



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council
DATE: April 22, 2015
SUBJECT: REVISED - Briefing and Post-City Council Briefing Agenda for April 27, 2015
PREPARED BY: Don Tripp, City Manager

Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

<i>Dinner</i>	<i>5:30 P.M.</i>
<i>Welcome Reception for Jody Andrews</i>	<i>6:00 P.M.</i>
<i>Council Briefing (The public is welcome to attend.)</i>	<i>6:30 P.M.</i>

POST BRIEFING (*The public is welcome to attend.*)

PRESENTATIONS

1. Little Dry Creek Interceptor Sewer Repair and Replacement Design Contract
2. Public Hearing Procedures - **Verbal**

CITY COUNCIL REPORTS

None at this time.

EXECUTIVE SESSION

1. Discuss strategy and progress on negotiations related to economic development matters for the Westminster Urban Center Redevelopment, disclosure of which would seriously jeopardize the City's ability to secure the development; discuss strategy and progress on the possible sale, acquisition, trade or exchange of property rights, including future leases; and provide instruction to the City's negotiators on the same as authorized by WMC Sections 1-11-3(C)(2), (4), and (7) as well as Colorado Revised Statutes, Sections 24-6-402 (4)(a) and 24-6-402(4)(e). – **Verbal**

INFORMATION ONLY

1. Text to 911 System for Emergency Services
2. Monthly Residential Development Report
3. Employee Appreciation Teams in Action Update

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

Donald M. Tripp
City Manager

NOTE: Persons needing an accommodation must notify the City Manager's Office no later than noon the Thursday prior to the scheduled Study Session to allow adequate time to make arrangements. You can call [303-658-2161](tel:303-658-2161) /TTY 711 or State Relay) or write to mbarajas@cityofwestminster.us to make a reasonable accommodation request.



WESTMINSTER

Staff Report

Post City Council Study Session Meeting
April 27, 2015



SUBJECT: Little Dry Creek Interceptor Sewer Repair and Replacement Design Contract

PREPARED BY: Stephanie Bleiker, Senior Engineer
Stephen Grooters, Senior Projects Engineer

Recommended City Council Action

Review the Little Dry Creek Interceptor Sewer Repair and Replacement Project Update, provide direction to Staff to negotiate with HDR Engineering, Inc. for the final design contract.

Summary Statement

- Wastewater from the southern third of the City flows through a large wastewater collection system known as the Little Dry Creek Interceptor Sewer (LDCIS).
- This wastewater system provides service to City customers from as far north as 92nd Avenue and extends through relatively older areas of Westminster on its way south to the final discharge into the Metro Wastewater Reclamation District system (see attached map).
- Several segments of the LDCIS are greater than 50 years old, in poor condition, have reached the end of their useful life, and have inadequate hydraulic capacity to handle flows anticipated from development and redevelopment.
- The first phase of priority improvements has been constructed. The purpose of the current project is to complete priority repairs and replacements for the remaining sections.
- The preliminary design phase for these remaining sections reached substantial completion in March 2015 and the project team is now ready to proceed with final design.
- Estimated total costs for the project (engineering, land acquisition, construction) are \$23M, up from previous estimates of \$15.2M. Increases are due to the need for more pipe and more complex construction than originally anticipated.
- This Staff Report provides an update on the LDCIS project and seeks City Council's direction regarding negotiations with HDR Engineering, Inc. for the final design contract of pipeline repairs/replacement.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issues

1. Should the City continue with the LDCIS Repair and Replacement Project including final design of the project?
2. Should Staff proceed with negotiating a contract for final design engineering for the LDCIS Repair and Replacement Project with HDR Engineering, Inc. and present it to City Council for approval at an upcoming City Council meeting for action.

Alternatives

1. Council could choose to not proceed with the LDCIS Project. This is not recommended as proceeding with the project addresses the time-sensitive need to repair sewers that are in poor condition and replace sewers that are limited in their hydraulic capacity.
2. Council could choose to request proposals for the final design on this project. This is not recommended because HDR was selected through a competitive process for preliminary design, which anticipated additional project tasks such as final design. It is Staff's assessment that HDR provides the best value to the City based on completion of the preliminary design work, the strong knowledge of the City's wastewater system and the ability to streamline final design work.

Background Information

Wastewater from the southern third of the City flows through a large collection system known as the Little Dry Creek Interceptor Sewer (LDCIS). This wastewater system provides service to City customers from as far north as 92nd Avenue and extends through relatively older areas of Westminster on its way south to the final discharge into the Metro Wastewater Reclamation District system. In 2012, Staff completed a condition and capacity analysis of this system and the other large-diameter wastewater pipelines within the City. Recommendations identified projects throughout the City, with particular priority for repair and replacement projects within south Westminster along the LDCIS because it is old, in poor condition, and has limited capacity to support development and redevelopment.

Several LDCIS repair/replacement projects have already been implemented including: 1) replacing wastewater pipelines between Lowell Boulevard and Federal Boulevard, 2) integrating wastewater pipeline replacement as part of the 72nd Avenue and Raleigh Street Bridge Replacement Project, and 3) incorporating wastewater betterments for work associated with the RTD FasTracks project near the planned Westminster Station. Additional work is needed to address the remaining priority repairs and replacements and is consolidated into this LDCIS Repair and Replacement Project. The attached map shows the pipeline included in this project.

The preliminary design for these remaining repairs and replacements is now substantially complete. Key outcomes of the preliminary design include: 1) recommended pipeline alignments meeting the City's goals for cost-efficiency, improved access and safety for maintenance, cost-efficiency, and minimized new land and/or easement acquisition, 2) confirmation of the future flows based on the City's most recent land use projections and the corresponding pipeline sizing required to accommodate this development density, 3) a prioritized construction implementation schedule based

on addressing both pipeline condition and capacity concerns, and 4) updated cost estimates for the project.

Newly estimated costs are a key matter for the project. Prior to the preliminary design, original budget estimates for the project (engineering, land acquisition, and construction) were \$15.2M. Preliminary design estimates are now \$23M, an increase of \$7.8M over previous budget estimates. Primary reasons for the cost increase are twofold:

- 1) More pipeline is required (25% more). As mentioned above, the preliminary design identified more undersized pipeline than was anticipated. This was accomplished through updates to the City's hydraulic model based on field survey of more than 200 manholes and updated land-use projections in the southern third of the City. Results confirmed 4,000 feet of pipeline in Sheridan Blvd originally anticipated for condition-based repair work only will now require more extensive open-cut replacement and enlargement. An additional 3,000 feet of pipeline is also needed in the Wolff Run Park area, again to address its poor condition and future required capacity.
- 2) More complexities are involved. The project team was able to optimize new alignments for the pipeline. However, several areas will require advanced construction techniques including micro-tunneling, boring, deep construction, utility relocations, and working around congested utility corridors. These techniques require more construction equipment, time, and materials leading to construction costs higher than originally anticipated.

Despite increased costs estimated for the overall project, it is Staff's assessment that the age, condition, and capacity of this pipeline remains a high priority for the City's utility system. Staff's recommendation is to move forward with full design of the project now (to prevent conflicts with future construction) and phase construction over a 4-year period to regulate yearly budget expenditures. Additional project costs will be discussed and addressed with City Council through the 2017/18 budget process.

Staff is seeking Council direction to negotiate with HDR Engineering, Inc. for the final design of the LDCIS Repair and Replacement Project. As reported to City Council previously on May 19, 2014, HDR was selected through a competitive process for preliminary design, which anticipated negotiating final design of the LDCIS project and returning to City Council for approval. It is Staff's assessment that HDR provides the best value because its team successfully completed the preliminary design work and will be able to streamline tasks during final design. Based on City Council's directions, Staff would bring this design contract back to City Council for action at an upcoming City Council Meeting.

The requested expenditure for final design and contingency is estimated to be near \$2M. Adequate funds for the project were approved by City Council and are available for this expenditure. Final design is anticipated to commence immediately following Council official action with construction of this final phase of the LDCIS project, beginning in the spring of 2016. Due to the size of the project and the extent of wastewater repairs required, construction is currently anticipated to occur in phases over a four year period in order of priority for both capacity and condition. Construction management services will be negotiated with HDR and presented to City Council at a later date once the scope and schedule for construction are established.

Staff will be present at the April 27th Study Session to give a brief presentation and answer questions.

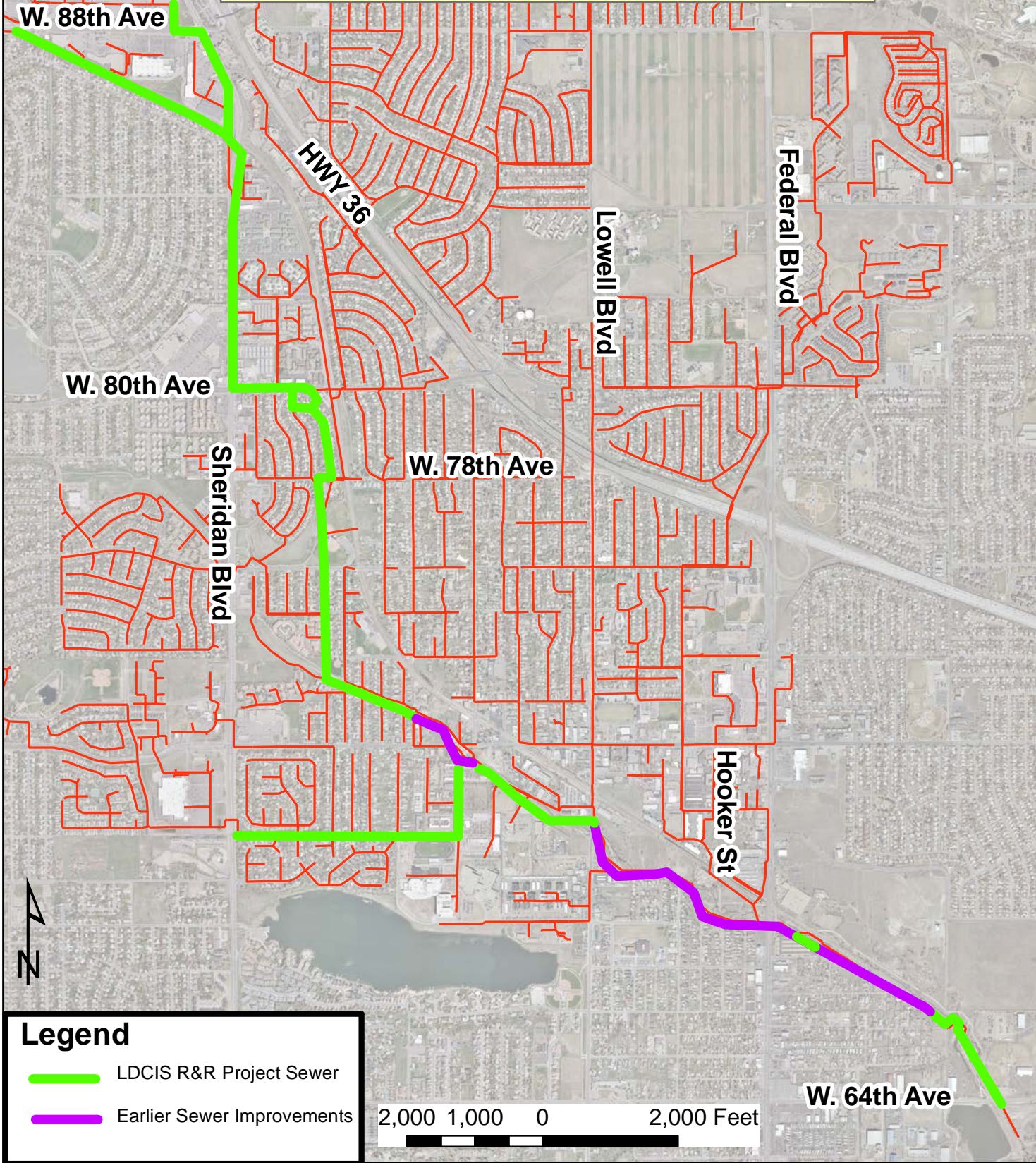
This project helps achieve the City Council’s Strategic Plan Goals of “Dynamic, Diverse Economy,” and “Excellence in City Services” by contributing to the objectives of well-maintained City infrastructure and facilities and maintaining neighborhood and commercial property infrastructure.

Respectfully submitted,



Donald M. Tripp
City Manager

Attachment – Map

LITTLE DRY CREEK INTERCEPTOR SEWER REPAIR AND REPLACEMENT PROJECT FINAL DESIGN



Legend

-  LDCIS R&R Project Sewer
-  Earlier Sewer Improvements

2,000 1,000 0 2,000 Feet



Staff Report

Information Only Staff Report
April 27, 2015



SUBJECT: Text to 911 System for Emergency Services

PREPARED BY: Lee Birk, Chief of Police
Karin Marquez, Communications Supervisor
Emily Peek, Communications Supervisor

Summary Statement

This report is for City Council information only and requires no action by City Council.

In 2014, the Jefferson County Emergency Communications Authority Board (JCECA) elected to implement a Text-to-911 system for all Public Safety Answering Point (PSAP) in the Jefferson County area. The Police Department has been advised that the go-live date has been set for May 1, 2015. This system provides an additional manner in which to contact 911 in the event of an emergency. The Text-to-911 system will also be particularly beneficial to the deaf and hard of hearing community.

Background Information

Within the industry there are currently three ways to implement a Text-to-911 system. Through the TTY (telecommunications device for the deaf) lines; the Web-based system; or CPE (Customer Premise Equipment) that is a computerized phone system handling Enhanced 911 calls. After reviewing all options, the JCECA opted for the Web-based system "Gem911". Gem911 was chosen as an interim solution because the system is free and because it will not tie up the 911 phone lines as the other system would. The Police Department is looking into a permanent solution to improve the receipt of text messages and how they are handled by the Dispatchers, as well as associating those messages with a Computer Aided Dispatch (CAD) event. The department is also looking into a permanent solution for storage and retention. However, some of the vendors are not quite "Next-Generation" ready. As technology improves, we will be able to make better decisions. However, the needs for the deaf and hard-of-hearing community is something that the department wants to address now in order to allow them more mobility and still have the means to reach emergency services. The Dispatchers will monitor the system and handle all incoming 911 text messages for the Westminster jurisdiction.

The citizens within the Jefferson County E911 area (which encompasses all of Westminster) will be able to text 911 from cellular devices to reach emergency services. The 911 texts work just as 911 calls do in that they will route through the nearest 911 cell tower. If a citizen attempts to text outside our coverage area, they will receive a bounce back message stating "Please make a voice call to 911. There is no text service to 911 available at this time."

A 911 text will follow the same general rules as a 911 voice call with the dispatcher identifying the location, nature, and details of the emergency. All information will be manually entered into the Dispatch CAD system and dispatched appropriately.

Jefferson County will be one of the few counties in Colorado to implement Text-to-911. Agencies across the Nation report very low monthly numbers overall and it seems that citizens prefer to call 911 in emergencies. A joint press release from agencies in the JCECA will be published on May 1, 2015 notifying citizens of this new option. The press release will also encourage the community to call 911 if possible. Calls are still the preferred and most efficient way to report an emergency. As mentioned, this system will be very beneficial to the deaf and hard-of-hearing community by providing them equal access to emergency services.

The City of Westminster's participation and collaboration with the Jefferson County Emergency Communications Authority Board in providing the Text-to-911 system assists in achieving City Council's Strategic Plan goals of Pro-Active Regional Collaboration and allows the City of Westminster to continue providing Excellence in City Services to the Westminster community.

Respectfully submitted,

Donald M. Tripp
City Manager



Staff Report

Information Only Staff Report
April 27, 2015



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner

Summary Statement

This report is for City Council information only and requires no action by City Council.

- The following report updates 2015 residential development activity per subdivision (please see attachment) and compares 2015 year-to-date totals with 2014 year-to-date totals.
The table below shows a 216% increase in new residential construction for 2015 year-to-date totals when compared to 2014 year-to-date totals (26 units in 2015 vs. 12 units in 2014).
Residential development activity for the month of March 2015 versus March 2014 reflects an increase in single-family detached (7 units in 2015 versus 3 units in 2014), an increase in single-family attached (10 units in 2015 versus 2 units in 2014), and no change in multiple-family and senior housing (0 units in both years).

NEW RESIDENTIAL UNITS (2014 AND 2015)

Table with 7 columns: UNIT TYPE, MARCH (2014, 2015), % CHG, YEAR-TO-DATE (2014, 2015), % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

Background Information

In March 2015, there were 17 Service Commitments issued for new housing units.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column will change as new residential projects (awarded Service Commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc., receive Official Development Plan (ODP) approval and are added to the list. Conversely, projects with expired Service Commitments are removed from the list.

This report supports the City Council Strategic Plan goals of Vibrant & Inclusive Neighborhoods and Beautiful, Desirable, Environmentally Responsible City.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment – Active Residential Development Table

ACTIVE RESIDENTIAL DEVELOPMENT

Single-Family Detached Projects:

Bradburn (120th & Tennyson)
 CedarBridge (111th & Bryant)
 Country Club Highlands (120th & Zuni)
 Countryside Vista (105th & Simms)
 Huntington Trails (144th & Huron)
 Hyland Village (96th & Sheridan)
 Legacy Ridge West F08 (107th & Leg. Ridge Pky)
 Lexington (140th & Huron)
 Various Infill
 Winters Property (111th & Wads. Blvd.)
 Winters Property South (110th & Wads. Blvd.)

Feb-15	Mar-15	2014 YTD	2015 YTD	# Rem.*	2014 TOTAL
0	0	0	0	0	0
0	0	0	0	3	0
1	1	9	6	49	16
0	0	0	0	9	0
0	1	1	2	17	4
0	5	0	6	95	4
2	0	0	2	87	0
0	0	0	0	2	0
0	0	0	0	7	1
0	0	0	0	8	0
0	0	0	0	10	0
3	7	10	16	287	25

SUBTOTAL

Single-Family Attached Projects:

Alpine Vista (88th & Lowell)
 Cottonwood Village (88th & Federal)
 East Bradburn (120th & Lowell)
 Hollypark (96th & Federal)
 Legacy Ridge West F08 Patio Villas
 Hyland Village (96th & Sheridan)
 Legacy Village (113th & Sheridan)
 South Westminster (East Bay)
 Shoenberg Farms
 Summit Pointe (W. of Zuni at 82nd Pl.)
 Sunstream (93rd & Lark Bunting)

0	0	0	0	84	0
0	0	0	0	62	0
0	0	0	0	117	0
0	0	0	0	58	0
0	2	0	2	62	0
0	0	0	0	153	0
0	8	0	8	14	8
0	0	0	0	53	0
0	0	0	0	8	0
0	0	0	0	58	0
0	0	2	0	2	8
0	10	2	10	671	16

SUBTOTAL

Multiple-Family Projects:

Hyland Village (96th & Sheridan)
 Orchard at Westminster
 Prospector's Point (87th & Decatur)
 South Westminster (East Bay)
 South Westminster (Harris Park Sites I-IV)

0	0	0	0	54	0
0	0	0	0	0	194
0	0	0	0	24	0
0	0	0	0	28	0
0	0	0	0	6	0
0	0	0	0	112	194

SUBTOTAL

Senior Housing Projects:

Crystal Lakes (San Marino)
 Mandalay Gardens (Anthem)

0	0	0	0	7	0
0	0	0	0	0	0
0	0	0	0	7	0

SUBTOTAL

TOTAL (all housing types)

3 17 12 26 1077 235

* This column refers to the number of approved units remaining to be built in each subdivision.



Staff Report

Information Only Staff Report
April 27, 2015



SUBJECT: Employee Appreciation Teams in Action Update

PREPARED BY: Lisa Chrisman, Human Resources Manager - Benefits
Jen Prehn, Human Resources Analyst
Debbie Mitchell, General Services Director

Summary Statement

The first 2015 Teams in Action luncheon was held on Wednesday, April 1, 2015 at City Park Recreation Center. This report is a summary of all April Teams in Action department submittals.

Background Information

A basic tenet of modern personnel management strategy is to consistently, diligently and honestly recognize the valuable contributions of employees. Recognition can take many forms and it is the City's intent to utilize various awards systems to acknowledge the valuable contributions made by City employees. One form of recognition that occurs twice a year is the awarding of Teams in Action. The Teams in Action award is designed to allow each City department the ability to recognize efforts and accomplishments of various teams, task forces, or work groups that may operate intra or inter-departmentally. The goal of the award is to encourage teamwork and recognize team accomplishments in the areas of quality service delivery, enhanced productivity, systems and procedures improvement and quality of work life enhancements.

The following are summaries of the Teams in Action award submittals made by departments:

Community Development – Land Development Application Review Team

This team was recognized for their combined efforts to efficiently and consistently review development proposals. They provide a "one stop shop" for residents and businesses by consolidating the project review, permit, and inspection functions of the City. A workload increase of 20% from 2013 to 2014, plus staffing changes required the development review team to work more efficiently and effectively. Through collaborative efforts, the team implemented policies that ensure continuous improvements to the quality of life, transportation system, and employment opportunities for Westminster citizens. This is a great example of providing exceptional service to the community.

Finance Department – Automated Business Licensing Team

This team worked to investigate financing solutions related to a Stormwater project funding shortfall in the transit oriented development area for about \$4.5 million. At this time, an intergovernmental agreement was being crafted with Adams County outlining their need to structure their capital improvement contribution to the flood control project over a ten-year horizon. However, the full

funding amount was needed in order to complete the project ahead of the anticipated 2016 opening of the rail station. Finance solicited financing proposals and prepared study session and agenda memos for City Council review and rationale to secure the financing. In February 2015, the ordinance was presented to Council and approved unanimously. Financing for the project was secured shortly after Council approval. This team employed SPIRIT values to achieve positive outcomes for the City.

Fire Department – Active Shooter Training Team

In today's world, it is a reality that emergency responders must be prepared and trained in response to active shooter incidents. The Fire and Police Departments recognized the need in early 2014 to formulate plans for response to these types of incidents. In July of 2014, the two departments conducted an exercise that simulated an active shooter who had entered a high school during class hours. The departments worked together on a unified command structure so that they could manage the scene together. This exercise was held over three different days to allow multiple shifts of first responders to participate. This exercise was very successful in testing the group's response and identifying areas that needed to be modified in the response plan. Another series of exercises are currently being planned for the summer of 2015. This is a great example of the strong working relationship and collaboration that exists between the Police and Fire Departments, setting the City apart from other organizations.

General Service Department – JDE Training Module Team

The JDE Training Module project impacts all benefitted employees and their supervisors by providing a seamless transition to a more robust City-wide training management system. This team improved upon the previous system by allowing for more sophisticated reporting in order to analyze data for planning and budgeting. The information that is captured in JDE is now organized in a way that other City applications, like COWnet, can use. This team came together and created a partnership, learning a great deal about one another's functions, needs and processes. The testing phase of this module was extensive, evidenced by the fact that users have had very few problems with the new module. The new module was successfully rolled out on January 2, 2014, and maintained continuity for users in terms of the look and feel of the previous training system. The work of this team supports the City's goal of being a true learning organization. Another great example of service and teamwork to better meet the needs of our internal customers!

Parks Recreation & Libraries – Citywide Special Event Implementation Team

The Golf Division of the Parks, Recreation and Libraries Department experienced great success at this year's Denver Golf Expo. This team landed \$80,185 in pre-sales of 2,146 rounds of golf, despite record breaking snowstorms during the Expo. This team's success can be attributed to an expanded team approach to customer service, staffing, marketing and sales delivery. This team encompassed staff from multiple departments to address technical challenges, allow for three point-of-sale systems, the design of a "green" booth, and the addition of TV monitors and iPad kiosks. This is a great example of using innovation to improve the customer experience!

Police Department – Hoarder Task Force

The Hoarder Task Force began in 2012, when it addressed the issue of an elderly female, living alone, unable to adequately care for herself and living in an unimaginable situation. After intervention from the task force, the elderly resident was relocated to an assisted living facility where she was able to get regular meals and medical care. Thanks to the intervention of this team, her living conditions have vastly

improved, and most importantly, she is happy. In late 2014, the task force began working on a similar situation that had been a chronic problem for neighbors and City staff. Eleven City employees were involved in the resolution of this case, which required approximately 305 hours of staff time. The clean-up required nine 40-yard roll off dumpsters and took approximately a month to complete. Without the collective efforts of this team, the successful resolution for the residents, neighbors and City would not have been possible. This team has vastly improved the situation for neighbors and has allowed individuals to receive the care they need.

**Public Works and Utilities Department – Capital Improvement Project Planning
(Also recipient of CMO Choice Award)**

The City owns and operates a complex potable water distribution system valued at over one billion dollars. Growing, maintaining, repairing and improving this system is an ongoing responsibility of the City that relies heavily on coordination and teamwork across multiple departments. This project focused on improving the reliability of water service for 3,000 customers in the western portions of the City. The Utilities Planning and Engineering Division teamed up with the following groups: Utilities Operations Division; Street Operations Division; Fire Department; Parks, Recreation & Libraries; and Community Development to undertake a six million dollar project just east of Standley Lake. Overall, the new pipeline proved lower in upfront capital costs, lower in ongoing operational costs and maintenance, higher in reliability and longer in useful service life. Another great example of using teamwork and innovation to better serve our citizens!

The Employee Recognition Program is an integral part of the City’s efforts to provide a quality work environment and supports Council’s Strategic Plan goal of “Excellence in City Services.”

Respectfully submitted,

Donald Tripp
City Manager