

**CITY COUNCIL AGENDA
FEBRUARY 8, 1999
7:00 P.M.**

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

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

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

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

- 8. Consent Agenda**
 - A. Fuel Distribution Monitoring System to Trak Engineering for \$33,257.30
 - B. Public Safety Radio System Upgrade for Y2K Compliance to Ericsson Communication for \$88,623.25
 - C. Colorado Municipal League Annual Dues of \$39,779.42
 - D. Asphalt Pavement Rehabilitation Project Bid award to Brannan Sand and Gravel for \$2,184,557
 - E. Customer Service Concrete Replacement Program Bid award to Concrete Express Inc for \$410,696
 - F. Street Improvement Concrete Replacement Project Bid award to Concrete Express for \$1,004,068
 - G. Asphalt Materials Bid award to LaFarge Corpo for a maximum of \$250,000
 - H. CB No. 6 on second reading re Westmoor Supplemental Appropriation adding \$1,000,000 received from Westmoor Metropolitan Special District (Smith-Scott)
 - I. CB No. 7 re Westminster/Children's Sensory Park Supplemental Appropriation of \$65,000 to construct a playground for disabled children within Walnut Creek Open Space (Smith-Dixon)

9. Appointments and Resignations

- A. TABLED Resolution No. 2 re Board and Commission Reappointments to Human Services, Library, Open Space, Parks and Recreation, Personnel and Planning
- B. TABLED Resolution No. 3 re New Appointments to Human Services. Library, Parks and Recreation Personnel Boards and Planning Commissions

10. Public Hearings and Other New Business

- A. TABLED - Intergovernmental Agreement with City of Arvada addressing issues of Northwest Parkway, cleanup of Rocky Flats, annexation boundaries, revenue sharing and Standley Lake Regional Park
- B. TABLED Intergovernmental Agreement with City of Broomfield regarding Kohl Department Store to be located south of 120th Avenue and West of Sheridan Boulevard.
- C. Intergovernmental Agreement Establishing the Rocky Flats Coalition of Local Governments
- D. Resolution No. 6 re 1999 Recovery Contract Interest Rates
- E. Resolution No. 7 re Golf Course Staffing adding 4 employees to Heritage at Westmoor Golf Course
- F. Special Legal Counsel with Robert Douglas for Semper Water Treatment Plant litigation re design and construction defects

11. Old Business and Passage of Ordinances on Second Reading

None

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

- A. City Council
- B. Request for Executive Session
 - 1. Ice Centre Negotiations
 - 2. Westminster Mall Negotiations Update

13. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, FEBRUARY 8, 1999 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE:

Mayor Heil 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 Michele Kelley, City Clerk. Absent none.

CONSIDERATION OF MINUTES:

A motion was made by Atchison and seconded by Merkel to accept the minutes of the meeting of January 25, 1999 with no additions or corrections. Councillor Allen requested to abstain as he was not present at the meeting. The motion carried with 6 aye votes and Councillor Allen abstaining.

CITIZEN COMMUNICATION:

Terry TenEyck, 12460 1st Street, addressed Council concerning the land acquisition, generally located at 109th Avenue and Federal Boulevard, approved by Resolution No. 59, Series of 1996. Mr. TenEyck owns 8.221 acres of the land and requested that the City either acquire the land within 90 days or repeal Resolution No. 59 within 30 days.

REPORT OF CITY OFFICIALS:

City Manager Bill Christopher requested a Special City Council meeting to be held on Tuesday, February 16 to consider the new appointments to the City's Boards and Commissions.

A motion was made by Allen and seconded by Scott to set the date of Tuesday, February 16, 1999 at 7:00 P.M. to consider the Tabled Resolution No. 3 which makes the new appointments to the City's Boards and Commissions. The motion carried unanimously.

CITY COUNCIL COMMENTS:

Herb Atchison attended the Jefferson County Commissioners/Councillors breakfast and advised Council of the February 18th Steering Committee meeting, and the March 10th tower meeting is to be rescheduled.

CONSENT AGENDA:

The following items were considered as part of the consent agenda: Fuel Distribution Monitoring System – Authorize the City Manager to sign an agreement with Trak Engineering Inc. in the amount of \$33,257.50 because it is in the best interests of the City to provide and install a fuel distribution monitoring system at the Municipal Service Center and at the Big Dry Creek Reclamation Facility and charge the expense to the 1999 Fleet Maintenance Operating budget; Public Safety Radio System Upgrade for Year 2000 Compliance – Authorize the City Manager to sign the contract with Ericsson Mobile Communications, Inc. for upgrades to the 800MHz radio system in the amount of \$88,623.25, and authorize the purchase from Ericsson for radio equipment for a dispatch console in the amount of \$40,621, because it is in the best interests of the City and charge the expenses to the appropriate budget account in the Police Department operating budget; Colorado Municipal League Annual Dues – Authorize the payment of \$39,779.42 for the City's 1999 Colorado Municipal League dues and charge the expense to the appropriate Central Charges budget account in the 1999 Budget;

1999 Asphalt Pavement Rehabilitation Project Bid - Authorize the City Manager to sign a contract for the 1999 Asphalt Pavement Rehabilitation Project with the low bidder, Brannan Sand and Gravel Co., in the amount of \$2,184,557; authorize a \$50,000 contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division Budget, the 1999 Utilities Field Operations budget and the 1999 General Fund Capital Improvement Budget; and authorize the City Manager to sign the intergovernmental agreements with Adams County School Districts #14 and #50 for the Districts' asphalt parking lot repairs and District 50's Concrete Replacement, as part of the City's projects, at the Districts' expense; Customer Service Concrete Replacement Program Bids – Authorize the City Manager to sign a contract with the low bidder, Concrete Express, Inc., in the amount of \$410,696, authorize a \$20,000 contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account; Street Improvement Concrete Replacement Project Bids – Authorize the City Manager to sign a contract with the low bidder, Concrete Express, Inc., in the amount of \$1,004,068, authorize a \$50,000 contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account and the appropriate 1999 General Capital Improvement Fund accounts for this expense; Asphalt Materials Bid – Award the bid to LaFarge Corp. for purchase of asphalt at the unit prices indicated on the bid tabulation on an as-needed basis and up to a maximum of \$250,000, and charge the expense to the appropriate 1999 Street Division account; Councillor's Bill No. 6 re Westmoor Supplemental Appropriation and Councillor's Bill No. 7 re Westminster/Children's Sensory Park Supplemental appropriation.

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. Councillor Atchison requested that item 8E, Customer Service Concrete Replacement Program and item 8F, Street Improvement Concrete Replacement Project, be removed from the Consent Agenda.

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

CUSTOMER SERVICE AND STREET IMPROVEMENT CONCRETE REPLACEMENT PROJECTS:

A motion was made by Atchison and seconded by Allen to authorize the City Manager to sign a contract with the low bidder, Concrete Express, Inc in the amount of \$1,004,068; authorize a \$50,000 contingency amount for street improvement concrete replacement; authorize a change order for \$410,696 with a \$20,000 contingency amount for customer service concrete replacement with the expenses to be charged to the 1999 General Capital Improvement Fund account and 1999 Department of Public Works and Utilities Street Division budget accounts, contingent upon the contractor accepting this change. If the contractor does not agree to this change, Staff is authorized to proceed with the individual contracts. The motion carried unanimously.

RESOLUTION NO. 2 - BOARDS AND COMMISSIONS REAPPOINTMENTS:

A motion was made by Atchison and seconded by Merkel to remove Resolution No. 2 from the Table. The motion carried unanimously.

A motion was made by Atchison and seconded by Smith to adopt Resolution No. 2 which makes the following reappointments to the City's Boards and Commissions with terms of office to expire December 31, 2000: Board of Adjustment – Betty Roan, James Smithwick, George Werkmeister and Kim Wolf; Board of Building Code Appeals – John Brann, Greg Cullison and Delbert Ragland; Environmental Advisory Board – Tom Acre, Ben Beaty and Steven Johnson; Human Services Board – Ariane Kirby and Ed Thwaites; Library Board – Catherine Payne and Bette Tellier; Open Space Advisory Board – Bob Briggs, Charles Jacoby, Bob Tschudy and Randal Whorton; Parks and Recreation Advisory Board – Ronald Dickerson, Jane Kober and John Polston; Personnel Board – Janeen Branvold, Margaret Rivera and Betty Whorton; Planning Commission – Martha Brundage, Michael Crocker and Jerry English;

Special Permit and License Board – Michael Condon, Carole Pool, David Tracy and John Velasquez; Transportation Commission – Rosa Delin and James Holt. Upon roll call vote, the motion carried unanimously.

ROCKY FLATS COALITION OF LOCAL GOVERNMENTS IGA:

A motion was made by Allen and seconded by Dixon to authorize the Mayor to sign the Intergovernmental Agreement establishing the formation of the Rocky Flats Coalition of Local Governments. Councillors Atchison and Dixon and Mary Harlow are the City's representatives to the Rocky Flats Coalition of Local Governments and stated that a funding level of \$6,500 from each entity is allocated for lobbying efforts if the bylaws are adopted for this group. The motion carried unanimously.

RESOLUTION NO. 6A – 1999 RECOVERY CONTRACT INTEREST RATES:

A motion was made by Allen and seconded by Merkel to adopt Resolution No. 6 establishing the 1999 calendar year interest rate for non-City funded public improvement recovery contracts at 9.75 percent and an interest rate of 5.05 percent for City-funded public improvements. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 7 – GOLF COURSE STAFFING:

A motion was made by Smith and seconded by Atchison to adopt Resolution No. 7 amending the Golf Course Enterprise Fund authorized personnel for 1999 by adding one (1) Assistant Golf Professional, one (1) Second Assistant Golf Professional, one (1) Clerk Receptionist II, and one (1) Assistant Equipment Mechanic for clubhouse operations at the Heritage at Westmoor Golf Course. Upon roll call vote, the motion carried unanimously.

RETENTION OF SPECIAL LEGAL COUNSEL:

A motion was made by Merkel and seconded by Allen to authorize the City Manager to execute a supplemental fee agreement with Mr. Robert B. Douglas with the law firm of Robert B. Douglas and Associates for continued representation of the City in the Semper Water Treatment Plant litigation. The motion carried unanimously.

MISCELLANEOUS BUSINESS:

Councillor Allen reported on the number of comments he has received on the high quality of City services provided by the City.

The Mayor stated there would be an Executive Session concerning the Ice Centre, Westminster Mall negotiations and the Northwest Parkway.

ADJOURNMENT:

The meeting was adjourned at 7:42 P.M.

ATTEST:

Mayor

City Clerk

Date: February 8, 1999
Subject: Fuel Distribution Monitoring System
Prepared by: Frank Grasmugg, Fleet Manager

Introduction

City Council action is requested to authorize the expenditure of \$33,257.50 to Trak Engineering Inc. for the purpose of providing and installing a fuel distribution monitoring system at both the Municipal Service Center and the Big Dry Creek Wastewater Reclamation Facility. Funds for this project had been allocated in the 1998 Fleet Maintenance operating budget and will be carried over into the 1999 operating budget as part of a series of similar carryover authorization that Staff will request in the near future..

Summary

In October 1998, Fleet Staff sent out Requests for Proposals for fuel distribution monitoring system hardware and the installation of the system at both the Municipal Service Center and the Big Dry Creek Wastewater Reclamation Facility. Trak Engineering has been determined to be the most reasonably priced of the four respondents while also being capable of providing the services required.

It is necessary to replace the existing fuel distribution monitoring system for a variety of reasons. The existing system was installed in 1984 and is technologically obsolete. The existing system is vulnerable to local lightning strikes and repair parts are becoming difficult to impossible to find. Moreover, the current system monitors fuel usage from the fuel storage tanks at the Municipal Service Center and at the Big Dry Creek Wastewater Reclamation Facility through the use of plastic cards that are easily damaged and lost.

The cost for the system as proposed falls within the \$35,000 that had been budgeted for this project in 1998. At a future Council meeting, Staff will be asking that the funds previously allocated for this project be carried over to the 1999 Fleet Budget. This action will be accomplished along with several other carryover requests.

Options to not replacing the existing system are that Fleet Maintenance would continue to try and effect repairs as the system fails, or that Fleet would initiate a manual system for tracking fuel usage that would likely be both inaccurate and time consuming.

Staff Recommendation

Authorize the City manager to sign an agreement with Trak Engineering Inc., in the amount of \$33,257.50 because it is in the best interests of the City to provide and install a fuel distribution monitoring system at the Municipal Service Center and at the Big Dry Creek Reclamation Facility and charge the expense to the 1999 Fleet Maintenance operating budget.

Background

The existing fuel distribution monitoring system was installed at the Municipal Service Center in 1984. In 1988 the system was expanded to track fuel usage from the fuel storage tanks at the Big Dry Creek Wastewater Reclamation Facility. Fleet Maintenance forecasted the need to replace the existing system during preparation of the 1998 budget and funds were approved for a new system.

The data collected from the fuel distribution monitoring system is used to schedule maintenance, evaluate vehicle performance, fuel inventory control and to monitor the integrity of the fuel storage tanks. The present Gasboy Fuel Distribution Monitoring System has become obsolete and has begun to fail frequently. When the system fails Fleet Maintenance is required to resort to asking City vehicle operators to report fuel usage manually. Valuable data is typically lost at times of system failure. Because of the age of the existing system repair parts are difficult to impossible to find and personnel trained to repair the system are at a premium. The existing system uses plastic cards to identify the vehicle number and employee involved with fueling transactions. These cards are easily broken, damaged and lost. The plastic cards are also difficult to produce.

Current fuel distribution monitoring systems typically use much different technology than the existing system. Instead of cards, a computer chip in a keyfob, programmed with the vehicle number, type and quantity of fuel allowed, is used. Employees use a PIN number to identify themselves at a computer keypad and are required to enter a correct vehicle odometer reading before being allowed to fuel.

The Requests for Proposal suitable to meet the City's needs brought four responses. These were:

Vendor	Cost
Trak Engineering Inc.	\$33,257.50
Eaton Sales and Service	36,598.00
Keystone Equipment Co.	37,163.00
Kubat Equipment & Service Co.	73,745.00

The Trak system meets every one of the requirements set out in the Request for Proposals and is the most reasonably priced.

Respectfully submitted,

William M. Christopher
City Manager

Date: February 8, 1999
Subject: Public Safety Radio System Upgrade for Year 2000 Compliance
Prepared by: Dan Montgomery, Chief of Police
Janice Kraft, Technical Services Manager

Introduction

City Council action is requested to: 1) authorize the City Manager to sign a contract for an upgrade of hardware and software, installation and project management fees to make the City's two-way radio system Year 2000 compliant, 2) authorize the purchase of radio equipment for an additional dispatch position in the Emergency Communications Center. The cost for the radio system upgrade is \$88,623.25. The cost for the new radio equipment for the additional dispatch position is \$40,621. Funds currently exist in the 1999 Police Department General Fund Operating budget for these expenses.

Summary

In 1992 the Cities of Arvada and Westminster jointly purchased an 800 MHz radio system for all City departments' use via an intergovernmental agreement. In 1998 Technical Services Staff performed an audit of all radio equipment to include the "backbone" of the system as well as individual user equipment. This information was provided to the original vendor, Ericsson Mobile Communications, Inc. (Ericsson) to request information concerning that equipment's Year 2000 compliance. Ericsson evaluated each component listed and determined critical portions of the radio system will not be ready for the Year 2000 and would fail without upgrades. Ericsson then submitted a proposal for an upgrade that will ensure these components compliance.

This equipment and required services cannot be obtained from another source, as our radio system is a sole source vendor item. The cost for this upgrade will be split between the City of Arvada and the City of Westminster. Westminster's portion of this cost will be \$88,623.25. The costs relating to this upgrade will cover the following expenses:

Hardware	\$ 29,621.25
Software	14,250.00
Project Management and Installation	44,752.00

City of Arvada and City of Westminster Staff reviewed this proposal and it is the assessment of all Staff involved that this upgrade is critical to ensure continued services to the citizens of Westminster. A fully operational radio system is critical to the delivery of public safety services and to ensure effective operations of local government functions. Arvada's City Council approved this proposal at their meeting on Monday, January 25, 1999.

The purchase of radio equipment is necessary to increase the dispatch radio console positions from the four currently in operation to five. This will provide communications staff with an additional working position for answering an increasing number of 9-1-1 calls and dispatching appropriate police, fire or EMS units to answer those calls for service.

Staff Recommendation

Authorize the City Manager to sign the contract with Ericsson Mobile Communications, Inc. for upgrades to the 800 MHz radio system in the amount of \$88,623.25, and authorize the purchase from Ericsson for radio equipment for a dispatch console in the amount of \$40,621, because it is in the best interests of the City and charge the expenses to the appropriate budget account in the Police Department operating budget..

Background

The City of Westminster has a Year 2000 compliance team made up of representatives of each department. This Year 2000 team is charged with the responsibility of ensuring all equipment and services used by the City will function as we move into the new millennium.

An audit was conducted of all operating equipment and information is being solicited from various vendors regarding Year 2000 compliance. In the course of this audit, information was received from Ericsson that the City's two-way radio system would not be ready for the change to the new millennium. They stated several critical components of our current system are not 2000 ready, and therefore they will not guarantee the system will operate after the New Year.

The City has operated on the current radio system for almost six years. This system was a joint purchase with the City of Arvada via an intergovernmental agreement. Both cities share the "backbone" equipment of this system, which includes components such as transmitters, receivers, antennas, microwave links and related software. Each City also owns individual user equipment. User equipment includes other hardware such as dispatch consoles, portable radios and mobile radios.

Ericsson has submitted a proposal to the Cities of Arvada and Westminster to upgrade equipment and software as necessary to ensure continued use and prevent failure at the Year 2000. This contract affects both cities; however, the costs for each city differs according to the level of upgrades needed.

Westminster's portion is \$88,623.25. Arvada's portion, \$155,188.01, is more because it is necessary for their agency to replace four radio console positions.

Equipment and services needed for this upgrade are unavailable through other outlets, as this is a sole source vendor. Staff has determined that there are no viable alternatives to this upgrade. Without an effective, operational radio system, the functions of our public safety and city government departments would be severely compromised. Staff also believes it to be in the public's best interest to move forward with this vendor's upgrades to ensure they will be completed before the New Year.

The current Emergency Communications Center has four radio dispatch positions. Communications staff answers incoming 9-1-1 and non-emergency phone lines and also dispatches police, fire and EMS units at these positions. Increasing phone calls from citizens and the related increase in dispatching activity necessitates addition of another working position. In the past, during significant events that generated high call volume, overflows of calls were picked up at the Communications Supervisor's desk. This alternative has worked for a time, but there is no capability for dispatching units from the supervisor's desk. Components of this C# Maestro Console include computer hardware and software, switch equipment, CIM and audio card, cables, monitor, headset jack, and footswitch, speaker units, and external uninterruptible power supply. This console integrates into the current 800 MHz radio system backbone.

Respectfully submitted,

William M. Christopher, City Manager

Date: February 8, 1999
Subject: Colorado Municipal League Annual Dues
Prepared by: Barbara Gadecki, Assistant to the City Manager

Introduction

City Council is requested to authorize payment for the City's 1999 membership and dues to the Colorado Municipal League. The funds for this membership have been appropriated in the Central Charges portion of the 1999 City Budget.

Summary

The Colorado Municipal League (CML) provides services to over 200 cities and towns throughout the state. The annual membership dues to CML include subscriptions to the bimonthly magazine, *Colorado Municipalities*, and to the biweekly CML Newsletter for community officials. Other League services include municipal information services, municipal conferences and workshops, legislative services, administrative agency services, sample ordinances, research and publications. The CML is the main voice of cities at the State Legislature and has been important to cities in advocating and protecting municipal interests.

The City of Westminster's 1990 dues, which are based on population, assessed valuation, and sales tax collections, total \$39,779.42, an increase of \$3,115.32 over the 1998 dues. These funds have been included in the 1999 budget that was previously approved and adopted by City Council in October 1998.

Staff Recommendation

Authorize the payment of \$39,779.42 for the City's 1999 Colorado Municipal League dues and charge the expense to the appropriate Central Charges budget account in the 1999 Budget.

Background Information

The City of Westminster actively participates in CML meetings and workshops, and extensively utilizes the various services offered by the League. CML lobbies legislation on behalf of municipalities throughout the State, distributes two publications that provide information on timely topics and trends, hosts workshops and meetings on important municipal issues, and performs research as requested by member jurisdictions.

Over 200 cities and towns are members of CML and pay dues on an annual basis. CML's formula for arriving at a municipality's dues payment is based on a per capita charge using Department of Local Affairs population estimates, a fraction of the assessed valuation figures from the State Division of Property Taxation, and a fraction of state sales tax collections for the calendar year 1995.

Colorado Municipal League Annual Dues
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As in previous years, the annual CML dues are included in the City Budget. City Council action is required because the expense is over \$25,000.

Respectfully submitted,

William M. Christopher
City Manager

Date: February 8, 1999
Subject: 1999 Asphalt Pavement Rehabilitation Project Bid
Prepared by: Ray Porter, Street Projects Coordinator

Introduction

City Council action is requested to award the bid for the 1999 Asphalt Pavement Rehabilitation Project and authorize the City Manager to execute intergovernmental agreements with Adams County School Districts No. 14 and No. 50. Funds have been specifically allocated in the 1999 Department of Public Works and Utilities Street Division budget, the 1999 Utilities Field Operations budget and the 1999 General Fund Capital Improvement Budget for this expense.

Summary

City Council approved funds in the 1999 Street Operations Budget for resurfacing and reconstruction of 27 lane miles of paved roadways on 43 streets throughout the City.

Formal bids were solicited in accordance with City Charter bidding requirements for the 1999 Asphalt Pavement Rehabilitation Project. Five contractors obtained bid packages and four bids were received. The low bidder, Brannan Sand and Gravel Co., at \$2,184,611, meets all the City bid requirements and has successfully completed City paving projects during the past five years. Included in this bid is the patching and resurfacing of the City Hall parking lot at a cost of \$144,000. Adams County School Districts #14 and District #50 participated in this bid process and \$240,301 of Brannan's bid is for school district work. Also participating in this bid is the Utilities Field Operations' construction crew for patching behind waterline replacements at a cost of \$285,670.

Staff Recommendation

Authorize the City Manager to sign a contract for the 1999 Asphalt Pavement Rehabilitation Project with the low bidder, Brannan Sand and Gravel Co., in the amount of \$2,184,557; authorize a \$50,000 contingency amount, and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division Budget, the 1999 Utilities Field Operations budget and the 1999 General Fund Capital Improvement Budget; and authorize the City Manager to sign the intergovernmental agreements with Adams County School Districts #14 and #50 for the Districts' asphalt parking lot repairs and District 50's Concrete Replacement, as part of the City's projects, at the Districts' expense.

Background Information

Contractual asphalt work prices increased 6% from 1998. The increase can be attributed to the construction boom that is presently being experienced in the Denver Metropolitan area. Contractors currently have a lot of work carried over from 1998 and considerable options for 1999.

The 1999 Asphalt Pavement Rehabilitation Project consists of 27 lane miles of street improvements at 43 locations throughout the City, in addition to repairs to the City Hall parking lot. This program was recommended by Staff after each street segment was carefully analyzed through the computerized pavement management process and the most cost effective rehabilitation strategies have been determined and assigned to each street segment.

Also included in the 1999 Asphalt Pavement Rehabilitation Project are parking lot repairs and resurfacing for Adams County School Districts' #14 and #50. This joint bidding continues to be a beneficial practice for School District taxpayers. Bid prices are lower than what the School Districts were paying in 1989 for same type of asphalt repairs.

The results of the bidding were as follows:

<u>Contractor</u>	<u>City Bid</u>	<u>School Dist. #14 & #50 Bid</u>	<u>Total</u>
Brannan Sand & Gravel	\$1,927,136	\$257,421	\$2,184,557
LaFarge Corporation	\$1,977,653	\$269,680	\$2,247,333
Asphalt Paving	\$2,046,346	\$279,047	\$2,325,393
Asphalt Specialties	\$2,804,560	\$382,440	\$3,187,000
Staff Estimate	\$1,871,761	\$255,240	\$2,127,001

An alternative to this approach is to combine the bids for the concrete replacement projects and the Asphalt Rehabilitation Project. Staff concerns include:

- > Contract administration costs would decrease because there would only be one bid instead of three.
- > Bid prices for concrete work would increase because the general contractor's profit margin would be added to the subcontractor's profit margin and costs.
- > The contract time would have to be extended into the late fall.
- > There would be a risk of not completing the contract in 1999.
- > The likelihood of extending the work outside the window of time for the prime construction season and weather creates a greater risk for poor quality construction.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: location list

CITY OF WESTMINSTER
DEPARTMENT OF PUBLIC WORKS AND UTILITIES
1999 ASPHALT PAVEMENT REHABILITATION PROJECT
PROJECT NO. SPR-99-1
LOCATIONS LIST

Reconstruction	
1.	Fenton Circle, 71 st Avenue to east end
* 2.	71 st Place, Xavier Street to Zenobia Street
3.	Knox Court, 80 th Avenue to north end
4.	Stuart Street, 80 th Avenue to Tennyson Street (east half)
5.	Utica Street, 90 th Avenue to 92 ^d Avenue
6.	Hoyt Street, 100 th Avenue to Holland Circle
* 7.	103 rd Drive, west of Routt Street to 103 rd Avenue
* 8.	Routt Street, 103 rd Avenue to 104 th Avenue
* 9.	Robb Court, south of 104 th Avenue to end of cds
* 10.	104 th Avenue, Routt Street to Quail Street
* 11.	Quail Street, 103 rd Circle to 104 th Avenue
12.	103 rd Avenue, Lowell Boulevard to Tennyson Court
13.	3802 – 3846 103 rd Avenue to 103 rd Avenue (cds)
14.	3956 – 3982 103 rd Avenue (cds)
15.	Canosa Street, 105 th Drive to south end
16.	111 th Avenue, Eaton Street to Gray Street
17.	Delaware Street, 120 th Avenue to 121 st Avenue
18.	121 st Avenue, Huron Street to Bannock Street
19.	Melody Drive, 120 th Avenue to 122 nd Avenue

Resurfacing	
1.	Newton Street, 72 nd Avenue to 73 rd Avenue
2.	Stuart Street, 80 th Avenue to Tennyson Street (west half)
* 3.	94 th Avenue, Lowell Boulevard to Federal Boulevard
4.	102 nd Avenue, Oak Street to Lee Street
5.	Independence Circle, 104 th Drive to 104 th Drive
6.	105 th Avenue, Independence Circle to Kline Street
7.	Kline Way, Kline Street to west end
8.	Kline Street, 104 th Drive to 105 th Avenue
9.	101 st Place, Wolff Street to 99 th Place
10.	Vrain Court, south of 101 st Place
11.	100 th Court, southwest of 101 st Place
12.	100 th Avenue, east of 101 st Place
13.	3600-3650 103 rd Avenue (cds)
14.	3672 – 3722 103 rd Avenue (cds)
15.	3734 – 3784 103 rd Avenue (cds)
16.	3848 – 3873 103 rd Avenue (cds)
17.	3880 – 3906 103 rd Avenue (cds)
18.	3918 – 3944 103 rd Avenue (cds)
19.	3801 – 3851 103 rd Avenue (cds)
20.	Stuart Street, 111 th Avenue to 112 th Avenue
* 21.	80 th Avenue, Federal Boulevard to Lowell Boulevard
22.	88 th Avenue, 87 th Drive to Garrison Street
23.	88 th Avenue, Garrison Street to Independence (50% Arvada)
* 24.	72 nd Avenue, Zuni Street to Eliot Circle
25.	City Hall parking lot

* Water Line Replacement

Date: February 8, 1999
Subject: Customer Service Concrete Replacement Program Bids
Prepared by: Ray Porter, Street Projects Coordinator

Introduction

City Council action is requested to award the bid for the 1999 Customer Service Concrete Replacement Program. Funds have been specifically allocated in the 1999 Department of Public Works and Utilities Street Division Budget for these expenses.

Summary

Formal bids were solicited in accordance with City Charter bidding requirements for the 1999 Customer Service Concrete Replacement Program. Bid Documents were obtained from seven contractors and five bids were received. Concrete Express, Inc., is the low bidder at \$410,696.

The low bidder, Concrete Express, Inc., meets all of the City bid requirements and has done quality work in the Cities of Greenwood Village, Aurora, Denver, Adams County and Jefferson County during 1996, 1997 and 1998 as well as this past year's Customer Service Concrete Replacement Program.

City Staff estimated a cost increase of 8% for 1999 concrete work. The actual bid cost will increase over 1998, at an average of 13%. The cost of cement increased 7.5% in Colorado over 1998 and construction labor costs have increased 6% due to the high demand for skilled craftsmen.

Staff Recommendation

Authorize the City Manager to sign a contract with the low bidder, Concrete Express, Inc., in the amount of \$410,696; authorize a \$20,000 contingency amount; and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account.

Background Information

City Council approved funds in the 1999 Street Operations Budget to replace 13,400 linear feet of deteriorated concrete curbs, gutters, sidewalks, and crosspans at 259 locations from the "Citizen's Request For Concrete Repairs" priority list for a total expense of \$360,000.

This program also includes \$40,000 for a Crossspan Replacement Program at 8 intersections, and \$10,000 for the 50/50 Citizen Cost Sharing Program at 22 properties.

The total annual funds generated from the existing \$.50 per month "concrete charge" is \$150,000. These funds are used as partial funding for the Concrete Replacement Program.

The following sealed bids were received:

Contractor

1. Concrete Express, Inc.	\$410,696
2. Citywide Enterprises, Inc.	\$422,958
3. Stackholm Construction	\$443,639
4. Asphalt Specialties	\$478,175
5. Concrete Works of Colorado	\$493,075
6. New Design Construction	No Bid
7. Rives Enterprises	No Bid
City Staff Estimate	\$384,865

Alternatives to this approach include:

- > Bidding the Street Improvement Concrete Replacement Project with the Customer Service Concrete Replacement Program. Staff concerns include:
 - a. Small contractors will be eliminated from bidding the larger project.
 - b. Unit costs for concrete replacement would likely increase significantly, due to the lack of competition for the bid.
 - c. Bidding the combined larger contract would extend construction period into November/December, increasing the possibility of not completing the contract in 1999.
 - d. Only one bid would be necessary for what is now two projects. Contract administrative costs would decrease.

- > Bid the two Concrete Replacement Programs with the Asphalt Rehabilitation Project:
 - a. General contractor administrative costs would increase and a double profit margin and expense for the general and sub-contractor would result.
 - b. Unit costs for concrete replacement would likely increase by at least 25%, resulting in a potential total estimated cost increase for concrete work in 1999 of \$240,000.
 - c. Only one bid would be necessary for what are now three projects. Contract administrative costs would decrease.

Respectfully submitted,

William M. Christopher
City Manager

Date: February 8, 1999

Subject: Street Improvement Concrete Replacement Project Bids

Prepared by: Ray Porter, Street Projects Coordinator

Introduction

City Council action is requested to award the bid for the 1999 Street Improvement Concrete Replacement Project. Funds have been specifically allocated in the 1999 Department of Public Works and Utilities Street Division Budget and the 1999 General Capital Improvement Fund for this expense.

Summary

City Council approved funds in the 1999 Street Operations Budget to replace 20,765 linear feet of deteriorated concrete curbs, gutters, sidewalks, crosspans, and curb ramps on 43 streets where reconstruction or resurfacing improvements are planned. Formal bids were solicited in accordance with City Charter bidding requirements for the 1999 Street Improvement Concrete Replacement Project, Adams County School District 50 sidewalk replacement; the Department of Community Development's Sidewalk Connection Program; and Utica Street Storm Sewer Improvements.

The low bidder, Concrete Express, Inc., at \$1,004,068, meets all of the City bid requirements and has successfully completed concrete replacement projects for the City during the past ten years, including 1998. In keeping with the previous City Council policy, the concrete replacement costs on streets earmarked for improvements is being funded 100% by the City. This contract is related to the overall Citywide Street Improvement Program, which combined with this concrete work totals \$2.95 million.

Staff Recommendation

Authorize the City Manager to sign a contract with the low bidder, Concrete Express, Inc., in the amount of \$1,004,068; authorize a \$50,000 contingency amount; and charge the expense to the appropriate 1999 Department of Public Works and Utilities Street Division budget account and the appropriate 1999 General Capital Improvement Fund accounts for this expense.

Background Information

Bidding the concrete replacement on streets earmarked for improvements as a single contract will assure that a substantial amount of this work is completed prior to the Asphalt Pavement Rehabilitation Project start-up and, thus, avoid delays to the paving contract.

City Staff estimated a cost increase of 8% for this 1999 concrete work. The actual bid cost will increase above 1998, at an average of 6%. Considering that Portland Cement prices increased 7.5% over 1998, this bid is extremely favorable.

Street Improvement Concrete Replacement Project Bids

Page 2

Bid packages were picked up by seven contractors, and three bids were received with the following results.

	<u>CONTRACTOR</u>	<u>TOTAL BID</u>
1.	Concrete Express	\$1,004,068
2.	Asphalt Specialties	\$1,089,364
3.	Concrete Works of Colorado	\$1,235,032
4.	Rives Enterprises	No Bid
5.	Stackholm Construction	No Bid
6.	New Design Construction	No Bid
7.	Citywide Enterprises	No Bid
	City Staff Estimate	\$1,079,790

Included in this bid is new sidewalk construction at two (2) different locations as part of the Sidewalk Connection Program and the concrete curb, gutter and sidewalk replacement for the Utica Street, 90th Avenue to 92nd Avenue, Storm Sewer Improvements administered by the Department of Community Development. The cost for constructing the new sidewalk is \$50,000 and the cost for Utica Street is \$75,000. Funds are available in a 1999 General Capital Fund account, and includes the following locations:

1. 132nd Avenue and Pecos Street
2. 134th Avenue and Pecos Street
3. Utica Street, 90th Avenue to 92nd Avenue

Also participating in this bid is Adams County School District 50. School District 50's portion of this contract is \$168,151 for sidewalk and curb and gutter replacement at six (6) school sites. An Inter-Governmental Agreement with School District 50 will need to be authorized for the City Manager's execution once the Asphalt Pavement Rehabilitation Project bids are presented for City Council approval. The Intergovernmental Agreement will address the asphalt and concrete projects in one document.

Alternatives to this project include:

- > Not replacing concrete on streets earmarked for improvements.
 - a. Available dollars for asphalt work would increase.
 - b. The asphalt improvements would not realize full life expectancy, due to accelerated deterioration where damaged gutters are left.
 - c. The backlog of concrete replacement requested by citizens would increase.
- > Bid the Street Improvement Concrete Replacement Project with the Customer Service Concrete Replacement Program.
 - a. Only one bid would be necessary for what is now two projects. City contract administration costs would decrease.
 - b. The smaller contractors and historical lower bidding would be eliminated from bidding the larger project.

- c. Unit costs for concrete replacement may increase significantly, due to the lack of competition for the bid.
- d. Bidding the larger contract would require an extended construction period into uncertain weather in November/December increasing the possibility of not completing the Contract in 1999.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Locations List

**City of Westminster
 Department of Public Works and Utilities
 Division of Street Operations
 1999 Street Improvement Concrete Replacement Project
 Locations List**

Reconstruction	
1.	Fenton Circle, 71 st Avenue to east end
* 2.	71 st Place, Xavier Street to Zenobia Street
3.	Knox Court, 80 th Avenue to north end
4.	Stuart Street, 80 th Avenue to Tennyson Street (east half)
5.	Utica Street, 90 th avenue to 92d Avenue
6.	Hoyt Street, 100 th Avenue to Holland Circle
* 7.	103 rd Drive, west of Routt Street to 103 rd Avenue
* 8.	Routt Street, 103 rd Avenue to 104 th Avenue
* 9.	Robb Court, south of 104 th Avenue to end of cds
* 10.	104 th Avenue, Routt Street to Quail Street
* 11.	Quail Street, 103 rd Circle to 104 th Avenue
12.	103 rd Avenue, Lowell Boulevard to Tennyson Court
13.	3802 – 3846 103 rd Avenue to 103rd Avenue (cds)
14.	3956 – 3982 103 rd Avenue (cds)
15.	Canosa Street, 105 th Drive to south end
16.	111 th Avenue, Eaton Street to Gray Street
17.	Delaware Street, 120 th Avenue to 121 st Avenue
18.	121 st Avenue, Huron Street to Bannock Street
19.	Melody Drive, 120 th Avenue to 122 nd Avenue

Resurfacing	
1.	Newton Street, 72 nd Avenue to 73 rd Avenue
2.	Stuart Street, 80 th Avenue to Tennyson Street (west half)
* 3.	94 th Avenue, Lowell Boulevard to Federal Boulevard
4.	102 nd Avenue, Oak Street to Lee Street
5.	Independence Circle, 104 th Drive to 104 th Drive
6.	105 th Avenue, Independence Circle to Kline Street
7.	Kline Way, Kline Street to west end
8.	Kline Street, 104 th Drive to 105 th Avenue
9.	101 st Place, Wolff Street to 99 th Place
10.	Vrain Court, south of 101 st Place
11.	100 th Court, southwest of 101 st Place
12.	100 th Avenue, east of 101 st Place
13.	3600-3650 103 rd Avenue (cds)
14.	3672 – 3722 103 rd Avenue (cds)
15.	3734 – 3784 103 rd Avenue (cds)
16.	3848 – 3873 103 rd Avenue (cds)
17.	3880 – 3906 103 rd Avenue (cds)
18.	3918 – 3944 103 rd Avenue (cds)
19.	3801 – 3851 103 rd Avenue (cds)
20.	Stuart Street, 111 th Avenue to 112 th Avenue
* 21.	80 th Avenue, Federal Boulevard to Lowell Boulevard
22.	88 th Avenue, 87 th Drive to Garrison Street
23.	88 th Avenue, Garrison Street to Independence (50% Arvada)
* 24.	72 nd Avenue, Zuni Street to Eliot Circle

* Water Line Replacement

Date: February 8, 1999
Subject: Asphalt Materials Bid
Prepared by: Ray Porter, Street Projects Coordinator

Introduction

City Council action is requested to award the bid for asphalt purchases during 1999. Funds are available and were specifically allocated in the 1999 Street Division Budget for this expense.

Summary

City Council previously approved funds in the 1999 Street Division Budget for the purchase of asphalt materials. These materials are used by Street Division crews for all types of street maintenance repairs. Adams County School District 50 also participated in the bid for their anticipated asphalt materials purchases of 200 tons.

Formal sealed bids were solicited from five (5) asphalt vendors in accordance with City Charter requirements. One vendor declined to submit a bid.

LaFarge Corp. is the low bidder, once the price per ton is adjusted for the distance, time and round-trip haul for City trucks, for asphalt to be purchased on an as-needed basis in 1999. The total amount to be spent is \$250,000, for an estimated 12,820 tons of different grades of asphalt.

Staff Recommendation

Award the bid to LaFarge Corp. for purchase of asphalt at the unit prices indicated on the bid tabulation on an as-needed basis and up to a maximum of \$250,000, and charge the expense to the appropriate 1999 Street Division account.

Background Information

The results of the bidding were as follows:

	<u>Asphalt *Grade"S"</u>	<u>Asphalt **Grade" SX"</u>	<u>Round Trip Haul</u>
1. Camas Colorado Inc.	\$18.75/ton	\$19.50/ton	20 mi.
2. LaFarge Corp.	\$19.00/ton	\$20.00/ton	12 mi.
3. Asphalt Paving	\$19.25/ton	\$19.75/ton	18 mi.
4. Brannan Sand & Gravel	\$22.00/ton	\$22.75/ton	20 mi.
Staff Estimate	\$18.50/ton	\$18.50/ton	n/a

* Grade "S" Asphalt; course aggregate does not exceed 1"

** Grade "SX" Asphalt: (course aggregate does not exceed 3/4")

The 1999 asphalt materials bid reflects an 8% price increase over 1998 asphalt prices. The increase is due to the rising cost of liquid asphaltic cement to the suppliers. The round-trip distance to LaFarge Corp., versus the other three (3) bidders was calculated for cost efficiency. The results of the adjusted cost comparison for the four (4) suppliers bidding are as follows:

	Average Price Per Ton With <u>Round-Trip Haul</u>
1. LaFarge Corp.	\$20.13/ton
2. Camas Colorado Inc.	\$20.16/ton
3. Asphalt Paving	\$20.45/ton
4. Brannan Sand & Gravel Co.	\$23.45/ton

LaFarge Corp. is the low bidder, after hauling costs are added and unit prices are adjusted. The City has purchased asphalt from LaFarge Corp. in past years. The plant is fully automated and the mix design meets City specifications. Street Division Staff has inspected the facility and does not anticipate any problems with the quality of materials or the service that LaFarge Corp. can provide.

An alternative for 1999 asphalt purchasing would be to award the bid to the lowest bidder without calculating the City's hauling costs. Awarding the bid to Camas Colorado Inc., would mean a 248 ton increase in the amount of asphalt purchased for \$250,000, due to lower per ton prices. After calculating the round-trip haul, Camas Colorado Inc.'s, price is \$0.03 per ton higher. The bid documents stated that the roundtrip mileage to the asphalt plants would be taken into consideration when awarding the bid.

Respectfully submitted,

William M. Christopher
City Manager

Date: February 8, 1999

Subject: **TABLED** Resolution No. 2 Reappointments to Boards and Commissions

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to consider all of the reappointments to the various Boards and Commissions where terms of office expired on December 31, 1998.

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 reappointments over several Council meeting periods.

At the January 25th Council Meeting, City Council tabled action on these reappointments. This agenda memorandum lists all of the reappointments, where terms expired on December 31, 1998.

As part of the January 25th Agenda Memo, Council was considering reappointments to the Human Services Board, Library Board, Open Space Advisory Board, Parks and Recreation Advisory Board, Personnel Board and Planning Commission. In addition the Board of Adjustment, Board of Building Code Appeals, Environmental Advisory Board, Special Permit and License Board and Transportation Commission are included in the revised Resolution. The City Charter requires all the Election Commission members to be appointed after each election, so there are no appointments to be made to the Election Commission at this time.

Each individual whose term expired December, 1998 was contacted and asked if they were interested in being reappointed to the Board, if Council so desires. The reappointments are for a two year term.

Staff Recommendation

Remove this item from the table and adopt Resolution No. 2 making reappointments to the Board of Adjustment, Board of Building Code Appeals, Environmental Advisory Board, Human Services Board, Library Board, Open Space Advisory Board, Parks and Recreation Advisory Board, Personnel Board, Planning Commission, Special Permit and License Board and Transportation Commission with all terms to expire on December 31, 2000.

Or Keep this item on the Table until Council has an opportunity to review the appointments

Background Information

The terms of office of four of the Board of Adjustment members expired on December 31, 1998. Betty Roan, James Smithwick, George Workmeister and Kim Wolf are all interested in being reappointed to the Board of Adjustment.

Resolution re Board and Commission Reappointments

Page 2

The terms of office of three of the Board of Building Code Appeals members expired on December 31, 1998. John Brann, Greg Cullison and Delbert Ragland are all interested in being reappointed to the Board of Building Code Appeals.

The terms of office of four of the Environmental Advisory Board members expired on December 31, 1998. Tom Acre, Ben Beaty, Steven Johnson and James Wood are all interested in being reappointed to the Environmental Advisory Board.

The terms of office of three members of the Human Services Board expired on December 31, 1998. Ariane Kirby and Ed Thwaites have indicated that they are interested in being reappointed to the Board. Carmen Carrillo does not wish to be reappointed.

The terms of office of four of the Library Boardmember terms expired on December 31, 1998. Catherine Payne and Bette Tellier have indicated that they are interested in being reappointed to the Board. Tommie Ann Gard and Dori Walter do not wish to be reappointed.

The terms of office of four of the Open Space Advisory Board members terms expired on December 31, 1998. Bob Briggs, Charles Jacoby, Bob Tschudy and Randal Whorton has all indicated that they are interested in being reappointed to the Board.

The terms of office of four of the Parks and Recreation Advisory Board members expired on December 31, 1998. Ron Dickerson, Jane Kober and John Polston have indicated that they are interested in being reappointed. Vicki Atkins does not wish to be reappointed.

The terms of office of three of the members of the Personnel Board expired on December 31, 1998. Janeen Branvold, Margaret Rivera and Betty Whorton are all interested in being reappointed.

The terms of office of four of the members of the Planning Commission expired on December 31, 1998. Martha Brundage, Michael Crocker and Jerry English are all interested in being reappointed. Hugh Frazier does not wish to be reappointed.

The terms of office of four of the Special Permit and License Board members expired on December 31, 1998. Michael Condon, Carole Pool, David Tracy and John Velasquez are all interested in being reappointed to the Special Permit and License Board.

The terms of office of four of the Transportation Commission members expired on December 31, 1998. Rosa Delin and James Holt are interested in being reappointed. Joe Sloan and Tamra Waltemath do not wish to be reappointed.

Currently the City has 15 citizens within the 1999 "pool" to fill vacancies on the various Boards and Commissions. It is recommended that Council take action on these reappointments and take separate action on new appointments to these Boards only at this time. Council will be conducting the last set of interviews of the new applicants on Monday, January 25th prior to the Council meeting.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

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 Board of Adjustment, Board of Building Code Appeals, Environmental Advisory Board, Human Services Board, Library Board, Open Space Advisory Board, Parks and Recreation Advisory Board, Personnel Board, Planning Commission; Special Permit and License Board and Transportation Commission; and

WHEREAS, Each member whose term expired on December 31, 1998 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, 2000.

NAME	BOARD/COMMISSION
Betty Roan	Board of Adjustment
James Smithwick	Board of Adjustment
George Workmeister	Board of Adjustment
Kim Wolf	Board of Adjustment
John Brann	Board of Building Code Appeals
Greg Cullison	Board of Building Code Appeals
Delbert Ragland	Board of Building Code Appeals
Tom Acre	Environmental Advisory Board
Ben Beaty	Environmental Advisory Board
Steven Johnson	Environmental Advisory Board
Ariane Kirby	Human Services Board
Ed Thwaites	Human Services Board
Catherine Payne	Library Board
Bette Tellier	Library Board
Bob Briggs	Open Space Advisory Board
Charles Jacoby	Open Space Advisory Board
Bob Tschudy	Open Space Advisory Board
Randal Whorton	Open Space Advisory Board
Ronald Dickerson	Parks and Recreation Advisory Board
Jane Kober	Parks and Recreation Advisory Board
John Polston	Parks and Recreation Advisory Board

NAME	BOARD/COMMISSION
Janeen Branvold	Personnel Board
Margaret Rivera	Personnel Board
Betty Whorton	Personnel Board
Martha Brundage	Planning Commission
Michael Crocker	Planning Commission
Jerry English	Planning Commission
Michael Condon	Special Permit and License Board
Carole Pool	Special Permit and License Board
David Tracy	Special Permit and License Board
John Velasquez	Special Permit and License Board
Rosa Delin	Transportation Commission
James Holt	Transportation Commission

Passed and adopted this 8th day of February, 1999.

ATTEST:

Mayor

City Clerk

Date: February 8, 1999

Subject: TABLED - Resolution No. 3 New Board and Commission Appointments

Prepared by: Michele Kelley, City Clerk

Introduction

City Council action is requested to make new appointments to various City Boards and Commissions where vacancies currently exist.

Summary

At the January 25th Council Meeting, City Council tabled action on new appointments to some of the Boards and Commissions where members did not wish to be reappointed. In addition, several resignations have been accepted by City Council, and Council determined that a new appointment would not be made until all the new applicants for the 1999 "Pool" had been interviewed.

At the premeeting on January 25th, City Council completed the interviews with the ten 1999 applicants for the new cycle of the Boards and Commissions Pool. In addition, there are 5 applicants who wish to be considered from the 1998 "pool". A copy of the matrix of each individual's preference on appointments is attached.

Staff has included within this agenda memorandum all of the vacancies to be filled at this time.

Council may wish to keep this item on the table in order to spend some time at a future Study Session reviewing the applications.

Staff Recommendation

Remove this item from the table and adopt Resolution No. 3 making new appointments to the various Boards and Commissions.

Or

Keep this item on the Table until Council has an opportunity to review the appointments

Background Information

A single Resolution has been prepared to consider the following current vacancies: Carmen Carrillo of the Human Services Board, Tommie Ann Gard and Dori Walter of the Library Board, Vicki Atkins of the Parks and Recreation Advisory Board, B. David Smith (Alternate) on the Personnel Board, Hugh Frazier of the Planning Commission, Joe Sloan and Tamra Waltemath of the Transportation Commission..

Respectfully submitted,

William M. Christopher, City Manager

Attachments

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

CITY OF WESTMINSTER BOARD AND COMMISSION APPOINTMENTS

WHEREAS, Currently there are several vacancies on various Boards and Commissions; 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; and

WHEREAS, Resignations have been received from Carmen Carrillo of the Human Services Board, Tommie Ann Gard and Dori Walter of the Library Board, Vicki Atkins of the Parks and Recreation Advisory Board; Hugh Frazier of the Planning Commission; and Joe Sloan and Tamra Waltemath from the Transportation Commission.

NOW THEREFORE, be it resolved that the City Council of the City of Westminster does hereby appoint the following individuals to the City of Westminster Boards and Commissions as listed below with the terms of office to expire as stated.

<u>NAME</u>	<u>BOARD/COMMISSION</u>	<u>TERM EXPIRE</u>
	Human Services Board	12-31-00
Ted Fleagle	Library Board	12-31-00
(Moved from Alternate to Regular Member)	Library Board	12-31-99
(Alternate Member)	Library Board	12-31-99
	Library Board	12-31-99
Armene Brown	Parks and Recreation Advisory Board	12-31-00
(Moved from Alternate to Regular Member)	Parks and Recreation Advisory Board	12-31-99
(Alternate Member)	Personnel Board	12-31-99
(Alternate Member)	Personnel Board	12-31-99
Greg Lockridge	Planning Commission	12-31-00
(Moved from Alternate to Regular Member)	Planning Commission	12-31-99
(Alternate Member)	Planning Commission	12-31-99
	Transporation Commission	12-31-99
(Alternate Member)	Transporation Commission	12-31-99
	Transportation Commission	12-31-00
	Transportation Commission	12-31-00

Passed and adopted this 8th day of February, 1999.

ATTEST:

City Clerk

Mayor

1999 BOARD AND COMMISSION POOL

County	Name	Bldg Codes	BOA	Elect	Enviro Board	Human Svcs	Library	Open Space	P&R	Personnel Board	Plan Comm	Spec &LB	Permit	Trans
Adams	Christopher Beal		2							3		1		
Adams	Jerry Cunningham			3	X			1	X	X	2		X	
Adams	* Marilyn Flachman						1		2					
Adams	F.Keith Leach		3			X						1	X	2
JeffCo	BK Loren				2			1						
Adams	* Gary Lovato								2	1				3
Adams	* Martin McCabe	1						3				2		
JeffCo	John Nelson				3			1			2			
Adams	* Rance Nethken							1		2	3		4	
Adams	Paul Nilles							1						
JeffCo	Jean Pruitt					1								
JeffCo	* Dennis Stark				1		3		2					
JeffCo	Wesley Underwood				3				X	1		2		
JeffCo	William Wierzbicki				1					2				
JeffCo	John Douglas Young											1	3	2

* Indicates carryover from 1998 Pool

Summary of Proceedings

Summary of Proceedings of the regular City Council meeting held Monday, February 8, 1999.

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

The minutes of the meeting of January 25, 1999 were approved with no additions or corrections.

Council set the date of Tuesday, February 16, 1999 at 7:00 P.M. for a Special City Council meeting to consider Resolution No. 3 making new appointments to the City's Boards and Commissions.

Council made the following reappointments to the City's Boards and Commissions with terms of office to expire December 31, 2000: Board of Adjustment – Betty Roan, James Smithwick, George Workmeister and Kim Wolf; Board of Building Code Appeals – John Brann, Greg Cullison and Delbert Ragland; Environmental Advisory Board – Tom Acre, Ben Beaty and Steven Johnson; Human Services Board – Ariane Kirby and Ed Thwaites; Library Board – Catherine Payne and Bette Tellier; Open Space Advisory Board – Bob Briggs, Charles Jacoby, Bob Tschudy and Randal Whorton; Parks and Recreation Advisory Board – Ronald Dickerson, Jane Kober and John Polston; Personnel Board – Janeen Branvold, Margaret Rivera and Betty Whorton; Planning Commission – Martha Brundage, Michael Crocker and Jerry English; Special Permit and License Board – Michael Condon, Carole Pool, David Tracy and John Velasquez; Transportation Commission – Rosa Delin and James Holt.

Council approved the following: Fuel Distribution Monitoring System; Public Safety Radio System Upgrade for Year 2000 Compliance; Colorado Municipal League Annual Dues; Asphalt Pavement Rehabilitation Project Bid; Customer Service and Street Improvement Concrete Replacement Projects; Asphalt Materials Bid Award; Rocky Flats Coalition of Local Governments IGA; and Retention of Special Legal Counsel for the Semper Water Treatment Plant litigation.

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

A BILL FOR AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 1999 BUDGET OF THE GENERAL CAPITAL IMPROVEMENT FUND AND THE GENERAL FUND.

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

The following Resolutions were adopted:

Resolution No. 2 – Boards and Commissions Reappointments.
Resolution No. 6 – 1999 Recovery Contract Interest Rates.
Resolution No. 7 – Heritage at Westmoor Golf Course Staffing.

At 7:42 P.M. the meeting was adjourned.

By order of the Westminster City Council
Michele Kelley, CMC, City Clerk
Published in the Westminster Window February 18, 1999.

Date: February 4, 1999
Subject: TABLED - Intergovernmental Agreement with the City of Arvada
Prepared by: Bill Christopher, City Manager

Introduction

The Intergovernmental Agreement (IGA) with the City of Arvada is currently tabled from the January 25 City Council meeting. Since there has been no resolution of the water quality language, it is recommended that the agreement remain on the table for the February 8 City Council meeting.

Summary

City Council previously considered the IGA between the cities of Arvada and Westminster and tabled the IGA based on a key section of the agreement not being finalized. This section pertains to water quality protections for Standley Lake, which is the drinking water supply reservoir for the City of Westminster and other governmental entities. Since there has been no final resolution on the water quality section of the agreement, Staff recommends keeping the IGA tabled.

Staff Recommendation

No action is necessary based on the recommendation to keep the Intergovernmental Agreement with the City of Arvada tabled due to lack of finalizing resolution on the water quality section of the agreement.

Background

The cities of Arvada and Westminster have previously developed an IGA, which addresses several contemporary issues. One of the key provisions of the agreement is to address water quality protection for Standley Lake, which is the City's reservoir for its drinking water supply. The City of Arvada has submitted suggested language to address Westminster's previously suggested water quality language. It is currently being reviewed by City Staff and it is uncertain at this time if this matter can be resolved in time for Monday night's City Council meeting. Accordingly, the recommendation is keep the agreement tabled at this time.

The next opportunity that would be available to take the agreement off the table and amend it to include water quality language would be February 22 or March 15.

Respectfully submitted,

William M. Christopher
City Manager

Attachment

Date: February 4, 1999

Subject: TABLED – Intergovernmental Agreement with City of Broomfield

Prepared by: Bill Christopher, City Manager

Introduction

This proposed Intergovernmental Agreement (IGA) is recommended to remain on the table at the February 8 City Council meeting.

Summary

The IGA between the cities of Broomfield and Westminster appeared on the January 25 City Council agenda. The City of Broomfield Staff raised new issues and there was not sufficient time to get these resolved prior to the subject Council meeting. No progress has occurred on resolution of the new issues, and therefore the agreement is recommended to remain on the table.

Staff Recommendation

No action is needed based on the recommendation to the keep the IGA with Broomfield left tabled.

Background

The cities of Broomfield and Westminster Staff's and City Attorney's have been working for several months on a proposed resolution on issues pertaining to the Kohl Department Store development in Westminster. A final agreement had been reached and submitted to both City Councils. In Westminster's case, the item had been placed on the January 25 agenda. Unfortunately, the Broomfield Staff raised three new issues at the last minutes and there was not sufficient time to pursue resolution of them before the meeting, and therefore the agreement was tabled. No progress has been realized in the ensuing two-week period. Westminster Staff has contacted both Broomfield Staff and representatives of Kohl Department Store this week to pursue a joint meeting with the hope of resolving the three issues.

It would appear that the earliest date that resolution to the new issues would be in time for either the February 22 or March 15 City Council meetings.

Respectfully submitted,

William M. Christopher
City Manager

Date: February 8, 1999

Subject: Inter-Governmental Agreement Establishing the Rocky Flats Coalition of Local Governments.

Prepared by: Mary Harlow, Rocky Flats Coordinator
Ron Hellbusch, Director of Public Work & Utilities

Introduction

City Council is being asked to adopt and ratify an Inter-governmental Agreement (IGA) forming the new Rocky Flats Coalition of Local Governments..

Summary

Elected officials and Staff from the local governments of Arvada, Broomfield, Boulder, Westminster, Boulder and Jefferson County and the town of Superior as well as Rocky Flats Local Impacts Initiative (RFLII) staff have been working as an organizing committee since August 1998 to develop an Inter governmental Agreement (IGA) in order to officially form a new organization called the Rocky Flats Coalition of Local Governments. The IGA is now ready for approval and signature by the governmental entities of the seven local governments named above. Effectiveness of the Agreement is conditioned upon its approval by each of the seven local governments named above. Upon unanimous approval, the original Intergovernmental Agreement establishing the Rocky Flats Local Impacts Initiative will be superseded by this new IGA.

Elected officials and Staff representing the seven local governments that are contiguous to the Rocky Flats Environmental Technology site participated on an organizing committee to develop the Inter-governmental Agreement that must be accepted by all participating governments in order to be effective. Each City will appoint a Director and two alternates. Councillor Sam Dixon and Rocky Flats Coordinator Mary Harlow have been representing Westminster on the organizing committee for this new organization. Funding for the first year's operation budget for the Coalition has been provided by the sunsetting

Rocky Flats Local Impacts Initiative. Additional operation funds have been requested from the Office of Worker and Community Transition for the years 1999 – 2000. Funding for stewardship projects such as hiring an engineering consultant to review the sites proposal to use "clean" rubble as infill, will come from Rockwell settlement money and Kaiser-Hill has promised Buffer Zone planning funding.

Each member is being asked to provide \$6,500 for professional lobbying services. A tentative Workplan has been developed and approved by the organizing committee for the Coalition. The position of Executive Director is currently being advertised.

Staff Recommendation

Authorize the Mayor to sign the Inter -Governmental Agreement establishing the formation of the Rocky Flats Coalition of Local Governments.

Alternatives

Determine that it is not in the best interest of the City of Westminster to become a part of the Coalition of local governments for Rocky Flats. Westminster would continue to provide recommendations to the Department of Energy on cleanup and closure issues that are of importance to the City. By not signing the IGA the City would lose an opportunity to work with the six other local governments that are contiguous to Rocky Flats in order to “speak with one voice” to the Department of Energy, State and Federal Governments, and elected delegations on issues related to the cleanup and closure of Rocky Flats. The City of Westminster served as a member of the Rocky Flats Local Impacts Initiative which is the current Community Reuse Organization. By not signing the IGA the city would not participate in the new CRO being formed under the IGA and could no longer provide official input and recommendations on future community transition and workers issues that will impact the city.

Background Information

The Rocky Flats Local Impacts Initiative (RFLII) will sunset on or about July 1, 1999. The community will be left without a Community Reuse Organization to work with the Department of Energy on issues related to community and worker transition issues related to the cleanup and closure of Rocky Flats. Elected officials, attorneys and staff from the seven local governments that are contiguous to the Rocky Flats site, Arvada, Broomfield, Boulder, Westminster, Boulder and Jefferson County as well as the Town of Superior have been meeting since August 1998 to develop an Inter Governmental Agreement (IGA) to form a new organization called the Rocky Flats Coalition of Local Governments (RFLCOG).

The Agreement to form this Coalition will be reviewed every fifth calendar year, beginning on the effective date of the agreement which is February 18, 1999, the parties agree to consider whether to continue the coalitions existence. An annual report will be prepared at the end of each year of operation in order to evaluate the effectiveness. Any party may withdraw from participation in this Agreement upon 30-day's written notice to the Board of its' intent to withdraw.

The purpose of the Coalition is to provide an effective mechanism for local governments in the vicinity of Rocky Flats and their citizens to work together on issues of mutual concern relative to the safe, prompt and effective cleanup and closure of Rocky Flats; its future use and long term protection; and to serve as a focal point for local government communication and advocacy with state and federal agencies regarding Rocky Flats issues.

The Board of Directors of the RFLCOG will consist of seven members, each with one equal vote. A Director and two alternates will be designated by each local government upon execution of the agreement and annually thereafter. Alternates may serve in lieu of Directors in the event of absence, resignation or removal of directors.

Councillor Sam Dixion and Rocky Flats Coordinator Mary Harlow have been serving as the elected and staff representatives for the City of Westminster. Council will need to provide a formal letter to the Coalition designating elected and staff representative for the City. Local Government staff representatives will meet and work with the Coalition staff to prepare agendas, develop work plans, prepare recommendations for the Board's approval as well as keep the elected official current on Rocky Flats site activities and concerns. Council will be kept apprised by the city's designees of the Coalition's activities and of any recommendation requiring a formal position from the City.

Actions of the Board: Actions of the Board require an affirmative vote of at least five Directors. In the event a decision is made with less than a unanimous vote, a Party in the minority may include a statement reflecting their views. The City passed resolution 13, series 1998 designating open space as the highest and best use of the Rocky Flats site.

With a 5-2 vote required to pass a recommendation a concern has been raised that the city could be out-voted on a land use issue. The Jefferson County Commissioners have indicated to the Coalition that commissioners, in consultation with the councils of the local governments, will make any land use decisions for the Rocky Flats site. The Coalition will not have the power to make land use decisions in and of themselves.

Budget: The Rocky Flats Local Impacts Initiatives' Board of Directors voted to provide \$230,000 for operations of the new organization for the first year. An operations budget has been drawn up based on this amount. This is a no frills budget but would be adequate to accomplish the 1999-work plan. An additional \$492,000 has been requested for 1999 and 2000 from the Department of Energy Office of Worker and Community Transition. Department of Energy Headquarters has given verbal approval of \$500,000 for operations over the next five years. This money will be used for operations.

The Colorado Department of Public Health and Environment has committed \$250,000 from the Rockwell settlement money, which will be used to hire technical consultants, and to work on stewardship projects. The current work plan allocates this money over a three-year period of operation. The current Rocky Flats site contractor Kaiser-Hill will provide a corporate contribution of \$100,000 to be used for Buffer Zone planning.

Beginning in the year 2001, other potential sources of funding for the Coalition include funds from the Kaiser-Hill contract, which is likely to be extended. Funding could also be requested through the Rocky Flats Cleanup Agreement from the Colorado Department of Public Health and Environment.

A local Government contribution of \$6,500 for lobbying is being requested from each city, with the town of Superior contributing \$1,000 due to the size of their Town and budget. Payments are requested by March 30, 1999, which can be provided anytime before December 1999.

It has been requested that the contribution from each local government for lobbying be forwarded to the new entity as soon as possible after the IGA has been ratified by all seven local governments so that the community is notified that the initial startup money for the Coalition came from the local governments and not the Department of Energy.

The Seven local governments elected officials' are in general agreement that the new organization needs to be much smaller than the current RFLII organization. The Executive Director's position is currently being advertised and it is anticipated that the position will be filled by April 1, 1999. Salary range will be from \$45,000 – \$65,000 depending upon experience and education. This individual will then determine, with board approval, the need for additional staffing.

1999 Workplan

- A detailed work plan has been developed and approved by the organizing committee and is attached.
- The plan is viewed as preliminary and will be reviewed and updated by the new executive director.
- The committee is in the process of developing a scope of work in anticipation of hiring an outside engineering consultant in to review the Colorado Department of Public Health and Environment recommendation for onsite disposition of "clean" rubble at Rocky Flats.

Respectfully submitted

William M. Christopher
City Manager

Attachment: RFLCOG IGA
RFLCOG Workplan
RFLCOG Budget

Date: February 8, 1999

Subject: Resolution No. re 1999 Recovery Contract Interest Rates

Prepared by: Kevin Berryhill, Senior Civil Engineer

Introduction

City Council action is requested on the attached Resolution which will set the interest rates on applicable public improvement recovery contracts for calendar year 1999.

Summary

In accordance with Section 8(A) of Title XI, Chapter 6, of the City Code, it is requested that City Council establish interest rates on recovery agreements for 1999. Recovery agreements are the method by which the original installers of public improvements are paid back for a portion of the cost of such improvements by subsequent users of the facilities. The City Code sets no limit upon City Council in the calculation of the interest rate, but, for the past 15+ years, it has been City practice to add two percent to the Prime Rate. City Council has added two percent to the Prime Rate in an effort to reflect the private developer's "cost of money" to borrow funds to build public improvements. It was determined that the Prime Rate on January 1, 1999, was 7.75 percent. Therefore, it is proposed that the recovery interest rate for 1999 on non-City-funded public improvements be the Prime Rate plus two percent, or 9.75 percent.

Beginning in 1993, City Council determined that the recovery interest rates on City-funded projects would be based on the Municipal Bond Index. Again, this index is used to reflect the City's "cost of money," which is different from that of a private developer. This index for 1999 is 5.05 percent. Thus, the recovery interest rate on City-funded projects should be 5.05 percent for 1999.

Staff Recommendation

Adopt Resolution No. establishing the 1999 calendar year interest rate for non-City-funded public improvement recovery contracts at 9.75 percent and an interest rate of 5.05 percent for City-funded public improvements.

Background Information

Several years ago, City Council established a recovery system which enables developers to recover a portion of certain costs associated with public improvements installed with their developments that also benefit adjacent, undeveloped properties. Recovery contracts are executed between the City and the developer. When subsequent development occurs in those areas benefited by the improvements installed by the original developer, the new development is assessed its proportionate share plus interest, which is then returned to the original developer. The recovery system has also allowed the City to be reimbursed for public improvements installed by the City when subsequent private development occurred abutting the improvements.

Prior to 1993, the interest rate used in calculations for recoveries owed on City-funded public improvements was equal to that used on privately funded improvements (i.e., prime rate plus two percent). However, the actual cost of money used to fund City Capital Improvement projects is usually much less than that charged to private developers. Since the philosophy behind the City's recovery system is one of cost reimbursement, not profit making, it is more equitable to select an interest rate for City-funded projects that more closely approximates the actual cost of money to the City. Therefore, beginning in 1993, Council determined that the Municipal Bond Index in effect at the first of each calendar year would be selected as the recovery interest rate for City projects. Thus, the recovery interest rate for such projects during 1999 is proposed to be 5.05 percent.

Respectfully submitted,

William M. Christopher
City Manager

Attachment: Resolution

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

WHEREAS, Section 11-6-9.75(A) of the Westminster City Code provides the City Council shall establish the interest rates to be utilized for the assessment of interest costs relating to recovery costs for public improvements; and

WHEREAS, the Westminster City Code provides that such interest rates are to be established from time to time; and

WHEREAS, these interest rates have traditionally been calculated at the beginning of each calendar year; and

NOW, THEREFORE, be it resolved that the City Council of the City of Westminster hereby establish the 1999 calendar year interest rate for any non-City funded public improvement recovery contract to be 9.75 percent and the 1999 calendar year interest rate for City-funded public improvements to be 5.05 percent.

Passed and adopted this 8th day of February, 1999.

ATTEST:

Mayor

City Clerk

Date: February 8, 1999
Subject: Resolution No. re Golf Course Staffing
Prepared By: Richard Dahl, Park Services Manager

Introduction

City Council action is requested to approve the attached resolution which amends the 1999 Golf Course Enterprise Fund authorized personnel to include the following full time equivalent (FTE) positions for the Heritage at Westmoor Golf Course: Assistant Golf Professional, Second Assistant Golf Professional, Clerk Receptionist II and Assistant Equipment Mechanic. Funds for these personnel expenses are included in the 1999 Golf Course Enterprise budget and in the General Capital Improvement Fund bond issue to fund this project.

Summary

The following position classifications are requested to operate the Heritage at Westmoor Golf Course Pro Shop when it opens Summer/Fall of 1999.

Assistant Golf Professional (G 47, \$31,787 - \$36,863). Assists the Golf Professional in performing all personnel related activities including hiring, training, supervising, performance evaluations, and operating policies and procedures. Under the direction of the Golf Professional, establishes policy and management procedures for clubhouses operations and is responsible to insure compliance when the Golf Professional is not available.

Second Assistant Golf Professional (G42, \$28,095 - \$32,581). Assists with tournament operations, works in the golf shop providing customer service, sales, inventory management, club repair, teaching lessons and cart/range duties. Enforces all golf course policies and procedures and helps in the training of outside service personnel.

Clerk Receptionist II (G40, \$20,380 - \$23,635). This is a varied general retail /office work of a routine nature within the golf shop. Work involves responsibility for Pro Shop sales, customer service, inventory control, restocking, display, cash register management, phone reservations, filing and supervision of seasonal pro shop staff.

Assistant Equipment Mechanic (G39, \$26,089 - \$30,255). Responsible to the Golf Course Equipment Mechanic in all phases of preventive maintenance and repair of the golf course and cart rental fleet. Trains seasonal staff in safety and operational use of all equipment. Helps the Equipment Mechanic develop goals and objectives required for short and long term success of the equipment program while performing tasks under the direction of both the Equipment Mechanic and the Golf Course Superintendent.

The recommended pay and grade level criteria for these positions is based on the 1999 City of Westminster Pay Plan as they relate to existing job classifications. The Golf Course Revenue Bond include funds programmed for these positions and related operating expenses for the golf course through 1999.

A total of \$200,000 has been identified in the Heritage construction budget to begin operations for the Heritage Golf Course along with anticipated revenues of \$499,130 for the 1999 season based on a September opening. The Department of Parks, Recreation and Libraries intends to operate the Heritage at Westmoor Golf Course as an enterprise fund where operating expenses balance revenues.

Staff Recommendation

Adopt Resolution No. amending the Golf Course Enterprise Fund authorized personnel for 1999 by adding one (1)Assistant Golf Professional, one (1) Second Assistant Golf Professional, one (1) Clerk Receptionist II, and one (1) Assistant Equipment Mechanic for clubhouse operations at The Heritage at Westmoor Golf Course.

Background Information

The Parks, Recreation and Libraries administrative staff reviewed several options for staffing the Heritage at Westmoor Golf Course and decided to use the existing Golf Course Superintendent and Golf Professional to manage both courses. This arrangement keeps in tact a very successful management team that has kept Legacy Ridge in the top ten golf course category for the last four years. An efficiency of operation and consistency in customer service, maintenance programs, revenue generation and merchandise selection and availability will also be easier to coordinate under this staffing plan.

The contract with Fischer Construction requires the completion of the Clubhouse to occur by July 27, 1999. Occupancy and golf operations is expected to begin in mid-September, based on the condition of the turf on the golf course. Pro shop staff are scheduled to be hired on an “as needed” basis beginning in late June/early July to assist in the merchandise setup for the shop and to inventory and mark the soft goods for the sales floor. Critical to this effort will also be the installation of the “point of sale” computer cash registers and the telephone management program to insure proper operation for opening day.

1999 Operating Budget (partial year)		1999 Revenues (partial year)	
Personnel	\$396,945	Capital Funds	\$200,000
Contractual	\$ 80,185	Golf Operations	<u>\$499,130</u>
Commodities	\$172,000		
Capital	<u>\$ 50,000</u>		
Total	\$699,130	Total	\$699,130

Revenue projections are based on data derived form the operation of the Legacy Ridge Golf Course and based on similar fees and rounds played for the time of year the course will be open.

Respectfully,

William M. Christopher
City Manager

Attachment

RESOLUTION

RESOLUTION NO.

INTRODUCED BY COUNCILLORS

SERIES OF 1999

HERITAGE GOLF COURSE STAFFING

WHEREAS, Section 1-24-3 of the Westminster Municipal Code provides that the City Council, upon recommendation of the City Manager, shall by resolution establish the salary schedule for all position classifications in the municipal service; and

WHEREAS, the salary schedule and authorized personnel schedule for the 1999 year were adopted by City Council by Resolution No. 57, Series of 1998; and

WHEREAS, the City Council is adding personnel to staff the golf shop operations for the Heritage at Westmoor Golf Course;

NOW, THEREFORE, be it resolved that the Westminster City Council hereby authorized the salary schedule and authorized personnel schedule for the 1999 year, be amended by modifying the existing specifications for the positions listed below:

Grade	FTE	Position	Class Code
47	1	Assistant Golf Professional	3912
42	1	Second Assistant Golf Professional	3913
39	1	Assistant Equipment Mechanic	5314
29	1	Clerk Receptionist II	4204

BE IT FURTHER RESOLVED that this amendment shall be effective upon passage and adoption of this resolution.

Passed and adopted this 8th day of February, 1999.

ATTEST:

Mayor

City Clerk

Date: February 8, 1999
Subject: Retention of Special Legal Counsel
Prepared by: Jeffrey M. Betz, Assistant City Attorney

Introduction

City Council action is requested to approve a supplemental fee agreement with of Mr. Robert Douglas with the law firm of Robert B. Douglas and Associates for additional legal services related to the Semper Water Treatment Plant..

Summary

City Council previously authorized the retention of Mr. Robert Douglas with the law firm of Robert B. Douglas and Associates to assist the City in litigation related to design and construction defects with the Semper Water Treatment Plant expansion. Additional authorization is requested in an amount and for reasons which are set forth in a separate Confidential Memorandum prepared for Council.

Staff Recommendation

Authorize the City Manager to execute a supplemental fee agreement with Mr. Robert B. Douglas with the law firm of Robert B. Douglas and Associates for continued representation of the City in the Semper Water Treatment Plant litigation.

Background

Mr. Robert B. Douglas specializes in construction law litigation. Staff is recommending continued retention of Mr. Robert B. Douglas to assist the City in this litigation. Council has been provided a confidential memorandum concerning the basis for this request.

Mr. Robert B. Douglas is proposing an hourly rate of \$150.00 per hour, which is well within the range of rates charged by similar specialists in the Denver Metropolitan area.

Respectfully submitted,

William M. Christopher
City Manager