



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council
DATE: December 2, 2015
SUBJECT: Study Session Agenda for December 7, 2015
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 5:30 P.M.

CITY COUNCIL REPORTS

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

CITY MANAGER'S REPORT

EXECUTIVE SESSION

6:00 P.M.

1. Review and Discuss City Facility security measures pursuant to WMC 1-11-3(C)(6) and C.R.S. 24-6-402(4)(d)

PRESENTATIONS

1. Council Chambers Renovation Update
2. Proposed Community Development Block Grant Projects for the 2016 Action Plan
3. Consideration of a Possible Construction Defect Ordinance (Material being provided by City Attorney's Office)

EXECUTIVE SESSION

1. Executive session to receive legal advice as to consideration of a possible construction defect ordinance, as permitted by C.R.S. 24-6-402(4)(b) and W.M.C. 1-11-3(C)(8)
2. Discuss strategy and progress on 2016 consultant contract negotiations with John Mullens and The Laramie Company related to the Downtown Westminster project and provide instructions to the City's negotiators as authorized by WMC 1-11-3(C)(4) and (7) and CRS 24-6-402(4)(e)(I) – ***Verbal***
3. Provide instruction to the City's negotiators regarding a dispute with a former development consultant concerning a redevelopment proposal and receive legal advice from the City Attorney on the same as authorized by Sections 1-11-3(C)(3), (7) and (8), W.M.C., and Sections 24-6-402 (4)(b) and (e), C.R.S. - ***Verbal***

INFORMATION ONLY ITEMS

1. 2016 Annual Tap Fees CPI Adjustment
2. 2016 Large Item Cleanup Program
3. Proposed Contract Amendment with Concrete Express, Inc.–LDC Grading and Flood Control Project and Creekside Dr.

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 mbarajas@cityofwestminster.us to make a reasonable accommodation request.*



Staff Report

City Council Study Session Meeting
December 7, 2015



SUBJECT: Council Chambers Renovation Update

PREPARED BY: Debbie Mitchell, General Services Director
Barbara Opie, Assistant City Manager
Mark Ruse, Facilities CIP and Operations Manager
Matthew Booco, Business Operations Coordinator

Recommended City Council Action

Review design options based on varying levels of scope and cost for the Council Chambers Renovation project and provide direction to Staff on how to proceed. Staff believes Option 1A meets the key target requirements for the Council chambers and Boardroom meeting space in the short and long term.

Summary Statement

- Bids were issued in late 2014 to master plan and develop cost estimates for the City Council Chambers and Board Room renovations. The architectural firm of Anderson Hallas Architects, PC (Anderson Hallas) was selected. Their project team includes: K2 Audio, Inc. for audio/acoustics; JVA, Inc. for structural engineering; Three Sixty Engineering, Inc. for mechanical engineering; AEDG, Inc. for electrical engineering and IT; and Parametrix, Inc. for cost estimating.
- Anderson Hallas Architects met with the steering committee comprised of City Staff from various departments, and a focus group including representatives from several Boards and Commissions. Staff, in cooperation with Anderson Hallas Architects, PC, drafted a Staff Report and conducted a presentation on this project for Council on April 6, 2015. Council was asked to provide input on their needs and priorities for these rooms with the expectation that Staff would return with design options and project cost estimates.
- As the master planning and cost estimating occurred, it became clear that significant funding challenges existed for this project. Initial cost estimates for both rooms range from \$1.5 to \$2.0 million.
- Staff recommends phasing the project over a period of time. The first phase is recommended to be the Council Chambers. This area is being identified as a priority because it is the more publicly utilized space and has numerous security, ADA accessibility, and building code issues, not to mention significant audio-visual challenges (recording of meetings, microphone system, voting system and presentation system that also create accessibility and transparency challenges). Cost estimates for the Chambers range from \$500,000 to \$1.4 million to incorporate all Council and Staff requirements. The more comprehensive renovation provides Council with an option to have the Boardroom and Council Chambers needs met in one space.

- The purpose of Monday's presentation is to obtain feedback from City Council on the proposed design options for the Council Chambers and approval to proceed with construction documents for the selected design option. Elizabeth Hallas with Anderson Hallas will be on hand to gather the information and provide design options, including project costs.
- The total amount appropriated to date is \$745,000, including the mid-year 2016 amendment. Approximately \$58,000 is currently contracted for master planning and cost estimating, leaving approximately \$687,000 available for the renovation.

Expenditure Required: \$500,000 - \$1,400,000

Source of Funds: General Capital Improvement Fund

Policy Issue

Does City Council wish to proceed with the Council Chambers Renovation project as recommended within this Staff Report, including allocating future funds to address needed renovations?

Alternatives

- Direct Staff to close this project and not complete a master planning effort for the Council Chambers Renovation Project.
- Direct Staff to reduce and/or redirect the scope for the Council Chambers Renovation Project.
- Direct Staff to change the priority of design from the Council Chambers to the Board Room and provide design and cost estimates for the Board Room.
- Direct Staff to provide design and cost estimates for the project in its entirety, addressing both Council Chambers and the Boardroom renovation.

Background Information

Westminster City Hall opened in 1988 and included state-of-the-art technology and audio-visual (AV) equipment at the time. Minor updates to AV adjustments have been made to the City Council Chambers and Council Board Room over the last 27 years. Staff believes these facilities are in need of significant reinvestment to improve accessibility, safety, and maintain the functionality and professionalism desired and expected at City Council meetings, City Council Study Sessions, and Board and Commissions meetings and hearings.

Based on requests for improvements received from City Council, Board and Commission members, business members and Staff, a total of \$395,000 was initially designated within the 2013 and 2014 budget for the proposed renovation of the City Council Chambers and the Board Room.

Bids were issued in late 2014 to master plan and develop cost estimates for the City Council Chambers and Board Room renovation. The architectural firm of Anderson Hallas Architects, PC (Anderson Hallas) was selected. Their project team includes: K2 Audio, Inc. for audio/acoustics; JVA, Inc. for structural engineering; Three Sixty Engineering, Inc. for mechanical engineering; AEDG, Inc. for electrical engineering and IT; and Parametrix, Inc. for cost estimating.

A steering committee was formed and comprised of representatives from the following departments/divisions: Police, Information Technology, General Services-City Clerk's Office, General Services-Building Operations & Maintenance, City Manager's Office-Communication & Outreach, City Manager's Office-Management & Budget, and Community Development. The committee reviewed what is working well and what needs improvements in both the Council Chambers and Board Room. In addition, the committee discussed the timeline and feedback process.

Anderson Hallas Architects met with the steering committee, a focus group including representatives from several Boards and Commissions, and then with City Council on April 6, 2015 to gather feedback on needs, priorities and expectations for renovation of both the Council Chambers and the Board Room.

Based on this collaborative and broad collection of requirements, Anderson Hallas Architects developed initial design options and preliminary construction costs for both the Council Chambers and the Board Room. Staff is realistic that the current project budget will be insufficient to complete

all desired components of the renovation to both rooms. The steering committee reviewed these options and projected costs that ranged from \$1.5 to \$2.0 million to renovate both rooms. The Committee identified the Council Chambers as a priority because it is the more publicly utilized space and has numerous security, ADA accessibility, and building code issues, not to mention significant audio-visual challenges. Staff recommends the first phase of the overall project to be the renovation of just the Council Chambers, which is estimated to cost \$500,000 to \$1.4 million. Staff anticipates that phasing the design and construction would establish the most effective approach for future renovations, and allow for the best economies of scale within each portion of the overall project. Option 1A meets 100% of the requirements identified and would allow for improved and relocated Council Boardroom space. If Council concurred that this option is desired, the current boardroom space could be freed up to meet other City Hall space needs.

On October 1, 2015, Mayor Pro Tem Briggs and Councillors Garcia and Pinter attended a voluntary workshop to hear an update on the planning effort and review proposed design options for the Council Chambers from Elizabeth Hallas from Anderson Hallas. No decisions were made at the workshop but there was open discussion on the merits of the design options. There seemed to be support for the deliberate focus on requirements and endorsement of the priorities for ADA and code compliance, enhanced security and effective presentation technology.

The cost to date for master planning and cost estimating the City Council Chambers and Board Room totals approximately \$58,000. This leaves approximately \$687,000 towards the construction documents and renovations. Based on the final design option selected by Council, additional funding may be required in the future. As the master planning portion of the project is nearing completion, Staff is asking City Council for direction on how to proceed with this project. Once a direction is established, Staff will be able to proceed with the procurement of construction documents/drawings and final scope definition for this renovation project.

Elizabeth Hallas with Anderson Hallas and Staff will be in attendance on Monday night to present four design options for the Council Chambers, gather feedback, and request direction.

The City Council Chambers renovation project supports 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;
- “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



Staff Report

City Council Study Session Meeting
December 7, 2015



SUBJECT: Proposed Community Development Block Grant Projects for the 2016 Action Plan

PREPARED BY: Heather Ruddy, Community Development Program Planner

Recommended City Council Action

Provide direction to staff regarding proceeding to a public hearing on the proposed allocation of Community Development Block Grant funds as set forth in this report for the 2016 Action Plan to be submitted to US Department of Housing and Urban Development.

Summary Statement

- The City of Westminster receives an annual allocation of (CDBG) funds from the United States Department of Housing and Urban Development (HUD). The funds must be used towards programs and projects benefiting low- and moderate-income populations and areas. Based upon an anticipated cut in funding estimated at five percent, the City could receive roughly \$550,000 in 2016 CDBG funding. Based upon input from citizens and City staff analysis and discussion, the following CDBG projects are recommended to be funded in 2016 at the following estimated funding levels:
 1. CDBG Administration – Approximately \$110,000 or 20 percent of CDBG program
 2. Minor Home Repair Program - \$50,000
 3. Electronic “Your Speed” Signs - \$43,000
 4. Sidewalk Connection - \$100,000
 5. Section 108 Loan Principal Balance Payment - \$247,000
- City Council received this same Staff Report as an FYI last week in order to provide extra time for your consideration of this issue. Staff will be present at Monday night’s Study Session to provide further details, answer questions and receive direction from City Council.

Expenditure Required: \$550,000

Source of Funds: Community Development Block Grant Program

Policy Issue

Should the City allocate the CDBG funds to the recommended programs and projects?

Alternatives

1. The City Council may choose to not accept the funds. Staff recommends that such an alternative not be considered as CDBG funds have provided benefits to Westminster residents and have provided needed funds for capital projects and other critical programs.
2. The City Council may choose to allocate the funds in a different manner. Staff believes the allocations identified in this agenda memorandum, will serve Westminster residents well meeting a number of critical needs in the community and meet the goals identified in the 2015-2019 Consolidated Plan. Staff evaluated over 35 additional projects for funding that were generated through the Consolidated Plan and previous years' Action Plan processes, internal staff discussions, and consultation with other City departments. Many of these projects were not chosen for funding in 2016 for reasons including their complexity, impact on operating and maintenance budgets, their ability to be completed on time, their eligibility to be funded through the CDBG program, and the appropriateness of utilizing CDBG funds for the respective project.

Background Information

The City of Westminster receives an annual allocation of (CDBG) funds from (HUD). In 2015, the allocation was \$578,221. The 2016 CDBG allocation is not known at this time; since as of the writing of this memo the federal spending bill appropriating departmental budgets had yet to be passed and signed into law. Once departmental budgets are appropriated HUD must then calculate individual community CDBG allocations. It is estimated that the City will once again receive a reduction in its CDBG allocation of approximately five percent, making its 2016 allocation an estimated \$550,000.

CDBG funds are to be used for projects and programs that benefit the City's low to moderate-income populations and address blight conditions. Eligible project activities may include economic development/redevelopment, certain public facility and infrastructure improvements, and affordable housing activities.

CDBG staff relied upon input gathered during the 2015-2019 Consolidated Plan process to inform the selection of 2016 projects. Staff also reevaluated input gathered from South Westminster residents during the 2014 Action Plan process. During that process, South Westminster residents, through the Heart of Westminster community organization, developed a list of potential CDBG projects. Staff evaluated the projects suggested by the Heart of Westminster and assessed the feasibility of each. At that time, the organization suggested a speed monitoring sign project, which was deemed an eligible project but was not funded in 2014 and was placed under consideration for future year funding. This project is recommended for funding in 2016. Staff evaluated over 35 additional projects for funding.

Staff recommends that CDBG funds be expended on small-scale "shovel ready" projects. In the past, CDBG funds have been used on large-scale, often multi-year phased projects, which can prove to be problematic. Staff does not recommend utilizing CDBG funds on large-scale projects as doing so has the potential of increasing total project costs in order to meet both Davis Bacon and Section 3 (low income job creation) requirements. Complex, large-scale and costly projects raise concerns as these types of projects can affect the City's HUD imposed timely expenditure of funds requirement. Also,

should these projects for some reason never be completed, the City runs the risk of having to pay HUD back any CDBG funds expended on the project. Staff accordingly recommends that CDBG funding be directed toward smaller scale projects that can be completed and closed out more quickly.

The following projects were chosen due to their benefit to the community and their ability to be completed quickly and on time.

1. CDBG Administration - \$110,000 or 20 percent of CDBG program

Description: HUD allows grantees to utilize up to 20 percent of CDBG funding for administration and planning expenses. HUD requires the City to provide a number of services that require a significant amount of staff time. These duties include submission of the five-year Consolidated Plan, preparation of the annual action and performance reports, hosting citizen participation activities and community meetings, monitoring minority business contract reports and complying with federal Section 3 requirements, conducting environmental reviews, compliance with the Davis-Bacon Wage Act, national objective and eligibility review, and contracting and procurement regulatory procedures. This funding pays the salary of the full-time CDBG Technician and the one-half time Community Development Program Planner. It is anticipated that program administration expenses will increase in 2015 in order to comply with new Affirmatively Furthering Fair Housing rules. The balance of administrative funds are used towards training, supplies, and consultants as necessary. Any unspent administration funds revert to the CDBG uncommitted fund balance at the end of the program year to be reallocated to future projects and/or studies.

2. Emergency and Essential Home Repair Program - \$50,000

Staff recommends a continuation of funding of the Emergency and Essential Home Repair Program at a reduced level from 2015. Due to the delay in receipt of CDBG funds for the past two years, we currently have a full-year's level of funding for the home repair program still to be expended. During the 12 month period after receiving the City's 2014 allocation in September, 2014, the home repair program has completed or is in the process of completing repairs to 22 Westminster homes, which is greater than projected. The City just received its 2015 CDBG allocation in September of this year and will begin spending the \$90,000 budgeted for the home repair program in the coming months. In order to avoid the risk of a large balance of unexpended funds in the home repair program budget, staff recommends decreasing the funding amount for the program in 2016. This program will continue to be promoted through various ways including website, printed media, outreach events and newsletters.

3. Electronic "Your Speed" Signs - \$43,000

During the 2014 Action Plan process the Heart of Westminster community organization requested that the City use CDBG funds to install electronic "Your Speed" signs in various locations in South Westminster. Due to other funding priorities, staff did not recommend previously pursuing this project but had agreed that it would be a beneficial project to complete in the future. Staff now recommends budgeting \$43,000 to install approximately six signs in three locations in South Westminster that meet traffic engineering standards for installation of these signs. A Heart of Westminster representative provided a list of potential locations for sign placement, which will be evaluated by Engineering staff. If the requested locations meet engineering standards signs will be installed at those locations. Should the requested locations not meet standards, Engineering staff will evaluate alternative locations in South Westminster. Due to the fact that motorists become ambivalent to these signs over time, Engineering staff may move them periodically throughout the area. However, the signs must be located in South Westminster and in qualifying low-moderate

income Census tracts. Staff believes this project would be a positive use of CDBG funds and will provide a tangible benefit to the South Westminster community.

4. Sidewalk Connections - \$100,000

There remains several areas throughout South Westminster with missing sidewalk connections including Oakwood Drive just north of 80th Avenue to Auburn Street and the south side of 73rd Avenue within Fireman's Park. The Oakwood Drive connection has been requested by area residents and is needed to improve safety along this roadway. Staff recommends approving funding for the Oakwood Drive sidewalk connection in 2016 and reserve the Fireman's Park sidewalk connection as a "plan b" project that may be completed should staff need to accelerate spending in 2016. Sidewalk connection projects may be completed rather quickly and will help the program meet its timely expenditure of funds requirement.

5. Section 108 Loan Principal Payment - \$247,000

At the December 14 City Council Meeting, the City Council will consider a \$600,000 expenditure of CDBG funds to pay down a portion of the City's Section 108 Loan. In 2012, the City received a \$1.5 million Section 108 loan from HUD to support redevelopment on the southwest corner of 73rd Avenue and Lowell Boulevard. These funds were utilized for planning, property acquisitions, and tenant relocations. While the City continues to hold the note, paying down the principal would reduce the City's obligations towards interest payments until a project can assume the loan. Moreover, paying down an additional portion of the principal balance on this loan will strengthen the financial position of any project moving forward on the redevelopment of the city owned property located at the southwest corner of 73rd Ave. and Lowell Blvd. 73rd and Lowell property. The Section 108 loan is structured so that any future developer will assume the balance of the loan upon completion of a project. Paying down the principal balance on the loan reduces the developer's financial burden. Finally, expending the bulk of CDBG funds on a loan payment will allow staff to focus its energies on completing the previously budgeted Bradburn Boulevard streetscape improvements and meeting federal requirements to Affirmatively Further Fair Housing.

Public Outreach Process

Staff proposes to follow the City's CDBG Citizen Participation Plan in order to provide outreach to citizens regarding the 2016 Action Plan. This will include conducting a public meeting in South Westminster at the MAC or Irving Street Library, a Public Hearing on the plan at a City Council meeting, and a 30 day public comment period. Per the Citizen Participation Plan, all meetings will be noticed to the public for at least 14 days prior to the meeting date.

The following provides a list of locations where public notices will be sent regarding the Action Plan. Recipients are asked to place the public notice in a prominent location in their facility for a 30 day period. Additionally, select individuals who have expressed an interest in the CDBG program and/or have requested direct notification of actions taken within the program will also receive notices.

<p>Schools</p> <p>Hidden Lake High School Westminster High School Ranum Middle School Shaw Heights Middle School Early Childhood Center Flynn Elementary School Harris Park Elementary School Hodgkins Elementary School Skyline Vista Elementary School Westminster Elementary School Crown Pointe Academy</p>	<p>Apartment Complexes</p> <p>Lowell Colony Apartments Orchard Crossing Susan Kay Apartments Terrace Gardens Village at Greenbriar Glendale Apartments Westminster Commons Villa Maria Clare of Assisi Homes Cottages at Panorama Point Residences at Panorama Point Westchester Apartments East Bay Senior Housing Mountain Terrace Bradburn Gardens Westbury Apartments Toscana Walnut Creek Warwick Station Apartments</p>
<p>Organizations</p> <p>FRESC Adams County Housing Authority Harris Park Townhomes HOA Hidden Lake HOA Meade Manor HOA Growing Home Heart of Westminster Westminster Grange Denver Post South Westminster Arts Group (SWAG) Lao Buddhist Temple Community Enterprise Servicios de La Raza Hmong American Association of Colorado</p>	<p>City Facilities</p> <p>City Hall Irving Street Library College Hill Library The MAC Swim and Fitness Center City Website and Social Media</p>
<p>Individuals</p> <p>Joe Sloan Gary Shea Vi June Bill Christopher Dino Valente Jill Jennings Golich</p>	

Other Considerations

In the first quarter of 2016, Staff will be coming to City Council for a comprehensive discussion of the CDBG program. This will include a discussion of funding priorities, program mechanics, and public outreach.

The proposed 2016 CDBG Action Plan Projects meets the City Strategic Plan goals of *Dynamic, Diverse Economy and Financially Sustainable Government Providing Excellence in City Services* by cultivating and strengthening a wide array of economic opportunities and supporting a financially sustainable government.

Respectfully submitted,

Donald M. Tripp
City Manager

CONSTRUCTION DEFECTS ORDINANCES

City	Date Enacted	INCORPORATED APPROACHES							
		Mandatory Arbitration by Plat Note	Mandatory Arbitration by Ordinance	Restriction on Use of City Codes	Majority Approval for HOA to Commence Litigation	Notice Required to HOA Members	Mandatory Right of Repair	Offer of Repair	Offer of Settlement in Lieu of Repair
DENVER	11/23/2015		X	X	X	X			
ARVADA	10/5/2015	X							
AURORA	9/14/2015		X		X	X	X		X
WHEAT RIDGE	8/24/2015	X	X		X	X	X		
COMMERCE CITY	7/6/2015		X		X	X	X		
LITTLETON	5/5/2015		X		X	X	X		
LONE TREE	2/17/2015		X		X	X		X	
PARKER	11/3/2014	X							
LAKWOOD	10/13/2014		X		X	X	X		



Staff Report

Information Only Staff Report
December 7, 2015



SUBJECT: 2016 Annual Tap Fee CPI Adjustment

PREPARED BY: Stu Feinglas, Water Resources Analyst
Christine Gray, Senior Management Analyst

Summary Statement

- This report is for City Council information only and requires no action by City Council. This report provides information on the annual adjustment to water and sewer tap fees in accordance with the Westminster Municipal Code effective January 1, 2016.
- Westminster Municipal Code requires Westminster's tap fees to be adjusted annually in accordance with the Consumer Price Index (CPI) as established for the Denver metropolitan area for the previous calendar year.
- This annual adjustment keeps the tap fee price current and moderates the need for large tap fee increases on an infrequent basis.
- This Staff Report is provided to inform City Council that the City's water tap fee and a portion of the sewer tap fee will increase on January 1, 2016, by the 2014 Consumer Price Index (CPI) amount in accordance with Westminster Municipal Code.
- There are two factors that determine the 2016 tap fee increase. The first is the latest CPI data, released in March of 2015 which reflects a 2.80% increase over the previous year and is applied to the water tap fee and a portion of the sewer tap fee. The second factor is a separate \$260 increase to the City from Metro Wastewater, which is applied to a separate portion of the sewer tap fee.
- The 2016 single-family combined water and wastewater tap fee for a single family home will be \$28,285, a \$915 increase (or 3.2%) over the 2015 combined single family tap fee.
- Prior to November 30, 2015, Staff sent notification letters to a comprehensive list of builders and developers, including the Home Builders Association, to provide 30 days of notice prior to the tap fee adjustment implementation.

Background Information

Water and wastewater tap fees are charged to new utility customers to connect to the City's water system and are based on the current value and size of the utility system. The structure of each tap fee is composed of several components that together reflect the equitable portion of the utility system impacted by new customers. As new customers connect to the system, they pay for the portion of the developed system they will use. In this way, current customers benefit from lower water and wastewater rates and increased reliability, while new customers pay their equitable share. Current customers do not pay tap fees.

To keep the tap fee price current and to mitigate infrequent and large increases, Westminster Municipal Code calls for the City to adjust the water tap fee and the collection portion of the wastewater tap fee annually by the Denver metropolitan area's Consumer Price Index (CPI). To align the annual tap fee adjustments with the effective date of the adopted water and wastewater rate changes, the tap fee adjustment is implemented on January 1 of each year. Because the 2015 CPI will not have been released

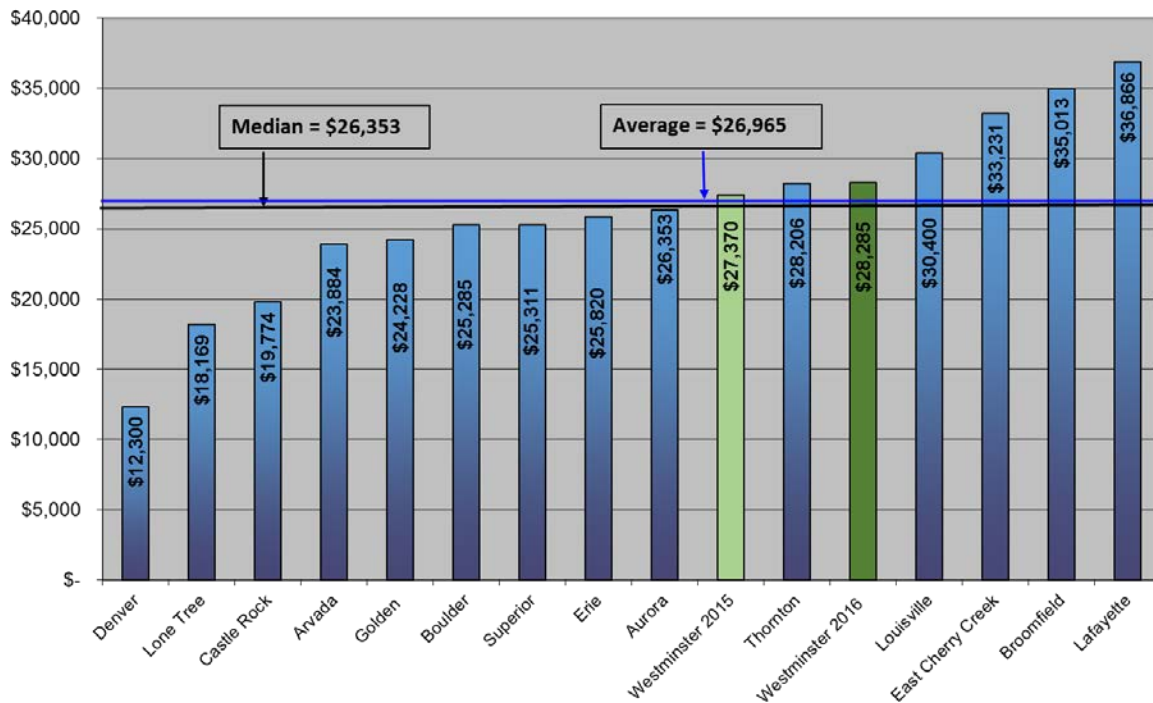
by January 1, 2016, the tap fees will be increased by the latest CPI data--released in March of 2015--that reflects a 2.80% increase over the 2013 CPI. This adjustment will apply to the water tap fee and a portion of the wastewater tap fee. The City has also been notified that the Metro Wastewater Reclamation District (Metro) will raise its sewer tap fees by \$260, or 6.57% in 2016. That increase will be incorporated into the total 2016 Westminster tap fee. Metro treats wastewater generated by residents south of 92nd Avenue. Wastewater generated north of 92nd Avenue is treated by the Big Dry Creek Wastewater Treatment Facility, owned and operated by the City. Westminster uses the Metro sewer tap fee amount throughout the City to keep development costs consistent.

The overall impact of the 2016 combined water and sewer single family tap fee is \$915, or 3.34%.

<u>Combined Tap Fee</u>	<u>Amount</u>
2015 Single Family water and wastewater tap fee	\$27,370
2.80% CPI increase water tap fee and a portion of the wastewater tap fee	\$655
6.57% increase to Metro portion of wastewater tap fee	\$260
2016 Single Family wastewater tap fee	\$28,285

Staff has updated the regional tap fee survey to reflect the City’s 2016 combined tap fees in comparison with other cities’ combined current 2015 tap fees. Most water suppliers increase their tap fees in January, or within the first quarter of each year. The survey chart will be updated as the increases are known.

2015 Single Family Water and Sewer Tap Fee Survey with 2016 Westminster CPI Increase



The tap fees shown for other cities do not reflect increases they may implement in 2016.

Staff most recently increased the City’s tap fees on January 1, 2015, by the 2013 CPI, and notified the building and development community ahead of time. Staff sent a notification letter to a comprehensive list of builders and developers, including the Home Builders Association, no later than November 30, 2015, to provide 30 days of notice before to the tap fee adjustment.

This annual adjustment to the City’s water and wastewater tap fees supports the City Council’s Strategic Plan goal of “Financially Sustainable Government Providing Excellence in City Services” by funding the City’s water and wastewater infrastructure to support the services of providing high quality drinking water and reliable wastewater services.

Respectfully submitted,

Donald M. Tripp
City Manager



Staff Report

Information Only Staff Report
December 7, 2015



SUBJECT: 2016 Large Item Cleanup Program

PREPARED BY: Kurt Muehlemeyer, Pavement Management Coordinator
Barb Cinkosky, Street Projects Specialist
Dave Cantu, Street Operations Manager

Summary Statement

- This report is for City Council information only and requires no action by City Council.
- City Council has asked Staff to reinstate the Large Item Cleanup program in 2016. The program will be held on three consecutive Saturdays, April 23, 30 and May 7, 2016.
- Staff will offer residents a streamlined registration process via the City's RecTrac program. Program registration will cost Westminster residents \$30 per household, will be open from January through March 2016 and will include detailed information for residents regarding the maximum size of the debris pile and items that will and will not be accepted.
- Staff has contacted the local licensed solid waste haulers in Westminster about availability, and a number of them have indicated an interest in contracting with the City for this program.
- Initial estimates from the waste haulers indicate that the actual cost of the program will be approximately \$100 per household. \$175,000 was budgeted and is available within the 2016 Street Operations budget, which will fund 2,500 households once the registration revenue is applied to the cost. In the event that more than 2,500 registrations are received, additional funds will be needed to fully fund the program.
- Staff will formally solicit bids from qualified solid waste haulers in February 2016 and will return to Council for contract action in March 2016.

Background Information

In 1977, Westminster initiated the Large Item Cleanup Program in an effort to assist residents in ridding their properties of large items not normally picked up by the local disposal companies. The program became very popular with Westminster residents and was performed by Staff twice each year. In 2002, the program was reduced to one pickup per year due to the economic downturn, and was a Staff-run and entirely City funded program through 2006. At the peak use of the City-run program in 2006, the City spent \$182,517 for the program. Citizen participation was 22.35% of households, and a record number of 5,637 cubic compacted yards of debris was picked up at 8,056 stops.

In 2007, Staff adjusted the program to require registration and a \$10 fee for the event, due to the increasing program costs. Staff contracted with a licensed solid-waste hauler to perform the actual cleanup, and restricted curbside pickup to a maximum acceptable debris pile size of 8 feet long by 4 feet wide by 4 feet high (the approximate size of a pickup truck load). This process was in effect until 2009, at which time City Council determined that the Large Item Cleanup Program was not a core

service and discontinued the program due to the increasing costs and the citywide financial hardships during the Great Recession. At the time that the program was discontinued in 2009, the City's actual cost per homeowner was \$67/household, which included Staff's labor costs to administer and provide program oversight.

Based on recent City Council direction to reinstate the program, Staff will implement a process similar to the one in place in 2009, which reduced overall program costs, required limited City oversight and was well received by residents. This format utilized a contract solid waste hauler to perform this service with City Staff overseeing the operations. To advertise the program, Staff will use the City's many media avenues including the City's website, City Edition, Weekly Edition, Channel 8, and posters at City facilities. Registration will be open on Monday, January 4, 2016, will close at the end of business on Friday, April 1, 2016, and will be completed using the City's RecTrac program, which allows program/event registration online, over the phone or in person at a City recreation facility. The program cost will be \$30 per household, and residents will receive detailed information about the maximum size of the debris pile and items that will and will not be accepted. To effectively reach all registered residents, Staff will divide the City into three sections (see attached map), and each geographical area will be assigned a specific pickup date of the three consecutive Saturdays (April 23, 30 and May 7, 2016).

Staff has contacted all of the licensed solid waste haulers in Westminster to gauge their level of interest in performing this service. Four of the seven haulers contacted are interested and available, regardless of the number of participants. The results of this survey were as follows:

Vendor	Response
Waste Management of Colorado, Inc. Republic Services, Inc. Alpine Disposal, Inc. Waste Connections of Colorado, Inc.	Interested in performing the program regardless of the number of registered participants.
Western Disposal, Inc.	Would be interested but have another commitment to provide the similar program for the City and County of Broomfield on April 30 and May 7, 2016.
Packman Disposal Services, Inc.	May be interested depending on the number of registered participants, as they have limited equipment and manpower.
Total Disposal, LLC	Not interested because they do not possess the equipment or manpower needed to perform this service.

All of the organizations emphasized that they will not pick up the following items:

- | | |
|---|----------------------------|
| Any Item over 6 feet in length | Pesticides |
| Commercial waste | Car bodies |
| Concrete | Paint |
| Soil | Sod |
| Tires | Shrubs |
| Grass clippings | Sealed containers or drums |
| Bricks | Corrosives |
| Flammable/combustible liquids | |
| Appliances that contain Freon (air conditioners, refrigerators, freezers) | |
| TV's, monitors & electronics | |

Any item listed as a hazardous material
Tree limbs or stumps less than 8 inches in diameter
Any single item that is too big or too heavy to be lifted by two people

City Staff will accompany the waste haulers during each pickup event, and depending on the number of registrations, 10-30 waste trucks will be in each of the geographic pick-up areas on each Saturday during the event. If a registered resident places any of the prohibited items out for pickup, Staff will notify the resident that the item is disallowed and provide them with a list of alternatives to properly dispose of the waste. In addition, and as in the past, Staff intends to enforce strictly the maximum acceptable debris pile size requirement of 8 feet long by 4 feet wide by 4 feet high. City Staff will attempt to make contact with any residents that have debris piles that exceed these limits and will work with the resident to determine what portion of their debris pile will not be picked up.

The overall cost of this program will be dependent upon the final number of registered participants. The solid waste haulers have indicated that they will likely charge the City \$100 per household to complete the program. Because the final number of registrants will not be available before Staff formally solicits bids for the program, Staff anticipates that pricing will be based on a tier structure. Currently, \$175,000 is budgeted and available within the 2016 Street Operations budget to fund this program, contingent upon strict adherence to program guidelines of acceptable items and the established maximum debris pile size. Taking into account the revenues the registration fees will generate, the current budgeted amount will allow for 2,500 registered participants. In the event that more than 2,500 registrations are received, additional funds will be needed to fully fund the program.

Staff will solicit bids from qualified solid waste haulers in February of 2016 and will return to City Council for action in March of 2016.

The Large Item Cleanup Program supports the City's 2015 Strategic Plan Goals of "Beautiful, Desirable, Safe and Environmentally Responsible City" and "Financially Sustainable Government Providing Excellence in City Services" by providing a responsible, economical mechanism for residents to dispose of unwanted large waste items.

Respectfully submitted,

Donald M. Tripp
City Manager

Attachments: Large Item Cleanup Program Poster
Large Item Cleanup Program Map

WESTMINSTER LARGE ITEM CLEANUP PROGRAM

Registration open January 4 - April 1, 2016

Register online at www.CityofWestminster.us or

visit or call the following Recreation Centers

City Park - 10455 Sheridan Blvd, 303-460-9690

City Park Fitness - 10475 Sheridan Blvd, 303-460-9691

Swim & Fitness - 3290 W 76th Ave, 303-427-2217

The MAC - 3295 W 72nd Ave, 303-426-4310

Westview - 10747 W 108th Ave, 303-460-9530

City residents only!
\$30 registration fee



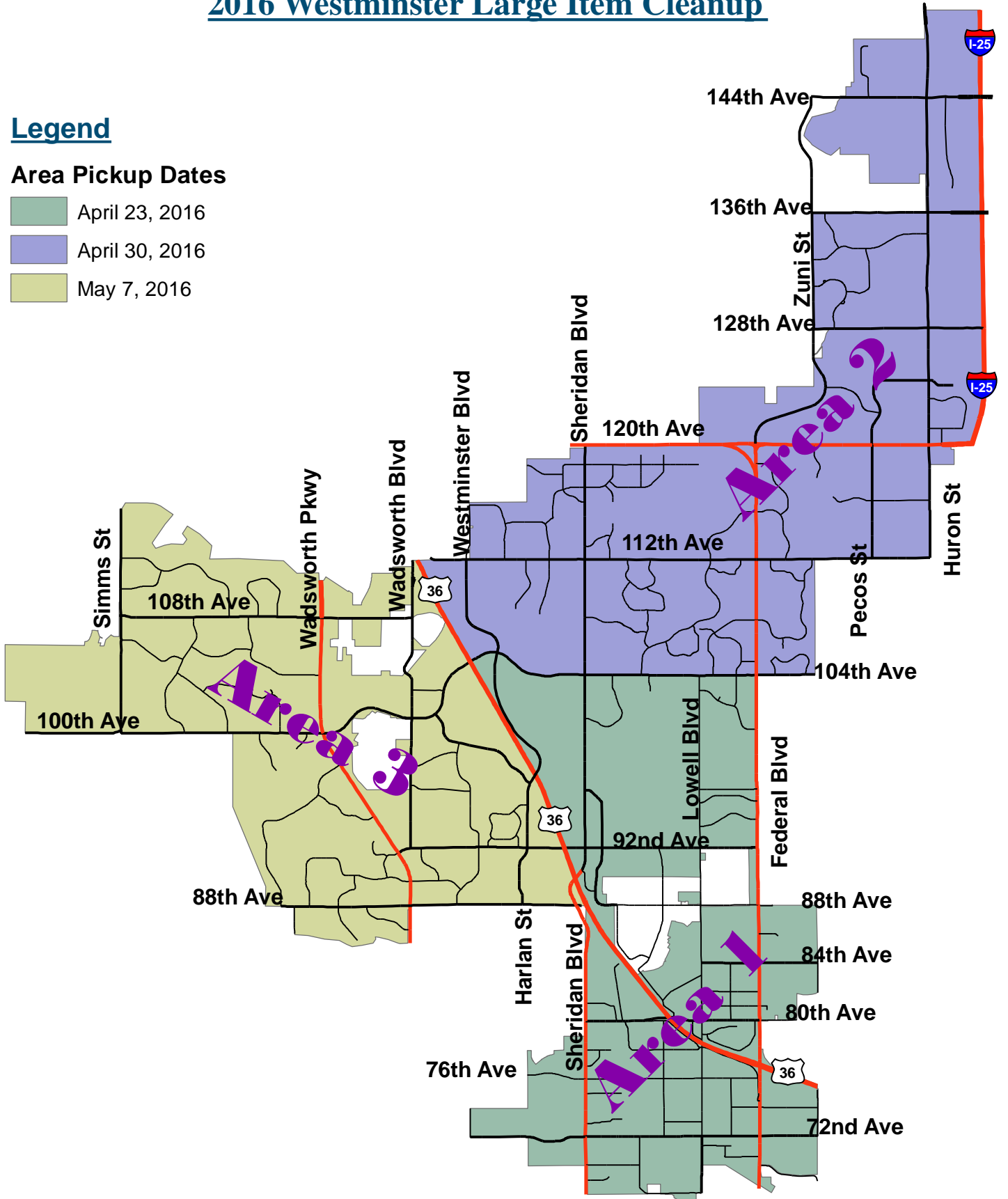
Program rules and information available on the City's webpage

2016 Westminster Large Item Cleanup

Legend

Area Pickup Dates

- April 23, 2016
- April 30, 2016
- May 7, 2016





Staff Report

Information Only Staff Report
December 7, 2015



SUBJECT: Proposed Contract Amendment with Concrete Express, Inc. - Little Dry Creek Grading and Flood Control Project and Creekside Drive

PREPARED BY: Andrew Hawthorn, Senior Engineer

Summary Statement

- This report is for City Council information only and requires no immediate action by the Council. Staff wishes to advise Council of the proposed method of contracting for further improvements associated with the Westminster Station and surrounding area infrastructure.
- Creekside Drive is a proposed new roadway for Westminster and Adams County residents to gain direct access to the South Station Plaza of the commuter rail station, the new lake and the open space areas currently under construction in the Little Dry Creek Park now under construction. This half mile long roadway will extend between Lowell Boulevard near 69th Place east to Green Street at 68th Avenue (see attached map).
- The City and Adams County entered into an Intergovernmental Agreement (IGA) pertaining to cost sharing of certain Westminster Station expenses on February 10, 2015. Early in the IGA discussions, Adams County staff indicated a desire to assist with the construction of some improvements benefiting residents of both the City of Westminster as well as unincorporated Adams County, particularly such improvements located directly to the south of the new commuter rail station. Specifically, Adams County committed \$1,811,190 towards the construction of Creekside Drive in its entirety by the date of the commencement of commuter rail service at Westminster Station in the summer of 2016. The City agreed to match this commitment in equal share, thus bringing the total project budget to \$3,622,380.
- In order to meet the accelerated project schedule, take advantage of cost savings pertaining to mobilization and eliminate potential conflicts between multiple contractors, Staff is considering the issuance of a change order to the existing contract for Little Dry Creek grading with Concrete Express, Inc. (CEI) for the addition of the Creekside Drive construction.
- There is significant overlap between the Creekside Drive Project and the Little Dry Creek Grading Project. Design work for Creekside Drive is currently underway with an expected design completion in mid-January 2016. Should Council agree with Staff recommendation to include Creekside Drive as a change order into CEI's contract, Staff would bring this item to City Council for authorization as a phase 3 of the project sometime in early 2016.

- At the December 14th City Council meeting, City Staff intends to ask Council to amend the current contract with CEI to include Phase 2 of the grading work, which costs \$5,187,781. This Phase 2 work does not include the Creekside Drive construction. The Little Dry Creek Drainage Phase 2 contract amendment will complete the drainage related work and increase the drainage project contract total to \$12,330,803. To also include the Phase 3 Creekside Drive construction work would cost \$3,622,380 and increase the contract total to \$15,953,183.
- City Council could direct Staff to bid the Creekside Drive project separately. Following a design-bid-build process for constructing Creekside Drive will, in Staff's opinion, cost more, take more time to install and not be open for service as of the date of service for the commuter rail station as such Staff does not recommend this approach.
- City Council originally approved Phase 1 of the Little Dry Creek Grading Project on March 16, 2015 as an anticipated multi-phased project. The Phase 1 contract was in the amount of \$7,143,022. CEI was competitively selected during a qualifications based selection process.
- Staff will present these items for consideration at an upcoming City Council meeting.

Background Information

The City and the Regional Transportation District (RTD) entered into an intergovernmental agreement (IGA) for the Northwest Rail Electrified Segment Westminster Station in June 2012. Also, as part of the improvements to the area surrounding the station and as part of the IGA with RTD, the City, in partnership with Adams County and Urban Drainage Flood Control District (UDFCD), is to construct significant improvements in the Little Dry Creek (LDC) drainage way. These improvements will eliminate flooding in the 100-year storm event for several properties located within unincorporated Adams County as well as remove the Burlington Northern Santa Fe (BNSF) railroad tracks from the 100-year flood plain in the Westminster Station commuter rail area located between Lowell and Federal Boulevards, south of BNSF's tracks. These improvements are currently under construction.

Further, the City executed a separate IGA with Adams County on February 10, 2015, in part, to design and build Creekside Drive with an anticipated completion date that is to coincide with opening day of Westminster Station.

Creekside Drive is currently being designed with completion of design work anticipated in mid-January 2016. Creekside Drive will be a new roadway that will provide direct access to the South Station Plaza of the train station from Lowell Boulevard in Westminster and from Hooker Street, Grove Street and Green Street in unincorporated Adams County. Adams County agreed to participate in the funding for these roadway improvements along the southern side of the commuter rail station as it benefits Adams County residents residing within both the City of Westminster and unincorporated Adams County. The City and Adams County would like to ensure that the full length of Creekside Drive is constructed in time for the commencement of commuter rail service at Westminster Station in July of 2016. This created a challenge for Staff in identifying the means and methods to effectively work toward meeting this goal within a short amount of time and within the approved budget.

City and Adams County staffs have been working diligently with the design engineer on Creekside Drive to expedite this high profile project in order to have Creekside Drive completed by opening day of the commuter rail station. During the design process, significant overlap and potential for conflict

became apparent. Since the Little Dry Creek grading project occupies the same construction limits as the Creekside Drive project, having two separate contractors working in the same area will create a duplication of efforts and unnecessary doubling of equipment, the cost of which will be passed along to the City. Further, the typical design-bid-build process was fully evaluated and was found to be more costly in design fees, more time consuming and, as stated above, an unnecessary duplication of resources. Staff then approached Concrete Express about adding the Creekside Drive work into its existing Little Dry Creek contract. Concrete Express was receptive to this idea and offered to bring its knowledge and experience to the final design process. This value-added approach under the existing CM/GC contracting process will achieve construction efficiencies and cost savings by having the contractor be a part of the design process. Additionally, CEI has provided a preliminary cost estimate based upon the seventy percent design drawings currently available. Staff also engaged an independent consultant to perform an estimate of the Creekside Drive project from the perspective of bidding it as a separate, stand-alone project in order to compare costs provided by the design engineer and CEI. The total project cost estimates are tabulated below. Staff has prepared a brief summary of benefits to help achieve continuity on the project site and efficiency of the use of City resources:

- A significant cost savings can be achieved. As outlined in the table below, the engineer’s estimate is \$4,301,744 while the City can expect to pay the third party independent estimate of \$3,821,507 through an open bidding process. In comparison, CEI provided a preliminary estimate of \$3,276,202. This is well within the City Council approved budget of \$3,622,380.
- Also, through an open bidding process the City can expect to pay approximately \$80,000 for additional design, the preparation of a separate bid package, preparation of plan sets, changes to the plan sets and separate construction inspection fees.
- CEI, as the current contractor, has first right to occupy the Little Dry Creek construction area. As the attached map shows, the proposed Creekside Drive is within the LDC construction boundaries. A new, second contractor, would have to work within and around CEI’s current site. Given the significant overlap, another contractor would expect delays and conflicts in the coordination of the two projects. These delays are expected to amount to three months of additional work time. This moves the estimated completion date to late October 2016.
- Concrete Express is currently a part of the City’s team working on design and construction of the Little Dry Creek drainage improvements. CEI has brought its construction management experience to the project and has committed to continuing this added value service to the design and construction of Creekside Drive.
- To have another contractor mobilize for construction of Creekside Drive as a separate project the City and Adams County would result in paying to mobilize personnel and equipment that CEI already has on site.

	Construction Cost	Additional Design Cost	Construction Start	Construction End
Engineer’s Opinion	\$4,301,744	\$0	February 2016	July 2016
Concrete Express Preliminary Estimate	\$3,276,202	\$0	February 2016	July 2016
Stand Alone Project Bid Separately	\$3,821,507	\$80,000	April 2016	September 2016

Staff Report –Proposed contract amendment to Little Dry Creek grading and flood control project to include construction of Creekside Drive

December 7, 2015

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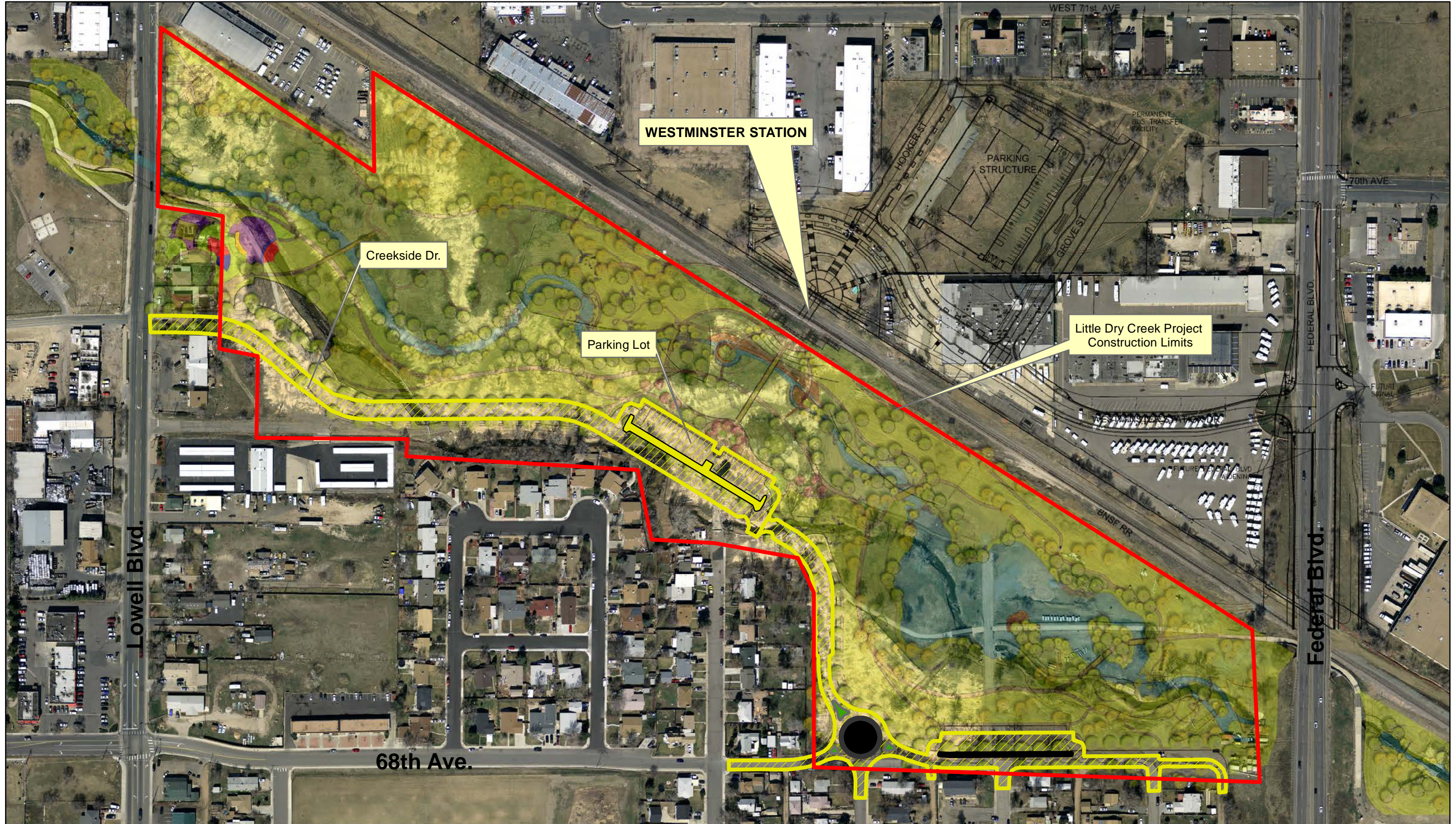
The project to improve the drainage way along Little Dry Creek and Creekside Drive improvements associated with the commuter rail Westminster Station meets the City Council Strategic Plan goals of *Proactive Regional Collaboration; Excellence in City Services; Vibrant Inclusive and Engaged Community; and Ease of Mobility.*

Respectfully submitted,

Donald M. Tripp
City Manager

Attachment: Project Area Map

CREEKSIDE DRIVE



0 75 150 300
Feet

1 inch = 200 feet