

TOWN OF AVON, COLORADO
WORK SESSION MEETING FOR TUESDAY, MAY 27, 2008
MEETING BEGINS AT 3:15 PM
AVON MUNICIPAL BUILDING, 400 BENCHMARK ROAD



PRESIDING OFFICIALS

MAYOR	RON WOLFE
MAYOR PRO TEM	BRIAN SIPES
COUNCILORS	RICHARD CARROLL, DAVE DANTAS, KRISTI FERRARO
	AMY PHILLIPS, TAMRA NOTTINGHAM UNDERWOOD

TOWN STAFF

TOWN ATTORNEY: JOHN DUNN	TOWN MANAGER: LARRY BROOKS	TOWN CLERK: PATTY MCKENNY
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ALL WORK SESSION MEETINGS ARE OPEN TO THE PUBLIC EXCEPT EXECUTIVE SESSIONS
COMMENTS FROM THE PUBLIC ARE WELCOME; PLEASE TELL THE MAYOR YOU WOULD LIKE TO SPEAK UNDER NO. 2 BELOW
ESTIMATED TIMES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY, SUBJECT TO CHANGE WITHOUT NOTICE
PLEASE VIEW AVON'S WEBSITE, [HTTP://WWW.AVON.ORG](http://www.avon.org), FOR MEETING AGENDAS AND MEETING MATERIALS
AGENDAS ARE POSTED AT AVON MUNICIPAL BUILDING AND RECREATION CENTER, ALPINE BANK, AND AVON LIBRARY
THE AVON TOWN COUNCIL MEETS ON THE SECOND AND FOURTH TUESDAYS OF EVERY MONTH

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- | | |
|--------------------------|--|
| 3:15 PM – 3:45 PM | 1. EXECUTIVE SESSION pursuant to CRS 24-6-402(4)(b) to confer with town attorney for the purposes of receiving legal advice on specific legal questions regarding pending litigation with the Village at Avon |
| | 2. INQUIRY OF THE PUBLIC FOR COMMENT AND APPROVAL OF AGENDA |
| 3:45 PM – 4:00 PM | 3. COUNCIL COMMITTEE AND STAFF UPDATES <ul style="list-style-type: none">a. Election 2008 (Patty McKenny, Director Admin Services) Review of 08 election schedule & use of Town Hall as polling locationb. Media Package Follow-up (Becky Lawlor, Community Relations Officer) Memo onlyc. Financial Matters (Finance Department) Memo only |
| 4:00 PM – 4:30 PM | 4. AVON RECREATION CENTER REMODEL UPDATE (Justin Hildreth, Town Engineer, & Meryl Jacobs, Recreation Director) Review of recreation center remodel plans and October closure of facility |
| 4:30 PM – 5:00 PM | 5. WESTERN EXPANSION OF THE SEASONS AS PROPOSED IN THE TOWN CENTER WEST INVESTMENT PLAN (Justin Hildreth, Town Engineer) Review of the Seasons at Avon addition proposed in the Town Center West |
| 5:00 PM | 6. ADJOURNMENT |

Memo

To: Mayor & Avon Town Council
cc: Larry Brooks, Town Manager
From: Patty McKenny, Director Administrative Services *PM*
Date: May 20, 2008
Re: Eagle County Clerk & Recorder – Request to use Avon Municipal Building as Polling Location

Summary:

Attached is a request from Eagle County Clerk & Recorder, Teak Simonton, to use Avon's Municipal Building for the polling location for Precincts 15 & 19 during both the Primary Election, August 12th and the General Election, November 4th.

Background:

The Avon Municipal Building has served as the polling location for both precincts 15 & 19 in 04 and 06. Prior to that Avon Elementary School served as the polling location.

Discussion:

There is a conflict for both dates in that there is a regularly scheduled Council Meeting on August 12th and a regularly scheduled Planning & Zoning Commission meeting on November 4th. In order to provide the room, both meetings would need to be either changed to another date, another location on the same date or cancelled. In the past there have been council meetings scheduled at the Wildridge Fire Station. With some brief staff discussion, another option is to hold the meeting at the Avon Public Library if the meeting room is available (this cannot be confirmed until June). The P&Z Commission has met before at the Avon Public Library or the meeting has been cancelled.

Staff is looking for Council input so that a final decision on this request can be made.

A handwritten signature in black ink, appearing to be the initials 'LB' with a large, sweeping flourish underneath.

POLLING PLACE AGREEMENT

This agreement is entered into by Teak J. Simonton, Eagle County Clerk and Recorder and Patty McKenny, agent for Avon Municipal Building, which location is to be used as a polling place for elections being held on August 12, 2008 and Tuesday, November 4, 2008.

WHEREAS, C.R.S. '1-5-101 *et seq.* provides that the Clerk and Recorder of each County shall designate the locations where elections are to be held;

WHEREAS, Avon Municipal Building is desirous of having its locations designated as a polling place;

NOW THEREFORE, in exchange for valuable consideration, the receipt of which is hereby acknowledged by the parties, it is agreed as follows:

1. The agent agrees to allow the following described areas, including available parking areas and directly connecting passageways to be used as a polling place: Avon Municipal Building

The premises are to be occupied and used primarily for election purposes from 6:00 a.m. to 8:00 p.m. or until all Election Day activities are complete. No other scheduled activities should be allowed to interfere or compete with the election process and judges' work until the entire process is complete.

2. The agent will permit access to the premises on dates and times in addition to the above mentioned date for purposes of checking the location and phone line, delivering, setting up and removal of election equipment and supplies. Arrangements between the Clerk's office and the agent will be made by mutual agreement.

3. The agent understands the building will be posted as a polling location on or before July 31, 2008 for the Primary Election and on or before October 23, 2008 for the General Election, and that as

of said posting no electioneering, (including but not limited to advertising, distribution of literature, meetings or campaigning) can knowingly take place within 100 feet of the official entrance/exits of the polling location. Every effort should be made by the agent to reasonably comply. The agent is asked to notify the County Clerk immediately if electioneering activity occurs.

4. The agent will provide the premises in a clean and usable condition. The Clerk's office will leave the premises in as much the same condition as is possible at the end of the Election Day.

5. The agent has available for use 2 8 - foot tables and 12+ chairs to be used throughout the day and 1 trash receptacles. room is adequately furnished

6. The agent will provide convenient access to a telephone throughout the day. That telephone number is 748 4035. If unable to do so, agent will notify the Clerk immediately to make alternative arrangements.

7. The contact person for the agent is _____ who can be reached during business hours by calling 748 4035 or during non-business hours by calling 390 7848.

8. The agent agrees to permit entry to the premises on Election Day at 6:00 a.m. according to the following arrangements:

KEYS will be provided to Eagle County
CLERKS office / Election Judge

9: The agent requires the following additional conditions: _____

the parties have executed this Agreement on the dates stated below:

Teak J Simonton 5/1/08
Teak J Simonton date
Eagle County Clerk & Recorder

Patty McKenny date
Town Clerk



TEAK J. SIMONTON
Eagle County Clerk & Recorder

P.O. Box 537
500 Broadway
Eagle, Colorado 81631-0537
(970) 328-8710
www.eaglecounty.us
Recording: (970) 328-8723
Fax: (970) 328-8716
TDD: (970) 328-8797

May 1, 2008

Patty McKenny
Avon Municipal Building
P O Box 975
Avon CO 81620

Enclosed is the Polling Place Agreement for the August 12, 2008 Primary Election and the November 4, 2008 General Election. Please sign the agreement and return it to me as soon as possible.

If you have any questions, please call me at 970-328-8728.

Sincerely,

A handwritten signature in black ink, appearing to read "Teak J. Simonton".

Teak J. Simonton

Encl.

Memo

To: Honorable Mayor and Town Council
Thru: Larry Brooks, Town Manager
From: Media Team – Scott Wright, Patty McKenny, Becky Lawlor, and Cindy Kershaw
Date: May 20, 2008
Re: Media Improvements for Town Council Meetings

Summary: This memorandum is to provide additional reference information to the Town Council on Toastmaster video equipment and Granicus web streaming software.

Background: At the May 13, 2008 Council Meeting, staff presented a media improvements package. Council was in favor of waiting until 2009 budgeting meeting to add these improvements, but requested that references be provided for both companies and their product.

Discussion: Please see Attachment A & B for references. In addition, staff would like to make Council aware that the current Digatron system, which does not work well for video recording, but can be used for security purposes in the Recreation Center, will be removed from Council Chambers in October in conjunction with the Recreation Center remodel. This will reduce costs for transferring and installing the cameras.

Attachments: Attachment A & B: Toastmaster and Granicus References

Town Manager Comments:

A handwritten signature in black ink, appearing to be "LB" with a long horizontal flourish underneath.

Attachment A: Toastmaster References

Nicole Zimmerman - City of Coolidge, Arizona Community Services Director

She feels the Toastmaster is extremely easy to use. They have no staff with any audio or video background and they are using it with no issues. She has a few staff members that run it to record their council meetings. They have fixed cameras mounted in the council chambers. They had the training provided from Rushworks and then they were pretty much right up and running. They have had it for about 6 months and she said their staff loves it.

Joe Clos - City of Kingman, Arizona I.S. Director

He has 3 people who take turns running the system to record meetings. They stream their meetings live to the website and then they also make them available after the meeting is over on the website. He said they really use the keyboard almost exclusively, the joy stick they really have not used much. They have their camera presets and the names all setup for titles so he said it really is just a push of a button to take the shot and get the recording. They have their cameras mounted in the council chambers. He said that Rushworks is really a small company, you mostly talk directly to Rush when there are issues or you need help, but he said their support and help has always been excellent. He said their installation went really well. They have 4 cameras that Rushworks helped them setup and have placed properly. They have been using the system for about a year. He said they did have a few issues in the beginning, but mostly those were procedural on their end as to how they were doing the recordings. He was extremely helpful and said that he would help us along at any time in the process if we had questions or issues that they could assist us with. They are so happy with the product and with Rushworks, they are getting ready to engage Rushworks to do more automation and buy some HD digital handheld cameras for location shoots and creating more video production items.

Steve DeHaan - Town of Payson, Arizona

Steve said their support has been great, it is a very stable product. They have been using the Toastmaster for 2 years. He did not get the training from Rushworks when they originally installed the system, he said he just basically read the book and figured it out - it really is as intuitive as it looks according to Steve. He has two staff members that run the recording of the meetings. They use it for council meetings and P & Z meetings.

Ann Theis of the City of Denver

Their take on the product is a bit different given what they do and the scale of what they do. They have two different studios, one that is large and one that is smaller. The smaller studio is where they use the portable Toastmaster that we are looking at. Some of the things they don't like about the Toastmaster is that when NewTek (the Tricaster people) come out with a new release of software (version 5 is out now), it takes Rushworks 6 months or so to get their code up to speed to work with the new version. Right now Rushworks is on version 4 and they are anxious to get the Toastmaster up to version 5, but they have to wait on Rushworks to get it ready. She said there are some drawbacks with the Canon cameras, being able to control the lighting, iris settings, focus, etc where they don't have the granularity to control everything custom like they would like to. She said if we know computers and are comfortable with PCs that will be a big advantage to use the Toastmaster and she said it is quite easy to learn and easy to use. A draw back for them is that it really is designed for one person to use and they often want three or more people to run the system (one for sound, one for cameras, etc). She offered to have us come down and check out their smaller studio where they use the Toastmaster and see it in a "real" environment versus just having seen Rush with the demo here. I told her that if we were interested in a field trip to do that I would get back in touch with her. She was really talking to me in terms that I didn't understand - meaning she was talking A/V speak so I think that tells me that real A/V trained people think the Toastmaster is too simplified for them, but then again, that is what we felt was appealing for us.

Attachment B: Granicus References

Rhonda Coxen – Town of Snowmass, CO Town Clerk

Loves it—they've had it about one year. It took a while for Town Council members to get used to in terms of how she was doing the minutes, which was slightly different from before. Granicus came out and trained and was there for 1 meeting day. They have had some issues, but they've all been on their end and not the fault of Granicus. She said that Granicus has excellent support. It is user-friendly, but you need to use it frequently so you don't forget how. The public loves it. If they are having any problems with the web streaming, the 2nd homeowners are on the phone asking where the video. Currently, they use it just for Council Meetings and 2nd Homeowner Meetings (Snowmass has a 2nd Homeowner Board). They haven't done anything else with it because they've gone through two PIOs in the last year, but see plenty of potential to increase its use; they just need to have staff to take it on. She strongly recommended attending users' conference in San Francisco.

Kit Lammers- City of Lakewood, CO Television Services Manager

They have been using Granicus a little over a year. They purchased the basic package and do not have the MinuteMaker portion at this time. What they like most is that it doesn't take a whole lot of involvement. The webmaster doesn't have to be involved at all. They simply load the agenda, click start and it starts streaming. At the end of the meeting they click stop and it's automatically uploaded with a link created automatically on the website. They did look at some other companies, but they were much more involved and staff would need to upload, create link, etc. They also liked the fee structure of Granicus, which is a set monthly fee. Other companies charge often per click or amount of video and this would make it very hard to budget for. Granicus doesn't charge additional for hosting space or high traffic. You can also track the amount of clicks on a link through Granicus web tracking. They have also developed "web shorts" – brief instructional videos. Some examples of these web shorts include: how to pay a traffic ticket or a quick walk through the Rec Center to show viewers what the facility offers, how to reserve a room, etc. These have been very popular and have taken a lot of demand off of staff by reducing phone calls. Granicus has also saved staff time in other ways. They used to have DVD/video copies of all Council meetings available for public check-out. He can't remember the last time they had a request for a copy. Also helps Dept Heads who can work in their offices and then see when it's time for them to come in and participate in the meeting. Lakewood went through a bid process for Granicus and TOA should be able to "tag" onto their bid if we wanted.

Sam Rainguet – City of Grand Junction, CO Public Information Officer

They have had Granicus for about three months and are very pleased with it. Like us, the only way their citizens can view Town Council meetings is if they have cable. There has been a positive response to being able to view Council meetings online as well now. They have had some small issues, but Granicus has been responsive and they were sorted out quickly. They currently use the web streaming for Town Council, Planning & Zoning, and other meetings like Comprehensive Planning Meeting, Police Department Recruiting Video, etc. Overall, they are happy with Granicus.

FINANCIAL MATTERS

May 27, 2008

1. YTD Building Revenue Report Actual vs Budget - April 2008
2. Detail - Real Estate Transfer Taxes - April 2008
3. Accomodations Tax Worksheet Actual vs Budget - March 2008
4. Sales Tax Worksheet Actual vs Budget - March 2008

SUNGARD PENTAMATION, INC
 DATE: 05/22/2008
 TIME: 10:02:28

TOWN OF AVON
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: orgn.fund='10' and revledgr.account in ('52201', '52203', '52204', '54201', '54202', '54203')
 ACCOUNTING PERIOD: 4/08

SORTED BY: FUND, PROGRAM, 1ST SUBTOTAL, ACCOUNT
 TOTALED ON: FUND, PROGRAM, 1ST SUBTOTAL
 PAGE BREAKS ON: FUND, PROGRAM

FUND-10 GENERAL FUND
 PROGRAM- TITLE NOT FOUND
 1ST SUBTOTAL-52000 LICENSES AND PERMITS

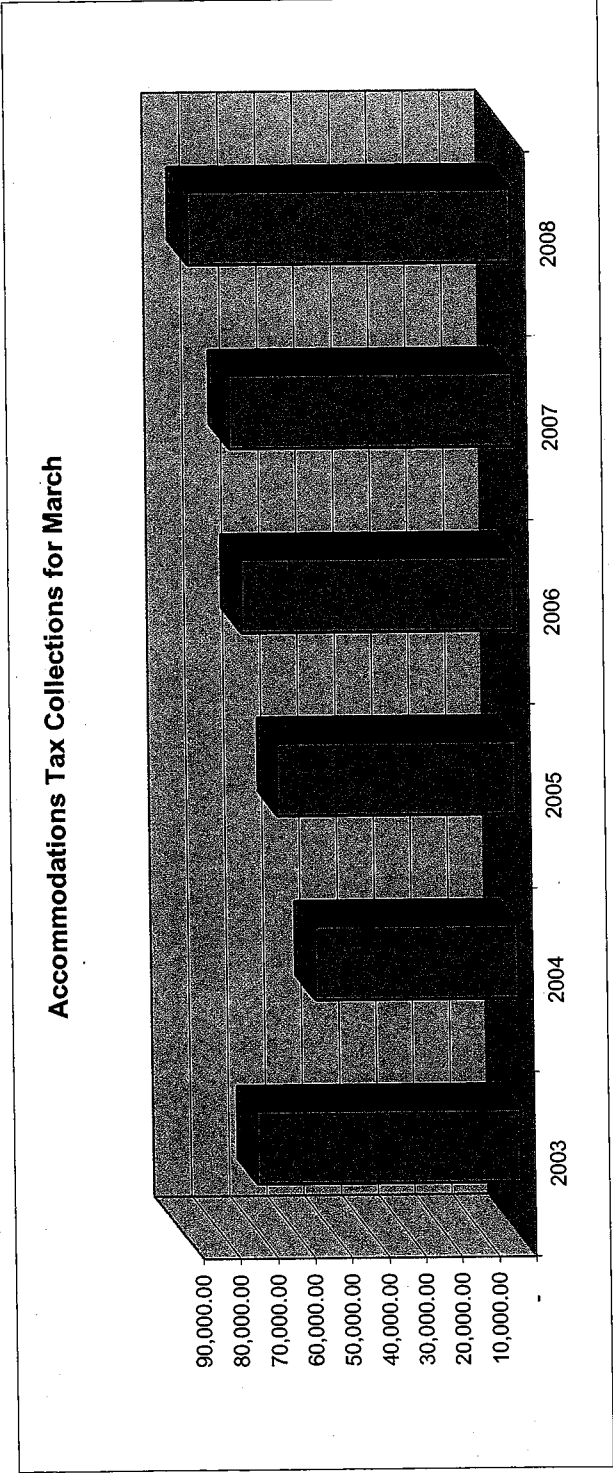
ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	AMT TO BE COLLECTED	YTD/ BUD
52201	BUILDING PERMITS	615,000.00	5,582.48	.00	13,753.23	601,246.77	2.24
52203	PLUMBING PERMITS	80,000.00	.00	.00	594.75	79,405.25	.74
52204	MECHANICAL PERMITS	80,000.00	5,850.00	.00	6,536.86	73,463.14	8.17
	TOTAL LICENSES AND PERMITS	775,000.00	11,432.48	.00	20,884.84	754,115.16	2.69
54201	PLAN CHECK FEES	475,000.00	.00	.00	2,698.15	472,301.85	.57
54202	SUBDIVISION REVIEW FEES	35,000.00	1,350.00	.00	1,504.39	33,495.61	4.30
54203	DESIGN REVIEW FEES	35,000.00	1,600.00	.00	13,090.00	21,910.00	37.40
	TOTAL CHARGES FOR SERVICES	545,000.00	2,950.00	.00	17,292.54	527,707.46	3.17
	TOTAL TITLE NOT FOUND	1,320,000.00	14,382.48	.00	38,177.38	1,281,822.62	2.89
	TOTAL GENERAL FUND	1,320,000.00	14,382.48	.00	38,177.38	1,281,822.62	2.89
	TOTAL REPORT	1,320,000.00	14,382.48	.00	38,177.38	1,281,822.62	2.89

**Town of Avon
Real Estate Transfer Tax
Calendar Year 2008**

Purchaser Name	Property	Amount Received	Riverfront PUD	The Gates at Beaver Creek
March		\$ 209,262.60	\$ -	\$ -
Timeshare Title	Christie Lodge Timeshare	2.00		
Timeshare Transfer	Christie Lodge Timeshare	2.00		
Timeshare Transfer	Christie Lodge Timeshare	11.90		
1st American Heritage	Falcon Pointe 0103-13	70.00		
1st American Heritage	Falcon Pointe 300-52	147.50		
Title Comp Rockies	Mtn. Vista 51-07	549.90		
Title Comp Rockies	Mtn. Vista 07-08	419.90		
Title Comp Rockies	Mtn. Vista 09-08	536.00		
Title Comp Rockies	Mtn. Vista 10-08	899.90		
Title Comp Rockies	Mtn. Vista 13-08	2,549.70		
Title Comp Rockies	Mtn. Vista 14-08	540.00		
Title Comp Rockies	Mtn. Vista 15-08	730.90		
Title Comp Rockies	Mtn. Vista 16-08	4,119.80		
Title Comp Rockies	Mtn. Vista 1205-11	40.00		
Title Comp Rockies	Mtn. Vista 1404 & 1402-24	1,195.00		
Title Comp Rockies	Mtn. Vista 1406 & 1408-50	270.00		
JRA Services	Mtn. Vista 1408-47	1.12		
Rescort Closings	Mtn. Vista 1602-01	22.00		
Title Comp Rockies	Lakeside Terrace D-203-7	107.50		
Valerie Ball	Sunridge @ Avon II 304-J	3,400.00		
Andrea & Jason Noakes	Bristol Pines # 17	5,200.00		
Jared, Donald & Susan Barnes	Bridgewater B-4	5,000.00		
John & Evelyn Stell	Seasons 410	6,900.00		
Emily Stautner & Michael Kearn	Greenbrier A 1	4,700.00		
Ellen A. Silver	Greenbrier D 29	3,500.00		
Scott Hayden	Avon Commercial Center 234	7,440.00		
Elbow LLC	Metcalf Commercial Park 207	10,800.00		
Samantha Bogash, Donald & Helen Gerstein	2424 Draw Spur Townhome # 2	5,800.00		
Alfred V. Chieco	Lot 48 Blk 3 WR	5,000.00		
	Total April Revenue	69,955.12		
	Total YTD Revenue	279,217.72	-	-
	Total 2008 Budget	2,500,000.00	5,048,204.00	1,000,000.00
	Variance, Favorable (Unfavorable)	\$ (2,220,782.28)	\$ (5,048,204.00)	\$ (1,000,000.00)

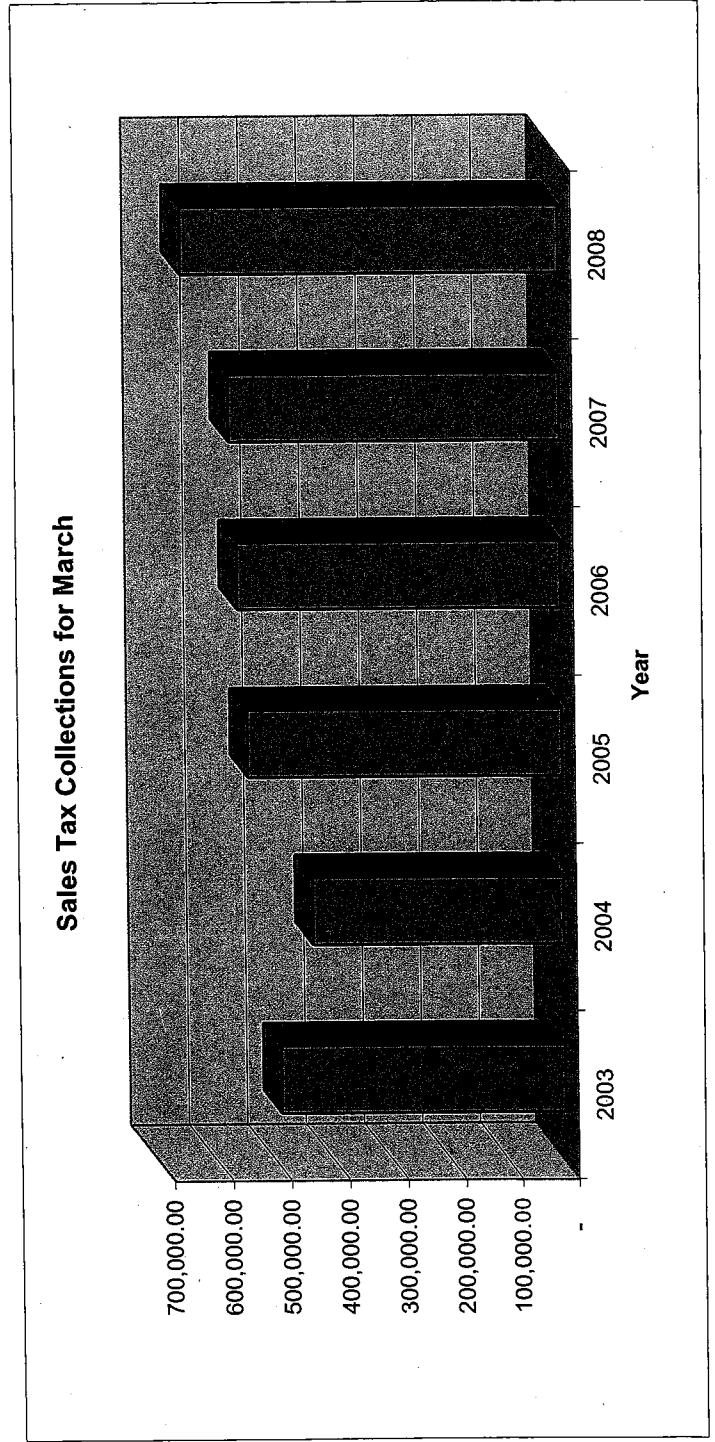
**TOWN OF AVON
ACCOMMODATIONS TAX WORKSHEET
2008 Actual YTD Collections**

	Actual Collections					YTD Collections 2008	% of change from 2007
	2003	2004	2005	2006	2007		
January	\$ 33,098.93	\$ 49,606.71	\$ 40,530.61	\$ 57,229.22	\$ 63,237.75	\$ 77,721.98	22.90%
February	46,317.21	52,217.57	60,993.89	60,901.95	70,721.21	83,157.06	17.58%
March	71,438.85	55,303.58	64,797.68	74,022.31	76,718.00	87,240.86	13.72%
April	12,755.91	11,836.96	13,816.52	43,114.14	23,454.19	-	-100.00%
May	4,077.14	8,380.80	9,899.09	10,685.43	13,887.33	-	-100.00%
June	15,501.57	19,906.06	19,792.33	23,284.29	26,517.16	-	-100.00%
July	19,458.30	22,059.52	23,732.97	28,334.33	28,963.77	-	-100.00%
August	15,787.15	18,552.96	18,539.93	20,832.64	26,703.98	-	-100.00%
September	10,596.31	14,405.20	15,873.60	17,192.35	17,923.08	-	-100.00%
October	9,602.87	10,988.04	10,688.00	18,824.40	19,981.39	-	-100.00%
November	9,999.25	9,544.00	14,002.80	16,614.61	19,011.03	-	-100.00%
December	41,756.98	50,102.41	51,311.12	64,170.25	68,267.16	-	-100.00%
Total	\$ 290,390.47	\$ 322,903.81	\$ 343,978.54	\$ 435,205.92	\$ 455,386.05	\$ 248,119.90	17.77%



**TOWN OF AVON
SALES TAX WORKSHEET
2008 Actual YTD Collections**

	Actual Collections					YTD Collections 2008	% of change from 2007
	2003	2004	2005	2006	2007		
January	\$ 416,475.94	\$ 362,384.60	\$ 425,503.18	\$ 448,714.65	\$ 524,820.41	\$ 552,981.33	5.37%
February	436,108.60	375,274.89	418,743.05	464,806.63	497,012.53	574,301.20	15.55%
March	493,056.54	436,524.67	544,245.61	560,114.95	572,427.68	653,095.43	14.09%
April	311,212.23	251,294.79	272,227.06	349,371.03	357,949.34	-	-100.00%
May	292,634.62	217,509.24	252,342.79	270,369.12	308,166.24	-	-100.00%
June	363,268.64	306,000.04	340,829.23	376,396.05	411,926.00	-	-100.00%
July	337,933.65	351,427.03	398,216.13	397,751.05	456,067.69	-	-100.00%
August	255,996.23	338,167.96	368,792.50	373,562.61	424,583.42	-	-100.00%
September	239,201.92	340,704.01	341,113.82	381,410.80	421,607.28	-	-100.00%
October	217,489.44	262,086.75	301,696.64	297,640.80	367,965.07	-	-100.00%
November	201,204.31	278,435.62	308,834.90	305,534.90	362,353.89	-	-100.00%
December	560,975.96	637,150.60	703,905.00	774,113.53	868,333.36	-	-100.00%
Total	\$ 4,125,558.08	\$ 4,156,960.20	\$ 4,676,449.91	\$ 4,999,786.12	\$ 5,573,212.91	\$ 1,780,377.96	11.67%



Memo

To: Honorable Mayor and Town Council
Thru: Larry Brooks, Town Manager
From: Justin Hildreth, Town Engineer *JH*
Shane Pegram, Engineer II
Date: May 21, 2008
Re: Avon Recreation Center Remodel Update

Summary: This memo provides an update to Town Council on the design and construction cost for the Avon Recreation Center Remodel. Victor Mark Donaldson Architects (VMDA) has completed the design services for the project. Mark Young Construction won the competitive bid for the project and will be awarded the contract following Council approval during tonight's Regular Town Council Meeting.

Previous Council Action:

October 2, 2007	Council directed staff to investigate remodel options for the Recreation Center.
January 8, 2008	VMDA's proposal for base mapping, architectural & engineering services was approved.
March 11, 2008	VMDA's remodel plans and Evans Chaffee's cost estimate presented to Council. Council provided staff with direction to move forward with final design and competitive construction bidding. Council also requested that staff and VMDA investigate the possibility of adding additional windows to the 2 nd floor remodel.
March 25, 2008	VMDA's add-service fee proposal for the window additions along the south wall and sky lights was approved.

Background: Town of Avon Recreation Center Remodel plans were presented to Town Council during the March 11, 2008 council meeting. Town Council approved staff's request to have VMDA prepare construction documents, bid out the project, and requested that staff explore the potential for additional windows on the new 2nd floor over the existing lobby. Suggested window locations included the south wall facing the pool, the north wall above the child care roof, the west wall in line with existing windows, and sky lights above the stretching area and equipment maintenance area.

VMDA provided opinions for each suggested window installation in their add-service fee proposal that was approved on March 25, 2008. The windows on the north side of the building were not recommended because the increased heat loss would require mechanical upgrades. The west wall window that would capture light from the existing exterior window was not recommended because the top of the existing window is only 24" above the new second floor elevation and additional exterior glazing would be required.

VMDA recommended the installation of the windows in the south wall facing the pool and skylights over the stretching area. The warmer temperatures in the pool area prevent increased heat loss on the south wall and two skylights over the stretching area do not increase the heat loss above the capacity of the existing mechanical system.

Discussion: Continued growth of the Avon Recreation Center has created a need for more space for employee offices, storage and equipment maintenance. Town Council directed staff during the October 2, 2007 meeting to investigate remodel options that will continue to be used after the planned Phase II Recreation Center expansion or the construction of the parking garage.

VMDA developed remodel floor plans (Exhibit A) after several meetings with Recreation Center and Engineering staff. The plans depict the addition of a second floor throughout the existing lobby and remodel of the daycare facilities. The second floor addition will provide offices, a conference room, equipment maintenance area, and an additional stretching area. The daycare remodel will provide additional offices, storage space, and improve operational efficiency. The Energy Engineering Study prepared by the Colorado Governor's Energy Office for the Recreation Center has been reviewed and has minimal impact on this project. Applicable suggestions from the study have been included into the project specifications.

Staff requested bids from four contractors that were pre-qualified by VMDA. Engineering staff held a sealed bid opening on May 19, 2008. RA Nelson, Evans Chaffee Construction Group and Mark Young Construction all provided bids that met the bid process requirements. More detail about Mark Young Construction's low bid of \$535,233 is provided in the Regular Council Meeting Consent Agenda memo. Staff is requesting approval of Mark Young's bid and award of the construction contract during the Consent Agenda.

Financial Implications: Mark Young's base bid for construction is \$535,233. The following three alternates were provided:

- Add Alternate #1: Demolition and Rebuilding of all 2nd level column shafts to gain incremental SF useable area (\$5,045).
- Add Alternate #2: Reconfiguration of roof drainage in 2nd level column shafts (\$1,589).
- Alternate #3 (Deduct): Install new steel beams inside of existing walls to avoid temporary shoring of 2-story wall system (-\$8,500).

Staff recommends eliminating Alternate # 1 and approving Alternates # 2 & 3. This would bring the construction contract total to \$528,322.

The Town of Avon 2008 CIP Budget includes \$660,000 for the Avon Recreation Center remodel. The following table is a break down of expected costs.

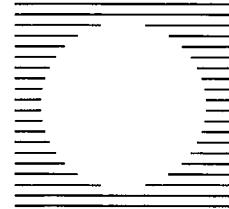
Project Item	Estimated Budget	Proposed Budget
Design	\$70,000	\$70,000
Construction Cost Estimate (including alternates)	\$524,000	\$529,000
IT Components	\$15,000	\$15,000
Special Inspections	\$5,000	\$5,000
Contingency	\$46,000	\$41,000
Total Budget	\$660,000	\$660,000

Town Manager Comments:

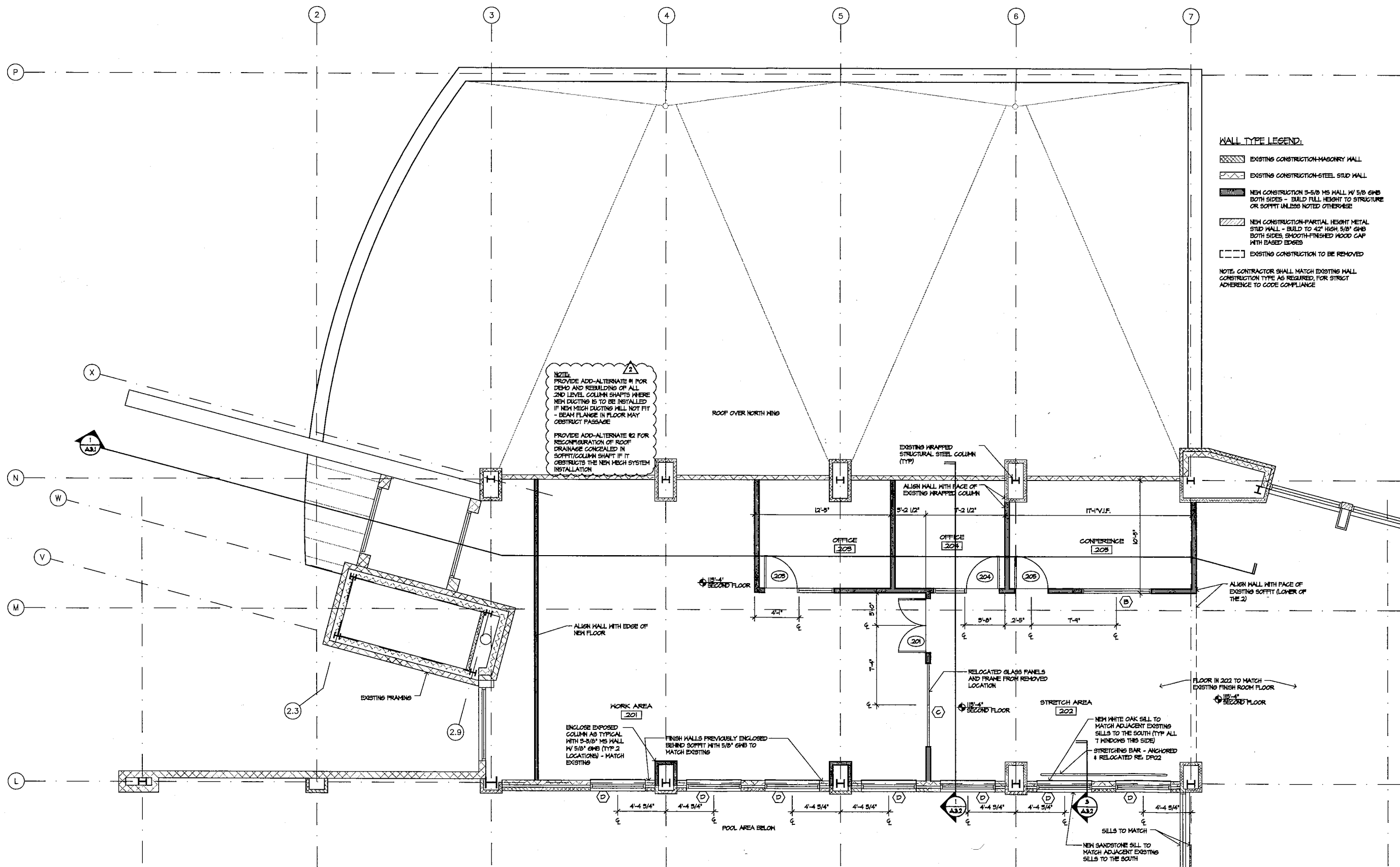
EH for Larry Brookes

NOTES:

- Exhibit A – Recreation Center Remodel Plans, dated April 24, 2008



A REMODEL FOR
AVON RECREATION CENTER
325 BENCHMARK ROAD
AVON, COLORADO 81620



WALL TYPE LEGEND:

- EXISTING CONSTRUCTION-MASONRY WALL
- EXISTING CONSTRUCTION-STEEL STUD WALL
- NEW CONSTRUCTION 5-5/8" MS WALL W/ 5/8" GMB BOTH SIDES - BUILD FULL HEIGHT TO STRUCTURE OR SOFFIT UNLESS NOTED OTHERWISE
- NEW CONSTRUCTION-PARTIAL HEIGHT METAL STUD WALL - BUILD TO 42" HIGH, 5/8" GMB BOTH SIDES, SMOOTH-FINISHED WOOD CAP WITH BASED EDGES
- EXISTING CONSTRUCTION TO BE REMOVED

NOTE: CONTRACTOR SHALL MATCH EXISTING WALL CONSTRUCTION TYPE AS REQUIRED, FOR STRICT ADHERENCE TO CODE COMPLIANCE

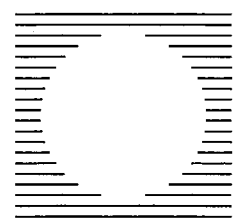
NOTE:
PROVIDE ADD-ALTERNATE #1 FOR DEMO AND REBUILDING OF ALL 2ND LEVEL COLUMN SHAFTS WHERE NEW DUCTING IS TO BE INSTALLED IF NEW MECH DUCTING WILL NOT FIT - BEAM FLANGE IN FLOOR MAY OBSTRUCT PASSAGE

PROVIDE ADD-ALTERNATE #2 FOR RECONFIGURATION OF ROOF DRAINAGE CONCEALED IN SOFFIT/COLUMN SHAFT IF IT OBSTRUCTS THE NEW MECH SYSTEM INSTALLATION

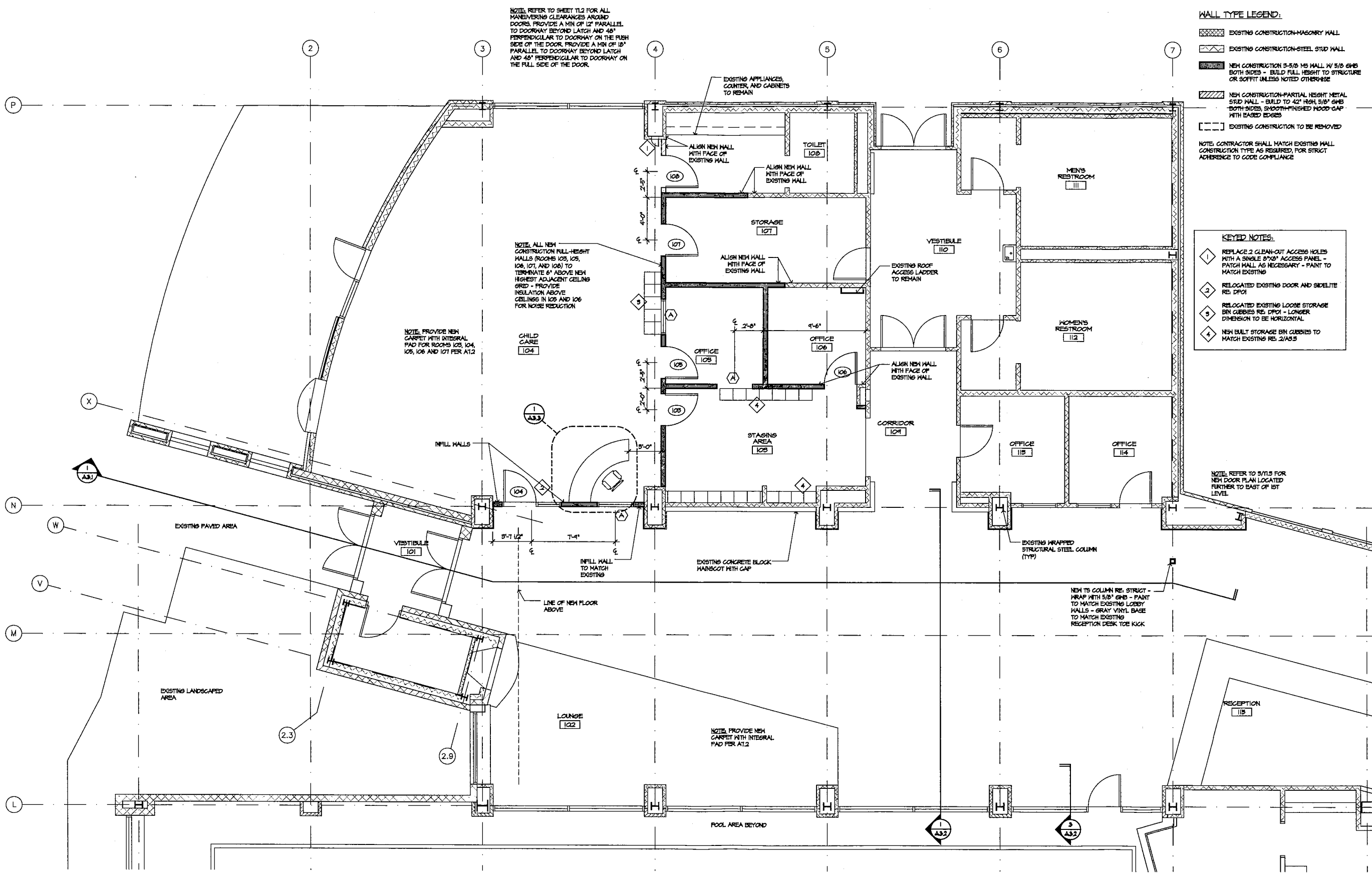
01 SECOND LEVEL FLOOR PLAN
SCALE: 1/4" = 1'-0"

BIDDING DOCUMENTS

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REVISION	5/8/08	
DATE	4/24/2008	
JOB NO.	0731	
SECOND LEVEL FLOOR PLAN		
SHEET NO.	A1.2	



A REMODEL FOR
AVON RECREATION CENTER
325 BENCHMARK ROAD
AVON, COLORADO 81620



NOTE: REFER TO SHEET TL2 FOR ALL HANDLING CLEARANCES AROUND DOORS. PROVIDE A MIN OF 12" PARALLEL TO DOORWAY BEYOND LATCH AND 48" PERPENDICULAR TO DOORWAY ON THE PUSH SIDE OF THE DOOR. PROVIDE A MIN OF 18" PARALLEL TO DOORWAY BEYOND LATCH AND 48" PERPENDICULAR TO DOORWAY ON THE PULL SIDE OF THE DOOR.

NOTE: ALL NEW CONSTRUCTION FULL-HEIGHT WALLS (ROOMS 103, 105, 106, 107, AND 108) TO TERMINATE 6" ABOVE NEW HIGHEST ADJACENT CEILING GRID - PROVIDE INSULATION ABOVE CEILING IN 103 AND 106 FOR NOISE REDUCTION

NOTE: PROVIDE NEW CARPET WITH INTEGRAL PAD FOR ROOMS 103, 104, 105, 106 AND 107 PER A1.2

NOTE: PROVIDE NEW CARPET WITH INTEGRAL PAD PER A1.2

WALL TYPE LEGEND:

- EXISTING CONSTRUCTION-MASONRY WALL
- EXISTING CONSTRUCTION-STEEL STUD WALL
- NEW CONSTRUCTION 5/8" GIB WALL W/ 5/8" GIB BOTH SIDES - BUILD FULL HEIGHT TO STRUCTURE OR SOFFIT UNLESS NOTED OTHERWISE
- NEW CONSTRUCTION-PARTIAL HEIGHT METAL STUD WALL - BUILD TO 42" HIGH, 5/8" GIB BOTH SIDES, SMOOTH-FINISHED MOOD GAP WITH EASED EDGES
- EXISTING CONSTRUCTION TO BE REMOVED

NOTE: CONTRACTOR SHALL MATCH EXISTING WALL CONSTRUCTION TYPE AS REQUIRED, FOR STRICT ADHERENCE TO CODE COMPLIANCE

KEYED NOTES:

- REPLACE 2 CLEAN-OUT ACCESS HOLES WITH A SINGLE 8"x8" ACCESS PANEL - PATCH WALL AS NECESSARY - PAINT TO MATCH EXISTING
- RELOCATED EXISTING DOOR AND SIDELITE RE: DPO1
- RELOCATED EXISTING LOOSE STORAGE BIN CUBBIES RE: DPO1 - LONGER DIMENSION TO BE HORIZONTAL
- NEW BUILT STORAGE BIN CUBBIES TO MATCH EXISTING RE: 2/A3.5

NOTE: REFER TO 3/15 FOR NEW DOOR PLAN LOCATED FURTHER TO EAST OF 1ST LEVEL

FIRST LEVEL FLOOR PLAN
SCALE: 1/4" = 1'-0"

BIDDING DOCUMENTS

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REVISION		
DATE	4/24/2008	
JOB NO.	0731	
FIRST LEVEL FLOOR PLAN		
SHEET NO.	A1.1	

Memo

To: Honorable Mayor and Town Council
Thru: Larry Brooks/Town Manager
From: Meryl Jacobs/Director of Recreation *MJ*
Date: May 21, 2008
Re: October Closure of Avon Recreation Center

Summary: Due to the nature of the re-model at the Recreation Center it will be necessary to close the facility for the month of October. Over the next several months staff will evaluate and attempt to minimize the impacts of the close down.

Discussion: The good news is that staff has been through the process of a month long closure during the 2001 re-model of the locker rooms. Through this experience we have identified the following issues that will need to be addressed:

Patrons: Notification of the construction and closure will occur one month in advance. All passes will be adjusted by the number of days affected. Staff will contact other local fitness providers to find an alternative workout option for our customers. In the past a club in Vail waived the initiation fee and offered resident rates to Recreation Center pass holders. Our goal will be to structure a similar deal for Avon members.

Personnel: All full and part-time employees of the department will be offered the opportunity to maintain regular hours. It may be necessary to move offices that are in the middle of or immediately under the construction zone. Staff will relocate temporarily to other safe areas in the building. Our part-time employees will be able to pick up hours working on the internal projects listed below. It is possible that some part-time employees will opt for a temporary lay-off, should they not wish to participate in the projects identified below.

Projects: The month long closure provides an excellent opportunity to complete a number of interior projects that have been pending.

- Re-plastering of the pools via asset management program
- Interior painting of high walls
- Re-model the upstairs activities room to accommodate spin classes
- Sand and seal hardwood aerobics floor
- Sand and seal all locker room doors
- Rebuild/replace AHU 1 & 2 via asset management program
- Upgrade building automation system via asset management program
- Replace frog water feature via asset management program
- Strip and wax tuflex flooring in the cardio area
- Deep clean locker rooms and cardio/weight equipment

Programs: All aerobics, babysitting & aquatics programming will cease during the month of October. Youth, adult and special events will continue as usual. Registration for Recreation activities will take place at the log cabin, which will be staffed by front desk attendants. If we experience a warm fall, it will be possible to extend the paddle boating season to help recover lost revenue.

Financial Implications: Typical Recreation revenue generated during month of October is \$70,000.00. \$10,000 of this revenue is attributed to youth programs which will continue to accrue during the shutdown. The lost revenue (\$60,000.00) has been reflected in the 2008 budget.

Town Manager Comments:

SH for Larry Bradley

Memo

To: Honorable Mayor and Town Council
Thru: Larry Brooks, Town Manager
From: Justin Hildreth, Town Engineer *JH*
Date: May 22, 2008
Re: Western Expansion of the Seasons as Proposed in the Town Center West Investment Plan

Summary: This memo is to discuss with Town Council the western expansion of the Seasons at Avon (Seasons) as proposed in the Town Center West Investment Plan (TCWIP). The TCWIP recommends that the Seasons be expanded to the west in the current location of Benchmark Road, north of the Library. Exhibit A identifies the proposed location. The construction of this expansion has several impacts to the Main Street project including the relocation of utilities, the Library parking lot design, and the Library/Recreation Center plaza design. Staff is recommending that the Seasons expansion not be incorporated into the Main Street design for two reasons: Gart Properties, who control the retail spaces in the Seasons do not have an interest at this time to construct the expansion, and with the recent election results, it is unlikely that the Town could sell the property to have it developed.

Background: In 2007, the Town Council approved the TCWIP to encourage and facilitate the revitalization of the core of Avon. The Main Street project consists of a new road from Avon Road to Lake Street which will be the east portal of Harry A. Nottingham Park. The project will include utility, drainage, and roadway work on the area immediately east of the Avon Public Library, and will consist of a shared vehicular/pedestrian roadway that prioritizes public gathering spaces, plazas, and unimpeded pedestrian movements. The streetscape will follow the design guidelines and concepts set forth in the Town Center West Investment Plan.

Discussion: The TCWIP recommends that the Seasons be expanded into Tract G, with ground floor retail and housing on subsequent floors. The goal of the additional retail space is to help the West Town Center area reach the critical mass of retail to become viable. There is approximately 50,000 ft² of existing retail space and the plan recommends at least 85,000 ft² to reach a critical mass.

The Seasons expansion has the following impacts to the design of Main Street:

- It will require that two 30-inch diameter storm sewer pipes be relocated
- It requires the construction of the cul-de-sac in the Library parking lot
- Impacts the layout and views from the Library/Recreation Center Plaza
- Eliminates the possibility of a vehicular connection from Benchmark Road to Main Street

Recommendation: Staff is recommending that the utilities not be relocated because there is too much uncertainty regarding the Seasons western expansion. If and when the expansion occurs, the developer can assume those costs. Also, Staff is proposing to design that area to the same standards as the rest of the Main Street design and be incorporated into Library/Recreation Center Plaza.

Financial Implications: Not relocating the storm sewer will save approximately \$75,000 in the Main Street construction budget.

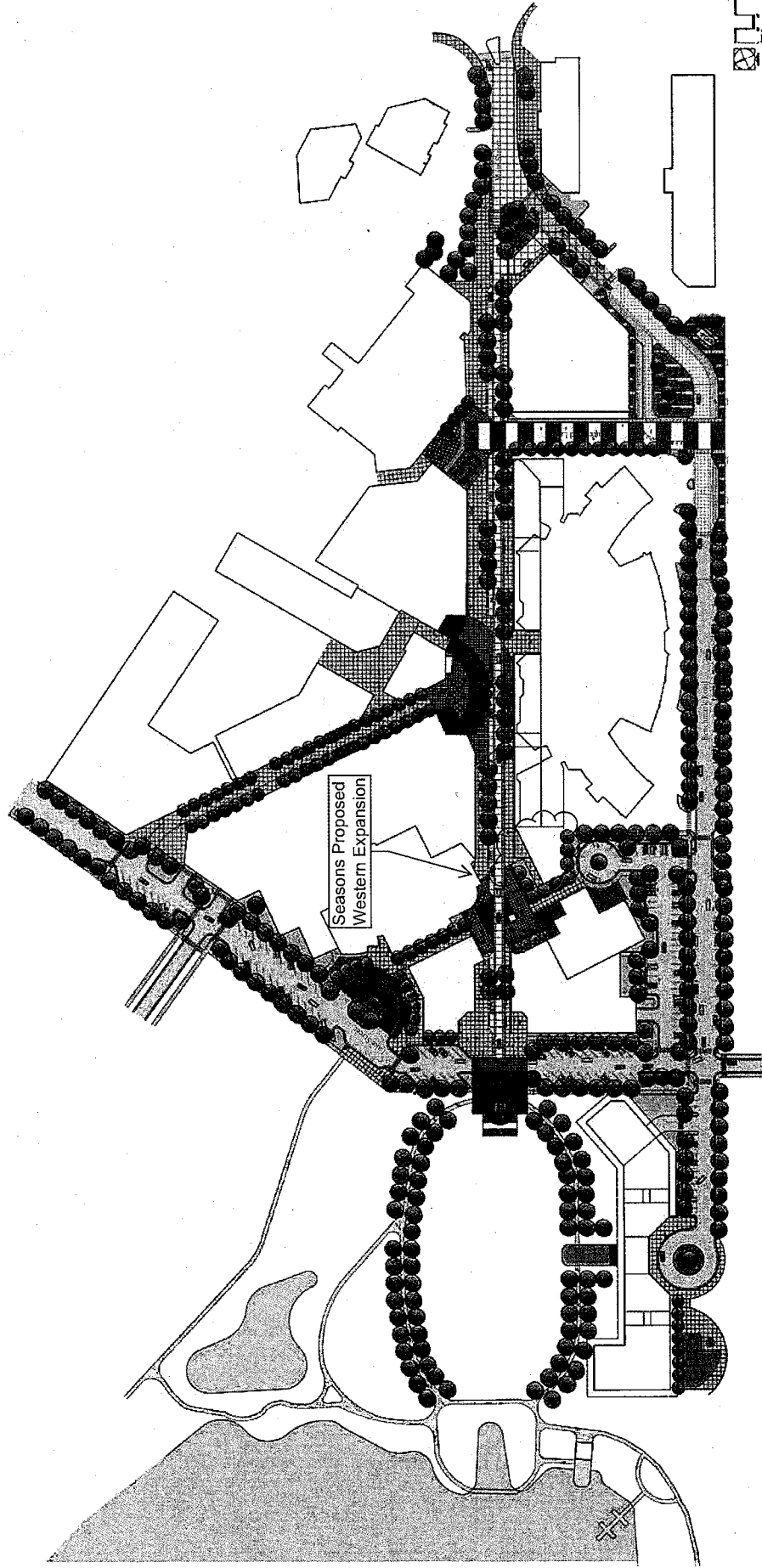
Town Manager Comments:

GH for Larry Brooks

Attachments:

A – Site Map

C. West Town Center District Illustrative Master Plan



Building massing and footprints are for descriptive purposes only.