



**AGENDA  
WORKSESSION  
TOWN OF SUPERIOR BOARD OF TRUSTEE  
FEBRUARY 14, 2011  
6:00 PM  
BOARD CHAMBERS, TOWN HALL**

- 1) Call work session to order (6:00)
- 2) Discussion – Electronic packets for Town Board members (6:00)
- 3) Presentation by the Open Space Advisory Committee on the Hodgson-Harris Reservoir & Zaharias Property (6:30)
- 4) Review of tentative February 28, 2011 Board of Trustee agenda items (6:50)
  - A. Approval of the Minutes of February 14, 2011 Board of Trustee meeting
  - B. Acceptance of minutes for the Committees
  - C. Work Session – Rock Creek Pkwy Underpass Façade Treatment
- 5) Review of Weekly Digest (6:55)
- 6) Adjourn work session (7:00)



#2

## Memorandum

TO: Mayor and Board of Trustees

FROM: Matt Magley, Interim Town Manager  
Jay Wolffarth, Management Analyst

DATE: February 14, 2011

RE: Electronic Board Packets

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At the last Town Board Retreat the Board decided they would like to move towards electronic Board packets. This is a green initiative and another step towards the Board's goal to becoming an energy neutral community. Moving away from paper packets to electronic packets will reduce paper waste and paper costs. It would also allow the Board members to store their packets more conveniently.

In researching the move to electronic packets Staff looked at both laptops/notebooks and ipads as options for the Town Board to use as a device for the electronic packets. Staff sent the Town Board a cost analysis a month ago for their review. This analysis is attached, and includes the information Trustee Williams provided regarding this issue. The analysis showed that the payback to implement the use of electronic packets would be less than two years, in addition to the ongoing environmental benefits.

The Town Board wishes to discuss the use of electronic packets and what device they would like to use. Staff has recommended ipads in the staff analysis, but some Town Board members might wish to use a different device. Staff is able to meet the needs of whatever device the Town Board decides to use for electric packets.

**RECOMMENDED ACTION:** Staff direction.

**ATTACHMENTS:**

- Cost Analysis
- Projected Savings

# Town of Superior

## Electronic Packet Analysis

Expenses Associated with Creation of Six Packets Annually  
(Trustee Williams Currently Receiving Electronically)

### Staff Time

- Executive Assistant making packet, 3 hours per packet, 2 packets a month	\$	1,925
- Executive Assistant delivering packet, 1 hours per packet, 2 packets a month	\$	642

### Copy Expenses

- Assuming 2,714 pages annually for 1 packet		814
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### Delivery Expenses

- Mileage reimbursement for Executive Assistant		100.00
		<hr/>
	\$	3,481
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Staff has completed an analysis on the best technology to transfer from paper Town Board meeting packets to electronic Town Board meeting packets. Staff is recommending the Town Board uses an ipad, however we can easily work with an ipad or laptop/notebook. We have tested an electronic packet on an ipad using Adobe PDF and that application allows you to insert notes and comments and it works extremely well. Staff was also able to add Microsoft exchange email accounts to the ipad, allowing the Board to receive your Town emails directly to the ipad and eliminate the need to forward Town emails to your personal email accounts. In addition, the ipad is small and easy to transport.

Below is a further analysis of the pros and cons of an ipad, laptop/notebook, and staying with paper packets.

Packet Device	Pros	Cons
ipad	<ul style="list-style-type: none"> <li>- Small and easy to transport</li> <li>- Download numerous aps to upload PDF files and have different markups.</li> <li>- Aps are inexpensive (\$5-10), and others are free.</li> <li>- Can access information from 3G network or WIFI</li> <li>- Easy access to email, contacts, and calendar</li> <li>- Can print or email your annotations/bookmarks in the PDF packet as a summary.</li> <li>- Is Green and saves money and staff time on packets.</li> <li>- IT Directors in other cities recommend this device for electronic packets</li> <li>- Cost Effective</li> <li>- Store packets on computer</li> </ul>	<ul style="list-style-type: none"> <li>- No Microsoft products</li> <li>- Appearance it is a toy and not a tool</li> <li>- Does not have PDF thumbnails like on a PC or Laptop Small screen Different typing</li> <li>- New type of device and take time to learn all the functions.</li> <li>- Need a dock and keyboard to be able to type more extensively which requires more to carry around. It is flimsy and can be knocked over easily.</li> <li>- 9.7 inch screen too small to read lengthy documents or view maps</li> <li>- Limited storage 64GB : Won't be able to store all the Town's files (pdfs, Word, Excel). Need minimum of 100 GB to store more than one year of files as well as all maps, reports, comp plans, and other committees and boards you may be on to store files.</li> <li>- Difficult to transfer more than one file to ipad and</li> </ul>

		<p>vice versa: need a special cable and special software besides iTunes software. You can email every file you need and then retrieve it on the ipad but that would be tedious and antiquated.</p>
<p>Laptop/Notebook</p> <p>Laptop Dell Vostro 13.3 inch = \$837 x 7 = \$5859 (virtually same price as ipad)</p> <p>Toshiba Satellite 13 inch Laptop = \$808</p>	<ul style="list-style-type: none"> <li>- More like a PC or normal computer applications you might be used to using.</li> <li>- Can have PDF thumbnails while packet is open.</li> <li>- Microsoft capability</li> <li>- Bigger screen</li> <li>- Store packets on computer</li> <li>- Is Green and saves money and staff time on packets.</li> <li>- Cost Effective</li> <li>- Can use internet wired or wireless for web email access or setup Office Outlook exchange email.</li> <li>- All-in-one screen and keyboard</li> <li>- Very large storage capacity usually 350GB or more</li> <li>- Easy to transfer files via USB drives, CD-ROM drives, and SD cards</li> <li>- PC format widely compatible</li> </ul>	<ul style="list-style-type: none"> <li>- Cost of an ipad the same, but have to buy all the software, which is \$200 for Microsoft Office</li> <li>- Harder to carry around.</li> <li>- Have to remote into Town email or have it forwarded to personal account</li> <li>- More people moving to ipad.</li> </ul>
<p>Paper</p>	<ul style="list-style-type: none"> <li>- Familiar use</li> <li>- Can easily markup comments on paper</li> </ul>	<ul style="list-style-type: none"> <li>- Not Green use</li> <li>- More staff time to create packets</li> <li>- More cost over the long term with paper, toner, ink, and staff time</li> </ul>

**Cost Analysis - Purchasing 7 electronic devices for the Town Board**

Packet Device	One Time Costs for Device and Accessories	One Time Software Costs	Yearly Copying/Printer Cost	Yearly Staff Time Costs Printing Packets	Yearly Total Ongoing Costs
ipad	\$5,600	\$210	\$ 0	\$ 0	\$0
Laptop/Notebook	\$5,000 – 7,000	\$1,400	\$ 0	\$ 0	\$0
Paper packets	\$0	\$0	\$ 800	\$ 2,700	\$3,500

**Note – Staff already creates an electronic packet so the staff cost is a wash.**

The projected savings for going from paper to electronic packets for 6 Board Members who currently receive paper packets is \$3,500 (Trustee Williams is currently getting an electronic packet). Based on our analysis the cost recovery for the initial equipment purchase to provide electronic packets would be less than two years. In addition, there are environmental benefits that are not factored into the cost analysis.

Staff met with the City of Thornton officials regarding their use of electronic packets, and they have had good success with them. Thornton began their program several years ago and started with laptops but would use ipads if they were to implement the program today.

Staff has talked to the IT Director for the City of Aurora, which has recently implemented an electronic packet for the Council, using ipads. At the end of a work session where the Council reviewed the use of a laptop, notebook, and ipad, the Council elected to use ipads. The Council specifically liked the PDF aps and the Google search aps. The IT Director for the City of Aurora recommended one-on-one training to learn how to operate an ipad.

The City of Boulder is also discussing moving to an electronic packet, possibly using ipads.



#3

## Memorandum

TO: Mayor and Board of Trustees

FROM: Matthew G. Magley, Interim Town Manager

DATE: February 14, 2011

RE: OSAC Presentation on Hodgson-Harris Reservoir and Zaharias Property

The Town's Open Space Advisory Committee (OSAC) has assembled information for the presentation to the Town Board regarding the Hodgson-Harris Reservoir and Zaharias property. The presentation includes reasons the Committee feels this area is important, a map illustrating the reservoir's proximity to existing and proposed trails, mapping data for the Zaharias property, images of the reservoir in its changing state over the last several years, a timeline of the reservoir's history, and recommendations for the future.

Boulder County is initiating the Hodgson-Harris Reservoir Working Group, which will begin meeting this month to help determine the best solution for the long-term management of the reservoir. OSAC would like to share the information in this presentation to the Board ahead of this group beginning their work.



Dana D'Souza  
English Hopkins  
Joanna Jaszczak  
Lloyd Linnell  
Bob McCool  
John Nibarger  
Jim Paine  
Margaret Parish  
Tom Pratt

Debra Williams, Board Liaison

# Hodgson-Harris Reservoir

Town of Superior Open Space  
Advisory Committee

2/14/11

# Why We Care

- Gateway to Town of Superior, Louisville and Boulder County
- Wildlife and wetlands habitat
- Potential trail connections (Rock Creek Trail, Town Center, ConocoPhillips, US 36 Bikeway)
- Residential view corridor and buffer
- Borders future town center
- Borders Zaharias (a high value Open Space parcel)

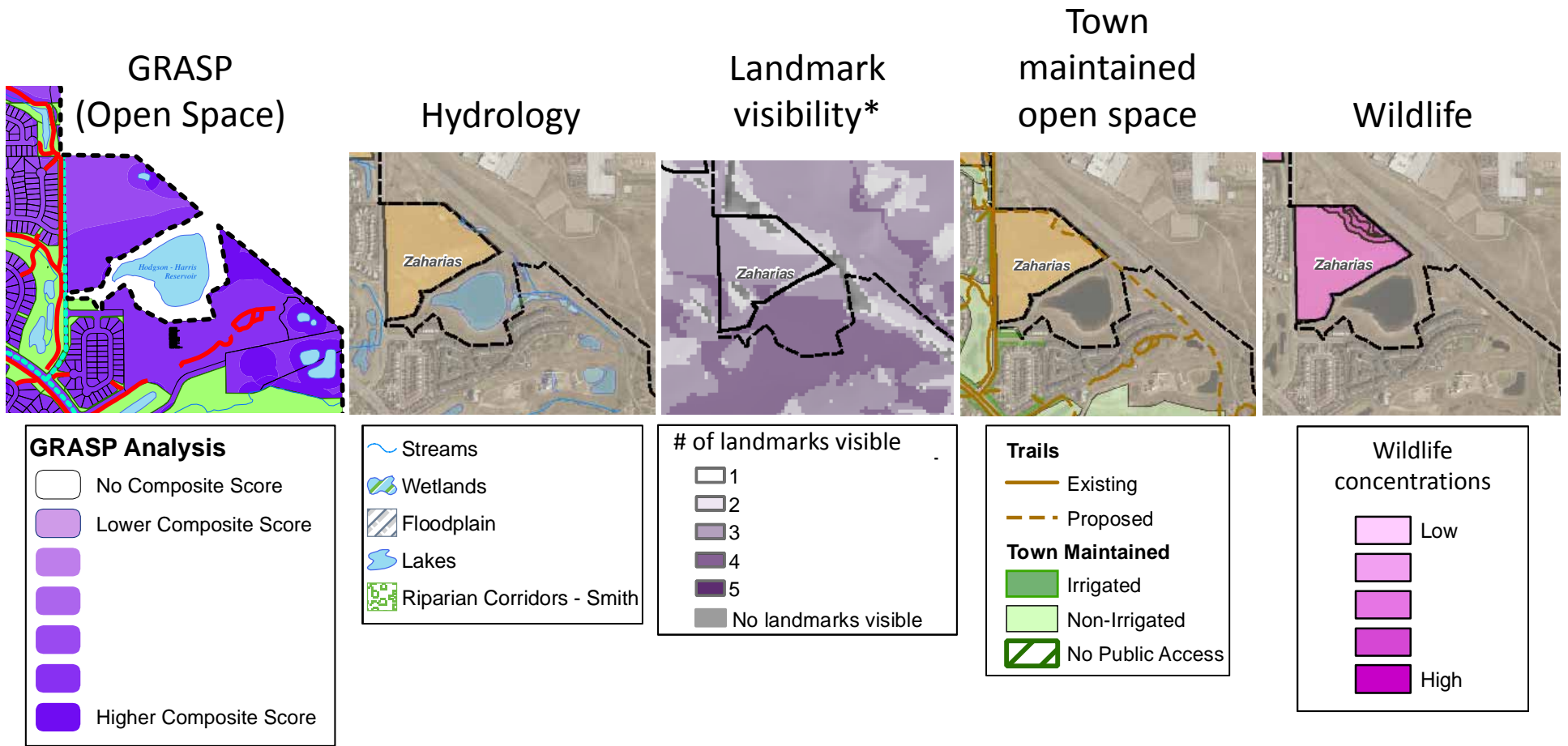


Typical reservoir level: 1995 – Summer 2010



Reservoir level when drained: Fall 2010

# Zaharias Mapping Results



\* The six groups of landmarks that were evaluated are: front range, back range, downtown Denver, water towers near 287, Arsenault view to the west, Coalton view to the west.



- Existing Trails
- Proposed US 36 Bikeway
- Proposed Conoco-Phillips Trails

# Residential Views and Buffer



# Residential View Corridor



# Spectacular Views















Superior  
Landscape  
Solutions

# History

- 1882 – Constructed to hold 44.4 acre-feet
- 1906 – Enlarged to a maximum height of 19 vertical feet (117 acre-feet)
- 1979 – Acquired by Boulder County during purchase of 890 acre Rock Creek Farm
- 1995 – Dam inspection prompted a storage restriction of 6 feet below crest equal to 13 vertical feet (54 acre-feet). Some of the issues were:
  - Seepage at embankment toe, outlet works in poor condition, crest width inadequate by current standards, wave erosion on upstream slope, needs supplemental riprap
- 2001 – Dam inspection found essentially the same conditions as 1995 but noted that the dam was capable of safely storing water at the restricted (54 acre-feet) level
- 2008 – Dam inspection found a sinkhole on downstream slope and recommended that if no plans were in place for rehabilitation by mid-2010, a zero storage restriction would be ordered
- July, 2010 – A zero storage restriction order was received
- July, 2010 – Reservoir was drained
- November, 2010 – Reservoir water level is filled to 10 vertical feet (33 acre-feet)
- February 23, 2011 – Hodgson-Harris Reservoir Working Group Meeting

# Recommendations

- Preserve the Hodgson-Harris Reservoir
- Restore to optimum depth for habitat and views
- Protect the southern portion of Zaharias
  - Work with a future developer to incorporate the reservoir into the potential development
  - For example: Birding boardwalk, Re-vegetation for habitat enhancement
- Work with Boulder County to create public access

# Thank you

- Boulder County
- Town staff
- Town Trustees
- Residents of Superior and HOA's
- Open Space Advisory Committee (OSAC)
- Parks, Recreation, Open Space, Trails Advisory Committee (PROSTAC)
- Boulder County Parks Open Space Advisory Committee (POSAC)



Questions?