


**PUBLIC WORKS DEPARTMENT  
MEMORANDUM #2012 – 21**

**DATE:** April 16, 2012  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** William A. Simmons, City Manager  
David H. Willett, Director of Public Works  
Shawn Cordsen, Director of Finance  
  
**SUBJECT:** Wastewater Utility Plan Update – Addendums #2 and #3

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**BACKGROUND**

On June 11, 2009 City Council approved CR-67 that executed a Professional Service Agreement between the City of Northglenn and HDR Engineering, Inc (HDR) to update the Wastewater Treatment Plant Utility Plan (Utility Plan). The updated Utility Plan was brought to City Council study session for discussion in November 2010. At the November study session, Council requested that the population projections for 2020 and 2035 include the constrained condition identified in the Northglenn/Thornton Intergovernmental Agreement (IGA).

Staff brought the Utility Plan back to Council study session on April 21, 2011 with constrained and unconstrained population projections. At the April study session Council directed staff to constrain the wastewater capital improvement project summary. The Utility Plan as currently formatted references these projects in association with the current planning cycle (see Table 1-9, pg 1-11). Future projects are referred to as projects that may occur in future planning cycles (see Table 1-10, pg 1-12). The capital improvement summary (see Table 1-11, pg 1-19) includes only projects and cost estimates within the current planning cycle.

Council approved the constrained plan (2011 – 2018) on June 9, 2011. HDR accordingly revise the narrative within the planning document to coincide with the constrained plan and distributed to Northglenn staff for review June 28, 2011. HDR completed the planning document August 10, 2011 and subsequently requested a date to present to the Utility Plan Committee of North Front Range Water Quality Planning Association.

The Committee Chair granted a presentation date of October 27, 2011. November 2, 2011 the Committee issued their initial comments to HDR. Staff presented the finding at Council Study Session on February 2, 2012.

**APPROVAL PROCESS**

1. **Current** – Staff will submit the Utility Plan to North Front Range Water Quality Planning Association (NFRWQPA) for planning jurisdiction review. Covers northern service area.
2. **Pending** – Staff will submit the Utility Plan to Colorado Department of Public Health and Environment (CDPHE) for planning jurisdiction review. Covers southern service area.
3. **Pending** – Staff and HDR will address comments from the two organizations and make any necessary revisions for *conditional approval* of the Utility Plan by Planning Organizations.
4. **Pending** – Receive *final approval* from City Council of the Utility Plan.
5. **Pending** – Receive DRCOG and CDPHE *final approval* of the Utility Plan

**ADDENDUMS**

Original Budget - \$133,680

1. Funding Source Matrix and Workshop, 8/31/2009 - \$4,980
2. Update Wastewater Utility plan per Council comments, 11/18/2010 - \$19,490
3. Evaluation of Discharge to Metro Wastewater Reclamation District, 2/24/2011 - \$6,959
4. Financial Operations Evaluation per NFRWQPA and CDPHE, 2/2/2012 - \$9,700

## **BUDGET/TIME IMPLICATIONS**

Addendum #1 was under the contract contingency and approved by the City Manager. During a file review of the Wastewater Utility Plan project in December 2011, staff discovered that Addendums #2 and #3 had not received Council approval. However, the City Manager authorized the addendums. Addendum #4 was approved by Council at the February 2, 2012 study session.

**Action Requested:** Addendums #2 and #3 were inadvertently left out of the study session conversation in February. Therefore, Staff is requesting that Council ratify Addendums #2 and #3.

Barring any unexpected comments from CDPHE, staff anticipates that the Wastewater Utility Plan update will not require any additional funding. Total cost is estimated at \$174,809.00

Staff is recommending an additional appropriation amendment in the amount of \$18,129 for the WWTP Master Plan project via the CIP Carry Over process to provide adequate spending authority.

## **STAFF REFERENCE**

David H. Willett, P.E., Director of Public Works  
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