

City Hall  
4:00 P.M.  
500 South 4th Ave.  
Brighton, CO 80601

Office: 303-655-2066  
Fax: 303-655-2047  
lgonzales@brightonco.gov



## Brighton Urban Renewal Authority

City Hall 500 South 4th Avenue Brighton, CO 80601

January 4, 2017  
4:00 pm

### Executive Meeting Agenda

Phoenix Conference Room 6th Floor

#### Authority Members

**Chairman**

Kevin Kildow

**Vice-Chairman**

Candace Werth

**Treasurer**

Janet Hepp-Struck

**Past –Chair**

Rich Gonzales

**Commissioners**

Elias Huerta  
Barbara Lambert  
Wayne Scott  
Dave Rose

**City Council**

Mark Humbert

**Alternates**

Don Rowe

#### EXECUTIVE COMMITTEE

1. OPENING MEETING
2. REVIEW OF THE AGENDA FOR JANUARY 4, 2017 BURA STUDY SESSION MEETING.
3. ADJOURN

City Hall  
4:30 P.M.  
500 South 4th Ave.  
Brighton, CO 80601

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## Brighton Urban Renewal Authority

City Hall 500 South 4th Avenue Brighton, CO 80601

### Study Session Meeting

January 4, 2017

4:30 pm

# A G E N D A

#### Authority Members

##### **Chairman**

Kevin Kildow

##### **Vice-Chairman**

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##### **Alternates**

Don Rowe

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL:
4. SEATING OF THE ALTERNATES:
5. PLAQUE PRESENTATION TO SPENCER SHUTE:
6. APPROVAL OF THE URA MEETING AGENDA:  
Recommended motion "...to approve the January 4, 2017 Study Session Meeting Agenda".
7. EXECUTIVE DIRECTOR REPORT: *Manuel Esquibel*
8. LEGAL DISCUSSION ITEMS: *Kendra Carberry*
  - A. Draft Procurement Policy
  - B. Draft Telephonic Policy
  - C. Other
9. STAFF REPORTS:
  - A. Marv Falconburg
  - B. Ryan Johnson
  - C. Linda Gonzales
  - D. Gary Montoya
10. OTHER ITEMS:
11. MISCELLANEOUS MATTERS BY CHAIRMAN AND/OR COMMISSIONERS:
  - A. Election of Officers—January 18, 2017
  - B. Other
12. EXECUTIVE SESSION:
13. NEXT BURA MEETING: **JANUARY 18, 2017 REGULAR MEETING  
CITY HALL STUDY SESSION AT 4:30 PM  
500 SOUTH 4TH AVENUE  
BRIGHTON, CO 80601**
14. ADJOURNMENT:

**BRIGHTON URBAN RENEWAL AUTHORITY**  
**PURCHASING POLICY**

**1. PURPOSE AND INTENT:**

The purpose of this Purchasing Policy (the "Policy") is to provide guidance to the Brighton Urban Renewal Authority ("BURA") and establish standards for purchases of goods and services on behalf of BURA. The intent of this Policy is to provide for the most efficient use of taxpayer dollars while allowing for timely purchases of necessary goods and services.

**2. PRIORITIES:**

In selecting products and service providers, BURA considers and weighs all of the following criteria:

**A. Pricing:** Pricing is considered to ensure that BURA receives the required product or service at the lowest possible cost and highest value.

**B. Competition:** Competition is required, depending on the dollar amount, to provide vendors an equal opportunity to sell to BURA.

**C. Quality:** Using the purchasing and bidding parameters identified within this policy document, will help ensure the highest quality products and services are delivered to BURA.

**3. PROCESS:**

**A. Purchasing Levels, Competitive Bidding Requirements and Approval Bodies:** The table below establishes purchasing levels, competitive bidding requirements and approval bodies for all budgeted acquisitions. Splitting purchases to circumvent this Policy is prohibited.

<b>Dollar Limit</b>	<b>Required Quotes/Bids/Proposals</b>	<b>Approval</b>
Up to \$7,500	None	Assistant To The Executive Director
\$7,501-\$25,000	Minimum of 3 Quotes	Assistant Director
\$25,001-\$75,000	Formal Bid or Proposal	Executive Director
Over \$75,000	Formal Bid or Proposal	Board of Commissioners

**B. Advertising:** At a minimum, all formal bids and Requests for Proposals ("RFPs") will be advertised in at least one of the following locations:

- A newspaper of general circulation in the City of Brighton;
- Other publications of limited circulation or trade journals; or

- Electronic purchasing website(s).

In addition, all formal bids and RFPs will be posted on BURA's website. Also, any vendor who requests to be included on BURA's bid list will receive copies of relevant solicitations.

**C. Term and Duration:** For non-recurring and one-time acquisitions, the table above will be used. For the purchase of recurring products and services, formal bids will be solicited at least every three years, if not more frequently, as determined by the Executive Director.

**D. Change Orders:** Any change order that in total increases the aggregate acquisition cost by more than 15% requires approval by the party who originally approved the purchase. Additionally, any change order that increases the cost to the next dollar limit threshold requires approval by the appropriate individual or entity at that threshold.

**E. Records:** All original agreements and contracts shall be provided to the BURA Secretary for preservation.

**F. Purchasing Cards.** BURA and its staff shall be subject to the purchasing card policy adopted by the City of Brighton.

#### **4. EXCEPTIONS:**

**A. Cooperative Purchasing:** Products or services for which other public agencies have gone through a competitive bidding process and are able to have their bid prices extended to BURA are exempt from the competitive bidding guidelines. BURA may also participate in joint bidding with other agencies if it is in the best interest of BURA to do so.

**B. Sole Source Purchases:** Purchase of products or services that can be provided by only one supplier or only from one source due to patent, copyright or other issues are exempt from the competitive bidding guidelines. Examples include utility providers, upgrades to existing software, or travel and education expenses.

**C. Single Source Purchases:** Contracts for the procurement of materials, equipment or services that can be provided by only one supplier based on the technology required or the uniqueness of the materials, equipment or services are exempt from the competitive bidding guidelines.

**D. Emergencies:** The provisions of this Purchasing Policy may be suspended by the Executive Director for emergency needs. Emergency needs are those unforeseeable purchases necessary to be made on the day of the need to continue uninterrupted service to the citizens of Brighton. In the event of an emergency need, the Board of Commissioners will be notified if the purchase exceeds \$25,000.

**E. Severance and Settlement Payments:** All settlement and severance payments, regardless of the amount, require approval of the Board of Commissioners prior to execution.

**G. Waiver of Process:** BURA staff may request a waiver from the competitive bidding requirements set forth in Section 3 hereof for contracts over \$25,000 by presenting the waiver request to the Board of Commissioners at a public meeting, with supporting documentation. The Board, in its discretion, may waive the competitive bidding requirements.

**H. Determination:** Except as otherwise expressly provided, all exceptions to this Purchasing Policy shall be determined by the City of Brighton Procurement Manager.

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**BRIGHTON URBAN RENEWAL AUTHORITY**  
**POLICY ON TELEPHONIC PARTICIPATION IN MEETINGS**

**1. PURPOSE AND INTENT:**

The purpose of this Policy is to specify the circumstances under which a Commissioner of the Brighton Urban Renewal Authority (the "Authority") may participate in regular and special meetings and executive sessions by telephone. The intent of this Policy is to recognize the inherent limitations of telephonic participation, because it effectively precludes an Authority member from viewing documentary information presented during meetings, from fully evaluating a speaker's non-verbal language in assessing veracity or credibility, and from observing non-verbal explanations (*e.g.* pointing at graphs and charts), while still allowing telephonic participation in limited circumstances.

**2. GENERAL PROVISIONS:**

**A. Applicability.** This Policy shall apply to all telephonic participation in Authority meetings, whether the meetings are regular meetings, special meetings or study sessions.

**B. Limitations.** Telephonic participation shall be made available under the following circumstances only:

- i. When a Commissioner's absence would otherwise constitute an excused absence under the Authority's Bylaws;
- ii. On no more than two (2) occasions per year;
- iii. When there is clear and uninterrupted communication, so that Commissioners and meeting attendees are able to hear the Commissioner participating by telephone, and the Commissioner participating by telephone is able to hear the speakers at the meeting;
- iv. When the meeting agenda does not include an executive session; and
- v. When no more than three (3) Commissioners participate by telephone at the same time.

**C. Discontinuance.** The Authority may discontinue the use of telephonic participation during a meeting when the participation results in delays or interference, including without limitation when the telephone connection is repeatedly lost, the quality of the telephone connection is unduly noisy, the participating Commissioner is unable to hear speakers at the meeting or vice versa.

**D. Arrangements.** Telephonic participation shall be available to the first three (3) Commissioners requesting such participation. To arrange for telephonic participation, a Commissioner shall contact the Executive Director at least two hours prior to the meeting, stating the reason for the absence and providing a telephone number and any special calling instructions. The Executive Director shall determine whether the absence would be excused and how many Commissioners have requested telephonic participation and shall notify the requesting

Commissioner whether telephonic participation will be available for that meeting. Each Commissioner participating by telephone shall be available at the designated telephone number not less than ten (10) minutes prior to the scheduled time of the meeting.

**E. Effect.** Telephonic participation shall constitute actual attendance for purposes of establishing a quorum or for any other purpose.

**F. Reasonable Accommodation.** The Authority shall provide reasonable accommodation and shall waive or modify provisions of this Policy as necessary to provide disabled Commissioners with full access to and the ability to fully participate in Authority meetings. This excludes Executive Sessions.

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