

# **AGENDA**

## **CITY OF WESTMINSTER GENERAL IMPROVEMENT DISTRICTS MEETING WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE MONDAY, October 13, 2014 7:00 P.M.**

### **1. Roll Call**

### **2. Minutes of Previous Meetings**

- A. 136<sup>th</sup> Avenue GID (October 14, 2013)
- B. 144<sup>th</sup> Avenue GID (October 14, 2013)
- C. Amherst GID (October 14, 2013)
- D. Mandalay Town Center GID (October 14, 2013)
- E. Orchard Park Place North GID (October 14, 2013)
- F. Promenade Parking Garage GID (October 14, 2013)
- G. Sheridan Crossing GID (October 14, 2013)

### **3. Public Hearings and New Business**

- A. Public Hearing re City of Westminster GIDs re 2015 Budgets
- B. Resolution No. 18 Adopting the 136<sup>th</sup> Avenue GID 2015 Budget and Mill Levy
- C. Resolution No. 11 Adopting the 144<sup>th</sup> Avenue GID 2015 Budget and Mill Levy
- D. Resolution No. 33 Adopting the Amherst GID 2015 Budget and Mill Levy
- E. Resolution No. 17 Adopting the Mandalay Town Center GID 2015 Budget and Mill Levy
- F. Resolution No. 6 Adopting the Orchard Park Place North GID 2015 Budget and Mill Levy
- G. Resolution No. 15 Adopting the Promenade Parking Garage GID 2015 Budget and Mill Levy
- H. Resolution No. 30 Adopting the Sheridan Crossing GID 2015 Budget and Mill Levy
- I. Resolution No. 19 re Contract and Administrative Authority for the 136<sup>th</sup> Avenue GID
- J. Resolution No. 12 re Contract and Administrative Authority for the 144<sup>th</sup> Avenue GID
- K. Resolution No. 34 re Contract and Administrative Authority for the Amherst GID
- L. Resolution No. 18 re Contract and Administrative Authority for Mandalay Town Center GID
- M. Resolution No. 7 re Contract and Administrative Authority for Orchard Park Place North GID
- N. Resolution No. 16 re Contract and Administrative Authority for Promenade Parking Garage GID
- O. Resolution No. 31 re Contract and Administrative Authority for Sheridan Crossing GID

### **4. Adjournment**

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE 136<sup>TH</sup> AVENUE GENERAL IMPROVEMENT DISTRICT MEETING  
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 17 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Briggs moved, seconded by Atchison, to adopt Resolution No. 17 setting the mill levy for the taxable year 2013 for collections in 2014 at 16 mills for the City of Westminster 136<sup>th</sup> Avenue General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE 144<sup>TH</sup> AVENUE GENERAL IMPROVEMENT DISTRICT MEETING  
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 10 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Lindsey moved, seconded by Atchison, to adopt Resolution No. 10 setting the mill levy for the taxable year 2013 for collections in 2014 at 20 mills for the City of Westminster 144<sup>th</sup> Avenue General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

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Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE AMHERST GENERAL IMPROVEMENT DISTRICT MEETING  
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 32 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Vice Chairperson Winter moved, seconded by Major, to adopt Resolution No. 32 setting the mill levy for the taxable year 2013 for collections in 2014 at 5 mills for the City of Westminster Amherst General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

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Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT  
MEETING  
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 16 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Major moved, seconded by Atchison, to adopt Resolution No. 16 setting the mill levy for the taxable year 2013 for collections in 2014 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

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Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT  
MEETING  
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 5 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Briggs moved, seconded by Atchison, to adopt Resolution No. 5 setting the mill levy for the taxable year 2013 for collections in 2014 at 13 mills for the City of Westminster Orchard Park Place North General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

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Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE PROMENADE PARKING GENERAL IMPROVEMENT DISTRICT MEETING  
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 14 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Lindsey moved, seconded by Major, to adopt Resolution No. 14 setting the mill levy for the taxable year 2013 for collections in 2014 at 5.5 mills for the City of Westminster Promenade Parking General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT MEETING  
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 29 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Major moved, seconded by Winter, to adopt Resolution No. 29 setting the mill levy for the taxable year 2013 for collections in 2014 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary



# City of Westminster GIDs Agenda Item 3 A

## Agenda Memorandum

City of Westminster General Improvement Districts Meeting  
October 13, 2014



**SUBJECT:** Public Hearing re City of Westminster General Improvement Districts' 2015 Budgets

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Hold a Public Hearing on the 2015 Budgets for the following City of Westminster General Improvement Districts: 136<sup>th</sup> Avenue, 144<sup>th</sup> Avenue, Amherst, Mandalay Town Center, Orchard Park Place North, Promenade Parking and Sheridan Crossing.

### Summary Statement

- Westminster City Council serves as the Board of Directors of the General Improvement Districts (GIDs) located within the boundaries of the City of Westminster (City), including 136<sup>th</sup> Avenue, 144<sup>th</sup> Avenue, Amherst, Mandalay Town Center, Orchard Park Place North, Promenade Parking and Sheridan Crossing.
- Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S. §29-1-103), requires an annual budget to be adopted for each District.
- Budget Law, C.R.S. §29-1-108, requires a public hearing to be held prior to the adoption of the proposed budget or the approval of an amendment to the budget.
- Specific budget details for each of the GIDs are included in the agenda items 3 B-H.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

Should a public hearing be held for the GID budgets?

**Alternative**

The alternative would be to not hold a public hearing. Budget Law, C.R.S. §29-1-108, requires a public hearing be held to consider the adoption of the proposed budgets of the GIDs. This alternative is not recommended as this would be a violation of Budget Law and the budgets would not be accepted.

**Background Information**

Staff has determined that holding one public hearing for all seven of the GIDs is legally permissible and administratively more efficient. Therefore, for the 2015 GID budgets, one consolidated public hearing notice was published in the Westminster Window on October 9, 2014. The Board is requested to open one public hearing. Subsequent consideration of each GID budget action is scheduled following the close of the joint public hearing. Additional details about each of the GID budgets are included in the individual GID agenda memo.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the Districts intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

# 136<sup>th</sup> Avenue GID Agenda Item 3 B

## Agenda Memorandum

City of Westminster 136th Avenue General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 18 re City of Westminster 136th Avenue General Improvement District 2015 Budget

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Adopt Resolution No. 18 that sets the mill levy for the tax year 2014 for collection in 2015 at 16 mills for the City of Westminster 136<sup>th</sup> Avenue General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 Budget for the City of Westminster 136<sup>th</sup> Avenue General Improvement District (District) that reflects all proposed District operations in 2015.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires that an annual budget be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The total mill levy of 16 mills for collection in 2015 remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the 16 mill levy will generate \$10,654 in property tax revenue on the base assessed valuation. Total revenues, which also include ownership tax, interest earnings and intergovernmental revenue, are estimated at \$249,187.
- Projected expenditures in 2015 are \$250,040 for administrative and property tax collection fees and contractual obligations.
- An emergency reserve of \$7,476 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

**Expenditure Required:** \$250,040

**Source of Funds:** Estimated revenues for the District including property taxes, ownership taxes, interest earnings, intergovernmental revenues and prior year excess revenues

**Policy Issue**

Should the attached proposed 2015 Budget be adopted by the Board?

**Alternatives**

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

**Background Information**

The Westminster 136th Avenue General Improvement District was established by City Council on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25 (I-25). Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 7, 2000 an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Authorized the District to issue \$11,000,000 of debt;
2. Approved a mill levy not to exceed 15 mills for debt repayment, which must end in 2021 or when the aggregate collections of principal equal \$11,000,000, whichever occurs later;
3. Approved a mill levy, not to exceed 1 mill as is necessary to generate up to \$10,000 annually for general operating expenditures; and
4. Authorized the District to collect, keep and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$7,476 is still required and has been established.

On December 4, 2002, the City of Westminster (City) issued Sales Tax Revenue Bonds to finance the City's portion of a joint construction project with the City of Thornton for an interchange to be constructed at I-25 and 136th Avenue. Then, on January 26, 2004, City Council approved the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area (URA) to encourage and support the redevelopment of properties within its boundaries. The 136<sup>th</sup> Avenue GID lies within the North Huron URA area. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. Only property taxes attributed to the base valuation of the District are received by the District to pay its annual expenses.

Because the URA captures all property tax increment within its boundaries, an intergovernmental cooperation agreement (ICA) between WEDA, the City and the District was necessary to release to the City all related property tax revenues generated by the District's mill levy. These revenues may then be applied by the City towards debt service for the interchange construction, as originally contemplated in the financing plan for the interchange project.

Pursuant to the ICA, the WEDA budget includes an estimate of the amount of incremental property tax related to the District mill levy that will be released to the District. This amount, labeled intergovernmental revenue in the budget document, is estimated to be \$221,163 for 2015. Additionally, the District's budget includes an amount to be sent to the City to assist with the repayment of the debt issued for the construction of the interchange. This payment to the City is included in the budget as contractual obligations expense and is estimated to be \$239,880 for 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is \$10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

### **BUDGET MESSAGE**

The attached 2015 budget for the City of Westminster 136th Avenue General Improvement District ("District") includes these important features:

Westminster City Council established the District on August 14, 2000 with the primary purpose of financing a new interchange at 136<sup>th</sup> Avenue and Interstate 25 (I-25). Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. The District overlaps the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

In 2002 the City issued Sales Tax Revenue Bonds to finance the City's portion of the joint construction project with the City of Thornton for an interchange to be constructed at I-25 and 136th Avenue. In consideration of the City financing and constructing the interchange the District agreed to repay to the City up to \$11,000,000 principal from the District's levy of ad valorem taxes on real and personal taxable property. An intergovernmental cooperation agreement (ICA) between WEDA, the City and the District was necessary to release to the City all related property tax revenues generated by the District's mill levy. These revenues may then be applied by the City towards debt service for the interchange construction, as originally contemplated in the financing plan for the interchange project. WEDA returns the incremental property tax revenue to the District on a periodic basis. The payment from WEDA is budgeted as intergovernmental revenue. The annual payment from the District to the City is budgeted as a contractual obligations expense.

The District's 2014 preliminary assessed valuation is \$13,822,680 with an incremental valuation of \$13,156,810, leaving the net assessed valuation on the base of \$665,870. This is an increase in the base assessed valuation of \$8,660 from the 2013 base assessed valuation. The net assessed valuation certified by

Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 16 mill levy, which will generate property tax revenues of \$10,654 on the net assessed valuation. Total revenues, which also include ownership taxes, interest and intergovernmental revenue, are estimated at \$249,187.

Projected expenditures in 2015 are \$10,160 for administrative and property tax collection fees and \$239,880 for contractual obligations. Total expenditures are estimated to be \$250,040 for 2015.

An emergency reserve of \$7,476, as required under Article X, Section 20 of the Colorado Constitution, is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 16 mills.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachments – Resolution and 2015 Proposed Budget

**CITY OF WESTMINSTER 136<sup>th</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **18**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

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**A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY**

WHEREAS, the Board of Directors of the City of Westminster 136<sup>th</sup> Avenue General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section §29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section §29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster 136<sup>th</sup> Avenue General Improvement District of Adams County, Colorado:

1. That the attached budget for \$250,040 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.
2. That the tax levy of 16 mills is fixed for the tax year 2014 for collection in 2015.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13<sup>th</sup> day of October 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

\_\_\_\_\_  
District Secretary

**City of Westminster**  
**136th Avenue General Improvement District - LGID# 01084/1**  
**2015 Proposed Budget**

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
<b>Revenues</b>				
Taxes:				
Property taxes - operating	\$ 716	\$ 651	\$ 657	\$ 666
Property taxes - debt	10,734	9,762	9,858	9,988
<i>Subtotal property taxes</i>	11,450	10,413	10,515	10,654
Ownership taxes	16,681	16,000	17,290	17,300
Intergovernmental	212,402	209,260	208,574	221,163
Interest	59	175	131	70
<b>Total Revenues</b>	<b>240,592</b>	<b>235,848</b>	<b>236,510</b>	<b>249,187</b>
<b>Operating expenditures:</b>				
Administration	10,000	10,000	10,000	10,000
Contractual obligations	230,625	230,000	230,000	239,880
Treasurer's fees	172	156	158	160
<b>Total operating</b>	<b>240,797</b>	<b>240,156</b>	<b>240,158</b>	<b>250,040</b>
<i>Excess of revenue over (under) expenditures</i>	(205)	(4,308)	(3,648)	(853)
Beginning balance	12,182	11,397	11,977	8,329
Ending balance	<u>\$ 11,977</u>	<u>\$ 7,089</u>	<u>\$ 8,329</u>	<u>\$ 7,476</u> *

\* Ending balance includes \$7,476 budgeted for emergency reserves to comply with TABOR Amendment. The 136th Avenue General Improvement District is not a party to lease-purchase agreements.

<b>Mill Levy</b>				<b>Net Assessed Valuation</b>	
Tax Year/Budget Year	Operating	Debt Svc	Total	Tax Year	Amount
2014/2015	1.000	15.00	16.000	2014	665,870
2013/2014	1.000	15.00	16.000	2013	657,210
2012/2013	1.000	15.00	16.000	2012	717,420
<i>Maximum levy is 16 mills</i>					



# 144<sup>th</sup> Avenue GID Agenda Item 3 C

## Agenda Memorandum

City of Westminster 144th Avenue General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 11 re City of Westminster 144th Avenue General Improvement District 2015 Budget

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Adopt Resolution No. 11 that sets the mill levy for the tax year 2014 for collection in 2015 at 20 mills for the City of Westminster 144<sup>th</sup> Avenue General Improvement District, formally adopts the 2015 budget for the District, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster 144<sup>th</sup> Avenue General Improvement District (District) that reflects all proposed District operations in 2015.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires that an annual budget be adopted for the District.
- A public hearing was held prior to this meeting as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 20 mills for collections in 2015 remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the total mill levy of 20 mills will generate \$26,913 in property tax revenue. Total revenues, which also include ownership taxes and interest earnings, are estimated at \$72,463.
- Projected expenditures of \$80,355 in 2015 include administrative and property tax collection fees and contractual obligations.
- An emergency reserve of \$2,174 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

**Expenditure Required:** \$80,355

**Source of Funds:** Estimated revenues for the District including property taxes, ownership taxes, interest earnings and prior year excess revenues

**Policy Issue**

Should the attached 2015 Budget be adopted by the Board?

**Alternatives**

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

**Background Information**

The City of Westminster 144th Avenue General Improvement District was established by City Council on August 30, 2004 with the primary purpose of paying debt associated with public improvements within or without the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently on November 2, 2004 an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved a mill levy, not to exceed 20 mills, to pay for annual operating expenditures of the District;
2. Approved an unlimited mill levy to repay up to \$20,000,000 of debt incurred to finance improvements in the District; and
3. Authorized the District to collect, keep and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$2,174 is still required and has been established.

On January 26, 2004, prior to the establishment of the District, Council approved the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area (URA) to encourage and support the redevelopment of properties within its boundaries. The 144<sup>th</sup> Avenue GID lies within the North Huron URA area. WEDA is a tax increment financing district that receives incremental tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These tax revenues are pledged for debt service purposes. In 2005, the North Huron URA issued tax increment adjustable rate revenue bonds that have subsequently been refunded to a loan. The initial bond proceeds were used to fund the redevelopment in the North Huron URA, which benefits the District. Incremental property tax revenues are considered pledged revenues for this debt issue. As such, the District mill levy on any valuation above the District's base valuation is allocated to WEDA for debt service. Additionally, the City's financing arm, the Westminster Building Authority, issued Certificates of Participation (COPs) in 2005 for the construction of the east side of the interchange at I-25 and 144<sup>th</sup> Avenue, which also benefits the District.

During 2004, as part of the City's continued effort to accomplish the redevelopment of the project at 144th Avenue and Huron Streets in northern Westminster, now known as The Orchard, Staff addressed with Council the policy issues surrounding the formation of a General Improvement District co-terminus with the Urban Renewal Area. These discussions included adding a GID as a method to finance some costs without an added burden on the tax increment financing area. It was determined that the GID provided the ability to raise property taxes in this area to facilitate additional public improvements while insuring that the area remained competitive with respect to tax levies. The project's developer, Forest City agreed to the formation of the GID. The 144<sup>th</sup> Avenue GID was

established to assure that property benefiting from the construction of the development would participate in paying any debt incurred for the development.

In consideration of the City and WEDA constructing the public improvements benefiting the property owners and furthering WEDA's redevelopment goals, an ICA between the City, WEDA, and the District was required to formalize the City's agreement to undertake the construction of the public improvements; to establish how project funds would be paid to vendors; and to establish how the revenues of the City, WEDA and the District would be shared to finance the debt issued to construct the improvements. This ICA was entered into on October 10, 2005 and accomplished the following:

- The City agreed to enter into one or more contracts for the construction of the improvements.
- The City agreed to pay for the portion of the cost of the improvements that relates to the North Huron Project that are constructed outside of the boundaries of the North Huron URA. This was accomplished with the issuance of the 2005 COPs described above.
- WEDA agreed to pay for the cost of that portion of the North Huron Project improvements located within the URA. This was accomplished with the original 2005 WEDA bond issue described above.
- The District agreed to levy annually a property tax mill levy not to exceed 20 mills and to remit to the City that portion of the property tax revenue that it collects on the base valuation.

Based on the ICA, the flow of funds enables WEDA to retain the property tax received on the District's incremental value and enables the District to use the property tax revenue on the base valuation for operating expenses, which include payment to the City to assist with the repayment of the 2005 COPs. This payment to the City is included in the budget as a contractual obligations expense and is estimated to be \$69,951 in 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the city for such services in 2015 is \$10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is below:

**BUDGET MESSAGE**

The attached 2015 budget for the City of Westminster 144<sup>th</sup> Avenue General Improvement District (District) includes these important features:

Westminster City Council established the District on August 30, 2004 with the primary purpose of paying the debt associated with improvements within or without the District that benefit the District. The Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the

ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on October 10, 2005 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The City financed the construction of an interchange that benefits the District through the City's financing arm, the Westminster Building Authority in the form of certificates of participation. The District agreed to repay the City for these improvements from the District's levy of ad valorem taxes on real and personal taxable property. The District remits these funds to the City annually as a contractual obligation expense.

The District overlaps the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area. Therefore, the District receives the property tax attributable to the base assessed valuation only. Property tax on the incremental assessed valuation of property in the District is paid directly to WEDA.

The District's 2014 total preliminary assessed valuation is \$27,934,010 with an incremental valuation of \$26,588,370, leaving the net assessed valuation on the base of \$1,345,640. This is a decrease in the base assessed valuation of \$23,990 from the 2013 base assessed valuation. The net assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a mill levy of 20 mills that will generate property tax revenues of \$26,913. Total revenues, which also include ownership taxes and interest earnings, are estimated at \$72,463.

Projected expenditures for 2015 are \$10,404 for administrative and property tax collection fees and \$69,951 for contractual obligations. Total expenditures are estimated to be \$80,355 for 2015.

An emergency reserve of \$2,174 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 20 mills.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachments – Resolution and 2015 Proposed Budget

**CITY OF WESTMINSTER 144<sup>th</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **11**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

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**A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING MILL LEVY**

WHEREAS, the Board of Directors of the City of Westminster 144<sup>th</sup> Avenue General Improvement District must adopt a budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster 144<sup>th</sup> Avenue General Improvement District of Adams County, Colorado:

1. That the attached budget for \$80,355 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.
2. That the tax levy of 20 mills is fixed for the tax year 2014 and for collection in 2015.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, CO 80203.

PASSED AND ADOPTED THIS 13<sup>th</sup> day of October 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

\_\_\_\_\_  
District Secretary

**City of Westminster**  
**144th Avenue General Improvement District - LGID# 65462/1**  
**2015 Proposed Budget**

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
<b>Revenues</b>				
Taxes:				
Property taxes - Operating	\$ 10,477	\$ 10,158	\$ 10,156	\$ 10,160
Property taxes - Debt	18,008	16,930	17,237	16,753
<i>Subtotal property taxes</i>	28,485	27,088	27,393	26,913
Ownership taxes	41,438	39,000	45,050	45,000
Interest	65	50	107	550
<b>Total Revenues</b>	<b>69,988</b>	<b>66,138</b>	<b>72,550</b>	<b>72,463</b>
<b>General Operating Expenditures:</b>				
Administration	10,000	10,000	10,000	10,000
Contractual obligations	56,498	62,075	62,075	69,951
Treasurer's fees	427	406	411	404
<i>Total general operating</i>	66,925	72,481	72,486	80,355
<i>Excess of revenue over (under) expenditures and other uses</i>	3,063	(6,343)	64	(7,892)
Beginning Balance	6,939	8,328	10,002	10,066
Ending Balance	<u>\$ 10,002</u>	<u>\$ 1,985</u>	<u>\$ 10,066</u>	<u>\$ 2,174</u> *

\* Ending balance includes \$2,174 budgeted for emergency reserves to comply with TABOR Amendment. The 144th Avenue General Improvement District is not a party to lease-purchase agreements.

<b>Mill Levy</b>				<b>Net Assessed Valuation</b>	
Tax Year/Budget Year	Operating	Debt Svc	Total	Tax Year	Amount
2014/2015	7.550	12.450	20.000	2014	1,345,640
2013/2014	7.415	12.585	20.000	2013	1,369,630
2012/2013	7.356	12.644	20.000	2012	1,425,800
<i>Maximum levy - operating is 20 mills; debt is unlimited</i>					

# Amherst GID Agenda Item 3 D

## Agenda Memorandum

City of Westminster Amherst General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 33 re City of Westminster Amherst General Improvement District 2015 Budget

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Adopt Resolution No. 33 that sets the mill levy for the tax year 2014 for collection in 2015 at 5 mills for the City of Westminster Amherst General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Amherst General Improvement District (District) that reflects all proposed District operations and services to be provided in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 5 mills for collections in 2015 remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 5 mill levy will generate \$63,152 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at \$70,752.
- Projected costs of \$58,947 in 2015 include administrative and property tax collection fees, landscape maintenance and improvement repair expenditures.
- Revenues in excess of expenditures will accumulate in fund balance in order to pay for capital expenditures in future years.
- An emergency reserve of \$2,123 is included in the ending fund balance as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment).
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

**Expenditure Required:** \$58,947

**Source of Funds:** Estimated revenues for the District including property tax, ownership tax and interest earnings

**Policy Issue**

Should the attached 2015 Budget be adopted by the Board?

**Alternatives**

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. § 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, §C.R.S. 29-1-108, allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and historic spending patterns. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

**Background Information**

The City of Westminster Amherst General Improvement District was established by City Council on September 26, 1988 with the primary purpose of maintaining landscaped rights-of-way, open space, drainage areas and certain capital improvements within the Amherst Subdivision. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. In creating the District, a Development Agreement (Agreement) was executed between the City of Westminster (City), the District and Melody Homes establishing the District's principal revenue source to be income from an ad-valorem property tax levy of no greater than 5 mills. While Staff has previously determined that the District is not subject to the revenue limitations imposed by the TABOR Amendment, an emergency reserve of \$2,123 is still required and has been established accordingly.

All costs associated with providing the services described in the Agreement are financed by the property tax mill levy. Additionally, the District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services, as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is \$10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Vibrant & Inclusive Neighborhoods" and "Dynamic, Diverse Economy." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

**BUDGET MESSAGE**

The attached 2015 budget for the City of Westminster Amherst General Improvement District ("District") includes these important features:



Westminster City Council established the District on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space, drainage areas and certain capital improvements within the Amherst Subdivision. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District's 2014 preliminary total assessed valuation is \$12,630,480. This is a decrease of \$43,730 from 2013. The assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 5 mill levy, which will generate property tax revenues of \$63,152, based on the preliminary assessed valuation. Total revenues, which also include ownership tax and interest earnings, are estimated at \$70,752.

Projected expenditures for 2015 are \$10,947 for administrative and property tax collection fees and \$48,000 for landscape maintenance expenditures, which include funds for the renovation of the neighborhood entry ways. Total expenditures are estimated to be \$58,947 for 2015. Revenues over expenditures at the end of 2015 will accumulate for future major maintenance and/or certain capital improvements.

An emergency reserve of \$2,123 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 5 mills.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachments – Resolution and 2015 Proposed Budget

**CITY OF WESTMISTER AMHERST GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **33**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY**

WHEREAS, the Board of Directors of the City of Westminster Amherst General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Amherst General Improvement District of Adams County, Colorado:

1. That the attached budget for \$70,752 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.
2. That the tax levy of 5 mills is fixed for the tax year 2014 for collection in 2015.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13<sup>th</sup> day of October 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

\_\_\_\_\_  
District Secretary

**City of Westminster**  
**Amherst General Improvement District - LGID# 01053/1**  
**2015 Proposed Budget**

	2013 <u>Actual</u>	2014 <u>Budget</u>	2014 <u>Estimated</u>	2015 <u>Proposed</u>
<b>Revenues</b>				
Taxes:				
Property taxes	\$ 63,083	\$ 63,371	\$ 63,371	\$ 63,152
Ownership taxes	4,642	4,500	4,854	4,800
Total taxes	<u>67,725</u>	<u>67,871</u>	<u>68,225</u>	<u>67,952</u>
Interest	327	3,000	2,875	2,800
<i>Total Revenues</i>	<u>68,052</u>	<u>70,871</u>	<u>71,100</u>	<u>70,752</u>
<b>Expenditures</b>				
General operating:				
Professional services	11,285	40,000	12,000	40,000
Administration	10,000	10,000	10,000	10,000
Water-sewer	4,925	8,000	5,560	8,000
Contingency	-	5,000	-	-
Treasurer's fees	946	951	951	947
<i>Total Expenditures</i>	<u>27,156</u>	<u>63,951</u>	<u>28,511</u>	<u>58,947</u>
<i>Excess Revenue over (under) Expenditures</i>	40,896	6,920	42,589	11,805
Beginning balance	<u>296,198</u>	<u>334,167</u>	<u>337,094</u>	<u>379,683</u>
Ending balance	<u>\$ 337,094</u>	<u>\$ 341,087</u>	<u>\$ 379,683</u>	<u>\$ 391,488</u> *

\* Ending balance includes \$2,123 budgeted for emergency reserves to comply with TABOR amendment.  
The Amherst General Improvement District is not a party to lease-purchase agreements.

<b>Mill Levy</b>	
Tax Year/Budget Year	Operating
2014/2015	5.00
2013/2014	5.00
2012/2013	5.00
<i>Maximum levy is 5 mills</i>	

<b>Assessed Valuation</b>	
Tax Year	Value
2014	12,630,480
2013	12,674,210
2012	12,611,210

# Mandalay Town Center GID Agenda Item 3 E

## Agenda Memorandum

City of Westminster Mandalay Town Center General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 17 re City of Westminster Mandalay Town Center General Improvement District 2015 Budget

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Adopt Resolution No. 17 that sets the mill levy for the tax year 2014 for collection in 2015 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Mandalay Town Center General Improvement District (District), which reflects all proposed District operations in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 35 mills for collections in 2015 remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 35 mill levy will generate \$25,480 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at \$68,420.
- Projected expenditures of \$71,736 in 2015 include administrative and property tax collection fees and contractual obligations.
- An emergency reserve of \$2,053 is included in the ending fund balance as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment).
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

**Expenditure Required:** \$71,736

**Source of Funds:** Estimated revenues for the District including property tax, ownership tax, interest earnings and prior year excess revenues

**Policy Issue**

Should the attached 2015 budget be adopted by the Board?

**Alternatives**

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenses. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

**Background Information**

The City of Westminster Mandalay Town Center General Improvement District was established by City Council on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 4, 2003, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved a mill levy not to exceed 35 mills to pay the annual expenses of the District and
2. Authorized the District to collect, keep, and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$2,053 is still required and has been established.

On March 17, 2003, prior to the establishment of the District, Westminster City Council approved the Westminster Economic Development Authority (WEDA) Mandalay Gardens Urban Renewal Area (URA) to support the redevelopment of properties within its boundaries. The District lies within the Mandalay Gardens URA. WEDA is a tax increment financing district that receives incremental tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These tax revenues are pledged for debt service purposes. WEDA issued taxable tax increment bonds in 2003 that have subsequently been refunded as tax-exempt tax increment revenue refunding bonds. The initial bond proceeds were used to fund the re-development of the US 36 and Westminster Boulevard area located within the District. Incremental property tax revenues are considered pledged revenues for this bond issue. As such, the District mill levy on any valuation above the District's base valuation is allocated to WEDA for the debt service of its tax increment bonds.

As part of the redevelopment process, City of Westminster (City) Staff held discussions with City Council regarding adding a general improvement district (GID) as a method to finance some costs without an added burden on the tax increment financing area. It was determined that a GID provided the ability to raise property taxes in this area to facilitate additional public improvements while ensuring that the area remained competitive with respect to tax levies. The project's developer, Red Development agreed to the formation of the GID.

In consideration of WEDA constructing public improvements for the benefit of the District's property owners and the furtherance of WEDA's redevelopment goals, an intergovernmental cooperation agreement (ICA) between WEDA and the District was approved. The ICA set forth the obligation of the District to pay certain revenues to WEDA to assist in the payment of debt service on the bonds. As part of the budget process each year, the District's budget includes an amount to be paid to WEDA to assist with the repayment of this debt. This payment to WEDA is included in the budget as a contractual obligations expense and is estimated to be \$61,354 for 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is \$10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

### **BUDGET MESSAGE**

The attached 2015 budget for the City of Westminster Mandalay Town Center General Improvement District ("District") includes these important features:

Westminster City Council established the District on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on December 10, 2007 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District overlaps the Westminster Economic Development Authority (WEDA) Mandalay Gardens Urban Renewal Area (URA). Therefore, the District receives the property tax attributable to the base assessed valuation only. Because WEDA financed and constructed improvements which benefitted the District through the issuance of tax-increment financing, the District entered into an intergovernmental cooperation agreement (ICA) with WEDA. The ICA specifies that the revenues received by the District, after deduction for what is required to pay operating expenses, shall be transferred to WEDA Mandalay Gardens URA on a periodic basis each year.

The District's 2014 preliminary total assessed valuation is \$15,827,962 with an incremental valuation of \$15,099,950 leaving a net assessed valuation on the base of \$728,012. The net assessed valuation certified by Jefferson County for 2014 is used to calculate property taxes due in 2015. This is an increase in the base valuation of \$23,717 from the 2013 base assessed valuation. The District will certify a 35 mill levy, which will generate property tax revenues of \$25,480 on the net assessed valuation. Total revenues, which also include ownership tax and interest earnings, are estimated to be \$68,420.

**SUBJECT:** Resolution re Mandalay Town Center GID 2015 Budget and Mill Levy Page 4

Projected expenses for 2015 are \$10,382 for administrative and property tax collection fees and \$61,354 for contractual obligations. Total expenditures are estimated to be \$71,736 for 2015.

An emergency reserve of \$2,053 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Jefferson County, Colorado for 35 mills.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachments – Resolution and 2015 Proposed Budget

**CITY OF WESTMINSTER MANDALAY TOWN CENTER  
GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **17**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY**

WHEREAS, the Board of Directors of the City of Westminster Mandalay Town Center General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Mandalay Town Center General Improvement District of Jefferson County, Colorado:

1. That the attached budget for \$71,736 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.
2. That the tax levy of 35 mills is fixed for the tax year 2014 for collection in 2015.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Jefferson County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13<sup>th</sup> day of October 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

\_\_\_\_\_  
District Secretary



**City of Westminster**  
**Mandalay Town Center General Improvement District - LGID# 65368/1**  
**2015 Proposed Budget**

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
<b>Revenues</b>				
Taxes:				
Property Taxes	\$ 21,795	\$ 25,766	\$ 22,688	\$ 25,480
Ownership taxes	43,285	41,700	42,900	42,900
Interest	114	24	176	40
<i>Total Revenues</i>	<u>65,194</u>	<u>67,490</u>	<u>65,764</u>	<u>68,420</u>
<b>General Operating Expenditures:</b>				
Administration	10,000	10,000	10,000	10,000
Contractual obligations	54,700	57,600	57,600	61,354
Treasurer's fees	327	386	340	382
<i>Total general operating</i>	<u>65,027</u>	<u>67,986</u>	<u>67,940</u>	<u>71,736</u>
<i>Excess of revenue over (under) expenditures and other uses</i>	167	(496)	(2,176)	(3,316)
Beginning Balance	<u>7,378</u>	<u>8,505</u>	<u>7,545</u>	<u>5,369</u>
Ending Balance	<u>\$ 7,545</u>	<u>\$ 8,009</u>	<u>\$ 5,369</u>	<u>\$ 2,053</u> *

\* Ending balance includes \$2,053 budgeted for emergency reserves to comply with TABOR Amendment. The Mandalay Town Center General Improvement District is not a party to lease-purchase agreements.

<b>Mill Levy</b>	
Tax Year/Budget Year	Mills
2014/2015	35.00
2013/2014	35.00
2012/2013	35.00

<b>Net Assessed Valuation</b>	
Tax Year	Amount
2014	728,012
2013	704,295
2012	727,943

# Orchard Park Place North GID Agenda Item 3 F

## Agenda Memorandum

Westminster Orchard Park Place North General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 6 re Westminster Orchard Park Place North General Improvement District 2015 Budget

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Adopt Resolution No. 6 that sets the mill levy for the tax year 2014 for collection in 2015 at 13 mills for the Westminster Orchard Park Place North General Improvement District, formally adopts the 2015 Budget for the District as presented, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 Budget for the Westminster Orchard Park Place North General Improvement District (District), which reflects all proposed District operations in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 13 mills for collections in 2015 remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 13 mill levy will generate \$2,461 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at \$53,892.
- Projected expenditures of \$55,864 in 2015 include administrative and property tax collection fees contractual obligations.
- An emergency reserve of \$1,617 is included in the ending fund balance as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment).
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

**Expenditure Required:** \$55,864

**Source of Funds:** Estimated revenues for the District including property tax, ownership tax, intergovernmental revenues, interest earnings and prior year excess revenues

## **Policy Issue**

Should the attached 2015 Budget be adopted by the Board?

## **Alternatives**

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenses. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

## **Background Information**

The Westminster Orchard Park Place North General Improvement District was established by City Council on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 3, 2009, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved a mill levy not to exceed 3 mills to pay the annual expenses to operate and maintain capital improvements and to administer the District,
2. Approved a mill levy not to exceed 10 mills to pay the District debt for the recoveries and
3. Authorized the District to collect, keep, and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$1,617 is still required and has been established accordingly.

On January 26, 2004, prior to the establishment of the District, Westminster City Council created the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area (URA) to encourage and support redevelopment of properties within its boundaries. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These incremental revenues received by WEDA are pledged for debt services purposes. As such, the District mill levy on any valuation above the base is allocated to WEDA. Only property taxes attributed to the base valuation of the District are received by the District to pay its annual expenses.

As part of the North Huron URA redevelopment, Council approved an economic development agreement (EDA) on April 14, 2008 between the City of Westminster (City), WEDA, Centura Health Corporation (Centura) and AZG Westminster, LLC (AZG), collectively the "Parties" for the Orchard View development. The primary purpose of the EDA was to secure the Centura Health Corporation's planned 40 acre medical complex at the southwest corner of I-25 and 144<sup>th</sup> Avenue. The Orchard View development is approximately 56 acres with over \$8.4 million of cost recoveries and assessments due. As part of the EDA negotiations, the Parties intended to establish public financing districts to assist in financing the public improvements for the development of the Orchard View Property. The Orchard Park Place North GID, one of the intended districts, was established to provide a mechanism to finance a portion of the recoveries, or \$4,154,549. A 10 mill levy will be certified until the recovery principal amount plus 6% annual interest are paid. An additional 3 mill levy will be certified indefinitely to compensate the City for annual maintenance of the new public infrastructure and administrative services.

Because the District lies within the North Huron URA Area and the URA captures all property tax increment within its boundaries, an ICA between WEDA, the City and the District was necessary to release to the City all related property tax revenues generated by the District's mill levy. These revenues may then be applied by the City towards the recoveries and maintenance costs as originally contemplated in the development plan for the Orchard View development. Pursuant to the ICA, the WEDA budget includes an estimate of the amount of incremental property tax related to the District's mill levy that will be released to the District. This amount, labeled as intergovernmental revenue in the budget document, is estimated to be \$48,616 in 2015. Additionally, the District's budget includes an amount to be sent to the City for payment of items described above. This payment to the City is included in the budget as a contractual obligations expense and is estimated to be \$38,891 for 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement (IGSA) to formalize the services provided and the annual payment due to the City for such services. In the initial years of the formation of the District, it was anticipated that the assessed valuation would be insufficient to pay the City administrative fee. Therefore, the IGSA provided that any unpaid balance of the \$10,000 fee for years 2011, 2012 and 2013 become a liability of the District until paid to the City. The amount allocated to pay the City for such services in 2015 is \$10,000 with an additional \$6,936 to be paid against the outstanding balance for 2011.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

### **BUDGET MESSAGE**

The attached 2015 budget for the Westminster Orchard Park Place North General Improvement District ("District") includes these important features:

Westminster City Council established the District on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on August 22, 2011 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District was created pursuant to an economic development agreement (EDA) approved by City Council on April 14, 2008 for the Orchard View development between the City, Westminster Economic

Development Authority, Centura Health Corporation and AZG Westminster, LLC. The District is authorized to collect a 3 mill levy for annual operating expenses and a 10 mill levy for the debt of the District which includes the payment of cost recoveries to the City.

The District's 2014 preliminary total assessed valuation is \$3,928,970 with an incremental valuation of \$3,739,700 leaving a net assessed valuation on the base of \$189,270. This is an increase in the base valuation of \$62,400 from the 2013 base assessed valuation. The net assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 13 mill levy, which will generate property tax revenues of \$2,461 based on the preliminary assessed valuation. Total revenues that also include ownership tax, intergovernmental revenue and interest earnings are estimated to be \$53,892.

Total projected expenses for 2015 are \$16,973 for administrative and property tax collection fees and \$38,891 for contractual obligations.

An emergency reserve of \$1,617 as required under Article X, Section 20 of the Colorado Constitution included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 13 mills.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachments – Resolution and 2015 Proposed Budget

**WESTMINSTER ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **6**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

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**A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY**

WHEREAS, the Board of Directors of the Westminster Orchard Park Place North General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Westminster Orchard Park Place North General Improvement District of Adams County, Colorado:

1. That the attached budget for \$55,864 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.
2. That the tax levy of 13 mills is fixed for the tax year 2014 for collection in 2015.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13<sup>th</sup> day of October 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

\_\_\_\_\_  
District Secretary

**City of Westminster**  
**Orchard Park Place North General Improvement District - LGID# 66176**  
**2015 Proposed Budget**

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
<b>Revenues</b>				
Taxes:				
Property taxes - Maintenance	\$ 75	\$ 376	\$ 381	\$ 568
Property taxes - Recovery	177	1,253	1,269	1,893
<i>Subtotal property taxes</i>	<u>252</u>	<u>1,629</u>	<u>1,650</u>	<u>2,461</u>
Ownership taxes	367	350	2,712	2,800
Intergovernmental	4,682	32,734	32,898	48,616
Interest	(22)	15	15	15
<b>Total Revenues</b>	<u><u>5,279</u></u>	<u><u>34,728</u></u>	<u><u>37,275</u></u>	<u><u>53,892</u></u>
<b>General Operating Expenditures:</b>				
Administration	0	8,843	8,443	16,936
Contractual obligations	7,900	25,483	25,883	38,891
Treasurer's fees	4	24	25	37
<i>Total general operating</i>	<u>7,904</u>	<u>34,350</u>	<u>34,351</u>	<u>55,864</u>
<i>Excess of revenue over (under) expenditures and other uses</i>	(2,625)	378	2,924	(1,972)
Beginning Balance	<u>3,290</u>	<u>665</u>	<u>665</u>	<u>3,589</u>
Ending Balance	<u><u>\$ 665</u></u>	<u><u>\$ 1,043</u></u>	<u><u>\$ 3,589</u></u>	<u><u>\$ 1,617</u></u> *

\* Ending balance includes \$1,617 budgeted for emergency reserves to comply with TABOR Amendment. The Orchard Park Place North General Improvement District is not a party to lease-purchase agreements.

Mill Levy			Net Assessed Valuation		
Tax Year/Budget Year	Operating	Obligation	Total	Tax Year	Amount
2014/2015	3.000	10.00	13.000	2014	189,270
2013/2014	3.000	10.00	13.000	2013	126,870
2012/2013	3.000	10.00	13.000	2012	19,410
<i>Maximum levy - operating is 3 mills; obligation is 10 mills</i>					

# Promenade Parking GID Agenda Item 3 G

## Agenda Memorandum

City of Westminster Promenade Parking General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 15 re City of Westminster Promenade Parking General Improvement District 2015 Budget

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Adopt Resolution No. 15 that sets the mill levy for the tax year 2014 for collections in 2015 at 5.5 mills for the City of Westminster Promenade Parking General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Promenade Parking General Improvement District (District) that reflects all proposed District operations in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting as required by Budget Law, C.R.S. §29-1-108.
- The operating mill levy of 5.5 mills for collection in 2015 remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the operating mill levy of 5.5 mills will generate \$131 in property tax revenue. This is the only revenue estimated for the District.
- Projected expenditures in 2015 are \$131 for administrative and property tax collection fees.
- An emergency reserve of \$4 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Staff continues to discuss possible alternative uses for the property in this District. If any of these alternatives require budgetary changes, the budget changes will be presented to the Board at a later date for approval.

**Expenditure Required:** \$131

**Source of Funds:** Estimated property tax



**Policy Issue**

Should the attached 2015 Budget be adopted by the Board?

**Alternatives**

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, §C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108, allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. Although revenue and expenditure activity is minimal, a small of property tax will be received if the Board certifies a mill levy. A portion of this revenue must be appropriated to provide sufficient budget to cover the property tax collection fee. Therefore, providing that a mill levy is certified, this alternative is not recommended.
2. A second alternative would be to not certify an operating mill levy for collection in 2015. However, the District has entered into an agreement whereby City Staff provides certain administrative services to the District which are necessary even if no revenue is collected. Although certifying a mill levy generates only a small amount of revenue, it does provide some compensation to the City for these expenses. In addition this alternative may result in a need to obtain voter approval to certify a mill levy in the future. Therefore, this alternative is not recommended.

**Background Information**

The City of Westminster Promenade Parking General Improvement District was established by City Council on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 7, 2000, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved \$100,000 annually for expenditures of the District, provided by a mill levy not to exceed 5.5 mills;
2. Authorized debt of \$9,885,000 to finance the costs of constructing a parking facility and related costs with an unlimited mill levy;
3. Authorized refunding of the District's debt in the amount of \$10,500,000 with an unlimited mill levy; and
4. Authorized the District to collect and spend all taxes and other revenues received without regard to any expenditure, revenue raising or other limitation contained within the TABOR Amendment or the laws of the State of Colorado. However, an emergency reserve of \$4 is still required and has been established.

On May 15, 2001 the District entered into an agreement with the City of Westminster (City), Inland Pacific Colorado, LLC and Westminster Promenade Development Company, LLC (WPDC) that facilitates the completion of the Promenade Parking Facility, sets forth each party's obligations and outlines the repayment of the construction costs to the City and WPDC through the District's mill levy. Although the ballot language allows for an unlimited mill levy for debt, the agreement sets the District's total mill levy not to exceed 32 mills unless approved by WPDC.

Development of the parking garage stalled when the economy weakened. The assessed valuation for the District over the last several years generates on average only \$160 in property tax revenue. This revenue is used to pay the County property tax collection fee and the City administrative service fee. However, Staff believes that it is important to keep the District in place to be able to address the parking demand that might be created by alternative uses being considered in the Promenade area.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the

services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is \$129.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

### **BUDGET MESSAGE**

The attached 2015 Budget for the City of Westminster Promenade Parking General Improvement District (District) includes these important features:

Westminster City Council established the District on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District's 2014 preliminary assessed valuation is \$23,867 and remains unchanged from 2013. The assessed valuation certified by Jefferson County for 2014 is used to calculate property taxes due in 2015. The District will certify a 5.5 operating mill levy that will generate property tax revenues of \$131 based on the preliminary assessed valuation. Property taxes are the only estimated revenues for 2015.

Projected expenditures for 2015 are \$131 for administrative and property tax collection fees.

An emergency reserve of \$4 as required by Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Jefferson County, Colorado for 5.5 mills.

Respectfully submitted,

J. Brent McFall  
Executive Director

**CITY OF WESTMINSTER PROMENADE PARKING GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **15**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY**

WHEREAS, the Board of Directors of the City of Westminster Promenade Parking General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Promenade Parking General Improvement District of Jefferson County, Colorado:

1. That the attached budget for \$131 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.
2. That the tax levy of 5.5 mills is fixed for the tax year 2014 for collection in 2015.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Jefferson County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13<sup>th</sup> day of October 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

\_\_\_\_\_  
District Secretary

**City of Westminster**  
**Promenade Parking General Improvement District - LGID# 30150/1**  
**2015 Proposed Budget**

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
<b>Revenues</b>				
Taxes:				
Property taxes-operating	\$ 146	\$ 131	\$ 132	\$ 131
Ownership taxes	0	0	0	0
Total taxes	146	131	132	131
Interest	-3	0	0	0
<b>Total Revenues</b>	<b>143</b>	<b>131</b>	<b>132</b>	<b>131</b>
<b>Expenditures</b>				
General Operating:				
Administration	497	195	195	129
Treasurer's fees	2	2	2	2
<b>Total Expenditures</b>	<b>499</b>	<b>197</b>	<b>197</b>	<b>131</b>
<i>Excess Revenue over (under) Expenditures</i>	(356)	(66)	(65)	0
Beginning Balance	442	86	86	21
Ending Balance	<u>\$ 86</u>	<u>\$ 20</u>	<u>\$ 21</u>	<u>\$ 21</u> *

\* Ending balance includes \$4 budgeted for emergency reserves to comply with TABOR Amendment.  
The Promenade Parking General Improvement District is not a party to lease-purchase agreements.

<b>Mill Levy</b>				<b>Assessed Valuation</b>	
Tax Year/Budget Year	Operating	Debt	Total	Tax Year	Amount
2013/2014	5.50	0.00	5.50	2014	23,867
2013/2014	5.50	0.00	5.50	2013	23,867
2012/2013	5.50	0.00	5.50	2012	26,535
<i>Maximum levy is 32 mills by contract, inclusive of max 5.5 mills general operating</i>					

# Sheridan Crossing GID Agenda Item 3 H

## Agenda Memorandum

City of Westminster Sheridan Crossing General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 30 re City of Westminster Sheridan Crossing General Improvement District 2015 Budget

**Prepared By:** Karen Creager, Special Districts Accountant

### Recommended Board Action

Adopt Resolution No. 30 that sets the mill levy for the tax year 2014 for collection in 2015 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Sheridan Crossing General Improvement District (District) that reflects all proposed District operations and services to be provided in 2015.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 12 mills for collection in 2015 remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 12 mill levy will generate \$104,478 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at \$123,378.
- Projected expenditures of \$64,067 in 2015 include administrative and property tax collection fees, landscape maintenance and improvement repair expenditures.
- Revenues in excess of expenditures will accumulate in fund balance to fund capital expenditures in future years.
- An emergency reserve of \$3,701 as required under Article X, Section 20, of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

**Expenditure Required:** \$64,067

**Source of Funds:** Estimated revenues for the District including property tax, ownership tax and interest earnings

**Policy Issue**

Should the attached 2015 Budget be adopted by the Board?

**Alternatives**

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and historic spending patterns. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

**Background Information**

The City of Westminster Sheridan Crossing General Improvement District was established by City Council on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

Ross Investments developed the Sheridan Crossing Shopping Center at the southeast corner of 120th Avenue and Sheridan Boulevard. Ross made significant modifications to the existing drainage area on the south side of 120th Avenue within the public right-of-way. Ross met resistance from prospective tenants to pass on the long term maintenance costs of the area as part of "common area" maintenance expenditures. However, these same tenants were not adverse to a property tax increase to pay for the expenditures for maintenance of the area. Therefore, on November 5, 1996, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved the creation of the District;
2. Approved a mill levy not to exceed 12 mills, and
3. Authorized the District to collect and spend all taxes and other revenues received without regard to any expenditure revenue raising or other limitation contained under the TABOR Amendment or the laws of the State of Colorado. However, an emergency reserve of \$3,701 is required and has been established.

All costs associated with the maintenance of the improvements are financed by the property tax levy. Additionally, the District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is \$10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the Division of Local Government is as follows:

**BUDGET MESSAGE**

The attached 2015 budget for the City of Westminster Sheridan Crossing General Improvement District ("District") includes these important features:

Westminster City Council established the District on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District's preliminary total assessed valuation is \$8,706,470 for 2014. This is decrease of \$86,920 from 2013. The assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 12 mill levy, which will generate property tax revenues of \$104,478 based on the preliminary assessed valuation. Total revenues, which also include ownership tax and interest earnings, are estimated at \$123,378.

Projected costs in 2015 are \$11,567 for administrative and property tax collection fees and \$52,500 for landscape maintenance expenditures. Total expenditures are estimated at \$64,067. Revenues over expenditures at the end of 2015 will accumulate for future capital repair and improvement of infrastructure.

An emergency reserve of \$3,701 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 12 mills.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachments – Resolution and 2015 Proposed Budget

**CITY OF WESTMINSTER SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **30**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY**

WHEREAS, the Board of Directors of the City of Westminster Sheridan Crossing General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Sheridan Crossing General Improvement District of Adams County, Colorado:

1. That the attached budget for \$123,378 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.
2. That the tax levy of 12 mills is fixed for the tax year 2014 for collection in 2015.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13<sup>th</sup> day of October 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

\_\_\_\_\_  
District Secretary



**City of Westminster**  
**Sheridan Crossing General Improvement District - LGID# 01061/1**  
**2015 Proposed Budget**

	2013 <u>Actual</u>	2014 <u>Budget</u>	2014 <u>Estimated</u>	2015 <u>Proposed</u>
<b>Revenues</b>				
Taxes:				
Property taxes	\$ 98,890	\$ 105,075	\$ 105,075	\$ 104,478
Ownership taxes	7,373	7,000	8,280	8,400
Total taxes	<u>106,263</u>	<u>112,075</u>	<u>113,355</u>	<u>112,878</u>
Interest	822	10,100	9,040	10,500
<b>Total Revenues</b>	<u><u>107,085</u></u>	<u><u>122,175</u></u>	<u><u>122,395</u></u>	<u><u>123,378</u></u>
<b>Expenditures</b>				
General Operating:				
Professional services	9,513	32,400	32,400	34,000
Administration	10,000	10,000	10,000	10,000
Maint/Repair infrastructure	0	4,500	0	4,500
Water-sewer	7,604	14,000	8,800	14,000
Contingency	0	5,000	0	0
Treasurer's fees	1,483	1,576	1,576	1,567
<b>Total Expenditures</b>	<u><u>28,600</u></u>	<u><u>67,476</u></u>	<u><u>52,776</u></u>	<u><u>64,067</u></u>
<b>Excess Revenue over (under) Expenditures</b>	78,485	54,699	69,619	59,311
Beginning Balance	<u>956,187</u>	<u>1,121,056</u>	<u>1,034,672</u>	<u>1,104,291</u>
Ending Balance	<u><u>\$ 1,034,672</u></u>	<u><u>\$ 1,175,755</u></u>	<u><u>\$ 1,104,291</u></u>	<u><u>\$1,163,602</u></u> *

\* Ending balance includes \$3,701 budgeted for emergency reserves to comply with TABOR Amendment.  
The Sheridan Crossing General Improvement District is not a party to lease-purchase agreements.

<b>Operating Mill Levy</b>	
Tax Year/Budget Year	Mills
2014/2015	12.00
2013/2014	12.00
2012/2013	12.00
<i>Maximum levy is 12 mills</i>	

<b>Assessed Valuation</b>	
Tax Year	Value
2014	8,706,470
2013	8,793,390
2012	8,269,400

# 136<sup>th</sup> Avenue GID Agenda Item 3 I

## Agenda Memorandum

City of Westminster 136<sup>th</sup> Avenue General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 19 re Contract and Administrative Authority for the City of Westminster 136<sup>th</sup> Avenue General Improvement District

**Prepared By:** Karen Creager, Special District Accountant

### Recommended Board Action

Adopt Resolution No. 19 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster 136<sup>th</sup> Avenue General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

### Summary Statement

- The City of Westminster 136<sup>th</sup> Avenue General Improvement District (District) was established on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

**Expenditure Required:** \$0

**Source of Funds:** N/A

## **Policy Issue**

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

## **Alternatives**

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

## **Background Information**

The District was established on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachment - Resolution

**CITY OF WESTMINSTER 136<sup>th</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

**RESOLUTION NO. 19**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER 136<sup>TH</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

WHEREAS, the City of Westminster 136<sup>th</sup> Avenue General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on August 14, 2000 with the primary purpose of financing a new interchange at 136<sup>th</sup> Avenue and Interstate 25; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Attorney for the District

# 144<sup>th</sup> Avenue GID Agenda Item 3 J

## Agenda Memorandum

City of Westminster 144<sup>th</sup> Avenue General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 12 re Contract and Administrative Authority for the City of Westminster 144<sup>th</sup> Avenue General Improvement District

**Prepared By:** Karen Creager, Special District Accountant

### Recommended Board Action

Adopt Resolution No. 12 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster 144<sup>th</sup> Avenue General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

### Summary Statement

- The District was established on August 30, 2004 with the primary purpose of paying debt associated with public improvements within or without the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement on October 10, 2005, authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

**Expenditure Required:** \$0

**Source of Funds:** N/A

## **Policy Issue**

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

## **Alternatives**

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

## **Background Information**

The District was established on August 30, 2004 with the primary purpose of paying debt associated with public improvements within or without the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on October 10, 2005 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachment - Resolution



**CITY OF WESTMINSTER 144<sup>th</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

**RESOLUTION NO. 12**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER 144<sup>th</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

WHEREAS, the City of Westminster 144<sup>th</sup> Avenue General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on August 30, 2004 with the primary purpose of paying the debt associated with improvements within or without the District that benefit the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on October 10, 2005 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Attorney for the District

# Amherst GID Agenda Item 3 K

## Agenda Memorandum

City of Westminster Amherst General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 34 re Contract and Administrative Authority for the City of Westminster Amherst General Improvement District

**Prepared By:** Karen Creager, Special District Accountant

### Recommended Board Action

Adopt Resolution No. 34 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Amherst General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

### Summary Statement

- The City of Westminster Amherst General Improvement District (District) was established on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space and drainage areas within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

**Alternatives**

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

**Background Information**

The District was established on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space and drainage areas within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various policies and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachment - Resolution

**CITY OF WESTMINSTER AMHERST GENERAL IMPROVEMENT DISTRICT  
RESOLUTION**

RESOLUTION NO. **34**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR  
THE CITY OF WESTMINSTER AMHERST GENERAL IMPROVEMENT DISTRICT**

WHEREAS, the City of Westminster Amherst General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space and drainage areas within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Attorney for the District

# Mandalay Town Center GID Agenda Item 3 L

## Agenda Memorandum

City of Westminster Mandalay Town Center General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 18 re Contract and Administrative Authority for the City of Westminster Mandalay Town Center General Improvement District

**Prepared By:** Karen Creager, Special District Accountant

### Recommended Board Action

Adopt Resolution No. 18 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Mandalay Town Center General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

### Summary Statement

- The City of Westminster Mandalay Town Center General Improvement District (District) was established on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

**Alternative**

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

**Background Information**

The District was established on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on December 10, 2007 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachment - Resolution



**CITY OF WESTMINSTER MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **18**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

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**A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT**

WHEREAS, the City of Westminster Mandalay Town Center General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on December 10, 2007 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Attorney for the District

# Orchard Park Place North GID Agenda Item 3 M

## Agenda Memorandum

Westminster Orchard Park Place North General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 7 re Contract and Administrative Authority for the Westminster Orchard Park Place North General Improvement District

**Prepared By:** Karen Creager, Special District Accountant

### Recommended Board Action

Adopt Resolution No. 7 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the Westminster Orchard Park Place North General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

### Summary Statement

- The Westminster Orchard Park Place North General Improvement District (District) was established on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

**Alternative**

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

**Background Information**

The District was established on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on August 22, 2011 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and

**SUBJECT:** Resolution re Contract and Administrative Authority

Page 3

procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachment - Resolution

**WESTMINSTER ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **7**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE WESTMINSTER ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT**

WHEREAS, the Westminster Orchard Park Place North General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on August 22, 2011 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Attorney for the District

# Promenade Parking GID Agenda Item 3 N

## Agenda Memorandum

City of Westminster Promenade Parking General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 16 re Contract and Administrative Authority for the City of Westminster Promenade Parking General Improvement District

**Prepared By:** Karen Creager, Special District Accountant

### Recommended Board Action

Adopt Resolution No. 16 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Promenade Parking General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

### Summary Statement

- The City of Westminster Promenade Parking General Improvement District (District) was established on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

**Alternative**

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

**Background Information**

The District was established on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachment - Resolution



**CITY OF WESTMINSTER PROMENADE PARKING GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

RESOLUTION NO. **16**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

**A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR  
THE CITY OF WESTMINSTER PROMENADE PARKING GENERAL IMPROVEMENT  
DISTRICT**

WHEREAS, the City of Westminster Promenade Parking General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Attorney for the District

# Sheridan Crossing GID Agenda Item 3 O

## Agenda Memorandum

City of Westminster Sheridan Crossing General Improvement District Meeting  
October 13, 2014



**SUBJECT:** Resolution No. 31 re Contract and Administrative Authority for the City of Westminster Sheridan Crossing General Improvement District

**Prepared By:** Karen Creager, Special District Accountant

### Recommended Board Action

Adopt Resolution No. 31 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Sheridan Crossing General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

### Summary Statement

- The City of Westminster Sheridan Crossing General Improvement District (District) was established on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

**Alternative**

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

**Background Information**

The District was established on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

**SUBJECT:** Resolution re Contract and Administrative Authority

Page 3

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachment - Resolution

**CITY OF WESTMINSTER SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION**

**RESOLUTION NO. 31**

INTRODUCED BY BOARD MEMBERS

SERIES 2014

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**A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT**

WHEREAS, the City of Westminster Sheridan Crossing General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13<sup>th</sup> day of October, 2014.

\_\_\_\_\_, Mayor  
Presiding Officer of the District

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Attorney for the District