



**City of Fort Lupton
City Council
SPECIAL MEETING**
Monday, December 18, 2023
6:00 PM
130 South McKinley Avenue

Zo Hubbard, Mayor
Valerie Blackston, Ward 1
Chris Ceretto, Ward 2
Carlos Barron, Ward 3
David Crespín, Ward 1
Claud Hanes, Ward 2
Bruce Fitzgerald, Ward 3

You may join in person or join remotely by clicking on:
<https://global.gotomeeting.com/join/353347597>

Call to Order

Pledge of Allegiance

Roll Call

Persons to Address Council

Approval of Agenda

Review of Accounts Payables

- a. December 18, 2023 Accounts Payable

Consent Agenda

- a. December 5, 2023 City Council Meeting Minutes
- b. Second Reading Ordinance 2023-1160 Accepting the Right of Way Dedication from Anna Marie Taylor and George Paul Taylor Along College Avenue and County Road 12 for the Taylor Minor Subdivision
- c. Second Reading Ordinance 2023-1161 Accepting the Real Estate Purchase Agreement for Purchase of the Property Located at 1025 1st Street, Fort Lupton, Colorado, known as the Fort Lupton Veterinary Clinic, in the Amount of \$460,000 Allocated from the 2024 Police Department Capital Expenditure Budget
- d. AM 2023-181 Approving a Resolution Appointing Chris Ceretto as Mayor Pro-Tem for the City of Fort Lupton
- e. AM 2023-182 Approving a Resolution Appointing Bruce Fitzgerald as Treasurer for the City of Fort Lupton
- f. AM 2023-183 Authorize the Payment for the Overages in the Jacobs Contract in the Amount of \$118,000 Allocated from the Utility Waste Water Fund
- g. AM 2023-184 Approve Order with Core & Main for Purchase of Water Main Repair for an Amount Not to Exceed \$25,130.48 from 2023 Utility Fund - Water Line Repairs
- h. AM 2023-187 Adopting an Ordinance Amending Article IV Business Licenses and Regulations of the Fort Lupton Municipal Code to Amend Sections 6-111 Definitions; 6-112 License Fees; 6-113 Insurance; and Enacting the Following Sections Sec 6-116 Responsibilities of Contractor, and Sec 6-117 – Disciplinary Procedures, Violations, and Penalties
- i. AM 2023-188 Approving a Resolution Ratifying the Mayor's Appointment of Edward Garboczi to the Fort Lupton Public and School Library Board as a Trustee for a Term to Expire December 31, 2027

Action Memorandum

- a. AM 2023-185 Approve a Contract with Debt Book for an Amount Not to Exceed \$30,000 to be Paid from the Finance Department's Capital Expenditures in the General Fund
- b. AM 2023-190 Approve Contract with ADP for Payroll and Human Resource Services for an Amount Not to Exceed \$31,379.60 to be paid from the General Fund
- c. AM 2023-186 Accept the 2024 Workers' Compensation Quotation from Pinnacol Assurance in the Amount of \$250,021.00 and Accept the Boiler and Machinery Quotation from Travelers in the Amount of \$6,754.00 and Accept the Cyber Liability Quotation from Travelers in the Amount of \$19,308.00 for a Total of \$276,083.00
- d. AM 2023-189 Approve Order with Badger Meter for New Water Meters and Endpoints for an Amount Not to Exceed \$231,070.00 from 2023 Utility Fund - Water Line Repairs

Staff Reports

Mayor/Council Reports

Upcoming Meetings

- a. CANCELED: December 19, 2023 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
December 26, 2023 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
January 2, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
January 9, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
December 18, 2023**

The City Council of the City of Fort Lupton met for a special session at the City Complex, 130 South McKinley Avenue, the regular meeting place of the City Council, on Monday, December 18, 2023. Mayor Zo Hubbard called the meeting to order at 6:00 p.m. and invited everyone to join her in the Pledge of Allegiance.

ROLL CALL

Mari Peña, City Clerk, called the roll. Those present were, Mayor Zo Hubbard, Councilmembers, Chris Ceretto, Carlos Barron, and Bruce Fitzgerald. Valerie Blackston, David Crespín and Claud Hanes was absent.

Also present were City Administrator, Chris Cross, City Clerk, Mari Peña, Planning Director, Todd Hodges, Public Works Director, Roy Vestal, Finance Director, Leann Perino, and Lieutenant, William Carnes.

PERSONS TO ADDRESS COUNCIL

There was no one to address the Council.

APPROVAL OF AGENDA

It was moved by Chris Ceretto and seconded by Bruce Fitzgerald to approve the agenda as amended. Motion passed unanimously on voice vote.

REVIEW OF ACCOUNTS PAYABLES

Council reviewed the December 18, 2023, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

It was moved by Bruce Fitzgerald and seconded by Carlos Barron to approve the Consent Agenda as presented with the following items:

- December 5, 2023 City Council Meeting Minutes
- Second Reading Ordinance 2023-1160 ACCEPTING THE RIGHT OF WAY DEDICATION FROM ANNA MARIE TAYLOR AND GEORGE PAUL TAYLOR ALONG COLLEGE AVENUE AND COUNTY ROAD 12 FOR THE TAYLOR MINOR SUBDIVISION
- Second Reading Ordinance 2023-1161 ACCEPTING THE REAL ESTATE PURCHASE AGREEMENT FOR PURCHASE OF THE PROPERTY LOCATED AT 1025 1ST STREET, FORT LUPTON, COLORADO, KNOWN AS THE FORT LUPTON VETERINARY CLINIC, IN THE AMOUNT OF \$460,000 ALLOCATED FROM THE 2024 POLICE DEPARTMENT CAPITAL

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EXPENDITURE BUDGET

- Approving Resolution 2023R049 APPOINTING CHRIS CERETTO AS MAYOR PRO-TEM FOR THE CITY OF FORT LUPTON (AM 2023-181)
- Approving a Resolution 2023R050 APPOINTING BRUCE FITZGERALD AS TREASURER FOR THE CITY OF FORT LUPTON (AM 2023-182)
- Authorize the Payment for the Overages in the Jacobs Contract in the Amount of \$118,000 Allocated from the Utility Waste Water Fund (AM 2023-183)
- Approve Order with Core & Main for Purchase of Water Main Repair for an Amount Not to Exceed \$25,130.48 from 2023 Utility Fund - Water Line Repairs (AM 2023-184)
- Adopting Ordinance 2023-1162 AMENDING ARTICLE IV BUSINESS LICENSES AND REGULATIONS OF THE FORT LUPTON MUNICIPAL CODE TO AMEND SECTIONS 6-111 DEFINITIONS; 6- 112 LICENSE FEES; 6-113 INSURANCE; AND ENACTING THE FOLLOWING SECTIONS SEC 6-116 RESPONSIBILITIES OF CONTRACTOR, AND SEC 6-117 – DISCIPLINARY PROCEDURES, VIOLATIONS, AND PENALTIES (AM 2023-187)
- Approving Resolution 2023R051 RATIFYING THE MAYOR’S APPOINTMENT OF EDWARD GARBOCZI TO THE FORT LUPTON PUBLIC AND SCHOOL LIBRARY BOARD AS A TRUSTEE FOR A TERM TO EXPIRE DECEMBER 31, 2027 (AM 2023-188)

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2023-185 Approve a Contract with Debt Book for an Amount Not to Exceed \$30,000 to be Paid from the Finance Department’s Capital Expenditures in the General Fund

Debt Book software will track debt service schedules, timelines for reporting continuing disclosures, create journal entries and note disclosures for the yearend financial statement. The software can handle all the journal entries and disclosures for debts, leases and software subscriptions to GASB standards.

In 2022, we paid CliftonLarsonAllen \$17,000 to implement GASB87 and produce the year end journal entries and note disclosures. There were some issues with the final product and understanding the deliverables. In 2023, we need to recalculate the GASB87 schedules and implement GASB96.

Debt Book will take all our contacts for leases, subscriptions, loans and bonds and implement the software.

We feel it may be more beneficial to have a year-to-year contract. If software does not meet expectations, we can cancel after the first year.

It was moved by Bruce Fitzgerald and seconded by Carlos Barron to Approve the Contract with

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Debt Book for an Amount Not to Exceed \$30,000 to be Paid from the Finance Department's Capital Expenditures in the General Fund. Motion passed unanimously on roll call vote.

AM 2023-190 Approve Contract with ADP for Payroll and Human Resource Services for an Amount Not to Exceed \$31,379.60 to be paid from the General Fund

The finance department is planning to implement software in 2024. The ADP payroll software will replace the payroll module in Incode and the new software chosen.

ADP will provide payroll services, file all IRS forms (per payroll, quarterly and annually), provide I-9 verification, interface with Employee Navigator (used for insurance enrollments and onboarding for HR), interface with Time Clocks Plus (to set up new employees as well as download time for payrolls.) They will provide all data conversion service for seven years of payroll data and provide an employee self-service module.

The first year of services, based on 245 employees, will cost \$25,392.92 plus \$7,900 for implementation. ADP is offering a discount of \$3,826.70 spread over two years. The first-year cost is estimated to be \$31,379.60. Cost are based on the number of employees per payroll.

It was moved by Chris Ceretto and seconded by Bruce Fitzgerald to Approve Contract with ADP for Payroll and Human Resource Services for an Amount Not to Exceed \$31,379.60 to be paid from the General Fund. Motion passed unanimously on roll call vote.

AM 2023-186 Accept the 2024 Workers' Compensation Quotation from Pinnacol Assurance in the Amount of \$250,021.00 and Accept the Boiler and Machinery Quotation from Travelers in the Amount of \$6,754.00 and Accept the Cyber Liability Quotation from Travelers in the Amount of \$19,308.00 for a Total of \$276,083.00

IMA is the City's broker of record for Worker's Compensation, Boiler and Machinery and Cyber Liability coverages. They have provided the renewal numbers for these lines of coverage for 2024.

The total cost for the Workers Compensation has gone up for 2024. There are three major factors in Workers Compensation rates: total payroll, rate by occupation and experience rating (eMod). Total payroll is expected to increase in 2024 over 2023. The rates by occupation have increased slightly in several areas.

The eMod rating for 2023 is 0.99 and has provided us with a discount on our premium for 2024. For reference, a number above 1 means that your claims are above average; below 1.00 means your claims are below average.

For 2023, Pinnacol offered a renewal at \$280,021.00, a 30% and \$57,727 increase over 2023.

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Pinnacol offered a fair renewal based on the three major factors, with the driving factor being an increase in employees on Payroll during 2023.

The City did apply and was awarded Cost Containment Certification by the state in 2023. This is a certification that verifies that organizations adhere to best safety practices. It also qualifies organizations for discounts on their renewal. Fort Lupton is expected to renew this certification in January with a savings of \$14,225 for 2024.

The cost of the Boiler and Machinery coverage increased due to the increase in the City's assets. For 2024, Travelers offered the renewal at \$6,754, a 14.6% and \$859.00 increase over 2023.

The City's Cyber Liability coverage is increasing again for 2024. The public entity sector has been particularly vulnerable to all manner of cyber-attacks. For 2024, Travelers offered the renewal at \$19,308.00, a 30% and \$4,425 increase over 2023. This increase is contributed to a reported increase in revenue that the city had in 2022.

It was moved by Carlos Barron and seconded by Bruce Fitzgerald to Accept the 2024 Workers' Compensation Quotation from Pinnacol Assurance in the Amount of \$250,021.00 and Accept the Boiler and Machinery Quotation from Travelers in the Amount of \$6,754.00 and Accept the Cyber Liability Quotation from Travelers in the Amount of \$19,308.00 for a Total of \$276,083.00. Motion passed unanimously on roll call vote.

AM 2023-189 Approve Order with Badger Meter for New Water Meters and Endpoints for an Amount Not to Exceed \$231,070.00 from 2023 Utility Fund - Water Line Repairs

The City currently charges new construction a meter fee to cover the costs of meter, endpoint and accessories associated with installation of new water service. This is budgeted under the Utility Fund, Water Line Repairs, meters and accessories.

Meters and endpoint delivery have been hindered by the microchip shortage and COVID supply issues. The City was ordering the valve capable meter combinations to help with shut-offs. With the new operations of no shut-offs, the valves are no longer needed with the meters.

The Badger meters and beacon reading system is the chosen AMI system for meter reading. The ultra-sonic meters order backlog has reduced significantly. Badger meter currently has a supply available of 500 meters and 300 endpoints. We recently received an order of 100 meters.

The large order of meters is now available with invoices totaling \$231,070.00.

It was moved by Bruce Fitzgerald and seconded by Chris Ceretto to Approve the Order with

