



CITY COUNCIL AGENDA

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

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

1. Pledge of Allegiance
2. Roll Call
3. Consideration of Minutes of Preceding Meetings
4. Report of City Officials
 - A. City Manager's Report
5. City Council Comments
6. Presentations
 - A. Employee Service Awards
 - B. Open Space Volunteers - Recognition for a Decade of Service
 - C. Digital Cities Survey 2011 Winner
7. Citizen Communication (5 minutes or less)

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

8. Consent Agenda
 - A. 2012 Sewer Tap Fee Increase
 - B. 2011 Utility Materials and Water Pipe Purchase
 - C. 2012 Traffic Signal Maintenance Contract
 - D. City Hall Expansion Joint Replacement Project Contract
 - E. City Hall Irrigation Improvements Construction Contract
 - F. Shoenberg Farm Concrete Silo Stabilization Construction Contract Amendment

9. Appointments and Resignations
10. Public Hearings and Other New Business
11. Old Business and Passage of Ordinances on Second Reading
12. Miscellaneous Business and Executive Session

- A. City Council
- B. Executive Session
 1. Discuss strategy and progress on potential sale, acquisition, trade or exchange of certain City owned real property and the City's position relative thereto, pursuant to WMC 1-11-3(C)(2) and CRS 24-6-402(4)(a).
 2. Discuss negotiations and strategy concerning proposed Local Agency Contribution IGA with RTD and provide direction and instructions to the City's negotiators, as allowed by WMC 1-11-3(C) and CRS 24-6-402(4)(e).
 3. Discuss negotiations and strategy concerning proposed Westminster Station IGA and RTD and provide direction and instructions to the City's negotiators, as allowed by WMC 1-11-3(C) and CRS 24-6-402(4)(e).

13. Adjournment

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY MEETING (separate agenda)



GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS

- A.** The meeting shall be chaired by the Mayor or designated alternate. The hearing shall be conducted to provide for a reasonable opportunity for all interested parties to express themselves, as long as the testimony or evidence being given is reasonably related to the purpose of the public hearing. The Chair has the authority to limit debate to a reasonable length of time to be equal for both positions.
- B.** Any person wishing to speak other than the applicant will be required to fill out a “Request to Speak or Request to have Name Entered into the Record” form indicating whether they wish to comment during the public hearing or would like to have their name recorded as having an opinion on the public hearing issue. Any person speaking may be questioned by a member of Council or by appropriate members of City Staff.
- C.** The Chair shall rule upon all disputed matters of procedure, unless, on motion duly made, the Chair is overruled by a majority vote of Councillors present.
- D.** The ordinary rules of evidence shall not apply, and Council may receive petitions, exhibits and other relevant documents without formal identification or introduction.
- E.** When the number of persons wishing to speak threatens to unduly prolong the hearing, the Council may establish a time limit upon each speaker.
- F.** City Staff enters a copy of public notice as published in newspaper; all application documents for the proposed project and a copy of any other written documents that are an appropriate part of the public hearing record;
- G.** The property owner or representative(s) present slides and describe the nature of the request (maximum of 10 minutes);
- H.** Staff presents any additional clarification necessary and states the Planning Commission recommendation;
- I.** All testimony is received from the audience, in support, in opposition or asking questions. All questions will be directed through the Chair who will then direct the appropriate person to respond.
- J.** Final comments/rebuttal received from property owner;
- K.** Final comments from City Staff and Staff recommendation.
- L.** Public hearing is closed.
- M.** If final action is not to be taken on the same evening as the public hearing, the Chair will advise the audience when the matter will be considered. Councillors not present at the public hearing will be allowed to vote on the matter only if they listen to the tape recording of the public hearing prior to voting.



WESTMINSTER
Strategic Plan
2011-2016
Goals and Objectives

FINANCIALLY SUSTAINABLE CITY GOVERNMENT PROVIDING EXCEPTIONAL SERVICES

- Invest in well-maintained and sustainable city infrastructure and facilities
- Secure and develop long-term water supply
- Focus on core city services and service levels as a mature city with adequate resources
- Maintain sufficient reserves: general fund, utilities funds and self insurance
- Maintain a value driven organization through talent acquisition, retention, development and management
- Institutionalize the core services process in budgeting and decision making
- Maintain and enhance employee morale and confidence in City Council and management
- Invest in tools, training and technology to increase organization productivity and efficiency



STRONG, BALANCED LOCAL ECONOMY

- Maintain/expand healthy retail base, increasing sales tax receipts
- Attract new targeted businesses, focusing on primary employers and higher paying jobs
- Develop business-oriented mixed use development in accordance with Comprehensive Land Use Plan
- Retain and expand current businesses
- Develop multi-modal transportation system that provides access to shopping and employment centers
- Develop a reputation as a great place for small and/or local businesses
- Revitalize Westminster Center Urban Reinvestment Area



SAFE AND SECURE COMMUNITY

- Citizens are safe anywhere in the City
- Public safety departments: well equipped and authorized staffing levels staffed with quality personnel
- Timely response to emergency calls
- Citizens taking responsibility for their own safety and well being
- Manage disaster mitigation, preparedness, response and recovery
- Maintain safe buildings and homes
- Protect residents, homes, and buildings from flooding through an effective stormwater management program



VIBRANT NEIGHBORHOODS IN ONE LIVABLE COMMUNITY

- Develop transit oriented development around commuter rail stations
- Maintain and improve neighborhood infrastructure and housing
- Preserve and restore historic assets
- Have HOAs and residents taking responsibility for neighborhood private infrastructure
- Develop Westminster as a cultural arts community
- Have a range of quality homes for all stages of life (type, price) throughout the City
- Have strong community events and active civic engagement



BEAUTIFUL AND ENVIRONMENTALLY SENSITIVE CITY

- Have energy efficient, environmentally sensitive city operations
- Reduce energy consumption citywide
- Increase and maintain greenspace (parks, open space, etc.) consistent with defined goals
- Preserve vistas and view corridors
- A convenient recycling program for residents and businesses with a high level of participation



Mission statement: We deliver exceptional value and quality of life through SPIRIT.

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL SPECIAL MEETING
HELD ON MONDAY, NOVEMBER 7, 2011, AT 7:30 P.M.

PLEDGE OF ALLEGIANCE

Mayor McNally led the Council, Staff and audience in the Pledge of Allegiance.

ROLL CALL

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

CONSIDERATION OF MINUTES

Mayor Pro Tem Dittman moved, seconded by Councillor Kaiser, to approve the minutes of the regular meeting of October 24, 2011, as presented. The motion carried unanimously.

CONSENT AGENDA

The following actions were submitted for Council's consideration on the consent agenda: authorize the Mayor to execute a revised employment agreement with J. Brent McFall for his services as City Manager for 2012 with an effective date of January 1, 2012, and automatic renewal for 2013 unless terminated pursuant to the provisions of the agreement; authorize the Mayor to execute a revised employment agreement with Martin R. McCullough for his services as City Attorney for 2012 with an effective date of January 1, 2012, and an automatic renewal for 2013 unless terminated pursuant to the terms of the agreement; final passage on second reading of Councillor's Bill No. 33 appropriating funds received from the Natural Resource Trustees in the amount of \$488,000 for the acquisition and revegetation of the Sisters of the New Covenant property for open space; final passage on second reading of Councillor's Bill No. 34 making revisions to the Westminster Municipal Code regarding Land Use and Engineering Standards; and final passage on second reading of Councillor's Bill No. 36 amending Section 1-7-2 of the Westminster Municipal Code by setting the salary for the Municipal Judge for 2012.

No one asked to remove any item for individual consideration, and Mayor Pro Tem Dittman moved, seconded by Councillor Major, to approve the consent agenda as presented. The motion carried unanimously.

COUNCILLOR'S BILL NO. 35 AMENDING W.M.C. AND ADDING RENTAL HOUSING EXEMPTION

It was move by Mayor Pro Tem Dittman, seconded by Councillor Major, to pass on second reading Councillor's Bill No. 35 amending Section 11-12-3(A)(18) of the Westminster Municipal Code by modifying the Rental Property Maintenance Code and exempting Life Care Institutions as regulated by the Colorado Department of Regulatory Agencies from the licensing and systematic inspection provisions of the code. At roll call, the motion passed by a 6:1 margin with Councillor Kaiser casting the no vote.

MAYOR PRO TEM DITTMAN LAUDED AND BID FAREWELL

Mayor McNally thanked Mayor Pro Tem Dittman for his years of valued service to the City and the Council. He had done a great job and would be sincerely missed. The Council, Staff, and audience rose and expressed gratitude through applause.

ADJOURNMENT

There being no further business to come before the seated City Council, it was moved by Councillor Kaiser, seconded by Councillor Major, to adjourn. The motion carried and the meeting adjourned to a reception in the lobby at 7:35 P.M.

ATTEST:

Mayor

City Clerk

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL SPECIAL MEETING
HELD ON MONDAY, NOVEMBER 7, 2011, AT 8:00 P.M.

SWEARING IN OF NEW COUNCILLORS:

Mayor McNally called the meeting to order and introduced newly elected City Councillors Faith Winter, Bob Briggs, and Herb Atchison. In the presence of family and friends, Municipal Court Judge John Stipech administered the Oath of Office to Faith Winter and Herb Atchison; and District Court Judge Ed Moss administered the Oath of Office to Bob Briggs.

SELECTION OF MAYOR PRO TEM:

The Mayor called for Council members to mark written ballots to select the Mayor Pro Tem who would serve for the next two years. The first ballot showed a majority vote for Faith Winter. Mayor Pro Tem Winter was sworn into office by Municipal Court Judge John Stipech.

ADJOURNMENT:

Upon motion of Councillors Kaiser and Major, the Council voted unanimously to adjourn. The time was 8:13 P.M.

ATTEST:

Mayor

City Clerk



Agenda Item 6 A

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: Presentation of Employee Service Awards

Prepared By: Debbie Mitchell, Human Resources Manager
Dee Martin, Human Resources Administrator

Recommended City Council Action

Present service pins and certificates of appreciation to employees celebrating 20 or more years of service with the City and in five year increments thereafter.

Summary Statement

- In keeping with the City's policy of recognition for employees who complete increments of five years of employment with the City, and City Council recognition of employees with 20 years or more of service, the presentation of City service pins and certificates of appreciation has been scheduled for Monday night's Council meeting.
- In the sixth grouping of 2011, employees with 20, 25, 30 and 35 years of service will be celebrated tonight.
 - Presentation of 20-year certificates and pins – Councilor Mary Lindsey
 - Presentation of 25-year certificates, pins and checks – Mayor Nancy McNally
 - Presentation of 30-year certificate and pin – Councilor Scott Major
 - Presentation of 35-year certification and pin - Councilor Mark Kaiser

Expenditure Required: \$ 10,000

Source of Funds: General Fund

- Community Development Department
- Parks, Recreation & Libraries Department



Policy Issue

None identified

Alternative

None identified

Background Information

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

Eric Burns	Fire Paramedic	Fire
Tammy Hitchens	Finance Director	Finance
Gary Kammerzell	Mechanic II	General Services
Larry Williams	Foreman	General Services

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

Jeanne Bury	Facility Assistant	Parks, Recreation & Libraries
Judith Dick	Guest Relations Clerk II	Parks, Recreation & Libraries
David Loseman	Senior Projects Engineer	Community Development
Lisa Walls	Secretary	Parks, Recreation & Libraries

The following 30-year employee will be presented with a certificate and service pin:

Rod Larsen	Park Supervisor	Parks, Recreation & Libraries
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The following 35-year employee will be presented with a certificate and service pin:

Richard Barker	Fire Captain	Fire
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On November 16, 2011 the City Manager will host an employee awards luncheon. One employee will receive their 15 year service pin, ten employees will receive their 10 year service pin, and five employees will receive their 5 year service pin. Recognition will also be given to those celebrating their 20th, 25th, 30th, and 35th anniversaries. This will be the sixth luncheon in 2011 to recognize and honor City employees for their service to the public.

The aggregate City service represented among this group of employees for the sixth luncheon is 385 years of City service. The City can certainly be proud of the tenure of each of these individuals and of their continued dedication to City employment in serving Westminster citizens.

The recognition of employee’s years of service addresses Council’s Strategic Plan goal of Financially Sustainable City Government Providing Exceptional Services as part of the overall recognition program developed to encourage and recognize employee commitment to the organization. Recognition efforts have been an important management practice in organizations striving to develop loyalty, ownership and effectiveness in their most valuable resource – employees.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 6 B

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: Open Space Volunteers - Recognition for a Decade of Service

Prepared By: Patti Wright, Open Space Volunteer Coordinator

Recommended City Council Action

Councillor Briggs to present certificates to the Open Space Volunteers in recognition of 10 years' of service to the City of Westminster. These volunteers are Bob Brown, Connie Ryan, and Jess Ryan.

Summary Statement

- The Open Space Volunteer Program began in 1996 as a way to improve and enhance the City's open space areas. Volunteers were recruited to begin this landmark endeavor in Westminster.
- The aforementioned individuals have donated their time and helping hands for 10 years as open space and forestry volunteers.
- Bob Brown and Connie and Jess Ryan have dedicated their time and energy to the open space volunteer program, working at projects on Saturdays, and lending a hand during the week when necessary. Bob is also an Adopt-a-Space participant.
- These volunteers are supporters of Westminster's open space acquisition and volunteer program and often act as our greatest advocates. Their enthusiasm and continued attendance at volunteer events make them leaders and advisors.
- Westminster is grateful to Bob, Connie, and Jess for their selfless contributions in Westminster's volunteer program.

Expenditure Required: \$0

Source of Funds: N/A



Policy Issue

None identified

Alternative

None identified

Background Information

The Open Space Volunteer program began in 1996. The volunteers have done a variety of projects over the years. They have built open space fence, picked up trash, removed wire fencing, planted trees, wrapped trees against beavers, hauled rock, built docks, painted barns, pulled weeds, demolished old buildings, winterized flowerbeds, terminated Russian-olive trees, planted native plants, mulched trees, and built trails. They have painted underpasses and tackled noxious weeds. These volunteers have worked in 100 degree weather and they have worked in the snow. Faced with adverse soil conditions that range from mud to “hard as concrete,” these volunteers always keep smiles on their faces. Their continued good humor and positive attitudes make even the hardest endeavors a pleasant experience.

These Open Space Volunteers are our greatest advocates for acquiring, maintaining, and enhancing natural resources. They are valued representatives of our volunteer program, and have helped “spread the word” about Westminster’s beautiful natural areas. Their continued support and hard work is truly appreciated.

The City’s Open Space Volunteer program supports the City’s Strategic Plan Goals of “Financially Sustainable City Government Providing Exceptional Services,” “Vibrant Neighborhoods in One Livable Community,” and “Beautiful and Environmentally Sensitive City.”

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 6 C

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: Digital Cities Survey 2011 Winner

Prepared By: David Puntenney, Information Technology Director

Recommended City Council Action

Mayor Pro Tem Winter to present the Digital Cities Survey 2011 Winner to the Information Technology Department in recognition of the success that the City of Westminster has achieved in the use of information technology.

Summary Statement

- Council is asked to present the Center for Digital Government's "Digital Cities Survey" award that recognizes the success the City of Westminster has achieved in using Information Technology to streamline operations and deliver quality services to its citizens and customers.
- This award was originally presented to Mayor Nancy McNally at the National League of Cities Conference in Phoenix, Arizona last week.
- David Puntenney will be in attendance at the meeting to accept the award.

Expenditure Required: \$ 0

Source of Funds: N/A



Policy Issue

None identified

Alternative

None identified

Background Information

The Center for Digital Government, a national research and advisory institute on information technology policies and best practices in state and local government, conducts an annual comprehensive nationwide Digital Cities Survey to examine how city governments are utilizing information technology to operate efficiently while delivering quality service to their citizens. Participation in the program has increased each year and competition is growing. Cities are categorized and ranked by population.

The Center for Digital Government evaluated Westminster and other participating cities in the areas of Information Technology strategic planning, hardware and software technologies, city services offered through web sites, technology use in public safety, geographic information system capabilities, voice and data networks and more. Staff is very pleased to report that the City of Westminster has been selected as one of the top ten Cities in the nation in the population category of 75,000 – 125,000. This is the ninth year Westminster has achieved a top ten ranking, receiving 8th place for 2011. Winners were posted on the Center for Digital Government's website (www.centerdigitalgov.com) in November.

The Center for Digital Government hosted an award reception for winners during the NLC Convention in Phoenix, Arizona on November 11th, 2011.

This award addresses two Strategic Plan goals: Financially Sustainable City Government Providing Exceptional Services and Safe and Secure Community.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 A

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: 2012 Sewer Tap Fee Increase

Prepared By: Mike Happe, Utilities Planning and Engineering Manager
Stu Feinglas, Water Resources Analyst

Recommended City Council Action

Increase the City's 2012 Sewer Tap Fees by \$420 on January 1, 2012, to reflect a planned 2012 sewer tap fee increase by the Metro Wastewater Reclamation District.

Summary Statement

- The City is served by two wastewater treatment plants. The north part of Westminster is served by the City's Big Dry Creek Wastewater Treatment Facility, and the south part of Westminster is served by the Metro Wastewater Reclamation District (Metro) per an agreement with Metro signed in 1964.
- When new development occurs in the areas served by Metro, the City is charged for the new sewer connections. The City then collects these fees from the developer.
- Metro annually adjusts the tap fee for new connections within the City to the Metro wastewater system. The City has been notified the tap fees will increase by \$420, from \$2,890 to \$3,310 on January 1, 2012.
- Staff is recommending that Council similarly increase the City's sewer tap fees by \$420, from \$4,428 to \$4,848 on January 1, 2012, which is consistent with City Council's previous policy.
- The total sewer tap fee will increase by 9.5%. This represents only a portion of the total water and sewer tap fee charged for new development. The overall tap fee increase for a single family combined water and sewer tap will be 2%.
- Per City Code, the water tap fee is scheduled to be increased by the Consumer Price Index on April 1, 2012. Staff is currently analyzing water tap fee pricing and may return to Council at a later date with a recommended water tap fee adjustment.

Expenditure Required: \$0

Source of Funds: N/A



Policy Issue

Should the City increase its sewer tap fee by \$420 to match Metro's planned increase?

Alternative

The City may choose not to implement the proposed Metro sewer tap fee increase. This is not recommended as the City will not fully cover the actual cost of providing sewer service to new customers in the Metro service area and will therefore be required to pay connection fees to Metro in excess of the amount collected from new connections.

Background Information

Sewer tap fees are charged to connect new development to either the City's wastewater system or Metro's wastewater system, depending on the location of the development in the City. There are two components of a sewer tap fee. The sewer transport portion of the sewer tap fee funds the repair and replacement costs of the wastewater collection system throughout the City and is applied to the sewer tap fee regardless of the development location. The treatment portion covers the cost of treating the wastewater at either the Big Dry Creek Wastewater Treatment Facility or Metro.

The City has been notified that Metro will raise its sewer tap fees by \$420 (from \$2,890 to \$3,310) effective January 1, 2012. This increase is the second part of a two-year planned connection fee increase based on Metro's re-evaluation of current capital costs. Staff recommends increasing the treatment portion of the City's sewer tap fees on January 1, 2012, by \$420 to match the planned Metro increase. For 2012, the City's total sewer tap fee (including the treatment and transport portions) will effectively increase by 9.5%, raising the single family sewer tap fee from \$4,428 to \$4,848.

The sewer tap fee is only a portion of the total water and sewer tap fee charged to new development. The current 2011 combined sewer and water tap fee for a single family is \$20,482. The proposed combined water and sewer tap fee for 2012 will be \$20,902 and will remain below the current 2011 regional average of \$22,121. It is anticipated that all cities that are served by Metro will raise their sewer tap fees similarly by the amount the City is proposing, resulting in an even higher regional average in 2012.

The City has historically increased the treatment component of its sewer tap fee in January of each year to match Metro's annual sewer tap fee increases. City Code requires an automatic increase to the water tap fee and the transport portion of the sewer tap fee in accordance with the Consumer Price Index in April of each year. Staff is currently analyzing water tap fee pricing, and may present additional recommended changes to the tap fees in 2012.

The City's Tap Fee Program supports the City Council's Strategic Plan goal of "Financially Sustainable City Government Providing Exceptional Service" by funding a portion of the repair and replacement of the City's water and sewer infrastructure.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 B

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: 2011 Utility Materials and Water Pipe Purchase

Prepared By: Phil Jones, Utilities Operations Manager
Robert Booze, Distribution and Collection Superintendent

Recommended City Council Action

Authorize the City Manager to purchase waterworks materials and water pipe from the low bidders Dana Kepner, HD Supply, and Mountain States Pipe and Supply in the amount of \$351,262; and authorize cumulative 2011 purchases from Dana Kepner Company in an amount not to exceed \$215,000; from HD Supply in an amount not to exceed \$250,000; and from National Meter in an amount not to exceed \$130,000.

Summary Statement

- This request consists of the purchase of eight individual lots of related waterworks materials and one individual bid for water pipe.
- Formal bids for these materials were issued and a bid opening took place on October 24, 2011. A total of three vendors provided bids on this purchase.
- Dana Kepner was the lowest bidder on four material lots totaling \$143,931. HD Supply was the lowest bidder on three material lots and the water pipe bid totaling \$201,855. Mountain States was low bidder on one lot totaling \$5,476.
- The suggested motion authorizes cumulative purchases from these vendors taking into account the purchases referenced above, and other purchases made during the year in accordance with the City's purchasing policy 2002-09. These purchases include parts for the meter shop, and miscellaneous parts purchased during the year for the field crew and construction crew that did not fit into the bids being awarded in this agenda memorandum.
- Adequate funds are budgeted in the Utilities Operations budget for this expense.

Expenditure Required: \$351,262

Source of Funds: Utility Fund - Utilities Operations Division Operating Budget



Policy Issue

Should the City authorize the purchase of waterworks materials and water pipe from the low bidders?

Alternative

Purchase materials only on an as-needed basis and negotiate prices for each purchase individually. This would take a large amount of staff time and likely increase the prices for each piece of material purchased. Also, this option would require City Council action for each expenditure that exceeds \$50,000. This option is not recommended since the City requested and received bids for these materials and would most likely receive higher unit costs if items were purchased on an as-needed basis.

Background Information

On an annual basis, the City purchases commonly used waterworks materials and water pipe for use by the Utilities Operations Division for the replacement, repair, and maintenance of water mains. The material purchase was advertised on the Internet site "Demand Star" with bids being opened on October 24, 2011. As written, each lot was a separate purchase and a bidder could submit pricing for any or all lots of material. Delivery is to be immediate and in one shipment.

The results of the submitted bids are as follows (numbers in bold indicate low bid):

Lot Description	Dana Kepner	HD Supply	Mountain States
1. Mechanical Joint Fittings	\$30,048.28	\$33,413.40	\$36,917.10
2. Mechanical Joint Restraints	\$14,690.60	\$14,429.50	\$16,666.70
3. Fire Hydrants	\$83,999.58	\$95,888.90	NO BID
4. Valves	\$55,213.12	\$54,098.70	\$55,795.40
5. Brass/Copper	\$25,347.99	\$24,736.69	\$29,441.00
6. Miscellaneous	\$23,280.02	\$26,378.34	\$26,888.10
7. Water Main Repair Clamps	\$6,311.40	\$7,464.90	\$5,476.00
8. Fire Hydrant Parts	\$6,602.80	\$8,127.70	NO BID

Pipe Bid	Dana Kepner	HD Supply	Mountain States
Water Pipe Bid Totals	\$111,882.00	\$108,590.00	\$114,400.00

Based on previous and pending purchases by the Utilities Operations Division from these companies for different material, it is requested that the upper limit for annual purchases for 2011 from Dana Kepner be \$215,000, from HD Supply be \$250,000, and from National Meter be \$130,000.

These purchases help achieve the City Council's Strategic Plan Goals of "Financially Sustainable City Government, Safe and Secure Community and Vibrant Neighborhoods and Commercial Areas" by meeting the following objectives: well-maintained City infrastructure and facilities; citizens are safe anywhere in the City; and maintain and improve neighborhood infrastructure and housing.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 C

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: 2012 Traffic Signal Maintenance Contract

Prepared By: Greg Olson, Transportation Systems Coordinator

Recommended City Council Action

Authorize the City Manager to execute a contract with W.L. Contractors, Inc. in the amount of \$229,156 for traffic signal maintenance for calendar year 2012, with an option for a one year renewal.

Summary Statement

- The City utilizes the services of a private contractor to perform maintenance of the City's traffic signals. The current contract expires on December 31, 2011.
- Two proposals were received on October 10, 2011 for the contract for signal maintenance in 2012. The supply of firms engaged in this type of business within the Denver-metropolitan area is very limited; Staff is aware of only one other qualified, local firm, and that company chose not to submit a proposal. City Council action is requested to award the 2012 traffic signal maintenance contract to W.L. Contractors, Inc. based upon the superior quality of this company's proposal.
- The contract amount is within the amount budgeted in the 2012 operating budget of the Department of Community Development for traffic signal maintenance activities.

Expenditure Required: \$229,156

Source of Funds: 2012 General Fund - Community Development Operating Budget



Policy Issue

Should the City continue the practice of outsourcing traffic signal maintenance to a private contractor?

Alternative

An alternative is to not enlist the full-time services of a private contractor. This alternative would require the City to hire a minimum of one full-time employee and invest in the equipment necessary to perform basic traffic signal maintenance. The part time services of a contractor would still be required to provide assistance for major emergency repairs and share with the after-hours maintenance responsibility. Staff continues to annually investigate the feasibility of performing in-house traffic signal maintenance. The result of that analysis this year is that there would be no cost savings at this time and, therefore, Staff does not recommend performing the traffic signal maintenance “in-house” in 2012.

Background Information

The City utilizes the services of a traffic signal maintenance contractor to perform maintenance on traffic signals at 102 intersections and nine pedestrian crossings (total of 111 installations). The 2011 traffic signal maintenance contract, which was renewed with WL Contractors, Inc. in December 2010, expires December 31, 2011.

In years past, traffic signal maintenance contractors were solicited using the standard request for bids with the qualified contractor submitting the lowest bid receiving the contract award. Due to the inherent safety impacts and increasingly complicated technical aspects of the City’s traffic signals and communications network, it became apparent that a selection process that emphasizes quality of service via a Request for Proposal (RFP) format is appropriate. The RFP process, initiated in 2009, requires the contractor company to explain in detail exactly how it would provide the services in addition to defining the cost for those services. For the 2012 Traffic Signal Maintenance contract, an RFP review panel was utilized comprised of City staff and an outside engineering representative from a neighboring agency. The review panel independently reviewed the proposals and calculated a total score for each contractor. The contractor’s proposal receiving the highest score is being submitted to City Council for approval. The results of the panel’s review of the submitted proposals are as follows:

Contractor	Fee Schedule	Panel Score
W. L. Contractors, Inc.	\$229,156	115
Sturgeon Electric, Inc.	\$250,940	84

The proposal receiving the highest panel score of 115 points was submitted by W.L. Contractors, Inc. This company has satisfactorily performed the City’s traffic signal maintenance since 2009. City Staff is confident that W.L. Contractors will continue to provide the high level of service that the City expects for traffic signal maintenance activities in 2012. Coincidentally, W.L. Contractors also proposed the lower of the two fee schedules for this work.

The 2012 Traffic Signal Maintenance contract is based upon a conservative, estimated annual amount of labor, equipment hours, and materials for performance of all traffic signal maintenance functions. There are two general categories of work activities that provide the basis for the estimated hours of equipment and labor unit prices in the traffic signal maintenance contract: annual preventive (routine) maintenance and additional traffic signal (occasional) maintenance.

SUBJECT: 2012 Traffic Signal Maintenance Contract

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The RFP required the contractors to submit their proposed fee schedule for the year 2012 with the option to renew for one additional year at the City's sole discretion. A 2013 contract renewal would only be exercised if the contractor's performance warrants it and City Council has appropriated adequate funding.

This authorization for 2012 Traffic Signal Maintenance meets Council's Strategic Plan goals of a Safe and Secure Community and Financially Sustainable City Government by providing a safe well-maintained transportation infrastructure.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 D

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: City Hall Expansion Joint Replacement Project Contract

Prepared By: Thomas Ochterski, Energy and CIP Coordinator

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder Blazer Waterproofing, Inc., dba Blazer Structures, in the amount of \$62,962 for the removal and replacement of the sealant at expansion joints on City Hall and the clock tower exterior brick facades, and authorize a contingency amount of \$6,200 bringing the total amount of the Expansion Joint Replacement Project to \$\$69,162.

Summary Statement

- The existing expansion joints were noted in the 2007 Borne Engineering report of Facility Needs Assessment as needing to be replaced in 2008. Replacing the expansion joints will extend the life of City Hall and the clock tower while reducing the costs of heating and cooling the facility.
- The material used for the replacement of the expansion joints has an extended curing time and requires protection from freezing. Therefore, work on expansion joint replacement will not begin until the spring of 2012.
- On September 20, 2011, Staff sent out a request for bids to four pre-qualified firms with experience in this type of work. On September 29, 2011, a pre-bid inspection was held to examine and review the scope of work required. On October 10, 2011, a bid opening was held with Blazer Waterproofing, Inc. submitting the lowest bid. Funding for replacement of the expansion joints is available in the Building Operations and Maintenance Capital Improvement Major Maintenance budget.

Expenditure Required: \$69,962

Source of Funds: General Capital Improvement Fund
- Building Operations and Maintenance Project



Policy Issue

Should Council authorize the replacement of expansion joints at City Hall and the clock tower?

Alternative

Council could choose to delay the replacement of the expansion joints. This is not recommended as the continued failure of the expansion joints will allow the infiltration of water, pests, and outside air. All of these factors increase the cost of maintaining the facilities and may do permanent damage. The replacement of expansion joints is a portion of the typical ongoing maintenance of any facility of this size and age.

Background Information

Westminster City Hall and the clock tower were built in 1988. Since that time, the expansion joints have not been repaired or replaced in any significant way. In some sections, the foam insulating the expansion joints has disappeared along with the caulk sealant allowing air to pass through the joints into interior offices. Replacing the expansion joints is expected to save energy through reduced air infiltration into and out of the building.

In 2010, City staff began working with Solutions Before Solutions After (SBSA, Inc.) to develop a scope of work that is based on using the correct materials and the right methods for replacement. These specifications will result in new expansion joints that will last more than a decade.

On October 10, 2011, bids were opened from the four contractors that were prequalified by SBSA. The chart below shows the results of the bids:

Expansion Joint Replacement	
AGS, Inc	\$117,474.00
RSI, Inc	\$67,800.00
Blazer Waterproofing, Inc.	\$62,962.00
Reconstruction Experts	\$124,346.88

Staff has completed reference checks with a number of past clients in which Blazer Waterproofing has performed similar joint replacement work, and found no reason not to recommend awarding the Joint Replacement Project to Blazer Waterproofing.

The authorization for replacement of expansion joints at City Hall and the clock tower meets Council's Strategic Plan Goals of Financially Sustainable City Government, and Beautiful and Environmentally Sensitive City through proper maintenance, which will reduce the energy consumption and extend the useful life of both City Hall and the clock tower.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 E

Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: City Hall Irrigation Improvements Construction Contract

Prepared By: Mike Wong, Senior Engineer, Utilities Planning and Engineering
Steve Grooters, Senior Projects Engineer, Utilities Planning and Engineering

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder, Paramount Construction, Inc. in the amount of \$95,959 for the construction of the City Hall Irrigation Improvements project and authorize a 10% contingency of \$9,596 for a total construction budget cost of \$105,555.

Summary Statement

- The City Hall irrigation system is designed to operate using reclaimed water.
- In recent years, the performance of the irrigation system supply pump has declined and supplemental water has been required from the potable system.
- The purpose of the project is to replace the existing aged irrigation supply pump with a new pump and pump station. In addition some piping modifications will be implemented to help maintain high flow rates and pressures to the irrigation sprinklers.
- Design of the new pump and pump station was completed in September and bids were solicited from eight construction companies specialized in irrigation work.
- Paramount Construction, Inc. (Paramount Construction) submitted the lowest of the four bids received. City Council is requested to approve their construction contract.
- Construction is scheduled to be completed by Spring 2012.
- Adequate funds are available in the project budget for this contract and no new funds are requested.

Expenditure Required: \$105,555

Source of Funds: Utility Fund - Reclaimed Distribution System Improvements Capital Account



Policy Issue

Should City Council authorize a contract with Paramount Construction?

Alternatives

1. The City could reject all bids and rebid the project. The City received bids from four qualified construction companies, and it is unlikely that new bids would be lower or that the City would receive additional qualified bids.
2. The City could choose to implement this project at a later date. The existing irrigation system is experiencing low pressure from the reclaimed water service, and the timing is ideal for construction to be completed in time for the 2012 irrigation season.

Staff does not recommend any of the alternatives since the bids are competitive, timely completion of the work is necessary, and there is adequate funding to complete the project.

Background Information

The existing City Hall irrigation system was designed for using reclaimed water and has been in service for nine years. In recent years, the performance of the irrigation system pump has declined. As a result, Staff has had to operate the system with supplemental water from the potable system.

In June 2011, J&T Consulting, Inc. was retained to conduct a study and complete a design for rehabilitating the irrigation system. The study concluded that a new pump and pump station are required and that some piping modifications are warranted to help improve system performance. Final design was completed in September and request for bids sent to eight qualified contractors on September 28, 2011. Four bids were received on October 13, 2011 and are summarized in the following table:

<u>Contractors</u>	<u>Bid Price</u>
Paramount Construction, Inc.	\$ 95,959
Ricor, Inc.	\$ 99,200
Northern Colorado Construction	\$101,713
Precision Service Electric	\$108,724
Engineer's Estimate	\$ 93,445

After a thorough review of the bids received, Paramount Construction's bid was determined to be valid and the dollar amount reasonable for the scope of the work. Staff recommends executing a contract with Paramount Construction for this project, as well as a contingency amount of 10 percent. Construction will commence following award of the contract with project completion anticipated by May 1, 2012.

The City Hall Irrigation Improvements project helps achieve the City Council's Strategic Plan Goals of "Financially Sustainable City Government Providing Exceptional Services" and "Vibrant Neighborhoods in One Livable Community" by contributing to the objectives of well-maintain City infrastructure and facilities and providing improved irrigation to the City Hall site.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Memorandum

City Council Meeting
November 14, 2011



SUBJECT: Shoenberg Farm Concrete Silo Stabilization Construction Contract Amendment

Prepared By: Tony Chacon, Senior Projects Coordinator

Recommended City Council Action

Authorize the City Manager to execute an amendment to the contract with H. W. Houston Construction, Inc. increasing the amount of the contract by \$7,934 to \$74,144 from the original contract amount of \$66,210, for the stabilization and preservation of the Shoenberg Farm concrete silo.

Summary Statement

- The Shoenberg Farm concrete silo is designated a local historic landmark, located at 5202 West 73rd Avenue, was awarded a grant from the State Historical Fund to rehabilitate the structure.
- The City issued a Request for Bids for the rehabilitation to contractors known to be experienced with historic preservation projects.
- On May 23, 2011, the City Council awarded the project to the low bidder, H. W. Houston Construction, Inc., in the amount of \$66,210.
- As construction proceeded, necessary unforeseen improvements were identified including:
 - Additional removal of decayed silage and debris and fill with gravel in base of silo;
 - Repair and replacement of structural support hoop rods;
 - Replacement of damaged staves or access “doors” into the silo at varying heights of the structure;
 - Installation of new angle bracing to increase structural stability; and,
 - Additional grading due to soil disturbance from Qwest utility dig.
- The additional work cost an additional \$7,934, raising the total contract amount to \$74,144. The work was completed prior to receiving formal City Council approval of the contract amendment due to significant safety concerns.
- The proposed contract amendment remains well within the original, budgeted funds of \$83,709 for construction.

Expenditure Required: \$74,144

Source of Funds: \$18,536 - Shoenberg Farm CIP
\$55,608 - State Historical Fund Grant



Policy Issue

Should the City amend the existing contract relative to the rehabilitation of the Shoenberg Farm concrete silo to make repairs necessary to preserve the structural integrity of the building?

Alternative

City Council could choose not to cover the cost for the completed additional structural repairs. It is recommended that this alternative not be chosen as the contractor, under staff direction, incurred the cost to make the additional improvements so as to prevent the silo from collapsing.

Background Information

The State Historical Fund awarded a grant of \$71,033 in 2010 to complete the stabilization and preservation of the Shoenberg Farm concrete silo in 2011. This grant was accepted and an intergovernmental agreement was approved by the City Council on October 25, 2010. Due to the very deteriorated and fragile condition of the concrete silo, stabilization has been pursued as the most urgent Shoenberg Farm priority after the barn rehabilitation was completed in 2010. The grant requires 25% matching funds from the City, which were budgeted in 2009 in anticipation of this project. The City has allocated up to \$23,378 from the General Capital Improvement Fund. The City will be reimbursed by the State Historical Fund for expenses after they are incurred.

The City issued a Request for Bids that resulted in the following bid submittals:

Bidder	Bid Amount
H. W. Houston Construction, Inc.	\$58,000
TC 2 Construction, Inc.	\$65,964
WLH Construction	\$67,408
White Construction	\$77,970

The City awarded the contract to H.W. Houston Construction, Inc. in the amount of \$66,210, which included the bid amount plus contingency. H.W. Houston Construction, Inc. was awarded the project given its low bid, expertise in working with historic preservation standards and State Historical Fund requirements, and strong references.

While construction was underway, it was determined that some additional work that was not detected at the time of construction plan preparation was needed to ensure the structural stability and security of the silo. Those unforeseen conditions and repairs included the following:

- The actual depth of the decayed silage and debris on the floor was about 2-feet deeper than the original estimate of 5-feet, requiring additional excavation and filling with gravel.
- Two of the structural hoop rods were bent sometime after the contract was approved by unknown parties requiring the contractor to straighten and retighten them;
- Several of the staves covering the exterior openings required repair and replacement beyond what was called for in the original construction documents;
- Qwest had done some excavation work resulting in disturbance to the already graded soil, resulting in the need to re-grade around the silo to provide positive water flow away from the structure; and,
- New vertical angle bracing was needed to provide additional structural integrity.

The additional improvements were completed with Staff authorization prior to getting City Council approval given concerns related to the structural safety issues posed by the condition of the silo, and its further structural instability resulting from the rehabilitation work that had commenced, particularly the removal of the decayed silage and debris. The contractor had serious concern that the additional stabilization efforts needed to be done immediately to prevent the structure from collapsing.

The additional required improvements increased the project cost by \$16,144 in total, which in turn puts the total project cost \$7,934 over the City Council approved contractual amount. As amended, the total project and contract amount would increase to total of \$74,144. Sufficient funding remains from the budget funding of \$83,709.

The proposed amendment to the contract helps fulfill the City's Strategic Plan Goal of creating "Vibrant Neighborhoods and Commercial Areas," pursuing the objective of preserving and restoring historic assets.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

November 8, 2011

Linda Yeager, WEDA Secretary
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

City of Westminster
Office of the
Council

4800 West 92nd Avenue
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Nancy McNally
Mayor

Chris Dittman
Mayor Pro Tem

Bob Briggs
Councillor

Mark Kaiser
Councillor

Mary Lindsey
Councillor

Scott Major
Councillor

Faith Winter
Councillor

Dear Linda:

I wish to call a special meeting of the Westminster Economic Development Authority (WEDA) on Monday, November 14, 2011, to begin at 7:15 p.m. or as soon thereafter following the conclusion of the 7:00 p.m. City Council meeting and to be held in the Council Board Room of City Hall, 4800 West 92nd Avenue. The purpose for this meeting is to consider a contract amendment with Sturgeon Electric for Phase 2 of the Westminster Mall Demolition.

Sincerely,

Nancy McNally
Chair

cc: WEDA Board Members
J. Brent McFall, Executive Director



AGENDA

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING

MONDAY, November 14, 2011

AT 7:00 P.M.

- 1. Roll Call**
- 2. Minutes of Previous Meeting** (October 10, 2011)
- 3. Purpose of Special WEDA Meeting is to**
 - A. Authorize a Contract Amendment with Sturgeon Electric for Phase 2 of the Westminster Mall Demolition
- 4. Adjournment**

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
MONDAY, OCTOBER 10, 2011, AT 7:30 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Dittman, and Board Members Briggs, Kaiser, Lindsey, Major, and Winter. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

APPROVAL OF MINUTES

Board Member Briggs moved, seconded by Board Member Kaiser, to approve the minutes of the meeting of September 26, 2011, as written. The motion carried.

HEARING TO CONSIDER PROPOSED 2012 WEDA AMENDED BUDGET

At 7:30 p.m., the Chair opened a public hearing concerning the Authority's 2012 proposed amended budget. Mr. McFall reported that, having discussed the proposed amendments in detail with the Board at a recent study session, Staff had no formal presentation and was available now to answer any questions.

There were no questions. The Chair opened the hearing for public comment and there was none. At 7:31 p.m., the hearing was closed.

RESOLUTION NO. 136 ACCEPTING THE 2012 AMENDED BUDGET AS PRESENTED

Upon a motion by Board Member Major, seconded by Board Member Kaiser, the Authority voted unanimously on roll call vote to adopt Resolution No. 136 approving the 2012 proposed amended budget as presented, including the appropriation of funds as set forth.

TWO CONSULTANT CONTRACTS FOR WURP APPROVED

It was moved by Board Member Major, seconded by Vice Chairperson Dittman, to authorize the Executive Director to enter into agreements with the Laramie Company and Mullins and Associates, Inc. to assist with the redevelopment of the Westminster Mall property. The motion carried unanimously.

ADJOURNMENT

There was no further business to be conducted, and the meeting adjourned at 7:33 p.m.

Chairperson

ATTEST:

Secretary

WEDA Agenda Item 3 A

Agenda Memorandum

Westminster Economic Development Authority Meeting
November 14, 2011



SUBJECT: Westminster Mall Demolition – Phase 2 Project, Contract Amendment with Sturgeon Electric

Prepared By: David W. Loseman, Senior Projects Engineer

Recommended Board Action

Authorize the Executive Director to execute a contract amendment with Sturgeon Electric in the amount of \$72,899 for electrical work attendant to the demolition of the Westminster Mall, bringing their total contract amount to \$82,379.

Summary Statement

- Over the past few years, the Westminster Economic Development Authority (WEDA) has acquired approximately 90% of the Westminster Mall site, and Staff believes that it is in the City's best interest to remove a majority of the structures in preparation for the eventual redevelopment of the property.
- As part of the overall demolition process, WEDA hired Sturgeon Electric to remove private electrical transformers in preparation of the demolition currently being performed by American Demolition.
- The subject contract amendment is for the installation of a backup electrical generator required by code as part of the fire protection system for the Penney's and Sears buildings since these buildings will remain in operation for the immediate future. In addition, this amendment includes the electrical system modifications needed to keep the parking lot lights functioning and to provide space heaters in the fire pump room to prevent freezing of the fire system pipes.

Expenditure Required: \$72,899

Source of Funds: Westminster Center Urban Reinvestment Project Capital Improvement Project



Policy Issue

Should WEDA execute a contract amendment with Sturgeon Electric for electrical work pertaining to the demolition of the Westminster Mall?

Alternative

WEDA could choose to not approve this amendment. Staff recommends approving this amendment since parking lot lighting and fire protection of the buildings to remain after demolition of the remainder of the site is vital, and the price of this amendment is reasonable and justified.

Background Information

Over the past few years, the Authority has purchased many properties at the Mall making WEDA the owner of approximately 90% of the site. The first phase demolition, including the Mervyn's, Macy's, Steak and Ale and the Theater buildings, is completed. The second phase of demolition includes the Dillard's, Montgomery Ward's and the main mall corridor buildings - essentially all structures within the main mall structure with the exception of the Sears and J.C. Penney stores. This demolition is currently underway. Accommodations for fire protection, electrical, gas, water service, sanitary sewer service and parking lot lighting are vital to maintain all of these services to Sears and J.C. Penney so that these businesses can continue to operate once the mall demolition is completed.

WEDA hired Sturgeon Electric in September 2011 to remove private electrical transformers in preparation for the Phase 2 demolition work now being performed by American Demolition. Sturgeon was hired as a sole source contractor since they were the only known electrical contractor with the capability and equipment to remove this large equipment. This contract with Sturgeon is in the amount of \$9,480. Since that time, staff has been investigating the most cost effective way to provide backup generator service to the existing mall fire pumps, which is required by the fire code. Two other electrical firms were contacted to install this backup generator. One of these firms did not respond and the second, Quality Service, who performed much of the electrical work for the previous owners of the mall, stated that they didn't have the capabilities to do this type of work. The size of this backup 300 KW generator is approximately 12' long by 4' wide and 4' tall, which is larger than most typical electrical companies can handle.

Staff further investigated using the existing backup generator that was used when the mall was in operation. This backup generator is massive in comparison to the one mentioned above, and it would be more expensive to use this existing generator since a building would need to be constructed near the pump room to house this generator or conduit would need to be laid from it's existing location to the pump room. Either of these options is more expensive than purchasing the new generator and having Sturgeon Electric install it. The total cost to design and install this generator, install heaters in the pump room and retrofit the mall parking lot lighting is \$72,899, which would be in addition to the current contract with Sturgeon Electric of \$9,480.

WEDA action on this item meets elements of two goals in the City's Strategic Plan: Strong Balanced Local Economy, and Vibrant Neighborhoods in One Livable Community.

Respectfully submitted,

J. Brent McFall
Executive Director