of Westminster Staff submit two Joint Venture development grant applications to Jefferson County Open Space, requesting a Joint Venture grant of a combined 4.5/95.5 split in the amount of \$100,000 toward the cost of developing City Park Phase I softball complex in Jefferson County, and a second Joint Venture grant of a 22/88 split in the amount of \$100,000 for the construction of the Big Dry Creek Trail at the Burlington Northern Santa Fe Railroad in Jefferson County.

Passed and adopted this 24th day of November, 1997.

ATTEST:

Mayor

City Clerk

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1997

A TRAILS GRANT REQUEST WITH
COLORADO STATE PARKS AND THE STATE BOARD
OF THE GREAT OUTDOORS COLORADO TRUST FUND

WHEREAS, Colorado State Parks and the State Board of the Great Outdoors Colorado Trust Fund has established a Trails grant application process to assist with development of trails to cities, counties, recreation agencies, and nonprofit organizations in Colorado; and

WHEREAS, the City of Westminster supports the completion of Big Dry Creek Trail Project from the confluence of Big Dry Creek and Walnut Creek north-east under the Boulder Turnpike to 104th Ave. next to the Butterfly Pavilion.; and

NOW, THEREFORE, the Westminster City Council hereby resolves that City of Westminster Staff submit a trails grant application to Great Outdoors Colorado and Colorado State Parks, requesting funding of a combined 22/88 split in the amount of \$100,000 toward the cost of construction of the Big Dry Creek Trail from the confluence of Big Dry Creek and Walnut Creek north-east under the Boulder Turnpike to 104th Ave. next to the Butterfly Pavilion.

Passed and adopted this 24th day of November 1997.

ATTEST:

Mayor

City Clerk

Date: November 24, 1997
Subject: 1997 Third Quarter Activity Report
Prepared by: Each Department

Attached for City Council's review is the 1997 Third Quarter Activity Report which covers Departmental activities for the quarter ending September 30, 1997.

As can be readily noted, the City continues to experience a steady increase in activity when compared to similar data from the previous year. These activities include achieving stated objectives as well as accomplishing unanticipated "opportunities."

Respectfully submitted,

William M. Christopher
City Manager

Attachment

THIRD QUARTER ACTIVITY REPORT
July 1, 1997, through September 30, 1997

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING DIVISION

Major projects completed during the third quarter:

- > Comfort Inn
- > Walgreens
- > Office Building at 7121 Irving Street
- > Kaiser Medical Addition
- > San Marino 20 unit retirement building
- > San Marino 71 unit retirement building
- > Hyland Hills Gymnastic Center

Summary of 3rd quarter statistics compared to 1996:

	<u>1997</u>	<u>1996</u>	<u>%Change</u>
Construction valuation	\$35.9M	\$36.9M	-3%
Single family starts	177	177	0%
Tenant finishes	35	21	+67%
Commercial plans	26	14	+86%
Residential plans	135	111	+22%
Inspections	11,937	12,172	-2%

ENGINEERING DIVISION

Continuing work on major capital improvement projects yielded the following progress:

- > Big Dry Creek at the Waste Water Treatment Plant - Began the preparation of the preliminary design of the necessary improvements which include modifying the existing I-25 bridge and channel improvements to Big Dry Creek adjacent to the facility. The original contract was amended to include the design of a pedestrian trail along Big Dry Creek and through the I-25 bridge crossing and a low-water crossing for the proposed Reclamation facility. Initial approval was received from the City of Thornton and Colorado Department of Transportation (CDOT) for the proposed I-25 bridge improvements.
- > Geographic Information System (GIS) - Continuing to update the databases (water lines, sanitary sewer lines, platted lots, addresses, parking lots, non-residential building footprints, annexation areas, land use, comprehensive plan, etc.) to reflect the current development of the City. Preparing a "park" coverage to reflect the City's current park system and facilities available as well as to verify ownership compared to the County Assessor's records and method of acquisition. Began working with the Utilities Division to assess the current status of the Information Management System (Hanson) and potential connection to the GIS.
- > 72nd Avenue - Construction on the third phase of the 72nd Avenue Improvements project was completed in August. Negotiations continue on four remaining right-of-way acquisitions that are not yet settled.
- > West 101st/100th Avenue Extension - This project was very close to completion at the close of the third quarter of this year. Demolition of several buildings, removal of the Burlington Northern Railroad at-grade crossing and settlement of the final right-of-way acquisition are expected fourth quarter activities.
- > Harlan Street Extension - An Open House was held in September to preview possible roadway alignments with residents and property owners of the surrounding neighborhood. Preliminary design will continue with a comparative evaluation of those alignments and the development of a preferred route for Harlan Street between 95th Avenue and West 104th Avenue.

- > West 74th Avenue and Federal Boulevard - Work on this final design project continued, paralleling progress on the Official Development Plan submittal for redevelopment of the Westminster Plaza. Fourth quarter goals include coordination with utility companies to set up the undergrounding of overhead facilities and determining budget limitations on 1998 construction.
- > 128th/Huron Intersection - Construction completed during the 3rd quarter of this year.
- > Streets Bond Issue Projects:
 - > 88th Avenue - The contract for the widening of the north side of this street between Sheridan Boulevard and Harlan Street was bid and awarded during the 2nd quarter. The work will be completed before Thanksgiving this year.
 - > US 36/Sheridan Boulevard/92nd Avenue Interchange - The consultant began work on the necessary studies and design modifications to this interchange. Work will continue through 1998.
 - > Westminster Boulevard - Construction of this new street between 104th Avenue and 112th Avenue (that will also provide access to the Westminster Promenade) was 80% complete in the 3rd quarter of this year. Construction is anticipated to be complete in the 4th quarter.
- > 92nd Avenue - The design of the widening of this street between Marshall Street and Yates Street is continuing. The widening of the bridge over US 36 will be constructed in mid-1998 with the road widening beginning in early 1999.
- > Westminster Promenade East - Construction of this project, on the east side of Westminster Boulevard, will begin in the 4th quarter of 1997.
- > Westminster Mall Ring Road - This project is currently in design with construction anticipated to start in mid-1998.
- > Lowell Boulevard Improvement Project - Design is anticipated to be completed in early 1998, right-of-way acquisition is expected to be completed in 1998 and construction is anticipated to be completed in 1999.

ECONOMIC DEVELOPMENT DIVISION

- > Continued maintenance of real estate data base through regular contact with property owners and commercial real estate brokers. Also provided property updates to the Jefferson Economic Council and Adams County Economic Development.
- > Participated in the Metro Denver Network's Site Selection Conference.
- > Distributed over 400 Business Resource Guide.
- > Handled over 30 inquiries about the Westminster Face Lift program. 15 applications are currently being processed.
- > Processed and funded 4 applications for the WEDA Loan Enhancement program totaling \$17,500 in assistance from the City.
- > Held the Business Advisory Group meeting.
- > Continued work on the Business Directory which will be published during the 4th Quarter.
- > Itelco announced their plans to locate their US operations in Church Ranch Corporate Center.

- > Children's Hospital announced plans to locate a speciality care facility in Church Ranch Corporate Center.
- > Summary statistics for third Quarter 1997:
 - > 5 Business Scholarships awarded
 - > 16 Current active prospects
 - > 105 Number of inquiries (demographics, sites buildings, business assistance program, etc.

PLANNING DIVISION

Major projects approved through the planning process during the third quarter of 1997:

- > St. Anthony's Hospital ODP Amendment
- > Shannon Industrial Park ODP Amendment
- > Rancho Pecos 4th Amended PDP/ODP
- > Big Dry Creek Water Treatment Plant Landscaping - ODP
- > Standley Lake Shops 7th Amended ODP
- > Lake Arbor Filing 1 ODP Amendment
- > Sheridan Green Commercial 6th Amended ODP
- > Shane Co at North Point Center ODP
- > Northpoint 4th Amended PDP
- > RMS/Omni Electric PDP/ODP
- > Westminster City Center Office ODP
- > Church of Christ ODP
- > Jared Jewely at Westminster Marketplace ODP
- > Woodcreek ODP Amendment
- > Genesee Wester/Key Products at Park Centre ODP
- > Dynamic Data Systems at Park Centre ODP
- > Dry Creek Animal Hospital Annexation and PDP
- > Ball Corporation ODP Amendment
- > Westminster Manor Apartments ODP Waiver
- > Blockbuster Video at Hidden Lake Shopping Center ODP

Summary of Development Review Activities for the third quarter:

- > 20 Planning Commission/City Council Agenda Items
- > 2 Transportation/Special Use & License Board Hearings
- > 30 Administrative ODP Approvals/Waivers
- > 4 Referrals by other agencies
- > 23 Items reviewed in Concept and Technical Review
- > 775 Technical assistance inquiries from the general public
- > 51 Sign permits approved
- > 39 Building permits reviewed
- > 76 Business Licenses reviewed

Major Planning Activities

- > Title 11 Rewrite - Adoption
- > Park Centre - conceptual planning
- > Assistance on Urban Renewal Program - Safeway ODP Review
- > Economic Development support activities
- > Update of land use and demographic data base
- > Growth Management Program Coordination - Category B Competition for 1998 reviewed
- > 1996 Design Award - award by Council
- > Jefferson and Adams County Growth Summit meetings

- > Comprehensive Plan - Implementation
- > Landscaping Regulations - Adopted
- > Westminster Mall Enhancement Study - preliminary design concept
- > Preliminary golf course layouts for proposed Countrydale Golf Course - ODP submission
- > Monitoring of the DRCOG Vision 2020 process
- > Promenade/AMC planning studies - Promenade East
- > Community Development Customer Service Survey - Development Review Process review

OPEN SPACE DIVISION

- > The Open Space Advisory Board (OSAB) and Staff met regularly, and completed a revised and expanded list of priority Open Space properties in September. This follows voter approval of additional funding and the concern from many residents that the City move quickly to "save the land before it's too late".
Every request or suggestion received is logged, and given careful consideration by the Board and Staff. A presentation from OSAB members to City Council is tentatively planned for November 17th.
- > Negotiations are underway on approximately 15 key properties, and early conversations on many other properties, as identified previously by OSAB and City Council. Verbal agreement has been reached with several landowners. Several closings are planned in the fourth quarter, and more in early 1998.
- > Land acquisitions and construction of a trail along Little Dry Creek, from England Park to Clear Creek, were completed in the second quarter. This project will be dedicated in October. Open Space funds were used to acquire the land for the trail, and an ISTEPA grant together with other City funds paid for the trail construction. All acquisitions began under threat of condemnation, but all were completed amicably, and good relationships were established with adjacent landowners.
- > Many volunteer projects have been completed in coordination with Parks, Recreation and Libraries thus far in 1997. More volunteer activities are planned this Fall. Open Space fencing and new signs have been installed in key locations.
- > Many Community Enhancement projects are out to bid, under construction, or complete - including Sheridan Boulevard Median Landscape between 104th and 112th Avenues (complete), Church Ranch Boulevard Median Landscape between Wadsworth Boulevard and Wadsworth Parkway (complete), a new stone signwall at US36/Church Ranch Boulevard (under construction), and stone signwalls with landscape at 120th Avenue and Huron Street (re-bidding due to high bid), 120th Avenue and Sheridan Boulevard (complete), and 104th Avenue and Federal Boulevard (bidding to shopping center contractor).
- > Work is continuing on a redevelopment plan for Little Dry Creek between approximately 72nd Avenue and Lowell Boulevard. In addition to the trail, Staff and the Urban Drainage and Flood Control District have just completed design of channel improvements to reduce flooding and improve the appearance of this area. The project is about to go to bid, with construction beginning this winter, while stream flow is low.

FINANCE DEPARTMENT

Summary of third quarter 1997 statistics compared to third quarter 1996:

	<u>1997</u>	<u>1996</u>	<u>%Change</u>
Audit assessments issue	20	37	-46%
Audit and enforcement dollars collected year to date	\$250,210	\$470,875	-47%
% Sales tax accounts delinquent	2	3	-33%
Total checks issued	4,073	4,034	1%
Purchase orders issued	3,720	3,379	10%
Returned checks processed	126	105	20%
Computer support calls made	903	1,515	40%
Number of water accounts processed	84,978	79,257	7%
Total PIE participants	2,019	1,906	6%
Pension activities processed	228	250	-9%

ADMINISTRATION

- > Additions and withdrawals from the Pension Plan highlight some of the personnel changes throughout the City. Year to date new enrollments and withdrawals from the Pension Plan are up almost 25% over last year, reflecting an increase in job and life changes for City personnel. Fund transfers and allocation changes within the Plan were considerably greater last year, however, after the addition of several new option choices.

ACCOUNTING

- > On September 8, the selection of Bondi & Co., LLP to perform auditing services for the City was approved by Council. Bondi will start their interim work beginning October 27, 1997. Staff will meet several times with them and begin to prepare documents for them.
- > During the third quarter, two vacant positions were filled. Barb Cinkosky filled our vacant, part-time Accounts Payable Clerk position. Barb has quickly learned the accounts payable system and has provided Chris Howrey some relief in performing the vital, but enormous accounts payable function by herself. Cherie Sanchez started as Account Tech I. Cherie has picked up on our fixed asset system in no time. She is keeping track of all of the fixed asset purchases and deletions for the City. She will also prepare the interim workpapers for fixed assets for the auditors.

DATA PROCESSING

- > Data Processing staff in the CIS area worked harder and faster than ever to administer the city's computer systems, while expanding the number of users added and supported on the Data General and the Hewlett Packard systems. With the vacancy in the System Administrator position, each Computer Information Specialist was required to assume additional responsibilities.
- Although long term projects were delayed, others, such as the implementation of the new firewall computer and software, were completed on schedule. Their extra efforts made it possible to continue to provide the high level of service our customers have come to expect from the division.
- > The City's Intranet is rapidly becoming a tool to help the organization eliminate its dependence on paper. Data Processing staff provided Intranet training for employees during the third quarter, and will teach four additional intranet training classes during the fourth quarter. The request for training and information indicate the demand.

SALES TAX

- > Two out-of-state audits were conducted in Chicago in August.
- > \$164,403 of audit revenue and \$85,807 of enforcement revenue was collected.
- > The first Sheridan Crossing Business Assistance Package payment was made.
- > Tabor calculations for Sheridan Park and Amherst General Improvement Districts were completed.

UTILITY BILLING

- > Compared with the third quarter of 1996, the number of PIE applications received were considerably less because of the campaign done in July 1996. A city wide distribution of flyers/applications to utility customers increased the number of participants in the PIE program by nearly 900.
- > While the number of courtesy letters and disconnect notices mailed decreased by nearly 500, very little change in the number of water meters actually disconnected was experienced. Utility Billing staff, in concert with Public Works and Utilities, is reviewing the City's shut-off policies and fees, as the gap has widened significantly between staffing available to handle the shut-offs and the numbers of shut-offs needed weekly.
- > Although Utility Billing received many concerns expressed about high water bills, few requested their meters to be reread. With the City's residential water meters now 2/3 radio retrofitted, we have experienced few problems with the new radio technology method of reading water meters.
- > Credit card payment of utility charges through the Interactive Voice Response system was tested, tested and retested during the third quarter by Utility Billing and Data Processing personnel. The credit card system is ready for public use.

FIRE DEPARTMENT

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

	<u>YTD</u>	<u>1996</u>	<u>%Change</u>
Alarms Total	4,109	4,281	-4%
Struct/Vehicle Fires	79	111	-28%
Emergency Medical	2,725	2,810	-3%
Ambulance Transport	1,785	1,809	-1%
Ambulance Revenue	\$457,328	\$417,888	+9%
Westy-MED Enrollment	175	169	+3%
Public Education Classes	357	372	-4%
All Inspections	1,888	2,177	-13%
Training Hours	19,651	21,288	-8%

- > More than 600 fishing enthusiasts and costume-clad Davey Crocketts and Annie Oakleys spent their Fourth of July at Westminster City Park. It was the largest turnout ever for the annual costume contest and fishing derby that's been organized by the Volunteer Firefighter Program for more than three decades.

- > Westminster divers rescued "victims" from a simulated plane crash in August at Baker Reservoir at 63rd Avenue and Lowell Boulevard during Metro Dive Rescue training exercises. Working alongside divers from Castlewood and West Metro fire departments, Westminster firefighters put on special wet suits and searched for a sunken car and plane.
- > A fire at 3 a.m. at the Glendale Apartments at 5315 W. 79th Ave., left residents hanging out of windows on the second and third floors on Saturday, July 19. The flames were extinguished in less than 20 minutes. Eight residents and three Westminster police officers suffered minor burns and smoke inhalation while one man injured his ankle after jumping from a window. The blaze, started accidentally, caused \$60,000 in damages.
- > Hundreds of neighbors near 90th Avenue and Wadsworth visited Station 3's first Open House on Saturday, July 26. While firefighters entertained children with Douser the Fire Dog and fire engine rides, Zerger COG members and realtors from Metro Brokers served up free hotdogs and soft drinks. Citizens were also updated on current COG projects and given tours of Station 3's ladder truck and ambulance.
- > A 49-year-old Westminster man was issued a summons by Westminster Fire Investigators after an illegal spray painting business was discovered through a door hidden behind a sliding wall at an office complex near 120th Avenue and Tejon Streets in September. The manager at Graphix Screen Print at 12071 Tejon St. faces charges of charges of operating and storing extremely flammable chemicals as well as violating other fire codes.
- > Firefighters rolled up their sleeves in September, donned their sun hats and built a decorative wooden fence around the new Fire Training Facility at the old Rodeo Grounds at 3800 Elk Drive. Eight firefighters saved the City more than \$5,000 in labor costs by building the fence while on duty rather than contracting the work. The 52,000-square-foot concrete pad is finished and the 50-foot fire training tower is currently under construction. When the site opens in November, youths can enjoy the rollerhockey and basketball courts while the Streets Department conducts driver training at the site located near England Water Plant.
- > A fire destroyed a Westminster home in September that was under construction, causing \$250,000 in damages. "The house will have to be rebuilt from the foundation," said Westminster Fire Investigator Bill Christian. "It was about 90 percent complete." The cause of the blaze at 6367 98th Drive was suspicious in nature and is still under investigation.

GENERAL SERVICES DEPARTMENT

ADMINISTRATION

Volunteer Program Activities:

- > The fifth Annual Volunteer BBQ was held July 22. Almost 500 people attended this very successful event.
- > The School Crossing Guard Program received the "Community Service" Award from the City of Westminster at Senior Day held July 31 at the Adams County Fair.

- > For the first time volunteers ages 12 to 15 years were used in the Summer Playground Program. Nineteen youth volunteered as Junior Leaders.
- > As a means of recognizing volunteers and publicizing different volunteer programs, each month "Neighborly News" writes an article on a particular program. The Junior Leaders Program was recognized in the July issue and the School Crossing Guard Program was highlighted in the August issue.
- > The Volunteer Program teamed up with the Senior Hub and the Central Texas Christian Youth Mission to provide minor home repairs for seven of the City's Snowbuster recipients.
- > A joint project among the Volunteer Program, COG, and "The Have A Heart Project" was kicked off. The eleven COG Teams will collect non-perishable food and clothing for five families living at poverty level or below. The Volunteer Coordinator is coordinating the project.
- > Fifty-four people inquired about volunteering, eighteen people inquired about un-paid internships, and seventeen people called about court ordered volunteer work.
- > Seventeen volunteers have signed up for the 18 households requesting Snowbusters for the 1997-98 season. Five additional people have inquired about becoming Snowbusters.
- > Almost 10,000 hours were donated by 700 some volunteers.
- > On September 17 fourteen volunteer supervisors attended a workshop on "Legal Issues In Regards to Volunteers".
- > A new volunteer program at College Hill Library is being developed with the library staff and the Volunteer Coordinator. The Volunteer Coordinator will be interviewing prospective volunteers and training them in basic customer service skills.

Major Citywide training activities for the third quarter include:

- > Supervisory Academy-45 employees @ 4 hours each
- > Seven Habits Training-25 employees @ 32 hours each
- > Working In Teams-20 employees @ 16 hours each
- > Effective Performance Appraisals-60 employees @ 6 hrs each
- > Everything You Always Wanted to Know About Your Performance Appraisal-72 employees @ 2 hours each
- > Volunteer Management- 17 employees @ 2 hours each
- > Westminster 101-24 employees @ 8 hours each
- > Defensive Driving class-31 employees at 4 hours each
- > Dealing With Difficult People-32 employees @ 4 hrs each
- > Citizen Relations Training-28 employees @ 8 hours each
- > Brown Bag lunch training sessions- 13 employees @ 2 hrs
- > Intranet Training sessions-42 employees @ 1.5 hrs each
- > Dealing With Change-32 employees @ 4 hours each
- > How to Use the World Wide Web-57 employees @ 4 hrs each
- > Writing For Results-27 employees @ 10.5 hrs each
- > Coaching Employees-12 employees @ 4 hrs each

Other Major Activities:

- > Presented an overview of the City's training curriculum to the 34 newly benefited employees at Orientation.

- > Coordinated third quarter Citywide Management Team Bar-B-Que at Oakhurst Park.
- > The ERAT committee coordinated the third quarter Teams In Action Luncheon at City Park on July 30, 1997. Two Customer Service Champions surprise parties were also coordinated by ERAT. Seven employees were added to ERAT as a way to enhance recognition activities and help promote employee recognition throughout the City.
- > The Facilitator Team worked with the Recreation Specialists to help the work group gain group consensus regarding reallocating duties.
- > The Second Service Award Luncheon was coordinated by Kathleen Hix, Carol Gifford, and Marge Salter due to Sophie Jasch's resignation.

PURCHASING/TELECOMMUNICATIONS

- > Restructured the custodial services at City Park Recreation Center.
- > Spearheaded the effort to discover and repair the problem with the City's voice mail system.
- > Hosted a bid for auctioneering services for the front range purchasing group (MAPO).

BUILDING OPERATIONS & MAINTENANCE

Major activities for the third quarter included:

- > Completed a total of 654 work requests: 498 corrective and 156 preventative compared to a total of 681 for the third quarter of 1996.
- > BO&M replaced carpet and reconfigured work stations in Community Development.
- > Staff replaced ten more high maintenance doors at City Park Recreation Center. Three more doors will be replaced to complete the project.
- > Annual maintenance at City Park Recreation Center included: Gym, courts and aerobic floors were sanded and re-sealed; painted men's and women's restrooms, lower lobby, weight room, upstairs tiny tots room, both classrooms, community room and spot painted other areas; new steam generator and sauna heater were installed; stained ceiling and floor tiles were replaced; two mirrors were replaced in women's locker room; all hand and hair dryers were cleaned and checked for proper operation; all drain lines in both locker rooms were cleaned.
- > Annual maintenance at the Swim & Fitness Center included: Duct work in the pool was cleaned with a high pressure cleaner; all boilers and controls were checked for proper operation; all shower valves were rebuilt; the front counter was rebuilt to accommodate new computers; court floors were sanded and re-sealed; court walls were cleaned and painted; sauna benches were completely rebuilt; new floor tile was installed in both upstairs restrooms; other miscellaneous items.

CITY CLERK'S OFFICE

Summary of 1997 third quarter statistics compared to 1996:

	<u>1997</u>	<u>1996</u>	<u>%Change</u>
Councillor Bills	68	66	+3%
Ordinances	65	62	+4%
Resolutions	52	48	+8%
New business licenses	180	164	+10%
Active business licenses	1,467	1,467	0%
New home occupation licences	340	329	+3%
Home occupation licenses	1,270	1,149	+11%
Sales tax licenses	1,440	1,399	+3%
Licensed refuse haulers	7	7	0%
Solid Waste vehicles	84	85	-1%
Recycling vehicles	23	22	+4%
New liquor licenses	9	6	+50%
Liquor Admin Approvals	123	80	+54%

- > A record number 73 new home occupation licenses were issued during September. Jefferson County Social Services has been working with the City Clerk's office to have all day care licensed providers with the appropriate municipal licenses also. Of the 73 licenses issued 23 were for Jefferson County day care providers. An average of 20-30 home occupation licenses are normally issued each month.
- > The City Clerk's office worked with Adams County Election Department checking, verifying and correcting 6 different versions of the list of Westminster addresses in order to have the most up to date and accurate information for mailing ballots to registered electors. Having this project completed will assure that all Westminster voters get the correct ballot. Adams County Election information is an independent system from the assessor's office and motor vehicle office information.
- > Michele Kelley attended a two day seminar on optical imaging.

EMPLOYEE SERVICES

Major Recruitment Activity in the third Quarter of 1997:

- > Hiring and Orientation: 34 benefited and 46 seasonal or temporary employees
- > 453 Personnel Actions
- > 940 applications were submitted during the third quarter. 349 of the applicants were tested or interviewed for 40 position openings during the third quarter. Recruitment activity remains high in the third quarter, primarily because of an unusually high turnover rate this year. The annualized rate to date is a little over 10%.
- > Recruitments included: Mechanic, Custodian, Fire Engineer, Librarian, Equipment Operator, Communication Specialist, Housing Inspector, Secretary, Public Information Specialist, Planner, Accounts Payable Clerk, Records Specialist, Police Officer, Parksworker, Lifeguard, Park Ranger, Maintenanceworker, Clerk Receptionist, Library Clerk, Personnel Technician, Deputy Court Clerk, Administrative Secretary, Treasury Manager, Accounting Manager and Assistant to the City Manager

Other Major Activities included:

- > Provided staff support in two Personnel Board hearings.

- > Completed survey work and recommendations for 1998 budget in the area of salary, across the board increases, benefits and leave information. Meetings with the Employee Advisory Committee were held throughout the quarter providing the committee with updated survey data and recommendations.
- > Worked with consultant on process and content of clerical utilization study in the Police, Public Works and Utilities and Community Development departments.

FLEET MAINTENANCE

Summary of 1997 third quarter statistics:

	<u>1997</u>	<u>1996</u>	<u>%Change</u>
Number of repair orders (1)	1,302	1,477	-12%
Gallons of diesel fuel	24,307	23,007	+6%
Gallons of unleaded fuel	50,998	49,497	+3%
Used motor oil collected	6,708	7,857	-15%

- (1) Starting 3rd Quarter, these figures now include scheduled services, vehicle repairs, service calls and vehicle sublet repairs.

Other major activities:

- > Frank Grasmugg and Roy Romero attended the annual conference of the Rocky Mountain Fleet Management Association in Snowbird, Utah, from September 3 through September 6.

MUNICIPAL COURT

Summary of 1997 third quarter statistics:

<u>Filings</u>	<u>1997</u>	<u>1996</u>	<u>%CHANGE</u>
Parking Tickets	329	212	55%
Traffic Tickets	1,472	1,592	-8%
General Ordinance	1,037	1,236	-16%
Domestic Violence	131	108	21%
Pre-sentence Investigation	104	54	93%
Sentenced to Probation	176	135	30%
Probation with Volunteer	18	7	278%

RISK MANAGEMENT

- > During the third quarter of 1997, the City experienced 33 work related injuries compared to 27 during the same period last year.
- > During the third quarter of 1997, the City reported 28 property or liability claims to CIRSA compared to 26 filed during the same period last year.
- > Risk Management held 2 monthly City Safety Committee meetings during the second quarter of 1997.
- > Risk Management Specialist Nancy Winter completed a 32 hour OSHA training course during July.

WELLNESS PROGRAM ACTIVITIES

- > The Wellness Program has approximately 513 employees participating of 750 employees. The Wellness Program has approximately 70% of the population in the program.
- > Wellness Coordinator Scott Murdie implemented strength training programs for six employees.
- > The Wellness Program organized a group hike near Nederland, Co. in which 13 employees participated.

- > Scott taught Community CPR to nine employees.
- > The Wellness Program is hosting it's annual fitness challenge, "Commit To Be Fit". The 12 week exercise challenge encourages employees to exercise and drink water. Prizes are given each month to each team. There are 27 teams and 230 employees participating. In 1996 there were 20 teams and 200 members.
- > The Wellness Program, along with St. Luke's Hospital, hosted a blood drive. More than 30 employees donated, making this blood drive the most successful blood drive to date.
- > The Wellness Program sponsored, "Race for the Cure". This 5k run/walk benefits The National Diabetes Foundation. Seven employees participated in the race.
- > The Wellness Program organized its eight week exercise challenge, "Walk the Walk". Employees record their walking or jogging mileage and turn those in for gift certificates. Over 225 employees participated and 20 of the 225 enjoyed a picnic lunch at Squires Park, courtesy of The Wellness Program.
- > Scott Murdie taught a strength training seminar in the Activity Center at City Hall. Seven employees learned how to start an exercise program as well as proper techniques of lifting weights.
- > The Wellness Program organized an in-line skating clinic. Ten employees participated in the hour clinic held in front of City Hall. Employees were provided with skates, safety equipment, and lessons.
- > Scott, along with Mayor Nancy Heil and Matt Lutkus, presented information to Kaiser Permanente about The Wellness Program.
- > Scott taught a stress management class to two employees.

PARKS, RECREATION & LIBRARIES

RECREATION FACILITIES

Summary of 1997 third quarter statistics compared to the third quarter of 1996:

	<u>1997</u>	<u>1996</u>	<u>%Change</u>
<u>Drop-in Participation:</u>			
JULY:			
City Park	34,202	33,972	+1%
Swim & Fitness	13,333	13,383	N/A
Countryside	7,098	7,568	-6%
Senior Center	4,855	4,328	+12%
Kings Mill Pool	1,579	1,433	+10%
AUGUST:			
City Park	22,486	24,490	8%
Swim & Fitness	12,450	12,077	+3%
Countryside	3,327	5,468	-39%
Senior Center	6,131	5,012	+22%
Kings Mill Pool	794	779	-2%
SEPTEMBER:			
City Park	20,832	21,978	-5%
Swim & Fitness	6,487	7,521	-14%
Countryside	481	1,050	-54%
Senior Center	5,654	4,934	+15%

YTD PARTICIPATION:	1997	1996	%Change
City Park	252,724	276,966	-9%
Swim and Fitness	92,696	97,281	-5%
Countryside	22,742	27,593	-18%
Senior Center	46,581	47,985	-3%
Kings Mill Pool	4,634	4,315	+7%

Aquatics Program Participation:

July	1,122	2,016	-44%
August	1,151	1,112	+3%
September	543	444	+18%

YTD PARTICIPATION	8,053	8,804	-9%
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YTD Facilities Revenue:

City Park	\$713,644	\$657,169	+9%
Swim & Fitness	\$246,104	\$221,471	+11%
Countryside	\$64,408	\$58,510	+10%
Senior Center	\$122,516	\$110,421	+11%
Kings Mill Pool	\$4,735	\$5,349	-11%

RECREATION PROGRAMS

Summary of 1997 third quarter statistics compared to 1996:

<u>Program Participation:</u>	1997	1996	%Change
July	41,991	42,179	N/A
August	21,657	20,136	+8%
September	3,425	2,519	+36%

YTD PARTICIPATION	89,407	86,088	+4%
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YTD REVENUE	\$427,774	\$386,478	+11%
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Legacy Ridge Golf Course:

YTD REVENUE	\$1,457,007	\$1,386,919	+5%
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Standley Lake:

YTD REVENUE	\$326,289	\$320,030	+2%
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Library Services:

76th Avenue Library Circulation	63,042	69,885	+11%
Kings Mill Library Circulation	31,307	28,973	-7%
Bookmobile Circulation	6,012	5,555	-8%

Total Circulation (All Fac.)	100,361	100,413	+4%
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Patrons	52,813	53,605	+1%
Reference Questions	6,518	7,378	+13%
Program Attendance	1,648	1,855	+12%

- > Construction of the new College Hill Library continued on schedule, with a predicted opening date of April 1998. The building should be fully enclosed by mid-November, and interior finishes are being constructed in the Children's area.

- > Staff has ordered approximately 75% of the 67,000 books and other materials, which will be delivered to the Library for Opening Day.

- > The Library's Summer Reading Program, "Pet Tales," won first place in the Colorado Library Association's annual Summer Reading Program. The Library received \$200 in children's books from Econo-clad books as part of this award.
- > The City and College signed an Intergovernmental Agreement to jointly purchase additional software and services to add the College's bibliographic holdings to the City's Ameritech Dynix database.
- > A Request for Proposal was sent out and bids received for furniture, equipment, and shelving for the College Hill Library.
Contracts will be awarded in November.
- > The Friends of the Westminster Public Library pledged to contribute up to \$10,000 towards the purchase of one of four modules of the Children's Reading Castle for the new library. Funds for the other castle modules, as well as other desired items for the new library, are being sought by the College Hill Library Enrichment Campaign Committee, a volunteer group composed of Library Board members, community leaders, and staff.
- > The City agreed to contribute \$10,000 of College Hill Library construction funds to assist the College with two major art projects at the new library. One project is an exterior landscape project which will be located between the library and main campus building. The other is a sculpture to be located in the staircase/atrium at the center of the library building.

POLICE DEPARTMENT

- > For the first nine months of 1997, police service events climbed 3.1%, from 100,442 in 1996 to 103,756 thus far this year. On the average, 15.84 police service events occurred every hour of each day through September. The hourly event count at this point last year was 15.30. A "police service event" is an activity requiring the action(s) of one or more police officers.
- > For the first time ever, the Police Department initiated and organized a Citizens Academy. Twenty-four citizens are participating in a comprehensive 13 week program designed to provide citizens with a hands-on look at police department operations and procedures. The academy started on September 23 and will culminate in a graduation ceremony on December 16.
- > The COG program was recognized as the second place winner in the annual 3CMA Savvy Awards program. COG was selected among 328 other entries in the Citizen Participation Category for being an innovative approach to partnering with the community.
- > An emergency tabletop exercise was conducted at the Police Department on September 9. All department heads participated in the mock disaster which involved making logistical, planning and strategic decisions in the face of a community emergency.
- > The Citizen Radar Patrol program was implemented in the Oakhurst neighborhood. This creative program utilizes citizen volunteers to operate radar guns in their neighborhood as a way to decrease speeding on residential streets. The volunteers check license plate numbers and send warning letters to the registered owners of speeding vehicles. The volunteers are trained on how to use the radar equipment and are taught how to use the Police Department CCIC computer. This program may be expanded to other neighborhoods based on its success.

PUBLIC WORKS AND UTILITIES

ADMINISTRATION

- > Participated as City of Westminster Representative on the Facility and Infrastructure Reuse Committee for the Rocky Flats Local Impacts Initiative (RFLII) and she reviewed proposals and aided in selection of a contractor to review the possibility of reuse of specific Rocky Flats Environmental Technology Site (RFETS) buildings.
- > Participated in the Decontamination and Demolition Task Force as a representative of the City of Westminster. The Task Force is setting protocol for cleaning up and removing buildings at the RFETS. Building standards for radionuclides for buildings to be demolished will be set by this committee.
- > Reviewed and prepared recommendations on the Accelerated Cleanup: Focus 2006 local and national plans for the City.
- > Prepared presentation for Secretary Pena meeting with local governments in August.
- > Organized a luncheon with Assistant Secretary for Environmental Remediation Al Alm for local government elected and staff members.
- > Provided letters, documents, and recommendations on cleanup for Mayor Pro Tem Sam Dixon and other Staff members. Scheduled meetings with DOE, Kaiser-Hill, Staff, and Congressional Staff members.
- > A reorganization within the Utilities Division was accomplished with the support of Admin. Division Staff in revising job descriptions, position responsibilities, application reviews and initial and final interview processes.
- > Public Works and Utilities Staff hosted an informational meeting with neighboring landowners near the Strasburg biosolids application farm to discuss City plans for land application of biosolids. The meeting was held in Strasburg and included the hog livestock operation located west of the City farm property.
- > Staff met with Broomfield Utility Staff to discuss various water issues, including the developing Leyden Gulch Reservoir Project Study in which three cities, Northglenn, Arvada, and Denver, are participating; the status of Broomfield's northern water project; and various Rocky Flats Environmental Technology Site issues.
- > Director of Public Works and Utilities, Rocky Flats Coordinator, and Mayor Pro Tem attended a luncheon meeting held August 7, with Jefferson County officials and other surrounding RFETS Cities and groups to hear United States Department of Energy Secretary Pena speak on DOE programs and the RFETS, in particular.
- > Director of Public Works and Utilities and Staff met with Thornton and Northglenn Staff to discuss the Standley Lake renovation and enlargement and the RFETS disposal site at Last Chance in eastern Adams County.
- > Staff attended an EPA sponsored national stakeholders' meeting on water conservation guidelines. Some 85 representatives from across the country participated in the day-long meeting to give input to the EPA on developing conservation guidelines for states to utilize in conjunction with revolving loan grant applications. The specific guidelines are required in federal regulations related to the Safe Drinking Water Act and must be in place by August 1998.

- > Staff met to discuss the estimated cost of the Gasoline Recovery System (GRS) Study by Delta Environmental Consultants and to determine what changes are needed in the GRS operations in the short-term, prior to any major changes in technology which will come out of the Delta study in early 1998.
- > Public Works and Utilities Department employees continue their efforts in conjunction with other Westminster community and business representatives in the "HAVE A HEART" project. This project entails collecting food, clothing, toys, books, and other items and distributing them to needy Westminster families throughout the year. Collection drives take place throughout the year at various City facilities. Collection boxes identified with "HAVE A HEART" signs are placed at City Hall lobby, Municipal Service Center, City Park Recreation Center, Swim & Fitness Center, and Fire Station #1. City employees and the public are encouraged to drop off items during the collection drives at any of the City facilities. The items donated will be picked up by Public Works and Utilities employees and transported to the Westminster central collection point for distribution to needy families.
- > Staff attended the federal government's emergency management training program at the Nation Academy near Baltimore, Maryland.

ENVIRONMENTAL COMPLIANCE

- > Environmental Compliance Staff created an Emergency Spill/Leak Notification flow chart to assist City Staff in reporting emergencies.
- > Environmental Compliance Staff worked with the Fire Department on several cases of abandoned wastes, including abandoned drums along Little Dry Creek Trail from the flood, disposal of 2 drums from a truck roll-over accident at Highway 36 and Sheridan Boulevard, and disposal of 6 drums from a condominium.

UTILITIES DIVISION

- > During the third quarter, the Utilities Division experienced no sewer backups and 68 water breaks.
- > The Construction Crew focused on replacing 4,556 feet of water lines during this quarter.
- > Semper Water Treatment Facility's peak consumption day was on July 16 as 41.4 million gallons flowed through the distribution system. The year-to-date consumption is 4,229,945,000 gallons. The deviation from the previous year is -8.4 percent. Water treatment cost per 1,000 gallons, based on expenditures, is \$0.63/1,000 gallons. The costs associated with the operation of the Semper Water Treatment Facility are as follows: \$362,332 - electrical; \$142,605 - chemical; \$446,491 - labor; \$42,196 - maintenance cost (contract); \$30,994 - overtime (FLSA/Operators/on-call). Semper has expended 62 percent of its budget encumbrance. Finally, the Confined space permits issued as of April 1991 equals 598.

Summary of 1997 third quarter Utilities Operations statistics compared to 1996:

	<u>1997</u>	<u>1996</u>	<u>%Change</u>
BDC treated gallons/day	6.02M	5.69M	+6%
Metro treated gallons/day	3.98M	3.77M	+6%
Water consumption/day	31.0M	20.4M	+52%
Water taps installed	32.0	144.0	-78%
Water line installed/feet	4,556.0	2,565.0	+78%
Water main breaks repaired	68.0	67.0	+1%
Sewer line installed/feet	0.0	0.0	0%

STREET DIVISION

- > Western Mobile Denver Paving Company completed the last of the work contracted as part of the City's 1997 Street Improvement Project.
- > Western Mobile Boulder completed the City's 1997 Chipseal Project in September.
- > Street Division Staff performed field work to compile the 1998 Street Improvement Projects list and the 5-year Street Improvement Plan for 1999 to 2003.
- > The City's pavement management consultant, Infrastructure Management Services (IMS), performed the annual update regarding the condition of 20% of the City's pavements.
- > S&D Construction completed the 1997 Street Improvement Concrete Replacement Project on time and under budget.
- > Fasick Concrete, Inc., completed the 1997 Customer Service Concrete Replacement Program in September; this project included School District 50 concrete work.
- > S&D Construction removed and replaced deteriorated curbs, gutters, and sidewalks on 76th Avenue, between Lowell Boulevard and Quitman Street, in conjunction with the water line replacement being done by the Utilities Division construction crew. Western Mobile Denver Paving completed the paving of 76th Avenue, from Turnpike Drive to Quitman Street.
- > In-house patching and overlaying of various streets throughout the City was performed as part of the City's In-House Pavement Rehabilitation/Rideability Program.
- > Crews sealed cracks, patched potholes, and repaired isolated pavement failures in response to customer service requests.
- > Sign maintenance was performed at various locations throughout the City on an as-needed basis and as a result of Community Development work requests. Fabrication and installation of Adopt-a-Street signs was also performed.
- > A part-time Community Service Specialist and a volunteer continue to work with individuals who have community service obligations. A total of 986 hours were worked by community service recipients this quarter compared to 112 hours for the same quarter of 1996, resulting in a 780% increase. Community service people perform work such as graffiti removal, greenbelt, street, and sidewalk cleanup.
- > A drainage crew worked on isolated problem areas and customer service requests throughout the City. Cleanup of open drainage grates and catch basins at various locations within the City was performed in August, due to severe weather that caused flooding and left behind debris, rocks, and mud.

- > The 1997 Snow Plow/Loader Roadeo Competition was held on September 24 and 25, at the Lucent Technologies parking lot located at 120th Avenue and Huron Street. This training is designed to sharpen the skills of the drivers and equipment operators from the Street, Utilities, and Fleet Divisions prior to the 1997-1998 snow season.
- > As a joint venture with Jefferson County Road and Bridge, the drainage crew installed an additional culvert across 94th Place and Old Wadsworth. Jefferson County furnished the culvert and City crews installed it.
- > District I and II Staff patched a water line trench, water break excavations, and deteriorated areas in the Police Department parking lot in preparation for an overlay of new asphalt to be done in October.
- > The second rotation of the painting of crosswalks and pavement markings was performed along with customer service work orders received from Community Development.

Summary of third quarter street operations statistics compared to 1996:

	<u>1997</u>	<u>1996</u>	<u>%Change</u>
Striping (feet)	302,300	210,250	+44%
Signs Installed	125	165	-24%
Signs Repaired	168	129	+30%
Miles Street Swept	1,780	1,713	+4%
Pothole Hotline Calls	46	53	-13%
Customer Service Requests	42	79	-47%
Concrete Replacement Requests	85	115	-26%
Graffiti Removal Hours	290	314	-8%
Potholes Patched	138	67	+106%

WATER RESOURCES DIVISION

The following is a summary of the third quarter year-to-date raw water statistics:

	<u>1997</u>	<u>1996</u>
RAW WATER STATISTICS (in acre feet)		
Croke Canal Inflows to Standley Lake	24,180	16,077
Kinnear Ditch Pipe Line Inflows	1,141	362
Farmers' High Line Canal Inflows	12,050	14,743
Church Ditch Inflows	2,031	3,715
Total Standley Lake Inflows	25,353	34,897
Westminster Releases from Standley Lake	12,713	13,452

- > Division I Water Judge Johnathan Hays ruled against Westminster and the other Plaintiffs in the water rights suit brought against the City of Golden over the Lee, Stewart & Eskins water right on Clear Creek. The decision was a complete turn around from a number of preliminary rulings in the Case. Westminster and the other Plaintiffs filed an appeal of the decision to the Colorado Supreme Court.
- > Approximately 83 acre feet of water was released and exchanged from the Jim Baker Reservoir providing Standley Lake with additional water for Westminster's use. This is the second successful year of operation for the new reservoir.
- > The United States Department of Energy Wetlands associated with the Standley Lake Protection Project Wetlands located west of Standley Lake were substantially completed this quarter. A field inspection by the United States Army Corps of Engineers and the United States Environmental Protection Agency personnel resulted in good reviews.

- > A first draft of the tap fee study was received and comments are being evaluated.
- > Staff coordinated the collection of special Clear Creek samples during the snowmelt run-off to provide biological oxygen demand values for the Standley Lake Model.
- > Staff initiated a Request For Proposals for the replacement of the Countryside Pump Station. The station will be constructed as a design/build project by Western Summit Constructors and Richard P. Arber Associates.
- > HDR Engineering delivered the final draft of the Treated Water Master Plan. Staff is currently reviewing the document and preparing feedback.
- > Staff, in cooperation with the Upper Clear Creek Watershed Association, arranged for the Standley Lake Cities to assist with the Clear Creek stream gauge program.
- > The design contract for the Reclaimed Water Treatment Facility was awarded to Black & Veatch. The permitting process was also initiated. Work will progress towards construction bidding in early spring 1998.
- > Data logging and further enhancements to the GIS Water Tracking system were conducted. Data analysis will be performed in the fourth quarter.

Date: November 24, 1997
Subject: Financial Report for October 1997
Prepared by: Mary Ann Parrot, Finance Director

Introduction

City Council is requested to review the attached financial statements which reflect 1997 transactions through October, 1997.

Summary

There are three sections to the attached report:

1. Revenue Summary
2. Statement of Expenditures vs Appropriations
3. Sales Tax Detail

General Fund revenues represent 80% of the total budget estimate while General Fund expenditures and encumbrances represent 81% of the 1997 appropriation.

Utility Fund revenues represent 74% of the total budget estimate. Utility Fund expenditures and encumbrances represent 79% of the 1997 appropriation. The large amount encumbered is for payments to Thornton for treated water and to the Metro Wastewater Reclamation District for sewage treatment. Of the total budget increase of \$15.1 million between 1996 and 1997, \$13.2 million is due to the Reclaimed Water Project of 1997 and the bonded loan through Colorado Water Power Authority. Appropriations rose from \$21.962 million to \$25.562 million due to the carryover of \$3.6 million, which was subsequently loaned to WEDA.

The Sales and Use Tax Fund revenues represent 85% of the total budget estimate, while expenditures and encumbrances in that fund represent 77% of the 1997 appropriation. Total Sales and Use Tax revenues for the 25 shopping centers reported increased 5% from the same period last year and increased 6% year-to-date.

The Open Space Fund revenues represent 111% of the total budget estimate while expenditures and encumbrances in that fund represent 19% of the 1997 appropriation. In March, the City issued \$23,350,000 in bonds; \$12,000,000 was allocated for open space land purchases which will be spent later in 1997 - 1998.

The Golf Course Fund operating revenues represent 81% of the total budget estimate while operating expenditures and encumbrances in that fund represent 66% of the 1997 appropriation. The encumbrances are for the golf cart lease and other foreseeable expenditures. In March, a portion of the 1992 Sales & Use Tax Revenue bonds were refunded. A portion of those bonds were used to finance construction of Legacy Ridge. The large revenue and expense is the golf course's portion of bond proceeds which were, in turn, expensed to the escrow agent for refunding.

Theoretically, 83% of revenues and expenditures should be realized after nine months in the budget year. However, it is recognized that both revenues and expenditures do not occur on an even 1/12 flow each month of the year.

Staff Recommendation

Accept the report as presented.

Background Information

Section 9.6 of the City Charter requires that the City Manager provide, at least quarterly, financial data showing the relationship between the estimated and actual revenue expenditures to date.

Respectfully submitted,

William M. Christopher
City Manager

Attachments