



CITY COUNCIL AGENDA

NOTICE TO READERS: City Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items is reflective of Council's prior review of each issue with time, thought and analysis given.

Members of the audience are invited to speak at the Council meeting. Citizen Communication (Section 7) is reserved for comments on any issues or items pertaining to City business except those for which a formal public hearing is scheduled under Section 10 when the Mayor will call for public testimony. Please limit comments to no more than 5 minutes duration.

1. Pledge of Allegiance
2. Roll Call
3. Consideration of Minutes of Preceding Meeting
4. Report of City Officials
 - A. City Manager's Report
5. City Council Comments
6. Presentations
 - A. Employee Service Awards
7. Citizen Communication (5 minutes or less)

The "Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The Mayor will ask if any Council member wishes to remove an item for separate discussion. Items removed from the consent agenda will be considered immediately following adoption of the amended Consent Agenda.

8. Consent Agenda
 - A. Financial Report for April 2011
 - B. Shoenberg Farm Concrete Silo Stabilization Construction Contract
 - C. Indoor Sports Officiating Services Contract
 - D. Ratification of Transaction re Zone 14 Pump Station Shared Use Agreement
 - E. Second Reading of Councillor's Bill No. 15 re 2010 Final Budget Supplemental Appropriation
9. Appointments and Resignations
10. Public Hearings and Other New Business
 - A. Councillor's Bill No. 16 re Authorizing Supplemental Appropriation to WURP
 - B. Councillor's Bill No. 17 re 2011 First Quarter Budget Supplemental Appropriation
 - C. Resolution No. 17 re Adoption of City Document Management and Retention Policy
 - D. Resolution No. 18 re Establishing the Focused Workweek Schedule
 - E. Resolution No. 19 re Hyland Village service Commitment Extension
11. Old Business and Passage of Ordinances on Second Reading
12. Miscellaneous Business and Executive Session
 - A. City Council
13. Adjournment

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY MEETING (Separate Agenda)



GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS

- A.** The meeting shall be chaired by the Mayor or designated alternate. The hearing shall be conducted to provide for a reasonable opportunity for all interested parties to express themselves, as long as the testimony or evidence being given is reasonably related to the purpose of the public hearing. The Chair has the authority to limit debate to a reasonable length of time to be equal for both positions.
- B.** Any person wishing to speak other than the applicant will be required to fill out a “Request to Speak or Request to have Name Entered into the Record” form indicating whether they wish to comment during the public hearing or would like to have their name recorded as having an opinion on the public hearing issue. Any person speaking may be questioned by a member of Council or by appropriate members of City Staff.
- C.** The Chair shall rule upon all disputed matters of procedure, unless, on motion duly made, the Chair is overruled by a majority vote of Councillors present.
- D.** The ordinary rules of evidence shall not apply, and Council may receive petitions, exhibits and other relevant documents without formal identification or introduction.
- E.** When the number of persons wishing to speak threatens to unduly prolong the hearing, the Council may establish a time limit upon each speaker.
- F.** City Staff enters a copy of public notice as published in newspaper; all application documents for the proposed project and a copy of any other written documents that are an appropriate part of the public hearing record;
- G.** The property owner or representative(s) present slides and describe the nature of the request (maximum of 10 minutes);
- H.** Staff presents any additional clarification necessary and states the Planning Commission recommendation;
- I.** All testimony is received from the audience, in support, in opposition or asking questions. All questions will be directed through the Chair who will then direct the appropriate person to respond.
- J.** Final comments/rebuttal received from property owner;
- K.** Final comments from City Staff and Staff recommendation.
- L.** Public hearing is closed.
- M.** If final action is not to be taken on the same evening as the public hearing, the Chair will advise the audience when the matter will be considered. Councillors not present at the public hearing will be allowed to vote on the matter only if they listen to the tape recording of the public hearing prior to voting.

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, MAY 9, 2011 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

Mayor McNally led the Council, staff and audience in the Pledge of Allegiance.

ROLL CALL

Mayor Nancy McNally, Mayor Pro Tem Chris Dittman, and Councillors Bob Briggs, Mark Kaiser, Mary Lindsey, Scott Major, and Faith Winter were present at roll call. J. Brent McFall, City Manager, Martin McCullough, City Attorney, and Carla Koeltzow, Deputy City Clerk, also were present.

CONSIDERATION OF MINUTES

Councillor Major moved, seconded by Kaiser, to approve the minutes of the regular meeting on April 25, 2011 and the minutes of the special meeting on May 2, 2011, as presented. The motion passed unanimously.

CITY MANAGER'S REPORT

The City Manager reported that over 1,600 volunteer workers participated in Community Pride Day on May 7th making it one of the most successful Pride Days ever. With beautiful weather for the event, they cleaned parks, trails, open spaces and public rights-of-way. The Noon Rotary Club served a great picnic lunch in the courtyard at City Hall following the clean-up activities. A final figure for the volume of trash picked up was not determined yet but would be provided to Council when available.

COUNCIL REPORTS

Councillor Briggs reported that on Saturday May 7th he attended the Centennial Celebration at the Pillar of Fire Church. Over 500 people were at the celebration where many toured the landmark Westminster University building even climbing the tower to take in the wonderful view. Mr. Briggs also noted that the City would be closing on the purchase of the Westminster Mall on Tuesday.

Councillor Kaiser reported that last Saturday afternoon he also attended the Westminster Elks 50th Anniversary Event where a time capsule from the 25th Anniversary was opened. Most impressive was that seven of the original founding members were in attendance.

Councillor Major reported that on Saturday he was present at the annual open house at Fire Station 5. It is a great community event.

Councillor Lindsey invited everyone to the Jefferson County Historic Preservation Symposium to be held next Saturday, May 14th at City Park Recreation Center, in honor of both the City's Centennial and Jefferson County's 150th birthday. The event is free and the agenda starts at 9:00 a.m. with lunch, for a small fee, at noon. After lunch there is a choice of optional self guided Westminster Historic Site Tours both in Jefferson County and Adams County. Several landmark buildings in the City will be open for viewing. The symposium ends at 3:30 p.m. at the Rodeo Market in south Westminster for the Second Saturday Art Walk.

Mayor McNally noted that also at City Park next Saturday at 8 a.m., prior to the symposium, there will be the Police and Fire Blazing Bullets Trail Run/Walk. The Mayor also advised that the City now has its own Facebook page and encouraged everyone to check it out.

PRESENTATIONS

Mayor Pro Tem Dittman presented a proclamation to Public Works & Utilities staff members to celebrate Public Works Week May 15 through 21.

Councillor Kaiser presented a proclamation for Peace Officer Memorial Day on May 15 and Police Week May 15 through 21 to Deputy Police Chiefs Mike Cressman and Tim Carlson and several other Westminster Police Officers that were present.

Councillor Major proclaimed May to be Mental Health Month and presented a proclamation to Patricia Gonske of the Jefferson Center for Mental Health and Lindy Schultz of Adams County Community Reach.

Councillor Winter presented certificates of recognition to Chloe Mays and Bianca Seivley, two graduating seniors from the 2010-2011 Youth Advisory Panel, to acknowledge their service.

CITIZEN COMMUNICATION

June Younger, reporter for the Westminster Window, reported that she recently traveled to England to visit her daughter who is studying abroad. During their visit they went to Westminster, England and met with the Acting Lord Mayor to present a gift from Westminster, Colorado. The gift included a Centennial Book, Centennial Pins and the Centennial supplement from the Westminster Window. In return Dr. Harvey Marshal gave her a print of Westminster, England and offered his congratulations to the City for its 100 year milestone. Ms Younger then presented the print to the Mayor and thanked the City for giving her the opportunity to present the gift to the Acting Lord Mayor. It was one of the highlights of her trip.

Robert Earl Newton, 9314 Pierce Street, requested that Council revise Section 6-7-12, Restrictions on Sale and Possession of Animals, of the Municipal Code to allow the possession of bees and to remove them from the definition of livestock. He has had beehives at his house for 2 to 3 years with neighbors' approval until recently when a new neighbor moved in and didn't like them. He would be in favor of limiting the possession to two beehives, like Denver, and requiring a beekeeper's license, similar to a dog's license, to allow him and others to keep them on their property in the City.

Ben Beaty, 4500 W. 110th Circle, stated that he read about Mr. Newton in the Westminster Window and appeared to support him in his request. He stated that we need bees and does not believe bees should be considered livestock.

CONSENT AGENDA

The following items were submitted for Council's consideration on the consent agenda: based on the recommendation of the City Manager, find that the public interest is best served by authorizing the City Manager to extend a contract with Professional and Recreational Officials of Sports, Inc. for officiating and related services in an amount not to exceed \$85,000 annually; authorize the City Manager to execute a renewal of the current chipseal project contract with A-1 Chipseal Company for the 2011 calendar year in the amount of \$1,214,802 and authorize a contingency of \$12,148 (1%) for a total project budget of \$1,226,950; final passage of Councillor's Bill No. 13 on second reading to amend the Special Permit and License Board's powers and duties and make them consistent with the January 2011 revisions to Title V of the Westminster Municipal Code; and final passage of Councillor's Bill No. 14 on second reading authorizing the City Manager to execute and implement an Economic Development Assistance Agreement with Metalcraft Industries.

No member of Council requested removal of any item from the consent agenda for individual consideration. It was moved by Councillor Major and seconded by Councillor Lindsey to approve the consent agenda as presented. The motion carried unanimously.

RESOLUTION NO. 16 RE YOUTH ADVISORY PANEL APPOINTMENTS

Councillor Winter moved, seconded by Kaiser, to adopt Resolution No. 16 appointing eight new Youth Advisory Panel Members for the 2011/2012 term. Those individuals are as follows: Katie Chrisman, Mariel Cambe, Kaitlynn Long, Deanna Pesta, Hope Williams, Bobbi Strange, Megan White, and Billy Mays. The motion passed unanimously at roll call.

COUNCILLOR’S BILL NO. 15 RE 2010 FINAL BUDGET SUPPLEMENTAL APPROPRIATION

Upon a motion by Councillor Briggs, seconded by Councillor Major, the Council voted unanimously by roll call to pass on first reading Councillor’s Bill No. 15 providing for supplemental appropriation of funds to the 2010 budget of the General, Sales Tax, Parks Open Space Trails, and General Capital Improvement Funds.

ADJOURNMENT

There being no further business to come before the City Council, it was moved by Mayor Pro Tem Dittman and seconded by Major to adjourn. The motion carried and the meeting adjourned at 7:30 P.M.

ATTEST: _____
Deputy City Clerk

Mayor



Agenda Item 6 A

Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Presentation of Employee Service Awards

Prepared By: Debbie Mitchell, Human Resources Manager
Dee Martin, Human Resources Administrator

Recommended City Council Action

Present service pins and certificates of appreciation to employees celebrating twentieth and thirtieth employment anniversaries with the City.

Summary Statement

- In keeping with the City's policy of recognition for employees who complete increments of five years of employment with the City, and City Council recognition of employees with 20 years or more of service, the presentation of City service pins and certificates of appreciation has been scheduled for Monday night's Council meeting.

- In the third grouping of 2011, employees with 20 and 30 years of service will be celebrated tonight.
 - Councillor Mary Lindsey will present the 20-year certificates and pins
 - Councillor Mark Kaiser will present the 30-year certificates and pins

Expenditure Required: \$ 0

Source of Funds: N/A



SUBJECT: Presentation of Employee Service Awards

Policy Issue

None identified

Alternative

None identified

Background Information

The following 20-year employees will be presented with a certificate and service pin:

Fred Fawcett	Senior Police Officer	Police Department
Derik Minard	Battalion Chief	Fire Department

The following 30-year employees will be presented with a certificate and service pin:

Ron McCuiston	Battalion Chief	Fire Department
Randy Peterson	Fire Paramedic	Fire Department

On May 11, 2011, the City Manager hosted an employee awards luncheon. During that time, one employee received their 15-year service pin, seven employees received their 10-year service pins, and five employees received their 5-year service pins. Recognition was also given to those celebrating their twentieth and thirtieth anniversaries. This was the third luncheon in 2011 to recognize and honor City employees for their service to the public.

The aggregate City service represented among this group of employees for the third luncheon was 240 years of City service. The City can certainly be proud of the tenure of each of these individuals and of their continued dedication to City employment in serving Westminster citizens. Background information on each individual being recognized is attached.

The recognition of employee's years of service addresses Council's Strategic Plan goal of Financially Sustainable City Government Providing Exceptional Services as part of the overall recognition program developed to encourage and recognize employee commitment to the organization. Recognition efforts have long been recognized as an important management practice in organizations striving to develop loyalty, ownership and effectiveness in their most valuable resource – employees.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Background on Employees being Recognized



Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Financial Report for April 2011

Prepared By: Tammy Hitchens, Finance Director

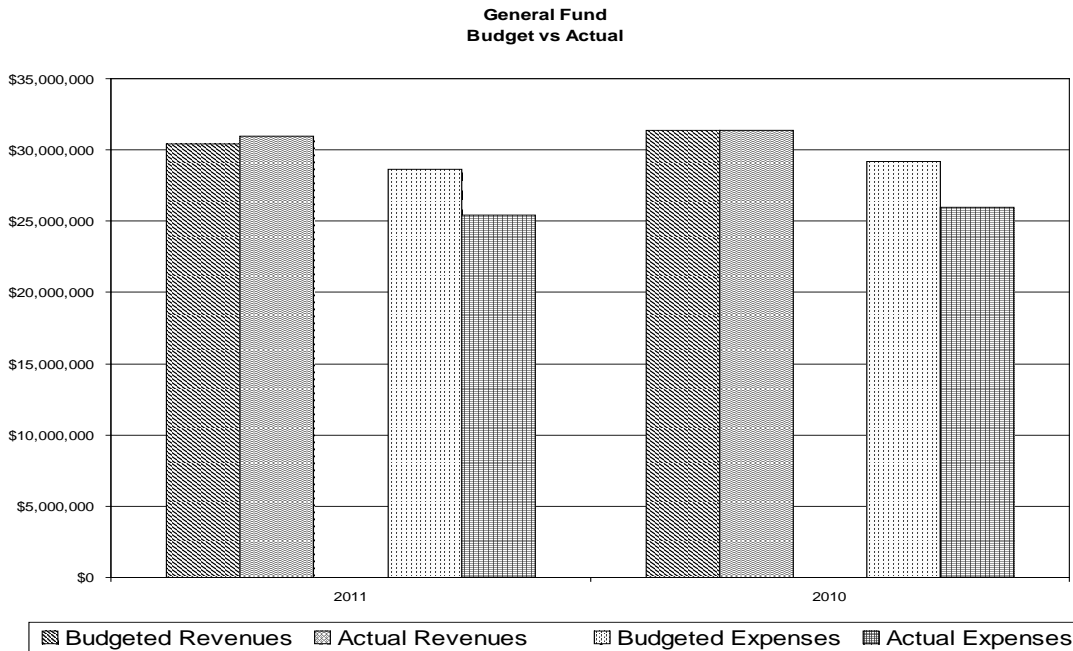
Recommended City Council Action

Accept the Financial Report for April as presented.

Summary Statement

City Council is requested to review and accept the attached monthly financial statement. The Shopping Center Report is also attached. Unless otherwise indicated, "budget" refers to the pro-rated budget. Revenues also include carryover where applicable. The revenues are pro-rated based on 10-year historical averages. Expenses are also pro-rated based on 9-year historical averages.

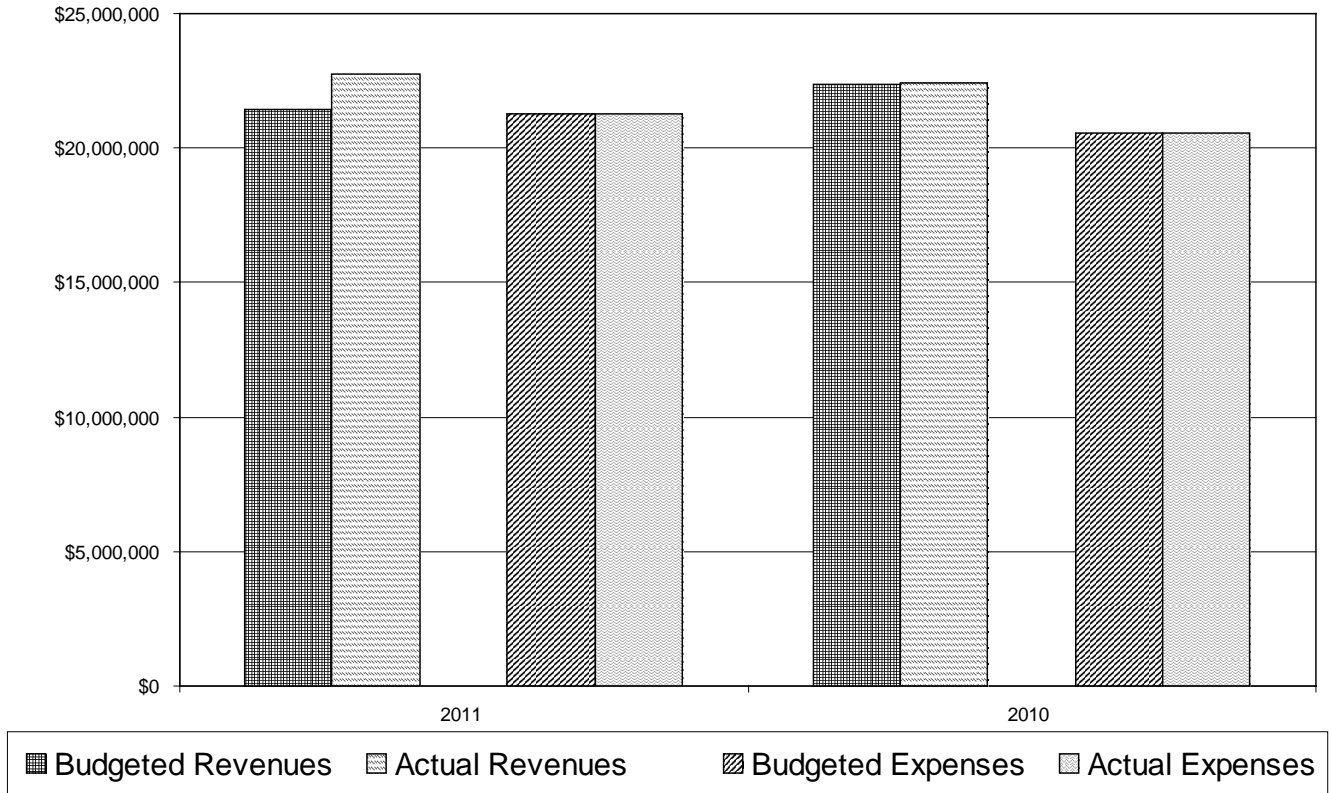
The General Fund revenues exceed expenditures by \$5,552,855. The following graph represents Budget vs. Actual for 2010-2011.



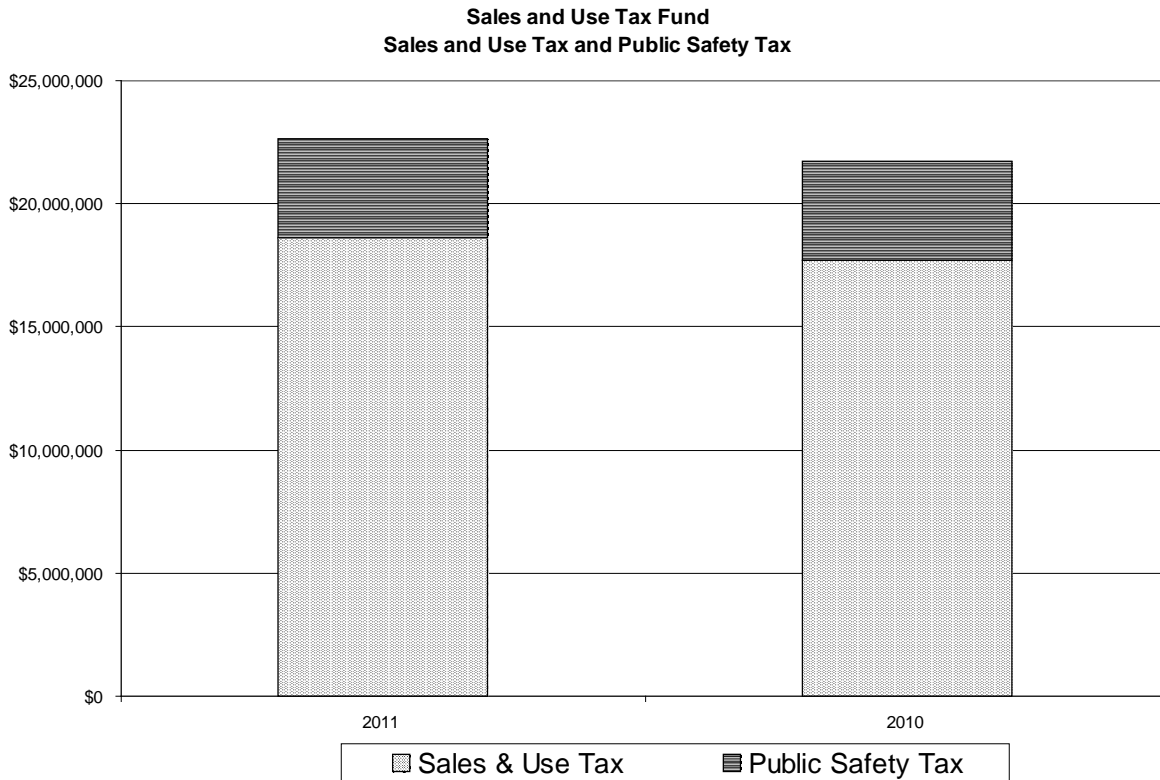
The Sales and Use Tax Fund revenues exceed expenditures by \$1,458,511. On a year-to-date cash basis, total sales and use tax is up 5.1%. Key components are listed below:

- On a year-to-date basis, across the top 25 shopping centers, total sales and use tax receipts are even with the prior year.
- Sales tax receipts from the top 50 Sales Taxpayers, representing about 58.0% of all collections, are down 5.5% for the month.
- Urban renewal areas make up 41.1% of gross sales tax collections. After urban renewal area and economic development assistance adjustments, 82% of this money is being retained for General Fund use.

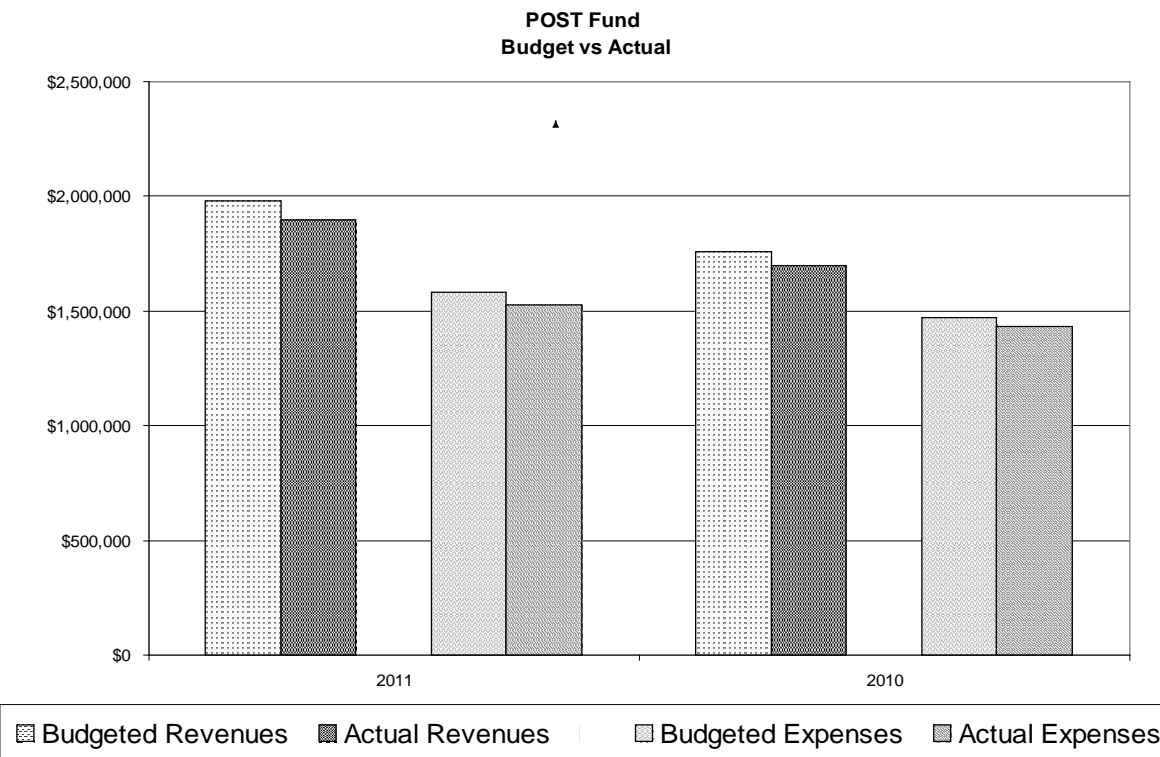
**Sales & Use Tax Fund
Budget vs Actual**



The graph below reflects the contribution of the Public Safety Tax to the overall Sales and Use Tax revenue.



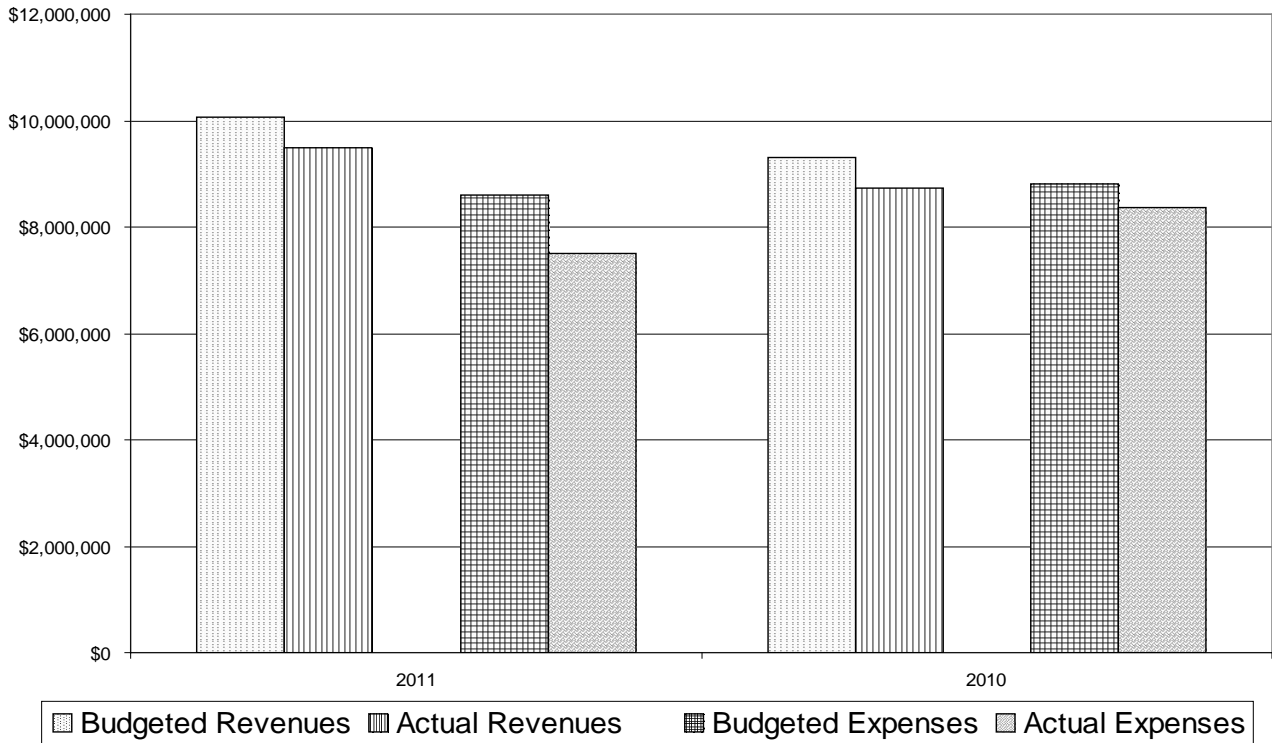
The Parks Open Space and Trails Fund revenues exceed expenditures by \$369,731.



Revenues increased in 2011 compared to 2010 due to the timing of a transfer payment from the General Capital Improvement Fund for reimbursement of prior year right of way purchases. The 2010 Transfer was not made until December. The POST financial statement shows negative interest as the fund had negative cash because grants totaling \$1,875,000 had not been received by April 30, 2011.

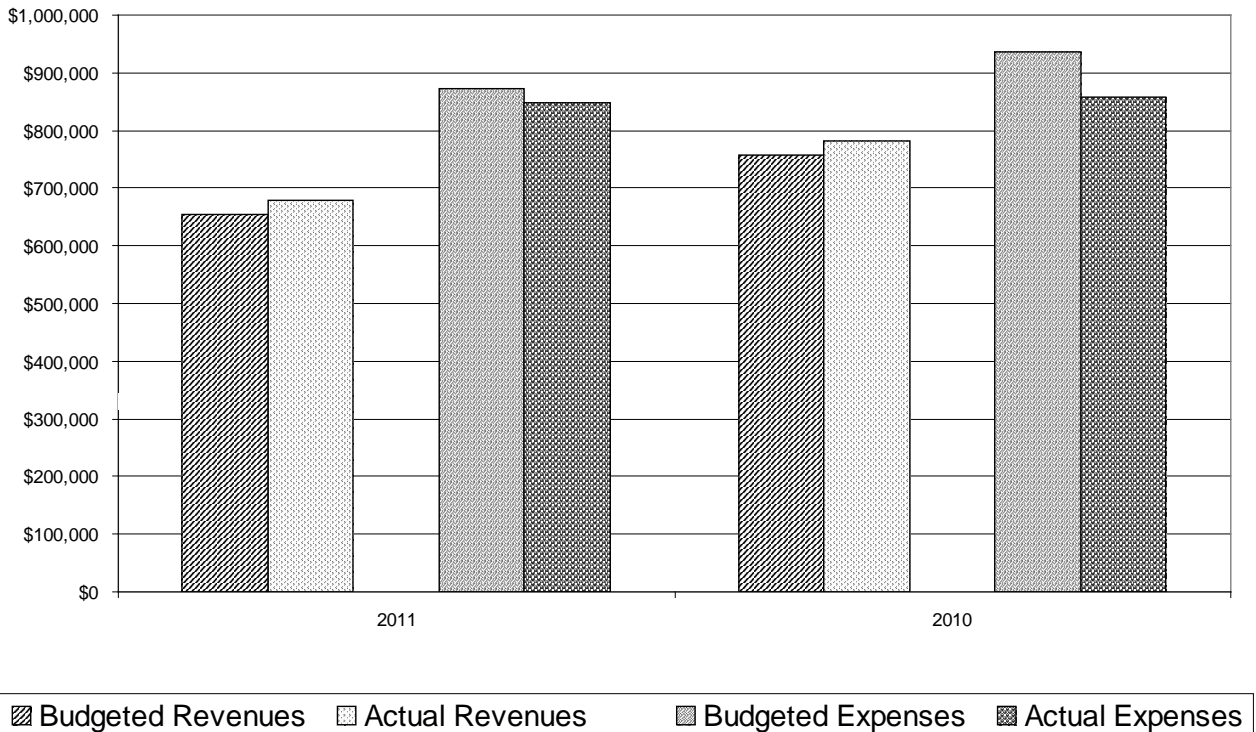
The combined Water & Wastewater Fund revenues exceed expenses by 3,941,914. Operating revenues exceed expenses by \$1,981,918. \$11,752,000 is budgeted for capital projects and reserves.

**Combined Water and Wastewater Funds
Operating Budget vs Actual**



The combined Golf Course Fund expenses exceed revenues by \$168,644.

**Golf Course Enterprise
Operating Budget vs Actual**



Policy Issue

A monthly review of the City’s financial position is the standard City Council practice; the City Charter requires the City Manager to report to City Council on a quarterly basis.

Alternative

Conduct a quarterly review. This is not recommended, as the City’s budget and financial position are large and complex, warranting a monthly review by the City Council.

Background Information

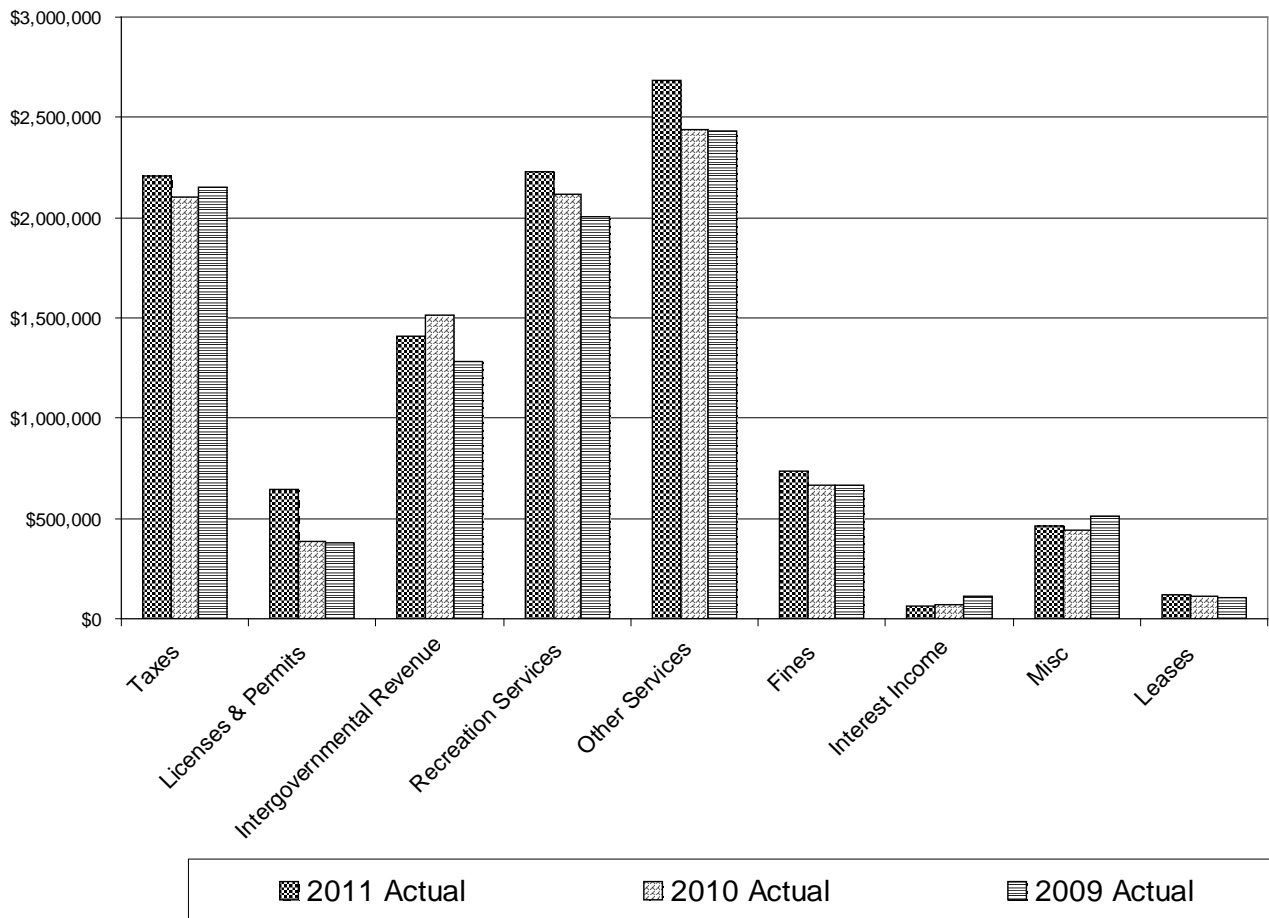
This section includes a discussion of highlights of each fund presented.

General Fund

This fund reflects the result of the City’s operating departments: Police, Fire, Public Works (Streets, etc.), Parks Recreation and Libraries, Community Development, and the internal service functions: City Manager, City Attorney, Finance, and General Services.

The following chart represents the trend in actual revenues from 2009-2011 year-to-date.

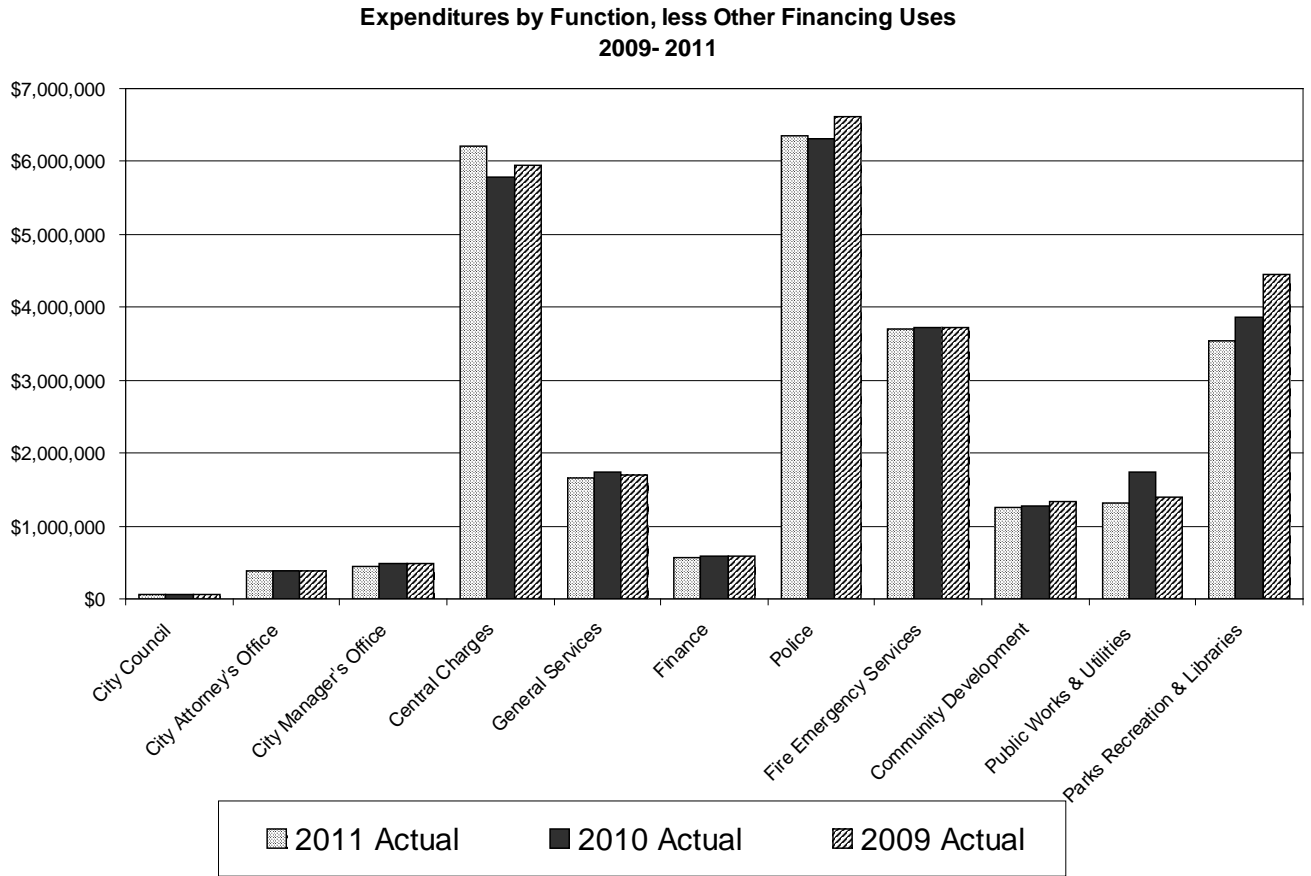
**General Fund Revenues without Transfers, Carryover, and Other Financing Sources
2009- 2011**



Significant differences between years in General Fund revenue categories are explained as follows:

- License and Permits is up primarily due to building permit revenue.
- Other Services is up mainly due from an increase in franchise, off duty police service and school resource service fees.

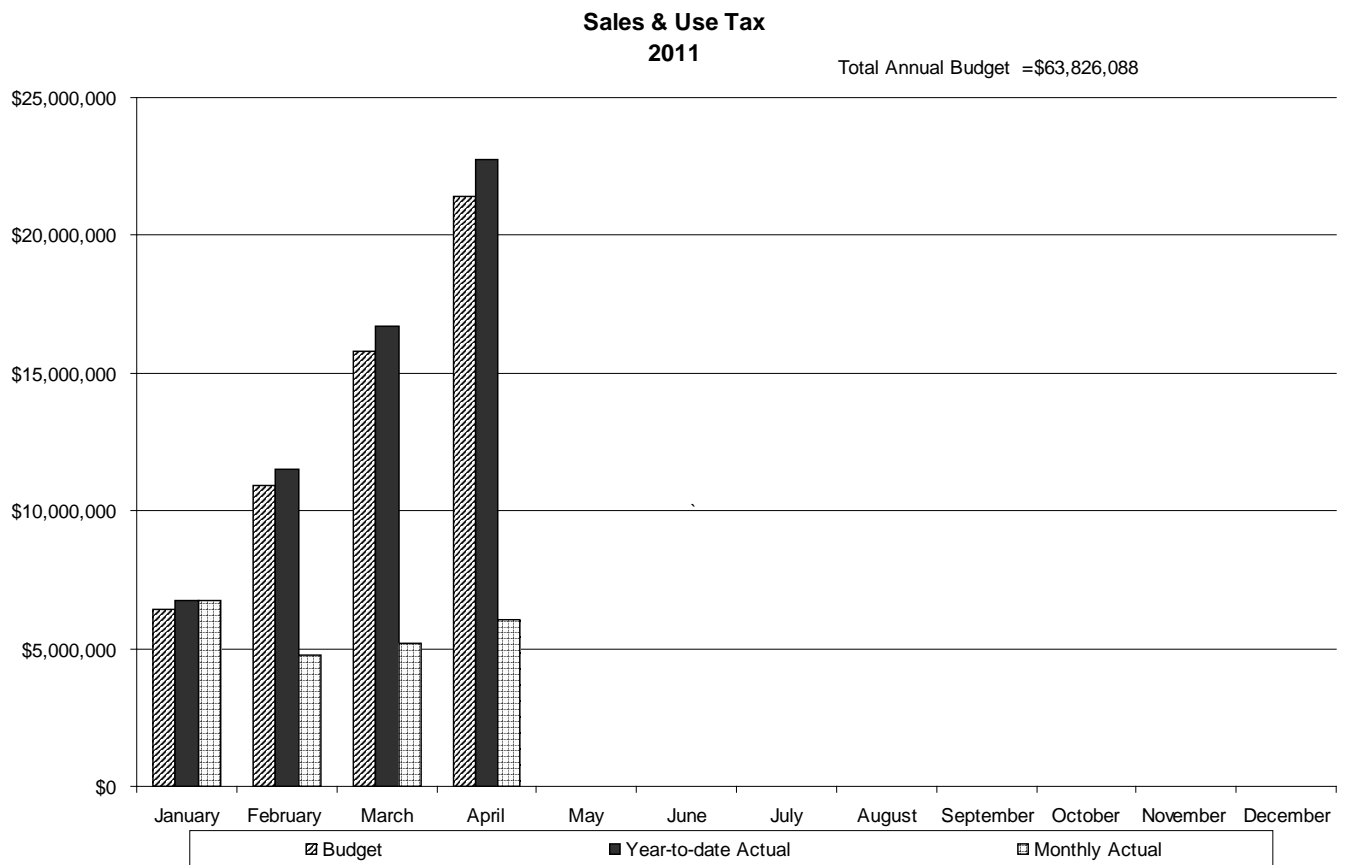
The following chart identifies where the City is focusing its resources. The chart shows year-to-date spending for 2009 –2011.



Sales and Use Tax Funds (Sales & Use Tax Fund and Parks Open Space and Trails Sales & Use Tax Fund)

These funds are the repositories for the 3.85% City Sales & Use Tax for the City. The Sales & Use Tax Fund provides monies for the General Fund, the General Capital Improvement Fund, and the Debt Service Fund. The Parks, Open Space, and Trails Sales & Use Tax Fund revenues are pledged to meet debt service on the POST bonds, pay bonds related to the Heritage Golf Course, buy open space land, and make park improvements on a pay-as-you-go basis. The Public Safety Tax (PST) is a 0.6% sales and use tax to be used to fund public safety-related expenses.

This chart indicates how the City’s Sales and Use Tax revenues are being collected on a monthly basis. This chart does not include Parks, Open Space, and Trails Sales & Use Tax.

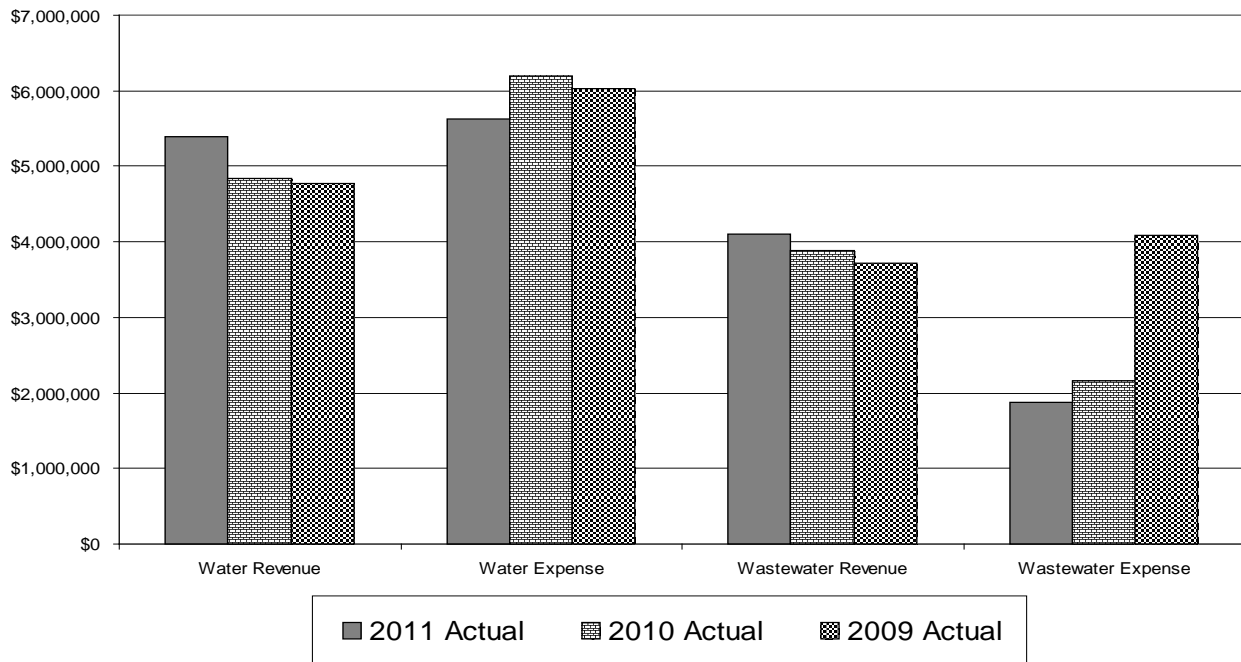


Water, Wastewater and Storm Water Drainage Funds (The Utility Enterprise)

This fund reflects the operating results of the City’s water, wastewater and storm water systems. It is important to note that net operating revenues are used to fund capital projects and reserves.

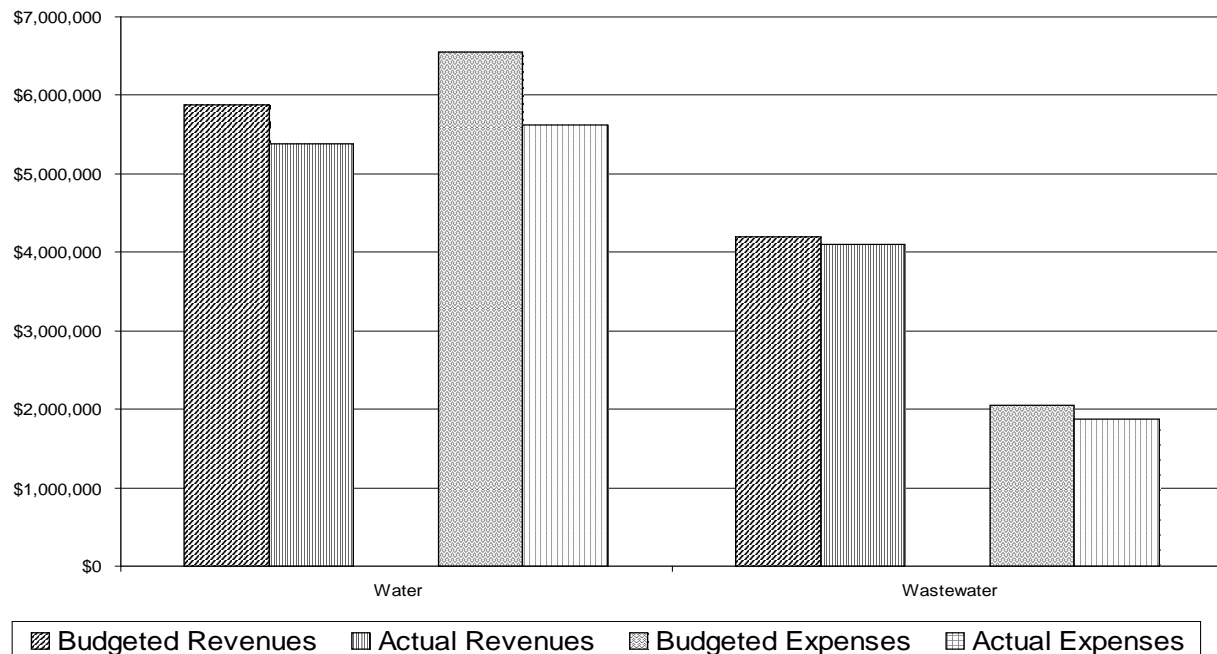
These graphs represent the segment information for the Water and Wastewater funds.

**Water and Wastewater Funds
Operating Revenue and Expenses 2009-2011**



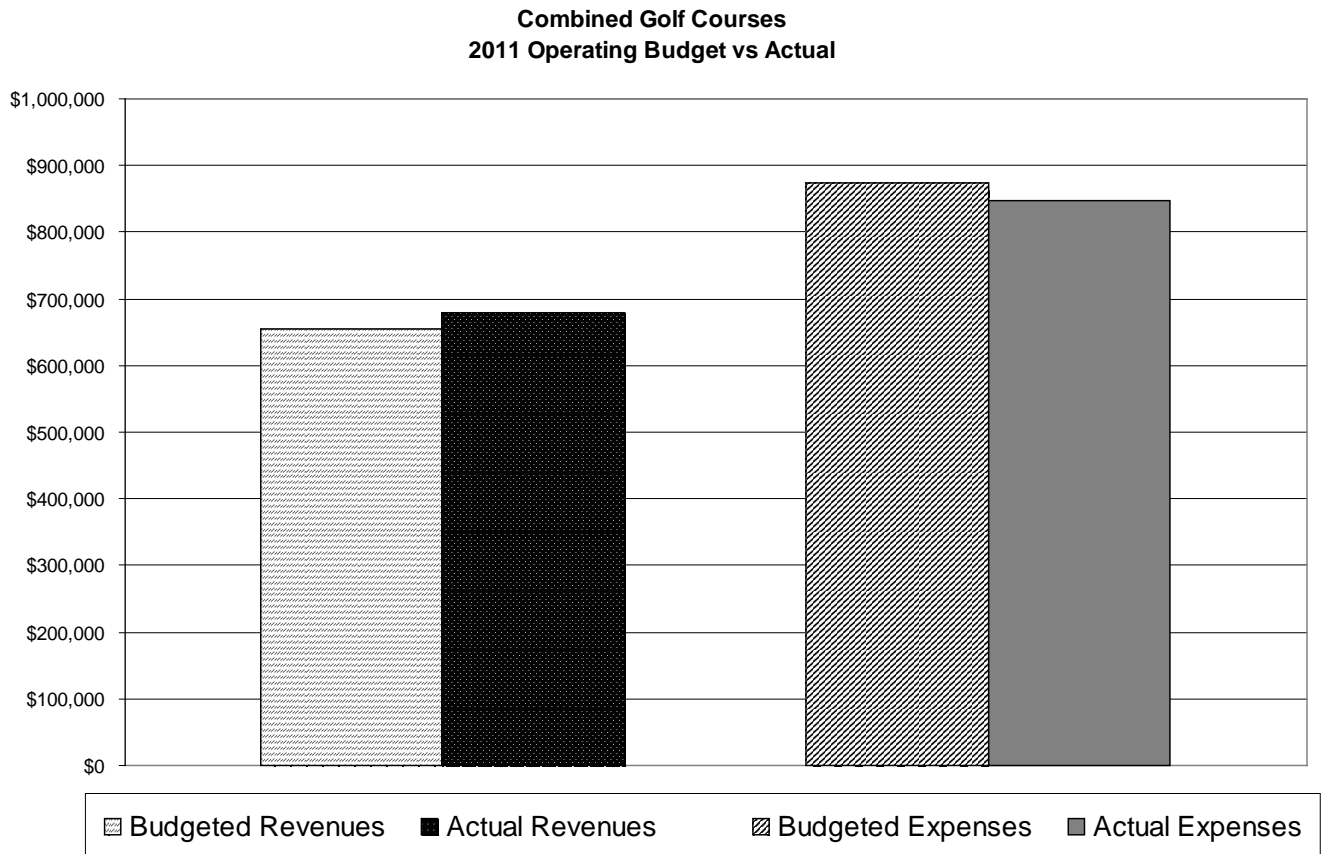
The water revenue annual variance is due to the effect of climatic variations on water consumption as well as changes in billing rates. A one-time vendor payment to decommission the 94th and Quitman lift station is reflected in the 2009 Wastewater Fund expense.

**Water and Wastewater Funds
2011 Operating Budget vs Actual**



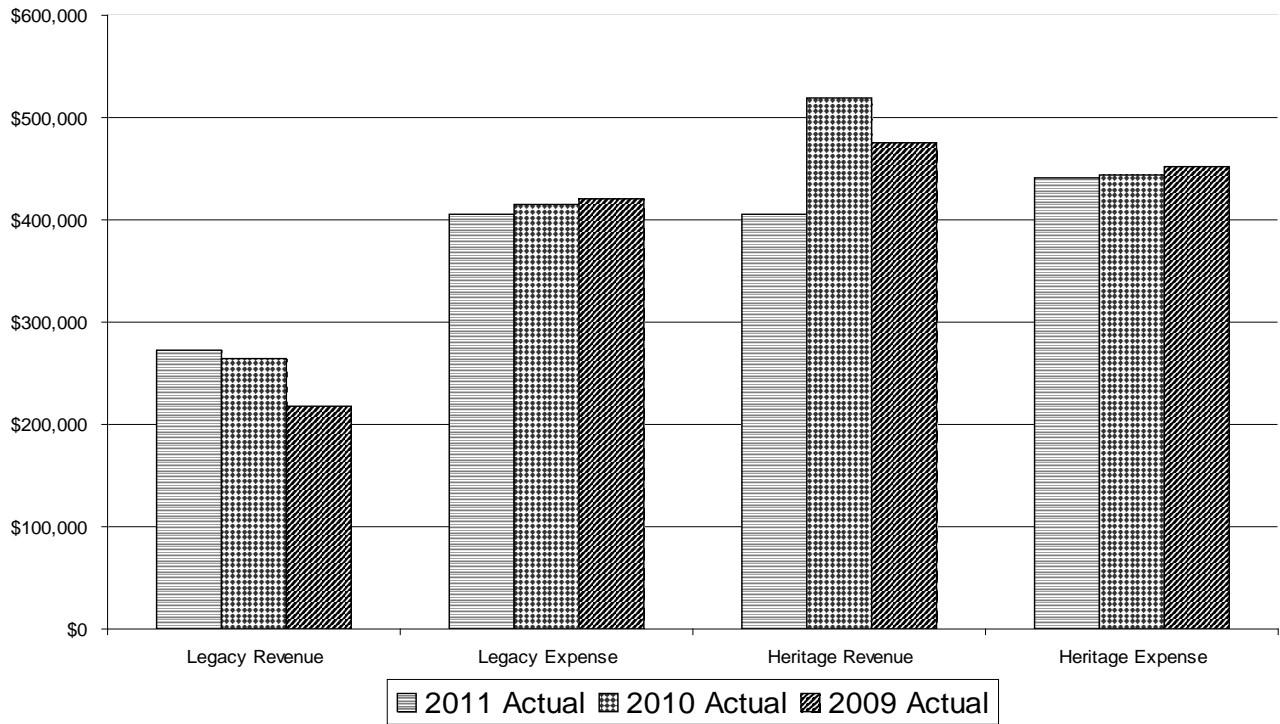
Golf Course Enterprise (Legacy and Heritage Golf Courses)

This enterprise reflects the operations of the City's two municipal golf courses.



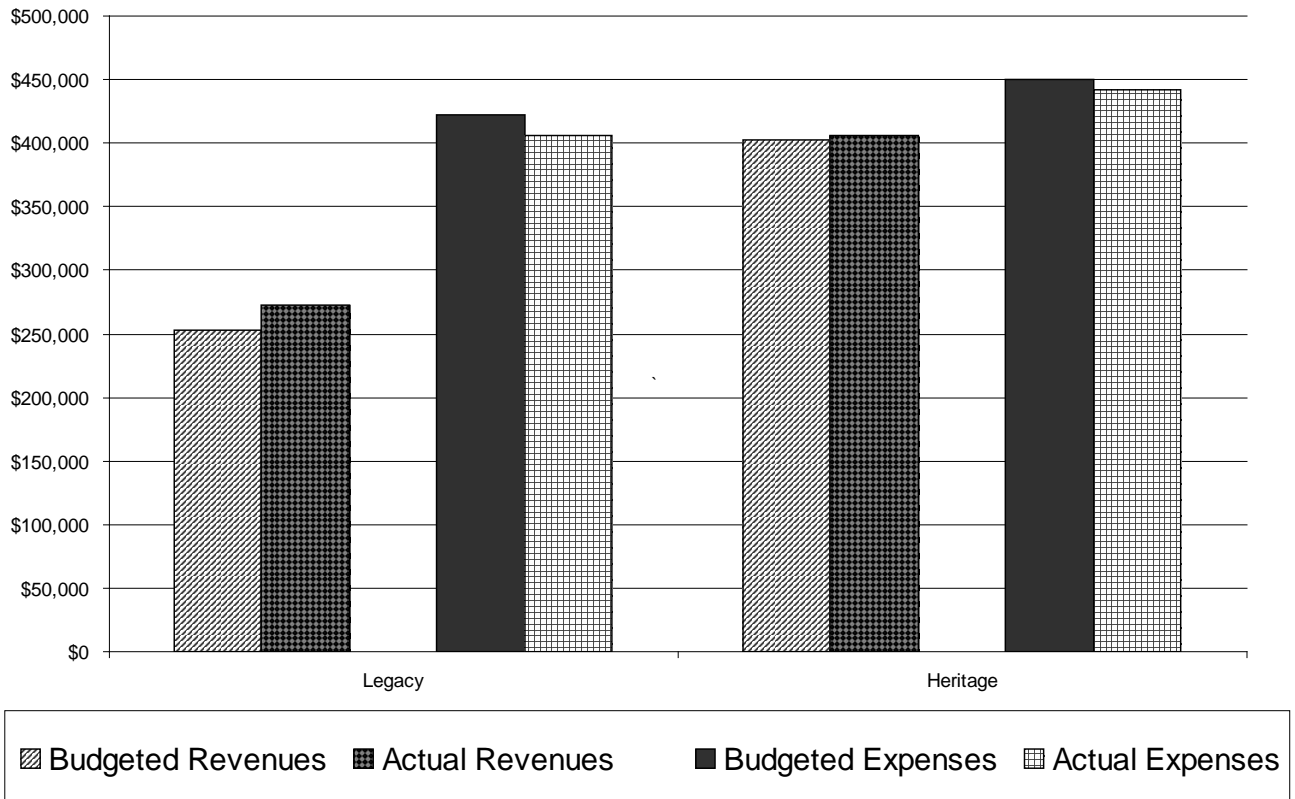
The following graphs represent the information for each of the golf courses.

**Legacy and Heritage Golf Courses
Operating Revenue and Expenses 2009-2011**



Heritage revenue is down from prior years due to a decrease in budgeted transfers.

**Legacy and Heritage Golf Courses
2011 Operating Budget vs Actual**



This financial report supports City Council's Strategic Plan Goal of Financially Sustainable City Government Providing Exceptional Services by communicating timely information on the results of City operations and to assist with critical decision making.

Respectfully submitted,

J. Brent McFall, City Manager

Attachments

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description General Fund	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Revenues						
Taxes	5,631,761	2,230,549		2,208,104	(22,445)	99.0%
Licenses & Permits	1,336,000	424,636		643,399	218,763	151.5%
Intergovernmental Revenue	4,899,429	1,253,258		1,408,636	155,378	112.4%
Charges for Services						
Recreation Services	6,232,983	2,054,418		2,231,439	177,021	108.6%
Other Services	9,458,827	2,746,388		2,685,541	(60,847)	97.8%
Fines	2,334,000	764,068		734,898	(29,170)	96.2%
Interest Income	292,900	51,124		62,279	11,155	121.8%
Misc	1,717,873	358,508		463,167	104,659	129.2%
Leases	369,181	117,997		117,997	0	100.0%
Interfund Transfers	61,335,994	20,445,331		20,445,331	0	100.0%
Revenues	<u>93,608,948</u>	<u>30,446,277</u>		<u>31,000,791</u>	<u>554,514</u>	<u>101.8%</u>
Expenditures						
City Council	240,119	82,076		52,673	(29,403)	64.2%
City Attorney's Office	1,166,119	356,890		380,227	23,337	106.5%
City Manager's Office	1,441,705	450,255		438,668	(11,587)	97.4%
Central Charges	25,950,457	6,271,907		6,201,840	(70,067)	98.9%
General Services	5,685,635	1,791,818		1,660,510	(131,308)	92.7%
Finance	1,943,482	610,692		559,952	(50,740)	91.7%
Police	19,909,917	6,710,820		6,351,130	(359,690)	94.6%
Fire Emergency Services	11,528,773	3,640,470		3,703,446	62,976	101.7%
Community Development	4,003,662	1,325,319		1,258,702	(66,617)	95.0%
Public Works & Utilities	7,560,378	1,461,695		1,309,847	(151,848)	89.6%
Parks, Recreation & Libraries	14,178,701	4,187,188		3,530,941	(656,247)	84.3%
Total Expenditures	<u>93,608,948</u>	<u>26,889,130</u>		<u>25,447,936</u>	<u>(1,441,194)</u>	<u>94.6%</u>
Revenues Over(Under)						
Expenditures	<u>0</u>	<u>3,557,147</u>		<u>5,552,855</u>	<u>1,995,708</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Sales and Use Tax Fund						
Revenues and Carryover						
Sales Tax						
Sales Tax Returns	43,674,740	14,893,686		15,671,144	777,458	105.2%
Sales Tx Audit Revenues	714,000	237,762		306,756	68,994	129.0%
S-T Rev. STX	<u>44,388,740</u>	<u>15,131,448</u>		<u>15,977,900</u>	<u>846,452</u>	105.6%
Use Tax						
Use Tax Returns	6,647,234	1,902,374		2,449,560	547,186	128.8%
Use Tax Audit Revenues	785,000	261,405		200,192	(61,213)	76.6%
S-T Rev. UTX	<u>7,432,234</u>	<u>2,163,779</u>		<u>2,649,752</u>	<u>485,973</u>	122.5%
Total STX and UTX	<u>51,820,974</u>	<u>17,295,227</u>		<u>18,627,652</u>	<u>1,332,425</u>	107.7%
Public Safety Tax						
PST Tax Returns	11,374,614	3,926,768		3,904,259	(22,509)	99.4%
PST Audit Revenues	305,500	101,732		101,351	(381)	99.6%
Total Rev. PST	<u>11,680,114</u>	<u>4,028,500</u>		<u>4,005,610</u>	<u>(22,890)</u>	99.4%
Interest Income	122,000	40,667		32,945	(7,722)	81.0%
Interfund Transfers	203,000	67,667		67,667	0	
Total Revenues and Carryover	<u>63,826,088</u>	<u>21,432,061</u>		<u>22,733,874</u>	<u>1,301,813</u>	106.1%
Expenditures						
Central Charges	<u>63,826,088</u>	<u>21,275,363</u>		<u>21,275,363</u>	0	100.0%
Revenues Over(Under) Expenditures	<u>0</u>	<u>156,698</u>		<u>1,458,511</u>	<u>1,301,813</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
POST Fund						
Revenues						
Sales & Use Tax	4,929,147	1,715,483		1,668,575	(46,908)	97.3%
Interest Income	45,000	15,000		(792)	(15,792)	-5.3%
Miscellaneous	92,337	30,779		10,836	(19,943)	35.2%
Interfund Transfers	230,000	220,000		220,000	0	100.0%
Total Revenues	<u>5,296,484</u>	<u>1,981,262</u>		<u>1,898,619</u>	<u>(82,643)</u>	95.8%
Expenditures						
Central Charges	4,968,248	1,490,066		1,480,887	(9,179)	99.4%
Park Services	328,236	90,416		48,001	(42,415)	53.1%
	<u>5,296,484</u>	<u>1,580,482</u>		<u>1,528,888</u>	<u>(51,594)</u>	96.7%
Revenues Over(Under)						
Expenditures	<u>0</u>	<u>400,780</u>		<u>369,731</u>	<u>(31,049)</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Water and Wastewater Funds - Combined						
Operating Revenues						
License & Permits	75,000	25,000		30,900	5,900	123.6%
Rates and Charges	43,593,344	9,898,231		9,396,692	(501,539)	94.9%
Miscellaneous	425,000	141,666		54,270	(87,396)	38.3%
Total Operating Revenues	<u>44,093,344</u>	<u>10,064,897</u>		<u>9,481,862</u>	<u>(583,035)</u>	94.2%
Operating Expenses						
Central Charges	5,947,788	2,019,039		1,969,681	(49,358)	97.6%
Finance	654,410	204,830		199,756	(5,074)	97.5%
Public Works & Utilities	19,790,642	5,493,380		4,549,861	(943,519)	82.8%
Parks, Recreation & Libraries	132,272	26,058		10,260	(15,798)	39.4%
Information Technology	2,704,158	865,331		770,386	(94,945)	89.0%
Total Operating Expenses	<u>29,229,270</u>	<u>8,608,638</u>		<u>7,499,944</u>	<u>(1,108,694)</u>	87.1%
Operating Income (Loss)	<u>14,864,074</u>	<u>1,456,259</u>		<u>1,981,918</u>	<u>525,659</u>	
Other Revenue and Expenses						
Tap Fees	3,700,000	1,478,000		2,010,035	532,035	136.0%
Interest Income	1,015,000	338,333		151,626	(186,707)	44.8%
Debt Service	(7,222,079)	0		0	0	
Reserve Transfer	(604,995)	(201,665)		(201,665)	0	100.0%
Total Other Revenue (Expenses)	<u>(3,112,074)</u>	<u>1,614,668</u>		<u>1,959,996</u>	<u>345,328</u>	121.4%
Increase (Decrease) in Net Assets	<u>11,752,000</u>	<u>3,070,927</u>		<u>3,941,914</u>	<u>870,987</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Water Fund						
Operating Revenues						
License & Permits	75,000	25,000		30,900	5,900	123.6%
Rates and Charges	31,044,728	5,710,090		5,304,405	(405,685)	92.9%
Miscellaneous	415,000	138,333		51,420	(86,913)	37.2%
Total Operating Revenues	<u>31,534,728</u>	<u>5,873,423</u>		<u>5,386,725</u>	<u>(486,698)</u>	91.7%
Operating Expenses						
Central Charges	4,204,923	1,438,084		1,396,300	(41,784)	97.1%
Finance	654,410	204,830		199,756	(5,074)	97.5%
Public Works & Utilities	13,909,049	4,018,431		3,243,831	(774,600)	80.7%
PR&L Standley Lake	132,272	26,058		10,260	(15,798)	39.4%
Information Technology	2,704,158	865,331		770,386	(94,945)	89.0%
Total Operating Expenses	<u>21,604,812</u>	<u>6,552,734</u>		<u>5,620,533</u>	<u>(932,201)</u>	85.8%
Operating Income (Loss)	<u>9,929,916</u>	<u>(679,311)</u>		<u>(233,808)</u>	445,503	
Other Revenue and Expenses						
Tap Fees	3,000,000	1,173,100		1,475,460	302,360	125.8%
Interest Income	870,000	290,000		111,773	(178,227)	38.5%
Debt Service	(5,717,453)	0		0	0	
Reserve Transfer	(218,463)	(72,821)		(72,821)	0	100.0%
Total Other Revenues (Expenses)	<u>(2,065,916)</u>	<u>1,390,279</u>		<u>1,514,412</u>	<u>124,133</u>	108.9%
Increase (Decrease) in Net Assets	<u>7,864,000</u>	<u>710,968</u>		<u>1,280,604</u>	<u>569,636</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Wastewater Fund						
Operating Revenues						
Rates and Charges	12,548,616	4,188,141		4,092,287	(95,854)	97.7%
Miscellaneous	10,000	3,333		2,850	(483)	85.5%
Total Operating Revenues	<u>12,558,616</u>	<u>4,191,474</u>		<u>4,095,137</u>	<u>(96,337)</u>	97.7%
Operating Expenses						
Central Charges	1,742,865	580,955		573,381	(7,574)	98.7%
Public Works & Utilities	5,881,593	1,474,949		1,306,030	(168,919)	88.5%
Total Operating Expenses	<u>7,624,458</u>	<u>2,055,904</u>		<u>1,879,411</u>	<u>(176,493)</u>	91.4%
Operating Income (Loss)	<u>4,934,158</u>	<u>2,135,570</u>		<u>2,215,726</u>	<u>80,156</u>	
Other Revenue and Expenses						
Tap Fees	700,000	304,900		534,575	229,675	175.3%
Interest Income	145,000	48,333		39,853	(8,480)	82.5%
Debt Service	(1,504,626)	0		0	0	
Reserve Transfer	(386,532)	(128,844)		(128,844)	0	100.0%
Total Other Revenues (Expenses)	<u>(1,046,158)</u>	<u>224,389</u>		<u>445,584</u>	<u>221,195</u>	198.6%
Increase (Decrease) in Net Assets	<u>3,888,000</u>	<u>2,359,959</u>		<u>2,661,310</u>	<u>301,351</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Storm Drainage Fund						
Revenues						
Charges for Services	2,047,000	682,333		659,860	(22,473)	96.7%
Interest Income	81,000	27,000		17,429	(9,571)	64.6%
Miscellaneous	0	0		20	20	
Total Revenues	<u>2,128,000</u>	<u>709,333</u>		<u>677,309</u>	<u>(32,024)</u>	95.5%
Expenses						
General Services	92,000	20,700		20,977	277	101.3%
Community Development	161,000	52,486		49,822	(2,664)	94.9%
PR&L Park Services	200,000	26,200		15,226	(10,974)	58.1%
Public Works & Utilities	323,000	102,391		31,821	(70,570)	31.1%
Total Expenses	<u>776,000</u>	<u>201,777</u>		<u>117,846</u>	<u>(83,931)</u>	58.4%
Increase (Decrease) in Net Assets	<u>1,352,000</u>	<u>507,556</u>		<u>559,463</u>	<u>51,907</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Golf Course Funds - Combined						
Operating Revenues						
Charges for Services	2,949,625	493,374		516,614	23,240	104.7%
Interfund Transfers	485,794	161,931		161,931	0	100.0%
Total Revenues and Carryover	<u>3,435,419</u>	<u>655,305</u>		<u>678,545</u>	<u>23,240</u>	103.5%
Operating Expenses						
Central Charges	239,008	79,373		65,408	(13,965)	82.4%
Recreation Facilities	3,196,411	793,552		781,781	(11,771)	98.5%
Total Operating Expenses	<u>3,435,419</u>	<u>872,925</u>		<u>847,189</u>	<u>(25,736)</u>	97.1%
Increase (Decrease) in Net Assets	<u>0</u>	<u>(217,620)</u>		<u>(168,644)</u>	<u>48,976</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Legacy Ridge Fund						
Operating Revenues						
Charges for Services	1,551,299	252,862		272,393	19,531	107.7%
Total Operating Revenues	<u>1,551,299</u>	<u>252,862</u>		<u>272,393</u>	<u>19,531</u>	107.7%
Operating Expenses						
Central Charges	130,269	43,380		38,111	(5,269)	87.9%
Recreation Facilities	1,421,030	379,415		367,524	(11,891)	96.9%
Total Operating Expenses	<u>1,551,299</u>	<u>422,795</u>		<u>405,635</u>	<u>(17,160)</u>	95.9%
Increase (Decrease) in Net Assets	<u>0</u>	<u>(169,933)</u>		<u>(133,242)</u>	<u>36,691</u>	

**City of Westminster
Financial Report
For Four Months Ending April 30, 2011**

Description	Budget	Pro-rated for Seasonal Flows	Notes	Actual	(Under) Over Budget	% Budget
Heritage at Westmoor Fund						
Operating Revenues						
Charges for Services	1,398,326	240,512		244,221	3,709	101.5%
Interfund Transfers	485,794	161,931		161,931	0	100.0%
Total Revenues and Carryover	<u>1,884,120</u>	<u>402,443</u>		<u>406,152</u>	<u>3,709</u>	100.9%
Operating Expenses						
Central Charges	108,739	35,993		27,297	(8,696)	75.8%
Recreation Facilities	1,775,381	414,137		414,257	120	100.0%
Total Operating Expenses	<u>1,884,120</u>	<u>450,130</u>		<u>441,554</u>	<u>(8,576)</u>	98.1%
Increase (Decrease) in Net Assets	<u>0</u>	<u>(47,687)</u>		<u>(35,402)</u>	<u>12,285</u>	

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
MONTH OF APRIL 2011

Center Location Major Tenant	/----- Current Month -----/			/----- Last Year -----/			/--- %Change ---/		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
THE ORCHARD 144TH & I-25 JC PENNEY/MACY'S	359,303	17,838	377,141	339,203	26,188	365,390	6	-32	3
WESTFIELD SHOPPING CENTER NW CORNER 92ND & SHER WALMART 92ND	332,196	1,439	333,635	349,814	6,285	356,099	-5	-77	-6
SHOPS AT WALNUT CREEK 104TH & REED TARGET	246,436	1,822	248,259	245,671	1,105	246,777	0	65	1
NORTHWEST PLAZA SW CORNER 92 & HARLAN COSTCO	188,552	1,163	189,715	187,230	257	187,487	1	353	1
SHOENBERG CENTER SW CORNER 72ND & SHERIDAN WALMART 72ND	182,087	736	182,823	174,931	357	175,288	4	106	4
SHERIDAN CROSSING SE CORNER 120TH & SHER KOHL'S	182,076	600	182,677	173,073	1,048	174,121	5	-43	5
BROOKHILL I & II N SIDE 88TH OTIS TO WADS HOME DEPOT	166,360	1,269	167,629	158,611	1,025	159,636	5	24	5
PROMENADE SOUTH/NORTH S/N SIDES OF CHURCH RANCH BLVD SHANE/AMC	121,497	28,001	149,498	124,487	45,749	170,236	-2	-39	-12
INTERCHANGE BUSINESS CENTER SW CORNER 136TH & I-25 WALMART 136TH	148,319	528	148,847	213,997	498	214,494	-31	6	-31
CITY CENTER MARKETPLACE NE CORNER 92ND & SHERIDAN BARNES & NOBLE	122,858	713	123,571	123,586	524	124,109	-1	36	0
WESTMINSTER MALL 88TH & SHERIDAN 3 DEPARTMENT STORES	120,636	1,296	121,932	138,534	1,025	139,559	-13	26	-13
NORTH PARK PLAZA SW CORNER 104TH & FEDERAL KING SOOPERS	97,094	6,141	103,234	97,171	456	97,627	0	1246	6
VILLAGE AT THE MALL S SIDE 88TH DEPEW-HARLAN TOYS 'R US	77,815	157	77,972	76,027	267	76,294	2	-41	2
STANDLEY SHORES CENTER SW CORNER 100TH & WADS KING SOOPERS	75,012	660	75,672	68,421	122	68,543	10	441	10
LUCENT/KAISER CORRIDOR 112-120 HURON - FEDERAL LUCENT TECHNOLOGY	9,519	64,181	73,700	4,017	40,008	44,025	137	60	67

CITY OF WESTMINSTER
 GENERAL RECEIPTS BY CENTER
 MONTH OF APRIL 2011

Center Location Major Tenant	Current Month			Last Year			%Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
ROCKY MOUNTAIN PLAZA SW CORNER 88TH & SHER GUITAR STORE	70,305	198	70,503	64,855	278	65,133	8	-29	8
WESTMINSTER CROSSING 136TH & I-25 LOWE'S	65,738	123	65,862	64,825	24	64,849	1	413	2
WESTMINSTER PLAZA FEDERAL-IRVING 72ND-74TH SAFEWAY	51,467	199	51,666	46,149	254	46,403	12	-22	11
WESTMOOR NW OF 108TH AND WADSWORTH GE ACCESS	3,110	43,096	46,206	7,870	82,600	90,470	-60	-48	-49
STANDLEY LAKE MARKETPLACE NE CORNER 99TH & WADSWORTH SAFEWAY	43,224	178	43,402	42,695	276	42,971	1	-35	1
VILLAGE AT PARK CENTRE NW CORNER 120TH & HURON CB & POTTS	41,797	831	42,628	40,973	409	41,381	2	103	3
WILLOW RUN 128TH & ZUNI SAFEWAY	32,142	194	32,336	35,137	2,038	37,175	-9	-90	-13
RANCHO PLAZA SE CORNER 72ND & FEDERAL RANCHO LIBORIO	30,658	0	30,658	33,100	0	33,100	-7	*****	-7
CHURCH RANCH CORPORATE CENTER CHURCH RANCH BOULEVARD LA QUINTA	28,334	1,363	29,697	8,558	3,370	11,929	231	-60	149
BROOKHILL IV E SIDE WADS 90TH-92ND HANCOCK FABRICS	27,517	817	28,333	19,060	234	19,293	44	250	47
	<u>2,824,054</u>	<u>173,543</u>	<u>2,997,597</u>	<u>2,837,997</u>	<u>214,396</u>	<u>3,052,392</u>	<u>0</u>	<u>-19</u>	<u>-2</u>

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
APRIL 2011 YEAR-TO-DATE

Center Location Major Tenant	YTD 2011			YTD 2010			%Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
THE ORCHARD 144TH & I-25 JC PENNEY/MACY'S	1,532,994	76,309	1,609,303	1,379,538	85,549	1,465,088	11	-11	10
WESTFIELD SHOPPING CENTER NW CORNER 92ND & SHER WALMART 92ND	1,428,899	6,395	1,435,295	1,537,672	10,414	1,548,086	-7	-39	-7
SHOPS AT WALNUT CREEK 104TH & REED TARGET	950,402	18,178	968,580	943,575	5,422	948,998	1	235	2
NORTHWEST PLAZA SW CORNER 92 & HARLAN COSTCO	807,768	3,398	811,166	808,550	1,407	809,957	0	142	0
SHOENBERG CENTER SW CORNER 72ND & SHERIDAN WALMART 72ND	772,201	2,267	774,469	753,749	1,727	755,476	2	31	3
BROOKHILL I & II N SIDE 88TH OTIS TO WADS HOME DEPOT	666,407	4,890	671,296	635,429	4,163	639,593	5	17	5
INTERCHANGE BUSINESS CENTER SW CORNER 136TH & I-25 WALMART 136TH	657,862	2,192	660,054	926,186	1,698	927,884	-29	29	-29
SHERIDAN CROSSING SE CORNER 120TH & SHER KOHL'S	656,195	3,233	659,428	648,499	3,483	651,982	1	-7	1
WESTMINSTER MALL 88TH & SHERIDAN 3 DEPARTMENT STORES	574,240	17,018	591,258	644,115	5,106	649,222	-11	233	-9
CITY CENTER MARKETPLACE NE CORNER 92ND & SHERIDAN BARNES & NOBLE	525,872	4,631	530,503	505,294	2,441	507,735	4	90	4
PROMENADE SOUTH/NORTH S/N SIDES OF CHURCH RANCH BLVD SHANE/AMC	495,958	119,102	615,060	474,968	135,997	610,965	4	-12	1
NORTH PARK PLAZA SW CORNER 104TH & FEDERAL KING SOOPERS	468,037	28,138	496,175	470,110	2,048	472,158	0	1274	5
STANDLEY SHORES CENTER SW CORNER 100TH & WADS KING SOOPERS	367,081	4,944	372,026	325,176	463	325,639	13	968	14
VILLAGE AT THE MALL S SIDE 88TH DEPEW-HARLAN TOYS 'R US	330,502	1,581	332,083	334,054	966	335,020	-1	64	-1
ROCKY MOUNTAIN PLAZA SW CORNER 88TH & SHER GUITAR STORE	261,961	714	262,674	284,220	1,419	285,639	-8	-50	-8

CITY OF WESTMINSTER
GENERAL RECEIPTS BY CENTER
APRIL 2011 YEAR-TO-DATE

Center Location Major Tenant	YTD 2011			YTD 2010			%Change		
	General Sales	General Use	Total	General Sales	General Use	Total	Sales	Use	Total
WESTMINSTER CROSSING 136TH & I-25 LOWE'S	214,179	1,291	215,470	215,409	178	215,587	-1	626	0
WESTMINSTER PLAZA FEDERAL-IRVING 72ND-74TH SAFEWAY	208,867	1,007	209,875	187,659	12,014	199,673	11	-92	5
STANDLEY LAKE MARKETPLACE NE CORNER 99TH & WADSWORTH SAFEWAY	170,055	743	170,798	167,178	1,008	168,186	2	-26	2
VILLAGE AT PARK CENTRE NW CORNER 120TH & HURON CB & POTTS	157,158	3,088	160,246	156,963	1,357	158,320	0	128	1
WILLOW RUN 128TH & ZUNI SAFEWAY	127,514	1,492	129,006	138,058	2,766	140,824	-8	-46	-8
RANCHO PLAZA SE CORNER 72ND & FEDERAL RANCHO LIBORIO	114,665	30	114,695	132,228	666	132,894	-13	-96	-14
CHURCH RANCH CORPORATE CENTER CHURCH RANCH BOULEVARD LA QUINTA	110,479	23,278	133,757	45,636	14,887	60,523	142	56	121
ELWAY/DOUGLAS CORRIDOR NE CORNER 104TH & FED ELWAY MOTORS	104,421	2,243	106,664	82,643	2,020	84,663	26	11	26
NORTHVIEW 92ND AVE YATES TO SHERIDAN SALTGRASS	98,543	613	99,156	90,187	544	90,731	9	13	9
BROOKHILL IV E SIDE WADS 90TH-92ND HANCOCK FABRICS	97,125	11,841	108,966	61,223	779	62,003	59	1420	76
	11,899,386	338,616	12,238,002	11,948,322	298,524	12,246,845	0	13	0



Agenda Item 8 B

Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Shoenberg Farm Concrete Silo Stabilization Construction Contract

Prepared By: Tony Chacon, Senior Projects Coordinator

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder, H. W. Houston Construction, Inc., in the amount of \$58,000 for the stabilization and preservation of the Shoenberg Farm concrete silo, and also authorize a construction contingency in the amount of \$8,210, subject to final budget approval by the grant agency, the State Historical Fund.

Summary Statement

- The Shoenberg Farm concrete silo is part of a seven-structure City Council-designated local historic landmark located at 5202 West 73rd Avenue.
- Using State Historical Fund grants, the silo was assessed and construction drawings were prepared for stabilizing the structure. A grant application was filed April 1, 2010, with the State Historical Fund to complete the stabilization project.
- The Request for Bids for the construction of this project was posted on the City website and also forwarded to contractors known to be experienced with historic preservation projects. The bids were opened on April 26, 2011, and four bids were received.
- Staff has reviewed the bids and recommends award of the contract to H. W. Houston Construction Inc. based on the fact that its bid is the lowest, the bid is within the grant-funded budget amount, the firm and its subcontractors demonstrated extensive experience in historic preservation projects, and the firm demonstrated a clear understanding of the specifications of the project as directed by the State Historical Fund. A 14% contingency of \$8,210 is also recommended for a total project budget of \$66,210.
- The entire budget of \$94,711 includes funds necessary for professional services and testing.

Expenditure Required: \$66,210

Source of Funds: \$16,553 - Shoenberg Farm CIP
\$49,675 - State Historical Fund Grant



Policy Issue

Should the City proceed with the rehabilitation of the Shoenberg Farm concrete silo, a local historic landmark located at 5202 West 73rd Avenue?

Alternative

Alternatives include postponing or abandoning the construction of this project. Given the availability of 75% grant funding that will be lost if the project is not completed on schedule, these alternatives are not recommended. The silo is in a fragile condition and could suffer serious damage if not repaired in the near future.

Background Information

The State Historical Fund awarded a grant of \$71,033 in 2010 to complete the stabilization and preservation of the Shoenberg Farm concrete silo in 2011. This grant was accepted and an intergovernmental agreement was approved by the City Council on October 25, 2010. Due to the very deteriorated and fragile condition of the concrete silo, stabilization has been pursued as the most urgent Shoenberg Farm priority after the barn rehabilitation was completed in 2010. The grant requires 25% matching funds from the City which were budgeted in 2009 in anticipation of this project. The City has allocated up to \$23,378 from the General Capital Improvement Fund. The City will be reimbursed by the State Historical Fund for expenses after they are incurred.

The bid results are as follows:

Bidder	Bid Amount
H. W. Construction, Inc.	\$58,000
TC 2 Construction, Inc.	\$65,964
WLH Construction	\$67,408
White Construction	\$77,970

This project requires the contractor to have experience with historic preservation standards and State Historical Fund requirements. All four contractors have historic preservation experiences. The low bidder, H. W. Houston Construction, provided references for two recent grant-funded projects that highly recommend this firm and the proposed superintendent, William Granda. Therefore, Staff recommends award of this bid to the low bidder, H. W. Houston Construction, Inc.

Award of this contract to stabilize and preserve the Shoenberg Farm concrete silo supports the City Council's goal of supporting Vibrant Neighborhoods in One Livable Community by preserving and restoring historic assets.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Indoor Sports Officiating Services Contract
Prepared By: Ken Watson, Regional Parks, Sports & Golf Manager
Sean Layfield, Sports Facilities/Program Coordinator

Recommended City Council Action

Based on the recommendation of the City Manager, find that the public interest is best served by authorizing the City Manager to renew a contract with Playthewhistle.com, LLC for officiating and related services in an amount not to exceed \$85,000 for 2011.

Summary Statement

- City Staff believes it is in the City’s best interest to renew this contract for an additional year as the contractor is holding the same price structure for 2011 as was bid competitively in 2010.
- The City’s purchasing officer issued formal bids through Demand Star for sports officiating services on May 7, 2010. In addition, two vendors were mailed hard copies of the bid packet. Those vendors were Playthewhistle.com, LLC. (PTW) and Kevin Marples. PTW was the only vendor to submit a bid.
- The proposed agreement between the City of Westminster and PTW includes the terms and conditions for PTW to provide officiating services for senior and adult programs that are provided by the City.
- The 2011 Recreation Programs Division operating budget contains the necessary funds to contract these professional officiating services. The services to be provided by PTW amount to approximately \$75,000 per year for indoor soccer and is based on a per-game charge. This amount is dependent upon the number of teams that participate in each of the City’s sports leagues during the year; therefore, Staff is requesting authorization to spend up to \$85,000.
- Revenues for these indoor soccer sports leagues totaled \$277,000 in 2010, and revenues of \$280,000 are projected in 2011.

Expenditure Required: Not to exceed \$85,000

Source of Funds: General Fund – Recreation Programs Division Operating Budget



Policy Issue

Should the City renew the 2010 contract from PTW for 2011 officiating services for the City's indoor soccer leagues?

Alternative

Council could choose to not renew the officiating services contract to PTW and ask Staff to rebid the officiating services in hopes of receiving a lower bid. Staff does not recommend this as the previous bid received meets all of the City's current criteria. Additionally, PTW is offering the City the same price structure for 2011 that they provided for City programs in 2010.

Background Information

The Recreation Services Division offers ongoing indoor soccer programs for the youth and adults in the Westminster community. Indoor soccer programs provide recreational team sports opportunities for over 7,200 participants each year. The Recreation Services Division has had a working relationship with PTW for the past four years.

PTW is responsible for training, certifying, and scheduling the officials for the following soccer organizations: Foothills Park and Recreation District, Colorado Rapids, Colorado Storm, Colorado Rush, Boulder County Force, Colorado Fusion. PTW's current charges for services are \$15 per game per official and 10% assigning fee per game. Charges are paid on an as-used basis.

This contract supports the City's Strategic Plan Goal of "Financially Sustainable City Government Providing Exceptional Services."

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Ratification of Transaction re the Zone 14 Pump Station Shared Use Agreement

Prepared By: Stephanie Bleiker, Senior Engineer, Utilities Planning and Engineering
Christine Gray, Management Analyst, Utilities Planning and Engineering

Recommended City Council Action

Ratify the transfer of funds from Public Works and Utilities Zone 14 Pump Station Capital Improvements Project account to the Parks and Recreation Capital Reserve account in the amount of \$50,573.

Summary Statement

- In 2010, a new pump station was constructed by the Public Works and Utilities Department in the Farms and the Marin Subdivisions to improve water pressure and fire flow capacity.
- The property on which the pump station was constructed is owned by the City's Parks, Recreation and Libraries Department (PRL) and is located in Faversham Park.
- Per Westminster Municipal Code, the value of the land required for the pump station project must be reimbursed to the Parks, Recreation and Libraries Department.
- The value of the property is \$50,573 as determined by the 2009 City Resolution Adopting Policies for Use of Open Space Properties, Parklands and Other City-Owned Property.
- Funds were transferred in September 2010 to reimburse the Parks, Recreation and Libraries' capital account. Due to an oversight Council action authorizing the reimbursement was not sought or obtained.
- City Council is requested to ratify the transfer of funds from the Public Works & Utilities Zone 14 Pump Station Project account to the Parks and Recreation Capital Reserve account.
- Adequate funds were included in the Utility Fund Capital Improvement Budget and were available for this expense.

Expenditure Required: \$50,573

Source of Funds: Utility Fund Capital Improvement - Zone 14 Pump Station Project



Policy Issue

Should the City Council ratify the transfer of funds from the Utility Fund Capital Improvement account to the Parks and Recreation Capital Reserve account for utilities that are located on the City's Parks' property?

Alternative

Council could decide to not ratify this expense; however, Staff does not recommend this alternative because it does not comply with Westminster Municipal Code language that requires the Open Space Land Acquisition account be reimbursed the current market value of the property used for another public purpose, in this case the construction of a new pump station.

Background Information

In 2007, City Council approved the design and construction of a new pump station on property owned by the City's Parks, Recreation and Libraries (PRL) Department. The project was designed to increase water pressure to address water service and fire protection needs in the area. As part of the project the City Public Works and Utilities and Parks, Recreation and Libraries Departments worked together to determine that the best location for the new pump station was within Faversham Park. The new pump station was completed and successfully placed into service in 2010.

Per Westminster Municipal Code Section 13-5-4, the value of the land occupied by the pump station project must be reimbursed to PRL through the transfer of funds. The value of the land was determined to be \$50,573 in accordance with the Policy Regarding Requests by City Departments for Use of City of Westminster Open Space Properties. The funds transfer was completed by Finance in September 2010 based on a request from PRL and a need to process the transaction to comply with the Finance Department's audit requirements. The Westminster Municipal Code requires that all purchases over \$50,000 be approved by City Council. Therefore, City Council is requested to ratify the transfer of the funds from the PWU Zone 14 Pump Station Capital Improvement account to the PRL Capital Reserve account.

The completion of the Zone 14 Pump Station has assisted the City in meeting City Council's Strategic Plan goals of providing a "Safe and Secure Community" and "Vibrant Neighborhoods In One Livable Community." The new pump station provides residents with improved household water pressure and increased fire flow protection.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 E

Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Second Reading of Councillor’s Bill No. 15 re 2010 Final Budget Supplemental Appropriation

Prepared By: Gary Newcomb, Accountant

Recommended City Council Action

Pass Councillor’s Bill No. 15 on second reading providing for supplemental appropriation of funds to the 2010 budget of the General, Sales Tax, Parks Open Space Trails, and General Capital Improvement Funds.

Summary Statement

City Council action is requested to adopt the attached Councillor’s Bill on second reading authorizing a supplemental appropriation to the 2010 budget of the General, Sales Tax, Parks Open Space Trails, and General Capital Improvement Funds.

- General Fund amendments total: \$131,672
- Sales & Use Tax Fund amendments total: 3,155,891
- Parks Open Space Trails Fund amendments total: 426,734
- General Capital Improvement Fund amendments total: 2,764,723
- This Councillor’s Bill was passed on first reading May 9, 2011.

Expenditure Required: \$6,479,020

Source of Funds: The funding sources for these budgetary adjustments include sales & use taxes, note proceeds, sale of an asset and a contribution.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Ordinance



BY AUTHORITY

ORDINANCE NO. **3580**

COUNCILLOR'S BILL NO. **15**

SERIES OF 2011

INTRODUCED BY COUNCILLORS
Briggs - Major

A BILL

FOR AN ORDINANCE AMENDING THE 2010 BUDGETS OF THE GENERAL, SALES & USE TAX, PARKS OPEN SPACE TRAILS, AND GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2010 ESTIMATED REVENUES IN THE FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2010 appropriation for the General, Sales & Use Tax, Parks Open Space Trails, and General Capital Improvement Funds, initially appropriated by Ordinance No. 3432 are hereby increased in aggregate by \$6,479,020. This appropriation is due to the receipt of funds from sales & use taxes, note proceeds, sale of an asset and a contribution.

Section 2. The \$6,479,020 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10A dated May 9, 2011 (a copy of which may be obtained from the City Clerk) amending City fund budgets as follows:

General Fund	\$131,672
Sales & Use Tax Fund	3,155,891
Parks Open Space Trails Fund	426,734
General Capital Improvement Fund	<u>2,764,723</u>
Total	<u>\$6,479,020</u>

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 9th day of May, 2011.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 23rd day of May, 2011.

ATTEST:

Mayor

City Clerk



Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Councillor's Bill No.16 re Supplemental Appropriation for the Westminster Center Urban Reinvestment Project

Prepared By: Steve Smithers, Assistant City Manager

Recommended City Council Action

Adopt Councillor's Bill No.16 as an emergency ordinance appropriating \$4.0 million dollars from 2010 General Fund Carryover to transfer to the Westminster Economic Development Authority to pay off outstanding loan obligations and to cover operating costs for the Westminster Mall Redevelopment project.

Summary Statement

- On May 2nd City Council and the Westminster Economic Development Authority (WEDA) approved the Purchase and Sale Agreement that authorized the acquisition of the majority of the remaining Westminster Mall buildings and property. The Purchase and Sale Agreement was signed by all parties on May 3rd and the acquisition was closed on May 10th.
- As part of this Purchase and Sale Agreement WEDA and the City agreed to an acquisition price of \$22,000,000. \$18,500,000 has been paid and \$3,500,000 was carried back in a note that must be paid back within one year of the closing date. The note carries a six percent interest rate.
- Staff has completed initial work on 2010 revenue carryover calculations and has determined that adequate funding is available to pay off the \$3,500,000 note and to provide \$500,000 in additional funding to cover other critical Westminster Center Urban Reinvestment Project (WURP) project expenses.



SUBJECT: Councillor's Bill re Supplemental Appropriation for WURP

Page 2

Expenditure Required: \$4,000,000

Source of Funds: 2010 General Fund Carryover

Policy Issue

Should the City allocate \$4,000,000 from 2010 General Fund Carryover to pay off the WURP note and to provide additional funding for the WURP Project?

Alternative

City Council and WEDA could choose to delay paying off the note for a longer period of time, up to a full year. This could allow the use of carryover funds for other worthwhile purposes. Staff does not recommend this alternative as this note will cost the City approximately \$17,500 per month in interest, or a total of \$210,000 if paid off after the full year. The City's current rate of return on invested funds is considerably below the 6% interest that is set forth in this note; therefore, the City will not be able to offset this cost through investment returns. Paying off the note now makes good financial sense for WEDA and the City.

Background Information

The City and WEDA have been working for several years to move the redevelopment of the Westminster Mall forward. Beginning earlier this year, the City was contacted by the Mall Company inquiring about WEDA's interest in acquiring The Westminster Mall Company's remaining property at the Mall. Negotiations ensued and the parties were able to agree on terms of an agreement.

On May 2, 2011 the WEDA Board and the City Council approved a purchase and sale agreement that set forth the terms by which WEDA would take ownership of substantial portions of the remaining Mall property. WEDA acquired the property with a combination of existing funds and a promissory note backed by a deed of trust and assignment of rents. The City is guaranteeing WEDA's obligations under this agreement, subject to annual appropriation, TABOR, and other legal restrictions applicable to the City. The total purchase price was \$22,000,000, with \$3,500,000 of this amount carried back in a note. The acquisition was successfully closed on May 10, 2011, and the City now controls approximately 90% of the total Westminster Mall area.

The Promissory Note was included in this agreement because at the time that this deal was put together it was the WEDA's desire to select a developer for the project and have them pay off the note. At this point it is clear that getting the right developer on board and in a position to pay off this note will take some additional time. Plus, there is significant benefit to the City and WEDA to control the property in the short term without developer "strings" attached. Staff has just recently completed enough work on closing out the City's financials for 2010 to have a good handle on 2010 carryover revenues that will be available. Staff is comfortable in recommending allocating \$4,000,000 of the General Fund Carryover revenues to pay off the \$3,500,000 loan and to cover other critical WURP project costs.

Paying off this loan early will create several significant benefits to WEDA and the City including: eliminating substantial interest costs, avoiding other costs set forth in the terms of the loan agreement, and giving WEDA complete control of the acquired land. As WEDA moves forward with discussions with developers, this unfettered control of the property will be very significant.

Staff is recommending an emergency ordinance to allow WEDA to pay off this loan during the month of May and to avoid an additional \$17,500 interest payment.

REVENUE/EXPENDITURE DETAIL

These appropriations will amend the General Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	1000.40020.0000	\$0	<u>\$4,000,000</u>	\$4,000,000
Total Change to Revenues			<u>\$4,000,000</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers WEDA	10010900.79800.0680	\$	<u>\$4,000,000</u>	\$4,000,000
Total Change to Expenses			<u>\$4,000,000</u>	

City Council action on this item meets elements of three goals in the City’s Strategic Plan: Financially Sustainable City Government Providing Exceptional Services, Strong Balanced Local Economy, and Vibrant Neighborhoods in One Livable Community.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Councillor’s Bill

BY AUTHORITY

ORDINANCE NO. **3581**

COUNCILLOR'S BILL NO. **16**

SERIES OF 2011

INTRODUCED BY COUNCILLORS

**A BILL
FOR AN EMERGENCY ORDINANCE INCREASING THE 2011 BUDGET OF THE GENERAL
FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2011
ESTIMATED REVENUES IN THE FUND.**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2011 appropriation for the General Fund initially appropriated by Ordinance No. 3550 is hereby increased by \$4,000,000. This appropriation is due to the utilization of 2010 carryover.

Section 2. The \$4,000,000 increase in the General Fund shall be allocated to City revenue and expense accounts as described in the City Council Agenda Item 10A dated May 23, 2011 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

General Fund	<u>\$4,000,000</u>
Total	<u>\$4,000,000</u>

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. In order to meet the expedited timeframe for WEDA to pay off the Promissory Note for the purchase of Westminster Mall property and minimizing interest payments, the Council finds that an emergency exists, and this ordinance is declared to be necessary for the immediate preservation of the public peace, health and safety. Wherefore, this ordinance shall be in full force and effect upon adoption of this ordinance on May 23, 2011, by an affirmative vote of six of the members of the Council if six or seven members of the Council are present at the meeting at which this ordinance is presented, or by an affirmative vote of four of the members of the Council if four or five members of the Council are present at the meeting at which this ordinance is enacted.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, READ IN FULL, AND PASSED AND ADOPTED AS AN EMERGENCY
ORDINANCE this 23rd day of May, 2011.

ATTEST:

Mayor

City Clerk



Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Councillor's Bill No. 17 re 2011 1st Quarter Budget Supplemental Appropriation

Prepared By: Gary Newcomb, Accountant

Recommended City Council Action

Pass Councillor's Bill No. 17 on first reading providing for supplemental appropriation of funds to the 2011 budget of the General and General Capital Improvement Funds.

Summary Statement

- At the end of each quarter, Staff prepares an ordinance to appropriate unanticipated revenues received during the quarter. Preparing quarterly supplemental appropriation requests is done to simplify administrative procedures and reduce paper work.
- This is the 2011 1st Quarter supplemental appropriation.
- General Fund amendments:
 - \$375 Reimbursements
 - \$949 Grants
 - \$5,896 Rebates
- General Capital Improvement Fund amendments:
 - \$2,500 Grants
 - \$20,700 Cash-in-Lieu

Expenditure Required: \$30,420

Source of Funds: The funding sources for these budgetary adjustments include reimbursements, grants, rebates and cash-in-lieu.



Policy Issue

Does City Council support amending the appropriations for the 2011 budget of the General and General Capital Improvement Funds as outlined?

Alternative

The alternative would be not to amend the 2011 budget appropriations for the General and General Capital Improvement Funds and to utilize these funds for other purposes. Staff does not recommend this alternative as the various departments have already incurred expenses and covered them with their current budget in anticipation of appropriation of these additional funds.

Background Information

The attached Councillor's Bill is a routine action addressing the need to adjust revenue and expenditure appropriations as a result of activities or events that were not anticipated during the normal budget process.

The City received \$5,896 from the State of Colorado for its recycling program. This is the second year the State is offering rebates to communities that provide recycling collection locations to the public. The funds are being requested for appropriation to the Solid Waste Collection account for recycling drop-off location program expenses.

The City received \$20,700 from Kaiser Permanente as cash-in-lieu of public art installation fees. These fees are owed to the City by Kaiser (\$2,000 per acre of land) for the expansion project located at 77th Avenue and Sheridan Boulevard. The funds are requested for appropriation to the New Art Participation CIP and for purchase and installation of outdoor public art within Westminster.

On December 10, 2010, the Westminster Legacy Foundation awarded the City a grant in the amount of \$2,500 to fund the preparation of construction documents for the Shoenberg Farm Wooden Stave Silo. This grant provides the required cash match for a State Historic Fund grant application submitted in April of 2011. The funds are requested for appropriation to the Shoenberg Farm Restoration CIP.

On January 11, 2011, the Colorado Historical Society provided a grant of \$230 to fund the registration fees for two members of the Historic Landmark Board to attend the 2011 Colorado Preservation Inc Saving Places Conference. The funds are requested for appropriation to Community Development's meeting expense account.

The Police Department received \$719 for their participation in the 2010 High Visibility Impaired Driving Enforcement New Year's Eve campaign. The grant reimburses overtime the department incurred by enforcement officers while working the enforcement campaign. The funds are being requested for appropriation to the department's overtime account.

The Jefferson County Emergency Communications Authority reimbursed \$275 to the Police Department for National Emergency Number Association (NENA) Recertification for Public Safety Communications Administrator. The funds are requested for appropriation to the department's career development account.

The Jefferson County Emergency Communications Authority reimbursed \$100 to the Police Department for 2011 Emotional Survival Training for two Communications Specialists. The funds are requested for appropriation to the department's career development account.

These appropriations will amend General Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
State Grants	1000.40620.0000	\$0	\$949	\$949
General	1000.43060.0000	342,348	<u>6,271</u>	348,619
Total Change to Revenues			<u>\$7,220</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Solid Waste Collect Customer	10012390.67300.0702	\$33,644	\$5,896	\$39,540
Career Dev-Comm Sect	10020300.61800.0345	4,400	375	4,775
Salaries OT-Traffic	10020500.60400.0348	55,000	719	55,719
Meeting Expense	10030050.61400.0000	2,600	<u>230</u>	2,830
Total Change to Expenses			<u>\$7,220</u>	

These appropriations will amend General Capital Improvement Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Cash-in-lieu Future Capital Projects	7500.40210.0751	\$35,000	\$20,700	\$55,700
Other Grants	7500.40650.0057	0	<u>2,500</u>	2,500
Total Change to Revenues			<u>\$23,200</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
New Art Participation	80575030426.80400.8888	\$18,162	\$20,700	\$38,862
Shoenberg Farm CIP	80875030834.80400.8888	48,900	<u>2,500</u>	51,400
Total Change to Expenses			<u>\$23,200</u>	

These adjustments will bring the City's accounting records up-to-date to reflect the various detailed transactions.

The proposed council action supports the City Council's goals of: Financially Sustainable City Government Providing Exceptional Services; Safe and Secure Community; Strong, Balanced Local Economy; Vibrant Neighborhoods in One Livable Community; Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - Ordinance

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **17**

SERIES OF 2011

INTRODUCED BY COUNCILLORS

**A BILL
FOR AN ORDINANCE AMENDING THE 2011 BUDGETS OF THE GENERAL AND
GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL
APPROPRIATION FROM THE 2011 ESTIMATED REVENUES IN THE FUNDS**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2011 appropriation for the General and General Capital Improvement Funds, initially appropriated by Ordinance No. 3550 are hereby increased in aggregate by \$30,420. This appropriation is due to the receipt of funds from reimbursements, grants, rebates and cash-in-lieu.

Section 2. The \$30,420 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10B dated May 23, 2011 (a copy of which may be obtained from the City Clerk) amending City fund budgets as follows:

General Fund	\$7,220
General Capital Improvement Fund	<u>\$23,200</u>
Total	<u>\$30,420</u>

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 23RD day of May, 2011.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 13TH day of June, 2011.

ATTEST:

Mayor

City Clerk



Agenda Item 10 C

Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Resolution No. 17 Adopting the City of Westminster Document Management
and Retention Policy

Prepared By: Tami Cannon, Legal Administrator
Linda Yeager, City Clerk

Recommended City Council Action

Adopt Resolution No. 17 adopting the City of Westminster Document Management and Retention Policy, including retention schedules.

Summary Statement

- In addition to retention schedules, the Policy includes direction on official record office locations, permanent records, non-records, confidential records, litigation holds, certification for scanning or destruction of records, electronic media, and a glossary.
- The proposed Policy was developed with input from each City department, utilizing terminology and acronyms unique to the City of Westminster.
- The Colorado State Archivist and Attorney General approved the City's proposed retention schedules on February 24, 2011.
- The adoption of this Policy is expected to help protect and preserve the City's history, adhere to statutory requirements regarding the retention and disposition of records uniformly, and assist with timely and efficient responses to open records requests.

Expenditure Required: \$0

Source of Funds: N/A



Policy Issue

Should the City adopt its own Document Management and Retention Policy, including retention schedules?

Alternative

Do not adopt a City-specific Document Management and Retention Policy, including retention schedules, and continue to operate under the Colorado Model Municipal Records Retention Schedule. This is not recommended as the City of Westminster Document Management and Retention Policy, including retention schedules, provides greater clarity and direction to employees on the City's document management and retention expectations and requirements.

Background Information

The City of Westminster has been operating under the Colorado Model Municipal Records Retention Schedule since 2002. The Model Schedule is quite lengthy and, as its name implies, generic in nature. Retention periods apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, imaged records, email, voicemail, etc.) The City's use of Laserfiche to electronically scan documents and the constraints of storage space for inactive files combined to create an even greater need for a City-wide, consistent policy for document management and retention. Furthermore, in 2007, the Federal Rules of Civil Procedures were amended to include an obligation to preserve electronically stored information and apply reasonable and good faith efforts to retain information that may be relevant to pending or threatened litigation. Failure to do so can be subject to sanctions imposed by the Court. Per City Charter, the City Clerk is the official custodian of all public records. Staffing resources in the Clerk's Office do not include a records manager and workload precludes the sole internal responsibility for this function. Additionally, Staff found that the current City-wide records management practices are inadequate. Each department maintains separate filing systems, and duplication of records is common. Gathering information to respond to a request for records can be costly and ineffective.

Therefore, in 2007, a Task Force was formed to select a consultant and a Users Committee was created consisting of representatives from each department to develop an inventory of documents, oversee implementation, insure quality control, consistency and compliance, and serve as the point of contact for future document retention and management. City Council authorized the retention of Graham Information Management Associates to provide professional document management consulting services to assist with developing a City-wide document management policy and standards.

In 2008, the consultant provided a proposed policy for the City, based on the Colorado Model. After reviewing the proposed policy, the Task Force determined that improvements could be made, including collapsing several categories and streamlining the policy to make it more user-friendly and comprehensible. Throughout 2009 and 2010, City Clerk Linda Yeager and Legal Administrator Tami Cannon again met with members of the Users Committee and proposed reorganizing the schedules into two main sections: an "all" department category and separate sections for each specific department. By doing so, each employee need only refer to two categories of documents for compliance, rather than sorting through hundreds of pages listing the entire City-wide inventory. Retention periods were also collapsed and made as consistent as possible throughout the organization, "permanent" records were accounted for, and records with no "official record office" were assigned.

In order to address and manage the ever-growing volume of emails sent and received by City employees, the Information Technology Department purchased and implemented a program through Postini that retains all incoming and outgoing email automatically for a period of three years. This system will significantly reduce the amount of time and effort employees would otherwise spend in manually managing and purging personal archive folders. Additionally, the system will provide employees with direct access to search, read, reply and forward messages contained in their archive folder.

The State Archivist and Attorney General reviewed the City's proposed document retention schedules and granted their approval in February 2011. Should Council approve the adoption, the Policy will be made available to employees electronically on the City's intranet and future trainings will be scheduled.

A Document Management and Retention Policy supports City Council's goal and objective of a "Financially Sustainable City Government Providing Exceptional Services" by providing efficient, cost-effective internal services.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Resolution re adoption of City of Westminster Document Management Policy

RESOLUTION

RESOLUTION NO.17

INTRODUCED BY COUNCILLORS

SERIES OF 2011

**A RESOLUTION ADOPTING A CITY OF WESTMINSTER
DOCUMENT MANAGEMENT & RETENTION POLICY**

WHEREAS, the City of Westminster has been operating under the Colorado Model Municipal Records Retention Schedule since 2002; and

WHEREAS, a City-wide document management policy was developed that is geared exclusively toward City-specific records; and

WHEREAS, the proposed policy is intended to secure compliance with business and legal requirements on behalf of the City and its employees by establishing procedures and a document retention schedule to effectively and efficiently manage, maintain, and dispose of documents in an orderly, reasonable, efficient and lawful manner; and

WHEREAS, in addition to retention schedules, the policy includes direction on official record office locations, permanent records, non-records, confidential records, litigation holds, certification for scanning or destruction of records, electronic media, and a glossary; and

WHEREAS, the Colorado State Archivist and Attorney General approved the City's proposed retention schedules on February 24, 2011; and

WHEREAS, the adoption of this policy is expected to help protect and preserve the City's history, adhere to statutory requirements regarding the retention and disposition of records uniformly, and assist with timely and efficient responses to open record requests.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER that the City of Westminster hereby adopts the attached City of Westminster Document Management & Retention Policy 2010 and supplements incorporated therein and authorizes the City Clerk, as the custodian of records, to pursue and implement future amendments to such Policy as deemed necessary.

PASSED AND ADOPTED this 23rd day of May, 2011.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney

DOCUMENT MANAGEMENT AND RETENTION POLICY 2010

1 PURPOSE

This Policy is intended to secure compliance with business and legal requirements on behalf of the City and its employees by establishing procedures and a document retention schedule to effectively and efficiently manage, maintain, and dispose of documents in an orderly, reasonable, efficient, and lawful manner.

2 SCOPE

This Policy applies to all City:

- Employees;
- Contractors, consultants, vendors, and other workers utilizing City records, as applicable;
- Locations;
- Records, in any format or media; and
- Records in the possession of vendors and third-parties.

3 POLICY

3.1 General

The City's records are valuable assets. Maintenance of records is critical to the accomplishment of our activities. It is imperative, therefore, that all City records be effectively and efficiently managed.

All City business records, irrespective of format or media (e.g., paper, electronic, e-mail message, videotape, microfilm, etc.) must be generated, maintained, and disposed of according to all applicable laws, City Policies, and the City's evolving needs.

For the purposes of this Policy and all document management procedures, the ISO (International Organization of Standardization) 15489 definition of "records" applies. The use of "records" or "documents" throughout shall have the same meaning.

Records: Information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business. Records fall under this definition, regardless of media.

Records also contain information that is recognized as having operational, legal, fiscal, vital or historical value.

Some examples of records are:

- Building and demolition permits;
- City charter and/or incorporation records;
- Contracts;
- Business e-mails;
- City Council meeting minutes and resolutions;
- Employee personnel files;
- Timesheets;
- Vehicle records; and
- Vendor invoices and bills.

Non-records: Administrative materials that: 1) have no public record retention value; 2) have no operational, legal, fiscal, or historical value; and 3) may be disposed of as soon as they have served their purpose at the discretion of the custodian. See Non-Records section of this Policy.

3.2 Determination and Identification of Records

It is the responsibility of each employee to determine if the information they use, whether internally or externally generated or received, meets the definition of a record and to follow the corresponding retention requirements. Employees should use the City's Document Retention Schedule to make these determinations or contact the City Clerk if the record is not identified in the retention schedule. If no retention period is provided within the schedule, pursuant to C.R.S. section 6-17-104, a 3-year retention shall apply.

3.3 Document Retention Schedule

The Document Retention Schedule establishes retention periods and disposition requirements for the City's records. No record may be destroyed unless it is eligible for destruction pursuant to this Policy, meets all the retention requirements set forth in the Document Retention Schedule, and is not subject to a litigation hold. See Document Retention Schedule section of this Policy.

3.4 Protection of Records

The City's records cover a multitude of subjects and include multiple types of formats. These records are assets that must be protected from unauthorized access, disclosure, or destruction and from physical acts due to fire, floods, or other natural or man-made disasters. The extent of protection requirements for records is also governed by the type of information contained in the record, such as personal privacy, City confidential, or highly sensitive information including

privileged and confidential communications. See Protection of Personally Identifiable Information and Confidential Records section of this Policy.

3.4.1 Physical Protection

All employees are required to maintain records in their possession in a manner that protects them from unauthorized release, disclosure, or destruction.

Protection methods may include, but are not limited to:

- Use of locking cabinets or rooms;
- Use of fireproof or water resistant equipment; and
- Sign-in and sign-out procedures for people and information.

3.4.2 Electronic Protection

Records that are maintained electronically are required to be protected against inadvertent destruction or unauthorized disclosure based on the types of information being stored. Depending on the type of information stored, additional protection methods including password protection and other methods may be required.

4 LITIGATION HOLD PROCESS

Destruction shall be suspended for any records or non-records information, in any format or media, determined to be potentially relevant to any actual or anticipated legal action brought by or against the City. This determination will be made by the City Attorney. Affected employees and departments will be notified as directed by the City Attorney when a litigation hold is put into effect and when a litigation hold release is issued. See Litigation Hold section of this Policy.

5 RESPONSIBILITIES

5.1 City of Westminster

The City is responsible for ensuring that its employees, agents, and contractors, if applicable, are provided with the knowledge and means to comply with this Policy and other document management related policies and procedures.

5.2 City Attorney

The City Attorney is responsible for identifying and managing all litigation holds and litigation hold releases for the City.

5.3 City Clerk / Records Management Officer

The City Clerk, or his/her designee, is responsible for:

- Issuing and maintaining this Document Management and Retention Policy and Schedules therein, including requests for changes, additions, or exceptions as needed due to changes in legal or operational requirements;
- Ensuring City employees are educated with respect to this Policy;
- Monitoring compliance of this Policy through periodic compliance audits;
- Ensuring that records, if applicable, are made available for inspection as required by the Colorado Open Records Act and other federal and state laws and regulations;
- Determining the location where, and media format for, retaining City records based on the Document Retention Schedule;
- Ensuring a procedure is in place for the safe and proper disposal of City records, if applicable, upon the expiration of the applicable document retention period; and
- Designating personnel within each department, division or location who are responsible for capturing, producing, maintaining, and certifying the disposal of records under this Policy.

5.4 Managers and Supervisors

All managers and supervisors are responsible for assuring compliance of this Policy by their staff.

5.5 Employees

Employees are responsible for:

- Ensuring that all business records are generated, retained, and disposed of according to the applicable City document management related policies, retention schedule and procedures;
- Utilizing the definitions set forth in this Policy to assess whether the information being created or received constitutes a "record" and thus requires treatment in accordance with all relevant document management policies and procedures;
- Utilizing the Document Retention Schedule to determine the retention period and requirements for the records they manage;
- Ensuring that any records or non-record information suspended from destruction due to a litigation hold is held in the manner set forth by the City Attorney; and
- Ensuring completion of any and all training required for this Policy.

6 TRAINING

Training will be provided to all employees on the requirements of this Policy and their responsibilities.

7 SUPPLEMENTS TO POLICY

The following sections are incorporated herein by reference:

- Document Retention Schedules
- Official Records Office Codes
- Permanent Records
- Non-Records
- Protection of Personally Identifiable Information and Confidential Records
- Litigation Hold
- Certification for Scanning or Destruction
- Electronic Media
- Document Management Users Committee
- Attachments to Original Construction Contracts on File in City Clerk's Office
- Glossary

Records Retention Schedule

Official Record Office Codes

CAO	City Attorney's Office
CPO	City Prosecutor's Office
CC	City Clerk
CEPO	City Emergency Preparedness Officer
CD	Community Development Department
CD/ADM	Community Development Department, Administration Division
CD/BLD	Community Development Department, Building Division
CD/ENG	Community Development Department, Engineering Division
CD/GIS	Community Development Department, GIS
CD/OS	Community Development Department, Open Space Division
CD/PLN	Community Development Department, Planning Division
CD/REV	Community Development Department, Revitalization
CD/SP	Community Development Department, Special Projects
CMO	City Manager's Office
CMO/EDD	City Manager's Office/Economic Development Division
FD	Fire Department
FN	Finance Department
FN/AC	Finance Department, Accounting Division
FN/RA	Finance Department, Retirement Administration
FN/TAX	Finance Department, Sales Tax Division
FN/TRS	Finance Department, Treasury Division
FN/PCH	Finance Department, Purchasing
GS/ADM	General Services Department, Administration
GS/ADM/ES	General Services Department, Administration, Environmental Services
GS/ADM/RM	General Services Department, Administration, Risk Management
GS/BOM	General Services Department, Building Operations & Maintenance Division
GS/FM	General Services Department, Fleet Maintenance Division
GS/HR	General Services Department, Human Resources Division
GS/MC	General Services Department, Municipal Court
IT	Information Technology Department
PRL	Parks, Recreation and Libraries Department
PRL/DD	Parks, Recreation and Libraries Department, Design Development
PRL/GLF	Parks, Recreation and Libraries Department, Golf
PRL/LIB	Parks, Recreation and Libraries Department, Libraries
PRL/PRK	Parks, Recreation and Libraries Department, Parks & Park Services
PRL/REC	Parks, Recreation and Libraries Department, Recreation Facilities & Programs
PRL/RPG	Parks, Recreation and Libraries Department, Regional Parks & Golf
PD	Police Department
PD/ADM	Administration
PD/AMO	Animal Management

PD/CA
PD/CODE
PD/COMM
PD/INT
PD/INV
PD/PAT
PD/PSU
PD/TRA

Crime Analyst
Code Enforcement
Communications
Intelligence Files
Investigations
Patrol
Professional Services
Traffic

PWU
PWU/CP
PWU/SO
PWU/UPE
PWU/UO

Public Works and Utilities Department
Public Works and Utilities Department, Capital Projects and Budget
Public Works and Utilities Department, Street Operations Division
Public Works and Utilities Department, Utilities Planning and Engineering
Public Works and Utilities Department, Utilities Operations Division

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
Bids - Accepted	Bids, quotes and proposals regarding services and commodities received from successful bidders	Current + 6	Retention period begins after acceptance of the bid	All
Bids - Rejected / Unsuccessful	Bids, quotes and proposals regarding services and commodities received from unsuccessful bidders	Current + 2	Retention period begins after contract is awarded or PO is issued	All
Bids - Unsolicited	Unsolicited bids, quotes and proposals regarding services and commodities received	Current + 2		All
Bonds - Labor and Materials	Surety or other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors and suppliers	7		All
Bonds - Performance and Payment	Surety or other types of bonds received from contractors to guarantee performance and payments for municipal projects	Current + 3	Retention period begins after project completion	All
Calendars and Notes	Records kept to document and facilitate the routine planning and schedule of meetings, appointments and similar activities, including calendars, appointment books, telephone messages, notes, diaries and similar records with routine content	1 year or until no longer needed		All
Capital and Redevelopment Projects	Records of capital projects, professional services relating to capital improvements and projects relating to the design, engineering, construction, major repair, renovation or demolition of City-owned structures, buildings, facilities, bridges, streets and roadways, utility system features, public works, parks, stormwater and storm drainage facilities, dams and reservoirs, other water projects, fiber optics and communications structures and other infrastructure, as well as redevelopment projects. Project files may include documentation such as final project reports, specifications and contract documents, certificates of insurance, project-related permits and licenses issued to the City by other entities, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation EXAMPLES: inspection records, housing rehabilitation	Current + 7 EXCEPT grants used for park development are Permanent	Retention period begins after replacement, demolition or transfer of the improvement to another entity	All
Certifications for Scanning or Destruction	Listings of records that have been scanned to electronic format, audited for authenticity, and destroyed in their previous media	Permanent		All

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified.
C.R.S. Section 6-17-104

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
Committees - Internal	Records of committees, task forces or other types of groups composed of members of the staff and/or other municipal entities that meet on an ongoing basis or that are set up for specific purposes EXAMPLES may include staff meetings (if applicable), Safety Committee, ERAT, ongoing and special teams established to work on issues of value to the organization, "official" notes, minutes and agendas	Current + 2	Retention period begins when work of the committee concludes	All
Correspondence - General and Routine	Written communication sent to or received by 1 or more individuals via the U.S. mail, private courier, facsimile transmission or electric mail, including letters, postcards, memoranda, notes, telecommunications and any other form of addressed, written communications sent or received by the City, including a wide variety of records created in the normal course of business, operating documentation that is routine and contains no significant administrative, legal, fiscal, historical, informational or statistical value EXAMPLES: routine letters or memoranda sent and received, reading or chronological files that are kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, routine requests for information, transmittal documents	3		All
Distribution Records	Lists of names and addresses compiled for various mailings, such as billings, notifications, community outreach and other administrative purposes, including meeting notification lists of persons who, within the previous 2 years, have requested advance notification of all meetings or meetings with specific content	Current	Until superseded or obsolete	All
Duplicate Copies of Checks	Carbon copies or photocopies of checks issued and maintained solely as a quick reference source	Current + 2		All

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified.
 C.R.S. Section 6-17-104

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
External Groups and Agencies	Records such as meeting agendas and minutes, studies and reports, membership information, and other material provided to the City for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the municipal organization but which have some form of association or relationship with the City EXAMPLES: groups organized in support of municipal programs, such as senior citizen community groups, youth groups, Friends of the Library or Museum, and similar groups	Current	Until no longer needed for municipal reference or informational purposes	All
Fees and Rate Schedules	Written documentation of fees and rates collected by City for various services	Current + schedule it replaced		All
Forms - Masters	Master forms file maintained to track the evolution of the form and instructions regarding use of the form	Permanent		All
General / Subject and Administrative Records	Files containing correspondence, reports, technical papers, studies, reference materials and other records related or received in the general administration of a program or in the daily management of departments or offices; may include records of a general administrative nature that are created or received in the course of administering programs, including daily, weekly or monthly activity reports which are summarized in an annual report	3		All
General Administrative Records - Incident Reports	Reports of incidents that may happen during the course of municipally sponsored programs, events, activities, etc. that are exceptions to the normal course of business, such as rescue, accident or injury incident reports	1	Duplicate Copies Only (all originals to Risk Management)	All
Grant Supporting Documentation	Background supplemental information relating to grant applications and administration	Current + 2	Retention period begins after conclusion of grant	All
Grants and Supporting Documentation - Awarded	Documentation of awarded grants from or by the City, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports, supporting documentation and other background supplemental information relating to grant applications and administration EXAMPLES: GOCO, Neighborhood Enhancement, CDBG	Current + 6	Retention period begins after grant is terminated or closed Note: Project Files should be filed under the type of project (i.e., Capital Improvement, etc.)	All

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified.
C.R.S. Section 6-17-104

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
Grants and Supporting Documentation - Rejected	Documentation of grants from or by the City that are either rejected by the grantee or not awarded by the City, including supporting documentation and other background supplemental information relating to grant applications EXAMPLES: GOCO, Neighborhood Enhancement, CDBG	Current + 6 EXCEPT grants used for park development are Permanent	Retention period begins after rejection or withdrawal	All
Housekeeping Files	Records of a general housekeeping nature that are maintained by an office and that do not relate directly to the primary program responsibility of the office EXAMPLES: nominations for internal employee award programs (ERAT, 911 Public Safety Awards), charity fund drives, office parties, custodial service requests, parking space assignments, telephone and fax logs, and distribution of keys	Current	Until no longer needed for reference	All
Inventories - Fixed Assets	Listings of expendable and nonexpendable property of the City, including buildings, real estate, vehicles, furniture, equipment, supplies and other items owned or administered by the City EXAMPLE: Annual Fixed Asset Book	10		All
Lease-Purchase Records	Records pertaining to the acquisition of property by lease-purchase transactions	Current + 6	Retention period begins after the term of lease-purchase arrangement	All
Leave Requests - Non-JDEdwards	Applications submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term and other leave time	Current + 1		All
Licenses and Permits Issued to the City	Licenses and supporting documentation for licenses or permits issued to the City by other entities as evidence that the City is allowed to undertake some type of activity for which a license or permit is required, including licenses issued by the Federal Communications Commission (FCC) or other agencies for radio system and other communication system operations of the City	Current + 1	Retention period begins after expiration Note: If license or permit relates to a capital improvement project, file in capital improvement project file	All
Mailing Records	Records documenting mailing transactions and the recipient, including certified mail return receipts, records of mailing that document mailing dates, content of mailings and addressees for mailing sent by the City	3		All

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified.
C.R.S. Section 6-17-104

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
Maintenance, Upkeep and Damage Records	Periodic inspections documenting safety, health and environmental review and inspection of buildings, parks, playgrounds, golf courses, swimming pools and other public facilities to check for damage and schedule/recommend repair	Current + 3		All
Material Safety Data Sheets (MSDS)	MSDS for each hazardous chemical received and used and ensure copies are readily accessible to employees in their work area, includes keeping records of chemicals used, where they were used and for how long	Permanent		All
Memberships	Records of memberships paid for by the City for officials, employees or the City as an organization in professional associations and organizations EXAMPLES: Colorado Municipal League, Association of Records Managers & Administrators, National League of Cities, Colorado Municipal Clerks Association, etc.	Current + 1		All
Noncapital Projects	Records relating to other types of projects that do not relate to capital improvements; i.e., these would typically be working files documenting an activity, plan, program, assignment, new undertaking, etc. <u>SEE</u> General Subject Files	Current + 3	Retention period begins after project completion, provided there is no legal or administrative value	All
Open Records Requests and Supporting Documentation	Formal requests for records submitted in accordance with Colorado state law and supporting documentation relating to the City's response to or denial of the request	Current + 3		All
Organizational Development Records	Records documenting the formulation and adoption of the functions of the City or its departments, including narrative or statistical reports, related correspondence on program activities, organizational charts and mission statement studies regarding municipal or department operations, and records related to significant events in which the City, departments or individual offices participated, and documentation needed for reference in developing future programs, including program flyers, press releases, etc. EXAMPLES: recreation, senior citizen and youth programs	Permanent		All

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
Policies and Procedures Documentation	Written instructions, rules and guidelines in manual form documenting current and past authorized municipal policies and procedures, including departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures EXAMPLES: clerical manuals, procurement and purchasing policies	Permanent		All
Program Development Records	Records documenting programs offered by the City, including program flyers, press releases, research conducted to justify program, etc. EXAMPLES: recreation programs, Green Team initiatives	Current + 2		All
Property Acquisition	Records documenting the City's acquisition and ownership of real property, including appraisals, quiet title actions, condemnations and eminent domain actions, purchases of property and similar actions to acquire land or real property EXAMPLES: conservation easements	Retain those created for administrative purposes for 1 year; those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first	Duplicate Copies Only with originals to City Clerk for permanent retention	All
Purchasing Records in General		Current + 6		All
Rebate Program Records	Records relating to rebate programs administered by City, including rebate applications, correspondence, and other supporting documentation EXAMPLE: Plant a Tree, Green Fixtures	Current + 3	Retention period begins after the rebate is paid, provided that the records have been audited	All
Records Finding Aids	Manual or automated indexes, lists, registers, and other finding aids designed to make it easier to locate pertinent files or information	Current	Retention period begins after life of the record for which the finding aid is designed to facilitate use and retrieval	All

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
Regulations and Standards	Documentation of rules, regulations, standards and similar guidelines and requirements adopted by the City in relation to various activities and functions EXAMPLES: building regulations and standards, subdivision and zoning regulations, streetscape standards, street and sidewalk construction standards, water and sewer line installation standards, mobile home standards, etc.	Permanent		All
Reports - Annual / Year-End	Written reports regarding the operations or activities of the City or its individual employees, departments or service areas, prepared for use in compiling other reports, planning and budgeting, monitoring work progress, etc. EXAMPLES: Performance Measures, NIBRS, water and wastewater treatment operations reports	Permanent		All
Reports - Grant-Funded Programs	Periodic reports on the administrative and fiscal operations of federal- or state-funded programs compiled on a monthly, quarterly or semi-annual basis EXAMPLES: GOCO, Neighborhood Enhancement, CDBG	Current + 2	Retention period begins after completion of all applicable audits	All
Reports - Other	Reports documenting the activities of employees or work units, including daily, monthly, quarterly and weekly reports EXAMPLES: daily logs, time & material logs, schedules	Current + 1		All
Reports, Studies, Plans Historical	Documents prepared by the City or by external entities on behalf of the City, such as studies, plans and reports retained by the City that are prepared by or on behalf of other entities, and which include information of interest to the City, should be evaluated for long-term reference or historical value EXAMPLES: feasibility studies, planning and land use studies, basin plans, capital projects reports, transportation system plans, master street plans and similar documents that have long-term reference or historical value	Permanent		All

CITY OF WESTMINSTER - ALL

Record Title	Description	Retention Period	Citations	Official Record Office
Solicitations and Specifications	Requests for proposals (RFP), requests for qualifications (RFQ), and other solicitations by the City for competitive bids, proposals or quotes for the provision of services or commodities with bid specifications	Current + 6		All
Statistics	Counts and other statistics specific to the City's operations EXAMPLES: library circulation statistics and statistics regarding the extent of fires and the damage caused by fires and indexes of police collected data by class of crime and Uniform Crime Reports (UCR)	Permanent		All
Surveys & Questionnaires	Copies of completed miscellaneous surveys, questionnaires & similar instruments that are routine and are received and completed by the City for return to the originator	Current + 1		All
Surveys Conducted by the City - Compilations / Survey Instrument		Permanent		All
Surveys Conducted by the City - Responses		Current + 1	Retention period begins after compilation of survey responses	All
Technical or General Reference Files	Non-record copies of articles, maps, periodicals, reports, studies, vendor catalogs and similar materials needed for reference and information but not considered to be part of the office's records.	Current	Until no longer needed for reference	All
Training & Conference Materials	Records documenting activities of City officials or employees at seminars, conferences or other training sessions not sponsored by the City, including instructional materials obtained by officials and staff members at conferences, seminars and other types of external training sessions	Current + 1		All
Work Orders	Documentation of requests and authorizations for work performed with regard to vehicles and equipment, including request and authorization forms for repair or maintenance work on City-owned facilities, structures, or equipment	3		All

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified.
C.R.S. Section 6-17-104

CITY ATTORNEY

Record Title	Description	Retention Period	Citations	Official Record Office
Advisory Opinion	Advisory or informal opinions written by legal counsel to advise the City, the governing body or the City staff regarding the possible legal consequences of various courses of action	7		CAO, GS/ADM/ES
Bankruptcy and Foreclosure Records	Records documenting bankruptcies and foreclosures in which the City has some kind of a financial interest due to liens, unpaid assessments, unpaid fees or bills	Current + 6	Retention period begins after the City recovers money owed or has no further interest in the proceeding	CAO, FN/TRS, FN/TAX, PRL/LIB
Claims	Records of notifications of claims regarding potential lawsuits received by the City or an authorized representative that are forwarded to legal counsel and/or the City's insurance carrier	Current + 7	Retention period begins after closure of claim	CAO, GS/ADM/RM
Criminal Case Files	Files used by municipal prosecutors to conduct trials against persons charged with criminal misdemeanors, including citations, police reports, driving records, complaints, subpoenas, motions, judgments and related records	Current + 3	Retention period begins when case is closed	CPO
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	Program Managers & all other duplicate copies
Legal Opinions	Formal opinions written by legal counsel to advise the City, the governing body or the City staff regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations	Permanent		CAO

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified. C.R.S. Section 6-17-104

CITY ATTORNEY

Record Title	Description	Retention Period	Citations	Official Record Office
Non-insurance and Other Major Litigation Case Records and Condemnations (16.10)	Civil case files documenting pending and closed cases filed by and against the City, including eminent domain and quiet title actions, legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims and legal disputes and civil actions between the City and other parties EXAMPLES: Complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings and related records	Permanent		CAO
Third-party General Liability (Personal Injury & Property Damage) Insurance Defended Litigation Case Records	Civil case files <u>defended by insurance defense counsel</u> documenting pending and closed cases filed by and against the City, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims and legal disputes and civil actions between the City and other parties EXAMPLES: Complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings and related records	7 after settlement		CAO, GS/ADM/RM

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified. C.R.S. Section 6-17-104

CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Affidavits of Publication	Affidavit of publication, also referred to as legals or proofs of publication, provided by newspapers regarding publication of ordinances, public hearing notices, bid solicitations, bond redemption notices, payment of bills, etc.	7	NOTE: If only copy of permanent document, keep permanently	CC
Agreements and Contracts - Originals	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties EXAMPLES: leases, employment contracts, collective bargaining agreements, photo release forms, IGAs (intergovernmental agreements), memoranda of understanding (MOUs), franchise agreements, professional services agreements	Current + 7	Retention period begins after expiration or fulfillment of all terms	CC
Archaeological and Historical Site Records	Records relating to archaeological and historical sites within the City EXAMPLE: historical markers	Permanent		CC
Awards and Honors	Awards and honors received by the City, departments or municipal programs from various public or private sources EXAMPLE: certificates	Permanent		CC, CMO, CD/SP
Basin and Floodway Records	Records documenting the existence of designated and recognized stormwater basins and floodways within the City, including maps and drawings depicting locations and FEMA flood insurance rate maps	Permanent		CC
Boards & Commissions	Appointments and resignations of successful applicants	Current + 1	Retention period begins after end of service	CC
Boards & Commissions	Appointments and resignations of unsuccessful applicants	Current + 1	Retention period begins after conclusion of appointment process	CC
Boards & Commissions	Written recommendations to the City Council or other entities rendered in an advisory or decision-making capacity	Permanent	Special Permit & License Board, Election Commission	CC
Boards & Commissions	Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting	Regular Meetings - 6 months after minutes approved; Executive Sessions - 90 days	Special Permit & License Board, Election Commission	CC
Boards & Commissions	Minutes of Meetings	Permanent	Special Permit & License Board, Election Commission	CC
Boards & Commissions	Documentation of compliance with laws requiring posting and distribution of notices of public meetings per Colorado Sunshine Act	Current + 2	Special Permit & License Board, Election Commission	CC
Boards & Commissions Member Records	Files documenting the service and tenure of members of the City Council, including appointments to various committees and bodies, resignations and other documentation relating to the member's service to the City	Permanent		CC

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified. C.R.S. Section 6-17-104

CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Boards, Commissions & Committees Governance Records	Records showing the composition, operation, proceedings and enactments of the boards, commissions, committees, authorities, task forces and similar bodies appointed by the City Council or municipal officials including agenda and supporting documentation, bylaws, goals, member lists, minutes and supporting documentation, historical or policy value recommendations EXAMPLES: resolutions, council action documents, agenda memos	Permanent		CC
Budget - Final Adopted	Final financial plan for the budget period established by the City as approved by the governing body for the allocation and budgeting of all expenditures of the City	Permanent		CC, CMO, FN/AC, FN/TRS
Building Board Case Files	Records pertaining to cases or appeals heard by bodies such as the Fire Code Board of Appeals, Building Board of Adjustment or Building Board of Appeals, or similar boards charged with interpreting municipal code provisions relating to issues such as alternate building materials or methods of construction, and with review and decision-making authority regarding building, construction or similar matters EXAMPLES: Violations, Hearings, Notices of Violations, Compliance	10		CC (microfilm)
Census and Population Data (Historical)	Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the City and census surveys performed by the City	Permanent		CC
Charter Records	Records relating to the adoption, amendment or repeal of Home Rule Charters or provisions of the Charter and governing documents for Home Rule Municipalities that are typically published separately or as part of the municipal code book EXAMPLE: Proceedings of Charter Commission; versions of reprints	Permanent		CC
City Council Governance Records	Records showing the composition, operation, proceedings and enactments of the City Council including agendas and supporting documentation, applications and other documentation regarding the filling of interim vacancies by appointment, bylaws, records on ongoing and ad hoc committees made up of only the City Council members, goals, formally adopted strategic plans or policy agendas, lists of members, minutes and supporting documentation, summary descriptions of routine supporting documentation submitted at meetings	Permanent		CC
Codes Adopted by Reference	Includes model building code, traffic code, uniform and international building and construction codes, fire codes and supplements to such codes, and other similar codes adopted by ordinance for the City	Permanent		CC
Community and Municipal Histories	Narrative histories of the City, departments and community prepared for reference and informational purposes	Permanent		CC

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified. C.R.S. Section 6-17-104

CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Community Records	Significant historical records (often fragmentary) of early community groups, businesses and prominent individuals typically found in the municipal clerk's office or local history collections (Note: Contact State Archives for assistance in records appraisal if questionable)	Permanent		CC
Conflict of Interest and Financial Disclosure Statements	Statements of perceived conflicts of interest and statements of financial interests filed by members of the City Council for public inspection	Current + 2	Retention period begins after service ends	CC
Contact Lists / Current Licenses and Permits Listings	Lists of licensees contacts and listings of active business licenses or permits	Current	Until superseded	CC
Economic Development Incentives	Records relating to economic incentives or waivers provided to companies to locate in the City	Permanent		CC, CMO/EDD
Election - Judges Expense Statements	Statement of expenses of election judges and supporting documentation such as receipts	Until audited		CC
Election - Judges Instructions	Written instructions issued to election judges regarding conduct of election	3		CC
Elections	Records that make up the master election file including historical copies of each type of sample ballot, certified statement and determination of persons elected, abstracts of votes cast - county issues, ballot certifications, precinct and ward or district designation and boundary map, notices of elections, petitions, and ballot issue notices	Permanent		CC
Elections - Annexation Petitions	Petitions for the conduct of an election to determine whether property should be annexed to the City	Permanent		CC
Elections - Campaign Reports and Statements - Elected Candidates	Affidavits, reports, candidate committee statements, and candidate committee reports	Current + 1	Retention period begins after elected candidate leaves office	CC
Elections - Campaign Reports and Statements - Unsuccessful Candidates, Issue Committees and Independent Expenditure Statements	Affidavits, reports, candidate committee statements, issue committee statements, candidate committee reports, independent expenditure statements, and issue committee reports	1		CC

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CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Elections - Mail Ballot Election	Records relating to mail ballot elections conducted by the City pursuant to State law, including affidavits of voters requiring replacement ballots, ballots (cast, duplicated, rejected, undeliverable, unused), paper or electronic poll books, mail ballots return verification envelopes, mail ballot processing logs, election or hard copy voter registration lists, written TABOR comments, and other mail ballot administrative records	3		CC
Elections - Poll Books	A list kept by election judges of eligible electors to whom ballots are delivered or who are permitted to enter a voting machine for the purpose of casting their votes at an election	3		CC
Elections - Routine	Records created and used during the election process which are not the master election file including absentee voter records (absentee ballots, absentee vote affidavits and oaths, applications for absentee ballots, lists, absentee ballot return envelopes and receipts of election judges), ballot issues comments, ballots (official list showing all candidates, ballot issues and ballot questions, ballots), certificates of votes cast, ballot review drafts, election judge records (acceptances to serve and lists of election judges), objections to nomination petitions, withdrawal from nomination of petitions, copies of notices of elections, sworn statements made by electors or elections officials including oaths or affidavits, poll lists, poll site records, voter signature forms, receipts for transfer of election materials, statements of judges, video or audio recordings of election operations, abstract of election, tabulation test results, and tally lists	Current + 1	Retention period begins after election or after all contested proceedings are concluded. If records are needed until the next election, use judgment to determine which records are required	CC
Elections - Unused Replacement Ballots	Ballots that were available but were not used for voters who did not receive a mail ballot for some reason, who had moved without changing voter registration address, etc.	Current	Retention period begins after the challenge period for the election has passed	CC
Enterprise Zone Records - Other		Current + 7	Retention period begins after zone designation expires	CC, CMO/EDD
Enterprise Zone Records - Summary Reports		Permanent		CC, CMO/EDD
Event Records	Records pertaining to promotion and organization of special and historic community events or celebrations in which the City has a role, such as festivals, fairs, rodeos, 4th of July celebrations, pioneer days, Christmas lighting, etc.	Current + 3	Retention period begins after event concludes, except retain records documenting significant aspects of the event permanently in the Historical File	CC, PRL, CMO/EDD

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CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Fee and Rate Schedule and Supporting Documentation	Fee and rates schedules and supporting documentation justifying the determination of municipal fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other municipalities, projections of revenue based on recommended fees or rates, etc. EXAMPLE: water rate studies	Permanent		CC
Franchise Records	Records pertaining to the award, operation or termination of a license or franchise granting to any person or entity the right or privilege to erect, construct, operate or maintain upon, over or across the streets or alleys of the City a street railway, electric light plant or system, gasworks, gas plant or system, geothermal system, solar system, or telegraph or telephone system, or other similar services and the collection of franchise fees or occupation taxes from franchise holders	Current + 7	Retention period begins after expiration of franchise and completion of all terms and conditions of the franchise, except retain register or other listings of franchises permanently	CC, FN/AC
Fund Establishment	Records pertaining to the creation and purposes of special funds that are separate from the General Fund	Permanent, Council Agenda Packet		CC
Improvement District Case Files	Master files relating to the creation, boundaries and purposes of the improvement district	Permanent		CC
Incorporation Records	Records relating to the designation of the City as a municipal corporation	Permanent		CC
Landmark and Historic Designations	Records of Council action relating to local, state or federal historic designations for buildings, structures or districts within the City and preservation of historic structures EXAMPLE: historical markers	Permanent		CC
Licenses	Copies of annual license certificates issued by the City for the use or display of the licensee	Until updated		CC, CD/BLD
Licenses - Business and Specialty	Application, proof of payment, approval forms from regulatory departments and similar documentation of issuance and approval of business licenses of all types, including pawnbrokers, secondhand dealers, sexually oriented businesses, security guards, transient vendors, amusement devices and places of entertainment, taxi and limousine drivers, vendors and peddlers, etc. EXCLUDES contractor's registrations and rental housing licenses maintained by CD/BLD and sales tax maintained by FN/TAX	Current + 2	Retention period begins after expiration, revocation or denial	CC
Licenses - Issued to the City	License certificates issued by other agencies to the City, including State sales tax license, withholding tax registration, State certificate of exemption, etc.	Current + 1	Retention period begins after expiration	CC

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CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Licenses - Liquor	Application materials relating to issuance, renewal, transfer, suspension or revocation of licenses for establishments that sell all types of beer, wine and liquor, including initial City and state application forms, background materials, and show cause administrative hearing records	Current + 2	Retention period begins after establishment ceases to do business or license is transferred	CC
Municipal Code - Codifications / Supplements	All versions of codifications of municipal ordinances typically called the Municipal Code and all supplements containing amendments to the initially adopted Code	Permanent		CC
Notices of Meetings	Documentation of compliance with laws requiring posting, mailing, publication or other distribution of public notice of meetings of the City Council	Current + 2		CC/IT
Oaths of Office	Oaths taken by appointed officials upon taking office	Current + 1	Retention period begins at end of employment	CC
Ordinances	Legislative enactments of the governing body adopted to enact a local law, amend the municipal code or take other legislative actions such as annexing property, appropriating funds, vacating streets, etc.	Permanent		CC
Permits - Special Event	Application and supporting documentation for special event permits to serve alcohol	Current + 2	Retention period begins after event is completed	CC
Permits - Temporary	Permits issued by the City for various special or temporary uses	Current + 2		CC
Petitions - All Others	Petitions submitted by citizens to place initiated Charter amendments, placement of citizen-initiated measures on the municipal election, insufficient petitions, nomination petitions, recall petitions, and referendum petitions	Current + 3	Retention period begins after election or all appeals have been closed	CC
Petitions - Certifications	Certifications prepared by the municipal clerk regarding the sufficiency or insufficiency of election petitions	Permanent		CC
Petitions - Protests	Records relating to protests submitted to the municipal clerk, protest process and hearings and findings of the municipal clerk regarding the protest	Follow retention period for the specific type of petition		CC
Plans, Studies and Reports	Approved documents prepared in-house or externally as commissioned by the City regarding regional and local planning, strategic or long-range planning or growth for the City, such as comprehensive land use plans, urban growth area plans, stormwater basin plans, transportation plans, utility plans, economic development plans, streetscape plans, corridor plans, housing plans, including land use records	Permanent		CC, CD/PLN, CD/OS
Proclamations	Documents issued by the Mayor to proclaim support for municipal or community events, activities, programs or in connection with dedications or other ceremonial occasions, etc.	Permanent		CC

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CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Property - Acquisition	Original records documenting the City's acquisition and ownership of real property, including appraisals, quiet title actions, condemnations and eminent domain actions, purchases of property and similar actions to acquire land or real property	Permanent		CC
Property - Original Deeds and Dedications	Conveyances of property or property rights to or from the City, including warranty deeds, dedication deeds and similar documents	Permanent		CC
Property - Permanent Easements and Rights-of-Way	Conveyances of rights to place utilities or other infrastructure or to cross under or over property owned by another property owner	Permanent		CC
Property - Tax Records	Records pertaining to the City's property tax assessment, including mill levy certifications to the County, notices of assessed valuation received from the County, abstracts of assessment and registers or listings of property tax assessed on parcels of land in the City	Permanent		CC, FN/TAX
Publications	Documents printed or otherwise produced for wide internal or external distribution, including annual reports, brochures, pamphlets, leaflets, studies, proposals, newsletters, instructional materials, and similar materials printed by or for the City or any of its departments, and made available to the public EXAMPLES: COW Talk, Citizen Newsletter, City Link, Westminster Business Briefs, pamphlets, City newspaper	Permanent		CC, CMO, CD/BLD
Recordings of Meetings	Audio or video recordings of official meetings typically used to prepare minutes or transcripts of the meeting	6 mos after minutes approved / Executive Session, 90 days		CC
Records Older Than 1900	Municipal (or other) records of any type in the custody of the City that are dated prior to 1900 and that may have historical or archival value	Permanent	Contact Colorado State Archives regarding preservation and disposition	CC
Removal from Office - Initiated by City Council	Records of removal of members from office for cause by majority vote of the City Council, including hearing notices, correspondence, transcripts of proceedings, findings and records relating to any follow-up proceedings	Current + 7	Retention period begins after removal vote	CC
Resolutions	Enactments of the governing body that are not legislative in nature and that may be used for various types of approvals, policy statements, statements of position and similar actions	Permanent		CC
Retention Schedules and Compliance Certificates	Authorizations for the retention or disposition of records issued for the City and its departments by the Colorado State Archives and certificates of compliance completed to track the authorized destruction of municipal records	Permanent		CC

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CITY OF WESTMINSTER - CITY CLERK

Record Title	Description	Retention Period	Citation	Official Record Office
Routine Supporting Documentation Submitted at Meetings	Routine letters, nonbinding petitions and other written materials submitted at meetings and referenced in summary form (title, date and brief description) in the minutes	Current		CC
Seal, Logo and Other Intellectual Property Records	Records relating to municipally owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property	Permanent		CC
Special District Records	Records pertaining to water, sanitation, flood control, urban drainage, metropolitan, airport, library, fire, ambulance and other special districts that provide services within the City, including service area plans, boundary maps, service agreements, intergovernmental agreements, memoranda of understanding, other agreements and contracts, and supporting documentation EXAMPLES: urban renewal areas, GIDs, metro districts	Current + 7	Retention period begins after the district's agreement with the municipality no longer has any binding effect, then evaluate for continuing value prior to destruction	CC, FN/TRS
Telecommunication System Records	Information pertaining to the acquisition, installation and operation of the internal telephone system used within City buildings and other municipal facilities	Current + 1	Retention period begins when the system is replaced or disposed	CC
Vacations - Street, Alley and Right-of-Way	Records pertaining to the vacation by the City of previously dedicated streets, alleys and public rights-of-way or easements	Permanent		CC
Water - Acquisition, Sale and Transfer Records	Records relating to the City's acquisition, sale or transfer of water rights, including water acquisition agreements, dedication of water rights by developers to meet development requirements, court proceedings and other similar transactions	Permanent		CC
Water Decree Accounting	Records retained as required by the State Engineer or Water Court to track the use of water under a decree	Permanent		CC

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CITY MANAGER'S OFFICE

Record Title	Description	Retention Period	Citations	Official Record Office
Awards and Honors	Awards and honors received by the City, departments or municipal programs from various public or private sources EXAMPLE: certificates	Permanent		CMO, CC, CD/SP
Boards & Commissions	Written recommendations to the City Council or other entities rendered in an advisory or decision-making capacity	Current + 2	Human Services Board	CMO
Boards & Commissions	Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting	Regular Meetings - 6 months after minutes approved; Executive Sessions - 90 days	Human Services Board	CMO
Boards & Commissions	Minutes of Meetings	Permanent	Human Services Board	CMO
Boards & Commissions	Documentation of compliance with laws requiring posting and distribution of notices of public meetings	Current + 2	Human Services Board	CMO
Budget - Preliminary	Draft version of the budget presented for public inspection and review prior to consideration of the budget by the governing body. Category includes Budget Work Papers used to assist in the preparation and review and decision-making processes for department budget requests, including reports, budget instructions, worksheets, spending plans, budget proposals, financial forecasting reports and similar records and working budget files	Current + 3 cycles		CMO
Budget Reports	Periodic reports regarding the status of receipts and disbursements in comparison to the adopted budget EXAMPLES: City Council expenditures and CIP Quarterly Reports	7		CMO
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	Program Managers & all other duplicate copies

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C.R.S. Section 6-17-104

CITY MANAGER'S OFFICE

Record Title	Description	Retention Period	Citations	Official Record Office
Legislation and Regulatory Actions	Records such as review copies of proposed or adopted state or federal bills, legislation or regulations; notices of proposed rulemaking by federal or state agencies EXAMPLE: City impact records	Current	Until no longer needed for reference	CMO
Legislative Lobbying Records	Records of official positions taken by the City and lobbying efforts with regard to state or federal legislation or ballot measures of interest to the City	7		CMO
Notes Taken at Meetings	Handwritten or other notes made by municipal clerk at meetings to facilitate the preparation of meeting minutes EXAMPLE: scribe notes	Current	Retention period begins when meeting minutes are approved	CMO
Public Relations Records	Speeches, addresses, and comments of public officials, remarks made at formal municipal ceremonies by elected municipal officials, state of the city addresses, etc. Also includes news releases or press releases to the media and the public in general. Includes paper, videotape, motion picture or tape recordings, speaking points	Permanent		CMO
Publications	Documents printed or otherwise produced for wide internal or external distribution, including annual reports, brochures, pamphlets, leaflets, studies, proposals, newsletters, instructional materials, and similar materials printed by or for the City or any of its departments, and made available to the public EXAMPLES: COW Talk, Citizen Newsletter, City Link, Westminster Business Briefs, pamphlets, City newspaper	Permanent		CMO, CD/BLD, CC
Scrapbooks	Chronological record of the City or individual departments that may include photographs, newspaper clippings, and other items pertaining to the City's activities & actions/reactions of citizens	Permanent		CMO
Sister City Program	Records of the City's participation in sister programs with cities in other countries, including documentation of selection of sister cities, administration of the program, exchange visits, photographs and related documentation	Permanent		CMO
Website Development and Evolution	Documentation of development and changes to the City's website	Current	Recommend that the last 2 iterations of the website be retained if possible	CMO - Content Management; IT - Technical Support

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C.R.S. Section 6-17-104

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Address History Files	Records maintained as address history files to provide a chronological record and running history of building-related activities for each address located within the City. These files may include records listed elsewhere in the retention schedules, such as building and demolition permits, certificates of occupancy, building inspection reports, unsafe building actions, variances granted, zoning certificates and utility taps	Permanent		CD/BLD, CD/ENG
Administrative Proceedings Records	Records of formal administrative proceedings conducted by municipal staff (possibly subject to appeal to the governing body or the courts) in accordance with law to make administrative rulings or determinations regarding a variety of matters EXAMPLES: sales tax/audit hearings, nuisance abatement, minor personnel matters not otherwise covered by the retention manual	Current + 3	Retention period begins after all rights of appeal have expired.	CD/PLN, FN/TAX, PD/ADM, PD/PAT, PD/INV, GS/HR
Annexation Case and Review Files	Records documenting the approved annexation of areas into the municipal boundaries, including annexation petitions, annexation agreements, copies of annexing and zoning ordinances (original zoning only) for the property, annexation maps, permanent correspondence, etc. Includes records pertaining to departmental review of various aspects of proposed annexations; i.e., traffic impacts, infrastructure and utility impacts, financial benefits, support services impacts, environmental impacts, etc.	Permanent		CD/PLN
Approval and Variance Records		Current + 7	Retention begins after life of structure or activity	CD/PLN
Asbestos Removal Permits	Part of Address File, asbestos removal permits are issued and regulated by the state	Permanent		CD/BLD
Awards and Honors	Awards and honors received by the City, departments or municipal programs from various public or private sources EXAMPLE: certificates	Permanent		CD/SP, CMO, CC
Boards & Commissions	Written recommendations to the City Council or other entities rendered in an advisory or decision-making capacity	Permanent	Planning Commission, Board of Adjustment & Appeals, Board of Building Code Appeals, Historic Landmark Board, Open Space Advisory Board	CD/PLN, CD/BLD, CD/OS, CD/SP
Boards & Commissions	Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting	Regular Meetings - 6 months after minutes approved; Executive Sessions - 90 days	Planning Commission, Board of Adjustment & Appeals, Board of Building Code Appeals, Historic Landmark Board, Open Space Advisory Board	CD/PLN, CD/BLD, CD/OS, CD/SP

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C.R.S. Section 6-17-104

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Boards & Commissions	Minutes of Meetings	Permanent	Planning Commission, Board of Adjustment & Appeals, Board of Building Code Appeals, Historic Landmark Board, Open Space Advisory Board, Transportation Commission	CD/PLN, CD/BLD, CD/OS, CD/SP, CD/ENG
Boards & Commissions	Documentation of compliance with laws requiring posting and distribution of notices of public meetings per Colorado Sunshine Act	Current + 2	Planning Commission, Board of Adjustment & Appeals, Board of Building Code Appeals, Historic Landmark Board, Open Space Advisory Board	CD/PLN, CD/BLD, CD/OS, CD/SP
Bonds - Licenses and Permits	Bonds required to be filed with the City before a license or permit (such as house moving, tree trimming, street cutting, etc.) can be issued or renewed	Current + 7	Retention period begins after expiration	CD/BLD
Bridge Inspections	Records of bridge inspections, inventory, changes to bridges and summary reports to the State or other agencies	Current + 7	Retention period begins when the project is closed or completed	CD/ENG
Building and Demolition Permit Files	Permits issued by the City to authorize and allow construction or demolition related activities (such as installation of plumbing, electrical or mechanical equipment, etc.) to proceed, including communication tower permits, structure demolitions, review records, building energy code submittals, permit refunds, cancelled permits, paid receipts, engineering letters, swimming pool contracts, plumbing data sheets	Permanent		CD/BLD
Building Construction Drawings and Plans - Nonresidential - Approved	Final drawings, plans, specifications, and site plans submitted by those applying for a building permit for public buildings, or commercial, industrial or apartment structures, including plan review detail sheets, approvals	Permanent		CD/BLD
Building Construction Drawings and Plans - Nonresidential - Not Approved	Unapproved drawings, plans, specifications, and site plans submitted by those applying for a building permit, including plan review detail sheets	180 days	Retention period begins from the date of submission	CD/BLD

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C.R.S. Section 6-17-104

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Building Construction Drawings and Plans - Residential - Approved	Drawings, plans (final or as-built), specifications, and site plans submitted by those applying for a building permit for residential or modular structures, including plan review detail sheets	1	Retention period begins after completion of the project or as directed by the adopted building code	CD/BLD
Building Construction Drawings and Plans - Residential - Not Approved	Unapproved drawings, plans (final or as-built), specifications, site plans submitted by those applying for a building permit, including plan review detail sheets	180 days	Retention period begins after submission	CD/BLD
Building Permit Applications - Issued	Applications received by the City for the erection of new structures or modifications to existing structures	180 days	Retention period begins after completion	CD/BLD
Building Permit Applications - Not Issued		180 days		CD/BLD
Census Forms and Reports	Federal law requires destruction of City input once provided; output from Census is accessed by City from Census Bureau website and not provided in any other format to the City.	Destroyed after input		CD/GIS (input only)
Certificates of Occupancy	Documents issued by the City after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used	Permanent		CD/BLD
Colorado Department of Transportation Projects	Records of roadway and signalization improvement projects on State highways located within the City that are partially or wholly funded by the City	6	Retention period begins after project completion.	CD/ENG
Conservation Easement Case Files	All correspondence pertaining to conservation easement process/transactions, life of the project, and continued stewardship of the easement. [NOTE: May include copies of executed easements, legal agreements, contracts, deeds, appraisals permanently being retained by City Clerk.]	Permanent		CD/OS
Data - Temporary	Data subsets created for one-time or short-term use or for the creation of various versions of mapping products	180 days		CD/GIS
Datasets and Data Files	Group of related records or data files organized and treated as a unit or any set of data that has a common theme or similar attributes that are part of the GIS database, conceptual groupings of data that share common characteristics, such as a layer composed of base or thematic data, e.g. roads (base) or wildlife habitat (thematic), geographic data that combines and links graphic representations of features or events found on the earth with corresponding tabular (attribute) data. EXAMPLES: base datasets, building and structure datasets, engineering datasets, land use and planning datasets	Current	Until superseded. Important Note: Data sets are retained permanently only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot	CD/GIS

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C.R.S. Section 6-17-104

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Deeds and Dedications	Conveyances of property or property rights to or from the City, including warranty deeds, dedication deeds and similar documents	Retain those created for administrative purposes for 1 year; those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first	Duplicate Copies Only (all originals to City Clerk for permanent retention)	CD/ENG, CD/OS
Development Case/Review Files	Final, approved records pertaining to developments approved by the City, including master plans, overall development plans, planned unit developments, site plans, site specific development plans, minor subdivisions, replats, resubdivisions, vacations of plats and plans, and similar projects. Includes records relating to department reviews of various aspects of development proposals; i.e., drainage reports, traffic impacts, infrastructure and utility impacts, environmental impacts, etc. EXAMPLES: public development projects, waivers, open space master plan, preliminary development plan (PDP), official development plan (ODP), tent permit (TP), preliminary development plan administrative amendment (PDPAA), official development plan administrative amendment (ODPAA)	Permanent		CD/PLN, CD/ENG, CD/GIS, CD/ADM
Development Proposals - Not Approved	Records pertaining to proposed developments not approved by the City, including conceptual reviews, master plans, overall development plans, planned unit developments, site plans, replats, resubdivisions and similar projects	Permanent		CD/PLN
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	Program Managers & all other duplicate copies

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COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Encroachment Permits	Permits issued by the City to allow the permanent or long-term location of communication, utility or other installations under or over public rights-of-way or publicly owned property	Permanent		CD/PLN
Excavation Permits		3		CD/ENG
Fence Permits		Permanent		CD/BLD
Financial Guarantees	Records relating to the acquisition and release of various forms of financial guarantee - including escrow accounts, letters of credit, liens, promissory notes - required by the City from other parties to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments	Current + 2	Retention period begins after expiration, completion of guaranteed project (if applicable) or release of the guarantee by the City	CD/PLN, CD/ENG, FN/AC, FN/TRS
Flooding Records	Records documenting the locations, extent and levels of flooding and subsequent mitigation efforts in the City	Permanent		CD/ENG
General Improvement Districts	Records relating to formation, boundaries, purpose	Permanent		CD/PLN
High Accident Locations	Records documenting accidents	7		CD/ENG
Inspection Reports and Files - Building and Structure	Records of final on-site inspections done by the City or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with building, fire, plumbing, mechanical requirements of the City and all other model building standards adopted by the City; also includes Rental Housing Program inspection records, inspection record cards, and inspection reports	Permanent		CD/BLD
Land Use - Violations	Records of violations of land use or related codes EXAMPLE: ODP violations	7		CD/PLN
Landmark and Historic Designations	Records relating to local, state or federal historic designations for buildings, structures or districts within the City and preservation of historic structures. Category includes historical markers, Historic Preservation Board action & original application	Permanent		CD/SP
Licenses and Registrations	Licenses issued to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems and in conjunction with Rental Housing Code EXAMPLES: Contractor's Registration, Rental Housing Licenses	1 or until updated		CD/BLD
Licenses and Registrations Certificates	Copies of annual license/registration certificates issued by the City for the use or display of the licensee	3		CD/BLD

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C.R.S. Section 6-17-104

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Maps and Drawings	Approved design and construction drawings for major municipal projects; maps and drawings stored and generated by geographic information system (GIS) and computer-aided design (CAD) systems; various construction drawings and renderings; municipal boundary maps, election precinct maps, zoning district maps; USGS topographic maps of the area; and other similar documents	Permanent		CD/GIS, CD/ENG
Monthly Reports - Building Activity		Current + 2		CD/BLD
Museum Records	Records documenting the acquisition and ownership of museum materials in museums, local history collections, and similar collections or repositories owned and operated by the City, including: raw (untouched) image files of museum artifacts; temporary custody forms documenting chain of custody of materials held for review pending a decision on permanent acquisition; contracts of gift or deeds of gift forms documenting permanent acquisitions; incoming loan and outgoing loan forms documenting the chain of custody of materials loaned to the museum or loaned by the museum to other repositories; and de-accession records documenting the removal of materials from the collection	Permanent		CD/SP
Naming and Renaming of Streets	Records relating to naming and changes of names of streets and roadways	Permanent		CD/ENG
Nuisance Abatement Records	Records documenting municipal enforcement of local provisions designated to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances	Current + 3	Retention period begins after last action or final payment	CD/PLN, PD/CE
Nuisances - General Land Use		Current + 3	Retention period begins after file is closed provided no litigation is pending	CD/PLN, PD/CE
Permanent Easements and Rights-of-Way	Conveyances of rights to place utilities or other infrastructure or to cross under or over property owned by another property owner	Retain those created for administrative purposes for 1 year; those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk for permanent retention)	CD/ENG, CD/OS

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C.R.S. Section 6-17-104**

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Permit Records	Documentation issued by the City as evidence that the bearer is allowed to undertake some type of activity for which a permit is required	Permanent		CD/BLD
Permitted and Accessory Uses	Records pertaining to conditional uses, special uses, nonconforming uses and accessory uses	Permanent		CD/PLN, CD/BLD
Plans, Studies and Reports	Approved documents prepared in-house or externally as commissioned by the City regarding regional and local planning, strategic or long-range planning or growth for the City, such as comprehensive land use plans, urban growth area plans, stormwater basin plans, transportation plans, utility plans, economic development plans, streetscape plans, corridor plans, housing plans, including land use records	Permanent		CD/PLN, CD/OS, CC
Project Bonds	Labor & Materials Bonds, include surety and other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors and suppliers [NOTE: May be part of a contract or agreement to be filed with City Clerk's original upon completion of project.]	Current + 1	Retention period begins after expiration, completion of project or release by the City	CD/PLN, CD/ENG
Publications	Documents printed or otherwise produced for wide internal or external distribution, including annual reports, brochures, pamphlets, leaflets, studies, proposals, newsletters, instructional materials, and similar materials printed by or for the City or any of its departments, and made available to the public EXAMPLES: COW Talk, Citizen Newsletter, City Link, Westminster Business Briefs, pamphlets, City newspaper	Permanent		CD/BLD, CMO, CC
Railroad Crossings	Crossing plans and drawings, PUC/CDOT public hearings and rulings, reports and studies, accident records, corrective actions in relation to State inspection reports and similar documentation	Permanent		CD/ENG
Referrals - Direct Interest to the Municipality	Records of development proposals from other entities (cities, counties, school districts, etc.) referred to City for advisory review and deliberation	3		CD/PLN
Referrals - Other		Current	Until no longer needed for reference	CD/PLN
Registers - Licenses and Permits	Records, listings or logs of issuance of licenses or permits by the City	Current		CD/BLD
Registers and Ledgers	Record books and ledgers that are kept to provide a listing of all issued building permits	Current + 2		CD/BLD
Right-of-way Permits	Permits issued for private use or instruction on municipal right-of-way (public way) such as streets, sidewalks or adjacent land for demolitions, excavations, street cuts, blasting, crane operations, barricade installations, concrete construction (curb, gutter sidewalks) or the moving of heavy equipment or houses	Current + 3	Retention period begins after expiration, revocation or discontinuance of use	CD/ENG

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C.R.S. Section 6-17-104

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Signs - Construction and Installation	Records documenting permits for installations of billboards and signs. EXCLUDES temporary sign permits	Permanent		CD/BLD, CD/PLN
Soil Condition Reports	Records of soil conditions, including nature, distributing and supporting ability of soils on building sites prior to issuance of building permits or approval of public infrastructure construction plans	Permanent		CD/ENG, CD/BLD, CD/PLN
Special Improvement Districts	Records relating to formation, boundaries, purpose	Permanent		CD/PLN
Speed Zone Records	Records documenting establishment and changes to speed zones in the City	Current + 3	Retention period begins when superseded.	CD/ENG
State Highway System Records	Records regarding street maintenance contracts with Colorado Department of Transportation (CDOT) and other standards and policy issues relating to State highways within the City	Permanent		CD/ENG, PWU/SO
Stormwater Drainage System	Records relating to the management of stormwater run-off and drainage, flooding and storm drainage basins	Permanent		CD/ENG
Street Address and House Number Records	Records pertaining to street dedications, street closings, the assignment and alteration of street names and house numbers, and similar records providing official control of the naming and numbering of streets and addresses	Permanent		CD/PLN, CD/ENG
Street Lighting Files	Records relating to street lighting improvements, maintenance and repairs on municipal streets and roadways	7		CD/ENG, PWU/SO
Temporary Access and Construction Easements	Documentation of temporary easements allowing access and entrance to, and work on, property or streets not owned by the easement holder	Current	Retain for term of agreement	CD/ENG
Traffic Marking and Signalization Files	Records documenting traffic marking and signalization projects	7		CD/ENG
Trailer / Mobile Home Inspection Reports	Records of inspections by the City or its agents of mobile home installations, anchoring, utility connections, etc.	Permanent		CD/BLD
Transportation System Records	Records pertaining to the operation of municipal transportation systems	7		CD/ENG
Unsafe Buildings	Documentation of complaints, inspections, notifications corrective actions, closure and boarding, demolition and related actions relating to buildings and structures determined to be unsafe	Permanent		CD/BLD
Variance and Exemption - Running with the Land		Permanent		CD/PLN

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C.R.S. Section 6-17-104

COMMUNITY DEVELOPMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Variance and Exemption - Temporary		Current + 3	Retention period begins after expiration, revocation or discontinuance of use	CD/PLN
Variance and Exemption Case Files	Records pertaining to approval of variances to municipal code requirements, such as setback and parking requirements, requested by property owners and developers due to hardships and circumstances outside of their control			CD/PLN
Vested Property Rights	Documentation that is typically recorded to place on public record the vesting of development rights subsequent to approval by the City of development proposals	Permanent		CD/PLN
Water & Sewer Tap Connections	Records regarding the application for and issuance of water and sewer tap permits and connections between specific properties and the City's utility systems EXAMPLES: Outside Users Tap Records, Sewer Tap Permits, Tap Inspections, Water Tap Permits	Permanent		CD/BLD
Zoning Records	Records pertaining to the initial zoning or the rezoning of property within the City including zoning certificates, including zoning letters and applications	Permanent		CD/PLN

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C.R.S. Section 6-17-104

CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Accounts Payable	Records that serve as the basis for payment of bills by the City, including copies of bills paid, copies of checks, invoices, purchase orders and receiving reports, and correspondence with vendors		
Accounts Payable Records in General		Current + 6	
Balance Sheets		Until updated	
Bills Paid		Current + 6	
Charge Slips and Credit Card Statements	Documentation of charges for items such as printing and meals or credit card transactions	Current +6	
Credit Card Records	Records of credit cards issued to the City for municipal use EXAMPLE: P-Card administration	Current + 2	Retention period begins after cancellation
Expense Records	Travel Reports maintained to document travel, mileage, claims for reimbursement and other expenses of municipal officials while on municipal business, including requests, authorizations, reimbursements and other similar transactions	Current + 2	Retention period begins after audit has been completed
Form 1099	Sent to vendors such as contractors when the vendor's charges for services exceed \$600 for the year	Current + 6	
Invoices and Statements		Current + 6	
Invoices and Statements - Debt Financing	Trust/debt financing requisitions EXAMPLE: Trust Requisitions	Final Maturity or when bonds are paid in full + 4	
Petty Cash Records	Records of petty cash fund account and requests for petty cash for various purposes	Current + 2	
Reports of Bills Allowed	Listings of bills presented to the governing body or other authority for payment authorization	Current + 6	
Vendor Files	Files maintained as a unit to track accounts payable activity for specific vendors, including information such as name and address, correspondence, copies of checks, etc. A/P Files	Current + 6	
W-9 Forms	Forms used to record information, including taxpayer identification number, for vendors, contractors, and service providers paid more than \$600 per year	Current + 6	Retention period begins with most current activity
Budget Records			
Budget - Final Adopted WEDA and GIDS	Final financial plan for the budget period established by the City as approved by the governing body for the allocation and budgeting of all expenditures	Permanent	Duplicate copies until superseded

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Budget - Preliminary WEDA and GIDS	Draft version of the budget presented for public inspection and review prior to consideration of the budget by the governing body	Current + 2	
Budget Work Papers	Papers used to assist in the preparation and review and decision-making processes for department budget requests, including reports, budget instructions, worksheets, spending plans, budget proposals, financial forecasting reports and similar records EXAMPLES: Supplemental appropriation reconciliation, carryover reconciliation and WEDA forecasts	Current + 6	
Financial Guarantees	Records relating to the acquisition and release of various forms of financial guarantee, including escrow accounts, letters of credit, liens, promissory notes required by the City from other parties to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments	Current + 2	Retention period begins after expiration, completion of guaranteed project (if applicable) or release of the guarantee by the City
Monthly or Quarterly Reports	Periodic reports regarding the status of receipts and disbursements in comparison to the adopted budget EXAMPLE: Monthly and Quarterly Reports and work papers, supplemental appropriation reconciliation for GIDs and WEDA (workpapers only)	Current + 2	
Year-end Reports	Summary annual budget reports compiled at year-end, including budget to actual schedules in CAFR, WEDA and GIDs	Permanent	
Fixed Asset Records	Inventories and listings kept to track and control the fixed assets of the City, including building, real estate, office equipment, tools, and other equipment		
Annual Reports	Worksheets compiled for annual reports listing totals of all fixed assets, purchases and dispositions of assets	10	
Depreciation Detail		10	
Disposition Records	Records of disposal of municipal property (non-real estate) and unclaimed, abandoned or confiscated property, such as bicycles and vehicles, by competitive bidding or destruction, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals EXAMPLE: Annual Fixed Asset Book	10	Retention period begins after disposition of property

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Fixed Asset Files	List of all municipal property (buildings and real estate), vehicles, equipment and furniture. Includes description, cost, date purchased, location, name of vendor and depreciation	10	
Franchise Records	Records pertaining to the collection of franchise fees or occupation taxes from franchise holders	Current + 6	
Surplus Real Property Records	Documentation of the sale of surplus real property, including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence	Current + 2	
Accounts Receivable	Records that serve as the basis for collection of amounts owed by vendors, organizations and citizens having accounts with the municipality, and documentation of billing and collection of monies		
Accounts Receivable Records in General	Category includes Building Permit Fees, Impact Fees, Parkland Fees and other fees collected by the City, Returned Checks, A/R records	Current + 2	
Balance Sheets		Until updated	
Cash Books, Receipts and Reports	Cash book showing fee and other receipts, cash account pre-edit listing, daily cash receipt reports (DCR's) and other documentation of receipt of monies for fees, parking tickets, rentals, registrations, etc. Category includes receipt books	Current + 2	
Cash Register Validation Tape	DCR envelope tapes, etc.	Current + 2	
Invoices and Statements Issued by Municipality	Billings by the City to outside companies or institutions for damages, supplies, services or repairs, etc. Category includes utility billing records, water and sewer billing statements or invoices	Current + 6	
Fund Records			
Trust Fund Records	Documentation of bequests to the City. EXCLUDES bond trust records	Current + 2	Retention period begins after trust fund closed
Government Revenue Programs	Records pertaining to government programs allocating state and federal revenue sharing funds to municipalities for specific purposes		
Cigarette Tax	Records of allocations to and receipt by the City of taxes collected on tobacco sales within the City	Current + 6	
Conservation Trust Fund	Records of allocation to and receipt by the City of lottery funds	Current + 6	

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Highway Users Tax Fund (HUTF)	Records pertaining to the receipt by the City of HUTF funds from the State of Colorado to be allocated for expenditure for the construction, engineering, reconstructions, maintenance, repair, equipment, improvement and administration of the system of streets, public highways or state highways within the City	Permanent	
Instructions for Completing Government Forms		Until superseded	
Revenue Sharing	Documentation and reports of the City's receipt and reallocation of federal revenue sharing funds, including public notices, expenditure records and reports, project records, financial and payroll records, etc. SEE Project Files	Current + 6	
Severance Tax	Records of allocation to and receipt by the City of a portion of revenues collected by the state on the basis of residence of severance taxpayer employees	Current + 6	
Improvement District Records	Records relating to the creation, assessment and operation of general or special improvement districts established for purpose of making improvements		
Payment Receipt Records	County Statement - SID only	Current + 6	
Ledgers & Journals			
General Ledger	Year-end summary of receipts and disbursements by account and fund reflecting the general financial condition and operation of the City. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries (NOTE: Referenced as YE summaries maintained in Audit Box)	Permanent	
Journal Entries	Referenced as J/E	Current + 6	
Subsidiary Ledgers and Journals	Daily, monthly, quarterly or year-end transaction detail providing backup documentation to General Ledger, including Sales and Use Tax Registers and daily general ledger	Current + 6	
Loan Records			
Public Improvement Loans	Significant loans obtained to finance public improvements and debt records related to issuing debt, obtaining loans to finance public improvements	Current + 6	Retention begins after payment and cancellation
Routine Loans	Minor loans obtained for purposes other than public improvements	Current + 6	Retention period begins after payment and cancellation

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Purchasing Records	Records pertaining to procurement of services or commodities, including purchase requisitions, purchase orders, vouchers, field orders, work orders, purchasing control forms, solicitations and specifications, as well as invoices and other supporting documentation for purchases		
Auction Records	Summary reports and other records of municipal property sold at public auction	Current + 2	
Bills of Sale and Auction Receipts	Documentation of acquisition or disposition/auction of vehicles or equipment by the City	Current + 1	Retention period begins after audit of records pertaining to disposition of vehicle or equipment
Procurement and Purchasing Policies	Directives, memoranda or manuals pertaining to policies established by the City for the procurement of commodities and services	Permanent	
Purchasing Control Forms	Purchase orders, purchase requisitions, field purchase orders, vouchers and other forms documenting the procurement process	Current + 6	
Surplus Real Property Records	Documentation of the sale of surplus real property, including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence	Current + 2	
Titles to Vehicles		Until Vehicle is Sold	
Vendor Lists	Listings of vendors providing goods and services to the City, usually including names, addresses, phone numbers, description of goods or services provided	Current	Until superseded or obsolete
Reports - Financial	Reports created for internal use to document the status of funds, bank accounts, investments and other accounting of municipal funds, including financial projection reports		
Annual Reports	Statistical reports on the financial affairs of the City or specific departments, including a statement on the value of all municipally owned property and an accounting of all income and expenditures in relationship to the final budget	Permanent	
County Treasurer's Reports	Periodic reports of the County Treasurer regarding the distributions of taxes collected on behalf of the City, WEDA, and GIDs including information regarding taxes collected, interest and fees	Current + 6	

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Property Tax Records	Records pertaining to the City's property tax assessment, including mill levy certifications to the County, notices of assessed valuation received from the County, abstracts of assessment and registers listing of property tax assessed on parcels of land in the City, including WEDA and GIDs	Permanent	
Revenue and Expenditure Reports	Reports including information regarding cost analysis, itemized expenditures and revenue sharing. EXAMPLE: Financials	Current + 6	
Sales and Use Tax Records	Records pertaining to the collection and refund of sales and use tax, including sales tax audits and collection reports, motor vehicle sales tax receipts, tax returns, and transaction journals or logs		
Administrative Proceedings Records	Records of formal administrative proceedings conducted by municipal staff (possibly subject to appeal to the governing body or the courts) in accordance with law to make administrative rulings or determinations regarding a variety of matters EXAMPLES: sales tax/audit hearings, nuisance abatements, minor personnel matters not otherwise covered by the retention manual	Current + 3	Retention period begins after all rights of appeal have expired.
Applications - Sales Tax		Current + 2	Retention period begins after business terminates
Audits - Sales Tax		Current + 10	
Delinquent Sales/Use Tax Notices		Current + 5	
Master File - Sales Tax		Until updated	
Motor Vehicle Sales Tax Receipts		Current + 5	
Register - Sales & Use Tax	DCR Report	Permanent	
Returns - Sales & Use Tax		Current + 5	
Transaction Journal/Log	Record of sales and use tax daily transactions	Current + 2	
Utility Billing	Records relating to the billing of customers for utility services		
Adjustment Records	Records documenting account adjustments to customer accounts for water, sewer, power or other utility services provided by the City	Current + 2	
Cash Receipts Journals		Current + 2	

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Disconnect Records	Records documenting the disconnection of properties from municipal water, sewer, power or similar utility because they are abandoned	Permanent	
Journals	Utility billing journals and registers for water, sewer or electric service	Current + 6	
Meter Location Records	GIS and physical location description	1	Retention begins after removal of meter
Meter Reading Exception Report		Current + 2	
Meter Reading Sheet		Current + 2	
Nonpayment Billing - First and Second Notice		6 months	Retention period begins after next billing cycle is complete
Security Deposit Records	Records documenting customer payment of security deposit to received water, sewer, power or other utility services	2	Retention period begins after refund or last action
Statements	Water and sewer billing statements or invoices. Includes Utility Billing Records, Water & Sewer Billing Statements or Invoices	Current + 2	
Trouble Orders	Records documenting utility service complaints and problems	Current + 2	
Turn-off/Turn-on Orders	Records documenting the termination of utility services	Current + 2	
Worksheets - Financial	Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; spreadsheets, worksheets, preparatory notes, tentative financial estimates and projections, and other documentation of a preliminary or deliberative and transitory nature	Until no longer needed	
Audit Records	Records documenting external audits of the financial position of the City and internal audits of financial policies, procedures and financial transactions		
Audit Reports	Annual or special reports prepared by external auditors examining and verifying the City's financial activities or the financial activities of a fund, department or other component of the municipal government EXAMPLE: Comprehensive Annual Financial Report (CAFR)	Permanent	
Audit Work Papers	Also known as the Audit Box, this documentation consisting of routine correspondence with auditors and copies of municipal records compiled for use by auditors in performing an audit	Permanent	

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Internal Audit Reports	Reports prepared by internal audit examining and verifying the City's financial policies	Permanent	
Internal Audit Work Papers	Documentation consisting of internal correspondence and copies of municipal records compiled for use during internal audit performance	Permanent	
Bank Records	Records documenting the current status and transaction activity of municipal funds held at banks		
Bank Records in General	Includes positive pay returns, deposit corrections, bank correspondence, etc.	Current + 6	
Bank Statements	Monthly statements showing the amount of money on deposit to the credit of the municipality. ADA Bank statements for Operating, Workers Comp, Court, UB Lockbox, ST Lockbox, Sweep, Controlled Disbursement	Current + 6	
Bankruptcy and Foreclosure Records - Liens and lien releases related only to Utility Billing & Sales Tax	Records documenting bankruptcies and foreclosures in which the City has some kind of a financial interest due to liens, unpaid assessments, unpaid fees or bills	Current + 6	Retention period begins after the municipality recovers money owed or has no further interest in the proceeding
Cancelled Checks	ADA Workers Comp and court accounts	Current + 6	
Check Records		Current + 6	
Deposit Slips	Bank cashiers' slips showing account and date of deposit of monies into municipal accounts	Current + 2	
Reconciliations	Monthly bank reconciliations, including trusts	Current + 6	
Register - Check	Chronological listing of check entries. EXAMPLE: monthly check reconciliation	Current + 6	
Trial Balances	All system account balance reports and transaction detail reports required to complete bank reconciliation	Current + 6	
Trust Statements	Monthly statements showing the amount of money on deposit to the credit of the municipality EXAMPLE: Bond Statements	Current + 6	
Voided Checks		Current + 6	
Bond Issue Records			

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Bond Issue Files	Records that document the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues, including bond anticipation notes, industrial development revenue bonds, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; usually include correspondence and general documentation, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds sold as evidence of municipal indebtedness <u>SEE</u> also Public Improvement Loans	Final maturity or when bonds are paid in full + 4 yrs	
Bond Issue Proceedings Books	Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents related to the approval process and issuance of bonds typically compiled in book form for presentation to the City by the bond agent or bond counsel	Final maturity or when bonds are paid in full + 4 yrs	
Bond Registers and Ledgers	Used to document the redemption of coupons for municipal bonds Bond registration and redemption transactions may be handled by bond registration or paying agent for some cities	Final maturity or when bonds are paid in full + 4 yrs	
Bond, Notes and Coupons Paid	Canceled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt	Final maturity or when bonds are paid in full + 4 yrs	
Capital and Redevelopment Projects	Keep Payment Requisitions to the Trustee	Final maturity or when Bonds are paid in full +4 yrs	
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Investment Records	Records documenting various investments made by the City, including bank or portfolio statements and registers EXAMPLES: certificates of deposit, money market certificates, savings bonds, stocks and bonds, treasury bills and notes, etc.	Current + 6	Retention period begins after maturity
Policies and Procedures Documentation	Investment Policies, Debt Policy, P-Card	Permanent	
Studies, Plans and Reports - Historical	Keep (WEDA) feasibility studies (revenue forecasts done before bond issuance)	Permanent	
Water Stock Certificates	Documents issued to the City by water companies as proof of an ownership interest in the company	Permanent	
Payroll Records			
Credit Union Deduction Requests	Credit union deduction forms	10 yrs for benefitted; 3 yrs for non-benefitted	Retention period begins after separation
Direct Deposit Reports	Direct deposit forms	10 yrs for benefitted; 3 yrs for non-benefitted	Retention period begins after separation
Garnishments	Documentation of requests and court orders served on the City to withhold the wages of employees for garnishments, tax levies, support payments and other reasons	10 yrs for benefitted; 3 yrs for non-benefitted	Retention period begins after separation
Other Employee Records	All other administrative forms, employee files	10 yrs for benefitted; 3 yrs for non-benefitted	Retention period begins after separation
Leave Records			
Other Periodic Reports	Employee Leave History Report R55146, General Leave Update Report processed on a bi-weekly schedule	Current + 6	
Year-end Reports	General Leave Audit Report	Current + 6	
Payroll Reports			
End of Pay Period	All pre- and post-payroll reports processed on a bi-weekly basis, including but not limited to, payroll register, payment register, bank deposit register, DBA registers, checks and advices, FLSA, general leave, pension audits, tax reports, timesheets, etc.	Current + 6	
Payroll Tax Records	Records of collection, distribution, deposit and transmittal of federal and state income taxes, including employer's quarterly tax return (941, 941E) and other similar federal and state forms	Current + 6	
Quarterly	Quarterly audits, including but not limited to, Charity, garnishments, clearing accounts, and comp time cash out	Current + 6	

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CITY OF WESTMINSTER - FINANCE DEPARTMENT

Record Title	Description	Retention Period	Citation
Register - Payroll (Year-End)	Documentation of the earnings, voluntary and required deductions and withholdings of employees	Permanent	
W-2 Forms	Annual wage and tax statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax	40 yrs	
W-4 Forms	Withholding allowance certificates documenting exemption status of individual City employees	10 yrs for benefitted; 3 yrs for non-benefitted	Retention period begins after separation
Year-End	Year-end reports, including but not limited to, Charity, garnishments, general leave, clearing accounts, and comp time cash out. Reports could include rate reports, as well as DBA and tax reports used to reconcile W-2s	Current + 6	Provided payroll register is retained permanently
Retirement Records			
Actuarial Reports	Reports by actuaries concerning the financial soundness of a pension plan	Permanent	
Retirement Awarded	Records of applications for pensions, determinations regarding award of pensions and actuarial calculations for the pension	Permanent	

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FIRE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	FD
Emergency Medical Services (EMS) / Rescue Unit Records	EMS field notes, trip sheets, incident reports, patient care reports	Permanent		FD
Equipment Records - Public Safety - Major	Includes Emergency 9-1-1 Service, air packs and explosion monitor records	Current + 7	Retention period begins after equipment is replaced, sold, or destroyed	FD
Equipment Records - Public Safety - Minor	Includes fire hydrants, pumper tests and hose test records, as well as radar guns and camera radar records	Current	Retention period begins after disposal of equipment	FD, PD, PWU
Fire Department Records (if International Fire Code is Adopted)	Municipalities that adopt the International Fire Code (IFC) should follow the records retention provisions set out in the IFC as follows, unless a local exception is adopted by ordinance	Permanent as long as the building the action pertains to is still in existence		FD
Hazardous Materials - Registration		Permanent		FD
Hazardous Materials Incidents - Criminal		Permanent		FD, GS/ADM/ES
Hazardous Materials Incidents - Noncriminal		Permanent		FD, GS/ADM/ES
Incident Investigations - Fatality		Permanent		FD
Incident Investigations - Noncriminal		Current + 7	Retention period begins after incident is closed	FD

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FIRE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Incident Investigations - Non-fatality		Current + 10	Retention period begins after incident is closed	FD
Incident Investigations - Rescue Incident Reports		Permanent		FD
Incident Prevention Reports - Fire / Safety		Current + 2		FD
Inspections - Business Inspection Records		Permanent		FD
Permits	Permits issued by the City to individuals, or to the City by other agencies, such as fire alarm, fire sprinkler, fire suppression, hood, fire pump, AST/UST, clean agent system, hazardous materials, industrial ovens, LP-gas, spray booth/dipping, standpipe systems, other, general, including open burn, pyrotechnics, fireworks, tent/canopy, temporary fuel storage, open flame burning. Permits include plan review and inspections	Permanent as long as the building the action pertains to is still in existence		FD
Ride-Along Program Records	Records of programs that allow citizens to ride-along with officers EXAMPLE: Ride-Along applications - approved	Current + 1		FD
S.A.R.A. Tier II Reports	Superfund Amendments Reauthorization Act reports	Current + 2		FD

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Administrative Proceedings Records	Records of formal administrative proceedings conducted by municipal staff (possibly subject to appeal to the governing body or the courts) in accordance with law to make administrative rulings or determinations regarding a variety of matters EXAMPLES: sales tax/ audit hearings, nuisance abatements, minor personnel matters not otherwise covered by the retention manual	Current + 3	Retention period begins after all rights of appeal have expired.	GS/HR, CD/PLN, FN/TAX, PD/ADM, PD/PAT, PD/INV
Advertisements of Job Opportunities	Advertisements and announcements regarding job openings, promotions, training programs or overtime work	Current + 1		GS/HR
Affirmative Action Plan		Permanent		GS/HR
Affirmative Action Records	Records of requests for job applicant's reasonable accommodation applications, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, selections for training or apprenticeship	Current + 1		GS/HR
Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) Records	Records required to be retained under Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) containing results of physical examinations considered in connection with personnel actions	Current + 10		GS/HR
Alcohol Test Results - Concentration Greater Than 0.02		Current + 4		GS/HR
Alcohol Test Results - Concentration Less Than 0.02		Current + 4		GS/HR
Applications for Employment and Supporting Documents - Not Hired	Applications, resumes and supporting documentation submitted for municipal employment by individuals not hired. Category includes background investigation files, examinations, and polygraph records	3 years from position opening date	Retention period begins after decision is made	GS/HR
Background Investigation Files - Not Hired	Files containing background investigation information for public safety applicants, such as background checks, CVSA narrative psychological reports, reference checks, etc.	Current + 4	Retention period begins after decision is made	GS/HR
Benefit Plans	Documentation relating to employee health, dental, vision and other insurance plans; Social Security, pension, deferred compensation, Individual Retirement Accounts, money purchase plans, retirement and similar plans; including a benefit plan description and/or a summary benefit plan description - includes records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, applicable resolutions	Current + 1	Retention period begins after termination of plan	GS/HR
Benefit Reports	Reports detailing the status of employee benefits, such as the amount of flex time remaining	Current + 10		GS/HR
Boards & Commissions	Written recommendations to the City Council or other entities rendered in an advisory or decision-making capacity	Current +2	Personnel Board, Environmental Advisory Board	GS/HR, GS/ADM/ES

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Boards & Commissions	Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting	Regular Meetings - 6 months after minutes approved; Executive Sessions - 90 days	Personnel Board, Environmental Advisory Board	GS/HR, GS/ADM/ES
Boards & Commissions	Minutes of Meetings	Permanent	Personnel Board, Environmental Advisory Board	GS/HR, GS/ADM/ES
Boards & Commissions	Documentation of compliance with laws requiring posting and distribution of notices of public meetings	Current + 2	Personnel Board, Environmental Advisory Board	GS/HR, GS/ADM/ES
Bonds - Public Officials	Fidelity, surety, blanket or other bonds intended to guarantee honest and faithful performance of officials such as the municipal clerk, financial officer or administrator	Current + 7	Retention period begins after termination of plan	GS/HR
Case Files	Records containing summonses and complaints issued for appearances in municipal court and supporting documentation such as citations, notices, letters, other court-issued instruments, forms, etc. EXAMPLES: appeals, bonds and supporting documentation, subpoenas, electronic recordings of court proceedings, warrants	Current + 7	Retention period begins when all rights to appeal have expired	GS/MC
Cash Books, Receipts and Reports	Cash book showing fee and other receipts, cash account pre-edit listing, daily cash receipt reports (DCR's) and other documentation of receipt of monies for fees, parking tickets, rentals, registrations, etc. Category includes receipt books	Current + 2		GS/MC, FN/AC
Certificates of Insurance	Documentation provided by City insurance providers as proof of city insurance coverage for specific purposes	6	Retention period begins after expiration of certificate	GS/ADM/RM
Chemical Inventory Lists		Permanent		GS/ADM/ES
Collective Bargaining Records	Records from collective bargaining negotiations and supporting documentation such as general correspondence; records relating to the selection of negotiators, mediators and arbitrators; negotiation session agendas, notes, recordings and summaries, etc.	Current + 3	Retention period begins after expiration of the collective bargaining agreement	GS/HR
Compensation Plans Pay Plans	Written plans outlining job titles and pay scales for municipal employees	Permanent		GS/HR
Compensation Plans Seniority or Merit Systems		Current + 1	Retention period begins after plan or system is discontinued	GS/HR
Court Accounts Receivable Records in General	Records that serve as a basis for collection of amounts owed by citizens. Category includes fines, costs, restitution, bonds and any other monies assessed by the court and collected by the Court, (examples - daily reports, daily transmittals, etc.)	Current + 7	Retention period begins when all rights to appeal have expired	GS/MC

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Court Bonds, Restitution Disbursements, Outstanding Judgment Warrant Fees and Supporting Documentation	Bonds held and disbursed for legal proceedings and supporting documentation; including restitution disbursements, appeal bonds, cash bonds, personal recognizance bonds, surety bonds, transcript bonds, jury bonds, etc. Outstanding Judgment Warrant Fees collected and disbursed according to statute.	Current + 7	Retention period begins when all rights to appeal have expired	GS/MC
Court Maintained Bank Accounts and Records	Category includes records management system generated check register, check stubs, voided check stubs prepared for bonds, restitution, transcripts, nightly deposit slips, etc.	Current + 7	Retention period begins when all rights to appeal have expired	GS/MC
Court Reports	Summary reports from municipal court to the municipality	Annual reports - permanent. Other reports - 2 years + current		GS/MC
Docket Sheets	Rosters and listings of court cases to be heard and dates and times set for court appearances	Current + 7		GS/MC
Docket Sheets - Older than 1920		Permanent		GS/MC
Driver Verified Positive Test Results		Current + 4		GS/HR
Driver's License Verifications	Records of periodic checks by the City that employees have the appropriate valid drivers' licenses	Current	Until completion of subsequent verification, or until separation from employment, whichever comes first	GS/HR, GS/ADM/RM
Drug Testing Records	Pre-employment and random drug testing records relating to municipal employees (does not include CDL drug testing)	Current + 10	Retention period begins after separation from employment	GS/HR

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	Program Managers & all other duplicate copies
Employee Drivers' License Records	Records relating to administration of the CDL Program, including copies of expired driver's licenses, DOT physicals, program brochures and flyers, employee drivers' licenses	Current + 10		GS/HR, GS/ADM/RM
Employee Longevity Records	Report related to individual employee	Current + 10	Retention period begins after separation	GS/HR
Employee Records - Active and Terminated	Also known as employee files or personnel files, documentation of an individual employee's work history, including information regarding active and terminated employees maintained because of	Current + 10	Retention period begins after retirement or separation provided	GS/HR
Employment Verifications	Records of verification of employment in response to external requests (i.e., verifications of employment status needed for loans, child support, job applications, etc.)	Current + 1		GS/HR

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Environmental Monitoring and Reviews	Records pertaining to local and regional permit and application reviews, monitoring, inspections, investigations, surveys, screenings, testing and similar activities by the City of land uses and activities that could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfill locations, etc. EXAMPLES: Regional Air Quality Council (RAQC) Street Sanding and Sweeping Report, Hazardous Waste Disposal Manifests, CFC (Chlorofluorocarbons) Program and CFC Inspection Worksheets, Water Quality Environmental Audits and Biological Assessments	Permanent		GS/ADM/ES, GS/BOM, PWU/SO, PRL/PRK
Equipment Records - General	Records pertaining to major mechanical systems in municipally owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers; etc. Records pertaining to the acquisition, installation and operation of office equipment including manuals provided by the vendor regarding specifications and proper installation, operation and maintenance. Includes records of manufacturer's warranties and guarantees relating to operation or replacement of equipment or components. Records and reports pertaining to maintenance and inspections performed for equipment	Current + 1	Retention period begins after equipment is replaced, sold, or destroyed	GS/BOM, PRL/DD, PWU
Family and Medical Leave Act (FMLA) Records	Records required to be retained under Family and Medical Leave Act (FMLA); includes an FMLA leave request relating to medical certifications, recertification or medical histories of employees or employees' family members. These records shall be maintained in separate files/records and be treated as confidential medical records, except that supervisors and managers may be informed regarding necessary restrictions and accommodations, not the nature of the condition, first aid and safety personnel may be informed (when appropriate) if the employee may/might require emergency treatment, and government officials investigating compliance with FMLA shall be provided relevant information	Current + 10		GS/HR
Federal Excise Tax	Exemption certificates from gasoline vendors issued to the City that are required for allowance of federal tax credits for vendors to bill less the excise tax	Current + 6		GS/FM
Financial Records - Budget Reports	Periodic reports regarding the status of receipts and disbursements in comparison to the adopted budget - Risk Management Quarterly budget report to CMO	Current + 2		GS/ADM/RM
Financial Reports - Annual	Statistical reports on the financial affairs of the City or specific departments, including a statement on the value of all municipally owned property and an accounting of all income and expenditures in relationship to the final budget	Permanent		FN/AC, GS/BOM

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Fines and Charges	Schedules of fines and charges (fee schedules) imposed by the municipal court	Permanent		MC
Fuel Records	Records pertaining to fuel usage by municipal vehicles and equipment, including periodic fuel usage reports	Current + 2		GS/FM
General Administrative Records - Incident Reports	Reports of incidents that may happen during the course of municipally sponsored programs, events, activities, etc. that are exceptions to the normal course of business, such as rescue,	Current + 3		GS/ADM/RM
General Liability Claims - <u>SEE</u> also Insurance Records	Records of notifications of claims regarding potential lawsuits received by the City or an authorized representative that are forwarded to legal counsel and/or the City's insurance carrier	Current + 7	Retention period begins after closure of claim	GS/ADM/RM, CAO
Grievances	Records of personnel grievances filed by employees	Current + 4 after settlement		GS/HR
Group Health Insurance - Continuation of Coverage	Records showing covered employees, their spouses and dependents have received written notice of continuing group health insurance and COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) rights, and whether the covered employees, spouses and dependents elected or rejected coverage	Current + 3		GS/HR
Hazardous Materials Exposure	Records of any personal or environmental monitoring of exposure to hazardous materials, lead and asbestos, chemicals, toxic substance, noise, dust, heat, cold, repetitive motion, blood-borne pathogens,	Current + 30 yrs	Retention period begins after separation	GS/ADM/ES, GS/ADM/RM, FD
HIPAA Authorizations for Release of Information	Employee (patient) authorizations for release of protected information	Current + 5	Retention period begins from date of creation of the record	GS/HR
I-9 Forms	Record of verification of citizenship and eligibility to work in the United States, including verification documentation that establishes identity and eligibility (Immigration and Naturalization Services Form I-9, Employment Eligibility Verification Form); applies to all employees hired after November 6, 1986	3 years from date of hire or 1 year after separation, whichever is later		GS/HR
Insurance Policies	Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards for the municipality under the insurance policy	6	Retention period begins after the policy expires <u>or</u> after all claims are closed, whichever is later	GS/ADM/RM
Insurance Records	Records of claims for damages made by the municipality against other parties and made by other parties against the municipality that are not litigated	Current + 6		GS/ADM/RM
Job Descriptions and Specifications	Written descriptions of duties performed, qualifications and physical requirements for municipal positions	Until superseded		GS/HR

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Jury Records	Records relating to selection and oversight of jurors, rosters of persons selected to serve on juries and instructions regarding their service on the jury and juror's summons	Current + 2		GS/MC
Maintenance, Upkeep and Damage Records	Records documenting the minor maintenance, repair and upkeep of municipally owned facilities and property. Includes chemical application, damage, and inspection records	Current + 2		GS/BOM
Maintenance, Upkeep and Damage Records	Damage Records - Records of damage and vandalism to municipal property, including signs, trees, park facilities, aquatic facilities, golf courses, buildings, fences and other municipal property	3 after DOI		GS/ADM/RM
Maintenance, Upkeep and Damage Records	Annual CIRSA inspections to document safety of City-owned property and facilities	Current + 3		GS/ADM/RM
Municipal Buildings, Structures, Facilities	Records relating to construction of buildings and structures owned by/for the City, including as-builts, blueprints, floorplans, or best available drawings	Current + 7	Retention period begins after disposition of building or structure	GS/BOM
Negative and Cancelled Test Results		Current		GS/HR
Organization Files	Records that contain organization charts, reorganization studies and similar information that illustrates or provides a detailed description of the arrangement and administrative structure of the City - category includes Yearly HR Budget Book	Permanent		GS/HR
Personnel Records - Workers Compensation	Injury reports and supplemental reports and claim records for workers' compensation	Current + 6		GS/ADM/RM
Probation Files	Records related to probation cases including probation officer reports, copies of court notices, school records, community service records, test results and meeting notes	Current + 7	Retention period begins when probation is completed or all rights to appeal have expired	GS/MC
Qualification Records	Records documenting firearms qualifications for police officers, including individual shooting range score sheets	Current + 10	Retention period begins after separation from employment	GS/HR, PD/PSU
Registers and Indexes	Alphabetical or numerical indexes or registers of municipal court cases and transactions	Current + 7	Retention period begins when all rights to appeal have expired	GS/MC

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Report EEO-4	Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by municipalities with 15 or more employees	Current + 2		GS/HR
Routine Inspections	Records of routine fire prevention, air samplings, and other related inspections performed by the City	Current + 6		GS/BOM
Salary Surveys	Studies and surveys conducted by the municipality or its agents to gather comparative salary information for municipal positions in comparable organizations, including MSEC, CML, ICMA & others	Current + 6		GS/HR
Security Video Tapes	Video recordings from security cameras in municipal buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information; including video recordings made in secure areas of jails, holding areas, booking areas or lock-ups	as equipment allows		GS/BOM, GS/MC
State of Colorado New Hire Reporting Compliance	The State of Colorado requires notification for child support purposes - reports kept for statistical purposes	Current + 3		GS/HR
Third-party General Liability (Personal Injury & Property Damage) Insurance Defended Litigation Case Records	Civil case files defended by insurance defense counsel documenting pending and closed cases filed by and against the City, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims and legal disputes and civil actions between the City and other parties. These records will include documentation such as complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings and related records	7 after settlement		GS/ADM/RM, CAO
Toxic Sites (Designated)	Records related to the identification and designation of a site that may have toxic material contamination	Permanent		GS/ADM/ES
Training Materials	Information presented to orient new employees regarding policies and procedures EXAMPLES: internal and external training hours logs, safety training, manuals, handbooks	Current + 3 (FD requests Current + 5)	Retention period begins after superseded or obsolete	GS/HR
Unemployment Insurance Reports	Reports and records for unemployment insurance payments	Current + 6		GS/HR
Vehicle Records	Records outlining the acquisition and maintenance history of a vehicle including vehicle registration certificates, documentation providing information regarding vehicle licensing and ownership, ownership taxes paid and vehicle identification number; driver vehicle inspection reports and documentation of corrective actions taken with regard to defect or deficiencies noted; records and reports pertaining to maintenance and inspections performed; manuals; and warranties	Current + 1	Retention period begins the year the vehicle is sold or disposed	GS/FM

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CITY OF WESTMINSTER - GENERAL SERVICES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Volunteer Worker Records	Records documenting work performed for the City by individuals without compensation for their services, including applications, records of background investigations, individual recognition and timesheets	Current + 3	Retention period begins after separation from volunteer service	GS/ADM
Wage-Rate Tables	All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, or salary, or overtime pay computation	Current + 2		GS/HR
Water & Sewer Treatment Discharge Permits and Monitoring - Permits		Permanent		GS/ADM/ES
Water & Sewer Treatment Discharge Permits and Monitoring - Supporting Documentation		Current + 6		GS/ADM/ES
Water & Sewer Treatment Industrial Pretreatment Permits	Permits and permit modifications issued by the City to private industries allowing the discharge of specific pollutants under controlled conditions	Permanent		GS/ADM/ES
Weapons Maintenance Records	Records relating to in-house and external maintenance work on weapons	Current + 10		GS/HR, PD/PSU
Wetlands Records	Records relating to protection and management of wetlands on municipal property or rights-of-way, including removal and fill of wetlands	Permanent		GS/ADM/ES
Workers' Compensation Claims	Medical records that provide supporting documentation needed for resolution of personal injury claims	Current	Until claim is resolved, then evaluate for continuing value prior to destruction	GS/ADM/RM
	Storage Tanks - Above Ground	Current + 6		GS/ADM/ES
	Storage Tanks - Underground	Permanent		GS/ADM/ES

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INFORMATION TECHNOLOGY DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Computer System Documentation & System Diagrams	Records pertaining to the installation and operation of computer systems and software used by the City, as well as the design, implementation, and maintenance of the computer systems of the City including hardware and related equipment and the design of computer rooms, facilities, and network systems including diagrams, blueprints for systems, fiber optics, computer networks, cables, computer equipment connections and similar documentation	Current + 3	Retention period begins after the system is deactivated and no longer needed to retrieve or read data and information that is stored electronically on the system	IT
Computer System Security	Records documenting security of the City's computer systems, including employee access requests, passwords, access authorizations and similar documentation	Current + 3	Retention period begins when the information is superseded	IT
Data - Temporary	Data subsets created for one-time or short-term use or for the creation of various versions of mapping products	30 days after use unless customer requests that the temporary dataset be retained for possible future use	Retention period begins when the dataset is discontinued	IT
Data Documentation and Metadata	Records created during development or modification of an automated system that are necessary to access, retrieve, manipulate and interpret data in that system and records that explain the meaning, purpose, structure, logical relationships and origin of the data elements, including data dictionaries (containing information about data layers, format and other documentation), file layouts, code books or tables, definition files and date of changes to help determine the retention period for the data and associated data documentation as well as information regarding the frequency of historical snapshots of the data and data documentation. Data documentation includes metadata (data about the data), i.e. the description of the data resources, its characteristics, location, usage, etc. Metadata is used to identify, describe and define user data	Current + 1	Retention period begins when the data base is discontinued	IT

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INFORMATION TECHNOLOGY DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Software Management	Documentation pertaining to the development, installation, modification, troubleshooting, operation and removal of software from the City computer systems; records required to plan, develop, operate, maintain and use electronic records, system specifications, file specifications, record layouts, user guides and output specifications. Documentation of the use of software in the City information systems, including records of software purchases, inventories, software and site licensing, copyright compliance and upgrades EXAMPLES: Recreation Track, JD Edwards (Oracle), Fleet, CAD, Accela, Blackberry, CIS Infinity, Bio-Kay (Zoll), Geoffery, GIS, iMarkup, iPhone, ITouch, Laserfiche, Rsa, Safe Guard Easy, Scotland Yard, Rosetta Stone, SSL VPN, Integraph Public Safety, Universe, Callxpress, Tokay, Anti-Virus, Microsoft Office, Exchange	Current + 3	Retention period begins after the system is deactivated and no longer needed to retrieve or read data and information that is stored electronically	IT
Website Development and Evolution	Documentation of development and changes to the City's website for major rewrites	Current	Recommend that the last 2 iterations of the website be retained if possible	IT - Technical Support / CMO - Content Management

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PARKS, RECREATION, AND LIBRARIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Accounts Receivable Records in General	Category includes Building Permit Fees, Impact Fees, Parkland Fees and other fees collected by the City, Returned Checks, A/R records	Current + 2		PRL/LIB, FN/AC
Bankruptcy and Foreclosure Records	Records documenting bankruptcies and foreclosures in which the City has some kind of a financial interest due to liens, unpaid assessments, unpaid fees or bills, etc.	Current + 7	Retention period begins after the municipality recovers money owed or has no further interest in the proceeding	PRL/LIB, CAO, FN/TRS, FN/TAX
Banned Patron List		Permanent		PRL/LIB
Boards & Commissions	Written recommendations to the City Council or other entities rendered in an advisory or decision-making capacity	3	PR&L Advisory Board	PRL
Boards & Commissions	Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting	Regular Meetings - 6 months after minutes approved; Executive Sessions - 90 days	PR&L Advisory Board	PRL
Boards & Commissions	Minutes of Meetings	Permanent	PR&L Advisory Board	PRL
Boards & Commissions	Documentation of compliance with laws requiring posting and distribution of notices of public meetings	3	PR&L Advisory Board	PRL
Burial Records	Records documenting burials, such as burial permits and stubs, burial permit register, death certificates, deceased persons book, final disposition records, physician's report, and records of interment	Permanent	Wesley Chapel Records Only	PRL
Cemetery Boundary and Lot Records	Records pertaining to the location, layout and ownership of the cemetery and individual cemetery lots or mausoleums, including abandonment records, block books, cemetery maps, foundation order books, indexes (alphabetical and location), plat books, and records of deeds issued and stubs	Permanent	Wesley Chapel Records Only	PRL
Cemetery Financial Records	Records of financial transactions for the cemetery needed to document perpetual care arrangements and lot ownership, or burials, including accounts receivable ledger, cashbook and receipts maintained by a self-sufficient cemetery separately from the City's financial and accounting systems	Permanent	Wesley Chapel Records Only	PRL
Charge Slips and Credit Card Statements	Documentation of charges for items such as printing and meals or credit card transactions	3		PRL/LIB, FN/AC

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PARKS, RECREATION, AND LIBRARIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Complaints, Routine Service Requests and Nonbinding Petitions	Communications of various types that convey objections, dissatisfaction or disagreement with actions or positions taken or not taken by the City; routine requests for service or information; and petitions with no legal effect that are submitted to the City to express the opinions of the signers, requests for reconsideration	Current + 3	Retention period begins after response or action by the municipality	PRL/LIB
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	Program Managers & all other duplicate copies
Employee On-Call Schedule		3		PRL
Environmental Monitoring and Reviews	Records pertaining to local and regional permit and application reviews, monitoring, inspections, investigations, surveys, screenings, testing and similar activities by the City of land uses and activities that could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfill locations, etc. EXAMPLES: Regional Air Quality Council (RAQC) Street Sanding and Sweeping Report, Hazardous Waste Disposal Manifests, CFC (Chlorofluorocarbons) Program and CFC Inspection Worksheets, Water Quality Environmental Audits and Biological Assessments	Permanent		PRL/PRK, GS/ADM/ES, GS/BOM, PWU/SO

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PARKS, RECREATION, AND LIBRARIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Equipment Records - General	Records pertaining to major mechanical systems in municipally owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers - records pertaining to the acquisition, installation and operation of office equipment including manuals provided by the vendor regarding specifications and proper installation, operation and maintenance, manufacturer's warranties and guarantees relating to operation or replacement of equipment or components, reports of maintenance and inspections performed on equipment EXAMPLE: Generator Reports	Current + 1	Retention period begins after equipment is replaced, sold, or destroyed	PRL/DD, GS/BOM, PWU
Facility and Program Use Records	Records relating to registration and admission to programs sponsored by the City, room and facility reservation sheets, permits for facility or park usage, annual or seasonal passes for recreational programs, program and event descriptions, documentation of public use of facilities for which formal registrations or permits are required, etc. EXAMPLES: program registration sheets, agreements, applications, rental guidelines, rental agreements, daily tee sheets	Current + 2		PRL/LIB, PRL/REC, PRL/GLF, PRL/RPG

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PARKS, RECREATION, AND LIBRARIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Facility Drawings and Plans	Drawings, plans (final or as-built) or specifications for public buildings EXAMPLE: City Park Rec Center, Swim and Fit	Permanent		PRL/REC
Facility Permits	Documentation issued by the City to allow access to and use of a municipal facility	3		PRL
Gift Register		Permanent		PRL
Liability Waivers	Forms signed by program participants to release the City from any liability related to various activities.	7		PRL/RPG
Library Catalogs / Holdings	Finding aids in any form that provide patrons with access to library holdings	Current	Until superseded or obsolete	PRL/LIB
Library Management Records	Records pertaining to the management of the library and its operations EXAMPLES: book requisitions, interlibrary loan transactions or reciprocal borrowing sheets, acquisitions listings, patron requests	Current + 6		PRL/LIB
Parks	Historical and informational records regarding each of the City's parks, including correspondence, architectural drawings, park histories, photographs, etc.	Permanent		PRL/DD, CC
Patrons' Registration Forms	Library card applications, Horizon data base, SAM data base	7 (PRL/LIB want banned patron list permanent)		PRL/LIB
Photographic Records with Historical Value	Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos and motion pictures of historical interest to the City	Permanent		PRL/LIB
Rebate Program Records	Records relating to rebate programs administered by municipalities; includes rebate applications, correspondence, and other supporting documentation EXAMPLE: Plant a Tree, Green Fixtures	Current + 3	Retention period begins after the rebate is paid, provided that the records have been audited	PRL
Scrapbooks	Chronological record of the City or individual municipal departments which may include photographs, newspaper clippings and other items pertaining to the City's activities and actions and the reactions of citizens	Permanent		PRL/LIB
Security Video Tapes	Video recordings from security cameras in municipal buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information; including video recordings made in secure areas of jails, holding areas, booking areas or lock-ups	30 days PD; as equipment allows - all others		PD, PRL, GS/BOM

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PARKS, RECREATION, AND LIBRARIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Software Management	Documentation pertaining to the development, installation, modification, troubleshooting, operation and removal of software from the City computer systems; records required to plan, develop, operate, maintain and use electronic records, system specifications, file specifications, code books, record layouts, user guides and output specifications. Documentation of the use of software in the City information systems, including records of software purchases, inventories, software and site licensing, copyright compliance and upgrades EXAMPLE: Recreation Track	Current + 3	Retention period begins after the system is deactivated and no longer needed to retrieve or read data and information that is stored electronically	PRL SEE IT for all other
Ticket Systems	EXAMPLE: Bugzilla Work Ticket System	Permanent		PRL/LIB
Time Worked Records	All basic time and earnings cards or sheets and work production sheets of individuals where all or part of the employee's earnings are determined EXAMPLES: Non-JDE timesheets and daily time logs	Current + 2		PRL/LIB, PRL/REC
Tree Records	Records pertaining to the planting, removal, care and inventory of trees on municipally owned property and tree inventory records	Current	Until superseded	PRL
Worker's Compensation	Injury reports and supplemental reports and records for workers' compensation	7		PRL/LIB, GS/ADM/RM

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CITY OF WESTMINSTER - POLICE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Administrative Proceedings Records	Records of formal administrative proceedings conducted by municipal staff (possibly subject to appeal to the governing body or the courts) in accordance with law to make administrative rulings or determinations regarding a variety of matters EXAMPLES: sales tax/audit hearings, nuisance abatements, minor personnel matters not otherwise covered by the retention manual	Current + 3	Retention period begins after all rights of appeal have expired	PD/ADM, PD/PAT, PD/INV, CD/PLN, GS/HR, FN/TAX
Authorizations to Carry	Records of types of firearms and weapons carried by officers indicating authorization to carry weapons, that the weapon has been checked, and that the officer qualifies to use it	Current + 10	Retention period begins after the weapon is no longer in use	PD/PSU
Chemical Blood Testing Reports	Reports requested by the police department for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies	Retention identical to the corresponding case	Retention period begins after related incident or offense case closed	PD
Code Enforcement Records - No Summons Issued		1		PD
Code Enforcement Records - Summons Issued		5		PD
Communications / Recordings	Audio recordings made to monitor and record law enforcement electronic communications, radio transmissions and phone recordings EXAMPLES: Dispatch Logs, CAD (Computer Assisted Dispatch) Locations of Interest Notes, electronic GPS data, Verified Responses	1		PD
Community Relations Records	Records of outreach and public relations efforts, including routine requests for police department contact, follow-up, services, etc., not involving a police report; neighborhood mediation; police presentations; and similar community outreach efforts	Current + 1	Retention period begins after completion	PD/PSU
Crime Lab Equipment Calibration and Testing Records	Records of testing of scales and other equipment used in the crime lab	1		PD/INV
Crime Lab Logs	Automatic fingerprint identification system (AFIX Tracker) fingerprint logs, crime scene processing logs, laboratory fieldwork logs, laboratory work logs, marijuana testing logs, etc.	Permanent	As documentation of qualifications of crime lab technicians as expert witnesses	PD/INV

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C.R.S. Section 6-17-104**

CITY OF WESTMINSTER - POLICE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Crime Lab Reports and Supporting Documentation	Reports regarding crime lab work and findings, and supporting documentation such as sketches, etc.	10 years <u>except</u> Death, Major Felony & Violent Crimes are Permanent	Retention period begins after related police incident or offense case closed	PD
Crime Lab Request Forms and Supporting Documentation	Forms used to request crime lab work	Current year	Retention period begins after related police incident or offense case closed	PD/INV
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	Program Managers & all other duplicate copies
Equipment Records - Public Safety - Major	Includes Emergency 9-1-1 Service	Current + 7	Retention period begins after equipment is replaced, sold, or destroyed	PD/COMM
Equipment Records - Public Safety - Minor	Includes fire hydrants, pumper tests and hose test records, as well as radar guns and camera radar records	Current	Retention period begins after disposal of equipment	PD, PWU, FD
Event Records - Traffic Impacts	Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades and demonstrations, including street closures, traffic rerouting, barricades, signal timing changes and other similar variations	Current + 3	Retention period begins when event is completed	PD/PAT
Evidence and Property Audit Records	Audit reports detailing the authorized destruction or disposal of property and evidence associated with police cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc. Category includes Property Evidence Vouchers	Current + 3	Retention period begins after completion of next succeeding evidence and property audit	PD

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C.R.S. Section 6-17-104

CITY OF WESTMINSTER - POLICE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Evidence and Property Audit Records - Deaths	Audit reports detailing the authorized destruction or disposal of property and evidence associated with police cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, property evidence vouchers, etc.	Permanent	Retention period begins after completion of next succeeding evidence and property audit	PD
Evidence and Property Audit Records - Sexual Assault	Audit reports detailing the authorized destruction or disposal of property and evidence associated with police cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, property evidence vouchers, etc.	50	Retention period begins after completion of next succeeding evidence and property audit	PD
Evidence and Property Audit Records - Traffic Offense Related	Audit reports detailing the authorized destruction or disposal of property and evidence associated with police cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc. EXAMPLES: Property Evidence Vouchers	3	Retention period begins after completion of next succeeding evidence and property audit	PD
Evidence Logs - Handling and Storage - Deaths Case-Specific Evidence Logs	Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records	Permanent	Retention period begins after incident or offense case closed	PD
Evidence Logs - Handling and Storage - Deaths Multiple Cases	Logs documenting the receipt, transfer and release of materials taken into evidence for multiple cases, including property reports, release records, evidence tags and similar records	Permanent	Retention period begins after incident or offense case closed	PD
Evidence Logs - Handling and Storage - Misdemeanor & Petty Offense Case-Specific Evidence Logs	Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records	10	Retention period begins after incident or offense case closed	PD
Evidence Logs - Handling and Storage - Misdemeanor & Petty Offense Multiple Cases	Logs documenting the receipt, transfer and release of materials taken into evidence for multiple cases, including property reports, release records, evidence tags and similar records	10	Retention period begins after incident or offense case closed	PD

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CITY OF WESTMINSTER - POLICE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Evidence Logs - Handling and Storage - Sexual Assault Case-Specific Evidence Logs	Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records	50	Retention period begins after incident or offense case closed	PD
Evidence Logs - Handling and Storage - Sexual Assault Multiple Cases	Logs documenting the receipt, transfer and release of materials taken into evidence for multiple cases, including property reports, release records, evidence tags and similar records	50	Retention period begins after incident or offense case closed	PD
Evidence Logs - Handling and Storage - Traffic Offense Related Multiple Cases	Logs documenting the receipt, transfer and release of materials taken into evidence for multiple cases, including property reports, release records, evidence tags and similar records	3	Retention period begins after incident or offense case closed	PD
Expungement Records	Records of sealing or expungement of arrest, incident or offense records, retained with the expunged record	Current	Retention period begins after sealed record is destroyed pursuant to the approved records retention schedule	PD
Field Contact Records	Records of contacts with businesses, complainants, juveniles, victims or witnesses after which no incident report is filed, including written statements	3		PD
Impoundment Records - Animal Management	Records pertaining to the impoundment and care of stray animals	10		PD
Incident / Offense Records - Major Felonies and Violent Crimes	Incidents or offenses such as arson with fatalities, forgery, unrecovered firearms, homicides, deaths, missing persons (including runaways), officers killed, acts of treason, and stolen or lost guns, sex offender, sexual assault and sexual assault on a child incidents and offenses	Permanent		PD
Incident / Offense Records - Misdemeanor	Traffic offenses and similar cases	3		PD
Incident / Offense Records - Noncriminal Death	Records pertaining to any death incidents which do not involve criminal activities, including accidental deaths, suicides, traffic fatalities	Permanent		PD
Incident / Offense Records - Other	Other incidents or offenses, special investigations related to aggravated assault, arson without fatalities and similar cases, including Traffic Accidents - No Criminal Charges Filed, Traffic Accidents - Non-fatality misdemeanor cases, petty offenses	10		PD

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C.R.S. Section 6-17-104

CITY OF WESTMINSTER - POLICE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Incident / Offense Records - Sexual Assault on a Child		50	Retention period begins after incident or offense case closed	PD
Incident / Offense Reports - Police Department	Incident, offense or case files, including crime stoppers reports, activity summaries, accident reports, fingerprint cards and files, photographic records of suspects and persons convicted of crimes (including photographic prints and negatives), photographic records of crime scenes (including photographic prints and negatives), video and audio recordings of crime scenes and interviews with witnesses or suspects, lie detector test records and other records pertaining to cases handled by the police department. Includes lie detector test results and records relating to victim services EXAMPLES: Case Records, Investigative Files, Electronic Field Reports	10		PD
Information Request Form - Sex Offenders	Forms completed by parties interested in inspecting public information regarding sex offenders	1		PD/INV
Intelligence Files	Police - Multiple Contacts	5	Regulation cited states "no longer than 5 years"	PD/INT
Intelligence Files	Police - No Further Contact	1		PD/INT
Internal Affairs	Investigations - Substantiated	10 yrs after employee resigns, retires or terminates employment	Disciplinary records transferred to personnel file in HR	PD/PSU
Internal Affairs	Investigations - Non Substantiated	5		PD/PSU
Internal Affairs	Investigations - Logs	Permanent		PD
Intoxilyzer and Radar Guns	Records relating to maintenance and calibration of intoxilyzers and radar guns and similar equipment	Current + 1	Retention period begins after disposition of equipment	PD/TRA
K9 Training Records	Records of K9 training, certifications, and administrative reports to include regular and periodic training whether in-house or from outside agency	10	Retention period begins after dog has been removed from active service status	PD/PAT
Logs - Adult & Juvenile Detention and Admittance Register	Listings kept to track specific routine daily activities, including documentation of routine home and welfare checks, alarm checks, and similar activities	30 days		PD/TRA, PD/PAT, PD/CODE, PD/INV

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CITY OF WESTMINSTER - POLICE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Logs - All Others	Listings kept to track specific routine daily activities, including documentation of routine home and welfare checks, alarm checks, and similar activities EXAMPLES: Blue Books, FTI logs, prison transport logs, telephone messages, weapon authorizations	1		PD/TRA, PD/PAT, PD/CODE, PD/INV
Logs - DUI Intoxilyzer Records	Listings kept to track specific routine daily activities, including documentation of routine home and welfare checks, alarm checks, and similar activities	5		PD/TRA, PD/PAT, PD/CODE, PD/INV
Logs - Employee Emergency Notification Forms, Radar/Laser Certificates, Radio Frequency	Listings kept to track specific routine daily activities, including documentation of routine home and welfare checks, alarm checks, and similar activities	Current		PD/TRA, PD/PAT, PD/CODE, PD/INV
Logs - Incident / Offense	Logs kept of specified crimes, incidents or offenses such as auto and auto parts thefts, burglaries, forgery and bad checks, theft and fraud and similar records, including DUI's, traffic accidents	3		PD/CA
Logs - Officer/Instructor intoxilyzer records	Listings kept to track specific routine daily activities, including documentation of routine home and welfare checks, alarm checks, and similar activities	Until employment is terminated		PD/TRA, PD/PAT, PD/CODE, PD/INV
NCIC/CCIS Teletypes	Informational teletypes received via NCIC and CCIS for entry to the police department's computer system - follow-up teletypes from other law enforcement departments	30 days		PD, PD/COMM
Nuisance Abatement Records	Records documenting municipal enforcement of local provisions designated to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances	Current + 3	Retention period begins after last action or final payment	PD/CODE
Nuisances - General Land Use		Current + 3	Retention period begins after file is closed provided no litigation is pending	PD/CODE
Parade Permits		3		PD
Pawnbroker Records - Pawn Records	Records received by the City from pawn shops to track the acquisition and sale of property pawned at the pawnshop	3		PD/INV
Qualification Records	Records documenting firearms qualifications for police officers, including individual shooting range score sheets	Current + 10	Retention period begins after separation from employment	PD/PSU, GS/HR
Recorded Interviews Field Contacts	Recorded interviews conducted during field contacts in which no incident report is filed	1 if transcribed, or Current if not transcribed	Retention period begins after incident or offense case closed	PD
Records Checks Reports		3		PD

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C.R.S. Section 6-17-104

CITY OF WESTMINSTER - POLICE DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Records Search Requests	Requests for public release of information such as E-911 recordings, reports, incident histories, etc. EXAMPLE: Requests for release of information	1		PD
Registered Sex Offenders		Permanent	Retention period begins after deregistration or death	PD/INV
Reports	Annual Uniform Crime Report/NIBRS	Permanent		PD/ADM
Ride-Along Program Records	Records of police programs that allow citizens to ride-along with police officers, including approved Ride-Along applications	2		PD/PAT
Security Video Tapes	Video recordings from security cameras in municipal buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information; including video recordings made in secure areas of jails, holding areas, booking areas or lock-ups	1	Retention period of video recordings pertinent to potential or pending claims/litigation begins after final resolution	PD/COMM
Seizure Fund Documentation		7		PD/ADM
Sex Offender Registration and Cancellation Forms	Notifications completed by convicted sex offenders regarding residence addresses and contact information	Permanent	Retention period begins after offender leaves jurisdiction	PD/INV
Sexually Violent Predators - Public Notifications	Notices given by the City to the public regarding sexually violent predators in the community	Permanent		PD/INV
Summonses and Complaints - Non Traffic		10		PD
Summonses and Complaints - Traffic		3		PD
Systematic Alien Verification	Current and annual reports regarding any person arrested that is believed to not legally be present in the United States	Current + 3	Retention period begins after last contact	PD
Vehicle Impound Records	Records documenting the impoundment of licensed and non-licensed motorized vehicles and sports craft that have been taken into custody by the City for violations of Colorado traffic laws, municipal ordinances or other laws that govern their use, operation and ownership	10	Retention period begins after vehicle is released to owner or otherwise disposed of by the City	PD
Weapons Maintenance Records	Records relating to in-house and external maintenance work on weapons	Current + 10		PD/PSU, GS/HR
Weed and Trash Violations	Records of municipal actions to enforce the City's weed and trash removal ordinances	3		PD/CODE
	Animal Management - Summons Issued	10		PD
	Animal Management - No Summons Issued	1		PD/AMO

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C.R.S. Section 6-17-104

PUBLIC SAFETY - EMERGENCY MANAGEMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Emergency Operations and Management Plans	Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of the City. Including emergency operations plans, incident response plans, and disaster management and recovery plans. NOTE: terminology includes emergency preparedness	Permanent		CEPO
Incident Records - Disasters and Emergencies	Documentation of the extent and impacts of natural or manmade disasters and emergency incidents and actions taken by the City in response to such incidents; includes records such as logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation	Permanent		CEPO
Weather Observation Records	Data and reports relating to weather conditions impacting street and traffic operations	Permanent		CEPO

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PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Bacteriological Quality Analysis	Samples collected for laboratory testing for various contaminants	7		PWU/UPE
Chemical and Radiological Analysis	Verifications of water quality at various sampling points	10		PWU/UPE
Chlorination Reports		10		PWU/JO
Confined Space Entry Permits	Issued by employer for employees to work in confined spaces	3		PWU
Consumer Confidence Report	Annual report delivered to consumers as required by the National Primary Drinking Water Regulations	Permanent	NOTE: 40 CFR 141.155 establishes a minimum retention period of 3 years for this report; however, permanent retention is specified because of the historical value of this annual report	PWU/UPE, PWU/JO
Corrective Actions - Noncompliance	Documentation of actions taken by the City to correct violations of primary drinking water regulations	Current + 3	Retention period begins after last action completed	PWU/JO
Cross-Connection Control Survey Records	Documentation of monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes, including address, description of protection, corrections made, etc.	Current + 1	Retention period begins after disconnection or 10 years, whichever is later	PWU/JO
Crosswalk Records	Documentation of location and use of crosswalks in the City, including striping and related records	Current + 3	Retention period begins when superseded	PWU/SO
Discharge Permits and Monitoring - Inspection Records	Documentation of annual inspections of wastewater treatment operations to monitor compliance with NPDES permit conditions	Permanent		PWU/JO
Disconnection Records	Records documenting the disconnection of properties from municipal water, sewer, power or similar utility systems EXCLUDES turn-off for non-payment of utility bill	Permanent		PWU
Ditch Records	Records relating to gauging station and visual monitoring of ditch flows and conditions	Permanent		PWU/UPE

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PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
DUPLICATE COPIES OF Agreements and Contracts	Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the City and other parties, including but not limited to audit services agreements, intergovernmental agreements (IGAs), memoranda of understanding (MOUs), franchise agreements, lease agreements, professional services agreements, employment contracts, collective bargaining agreements, photo release forms [NOTE: Original attachments to contract retained by Project Managers must be forwarded to City Clerk for inclusion with original contract following project completion]	Retain those created for administrative purposes for 1 year following project completion; those created for convenience or reference purposes, until no longer needed or for 1 year, whichever is first	Duplicate Copies (all originals to City Clerk) Duplicates should never be retained longer than the original contract	Program Managers & all other duplicate copies
Environmental Monitoring and Reviews	Records pertaining to local and regional permit and application reviews, monitoring, inspections, investigations, surveys, screenings, testing and similar activities by the City of land uses and activities that could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfill locations, etc. EXAMPLES: Regional Air Quality Council (RAQC) Street Sanding and Sweeping Report, Hazardous Waste Disposal Manifests, CFC (Chlorofluorocarbons) Program and CFC Inspection Worksheets, Water Quality Environmental Audits and Biological Assessments	Permanent		PWU/SO, GS/ADM/ES, GS/BOM, PRL/PRK
Equipment - Maintenance and Calibration Records	Documentation of maintenance and calibration of equipment and instruments used in testing and monitoring of water and wastewater treatment operations. EXAMPLES: Tank Maintenance History, Instrument Verification Daily	Per Water Quality Regulations		PWU
Equipment - Trap Inspections	Includes grease and sand traps EXAMPLE: Grease Trap Interceptors Inspections	Current	Retention period begins after life of equipment	PWU

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PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Equipment Records - General	Records pertaining to major mechanical systems in municipally owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers - records regarding acquisition, installation and operation of office equipment including manuals provided by the vendor regarding specifications and proper installation, operation and maintenance, manufacturer's warranties and guarantees relating to operation or replacement of equipment or components, maintenance and inspections performed on equipment EXAMPLE: Generator Reports	Current + 1	Retention period begins after equipment is replaced, sold, or destroyed	PWU, GS/BOM, PRL/DD
Equipment Records - Public Safety - Minor	Includes fire hydrants, pumper tests and hose test records, as well as radar guns and camera radar records	Current	Retention period begins after disposal of equipment	PWU, FD, PD
IDSE Modeling	Includes modeling for Stage 2 disinfection byproduct precursor monitoring, 40/30 waiver certification and State notification of acceptance of alternative monitoring locations	Permanent		PWU/UPE
Installation and Connection	Records documenting installation of municipal utility systems or the connection of properties to municipal water, sewer, power or similar utility systems <u>SEE</u> also water and sewer distribution and storage system records - tap and connection records	Current + 3	Retention period begins after disconnection	PWU/UO
Laboratory Certification	State laboratory assessment reports and corrective action plans	Permanent		PWU/UPE
Lead and Copper Analysis		12		PWU/UPE
Locations	Drawings, maps, charts, indexes, plats and other documentation showing the location of utility features such as manholes, valves, shutoffs, lines and mains, etc.	Permanent	Final Versions Only	PWU
Maps & Drawings	Maps, plans and drawings created by the municipality or its contractors) for municipal use, including system schematics, "as-built" drawings, topographic and planometric maps, etc.	Permanent for final versions	Duplicate copies - until no longer needed	PWU/UPE, PWU/UO
Meter Calibration, Maintenance and Testing Records	Documentation of testing and calibration, location, maintenance and repair of City-operated water and power meters for accuracy	Current + 1	Retention period begins after life of equipment	PWU/UO

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PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Meter Deposit Receipts	For commercial use - construction meters	Current + 1		PWU/UO
Meter Installation, Maintenance & Repair		Current + 1		PWU/UO
Meter Orders		Current + 1		PWU/UO
Modeling Reports	Modeling reports for watershed, lake and distribution system	Permanent	Final Versions Only	PWU/UPE
Monitoring Plans	Drinking water compliance and watershed monitoring	12		PWU/UPE
Odor Complaints		3		PWU/UO
Operational Report Logs	Daily information regarding plant operations EXAMPLES: Customer Service Logs, Filter Plant Logs, Treatment Operations Daily Log Sheet, Dailies	7		PWU/UO
Operational Reports - Plant Capacity Records		3		PWU/UO
Railroad Right-of-Way Utility Permits and Easements	Records of license agreements, right-of-way agreements or other transactions for the City's use of the railroad right-of-way for utility line installation or other purposes	Permanent		PWU
Rebate Program Records	Records relating to rebate programs administered by municipalities; includes rebate applications, correspondence, and other supporting documentation	Current + 3	Retention period begins after the rebate is paid, provided that the records have been audited	PWU
Reservoir, Dam and Lake Records	Records relating to the construction, repair and maintenance, monitoring and capacity of municipally owned and controlled water storage reservoirs, dams and lakes	Permanent		PWU/UPE
River and Stream Records	Augmentation plans, river flow observations, adjudication of priorities of use and similar records relating to surface water rights	Permanent		PWU/UPE
Sample Collection Chain of Custody Records	Records of who collected samples for drinking water compliance	12		PWU/UPE
Sanitary Surveys of System	Written reports, summaries and communications by the City, its agents or State and Federal agencies	10		PWU
Secondary Contaminants		10		PWU/UPE
Sewage Plant Composite Samples		7		PWU/UPE

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PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Sewage Tests - Weekly		7		PWU/UPE
Sewer Inspection and Testing Records	Records of inspections to locate problems and defects so that corrective measures can be taken EXAMPLE: Plant Inspection Daily	10		PWU/EO
Sewer Inspection Reports - Video	Records of video inspections to locate problems and defects so that corrective measures can be taken	Current	Retention period begins after the next video inspection, then evaluate prior to destruction of the records to determine ongoing value	PWU/EO
Sewer Test Records	Documentation of smoke, x-ray and other tests undertaken to verify hookup to main sewer lines, check condition of pipes or determine effectiveness of backflow prevention devices	10		PWU/EO
Sludge Application Records	Documentation of placement of approved sites and the surface application of sewage sludge to approved sites	7		PWU/UPE
Sludge Application Records - Permits		Current + 7	Retention period begins after permit expires	PWU/UPE
Sludge Application Records - Preparation and Application of Sludge	Records relating to preparation of sewage sludge and the application by the City of sewage sludge to approved sites, including domestic septage application	7		PWU/UPE
Sludge Application Records - Surface Disposal Site Placement		Current	Retained by person who prepares the sludge, for as long as sewage sludge remains on the land	PWU/UPE
Snow Removal	Records relating to the designation of snow routes, snow removal policies, and snow and ice removal programs	Current + 3	Retention period begins when superseded	PWU/SO
Source Water Monitoring Data	Includes LT2 first and second round data	3	Retention period begins after State acknowledgement of bin classification	PWU/UPE
State Highway System Records	Records regarding street maintenance contracts with Colorado Department of Transportation (CDOT) and other standards and policy issues relating to State highways within the City	Permanent		PWU/SO, CD/ENG
Street Cleaning Records		Current + 2		PWU/SO

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PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Street Lighting Files	Records relating to street lighting improvements, maintenance and repairs on municipal streets and roadways	7		PWU/SO, CD/ENG
Tap Inspections		Current + 2		PWU/UO
UCMR Compliance Reports	Laboratory data assessing unregulated contaminants present in drinking water in compliance with Federal regulations (CCLs)	Permanent		PWU/UPE
Underground Storage Tank Permits - Denied Permits	Records that document installation, maintenance and removal of underground storage tanks for regulated substances such as gasoline and fuel oil	Current + 7	Retention period begins after final action	PWU, GS/ADM/ES
Underground Storage Tank Permits - Issued Permits	Records that document installation, maintenance and removal of underground storage tanks for regulated substances such as gasoline and fuel oil	Permanent		PWU, GS/ADM/ES
Underground Water Rights and Supply	Records relating to underground aquifers, water wells and similar records	Permanent		PWU/UPE
Utility Features - As-built Drawings	Final versions of as-built drawings for sewer, water and plant lines and facilities	Permanent		PWU/UPE
Utility Locate Requests	Records of utility and infrastructure locate requests processed by the City EXAMPLE: Requests to Locate	Current + 1	Retention period begins after locate is completed or determined to be the responsibility of another jurisdiction	PWU/UO
Valve Records - Locations		Permanent		PWU/UO
Valve Records - Maintenance and Repair		3		PWU/UO
Valve Records - Specifications		Current	Retention period begins when valve is permanently removed from service	PWU/UO
Variances, Waivers and Exemptions	SDWA Compliance Records	Current + 7	Retention period begins after expiration	PWU/UO
Water - Public Notification	Issued in accordance with Article 9 of 5 CCR 1003-1 and Federal and State Water Quality regulations	Current + 3		PWU/UPE
Water and Sewer Treatment System Records	Records relating to the treatment of water or sewage at municipally owned and operated facilities	Permanent		PWU/UO
Water Conservancy Districts	Records relating to temporary use permits and cancellations and permanent allotment contracts for the use of water through agencies such as the Northern Colorado Water Conservancy District (NCWCD)	Permanent		PWU

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PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Water Conservation Records	Records of activities that promote and coordinate the efficient use of water resources within the City; i.e., educational and outreach efforts, reports, etc.	7	NOTE: Evaluate records for continuing value prior to destruction of records	PWU/UPE
Water Consumption Reports - Annual		Permanent		PWU/UPE
Water Decrees		Permanent	Until no longer needed for municipal reference purposes	PWU/UPE
Water Decrees - Accounting	Records retained as required by the State Engineer or water court to track the use of water under a decree	Permanent		PWU/UPE
Water Decrees - Duplicate Copies	Enforceable by law	Permanent	Original decrees filed with City Clerk	PWU/UPE
Water Distribution and Production System Records - Analysis of System - Reports		Permanent		PWU/UO
Water Line Maintenance and Repair Records - Other Records		3		PWU/UO
Water Modeling and Forecasting Records	Records relating to projections of future water needs and supplies for the City	Permanent		PWU/UPE
Water Offers	Records relating to water offers made to the City and offers from the City relating to the rental or purchase of water from others	Permanent		PWU/UPE
Water Pressure Measurements		7		PWU/UO
Water Quality Modeling and Forecasting Records	Analyses of future water quality issues and projections of possible water quality scenarios	Permanent	Until updated	PWU/UPE
Water Rental or Leasing Records	Records relating to water stock assessments and seasonal rental of surplus irrigation water by the City	7		PWU/UPE
Water Storage Inspection Reports		7		PWU/UPE
Water System Inspections - Video	Records of video inspections to locate problems and defects so that corrective measures can be taken	Current	Retention period begins after the next video inspection, then evaluate prior to destruction of records to determine ongoing value	PWU/UO

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified. C.R.S. Section 6-17-104

PUBLIC WORKS AND UTILITIES DEPARTMENT

Record Title	Description	Retention Period	Citation	Official Record Office
Water System Test Records	Documentation of tests undertaken to verify connections, check condition of pipes, etc.	10		PWU/UO
Water Turbidity Reports	Documentation of analysis of water samples to determine level of cloudiness caused by suspended particles	10		PWU/UO
Water Use Restriction Violation Records	Notices of water use violations imposed by the City because of restrictions on water supply	Current + 2		PWU/UPE
Water Use Restrictions - Notices of Restrictions	Programmatic documents related to water use restrictions imposed by the City because of restrictions on water supply	Current + 2		PWU/UPE
Water Use Restrictions - Variance Records	Records of variances for individual property owners to the watering restrictions, etc.	Current	Retention period begins when variance expires	PWU/UPE
Weather Modification and Observation Records	Records of cloud seeding project conducted by the City or its agents and reports on weather, river, snow pack and climatological observations affecting water supply	Permanent		PWU/UPE
Well Records	Records pertaining to adjudication, installation, testing and use of water wells and abandonment of water wells, as well as records pertaining to the application and approval process for permits for drilling and use of water wells for municipal water supply uses EXAMPLE: well location and well permit records	Permanent		PWU/UPE

The default retention period is 3 years for documents required to be retained when no retention period is otherwise specified. C.R.S. Section 6-17-104

PERMANENT RECORDS

The following documents should be retained permanently in their original form and are **not** eligible for destruction. They may be imaged for reference purposes, but do not replace the original record with scanned copies nor destroy the original:

- 1) Records prior to 1900;
- 2) Original minutes of meetings defining administrative decisions, including Boards and Commissions;
- 3) Water rights records (not just Court documents); and
- 4) Deeds to City property

NON-RECORDS

The following types of administrative materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian.

1. **Catalogs, trade journals and other printed materials** received from other offices, commercial firms or private institutions, which require no action and are not needed for documentary purposes.
2. **Informational or extra copies** of correspondence, completed forms, bulletins, newsletters, etc., prepared for reference and information distribution.
3. **Letters of transmittal** that do not add any information to the transmitted materials.
4. **Miscellaneous memoranda or notices** that do not relate to the functional responsibility of the municipality, such as notices of community affairs, employee meetings, holidays, etc.
5. **Preliminary drafts** of letters, memoranda, reports, worksheets, and informal notes that do not represent significant basic steps in the preparation of record documents.
6. **Routing slips, sheets, or post-it notes** used to direct the distribution of documents.
7. **Outdated or superseded stocks of publications** kept for supply and hand-out purposes.
8. **Telephone messages** that convey nonpolicy informational messages.
9. **Library or museum material** acquired for reference or exhibition purposes.
10. **Identical duplicate copies** of records.
11. **Notes, tapes or recordings that have been transcribed.**
12. **Temporary or transitory material** with little or no bearing on decision-making.

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION AND CONFIDENTIAL RECORDS

I PURPOSE

This procedure provides requirements and methods for the City and its employees to effectively and efficiently manage, maintain and dispose of records containing personally identifiable information (PII) and confidential records in an orderly, reasonable, and lawful manner to ensure the City's compliance with business and legal requirements.

2 SCOPE

This procedure applies to all City:

- Employees;
- Contractors, consultants, vendors, and other workers utilizing City records, as applicable;
- Locations;
- Records, in any format or media; and
- Records in the possession of vendors and third-parties.

3 PROCEDURE

3.1 General

The City uses and retains many types of information. Some of this information requires special handling due to the content of the information.

3.2 Personally Identifiable Information (PII)

The City is governed by specific rules for the handling and safeguarding of all PII which it collects, stores and uses about its citizens, the public, its employees and contractors.

PII generally refers to any information that can be used to identify or contact an individual or used to identify an existing, previous or prospective employee.

Examples include:

- Full name;
- Social security numbers;
- Bank account information;

- Medical information or history;
- Medical or drug test results;
- Background screen reports;
- Credit card numbers;
- Home address;
- Personal e-mail addresses;
- Personal phone numbers;
- Similar or related information; and
- Any combination or master lists of the above information.

Although the City is required to obtain PII for many of its functions such as payments, employment, and other reasons, PII should only be retained for as long as there is a legitimate business reason to keep the information.

This information must be protected and safeguarded while in the custody of the City and, if it is to be destroyed based on the approved Retention Schedule, must be done so securely and with a certificate evidencing destruction.

Please see the Retention Schedule to ensure that records are destroyed when they are eligible.

3.3 Confidential Records

Confidential records generally contain information that relate to activities of the City that are non-public or otherwise exempt from release under the Colorado Open Records Act or exempt due to attorney-client privilege.

- This information must be protected and safeguarded to prevent its release to outside sources.
- If this information is to be destroyed based on the approved Retention Schedule, such destruction must be done so securely and with a certificate evidencing destruction.
- You should contact the City Attorney's Office if you have any questions about the records you maintain and whether they fall under this category.

3.4 Protection of Personally Identifiable Information (PII) and Confidential Records

While in the custody of the City, records containing PII or confidential records must be safeguarded.

Safeguards for maintaining hard copy records include:

- Storing in locked cabinets or rooms with safeguards against entrance by unauthorized individuals;
- Removing from open spaces while away from the records; i.e., placing in a drawer when you leave your desk; and

- Removing or not adding PII to folder covers or tabs, unless absolutely necessary to locate the file.

Safeguards for electronically stored PII include:

- Only encrypted removable storage devices, including USB jump drives provided by the Information Technology Department are authorized to store or copy PII;
- Use of passwords to protect records from unauthorized use or access, including specific areas of the file servers, systems, applications, etc. that store PII.

3.5 Destruction of Personally Identifiable Information (PII) and Confidential Records

Provided that destruction of records containing PII or confidential records is otherwise proper under the approved Retention Schedule and the records are not part of a records destruction hold, the records must be shredded, pulverized or otherwise safely and completely destroyed so that the records or information is unreadable and/or undecipherable.

Records on electronic media should be made completely undecipherable by use of any type of forensic method.

Certificates of destruction shall be retained by the responsible department.

3.6 Certificates of Destruction

Certificates documenting the destruction of records should be generated and retained by the responsible department for all records that are destroyed internally and that require such certificates.

If an outside vendor is employed to perform the destruction of records, the responsible department should obtain a copy of the Certificate of Destruction from the vendor and retain the same.

Certificates of Destruction should include the following information:

- Date of destruction;
- Description of records being destroyed;
- Destruction method utilized; and
- Signature of responsible person documenting the destruction.

4 RESPONSIBILITIES

4.1 City of Westminster

The City is responsible to ensure that its employees, agents and contractors, if applicable, are provided with the knowledge and means to comply with these procedures.

4.2 City Clerk

The City Clerk, or his/her designee, is responsible for:

- Maintaining these procedures in accordance with legal or operational requirements; and
- Ensuring City employees are educated with respect to these procedures.

4.3 Managers and Supervisors

All managers and supervisors are responsible for assuring compliance of these procedures by their staff.

4.4 Employees

Employees are responsible for ensuring that all records containing PII or confidential records in their control are safeguarded and destroyed according to these and any other requirements applying to these types of records.

LITIGATION HOLD

1 PURPOSE

This procedure provides requirements and methods for the City and its employees to effectively and efficiently manage records and non-record information that may be affected by "litigation holds."

2 SCOPE

This procedure applies to all City:

- Employees;
- Contractors, consultants, vendors, and other workers utilizing City records, as applicable;
- Locations;
- Records and non-record information, in any format or media; and
- Records and non-records information in the possession or vendors and third-parties.

3 PROCEDURE

The City acknowledges that from time to time it may have an obligation to protect its records and non-record information from destruction or alteration due to actual or anticipated legal action brought by or against the City.

Since there are legal considerations for non-compliance with these requirements, it is imperative that the City effectively and efficiently manage these records during a litigation hold.

3.1 LITIGATION HOLD PROCESS

Destruction will be suspended for any records or non-record information, in any format or media, determined to be potentially relevant to any actual or anticipated legal action brought by or against the City. This determination will be made by the City Attorney.

The City Attorney must be informed of the occurrences of any incident, or the receipt of a complaint, demand letter, Notice of Intent to Sue, notice of investigation, or other similar notice, that may reasonably be expected to give rise to legal action, as soon as the situation arises or such document is received.

The City Attorney may issue a litigation hold ordering affected employees to halt the destruction of all potentially relevant records and non-record information, in any format or media including voice mail and e-mail, and to actively preserve such documents.

Alteration, concealment or destruction of documents subject to a litigation hold is prohibited.

Any litigation hold will be communicated to all affected employees by written memorandum distributed via e-mail by the City Attorney. A sample litigation hold memorandum is attached. Employees will be required to acknowledge receipt and understanding of the litigation hold and that the litigation hold is being carried out and they are in compliance with all requirements of the litigation hold.

The City Attorney will notify the Information Technology Department of any litigation hold that will or may require the removal of backup computer tapes from standard rotation, standard deletion or removal of information from systems or any other type of activity that may result in the deletion or removal of any information that may be associated with a litigation hold.

3.2 LITIGATION HOLD RELEASE PROCESS

The City Attorney will notify employees and the Information Technology Department when the litigation hold has been removed.

Documents whose destruction was suspended due to the litigation hold will be put back into normal retention once the litigation hold has been removed. This return to retention may result in the immediate destruction of the records and information.

All destruction of records that are released from a litigation hold must follow approved disposition guidelines. See the Retention Schedule to determine whether or not the records are eligible for destruction.

Attachments

Attachment - Sample - Litigation Hold Notification

LITIGATION HOLD MEMORANDUM

**PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION AND
ATTORNEY WORK PRODUCT**

TO:

FROM:

DATE:

RE:

1. If this Memorandum is addressed to you, then you must retain all of the types of documents described below. In other words, do not discard or delete any such documents. An attorney or paralegal will in the future contact you in order to discuss gathering these retained documents (or copies of them) from you.

2. The word "documents" as used in this Memorandum shall be given the broadest definition possible. The word "documents" includes (among other things) paper documents, email, and other electronic documents such as Word, WordPerfect, Excel and PDF documents. The word "documents" includes all drafts. The word "documents" also includes documents you create after you receive this Memorandum.

3. If you know of any employee or other representative of [Government Entity] who may have the types of documents discussed below, but who is not already listed as an addressee of this Memorandum, then please contact [Government Attorney].

4. This Memorandum is a confidential communication from counsel. Do not provide this Memorandum to anyone except other employees of [Government Entity].

5. This Memorandum relates to the following dispute. Please keep in mind that the purpose of this Memorandum is to instruct you and other representatives of [Government Entity] to retain documents relevant to the following dispute:

[Brief Description of the Dispute]

6. If you have any questions about this Memorandum, please contact [Government Attorney].

7. YOU MUST RETAIN THE FOLLOWING DOCUMENTS:

Category No. 1: All documents relating to

Category No. 2: All documents relating to

Category No. 3: All documents relating to

Category No. 4: All documents relating to

CERTIFICATION FOR SCANNING OR DESTRUCTION*

(To be completed and maintained by each Division or Department)

The undersigned hereby certify that **[CHOOSE ONE]**:

- _____ [range of files numbered _____ through _____]
- _____ [files contained in Box No. _____]
- _____ [files labeled _____]
- _____ [electronic records] **[COMPLETE (B) ONLY]**

the contents of which are listed on the attached sheet have been reviewed and:

(A) Electronically scanned into Laserfiche for retention pursuant to that schedule and labeled for date of destruction eligibility, if applicable. Furthermore, the documents electronically scanned into Laserfiche were reviewed and certified by a minimum of two (2) individuals to be true and accurate copies of the originals, and are legible, reproduceable and migrateable.

_____ Date _____
Contents Reviewed

_____ Date: _____
Scanned

_____ Date: _____
Scanned Contents Confirmed

OR

(B) Disposed of consistent with the retention schedules set forth in the City's Document Management and Retention Policy

_____ Date: _____
Contents Reviewed

_____ Date: _____
Contents Disposed of Pursuant to Retention Schedule

=====
***NOTE:** The following documents should be retained permanently in their original form and are *not* eligible for destruction. They may be imaged for reference purposes, but do not replace the original record with scanned copies nor destroy the original:

- 1) Records prior to 1900;
- 2) Original minutes of meetings defining administrative decisions, including Boards and Commissions;
- 3) Water rights records (not just Court documents); and
- 4) Deeds to City property

ELECTRONIC MEDIA

The City provides a system for automated three-year archiving of all email. This system significantly reduces the amount of time and effort employees would otherwise spend in manually managing and purging personal archive folders. Additionally, the system provides employees with direct access to search, read, reply and forward messages contained in their archive folder.

Email archiving services are provided by Postini. Employees have direct access to their archived email through their Postini login or directly from Outlook. Any email received prior to March 5, 2010, is not stored in the archived items.

QUESTIONS:

Can I still save messages in my Outlook account?

You may continue to use folders and save messages in Outlook, but those items will also be contained within your archive items, so you may find it unnecessary.

Are there some email messages that need to be retained longer than three years?

Depending on the content of the message, some may require a retention period greater than three years. You would need to create a folder in Outlook or on your departmental drive to store those messages, since archived messages will be deleted from the system after three years. Please refer to the Retention Schedules to determine the appropriate record retention period.

Can I delete or modify items contained within my archive?

No. You may download messages, attachments, forward messages, reply to messages, but in order to achieve full compliance with the retention law, messages contained within the archive cannot be modified or deleted.

Can others view the email contained within the archive folder?

Only as authorized. As in the past, email messages are subject to and may be disclosed under the Open Records Act and rules of discovery in the event of litigation. Authorization to access an archived folder may be granted to an approved manager in the event of an internal investigation.

Is there information that will provide tips on best and safe use of email?

The City has personnel policies/rules at (http://intranet.ci.westminster.co.us/EmpResources/PersonnelRules/Personnel_Policies060809.pdf) and Administrative policy 2007-04 at (<http://intranet.ci.westminster.co.us/AdminMemos/Office/0704.pdf>) that apply to employee communications and the use of City email. There is also a document attached to this email providing some tips and policy reminders.

Occasionally, I receive or send personal email messages. Is it OK to use my City account for personal email?

The City administrative policy 2007-04 states that personal use of the Internet and e-mail should be limited to non-compensable, after-work hours or scheduled breaks. If you have questions on what is reasonable within your department, please talk with your supervisor.

Postini quarantines a lot of spam and bad stuff. Will those items also be included in my archive items?

No. You may still view quarantined items, but those items will not be included in your three-year archive unless you request that the message be released from quarantine for delivery to your City email. In the rare event that a spam message is not blocked by Postini and is received in your inbox, it would become part of your archive items.

I forgot my Postini password. How do I get online to see my archive items?

Simply complete an IT Service Center request (available on the employee Intranet at <http://intranet.ci.westminster.co.us/scripts/it/itsc/default.asp> and an IT staff member will call to assist you in getting your password reset.

If I leave a voice mail message, or receive an email containing a voice mail message attachment, will that be archived and available to listen to at a later date?

Yes, any voice mail messages attached to email will also be archived for a period of three years.

Am I limited in the number of messages that I can store in my archive?

No, there is no limit on the size or number of messages. Postini will provide unlimited storage for City email.

Is the archived email secure?

Postini stores messages in a highly secured production and backup environment.

How can I learn more about the features of the archive email search features?

IT has added a search toolbar on your Outlook program. That toolbar (called Google Message Discovery toolbar) contains a "Help" tab where you may learn more about the features of Postini's archive service. If you do not see the toolbar, click out the Outlook "VIEW" menu, select "TOOLBARS" from the dropdown menu, and click on the "Google Message Discovery Toolbar" to toggle the toolbar on.

EMAIL TIPS AND POLICY REMINDERS

The following may be considered unprofessional or prohibited communication according to the Administrative Memorandum on Electronic Media Access and Acceptable Use Policy and/ or the Personnel Policies. Do not create or forward messages that may be in violation of these policies.

- Negative comments regarding City staff or management.
- Performance criticism.
- Racial or gender slurs.
- Lies about the City's rivals.
- Office gossip. If people want to spread their own news, let them.
- Sarcastic humor. Without inflection or visual cues, it's risky.
- Private matters. Don't e-mail details on any part of your life that you wouldn't want others to read.
- Emails containing libelous, defamatory, offensive, racist or obscene remarks.

Legal researchers and e-discovery practitioners look for key phrases to identify conduct that could be illegal or create liability for organizations. If you are planning to send a message that contains one of the phrases below or similar, or sensitive/confidential information, determine if the information really needs to be communicated and, if so, consider other forms of communication.

- "I could get into trouble for telling you this, but..."
- "Delete this email immediately."
- "I really shouldn't put this in writing."
- "Don't tell So-and-So." Or, "Don't send this to So-and-So."
- "She/He/They will never find out."
- "We're going to do this differently than normal." "I don't think I am supposed to know this, but..."
- "I don't want to discuss this in e-mail. Please give me a call."
- "Don't ask. You don't want to know."
- "Is this actually legal?"

Administrative Memorandum

From: J. Brent McFall, City Manager

Prepared By: David Punttenney, Director of Information Technology

Date: July 6, 2007

No: 2007-04 (Supersedes 2007-02)

Subject: Electronic Media Access and Acceptable Use Policy

PURPOSE

The purpose of this policy is to ensure that privacy, security and legal issues concerning employee use of the Internet and other forms of electronic media through City owned hardware and software systems including e-mail, voice-mail, electronic fax, bulletin boards, forums, blogs and any other electronic communication forum are addressed, and to define appropriate use of these tools. City employees with access to City owned electronic communication tools are responsible for reviewing and following this policy to protect the organization and themselves.

I. Appropriate Uses

Employees are expected and have the obligation to use good judgment at all times when using the Internet and other electronic communication tools. Employees should be professional and courteous when sending electronic messages. Employee use of electronic media must also comply with the City's Personnel Policy and Rules. Electronic media is made available to employees to provide an effective method to communicate, increase productivity, perform research and obtain information that will assist in performing job-related tasks. Personal use of the Internet and e-mail should be limited to non-compensable, after-work hours or scheduled breaks. Examples of appropriate use of electronic media may include tasks such as:

1. Accessing external databases to obtain job-related data.
2. Disseminating appropriate City documents to other individuals or organizations.
3. Participating in e-mail groups, forums and blogs that may provide insight and assistance for job-related functions.
4. Communicating with other City employees.

5. Communicating with other professionals with similar issues and jobs to share ideas and problem-solve.
6. Obtaining information from vendors on products and services.

II. Prohibited Uses

Examples of prohibited use of electronic media are listed below:

1. Transmitting any material or messages in violation of Federal, state, local law, ordinance, jokes, slurs, etc. Employees who receive e-mail messages that may contain sexually, racially or ethnically inappropriate or offensive materials **from other City employees** should notify their immediate supervisor. Employees are prohibited from forwarding or printing such messages, unless necessary to advise a supervisor.
2. Storing in hard copy or electronic form any document, photo, video clip, audio file, executable file, etc., that may contain materials that would be considered sexually, racially or ethnically offensive. Storage of these types of materials for any reason other than official City business purposes is strictly prohibited.
3. Intentional distribution of sensitive or confidential information to inappropriate parties.
4. Distributing unauthorized broadcast messages or solicitations (spam).
5. Accessing or distributing offensive or pornographic materials.
6. Using City-provided electronic media to accomplish personal gain or to manage a business. Employees engaging in a personal business or promoting sales of business or personal items must establish a personal e-mail account and handle such business on personal time.
7. Distributing copyrighted materials not owned by the City, including software, photographs, or any other media.
8. Downloading of copyrighted information or software without IT Management approval.
9. Developing or distributing programs that are designed to infiltrate computer systems internally or externally.
10. Accessing or downloading any resource for which there is a fee without prior appropriate approval.
11. Representing yourself as another user or employee.
12. Attempting to access any system which an employee is not authorized to access (hacking).
13. Giving your username and password to anyone for any purpose unless authorized by a supervisor for business purposes.
14. Mailing inappropriate e-mail from external e-mail accounts to any internal employee e-mail account.

15. Frequently using e-mail or the Internet for personal use during normal work hours. Personal communications should be conducted either before or after work, or during breaks. Habitual excess personal use during working hours is cause for disciplinary action.
16. Using the City's e-mail distribution lists to distribute e-mail containing unsolicited personal views or concerns regarding City policies, decisions or other employees. Employees are encouraged to discuss concerns or questions regarding City policy or decisions directly with their supervisor, Division Manager or Department Head as needed.
17. Subscribing to distribution lists or automated e-mail services to receive advertising or other non-job related materials or information is prohibited due to the network, computer and staff resources required to handle inbound e-mail.
18. Creating or updating personal web sites or blogs.
19. Participating in blogs, chat rooms, instant messaging or forums for non-work related purposes.

III. Software

Much of the information located on the Internet is software subject to the provisions of the Federal Copyright Law. Creating illegal copies of software or distributing software to third parties is not permitted. Employees are responsible for using software in accordance with applicable license agreements.

IV. Public Records

Under many circumstances, digitally stored data and employee correspondence in the form of electronic communications, (including but not limited to e-mail and voice mail), may be a public record subject to inspection under the Open Records Act as well as other federal and state laws. public records law. Any e-mail sent in an employee's capacity as a representative of the City should reflect the same care, thoughtfulness and professionalism as the employee would use in sending the same correspondence on City letterhead.

V. Monitoring

The City monitors overall e-mail usage and occasionally views individual messages or attachments to protect the City against inappropriate use and to prevent the distribution and spread of viruses inside and outside the City's system.

The City reserves the right to disclose the contents of employee e-mail messages, and will do so when it has a legitimate business need.

Legitimate business needs may include, but are not limited to, the following:

1. Investigation of suspected misuse of electronic media.
2. Investigation related to pending or anticipated litigation.
3. System administration and maintenance.
4. Compliance with City policy, applicable laws, ordinances or court orders.

VI. Privacy

Employees should have no expectation of privacy in either sending or receiving electronic text or voice mail messages and other information on the Internet or other electronic media. Electronic media, specifically the Internet and e-mail, are not a secure communication network, and personal or privileged information sent via these media could potentially be read by individuals other than the desired recipients. Employees needing to send confidential information such as social security numbers, medical information, or passwords to an outside organization should contact the Information Technology Department to determine how to best ensure privacy of data. Inbound and outbound messages may be viewed by e-mail administrators while handling virus prevention and content screening responsibilities.

Employees using a public access PC to connect to Lancelot (Outlook Web Access) may compromise the confidentiality of their login name and password when another party electronically intercepts that information. Following connection to Lancelot via a public access PC, employees should change their password as soon as possible through a City network connected computer.

Employees using electronic media have the responsibility to respect the privacy and rights of others, and should not intentionally seek information on, obtain copies of, or modify files, communications, passwords and other data that belong to other users.

E-mail messages and associated text or voice attachments transmitted via the Internet may be stored on other non-City systems, and may be available for review and distribution even when the original message has been deleted from all City systems.

VII. Electronic Communication After Hours

The City of Westminster has established personnel and administrative policies concerning employee communications after hours. Many of these policies, such as participation in political activities, apply to employees both during and after work hours. It is important for

employees to understand these policies and their responsibilities as a City employee when participating in blogs, forums, email discussions, and other types of electronic communications. Any questions concerning these policies should be directed in the first instance to the employee's supervisor.

DOCUMENT MANAGEMENT USERS COMMITTEE

The Document Management Users Committee consists of representatives from each Department. A current list of committee members can be found on the City Intranet.

Committee members are considered experts on the scope and content of their department or division's records and should be the first point of contact when responding to an open records request involving records maintained by their division or department.

Employees should contact their Committee members for assistance in understanding the City's Document Management and Retention Policy and applying the retention schedules contained therein.



WESTMINSTER

**ATTACHMENT TO ORIGINAL CONSTRUCTION CONTRACTS
ON FILE IN CITY CLERK'S OFFICE**

The remaining Contract Documents that comprise the entire Contract between the City and _____
(Contractor Name)

dated _____ for _____
(Project)

are on file in the office of:

City Project Mgr: _____
Title: _____
Department: _____

Said Contract Documents include the following:

Document:

Check:

- | | |
|---|--------------------------|
| Request for Bids | <input type="checkbox"/> |
| Instructions to Bidders | <input type="checkbox"/> |
| Bid Bond | <input type="checkbox"/> |
| Bid Proposal | <input type="checkbox"/> |
| Bid Schedule | <input type="checkbox"/> |
| Notice of Award | <input type="checkbox"/> |
| Notice to Proceed | <input type="checkbox"/> |
| Contract Drawings | <input type="checkbox"/> |
| Performance Bond | <input type="checkbox"/> |
| Payment Bond | <input type="checkbox"/> |
| General Conditions, incl. Table of Contents | <input type="checkbox"/> |
| Special Conditions | <input type="checkbox"/> |
| Addendum | <input type="checkbox"/> |
| Specifications | <input type="checkbox"/> |
| Change Orders | <input type="checkbox"/> |
| Insurance Certificates | <input type="checkbox"/> |
| Tax-Exempt Certificates | <input type="checkbox"/> |
| Other: (list) | <input type="checkbox"/> |

NOTE: Documents listed above shall be transmitted to the City Clerk's Office upon project completion for retention pursuant to the City's document retention schedule.

Document Management and Retention Glossary

Certificate of Destruction – A certification that documents the destruction of specific records in conformity with the City's formally established retention policies and retention schedules.

Confidentiality – The protection of information so that unauthorized people, resources, and processes cannot access the information.

Confidential Records – Confidential records generally contain information that relates to activities of the City that are exempt from release under the Colorado Open Records Act or are exempt due to attorney-client privilege. See Protection of Personally Identifiable Information and Confidential Records section of the Policy.

Custodian of Records – The City Clerk is the Custodian of all papers, documents, and records pertaining to the City. City Charter §4.11(b).

Document Management & Retention Policy – Policy adopted by City Council pursuant to Resolution No. _____, Series 2011.

Historic Records – Records having permanent business, research, or historical value, regardless of media. Examples of historic records are: final and adopted budgets, census records, Council minutes and resolutions, land and property ownership records, and ordinances.

Intrinsic Historic Value – Records, physical items and artifacts that have intrinsic historic value due to the nature of the records itself. Examples of intrinsic historic valued records and artifacts are: the original City Charter, handwritten Council meeting minutes, official flags and banners, photographs and recordings of historical events, plaques, trophies, and other awards, scrapbooks, news clippings, and the City seal.

Litigation Hold – Term used to indicate that certain records and information cannot be destroyed, even if otherwise permitted by the records retention schedule, because they are subject to legal action, litigation, or government investigation. See Litigation Hold section of the Policy.

Litigation Hold Release – The process used by the City Attorney to notify employees that the litigation hold is removed on documents whose destruction was suspended due to a litigation hold. The records are put back into normal retention once released. See Litigation Hold section of the Policy.

Non-Records – Materials that have no public record retention value that may be disposed of as soon as they have served their purpose at the discretion of the custodian and that have no operational, legal, fiscal, or historical value. See Non-Records section of the Policy.

Official Record Office (ORO) – The department or division that is the official custodian of the official copy of the record. See ORO Code section of the Policy.

Permanent Records – Records with a permanent retention period. These records have permanent business, research, or historical value and may be candidates for historic preservation. See Permanent Records section of the Policy.

Personally Identifiable Information (PII) - Any information that can be used to identify or contact an individual or used to identify an existing, previous or prospective employee and independent contractor. Examples of PII are: full name, social security numbers, credit card number, home address, personal email address, and phone number (home or mobile).

Records – Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. Records contain information that has operational, legal, fiscal, vital or historical value and are irrespective of media or physical characteristics.

Document Retention Schedule – A document that is approved by the City Council and is a comprehensive list of record series titles and establishes retention periods and disposition requirements for all the City's records, regardless of media or physical characteristics. See Document Retention Schedule section of the Policy.

Retention Period – The amount of time a record must be retained before disposition or destruction.

User's Committee – Group of Official Record Officers designated by department heads and/or division managers as the responsible employee(s) to satisfy Open Records requests and quarantine records when a Litigation Hold has been issued by the City Attorney's Office. The User's Committee meets periodically to discuss and resolve common document management issues and to propose updates to the Document Retention Schedule. See Users' Committee section of the Policy.



Agenda Item 10 D

Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Resolution No. 18 re Establishing Focused Workweek Schedule

Prepared By: Aric Otzelberger, Senior Management Analyst

Recommended City Council Action

Adopt Resolution No. 18 establishing the Focused Workweek schedule for several City facilities, including City Hall and the Municipal Court, on a permanent basis.

Summary Statement

- At the May 16, 2011 Study Session, City Council gave Staff direction to move several City facilities and operations to the Focused Workweek schedule on a permanent basis. This resolution is intended to formalize this direction.
- Under the resolution, business hours for City Hall, Municipal Court and several administrative offices would operate from 7:00 am to 6:00 pm, Monday through Thursday. City Hall, Municipal Court and several administrative offices would be closed on Fridays.
- Facilities that would not operate under the Focused Workweek schedule would include the Public Safety Center, Fire Stations, Recreation Centers, Libraries, Standley Lake, Water and Wastewater Treatment Plants and other critical City facilities.
- Based on a nine-month assessment of the City's one-year Focused Workweek trial that commenced on August 2, 2010, the City has realized several benefits from the Focused Workweek schedule. These benefits include enhancements to customer service, reduced environmental impact for City operations, modest cost savings, productivity gains in certain areas and enhanced employee recruitment and retention ability.

Expenditure Required: \$ 0

Source of Funds: N/A



Policy Issue

Should the City Council take formal action to move to the Focused Workweek schedule on a permanent basis for several City facilities and operations?

Alternative

City Council could direct Staff to return to traditional business hours, Monday through Friday from 8:00 am to 5:00 pm, for these operations and facilities. If City Council prefers this policy alternative, Staff recommends returning to traditional business hours on January 1, 2012, due to complications that would arise in several operational areas (municipal court scheduling, general leave administration, etc.) with a mid-year change.

Background Information:

Based on interest from City Council and the City Manager, Staff conducted academic and “practitioner” research on the Focused Workweek in early 2010 to learn from the experiences of other jurisdictions. In addition to this research, Staff conducted employee surveys and other investigation to look at the opportunities and challenges of pursuing this schedule. After this information was presented at the June 7, 2010 Study Session, City Council directed Staff to pursue a one-year trial for the Focused Workweek, which commenced on August 2, 2010. Under this trial, business hours in several operational areas and facilities have run from 7:00 am to 6:00 pm, Monday through Thursday, with these facilities being closed on Fridays.

The facilities that have participated in the trial include City Hall, Municipal Court and several administrative offices. Facilities that have continued to operate under “regular” hours include the Public Safety Center, Fleet Operations, Fire Stations, Recreation Centers, Libraries, Standley Lake, Water and Wastewater Treatment Plants and other City facilities.

The Focused Workweek trial has applied to 306 or 34% of all City employees. City employees that have worked under the Focused Workweek schedule have included Staff at City Hall, Police Administration, Fire Administration, Public Works and Utilities Administration, Building Operations and Maintenance, Parks, Recreation and Libraries Administration and Municipal Court Staff. Before the Focused Workweek trial (and currently), roughly 60% of all City employees already worked a “focused” schedule. This includes Staff in Police, Fire, Utilities Operations, Park Services, Utility Plants, Fleet and other Staff with various “focused” schedules throughout the organization. Combining this group with the Focused Workweek trial group brings approximately 94% of all City employees to a “focused” schedule. As was the case before the Focused Workweek trial, some modifications to employees’ schedules are allowed under the Focused Workweek trial based on operational needs, along with department head and division manager discretion (“flex schedules”).

Multiple city and state governments across the United States are currently operating under a Focused Workweek with extended hours Monday through Thursday. While there are likely more cities across the country operating under this type of schedule, below are the cities and state governments with focused workweeks that Staff came across during its research.

List of Cities:

Avondale (AZ)
Birmingham (AL)
Boynton Beach (FL)
Buckeye (AZ)
Claremont (CA)

Mesa (AZ)
Miramar (FL)
Montrose (CO)
North Las Vegas (NV)
North Miami (FL)

Danbury (CT)
El Paso (TX)
El Paso County (CO)
Escondido (CA)
Fountain Hills (AZ)
Henderson (NV)
Hollywood (FL)
Margate (FL)

Payson (AZ)
Prosser (WA)
Provo (UT)
Queen Creek (AZ)
Steamboat Springs (CO)
Upland (CA)
West Covina (CA)

List of States (some agencies/offices):

California
Florida
Hawaii

Nevada
Utah

Nine-Month Assessment of Focused Workweek Trial

As part of this assessment, Staff conducted surveys of citizens, contractors, City Council and Staff. Staff also looked at actual customer activity during the revised hours. Finally, Staff looked at impacts of the Focused Workweek schedule on energy usage, employee leave usage and other items.

Based on this assessment, a summary of findings is provided below by topical area:

Customer Service

While certain operations and facilities have been closed on Friday under the Focused Workweek trial, hours for these operations have been extended for citizens, businesses and other customers from Monday through Thursday. To gather input from citizens, contractors and others, Staff conducted in-person surveys of customers actually coming into City Hall to conduct business. This was not a scientific survey, but rather was intended to gather perspectives and feelings on the Focused Workweek trial from actual customers coming to City Hall. A summary of the 50 responses gathered over a two-week period at different dates and times is presented below. About half of the respondents were citizens and the other half were contractors. A list of responses along with comments was provided in Attachment A in the Staff Report from the May 16, 2011 Study Session packet.

Customer Survey Question: Do you prefer that the City continues offering extended hours Monday through Thursday (with Friday closures), a traditional schedule (8:00 am to 5:00 pm, Monday through Friday), or do you not have a preference (it really does not matter for me personally)?

- **No Preference/Does Not Matter: 52% (26)**
- **Extended Hours/Friday Closure (Focused Workweek): 30% (15)**
- **Traditional Hours: 18% (9)**

Regarding the Focused Workweek schedule, it appears that working citizens appreciate being able to conduct business before and after their regular work hours. Also, contractors seem to appreciate the early hours to beat traffic and get an early start on jobs. During the Focused Workweek trial, approximately 9% of all Building Division customers were served before 8:00 am or after 5:00 pm. Municipal Court also has experienced fairly significant activity during the “early” and “late” hour. The City Hall lobby cashiers serve, on average, about 2 customers between 7:00 am and 8:00 am and an average of 3 customers between 5:00 pm and 6:00 pm. The Parks, Recreation and Libraries front counter sees an average of 1.5 customers during this “early or “late” hour. Unfortunately, customer data for service during these hours was not able to be pulled for utility billing operations.

Regarding preference for a traditional schedule, it appears that the most common concern about Friday closures came from some contractors who would like permit counter service on Friday in case they might be starting a job on that day. Some citizens who were not aware of the Friday closure also expressed preference for a traditional schedule.

In another attempt to gauge customer feedback, Staff asked City Council to summarize the feedback that they received from citizens, contractors and others regarding the Focused Workweek trial. Staff also asked City Council to provide their personal experiences with the Focused Workweek trial. A summary of the responses received was provided as Attachment B in the Staff Report from the May 16, 2011 Study Session packet. Overall, based on the responses, most feedback received by City Council has been from contractors and very little communication has been received from citizens regarding the Focused Workweek schedule. While there have been some concerns expressed, there have also been some positive comments.

Finally, Staff conducted an employee survey and a manager/supervisor survey to get employee feedback and experiences regarding the Focused Workweek trial. A summary of results was presented as Attachment C in the Staff Report from the May 16, 2011 Study Session packet. Response rates were very good at 91% for employees and 83% for managers/supervisors. Regarding customer service, 53% of employees and 48% of managers/supervisors reported that the Focused Workweek had a positive impact on customer service. 32% of employees and 40% of managers/supervisors reported a neutral impact on customer services. Finally, 15% of employees and 12% of managers/supervisors reported a negative impact on customer service. Managers and supervisors were also asked about citizen and business complaints that they received under the Focused Workweek trial. 85% of managers/supervisors reported “no or very little” complaints, while 10% were neutral on the question. 5% of managers/supervisors reported that they received complaints above the level of “very little.”

Also of note, the City’s Municipal Court conducted a customer survey before the Focused Workweek trial commenced in April 2010 and then again in November of 2010. One of the questions in the survey asked customers if the Court’s hours of operation made it easy for them to do business. The November 2010 survey showed an increase in the number of respondents with a favorable response to this question compared to the April 2010 survey.

Environmental Benefits

Under the Focused Workweek trial, the City has experienced environmental benefits. These benefits include reduced energy usage (primarily at City Hall), reduced employee commuting auto trips and a very slight reduction in City fuel usage. Recently, the City installed a new building automation system (BAS) to operate heating and cooling functions with greater precision at City Hall. Seeing the BAS system was not in place at the commencement of the Focused Workweek, the City has had only a limited experience with the BAS during the Focused Workweek trial. However, based on this experience, Staff estimates that electricity consumption at City Hall will be reduced by about 126,204 kilowatt hours per year. Staff also estimates reducing natural gas consumption at City Hall on an annual basis by about 10%. Regarding employee commuting auto trips, Staff estimates saving approximately 145,000 commuting miles per year. Finally, it appears that the Focused Workweek might provide a slight reduction in City fuel consumption (751 gallons during an eight month period of the Focused Workweek). However, this reduction in fuel consumption might be due to the City purchasing replacement vehicles that are hybrids or vehicles that have greater fuel economy than the vehicles being replaced.

Cost Savings

It appears that the Focused Workweek trial has resulted in modest savings. Managers and supervisors were asked about any cost savings or increases that resulted from their experience with the Focused Workweek trial.

No cost increases were identified and only a few items were identified for cost savings. The only “hard figures” for cost savings estimates are for electricity and gas at City Hall. Annual electricity cost savings are estimated at \$35,000 to \$40,000 and natural gas cost savings are estimated at approximately \$4,000 per year. The electricity savings estimate is fairly conservative and actual savings could be higher based on a potential reduction to electricity demand charges and potential rate increases in the future. Other cost savings items identified include overtime pay and certain Municipal Court expenses. However, specific figures were not available for these items at this time. In addition, six employees permanently reduced their FTE status, at least in part, due to the Focused Workweek. These reductions ranged from 0.1 to 0.3 FTE.

Employee Productivity

It appears that the Focused Workweek has had a mostly positive or neutral effect on employee productivity. Based on the employee survey, 58% of employees reported increased productivity under the Focused Workweek trial, while 20% reported a neutral impact on productivity. 22% of employees reported that the Focused Workweek had a negative impact on their productivity. On the manager/supervisor survey, 42% of managers/supervisors reported increased productivity from employees, 45% reported a neutral impact and 13% reported a negative impact on employee productivity. Employees who felt positive impacts on productivity reported fewer “start up and shut down” tasks, greater overall employee availability (getting questions answered, meeting scheduling, etc.) and “more concentration time” that led to greater efficiency with completing projects and work. Employees who reported negative impacts on productivity generally referenced “feeling tired” with the long days and challenges with compressed schedules for certain activities or projects.

When Staff conducted research on the Focused Workweek early in 2010, several cities noted less employee absenteeism under the Focused Workweek schedule. However, it is too early to tell whether or not this is actually occurring in the City of Westminster. Some employees reported that they were taking more general leave under the Focused Workweek trial, while others reported taking less. Due to the City’s recent reduction in force (RIF) and other operational changes, Staff feels that leave usage data in the third and fourth quarters of 2010 is skewed. Looking at the first quarter of 2011 compared to first quarter of 2010 for all City Hall employees as a sampling, Staff saw an average increase of 2 hours of general leave usage per employee (39 compared to 37) and an average decrease of 0.8 hours in illness leave usage (6.4 compared to 7.2). Once again, three months does not make a trend, so Staff does not feel that any true assessment can be made at this point regarding leave usage. Staff is aware that many employees are able to take care of doctor’s appointments, car repairs, etc., on Friday and therefore they are not taking leave time to do those tasks during Monday through Thursday.

Employee Recruitment, Retention and Morale

For a majority of employees, the Focused Workweek provides a strategic benefit to employee recruitment and retention through the positive impact the schedule has on employee morale. While not all employees prefer a Focused Workweek schedule, a majority of employees report a positive impact on morale and work/life balance. 70% of employees reported that they viewed the schedule as having a positive impact on employee morale, while 11% reported a neutral impact and 19% reported a negative impact on morale. 62% of managers/supervisors reported a positive impact on

employee morale, 28% reported a neutral impact and 10% reported a negative impact. In survey write-in comments, several employees stated that the Focused Workweek acted as a benefit to help “offset” other difficult changes that were implemented, such as core services adjustments and the reduction in force. However, others that view the schedule as difficult for their personal situations tended to view the Focused Workweek as having a negative impact on their overall morale.

Regarding work/life balance, 55% of employees reported an improved work/life balance under the Focused Workweek trial, 20% reported a neutral impact and 25% reported a negative impact on work/life balance.

From a human resources perspective, the Focused Workweek appears to have a mostly positive impact on employee recruitment and retention. Anecdotally, the schedule has been viewed as a “benefit” to help hire and retain talented employees. In some limited instances though, it is viewed by others as a challenge to continued employment with the City. Managers and supervisors were asked about the Focused Workweek trial’s impact on employee recruitment and retention. 48% reported a positive impact on employee recruitment and retention, 46% reported a neutral impact and 6% reported a negative impact. Of course, employees have a multitude of considerations in addition to the Focused Workweek when considering their employment or potential employment with the City.

Considering all of the pros and cons with the Focused Workweek trial, 73% of affected employees support the City moving to this schedule on a permanent basis, while 9% are neutral. 18% of affected employees do not support this schedule on a permanent basis. 72% of managers/supervisors support this schedule on a permanent basis, 17% are neutral and 11% do not support this schedule on a permanent basis.

Before the City embarked upon the Focused Workweek trial, Staff had identified several challenges with the new schedule and had identified those in the June 7, 2010 Staff Report. As part of the nine month assessment, Staff looked at these issues, which are addressed below.

Friday Closure

A major question Staff had before commencing the trial was whether or not it would be acceptable to citizens, businesses, City Council, Staff and others to have certain operations closed on Fridays if the trade-off was extended hours Monday through Thursday. Do these extended hours truly provide enhanced convenience that outweighs the Friday closure? Of course, the answer to that question will vary by individual, but the majority answer seems to be one of indifference or a preference for the extended hours (as stated in the “Customer Service” section). City Council and Staff report some complaints about the Friday closures, but from an overall perspective, these complaints appear to be relatively low in number compared to the City’s overall customer base.

Staff did monitor two Fridays in April to get an idea of how many customers are still coming to City Hall on Fridays seeking service. On April 22, 28 customers were counted coming to City Hall for service. On April 29, the total was 21 customers. Staff believes that an average number of customers still coming to City Hall on a Friday is somewhere between 17 and 23. While the City conducted and maintains numerous communication efforts regarding the Focused Workweek trial, it is clear that news of the City’s trial schedule has not reached everyone. Part of this might be due to the fact that many customers only have the occasional need for in-person service, which might be once a year or once every couple of years, and therefore they are not aware of the trial hours. Based on Staff’s discussion with customers as part of the customer survey, some customers were clearly upset about the City’s Friday closure. However, Staff also spoke with customers who came to City

Hall on a Friday unaware of the closure and still support the extended hours or have no preference. Several stated that “now that they know about the Friday closure, it is not a big deal.” Also, based on 2010 Citizen Survey data, it is clear that more citizens and businesses are doing business with the City online, therefore, it appears that the overall number of customers physically coming in to City Hall to do business might be declining.

The biggest concern about Friday closures appears to be from contractors. With the closure of City Hall on Fridays, one of the most significant changes was the elimination of permitting services provided by the Building Division on Fridays. Historically, Friday has had the least amount of activity/customer traffic in the Building Division. Regardless, Staff instituted several service enhancements (in addition to the extended hours Monday through Thursday) to help address the Friday closure. These included dual inspections in a single day, greater accommodation of inspection requests outside of regular business hours and extended hours for walk-through plan review sessions. In addition, Staff is working towards online permitting and records research. Also of note, the Building Division is still offering limited field inspections on Fridays. These service enhancements have been well received.

Transition to Focused Workweek - Operations

Staff has successfully made administrative and operational adjustments related to the Focused Workweek. Employees, managers and supervisors were asked about any ongoing operational challenges that have not yet been met. Overall, no major concerns were identified. Executive level Staff availability has not changed under the Focused Workweek trial and certain Staff maintained availability to respond to events and inquiries on Fridays. Staff with outside meeting commitments on Fridays continued to meet those obligations on Fridays. Staff also successfully made modifications to the City’s personnel policies related to the Focused Workweek trial.

Employee Challenges

The most common ongoing employee challenges include child care schedules, after school/work activities, night school/classes and less family time in the evenings. Also, the longer work day has been a burden for some. However, as discussed in the survey results, it appears that a majority of employees view the Focused Workweek benefits as outweighing employee challenges. For those employees reporting significant challenges with the schedule, work schedule flexibility appears to be the most prevalent issue. Of course, an employee’s ability to work a “flex” schedule varies by operation, manager, front line service responsibilities, etc. However, if City Council provides direction to move to the Focused Workweek schedule on a permanent basis, the City Manager’s Office will issue an Administrative Memorandum that will provide appropriate guidelines on work schedule flexibility.

Communication to the Public Regarding the Proposed Focused Workweek Trial

Before commencement of the Focused Workweek trial and during the trial, Staff communicated with the public regarding the trial hours through a variety of avenues. Staff posted signage at both City Hall and Municipal Court, provided a fact sheet handout at all points of service, included a message in City utility bills, updated the City’s after-hours phone message, provided service-specific handouts and provided verbal updates to various groups. Staff also communicated about the Focused Workweek trial through City Edition, the City’s Web site and Cable Channel 8. In addition, the City’s Focused Workweek trial was highlighted in two front page stories in the Westminster Window, a story in the Denver Daily News and on KOA radio. Whatever direction City Council provides regarding the permanent schedule, Staff will work to promote the hours through the communication tools available.

Future Information Gathering Related to Focused Workweek

Per City Council's direction at the May 16, 2011 Study Session meeting, Staff will return to City Council in one-year with additional employee survey results and other information items related to the City's ongoing experience with the Focused Workweek schedule.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

RESOLUTION

RESOLUTION NO. **18**

INTRODUCED BY COUNCILLORS

SERIES OF 2011

**A RESOLUTION
ESTABLISHING THE FOCUSED WORKWEEK SCHEDULE FOR CITY HALL, MUNICIPAL
COURT AND SEVERAL ADMINISTRATIVE OFFICES**

WHEREAS, on August 2, 2010, the City initiated a Focused Workweek trial for several operations and facilities; and

WHEREAS, Staff conducted a nine-month assessment of the Focused Workweek trial and conducted surveys of citizens, contractors, City Council and Staff, while also looking at actual customer activity during the revised hours; and

WHEREAS, Staff also examined impacts of the Focused Workweek schedule on energy usage, employee leave usage and other items that were summarized in the nine-month assessment report; and

WHEREAS, based on the assessment, the City has realized several benefits from the Focused Workweek trial, including enhancements to customer service, reduced environmental impact for City operations, modest cost savings, productivity gains in certain areas and enhanced employee recruitment and retention ability; and

WHEREAS, the Public Safety Center, Fire Stations, Recreation Centers, Libraries, Standley Lake, Water and Wastewater Treatment Plants and other City facilities will not move to a Focused Workweek schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER that the City of Westminster will move several operations and facilities to a Focused Workweek schedule on a permanent basis effective immediately. Business hours for City Hall, Municipal Court and several administrative offices will run from 7:00 am to 6:00 pm, Monday through Thursday. City Hall, Municipal Court and administrative offices for Police, Fire, Parks, Recreation and Libraries, and Public Works and Utilities will be closed on Fridays.

PASSED AND ADOPTED this 23rd day of May, 2011.

ATTEST:

Mayor

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney's Office



Agenda Memorandum

City Council Meeting
May 23, 2011



SUBJECT: Resolution No. 19 re Hyland Village Service Commitment Extension

Prepared By: Terri Hamilton, Planner III

Recommended City Council Action

Adopt Resolution No. 19 extending the Category A-4 Service Commitment Award to the Hyland Village Traditional Mixed Use Neighborhood Development project based on a finding that the Hyland Village project meets the Westminster Municipal Code Section 11-3-2(A)2 criteria of the City's Growth Management Program.

Summary Statement

- Hyland Village is a partially developed 71-acre Traditional Mixed Use Neighborhood Development located on the southwest corner of Sheridan Boulevard and 98th Avenue. The project was approved in January of 2007 for 426 dwelling units. Two six-plex townhome buildings and four single family buildings have been constructed. A significant amount of infrastructure is also in place. The last building permit issued for a new dwelling unit was June 27, 2008.
- In 2009, a two year extension to the Service Commitment Award for this development was approved. This extension will expire June 22, 2011. Attached are requests from the property owners of vacant land within Hyland Village requesting a second extension of the Service Commitments originally awarded in 2004 for this development.
- The City's Growth Management Program allows City Council to extend the Service Commitment time frame based upon specific criteria. City staff believes the criteria are applicable in this situation. (Please see the Background section for the specific extension criteria.)

•
Expenditure Required: \$ 0
Source of Funds: N/A



Policy Issue

Should City Council approve an extension of Service Commitments necessary to build out this partially constructed development?

Alternative

Do not adopt the attached Resolution extending the award of Service Commitments for this project. This alternative is not recommended by City staff because many of the roads, infrastructure, etc. have already been installed. There are circumstances where it might make sense to allow the Service Commitments to expire, particularly in situations where no “actual” development has occurred. Allowing Service Commitments to expire effectively forces a property owner to “re-compete” for Service Commitments and meet current guidelines.

Background Information

Hyland Village was originally awarded Service Commitments in 2004. A Preliminary Development Plan (PDP) and Official Development Plan (ODP) for the property were approved in 2007. McStain Neighborhoods received approval of an Amended Official Development Plan for a total of 42 dwelling units in 2007. McStain Neighborhoods has completed a significant amount of infrastructure and improvements for this development including several residential buildings (16 dwelling units). An extension of Service Commitments was requested and awarded in June 2009, and is due to expire June 22, 2011. Challenging economic conditions have persisted for several years and have negatively affected the development potential of the project. McStain Neighborhoods is no longer the master developer and has relinquished the majority of their holdings to a realty company “West-Hy Holdings LLC.” The undeveloped portion of the development has six property owner holdings, not including parcels that have been dedicated to the City as public land dedication or dwelling units sold. A map attached to this agenda memo indicates ownership parcels at this time.

City Code allows an extension of Service Commitments if specifically approved by the City Council based on a finding that:

- (a) The need for the extension is the result of some unusual and unforeseeable circumstance beyond the reasonable control of the developer; and
- (b) The extension is needed to avoid undue or inequitable hardship that would otherwise result if the extension were not granted; and
- (c) There is no reason to believe that the developer will not be able to proceed with the development of the project within the extended time period.

Should the Service Commitment award expire for the project, City Code requires competition for a new Service Commitment award. Any residential developer within Hyland Village would not be able to proceed with development until new Service Commitments are awarded. The extension of the Service Commitment award for this project will provide additional time for developers to proceed with development of Hyland Village.

Although Hyland Village has an approved Official Development Plan and plat, and has completed substantial public improvements, it does not meet the Growth Management definition of build-out development. Hyland Village does not meet the threshold of being 50% developed with less than 10

acres undeveloped. As the project does not meet all the thresholds for a build-out development, it is facing loss of its status of an active residential development because there has not been issuance of a

building permit for a new dwelling unit within a 2-year period of their previous Service Commitment extension. Therefore, the second Service Commitment extension has been requested.

Providing an extension of the Service Commitment Award supports the City Council's Strategic Plan Goal of providing Vibrant Neighborhoods in one Livable Community.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

- Attachment 1 - Resolution (Category A-4 Service Commitment Award Extension)
- Attachment 2 - Vicinity Map
- Attachment 3 - Ownership Map
- Attachment 4 - Kuhn Law - Letter re Service Commitment Extension
- Attachment 5 - Markel Homes Construction Company - Letter re Service Commitment Extension
- Attachment 6 - McStain Neighborhoods - Letter re Service Commitment Extension
- Attachment 7 - Provident Realty Advisors, Inc. - Letter re Service Commitment Extension
- Attachment 8 - Property Owners re Service Commitment Extension

RESOLUTION

RESOLUTION NO. **19**

INTRODUCED BY COUNCILLORS

SERIES OF 2011

**A RESOLUTION APPROVING A CATEGORY A-4 SERVICE COMMITMENT AWARD
EXTENSION FOR THE HYLAND VILLAGE PLANNED UNIT DEVELOPMENT
("PROJECT")**

WHEREAS, the City of Westminster has adopted by Ordinance No. 3561 a Growth Management Program ("GMP") for the period 2011 through 2020; and

WHEREAS, the Project is a Category A-4 Traditional Mixed Use Neighborhood Project with the meaning of the GMP; and

WHEREAS, Resolution No. 25, Series 2004 ("Resolution 25") awarded the project 483 Service commitments the GMP for the year 2004; and

WHEREAS, Resolution No. 34, Series 2009 ("Resolution 34") awarded the Project 470.6 Service Commitments under the GMP for the year 2009; and

WHEREAS, pursuant to Resolution 34 said Service Commitments expire if no building permit is issued for the Project during any consecutive 24-month period, unless the Service Commitment Award is extended by City Council; and

WHEREAS, the Project obtained Preliminary and Official Development Plan approval, but, as of June 22, 2011 24 consecutive months will have passed since the approval of Resolution 34; and

WHEREAS, Westminster Municipal Code Section 11-3-2 (A) 2 establishes the criteria for the extension of Service Commitment Awards for active residential projects that previously received Service Commitment Awards; and

WHEREAS, the proposed extension for the Project is the result of an unusual and unforeseeable circumstance beyond the reasonable control of the developer, is needed to avoid undue hardship that would otherwise result if the extension were not granted, and there is no reason to believe that the developer will not be able to proceed with the development of the Project within the extended time period.

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster, that:

1. The 2009 Category A-4 Service Commitment award for the Hyland Village Project at the southwest corner of Sheridan Boulevard and 98th Avenue, which is scheduled to expire on June 22, 2011, is hereby extended as follows:

Table 1

	2004	2005	2006	2007	2008	2009	2010	Total
Original	0	20	102	125	125	0	Not Applicable	483
Used	0	0	0	0	0	12.4	0	12.4

2009	-	-	-	-	-	235.0	235.6	470.6
2011	-	-	-	-	-	235.0	235.6	470.6

2. The Service Commitment award to the Project is conditional and subject to the following:

- a) Service Commitments for the Project, if approved by the City, may only be used within the Project.
- b) This extended Service Commitment award shall be subject to all of the provisions specified in the Growth Management Program within Chapter 3 of Title XI of the Westminster Municipal Code.
- c) This extended Service Commitment award is conditional upon any further City approvals that may be required for the Project, and no such approvals are guaranteed by this extension. The City shall not be required to approve any Comprehensive Land Use Plan amendment, Preliminary Development Plan or amendment, Official Development Plan or amendment, or rezoning action necessary for development of the Project.
- d) The allocation of Service Commitments shown above in Table 1 for the year 2011 is effective as of the date of this Resolution (May 23, 2011). Future year awards are effective as of January 1 of the specified year and cannot be drawn prior to that date. If fewer Service Commitments are needed for the Project in any given year, the unused amount in that year will be carried over to the following year(s), provided the Service Commitments have not expired.
- e) In order to demonstrate continued progress on the Project, the following deadline and expiration provision applies:
All unused Service Commitments for the Project shall expire if no building permit for a new dwelling unit is issued for the Project during any 24 consecutive months, after the effective date of this Resolution.
- f) If any of the Service Commitments are allowed to expire, or if the applicant chooses not to pursue the development, any unused Service Commitments shall be returned to the water supply figures. The award recipient shall lose all entitlement to such Service Commitments under those conditions.
- g) This award resolution shall supersede all previous Service Commitment award resolutions for the Project.

3. This Category A-4 Service Commitments award shall be reviewed and updated each year. If it is shown that additional or fewer Service Commitments are needed in the year specified, the City reserves the right to make the necessary modifications.

PASSED and ADOPTED this 23rd day of May, 2011.

Mayor

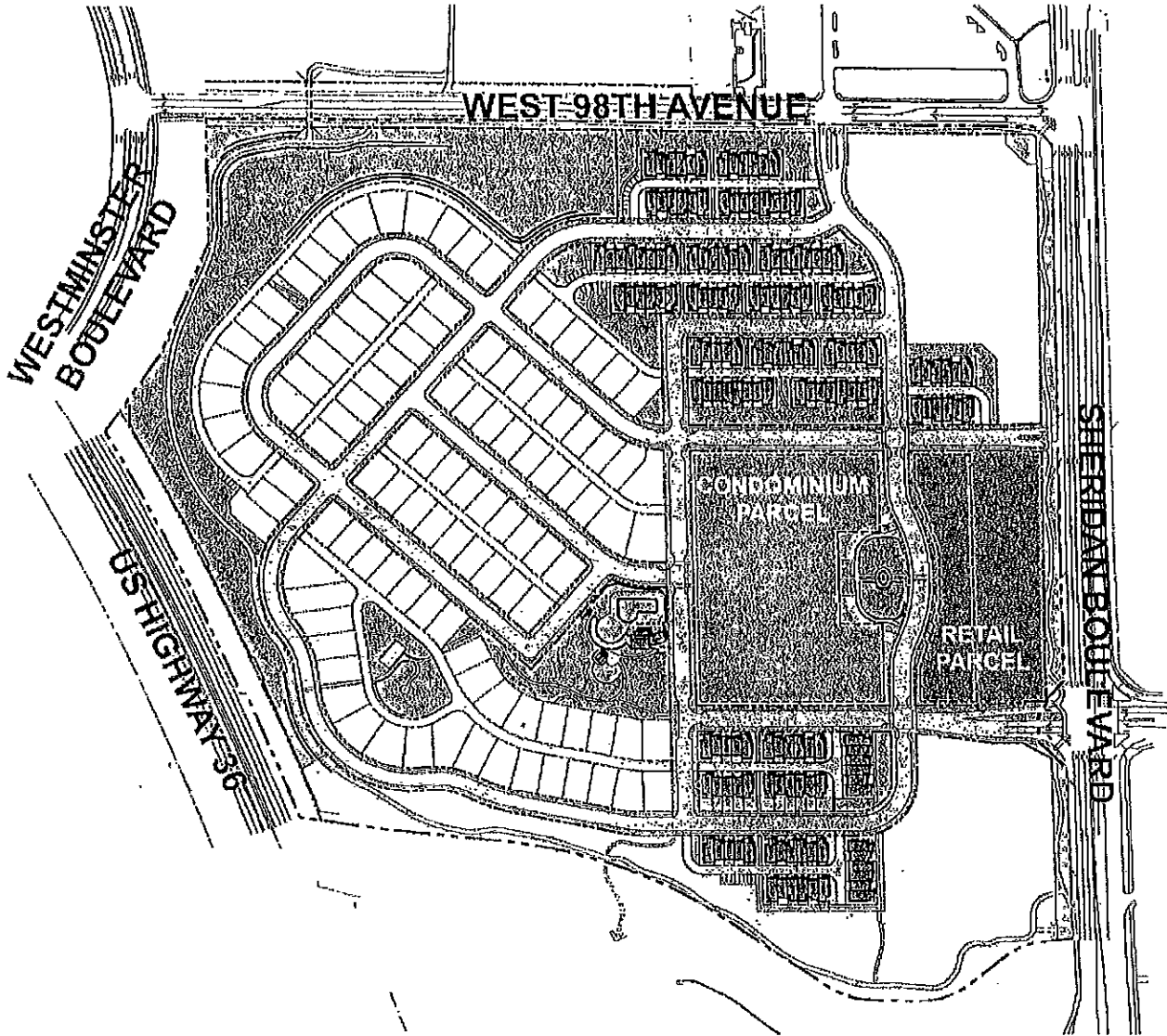
ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney

HYLAND VILLAGE VICINITY MAP



NORTH

OWNERSHIP
MAP

98TH AVE.

MINNICK

WEST-HY
HOLDINGS

GOV.

WESTMINSTER BLVD

HOYT

MARKEL

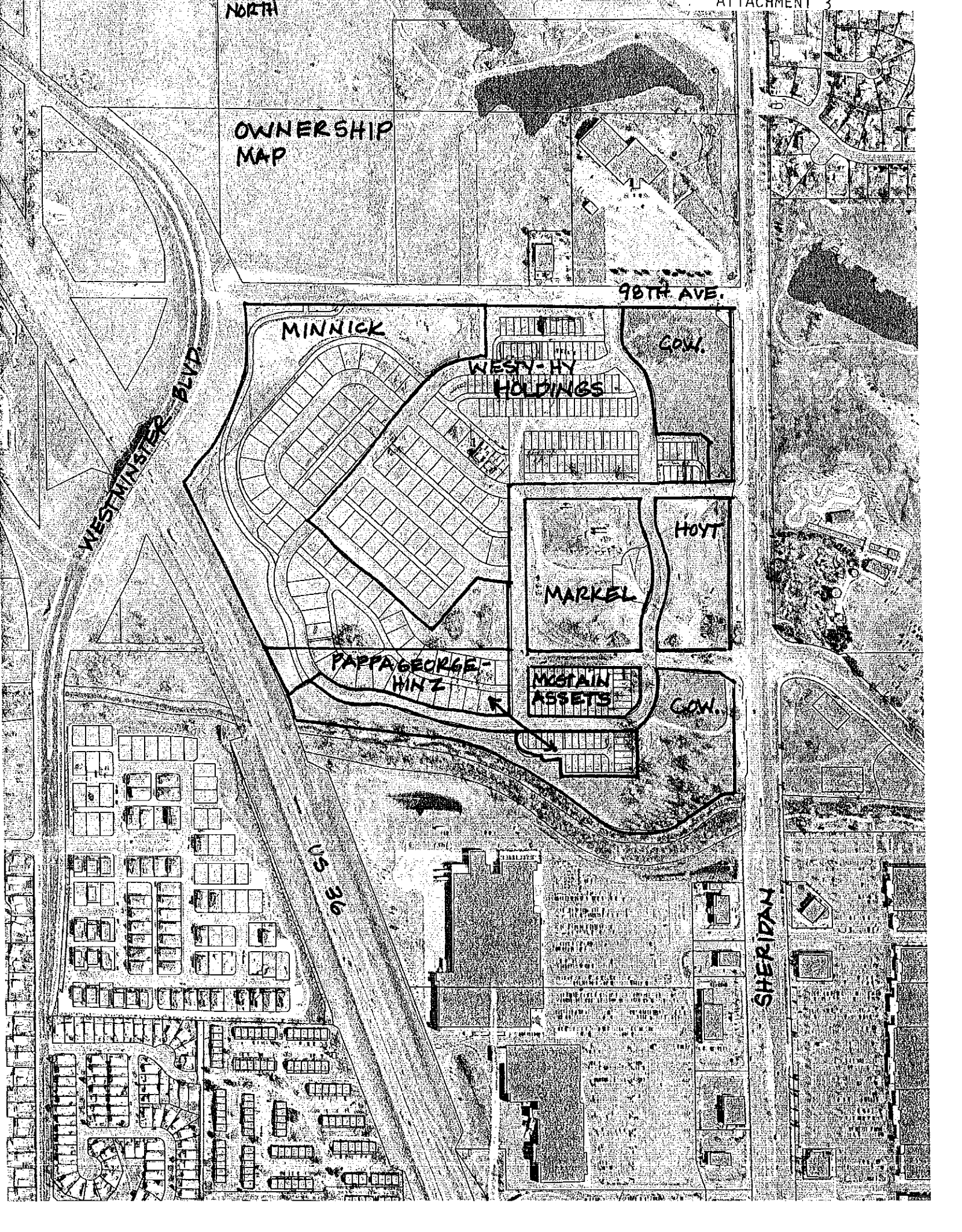
PAPAGEORGE-
HINZ

MUSTAIN
ASSETS

GOV.

US
36

SHERIDAN





KUHN LAW
PROFESSIONAL CORPORATION

STACIA D. KUHN
ATTORNEY AT LAW

May 2, 2011

Via Electronic Mail and U.S. Mail

Ms. Teresa L. Hamilton
Department of Community Development
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

Re: Hyland Village Subdivision Service Commitment Extension Request

Dear Ms. Hamilton,

This firm serves as legal counsel for Louis Pappageorge, Larry Hintz and Georgiana Hintz, who are owners of a portion of the land underlying the Hyland Village Subdivision project, a project for which the City of Westminster has awarded a total of 483 A-4 service commitments ("Service Commitments") pursuant to Resolution No. 25 dated April 12, 2004, previously extended by the Westminster City Council pursuant to Resolution 34 on June 22, 2009. These Service Commitments are scheduled to expire on June 22, 2011. As everyone is aware the current economic downturn has severely hindered the progress of the Hyland Village build out. The site has been inactive during the recession and the various McStain Enterprises bankruptcy filings and associated legal matters have further stalled the project. On behalf of the Pappageorge/Hintz owners, this letter shall serve as a formal request for an extension of the Service Commitments for an additional two (2) years through June of 2013.

We appreciate the City of Westminster's consideration of this request. It is our hope that this extension will allow some additional time for the economy to recover so the project can once again be fortified with interest that will reinvigorate the development progress of Hyland Village.

Respectfully,
KUHN LAW,
Professional Corporation

By:

:sdlk

CC: Louis Pappageorge
Larry and Georgiana Hintz
Kenneth Puncerelli
Chip Laustrop

ONE UNION SQUARE
143 UNION BOULEVARD
SUITE 770
LAKEWOOD, CO 80228

T 303 988 8849
F 303 988 8859
skuhn@kuhnlawpc.com



Markel Homes Construction Company
5723 Arapahoe Avenue #2B
Boulder, CO 80303
303-449-8689 (office)
303-444-2792 (fax)

14 March 2011

Terri Hamilton
Department of Community Development
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

RE: HYLAND VILLAGE – SERVICE COMMITMENT EXTENSION

Dear Terri:

We request an extension of the service commitment for the Hyland Village subdivision. Multifamily development prospects for Parcel B have been extremely difficult and have not improved since the last service extension. A service commitment must be in place to secure potential builders, lenders and be prepared for market demand.

Development alternatives for our property have been discussed with staff. We plan to meet with the City Manager this month. We are optimistic that an agreeable development solution will be found and the Hyland Village service commitment will be in place.

If you have any questions or need additional information, please contact me.

Sincerely,

Chad Kipfer
Project Manager
Markel Homes Construction Company



May 3, 2011

Ms. Terri Hamilton
Department of Community Development
City of Westminster
4800 West 92nd Avenue
Westminster, Colorado 80031

Re: Hyland Village Service Commitment Extension Request

Dear Ms. Hamilton,

Four hundred eighty three (483) "A-4" Service Commitment awards were issued to the Hyland Village Project as part of Ordinance No. 2848, a growth Management Ordinance through the City of Westminster. The site became inactive during the economic downturn in the fall of 2008 and McStain Assets 1, LLC, Thomas R. Hoyt, Caroline J. Hoyt, and Rebecca Roser hereby support the extension of the Service Commitments.

The Service Commitments were extended by the Westminster City Council with Resolution 34 on June 22, 2009. That extension is set to expire on June 22, 2011. In light of the continued poor economic conditions facing the Hyland Village project, the above name parties hereby requests the Service Commitments for the Development be extended for an additional two years through June of 2013. This would to allow the development to progress in a timely manner and for the project to become viable again.

Sincerely,

A handwritten signature in black ink, appearing to read "David Ware".

David Ware
President of MC3 Holdings, LLC
As Manager of McStain Assets 1, LLC and on behalf of Thomas R. Hoyt, Caroline J. Hoyt,
and Rebecca Roser

cc. Matt Mildren, Stacia Kuhn, Kyle Kreischer, Michael Markel, Davis Reinhart, Tom Hoyt,
Caroline Hoyt, Rebecca Roser

March 22, 2011

Ms. Terri Hamilton
Department of Community Development
City of Westminster
4800 West 92nd Avenue
Westminster, Colorado 80031

Re: Hyland Village Service Commitment Extension Request

Dear Ms. Hamilton,

Westminster-Hyland, LP was the lender for McStain on the project known as Hyland Village in Westminster. An entity related to Westminster-Hyland, LP, West-Hy Holdings, LLC has acquired Blocks 1, 3, and 5 through 8, Hyland Village Development through a deed in lieu of foreclosure because of defaults by McStain according to a forbearance agreement both parties entered into. McStain Enterprises Inc. was the master developer of Hyland Village Development before it filed for Chapter 7 Bankruptcy Liquidation. Four hundred eighty three "A-4" Service Commitment awards were issued to the Hyland Village Project as part of Ordinance No. 2848, a growth Management Ordinance through the City of Westminster. The site became inactive during the economic downturn as well as with the McStain Enterprises Inc bankruptcy filing.

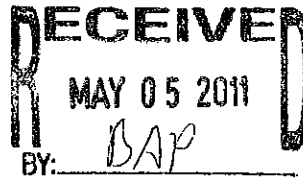
In recognition of those circumstances, the Service Commitments were extended by the Westminster City Council with Resolution 34 on June 22, 2009. That extension is set to expire on June 22, 2011. In light of the continued poor economic conditions and outstanding surety bond issues related to the site, West-Hy Holdings, LLC hereby requests the Service Commitments for the Development be extended for an additional two years through June of 2013. This would allow the development on our lots to progress in a timely manner and for the project to become viable again.

Sincerely,



Matt Mildren
Provident Realty on behalf of Westminster-Hyland, LP and West-Hy Holdings, LLC

cc. Stacia Kuhn, Kyle Kreischer, Michael Markel, Davis Reinhart



May 3, 2011

Via Electronic Mail and U.S. Mail

Ms. Teresa L. Hamilton
Department of Community Development
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

Re: Hyland Village Subdivision Service Commitment Extension Request

Dear Ms. Hamilton,

We are owners of a portion of the land underlying the Hyland Village Subdivision project, a project for which the City of Westminster has awarded a total of 483 A-4 service commitments ("Service Commitments") pursuant to Resolution No. 25 dated April 12, 2004, previously extended by the Westminster City Council pursuant to Resolution 34 on June 22, 2009. These Service Commitments are scheduled to expire on June 22, 2011. This letter shall serve as a formal request for an extension of the Service Commitments for an additional two (2) years through June of 2013.

We appreciate the City of Westminster's consideration of this request. It is our hope that this extension will allow some additional time for the economy to recover so the project can once again be fortified with interest that will reinvigorate the development progress of Hyland Village.

Respectfully,
Pres & Kay Minnick

A handwritten signature in black ink, appearing to read "William R. Lastrup".

William R. "Chip" Lastrup

A second handwritten signature in black ink, appearing to read "William R. Lastrup".

AGENDA

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING

MONDAY, MAY 23, 2011

AT 7:00 P.M.

- 1. Roll Call**
- 2. Minutes of Previous Meetings** (March 28 and May 2, 2011)
- 3. Purpose of Special WEDA Meeting is to**
 - A. Conduct a Public Hearing re 2011 Budget Amendment
 - B. Consider Adoption of Resolution No. 132 Authorizing a Supplemental Appropriation of \$4.0 Million
 - C. Consider Authorizing \$3.5 Million Pay Off of Westminster Mall Purchase and Sale Agreement Promissory Note
- 4. Adjournment**

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
MONDAY, MARCH 28, 2011, AT 7:24 P.M.

ROLL CALL

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

APPROVAL OF MINUTES

Board Member Major moved to approve the minutes of the meetings of February 14 and February 28, 2010. Kaiser seconded, and the motion passed.

PUBLIC HEARING RE 1ST QTR HOURSEKEEPING SUPPLEMENTAL APPROPRIATION

At 7:24 P.M., the Chair opened a public hearing to consider the 1st quarter budget amendment for the Authority. Staff was present to answer any questions. There were no questions. The Chair opened the hearing to public testimony. No one wished to speak, and the hearing was closed at 7:25 P.M.

RESOLUTION NO. 126 AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO 2011 BUDGET

Vice Chair Dittman moved, seconded by Major, to adopt Resolution No. 126 authorizing a supplemental appropriation to the 2011 budget. At roll call, the motion passed unanimously.

RESOLUTION NO. 127 TERMINATING 1997 REVENUE BOND COOPERATION AGREEMENT

It was moved by Board Member Winter, seconded by Dittman, to adopt Resolution No. 127 approving the termination of the 1997 Cooperation Agreement between the City of Westminster and the Westminster Economic Development Authority dated December 15, 1997 and forgiving any amounts owed under that agreement. At roll call, the motion passed with all members voting affirmatively.

RESOLUTION NO. 128 RE 1ST AMENDMENT TO JUNE 16, 2009 COOPERATION AGREEMENT

Upon a motion by Board Member Briggs, seconded by Major, the Authority voted unanimously at roll call to adopt Resolution No. 128 approving the First Amendment to the Cooperation Agreement between the City of Westminster and the Westminster Economic Development Authority dated June 16, 2009 and authorizing the Executive Director to execute the Amendment.

RESOLUTION NO. 129 RE 1ST AMENDMENT TO MAY 1, 2009 COOPERATION AGREEMENT

Board Member Briggs moved, seconded by Major, to adopt Resolution No. 129 approving the First Amendment to the Cooperation Agreement between the City of Westminster and the Westminster Economic Development Authority dated May 1, 2009, and authorizing the Executive Director to execute the Amendment. The motion passed unanimously at roll call.

RESOLUTION NO. 130 RE 1ST AMENDMENT TO SEPT. 15, 2009 COOPERATION AGREEMENT

It was moved by Board Member Briggs, seconded by Major, to adopt Resolution No. 130 approving the First Amendment to the Cooperation Agreement between the City of Westminster and the Westminster Economic Development Authority dated September 15, 2009, and authorizing the Executive Director to execute the Amendment. At roll call, the motion passed unanimously.

ADJOURNMENT

Chairperson McNally reminded the Authority of an executive session to be conducted following adjournment of this meeting.

There was no further business to be conducted, and it was moved by Kaiser, seconded by Major, to adjourn. The motion carried and the meeting adjourned at 7:27 p.m.

ATTEST:

Secretary

Chairperson

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE SPECIAL
WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY MEETING
MONDAY, May 2, 2011 AT 6:40 P.M.

ROLL CALL

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

ACQUISITION OF PROPERTY FROM THE WESTMINSTER MALL COMPANY AND RELATED ENTITIES

Vice Chairperson Dittman moved, seconded by Kaiser, to authorize the Executive Director to execute a purchase and sale agreement and all necessary closing documents for the acquisition of the majority of the remaining privately owned property within the Westminster Center Urban Reinvestment Project area, and authorize the funding as needed for this acquisition. The motion carried with all members voting affirmatively.

REIMBURSEMENT RESOLUTION NO. 131 FOR WURP BOND FINANCING

Vice Chairperson Dittman moved, seconded by Kaiser, to adopt Resolution No.131 setting forth WEDA's intent to make certain capital expenditures associated with the acquisition of property in connection with the Westminster Center Urban Reinvestment Project, to issue bonds for financing the Project, and to use a portion of the proceeds of such bond financing for reimbursement of WEDA for those expenditures incurred prior to issuing the bonds, to the extent authorized by the Internal Revenue Code of 1986 and applicable Treasury Department Regulations.. At roll call, the motion carried with all members voting affirmatively.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

ATTEST:

Acting Secretary

Chairperson

WEDA Agenda Item 3 A - C

Agenda Memorandum

Westminster Economic Development Authority Meeting
May 23, 2011



SUBJECT: Resolution No. 132 Authorizing a \$4.0 Million Supplemental Appropriation to WEDA

Prepared By: Steve Smithers, Assistant City Manager

Recommended Board Action

1. Hold a public hearing.
2. Adopt Resolution No. 132 authorizing a supplemental appropriation of \$4.0 million to WEDA.
3. Authorize the Executive Director to pay off the Promissory Note associated with the Westminster Mall Purchase and Sale Agreement in the amount of \$3,500,000, plus interest.

Summary Statement

- On May 2, 2011, City Council and the Westminster Economic Development Authority (WEDA) approved the Purchase and Sale Agreement that authorized the acquisition of the majority of the remaining Westminster Mall buildings and property. The Purchase and Sale Agreement was signed by all parties on May 3rd and the acquisition was closed on May 10th.
- As part of this Purchase and Sale Agreement, WEDA and the City agreed to an acquisition price of \$22,000,000. \$18,500,000 has been paid and \$3,500,000 was carried back in a Promissory Note that must be paid back within one year of the closing date. The Note carries a six percent interest rate.
- Paying off the Promissory Note at this time will save WEDA significant interest expense and will eliminate restrictions on the Deed of Trust for the acquired Mall property that were part of the loan agreement for the \$3.5 million. Interest on the Note through the date of payoff (May 27, 2011) is estimated at \$14,000.
- The recommended supplemental appropriation also includes \$500,000 to cover critical Westminster Center Urban Reinvestment Project (WURP) expenses.

- Staff is recommending a transfer of funds available from 2010 General Fund Carryover to cover the loan payoff and WURP expenses.

Expenditure Required: \$4,000,000

Source of Funds: 2010 General Fund Carryover

Policy Issue

Should WEDA pay off the \$3.5 million Promissory Note that was entered into as part of the Purchase and Sale Agreement for the Westminster Mall property acquisition?

Alternatives

WEDA could choose to delay paying off the Promissory Note for a longer period of time, up to a full year. Staff does not recommend this alternative as this Note will cost WEDA approximately \$17,500 per month in interest, or at total of \$210,000 if paid off after the full year. The City's current rate of return on invested funds is considerably below the 6% interest that is set forth in this Note; therefore, the City will not be able to offset this cost through investment returns. Paying off the Note now makes good financial sense for WEDA.

Background Information

WEDA and the City have been working for several years to move the redevelopment of the Westminster Mall forward. Beginning earlier this year, the City was contacted by the Mall Company inquiring about WEDA's interest in acquiring The Westminster Mall Company's remaining property at the Mall. Negotiations ensued and the parties were able to agree on terms of an agreement.

On May 2, 2011 the WEDA Board and the City Council approved a Purchase and Sale Agreement that sets forth the terms by which WEDA would take ownership of substantial portions of the remaining Mall property. WEDA acquired the property with a combination of existing funds and a Promissory Note backed by a deed of trust and assignment of rents. The City is guaranteeing WEDA's obligations under this agreement, subject to annual appropriation, TABOR, and other legal restrictions applicable to the City. The total purchase price was \$22,000,000, with \$3,500,000 of this amount carried back in a note. The acquisition was successfully closed on May 10, 2011, and the City now controls approximately 90% of the total Westminster Mall area.

The Promissory Note was included in the Purchase and Sale Agreement because at the time that this deal was put together it was WEDA's desire to select a developer for the project and have them pay off the Note. At this point it is clear that getting the right developer on board and in a position to pay off this Note will take some additional time.

Paying off this loan early will create several significant benefits to WEDA including: eliminating substantial interest costs, avoiding other costs set forth in the terms of the loan agreement, and giving WEDA complete control of the acquired land. As WEDA moves forward with discussions with developers, this unfettered control of the property will be very significant.

At the request of the Promissory Note holder, the Westminster Mall Company, \$10,000 of the \$3.5 million loan will be paid at a later date (January 2, 1012). There will be no interest on this remaining \$10,000, and the Deed of Trust for the Mall property established through the loan agreement will be extinguished at the time of the \$3.49 million payment, which is anticipated to be made on May 27th.

REVENUE/EXPENDITURE DETAIL

These appropriations will amend the Westminster Economic Development Authority Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfer General Fund	6800.45000.0100	\$0	<u>\$4,000,000</u>	\$4,000,000
Total Change to Revenues			<u>\$4,000,000</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
WURP City Participation	80968005952.80400.8888	\$19,056,933	<u>\$4,000,000</u>	\$23,056,933
Total Change to Expenses			<u>\$4,000,000</u>	

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment: Resolution

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

RESOLUTION NO. **132**

INTRODUCED BY BOARD MEMBERS

SERIES OF 2011

**2011 WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
BUDGET SUPPLEMENTAL APPROPRIATION**

WHEREAS, the Westminster Economic Development Authority (the “Authority”) is a public body corporate and politic, and has been duly created, organized, established and authorized by the City of Westminster, Colorado (the “City”) to transact business and exercise its powers as an urban renewal authority, all under and pursuant to the Colorado Urban Renewal Law, constituting Part 1 of Article 25 of Title 31, Colorado Revised Statutes, as amended (the “Act”); and

WHEREAS, pursuant to section 31-25-105 of the Act, the Authority has the power to borrow money and to apply for and accept advances, loans, grants and contributions from any source for any of the purposes of the Act and to give such security as may be required; and

WHEREAS, it is the current intent of the Authority to make certain capital expenditures associated with the acquisition of property in the vicinity of 88th Avenue and Sheridan Boulevard to redevelop the Westminster Mall; and

WHEREAS, the Authority initially adopted the 2011 budget on October 11, 2010; and

WHEREAS, proper notice for an amendment to the 2011 WEDA budget was published on May 19, 2011, pursuant to the requirements of section 29-1-106 Colorado Revised Statutes; and

WHEREAS, a public hearing for this amendment was held on May 23, 2011, pursuant to the requirements of section 29-1-108 Colorado Revised Statutes; and

WHEREAS, a Board resolution is necessary to make adjustments to the budget; and

WHEREAS, the revenue adjustment consists of an increase of \$4,000,000 to transfers-in; and

WHEREAS, the expense adjustment consists of an increase of \$4,000,000 to capital projects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY, COLORADO:

Section 1. The \$4,000,000 increase shall be allocated to Authority accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfer General Fund	6800.45000.0100	\$0	<u>\$4,000,000</u>	\$4,000,000
Total Change to Revenues			<u>\$4,000,000</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
WURP City Participation	80968005952.80400.8888	\$19,056,933	<u>\$4,000,000</u>	\$23,056,933
Total Change to Expenses			<u>\$4,000,000</u>	

Section 2. The resolution shall be in full force and effect upon its passage and approval.

PASSED ADOPTED AND APPROVED this 23rd day of May, 2011.

Chair

ATTEST:

APPROVED AS TO LEGAL FORM:

Secretary

Attorney for the Authority