

STUDY SESSION NOTES

CITY OF WHEAT RIDGE, COLORADO

Council Chambers
7500 W. 29th Ave.

October 17, 2011

Mayor Pro Tem Langworthy called the Study Session to order at 6:32 p.m.

Council Members present: Karen Adams, Karen Berry, Joseph DeMott, Joyce Jay and Mike Stites. City Staff present: City Manager, Patrick Goff; Administrative Services Director, Heather Geyer;

Also Present: City Clerk, Michael Snow; City Treasurer, Larry Schulz; City Attorney, Gerald Dahl; staff and interested citizens.

Absent: Jerry DiTullio, Wanda Sang and Davis Reinhart

APPROVAL OF AGENDA

1. Staff Report(s)

a) Run-off Election/Election Commission

City Clerk Snow discussed the matter of a possible runoff election required to properly elect the next City Clerk. The City Charter requires the Clerk, Treasurer and Mayor be elected by majority vote. With four candidates for City Clerk this year, the probability of one candidate garnering greater than 50% of the votes cast is small.

Mr. Snow recommended Council complete the formation of the Election Commission with the appointment of two citizen members at the October 24 Council Meeting. Council agreed and expressed the desire to have the Election Commission make immediate recommendations for the date and candidate criteria for a runoff election, if such a runoff is required.

Council also expressed the desire to call a special meeting before the November 1st election to consider an emergency ordinance enacting runoff procedures as recommended by the Election Commission.

b) Council unanimously supported the cancellation of the November 7th and 14th Council meetings.

c) Mr. Dahl informed Council that the 2011 budget for legal services had already been expended due to the extensive legal work and meetings required for the Cabela's/Clear Creek Crossing dealings and 44th &

Wadsworth land dealings. A supplemental budget appropriation will be presented for consideration at the October 24 Council meeting to fund legal services for the remaining three months of the calendar year.

- d) Mr. Goff asked Council to consider approval for the City to submit an application for a joint venture grant to acquire the Martinsen Elementary building and property.

2. City Purchasing Policy

Staff recommended the following changes to the current Purchasing Policies:

- Increase the purchasing card single transaction limit from \$1,000 to \$3,000
- Revise the purchasing signature approval levels to the following:
 - Department Designee: Up to \$4,999
 - Department Director: \$5,000 - \$14,999
 - City Manager: \$15,000 - \$34,999
 - City Council: \$35,000 & greater
- Revise the bid limits for purchasing acquisition of goods to the following:
 - Informal quotes for goods \$3,001 - \$25,000
 - Formal bids for goods \$25,001 and up

Council supported all recommended increases and further requested staff to begin providing Council a monthly report of all purchases greater than \$16,000.

Meeting adjourned at 8:21PM.



Michael Snow
City Clerk