



WESTMINSTER

TO: The Mayor and Members of the City Council
DATE: May 12, 2016
SUBJECT: REVISED - Study Session Agenda for May 16, 2016
PREPARED BY: Donald M. Tripp, City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings 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 next Monday night's Study Session, the following schedule has been prepared:

A light dinner will be served in the Council Family Room **5:45 P.M.**

CITY COUNCIL REPORTS **6:00 P.M.**

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

SPECIAL CITY COUNCIL MEETING **6:30 P.M.**

CITY MANAGER'S REPORT

PRESENTATIONS

1. Update on Old St. Anthony North Hospital at 84th Avenue and Federal Boulevard with Shelly Thompson of Centura Health - **Verbal**
2. Boulder Outreach for Homeless Overflow with Alan Farb – **Verbal**
3. NovusAGENDA Training for City Council
4. Proposed Temporary Location for City Council Meetings during Council Chamber Renovation Project

EXECUTIVE SESSION

1. Discussion with the City Attorney for the Purpose of Receiving Legal Advice on Pending Litigation in the Brandt v City of Westminster Cases as Authorized by Section 24-6-402(4)(b), C.R.S., and Section 1-11-3(C)(3), W.M.C. - **Verbal**

INFORMATION ONLY ITEMS

None at this time.

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting 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 ymedina@cityofwestminster.us to make a reasonable accommodation request.



Staff Report

Information Only Staff Report
May 16, 2016



SUBJECT: NovusAGENDA Training for City Council

PREPARED BY: Michelle Parker, City Clerk

Summary Statement

The City Council Meeting Agenda packets will be moving from a paper-based system to an electronic, web-based software solution using NovusAGENDA. For the last few months, Staff have been working to build templates, workflows, and other business processes to launch this new software and bring our City Council Agenda packets online. After three parallel tests, Staff believes the system is ready to go live.

The purpose of Monday's training with City Council is to demonstrate the features of the system and how the new interface will function as modules are added in the future. We will be joined briefly by conference call by a representative of our vendor, Novus, to answer any technical questions that may arise.

Background Information

In the latter part of 2015, the City Clerk's Office went through a selection process to select an electronic agenda software package. After a thorough review process screening and interviewing four of the most widely utilized electronic packet software vendors, NovusAGENDA was chosen as the prospective vendor and a 120-day trial period ensued in which Staff tested the software by creating templates, testing real agenda memos, building workflows, and developing business processes. The software will cost approximately \$13,945 per year assuming all components are added (i.e., audio recording, minutes module, board voting module, and in meeting tools (electronic voting, request to speak, in meeting public display, etc.)); the cost of software evaluated ranged from \$13,945 to \$67,360 per year.

The software automates what was a very manual, paper-heavy process, while allowing for real-time editing by Staff via a web-based system. It also simplifies formatting and routing of documents through departments as Agenda Memoranda are being created and edited. One of the biggest benefits that Novus offers is improved transparency for citizens, who will be able to view Agenda Items as they are being discussed and voted on in real time through a projection module that is anticipated to be implemented during the City Council Chambers remodel. Additionally, Novus will automate minutes, motions, and vote recording. This software will be available eventually for any of the Boards and Commissions wishing to utilize the electronic packets in the future.

Staff is implementing a phased roll out of this new software. The first phase is the City Council meetings (i.e., the formal City Council meetings held the second and fourth Mondays of each month). Upon successful roll out of these agenda, Staff will complete implementation of the Study Session agenda (i.e., the meetings conducted the first and third Mondays of each month).

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A representative of Novus will provide an overview of the software via conference call and answer any technical questions. Staff will be in attendance at Monday's Study Session to demonstrate the features of the system and how the new interface will function as we add modules in the future.

The transition to NovusAGENDA supports the City Council's Strategic Plan Goals of *Vibrant, Inclusive and Engaged Community* by providing enhanced transparency of public meetings, and *Financially Sustainable Government Providing Excellence in City Services* by creating efficiencies in business processes that enhance Staff's ability to serve the City Council members and the citizens of the City of Westminster.

Respectfully submitted,

Donald M. Tripp
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
May 16, 2016



SUBJECT: Proposed Temporary Location for City Council Meetings during Council Chamber Renovation Project

PREPARED BY: Barbara Opie, Deputy City Manager
Mark Ruse, Facilities CIP and Operations Manager

Recommended City Council Action

Direct Staff to bring to a future City Council meeting action to officially designate the location of City Council meetings during the City Council Chamber renovation project from July to November as the City Hall Multipurpose Room.

Summary Statement

- The City Council Chambers renovation project is anticipated to commence in early July and may take until November to complete, although it is anticipated to finish in October. This is the first significant renovation to this part of City Hall since it was opened in 1988.
- Staff considered relocating the City Council meetings outside of City Hall during this time, but for a variety of reasons outlined in the Background section, Staff recommends keeping the meetings at City Hall.

Expenditure Required: \$0

Source of Funds: N/A

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Policy Issue

- Should City Council meetings be relocated off the City Hall campus to conduct the official business of the City of Westminster during the Council Chambers renovation project?

Alternative

- City Council could direct Staff to locate City Council meetings at other locations identified in the Background section. Staff does not recommend these other locations as City Hall is the well-established location for these meetings and has the needed infrastructure (security, recording equipment, etc.) to efficiently operate these meetings.

Background Information

Staff has been working with Anderson Hallas Architects, PC (Anderson Hallas) on the renovation of the City Council Chambers since late 2014. At the April 4, 2016, Study Session, City Council reviewed the final recommendations of Anderson Hallas and directed Staff to proceed with the recommended full renovation of the Chambers, including construction of a new City Council Board Room adjacent to the Chambers. This renovation makes the Chambers and Board Room fully ADA and building code compliant with many enhanced security features. Funds were appropriated with the early carryover appropriation (approved on second reading May 9) to fund the project moving forward.

Staff is proceeding with the use of a Construction Management/General Contractor (CM/GC) contract for renovation of the Chambers to complete the renovation as quickly as possible. This contracting strategy minimizes the quickly escalating construction costs, eliminates the time required for a Request For Proposal (RFP) process after design is complete, and allows the renovation to begin early summer so completion can closely mirror the plaza renovation project.

As City Council is aware, the City Hall Plaza renovation project is scheduled to commence work in June and anticipated to be complete October 31, 2016. In order to minimize the impacts on the public, City Council and Staff, Staff is working to coordinate the construction projects closely to overlap timelines as much as possible. As such, Staff recommends commencing construction on the Council Chambers renovation project as soon as possible in July. Access to the main door of City Hall will be available throughout the City Hall Plaza renovation project.

During the Chambers renovation project, the Chambers will not be available for public use. Staff has investigated many alternatives for relocating the City Council meetings during this five month period. While the Chambers will be inaccessible during this time, the Council Board Room in its current location remains available to City Council Study Sessions as well as Boards and Commissions meetings. Staff is not recommending that the Study Sessions be relocated during this construction period.

Representatives from Building Operations and Maintenance (Mark Ruse, Facilities CIP and Operations Manager), the Police Department (Sergeant Trevor Materasso), and the City Manager's Office (Barbara Opie, Deputy City Manager) conducted site visits to several locations and identified pros and cons associated with many locations. Staff also consulted with facility managers concerning concerns, potential additional costs, and scheduling challenges at the alternative locations. Included

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in this list of facilities evaluated are the following: Westminster School District Board Chambers located at Westminster High School, The MAC Ballroom, City Park Recreation Center Community Room, Public Safety Center Training Room, College Hill Library, and West View Recreation Center Community Room. However, based on a comprehensive operational and security review, Staff recommends the utilization of City Hall's Multipurpose Room during this time period for City Council Meetings.

From a security perspective, the metal detector is set up and established as standard protocol within City Hall for these meetings and would not require significant modifications to temporarily relocate the device, recalibrate it each time, and relocate it back. The other locations may not physically allow for the metal detector to be used as a matter of access into the facilities (i.e., some have many entrances and it may not be possible to ensure all guests are screened). In addition, the Police Department is located immediately across the plaza and provides for ease of Police support for these meetings and would not require additional Police staffing, as some of the alternatives might require. The Multipurpose Room also provides for several access and egress points, providing additional security.

For operations, City Council would still be able to conduct the pre- and post-briefing meetings in the City Council Board Room in the upper level, which has the needed recording devices in place. The Multipurpose Room has audio visual equipment needed during City Council meetings for presentations by developers and Staff that typically are needed for development-related/land use items City Council might act upon. Any location will require temporary recording devices to be utilized but retaining that equipment within City Hall will help facilitate the appropriate recordings during the meetings. In addition, the technological infrastructure for webcasting the City Council meetings is in place at City Hall and will help facilitate this during the temporary relocation.

The other locations provide for many challenges associated with security, providing for a safe room, room set up and tear down each week, as well as audio visual challenges for presentations, microphones, and recording. In addition, several locations have events already scheduled throughout the construction period and would require either attempting to relocate those events or move the City Council meetings weekly. Staff does not recommend moving the City Council meetings around the City as it causes confusion as to where the meeting will be, reducing transparency in conducting City business as keeping track of moving meeting locations may frustrate the public. City Council will need to officially act at an upcoming City Council meeting to change the meeting location of City Council meetings so they may be appropriately posted and advertised. As the public is used to attending City Council meetings at City Hall, temporarily relocating them to the Multipurpose Room within the same building should minimize confusion and make it easier for the public to attend and participate in these meetings.

Staff will be available on Monday night to discuss the recommended location and answer questions about the other locations investigated.

The City Council Chambers renovation project and the temporary relocation of the City Council meetings support the following Strategic Plan goals:

- “Vibrant, Inclusive, and Engaged Community” by providing facilities that are inclusive and welcoming for residents and businesses to attend and participate in Council meetings;

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Renovation Project

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- “Beautiful, Desirable, Safe and Environmentally Responsible City” by ensuring City Hall remains a special place and provides the appropriate setting for people to participate in their government; and
- “Financially Sustainable Government Providing Excellence in City Services” by retaining “the Westy Way” in the quality of facility and ability for developers, businesses and residents to present and participate in their local government.

Respectfully submitted,

Donald M. Tripp
City Manager