



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 1/10/2017

File #: 17-013, **Version:** 1

SUBJECT: CONSENT AGENDA

Consideration Of A Resolution Authorizing Payments To Various Vendors Providing Services To The Town Of Erie in 2017; And Setting Forth Details In Relation Thereto.

DEPARTMENT: Public Works

PRESENTER/PREPARER: Gary Behlen, Public Works Director
Kris McDaniel, Public Works Coordinator

FISCAL INFORMATION:

Cost as Recommended: \$272,000; \$220,000; \$288,000; \$265,800; \$457,500; \$158,100;
\$185,300; \$270,000; \$55,000; \$708,500; \$37,500

Balance Available: \$272,000; \$220,000; \$288,000; \$265,800; \$457,500; \$158,100;
\$185,300; \$270,000; \$55,000; \$708,500; \$49,500

Fund: General, Water, Wastewater

Budget Line Item Number: 100-70-710-510000-000000
500-70-740-510000-000000
510-70-750-510000-000000
100-70-440-510000-000000
500-70-110-603000-100001
500-70-110-603000-100002
500-70-740-536000-000000
510-70-750-536020-000000
100-70-710-535000-000000
500-70-110-572000-000000
500-70-110-572020-000000

New Appropriation Required: No

STAFF RECOMMENDATION: Approve Resolution authorizing payments and authorizing Staff to expend said funds.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The 2017 Operating Budget includes funds for utility payments to various vendors for services provided to the Town of Erie. Per the 2006 Purchasing Policy, Staff prepares "blanket purchase orders" at the beginning of the year to pay for these recurring services. Section XI - Blanket Purchase Orders of the 2006 Purchasing Policy states:

"Departments may choose to issue Blanket Purchase Orders on a periodic basis to purchase recurring services and supplies. A Blanket Purchase Order that totals more than \$9,999.99 shall not require Board of Trustees approval as long as the per unit cost is less than \$10,000 per month."

The following services are recurring services that will exceed the \$10,000 per month allotment and therefore

requires Board of Trustees approval. These are sole source or preferred vendors.

Xcel Energy and United Power provide electrical services for street lights and Town facilities. National Meter & Automation is the vendor the Town purchases new and replacement Beacon water meters. The Water Treatment Facility uses a variety of chemicals during their treatment process from various vendors. The biosolids process requires purchases from various vendors for lime, polymer, etc related to the processing and removal of biosolids. The Streets Division orders ice slice for snow removal. This is generally six months out of the year. While the six month average is under the \$10,000 threshold, one invoice can be over \$10,000.

Vendor	Description	Total Budget	Average Monthly Cost	Fund
Xcel Energy & United Power	Town street lights	\$272,000	\$22,600	General
Xcel Energy & United Power	Water Treatment Facilities Electric	\$220,000	\$18,300	Water
Xcel Energy & United Power	Water Reclamation Facilities Electric	\$288,000	\$24,000	Wastewater
Xcel Energy & United Power	Town Hall, Erie Community Center, and Police Station, Service Center Electric	\$265,800	\$22,100	General
National Meter & Automation	Water meters	\$615,600	\$51,300	Water
Various	Plant Chemicals	\$185,300	\$15,400	Water
Various	Biosolids	\$390,000	\$32,500	Wastewater
Envirotech	Ice Slice	\$55,000	\$9,100 (6mo)	General

Also in the 2017 Water Fund - Admin Budget, there are assessment fees for various water items. These are estimated amounts from the Town's water attorney. Actual costs may vary. If the actual costs are more than 10% higher than the estimates, Staff will present the item to the Board for approval to pay.

Description	Total Budget
CBT*** Carryover Fee	\$ 62,300
CBT Assessments	\$371,000
Windy Gap Pumping & Carriage Costs	\$ 40,000
Windy Gap Assessment	\$165,200
SWSP** Assessment	\$ 70,000
South Boulder Canon Ditch Assessment & Carry Over	\$ 20,000
Erie Coal Creek Ditch Assessment & Carriage Agmt	\$ 17,500
** Southern Water Supply Pipeline	***Colorado Big Thompson

- CBT Carryover fees - these are fees paid to Northern Colorado Water Conservancy District for water that is unused in the previous calendar year.
- CBT Assessments - these are annual fees to Northern Colorado Water Conservancy District operations costs of ditches, reservoirs, etc for the Town's Colorado-Big Thompson units.
- Windy Gap Pumping & Carriage Costs - these are annual maintenance and pumping costs associated with the use of Windy Gap water.
- Windy Gap Assessment - these are annual assessment fees related to the use of Windy Gap water

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- SWSP Assessment - these are annual assessment fees related to the use of the pipeline from Carter Lake to Broomfield to Erie.
- South Boulder Canon Ditch Assessment & Carry Over - these are maintenance fees associated with using the South Boulder Canon Ditch from Boulder Creek.
- Erie Coal Creek Ditch Assessment & Carriage Agreement - these are maintenance fees associated with using the Erie Coal Creek Ditch.

ATTACHMENTS:

- a. Resolution